



# PLANNING AND BUILDING DEPARTMENT PLANNING DIVISION

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Date: April 29, 2025

To: Board of Supervisors

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 Board of Supervisor's (Board) a brief overview of recent actions taken by the Planning Commission (PC) 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), which included Resolution of Intention 19-0001 that established the intent to conduct regular review of the PC Bylaws. 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 approved Bylaws.

On February 27, 2025, the newly appointed PC Chair brought forward a request to the PC that an item be agendized to discuss potential modifications to the Bylaws, including providing a "draft" version of the amendments. The PC voted to agendize 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 were incorporated into the Bylaws and the matter was reviewed by the PC on April 24, 2025. During the deliberation, two minor modifications to the proposed language were proposed. The PC voted unanimously to approve Resolution 25-01, incorporating the modifications to the Bylaws, and move the item forward to the BOS for consideration. County Council has provided the Planning Division with evidence that they have reviewed and approved the form of the PC resolution requesting that the BOS update their Bylaws. The revised Bylaws would only go into effect upon approval by the BOS.

## **RECOMMENDATION**

The PC recommends that the Board approve the proposed amendments to the PC Bylaws as modified by the Planning Commission on April 24, 2025, and direct staff to provide an update the PC notifying them of the approval of the Bylaws.