

## Report to the Manitowoc Plan Commission

**Meeting Date:** January 23, 2019

**From:** April Kroner, Community Development Director

**Subject:** Discussion Regarding 2019 Meeting Dates and Times

**Purpose for Discussion:** To provide a more efficient review and approval process for PC transactions in order to better serve citizens, businesses, and developers.

**Current Schedule:**

- Plan Commission: 4<sup>th</sup> Wednesday of the month
- Council: 3<sup>rd</sup> Monday of the month.

**Issue:** Any items that are brought forward to Plan Commission and need subsequent approval from the Common Council, sit with no action occurring for at least 2.5 weeks (depending how meetings fall it can be more). This results in delays for applicants, whereby they cannot proceed with their items as quickly.

*Example: Items at the January 23<sup>rd</sup> Plan Commission meeting won't be able to get final approval until the February 18<sup>th</sup> Council meeting – 26 days later. Items at the currently-scheduled February 27<sup>th</sup> PC meeting won't get Council approval until March 18<sup>th</sup>, 19 days later.*

**Proposed Change:** If we amend the day of the month that the Plan Commission meeting is held on, we can bring things through the approval process more swiftly, resulting in better service for the applicants and project schedules. The City's Standing Committees (Finance, Personnel, Public Infrastructure and Public Safety) meet the week or two prior to Council, and therefore any items they take action on are moved to council within 1-2 weeks' time. I recommend that the Plan Commission meeting date be changed to the week or two prior to Council, consistent with the Standing Committees. The Plan Commission often times has important and time-sensitive items for consideration, and it would be beneficial to keep these moving. Potential Meeting dates that don't conflict with standing committee's:

- 1<sup>st</sup> Thursday of the Month
- 2<sup>nd</sup> Tuesday of the Month
- 2<sup>nd</sup> Wednesday of the Month

*Example: If PC is held the 1<sup>st</sup> Thursday of the Month, such as February 7<sup>th</sup>, items would get final approval at the February 18<sup>th</sup> Council meeting – only 11 days later. If held the 2<sup>nd</sup> Tuesday of the month (i.e., March 12<sup>th</sup>) they will get Council approval on March 18<sup>th</sup>, 6 days later.*

Items to consider:

- Do any of the proposed dates conflict with other meetings that PC members may have to attend?
- In order to meet the proposed schedule, staff will need to prioritize completion of the Plan Commission minutes to get them prepared in time for the Council agenda.
- Dates for getting public hearing notices to the newspaper and required nearby property owners will need to be done completed sooner to comply with requirements.

These items are able to be addressed easily, but will be an adjustment for staff in terms of planning/prepping for meetings, notices, and new deadlines. However, it is to the benefit of the applicants.

**Recommendation:** Recommend Changing the Plan Commission meeting date to the week or two prior to Common Council meetings.

CURRENT

# January 2019

January 2019

February 2019

Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

  

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 30	31		Jan 1, 19	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	Feb 1	2	
Jan 27 - Feb 2							

COUNCIL

PC for 2-18-19 CC

CURRENT

# February 2019

February 2019

March 2019

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 27	28	29	30	31	Feb 1	2	
Jan 27 - Feb 2							
3	4	5	6	7	8	9	
Feb 3 - 9		PERSONNEL	FINANCE	PUBLIC INFRASTRUC			
10	11	12	13	14	15	16	
Feb 10 - 16		PUBLIC SAFETY					
17	18	19	20	21	22	23	
Feb 17 - 23		COUNCIL					
24	25	26	27	28	Mar 1	2	
Feb 24 - Mar 2			PC for 3-18-19 CC				

CURRENT

# March 2019

March 2019							April 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	1	2	3	4	5	6	
10	11	12	13	14	15	16	7	8	9	10	11	12	13
17	18	19	20	21	22	23	14	15	16	17	18	19	20
24	25	26	27	28	29	30	21	22	23	24	25	26	27
31							28	29	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 24	25	26	27	28	Mar 1	2
3	4	5	6	7	8	9
	PERSONNEL	FINANCE	PUBLIC INFRASTRUC			
10	11	12	13	14	15	16
	PUBLIC SAFETY					
17	18	19	20	21	22	23
	COUNCIL					
24	25	26	27	28	29	30
			PC for 4-15-19 CC			
31	Apr 1	2	3	4	5	6

2/24 - 3/1      3/3 - 8      3/10 - 15      3/17 - 22      3/24 - 29      3/31 - 4/5

PROPOSED (BLUE)

# February 2019

February 2019							March 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30
							31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 27		28	29	30	31	Feb 1	2
3		4 PERSONNEL	5 FINANCE	6 PUBLIC INFRASTRUC	7 PC for 2-18-19 CC	8	9
10		11 PUBLIC SAFETY	12 PC for 2-18-19 CC	13 PC for 2-18-19 CC	14	15	16
17		18 COUNCIL	19	20	21	22	23
24		25	26	27	28	Mar 1	2
Feb 24 - Mar 2							

PROPOSED (BLUE)

# March 2019

March 2019

April 2019

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

  

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 24		25	26	27	28	Mar 1	2
3	4	PERSONNEL	5	6	7	8	9
			FINANCE	PUBLIC INFRASTRUC	PC for 3-18-19 CC		
10	11	PUBLIC SAFETY	12	13	14	15	16
			PC for 3-18-19 CC	PC for 3-18-19 CC			
17	18	COUNCIL	19	20	21	22	23
24	25		26	27	28	29	30
31	Apr 1	2	3	4	5	6	