

PLANNING COMMISSION ANNUAL REPORT TEMPLATE

1. Membership

Planning commission member	Term expiration

2. Meetings *(MPEA requires four meetings annually)*

The _____ planning commission met _____ times. This meets the requirements of the MPEA.

3. Master plan review

- Review goals and recommendations of the plan and indicate progress, include goals of the commission that may not be included in the master plan
- Include the action plan table from the plan and indicate progress, actions completed, and next year's priorities
- Identify any potential plan amendments to work on for the upcoming year that can be prepared and adopted then incorporated at a later date
- Use master plan update review table (from the "Master Plan Update Guide") to decide whether the plan needs to be amended

Insert text on master plan review here:

4. Zoning ordinance amendments

- Document the section numbers amended and indicate any work in progress
- Review rezoning requests; indicate location, request description, and status
- Identify any zoning ordinance updates to undertake in the upcoming year

Insert text on zoning ordinance amendments here:

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5. Development reviews

Project type	Location	Description	Status	Recommendation to legislative body	Date of action
Site Plan Review	123 Main Street	3,800-square foot-commercial building	Approved with conditions	N/A	May 12

6. Variances *(Review actions taken by the Board of Zoning Appeals; request summary from BZA)*

Variance type	Location	Description	Status	Recommendation to legislative body	Date of action
Setback	123 Main Street	3,800-square foot-commercial building	Approved with conditions	N/A	May 12

7. Actions by legislative body *(Review actions taken by the legislative body related to planning and development)*

Insert summary from legislative body here:

8. Zoning map *(Review with listed development and rezoning requests to analyze potential trends)*

Insert text on zoning map amendments or trends here:

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9. Trainings

Topic/description	Date

10. Joint meetings

List any joint meetings and key topics of discussion: