



Bellevue Planning Commission

September 27, 2017

PLANNING COMMISSION AGENDA MEMORANDUM

SUBJECT

Adoption of updated Planning Commission bylaws.

STAFF CONTACT(S)

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POLICY ISSUES

The updated Planning Commission bylaws comply with the Bellevue City Code and state law, further the City's requirement of uniformity and consistency among the Council-appointed Boards and Commissions, and incorporate the City Council's Rules of Procedure.

DIRECTION NEEDED FROM THE PLANNING COMMISSION

ACTION



DIRECTION



INFORMATION ONLY



The purpose of this agenda item is to conclude discussion of the updated Planning Commission bylaws and take final action by adopting the bylaws.

BACKGROUND/ANALYSIS

In July 2015, the City Council amended the Bellevue City Code (BCC) sections relating to Council-appointed Boards and Commissions. Consistent with Council direction, the Boards and Commissions will adopt updated bylaws that provide uniformity and consistency across the City. Each set of bylaws must comply with the Open Public Meetings Act (Chapter 42.30 RCW), the City's Personnel Code (Title 3 BCC), the City's Ethics Code (Chapter 3.92 BCC), and include elements of the City Council Rules of Procedure (Resolution 8928).

The Planning Commission has conducted two study sessions related to its updated bylaws. At the September 13, 2017 study session, the Commission considered variable sections of the bylaws and provided the direction necessary to incorporate Planning Commission procedure and protocol into these sections. A blue-lined version of the updated bylaws is included in Attachment A. For ease of reference, a revised copy of the Bylaws Update Reference Chart is included as Attachment B.



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During its discussion on September 13, the Planning Commission identified several revisions to the variable sections of the bylaws. These revisions include the following:

- Article V.J.—A 9:00 p.m. time of adjournment, subject to the provision that the adjournment time may be extended upon approval of a motion carried by a majority of Commissioners.
- Article VII.C.4.—Applicants or applicant representatives (collectively “applicants”) for a privately-initiated Comprehensive Plan amendment proposal will be allowed one presentation of seven (7) minutes (in total). Applicants will not be allowed to exceed seven (7) minutes unless the Chair or a majority of the Commission allows additional time.
- Article VII.D.—The length of time for oral communications shall not exceed thirty (30) minutes, and speakers will be allowed to speak for three (3) minutes. Additional time will not be allowed unless the Chair or a majority of the Commission allows additional time.
- Article V.A.—Meetings that fall on a holiday shall be rescheduled, and a meeting that falls on the Wednesday before Thanksgiving shall be rescheduled as well.

With respect to the time of adjournment provision in Article V.J., the Planning Commission considered setting either a 9:00 p.m. or a 9:30 p.m. adjournment time. Although staff recommends that the Commission set a specific adjournment time to facilitate control over the length of the meeting, staff does not have a recommendation regarding a 9:00 p.m. or 9:30 p.m. adjournment time.

When considering the variable provisions in Article V.II.C.4., the Planning Commission debated the appropriate length of time for presentation of a privately-initiated Comprehensive Plan amendment proposal under Part 20.30I of the Bellevue Land Use Code (LUC). The current bylaws allow for a total of fifteen (15) minutes, and the Commission debated reducing this time limit to either seven (7) or ten (10) minutes. The Commission eventually settled on limiting the applicant to seven (7) minutes with guidance from the Planning Commission regarding the information for the applicant to cover.

Article V.II.C.4. of the revised bylaws, included as Attachment A, incorporates the seven (7) minute limitation identified by the Commission, along with a provision explaining that the applicant may not exceed the designated time unless allowed by the Chair or a majority of the Commission. However, when evaluating adoption of this provision, the Planning Commission should again consider its advisory role to the City Council, which includes the important function of gathering public input during a public hearing on land use matters. The Commission should also consider the narrow time frame for presenting Comprehensive Plan amendments, which, except in limited circumstances delineated by Part 20.30I LUC, are considered once a year. Given these dual considerations, staff recommends reducing the allowance of fifteen (15) minutes to ten (10) minutes, rather than seven (7) minutes.

Article VII, which covers public comment, limits the length of time for oral communications to thirty (30) minutes, with a specific limitation of three (3) minutes per speaker. When considering Article VII,



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the Commissioners also discussed placing a limitation on repetitive comments across meetings. Given the Planning Commission's role in gathering public input, staff recommends limiting the length of time for oral communications for each meeting, rather than limiting public comment across meetings. Moreover, and consistent with City Council procedure, if the number of speakers signed up to speak will exceed thirty (30) minutes, then the Chair may exercise control over repetitive comments to the extent necessary to meet the thirty-minute time limit for that particular meeting.

Finally, the Planning Commission also provided direction concerning Commission protocol when a regular or continued meeting falls on the Wednesday before a national holiday. The revised bylaws incorporate that language in Article V.A.

OPTIONS

1. Adopt the updated Planning Commission bylaws.
2. Provide an alternative date for adoption of the bylaws.

RECOMMENDATION

Option 1

ATTACHMENT(S)

- A. Updated Planning Commission Bylaws
- B. Revised Bylaws Update Reference Chart