



# CITY OF HARRISONBURG COMMUNITY DEVELOPMENT

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## Memorandum

**To:** Harrisonburg Planning Commission  
**From:** Thanh Dang, Assistant Director of Community Development  
**RE:** **Discuss Options for Meeting Length and Amendment to Bylaws**  
**Date:** April 13, 2022 (Regular Meeting)

At the March 9, 2022 meeting, Planning Commissioners discussed staff's research on what other localities' Planning Commissions do when they are presented with a potentially long agenda.

Staff recommends the following option:

1. Staff provides a supplemental memorandum to Planning Commission prior to the Wednesday Planning Commission meeting with a list of applications received for the next month's meeting. The memorandum would include basic information about each application. Since applications for the next month's regular meeting are due the Friday before the current month's regular meeting, the memorandum will likely be e-mailed to Planning Commissioners on Monday or Tuesday before the meeting.
2. At the Planning Commission meeting, Planning Commission uses the memorandum to determine whether or not there is a need for a second meeting the following month and to decide which applications will be heard at each meeting.

At times, some of the received applications are not heard the following month – some could be withdrawn or applicants could request additional time to amend their application based on staff comments – this would allow Planning Commission some control over scheduling of hearings, while still providing sufficient time to notify the public of the date each item will be heard.

If this is Planning Commission's preferred option, then Planning Commission will need to select a recurring day of the month that the second meeting could occur. It appears that City Council Chambers is available on the following dates for a 6pm meeting.

- Second Thursday of the month (day after regular PC meeting)
- Third Tuesday of the month
- Third Thursday of the month

Additionally, amendments to the bylaws will be necessary and staff will present a draft of amendments to the bylaws at the next meeting.

While there were only 10 meetings in 2021, the average time per meeting for the 10 meetings that were held in 2021 was 2 hours and 7 minutes.

January 1 hour 37 minutes  
February 1 hour 30 minutes  
March 3 hours 50 minutes  
April 1 hour 35 minutes  
May 2 hours 52 minutes

June 2 hours 26 minutes  
July 1 hour 30 minutes  
August 2 hours 32 minutes  
November 1 hour 45 minutes  
December 1 hour 31 minutes