



"We are a welcoming, active and business-friendly rural foothill community built on California's rich gold rush history."

Planning Commission Staff Report

Meeting Date: December 2, 2025

Prepared By: Carole Kendrick, Director of Development Services

SUBJECT

Adoption of Revised Planning Commission Bylaws (2025)

BACKGROUND

The current Planning Commission Bylaws were last comprehensively updated in 2021. Since that time, staff and Commissioners have identified a number of clerical errors, outdated references, incomplete sentences, formatting inconsistencies, and minor procedural clarifications that warrant correction. No substantive policy changes are proposed in this update; the revisions are limited to clean-up, readability, and accuracy.

DISCUSSION

The Planning Commission Bylaws were last comprehensively revised in 2021. Since then, staff and Commissioners have identified numerous clerical errors, outdated references, incomplete sentences, formatting inconsistencies, and minor procedural clarifications requiring correction. The attached revisions are strictly limited to clean-up, improved readability, and accuracy; no substantive policy changes are proposed except for two staff-requested operational adjustments described below.

1. Meeting Frequency and Start Time (Article 4(a))

Staff requests that regular meetings be reduced from twice monthly to one regular meeting per month, held on the first Monday of each month at 5:00 p.m. based on the following rationale:

- From January 2023 through November 2025, the Commission averaged only 0.9 public hearing items per meeting.
- More than 60% of second-monthly meetings were either canceled or had no action items.
- Consolidating into a single well-attended meeting each month will reduce unnecessary staff preparation and overtime, provide greater scheduling certainty for applicants and the public, and allow special meetings to be called only when workload justifies an additional session.
- A 5:00 p.m. start time (instead of 6:00 p.m.) enables earlier conclusion of hearings, reducing fatigue for Commissioners, staff, and the public.

2. Parliamentary Procedure (Article 7(a))

The current Bylaws reference Robert's Rules of Order as the fallback when the Bylaws or Agenda are silent. In practice, the Commission has operated very informally for the past decade and has rarely needed formal parliamentary procedure. The Commission may wish to consider simpler alternatives that better reflect actual practice:

- Rosenberg's Rules of Order (specifically designed for California public bodies and significantly shorter), or
- A fully informal approach in which the Chair decides procedural questions subject to override by majority vote.
- The primary draft (Attachment A) retains Robert's Rules. Alternate versions using Rosenberg's Rules or the informal approach can be provided upon request or substituted by oral amendment tonight.

ENVIRONMENTAL REVIEW

Adoption of internal procedural bylaws is not a project under CEQA and is exempt per § 15061(b)(3) (no possibility of significant environmental effect).

PUBLIC NOTIFICATION

Agenda posted more than 72 hours in advance as required by the Brown Act.

DECISION MAKING AUTHORITY

Pursuant to Placerville Municipal Code § 2-2-2 and California Government Code § 65102(c), the Planning Commission is authorized to adopt and amend its own bylaws and rules of procedure. No City Council approval is required. The revised Bylaws become effective immediately upon adoption by the Planning Commission.

RECOMMENDED PLANNING COMMISSION ACTION

Staff recommend that the Planning Commission adopt by motion the revised Planning Commission Bylaws as shown in Attachment A (clean version) and Attachment B (redline version), effective immediately upon adoption.

ATTACHMENTS

- A. Clean version – Proposed 2025 Bylaws
- B. Redline version – Proposed 2025 Bylaws
- C. Meeting frequency statistics (2023-2025)
- D. One-Page Comparison of Parliamentary Procedure Options

INCORPORATED BY REFERENCE

City of Placerville General Plan

City of Placerville Committee, Commission & Board Policy Manual