



## Memorandum

**DATE:** March 8, 2006

**TO:** Shoreline Planning Commission

**FROM:** Steven Cohn, Senior Planner, PADS

**RE:** Potential Bylaws Change

At your last meeting, the Director suggested modifications to the Public Hearing format. The changes would have staff present its preliminary recommendation, then listen to testimony from the applicant and public. If staff hears new information at the hearing that warrants a modification to the preliminary recommendation, staff could modify it and present a final recommendation that reflects the change. In addition, the revised format defines the order of presentation from the staff, the applicant and the public, and offers the Commissioners two opportunities to ask questions within the Public Hearing context.

This format was used for the public hearing on Shoreline Community College's proposed Special Use Permit at your last meeting and again at the meeting tonight. It does not change the Order of Business as defined by the Commission's Bylaws; rather, it expands on it.

As defined in Article 4, Section 3 of the Bylaws (page 4), the Order of Business for each meeting that includes a Public Hearing is:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Director's Report
5. Approval of Minutes
6. General Public Comment
7. Public Hearing
  - a. Staff Report
  - b. Applicant Testimony
  - c. Public Testimony or Comment
  - d. Close Public Hearing
8. Commission Deliberations
9. Reports of Committees and Commissioners
10. ...

The revised format only affects the Public Hearing portion of the meeting. The revision defines eight steps in the Public Hearing, rather than the four steps noted above:

7. Public Hearing
  - a. Staff overview of proposal and preliminary recommendation
  - b. Applicant Testimony
  - c. Questions by the Commission to staff or applicant
  - d. Public Testimony or Comment
  - e. Presentation of final staff recommendation
  - f. Final questions by the Commission and Commission deliberation
  - g. Closure of Public Hearing
  - h. Vote by Commission to recommend approval, modification, or denial
8. Reports of Committees and Commissioners
9. ...

Staff does not believe that this represents a fundamental change in the “Order of Business”, but rather a clarification of the Public Hearing format. Therefore, it may not be necessary to modify the Commission’s Bylaws to implement this change. However, for clarity’s sake, staff suggests that the Bylaws be modified through the following motion:

**MOTION TO MODIFY ARTICLE 4, SECTION 3 OF THE PLANNING COMMISSION BYLAWS TO REFLECT THE FOLLOWING PUBLIC HEARING FORMAT, AND MODIFY THE NUMBERING OF THE ORDER OF BUSINESS TO REFLECT THIS CHANGE:**

7. Public Hearing
  - a. Staff overview of proposal and preliminary recommendation
  - b. Applicant Testimony
  - c. Questions by the Commission to staff or applicant
  - d. Public Testimony or Comment
  - e. Presentation of final staff recommendation
  - f. Final questions by the Commission and Commission deliberation
  - g. Closure of Public Hearing
  - h. Vote by Commission to recommend approval, modification, or denial

If you have questions about any of the ideas covered in this memo, please contact me at 546-1418 prior to your next meeting.