



## Welcome to the Springville City Planning Commission

The Planning Commissioners are Springville citizens who volunteer their time for the Planning Commission because they are passionate about Springville. The Commissioners have been appointed by the Mayor and approved by the City Council and have served anywhere from a few months to several years. It is the duty of the Commissioners to do what they believe is best for Springville, in accordance with City Ordinances, not only for the short-term but also for future generations. Commissioners respect each other's views and they respect citizen opinions also.

**If you would like to speak to the Commissioners in the public hearing portion of a particular agenda item, please observe the following:**

- Walk to the podium, use the microphone and introduce yourself by stating your name and address clearly.
- Address the Commissioners without interrogating others in the audience.
- Keep your comments brief by respecting our **five-minute time limit**.
- Keep comments pertinent to the issue or agenda item.
- Please state only new ideas rather than repeating what has already been stated
- Remember the Commissioners are here to collect information, not to take a poll

**The Commissioner would also ask that you please:**

- Silence all cell phones.
- Refrain from clapping, "booing," speaking out-of-turn or any other kind of outburst.
- When you leave the Council Chambers and would like to talk to others about the proceedings, please go to the lobby so the meeting can continue to the next item on the agenda.

**The following procedures are normally observed, but may be re-arranged by the Chairperson for individual items, if necessary, for the expeditious conduct of business.**

- Chair introduces the agenda items.
- Staff makes presentation and recommendation of the proposal.
- Petitioners/Developer makes a presentation.
- Any opponents and/or proponents may comment.
- Petitioners/Developer gives a summary of the project.
- Concluding comments given by staff.
- Closing of the public hearing, if applicable.
- Planning Commissioners discuss the items and vote. The discussion is closed to staff, petitioners and the public unless the Planning Commissioners request additional information, clarification or explanation. The Commission Chair outlines possible actions: approval, denial, continuance or approval with conditions.

Decisions made by the Planning Commissioners, with the exception of a conditional use permit, site plan approval or a change of non-conforming use, are recommendations and are then forwarded for final action to the Mayor and City Council following the Planning Commission meetings. The Mayor and City Council review Ordinance Amendments, General Plan Amendments or petitions to Annex, Rezone or Vacate Streets.

A conditional use permit or a change of non-conforming use consideration by the Planning Commission is a final action, unless appealed to the Board of Adjustment within ten (10) days of the Planning Commission action.