



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 12/20/2017

Agenda Placement: 9A

## Napa County Planning Commission Board Agenda Letter

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**TO:** Napa County Planning Commission

**FROM:** Charlene Gallina for David Morrison - Director  
Planning, Building and Environmental Services

**REPORT BY:** Charlene Gallina, SUPERVISING PLANNER - 299-1355

**SUBJECT:** Amendment of Planning Commission Bylaws

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### **RECOMMENDATION**

#### **AMENDMENT OF PLANNING COMMISSION BYLAWS**

**Request:** Resolution amending Planning Commission Bylaws concerning applicant presentations, public testimony protocol, and the timeframes for submittal of materials to be considered by the Commission.

**Staff Recommendation:** Recommend that the Board of Supervisors approve the proposed Resolution.

**Staff Contact:** Charlene Gallina, Supervising Planner, (707) 299-1355 or [charlene.gallina@countyofnapa.org](mailto:charlene.gallina@countyofnapa.org)

### **EXECUTIVE SUMMARY**

#### **Proposed Action:**

1. That the Planning Commission recommend that the Board of Supervisors approve the attached Resolution Amending the Planning Commission Bylaws and forward the Resolution to the Board of Supervisors for final consideration of the amendments.

#### **Discussion:**

The last substantive changes to the Planning Commission Bylaws occurred in 2008. On December 6, 2017, the Commission discussed proposed changes to the Bylaws and provided direction to staff. In addition to finalizing the name of the Department and Commission, staff recommended suggested areas of change regarding applicant presentations, public testimony protocol and the timeframes for submittal of materials to be considered by the Commission. The general areas discussed by the Commission and direction given to staff were as follows:

- | Establish a 15-minute time limit for applicant presentations including other representatives unless the Chair grants additional time.
- | Confirm the 3-minute time limit for public comment unless the Chair grants additional time.
- | Establish that public comment cannot be allocated to another speaker.
- | Require applicants to submit any written or visual presentation materials (PowerPoint, video, etc.) a minimum of 24-hours in advance of the public hearing. Changes maybe submitted within 24 hours of the public hearing.
- | Prefer and strongly encourage the public to submit any written or visual presentation materials (PowerPoint, video, etc.) a minimum of 24-hours in advance of the public hearing.
- | Require that submittal of any written materials by the public or the applicant on the day of the meeting shall include 10-copies.
- | Require hardcopies of visual presentations by the public or the applicant on the day of the meeting shall include 10-copies.
- | Development of a FAQ regarding public testimony protocol to be posted on the County's website and in the Commission Board Room during meetings, and available to Commission members for their use when speaking to public members.

Staff continues to believe that the proposed amendments will lead to more efficient hearings and will minimize the burden on staff with last-minute requests for bulk copying and having to recess Commission meetings to allow time for video/presentations to be loaded prior to an item being heard. It will also enable staff to provide any additional materials prior to the meeting for public review (upload to website, produce copies, other).

As attached herein, staff has provided a tracked change version and clean version of the Commission Bylaws and requests that the Commission confirm these changes. It should be noted that the proposed Resolution will be forwarded to the Board of Supervisors in January for final consideration and approval of the amendments. Once approved by the Board, the Resolution will be placed on a future Planning Commission meeting for Commission adoption and staff will then prepare a FAQ guidance document identifying public testimony protocol for Planning Commission meetings. The FAQ guidance document and Bylaws will be made available to the Commission and public accordingly.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

### **ENVIRONMENTAL IMPACT**

The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and, therefore, CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

**SUPPORTING DOCUMENTS**

- A . Redlined Bylaws
- B . 2018 Bylaws - Clean

Napa County Planning Commission: Approve

Reviewed By: Charlene Gallina