

FORT BRAGG PLANNING COMMISSION  
BYLAWS  
01/23/2019

**I. PURPOSE**

The purpose of the bylaws of the Fort Bragg Planning Commission is to adopt its rules of procedure governing its meetings, its operation, its conduct of public hearings and the performance of its duties. (Ord. 740, §1, 1992) (Fort Bragg Municipal Code §2.20.090 and 2.20.100)

**II. MEETINGS**

A The Commission shall hold its regular meetings on the second and fourth Wednesday of each month at 6:00 p.m. At the first meeting in the month of January, the Commission may adopt a specific meeting schedule that provides alternate meeting dates to avoid conflict with recognized City holidays. There will be no fourth Wednesday meetings in November and December. The meeting schedule shall be posted for public review at City Hall. (Ord. 740, §1, 1992) (Fort Bragg Municipal Code §2.20.060, 2.20.090 and 2.20.100)

B. The meeting place of the Planning Commission for the transaction of business is fixed and established at the Town Hall, situated on the southwest corner of North Main and Laurel Streets, and commonly known as 363 North Main Street, Fort Bragg, California.  
(Ord. 274, §2, 1947; Ord. 740, §1, 1992) (Fort Bragg Municipal Code §2.04.020)

C. A special meeting of the Planning Commission may be called at any time by:

1. The Chair; or,
2. In the Chair's absence, by the Vice-Chair; or,
3. By a majority of the members of the Planning Commission.

Unless a special meeting is called by a majority vote of the members at a regular or special meeting, a written notice must be delivered, personally or by mail, to each member of the Planning Commission at least seventy- two hours prior to the special meeting. The notice must specify the time and place of the special meeting and the business to be considered. The notice must be posted at City Hall in a location that is accessible to the public. The only business that may be considered at a special meeting is the business shown on the notice. (Ord. 499 §2, 1978; Ord. 740 §1, 1992) (Fort Bragg Municipal Code §2.04.190)

D. All regular and special meetings shall be open to the public. (Ord. 623, 1984; Ord. 602, 1983; Ord. 83, §2, 1905) (Fort Bragg Municipal Code §2.04.010)

E. The order of business of the Planning Commission shall be as follows:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
5. Public Comments on Non-Agenda Items
6. Disclosure of Ex Parte Communications on Agenda Items
7. Public Hearings

- 8. Conduct of Business
- 9. Matters from Commissioners
- 10. Matters from Staff
- 11. Adjournment

(Ord. 738 §1, 1992; Ord. 674 §1, 1987; Ord. 84 §4, 1905) (Fort Bragg Municipal Code §2.04.060)

- F. The adjournment time for all Commission meetings shall be 9:00 p.m. If the Commission is still in session at 9:00 p.m., the Commission may continue the meeting upon majority vote. Further, if it appears that the meeting will adjourn, the Planning Commission shall vote upon which items are to be continued to a future meeting. (Ord. 740§1, 1992) (Fort Bragg Municipal Code §2.20.100)

### III. **OPERATIONS**

- A. A majority of the Planning Commission constitutes a quorum for the transaction of business. (Government Code §36810)
- B. At the first meeting in the month of January, the Planning Commission shall select one of its members as Chair and one member as Vice-Chair of the Commission. In case of the absence of the Chair, the Vice-Chair shall act as the Chair. If the Chair and Vice-Chair leave the Commission, and there are no officers, the Commission shall elect a Chair and Vice-Chair at the next Commission meeting. (Ord. 740 §1, 1992) (Fort Bragg Municipal Code §2.20.050)
- C. During the month of January, the Commission may discuss and adopt a work schedule for the year as a guide for work on the General Plan of the City. (Ord. 740 §1, 1992) (Fort Bragg Municipal Code §2.20.070)
- D. The Community Development Director shall provide a quarterly update to the Commission of all major current planning projects and all long range planning activities.
- E. After the close of the calendar year, the Commission may discuss and prepare a summary report of its work for the calendar year. The report may be submitted to the City Council and may be used for reporting to County, State or Federal agencies. (Ord. 740§1, 1992) (Fort Bragg Municipal Code §2.20.010)
- F. To allow for efficient consideration of planning and zoning matters, Ad Hoc committees may be appointed to consider specific matters and report to the Commission. Ad Hoc committees will be appointed by the Chair, after consultation with the Commission as to the purpose and composition of the committee. Not more than two commissioners may be appointed to an Ad Hoc committee. (Ord. 500 §3, 1978; Ord. 740 §1, 1992) (Fort Bragg Municipal Code §2.04.075)
  - 1. At the first meeting of each Ad Hoc committee, one member shall be elected as Chair. The Chair shall be responsible to direct the committee and to report to the Commission when the committee believes it has completed its task. The Chair shall ensure that proper notices are posted at City Hall for meetings of the Ad Hoc committee. The Chair shall account for member participation and attendance at meetings or other work related to the task, including records of action or progress. The Chair may report to the Commission periodically, about progress and/or about member attendance. Each member of an Ad Hoc committee is responsible to attend meetings of the committee. Committee meeting dates shall be set by a consensus of the committee.
  - 2. If one or more members of an Ad Hoc committee is/are absent from one (1) meeting that has been set by consensus, the Chair shall attempt to contact the member and determine his/her interest in serving on the committee. The Chair shall report to the Commission, requesting a replacement member, if the member is not willing to continue or if failure to attend meetings continues.

3. Final Ad Hoc committee recommendations shall be presented to the Commission by the Chair in writing. When the committee report is received, the Commission may receive majority and minority opinions from committee members.
- F. The Chair shall decide all questions of order.  
(Ord. 674 §1, 1987; Ord. 84 §2, 1905) (Fort Bragg Municipal Code §2.04.040)
  - G. The Chair may make or second any motion before the Planning Commission and present and discuss any matter as a member of the Planning Commission.  
(Ord. 498 §6, 1978) (Fort Bragg Municipal Code §2.04.034)
  - H. In the event of a tie vote, the motion shall fail.  
(Ord. 552 § 2, 3, 1981) (Fort Bragg Municipal Code §2.04.038)
  - I. A motion to reconsider shall not be in order except on the same day or at the next session of the Commission after which the action proposed to be reconsidered took place. Such motion must be made by a member who voted with the majority on the question, except that a member who was necessarily absent may, at the next meeting at which he or she is present, have a right to move a reconsideration of the same. A motion to reconsider shall require a majority vote. Whenever a motion to reconsider fails, further reconsideration shall not be granted.
  - J. No member of the Planning Commission shall be permitted to interrupt another during debate or discussion of any subject.  
(Ord. 674 §1, 1987; Ord. 84 §10, 1905) (Fort Bragg Municipal Code §2.04.120)
  - K.
    1. Every member of the Planning Commission present shall vote on every question or matter when put, except when disqualified from voting by operation of law, or unless the Planning Commission for special reasons entered in the minutes, excuses the member from voting on a particular matter then under consideration. Should a member abstain from voting, they shall state the reason for abstaining, and said reason shall be recorded in the minutes of said meeting.  
(Ord. 738§5, 1992; Ord. 84§11, 1905) (Fort Bragg Municipal Code §2.04.130)
    2. Any member of the Planning Commission who votes in the minority, on any question or matter, may file a minority opinion. The minority opinion may be verbal at the time of the vote, or written and submitted for inclusion into the minutes of the question or matter. A minority opinion shall be shown as the personal comments of an individual member and not subject to change by a majority of the Commission. A written minority opinion must be submitted to the Planning Director between the vote on the question or matter and the beginning of the next regular meeting when the minutes on the question or matter are considered.
  - L. When the Commission revises staff recommendations on an application and the applicant is not present or represented, the Commission shall defer a decision until the applicant can be present or represented.
  - M. Each member of the Planning Commission is responsible to attend Commission meetings. Section 2.20.080 of the Fort Bragg Municipal Code shall be enforced for each member.
  - N. If the Planning Director determines that a substantial question of interpretation on a planning matter needs the review of the Planning Commission, the Planning Director shall introduce the matter at the next regular meeting. The matter may apply to City ordinances or to a current project. The Planning Director shall provide a written report to the Planning Commission including the following:
    1. A statement of the substantial question for review.
    2. A reference to ordinances in the Municipal Code that apply to the substantial question.

3. A reference to the portions of the General Plan that may apply.
4. A reference to previous actions by the Commission or City Council that may apply..

After the Planning Commission has studied the substantial question, it shall adopt a finding to be used by the Planning Director.

#### **IV. PUBLIC HEARINGS**

On any matter before the Planning Commission that requires a public hearing, the following procedure shall be followed:

- A. The Chair will announce the item from the agenda;
- B. The Chair will open the public hearing, stating the time:
  1. The Community Development Director and/or planner will present a staff summary report and answer questions of the Commissioners;
  2. If it is apparent that there is considerable public interest in the matter, the Chair may poll the audience for an indication of the number of persons who wish to address the Commission; and,
  3. The Chair may:
    - a) impose a three (3) minute time limit on each person who addresses the Commission;
    - b) request that testimony be combined through a spokesperson where possible; and,
    - c) limit each person who has addressed the Commission to a single opportunity to clarify their testimony.
- C. The applicant shall be given an opportunity to present the matter and answer questions from staff or Commissioners, unless they waive that right by letter in advance of the meeting;
- D. Members of the public and/or public agencies will be given an opportunity to present their comments;
- E. All speakers before the Planning Commission shall approach the public podium and give their comments. They may also provide their name, address, and whether they live or work in the City prior to addressing the Commission;
- F. Questions from the public or Commissioners should be directed through the Chair, unless the Chair decides to manage questions in a different manner;
- G. When all comments have been presented to the Commission, any of the following options may be selected:
  1. Continue the public hearing until a future date if there are issues raised during the hearing that need further review;
  2. Leave the public hearing open while the Commission discusses action proposed to be taken; and,
  3. Close the public hearing, stating the time and then the Commission can discuss action to be taken. (Ord. 740 §1, 1992) (Fort Bragg Municipal Code §2.20.100)