



Memorandum

DATE: August 30, 2006

TO: Parks Board & Planning Commission

RE: Overview of Purpose and Responsibilities of Parks Board & Planning Commission

Since September 7 will be the first joint meeting of the Parks Board and Planning Commission in some time, staff thought it would be helpful to brief the group on each body's purpose and responsibilities. We anticipate that this information will help set the background for discussion at the dinner meeting.

The following is taken directly from the Shoreline Municipal Code.

PARKS, RECREATION AND CULTURAL SERVICES BOARD

2.55.010 Created – Purpose

The Shoreline parks, recreation and cultural services board is hereby created. The board is to provide additional citizen input on park maintenance and operations, design matters, programs and services in sports, leisure and cultural activities. [Ord. 325 § 1, 2003; Ord. 263 § 1, 2001; Ord. 167 § 1, 1998]

2.55.060 Responsibilities

- A. The board shall serve in an advisory capacity to city staff and the city council.
- B. The full board may make reports and recommendations to the city council concerning parks and recreation plans and policies, maintenance, operation and design of parks, and program activities in sports, leisure and cultural services. The board will make recommendations concerning the acquisition, care, maintenance, utilization and disposition of buildings, property and equipment related to parks programs.
- C. The board may review, advise and make recommendations to city staff and the city council concerning the development and enforcement of rules and regulations concerning the use of parks, buildings and equipment, and rules of conduct and behavior of persons using the same. The board shall advise and make recommendations relative to the scope and quality of services provided or to be provided, including instructional and park materials.
- D. The board will aid the city council in decision making and city staff in developing proposals by providing the citizen perspective in matters. To this end, the board may conduct public hearings or other meetings to solicit public input.
- E. The board shall forward meeting minutes to the city council and provide an annual review of their activities. [Ord. 325 § 1, 2003; Ord. 167 § 6, 1998]

PLANNING COMMISSION

2.20.010 Created – Purpose

There is created the planning commission. The purpose of the planning policy commission is to provide guidance and direction for Shoreline's future growth through continued review and improvement to the city's comprehensive land use plan, zoning code, shoreline management, environmental protection and related land use documents. [Ord. 36 § 1, 1995]

2.20.060 Duties – Responsibilities

A. The planning commission shall direct the preparation of a comprehensive plan and development regulations in compliance with Chapter 36.70A RCW. This includes establishing procedures providing for early and continuous public participation in the development and amendment of the comprehensive land use plan for the city and the development regulations implementing the plan and make recommendations concerning these matters to the city council.

B. The planning commission shall review land use management, shoreline management and environmental protection ordinances and regulations of the city and make recommendations regarding them to the city council.

C. The planning commission shall review potential annexations to the city as requested by the city council, and make recommendations concerning them.

D. Where design review is required by land use ordinances of the city, the planning commission shall perform such design review unless that review is delegated to some other appointed body or city staff.

E. The planning commission shall recommend, establish priorities for, and review studies of geographic subareas in the city.

F. The planning commission shall submit written periodic reports annually to the city council setting forth its progress in completing its work program for the current fiscal year.

G. The planning commission shall be encouraged to maintain liaison with the planning staff of the city.

H. The planning commission may hold public hearings in the exercise of its duties and responsibilities as it deems necessary.

I. The planning commission shall make recommendations to the city council regarding the subdivision of land pursuant to RCW 58.17.100 and in conformity with other ordinances of the city.

J. The planning commission shall have such other duties and powers as may be conferred upon the commission from time to time by ordinance, resolution or motion of the city council.

K. Unless otherwise assigned by ordinance to another body, all public hearings required to be held in the course of adoption or amendment to the comprehensive plan, the zoning code, adoption or amendment of the zoning map, or adoption or amendment of regulations for the subdivision of land, shorelines management and environmental protection regulations shall be heard by the planning commission. [Ord. 36 § 6, 1995]