

1 Introduced by Council Member Carrico:  
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4 **ORDINANCE 2023-399**

5 AN ORDINANCE AMENDING SECTION 30.203 (CONDUCT OF  
6 BUSINESS), PART 2 (PLANNING COMMISSION),  
7 CHAPTER 30 (PLANNING AND DEVELOPMENT  
8 DEPARTMENT), *ORDINANCE CODE*, TO PROVIDE FOR  
9 CONCURRENCE OF FOUR MEMBERS OF THE PLANNING  
10 COMMISSION FOR A REPORT OR RECOMMENDATION BY THE  
11 PLANNING COMMISSION; PROVIDING FOR CODIFICATION  
12 INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.  
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14 **BE IT ORDAINED** by the Council of the City of Jacksonville:

15 **Section 1. Amending Section 30.203 (Conduct of business),**  
16 **Part 2 (Planning Commission), Chapter 30 (Planning and Development**  
17 **Department), Ordinance Code.** Section 30.203 (Conduct of business),  
18 Part 2 (Planning Commission), Chapter 30 (Planning and Development  
19 Department), *Ordinance Code*, is hereby amended to read as follows:

20 **CHAPTER 30 - PLANNING AND DEVELOPMENT DEPARTMENT**

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22 **PART 2. - PLANNING COMMISSION**

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24 **Sec. 30.203. - Conduct of business.**

25 The Commission shall meet at least twice each month as set forth  
26 herein (but it may waive one meeting each month by a majority vote  
27 of the members), and special meetings shall be called in accordance  
28 with its rules. The Commission shall hold regular meetings on the  
29 first and third Thursdays of each month commencing at such time and  
30 place as fixed by its bylaws, except for the first Thursday in July  
31 and the third Thursday in December, so that such Commission meetings

1 are held on the Thursday that falls during the weeks that Council's  
2 Standing Committees meet; and except that when a regular meeting day  
3 shall fall on a legal holiday observed by the City, or on an election  
4 day, the regular meeting of the Commission shall be held on a day and  
5 at a time and place as fixed by its rules. Notwithstanding any  
6 provision in these rules to the contrary, if a regular meeting day  
7 shall fall on a date that coincides with the observances of a  
8 religious holiday, such regular meeting may be rescheduled at the  
9 direction of the Commission Chairperson. A quorum shall consist of  
10 five members or duly appointed alternates. The concurrence of a  
11 ~~majority of the~~ four Commission members ~~(five)~~ shall be required  
12 before any report or recommendation is made on any matter considered  
13 by the Commission, or to act upon and make a final determination  
14 regarding a request for an exception, a variance, a waiver, approval  
15 of cellular antenna reviews or minor modifications, or an appeal from  
16 the decision of the Building Official; provided, however, after one  
17 deferral due to a lack of concurrence of a ~~majority of the~~  
18 ~~Commission~~ four members ~~(five)~~ of the Commission, a report or  
19 recommendation to the Council, or a committee thereof, shall only  
20 require the concurrence of a ~~simple majority of Commission members~~  
21 ~~present, or~~ a majority of quorum (three members of the Commission),  
22 ~~whichever is greater~~. If, by reason of absence or disqualification  
23 of a member, a quorum is not reached, the Chairperson of the  
24 Commission shall designate as many of the duly appointed alternates  
25 to serve as members on the Commission for an individual meeting or  
26 until a vacancy is filled, as may be needed to provide a quorum. When  
27 designated pursuant to the provisions of this Section, a duly  
28 appointed alternate shall be entitled to participate in all  
29 proceedings and discussions of the Commission to the same and full  
30 extent as provided by law for members, including specifically the  
31 right to cast a vote as a voting member during the proceedings, except

