



Planning Commission Agenda

Meeting of January 25, 2016
Council Chambers, Civic Center
1243 National City Boulevard
National City, CA 91950

Welcome to the Planning Commission meeting. The National City Planning Commission conducts its meeting in the interest of community benefit. Your participation is helpful. These proceedings are video recorded.

Roll Call

Pledge of Allegiance by Commissioner Flores

Approval of Minutes

1. Approval of Minutes from the Meeting of December 7, 2015

Approval of Agenda

2. Approval of Agenda for the Meeting on January 25, 2016

ORAL COMMUNICATIONS (3 MINUTE TIME LIMIT).

NOTE: Under State law, items requiring Commission action must be brought back on a subsequent agenda unless they are of a demonstrated emergency or urgent nature.



The Planning Commission requests that all cellphones, pagers, and/or smart devices be turned off during the meeting.

Upon request, this agenda can be made available in appropriate alternative formats to persons with a disability in compliance with the Americans with Disabilities Act. Please contact the Planning Department at (619) 336-4310 to request a disability-related modification or accommodation. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

PRESENTATIONS

PUBLIC HEARINGS

3. Continued public hearing for a Conditional Use Permit for a Wireless Communications Facility at Sweetwater High School located at 2900 Highland Avenue (Case File No: 2015-17 CUP)

OTHER BUSINESS

4. Election of Officers for 2016
5. Update on Planning Commission mission and duties

STAFF REPORTS

City Attorney

Executive Director

Principal Planners

Commissioners

Chairperson

ADJOURNMENT

Adjournment to next regularly scheduled meeting on February 8, 2016.



Planning Commission Minutes

Meeting of December 7, 2015

Planning Commission Meeting
City Council Chambers, Civic Center
1243 National City Boulevard
National City, CA 91950

These minutes have been abbreviated. Video recordings of the full proceedings are on file and available to the public.

Agenda Items

The meeting was called to order by Chair Bush at 6:01 p.m.

Roll Call

Commissioners Present: Alvarado, Baca, Bush, Dela Paz, Flores, Garcia, Yamane
Commissioners Absent: Garcia, Yamane

Staff Also Present: Claudia Silva, City Attorney; Raymond Pe, Principal Planner;
Lt. Graham Young, NCPD; Chief Manuel Rodriguez

Pledge of Allegiance Presented by Commissioner Bush

Note: Commissioner Yamane took her seat at 6:02 pm

1. Approval of Minutes for the Meeting on November 16, 2015.

Motion by Baca, 2nd by Alvarado to approve the Minutes for the meeting of November 16, 2015.

Motion carried by the following vote:

Ayes: Yamane, Baca, Bush, Alvarado, Flores, Dela Paz

Absent: Garcia

2. Approval of Minutes for the Meeting on November 23, 2015.

Planning Commission Meeting Minutes December 7, 2015

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Motion by Yamane, 2nd by Alvarado to approve the Agenda for the meeting of November 23, 2015.

Motion carried by the following vote:

Ayes: Yamane, Bush, Alvarado, Flores, Dela Paz

Absent: Garcia

Abstain: Baca

3. Approval of the Agenda for the Meeting on December 7, 2015.

Motion by Baca, 2nd by Yamane to approve the Agenda for the Meeting on December 7, 2015.

Motion carried by the following vote:

Ayes: Yamane, Baca, Bush, Alvarado, Flores, Dela Paz

Absent: Garcia

ORAL COMMUNICATION

None

PRESENTATIONS

None

PUBLIC HEARINGS

Note: Commissioner Yamane recused herself and left the dais and chambers.

4. Continued Public Hearing for a Conditional Use Permit for a Wireless Communications Facility at Sweetwater High School located at 2900 Highland Avenue (Case File No.: 2015-17 CUP)

Presented by Principal Planner Martin Reeder

Motion by Baca, 2nd by Alvarado to continue the Public Hearing for a Conditional Use Permit for a Wireless Communications Facility at Sweetwater High School located at 2900 Highland Avenue (Case File No.: 2015-17 CUP) to the next regular meeting set for January 25, 2016.

Motion carried by the following vote:

Ayes: Baca, Bush, Alvarado, Flores, Dela Paz

Absent: Garcia

Abstain: Yamane

Note: Commissioner Garcia arrived at 6:08

Note: Commissioner Yamane returned to the dais at 6:15

5. Conditional Use Permit for a wireless communications facility to be located at 1320 Highland Avenue (Case File No: 2015-24 CUP)

Presented by Principal Planner Martin Reeder

Applicant Shelley Kilbourn responded to commissioners questions. Acknowledged understanding and agreement with the Conditions of Approval.

Single speaker slip submitted by applicant.

Motion by Garcia, 2nd by Alvarado to close the Public Hearing.

Motion carried by the following vote:

Ayes: Alvarado, Yamane, Baca, Bush, Dela Paz, Flores, Garcia, Yamane

6. Resolution 2015-25 taking action on a Conditional Use Permit for a wireless communications facility to be located at 1320 Highland Avenue (Case File No: 2015-24 CUP)

Motion by Dela Paz, 2nd by Alvarado to approve the Conditional Use Permit for a wireless communications facility to be located at 1320 Highland Avenue (Case File No: 2015-17 CUP)

Motion carried by the following vote:

Ayes: Garcia, Yamane, Baca, Bush, Flores, Alvarado, Dela Paz

7. Conditional Use Permit for an indoor recreation use to be located at 2602 Transportation Avenue (Case File No. 2015-27 CUP)

Presented by Principal Planner Martin Reeder

Applicant: Jason Rischard responded to commissioners questions. Acknowledged understanding and agreement with the Conditions of Approval.

Motion by Baca, 2nd by Yamane to close the Public Hearing.

Motion carried by the following vote:

Ayes: Garcia, Yamane, Baca, Bush, Flores, Alvarado, Dela Paz

8. Resolution 2015-26 taking action on a Conditional Use Permit for an indoor recreation use to be located at 2602 Transportation Avenue (Case File No. 2015-27 CUP)

Motion by Dela Paz, 2nd by Alvarado to approve the Conditional Use Permit for a wireless communications facility to be located at 1320 Highland Avenue (Case File No: 2015-24 CUP)

Motion carried by the following vote:

Ayes: Garcia, Yamane, Baca, Bush, Flores, Alvarado, Dela Paz

9. Amendment to Title 18 (Zoning) Chapter 18.30.340 of the National City Municipal Code (Medical marijuana dispensaries) to address cultivation of marijuana (Case File No: 2015-25A)

Presented by Principal Planner Martin Reeder

Applicant Shelley Kilbourn addressed commissioner's questions.

Four speakers in support of amendment to regulate cultivation: Zachary Lazarus, David Blair, Cynara Velasquez, Michael Mossbarger

One speaker opposed to cultivation of marijuana: Richard Hodge

Motion by Garcia, 2nd by Yamane, to close the Public Hearing.

Motion carried by the following vote:

Ayes: Garcia, Yamane, Garcia, Baca, Bush, Flores, Alvarado

Noes: Dela Paz

10. Resolution 2015-27 taking action on an Amendment to Title 18 (Zoning) Chapter 18.30.340 of the National City Municipal Code (Medical Marijuana dispensaries) to address cultivation of marijuana (Case File No.: 2015-25 A)

Motion by Baca, 2nd by Dela Paz to approve an Amendment to Title 18 (Zoning) Chapter 198.30.340 of the National City Municipal Code (Medical Marijuana dispensaries) to prohibit cultivation of marijuana (Case File No.: 2015-25A).

Motion not carried by following vote:

Noes: Flores, Bush, Yamane, Garcia

Ayes: Dela Paz, Alvarado, Baca

Motion by Garcia, 2nd by Bush to approve an Amendment to Title 18 (Zoning) adding Chapter 18.30.345 to the National City Municipal Code to regulate cultivation of marijuana (Case File No.: 2015-25A) with recommendations as discussed during the public hearing.

Motion carried by the following vote:

Ayes: Flores, Bush, Yamane, Garcia

Noes: Dela Paz, Alvarado, Baca

OTHER BUSINESS

11. Approval of the 2016 Planning Commission Calendar

Motion by Flores, 2nd by Alvarado to approve the 2016 Planning Commission calendar with the amendment changing the February 1, 2016 meeting to February 8, 2016.

Motion carried by unanimous vote.

STAFF REPORTS

None

COMMISSIONER REPORTS:

Bush: Election of Officers, thanked staff for their work

Garcia: Thanked staff for their work

Yamane: Thanks staff, Happy Holidays

Dela Paz: Will be on maternity leave for the first quarter of 2016

Flores: Will be absent from the January 25th meeting

Adjournment at 9:20 p.m. to next meeting scheduled for January 25, 2016 at 6:00 pm.

CHAIRPERSON



CITY OF NATIONAL CITY - PLANNING DEPARTMENT
1243 NATIONAL CITY BLVD., NATIONAL CITY, CA 91950

PLANNING COMMISSION STAFF REPORT

Title: CONTINUED PUBLIC HEARING – CONDITIONAL USE PERMIT FOR A WIRELESS COMMUNICATIONS FACILITY AT SWEETWATER HIGH SCHOOL LOCATED AT 2900 HIGHLAND AVENUE

Case File No.: 2015-17 CUP

Location: Sweetwater High School

Staff report by: Martin Reeder, AICP – Principal Planner

Applicant: Verizon Wireless

Zoning designation: I – Institutional

Staff recommendation: Continue the item to the February 8, 2016 Planning Commission meeting

BACKGROUND

Verizon Wireless has applied for a Conditional Use Permit (CUP) to install a wireless telecommunications facility, consisting of 12 antennas and associated operating equipment, on the campus of Sweetwater High School. The facility would be mounted on and next to a replacement light pole adjacent to the school's football field and running track.

Previous Action

Planning Commission held a public hearing on this item at their regularly scheduled meeting of November 2, 2015. Commissioners discussed the aesthetics of the proposed facility; including light poles, the equipment shelter, and graffiti maintenance; and the aesthetics of the existing school buildings. Commissioners suggested a redesign of the project including a shelter that more closely resembled nearby school buildings (e.g. gymnasium), and potential screening of the proposed antennas. The item was ultimately continued to the meeting of December 7, 2015, then to January 25, 2016.

New Information

The applicant has diligently been working on a redesign, but does not have a new design ready for submittal at this time. The applicant has stated that a design will be provided to staff in enough time to analyze prior to the next regularly-scheduled Planning Commission of February 8, 2016. Therefore, staff recommends that the item be continued to that date specifically.

RECOMMENDATION:

Continue the item to the next regularly-scheduled meeting of February 8, 2016



MARTIN REEDER, AICP
Principal Planner



BRAD RAULSTON
Executive Director



Item no. 4
January 25, 2016

CITY OF NATIONAL CITY - PLANNING DEPARTMENT
1243 NATIONAL CITY BLVD., NATIONAL CITY, CA 91950

PLANNING COMMISSION STAFF REPORT

Title: ELECTION OF OFFICERS FOR 2016

This is the appropriate meeting to elect new Planning Commission officers for the year 2016, to succeed Chairperson Bush, and Vice-Chairperson Baca. It is suggested that nominations and elections occur as in previous years.



CITY OF NATIONAL CITY - PLANNING DEPARTMENT
1243 NATIONAL CITY BLVD., NATIONAL CITY, CA 91950

PLANNING COMMISSION STAFF REPORT

Title: OVERVIEW OF THE PLANNING COMMISSION'S MISSION AND DUTIES

BACKGROUND

During discussion at one of last years' Planning Commission meetings, Commissioners asked questions regarding policy matters and whether or not those matters were appropriate to discuss under the purview of the Planning Commission. In response to this inquiry, this report is provided as an overview of the mission and duties of the Planning Commission.

ATTACHMENTS

1. California Government Code §65103
2. NCMC §16.06 (partial)
3. Planning Commission Bylaws (Revised June 2010)

MARTIN REEDER, AICP
Principal Planner

BRAD RAULSTON
Executive Director

Code: Section:

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GOVERNMENT CODE - GOV
TITLE 7. PLANNING AND LAND USE [65000 - 66499.58] (*Heading of Title 7 amended by Stats. 1974, Ch. 1536.*)

DIVISION 1. PLANNING AND ZONING [65000 - 66103] (*Heading of Division 1 added by Stats. 1974, Ch. 1536.*)

CHAPTER 3. Local Planning [65100 - 65763] (*Chapter 3 repealed and added by Stats. 1965, Ch. 1880.*)

ARTICLE 1. Local Planning [65100 - 65107] (*Article 1 repealed and added by Stats. 1984, Ch. 690, Sec. 2.*)

65103. Each planning agency shall perform all of the following functions:

- (a) Prepare, periodically review, and revise, as necessary, the general plan.
- (b) Implement the general plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances.
- (c) Annually review the capital improvement program of the city or county and the local public works projects of other local agencies for their consistency with the general plan, pursuant to Article 7 (commencing with Section 65400).
- (d) Endeavor to promote public interest in, comment on, and understanding of the general plan, and regulations relating to it.
- (e) Consult and advise with public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens generally concerning implementation of the general plan.
- (f) Promote the coordination of local plans and programs with the plans and programs of other public agencies.
- (g) Perform other functions as the legislative body provides, including conducting studies and preparing plans other than those required or authorized by this title.

(Repealed and added by Stats. 1984, Ch. 690, Sec. 2.)

Chapter 16.06 - PLANNING COMMISSION (partial)

16.06.020 - Meetings—Functions and authority.

- B. The functions of the planning commission include periodically reviewing and revising, as necessary, the general plan; implementing the general plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances; annually reviewing the capital improvement program of the city and local public works projects of other local agencies for their consistency with the general plan; endeavoring to promote public interest in, comment on, and understanding of the general plan and regulations relating to it; consulting and advising with public officials and agencies, public utility companies, civic, educational, professional, as well as other organizations, and citizens generally concerning implementation of the general plan; promoting the coordination of local plans and programs with the plans and programs of other public agencies; performing other functions as the city council provides, including conducting studies and preparing plans other than those required or authorized by the Government Code; conducting hearings, taking evidence, examining witnesses under oath and compelling their attendance or production of evidence by issuance of subpoenas, and making decisions.

16.06.050 - Bylaws and operating procedures.

The planning commission may adopt bylaws and operating procedures from time to time, provided that if any provision of such bylaws or operating procedure conflicts with this Chapter 16.06, this chapter shall prevail. The bylaws shall contain provisions relating to attendance of commission members.

CITY OF NATIONAL CITY
PLANNING COMMISSION AND
HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE

BYLAWS.

ARTICLE I – THE COMMISSION

Section 1. Name of Commission

The Commission shall act in the capacity of the “Planning Commission” and the “Housing and Community Development Committee” and shall hereinafter be referred to as the “Commission”.

Section 2. Mission Statement

That the following shall be the Mission Statement of the Commission:

The Commission shall provide a forum to encourage communication from persons, organizations, and institutions in the City of National City about land use, housing, and landscaping throughout the City of National City.

When serving as the Planning Commission, the Commission shall perform the following functions in accordance with state law §65103 and the City's Municipal Code Chapter 2.28:

1. Prepare, periodically review, and revise, as necessary, the general plan.
2. Implement the general plan through actions including, but not limited to the administration of specific plans, and zoning, and subdivision ordinances.
3. Annually review the capital improvement program for consistency with the general plan, pursuant to Article 7 (commencing with Section 65400).
4. Endeavor to promote public interest in, comment on, and understanding of the general plan and regulations relating to it.
5. Consult and advise with public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens generally concerning implementation of the general plan.
6. Promote the coordination of local plans and programs with the plans and programs of other public agencies.
7. Perform other functions as the legislative body provides, including conducting studies and preparing plans other than those required or authorized by this title.

Additionally, in accordance with the City's Municipal Code Chapter 13.18, the Commission will perform the following functions:

8. Identify appropriate trees for planting within the City's parkways and along roadways within National City,
9. Adopt and routinely maintain an "official" street tree list of appropriate trees to install within the City's parkways and along roadways within National City,
10. All trees within the public right of way identified for removal and/or installation shall be referred to the Director of Public Works for determination that removal and/or installation of said tree is warranted. If the request is denied by the Director of Public Works, the property owner may appeal to the "Commission" for further review and determination (in accordance with Section 13.18.030 of the Municipal Code).
11. Review all public works projects when landscaping and street trees are proposed to determine appropriate and desirable street trees and landscaping that will further enhance and beautify the city.

When serving as the Housing and Community Development Committee, the Commission shall:

12. Give advice and make recommendations to the Community Development Commission of the City of National City on projects, programs, and policies including the following:
 - a. The Housing and Urban Development Section 8 Housing Assistant Payments Program for existing housing and for new construction.
 - b. Housing improvement, housing assistance and neighborhood improvement projects, programs and policies in connection with federal and state laws relating to housing and neighborhood improvement.

Section 3 Duties

The duties of the Commission shall be:

1. To receive and review proposals for the General Plan, including the preparation of zoning, land subdivision and other discretionary development applications and performs all duties specifically assigned by the Municipal Code.
2. To make recommendations to the City Council for specific land use entitlements requiring final decision by the City Council.
3. To make recommendations to the Community Development Commission on matters pertaining to Section 8 Housing Assistant Payment Programs and housing improvement, housing assistance and neighborhood improvement projects, programs, and policies in connection with federal and state laws relating to housing and neighborhood improvement.

4. To make decisions related to installation and/or removal of street trees and landscaping within the public rights of way.

Section 4. Membership

A. Composition

The Commission shall be comprised of seven (7) individuals appointed by, and to serve at the pleasure of the City Council. The Mayor with the approval of the City Council shall appoint the members. These seven (7) individuals shall be Planning Commission members and also serve on the Housing and Community Development Committee, Two (2) additional individuals shall be appointed and serve only on the Housing and Community Development Committee. These two (2) additional individuals shall be appointed in the same manner as the Planning Commission members; shall be ex officio members, and shall be tenants of the community development commission (CDC), one of whom shall be over sixty-two years of age. Said ex officio members shall sit with the seven members of the Planning Commission on such occasions as the commission is acting in the capacity and carrying out the functions of the committee.

B. Terms of Membership

The terms of the members shall be for four (4) years, subject to reappointment by the City Council. Each four-year term shall commence on the first day of April and shall expire on the thirty-first day of March four years thereafter. Upon expiration of term, a member shall serve until re-appointed or replaced.

C. Termination of Membership

Membership in the Commission shall automatically terminate in the event that:

1. The member's term has expired. If a term expires, the member can either continue until reappointment or replacement; or
2. The member shall have been absent from the number of Commission meetings specified in these bylaws.

D. Removal of Members

A member may be removed by a majority vote of the City Council.

E. Resignation

Any Commission member may resign at any time by giving written notice to the Chairperson. Any such resignation will take effect upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

F. Filling of Vacancies

In the event a vacancy occurs on the Commission by reason of death, resignation, removal or termination, such vacancy shall be filled by the majority of the City Council, with new members

so appointed having to meet the qualifications set forth in Article I, Section 4(a). Persons appointed to fill vacancies shall fill the unexpired terms of their predecessors.

ARTICLE II – OFFICERS

Section 1. Officers

The officers of the Commission shall consist of a Chairperson and a Vice Chairperson, and shall be elected in the manner set forth in this Article II.

Section 2. Chairperson

The Chairperson shall preside at all meetings of the Commission and shall submit such agenda recommendations and information at such meetings that are reasonable and proper for the conduct of the business affairs and policies of the Commission. The Chairperson shall sign all resolutions, approved minutes, and other legal documents of the Commission (if any).

Section 3. Vice Chairperson

The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson.

Section 4. Staff

The Commission shall be served by a full-time professional staff within the Planning Division which shall include a secretary who will prepare an agenda for each regular or adjourned meeting. The agenda and supporting documentation shall be provided to the Commission at least four (4) calendar days prior to the date of the meeting at which such agenda is to be considered. The meeting shall be recorded and minutes prepared for approval by the Commission at the next regularly held meeting. The agendas and minutes shall be available to the public and retained at the City.

Section 5. Additional Duties

The officers of the Commission shall perform such other duties and functions as may from time to time be required by the Commission, the bylaws, or other rules and regulations, or which duties and functions are incidental to the office held by such officers.

Section 6. Election

The Chairperson and Vice Chairperson shall annually be elected by a majority of the members of the Commission from among the members of the Commission. The terms of the Chairperson and Vice Chairperson shall be one year.

Section 7. Vacancies

Should the offices of the Chairperson or Vice Chairperson become vacant, the Commission shall elect a successor from among the Commission members at the next regular or special meeting, and such office shall be held for the unexpired term of said office.

ARTICLE III – MEETINGS

Section 1. Regular Meetings

The Commission shall hold at least two regular meetings in each month and shall annually adopt a schedule for such meetings, shall adopt rules for the transaction of business, and shall keep a record of its resolutions, transactions, findings, and determinations, which record shall be a public record. Any regular meeting may be dispensed with by a majority vote of the Planning Commission.

The Housing and Community Development Committee shall hold at least one meeting each quarter of each calendar year of the and shall annually adopt a schedule for such meetings, shall adopt rules for the transaction of business, and shall keep a record of its resolutions, transactions, findings, and determinations, which record shall be a public record. Any regular meeting may be dispensed with by a majority vote of the Committee.

The Commission shall conduct meetings for matters pertaining to the Planning Commission on the first and third Monday of the month for which a meeting has been called by the Chairperson at 6:00 p.m. in the Council Chambers of the National City Civic Center, 1243 National City Boulevard, 2nd Floor, National City, unless otherwise designated. The agenda for each regular meeting shall be posted by City staff at City Hall and on the City's website at least 72 hours in advance consistent with the requirements of the Ralph M. Brown Act.

If there are no items scheduled for the Commission's consideration, the staff may advise the Chairperson there are no items for consideration and suggest cancellation of the meeting. Said cancellation of a meeting shall be posted by City staff at the City Hall and on the City's website. Staff shall announce that the regularly scheduled meeting of the Commission has been adjourned to the next regularly scheduled meeting.

All meetings shall be held and conducted in accordance with the provisions of the "Ralph M. Brown Act" (Section 54590 et seq., of the Government Code of the State of California. All meetings of the Commission are open to the general public.

Section 2. Special Meetings

Special meetings may be held upon call of the Chairperson, or of the majority of the membership of the Commission, for the purpose of transacting any business designated in the call, after notification of all members of the Commission by written notice personally delivered or by mail at least 24 hours before the time specified in the notice for a special meeting. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the Chairperson a written waiver of notice, and as to any member who is actually present at the time the meeting convenes.

City staff shall be responsible for the posting of the agenda of the special meeting at City Hall and on the City's website at least 24 hours prior to the time specified in the notice for the

meeting. At such special meeting, no business other than that designated on the approved agenda shall be considered.

Section 3. Adjourned Meetings

Any meeting of the Commission may be adjourned to an adjourned meeting without the need for additional notice or agenda, provided that the adjournment indicates the date, time and place of the adjourned meeting, and provided that the adjourned meeting occurs at the regularly scheduled meeting after the meeting for which notice and agenda requirements were met. Commission members absent from the meeting at which the adjournment decision is made shall be notified by the Chairperson of the adjourned meeting.

Section 4. All Meetings to be Open and Public

All meeting of the Commission shall be open and public to the extent required by law. All persons shall be permitted to attend any such meetings except as otherwise provided by law. Nothing contained in these bylaws shall be construed to prevent the Commission from holding closed sessions during a meeting concerning any matter permitted by law to be considered in closed session provided the Commission complies with the conditions and procedures provided by law for closed sessions.

Section 5. Quorum

The powers of the Commission shall be vested in the members thereof in office from time to time. A majority of the members of the Commission qualified and eligible to vote shall constitute a quorum for the purpose of conducting the Commission's business, exercising its powers and for all other purposes, but less than a majority of the members of the Commission may adjourn the meeting from time to time until a quorum is obtained. An affirmative vote by a majority of the members of the Commission qualified and eligible to vote shall be required for approval of any question brought before the Commission.

Section 6. Unexcused Absences

Membership in the Commission shall terminate if a member has three (3) consecutive unexcused absences from meetings, whether regular or special, or three (3) absences from regular meetings, whether excused or unexcused. A member's absence shall be excused if, prior to the meeting from which said member will be absent, said member notifies the Chairperson or Designee of intent to be absent and the reasons therefore. At each meeting, after the roll has been called, the Chairperson shall report to the Commission the name of any member who has so notified of their intent to be absent and the reason of such absence. The Commission shall approve or disapprove such reasons for excused absences.

Section 7. Order of Business

The following shall be the order of business at regular meetings of the Commission:

- 1) Roll Call
- 2) Flag Allegiance
- 3) Approval of Minutes of previous meeting
- 4) Approval of Agenda
- 5) Public Comment
- 6) Continued Public Hearings
- 7) Public Hearing
- 8) Other Business
- 9) Staff Reports
- 10) Adjournment

Section 8. Minutes

Minutes of the Commission shall be in writing. Copies of the Minutes of each Commission meeting shall be made available to each member of the Commission. Minutes shall be made available to the public. Approved Minutes shall be filed in the official Book of Minutes of the Commission and published on the City's website.

Section 9. Rules of Order

Except as provided in these bylaws., all business and matters before the Commission shall be transacted in conformance with Robert's Rules of Order.

Section 10. Committee Reports

Oral and/or written reports of the Commission shall include a report of any findings and/or recommended action on matters for which the subcommittee was established.

ARTICLE IV -- REPRESENTATION BEFORE PUBLIC BODIES

Any official representations on behalf of the Commission before the City Council or any other public body shall be made by the Chairperson, the Vice Chairperson in the Chairperson's absence, or a member of the Commission specifically so designated by the Commission pursuant to the Brown Act.

ARTICLE V -- SUBCOMMITTEES

Section 1. Establishment

The Commission shall have the authority to, and may, establish subcommittees as necessary to accomplish the purposes set forth in Section 3 of Article I of these Bylaws..

Section 2. Membership

Each subcommittee shall be composed of at least one (1), but not more than three (3) members of the Commission.

Section 3. Appointment of Members

Members on a subcommittee shall be appointed by the Chairperson of the Commission with the approval of the Commission.

Section 4. Officers and Meetings

Subcommittee chairpersons shall be designated by the Chairperson of the Commission from among the Commission members appointed to the subcommittee. Each subcommittee shall elect a vice chairperson, and shall establish the date, time and place for meetings to conduct the subcommittee's business. In the event that any subcommittee meets on more than two (2) occasions, then all further meetings of the subcommittee shall comply with the meeting requirements set forth in Article III.

Section 5. Subcommittee Reports

From time to time, the subcommittee shall submit reports to the Commission, which reports summarize the subcommittee's activities, findings and/or recommendations on matters for which the subcommittee was established.

ARTICLE VI – AMENDMENTS

Section 1. Adoption of these Bylaws. and any Subsequent Amendment

The bylaws of the Commission may be amended upon the affirmative vote of at least five (5) voting members of the Commission, but no such amendment shall be adopted unless at least seven (7) days' written notice thereof has previously been given to all members of the Commission. Notice of amendment shall identify the section or sections of the Bylaws proposed to be amended.

ARTICLE VII- ORDER OF PRECEDENCE

Section 1. Conduct of Affairs

The Commission will observe all applicable requirements of state and local law, including the following, which have been summarized as follows:

1. The Ralph M. Brown Act (Gov. Code, § 549501 et seq., hereinafter "the Brown Act" or "the Act")
2. From time to time, the Commission shall be required to attend or participate in specific training related to their position on the Commission.