



**City of Kirkland**  
**Planning and Building**  
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## **MEMORANDUM**

**To:** Planning Commission

**From:** Allison Zike, AICP, Deputy Planning Director

**Date:** July 1, 2024

**Subject:** **Planning Commission Policies and Procedure Amendments**

### **Recommendation**

Review and conduct a vote on the draft amendments to the Planning Commission Policies and Procedures (Attachment 1).

### **Background**

The Planning Commission's Policies and Procedures were last reviewed, amended, and signed by the Planning Commission (PC) in October 2022. Those revisions included updates to the subsection addressing PC meeting attendance, specifically to clarify expectations related to the new standard of hybrid (virtual and in-person) meetings.

At their June 25 meeting, the PC discussed interest in shifting the regular PC meeting start time from 7:00 PM to 6:00PM. The discussion was initiated in recognition that the PC's complex work often results in meetings lasting up to 3 hours, or more, and after the PC has been able to "test" a different start time after holding several special meetings in 2024 with a 6:00 PM start time. Staff has not observed any notable difference in audience attendance between the 6:00 PM or 7:00 PM start times. As such, staff does not have reason to believe that a one-hour revision to the ongoing start time, to shift to earlier in the evening, will significantly alter the public's attendance at PC meetings.

The proposed amendment as discussed by the PC is shown in track changes in Attachment 1, section 1.A.

### **Next Steps**

The PC should vote on the proposed amendments to the Planning Commission Policies and Procedures. If the PC votes affirmatively to amend, the document will be signed by all Commissioners and published on the PC webpage.

### **Attachments**

1. Revised Planning Commission Policies-Procedures