

STAFF REPORT

DATE: 09/03/2026
TO: Bel Aire Planning Commission
FROM: Paula Downs
RE: Agenda

STAFF COMMUNICATION	
FOR MEETING OF	9/10/26
CITY COUNCIL	
INFORMATION ONLY	

SUMMARY:

This report outlines the purpose and function of the “Approval of the Agenda” item, recently added to the Planning Commission’s meeting agenda, and clarifies how Commissioners may use it to make adjustments to the meeting’s order of business.

Background

The Planning Commission adopted its Bylaws on August 14, 2025, with City Council approval on September 2, 2025. Article IV, Section 1, “Order of Business,” lists the required agenda items, including “Approval of the Agenda.”

The Bylaws also state that off-agenda items may be added and scheduled items may be removed at the beginning of a regular meeting through a majority vote of Commissioners present.

Current Discussion

Recent conversations among Commissioners regarding potential Bylaw updates- specifically the addition of a “Planning Commission Discussion” item- prompted staff to review the existing Bylaws and ensure consistency between the document and the agenda used for meetings.

The updated meeting agenda now includes this item, and it will remain part of future agendas unless later removed through a Bylaws amendment. Approval of the Agenda confirms the meeting’s order of business and permits additions or revisions to agenda items through a majority vote.

During this agenda item, Planning Commissioners may request the following:

Permitted Adjustments

- Corrections or clarifications, such as fixing typographical errors, modifying titles, adjusting sequencing of items, or correcting case numbers.
- Adjusting the order of items already on the agenda.
- Adding items that do not require public notice, public comment, or formal action.
- Postponing public hearing items already published by continuing them to a future date or noting an applicant withdrawal.
- Making procedural or minor informational updates with majority approval.

Items That Cannot Be Addressed Under Approval of the Agenda:

- Public hearing items requiring advance publication.
- Items requiring formal action or a vote.
- Discussion of development cases unless already included on the agenda (because they require publication and notification).
- Topics likely to generate public interest, such as major zoning regulation changes or large-scale planning initiatives.

Items requiring public notice, public comment, formal action, or case-specific review must be placed on a future agenda.

Conclusion

The addition of the “Approval of the Agenda” item strengthens the Planning Commission’s ability to manage meeting discussions efficiently and transparently. By providing a structured mechanism to correct, adjust, or supplement agenda items, the Commission can maintain flexibility while still adhering to procedural requirements. Clear boundaries regarding what can and cannot be modified during this agenda item help support orderly meetings, reinforce due process, and ensure that items requiring formal notice and public involvement are handled appropriately.