



DATE: May 25, 2022

TO: Orange County Planning Commission

FROM: OC Development Services

SUBJECT: Board of Supervisors directed update of Planning Commission Bylaws

PROPOSAL: Staff will provide the updated Planning Commission Bylaws for review and acceptance pursuant to Board of Supervisors direction.

**ZONING/
GENERAL PLAN:** N/A

LOCATION: Unincorporated Areas of Orange County

APPLICANT: OC Development Services

**STAFF
CONTACT:** Brian Kurnow, Land Use Manager
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RECOMMENDED ACTION:

OC Development Services recommends the Planning Commission:

- a. Receive staff report, and;
- b. Review and approve bylaws.

BACKGROUND:

To assure compliance with current statutory requirements and County policy, the Board of Supervisors (BOS) approved a new template for all boards, committees, and commissions (BBCs') bylaws at its May 25, 2021 meeting (Attachment 3) and directed staff to update all BCC bylaws for consistency with the approved template. The template was then amended and approved by the BOS at their July 13, 2021 meeting (Attachment 4). To comply with this BOS directive, County Staff has prepared updated Planning Commission bylaws.

DISCUSSION:

The BOS directed staff to update to all BCC bylaws, which includes the Planning Commission, consistent with the BCC bylaws template approved at their May 25, 2021 meeting. The attached updated bylaws have been prepared under this direction. The purpose of the update is to ensure the bylaws are compliant with current laws as they relate to the establishment, maintenance, and proper conduct of the commission in a standardized format. The existing bylaws have been integrated into the new template which is provided as Attachment 1 to this report. The update was completed with the intent to only make modifications necessary to ensure compliance within the new template, so although the bylaws remain largely the same it is important for all commissioners to review and understand the updated bylaws. Additionally, the bylaws have been updated under the direction of, and reviewed by, County Counsel to ensure legal adequacy.

Also provided as attachments are the BOS Agenda Staff Reports (ASRs) relating to the update of commission bylaws for the commission's reference. Additionally, the existing Planning Commission bylaws are included as Attachment 2 for reference purposes.

OC Development Services/Planning requests that the Planning Commission review and approve the updated bylaws provided as Attachment 1.

Submitted by:



Justin Kirk, Planning Division Manager
OC Development Services/Planning

Concurred by:



Amanda Carr, Interim Deputy Director
OC Public Works/Development Services

ATTACHMENTS:

1. Planning Commission Bylaws - Updated Template
2. Planning Commission Bylaws - Existing
3. Board of Supervisors Agenda Staff Report Dated May 25, 2021
4. Board of Supervisors Agenda Staff Report Dated July 13, 2021