

AGENDA
REGULAR MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
7:00 P.M., FEBRUARY 24, 2015
COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

Next Resolution No. PC15-02

1. ROLL CALL:

Chairperson Clemente
Vice-Chair Pal
Commissioner Adeva
Commissioner Holzwarth
Commissioner Osborne
Commissioner Ramos
Commissioner Smith

Pledge of Allegiance
Invocation

2. INTRODUCTION:

Introduction of Paul Junker, Pacific Municipal Consultants (PMC)

3. MINUTES:

Approval of February 10, 2015, Planning Commission Minutes.

4. AUDIENCE COMMUNICATIONS:

This is a time for public comments for items that are not listed on this agenda. Comments should be brief. If you have an item that will require extended discussion, please request the item be scheduled on a future agenda.

CONFLICT OF INTEREST NOTIFICATION

(Any items on this agenda that might be a conflict of interest to any Commissioner should be identified at this time.)

5. PUBLIC HEARINGS:

For each of the following items, the public will be given an opportunity to speak. After a Staff Report, the Chair will open the Public Hearing. At that time, the applicant will be allowed to make a presentation. Members of the public will then be allowed to speak. After all have spoken, the applicant is allowed to respond to issues raised by the public, after which the Public Hearing is normally closed. Comments should be brief and to the point. The Chair reserves the right to limit repetitious or non-related comments. The public is reminded that all decisions of the Planning Commission are appealable to the City Council by filing a written Notice of Appeal with the City Clerk within ten (10) calendar days.

- A. **A Resolution of the Planning Commission of the City of Suisun City Approving Conditional Use Permit Application No. UP14/5-004 to Establish a Large Family Daycare at 449 Amber Drive (APN 0037-352-130).**
 - **Adoption of Resolution No. PC15-__-.**

6. GENERAL BUSINESS: Action to be taken where appropriate.

- A. **A Resolution of the Planning Commission of the City of Suisun City Approving Street Names for the Zephyr Estates Subdivision (APN 0174-120-230)**
 - Adoption of Resolution No. PC15-__-.
- B. **Discussion and Direction: Planning Commission Bylaws.**

7. COMMUNICATION:

- A. Staff
- B. Commissioners
- C. Agenda Forecast

8. ADJOURN.

a&m/150224.pca

MINUTES
REGULAR MEETING OF THE CITY OF SUISUN CITY
PLANNING COMMISSION
7:00 P.M., FEBRUARY 10, 2015

COUNCIL CHAMBERS
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CALIFORNIA 94585

Next Resolution No. PC15-02

1. ROLL CALL:

Chairperson Clemente
Commissioner Adeva
Commissioner Holzwarth
Commissioner Osborne
Commissioner Pal
Commissioner Ramos
Commissioner Smith

Pledge of Allegiance
Invocation

2. INTRODUCTION OF NEW COMMISSIONERS:

Mr. Kearns introduced the three newly appointed Commissioners.

Commissioner Osborne stated he was a 10 yr. resident and looked forward to working with the Commission in making Suisun a better place.

Commissioner Pal stated he is a 22 yr. resident and looks forward to moving Suisun City forward not just with the Commission but with the general public as well.

Commissioner Smith stated she is a 12 yr. resident and looks forward to doing great things with the Commission.

3. ELECTION OF CHAIR AND VICE-CHAIR:

Commissioner Holzwarth nominated Commissioner Clemente as Chairperson and Commissioner Pal as Vice-Chair

Commissioner Adeva nominated Commissioner Clemente as Chairperson and Commissioner Ramos as Vice-Chair.

Commissioner Ramos nominated Commissioner Clemente and Commissioner Holzwarth as Vice-Chair. Commissioner Holzwarth declined the nomination.

Commissioner Ramos then seconded Commissioner Holzwarth nomination. A roll call vote was taken. Nominations passed by a 6-1 vote with Commissioner Adeva voting No.

The Roll Call vote then negated Commissioner Adeva's nomination.

4. INFORMATIONAL – BYLAWS:

Chairperson Clemente tabled the Bylaws information item to the next Commission meeting allowing the Commission ample time to review the sample bylaws and to make suggestions as to what they would like to adopt. Mr. Kearns stated that he had handed out additional information regarding the Parks & Recreation Commission established within the City Municipal Code. Commissioner Smith asked if there was a specific reason as to the cities chosen as example bylaws. Mr. Kearns stated there was not. Commissioner Pal asked if there were other cities within our area that could be used. Chairperson Clemente indicated that the City of Vallejo had bylaws.

5. ANNOUNCEMENTS:

None

6. MINUTES:

Commissioner Holzwarth moved to approve the January 13, 2015 Planning Commission Minutes. Commissioner Adeva indicated that a Commissioner's name was omitted in a motion regarding bingo. Commissioner Ramos seconded the motion to approve the minutes with the correction. Motion passed 4-0 with the 3 new Commissioners abstaining.

7. AUDIENCE COMMUNICATIONS:

Kelly Lute, 311 Morgan Street thanked Dan Kasperson and staff for their swift action on 911 Suisun Street and wanted to make sure that new construction was a single family residence that fit architecturally into the existing neighborhood.

CONFLICT OF INTEREST NOTIFICATION

None

8. PUBLIC HEARINGS:

A. Workshop on Downtown Waterfront Specific Plan Update "Vision".

Mr. Kearns presented the staff report. He explained that the update project was fully funded through a \$163,000 grant with a City match of \$21,118. He stated that the last comprehensively amended Specific Plan was in 1999 as implementation measure of the 1979 General Plan and subsequently created in 1983. The 1979 General Plan realized the need for special treatment of the Historic Downtown and Waterfront.

He explained that on November 13, 2014, staff held a Community Involvement Meeting at the Suisun Harbor Theater. The update is intended to retain its current core structure but there is a need for clarification. He stated that the goal of the update is to increase both the function and user-friendliness of the Plan.

The one proposed change to the Downtown Waterfront Specific Plan boundaries is to include the lands that are bounded by Highway 12, Marina Boulevard and the Union Pacific Railroad to the Specific Plan area thus making it consistent with the Suisun City Downtown Waterfront Priority Development. This would also allow to better leverage the Suisun -Fairfield Train Depot and create an entrance from the north to the Waterfront district south of Highway 12.

On January 29, 2015, staff provided a two-page survey as an attachment to the staff report. Staff outreached through Facebook, NextDoor and the Suisun City website in order to encourage participation and gain additional interest and input from the public. The two-page "Key Questions in Developing a Consensus Vision-January 20, 2015" consisted of 5 questions. Some of the common ideas or responses were:

- Keep the "small town" feel or character of the downtown area
- Reface storefronts along Main Street
- Create a more family-oriented atmosphere
- Making downtown a destination

The next step is to discuss the "vision" with the City Council on February 17th. The intention is to develop a final vision for the Downtown Waterfront Specific Plan following the February 17 Council meeting and the next task will be to discuss alternatives for the Downtown Waterfront Specific Plan which will include meetings with the Commission and Council.

Chairperson Clemente opened the Public Hearing.

Mr. Kearns explained that the General Plan provided was a broad general policy ordinance guidance, the Zoning Ordinance was more detailed to the types of specific zones throughout the city and the Specific Plan governs a more design detail and design guidelines for the downtown area.

Commissioner Osborne asked where the work falls now with no Redevelopment Agency to help with financing.

Mr. Kearns stated that the city is currently wrapping up with RDA. There are new strategies and tools out there and the city is beginning to realize what they are and how to use them.

Mr. Garben stated that a number of initiatives have been introduced including an Infrastructure Financing District and the staff is looking at how they could help the city. He also stated that with the train station there may be monies for transportation projects.

Kelly Lute, 311 Morgan Street, commented on possible grants, parking structure at the Park n' Ride. She also commended local business Sparkly Rags for their marketing skills. She further stated that the City of St. Helena was a perfect example of how they utilized their historic downtown structures.

Bob Ritchie, 408 Marina Blvd., commented on a pedestrian walkway over the tracks to Armijo High School, the vacant lot at the corner of Solano and Main Streets should be used as parking, a meeting he had with former Police Chief Dadisho regarding the homeless, the historic building at 701 Main Street and the need to preserve the architecture of the building rather than just tear it down. He suggested that staff contact the Mayor of the City of Martinez on how they retrofitted their historic buildings.

Dr. Raymond Klein, 400 Morgan Street, commented on the need for an inviting entrance to the city from Cordelia Road, suggested that an advisory committee be formed, complimented John Kearns for getting the community involved, and suggested directional signage. He further commented on the city being landlocked and that needed to be taken into consideration when developing more of the downtown area. He also stated the city needed to look at the old infrastructure.

Howard Lute, 311 Morgan, commented that the character of the buildings on the west side of Main Street need to reflect more of the period the town was build. He also stated there was need for additional parking.

Commissioner Holzwarth asked about the lead developer for the west side.

Mr. Garben stated that the city was in the process of an amendment with Main Street West and was waiting for final information from the Department of Finance.

Commissioner Holzwarth he also stated that a main focus needed to be on the west side of Main Street, additional parking and liked the idea of a parking garage.

Commissioner Pal stated the Chamber was working with local organizations countywide on the homeless issues and that Debi Tavney with the Fairfield-Suisun Chamber of Commerce is the contact person. He also commended staff on the leadership to accomplish all the changes made in the downtown waterfront area.

Commissioner Osborne stated that a strong Wi-Fi component was needed in the downtown area.

Commissioner Ramos commented that along with the Wi-Fi those local businesses could become involved. He further stated that a parking structure along the tracks on the west side could also act as a sound barrier. He suggested that jitneys could be used to bring the public from the parking structure to the waterfront area. He also

felt strongly that the parking along the promenade should be removed and that business be placed along there instead.

Commissioner Holzwarth stated that the Masonic Lodge building was a great example of the type of style for the west side.

Mr. Lute spoke about the history of 701 Main Street. He commented on the amount of work that had been done by a previous owner to retrofit the building. He also stated that marketing needed to be done.

Mr. Garben stated that it was correct that 80% of the work had been done but that the building was still in disrepair. He stated that the Main Street West Ad Hoc has looked at recreating what is there and reusing the bricks and the mosaic entry.

Mr. Day asked about the parking at the boat launch area and the need for more signage to direct the public to that area. He further stated that marketing needed to be done and that maybe if just the façade was fixed it would make it more sellable.

Mr. Kearns stated that staff would be making a presentation to the City Council on Tuesday, February 17th and hoped that those in attendance tonight would be able to attend. He also thanked them for their comments. Mr. Kearns further stated that the survey would be on line until the end of the month.

6. GENERAL BUSINESS:

None

7. COMMUNICATION:

Mr. Kearns reported on the following ongoing projects:

- Wal Mart within 4-5 weeks before completion
- Paving on Walters Road has begun
- Metal sculptures on Walters Road to be replaced once the new light signal is completed
- Zephyr Estates at E. Tabor and Walters has been sold to a new developer and should begin construction in Spring
- The Fire Department has received Wal Mart's contribution towards the new ladder truck
- City has hired a new contract Planner, Paul Junker with PMC to provide higher level planning and expertise.
- Previously approved subdivision projects that because of the economy were stopped have made contact with the City and staff is confident that they will be starting again soon.
- Application to replace the Sunset Center pylon sign and staff is working with utility companies to ensure proper placement and construction
- Vacant parcel east of Walters Road across from Wal Mart has had inquiries but no formal applications have been received
- Travis Land Use Compatibility Plan is half way completed

Mr. Kearns stated that there would be a Commission meeting on February 24th. Commissioner Ramos informed the Commission he would not be able to attend.

Chairperson Clemente thanked all the citizens for their attendance and comments on the Downtown Waterfront Specific Plan update.

8. ADJOURN.

There being no further comments the meeting was adjourned at 8:30 pm.

Anita Skinner, Commission Secretary

a&m/150210.pca

AGENDA TRANSMITTAL

MEETING DATE: February 24, 2015

PLANNING COMMISSION AGENDA ITEM: PUBLIC HEARING: Resolution PC15-___; A Resolution of the Planning Commission of the City of Suisun City Approving Conditional Use Permit Application No. UP14/5-004 to Establish a Large Family Daycare at 449 Amber Drive (APN 0037-352-130).

FISCAL IMPACT: None associated with this item.

OWNER: Ravin Bhatia
801 1st Street
Benicia, CA 94510

APPLICANT: Latasha Curtis
449 Amber Drive
Suisun City, CA 94585

SITE DATA:

- | | | |
|-----|------------------------------|---|
| (1) | General Plan/Zoning: | Residential Single-Family |
| (2) | Site Configuration: | 7,480 Square Feet |
| (3) | Surrounding Land Use/Zoning: | |
| | North: | Single-Family Homes/Residential Single-Family |
| | South: | Single-Family Homes/Residential Single-Family |
| | East: | Single-Family Homes/Residential Single-Family |
| | West: | Single-Family Homes/Residential Single-Family |

ENVIRONMENTAL REVIEW: This project is categorically exempt from the California Environmental Quality Act (CEQA) under Section 15301, Existing Facilities.

BACKGROUND: The applicant has operated a large family daycare at other locations in Suisun City since 2001. The applicant has requested a conditional use permit to operate a large family daycare at 449 Amber Drive with a maximum capacity of 14 children. The applicant has submitted the indoor and outdoor plan that was also submitted to the State of California Community Care Licensing division. These are included as attachments for reference.

STAFF REPORT: The City's Zoning Ordinance, consistent with state law, defines a large family daycare as a state-licensed care facility that cares for 7-14 children on less than a twenty-four hour basis. In addition, Zoning Ordinance Section 18.08.030.G requires a conditional use permit for any large daycare facility in the Residential Single-Family (RS) Zoning District.

PREPARED BY:

John Kearns, Associate Planner

REVIEWED/APPROVED BY:

Jason Garben, Development Services Director

The outdoor play area will be within a fenced back yard, providing a safe area where the children can play and be adequately supervised. In addition, the applicant designated specified areas within the dwelling unit in which the children will be cared for. The applicant will provide a balance of indoor and outdoor recreational opportunities during hours of operation between 6:00 A.M. and 6:00 P.M. Monday through Friday. The applicant has indicated that she does not anticipate any parking issues during pick-up and drop-off periods because the site will have the driveway available during business hours that will be available for client use. Additionally, the applicant's clients have a varied range of pick-up and drop-off times, which will minimize the number of clients requiring parking at the site at any given time. Parents will be notified of the appropriate parking procedures. There are no proposed changes to the site area or dwelling at this time.

STAFF RECOMMENDATION: Adopt Resolution PC15-___; A Resolution of the Planning Commission of the City of Suisun City Approving Conditional Use Permit Application No. UP14/5-004 to Establish a Large Family Daycare at 449 Amber Drive (APN 0037-352-130).

ATTACHMENTS:

1. Resolution PC15-___; A Resolution of the Planning Commission of the City of Suisun City Approving Conditional Use Permit Application No. UP14/5-004 to Establish a Large Family Daycare at 449 Amber Drive (APN 0037-352-130).
2. Application materials.
3. Location map.

RESOLUTION NO. PC 15 -

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUISUN CITY
APPROVING CONDITIONAL USE PERMIT APPLICATION NO. UP14/5-004 TO
ESTABLISH A LARGE FAMILY DAYCARE AT 449 AMBER DRIVE
(APN 0037-352-130).**

WHEREAS, the Planning Commission at its regular meeting on February 24, 2015 did review application UP14/5-004 to establish a large family daycare at 449 Amber Drive; and

WHEREAS, the public hearing notice was published in the Daily Republic on February 14, 2015; and

WHEREAS, a report by the City Staff was presented and made a part of the recommendations of said meeting; and

WHEREAS, this project has been considered regarding all applicable city regulations and ordinances; and

WHEREAS, this project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) per Section 15301; and

WHEREAS, based on evidence presented to the Planning Commission by City Staff and the applicant, the following Findings are hereby made:

1. That the project is categorically exempt from the California Environmental Quality Act, Section 15301, as a use of an existing facility.
2. That the use of the single-family home as a large family daycare has been considered through the Conditional Use Permit process as required by the Suisun City Zoning Ordinance.
3. That only the living area of the single-family residence will be used for the large family daycare.
4. That the large family daycare, when subject to the adopted conditions, will not conflict with the Goals, Objectives, and Policies of the General Plan.
5. That the large family daycare, when subject to the adopted conditions, will not have significant noise, traffic, or parking impacts on the neighborhood.
6. That the large family daycare, when subject to the adopted conditions, will not be detrimental to the public health, safety, or welfare of persons residing or working in or adjacent to the neighborhood of such use, nor detrimental to properties or improvements in the vicinity, nor to the general welfare of the City.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby approve the Conditional Use Permit subject to the following Conditions and all other local, state, and federal requirements:

1. No more than fourteen children shall be in the care of the operator at any time. This number includes children of the operator.
2. Prior to beginning any construction or improvements, plans shall be submitted to the Building Department and any applicable permits obtained as determined by the Chief Building Official.
3. No mechanical equipment shall be installed or maintained which is not customarily incidental to residential use.
4. The use shall not change the character of the dwelling or adversely affect the uses permitted in the residential district.
5. The garage or other accessory structure(s) shall not be used as daycare space.
6. The driveway shall remain free and clear for pick-up and drop-off of children. The operator shall ensure that clients do not obstruct neighboring driveways, double-park, or create traffic/parking problems.
7. The use shall be operated consistent with the licensing requirements and other requirements and regulations of the State of California Department of Social Services.
8. The business shall be subject to the City sign regulation that permits only up to a two square foot area of on-site nameplate signage.
9. If complaints are received or the operator is found not to be in compliance with the above conditions or is found to be creating a nuisance in the neighborhood, the operator may be cited, and the permit may be subject to reconsideration for possible revocation under City Code 18.66.560.

The foregoing motion was made by Commissioner _____ and seconded by Commissioner _____ and carried by the following vote:

AYES: Commissioners:
NOES: Commissioners:
ABSENT: Commissioners:
ABSTAIN: Commissioners:

WITNESS my hand and the seal of said City this 24th day of February.

Anita Skinner, Commission Secretary

City of Suisun City

449 Amber Drive in Suisun City

APN: 037-352-130



449 Amber Drive
Suisun City, CA 94585



FACILITY SKETCH (Yard) - Family Child Care Home

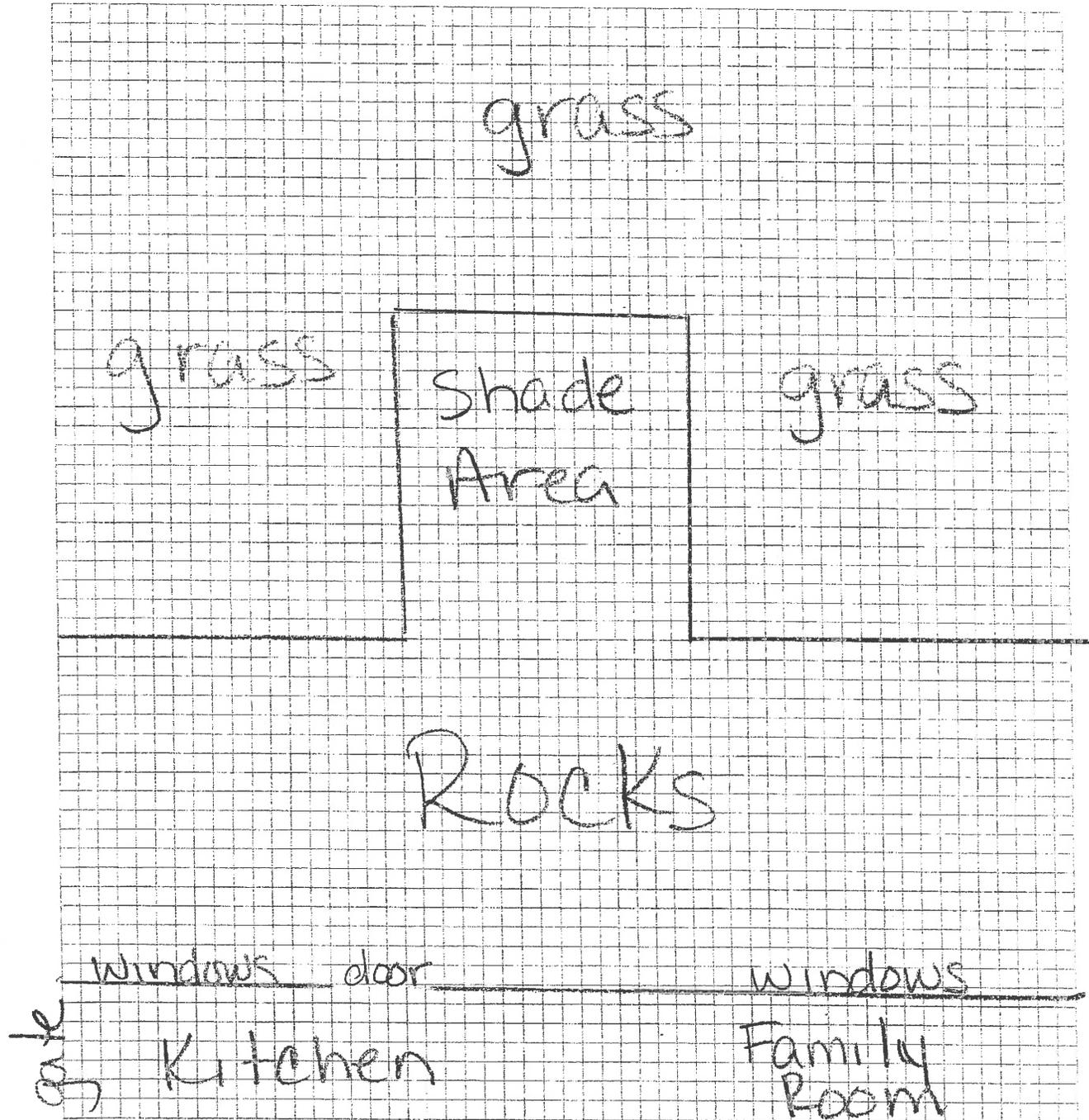
The yard sketch should show all buildings in the yard including the home (with no detail), garage and storage building. Include walks, driveways, play area, fences, gates. Please identify areas which will be "off limits" to children. Show any potential hazardous areas such as pools, garbage storage, animal pens, etc. Show the overall yard size. Try to keep the sizes close to scale. Use the space below.

FACILITY NAME:

Curtis Family Childcare

ADDRESS:

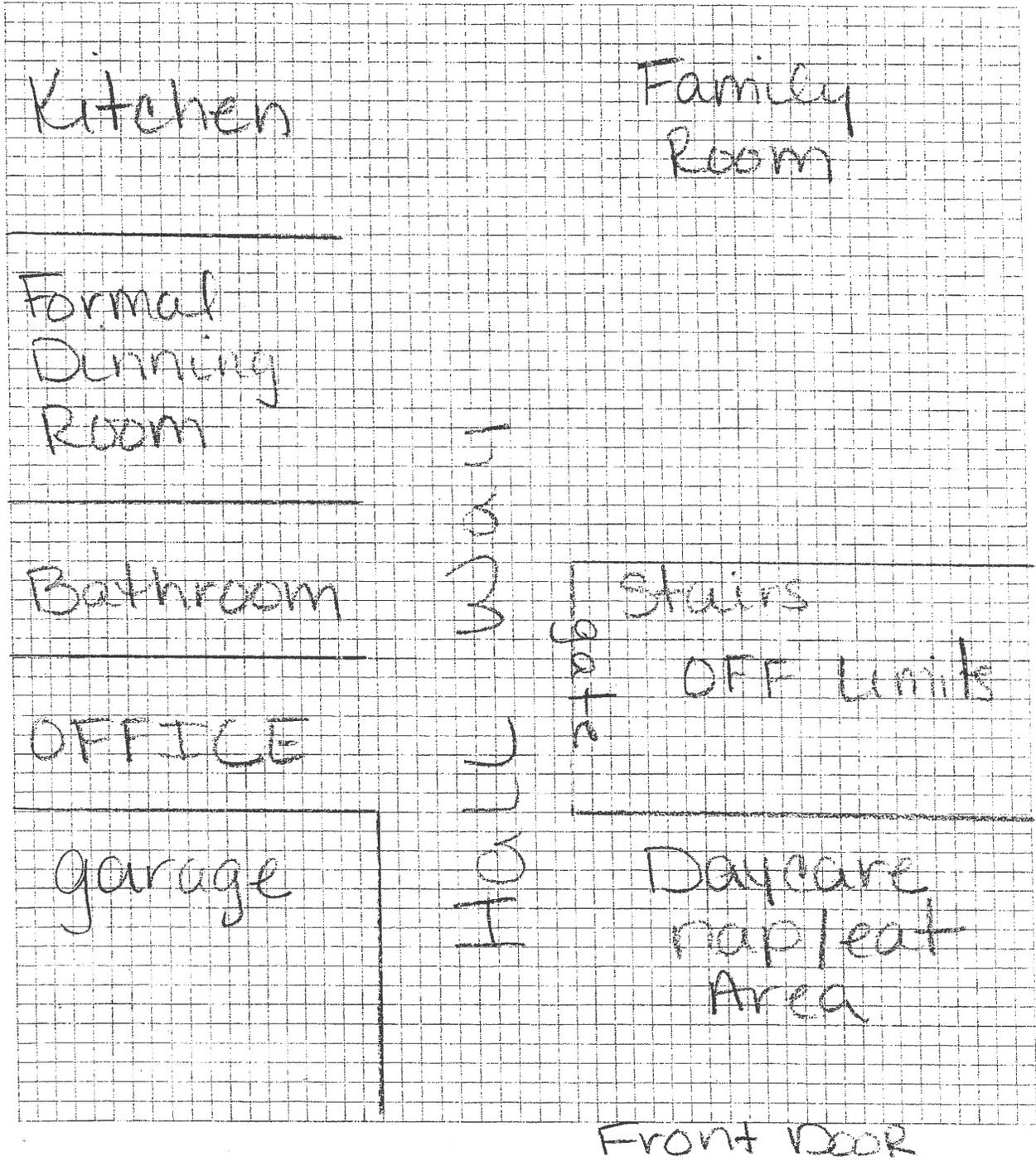
449 Amber Drive Suisun Ca 94585



FACILITY SKETCH (Floor Plan) - Family Child Care Home

Applicants are required to provide a sketch of the floor plan of the home or facility and outside yard. The floor sketch must label rooms such as the kitchen, bath, living room, etc. Please identify areas which will be "off limits" to children. Door and window exits from the rooms must be shown in case of an emergency (see Emergency Disaster Plan). Show room sizes (e.g. 8.5 x 12). Keep close to scale. Use the space below. See back for yard sketch.

FACILITY NAME: Curtis Family Childcare	ADDRESS: 449 Amber Drive Suisun Ca 94585
---	---





I am applying for a permit to operate my daycare at 449 Amber Drive in Suisun City. My hours of operation are from 6 am to 6 pm. I will have one employee with me at all times and not more than fourteen children at one time. The busy traffic times will be from 7 am to 8 am then 4pm to 6 pm with approximately 4-6 cars in that time frame. I have ample parking to accommodate the parents during drop off and pickup hours. The outdoor activities will only be in the back yard after school hours. There will never be hazardous, volatile, or chemicals involved or stored on the premises. If you have further questions please feel free to contact me at the number above.

Sincerely,

Latasha Curtis

Latasha Curtis

Owner

AGENDA TRANSMITTAL

MEETING DATE: February 24, 2015

PLANNING COMMISSION AGENDA ITEM: Resolution PC15-__: A Resolution of the Planning Commission of the City of Suisun City Approving Street Names for the Zephyr Estates Subdivision (APN 0174-120-230).

FISCAL IMPACT: No fiscal impact associated with this item.

BACKGROUND: The City Council approved a 59-unit single-family residential subdivision that includes a 1.5-acre commercial parcel at the southeast corner of Walters Road and East Tabor Avenue on September 16, 2014. The project is located at the north-westerly boundary of the Peterson Ranch area.

STAFF REPORT: The Peterson Ranch neighborhood established a military base theme regarding its street names, and because the Zephyr Estates project is directly adjacent, the developer has been required to continue the theme for Zephyr Estates.

According to City Council Resolution 2005-97 (Attachment 3), the Planning Commission has the authority to review and approve new street names. Below is the section that specifies the procedure of naming new streets.

NAMING OF NEW STREETS - PROCEDURE

1. Proposed street names are submitted to the Community Development Department (now Development Services) for review and processing.
2. Proposed names are distributed to Police Department, Fire Department, and Emergency Dispatch for review and recommendations.
3. **Proposed names are presented to the Planning Commission for review and approval.**
4. Upon action of the Planning Commission, street names are placed on the tentative map and a copy of the tentative map with street names are distributed to the Police Department, Fire Department, Emergency Dispatch, Public Works Department, Building Department, County Assessor's office, and the Board of Supervisors.

Proposed Street Names

The developer of the project has requested the following street names for the Planning Commission to consider:

Fort Irwin
Fort Ross
Nellis
Stoneman

PREPARED BY:
APPROVED BY:

John Kearns, Associate Planner
Jason Garben, Development Services Director

Staff has prepared a resolution (Attachment 1) of the Commission to consider regarding these proposed street names. The draft Final Map is included as Attachment 2 to show how the street names would overlay over the subdivision.

STAFF RECOMMENDATION: Adopt Resolution PC15-__: A Resolution of the Planning Commission of the City of Suisun City Approving Street Names for the Zephyr Estates Subdivision (APN 0174-120-230).

ATTACHMENTS:

1. Resolution PC15-__: A Resolution of the Planning Commission of the City of Suisun City Approving Street Names for the Zephyr Estates Subdivision (APN 0174-120-230).
2. Draft Zephyr Estates Final Map.
3. City Council Resolution 2005-97: A Resolution of the City Council of the City of Suisun City Adopting City of Suisun City Street Naming and Street Renaming Procedure.

RESOLUTION NO. PC15-

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SUISUN CITY
APPROVING STREET NAMES FOR THE ZEPHYR ESTATES SUBDIVISION
(APN 0174-120-230).**

WHEREAS, the Planning Commission at its regular meeting of February 24, 2015, received a report by Suisun City Staff that was presented and made a part of the record of said meeting; and

WHEREAS, existing Municipal Code, Title 17, Subdivisions, Section 17.08.110 New street names, states that the Planning Commission shall approve proposed street names; and

WHEREAS, the developer submitted four street names for consideration of the Planning Commission for the Zephyr Estates Subdivision; and

WHEREAS, the City Council approved the procedure for naming and renaming of streets, Resolution No. 2005-97 dated December 6, 2005.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Suisun City does hereby adopt Resolution PC15-___: A Resolution of the Planning Commission of the City of Suisun City Considering Approval of Street Names for the Zephyr Estates Subdivision (APN 0174-120-230).

The forgoing motion was made by Commissioner ___ and seconded by Commissioner ___ and carried by the following vote:

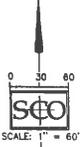
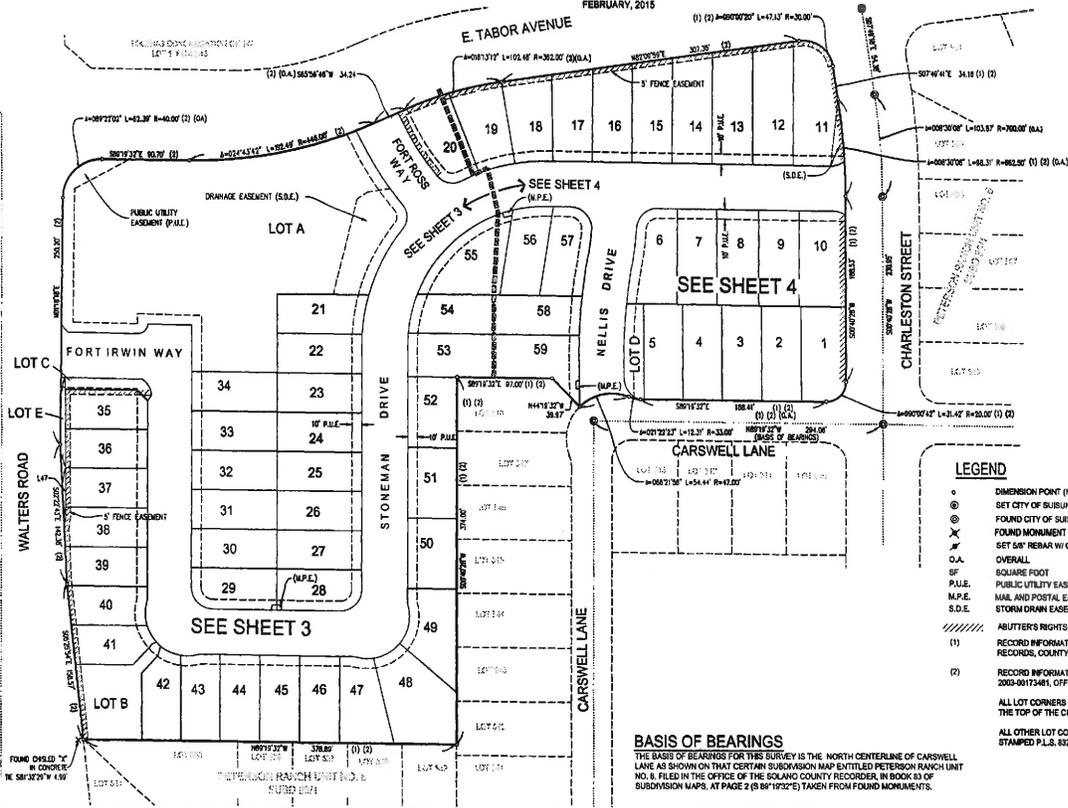
AYES:	Commissioners:
NOES:	Commissioners:
ABSENT:	Commissioners:
ABSTAIN:	Commissioners:

WITNESS my hand and the seal of said City this 24th day of February 2015.

Anita Skinner
Commission Secretary

**SUBDIVISION MAP OF
ZEPHYR ESTATES**

BEING A SUBDIVISION OF A PORTION OF PARCEL 2 OF THAT CERTAIN LOT LINE ADJUSTMENT, RECORDED IN DOCUMENT NO. 2003-00173481
SOLANO COUNTY OFFICIAL RECORDS
CITY OF SUISUN CITY, COUNTY OF SOLANO, STATE OF CALIFORNIA
SCO PLANNING AND ENGINEERING INC.
143 LITTON DRIVE, SUITE 240
GRASS VALLEY, CALIFORNIA 95945
FEBRUARY, 2015



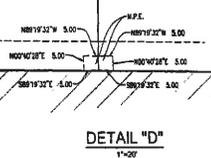
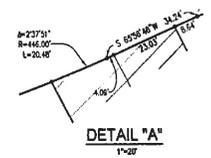
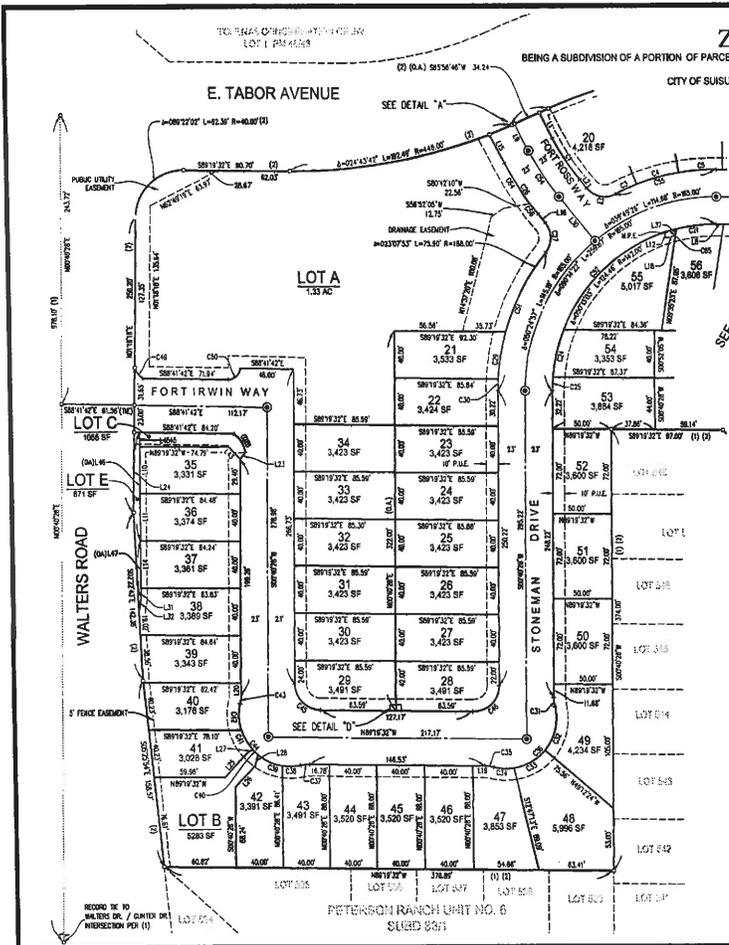
**SUBDIVISION MAP OF
ZEPHYR ESTATES**

BEING A SUBDIVISION OF A PORTION OF PARCEL 2 OF THAT CERTAIN LOT LINE ADJUSTMENT, RECORDED IN DOCUMENT NO. 2003-00173481
SOLANO COUNTY OFFICIAL RECORDS

CITY OF SUISUN CITY, COUNTY OF SOLANO, STATE OF CALIFORNIA

SCO PLANNING AND ENGINEERING INC.
140 LITTON DRIVE, SUITE 240
GRASS VALLEY, CALIFORNIA 95945

FEBRUARY, 2016



LINE #	LENGTH	DIRECTION
L1	24.37	S 29°42'30" E
L2	5.72	N 38°54'20" W
L3	4.91	N 89°50'00" W
L4	25.46	N 38°40'00" W
L5	40.00	S 02°19'30" W
L6	40.00	S 02°19'30" W
L7	4.77	S 11°19'21" E
L8	40.00	S 02°19'30" W
L9	27.07	S 38°40'30" E
L10	8.77	N 38°54'20" W
L11	6.66	S 79°42'37" W
L12	7.82	N 89°50'00" E
L13	8.85	N 02°40'15" E
L14	7.83	S 34°28'27" E
L15	68.37	N 01°18'15" E
L16	28.57	N 42°30'30" E
L17	31.74	N 42°30'30" E
L18	1.36	N 89°50'00" E
L19	8.14	N 16°22'00" E
L20	13.77	N 38°54'20" W
L21	13.76	S 02°19'30" W
L22	13.76	S 02°19'30" W
L23	14.57	N 42°30'30" E
L24	14.57	N 42°30'30" E
L25	48.00	N 02°40'15" E

CURVE #	LENGTH	RADIUS	DELTA
C1	41.70	197.00	119°18'17"
C2	37.20	20.00	78°10'00"
C3	30.16	188.00	49°01'00"
C4	38.00	188.00	119°18'17"
C5	33.28	188.00	109°30'30"
C6	38.37	142.00	144°42'30"
C7	41.87	142.00	162°37'30"
C8	11.79	142.00	49°01'00"
C9	51.50	243.00	173°01'37"
C10	27.25	20.00	78°10'00"
C11	18.89	31.88	49°31'12"
C12	40.60	188.00	172°29'30"
C13	8.76	188.00	298°30'30"
C14	38.40	11.00	87°20'37"
C15	31.05	43.00	117°28'30"
C16	16.79	16.00	227°11'12"
C17	7.89	33.00	137°02'30"
C18	87.32	43.00	148°20'30"
C19	7.92	43.00	137°02'30"
C20	13.81	43.00	210°34'30"
C21	13.76	43.00	307°04'30"
C22	8.00	43.00	75°50'00"
C23	18.40	43.00	231°40'30"
C24	87.32	43.00	118°12'30"
C25	1.50	33.00	137°02'30"
C26	34.54	25.00	107°01'00"
C27	11.64	31.00	207°04'45"
C28	13.71	31.00	107°01'00"
C29	128.38	188.00	382°20'30"
C30	223.45	142.00	169°47'30"
C31	46.43	220.00	119°18'17"
C32	81.30	188.00	172°29'30"
C33	18.88	34.44	224°28'30"
C34	48.30	243.00	173°01'37"
C35	10.86	142.00	172°12'30"

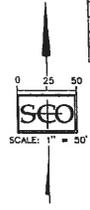
LEGEND

- ⊕ DIMENSION POINT (NOTHING FOUND NOTHING SET)
- ⊙ SET CITY OF SUISUN CITY STANDARD MONUMENT
- ⊙ FOUND CITY OF SUISUN CITY STANDARD MONUMENT
- ⊙ FOUND MONUMENT AS NOTED
- ⊙ SET 6" REBAR W/ CAP, STAMPED P.L.S. 8321
- O.A. OVERALL
- SF SQUARE FOOT
- P.U.E. PUBLIC UTILITY EASEMENT
- M.P.E. MAIL AND POSTAL EASEMENT
- S.D.E. STORM DRAIN EASEMENT

- (1) RECORD INFORMATION PER PETERSON RANCH UNIT NO.6, BK 83 MAPS, PG. 1, OFFICIAL RECORDS, COUNTY OF SOLANO.
 - (2) RECORD INFORMATION PER LOT LINE ADJUSTMENT RECORDED IN DOCUMENT NO. 2003-00173481, OFFICIAL RECORDS, COUNTY OF SOLANO.
- ALL LOT CORNERS ON STREET RIGHTS OF WAY TO BE MONUMENTED WITH A SLASH ON THE TOP OF THE CURB AT THE INTERSECTION OF THE LOT LINE AND CURB.
- ALL OTHER LOT CORNERS TO BE MONUMENTED WITH 5/8" REBAR WITH PLASTIC CAP STAMPED P.L.S. 8321

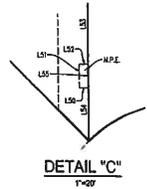
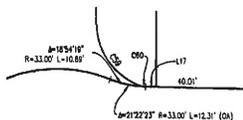
BASIS OF BEARINGS

THE BASIS OF BEARINGS FOR THIS SURVEY IS THE NORTH CENTERLINE OF CARSWELL LANE AS SHOWN ON THAT CERTAIN SUBDIVISION MAP ENTITLED PETERSON RANCH UNIT NO. 6, FILED IN THE OFFICE OF THE SOLANO COUNTY RECORDER, IN BOOK 83 OF SUBDIVISION MAPS, AT PAGE 7 (S 89°19'32" E) TAKEN FROM FOUND MONUMENTS.



**SUBDIVISION MAP OF
ZEPHYR ESTATES**

BEING A SUBDIVISION OF A PORTION OF PARCEL 2 OF THAT CERTAIN LOT LINE ADJUSTMENT, RECORDED IN DOCUMENT NO. 2003-00173481
SOLANO COUNTY OFFICIAL RECORDS
CITY OF SUSUN CITY, COUNTY OF SOLANO, STATE OF CALIFORNIA
SCO PLANNING AND ENGINEERING INC.
140 LITTON DRIVE, SUITE 240
GRASS VALLEY, CALIFORNIA 95945
FEBRUARY, 2015



LINE #	LENGTH	DIRECTION
L3	12.81'	S 89°52'10" E
L4	18.83'	S 02°42'28" W
L5	5.70'	S 87°08'50" W
L6	45.00'	S 89°05'10" E
L7	16.87'	N 89°05'10" W
L8	6.18'	N 89°05'10" W
L33	82.24'	S 02°02'44" E
L37	2.41'	S 89°19'22" E
L31	37.64'	N 89°05'10" W
L32	40.00'	N 89°05'10" W
L38	26.00'	N 02°04'50" E
L39	43.00'	N 89°05'10" W
L34	40.00'	N 89°05'10" W
L36	40.00'	N 89°05'10" W
L35	46.90'	S 87°05'10" E
L38	37.80'	S 87°05'10" E
L40	51.78'	S 89°05'10" E
L41	40.00'	S 89°05'10" E
L42	40.00'	S 89°05'10" E
L43	6.94'	S 89°19'22" E
L50	3.00'	S 89°05'10" E
L51	8.00'	N 02°04'50" E
L52	1.80'	N 89°05'10" E
L53	21.78'	S 02°04'50" E
L54	17.85'	S 89°05'10" E
L55	8.00'	N 02°04'50" E

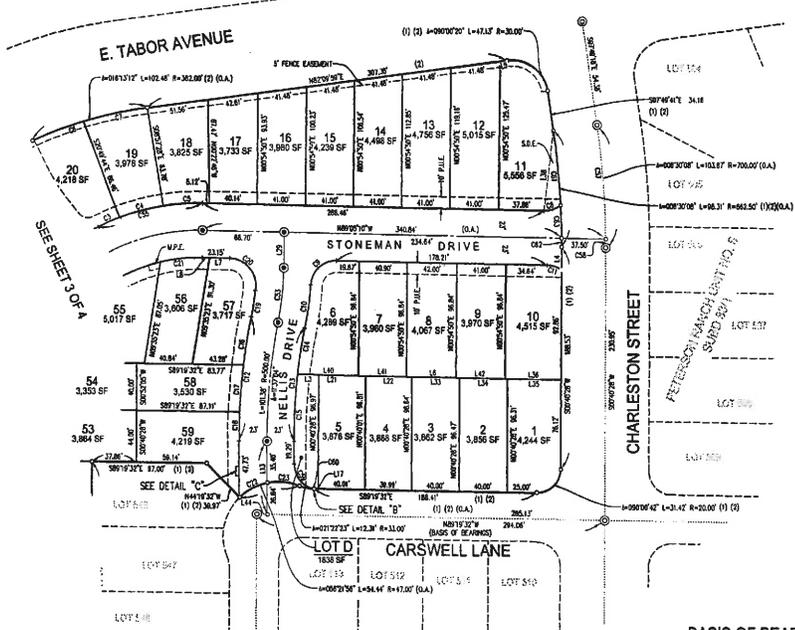
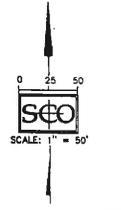
CURVE #	LENGTH	RADIUS	O.S.A.
C3	29.16'	186.00'	87°05'10"
C4	38.00'	186.00'	17°05'10"
C5	33.00'	186.00'	10°05'10"
C6	44.27'	383.00'	7°02'51"
C7	43.70'	383.00'	7°14'48"
C8	14.00'	21.00'	26°02'05"
C9	33.44'	21.00'	87°05'10"
C10	37.08'	273.00'	7°49'27"
C11	12.83'	25.00'	26°14'17"
C12	66.60'	533.00'	11°37'51"
C13	66.70'	477.00'	11°37'51"
C14	26.58'	477.00'	7°43'17"
C15	27.15'	477.00'	8°04'43"
C16	11.26'	533.00'	17°05'10"
C17	43.13'	533.00'	12°52'47"
C18	24.54'	533.00'	27°04'17"
C19	22.17'	327.00'	6°29'12"
C20	26.17'	327.00'	6°11'17"
C21	26.31'	143.00'	14°14'53"
C22	26.44'	47.00'	32°14'03"
C23	26.00'	47.00'	34°07'31"
C24	44.85'	250.00'	19°14'31"
C25	53.82'	186.00'	27°32'25"
C26	96.61'	700.00'	7°54'21"
C27	7.27'	700.00'	0°35'19"
C28	27.50'	23.00'	71°36'22"
C29	1.47'	33.00'	12°06'04"
C30	82.85'	692.50'	52°06'10"
C31	7.43'	692.50'	0°36'22"
C32	27.83'	692.50'	22°14'31"

LEGEND

- ⊙ DIMENSION POINT (NOTHING FOUND NOTHING SET)
 - ⊙ SET CITY OF SUSUN CITY STANDARD MONUMENT
 - ⊙ FOUND MONUMENT AS NOTED
 - ⊙ SET 8" REBAR W/ CAP, STAMPED P.L.S. 8321
 - OVERALL SQUARE FOOT
 - SF SQUARE FOOT
 - P.U.E. PUBLIC UTILITY EASEMENT
 - M.P.E. MAIL AND POSTAL EASEMENT
 - S.D.E. STORM DRAIN EASEMENT
 - (1) RECORD INFORMATION PER PETERSON RANCH UNIT NO.6, BK 80 MAPS, POL. 1, OFFICIAL RECORDS, COUNTY OF SOLANO.
 - (2) RECORD INFORMATION PER LOT LINE ADJUSTMENT RECORDED IN DOCUMENT NO. 2003-00173481, OFFICIAL RECORDS, COUNTY OF SOLANO.
- ALL LOT CORNERS ON STREET RIGHTS OF WAY TO BE MONUMENTED WITH A SLASH ON THE TOP OF THE CURB AT THE INTERSECTION OF THE LOT LINE AND CURB.
- ALL OTHER LOT CORNERS TO BE MONUMENTED WITH 8" REBAR WITH PLASTIC CAP STAMPED P.L.S. 8321

BASIS OF BEARINGS

THE BASIS OF BEARINGS FOR THIS SURVEY IS THE NORTH CENTERLINE OF CARSWELL LANE AS SHOWN ON THAT CERTAIN SUBDIVISION MAP ENTITLED PETERSON RANCH UNIT NO. 6, FILED IN THE OFFICE OF THE SOLANO COUNTY RECORDER, IN BOOK 83 OF SUBDIVISION MAPS, AT PAGE 2 (S 89°19'22"E) TAKEN FROM FOUND MONUMENTS.



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

RESOLUTION NO. 2005-97

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY
ADOPTING CITY OF SUISUN CITY STREET NAMING AND STREET RENAMING
PROCEDURE**

WHEREAS, on November 1, 2005, the City Council received a staff report on Street Naming; and

WHEREAS, existing Municipal Code, Title 17, Subdivisions, Section 17.08.110 New street names, states that the Planning Commission shall approve proposed street names; and

WHEREAS, existing Government Code Section 34091.1 Adoption or change of street name may be by resolution and Section 34092 Adoption or change of name or number of street or place requires the city clerk to transmit the name to the Board of Supervisor; and

WHEREAS, the City Council requested staff to prepare a procedure for naming of streets.

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Suisun City hereby adopts the following procedure for the naming and renaming of streets as follows:

NAMING OF NEW STREETS – PROCEDURE

1. Proposed Names are submitted to the Community Development Department for review and processing.
2. Proposed Names are distributed to the Police Department, Fire Department, and Emergency Dispatch for review and recommendations.
3. Proposed Names are presented to the Planning Commission for review and approval.
4. Upon action of the Planning Commission, Street Names are placed on the tentative map and a copy of the tentative map with street names are distributed to the Police Department, Fire Department, Emergency Dispatch, Public Works Department, Building Department, County Assessor’s Office, and the Board of Supervisors.

NOTE 1: Historic Places and Names, Persons of Recognition, and Citizens may have streets named on their behalf. To be considered the name and biography must be submitted for review and approval by the City Council.

NOTE 2: Listing of Street Names. Where a list of street names have been established by the City Council, the Community Development Department shall utilize the street names established by the City first.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

RENAMING OF EXISTING STREETS – PROCEDURE

1. The City Council shall have authority in the renaming of streets. In order to rename an existing street, the proposed name must receive clearance from the Emergency Dispatch as well as Fire and Police Department. The City Council may convene public meetings prior to its final decision. The City Clerk shall transmit final decision of the City Council to the County Assessor, County Board of Supervisors, Fire Department, Police Department, Building Department, and Public Works Department.

PASSED AND ADOPTED by the City Council of the City of Suisun City at a regular meeting thereof held on the 6th day of December 2005 by the following vote:

AYES:	Council Members	<u>Day, Dertng, Sanchez, Segala, Spering</u>
NOES:	Council Members	<u>None</u>
ABSENT:	Council Members	<u>None</u>
ABSTAIN:	Council Members	<u>None</u>

WITNESS my hand and the seal of said City this 6th day of December 2005.


Linda Hobson, CMC
City Clerk

AGENDA TRANSMITTAL

MEETING DATE: February 24, 2015

PLANNING COMMISSION AGENDA ITEM: Discussion and Direction: Planning Commission Bylaws.

FISCAL IMPACT: The fiscal impact would be that of any administrative costs to prepare bylaws for the Commission.

BACKGROUND: At the January 13, 2015 Planning Commission meeting, the Commission asked staff to bring back an item for discussion regarding bylaws for the Planning Commission. Staff performed some cursory research and has assembled information relating to bylaws from other Commissions in California for reference.

At the February 10, 2015 Planning Commission meeting, staff provided information for the Commission to consider when considering establishing bylaws. The Commission asked staff to take a look at other Solano County jurisdictions had in the way of bylaws or rules of procedure.

STAFF REPORT: At the February 10 meeting, staff provided the following information to the Commission:

- Chapter 2.20 “Planning Commission” – Suisun City Municipal Code
- St. Helena Planning Commission Bylaws
- Milpitas Planning Commission Bylaws
- Placerville Planning Commission Bylaws
- Rosenberg’s Rules of Order

Suisun City Municipal Code

Chapter 2.20 “Planning Commission” provides the information contained within the Municipal Code regarding the Planning Commission with limited specifics. The ordinance that created the Planning Commission dates back to the 1955 and has only had a few amendments since

Sample Planning Commission Bylaws

Staff provided examples from three jurisdictions in Northern California (St. Helena, Milpitas, and Placerville). Again, the Commission requested staff to look into what other Solano County jurisdictions had that could be another resource in developing bylaws.

Rosenberg’s Rules of Order

In consulting with the City Attorney’s Office, they suggested that the Planning Commission be aware of “Rosenberg’s Rules of Order” as many Commissions throughout the state have gone

PREPARED BY:

John Kearns, Associate Planner

APPROVED BY:

Jason Garben, Development Services Director

away from “Robert’s Rules of Order”. Staff would like to point out that “Rosenberg’s Rules of Order” are a much more concise set of rules/procedures.

Solano County Jurisdictions

Staff contacted representatives of the other Solano County jurisdictions and found that there are varying approaches to the operation of their Planning Commissions. Attached please find the City of Vacaville’s Rules and Regulations for the Transaction of Business, City of Benicia’s PC Rules and Procedures, and County of Solano, Rules of Order and Procedure. These documents have been provided for Planning Commission consideration.

*As the Commission considers creation of bylaws, an important point that staff wants to make clear is that the bylaws cannot contradict the Municipal Code and an amendment to the Municipal Code must be initiated by City Council direction.

Next Steps

With direction from the Planning Commission, staff will prepare draft bylaws and provide them to the City Attorney’s office for a quick review to assure that there are no inconsistencies or contradictions with the Municipal Code. Following City Attorney review, staff will bring the bylaws back for formal Commission consideration.

STAFF RECOMMENDATION: Staff recommends that the Planning Commission provide discussion and direction on Planning Commission bylaws.

ATTACHMENTS:

1. City of Vacaville - Rules and Regulations for the Transaction of Business.
2. City of Benicia - Rules and Procedures.
3. County of Solano – Rules of Order and Procedure.

CITY PLANNING COMMISSION

VACAVILLE, CALIFORNIA

**RULES AND REGULATIONS
FOR
THE TRANSACTION OF BUSINESS**

REVISED
November 1989

CITY OF VACAVILLE PLANNING COMMISSION

VACAVILLE, CALIFORNIA

RULES AND REGULATIONS FOR THE TRANSACTION OF BUSINESS

I. DUTIES AND RESPONSIBILITIES

The duties of the Planning Commission shall be those prescribed by Chapters 3 and 4 of Title 7 of the Government Code of the State of California and Ordinances adopted by the City. The Commission shall act as custodian of the visual character of the City and shall also have the following function:

101. Planning for the physical development of the City.
102. Carry out the regulations and intent of the Zoning Ordinance.
103. Review and approve tentative subdivision maps.
104. Make recommendations to the City Council for the establishment of appropriate zoning boundaries for new annexations to the City.
105. Review the General Plan and make a report thereon annually to the City Council.
106. Review the Zoning Map and the text of the Zoning Ordinance and make recommendations to the City Council for change.
107. Review the Subdivision Ordinance and make recommendations to the City Council for amendments or additions.
108. Render disinterested and diligent service to the public in the interpretation of public needs and necessities in the development of the City of Vacaville and its environs.
109. The Chairman of the Commission shall appoint Commissioners to serve as liaison members to the following localities and/or agencies: Solano County, LAFCO, City of Fairfield, City of Dixon, Vacaville Unified School District and Travis Unified School District; and to other such agencies as determined appropriate by the Chairman. The liaison members shall update the Commission on the activities of these localities/agencies as they pertain to the City of Vacaville.

II. MEMBERSHIP

201. The Commission, as provided by ordinance, shall be composed of seven (7) members, not officials of the City, appointed by the Mayor, with approval of the Council. Each term shall be for a period of 2 years and the terms of the Commission shall be staggered such that four terms expire concurrently on January 1st of the same year and that three terms expire concurrently the following January 1st. The Planning Commission shall utilize such advisers at its meetings as are necessary to conduct business.
202. The Commission members shall serve the City as a whole and shall represent no special group or interest. Any member of the Planning Commission who feels that he/she has a conflict of interest on any matter that is on the Commission's agenda shall declare a potential conflict of interest, voluntarily excuse himself, vacate his seat, and refrain from discussing and voting on said items as a Planning Commissioner.
203. Each of the Commission members shall have the responsibility to keep themselves up to date on planning matters. In addition each member should attempt to take advantage of the various educational and training opportunities offered by such organizations as the League of California Cities, University and/or College classes, programs or seminars.
204. Any Commissioner who has knowledge of the fact that he will not be able to attend a scheduled meeting of the Planning Commission shall notify the Planning Director at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of the meeting. The Planning Director shall notify the chairman of the commission in the event that the projected absences will produce a lack of quorum.

III. OFFICERS

301. The officers of the Commission shall consist of a Chairman and Vice-Chairman. The Chairman and Vice-Chairman shall be elected annually at the first meeting in June by a majority of the Commission.
302. The Chairman and Vice-Chairman shall hold their respective offices until the next annual meeting after election and until their successors are elected.
303. Vacancies in the office of Chairman and Vice-Chairman shall be filled from the membership of the Commission by an election held at any meeting.

IV. DUTIES OF OFFICERS

401. The Chairman shall preside at all meetings. He shall appoint all standing committees and liaison members each year following the

election of officers and such special committees as from time to time may be authorized by the Commission. He may present to the Commission such matters as in his judgment require attention; and he need not vacate his chair for the purpose of actively discussing (as a member of the Commission) an item on the agenda or a subject for review, discussion and recommendation by the Commission.

402. The Chairman (and the Commission) shall be guided by the Roberts Rules of Order, latest revision, on all questions of procedure and parliamentary law not covered by these rules and regulations, and except as provided for by State Law.
403. At the request of any member of the Commission, the Chairman shall direct that a written record be made and entered on any questions before the Commission.
404. The Chairman shall exercise firm control and direction during the course of any Commission meeting or hearing. No member of the Commission or of the general public shall address the Commission until recognized by the Chairman.
405. The Chairman shall exercise general supervision over the business papers and property of the Commission.
406. On the absence of the Chairman, the Vice-Chairman shall perform all duties of the Chairman.
407. The Commission shall elect a temporary Chairman from the members present in the event that both the Chairman and Vice-Chairman are absent.

V. DUTIES OF THE STAFF

501. The Planning Director shall keep a true and complete public record of the resolutions, transactions, findings, and determinations of the Commission, and with approval of the Commission, may delegate certain duties of his office to a Recording Secretary.
502. The Planning Director shall attest all resolutions approved by the Commission.
503. The Planning Director shall keep a permanent record of the meeting of the Commission and shall cause to be made such public notices as required and in the manner prescribed by State statute, local ordinance or these rules, and to attend to all official correspondence of the Commission. He shall provide reports on subdivision plats, zoning changes, variances and other planning and zoning matters. He shall submit reports on planning studies, general or master plan studies, progress reports on the work of the Planning Commission and on any other matters vital to the efficient and expeditious operation of the Planning Commission.

504. On their appointment to the Commission, new members shall be briefed by the Planning Director on the general scope of City and regional planning and on the duties of the Commission.
505. The Planning Director shall prepare for the Commission all reports to the City Council. All transmittals to the Council shall be signed by the Planning Director.
506. Copies of Commission minutes, resolutions and all recommendations required to be forwarded to the City Council shall be sent directly to the City Clerk by the Planning Director for distribution to individual Council members.

VI. MEETINGS

601. Regular meeting of the Commission shall be held on the first and third Tuesday of every month at 7:30 p.m. in the Council Chambers of the City of Vacaville, provided, however, the City Planning Commission may adjourn to any other location within the City. On such adjournment, the Planning Director shall cause to be posted on the door of the Council Chambers a notice of the other location and the time thereof.
602. a. In order to assure the efficient use of time for scheduled meetings the Planning Commission will generally not commence the hearing of any item whether scheduled for the agenda or not, after 11:00 p.m. Further, the Chairman shall have the authority to limit a presentation before the Planning Commission to not more than ten (10) minutes when, in the judgment of the Chairman, a prolonged presentation fails to serve the public interest and would result in an unnecessary expenditure of time.
602. Special meetings may be called by the Chairman or a majority of the members by delivering personally or by mail written notice to each member and to each local newspaper of general circulation, radio or television station requesting such notice in writing. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice.
603. No business shall be transacted at any special meeting other than that named for consideration thereof in said notice.
604. The Commission may adjourn from time to time, absentees being notified thereof, and in case there shall be no quorum present at any meeting, the Commissioners present will adjourn from time to time until a quorum is obtained, or will adjourn said meeting sine die.
605. A quorum of the Commission shall consist of four (4) voting members. The affirmative vote of a majority of the members present and not disqualified as provided in Section 202 is required to approve and to transmit advice and recommendations to

the City Council on planning matters and to approve any request or action within the power and scope of the Planning Commission except as set forth in Section 1101 herein.

606. The Chairman shall have the same voting privilege as any other member including the right to make motions and to second motions.
607. An agenda shall be prepared by the Planning Director for each regular meeting of the Commission, and the mailing of the agenda shall serve as notification of the meeting. A copy of same shall be sent by the Planning Director to all members of the Commission in advance of each meeting. A copy of agenda shall be posted 72 hours in advance of the scheduled meeting in a place that is freely accessible to members of the public.
608. The agenda for each meeting shall contain only those items which have been submitted to the Planning Director in sufficient time for review, analysis, referrals to other interested departments or public bodies and preparation of necessary reports. The Planning Commission shall establish at its first meeting in January a yearly list of final filing deadline dates for each of its regular meetings in the succeeding calendar year.
608. a. The Planning Director shall have the authority to withhold from an agenda or to remove from the tentative agenda any item which is not complete and sufficient for Planning Commission action or any item which has been revised subsequent to the initial filing and has not received adequate time for a comprehensive review by responsible staff agencies.

VII. OFFICIAL RECORDS

701. The official records shall include these rules and regulations and the minutes of the meetings of the Commission together with all resolutions adopted, findings, decisions and other official action. Any exhibits or materials submitted in conjunction with an agenda item shall be collected by the Planning Director and incorporated into the official records.
702. The official records shall be on file in the Planning Director's office and shall be open to public inspection during customary working hours.
703. The Commission shall keep minutes of its proceedings which shall show the vote on every question on which it is required to act; the members present and absent or failing to vote, indicating the fact. Roll call vote may be requested by any member of the Commission, or at the discretion of the Chairman.
704. Original papers and maps shall be retained for not less than five (5) years after date of Commission action. Thereafter, they may be microfilmed along with other material the Planning Director deems essential for permanent record.

705. A copy of these rules and regulations and all amendments thereto shall be placed on permanent file in the office of the City Clerk within ten (10) days of adoption.

VIII. ORDER OF BUSINESS

801. The Commission shall consider matters before it at its regular meetings according to the following schedule:

1. Calling the roll.
2. Pledge of allegiance.
3. Reading of communications and petitions.
4. Approval of agenda.
5. Approval of minutes.
6. Business from the floor.
7. Public Hearings.
8. Director's Reports.
9. Commission Comments.
10. Motion to Adjourn.

802. Generally the Commission shall hear the matters on which interested persons are present in the order listed on the agenda, except that the order of items on the agenda may be rearranged by a majority vote of the members present.

IX. COMMITTEES

901. Committees shall aid the Commission in the review and disposition of Commission business within their assigned areas of responsibility.

902. Special committees shall be appointed only to handle matters not otherwise assignable to a standing committee.

X. POLICIES AND SUPPLEMENTAL PROCEDURES

1001. All matters of policy affecting the Commission shall be decided at regular meetings or at special meetings called for that purpose.

1002. Supplemental policies, rules and procedures may be adopted in the same manner as provided for amendments to these rules and regulations.

XI. AMENDMENTS

1101. Amendments to these rules and regulations may be made by the Commission at any regular meeting or special meeting called for that purpose upon the affirmative vote of at least four (4) members, provided such amendment is proposed at a preceding meeting and that all members have been formally notified thereof.

XII. ADOPTION

1201. All other by-laws and regulations pertaining to the transaction of business are hereby repealed and these rules and regulations shall be in effect immediately upon adoption.

rules.doc

PLANNING COMMISSION
RULES AND PROCEDURES
PAGE 1

RULES AND PROCEDURES
ADOPTED: DECEMBER 11, 2008

A. GENERAL PROVISIONS

1. These rules and procedures shall be known as "Rules and Procedures of the Planning Commission, City of Benicia." A copy of these rules and amendments thereto shall be filed in the Community Development Department for examination by the public.
2. These rules, and any amendments thereto, shall be effective on the date of the adoption hereof and shall govern the conduct of the Planning Commission.
3. These rules and procedures may be amended hereafter by action of the Planning Commission.

B. OFFICERS

1. The officers of the Commission/Board shall be:

Chair: who shall preside at all meetings of the Planning Commission, call special meetings, appoint committees, and perform other proper duties of a presiding officer. Except as otherwise authorized by the Planning Commission, the Chair shall sign all correspondence, reports and other instruments approved by the Planning Commission.

Vice Chair: who shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of the resignation or other permanent absence of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the Planning Commission shall select a new chair.

Secretary: who shall keep a written record of all business transacted by the Planning Commission, notify members of meetings, maintain the official records of the Planning Commission, and perform such other duties as the Planning Commission may direct.

2. The Chair and Vice Chair shall be elected by the Planning Commission from its membership at their October meeting each year when the Planning Commission is fully constituted. The Community Development Director of his or her designee shall serve as Secretary to the Commission/Board.
3. Staff Person. The Staff Person of the Planning Commission shall: (a) supply the Planning Commission members with such information and make such

PLANNING COMMISSION
RULES AND PROCEDURES
PAGE 2

recommendation as deemed necessary to carry out the purposes of the Planning Commission and to properly administer its affairs; and (b) be the single point of contact for the Planning Commission.

4. Additional Duties. The officers of the Planning Commission shall perform such other duties and functions as may from time to time be required by the Planning Commission.

C. MEETINGS

1. The regular meeting of the Planning Commission shall be on the second Thursday of each month at 7:00 pm. In compliance with the Brown Act and the Open Government Ordinance, all regular meetings shall be open and public. An agenda for regular meetings will be prepared and posted six (6) days prior to a meeting.
2. Special meetings may be called by the Chair or by a majority of the Planning Commission members if determined to be necessary for discharge of the Planning Commission's responsibilities. The Secretary shall poll Planning Commission members and attempt to arrange a date and time convenient to all Planning Commission members. Notice of special meetings shall be given consistent with Brown Act and Open Government Ordinance requirements.
3. Meeting Location. Regular meetings shall be held in the Council Chambers. When the Council Chamber is unavailable and in exceptional circumstances, the Planning Commission may change this meeting location by notice on its agenda
4. Adjournment. The Planning Commission shall not begin new public hearing items after 11:00 p.m. Public hearing items which remain on the agenda may be continued to the next regular meeting of the Commission, or to a special meeting. At the conclusion of the last public hearing item that ends after 11:00 p.m., the Commission may determine by a simple majority vote that all remaining administrative items on the agenda be heard by the Commission or continued to a future meeting and the Planning Commission may extend the meeting to an additional specified amount of time.

D. AGENDA

1. Opening of Meeting/Pledge of Allegiance/Roll Call
2. Reference to Fundamental Rights of Public
3. Agenda Changes and Discussion

PLANNING COMMISSION
RULES AND PROCEDURES
PAGE 3

4. Public Comment
5. Consent Calendar/Approval of the Agenda/Approval of Minutes
6. Agenda Items
7. Communications from Staff/Communications from Commissioners
8. Adjournment

E. MINUTES

1. General Policy Statement on Minutes of Meeting. It is the general policy of the Planning Commission to prepare draft minutes of the deliberations of the Planning Commission. These minutes will include:
 - a. the time the meeting was called to order,
 - b. the names of the members attending the meeting,
 - c. a one-sentence summary of, and the roll call vote on, each matter considered at the meeting,
 - d. the time the body began and ended any closed session,
 - e. any letters submitted on agenda items,
 - f. those members of the public who spoke on each matter if the speakers identified themselves,
 - g. and the time the meeting was adjourned.

The draft minutes of each meeting shall be available for inspection and copying upon request within the shortest possible time after the meeting. Minutes must be finalized and adopted by the majority of Planning Commission members in order to be regarded as an official record of the Planning Commission. No later than five business days after the meeting at which the minutes are adopted, the officially adopted minutes shall be available for inspection and copying upon request and shall be posted on the city's web site.

2. Public Comment. Any member of the public during Oral Communications may request that corrections or deletions be made to the minutes. These requests may be acted upon by the Planning Commission with appropriate review and deliberation.

3. Method of Documentation. It is the policy of the Planning Commission to retain tape recordings documenting Planning Commission deliberations for two years following the finalization and adoption of written minutes. Written minutes that have been adopted by the Planning Commission shall constitute the official record of the Commission and shall be maintained indefinitely.

F. RULES OF ORDER

The following definitions and rules shall govern the proceedings and order of business of the Planning Commission:

1. Prior to public discussion or Planning Commission deliberation, the presiding officer or other person designated thereby shall describe the item or business before the Planning Commission.
2. Public Discussion.

The presiding officer shall recognize speakers on an agendaized matter when that item is before the Planning Commission for consideration. (This includes any comments pertaining to the Announcements/Appointments/Presentations/Proclamations section of the agenda.) The presiding officer shall recognize speakers on Public Hearing items at the Public Hearing. The presiding officer shall recognize speakers on matters not on the agenda under the Opportunity for Public Comment portion of the agenda.

Persons addressing the Planning Commission shall do so only at the speakers' rostrum and should begin, but are not required to do so, by stating their name and address for the record. All remarks shall be addressed to the Planning Commission as a body and not to any member thereof, or to staff, or to the public. No person other than a member of the Planning Commission and the person having the floor shall be permitted to enter into any discussion without the permission of the presiding officer. Speakers may not make personal attacks on Planning Commissioners, staff or members of the public, or make comments which are slanderous or which may invade an individual's personal privacy.

- a. Recognition. Any person addressing the Planning Commission shall first secure the permission of the presiding officer.
- b. Not a Debate. Public discussion should not be used to elicit a debate between Planning Commission members and the public. Speakers should not be interrupted unless they are out of order.

c. Time Limits. Each speaker shall speak only once on an agenda item and limit his/her remarks to five (5) minutes when speaking at the time of the agendized item or when speaking on non-agendized items under Opportunity for Public Comment, except as otherwise specifically provided for in these Rules or in the Open Government Ordinance, or except as time is extended by the presiding officer with the consent of the majority of the Planning Commission. Each speaker shall avoid repetition of the remarks of prior speakers and speak only to the specific agenda item under consideration.

In accordance with the Open Government Ordinance, the presiding officer may request spokespersons be designated to represent similar views. Spokespersons shall each have fifteen (15) minutes to present their case. Any spokesperson wishing to make a rebuttal shall have 5 (five) minutes to present.

d. Pending Motion. When a motion is pending before the Planning Commission, no person other than a Planning Commission member shall address the Planning Commission without first securing the permission of the Chair to do so.

e. Public Discussion. Public Discussion shall precede Planning Commission deliberation.

f. No discussion shall be permitted, without approval of the Planning Commission, after a motion has been adopted which would terminate further deliberation.

3. Appeals

a. The procedure for the conduct of all appeals to the Planning Commission shall be as set forth in the governing ordinance or resolution.

b. If no procedure is set forth, the staff person shall first present his or her case. The appellant shall then present his or her case. The staff person may then offer a rebuttal. The staff person and appellant may then present closing arguments.

4. Planning Commission Deliberation.

a. Presiding Officer May Deliberate. The presiding officer may deliberate from the chair, subject only to such limitations of deliberation as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges as a member of the Planning Commission by reason of his or her acting as the presiding officer.

PLANNING COMMISSION
RULES AND PROCEDURES
PAGE 6

b. Conflict of Interest. In situations where there is a conflict of interest under the Political Reform Act, the Open Government Ordinance or other conflict laws, members of the Planning Commission are required to abstain from voting on the item and participating in the decision-making process. The following procedures should be followed:

- i. Declare the conflict of interest.
- ii. State the basis of the conflict of interest.
- iii. Do not discuss or vote on the matter.
- iv. Step down from the podium and leave the room until the item is completed or unless the Political Reform Act allows the member to remain in the room.

c. Getting the Floor - Improper References to be Avoided. Every member desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall confine himself or herself to the questions under deliberation, avoiding all personalities and indecorous language.

d. Interruptions. A member, once recognized, shall not be interrupted when speaking unless it be to call said member to order, or as herein otherwise provided. If a member, while speaking, be called to order, said member shall cease speaking until the question of order be determined, and if in order, said member shall be permitted to proceed.

e. Remarks of Commission/Board Member - When Entered in Minutes. Any Planning Commission member may request, through the presiding officer, the privilege of having a written abstract of said member's statement on any subject under consideration by the Planning Commission entered in the minutes. If the Planning Commission consents thereto, such statement shall be entered in the minutes.

f. Motion to Reconsider. A motion to reconsider any action taken by the Planning Commission may be made only on the date such action was taken. It may be made either immediately during the same session; or at a recessed or adjourned session thereof. Such motion must be made by one of the prevailing side, and may be made at any time and have precedence over all other motions or while a member has the floor; it shall be debatable.

g. Motion to Table. A motion to lay on the table shall preclude all amendments or deliberation of the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed only upon a motion of a member voting with the majority.

h. Motion to Call for Question or Continue to a Date Specific. A motion to call for the question or continue the matter to a specific date shall preclude

all amendments to or deliberation of the subject under consideration and is not debatable.

i. Statement of Position. When a motion to call for question or table is adopted, each member of the Planning Commission may briefly state his/her position on the matter before roll call or call for the next item of business.

j. Privilege of Closing Deliberation. The member moving the adoption of a motion or resolution shall have the privilege of closing the deliberations or making the final statement.

k. Division of Question. If the question contains two (2) or more divisible propositions, the presiding officer may, and upon request of a member shall, divide the same.

l. Second Required. All motions, except for nominations and a point of order, shall require a second.

m. Voting. A vote of three (3) members at a properly called meeting shall be necessary for any action of the Planning Commission. Four (4) members of the Planning Commission shall constitute a quorum. If a motion fails to receive the required number of votes to pass or fail, the request of any Planning Commission member would cause the item to be carried over to the next meeting.

n. Forms of Action. The Planning Commission may act by motion or resolution. All motions shall be recorded in the minutes verbatim. All resolutions shall be in writing and the title shall be recorded verbatim in the minutes as well as the vote thereon.

o. Miscellaneous. All other matters not covered by these rules shall be decided by a majority of the Planning Commission. Roberts Rules of Order may be used as a guide.

G. ATTENDANCE

It shall be the responsibility of each Planning Commission member to notify the Secretary, who shall thereupon notify the Chair, of an inability to attend a scheduled Planning Commission meeting. Other applicable attendance rules for Commissioners are governed by the Benicia Municipal Code.

H. PREEMPTION

The applicable City of Benicia's policies, resolutions and ordinances and state and federal laws shall prevail where a conflict exists between any of them and these Rules and Procedures.

**PLANNING COMMISSION
OF THE
COUNTY OF SOLANO, CALIFORNIA**

**RULES OF ORDER and PROCEDURE
INDEX**

As Amended through June 16, 1994

<u>Section</u>	<u>Subject Matter</u>	<u>Page</u>
1	Election and Terms of Office	
1.01	Organizational Meeting	1
1.02	Vacancies	1
1.03	Conduct of Elections	1
2	Duties of Officers and Staff	
2.01	Chair	1
2.02	Vice-Chair	1
2.03	Presiding Officer	1
2.04	Secretary	2
2.05	Director of Environmental Management	2
3	Meetings of the Commission	
3.01	Regular Meetings	2
3.02	Change of Meeting Place	2
3.03	Cancellation of Meetings	2
3.04	Special Meetings	3
3.05	Adjournment of Meetings	3
3.06	Quorum	3
3.07	Official Action	3
3.08	Order of Business	3
3.09	Manner of Addressing Commission	3
3.10	Decorum of Commission Members	4
3.11	Public Hearing Procedures	4
4	Duties and Privileges of Commission Members	
4.01	Rules of Debate	5
4.02	Voting	5
4.03	Personal Privilege	6
4.04	Dissents and Protests	6
4.05	Excusal During Meeting	6

Rules of Order and Procedure
Index cont.

<u>Section</u>	<u>Subject Matter</u>	<u>Page</u>
5	Commission Procedures	
5.01	Second Required	6
5.02	Precedence of Motions	6
5.03	Motions & Resolutions to be stated by Chair	6
5.04	Motions Out of Order	7
	Motion to Adjourn - When not in Order - When Debatable	7
5.06	Motion to Lay on Table	7
5.07	Motion to Call the Previous Question	7
5.08	Division of Question	7
5.09	Amendments	7
5.10	Amend an Amendment	7
5.11	Motion to Postpone	7
5.12	Reconsideration	7
5.13	Procedure in Absence of Rule	8
6	Record of Proceedings	
6.01	Contents of Record	8
7	Committees	
7.01	Committees	8
7.02	Tenure of Standing Committees	8
7.03	Special Committees	8
8	Policies	
8.01	Scheduling Agenda Items	8
8.02	Publicity	8
8.03	Visitation of Sites	8
8.04	General Law Provisions	8
8.05	Absenteeism	9
9	Amendments	
9.01	Notice of Amendment	9

**SOLANO COUNTY
PLANNING COMMISSION RESOLUTION NO. 3607**

amended by
RESOLUTION NO. 3806
amended by
RESOLUTION NO. 3847
amended by
RESOLUTION NO. 3920
amended by
RESOLUTION NO. 3999
amended by
RESOLUTION NO. 4016
amended by
RESOLUTION NO. 4056

RULES OF ORDER AND PROCEDURE

SECTION 1. ELECTION AND TERMS OF OFFICE

- 1.01. Organizational Meeting. At the first regular meeting of the Commission held in February of each year, the Commission shall hold an organizational meeting, at which the Commission shall elect a Chair and a Vice-Chair who shall serve for one year.
- 1.02. Vacancies. In case of a vacancy in any office, it shall be filled by an election, held in the first two (2) months subsequent, and such replacement shall be for duration of the unexpired term of such office.
- 1.03. Conduct of Elections. Elections shall be by nomination and roll call vote. The member receiving the highest number of votes shall be declared elected.

SECTION 2. DUTIES OF OFFICERS AND STAFF

- 2.01. Chair. The Chair shall preside at all meetings of the Commission and perform all other duties necessary or incidental to the office. The Chair shall or with approval of the Commission, appoint all committees, members and a chair of such committees.
- 2.02. Vice-Chair. In the event of the absence of the Chair or his inability to act, the Vice-Chair shall take the place and perform the duties of the Chair.
- 2.03. Presiding Officer. The Chair, or in his or her absence, the Vice-Chair, shall call the Commission to order. Upon the late arrival of the Chair, the Vice-Chair shall immediately relinquish the duties of the Chair at the conclusion of the item of business then before the Commission. In the absence of the Chair and Vice-Chair, the senior member of the Commission shall call the Commission to order, and act as temporary Presiding Officer. Upon the arrival of the Chair or Vice-Chair, the temporary Presiding Officer shall immediately relinquish the duties of the Chair at the conclusion of the

item of business then before the Commission. The person holding the duties of the Chair in accordance with this rule is designated the Presiding Officer. With consent of the Commission, the Presiding Officer may make decisions concerning clerical and administrative matters, including extensions of time as requested.

2.04. Secretary. The Director of Environmental Management or his designee shall serve as Secretary to the Commission. The Secretary shall keep minutes of each meeting and shall record the official actions taken. On all official actions where a vote is taken, the Secretary shall take the vote by roll call, in order of seniority, with the Chairman voting last, or in such other order that may be prescribed by the Commission. The Secretary shall certify each official document and resolution of the Commission, maintain records of operation, and perform such other duties as the Commission assigns or prescribes.

2.05. Director of Environmental Management. The Director of Environmental Management or his designee (herein referred to as the Director shall be the Administrative Officer of the Commission. He shall furnish professional and technical advice to the Commission and shall assist the Commission in the discharge of its duties and responsibilities.

SECTION 3. MEETINGS OF THE COMMISSION

3.01. Regular Meetings. The Commission shall hold regular meetings on the first and third Thursday of each month at 7:00 p.m. in the Board of Supervisors' Chambers, Courthouse, Fairfield, California, and such meetings shall be open to the public. No new agenda item will be considered after 10:00 p.m. unless otherwise approved after an affirmative vote of the majority of Commissioners.

3.02. Change of Meeting Place. Upon order of the Commission adopted at least five (5) days in advance, the place of the next succeeding regular meeting may be changed to another location, provided same is within the territorial limits of the County of Solano. If the meeting place is changed, the agenda or meeting notice shall clearly so specify listing the new location and its street address or other adequate description.

3.03. Cancellation of Meetings. The Director, Chair, or majority vote of the Commission may cancel a regularly scheduled meeting if it is determined that there is insufficient business or other reason to transact. A copy of the order or notice of cancellation shall be posted at least 24 hours before the regularly scheduled hearing date within the County courthouse conspicuous to the public.

3.04. Special Meetings.

- a. The Commission shall hold special meetings at such times and places as the Commission may determine, and such meetings shall be in sessions which are open to the public.
- b. Written notice of every special meeting shall be mailed to each member of the Commission, and to each local newspaper of general circulation, radio or television station requesting notice in writing, at least twenty-four (24) hours before the time of such meeting as specified in the notice.
- c. The notice shall specify the business to be transacted at the special meeting. No other business shall be considered at such meeting by the Commission, and the agenda or meeting notice shall so state.

3.05. Adjournment of Meetings. The Commission may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum of the Commission may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Secretary of the Commission may declare the meeting adjourned to a stated time and place, and he shall cause a written notice of the adjournment to be given in the same manner as provided in Section 3.02.b. for special meetings.

3.06. Quorum. A quorum for conducting business shall be a majority of the members then appointed to the Commission.

3.07. Official Action. Except as provided by general law, every official action taken by the Commission shall be by motion or resolution adopted by the affirmative vote of a majority of the quorum present of the Commission.

3.08. Order of Business. At regular meetings the order of business shall be as follows:

- a. OPENING OF THE MEETING by Presiding Officer
- b. ROLL CALL (The late arrival time of any absentee shall be entered into the minutes)
- c. AGENDA ITEMS
- d. UNSCHEDULED ITEMS
- e. ANNOUNCEMENTS and REPORTS
- f. APPROVAL OF MINUTES not previously approved
- g. ADJOURNMENT

With the consent of the Commission, the above regular order of business may be suspended or varied at any time upon order of the Presiding Officer.

3.09. Manner of Addressing Commission.

- a. Protocol. Each person addressing the commission shall complete a card provided and give his or her name and address in an audible tone of voice for the record. All remarks shall be addressed to the Commission as a body and not to any member thereof. No person, other than the

Commissioners and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Commission, without the permission of the Presiding Officer. No questions shall be asked of the Commission or member of the staff except through the Presiding Officer. No person shall be allowed to speak twice until others desiring to do so have had the opportunity to speak.

b. Spokesperson for Group of Persons. Whenever any group of persons wishes to address the Commission on the same subject matter, it shall be proper of the presiding officer to request that a spokesperson be chosen by the group to address the Commission and in case additional data or argument is to be presented at the time by any other member of said group to limit the number of persons so addressing the Commission and the scope of their remarks so as to avoid unnecessary repetition.

c. Time Limits. The applicant's presentation shall be limited to fifteen (15) minutes and others who wish to speak on the matter, either for or against, shall be limited to five (5) minutes or as otherwise permitted by the Chair.

3.10. Decorum of Commission Members. While the Commission is in session, the members must preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission nor disturb any member, nor refuse to obey the orders of the Commission or the Presiding Officer.

3.11. Public Hearing Procedures. In the conduct of any public hearing, the procedure shall be as follows:

- a. Presiding Officer calls for agenda item;
- b. Director presents agenda item, communications and makes any recommendations;
- c. Commission discusses the matter with staff;
- d. Presiding Officer declares the public hearing open;
- e. Commission hears those present;
The Chair is to canvass the audience in orderly sequence to determine the pros and cons of the public hearing. All speakers and Commissioners are to abide by the rules of the Commission which govern the "Manner of Addressing Commission" (Section 3.10);
- f. Questions by the Commissioners are allowed at all stages of the hearing;
- g. The Presiding Officer closes the hearing;
- h. Commission discusses matter and takes action by offer of resolution;
- i. Discussion of resolution and amendments, if any; and
- j. Vote by roll call.

SECTION 4.

DUTIES AND PRIVILEGES OF COMMISSION MEMBERS

4.01. Rules of Debate.

- a. Presiding Officer. The Presiding Officer may debate and vote. The Presiding Officer shall not be deprived of any of the rights and privileges of a Commission by reasons of acting as the presiding Officer. Prior to the Presiding Officer making a motion or resolution, the Presiding Officer shall relinquish the duties of the chair to the Vice-Chair or the next senior member of the Commission present. Upon the completion of the vote on the motion, the Presiding Officer will automatically regain the gavel and continue to preside over the meeting.
- b. Obtaining the Floor; Improper References to be Avoided. Every Commissioner desiring to speak shall address the presiding officer, and upon recognition by presiding Officer shall confine himself or herself to the question under debate, avoiding all indecorous language.
- c. Interruptions. A Commissioner, once recognized, shall not be interrupted when speaking unless it is to call the Commissioner to order. If a Commissioner is called to order while speaking, he/she shall cease speaking until the question of order be determined and, if in order, shall be permitted to proceed.
- d. Restriction of Discussion. Except for purposes of inquiry or furnishing information to the Commission, Commissioners shall speak to the subject, motion or resolution at hand and then only when recognized by the Presiding Officer.
- e. Limitation of Debate. No Commissioner shall speak more than once upon any one subject until every other Commissioner wishing to speak thereon has spoken.

4.02. Voting

- a. Quorum. A quorum for voting shall be a majority of the members then appointed to the Commission.
- b. Abstention. Each member shall state the reason for any abstention and shall abstain from voting on matters involving the consideration of his own official conduct, or in which his own personal or business interests are involved. A Commissioner abstaining from voting has forfeited his/her right to vote and it shall not be counted for any purpose.
- c. Vote; Tie Vote. Except as otherwise provided by these Rules of Order and Procedure or by general law, voting shall be in the same manner as provided in Section 3.07. Any matter requiring a decision on which the vote is tied, is lost and automatically referred to the Board of Supervisors pursuant to Ordinance No. 1217.

- d. Demand for Roll Call. Upon demand of any Commissioner, or by direction of the Presiding Officer expressed before the negative has been put, the roll shall be called for yeas and nays upon any motion before the Commission. A Commissioner shall not explain or comment on his/her vote during or after roll call, except upon consent of the Presiding Officer.
- e. Sequence of Voting. Whenever a roll is taken, Commission members shall be called for their vote. The order of voting may be variable, as determined by the Secretary or as otherwise directed by the Chair.

4.03. Personal Privilege. The right of a Commission member to address the Commission on a question of personal privilege shall be limited to cases in which the Commissioner's integrity, character or motives are assailed, questioned or impugned or as may otherwise be permitted by the Chair.

4.04. Dissents and Protests. Any Commissioner shall have the right to dissent from any action of the Commission or ruling of the Presiding Officer and have the reason therefore entered in the minutes. Such dissent shall be in writing, couched in respectful terms and presented to the Commission not later than the next regular meeting following the date of said action.

4.05. Excusal During Meeting. A Commissioner shall leave the Chamber while the Commission is in session only with permission of the Presiding Officer.

SECTION 5. COMMISSION PROCEDURES

5.01. Second Required. Commission procedure requires a second to any resolution or motion made by a Commissioner.

5.02. Precedence of Motions. When a question is before the Commission, no motion shall be entertained except:

- a. to adjourn
- b. to fix an hour of adjournment
- c. to lay on the table
- d. to call the previous question
- e. to postpone to a certain day
- f. to refer
- g. to amend
- h. to substitute
- i. to postpone indefinitely

These motions shall have the precedence in the descending order indicated. Any such motion, except a motion to adjourn, amend, or substitute, shall be put to a vote without debate.

5.03. Motions and Resolutions to be Stated by Chair. When a motion or resolution is made, it shall, upon the request of any Commissioner, be stated by the Presiding Officer before debate. Any Commissioner may demand that it be put in writing.

- 5.04. Motions Out of Order. The Commission, by majority vote of a quorum of members, may permit a member to introduce a resolution or motion out of the regular order of the agenda.
- 5.05. Motion to Adjourn - When not in Order - When Debatable.
A motion to adjourn shall be in order at any time, except as follows:
- a. When repeated without intervening business or discussion.
 - b. When made as an interruption of a member speaking.
 - c. When the previous question has been ordered.
 - d. While a vote is being taken, a motion to adjourn is debatable only as to the time to which the meeting is to be adjourned.
- 5.06. Motion to Lay on Table. A motion to lay on the table shall preclude any amendments or debate of the subject under consideration. Further consideration of the subject may be resumed only after an affirmative vote of at least six (6) members of the Commission.
- 5.07. Motion to call the Previous Question. When a Commissioner makes a motion to call the previous question, the Presiding Officer shall allow no further debate and shall ask "Shall the main motion now be put?" If the motion carries, the Presiding Officer shall put pending amendments to vote, without debate, in the inverse order of their introduction, before putting the main question to vote. If the question, "Shall the main question now be put?" is decided negatively, the main question and its amendments shall remain before the Commission.
- 5.08. Division of Question. If a question put before the Commission contains two or more separable propositions, the Presiding Officer may, and upon request of a Commissioner, shall divide the question.
- 5.09. Amendments. When a motion to amend a motion is made, the Presiding Officer shall first cause the question to be read as it stands, then the words proposed to be stricken and added and finally, the question as it would stand if so amended.
- 5.10. Amend an Amendment. When a motion to amend an amendment has been installed for debate, a motion to amend the same amendment further shall not be in order.
- 5.11. Motion to Postpone. A motion to postpone, except one to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely carries, the main motion is lost.
- 5.12. Reconsideration. Any Commissioner who voted with the majority on a question may move to reconsideration of that question at the same meeting in which the decision was made. After a motion for reconsideration has been acted on, no other such motion on the same question shall be made without unanimous consent.

- 5.13. Procedure in Absence of Rule. In the absence of a rule to govern a point of procedure, "Robert's Rules of Order, Revised" shall be used to decide a point of procedure.

SECTION 6. RECORD OF PROCEEDINGS

- 6.01. Contents of Commission Record. The record of any matter brought before the Commission shall include such of the following as pertains to the case:
- a. Item of business, including all information submitted therewith;
 - b. Report of the Director and other reports on the item as presented to the Commission at a meeting thereof;
 - c. All communications received concerning the item;
 - d. All significant facts and comments brought out at any meeting of the Commission; and
 - e. The record of all actions taken by the Commission on the item.

SECTION 7. COMMITTEES

- 7.01. Committees. When desirable, standing and special committees may be established when necessary for technical or advisory purposes or the conduct of the Commission's business. Committees may be composed of Commissioners, staff members and members of the public.
- 7.02. Tenure of Standing Committees. Standing committees shall serve for one (1) year and shall serve thereafter until their successors are appointed by the Commission.
- 7.03. Special Committees. Special committees shall be discharged at the conclusion of their assignment.

SECTION 8. POLICIES

- 8.01. Scheduling Agenda Item. The scheduling of items on the agenda shall be the responsibility of the Director of Environmental Management. The Planning Commission may direct an item to be scheduled, change the order of agenda items or continue certain agenda items.
- 8.02. Publicity. The Chair, Director, or Secretary shall make public all official information regarding Commissioner actions.
- 8.03. Visitation of Sites. It shall be the policy of the Commission to encourage site visits and report the observations resulting from any such visitations.
- 8.04. General Law Provisions. It shall be the policy of the Commission to comply with all applicable provisions of General Law, the Ralph M. Brown Act, the Political Reform Act of 1974 and the Conflict of Interest Code of the Planning Commission of Solano County.

- 8.05. Absenteeism. It shall be the policy of the Commission that members attend meetings on a regular basis. Members unable to attend a meeting should notify the Commission Secretary in advance of the meeting so that an excused absence may be recorded in the meeting minutes. In the event three (3) consecutive unexcused absences occur, the Planning Commission may forward a recommendation to the Board of Supervisors to consider replacement of the member.

SECTION 9. AMENDMENTS

- 9.01. Notice of Amendment. These Rules of Order and Procedure may be amended by a majority of the Commission at any regular or special meeting, provided that notice of the proposed amendment or amendments, including the exact text of same, shall have been delivered to each Commissioner at least ten (10) days prior to the meeting date.

