



STAFF REPORT

PLANNING COMMISSION MEETING

April 09, 2024

TO: Honorable Chair and Commissioners

FROM: David Loya, Director of Community Development

PREPARER: David Loya, Director of Community Development

DATE: April 03, 2024

TITLE: **Adopt Planning Commission Discussion Protocols**

RECOMMENDATION:

Staff recommends the Commission receive a staff report and open deliberations, accept public comment, and adopt ground rules and protocols as necessary.

INTRODUCTION:

The Commission periodically reviews process and protocol to ensure their discussions are productive, follow adopted protocols, and work best for public process. The Commission recently adopted a meeting framework to assist deliberations on a large body of work while reviewing the General Plan. Those included ground rules, rules for engagement, and recommendations on building consensus. This framework was the first of its kind in memory and was very effective. This item will allow the Commission to discuss whether to make a framework for permanent use. This item may also cover elements of public process including the Brown Act, parliamentary procedure, and planning law as it pertains to the Commission's duties.

DISCUSSION:

The Framework adopted in early 2023 was useful for setting limits on discussion and a process to work through hundreds of pages of documents with tens of pages of comments. It worked well and developed boundaries for the discussion. But it is likely too rigorous for most Commission discussions. It was recently amended to accommodate a modified discussion structure that did not include items submitted outside of the Staff Report (Attachment A). This revised framework is a good starting point for discussions.

However, having a set of ground rules, guidelines for discussion, and a system of building consensus that the Commissioners explicitly agree to will create process buy-in and will facilitate better public process. The Commission has certain legal requirements for how they operate, but these can be enhanced by an explicit set of ground rules and guidelines for discussion.

This item is largely a discussion item, but the framework is attached to start the conversation. Staff will help facilitate brainstorming ground rules and amendments to the framework to make it more general purpose. Staff has also provided background information on the Brown Act and Public Process in Planning (Attachments B & C).

Staff will also provide the Commission an update on the Council Protocol Manual. The Manual also pertains to the Planning Commission. The Council will be making amendments to the Manual at its April 3, 2024, meeting.

The Commission may provide direction at the close of this item.

ATTACHMENTS:

- A. Framework v4.2 (DOCX)
- B. Rosenberg's-Rules-of-Order-Simple-Parliamentary (PDF)
- C. 2006_-_an_ounce_of_prevention (PDF)