

## SANTA CLARA PLANNING COMMISSION POLICIES AND PROCEDURES

### 1.0 Policies and Procedures

	SUBJECT	POLICY/PROCEDURES	PC ADOPTION DATE
1.1	Adoption	All Policies and Procedures shall be adopted all or in part upon rotation of the Planning Commission Chair and require an affirmative quorum of the Planning Commission members.	Adopted by the Planning Commission at the October 8, 1997 meeting.
1.2	Exception	All policies found in 2.0 relating to time may be altered by an affirmative quorum of the Planning Commission members.	Adopted by the Planning Commission at October 8, 1997 meeting.
1.3	Legal Conformance	All Planning Commission Policies and Procedures will be in conformance with the Santa Clara City Charter, Code of Conduct and other applicable laws and regulations.	Adopted by the Planning Commission at the October 8, 1997 meeting.
1.4	Individual Rights	No provision of this Policy and Procedure shall be construed or interpreted to limit a Commissioner's individual citizen rights.	Adopted by the Planning Commission at the October 8, 1997 meeting.
1.5	Additions/Updates/Changes	Additions to the Planning Commission Policies and Procedures require approval by a quorum of the Commission.	Adopted by the Planning Commission at the October 8, 1997 meeting.

### 2.0 Meeting Management

	SUBJECT	POLICY/PROCEDURES	PC ADOPTION DATE
2.1	Robert's Rules	The Planning Commission meetings will be conducted in conformance with the version of "Robert's Rules of Orders" utilized by the Santa Clara City Council with the following exceptions listed in subsections to 2.1	October 22, 1997 (BF excused)
2.1a	Motion to open Commissioner deliberations	The Planning Commission will default to upholding the recommendation of City Planning staff to open the Commissioner deliberations.	Adopted by the Planning Commission at the October 22, 1997 meeting.
2.1b	Absence of motion	In the absence of a motion, the Vice Chair will be responsible to make a motion to begin Commissioner deliberation.	Adopted by the Planning Commission at the October 22, 1997 meeting.
2.1c	Suspense of Robert's Rules	Suspense of Robert's Rules will require a super majority of the Commissioners present at the meeting.	Adopted by the Planning Commission at the October 22, 1997 meeting.
<u>2.1d</u>	<u>Format of Minutes</u>	<u>The format of the minutes will follow the "Action Minutes" template adopted by City Council on Jan. 23, 2018. In addition, if the Commission modifies any Conditions of Approval, the exact text of the modified Conditions shall be set forth in the Minutes. If staff would like to provide additional clarifications, they may do so.</u>	<u>Adopted by the Planning Commission at the July 15, 2020 meeting.</u>

2.2	Proponent time limits	The Proponent of a project shall be limited to 10 minutes to present their proposal and 5 minutes to provide rebuttal after public testimony. <u>The Chair has the discretion to approve additional time.</u> This time will not be reduced by questions by Commission or City staff.	Amended by the Planning Commission at the <u>July 15, 2020 meeting and</u> October 13, 2004 meeting.
2.3	Continuance Applicant request	The applicant may continue items one time by right. Any reposting or public notification required will be at the applicant's expense.	Adopted by the Planning Commission at the October 22, 1997 meeting.
2.3a	Continuance Opponent request	A request for continuance by a member of the public will be required to be affirmed by a quorum of the Planning Commission. Items will not generally be continued more than one time. Any reposting or public notification will not be at the applicant's expense unless determined by the Planning Commission.	Amended by the Planning Commission at the October 13, 2004 meeting.
2.4	Public Time Limits	Each member of the public wishing to comment on a project is limited to <u>1 to 4 minutes, at the discretion of the Chair.</u> This time is not reduced by questions by Commission or City staff.	<u>Amended by the Planning Commission at the July 15, 2020 meeting.</u> Adopted by the Planning Commission at the October 8, 1997 meeting.
2.5	Staff Presentations	Staff presentation of a project should generally be limited to 10 minutes. This time can be extended by the Commission and is not reduced by Commission questions.	Adopted by the Planning Commission at the October 8, 1997 meeting.
2.6	Public Testimony	Commission questions to presenters during the "public hearing" should be material to the proposal and limited to clarification.	Adopted by the Planning Commission at the October 8, 1997 meeting.
2.7	Commissioner Deliberations	Commissioners will generally be limited <del>to two, five-minute opportunities to discuss and two questions for any one issue.</del> <u>three questions at a time, and the commissioner may ask additional questions after other commissioners have had their turn.</u> This limitation will also apply to follow up questions to staff or clarification of statements made by another member of the Commission.	Amended by the Planning Commission at the May 10, 2000 <u>and July 15, 2020</u> meeting
2.8	Adjournment	The Planning Commission will endeavor to complete all regular hearing items by not later than <del>44</del> <u>10</u> :00 P.M. <u>unless extended.</u>	Amended by the Planning Commission at the <u>July 15, 2020 meeting and</u> October 13, 2004 meeting.
2.9	Meeting frequency/ Special hearings	In addition to the regularly scheduled Planning Commission <u>meetings scheduled at the beginning of the year, the Planning Commission may recommend additional meetings.</u> <del>meetings generally scheduled for the second and fourth Wednesday of</del>	<u>Amended by the Planning Commission at the July 15, 2020 meeting.</u> Adopted by the Planning Commission at the October 8, 1997

		<del>each month, the Planning Commission may recommend additional meetings be scheduled as needed by motion and affirmative quorum of the Commission members</del>	meeting.
2.10	Special Hearings	Special hearings including but not limited to revocation hearings should be conducted exclusive of regular Planning Commission meetings. The adjournment of these meetings will be no later than 12:00 a.m. (midnight)	Amended by the Planning Commission at the October 13, 2004 meeting
2.11	Special Hearings (Agenda)	The agenda and format of any Special Hearing requires adoption by an affirmative quorum of the Planning Commission unless otherwise delegated to the Planning Commission Chair.	Adopted by the Planning Commission at the October 8, 1997 meeting.
<u>2.12</u>	<u>Addition of Agenda Items</u>	<u>The Chair may request that an item be placed on a Planning Commission meeting. Any Commissioner may make a request in writing to staff to have a item placed on the agenda.</u>	<u>Adopted by the Planning Commission at the meeting July 15, 2020</u>

### 3.0 Sub-Committees

	SUBJECT	POLICY/PROCEDURES	PC ADOPTION DATE
3.1	Formation	An affirmative quorum of the Planning Commission is required to establish a sub-committee	Adopted by the Planning Commission at the October 8, 1997 meeting.
3.2	Reporting of Progress	The Chair or designated sub-committee member will report sub-committee progress to the Planning Commission.	Adopted by the Planning Commission at the October 8, 1997 meeting.
3.3	Goals/objectives/work product	All sub-committees will determine and have Planning Commission adopted goals, objectives and identified work product.	Adopted by the Planning Commission at the October 8, 1997 meeting.
3.4	Scope	Adoption of any sub-committee work product requires an affirmative quorum of the Planning Commission	Adopted by the Planning Commission at the October 8, 1997 meeting.
3.5	Completion date	All sub-committee will establish an anticipated completion date.	Adopted by the Planning Commission at the October 8, 1997 meeting.
3.6	Sunset	In the absence of an established completion date, all sub-committees will be disbanded or re-affirmed in July of each calendar year.	Adopted by the Planning Commission at the October 8, 1997 meeting.

### 4.0 Commission Officials

	SUBJECT	POLICY/PROCEDURES	PC ADOPTION DATE
4.1	Planning Commission elections	The Planning Commission will elect a Chair, Vice-Chair and Secretary at the first meeting of July in each calendar year.	Amended by the Planning Commission at the October 13, 2004 meeting.
4.2	Succession	The succession of the Commission Officials will be rotated. A	Adopted by the Planning Commission

		challenge to the rotation will require a quorum of Commissioners and require findings of inability to perform the appointed function.	at the October 8, 1997 meeting.
4.3	Role of Chair (Generally)	The Chair of the Planning Commission shall be responsible to conduct the Commission meetings in conformance with P/G Sections 2.1.	Adopted by the Planning Commission at the October 8, 1997 meeting.
4.4	Role of the Vice-Chair (Generally)	The Vice-Chair shall perform all duties of the Commission Chair in their absence.	Adopted by the Planning Commission at the October 8, 1997 meeting.
4.5	Role of the Secretary (Generally)	The Commission Secretary will read the invocation, read the agenda items into the record, conduct meeting roll call and will be responsible for any updates to the Planning Commission Policies and Procedures. The Secretary will also fill in the Commission Vice-Chair in their absence.	Adopted by the Planning Commission at the October 8, 1997 meeting.

## 5.0 Commissioner Training

	SUBJECT	POLICY/PROCEDURES	PC ADOPTION DATE
5.1	Continuous Improvement	Planning Commissioners are encouraged to attend training to enhance their knowledge.	Adopted by the Planning Commission at the October 8, 1997 meeting.
5.2	Conference Attendance	Each Commissioner attending a conference shall report the highlights and information obtained from the conference and provide any materials to the Planning staff for inclusion in the Planning Commission reference library.	Adopted by the Planning Commission at the October 8, 1997 meeting.
5.3	Commission Initiated Training	Any Commission sponsored training program will require adoption of the agenda, format, location and time by an affirmative quorum of the Planning Commission.	Adopted by the Planning Commission at the October 8, 1997 meeting.

## 6.0 Commission Liaisons

	SUBJECT	POLICY/PROCEDURES	PC ADOPTION DATE
6.1	Appointment	The Planning Commission may appoint Commissioners as the designated liaisons to the other city commissions. The liaisons will be appointed annually in July of each calendar year. Liaisons may serve consecutively upon re-appointment by the Planning Commission.	Amended by the Planning Commission at the October 13, 2004 meeting
6.2	Scope	The Planning Commission Liaisons will at a minimum receive the agenda for the assigned committee and attend all meetings related to General Plan and other land use issues. The Liaison will be responsible to report their findings to the Planning Commission at the end of the regular Planning Commission meetings.	Adopted by the Planning Commission at the October 8, 1997 meeting.

## 7.0 External Contact

	SUBJECT	POLICY/PROCEDURES	PC ADOPTION DATE
7.1	Statements	Commissioners need to clarify that statements made to external groups, commissions or the media are made as individuals unless they have been authorized by a quorum of the Planning Commission to represent the view of the Commission.	Adopted by the Planning Commission at the October 8, 1997 meeting.

## 8.0 Commission Goals

	SUBJECT	POLICY/PROCEDURES	PC ADOPTION DATE
8.1	Work Plan	The Planning Commission will adopt a work plan identifying the goals for each session of the Commission upon rotation of a new Commission Chair.	Adopted by the Planning Commission at the October 8, 1997 meeting.
8.2	Work Plan Creation	The incoming Planning Commission Chair is responsible for proposing work items for consideration by the Commission.	Adopted by the Planning Commission at the October 8, 1997 meeting.
8.3	Work Plan Adoption	Adoption of any item or plan requires an affirmative quorum of the Planning Commission.	Adopted by the Planning Commission at the October 8, 1997 meeting.
<u>8.4</u>	Commission Goals	The Planning Commission will prepare prior to each meeting by reading materials in packets and call/meet with staff for any clarification, problems, or questions prior to the Commission meeting as appropriate.	Amended by the Planning Commission at the May 10, 2000 meeting

## 9.0 Open Meetings

	SUBJECT	POLICY/PROCEDURES	PC ADOPTION DATE
9.1	Public Access	It is the policy of the Planning Commission to recommend enhanced public access to the Commission meetings through the use of cable TV, internet and other technology.	Adopted by the Planning Commission at the October 8, 1997 meeting.

## 10.0 Commissioner Disclosures

	SUBJECT	POLICY/PROCEDURES	PC ADOPTION DATE
10.1	Public disclosures	Prior to any item on the Commission Agenda, Planning Commission members will disclose all fiduciary interests or any other reason that they feel they could not be objective on any proposal before the Commission.	Adopted by the Planning Commission at the October 8, 1997 meeting.

## 11.0 Planning Commission Staff

	SUBJECT	POLICY/PROCEDURES	PC ADOPTION DATE
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11.1	Staff relations	It is the policy that the Commission and staff maintain professional and courteous working relationships.	Adopted by the Planning Commission at the October 8, 1997 meeting.
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1998 PC Reinvention sub-committee

Rev. 10/13/04