



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 04/11/2024

REQUESTER: Planning Commission

PRESENTER: Beth Muckala, Asst. City Attorney

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION PCR-2324-1: A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NORMAN, OKLAHOMA ESTABLISHING CERTAIN POLICIES AND PROCEDURES RELATING TO THE TIME SET FOR REGULAR MEETINGS OF THE NORMAN PLANNING COMMISSION; PROVIDING AN EFFECTIVE DATE; AND PROVIDING A DURATION FOR THIS RESOLUTION.

BACKGROUND:

At its February 8, 2024 meeting, the Planning Commission inquired into the procedure for considering an alteration to meeting times. The City Attorney's office agreed to research the matter and return with a response.

At the March 14, 2024 meeting, City legal counsel advised that the authority to set policies and procedures for Planning Commission business, including meeting times was found in the City Code at NMC 2-304(a), which empowers appointive board or commissions to "adopt such rules and regulations for the orderly transaction of its business." Planning Commission engaged in discussion of potential changes and arrived at a decision to consider a resolution at its next meeting, which changed the meeting time from 6:30p to 5:30p, but kept the meetings occurring on the second Thursday of the month. The Planning Commission asked to get further input from City Staff and come to a final decision on the proposed resolution at the next meeting.

DISCUSSION:

Attached is a resolution setting the times for Regular Meetings and Study Sessions at 5:30p on the second Thursday of each month, effective June 13, 2024. Any special meetings would be set on a case-by-case basis, thus such meetings were not included within the parameters of the motion.

Further discussion may occur regarding the Planning Commission's final wishes for the final content of the Resolution prior to its adoption.

RECOMMENDATION:

Staff recommends that the Planning Commission consider and approve Resolution PCR-2324-1, resetting meeting times for Regular Meetings and Study Sessions to begin at 5:30p on the second Thursday of each calendar month.