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As Presented To:

City of Goodyear
Planning & Zoning
Commission



ULI COMMUNITY PLAN FOCUS TOPICS



The Nuts and Bolts of the Role of Planning and Zoning Commission

Topics:

- Why Have a Planning & Zoning Commission
- Working with the Media
- The Role of the P&Z Commission
- Preparing for a P&Z Commission Meeting
- Managing the P&Z Commission Meeting
 - Decision Making
- Discussion Topics



Why Have a Planning and Zoning Commission?

- State Law Mandate
- Provide Citizen Input to the Process
 - Independent voice – not staff or elected
 - Allow broader public participation in decision making
 - Raise questions and provide comments
 - Focus issues for the City Council
 - Provide a community voice
 - Provide a training ground for future service



Media Contacts

You **do not** have to speak with the media

- You may not be prepared to discuss the issue
- You do not feel comfortable talking with the media
- You may not be the appropriate person to respond to media inquiries
- You are not fully informed until you've heard testimony at the commission meeting
- Most issues should be referred to the public information officer or planning staff



The Role of Commissioner Members...

- Treats the public, applicants, fellow Commissioners and staff with respect
- Considerate of people with varying perspectives
- Acts professionally – represents Goodyear to the public
- Does not say – or do – anything they don't want to read about in the newspaper
- Does not take “legal advice” from anyone other than the Goodyear city attorney



The Role of a Commission Members...

Prior to the Meeting -

- Review meeting materials
- Conduct site visit(s)
- Becomes familiar with the agenda items
- Consider if requests are consistent with General Plan policies
- Consider if requests help implement the community vision
- **Encouraged to contact staff prior to the meeting with questions**



The Role of Commission Members...

During the Meeting -

- Actively listen
- Ask questions
- Avoid preconceived opinions
- Keep things in perspective
- Keep personal feelings in check
- Weigh information against long term best interest of community





The Role of Commission Members...

Decision Making

Explain the reason for your vote

This allows the City Council to understand:

- What you learned in the time you spent
- Why you voted for or against
- Base decision on information presented from all sides of the issue

Not doing this negates much of the effort and thought you put into the case



The Role of Commission Members...

Does not worry about how their votes match up with the City Council

You were appointed to:

- Spend time with applicant and neighbors
- Ask question of staff
- Give your best opinion

You were not appointed to:

- Try to figure out how the Council is going to vote
- Worry when votes do not match up



Always Remember:

Staff is here to help you succeed as a Commission
Member



DISCUSSION TOPICS

- Types of Meetings – Public Meetings; Public Hearings; Workshops
- Preparing to serve as the chair at a commission meeting
- Ensuring fair balance for the speakers addressing an agenda item
- “Just the Facts” – Minimizing emotional public testimony