



Department of Planning & Community & Economic Development

Planning Division

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To: Plan Commission

From: Planning Division

Subject: Plan Commission Policies and Procedures Manual (Draft)

Attached for your review and comment is a draft of the *Plan Commission Policies and Procedures Manual*. The purpose of the Manual is to put into one document a list of the current activities, procedures and basic policies of the City Plan Commission. The last version of the manual dates to the 1980's and was in need of revision. The draft Manual was prepared by the staff of the Planning Division, Office of the City Attorney and with assistance from Nan Fey, former Plan Commission Chair.

Staff is available to answer your questions about the draft Manual. The Plan Commission will adopt the Manual after considering suggested revisions.