

# COUNCIL GUIDELINES FOR THE PLANNING COMMISSION

(Approved 11/23/20)

## OVERVIEW

On 11/09/20, the council assigned the Finance/Legislative Committee with creating a list of clarifications to guide the Planning Commission as it performs its assigned tasks. The Committee met on 11/10/20 and on 11/16/20 in open public meetings and discussed a list relevant to the council's instructions. This list was not intended to serve as the sole means of Planning Commission oversight; rather, the list is intended to supplement current policy to affirm certain council expectations of the commission not currently apparent in existing policy/practice.

## MEETINGS

- The commission will hold a minimum of 9/12 meetings per calendar year. Additional meetings may be scheduled with council approval.
- The commission's primary focus is on land use matters outlined in chapters 17, 18, 19 of the EMC, in addition to tasks assigned by council.
- Commissioners will thoroughly review all material provided to them prior to meetings and attend meetings prepared to intelligently discuss agenda topics and action items.
- All meetings require an agenda approved by Council.

## REPORT TO COUNCIL

- The chair or co-chair will be present at the first council meeting of each month to provide a brief synopsis of the commission report to the council during the "DEPARTMENT HEAD/COMMITTEE/BOARD/COMMISSION REPORT" portion of the council meeting.
- The chair or co-chair will create a monthly commission report that outlines all commission activities and will submit the report to staff in time for it to be included in the first council packet of each month. The commission report will include:
  - A list of current commission tasks, including the date each task was assigned, the status of each task, and the task's estimated date of completion. The list will also outline all tasks completed during the current calendar year.
  - A list of proposed agenda items for the upcoming commission meeting(s).
- Once staff receives the commission report, it may add agenda items to the proposed agenda list. Staff will create a draft agenda with all proposed agenda items and will submit the draft agenda with the commission report to the council via the council's packet. If there are no modifications made to the commission's agenda by council, it will be deemed approved by council. No modifications will be made to the agenda after council approval.

## RESOURCES/REIMBURSEMENTS

- The commission is expected to make requests for information from staff that are necessary, reasonable, and relevant to the specific tasks assigned to it. Should the commission believe it has not been provided with sufficient resources, the chair or co-chair will advise the council as soon as possible.
- Although not compensated for their general participation on the Planning Commission, commissioners may be reimbursed for expenses incurred as the direct result of performing commission duties. The commission is encouraged to seek staff assistance with completing tasks that may help reduce the cost of such expenses. To qualify for reimbursement, such expenses must be preapproved by the Mayor when reasonable.