



MEMORANDUM

DATE: May 21, 2025

TO: Planning and Zoning Board

FROM: Jessica Entwistle, Planning and Development Services Assistant Director

THRU: Jordan Smith, AICP, PP Planning and Development Services Director

SUBJECT: Resolution No. 2025-55, Amendment to the Planning and Zoning Board By-Laws. (Legislative – Public Hearing) (Jessica Entwistle, Project Manager)

REFERENCES: City Comprehensive Plan, Code of Ordinances.

REQUEST: Updating the Planning and Zoning Board By-Laws.

Background: The Planning and Zoning Board operates under bylaws originally adopted on November 7, 2011, to guide its membership structure, meetings, duties and governance. Since their adoption, no amendments have been made until this proposed update. Over time, various operational and legal needs have emerged that warrant clarification and modernization of the Board's governing rules.

The proposed revisions remove outdated references to the Local Planning Agency, improve communication protocols between the Board and City staff, introduce term limits and attendance enforcement measures. These updates are intended to better align the Board's operation with the direction of the City Commission, improve internal consistency, and ensure compliance with the City's governing codes.

This update also brings the by-laws into alignment with Article XII of the Land Development Code, which governs the Planning and Zoning Board and was last amended on June 15, 2020. Summary of the Revisions include:

1. Alignment with the Updated Land Development Code Provisions.
 - Ensures the Board's responsibilities are consistent with Article XII of the City's Land Development Code.
2. Authorization for Board members to Communicate with Staff
 - Grants members the ability to directly communicate with City staff regarding matters before the Board, streamlining coordination and improving decision-making.
3. Addition of a Section Addressing the Role and Appointment of Alternate Members.

- Establishes the procedure for appointing up to five alternate members, their term limits, and participation rules, including a rotation system for meeting attendance in the absence of regular members.
4. Removal of Language Concerning Staggered Member Terms.
 - Eliminates the requirement for staggered terms, allowing each member to serve a full term as appointed by the Mayor or individual Commissioners.
 5. Change to Timing of Officer Elections
 - Move the election of Board Officers (Chairperson, Vice-Chairperson, and Secretary) to March of each year to align with member appointment cycles.
 6. Provision Allowing the Secretary to Preside in the Absence of Both the Chair and Vice-Chair.
 - Ensures continuity in meeting leadership by authorizing the Secretary to preside when both the Chairperson and Vice-Chairperson are unavailable.
 7. Revision of the Standard Meeting Order of Business.
 - Updates the sequence of agenda items at Board meetings to improve structure, clarity and the efficiency of proceedings.

STAFF RECOMMENDATION: Staff recommends the Planning and Zoning Board recommend the City Commission approve Resolution No. 2025-55.

NEXT STEPS: City Commission adoption hearing is tentatively scheduled for June 2, 2025.

ATTACHMENT:

- Resolution No. 2025-55