



## Planning Commission Meeting Guidelines

Andy Shiffrin (Chair)  
Sean Maxwell

**Planning Commissioners**  
Cyndi Dawson (Vice-Chair)  
Christian Nielsen

Miriam Greenberg  
Robert Singleton

**Director of Planning and Community Development:** Lee Butler

**Assistant Director:** Eric Marlatt

Visit the City's Web Site at [www.cityofsantacruz.com/planning](http://www.cityofsantacruz.com/planning) with links including City Advisory Body Meeting Agendas and Minutes, advisory body information and the Santa Cruz Municipal Code.

The City of Santa Cruz does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the City Clerk's Department at 420-5030 at least five days in advance so that we can arrange for such special assistance, or email [CityClerk@cityofsantacruz.com](mailto:CityClerk@cityofsantacruz.com). The Cal-Relay system number: 1-800-735-2922.

All interested persons are invited to present their oral or written statements at said hearing. For further information, please contact the Planning Department, 809 Center Street, Room 107, or phone the City Planning Dept. at (831) 420-5110.

### **THE FOLLOWING INFORMATION WILL AID YOU IN UNDERSTANDING THE PROCEDURES BY WHICH THE PLANNING COMMISSION CONDUCTS ITS BUSINESS:**

Please contact City staff prior to the meeting if you have questions about agenda items. The public input period is best used to present your views on an issue.

#### **Suggestions for speakers at meetings**

Prepare your comments beforehand for the most efficient use of your time; avoid repetition. If you are speaking about an item on the agenda, stay on the issue being considered by the advisory body. Relax – there's no need to be nervous. The advisory body truly wants to hear your comments and ideas. It does not expect a "professional" presentation.

### **ADDRESSING THE COMMISSION** *(City Council Handbook, p.20)*

- **Oral Communications**

*If you wish to speak to the Planning Commission about an item not on the agenda, but within their purview, you should do so under Oral Communications.*

- The presiding officer may set the time limit for members of the public to address the advisory body on any item not on the agenda. Total time may be revised by the presiding officer as needed for orderly conduct of business.
- Presentations will ordinarily be limited to **three minutes each**.
- Priority will be given to individuals who did not speak at the previous meeting's Oral Communications.
- Individuals may not speak more than once during Oral Communications.
- All speakers must address the entire body, and will not be permitted to engage in dialogue.
- The advisory body may not take action on oral communications, but may direct that the issue discussed be agendaized for a future meeting.

- **Individuals**

Persons addressing the Commission during Oral Communications or otherwise should, but are not required to, give their name in an audible tone of voice for the record and sign their name on the sign-up sheet provided for that purpose. Unless further time is granted by the presiding officer, the time limit shall be as stated in the agenda and/or as directed by the presiding officer. All remarks shall be addressed to the Council as a whole and not to any individual member. Without the permission of the presiding officer only Commissioners and the person addressing the Council shall be permitted to enter into any discussion.

- **Spokesperson for Group Presentations**

Organized groups that wish to make a presentation longer than the time allowed for in the agenda must contact the Planning Commission Administrator prior to the meeting. Contact can be made over the phone at (831)420-5110 or by email [cityplan@cityofsantacruz.com](mailto:cityplan@cityofsantacruz.com).

An individual who wishes additional time to speak on an agenda item on behalf of an organization or group should contact the Planning Commission Administrator prior to the meeting to request additional time. In return, the group speaker should encourage other group members to avoid extensive repeat comments. Additional time to speak may be granted by the presiding officer if a group speaker is making a request while the Planning Commission is in session.

- **Consent Agenda** *(City Council Handbook, p.8; PC Bylaws, Article IX, Section 2, General Conduct of Meetings, p.9)*

All items appearing on the Consent Agenda are considered to be routine and will be acted upon in one motion. Specific items may be removed by members of the advisory body or public for separate consideration and discussion.

- **General Meeting Conduct** *(City of Santa Cruz Administrative Procedure Order Section II #1B)*

While the advisory body is in session, all persons shall preserve order and decorum. Any person making personal, impertinent, or slanderous remarks, or becoming boisterous or otherwise disrupting the meeting shall be barred by the presiding officer from further attendance at said meeting unless permission for continued attendance is granted by a majority vote of the advisory body.

Every member of the public and every advisory body member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine comments to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate:

- a) We may disagree, but we will be respectful of one another.
- b) All comments will be directed to the issue at hand.
- c) Personal attacks should be avoided.

- **Order of General Business** *(City Council Handbook, p.8; PC Bylaws, Article IX, Section 2, General Conduct of Meetings, p.9)*

- The Chair announces the item.
- Staff presents the staff report and answers immediate member questions.
- Public Comment – Generally three minutes. Maximum total time may be set by the presiding officer.
- Advisory body deliberation and action.

- **Order of Public Hearings** *(City Council Handbook, p.8; PC Bylaws, Article IX, Section 2, General Conduct of Meetings, p.9)*

- The Chair announces the item.
- Staff presents the staff report and answers immediate member questions.
- Applicant Presentation – twenty minutes; time may be revised by the presiding officer. If an appeal, Appellant Presentation (if not the applicant) – twenty minutes; time may be revised by the presiding officer.
- Public Comment – Generally three minutes, organized groups may request and be granted additional time to speak by the presiding officer. Maximum total time may be set by the presiding officer. *(Planning Commission Bylaws, Section 5, p.11)* ▪ Advisory body deliberation and action.

- **Announcements** *(City of Santa Cruz Council Handbook, Decorum in City Council Meetings, p.10)*

The Chair or Members may make announcements of general interest to other Members or members of the public. These announcements may include, but not be limited to meeting schedule information, meetings of general community interest, or other general information.

No written material will be presented, no recommendations will be made, and no actions will be taken, although the advisory body may direct staff to report back with regard to an item that is the subject of an item for future discussion at a regular or special meeting.

- **Information Items** *(California Government Code Section 54954.2 (a), 54953)*

Information Items may be provided on an agenda. Typically, no action may be taken on Information Items; however, advisory body members may request that Information Items be placed on a future agenda for discussion and action, or take action by majority vote if in compliance with the Brown Act. Public comment will be welcome on any Information Item. Time limits will be established by the Chair.

- **Committee Reports** *(Planning Commission Bylaws, Section 2 Committee Reports, p.14)*

Any member of this advisory body sitting on a subcommittee, or another advisory body, may provide a brief oral report as an update. A summary of such report will be presented in the minutes, if no written material is presented. No action may be taken unless properly agendized. Public comment will be welcome on any oral report. Time limits will be established by the Chair.

- **Communications to Council** *(Council Policy 5.14; Planning Commission Bylaws, Section 3, p.14)*

All resolutions and recommendations adopted by the advisory body and addressed to the City Council shall be delivered to the Mayor or City Manager as soon as possible, and at least by the next Mayor's Department Head agenda review meeting. If the action requests Council action, the item will be placed on a future City Council agenda, or a reply will be sent back to the advisory body with an appropriate response at the discretion of the Mayor, with a copy to the Councilmembers.