

# TOWN OF PARADISE VALLEY

## Training Handbook for Planning Commission, Board of Adjustment and Hillside Committee



Town Council Study Session  
June 11, 2020

## TRAINING HANDBOOK GOAL:

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Provide thorough and consistent training to ensure continuity for appointed volunteers to our Board of Adjustment, Planning Commission and Hillside Committee.



# HANDBOOK INTRODUCTORY SECTIONS:

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1. Town's visions and values,
2. General Plan description,
3. Volunteer Recruitment Process
4. Form of government,
5. Volunteer expectations
6. Oath of office,
7. Roles and Responsibilities of volunteers, staff, Council
8. Meeting etiquette,
9. Open meeting and other laws,
10. How to make a motion, etc.



# TRAINING APPENDICES

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- Each body will all receive the same Overview and first set of seven attachments (A-G)
- 79 additional attachments are specific and relevant to specific Board, Committee or Commission
- All the attachments are current and formerly approved documents but, by providing them to each new volunteer, creating a binder and electronic set of documents



# REVIEW OF TRAINING MATERIALS

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- Study Session in December 2018
- Study Session March 26, 2020
- Pulled for Detailed Review (including CM Moore)
- Additional staff review
- Final overview
- Training Manual anticipated for continual changes and improvements over time with future Council amendments



## ORDINANCE NO. 2020-21

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- To formalize the Council's adoption of the Training Handbook a draft resolution, Resolution No. 2020-21 has been prepared to both formally adopt the Handbook and direct that staff provide members of certain Town public bodies a copy of the Handbook and to set up training for the public body members on a regular basis

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# TOWN OF PARADISE VALLEY

## Rules of Procedure for Planning Commission, Board of Adjustment and Hillside Committee



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# RULES BACKGROUND

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## Rules of Procedure:

- In December 2018, the Town Council considered draft rules for the Commission, Board of Adjustment (BOA) and Hillside Committee. Council gave direction to review these rules changes with these 3 land use public bodies and gather feedback.
- The authority to adopt rules will be transferred to the Council through draft Ordinance No. 2020-03





## RULES AND PROCEDURE

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- Prior work on these rules has been presented to the Council at a December 2018 work study session and the plans have been to roll out the amended/new rules in conjunction with the future training of Board and Commission Members
- These rules are now ready for adoption by the Council in conjunction with the Council's approval of the new Training Handbook



# RULES AND PROCEDURE

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- To have uniform rules for the Commission, Board of Adjustment, and the Hillside Committee staff recommends the Town Code be modified to have Council adopt the rules for each of these subsidiary public bodies
- This requires amending Town Code §§ 2-5-2(C) and 2-5-3(C) to change the approval of rules from the Commission and the Board of Adjustment to the Council
- Because the Hillside Committee currently has no rules of procedure, amendments to Town Code § 2-5-5(D) will provide for the adoption of new rules along with similar requirements to those of the Commission and Board for the keeping and filing of minutes



## RULES AND PROCEDURE

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- Draft Ordinance No. 2020-03 will provide for these changes to the Town Code, with the adoption of the rules or amendments to the rules to be “by Council Resolution for time to time.”
- Thus, draft resolutions have also been prepared for the adoption of the amended/new rules for each body as follows:
  - Planning Commission, Resolution No. No. 2020-09
  - Board of Adjustment, Resolution No. No. 2020-10
  - Hillside Committee, Resolution No. No. 2020-11



## RULES AND PROCEDURE (CHANGES)

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- Implementing these rules changes would help staff, residents/general public, applicants, and the public bodies maintain greater transparency and openness as well as providing for a more rigorous and thorough review of submitted materials by the Town staff
- And having the new rules for the Hillside Committee will create uniformity of rules for each of the Town's land use-related public bodies.



## ON-GOING EDUCATION

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- On-going education is important for all boards, commissions, and committees but especially important for the land-use volunteers who sit on the Planning Commission, Board of Adjustment, or Hillside Committee
- Land use laws have a tendency to change over time and keeping up to date on those changes is imperative to ensuring compliance with changing federal, state, and local laws





## ON-GOING EDUCATION

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- Town staff, including the Town Attorney's Office and members of the Community Development Department, believe it would be most beneficial to offer annual training to the land use boards collectively
- In addition to town staff, an outside expert could be used to supplement the training



# QUESTIONS?

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Key Question: Does the Council have any changes that it believes that the staff needs to make to the Handbook or the draft Rules prior to bringing them all forward for adoption?

