



## DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

*Planning Division*

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**TO:** The Urbana Plan Commission  
**FROM:** Kevin Garcia, AICP, Planner II  
**DATE:** January 24, 2020  
**SUBJECT:** Composition of Plan Commission

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### **Background**

Per Section 18-17 of the Urbana City Code, the Plan Commission has nine members:

“The plan commission shall consist of nine (9) members, all of whom shall reside within the city or within the territory contiguous to the city and not more than one and one-half (1½) miles beyond the corporate limits of the city and not included within any other municipality; provided, however, not more than two (2) of such members shall reside outside of the corporate limits of the city. All members of the plan commission shall be appointed by the mayor, subject to confirmation by the corporate authorities.”

To reach quorum, five commissioners are therefore required at every Plan Commission meeting. In practice, reaching quorum for every scheduled Plan Commission meeting can be difficult (especially at times of the year when commissioners may be traveling or otherwise are unavailable). The Plan Commission also meets twice every month, which is more often than most boards and commissions.

To make it easier to reach quorum, and to lessen the burden on individual commissioners to attend all 24 yearly Plan Commission meetings, staff would like to discuss restructuring the Plan Commission to have seven members and two alternate members. If that structure is adopted, quorum would only require four members, and with alternate members able to attend when regular members cannot, only in extreme circumstances should it happen that quorum cannot be reached.

### **Discussion**

While it is ultimately up to City Council to make changes to City Code, staff seeks input from the Plan Commission on the proposal to restructure the Plan Commission. Specifically, is the Plan Commission supportive of such a restructuring? Does the Commission have any concerns?