



LEGISLATIVE STAFF REPORT

MEETING DATE: August 14, 2025

ITEM TITLE, PRESENTER: Review and Discussion of Planning Commission Bylaws, Kristen Bushnell, Planning Administrator

RECOMMENDATION: Recommendation to County Commission to Approve Updates

SUMMARY

The Planning Commission needs to finalize the changes to their bylaws and recommend approval for these changes to the Board of County Commissioners. Bylaws serve as the guiding principles to our meetings and operations and will continuously be evaluated each year for updates to processes.

HISTORY

Planning Commission By Laws (Ordinance #2020-03A) as discussed previously. Updates to this will be revisited yearly or addressed as needed.

- Clarification that By Laws provide structure of procedures but that they may be suspended at any time and we would rely directly on State of Utah Code. The process for changing the By Laws has to go to the County Commission for codification.
- Change to the language that preference to candidates will be given to promote a balanced board.
- Adjust cut off deadline so that administration has more time to get packets together.
- The planning packet will go out 3 days ahead of the meeting date (while state law says 24 hours prior to meeting).
- Adjust Ethical Considerations section to clarify boundaries permitted in communications between staff and commissioners.
- Change “Statues” to “Statutes” in the raw word document.
- Any additional changes?