

Preparing for a City of Roseville Planning Commission Meeting

The Roseville Planning Commission is a group of seven volunteer residents appointed by the Mayor and City Council to hold hearings and provide recommendations to the Council on land use related items. Only the City Council can make final decisions on most land use items, but the Council relies on the Planning Commission to hold hearings, gather input, and provide the Council with expert advice, based on city codes and the comprehensive plan.

Roseville's Planning Commission holds public hearings (generally the first Wednesday of the month) on all variances, conditional use permits, land use ordinances, and subdivisions of land, as well as amendments to the City comprehensive plan. You will be part of this process, which begins with submission of a land use application request which is available at the Community Development counter in the City Hall or on the website.

Here are some guidelines that may make your presentation to the Roseville Planning Commission more successful.

1. **Have the application completed and submitted on time, with supporting documents and fees.** Work with the Roseville City Planner to get your questions answered. Roseville's Planning Staff has a schedule of when to submit materials for the next meeting—usually it is about 30 days in advance of the time you meet with the Planning Commission (a schedule of the regular meeting dates is available at City Hall or on the City's website). This allows for public hearing notices, mailed notices, and placement of signs on the site to occur in a timely fashion. The Planning Commission reviews the application and the narrative you submit, in addition to the staff report and recommendations.
2. **Work with the planning staff to get the most detail on your drawings.** Detailed drawings which are to scale potentially reduce the number of questions and the required time to review. Provide photos to illustrate your issues.
3. **Once your application is considered complete by the Planning Staff, the staff review of the issues will begin.** By state statute, the City has 60 days in which to have the City Council make a decision on your request. Normally the process takes about 45 days. However, if there are unanswered questions, the City may extend its review period for an additional 60 days with approval of the City Council. On most applications the City Planner confers with the City Engineer, City Building Official, the Fire Marshal, Police Department and City Attorney. A staff report is then prepared by the City Planner, including a description of the request, how it impacts the city and the properties in the area, and whether the project is consistent with ordinances, the comprehensive plan, and other agency requirements, such as the Rice Creek Watershed.

Be a part of the picture...get involved with your City...

Volunteer for a City of Roseville Commission or Event. For more information, a brochure, or a volunteer application visit our website www.cityofroseville.com, stop by the Administration Office at City Hall or call Carolyn at 651-792-7026

4. **Familiarize yourself with how a Planning Commission hearing is run.** The chairperson opens the hearing by announcing the title of the request. He then asks the City Planner to verbally present the staff project report and provide a recommendation on what action should be taken. Questions are then asked of the Planner. The Chairperson may ask you if you have anything to add to the Planner's summary. Once you have responded (at the podium) the Commission then asks for questions and comment from the public before closing the hearing. The Commission will then discuss what action to take; make a motion, and vote on their recommended actions. You may want to watch a previous meeting to see a hearing or two. Tapes are available at City Hall and the Roseville Public Library. You may also watch a streamed version on the city website.
5. **Attend the meetings of the Planning Commission and City Council when your item is being discussed.** Either body may have questions only you can answer. If you are not present, your application could be delayed until a future meeting when you can be present.
6. **Come prepared to answer questions at the podium and in front of a television camera.** The Meeting is held in the City Hall Council Chambers because all meetings are televised and also rebroadcast later in the month as well. Because of the microphones and cameras, you are required to speak at the podium about your project to the Commission and Council. You may also bring photos or drawings that can be shown using the presentation camera.
7. **Address your comments to the Chairperson and the Commission.** The Commission is holding the meeting and the Commission must make a recommendation, so target your remarks to them rather than the audience or camera.
8. **Listen and ask for what steps are next.** Since the Commission is advisory only, all of its recommendations are sent to the City Council for a final decision—usually on the fourth Monday of the month. Be present at that meeting also.