



Memorandum

DATE: September 25, 2009
TO: Shoreline Planning Commission
FROM: Steve Cohn, Senior Planner
Jessica Simulcik Smith, Planning Commission Clerk
RE: Proposed Amendments to the Planning Commission Bylaws

The Planning Commission last reviewed and revised its Bylaws on May 1, 2008. This week, staff is proposing one change to the Bylaws: to revise Article IV - Meetings, Sections 1 and 2 to bring the special meeting provision in accord with that of the City Council. Currently, the Bylaws require a 7-day public notice period. The City Council's rules default to the 24-hour noticing requirements prescribed by State Law.

The requirement for notice is to ensure that all the members of the body are informed of the meeting so that a majority cannot call a meeting to discuss or adopt policy without informing all the body's members.

Staff proposes the following amendments to the Bylaws:

ARTICLE IV – MEETINGS

SECTION 1: SCHEDULE

The Planning Commission shall hold regular meetings according to the following schedule:

First and Third Thursday of each month. The meetings shall begin at 7:00 p.m. and end at 9:30 p.m. unless modified. Should a regular meeting day be a legal holiday, the scheduled meeting shall be postponed to the succeeding Thursday, unless a majority of the Commission votes to select another day or to cancel the meeting.

~~A special meeting may be called by the Chair of the Commission, the City Council or Mayor, City Manager or designee, or by the written request of any three (3) Commissioners, providing a 7 day public notice period.~~

Special meetings may be held by the Commission subject to notice requirements prescribed by State law. Special Meetings may be called by the Chair of the Commission, the City Council or Mayor, City Manager or designee, or by the written request of any three (3)

Commissioners by written notice emailed or delivered to each member of the Commission at least 24 hours before the time specified for the proposed meeting.

SECTION 2: PURPOSE OF SPECIAL MEETINGS

~~Special meetings called in accordance with Section 1 of this article shall be called for a specific purpose or purposes, and the announcement for such special meeting shall clearly state such purpose(s). In addition, a specific agenda shall be attached to the announcement of a special meeting delineating the order of business addressing the meeting purpose. The agenda for a special meeting need not conform to that specified in Section 3 of this Article.~~

Special meetings called in accordance with Section 1 of this article shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered. No special meetings shall be scheduled between December 15th and the end of the year. The agenda for a special meeting need not conform to that specified in Section 3 of this Article.

The current procedure for public notification is to post a “Special Meeting” notice at City Hall and the Shoreline Library. In addition staff posts announcements on the city’s website, on the agenda telephone line, and by email to list of subscribers.