



MEMORANDUM

DATE: 6/8/2017
TO: Planning Commission
FROM: John Swiecki, Community Development Director 
SUBJECT: **Request for the City Council to hold a workshop with all appointed commissions and committees regarding meeting procedures.**

Under Commissioner-initiated items at the May 25, 2017, the Planning Commission meeting, it was suggested that the Commission formally request the City Council to hold a workshop for all appointed commissions and committees regarding adopted citywide meeting procedures and practices. A draft letter is attached for the Commission's consideration. Once the letter is revised to reflect the Commission's input, it will be finalized for the Chairperson's signature and forwarded to the Mayor and City Council for consideration.

Attachments:

1. Draft letter



CITY OF BRISBANE
Planning Commission
50 Park Place, Brisbane, CA 94005
(415) 508-2120

June 8, 2017

Dear Honorable Mayor and City Council:

The Planning Commission values its role in making sound decisions and recommendations on land use issues to the City Council, The Planning Commission also takes very seriously its obligations to ensure that its public meetings are well run and provide a fair chance for all members of the community to have their voices heard, and to do so in manner which meets the requirements of State law, locally adopted policies and procedures and good practice.

It is in the spirit of community participation and consistency that we request the City Council convene a workshop for all appointed Commissions and Committees to review public meeting operating procedures, consistent with State law and the rules of procedures adopted by the City Council. We believe it would benefit all Commission and Committee members, especially newly appointed members, as well as staff and the public to have a basic overview of these procedures.

Thank you for your consideration.

Sincerely,

Jameel Munir, Planning Commission Chairperson