



## Waynesboro City Council Agenda Briefing

<b>Meeting Date:</b>	January 23, 2023	<b>Staff/Council:</b> Leslie Tate, Director of Community Development
<b>Agenda Item #</b>	10	
<b>Subject:</b>	Planning Commission by-laws ratification	
<b>Attachments</b>	Planning Commission amended by-laws	

**Background:**

At their meeting on January 17, 2023, the Planning Commission reviewed and approved amended by-laws. Attached are the Planning Commission’s amended by-laws. Proposed changes start on page 2, and a summary of changes are as follows:

- Section 1.6, Duties of the Commission. – Preparation and presentation of annual report has been updated to reflect the calendar year.
- Section 2.2, Election of Chair and Vice-Chair. – Election of officers updated to take place annually in January.
- Sections 2.3-2.4 – Wording updated to reflect current City positions.
- Section 3.2, Special Meetings. – Updated to match Virginia code requirements.
- Section 3.3, Cancellation or postponement – Updated to include cancellation based on communication with City planning staff and Planning Commission Chair.
- Section 4.28, General Procedure – Updated to include a step allowing the applicant to respond to public comments.

**Requested action:**

Motion to ratify amended Planning Commission by-laws.