

I PLANNING COMMISSION VOTING REQUIREMENTS

- A. For the following action, four (4) affirmative votes from the Planning Commission membership must be cast.
 - 1. Adopt recommendation to adopt or amend a general community specific plan, or
 - 2. Adopt a recommendation on zoning text or zoning district amendments.
 - 3. Reverse or modify a previous decision of the Director or Hearing Officer for Zoning Code or Subdivision Code matters.
- B. Any other action by the Planning Commission requires a majority or quorum (for a minimum of three affirmative votes).

II. GUIDELINES FOR TIME LIMITS ON PRESENTATION AND PUBLIC TESTIMONY

The Planning Commission's general meeting procedure and time limit guidelines are as follows:

- A. Planning Division staff report 5-10 minutes
- B. Planning Commission questions to staff
- C. Appellant's presentation
(applies only if public hearing is required to act on a valid appeal) 10 minutes maximum
- D. Applicant's presentation 10 minutes maximum
- E. Public Testimony (depending on the number of speakers) 3-5 minutes each

(Written testimony is greatly appreciated [10 copies], and should be received as far in advance of the public hearing date as possible. Please send written testimony to the Marin County Community Development Agency - Planning Division, 3501 Civic Center Drive, Room 308, San Rafael, California 94903. *When written testimony is presented, it is not necessary to read the entire text into the minutes; it will automatically become a part of the record.*)

- F. Close public hearing
(When public hearing is closed, no further discussion between applicant, public and Commission is appropriate unless the majority of the Commission agrees to hear new information only.)

III. OPEN TIME FOR PUBLIC EXPRESSION

Testimony regarding projects or plans not scheduled on the agenda will not be considered a part of the administrative record.

IV. NOTICE REGARDING BUS SERVICE

The Marin County Civic Center is served by Golden Gate Transit Bus Routes 1, 23, and 39 with connections to other routes at Third and Hetherton Streets in San Rafael. For more information call (415) 453-2100.

NOTE: ALL PLANNING COMMISSION MEETINGS ARE TAPE RECORDED.

**** (Visit our website at "<http://www.co.marin.ca.us/depts/BS/main/brdscomm/mcbds/plngcom.cfm>. ") ****