CITY OF MORGAN HILL

Regular Meeting Agenda

Planning Commission

John McKay	-	*Chairman*
Liam Downey	-	*Vice Chairman*
Joseph Mueller	-	*Planning Commissioner*
Wayne Tanda	-	*Planning Commissioner*
Yvonne Martinez Beltran	-	*Planning Commissioner*
Mohammad Habib	-	*Planning Commissioner*
Juan Miguel Munoz Morris	-	*Planning Commissioner*

Tuesday, June 12, 2018 7:00 pm

Council Chamber
17555 Peak Avenue, Morgan Hill, CA 95037

CALL TO ORDER

ROLL CALL ATTENDANCE

DECLARATION OF POSTING AGENDA

Pursuant to Government Code Section 54954.2

OPEN PUBLIC COMMENT PERIOD

Members of the public are entitled to address the Planning Commission concerning any item within the Morgan Hill Planning Commission's subject matter jurisdiction. Public comments are limited to no more than three minutes. Except for certain specific exceptions, the Planning Commission is prohibited from discussing or taking action on any item not appearing on the posted agenda. (See additional noticing at the end of this agenda)

ORDERS OF THE DAY

CONSENT AGENDA

These are items of a routine or generally uncontested nature. Any member of the Planning Commission or member of the public may request to have an item pulled from the Consent Calendar and acted on individually by the Planning Commission. Items pulled will be discussed after action is taken on the balance of the Consent Calendar and before moving on to the public hearings.

1. APPROVE THE APRIL 24, 2018 MEETING MINUTES

Recommendation:

Approve Minutes.

2. APPROVE THE MAY 8, 2018 MEETING MINUTES

Recommendation:

Approve Minutes.

OTHER BUSINESS

3. SELECTION OF PLANNING COMMISSION CHAIR AND VICE-CHAIR

Recommendation:

Select members to serve as Chair and Vice-Chair of the Planning Commission for a one-year term.

4. RULES FOR THE CONDUCT OF PLANNING COMMISSION MEETINGS

Recommendation:

1. Consider and discuss Rules for the Conduct of Planning Commission Meetings
2. Recommend approval by the City Council

5. HOLIDAY SCHEDULE

Recommendation:

Consider the cancellation of meetings.

ANNOUNCEMENTS

ADJOURNMENT

NOTICE

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act that are distributed to a majority of the legislative body less than 72 hours prior to an open session, will be made available for public inspection at the Office of the City Clerk at Morgan Hill City Hall located at 17575 Peak Avenue, Morgan Hill, CA, 95037 at the same time that the public records are distributed or made available to the legislative body. (Pursuant to Government Code 54957.5)

PUBLIC COMMENT

Members of the Public are entitled to directly address the Commission concerning any item that is described in the notice of this meeting, before or during consideration of that item. If you wish to address the Commission on any issue that is on this agenda, please complete a speaker request card located in the foyer of the Commission Chambers, and deliver it to the Minutes Clerk prior to discussion of the item. You are not required to give your name on the speaker card in order to speak to the Commission, but it is very helpful. When you are called, proceed to the podium and the Mayor will recognize you. If you wish to address the Commission on any other item of interest to the public, you may do so during the public comment portion of the meeting following the same procedure described above. Please limit your comments to three (3) minutes or less.

Please submit written correspondence to the Minutes Clerk, who will distribute correspondence to the Commission.

Persons interested in proposing an item for the Commission agenda should contact a member of the Commission who may plan an item on the agenda for a future Commission meeting. Should your comments require Commission action, your request may be placed on the next appropriate agenda. Commission discussion or action may not be taken until your item appears on an agenda. This procedure is in compliance with the California Public Meeting Law (Brown Act) Government Code §54950.

City Council Policies and Procedures (CP 03-01) outlines the procedure for the conduct of public hearings. Notice is given, pursuant to Government Code Section 65009, that any challenge of Public Hearing Agenda items in court, may be limited to raising only those issues raised by you or on your behalf at the Public Hearing described in this notice, or in written correspondence delivered to the Commission at, or prior to the Public Hearing on these matters.

The time within which judicial review must be sought of the action by the Commission, which acted upon any matter appearing on this agenda is governed by the provisions of Section 1094.6 of the California Code of Civil Procedure.

For a copy of Commission Policies and Procedures CP 97-01, please contact the City Clerk's office (408) 779-7259, (408) 779-3117 (fax) or by email michelle.wilson@morganhill.ca.gov.

AMERICANS WITH DISABILITIES ACT (ADA)

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the City Clerk's Office at (408)779-7259, (408)779-3117 (fax) or by email michelle.wilson@morganhill.ca.gov. Requests must be made as early as possible and at least two-full business days before the start of the meeting.

DRAFT

CITY OF MORGAN HILL

Meeting Minutes
Planning Commission

John McKay	-	*Chairman*
Liam Downey	-	*Vice Chairman*
Joseph Mueller	-	*Planning Commissioner*
Wayne Tanda	-	*Planning Commissioner*
Yvonne Martinez Beltran	-	*Planning Commissioner*
Mohammad Habib	-	*Planning Commissioner*
Juan Miguel Munoz Morris	-	*Planning Commissioner*

Tuesday, April 24, 2018 7:00 pm

Council Chamber
17555 Peak Avenue, Morgan Hill, CA 95037

CALL TO ORDER

Chair Mckay called the meeting to order.

ROLL CALL ATTENDANCE

Minutes Clerk Luna called attendance.

Attendee Name	Title	Status	Arrived
John McKay	Chairman	Present	
Liam Downey	Vice Chairman	Present	
Joseph Mueller	Planning Commissioner	Present	
Wayne Tanda	Planning Commissioner	Present	
Yvonne Martinez Beltran	Planning Commissioner	Late	7:02 PM
Mohammad Habib	Planning Commissioner	Present	
Juan Miguel Munoz Morris	Planning Commissioner	Present	

DECLARATION OF POSTING AGENDA

Minutes Clerk Luna declared the posting of the agenda.

PLEDGE OF ALLEGIANCE

Commissioner Downey led the Pledge of Allegiance.

OPEN PUBLIC COMMENT PERIOD

Chair McKay opened the public comment period. Hearing no requests to speak, the comment period was closed.

ORDERS OF THE DAY

No changes made.

CONSENT AGENDA

MOTION

Items 1 and 2 were pulled for discussion.

1. APPROVE THE FEBRUARY 27, 2018 MEETING MINUTES

Recommendation:

Approve Minutes.

RESULT:	**PULLED**

2. APPROVE THE APRIL 10, 2018 MEETING MINUTES

Recommendation:

Approve Minutes.

RESULT:	**PULLED**

ITEMS PULLED FOR DISCUSSION

APPROVE THE FEBRUARY 27, 2018 MEETING MINUTES

Recommendation:

Approve Minutes.

Commissioner Tanda abstained due to his absents from this meeting.

RESULT:	**ACCEPTED [6 TO 0]**
MOVER:	Joseph Mueller, Planning Commissioner
SECONDER:	Juan Miguel Munoz Morris, Planning Commissioner
AYES:	McKay, Downey, Mueller, Martinez Beltran, Habib, Munoz Morris
ABSTAIN:	Tanda

APPROVE THE APRIL 10, 2018 MEETING MINUTES

Recommendation:

Approve Minutes.

Chair Mckay noted a correction needed to be made on Agenda Item 2 number 1 - 275 Tennant Avenue (Dan Ekins): The Planning Commission recommends changing the Zoning District to the General Commercial (CG) Zoning District.

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Joseph Mueller, Planning Commissioner
SECONDER:	Juan Miguel Munoz Morris, Planning Commissioner
AYES:	McKay, Downey, Mueller, Tanda, Martinez Beltran, Habib, Munoz Morris

PUBLIC HEARINGS

3. UP2017-0015: CAPUTO-HUANG- CONDITIONAL USE PERMIT FOR A DRIVE-THROUGH, SELF-SERVICE, AUTOMATED CAR WASH WITH VACUUMS ON PROPERTY IDENTIFIED BY ASSESSOR PARCEL NUMBER 817-29-027 LOCATED ON THE SOUTHWEST CORNER OF CAPUTO DRIVE AND TENANT AVENUE.

Recommendation:

1. Adopt a Resolution adopting the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program prepared for the project (EA2017-0013); and
2. Adopt a Resolution approving a Conditional Use Permit (UP2017-0015)

Contract Planner Emily Foley presented the staff report.

Chair McKay opened the public hearing at 7:22 p.m.

Kurt Wagenknecht was called to speak.
Paul Sagayaraj Amaldoss Henry was called to speak.
Douglas Logsdon was called to speak.
Greg Blunden was called to speak.

Hearing no further requests to speak, the public hearing was closed.

Chair McKay reopened the public hearing at 8:15 p.m.

Mrs. Blunden was called to speak.
Paul Sagayaraj Amaldoss Henry was called to speak.

Hearing no further requests to speak, the public hearing was closed.

MOTION
Motion to continue to a date uncertain. The Planning Commission requested staff to clarify noise impacts on the surrounding buildings, bring forth a traffic study, determine if there is a different orientation of the site layout that would better address the noise and traffic flow throughout the project, and determine whether the use is consistent with the General Plan policy for Ancillary Commercial Use Limitations.

RESULT:	**CONTINUED TO A DATE UNCERTAIN [6 TO 1]**
MOVER:	Joseph Mueller, Planning Commissioner
SECONDER:	Mohammad Habib, Planning Commissioner
AYES:	Downey, Mueller, Tanda, Martinez Beltran, Habib, Munoz Morris
NAYS:	McKay

CONTINUED PUBLIC HEARING

4. ZA2016-0006: ZONING CODE UPDATE AND ZONING MAP AMENDMENTS

Recommendation:

1. Discuss and Consider comments on the Zoning Code Update and Zoning Map Amendments; and

2. Adopt a Resolution recommending City Council consider the Addendum to the Morgan Hill 2035 Environmental Impact Report (EIR) in accordance with the California Environmental Quality Act (CEQA) and approval of ZA2016-0006: Zoning Code Update

Interim Principle Planner John Baty presented the staff report.

Chair McKay opened the public hearing at 9:23 p.m.
Ashis Roy was called to speak.
Asit Panwala was called to speak.
John Mauro was called to speak.
Hearing not requests to speak, the public hearing was closed.

The Planning Commission discussed and considered comments on the Zoning Code Update for the following items:

MOTION
Recommend retaining the existing Administrative Office (CO) Zoning District with the clarification that hotels and motels are not permitted uses in this Zoning District.
Ayes: McKay, Mueller, Tanda, Martinez Beltran, Habib, Munoz Morris
Nays: Downey

MOTION
Recommend Development Standards to clarify hotel heights in various districts.
Ayes: Tanda, Martinez Beltran, Mueller, Habib
Nays: McKay, Downey, Munoz Morris

MOTION
Recommend retaining the existing Light Industrial Zoning District (IL).
Ayes: Unanimous
Nays: None

MOTION
Recommend adding a definition for the Traffic-Control Devices and add a reference to Chapter 10.16 of the City Morgan Hill Municipal Code in Chapter 18.88 - Signs.
Ayes: Unanimous
Nays: None

MOTION
Recommend adding language that would allow the Planning Commission authority to call up any decision made by the Director.

Ayes: Mueller
Nays: McKay, Downey, Tanda, Martinez Beltran, Habib, Munoz Morris

MOTION
Recommend deleting the Calls for Review section.
Ayes: Tanda, Munoz Morris, Downey
Nays: Martinez Beltran, McKay, Muller, Habib

MOTION
Recommend continuing this item to the next regular Planning Commission meeting.
Ayes: Martinez Beltran, Mueller
Nays: Downey, Munoz Morris, Habib, McKay, Tanda

MOTION
Recommend City Council approve the Zoning Ordinance as amended.
Ayes: McKay, Downey, Tanda, Martinez Beltran, Habib, Munoz Morris
Nays: Mueller

RESULT:	**ADOPTED AS AMENDED [6 TO 1]**
MOVER:	Juan Miguel Munoz Morris, Planning Commissioner
SECONDER:	Mohammad Habib, Planning Commissioner
AYES:	McKay, Downey, Tanda, Martinez Beltran, Habib, Munoz Morris
NAYS:	Mueller

ANNOUNCEMENTS

None.

ADJOURNMENT

There being no further business, Chair McKay adjourned the meeting at 12:10 a.m.

MINUTES PREPARED BY:

Jenna Luna, Minutes Clerk

DRAFT

CITY OF MORGAN HILL

Meeting Minutes
Planning Commission

John McKay - Chairman
Liam Downey - Vice Chairman
Joseph Mueller - Planning Commissioner
Wayne Tanda - Planning Commissioner
Yvonne Martinez Beltran - Planning Commissioner
Mohammad Habib - Planning Commissioner
Juan Miguel Munoz Morris - Planning Commissioner

Tuesday, May 8, 2018 7:00 pm

Council Chamber
17555 Peak Avenue, Morgan Hill, CA 95037

CALL TO ORDER

ROLL CALL ATTENDANCE

Attendee Name	Title	Status	Arrived
John McKay	Chairman	Absent	
Liam Downey	Vice Chairman	Present	
Joseph Mueller	Planning Commissioner	Present	
Wayne Tanda	Planning Commissioner	Absent	
Yvonne Martinez Beltran	Planning Commissioner	Present	
Mohammad Habib	Planning Commissioner	Present	
Juan Miguel Munoz Morris	Planning Commissioner	Present	

DECLARATION OF POSTING AGENDA

Minutes Clerk Luna Declared the posting of the Agenda.

PLEDGE OF ALLEGIANCE

Commissioner Martinez Beltran Lead the Pledge of Allegiance

OPEN PUBLIC COMMENT PERIOD

Vice Chair Downey opened the Public Comment period.

Robert Pesh was called to speak.

Chris Ghione was called to speak.

Hearing no further requests to speak, the public comment period was closed.

ORDERS OF THE DAY

PUBLIC HEARINGS

CONSENT AGENDA

1. APPROVE THE APRIL 24, 2018 MEETING MINUTES

Recommendation:

Approve Minutes.

RESULT:	**CONTINUED [UNANIMOUS]**
MOVER:	Joseph Mueller, Planning Commissioner
SECONDER:	Mohammad Habib, Planning Commissioner
AYES:	Downey, Mueller, Martinez Beltran, Habib, Munoz Morris
ABSENT:	McKay, Tanda

OTHER BUSINESS

2. FINDING OF CONSISTENCY - FY 2018/19 THROUGH FY 2023/24 PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP)

Recommendation:

1. Receive report on proposed FY 2018/19 through FY 2023/24 Capital Improvement Program (CIP); and,
2. Adopt Resolution accepting CIP and make a Finding of Consistency with the General Plan.

Deputy Director for Engineering Scott Creer and Interim Deputy City Manager Chris Ghione presented the staff report.

Vice Chair Downey opened the public comment period at 7:23 p.m., hearing no requests to speak the public comment period was closed.

MOTION
Recommend acceptance of the City's Capital Improvement Program for Fiscal Years 2018/19 through 2023/24 and find the Years 2018/19 and 2019/20 consistent with the General Plan.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Joseph Mueller, Planning Commissioner
SECONDER:	Yvonne Martinez Beltran, Planning Commissioner
AYES:	Downey, Mueller, Martinez Beltran, Habib, Munoz Morris
ABSENT:	McKay, Tanda

3. <u>PLANNING COMMISSION DISCUSSION: CALIFORNIA HOUSING ACCOUNTABILITY ACT AND THE RESIDENTIAL DEVELOPMENT CONTROL SYSTEM (RDCS)</u>

Recommendation:

1. Planning Commission to discuss:
   a. RDCS Ordinance; and,
   b. Housing Accountability Act.
2. Planning Commission to establish a start time for the RDCS Competition Manual workshops to be held on May 29, 2018 and June 12, 2018.

Principal Planner Gina Paolini and Housing Manager Rebecca Garcia presented the staff report.

Vice Chair opened the public comment period at 8:44 p.m.
Dick Oliver was called to speak.
Kerry Williams was called to speak.
Hearing no further requests to speak the public comment period was closed.

The Commission discussed the Residential Development Control System Ordinance and the Housing Accountability Act.

RESULT:	**NO ACTION TAKEN**

ANNOUNCEMENTS

Staff will bring the allotment discussion forward with recommendations for the Commission to consider on May 22, 2018.

ADJOURNMENT

There being no further business, Vice Chair Downey adjourned the meeting at 10:02 p.m.

MINUTES PREPARED BY:

Jenna Luna, Minutes Clerk

CITY OF MORGAN HILL

PLANNING COMMISSION STAFF REPORT
MEETING DATE: June 12, 2018

PREPARED BY: Gina Paolini, Interim Principal Planner
APPROVED BY: Jennifer Carman, Community Development Director

SELECTION OF PLANNING COMMISSION CHAIR AND VICE-CHAIR

RECOMMENDATION(S)
Select members to serve as Chair and Vice-Chair of the Planning Commission for a one-year term.

PROJECT SUMMARY

Pursuant to City Council Policy CP 96-02, the Planning Commission must select a Chairperson and Vice-Chair to serve one-year terms beginning in June of each year. That policy provides that the member serving the longest on the Commission without having previously served as Chair within the prior 4 years will serve as the Chairperson. The member second in seniority who has not yet served during the previous four years as Chair will serve as Vice-Chair. The policy further states that if the member serving as Vice-Chair is on the Commission at the time the next Chair is selected, he or she will become Chair the following year. Prior to serving as Chair, a member must have been on the Commission at least one year.

Commission Member	Date of Appointment
Joseph Mueller	January 28, 1989
Wayne Tanda	April 25, 2007
John McKay	May 18, 2011
Liam Downey	August 5, 2015
Yvonne Martinez Beltran	January 18, 2017
Mohammad Habid	May 3, 2017
Juan Miguel Munoz Morris	June 21, 2017

Planning Commission Chair (prior 4 years)	
2014/15	Rene Spring
2015/16	Joseph Mueller
2016/17	Wayne Tanda
2017/18	John McKay

A Commissioner will be eligible to serve another term as Chair and Vice-Chair provided at least four years have transpired since having previously served as Chair or Vice-Chair. The period may be reduced by one-year increments if no other Commissioner is eligible or declines the position.

Based on City Council policy, Commissioner Downey should be selected to serve as Chair being the most senior member of the Commission not having served in the prior years, and Commissioner Martinez Beltran would serve as Vice-Chair. The Chair and Vice-Chair terms are for one-year, until June 1, 2019.

LINKS/ATTACHMENTS:

1. CP-96-02

CITY OF MORGAN HILL
CITY COUNCIL POLICIES AND PROCEDURES

CP 96-02

SUBJECT: POLICY REGARDING TERM AND SELECTION OF CHAIR AND VICE CHAIR OF CITY BOARDS AND COMMISSIONS

DATE: APRIL 17, 1996

REVISION DATE: DECEMBER 15, 1999, REVIEWED JUNE 27, 2007; AMENDED APRIL 16, 2008

ORIGINATING DEPT: CITY CLERK

In order to provide an efficient method for the selection of Chair and Vice-Chair from the members of the Boards and Commissions, it shall be the policy of the City Council of Morgan Hill to have these officers serve a one (1) year term beginning the first regular meeting date when the Boards and Commissions reorganize; following City Council appointments. A rotation system shall be followed in the selection of the Chair and Vice-Chair. The member who has served the longest on the Board or Commission without serving as Chair during the previous four (4) years shall be selected for the position of Chair. The member second in seniority who has not yet served during the previous four (4) years as Chair shall become Vice-Chair. If the member selected as Vice-Chair is on the Board or Commission at the time the next Chair is selected he/she shall become Chair.

Prior to selection as Chair, a Board or Commission member must serve a minimum of twelve (12) months on the Board or Commission. Each member's seniority shall begin upon the effective date of that member=s appointment to the Board or Commission. If two (2) or more members have equal seniority, the Board or Commission shall make the selection. In the event a member otherwise eligible for selection declines the position, the member next in seniority shall be selected. A Board or Commission member will be eligible to serve another term as Chair and Vice Chair provided at least four (4) years have transpired since having previously served as Chair or Vice Chair respectively. Such period may be reduced by one year increments if no other Board or Commission member is eligible to serve due to a recent appointment or because a member otherwise eligible for selection declines the position. If two or more members are eligible to serve another term as Chair, the member who has served the longest on the Board or Commission since having previously served as Chair shall be first in seniority to serve another term as Chair and Vice Chair.

This policy shall remain in effect until modified by the City Council.

APPROVED: ______________________
STEVE TATE, MAYOR

S:\POLICIES\CITY COUNCIL POLICIES\CP-96-02 TERM & SELECTION OF CHAIR AND VICE CHAIR.DOC

CITY OF MORGAN HILL

PLANNING COMMISSION STAFF REPORT
MEETING DATE: June 12, 2018

PREPARED BY: Cynthia Hasson, Assistant City Attorney
APPROVED BY: Jennifer Carman, Community Development Director

RULES FOR THE CONDUCT OF PLANNING COMMISSION MEETINGS

RECOMMENDATION(S)

1. Consider and discuss Rules for the Conduct of Planning Commission Meetings
2. Recommend approval by the City Council

BACKGROUND:
Most legislative bodies have rules or by-laws to guide the conduct of their meetings. City Council adopted a set of rules for the conduct of City Council meetings in 1997 (CP-97-01) (see attached), but the Planning Commission does not have a similar set of rules for its meetings. The Commission has discussed the idea of adopting rules for its meetings.

ANALYSIS:
Proposed "Rules for the Conduct Planning Commission Meetings" is attached. These proposed rules are based on the City Council adopted rules for the conduct of City Council Meetings. It is recommended that the Commission review and discuss adopting the Rules for the Conduct of Planning Commission Meetings subject to approval of City Council. The purpose of these rules is to provide procedures consistent with the Ralph M. Brown Act, establish procedures which will be convenient for the public, be fair to all Commissioners, and contribute to the orderly conduct of City business.

CEQA (California Environmental Quality Act):
This action is not a Project because it is an administrative activity.

LINKS/ATTACHMENTS:
1. CP-97-01 CC conduct
2. PC conduct -add election of officers

CITY OF MORGAN HILL
CITY COUNCIL POLICIES AND PROCEDURES

CP-97-01

SUBJECT: **RULES FOR THE CONDUCT OF CITY COUNCIL MEETINGS**

DATE: **May 7, 1997 (Revised January 21, 1998; April 1, 1998; April 26, 2000; November 7, 2001; October 16, 2002),** REVIEWED JUNE 27, 2007

SECTION 1. SCOPE

1.1 These rules shall establish the procedures for the conduct of all meetings of the City Council of the City of Morgan Hill. The purpose of these rules are to provide procedures consistent with the Ralph M. Brown Act, establish procedures which will be convenient for the public, be fair to all members of the City Council and contribute to the orderly conduct of City business.

SECTION 2. MEETINGS

2.1 Open to Public. All meetings of the City Council, whether regular or special, shall be open to the public, unless a closed session is scheduled as authorized by Law.

2.2 Regular Meetings. The City Council shall conduct its regular meetings at the time and place established by ordinance or resolution if specified in the ordinance. Regular meetings shall not continue beyond the hour of 11:00 p.m. unless extended by a majority vote of the City Council pursuant to Section 5.3 of this policy.

2.3 Special Meetings. A special meeting may be called at any time by the Mayor or Presiding Officer of the City Council or by three members of the City Council. Written notice of any such meeting must specify the purpose of the meeting and be signed by the Mayor or members making the call. Notice of the meeting must be made in accordance with the Law.

2.4 Closed Sessions. The City Council may hold closed sessions during a regular or special meeting, or at any time authorized by Law, to consider or hear any matter which is authorized by law.

2.5 Quorum. Three (3) members of the City Council shall constitute a quorum and shall be sufficient to transact business. If less than three Council members appear at a regular meeting, the Mayor, Mayor Pro Tempore in the absence of the Mayor, any member, or in the absence of all members, the City Clerk or Deputy City Clerk, shall adjourn the meeting to a stated day and hour.

Business of the City Council may be conducted with a minimum of three members being present; however, matters requiring the expenditure of City funds must receive three affirmative votes for approval.

2.6 Adjourned Meetings. The City Council may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment and permitted by Law.

SECTION 3. POSTING NOTICE AND AGENDA

3.1 Posting of Notice and Agenda. For every regular or special meeting, the City Clerk or other authorized person, shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. This notice and agenda may be combined in a single document.

3.2 Location of Posting. The notice and agenda shall be posted in a place to which the public has unrestricted access during at least normal business hours and where the notice and agenda are not likely to be removed or obscured by other posted material.

3.3 Posting for Regular Meetings. For any regular meeting of the City Council, the notice and agenda shall be posted no later than seventy-two (72) hours prior to the time set for the meeting.

3.4 Posting for Special Meetings. For any special meetings of the City Council, the notice and agenda shall be posted no later than twenty-four (24) hours prior to the time for the meeting.

SECTION 4. AGENDA CONTENTS

4.1 Description of Matters. All items of business to be discussed at a meeting of the City Council shall be briefly described on the agenda. The description should set forth as clearly as practical a description of the item and the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.

4.2 Availability of the Agenda to the Public. The agenda for any regular or special meeting shall be made available to the general public as soon as it is practical after delivery to the members of the City Council.

4.3 Limitation to Act on Only Items on the Agenda. No action shall be taken by the City Council on any item not on the posted agenda, subject only to the exceptions listed below:

A. Upon a majority determination that an "emergency situation" (as defined by State Law) exists; and

B. Upon a determination by a 4/5 vote of the City Council that there is a need to take immediate action and that the need to take the action came to the attention of City officials subsequent to posting of the agenda.

SECTION 5. ORDER OF BUSINESS

5.1 The order of business at meetings of the City Council shall be as follows:

A. CALL TO ORDER

B. ROLL CALL ATTENDANCE

C. DECLARATION OF POSTING OF AGENDA

D. WORKSHOP (5:00-6:00 p.m., or as deemed appropriate)

E. CLOSED SESSION (6:00-7:00 p.m., or as deemed appropriate)
Closed Sessions of the City Council can only be held for matters specifically authorized by Law. At times, Closed Sessions may have to be held in an order different than presented due to the timeliness of the matter, to save the City money when an outside attorney has been retained or due to the need for extra time to discuss and deliberate an important closed session item. Closed session items may be continued to the conclusion of the agenda.

Closed sessions, as part of the Redevelopment Agency (RDA) meetings (fourth Wednesdays of the month), will be held at the conclusion of the RDA business meeting.

F. SILENT INVOCATION

G. PLEDGE OF ALLEGIANCE

H. PROCLAMATIONS/RECOGNITIONS

I. CITY COUNCIL REPORTS
These are updates on activities of individual members of the Council and are non-action items

J. CITY MANAGER REPORTS
These are updates on current City activities, reports on issues raised at previous Council meetings or special recognitions. These are non-action items.

K. CLOSED SESSION ANNOUNCEMENTS/CITY ATTORNEY REPORT
These are updates on reportable actions of the City Council in Closed Sessions and/or current litigation.

L. OTHER REPORTS
These are items that may include the Financial Report or Special Report from a City operating department.

M. PUBLIC COMMENT

This item refers to those matters not scheduled on the agenda where a member of the public wants to address a matter of importance to the City Council. Since the matter is not one on the agenda, no action by Council can be taken. If a member of Council so desires, the matter can be placed on the agenda of a future Council meeting for review and consideration.

N. CONSENT CALENDAR

These are items of a routine or generally uncontested nature. Any member of the Council or member of the public may request to have an item pulled from the Consent Calendar and acted on individually by the Council. Items pulled will be discussed after action is taken on the balance of the Consent Calendar and before moving on to public hearings.

O. LEGALLY NOTICED PUBLIC HEARINGS

These matters are ones that are duly noticed and published in a newspaper of general circulation and, where required by Law, written notice is given to the affected residents who have the opportunity to speak in favor or against a matter or ask questions about the matter.

P. INTRODUCTION OF ORDINANCES

These are matters requiring the introduction, or "first reading" of an ordinance of the City Council of the City of Morgan Hill.

Q. OTHER BUSINESS

These are other matters of City business which are not appropriately placed on the consent calendar requiring Council action and direction.

R. ROLL CALL VOTES

These matters are ordinances previously introduced and require "second reading" and adoption.

Q. CLOSED SESSION

Continued closed session for matters not concluded earlier in the evening.

T. FUTURE CITY COUNCIL AGENDA ITEMS

These are items which members of the City Council wish to have placed on future agendas.

U. ADJOURNMENT

5.2 Change in Order of Business. The Mayor or Presiding Officer may decide to take matters listed on the agenda out of the prescribed order unless a majority of members present object to this variation.

5.3 Review Status of Agenda at 11:00 p.m. If, at the hour of 11:00 p.m., the City Council has not concluded its business, it shall review the status of the agenda and determine by majority vote whether to extend the meeting beyond the hour of 11:00 p.m., continue any remaining items, or adjourn the meeting to another date and time.

SECTION 6. PUBLIC COMMENT

6.1. Public Comment. Persons present at meetings of the City Council may comment on individual items on the agenda at the time the items are scheduled to be heard. In addition, comments may be offered on items not on the agenda under that portion of the agenda identified for public comment.

6.2 Limitations. The public comment period shall be 3 minutes for items on the agenda or items not listed on the agenda. The Mayor or Presiding Officer may allow more time unless a majority of the City Council objects.

6.3 Procedure

A. To address the City Council, each speaker is requested to fill out a Speaker Request Card before discussion on the agenda item begins. The card shall contain the name and city of residence of the speaker, the subject or subjects upon which the speaker wishes to address the City Council and shall be signed by the speaker. The card should be turned in to the City Clerk before the item is heard by the City Council. The City Clerk will provide the card to the Mayor or Presiding Officer.

B. Upon addressing the City Council, each speaker is required to first state his or her name and city of residence.

SECTION 7. PROCEDURES FOR THE CONDUCT OF MEETINGS

7.1 Role of the Mayor/Presiding Of Officer

A. The Presiding Officer of the City Council, who shall be the Mayor or in the Mayor's absence shall be the Mayor Pro Tempore, or in their absence any other designated member of the City Council, shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Presiding Officer to ensure that the rules of operation and decorum contained herein are observed. The Presiding Officer shall maintain control of communication between Council Members and between the Council, staff and public.

B. Communication with Council Members

1. Council Members should request the floor from the Presiding Officer before speaking.

2. When one member of the Council has the floor and is speaking, other Council Members shall not interrupt or otherwise disturb the speaker.

3. With the concurrence of the Mayor, a Council Member holding the floor may address a question to another Council Member. The Council Member being questioned may or may not respond while the floor is still held by the Council Member asking the question. The reply shall be limited to the question asked.

C. Communication with Members of the Public Addressing the Council

1. The Mayor or Presiding Officer shall open the floor for public testimony as appropriate.

2. Council Members may question a person addressing the Council at the conclusion of the person's comments or upon expiration of the person's time to speak. Such questions should be directed to the person through the Presiding Officer unless the Presiding Officer grants the Council Member permission to directly question the person.

3. Staff members, through the City Manager, shall be a resource to the City Council to answer questions arising during discussions between Council Members and between Council Members and members of the public. Communications in this regard shall be through the Presiding Officer.

4. Members of the public shall direct their questions and comments through the Presiding Officer.

7.2 Rules of Order. The City Council adopts no specific rules of order except those listed herein. The City Council shall refer to *The Standard Code of Parliamentary Procedure* by Alice Sturgis (McGraw Hill) as a guide for the conduct of meetings. The Sturgis guideline regarding not requiring seconds for governmental bodies' motions, resolutions or ordinances is not adopted as the rule in the City. The Mayor or Presiding Officer has the discretion to impose reasonable rules at any particular meeting based upon facts and circumstances found at any particular meeting. These latter rules will be followed unless objected to by a majority of the City Council members present.

7.3 Motions. The Mayor or any member of the City Council may bring a matter of business on the agenda before the Council by making a motion. Before the matter can be considered or debated it must be seconded. Once the motion has been properly made and seconded, the Presiding Officer shall open the matter for full debate offering the first opportunity to debate to the moving party and, thereafter, to any Council Member recognized by the Mayor or Presiding Of Officer. Debate shall be closed upon consent of a majority of the Council.

7.4 Reconsideration. Immediately after a vote on a matter, any member of the City Council may request to have his/her vote changed on a matter before the Council moves on to the next item. Such a request will be granted by the Mayor or Presiding Officer unless a majority of the Council objects.

A matter may be reconsidered by the City Council if a member on the prevailing side of the vote requests reconsideration. Such a motion may be made at a meeting where such action is taken or at a subsequent meeting of the Council, however, nothing in this policy precludes the majority of members of the City Council from requesting reconsideration of any item.

7.5 Debate.

A. The discussions and deliberations at meetings of the City Council are to secure the mature judgement of Council members on proposals submitted for decision. This purpose is best served by the exchange of thought through discussion and debate.

Debate is regulated by these rules in order to assure every member a reasonable and equal opportunity to be heard.

B. Obtaining the Floor for Debate.

As soon as a debatable motion has been stated to the Council by the Mayor or Presiding Officer, any member of the Council has a right to discuss it after obtaining the floor. The member obtains the floor by seeking recognition from the Mayor or Presiding Officer. A member who has been recognized is entitled to be heard so long as he/she observes the rules of debate.

C. Speaking More Than Once.

To encourage the full participation of all members of the Council, no member or members shall be permitted to monopolize the discussion of the question. If a Council member has already spoken and other members wish to speak, the latter members should be recognized in preference to the member who has already spoken. However, if no other members seek recognition, the Mayor or Presiding Officer may recognize the member who has already spoken.

D. Relevancy of Debate.

All discussion must be relevant to the motion before the City Council. A member is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. The Mayor or Presiding Officer should then direct the speaker to limit discussion to the question before the City Council.

A motion-its nature or consequences-may be attacked vigorously. But, it is never permissible to attack the motives, character, or personality of a member either directly or by innuendo or implication. It is the duty of the Mayor or Presiding Officer instantly to stop any member who engages in personal attacks. It is the motion, not its proposer, that is the subject of debate. Meetings must discuss measures and ideas, not people.

Arguments, for or against a measure, should be stated as concisely as possible.

Debate must be fundamentally impersonal. All discussion is addressed to the Mayor or Presiding Officer and must never be directed to any individual.

E. Mayor's Duties During Debate.

The Mayor or Presiding Officer has the responsibility of controlling and expediting debate. A Council member who has been recognized to speak on a question has a right to the undivided attention of the Council.

It is the duty of the Mayor or Presiding Officer to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

SECTION 8. ITEMS TO BE PLACED ON THE AGENDA

8.1 Council Members. Any member of the City Council may request to have any matter that can be legally agendized to be placed on the agenda of the City Council by requesting same of the City Manager or his/her designee at least 8 working days before the next City Council meeting. Any background materials or information relating to the matter should be provided to the City Clerk for distribution to the City Council as part of the agenda packets for the meeting. The only limitation on placement of items on the agenda is as noted in Section 7.4.

Members of the Council may also place items on the agenda by indicating their desire to do so under that portion of the City Council agenda designated, "Future City Council Agenda Items."

8.2 City Manager. The City Manager shall indicate on each agenda of the City Council those items being considered for placement on future meetings of the City Council. The City Council may determine to hold over any matter from a future agenda.

The City Manager may hold over an item for a future agenda if he/she determines that the matter is incomplete based upon subsequent information.

SECTION 9. DECORUM

9.1 Council Members. Members of the City Council value and recognize the importance of the trust invested to them by the public to accomplish the business of the City. Council Members shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the City Council.

9.2 City Employees. Members of City staff shall observe the same rules of order and decorum applicable to the City Council. City staff shall act at all times in a business and professional manner towards Council Members and members of the public.

9.3 Public. Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council.

9.4 Noise in the Chambers. Noise emanating from the audience within the Council Chambers or lobby area, which disrupts City Council meetings, shall not be permitted.

9.5 Sergeant-at-Arms. The Chief of Police shall be ex-officio Sergeant-at-Arms of the City Council.

SECTION 10. VIOLATIONS OF PROCEDURES

Nothing in these policies and procedures shall invalidate a properly noticed and acted upon action of the City Council in accordance with State Law.

This Policy Shall remain in effect until modified by the City Council.

APPROVED:

DENNIS KENNEDY, Mayor

CITY OF MORGAN HILL
PLANNING COMMISSION POLICIES AND PROCEDURES

SUBJECT: RULES FOR THE CONDUCT OF PLANNING COMMISSION MEETINGS

DATE: June , 2018

SECTION 1. SCOPE

1.1 These rules shall establish the procedures for the conduct of all meetings of the Planning Commission of the City of Morgan Hill. The purpose of these rules is to provide procedures consistent with the Ralph M. Brown Act, establish procedures which will be convenient for the public, be fair to all Commissioners and contribute to the orderly conduct of City business.

SECTION 2. MEETINGS

2.1 Open to Public. All meetings of the Planning Commission, whether regular or special, shall be open to the public, unless a closed session is scheduled as authorized by law.

2.2 Regular Meetings. The Planning Commission shall conduct its regular meetings at the time and place established by ordinance or resolution if specified in the ordinance. Regular meetings shall not continue beyond the hour of 11:00 p.m. unless extended by a majority vote of the Planning Commission pursuant to Section 5.3 of this policy.

2.3 Special Meetings. A special meeting may be called at any time by the Community Development Director or by three Commissioners. Written notice of any such meeting must specify the purpose of the meeting and be signed by the Community Development Director or Commissioners making the call. Notice of the meeting must be made in accordance with the law.

2.4 Quorum. Four (4) Commissioners shall constitute a quorum and shall be sufficient to transact business. If less than four Commissioners appear at a regular meeting, the Chair, Vice Chair in the absence of the Chair, any Commissioner, or in the absence of all Commissioners, the Deputy City Clerk, shall adjourn the meeting to a stated day and hour.

2.5 Adjourned Meetings. The Planning Commission may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment and permitted by law.

SECTION 3. POSTING NOTICE AND AGENDA

3.1 Posting of Notice and Agenda. For every regular or special meeting, the Deputy City Clerk or other authorized person, shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. This notice and agenda may be combined in a single document

3.2 Location of Posting. The notice and agenda shall be posted in a place to which the public has unrestricted access during at least normal business hours and where the notice and agenda are not likely to be removed or obscured by other posted material.

3.3 Posting for Regular Meetings. For any regular meeting of the Planning Commission, the notice and agenda shall be posted no later than seventy-two (72) hours prior to the time set for the meeting.

3.4 Posting for Special Meetings. For any special meetings of the Planning Commission, the notice and agenda shall be posted no later than twenty-four (24) hours prior to the time for the meeting.

SECTION 4. AGENDA CONTENTS

4.1 Description of Matters. All items of business to be discussed at a meeting of the Planning Commission shall be briefly described on the agenda. The description should set forth as clearly as practical a description of the item and the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.

4.2 Availability of the Agenda to the Public. The agenda for any regular or special meeting shall be made available to the general public as soon as it is practical after delivery to the Commissioners.

4.3 Limitation to Act on Only Items on the Agenda. No action shall be taken by the Planning Commission on any item not on the posted agenda.

SECTION 5. ORDER OF BUSINESS

5.1 The order of business at meetings of the Planning Commission shall be as follows:

A. CALL TO ORDER

B. ROLL CALL ATTENDANCE

C. DECLARATION OF POSTING OF AGENDA

D. WORKSHOP (5:00-6:00 p.m., or as deemed appropriate)

E. PLEDGE OF ALLEGIANCE

F. PUBLIC COMMENT

This item refers to those matters not scheduled on the agenda where a member of the public wants to address a matter of importance to the Planning Commission. Since the matter is not one on the agenda, no action by Commission can be taken. If a Commissioner so desires, the matter can be placed on the agenda of a future Commission meeting for review and consideration.

G. CONSENT CALENDAR

These are items of a routine or generally uncontested nature. Any Commissioner or member of the public may request to have an item pulled from the Consent Calendar and acted on individually by the Commission. Items pulled will be discussed after action is taken on the balance of the Consent Calendar· and before moving on to public hearings.

H. LEGALLY NOTICED PUBLIC HEARINGS

These matters are ones that are duly noticed and published in a newspaper of general circulation and, where required by Law, written notice is given to the affected residents who have the opportunity to speak in favor or against a matter or ask questions about the matter.

I. OTHER BUSINESS

These are other matters of City business which are not appropriately placed on the consent calendar requiring Commission action and direction.

J. ADJOURNMENT

5.2 Change in Order of Business. The Chair may decide to take matters listed on the agenda out of the prescribed order unless a majority of Commissioners present object to this variation.

5.3 Review Status of Agenda at 11:00 p.m. If, at the hour of 11:00 p.m., the Planning Commission has not concluded its business, it shall review the status of the agenda and determine by majority vote whether to extend the meeting beyond the hour of 11:00 p.m., continue any remaining items, or adjourn the meeting to another date and time.

SECTION 6. PUBLIC COMMENT

6.1 Public Comment. Persons present at meetings of the Planning Commission may comment on individual items on the agenda at the time the items are scheduled to be heard. In addition, comments may be offered on items not on the agenda under that portion of the agenda identified for public comment

6.2 Limitations. The public comment period shall be 3 minutes for items on the agenda or items not listed on the agenda. The Chair may allow more time, or reduce the time allotted, unless a majority of the Planning Commission objects.

6.3 Procedure. In order to assist in processing comments from the public, each speaker who wishes to address the Planning Commission is requested to fill out a Speaker Request Card before discussion on the agenda item begins. The card requests the name and city of residence of the speaker, the subject or subjects upon which the speaker wishes to address the Planning Commission, and the signature of the speaker. No member of the public shall be denied the opportunity to speak for failure to complete the Speaker Request Card, but enough information needs to be provided to identify when it is the persons turn to speak. The card should be turned in to the Deputy City Clerk before the item is heard by the Planning Commission. The Deputy City Clerk will read the card when prompted by the Chair.

SECTION 7. APPOINTMENT OF OFFICERS

7.1 Commissioners shall meet in regular session and elect a chairperson and vice chairperson. The election shall be by a majority vote of the commission, to be held in June of each year. The term of service for these offices shall be one year, beginning in July of each year. No commissioner shall serve more than two consecutive full terms as chairperson.

SECTION 8. PROCEDURES FOR THE CONDUCT OF MEETINGS

8.1 <u>Role of the Chair/Presiding of Officer</u>

A. The Presiding Officer of the Planning Commission, who shall be the Chair or in the Chair's absence shall be the Vice Chair, or in their absence any other designated Commissioner, shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Presiding Officer to ensure that the rules of operation and decorum contained herein are observed. The Presiding Officer shall maintain control of communication between Commissioners and between the Commission, staff and public.

B. Communication with Commissioners

1. Commissioners should request the floor from the Presiding Officer before speaking.

2. When one Commissioner has the floor and is speaking, other Commissioners shall not interrupt or otherwise disturb the speaker.

3. With the concurrence of the Chair, a Commissioner holding the floor may address a question to another Commissioner. The Commissioner being questioned may or may not respond while the floor is still held by the Commissioner asking the question. The reply shall be limited to the question asked.

C. Communication with Members of the Public Addressing the Commission

1. The Chair shall open the floor for public testimony (typically referred to as public comment) as appropriate.

2. Commissioners may question a person addressing the Commission at the

conclusion of the person's comments or upon expiration of the person's time to speak. Such questions should be directed to the person through the Presiding Officer unless the Presiding Officer grants the Commissioner permission to directly question the person.

3. Staff shall be a resource to the Planning Commission to answer questions arising during discussions between Commissioners and between Commissioners and members of the public. Communications in this regard shall be through the Presiding Officer.

4. Members of the public shall direct their questions and comments through the Presiding Officer.

8.2 Rules of Order. The Planning Commission adopts no specific rules of order except those listed herein. The Planning Commission shall refer to *The Standard Code of Parliamentary Procedure* by Alice Sturgis (McGraw Hill) as a guide for the conduct of meetings. The Sturgis guideline regarding not requiring seconds for governmental bodies' motions, resolutions or ordinances is not adopted as the rule in the City. The Chair has the discretion to impose reasonable rules at any particular meeting based upon facts and circumstances found at any particular meeting. These latter rules will be followed unless objected to by a majority of the Commissioners present.

8.3 Motions. The Chair or any Commissioner may bring a matter of business on the agenda before the Commission by making a motion. Before the matter can be considered or debated it must be seconded. Once the motion has been properly made and seconded, the Presiding Officer shall open the matter for full debate offering the first opportunity to debate to the moving party and, thereafter, to any Commissioner recognized by the Chair or Presiding of Officer. Debate shall be closed upon consent of a majority of the Commission.

8.4 Reconsideration. Immediately after a vote on a matter, any Commissioner may request to have his/her vote changed on a matter before the Commission moves on to the next item. Such a request will be granted by the Chair unless a majority of the Commission objects.

A matter may be reconsidered by the Planning Commission if a Commissioner on the prevailing side of the vote requests reconsideration. Such a motion may be made at a meeting where such action is taken or at a subsequent meeting of the Commission, however, nothing in this policy precludes the majority of Commissioners from requesting reconsideration of any item.

8.5 Debate.

A. The discussions and deliberations at meetings of the Planning Commission are to secure the mature judgement of Commissioners on proposals submitted for decision. This purpose is best served by the exchange of thought through discussion and debate.

Debate is regulated by these rules in order to assure every Commissioner a reasonable and equal opportunity to be heard.

B. Obtaining the Floor for Debate.

As soon as a debatable motion has been stated to the Commission by the Chair, any Commissioner has a right to discuss it after obtaining the floor. The Commissioner obtains the floor by seeking recognition from the Chair. A Commissioner who has been recognized is entitled to be heard so long as he/she observes the rules of debate.

C. Speaking More Than Once.

To encourage the full participation of all of the Commissioners, no Commissioner or Commissioners shall be permitted to monopolize the discussion of the question. If a Commissioner has already spoken and other Commissioners wish to speak, the latter Commissioners should be recognized in preference to the Commissioner who has already spoken. However, if no other Commissioners seek recognition, the Chair may recognize the Commissioner who has already spoken.

D. Relevancy of Debate.

All discussion must be relevant to the motion before the Planning Commission. A Commissioner is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. The Chair should then direct the speaker to limit discussion to the question before the Planning Commission.

A motion-its nature or consequences-may be attacked vigorously. But, it is never permissible to attack the motives, character, or personality of a Commissioner either directly or by innuendo or implication. It is the duty of the Chair instantly to stop any Commissioner who engages in personal attacks. It is the motion, not its proposer, that is the subject of debate. Meetings must discuss measures and ideas, not people.

Arguments, for or against a measure, should be stated as concisely as possible.

Debate must be fundamentally impersonal. All discussion is addressed to the Chair and must never be directed to any individual

E. Chair's Duties During Debate.

The Chair has the responsibility of controlling and expediting debate. A Commissioner who has been recognized to speak on a question has a right to the undivided attention of the Commission.

It is the duty of the Chair to keep the subject clearly before the Commissioners, to rule out irrelevant discussion, and to restate the question whenever necessary.

SECTION 9. ITEMS TO BE PLACED ON THE AGENDA

9.1 Commissioners. Any Commissioner may at any time request to have any matter that can be legally agendized to be placed on the agenda of the Planning Commission by submitting a memo to the Community Development Director. The memo should be succinct, describe the issue, and the proposed referral.

9.2 Any background materials or information relating to the matter should be provided by the referring Commissioner to the Deputy City Clerk for distribution to the Planning Commission and public as part of the agenda packets for the meeting.

9.3 The Community Development Director will place the item on the next available Planning Commission meeting agenda.

9.4 At the meeting at which the referral is agendized, the Planning Commission will consider the proposal and vote on its disposition. A majority of those present are necessary to formally refer an item to the City Staff. Staff will indicate if the referral is inappropriate or otherwise unattainable which shall be considered by the Planning Commission during its deliberation.

SECTION 10. DECORUM

10.1 Commissioners. Commissioners value and recognize the importance of the trust invested to them by the public to accomplish the business of the City. Commissioners shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the Planning Commission.

10.2 City Employees. City staff and consultants shall observe the same rules of order and decorum applicable to the Planning Commission. City staff shall act at all times in a business and professional manner towards Commissioners and members of the public.

10.3 Public. Members of the public attending Planning Commission meetings shall observe the same rules of order and decorum applicable to the Planning Commission.

10.4 Noise in the Chambers. Noise emanating from the audience within the Commission Chambers or lobby area, which disrupts Planning Commission meetings, shall not be permitted.

10.5 Sergeant-at-Arms. The Chief of Police shall be ex-officio Sergeant-at-Arms of the Planning Commission.

SECTION 11. VIOLATIONS OF PROCEDURES

Nothing in these policies and procedures shall invalidate a properly noticed and acted upon action of the Planning Commission in accordance with State Law.

This Policy Shall remain in effect until modified by the City Council.

CITY OF MORGAN HILL

PLANNING COMMISSION STAFF REPORT
MEETING DATE: June 12, 2018

PREPARED BY: Gina Paolini, Interim Principal Planner
APPROVED BY: Jennifer Carman, Community Development Director

HOLIDAY SCHEDULE

RECOMMENDATION(S)

Consider the cancellation of meetings.

PROJECT SUMMARY

Prior to the beginning of the summer months, the Planning Commission reviews their upcoming work program and considers the cancellation of a meeting or two during the summer. This past year, the Residential Development Control System (RDCS) work program and the Zoning Code Update have kept the Planning Commission very busy.

In reviewing the upcoming schedule, it is recommended that the Planning Commission take a summer break in July or August, with the following regular Planning Commission meeting dates for consideration:

- July 10, 2018
- July 24, 2018
- August 14, 2018
- August 28, 2018

The City Council has cancelled their regular meetings in August 2018 with only a special meeting potentially planned for the last week of August.