

MEMORANDUM

TO: City Planning Commission

FROM: Wendy Rampson, Planning Manager

DATE: July 2, 2013

SUBJECT: **Review of City Planning Commission Bylaws**

The City Planning Commission Bylaws require that the Commission review the provisions of the Bylaws during its organizational meeting in July. The Bylaws also state that, before the Commission may amend the Bylaws, a draft of any proposed amendments must have been submitted in writing at the previous regular meeting.

Staff proposes amending Article VII: Meetings, Section 16, regarding special accommodations to change the advance notice from 24 hours to 48 hours, consistent with recent changes adopted by the City Clerk's Office.

Staff recommends that the Commission review the proposed changes to its Bylaws at the July 2, 2013 meeting and vote on the amended Bylaws at its next regular meeting.

Attachment: July 2, 2013 Draft Planning Commission Bylaws

c: City Attorney's Office