

# CITY OF CALISTOGA

## STAFF REPORT

**TO:** CHAIRMAN MANFREDI AND PLANNING COMMISSIONERS

**FROM:** CHARLENE GALLINA, PLANNING & BUILDING DIRECTOR  
KATHLEEN GUILL, PLANNING COMMISSION SECRETARY

**MEETING DATE:** JANUARY 28, 2009

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

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

39 1. Proposed Planning Commission Rules of Procedure 2009