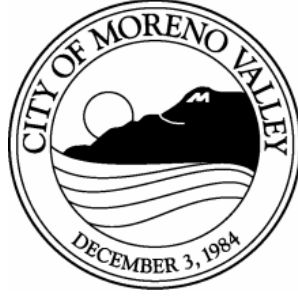

PLANNING COMMISSIONERS

BRIAN LOWELL
Chair

JEFFREY SIMS
Vice-Chair

RAY L. BAKER
Commissioner



JEFFREY BARNES
Commissioner

CARLOS RAMIREZ
Commissioner

PATRICIA KORZEC
Commissioner

MELI VAN NATTA
Commissioner

PLANNING COMMISSION Regular Meeting

Revised Agenda

**Thursday, May 28, 2015 at 7:00 PM
City Hall Council Chamber – 14177 Frederick Street**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Approval of the Agenda

CONSENT CALENDAR

All matters listed under Consent Calendar are considered to be routine and all will be enacted by one roll call vote. There will be no discussion of these items unless Members of the Planning Commission request specific items be removed from the Consent Calendar for separate action.

APPROVAL OF MINUTES

None

PUBLIC COMMENTS PROCEDURE

Any person wishing to address the Commission on any matter, either under the Public Comments section of the Agenda or scheduled items or public hearings, must fill out a "Request to Speak" form available at the door. The completed form must be submitted to the Secretary prior to the Agenda item being called by the Chairperson. In speaking to the Commission, member of the public may be limited to three minutes per person, except for the applicant for entitlement. The Commission may establish an overall time limit for comments on a particular Agenda item. Members of the public must direct their questions to the Chairperson of the Commission and not to other members of the Commission, the applicant, the Staff, or the audience.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, in compliance with the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Mark Sambito, ADA Coordinator, at 951.413.3120 at least 48 hours before the meeting. The 48-hour notification will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

NON-PUBLIC HEARING ITEMS

None

PUBLIC HEARING ITEMS

None

OTHER COMMISSION BUSINESS

1. RULES OF PROCEDURES FOR ALTERNATE PLANNING COMMISSIONERS (Report of: Community Development)

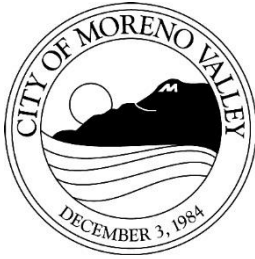
The Planning Commission will discuss the need to make modifications to the current Planning Commission Rules of Procedure with respect to the expansion of the body with two alternate commissioners, and provide direction to staff, as necessary.

STAFF COMMENTS

PLANNING COMMISSIONER COMMENTS

ADJOURNMENT

Planning Commission Regular Meeting, June 11, 2015 at 7:00 P.M., City of Moreno Valley, Conference and Recreation Center, Grand Valley Ballroom, 14075 Frederick Street, across from City Hall parking lot, Moreno Valley, CA 92553.



PLANNING COMMISSION

STAFF REPORT

Meeting Date: May 28, 2015

RULES OF PROCEDURES FOR ALTERNATE PLANNING COMMISSIONERS

The Planning Commission will discuss the need to make modifications to the current Planning Commission Rules of Procedure with respect to the expansion of the body with two alternate commissioners, and provide direction to staff, as necessary.

SUMMARY

On March 24, 2015, the City Council adopted Ordinance 890 (Attachment 1) creating regulations for the addition of two alternate members to the City Planning Commission. Section 2.18.050(c) of Ordinance 890 calls for the Planning Commission to adopt rules, as necessary, for the alternate members of the Planning Commission. The Planning Commission is being asked to discuss this matter, under the context of the existing Planning Commission Rules of Procedure (Attachment 2), and to provide direction to staff on any desired changes needed to the Rules of Procedure.

PROJECT DESCRIPTION

On March 24, 2015, the City Council adopted Ordinance 890 creating regulations for the addition of two alternate members to the City Planning Commission. Section 2.18.050(c) of Ordinance 890 calls for the Planning Commission to adopt rules, as necessary, for the alternate members of the Planning Commission.

On May 14, 2015, the Planning Commission initiated discussion on this matter and voted to create an Ad Hoc Committee, made up of Commissioners Lowell, Van Natta, and Barnes, to research this matter further and to return to the full Commission for a report out and further discussion, as appropriate, in order to provide direction to staff on any desired changes to the current Planning Commission Rules of Procedure.

For the Commissions consideration of this matter, a copy of newly adopted Ordinance 890 is included with this report as Attachment 1. A copy of the current Planning Commission Rules of Procedure is included as Attachment 2.

At the last Planning Commission meeting of May 14, 2015, there was some brief discussion about the City of San Marcos, a city in San Diego County that uses alternate Planning Commissioners. Since the last meeting, Chairman Lowell was able to collect a pdf of that city's adopted regulations on the use of alternates and they are included with this report as Attachment 3 for the Commissions consideration.

NOTIFICATION

Public notification for this matter, other than it being properly noted on the posted Agenda, was not required.

REVIEW AGENCY COMMENTS

Not applicable.

STAFF RECOMMENDATION

Not applicable.

Prepared by:
Richard J. Sandzimier
Planning Official

Approved by:
Allen Brock
Community Development Director

ATTACHMENTS

1. ORDINANCE 890
2. RULES OF PROCEDURE Amended 03 26 15
3. San Marcos PC Policy Affecting Alternates PC 85-1771

ORDINANCE NO. 890

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MORENO VALLEY, CALIFORNIA, ADOPTING MORENO VALLEY MUNICIPAL CODE SECTION 2.18.050 REGARDING ALTERNATE MEMBERS OF THE PLANNING COMMISSION

The City Council of the City of Moreno Valley does ordain as follows:

SECTION 1.

Moreno Valley Municipal Code, Chapter 2.18 is amended to add Section 2.18.050 to read as follow:

2.18.050 Alternate Members of the Planning Commission

- A. In addition to the seven regular members, the City Council may, at its discretion, appoint two (2) Planning Commission Alternates who shall serve for a term of two years. The alternate members of the Planning Commission shall attend all regular and special meetings of the Planning Commission. If a regular member of the Commission is absent for any reason from all or any part of a regular or special meeting of the Planning Commission, a sworn alternate member shall participate in such meeting during the period of absence. During such participation, the alternate member shall receive and exercise all rights and privileges of a regular member, including the right to vote on matters before the Planning Commission. Only when participating in a meeting shall the alternate member receive a stipend.
- B. The alternates shall also be subject to the requirements of and shall abide by the Ralph M. Brown Act, the Political Reform Act and other laws applicable to the regular members of the Planning Commission.
- C. The Planning Commission shall adopt such rules as are necessary to effectuate the purpose of this section.

SECTION 2 EFFECT OF ENACTMENT:

Except as specifically provided herein, nothing contained in this ordinance shall be deemed to modify or supersede any prior enactment of the City Council which addresses the same subject addressed herein.

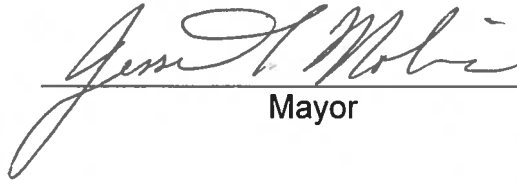
SECTION 3 NOTICE OF ADOPTION:

Within fifteen days after the date of adoption hereof, the City Clerk shall certify to the adoption of this ordinance and cause it to be posted in three public places within the city.

SECTION 4 EFFECTIVE DATE:

This ordinance shall take effect thirty days after the date of its adoption.

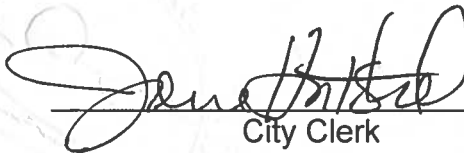
APPROVED AND ADOPTED this 24th day of March, 2015.



Mayor

ATTEST:





City Clerk

APPROVED AS TO FORM:



City Attorney

ORDINANCE JURAT

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF MORENO VALLEY)

I, Jane Halstead, City Clerk of the City of Moreno Valley, California, do hereby certify that Ordinance No. 890 had its first reading on March 10, 2015 and had its second reading on March 24, 2015, and was duly and regularly adopted by the City Council of the City of Moreno Valley at a regular meeting thereof held on the 24th day of March, 2015, by the following vote:

AYES: Council Members Giba, Jempson, Price and Mayor Pro Tem Gutierrez

NOES: None

ABSENT: None

ABSTAIN: Mayor Molina

(Council Members, Mayor Pro Tem and Mayor)

Jane Halstead
CITY CLERK



AFFIDAVIT OF POSTING CITY OF MORENO VALLEY

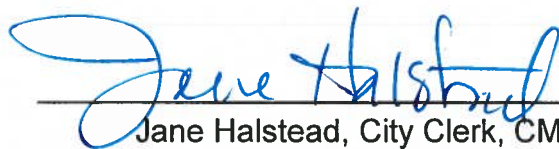
I, Jane Halstead, City Clerk of the City of Moreno Valley, California, certify that on the 7th day of April, 2015, I caused Ordinance No. 890 to be posted in the following places pursuant to City of Moreno Valley Resolution No. 2007-40:

City Hall, City of Moreno Valley
14177 Frederick Street

Moreno Valley Library
25480 Alessandro Boulevard

Moreno Valley Senior/Community Center
25075 Fir Avenue

Dated: April 7, 2015


Jane Halstead, City Clerk, CMC



CITY OF MORENO VALLEY

PLANNING COMMISSION RULES OF PROCEDURE

I. RULES OF ORDER, ORGANIZATION AND OFFICERS

A. RULES OF ORDER

Except as otherwise provided in these Rules of Procedure, "The Standard Code of Parliamentary Procedure 4th Edition," shall be used as a guide to the conduct of the meetings of the Planning Commission; except as may otherwise be provided by applicable law, no omission to conform to said rules of order shall in any instance be deemed to invalidate any action taken by the Commission.

B. ORGANIZATION

The Planning Commission shall consist of seven regular members and shall be organized and exercise such powers as prescribed by Ordinance of the City of Moreno Valley.

C. OFFICERS

1. SELECTION

- a. A Chairperson and Vice-Chairperson shall be elected annually from among the Commission's membership at the first meeting in April, to serve at the pleasure of the Commission. The term of office for Chairperson and Vice-Chairperson shall be one (1) year. No person shall serve more than two consecutive terms as either Chairperson or Vice-Chairperson, however a commissioner may serve for two consecutive terms as Vice-Chairperson followed by two consecutive terms as Chairperson, or vice versa.
- b. If the Chairperson vacates his or her office before the term of office is completed, a new Chairperson shall be elected at the next regular meeting. A new Vice-Chairperson shall also be elected if the former Vice-Chairperson is elected Chairperson.
- c. In the absence of the Chairperson and Vice-Chairperson, any other member may call the Commission to order, whereupon a Chairperson pro tem shall be elected from the members present to preside.

2. RESPONSIBILITIES

The responsibilities and powers of the officers and staff of the Planning Commission shall be as follows:

a. Chairperson

- 1) Preside at all meetings of the Commission.
- 2) Call special meetings of the Commission in accordance with legal requirements and these Rules of Procedure.
- 3) Sign documents of the Commission.
- 4) See that all actions of the Commission are properly taken.
- 5) Assist staff in determining agenda items.
- 6) The Chairperson shall be an ex-officio member of all committees of the Planning Commission with voice but not vote.

b. Vice-Chairperson

During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

- c. The Planning Official with the assistance of his staff, shall be responsible for providing the Commission with proposed minutes of its meetings, with proposed forms of resolutions when appropriate, with staff reports and recommendations on matters of business which come before the Commission, and with proposed forms of recommendations and reports for the Commission.

D. POWERS AND DUTIES

The functions, powers and duties of the Planning Commission shall be all those functions, powers and duties of a Planning Commission and Board of Zoning Adjustment as provided in Chapters 3 and 4 of Title 7 commencing with Section 65100 of the Government Code of the State (the Planning and Zoning Law), as the same may be hereafter amended. The Planning Commission shall perform such other duties and functions as may be designated by the City Council.

E. ETHICAL PROCESS AND PROCEDURE

1. Whenever after appointment, a Commissioner possesses or is likely to possess a financial interest in a project which is pending or likely to be pending in the foreseeable future before the Commission, it is the duty of the Commissioner to disclose for the record the interest and abstain not only from discussion and voting, but a higher duty to abstain from discussion with any other Commissioner or staff concerning any matters relevant to the

project, wherein the Commissioner has a financial interest in the decision.

2. It is equally unethical and improper for such Commissioner to recommend to other individuals that they contact other Commissioners or staff with respect to any matter relevant to the project.
3. Whenever a Commissioner discovers the existence of a possible conflict of interest and is unsure as to that situation, the Commissioner should consult with the City Attorney or the staff of the FPPC for clarification of his or her position; in the event a financial interest or likely financial interest exists in a project, the record should so disclose and be available for review.
4. No Commissioner should continue to serve as a Commissioner if it appears likely that he or she will receive substantial financial gain (obtain a financial interest as defined in the FPPC) from a large number of Planning Commission decisions on projects in a broad area of interest.
5. Nothing contained herein shall be construed to relieve a Commissioner of any duty imposed by State law or to change the law and regulations applicable to conflict and disclosure matters.
6. With respect to membership by a Commissioner in any other organization which may be incompatible with membership on the Planning Commission, the Commissioner should consider, to the extent recognized by law, any or all of the following, as may be applicable:
 - a. Withdrawal of membership from either the Commission or the said organization.
 - b. Leave of absence from the conflicting organization.
 - c. Inactivity during Commission tenure.
 - d. Being a non-voting participant in the conflicting organization.
 - e. Being a non-office holder in the conflicting organization.
 - f. Being a non-policy making member in the conflicting organization.
 - g. Making no public statements within or about the organization.

F. FITNESS TO SERVE; STATEMENT OF PRIOR CONVERSATIONS

1. Any Planning Commissioner who wishes to serve the City of Moreno Valley shall adhere to the goals, performance objectives, duties, responsibilities, ethical process and procedure, and public relations standards as herein listed.
2. Present Commissioners who wish to serve but cannot justifiably adhere to the contents of these Rules of Procedure must evaluate their fitness to serve.
3. Any Commissioner shall declare, prior to voting in the recorded minutes, whether or not they talked or otherwise communicated independently with the developer, with the proponents, or with the opponents or with a representative of the developer, proponents or opponents concerning a project under consideration. Commissioners shall further publicly disclose the substance of any such communication.

II. MEETINGS

A. PUBLIC MEETINGS

All meetings shall be held in full compliance with state law, ordinances of the City, and these Rules of Procedure.

B. REGULAR MEETINGS

1. Regular meetings shall be held on the second and fourth Thursdays of each month at 7:00 p.m in the Council Chambers at City Hall, 14177 Frederick Street, Moreno Valley, California, unless otherwise determined by the Commission.
2. Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting shall occur on the next business day, or cancelled by motion adopted by the Planning Commission.

C. ADJOURNED MEETINGS

In the event it is determined by the Planning Commission to adjourn its meeting to a certain hour on another day, a specific date, time, and place must be set by the Commission prior to the regular motion to adjourn, and the meeting so adjourned.

D. SPECIAL MEETINGS

Special meetings of the Planning Commission may be held at any time upon the call of the Chairperson or by a majority of the voting members

of the Commission or upon request of the City Council following at least 48 hours' notice to each member of the Commission and to the press, and to each person who has duly requested notice of such meetings. The time and place of the special meeting shall be determined by the convening authority, except that the meeting place shall be within the corporate limits of the City. Only those matters of business described in the call and notice for a special meeting shall be considered by the Commission.

E. STUDY SESSIONS/WORKSHOPS

1. The Commission may be convened as a whole or as a committee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding a study session provided that no official action shall be taken and no quorum shall be required.
2. All study sessions shall be open to the public.

F. AGENDA

1. An agenda for each meeting of the Commission shall be prepared by the Planning Official or his delegate with the cooperation and approval of the Chairperson or in the absence of the Chairperson, by the Vice-Chairperson.
 - a. The Commission cannot guarantee that applicants meeting filing deadlines will be placed on the agenda of the first meeting thereafter.
 - b. A copy of the agenda for each meeting of the Commission shall be posted at City Hall seventy-two (72) hours prior to each regular meeting and at least twenty-four (24) hours prior to each special meeting of the Commission.

G. ORDER OF MEETINGS

1. Unless the Chairperson in his or her discretion otherwise directs, the order of business shall be as follows:
 - a. The Chairperson shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Commission to order.
 - b. Members present and absent shall be recorded.
 - c. Pledge of Allegiance shall be made.
 - d. The agenda shall be approved as submitted or revised (to the extent permitted by law).
 - e. The public shall be advised of the procedures to be followed in the meeting.

- f. The minutes of any preceding meeting shall be submitted for approval.
- g. Public comment shall be taken, during which any member of the audience may comment on any matter which is not listed on the agenda. A time limit of three minutes shall be imposed on each individual.
- h. The Commission shall then hear and act upon those proposals scheduled for consideration at public hearing, followed by such other matters of business and reports as the Commission or Planning Official finds to require Commission consideration, and as may be properly considered at that time.
- i. No action shall be taken by the Commission during any regular meeting on any item not appearing on the posted agenda unless any of the following conditions apply:
 - 1) A majority of the Commission determines that an “emergency situation” exists.
 - 2) The Commission determines by a two-thirds vote, or by a unanimous vote if less than two-thirds of the members are present, that the “need to take action” on the item arose subsequent to the posting of the agenda, or
 - 3) The item was included in a properly posted agenda for a prior meeting occurring not more than five days prior to the date of the meeting at which the action is taken and was continued to the meeting at which the action is taken.
- j. Adjournment.

2. PRESENTATION OR HEARING OF PROPOSALS

The following shall be the order of procedure for public hearings or other proposals concerning planning and zoning matters, and for testimony, unless the Chairperson in his or her discretion shall otherwise direct.

- a. The Chairperson shall announce the subject of the public hearing or other proposals as advertised.
- b. If a request is made for continuance, a motion may be made, seconded and voted upon to continue the public hearing to a definite time, date and place. The Commission may elect to open the hearing and receive evidence prior to acting upon a request or motion to continue the matter.

c. The staff shall be asked to present the substance of the application, staff report and recommendation, and to answer technical questions from the Commission.

d. ORDER OF TESTIMONY

- 1) Applicant's statement.
- 2) Public comment.
- 3) A rebuttal from the applicant.
- 4) The Chairperson may allow further comments from opponents, proponents and applicant as deemed appropriate by the Chairperson.
- 5) Public Hearing closed.
- 6) The Commission shall then deliberate and either determine the matter or continue the matter to another date and time certain.

e. RULES OF TESTIMONY

- 1) Persons presenting testimony to the Commission are requested to give their name and address for the record.
- 2) If there are numerous people in the audience who wish to participate on the issue, and it is known that all represent the same opinion, a spokesman should be selected to speak for the entire group, if possible. The spokesman will thus have the opportunity of speaking for a reasonable length of time and of presenting a complete case.
- 3) To avoid unnecessary cumulative evidence, the Chairperson may limit the number of witnesses or the time of testimony on a particular issue.
- 4) Irrelevant and off-the-subject comments will be ruled out of order.
- 5) The Chairperson will not permit personal remarks regarding the staff or individual Commissioners during a Public Hearing. Complaints should be submitted in writing or presented verbally as a separate item on the agenda.

- 6) No person shall address the Commission without first securing the permission of the Chairperson to do so.
- 7) All comments shall be addressed to the Commission. All questions shall be placed through the Chair.

H. MOTIONS

1. Action upon an order, resolution or other action of the Commission may be proposed by any commissioner by a motion. Before a motion can be considered it must be seconded, at which time it shall be on the floor and must be considered. If not seconded, the motion is lost for lack of a second.
2. A motion to adjourn shall always be in order except during roll call.
3. The Chairperson of the Commission, or other presiding officer, may make and second motions and debate from the Chair subject only to such limitations of debate as are imposed on all members of the Commission. However, since the Chairperson is primarily responsible for the conduct of the meeting, if he or she personally desires to engage in extended debate on questions before the Commission, he or she should consider turning the Chair over to another Commissioner.

I. VOTING

1. VOTING REQUIREMENTS

- a. Four members shall constitute a quorum and an affirmative vote of a majority of those Commissioners present and voting (but not less than three votes) shall be required to carry a motion, unless a larger number of votes is required by applicable ordinance or other law.
- b. When a member of the Commission abstains from voting on any matter before it because of a potential conflict of interest, that member shall not be counted towards meeting any quorum requirement. Furthermore, said vote shall not constitute nor be considered as either a vote in favor of or opposition to the matter being considered. When a member of the Commission abstains from voting for any reason other than a potential conflict of interest, the abstention shall be counted with the majority.

2. RECORDING OF VOTES

The minutes of the Commissioner's proceedings shall show the vote of each member, including if they were absent or failed to vote on a matter considered.

3. DISQUALIFICATION FROM VOTING

A member shall disqualify himself or herself from voting in accordance with the applicable Conflict of Interest Code. When a person disqualifies himself or herself, he or she shall disclose the disqualification prior to Commission consideration of the matter, and the disqualified member shall then leave the voting area.

4. RECONSIDERATION

A motion for reconsideration of a matter may be made by any commissioner who voted with the prevailing majority on the matter to be reconsidered. Any commissioner may second a motion for reconsideration. If the matter under reconsideration was first considered under a public hearing, the public hearing shall be reopened before any additional evidence is considered. A motion for reconsideration must be made at the same meeting as the meeting where the matter was voted upon.

- J. The Chairperson or such other person who may be presiding at meetings of the Commission is responsible for the maintenance of order and decorum at all times. No person should speak who has not first been recognized by the Chair. All questions and remarks should be addressed to the Chair.
- K. Any Commissioner may move to require the Chairperson or person presiding at the meeting to enforce the rules, and the affirmative vote of a majority of the Commissioners present shall require him or her to so act.
- L. Commissioners shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the Commission, and shall refrain at all times from rude and derogatory remarks, negative reflections as to integrity, abusive comments, and statements as to motive and personality.
- M. All written materials to be delivered to the Planning Commission concerning its official business shall be delivered to Planning Division staff for distribution. Staff is advised to distribute written materials concerning any matter on the agenda to the Planning Commission at least seven days (Thursday of the week before each regular meeting) before the date of the meeting when the matter is to be considered by the Planning Commission. If it is not reasonably possible to distribute the material at least seven days before the meeting when the matter is to be considered, the material may be distributed at the earliest possible time with a copy also distributed at the meeting.

- N. During Planning Commission meetings, all written materials not already included in the materials which have been previously provided to the Planning Commission and which are offered for consideration by the Commission, shall be distributed to the Planning Commission. The Planning Commission shall consider such written materials as reasonably possible at the time of the meeting.
- O. Failure to comply with the strict provisions of these rules shall not necessarily invalidate any action taken by the Commission.

III. REVIEW AND AMENDMENTS PROCEDURE

- A. These Rules of Procedure shall be reviewed in July of each year by a subcommittee appointed by the Chair with the general agreement of the Commission. The review subcommittee shall present their recommendation for amending or not amending these rules.
- B. In addition, these Rules of Procedure may be amended at any meeting of the Planning Commission by a majority of the membership (four affirmative votes) of the Commission provided that notice of the proposed amendment is received by each Commissioner not less than five days prior to said meeting.

RESOLUTION PC 85-1771

A RESOLUTION OF THE SAN MARCOS PLANNING
COMMISSION ADOPTING AND SETTING FORTH ITS
POLICIES AND GUIDELINES AFFECTING ALTERNATE
COMMISSIONER POSITIONS

WHEREAS, the Planning Commission of the City of San Marcos desires to provide policies and guidelines for implementing the newly created Alternate Planning Commission positions; and

WHEREAS, the regular Commission did establish a policy committee in conjunction with Planning Department Staff to formulate draft policies and guidelines for consideration; and

WHEREAS, said policy and guideline statements were considered at the Commission's regularly scheduled meeting of October 21, 1985; and

WHEREAS, the Planning Commission did unanimously agree to use the following policies and guidelines regarding Alternate Commissioner positions:

- Policy 1. All regular Planning Commissioners shall notify staff as early as possible of any known absence of a regular, and special, scheduled meeting or notify staff with regard to potential conflicts of interest regarding a particular hearing(s) or regular meeting agenda item.
- Policy 2. The Alternate Commissioners shall provide advance notice (at least 2 working days) to the staff regarding their availability for the next regularly scheduled meeting. Alternate Commissioners shall also inform staff as to the best time to contact them.
- Policy 3. The Alternate Commissioners should attempt to attend all Commission meetings. In the event a Planning Commissioner is absent, then an Alternate who is present in the audience may be called to serve in the place of an absent regular Commissioner.
- A. Alternate Commissioners attendance shall be recorded in the minutes.
- Policy 4. In the event of a declared conflict of interest by a regular Commissioner, the following procedures shall be utilized:
- A. A regular Commissioner(s) involved in the conflict of interest issue shall make a declaration of said

conflict and exit the dais. Said Commissioner(s) shall be replaced by an Alternate Commissioner(s).

B. An Alternate Commissioner who replaces any regular Commissioner shall be seated in said Commissioner's place and shall make a declaration of their ability to hear testimony regarding the pending hearing(s) or agenda items.

- Policy 5. If the use of an Alternate Commissioner is for a single item on an agenda, then the Alternate Commissioner shall be replaced by the regular Commissioner upon the completion of voting decision for that hearing, or upon adjournment of the meeting agenda.
- Policy 6. Alternate Commissioners shall be contacted by City Staff in a rotational manner, based upon alphabetical order of last names. The staff shall contact Alternate Commissioners, when necessary, with a first contact procedure. First contact procedure means not only alphabetical, but in the event that no contact is made with the first call, a second call to the next person alphabetically shall be made. Said calls shall continue until an Alternate Commissioner is reached and has indicated their availability for the meeting in question.
- Policy 7. If a hearing or an agenda item is continued in which an Alternate Commissioner has been seated, said Alternate must return to complete said hearing or agenda item as necessary.
- Policy 8. If a hearing has been continued for which an Alternate Commissioner(s) is required to serve in the place of a regular Commissioner for the continued hearing and the Alternate(s) has had no chance to hear the previous hearing tape then the Alternate(s) should be declared ineligible. The remaining regular Commissioners shall proceed with the hearing and/or the balance of the agenda as necessary.
- Policy 9. Staff shall keep a record of attendance of all meetings for Alternate and Regular Commissioners.
- Policy 10. Alternate Commissioners shall be rotated fairly and evenly throughout their terms of office and in accordance with all other policies stated herein.
- Policy 11. Staff shall be responsible for the orientation of and for providing other information to Alternate Commissioners.

Page 3
Resolution PC 85-1771
November 4, 1985
2610A

Policy 12. If a hearing(s) is continued with an Alternate sitting on the dais or in the audience, then that Alternate can be called to serve on said continued hearing(s).

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED as follows:

1. That these policies and guidelines may be revised by the regular Commission from time to time as circumstances and conditions warrant.
2. That these policies and guidelines shall be incorporated into the Planning Commission's Policy Manual.

MOTION to approve as modified by the regular Planning Commission at its October 21, 1985 meeting by the following vote:

AYES: COMMISSIONERS: BIVIN, CHINN, KRYWKO, MACKENZIE, MARSHALL, PAPPAS, NOTKIN

NOES: COMMISSIONERS: NONE

ABSENT: COMMISSIONERS: NONE

PASSED AND ADOPTED by the Planning Commission of the City of San Marcos, State of California, at a regular meeting thereof, this 4th day of November, 1985, by the following vote:

AYES: COMMISSIONERS: BIVIN, CHINN, KRYWKO, MACKENZIE, MARSHALL, PAPPAS, NOTKIN

NOES: COMMISSIONERS: NONE

ABSENT: COMMISSIONERS: NONE

APPROVED:



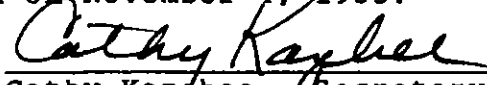
 Sydney Notkin, Chairman
 SAN MARCOS CITY PLANNING COMMISSION

ATTEST:



 Cathy Kazebee, Secretary
 SAN MARCOS CITY PLANNING COMMISSION

I certify that the foregoing Resolution was duly adopted by the San Marcos City Planning Commission on November 4, 1985.

Dated: 11-13-85


 Cathy Kazebee, Secretary

2610A

Attachment: San Marcos PC Policy Affecting Alternates PC 85-1771 (1502 : Rules of Procedure for Alternate Planning Commissioners)