



CITY OF PLACERVILLE PLANNING COMMISSION

WELCOME, we thank you for your interest in planning for Placerville.

Most of the items before the Planning Commission usually occur under environmental assessments and public hearings. Under this portion of the agenda, the Commission will hear **ZONE CHANGES, GENERAL PLAN AMENDMENTS, CONDITIONAL USE PERMITS, SITE PLAN REVIEWS AND VARIANCES.**

The Commission will follow the following procedures while conducting a public hearing:

- The Commission Chair will **announce the item.**
- Ask the staff to present the **staff report.**
- Invite the **applicant** to speak. For appeals the appellant would speak before the applicant. The appellant would highlight the reasons for the appeal.
- The Chair will open the public hearing and invite the public who wish to speak **regarding the application.**
- At the discretion of the Commission, allow if necessary, **rebuttal statements from the applicant to clarify any items** that may have been brought up by previous speakers.
- The Chair will **close** the public hearing. The Chair will turn the item over to the Commission for discussion. During this discussion time, the Planning Commission may **request clarification of information from staff or the applicant or the public.**
- The Commission will **make a motion and vote on the item.**

If you decide to speak during the public hearing, please approach the podium and wait for the Commission Chair to recognize you. Tell the Commission your concerns. We want your views; don't worry about how to say them. If several people have spoken, try not to be repetitious. If there are several with the same concerns, please try to appoint a spokesperson. The Commission is particularly interested in the specific reasons you are for or against a proposal because the Commission's decision needs to be based on specific reasons.

The Planning Commission normally ends its meetings by **10:00 p.m.** even if it necessitates carrying items over to another meeting. The Planning Commission will consider only "Matters from Commissioners and Staff" on the agenda after 9:30 p.m., unless otherwise changed by a majority vote of the quorum.

The action taken by the Planning Commission may not be final or may be a recommendation to the City Council. For future procedures, appeals, or if there are any questions, please contact the Planning Division office at (530) 642-5252 for assistance or email them to pv.planning@gmail.com.

Tips for Participating in Public Hearings

Purpose: The purpose of the public hearing is to provide important information to the public and members of the Planning Commission to assist them in decision making. All participants are expected to conduct themselves in a civil and respectful manner.

Applicant's Presentations: Be prepared, succinct and to the point. Submit written and graphic material in complete form in time to be reviewed and included in the staff report (deadline is typically the Wednesday preceding the meeting date). Identify changes to the project request in response to concerns of the public and/or staff, or disagreements with staff recommendation or proposed conditions of approval.

Public Comment / Presentations: Be prepared, succinct and to the point. Submit written and graphic material in complete form in time to be reviewed and included in the staff report (deadline is typically the Wednesday preceding the meeting date).

Written public comment and emails received after the deadline and not included in the staff report will be maintained in the project file. Every effort will be made to forward late written comments to the Planning Commission prior to the meeting but cannot be guaranteed.

Meeting Decorum

- Please turn off cell phones, pagers or other electronic devices.
- Address the Planning Commission Chair with all testimony and questions. Please do not address the applicant, members of the public or staff.
- Wait to be recognized by the Chair before speaking at the podium.
- Agree or disagree respectfully. Please, no applause, or booing or personal attacks.
- Please take personal discussions out of the Town Hall chambers so as not to disturb others or disrupt the public hearing.

Information and Procedures Concerning Planning Commission Meetings

Public Participation: All members of the public may address the Planning Commission on any item listed on the agenda. Public participation in the hearing process is encouraged.

Please step up to the podium microphone then wait to be recognized by the Chair before speaking at the podium when addressing the Commission.

Each speaker will be asked to voluntarily state his/her name before speaking, and after speaking to voluntarily write his/her name on a record to be maintained by the City Staff. Address the Planning Commission Chair with all testimony and questions. Please do not address the applicant, members of the public or staff.

The Commission and City staff will ensure order and decorum during all Commission meetings. Persons demonstrating rude, boisterous or profane behavior will be called to order by the Chair. If such conduct continues, the Chair may call a recess, requesting the removal of such person(s) from the Council Chamber, adjourn the meeting or take other appropriate action. Agree or disagree respectfully. Please, no applause, or booing or personal attacks. Please take personal discussions out of the Town Hall chambers so as not to disturb others or disrupt the public hearing.

Time Limit: Presentations should be limited to a maximum of three (3) minutes, unless otherwise determined by the Chair.

A speaker may not defer his/her time to other speakers.

Groups or organizations are encouraged to select a spokesperson to speak on their behalf. Each subsequent speaker is encouraged to submit new information, rather than repeating comments made by prior speakers.

Written Material: The Planning Commission may not have sufficient time to fully review written materials presented at the public hearing. Interested parties are encouraged to provide written materials at least eight (8) days prior to the public hearing to allow distribution with the Planning Commission's agenda packet to provide adequate time for review by the Planning Commission. Written materials submitted in advance of the public hearing must be submitted to the City of Placerville, Development Services Department, 3101 Center Street, 2nd Floor, by mail to: 3101 Center Street, 2nd Floor, Placerville, CA 95667, or by email to: pv.planning@gmail.com. Materials related to an item on this agenda submitted to the Planning Commission after distribution of the agenda packet are available for public inspection in the Development Services Department at 3101 Center Street, 2nd Floor, Placerville, CA 95667 during normal business hours.

Meeting Access: The City of Placerville wishes to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by 42 U.S.C. §12132 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in

order to participate in a meeting should direct such request to the City Clerk (530)642-5531 at least 72 hours before the meeting, if possible.

Special Presentations: Special presentations which include slides, films, etc. during the course of a meeting will only be allowed with prior approval of the Planning Commission.

Business from the floor: The Chair will invite anyone in the audience wishing to speak to the Planning Commission to identify themselves and the matter they wish to discuss which would involve matters not already on the posted agenda.

The Commission may also be direct that a matter be placed on a future agenda, provide direction to staff, or request that staff research a particular issue. No action may be taken until a subsequent meeting.

Agenda Copies are:

- Available at the meeting.
- May be mailed by subscription, at an annual cost set forth in the City of Placerville Fee Schedule.
- May be picked up the Friday prior to the meeting at the Development Services Department without charge.
- Available on the internet at the Planning Commission website: <https://www.cityofplacerville.org/pc-meetings>

Copies of Agenda Reports are:

- Available for public inspection at City of Placerville Development Services Department the Friday prior to the meeting.
- Copies may be obtained after payment of applicable copy fees.
- Available on the internet at the Planning Commission website: <https://www.cityofplacerville.org/pc-meetings>

Agenda Items: The agenda items will be considered in the order listed unless the Commission requests a change. In order that all items may be considered, any item may be continued to another meeting if it appears there will be insufficient time for full consideration of the item.

Items Not Appearing on Posted Agenda: This agenda was posted on the Council Chamber bulletin board at least 72 hours in advance of this meeting. For each item not appearing on the posted agenda, upon which the Planning Commission wishes to take action, the Commission must make one of the following determinations:

1. Determine by a majority vote that an emergency exists as defined in Government Code Sec. 54956.5.
2. Determine by a two-thirds vote, or by a unanimous vote if less than two-thirds of the Planning Commission is present, that need to take immediate action and that the need for action came to the attention of the City subsequent to the agenda being posted.

Use of Cell Phones During Meetings: The Planning Commission appreciates your cooperation in turning off all cell phones.

Appeal of Planning Commission Decision: Any aggrieved person or persons dissatisfied with a Planning Commission decision may appeal that decision to the City Council within 10 calendar days. In accordance with Government Code Section 65009, if any person(s) challenges the action of the Planning Commission, said person(s) may be limited to raising only those issues that were raised at the public hearing described in this notice, or in written correspondence delivered to the Planning Commission at, or prior to, the public hearing.