

MEETING DATE
May 22, 2017
Subject: Amendments to the Planning and Zoning Commission Bylaws



AGENDA REPORT

AGENDA
Section: Decisions
Item #: 1

Department/Office: City Manager

Requested Action or Motion: Move to approve the Planning and Zoning Commission bylaws as amended.

Summary Explanation & Background:

As a regular attendant at Board and Commission meetings over the last several months, it was noticed that certain boards were experiencing issues with the agenda format and content. This has led to some level of confusion and caused the meetings to run less efficiently than optimal. Based upon this circumstance, an evaluation of the all board and commission by-laws was conducted. Based upon this evaluation, it was determined that the agenda format and content within the by-laws was inconsistent with the agenda format currently being used within all boards.

Unfortunately, the agenda format contained within the bylaws does not lend itself to typical items contained within the P&Z agenda. In order to provide for a consistent meeting format, The Planning and Zoning Commission was requested to amend the by-laws of the board to change the sequence and list of items on the meeting agenda to be similar to other city boards and to make it more functional for board and public use. This will also assist in the transition to the new agenda software to provide consistency for the staff preparing the agendas.

On February 16, 2017, the Planning and Zoning Commission met to discuss the proposed changes to the bylaws and recommended additional changes.

Proposed New Agenda Format

- I. Call to Order/Roll Call
- II. Pledge of Allegiance
- III. Approval of Minutes
- IV. Public Period for Non-Agenda Items
- V. Public Hearings/Recommendations
- VI. Old Business
- VII. New Business
- VIII. Other Business the Commission Deems Advisable
- IX. Adjournment

The Commission also requested other changes to the by-laws as noted below. A complete copy of the By-laws is attached. Changes to the bylaws are reflected in strike-through and under-line format.

Page	Article	Title	Section	Title	Add (A)/Deleted (D)
4	VI	Procedure	A	Meeting Format and Order of Business	(A) new agenda format (D) existing agenda format
4	VI	Procedure	B	Rules of Procedure	(A) general parliamentary procedures as administered by the presiding officer (D) the provisions of Robert's Rules of Order, most recent addition,
5	VI	Procedure	C	Meeting Documentation	(D) (i.e., 1st and 3rd Thursdays of the month)
8	IX	Hearings	D	Formal Action Meetings	Items 3-5. (A) 3. Add the number 5 to be consistent in formatting; 4. Change individual comment period from one to three minutes; 5. Change the rebuttal time for the applicant from two to five minutes.
8	IX	Hearings	F	Contents of Minutes	(A) and posted on the City's website and

Fiscal Impact:

N/A

Exhibits: PZ By laws 03172017 (002) (DOC)	Contact Person: Mark Reggentin, Assistant City Manager
Commission/Board:	Phone #: 407-539-6220
Reviewed by City Attorney ___ Yes <u>X</u> N/A	