



Planning Commission

Regular Meeting AGENDA

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

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482

To participate or view the virtual meeting, go to the following link: <https://us06web.zoom.us/j/83128884939>

Or you can call in using your telephone only:

- Call (toll free) 1-888-788-0099
- Enter the Access Code: 831 2888 4939
- To Raise Hand enter *9
- To Speak after being recognized: enter *6 to unmute yourself

Alternatively, you may view the meeting (without participating) by clicking on the name of the meeting at www.cityofukiah.com/meetings.

May 27, 2026 - 5:15 PM

1. **ROLL CALL**

2. **PLEDGE OF ALLEGIANCE**

3. **AB 2449 NOTIFICATIONS AND CONSIDERATIONS**

4. **APPROVAL OF MINUTES**

4.a. Approval of the Minutes of May 13, 2026, a Regular Meeting.

Recommended Action: Approve the Minutes of May 13, 2026, a Regular Meeting.

Attachments:

1. 2026-05-13 PC Draft 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 appears and states 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 [date].

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

The Planning Commission welcomes input from the audience. If there is a matter of business on the agenda that you are interested in, you may address the Planning Commission when this matter is considered. If you wish to speak on a matter that is not on this agenda that is within the subject matter jurisdiction of the Planning Commission, you may do so at this time. 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 in which the subject is not listed on the agenda.

7. **VERIFICATION OF NOTICE**

8. **PLANNING COMMISSIONER'S REPORT**

9. DIRECTOR'S REPORT

- 9.a. Receive Community Development Director's Report.

Recommended Action: Receive Community Development Director's Report and discuss questions with Staff.

Attachments:

1. Planning Division Projects Report - 05-01-26

- 9.b. Receive a Report on Current Efforts and Strategic Direction of the City of Ukiah's Geographic Information System (GIS) Services.

Recommended Action: Receive a report on current efforts and strategic direction of the City of Ukiah's Geographic Information System (GIS) services.

Attachments:

1. Official Map Updates - Examples
2. GIS Project Examples (Static)

10. CONSENT CALENDAR

The following items listed are considered routine and will be enacted by a single motion and roll call vote by the Planning Commission. Items may be removed from the Consent Calendar upon request of a Commissioner or a citizen in which even the item will be considered at the completion of all other items on the agenda. The motion by the Commission on the Consent Calendar will approve and make findings in accordance with Administrative Staff and/or the Commission recommendations.

11. UNFINISHED BUSINESS

12. NEW BUSINESS

- 12.a. Review and Consider Adoption of a Resolution Providing a Recommendation to the Ukiah City Council on an Ordinance that Facilitates a Comprehensive Land Use Amendment and Rezoning of Parcels Within and Adjacent to the City of Ukiah's Downtown Zoning Code Boundary.

[CONTINUE TO JUNE 10, 2026]

Recommended Action: Continue the item to a date certain of June 10, 2026, the next regular meeting of the Planning Commission.

Attachments: None

- 12.b. Review and Discuss Planning Commission Rules of Conduct, and Provide Direction on Possible Amendments.

Recommended Action: Review Planning Commission Rules of Conduct with Staff and agree, by consensus, on possible amendments to the Rules.

Attachments:

1. 2026-04 PC Reso - Rules of Conduct w revised Exh A - signed
2. Exhibit A- Planning Commission Rules of Conduct marked-up May 2026
3. Page 11- LA City Planning Rules - Ex Parte

13. 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 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.

Kristine Lawler, City Clerk

Dated: 5/20/26



**CITY OF UKIAH
PLANNING COMMISSION MINUTES
REGULAR**

Civic Center Council Chamber ♦ 300 Seminary Avenue ♦ Ukiah, CA 95482

Virtual Meeting Link: <https://us06web.zoom.us/j/83128884939>

**May 13, 2026
5:15 p.m.**

1. ROLL CALL

The City of Ukiah Planning Commission held a Regular Meeting on May 13, 2026. The meeting was legally noticed on May 8, 2026. The meeting was held in person and at the following virtual link: <https://us06web.zoom.us/j/83128884939>. Chair de Grassi called the meeting to order at 5:15 p.m. Roll call was taken with the following **Commissioners Present:** Mark Hilliker, Jacob Brown, Devery Montaño, Rick Johnson, and Alex de Grassi. **Staff Present:** Craig Schlatter, Community Development Director; Kristine Lawler, City Clerk; and Kim Saylor, Assistant Clerk.

CHAIR de GRASSI PRESIDING.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chair Johnson.

3. AB 2449 NOTIFICATIONS AND CONSIDERATIONS

No notifications or considerations received.

4. APPROVAL OF MINUTES

a. Approval of the Minutes of April 22, 2026, a Regular Meeting.

Motion/Second: Johnson/Hilliker, to approve the minutes of the April 22, 2026, a Regular Meeting, as submitted. Motion **carried** by the following Roll Call votes: AYES: Hilliker, Brown, Montaño, Johnson, and de Grassi. NOES: None. ABSENT: None. ABSTAIN: None.

5. APPEAL PROCESS

Chair de Grassi stated the appeals deadline date is May 26, 2026, before 5:00 p.m.

6. COMMENTS FROM THE AUDIENCE ON NON-AGENDA ITEMS

No public comments were received.

7. VERIFICATION OF NOTICE

The clerk noted that the agenda was properly noticed.

8. PLANNING COMMISSIONERS' REPORTS

No reports were received.

9. DIRECTOR'S REPORT

a. Receive Community Development Director's Report.

Presenter: Craig Schlatter, Community Development Director.

Directive to the Commissioners to let the clerk know if there are any anticipated vacations this summer.

Report was received.

10. CONSENT CALENDAR

No consent calendar items were placed on the agenda.

11. UNFINISHED BUSINESS

No unfinished business items were placed on the agenda.

12. NEW BUSINESS

a. Presentation, Including Plans and Specifications, from LPA Design Studios Regarding Their Proposed "New Life Clinic" at 214 East Perkins Street.

Presenters: Craig Schlatter, Community Development Director; Katherine Schaefer, Planning Manager; Dan Grassi, OneTogether Solutions Development and Construction Vice President; Laura Jeanne Andrews, LPA Design Studios Managing Director; and Alex Gilmore, LPA Design Studios Project Manager.

Applicant Comment: Lenora Steel, New Life Chair.

Public Comment: Linda Sanders,

Direction was given to Applicants and Staff.

13. ADJOURNMENT

There being no further business, the meeting adjourned at 7:05 p.m.

Kristine Lawler, City Clerk



AGENDA SUMMARY REPORT

SUBJECT: Receive Community Development Director's Report.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter, Community Development Director

PRESENTER: Craig Schlatter, AICP

ATTACHMENTS:

1. Planning Division Projects Report - 05-01-26

Summary: Planning Commission will receive the Community Development Director's Report and discuss questions with Staff.

Background: Director's Reports are bi-monthly oral reports given by the Community Development Director on the status of projects, primarily within the Planning Division, of the Community Development Department. Updates may include, but are not limited to, application status of major and minor discretionary permits, the implementation status of advanced planning and related 2040 General Plan programs and projects, and updates related to the activities of other divisions of the Department

Discussion: This report is expected to provide updates in the following areas:

May 2026 Planning Division Projects Report (Attachment 1)

- This is a monthly report produced on the first of each month. The May 2026 report and previous monthly reports are located on the Planning Division Services web-page, under "Current Planning Reports":
 - <https://cityofukiah.com/community-development/planning-services>

Recommended Action: Receive Community Development Director's Report and discuss questions with Staff.



City of Ukiah
Submitted Planning Applications

5/1/2026

Permit #	Site Address	Date Submitted	Summary of Project	Status
PA24-000020/21	534 E. Perkins St.	12/23/24	Major Site Development Permit of APN 002-200-43 within the Pear Tree Center, approximately 150 feet west of the E. Perkins St./S. Orchard Ave. intersection. The proposal includes the construction of a ±1,700 sq. ft. Starbucks retail, operating as carry-out and drive-through only, with no interior dining, and a total gross building area, including the outdoor canopy, of approximately 2,885 sq. ft.	Inactive. No Applicant communication since February, 2025.
PA26-000005	760 Apple Ave.	3/20/26	Minor Use Permit/Site Development Permit for construction of a ±410 square-foot conference room north of the existing contractor's shop on APN 003-050-66 to provide additional office space for the staff and owners.	Approved by Design Review Board (DRB) April 29, 2026 with clarifications requested to the Site Plan. Zoning Administrator Hearing TBD.
PA26-000011	214 & 228 E. Perkins	4/10/26	Planning Commission Pre-Development Review of an incoming Site Development Permit.	Awaiting payment. Further details forthcoming upon initial review. Planning Commission presentation tentatively scheduled for May 13th, 2026.
PA26-000012	1009 W. Perkins St.	4/20/26	Three parcel Minor Subdivision. The northern portion of the property fronts W. Perkins Street and currently contains an existing single-family dwelling. The southern portion of the property fronts W. Church Street and includes a second single-family dwelling on its eastern side, alongside a vacant, grassy field on its western side.	Under Agency Review.
PA26-000013	680 S. State St.	4/27/26	Minor Use Permit to convert the existing ±17,479 square foot retail structure into a bowling/entertainment facility. From 2008 - 2025, the structure and parcel were utilized by Rite-Aid Pharmacy. Since closure of the pharmacy in June 2025, the property has remained vacant.	Under Agency Review.

City of Ukiah
2040 General Plan Implementation - Status of Projects In-Process or Completed within the Last 60 Days



5/1/2026

General Plan Element	Implementation Program	Date Due	Description	Status / Comments
Land Use	E – Zoning Code Amendments	12/31/2025	Amend the Zoning Code to address Downtown Zoning Code and Design Guidelines.	Resolution No. AC 2026-0001 approved by the Mendocino Airport Land Use Commission (ALUC) on April 16, 2026. Planning Commission public hearing scheduled for May 27, 2026.
Land Use	E – Zoning Code Amendments	12/31/2025	Update zoning districts and maps for consistency with the 2040 Land Use Diagram.	Zoning, General Plan Land Use, and Downtown Zoning Code map updates approved by City Council on March 18, 2026.
Land Use	D – City Gateway Design Standards	12/31/2025	Prepare gateway design standards addressing landscaping, signage, building form, and historic themes.	Resolution No. 2026-15 adopted by City Council on 4/1/26.
Economic Development	A – Economic Development Strategy	12/31/2025	Prepare, adopt, and regularly update an Economic Development Strategy.	In progress. Preparation of the Economic Development Strategy is deferred pending further progress on the City's reorganization and annexation applications.
Environment & Sustainability	H – Cultural and Historic Registry	12/31/2025	Update the list of cultural and historic resources eligible for state or national designation.	In progress. Updates are deferred until completion and adoption of the Historic Preservation Ordinance.
Environment & Sustainability	I – Historic Preservation Ordinance	12/31/2030	Adopt a Historic and Archaeological Preservation Ordinance.	In progress. City staff, in coordination with the Historical Society of Mendocino County, are drafting the ordinance based on community and Ad Hoc Committee input.
Mobility Element	A – Street Design / D – VMT Performance Measures	12/31/2025	Promote multimodal transportation through flexible parking regulations and implement VMT reduction measures.	Resolution No. PC 2026-05 to expand bicycle storage and parking infrastructure and advance off-street parking reforms, approved by the Planning Commission on April 22, 2026. City Council review scheduled for May 20, 2026.

General Plan Element	Implementation Program	Date Due	Description	Status / Comments
Mobility Element	MOB 5.2 – Support for Charging Stations	12/31/2025	Support installation of electric vehicle charging stations.	In progress. Electric Utility Department and Community Development staff coordinated to install 18 public chargers across three locations, including the Library, Anton Stadium, and Ukiah Skate Park. Building permits are being finalized for submittal.
Mobility Element	G – Transit Center	12/31/2030	Coordinate with MTA and partners to seek funding and conduct feasibility work for a downtown transit center.	In progress. In January 2026, in coordination with CDD Staff, language was added to the draft Mendocino County RTP identifying a vacant Courthouse Boulevard site as a potential downtown transit center location by MTA and MCOG staff.
Mobility Element	L – Airport Parcels / MOB-6.3	12/31/2025	Prepare a study identifying airport-supportive development parcels and develop an infill policy for Airport Compatibility Zones.	In progress. Airport Infill Policy Ad Hoc Committee met on April 29, 2026.

City of Ukiah
Recently (Within Previous 60 Days) Approved Projects



COMMUNITY DEVELOPMENT DEPARTMENT

5/1/2026

Permit #	Site Address	Approved Date	Summary of Project	Comments
PPA25-000001	615 Talmage Ave.	3/11/26	Modification to the 2007 Use Permit (File No. 07-33) for the existing gas station and convenience store to allow for the retail sale of distilled spirits in addition to currently permitted beer and wine sales. No exterior construction, site modifications, or further operational changes are proposed as part of this request.	Approved by Planning Commission on 3/11/26
PA26-000001	228 E Perkins St.	4/1/26	Historic Demolition application pursuant to Ukiah City Code 3016. Vacant commercial structure formerly operating as the "Perkins St. Grill" and the "Lido" restaurant.	Approved by City Council on 4/01/26.



AGENDA SUMMARY REPORT

SUBJECT: Receive a Report on Current Efforts and Strategic Direction of the City of Ukiah's Geographic Information System (GIS) Services.

DEPARTMENT: Community Development

PREPARED BY: Jesse Davis, Chief Planning Manager, Mariam Garcia, GIS Analyst

PRESENTER: Mariam Garcia, GIS Analyst/Planning Manager and Jesse Davis, Chief Planning Manager

ATTACHMENTS:

1. Official Map Updates - Examples
2. GIS Project Examples (Static)

Summary: Receive a report on current efforts and strategic direction of the City of Ukiah's Geographic Information System (GIS) services.

Background: Note: the content within this staff report mirrors information contained within the GIS strategic plan report scheduled for the May 20, 2026, regular meeting of the City Council. The report provided to the Planning Commission on May 27, 2026, may be similar, but will not be identical, to the presentation provided to the City Council.

What is GIS?

GIS refers to the software, data, and workflows used to map, analyze, and share spatial information about parcels, infrastructure, utilities, zoning, and other location-based assets. In a municipal setting, GIS connects information that is normally held in separate departments and separate file formats, like code violations and parcel information, to visualize it in useful ways.

Municipal GIS serves two audiences. Internal users (City Staff) use GIS to complete assigned work and make day-to-day decisions. External users (residents, applicants, businesses, etc.) use GIS to access public information, including zoning maps, district boundaries, and site hazards. The quality and accessibility of GIS data affects how efficiently Staff respond to requests and how clearly the public can understand City actions. By making basic information more available, associated public inquires and phone calls are typically reduced.

City of Ukiah GIS History

The City of Ukiah (City) has maintained Geographic Information System (GIS) capabilities for nearly two decades. The recent history of GIS within the City falls across three periods:

- *2007 to 2009 – Initial GIS Coordinator.* While the City had prior departmental efforts, this period marked the first dedicated position. The GIS Coordinator developed shapefiles, supporting information, and project-specific efforts such as trail mapping. This work established many of the foundational parcel, zoning, and infrastructure datasets still in use today. Following budget reductions after the 2008 recession, the position was eliminated.
- *2010 to 2025 – Department-Driven.* GIS work was carried forward by the Department of Public Works (DPW), the Community Development Department (CDD), the Electric Utility Department (EUD), and

outside consultants (e.g., Mintier Harnish, Mead & Hunt, etc.) on a project basis. Each department advanced GIS to meet its own operational needs. Without a centralized coordinator, updates to parcels and other cross-departmental datasets were difficult to maintain. With limited exceptions, most City Staff relied on ParcelQuest, a third-party service, for ownership and parcel information, as well as for basic buffer and mailing list functions.

- **2025 – GIS Analyst Hired.** In January 2025, the City Council approved a dedicated GIS Analyst position, which was filled in June 2025. The 2025 GIS work program focused on:
 - Data "triage" and updates to official maps (Attachment 1).
 - Dedicated Staff support to EUD, but services to multiple City Departments, including the Airport, CDD and DPW.
 - Building an internal understanding of the City, the EUD service area, jurisdictional context, and regional service providers.
 - Identifying cost savings and addressing immediate user needs.
 - Developing initial tools for Staff and the public.
 - Establishing peer relationships and identifying best practices among comparable Northern California municipalities.

Identified Cost Savings

For the upcoming (2026-27) fiscal year, GIS Services are projected to save the City approximately \$21,005. The savings reflect a reduction in ParcelQuest software licenses to one (1) per department and the elimination of a \$7,000 annual shapefile data update. This ParcelQuest shapefile update was distributed to Staff for years, but was not utilized due to software limitations and communication issues. Parcel updates and changes are now coordinated directly with relevant Mendocino County staff, and their Information Services staff.

Where are we in 2026?

As the City approaches the first full year of dedicated GIS staffing, Staff have:

- Reduced data gaps in core datasets, particularly zoning, assessor parcels, and hazard data.
- Established working relationships across City departments, with the County, and with regional counterparts.
- Updated official maps to a consistent style and boundary set (Attachment 1).
- Developed internal mapping tools that support the Downtown Zoning Code updates, Airport Compatibility analysis, helicopter parking identification, and Residential Housing Conditions analysis (Attachment 2).
- Internally deployed the *UltiMap*, an application built on the ESRI Experience Builder platform, with a public-use version planned for future release (Link Provided To City Council).
- Transitioned from project-based mapping requests to coordinated GIS services.

The foundational data, tools, and relationships are now in place. The next step is to formalize how the City manages, governs, and grows its GIS investment over the long term.

Discussion: After approximately one year, Staff is presenting this report to update the Planning Commission on the current state of GIS services and to outline a proposed framework for a five-year GIS Strategic Plan (Strategic Plan) that Staff intends to undertake with an identified GIS Steering Committee. The proposed framework is informed by a review of the Lassen County GIS Strategic Plan (2024) and the operation of peer municipalities in Northern California.

Adopting a phased GIS Strategic Plan would consolidate the gains made in 2025 and 2026, reduce duplicated effort across City Departments, and direct GIS staff time toward strategic projects rather than one-off requests. The Phase 1 actions described below can be advanced within current staffing and existing structure. Additional grant or operational funding needs identified during the planning process would be brought back to Council through the normal budget process, but guided by a strategic framework developed with a GIS

Steering Committee.

The Strategic Plan would be organized around six functional areas: (1) GIS Governance; (2) GIS Digital Data and Databases; (3) Procedures, Workflow, and Integration; (4) GIS Software; (5) IT Infrastructure; and (6) GIS Training, Education, and Knowledge Transfer. The Phase 1 work in each area is summarized below.

GIS Governance – Phase 1: Phase 1 governance work would formalize the GIS governance model most appropriate for the City. Specific actions include:

- Establish a GIS Steering Committee consisting of department managers and Tier 1 users.
- Improve coordinated Enterprise GIS management between Information Technology (IT) and City Departments.
- Develop GIS policies and mandates.
- Hold regular GIS user group meetings and events.

Procedures, Workflow, and Integration – Phase 1: Staff will document GIS Standard Operating Procedures (SOPs) and other workflows identified in the Year 1 needs assessment. These workflows include property profiles, official map updates, inter-department requests, GIS data updates, tool development, state and federal GIS updates, software integration, and county and regional data sharing. One near-term example is documenting the coordination between County and City departments for a US Census Bureau update. This update is needed following the recent annexation of the City's Corporation Yard at 1 Carousel Lane.

IT Infrastructure – Phase 1: Phase 1 infrastructure work includes producing a GIS architectural design diagram to support more robust user activity and data management. Staff would also evaluate emerging considerations relevant to municipal GIS, including computer vision for planning applications, reality capture for planning, and digital trust in public spaces.

GIS Training, Education, and Knowledge Transfer – Phase 1: Staff would develop a formal, multi-tiered GIS training plan, schedule department-specific training (especially for new staff), facilitate peer exchange and coordination with best-practice municipalities, and identify Tier 1 and Tier 2 users across City departments.

GIS Software – Phase 1: Phase 1 software work would prioritize and deploy three web applications identified in the needs assessment, such as public Story Maps and improvements to public-facing applications. Staff would also prioritize and build tool sets for the electric, water, sewer and public works. Software integration is essential to an efficient and productive enterprise GIS. The following business systems are priorities for integration and interoperability:

- Asset management and related Department of Finance software (MUNIS)
- Utility Billing (eBiz)
- Building Inspection & Code Enforcement permit tracking and licenses (Citizenserve)
- Document management software (Laserfiche)
- Infrastructure (AutoCAD)

Next Steps: Staff is planning to implement the following next steps:

- Purchase commercial data to underpin future GIS Planning efforts, including higher-resolution aerial/satellite imagery, structure footprints, and additional parcel data.
- Form a GIS Steering Committee.
- Commence a Strategic Plan process.
- Refine and calibrate the initial tools developed in Year 1.

- Support grant and operational needs of multiple departments.

Staff plans to present this report to the City Council on May 20, 2026, and is seeking additional input from the Planning Commission on the proposed municipal GIS framework and Strategic Plan process planned during the upcoming year.

Recommended Action: Receive a report on current efforts and strategic direction of the City of Ukiah's Geographic Information System (GIS) services.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

REVENUE: No **GRANT:** No

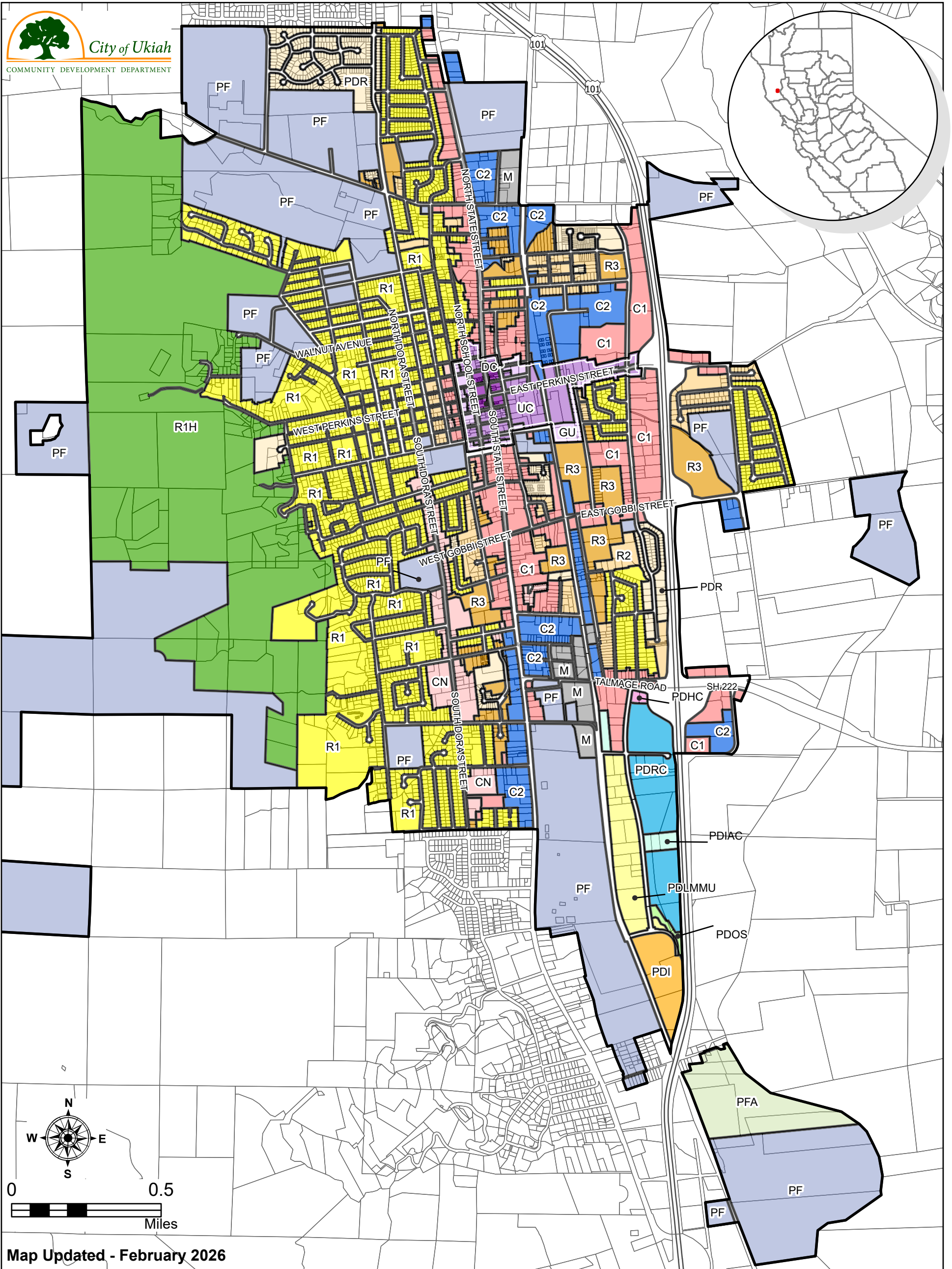
PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: City Manager's Office; Mendocino County Department of Information Services

STRATEGIC PLAN (SP): **SP 1C** - Encourage and support an environmentally sustainable and resilient community by embracing new technology, setting policy, and evaluating critical infrastructure; **SP 3B** - Analyze and consider opportunities for regional partnerships that support or improve the delivery of municipal services.

GENERAL PLAN ELEMENTS (GP): **ED 1.1** (Interagency Coordination).

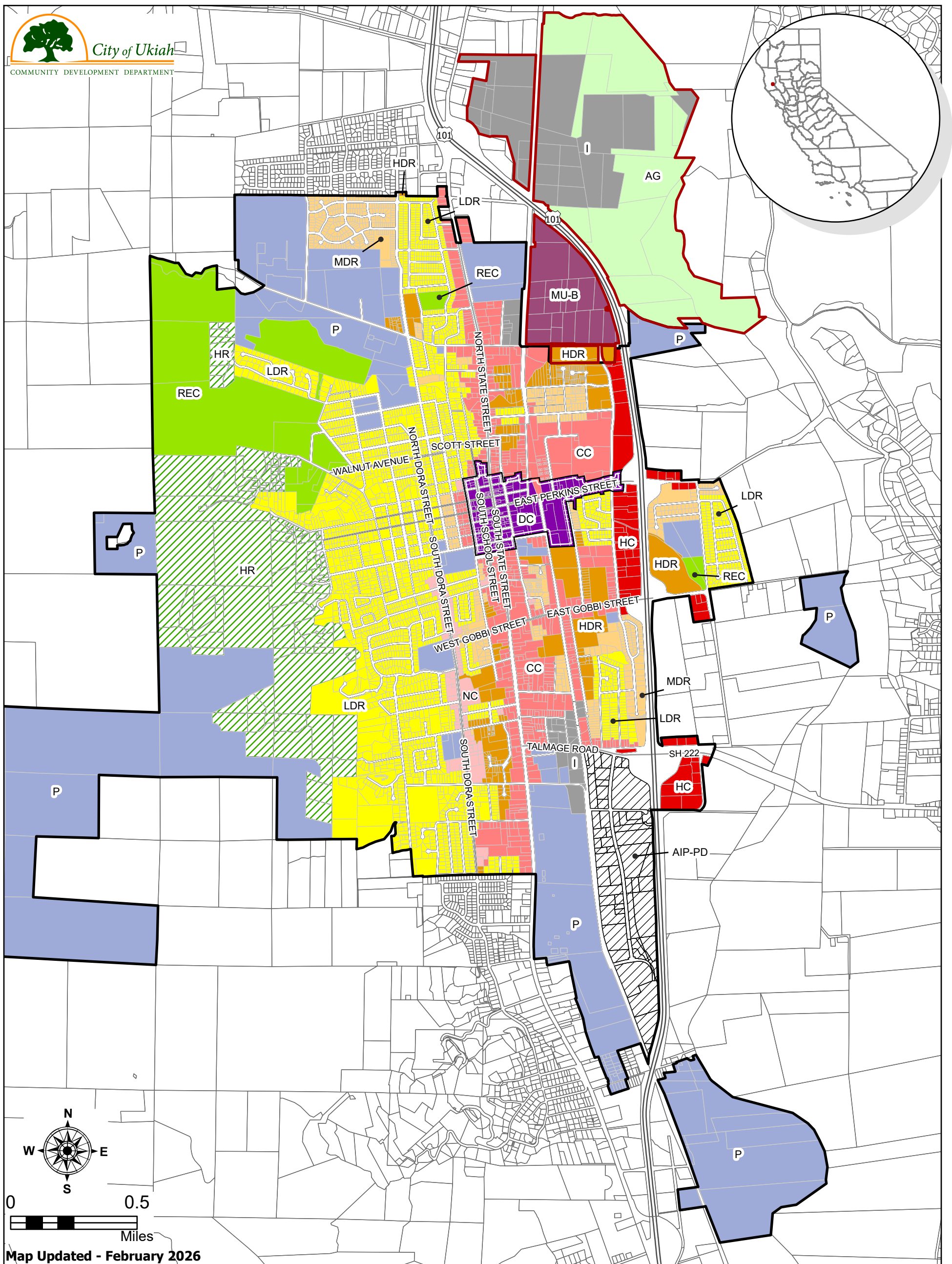
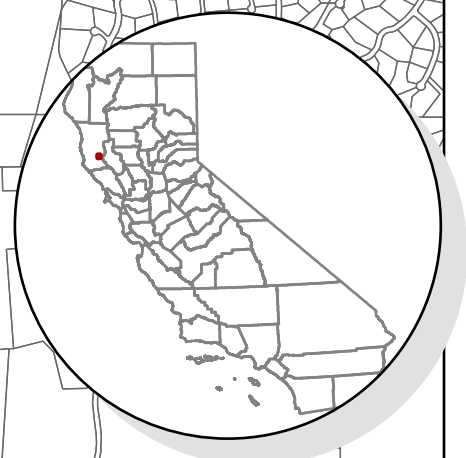
Approved: 
Sage Sangiacomo, City Manager



CITY OF UKIAH ZONING MAP

DO NOT USE TO DETERMINE LEGAL BOUNDARIES. NO WARRANTY, EXPRESSED OR IMPLIED, IS MADE REGARDING ACCURACY, ADEQUACY, COMPLETENESS, LEGALITY, RELIABILITY, OR USEFULNESS OF THIS INFORMATION.

<ul style="list-style-type: none"> City of Ukiah City Limits Ukiah Assessor Parcels Mendocino County Assessor Parcels Downtown Zoning Code 	<p>Zone Designation</p> <ul style="list-style-type: none"> (R1) - Low Density Residential (R1H) - Low Density Residential - Hillside (R2) - Medium Density Residential (R3) - High Density Residential 	<ul style="list-style-type: none"> (CN) - Neighborhood Commercial (C1) - Community Commercial (C2) - Heavy Commercial (DC) - Downtown Core (UC) - Urban Center 	<ul style="list-style-type: none"> (GU) - General Urban (M) - Manufacturing (PF) - Public Facility (PFA) - Public Facilities Agricultural Combining ROW - Right of Way 	<ul style="list-style-type: none"> (PDHC) - Planned Development Highway Commercial (PDI) - Planned Development Industrial (PDIAC) - Planned Development Industrial Auto Commercial 	<ul style="list-style-type: none"> (PDLMMU) - Planned Development Light Manufacturing Mixed Use (PDOS) - Planned Development Open Space (PDPO) - Planned Development Professional Office 	<ul style="list-style-type: none"> (PDR) - Planned Development Residential (PDR) - Planned Development Retail Commercial
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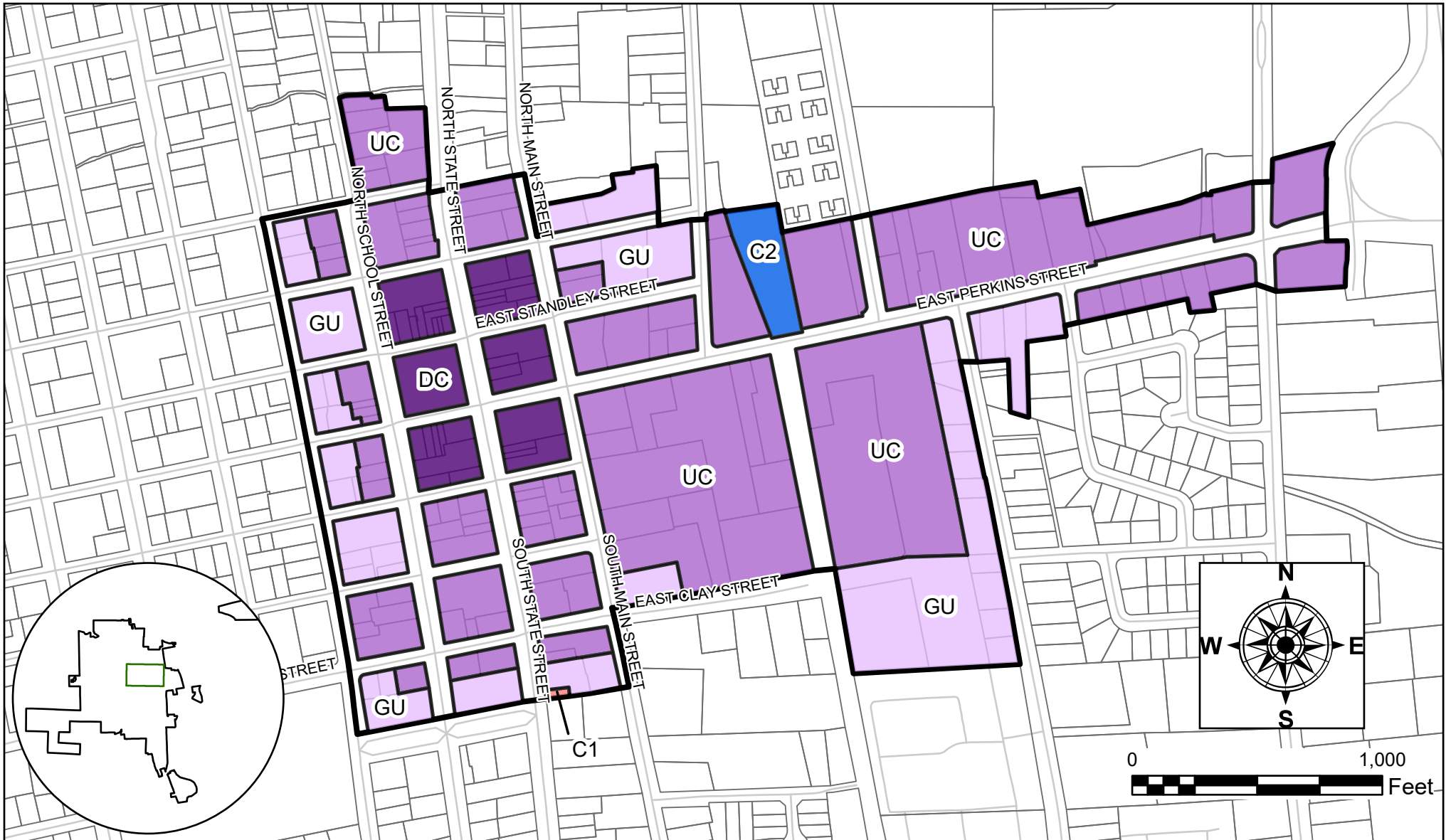


CITY OF UKIAH 2040 GENERAL PLAN LAND USE MAP

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Downtown Zoning Code	Rural Residential	Downtown Core	Highway Commercial	Airport Industrial Park - Planned Development
Ukiah Assessor Parcels	Low Density Residential	Mixed Use: Brush Street	Industrial	Future Annexation Area
City of Ukiah City Limits	Medium Density Residential	Neighborhood Commercial	Public	
Mendocino County Assessor Parcels	High Density Residential	Community Commercial	Recreational	
Hillside Residential			Open Space	
			Agriculture	

Downtown Zoning Code

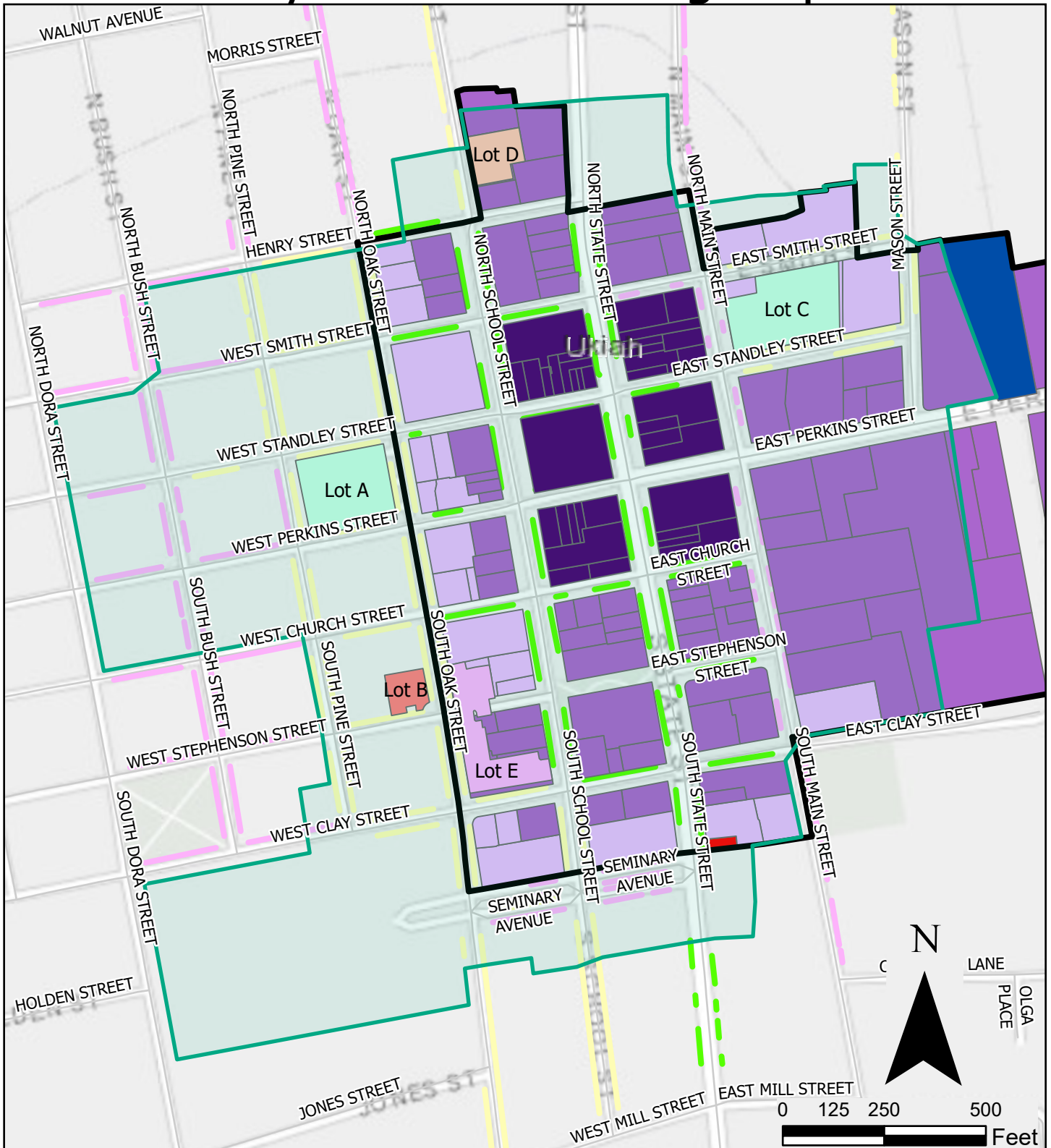


Legend

 Heavy Commercial (C2)	 General Urban (GU)	 Ukiah Assessor Parcels
 Community Commercial (C1)	 Downtown Core (DC)	 Roads
	 Urban Center (UC)	 Existing DZC Boundary

MAP UPDATED FEBRUARY 2026

City of Ukiah Parking Map



Legend

On Street Parking Restrictions

- 1.5 Hour Parking
- 2 Hour Parking
- 5 Hour Parking

Existing Parking Lots

- Permit Only

- Permit Only Until 3:30 PM

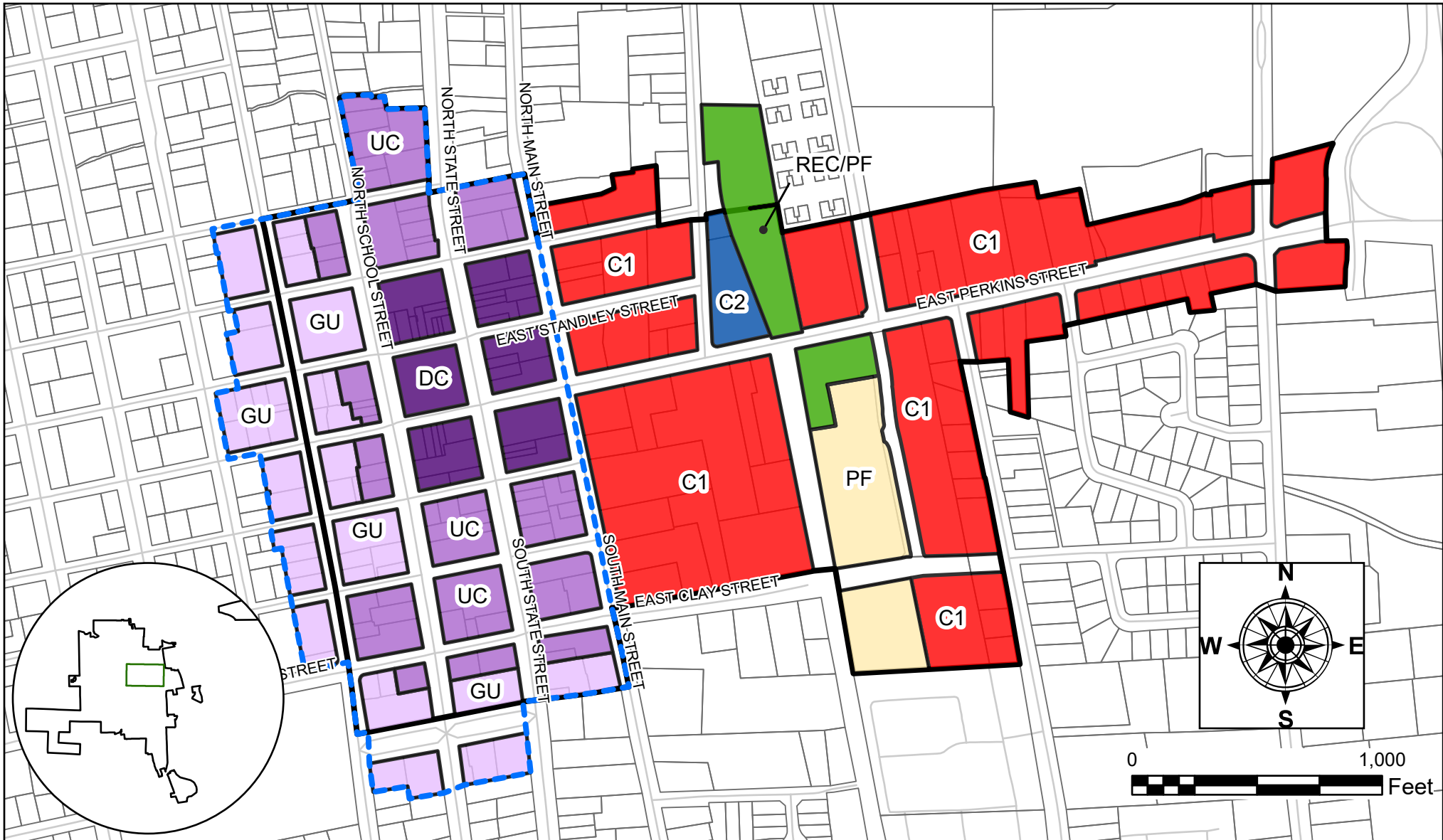
- Public 2 Hour Parking
- Public Long Term
- Downtown Parking District #1

Existing Downtown Zoning

- C1 - Community Commercial
- C2 - Heavy Commercial

- DC - Downtown Core
- GU - General Urban
- UC - Urban Center
- Existing DZC Boundary
- Roads

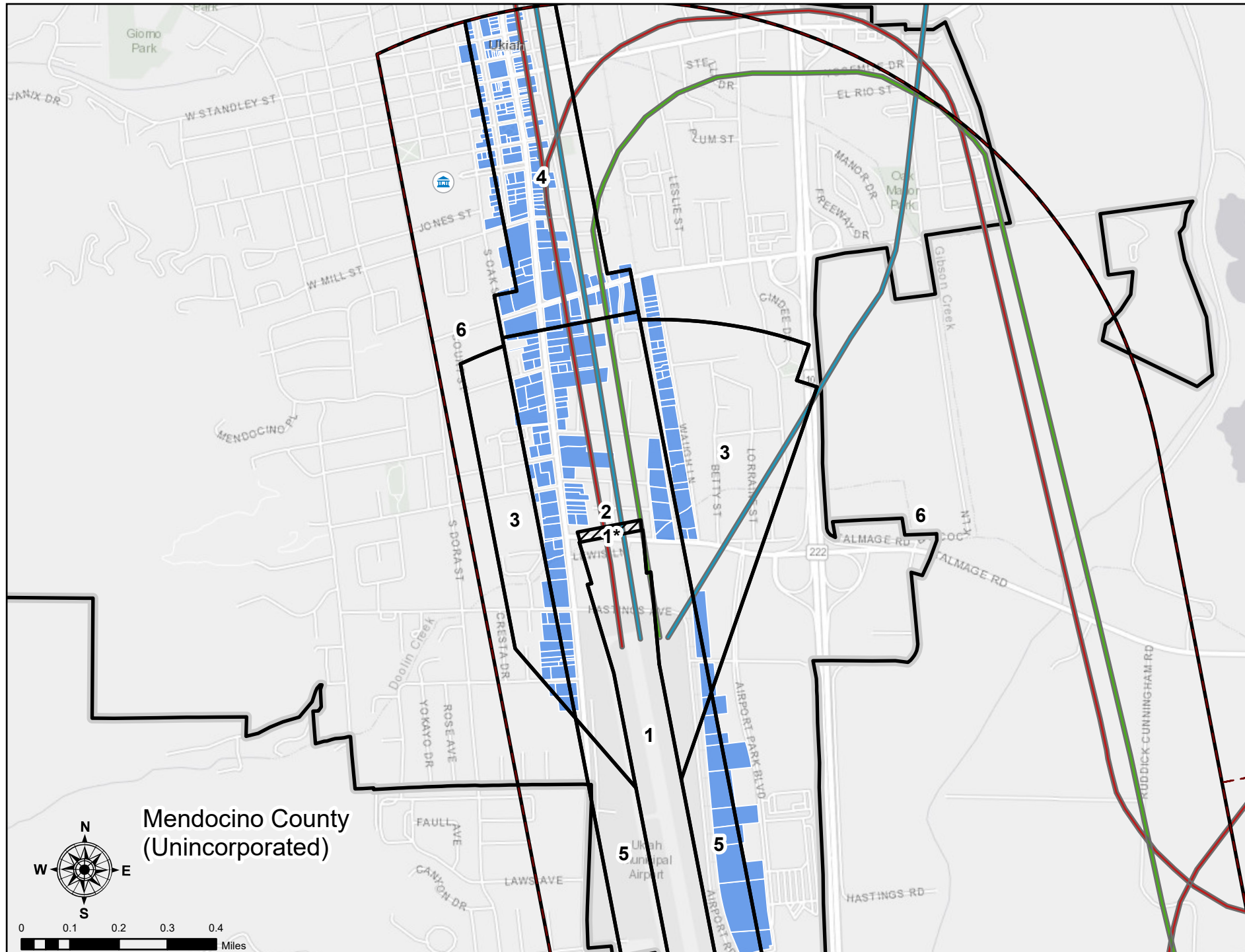
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Legend

- | | | | | |
|--------------------------------------|-----------------------|----------------------|-----------------------|------------------------|
| C1 - Community Commercial | C2 - Heavy Commercial | UC - Urban Center | Roads | Ukiah Assessor Parcels |
| DC - Downtown Core | GU - General Urban | PF - Public Facility | Proposed DZC Boundary | Existing DZC Boundary |
| REC/PF - Recreation/ Public Facility | | | | |

MAP UPDATED FEBRUARY 2026



Legend

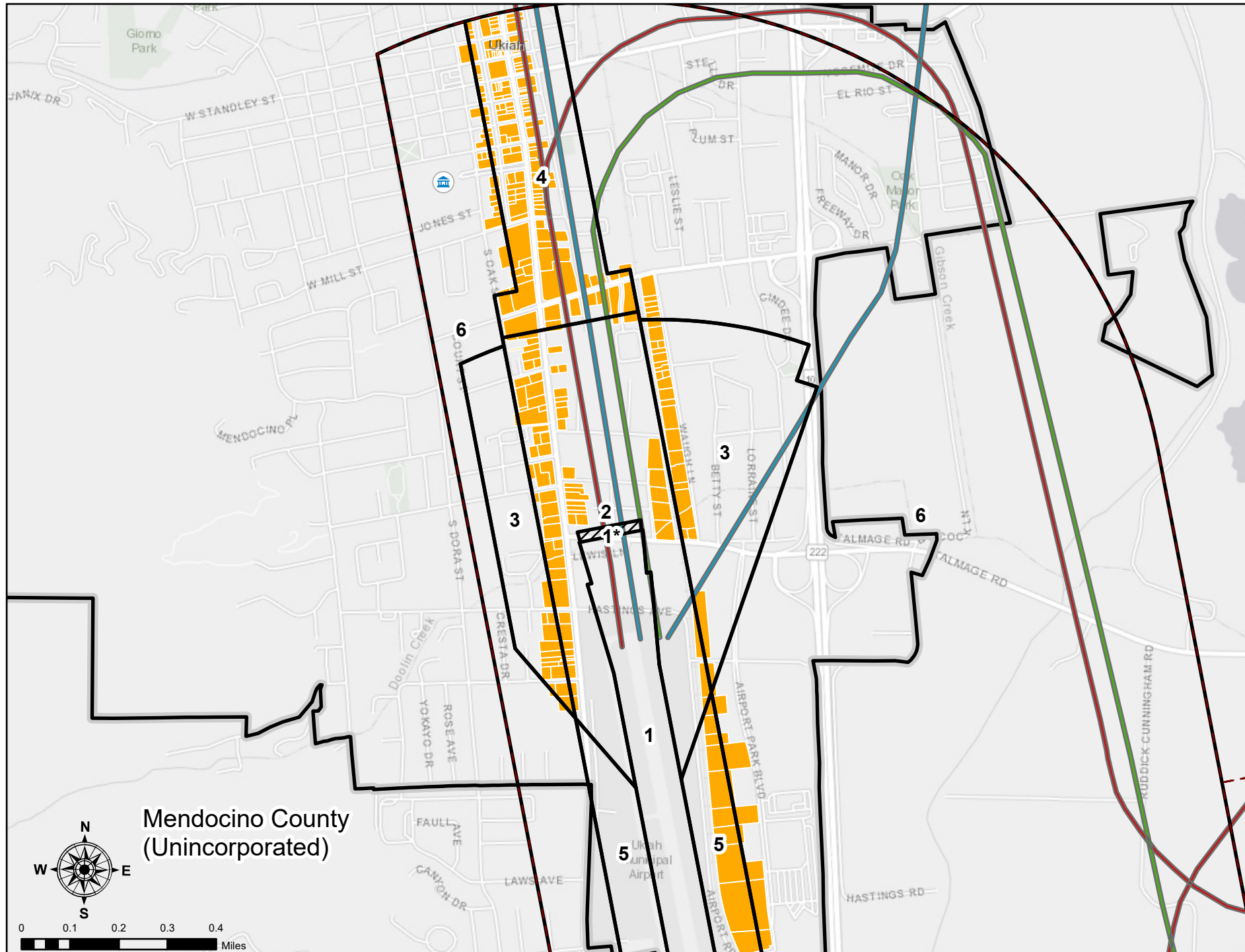
-  City of Ukiah City Limits
-  Ukiah Civic Center
- Airport Compatibility Zone**
-  Zone 1: Runway Protection Zone (RPZ)
-  Zone 1*: Ultimate Runway Protection Zone (RPZ)
-  Zone 2: Inner Approach/Departure Zone
-  Zone 3: Inner Turning Zone
-  Zone 4: Outer Approach/Departure Zone
-  Zone 5: Sideline Zone
-  Zone 6: Traffic Pattern Zone
-  Other Airport Environs
- Flight Path Approximation**
-  Arrival
-  Departure
-  Touch-and-Go
-  UKI Infill Parcels
-  20 ft Flight Path Buffer

Note: According to Ukiah City Code, any development must adhere to the more restrictive criteria identified by UKIALUCP to ensure compliance with procedures and criteria applicable to airport land use compatibility planning.

Infill Development Policy Map



DO NOT USE TO DETERMINE LEGAL BOUNDARIES. NO WARRANTY, EXPRESSED OR IMPLIED, IS MADE REGARDING ACCURACY, ADEQUACY, COMPLETENESS, LEGALITY, RELIABILITY, OR USEFULNESS OF THIS INFORMATION.



Legend

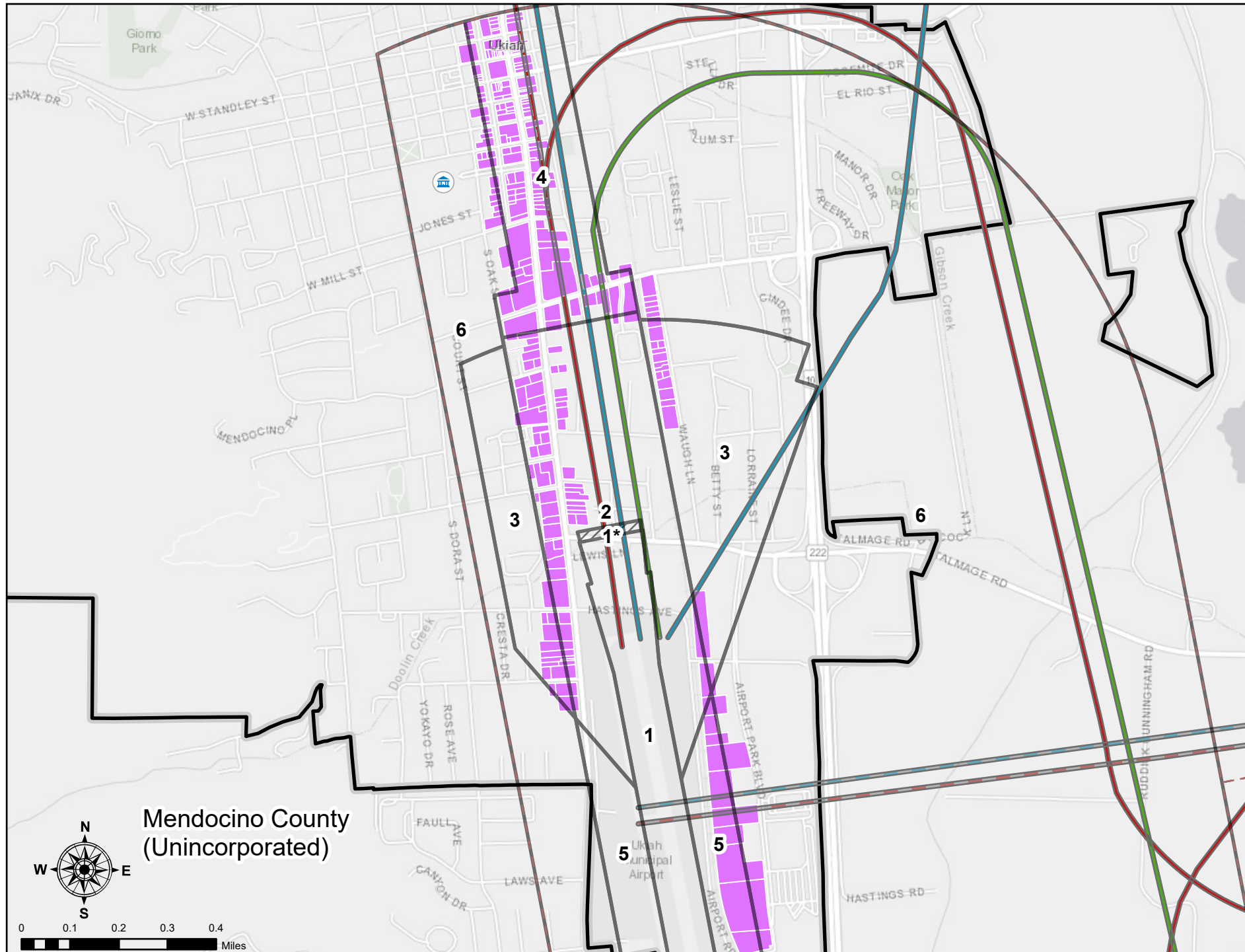
- City of Ukiah City Limits
- Ukiah Civic Center
- Airport Compatibility Zone**
- Zone 1: Runway Protection Zone (RPZ)
- Zone 1*: Ultimate Runway Protection Zone (RPZ)
- Zone 2: Inner Approach/Departure Zone
- Zone 3: Inner Turning Zone
- Zone 4: Outer Approach/Departure Zone
- Zone 5: Sideline Zone
- Zone 6: Traffic Pattern Zone
- Other Airport Environs
- Flight Path Approximation**
- Arrival
- Departure
- Touch-and-Go
- 20 ft Flight Path Buffer
- UKI Infill Parcels Alternative Version 1

Note: According to Ukiah City Code, any development must adhere to the more restrictive criteria identified by UKIALUCP to ensure compliance with procedures and criteria applicable to airport land use compatibility planning.


















Infill Development Policy Alternative Map



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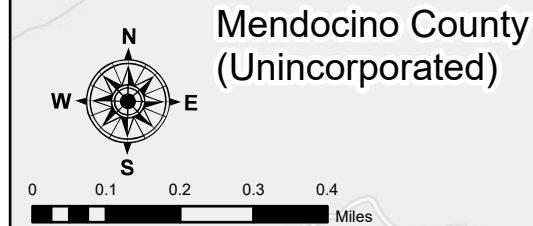


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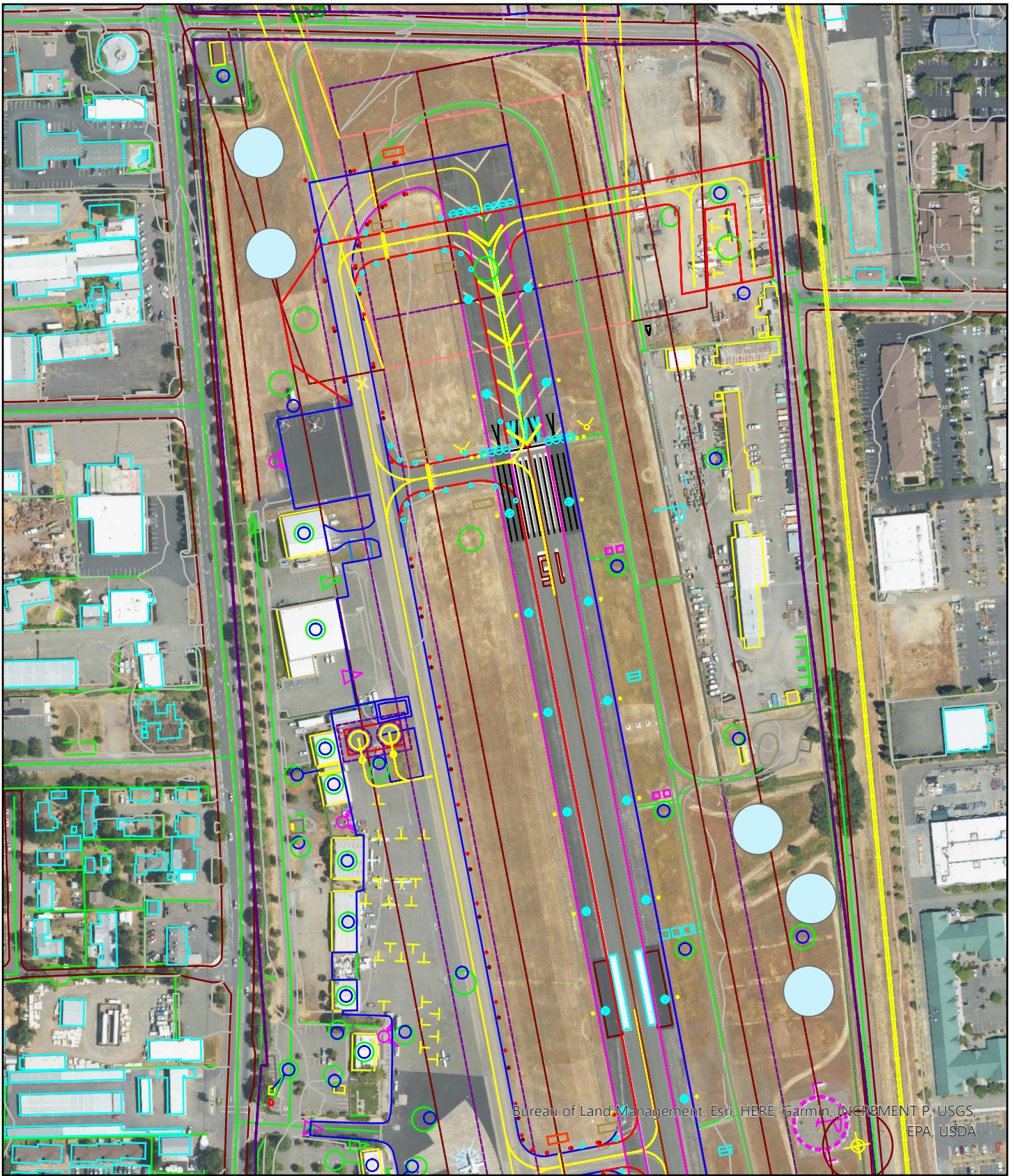
-  City of Ukiah City Limits
-  Ukiah Civic Center
- Airport Compatibility Zone**
-  Zone 1: Runway Protection Zone (RPZ)
-  Zone 1*: Ultimate Runway Protection Zone (RPZ)
-  Zone 2: Inner Approach/Departure Zone
-  Zone 3: Inner Turning Zone
-  Zone 4: Outer Approach/Departure Zone
-  Zone 5: Sideline Zone
-  Zone 6: Traffic Pattern Zone
-  Other Airport Environs
- Flight Path Approximation**
-  Arrival
-  Departure
-  Touch-and-Go
-  Helicopter - Arrival
-  Helicopter - Departure
-  20 ft Flight Path Buffer
-  UKI Infill Parcels Alternative Version 2

Note: According to Ukiah City Code, any development must adhere to the more restrictive criteria identified by UKIALUCP to ensure compliance with procedures and criteria applicable to airport land use compatibility planning.

Infill Development Policy Alternative (Version 2) Map




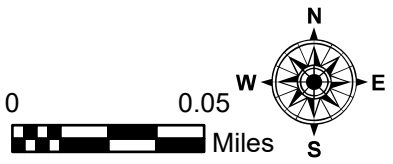
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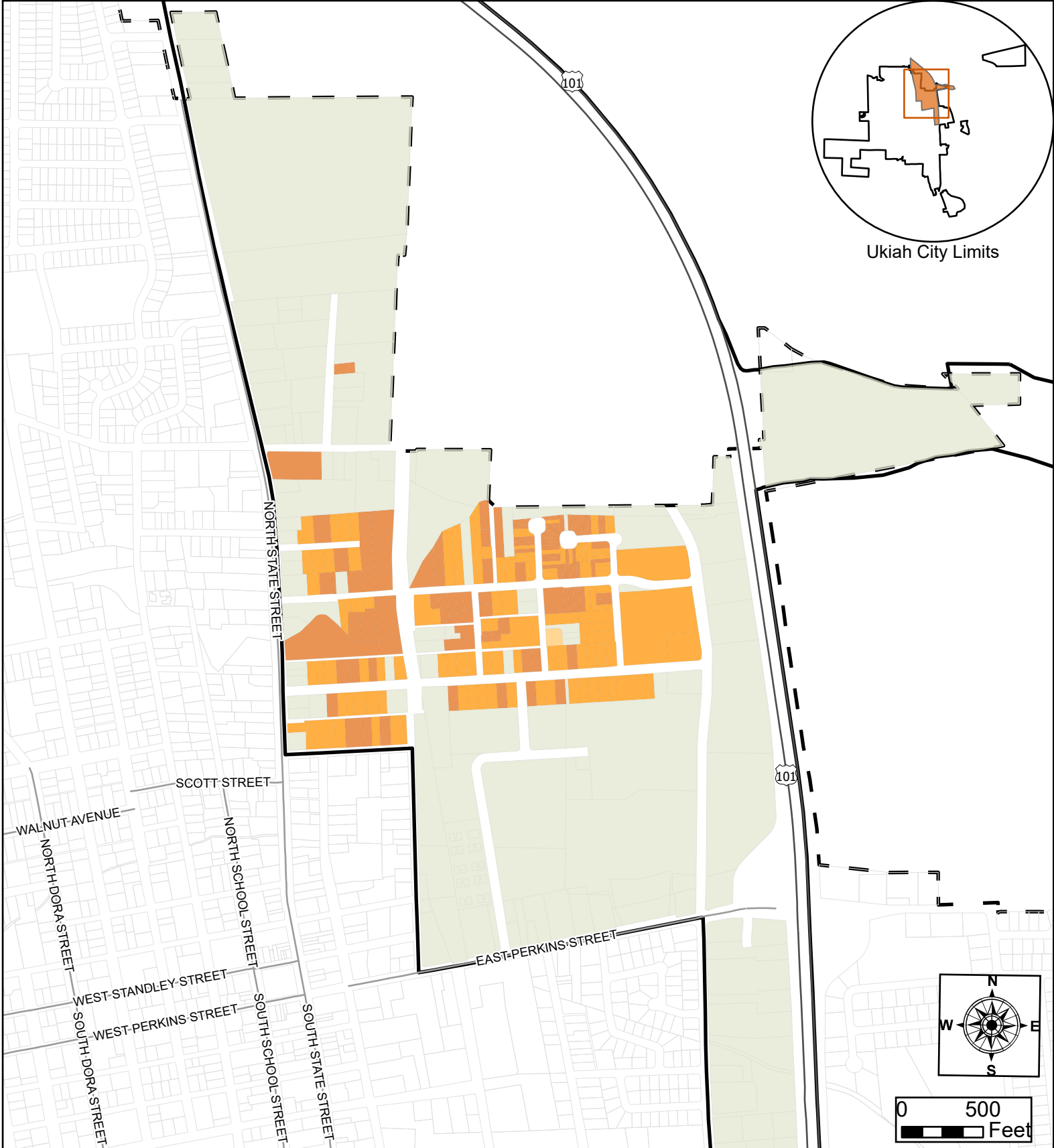
Bureau of Land Management, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

HELIBASE PARKING UKIAH REGIONAL AIRPORT










 Helipad Parking Space



THIS MAP AND DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND.
DO NOT USE TO DETERMINE LEGAL PROPERTY BOUNDARIES.



Housing Conditions Survey Map of CTBG 115.1

 Ukiah Assessor Parcels	 City of Ukiah City Limits	 MINOR	 SUBSTANTIAL	 NON-RESIDENTIAL
 Census Tract Block Group 115.1	 SOUND	 MODERATE	 DILAPIDATED	



AGENDA SUMMARY REPORT

SUBJECT: Review and Consider Adoption of a Resolution Providing a Recommendation to the Ukiah City Council on an Ordinance that Facilitates a Comprehensive Land Use Amendment and Rezoning of Parcels Within and Adjacent to the City of Ukiah's Downtown Zoning Code Boundary. [CONTINUE TO JUNE 10, 2026]

DEPARTMENT: Community Development

PREPARED BY: Jesse Davis, Chief Planning Manager, Katherine Schaefers, Planning Manager

PRESENTER: Jesse Davis, Chief Planning Manager

ATTACHMENTS:

None

Summary: Planning Commission will consider continuing the item to a date certain of June 10, 2026, the next regular meeting of the Planning Commission.

Background: N/A - no background has been prepared for this item.

Discussion: N/A - no summary has been prepared for this item.

Recommended Action: Continue the item to a date certain of June 10, 2026, the next regular meeting of the Planning Commission.



AGENDA SUMMARY REPORT

SUBJECT: Review and Discuss Planning Commission Rules of Conduct, and Provide Direction on Possible Amendments.

DEPARTMENT: Community Development

PREPARED BY: Craig Schlatter, Community Development Director

PRESENTER: Craig Schlatter, AICP

ATTACHMENTS:

1. 2026-04 PC Reso - Rules of Conduct w revised Exh A - signed
2. Exhibit A- Planning Commission Rules of Conduct marked-up May 2026
3. Page 11- LA City Planning Rules - Ex Parte

Summary: Planning Commission will review the Planning Commission Rules of Conduct with Staff and provide direction on possible amendments to the Rules.

Background: During the Commission's March 11, 2026, regular meeting, the Commission requested an agenda item be scheduled to discuss the Viewing the Site requirement within Section 9.III of the Rules of Conduct. At their March 25, 2026, regular meeting, by a unanimous 4-0 vote (Commissioner Hilliker absent), Commissioners directed the Rules of Conduct, Section 9.III, be amended to replace language in that section with the language listed as "Option 1" within the attachment to the March 25, 2026, meeting, and that the amended Rules of Conduct be considered for adoption at the next regular meeting of the Planning Commission. At the Commission's April 22, 2026, regular meeting, the Commission unanimously adopted Resolution No. 2026-04 (Attachment 1), which included the amendments directed at the Commission's March 25 meeting, as well as two other minor updates recommended by Staff.

As noted by Staff in the Agenda Summary Report prepared for the April 22, 2026, Rules of Conduct (Rules) item, "...Staff believes there are other substantive and non-substantive updates needed to the Rules and will schedule an agenda item for discussion at a future meeting."

This item has been scheduled for the Planning Commission to more comprehensively review the Rules and agree, by consensus, on possible amendments to the Rules.

Discussion: In performing a detailed review of the Rules of Conduct, Staff recommends the following items for possible amendment:

General Recommendations

1. Change the title of the Rules of Conduct to: "Rules of Conduct for City of Ukiah Planning Commission Meetings" and create a separate cover page with the City of Ukiah logo and the dates of adoption/amendment of the Rules, plus a cover photo.
2. Add a Table of Contents after the cover page, listing all major sections of the Rules. Insert a Preamble or Overview section within the Table of Contents to include the last sentence in the existing Section 1, starting with "The Rules of Conduct sets forth procedural guidelines..." as a standalone introduction. Add language: "Meetings of the Commission are conducted according to these Rules and Operating Procedures and as modified by the Commission via resolution from time to time. To the extent

possible, parliamentary formality and detail are avoided. However, Robert's Rules of Order may be referred to and used for guidance, interpretation, or to supplement these Rules."

3. Change the numbering format to be consistent throughout the Rules. For example, Sections 1.I. and 1.II. would become Sections 1.1 and 1.2.
4. Correct all formatting issues, typos, and extra spacing errors.
5. Add footer that contains the page number and identifies the Planning Commission Rules of Conduct and most recent adoption date.

Specific Section Recommendations

1. Change title of Section 1 to "Meeting Days and Times."
2. Add a new Section above Special Meetings/Time and Place/Notices to be titled "Regular Meetings/Time and Place." Then include the two sentences in the current Section 1 in this new section.
3. Add language in the Open to the Public/Exception section pertaining to AB 2449.
4. Delete Closed Sessions/Disclosure of Information section.
5. Delete first sentence in Preparation and Posting of Agendas section, starting with "Except for documents or information prepared..."
6. In the Rules of Order section, change "the Chair shall be guided by the rules of general parliamentary procedure" to "the Chair shall be guided by rules of general parliamentary procedure such as Robert's Rules of Order."
7. Add a new Section after the Special Committees section, titled "Ex Parte Communications," and include language similar to language contained within the City of Los Angeles Planning Commission Rules of Conduct and Procedure (Attachment 3).

With the exception of the cover page, table of contents, and footer recommendations, all recommendations made above are contained in a "marked-up" version of the Rules of Conduct in Attachment 2.

Staff recommends the Commission review the Rules of Conduct and agree, by consensus, on Staff-recommended amendments and/or other Commissioner-recommended amendments. Upon achieving consensus on amendments to the Rules, Staff will prepare an updated resolution and edited Rules of Conduct for adoption at the next regular Planning Commission meeting.

Recommended Action: Review Planning Commission Rules of Conduct with Staff and agree, by consensus, on possible amendments to the Rules.

RESOLUTION NO. 2026-04

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF UKIAH ADOPTING AMENDED RULES OF CONDUCT FOR MEETINGS OF THE PLANNING COMMISSION

WHEREAS:

1. Article 4, Section 1155 of Ukiah City Code requires the Planning Commission to adopt rules for the transaction of its business; and
2. In 1983, the Ukiah Planning Commission adopted rules to govern the conduct of Planning Commission meetings, and in 1999 and 2017 these rules were updated; and
3. These rules were last updated by the Planning Commission on April 26, 2023, through Resolution No. 2023-03; and
4. The Planning Commission wishes to adopt an amendment to the Rules of Conduct to alter the language within Sections 1 and 9.III of the Rules of Conduct and comply with Article 4, Section 1155 of Ukiah City Code; and
5. On March 25, 2026, by a unanimous 4-0 vote (Commissioner Hilliker absent), the Planning Commission directed the Rules of Conduct, Section 9.III, be amended to replace language in that section with the language listed as "Option 1" within the attachment to the March 25, 2026, meeting, and that the amended Rules of Conduct be considered for adoption at the next regular meeting of the Planning Commission; and
6. Two other minor updates to the Rules of Conduct were needed to reflect the 5:15 p.m. start time of the Planning Commission and the updating of the Clerk's title.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Ukiah hereby adopts amended Rules of Conduct for meetings of the Planning Commission, which are included as "Exhibit A."

PASSED AND ADOPTED on this 22nd day of April 2026, by the following roll call vote:

AYES: Commissioners Hilliker, Brown, Montaña, Johnson, and Chair de Grassi
 NOES: None
 ABSTAIN: None
 ABSENT: None

Alex de Grassi

Alex de Grassi (May 6, 2026 15:08:12 PDT)
 Alex De Grassi
 Chair, Planning Commission

Craig Schlatter

 Craig Schlatter, AICP
 Community Development Director

ATTEST:

Kristine Lawler

 Kristine Lawler, CMC/City Clerk

**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 5:15 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 Clerk or Clerk Designee, hereinafter referred to as “Clerk,” 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 Clerk no

later than 12:00 noon on Wednesday, six (6) working days preceding the meeting. The Clerk 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 Clerk, 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 Clerk 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. 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.

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 Clerk 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

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 Clerk 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 Clerk 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 Clerk.
 2. Upon Receipt, the Clerk shall date stamp as received the original and all copies. Upon request, the Clerk will furnish the proponent of the document with a date stamped copy. The Clerk shall immediately distribute copies of the submitted documents to the individual Commissioners and the Community Development Director. The Clerk shall retain the original and include it in the hearing record, which the Clerk shall compile and maintain.

III. Viewing the Site

In quasi-judicial hearings involving specific property, Commissioners must disclose if they have visited the site since the item was noticed. At the beginning of the agenda item for the hearing involving the specific property, the Planning Commission Chair shall poll the Commissioners to establish on the record, whether they have viewed the site, and any relevant observations and concerns from viewing the site.

In quasi-legislative public hearings involving specific property, Commissioners may visit the site and may disclose the visit, but they are not required to.

IV. 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.

In quasi-legislative hearings, the Planning Commission shall seriously consider all documents submitted in compliance with this rule and testimony and oral argument presented during the hearing. The motion deciding the matter need not include specific legal requirements applicable to the particular matter.

V. 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 Clerk 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 Clerk include in the minutes for that meeting a verbatim transcript of any portion of the meeting designated by the Commissioner. If so requested, the Clerk 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 Clerk 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 Commissioner 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 FOR CITY OF UKIAH PLANNING COMMISSION
MEETINGS**

SECTION 1. ~~UKIAH PLANNING COMMISSION MEETINGS~~ MEETING DAYS AND TIMES

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1.1 Regular Meetings/Time and Place

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The Ukiah Planning Commission (“Commission”) meets regularly on the second and fourth Wednesday of each month at 5:15 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:~~

1.1.2 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 Clerk or Clerk Designee, hereinafter referred to as “Clerk,” 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.

1.1.2 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.) and related State laws such as provisions within AB 2449.-

III.—Closed sessions/Disclosure of Information

~~Not applicable.~~

SECTION 2. AGENDA

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2.1 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 Clerk no later than 12:00 noon on Wednesday, six (6) working days preceding the meeting.~~The Clerk 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.

H-2.2 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

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H-3.1 Availability to the Public

Correspondence on agenda and/or non-agenda items addressed to the Planning Commission and received by the Clerk, 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.

H-3.2 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

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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 Clerk 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.

4.1 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

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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 such as Robert's Rules of Order.

5.1 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.

4.5.2 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.5.3~~ **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. 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

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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.6.1~~ **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.

SECTION 7. VOTING RULES

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I.7.1 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.7.2 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.7.3 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.7.4 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.7.5 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.7.6 Tie Votes

Tie votes shall be lost motions and may be reconsidered.

VIII.7.7 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 Clerk 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

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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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9.1 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.

9.2 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 Clerk 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 Clerk 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 Clerk.
 2. Upon Receipt, the Clerk shall date stamp as received the original and all copies. Upon request, the Clerk will furnish the proponent of the document with a date stamped copy. The Clerk shall immediately distribute copies of the submitted documents to the individual Commissioners and the Community Development Director. The Clerk shall retain the original and include it in the hearing record, which the Clerk shall compile and maintain.

III.9.3 Viewing the Site

In quasi-judicial hearings involving specific property, Commissioners must disclose if they have visited the site since the item was noticed. At the beginning of the agenda item for the hearing involving the specific property, the Planning Commission Chair shall poll the Commissioners to establish on the record, whether they have viewed the site, and any relevant observations and concerns from viewing the site.

In quasi-legislative public hearings involving specific property, Commissioners may visit the site and may, as deemed necessary or relevant disclose the visit, ~~but they are not required to.~~

IV. — 9.4 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.

In quasi-legislative hearings, the Planning Commission shall seriously consider all documents submitted in compliance with this rule and testimony and oral argument presented during the hearing. The motion deciding the matter need not include specific legal requirements applicable to the particular matter.

V. 9.5 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

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I. 10.1 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. 10.2 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. 10.3 Ordinances

Not applicable.

SECTION 11. MINUTES/PREPARATION AND CHANGES

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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.

SECTION 13. EX PARTE COMMUNICATIONS

13.1 Each member of the Commission shall accord to every person who has an interest in the quasi-judicial proceeding the full right to be heard according to the law.

13.2 No Member of the Commission shall initiate, permit, or consider private, ex parte communications concerning a pending quasi-judicial proceeding unless the Commissioner is recused from the proceeding.

13.3 Notwithstanding the foregoing, when circumstances require it, a Member of the Commission may permit otherwise unauthorized ex parte communication for scheduling, administrative, or emergency purposes, but only if the communication does not address substantive matters and no one will gain a procedural, substantive, or tactical advantage as a result of the communication.

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