

Establishing Planning Commission Hearing Procedures

The Planning Commission of the Calaveras County finds that adoption of specific procedures to be followed in hearings before the Planning Commission will help make the hearing process more engaging and efficient.

The following procedures shall apply to all hearings, including appeals held before the Planning Commission of the County of Calaveras.

Hearings shall be conducted in the order set forth below and in compliance with the time limits set forth the below:

Order of Public Hearing:

- A. Opening of the hearing by the Chairman;
- B. Presentation of staff report, if any;
- C. Presentation of correspondence, which correspondence may be read, circulated, or acknowledged and made part of the record;
- D. Presentation of reports, discussion or evidence by staff of other county departments or public agencies;
- E. Proponents' discussion and/or evidence; 15 minutes
- F. Public discussion and/or evidence; 15 minutes
- G. Responses by proponents; 10 minutes
- H. Responses by opponents; 10 minutes
- I. Close of hearing;
- J. Staff summation/response to comments
- K. Discussion by members of the Board or Commission, if any;
- L. Entertainment of motion and second;
- M. Discussion on the question;
- N. Decision

Written Comments:

Interested parties may present written comments or documentation to the Planning Commission prior to the meeting date or during the public hearing portion of the meeting. Delivery of written documents shall be delivered to the Community Development Agency up until the day of the meeting. On the day of the meeting, 8 copies of written comments and or documentation must be presented to the Planning Commission and staff. Photos can be presented as a single copy to be retained by the County. All display documents become the property of the County.

Depending upon the size of documents presented, the Planning Commission may temporarily recess to review documents.

Procedures

Public Hearings and Planning Commission deliberations may be continued to future meetings at the discretion of the Planning Commissioners.

In the interests of time and fairness, the Planning Commission shall endeavor to adhere to the time limits set forth above. The time limits shall be enforced at the discretion of the Chair.

Upon a motion and a second and an affirmative vote of a majority of the members of the Planning Commission, these procedures may be waived or amended.

Public Comment Period, Comments:

Comments to the Planning Commission on matters not appearing on the Agenda during the Public Comment period, shall be limited to five (5) minutes per person Fifteen (15) minutes per topic.

Time limits may be expanded or contracted as determined by the chair depending on the complexity of issues and the number of people desiring to speak.

The Planning Commission will not (cannot) respond to issues not on the agenda at the time the issue is raised.

The Planning Commission may request staff to place item on a future agenda or report back to the Planning Commission regarding concerns raised during public comment period.