



**REPORT TO  
PLANNING COMMISSION  
City of Sacramento  
915 I Street, Sacramento, CA 95814-2671**

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**STAFF REPORT  
September 25, 2008**

**MEMORANDUM**

**To:** Members of the Planning Commission

**From:** Eileen M. Teichert, City Attorney  
Robert D. Tokunaga, Supervising Deputy City Attorney  
**Sabina D. Gilbert, Senior Deputy City Attorney**

**Re:** **Planning Commission Administrative Policies and Procedures:  
Planning Commission Rules of Procedure (M08-037)**

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**Recommendation:** Adopt Rules of Procedure

**Contact:** Sabina D. Gilbert, Senior Deputy City Attorney 808-5346

**Background**

The City Council adopted revised Council Rules of Procedure on May 15, 2007 to govern the order and conduct of its business. The new Council Rules direct City Council established boards and commissions to adopt their own rules for the conduct of their business that conform to the Council Rules to the extent possible (Council Rules of Procedure Chapter 1 §(A)(2)).

At its February 21, 2008 meeting, the Planning Commission discussed issues related to its Rules of Procedure in the context of a broader discussion on Administrative Policies and Procedures. At this meeting, the Planning Commission formed a committee comprised of Commissioners Notestine, Samuels, and Yee to review and recommend changes to the Council Rules of Procedure to make them suitable for use by the Planning Commission, while also addressing the specific issues of interest to the Commission.

**Draft Revised Planning Commission Rules of Procedure  
September 25, 2008**

At its August 21, 2008 meeting, the Planning Commission reviewed and discussed draft revised Rules of Procedure prepared by the committee with support from Deputy City Attorney Sabina Gilbert and Development Services Department Program Manager Wendy Klock-Johnson. Based on Commission direction, revisions have been prepared to the draft revised Rules of Procedure and are presented to the Planning Commission for adoption.

**Discussion**

Below is a brief summary of the changes to the draft revised Rules of Procedure. A redlined draft of the final Rules of Procedure showing these changes is in Attachment 1, along with a clean copy in Attachment 2.

1. Page 10: Chapter 6, Section D. Meeting Types and Schedules, subsection (3)(c): Allows an individual, in addition to an organized neighborhood group or organization, to request a hearing continuance as needed to complete and ready their presentation for the hearing process.

2. Page 12: Chapter 7, Section E. Preparation of Agenda Packet, subsection (2)(a)(i): Planning Commissioners are required to notify the Commission Secretary of any writings received outside of a public hearing that relate to a matter to be heard by the Commission, and provide a copy if needed. These writings include emails. The purpose of this Rule is to allow staff to deliver copies to all of the Commissioners for the hearing.

3. Page 20: Chapter 8, Section H. Voting, subsection (1)(b): If qualified to vote, a Commissioner is required to vote either “aye” or “no” on a motion.

4. Page 21: Chapter 8, Section H. Voting, subsection (2)(b): A Commissioner is not qualified to participate in a hearing if the Commissioner is not present for the entire hearing, unless the Commissioner reviews the entire hearing record prior to participation and voting.

**Conclusion**

Pursuant to the current Planning Commission Rules of Procedure, adoption of the revised rules requires six (6) affirmative votes.

Attachment 1: Final City Planning Commission Rules of Procedure  
(Redlined) (09/25/08)

Attachment 2: Final City Planning Commission Rules of Procedure (Clean)  
(09/25/08)















































































































