



AGENDA

VALLEJO PLANNING COMMISSION REGULAR MEETING – 7:00 P.M. VIA TELECONFERENCE

Peggy Cohen-Thompson, Chair
Jamar Stamps, Vice Chair
Diosdado "J.R." Matulac
Charles Palmares
Melissa Bowman
Donald Douglass
Eric Blind

VIA TELECONFERENCE

www.cityofvallejo.net

November 15, 2021

IMPORTANT NOTICE

Until further notice, meetings of the Planning Commission are being conducted using teleconference and electronic means, consistent with State of California Executive Order N-29-30 regarding the COVID-19 pandemic. The live stream of the meeting may be viewed on television or online. Details may be found at www.cityofvallejo.net. In accordance with Executive Order N-29-30, the public may only view the meetings on television and/or online and not in the Council Chamber.

PUBLIC COMMENT: Members of the Public may provide public comments during the Planning Commission Meeting via ZOOM (<https://zoomregular.cityofvallejo.net>), or via phone, by dialing (669) 900-6833, enter meeting id: 914 0075 0676#

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

VIEW THE MEETING: There are three different ways you can view this public meeting:

- Watch Vallejo local channel 28
- Stream from the City website: www.cityofvallejo.net/Streaming
- Join the Zoom webinar: <https://zoomregular.cityofvallejo.net>

Want more City information? Members of the public can:

- Like us on Facebook (www.facebook.com/cityofvallejo)
- Sign up to receive City Communications via e-mail (www.cityofvallejo.net/living/connect)
- Sign up to receive City updates and get connected with your neighbors on Nextdoor (www.nextdoor.com)

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Planning Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Planning Commission will be available on the City of Vallejo website at www.cityofvallejo.net subject to staff's ability to post the documents prior to the meeting.

Disclosure Requirements: Government Code Section 84308 (d) sets forth disclosure requirements which apply to persons who actively support or oppose projects in which they have a "financial interest", as that term is defined by the Political Reform Act of 1974. If you fall within that category, and if you (or your agent) have made a contribution of \$250 or more to any commissioner within the last twelve months to be used in a federal, state or local election, you must disclose the fact of that contribution in a statement to the Commission.

Appeal Rights: The applicant or any party adversely affected by the decision of the Planning Commission may, within ten days after the rendition of the decision of the Planning Commission, appeal in writing to the City Council by filing a written appeal with the City Clerk. Such written appeal shall state the reason or reasons for the appeal and why the applicant believes he or she is adversely affected by the decision of the Planning Commission. Such appeal shall not be timely filed unless it is actually received by the City Clerk or designee no later than the close of business on the tenth calendar day after the rendition of the decision of the Planning Commission. If such date falls on a weekend or City holiday, then the deadline shall be extended until the next regular business day.

Notice of the appeal, including the date and time of the City Council's consideration of the appeal, shall be sent by the City Clerk to all property owners within two hundred or five hundred feet of the project boundary, whichever was the original notification boundary.

The Council may affirm, reverse or modify any decision of the Planning Commission which is appealed. The Council may summarily reject any appeal upon determination that the appellant is not adversely affected by a decision under appeal.



The Council Chambers in City Hall is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

If you have any questions regarding any of the following agenda items, please call the assigned planner or project manager at (707) 648-4326.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF MINUTES

A. Draft October 18, 2021 Minutes

5. WRITTEN COMMUNICATIONS

6. REPORT OF THE SECRETARY

A. Hybrid Planning Commission Meetings start in December.

7. CITY ATTORNEY REPORT

8. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE PLANNING COMMISSION AND LIAISON REPORTS

A. Report of the Presiding Officer and Members of the Planning Commission

B. Council Liaison to Planning Commission

9. COMMUNITY FORUM

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold Planning Commission meetings via teleconference. Any interested members of the public desiring to communicate with the Planning Commission as part of the Community Forum may do so via ZOOM (<https://zoomregular.cityofvallejo.net>), or via phone, by dialing (669) 900-6833, enter meeting id: 914 0075 0676#

10. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold Planning Commission meetings via teleconference. Any interested members of the public desiring to communicate with the Planning Commission as part of the Consent Calendar and Approval of the agenda may do so via ZOOM (<https://zoomregular.cityofvallejo.net>), or via phone, by dialing (669) 900-6833, enter meeting id: 9140075 0676#)

A. None

11. PUBLIC HEARING

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold Planning Commission meetings via teleconference. Any interested members of the public desiring to communicate with the Planning Commission as part of the Public Hearing may do so via ZOOM (<https://zoomregular.cityofvallejo.net>), or via phone, by dialing (669) 900-6833, enter meeting id: 914 0075 0676#

A. None

12. ACTION CALENDAR

NOTICE: Members of the public wishing to address the Planning Commission on Action Calendar Items may do so via ZOOM (<https://zoomregular.cityofvallejo.net>), or via phone, by dialing (669) 900-6833, enter meeting id: 914 0075 0676#. For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment.

A. Adopt a Recommendation on Proposed Amendments of the Planning Commission Rules of Order and Procedures and of the Vallejo Municipal Code to Make Meetings More Efficient and the Agendas More Accessible for the Public

13. OTHER AGENDA ITEMS

Due to the current Shelter at Home Order and in conformance with the Governor's Executive Order N-29-30, the City of Vallejo has opted to hold Planning Commission meetings via teleconference. Any interested members of the public desiring to communicate with the Planning Commission as part of the Other Agenda items may do so via ZOOM (<https://zoomregular.cityofvallejo.net>), or via phone, by dialing (669) 900-6833, enter meeting id: 914 0075 0676#

A. Discussion of Future Agenda Items

i. Upcoming Meetings:

- December 6, 2021 Mid-Year Capital Improvement Plan

14. ADJOURNMENT

I, Narcissa Wilson, Planning Executive Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Vallejo Planning Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 9:00 p.m. Wednesday, November 10, 2021.

Dated November 10, 2021



Narcissa Wilson, Planning Executive Secretary

**CITY OF VALLEJO PLANNING COMMISSION
REGULAR MEETING MINUTES
COUNCIL CHAMBERS
October 18, 2021**

1. CALL TO ORDER

The meeting was called to order by Chairman Cohen-Thompson at 7:05 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair Cohen-Thompson, Commissioners Matulac, Palmares, Blind and Bowman

Absent: Vice-Chair Stamps, Commissioner Douglas

Staff present: Planning Manager Kavanaugh-Lynch, Assistant City Attorney Zagaroli

4. APPROVAL OF MINUTES

A. September 20, 2021

Action: Moved by Commissioner Bowman, second by Commissioner Blind, the Commission approved the minutes with the following vote:

VOTE:

AYES: Chair Cohen-Thompson, Commissioners Matulac, Palmares, Blind and Bowman

NOES: None

ABSENT: Vice-Chair Stamps, Commissioner Douglas

ABSTAIN: None

5. WRITTEN COMMUNICATION – None

6. REPORT OF THE SECRETARY

a. Update on staffing issues

- i. Elena Barrigan had a baby on September 29th. Everyone is healthy and happy.
- ii. Contract planner is joining tomorrow the staff on October 19, 2021.
- iii. New Senior planner joining the staff on October 25, 2021.
- iv. Assistant and Associate planner recruitments have been distributed.
- v. Update on timing of amendment to Planning Commission Rules and Procedures. Staff will have this item for the November 15, 2021 Planning Commission meeting.

7. CITY ATTORNEY REPORT – None

8. REPORT OF THE PRESIDING OFFICER, MEMBERS OF THE PLANNING COMMISSION AND LIAISON REPORTS

- a. Commissioner Matulac- thanked staff for the pins and business cards. Happy to see that slower projects are being moved forward.

9. REPORT OF THE CITY COUNCIL LIAISON

- a. Council member Miessner thanked Commission for their hard work.

10. COMMUNITY FORUM- No Speakers

11. CONSENT CALENDER AND APPROVAL OF THE AGENDA

Action: Moved by Commissioner Bowman, second by Commissioner Palmares, the Commission approved the consent calendar and agenda with the following vote:

VOTE:

AYES: Chair Cohen-Thompson, Commissioners Matulac, Palmares, Blind and Bowman
NOES: None
ABSENT: Vice-Chair Stamps, Commissioner Douglas
ABSTAIN: None

12. PUBLIC HEARING - None

13. ACTION CALENDAR - None

14. OTHER

- a. Planning Commission Role, Guiding Documents, Use Permits and Variances- informational presentation from Staff.
 - i. Planning Manager Kavanaugh- Lynch gave presentation to the Planning Commission and responded to questions.
- b. Discussion of Future Agenda Items
 - i. Upcoming Meetings:
 - 1. Matulac- Mare Island- Quick overview from Southern Land.
 - 2. Development projects: Overview of development project review procedures. Some FAQ as well.
- c. November 15, 2021: Formal Recommendation to Council on Planning Commission Rules and Procedures

15. ADJOURNMENT

Action: Moved by Commissioner Bowman, second by Commissioner Douglas, the Commission adjourned the meeting with the following vote:

VOTE:

AYES: Chair Cohen-Thompson, Commissioners Matulac, Palmares, Blind and Bowman
NOES: None
ABSENT: Vice-Chair Stamps, Commissioner Douglas
ABSTAIN: None

Chair Cohen-Thompson adjourned the meeting at 8:03 p.m.

Peggy Cohen-Thompson, CHAIRPERSON

ATTEST:

Manager Kavanaugh-Lynch
SECRETARY



MEMORANDUM
PLANNING DIVISION

DATE: November 15, 2021
TO: Planning Commission
FROM: Margaret Kavanaugh-Lynch, Planning Manager
SUBJECT: Adopt a Recommendation on Proposed Amendments of the Planning Commission Rules of Order and Procedures and of the Vallejo Municipal Code to Make Meetings More Efficient and the Agendas More Accessible for the Public.

BACKGROUND

At the Planning Commission meeting of August 16, 2021, Chair Cohen-Thompson, with the concurrence of the Commissioners, requested a discussion of the Planning Commission Rules of Order and Procedures (ROP) be placed on the agenda.

On September 20, 2021, Staff brought the item back for discussion and received comments from the Commission and community members. After a robust discussion, the Commission directed staff to amend the Rules of Order and Procedures to allow the re-ordering of the agenda. They also agreed to allow the cancellation of regular meetings by the concurrence of the Chair, Vice-Chair and Secretary rather than by a majority vote of the full Commission to provide greater flexibility in canceling meeting when there are no pressing items on the agenda and to reduce the number of mandatory regular meetings from one meeting per month to three meetings per quarter. Finally, they directed staff to add language to the agenda to make it more user friendly to the public.

This evening, Staff has returned this topic for the Commission's formal consideration and recommendation to the City Council.

Staff has broken down this topic into three subtasks:

1. Amend the Order of the Agenda.
2. Allow the cancellation of meetings by consensus of the Chair, Vice Chair and Secretary; however, require a minimum of three meetings per quarter.
3. Revise the agenda item descriptions to make the Agenda more user friendly to the public.

Each of these items are discussed in detail, below.

ANALYSIS

Amend the Order of the Agenda

ROP Sections 6.3 through 6.17 address the Order of Business identified in the agenda. Staff has prepared Table 1 below to easily compare the current Order versus proposed Order as directed by the Commission at the September meeting:

Table 1

Current Order of Business	Proposed Order of Business
A. Call to Order; B. Pledge of Allegiance; C. Roll Call; D. Approval of Minutes; E. Written Communications; F. Secretary's Report; G. City Attorney's Report; H. Report of the Presiding Officer and Members of the Planning Commission; I. Report of the subcommittees J. Report of the City Council Liaison K. Community Forum; L. Consent Calendar and Approval of the Agenda; M. Public Hearings; N. Other Agenda Items; 1. Future Agenda Items O. Adjournment	A. Call to Order; B. Pledge of Allegiance; C. Roll Call; D. Consent Calendar and Approval of Agenda 1. Approval of Minutes; 2. Other Consent Items E. Report of the City Council Liaison F. Community Forum; G. Public Hearings; H. Action Items I. Written Communications; J. Regular Reports 1. Secretary's Report; 2. City Attorney's Report; 3. Report of the Presiding Officer and Members of the Planning Commission; 4. Report of the Subcommittees K. Other Agenda Items; 1. Future Agenda Items L. Adjournment

The goal of these changes as directed by the Commission is to be able to approve the Agenda order early in the meeting and move through the business of the Commission in a way that is efficient as well as helpful and accessible for the members of the public that are in attendance.

Staff notes that "Action Items" does not currently exist in the ROP and appears to have been added to the Agenda informally at the September 21, 2020 meeting. The City Council uses this terminology to set items on the Agenda that are not noticed public hearings however they are items before the Council for action. Staff therefore recommends that "Action Items" be added to the ROP and the Agenda.

Sections 6.4 through 6.17 of the ROP describe each of these items listed in the Agenda. The text of these sections will not be changed with the exception of the addition of "Action Items" noted above. Attachment 1 contains a Draft Resolution showing all proposed changes to the ROP.

Allow the cancellation of meetings by consensus of the Chair, Vice Chair and Secretary; however, require a minimum of three meetings per quarter.

To implement this proposed change, VMC Section 2.44.030 and Sections 3.1 and 3.2 of the ROP need to be modified. These changes are shown below, using the ~~strike-through~~ for text to be removed and **bold** for text proposed to be added.

2.44.030 Chairman—Meetings—Officers and employees.

*The commission shall elect a chairman from among the appointed members for a term of one year, and subject to other provisions of law may elect such other officers as it may determine. The commission shall hold at least ~~one~~ **three** regular meetings each ~~month~~ **quarter** and shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which record shall be a public record. The commission shall appoint such officers and employees and contract for such services as it may deem necessary for the accomplishment of its work subject to all provisions of law and provided that all expenditures of the commission, exclusive of gifts, shall be within the amounts appropriated for the purpose by the city council.*

ROP Section 3.1 Regular Meetings

Regular meetings of the Commission shall be held on the first and third Mondays of every month at seven (7) p.m. If the first or third Monday falls on a legal holiday, the meeting shall be held on the following Wednesday at the same hour. If at any regular meeting, business before the Commissions remains unfinished, the Commission may adjourn from time to time to dispose of the same or to transact any other unfinished business.

Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Secretary may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in Section 3.3 for special meetings, unless such notice is waived as provided for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within twenty-four (24) hours after the time of adjournment.

*The Commission shall hold at least ~~one~~ **three** regular meetings each ~~month~~ **quarter** unless cancelled in accordance with Section 3.2*

ROP 3.2 Cancellation of Regular Meetings

*The Commission may cancel any of its forthcoming regular meetings by ~~a majority vote of the commissioners.~~ **the consensus of the Chair, Vice Chair and Secretary.** A copy of the notice of cancellation shall be posted on the bulletin board located immediately outside City Hall within twenty-four (24) hours after **the** action. ~~by the Commission.~~*

The Draft resolution recommending the City Council approve the proposed changes to the ROP is included in Attachment 1.A Draft resolution recommending that the City Council adopt the draft ordinance making these changes to the municipal code is included as Attachment 2.

Revise the Agenda to make it more user friendly to the public.

Staff and the Commission noted that the Agenda as written does not offer much explanation as the purpose of each item listed. While order must be kept at the Planning Commission meeting to ensure that its business is conducted efficiently, offering explanations for each item would allow for members of the public to understand how the meeting is operated and when their comments would be most appropriate. To that end, Staff has provided a new sample Agenda based on the Order created in the first section of this report that includes explanations of the items as they are listed in the ROP. This document also includes new draft text reflecting the fact that the Planning Commission will be returning to a hybrid in-person meeting format soon. Please see Attachment 3.

RECOMMENDATION

Staff recommends the Planning Commission:

1. Approve the Draft Resolution included as Attachment 1 recommending that the Council approve the modification of the Rules of Order and Procedures to:
 - a) Amend the Order of the Agenda and
 - b) Allow the cancellation of regular meetings by consensus of the Chair, Vice Chair and Secretary, but require a minimum of three meetings per quarter.
2. Approve the Draft Resolution and Draft Ordinance included as Attachment 2 recommending that the Council approve an amendment to the Vallejo Municipal Code to allow the cancellation of meetings by consensus of the Chair, Vice Chair and Secretary, but require a minimum of three meetings per quarter.
3. Review the revised Agenda included as Attachment 3 to ensure that it fulfills the request of the Planning Commission to revise the Agenda to make it more user friendly to the public.

ATTACHMENTS

1. Draft Resolution to Revise Rules of Order and Procedures.
2. Draft Resolution and Ordinance to Amend the Vallejo Municipal Code 2.44.030
3. Draft Agenda that includes draft proposed changes and added explanations.
4. Draft Clean Revised Rules of Order and Procedures with all proposed changes included for reference.

RESOLUTION NO. XXX

A RESOLUTION OF THE PLANNING COMMISSION RECOMMENDING TO THE CITY COUNCIL AN AMENDMENT TO THE PLANNING COMMISSION RULES OF ORDER AND PROCEDURES

WHEREAS, on August 16, 2021, Chair Cohen-Thompson, with the concurrence of the Commission, requested a discussion of the Planning Commission Rules of Order and Procedures be placed on the agenda; and

WHEREAS, on September 20, 2021, Staff brought the item back for discussion, received comments from the Commission and community members, and was directed by the Commission to draft a resolution recommending the City Council amend the Rules of Order and Procedures to allow the cancellation of meetings by concurrence of the Chair, Vice-Chair and Secretary rather than by a majority vote of the full Commission, but requiring a minimum of three meetings per quarter and to revise the Agenda to make it more user friendly to the public; and

WHEREAS, Section 405 of the City Charter allows the Planning Commission to amend its Rules of Procedure, but only upon approval by the City Council.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission hereby recommends that the City Council approve the proposed amendments to the Planning Commission Rules of Order and Procedures as set forth in Exhibit A, attached hereto and incorporated herein by reference.

PASSED AND ADOPTED at a regular meeting of the Planning Commission of the City of Vallejo, State of California, on the 15th day of November 2021 by the following vote to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

PEGGY COHEN-THOMPSON, CHAIRPERSON

City of Vallejo Planning Commission
Attest:

MARGARET KAVANAUGH-LYNCH, SECRETARY
City of Vallejo Planning Commission

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**PLANNING COMMISSION
OF THE
CITY OF VALLEJO, CALIFORNIA
RESOLUTION NO. PC 2~~x0-xx12~~
RULES OF ORDER AND PROCEDURE**

SECTION 1.0

PREAMBLE

The objective of these rules of order and procedure is to ensure the orderly and efficient Conduct of the meetings of the Planning Commission. These rules are intended to assure the right of the majority of the Commission to decide matters and issues brought before the Commission; the right of the minority on any issue to be heard; and the right of absentee Commissioners to be protected. These rules also are intended to foster and promote the right of the citizens to have adequate notice of business scheduled for consideration by the Commission and a fair and reasonable opportunity to appear and be heard on the items of business presented to the Commission.

SECTION 2.0

GENERAL RULES

2.1

Meetings to be Public

All regular and special meetings of the Commission shall be open to the public, except for such closed sessions which are permitted to be held in private under the provisions of the Ralph M. Brown Act or other laws of the State of California

2.2

Attendance of Media at the Commission Meetings

All the public meetings of the Planning Commission shall be open to the news media, freely subject to recording by radio, television and photographic services, provided that such activities do not interfere with the orderly conduct of the meetings.

2.3

Quorum

A quorum shall be a majority of the commissioners appointed, but fewer may adjourn from time to time and compel attendance of absent members in such manner as may be prescribed by these rules of order and procedure.

2.4

Rules of Procedure

Rosenberg's Rules of Order shall be the rules of order and procedure for the transaction of business.

2.5 Journal of Proceedings

An account of all public proceedings of the Commission shall be kept by the Secretary of the Commission, and shall be entered in a permanent book or other permanent form constituting the official record of the Commission.

2.6 Secretary

The Planning and Development Services Director or their designee shall serve as the Secretary to the Commission. The Secretary may make recommendations to the Commission and offer technical and professional assistance, but shall have no vote. The Secretary shall also keep the official minutes and perform such other duties as may be requested by the Commission.

2.7 Committees

A. The Commission may create committees in accordance with the rules and procedures contained herein to assist the Commission in carrying out its functions and responsibilities.

B. Every committee created by the Commission shall be advisory only. Any committee may be directed to undertake steps and/or study matters which are within the authority of the Commission.

C. Standing committees may be occupied entirely of Commissioners or a combination of Commissioners and other persons. Any ad-hoc committee shall be composed of less than a quorum of the Commissioners only.

D. When requested by the Presiding Officer, the chairperson of each committee shall report or advise the Commission on the progress or result of work/projects assigned to or undertaken by the committee.

2.8 Seniority of Commissioners

Seniority shall be determined by the length of time on the Commission. In the event two or more commissioners have been on the Commission for the same length of time, seniority shall be determined by lot.

Section 3.0

TYPES OF MEETINGS

3.1 Regular Meetings

Regular meetings of the Commission shall be held on the first and third Mondays of every month at seven (7) p.m. If the first or third Monday falls on a legal holiday, the meeting shall be held on the following Wednesday at the same hour. If at any regular meeting, business before the Commission remains unfinished, the Commission may adjourn from time to time to dispose of the same or to transact any other unfinished business. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Secretary may declare the meeting adjourned to a stated time and place and shall cause

a written notice of the adjournment to be given in the same manner as provided in Section 3.3 for special meetings, unless such notice is waived as provided for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within twenty-four (24) hours after the time of adjournment. The Commission shall hold at least ~~one~~three regular meeting each ~~month~~quarter unless cancelled in accordance with Section 3.2.

3.2 Cancellation of Regular Meetings

The Commission may cancel any of its forthcoming regular meetings the consensus of the Chair, Vice Chair and Secretary by a majority vote of the commissioners. A copy of the notice of cancellation shall be posted on the bulletin board located immediately outside City Hall within twenty-four (24) hours after the action by the Commission.

3.3 Special Meetings

Special meetings may be called by the Presiding Officer, Planning Commission Secretary, or a quorum of the Commission by, emailing or by mailing written notice to each Commissioner, staff, and to each local newspaper requesting such notice. Such notice must be delivered personally or by email, or mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Commission. The Secretary shall post as required by law at least twentyfour (24) hours prior to the special meeting.

3.4 Study Sessions

The Commissions shall have the right to assemble in special meetings so as to be apprised of the various matters coming up at a regular meeting or special meeting and obtain such detailed information in regard thereto as will enable them to dispose of such matters with more knowledge at the regular or special meeting to follow. The public with the Presiding Officer's permission may address the Commission in study sessions following the same procedures as provided in Section 3.3. The twenty-four (24) hour notice and posting requirements of Section 3.3 shall also be applicable.

3.5 Closed Sessions

The Commission may hold closed sessions during the course of any regular or special meeting in the manner permitted by law.

Section 4.0

CHAMBER ATTENDANCE AND FACILITIES

4.1 Council Chamber or Other Facility Attendance

Council Chamber or other facility attendance shall be limited to the posted seating capacity thereof. Entrance to City Hall or the meeting facility will be

appropriately regulated by the Secretary on occasions when the Council Chamber capacity is likely to be exceeded.

4.2 Facilities

Regular and special meetings of the Planning Commissions shall be held in the Council Chamber, City Hall, Vallejo, California. Whenever at a regular or special meeting of the Commission a matter is set for public hearing, the Secretary may make arrangements for the use of a suitable alternate facility for such meeting of the Commission. If a suitable alternate facility is not available, the public hearing may be continued to a date when a suitable alternate facility will be available. The Commission shall not conduct any regular or special meeting in any facility that prohibits the admittance of any person or persons on the basis of race, religion, creed, color, national origin, ancestry or sex. Facilities shall be accessible by the handicapped.

Section 5.0

DUTIES AND PRIVILEGES OF THE COMMISSION

5.1 Elections and Terms of Officers

At the first regular meeting of the Commission held in July of each year, the Commission shall hold an organizational meeting, at which the Commission shall elect a Chairperson and a Vice-Chairperson who shall serve for one year. A commissioner may serve a maximum of two years as the Chair over an 8-year period. In the case of a vacancy in any office, it shall be filled by an election held in the first two months subsequent, and such replacement shall be for the duration of the unexpired term of such office. Elections shall be by nomination and open ballot; the member receiving the highest number of votes shall be declared elected.

5.2 Seating Arrangement During Meetings

After the Chairperson and Vice-Chairperson have been elected and seated, Commissioners shall select their seats in the order of relative seniorities on the Commission, and shall occupy selected seats until the next election of officers. However, two Commissioners may exchange seats at any time by mutual consent.

5.3 Presiding Officer

The Chairperson, if present, shall preside at all meetings of the Commission. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of the Chairperson and the Vice-Chairperson, the senior Commissioner shall preside.

Section 6.0

AGENDA CONTENT

6.1 Preparation and Posting

The Secretary shall prepare and furnish to each Commissioner and to the City Attorney, and to such other persons as the Commission shall

designate a written agenda for every regular meeting. The Secretary shall endeavor to arrange the agenda in such a manner that adjournment if at all possible may be had no later than 10PM of the date scheduled for the meeting. The agenda shall be posted as required by law.

6.2 Items Included

A. Any items of business for future meetings shall be placed upon the written agenda prior to the deadline announced or observed for the preparation thereof at the request of the Planning Commission Secretary, or the City Attorney. The Commission may request an item be placed on the agenda through a majority vote of the Commission at a prior meeting.

B. The Written agenda shall include the following information:

1. Appeal rights;
2. Name of the staff person responsible for each agenda item;
3. Planning Division telephone number;
4. Speaker time limits

6.3 Order of Business

The business of the Commission shall be taken up for consideration and disposition in the following order as set forth in the agenda published by the Secretary, except that with the majority consent of the Commission, matters may be taken up out of order. Any item not on the agenda may be added and considered only in the manner prescribed by Section 7.1.

A. Call to Order;

B. Pledge of Allegiance;

C. Roll Call;

D. Consent Calendar and Approval of Agenda

1. Approval of Minutes;

2. Other Consent Items

E. Report of the City Council Liaison

F. Community Forum;

G. Public Hearings;

H. Action Items

I. Written Communications;

J. Regular Reports

1. Secretary's Report;

2. City Attorney's Report;

3. Report of the Presiding Officer and Members of the Planning Commission;

4. Report of the Subcommittees

K. Other Agenda Items;

1. Future Agenda Items

L. Adjournment

~~A. Call to Order;~~

~~B. Pledge of Allegiance;~~

~~C. Roll Call;~~

~~D. Approval of Minutes;~~

~~E. Written Communications;~~

~~F. Secretary's Report;~~

~~G. City Attorney's Report;~~

~~H. Report of the Presiding Officer and Members of the Planning Commission;~~

~~I. Report of the subcommittees~~

~~J. Report of the City Council Liaison~~

~~K. Community Forum;~~

~~L. Consent Calendar and Approval of the Agenda;~~

~~M. Public Hearings;~~

~~N. Other Agenda Items;~~

~~1. Future Agenda Items~~

~~O. Adjournment~~

6.4

Call to Order

The Presiding Officer shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Commission to order. If the Presiding Officer is not the Chairperson or Vice-Chairperson, upon the arrival of the Chairperson or Vice-Chairperson, as the case may be, the person who is then presiding shall relinquish the chair at the conclusion of the item of business then before the Commission.

6.5

Pledge of Allegiance

Immediately following the call to order, the Presiding Officer shall lead the Commission and audience in the recitation of the Pledge of Allegiance to the flag of the United States of America.

6.6 Roll Call

Before the Commission shall proceed with the business of the meeting, the Secretary or his or her designee shall call the roll of the Commissioners, and the names of those present shall be entered in the minutes. The later arrival of any absentee shall also be entered in the minutes with the time of arrival noted.

6.7 Consent Calendar and Approval of the Agenda

The Secretary or City Attorney may recommend that items appearing on the agenda be placed on the consent calendar for action by the Commission. Any item placed on the consent calendar shall appear in its regular order on the agenda together with a recommendation of the Secretary or City Attorney as to the action to be taken by the Commission with respect to such item. Upon motion of any Commissioner, all items placed upon the consent calendar may be acted upon collectively, and each shall be deemed to have received the action recommended by the Secretary or City Attorney; except that if any Commissioner objects to the placement of an item on the consent calendar, or if any member of the public wishes to address the Commission on any such item, the item shall be removed from the consent calendar and shall be heard and acted upon in its proper place on the agenda as designated by the Presiding Officer.

After making changes in the agenda, if any, as permitted under these rules of order and procedure, the Commission shall approve the agenda which shall constitute the agenda of business to be considered at the meeting. The motion offered to approve the agenda shall include the adoption of the consent calendar.

1. Minutes

The Secretary shall distribute copies of the draft minutes to each Commissioner along with the agenda and accompanying materials.

Unless reading of the minutes of the Commission meeting is requested by a member of the Commission, with consent of the majority of the Commissioners, such minutes may be adopted without reading.

2. Other Consent Items

As noted above, Upon motion of any Commissioner, all items placed upon the consent calendar may be acted upon collectively, and each shall be deemed to have received the action recommended by the Secretary or City Attorney; except that if any Commissioner objects to the placement of an item on the consent calendar, or if any member of the public wishes to address the Commission on any such item, the item shall be removed from

the consent calendar and shall be heard and acted upon in its proper place on the agenda as designated by the Presiding Officer.

6.7_ Minutes

~~A. The Secretary shall distribute copies of the draft minutes to each Commissioner along with the agenda and accompanying materials.~~

~~B. Unless reading of the minutes of the Commission meeting is requested by a member of the Commission, with consent of the majority of the Commissioners, such minutes may be adopted without reading.~~

6.8 Report of the City Council Liaison

The City Council Liaison, from time to time, may wish to make certain unagendized announcements, and report on items of activity that may be of interest to the Commission and the general public.

6.9 Community Forum

The Presiding Officer shall announce that members of the public have the opportunity to directly address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission and not on the current agenda. Fifteen (15) minutes shall be set aside for the community forum, and each speaker shall be allocated up to three (3) minutes, unless time is extended by the Presiding Officer with the Commission's consent. Items of business listed on the agenda shall not be further discussed under the community forum.

Written Communications

~~Written communications from the public will be received and filed. Written communications regarding items on the agenda will be noted at the time the item is considered.~~

6.9 Report of the Secretary

~~The Secretary may, from time to time, report on items that may be of interest to the Commission and general public.~~

6.10 Report of the City Attorney

~~The City Attorney may, from time to time, report on items that may be of interest to the Commission and general public.~~

6.11 Report of the Presiding Officer and Commissioners

~~The Presiding Officer and any Commissioner may, from time to time, wish to make certain unagendized announcements, request information from staff, and to report on items of activity that may be of interest to the Commission and the general public.~~

~~6.12 Report of the City Council Liaison~~

~~The City Council Liaison, from time to time, may wish to make certain unagendized announcements, and report on items of activity that may be of interest to the Commission and the general public.~~

~~6.13 Community Forum~~

~~The Presiding Officer shall announce that members of the public have the opportunity to directly address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission and not on the current agenda. Fifteen (15) minutes shall be set aside for the community forum, and each speaker shall be allocated up to three (3) minutes, unless time is extended by the Presiding Officer with the Commission's consent. Items of business listed on the agenda shall not be further discussed under the community forum.~~

~~6.14 Consent Calendar and Approval of the Agenda~~

~~A. The Secretary or City Attorney may recommend that items appearing on the agenda be placed on the consent calendar for action by the Commission. Any item placed on the consent calendar shall appear in its regular order on the agenda together with a recommendation of the Secretary or City Attorney as to the action to be taken by the Commission with respect to such item. Upon motion of any Commissioner, all items placed upon the consent calendar may be acted upon collectively, and each shall be deemed to have received the action recommended by the Secretary or City Attorney; except that if any Commissioner objects to the placement of an item on the consent calendar, or if any member of the public wishes to address the Commission on any such item, the item shall be removed from the consent calendar and shall be heard and acted upon in its proper place on the agenda as designated by the Presiding Officer.~~

~~B. After making changes in the agenda, if any, as permitted under these rules of order and procedure, the Commission shall approve the agenda which shall constitute the agenda of business to be considered at the meeting. The motion offered to approve the agenda shall include the adoption of the consent calendar.~~

6.150 Public Hearings

A. The commission may from time to time order that public hearings be conducted on items of public interest even though such may not be required by law.

B. Anyone desiring to address the Commission on the subject of the public hearing may indicate such interest in any of the three following ways:

1. Persons may submit a written request to the Secretary in advance of the meeting.
2. If a virtual meeting, persons will be called on by the presiding officer within the platform procedures.
3. Persons may fill out a card that will be available at the start of all Planning Commission meetings, and submit the card to the Secretary during the meeting.

4. Persons may approach the podium to speak when the Presiding Officer opens the public hearing and indicates that persons wishing to address the Commission may do so at that time.

C. Procedures for Public Hearings

1. The Chair shall announce the public hearing and the Secretary shall note any correspondence received concerning the matter, if any.

2. The report shall be presented by Staff.

3. The Presiding Officer shall declare the public hearing open.

4. The Presiding Officer shall call on the applicant and/or appellant of the matter. The Presiding Officer may determine the amount of time for a presentation.

5. The Presiding Officer shall call on the Commissioners for any questions or clarifications that they may have.

6. After Commissioners have asked their questions the Presiding Officer will open Public Comment.

7. The Presiding Officer:

a. Shall allow up to three minutes per person for public comment;

b. May use the card system provided for in Section 6.15(B)(3).

8. A Commissioner:

a. May question any speaker during the hearing;

b. Will ask if a Commissioner wishes to make a motion.

c. May debate the motion and provide any comments they have.

9. The Presiding Officer will restate the motion or ask the originator to do so then request that the Secretary record the vote.

10. The Secretary announces the results.

11. The Presiding Officer shall close the hearing.

D. Continuance of Hearing

Any continuance of a hearing shall be in conformance with current law.

6.11 Action Items

Items before the Planning Commission for action but not subject to public noticing requirements as listed in State and local regulations.

6.12 Written Communications

Written communications from the public will be received and filed. Written communications regarding items on the agenda will be noted at the time the item is considered.

6.13 Regular Reports

1. Report of the Secretary

The Secretary may, from time to time, report on items that may be of interest to the Commission and general public.

2. Report of the City Attorney

The City Attorney may, from time to time, report on items that may be of interest to the Commission and general public.

3. Report of the Presiding Officer and Commissioners

The Presiding Officer and any Commissioner may, from time to time, wish to make certain unagendized announcements, request information from staff, and to report on items of activity that may be of interest to the Commission and the general public.

4. Report of the Subcommittees

6.16-6.14- Other Agenda Items

The Secretary, City Attorney, or the Presiding Officer may place items on the agenda of interest to the Commission and the general public or for action by the Commission.

1. Future Agenda Items

6.17-15- Adjournment

It shall be the policy of the Commission to adjourn its regular meeting by ten (10) p.m. of each meeting date. The Secretary shall endeavor to arrange the agenda in such a manner that the Commission can adhere to this adjournment policy.

Section 7.0 VOTING

7.1 Quorum

A majority of the commission appointed constitutes a quorum for the transaction of business.

7.2 Abstention

It shall be the duty of each commissioner present at a meeting of the Planning Commission to vote on each matter or question before the Commission for action, unless:

A. Disqualified under the terms of the Political Reform Act (Government Code, Sections 87100, et seq.) or any other laws; or

B. Abstention for any reason other than those mentioned above shall constitute consent to the action proposed, and the Commission Secretary shall announce at the meeting and enter in the minutes that the abstention was cast as an “aye” vote pursuant to this rule.

Nothing in this section is intended to abrogate the judicially declared “limited rule of necessity” adopted in the state pertaining to the duty of members of public and legislative bodies to vote on matters which require their action.

7.3 Tie Vote

The vote of at least a majority present shall be necessary to adopt any resolution or motion. Any question on which the vote is tied, is lost. In the event of a tie vote, the Presiding Officer or any Commissioner may request the Secretary to carry over the item to the next regular meeting where a full Commission will be present.

7.4 Roll Call

The votes shall be cast and displayed on the electronic voting board so that each Commissioner’s vote may be recorded by the Secretary. In the event of a breakdown or malfunction of the electronic voting equipment, the Secretary shall call the roll in order of seniority beginning with the least senior members. If appointed on the same day, alphabetical order by last name will govern. In any event the Vice Chair and Chair respectively, will cast the last two votes. The Secretary at the conclusion of the voting shall announce the results of the vote by stating whether the measure carried or failed and by what vote.

Section 8.0 PUBLIC PARTICIPATION

8.1 Policy

It is the policy of the Planning Commission that members of the public shall be afforded the opportunity to speak on Consent Calendar and Action items on the agenda provided they are first recognized by the Presiding Officer.

8.2 Addressing the Commission

Any person desiring to address the Commission by oral communication shall first secure the permission of the Presiding Officer

8.3 Time Limits

Individuals, or designated spokespersons for recognized groups or organizations will have up to three (3) minutes to address the Commission; unless time is extended or reduced by the Presiding Officer with the Commission’s consent.

8.4 Discussion Between Citizens and the Commission

No comment or question shall be asked of a Commissioner or a member of staff except through the Presiding Officer.

8.5 Topic for Discussion

Members of the public shall address their remarks only to the agenda item under discussion by the Commission.

8.6 Manner of Addressing the Commission

Prior to speaking, each member of the public is requested to state his or her name in a clear and audible tone of voice.

8.7 Repetition

Recognized speakers shall refrain from repetition of issues and points already raised by previous speakers.

Section 9.0 AMENDMENTS TO THESE RULES AND PROCEDURES

9.1 Notice of Amendment

These rules of order and procedures may be amended by 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 three (3) days prior to the meeting date.

9.2 Submission for Council Approval

Any amendment adopted by the Commission shall be submitted to the City Council for approval at the earliest convenient time as required by Section 405 of the City Charter, and shall become effective only upon such approval being given.

RECOMMENDED TO COUNCIL at a regular meeting of the Planning Commission of the City of

Vallejo held on ~~December 7, 2020~~November 15, 2021 and adopted by the City Council on ~~January 26, 2021~~xxxxxxxxxxxxxx.

RESOLUTION NO. XXX

**CITY OF VALLEJO PLANNING COMMISSION RESOLUTION NO. PC 21-xx
RECOMMENDING THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING CHAPTER
2.44 OF THE VALLEJO MUNICIPAL CODE RELATED TO MEETINGS OF THE PLANNING
COMMISSION**

WHEREAS, on August 16, 2021, Chair Cohen-Thompson, with the concurrence of the Commissioner, requested a discussion of the Planning Commission Rules of Order and Procedures be placed on the agenda, and

WHEREAS, on September 20, 2021, Staff brought the item back for discussion, received comments from the Commission and community members, and was directed by the Commission to, among other things, reduce the number of mandatory meetings that must be held by the Planning Commission from one regular meeting each month to a minimum of three regular meetings each quarter; and

WHEREAS, this proposed change by the Commission requires an amendment to Section 2.44.030 of the Vallejo Municipal Code relating to meetings of the Planning Commission.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission hereby recommends that the City Council approve and adopt an Ordinance amending the Chapter 2.44.030, as set forth in Exhibit A, attached hereto and incorporated herein by reference.

PASSED AND ADOPTED at a regular meeting of the Planning Commission of the City of Vallejo, State of California, on the 15th day of November 2021 by the following vote to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

PEGGY COHEN-THOMPSON, CHAIRPERSON

City of Vallejo Planning Commission

Attest:

MARGARET KAVANAUGH-LYNCH, SECRETARY
City of Vallejo Planning Commission

ORDINANCE NO. ____ N.C. (2d)

AN ORDINANCE OF THE CITY OF VALLEJO MUNICIPAL CODE AMENDING
CHAPTER 2.44 RELATED TO MEETINGS OF THE PLANNING COMMISSION

[Deleted text is shown in ~~striketrough~~
Added text is shown in ***bold italic***]

THE COUNCIL OF THE CITY OF VALLEJO DOES ORDAIN AS FOLLOWS:

SECTION 1: Section 2.44.030 of the Vallejo Municipal Code is hereby amended to read as follows:

2.44.030 Chairman—Meetings—Officers and employees.

The commission shall elect a chairman from among the appointed members for a term of one year, and subject to other provisions of law may elect such other officers as it may determine. The commission shall hold at least ~~one~~ ***three*** regular meetings each ~~month~~ ***quarter*** and shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which record shall be a public record. The commission shall appoint such officers and employees and contract for such services as it may deem necessary for the accomplishment of its work subject to all provisions of law and provided that all expenditures of the commission, exclusive of gifts, shall be within the amounts appropriated for the purpose by the city council.

SECTION 2. Severability. If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed and adopted this Ordinance, and each and all provisions hereof, irrespective of the fact one or more provisions may be declared invalid.

SECTION 3. Effective Date.

This Ordinance shall take effect and be in full force and effect from and after (30) days after its final passage.



AGENDA

VALLEJO PLANNING COMMISSION REGULAR MEETING – 7:00 P.M. VIA TELECONFERENCE

Peggy Cohen-Thompson, Chair
Jamar Stamps, Vice Chair
Diosdado "J.R." Matulac
Charles Palmares
Melissa Bowman
Donald Douglass
Eric Blind

VIA TELECONFERENCE

www.cityofvallejo.net

DATE

IMPORTANT NOTICE

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Planning Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the City Clerk prior to the consideration of the item or raise their hand via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: xxxxxxxx#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first.

Those wishing to address the Planning Commission on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the City Council to resolve may come forward in person to the podium or virtually during the "COMMUNITY FORUM" portion of the AGENDA.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Planning Commission will be available on the City of Vallejo website at www.cityofvallejo.net subject to staff's ability to post the documents prior to the meeting.

Disclosure Requirements: Government Code Section 84308 (d) sets forth disclosure requirements which apply to persons who actively support or oppose projects in which they have a "financial interest", as that term is defined by the Political Reform Act of 1974. If you fall within that category, and if you (or your agent) have made a contribution of \$250 or more to any commissioner within the last twelve months to be used in a federal, state or local election, you must disclose the fact of that contribution in a statement to the Commission.

Appeal Rights: The applicant or any party adversely affected by the decision of the Planning Commission may, within ten days after the rendition of the decision of the Planning Commission, appeal in writing to the City Council by filing a written appeal with the City Clerk. Such written appeal shall state the reason or reasons for the appeal and why the applicant believes he or she is adversely affected by the decision of the Planning Commission. Such appeal shall not be timely filed unless it is actually received by the City Clerk or designee no later than the close of business on the tenth calendar day after the rendition of the decision of the Planning Commission. If such date falls on a weekend or City holiday, then the deadline shall be extended until the next regular business day.

Notice of the appeal, including the date and time of the City Council's consideration of the appeal, shall be sent by the City Clerk to all property owners within two hundred or five hundred feet of the project boundary, whichever was the original notification boundary.

The Council may affirm, reverse or modify any decision of the Planning Commission which is appealed. The Council may summarily reject any appeal upon determination that the appellant is not adversely affected by a decision under appeal.

Want more City Information - Members of the public can:

Like us on Facebook and Instagram([@cityofvallejo](https://www.instagram.com/cityofvallejo))

Sign up to receive City Communications via e-mail (www.cityofvallejo.net/subscribe)

Sign up to for emergency alerts at: alertsolan.com



The Council Chambers in City Hall is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

If you have any questions regarding any of the following agenda items, please call the assigned planner or project manager at (707) 648-4326.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. CONSENT CALENDAR AND APPROVAL OF AGENDA

All items placed upon the consent calendar may be acted upon collectively, and each shall be deemed to have received the action recommended by the Secretary or City Attorney; except that if any Commissioner objects to the placement of an item on the consent calendar, or if any member of the public wishes to address the Commission on any such item, the item shall be removed from the consent calendar and shall be heard and acted upon in its proper place on the agenda as designated by the Presiding Officer.

A. APPROVAL OF MINUTES

B. OTHER CONSENT ITEMS

5. REPORT OF THE CITY COUNCIL LIAISON

The City Council Liaison, from time to time, may wish to make certain unagendized announcements, and report on items of activity that may be of interest to the Commission and the general public.

6. COMMUNITY FORUM

The Presiding Officer shall announce that members of the public have the opportunity to directly address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission and not on the current agenda. Fifteen (15) minutes shall be set aside for the community forum, and each speaker shall be allocated up to three (3) minutes, unless time is extended by the Presiding Officer with the Commission's consent. Items of business listed on the agenda shall not be further discussed under the community forum.

7. PUBLIC HEARINGS

8. ACTION ITEMS

Items before the Planning Commission for action but not subject to public noticing requirements as listed in State and local regulations.

9. WRITTEN COMMUNICATIONS

Written communications from the public will be received and filed. Written communications regarding items on the agenda will be noted at the time the item is considered.

10. REGULAR REPORTS

A. SECRETARY'S REPORT

B. CITY ATTORNEY'S REPORT

AGENDA**City of Vallejo Planning Commission****DATE**

C. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE PLANNING COMMISSION**D. REPORT OF THE SUBCOMMITTEES****11. OTHER AGENDA ITEMS****A. FUTURE AGENDA ITEMS**

The Secretary, City Attorney, or the Presiding Officer may place items on the agenda of interest to the Commission and the general public or for action by the Commission.

13. ADJOURNMENT

I, Narcissa Wilson, Planning Executive Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Vallejo Planning Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 7:30 p.m. Thursday, XXXXX

Dated XXXXX

Narcissa Wilson, Planning Executive Secretary

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**PLANNING COMMISSION
OF THE
CITY OF VALLEJO, CALIFORNIA
RESOLUTION NO. PC 2x-xx
RULES OF ORDER AND PROCEDURE**

SECTION 1.0

PREAMBLE

The objective of these rules of order and procedure is to ensure the orderly and efficient Conduct of the meetings of the Planning Commission. These rules are intended to assure the right of the majority of the Commission to decide matters and issues brought before the Commission; the right of the minority on any issue to be heard; and the right of absentee Commissioners to be protected. These rules also are intended to foster and promote the right of the citizens to have adequate notice of business scheduled for consideration by the Commission and a fair and reasonable opportunity to appear and be heard on the items of business presented to the Commission.

SECTION 2.0

GENERAL RULES

2.1

Meetings to be Public

All regular and special meetings of the Commission shall be open to the public, except for such closed sessions which are permitted to be held in private under the provisions of the Ralph M. Brown Act or other laws of the State of California

2.2

Attendance of Media at the Commission Meetings

All the public meetings of the Planning Commission shall be open to the news media, freely subject to recording by radio, television and photographic services, provided that such activities do not interfere with the orderly conduct of the meetings.

2.3

Quorum

A quorum shall be a majority of the commissioners appointed, but fewer may adjourn from time to time and compel attendance of absent members in such manner as may be prescribed by these rules of order and procedure.

2.4

Rules of Procedure

Rosenberg's Rules of Order shall be the rules of order and procedure for the transaction of business.

2.5 Journal of Proceedings

An account of all public proceedings of the Commission shall be kept by the Secretary of the Commission, and shall be entered in a permanent book or other permanent form constituting the official record of the Commission.

2.6 Secretary

The Planning and Development Services Director or their designee shall serve as the Secretary to the Commission. The Secretary may make recommendations to the Commission and offer technical and professional assistance, but shall have no vote. The Secretary shall also keep the official minutes and perform such other duties as may be requested by the Commission.

2.7 Committees

A. The Commission may create committees in accordance with the rules and procedures contained herein to assist the Commission in carrying out its functions and responsibilities.

B. Every committee created by the Commission shall be advisory only. Any committee may be directed to undertake steps and/or study matters which are within the authority of the Commission.

C. Standing committees may be occupied entirely of Commissioners or a combination of Commissioners and other persons. Any ad-hoc committee shall be composed of less than a quorum of the Commissioners only.

D. When requested by the Presiding Officer, the chairperson of each committee shall report or advise the Commission on the progress or result of work/projects assigned to or undertaken by the committee.

2.8 Seniority of Commissioners

Seniority shall be determined by the length of time on the Commission. In the event two or more commissioners have been on the Commission for the same length of time, seniority shall be determined by lot.

Section 3.0

TYPES OF MEETINGS

3.1 Regular Meetings

Regular meetings of the Commission shall be held on the first and third Mondays of every month at seven (7) p.m. If the first or third Monday falls on a legal holiday, the meeting shall be held on the following Wednesday at the same hour. If at any regular meeting, business before the Commission remains unfinished, the Commission may adjourn from time to time to dispose of the same or to transact any other unfinished business. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Secretary may declare the meeting adjourned to a stated time and place and shall cause

a written notice of the adjournment to be given in the same manner as provided in Section 3.3 for special meetings, unless such notice is waived as provided for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within twenty-four (24) hours after the time of adjournment. The Commission shall hold at least three regular meeting each quarter unless cancelled in accordance with Section 3.2.

3.2 Cancellation of Regular Meetings

The Commission may cancel any of its forthcoming regular meetings the consensus of the Chair, Vice Chair and Secretary.. A copy of the notice of cancellation shall be posted on the bulletin board located immediately outside City Hall within twenty-four (24) hours after the action. .

3.3 Special Meetings

Special meetings may be called by the Presiding Officer, Planning Commission Secretary, or a quorum of the Commission by, emailing or by mailing written notice to each Commissioner, staff, and to each local newspaper requesting such notice. Such notice must be delivered personally or by email, or mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Commission. The Secretary shall post as required by law at least twentyfour (24) hours prior to the special meeting.

3.4 Study Sessions

The Commissions shall have the right to assemble in special meetings so as to be apprised of the various matters coming up at a regular meeting or special meeting and obtain such detailed information in regard thereto as will enable them to dispose of such matters with more knowledge at the regular or special meeting to follow. The public with the Presiding Officer's permission may address the Commission in study sessions following the same procedures as provided in Section 3.3. The twenty-four (24) hour notice and posting requirements of Section 3.3 shall also be applicable.

3.5 Closed Sessions

The Commission may hold closed sessions during the course of any regular or special meeting in the manner permitted by law.

Section 4.0

CHAMBER ATTENDANCE AND FACILITIES

4.1 Council Chamber or Other Facility Attendance

Council Chamber or other facility attendance shall be limited to the posted seating capacity thereof. Entrance to City Hall or the meeting facility will be

appropriately regulated by the Secretary on occasions when the Council Chamber capacity is likely to be exceeded.

4.2 Facilities

Regular and special meetings of the Planning Commissions shall be held in the Council Chamber, City Hall, Vallejo, California. Whenever at a regular or special meeting of the Commission a matter is set for public hearing, the Secretary may make arrangements for the use of a suitable alternate facility for such meeting of the Commission. If a suitable alternate facility is not available, the public hearing may be continued to a date when a suitable alternate facility will be available. The Commission shall not conduct any regular or special meeting in any facility that prohibits the admittance of any person or persons on the basis of race, religion, creed, color, national origin, ancestry or sex. Facilities shall be accessible by the handicapped.

Section 5.0

DUTIES AND PRIVILEGES OF THE COMMISSION

5.1 Elections and Terms of Officers

At the first regular meeting of the Commission held in July of each year, the Commission shall hold an organizational meeting, at which the Commission shall elect a Chairperson and a Vice-Chairperson who shall serve for one year. A commissioner may serve a maximum of two years as the Chair over an 8-year period. In the case of a vacancy in any office, it shall be filled by an election held in the first two months subsequent, and such replacement shall be for the duration of the unexpired term of such office. Elections shall be by nomination and open ballot; the member receiving the highest number of votes shall be declared elected.

5.2 Seating Arrangement During Meetings

After the Chairperson and Vice-Chairperson have been elected and seated, Commissioners shall select their seats in the order of relative seniorities on the Commission, and shall occupy selected seats until the next election of officers. However, two Commissioners may exchange seats at any time by mutual consent.

5.3 Presiding Officer

The Chairperson, if present, shall preside at all meetings of the Commission. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of the Chairperson and the Vice-Chairperson, the senior Commissioner shall preside.

Section 6.0

AGENDA CONTENT

6.1 Preparation and Posting

The Secretary shall prepare and furnish to each Commissioner and to the City Attorney, and to such other persons as the Commission shall

designate a written agenda for every regular meeting. The Secretary shall endeavor to arrange the agenda in such a manner that adjournment if at all possible may be had no later than 10PM of the date scheduled for the meeting. The agenda shall be posted as required by law.

6.2 Items Included

A. Any items of business for future meetings shall be placed upon the written agenda prior to the deadline announced or observed for the preparation thereof at the request of the Planning Commission Secretary, or the City Attorney. The Commission may request an item be placed on the agenda through a majority vote of the Commission at a prior meeting.

B. The Written agenda shall include the following information:

1. Appeal rights;
2. Name of the staff person responsible for each agenda item;
3. Planning Division telephone number;
4. Speaker time limits

6.3 Order of Business

The business of the Commission shall be taken up for consideration and disposition in the following order as set forth in the agenda published by the Secretary, except that with the majority consent of the Commission, matters may be taken up out of order. Any item not on the agenda may be added and considered only in the manner prescribed by Section 7.1.

- A. Call to Order;
- B. Pledge of Allegiance;
- C. Roll Call;
- D. Consent Calendar and Approval of Agenda
 1. Approval of Minutes;
 2. Other Consent Items
- E. Report of the City Council Liaison
- F. Community Forum;
- G. Public Hearings;
- H. Action Items
- I. Written Communications;
- J. Regular Reports
 1. Secretary's Report;
 2. City Attorney's Report;

3. Report of the Presiding Officer and Members of the Planning Commission;
 4. Report of the Subcommittees
- K. Other Agenda Items;
1. Future Agenda Items
- L. Adjournment

6.4 Call to Order

The Presiding Officer shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Commission to order. If the Presiding Officer is not the Chairperson or Vice-Chairperson, upon the arrival of the Chairperson or Vice-Chairperson, as the case may be, the person who is then presiding shall relinquish the chair at the conclusion of the item of business then before the Commission.

6.5 Pledge of Allegiance

Immediately following the call to order, the Presiding Officer shall lead the Commission and audience in the recitation of the Pledge of Allegiance to the flag of the United States of America.

6.6 Roll Call

Before the Commission shall proceed with the business of the meeting, the Secretary or his or her designee shall call the roll of the Commissioners, and the names of those present shall be entered in the minutes. The later arrival of any absentee shall also be entered in the minutes with the time of arrival noted.

6.7 Consent Calendar and Approval of the Agenda

The Secretary or City Attorney may recommend that items appearing on the agenda be placed on the consent calendar for action by the Commission. Any item placed on the consent calendar shall appear in its regular order on the agenda together with a recommendation of the Secretary or City Attorney as to the action to be taken by the Commission with respect to such item. Upon motion of any Commissioner, all items placed upon the consent calendar may be acted upon collectively, and each shall be deemed to have received the action recommended by the Secretary or City Attorney; except that if any Commissioner objects to the placement of an item on the consent calendar, or if any member of the public wishes to address the Commission on any such item, the item shall be removed from the consent calendar and shall be heard and acted upon in its proper place on the agenda as designated by the Presiding Officer.

After making changes in the agenda, if any, as permitted under these rules of order and procedure, the Commission shall approve the agenda which

shall constitute the agenda of business to be considered at the meeting. The motion offered to approve the agenda shall include the adoption of the consent calendar.

1. Minutes

The Secretary shall distribute copies of the draft minutes to each Commissioner along with the agenda and accompanying materials.

Unless reading of the minutes of the Commission meeting is requested by a member of the Commission, with consent of the majority of the Commissioners, such minutes may be adopted without reading.

2. Other Consent Items

As noted above, Upon motion of any Commissioner, all items placed upon the consent calendar may be acted upon collectively, and each shall be deemed to have received the action recommended by the Secretary or City Attorney; except that if any Commissioner objects to the placement of an item on the consent calendar, or if any member of the public wishes to address the Commission on any such item, the item shall be removed from the consent calendar and shall be heard and acted upon in its proper place on the agenda as designated by the Presiding Officer.

6.8 Report of the City Council Liaison

The City Council Liaison, from time to time, may wish to make certain unagendized announcements, and report on items of activity that may be of interest to the Commission and the general public.

6.9 Community Forum

The Presiding Officer shall announce that members of the public have the opportunity to directly address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission and not on the current agenda. Fifteen (15) minutes shall be set aside for the community forum, and each speaker shall be allocated up to three (3) minutes, unless time is extended by the Presiding Officer with the Commission's consent. Items of business listed on the agenda shall not be further discussed under the community forum.

6.10 Public Hearings

A. The commission may from time to time order that public hearings be conducted on items of public interest even though such may not be required by law.

B. Anyone desiring to address the Commission on the subject of the public hearing may indicate such interest in any of the three following ways:

1. Persons may submit a written request to the Secretary in advance of the meeting.

2. If a virtual meeting, persons will be called on by the presiding officer within the platform procedures.

3. Persons may fill out a card that will be available at the start of all Planning Commission meetings, and submit the card to the Secretary during the meeting.

4. Persons may approach the podium to speak when the Presiding Officer opens the public hearing and indicates that persons wishing to address the Commission may do so at that time.

C. Procedures for Public Hearings

1. The Chair shall announce the public hearing and the Secretary shall note any correspondence received concerning the matter, if any.

2. The report shall be presented by Staff.

3. The Presiding Officer shall declare the public hearing open.

4. The Presiding Officer shall call on the applicant and/or appellant of the matter. The Presiding Officer may determine the amount of time for a presentation.

5. The Presiding Officer shall call on the Commissioners for any questions or clarifications that they may have.

6. After Commissioners have asked their questions the Presiding Officer will open Public Comment.

7. The Presiding Officer:

a. Shall allow up to three minutes per person for public comment;

b. May use the card system provided for in Section 6.15(B)(3).

8. A Commissioner:

a. May question any speaker during the hearing;

b. Will ask if a Commissioner wishes to make a motion.

c. May debate the motion and provide any comments they have.

9. The Presiding Officer will restate the motion or ask the originator to do so then request that the Secretary record the vote.

10. The Secretary announces the results.

11. The Presiding Officer shall close the hearing.

D. Continuance of Hearing

Any continuance of a hearing shall be in conformance with current law.

Items before the Planning Commission for action but not subject to public noticing requirements as listed in State and local regulations.

6.12 Written Communications

Written communications from the public will be received and filed. Written communications regarding items on the agenda will be noted at the time the item is considered.

6.13 Regular Reports

1. Report of the Secretary

The Secretary may, from time to time, report on items that may be of interest to the Commission and general public.

2. Report of the City Attorney

The City Attorney may, from time to time, report on items that may be of interest to the Commission and general public.

3. Report of the Presiding Officer and Commissioners

The Presiding Officer and any Commissioner may, from time to time, wish to make certain unagendized announcements, request information from staff, and to report on items of activity that may be of interest to the Commission and the general public.

4. Report of the Subcommittee

6.14 Other Agenda Items

The Secretary, City Attorney, or the Presiding Officer may place items on the agenda of interest to the Commission and the general public or for action by the Commission.

1. Future Agenda Items

6.15 Adjournment

It shall be the policy of the Commission to adjourn its regular meeting by ten (10) p.m. of each meeting date. The Secretary shall endeavor to arrange the agenda in such a manner that the Commission can adhere to this adjournment policy.

Section **7.0 VOTING**

7.1 Quorum

A majority of the commission appointed constitutes a quorum for the transaction of business.

7.2 Abstention

It shall be the duty of each commissioner present at a meeting of the Planning Commission to vote on each matter or question before the Commission for action, unless:

A. Disqualified under the terms of the Political Reform Act (Government Code, Sections 87100, et seq.) or any other laws; or

B. Abstention for any reason other than those mentioned above shall constitute consent to the action proposed, and the Commission Secretary shall announce at the meeting and enter in the minutes that the abstention was cast as an “aye” vote pursuant to this rule.

Nothing in this section is intended to abrogate the judicially declared “limited rule of necessity” adopted in the state pertaining to the duty of members of public and legislative bodies to vote on matters which require their action.

7.3 Tie Vote

The vote of at least a majority present shall be necessary to adopt any resolution or motion. Any question on which the vote is tied, is lost. In the event of a tie vote, the Presiding Officer or any Commissioner may request the Secretary to carry over the item to the next regular meeting where a full Commission will be present.

7.4 Roll Call

The votes shall be cast and displayed on the electronic voting board so that each Commissioner’s vote may be recorded by the Secretary. In the event of a breakdown or malfunction of the electronic voting equipment, the Secretary shall call the roll in order of seniority beginning with the least senior members. If appointed on the same day, alphabetical order by last name will govern. In any event the Vice Chair and Chair respectively, will cast the last two votes. The Secretary at the conclusion of the voting shall announce the results of the vote by stating whether the measure carried or failed and by what vote.

Section 8.0 PUBLIC PARTICIPATION

8.1 Policy

It is the policy of the Planning Commission that members of the public shall be afforded the opportunity to speak on Consent Calendar and Action items on the agenda provided they are first recognized by the Presiding Officer.

8.2 Addressing the Commission

Any person desiring to address the Commission by oral communication shall first secure the permission of the Presiding Officer

8.3 Time Limits

Individuals, or designated spokespersons for recognized groups or organizations will have up to three (3) minutes to address the Commission; unless time is extended or reduced by the Presiding Officer with the Commission’s consent.

8.4 Discussion Between Citizens and the Commission

No comment or question shall be asked of a Commissioner or a member of staff except through the Presiding Officer.

8.5 Topic for Discussion

Members of the public shall address their remarks only to the agenda item under discussion by the Commission.

8.6 Manner of Addressing the Commission

Prior to speaking, each member of the public is requested to state his or her name in a clear and audible tone of voice.

8.7 Repetition

Recognized speakers shall refrain from repetition of issues and points already raised by previous speakers.

Section 9.0 **AMENDMENTS TO THESE RULES AND PROCEDURES**

9.1 Notice of Amendment

These rules of order and procedures may be amended by 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 three (3) days prior to the meeting date.

9.2 Submission for Council Approval

Any amendment adopted by the Commission shall be submitted to the City Council for approval at the earliest convenient time as required by Section 405 of the City Charter, and shall become effective only upon such approval being given.

RECOMMENDED TO COUNCIL at a regular meeting of the Planning Commission of the City of Vallejo held on November 15, 2021 and adopted by the City Council on xxxxxxxxxxxxxx.