

**PCB25-04 Exhibit 2 Planning Commission Bylaws Proposed Amendments Matrix
February 26, 2025**

	Received From	Section	Amendment	Staff Response
1	Thompson	4.2 A and 4.2 B	<p>Motion to Amend Sec. 4.2 A and B To Change the Start Time Of Meetings To 5 PM</p> <p>The language of Bylaw 4.2 A would be amended from "meeting shall be held at 6:00 P.M., on the first business day following the holiday, or on another day designated by a majority vote of the Planning Commission" to "meeting shall be held at 5:00 P.M., on the first business day following the holiday, or on another day designated by a majority vote of the Planning Commission".</p> <p>The language of Bylaw 4.2 B would be amended to add the language "all special meetings shall be held at 5:00 P.M. unless impractical".</p>	<p>Staff have no concerns about amending the start time of Regular Meetings if that is the will of the Commission.</p> <p>Staff have concerns with amending the language in Section 4.2 B Special Meetings. A Special Meeting can be called by the Planning Commission at any date or time provided proper notice is issued in accordance with the OPMA. This is consistency with the City Council Rules of Procedures and other boards and commission bylaws.</p>
2	Thompson	6.3 or Appendix	<p>Motion To Limit Discussion On Motions To 5 Minutes Per Commissioner and Motions To Amend Motions To 3 Minutes Per Commissioner.</p> <p>I am not quite sure where to include this motion in the Bylaws. Sec. 6.3 Discussion Protocols would seem the most logical, perhaps a new subsection 6.3 I. It could also be added to Appendix A PARLIAMENTARY RULES AND MOTIONS although the bylaws note the bylaws supersede Appendix A in case of a conflict.</p>	<p>Staff have no concerns with the intent of this amendment. Staff do, however, have concerns around the implementation of the proposed time limits. It may be impractical to time each comment on a motion. Additionally, depending on the meeting agenda and topic(s) at hand, either shorter or longer time limits may be desirable.</p> <p>As an alternative, staff would like to recommend the following:</p> <ul style="list-style-type: none"> - Amend 6.3 to add a new item reading "The Chair should establish a timeline for commission discussion at the start of an agenda item. Commissioners will seek to limit discussion to fit within the established timeline." <p>As an example, this would mean that the Chair might say something like this in a meeting, "We will begin this regular business item with a staff presentation on the draft XYZ code amendment. Following the staff presentation, we need to make a recommendation to the City Council on XYZ code amendment. I would like to set aside 30 minutes for discussion of this motion and any amending motions. Four amending motions have been submitted in advance, so to meet this timeframe, I will ask commissioners to keep their comments on each motion brief."</p> <p>Staff recommend if the Planning Commission wishes to proceed with such an amendment, it be added to Section 6.3 Discussion Protocols as a new item.</p>

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3	Nice	3.1	<p>3.1: Election of Chair and Vice Chair. This may be an item for discussion but also could be left as is. Given the Planning Commission was replaced by City Council and it did not coincide with the expiration of terms on May 31st, this means the current planning commission will elect a Chair and Vice Chair again in June of 2025 so the terms can then be 1 year and coincide with expiration of terms in the future. Or does the Commission want to specifically address this circumstance to clarify what should occur? For example, if the time until the next election in June is less than 6 months, the next election of Chair and/or Vice Chair shall occur the following June so that terms are never less than 12 months long.</p>	<p>Staff do not recommend an amendment to this section. The reconstitution of the Planning Commission was a unique circumstance as was the election of the Chair and Vice Chair in January. All City advisory board and commission terms expire on May 31 of the year the term expires, including the Planning Commission. Other advisory boards and commission bylaws dictate that the election of chair and vice chair occurs in June of each year. For consistency, staff recommend keeping this section as written.</p> <p>Furthermore, if it is the will of the Planning Commission to not hold an election in June 2025, six months after the January election, a simple motion is recommended rather than an amendment.</p>