



## STAFF REPORT

---

**MEETING DATE:** March 13, 2025

**ITEM TITLE, PRESENTER:** Review and Discussion of Planning Commission Terms, Bylaws and appointment of Chair for 2025, Kristen Bushnell, Planning Administrator

**RECOMMENDATION:** Administrative Discussion/Vote & Informational Item

---

### SUMMARY

There are two terms that will expire in December 31, 2025, Melissa Rigg representing the Bluff area and Llyod Wilson representing a Special Service District. no terms that expired this year. A call for interest will be posted in October, potential interviews in November, and assignment in December to be effective January 2026. Planning Commission terms are committed for four years. Please share this information with members who may be interested to represent these areas.

At a previous Planning Commission meetings it was requested that we review our current Planning Commission By Laws (Ordinance #2020-03A). Updates to this will be revisited and addressed as needed.

- Review of attached Planning Commission Bylaws. Previous unresolved suggestions:
  - The Planning Packet will go out 3 days ahead of the meeting date

The Planning Commission needs to elect a new chair for the 2025 calendar year. Nominations are open to all Planning Commissioners. Self-nominating is also accepted. Duties of the Planning Commission Chair are outlined in Article II, Section 3 of the San Juan County Planning Commission Bylaws, Ordinance #2020-03A.

- Nominations and Discussion taken
- Vote for the appointment of the 2025 Planning Commission Chair