

## MEMO

**DATE:** 10/4/2023

**TO:** Planning Commission

**FROM:** Cristin Kenyon, AICP, Development Services Director

**SUBJECT:** Planning Commission Bylaws and Rules and Procedure Update

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At the regular City Council meeting on September 5, 2023, the City Council adopted an ordinance amending Section 33.009 of the Eureka Municipal Code (EMC) which includes regulations for City Boards, Commissions and Committees, including the Planning Commission. Prior to the amendment, EMC Section 33.009 required “the affirmative vote of a majority of the entire membership” of a City Board, Commission, or Committee for the “final transaction of any business,” regardless of how many members attend a meeting. EMC Section 33.009 as amended now only requires “the vote of a majority of the members in attendance” at a meeting for the final transaction of business. Planning Staff recommends amending the Planning Commission’s bylaws to be consistent with the new EMC language.

Planning Staff also proposes significant additional changes to the bylaws, many of which are to make the document more concise. Other key changes include:

- Adding a statement about the intent of the bylaws “to ensure uniformity of procedure, access and fairness to the public and interested parties, and compliance with legal requirements in all matters heard by the Planning Commission.”
- Adding direct reference to the two EMC sections that discuss the duties of the Planning Commission.
- Updating the explanation of the order of public hearings to better reflect the Commission’s actual practice.
- Adding more information on conflicts of interest and other matters of Commissioner conduct.
- Relying on the simplified Rosenberg’s Rules of Order for meeting conduct, rather than the more complicated Robert’s Rules of Order.

Both track change and clean versions of the proposed amended bylaws are attached.

**Recommendation:**

Review and adopt proposed changes to bylaws.

**Suggested Motion:**

“I move the Planning Commission amend the bylaws per staff’s recommendation.”