

STAFF REPORT

DATE: 09/03/2026

TO: Bel Aire Planning Commission
FROM: Paula Downs
RE: Updated Agenda Format

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

SUMMARY:

This report provides an overview of updates made to the Planning Commission’s agenda format to align with the approved Bylaws and ensure clarity and consistency for the agenda process.

Background:

The Planning Commission adopted its Bylaws on August 14, 2025, and the City Council approved them on September 2, 2025. Article IV, Section 1, “Order of Business,” establishes items to include in the agenda and the sequence of those items, which includes:

- 1. Call to Order
- 2. Roll call
- 3. Pledge of Allegiance to the American Flag
- 4. Consent Agenda
- 5. Approval of the Agenda
- 6. Approval of the minutes
- 7. Announcements
- 8. Old and New Business
- 9. Staff reports
- 10. Public hearings
- 11. Approval of Next Meeting Date
- 12. Current Events- Upcoming Agenda Items and Events
- 13. Adjournment

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. As a result, staff updated the September 10, 2026, agenda to accurately reflect all required items and to clarify the purpose and expectations associated with each.

Agenda Updates:

Approval of the Agenda

This item was discussed during another agenda item and includes a staff report providing relevant information and context.

Approval of the Minutes

The approval of minutes has been moved out of the Consent Agenda and now appears under its own standalone section, consistent with the Bylaws. The updated motion format includes options to approve as presented or amended, or to table the minutes when substantive updates are needed.

- Minutes should be tabled if significant changes arise during discussion and staff determines revisions are necessary.
- If substantive changes are requested, the Commission may approve minutes “as discussed and verified with the recording.”
- Non-substantive corrections (e.g., typographical edits) will be made if submitted prior to the meeting.

Old and New Business

These items now appear separately to clarify their distinct functions.

- Old Business includes items previously discussed by the Commission.
- New Business includes items not yet introduced and may come from Commissioners or staff.

Neither category includes action items; both are for discussion only.

Staff Reports

The Staff Reports section provides informational updates only and does not include items requiring debate, direction, or formal action. Examples include department updates, project progress, new state law information, development trends, or informational follow-ups on prior requests.

Public Hearings

This section contains items requiring public notice, publication, and formal decision-making. Items typically include zoning cases, conditional or special use permits, and Planned Unit Development applications. These items were previously listed under “Planning Commission Business.”

Conclusion

The updated agenda format aligns with the Planning Commission’s Bylaws and improves the clarity, transparency, and efficiency of meeting operations. By clearly defining each agenda section and its purpose, Commissioners and the public benefit from a more structured and predictable meeting process. These refinements also help ensure that discussion items, action items, and informational updates are appropriately categorized, supporting effective governance and accurate record-keeping.