



# City of Stevenson

## Planning Department

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**TO:** Planning Commission  
**FROM:** Ben Shumaker  
**DATE:** September 11<sup>th</sup>, 2023  
**SUBJECT:** Potential Bylaws Amendment

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### **Introduction**

Staff seeks Planning Commission preference on the portion of its bylaws dealing with availability of agendas.

### **Current Status**

The Planning Commission bylaws set an expectation for availability of agendas by noon on the Thursday before the Monday meeting. The City's agenda management service publishes agendas at midnight on the day they are uploaded. Achieving the expectations set in the bylaws, therefore, requires staff to finalize the agenda on Wednesday.

When staff finalizes agendas, we endeavor to publish the full packet at the same time for the greatest possible transparency. The Wednesday publication date of the newspaper typically results in comment periods which end at the close of business on Wednesdays. This conflicts with staff's ability to provide the full packet for review on Thursday.

### **Considerations**

Staff seeks Planning Commission input on 2 alternatives.

- 1- Agenda and Packet available on separate days. In this alternative, staff will ensure agendas are finalized on Wednesdays for publication by Thursday at noon. Full packets will be finalized thereafter. No action by the Planning Commission is necessary in this case.
- 2- Agenda and Packet available at the same time. In this alternative, staff will ensure all materials are available for review at the same time. To process and include public comments, a delay in delivery is necessary. To achieve this, the Planning Commission would need to amend the bylaws. A draft amendment is attached, proposing Friday morning for publication times.

Additionally, staff is proposing to modify the preferred agenda format. The modification moves the public comment period up to the top of the agenda order. This is consistent with a recent state statute requiring the same.

Prepared by,

Ben Shumaker

### Attachments

1. Draft Amendment (1 page)

4. Meeting location shall be at Stevenson City Hall unless prior public notice of an alternate location is advertised.
5. Meetings may be cancelled due to lack of an agenda with the approval of the Chair.
6. Official action of the Commission shall be made by vote, and only at official meetings.

#### C. Quorum

1. A quorum consists of a majority of the membership (excluding vacant seats). Actions are taken by the majority vote of the members present, a quorum being present. A member present may abstain from voting for cause.

#### D. Agenda

1. Agendas will be finalized and made available by ~~12:00PM~~<sup>8:00AM</sup> on the ~~Thursday~~<sup>Friday</sup> prior to the meeting. - The agenda will be posted on the City's website and at City Hall and provided to the Commission in advance of the meeting to allow the Commission members an opportunity to review prior to the meeting.
2. The suggested format for the agenda is as follows:
  - a. Public Comment Period
  - ~~a.b.~~ Introduction of Invited Guests
  - ~~b.c.~~ Minutes
  - ~~c.a.~~ Public Comment Period
  - d. New Business
  - e. Old Business
  - f. Staff Reports
  - g. Discussion
  - h. Adjournment
3. The printed agenda of a regular meeting may be modified, supplemented or revised by the majority affirmative vote of the Commission members present. -The agenda may be divided into sections and scheduled for continued meetings when it is apparent that one meeting will not be able to complete the eligible cases.

#### E. Attendance

1. Attendance at regular meetings is expected of all Commission members.
2. Occasionally a Commission member will not be able to physically attend a meeting due to personal or work conflicts. Provided that the Commission member received a full meeting packet and is prepared, interested, and able to participate in the meeting, the Chair may allow the member to participate via conference call, video conference, or similar electronic mechanism.
3. Any member anticipating absence from an official meeting should notify staff in advance.