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DEVELOPMENT SERVICES
DEPARTMENT

CITY OF SACRAMENTO
CALIFORNIA

300 RICHARDS BOULEVARD
3rd FLOOR
SACRAMENTO, CA
95811-0218

MEMORANDUM

DATE: February 17, 2008

TO: Darrel Woo, Planning Commission Chair
Members of the Planning Commission

FROM: David Kwong, Planning Manager *DK*

RE: Planning Commission Policies and Procedures

The Planning Commission's Policies and Procedures committee has directed staff to bring forward a list of issues for general Commission discussion. These issues have been broken down to be discussed at two meetings. The issues for discussion are as follows:

Carryover from Previous Discussions

Staff Reports

Last minute modification to staff reports

Design Guidelines and staff training - Basic good planning (fast-food – parking location) and guidelines (residential including second units) – Implementing the new General Plan

Process

Project processing - The rush to judgment



New Issues

Having a Director's Report once a month on the Planning Commission agenda. The report would include summarizing:

- Final action that the City Council takes on items that the commission sends to them
- Appeals
- Call ups
- What projects are in the planning process
- Pending ordinances
- Organizational changes

DOC Letter – Response

Joint Meetings with DOC or Subcommittee - Communication

Taking action on all items

Early Review triggers

Commissioner education

Email communication – general communication – Purple Sheet reduction

Green building/site design

Stipends

Consolidated meetings - to save number of meetings and funding

Date for Policies and Procedures meeting date

Limiting the type of vote/action the Commission can take to prohibit a vote of "forward with no recommendation"

Order of roll call votes

