#### Memorandum

**To:** Planning Commission

From: Lori Peckol, Policy Planning Manager, 425-556-2411

Sarah Stiteler, Senior Planner, 425-556-2469

**Date:** January 22, 2014

**Subject:** Planning Commission Rules – proposed update

### **BACKGROUND**

The Planning Commission last updated its administrative rules of procedure in 2012 and City Council approved the updates via Resolution 1380 on November 20, 2012. At that time, the rules were updated to:

- Determine who presides over a meeting when the Chair and Vice Chair are not present;
- Determine a Chair and/or Vice Chair if one or both leaves office prior to term expiration;
- Allow, rather than require, the Planning Commission to receive copies of Hearing Examiner decisions; and.
- Update procedures for conduct during quasi-judicial hearings to ensure a fair and transparent hearing.

Administrative rules govern how the City's boards and commissions run their meetings. For example, they describe the general meeting format, usual meeting days, and other administrative details. The Redmond Municipal Code (RMC) requires that 1) the Planning Commission (and other specified boards and commissions) adopt a set of rules, 2) the Council approve those rules, and 3) the rules be kept on file.

At the Planning Commission retreat on March 13, 2013, Commissioners discussed meeting procedures and other administrative issues and as recommended by the City Attorney, determined that additional language should be included in the rules. Specifically, the Commission requested the administrative rules be revised to reflect the following items:

<u>Item 1</u> The Commission will encourage oral testimony on an issue with a scheduled public hearing to occur at the public hearing and not under Items From the Audience. The Commission's reasoning for this is to ensure that the Commission has time to deliberate regarding proposed amendments. The City Attorney has advised that this practice is acceptable, but that this should be clearly stated in the Planning Commission's administrative rules.

<u>Item 2</u> The Commission should state in its rules within the Municipal Code that it will default to Robert's Rules in the event a decision process is not otherwise identified.

## Discussion - Item 1:

Commissioners decided that the current practice of requesting speakers to address the Commission during the scheduled public hearing on an issue and not during Items From the Audience should continue. They requested that the Rules be more explicit on this point, and also allow some discretion by the Chair. Further, that written testimony was acceptable any time up to the date of the public hearing and possibly after, if the period for written testimony was kept open by the Chair. The City Attorney also has advised that if comments are received after the hearing is closed for written comment, they do not have to be part of the record.

### <u>Discussion - Item 2:</u>

RMC Title 4 provides enabling language for City boards and commissions. In Chapter 4.10 General Procedures, Sections 4.10.010 and 4.10.070 state that "all committees and boards..." shall abide by the rules of procedure as outlined in the most current edition of Robert's Rules of Order, Newly Revised, as well as conduct meetings in accordance with Robert's Rules. If the Commission would like to add language regarding Robert's Rules in their administrative rules, that would be possible, however the issue is covered in the RMC.

# PREPARATION FOR THE JANUARY 22, 2014 STUDY SESSION

Please review the enclosed Planning Commission Rules for discussion and possible approval at the January 22, 2104 meeting.

# **REVIEW SCHEDULE**

The Commission will conduct its initial review on January 22, 2014; no public hearing is required for the adoption of administrative rules. Adoption by City Council is anticipated in March, 2014.

Please contact Sarah Stiteler, sstiteler@redmond.gov with questions or concerns.

#### **ENCLOSURES**

- Proposed Planning Commission Rules
- Excerpt from Redmond Municipal Code