

HUMBOLDT 21st Century

Humboldt County Draft General Plan Planning Commission Plan Alternatives Review Process Guide

Prior to Hearing:

Step 1. Staff provides the Commission with: 1) narratives found within the Plan of the Chapter or Element under review; 2) the Key Issues chart with the staff's identified "short list" of key policies, standards and/or implementation measures identified in the first column of the chart; and 3) the Plan Alternatives Comparison charts with the "short list" highlighted in yellow. These items will be provided to the Commission at least two weeks prior to the proposed hearing date.

Note: The items identified on the staff's "short list" were identified by staff because they are: 1) a major shift in county policy; or 2) the policy or subject matter received a high level of public interest or comments; and 3) staff believes the item warrant further discussion by the Commission prior to a recommendation to the Board.

Step 2. Planning Commissioners review material at home and identify their initial "short list" of key policies, standards and/or implementation measures and any recommended revisions or comments they wish to make regarding these policies.

During First Hearing:

Step 3. Receive a staff report on the key policy issues and identified "short list."

Step 4. Receive public comments.

Step 5. After close of public hearing, each Commissioner verbally provides staff with their final "short list" of key policies, standards and/or implementation measures.

Prior to Second Hearing:

Step 6. Staff compiles the master voting chart of key policies, standards and/or implementation measures and send to Commission prior to meeting and post on web.

Step 7. Commissioners fill out the voting chart. A completed voting chart would include for each short list policy one or more of the following: a Commissioners vote, a recommended wording change, a specific question of staff or a comment or opinion to be recorded and expressed to the Board of Supervisors.

During Second Hearing:

Step 7. Receive a staff report summarizing the master "short list" which includes the policies, standards and/or implementation measures identified by the Commission and staff for further deliberation. The Alternative "B" version of policies not identified on the short list would be considered a slate of recommended policies for the draft Plan.

Step 8. Receive public comments.

Step 9. Beginning with the first short list policy the Chair asks each member to express their initial vote or comment on the policy. After each member's comment and vote are captured for the record, the Chair may move on to the next policy or subject the policy to discussion and deliberation between members. After sufficient deliberation, the chair will call for final comments and straw votes. If necessary, the Chair may make a request to staff to revise the policy or provide additional information and continue voting on the policy to the next meeting.

During Third Hearing:

Step 10. Receive a staff report on any outstanding items from the previous meeting.

Step 11. Receive public comments.

Step 12. Repeat Step 9 until finished with deliberations.