



CITYWIDE GOVERNANCE FOR BOARDS & COMMISSIONS

Community & Economic Development Department

Planning Commission

July 17, 2025

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BACKGROUND

PREVIOUS COMMITTEE/COUNCIL MEETINGS



July 2022 – ICGC received and discussed an update to the City Council Rules of Procedure and Order of Business related to the number and role of Boards and Commissions. It was requested that the item be continued for further discussion.



Septembers 2022 – ICGC once again discussed the number and role of Boards and Commissions. Staff was directed to review the topic outside of the City Council Rules of Procedure and Order of Business and bring to a later discussion.



June 2023 – As a preliminary exploration of structural changes, the Airport Commission received a proposal to merge with the Transportation Board. The Airport Commission did not support the merge, citing distinct responsibilities and technical focus.



March 2024 – The Budget Engagement Commission received a proposal to reduce their membership from 18 to 11. Following discussion, the Commission voted to recommend amending the RMC to move forward with the reduction in membership.

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PLANNING COMMISSION

1. Established by City Charter
2. Roles & Responsibilities included in Charter & Municipal Code
3. Planning Commission – 9 Members
4. Planning Commission By-Laws



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GUIDING QUESTIONS

Membership, Role & Consolidation

- Is membership size optimized for functionality?
- Are quorum and attendance issues affecting performance?
- Are there opportunities to consolidate or streamline with another board?



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GUIDING QUESTIONS

Boards & Commission Resolution

- Each Board or Commission is currently governed by their own unique set of Standing Rules or Bylaws
- Is there a need for a standard Board and Commission Resolution similar to the City Council Rules of Procedure and Order of Business?



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GUIDING QUESTIONS

Governance Framework

Is there a need for a standard governance framework that would cover:

1. Appointment process and number of members
2. Role and responsibilities of each board and commission
3. Quorum requirements
4. Procedural matters of meetings
5. Training requirements
6. Participation and engagement requirements



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STRATEGIC PLAN ALIGNMENT



Strategic Priority No. 2 – Community Well Being

Goal No. 2.3 - Strengthen neighborhood identities and improve community health and the physical environment through amenities and programs that foster an increased sense of community and enhanced feelings of pride and belonging citywide.

Strategic Priority No. 5 – High Performing Government

Goal No 5.3 - Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making

Cross-Cutting Threads



RECOMMENDATION

That the Planning Commission conduct a review of the Board membership structure, roles, potential consolidation opportunities and the development of a Citywide governance resolution and provide any comments or recommendations to Staff.

