



PLANNING COMMISSION

Planning & Development Services Department • 201 N. Stone Ave. • Tucson, AZ 85701

DATE: January 16, 2019

TO: Planning Commission

FROM: Scott Clark
Executive Secretary, Planning and Development Services

SUBJECT: Review of the Rules of Procedure of the Planning Commission – Study Session

Issue: This item is scheduled for a study session and is intended to provide an overview of the Rules and Procedures of the Planning Commission as the beginning of a discussion of the Bylaws by which it operates.

Those bylaws which direct the operation and organization of the City of Tucson Planning Commission are currently spread throughout the following four documents:

- Section 2.2.3 Planning Commission, of Chapter 23B of the Tucson Code, Unified Development Code (Attachment A)
- Chapter 10A, Article XIII of the Tucson Code, Terms and Conditions of Membership on Boards, Committees and Commissions and Filing of Rules (Attachment B)
- Rules of Procedure of the Planning Commission document (Attachment C)
- Arizona State Statute 9-461.02, Planning commission; creation; limitations (Attachment D)

Staff is presenting these four documents for review and discussion.

Recommendation: Staff recommends that the Planning Commission provide feedback regarding the staff presentation.

Background: Originally adopted in February 12, 1975, The Rules of Procedure of the Planning Commission (Attachment C) have been amended seven times since its adoption. Most recently the document was amended on May 2, 2007.

Since it was last amended, the City of Tucson has repealed the Land Use Code (LUC) and has established the new Unified Development Code (UDC). Additionally, restructuring of departments in the City has led to a change in the department responsible for administration of the Planning Commission from the Department of Urban Planning & Design to the Planning and Development Services Department. Due to this, the Rules of Procedure of the Planning Commission document has many references to the LUC and the Department of Urban Planning & Design which need updating to reflect their current location in the UDC and to

reflect the newly attributed administration of the Planning Commission by the Planning and Development Services Department. This is provided to the Planning Commission for feedback on future amendments.

Attachment

A - Section 2.2.3 Planning Commission, of Chapter 23B of the Tucson Code, Unified Development Code

B - Chapter 10A, Article XIII of the Tucson Code, Terms and Conditions of Membership on Boards, Committees and Commissions and Filing of Rules

C - Rules of Procedure of the Planning Commission

D - Arizona State Statute 9-461.02