

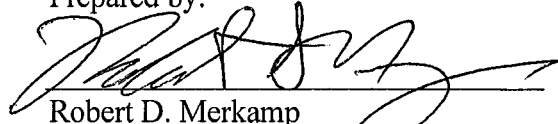
Discussion Item #3 Planning Commission By-Laws**BACKGROUND AND PURPOSE**

Staff proposes a verbal discussion regarding updates to the By-Laws of the Planning Commission. These By-Laws were last written in 1994 and are clearly out of date. Much of what is contained is now archaic, including meeting locations, the description of staff and its duties and the actions that can be taken by the Commission. Further, the By-Laws do little to give guidance as to the purpose and activities of the various Planning Commission sub-committees. We've attached a marked up version showing areas that are obsolete and ripe for discussion. Staff is also proposing full descriptions of the Committees below and would like further insight for the Committee on the proposed language.

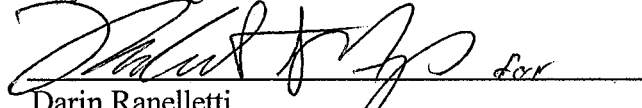
- **Design Review Committee:** The DRC is a committee that reviews projects with the focus of providing guidance and advice on issues related to the design of projects. The DRC does not have authority to approve but is providing the applicant and staff recommendations that will help inform the decision. The projects the DRC typically see are those ultimately going to Planning Commission but could also be staff-level decisions that the Planning staff is seeking DRC input on. Currently, there is no size threshold for a project to go to DRC.
- **Residential Appeals Committee:** This committee hears appeals of Design Review projects consisting of one or two unit projects decided by the Zoning Manager. The decision this committee makes on those is final and not further appealable. This Committee is the only one directly referenced in the Planning Code in section 17.03.040.
- **Policies and Procedures Committee:** The PPC's role is to review how the Planning Commission functions, how it interacts with the larger city and the Commission's rules and by-laws.
- **Zoning Update Committee:** The Zoning Update Committee reviews strategic planning initiatives (such as zoning text changes and general plan amendments) and provides insight and guidance to staff before going to the full Planning Commission. It was originally created to review the zoning update following the General Plan adoption in 1998. As the code update is now complete, staff would like feedback about this committee and whether it still is necessary.
- **Special Projects Committee:** This committee meets sparingly and is used to discuss regulations or future regulations that often have an impact on Planning but may be much broader than that, such as Green Building. This can be used to provide guidance to the staff before they begin in depth policy discussions with various other stakeholders.

It's anticipated that the entire document will need a thorough re-write and this will be vetted by the City Attorney's Office and ultimately taken before the full Planning Commission for adoption.

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