

Planning Commission

July 25, 2019

- Proposal:** Planning Commission Referral Process
- Recommendation:** Discuss steps to place a referral topic on a Commission agenda.
- Staff:** Kristie Wheeler, Planning Manager, (510) 494-4454,
kwheeler@fremont.gov

At the request of the Planning Commission, below are steps a Commissioner could take to refer topics, such as suggested changes to the General Plan or Zoning Ordinance to address a particular issue, to the City Council for their consideration and direction:

- 1) At the end of a Planning Commission meeting, under Agenda Item 6.2 (Information from Commission), a Commissioner could request approval by the Commission of a referral topic for discussion on a future agenda. The Commissioner initiating the referral could provide a brief explanation of the topic but no discussion would occur.
- 2) If the Commission approves the referral topic, staff would include it under Agenda Item 5 (Discussion Items) on the next agenda along with a short description from the Commissioner initiating the referral. No analysis of the referral topic would be prepared by staff.
- 3) At the meeting when the referral topic is agendized, the Commissioner making the referral would provide an explanation of topic and discussion could occur. After discussion, the Commission would then be asked to vote to recommend that the referral proceed to the City Council. If the Commission concurs with the referral, staff would provide the City Clerk with the Commission's request.
- 4) If/when the Planning Commission's request is placed on a City Council agenda, the Council would decide whether to direct staff to further evaluate the topic and return to a future Council meeting with a response.

Staff would like to note that should the Council decide to update its guidelines for Board/Commission referrals in the future, those updated guidelines would take precedence over the process described here.

ENCLOSURES
