

## MEMORANDUM

TO: City Planning Commission

FROM: Wendy Rampson, Planning Manager

DATE: July 2, 2010

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

The City Planning Commission Bylaws require that the Commission review the provisions of the Bylaws during the first regular meeting in July. The Bylaws also state that they may be amended or altered, provided notice of the proposed change is given to the Commission at a preceding regular meeting.

At the December 2009 working session, staff from the City Attorney's Office presented draft revisions to the Bylaws and received feedback from Commission members about the changes. Based on this feedback, the City Attorney's Office will provide the final draft of the amended Bylaws to the Commission prior to the July 8, 2010 Organizational Meeting.

Staff recommends that the Commission provide notice of the proposed changes to its Bylaws at the July 8, 2010 meeting and further, state its intent to schedule action on the amended Bylaws for the July 20, 2010 regular meeting

c: City Attorney's Office