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DEPARTMENT OF
PLANNING AND BUILDING ADMINISTRATION

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Planning Commission Meeting Procedures

Planning Commission meetings are conducted under the direction of the Chair. Each item scheduled for public hearing at a Planning Commission meeting will be announced by the Chair. The hearing will be conducted as follows:

1. Planning staff will present their report and recommendations on the matter being heard.
2. Commission members will be provided an opportunity to ask questions of staff and commenting agencies about the staff report. Only questions should be asked at this time. There should be no discussion or deliberation regarding the recommendation or conditions, including any discussion on amending the conditions.
3. The Chair will open up the public portion of the public hearing.
4. When providing testimony or asking questions during a public hearing please come to the podium and state your name.
5. The Chair will ask the project applicant and/or agent to present comments. The Commission may ask questions of the applicant and/or agent about their comments or the project.
6. The Chair will ask those in support, opposition, or with general comments to address the Commission. The Commission may ask questions about their comments.
7. The Chair will offer the project applicant and/or agent an opportunity for rebuttal of any comments against the proposal or to clarify information previously presented.
8. The Chair will close the public input portion of the public hearing.
9. The Chair may ask staff for a summary wrap-up or a response to issues or questions raised by speakers. Staff may make recommendations on issues raised. This may also include commenting agencies.
10. The Planning Commission will conduct their deliberations on the matter. This is the time during which the Commission may discuss their positions regarding the recommendations and/or any specific conditions without interruption from the public.
11. No further public comment is taken during deliberations without re-opening the public portion of the public hearing to anyone wishing to present additional comments.
12. The Planning Commission may ask the applicant, agent, or anyone who has presented comments a specific question without re-opening the public portion of the public hearing.

13. If the Planning Commission needs additional information or additional time in order to act on the project, the Planning Commission may continue the public hearing to a “date certain” and further noticing of the public hearing need not occur (other than to show up on the agenda of the meeting to which the hearing was continued).
14. The Planning Commission may take action on the project. Three aye votes are necessary for approval of a motion. A tie vote is a denial of the project.

***Please sign in!**

PRESENTING COMMENTS

All persons who wish to present comments to the Planning Commission in a public hearing must observe the following rules:

1. All comments must be presented from the podium. Please state your name. Since all meetings are recorded please speak clearly.
2. All remarks must be addressed to the Chair. Conversations or debate between a speaker at the podium and a member of the audience or staff is not permitted.
3. All remarks are to be kept as brief as possible. Comments are to be focused on the most important facts to be presented for consideration by the Planning Commission. Avoid duplicate comments.
4. Whenever possible, written comments should be presented as well as oral comments. Written testimony should be submitted for Planning Commission consideration in advance of the actual hearing date. Written correspondence does not need to be re-read into the record. Written responses or comments delivered late in the comment period or even as late as the day of the hearing may result in a continuance of the hearing to a later date.
5. Photographs and any and all information and documents which are presented to the Planning Commission as public comment are part of the official record and must be retained by the Commission Secretary.
6. It is important that all participants conduct themselves with courtesy, dignity, and respect.
7. The Planning Commission Chair may call a break or the Planning Commission may even continue an item to another date, should there not be appropriate conduct exercised by the public in attendance at a public hearing.

All decisions made by the Planning Commission are subject to appeal to the Board of Supervisors. Anyone wishing to appeal a decision must submit a letter of appeal and pay the required fee of \$750 to the Board Clerk within ten (10) calendar days after the decision.