

## **PAYSON CITY PLANNING COMMISSION BYLAWS AND RULES OF PROCEDURE**

### **PURPOSE**

These bylaws, as amended, are designed and adopted for the purpose of providing guidance and direction to the members of the Payson City Planning Commission in the performance of their duties.

### **ARTICLE I – GENERAL PROVISIONS**

The Payson City Planning Commission, hereinafter referred to as “the Commission”, shall be governed by the following statutes, ordinances and rules.

#### **1.1 Applicable State Statutes and Local Ordinances and Rules**

To the extent that these bylaws remain in force and effect, as amended or added to, the Commission and its members shall be governed by state statutes and local ordinances and policies including the following:

- a. State statutes applying to public boards, members and officials,
- b. State statutes governing the activities of city planning commissions.
- c. The land use ordinances of Payson City as approved by the Payson City Council.
- d. The rules and policies of the Commission as set forth herein.

#### **1.2 Requirements of Familiarity with State Statutes and Local Ordinances and Rules Affecting the Commission**

Upon taking office, all members of the Commission shall become familiar with the foregoing and, while in office, shall maintain such knowledge, including knowledge of amendments and additions, and shall be strictly governed thereby in the conduct of Commission affairs.

#### **1.3 Basic Principles**

- a. Equality of Members. As the Commission conducts its affairs in accordance with these bylaws, each member has the same rights, privileges and duties as any other member.
- b. Freedom of Discussion. Members have the right to be heard and to hear what others have to say.
- c. One Main Motion. Only one main motion may be considered at any given time.
- d. Member Right to Know. Members have a right at all times to know the immediate pending motion, and have it restated prior to any vote.
- e. Meeting Properly Called. The Commission may take official action only in meetings properly noticed and with a quorum of members present.
- f. Actions Must Be Lawful. Actions taken by the Commission must be in accord with Payson City, state, and federal laws.

#### **1.4 Bylaws of the Commission to be Available from Payson City**

A current copy of the bylaws of the Commission shall be available as a public record in the Payson City office. A copy of the bylaws of the Commission shall be provided to new Commission members upon appointment.

#### **1.5 Location of the Office of the Commission**

The office of the Commission shall be located in the Payson City offices, 439 West Utah Avenue, Payson, Utah.

### **ARTICLE II – MEMBERS**

#### **2.1 Appointment**

The membership and appointment of the Commission shall be governed by the provisions of Utah Code and applicable sections of the Payson City Municipal Code.

## **2.2 Number of Members, Appointment, Filling Vacancies**

The membership and appointment of Commissioners shall be governed by the provisions outlined in Title 19, Zoning Ordinance of the Payson City Municipal Code.

## **2.3 Resignation**

Members proposing to resign shall give reasonable notice of such intent to the Payson City mayor, city council, planning commission, and staff, and make the date of resignation effective in such a manner as to allow time for appointment of a replacement.

## **2.4 Causes for Removal from Commission**

Causes for consideration of removal of members from the Commission by the mayor may include malfeasance, misfeasance, or nonfeasance generally, and in particular:

- a. Failure to maintain reasonable familiarity with state statutes and local ordinances and rules affecting the Commission, or failure to be governed thereby, as required by Section 1.2.
- b. Failure to disclose conflict of interest for purposes of disqualification when a member has a personal or monetary interest in the matter involved, or will be directly affected by a decision of the Commission, which the mayor deems to be in violation of the provisions of Utah Code.

## **~~A. ORGANIZATION~~**

- ~~1. Terms of Office of Members, Filling Vacancies, Removal of Members: The Planning Commission shall consist of seven members, each of which shall be appointed by the Mayor with the advice and consent of the City Council. All members shall be selected without respect to political affiliations and shall serve without compensation except for reasonable expenses. The terms of office for all members of the Planning Commission shall be four (4) years to provide for staggered terms, so that no more than two (2) Planning Commissioners shall be appointed in a single year due to the expiration of terms. Appointment of the Planning Commission members shall occur annually at the first meeting of the City Council in April. Vacancies occurring otherwise than through the expiration of terms shall be filled by appointment by the Mayor with the advice and consent of the City Council.~~

~~Unless a Planning Commissioner notifies the City with their intent to continue serving on the Planning Commission, existing Planning Commissioners will not be interviewed for reappointment. Notice of Planning Commission positions shall be published in the Payson Chronicle for two consecutive weeks prior to the interviews for new Planning Commission members. All applications for Planning Commissioners shall be submitted to the City Recorder no later than March 15 of each year.~~

~~Members of the Governing Body will review the applications for Planning Commissioners and give advice to the interview panel on those selected to be interviewed. The Mayor, the City Council member assigned to the Development Services Department, the City Manager and the Development Services Director shall constitute the interview panel for Planning Commission applicants. Following the interview process, the Mayor shall present the name or names of potential Planning Commissioners to the City Council for their consent.~~

~~Following a showing of just cause such as a conflict of interest, lack of attendance, or misuse of information, the City Council may remove any Planning Commissioner by a majority vote of the City Council.~~

## **ARTICLE III – OFFICERS, STAFF, DUTIES**

### **3.1 Appointment of Chair and Vice Chair**

The Commission shall select a chair and vice chair at its first regular meeting in April of each year, or soon thereafter.

### 3.2 Succession of Vice Chair to Office of Chair

If the chair becomes no longer a member of the Commission, the vice chair shall succeed to the office for the remainder of the term. If the vice chair becomes no longer a member of the Commission or succeeds to the office of chair, a special vote shall be held to fill the vacancy of the vice chair. Said vote shall occur at the next regularly scheduled meeting of the Commission at which a quorum is available.

### 3.3 Chair to Preside at Commission Meetings

If present and able, the chair shall preside at all meetings and hearings. If the chair is absent or unable to preside, the vice chair shall preside. If both are absent or unable to preside, the members present shall appoint a temporary chair to preside. The temporary chair shall abide by all rules and policies set forth herein. ~~The Chair shall preside at all meetings of the Commission and shall provide general direction for the meetings.~~

### 3.4 Duties of the Chair

- a. To interface with the mayor in the conduct and affairs of the Commission.
- b. To exercise management of the affairs of the Commission consistent with these bylaws, state law, and city ordinance.
- c. To conduct all meetings of the Commission by calling ~~call~~ the Commission to order on the day and the hour scheduled and proceeding with the order of business.
- d. To announce the business before the Commission in the order in which it is to be acted upon.
- e. To receive and submit in the proper manner, all motions and propositions presented by the members of the Commission.
- f. To put to vote all questions which are properly moved, or ~~necessarily~~ arise in the course of proceedings and to announce the results of motions.
- g. To inform the Commission, when necessary, on any point of order or practice. In the course of discharge of the duty, the Chair shall have the right to call upon legal counsel for advice.
- h. To authenticate by signature, when necessary, or when directed by the Commission, all of the acts, findings, and orders, and proceedings of the Commission.
- i. To maintain order at the meetings of the Commission.
- j. To move the agenda along, hold down redundancy by limiting time allowed for comments if necessary, set guidelines for public input, and reference handouts and procedures during meetings.
- k. Recognize speakers and Commissioners prior to receiving comments and presentations.
- l. ~~The Chair will remain impartial on issues and not participate in the voting procedures unless called upon to break a tie vote.~~
- m. ~~To review and approve meeting agendas.~~
- n. To delegate duties generally to the Vice Chair or authorize the Vice Chair to perform specific duties during his/her absence or in the case of his/her disability to perform necessary Commission functions in a timely manner.
- o. To designate members of the Commission to make personal inspections when necessary for proper consideration of agenda items.

### 3.5 Duties of the Vice Chair

The Vice Chair, during the absence of the chair, shall have **all the powers** and perform all of the duties and functions of the chair.

### 3.6 Temporary Chair

In the event of the absence or the disability of both the chair and the vice chair, ~~the most senior member of the Planning Commission present shall serve as Chair until the Chair or Vice Chair returns.~~ **the Commission members present shall appoint a temporary chair to preside.** In such event, the temporary chair shall have all the powers and perform the functions and duties ~~of assigned to the chair of the Commission.~~

### 3.7 Staff

All ~~items~~ **major issues** presented to the ~~Planning~~ Commission for their consideration shall be accompanied by a staff report detailing the background, analysis, which shall include conditions of approval, and staff recommendation(s). **Staff reports should be sufficient in detail to assist the Commission in stating findings.** Staff reports shall address the portion of the Payson City Development Code ~~pertaining to~~ **affected by** the petitioner's request, ~~also~~ **and** how ~~a request~~ **it** fits within the guidelines of the ordinance and ~~any~~ **the** applicable master plan(s). Staff reports shall be as concise as possible while allowing for adequate coverage of the subject matter ~~and shall be made available to anyone requesting a copy of the staff report. Copies of staff reports and other pertinent materials shall be made available to the Planning Commission members and general public prior to regularly scheduled Planning Commission meetings.~~

### 3.8 Secretary

A Development Services Department staff member shall serve as secretary of the ~~Planning~~ Commission. **The secretary shall attend to all correspondence, send out and cause to be published all notices required, attend all meetings, compile and maintain all required documentation, and generally perform all clerical work of the Commission.**

#### ~~2. Secretary's Duties:~~

- ~~a. To post public notices of regular and special Planning Commission meetings, consisting of a quorum, 24 hours prior to the meeting.~~
- ~~b. To take and record the roll; to read any communications, resolutions or other papers which may be ordered to be read by the Chair of the meeting; and to receive and bring to the attention of the Commission all messages and other communications from other sources.~~
- ~~c. To keep the minutes of the proceedings of the Commission and to keep a permanent record of them. Any and all written notes and records of Commission meetings may be used as reference material, only in preparing the official minutes. Any and all said reference material may be discarded only after Commission has approved the official minutes.~~
- ~~d. To keep and maintain a permanent record file of all documents and papers pertaining to the work of the Commission.~~
- ~~e. To ensure Commissioners receive materials pertinent to regularly scheduled Commission meetings five days prior to Planning Commission meetings.~~
- ~~f. To perform such other duties as may be required.~~

## ARTICLE IV – RIGHTS AND DUTIES OF MEMBERS

### 4.1 Meeting Attendance

Every member of the Commission shall attend ~~meetings~~ **the sessions** of the Commission unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the secretary. The secretary shall inform the chair of the excused absences. Absences in excess of one half of the meetings in any six-month period will necessitate review of the member by the Commission.

### 4.2 Representation of Applicants and Petitioners

**No member of the Commission shall represent applicants or petitioners on matters on which the Commission is to make determinations or recommendations.**

### 4.3 Conflict of Interest

**No member of the Commission shall participate in or discuss any case in which they have financial or personal interest in the property or action concerned, or will be directly affected by the decision of the Commission, or has or believes they have any other conflict of interest. A member who has a question as to whether a conflict of interest exists should raise the matter with the Commission members and the city attorney in order that a determination may be made.**

1. ~~Conflict of Interest: A Planning Commission Member may declare a conflict of interest from specific agenda items. Members of the Planning Commission who feel they or any member of the Commission may have an actual, apparent, or reasonably foreseeable conflict of interest on any matter that is on the Commission agenda shall explain the apparent conflict to the Commission. The Commission may then vote to decide whether the requested disqualification is justified. After declaring a conflict of interest, a Planning Commission member shall not participate in the discussion and vote of that matter, nor attempt to use their influence with other Commissioners before, during, or after the meeting. Below are some guidelines for conduct:~~
  - a. ~~There may be a conflict of interest if there are personal, familial, or financial ties between a Planning Commissioner and a proponent/opponent of any item of business.~~
  - b. ~~A Planning Commissioner may appear before the Commission through their employment as an advocate or agent for a proponent only after the Commissioner's disqualification on the subject matter.~~
  - c. ~~A Planning Commissioner must not sell or offer to sell services or solicit prospective clients or employment by stating an ability to influence Planning Commission decisions.~~
  - d. ~~A Planning Commissioner must not use the power of office to seek or obtain a special advantage that is not in the public interest or is not a matter of public knowledge.~~

#### 4.4 Expression of Bias, Prejudice or Individual Opinion Prior to Meeting and Determination

Members of the Commission may seek information from other Commission members and staff. No member of the Commission shall discuss any item with any other parties thereto prior to the public meeting, or express any bias, prejudice or individual opinion on proper judgment of the item prior to the public meeting and determination. Violation of this rule shall be deemed to constitute malfeasance and be grounds for dismissal from the Commission.

#### 4.5 Voting

- a. Each member of the Commission shall have one vote on any matter. A vote shall be taken and recorded by a yes, no, or abstain.
- b. After the vote is taken, any member of the Commission desiring to explain their vote shall be allowed an opportunity to do so.
- c. If a motion before the Commission receives an equal number of votes, and a subsequent motion on the matter is either not made or cannot achieve a majority vote, the matter before the Commission shall be deemed denied.
- d. Except as otherwise specifically provided in these bylaws rules, no member of the Commission shall be permitted to vote on any issue unless the member is present when the vote is taken and when the result is announced. No member shall give his or her proxy to any other person. This section does not preclude a member of the Commission to participate in the meeting and vote by electronic means. as described in #9 below. (6-27-12)

#### 4.6 Required Training

New members of the ~~Planning~~ Commission must attend at least one (1) land use training session within six (6) months of appointment.

### ARTICLE V – MEETINGS, HEARINGS

#### 5.1 Meeting Place

~~Meetings of the Commission shall generally be held in the city council chambers of the Payson City building, 439 West Utah Avenue, Payson, Utah or at such other place as the Commission or planning staff may designate.~~ A meeting having been convened at the place designated may be adjourned by the Commission to any other place within Payson City for the sole purpose of investigating some particular matter of business which may be more conveniently investigated at such other place, or may be adjourned to any other room more convenient for conducting the business of the Commission, so long as proper notice of meeting location is posted for the general public.

#### 5.2 Quorum

A quorum of the Commission shall consist of four (4) members. An affirmative vote of at least four (4) members and no less than a majority of the Commission shall be required for any matter to pass. ~~Four members of the Planning Commission shall constitute a quorum for the transaction of business. Any member disqualified, abstaining, or recusing because of a conflict of interest shall not be considered when determining whether a quorum is constituted. Except as otherwise specifically provided in these rules, a majority vote of the Commission members present at a meeting shall be required and shall be sufficient to transact any business before the Commission.~~

### 5.3 Agenda for Meetings

Planning staff, with the assistance of the ~~The Planning Commission chair, with the assistance of the Planning Staff,~~ shall prepare a written agenda for each meeting and provide the information to each member of the Commission as far in advance as possible. Notice of the meeting shall be in accordance with state law and city ordinance.

### 5.4 Regular Meetings

The Commission, at its first regular meeting in ~~December~~ January of each year, shall establish a regular meeting schedule for the current year. Field trips, work sessions, and special meetings may be held by approval of the Planning Commission chair.

### 5.5 Special Meetings and Work Sessions

Special meetings and work sessions, for any purpose, may be held at the call of the chair. Notice of such meeting shall be in accordance with state law and City ordinance. ~~The secretary shall give notice of the time and purpose of every special meeting of the Commission at least 24 hours prior to such meeting. Such notice shall be delivered to each member of the Commission personally, by telephone, or by email. (6-27-12)~~

### 5.6 Electronic Meetings

The Planning Commission is authorized to meet by electronic communication as adopted by Resolution. As a general rule, at least three (3) members of the Planning Commission shall be present at the anchor location and the Chair shall require a roll call vote so the non-present members' votes may be counted. (6-27-12)

### 5.7 Public Hearings

1. Public hearings should ~~start on time and~~ be scheduled to provide sufficient time for public comment. The chair may limit the amount of time for each presenter and/or participant to ensure that everyone has an opportunity to speak and to advance the business items on the agenda. If comments become repetitive, the Chair may ask that additional comments be limited to new information. (4-20-11)
2. Persons providing testimony shall proceed without interruption except that from the Commission. All comments, arguments and pleading shall be addressed to the Commission. There shall not be debate or argument. The chair shall maintain order and decorum, and to that end, may order removal of disorderly or disruptive persons.
3. ~~Notification of Public Hearings: Notices for public hearings scheduled for the Planning Commission must be provided in accordance with Title 19, Zoning Ordinance. Copies of the Planning Commission meeting agendas and copies of minutes and/or staff reports may be obtained at the Development Services Department. All notifications shall be consistent with Section 19.2.7 of the Zoning Ordinance entitled, "Notice Requirements and Public Hearings."~~

### 5.8 Field Trips

On those occasions when site inspections are deemed advisable, field trips shall be held prior to the Planning Commission meetings, ~~the time of the field trip to be posted on the agenda.~~ Only members of the Planning Commission members and pertinent City staff shall be allowed to attend the field trip in City-owned vehicles.

The public shall be allowed at the sites of the field trip but encouraged to present their case at the ~~Planning~~ Commission meeting, not during the field trip. Field trips shall be for the purpose of gathering information, not for discussing decisions. (6-27-12)

#### 5.9 ~~Meeting~~, Matters Considered

Other business items pertaining to the affairs of the ~~Planning~~ Commission and falling within the authority and jurisdiction of the Commission may be considered and acted upon at any regular meeting or special meeting of the Commission.

#### 5.10 Business Park Commission

As appointed by the Mayor, **a member of the Commission** ~~Planning Commissioner~~ may be asked to serve as a member of the Payson Business Park Commission. This member of the Commission shall provide an update of the Payson Business Park Commission recent actions of the Commission on a regular basis. ~~At any time, a member of the Planning Commission may request that a Commissioner serving as a member of the Payson Business Park Commission provide an update to the Planning Commission concerning the recent actions of the Payson Business Park Commission at the next regular meeting of the Planning Commission.~~ (2-18-04)

#### 5.11 Length of Time Limit on Meetings

All Commission meetings shall be scheduled to end no later than 10:00 p.m. unless a motion to continue is made and **approved** ~~seconded~~ in order to complete the agenda items of that specific meeting.

#### 5.12 Time Control

**The chair may, at any time, institute measures to control the time for debate on any issue. Care should be taken to insure fairness in the hearing process. Those speaking in support and opposed should have substantially equal time. The chair may stop debate once he or she believes the issue has been adequately and fairly heard.**

### ARTICLE VI – ~~PROCEDURE~~ ORDER OF BUSINESS

#### 6.1 Meeting Order of Business

- a. Field Trip or Work Session, as needed
- b. Call to Order
- c. Roll Call
- d. Invocation/Inspirational Thought
- e. **Consent Agenda** (Approval of Minutes)
- f. Public Forum
- g. **Review Items** ~~Consideration of Agenda Items~~
- h. **Commission and Staff Reports** ~~Other Business at the Discretion of the Chair~~
- i. Adjournment

#### 6.2 Agenda Item Order of Business

### ~~B. PROCEDURE~~ ORDER AND DECORUM

- ~~1. Order of Consideration of Items: The following procedure will normally be observed, however, it may be rearranged by the Chair for individual items if necessary for the expeditious conduct of business:~~
  - a. Item introduction by chair
  - b. Staff presentation and recommendation
  - c. **Applicant**/Petitioner/~~Developer~~ presentation of proposal
  - d. Opening of the public ~~portion of~~ hearings
  - e. ~~Development Services Director or appointed staff presentation~~
  - f. **Public** Opponents/~~Proponents~~ comments
  - g. Public ~~portion of~~ hearing closed



- h. Planning Commission discussion and vote. The discussion is closed to staff, the **applicant**/petitioner, and public unless the Planning Commission requests additional information. ~~Chair outlines possible actions: approval, denial, continuation or approval with conditions. If additional information is required, the public portion of the meeting may be reopened by a majority vote.~~
- i. ~~A five minute recess will be taken every ninety (90) minutes of public hearings, or as deemed necessary by the Commission.~~

## ARTICLE VII – PROCEDURE, MOTIONS

### 8.1 Making Motions

Any **member of the Commission** ~~Planning Commissioner, with the exception of the Chair,~~ may make or second a motion. **After a motion is stated and seconded, the motion shall be in the possession of the Commission.** ~~Motions should state the recommendation or approval along with any findings at the beginning of the motion followed by the recommendation to the appropriate body, if any, and should be concluded with the conditions of approval. The motion may refer to the staff report for the conditions of approval if the author of the motion finds them acceptable. The staff summary should be sufficient in detail to assist the Commission in stating findings.~~ Motions may be repeated for clarification following discussion and prior to the vote at the request of any Commissioner.

### 8.2 Advice

The members of the Commission may request legal advice from the city attorney in the preparation, discussion, and deliberation of motions.

### 8.3 Second Required

~~Each motion of the Commission must be seconded with the exception of motions to amend a motion and motions to adjourn the Planning Commission meeting.~~

### 8.4 Withdrawing a Motion

~~After a motion is stated, the motion shall be in the possession of the Commission~~ **A motion** but may be withdrawn by the author of the motion prior to **receiving a second** the vote. ~~Withdrawal of a second is not necessary.~~

### 8.5 Motion to Table

A motion to table an agenda item for further **review** ~~study~~ should be accompanied by specific reasons ~~for continuing the matter~~ and whenever possible, a specific date to rehear the matter should be scheduled.

### 8.6 Amending a Motion

When a motion is pending before the Commission, any member may suggest an amendment ~~without a second,~~ at any time prior to the chair putting the motion to a vote. The amendment must be accepted by the author and the second of the motion in order ~~for it~~ to amend the stated motion. The author and the second may choose not to accept the amendment.

- ~~6. Amending Amendments to Motions: An amendment to a motion may be amended, no second required, at any time prior to the Chair putting the motion to a vote. The amendment to the amendment must be accepted by the author and the second of the motion in order for it to amend the stated motion. The author and the second may choose not to accept the additional amendment.~~

- ~~7. To Rescind a Motion: A motion to rescind or make void the results of a prior motion may take place when the applicant and other persons directly affected by the motion have not materially changed their position in reliance on the Commission's action on the motion.~~



### 8.7 To Reconsider a Motion

To recall a previous motion for further evaluation and/or action, a **member of the Commission** ~~Commissioner~~ who voted with the majority may make a motion for reconsideration. The motion to reconsider must pass with a majority vote. If it is determined that the motion should stand as previously approved, no formal vote is necessary. If the former motion is to be amended or made void, **a** ~~the~~ motion shall be **made** ~~put~~ to a formal vote of the Commission. Motions to reconsider ~~a previous motion~~ must take place during the same meeting **of the original motion was made or when the minutes containing that particular item are approved.**

~~8. Motion to Open and Close Public Hearings: A motion shall be made to open and close the public hearing prior to Planning Commission discussion and vote on the matter.~~

### 8.8 Motion to Recess

A motion shall be made to break for a specific purpose while also stipulating a specific time to reconvene **during the same** meeting. The time to reconvene must be during the same day as the meeting in which the motion to recess was made.

### 8.9 Motion to Adjourn

A motion to adjourn the meeting shall be made ~~at the end of each Planning Commission meeting~~ **including a second and vote in favor by members of the Commission.** ~~No second is required to the motion to adjourn.~~

## **C. PROCEDURES – DEBATE**

~~1. Interruptions and Questions: No member of the Commission shall interrupt or question another member in debate without obtaining the Commissioner's consent, and to obtain such consent, shall first address the Chair.~~

## **D. PROCEDURES – VOTING**

~~1. Changing a Vote: No member shall be permitted to change his or her vote after the decision is announced by the Chair.~~

~~2. Tie Votes: Tie votes shall be broken by a vote cast by the acting Chair.~~

~~3. Conflict of Interest/Disqualification: Any member declaring a conflict of interest shall be disqualified and shall leave the table and not participate in the discussion and vote pertaining to that particular matter.~~

~~4. Abstention: Any member abstaining from a vote may remain seated at the table and participate in the discussion. Reasons for abstention must be stated at the time of the abstention and such reason shall not be considered a conflict of interest.~~

## **ARTICLE VIII – AMENDING OR SUSPENDING BYLAWS**

### 8.1 Amendment

**These bylaws may be amended by a majority vote of a quorum of the Commission except where such amendment would be contrary to the requirements or limitations set forth by state law or city ordinance. An amendment may be proposed at any meeting of the Commission.** ~~With a majority vote of all of the members of the Planning Commission, these Rules of Procedure may be amended at any meeting of the Commission.~~

~~1. Public Review: The public shall have the opportunity to review and respond to the Rules of Procedure.~~

## **E. PROCEDURES – SUSPENSION OF RULES**

### 8.2 Suspension or Alternation of Rules

No standing rules of the Commission shall be altered, amended, suspended or rescinded without the majority vote of a quorum of the Commission.

**~~F. AMENDMENT OF RULES OF PROCEDURE~~**

**~~G. RECORDING OF RULES~~**

- ~~1. **Recordation:** The secretary shall record these rules and all subsequent amendments in the Planning Commissioner's Handbook. The secretary shall furnish each member of the Commission a copy of these Rules and Procedures and any subsequent amendments.~~

**~~H. BUDGET~~**

- ~~1. **Planning Commission Budget:** The Planning Commission may appoint employees and staff as it may deem necessary for its work, and may contract with city planners and other consultants provided its expenditures shall be within the amounts appropriated for that purpose by the City Council. Expenditures for educational opportunities for Commission members shall be allowed as approved by the City Council.~~

PASSED and ADOPTED this 12<sup>th</sup> day of July, 2017.

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John Cowan,  
Planning Commission Chair

ATTEST:

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Kim E. Holindrake,  
Payson City Deputy Recorder