

Staff Report

Subject: Ordinance Revision
Author: Katie Dunnigan, Zoning Manager
Department: Development Services
Meeting Date: January 03, 2023
Item Description: Consideration to approve an amendment to *Appendix C, Article VII – Planning Board, Section 7.1.2 Meetings*, to change the Planning Board meeting night from the third Monday, to the second Tuesday, of each month.

Summary Recommendation: In order to provide a consistent date and timeline for Planning Board meetings and the space between Planning Board and Board of Commissioner meetings where Planning Board items are considered, staff recommends approval of the revised ordinance language that will change the Planning Board meeting day.

Executive Summary/Background:

- Appendix C, Article VII – Planning Board, Section 7.1.2 Meetings, requires Planning Board meetings to be held on the third Monday of each month.
- During the September 7, 2021 meeting, the Board of Commissioners voted to approve moving Planning Board meeting dates from the fourth Monday of the month to the third Monday of the month, and to hear Planning Board items at the first Board of Commissioners meeting of the month.
- While this revision did serve to shorten the time from application to completion, the third Monday of the month runs in to annual conflict with observation of:
 - Martin Luther King Jr. Day
 - Presidents' Day
 - Juneteenth
 - The possible placement of the Effingham County Fair parade, with the parade route shutting down access to the Administrative Complex during the meeting time.
- During a November 21, 2022 discussion by the Planning Board to proactively change the dates of the impacted meetings for 2023 and possibly change the ordinance for meeting dates, District 1 Planning Board member, Ryan Thompson suggested that a Tuesday meeting would circumvent holidays observed on Mondays altogether, while being early enough in the week to not cause conflict with popular weekday activities observed by the community.
- The proposed calendar shifts the application deadline to Wednesday, this adds 3 business days to the overall timeline and should be minimally impactful from a customer experience standpoint, while allowing Staff an extra 3 business days to prepare for Board of Commissioners agenda submittal.

Alternatives

- 1 – Approve an amendment to Appendix C, Article VII – Planning Board, Section 7.1.2 Meetings.
- 2 – Take no action.

Recommended Alternative: 1

Other Alternatives: N/A

Department Review: Development Services

Funding Source: N/A

Attachments:

1. Article VII – Planning Board, Section 7.1.2 Meetings.
2. Proposed Meeting Schedule