



MEMORANDUM

TO: Planning Commission Members
FROM: Chuck Johnston, Director, Community Planning and Building Department
RE: Amending the Planning Commission By-laws, Article 6-11, Meeting procedures for the General Public Comment period.
DATE: 2022 July 7 (for July 13 meeting)

ISSUE

Shall Section 6-11 of the Planning Commission By-laws be amended to make the procedures for hearing General Public Comments consistent with City Council procedures for General Public Commits?

RECOMMENDATION

Planning Commission By-laws are amended by a majority vote of the entire membership of the Commission at a regularly scheduled meeting, provided notice of intent to amend these By-laws is given at a prior regularly scheduled meeting by at least two members.

At this meeting, two members of the Commission should state a notice of intent to amend, if they wish.

BACKGROUND

Chairman Durham has noted that the Planning Commission's procedures regarding the General Public Comments were not fully consistent with City Council procedures. Currently, Commission procedures provide for a three-minute limit for in-person speakers as well as for written comments read by the Commission Clerk. Council procedures provide for a five-minute limit for in-person speakers, while retaining the three-minute limit for written comments, with a further provision limiting all written comments to a total of 40 minutes. The proposed amendment is consistent with the Council parameters.