

PLANNING COMMISSION OF THE CITY OF WOODLAND

Rules of Procedure

I. NAME

The official name shall be "The Planning Commission of the City of Woodland".

II. MEETINGS

Location: All meetings shall be held in the Woodland City Council Chambers, Woodland City Hall, unless otherwise directed by the Chairperson and appropriate notification to the media and public is provided. All meetings shall be open to the public.

Date and Time: Regular meetings shall be held on the second Wednesday of each month, at 7:00 p.m., for the primary purpose of conducting formal public hearings on applications and petitions properly presented to the city.

Rescheduling Meetings for Holidays: When a regular meeting falls on a holiday or is preempted by a City Council meeting, the meeting shall be rescheduled at the discretion of the Chairperson.

Special Meetings and Workshops: Special meetings and workshops may be held at the discretion of the Chairperson. Workshops shall be held for the development of long-range plans, updating ordinances, and other work programs deemed necessary by the Planning Commission or City Council. No discussion of an application for development, action to recommend approval or denial of an application for development, or action to amend a long-range plan or city ordinance, shall take place at a workshop. Tape recordings of workshops are optional and are typically not done.

Action to recommend approval or denial of an application for development or amend a long-range plan or city ordinance may take place at a special meeting, provided that appropriate public notice requirements are met.

Meeting Notices and Agenda: Written notice of all regular and special meetings or workshops shall be post-marked one week in advance of the meeting date. The notice shall include an agenda of the matters to be considered by the Planning Commission at the meeting.

Meeting Cancellation: If no matters over which the Planning Commission has jurisdiction are pending, a meeting may be cancelled at the discretion of the Chairperson.

III. ORGANIZATION OF THE PLANNING COMMISSION

Membership: The Planning Commission shall consist of five members appointed by the Mayor and confirmed by the City Council. All members of the Woodland Planning Commission shall meet residency requirements per the Woodland Municipal Code.

Election of Officers: The officers of the Planning Commission shall consist of a Chairperson and Vice-Chairperson elected from the members of the Planning Commission by a majority vote of the members. The Chairperson and Vice-Chairperson shall be elected at the regularly scheduled meeting in September

and shall serve a two-year term of office. Any officer may be removed at any time by a majority vote of the Planning Commission. The vacancy of an office caused by the resignation or removal of any officer of the Planning Commission during his or her term of office shall be filled for the remaining term by a majority vote of the members of the Planning Commission.

Duties of the Chairperson and Vice-Chairperson: The Chairperson shall preside over the meetings of the Planning Commission and will exercise all the powers usually incident to the office. The Chairperson may create standing or temporary committees to examine, investigate and inquire into subjects of interest to the Planning Commission. No standing or temporary committee shall have the power to commit the Planning Commission to endorse any plan or program.

The Vice-Chairperson shall, in the absence of the Chairperson, perform all duties of the Chairperson at a regular or special meeting. In the absence of the Chairperson and Vice-Chairperson, the members present may elect a temporary Chairperson to preside at the meeting.

Secretary: The Clerk/Treasurer shall assign a non-voting secretary to the Planning Commission. The secretary shall be primarily responsible for all official records, the preparation of minutes of Planning Commission hearings, regular and special meetings, and shall prepare all notices of meetings, requiring notice to be given to the media and the public in accordance with the appropriate statutes.

IV. OPERATIONS AND CONDUCTING BUSINESS

Quorum: A quorum is required for the Planning Commission to conduct business. It shall consist of at least three Planning Commission members of record, including the Chairperson, at the call for a vote on a question. If members leave during the course of a meeting, reducing the attendance below three members, the quorum will have ceased. Action shall be by majority of those present and voting, when those present constitute a quorum, at any regular or special meeting of the Planning Commission.

Motions and Voting: All members of the Planning Commission may make and vote on motions to recommend approval, approval with conditions, or denial of any development proposal or amendment to a long-range plan or city ordinance. All motions shall be made in the affirmative. For matters requiring a public hearing, all motions shall be accompanied by an oral statement, by the person making the motion, of reasons and findings supporting the motion. This statement may include reference to any part or all of the planning staff's report and to testimony or evidence submitted at the hearing.

Motions addressing development proposals may be acted on by a majority of the Planning Commission present at the time of a vote on the question, provided there is a quorum present. Recommendations for approval on amendments to the text or maps of long-range plans and city ordinances require an affirmative vote by a majority of the Planning Commission.

Planning Commission members must be present to vote on motions; proxy votes are not considered valid votes. The Chairperson shall vote in the event of a tie vote of the other members present. A tie vote means the motion fails. A member may abstain from voting.

Where not otherwise specified in these rules of procedure, the meetings of the Woodland Planning Commission and the manner of conducting business shall be governed by Robert's Rules of Order Newly Revised (RONR).

Conflict of Interest and Appearance of Fairness: Any member of the Planning Commission who in his or her opinion has a personal interest in any matters before the Planning Commission that would tend to prejudice his or her actions shall indicate such interest. In the event of a conflict, he or she shall remove him or herself from the proceedings and retire to another room until a vote is taken on the item. In the event there is an appearance that any member could not make a fair and impartial decision because of a real or perceived interest in a matter before the commission, the member shall state the real or perceived interest, or have the interest described by other members of the commission or the audience and remove him or herself from the proceedings.

V. PUBLIC HEARING PROCEDURES

- A. The Chairperson shall open the public hearing on the subject case by identifying and briefly describing the proposal.
- B. The chair shall state that testimony and input will be taken in a prescribed fashion. All persons wishing to speak on the matter before the Commission must first be recognized by the Chairperson. For the record, that person shall state his or her name and address, and group or organization he or she represents, if any. All statements by the speaker shall be addressed to the Chairperson of the Planning Commission. The Chairperson may limit the amount of time allowed to any person or group in order to give all who wish the opportunity to speak. Speakers should keep their statements to the issue at hand and avoid repeating information already presented. The Chairperson may limit input to avoid duplication. Because public hearings are to gather information, there will be no cross-examination of speakers.
- C. The presentation and speaking order shall be as follows:
 1. Staff Planner: Presentation of staff report and other materials and correspondence into the record.
 2. Proponent: Presentation and statements by one representative of the proponent / applicant.
 3. Members of the Public: Presentations and statements by the public who wish to speak for or against the application.
- D. The public testimony portion of the public hearing is then closed. Planning commissioners then deliberate on the application and the testimony received. Members may ask questions of both staff and any other speakers to clarify their understanding of relevant points or to gather additional information; all questions shall be posed through the Chairperson who shall ask the appropriate party for answers.

- E. A motion for disposition can then be made. This motion may be to continue the hearing to gather additional information, to recommend approval, approval with conditions, or denial of the proposal.
- F. The Planning Commission shall present its actions in unison to the City Council. Planning Commission actions shall be transmitted to the City Council in writing and shall include the recommendation, the tally of the vote, findings of fact if different from the planning staff report, the planning staff report, other correspondence, if any, and a summary of testimony presented to the Planning Commission.
- G. Written minutes of all public hearings shall be prepared for the review and approval of the Planning Commission at its next regularly scheduled meeting.

VI. AMENDMENTS

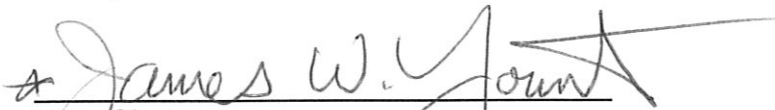
These Rules of Procedure of the Planning Commission of the City of Woodland may be amended at any regular or special meeting of the Planning Commission by a majority vote of the entire membership.

DATED THIS 8th day of April, 2008.


SIGNED:



Chairperson



Vice-Chairperson



Secretary



Member of the Commission



Member of the Commission



Member of the Commission