

SECTION IX

IMPLEMENTING THE COMPREHENSIVE PLAN

INTRODUCTION

The question of how to implement the intent and proposals of the completed and legally adopted Comprehensive Plan is both the most important and most difficult consideration of the planning process for most communities. Recognizing that plans are of little value if they are not followed and carried out to the greatest extent possible, the processes and means employed to effect a close correspondence between the plan and actual community development are of special concern.

In this context, it is the purpose of this element of the Comprehensive Plan to outline measures and processes important to successful implementation of the planning proposals and to maintenance of an effective continuing community planning program during the years ahead.

PROCESSES AND PROCEDURES

The principal processes and procedures for implementation, the findings and directions of the Comprehensive Planning process are essentially divided into four separate but interrelated processes. These consist of :

1. **Identification of Priority Issues and Preparation of an Action Plan.** The Comprehensive Plan identified a range of current and future needs in several categories of urban development. The priority listing and action plan provide a defined route toward accomplishing these needs by indicating expected year of intuition and identifying the responsible department, agency or organization. Meshed with the short and long range capital improvements programming process, the action plan provides a productive procedure for dealing with currently known short and long range needs of the community.

Other processes are equally important for the purposes of encouraging “smart growth” and guiding long range development of the City toward the overall quality standards embodied in the planning directions established by the Comprehensive Planning Process.

2. **Regulation of Development and Use of Property.** This aspect of implementation deals with regulation of land use patterns to assure a reasonable compliance with the Future Land Use Plan. This is affected through exercise of development policies, and through application of the zoning ordinance and subdivision regulations. These measures are the best means of influencing actual development toward the patterns and conditions contemplated by the detailed planning studies. The zoning ordinance and subdivision regulation are also the primary means of assuring that a quality living environment can be preserved for present and future generations.
3. **Provision of Public Services, Utilities and Other Improvements.** Continuing development and improvement of infrastructure will be required as the City physically expands. As noted in earlier sections of the planning report, provision of municipal service can be an important determinant of ultimate conditions and patterns of physical development. Items of infrastructure are primarily scheduled and brought to completion through development and maintenance of a long range capital improvements program. Through these means, emerging need for capital expenditures can be anticipated well in advance, and can be introduced into the annual budget cycle on a planned and, phased basis which is commensurate with actual physical growth and development.
4. **Public Education and Participation in the Planning Program.** The ultimate success of the planning program over the course of the planning period will depend heavily upon the participation and cooperation of the private sector. In order to help assure an appropriate level of public participation it

will be necessary to take definite steps to keep the public fully informed about the processes, intentions and aims of local government with regard to the philosophy and procedure of long range planning practice, and the resultant impacts to the pattern and quality of continuing development. Through these means, the city can proceed in a common direction with a resulting benefit to all citizens in all sections of the community.

Operating through extension of power from the Governing Body, and within the framework established by the state enabling legislation, the Planning Commission is charged with the primary responsibility for maintaining the Comprehensive Plan and for guiding actual development toward the patterns and characteristics portrayed in the plan. . In this regard, the Planning Commission operates in the forefront through exercise of its authority for review of new development prior to consideration by the Governing Body. All proposals for new projects should be reviewed by the Planning Commission as should plans for improvement and extension of public facilities. It is at this stage of the review process where the initial, and many feel the most significant, impact can be brought to bear on the issue of influencing development patterns which reflect the concepts and intent of the Comprehensive Plan.

The Planning Commission should also be actively involved with development and maintenance of a long range capital improvements programming process. Through this means long range needs for extension of public facilities can be anticipated and priorities established prior to introduction into the annual budget cycle of the Governing Body.

Additionally, it is the Planning Commission which must also accept the primary responsibility for maintenance of an effective program of communication and education involving both the general public and other agencies of local, state and federal government. Where these efforts have been both successful and continuous, there will be the greatest opportunity for realization of the broad goals and community growth directions embodied in the Comprehensive Plan.

PRIORITY ISSUES AND ACTION PLAN

Over the course of the planning project, the detailed studies of current and potential future community characteristics identified a range of needs which were documented within the individual research subject heading. These needs, often expressed in the form of planning recommendations, were developed through a multi-year planning process involving the Clearwater City Planning Commission, the Clearwater Governing Body, municipal operations departments, representatives of business, industry and education, and members of the general public. The planning process, facilitated by a professional planning consultant, involved a series of working meetings during the period. The results of these meetings combined with the community research developed by the consultant provided detail and background for development of the long-range planning directions, which were expressed initially as a detailed series of goals and objectives followed by specific planning directions and recommendations prepared by major subject heading.

Concerning the Action Plan, or Planning Implementation Process and Schedule, the following table notes major needs and recommendations by major Comprehensive Plan element or classification, and outlines priorities, goals and objective, action steps, primary responsibility, resources available, results expected and potential year or years of initiative. In this sense the table outlines a process for implementing the findings of the planning studies.

The primary responsibility for maintenance of the action plan and the continuing planning process lies in general with the Planning Commission acting in its official role as advisor to the Governing Body. Of special importance to this process will be current data and land use patterns, street and traffic conditions, demand for public facilities, general housing conditions and similar considerations. Maintenance of an action plan may also occasion need for development of special investigations such as studies of requirements for neighborhood rehabilitation, park and recreation space or commercial expansion area.

REGULATION OF DEVELOPMENT AND USE OF PROPERTY

In addition to the direct process of implementing specific improvement projects, there are a range of ancillary tools for implementing the philosophy and intent of the Comprehensive Plan. Among these are the following:

ZONING ORDINANCE

Zoning regulates the use, height and area of buildings. It is accomplished by dividing the City into uniform use districts and preparing regulations for each of the districts. The Zoning Ordinance and District Map should bear a substantial relationship to the Comprehensive Plan and its documentation if it is to be used as a successful tool in achieving a healthful and wholesome community with proper land use relationships

In order to keep the zoning ordinance in tune with emerging social values and development technologies, it will be necessary to incorporate revisions from time to time. Such changes should occur through the process of comprehensive review to assure that revisions will reflect the needs of the total community rather than the individual desires of isolated elements. It is important that the zoning ordinance continue to reflect the established goals and policies of the overall community for long-range use of available land resources.

IMPLEMENTING THE ZONING ORDINANCE

Implementation of the Zoning Ordinance will involve a series of procedures for adopting the ordinance; amending the text of the ordinance; making changes to district boundaries; processing requests for variances and exceptions; and processing requirements for special reviews, as are required for the Planned Unit Development District. These guidelines also include the procedure for processing appeals to the Board of Zoning Appeals.

Adopting the Zoning Ordinance

The Zoning Ordinance is adopted by the governing body upon recommendations of the Planning Commission. In this regard, K.S.A. 12-756 states in part:

---- "Upon the development of proposed zoning regulations, the planning commission shall hold a public hearing thereon. Notice of such public hearing shall be published at least once in the official city newspaper in the case of a city or in the official county newspaper in the case of a county at least 20 days prior to the date of the hearing. In the case of a joint zoning board, notice of such hearing shall be published in the official city and official county newspapers. Such notice shall fix the time and place for such hearing and shall describe such proposal in general terms. The hearing may be adjourned from time to time and at the conclusion of the same, the planning commission shall prepare its recommendations and by an affirmative vote of a majority of the entire membership of the commission adopt the same in the form of a proposed zoning regulations and shall submit the same, together with the written summary of the hearing thereon, to the governing body. The governing body either may: (1) Approve such recommendations by the adoption of the same by ordinance in a city or resolution in a county; (2) override the planning commission's recommendations by a 2/3 majority vote of the membership of the governing body; or (3) may return the same to the planning commission for further consideration together with a statement specifying the basis for the governing body's failure to approve or disapprove. If the governing body returns the planning commission's recommendations, the planning commission, after considering the same, may resubmit its original recommendations giving the reasons therefore or submit new and amended recommendations. Upon the receipt of such recommendations, the governing body, by a simple majority thereof, may adopt or may revise or amend and adopt such recommendations by the respective ordinance or resolution, or the governing body need take no further action thereon. If the planning commission fails to deliver its recommendations to the governing body following the planning commission's next regular meeting after receipt of the governing body's report, the governing body shall consider such course of inaction on the part of the planning commission as a resubmission of the original recommendations and proceed accordingly. The proposed zoning regulations and any amendments thereto shall become effective upon publication of the respective and

adopting ordinance of resolution."

When entire ordinance is to be adopted, the actual administrative process can provide for adoption by reference. This process is outlined by K.S.A. 12-3009 which states:

---- "Any City is hereby authorized and empowered to incorporate in an ordinance by reference, in the manner hereinafter provided, any standard or model code or ordinance, regulation having the effect of law of a state officer, board or other agency, or statute, or portions thereof on any subject on which a city may legislate, which standard or model code or ordinance or state regulation is available in book or pamphlet form: Provided, that nothing herein shall be deemed to waive any statutory procedural requirement concerning a zoning ordinance, except that any city may incorporate by reference in conformity with K.S.A. 12-3010 a zoning ordinance or subdivision regulations in code form as that term is defined in K.S.A. 12-3301 if all other procedural requirements set forth in K.S.A. 12-708 are met."

Subject to the further detailed procedural requirements of K.S.A. 12-3010, the City may adopt the ordinance without reprinting in its entirety. K.S.A. 12-3010 states in part:

---- "The provisions of any standard or model code or ordinance, state regulations or statute or portions thereof incorporated in an ordinance by reference shall be as much a part of the ordinance as if the same had been set out in full therein."

The statute also contains detailed requirements for clear notation of any changes; that three copies of the ordinance adopted by reference must be filed with the city clerk to be open for public inspection and that all administrative departments charged with the enforcement of the ordinance be supplied official copies for their use.

Because adoption of a new ordinance is a comprehensive process initiated by the planning commission and governing body, no particular application format is applicable.

Amendments to the Zoning Ordinance and Official Map

Amendments to the zoning ordinance and official map may involve changes in the language of the text of the ordinances, or a change in the zoning district boundaries as shown on the official map. Requests for text or map changes may be initiated by a private citizen as well as any agency of government. Such changes are, in general, handled in the same manner as the original adoption procedures, except that property owner notification is required for changes on the official map.

Concerning proposals for zoning amendments, K.S.A. 12-757 states in part:

"---- A proposal for such amendment may be initiated by the governing body or the planning commission. If such proposed amendment is not a general revision of the existing regulations and affects specific property, the amendment may be initiated by application of the owner of property affected. Any such amendment, if in accordance with the land use plan or the land use element of a comprehensive plan, shall be presumed to be reasonable. ----"

"---- All such proposed amendments first shall be submitted to the planning commission for recommendation. The planning commission shall hold a public hearing thereon, shall cause an accurate written summary to be made of the proceedings, and shall give notice in like manner as that required for recommendations on the original proposed zoning regulations provided in section 18. Such notice shall fix the time and place for such hearing and contain a statement regarding the proposed changes in regulations or restrictions or in the boundary or classification of any zone or district. If such proposed amendment is not a general revision of the existing regulations and affects specific property, the property shall be designated by legal description or a general description

sufficient to identify the property under consideration. In addition to such publication notice, written notice of such proposed amendment shall be mailed at least 20 days before the hearing to all owners of record of lands located within at least 200 feet of the area proposed to be altered for regulations of a city and to all owners of record of lands located within at least 1,000 feet of the area proposed to be altered for regulations of a county. If a city proposes a zoning amendment to property located adjacent to or outside the city's limits, the area of notification of the city's action shall be extended to at least 1,000 feet in the unincorporated area. ----"

The statute also provides for public protest concerning proposed amendments to the ordinance, and defines the circumstances under which a protest may be filed and considered:

---- "Regardless of whether or not the planning commission approves or disapproves a zoning amendment, if a protest petition against such amendment is filed in the office of the city clerk or the county clerk within 14 days after the date of the conclusion of the public hearing pursuant to the publication notice, signed by the owners of record 20% or more of any real property proposed to be zoned or by the owner of record of 20% of more of the total area required to be notified by this act of the proposed rezoning of a specific property, excluding streets and public ways, the ordinance or resolution adopting such amendment shall not be passed except by at least a $\frac{3}{4}$ vote of all of the members of the governing body."

Because proposals for either text or map changes, or both in combination, will occasion the need for a range of specific information for administrative considerations, it is appropriate to maintain a formal application process utilizing a standard application format. A sample zoning change application is appended to this section of the plan.

Special Use Permits (Exceptions)

In instances where specific zoning district language allows certain uses or exceptions by special use permit, a formal application and review process by the board of Zoning Appeals is required. Concerning exceptions by special use permit, K.S.A. 12-759 states in part:

---- "When deemed necessary by the board of zoning appeals, the board may grant variances and exceptions from the zoning regulations on the basis and the manner hereinafter provided:

----to grant exceptions to the provisions of the zoning regulation in those instances where the board is specifically authorized to grant such exceptions and only under the terms of the zoning regulation. In no event shall exceptions to the provisions of the zoning regulation be granted where the use or exception contemplated is not specifically listed as an exception in the zoning regulation. Further, under no conditions shall the board of zoning appeals have the power to grant an exception when conditions of this exception, as established in the zoning regulation by the governing body, are not found to be present."

Through this process, both administrative and public reviews are assured, with the Board of Zoning Appeals retaining the authority to require whatever safeguards as may be deemed necessary to protect the interest of the neighborhood and the surrounding community.

A sample application for a special use permit is appended to this section of the plan.

Appeals and Variances

The state enabling legislation also provides for an appeals process where there is alleged to have been error in interpretation of the ordinance or map, or where a variance from the strict terms of the ordinance is desired. With respect to Board of Zoning Appeals authority in this regard, K.S.A. 12-759 states in part:

---- "Appeals to the board of zoning appeals may be taken by any person aggrieved, or by any officer of the city, county or any government agency or body affected by any decision of the officer administering the provisions of the zoning ordinance or resolution. Such appeal shall be taken within a reasonable time as provided by the rules of the board, by filing a notice of appeal specifying the grounds thereof and the payment of the fee required therefore. The officer from whom the appeal is taken, when notified by the board or its agent, shall transmit to the board all the papers constituting the record upon which the action appealed from was taken. The board shall have the power to hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of the zoning ordinance or resolution. In exercising the foregoing powers, the board, in conformity with the provisions of this act, may revise or affirm, wholly or partly, or may modify the order, requirements, decision, or determination, and to that end shall have all the powers of the officer from whom the appeal is taken, may attach appropriate conditions, and may issue or direct the issuance of a permit."

The Board may also ...

---- "authorize in specific cases a variance from the specific terms of the regulations which will not be contrary to the public interest and where, due to special conditions, a literal enforcement of the provisions of the regulations, in an individual case, results in unnecessary hardship, and provided that the spirit of the regulations shall be observed, public safety and welfare secured, and substantial justice done. Such variance shall not permit any use not permitted by the zoning regulations in such district. A request for variance may be granted in such case, upon a finding by the board that all of the following conditions have been met: (A) that the variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the same zone or district; and is not created by an action or actions of the property owner or the applicant; (B) that the granting of the permit for the variance will not adversely affect the rights of adjacent property owners or residents; (C) that the strict application of the provisions of the zoning regulations of which variance is requested will constitute unnecessary hardship upon the property owner represented in the application; (D) that the variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity, or general welfare; and (E) that granting the variance desired will not be opposed to the general spirit and intent of the zoning regulations; ----"

The statute also provides a route to challenge or appeal actions and decisions of the Board. In this respect the statute notes the following:

---- "Any person, official or governmental agency dissatisfied with any order or determination of the board may bring an action in the district court of the county to determine the reasonableness of any such order or determination. Such appeal shall be filed within 30 days of the final decision of the board."

The Board of Appeals functions in a quasi-judicial capacity and acts as the official interpreter of the zoning regulations. Decisions and actions of the board are subject to review and revision only by the district court.

The function of the board is a most important one and must be approached with impartiality. In many cases, property values will be significantly influenced by board decisions.

Sample application forms for zoning appeals and variances are appended as attachments to this section of the plan.

Planned Unit Development

The zoning ordinance for the community contains a PUD, Planned Unit Development District, which is oriented toward an extensive administrative and public review prior to approval of the development and zoning proposal. Designed to operate in the same manner as any other zoning change, procedures for the PUD zone, as outlined in the ordinance, require a public hearing and Planning Commission recommendation prior to action by the governing body.

Because PUD proposals will typically involve unusual development and platting details, a range of background information is required to aid in the review process. It is important that the applicant receive a clear and concise explanation of the detailed process requirements at the outset. To aid in this process, a sample format for a PUD Planned Unit Development District application is appended to this section of the plan.

Floodplain Areas

An additional aspect of zoning which is potentially important where there may be defined flood hazard areas is that of administration of formal floodplain zoning. Concerning legal authority, K.S.A. 12-766 states in part:

---- "The governing body may establish floodplain zones and districts and restrict the use of land therein and may restrict the application thereof to lands, adjacent to watercourses, subject to floods of a lesser magnitude than that having a chance occurrence in any one year of 1%. Any floodplain regulations shall comply with the minimum requirements of the national flood insurance act of 1968, as amended (42 U.S.C. 84001 et seq.) or any rules and regulations adopted pursuant thereto.

(b) Prior to the adoption thereof, the governing body shall submit to the chief engineer of the Division of Water Resources of the State Board of Agriculture any ordinance, resolution, regulation or plan that proposes to create or to effect any regulation or plan that proposes to create or to effect any change in a floodplain zone or district, or that proposes to regulate or restrict the location and use of structures, encroachments, and uses of land within such an area. The chief engineer may require, pursuant to rules and regulations, each submission hereunder to be accompanied by complete maps, plans, profiles, specifications and textual matter. The chief engineer shall approve or disapprove any such ordinance, resolution, regulation or plan or changes thereof within 90 days of the date of receipt of all such data required by the chief engineer as specified in rules and regulations adopted thereby. If the chief engineer fails to approve or disapprove within the ninety day period required by this section, such ordinance, resolution, regulation or plan or change thereof shall be deemed approved. The chief engineer shall provide in writing specific reasons for any disapproval."

It will be important that any zoning regulations established through this authority be structured to acknowledge the requirements of the enabling ordinance adopted at the time the official floodplain was formalized. In this manner the hydrological integrity of the flowageway can be preserved and new structures planned to avoid damage by flooding.

ADMINISTERING THE SUBDIVISION REGULATIONS

In general, the Subdivision Regulations are administered in much the same manner as the zoning ordinance. Concerning adoption of the regulations, K.S.A. 12-749 states in part:

---- "Following adoption of a comprehensive plan, a city planning commission may adopt and amend regulations governing the subdivision of land. A city planning commission shall apply such regulations outside of, but within three miles of the nearest point of the city limits provided such land is within the same county in which the city is located and does not extend more than ½ the distance between such city and another city which has adopted regulations under this section. A county planning commission may establish subdivision regulations for all or for parts of the unincorporated areas of the county. Subdivision regulations may include, but not to be limited to, provisions for the: (1) Efficient and orderly location of streets; (2) reduction of vehicular congestion; (3) reservation or dedication of land for open spaces; (4) off-site and on-site public improvements; (5) recreational facilities which may include, but not limited to, the dedication of land area for park purposes; (6) flood protection; (7) building lines; (8) compatibility of design; and (9) any other services, facilities and improvements deemed appropriate."

---- "Before adopting or amending any subdivision regulations, the planning commission shall call and hold a hearing on such regulations or amendments thereto. Notice of such hearing shall be published at least once in the official city newspaper in the case of a city or in the official county newspaper in the case of a county. Such notice shall be published at least 20 days prior to the hearing. Such notice shall fix the time and place for such hearing and shall describe such proposal in general terms. ----"

"---- the planning commission shall prepare its recommendations and by an affirmative vote of the majority of the entire membership of the commission adopt the same in the form of proposed subdivision regulations and shall submit the same, together with the written summary of the hearing thereon, to the governing body. The governing body either may: (1) Approve such recommendations by ordinance in a city or resolution in a county; (2) override the planning commissions recommendation by a 2/3 majority vote; or (3) may return the same to the planning commission for further consideration, together with a statement specifying the basis for the governing body's failure to approve or disapprove. ----"

In general, subdivision control is a vital tool of community planning. It is the means of shaping the development patterns of individual areas as well as of the total community.

Amendments to the Text

Amendments to the Subdivision Regulations are accomplished in the same general manner as a change to the Zoning Ordinance. As noted by K.S.A. 12-749, a public hearing is required, following the hearing, and upon action of the governing body, the changes are adopted by ordinance.

Review of Subdivision Proposals

The subdivision regulation is based on a 3-part review process consisting of:

1. A pre-application review;
2. Preliminary Plat review; and
3. Final Plat review and approval

Through this process, the developer, City administrative groups and the general public are afforded a broad review opportunity to assure that the new development will meet the function and quality standards of the community.

In simplified form, the process of subdivision review will occur according to a series of steps as outlined below.

1. Pre-Application

Developer meets with the City to determine process for subdivision review and to establish requirements for zoning infrastructure design and quality parameters.

2. Formal Application

Developer submits completed formal application for a subdivision platting process.

3. Preliminary Plat

Developer submits preliminary plat with a wide range of background information to allow objective review.

4. Final Plat

Based on directions from preliminary plat review, developer submits final plat with changes as requested.

5. Administrative Approval and Plat Filing

Planning Commission recommends final plat for governing body acceptance. Upon approval, plat is signed and filed with the Register of Deeds.

A sample checklist format for preliminary and final plat review is appended to this section of the plan.

Lot Splits

As prescribed by K.S.A. 12-752, a single existing tract of land may be divided into two lots without being subject to the requirements of subdivision regulations, providing that the lots so created may not again be subdivided. The same statute also provides that land zoned for industrial uses may be divided into two or more tracts without re-platting.

While such divisions of land are exempt from the formal subdivision procedure, lot split proposals should be reviewed by the Planning Commission to determine compatibility with zoning requirements and the intent of the comprehensive plan prior to acceptance by the city. In general, lot splits should meet the following criteria:

1. The tract has not previously been split.
2. Lots resulting from the split will meet the minimum requirements of the zoning ordinance, including setback lines and access to public streets.
3. Vacation or creation of new streets, alleys, easements or other public improvements will not be required.
4. Existing street and easement rights-of-way will not be adversely affected.
5. There will be no significant change in requirements for public services.

Requests for lot splits should include at the minimum, a scale drawing of the proposed split with legal descriptions of the tracts of land; the location of any existing improvements; the location of any easements or right-of-way; and the name, signature and seal of the engineer or surveyor who prepared the drawing.

THE CONTINUING PLANNING PROCESS

In order for the plan to remain useful as a guide for community development, the process of planning must be continuous. Because cities are dynamic and marked by repeated change in response to varying social and economic circumstances, some portions of the plan may become outdated early in the planning period. Additionally, technological advancement has exerted, and will continue to exert, influence toward rethinking some of the basic concepts which are useful today. For these reasons, maintenance of the comprehensive plan will require a continual process of review and updating if the planning concepts are to remain as useful tools for evaluating and guiding community growth.

Of special importance to this process will be current data on land use patterns, street and traffic conditions, demands for public facilities, general housing conditions and similar considerations. Maintenance of a continuing planning program may also occasion need for development of special investigations such as studies of requirements for neighborhood rehabilitation, park and recreation space or commercial expansion areas.

Also of importance is maintenance of meaningful communication between governmental agencies and the general public.

As the central purpose of the planning process is to improve the quality of the human environment, it is important that there continue to be positive efforts to involve and inform the citizens at each state of implementation. There are many means by which this may be accomplished, including hearings, newspaper articles, notices and similar methods, as well as through information systems available from active participation of organized citizens groups. Such efforts will make available the widest possible dissemination of information about the planning process and through public education, secure the widest possible support by the citizens of the community. Where these processes and programs have been successfully carried out, the comprehensive plan will continue to provide a meaningful and useful tool for structuring of an appropriate urban environment throughout the established planning period and beyond.

COMPREHENSIVE PLAN REVIEW AND AMENDMENT PROCESS

K.S.A. 12-747 states in part ---“*At least once each year, the Planning Commission shall review or reconsider the plan or any part thereof and may propose amendments, extensions or additions to the same---*”

Within the meaning of this requirement the Comprehensive Plan and associated measures for the City of Clearwater will be reviewed at least once each year to determine if amendments are needed. This annual review will be completed before June 1 of each calendar year and a written report will be prepared for the Governing Body.

Aside from the formal annual review, the plan will be continuously reviewed throughout a typical year as part of the zoning and subdivision process. Where valid and approved development directions differ from the original planning designations, the plan will be updated as necessary to maintain a viable and functional guide for the community.

Maintenance of the continuing planning process and the associated reviews of current planning directions is the primary responsibility of the Planning Commission acting within its role as advisor to the Governing Body as prescribed by state statute.

The Planning Commission should also be actively involved with development and maintenance of a long range capital improvements programming process. Through this means long range needs for extension of public facilities can be anticipated and priorities established prior to introduction into the annual budget cycle of the governing body.

Operating through extension of power from the governing body, and within the framework established by the state enabling legislation, the Planning Commission is charged with the primary responsibility for maintaining the comprehensive plan and for guiding actual development toward the patterns and characteristics portrayed in the plan. Where this process has been successful, the plan will not become archaic or static, but will continue to represent a viable community development influence throughout the planning period.

ADMINISTRATIVE AIDS

Implementation of the broad range of planning related measures is essentially an administrative process involving numerous individual actions with needs for collection of information. Most of these procedures will necessitate some type of application or formal request. As an aid to these needs, the following sheets contain sample application forms for most of the administrative actions associated with planning and zoning. Also attached are checklists for evaluating preliminary and final plats.