

# INDIAN WELLS CITY COUNCIL

## May 16, 2024



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**To:** City Council  
**From:** City Manager Department  
**Prepared by:** Angelica Avila, City Clerk  
**Subject:** **Ordinance Amending Section 2.12.030 of the Indian Wells Municipal Code Regarding Planning Commission Membership Terms**

### RECOMMENDED ACTIONS:

Council **INTRODUCES** Ordinance No. \_\_\_ to be read by title only and further reading waived, approving Municipal Code Amending Section 2.12.030 the Indian Wells Municipal Code regarding Planning Commission Membership Term; and

**AUTHORIZES** staff to implement administrative changes as outlined in the staff report.

### BACKGROUND:

The Council at the February 16, 2023, meeting authorized the creation of a Council Ad Hoc composed of Council Member Griffith and Mayor Pro Tem Whitman to conduct a comprehensive review of the City Committees. The Council Ad Hoc was asked to examine the structure, efficiency, and make recommendations to revamp duties and processes.

At the April 4 Council meeting, staff were authorized to draft an Ordinance to amend the Planning Commission appointment schedule from Fiscal Year (July 1) to Calendar Year (December 1). The changes permit Commissioners to attend the League of California Cities Planning Commission Academy that is scheduled for early in the year from January to March. Additionally, the current Planning Commissioners terms would be extended to December 31 as opposed to June 30.

Staff is requesting the Council to Authorize the additional administrative modifications as follows:

- Mandatory agenda preparation meetings between City staff and Planning Commissioners for the first year of service. Voluntary thereafter.
- A Joint Study Session between the Council and Planning Commissioners will be established after the City's Annual Strategic Planning Session. Planning Commissioners will have the opportunity to work with the City Council and City

Staff to examine and discuss upcoming projects that will be under the jurisdiction of the Planning Commission.

- Update the Planning Commission bylaws to reflect changes to the updated Municipal code as it relates to the establishment of the Design Review Committee (“DRC”).
- Add a DRC reporting section on the agenda for Commissioners to provide a report relating to meetings conducted.
- Develop an opt-in document for Planning Commissioner to request DRC meeting minutes.
- Establish a process for the City Manager to provide an update on various projects during Planning Commission meetings.
- Update the staff report template to include options.

### **FISCAL IMPACT:**

There is no financial impact.

### **ATTACHMENTS:**

1. Ordinance
2. Redline Changes