

# Memorandum

To: Planning Commission  
From: Brett Lenart, Planning Manager  
Michelle Bennett, Principal Planner  
Date: March 10, 2026  
Subject: Planning 101 Presentation

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The purpose of this working session is for staff to provide an overview of planning and zoning, including development and approval processes, basic zoning standards, the responsibilities of commissioners and staff, and comprehensive land use planning. The presentation starts with basic concepts to create a common foundation for the audience prior to opening the session to the “Q&A” portion.

Because the “dais and podium” style of communication is not conducive for two-way communication, the Planning Commission has opted for a more informal format where attendees are invited to ask staff or commissioners questions, followed by a more conversational dialogue.