



CITY OF CITRUS HEIGHTS MEMORANDUM

DATE: August 10, 2022

TO: Planning Commission

FROM: Alison Bermudez, Senior Planner

SUBJECT: Update to Planning Commission Handbook

In July 2022, the City Council began their newly adopted meeting start time of 6 PM, previously 7 PM. For consistency, the start time for the Planning Commission meetings will also change to a 6 PM beginning in January 2023.

Please find attached an updated version of the Planning Commission Rules and Regulations reflecting the change to meeting start time. In addition, the Sunrise Tomorrow Specific Plan was added to the list of planning documents as well as other minor grammatical edits are included in the updated version.

The updated version will be forwarded to the City Council for final adoption. After adoption by the City Council, a final version will be distributed for your personal library.

ATTACHMENTS:

- (1) Redline/Strikeout of PC Rules and Regulations.

CITY OF CITRUS HEIGHTS PLANNING COMMISSION RULES AND REGULATIONS

I. INTRODUCTION AND OVERVIEW

The Planning Commission holds hearings in a public forum to review a multitude of projects related to land use planning for the city. The Planning Commission may also review proposed city ordinances; the annual Capital Improvement Plan; and other issues related to consistency with the General Plan.

This information handbook provides a summary of important aspects of the role and responsibility of a Planning Commissioner. It is intended to orient new Commissioners, serve as a point of reference in the event questions arise relating to the duties of a Commissioner, and set forth policies and procedures applicable to the Planning Commission. The handbook is not all inclusive, nor is it intended to supersede any local, state or federal laws. Where conflicts arise, local, state and federal law prevail.

Basic Planning Documents

Some of the most notable documents that contain information necessary for undertaking the business of the Planning Commission are listed below. All these documents are also available on the city's Web site under the Community Development's services area.

General Plan. The General Plan is a state mandated plan that is the foundation for local land use planning. The General Plan provides a vision for the future and translates it into goals and policies for the physical development of the community, and all actions of the Planning Commission must be consistent with the General Plan. Elements of the city's General Plan are updated on a periodic basis.

Zoning Code. The Zoning Code carries out the policies of the Citrus Heights General Plan by classifying and regulating the uses of land and structures within the city, consistent with the General Plan. This Zoning Code is adopted to protect and to promote the public health, safety, comfort, convenience, prosperity, and general welfare of residents, and businesses in the city.

Stock Ranch Guide for Development. Stock Ranch Guide for Development (The Guide) implements the objectives and policies of the Citrus Heights General Plan by setting forth a vision, standards, and guidelines that will ensure high quality development of Stock Ranch. The Stock Ranch Guide for Development contains a land use concept, infrastructure and service plans, roadway improvements, design guidelines, and development regulations for approximately 129 acres of land.

The Boulevard Plan (Auburn Boulevard Specific Plan). This plan was prepared to help guide the revitalization and enhancement of Auburn Boulevard between Sylvan Corners and Interstate 80. This plan is a tool for the systematic implementation of the General

Plan. This plan creates a bridge between the policies of the General Plan and individual development proposals.

Sunrise Tomorrow Specific Plan. This plan, adopted in December 2021, lays the groundwork for transforming the Sunrise Mall into a vibrant mixed-use community by introducing new land uses, increases the land area available for development, allows for flexibility so redevelopment can respond to economic trends, and provides environmental clearances for a streamlined permitting process.

Capital Improvement Program (CIP). Each year, the city updates its five-year Capital Improvement Plan (CIP) as a planning tool to prioritize and implement its short and long-term program of transportation, drainage, facilities, grant-funding, information technology and general purpose capital and maintenance projects. The CIP is updated during the winter and spring of each calendar year as a precursor to the development of the city's annual operating budget. In accordance with State Planning Law, The Planning Commission must make a finding that the CIP conforms with the General Plan.

II. RESPONSIBILITIES

The purpose of the Planning Commission is to act as an advisory body to the City Council on General Plan, Specific Plan, Zoning and other land use related policy areas; implement the development requirements of the city; and act as a forum for public participation in development projects.

The duties of the Planning Commission shall be those prescribed by the Government Code of the State of California (§65100 et seq.) and Ordinances and Resolutions adopted by the city. The Planning Commission's duties and responsibilities shall include the following:

- Make recommendations to the City Council on General Plan, Specific Plan, Zoning and other land use policy/legislative areas.
- Take final action on certain Tentative Subdivision Maps, Tentative Parcel Maps, Design Review Permits, Tree Permits, ~~Conditional~~-Use Permits, Variances, and other entitlements and zoning interpretations as needed.
- Review and take action as necessary on other plans, ordinances, programs, procedures, and any other areas relating to land use decisions within the city's purview.
- Determine the adequacy and consistency with the California Environmental Quality Act (CEQA) of environmental documentation of projects acted upon by the Planning Commission. For those projects requiring final action by the City Council, make recommendations regarding the adequacy and consistency with CEQA of the environmental documentation.

- Take action on Appeals from decisions made by staff.
- Provide a forum for public involvement for the items listed above and for major development projects.
- Serve on special task forces/committees as needed.
- Represent the city at various conferences, meetings, etc.
- Undertake other responsibilities as may be delegated to the Planning Commission from time to time.

Ethics Training: The City Clerk shall, at least biennial, provide information on training available to meet the Ethics Training requirements. If a member of the Commission fails to complete the ethics training requirement pursuant to Government Code 53235, within the time period specified, the City Clerk shall, no later than 10 days after the statutory deadline, send a written notice to the member that his or her proof of completion is due within 10 days from the date of the written notice. If the member's proof of completion has not been received within 20 days from the date of the initial notification, that person shall automatically be removed from membership on the Commission. The City Clerk shall provide final written notice to the member of their disqualification. The City Council shall solicit applications in accordance with city policy and appoint a new member within 45 days of the disqualification.

III. MEMBERSHIP

Appointment. The Planning Commission shall consist of seven (7) members who are neither current officers nor employees of the city. Each member of the City Council shall nominate one regular member, whose appointment is subject to ratification by the City Council. The Council shall by majority vote appoint two (2) at-large members.

Term of Members. Regular and at-large members of the Planning Commission shall serve at the pleasure of the City Council. Subject to the preceding, the term of office of each regular member of the Planning Commission shall be the same as the term of office of the Council Member who nominated the member. The term of office of each at-large member shall be until the January following the City's biennial regular municipal election. In the event a Council Member leaves office prior to the normal expiration of his or her term, the regular member nominated by the departing Council Member shall remain in office until replaced by the successor Council Member's nomination or until otherwise removed by the City Council.

No regular or at-large member shall serve more than eight (8) consecutive years on the Planning Commission. An individual who has previously served eight consecutive years on the Planning Commission is eligible for reappointment to the Planning Commission after two years have passed. Each member, unless sooner terminated, shall serve until his or her successor is appointed and qualified.

Partial terms shall not be counted for the purpose of determining if a member has served eight consecutive years on the Planning Commission. A partial term for a regular member is a term lasting less than two years. A partial term for an at-large member is a term lasting less than one year.

IV. OFFICERS

The officers of the Planning Commission shall consist of a Chair and Vice-Chair. The Chair and Vice-Chair shall be elected annually, by the Planning Commission, at the first meeting of the new year by a majority of the quorum. In the case of failure to elect officers at said first meeting, the election shall take place without delay at a subsequent meeting.

The officers shall hold their respective offices until their successors are elected.

Interim vacancy of a Chair or Vice-Chair shall be filled by an election placed properly on the agenda and held at any meeting.

The Chair shall preside at all meetings and shall preserve order and decorum during the course of any meeting or hearing. No member of the Commission or general public shall address the Commission until recognized by the Chair.

No individual present shall, either by conversation or otherwise, delay or interrupt the proceedings or disturb any person while speaking or refuse to obey the orders of the Commission or its Chair. Individuals who willfully interrupt a meeting so as to render the orderly conduct of the meeting unfeasible may be ordered removed by the Chair.

In the absence and/or disqualification of the Chair, the Vice-Chair shall perform all duties of the Chair.

The Commission shall elect a temporary Chair from the members present in the event that both the Chair and Vice-Chair are absent.

The Commission may designate any of its members to represent its views with respect to a particular issue. Without such authorization, however, the Chair or Vice-Chair shall represent the Commission.

V. MEETINGS

Regular meetings of the Commission shall be held on the second and fourth Wednesday of the month at 6:00 ~~7:00~~ PM in the Council Chambers of the City of Citrus Heights, provided, however, the Planning Commission may adjourn to any other location as permitted by the Brown Act. From time to time, regular meetings of the Planning Commission may be cancelled.

Special meetings of the Commission may be called from time to time. Written notice to the Commission, the public and the media must be provided in compliance with Brown Act. No business other than that on the agenda may be discussed at a special meeting. Special meetings may be scheduled by city staff for various reasons, for example to hold a study session with the City Council or to hold a study session on major projects within the Planning Commission's jurisdiction. Public Comment is taken at ~~s~~Special ~~m~~Meetings.

The Planning Commission shall adjourn at or before 11:00 PM unless unanimous consent exists to continue. No new items shall ~~heard be begun~~ after 10:30 PM unless unanimous consent exists to continue.

A majority of the members of the full Planning Commission shall constitute a quorum.

At all regular meetings and special meetings, public comments must be permitted before or during consideration of any agenda item. Public comment is appropriate on any matter within the jurisdiction of the Planning Commission.

Notice requirements of the Brown Act shall be complied with for all meetings; minutes of the meeting shall be taken by the Planning Commission Secretary or his/her designee, and the minutes shall be available for public inspection.

VI. ORDER OF BUSINESS

An agenda shall be prepared by the Planning Manager for each regular meeting of the Planning Commission and the ~~posting of the agenda on the website mailing of the agenda~~ shall serve as notification of the meeting. The general order of the Commission shall be as follows, and discussed further below:

1. Call meeting to order, ~~and roll call.~~
- ~~2.~~ 2.3. Flag Salute.
- ~~2.3.~~ 3.4. ~~Roll Call.~~
- ~~3.4.~~ 4.5. Consent Calendar.
- ~~4.5.~~ 5.6. Public Comment.
- ~~5.6.~~ 6.7. Public Hearings.
- ~~6.7.~~ 7.8. Regular Calendar.
- ~~7.8.~~ 8.9. ~~Planning Manager Comments, Reports/Future Agenda Items.~~
- ~~8.9.~~ 9. Adjournment.

Consent Calendar. Those items on the agenda which are considered to be of a routine and non-controversial nature by the Planning Manager are placed on the "Consent Calendar". These items shall be considered and may be approved by one motion of the Planning Commission. For example, meeting minutes are typically placed under the Consent Calendar.

Commissioners may request that any item listed under "Consent Calendar" be removed from the Consent Calendar, and the Commission will then take action separately on this

item. A member of the public may request that an item listed under “Consent Calendar” be removed and the Commission action taken separately on the item; however, a majority of the Commission must concur with such a request. Items which are removed (“pulled”) by members of the Commission for discussion will typically be heard after other Consent Calendar items are approved unless the majority of Council chooses an earlier or later time.

Minor questions: A Commissioner may ask questions on any item on the Consent Calendar. When a Commissioner has a minor question for clarification concerning a consent item which will not involve extended discussion, the item may be pulled for clarification and the questions will be addressed along with the rest of the Consent Calendar. Commissioners are encouraged to seek clarifications prior to the meeting, if possible.

Correction of Minutes: Minutes of the Planning Commission meetings are submitted to the Commission for approval and/or correction in draft form. Commission Members having only typographical corrections to minutes are encouraged to provide such corrections to the Commission Secretary directly and need not wait to submit such corrections at a meeting.

Public Comment. At this time members of the public may address the Commission on any matter within the Commission’s jurisdiction, generally comments during this period relate to items that are not on that evening’s agenda. Members of the public are requested to fill out a speaker slip for record-keeping purposes. Speaker slips are public records. The Chair shall inform the public of the 5-minute time allotment.

Comments should focus on a specific matter within the Commission’s jurisdiction with reasons for the position taken. Comments may be limited so that all have an opportunity to address the Commission. Normally, speakers are limited to five (5) minutes each with thirty (30) minutes being allowed for all comments. Any public comments beyond the initial thirty (30) minutes may be heard at the conclusion of the Agenda, if the Chair so desires. The Chair has the discretion to lengthen or shorten the allotted times. Any materials submitted during public comments (or for public hearings) become part of the public record and may be subject to disclosure under the Public Records Act. This includes, but is not limited to PowerPoint presentations, videos, letters and photographs.

Public Hearings: The majority of the items under Planning Commission consideration require a Public Hearing. These items require the Commission to review the written public record and to hear and weigh public testimony during the public hearing before taking action. Hearings are noticed according to law by publication in the local newspapers and/or by mailed notices to property owners; and can be continued to any subsequent meeting. Public hearings should be “opened” and “closed” and reopened if necessary.

During a matter listed under "Public Hearing," the agenda item is introduced by the Chair or the Planning Commission Secretary, and then city staff provides an oral presentation of the item. Following the presentation by staff, the Commission has the opportunity to ask staff questions regarding the project. Following the staff presentation and Commission questions, the Chair "opens" the public hearing. The applicant/appellant is the first participant in the public hearing, and allowed time at the podium first if he/she desires. At the conclusion of the applicant/appellants' presentation the Chair shall call members of the public to the podium who have completed a speaker sheet for that item.

Each person desiring to address the Commission shall approach the microphone, state his or her name for the record, state whom he or she represents if applicable, and unless further time is granted by Chair, shall limit his or her remarks to the time specified by the Chair. All remarks shall be addressed to the Commission as a whole and not to one particular member of the Commission, the audience or staff members. No questions shall be asked of a Commission Member or a member of the city staff without obtaining permission of the presiding Chair. Members of the public are requested to fill out a speaker slip for record-keeping purposes. Speaker slips are public records.

In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Commission on the same subject matter, it shall be proper for the Chair to inquire whether or not the group has a spokesperson and if so, that he/she be heard with the following speakers in the group to be limited to facts not already presented by the group spokesperson.

When materials are presented during public hearings, they should be submitted before the public hearing is closed on the item. Comments may be limited so that all have an opportunity to address the Commission. Normally, speakers are limited to five (5) minutes each. The Chair has the discretion to lengthen or shorten the allotted times. Any materials submitted during public comments (or for public hearings) become part of the public record and may be subject to disclosure under the Public Records Act. This includes, but is not limited to PowerPoint presentations, videos, letters and photographs.

Letters sent to the Commission in advance of a meeting, yet after the preparation of the agenda will be placed at the Commission's position on the dais; and will be made available to the public "without delay" at the public counter in City Hall and available at the Planning Commission meeting for public review.

At the conclusion of the public hearing, the Chair shall "close" the public hearing. After public hearings are closed, no member of the public shall be permitted to address the Commission or the staff from the audience, except at the discretion of the Chair.

At the conclusion of the public hearing, the Commission has the opportunity to discuss the project and then consider taking action on the agenda item.

Regular Calendar. Regular items are shown on the agenda in the order that they will be considered. At times, the Commission may decide to adjust the order of the agenda to better accommodate the public. Depending on the type of hearing, public testimony may be limited.

~~Planning Manager Comments/Reports/Future Agenda Items. This time is used by staff to inform the Commission of upcoming meetings, conferences, and other items related to the Commission's activities. Additionally, The purpose of this section of the meeting is to provide~~ members of the Commission may use this section an opportunity to introduce discussion on matters not currently before the Commission including brief announcements or questions of staff.

~~This time is also used by staff to inform the Commission of upcoming meetings, conferences, and other items related to the Commission's activities.~~

VII. OFFICIAL RECORDS

The official records shall be on file in the Community Development Department's office and shall be open to public inspection during customary working hours.

The Planning Commission Secretary shall keep summary minutes of its proceedings that shall show the vote on every question on which it acts. Roll call vote may be requested by any member of the Commission, or at the discretion of the Chair.

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.

VIII. VOTING

When present, all Planning Commissioners are to vote. Failure of a seated Commissioner to orally express a vote constitutes an affirmative vote. This section does not require a Commissioner to participate when he/she is disqualified due to a conflict of interest.

Majority Vote. Except where otherwise provided by law, all business requiring approval of the Planning Commission shall be carried by a majority vote of all Commissioners who are present and are qualified to act.

If a motion to approve an action or a project fails to receive a majority of the votes cast, then the motion fails and the action or project is denied. Prior to the Commission taking up consideration of the next item on the agenda, however, any member of the Commission may move to reconsider the matter and, if the motion to reconsider receives a majority of the votes cast, the Commission shall either: a) take up the matter at that same meeting; or ii) continue the matter to a date certain.

If a motion to deny an action or project fails to receive a majority of the votes cast, then no action has occurred. The Commission can then consider an alternate motion or, if desired, continue the item to a subsequent meeting of the Commission.

Once a motion has been made and seconded, discussion should be limited to clarification on the motion only.

Tie Vote. A tie vote is equivalent to a motion which has failed. The Chair may publicly explain the effect of the tie vote for the audience or may direct a member of staff to do so.

Abstention. An abstention shall be where a Commission member, although qualified to vote on a motion chooses not to register his or her vote, and instead casts no vote whatsoever. A member who abstains is deemed to have acquiesced in the vote of the majority.

Conflict of Interest. A Commission member who is unable to participate in an item due to a conflict of interest shall, when the item is called: (1) declare that a Conflict of Interest exists, (2) state what the Conflict of Interest is, and (3) shall remove himself or herself from the dais during the discussion, and leave the room where the discussion is occurring. The Commission member's removal and reason therefore shall be noted on the record by the Chair, who shall also note the member's return when the item is concluded.

The City Attorney should be consulted if any questions arise regarding voting procedures and/or conflicts of interest. Due to the complexity of issues, it's advisable to consult the attorney as early as possible to allow enough time for a proper decision.

IX. ATTENDANCE POLICY

Any Commissioner, who is absent three (3) consecutive meetings without cause; or 25% of meetings in a calendar year, shall forfeit his or her office. The Planning Commission Secretary shall certify such absences to the City Council, with a copy to the City Clerk. The Mayor shall follow up with a letter to the Commission member requesting the member either justify their absences and request a waiver to the attendance policy, or resign. If the member resigns, Council is notified and the Clerk begins the recruitment process to fill an unexpired term. If the absences are justified and a waiver is requested, or there is no response by the member, the item is listed in a subsequent City Council agenda for action.

It is the responsibility of each Commission member to notify city staff and the Chair of any upcoming absences as far in advance as possible.

X. CITY STAFF RESPONSIBILITIES

The Community Development Director shall keep a true and complete public record of the resolutions, transactions, findings, and determinations of the Commission. The Community Development Director may delegate certain duties to other city staff.

The Community Development Director shall keep a permanent record of the meetings of the Commission and shall cause to be made such public notices as required and in the manner prescribed by statute, ordinance or these Rules and Regulations, and to attend to all official correspondence of the Commission.

Upon appointment of new Planning Commissioners, the Community Development Director shall brief the new members on the general scope of city and regional planning and on the duties of the Commission.

The Community Development Director shall prepare for the Planning Commission all letters of transmittal to the City Council relative to zoning changes, General Plan changes, and other planning matters. It is the responsibility of the Community Development Director to keep the City Council informed of the activities of the Planning Commission.

City staff shall prepare projects for review by the Planning Commission which includes preparing the noticing and advertising public hearings; preparing the Commission agendas and minutes; preparing staff reports including the preparation of recommendations, findings, and conditions of approval, and presenting reports to the Planning Commission.

City staff shall review the building plans and perform site inspections during construction to ensure the project is developed as approved by the Planning Commission.

City staff shall provide information to the Planning Commission upon the ~~Commissions~~Commission's request to the extent that the information is in a readily accessible form (published, report, etc.), the information is related to work which is identified in the work program for that fiscal year, or it directly relates to an agenda item. Requests that require significant staff time to research or produce new reports must be approved by the City Council.

XI. PREEMPTION

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.

Nothing in these Rules and Regulations shall be construed to supersede, repeal, or amend any applicable State or city statutes, ordinances or regulations. In the case of any apparent conflict, the State or city statute, ordinance or regulation shall control.

XII. CONFLICTS AND LIABILITY

Conflict of Interest. State laws are in place which attempt to eliminate any action by a Commissioner which may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest.

At any time a Commissioner believes a potential for conflict of interest exists, he/she should consult with the City Attorney for advice. Staff may also request an opinion from the City Attorney regarding a member's potential conflict. Laws which regulate conflicts are very complicated. Violations may result in significant penalties including criminal prosecution.

City Attorney Conflict Advice. It is critical to note that while the City Attorney can render advice on the interpretation of state laws and regulations on conflict matters, such advice is solely an interpretation of the law. The only authority that can provide binding interpretations on such matters, and legal protection for Commissioners, is the state Fair Political Practices Commission (FPPC). Commissioners may solicit opinions on such matters directly from the FPPC; however, such opinions often take time to develop and may not readily respond to urgent matters.

The Fair Political Practices Commission (FPPC) has published lengthy regulations and opinions on conflicts of interest that are useful in determining whether a particular financial interest or decision could give rise to disqualification based on a potential conflict of interest. The FPPC also puts out informational pamphlets to assist public officials in determining what types of situations may give rise to prohibited conflicts of interest. The FPPC can be reached at www.fppc.ca.gov or (1-866-275-3772).

Conflict of Interest Forms. Commissioners must fill out annual disclosure statements identifying sources of income, ownership of property, and receipt of loans and gifts.

Liability. It is important to note that violations of certain laws and regulations by individual members of the Commission may result in that member being personally liable for damages which would not be covered by the city's insurance. Examples may include discrimination, harassment, or fraud.

Harassment. The city is committed to providing an environment that is free from harassment and discrimination of any kind, including sexual harassment and harassment based on race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation or any other characteristic prohibited by state or federal law. Commissioners should be familiar with the city's sexual harassment policies. Violations of such policies may find Commissioners personally exposed through legal action. A copy of the city's Non-Discrimination/Harassment Policy is included as Appendix A. Anti-harassment training is required every two years pursuant to AB 1825 and AB 1661.

XIII. OPEN MEETING LAW

Open Meeting Laws ("The Brown Act"). Operations and procedures of the city and Planning Commission incorporate requirements of the state's open meeting law (commonly referred to as the Brown Act for former state legislator Ralph M. Brown). Because this law is such an important part of local government operations, some specific requirements of the law are highlighted below for your information and future reference. Additional information on California's open meeting law can be found in the book "Open & Public IV: A Guide to the Ralph M. Brown Act" which has been provided to you separately. Additional copies are available from the City Clerk's office.

Applicability and Penalties: The entire city organization conducts its business in compliance with the Ralph M. Brown Act, State Government Code Section **54950 et seq.** The intent of the Act is to ensure that deliberation and actions of local public agencies are conducted in open and at public meetings. The law provides for misdemeanor penalties for members of a body who violate the Act (*Cal Govt Code Section 54959*). In addition, violations are subject to civil action (*Cal Govt Code Section 54960*). A current copy of the Act will be provided to all Commissioners when assuming office. The provisions that most directly affect the Commission are summarized below:

A. Applicability: The Act applies to the City Council and the Planning Commission, and all other boards and task forces that advise the Council. Staff cannot promote actions which would violate the Act.

B. Meetings: All meetings shall be open and public. A meeting takes place whenever a quorum (4 or more members) is present and information about the business of the body is received; discussions qualify as a meeting. Social functions (e.g. receptions, dinners) do not fall under the Act unless city business is discussed.

Serial meetings are prohibited by the Brown Act. Serial meetings take place when any Commissioner contacts more than three Commissioners for the purpose of deliberating or acting upon an item pending before the Commission, or conveying his or her position in the attempt to obtain a concurrence. Members of the public may approach Commissioners to discuss their position; members of the public may also deliver written correspondence Commissioners that transmits their position on an issue. During consideration of an item, a Commissioner must publicly identify any contact he/she has had with a project's applicant or property owner.

C. Agendas: Agendas for regular meetings must be posted 72 hours in advance of the meeting and must meet various requirements.

D. Actions: No action can be taken on any item not appearing on the posted agenda.

E. Public Input: The public has an opportunity to address the Commission on any item of interest to the public that is within the jurisdiction of the Commission during regular meetings and on any agenda item during special meetings. The City has the right to establish time limits on speakers and the total time allocated for a particular issue.

F. Public Disruptions: A portion or all of the public may be removed if willful disruption makes conducting the meeting “unfeasible”; the press may remain unless they participate in the disruption.

G. Correspondence: All non-confidential writings distributed to the Commission less than 72 hours prior to the meeting relating to any agenda item for discussion or consideration are public records; and will be made available to the public “without delay” at the public counter in City Hall. This includes PowerPoint presentations, photos, handouts, videos and letters.

H. Other Provisions: The Act provides many other restrictions and requirements; this information is intended merely as a summary and overview of the Act, and nothing in this supersedes the provisions of the Brown Act. Please check with the City Attorney and/or the City Clerk for more information. The City Attorney provides periodic trainings on the Brown Act.

XIV. FINANCIAL MATTERS

Commission Compensation/Benefits. Each member of the Planning Commission shall be compensated for each meeting that he or she is called to serve and does serve. The current compensation of \$70.00 per meeting was set by resolution of the City Council. The Planning Commission Secretary records attendance and provides the information to the Finance Department and checks are dispersed on a quarterly basis.

Travel and Reimbursement Expenses. Expenses reasonably incurred by a Planning Commission member on authorized Commission business shall be reimbursed as defined in the city’s Travel and Reimbursement Policy. A copy of the Travel and Reimbursement Policy is included as Appendix B.

XV. ADDITIONAL TRAINING AND RESOURCES

Continuing education and personal growth are an important aspect of being a successful Commissioner. City staff will at various times use a Commission meeting as a training session on topics such as housing, design review, infill development and other aspects of planning. If you have questions on a particular process or policy, please feel free to contact a staff member and we will happy to provide you any needed information.

While not inclusive, below is a list of some of the planning related resources that you may want to become familiar with.

Planners Institute. Each year, typically in March, ~~Cal Cities~~ the League of California Cities hosts the “Planners Institute”. This conference is a 3-day conference that provides a variety of sessions that are beneficial to learning about your role as a Commissioner as well as land use issues. Arrangements for this conference are

handled by the Commission Secretary. To learn more about ~~Cal Cities the League of California Cities~~ visit their Web site www.calcities.org ~~www.cacities.org~~

American Planning Association (APA). This is a national organization of professional planners that promote good planning through vigorous public information and education programs. www.planning.org

American Planning Association California Chapter (CALAPA). The California Chapter of the National APA organization that helps provide its members with the tools, services and support that advance the art and science of planning. www.calapa.org

Planetizen. This is a public-interest information exchange for the urban planning, design, and development community. It is a one-stop source for urban planning news, commentary, interviews, event coverage, book reviews, announcements, jobs, consultant listings, training, and more. www.planetizen.com

XVI. AGENDA DELIVERY AND MAIL

Agenda Delivery. Agenda packages that include the staff report, maps, and other related project material are delivered to the Commissioners electronically the week prior to the hearing. Every effort is made to provide the material on the Thursday before the meeting. On some occasions the agenda package will be provided on Friday.

Mail. Members of the Commission may receive mail and other materials from the public, private interests, and staff. Staff opens mail and reviews any time sensitive invitations, meeting notices or materials. If the mail is time sensitive, the Commission Secretary will call or email the Commissioner to inform him/her of the nature of the material. Mail is distributed to the Commission by placement at the dais on meeting dates.

XVII. OTHER

Tips on the Dais. The City Council Chamber is equipped with a public address system. The system provides microphones at the dais, staff table, and podium. There is also a hand-held microphone and a lapel microphone. ~~Below are tips~~ ~~There are several issues~~ related to the sound system which are important to keep in mind:

- Turn the microphone on when you want to talk and speak directly into the microphone;
- Turn the microphone off when you are through talking, during recesses, and after the meeting. The microphones are very sensitive and voices can be picked up from an adjacent microphone.
- Never say things near a microphone you do not want heard; and

- Have all speakers come forward to the podium. Do not allow people to speak from the audience.

Tape Recordings. All regular meetings of the Commission are videotaped. On occasion, due to circumstances beyond the city's control, meetings may not be taped (e.g., due to equipment malfunction). On these rare occasions, staff will make every attempt to audio record the meeting. Copies of audio/video recordings are available through the Planning Commission Secretary.

Web site. ~~Agenda packets are posted to the city's website at the same time the packet is emailed to the Commission. The agenda packet will include all information necessary to review and take action on a project. The same agenda materials are provided to the public and the project applicant(s). s-agenda packages are being delivered to Commissioners, the City's Web site is being updated with the Planning Commission agenda, staff reports, and other hearing related information.~~ Agenda information can be found under the Agenda and Minutes section of the Web site.

The city's Web site also serves as a valuable source of city information. A feature of the site is its Notify Me system. Notify Me is an e-mail notification system that provides up-to-date information on topics or events of interest including current events listings, City Council meeting agendas and reports, as well as news and monthly reports from various city departments. Commissioners may want to review the Notify Me topics and enroll in this free service. Notify Me can be found under the Connect section of the Web site.

Each department of the city maintains ~~w~~Web pages that include information relating to current projects and development, community activities, on-line documents, news, etc. The city's Web site is www.citrusheights.net.

Projects Viewer. The Planning Division maintains a Projects Viewer to identify current projects and recently approved projects throughout the city. The viewer is map-based and allows access to documents, plans, and other related information for current and past projects within the city.

Media Inquiries. Planning Commissioners may be approached by members of the media about a topic that will be heard or has been heard by the Commission. In order to ensure the media is receiving accurate information, all media inquiries shall be directed to the Planning Manager and/or the Communications Office.

Social Media. Items within the Commission's purview may be visibly discussed on social media. Commissioners should refrain from engaging in social media communications about any current, past, or potentially future agenda item to ensure transparency in the public process and to avoid conflicts of interest arising.

Speaking for the Planning Commission. Unless given direction from a majority of the Commission, Planning Commissioners should not be speaking on behalf of the

Commission or the city, or providing any statements wherein a member of the public would think the individual is representing the views of the Commission or city. In rare instances where this occurs, the “speaker” shall be appointed by the members of the Commission before speaking on their behalf. After the Planning Commission has taken a position on an issue, the speaker shall reflect the opinion of the Planning Commission, rather than their own personal opinion.

Appendices

A: Non-Discrimination/Harassment Policy

B: Travel and Reimbursement Policy