

DEC 14 2016

BY *Aurita Ramirez*
DEPUTY CLERK OF THE BOARDORDINANCE NO. 1479

**An Ordinance Revising Section 2-2.1602 of the Yolo County Code,
Relating to Planning Commissioner Appointments**

The Board of Supervisors of the County of Yolo hereby ordains as follows:

SECTION 1. The Board of Supervisors of the County of Yolo, State of California, finds and determines that it is necessary and appropriate to make certain changes to Yolo County Code provisions relating to the appointment of Planning Commissioners. The purpose of the changes set forth in this ordinance is to reduce barriers to the appointment of highly-qualified individuals to the Planning Commission. The ordinance achieves this in two ways: first, by eliminating the requirement that a district supervisor is limited to nominating only district residents when there is an opening for that district's seat; and second, by eliminating language establishing a preference that unincorporated area residents hold each of the two at large seats on the Planning Commission.

This ordinance does not modify the longstanding approach of allocating one seat on the Planning Commission to each supervisorial district. That approach is intended to be preserved while providing authority to each supervisor to, if he or she so chooses, nominate an individual that resides outside of the nominating district. With this change and the other revision noted above, the Board of Supervisors intends to increase its ability to ensure that the Planning Commission includes highly qualified members with diverse backgrounds and experience relevant to their service.

SECTION 2. Section 2-2.1602 of the Yolo County Code is hereby amended to read in full as follows:

Section 2-2.1602. Membership.

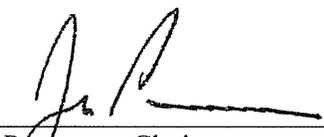
The Planning Commission shall consist of seven (7) rotating County resident members appointed by the Board. Five (5) members shall be selected, one nominated by each district supervisor and thereafter appointed by majority vote of the Board of Supervisors. The remaining two (2) members shall be selected at large and may be nominated by any Board member, with appointment thereafter by majority vote. At all times during the recruiting process, all reasonable measures to recruit suitable candidates shall be used, including but not limited to those measures customarily used to seek candidates for vacant positions on other County boards, commissions, and committees. (§ 1, Ord. 122, as amended by § 1, Ord. 430, § 1, Ord. 957, eff. September 8, 1983, § 1, Ord. 1070, eff. February 4, 1988, and § 2, Ord. 1337, eff. September 1, 2005)

SECTION 3. If any section, subsection, sentence, clause or phrase of this Ordinance is held by court of competent jurisdiction to be invalid, such decision shall not affect the remaining portions of this ordinance. The Board of Supervisors hereby declares that it would have adopted this Ordinance and each section, sentence, clause or phrase thereof irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 4. This Ordinance was introduced at a regular meeting of the Board of Supervisors on November 22, 2016, its title read and first reading waived, and then adopted at a second regular meeting held on December 13, 2016. It shall take effect and be in force thirty days following its adoption. Unless a summary of the ordinance was published prior to adoption in accordance with Government Code Section 25124(c), it shall be published once in the Davis Enterprise, a newspaper of general circulation, printed and published in the County of Yolo, with the names of the Board members voting for and against the Ordinance.

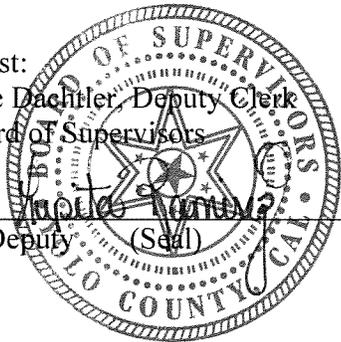
PASSED AND ADOPTED by the Board of Supervisors of the County of Yolo, State of California, this 13th day of December, 2016, by the following vote:

AYES: **Chamberlain, Villegas, Saylor, Rexroad, Provenza.**
NOES: **None.**
ABSENT: **None.**
ABSTAIN: **None.**

By 
Jim Provenza, Chair
Yolo County Board of Supervisors

Attest:
Julie Dachtler, Deputy Clerk
Board of Supervisors

By: 
Deputy (Seal)



Approved as to Form:
Philip J. Pogledich, County Counsel



ORDINANCE NO. 1337

BY Jenida Claunch
COUNTY CLERK

**ORDINANCE AMENDING SECTION 2-2.1602 OF THE YOLO COUNTY CODE
PERTAINING TO PLANNING COMMISSION MEMBERSHIP**

The Board of Supervisors ("Board") of the County of Yolo, State of California ordains as follows:

1. PURPOSE AND FINDING

Currently, Section 2-2.1602 of the Yolo County Code provides that the Yolo County Planning Commission ("Planning Commission") shall consist of seven (7) rotating members appointed by the Board. Five (5) of the members are selected from each supervisorial district (one per district). The remaining two (2) members are selected "at large and shall reside in the unincorporated territory of the County."

To help ensure that vacant at large positions are filled by highly qualified candidates in a reasonable amount of time, the Board desires to amend Section 2-2.1602. As amended, Section 2-2.1602 provides that the residency restriction applicable to at large positions applies only for the first six months after an at large seat becomes vacant. At all times during the recruiting process, County staff are required to take all reasonable measures to recruit suitable candidates for the vacant Planning Commission positions, including but not limited to those measures customarily used to seek candidates for vacant positions on other County boards, commissions, and committees. If the vacant at large seat is not filled during this six-month period, the amended Section 2-2.1602 provides that the vacant seat may be filled with any qualified individual residing within the County, including the incorporated areas. If the individual appointed in such manner resides in an incorporated area, he or she is not eligible for reappointment unless and until the County is again unable to fill the at large seat during the initial six month recruiting period.

SECTION 2. AMENDMENT.

Section 2-2.1602 of the Yolo County Code is hereby amended to read as follows:

- (a) The Planning Commission shall consist of seven (7) rotating members appointed by the Board. Five (5) members shall be selected, one from each supervisorial district. The remaining two (2) members shall be selected at large in the following manner. For a period of six months after an at large seat becomes vacant, the seat may be filled only by an appointee who resides in the unincorporated territory of the County. At all times during the recruiting process, all reasonable measures to recruit suitable candidates shall be used, including but not limited to those measures customarily used to seek candidates for vacant positions on other County boards, commissions, and committees. At the expiration of this six-month period, so long as reasonable recruiting measures have been employed, the Board may appoint any qualified individual residing within the County, including incorporated areas, to fill the vacant at large seat. If an individual appointed in such manner resides in an incorporated

area, he or she is not eligible for subsequent reappointment as an at large member of the Planning Commission unless and until the County is again unable to fill the at large seat during the initial six-month recruiting period.

- (b) If an at large member appointed during the six-month period subsequently ceases to reside in the unincorporated territory of the County, the Board may terminate the membership of that at large member. In this circumstance, the procedure set forth in subsection (a) shall be followed in seeking a qualified candidate to fill the vacant at large seat.

SECTION 3. SEVERABILITY.

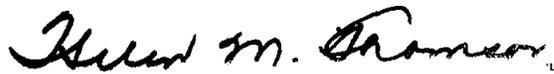
If any section, subsection, sentence, clause or phrase of this ordinance is held by court of competent jurisdiction to be invalid, such decision shall not affect the remaining portions of this ordinance. The Board of Supervisors hereby declares that it would have adopted this ordinance and each section, sentence, clause or phrase thereof irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 4. EFFECTIVE DATE.

This ordinance shall take effect and be in force thirty (30) days after its adoption. Prior to the expiration of fifteen (15) days following its adoption, it shall be published once in The Daily Democrat, newspapers of general circulation that are printed and published in the County of Yolo, with the names of the members of the Board of Supervisors voting for and against the ordinance.

PASSED AND ADOPTED by the Board of Supervisors of the County of Yolo, State of California, this 2 day of August, 2005, by the following vote:

AYES: Siefertman, Jr., Yamada, Chamberlain, McGowan, Thomson.
NOES: None.
ABSENT: None.
ABSTENTION: None.

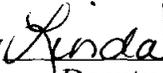


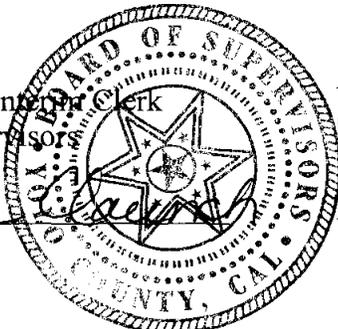
Helen M. Thomson, Chairwoman
Yolo County Board of Supervisors

Attest:

Ana Morales, Interim Clerk
Board of Supervisors

Approved as to Form:
Steven M. Basha, County Counsel

By 
Deputy
(Seal)



By 
Philip J. Pogledich, Deputy

APR 11 1988

BK

PAULA M. COOPER, CLERK OF THE BOARD
BY [Signature] DEPUTY

ORDINANCE NO. 1073

(Ordinance Amending Section 2 of Ordinance No. 1070 Designating the Terms of At-Large Planning Commissioners)

The Board of Supervisors of the County of Yolo, State of California, DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 2 of Ordinance No. 1070 is hereby amended to read as follows:

Section 2. That of the first members appointed to the at-large position, one shall expire in 1989; one shall expire in 1991. The Board of Supervisors shall by minute order designate the year of expiration at the time of appointment.

SECTION 2. This ordinance shall take effect and be in force thirty (30) days following its adoption, and prior to the expiration of fifteen (15) days after its passage, it shall be published once in THE DAILY DEMOCRAT, a newspaper of general circulation, printed and published in the County of Yolo.

PASSED AND ADOPTED by the Board of Supervisors of the County of Yolo, State of California, this 5th day of April, 1988, by the following vote:

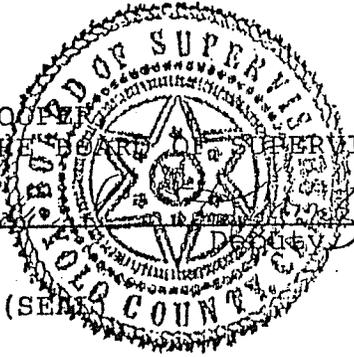
- AYES: Pfanner, DeMars, Thomson, Marchand.
- NOES: None
- ABSENT: Cameron.

COUNTY OF YOLO, a political subdivision of the State of California
By: Betsy A. Marchand
CHAIRMAN OF THE BOARD OF SUPERVISORS

1 ATTEST:

2 PAULA M. COOPER
3 CLERK OF THE BOARD OF SUPERVISORS

4 By: 
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26



FILED

JAN 12 1988

PAUL M. COOPER, CLERK OF THE BOARD
BY *Paul M. Cooper*

ORDINANCE NO. 1070

(An Ordinance Amending Section 2-2.1602 of Article 16
Chapter 2 of Title 2 of the Yolo County Code
Concerning Membership of the Planning Commission)

The Board of Supervisors of the County of Yolo, State of
California, DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 2-2.1602 of Article 2 of Chapter 2 of
Title 2 of the Yolo County Code is hereby amended to read as
follows:

Section 2-2.1602. Membership.

The Planning Commission shall consist of
seven (7) rotating members appointed by the Board
of Supervisors. Five (5) members shall be
selected, one from each supervisorial district.
Two (2) members shall be selected at large and
shall reside in the unincorporated territory of
the County. The Board may terminate the
membership of any at-large member upon a finding
that the member does not reside in the
unincorporated territory of the County.

SECTION 2. Of the first members appointed to the at-large
position, one shall expire in 1989; one shall expire in 1990.
The Board of Supervisors shall by minute order designate the year
of expiration at the time of appointment.

SECTION 3. This ordinance shall take effect and be in force
thirty (30) days after its passage, and prior to the expiration
of fifteen (15) days following its adoption, this ordinance shall
be published once in THE DAILY DEMOCRAT, a newspaper of general
circulation, printed and published in the County of Yolo.

PASSED AND ADOPTED by the Board of Supervisors of the County
of Yolo, State of California, this 5th day of January,

1 1987, by the following vote:

2 AYES:

3 NOES:

4 ABSENT:

5

CHAIRMAN OF THE BOARD OF SUPERVISORS
COUNTY OF YOLO, STATE OF CALIFORNIA

7 ATTEST:

8 PAULA M. COOPER,
9 CLERK OF THE BOARD OF SUPERVISORS

10 By: _____ Deputy

11 (SEAL)

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

F I L E D

AUG 12 1983

PETE E. LUCAS, CLERK OF THE BOARD
BY [Signature]
DEPUTY

ORDINANCE NO. 957

2 (An Ordinance Providing for Appointment of
3 Planning Commission Members by Geographic Area)

4 The Board of Supervisors of the County of Yolo, State of
5 California, DO ORDAIN AS FOLLOWS:

6 SECTION 1. Section 2-2.1602 of the Yolo County Code
7 is amended to read as follows:

8 Section 2-2.1602. Membership.

9 The Planning Commission shall consist of seven (7)
10 members appointed by the Chairman of the Board, subject to the
11 approval of the Board, and two ex-officio members, one of whom
12 shall be a member of the Board, selected by the Board, and one of
13 whom shall be the District Attorney. The Board shall appoint
14 one (1) member each from supervisorial districts 2, 3 and 4 and
15 shall appoint two (2) members each from supervisorial districts 1
16 and 5. The Board may appoint, by resolution, such additional
17 county employees, officers, or members of the Board as advisory
18 members of the Planning Commission as the Board may consider
19 necessary in the conduct of th business of the Commission. No
20 ex-officio or advisory member shall have the right to vote on
21 matters coming before the Commission.

22 SECTION 2. EFFECTIVE DATE/PUBLICATION.

23 This ordinance shall take effect and be in force
24 thirty (30) days after its passage, and prior to the expiration
25 of fifteen (15) days after its passge, this ordinance shall be
26 published once in The Daily Democrat, a newspaper of general

1 circulation, printed and published in the County of Yolo.

2 PASSED AND ADOPTED by the Board of Supervisors of the
3 County of Yolo, State of California, this 9th day of
4 August, 1983, by the following vote:

5 AYES: Black, Thompson, DeMars, Cameron, Marchand.

6 NOES: NONE.

7 ABSENT: NONE.

8 Betsy A. Marchand
9 CHAIRMAN OF THE BOARD OF SUPERVISORS
COUNTY OF YOLO, STATE OF CALIFORNIA

10 ATTEST:

11 PETE E. LUCAS, CLERK
12 BOARD OF SUPERVISORS

13 BY [Signature]
DEPUTY
14 (SEAL)

The undersigned Deputy Clerk
of the Board of Supervisors
certifies that pursuant to
Section 25103 of the Govern-
ment Code, delivery of this
document has been made to the
Chairman of the Board of
Supervisors.

PETE E. LUCAS,
CLERK OF THE BOARD
OF SUPERVISORS
[Signature]
Deputy

26

Co. Exec.
Auditor
D.A.
Planning Commission
Publication: Woodland Daily Democrat
2 Run Once Feb. 14, 1962
3 Proof & Affidavit
3 50 Copies on Write
4
5
6
7
8

FILED

FEB - 6 1962

CHARLES S. PAYNTON, Clerk
BY *Charles S. Paynton*
CLERK

USE COUNTY CODE SECTION 2-2.1002

ORDINANCE NO. 430

An Ordinance Amending Section 1 of County Ordinance No. 122, Increasing the Number of Appointive Members of the County Planning Commission.

The Board of Supervisors of the County of Yolo, State of California, DO ORDAIN AS FOLLOWS:

Section 1:

The Planning Commission of the County of Yolo shall consist of seven members appointed by the chairman of the Board of Supervisors, subject to approval of the board, and two ex-officio members, one of whom shall be a member of the Board of Supervisors selected by the board, and the District Attorney of the county. The Board of Supervisors may by resolution appoint such additional county employees, officers or members of the Board of Supervisors as advisory members of the County Planning Commission as they may consider necessary in the conduct of the business of the commission. No ex-officio or advisory member shall have the right to vote on matters coming before the commission.

Section 2:

This ordinance shall take effect thirty (30) days after its passage, and prior to the expiration of fifteen days from the passage of this ordinance it shall be published once in the WOODLAND DAILY DEMOCRAT, a newspaper of general

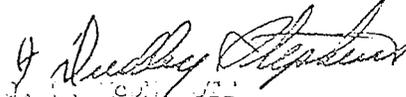
1 circulation printed and published in the County of Yolo.

2 PASSED AND ADOPTED by the Board of Supervisors of the
3 County of Yolo, State of California, on the 6th day of
4 February _____, 1962, by the following vote:

5 AYES: McDermott, Conner, Combs, Rogers, Stephens.

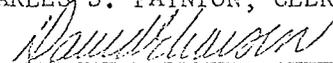
6 NOES: None

7 ABSENT: None

8 
9 CHAIRMAN OF THE BOARD OF SUPERVISORS
COUNTY OF YOLO, STATE OF CALIFORNIA.

10 ATTEST:

11 CHARLES S. PAYNTON, CLERK

12 BY  DEPUTY

13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

1 the transfer thereto of the powers and duties of other planning
2 commissions; providing for the preparation, adoption and recorda-
3 tion of precise street plans; providing for the control of the
4 construction of buildings within the lines of streets shown on
5 such precise street plans; providing for the levy of a special
6 tax for the support of a planning commission and other acts pur-
7 suant to this act and making certain expenditures legal charges
8 against the funds of cities, cities and counties, and counties and
9 regional planning commissions; providing for the establishment by
10 cities, cities and counties, and counties of regional planning
11 commissions, including two or more cities, cities and counties,
12 or counties, or a portion or portions thereof, or both; making
13 certain acts misdemeanors; and repealing other acts in conflict
14 herewith. Approved June 17, 1929 (Statutes 1929, page 1805.)

15 Section 4. This ordinance shall take effect thirty (30) days
16 after its passage, and prior to the expiration of fifteen (15)
17 days after passage thereof, shall be published for one (1) week in
18 THE MAIL OF WOODLAND, a newspaper of general circulation printed
19 and published in said County of Yolo.

20 Passed and adopted at a regular session of the Board of Super-
21 visors of the County of Yolo, on the 20th day of May, 1930, by
22 the following vote, to-wit:

23 AYES: Edson, Gladney, Marty, Russell.

24 NOES: None

25 ABSENT: Hutchings

26 W. O. Russell
27 Chairman of the Board of Supervisors
28 of the County of Yolo, State of
California.

29 ATTEST:

30 H. R. Saunders (SEAL)
31 Clerk of the Board of
32 Supervisors, of the County
of Yolo, State of California.

RESOLUTION OF THE PLANNING COMMISSION
OF THE COUNTY OF YOLO
ADOPTING RULES AND REGULATIONS

The Planning Commission of the County of Yolo does resolve as follows:

SECTION I. The following rules and regulations are hereby adopted:

Article 1. Officers

The officers of the Commission shall be a chairman, vice-chairman and secretary. The chairman and vice-chairman shall be elected by and from the members of the Commission. The secretary may be elected by and from the members of the Commission, or may be appointed by the Commission from the department staff. The chairman shall preside at all hearings and meetings with the vice-chairman acting in his absence. In the absence of both the chairman and the vice-chairman, the members present at such meeting may elect a chairman pro tem who shall serve only for the meeting at which he is appointed.

The terms of office for chairman and vice-chairman shall be for one year and thereafter until their respective successors are elected and qualified.

Election of officers shall be held at the first regular meeting in January each year, and shall be the first order of business at said meeting. Nominations for the office of chairman may be made by any commission member. No member may nominate more than one candidate until every other member has had an opportunity to nominate a candidate. The nomination need not be seconded. If the nominated commissioner declines the nomination, or if he is absent and has not consented to his candidacy, he shall not be considered a candidate. After the nominations are closed, a vote shall be taken and the commissioner receiving the vote of the majority of members present and voting shall be declared elected. The same procedure shall be followed for the office of vice-chairman. The same procedure shall also be followed for the office of secretary unless the commission determines to appoint a staff employee as secretary, in which case the staff employee shall continue to serve as secretary at the pleasure of the commission.

Article 2. Meetings - Regular

All regular meetings of the Commission shall be public meetings. Regular meetings shall be held on the first and third Wednesday of

each month at the hour of 8:30 o'clock A. M., and the first Thursday of each month at the hour of 7:30 o'clock P. M. in the Planning Commission Meeting Room, 292 West Beamer Street, Woodland, California.

Such regular meetings may be adjourned to another location by vote of a majority of the members present after the meeting has convened, providing that all public hearings are held at the place indicated in the notice of hearing.

Such regular meetings may be cancelled by a vote of a majority of the members present at the meeting immediately preceding the meeting to be cancelled, providing no public hearings or other business has been announced for the meeting to be cancelled. The secretary shall endeavor to advise absent members of the cancellation of any meeting.

If, for any reason, the business to be considered at a regular meeting can not then be completed, the Commission may at such meeting designate the time for an adjourned meeting to consider any matter that can properly be considered at such regular meeting, and such action shall serve as sufficient notice to all members whether present at such meeting or not. However, the secretary shall endeavor to advise absent members of such action.

In the event of the lack of a quorum at a regular meeting, the presiding officer shall adjourn the meeting to another date in the same calendar month and such adjournment shall serve as sufficient notice thereof to all members whether present at such meeting or not. However, the secretary shall endeavor to advise absent members of such action.

Article 3. Meetings - Special

Special meetings may be called at any time by the presiding officer, or by the secretary on written request of any three members, provided, however, that each member shall be given notice thereof at least twenty-four (24) hours before such special meeting, unless such member waive such notice in writing prior to such meeting. Special meetings shall be held at the same place as regular meetings, but may be adjourned to a different place in the same manner as a regular meeting.

Action on matters at special meetings shall be limited to subjects announced in the call for such special meeting. All special meetings of the Commission shall be public hearings.

given to those who may oppose the application to present evidence. Upon the completion of the presentation of the opponents' case, an opportunity shall be given to the applicants to rebutt any testimony that may have been introduced. At the conclusion of such rebuttal testimony, the Commission and staff may ask questions of the witnesses. After all persons wishing to speak have been heard, the hearing shall be closed. Each witness shall give his name and address for the record.

5. The presiding officer shall ask for the presentation of the planning staff report, and following such presentation shall ask for discussion and decision by the commission.
6. Whenever practicable, the commission shall render its decision at the conclusion of the discussion. However, the commission may continue the matter for further study, and render a decision at a later date when such action is determined by the commission to be appropriate.
7. After the commission has rendered its decision the presiding officer shall advise those present of their right to appeal to the Board of Supervisors any decision concerning a Use Permit or Zone Variance, and shall indicate that Zone Changes require a public hearing by the Board of Supervisors before final action is determined.
8. The procedure outlined in these rules is directory, and is not jurisdictional.
9. If, during the course of a hearing, it is the desire of any party to the hearing to ask questions of the witness, such questions shall be deferred until the conclusion of the testimony by the witness, and then the question shall be directed to the witness through the presiding officer, not from the floor. In this connection, testimony shall be kept to factual matters and personal references shall never be permitted.
10. The presiding officer and members of the commission shall not participate in the actual hearings other than propounding pertinent questions to the witnesses for the purpose of employing testimony.
11. Since the commission is serving in a quasi-judicial capacity, no member of the commission shall at any time discuss with any party having an interest therein any matter pending before the commission other than during the actual period the hearing is being conducted.

Article 12. Resolutions

All resolutions shall be signed by the presiding officer of the meeting at which adopted, attested by the secretary, and shall be a public record of the commission.

Article 13. Interpretations of Zoning Ordinance

No formal application or hearing shall be required as a condition to an interpretation of the Zoning Ordinance. Such action shall be valid only when included in the official minutes of the commission.

Article 14. Amendment

These Rules and Regulations may be adopted by resolution of the Planning Commission, and may be amended by, and only, written resolution of the Planning Commission.

SECTION II.

The secretary shall certify to the adoption of this resolution, and provide each member of the commission with a copy thereof.

Adopted and approved on this 3rd day of June, 1971.

Joseph M. Falvey, Chairman

I hereby attest and certify the foregoing is a true copy of a resolution adopted by the Planning Commission of the County of Yolo at a regular meeting held thereof on the 3rd day of June, 1971 by the following vote of the commission:

Ayes: Falvey, McCreedy, Washburn, Johnson, Kristoff

Noes: None

Absent: Turner, Motley

Robert A. Peterson, Secretary

financial or otherwise, directly or indirectly, he shall so indicate to the commission, and said fact shall be entered upon the minutes thereof. Such interested commissioner shall neither discuss the matter in his official capacity, argue the matter before the commission as a private citizen, or vote upon the matter in his official capacity.

Article 9. Conduct of business

Roberts Rules of Order shall govern in the conduct of meetings of the commission.

Article 10. Minutes

The secretary shall record in the minutes the time and place of each meeting of the commission, the names of members present, and all official acts of the commission. He shall cause the minutes to be typed forthwith for approval or amendment at the next regular meeting. Sufficient copies of such minutes shall be made to furnish each member of the Commission with a copy thereof. A copy of such minutes signed by the secretary shall be chronologically filed with the Records of the Commission, and shall be a public record.

Article 11. Hearings

Hearings conducted by the Commission shall conform to the provisions of law in the matter of public notice, time, number and reporting. The legal rules of evidence shall so apply. A formal hearing before the commission, which for any reason cannot be completed at the time and place originally advertised, may be adjourned to a later date, and the announcement of such adjournment and the time and place of such adjourned meeting shall constitute a sufficient notice to all parties concerned.

It is hereby established that the procedure for public hearings shall conform as nearly as possible to the following outline:

1. The presiding officer shall identify the matter to be heard.
2. The presiding officer shall then ask the Planning Director to explain the matter to be heard.
3. After the Planning Director has presented the application, the presiding officer shall declare the public hearing open.
4. The applicant or his representative shall first be given the opportunity to supplement the information given on the application. This shall be followed by testimony of others who may desire to support the application. Upon the completion of testimony by proponents an opportunity shall be

Article 4. Setting Hearings

In order to expedite the hearings on any petition, application or appeal, the time for such hearings shall be set by the secretary at the time of the filing of the petition, application or appeal, and the secretary shall cause notice thereof to be given as required by law or ordinance.

Article 5. Order of Business for Regular and Adjourned Regular Meetings.

1. Roll Call
2. Reading and approval of minutes of the previous regular meeting.
3. Reading of communications
4. Consideration of reports
5. Hearings
6. New business
7. Adjournment

Article 6. Order of Business for any Special Meeting

1. Roll Call
2. Reading of any communications relative to special business or hearing
3. Hearings, if any
4. Discussion and decision
5. Adjournment

Article 7. Change in Order of Business

The order of the business may be changed on regular motion carried by a majority of the regular quorum.

Article 8. Quorum

A majority of the members of the Commission shall constitute a quorum for the conduct of business, and the vote of a majority of the members present at a meeting where a quorum is present shall determine the act or decision of the Commission, except when a different vote is required by State Law.

The chairman and every member of the Commission present shall vote upon every issue unless excused for cause.

Whenever any matter coming regularly before the Planning Commission is one in which any commissioner has a private interest,