



Development Services
439 W Utah Ave. Payson, UT 84651
Phone: 801-465-5204
www.paysonutah.org

Application for Planning Commission Member

Office Use Only

Application Date _____ Interview Date _____ Accepted Denied

Candidate Name: _____

Address _____ Daytime Telephone # _____

Occupation _____ Evening Telephone # _____

Email _____

Reason for interest in serving on the planning commission:

APPLICATION REQUIREMENTS AND PROCEDURE

The organization of the planning commission shall be consistent with Section 10-9a-301 et. seq. of the Utah Code Annotated 1953, as amended and Section 13.06.040 of the Payson City Zoning Ordinance. Commission members shall be appointed by the Mayor, with the advice and consent of the Payson City Council.

1. Notice of planning commission positions shall be printed in the Payson City newsletter and published in the Payson Chronicle for two consecutive weeks prior to the interviews for new members.
2. All applications shall be submitted to the city recorder no later than March 15 of each year.
3. The Mayor, the City Councilmember assigned to the Development Services Department, the City Manager and the Development Services Director shall interview those selected.

4. Following the interview process, the mayor shall present the name or names of potential planning commissioners to the city council for their consent.
5. The appointment of planning commission members shall occur annually at the first meeting of the city council in April, or as soon thereafter as deemed necessary by the city council to appoint qualified candidates.

GENERAL INFORMATION

The planning commission is an advisory body to the city council in making decisions pertaining to the Payson City General Plan, the adopted land use ordinances, and various development and land use applications. In organizing the planning commission, the mayor and city council shall ensure:

1. The Commission is composed of seven (7) members assigned to terms of four (4) years staggered so that no more than two (2) planning commissioners will be appointed in a single year due to the expiration of terms.
2. The Commission appoints a Chair and Vice Chair at the first meeting of April who shall oversee all proceedings necessary to preserve the order and integrity of planning commission meetings.

By ordinance, the Commission shall have the following powers and duties:

1. To prepare, or cause to be prepared, the Zoning Ordinance, or Zoning Map, and all proposed amendments to the Zoning Ordinance, or Zoning Map, and issue a recommendation to the city council regarding this ordinance, or Zoning Map, or amendments to this ordinance, or Zoning Map.
2. To review and make recommendations to the city council on various land use applications and other development proposals as outlined in the Payson City Code.
3. To act as the land use authority for land use applications that have been delegated to the planning commission by the city council.
4. To adopt bylaws, policies, procedures, and regulations for the conduct of Commission duties, meetings, voting, and review of applications.

APPLICANT CERTIFICATION

I certify that this application and all information submitted as a part of this application are true, complete, and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Payson City may rescind any appointment or take any other legal or appropriate action.

Signature _____ Date _____