



AGENCY: Planning Commission  
MEETING DATE: January 23, 2019  
PREPARED BY: J Gonzalez  
PRESENTED BY: J Gonzalez

## AGENDA ITEM SUMMARY REPORT

**TITLE:**

**RECEIVE REPORT AND CONSIDER ADOPTING A RESOLUTION TO UPDATE THE PLANNING COMMISSION BYLAWS**

**ISSUE:**

The Fort Bragg Planning Commission conducts its activities according to the Planning Commission's bylaws. The Planning Commission bylaws have not been reviewed or updated by the Planning Commission since 2015. Accordingly, it is useful for the Planning Commission to review the bylaws on an occasional basis in order to ensure that the bylaws relevantly cover all Planning Commission activities and procedures.

**RECOMMENDED ACTION:**

Receive Report and Consider Adopting a Resolution to Update the Planning Commission Bylaws

**ALTERNATIVE ACTION(S):**

Provide additional direction to staff regarding further or different modifications to the Planning Commission bylaws.

**ANALYSIS:**

Staff has prepared a resolution for the adoption of the bylaws which includes the following updates:

1. Item II A.: Change date of meeting from second and fourth Wednesday to the second and fourth Tuesday of each month.
2. Item II E.: Add new subsection 6, "Disclosure of Ex Parte Communications on Agenda Items.
3. Item IV B.: Time limit is three (3) minutes for public comment.

Changes are highlighted in yellow in Exhibit A to the attached Resolution.

**FISCAL IMPACT:**

None.

**IMPLEMENTATION/TIMEFRAMES:**

The revised bylaws would become effective immediately upon the adoption of the resolution.

**ATTACHMENTS:**

1. Resolution of the Planning Commission of the City of Fort Bragg Amending Bylaws for the Fort Bragg Planning Commission
2. Exhibit A – Planning Commission Bylaws – 2019
3. Planning Commission Bylaws - 2015