



CHAIR JOEL FAJARDO
VICE CHAIR MARVIN PEREZ
COMMISSIONER DAVID BERNAL
COMMISSIONER HECTOR PACHECO
COMMISSIONER YVONNE PEÑA

CITY OF SAN FERNANDO

PLANNING & PRESERVATION COMMISSION REGULAR MEETING AGENDA SUMMARY MONDAY, MARCH 14, 2022 – 6:30 PM

CITY HALL COUNCIL CHAMBER
117 MACNEIL STREET
SAN FERNANDO, CALIFORNIA 91340
TELECONFERENCE – PURSUANT TO PROVISIONS OF ASSEMBLY BILL 361

SPECIAL NOTICE REGARDING COVID-19

NOTICE OF TELECONFERENCE: Pursuant to Adopted Resolution No. 8098 by the City Council of the City of San Fernando, effective January 12, 2022, the City of San Fernando's Legislative Bodies may participate via teleconference and/or video in Accordance with Government Code Section 54953 as permitted under the provisions of Assembly Bill 361

PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING:

Live stream with audio and video, via YouTube Live, at:

<https://www.youtube.com/c/CityOfSanFernando>

Note: Comments submitted via YouTube will not be read into the record.

SUBMIT PUBLIC COMMENT IN PERSON:

Members of the public may provide comments in the City Council Chambers during the Public Comments section of the Agenda by submitting a comment card to the Board Secretary.

SUBMIT PUBLIC COMMENT VIA EMAIL:

Members of the public may submit comments by email to MDeSantiago@sfcity.org no later than **5:00 p.m. the day of the meeting**, to ensure distribution to the Planning and Preservation Commission prior to consideration of the agenda. Comments received via email will be distributed to the Planning and Preservation Commission, read into the record, limited to three minutes, and made part of the official public record of the meeting.

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CALL-IN TO PROVIDE PUBLIC COMMENT LIVE AT THE MEETING:

Members of the Public may **call-in between 6:30 p.m. and 6:45 p.m.** Comments will be heard in the order received, and limited to three minutes. If necessary, the call-in period may be extended by the Chair.

Call-in Telephone Number: (669) 900-6833
Meeting ID: 896 2370 9376
Passcode: 194996

When connecting to the Zoom meeting to speak, you will be placed in a virtual “waiting area,” with your audio disabled, until it is your turn to speak and limited to three minutes.

CALL TO ORDER/ROLL CALL

Commissioner David Bernal
Commissioner Hector Pacheco
Commissioner Yvonne Peña
Vice Chair Marvin Perez
Chair Joel Fajardo

PLEDGE OF ALLEGIANCE

Led by Chair Fajardo

APPROVAL OF AGENDA

Recommend that the Planning and Preservation Commission approve the agenda as presented.

DECORUM AND ORDER

City Commissioners are appointed by City Council and must be free to discuss issues confronting the City in an orderly environment. Public members attending City Commission meetings shall observe the same rules of order and decorum applicable to the City Council ([SF Procedural Manual](#)). Any person making impertinent derogatory or slanderous remarks or who becomes boisterous while addressing a City Commission or while attending a City Commission meeting, may be removed from the room if the Presiding Officer so directs the Sergeant-At-Arms and such person may be barred from further audience before the City Commission.

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PUBLIC STATEMENTS

Members of the public may **provide comments in the City Council Chambers** during the Public Comments section of the Agenda by submitting a comment card to the Commission Secretary.

Members of the public may submit comments by email to MDeSantiago@sfcity.org no later than **5:00 p.m. the day of the meeting**, to ensure distribution to the Planning and Preservation Commission prior to consideration of the agenda. Comments received via email will be distributed to the Planning and Preservation Commission and read into the record.

Members of the public may provide a **live public comment by calling in between 6:30 p.m. and 6:45 p.m. CALL- IN INFORMATION: Telephone Number: (669) 900-6833; Meeting ID: 896 2370 9376; Passcode: 194996**

CONSENT CALENDAR

Items on the Consent Calendar are considered routine and may be disposed of by a single motion to adopt staff recommendation. If the Planning and Preservation Commission wishes to discuss any item, it should first be removed from the Consent Calendar.

1) CONSIDERATION TO APPROVE PLANNING AND PRESERVATION COMMISSION MEETING MINUTES FOR:

- a. May 10, 2021 – Regular Meeting**
- b. June 14, 2021 – Regular Meeting**

Recommend that the Planning and Preservation Commission approve the meeting minutes as presented.

PUBLIC HEARING

2) A CONTINUED PUBLIC HEARING TO CONSIDER ZONE TEXT AMENDMENT 2022-001 (ZTA 2022-001) – ZONE TEXT AMENDMENT TO ESTABLISH REGULATIONS FOR URBAN LOT SPLITS AND HOUSING DEVELOPMENT IN SINGLE-FAMILY RESIDENTIAL (R-1) ZONE FOR IMPLEMENTATION OF SENATE BILL 9 (SB9)(CONTINUED FROM FEBRUARY 14, 2022)

Recommend that the Planning and Preservation Commission:

- a. Continue consideration of Zone Text Amendment 2022-001 to April 11, 2022 to provide additional time for staff to conduct further study of other regulations for long-term implementation of SB9.

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ADMINISTRATIVE REPORTS

3) GENERAL PLAN HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR CALENDAR YEAR 2021

Recommend that the Planning and Preservation Commission:

- a. Receive and file the General Plan Housing Element Annual Progress Report for Calendar Year 2021.

4) REVIEW OF ROSENBERG’S RULES OF ORDER

Recommend that the Planning and Preservation Commission:

- a. Review a video on Rosenberg’s Rules of Order prepared by the Institute of Local Government.

STAFF COMMUNICATION

GENERAL COMMISSION COMMENTS

ADJOURNMENT The meeting will adjourn to April 11, 2022 its next regular meeting.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Name: Michelle De Santiago

Title: Community Development Technician

Signed and Posted: March 11, 2022 (10:30a.m.)

Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City’s Internet Web site (www.sfcity.org). These are also available for public reviewing prior to a meeting at the Community Development Department Public Counter. Any public writings distributed by the Planning and Preservation Commission to at least a majority of the Commissioners regarding any item on this regular meeting agenda will also be made available at the Community Development Department Public Counter located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City’s Web Site at www.sfcity.org. In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/ accommodation to attend or participate in this meeting, including auxiliary aids or services please call the Community Development Department Office at (818) 898-1227 at least 48 hours prior to the meeting.



**CITY OF SAN FERNANDO
PLANNING AND PRESERVATION COMMISSION**

**DRAFT MINUTES OF THE
MAY 10, 2021 MEETING
CITY HALL VIA ZOOM**

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE PLANNING COMMISSION. VIDEO AND AUDIO OF THE ACTUAL MEETING ARE AVAILABLE AT <http://ci.san-fernando.ca.us/commissions-boards/#planning-preservation>

CALL TO ORDER

Chairperson Joel Fajardo called the meeting to order at 6:30 p.m.

ROLL CALL

The following persons were recorded as present:

PRESENT:

Chairperson Joel Fajardo, Vice-chair Marvin Perez, Commissioners David Bernal, Hector Pacheco, and Yvonne Peña

ALSO PRESENT

City Manager Nick Kimball, City Attorney Richard Padilla, Associate Planner Gerardo Marquez, and Community Development Technician Michelle De Santiago

PLEDGE OF ALLEGIANCE

Led by Chairperson Fajardo

APPROVAL OF AGENDA

Chairperson Fajardo moved to approve the agenda of May 10, 2021 meeting. Seconded by Commissioner Bernal. The motion carried with the following vote:

AYES:	J. Fajardo, D. Bernal, H. Pacheco, Y. Peña, and M. Perez
NOES:	None
ABSENT:	None
ABSTAIN:	None

PUBLIC COMMENT

Stephen and Carole Klenk- 663 Fourth Street, San Fernando, CA submitted a written comment in favor of Agenda Item No. 3.

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Julie Cuellar called expressing her opposition for agenda ítem #7 about limiting the candidate pool to a certain gender or ethnicity.

CONSENT CALENDAR

1. Chairperson Fajardo moved to approve the mintues of April 12, 2021 Planning and Preservation Commission meeting. Seconded by Commissioner Pacheco. The motion carried with the following vote:

AYES:	J. Fajardo, H. Pacheco, D. Bernal, Y. Peña, and M. Perez
NOES:	None
ABSENT:	None
ABSTAIN:	None

UNFINISHED BUSINESS

None

ADMINISTRATIVE REPORTS

2. PRESENTATION AND UPDATE REGARDING THE HOUSING ELEMENT

Robert Kain from Houseal Lavigne provided the Commission with a PowerPoint presentation of the 2021-2029 Housing Element update to the General Plan. Mr. Kain informed the commission regarding the housing units that the City plan for in the Housing Element.

The Commission asked about the possibility of rezoning the swap meet in order to allow for more housing. Additionally they asked if the Accessory Dwelling Units are counted as new housing. The commission expressed their concern with the limited amount of parking available citywide and how allowing more units could add to the already existing parking problems.

Mr. Kain stated that the City could adopt policies to encourage Accessory Dwelling Units and Junior Accessory Dwelling units to allow for equal distribution throughout the City.

3. PRESENTATION AND UPDATE REGARDING TH ESTATUS OF THE FOURTH STREET WAREHOUSE PROJECT

Associate Planner Gerardo Marquez presented the modification to the approved Site Plan Review 2018-018 project at 649-655 Fourth Street, San Fernando project.

The Commission asked what type of business activity and what the hours of operation would be at this location. The Commission asked if there have been any consideration to the adjacent neighboring properties and the possibility of obstructing some of the spillover of the headlights in the parking areas.

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Mr. Marquez stated that the property owner and applicant is a General Contractor and that the Conditions of Approval indicate that the hours of operation would be Monday through Friday from 8:00 am to 6:00 pm. Additionally he stated that there are bollards to be used in the parking lot as well as a 6-foot block wall. He stated that these are concessions that have been made by the applicant as a direct result of working with the neighboring properties.

The Commission stated that they were happy to see the collaboration between the applicant and the community.

4. PRESENTATION AND UPDATE ON THE ANNUAL PROGRESS REPORT CALENDAR YEAR 2020.

Associate Planner Gerardo Marquez presented the General Plan Housing Element Annual Progress Report for Calendar Year 2020.

5. DISCUSSION REGARDING THE PLANNING AND PRESERVATION COMMISSION'S 2021-2022 GOALS AND OBJECTIVES

Chairperson J. Fajardo moved the item to the regularly scheduled meeting.

6. DISCUSSION REGARDING PROPOSED REQUEST AND RECOMMENDATION TO THE CITY COUNCIL TO APPROPRIATE FUNDS IN THE FISCAL YEAR 2021-2022 BUDGET TO PREPARE A MASTER PLAN FOR THE DOWNTOWN DISTRICT.

The Commission discussed the implementation a plan for the downtown area of the types of businesses and activity that they would encourage and would like to see.

Pursuant to the discussion, Commissioner Bernal moved to recommend to the City Council to appropriate funds in Fiscal Year 2021-2022 to prepare a Master Plan for the Downtown District and other areas of the community inclusive of adequate staff for existing projects, improvements to streets, sidewalks, infrastructure, trees and green space, improve bus shelters, citywide cleanup and beautification, create a plan to address deferred maintenance and the Arts. Seconded by Chairperson Fajardo. The motion carried with the following vote:

AYES:	D. Bernal, J. Fajardo, H. Pacheco, Y. Peña, and M. Perez
NOES:	None
ABSENT:	None
ABSTAIN:	None

7. DISCUSSION REGARDING DESIRED QUALITIES OF THE NEXT DIRECTOR OF COMMUNITY DEVELOPMENT

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The Commission discussed the qualities of the candidates they would like the City Manager to consider when hiring the new Community Development Director including but limited to someone who is considering a long-term position, someone with integrity, with experience and the best fit for the City of San Fernando. Additionally the Commission expressed their confidence in that City Manager Nick Kimball would find someone with integrity, trustworthiness, fair and who can contribute to the City of San Fernando.

STAFF PRESENTATION

Community Development Technician Michelle De Santiago reminded the Commission regarding some housekeeping items such as Emails, business cards, Form 700, AB1234 and the preference on receiving future Planning and Preservation agenda packets.

PUBLIC COMMENT

None

COMMISSION DISCUSSION

Commissioner Bernal thanked the commission for the input on the agenda items that he agendized.

Commissioner Peña - no comment

Commissioner Pacheco - no comment

Vice chair, Perez thanked the Commission for a great meeting.

Chairperson Fajardo expressed his interest in bringing back the item of Goals for the Commission, he thanked Mr. Padilla for his good work in addition he stated that Mr. Kimball was doing a phenomenal job and applauded Councilmember Rodriguez for her work on the City Council.

ADJOURNMENT

Chairperson Fajardo moved to adjourn to June 14, 2021. Second by Commissioner Bernal. The motion carried with the following vote:

AYES:	J. Fajardo, D. Bernal, H. Pacheco, Y. Peña, M. Perez
NOES:	None
ABSENT:	None
ABSTAIN:	None

9:20 P.M.

Planning Commission Secretary



**CITY OF SAN FERNANDO
PLANNING AND PRESERVATION COMMISSION**

**DRAFT MINUTES OF THE
JUNE 14, 2021 MEETING
CITY HALL VIA ZOOM**

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE PLANNING COMMISSION. VIDEO AND AUDIO OF THE ACTUAL MEETING ARE AVAILABLE AT: <http://ci.san-fernando.ca.us/commissions-boards/#planning-preservation>

CALL TO ORDER

Chair Joel Fajardo called the meeting to order 6:31 p.m.

ROLL CALL

The following persons were recorded as present:

PRESENT:

Chairperson Joel Fajardo, Commissioners David Bernal, Hector Pacheco, and Yvonne Peña

ABSENT

Vice-chair Marvin Perez

ALSO PRESENT

City Manager Nick Kimball, City Attorneys Richard Padilla and Blanca Pacheco, Associate Planner Gerardo Marquez, and Community Development Technician Michelle De Santiago

PLEDGE OF ALLEGIANCE

Led by Commissioner Peña

APPROVAL OF AGENDA

Chairperson Fajardo moved to approve the agenda of June 14, 2021 meeting. Seconded by Commissioner Bernal. The motion carried with the following vote:

AYES:	J. Fajardo, D. Bernal, H. Pacheco, and Y. Peña
NOES:	None
ABSENT:	M. Perez
ABSTAIN:	None

CONSENT CALENDAR

No Items

UNFINISHED BUSINESS

None

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ADMINISTRATIVE REPORTS

1. PRESENTATION AND UPDATE REGARDING THE CITYWIDE PARKING MANAGEMENT PLAN.

Brian Marchetti from KOA provided the Commission with an update on the project timeline and the information and input that has been received to date.

The Commission questioned the timing of the study because it was conducted during the Safer At Home Orders, and there is a lot more residents at home. Therefore, the parking count in downtown area may not be accurate, but the study may provide an accurate assessment of the demand in the residential areas.

Brian Marchetti stated that the parking demands would increase in the residential areas considering the constant construction of second units, which can present a challenge since these types of projects do not require on-site parking.

The Commission asked if the consideration for parking permits districts in the residential zone have been considered and how long it would take to implement.

Brian Marchetti stated that such things as overnight parking restrictions or permitted parking is challenging and how much to charge depends on the cost to enforce. He stated that the implementation on a parking district can take a minimum of 6 months.

Mr. Kimball stated that the study during Covid was not the ideal environment but it is a baseline and through this study parking projections are collected which ultimately will provide for identification of future parking needs.

2. PRESENTATION REGARDING THE ROLE OF THE PLANNING AND PRESERVATION COMMISSION AS THE CITY'S TREE COMMISSION AND PROVIDE RELATED UPDATES.

Matt Baumgardner, Director of Public Works provided the staff report to the Commission explaining that the transfer of the responsibilities of the Tree Commission were never transferred to the Planning and Preservation Commission through a City Council action to update the City of San Fernando Municipal Code. He provided the Commission with a list of recent projects and informed the Commission that they would be kept informed to tree related data and provide regular updates on an on-going basis.

3. DISCUSSION REGARDING THE PLANNING AND PRESERVATION COMMISSION'S 2021-2022 GOALS AND OBJECTIVES

Mr. Kimball stated that the core purpose of the Planning and Preservation Commission is to review private property and entitlements on private property that may have some components that include public property that are specific to the proposed project.

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Mr. Padilla indicated that he does not want to discourage involvement, but the main goal is to execute laws implemented by the City Council on a case-by-case basis.

The Commission defined their role as a body that imposes rules and requirements on projects that are brought before them, but did state that it is ultimately the decision of the City Council to decide what the role this body should have. It was expressed that they would like more engagement with the Chamber of Commerce to create a Best Practice Road Map for the downtown area.

Mr. Kimball stated that the City is willing to work with any group that has the best interest in making the City of San Fernando better.

Subsequent to discussion it was recommended that the discussion on the item be further discussed when all member of the Commission are present.

STAFF COMMUNICATION

Mr. Marquez informed the Commission of the possibility of having two entitlements for consideration at the next regular scheduled meeting.

Mr. Kimball stated that the 2021-2022 proposed budget will be reviewed at the June 21, 2021 City Council Meeting and that they are considering an Economic Development Manager.

Ms. De Santiago reminded the Commission to initiate and check their email, W-9 forms and Direct Deposit options.

Mr. Padilla introduced Ms. Pacheco and indicate that she may attend Commission meetings from time to time.

COMMISSION DISCUSSION

Chairperson Fajardo thanked staff, he stated that overall it was a good meeting.

ADJOURNMENT

Chairperson Fajardo moved to adjourn to July 12, 2021 meeting date. Seconded by Commissioner Peña. The motion carried with the following vote:

AYES:	J. Fajardo, Y. Peña, D. Bernal, and H. Pacheco
NOES:	None
ABSENT:	M. Perez
ABSTAIN:	None

8:33 P.M.

Planning Commission Secretary

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To: Chair Fajardo and Commissioners

From: Kanika Kith, Director of Community Development
By: Gerardo Marquez, Associate Planner

Date: March 14, 2022

Subject: A Continued Public Hearing to Consider Zone Text Amendment (ZTA 2022-001) to establish regulations for Urban Lot Splits and Housing Development in Single-Family Residential (R-1) Zone for Implementation of Senate Bill 9 (SB 9) (**Continued from February 14, 2022**)

RECOMMENDATION:

It is recommended that the Planning and Preservation Commission continue consideration of Zone Text Amendment 2022-001 to April 11, 2022 to provide additional time for staff to conduct further study of other regulations for long-term implementation of SB 9.

BACKGROUND:

1. On July 19, 2021, the City Council discussed Senate Bill 9 (SB 9) and directed staff to submit a letter in opposition to SB 9.
2. On July 30, 2021, the City submitted a letter of opposition of SB 9 to Senate President Pro Tempore Atkins.
3. On August 26, 2021, a Ballot Initiative seeking to supersede the requirements included in SB 9 with a constitutional amendment that will return land use authority to local agencies was initiated and is currently being circulated for supporting signatures. Should the ballot measure be certified by the State Registrar, it will be placed on November 8, 2022 ballot.
4. On August 30, 2021, the California Legislature approved SB 9 and sent it to the Governor's Office for signature.
5. On September 8, 2021, the City submitted a letter to Governor Newsom requesting a veto of SB 9.

6. On September 16, 2021, Governor Newsom signed SB 9 into law that requires all local land use agencies to ministerially approve urban lot splits and development of two residential units per single-family residential lot.
7. On January 1, 2022 SB 9 became effective.
8. On January 18, 2022, the City Council adopted Interim Urgency Ordinance No. U-1706 to establish interim regulations and procedures for urban lot splits and two-unit residential development projects pursuant to SB 9.
9. On February 14, 2022, the City sent a letter of support for the Brand-Huang-Mendoza Tripartisan Land Use Initiative and Ballot Initiative No. 21-0016A1, titled "Provides that Local Land-Use and Zoning Laws Override Conflicting State Laws. Initiative Constitutional Amendment" to the Attorney General Office.
10. On February 14, 2022, the regulations established in Interim Urgency Ordinance No. U-1706 were presented to the Planning and Preservation Commission (the Commission) and the Commission expressed interest in modifying the interim regulations. The Commission continued the discussion to their next regular meeting of March 14, 2022, to allow staff to further evaluate and present additional regulations for consideration.
11. On March 1, 2022, the City Council adopted Urgency Ordinance No. U-1707 to extend the adopted temporary regulations for implementing SB 9 to January 19, 2023 to allow time for the Commission to evaluate other regulations which better balance the limitations of SB 9 with the City's objectives for ensuring that residential development in the City is properly managed in the best interests of the public health, safety, and welfare.

ANALYSIS:

Interim Urgency Ordinance No. U-1707, adopted on January 18, 2022, was effective until March 4, 2022. The Interim Urgency Ordinance placed a number of regulations to minimize the initial impact of SB 9 while allowing the City to establish permanent regulations to comply with SB 9. The Interim Urgency Ordinance allows the City to impose local regulations to the maximum extent allowed by SB 9, such as limiting the number of housing units to four units, requiring an affordability covenant for at least one unit, and establishing objective design standards.

The regulations established in Interim Urgency Ordinance No. U-1706 were presented to the Commission for discussion on February 14, 2022. The Commission considered the adopted regulations, inclusive of comments made by the City Council during the Agenda Item to adopt the Interim Ordinance. Commissioners provided feedback and requested staff to prepare proposed revisions and include additional regulations for developing a permanent ordinance to implement SB 9.

To provide the Commission with adequate time to consider permanent proposed regulations, the City Council extend the adopted interim regulations set forth in Interim Urgency Ordinance U-1707 to the maximum period of time allowed by law. Pursuant to Government Code Section 65858, the City Council extended the interim regulations for up to 10 months and 15 days, which made the new expiration date be January 19, 2023. However, proposed final regulations may be presented to City Council prior to the expiration date, if warranted.

Staff is requesting the Commission to continue discussion of this matter to April 11, 2022 to provide additional time for staff to study measures adopted by other cities.

ENVIRONMENTAL REVIEW:

The adoption of this Zone Text Amendment is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) (the “common sense exemption”) and Section 15378 (“not a project”) since it can be seen with certainty that adopting an ordinance to comply with the state law provisions of SB 9 will not have a significant effect on the environment. Adopting the amendment is also exempt under Government Code Section 66411.7, subd. (n) which exempts cities’ adoption of ordinances implementing that section of SB 9 from CEQA.

CONCLUSION:

Staff recommends that the Planning and Preservation Commission continue consideration of Zone Text Amendment 2022-001 to April 11, 2022 to provide additional time for staff to conduct further study of other regulations for long-term implementation of SB 9.

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AGENDA REPORT

To: Chair Joel Fajardo and Planning and Preservation Commission

From: Kanika Kith, Director of Community Development
By: Gerardo Marquez, Associate Planner

Date: March 14, 2022

Subject: General Plan Housing Element Annual Progress Report for Calendar Year 2021

RECOMMENDATION:

It is recommended that the Planning and Preservation Commission receive and file the General Plan Housing Element Annual Progress Report for Calendar Year 2021.

BACKGROUND:

1. Since 1969, the State has required all cities and counties in California to adopt a Housing Element that adequately plan to accommodate each jurisdiction's fair share of housing needs in California. The Housing Element is a chapter of the General Plan that serves as each jurisdiction's blueprint for how it plans to grow and develop.
2. The City of San Fernando is one of 197 local jurisdictions within the Southern California Association of Governments (SCAG), who is responsible for assigning the Regional Housing Needs Assessment (RHNA) allocation in Los Angeles, Orange, Riverside, San Bernardino, Imperial, and Ventura counties. State law requires that the Housing Element be updated every eight years that include policies and programs to meet existing and future housing needs for the City, as established by the State Housing and Community Development Department (HCD) and SCAG.
3. On January 21, 2014, the City adopted Housing Element 2014-2021 (5th Cycle) that established the City's strategy for meeting community housing needs for RHNA housing planning period 2014-2021.
4. On March 18, 2014, HCD certified Housing Element 2014-2021 for compliance with State housing law.
5. On January 1, 2018 as a result of California Senate Bill 35 (SB 35), streamlining provisions went into effect for cities that were not meeting their goals for construction of certain regional housing needs. SB 35 amended Government Code Section 65913.4 to require local

jurisdictions to streamline the approval of certain housing projects by providing a ministerial approval process and removing the requirements for California Environmental Quality Act (CEQA) analysis.

6. On September 4, 2020, SCAG issued a draft of the 6th Cycle RHNA allocation, which assigned 1,791 housing units to the City of San Fernando.
7. On October 26, 2020, the City filed an appeal of the RHNA allocation to SCAG arguing that the allocation does not reflect local planning factors such as jobs-housing balance, sewer and water infrastructure constraints, and availability of land in the City, among other flaws.
8. On January 11, 2021, SCAG 6th Cycle RHNA Appeals Board considered and denied the appeal filed by the City, thus reaffirming the draft allocation of 1,791 housing units. Out of 52 jurisdictions who filed the appeal, only one jurisdiction (Pico Rivera) received a re-allocation that was granted due to a mathematical miscalculation on SCAG's behalf.
9. On March 4, 2021, SCAG finalized their 6th Cycle RHNA Allocation plan that increased the total allocation to the City of San Fernando from 1,791 to 1,795 units.
10. Technical Advisory Committee (TAC) meetings were held on April 13, 2021, May 18, 2021, and December 2, 2021 to review the proposed Housing Element Update and receive feedback.
11. On October 29, 2021, a Draft 2021-2029 Housing Element Update was posted on the City's Website ([Click Here](#)) for public review. Hard copies of the Draft Housing Element were made available at the San Fernando Library, Las Palmas Park, and Recreation Park.
12. The Draft Housing Element Update was presented to the Planning and Preservation Commission on November 8, 2021. Prior to presentation of the Draft Housing Element Update, discussions were held with the Commission regarding the RHNA allocation and Housing Element Update process on October 12, 2020 and May 10, 2021.
13. On November 12, 2021, the Draft Housing Element Update was sent to the California Department of Housing and Community Development (HCD) for their initial 60-day review.
14. On December 16, 2021, a Draft Mitigated Negative Declaration (MND) was released for a 30-day public review period from December 16, 2021 to January 17, 2021. A Notice of Intent to adopt the Draft MND was published in the *San Fernando Sun* and submitted to the State Clearinghouse. The notice was also sent to all interested residents, regional, state and federal agencies. A copy of the draft MND is available at City Hall and online ([Click Here](#)).

15. On December 22, 2021, a Draft Safety Element was posted on the city website ([Click Here](#)) for public review. A copy the Draft Safety Element is available for public review at city hall and online. The Safety Element was updated to satisfy Senate Bill (SB) 379 and SB 1035.
16. On January 31, 2022, the Draft Housing and Safety Elements were presented to the City Council for discussion.

ANALYSIS:

The purpose of this item is to update the Planning and Preservation Commission on the status of the General Plan Housing Element Annual Progress Report for Calendar Year 2021 (Attachment "A"), and the progress of its implementation, which gets reported to the California Department of Housing Community Development (HCD) and the Governor's Office of Planning and Research (OPR). Government Code Section 65400 establishes the requirement that each city and county prepare an annual report on the status of its Housing Element, and the actions taken towards completion of the programs and status of the local government's compliance with the deadlines in its housing element.

The 2021 Annual Progress Report reflects the City's progress during the final year of the RHNA planning period (January 1, 2014 - October 15, 2021) for the 5th Cycle Housing Element. SCAG allocates the amount of housing growth each jurisdiction must plan for in their housing element by providing "adequate sites" through zoning. Pursuant to Government Code Section 65863, jurisdictions are required to maintain an adequate sites inventory throughout the planning period. For example, to the extent that high density sites identified as accommodating the lower income RHNA are developed with fewer units, the jurisdiction will need to make up any shortfall on other sites, including rezoning as necessary.

Historically, as long as a jurisdiction provided sufficient sites and did not impose undue constraints to development, a city was not penalized for falling short of its RHNA target. However, the state's adoption of SB 35 in 2018 imposed streamlining provisions for proposed developments upon jurisdictions that had insufficient progress towards its share of the regional housing need by income category, combining the very low and low income levels as one category, and combining the moderate and above moderate income levels as another category.

In a jurisdiction subject to SB 35 streamlining, approval of a qualifying housing development on a qualifying site becomes a ministerial act without CEQA review or public hearings. SB 35 stipulates two tiers of inclusionary requirements. The first would require that 10 percent of the units must be affordable to households earning 80 percent or less of area median income. The second would require that 50 percent of the units must be affordable to households earning 80 percent or less of area median income.

The City continued to add to its low income and above moderate income RHNA allocations. In 2021, the City continued its trend of attracting dwelling unit development by receiving planning

applications for new units totaling to 106 dwellings. However, given staff modifications and new building plan check procedures, production in the City fell behind by only issuing 36 building permits for new dwelling units. Table 1 below, shows the total number of units that have been issued building permits within the RHNA 5th Cycle Planning Period. The final day of the 5th Cycle was October 15, 2021. Currently there are 32 projects in the building plan check process, these projects represent an additional 42 dwelling units. These dwelling units will count towards the 6th Cycle which we are presently in.

As presented in Table 1 below, the City was allocated a total RHNA of 217 units for the planning period. During calendar years 2014-2021, a total of 401 residential building permits were issued. However, under SB 35 cities must meet the proportionate share of the RHNA for each of the four income levels. Hence, the City has a remaining RHNA target for two of the four income levels.

Table I: Regional Housing Needs Allocation (RHNA) Progress: 2014-2021

Income Level	2014-2021 RHNA Allocation	Building Permits Issued Per Year								Remaini ng RHNA Target
		2014	2015	2016	2017	2018	2019	2020	2021*	
Very Low (0 to 30% of AMI)	55	28	0	0	0	0	0	0	0	27
Low (30 to 50% of AMI)	32	4	5	5	24	67	46	69	21	0
Moderate (50 to 80% of AMI)	35	0	0	0	3	27	16	12	0	0
Above Moderate (> 80% of AMI)	95	27	0	9	2	2	4	18	6	27
Total	217	59	5	14	29	96	66	99	33 (45)	54

*Only reflects building permits issued up to 10/15/21
() Reflects total number of permits issued for year 2021

Recently the City has established low income rental requirements in the temporary regulations for implementing Senate Bill 9 (SB 9). The regulation states that whenever a parcel is developed pursuant to SB 9, one of such units shall be available at a rental rate affordable to low income tenants. Upon request by the City, a property owner shall furnish the rental or lease agreements for any units rented or leased on a parcel that was developed on SB 9.

The City will need to maintain zoning that makes sites available for a mix of single-family, multi-family and mixed use housing, supported by a variety of programs to enhance affordability, to accommodate remaining RHNA targets. The City continues to actively implement the policies of the General Plan including the goals, policies and programs of the Housing Element. Furthermore,

both the adoption of the San Fernando Corridors Specific Plan (SP-5) in December 2017, and the recently state allowance for Junior ADU's (JADU), which allows for a portion of an existing primary dwelling to be converted to an additional dwelling unit up to a maximum of 500 square feet, will continue to foster housing and address the "Very-Low Income Housing" RHNA allocation target.

Moving forward, HCD has set an ambitious housing production goal for the upcoming 6th Cycle by both HCD and SCAG. These goals represent a 325 percent increase in the SCAG region, and an increase of 827 percent locally for the City of San Fernando. On October 26, 2020 staff submitted an appeal request to SCAG seeking a reduction in its allocation. Staff cited local planning factors, changed circumstances and a disproportionate allocation compared to the rest of the region. Ultimately staffs request was denied and the City was provided a final allocation of 1,795 units.

CONCLUSION:

Staff recommends that the Planning and Preservation Commission receive and file the Housing Element Annual Progress Report for Calendar Year 2021. City Council will be presented this same report and will be asked to authorize staff to forward the Housing Element Annual Progress Report to the California Department of Housing and Community Development and the Governor's Office of Planning and Research.

ATTACHMENT:

- A. Housing Element Annual Progress Report for Calendar Year 2021

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Double-Sided Printing

Jurisdiction	San Fernando
Reporting Year	2021 (Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
 (CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	\$	-	<i>Total award amount is auto-populated based on amounts entered in rows 15-26.</i>		
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	54
Moderate	Deed Restricted	0
	Non-Deed Restricted	8
Above Moderate		46
Total Units		108

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	36
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		8
Total Units		45

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	11
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		4
Total Units		16

Jurisdiction	San Fernando	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	10/15/2013 - 10/15/2021

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	36
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		8
Total Units		45

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	1	0	0
2 to 4	4	0	0
5+	28	0	0
ADU	75	45	16
MH	0	0	0
Total	108	45	16

Housing Applications Summary	
Total Housing Applications Submitted:	78
Number of Proposed Units in All Applications Received:	106
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Jurisdiction	San Fernando	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	10/15/2013 - 10/15/2021

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

(CCR Title 25 §6202)

**Table A
Housing Development Applications Submitted**

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus	
1					2	3	4	5							6	7	8	9	10
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted+ (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Was a Density Bonus requested for this housing development?
Summary Row: Start Data Entry Below								0	0	0	50	0	9	47	106	0	0		
	2516021009	1313 MOUNTAIN VIEW ST	PL2100072		ADU	R	1/12/2021							1	1			No	No
	2516032016	1227 GLENOAKS BLVD	PL2100319		ADU	R	2/2/2021				1				1			No	No
	2612023008	773 LASHBURN ST	PL2100240		ADU	R	1/27/2021				1				1			No	No
	2515001002	906 DE FOE ST	PL2100303		ADU	R	2/1/2021				1				1			No	No
	2517001015	2007 KNOX ST	PL2100305		ADU	R	2/1/2021				1				1			No	No
	2612020010	759 JACKMAN AVE	PL2100074		ADU	R	1/13/2021				1				1			No	No
	2518024001	652 HARDING AVE	PL2100451		ADU	R	2/15/2021				1				1			No	No
	2518026016	756 HARPS ST	PL2100452		ADU	R	2/15/2021							1	1			No	No
	2517008029	1915 SEVENTH ST	PL2100491		ADU	R	2/17/2021							1	1			No	No
	2522031021	609 CORONEL ST	PL2100550		ADU	R	2/22/2021							1	1			No	No
	2521015021	1315 PICO ST	PL2100488		ADU	R	2/17/2021				1				1			No	No
	2522011016	602 S BRAND BLVD	PL2100613		ADU	R	2/25/2021						1		1			No	No
	2513031015	1009 EIGHTH ST	PL2100740		ADU	R	3/8/2021				1				1			No	No
	2516029026	1207 LUCAS ST	PL2100768		ADU	R	3/10/2021				1				1			No	No
	2518002010	1703 FOURTH ST	PL2100785		ADU	R	3/12/2021				1				1			No	No
	2516001005	862 ORANGE GROVE AVE	PL2100306		ADU	R	2/1/2021				1				1			No	No
	2612007008	1519 PICO ST	PL2100949		ADU	R	3/25/2021				1				1			No	No
	2515001004	916 DE FOE ST	PL2100854		ADU	R	3/18/2021							1	1			No	No
	2515027001	1006 N BRAND BLVD	PL2100322		ADU	R	2/2/2021				1				1			No	No
	2516031009	1303 GLENOAKS BLVD	PL2101108		ADU	R	4/9/2021				1				1			No	No
	2516028003	1304 WARREN ST	PL2101088		ADU	R	4/7/2021							1	1			No	No
	2518001024	440 ORANGE GROVE AVE	PL2101163		ADU	R	4/14/2021				1				1			No	No
	2516028009	1328 WARREN ST	PL2101229		ADU	R	4/19/2021				1				1			No	No
	2515012015	719 DE GARMO ST	PL2101301		ADU	R	4/22/2021				1				1			No	No

Jurisdiction	San Fernando	
Reporting Year	2021	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	10/15/2013 - 10/15/2021

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
 Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2								3	4	
Income Level		RHNA Allocation by Income Level	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	55	-	28	-	-	-	-	-	-	-	28	27
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-		
Low	Deed Restricted	32	-	4	-	-	-	-	-	-	-	246	-
	Non-Deed Restricted		-	-	5	5	24	67	46	69	26		
Moderate	Deed Restricted	35	-	-	-	-	-	-	-	-	-	59	-
	Non-Deed Restricted		-	-	-	3	27	16	12	1			
Above Moderate		95	-	27	-	9	2	2	4	18	6	68	27
Total RHNA		217											
Total Units			-	59	5	14	29	96	66	99	33	401	54

Note: units serving extremely low-income households are included in the very low-income permitted units totals and must be reported as very low-income units.

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will include units that were permitted since the start of the planning period.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	San Fernando		
Reporting Year	2021	(Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
1. Residential Rehabilitation Loan Program	Assist 20 households during the planning period, subject to available funding.	Dec-21	No monies were available during 2021 to fund the program due to dissolution of the city redevelopment agency. However, as the Housing Funds balance begins to grow from a projected \$2 million in residential loan repayments/refinancing, the city may be able to re-initiate the Rehabilitation Loan Program in the future.
2. Neighborhood Preservation and Revitalization Program (CAPP)	Implement CAPP within designated focus areas.	Dec-21	While the City no longer implements the CAPP program in designated focus areas, code enforcement is provided on a citywide basis. The City also implements an active graffiti abatement program.
3. Housing Inspection Program	Complete inspections of approximately 200 apartment units annually. Inspect ownership units upon resale.	Dec-21	While the inspection fee in the ordinance has not been implemented, Building & Safety conducts inspections on a complaint basis, and on apartment buildings with repeat violations. In 2021, Building & Safety conducted 75 inspections on Resale, with 69 retrofits completed.
4. Lead Based Paint Awareness	Remediate lead cases. Coordinate with LA County and Pacoima Beautiful on educational programs and identification of funding sources.	Dec-21	City continues to provide brochures to prospective building permit applicants in compliance with applicable lead based paint abatement procedures.
5. Facilitate Affordable and Special Needs Housing Development	Coordinate with affordable housing developers, offer regulatory concessions and incentives, and identify new funding sources to facilitate production of at least 195 new affordable and special needs housing units.	Dec-21	No additional deed restricted affordable housing was built in 2021. However, a total of 75 accessory dwelling units were issued planning approval. A rent survey of guesthouses in San Fernando and surrounding areas evidence 50% of rentals fall within the level of affordability for 1 person, low income households (\$1,825/month). Therefore, approximately 50% of San Fernando's ADU permits have been assigned as low income, with the remaining 50% assigned to moderate income (ADUs 600 sf and above).
6. Conservation of Existing and Future Affordable Units	Monitor the status of the existing and future affordable rental stock in San Fernando. Work with property owners, interest groups, and the State and Federal governments to conserve its affordable housing stock.	Dec-21	City continues to monitor existing deed restricted affordable units on an annual basis.
7. Monitor Residential Capacity	Monitor the consumption of residential acreage to ensure an adequate inventory is available to meet the City's RHNA obligations. Develop and implement a formal ongoing (project by project) evaluation procedure pursuant to Government Code Section 65863.	Dec-21	City continues to monitor development in areas zoned for residential land uses on an annual basis and compares development sites to Housing Element land inventory, as well as a mix of housing types based on affordability level as specified in the RHNA. In December 2017, the City Council adopted a comprehensive update to the San Fernando Corridors Specific Plan, providing for up to 759 mixed use/multi-family units, compared to the 408 unit capacity identified within the Specific Plan in the City's 2013-2021 Housing Element. The San Fernando Corridors Specific Plan was awarded the 2018 Sustainability Award from SCAG.



AGENDA REPORT

To: Chair Fajardo and Commissioners

From: Kanika Kith, Director of Community Development

Date: March 14, 2022

Subject: Review of Rosenberg's Rules of Order

RECOMMENDATION:

It is recommended that the Planning and Preservation Commission review a video on Rosenberg's Rules of Order prepared by the Institute of Local Government.

BACKGROUND:

The City Council and all City Commissions have adopted and follow a simplified set of rules on parliamentary procedures known as Rosenberg's Rules of Order that are widely used throughout California.

ANALYSIS:

Rosenberg's Rules of Order were developed to provide a simple and consistent framework for conducting public meetings. The rules go over how the governing body and those in attendance should conduct themselves. It also provides clear steps on how items are discussed, debated, and how to make motions related to the item.

The video on Rosenberg's Rules of Order (<https://vimeo.com/25152753>) will be watched (approximately 51 minutes in duration) during the Planning and Preservation Commission meeting to provide an overview on how to implement the procedures properly. A copy of parliamentary meeting guidelines used by the City Council/Commissions is also attached for review (Attachment "A").

BUDGET IMPACT:

There is no budget impact related to the review and discussion of Rosenberg's Rules of Order.

CONCLUSION:

The Planning and Preservation Commission will review the video on Rosenberg's Rules of Order annually.

ATTACHMENT:

A. Parliamentary Meeting Process and Guidelines

PARLIAMENTARY MEETING PROCESS & GUIDELINES

CALL TO ORDER

- **Chair** calls meeting to order; announces body, date and time for the record
- **Chair** asks **Clerk** to call roll
 - **Clerk** calls roll; **Chair announces** result for the record*
- **Chair** leads Pledge of Allegiance (or asks someone else to)
- **Chair** announces each order of business as it arises and announces each item...

PRESENTATIONS:

- **Chair** announces the item; asks **Staff** for introduction
 - **Staff** introduces the item and presenter
- Presentation is made; generally no more than 5 minutes
- **Chair** asks **Members** if they have questions for the presenter; recognizes each Member
- **Chair** thanks the presenter. No action may be taken.

Repeat for each item

PUBLIC COMMENT PERIOD:

Members of public submit speaker slips to staff no later than the closure of public comment period;

Staff passes speaker slips to Chair

- **Chair** announces **open public comment period**
- **Clerk** calls each speaker to podium;
- **Clerk** operates timer, 3 minutes per speaker**
- When there are no more speakers, **Chair** announces **closure of public comment period**

CONSENT CALENDAR:

- **Chair** announces the item; asks if any **Members** wish to **pull an item** for discussion
 - *Any item pulled is heard like a Business Item following approval of remaining Consent items.*
- A **motion is made** to adopt consent items as presented or the remaining items if any are pulled
 - The **motion is seconded**
- **Chair** asks the **Clerk** to call roll for the vote
 - **Clerk calls roll; Chair announces** results for record*
- *Any pulled items are heard in the same way as Business Items below.*

PUBLIC HEARINGS:

Same as Business Items below, except "Public Comment Period" is referred to as "**Public Hearing.**"

- For **Appeal Hearings**, in between Staff's report and Member deliberation, the following occurs, moderated by the **Chair**:
 - **Chair:** Announces that the Public Hearing is now open and requests staffs presentation
 - **Project Applicant** is given extended speaking time (Chair's discretion; typically 10 minutes)
 - Appellant is given extended speaking time (equal to Applicant)
 - **Chair:** Announces **opening of public comments/testimony** for 3 minutes each

- **Clerk** calls each speaker to podium;
- **Clerk** operates timer, 3 minutes per speaker**
- When there are no more speakers, **Chair** announces **closure of public comment period**
- Applicant is given rebuttal period (Chair's discretion; typically 5 minutes)
- Appellant is given rebuttal period (equal to Applicant)
- **Chair** recognizes each **Member** for their chance to **speak and state positions**
- **Chair** facilitates **Member deliberation**
- When discussion is complete, the **Chair** will ask for a **motion**
 - The mover may call on the Chair or other members to help clarify a motion
 - The **motion is seconded**
- **Chair** asks the **Clerk** to call roll for the vote
 - **Clerk calls roll; Chair announces** results for record*

ADMINISTRATIVE REPORT ITEMS:

- **Chair** announces the item; asks **Staff** for report
- **Staff presents report** materials or gives oral report;
 - **Staff** clearly identifies the **recommendation or requested action**
- **Chair** asks **Members** if they have technical questions for **Staff**;
- **Chair** facilitates **Member deliberation**
- **Chair** recognizes each **Member** for their chance to **speak and state positions**
- When discussion is long or complex, the **Chair** keeps deliberation focused on staff's request
- When discussion is complete, a **motion is made**
 - The mover may call on the Chair or other members to help clarify a motion
 - The **motion is seconded**
- **Chair** asks the **Clerk** to call roll for the vote
 - **Clerk calls roll; Chair announces** results for record*

Repeat for each item

STAFF COMMUNICATION/UPDATES

- **Chair** announces the item
- **Staff** makes comments
- **Chair** asks **Members** if they have technical questions for **Staff**;
- **Chair** recognizes each **Member** who wishes to ask questions
- **Chair** thanks the staff member. No action may be taken.

MEMBER COMMENTS/LIAISON UPDATES

- **Chair** announces the item
- **Chair** asks **Members** if they have comments or technical questions for **Staff**;
- **Chair** recognizes each **Member** who wishes to ask questions
- **Members** may request a matter be scheduled for action on a future agenda
- **Chair** will assess whether there is consensus for the future item
- No other action may be taken.

ADJOURNMENT

- **Chair** notes that there is no further business
- **Chair** announces **adjournment**; announces time for the record

***Roll Call Notes**

Attendance/Roll Call, can be called in the order of choice: *Members in alpha order by last name, or by seniority, etc., then Vice-Chair, then Chair last.*

Chair announces results for the record in the form of "*Motion to (Approve/Deny/etc.) (Passes/Fails) (# Yes votes) to (# No votes), (Names) voting Yes and (Names) voting No.*"

****Etiquette Notes**

The Chair is the facilitator of discussion and meeting process; members wishing to speak turn on their microphone light and wait to be recognized by the Chair; the Chair ensures that each member has a chance to be heard. The Chair will call on Staff for additional input when needed.

The Chair will interrupt public speakers who have gone over their time limit, corral other members who get off-topic, and maintain audience order. The Chair generally speaks last, asks questions last, and votes last. The Chair rarely moves or seconds.

Generally, the Chair and Vice-Chair are addressed by members and staff as "Madam/Mister Chair/Vice-Chair" or "Chair/Vice-Chair X." Other members are "Commissioner X," or "Council/Committee/Board Member X."

Staff are typically addressed as "Mr./Ms. X." The City Clerk is sometimes addressed as "Madam/Mister Clerk."