

# CITY OF CALISTOGA

## STAFF REPORT

**TO:** CHAIRMAN MANFREDI AND PLANNING COMMISSIONERS

**FROM:** ERIK V. LUNDQUIST, SENIOR PLANNER

**MEETING DATE:** JANUARY 23, 2013

**SUBJECT:** PLANNING COMMISSION'S RULES OF PROCEDURE

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2 **REQUEST:** Consideration of a Resolution adopting updated City of Calistoga Planning  
3 Commission Rules of Procedure.

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5 **BACKGROUND:** The Rules of Procedure were originally adopted in 1961 and received few  
6 changes prior to 2000. On November 8, 2000 the City Council adopted Resolution No. 2000-97  
7 adopting the revised "*City of Calistoga Planning Commission Rules of Procedure*". The  
8 comprehensive revisions to the Rules of Procedure (Rules) included establishing the 2<sup>nd</sup> and 4<sup>th</sup>  
9 Wednesday of each month as the regular meeting date and provided clarification of other minor  
10 issues relating to existing Planning Commission responsibilities, organization, officers, and to  
11 the regular conduct of meetings. The revised Rules also provided the authority to the Planning  
12 Commission to amend, revise or repeal the Rules by a majority vote of the Planning  
13 Commission. As such, subsequent to 2000 the following amendments were adopted by the  
14 Planning Commission.

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- 16 • February 14, 2004 the Planning Commission adjusted the regular meeting time to 5:30 PM  
17 and approved minor changes to the sections relating to meetings, voting, and rules of  
18 testimony, general conduct and agendas.
  - 19 • January 24, 2007 the Planning Commissioner amended Section VI.5 relating to the  
20 requirement of leaving the room when a commissioner is required to abstain from voting,  
21 clarifying a Commissioner must leave only during the Commissions deliberation and vote.
  - 22 • The most recent minor amendment was January 28, 2009 revising the procedures  
23 contained in Section VII Presentations or Hearing Proposals in order to provide flexibility in  
24 the presentation and Commission questioning of staff and the applicant during review of  
25 New Business agenda items.

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29 However, these amendments were not formally adopted by Resolution. To formalize the Rules  
30 and ensure a clear expression of the Rules, Staff recommends that the Planning Commission  
31 now adopt an update to the Rules by Resolution, as modified since 2000. Additionally, the  
32 Planning Commission has reviewed the Rules annually and upon adoption of a Resolution this  
33 annual review will not be necessary unless the Planning Commission deems it appropriate.

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35 **RECOMMENDATION:** Staff recommends the Planning Commission review the City of Calistoga  
36 Planning Commission Rules of Procedure, provide recommendations for amendment and adopt  
37 a Resolution adopting updated Rules as modified since 2000.

### **ATTACHMENT:**

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40 1. Resolution adopting updated City of Calistoga Planning Commission Rules of Procedure  
41 2. City Council Resolution No. 2000-97