



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-5

For the meeting of: June 14, 2016

Date: June 1, 2016
To: Board of Supervisors
From: Amy S. Nilsen, County Administrative Officer *AN*
Subject: Letter of Clarification to the Planning Commission

RECOMMENDATION(S):

That the Board of Supervisors:

- 1. Authorizes the Board Chair to sign the attached letter to the Planning Commission to clarify the process to place agenda items on the Planning Commission's agenda.

SOURCE OF FUNDING: General Fund

DISCUSSION:

On May 24 your Board discussed and took action on a Board initiated item related to Planning Commission agenda items. On this date your Board directed staff to return with a letter clarifying the process to place agenda items on the Planning Commission's agenda. Attached is a letter that contains a process to place agenda items outside the scope of statute on the Planning Commission's agenda.

Prepared by Amy S. Nilsen CAO Approval *[Signature]*
REVIEW: Auditor _____ County Counsel *[Signature]* Human Resources _____ Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor _____ Seconded by Supervisor _____

Ayes
Nays
Abstain
Absent

SEE ACTION SUMMARY

PREVIOUS ACTION/REFERRAL:
Board Order No. G-1
Meeting of: 5/24/16

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: _____
By: _____
Kathy Hayes, Clerk of the Board

FINANCIAL IMPACT:

There is minimal financial impact associated with the recommendation before your Board. Staff time to prepare the attached letter was included in the FY 2015-16 budget.

The recommended action supports your Board's strategic framework, priorities for new initiatives by providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

Not applicable.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose to modify or not approve the attached letter.

ATTACHMENTS:

1. Planning Commission Letter



**BOARD OF SUPERVISORS
COUNTY OF HUMBOLDT**

825 5th Street, Suite 111, Eureka, CA 95501-1153
Telephone (707) 476-2390 Fax (707) 445-7299

June 14, 2016

Dear Planning Commission,

On May 24, 2016 the Board of Supervisors discussed and took action on a Board initiated item titled *Planning Commission Agenda Items*. While much discussion took place around this item, including giving the Planning Commission an avenue to explore items of community interest and a desire for the Board and Commission to work together, the outcome of the Board's discussion is to help ~~As a result of the discussion surrounding this agenda item, at the request of the Board I am now writing to you to clarify the process to place items on the Planning Commission's agenda.~~ 2 sentence

Government Code 65103 et. seq. describes the functions of the Planning Commission which relate to General Plan zoning and variances. However, 65103(g) allows the Planning Commission to perform other functions as directed by the Board of Supervisors. To properly adhere to the Government Code, and provide transparency to the public, the Board ~~requires~~ requests that agenda items outside the scope of the statute be approved by the Board before placing said items on the Planning Commission's agenda. This can be accomplished by: 3 sentence

- 1) A planning commissioner contacting a Supervisor and requesting that they place a Board initiated item on the Board's agenda; and
- 2) Providing sufficient information to the Supervisor to help facilitate a robust discussion and a thorough understanding of the request.

Once a requested item is placed on the Board's agenda, and the Board approves the item, Planning staff will prepare a report to accompany the requested item. Standard agenda items set forth in statute and their related ordinances do not need to follow this process and can be processed as usual.

We thank you for your service and volunteering your time on the Planning Commission, and hope this letter provides clarification to help support you in your role as a Planning Commissioner. last sentence

Sincerely,

Mark Lovelace, Chair
Humboldt County Board of Supervisors

cc:

Rob Wall, Interim Planning and Building Director

Jeffery Blanck, County Counsel



BOARD OF SUPERVISORS

COUNTY OF HUMBOLDT

825 5TH STREET

EUREKA, CALIFORNIA 95501-1153 PHONE (707) 476-2390 FAX (707) 445-7299

June 14, 2016

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On May 24, 2016 the Board of Supervisors discussed and took action on a Board initiated item titled *Planning Commission Agenda Items*. While much discussion took place around this item, including giving the Planning Commission an avenue to explore items of community interest and a desire for the Board and Commission to work together, the outcome of the Board's discussion is to help clarify the process to place items on the Planning Commission's agenda.

Government Code 65103 *et. seq.* describes the functions of the Planning Commission which relate to General Plan zoning and variances. However, 65103(g) allows the Planning Commission to perform other functions as directed by the Board of Supervisors. To properly adhere to the Government Code, and provide transparency to the public, the Board requests that agenda items outside the scope of the statute be approved by the Board before placing said items on the Planning Commission's agenda. This can be accomplished by:

- 1) A planning commissioner contacting a Supervisor and requesting that they place a Board initiated item on the Board's agenda; and
- 2) Providing sufficient information to the Supervisor to help facilitate a robust discussion and a thorough understanding of the request.

Once a requested item is placed on the Board's agenda, and the Board approves the item, Planning staff will prepare a report to accompany the requested item. Standard agenda items set forth in statute and their related ordinances do not need to follow this process and can be processed as usual.

We thank you for your service and volunteering your time on the Planning Commission, and hope this letter provides clarification to help support you in your role as a Planning Commissioner.

Sincerely,

Mark Lovelace, Chair
Humboldt County Board of Supervisors

cc: Rob Wall, Interim Planning and Building Director
Jeffrey Blanck, County Counsel