

## MEMO

To: Planning Commission

Checked By: Josh Johnson, AICP, Assistant Director of Plan Services *JRS*

Prepared By: Hector Soto, Jr., AICP, Current Planning Manager

Date: September 22, 2017

Re: **Adoption of the Bylaws Governing the Procedure of the Planning Commission of the City of Lee's Summit, Missouri as Amended through September 26, 2017**

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The accompanying proposed amendment to the Planning Commission bylaws was presented at the September 12, 2017, Planning Commission meeting for discussion. The amendment changes the order of business outlined under Article 5, Section 10 of the current Planning Commission bylaws by holding the public comment period before the approval of the consent agenda. No other significant changes are proposed by staff. Minor changes include updating department names, updating staff titles and re-formatting.

Amendment of the bylaws shall require an affirmative vote of two-thirds, or rather six (6) members, of the entire membership of the Planning Commission.