



Community Development  
Department

# **STAFF REPORT**

<b>Meeting Date:</b>	August 27, 2024
<b>Agenda Title:</b>	Update Planning Commission Bylaws
<b>Requested Action:</b>	Hold a Work Session
<b>Staff Lead:</b>	Denise Harris, Planning Manager

## **EXECUTIVE SUMMARY**

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The last update of the Planning Commission Bylaws occurred in 2016. With changes to the Code of Virginia, it is important that the bylaws are reviewed periodically for compliance.

## **BACKGROUND**

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The Planning Commission Bylaws, sometimes also referred to as Rules of Procedures, cover the Planning Commission membership and terms, the election of officers, duties and responsibilities, how meetings are run and business if conducted, and basic procedures. The purpose of the bylaws is to govern the transaction of business and prescribe the rules pertaining to the work of the Commission. As an appointed body of the Warrenton Town Council, the Planning Commission is also subject to policies and procedures as adopted by the governing body.

## **STAFF RECOMMENDATION**

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Hold a work session and provide direction to staff.