



RULES AND REGULATIONS FOR THE TRANSACTION OF BUSINESS

City of Vacaville Planning Commission

Revised April 18, 2023

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The City of Vacaville Planning Commission adopts these rules and regulations to provide orderly and efficient conduct of business. Where State law, City ordinance, or City Council adopted policies or procedures require different procedures than those listed in these rules, those laws, ordinances, or policies and procedures shall prevail over these rules.

1 DUTIES AND RESPONSIBILITIES

The duties of the Planning Commission shall be those prescribed by Chapters 3 and 4 of Title 7 of the Government Code of the State of California and ordinances adopted by the City. The Planning Commission shall act as custodian of the visual character of the city and shall also have the following functions:

101. Planning for the physical development of the city.
102. Carrying out those duties as listed in the Land Use and Development Code, including making decisions and recommendations on various land use applications.
103. Reviewing the General Plan and making recommendations to the City Council for changes or updates.
104. Reviewing the Zoning Map and the text of the Land Use and Development Code and making recommendations to the City Council for change.
105. Rendering disinterested and diligent service to the public in the interpretation of public needs and necessities in the development of the city and its environs.
106. The Chair of the Planning Commission may appoint Planning Commissioners to serve as liaison members to other commissions or agencies as needed. The liaison members shall update the Planning Commission on the activities of these localities/agencies as they pertain to the City.

2 MEMBERSHIP

201. The Planning Commission, as provided by ordinance, shall be composed of seven (7) members, not officials of the City, appointed by the Mayor, with approval of the City Council. Each term shall be for a period of 2 years, and the terms of the Planning Commission shall be staggered such that four terms expire concurrently

on April 1st of the same year and that three terms expire concurrently April 1st of the following year. The Planning Commission shall utilize such advisers at its meetings as are necessary to conduct business.

202. The Planning Commission members shall serve the city as a whole and shall represent no special group or interest. Planning Commissioners who feel that they have conflict of interests on any matter that is on the Planning Commission's agenda shall declare a potential or actual conflict of interest, voluntarily recuse themselves, vacate their seats, and refrain from discussing and voting on said items as a Planning Commissioner. Any recused Planning Commissioners will continue to be counted as part of a quorum of the meeting provided they remain on the premises, such as in the lobby.
203. Planning Commission members shall have the responsibility to keep themselves up to date on planning matters. In addition, each Planning Commission member should attempt to take advantage of the various educational and training opportunities offered by such organizations as the League of California Cities, university and/or college classes, programs or seminars.
204. Any Planning Commissioner who has knowledge of the fact that he or she will not be able to attend a scheduled meeting of the Planning Commission shall notify the Planning Director at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of the meeting. The Planning Director shall notify the Chair of the Planning Commission if the projected absences will produce a lack of quorum.

3 OFFICERS

301. The officers of the Planning Commission shall consist of a Chair and Vice-Chair. The Chair and Vice-Chair shall be elected annually by a majority of the Commission at the first meeting, following the City Council's annual appointment of Commissioners, or as soon thereafter as is practical.
302. The Chair and Vice-Chair shall hold their respective offices until the next annual meeting after election and until their successors are elected.
303. Vacancies in the office of Chair and Vice-Chair shall be filled from the membership of the Planning Commission by an election held at any meeting.

4 DUTIES OF OFFICERS

401. The Chair shall preside at all meetings. He or she may appoint all standing committees and liaison members each year following the election of officers and such special committees as from time to time may be authorized by the Planning Commission. He or she may present to the Planning Commission such matters as in his or her judgment require attention; and he or she need not vacate the chair for the purpose of actively discussing (as a member of the Planning Commission) an item on the agenda or a subject for review, discussion and recommendation by the Planning Commission.
402. The Chair (and the Planning Commission) shall be guided by the Rosenberg's Rules of Order, latest revision, on all questions of procedure and parliamentary law

not covered by these rules and regulations, and except as provided for by State Law. Where a matter is not covered under Rosenberg's Rules of Order, the Commission may be guided by Robert's Rules of Order, latest revision.

403. At the request of any member of the Planning Commission, the Chair shall direct that a written record be made and entered on any questions before the Planning Commission.
404. The Chair shall exercise firm control and direction during any Planning Commission meeting or hearing. No member of the Planning Commission or of the general public shall address the Planning Commission until recognized by the Chair.
405. The Chair shall exercise general supervision over the business papers and property of the Planning Commission.
406. On the absence of the Chair, the Vice-Chair shall perform all duties of the Chair.
407. The Planning Commission shall elect a temporary Chair from the Planning Commissioners present in the event that both the Chair and Vice-Chair are absent.

5 DUTIES OF THE STAFF

501. The Planning Director shall keep a true and complete public record of the resolutions, transactions, findings, and determinations of the Planning Commission, and with approval of the Planning Commission, may delegate certain duties of his or her office to a Recording Secretary.
502. The Planning Director shall attest all resolutions approved by the Planning Commission.
503. The Planning Director shall keep a permanent record of the meetings of the Planning Commission, shall cause to be made such public notices as required and in the manner prescribed by State statute, local ordinance or these rules, and shall attend to all official correspondence of the Planning Commission. He or she shall provide reports on subdivision plots, zoning changes, variances and other planning and zoning matters. He or she shall submit reports on planning studies, general or master plan studies, progress on the work of the Planning Commission and any other matters vital to the efficient and expeditious operation of the Planning Commission.
504. On their appointment to the Planning Commission, new members shall be briefed by the Planning Director on the general scope of city and regional planning and on the duties of the Planning Commission.
505. The Planning Director shall prepare for the Planning Commission all reports to the City Council.

6 MEETINGS

601. At the beginning of each calendar year the Planning Commission shall adopt a calendar of regular meetings for that year. Unless otherwise specified, the

Planning Commission's regular monthly meeting will be held on the third Tuesday of every month at 6:00 p.m. The Planning Commission also will hold a meeting on the first Tuesday of every month at 6:00 p.m. as business requires. Meetings shall be held in the Council Chambers of the City, provided, however, the City Planning Commission may adjourn to any other location within the city. On such adjournment, the Planning Director shall cause to be posted on the door of the City Council Chambers a notice of the other location and the time thereof.

602. In order to assure the efficient use of time for scheduled meetings the Planning Commission will generally not commence the hearing of any item, whether scheduled for the agenda or not, after 11:00 p.m. Further, the Chair shall have the authority to limit a presentation before the Planning Commission to not more than ten (10) minutes when, in the judgment of the Chair, a prolonged presentation fails to serve the public interest and would result in an unnecessary expenditure of time.
603. Special meetings may be called by the Chair or a majority of the members by delivering personally or by mail written notice to each member and to each local newspaper of general circulation, radio or television station requesting such notice in writing. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. No business shall be transacted at any special meeting other than that named for consideration thereof in said notice.
604. The Planning Commission may adjourn a meeting to another time, with absent members being notified. In case there is no quorum present at any meeting, the Commissioners present may adjourn the meeting to another time when a quorum may be present and continue all agenda items to that meeting, with absent members being notified.
605. A quorum of the Planning Commission shall consist of four (4) voting members. The affirmative vote of a majority of the members present and not disqualified as provided in Section 202 is required to approve and to transmit advice and recommendations to the City Council on planning matters and to approve any request or action within the power and scope of the Planning Commission except as set forth in Section 1101 herein. Unless a Commissioner is absent or states that he or she is abstaining, his or her silence shall be recorded as an affirmative vote.
606. The Chair shall have the same voting privilege as any other member including the right to make motions and to second motions.
608. An agenda shall be prepared by the Planning Director for each regular meeting of the Planning Commission, and the delivery of the agenda shall serve as notification of the meeting. A copy of same shall be sent by the Planning Director to all members of the Planning Commission in advance of each meeting. A copy of agenda shall be posted 72 hours in advance of the scheduled meeting in a place that is freely accessible to members of the public.
609. The agenda for each meeting shall contain only those items which have been submitted to the Planning Director in sufficient time for review, analysis, referrals to

other interested departments or public bodies and preparation of necessary reports. The Planning Commission shall establish at its first meeting in January a yearly list of final filing deadline dates for each of its regular meetings in the succeeding calendar year.

610. The Planning Director shall have the authority to withhold from an agenda or to remove from the tentative agenda any item which is not complete and sufficient for Planning Commission action or any item which has been revised subsequent to the initial filing and has not received adequate time for a comprehensive review by responsible staff agencies.
611. The Chair may place an item on the agenda by informing the Director in sufficient time in advance of the meeting, and the Planning Commission may place an item on an agenda by a motion and second by two members at a prior meeting.

7 OFFICIAL RECORDS

701. The official records shall include these rules and regulations and the minutes of the meetings of the Planning Commission together with all resolutions adopted, findings, decisions and other official action. Any exhibits or materials submitted in conjunction with an agenda item shall be collected by the Planning Director and incorporated into the official records.
702. The official records shall be on file in the Planning Director's office and shall be open to public inspection during customary working hours other than City observed holidays.
703. The Planning Commission shall keep minutes of its proceedings which shall show the vote on every question on which it is required to act and the members present and absent or failing to vote. Roll call vote may be requested by any member of the Planning Commission or at the discretion of the Chair.
704. Original papers and maps shall be retained as specified in the City's record retention schedule.
705. A copy of these rules and regulations and all amendments thereto shall be placed on permanent file in the office of the City Clerk within ten (10) days of adoption.

8 ORDER OF BUSINESS

801. The Planning Commission shall consider matters before it at its regular meetings generally according to the following schedule:
 1. Calling the roll.
 2. Pledge of allegiance.
 3. Reading of communications and petitions.
 4. Approval of agenda.
 5. Business from the floor.
 6. Approval of minutes and consent calendar.
 7. Public Hearings.
 8. Director's Reports.

9. Commission Comments.
10. Motion to Adjourn.

802. Generally the Planning Commission shall hear the matters on which interested persons are present in the order listed on the agenda, except that the order of items on the agenda may be rearranged by a majority vote of the members present.

9 COMMITTEES

901. Committees shall aid the Planning Commission in the review and disposition of Planning Commission business within their assigned areas of responsibility.
902. Special committees shall be appointed only to handle matters not otherwise assignable to a standing committee.

10 POLICIES AND SUPPLEMENTAL PROCEDURES

1001. All matters of policy affecting the Planning Commission shall be decided at regular meetings or at special meetings called for that purpose.
1002. Supplemental policies, rules and procedures may be adopted in the same manner as provided for amendments to these rules and regulations.

11 AMENDMENTS

1101. Amendments to these rules and regulations may be made by the Planning Commission at any regular meeting or special meeting called for that purpose upon the affirmative vote of at least four (4) members, provided such amendment is proposed at a preceding meeting and that all members have been formally notified thereof.

12 ADOPTION

1201. All other by-laws and regulations pertaining to the transaction of business are hereby repealed and these rules and regulations shall be in effect immediately upon adoption.