



Memo

Department of Planning & Housing

TO: Planning & Zoning Commission
FROM: Steve Osguthorpe, Director
DATE: May 15, 2009
SUBJECT: Changes to Commission Bylaws

At the meeting of May 6, 2009, the Commission proposed the following changes to the Planning & Zoning Commission Bylaws:

Existing Bylaw Language:

ARTICLE VII. Order of Business

Section 2. The order of business at the regularly scheduled Commission meeting shall be:

- a. Call to Order
- b. Introduction of Commission Members
- c. Approval of Agenda
- d. Approval of Minutes
- e. Public Forum
- f. Current Planning Items requiring recommendation to the City Council or the Zoning Board of Adjustment
- g. Long-Range Planning Items, Special Studies, and Ordinance Text Amendments
- h. Commission Comments
- i. Staff Comments
- j. Adjournment

Proposed Bylaw Language:

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Existing Bylaw Language:

ARTICLE V. Meetings

Section 2. The business of the regular meetings on the first and third Wednesday shall include agenda items that require recommendation to the City Council or the Zoning Board of Adjustment and the consideration of other appropriate planning items. Long-range planning matters and items generally requiring no formal action also shall be considered at the regularly scheduled Planning and Zoning Commission meetings, as required.

Section 6. Quorum. A majority of the membership of the Commission shall constitute a quorum.

Note: For a recommendation to be made to the City Council or the Zoning Board of Adjustment, there must be a majority of the quorum voting aye or nay on the matter under consideration.

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