

CITY OF CALISTOGA

STAFF REPORT

TO: CHAIRMAN MANFREDI AND PLANNING COMMISSIONERS

FROM: KEN MACNAB, SENIOR PLANNER
KATHLEEN GULL, PLANNING COMMISSION SECRETARY

MEETING DATE: JANUARY 26, 2011

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 when minor amendments were adopted. In February 2004 there were further
10 revisions related to the rules of testimony, general conduct and agendas. The most recent
11 minor amendment was to Section VI.5. related to the requirement of leaving the room when a
12 commissioner is required to abstain from voting, clarifying that a Commissioner must leave only
13 during the Commissions deliberation and vote. This amendment was approved during the
14 January 24, 2007 meeting.
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16 As established in the Rules, there are occasions when revisions are necessary to reflect
17 changes in Planning Commission policy or organization. Typically when these changes are
18 minor and they do not require confirmation by the City Council. This annual review provides an
19 opportunity for the Planning Commission to reflect on the application of these rules and provide
20 recommendations for change if needed. Please note depending on the nature of the revision
21 the City Council may need to review the proposed changes prior to implementation.
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23 At this time, staff is not requesting any revisions to the attached procedures.
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25 **RECOMMENDATION**
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27 Staff recommends that the Planning Commission review the Rules of Procedure, provide
28 recommendations for amendments and/or adopt the Rules as they currently exist.
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30 **ATTACHMENT**
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32 1. Proposed Planning Commission Rules of Procedure 2011