

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

August 6, 2019

FROM

TERRI RAHHAL, Director, Land Use Services Department

SUBJECT

Amendment to the Planning Commission Rules of Order

RECOMMENDATION(S)

1. Consider proposed amendment to the Planning Commission Rules of Order.
 2. Make alternations, if necessary, to proposed amendment.
 3. Ratify amendment to Planning Commission Rules of Order.
- (Presenter: Terri Rahhal, Director, 387-4431)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

FINANCIAL IMPACT

Approval of the recommended changes to the Planning Commission Rule of Order will not result in the use of Discretionary General Funding (Net County Cost). Adequate appropriation to complete this action has been included in the Land Use Services Department's (LUS) 2019-20 budget.

BACKGROUND INFORMATION

The Rules of Order for the San Bernardino County Planning Commission (Commission) were established for the purpose of defining how the business and holding of regular meetings by the Commission shall be conducted. San Bernardino County Code Section 12.4125 states "rules adopted by the Planning Commission for the time, place and conduct of its meetings shall take effect upon ratification by the Board of Supervisors." The last update to the Rules of Order occurred on August 5, 1997.

The proposed amendments to the Rules of Order include changes expressly requested by the Commission during a public hearing held on March 21, 2019, as well as minor cleanup language, a summary of which includes the following:

- Modify the length of testimony from five minutes to three minutes.
- Address the use of electronic multimedia as part of the rules of evidence.
- Include the procedure for appeals in the order of presentation.
- Add posting requirements on the County's website as an additional mechanism for notification of special meetings.

**Amendment to the Planning Commission Rules of Order
August 6, 2019**

- Update the rule for closed sessions to include the presence of a County legal advisor.

Planning Commission

The proposed amendments to the Rules of Order were considered by the Commission in a public hearing conducted on June 6, 2019. There was no public testimony. The Planning Commission recommended approval of the proposed changes by a unanimous vote of 5-0.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Bart Brizzee, Principal County Counsel and Jason Searles, Deputy County Counsel, 387-5455) on July 3, 2019; Finance (Kathleen Gonzalez, Administrative Analyst III, 387-5412) on July 19, 2019; County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on July 19, 2019.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Dawn Rowe

Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: August 6, 2019



cc: File- Land Use Services Department w/attach
jr 08/13/2019