

PLANNING COMMISSION MINUTES OF NOVEMBER 23, 2009**Bylaws for all Boards and Commissions** (Revisions to Council Policy 7.2.19 Sections 1 and 2.A. - I.) **and Adoption of Resolution Repealing Any Existing Bylaws and Resolutions – KFS, TR**

(The Planning Commission considered this item at the November 9, 2009 meeting and comments were captured in the minutes. This item is on the agenda again to allow a formal recommendation to be made to the City Council in the form of a motion.)

Trudi Ryan, Planning Officer, explained that this item was previously discussed at the November 9, 2009 Planning Commission meeting, however no motion was made. She said it is on the agenda this evening to allow a formal action to be taken as a motion.

Comm. Rowe said she is still concerned about the recommended reduction in number of the Housing and Human Services Commissioners. She said that the duties of this Commission are very important and she is concerned that the number is being reduced to five.

Comm. McKenna confirmed with staff that both sets of minutes from the November 9, 2009 and the November 23, 2009 meeting would be provided to City Council as part of the Planning Commission recommendation.

Comm. Klein said the current style of minutes is sparse in specifics, and asked if Commission should go into more detail in the motion regarding the sections that need to be updated as the discussion is only summarized. Ms. Ryan said that the motion on the bylaws should include any specific recommendations for modification.

Comm. Hungerford referred to Attachment A, page 7, item II.f commenting that some of the Planning Commissioners are concerned about the chair being tasked with representing the official position of the commission at City Council. He said that the official position should be the vote and the discussion surrounding the vote. He suggested a possible wording change that “the chair is encouraged to attend Council meetings to discuss the action of the board or commission,” rather than tasking the chair with representing the official position of the board or commission.

Comm. McKenna commented regarding Comm. Hungerford’s statements that she likes the use of the wording “the chair may attend Council meetings for the purpose of presenting the vote”.

Chair Chang asked staff if the wording suggestions should be incorporated into the motion. **Ms. Ryan** said when a motion taken, any recommendations for any changes that seem appropriate can be included in the motion and be as general or specific as the Commission chooses. She said exact language probably would be appreciated.

Comm. McKenna referred to Attachment A, page 6, item G.I and said that she would like the selection of Chair and Vice Chair to be the first item on the agenda instead of the last.

Comm. Klein suggested that the Planning Commissioners go through the meeting minutes from the meeting of November 9, 2009 and see if there are any issues brought up at that meeting that should be reiterated in the motion tonight. Comm. Klein referred to Attachment A, page 9, G.V or the Council Policy Manual regarding ad hoc committees and said that he thinks it is very important that membership on an ad-hoc committee should not preclude membership on a board or commission or vice versa.

Comm. Klein moved to recommend to City Council Alternatives 2, 3, and 4: to approve revisions to Council Policy 7.2.19 with changes to Attachment A to this report to incorporate bylaws for all boards and commissions, and adopt a Resolution; to reduce the number of members of the Board of Building Code appeals to three; to reduce the number of members of the Housing and Human Services Commission to five. Comm. Klein said the changes to Council Policy 7.2.19 are to sections: G(II.f), G.(I) and H(V). He said he would also move that staff clarify the membership appointment for the Personnel Board to be consistent with the Charter amendment. Comm. Hungerford seconded the motion.

Comm. McKenna and the Commission discussed the recommended number of the Housing and Human Services Commission. Staff clarified that the motion is to reduce the number of members to five.

Ms. Ryan clarified the recommended changes included in the motion with the maker and seconder. The sections recommended for change are: to revise the language regarding the Chair's Roles and Responsibilities G(II)(f); to revise the language regarding the Selection of the Chair and the Vice Chair G(I); and to revise the language regarding Ad-hoc Committees H(V).

Comm. Klein said clearly the Commission found problems with some of the wording in the policy. He said he thinks reducing the number of members to the Board of Building Code and Appeals to three is adequate, and reducing the number of members to the Housing and Human Services Commission to five is adequate as this Commission has had difficulty meeting a quorum and acquiring enough applicants for the Commission.

Comm. Hungerford clarified that the changes to be included in the motion are: G(I) - that the selection of the Chair and Vice Chair shall be the first item on the agenda instead of the last; G(II)(f) – Board and commission chairs *may* attend Council meetings *for the purpose* of discussing the action of the Board or Commission.; H(V) – sentences be added that membership on a board or

commission does not preclude service on an ad hoc committee and being on an ad hoc committee does not preclude service on a board or commission.

Comm. Sulser said he agrees with most of the motion, however he does not think the number of members on the Housing and Human Services Commission should be reduced to five. He said that he thinks seven is the more appropriate number. He said that he feels the difficulty on securing enough members for a quorum on the Housing and Human Services Commission is a fluke and he would recommend that the Council stay with seven Commissioners on this Commission.

Comm. Rowe said she agrees with Comm. Sulser. She said she was suggesting that the numbers be flexible to allow up to seven members.

Chair Chang said he would be supporting the motion. He said he has the same concerns about reducing the Housing and Human Services Commission numbers, yet there has been the problem of reaching a quorum, so reducing the number to five should help with the quorum problem.

ACTION: Comm. Klein made a motion to recommend to City Council Alternatives 2, 3, and 4: to approve revisions to Council Policy 7.2.19 with changes to Attachment A to this report to incorporate bylaws for all boards and commissions, and adopt a Resolution; to reduce the number of members of the Board of Building Code appeals to three; to reduce the number of members of the Housing and Human Services Commission to five. The changes are to modify Council Policy 7.2.19: G(I) that the selection of the Chair and Vice Chair shall be the *first* item on the agenda instead of the last; G(II)(f) that board and commission chairs *may* attend Council meetings (or to appoint an alternate on either a case by case or long-term basis) for the purpose of discussing the action of the Board or Commission; and H(V) to include language that membership on a board or commission does not preclude service on an ad-hoc committee and membership on an ad-hoc committee does not preclude service on a board or commission. Comm. Hungerford seconded. Motion carried, 6-1, with Comm. Sulser dissenting.

APPEAL OPTIONS: This recommendation will be forwarded to City Council and is scheduled to be considered at the December 15, 2009 Council meeting.