

# LS Memorandum

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## City of Lee's Summit

To: [ Planning Commission ]  
From: [ Hector Soto, Jr., AICP, Planning Manager ]  
C: [ File ]  
Date: [ August 7, 2020 ]  
Re: [ Amendment to Planning Commission bylaws ]

[ Staff proposes amendments to the Planning Commission bylaws in light of events experienced during the COVID-19 pandemic. The proposed amendments include the following:

- During periods when the Mayor has declared a state of emergency for the City, the chairperson shall have the authority to appoint members of the Planning Commission to serve in officer positions on an interim basis when a regularly-elected officer becomes unavailable for any reason.
- Formalizing in the bylaws that Planning Commission meetings shall occur by videoconference during periods when the Mayor has declared a state of emergency for the City.
- Increasing the total membership of the Planning Commission from 9 to 10, to match State statute and the UDO.
- A change in language regarding the constitution of a quorum from a flat number of 5 to read, "a majority of the Commission seats that are filled." This change makes it easier to achieve a quorum should there be multiple vacant seats on the Commission.
- Other minor changes include updated section references to the UDO resulting from the recodification in 2018, as well as a change in the procedure for the Planning Commission to take action on proposed bylaws amendments.

Under the existing bylaws, the Planning Commission shall consider the proposed amendments at the upcoming meeting of August 13<sup>th</sup>. However, the Planning Commission cannot take action on the proposed amendments until a subsequent meeting, which is currently tentatively scheduled for August 27<sup>th</sup>. ]