

**ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING**

SUBJECT: Ordinance Amending the Municipal Code for Chapter 74 – Planning, Article II. – Planning and Zoning Commission, Sec. 74-32 – Meetings.

Staff Contact: Rose Huéramo, City Clerk

Summary: While reviewing additional information related to the operations of boards and commissions, I identified an inconsistency between the Municipal Code and the actual practices of the meetings for the Planning and Zoning Commission. The city code Chapter 74 – Planning, Article II, Sec. 74-32 - Meetings, states that meetings are held on the third Monday of each month and are to begin at 7:00 PM. However, in practice, the Commission has consistently held its meetings on the first Monday of each month and at the hour of 6:00 PM for many years.

Sec. 74-32. - Meetings.

(a)The planning and zoning commission shall hold a regular monthly meeting on the third Monday evening of each month, at the hour of 7:00 p.m., at the city hall. In the event the regular meeting would fall on a legal holiday, the same meeting shall be held on the next day following, at the same time. Special meetings of the planning and zoning commission may be called by the chairperson upon a 48-hour advance notice to all members and interested parties.

Strategic Plan Goal Application: Ensure organizational transparency and operational alignment by updating policies and procedures to accurately reflect current practices.

Recommendation: Approve an Ordinance Amending the Municipal Code for Chapter 74 – Planning, Article II. – Planning and Zoning Commission, Sec. 74-32 – Meetings.