



# San Bernardino County

## Legislation Text

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**File #: 741, Agenda Item #: 22**

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### **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.
- 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.