

Planning Commission Meeting: July 15, 2026

Santa Monica, California

RESOLUTION NUMBER 26-011 (PCS)

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SANTA MONICA
AMENDING THE RULES OF ORDER AND PROCEDURE FOR THE CONDUCT OF
PLANNING COMMISSION MEETINGS

THE PLANNING COMMISSION OF THE CITY OF SANTA MONICA DOES
RESOLVE AS FOLLOWS:

SECTION 1. The rules of conduct of the Planning Commission of the City of Santa Monica meetings shall be amended to read as follows:

RULE 1. RULES OF ORDER.

These Rules of Order ("Rules") shall govern the conduct of all Planning Commission meetings, unless superseded or prohibited by federal, state, or local law. To the extent a matter is not covered by these Rules, the procedures of the Planning Commission shall be governed by the latest revised edition of Robert's Rules of Order.

These rules, or any one of them, may be suspended by a vote of two-thirds (2/3) of the members present.

RULE 2. TIME AND PLACE FOR HOLDING REGULAR MEETINGS.

Regular meetings of the Planning Commission shall be held on the first and third Wednesdays of each month, beginning at 6:00 p.m. However, if any such Wednesday falls on any day designated by law or by the City Council as a day for public feast, thanksgiving, or holiday, such regular meeting shall be held on the date of the regular meeting following said Wednesday at the hour heretofore fixed. Meetings shall be held in City Council Chambers.

RULE 3. QUORUM.

In accordance with Section 1004 of the Santa Monica Municipal Charter, four

members of the Planning Commission shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time until a quorum is present and those present may obtain the attendance of the absentees. In accordance with Government Code Section 54953(f)(1), Commissioners appearing via teleconference in accordance with the provisions of Government Code Section 54953(f) shall not be counted when determining whether a quorum exists for purposes of transacting business.

Action granting approval of any substantive matter must be taken by a majority of four Commissioners voting in favor, and a failure to so approve results in automatic denial of the pending matter. However, in the case of a quasi-judicial hearing, if only four Commissioners are participating, the applicant or appellant shall be entitled to request and receive a continuance of the hearing, until such time as more than four Commissioners are participating. Procedural matters may be dealt with by simple majority of those voting and not abstaining, at such times as a quorum is present.

The Planning Commission may also establish standing subcommittees of its members to address designated areas of business on the Planning Commission's behalf and may establish ad hoc committees to formulate reports or recommendations on particular matters. Standing subcommittees established pursuant to this Section are required to hold meetings in compliance with the Ralph M. Brown Act, California Government Code Sections 54950 *et seq.* ("Brown Act"), and in accordance with these Rules.

RULE 4. ATTENDANCE.

The absence, temporary or permanent, of any commissioner previously recorded as present, shall be noted in the minutes for purposes of determining the presence of a quorum at all times. ~~The Chairperson shall bring to the attention of the Planning Commission the absence of any Commissioner for 50% or more of the meetings in any calendar quarter, in~~

~~view of the effect such absences have on the orderly activities of the Planning Commission.~~

Attendance at Planning Commission meetings is expected of all members. An absence is defined as a failure to attend at least two-thirds of a meeting and includes both excused and unexcused absences. Members who have two unexcused absences from regular meetings occurring over the course of a fiscal year shall automatically vacate membership. An absence is considered unexcused when a member does not communicate their absence to the Chair or liaison of the body prior to the scheduled meeting. If a member has more than two excused absences from regular meetings within a fiscal year, the member shall receive a warning from the Chair. If the member misses another two regular meetings, the liaison shall inform the City Clerk's office, who will then inform the City Council.

Commissioners appearing via teleconference in accordance with the Brown Act, including, but not limited to, the provisions of Government Code Section 54953(f), shall not be considered absent for purposes of this Section.

RULE 5. MEETINGS TO BE PUBLIC – EXCEPTION FOR CLOSED SESSIONS.

As required by the Brown Act, all regular, adjourned regular, and special meetings of the Planning Commission shall be public. Other than qualifying instances under the Brown Act for the Personnel Board, no board, commission or task force is authorized to conduct closed session.

RULE 6. AGENDA AND ORDER OF BUSINESS.

(a) The Director of the Community Development Department shall prepare an agenda for each meeting, in conformance with these Rules of Order, which shall be provided to each commissioner, along with all supporting materials and staff recommendations, no later than the Wednesday preceding each regular Wednesday meeting of the Planning Commission, or as soon thereafter as possible, but no later than 72 hours prior to a regular

meeting or 24 hours prior to a special meeting, as required by the Brown Act. In preparing the agenda, the Director shall consult in advance with the Chairperson regarding the scheduling of various items, both as to the meeting at which items are to be scheduled and the specific scheduling within the meeting agenda.

(b) Any Planning Commissioner, the Director of the Community Development Department, or the City Attorney may place any matter within the Planning Commission's jurisdiction on the Agenda. These agenda items shall be submitted to the Director of the Community Development Department on or before the Wednesday two weeks prior to the meeting date in order to ensure that matters are properly agendized and adequate notice is provided.

(c) At least 72 hours before a regular Planning Commission meeting, or 24 hours before a special Planning Commission Meeting,

(d) The Director of the Community Development Department shall post a copy of the Agenda in accordance with the Brown Act. Copies of the Agenda shall be posted on the City wayfinding kiosks located in front of City Hall at the corner of Main Street and Olympic Drive, Santa Monica, California 90401 ~~windows of the Santa Monica Institute room, located at 330 Olympic Drive, Santa Monica, California 90401.~~ The Director of the Community Development Department shall maintain on file in the office of the Director of the Community Development Department declarations establishing compliance with the posting requirements.

(e) No action shall be taken on any item not appearing on the posted Agenda unless the item is added to the Agenda as follows:

(1) Upon a determination by a majority vote of the Planning Commission that an emergency situation exists, as defined in Government Code Section 54956.5.

(2) Upon a determination by a two-thirds vote of the Planning Commission, or,

if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need to take action arose subsequently to the Agenda being posted.

(3) The item was posted for a prior meeting of the Planning Commission occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(4) Matters directed to be placed on the Agenda by Planning Commissioners shall be listed thereon in the order of receipt of such direction.

(f) Dates for public hearings required by law or on matters of special public interest shall be set by the Planning Commission or the Director of the Community Development Department. Those matters set for public hearing by the Planning Commission may be so set in the following manner: The Director of the Community Development Department shall place on an Agenda the item, "Motion to fix time and date of hearing..." The Planning Commission shall only hear comments regarding the time and date, and not the substantive matter under this heading. The time and date fixed for public hearings shall be such that large numbers of citizens can be accommodated in the City Council Chambers, or other appropriate meeting room, and also can be heard early in the evening and such notices as required by law or requested by the Planning Commission of the same shall be sent out not less than 14 days prior to the hearing, unless another time is otherwise specified by law.

(g) Where a matter requires a formal public hearing prior to final action by the Planning commission, no person shall be heard thereon except at the time of the public hearing.

RULE 7. CATEGORIES AND ORDER OF BUSINESS.

The business of the Planning Commission shall be taken on for consideration and disposition in the following order. The commission may alter this order of business by majority vote in setting the agenda for any future meeting, but a two-thirds vote of the Commissioners present shall be required to change the order of business during a convened meeting.

- (1) Call to order.
- (2) Pledge of allegiance.
- (3) Roll call.

(4) Planning Director's Report. This item shall consist of a report from the Director of the Community Development Department (or designee) on actions taken and upcoming actions to be taken relating to areas of interest to the Planning Commission.

(5) Planning Commissioner Announcements.

(6) Public input. This item allows members of the to address the Planning Commission on matters that are within the subject matter jurisdiction of the Planning Commission. No formal action may be taken on any matter under this item unless the item is specifically agendized.

(7) Consent Calendar. The consent calendar shall consist of those items determined in advance by the Director of the Community Development Department or the Chairperson to be of a non-controversial nature and not requiring a public hearing. The Consent Calendar shall be considered as one item regardless of the number of matters appearing on it and may be approved by a single vote. The title to the individual consent items need not be read unless a request to do so is made by any Commissioner. Members of the public shall have no more than one opportunity

to address the Planning Commission concerning any and all items on the Consent Calendar. Members of the public shall be heard prior to consideration of the Consent Calendar. Commissioners may request to have individual matters removed from the Consent Calendar so that they may be heard on those matters. Any item objected to by any Commissioner or any member of the public in attendance shall be removed from the consent list and placed on the regular agenda. All matters remaining on the Consent Calendar may be approved by a single vote. Any items removed from the Consent Calendar shall be considered separately in the order of their appearance on the Agenda. Removed items may be heard immediately following the Consent Calendar.

(8) Study Sessions. During Study Sessions, staff will present information regarding a complex matter that will be subject to deliberation and decisions in the future. No action will be recommended or taken as part of the Study Session.

(9) Continued Items. Item includes agenda items of a previous meeting not considered at such meeting. The Planning Commission may vote by a majority of its members to have a carry-over item placed on a subsequent agenda as a continued item.

(10) Staff Administrative Items. This category will include policy matters to be considered by the Planning Commission.

(11) Public Hearings. This item consists of public hearings required by specific provisions of law.

(12) Resolutions. A resolution will be considered under this item only if the substance makes extensive public input advisable, or if it should be considered after another item on the Agenda, otherwise the resolution will be considered on the

Consent Calendar.

(13) Written communications. This item allows the Planning Commission to consider issues raised by written submissions from the public. Planning Commission discussion items. Items requested by Commissioners for discussion and possible action.

(14) Adjournment

(i) Special meetings and study sessions, absent emergency situations, will normally be scheduled by the commission upon seven days advance notice. The substantive issues considered at any such meeting shall be limited to those announced in the call for such meeting.

(j) During any regular meeting, members of the public may be heard on any matter listed on the agenda before or during Planning Commission consideration of that item, except in the case where the public has already been heard on the item and the public hearing has been closed. Any member of the public wishing to speak should register in accordance with Rule 18.

RULE 8. ELECTION OF OFFICERS.

(a) At its first regular meeting following June of each year, the Commission shall elect by affirmative vote of four Commissioners a Chairperson and Chairperson Pro Tempore, who shall take office immediately upon election.

(b) The Chairperson and Chairperson Pro Tempore shall serve until their successors are elected, or until removed by action of five Commissioners.

(c) In the event of a vacancy in the position of Chairperson or Chairperson Pro Tempore, the vacancy shall be announced and confirmed at a regular meeting of the Commission, and the Commission shall fill such vacancy by election at the next following

regular meeting at which a quorum is present.

RULE 9. PREPARATION OF MINUTES.

The Director of the Community Development Department shall have exclusive responsibility for preparation of the Minutes, and any directions for changes in the Minutes shall be made only by majority vote of the Planning Commission.

RULE 10. READING OF MINUTES.

Unless the reading of the Minutes of a Planning Commission meeting is ordered by a majority vote of the Planning Commission, such Minutes may be approved without reading if the Director of the Community Development Department has previously furnished each Commissioner with a copy.

RULE 11. PRESIDING OFFICER.

The Chairperson shall be the Presiding officer at all meetings of the Planning Commission. In the absence of the Chairperson, the Chairperson Pro Tempore shall preside. In the absence of both the Chairperson and Chairperson Pro Tempore, the Director of the Community Development Department shall call the Planning Commission to order whereupon a temporary Presiding Officer shall be elected by the Commissioners present to serve until the arrival of the Chairperson or Chairperson Pro Tempore or until adjournment.

RULE 12. POWERS AND DUTIES OF PRESIDING OFFICER.

(a) Participation. The Chairperson or Chairperson Pro Tempore or such other member presiding may move, second, and debate from the chair, subject only to such limitations of debate as are imposed upon Commissioners by these rules and shall not be deprived of any of the rights or privileges of a Commissioner by reason of his or her acting as the Presiding Officer.

(b) Duties. The Presiding Officer shall preserve order at all meetings of the

Planning Commission. Such officer shall state each question coming before the Planning Commission, announce the decisions of the Planning Commission on all subjects, and decide all questions of order; subject, however, to an appeal by the Planning Commission, and a majority vote of the Planning Commission on any question of order shall govern and determine conclusively such question of order. In addition, the Chairperson may appoint such subcommittees as are deemed desirable, consisting of not more than three Commissioners, to review defined subject areas and to make reports and/or recommendations to the full Commission.

(c) Signing of Documents. The Presiding Officer shall sign all resolutions and other documents necessitating signature which were adopted in his or her presence, unless he or she is unavailable, in which case the signature of an alternate Presiding Officer may be used. All resolutions shall be approved by the City Attorney as to form and legality.

RULE 13. SWORN TESTIMONY AND SUBPOENA POWER.

The power and process to request that a person appearing before the Planning Commission on any matter shall be sworn and the power and process for the Planning Commission to issue a subpoena is provided in the Municipal Code section 2.32.060.

RULE 14. RULES OF DEBATE.

(a) Getting the Floor. Every Commissioner desiring to speak shall first address the Chair, gain recognition by the Presiding Officer, and shall confine himself or herself to the question under debate, avoiding personalities and impolite language.

(b) Questions to Staff. Every Commissioner desiring to question the City Staff shall, after recognition by the Presiding Officer, address his or her questions to the Director of the Community Development Department, the City Attorney, or any staff person designated to be present for such purposes, who shall be entitled to answer the inquiry himself or herself or to

designate a member of his or her staff for that purpose.

(c) Interruptions. A Commissioner, once recognized, shall not be interrupted when speaking unless called to order by the Presiding Officer, unless a point of order or a personal privilege is raised by another commissioner, or unless the speaker chooses to yield to a question by another Commissioner. If a Commissioner, while speaking, is called to order, he or she shall cease speaking until the question of order is determined and, if determined to be in order, may proceed. Members of the City staff, after recognition by the Presiding officer, shall hold the floor until completion of their remarks or until recognition is withdrawn by the Presiding Officer.

(d) Points of Order. The Presiding Officer shall determine all points of order subject to the right of any Commissioner to appeal to the Planning Commission. If an appeal is taken, the question shall be: "Shall the decision of the Presiding officer be sustained?" A majority vote of the Commissioners then present shall conclusively determine such question of order.

(e) Point of Personal Privilege. The right of a Commissioner to address the Planning Commission on a question of personal privilege shall be limited to cases in which the Planning Commissioner's integrity, character, or motives are questioned or where the welfare of the Planning Commission is concerned. A Commissioner raising a point of personal privilege may interrupt another Commissioner who has the floor only if the Presiding Officer recognizes the privilege.

(f) Privilege of Closing Debate. The Commissioner moving the introduction or adoption of an ordinance, resolution, or motion, shall have the privilege of closing debate, after all other Commissioners have been given an opportunity to speak.

(g) Calling for the Question. Neither the moving party nor the party seconding any motion is allowed to call for the question.

(h) Limitation of Debate. No Commissioner shall be allowed to speak more than once upon any particular subject until every other Commissioner desiring to do so shall have spoken. Each Commissioner speaking on any one item on the Agenda shall be limited to 10 minutes per item to state his or her opinion and views.

RULE 15. REMARKS OF COMMISSIONERS AND SYNOPSIS OF DEBATE.

A Commissioner may request through the Presiding officer under the privilege of having an abstract of his or her statement on any subject under consideration by the Planning Commission entered in the Minutes. If the Planning Commission consents thereto, such statement shall be entered in the Minutes.

RULE 16. PROTEST AGAINST PLANNING COMMISSION ACTION.

Any Commissioner shall have the right to have the reasons for his or her dissent from, or his or her protest against, any action of the Planning Commission entered in the Minutes. Such dissent or protest to be entered in the Minutes shall be made in the following manner: "I would like the Minutes to show that I am opposed to this action for the following reasons..."

RULE 17. EX PARTE COMMUNICATIONS.

(a) During the pendency of any quasi-judicial proceeding, no member of the Planning Commission may engage in ex parte communications with applicants, appellants or members of the public with respect to the matter which is the subject of the proceeding unless that member of the Commission:

(1) Places on the record the subject and substance of any written or oral ex-parte communication concerning the matter and the identity of the person, group, or entity with whom the communication took place.

(2) Makes any written communication part of the record.

(b) A member of the Planning Commission may conduct site visits pertaining to the

matter which is the subject of the proceeding if the site visit and the date and time of the site visit are placed on the record. Any communications during the site visit with applicants, appellants, or members of the public with respect to the matter shall be disclosed in accordance with Section (a) of this Rule.

(c) Disclosures required by Section (a) and (b) of this Rule shall be made before public testimony on the matter has commenced so that persons will be given a reasonable opportunity to respond to the ex parte communication or site visit.

(d) Once the public hearing has commenced, no member of the Planning Commission shall engage in any ex parte communication with applicants, appellants, or members of the public with respect to the matter which is the subject of the proceeding. However, a member of the Planning Commission can seek specific information or data from any individual relative to the matter if such request and the response to the request are made on the record.

(e) All written communications on a matter before the Commission, including e-mails, should be sent to the ~~Secretary of the~~ Planning Commission Staff Liaison. All written communications received will be distributed and made available to the public in accordance with Government Code Section 54957.5 and these Rules. Any written communication received by an individual commissioner shall be promptly forwarded to the ~~Secretary of the~~ Planning Commission Staff Liaison unless it is clear from the communication that it has already been received by the ~~Secretary~~ Staff Liaison. The ~~Secretary~~ Staff Liaison shall forward to all Planning Commissioners and post online with the Planning Commission's agenda all written communications that the ~~Secretary~~ Staff Liaison received no later than 12:00 noon on the day of the Planning Commission hearing. Written communications received after 12:00 noon on the day of the Planning Commission meeting may not be posted online

with the Planning Commission's agenda prior to the meeting. All written communications will be made part of the public record and will be available for public review in accordance with this Rule 17(e).

(f) Notwithstanding the foregoing, and subject thereto, upon consideration of matters that are not quasi-judicial in nature, including, but not limited to, development agreements, zoning and general plan updates, and other legislative matters, members of the Commission may voluntarily disclose communications made with applicants, interested parties, and members of the public. At the initiation of such matters, the Chair shall invite commissioners to make voluntary disclosures of such contacts. The validity of the proceedings shall not be affected by nondisclosure of contacts under this subsection. Voluntary Disclosures under this subsection are in addition to, and do not replace, the requirements related to mandatory recusals pursuant to under Rule 21 – Disqualification for Conflict of Interest.

RULE 18. ADDRESSING THE PLANNING COMMISSION.

(a) Registration. Each person wishing to address the Planning Commission regarding any item on the Agenda where public discussion is permitted shall first register his or her name and address with the Director of the Community Development Department prior to the start of the meeting, if possible, but no later than prior to the commencement of public testimony on that item. Any request received after the commencement of public testimony on that item shall be considered late and may be heard for one minute only with the approval of a majority of the Planning Commissioners present.

(b) Manner of Addressing the Planning Commission. Each person desiring to address the Planning Commission shall step up to the microphone in front of the rail, state his or her name and address for the record, state the subject he or she wishes to discuss, state

whom he or she is representing if he or she represents an organization or other person, and, unless further time is granted by majority vote of the Planning Commission, shall limit his or her remarks to three minutes per item. In addition, a “representative speaker” may be allowed one additional minute of speaking time, to a maximum of five additional minutes (hence, eight minutes total), for each person actually in attendance who assigns his or her right to speak to the “representative speaker.” A project applicant shall be allowed fifteen minutes initially and three minutes in rebuttal to conclude the public hearing. The applicant’s rebuttal must be in response to and within the scope of the testimony presented at the hearing by the project opponents, if any. For purposes of this rule, the project applicant shall include the applicant’s architect, attorney, facilitator, and all other representatives of the applicant who have been or will be performing work on the proposed project. An appellant, other than the project applicant, shall also be allowed fifteen minutes initially and three minutes in rebuttal. The appellant’s rebuttal must be in response to and within the scope of the testimony presented at the hearing by the project applicant and proponents of the project. The order of presentation shall be as follows: the appellant shall testify initially followed by the project applicant. The project applicant’s rebuttal shall precede the appellant’s rebuttal. All remarks shall be addressed to the Planning Commission as a whole and not to any member thereof. No questions shall be asked of a Commissioner or a member of the City staff without the permission of the Presiding Officer.

(c) Persons Speaking on More than one Item. Any one person wishing to speak on more than one item shall limit his or her remarks to three minutes on the item he or she considers most important and two minutes on any other item unless further time is granted by a majority vote of the Planning Commission.

(d) After Motion. After a motion has been made or a public hearing has been

closed, no member of the public shall address the Planning Commission from the audience on the matter under consideration without first securing permission to do so by a majority vote of the Planning Commission.

(e) Special Time Limitations. Notwithstanding any other provision of these Rules, if seven or more persons wish to speak on an item, or if 20 or more persons have requested to speak on any combination of items, a project applicant or appellant on any Agenda item shall be limited to ten minutes initially and three minutes in rebuttal to conclude the public hearing and the remarks of any members of the public on any Agenda item shall be limited to two minutes.

(f) Special Assistance for Those Who Cannot Wait to Speak. Members of the public, including those with special needs or without technological resources, who cannot wait to speak on an agenda item may request assistance from the Director, and a member of the City Planning Division will provide assistance in preparing a written statement of testimony for distribution to the Planning Commission.

(g) Extended Time Limits for Speakers Who Require Interpreter. A member of the public who utilizes an interpreter to provide English language translation shall receive twice the time otherwise allotted under these Rules. The interpreter should be in the queue for public comment and available to provide English language translation over the phone when called on.

(h) All written communications submitted for public input on items listed on the Agenda shall be distributed and made available to the public in accordance with Government Code Section 54957.5 and these Rules. All written communications submitted for public input on items listed on the Agenda, or of interest to the public that are not on the agenda but within the subject matter jurisdiction of the Planning Commission, including e-mails,

received no later than 12:00 noon on the day of the Planning Commission hearing shall be forwarded to the Commission and posted online with the Commission's agenda prior to the meeting. Written communications received after 12:00 noon on the day of the Planning Commission meeting may not be posted online with the Planning Commission's agenda prior to the meeting. All written communications will be made part of the public record and will be available for public review in accordance with this Rule 18(h).

RULE 19. RULES OF DECORUM.

(a) Commissioners. When the Planning Commission is in session, Commissioners must preserve order and decorum, and a Commissioner shall neither by conversation nor otherwise delay or interrupt the proceedings or the peace of the Planning Commission nor disturb any Commissioner while speaking or refuse to obey the orders of the Presiding officer. Commissioners shall not leave the meeting for more than five minutes without first obtaining the permission of the Presiding Officer, except in the instance of a recusal.

(b) Employees. Members of the City staff and employees shall observe the same rules of order and decorum as are applicable to the Planning Commission, with the exception that members of the City staff who are not seated at the Planning Commission table may leave their seats during a meeting without first obtaining the permission of the Presiding Officer.

(c) Persons Addressing the Planning Commission.

(1) No person other than a Commissioner and the person having the floor shall be permitted to enter into discussions, either directly or through a Commissioner, without permission of the Presiding officer.

(2) No questions shall be asked of a Commissioner except through the Presiding Officer.

(3) All remarks shall be addressed to the Planning Commission as a body

and not to any one member thereof.

(4) Any person making impertinent, slanderous, or profane remarks, or who becomes boisterous while addressing the Planning Commission, shall be called to order by the Presiding Officer and, if such conduct continues, may at the discretion of the Presiding officer, be barred from a further audience before the Planning Commission during that meeting.

(d) Members of the Audience

(1) Any person in the audience or at the Planning Commission table who engages in disorderly conduct such as hand clapping, stamping of feet, whistling, using profane language, yelling, and similar demonstrations, or who disturbs the peace and good order of the meeting, or who refuses to comply with the lawful orders of the Presiding Officer shall be guilty of a misdemeanor and upon instructions from the Presiding Officer, with the consent of the majority, through the Director of the Community Development Department, it shall be the duty of the Sergeant at Arms to remove any such person from the City Council Chambers and to place him or her under arrest.

(2) No person shall be permitted to interrupt the individual Commissioners or the Director of the Community Development Department when the Planning Commission is in session.

(3) Except with prior authorization of the Presiding Officer, no placards, signs or posters, packages, bundles, suitcases, or other large objects shall be brought into the City Council Chambers.

(4) Unless addressing the Planning Commission or entering or leaving the City Council Chambers, all persons in the audience shall remain sitting in the seats

provided. No person shall stand or sit in the aisles or along the walls nor shall the doorways be blocked.

(e) Persons Authorized to be Within Rail. No person except commissioners and City staff and recognized representatives of the news media shall be permitted within the rail without the consent of the Presiding Officer.

(f) Enforcement of Decorum. The Chief of Police or such member or members of the Police Department as he or she may designate, shall be Sergeant at Arms of the Planning Commission and shall carry out all orders given by the Presiding officer through the Director of the Community Development Department for the purpose of maintaining order and decorum at Planning Commission meetings. Any Commissioner may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the Planning Commission shall require him or her to do so.

RULE 20. VOTING PROCEDURE.

Any vote of the Planning Commission, including a roll call vote, may be registered by the members by answering “Aye” for an affirmative vote or “No” for a negative vote upon his or her name being called by the Director of the Community Development Department. Unless a member of the Planning Commission states that he or she is not voting, silence shall be recorded as an abstention, and roll call votes shall be recorded in the minutes.

RULE 21. DISQUALIFICATION FOR CONFLICT OF INTEREST.

Any Commissioner who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state or have the Presiding Officer state the nature of such disqualification in an open meeting. Where no thoroughly disqualifying conflict of interest appears, the matter of disqualification may, at the request of the Commissioner affected, be decided by the other Commissioners. A Commissioner who is disqualified by reason of a

conflict of interest in any matter shall not remain in his or her seat during the debate and vote on such matter, but shall request and be given the permission of the Presiding Officer to step down from the dais and leave the City Council Chambers. A Commissioner stating such disqualification shall not be counted as part of a quorum and shall be considered absent for the purpose of determining the outcome of any vote on such matter.

RULE 22. FAILURE TO VOTE.

Every Commissioner is entitled to vote unless disqualified by reason of a conflict of interest. A Commissioner who abstains from voting in effect consents that a majority of the quorum may decide the question voted upon.

RULE 23. TIE VOTE.

Tie votes shall be lost motions and may be reconsidered.

RULE 24. CHANGING VOTE.

The vote of a Commissioner may be changed only if he or she makes a timely request to do so immediately following the announcement of the vote by the Director of the Community Development Department and prior to the time that the next item in the order of business is taken up.

RULE 25. RECONSIDERATION.

(a) A motion to reconsider any action of the Commission may be made only prior to adjournment of that meeting.

(b) A motion to reconsider may be made by any Commissioner who voted on the prevailing side of the action to be reconsidered, and may be seconded by any Commissioner. If an action was decided as a matter of law, without four votes affirmative or negative, any Commissioner may make such a motion.

(c) A motion to reconsider is considered substantive, and hence requires four votes

to carry.

RULE 26. PROCEDURE ON AGENDA ITEMS REQUIRING A MOTION.

The following procedure shall be followed in connection with any Agenda item requiring a motion:

- (a) Director of the Community Development Department reads the title.
- (b) Explanation by Director of the Community Development Department, if called for by the Presiding Officer.
- (c) Questions to Director of the Community Development Department Planning by Commissioners.
- (d) All background material complete at this point.
- (e) Public to be heard subject to the limitations set forth herein.
- (f) Close of public discussion.
- (g) Presiding officer to ask for a motion and second.
- (h) Motion and discussion by the Planning Commission.
- (i) The maker of the motion to have a chance for further discussion.
- (j) Presiding Officer to restate the motion.
- (k) Vote on the motion.

RULE 27. COMMUNICATIONS BY BOARDS AND COMMISSIONS.

The Planning Commission shall not transmit an official resolution or any other correspondence on any matter of City policy to any non-City Agency, Board, or commission without a vote of the Planning Commission to do so, nor without the prior approval of the City Council that such communication be so transmitted.

RULE 28. PRESENCE OF CITY STAFF AT PLANNING COMMISSION MEETINGS.

The Director of the Community Development Department, and Deputy City Attorney,

(pursuant to City Charter Section 1007) or in their absence, their authorized representative, shall attend and be present during all Planning Commission meetings and give necessary service and advice. However, any of the above staff members are permitted to leave the City Council Chambers after seeking and obtaining permission from the Presiding Officer and to be absent therefrom for a period of time not to exceed 10 minutes without said absence causing a halt in the Planning Commission proceedings.

RULE 29. RECORD OF MEETINGS.

All public meetings of the Planning Commission shall be recorded by tape recorder. The recording shall be made by the Director of the Community Development Department and shall be part of the records of the Planning Commission. The use of other recording or television equipment is permitted so long as it is not disruptive of the meeting.

RULE 30. TIME LIMITATION ON CONSIDERATION OF NEW ITEMS.

Unless otherwise determined by a majority vote of those Commissioners present, the Commission shall not commence consideration of a new item on its agenda after 11:00 p.m. unless otherwise required by State or local law.

RULE 31. INTERPRETATION AND MODIFICATION OF THESE RULES.

These rules shall be interpreted liberally in order to provide for the optimum in the free interchange of information and public debate without an unnecessary waste of time or duplication of effort. These rules may be amended by resolution upon the approval of four Commissioners.

RULE 32. FAILURE TO OBSERVE RULES OF ORDER.

Rules adopted to expedite the transaction of the business of the Planning commission in an orderly fashion are deemed to be procedural only and the failure to strictly observe such rules shall not affect the jurisdiction of the Planning Commission or invalidate any action

taken at a meeting that is otherwise held in conformity with law.

SECTION 2. Resolution Numbers 08-014 (PCS), 20-018 (PCS), 21-012 (PCS), 23-007 (PCS), and 26-004 (PCS) and any other resolution adopting, amending, or relating to Planning Commission Rules of Order, are hereby repealed in their entirety.

SECTION 3. The Director of the Community Development Department shall certify to the adoption of this Resolution, and thenceforth and thereafter the same shall be in full force and effect.

APPROVED AS TO FORM:

Signed by:

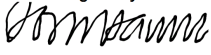
HEIDI VON TONGELN

81C02D0CAE84432...

Heidi Von Tongeln

City Attorney

Adopted this 15th day of July, 2026.

DocuSigned by:


7B40049F087C4A2
Chair, Planning Commission

I hereby certify that the foregoing Resolution of Intention was duly and regularly introduced and approved at a meeting of the Planning Commission on the 15th day of July, 2026 by the following vote:

Ayes: Commissioners Fresco, Lambert, Landres, Ries, Wasserman, Vice Chair Chacko, Chair Hamilton

Noes:

Abstain:

Absent:

Attest:

DocuSigned by:


A95741972857482
Director of Community Development Department