CITY OF HUNTINGTON BEACH

PLANNING COMMISSION COMMUNICATION

TO: Planning Commission

FROM: Chair Elizabeth Shier Burnett ESB & HF

DATE: July 28, 2009

SUBJECT: **PLANNING COMMISSION – PROJECT REVIEW PROCESS**

Attached please find the approved Planning Commission Project Review Process for review and discussion at the study session on July 28, 2009. This item is being presented as a follow-up to the discussion at the Planning Commission Workshop on March 4, 2009. I would like to focus on Section 2 - Applicability for review and discussion.

ATTACHMENTS:

1. Planning Commission – Project Review Process (approved May 23, 2006)

SS #B-1

PROJECT REVIEW PROCESS

(Approved May 23, 2006)

1. OBJECTIVE:

To establish a consistent review process for applicable items before the Planning Commission that will enhance the efficiency and effectiveness of the Commission, will provide more information for timely review by the Commission, applicant and public, and will clarify the process for all parties and Staff.

2. APPLICABILITY:

The Project Review Process applies to all public hearing or non-public hearing items that come before the Planning Commission.

3. PROCESS:

A) For items subject to mandatory processing deadlines:
   1) The item shall be placed for review on the Study Session agenda no later than the third Planning Commission meeting prior to the deadline.
   2) The item shall be placed for action on the Public Meeting agenda no later than the second Commission meeting prior to the deadline with the public hearing, if applicable, to be opened.
   3) An item may be continued to a meeting prior to the mandatory processing deadline, except as provided by law.

B) For items not subject to mandatory processing deadlines:
   1) The item shall be placed for review on the Study Session agenda of the next available Planning Commission meeting.
   2) The item shall be placed for action on the Public Meeting agenda of a subsequent Commission meeting, with the public hearing (if applicable) opened.
   3) The item may be continued to the next, or any subsequent, Commission meeting, as necessary.

C) At the Study Session:
   1) Staff presentation, with available documentation, to Commission, with Questions & Answers between staff and Commission. Staff presentation may include but not be limited to information available on:
      a. Project Request and Special Considerations (entitlements, variances, special permits, etc.)
      b. Current Land Use, History of Site, General Plan Designation and Zoning
      c. Review of Application Process and Timelines
      d. CEQA Analysis/Review
      e. Comments from City Departments and other Public Agencies
      f. Summary of any Public Meetings, Comments and Concerns
      e. Planning Issues

ATTACHMENT NO. 1.1

D) At the Public Meeting:
   1) Item will be placed on the Public Meeting Agenda as a properly noticed Public Hearing item or as a Non-Public Hearing item, as appropriate.
   2) Format for a Public Hearing item shall be:
      a. Chair Announces the Agenda Item
      b. Planning Commission Disclosures
      c. Staff Presentation of Item and Staff Report
      d. Commission Questions or Clarification of Staff Presentation
      e. Chair Opens Public Hearing
      f. Applicant/Appellant Presentation -- May include applicant/appellant, consultant(s), contractor(s) for a reasonable amount of time to be determined by the Chair or Commission and in appropriate format or content desired by applicant
      g. Commission Questions or Clarification of Applicant/Appellant
      h. Public Comments
      i. Commission Questions or Clarification of Public Comments
      j. Chair Closes Public Hearing
      k. Staff Responses to Applicant/Appellant Presentation and Public Comments
      l. Commission Questions and Discussion
      m. Commission Deliberation and Action
      n. Planning Commission Action may include:
         - Approve/deny item/application/appeal with Staff suggested Findings and Conditions
         - Approve/deny item/application/appeal with alternative Findings and Conditions
         - Continue item/application/appeal to subsequent meeting and direct Staff accordingly
      o. Appeal Process, when applicable, Announced by Staff
   3) Format for a Non-Public Hearing item shall be:
      a. Chair Announces the Agenda Item
      b. Staff Presentation of Item
      c. Commission Questions or Clarification of Staff Presentation
      d. Commission Discussion
      e. Commission Deliberation and Action
      f. Planning Commission Action may include:
         - Approve/deny item/application/appeal with Staff suggested Findings and Conditions
         - Approve/deny item/application/appeal with alternative Findings and Conditions
         - Continue item/application/appeal to subsequent meeting and direct Staff accordingly
      g. Appeal Process, when applicable, Announced by Staff

E) Disclosure and Provision of Information:
   1) All information available pertaining to the item shall be delivered to the Planning Commission seven (7) days in advance of the applicable Study Session or Public Meeting.
   2) All the above information shall be made available to the applicant/appellant and the public seven (7) days in advance of said meetings.
   3) All the above information shall be posted in/on the City of Huntington Beach internet website seven (7) days in advance of said meetings.

F) Allocation of Speaker's Time:
   1) This provision of Allocation of Speaker's Time shall only be applicable to Public Hearing items.
   2) Members of the public who wish to speak or make a presentation during the Public Comments section of the open Public Hearing on a Public Hearing item must complete and submit a Request to Speak Form prior to the close of the applicable Public Hearing Comments section. Speakers will be called in order of receipt of the request form.
   3) Members of the public, to a maximum of two (2) each, may donate their time, to a maximum of eight (8) minutes, to a single speaker, giving said speaker a maximum of twelve (12) minutes for presentation. Donations of time must be made in advance at the time the single speaker's request form is submitted. Members of the public who donate their time to another may not themselves speak and must be present during the time the recipient of their donated time speaks.