Planning Commission Plan Alternatives
Review Process Guide

Prior to Hearing:

**Step 1. Distribution of Charts with Key Issues.** Staff provides the Planning Commission with: 1) narratives found within the Plan on chapter under review; 2) the Key Issues chart with the staff’s identified “short list” of key policies; and 3) the Plan Alternatives Comparison charts.

**Note:** Staff’s “short list” key issues because they meet one or more of the following criteria: 1) creates a major shift in county policy; and/or 2) received a high level of public interest; and/or 3) covered by more than one alternative.

**Step 2. Homework.** Planning Commissioners review material at home and identify their initial “short list” of key policies, standards and/or implementation measures and any recommended revisions or comments they wish to make regarding these policies.

During First Hearing:

**Step 3. Staff Report.** Receive a staff report on the key policy issues and identified “short list.” Staff will also review any submitted alternatives charts from the public and provide policy recommendations.

**Step 4. Public Comments.** Receive public comments.

**Step 5. Commissioners “short list”.** After close of public hearing, each Commissioner verbally provides staff with their final “short list” of key policies, standards and/or implementation measures.

**Note:** Staff will compile the master voting chart of key policies, standards and/or implementation measures and make available to the public.

**Step 6. PC Deliberation.** Commissioners begin deliberation on short listed items only.

**Note:** The Alternative “B” version of policies not identified on the short list would be considered a slate of recommended policies for the draft Plan.

During Second Hearing:

**Step 7. Address Outstanding Issues.** Receive a staff report addressing any outstanding issues identified by the Commission at previous hearings.

**Step 8. Public Comments.** Receive public comments.

**Step 9. Deliberate and Vote.** Beginning with the first short list policy the Chair asks each member to express their initial vote or comment on the policy. After each member’s comment and vote are captured for the record, the Chair may move on to the next policy or subject the policy to discussion and deliberation between members. After sufficient deliberation, the chair will call for final comments and straw votes. If necessary, the Chair may make a request to staff to revise the policy or provide additional information and continue voting on the policy to the next meeting.

Repeat steps 7 through 9 as necessary until chapter review is complete.