



## Legislation Text

---

**File #:** 18-052, **Version:** 1

---

**Date:** January 18, 2018

**To:** Members of the Planning Commission

**From:** Scott Tempel, City Planner

Planning Commission Administrative Items

**Action Requested:**

The Planning Commission is requested to review the Bylaws and engage in discussion on the 2018 work plan and meeting schedule.

**Summary Report:**

At the beginning of each year the Planning Commission needs to review its Bylaws and make any necessary changes. The current Bylaws are attached. The last change was in 2014 to incorporate the Council's term limit policy. Proposed amendments should be submitted in writing at or before the meeting.

Another action item is to review the work plan for the year. The list of outstanding LDC items addresses future changes needed to the Land Development Code as outlined by the Commission and City Council. This list was recently reviewed and meets the current City Council Strategic Plan priorities.

The Planning Commission is also responsible for the Comprehensive Plan. The Mayor and Council have stated unofficially that no major overhaul is to be undertaken in the next two years. However, we can and should assess the Plan for needed changes and provide an official update to City Council on the status of implementation. It was suggested last year that the Planning Commission engage other boards and commissions to provide information as to the current status of their respective areas of influence and expertise. This was discouraged due to the increased workload for other boards and their staff liaisons. One option could be for Planning Commissioners to review each chapter and provide an initial status update for the other boards and staff for concurrence. This would be no small undertaking.

Staff has updated the Demographics and Population Chapter to reflect current statistics. This can be brought forward for consideration of approval if the Planning Commission desires. We have also updated some housing data and land use tables. However, it is difficult to update these chapters without a firm understanding of goals, projections and assumptions which would require additional assessment and community input.

Finally, the meeting schedule for 2018 is attached. Please review the list and inform staff of any known conflicts so we can adjust the schedule. We have had problems in the past meeting quorum. The Commission always meets on the third Thursday of each month and commissioners are expected to keep this date free. Please inform staff and the Chair as soon as possible if unforeseen or unavoidable conflicts arise. We can move the meeting date with sufficient public notice. If the workload requires, the commission may add study session meetings in addition to the regular meeting. There is also a projected case load calendar attached. This will be

updated to reflect the outcome of this meeting and as project cases arise.