

## About



The Planning Department's mission is to ensure a safe, functional, and aesthetically-pleasing built environment while preserving and enhancing community character, historic elements, and environmentally sensitive areas. The Planning staff endeavors to balance the sometimes competing goals of providing accurate and timely information to the development community, facilitating community needs, and protecting the natural environment.

The Planning Department provides current and long range planning, and building plan review and inspection services. The current planning function involves the review of all proposed development applications in the City such as zone changes, subdivisions, and design review. In addition, this section is responsible for implementing conditions of approval and administration of land use related code violations. The long range planning function of the Department is responsible for the development and maintenance of the City's Comprehensive Plan and implementing ordinances such as the Community Development Code.

Planning staff is available to answer questions on the first floor of City Hall located at 22500 Salamo Road. Business hours for counter assistance are:

**Monday**

8:00 a.m.- 5:00 p.m.

**Tuesday**

8:00- 9:00 a.m. and from 10:00 a.m.- 5:00 p.m.

(9:00 a.m.- 10:00 a.m. staff is unavailable due to a weekly meeting)

**Wednesday**

8:00 a.m.- 5:00 p.m

**Thursday**

8:00 a.m.- 5:00 p.m

**Friday**

8:00 a.m.- 5:00 p.m

About the Planning Commission:

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Planning commissioners have four-year terms, and meet twice a month. They are responsible for land use planning and ensuring that development within the city is in compliance with the comprehensive plan, zoning ordinance and development code. Conduct public hearings on land use applications. Generally meets on the 1st & 3rd Wednesdays of each month at 7:00 p.m. in City Hall. Meetings are cablecast live on cable channel 30 and videotaped for additional playback.

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