



SENT TO COUNCIL:

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SEP - 6 2012
City Manager's Office

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Gloria Schmanek

**SUBJECT: SCHEDULING OF PUBLIC
HEARINGS (PLANNING ITEMS)**

DATE: September 5, 2012

Approved

Date

9/6/12

INFORMATION

This memorandum provides information on the revised administrative process being implemented pursuant to direction from the Rules and Open Government Committee ("Rules Committee") for scheduling public hearings that historically have occurred during an evening session of the Council. These typically have been Planning land use items. The updated process provides the Council with more flexibility in conducting Council hearings in an efficient manner by permitting the Rules Committee to manage the time for hearings and matters that have been publicly noticed or ordered to be held by the Council.

Planning Notices which announce the scheduling of public hearings before the City Council will now conform to a standard of noticing all public hearings at 1:30 p.m., rather than 7:00 p.m., in recognition that the start time of all Council hearings is 1:30 p.m. The notices will alert persons that a matter will be heard at 1:30 p.m. or as soon thereafter as the matter may come before the Council. However, if Rules Committee is made aware that a particular item on an upcoming Council agenda is controversial, such that it would be more convenient for numerous members of the public if an item could be heard during the evening, the Rules Committee could accommodate that request by agendaizing that item to be heard during the evening portion of the Council meeting on that date. Planning Notices have been revised to advise the public to refer to the Amended Council Agenda for further information on the timing of a noticed Public Hearing, which Amended Council Agenda is available 72 hours before the scheduled hearing date.

During the development of an agenda, staff will list on the agenda the items recommended to be heard at 7:00 p.m. (the evening portion of the Council hearing). These recommendations can be based on the level of testimony or interest occurring for the item at the Planning Commission Meeting, the nature of a particular item, or public feedback received on the item.

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Some changes to the Council Agenda format and Council Rules of Conduct Resolution will be necessary to fully implement the changes to the scheduling of public hearings. We are currently working with the City Clerk and City Attorney's Office to revise Rule 2 of the Council Rules of Conduct (Resolution. 76184) to accommodate these changes. It is anticipated that the revised resolution will be brought to the Rules Committee on September 11 and then to Council for consideration on September 18, 2012.



GLORIA SCHMANEK
Agenda Services Manager

For questions, please contact Gloria Schmanek, Agenda Services Manager, at (408) 535-8133.