



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

► 860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482

120 WEST FIR STREET • FT. BRAGG • CALIFORNIA • 95437

Steve Dunncliff, Director
Ukiah Telephone 707-234-6650
UKIAH FAX 707-463-5709
Ft. Bragg Phone 707-964-5379
Ft. Bragg Fax 707-961-2427
pbs@co.mendocino.ca.us
www.co.mendocino.ca.us/planning

MENDOCINO MEMO

DATE: September 17, 2015
TO: Planning Commission
FROM: Mary Lynn Hunt, Senior Planner
SUBJECT: Planning Commission Rules of Procedure/Bylaws and Minutes Procedures Update

Currently, Planning Staff are reviewing and updating various operating processes within the department and the hearing bodies that they advise. Two of the documents under review are, (1) the Rules of Procedure of the Planning Commission, and (2) the Bylaws of the Mendocino Planning Commission. Copies of these documents can be found on the Departments Website and within the Planning Commissioners' Handbook, which you may have received when taking office. This handbook is in the process of being updated, also, and will be presented for review at a future date.

As an example of a change to be made is the order of the Agenda as outlined in the Bylaws Section 8-1 Public Expression, which has been moved to be heard directly after the Director's Report.

Additionally, staff is developing a Planning Commission Minutes Procedures document, which may be incorporated into the Rule of Procedures. In an effort to provide the most accurate, complete information, staff recommends that the Planning Commission adopt a procedure for processing and accepting corrections to the Draft Planning Commission Minutes. A draft of the proposed procedure is included at the end of this memo.

At this time staff would appreciate Commissioners' taking time to review and make comment as to any changes or corrections which are deemed necessary. After the Commissions' review time, staff will incorporate the proposed changes and bring the revised documents back to the Commission at a future date for final review/adoption.

Proposed Planning Commission Minutes Procedures:

The new procedure would entail (1) Commissioners submitting corrections to the Draft Minutes by 5:00 PM on the Friday before a Planning Commission Meeting. (2) Clerk processes the corrections and prepares a knockout version of the Draft Minutes that would then be emailed to the Planning Commission for review by the Monday prior to the meeting. (3) Hard copies would be provided the day of the hearing, and if discussion was needed, the minutes could be removed from the consent calendar.

The knockout version would become part of the hearing record and create transparency between the Draft Minutes, corrections submitted by Commissioners and the Final Approved Minutes that are posted on the department's website.

The proposed Planning Commission Minutes Procedures will allow the clerk time to process the corrections and prepare a knockout version of the Draft Minutes giving the Planning Commission adequate time to review prior to the meeting.