



REPORT TO PLANNING COMMISSION

SUBJECT: Annual Meeting of Planning Commission for 2023 to include: a) review of calendar year 2023 scheduled dates for Planning Commission meetings; b) election of officers; c) review of Planning Commission “Rules and Procedures”; and d) selection of liaisons to DRB meetings

EXECUTIVE SUMMARY

The Annual Meeting of the Planning Commission is required to elect the Chair and Vice Chair officers for the calendar year. The Annual Meeting also provides the Commission an opportunity to review and consider adoption of revisions to the Planning Commission’s “Rules and Procedures.” The Rules and Procedures were last amended by the Commission on May 24, 2022. This year, staff has suggested edits to the Rules and Procedures, however, the Commissioners may have suggested edits.

RECOMMENDATION

It is recommended that the Planning Commission take the following action:

- a) Review 2023 scheduled planning commission meetings; and
- b) Elect a new Chair and Vice Chair for 2023; and
- c) Consider and accept proposed changes to the Planning Commission “Rules and Procedures;” and
- d) Select Planning Commission liaisons to the DRB for 2023

BACKGROUND AND ANALYSIS

2023 Planning Commission Meeting Dates:

The list of scheduled Planning Commission meetings for 2023 found in Table 3 below. All meetings are on Tuesday unless otherwise noted. No Action is required.

Table 1. 2023 Scheduled Planning Commission Meetings

January 10 – Cancelled January 24	May 9 May 23	September 12 September 26
February 14 February 28	June 13 June 27	October 10 October 24
March 14 March 28	July 11 July 25	November 14 November 28
April 11 April 25	August 15 August 29	December 12

Election of Officers:

Section II.E of the Planning Commission “Rules and Procedures” requires that the Planning Commission conduct an annual meeting to select officers (Chair and Vice Chair) for the calendar year. The Annual Meeting is defined as the “first meeting of the calendar year,” which for this year is January 24, 2023. The new Chair and Vice-Chair positions will commence in the *next* scheduled Planning Commission meeting (i.e. not this one).

The office of the Chair and Vice Chair is rotational, with selection based on seniority or tenure of service. Per the Rules and Procedures, generally, a Commissioner shall not serve as a Chair more than once in seven consecutive years. Table 1 below lists the appointment dates and past service as chair by each of the Commission members.

Table 1: San Rafael Planning Commission History of Tenure and Chairpersonship

Commissioner	First Appointed to Commission	Years Served as Chairperson	Years Served as Vice Chair
Aldo Mercado	July 2018	2020 partial	2020 partial
Shingai Samudzi	June 2019	2021	2020 partial
Jon Previtali	June 2020	2022	2021
Samina Saude	June 2020	2023	2022
Jon Haveman	May 2021	None	None
Kelly Shalk	April 2022	None	None

Chair

Based on the rotation criteria, Commissioner Saude is next-in-line to serve as Chair, as she served as Vice Chair for 2022.

Vice Chair

To determine the next Vice Chair, the same rules and procedures for Chair apply to Vice Chair. There are two Commissioners who have not served as Chair or Vice Chair in the past 7 years (Commissioners Haveman and Shalk). Commissioner Haveman was appointed in May 2021 and Commissioner Shalk in April 2022. Therefore, Commissioner Haveman would be the next in line to serve as Vice Chair.

RECOMMENDATION: Based on the rules and procedures, it is recommended that Commissioner Saude be elected to serve as Chair and Commissioner Haveman be elected to serve as Vice Chair. A motion and second, followed by vote is required.

Consideration of Revisions to Planning Commission “Rules and Procedures”:

The Rules and Procedures are reviewed by the Commission and were last updated in May of last year to include provisions for streamlined design review for certain residential projects. This year, staff has revised the PC Rules and Procedures to reflect:

- The change in membership to include one representative from each district;
- The hybrid meeting format;
- The sunseting of AB 361, which allowed virtual participation of Brown Act meeting during the COVID state of emergency; and
- The elimination of the pledge of allegiance and requirement of speakers to identify themselves and their place or residence to be consistent with City Council meetings and goals to strengthen inclusion and belonging.

Revisions are presented in Exhibit 1 in ~~strikeout~~ for deleted text and underline for added text. The Planning Commission is asked to review and adopt the amendments. In addition, the Planning

Commission is asked to review the currently adopted Rules and Procedures and submit any feedback or suggested changes.

Staff has included a summary of Roberts Rules of Order for your reference found in Exhibit 2. Robert’s Rules of Order provide common rules and procedures for deliberation and debate in order to place the whole commission on the same footing and speaking the same language.

RECOMMENDATION: It is recommended that the Commission vote to approve the changes to the Rules and Procedures to reflect the changes. A motion and second, followed by vote is required.

OPTIONS:

1. Approve the recommended amendments to the “Rules and Procedures” to reflect changes noted above; or
2. Identify additional areas for further study and direct staff to return with recommended revisions to the “Rules and Procedures” for action at a future meeting.

Selection of Commissioners for DRB Liaison:

The annual meeting also provides an opportunity to select Commissioners to serve as a liaison at the Design Review Board meetings for the calendar year. DRB liaisons are expected to attend DRB meetings held during their assigned months and report back to the Commission at large at the next scheduled Planning Commission meeting. DRB liaisons may attend virtually. Commissioners (with the exception of the new Chair) are requested to serve as liaison in two-month increments, which involves attendance at up to four, regular DRB meetings during the two selected months of service. Staff, therefore, requests that apart from the new Chair, each Commissioner volunteer for two months to be the liaison to the DRB. A schedule of DRB for 2023 is shown in Table 2. All meetings are on Tuesday unless otherwise noted.

RECOMMENDATION: It is recommended that the Commissioners informally call out which months would work for them. Since the PC is currently down a commissioner, staff is requesting that the first few months on the year be chosen by sitting Commissioners.

Table 2. DRB Meeting Dates in 2023 and Liaison Assignments

Months	Commission Liaison	DRB Months	PC Commission Liaison
January 4, 2022 (Wednesday) January 18 (Wednesday)	CANCELLED	July 5 (Wednesday) Tuesday, July 18, 2022	
Tuesday, February 7, 2022 February 22 (Wednesday)		Tuesday, August 8, 2022 Tuesday, August 22, 2022	
Tuesday, March 7, 2022 Tuesday, March 21, 2022		September 6 (Wednesday) Tuesday, September 19, 2022	
Tuesday, April 4, 2022 Tuesday, April 18, 2022		Tuesday, October 3, 2022 Tuesday, October 17, 2022	
Tuesday, May 2, 2022 Tuesday, May 16, 2022		Tuesday, November 7, 2022 Tuesday, November 21, 2022	
Tuesday, June 6, 2022 June 21 (Wednesday)		Thursday, December 5, 2022 Tuesday, December 19, 2022	

1. Draft Planning Commission “Rules and Procedures” in strike through and underline to reflect revisions, dated January 24, 2023.
2. A Brief Summary of Roberts Rules of Order (Parliamentary Procedures)