

Agenda
City of Dunnellon
Planning Commission Meeting
Tuesday, March 21, 2023 5:30 p.m.
Join Zoom

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pwd=bEJVSDNNTeMvRINzTzhIWTh1TEVodz09](https://dunnellon.zoom.us/j/89247077393?pwd=bEJVSDNNTeMvRINzTzhIWTh1TEVodz09)

Webinar ID: 892 4707 7393

Public Comment

Anyone who wishes to provide public comment will be able to do so by participating in the Planning Commission meeting in person, or via the Zoom "AUDIO ONLY" platform and/or telephone, by speaking during public comment portions of the meeting when recognized per the instructions below or by submitting written comments, evidence and/or written testimony in advance of the meeting via email to Community Development Manager at kwyen@dunnellon.org.

For the convenience of our citizens and the public, we livestream Planning Commission meetings on Zoom and YouTube. If the livestream is interrupted or compromised due to technical or other issues, the meeting may continue as normal and will not be paused or postponed. If you wish to ensure your ability to access the meeting to provide public comment, please attend the meeting in person.

Members of the public who would like to participate are encouraged to register in advance by Noon on Tuesday, March 21, 2023. Please see instructions below on how to register.

A three (3) minute time limit will be administered during public comment.

Instructions on How to Listen and/or Participate in the Meeting

Attachment: [Meeting Instructions PC](#)

One or more City Council members may attend this meeting and may speak.

Call to Order

Pledge of Allegiance

Roll Call

Proof of Publication: The Agenda was posted on City's website and City Hall bulletin board on Tuesday, March 14, 2023.

Public Comment:

1. American Planning Association – Planning Officials Training Program
Overview of Planning Officials Training Program

Documents:

2. Reports & Updates:

- Chairwoman D'Arville
- Commissioners
- Staff

3. Adjournment

Any Person Requiring a Special Accommodation at This Hearing Because of a Disability or Physical Impairment Should Contact the City Clerk at (352) 465-8500 at Least 48 Hours Prior to the Proceeding. If a Person Desires to Appeal Any Decision with Respect to Any Matter Considered at the Above Meeting or Hearing, He or She Will Need a Record of the Proceeding, and for Such Purpose, He or She May Need to Ensure That a Verbatim Record of the Proceedings Is Made, Which Includes the Testimony and Evidence Upon Which the Appeal Is to Be Based. The City Is Not Responsible for Any Mechanical Failure of Recording Equipment.

**City of Dunnellon
Planning Commission
Agenda Summary Form**

Meeting Date: March 21, 2023

Responsible Dept.: Community Development

Board Action: Review Program and Establish Training Schedule

Subject: American Planning Association – Planning Officials Training Program

Request for Approval Summary Explanation & Background:

The City purchased a training program in February from the American Planning Association for \$200.00. The license is unlimited for two years.

The APA commissioner training program provides a comprehensive approach to training planning officials through curated subjects that collectively advance planning knowledge. The basic framework prepares planning officials for their role as community representatives with training materials to support better development, review processes, and outcomes. The training program includes the breadth of topics needed by commissioners and other audiences working with planners.

After participating in APA’s comprehensive program, Planning Officials will:

- Gain a deeper understanding of their roles & responsibilities
- Explore meeting management and implement sound practices and techniques
- Comprehend planning knowledge areas of importance
- Implement better decision-making methods and approaches

This program provides fundamental on-boarding and training materials for those who serve as appointed planning and zoning officials for their communities. The program provides essential information, insights, and sound practices applicable to zoning entitlement for most every community. However, it is essential to know that each state has unique and specific requirements for planning and zoning.

The program focuses on two areas:

Essential Skills Training	Keys to Sound Actions Training
1. Roles & Responsibilities	1. Findings of Fact
2. Managing the Meeting	2. Equity in Planning
3. Staff Reports	3. Ethics in Decision Making
4. Comprehensive Plans	4. Legal Decision Making
5. Zoning/Ordinances	5. Procedural Requirements