

City of Fairview Planning Commission Role & Responsibilities

The Planning Commission is composed of seven (7) Commissioners who are an advisory body to the City Council.

The Fairview Planning Commissions has two functions:

- 1) The first involves preparation, revision, and implementation of the community's comprehensive plan and local land use regulations, such as: zoning and subdivision code (Fairview Municipal Code Title 19, Development Code); transportation plans, and other adopted documents used for planning purposes. The Planning Commission reviews proposed land use goals and policies and zoning designations and makes a recommendation to City Council. The City Council has the final decisions on policy decisions.

- 2) The second involves review of development proposals, such as: site plans; variances; subdivisions/planned unit developments; and natural resource reviews, etc. This can include reviewing: land use; lot coverage; setbacks; building height; access, and public facilities such as sewer, water and stormwater design and capacity, etc. The Planning Commission has the authority to approve or deny development proposals but if someone were to appeal the City Council would take final action.

Characteristics of a Planning Commission

A Planning Commissioner's primary role is to make land use decisions that are consistent with Fairview policies and plans adopted by City Council. A Planning Commissioner should have some understanding of the forces that help to shape attitudes and issues about growth and development, this can include knowledge about the local, regional and state economy and some knowledge of community land-use and development trends. Listening, learning and the ability to discuss issues are important qualities of commissioners. An important trait of a Planning Commission is the ability to distinguish between fact and opinion. Planning Commissioners should be able to support decisions based on the facts, even if it disagrees with their personal opinion. Planning Commissioners will not always agree on what constitutes good planning but they should all agree that planning is important.

Qualifications for a Planning Commissioner:

1. Be a resident of Fairview.
2. Have a willingness and dedication to commit both time and personal energy to the Planning Commission.
3. Have an interest in comprehensive community planning, zoning and subdivision of land, and the protection of the environment.
4. Have a desire to assist in implementing the City of Fairview's Comprehensive Plan and land use policies, including, subdivision and zoning ordinances, natural resource policy, for the purpose of protecting the health, safety and welfare of the residents of the Fairview.
5. Have a willingness to encourage and accept input from citizens, organizations and those directly affected by land use related actions made by the Commission.
6. Have the ability to maintain an objective approach to community development issues in order to promote the highest "quality of life" possible for the residents of Fairview.

Responsibilities of the Commission:

1. The general purpose of the Planning Commission is to advise the City Council on all development matters in the community.
2. Specific duties include the preparation, administration and implementation of Fairview's Comprehensive Plan, zoning and subdivision ordinance, natural resource policy, and other land use goals and policies.
3. The Planning Commission is required to make formal recommendations on policy directions involving land uses and long range planning documents.
4. Attend and participate in regularly scheduled meetings and special meetings
5. Work closely with City Staff, the City Council and other city committees and commissions.
6. Annually elect a chairperson and vice-chairperson to the Commission.