



Memorandum

DATE: December 1, 2011

TO: Shoreline Planning Commission

FROM: Steve Cohn, Senior Planner, Planning & Community Development *SC*
Jessica Simulcik Smith, Planning Commission Clerk *JSS*

RE: Meeting Process and Bylaw Amendments

BACKGROUND

At its July 21 and October 6 meetings, the Planning Commission was presented with potential Bylaw amendments to review and discuss together as a group. Staff has taken the Commission's feedback and direction from both those meetings and incorporated them into the current version of potential amendments (Attachment A).

All potential amendments to the current adopted Bylaws are in strikethrough and underline format, and the amendments that are new since the Commission last reviewed them on October 6 appear in yellow highlight.

PROPOSAL & ANALYSIS

At the October 6 meeting, the Commission asked staff to research and report back on several topics.

- Term limits for fulfilling a vacated position
The Bylaws are currently silent on whether or not fulfilling a vacated term is counted towards a Commissioner's two consecutive term limit. Roberts Rules of Order 11th Edition (RONR) states that bylaws should set a provision for how long an officer can serve and "for purpose of determining eligibility to continue in office under such a provision, an officer who has served more than half a term is considered to have served a full term in that office." This means a Commissioner fulfilling a vacated position during the third or fourth year into that term would be eligible for two more consecutive four-year terms (total service of 9 to 10 years). However, a Commissioner fulfilling a vacated position during the first or second

year into that term would only be eligible for one more consecutive four-year term (total service of 6 to 8 years). This does not address whether or not a person could serve two consecutive terms and then reapply several years down the road. Presumably that would be a possibility.

There was also discussion of the value in exempting an individual from the two consecutive term limit when the Planning Commission is in the middle of a complex project where continuity, experience and expertise would be sacrificed by turn-over. The City Council is responsible for making a decision on term limits and has made an exception in the past. In 2007, Council amended SMC 20.55 to allow Park Board members the opportunity to serve three consecutive four-year terms (ORD 458) for just that reason. If the Commission believes that there would be merit in having one person serve longer than two terms due to special circumstances, it could make a recommendation, but Council would need to amend SMC 20.20 prior to the Bylaws being amended.

- Summary Minutes

During the parliamentary procedure training in September, the Commission was advised that RONR calls for minutes that contain mainly a record of what was done at the meeting, not what was said by the members. RONR goes on to state that minutes should only include the text of main motions as they stood when finally voted on, and should not include the text of secondary motions, withdrawn motions, the name of the seconder, summaries of guest speakers' remarks, contents of the report of officers or committees or voting tallies that indicate who was in the minority or abstained – all things the Planning Commission minutes currently record.

With all of this being said, there is nothing requiring the Commission to change its practices to mirror these principles exactly. Staff agrees that it is a good idea for public hearing minutes to include more detail than the rest of the minutes so the Council has a record of the thought process that led to the Commission's recommendation. Staff suggests that the Commission discuss these ideas with the City Council to find out what its preference is.

- Open Public Meetings Act

Commissioners expressed a desire to have new Planning Commissioners attend training sessions on the statutes they are required to comply with, such as the Open Public meetings Act - Chapter 42.30 RCW, Code of Ethics for Municipal Officers -Chapter 42.23 RCW, and the Appearance of Fairness doctrine - Chapter 42.36 RCW. There are two ways to accomplish this: as new Commissioners come on board, staff will provide them with hard-copies and a brief overview of the chapters; and staff will also strongly encourage new Commissioners to attend a Short Course on Local Planning when one has been scheduled. Short Courses are offered several times a year throughout the region and can be accessed online in a series of educational videos.

- Unfinished Business/New Business

The observation was made that items rarely get inserted under “unfinished business” and “new business” therefore the question arose, what are they for? RONR states unfinished business is to consider pending items of business carried over from the previous meeting. This would include items that were being deliberated when the meeting adjourned, and items that were scheduled on the agenda but were not reached before adjournment. Because the Planning Commission’s agenda template has an item for Staff Reports (Item 7), staff’s general practice has been to insert items under Staff Reports regardless of its “unfinished” or “new” business status. Staff suggests that the Commission divide the Staff Reports Item into two items, Public Hearings and Study Items, and also keep Unfinished Business and New Business as items that follow. The criteria for inserting topics under its appropriate agenda topic are:

- Public Hearings – topics of legislative decisions on matters of policy that require public input. Public Testimony follows the staff report and questions by the Commission.
- Study Items – topics being introduced to the Commission for review prior to a public hearing. The Commission should not take votes on anything during this session but are encouraged to provide staff with direction. A public comment period will follow each staff report.
- Unfinished Business – this technically would be the place where pending questions (motions) from a public hearing continuation would be brought up at the next meeting. Most of the time the Commission does not close the public hearing portion until after it has finished voting which is why these types of continuations have not been inserted under this section. Under staff’s new proposal, public hearing continuations and study sessions would be inserted under their new corresponding categories. However, staff recommends keeping unfinished business (in the Bylaw’s order of business) for when there is a pending question that needs to be brought up at the next meeting after the public hearing has been closed.
- New Business – discussion items, updates and other miscellaneous information that would not go to public hearing will be introduced under this item. Officer Elections take place under new business. Other items could be work plan discussions, work on the annual report to City Council or discussion of the Bylaws and process. If one of these items needed to be continued, it would be identified as unfinished business at the next meeting.

- Handling written testimony

The Commission talked about the challenge of how to thoughtfully review written testimony/material when it is submitted the day of or during a public hearing. The Commission agreed it will accept written testimony during the hearing but would like to decide on a case-by-case basis on how to process it, i.e. take a recess to read it, continue the item to the next meeting to have time to process the testimony, etc. The City’s Attorney’s Office will provide thoughts on this matter

prior to the Commission's discussion. Staff will email it to you when we receive it.

The Commission expressed an interest in having staff add language to the public hearing notice to emphasize the importance of submitting written testimony in advance.

- Abstentions
The Bylaws currently state "Present members may abstain for cause", which caused some confusion on the meaning of "for cause". The Commission requested that staff look up how abstentions are supposed to be utilized under RONR. The rules state: "Although it is the duty of every member who has an opinion on a question to express it by his vote, he can abstain, since he cannot be compelled to vote." RONR also says the chair should not call for abstentions because to abstain means to not vote at all and calling for abstentions is asking someone to make their vote. Traditionally the Planning Commission minutes have indicated the vote tally, which is not recommended by RONR. Staff is recommending the words "for cause" be struck from the Bylaws.
- Individual Commissioners representing themselves
On October 6, the Commission ran out of time to discuss how a Commissioner should handle their personal opinions when it differs from the recommendation of the Commission. It was agreed to carry the topic over to a future meeting. In a separate document, Commissioner Kaje offered a few scenarios where this situation could come into play. The Assistant City Attorney has reviewed the scenarios and has offered guidance (Attachment B).

RECOMMENDATION

On December 1, the Commission will further discuss these topics and proposed amendments and may take action on them if it feels ready.

ATTACHMENTS

Attachment A – Potential Planning Commission Bylaw Amendments, Nov. 3, 2011
Attachment B – Commissioner Kaje's "Scenarios" and Assistant City Attorney Response



PLANNING COMMISSION BYLAWS

Adopted: February 15, 1996, Revised: November 6, 1997, Revised: October 15, 1998,
Revised: January 18, 2001, Revised: April 5, 2001, Revised: April 3, 2003, Revised: April 7,
2005, Revised: March 16, 2006, Revised: May 1, 2008, Revised: October 1, 2009, Revised:
March 18, 2010, **Revised: December 1, 2011**

ARTICLE I – PURPOSE

The purpose of the Planning Commission is as set forth in City of Shoreline Municipal Code 2.20.10, Created – Purpose.

ARTICLE II - MEMBERSHIP

The Shoreline Planning Commission shall consist of seven (7) members, appointed by majority vote of the City Council but a fewer number, not less than four (4), shall constitute a lawful Commission.

Membership of the Planning Commission shall be limited to residents or owners of property within the City. No member shall serve longer than two consecutive terms, however

Potential Options

Option 1) Commissioners who fulfill a vacated term are eligible to apply for reappointment for two additional consecutive terms.

Option 2) Commissioners who serve less than two years of a vacated term are eligible to apply for reappointment for two additional consecutive terms.

New Planning Commissioners shall be sworn in by the Mayor or Deputy Mayor or the designee.

Any Commissioner desiring to resign from the Planning Commission shall submit his/her resignation in writing to the Planning Commission Clerk, who will present it to the Chair.

Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms in the same manner as for appointments as provided in Shoreline Municipal Code 20.20.020(C).

Comment [j1]: 10/6 - PC questioned if time spent fulfilling a vacated term would count towards the two consecutive term limit. The Bylaws are currently unclear about it. PC asked for two potential options to discuss further.

RONR 11th ed. P. 575 states: "For purposes of determining eligibility to continue in office under such a provision, an officer who has served more than half a term is considered to have served a full term in that office."

ARTICLE III - DUTIES OF THE COMMISSION, OFFICERS AND ~~DUTIES~~ CLERK

SECTION 1: DUTIES OF THE COMMISSION

As stated in City of Shoreline Municipal Code 2.20.020, the Commission shall undertake the duties and responsibilities defined in 2.20.060 in accordance with the purpose stated in 2.20.010.

SECTION 2: OFFICERS

Officers shall be a Chair and a Vice-Chair; both ~~elected~~ appointed members of the Commission and voted into office by the Commission. In absence of both the chair and vice chair, members shall elect a Chair *pro tem*.

SECTION 3: DUTIES OF THE OFFICERS

CHAIR: The Chair shall preside at all meetings and public hearings and adhere to the duties of the presiding officer prescribed in Robert's Rules of Order Newly Revised. ~~When necessary, the Chair shall call for special meetings when necessary.~~ The Chair shall be a full voting member of the Commission. The Chair shall ~~sign minutes and official papers,~~ appoint all committees and their respective Chairs, and may act as an *ex-officio* member of each, but without voting privileges. The Chair may delegate duties to other Commissioners with the consent of the Commission. The Chair shall speak on behalf of the Commission before the City Council, the public and City staff.

A term of Office shall be defined as one year. A Commissioner may serve as Chair for no more than two consecutive terms.

VICE CHAIR: The Vice Chair shall perform the duties of the Chair in the absence of the same. The Vice Chair may also serve as convener of special committees. The Vice Chair shall speak on behalf of the Commission before the City Council, the public and City staff when the Chair is not available to speak.

A term of Office shall be defined as one year. A Commissioner may serve as Vice Chair for no more than two consecutive terms.

SECTION 4: DUTIES OF THE CLERK OF THE COMMISSION

CLERK OF THE COMMISSION: The Clerk shall record and retain, by electronic means, each meeting for the official record and shall prepare summary minutes for the Commission, maintain official records and post agendas.

ARTICLE ~~III~~ IV - ELECTIONS

The Commission shall elect a Chair and a Vice Chair each year. Generally, officers shall be elected and take office annually at the first regular public meeting of the Commission in April.

Such election shall take place as the first item of new business of that meeting, and elected officers shall assume their duties at the close of elections.

The election of Chair will be conducted by the Planning Commission Clerk. No one Commissioner may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second. The Clerk will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nomination, the Clerk will ask again for further nominations and if there are none, the Clerk will declare the nominations closed. A motion to close the nominations is not necessary.

After nominations have been closed, voting for the Chair takes place in the order nominations were made. Commissioners will be asked to vote by a raise of hands. As soon as one of the nominees receives a majority vote (four votes), the Clerk will declare him/her elected. No votes will be taken on the remaining nominees. A tie vote results in a failed nomination. If none of the nominees receives a majority vote, the Clerk will call for nominations again and repeat the process until a single candidate receives a majority vote. Upon election, the Chair conducts the election for Vice Chair following the same process.

Should the Chair be vacated prior to the completion of the Term, the Vice-Chair shall assume the duties and responsibilities of the Chair for the remainder of the said Term. The Chair shall then conduct elections for a new Vice-Chair.

Should the Vice-Chair be vacated prior to the completion of the Term, the Chair shall conduct elections for a new Vice-Chair to serve out the remainder of the Term.

Time spent fulfilling a vacated Term shall not count towards the two consecutive Term limit for Chair and for Vice-Chair.

ARTICLE IV – MEETINGS

All Planning Commission meetings shall comply with the requirements of the Open Public Meetings Act (Chapter 42.30 RCW). All meetings shall be noticed and open to the public.

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.

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.

Any Planning Commission meeting may be canceled by a majority vote or consensus of the Commission. The Chair or Vice Chair may cancel a Planning Commission meeting for lack of agenda items or a quorum.

SECTION 2: PURPOSE OF SPECIAL MEETINGS

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.

SECTION 3: ORDER OF BUSINESS

Option 1) The order of business for each **regular** meeting of the Commission shall be as follows:

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. DIRECTOR’S COMMENTS
5. APPROVAL OF MINUTES
6. GENERAL PUBLIC COMMENT
7. **STAFF REPORTS/PUBLIC HEARINGS***
 - Staff Presentation
 - Public Testimony
8. **STUDY ITEMS***
 - Staff Presentation
 - Public Comment
- ~~8. PUBLIC COMMENT~~
9. DIRECTOR’S REPORT
10. UNFINISHED BUSINESS
11. NEW BUSINESS
12. REPORTS OF COMMITTEES & COMMISSIONERS/ANNOUNCEMENTS
13. AGENDA FOR NEXT MEETING
14. ADJOURNMENT

Comment [j2]: Separate Public Hearings and Study Items to better differentiate between the two

The order of business for each meeting that includes a **Public Hearing** shall be as follows:

- ~~1. CALL TO ORDER~~
- ~~2. ROLL CALL~~
- ~~3. APPROVAL OF AGENDA~~
- ~~4. DIRECTOR’S COMMENTS~~
- ~~5. APPROVAL OF MINUTES~~

*Each item inserted under 7 & 8 will have a staff presentation followed by a public testimony/comment period

- 6. GENERAL PUBLIC COMMENT
- 7. PUBLIC HEARING
- 8. DIRECTOR'S REPORT
- 9. UNFINISHED BUSINESS
- 10. NEW BUSINESS
- 11. REPORTS OF COMMITTEES & COMMISSIONERS/ANNOUNCEMENTS
- 12. AGENDA FOR NEXT MEETING
- 13. ADJOURNMENT

SECTION 4: PUBLIC COMMENT AND TESTIMONY

~~Planning Commission meetings allow the public to express its views. In all cases, speakers are asked to come to the front of the room to have their comments recorded. Each speaker must begin by clearly stating their first and last name, and city of residence. The Chair has discretion to limit or extend time limitations and the number of people permitted to speak.~~

~~During the General Public Comment period, the Planning Commission will take public comment on any subject which is not of a quasi-judicial nature or specifically scheduled later on the agenda. Each member of the public may comment for up to two minutes. However, Item 6 (the General Public Comment period) will generally be limited to twenty minutes. Each member of the public may also comment for up to two minutes on action items after each staff report has been presented.~~

~~During Public Hearings, the public testimony or comment follows the Staff Report. The rules for procedure for Public Hearings before the Planning Commission are further defined in Resolution No. 182.~~

Planning Commission meetings allow the public to express its views during three comment periods: "General Public Comment", "Public Hearing Testimony" and "Study Item Public Comment".

During General Public Comment, the Planning Commission will take public comment on any subject which is not specifically scheduled later on the agenda. During Public Hearings and Study Sessions, public testimony/comment follows the presentation of each staff report and initial questions by the Commission. The rules for procedure for Public Hearings before the Planning Commission are further defined in City Council Resolution No. 182.

In all cases, speakers are asked to come to the podium to have their comments recorded. Each speaker must begin by clearly stating their first and last name, and city of residence. The Chair has discretion to limit or extend time limitations and the number of people permitted to speak. Generally, individuals may speak for three minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak for any of the comment periods, each speaker will be allocated 2 minutes.

When representing the official position of an agency or City-recognized organization, a speaker will be given 5 minutes. Each organization shall have only one, five-minute presentation.

Comment [j3]: After discussion on 10/6 – the Commission agreed to continue with three separate comment periods but reorganize the Bylaws to better explain them and their time limits.

Comment [j4]: Now that staff is proposing to separate Public Hearings and Study Items in the order of business template, the following paragraph has been reworked.

ARTICLE VI - RULES OF MEETINGS

SECTION 1: ABSENCES

~~Unexcused~~ Absence from more than three (3) consecutive meetings ~~shall~~ may be cause for removal. Members shall communicate with the Chair of the Commission or the Vice Chair or the Planning & Community Development ~~Services~~-Director ~~prior to the meeting~~ with requests for excused absences in the event they will miss three or more consecutive meetings. Emergency requests may be considered. The Chair of the Commission may approve the ~~excused~~ absence.

SECTION 2: QUORUM

At all Planning Commission meetings, ~~The~~ the presence of four (4) members constitutes a quorum, and is required for the Commission to take any action other than to adjourn.

SECTION 3: RULES OF PROCEDURE

The current edition of Robert's Rules of Order Newly Revised shall provide the basis for meeting structure and official decisions shall be made by motion and vote of the Commission.

SECTION 4: VOTING

In instances where a vote is called for or required, the present majority is sufficient to act (providing a quorum is present). Each member shall have one vote and no proxies shall be allowed. Present members may abstain for cause. The Chair may vote on any issue, and shall vote in the event of a tie. No action is taken if the Chair votes and the tie continues. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes and reported to the City Council.

SECTION 5: ADJOURNMENT / RECESSES / CONTINUATIONS

Meetings shall be adjourned by a majority vote of the Commission or by the Chair when it appears that there is no further business.

The Commission may, by a majority vote, recess for a short break. The proposal to recess may set a time limit or can be until the Chair calls the meeting back to order.

Comment [J5]: The section title has "Recesses" in it but doesn't talk about them. Staff is proposing the underlined language.

Continuations of meetings shall be to a definite time and place, by majority vote of present members.

ARTICLE VII – COMMITTEES

Committees may be appointed by the Commission Chair. Standing committees shall serve at the pleasure of the Commission and special committees shall also serve for such purposes and terms as the Commission approves. Committees shall establish their own meeting schedule, and the deliberations thereof shall take the form of written reports, submitted to the entire Commission.

NEW ARTICLE

Planning Commissioners who meet with, speak to, or otherwise appear before a community group or another governmental agency or representative must clearly state if his or her statement reflects their personal opinion or if it is the official stance of the Planning Commission, or if this is the majority or minority opinion of the Commission.

Comment [j6]: On 10/6, the Commission decided to carry the discussion on how a Commissioner should handle their personal opinions when it goes against the official recommendation of the Commission to a future meeting.

As a matter of courtesy, written communication that does not express the majority opinion of the Planning Commission shall be presented to the full Planning Commission prior to publication so they may be made aware of it.

ARTICLE VIII - CONFLICT OF INTEREST CODE OF ETHICS

~~The Chair shall routinely ask members if they have a conflict of interest with any quasi-judicial item on the agenda. Such conflict(s) must be publicly announced at the earliest possible opportunity, and the member shall step down during the particular case(s), neither deliberating nor voting on same.~~

Members of the Planning Commission shall fully comply with Chapter 42.23 RCW, Code of Ethics for Municipal Officers, and City Council Resolution No. 170, City of Shoreline Code of Ethics.

ARTICLE VIII-IX - APPEARANCE OF FAIRNESS

Comment [j7]: On 11/28, the Council is scheduled to adopt the Commission's recommendation to send all QJ Items to the Hearing Examiner, and then there will not be a need for this article.

The members of the Planning Commission in considering quasi-judicial matters, shall maintain the appearance of fairness as required by Chapter 42.36 RCW~~law~~. The Chair shall routinely ask members if they have a conflict of interest with any quasi-judicial item on the agenda. Such conflict(s) must be publicly announced at the earliest possible opportunity, and the member shall step down during the particular case(s), neither deliberating nor voting on same.

ARTICLE IX - AMENDMENTS

These Bylaws may be amended or repealed and new Bylaws may be adopted at any regular meeting or special meeting by a majority vote of the membership. A copy of the proposed Bylaws, or amendments thereto, shall be furnished to each member at least three (3) days prior to the date of the meeting. All amendments to the Bylaws shall be submitted to the Mayor and City Council for their information.

It is hereby understood that the undersigned Clerk of the Planning Commission does hereby certify that the above and foregoing Bylaws were duly adopted by the members of the Commission as the Bylaws of the Commission on the 18th ~~1st~~ day of ~~March~~

| December 20102011, and that they do now constitute the Bylaws
of the City of Shoreline Planning Commission.

Jessica Simulcik Smith
Clerk, Planning Commission

SIGNED BY:

Michelle Linders Wagner
Chair, Planning Commission

Joseph W. Tovar
Planning & Community Development ~~Services~~ Director

Scenarios, offered by Commissioner Kaje
Assistant City Attorney offers guidance in bullet points below

Scenario 1: Following a decision by the Commission on matter X, an individual commissioner testifies against all or part of that decision in front of city council, nominally "as a private citizen". While we probably can't ban this type of practice, I believe it should be highly discouraged as it undermines the integrity of the Commission and its mode of decision-making. So, we could craft some language about this and pair it with the idea that dissenting views should be clearly represented in the Commission's records so that the Council can benefit from that insight.

- The minutes will reflect dissenting views. They will have discussion and the vote. The dissenter should take care to explain very clearly why he/she does not agree with the Commission's overall vote.
- The proposed new bylaw requires that any dissenting views need to be given to the Commission before publication (letter to the editor, etc).
- As for oral testimony, it would be difficult to require the dissenting Commissioner give a written heads-up to the Commission prior to testifying, since they will be orally testifying, not submitting it in writing.
- They cannot be restricted from testifying in front of Council (chilling freedom of speech); the bylaw makes it clear that they need to state this is their position, not the position of the Commission.

Scenario 2: A Commissioner is invited to a community meeting of some kind or to participate in a neighborhood planning process (such as the Southeast Subarea). The invitation is made specifically because that person is on the Commission, or perhaps even requested by staff. In my view, this is a very positive thing, but any Commissioner who does so should clearly state that their views and perspectives are their own and not reflective of the broader Commission. A Commissioner in this scenario should not participate in voting or selection of alternatives and the like within that group. If a Commissioner assumes a more active role in decision making, then she/he should recuse themselves from subsequent Commission action.

- Yes, the Commissioner should state at the planning meeting that these are their views.
- But, the Commission should not recuse themselves from Commission participation in a legislative action (such as a subarea) – Commissioners have a duty to participate in all planning processes in front of the Commission.
- State law only requires recusal for quasi-judicial matters, such as a site specific rezone (Aldercrest) due to appearance of fairness issues. Recusal is also required where a Commissioner has a financial conflict of interest re a matter on which they vote.

Scenario 3: Following a decision by the Commission on matter X, staff requests clarification of intent from the Commission to help inform Council (our recent example related to Town Center). This is a tricky one. I wouldn't want to ban this outright, but it should only be done in a way that provides opportunity for Commissioners to agree on the interpretations that are offered. This would require at

Scenarios, offered by Commissioner Kaje

Assistant City Attorney offers guidance in bullet points below

least a bit of lead time. As Commissioner Behrens pointed out, a unanimous vote does not mean unanimous interpretation. Perhaps the chair could appoint an adhoc subcommittee of 2 commissioners to draft a response, followed by an opportunity for all commissioners to weigh in or offer their clarifications. Obviously, this would have to be on a short time line with clear deadlines for participation.

- Clarification of intent should be written by staff, not the Commission. Once the Commission has decided something, the record of the Commission is complete and forwarded to Council, with the recommendation.
- Forming a committee to determine intent should not occur; if the Council is confused and does not understand the intent or does not see that the Commission dealt with a certain issue, the Council remands back to the whole Commission for deliberation.