

**SAN RAMON  
PLANNING COMMISSION  
GUIDELINES AND BY-LAWS**

*Approved by the Planning Commission June 7, 2005  
As modified by the Policy Committee on July 11, 2005  
As modified by the Policy Committee on October 4, 2005  
As modified by the Planning Commission on November 15, 2005  
Approved by the San Ramon City Council December 13, 2005  
Approved by the San Ramon City Council January 10, 2006*

ARTICLE I: NAME

- A. The name of this group shall be the San Ramon Planning Commission (hereinafter referred to as "Commission").

ARTICLE II: HISTORY

- A. The Commission was established by Ordinance No. 26 by the City Council on January 10, 1984.
- B. The powers and duties of the Commission shall be as provided by the Municipal Code (A5-11) and the general laws of the state.

ARTICLE III: PURPOSE

- A. The purpose of the Commission is to provide ongoing input to the City of San Ramon on the provision and delivery of carrying out the General Plan.

ARTICLE IV: CHARGE

- A. The Commission's main objectives are to:
  - 1. Develop such specific plans as may be necessary or desirable. It may, if so directed by the City Council, prepare specific plans based on the General Plan and drafts of such regulations, programs and legislation as may, in its judgment be required for the systematic execution of the general plan, it may recommend such plans and measures to the City Council for adoption.
  - 2. Investigate and make recommendations to the City Council upon reasonable and practical means for putting into effect the General Plan or part thereof, in order that it will serve as a pattern and guide for the orderly physical growth and development of the City and as a basis for the efficient expenditure of its funds relating to the subjects

of the General Plan; the measures recommended may include plans, regulations, financial report and capital budgets.

3. Endeavor to promote public interest in and understanding of the General Plan and regulations relating to it.
4. Consult with and advise public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens generally within relating to carrying out the General Plan.

ARTICLE V: MEMBERSHIPS

A. The Commission shall consist of five (5) community representatives. Members shall meet any one or more of the following criteria and must meet all qualifications:

- Are interested or knowledgeable in city and community planning; and
- Have prior experience in community projects or activities; and
- Have prior experience in a community-based organization.

Applicants must meet all of the following qualifications:

- Applicants should have the ability to take an active role in Commission meetings and projects.
- Be a resident of the City of San Ramon.

B. The Commission will have voting capacity.

C. Persons meeting the qualifications and interested in serving on the Commission shall complete the appropriate application form. An application filing period will be announced publicly in order to solicit applications when vacancies exist on the Commission.

D. All five (5) seats shall be appointed by the City Council.

E. Members will serve a four-year term on the Commission or until a successor is appointed and able to serve. Incumbents wishing to reapply will be re-interviewed by the City Council and re-appointed by the City Council. Terms will commence in July of each year.

F. Members wishing to resign from the Commission must provide a written resignation addressed to the City Clerk. Once the resignation is received by the City Clerk, the City Clerk then follows the application process for filling the vacancy.

ARTICLE VI: COMMISSION ORGANIZATION

- A. Meetings will be held twice a month on the first and third Tuesdays. Additional meetings may be scheduled as deemed necessary by the Chair of the Commission or by Division staff.
- B. Quorum: A majority of voting members (three members) present in good standing shall constitute a quorum for the purpose of action on any issue or agenda item. No action shall be valid unless a majority (three members), of the entire membership concur. An abstention from voting will be considered as an affirmative vote if an additional affirmative vote is required to sustain the action.
- C. Members shall notify the Chair or staff in the event of any anticipated absence from a regularly scheduled meeting. Each member of the Commission who has knowledge of the fact that they will not be able to attend a regularly scheduled meeting of the Commission will notify the Secretary at the earliest possible opportunity and, in any event, prior to 5 p.m. on the date of the meeting. The Secretary shall notify the Chair and other members of the Commission in the event that the projected absence will result in a lack of quorum.

Three consecutive or any five regular unexcused absences in any twelve-month period shall constitute a review of the commissioner's continued appointment by the Policy Committee of the City Council. If the Policy Committee recommends the resignation of a commissioner due to absence the resigned position will be announced publicly and filled under the appointment process. Former members may re-apply. Attendance records will be maintained by staff.

- D. Adjournment: No new matter will be commenced after 11 p.m. and meetings will be adjourned at 12 p.m., unless the Commission votes to extend the meetings for 30 minute increments. A motion for adjournment shall always be in order and upon a second shall be voted upon without debate.
- E. Meetings shall follow the Brown Act Laws for Open Public Meetings, Government Code Section 54950.5, and public input during a public forum shall be established and supported. Standard rules of parliamentary procedure will govern meetings.
  - 1. Agendas: A written agenda shall be developed by the staff, and shall be delivered to all Commission members at least 72 hours in advance of the Commission meeting.
  - 2. Minutes: Written summary minutes shall be recorded by the staff, typed and issued to all Commission members
  - 3. Written Correspondence/Verbal Communication: All written official correspondence and verbal communication on behalf of the Commission or any Commission member that is directed to any outside agency,

organization or person shall have the consent of the Commission prior to being issued and/or shall be signed by the Chair.

4. Rules of Order: Robert's Rules of Order will apply in all instances which are not otherwise provided for in these rules.

F. Officers:

The Commission shall elect a Chair and a Vice Chair from among its members following at the first meeting of July each year. Term of office is one year. The Chair shall not serve consecutive full year terms as Chair. Elections also shall be held to fill vacancies in these positions as they occur, or as soon thereafter as practical.

1. Chair: Shall preside at all meetings of the Commission; decide on all points of order; appoint sub-Commission membership; follow up on work of sub-Commissions; represent Commission to City Council; call special meetings; encourage active participation of members.
2. Vice-Chair: Shall preside at all meetings in the absence of the Chair.
3. Should the Chairperson and Vice Chairperson be absent or unable to act, the members present shall select a Chair Pro-tem and have an order so stating entered into the record.
4. Secretary to the Planning Commission: A Secretary shall be the Planning Director or his/her designee. Deputy secretaries shall be appointed by the Planning Director to fulfill all the duties of the Secretary in his or her absence.
  - a. Attendance: The Secretary shall cause notice of hearings to be given as required by the ordinances of the City of San Ramon, State law, or the City Council.
  - b. Roll Call Votes: The Secretary shall take the roll call vote and maintain a record of the same on any action by the Commission. Said vote shall be responded by yeas and nays on each matter. Abstentions for conflict of interest or any other reason shall be recognized by the Chair and recorded by the Secretary.
  - c. Other Duties: The Secretary shall carry out such other official duties as may be assigned by the Commission.

G. Staff:

Shall record all activities of the Commission and keep written summary minutes of all Commission meetings; record attendance; arrange for filling vacancies; prepare agenda; provide information necessary for Commission work; assure compliance with applicable laws; lend professional expertise; track time spent on Commission work.

ARTICLE VII: POWERS OF COMMISSION:

- A. Deny Without Prejudice: An application may be denied without prejudice by the Planning Commission to enable someone to make a new application at a later date on the same matter if the Commission deems appropriate with the required filing fee being paid.
- B. Deny With Prejudice: An application may be denied with prejudice by the Planning Commission. A new application on the same matter may be filed at a later date no earlier than one year from the date of denial with the required filing fee being paid.
- C. Conflict of Interest: Members of the Commission shall not participate, in any manner, or vote, except to abstain, upon any matter in which they knowingly may have a conflict of interest. At the time a Commissioner determines they have a conflict of interest a public declaration to the effect shall be made or they may choose to absent themselves from that particular hearing. No member shall act for any petitioner or applicant in any case before the Commission.

ARTICLE VIII: AMENDMENTS

- A. Any proposed amendment to these bylaws must be approved by a majority vote of the Commission and ratified by the City Council.