



23-0006M2

**TITLE:** Planning and Zoning Commission Training Series

**COUNCIL GOAL:** Direction for Strategic and Economic Growth  
(1C: Provide a Strong City Economy by Facilitating a Balance between Industrial, Commercial, Residential, and Open Space)

**MEETING DATE:** November 14, 2023

**DEPARTMENT:** Development Services - Planning Department

**CONTACT:** Kaitlin Sheffield, CNU-A, Senior Planner  
Caitlyn Strickland, AICP, Planning Manager  
Jennifer Arnold, AICP, Director of Planning

**RECOMMENDED PLANNING AND ZONING COMMISSION ACTION:**

- Receive training on the development process of planning and construction, leading to the development of a site.

**ITEM SUMMARY:**

- The purpose of this work session item is to provide training for the Planning and Zoning Commission on the development process.
- To assist in the discussion, staff has prepared a presentation that outlines the development process.

**BACKGROUND INFORMATION:**

- The Planning Department will be hosting a series of trainings for the Planning and Zoning Commission. The topics for the trainings are as follows:

Topic 1: Duties and Responsibilities of the Planning and Zoning Commission  
(Completed October 10, 2023)

Topic 2: Development Process (Scheduled for November 14, 2023)

Topic 3: Comprehensive Plan (Scheduled for January 9, 2024)

Topic 4: Zoning Basics (Scheduled for February 13, 2024)

Topic 5: Platting and Shot Clock Rules (Scheduled for April 9, 2024)

Topic 6: Site Plans, Design Exceptions, and Criteria (Scheduled for May 14, 2024)

**SUPPORTING MATERIALS:**

[P&Z Commission Training Series 2023 - Development Process](#)