

CITY OF CALISTOGA

STAFF REPORT

TO: CHAIRMAN MANFREDI AND PLANNING COMMISSIONERS
FROM: KATHLEEN GULL, PLANNING COMMISSION SECRETARY
MEETING DATE: JANUARY 14, 2009
SUBJECT: PLANNING COMMISSION'S RULES OF PROCEDURE

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2 Staff is distributing the Planning Commission's Rules of Procedure for review, possible changes
3 and/or confirmation during the January 28, 2009 regular meeting.
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5 **BACKGROUND**

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7 The Rules of Procedure were originally adopted in 1961 and had received few changes prior to
8 August 2000. On August 28, 2000 the Planning Commission completed a comprehensive
9 revision to the Rules of Procedure (Rules) to include establishing the 2nd and 4th Wednesday of
10 each month as the regular meeting date and provided clarification of other minor issues relating
11 to existing Planning Commission responsibilities, organization, officers, and to the regular
12 conduct of meetings.. On February 14, 2004 the Planning Commission adjusted the regular
13 meeting time to 5:30 PM and approved minor changes to the sections relating to meetings,
14 voting, and rules of testimony, general conduct and agendas. The most recent minor
15 amendment was to section VI.5. related to the requirement of leaving the room when a
16 commissioner is required to abstain from voting, clarifying a Commissioner must leave only
17 during the Commissions deliberation and vote, this amendment was approved during the
18 January 24, 2007 meeting.
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20 As established in the Rules, there are occasions when revisions are necessary to reflect
21 changes in Planning Commission policy or organization. Typically when these changes are
22 minor they do not require confirmation by the City Council. Please note, depending on the
23 nature of the revision the City Council may need to review the proposed changes prior to
24 implementation.
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26 **RECOMMENDATION**

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28 No action required. Staff is providing an opportunity for the Planning Commission to review the
29 Rules and prepare for discussion to amend and/or adopt the Rules as they exist during the
30 regular meeting of January 28, 2009.
31

32 **ATTACHMENT:**

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34 1. Planning Commission Rules of Procedure 2008