

The Do's and Don'ts of A Successful City Planning Commission Meeting

1. PREPARING FOR YOUR MEETING

DO:

- ✓ Know the evaluation criteria.
- ✓ Review planning commission checklists.
- ✓ Prepare the main points of your presentation.

DON'T:

- ✗ Disregard the laws governing your project.
- ✗ Fail to get the right people involved.
- ✗ Forget to organize your presentation.

2. PRESENTING YOUR PLANS

DO:

- ✓ Focus your remarks on the big ideas that benefit the public most.
- ✓ Demonstrate your knowledge of the laws that govern the commission.
- ✓ Validate the comments made by commission members and reiterate your willingness to make revisions to your plans if need be.

DON'T:

- ✗ Burn through all your time describing superfluous details of your project.
- ✗ Ignore comments from the commissioners or meeting attendees from the community.
- ✗ Get tangled up in debating with community members.

3. BUILDING SUPPORT

DO:

- ✓ Involve your design team, community members, or even a land use attorney.
- ✓ Invite supporters to attend the meeting and submit comments in favor of your plans.
- ✓ Invest in 3D renderings of the space to show how desirable your project will be.

DON'T:

- ✗ Underestimate in-person community member support.
- ✗ Show a site plan with vague details.
- ✗ Assume your plans for open space match the aspirations of the community.