

This meeting is held pursuant to the State Emergency Services Act, the Governor's Emergency Declaration, and Governor's Executive Order N-29- 20 to allow members of the City Council or staff to participate via teleconference.

As a precautionary measure to help slow the spread of COVID-19, the City Council facilities are temporarily closed to the public. The public is encouraged to view the meeting from home on the City's website at Oxnard.org/city-meetings, Spectrum channel 10, Frontier channel 35, or YouTube at Youtube.com/oxnardnews. Video recordings are typically available online immediately following the meeting.

The public may provide comments to the Planning Commission via email at planning@oxnard.org no later than 3:00 p.m. on the day of the meeting. Please identify the meeting date and agenda item in the Subject line.

A telephone option for public comments is also available at this time. Requests to speak must be submitted no later than 3:00 p.m. on the day of the meeting. Use the form on the city's website to submit your request: Oxnard.org/city-meetings, or call the Planning Division Office at (805) 385-7878, or email your request to planning@oxnard.org.

CITY OF OXNARD PLANNING COMMISSION AGENDA

REGULAR MEETING

Council Chambers, 305 West Third Street

Thursday, June 17, 2021, 6:00 p.m.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES

C. PUBLIC COMMENTS - On Items Not On The Agenda

At this time, a person may address the Planning Commission on matters within the jurisdiction of the Planning Commission, including information/consent items and any item not appearing on the agenda. The Chair shall limit public comments to three (3) minutes. The Planning Commission cannot take action on any item presented during public comments that is not on the agenda and such item may only be referred to the Commission Secretary. Persons wishing to speak on public hearing items should do so at the time of the public hearing.

D. CONSENT AGENDA

1. APPROVAL OF MINUTES – June 3, 2021

E. EX PARTE DECLARATIONS FOR PUBLIC HEARING ITEMS

F. PUBLIC HEARING

1. **Project Name: SCE Mandalay Substation** - Planning and Zoning Permit No. 20-400-04 (Coastal Development Permit). The applicant proposes to remove equipment associated with the Mandalay 220 kV Substation and replace with limited backfill materials located at North Harbor Boulevard approximately 0.75 miles south of Gonzales Road (APNs: 183-0-022-01, 183-0-022-02, 183-0-022-03, 183-0-021-01, 183-0-021-02, and 183-0-021-03) within the Coastal Energy Facilities (EC) zone. Filed by Kimberly Cuevas, Southern California Edison, 2244 Walnut Grove Avenue GO-1 Quad 2C, Rosemead, California 91770.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, you should contact the office of the City Clerk at (805) 385-7803. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

Written materials relating to an item on this agenda that are distributed to the Planning Commission within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at 214 South C Street, during customary business hours.

City Staff: Jay Dobrowalski, Senior Planner

Recommendation: That the Planning Commission

- a) Find the Project to be Categorically Exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) pursuant to Section 15302 (Class 2, Replacement or Reconstruction) of the CEQA Guidelines; and
- b) Adopt Resolution 2021-XX approving Planning and Zoning Permit No. 20-400-04 (Coastal Development Permit), subject to certain findings and conditions.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/0G7887_7Np0

G. STUDY SESSION/REPORTS

H. PLANNING COMMISSION BUSINESS

I. COMMUNITY DEVELOPMENT STAFF UPDATES

J. ADJOURNMENT

FUTURE MEETINGS

Thursday, July 1, 2021, 6:00 p.m., City Council Chambers

RULES AND PROCEDURES (BYLAWS) SUBCOMMITTEE MEETING

Council Chambers, 305 West Third Street

Thursday, June 17, 2021, 6:00 p.m. immediately following the close of the Planning Commission meeting

A. ROLL CALL

B. PUBLIC COMMENTS - On Items Not On The Agenda

At this time, a person may address the Planning Commission on matters within the jurisdiction of the Planning Commission, including information/consent items and any item not appearing on the agenda. The Chair shall limit public comments to three (3) minutes. The Planning Commission cannot take action on any item presented during public comments that is not on the agenda and such item may only be referred to the Commission Secretary. Persons wishing to speak on public hearing items should do so at the time of the public hearing.

C. STUDY SESSION/REPORTS

1. Project Name: Rules and Procedures (Bylaws) Discussion

City Staff: Scott Kolwitz, Planning and Environmental Services Manager

Ken Rozell, Chief Assistant City Attorney

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Written materials relating to an item on this agenda that are distributed to the Planning Commission within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at 214 South C Street, during customary business hours.

Recommendation: That the Planning Commission Rules and Procedures (Bylaws) Subcommittee review and suggest revisions to the Rules and Procedures of the Planning Commission in preparation of reporting its findings and recommendations to the Planning Commission by August 5, 2021.

D. ADJOURNMENT

FUTURE MEETINGS

Thursday, July 1, 2021, 6:00 p.m. immediately following the close of the Planning Commission meeting, City Council Chambers

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, you should contact the office of the City Clerk at (805) 385-7803. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

Written materials relating to an item on this agenda that are distributed to the Planning Commission within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at 214 South C Street, during customary business hours.

MINUTES
OXNARD PLANNING COMMISSION
REGULAR MEETING
June 3, 2021 Minutes
DRAFT

A. ROLL CALL

1. At 6:01 p.m., the regular meeting of the Oxnard Planning Commission convened in the Council Chambers. Chair Chavez announced pursuant to Governor Newsom's Executive Order N-29-20, members of the Planning Commission or staff may participate in meetings via teleconference.
2. Chair Chavez (via videoconference), Vice Chair Arruejo (via videoconference), Commissioners Connelly (via videoconference), Lopez (via videoconference), Meyer (via videoconference), and Nash (via videoconference) were present. Commissioner Sanchez was absent.
3. Staff members present were: Scott Kolwitz, Planning & Environmental Services Manager; Jay Dobrowalski, Senior Planner; Ken Rozell, Chief Assistant City Attorney; Jessica Monterroso, Administrative Secretary and Dee Lai, Recording Secretary.
4. Chair Chavez presided and called the meeting to order.

B. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES

1. Vice Chair Arruejo led the pledge of allegiance.

C. PUBLIC COMMENTS - On Items Not On The Agenda

1. None.

D. CONSENT AGENDA

1. APPROVAL OF MINUTES - May 20, 2021

MOTION: Vice Chair Arruejo moved and Commissioner Lopez seconded a motion to approve the minutes of May 20, 2021 as submitted.

VOTE: Chair Chavez, Vice Chair Arruejo, Commissioners Connelly, Lopez, Meyer, and Nash voted in favor. Commissioner Sanchez was absent. The motion carried 6:0:1:0:0¹.

¹ In Favor: Against: Absent: Abstain: Recused

E. EX PARTE DECLARATIONS FOR PUBLIC HEARING ITEMS

1. Vice Chair Arruejo commented that he had ex parte communication for Item F-1. He visited the 1001 Catamaran Duplex project site.
2. Commissioner Lopez asked whether he could participate in the review of Item F-1 due to the proximity of his residence to the project site. Scott Kolwitz, Planning and Environmental Services Manager, confirmed Commissioner Lopez could participate in the review of Item F-1 as his residence is further than 1,000 feet from the project site.
3. None of the remaining Planning Commissioners had any ex parte communications to report for Items F-1.

F. PUBLIC HEARING

1. **Project Name: 1001 Catamaran Duplex** - Planning and Zoning Permit No. 21-400-01 (Coastal Development Permit), requesting authorization to construct a two-story 4,728 square-foot residential duplex building consisting of two, attached three-bedroom dwelling units which are each 1,943 square feet with an attached 421 square-foot two-car garage, and will also include an 85 square-foot balcony and a 263 square-foot terrace on a 7,900 square-foot vacant lot. The project site is located at 1001 Catamaran Street (APN: 196-0-031-065) within the Residential Existing (REX) land use designation and the Coastal Multiple-Family (R-2-C) zone and is located within the Oxnard Dunes Neighborhood. Filed by Zareh Keshmeshian, on behalf of property owner Oganesh Karapetian, 212 Glendale Avenue, Glendale, California 91206 (the "Applicant").
City Staff: Jay Dobrowalski, Senior Planner

Recommendation: That the Planning Commission

- a) Find the Project to be Categorically Exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15303(New Construction or Conversion of Small Structures); and
- b) Adopt Resolution 2021-XX approving Planning and Zoning Permit No. 21-400-01 (Coastal Development Permit), subject to certain findings and conditions.

Jay Dobrowalski, Senior Planner, provided the required Measure M pre-recorded presentation video outlining the request which was posted with the agenda: <https://youtu.be/5R9-2fnCqII>

The applicant team was not available for questions and they did not provide any presentation.

Chair Chavez opened the public comments portion of the public hearing.

Public Verbal comment was received from Janett Nolan (Oxnard) who was against the project. She commented that the retaining wall needs repair, the second story duplex introduces privacy issues, and the property is in disarray.

No other public verbal or written comments were received in support of or against Item F-1.

Chair Chavez closed the public comments portion of the public hearing.

Discussion ensued among the Commissioners and staff about several topics, including: development requirements regarding 1) backyard common open space, 2) landscape planters between driveways, 3) guest parking location 4) identical structures, 5) materials of the duplex and flat roofs, 6) energy standards and solar panels, and 7) fencing; Condition number 61's construction hours; and likelihood of pile driving construction method.

MOTION: Vice Chair Arruejo moved and Commissioner Meyer seconded a motion to approve the 1001 Catamaran Duplex as submitted, finding the Project Project to be Categorically Exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15303 (New Construction or Conversion of Small Structures); and adopt Resolution 2021-11 approving Planning and Zoning Permit No. 21-400-01 (Coastal Development Permit), subject to certain findings and conditions, subject to certain findings and conditions.

VOTE: Chair Chavez, Vice Chair Arruejo, and Commissioners Connelly, Lopez Meyer, Nash voted in favor. Commissioner Sanchez was absent. The motion carried 6:0:1:0:0²

G. STUDY SESSION/REPORTS

1. None

H. PLANNING COMMISSION BUSINESS

1. Commissioner Nash congratulated Chair Chavez for being appointed to the Ventura County Climate Emergency Council.
2. Commissioner Meyer congratulated Oxnard and Ventura County for entering the the least restrictive Yellow Tier in the State's Blueprint for a Safer Economy at 12:01 am on Wednesday, June 2, 2021 after meeting the required metrics for the required two-week period.
3. Commissioner Lopez stated that Kip Turner, Director of Airports, Ventura County suspended the Master Airport Plan process for a period of approximately one year or more if needed to broaden community engagement.
4. Commissioner Connelly encouraged the Planning Commissioners to review the Bylaws.
5. Chair Chavez announced Metrolink introduced their first Saturday service on the Ventura County line on May 29, 2021, and more information can be found on the website at www.metrolinktrains.com. He also will adjourn the meeting in memory of the Los Angeles County Fire Station 81 firefighter who was killed and a speedy

² In Favor: Against: Absent: Abstain: Recused

recovery of the firefighter who sustained injuries trying to intervene. He reminded all to be vigilant and be aware of our surroundings.

I. COMMUNITY DEVELOPMENT STAFF UPDATES

1. Scott Kolwitz, Planning & Environmental Services Manager announced:
 - i. On June 1, 2021, the City Council reviewed and approved the Housing Department's Central Terrace Apartments - In-Lieu Loan Agreement and Affordable Housing and Sustainable Communities (AHSC) Program Implementation Agreement.
 - ii. On June 15, 2021, City Hall will be reopening to the public from 8:00 a.m. to 12:00 p.m. (noon). Masks and social distancing will be required at City Hall. No in-person Planning Commission meetings are yet scheduled.
 - iii. The next planning Commission meeting is scheduled for June 17, 2021 at 6:00 p.m.

J. ADJOURNMENT

1. At 6:45 p.m., the Planning Commission concurred to adjourn.

FUTURE MEETINGS

Thursday, June 17, 2021, 6:00 p.m., City Council Chambers

RULES AND PROCEDURES (BYLAWS) SUBCOMMITTEE MEETING

Council Chambers, 305 West Third Street

Thursday, June 3, 2021, 6:00 p.m. immediately following the close of the Planning Commission meeting

A. ROLL CALL

1. At 6:47 p.m., the Planning Commission Rules and Procedures (Bylaws) Subcommittee meeting of the Oxnard Planning Commission convened in the Council Chambers.
2. Chair Chavez (via videoconference), Vice Chair Arruejo (via videoconference), and Commissioners Connelly (via videoconference) were present.
3. Staff members present were: Scott Kolwitz, Planning & Environmental Services Manager; Ken Rozell, Chief Assistant City Attorney; Jessica Monterroso, Administrative Secretary and Dee Lai, Recording Secretary.

B. STUDY SESSION/REPORTS

1. **Project Name: Rules and Procedures (Bylaws) Discussion**
City Staff: Scott Kolwitz, Planning and Environmental Services Manager
Ken Rozell, Chief Assistant City Attorney

Recommendation: That the Planning Commission Rules and Procedures (Bylaws) Subcommittee review and suggest revisions to the Rules and Procedures of the Planning

Commission in preparation of reporting its findings and recommendations to the Planning Commission by August 5, 2021.

Discussion ensued among the members of the Bylaws subcommittee and staff regarding proposed amendments to the Rules and Procedures (Bylaws) to be presented and approved by the full Planning Commission on August 5, 2021.

C. ADJOURNMENT

1. At 7:17 p.m, the Planning Commission Rules and Procedures (Bylaws) Subcommittee concurred to adjourn.

FUTURE MEETINGS

Thursday, June 17, 2021, 6:00 p.m. immediately following the close of the Planning Commission meeting, City Council Chambers

Daniel Chavez Jr.,
Chair

ATTEST _____
Scott Kolwitz,
Planning & Environmental Services Manager

MEMO



DATE: June 10, 2021

TO: Planning Commission Rules and Procedures (Bylaws) Subcommittee

FROM: Scott Kolwitz, Planning and Environmental Services Manager
Ken Rozell, Chief Assistant City Attorney

SUBJECT: Rules and Procedures (Bylaws) Discussion Agenda Item No. C.1

Individual members of the Planning Commission's Rules and Procedures (Bylaws) Subcommittee have prepared and submitted proposed written edits to the Bylaws to be discussed at their meeting on June 17, 2021.

Members of the public are welcome to provide comments on this item during the public comment portion of this item.

Attachments:

1. Chair Chavez's Edits to the Bylaws
2. Vice Chair Arruejo's Edits to the Bylaws

1 IN THE PLANNING COMMISSION OF THE CITY OF OXNARD

2
3 PENDING DATE
4

5
6
7 **RESOLUTION**

8 Offered by Mr. Chávez

9 To adopt rules of the Planning Commission pursuant to Section A of Rule XIV of these
10 Commission rules in the City of Oxnard.
11

12 *Resolved* that the Rules of the Planning Commission of the City of Oxnard shall be:

13 **RULE 1**

14 **GENERAL PROVISIONS**

- 15 (a) The rules of the Planning Commission of the City of Oxnard (hereinafter in these rules
16 referred to as the "Commission") adopt the following rules and procedures to govern the
17 conduct of its meetings.
18 (b) Upon appointment, each member of the Commission shall receive a copy of these rules
19 and procedures.
20 (c) Each subcommittee is a part of the Commission and is subject to the Commission's
21 authority and direction and its rules.

22 **RULE 2**

23 **MEETINGS**

24 *Calling of Meetings*

- 25 (a) The Commission shall regularly meet on the first and third Thursday of each month.
26 The regular meeting shall commence at 6:00 p.m. in the City Council Chambers.
27 (b) Prior to the regular meeting, the Commission may convene an agenda review meeting.
28 The purpose of this meeting is for the Commission to review those matters on the
29 regular meeting agenda and for the Commission members to ask staff questions.
30 (c) Special meetings shall be called and convened by the Chair or majority of the members
31 as provided by Resolution No. 2019-23.
32 (d) The Ralph M. Brown Act shall govern all meetings of the Commission.

33 *Notice for Meetings*

- (a) The Commission meetings shall comply with Ordinance No. 2948 (Sunshine Ordinance), and the legislative body and public shall have agenda/attachments available 12 days before the regular meeting and 7 days before a special meeting.

RULE 3

MEETING AND HEARING PROCEDURES

In general

- (a) Meetings and hearings of the Commission shall be called to order and presided over by the Chair or, in the Chair's absence, by the Vice-Chair to carry out such duties.
- (b) Meetings and hearings of the Commission shall be open to the public unless closed under the Commission's Counsel direction.
- (c) Any meeting or hearing of the Commission that is open to the public shall be open to coverage by television broadcast, online through the city website and YouTube channel.
- (d) No person other than a member of the Commission or city staff may stand in or be seated at the Council Chambers' dais area unless the Chair determines otherwise.

Quorum

- (a) A quorum of the Commission shall be four members. A quorum shall be present for the Commission to conduct business.

Voting

- (a) No vote may be conducted on any item before the Commission unless the Commission's requisite number of members is present.
- (b) No vote by any member of the Commission on any item may be cast by proxy.
- (c) Unless otherwise specified by State law, an affirmative vote of a majority of the members present and eligible to vote shall take action on any items.
- (d) If any item fails to receive a majority vote, it will be considered denied or recommended for denial.

Meeting procedures

- (a) The Chair shall call the meeting to order and announce the date, time, and meeting type.
- (b) Each Commission meeting shall include preliminary items, such as "Roll Call" and "Pledge of Allegiance."
- (c) Each meeting shall have a time for the public to speak entitled "Public Comments on items not on the Agenda." The public will also be allowed to speak on all items listed on the agenda.
- (d) When the Chair calls for public comments during a regular meeting, the public member may address the Commission on matters within the Commission's subject matter jurisdiction and that do not appear on the agenda as a listed item.
- (e) When the Chair calls for public comments during a special meeting, the public member may address the Commission on matters within the Commission's subject matter jurisdiction and that only appear on the agenda as a listed item.

- 1 (f) Each member of the public is allowed a minimum of three (3) minutes to speak, but
2 additional time may be granted by the Chair or majority of the members.
3 (g) The Commission shall not take action on any item not appearing on the agenda unless
4 the action is authorized by the Ralph M. Brown Act.

5 *Consent Agenda*

- 6 (a) This portion of the agenda shall include minor or routine items, whether previous
7 meeting minutes, continued public hearings, new public hearings, requests for
8 resolutions of intentions, or other matters.
9 (b) When the consent portion of the agenda is called, the Chair shall ask the members if
10 they have questions or if a discussion is required. Staff may respond to routine inquiries
11 from members of the Commission concerning items on the consent agenda. If there are
12 substantial questions by members of the Commission, an item may be removed from the
13 consent agenda and considered separately.
14 (c) If there are public hearing items on the consent agenda, the Chair shall open a single
15 public hearing for all such items. The Chair shall not open individual public hearings
16 for each item or permit consideration individually unless the item is removed from the
17 consent agenda.
18 (d) Any member of the Commission may move that a matter on the consent agenda be
19 removed from the consent agenda and be considered separately under either continued
20 public hearings or new public hearings. Upon receiving a second, this motion shall be
21 voted upon without discussion.

22 *Continued Public Hearings*

- 23 (a) If not heard on the consent agenda, a continued public hearing shall be resumed at the
24 point of the public hearing at which such matter was continued. If the public testimony
25 portion of the public hearing had been closed, public testimony may be reopened upon a
26 motion and second that is then approved by a vote of the Commission.

27 *New Public Hearings*

- 28 (a) Shall be conducted as outlined in Rule 4.

29 *Manager/Staff Comments*

- 30 (a) This portion is an opportunity for the Manager or staff to provide updates on
31 upcoming items, past items, study sessions, and other announcements.

32 *Commissioner Comments*

- 33 (a) During this portion of the agenda, members of the Commission may make a brief
34 announcement, report on their activities, or request an item be placed on the agenda for
35 future consideration.

36 *Adjournment*

- 37 (a) Commission meetings shall adjourn by 11:00 p.m. unless extended as set forth in the
38 next subsection.

- (b) If a motion to extend the meeting after 11:00 p.m. is passed by at least two-thirds of the members of the Commission who are present and eligible to vote upon such motion, the Commission may hear and consider any matter on the agenda after 11:00 p.m.

RULE 4

CONDUCT OF PUBLIC HEARING

Disruptive Public Speakers

- (a) No member of the public shall engage in conduct that disrupts, disturbs, or impedes the Commission meeting's orderly conduct. Such behavior may include making loud, threatening, abusive, personal, impertinent, or profane remarks. The Chair or a majority of the Commission present members may order any person who engages in such to be silent. If such an order is given, such person shall be barred from further communication with the Commission during that meeting or be required to leave the meeting room.

Public Hearing Procedure

- (a) Unless otherwise directed by the Chair, the order of presentation of evidence or testimony, oral and written, on any public hearing item shall be as follows:
- a. The Chair opens the public hearing.
 - b. Staff makes a brief presentation, including a summary of the item, an analysis of the issues, and a recommendation.
 - c. If present, the applicant may make a presentation and shall be available for questions from the Commission. The Commission may proceed whether or not an applicant is present.
 - d. Members question both staff and applicant(s).
 - e. The Chair invites public testimony.
 - f. Staff and applicant(s) respond to public testimony.
 - g. Chair closes hearing to public testimony.
 - h. Members deliberate and vote on the item.

Oral Testimony

- (b) All oral testimony received at meetings of the Commission shall be directed to the Chair. All oral testimony from one person shall be limited to three minutes, provided, however, that the Chair may grant additional time to an applicant, an appellant, a staff member, a consultant to the City, a representative of a neighborhood council, or a representative of another public agency.

Debate and Questions

- (c) The Chair shall not allow debate among members of the public. Any person wishing to direct a question to another person shall submit such question to the Chair, who may, at his or her discretion, ask the question. The Chair may prohibit a member of the public from speaking on an issue more than once during any hearing.

Rules of Evidence

- 1 (d) Public hearings held by Commission need not be conducted according to the rules of
2 evidence contained in the California Evidence Code. The following rules of evidence
3 shall apply:
- 4 a. The Commission may consider any evidence that is the sort of evidence that
5 responsible persons are accustomed to relying upon in the conduct of serious
6 affairs.
 - 7 b. All evidence shall be directly related to the item under consideration.
 - 8 c. Persons testifying before the Commission shall be encouraged to submit their
9 testimony and comments in writing for the record.

10 **RULE 5**

11 **COMMUNICATIONS AND REPORTS OF THE COMMISSION**

12 *Information provided by Staff*

- 13 (a) Customarily, staff reports and other information related to a regular meeting shall be
14 provided to the Commission on the Monday preceding a Thursday meeting.
- 15 (b) Staff may provide the Commission with supplemental information closer to the time of
16 or at a meeting, and the agenda item need not be continued.
- 17 (c) As provided in Government Code section 54957.5, agendas, staff reports, supplemental
18 information, and other writings distributed to all, or a majority, of the members of the
19 Commission in connection with a matter subject to discussion or consideration at a
20 Commission meeting shall be made available for public inspection or copying without
21 delay, unless such writings are exempt by law from public disclosure.

22 *Written Communications from the Public*

- 23 (a) The Commission encourages the public to prepare and send written communications
24 that may assist the Commission in its deliberations on an item. The correspondent shall
25 provide fifteen copies of all written material for members, the recording secretary, staff,
26 file, and the public.
- 27 (b) The Commission shall refer to staff all such written communications, including e-mails,
28 regarding a subject or matter, not appearing on the agenda.

29 **RULE 6**

30 **ELECTION AND DUTIES OF OFFICERS**

31 *Election of the Chair and Vice-Chair*

- 32 (a) Elections will be held during the first regular meeting of the Commission held in every
33 calendar year or during the first regular meeting after appointment of the members of
34 the Commission by the City Council.
- 35 (b) The members of the Commission shall elect one member as Chair and another as Vice-
36 Chair, to serve for one year or until a successor is appointed, unless either is earlier
37 removed from such positions by a majority vote of the members of the Commission or by
38 the City Council.
- 39 (c) **Selection of Chair and Vice-Chair**

- a. The Chair will open nominations for Chair.
 - b. After all nominations the Chair will close nominations.
 - c. The Commission Clerk will perform a roll call of the members.
 - d. Each Member will vote by stating their choice for Chair of the nominees if there is multiple. A single nomination will be a simple Yes or No vote.
 - e. At the conclusion the **NEW** Chair will assume all duties and conduct the Vice-Chair selection.
- (d) The Chair shall preside at all regular and special meetings, re-order agenda as necessary, call special meetings, represent the Commission at meetings of the City Council, other public agencies and at civic events. The Chair is also responsible to sign resolutions adopted by the Commission and verify the accuracy of the contents.
- (e) In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.
- (f) In the absence of both the Chair and Vice-Chair, the immediate past chair shall preside at the meeting.

RULE 7

SEATING ARRANGEMENT

- (a) The seating arrangement for the Commission shall be as follows:
- a. The Chair shall be seated in the middle of the dais. The Vice-Chair shall sit immediately to the Chair's right.
 - b. The senior member on the Commission will sit immediately to the Chair's left.
 - c. The Commission members will sit in seniority, with the newest member seated on the far right of the Chair.
 - d. When a member of the Commission leaves the Commission, the members will close the gap based on seniority towards the Chair, and the newly appointed member is seated on the far right of the Chair.

RULE 8

RESTRICTION ON REPRESENTATION

- (a) No Member of the **Commission** shall purport to represent or speak on behalf of the Commission without obtaining the consent of the Commission in the form of a motion passed at a regular or special meeting of the Commission.

RULE 9

CONDUCT OF COMMISSION MEMBERS

- (a) All Commission members are required to conduct themselves respectfully while on the dais, on social media, and within the public.
- (b) Members should be active and work cooperatively with other Commission members.
- (c) Do not engage in side conversations or be on mobile devices while on the dais.
- (d) Members are to respect fellow Commissioners' time and wait to be recognized by the Chair before speaking.
- (e) Members are to be familiar with Robert's Rules of Orders.

1 **RULE 10**

2 **RECORD OF MEETINGS**

- 3 (a) A minute record of all proceedings before the Commission shall be prepared and
4 preserved by staff.
- 5 (b) Minutes shall be prepared in the form and format prescribed by the City Council for
6 citizen advisory groups.
- 7 (c) All reports and written communications directed to the Commission shall be made a
8 part of the permanent record of the Commission.
- 9 (d) All motions considered by the Commission shall be recorded whether they pass or fail.
- 10 (e) Members of the Commission wishing to have specific comments regarding an item
11 reflected in the minutes and preserved for the record shall state, prior to making a
12 comment, that the comment is "for the record."
- 13 (f) Draft minutes of meetings shall be presented by the recording secretary to the
14 Commission for correction and approval as soon as practical.

15 **RULE 11**

16 **SUBCOMMITTEES**

- 17 (a) With the approval of a majority of the Commission members, the Chair may appoint
18 members of the Commission to subcommittees to make recommendations to the full
19 Commission on land use policy matters or such other matters as the Chair may deem
20 appropriate.

21 **RULE 12**

22 **PARLIAMENTARY PROCEDURE**

- 23 (a) In conducting meetings, the Chair shall be guided by but is not required to strictly
24 adhere to Robert's Rules of Order, Newly Revised.

25 **RULE 13**

26 **RESIGNATION**

- 27 (a) Any member of the Commission desiring to resign from the Commission shall submit a
28 written resignation to the City Clerk.

29 **RULE 14**

30 **AMENDMENT OF RULES AND PROCEDURES**

- 31 (a) The Commission will amend the rules and procedures every two years at a regular
32 meeting of the Commission.
- 33 (b) By a majority of the Commission members, it may be amended prior to the two years
34 with a submitted amendment in writing at a regular meeting.

MEMO

DATE: June 17, 2021
TO: Rules and Procedures (Bylaws) Subcommittee
CC: Scott Kolwitz, Planning Manager
Ken Rozell, Chief Assistant City Attorney
FROM: Ronald Arruejo, Rules and Procedures (Bylaws) Subcommittee, Chair
SUBJECT: Revision Proposal to the Planning Commission Rules and Procedures (Bylaws)

The Rules and Procedures (Bylaws) Subcommittee was created by the Planning Commission and subsequently had its first meeting on June 3, 2021. It was discussed during the meeting for members of the subcommittee to propose amendments to the Rules and Procedures (Bylaws) for an eventual revision proposal to be presented and approved at the full Planning Commission.

Please find enclosed a proposal for various amendments to be made to the Planning Commission Rules and Procedures (Bylaws) to be presented to the subcommittee for discussion and possible action.

Respectfully Submitted,

Ronald J Arruejo

Rules and Procedures (Bylaws) Subcommittee, Chair

Enclosure: Planning Commission Rules and Procedures (Bylaws): Revision Proposal

Planning Commission Rules and Procedures (Bylaws)
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I. RECEIPT OF RULES AND PROCEDURES

AMENDMENT RA-1

Original	Revision	Proposal
Upon appointment, each member of the Commission shall receive a copy of these rules and procedures.	Upon appointment and when the rules and procedures are amended , each member of the Commission shall receive a copy of these rules and procedures.	Upon appointment and when the rules and procedures are amended, each member of the Commission shall receive a copy of these rules and procedures.

Summary: Adds provision for additionally distributing when the rules and procedures are amended.

Reasoning:

- Commission members may not necessarily know the most recently updated rules and procedures if they missed one or more regular meetings during the course of discussing the amendments to the rules and procedures.
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II. MEETINGS

AMENDMENT RA-2

Original	Revision	Proposal
A. Regular Meetings Regular meetings of the Commission shall be held twice a month on the first and third Thursday of each month. The regular meetings shall commence at 6:00 p.m. in the City Council Chambers.	A. Regular Meetings 1. Regular meetings of the Commission shall be held twice a month on the first and third Thursday of each month. The regular meetings shall commence at 6:00 p.m. and be conducted as follows: a. in the City Council Chambers; or b. in any such other place after notice duly given	A. Regular Meetings 1. Regular meetings of the Commission shall be held twice a month on the first and third Thursday of each month. The regular meetings shall commence at 6:00 p.m. and be conducted as follows: a. in the City Council Chambers; or b. in any such other place after notice duly given within

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	within the corporate limits of the City; or c. by videoconference; or d. by a technology that allows all participating members to see each other, as well as to hear each other, at the same time. 2. If the scheduled date for a regular meeting falls on a holiday, such meeting shall be rescheduled in accordance with Council policy.	the corporate limits of the City; or c. by videoconference; or d. by a technology that allows all participating members to see each other, as well as to hear each other, at the same time. 2. If the scheduled date for a regular meeting falls on a holiday, such meeting shall be rescheduled in accordance with Council policy.
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Summary: Adds additional venues and methods to conduct meetings and creates a standard for rescheduling meetings due to a conflict with a city holiday.

Reasoning:

- According to RONR, provisions should be made in the bylaws to conduct a meeting other than in person.
- If a meeting landed on a holiday, there is not a set policy regarding when the meeting will be rescheduled the meetings and could potentially be arbitrarily rescheduled. The amendment creates a restriction on the rescheduling to a Council policy.

Resource: RONR 9:33

AMENDMENT RA-3

Original	Revision	Proposal
B. Agenda Review Meetings Prior to a regularly scheduled meeting, the Commission may convene an agenda review meeting. The purpose of this meeting is for the Commission to review those matters on the regular meeting agenda and for the	B. Agenda Review Meetings Prior to a regularly scheduled meeting, the Commission may convene an agenda review meeting. The purpose of this meeting is for the Commission to review those matters on the regular meeting agenda and for the	

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members of the Commission to ask questions of staff and indicate to staff what additional information would be helpful to the Commission in considering an agenda item.	members of the Commission to ask questions of staff and indicate to staff what additional information would be helpful to the Commission in considering an agenda item.	
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Summary: Removes the provision for an Agenda Review Meeting.

Reasoning:

- This type of meeting does not need to be formalized as actions will not be taken.
- A preparatory meeting can be taken place in a variety of methods, and a formal Agenda Review Meeting does not need to occur in order to get additional information from staff or relevant sources.

AMENDMENT RA-4

Original	Revision	Proposal
C. Special Meetings	C. Special Meetings	C. Special Meetings
_ . [New Section]	D. Meeting Cancellation or Rescheduling	D. Meeting Cancellation or Rescheduled
D. Brown Act	If the chair or a majority of the members deems it necessary or desirable, a scheduled regular meeting may be cancelled or rescheduled upon giving notice, unless a public hearing has previously been noticed.	If the chair or a majority of the members deems it necessary or desirable, a scheduled regular meeting may be cancelled or rescheduled upon giving notice, unless a public hearing has previously been noticed.
	D E. Brown Act	E. Brown Act

Summary: Adds a provision to cancel or reschedule a meeting.

Reasoning:

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- It creates a formalized method for the members to cancel or reschedule a meeting, only as necessary or desirable.

III. QUORUM/VOTING REQUIREMENTS

AMENDMENT RA-5

Original	Revision	Proposal
III. QUORUM/VOTING REQUIREMENTS	III. QUORUM/VOTING REQUIREMENTS PROCEDURE	III. QUORUM/VOTING PROCEDURE

Summary: Changes word of title from Requirements to Procedure.

Reasoning:

- The word “Requirements” sounds more restrictive than “Procedure”.
- The rewording does not give, change, or remove any provisions.

AMENDMENT RA-6

Original	Revision	Proposal
A. A quorum of the Commission shall be four members. A quorum shall be present in order for the Commission to conduct business.	A. Quorum 1. A quorum of the Commission shall be four members. 2. A quorum shall be present in order for the Commission to conduct business. 3. Absence of a Quorum a. In the absence of a quorum at any meeting, such meeting shall be adjourned to the next regular meeting date by the chair, majority of members present, or staff. b. A meeting may be declared adjourned for	A. Quorum 1. A quorum of the Commission shall be four members. 2. A quorum shall be present in order for the Commission to conduct business. 3. Absence of a Quorum a. In the absence of a quorum at any meeting, such meeting shall be adjourned to the next regular meeting date by the chair, majority of members present, or staff. b. A meeting may be declared adjourned for absence of a quorum after a

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	absence of a quorum after a 15-minute period has elapsed from the scheduled time of the start of the meeting. c. A meeting may also be declared adjourned in advance if the absence notifications received by staff provided for the absence of a quorum. d. Adjournment may be declared by the chair, vice chair, or staff. 4. Exception to Absence of Quorum Because of Abstentions Due to a Conflict of Interest a. If enough Commissioners abstain due to a conflict of interest so as to lose a quorum, the Commission shall exercise the rule of necessity to regain a quorum. b. Otherwise disqualified Commissioners shall be chosen by lot until a quorum is reached. c. The Commissioner so chosen shall continue to participate in that matter until its conclusion.	15-minute period has elapsed from the scheduled time of the start of the meeting. c. A meeting may also be declared adjourned in advance if the absence notifications received by staff provided for the absence of a quorum. d. Adjournment may be declared by the chair, vice chair, or staff. 4. Exception to Absence of Quorum Because of Abstentions Due to a Conflict of Interest a. If enough Commissioners abstain due to a conflict of interest so as to lose a quorum, the Commission shall exercise the rule of necessity to regain a quorum. b. Otherwise disqualified Commissioners shall be chosen by lot until a quorum is reached. c. The Commissioner so chosen shall continue to participate in that matter until its conclusion.
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Summary: Adds explanations to what constitutes the absence of a quorum and an exception to the absence of a quorum.

Reasoning:

- While less than 4 members is defined as needing a quorum, the revision adds some flexibility as to when the lack of quorum is declared and when it can be declared in advance.

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- If a quorum is due to a conflict of interest, the revision provides a method to reestablish a quorum in order to reach a decision.

Resource: Section 87100

IV. ORGANIZATION OF COMMISSION AGENDAS

AMENDMENT RA-7

Original	Revision	Proposal
C.4. Each member of the public speaking on the public comments item shall be limited to three minutes, unless additional time is granted by the chair or a majority of the commission.	C.4. Each member of the public speaking on the public comments item shall be limited to three minutes, unless additional time is granted by the chair or a majority of the commission.	C.4. Each member of the public speaking on the public comments item shall be three minutes, unless additional time is granted by the chair or a majority of the commission.

Summary: Sets a minimum of three minutes for public comment.

Reasoning:

- Puts the rules and procedures in compliance with Measure M.

Resource: Measure M

AMENDMENT RA-8

Original	Revision	Proposal
D. Reading of Agenda 1. Staff shall announce the matters that are on the agenda and, for each matter, state whether the matter is ready to be heard or if other action is requested. 2. ...	D. Reading of Agenda Contents 1. Staff shall announce the matters that are on the agenda and, for each matter, state whether the matter is ready to be heard or if other action is requested. 2. 1. ...	D. Agenda Contents 1. ... 2. ...

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3. ...	3. 2. ...	
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Summary: Removes the provision for staff announcing the agenda items and actions to be heard.

Reasoning:

- With the revision, the default for announcing agenda items and actions falls to the chair.

AMENDMENT RA-9A

Original	Revision	Proposal
E. Approval of Minutes Minutes of previous meetings shall be approved at a subsequent Commission meeting. Members not present at a meeting for which minutes are being considered may choose, at their discretion, to participate or abstain from the approval of those minutes.	E. Approval of Minutes Minutes of previous meetings shall be approved at a subsequent Commission meeting. Members not present at a meeting for which minutes are being considered may choose, at their discretion, to participate or are recommended to abstain from the approval of those minutes.	E. Approval of Minutes Minutes of previous meetings shall be approved at a subsequent Commission meeting. Members not present at a meeting for which minutes are being considered are recommended to abstain from the approval of those minutes.

Summary: Changes from a commissioner's discretion to a recommendation to abstain by those not present at a meeting in regards to the approval of the minutes of that meeting.

Reasoning:

- While it is logical why a member should abstain from approving the minutes of a meeting they were not at, it cannot be enforced.

Resource: RONR 45:3

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AMENDMENT RA-9B

Original	Revision	Proposal
E. Approval of Minutes Minutes of previous meetings shall be approved at a subsequent Commission meeting. Members not present at a meeting for which minutes are being considered may choose, at their discretion, to participate or abstain from the approval of those minutes.	E. Approval of Minutes Minutes of previous meetings shall be approved at a subsequent Commission meeting. Members not present at a meeting for which minutes are being considered may choose, at their discretion, to participate or abstain from the approval of those minutes.	E. Approval of Minutes Minutes of previous meetings shall be approved at a subsequent Commission meeting.

Summary: Removes explanation of the discretion of a member to participate or abstain.

Reasoning:

- RONR sufficiently explains a member's ability to participate and/or abstain and is solely on the member regarding how they should vote.

AMENDMENT RA-10

Original	Revision	Proposal
F. Consent Agenda 2.a. When the consent portion of the agenda is called, the chair shall ask the members if they have questions or if discussion is required. Staff may respond to routine questions from members of the Commission concerning items on the consent agenda. If there are substantial questions by members of the Commission, an item may be removed	F. Consent Agenda 2.a. When the consent portion of the agenda is called, the chair shall ask the members if they have questions or if discussion is required. Staff may respond to routine questions from members of the Commission concerning items on the consent agenda. If there are substantial questions by members of the Commission, an item may be removed	F. Consent Agenda 2.a. When the consent portion of the agenda is called, the chair shall ask the members if they have questions or if discussion is required. Staff may respond to routine questions from members of the Commission concerning items on the consent agenda. If there are substantial questions by members of the Commission, an item may be removed

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from the consent agenda and considered separately.	from the consent agenda and considered separately by one of the following without discussion: i. Chair; or ii. Motion by any member of the Commission upon receiving a second.	from the consent agenda and considered separately by one of the following without discussion: i. Chair; or ii. Motion by any member of the Commission upon receiving a second.
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Summary: Adds methods in which an item can be removed from the consent portion of the agenda.

Reasoning:

- Clarifies who can remove an item from the consent.

AMENDMENT RA-11

Original	Revision	Proposal
F. Consent Agenda _ . [New Section] G. Continued Public Hearings	F. Consent Agenda G. Ex Parte Declarations for Public Hearing Items 1. Commissioners are discouraged from suggesting any change to any project to the applicant or staff before the project is considered by the Commission as a whole. 2. To ensure that all Commissioners receive the same information relative to a project that will be reviewed by the Commission, third party contacts are discouraged. 3. The below should be disclosed by the Commissioner at the Commission meeting prior to the item being considered: a. Ex Parte Communications	F. Consent Agenda G. Ex Parte Declarations for Public Hearing Items 1. Commissioners are discouraged from suggesting any change to any project to the applicant or staff before the project is considered by the Commission as a whole. 2. To ensure that all Commissioners receive the same information relative to a project that will be reviewed by the Commission, third party contacts are discouraged. 3. The below should be disclosed by the Commissioner at the Commission meeting prior to the item being considered: a. Ex Parte Communications

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	b. Site Visits G. H. Continued Public Hearings	b. Site Visits H. Continued Public Hearings
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Summary: Adds and defines what ex parte is and when it should be disclosed.

Reasoning:

- Provides a standard way to determine what ex parte and in what circumstances that it should be disclosed.

AMENDMENT RA-12

Original	Revision	Proposal
K. Planning Manager Comments In addition to presenting any matter that is listed on the agenda under this heading, the Planning Manager may make a brief report on upcoming activities of the Commission or public events.	K. Planning Manager Comments Community Development Staff Updates In addition to presenting any matter that is listed on the agenda under this heading, the Planning Manager members of the Community Development Staff may make a brief report on upcoming activities of the Commission or public events.	K. Community Development Staff Updates In addition to presenting any matter that is listed on the agenda under this heading, members of the Community Development Staff may make a brief report on upcoming activities of the Commission or public events.

Summary: Changes wording for as it currently is presented in the agenda.

Reasoning:

- Provides clarity and expands the default of who is able to give updates.
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AMENDMENT RA-13

Original	Revision	Proposal
L. Adjournment 1. Commission meetings shall adjourn by 11:00 p.m. unless extended as set forth in the next subsection. 2. If a motion to extend the meeting after 11:00 p.m. is passed by at least two-thirds of the members of the Commission who are present and eligible to vote upon such motion, the Commission may hear and consider any matter on the agenda after 11:00 p.m.	L. Adjournment 1. No public hearing or study session/report shall be introduced after the hour of 10:00 p.m. unless extended as set forth in subsection 3. 2. Commission meetings shall adjourn by 11:00 p.m. unless extended as set forth in the next subsection 3. 3. If a motion to extend the meeting after 11:00 p.m. time period is passed by at least two-thirds of the members of the Commission who are present and eligible to vote upon such motion, the Commission may hear and consider any matter on the agenda after 11:00 p.m that time period.	L. Adjournment 1. No public hearing or study session/report shall be introduced after the hour of 10:00 p.m. unless extended as set forth in subsection 3. 2. Commission meetings shall adjourn by 11:00 p.m. unless extended as set forth in subsection 3. 3. If a motion to extend the time period is passed by at least two-thirds of the members of the Commission who are present, the Commission may hear and consider any matter on the agenda after that time period.

Summary: Adds a threshold to ending the introduction of new public hearing or study sessions/reports by 10:00 p.m.

Reasoning:

- Provides a reasonable earlier time at which to introduce a substantial action and provide enough time to discuss before an 11:00 p.m. deadline.
 - Still keeps the provision to extend the time period for either the introduction of new public hearings, study sessions, and reports or the meeting as a whole.
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V. CONDUCT OF MEETINGS

AMENDMENT RA-14

Original	Revision	Proposal
_. [New Section] A. Disruptive Public Speakers	A. Purpose The Planning Commission is a public agency with land use planning and decision-making duties. It is the policy of the Planning Commission to encourage free and open discussion of issues on a Planning Commission meeting agenda, but also to ensure that the Commission completes the agenda in a timely manner and in a process that accords courtesy and respect to all participants. A.B. Disruptive Public Speakers	A. Purpose The Planning Commission is a public agency with land use planning and decision-making duties. It is the policy of the Planning Commission to encourage free and open discussion of issues on a Planning Commission meeting agenda, but also to ensure that the Commission completes the agenda in a timely manner and in a process that accords courtesy and respect to all participants. B. Disruptive Public Speakers

Summary: Adds an overview of what kind of environment the Planning Commission wishes to foster.

Reasoning:

- Provides a positive preface to the conduct of the meetings.
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AMENDMENT RA-15

Original	Revision	Proposal
_. [New Section] A. Disruptive Public Speakers	A. Commission Conduct 1. Addressing the Chair All Commissioners shall address all questions and comments through their chair. 2. Courtesy to Others a. A Commissioner should refrain from offensive remarks directed towards another Commissioner or staff. b. A Commissioner should refrain from disrupting the Commission and give courteous attention to other speakers. c. A Commissioner should be open to all concerns and listen to all participants with an open mind, even if he/she disagrees with them. A.B. Disruptive Public Speakers	A. Commission Conduct 1. Addressing the Chair All Commissioners shall address all questions and comments through their chair. 2. Courtesy to Others a. A Commissioner should refrain from offensive remarks directed towards another Commissioner or staff. b. A Commissioner should refrain from disrupting the Commission and give courteous attention to other speakers. c. A Commissioner should be open to all concerns and listen to all participants with an open mind, even if he/she disagrees with them. B. Disruptive Public Speakers

Summary: Adds formality of addressing the chair and language of how commissioners are recommended to treat everyone.

Reasoning:

- Formality reduces possible heightened emotions to provide a more civil-oriented body.
- Revision adds another tool and language to learn on for the chair or other member to stress courtesy.

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VI. COMMUNICATIONS AND REPORTS TO THE COMMISSION

AMENDMENT RA-16

Original	Revision	Proposal
B.1. The Commission encourages the public to prepare and send written communications that may assist the Commission in its deliberations on an item. The correspondent shall provide fifteen copies of all written material for members, the recording secretary, staff, file, and the public.	B.1. The Commission encourages the public to prepare and send written communications that may assist the Commission in its deliberations on an item. The correspondent shall provide fifteen copies of all written material for members, the recording secretary, staff, file, and the public.	B.1. The Commission encourages the public to prepare and send written communications that may assist the Commission in its deliberations on an item.

Summary: Removes the provision for providing multiple copies.

Reasoning:

- Provision is not needed anymore since electronic means have been the default to distribute.

VII. ELECTION AND DUTIES OF OFFICERS

AMENDMENT RA-17A

Original	Revision	Proposal
A. During the first regular meeting of the Commission held in every calendar year or during the first regular meeting after appointment of the members of the Commission by the City Council, the members of the Commission shall elect one member as chair and another as vice-chair, to serve for one year until a successor is	A. During the first regular meeting of the Commission held in every calendar year or during the first regular meeting after appointment of the members to the start of their full-term of the Commission by the City Council, the members of the Commission shall elect one member as chair and another as vice-chair, to serve for one	A. During the first regular meeting of the Commission held in every calendar year or during the first regular meeting after appointment of the members to the start of their full-term of the Commission by the City Council, the members of the Commission shall elect one member as chair and another as vice-chair, to serve for one

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appointed, unless either is earlier removed from such positions by majority vote of the members of the Commission or by the City Council.	year until a successor is appointed, unless either is earlier removed from such positions by majority vote of the members of the Commission or by the City Council.	year until a successor is appointed, unless either is earlier removed from such positions by majority vote of the members of the Commission or by the City Council.
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Summary: Adds detail of the start of the full-term, not just an appointment at any other item (i.e. to fill a vacancy).

Reasoning:

- Original may be construed to mean the start of any commissioner's term, whether or not it's the start of their full-term.
- Clarifies that the election will happen after the appointment (or reappointment of a member) to a new term, not to fill an unexpired term.

AMENDMENT RA-17B

Original	Revision	Proposal
A. During the first regular meeting of the Commission held in every calendar year or during the first regular meeting after appointment of the members of the Commission by the City Council, the members of the Commission shall elect one member as chair and another as vice-chair, to serve for one year until a successor is appointed, unless either is earlier removed from such positions by majority vote of the members of the Commission or by the City Council.	A. During the first regular meeting of the Commission held in every calendar year or during the first regular meeting after appointment of the members of the Commission by the City Council, the members of the Commission shall elect one member as chair and another as vice-chair, to serve for one year until a successor is appointed, unless either is earlier removed from such positions by majority vote of the members of the Commission or by the City Council. Elections 1. Officers	A. Elections 1. Officers Officers of the Planning Commission shall consist of a chair and vice-chair. 2. Election of Officers During the first regularly scheduled meeting of January of every year, there shall be elected from among the membership of the Planning Commission a chair and vice chair. 3. Term of Office a. The term of office shall last approximately a year until the next election. b. Officers may not serve in the same position for more than two consecutive years.

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	Officers of the Planning Commission shall consist of a chair and vice-chair. 2. Election of Officers During the first regularly scheduled meeting of January of every year, there shall be elected from among the membership of the Planning Commission a chair and vice chair. 3. Term of Office a. The term of office shall last approximately a year until the next election. b. Officers may not serve in the same position for more than two consecutive years. i. An officer who has served a partial term of more than 6 months is deemed to have served the entire year for purposes of calculating number of consecutive years. 4. Nominations a. The chair will open the floor to nominations. b. Any member may nominate a candidate from the membership, including themselves, for the position of chair or vice-chair. Nominations do not require a second. c. A member may withdraw his/her name if placed in nomination. d. If no other nominations are made, the chair will close the nominations. 5. Voting a. Voting will be roll call vote.	i. An officer who has served a partial term of more than 6 months is deemed to have served the entire year for purposes of calculating number of consecutive years. 4. Nominations a. The chair will open the floor to nominations. b. Any member may nominate a candidate from the membership, including themselves, for the position of chair or vice-chair. Nominations do not require a second. c. A member may withdraw his/her name if placed in nomination. d. If no other nominations are made, the chair will close the nominations. 5. Voting a. Voting will be roll call vote. b. The candidate who receives a majority of the votes cast is declared to be legally elected to fill the office of chair. c. The same procedure is followed for the election of vice-chair. d. New officers shall assume office immediately after their election. 6. Vacancy of an Officer a. If a vacancy occurs prior to the next annual election, a special election shall be held to fill the vacant office from among the membership. b. That member shall serve until the next regularly scheduled election.
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	b. The candidate who receives a majority of the votes cast is declared to be legally elected to fill the office of chair. c. The same procedure is followed for the election of vice-chair. d. New officers shall assume office immediately after their election. 6. Vacancy of an Officer a. If a vacancy occurs prior to the next annual election, a special election shall be held to fill the vacant office from among the membership. b. That member shall serve until the next regularly scheduled election. 7. Removal of Elected Officers a. The chair or vice-chair may be removed by a two-thirds majority vote of the full Planning Commission at a regularly scheduled meeting of the Planning Commission, when all appointed members are present. b. Any officer removed ceases to hold the office once the vote has been tallied and announced. c. If the chair is removed, the vice-chair shall become the new chair and an election for the vice chair shall be agendized for the next meeting. d. If the vice-chair is removed, an election for that position shall be	7. Removal of Elected Officers a. The chair or vice-chair may be removed by a two-thirds majority vote of the full Planning Commission at a regularly scheduled meeting of the Planning Commission, when all appointed members are present. b. Any officer removed ceases to hold the office once the vote has been tallied and announced. c. If the chair is removed, the vice-chair shall become the new chair and an election for the vice chair shall be agendized for the next meeting. d. If the vice-chair is removed, an election for that position shall be agendized for the next meeting.
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	agendized for the next meeting.	
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Summary: Defines officers, timing of elections, term of office, nominations, voting, vacancy, and removal.

Reasoning:

- Defines for the record who are the officers.
- Changes the timing of elections to a more definite first regularly scheduled meeting of January instead of the slightly ambiguous first regularly scheduled meeting of January or after the first regularly scheduled meeting after the appointments of commissioners to new terms.
- Provides an explanation for what constitutes a term for consecutive calculation purposes.
- Formalizes that a term is one year and sets a limit to how many terms a commissioner can run in a position.
- Nominations remove the second needed that was in the most recent elections and provides a defined way to remove a name from nominations.
- Voting is clarified that it is a majority of votes cast not of members present or duly appointed.
- Provides the process for what happens when an officer vacancy occurs.
- Provides the process for removing an officer.

Resource: RONR 46:18-21; OCC Article 2, Division 7

AMENDMENT RA-18

Original	Revision	Proposal
B.1.c. Represent the Commission at meetings of the City Council, other public agencies and at civic events. The chair shall not purport to represent or speak on behalf of the Commission at such meetings or events without obtaining the consent of the Commission in the form of a motion passed at a regular or	B.1.c. Represent the Commission at meetings of the City Council, other public agencies and at civic events. The chair shall not purport to represent or speak on behalf of the Commission at such meetings or events without obtaining the consent of the Commission in the form of a motion passed at a regular or	B.1.c. Represent the Commission at meetings of the City Council, other public agencies and at civic events.

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special meeting of the Commission.	special meeting of the Commission.	
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Summary: Removes specific mentioning regarding the chair in regards to representing the Commission.

Reasoning:

- Duplicative with VIII.

AMENDMENT RA-19

Original	Revision	Proposal
B.1.e. Call special meetings.	B.1.e. Call special meetings.	B.1.e. Call special meetings.
B.1.f. [New Section]	B.1.f. The chair and staff shall jointly set the meeting agendas.	B.1.f. The chair and staff shall jointly set the meeting agendas.

Summary: Adds a provision for who sets the agenda.

Reasoning:

- Although already informally done, this revision formalizes the process.

AMENDMENT RA-20

Original	Revision	Proposal
B.3. In the absence of both the chair and vice-chair, the immediate past chair shall preside at the meeting.	B.3. In the absence of both the chair and vice-chair from any meeting, the immediate past chair shall preside at the meeting an acting chair shall be elected from among the members present to serve only during the absence of the chair and vice-chair at that meeting.	B.3. In the absence of both the chair and vice-chair from any meeting, an acting chair shall be elected from among the members present to serve only during the absence of the chair and vice-chair at that meeting.

Summary: Removes the immediate past chair from automatically becoming the chair.

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Reasoning:

- Allows the commission to pick from among themselves.
 - Immediate past chair may not exist and so this provides language for all eventualities.
 - Immediate past chair may have been removed, so keeping the original language might create some awkwardness.
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VIII. RESTRICTION ON REPRESENTATION

No amendments proposed.

IX. RECORD OF MEETINGS

No amendments proposed.

X. SUBCOMMITTEES

AMENDMENT RA-21

Original	Revision	Proposal
X. SUBCOMMITTEES With the approval of a majority of the members of the Commission, the chair may appoint members of the Commission to subcommittees for the purpose of making recommendations to the full Commission on land use policy matters or such other matters as the chair may deem appropriate.	X. SUBCOMMITTEES A. With the approval of a majority of the members of the Commission, the chair may appoint members of the Commission to subcommittees for the purpose of making recommendations to the full Commission on land use policy matters or such other matters as the chair may deem appropriate.	X. SUBCOMMITTEES A. With the approval of a majority of the members of the Commission, the chair may appoint members of the Commission to subcommittees for the purpose of making recommendations to the full Commission on land use policy matters or such other matters as the chair may deem appropriate.

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	B. The Subcommittee shall consist of at least two members.	B. The Subcommittee shall consist of at least two members.
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Summary: Adds language defining a minimum number on the subcommittee.

Reasoning:

- Confirms and/or clarifies that a subcommittee of at least two is the minimum.
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XI. PARLIAMENTARY PROCEDURE

AMENDMENT RA-22

Original	Revision	Proposal
In conducting meetings, the chair shall be guided by, but is not required to strictly adhere to, Robert's Rules of Order, Newly Revised.	In conducting meetings, the chair shall be guided by, but is not required to strictly adhere to, Robert's Rules of Order, Newly Revised. All meetings shall be conducted under the order of parliamentary procedure as specified in the last revised edition of Robert's Rules of Order Newly Revised to the extent that such rules are not in conflict with these rules and procedures.	All meetings shall be conducted under the order of parliamentary procedure as specified in the last revised edition of Robert's Rules of Order Newly Revised to the extent that such rules are not in conflict with these rules and procedures.

Summary: Defines the role of Robert's Rules of Order Newly Revised.

Reasoning:

- Provides a default parliamentary procedure, removes ambiguity to parliamentary procedure, and makes room for different rules and procedures if different than RONR.

Resource: Measure M

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XII. SEATING ARRANGEMENT

No amendments proposed.

XIII. RESIGNATION

No amendments proposed.

XIV. AMENDMENT OF RULES AND PROCEDURES

AMENDMENT RA-23

Original	Revision	Proposal
XIV. AMENDMENT OF RULES AND PROCEDURES These rules and procedures may be amended at any regular meeting of the Commission by a majority of the members of the Commission, provided that the amendment has been submitted in writing at a previous meeting.	XIV. AMENDMENT OF RULES AND PROCEDURES ADOPTION AND AMENDMENT A. Planning Commission Adoption and Amendment These rules and procedures shall be adopted and may be amended at any regular meeting of the Commission by a majority of the members of the Commission, provided that the amendment has been submitted in writing at a previous meeting. B. City Council Adoption and Amendment Upon adoption or amendment by the Planning Commission, such rules and procedures shall be submitted to the City Council for review. The City Council	XIV. ADOPTION AND AMENDMENT A. Planning Commission Adoption and Amendment These rules and procedures shall be adopted and may be amended at any regular meeting of the Commission by a majority of the members of the Commission, provided that the amendment has been submitted in writing at a previous meeting. B. City Council Adoption and Amendment Upon adoption or amendment by the Planning Commission, such rules and procedures shall be submitted to the City Council for review. The City Council shall have the power to approve, disapprove, or

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	shall have the power to approve, disapprove, or modify said rules and procedures, as it deems necessary.	modify said rules and procedures, as it deems necessary.
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Summary: Provides technical wording of adoption and details the process as it passes to the City Council.

Reasoning:

- The word adoption is sometimes used in conjunction with revisions versus approvals with amendments.
 - Explains that the City Council is the final arbiter of any amendments and revisions to the rules and procedures.
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###. TITLE

AMENDMENT RA-24

Original	Revision	Proposal
[New]. [NEW] I. RECEIPT OF RULES AND PROCEDURES	I. TITLE The official title of this Commission shall be "Planning Commission of the City of Oxnard, California." II. II. RECEIPT OF RULES AND PROCEDURES	I. TITLE The official title of this Commission shall be "Planning Commission of the City of Oxnard, California." II. RECEIPT OF RULES AND PROCEDURES

Summary: Provides an official name to the commission.

Reasoning:

- Formalizes the body for official and/or legal purposes.
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###. PREFACE

AMENDMENT RA-25

Original	Revision	Proposal
[New]. [NEW] I. RECEIPT OF RULES AND PROCEDURES	I. PREFACE The Planning Commission shall adopt written rules and regulations as to the time, place and date of its regular meetings and shall adopt such rules and regulations as it deems necessary to conduct its business including rules of procedure. Such rules and regulations shall not be inconsistent with the laws of the State of California or with the ordinances, resolutions, or regulations of the City of Oxnard. These rules and procedures are prepared to serve this purpose. The City Council of the City of Oxnard established the Planning Commission and granted to it responsibilities in the area of land use, redevelopment issues, and planning permit decisions. These rules and procedures are intended to assist and be used by the Planning Commission in performing its duties and conducting its meetings. If a conflict arises between these rules and procedures and the City of Oxnard Municipal Code, the Code shall control.	I. PREFACE The Planning Commission shall adopt written rules and regulations as to the time, place and date of its regular meetings and shall adopt such rules and regulations as it deems necessary to conduct its business including rules of procedure. Such rules and regulations shall not be inconsistent with the laws of the State of California or with the ordinances, resolutions, or regulations of the City of Oxnard. These rules and procedures are prepared to serve this purpose. The City Council of the City of Oxnard established the Planning Commission and granted to it responsibilities in the area of land use, redevelopment issues, and planning permit decisions. These rules and procedures are intended to assist and be used by the Planning Commission in performing its duties and conducting its meetings. If a conflict arises between these rules and procedures and the City of Oxnard Municipal Code, the Code shall control.

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	II. II. RECEIPT OF RULES AND PROCEDURES	II. RECEIPT OF RULES AND PROCEDURES
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Summary: Provides an explanation of what the Planning Commission is and does.

Reasoning:

- Gives context to the rules and procedures and why they are needed.

###. ATTENDANCE

AMENDMENT RA-26

Original	Revision	Proposal
II. MEETINGS [New]. [NEW] III. RECEIPT OF RULES AND PROCEDURES	II. MEETINGS III. ATTENDANCE A. Regular attendance at meetings of the Planning Commission is required of all members to enable the Commission to discharge the duties imposed upon it by law. B. A Commissioner absent from three consecutive regular meetings without notification or six regular meetings in a calendar year shall be deemed to have resigned. i. Absences will be identified as “with notification” or “without notification”. ii. An absence is considered as “with notification” if the member notifies the chair or the staff prior to the meeting. iii. If there has been no prior notification, the absence is	II. MEETINGS III. ATTENDANCE A. Regular attendance at meetings of the Planning Commission is required of all members to enable the Commission to discharge the duties imposed upon it by law. B. A Commissioner absent from three consecutive regular meetings without notification or six regular meetings in a calendar year shall be deemed to have resigned. i. Absences will be identified as “with notification” or “without notification”. ii. An absence is considered as “with notification” if the member notifies the chair or the staff prior to the meeting. iii. If there has been no prior notification, the absence is

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	considered “without notification.” C. The secretary shall notify the City Council of such resignation and request, in the name of the Commission, appointment of a new member to fill the unexpired term of the member resigning. III. IV. RECEIPT OF RULES AND PROCEDURES	considered “without notification.” C. The secretary shall notify the City Council of such resignation and request, in the name of the Commission, appointment of a new member to fill the unexpired term of the member resigning. IV. RECEIPT OF RULES AND PROCEDURES
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Summary: Adds attendance requirements and consequences of not meeting them.

Reasoning:

- Defines what is attendance or absence.
- Provides how many absences and in what manner they could be made.
- Directs the secretary to notify City Council about a resignation.

###. TIE VOTE

AMENDMENT RA-27

Original	Revision	Proposal
III. RECEIPT OF RULES AND PROCEDURES [New]. [NEW] IV. ORGANIZATION OF COMMISSION AGENDAS	III. RECEIPT OF RULES AND PROCEDURES IV. TIE VOTE A. Statement of Disqualification A tie vote resulting from a conflict of interest of one or more members, with no members absent and no vacancies on the Planning Commission, shall constitute a defeat of the motion.	III. RECEIPT OF RULES AND PROCEDURES IV. TIE VOTE A. Statement of Disqualification A tie vote resulting from a conflict of interest of one or more members, with no members absent and no vacancies on the Planning Commission, shall constitute a defeat of the motion.

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	B. Absence A tie vote during the absence of one or more members, or when there is a vacancy on the Planning Commission, shall cause the item to be automatically continued to the next meeting; except that, as to matters on which action must be taken on a date prior to the next meeting, a tie vote shall constitute a denial of the requested action. C. Successive Tie Vote A tie vote at the next meeting on a matter that has been continued as a result of a tie vote shall constitute a denial of the appeal or defeat of the motion. IV. V. ORGANIZATION OF COMMISSION AGENDAS	B. Absence A tie vote during the absence of one or more members, or when there is a vacancy on the Planning Commission, shall cause the item to be automatically continued to the next meeting; except that, as to matters on which action must be taken on a date prior to the next meeting, a tie vote shall constitute a denial of the requested action. C. Successive Tie Vote A tie vote at the next meeting on a matter that has been continued as a result of a tie vote shall constitute a denial of the appeal or defeat of the motion. V. ORGANIZATION OF COMMISSION AGENDAS
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Summary: Provides various scenarios as to the consequences of a tie and how to resolve it, if possible.

Reasoning:

- Provides more flexibility and occurrences for a tie vote not to occur.
- Provides scenarios, if possible, for coming to a decision that doesn't end in a tie.