

## WESTWOOD PLANNING COMMISSION

Staff Report

Meeting Date: June 3, 2024

Staff Contact: Leslie Herring, City Administrator

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**Agenda Item:** Conduct Annual Review of Planning Commission Bylaws

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### Background/Description of Item

The Planning Commission bylaws provide for the following:

#### **ARTICLE SIX** **Miscellaneous**

**SECTION THREE: Amendment of Rules.** These Bylaws may be amended or repealed for stated reasons by affirmative vote of three-fourths (3/4) of the voting members of the Commission.

**SECTION FOUR: Bylaw Review.** The Westwood Planning Commission shall review, amend and approve these Bylaws in June of every year.

### Staff Comments/Recommendation

The Planning Commission members are encouraged to review the Bylaws ([available via this link to the City's website](#)) ahead of the meeting. Any modifications identified by individual members should be raised and discussed amongst the Planning Commission at the meeting. If and when the Planning Commission feels comfortable proceeding with any amendment to the Bylaws or approval of the Bylaws without revision, a motion may be made from the floor.

### *Suggested Motion:*

*I move to amend/approve the Planning Commission Bylaws following this June 2024 annual review of the Bylaws, in accordance with the provisions of same.*