



The City That Soars!

REQUEST FOR PLANNING COMMISSION ACTION

Meeting Date	February 22, 2011
Agenda Item	Workshop 1
Title	Orientation/Review of Planning Commission Procedures and Resources (Workshop)
Submitted By	Deb Jones, Staff Liaison

Description	Orientation for new commissioners and review for continuing commissioners in preparation for the year's work.
Background	<p>The Planning Commission provides formal recommendations to the City Council on certain zoning matters and cases, including amendments to the zoning code, zoning changes, amendments to the Comprehensive Plan, conditional use permits and other special permits and variances.</p> <p>The procedures for all of these actions follow a similar pattern: (1) published notice of a public hearing, (2) public hearing before the Planning Commission, (3) Planning Commission vote on a recommendation, (4) City Council action.</p> <p>Planning Commissioners use a variety of resources in their official duties for the City. These include the Falcon Heights Comprehensive Plan and the Falcon Heights Zoning Code (Chapter 113 of the city code), as well as supporting documents and research materials put together by staff for individual cases.</p>
Budget Impact	None
Attachment(s)	<ul style="list-style-type: none"> • Copy of the Falcon Heights zoning application form
Action(s) Requested	<p>None.</p> <p>Staff will conduct a brief review/training for commissioners on public hearing procedures and give a general overview of the zoning code and comprehensive plan. An update will be given on recent court actions that have impacted cities' ability to grant variance. Actions of the previous year will also be reviewed.</p> <p>It is recommended that commissioners bring their copies (paper or electronic) of the zoning chapter and the comprehensive plan for reference during the workshop. Commissioners may also wish to re-read documents from public hearing meetings in 2010 to refresh their memories of the work done last year.</p>



City of Falcon Heights Planning Application

Action Requested By:

Name of Property Owner _____

Phone (h) _____ (w) _____

Address of Property Owner _____

Name of Applicant (if different) _____

Address _____ Phone _____

Property Involved:

Address _____

Legal Description _____

Property Identification Number (PIN) _____

Present Use of Property (check one):

- | | |
|---|---|
| <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Business/Commercial |
| <input type="checkbox"/> Duplex/Two Family Dwelling | <input type="checkbox"/> Government/Institutional |
| <input type="checkbox"/> Multi Family Complex | <input type="checkbox"/> Vacant Land |

Action Requested (NON-REFUNDABLE):

- | | |
|--|--|
| <input type="checkbox"/> Variance (\$150.00) | <input type="checkbox"/> Lot Split (\$250.00) |
| <input type="checkbox"/> Conditional Use Permit (\$165.00) | <input type="checkbox"/> Site Plan Review (\$100.00) |
| <input type="checkbox"/> Rezoning (\$500.00) | <input type="checkbox"/> Other (Please Specify)
_____ |

Brief Summary of Request (applicant may submit letter to Planning Commission with details of request):

*I certify that all statements on this application are true and correct:*_____
Signature of Property Owner (required)_____
Signature of Applicant (if applicable)