

AGENDA ITEM #: _____

DATE: April 19, 2017

COAC #: N/A

**CITY OF GOODYEAR
PLANNING & ZONING COMMISSION ACTION FORM**

SUBJECT: Planning & Zoning Commission Permanent Meeting Date Change	STAFF PRESENTER: Christopher Baker, Director CASE NUMBER: PZ17-001 APPLICANT: N/A
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PROPOSED ACTION:

Approve adjusting the regularly scheduled Planning & Zoning meeting date from the 3rd Wednesday of each month to the 2nd Wednesday of each month at 6 p.m.

BACKGROUND AND PREVIOUS ACTIONS:

Development Services Department routinely engages in process improvement, seeks to eliminate waste, reduce customer wait time, and increase efficiency. During a recent process improvement Kaizen with the City Clerk's office and other city departments, it was determined that moving the Planning Commission meeting to the 2nd Wednesday of the month would improve efficiency and decrease customer wait time. Moving the Planning Commission meeting up one week allows plats and other recommended items to be on the City Council regular agenda on the 4th of Monday of the month. This saves the customer 3 weeks of wait time.

The Planning Commission Rules of Procedures 11.A.1 states that one regular meeting should be held once per month, but does not determine a specific time or day.

STAFF ANALYSIS:

Adjusting the Planning and Zoning Commission date to the 2nd Wednesday of every month is beneficial to the customer as it reduces wait time by three weeks. This minor adjustment eliminates wastes, improves customer satisfaction, still encourages public participation, and improves the work flow between the Planning & Zoning department and the City Clerk's office.

RECOMMENDATION:

Staff recommends approval to move the Planning and Zoning Commission meeting date to the 2nd Wednesday of every month at 6 p.m. Recommend implementation date in June 2017.

Therefore, the Planning Commission meeting would be held on Wednesday, June 14, 2017 at 6 p.m.

Fiscal Analysis:

N/A

ATTACHMENTS:

1. Proposed Meeting Calendar