



Planning Commission

Regular Meeting **AGENDA**

(to be held both at the physical and virtual locations below)

Civic Center Council Chambers ♦ 300 Seminary Ave. ♦ Ukiah, CA 95482

To participate virtually, go to the following link: <https://zoom.us/j/91264543193>
To view the meeting (without participating) go to: <http://www.cityofukiah.com/meetings/>

- Call (toll free) 1-833-548-0276 or 833-548-0282
- Raise hand: after being recognized, Enter *9
 - Unmute Yourself, Enter *6

Or One tap mobile (for easy connection on smartphones):
US: [+16699009128](tel:+16699009128), [91264543193#](tel:+191264543193) or [13462487799](tel:+13462487799), [91264543193#](tel:+191264543193)

April 12, 2023 - 6:00 PM

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF MINUTES**

4.a. Approval of the Minutes of March 22, 2023, a Regular Meeting.

Recommended Action: Approve the Minutes of March 22, 2023, a Regular Meeting.

Attachments:

1. March 22, 2023, PC Minutes

5. **APPEAL PROCESS**

All determinations of the Planning Commission regarding major discretionary planning permits are final unless a written appeal, stating the reasons for the appeal, is filed with the City Clerk within ten (10) days of the date the decision was made. An interested party may appeal only if he or she appeared and stated his or her position during the hearing on the decision from which the appeal is taken. For items on this agenda, the appeal must be received by April 24, 2023.

6. **COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS**

The Planning Commission welcomes input from the audience that is within the subject matter jurisdiction of the Planning Commission. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments.

7. **SITE VISIT VERIFICATION**

8. **VERIFICATION OF NOTICE**

9. **PLANNING COMMISSIONERS REPORT**

10. **DIRECTOR'S REPORT**

10.a. Receive Director's Report.

Recommended Action: Receive Community Development Director's Report.

Attachments: None

11. **CONSENT CALENDAR**

12. **UNFINISHED BUSINESS**

12.a. Receive Bi-Annual Status Update and Report Regarding Community Center and Winter Homeless Shelter at 1045 South State Street.

Recommended Action: Receive this status update and report and discuss any questions with Staff related to its content and provided statistics.

Attachments:

1. UPD- Building Bridges CFS
2. B2_Program_Summary-Rev3.31.23-SW

12.b. Discussion with Possible Approval of Changes to the Ukiah Planning Commission Rules of Conduct.

Recommended Action: Discuss the Rules of Conduct and agree by consensus on the changes to be made.

Attachments:

1. Planning Commission Rules of Conduct (redline)
2. Planning Commission Rules of Conduct (clean)

13. **NEW BUSINESS**

14. **ADJOURNMENT**

Please be advised that the City needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The City complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the Planning Commission after distribution of the agenda packet are available at the Civic Center 300 Seminary Ave. Ukiah, CA 95482; and online at: www.cityofukiah/meetings/ at the end of the next business day.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California, not less than 72 hours prior to the meeting set forth on this agenda.

Dated: April 3, 2023

Stephanie Abba, Planning Commission Secretary

**CITY OF UKIAH
PLANNING COMMISSION MINUTES
REGULAR MEETING
Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482
Virtual Meeting Link: <https://zoom.us/j/91264543193>
Ukiah, CA 95482
March 22, 2023
6:00 p.m.**

1. CALL TO ORDER

The City of Ukiah Planning Commission held a Regular Meeting on March 22, 2023. The meeting was legally noticed on March 17, 2023. The meeting was held in person and at the following virtual link: <https://zoom.us/j/91264543193>. Chair Hilliker called the meeting to Order at 6:00 p.m.

CHAIR HILLIKER PRESIDING.

2. ROLL CALL

Roll was taken with the following **Commissioners Present:** Thao Phi, Alex de Grassi, Rick Johnson, Michelle Johnson, and Mark Hilliker. **Staff Present:** Craig Schlatter, Community Development Director; Jesse Davis, Chief Planning Manager; Michelle Irace, Planning Manager; and Kristine Lawler, City Clerk.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Hilliker.

4. APPROVAL OF MINUTES

a. Approval of the Minutes of February 8, 2023, a Regular Meeting.

Motion/Second: R. Johnson/de Grassi to approve the minutes of March 8, 2023, a Regular meeting as submitted. Motion **carried** by the following roll call votes: AYES: Phi, de Grassi, R. Johnson, M. Johnson, and Hilliker. NOES: None. ABSENT: None. ABSTAIN: None.

5. APPEAL PROCESS

No appeals were received. Chair Hilliker stated that the appeal deadline is April 3, 2023.

6. COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

No public comment was received

7. SITE VISIT VERIFICATION

Site Verification not necessary

8. VERIFICATION OF NOTICE

Clerk stated that the agenda was properly noticed.

9. PLANNING COMMISSIONERS REPORTS

Presenters: Commissioners R. Johnson, Phi, and M. Johnson.

10. DIRECTOR'S REPORT

Presenter: Craig Schlatter, Community Development Director.

Report received

11. **CONSENT CALENDAR**

No items on the Consent Calendar.

12. **UNFINISHED BUSINESS**

No New Business on the agenda.

13. **NEW BUSINESS**

a. **Adoption of a Resolution Recommending City Council Approval of Rezoning Sixteen (16) Parcels in Association with Annexation of City-Owned Properties Within Unincorporated Mendocino County (LAFCo File No. A-2021-01).**

Presenters: Jesse Davis, Chief Planning Manager and Michelle Irace, Planning Manager.

PUBLIC HEARING OPENED AT 6:51 P.M.

No public comment was received.

PUBLIC HEARING CLOSED AT 6:52 P.M.

Motion/Second: M. Johnson/R. Johnson to adopt a Resolution [listen to recording) Recommending City Council Approval of Rezoning Sixteen (16) Parcels in Association with Annexation of City-Owned Properties Within Unincorporated Mendocino County (LAFCo File No. A-2021-01). Motion **carried** by the following roll call votes: AYES: Phi, de Grassi, R. Johnson, M. Johnson, and Hilliker. NOES: None. ABSENT: None. ABSTAIN: None.

14. **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:53 p.m.

Kristine Lawler, City Clerk

City of Ukiah
Submitted Planning Applications

As of 4/1/2023

Permit #	Site Address	Date of Submittal/ Resubmittal	Summary of Project	Status	Assigned Planner
n/a	600 Live Oak Ave.	2/27/23	Todd Grove Public Art Mural Permit within the Public Facilities (PF).	Incomplete: 2/28/23	Jesse Davis
23-8069	218 Mason St.	1/20/23	Minor Use Permit for conversion of use from commercial to mixed-use within the Community Commercial (C1) zoning district.	Incomplete: 1/23/23	Michelle Irace
22-7977	101 S. Main St.	12/12/2022; 2/13/23; 2/21/23	Major Site Development Permit for construction of a new 4,557 sf Redwood Credit Union bank facility, located within the Urban Center (UC) zoning district.	Design Review Board Hearing: 3/23/23	Michelle Irace
22-7956	162 Talmage Rd.	12/9/22	Major Site Development Permit for the Splash Express Car Wash #5 (dBA LUV Car Wash) facility. Includes demolition of the existing structures and redevelopment of a new 2,433 sf car wash facility, located within the Heavy Commercial (C2) zoning district.	Incomplete: 12/15/22 Airport Land Use Commission: 3/23/23 (ALUC Staff - Deemed Consistent)	Jesse Davis
22-4723	720 N. State St.	7/27/22	Major Use Permit and Site Development Permit for construction of a 90-ft monopine telecommunications tower, located in the Community Commercial (C1) zoning district.	Withdrawn: 03/28/2023	Michelle Irace
22-7223	414 E. Perkins St.	6/14/2022; 10/5/22	Major Use Permit and Site Development Permit to allow for construction and operation of a gas station, drive-through car wash, convenience store, and multi-family residential mixed-use project, located in the DC (Downtown Core) zoning district.	Withdrawn: 03/14/2023	Jesse Davis
17-3069	1294 N. State St.	9/13/17; 9/14/21; 9/28/22	Resubmitted Major Use Permit and Site Development Permit to allow for construction of two retail suites (including one drive-through), located in the C-1 (Community Commercial) zoning district.	Incomplete 6/2/22; 9/29/22	Michelle Irace
22-7483	734 S. State St.	8/15/222	Xpress Gas Station Major Use Permit-request to resume operation of the gas station within the Community Commercial (C1) Zoning District.	Incomplete: 8/19/22 No application activity since Aug., 2022	Jesse Davis

City of Ukiah
Recently (Within Previous 90 Days) Approved Projects

As of 4/1/2023

Permit #	Site Address	Approved Date	Summary of Project	Comments	Assigned Planner
22-7834	504 E. Perkins St.	12/14/22	Mural Permit to allow a 3,175 sf mural to be placed on the south-facing wall of the Lucky Supermarket building, within the Community Commercial (C1) zoning district.	Approved by Planning Commission hearing	Michelle Irace
22-7678	203 S. State St.	12/15/22	Minor Use Permit for Mendo LEAP indoor recreation center, located within an existing building in the Urban Center (UC) Downtown Zoning Code district	Approved by Zoning Administrator hearing	Michelle Irace
22-7565	200 Ford St.	9/9/22; 10/28/22; 2/21/23	Major Use Permit and Site Development Permit to allow for expansion of the Ford Street Project recovery center, located in the Heavy Commercial (C2) zoning district.	Approved per WIC Section 5960.3.(a)	Michelle Irace & Jesse Davis

City of Ukiah
Advanced Planning Projects

As of 4/1/2023

Permit #	Site Address	Approved Date	Summary of Project	Comments	Assigned Planner
n/a	Citywide	n/a	2040 General Plan Implementation Programs	2040 General Plan adopted by City Council 12/7/22. Implementation efforts began January, 2023	Michelle Irace, Jesse Davis
n/a	Unincorporated Western Hills	n/a	Western Hills Open Land Acquisition and Limited Development Agreement Project - Annexation Application.	Annexation application submitted to LAFCo: 6/8/22. Incomplete letter from LAFCo received 6/29/22. Rezoning and application modifications to CC anticipated April/May, 2023	Michelle Irace, Jesse Davis
n/a	Citywide	n/a	Annexation of City-owned parcels.	Submitted Annexation Application to LAFCo 2/23/22. Incomplete letter received 3/25/22. Updated application submitted in June 2022. Rezoning and application modifications to Planning Commission 3/22/23 City Council on 4/5/23.	Jesse Davis
n/a	Citywide	n/a	Cannabis Consumption Ordinance	Planning Commission recommended approval on: 2/8/23 City Council 1st Reading: 3/15/23; City Council Adoption Hearing 04/05/23	Jesse Davis



DATE: April 3, 2023
TO: Planning Commission
FROM: Craig Schlatter, Director of Community Development
SUBJECT: **12a. Unfinished Business – Bi-Annual Status Update and Report Regarding Community Center and Winter Homeless Shelter at 1045 South State Street**

Background:

On July 26, 2017, the City of Ukiah Planning Commission adopted findings that conditionally approved a Major Use Permit and Site Development Permit to allow for the establishment and operation of a Community Center and Winter Homeless Shelter, the Building Bridges – Homeless Resource Center (“B2”) at 1045 South State Street. As part of the Conditions of Approval, Community Development Department Condition #15 required the following:

15. The Director of Community Development and Planning shall report to the Planning Commission once every six months during the first two years of the shelter operation. The Director’s report shall include a record of any complaints received from the public or shelter occupants and an assessment on the most effective ways to modify the [Program] plan to address valid complaints.

Over the course of the last three years, the Community Development Director has presented six bi-annual reports to the Planning Commission in accordance with condition #15:

- Report #1 - February 26, 2020,
- Report #2 - October 14, 2020,
- Report #3 - April 14, 2021,
- Report #4 - September 22, 2021,
- Report #5 - March 9, 2022, and
- Report #6 – September 28, 2022.

All six of the previous reports and presentations can be found online on the City’s website at www.cityofukiah.com/meetings.

As of September 22, 2021, the reporting requirements per condition of approval #15 were satisfied. Additionally, with the passage of AB 101 and the City Council’s adoption of related amendments into the City’s zoning code on September 1, 2021, low-barrier navigation centers such as RCS’s B2 facility are no longer subject to use permit requirements. However, given the collaborative history between City and RCS staff in addressing community impacts, the City requested and RCS agreed to continue reports for the foreseeable future.

Discussion:

In preparing this August 6, 2022 – February 6, 2023 report (#7), the Community Development Director collected, reviewed, and analyzed information from the following sources:

- Complaints received from the public by the Department and City Manager's Office;
- Virtual meeting between RCS, the Ukiah Police Department (UPD), Ukiah Valley Fire Authority (UVFA), and Community Development Department on Wednesday, March 8, 2023;
- Number and types of police calls received from August 6, 2022 – February 6, 2023 (Attachment 1); and
- Number of calls for service for UVFA at the B2 location.

Details and analysis are below.

1. Complaints received from Public

One (1) complaint was received from the public related to "debris and trash" at 995 S State St. This same complaint was also forwarded by the City Manager's Office to Community Development Department (CDD) staff.

2. Report of Police Activity

104 calls for police service at 1045 S State St were made during the period 8/6/22 – 2/6/23. This compares to 85 in report #6, 60 in report #5, 69 in report #4, 135 in report #3, 189 in report #2, and 131 in report #1. UPD reported that although numbers were higher this period, the types of calls were not a great concern.

3. Report of Fire/Emergency Medical Services Calls

The UVFA Chief reported 41 calls for Fire/EMS services at 1045 S State St during the 8/6/22 – 2/6/23 period. This compares to 33 calls in the previous report. Similar to UPD, although calls increased, the UVFA Chief had no major concerns about activity at the B2 address.

4. Virtual City-RCS Meeting: City Assessment and RCS Responses

City staff from the Community Development Department, Ukiah Police Department, and Ukiah Valley Fire Authority met virtually with RCS's Building Bridges Homelessness & Housing Support Manager on March 8, 2023. There was productive discussion related to 1-3 above. No concerns were noted that would require changes to RCS's operations. Additionally, there have been no changes to the Program Manual since January 2022 (report #5).

RCS's Integrated Health Director Sage Wolf reported that in prior periods, RCS had received a large influx of funding to respond to the COVID-19 pandemic. Funding had enabled RCS to provide more staffing and services at B2. Recently, however, funding had been cut, and as a result the number of staff and availability of services at B2 was reduced. RCS Director Wolf believes that this reduction in staffing and services caused the increase in call volume for UPD and UVFA.

Sage Wolf also reported RCS is still coordinating with housing resources and using more volunteers for rides. RCS is further expanding housing services to serve a broader population. Sage Wolf submitted a B2 newsletter (Attachment 2) providing additional updated information.

5. Conclusion

One complaint was received during the period related to a neighboring property. Although calls increased in the previous period, public safety professionals did not have concerns about the B2 site. Additionally, as reported in previous reports, both RCS staff and public safety staff have commented on their improved working relationship and partnership over the last three years and this appears to be overall reducing impacts to the neighborhood. As a result, CDD staff do not see cause for revisions to the B2 operations manual.

6. Staff Recommendations

Staff recommends Planning Commission receive this status update and report and discuss any questions related to its content and provided statistics.

Ukiah Police Department Calls for Service

8-6-2022 YTD

Date/Time	Complaint	Landmark	Call_Number	Location	City
02/13/2023 16:02:44	THEFT	BUILDING BRIDGES	230201239	1045 S STATE ST	UKIAH
02/11/2023 19:46:44	TRAFFIC STOP	BUILDING BRIDGES	230201078	1045 S STATE ST	UKIAH
02/07/2023 03:33:15	THEFT	BUILDING BRIDGES	230200584	1045 S STATE ST	UKIAH
02/05/2023 08:48:11	911 Hangup	BUILDING BRIDGES	230200424	1045 S STATE ST	UKIAH
01/31/2023 17:36:18	TRESPASS	BUILDING BRIDGES	230103070	1045 S STATE ST	UKIAH
01/31/2023 07:57:07	INFO	BUILDING BRIDGES	230103018	1045 S STATE ST	UKIAH
01/26/2023 20:30:12	DIST	BUILDING BRIDGES	230102570	1045 S STATE ST	UKIAH
01/25/2023 18:03:46	INFO	BUILDING BRIDGES	230102450	1045 S STATE ST	UKIAH
01/17/2023 05:10:42	TRESPASS	BUILDING BRIDGES	230101526	1045 S STATE ST	UKIAH
01/16/2023 17:01:04	R242	BUILDING BRIDGES	230101490	1045 S STATE ST	UKIAH
01/16/2023 09:50:56	THEFT	BUILDING BRIDGES	230101456	1045 S STATE ST	UKIAH
01/14/2023 04:57:35	INFO	BUILDING BRIDGES	230101300	1045 S STATE ST	UKIAH
01/11/2023 11:20:49	829	BUILDING BRIDGES	230100990	1045 S STATE ST	UKIAH
01/11/2023 02:16:14	INFO	BUILDING BRIDGES	230100961	1045 S STATE ST	UKIAH
01/09/2023 03:26:21	INFO	BUILDING BRIDGES	230100772	1045 S STATE ST	UKIAH
12/27/2022 10:58:35	CIVIL	BUILDING BRIDGES	221202569	1045 S STATE ST	UKIAH
12/25/2022 19:16:41	DIST	BUILDING BRIDGES	221202454	1045 S STATE ST	UKIAH
12/21/2022 11:08:14	829	BUILDING BRIDGES	221202025	1045 S STATE ST	UKIAH
12/16/2022 19:23:25	829	BUILDING BRIDGES	221201542	1045 S STATE ST	UKIAH
12/12/2022 09:38:23	THEFT	BUILDING BRIDGES	221201068	1045 S STATE ST	UKIAH
12/09/2022 19:54:07	TRESPASS	BUILDING BRIDGES	221200855	1045 S STATE ST	UKIAH
12/09/2022 02:31:10	820	BUILDING BRIDGES	221200779	1045 S STATE ST	UKIAH
12/07/2022 15:15:18	TRESPASS	BUILDING BRIDGES	221200629	1045 S STATE ST	UKIAH
12/06/2022 20:27:39	INFO	BUILDING BRIDGES	221200565	BUILDING BRIDGES	UKIAH
12/06/2022 19:35:14	INFO	BUILDING BRIDGES	221200559	1045 S STATE ST	UKIAH
12/03/2022 22:23:05	INFO	BUILDING BRIDGES	221200288	1045 S STATE ST	UKIAH
12/03/2022 12:05:01	INFO	BUILDING BRIDGES	221200242	1045 S STATE ST	UKIAH
12/02/2022 18:28:53	INFO	BUILDING BRIDGES	221200192	1045 S STATE ST	UKIAH

12/01/2022 21:25:18	INFO	BUILDING BRIDGES	221200085	1045 S STATE ST	UKIAH
11/29/2022 23:38:27	911 Hangup	BUILDING BRIDGES	221102855	1045 S STATE ST	UKIAH
11/28/2022 19:45:01	820	BUILDING BRIDGES	221102734	1045 S STATE ST	UKIAH
11/25/2022 13:50:16	829	BUILDING BRIDGES	221102449	1045 S STATE ST	UKIAH
11/24/2022 23:23:59	TRAFFIC STOP	BUILDING BRIDGES	221102395	1045 S STATE ST	UKIAH
11/22/2022 09:26:04	820	BUILDING BRIDGES	221102149	1045 S STATE ST	UKIAH
11/20/2022 18:09:16	INFO	BUILDING BRIDGES	221102013	1045 S STATE ST	UKIAH
11/19/2022 15:17:33	INFO	BUILDING BRIDGES	221101900	1045 S STATE ST	UKIAH
11/18/2022 18:46:08	WEL CHECK	BUILDING BRIDGES	221101824	1045 S STATE ST	UKIAH
11/18/2022 07:00:40	INFO	BUILDING BRIDGES	221101751	1045 S STATE ST	UKIAH
11/16/2022 10:26:46	820	BUILDING BRIDGES	221101560	1045 S STATE ST	UKIAH
11/14/2022 08:54:24	THEFT	BUILDING BRIDGES	221101361	1045 S STATE ST	UKIAH
11/13/2022 13:14:35	INFO	BUILDING BRIDGES	221101296	1045 S STATE ST	UKIAH
11/12/2022 22:22:29	911 Hangup	BUILDING BRIDGES	221101253	1045 S STATE ST	UKIAH
11/10/2022 05:07:45	INFO	BUILDING BRIDGES	221100908	1045 S STATE ST	UKIAH
11/09/2022 13:39:47	INFO	BUILDING BRIDGES	221100859	1045 S STATE ST	UKIAH
11/08/2022 17:51:13	415V	BUILDING BRIDGES	221100772	1045 S STATE ST	UKIAH
11/07/2022 09:49:59	SUSP CIRC	BUILDING BRIDGES	221100625	1045 S STATE ST	UKIAH
11/07/2022 00:19:48	INFO	BUILDING BRIDGES	221100602	1045 S STATE ST	UKIAH
11/06/2022 10:09:45	THEFT	BUILDING BRIDGES	221100554	1045 S STATE ST	UKIAH
11/06/2022 04:46:30	INFO	BUILDING BRIDGES	221100545	1045 S STATE ST	UKIAH
11/05/2022 12:51:55	TRESPASS	BUILDING BRIDGES	221100478	1045 S STATE ST	UKIAH
11/04/2022 15:33:20	THEFT	BUILDING BRIDGES	221100406	1045 S STATE ST	UKIAH
11/03/2022 11:35:14	829	BUILDING BRIDGES	221100266	1045 S STATE ST	UKIAH
11/02/2022 17:43:30	INFO	BUILDING BRIDGES	221100203	1045 S STATE ST	UKIAH
11/02/2022 10:31:22	TRESPASS	BUILDING BRIDGES	221100156	1045 S STATE ST	UKIAH
11/02/2022 09:59:24	TRESPASS	BUILDING BRIDGES	221100152	1045 S STATE ST	UKIAH
11/02/2022 08:15:16	TRESPASS	BUILDING BRIDGES	221100143	1045 S STATE ST	UKIAH
11/01/2022 22:04:30	242	BUILDING BRIDGES	221100113	1045 S STATE ST	UKIAH
10/31/2022 21:03:14	INFO	BUILDING BRIDGES	221003478	1045 S STATE ST	UKIAH
10/31/2022 06:41:22	AGENCY ASSIS	BUILDING BRIDGES	221003400	1045 S STATE ST	UKIAH
10/31/2022 06:34:20	INFO	BUILDING BRIDGES	221003399	1045 S STATE ST	UKIAH
10/29/2022 23:38:11	242	BUILDING BRIDGES	221003296	1045 S STATE ST	UKIAH
10/27/2022 10:37:28	TRESPASS	BUILDING BRIDGES	221002984	1045 S STATE ST	UKIAH

10/27/2022 00:59:29	INFO	BUILDING BRIDGES	221002947	1045 S STATE ST	UKIAH
10/24/2022 20:20:10	TRESPASS	BUILDING BRIDGES	221002717	1045 S STATE ST	UKIAH
10/24/2022 20:02:34	820	BUILDING BRIDGES	221002715	1045 S STATE ST	UKIAH
10/22/2022 15:06:52	Animal	BUILDING BRIDGES	221002499	1045 S STATE ST	UKIAH
10/19/2022 17:52:37	VIOL COURT	BUILDING BRIDGES	221002165	1045 S STATE ST	UKIAH
10/18/2022 05:51:03	INFO	BUILDING BRIDGES	221001969	1045 S STATE ST	UKIAH
10/16/2022 15:35:04	CIT ASSIST	BUILDING BRIDGES	221001784	1045 S STATE ST	UKIAH
10/16/2022 03:18:04	TRAFFIC STOP	BUILDING BRIDGES	221001749	1045 S STATE ST	UKIAH
10/14/2022 11:48:58	FRAUD	BUILDING BRIDGES	221001567	1045 S STATE ST	UKIAH
10/13/2022 21:16:49	INFO	BUILDING BRIDGES	221001519	1045 S STATE ST	UKIAH
10/13/2022 20:54:50	INFO	BUILDING BRIDGES	221001515	1045 S STATE ST	UKIAH
10/13/2022 06:50:24	THEFT	BUILDING BRIDGES	221001436	1045 S STATE ST	UKIAH
10/11/2022 19:23:28	INFO	BUILDING BRIDGES	221001268	1045 S STATE ST	UKIAH
10/10/2022 11:48:58	INFO	BUILDING BRIDGES	221001102	1045 S STATE ST	UKIAH
10/07/2022 13:57:21	THEFT	BUILDING BRIDGES	221000780	1045 S STATE ST	UKIAH
10/07/2022 08:35:45	820	BUILDING BRIDGES	221000732	1045 S STATE ST	UKIAH
10/06/2022 11:09:14	INFO	BUILDING BRIDGES	221000614	1045 S STATE ST	UKIAH
10/01/2022 04:08:47	INFO	BUILDING BRIDGES	221000015	1045 S STATE ST	UKIAH
09/29/2022 08:02:28	DIST	BUILDING BRIDGES	220903133	1045 S STATE ST	UKIAH
09/28/2022 17:56:18	INFO	BUILDING BRIDGES	220903086	1045 S STATE ST	UKIAH
09/22/2022 14:41:07	DIST	BUILDING BRIDGES	220902477	1045 S STATE ST	UKIAH
09/21/2022 18:53:26	AGENCY ASSIS	BUILDING BRIDGES	220902374	1045 S STATE ST	UKIAH
09/11/2022 11:10:55	829	BUILDING BRIDGES	220901273	1045 S STATE ST	UKIAH
09/08/2022 06:34:46	INFO	BUILDING BRIDGES	220900839	1045 S STATE ST	UKIAH
09/06/2022 07:40:38	242	BUILDING BRIDGES	220900623	1045 S STATE ST	UKIAH
09/04/2022 10:59:04	415V	BUILDING BRIDGES	220900442	1045 S STATE ST	UKIAH
09/03/2022 05:00:35	829	BUILDING BRIDGES	220900312	1045 S STATE ST	UKIAH
09/02/2022 15:56:04	242	BUILDING BRIDGES	220900219	1045 S STATE ST	UKIAH
09/02/2022 09:04:00	UCC	BUILDING BRIDGES	220900164	1045 S STATE ST	UKIAH
08/29/2022 18:00:45	242	BUILDING BRIDGES	220803200	1045 S STATE ST	UKIAH
08/29/2022 07:49:36	INFO	BUILDING BRIDGES	220803137	1045 S STATE ST	UKIAH
08/29/2022 03:45:00	INFO	BUILDING BRIDGES	220803128	1045 S STATE ST	UKIAH
08/28/2022 11:23:34	WEL CHECK	BUILDING BRIDGES	220803087	1045 S STATE ST	UKIAH
08/22/2022 15:10:55	CIT ASSIST	BUILDING BRIDGES	220802433	1045 S STATE ST	UKIAH

08/19/2022 18:35:28	TRAFFIC STOP	BUILDING BRIDGES	220802154	1045 S STATE ST	UKIAH
08/18/2022 15:02:59	415	BUILDING BRIDGES	220802013	1045 S STATE ST	UKIAH
08/17/2022 21:06:22	INFO	BUILDING BRIDGES	220801922	1045 S STATE ST	UKIAH
08/16/2022 14:10:06	242	BUILDING BRIDGES	220801782	1045 S STATE ST	UKIAH
08/12/2022 16:40:47	DIST	BUILDING BRIDGES	220801376	1045 S STATE ST	UKIAH
08/11/2022 02:15:38	824	BUILDING BRIDGES	220801174	1045 S STATE ST	UKIAH
08/09/2022 07:06:49	CIVIL	BUILDING BRIDGES	220800968	1045 S STATE ST	UKIAH
08/06/2022 01:39:05	INFO	BUILDING BRIDGES	220800616	1045 S STATE ST	UKIAH

Building Bridges Homeless Resource Center

March 2023

1045 South State Street
Ukiah, Ca 95482
707-234-3270

PROJECT OVERVIEW

The Building Bridges (B²) homeless resource center is a collaborative project between Redwood Community Services, Inc. (RCS) and partnering agencies, community members, and people experiencing homelessness. RCS proposes to address homelessness in Mendocino County through a multi-faceted project designed to provide outreach, safe shelter, housing, and related services to people experiencing a housing crisis. This project serves to fill a gap in Mendocino County's Homeless Services Continuum of Care (MCHSCoC) by providing a centralized location in the Ukiah valley for integrated homeless services and resources.

"Building Bridges – for us [folks] without a home. We haven't the money – only some have jobs and we struggle to survive on our own. We need a little help. Things we can't get for ourselves. Shoes and a jacket. Clothes of our own. A change of socks. A blanket to keep us warm. A little food. A safe place to sleep for the night. Every little bit helps make the future look bright. Another day – another tomorrow – leaving behind a little more sorrow. A kind face – a helping hand – someone who knows how hard it is. Someone who understands. A little bit of hope – a reason to try – not to give up our beautiful lives. Building Bridges – a step at a time." – thank you letter written by a B² guest

PROJECT DESCRIPTION

The B² homeless resource center provides specialized support services for people experiencing homelessness. Guests and residents of B² may also be living with mental illness, addiction, physical disability, chronic health problems, and other challenges. B² operates from a low barrier perspective – meaning that there are few to no barriers in place to prohibit people from accessing services and shelter. Guests are welcomed to B² to find community among people experiencing similar challenges and access supports that meet them where they are at. The goal is not simply to get people off the streets, but to provide a comprehensive array of supports that assist people in achieving stability and moving forward with their lives. While emergency shelter alone does not solve homelessness, it is an important piece of the solution. To access permanent housing, people need to connect with resources and support. In the absence of natural support and in the presence of extreme barriers to housing, people need a bit of a hand up. That is what B² aims to provide: just enough of a hand up to get people connected and on the path to stability and sustainable housing.

B² is supported by a stakeholder committee, which is comprised of B² staff, City and County representatives, law enforcement representatives, B² guests, neighboring residents and businesses, partnering agencies and organizations, and other stakeholders. This group provides guidance and support to the operations of B². RCS, partnering agencies, and stakeholders work together to ensure that a variety of services are available to assist guests and residents with addressing their barriers to housing. RCS leadership and the stakeholder committee oversee the policies that are implemented at B², ensuring that the program operates under a low barrier model that balances safety and accountability with the goal of keeping people engaged in their own lives, community, and progress.

Day Center

The Day Center includes restroom, shower, and laundry facilities, a drop-in resource room, non-commercial food preparation area, office space, donation sorting and distribution space, dog kennel area, computers, and outside space. Community and private office space are available for partnering agencies and providers to utilize to provide services to guests of the center. For example, agencies such as Adventist Health, MCAVHN, Tapestry, Anchor Health Management, and RCS' behavioral health and crisis intervention services, among others, can meet with clients at the center. This aids people who are homeless with being able to go to one location to get many needs met, rather than having to access disjointed services spread around the county. The goal of the day center is to provide integrated services to those who are homeless, assisting them to build resiliency and break barriers to housing.

Day Center Operational Details

Capacity:

- During the day B² can serve up to 40 guests at a time.

Days and hours of operation:

- Ideally, the Day Center is open to the public Monday—Friday from 9 am to 5 pm. The Day Center opens to the public or people not staying at the Shelter depending on staff capacity. The Day Center will also close to the public if there are not sufficient staff on shift to operate safely. The Day Center is open to Shelter guests 7 days a week, 24 hours a day.

Staffing:

- Program Director and Program Supervisor to oversee and facilitate B² operations
- LVN Case Manager
- Housing Navigators
- Peer Support Counselors
- Recent addition to the team: Care Managers providing enhanced care management services!
- Additional service providers from partnering agencies could include: mental health service providers, case managers, employment services provider, substance use treatment providers, etc.
- Volunteers are utilized where and when possible to provide additional support
- There is a minimum of two employees on duty to supervise the guests and maintain safety during the daytime hours. These employees are trained in Motivational Interviewing, Trauma-Informed Care, Crisis Communication, Collaborative Problem Solving, CPR and first aid, conflict management, harm reduction approaches, and other trainings that focus on supporting people experiencing homelessness.

Inland Shelter

The Inland Shelter at B² provides beds on site in a congregate space. The Shelter aims to remain open year-round but will prioritize being open during the winter months if there is inadequate funding to support year-round operations. The Shelter prioritizes access to those who are most vulnerable on the street, using a standardized screening tool to help determine each person's level of risk and vulnerability. The Shelter also works with emergency services to divert people from hospitalization and jail.

Shelter Operational Details

Capacity:

- The Inland Shelter currently has on-site capacity to serve 50—55 of the community's most vulnerable adults experiencing homelessness. Capacity fluctuates based on staff capacity and the acuity of need of the Shelter guests. Bed number may be temporarily reduced when the number of guests highly acute needs increases.
- B² assists families with children with accessing appropriate County resources. They are also

supported with connecting to Ford Street Project's family shelter. Families with children could be provided with short-term emergency assistance staying at a hotel if no other resources are available. They may also receive supportive services and housing navigation services through B².

Days and hours of operation:

- The Shelter is open to Shelter guests 24 hours a day.

Staffing:

- Program Director and Program Supervisor to oversee and facilitate B² operations
- Housing Navigators
- Peer Support Counselors
- There is always a minimum of two staff on duty to supervise the guests and maintain safety, inside and outside. The overnight staff will be "Wide-Awake" and expected to address any problem conditions or behaviors. These employees are trained in Motivational Interviewing, Trauma-Informed Care, Crisis Communication, Collaborative Problem Solving, CPR and first aid, conflict management, harm reduction approaches, and other trainings that focus on supporting people experiencing homelessness.

Rapid Re-Housing

The B² Rapid Re-Housing (RRH) program aids people who are literally homeless. It assists them with moving as quickly as possible into permanent housing and achieve stability through a combination of housing identification, rental assistance, and supportive services. Potential participants are selected through the MCHSCoC Coordinated Entry System (CES), targeting those who are most likely to need short-term housing assistance. RCS has operated this project since 2017 and has seen it grow into an extremely successful program utilizing a relatively small amount of funding.

Homelessness Prevention

B² provides supportive services to people who are at risk of losing their housing. Services could include landlord mediation, advocacy, and limited financial assistance when resources are available.

Housing Navigation Services

B² Housing Navigators work with people experiencing a housing crisis, both those who are currently unhoused and those who are at risk of becoming homeless, aiding them with acquiring and/or sustaining housing. These supportive services are provided primarily to those who are identified through the CES as being the most vulnerable and at risk. Housing Navigation staff utilize a "progressive engagement" approach, offering "light-touch" assistance at first and increasing aid only as needed. Housing Navigators develop relationships with landlords, striving to increase the pool of housing available to people with multiple housing barriers (i.e., no or bad rental history, criminal record, no/low income, etc.).

Partnerships

B² connects with many other community services and projects. Other community agencies have been invited to utilize the facility to provide services to their clients who are guests at B². The Adventist Health Street Medicine team utilizes our space to conduct a weekly clinic with a doctor who coordinates with the B² LVN Case Manager. Adventist Health has been integral to aiding the project navigate providing services during the COVID-19 pandemic. The Anchor Whole Person Care wellness coaches regularly meet with their clients at the facility. We work closely with the Ukiah Police Department to route people from the streets into B². The RCS Crisis team diverts people from emergency room stays and hospitalization when they need a place to stabilize after a mental health crisis, providing them with a place to stay at the shelter and extra staff support. We work with other organizations, such as the Mendocino County Adult Protective Services, the jail, hospitals, the

Willits Community Center, Mendocino Coast Hospitality Center, and others, to identify people experiencing homelessness throughout the county who may benefit from shelter and supportive services. We partner with MCAVHN, Plowshares, Legal Services of Northern California, Project Sanctuary, Mendocino County Youth Project, and other providers to meet the needs of the folks who utilize B². Finally, B² is an active participant in the MCHSCoC Homeless Management Information System (HMIS) and CES. Coordinated Entry is a vital part of addressing homelessness in our community and we intend to be part of making that system robust and effective.

Target Population

B² is a resource for anyone in Mendocino County who is experiencing homelessness or at imminent risk of homelessness. Within that broad target population, different parts of B² target different subpopulations. Examples of this include:

1. The night-time shelter focuses on adults on-site at the facility and families with children through secured hotel rooms, prioritizing those experiencing chronic homeless and those living with disabilities, the most vulnerable on the streets, and who are most likely to have law enforcement interactions and/or emergency room visits.
2. The supportive services available at B² (Housing Navigation services, peer support, medical services, etc.) are triaged, with those who are the most vulnerable and in need receiving more intensive services. Those who can be diverted from services and system resources are. Some guests just need a light nudge and will resolve their housing crisis on their own. Others need more attention to help them get back on their feet and connected to additional resources.
3. Rapid Re-Housing rental assistance and supportive services targets those who are homeless and just need assistance for a short period of time.
4. The B²'s Enhanced Care Management services target people experiencing homelessness, prioritizing services for who have been chronically homeless.
5. B² could also be a short-term resource for people experiencing homelessness who are not established in Mendocino County. Our goal with those individuals or families would be to help them connect with the community they are established in or the location they have the best chance of resolving their housing crisis in. B² has found that most people who access the resource are connected to Mendocino County. In 2022, 83% of B² guests were deeply connected to Mendocino County.

PROJECT GOAL

Households experiencing homelessness in Mendocino County will experience decreased barriers to community integration and housing through supportive services.

B²'s goal is for each guest to stabilize in a safe, ideally housed, environment and work to achieve the highest level of independence possible. This could mean long-term residency in supportive housing or it could mean working towards acquiring other stable, independent, permanent housing in the community. It could mean the guest leaves Mendocino County for a community that can better support them. It could mean short-term assistance is needed or long-term. Success is individualized and will vary between each guest. We regularly evaluate the project and adjust in coordination with the MCHSCoC and the B² stakeholder committee to be successful.

Etiology Driving the Project

Because homeless adults experience the following:

- Higher rates of substance use disorders, mental illness, and/or physical disability;
- Inadequate access to healthcare and prescription medications;
- A lack of resources to maintain personal hygiene;
- Ostracization in public spaces;
- Lack of financial resources; and
- Inadequate access to shelter and housing;

The result is:

- Isolation from social support systems and networks;
- Increased substance use, mental illness, and/or a worsening of symptoms related to mental illness and/or physical disability;
- Dependence on emergency services for healthcare and shelter;
- High rates of interactions with law enforcement;
- Barriers to employment; and
- Increased barriers to acquiring and sustaining housing.

Working hypothesis:

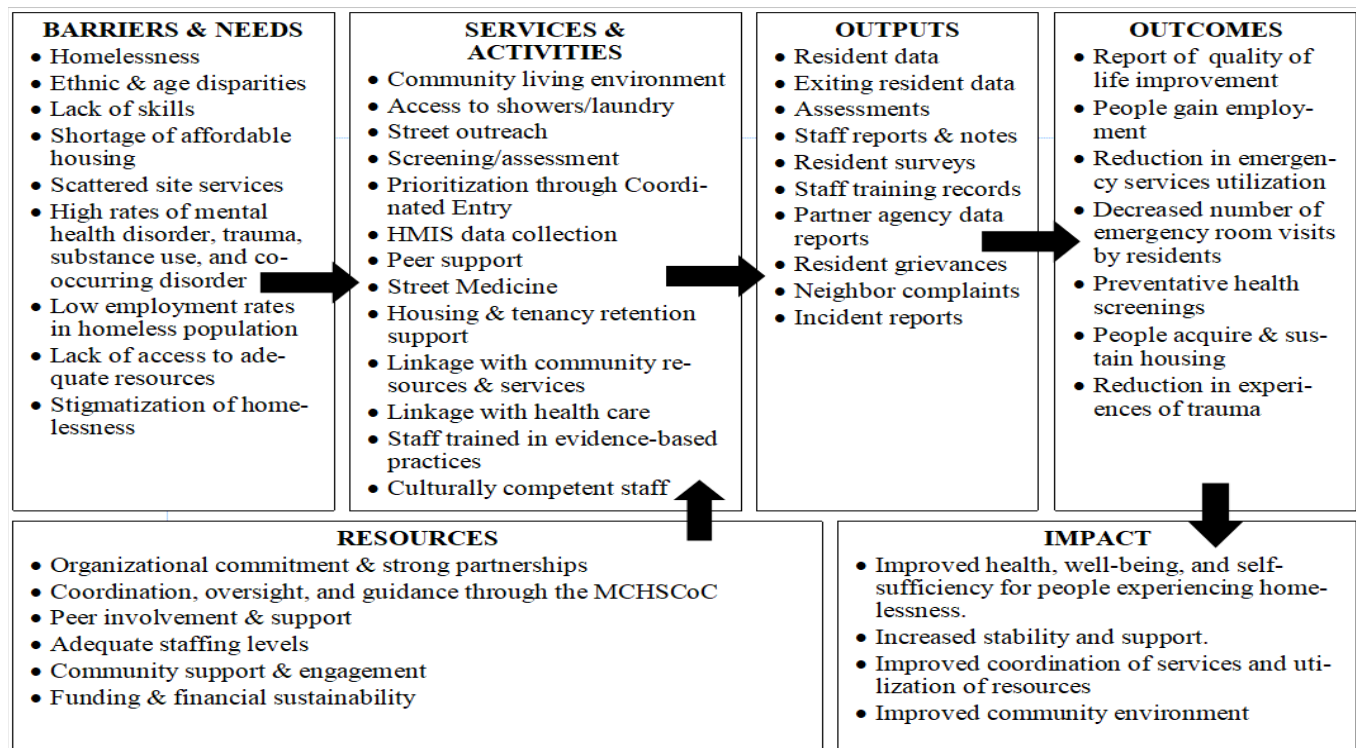
If the following is implemented with people who are homeless:

- Short-term access to emergency shelter 24 hours each day;
- Access to a day service center dedicated to homeless services;
- Access to short and long-term housing in a supported environment;
- Supportive services to address substance use, mental illness, and other disabilities;
- Community outreach and engagement;
- Access to showers, bathrooms, and laundry facilities;
- Activities to increase social skills and opportunities for social interaction; and
- Connections to primary care providers;

Then people who participate in the program will experience:

- Improved health outcomes;
- Lower rates of substance abuse;
- Increased stability of symptoms related to mental illness, substance use disorders, and other disabilities;
- Increased community inclusion;
- Reduced stigmatization in the community;
- Reduced barriers to independent permanent housing; and
- Improved relationships.

B² Logic Model



A few data points from 2022 B² Services:

- Number of unique individuals served through our day resource center: *at least* **603**
- Number of individuals provided a bed at our emergency shelter: **299**
- **Number of individuals connected to permanent housing with support from B2: 100**
- Percentage of people served as a member of a family with children: 13%
 - 42% of the people connected with permanent housing were a member of a family with children
- Number of showers taken: 6378 (confirmed #, not all showers recorded)
- Number of loads of laundry: 6596 (confirmed #, not all loads recorded)
- Gender of people served:
 - Female: 39%
 - Male: 60%
 - Transgender/non-binary: 1%
- Ages of people served:
 - 0-17: 7%
 - 18-24: 5%
 - 25-34: 18%
 - 35-44: 26%
 - 45-54: 20%
 - 55+: 24%
 - Research has shown that people experiencing homelessness start experiencing the negative impacts of age significantly earlier than their housed neighbors and the life-expectancy is significantly shorter, thus we report on elders as being 55 and older.
- Race:
 - Asian/Asian American: 1%
 - Black/African American/African: 5% (1.1% of the general Mendocino County population)
 - Multiple Races Reported: 5% (4% in the general Mendocino County population)
 - Native American/Indigenous: 13% (6.6% of the general Mendocino County population)
 - White: 76% (85.7% of the general Mendocino County population)
- Ethnicity:
 - Hispanic/Latine: 20%
 - Non-Hispanic/Latine: 80%
- Disability:
 - People living with a disability: 87% of the people served
 - Mental health disorder: 62%
 - Chronic health condition: 48%
 - Physical disability: 45%
 - Substance use disorder: 30%
- 60% report having experienced domestic violence
- 61% report having no income
- 4% of people served report being a veteran
- 54% of people served are chronically homeless (long-term homelessness + disability)



DATE: April 3, 2023
TO: Planning Commission
FROM: Craig Schlatter, Director of Community Development
SUBJECT: Discussion with Possible Approval of Changes to the Ukiah Planning Commission Rules of Conduct

Background:

The City of Ukiah Planning Commission Rules of Conduct (“Rules”) were last updated and adopted by the Commission on November 8, 2017 through Resolution No. 2017-01. The Rules were based on Rules developed by the City Council.

At the Commission’s February 22, 2023 regular meeting, the Commission requested an agenda item be scheduled to discuss and possibly approve changes to the 2017 Rules. Staff scheduled a discussion of the Rules of Conduct at Planning Commission’s March 8, 2023 meeting.

Unfortunately, audio/visual technical issues experienced during the meeting resulted in only approximately 90% of the audio being salvaged and no video. Staff will continue attempting to restore the full recording of the meeting in coming weeks.

Discussion:

Based on the March 8 audio recording, Staff has produced a redline, marked-up version of the Rules of Conduct (Attachment 1) and clean version of the Rules of Conduct (Attachment 2). Staff recommends the Commission discuss the Rules and agree by consensus on the changes to be made. Upon consensus approval, Staff will then prepare a resolution with the final Rules of Conduct for the April 26, 2023 meeting, and upon adoption the Commission will have updated Rules of Conduct.

RULES OF CONDUCT OF THE UKIAH PLANNING COMMISSION MEETINGS FOR THE CITY OF UKIAH

SECTION 1. UKIAH PLANNING COMMISSION MEETINGS

The Ukiah Planning Commission ("Commission") meets regularly on the second and fourth Wednesday of each month at 6:00 p.m. The Commission meetings are held at the Civic Center Council Chambers, located at 300 Seminary Avenue. The Rules of Conduct sets forth procedural guidelines for the conduct of Ukiah Planning Commission meetings as follows:

I. Special Meetings/Time and Place/Notices

Special Planning Commission meetings may be called at any time by the Planning Commission Chair or by three (3) members of the Commission by directing the Recording Secretary to deliver or mail a written notice to each Commissioner, to each local newspaper of general circulation, radio and television station requesting a notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting, as set forth in the notice. The call and notice shall set forth the time and place of the special meeting, which may be at a time and place different from the regular meeting time or place, and the business to be transacted. A copy of the notice shall also be posted at or near the door to the City Hall Council Chambers. No other business shall be considered at such meetings. Such written notice may be dispensed with as to any Commissioner who, at or prior to the time the meeting convenes, files with the Planning Commission a written waiver notice. Such waiver may be given by U.S. mail, email, or facsimile. The written notice may also be dispensed with as to any Commissioner who is actually present at the meeting at the time it convenes.

II. Open to the Public/Exception

All regular and special meetings of the Planning Commission shall be public; provided, however, the Commission may hold a special meeting, with applicable provisions of state law, including the Ralph M. Brown Act (Government Code Sections 54950 et seq.).

III. Closed sessions/Disclosure of Information

Not applicable.

SECTION 2. AGENDA

I. Preparation and Posting of Agendas

Except for documents or information prepared by City staff that is not available by 12:00 noon on Wednesday, but in the ~~Planning Director~~Community Development Director's judgement should be included with the agenda prior to its delivery to members of the Planning Commission, all reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Commission at a regular meeting, shall be delivered to the Recording Secretary no later than 12:00 noon on Wednesday, six (6)

working days preceding the meeting. The Recording Secretary or City Planning Division staff shall prepare the agenda of all such matters under the direction of the City ~~Planning Director~~Community Development Director. The agenda and supporting documents shall be delivered to the Planning Commissioners no later than the Friday preceding the Wednesday Planning Commission meeting to which the agenda pertains. The agenda itself shall be posted in a location freely accessible to the public at least 72 hours before each regular meeting or 24 hours before any special meeting of the Planning Commission. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting, as well as the time and location of the meeting. The ~~Planning Director~~Community Development Director shall review the items to be placed on the agenda and place those items which he or she believes to be of a routine non-controversial nature and are properly documented on the consent calendar, ~~on~~ for adoption by a single motion.

II. Order of Business

The business of the Planning Commission and the order of its agenda shall be in such form, as the Commission may from time to time adopt by resolution.

SECTION 3. PLANNING CORRESPONDENCE

I. Availability to the Public

Correspondence on agenda and/or non-agenda items addressed to the Planning Commission and received by the Recording Secretary, Planning Division staff, or any other officer or employee of the City, shall not become a public record until received and ~~filed distributed to by~~ the Commission at a regular, special, or adjourned meeting of the Planning Commission. Correspondence may come in the form of U.S. mail, email, and/or facsimile. Correspondence should not be read aloud at a Planning Commission meeting unless requested by a majority vote of the Commission.

II. Authority of the ~~Planning~~Community Development Director

The City ~~Planning~~Community Development Director is hereby authorized to open and examine all mail or other written communications addressed to the Planning Commission and to give them immediate attention to this end, that all administrative business referred to in such communications, and not necessarily requiring Commission action, may be acted upon between Commission meetings; provided, however, mail addressed to individual Commissioners shall not be opened without the consent of the Commissioner.

SECTION 4. PRESIDING OFFICER

The Planning Commission Chair shall be the presiding officer at all meetings of the Planning Commission. In the absence of the Planning Commission Chair, the Planning Commission Vice Chair shall preside. In the absence of both the Chair and Vice Chair, the Recording Secretary shall call the Commission to order, whereupon, a temporary presiding officer or Commissioner shall be elected by the Planning Commissioners present to serve until the arrival of the Planning Commission Chair or Vice Chair or until adjournment. Wherever in this article the term Chair is used, it shall apply equally to the presiding officer as set forth in this section.

I. Powers and Duties

- A. Participation: The presiding officer may move, second, debate, and vote from the Chair.
- B. Signing of Documents: The presiding officer shall sign all ordinances, resolutions, contracts, and other documents necessitating his/her signature which were adopted in his/her presence, unless he or she is unavailable, in which case the signature of an alternate presiding officer may be used.
- C. Sworn Testimony: The presiding officer may require any person addressing the Planning Commission to be sworn as a witness and to testify under oath, and the presiding officer shall so require, if directed to do so, by a majority vote of the Planning Commission.
- D. Discussion of and Action on Agenda Items: Under rules, as shall be determined from time to time by the Commission Chair, the public shall be offered an opportunity to address at the meeting, any item included on the agenda. The Planning Commission shall not take action on any item not appearing on the posted agenda unless: 1) a Commission majority determines that an "emergency situation", as defined herein, exists; 2) The Commission determines by a two-thirds (2/3) vote or by a unanimous vote if less than two-thirds (2/3) of the Planning Commissioners are present, that a need to take immediate action to the item arose subsequent to the posting of the agenda; or 3) the item was included in a properly posted agenda for a prior meeting occurring not more than five (5) days prior to the meeting at which time the action is taken and was continued to the meeting at which time the action is taken

As used in this section "emergency" means an event which will cause a work stoppage, severely impairing public health or safety, or a crippling disaster severely impairing public health or safety.

SECTION 5. RULES OF ORDER

In the event of questions as to procedure not set forth in this article for Planning Commission meetings, the Chair shall be guided by the rules of general parliamentary procedure.

I. Rules of Order/Failure to Observe

Rules adopted to expedite the transaction of the business of the Commission in an orderly fashion shall be deemed to be procedural only and subject to the privilege of the presiding officer. The, and the failure to strictly observe such rules shall not affect the jurisdiction of the Commission or invalidate any action taken at a meeting, which is otherwise held in conformity with law.

II. Rules of Decorum

- A. Commissioners: While the Commission is in session, the Commissioners shall preserve order and decorum, and a Commissioner shall neither, by

conversation or otherwise, delay or interrupt the proceedings or the peace of the Commission, nor disturb any Commissioner while speaking, nor refuse to obey the orders of the presiding officer. Commissioners shall not leave their seats during a meeting without first obtaining the permission of the presiding officer.

- B. Employees: Members of the City staff and employees shall observe rules of order and decorum as are applicable to the Planning Commission. However, members of the City staff and employees may not leave their seats during a meeting without first obtaining the permission of the presiding officer.
- C. Persons Addressing the Council: Any person making impertinent, slanderous, or profane remarks, or who becomes boisterous while addressing the Commission, shall be called to order by the presiding officer, and if such conduct continues, may, at the discretion of the presiding officer, be ordered barred from further attendance before the Commission during that meeting.
- D. Members of the Audience: Any person in the audience who engages in disorderly conduct, such as clapping of the hands, stamping of the feet, whistling, using profane language, yelling, or similar demonstrations, which disturbs the peace and good order of the meeting, or who refuses to comply with the lawful orders of the presiding officer, is guilty of a misdemeanor under the provisions of State law, and, upon instructions from the presiding officer, it shall be the duty of the sergeant at arms (Chief of Police or his/her designee) to remove such person from the Council Chamber and to place him or her under arrest.
- E. Dangerous Instruments: No person may enter the chambers of a legislative body, as defined in Section 54852 of the Government Code of the State, or any place where such legislative body is in session, with any firearm, weapon, or explosive device of any nature. The provisions of this section shall not apply to authorized peace officers or to those persons authorized by the Penal Code of the State to carry such weapons.
- F. Rules of Decorum/Enforcement: The Chief of Police, or such members of the Police Department as the Chief of Police may designate, shall be sergeant at arms of the Commission and shall carry out all orders given the presiding officer for the purpose of maintaining order and decorum at Commission meetings. Any Commissioner may move to require the presiding officer to enforce the rules, and the affirmative vote of a majority of the Commission shall require him or her to do so.

II. Rules of Debate

- A. Getting the Floor: Every Commissioner desiring to speak at a Planning Commission meeting shall first address the Chair, gain recognition by the presiding officer, and confine himself/herself to the question under debate, avoiding personalities and indecorous language.

- B. Questioning the Staff: Every Commissioner desiring to question the City staff shall, after recognition by the presiding officer, address his or her questions to City staff.
- C. Interruptions: A Commissioner, once recognized, shall not be interrupted when speaking unless called to order by the presiding officer, a point of order or chooses to yield to a question by another Commissioner. If a Commissioner is called to order while speaking, he or she shall cease speaking until the question of order is determined to be in order, then he or she may proceed. Members of the City staff, after recognition by the presiding officer, shall hold the floor until the 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 Council. If an appeal is taken, the question shall be, "*Shall the decision of the presiding officer be sustained*"? A majority vote shall conclusively determine such question of order.
- E. Points of Personal Privilege: The right of a Commissioner to address the Commission on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are questioned or where the welfare of the Commission is concerned. A Commissioner raising a point of personal privilege may interrupt another Commissioner who has the floor only if the presiding officer recognized the privilege.
- F. ~~Privilege of Closing Debate: The Commissioner moving the adoption of an ordinance, resolution, or motion shall have the privilege of closing debate.~~
- G. Limitation of Debate: No Commissioner shall be permitted to speak more than once on any particular subject until every other Commissioner desiring to do so shall have spoken.

SECTION 6. MOTIONS

A motion by any member of the Planning Commission, including the presiding officer, may not be considered by the Commission without receiving a second.

I. After Motions are Made and Hearings are Closed

After a motion has been made or a public hearing has been closed, no member of the public shall address the Commission from the audience on the matter under consideration without first seconding permission to do so by a majority vote of the Commission. Prior to taking a vote, the Commission may engage in discussion and debate. With the consent of the presiding officer, a Commissioner may request specific clarifying information from staff and/or the applicant.

SECTION 7. VOTING RULES

I. Seating Arrangement for Commission

The Planning Commission Chair shall sit in the center chair of the Commission; the next Commissioner in seniority, based upon the time at which the Commissioner was appointed by the City Council ~~-(and if there is more than one of the same seniority, then by highest vote count at that election)~~ shall sit alternately on the left and right of the Planning Commission Chair. Should the Chair not be present at the meeting, the Vice Chair shall sit in the center chair as presiding officer.

II. Question to be Stated

Upon moving the question, the presiding officer shall call for the vote which shall be taken first from the least senior member then moving by seniority rank to the most senior member, with ~~Planning Commission Chair~~ the presiding officer voting last.

III. Registration of Votes

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 note upon the name of the Planning Commissioner.

IV. Voting Procedure/Disqualification

Any Planning 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 open meeting. 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 Council table and leave the Council Chamber. A Commissioner stating such disqualification shall not be counted as a part of a quorum, and shall be considered absent for the purpose of determining the outcome of any vote on such matter.

V. Failure to Vote

Planning Commissioners present at a Planning Commission meeting shall vote unless disqualified by reason of a conflict of interest or where the Commissioner in good faith believes that he or she should not vote on a measure for good cause, such as, but not limited to, not having attended a prior meeting essential to an informed note on the measure. A failure to vote or an abstention shall not be counted. A measure shall pass only if it receives “aye” votes from a majority of the Commissioners present at the meeting provided a quorum is established. Commissioners abstaining shall be counted in determining whether a quorum is present.

VI. Tie Votes

Tie votes shall be lost motions and may be reconsidered.

VIII. Changing Votes/Abstention

A Planning Commissioner may change his or her vote only if he or she makes a timely request to do so immediately following the announcement of the vote by the Recording Secretary and prior to the time the next item in the order of business is taken up. A

Commissioner who publicly announces he or she is abstaining from voting on a particular matter shall not subsequently be allowed to withdraw his or her abstention.

SECTION 8. RECONSIDERATION OF ACTIONS

A motion to reconsider any action taken by the Planning Commission may be made only on the day such action was taken. It may be made either immediately during the same session or at recessed or adjourned session thereof. Such motion may be made only by one of the Commissioners who voted with the prevailing side. The provision of this section shall not be construed to prevent any Commissioner from making or remaking the same or any other motion at a subsequent meeting of the Commission Council.

SECTION 9. PUBLIC HEARINGS

I. Public Hearing Defined

A public hearing is any hearing which is publicly noticed by publication in a newspaper of general circulation, posting on affected property, or mailing to affected parties. Generally, public hearings can be classified as quasi-judicial or quasi-legislative. The following is a general summary description of quasi-judicial and legislative hearings. The discussion is not intended to change the general California law governing this subject. Generally, a quasi-judicial decision is any decision affecting one, or a limited number of individual applicants, in which the Planning Commission is legally required to make its decision based on the evidence presented during the hearing. Examples of such hearings include appeals from land use decisions by Planning Commission to the Ukiah City Council, such as those concerning major use permits, variances, and major site development permits. Generally, a quasi-legislative decision generally is a decision to make or amend rules affecting a whole class or large number of persons. The City Council is required to seriously consider evidence presented during quasi-legislative hearings, but it is not legally required to base its decision exclusively on the evidence presented. Examples of quasi-legislative decisions include the adoption or amendment of zoning ordinances, general plan amendments, and other ordinances.

II. Submission of Documents

In order to give adequate consideration to written documents, the following rules shall apply:

- A. Time and Submission: Any written document excluding written comments submitted on a particular agenda item by the public, whether containing factual information or legal or policy arguments exceeding 250 words, must be submitted to the Recording Secretary six (6) calendar days prior to the scheduled hearing date. Photographs or other graphic depictions may be filed at the hearing.
 1. If the submission deadline falls on a legal holiday or weekend, the document must be submitted the last working day prior to the submission deadline.
 2. The Planning Commission shall exclude from the record and not consider any document submitted after the submission deadline,

unless upon a motion by a Commissioner, a majority of the Commissioners present at the hearing vote to consider the document. A decision to consider a document not timely filed shall be considered automatic grounds to continue the hearing, although a continuance shall require a specific motion adopted by a majority of the Commissioners present at the meeting.

B. Manner of Submission: All documents must be presented to the Recording Secretary for consideration at the hearing. No documents presented to the individual Commissioners prior to the hearing shall be considered as part of the hearing record.

1. To be considered, an original and seven (7) copies must be filed with the Recording Secretary.
2. Upon Receipt, the Recording Secretary shall date stamp as received the original and all copies. Upon request, the Recording Secretary will furnish the proponent of the document with a date stamped copy. The Recording Secretary shall immediately distribute copies of the submitted documents to the individual Commissioners and the Planning DirectorCommunity Development Director. The Recording Secretary shall retain the original and include it in the hearing record, which the Recording Secretary shall compile and maintain.

~~III. Notice of Hearing~~

~~Any notice of a public hearing shall include a statement that anyone wishing the Planning Commission to consider a document exceeding 250 words must submit the original document and seven (7) legible copies to the Recording Secretary not less than six (6) calendar days prior to the scheduled meeting date.~~

IV. Viewing the Site

In quasi-judicial hearings involving specific property, it shall be the duty of Planning Commissioners to view the site prior to the hearing. At the beginning of the hearing the Planning Commission Chair shall poll the Commissioners to establish, on the record, whether they have viewed the site. If any Commissioner indicates that he or she has not viewed the site, the hearing shall be continued to the next regular meeting date. ~~In viewing the site, no Commissioner shall have any discussion with project proponents or opponents.~~

In quasi-legislative public hearings involving specific property, any Commissioner may, but not required to, view the site. In such hearings, Commissioners may, but are not required to, reveal on the record whether they have viewed the site.

V. Making a Decision

In quasi-judicial hearings, the Planning Commission shall base its decision exclusively on the record, including documents submitted in accordance with this rule and testimony and oral argument presented during the hearing. Any motion deciding the matter shall include sufficient findings of fact to inform the parties of the basis on which the Planning Commission made its decisions, and to determine whether the decision is based on lawful principles. Where possible, the staff report the Planning Commission shall include proposed findings for Planning Commission consideration.

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VI. Conduct of Public Hearing

As presiding officer, the Planning Commission Chair shall conduct the hearing to promote an orderly presentation of the evidence by all parties. Subject to the following guidelines, the Chair shall use his or her discretion in presiding over the hearing:

- A. Order of Proof: Generally, all those supporting an application or measure shall present their evidence and argument first. Those opposing the application or measure shall present their evidence and argument second. Those supporting the measure shall be allowed some additional time for rebuttal. If during the rebuttal project proponents present new argument or evidence, project opponents shall be allowed some additional time to rebut that new matter.
- B. Time Limitations: The Planning Commission Chair may impose time limitations on all those wishing to present evidence or argument. The Chair may prevent the presentation of irrelevant, repetitive, or cumulative testimony or argument.
- C. Manner: Each person desiring to address the Planning Commission shall step up to the microphone reserved for that purpose, 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 persons, and unless further time is granted by a majority vote of the Commission, shall limit his or her remarks to three (3) minutes. All remarks shall be addressed to the Commission as a whole and not to any member thereof.
- D. Spokesmen for Groups of Persons: In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Planning Commission on the same subject matter, it shall be proper for the presiding officer to request that spokesman be chosen by the group to address the Commission, and in the event additional matters are to be presented by any other member of such group, to limit the number of such persons addressing the Commission.

SECTION 10. ORDINANCES/RESOLUTIONS/CONTRACTS

I. Motions

Motions shall be used to express decisions of the Planning Commission on routine questions or matters of temporary importance, or to give instructions to the staff and shall be moved, seconded, and adopted by a voice vote unless a roll call is requested by a Commissioner.

II. Resolutions

Resolutions shall be used to express decisions of the Planning Commission of a permanent or lasting nature and shall be introduced, seconded, and adopted by a roll call vote.

III. Ordinances

Not applicable.

SECTION 11. MINUTES/PREPARATION AND CHANGES

The Recording Secretary shall have the exclusive responsibility for the preparation of the minutes of Planning Commission meetings, and any directions for changes in the minutes shall be made only by a majority action of the Commission.

I. Minutes/Request for Detail

During a Planning Commission meeting any Commissioner may request the Recording Secretary include in the minutes for that meeting a verbatim transcript of any portion of the meeting designated by the Commissioner. If so requested, the Recording Secretary shall include the verbatim transcript of such segment in the draft minutes presented to the Planning Commission for approval, unless the request is rejected by a majority vote of the Commission.

II. Minutes/Reading

Unless the reading of the minutes of a Planning Commission meeting is ordered by a majority vote of the Commission, such minutes may be approved without reading, if the Recording Secretary has previously furnished each Commissioner with a copy.

III. Minutes/Entry of Statements

A Planning Commissioner may request through the presiding officer of a Planning Commission meeting, the privilege of having an abstract of the statement of such Commissioner on any subject under consideration by the Commission entered in the minutes. If the Commission consents thereto, such statement shall be inserted in the minutes.

SECTION 12. SPECIAL COMMITTEES

All special Planning Commission committees shall be appointed by the presiding officer with a majority consent of the Commission. Such committees shall be temporary in tenure and shall automatically be discharged upon the completion of their charge, or upon an order of the presiding officer or majority of the Commission.

RULES OF CONDUCT OF THE UKIAH PLANNING COMMISSION MEETINGS FOR THE CITY OF UKIAH

SECTION 1. UKIAH PLANNING COMMISSION MEETINGS

The Ukiah Planning Commission ("Commission") meets regularly on the second and fourth Wednesday of each month at 6:00 p.m. The Commission meetings are held at the Civic Center Council Chambers, located at 300 Seminary Avenue. The Rules of Conduct sets forth procedural guidelines for the conduct of Ukiah Planning Commission meetings as follows:

I. Special Meetings/Time and Place/Notices

Special Planning Commission meetings may be called at any time by the Planning Commission Chair or by three (3) members of the Commission by directing the Recording Secretary to deliver or mail a written notice to each Commissioner, to each local newspaper of general circulation, radio and television station requesting a notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting, as set forth in the notice. The call and notice shall set forth the time and place of the special meeting, which may be at a time and place different from the regular meeting time or place, and the business to be transacted. A copy of the notice shall also be posted at or near the door to the City Hall Council Chambers. No other business shall be considered at such meetings. Such written notice may be dispensed with as to any Commissioner who, at or prior to the time the meeting convenes, files with the Planning Commission a written waiver notice. Such waiver may be given by U.S. mail, email, or facsimile. The written notice may also be dispensed with as to any Commissioner who is actually present at the meeting at the time it convenes.

II. Open to the Public/Exception

All regular and special meetings of the Planning Commission shall be public; provided, however, the Commission may hold a special meeting, with applicable provisions of state law, including the Ralph M. Brown Act (Government Code Sections 54950 et seq.).

III. Closed sessions/Disclosure of Information

Not applicable.

SECTION 2. AGENDA

I. Preparation and Posting of Agendas

Except for documents or information prepared by City staff that is not available by 12:00 noon on Wednesday, but in the Community Development Director's judgement should be included with the agenda prior to its delivery to members of the Planning Commission, all reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the Commission at a regular meeting, shall be delivered to the Recording Secretary no later than 12:00 noon on Wednesday, six (6) working days

preceding the meeting. The Recording Secretary or City Planning Division staff shall prepare the agenda of all such matters under the direction of the City Community Development Director. The agenda and supporting documents shall be delivered to the Planning Commissioners no later than the Friday preceding the Wednesday Planning Commission meeting to which the agenda pertains. The agenda itself shall be posted in a location freely accessible to the public at least 72 hours before each regular meeting or 24 hours before any special meeting of the Planning Commission. The agenda must include a brief description of each item of business to be transacted or discussed at the meeting, as well as the time and location of the meeting. The Community Development Director shall review the items to be placed on the agenda and place those items which he or she believes to be of a routine non-controversial nature and are properly documented on the consent calendar, for adoption by a single motion.

II. Order of Business

The business of the Planning Commission and the order of its agenda shall be in such form, as the Commission may from time to time adopt by resolution.

SECTION 3. PLANNING CORRESPONDENCE

I. Availability to the Public

Correspondence on agenda and/or non-agenda items addressed to the Planning Commission and received by the Recording Secretary, Planning Division staff, or any other officer or employee of the City, shall not become a public record until received and distributed to the Commission at a regular, special, or adjourned meeting of the Planning Commission. Correspondence may come in the form of U.S. mail, email, and/or facsimile. Correspondence should not be read aloud at a Planning Commission meeting unless requested by a majority vote of the Commission.

II. Authority of the Community Development Director

The City Community Development Director is hereby authorized to open and examine all mail or other written communications addressed to the Planning Commission and to give them immediate attention to this end, that all administrative business referred to in such communications, and not necessarily requiring Commission action, may be acted upon between Commission meetings; provided, however, mail addressed to individual Commissioners shall not be opened without the consent of the Commissioner.

SECTION 4. PRESIDING OFFICER

The Planning Commission Chair shall be the presiding officer at all meetings of the Planning Commission. In the absence of the Planning Commission Chair, the Planning Commission Vice Chair shall preside. In the absence of both the Chair and Vice Chair, the Recording Secretary shall call the Commission to order, whereupon, a temporary presiding officer or Commissioner shall be elected by the Planning Commissioners present to serve until the arrival of the Planning Commission Chair or Vice Chair or until adjournment. Wherever in this article the term Chair is used, it shall apply equally to the presiding officer as set forth in this section.

I. Powers and Duties

- A. Participation: The presiding officer may move, second, debate, and vote from the Chair.
- B. Signing of Documents: The presiding officer shall sign all ordinances, resolutions, contracts, and other documents necessitating his/her signature which were adopted in his/her presence, unless he or she is unavailable, in which case the signature of an alternate presiding officer may be used.
- C. Sworn Testimony: The presiding officer may require any person addressing the Planning Commission to be sworn as a witness and to testify under oath, and the presiding officer shall so require, if directed to do so, by a majority vote of the Planning Commission.
- D. Discussion of and Action on Agenda Items: Under rules, as shall be determined from time to time by the Commission Chair, the public shall be offered an opportunity to address at the meeting, any item included on the agenda. The Planning Commission shall not take action on any item not appearing on the posted agenda unless: 1) a Commission majority determines that an "emergency situation", as defined herein, exists; 2) The Commission determines by a two-thirds (2/3) vote or by a unanimous vote if less than two-thirds (2/3) of the Planning Commissioners are present, that a need to take immediate action to the item arose subsequent to the posting of the agenda; or 3) the item was included in a properly posted agenda for a prior meeting occurring not more than five (5) days prior to the meeting at which time the action is taken and was continued to the meeting at which time the action is taken

As used in this section "emergency" means an event which will cause a work stoppage, severely impairing public health or safety, or a crippling disaster severely impairing public health or safety.

SECTION 5. RULES OF ORDER

In the event of questions as to procedure not set forth in this article for Planning Commission meetings, the Chair shall be guided by the rules of general parliamentary procedure.

I. Rules of Order/Failure to Observe

Rules adopted to expedite the transaction of the business of the Commission in an orderly fashion shall be deemed to be procedural only and subject to the privilege of the presiding officer. The failure to strictly observe such rules shall not affect the jurisdiction of the Commission or invalidate any action taken at a meeting, which is otherwise held in conformity with law.

II. Rules of Decorum

- A. Commissioners: While the Commission is in session, the Commissioners shall preserve order and decorum, and a Commissioner shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace

of the Commission, nor disturb any Commissioner while speaking, nor refuse to obey the orders of the presiding officer. Commissioners shall not leave their seats during a meeting without first obtaining the permission of the presiding officer.

- B. Employees: Members of the City staff and employees shall observe rules of order and decorum as are applicable to the Planning Commission. However, members of the City staff and employees may not leave their seats during a meeting without first obtaining the permission of the presiding officer.
- C. Persons Addressing the Council: Any person making impertinent, slanderous, or profane remarks, or who becomes boisterous while addressing the Commission, shall be called to order by the presiding officer, and if such conduct continues, may, at the discretion of the presiding officer, be ordered barred from further attendance before the Commission during that meeting.
- D. Members of the Audience: Any person in the audience who engages in disorderly conduct, such as clapping of the hands, stamping of the feet, whistling, using profane language, yelling, or similar demonstrations, which disturbs the peace and good order of the meeting, or who refuses to comply with the lawful orders of the presiding officer, is guilty of a misdemeanor under the provisions of State law, and, upon instructions from the presiding officer, it shall be the duty of the sergeant at arms (Chief of Police or his/her designee) to remove such person from the Council Chamber and to place him or her under arrest.
- E. Dangerous Instruments: No person may enter the chambers of a legislative body, as defined in Section 54852 of the Government Code of the State, or any place where such legislative body is in session, with any firearm, weapon, or explosive device of any nature. The provisions of this section shall not apply to authorized peace officers or to those persons authorized by the Penal Code of the State to carry such weapons.
- F. Rules of Decorum/Enforcement: The Chief of Police, or such members of the Police Department as the Chief of Police may designate, shall be sergeant at arms of the Commission and shall carry out all orders given the presiding officer for the purpose of maintaining order and decorum at Commission meetings. Any Commissioner may move to require the presiding officer to enforce the rules, and the affirmative vote of a majority of the Commission shall require him or her to do so.

II. Rules of Debate

- A. Getting the Floor: Every Commissioner desiring to speak at a Planning Commission meeting shall first address the Chair, gain recognition by the presiding officer, and confine himself/herself to the question under debate, avoiding personalities and indecorous language.

- B. Questioning the Staff: Every Commissioner desiring to question the City staff shall, after recognition by the presiding officer, address his or her questions to City staff.
- C. Interruptions: A Commissioner, once recognized, shall not be interrupted when speaking unless called to order by the presiding officer, a point of order or chooses to yield to a question by another Commissioner. If a Commissioner is called to order while speaking, he or she shall cease speaking until the question of order is determined to be in order, then he or she may proceed. Members of the City staff, after recognition by the presiding officer, shall hold the floor until the 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 Council. If an appeal is taken, the question shall be, "*Shall the decision of the presiding officer be sustained*"? A majority vote shall conclusively determine such question of order.
- E. Points of Personal Privilege: The right of a Commissioner to address the Commission on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are questioned or where the welfare of the Commission is concerned. A Commissioner raising a point of personal privilege may interrupt another Commissioner who has the floor only if the presiding officer recognized the privilege.
- F.
- G. Limitation of Debate: No Commissioner shall be permitted to speak more than once on any particular subject until every other Commissioner desiring to do so shall have spoken.

SECTION 6. MOTIONS

A motion by any member of the Planning Commission, including the presiding officer, may not be considered by the Commission without receiving a second.

I. After Motions are Made and Hearings are Closed

After a motion has been made or a public hearing has been closed, no member of the public shall address the Commission from the audience on the matter under consideration without first seconding permission to do so by a majority vote of the Commission. Prior to taking a vote, the Commission may engage in discussion and debate. With the consent of the presiding officer, a Commissioner may request specific clarifying information from staff and/or the applicant.

SECTION 7. VOTING RULES

I. Seating Arrangement for Commission

The Planning Commission Chair shall sit in the center chair of the Commission; the next Commissioner in seniority, based upon the time at which the Commissioner was appointed by the City Council ,) shall sit alternately on the left and right of the Planning Commission Chair. Should the Chair not be present at the meeting, the Vice Chair shall sit in the center chair as presiding officer.

II. Question to be Stated

Upon moving the question, the presiding officer shall call for the vote which shall be taken first from the least senior member then moving by seniority rank to the most senior member, with the presiding officer voting last.

III. Registration of Votes

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 note upon the name of the Planning Commissioner.

IV. Voting Procedure/Disqualification

Any Planning 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 open meeting. 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 Council table and leave the Council Chamber. A Commissioner stating such disqualification shall not be counted as a part of a quorum, and shall be considered absent for the purpose of determining the outcome of any vote on such matter.

V. Failure to Vote

Planning Commissioners present at a Planning Commission meeting shall vote unless disqualified by reason of a conflict of interest or where the Commissioner in good faith believes that he or she should not vote on a measure for good cause, such as, but not limited to, not having attended a prior meeting essential to an informed note on the measure. A failure to vote or an abstention shall not be counted. A measure shall pass only if it receives “aye” votes from a majority of the Commissioners present at the meeting provided a quorum is established. Commissioners abstaining shall be counted in determining whether a quorum is present.

VI. Tie Votes

Tie votes shall be lost motions and may be reconsidered.

VIII. Changing Votes/Abstention

A Planning Commissioner may change his or her vote only if he or she makes a timely request to do so immediately following the announcement of the vote by the Recording Secretary and prior to the time the next item in the order of business is taken up. A

Commissioner who publicly announces he or she is abstaining from voting on a particular matter shall not subsequently be allowed to withdraw his or her abstention.

SECTION 8. RECONSIDERATION OF ACTIONS

A motion to reconsider any action taken by the Planning Commission may be made only on the day such action was taken. It may be made either immediately during the same session or at recessed or adjourned session thereof. Such motion may be made only by one of the Commissioners who voted with the prevailing side. The provision of this section shall not be construed to prevent any Commissioner from making or remaking the same or any other motion at a subsequent meeting of the Commission.

SECTION 9. PUBLIC HEARINGS

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