

## **PLANNING AND DEVELOPMENT SERVICES STAFF REPORT**

**For Planning Commission Meeting of August 18, 2020**

**SUBJECT: Proposed Planning Commission By-Laws Updates**

### **PROPOSED CITY PLANNING COMMISSION MOTION**

The Ann Arbor City Planning Commission moves to approve the By-Laws as presented.

### **STAFF REPORT**

As stipulated in the current version of the Planning Commission By-Laws, annual review and consideration of the By-Laws is required. To this end, the Planning Commission and staff have been reviewing the By-Laws for any proposed revisions. Additionally, the City Attorney's Office has now completed review of the By-Laws, and the attached version represents modifications based on this cumulative review. Also pursuant to the By-Laws, any amendments are presented to the Planning Commission at a meeting in advance of any consideration to adopt the By-Laws. After Planning Commission action, they will be forwarded to the City Council for adoption.

The proposed By-Laws have been generally amended as follows:

- Numerous language references to be more consistent with applicable City policies and other city board/commission by-laws.
- Label changes (e.g. "members of the public" in place of the former "citizens", "Public Comment" in place of "Audience Participation").
- Simplified numeric conventions (spelling out, or numeric symbols, but not both).
- Clarity and intent language to clarify standards (e.g. adding "To maintain public confidence in the objectivity of the Commission. . . ." in describing restrictions of potential conflicts of interest).
- Eliminating any secret ballot provisions, as such provisions are not in the spirit or intent of open meetings and transparency.
- Clarifying those actions that require a majority of members present.
- Adding Planning Manager authorization to cancel a meeting when there is no business, a quorum is clearly doubtful, or weather/emergency/or other circumstance.
- Adjustments to provide flexibility in agenda order, removing qualifiers (i.e. "Public Hearing and Commission Discussion of Each Item" from Regular Business heading).
- Shift Planning Commission review of Planning Manager to "Upon Request by the Community Services Administrator."
- Remove rebuttal opportunity from public hearing process as this occurs through the Planning Commission deliberation process.
- Repeat the Chair's discretion to extend speaking time that is present in general public comment to also include in public hearings language.

Attachment: 8/13/20 Draft Bylaw Amendments