



MEMORANDUM

TO: Planning Commission Members
FROM: Chuck Johnston, Director, Community Planning and Building Department
RE: Amending the Planning Commission By-laws, Article 6-11, Meeting procedures for the General Public Comment period.
DATE: 2022 August 8 (for August 10 meeting)

ISSUE

Shall Section 6-11 of the Planning Commission By-laws be amended to make the procedures for hearing General Public Comments consistent with City Council procedures for General Public Comments?

RECOMMENDATION

Approve amendments to the Commission By-laws to align the procedures for hearing General Public Comments with City Council procedures for such comments.

BACKGROUND

Planning Commission By-laws are amended by a majority vote of the entire membership of the Commission at a regularly scheduled meeting, provided notice of intent to amend the By-laws is given at a prior regularly scheduled meeting by at least two members.

At the July 13 meeting, Mr. Durham and Mr. Gantt stated a notice of intent to amend the Commission By-laws for the procedures for hearing General Public Comments at Commission meeting to be consistent with City Council procedures for such comments.

Chairman Durham has previously noted that the Planning Commission's procedures regarding the General Public Comments were not fully consistent with City Council procedures.

Currently, Commission procedures provide for a three-minute limit for in-person speakers as well as a three-minute limit for written comments read by the Commission Clerk.

Council procedures provide for a five-minute limit for in-person speakers, while retaining the three-minute limit when reading written comments, with a further provision limiting the time to read all written comments to 40 minutes. The proposed amendment would follow Council parameters.