

CITY OF CALISTOGA
STAFF REPORT

TO: CHAIRMAN MANFREDI AND PLANNING COMMISSIONERS
FROM: KEN MACNAB, PLANNING AND BUILDING MANAGER
MEETING DATE: FEBRUARY 8, 2012
SUBJECT: PLANNING COMMISSION'S RULES OF PROCEDURE

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2 **REQUEST:**
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4 Annual review of the Planning Commission Rules of Procedure.
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6 **BACKGROUND:**
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8 The Rules of Procedure were originally adopted in 1961 and received few changes prior to August
9 2000. However subsequent to 2000 the following amendments have been adopted.

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11 • August 28, 2000 the Planning Commission completed a comprehensive revision to the Rules of
12 Procedure (Rules) to include establishing the 2nd and 4th Wednesday of each month as the regular
13 meeting date and provided clarification of other minor issues relating to existing Planning
14 Commission responsibilities, organization, officers, and to the regular conduct of meetings.
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16 • February 14, 2004 the Planning Commission adjusted the regular meeting time to 5:30 PM and
17 approved minor changes to the sections relating to meetings, voting, and rules of testimony,
18 general conduct and agendas.
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20 • January 24, 2007 the Planning Commissioner amended Section VI.5 relating to the requirement of
21 leaving the room when a commissioner is required to abstain from voting, clarifying a Commissioner
22 must leave only during the Commissions deliberation and vote.
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24 • The most recent minor amendment was January 28, 2009 revising the procedures contained in
25 Section VII Presentations or Hearing Proposals in order to provide flexibility in the presentation and
26 Commission questioning of staff and the applicant during review of New Business agenda items.
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28 As established in the Rules, there are occasions when revisions are necessary to reflect changes in
29 Planning Commission policy or organization. Typically when these changes are minor they do not
30 require confirmation by the City Council. Please note, depending on the nature of the revision the City
31 Council may need to review the proposed changes prior to implementation.
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33 **RECOMMENDATION:**
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35 Staff recommends the Planning Commission review the Planning Commission Rules of Procedures,
36 provide recommendations for amendment and/or adopt the Rules as they currently exist.
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38 **ATTACHMENT:**
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- 40 1. 2011 Planning Commission Rules of Procedure