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Planning Commission By-Laws Update: Discussion and Potential Additions

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Purpose of By-Laws



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Ordinance No. 118:

establishes the purpose and role of the Planning Commission – its “job description”

Planning Commission By-Laws:

- describe how the Commission performs its assigned roles and conducts business
- have Planning Commission as the primary audience
- must be consistent with Ordinance No. 118

Updating Process



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Draft By-Laws Modifications:

- Parallel to Ordinance No. 118 Structure (easier to read and update)
- Inconsistencies with Ordinance corrected
- Suggestions for additional content related to Planning Commission discussions and process improvements (*italics*)

Suggested Potential Additions



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Preamble/History Timeline, page 2

A) Add last Ordinance No. 118 revision in 2012.

Article 1: Authority, page 2

B) Language to reflect order of authority, if conflict arises:

1. Statute
2. Ordinance No. 118
3. County policies
4. Planning Commission By-Laws

Suggested Potential Additions



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Article 2: Composition, page 3

C) Language on how conflicts of interest will be addressed, such as:

- Notification of Planning Manager
- Recusal from voting
- Participation in discussion

Suggested Potential Additions



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Article 3.1: Officers, page 3

D) Information on annual elections of officers:

- How interest in office is expressed by Commissioners
- Who runs the election of the chair or officers
- Nominations – how made and order of voting
- Voting method (e.g., voice, ballot, other)

Suggested Potential Additions



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Article 3.2: Meetings, page 4

E) Agenda Items-Order of Meetings:

- update on PDC actions relevant to Planning Commission work program
- upcoming public engagement events related to Planning Commission work plan
- Planning Commissioner updates
- future meeting topics

Suggested Potential Additions



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Article 3.2: Meetings, page 4

F) Receiving comments from members of the public

G) Regular meeting dates and times

H) Voting method and tie votes

Suggested Potential Additions



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Article 5: Powers and Duties, page 5

- I) Engagement in community
- J) Preferred communication methods with the County Board *(could be included under Meetings, Article 3)*

Suggested Potential Additions



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Article 6: Amendments to By-Laws, page 5

K) Maintaining consistency with Ordinance No. 118, County policies, and County Board direction

Next Steps



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1. Staff drafts Commission's preferred modifications
2. Commission reviews modifications
3. Commission considers adoption of revised By-Laws in May or June



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Thank you