

MEMO

DATE: June 13, 2013

TO: Planning Commission Members

FROM: Patrick R. Zenner, Development Services Manager

Re: Proposed PZC Rules of Procedure and City Code Revisions

Attached please find the proposed amendments the PZC Rules of Procedure and the enabling legislation governing the Planning and Zoning Commission. These are the amendments that Chairman Wheeler indicated he would be preparing for discussion at the upcoming work session.

Please review the changes and be prepared to offer your comments on them. The revision to the Rules of Procedure does not require a public hearing and can be handled by the Commission itself. The proposed amendment to Section 20-38 would need to be presented to Council for consideration and final approval.

Please contact the Chairman with questions.

Revision to Section 6 of the PZC Rules of Procedure (May 24, 2012)

SECTION 6. DUTIES OF THE CHAIRPERSON

The Chairperson shall preside at all meetings in which he or she is in attendance, shall preserve order and decorum and decide all questions of order subject to an appeal to the Commission.

At the hour designated for Commission meetings, the Chairperson shall call the Commission to order, and after roll call, if a quorum be present, he or she shall present the minutes of the last meeting for correction and approval.

The agenda, which has been prepared by the Chairperson, or caused to have been prepared by him, shall then be followed as to the order of business unless changes in the order of business are made by a majority of the Commissioners present.

The Chairperson shall conduct all meetings expeditiously and may, if the situation warrants, set reasonable time limits at public hearings. The Chairperson may introduce motions on his or her own.

The Chairperson shall keep a record or cause a record to be kept of each Commissioners attendance and the record shall include a log of each excused/unexcused absence.

Revision to Section 20-38 of the Code of Ordinances pertaining the Planning and Zoning Commission

Sec. 20 -38

The chair of the commission is authorized to excuse any member from attendance at a commission meeting: provided, that the member requested to be excused no later than 5 PM the Tuesday prior to the meeting. ~~before the meeting. Any member who is absent, without being excused, from twenty five (25) percent of the regular commission meetings held in a calendar year shall automatically forfeit the office.~~ Any member who is absent, without being excused, from three (3) ~~consecutive~~ regular meetings in a calendar year shall automatically forfeit the office. It shall be the duty of the chair to promptly notify the council of the vacancy.