



# PLANNING AND BUILDING DEPARTMENT

## PLANNING DIVISION

Placerville Office: 2850 Fairlane Court, Placerville, CA 95667  
South Lake Tahoe Office: 924 B Emerald Bay Road, South Lake Tahoe, CA 96150

<https://www.eldoradocounty.ca.gov/Home>

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**Placerville Office:**

**Building:**

(530) 621-5315

[bldgdept@edcgov.us](mailto:bldgdept@edcgov.us)

**Placerville Office:**

**Planning:**

(530) 621-5355

[planning@edcgov.us](mailto:planning@edcgov.us)

**Placerville Office:**

**Code Enforcement:**

(530) 621-5999

[cdacode.enforcement@edcgov.us](mailto:cdacode.enforcement@edcgov.us)

**South Lake Tahoe Office:**

**All Services:**

(530) 573-3330

[plan-buildSLT@edcgov.us](mailto:plan-buildSLT@edcgov.us)

Date: April 16, 2025

To: Planning Commission

From: Rob Peters, Deputy Director of Planning

Subject: Proposed Planning Commission Bylaw Amendments

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### **PURPOSE**

This staff memo is to provide the Planning Commission (PC) a brief overview of recent actions taken to amend the PC Bylaws (Bylaws) based on inputs from the PC, staff, and members of the public.

### **BACKGROUND**

In September 2019, the Board of Supervisors (Board) approved amendments to the Bylaws as modified by the PC on July 11, 2019 (legistar item 19-1177). This approval was accompanied by Resolution 19-01, passed by the PC, which became effective upon approval by the Board.

At its April 8, 2021, hearing the PC conducted a periodic review of its Bylaws (legistar item 21-0377). At that time no modifications to the Bylaws were proposed and the PC continued to operate under the September 2019 Board adopted Bylaws.

On February 27, 2025, the newly appointed PC Chair brought forward a request to the PC that an item be agendaized to discuss potential modifications to the Bylaws, including providing a “draft” version of the amendments. The PC voted to agendaize that discussion, and the item was scheduled to be heard at the March 27, 2025, PC hearing.

In response to the PC’s request, staff met with the Chair on March 18, 2025, to discuss and together created a revised draft of the proposed amendments to the Bylaws for consideration by the PC. On March 27, 2025, that revised draft of the Bylaws was presented to and deliberated on by the PC and public comment was taken. The PC directed staff to finalize revised Bylaws, incorporating the comments and direction of the PC, and bring the matter back for approval by the PC in order to forward on the Board for Consideration.

Consistent with the direction of the PC, the proposed amendments have been incorporated into the Bylaws and the matter has been agendaized for the PC’s consideration at the April 24, 2025, hearing. The hearing materials include a revised version of the Bylaws incorporating the feedback and direction from the PC, as well as Resolution 25-01 to be approved by the PC with

the intent of moving the item forward to the BOS for consideration in May. The revised bylaws would go into effect upon approval by the BOS.

### **RECOMMENDATION**

The Executive Secretary of the Commission recommends that the PC adopt Resolution 25-01 amending the PC Bylaws with said amendments becoming effective upon approval by the Board of Supervisors.