

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, August 5, 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 – July 15, 2021

E. EX PARTE DECLARATIONS FOR PUBLIC HEARING ITEMS

F. PUBLIC HEARING

1. **Project Name: Harbor Management Group, LLC. - Commercial Cannabis Business Retail SUP - PLANNING AND ZONING PERMIT No. 21-516-22 (Special Use Permit – Cannabis: Retail).** A request to permit the operation of a commercial cannabis retail facility within a proposed 4,131 square-foot commercial retail suite of an 18,296 square-foot industrial building on a 2.79-acre site located at 2150 Trabajo Drive within the Business Research Park (BRP) zone. Proposed development includes tenant improvements: installation of interior wall partitioning, plumbing upgrades, upgrades to an existing fire

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.

alarm system, security upgrades to the existing building, and installation of new secure doors/windows. In accordance with Section 16-651 of the Oxnard City Code (OCC) the applicant is seeking Administrative Parking Relief to reallocate parking based on new exclusive uses and hours of operation between the two buildings within the industrial property. Cannabis retail operations will be conducted between the hours from 9:00 AM to 9:00 PM daily. Filed by John A. Muller on behalf of Harbor Management Group, LLC.

City Staff: Jose Coyotl, Associate 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 15301 (Existing Facilities) of the California Environmental Quality Act; and
- b) Adopt Resolution 2021-XX approving Planning and Zoning Permit No. 21-516-22 (Special Use Permit – Cannabis: Retail), subject to certain findings and conditions.

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

G. 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 present their findings and recommended revisions to the Rules and Procedures to the Planning Commission and seek adoption of the final Bylaws by August 19, 2021.

H. PLANNING COMMISSION BUSINESS

I. COMMUNITY DEVELOPMENT STAFF UPDATES

J. ADJOURNMENT

FUTURE MEETINGS

Thursday, August 19, 2021, 6:00 p.m., 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.

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RULES AND PROCEDURES (BYLAWS) SUBCOMMITTEE MEETING

Council Chambers, 305 West Third Street

Thursday, August 5, 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. CONSENT AGENDA

1. APPROVAL OF SUBCOMMITTEE MINUTES - July 15, 2021

D. 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 19, 2021.

E. ADJOURNMENT**FUTURE MEETINGS**

Thursday, August 19, 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
July 15, 2021 Minutes
DRAFT

A. ROLL CALL

1. At 6:00 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), Meyer (via videoconference), Nash (via videoconference), and Sanchez (via videoconference) were present. Commissioner Lopez was absent.
3. Staff members present were: Scott Kolwitz, Planning & Environmental Services Manager; Isidro Figueroa, Principal Planner; Paul Early, Assistant City Attorney; Eric S. Sonstegard, Assistant Police Chief; Dee Lai, Administrative Secretary; and Jessica Monterroso, Recording Secretary.
4. Chair Chavez presided and called the meeting to order.

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

1. Commissioner Meyer led the pledge of allegiance.

C. PUBLIC COMMENTS - On Items Not On The Agenda

1. None.

D. CONSENT AGENDA

1. APPROVAL OF MINUTES - July 1, 2021

MOTION: Commissioner Arruejo moved and Commissioner Nash seconded a motion to approve the regular minutes of July 1, 2021 as submitted.

VOTE: Chair Chavez, Vice Chair Arruejo, Commissioners Connelly, Nash, and Sanchez voted in favor. Commissioner Meyer abstained, and Commissioner Lopez was absent. The motion carried 5:0:1:1:0¹.

E. EX PARTE DECLARATIONS FOR PUBLIC HEARING ITEMS

1. Commissioner Sanchez commented that he had ex parte communication for Item F-1. He visited the project site, fronting 3605 Peninsula Road.

¹ In Favor: Against: Absent: Abstain: Recused

2. None of the remaining Planning Commissioners had any ex parte communications to report for Item F-1 or F-2.

F. PUBLIC HEARING

1. **Project Name: Peninsula Road Street Vacation General Plan Conformity -** Planning And Zoning Permit No. 21-625-02 (General Plan Conformity Determination). A request that the Planning Commission adopt a resolution affirming that the City of Oxnard's vacation of the southernmost 272 feet of Peninsula Road and acceptance of a public access easement to allow for the continuation of vehicular circulation is in conformance with the City of Oxnard 2030 General Plan and recommending that the City Council order the street vacation and accept the public access easement. The project site is located at the terminus of Peninsula Road (public right-of-way) fronting 3605 Peninsula Road. Filed by the City of Oxnard, Community Development Department, 214 South C Street, Oxnard, California 93030.
City Staff: Isidro Figueroa, Principal Planner

Recommendation: That the Planning Commission

- a) Find the project Exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3) and Section 15378(b)(5), and
- b) Adopt Resolution 2021-14 affirming that the City of Oxnard's proposed vacation of the southernmost 272 feet of Peninsula Road fronting 3605 Peninsula Road and acceptance of a public access easement is in conformance with the City of Oxnard 2030 General Plan, and recommending that the City Council order the vacation and accept a public access easement.

Isidro Figueroa, Principal Planner, provided the required Measure M pre-recorded presentation video outlining the request which was posted with the agenda: <https://youtu.be/5j1pDlthuBI>

The City was the applicant team and was available for questions. Additionally, Mark Sandoval, Director of Channel Island Harbor, was available for questioning.

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

Public written comments were received from:

1. Transmittal Memo No. 1, dated July 15, 2021, which contained two public written comments. The first was from Lauraine Effress in support of Item F-1. She identified the street vacancy as necessary to replace the Casa Sirena hotel and consistent with a recently approved City / County agreement. The second was from the Harbor & Beach Community Alliance in support of Item F-1. They supported the street vacation as part of the City / County agreement, while also expressing concern for potential high density residential projects and public access.

All public written comments were provided to the Planning Commissioners.

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: the intersection of the City's Local Coastal Plan, the County's Public Works Plan, and the Coastal Commission's and jurisdiction; the approved Channel Island Harbor hotel / conditions, and the good that it will bring to the City; and support of the pedestrian and bicycle facilities and water access.

MOTION: Vice Chair Arruejo moved and Commissioner Connelly seconded a motion to approve the Peninsula Road Street Vacation General Plan Conformity determination as submitted, finding the Project to be exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3) and Section 15378(b)(5), and adopt Resolution 2021-14 affirming that the City of Oxnard's proposed vacation of the southernmost 272 feet of Peninsula Road fronting 3605 Peninsula Road and acceptance of a public access easement is in conformance with the City of Oxnard 2030 General Plan, and recommending that the City Council order the vacation and accept a public access easement.

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

2. **Project Name: Firearms Ordinance Update** - Planning And Zoning Permit No. 20-580-05 (Zone Text Amendment) A request to modify Oxnard City Code (OCC) Chapter 16 (Zoning Code) pertaining to the permitting and development requirements related to firearm ranges and businesses engaged in the sale of firearms and ammunition. Proposed modifications include adding medical clinics and hospitals as a sensitive use requiring a 600-foot separation from businesses engaged in the sale of firearms and ammunition and firearm ranges to OCC Chapter 16, Article II, Section 16-10 (Definitions), and OCC Chapter 16, Article V (Specific Use Requirements), Division 19 (Firearm and Ammunition Sales) Section 16-540.1(B) & Division 20 (Firearm Ranges) Section 16-504.2(B). Filed by the City of Oxnard, Community Development Department, 214 South C Street, Oxnard, California 93030.

City Staff: Isidro Figueroa, Principal Planner

Recommendation: That the Planning Commission

- a) Find the Project to be exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines Sections 15060(c)(2) and (3) and 15061(b)(3), and
- b) Adopt Resolution 2021-15 recommending that the City Council approve Planning & Zoning Permit No. 20-580-05 (Zone Text Amendment) adding Medical Clinics and

² In Favor: Against: Absent: Abstain: Recused

Hospitals as sensitive uses requiring separation from establishing regulations to address Firearm Ranges and the Sales of Firearms and Ammunition.

Isidro Figueroa, Principal Planner, provided the required Measure M pre-recorded presentation video outlining the request which was posted with the agenda: <https://youtu.be/2jKXKFobWm4>

The City was the applicant team and was available for questions.

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

Public written comments were received from:

1. A letter from Keith Lauterback, Ghost Guns & Gear owner, was attached to the staff report in opposition to Item F-2. He mentioned that it is not necessary and refers to a project they would like to bring forward to the City.
2. Transmittal Memo No. 1, dated July 15, 2021, which contained a public written comment from Lauraine Effress, in support of Item F-2. She identified the assurance of safety and security that patients seek for medical care at medical clinics and hospitals.
3. Transmittal Memo No. 2, dated July 15, 2021, which contained a public written comment from Troy Corley, resident of the City of Oxnard, in support of Item F-2. He commented on the importance of health and welfare of the community.

All public written comments were provided to the Planning Commissioners.

No other written comments were received in support of or against Item F-2.

Public Verbal comment was received from Keith Lauterback, who was against the project. He commented on the distance requirements from sensitive uses, stated he would like to open a business and needed clarity on if the property is located within the distance from a medical clinic or other sensitive use.

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: are there other jurisdictions in Ventura County which have similar buffers from medical institutions; Police responses / evacuations zones; what is meant by a legally sufficient number of parcels to accommodate firearms; legal / legal non-conforming status of existing firearms retailers; effect on any proposed project that may come forth to the City; medical clinic definition; City Council committee didn't ask the Planning Commission to review the 600-foot boundary from sensitive uses.

MAIN MOTION:

Commissioner Nash moved and Commissioner Sanchez seconded a motion to approve Firearms Ordinance Update as submitted, finding the Project to be exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines Sections

15060(c)(2) and (3) and 15061(b)(3), and adopt Resolution 2021-15 recommending that the City Council approve Planning & Zoning Permit No. 20-580-05 (Zone Text Amendment) adding Medical Clinics and Hospitals as sensitive uses requiring separation from establishing regulations to address Firearm Ranges and the Sales of Firearms and Ammunition.

AMENDMENT TO THE MAIN MOTION:

Vice Chair Arruejo moved to amend the required separation distance from 600 feet to 400 feet for businesses engaged in the sale of firearms and ammunition and firearm ranges to a medical clinic. The motion did not receive a second.

AMENDMENT TO THE MAIN MOTION:

Commissioner Meyer moved and Vice Chair Arruejo seconded a motion to amend the required separation distance from 600 feet to 500 feet for businesses engaged in the sale of firearms and ammunition and firearm ranges to all sensitive uses in the the Oxnard City Code Sections 16-540.1(B) and 16-540.2 (B) and medical clinics and hospitals.

AMENDMENT TO THE MAIN MOTION VOTE:

Vice Chair Arruejo and Commissioner Meyer voted in favor. Chair Chavez, and Commissioners Connelly, Nash and Sanchez voted against. Commissioner Lopez was absent. The motion failed 2:4:1:0:0³

MAIN MOTION VOTE:

Chair Chavez, Vice Chair Arruejo, and Commissioners Connelly, Meyer, Nash and Sanchez voted in favor. Commissioner Lopez was absent. The motion carried 6:0:1:0:0⁴

G. STUDY SESSION/REPORTS

1. Vice Chair Arruejo reported that the Oxnard Planning Commission Rules and Procedures (Bylaws) Subcommittee requested an extension of the Oxnard Planning Procedures (Bylaws) Subcommittee presentation from August 5, 2021 to August 19, 2021.

MOTION: Vice Chair Arruejo moved and Commissioner Connelly seconded a motion to approve the extension of the Oxnard Planning Procedures (Bylaws) Subcommittee presentation from August 5, 2021 to August 19, 2021.

³ In Favor: Against: Absent: Abstain: Recused

⁴ In Favor: Against: Absent: Abstain: Recused

VOTE: Chair Chavez, Vice Chair Arruejo, and Commissioners Connelly, Meyer, Nash, and Sanchez voted in favor, and Commissioner Lopez was absent. The motion carried 6:0:1:0:0⁵.

H. PLANNING COMMISSION BUSINESS

1. Commissioner Meyer thanked members of the Bylaw Subcommittee for their time and efforts. He also informed the Planning Commission that CAUSE (Central Coast Alliance United for a Sustainable Economy) was hosting a webinar tonight, from 5:00-7:00 p.m. in regards to how to incorporate environmental justice into City general plans and related matters. The webinar was to be recorded and posted to the CAUSE website: <https://causenow.org/content/summer-change-environmental-justice>
2. Vice Chair Arruejo announced that he was re-elected as Treasurer for the California State Association of Parliamentarians Southern Area.
3. Commissioner Nash announced that the County was requesting comments for the Santa Clara River Levee (SCR-1). Commissioner Nash announced the City is to receive \$59.5 million from the American Rescue Plan Act (ARPA). Letters can be submitted with requests or to propose priorities for this funding.
4. Commissioner Connelley thanked the City of Oxnard for sending Fire Chief Alex Hamilton to be part of the search and rescue team in Surfside, Florida.
5. Chair Chavez announced that there have been many tragic events within the past week including pedestrians being struck and killed at crosswalks and vehicular accidents that took the life of a child. It is appropriate to consider these types of events when projects come before the Planning Commission.

I. COMMUNITY DEVELOPMENT STAFF UPDATES

1. Scott Kolwitz, Planning & Environmental Services Manager,
 - i. Clarified that the City and County are jointly hosting a virtual Santa Clara River Levee (SCR-1) Community update Meeting Thursday, July 22, 2021, at 6:00 pm. Zoom Registration: <https://bit.ly/scriver1>. This will allow the community to learn more about structural improvements intended to enhance flood protection for the Riverpark, Wagon Wheel, and El Rio West Communities along the river and provide comments to County staff as to what should be included within the project's environmental document.
 - ii. Provided the following updates in regards to residential construction in the City of Oxnard. There are 1,222 units being proposed, 970 units approved (394 units, in the Downtown area) and 886 units are being constructed.
 - iii. Announced that the next Planning Commission meeting is scheduled for August 5, 2021, at 6:00 p.m.

J. ADJOURNMENT

1. At 7:32 p.m., the Planning Commission concurred to adjourn.

⁵ In Favor: Against: Absent: Abstain: Recused

FUTURE MEETINGS

Thursday, August 5, 2021, 6:00 p.m., City Council Chambers

Daniel Chavez Jr.,
Chair

ATTEST _____
Scott Kolwitz,
Planning & Environmental Services Manager

MINUTES
OXNARD PLANNING COMMISSION
RULES AND PROCEDURES (BYLAWS) SUBCOMMITTEE MEETING
July 15, 2021 Minutes
DRAFT

A. ROLL CALL

1. At 7:40 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; Paul Early, Assistant City Attorney; Dee Lai, Administrative Secretary; and Jessica Monterroso, Recording Secretary.

B. PUBLIC COMMENTS - On Items Not On The Agenda

1. None.

C. CONSENT AGENDA

1. APPROVAL OF SUBCOMMITTEE MINUTES - June 17, 2021
2. APPROVAL OF SUBCOMMITTEE MINUTES - July 1, 2021

Approval by Unanimous Consent.

VOTE: Chair Chavez, Vice Chair Arruejo, Commissioners Connelly voted in favor. The motion carried 3:0:0:0:0⁶.

D. 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 19, 2021.

Discussion ensued among the members of the Planning Commission Rules and Procedures (Bylaws) Subcommittee and staff regarding proposed amendments to the Rules and Procedures (Bylaws) to be presented to the full Planning Commission on August 5, 2021, with an anticipated adoption date of August 19, 2021. The Subcommittee discussed the Bylaws and made final edits to the document. The Subcommittee members agreed to

⁶ In Favor: Against: Absent: Abstain: Recused

provide a written final version of the Bylaws at the next Planning Commission meeting under the Study Session / Reports section of the agenda.

E. ADJOURNMENT

1. At 9:00 p.m, the Planning Commission Rules and Procedures (Bylaws) Subcommittee concurred to adjourn.

FUTURE MEETINGS

Thursday, August 5, 2021, 6:00 p.m. immediately following the close of the Planning Commission meeting, City Council Chambers

Ronald Arruejo,
Vice Chair

ATTEST _____
Scott Kolwitz,
Planning & Environmental Services Manager

MEMO



DATE: July 29, 2021

TO: Planning Commission

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

SUBJECT: Study Session / Report: Rules and Procedures (Bylaws) Agenda Item No. G.1

Ronald Arruejo, Chair of the Planning Commission's Rules and Procedures (Bylaws) Subcommittee has prepared and submitted three summary memos of the Subcommittee's work, proposed recommendations, a written "Live Edit" version of the proposed Bylaws and a written "Finalized" version of the proposed Bylaws. These materials are to be presented to the full Planning Commission on August 5, 2021, and the Subcommittee will seek final adoption of the Bylaws on August 19, 2021.

If the Bylaws are adopted on August 19, 2021, the Subcommittee will be disbanded following the adoption of the Bylaws and adoption of final Minutes documenting the Subcommittee's work.

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

Attachments:

1. Ronald Arruejo's:
 - a. Bylaws Sectioning Memo
 - b. Corrections, Minor Updates and Grammatical / Typographical Edits Memo
 - c. Revisions to Rules and Procedures Memo
 - i. Live Edit Bylaws
 - ii. Finalized Bylaws

MEMO

DATE: August 5, 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: Bylaws Sectioning

The Rules and Procedures (Bylaws) Subcommittee was created by the Planning Commission and has been meeting immediately after each Planning Commission since June 3, 2021. It was discussed that members of the subcommittee will propose amendments to the Rules and Procedures (Bylaws) for an eventual revision proposal to be presented and recommended for approval at the full Planning Commission on August 19, 2021.

In order to better indicate specific clauses, the below are proposed options for lettering & numbering:

Option 1 (Numbers & Letters)

Structure: 1.A.1.a.i.

Example: 7.B.1.c.ii. Between 3 days prior to meeting at 5:00 P.M. to the meeting: 1 page maximum, including exhibits

RULE 7: Communications and Reports of the Commission

Section B: Written Communications from the Public

Number 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, no larger than page size 11x17 of all written material for members, the recording secretary, staff, file, and the public with the below specifications:

Part c: Page Limitation (double-sided equivalent):

Subpart ii: Between 3 days prior to meeting at 5:00 P.M. to the meeting: 1 page maximum, including exhibits

Option 2 (All Numbers)

Structure: 1.1.1.1.1.

Example: 7.2.1.3.2. Between 3 days prior to meeting at 5:00 P.M. to the meeting: 1 page maximum, including exhibits

RULE 7: Communications and Reports of the Commission

Section 2: Written Communications from the Public

Number 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, no larger than page size 11x17 of all written material for members, the recording secretary, staff, file, and the public with the below specifications:

Part 3: Page Limitation (double-sided equivalent):

Subpart 2: Between 3 days prior to meeting at 5:00 P.M. to the meeting: 1 page maximum, including exhibits

Option 3 (No Change)

Structure: 1.Section Title.(a).a.i.

Example: 7.*Written Communications from the Public*.(a).c.ii. Between 3 days prior to meeting at 5:00 P.M. to the meeting: 1 page maximum, including exhibits

RULE 7: Communications and Reports of the Commission

Section *Written Communications from the Public*

Part (a): 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, no larger than page size 11x17 of all written material for members, the recording secretary, staff, file, and the public with the below specifications:

SubPart c: Page Limitation (double-sided equivalent):

Subpart ii: Between 3 days prior to meeting at 5:00 P.M. to the meeting: 1 page maximum, including exhibits

Recommendation: That the Rules and Procedures (Bylaws) Subcommittee informally indicates their preference during the August 5, 2021, subcommittee meeting in how to section/number the bylaws.

Respectfully Submitted,

Ronald J Arruejo

Rules and Procedures (Bylaws) Subcommittee, Chair

MEMO

DATE: August 5, 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: Corrections, Minor Updates, and Grammatical/Typographical Edits to the
“Finalized” July 15, 2021, Version of the Planning Commission Rules and
Procedures (Bylaws) as Revised by the Subcommittee [Short Title: Corrections]

The Rules and Procedures (Bylaws) Subcommittee was created by the Planning Commission and has been meeting immediately after each Planning Commission since June 3, 2021. It was discussed that members of the subcommittee will propose amendments to the Rules and Procedures (Bylaws) for an eventual revision proposal to be presented and recommended for approval at the full Planning Commission on August 19, 2021.

Upon review of the “finalized” version of the July 15, 2021, draft to be presented to the Rules and Procedures (Bylaws) Subcommittee for action at their August 5, 2021, meeting, a few corrections, minor updates, and grammatical/typographical edits are recommended for approval to remove mistakes, provide a better flow, and/or update as needed.

Amendments recommended for approval will be categorized and numbered for clarity below. Corrections and Grammatical/Typographical Edits will likely have the least discussion. Minor Updates may be perceived to change the meaning and will likely have more discussion.
(Legend: ~~Deletions~~ Insertions)

Corrections

1. Rule 3, §General Provisions, Part (a), Lines 3-4: The ~~rules of the~~ Planning Commission of the City of Oxnard (hereinafter in these rules referred to as the "Commission") adopts the following rules and procedures to govern the conduct of its meetings.

2. Rule 5, §Meetings and Hearing Procedures – Quorum, Part (d), Line 13: ~~Expectation~~ **Exception** to absence of quorum because of abstentions due to a conflict of interest:
3. Rule 5, §Meetings and Hearing Procedures – New Public Hearings, Part (a), Line 32: Shall be conducted as outlined in Rule ~~5~~ **6**.
4. Rule 8, §Election and Duties of Officers, Part (i), Line 10: A removal of an elected officer needs to have a motion and a second to be placed on the next **meeting's** agenda.
5. Rule 11, §Conduct of Commission Members, Part (c), Line 7: ~~Do Members~~ **Members** are expected to not engage in side conversations or to be on personal mobile devices while on the dais.

Minor Updates

1. Introduction (Before Rules), Lines 9 & 10: To adopt rules **and procedures** of the Planning Commission pursuant to Section A of Rule XIV of these Commission rules in the City of Oxnard.
2. Introduction (Before Rules), Line 12: *Resolved* that the Rules **and Procedures** of the Planning Commission of the City of Oxnard shall be:
3. Rule 3, §General Provisions, Part (b), Line 10: Each member shall receive training on the **Ralph M.** Brown Act.
4. Rule 6, §Conduct of Public Hearing – Public Hearing Procedure, Part (a), Line 35: If present, the applicant may make a presentation (~~of~~ **15 minutes** unless extended by majority vote) and shall be available for questions from the Commission.
5. Rule 8, §Election and Duties of Officers, Part (d), Lines 32-33: **If there are multiple nominees**, ~~E~~each member will vote by stating their choice for Chair or abstain ~~of the nominees if there is multiple~~. A single nomination will be a ~~simple~~ **Yes, No, or abstain** vote.
6. Rule 8, §Election and Duties of Officers, Part (e), Lines 40-41: The Chair is also responsible to **for signing** resolutions adopted by the Commission and **verifying** the accuracy of the contents.
7. Rule 8, §Election and Duties of Officers, Part (i), Line 11: The chair or vice-chair may be removed by a two-thirds majority vote of the ~~full~~...
8. Rule 13, §Subcommittees, Part (a), Lines 30-31: With the approval of a majority of the Commission members, the Chair may appoint **a minimum of 2** members, ~~(minimum of 2 members)~~ of the Commission to subcommittees to make recommendations to the full

Commission on land use policy matters or such other matters as the Chair may deem appropriate.

9. Rule 13, §Subcommittees, Part (b), Line 35: Each subcommittee is a part of the Commission and is subject to the Commission's authority, ~~and~~ direction, ~~and its~~ rules.

Grammatical/Typographical Edits

1. Rule 3, §General Provisions, Part (b), Line 9: Each member **shall** receive a copy of the Robert's Rules of Order, Newly Revised.
2. Rule 4, §Meetings – Notice for Meetings, Part (a), Line 24: The Commission meetings shall comply with Ordinance No. 2948 (Sunshine Ordinance), and the legislative body and public shall have **the** agenda ~~and~~ attachments available 7 days before the regular meeting.
3. Rule 5, §Meetings and Hearing Procedures – In General, Part (c), Line 35: 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.
4. Rule 6, §Conduct of Public Hearing – Purpose, Part (a), Lines 15-17: 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.
5. Rule 6, §Conduct of Public Hearing – Rules of Evidence, Part (d), Line 16: Public hearings held by **the** Commission need not be conducted according to the rules of evidence contained in the California Evidence Code.
6. Rule 7, §Communications and Reports of the Commission – Written Communications from the Public, Part (a)c.ii., Line 12: Between 3 days prior to meeting at 5:00 ~~pm~~ **P.M.** to the meeting: 1 page maximum, including exhibits
7. Rule 8, §Election and Duties of Officers, Part (a), Line 20: Officers of the **Planning** Commission shall consist of a chair and vice-chair.
8. Rule 8, §Election and Duties of Officers, Part (d), Line 30: After all nominations, the Chair will close nominations.
9. Rule 8, §Election and Duties of Officers, Part (d), Line 35: At the conclusion, the new Chair will assume all duties and conduct the Vice-Chair selection.

10. Rule 8, §Election and Duties of Officers, Part (e), Lines 37-40: The Chair shall preside at all regular and special meetings, re-order the agenda as necessary, call special meetings, ~~and shall~~ jointly set ~~with staff~~ meeting ~~agenda(s)~~ agendas with staff, and represent the Commission at meetings of the City Council, other public agencies, and at civic events.
11. Rule 8, §Election and Duties of Officers, Part (i), Line 12: ...~~Planning~~ Commission at a regularly scheduled meeting of the ~~Planning~~ Commission, when all appointed members are present.
12. Rule 9, §Seating Arrangement, Part (a), Line 23: The Commission members will sit in seniority, with the newest member seated on the far right of the Chair.
13. Rule 14, §Parliamentary Procedure, Part (a), Line 23: In conducting meetings, the Chair shall be guided by, but is not required to strictly adhere to, Robert's Rules of Order, Newly Revised.

Recommendation: That the Rules and Procedures (Bylaws) Subcommittee, while a motion to approve Resolution 2021-XX on adopting the revised Rules and Procedures of the Planning Commission (as distributed) is pending before the body,

- a) Amend Resolution 2021-XX on adopting the revised Rules and Procedures of the Planning Commission (as distributed) with the amendments as listed in the August 5, 2021, memo entitled "Corrections".

Respectfully Submitted,

Ronald J Arruejo

Rules and Procedures (Bylaws) Subcommittee, Chair

MEMO

DATE: August 5, 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 to the Planning Commission Rules and Procedures (Bylaws)

The Rules and Procedures (Bylaws) Subcommittee was created by the Planning Commission and has been meeting immediately after each Planning Commission since June 3, 2021. It was discussed that members of the subcommittee will propose amendments to the Rules and Procedures (Bylaws) for an eventual revision proposal to be presented and recommended for approval at the full Planning Commission on August 19, 2021.

In an attempt to describe how the “finalized” version came to be, two versions of the Rules and Procedures (Bylaws) draft are enclosed and briefly described below. (The “finalized” version is the draft version for review before the Rules and Procedures (Bylaws) Subcommittee.)

1. Live Edit: Version as it stood at the conclusion of the subcommittee meeting on July 15, 2021.
2. Finalized: Version without any notes, comments, changes, strikethroughs, or any other similar editorial updates.

Recommendation: That the Rules and Procedures (Bylaws) Subcommittee

- a) Approves Resolution 2021-XX on adopting the revised Rules and Procedures of the Planning Commission (as distributed).
- b) Report to the Planning Commission on August 19, 2021, that the Rules and Procedures (Bylaws) Subcommittee recommends to approve Resolution 2021-XX on adopting the revised Rules and Procedures of the Planning Commission (as distributed).

The Chair intends to consider the approval of the resolution (as distributed), if and when moved, by paragraph per *RONR* 28:4¹.

Respectfully Submitted,

Ronald J Arruejo

Rules and Procedures (Bylaws) Subcommittee, Chair

Enclosures:

1. Live Edit version of the Planning Commission Bylaws as of July 15, 2021
2. Finalized version of the Planning Commission Bylaws as of July 15, 2021

¹ In adopting a set of bylaws or the articles of a platform, consideration by paragraph is the normal and advisable procedure, followed as a matter of course unless the assembly votes to do otherwise. The chair, on their own initiative, can apply this method to any elaborate proposition susceptible to such treatment, unless they think the assembly wishes to act on the question as a whole; or the manner of consideration can be settled by unanimous consent. Should the chair neglect this, a member can move "that the resolution be considered by paragraph" (or *seriatim*").

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 #

14 TITLE

15 The official title of this

16 Commission shall be "Planning Commission of the City of Oxnard, California."

17 Rule #

18 PREFACE
19

20 The Planning Commission shall adopt written rules and regulations as to the time, place and
21 date of its regular meetings and shall adopt such rules and regulations as it deems necessary to
22 conduct its business including rules of procedure. Such rules and regulations shall not be
23 inconsistent with the laws of the State of California or with the ordinances, resolutions, or
24 regulations of the City of Oxnard. These rules and procedures are prepared to serve this
25 purpose.
26

27 The City Council of the City of Oxnard established the Planning Commission and granted to it
28 responsibilities in the area of land use, redevelopment issues, and planning permit decisions.
29 These rules and procedures are intended to assist and be used by the Planning Commission in
30 performing its duties and conducting its meetings. If a conflict arises between these rules and
31 procedures and the City of Oxnard Municipal Code, the Code shall control.

1
2 **RULE 1**

3 **GENERAL PROVISIONS**

4 (a) The rules of the Planning Commission of the City of Oxnard (hereinafter in these rules
5 referred to as the "Commission") adopt the following rules and procedures to govern the
6 conduct of its meetings.

7 (b) Upon appointment:

8 1. Each member of the Commission shall receive a copy of these rules and
9 procedures, and upon amendment.

10 2. Each member receive a copy of the Robert's Rules of Order -Newly Revised.

11 3. Each member shall receive training on the Brown Act.

12 ~~(c) Each subcommittee is a part of the Commission and is subject to the Commission's~~
13 ~~authority and direction and its rules.~~

14 **RULE 2**

15 **MEETINGS**

16 *Calling of Meetings*

17 (a) The Commission shall regularly meet on the first and third Thursday of each month.
18 The regular meeting shall commence at 6:00 p.m. in the City Council Chambers, *and as*
19 *may be allowed by State law.*

20 (b) *The Commission shall approve an annual calendar in the prior year.*

21 ~~(c) Prior to the regular meeting, the Commission may convene an agenda review meeting.~~
22 ~~The purpose of this meeting is for the Commission to review those matters on the~~
23 ~~regular meeting agenda and for the Commission members to ask staff questions.~~

24 (d) Special meetings shall be called and convened by the Chair or majority of the members
25 as provided by ~~Resolution No. 2019-23~~ section number XX.

26 (e) The Ralph M. Brown Act shall govern all meetings of the Commission.

27 *Notice for Meetings*

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

31 **RULE 3**

32 **MEETING AND HEARING PROCEDURES**

33 *In general*

34 (a) Meetings and hearings of the Commission shall be called to order and presided over by
35 the Chair or, in the Chair's absence, by the Vice-Chair to carry out such duties.

36 (b) Meetings and hearings of the Commission shall be open to the public unless closed
37 under the Commission's Counsel direction.

- 1 (c) Any meeting or hearing of the Commission that is open to the public shall be open to
2 coverage by television broadcast, online through the city website and YouTube channel.
3 (d) No person other than a member of the Commission or city staff may stand in or be
4 seated at the Council Chambers' dais area unless the Chair determines otherwise.

5 *Quorum*

6 ~~A quorum of the Commission shall be four members. A quorum shall be present for the~~
7 ~~Commission to conduct business.~~

8 (a) *A quorum of the Commission shall be four members.*

9 (b) *A quorum shall be present in order for the Commission to conduct business.*

10 (c) *Absence of a quorum*

- 11 1. *In the absence of a quorum at any meeting, such meeting shall be adjourned to the*
12 *next regular meeting date by the Chair, majority of members present, or staff.*
13 2. *A meeting may be declared adjourned for absence of a quorum after a 15-minute*
14 *period has elapsed from the scheduled time of the start of the meeting.*
15 3. *A meeting may also be declared adjourned in advance if the absence notifications*
16 *received by staff provided for the absence of a quorum.*
17 4. *Adjournment may be declared by the Chair, Vice-Chair, or staff.*

18 (d) *Expection to absence of quorum because of abstentions due to a conflict of interest:*

- 19 1. *If enough Commissioners abstain due to a conflict of interest so as to lose a*
20 *quorum, the Commission shall exercise the rule of necessity to regain a quorum.*
21 2. *Otherwise disqualified Commissioners shall be chosen by lot until a quorum is*
22 *reached.*
23 3. *The Commissioners so chosen shall continue to participate in that matter until its*
24 *conclusion.*

26 *Voting*

- 27 (a) No vote may be conducted on any item before the Commission unless the Commission's
28 requisite (4) number of members is present.
29 (b) No vote by any member of the Commission on any item may be cast by proxy.
30 (c) Unless otherwise specified by State law, an affirmative vote of a majority of the
31 members present and eligible to vote shall take action on any items.
32 (d) If any item fails to receive a majority vote, it will be considered denied or recommended
33 for denial.

34 *Meeting procedures*

- 35 (a) *The Chair shall call the meeting to order and announce the date, time, and meeting*
36 *type.*
37 (b) *Each Commission meeting shall include preliminary items, such as "Roll Call" and*
38 *"Pledge of Allegiance."*
39 (c) *Each meeting shall have a time for the public to speak entitled "Public Comments on*
40 *items not on the Agenda." The public will also be allowed to speak on all items listed on*
41 *the agenda.*

- 1 (d) When the Chair calls for public comments during a regular meeting, the public member
2 may address the Commission on matters within the Commission's subject matter
3 jurisdiction and that do not appear on the agenda as a listed item.
- 4 (e) When the Chair calls for public comments during a special meeting, the public member
5 may address the Commission on matters within the Commission's subject matter
6 jurisdiction and that only appear on the agenda as a listed item.
- 7 (f) Each member of the public is allowed a minimum of three (3) minutes to speak, but
8 additional time may be granted by the Chair or majority of the members.
- 9 (g) The Commission shall not take action on any item not appearing on the agenda unless
10 the action is authorized by the Ralph M. Brown Act.

11 *Consent Agenda*

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

28 *Ex Parte Declarations for Public Hearing Items*

- 29 *(a) Commissioners are discouraged from suggesting any change to any project to the*
30 *applicant or staff before the project is considered by the Commission as a whole.*
- 31 *(b) To ensure that all Commissioners receive the same information relative to a project that*
32 *will be reviewed by the Commission, third party contacts are discouraged.*
- 33 *(c) The below should be disclosed by the Commissioner at the Commission meeting prior to*
34 *the item being considered:*
- 35 *1. Ex Parte Communications*
 - 36 *2. Site Visits*
 - 37 *3. Conflict of Interest*
 - 38 *4. Financial Impacts*

39 *Continued Public Hearings*

- 40 (a) ~~If not heard on the consent agenda,~~ A continued public hearing shall be resumed at the
41 point of the public hearing at which such matter was continued. If the public testimony

portion of the public hearing had been closed, public testimony may be reopened upon a motion and second that is then approved by a vote of the Commission.

New Public Hearings

(a) Shall be conducted as outlined in Rule X.

Manager/Staff Comments

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

Commissioner Comments

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

Adjournment

(a) Commission meetings shall adjourn by ~~11:00~~ 10:00 p.m. unless extended as set forth in the next subsection.

(b) If a motion to extend the meeting after ~~11:00~~ 10:00 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~~ 10:00 p.m. (~~Revisit the end time of 10, 10:30 and 11~~)

NOTE SOMEWHERE ABOUT ATTENDANCE

Code Section 2-33

RULE 4

CONDUCT OF PUBLIC HEARING

~~RA 14 p.12~~

Purpose

(a) 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.

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

1 communication with the Commission during that meeting or be required to leave the
2 meeting room.

3 *Public Hearing Procedure*

- 4 (a) Unless otherwise directed by the Chair, the order of presentation of evidence or
5 testimony, oral and written, on any public hearing item shall be as follows:
- 6 a. The Chair opens the public hearing.
 - 7 b. Staff makes a brief presentation, including a summary of the item, an analysis of
8 the issues, and a recommendation.
 - 9 c. **Introduction of applicant and participants.**
 - 10 d. If present, the applicant may make a presentation (15 min. unless extended by
11 majority vote) and shall be available for questions from the Commission. The
12 Commission may proceed whether or not an applicant is present.
 - 13 e. Members question both staff and applicant(s).
 - 14 f. The Chair invites public testimony.
 - 15 g. Staff and applicant(s) respond to public testimony.
 - 16 h. Chair closes hearing to public testimony.
 - 17 i. Members deliberate and vote on the item.

18 Public Hearing Script Guide - Appeals

19 1. Public Hearings

- 20 1. Read the item & recommendation into the record
- 21 2. Ex Parte Declarations

22 Open the Public Hearing

- 23 c. Staff to announce Measure M video posted and to provide a roadmap through
24 the rest of the proceedings.

- 25 1. Staff to introduce staff, applicant and appellant members & if they'll provide a
26 presentation or just be available for questions

- 27 2. Q&A session with staff

- 28 d. **Ask Appellant to give a presentation (10 minutes, with 5 saved for rebuttal)**
29 **.Q&A session with Appellant**

- 30 e. Ask applicant to give a presentation (15 minutes)

- 31 .Q&A session with applicant

- 32 i. Explicitly ask the applicant if they've reviewed and accepted the Conditions of Approval

- 33 f. Ask for public testimony on the application and state the following rules regarding public
34 testimony:

- 35 .3 minutes each

- 36 i. All speakers are asked to identify themselves / if they are speaking on behalf of an organization

- 37 ii. All comments should be 1) addressed to the decisionmaker, 2) be relevant to the application,

- 38 and 3) not be of a personal nature

- 39 iii. Request speakers to avoid repetitive comments

- 40 iv. Unruly behavior is prohibited

- 41 g. **Ask Appellant to give a rebuttal (5 minutes)**

- 42 h. Decisionmaker may ask follow up questions for staff, Appellant, Applicant and / or public
43 Close the Public Hearing

- 44 6. Deliberations / share thoughts of the request

- 45 7. Declare action (Approve, Modify, Continue, Deny)

1
2 *Oral Testimony*

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

8 *Debate and Questions*

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

13 *Rules of Evidence*

- 14 (d) Public hearings held by Commission need not be conducted according to the rules of
15 evidence contained in the California Evidence Code. The following rules of evidence
16 shall apply:
- 17 a. The Commission may consider any evidence that is the sort of evidence that
18 responsible persons are accustomed to relying upon in the conduct of serious
19 affairs.
 - 20 b. All evidence shall be directly related to the item under consideration.
 - 21 c. Persons testifying before the Commission shall be encouraged to submit their
22 testimony and comments in writing for the record.

23
24 **RULE 5**

25 **COMMUNICATIONS AND REPORTS OF THE COMMISSION**

26 *Information provided by Staff*

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

36 *Written Communications from the Public*

- 37 (a) The Commission encourages the public to prepare and send written communications
38 that may assist the Commission in its deliberations on an item. The correspondent shall

provide fifteen copies, no larger than page size 11x17 with a limit of x pages (recommendation of staff/ mirror City of Ventura) of all written material for members, the recording secretary, staff, file, and the public with the below specifications:

- a. Font Size: Minimum 12-point font.
- b. Spacing: Single
- c. Page Limitation (double-sided equivalent):
 - i. 4 3 days prior to meeting by 5:00 P.M.: 5 pages maximum, including exhibits
 - ii. Between 3 days prior to meeting at 5:00 pm to the meeting Day of meeting by 5:00 P.M.: 1 page maximum, including exhibits
- d. To include font size, spacing and front/ back spacing specifics
 - i. Single spacing/ minimum of 12 point font, front and back counted as a single page.

(b) The Commission shall refer to staff all such written communications, including e-mails, regarding a subject or matter, not appearing on the agenda.

RULE 6

ELECTION AND DUTIES OF OFFICERS

Election of the Chair and Vice-Chair

- (a) Officers of the Planning Commission shall consist of a chair and vice-chair.
- (b) Elections will be held 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. RA-17B *remove #2
- (c) The members of the Commission shall elect one member as Chair and another as Vice-Chair, to serve for one year or until a successor is appointed, unless either is earlier removed from such positions by a majority vote of the members of the Commission or by the City Council.
- (d) 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 or abstain of the nominees if there is multiple. A single nomination will be a simple Yes, No or abstain vote.
 - e. At the conclusion the NEW Chair will assume all duties and conduct the Vice-Chair selection.
- (e) The Chair shall preside at all regular and special meetings, re-order agenda as necessary, call special meetings and shall jointly set with staff meeting agenda(s) 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.
- (f) Vacancy RA-17B-6 Vacancy of an Office
 - 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.

- 1 b. That member shall serve until the next regularly scheduled election.
- 2 (g) In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.
- 3 (h) In the absence of both the Chair and Vice-Chair, the immediate past chair shall preside
- 4 at the meeting. ~~RA-20-B-3~~ If the ~~immediate~~ immediate past chair is not present, the
- 5 most senior member of the Commission shall perform the duties of the Chair.
- 6 (i) A removal of an elected officer needs to have a motion and a second to be placed on the
- 7 next agenda. ~~RA-17B-7** remove sections c. & d.~~
- 8 a. The chair or vice-chair may be removed by a two-thirds majority vote of the full
- 9 Planning Commission at a regularly scheduled meeting of the Planning
- 10 Commission, when all appointed members are present.
- 11 b. Any officer removed ceases to hold the office once the vote has been tallied and
- 12 announced.

13 RULE 7

14 SEATING ARRANGEMENT

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

24 RULE 8

25 RESTRICTION ON REPRESENTATION

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

29 RULE 9

30 CONDUCT OF COMMISSION MEMBERS

- 31 (a) All Commission members are expected to conduct themselves respectfully while on the
- 32 dais, ~~on social media, and within the public.~~
- 33 (b) Members ~~should~~ are expected to be actively engaged during meetings and work
- 34 cooperatively with other Commission members.
- 35 (c) ~~Do are~~ expected to not engage in side conversations or to be on personal ~~electronic*/~~
- 36 mobile devices while on the dais.
- 37 (d) Members are expected to respect fellow Commissioners' time and wait to be recognized
- 38 by the Chair before speaking.
- 39 (e) Members are to be familiar with the Parliamentary Procedures in rule 12.

RULE 10

RECORD OF MEETINGS

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

RULE 11

SUBCOMMITTEES

- (a) With the approval of a majority of the Commission members, the Chair may appoint members , (minimum of 2 members) of the Commission to subcommittees to make recommendations to the full Commission on land use policy matters or such other matters as the Chair may deem appropriate.
- (b) Each subcommittee is a part of the Commission and is subject to the Commission's authority and direction and its rules.

RULE 12

PARLIAMENTARY PROCEDURE

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

RULE 13

RESIGNATION

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

RULE 14

~~**AMENDMENT OF RULES AND PROCEDURES**~~

~~**RA-23**~~

ADOPTION AND AMENDMENT OF RULES AND PROCEDURES

Planning Commission Adoption and Amendment

- 1 (a) These rules and procedures shall be adopted and may be amended at any regular
2 meeting of the Commission by a majority of the members of the Commission, provided
3 that the amendment has been submitted in writing at a previous meeting.

4 *City Council Adoption and Amendment*

- 5 (a) Upon adoption or amendment by the Planning Commission, such rules and procedures
6 shall be submitted to the City Council for review. The City Council shall have the power
7 to approve, disapprove, or modify said rules and procedures, as it deems necessary.

8 ~~(a) The Commission will amend the rules and procedures every two years at a regular~~
9 ~~meeting of the Commission.~~

10 ~~(b) By a majority of the Commission members, it may be amended prior to the two years~~
11 ~~with a submitted amendment in writing at a regular meeting.~~

Live Edited on July 15, 2021

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

14 **RULE 1**

15 **TITLE**

16 The official title of this Commission shall be “Planning Commission of the City of Oxnard,
17 California”.

18
19 **RULE 2**

20 **PREFACE**

21 The Planning Commission shall adopt written rules and regulations as to the time, place
22 and date of its regular meetings and shall adopt such rules and regulations as it deems
23 necessary to conduct its business including rules of procedure. Such rules and regulations
24 shall not be inconsistent with the laws of the State of California or with the ordinances,
25 resolutions, or regulations of the City of Oxnard. These rules and procedures are prepared
26 to serve this purpose.

27 The City Council of the City of Oxnard established the Planning Commission and granted
28 to it responsibilities in the area of land use, redevelopment issues, and planning permit
29 decisions. These rules and procedures are intended to assist and be used by the Planning
30 Commission in performing its duties and conducting its meetings. If a conflict arises
31 between these rules and procedures and the City of Oxnard Municipal Code, the Code shall
32 control.

1 **RULE 3**

2 **GENERAL PROVISIONS**

- 3 (a) The rules of the Planning Commission of the City of Oxnard (hereinafter in these rules
4 referred to as the "Commission") adopt the following rules and procedures to govern the
5 conduct of its meetings.
6 (b) Upon appointment:
7 1. Each member of the Commission shall receive a copy of these rules and
8 procedures, and upon amendment.
9 2. Each member receive a copy of the Robert's Rules of Order - Newly Revised.
10 3. Each member shall receive training on the Brown Act.

11
12 **RULE 4**

13 **MEETINGS**

14 *Calling of Meetings*

- 15 (a) The Commission shall regularly meet on the first and third Thursday of each month.
16 The regular meeting shall commence at 6:00 p.m. in the City Council Chambers, and as
17 may be allowed by State law.
18 (b) The Commission shall approve an annual calendar in the prior year.
19 (c) Special meetings shall be called and convened by the Chair or majority of the members
20 as provided by Rule 5.
21 (d) The Ralph M. Brown Act shall govern all meetings of the Commission.

22 *Notice for Meetings*

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

26
27 **RULE 5**

28 **MEETING AND HEARING PROCEDURES**

29 *In general*

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

Quorum

- (a) A quorum of the Commission shall be four members.
- (b) A quorum shall be present in order for the Commission to conduct business.
- (c) Absence of a quorum
 1. 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.
 2. A meeting may be declared adjourned for absence of a quorum after a 15-minute period has elapsed from the scheduled time of the start of the meeting.
 3. A meeting may also be declared adjourned in advance if the absence notifications received by staff provided for the absence of a quorum.
 4. Adjournment may be declared by the Chair, Vice-Chair, or staff.
- (d) Expectation to absence of quorum because of abstentions due to a conflict of interest:
 1. 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.
 2. Otherwise disqualified Commissioners shall be chosen by lot until a quorum is reached.
 3. The Commissioners so chosen shall continue to participate in that matter until its conclusion.

Voting

- (a) No vote may be conducted on any item before the Commission unless the Commission's requisite (4) 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, or other matters.
8 (b) When the consent portion of the agenda is called, the Chair shall ask the members if
9 they have questions or if a discussion is required. Staff may respond to routine inquiries
10 from members of the Commission concerning items on the consent agenda. If there are
11 substantial questions by members of the Commission, an item may be removed from the
12 consent agenda and considered separately.
13 (c) Any member of the Commission may move that a matter on the consent agenda be
14 removed from the consent agenda and be considered separately.

15 *Ex Parte Declarations for Public Hearing Items*

- 16 (a) Commissioners are discouraged from suggesting any change to any project to the
17 applicant or staff before the project is considered by the Commission as a whole.
18 (b) To ensure that all Commissioners receive the same information relative to a project that
19 will be reviewed by the Commission, third party contacts are discouraged.
20 (c) The below should be disclosed by the Commissioner at the Commission meeting prior
21 to the item being considered:
22 1. Ex Parte Communications
23 2. Site Visits
24 3. Conflict of Interest
25 4. Financial Impacts

26 *Continued Public Hearings*

- 27 (a) A continued public hearing shall be resumed at the point of the public hearing at which
28 such matter was continued. If the public testimony portion of the public hearing had
29 been closed, public testimony may be reopened upon a motion and second that is then
30 approved by a vote of the Commission.

31 *New Public Hearings*

- 32 (a) Shall be conducted as outlined in Rule X.

33 *Manager/Staff Comments*

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

36

37

38

1 *Commissioner Comments*

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

5 *Adjournment*

- 6 (a) Commission meetings shall adjourn by 10:00 p.m. unless extended as set forth in the
7 next subsection.
8 (b) If a motion to extend the meeting after 10:00 p.m. is passed by at least two-thirds of the
9 members of the Commission who are present and eligible to vote upon such motion, the
10 Commission may hear and consider any matter on the agenda after 10:00 p.m.
11

12 **RULE 6**

13 **CONDUCT OF PUBLIC HEARING**

14 *Purpose*

- 15 (a) The Planning Commission is a public agency with land use planning and decision-
16 making duties. It is the policy of the Planning Commission to encourage free and open
17 discussion of issues on a Planning Commission meeting agenda, but also to ensure that
18 the Commission completes the agenda in a timely manner and in a process that accords
19 courtesy and respect to all participants.

20 *Disruptive Public Speakers*

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

28 *Public Hearing Procedure*

- 29 (a) Unless otherwise directed by the Chair, the order of presentation of evidence or
30 testimony, oral and written, on any public hearing item shall be as follows:
31 a. The Chair opens the public hearing.
32 b. Staff makes a brief presentation, including a summary of the item, an analysis of
33 the issues, and a recommendation.
34 c. Introduction of applicant and participants.
35 d. If present, the applicant may make a presentation (15 min. unless extended by
36 majority vote) and shall be available for questions from the Commission. The
37 Commission may proceed whether or not an applicant is present.
38 e. Members question both staff and applicant(s).
39 f. The Chair invites public testimony.

- g. Staff and applicant(s) respond to public testimony.
- h. Chair closes hearing to public testimony.
- i. 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

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

RULE 7

COMMUNICATIONS AND REPORTS OF THE COMMISSION

Information provided by Staff

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

1 *Written Communications from the Public*

- 2 (a) The Commission encourages the public to prepare and send written communications
3 that may assist the Commission in its deliberations on an item. The correspondent shall
4 provide fifteen copies, no larger than page size 11x17 of all written material for
5 members, the recording secretary, staff, file, and the public with the below
6 specifications:
- 7 a. Font Size: Minimum 12-point font.
 - 8 b. Spacing: Single
 - 9 c. Page Limitation (double-sided equivalent):
 - 10 i. 3 days prior to meeting by 5:00 P.M.: 5 pages maximum, including
 - 11 exhibits
 - 12 ii. Between 3 days prior to meeting at 5:00 pm to the meeting: 1 page
 - 13 maximum, including exhibits
- 14 (b) The Commission shall refer to staff all such written communications, including e-mails,
15 regarding a subject or matter, not appearing on the agenda.
- 16

17 **RULE 8**

18 **ELECTION AND DUTIES OF OFFICERS**

19 *Election of the Chair and Vice-Chair*

- 20 (a) Officers of the Planning Commission shall consist of a chair and vice-chair.
- 21 (b) Elections will be held during the first regular meeting of the Commission held in every
22 calendar year or during the first regular meeting after appointment of the members of
23 the Commission by the City Council.
- 24 (c) The members of the Commission shall elect one member as Chair and another as Vice-
25 Chair, to serve for one year or until a successor is appointed, unless either is earlier
26 removed from such positions by a majority vote of the members of the Commission or by
27 the City Council.
- 28 (d) Selection of Chair and Vice-Chair
- 29 a. The Chair will open nominations for Chair.
 - 30 b. After all nominations the Chair will close nominations.
 - 31 c. The Commission Clerk will perform a roll call of the members.
 - 32 d. Each member will vote by stating their choice for Chair or abstain of the
 - 33 nominees if there is multiple. A single nomination will be a simple Yes, No or
 - 34 abstain vote.
 - 35 e. At the conclusion the new Chair will assume all duties and conduct the Vice-
36 Chair selection.
- 37 (e) The Chair shall preside at all regular and special meetings, re-order agenda as
38 necessary, call special meetings and shall jointly set with staff meeting agenda(s)
39 represent the Commission at meetings of the City Council, other public agencies and at
40 civic events. The Chair is also responsible to sign resolutions adopted by the
41 Commission and verify the accuracy of the contents.
- 42

1 (f) Vacancy of an Office

2 a. If a vacancy occurs prior to the next annual election, a special election shall
3 be held to fill the vacant office from among the membership.

4 b. That member shall serve until the next regularly scheduled election.

5 (g) In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.

6 (h) In the absence of both the Chair and Vice-Chair, the immediate past chair shall preside
7 at the meeting. If the immediate past chair is not present, the most senior member of
8 the Commission shall perform the duties of the Chair.

9 (i) A removal of an elected officer needs to have a motion and a second to be placed on the
10 next agenda.

11 a. The chair or vice-chair may be removed by a two-thirds majority vote of the full
12 Planning Commission at a regularly scheduled meeting of the Planning
13 Commission, when all appointed members are present.

14 b. Any officer removed ceases to hold the office once the vote has been tallied and
15 announced.

16
17 **RULE 9**

18 **SEATING ARRANGEMENT**

19 (a) The seating arrangement for the Commission shall be as follows:

20 a. The Chair shall be seated in the middle of the dais. The Vice-Chair shall sit
21 immediately to the Chair's right.

22 b. The senior member on the Commission will sit immediately to the Chair's left.

23 c. The Commission members will sit in seniority, with the newest member seated
24 on the far right of the Chair.

25 d. When a member of the Commission leaves the Commission, the members will
26 close the gap based on seniority towards the Chair, and the newly appointed
27 member is seated on the far right of the Chair.

28
29 **RULE 10**

30 **RESTRICTION ON REPRESENTATION**

31 (a) No member of the Commission shall purport to represent or speak on behalf of the
32 Commission without obtaining the consent of the Commission in the form of a motion
33 passed at a regular or special meeting of the Commission.

1 **RULE 11**

2 **CONDUCT OF COMMISSION MEMBERS**

- 3 (a) All Commission members are expected to conduct themselves respectfully while on the
4 dais.
5 (b) Members are expected to be actively engaged during meetings and work cooperatively
6 with other Commission members.
7 (c) Do are expected to not engage in side conversations or to be on personal mobile devices
8 while on the dais.
9 (d) Members are expected to respect fellow Commissioners' time and wait to be recognized
10 by the Chair before speaking.
11 (e) Members are to be familiar with the Parlimentary Procedures in Rule 14.

12
13 **RULE 12**

14 **RECORD OF MEETINGS**

- 15 (a) A minute record of all proceedings before the Commission shall be prepared and
16 preserved by staff.
17 (b) Minutes shall be prepared in the form and format prescribed by the City Council for
18 citizen advisory groups.
19 (c) All reports and written communications directed to the Commission shall be made a
20 part of the permanent record of the Commission.
21 (d) All motions considered by the Commission shall be recorded whether they pass or fail.
22 (e) Members of the Commission wishing to have specific comments regarding an item
23 reflected in the minutes and preserved for the record shall state, prior to making a
24 comment, that the comment is "for the record."
25 (f) Draft minutes of meetings shall be presented by the recording secretary to the
26 Commission for correction and approval as soon as practical.

27
28 **RULE 13**

29 **SUBCOMMITTEES**

- 30 (a) With the approval of a majority of the Commission members, the Chair may appoint
31 members, (minimum of 2 members) of the Commission to subcommittees to make
32 recommendations to the full Commission on land use policy matters or such other
33 matters as the Chair may deem appropriate.
34 (b) Each subcommittee is a part of the Commission and is subject to the Commission's
35 authority and direction and its rules.

1 **RULE 14**

2 **PARLIAMENTARY PROCEDURE**

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

5
6 **RULE 15**

7 **RESIGNATION**

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

10
11 **RULE 16**

12 **ADOPTION AND AMENDMENT OF RULES AND PROCEDURES**

13 *Planning Commission Adoption and Amendment*

- 14 (a) These rules and procedures shall be adopted and may be amended at any regular
15 meeting of the Commission by a majority of the members of the Commission, provided
16 that the amendment has been submitted in writing at a previous meeting.

17 *City Council Adoption and Amendment*

- 18 (a) Upon adoption or amendment by the Planning Commission, such rules and procedures
19 shall be submitted to the City Council for review. The City Council shall have the power
20 to approve, disapprove, or modify said rules and procedures, as it deems necessary.