



PLANNING AND ZONING COMMISSION MEMORANDUM

FROM: Planning & Zoning Department **DATE:** July 18, 2024
SUBJECT: Discussion regarding Planning and Zoning Commission Rules of Procedure.
PRESENTER: Clayton Comstock, Managing Director of Development Services

SUMMARY:

The purpose of this item is to allow the Planning and Zoning Commission the opportunity to discuss the Commission's rules of procedure. The rules generally establish the officer positions, procedures for conducting meetings, and motions and voting. Rules of procedure for the Commission have been in place since at least the 1980s and have been modified over time.

Regular review of the rules of procedure ensures that the Commission has effective meeting practices in place and provides an opportunity to discuss revisions that may be appropriate due to changes in organizational structure or internal practices.

For example, on May 6, 2023, NRH voters approved numerous amendments to the City Charter. This included approval of Proposition F, which provided for the ability to appoint alternate members to the Planning and Zoning Commission. While two alternate members were recently appointed by City Council, these positions are not reflected in the rules of procedure.

A copy of the current Planning and Zoning Commission rules of procedure is attached for reference.