

**PLANNING AND ZONING COMMISSION  
MEMORANDUM**

**August 15, 2013**



**Proposed Amendments to Planning and Zoning Commission Bylaws**

During workshop meetings earlier this year, the Planning and Zoning Commission discussed possible changes to the Commission's bylaws and asked staff to draft a formal amendment for the Commission's consideration. The attached draft includes the following changes:

- Article 2 – corrected reference to the Code of Ordinances
- Article 4 – clarified provisions for meeting notice delivery to Commissioners
- Article 5 – revised wording to align more closely with Council Resolution No. 1641
- Article 6 – removed the option for ballot election of Commission officers and modified terms a member may serve as Chairperson, specifically:
  - A member may serve only one (1) year as Chairperson during his/her first three-year term on the Commission, beginning with the second year of his/her appointment to the Commission and during any one (1) year as Chairperson during his/her second three-year term on the Commission, so long as the terms as Chairperson are in non-consecutive years.
- Article 8 – corrected reference to the Code of Ordinances
- Article 12 – changed meetings during which bylaws may be amended from any to regular or special meetings

The proposed bylaw amendments are scheduled for discussion and possible adoption during the Commission's August 15, 2013 regular meeting. The Commission's bylaws may be amended with an affirmative vote of at least 5 Commissioners.