



Resident’s Guide to the Lafayette Planning Commission

The following information is provided to answer frequently asked questions about Lafayette’s Planning Commission, Planning Commission meetings, and the planning process.

What is the Planning Commission?

The Planning Commission consists of seven residents appointed by the City Council and serve 4-year terms. The Commission’s job is to make recommendations to the City Council on land use issues, including annexations, re-zonings, subdivisions, planned unit developments, special use reviews, vacations of roads and access easements, and architectural and site plans. The Commission serves as the City’s Board of Adjustment and reviews requested variances to the City’s zoning code standards. All Commissioners are volunteers and have a desire to help guide the growth and development of Lafayette. Current Commission members are:

Planning Commissioners	Term Expires	Planning Commissioners	Term Expires
Joseph Smith	2024	Mark Ortiz	2025
Frank Phillips	2022	Bill Watson	2024
Michelle Stephens	2023	Alison Fischer	2022
Darcia Thomas	2024		

When are the Scheduled Dates for Planning Commission Meetings?

Regularly scheduled meetings are held on the second and fourth Wednesday of the month. The Commission Chair may schedule special meetings of the Planning Commission.

MEETING DAYS AND TIME FOR PLANNING COMMISSION: The Planning Commission meets on the second and fourth Wednesday of the month at 6:00 PM.

Meetings are held in person in the Council Chambers, 1290 S. Public Road, are broadcast live on Government Cable Channel 8, and video streamed online at www.lafayetteco.gov/streamingvideo. Current and past meetings are archived on the website.

What is the Format of a Typical Planning Commission Meeting?

Please refer to the Planning Commission’s agenda. Agenda items can be categorized into two categories: 1) Public Hearings and 2) Non-Public Hearings.

- 1) Public Hearing process:
 - a) Planning staff presents their analysis of the agenda item and makes a recommendation to the Commission.
 - b) The applicant is invited to respond to Planning staff’s report.
 - c) The public is invited to address the Commission regarding the agenda item. There is a three (3) minute time limit for public comments. (All comments should be directed specifically to the Commission, not to staff, the applicant, or the public. If there are specific questions you would like staff or the applicant to address, please make sure you clearly state this when addressing the Planning Commission. The Planning Commission may ask staff or the applicant to specifically address your questions or concerns.)
 - d) Once public testimony is concluded the Chair will close the public hearing portion of the meeting.
 - e) The Commission will then discuss the agenda item and may direct questions to staff, the applicant, or the public.
 - f) After the discussion, a Planning Commissioner makes a motion and additional discussion may occur. At the conclusion of the discussion the entire Commission votes on the motion.
- 2) Non-Public Hearing process:
 - a) Same as above except there is no public testimony accepted – (delete steps c & d).

What if I want to speak to the Planning Commission tonight?

If you wish to address the Planning Commission, please complete a “Speaker Request Form”, and submit it to staff. The Commission, and staff, requests that this form be submitted prior to the beginning of the meeting. Staff will provide the form to the Commission Chair who will call your name at the appropriate time. At that time, please come to the podium, state your name, and address, and speak to the subject you indicated on the form. There is a three (3) minute time limit for public comments.

Two to four members of the public may choose to “pool” their allocated comment time by designating one speaker. Each resident involved in the pool is required to attend the meeting and approach the podium along with the designated speaker. Groups are asked to sign up ahead of time with the staff planner and submit any electronic presentation materials by noon the day before the meeting. Pool time will be allocated as follows:

- 4 residents pooling speaking time are allocated 10 minutes.
- 3 residents pooling speaking time are allocated 8 minutes.
- 2 residents pooling speaking time are allocated 5 minutes.

Public testimony that includes electronic presentations, such as a Microsoft PowerPoint presentation, is allowed. However, if the electronic presentation is to be presented using the City’s computers and associated devices then such electronic files shall be submitted to the Planning & Building Department staff by 12:00 noon on the business day before the Commission meeting where the presentation is to occur.

There are two opportunities to speak. The first is under the agenda item “Items from the public not on the agenda”. This is your opportunity to address the Planning Commission on any issue not scheduled on the agenda. The other opportunity to address the Commission is on any agenda item designated as a “Public Hearing”. Typical items requiring a public hearing include subdivision, sketch and preliminary plans, special use reviews, land-use plan amendments, rezoning, and annexations.

On what does the Planning Commission base its Decisions?

The Planning Commission is a ‘quasi-judicial’ body and must base most decisions on the information presented to the Commission during the meeting. The Planning Commission, using the information provided during the meeting, evaluates the proposal to determine if it complies with the City’s Comprehensive Plan, complies with the Development and Zoning Code (Section 26 of the Municipal Code), and other applicable City regulations.

The Planning Commission may vote to approve an item as submitted, approve with conditions, deny, or defer any action on the item to a later date.

What is the Process of Appealing a Planning Commission Decision?

A Planning Commission decision regarding a subdivision sketch plan or preliminary plan can be appealed to the City Council, within 14 days of the decision, by any of the following:

1. The applicant,
2. Anyone owning property within 750 feet of the application site, or
3. Three City Council members

After a formal appeal has been submitted to the City, a hearing will be scheduled before the City Council.

All other Planning Commission decisions are typically recommendations to the City Council, which has final approval authority.

Where can I get more information about the Planning Commission and the Planning Process?

You may contact Lafayette’s planning staff at 303-661-1270 or email them at planning@lafayetteco.gov. You may also review the Development and Zoning Code by logging onto the City’s website, www.lafayetteco.gov, and selecting “Municipal Code”. Section 26 is the Development and Zoning Chapter.

The Planning Commission agenda and packet is available on the Thursday prior to a Planning Commission meeting. You can sign up to automatically receive email notification when the latest agenda and packet is posted online by using the City’s online subscription service at www.lafayetteco.gov.