

Appendix A - sample Bylaws

APPENDIX A

Sample Planning Commission Bylaws

The following bylaws are hereby adopted by the Planning Commission of the municipality of [YOUR MUNICIPALITY], in order to:

1. Make the most efficient use of the time of the members, the planning staff, and any professional consultants, which may be hired.
2. Improve communications between the Commission and the public-at-large, including local residents, applicants for subdivision or construction permits and the other administrative agencies of [YOUR MUNICIPALITY] and the State of Alaska.
3. Balance the efforts of the Commission between response to applicants within [YOUR MUNICIPALITY] and the actual planning work necessary to guide the progressive development of [YOUR MUNICIPALITY] in the future.

BE IT RESOLVED THAT THE BYLAWS, AS HEREINAFTER SET FORTH, BE ADOPTED BY THE PLANNING COMMISSION of [YOUR MUNICIPALITY] to govern the proceedings on the commissioner.

The officers of the Planning Commission shall be Chairman, Vice-Chairman and Clerk, elected each year by a majority vote of the members of the Planning Commission at the first regular meeting in November.

SCHEDULE OF MEETINGS

Regular Meetings

The regular meetings of the Planning Commission of [YOUR

MUNICIPALITY] shall be at 7:30 P.M. on the second and fourth Tuesday of each month.

No new business will be considered after 11:00 P.M. unless agreed to by five members present and the meetings will adjourn promptly at 11:30 P.M. unless an extension is allowed by five of the members present.

The order of business shall be:

- I. Roll Call
- II. Approval of the Minutes
- III. Regular Agenda*
- IV. Committee Reports
- V. Staff Report
- VI. Public Participation on Non-Agenda Item
- VII. Commission Comments and Questions
- VIII. Adjournment

Items up for reconsideration will be listed at the end of the agenda as a non-agenda item for Possible Reconsideration.

*this includes variances; conditional use permits; plat approvals; recommendations on rezones; recommendations on plans, documents, studies and ordinances; other work.

Committee of the Whole

The third Tuesday of each month will be reserved for discussion of any and all internal matters of the Commission, specifically including reports and recommendations of the various subcommittees.

Special Meetings

May be called at any time by the Chair or three members provided required notice is given and published.

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NOTICE OF MEETINGS

All regular and special meetings of the commission shall have seven days notice. Notice shall be posted in a newspaper of general circulation available in the community; at city hall; and, at least two other locations highly visible to the public. Emergency meetings shall be called in the same manner as the elected body.

A copy of the schedule of meetings shall be supplied to all local media as well as posted on the Municipal bulletin board. If a special meeting is called, the planning staff shall give appropriate notice to the media.

COMMITTEES

The Chair of the Commission shall appoint such committees as deemed necessary. Committee membership shall, for each committee, consist of at least four Planning Commission members. The Planning Commission Chair shall appoint the committee chair. The Planning Commission Chair will not serve as a committee chair but will be a member, *ex officio*, of all committees and will coordinate their activities.

Committee Chairs shall have full responsibility for conducting the affairs of their committees and reporting same to the full Planning Commission. In addition, the chairs of their designated alternates shall act as spokesmen for their committees at all public hearings and meetings.

Subdivision Review Committee

This shall be the official subdivision committee appointed by the Chairman with the approval of the Commission. It shall be the duty of this committee to study and assume responsibility

for all subdivision development including site plan and subdivision review.

All meetings of the Planning Commission or any of its committees shall be open to the public except for executive sessions.

At each regular meeting of the Planning Commission, the applicant and all persons having an interest in, or desiring to be heard upon any matter which is the subject of a specific public hearing, shall be given an opportunity to be heard during such public hearing portion of the meeting, and there shall be a time during regular meetings for members of the public to address the Planning Commission concerning any matter relevant to the Planning Commission's jurisdiction but not on the agenda. The time for such public participation, and any reasonable limitations thereon, shall be established from time to time by the Commission. Once public participation is closed, it cannot be reopened except by six votes.

There shall be no public participation in Committee of the Whole or committee sessions of the Planning Commission except as follows:

1. By those persons specifically scheduled in advance to meet with the Commission or Committee on a specific application or matter; or,
2. By those persons, and upon such terms as may be specifically permitted and authorized by a majority vote of the Commission or Committee conducting the meeting.

RULES OF PROCEEDINGS

Meetings shall be conducted under Robert's Rules of Order and such modified or amended rules as may be adopted by the Planning Commission.

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The Commission has amended those rules as follows:

1. A motion does not require a second.
2. Any member may move for reconsideration.

STAFF ATTENDANCE

A Department staff member will be expected to attend all public meetings, Committee of the Whole, and subcommittee meetings of the Planning Commission.