

Meeting Item 4.

Recommendation to Introduce A Resolution Amending Section 3.303 of the Planning Commission Rules and Regulations



Planning Commission

April 9, 2024

Background

- PMC Section 2.08.010 charges the Planning Commission with “the duty of studying the needs of the city with respect to and advising and recommending the council concerning the establishment, modification, and change of zones or districts and designation of the uses to which property contained therein may be prohibited, restricted or regulated”
- General Plan and Zoning Ordinance updates are multi-year activities requiring Planning Commission review during 2024-2026
- Support timely review and optimize Commission performance during review timeframe

Background

- Planning Commission *Rules and Regulations for the Transaction of Business*, also known as the Commission Handbook provides administrative rules for Officers of the Commission
- **Section 3: Officer appointments**
 - Chair
 - Vice-Chair
 - Second Vice-Chair
- **Section 3.303: Service terms**

“The officers shall hold their respective offices until the next annual meeting after appointment and until their successors are appointed. The Chair shall not be appointed to a consecutive term.”

Current Approach

- Section 3: Officer appointments
 - Chair
 - Vice-Chair
 - Second Vice-Chair

Officers are currently elected by the Commission at the first regular meeting held in July. Elected members are automatically appointed

- Section 3.303: Service terms

“The officers shall hold their respective offices until the next annual meeting after appointment and until their successors are appointed. The Chair shall not be appointed to a consecutive term.”

Elected/Appointed chairs do not serve more than one (1) term

Proposed Action

- **Amend Section 3.303**
 - To allow an **elected or appointed** Chair to serve a maximum of two (02) consecutive officer terms
 - Clarify that this rule change would also apply to an **elected or appointed** Vice-Chair
- **Sunset Provision:** Rule would be in effect only when the General Plan Update and subsequent amendment of the Implementing Zoning Ordinance (IZO) to codify the adopted General Plan are subject to Planning Commission review and recommendation to the City Council

Proposed Action

- Consistent, informed, and reflective review of draft policy and legislative documents throughout the multi-year development
- Planning Commission confidently recommend to the City Council concerning adoption of the updated Plan and zoning ordinance.
- Factors that may affect the Commission's optimal performance
 - Changes in scheduled and unanticipated turnover of Commission members
 - Changes in Commission leadership provided by its officers due to current rules
- Loss of institutional knowledge, continuity, and decreased productivity

Action by Commission

- **Section 10.1001: Amendments to rules and regulations**
 - May be made at any regular or special meeting called for that purpose
 - Affirmative vote of four (4) members
 - Amendment is proposed at a preceding meeting and all members have been formally notified thereof.
 - **Introduced at the April 9, 2024, Planning Commission meeting**
 - **Continued to the April 23, 2024, Planning Commission meeting**
 - **Agendized for decision on May 28, 2024**

Staff Recommendation

- **Introduce a resolution** amending Section 3.303 of the Planning Commission Rules and Regulations to allow Chair and Vice-Chair officers of the Commission to serve a maximum of two (02) consecutive officer terms
- **Citywide policy or legislative update**, such as the General Plan and zoning ordinance amendment projects, is ongoing and would benefit from leadership continuity
- Rule amendment **sunsets following completion of the Planning Commission's required reviews of the General Plan Update and subsequent amendment of the Implementing Zoning Ordinance (IZO)** to codify the adopted General Plan.

Options for Planning Commission

- **Vote to approve a resolution** amending Section 3.303 of the Planning Commission Rules and Regulations
- **Vote to deny approval of a resolution** amending Section 3.303 of the Planning Commission Rules and Regulations
- **Decline to take action**