



# MEMORANDUM

FROM THE DEVELOPMENT SERVICES DEPARTMENT

---

**TO:** Planning and Zoning Board

**FROM:** Robert Massarelli, AICP, Development Services Director

**DATE:** July 24, 2018

**RE:** Review of the Community Planning Act

At the June Planning and Zoning Board meeting I presented the two-year work plan for the Development Services Department. One of the major activities of that work plan is the rewrite of the City's comprehensive plan. As the Local Planning Agency, the Planning and Zoning Board will play a major role in that effort. To assist the Board members in understanding their role and responsibilities, I will be presenting a review of the Community Planning Act, its history, legal status, requirements, and options. The Act is the controlling document for the preparation of the comprehensive plan and it is important to understand its obligations and restrictions as we move forward.