



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/6/2017

Agenda Placement: 9A

Napa County Planning Commission Board Agenda Letter

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

RECOMMENDATION

AMENDMENT OF PLANNING COMMISSION BYLAWS

Request: Discussion of recommended changes to Planning Commission Bylaws concerning: applicant and public speaking time limits; timing of additional information submitted by applicant and public; and, not allowing time to be allocated to another speaker.

Staff Recommendation: Discuss proposed changes and provide direction to staff for final consideration at the December 20, 2017 Commission Regular meeting.

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

EXECUTIVE SUMMARY

Proposed Action:

1. That the Planning Commission discuss potential amendments the Planning Commission Bylaws and provide direction to staff for final consideration of the amendments on December 20, 2017.

Discussion:

The last substantive changes to the Planning Commission Bylaws occurred in 2008. However, the last review of the Planning Commission Bylaws occurred on August 15, 2012 in response to only changing the name of the Department to the Planning, Building and Environmental Services Department and the Planning Commission to Napa County Planning Commission. However, staff at the time was unable to officially execute the updated Bylaws

pending action by the Board of Supervisors on changes to the Napa County Code.

Staff has included a copy of the current version of the adopted 2008 Bylaws to assist in Commission discussion. In addition to finalizing the name of the Department and Commission, staff recommends below suggested areas of change that the Commission may want to discuss and provide direction to staff.

- | Establish a 15-minute time limit for applicant presentations 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.
- | 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.

Staff believes that these additional 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). Staff asks that the Commission consider the recommended changes, discuss any additional changes to the proposed Bylaws the Commission may desire, and direct staff to return with the agreed-upon changes at the next Commission meeting.

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 . 2008 Planning Commission Bylaws

Napa County Planning Commission: Approve

Reviewed By: Vincent Smith