

**MT. SHASTA PLANNING COMMISSION
REGULAR MEETING AGENDA
Mt. Shasta Community Center, 629 Alder Street
TUESDAY, December 20, 2011
7:00 p.m.**

1. **Flag Salute**
2. **Roll Call**
3. **Approval of Minutes:**
4. **Correspondence from Public and Staff**
None
5. **Presentations from the Public**

This is a time set aside for citizens to address the Planning Commission on an item not on the agenda. If your comments concern an item that is on the agenda, public comment on that item will be invited when the item is discussed. By law, the Planning Commission cannot take action on matters that are not on the agenda. Such matters are normally referred to the staff for report. The chairman reserves the right to limit the duration each speaker to three minutes.

6. **CONSENT AGENDA**
None

7. **Discussion and Possible Action : Reviewing Design Guidelines for Possible Update.**

The commission requested that staff bring forth an agenda item to discuss the possibility of enhanced regulation of color choices of repainting existing buildings and new construction. Currently the Design Guidelines discuss color choice briefly and is expressed only as a relationship between neutral walls and accented trim. No guidance or examples are provided, nor is it a requirement since the guidelines indicated differently. Staff memo provides the historical perspective of the regulation of color, summary of current policy, and a discussion of the process for amending policy.

Any writings or documents provided to a majority of the Planning Commission after distribution of the meeting Agenda Packet regarding any open session item on this agenda will be made available for public inspection during normal business hours within the binder entitled "Agenda Packet For Front Counter" located at City Hall at the desk on the right-hand side inside the front door.

Projects heard at this Planning Commission meeting may be subject to appeal. Please contact the Planning Department for information. Appeals must be submitted to the City Clerk's office together with the appeal fee of \$375.

If you challenge the environmental review or the project proposal in court, you may be limited to raising only those issues raised at the public hearing or in written correspondence delivered to the Planning Department on, or prior to, closing of the public comment period.

The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. Persons who need accommodations for a disability at a public meeting may call (530) 926-7510 for assistance.

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8. Discussion: Potential for Changes to the Parking Ordinance Chapter 15.44.

The City Council requested that the Planning Commission review and report back with possible updates to the parking ordinance. No specific sections or details were provided by council. The staff memo will introduce the topic with some insight and suggestions where implementation of the parking ordinance could be improved or otherwise updated. This is a discussion item only and will continue to the next regularly scheduled meeting.

9. Commission Comments and Questions

This time is allowed for Commission questions to staff, request for future reports, to schedule items for future agendas, or address subjects within the Commission jurisdiction. In addition, the Commission may make comments on any topic that is not on the agenda, provided however, that no deliberation may be conducted, and no decision may be made on such topics.

10. Department Reports

This time is allowed for information from individual staff members to the Planning Commission to report on activities occurring within their departments. No action will be taken on matters presented at this time.

11. Adjournment to next regular meeting to be held January 17, 2012.

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PUBLIC HEARING PROTOCOL

The public is encouraged to participate in the public hearing process.

1. An agenda item is first introduced by the Planning Commission Chairperson.
2. The project is described in detail by a Planning Department staff member. As part of the project presentation, questions and answers between Commission members and Staff are included for additional information or clarification.
3. The Chairperson opens the public hearing.

In all cases, in order to obtain and maintain an accurate record of the proceedings, please use the speaking podium and clearly introduce yourself with your name and address and whom you are representing if you are representing a person or entity other than yourself.

- a The proponent/applicant presents the project first.
 - b The public will sign in on sheet provided. The Chairperson will invite those who have signed up to testify in order. It is requested that all presentations be limited to a maximum of five minutes so that all interested parties will have an opportunity to address the Commission.
 - c If anyone has failed to sign up and wishes to testify, he can do so after those who signed up have testified and before the public hearing is closed.
 - d Rebuttal from proponent.
4. At the conclusion of the testimonies received, the Commission Chairperson will close the hearing and limit discussion to Commission members.
 5. Planning Commission Discussion of the project. The public will not be permitted to speak while this matter is under discussion by Commission members. During this discussion, Commission members may individually ask questions of the project proponent or opponent, at the convenience of the Commission.

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6. The Commission Chairperson will entertain a motion regarding the disposition of the project and the Commission will vote on it.

CONSENT AGENDA ITEMS

Consent Agenda items are matters requiring a Planning Commission public hearing but which, following an initial evaluation by staff, have been found to be totally consistent with existing City regulations and the City General Plan and are, therefore, recommended for "routine" approval. If it is determined by the Commission that a Consent Agenda item requires further discussion and review, it will be removed to the regular agenda for consideration. The remaining items will be handled as a group by a single action of the Commission.

RIGHTS OF APPEAL STATEMENT

In case of any protest to a Planning Commission action, protestant may within five (5) days, appeal such action to the City Council pursuant to the City Code.

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