



## Memorandum

**TO:** Chris Jordan, City Manager

**FROM:** John Sonnen, Planning Director

**DATE:** April 15, 2010

**SUBJECT:** Draft legislative procedures recommended by the Committee for Citizen Involvement

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**Purpose:** The purpose is to seek the City Manager's and City Council's guidance regarding the attached draft legislative procedures.

**Background:** The Planning Strategy approved by the City Council on February 16, 2010 calls for "reviewing and improving procedures to minimize avoidable errors, improve efficiency, provide for appropriate review and refinement of draft plan and code amendments, provide notice and materials and involve interested/affected people in a timely way, and produce better quality products."

Staff produced draft legislative procedures, consistent with the direction above, to complement the general legislative procedures in CDC Chapter 98. The Planning Commission, acting in their role as the Committee for Citizen Involvement (CCI), refined the draft. Their letter of transmittal and recommended draft procedures are attached.

**Discussion:** Most of the attached procedures are administrative in nature. The procedures most likely of interest to the City Council have been highlighted in yellow. The attached letter from the CCI outlines alternative approaches for handling legislative projects that the Council might consider as a means to facilitate community involvement.

**Options:**

- A. Review the draft legislative procedures and provide direction (formal action is not needed)
- B. Retain the current procedures

**Recommendation:** Staff recommends Option A: review the draft legislative procedures and provide direction.

