EXHIBIT A

CITY OF ATASCADERO
PLANNING COMMISSIONER NORMS
(_____________, 2007)

1. When we disagree, we do it without being disagreeable.
2. We will work to further our support and trust of each other regardless of differences on issues or projects.
3. The Chairperson and Vice Chairperson are selected annually at the Commission’s first meeting in February.
4. Respect the skills and perspective of all Commissioners.
5. Commissioners shall notify the Community Development Director when they are going to be absent from a Commission meeting. Commission attendance records will be reported to the City Council quarterly.
6. The Commissioners and Staff should not blindside each other in public; if there is a significant issue or a question a Commissioner has on an agenda item, that Commissioner should contact the Director of Community Development prior to the meeting time permitting.
7. Commissioners should be informed by Staff when an unusual event occurs that the public would be concerned about relating to the duties of the Commission.
8. If an agenda item is known to be a controversial issue, contact the Director of Community Development to let him know.
9. There shall be mutual respect between Staff and Commissioners of their respective roles and responsibilities.
10. Commissioners shall recognize the Council as policy makers and Staff as administering the Council’s adopted policies.
11. Commissioners shall not attempt to coerce or lobby Staff in the making of appointments, the awarding of contracts, the selection of consultants, the processing of development applications, and the granting of City licenses or permits. Individual Commissioners shall not attempt to change or interfere with the operating policies and practices of any City department.
12. If a Commissioner has ex parte contact or receives information and evidence on any quasi-judicial matter pending before the Commission, the Commissioner shall disclose all such information and/or evidence acquired from such contacts, which is not otherwise included in the written or oral Staff report during the public hearing and before the public comment period is opened. Matters are “pending” when an application has been filed.

13. Commissioners may, but are not required to, clarify their votes when voting.

14. Commission Agendas and Staff Reports

- Include as much information as possible
- Include summaries and provide back-up information
- No late reports
- Work to have agendas out by the Wednesday prior to the scheduled meeting.

15. Commissioner relations with City Staff

- Commissioners may contact any staff member regarding routine information requests. Commissioners will route controversial issues through the Director of Community Development
- Commissioners shall not attend internal Staff meetings or meetings between City Staff and third persons unless invited by City Staff or directed by the Council or Commission to do so.

16. Commissioner Conduct during Public Meetings

- Be welcoming to speakers and treat them with care and respect
- Be fair and equitable in allocating public hearing time to individual speakers
- Practice active listening
- Ask for clarification, but avoid debate and argument with the public
- The chair shall enforce decorum rules during the meeting for the Commission and public
- The Commission will conduct the meeting following Roberts Rules of Order.
17. Commissioners shall comply with Section 2-9.11.05 of the Atascadero Municipal Code.

18. The City Council and Planning Commission will review these norms annually.

19. Commissioners shall notify the Community Development Director of a problem with an employee.