



## MEMORANDUM

Date: February 12, 2021  
To: Chair Weeks and Members of the Planning Commission  
From: Andrew Trippel, Acting Supervising Planner – Current Planning  
Subject: Planning Commission Rules and Regulations Update

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City Code Section 2-12.030 authorizes the Planning Commission to establish rules and regulations for the purpose of implementing ordinances, City Council policies relating to planning matters and Title 20 of the City Code, and for the purpose of conducting the business and exercising the powers of the Planning Commission. The purpose of the Planning Commission Rules and Regulations update (process improvement) is to better align the procedures and activities of all review authorities established by or responsible for implementing the Zoning Code with each other and with the City Council. These review authorities include the Planning Commission, Design Review Board, Cultural Heritage Board, and Zoning Administrator. This process improvement strives to ensure consistency in review authority administration for the benefit of review authority members, other elected and appointed City officials, Planning Division and other City staff, and the public.

Other review authorities established by the Zoning Code do not adopt rules and regulations by resolution. Planning Commission rules and regulations adopted on July 12, 1994, were amended on October 8, 1998; February 22, 2001; August 8, 2002; August 28, 2003; and August 11, 2016. While working through this process improvement, Planning staff incorporated corrections and new information to better reflect actual practices, and staff implemented several stylistic edits. Planning staff concludes that the proposed changes to Planning Commission Rules and Regulations are consistent with City requirements, with the Zoning Code, and with current Planning Commission practices to the greatest extent possible.

The Planning Division of the Planning and Economic Development Department recommends that Planning Commission approve a resolution amending Planning Commission Rules and Regulations as described in Attachment 1.