

**PLANNING COMMISSION  
RESOLUTION NO. 2025 - 02**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF  
MURRIETA, CALIFORNIA, AMENDING AND RESTATING THE PLANNING  
COMMISSION RULES OF PROCEDURE.**

**WHEREAS**, Section 2.44.040 of the Municipal Code requires that the Planning Commission adopt Rules of Procedure to govern the conduct of its meetings and any of its other functions and activities, and regulations pertaining thereto; and

**WHEREAS**, the Planning Commission previously adopted Rules of Procedure by Resolution No. 91-001 on July 24, 1991, and subsequently amended the Rules related to meeting locations by Resolution No. 91-001.1, adopted on August 28, 1991, and related to meeting times by Resolution No. 95-003, adopted on May 10, 1995; and

**WHEREAS**, the Planning Commission previously adopted Rules of Procedure by Resolution No. 2010-20 on September 10, 2010; and

**WHEREAS**, the Planning Commission, having reviewed the adopted rules, desires to consolidate, amend, and restate its Rules of Procedure in their entirety,

**NOW, THEREFORE, BE IT RESOLVED** by the Planning Commission of the City of Murrieta that the Planning Commission adopts the following as the Rules of Procedure for the Planning Commission pursuant to Development Code section 16.46.040:

**1. RULES OF ORDER, ORGANIZATION AND OFFICERS**

**1.1 Rules of Order.**

Except as otherwise provided in these Rules of Procedure, Roberts Rules of Order, Newly Revised, shall be used as a guide to the conduct of the meetings of the Planning Commission; except as may otherwise be provided by applicable law, no omission to conform to said rules of order shall in any instance be deemed to invalidate any action taken by the Commission.

**1.2 Organization.**

The Planning Commission consists of five regular members and shall be organized and exercise such powers as prescribed by Ordinance of the City of Murrieta.

**1.3 Officers.**

A. Selection

A Chairperson and Vice-Chairperson shall be elected annually from among the Commission's membership at the first meeting in February, to serve at the

pleasure of the Commission. No person shall serve more than two (2) consecutive terms as Chairperson or Vice-Chairperson. (MMC 2.32.030) The Chairperson and Vice-Chairperson shall be determined according to the following:

B. Qualifications for Presiding Officers

1. The Chairperson shall have served at least one year on the Planning Commission.
2. The Chairperson shall have served as Vice-Chairperson at some time prior to serving as Chairperson, with normal progression being from Vice-Chairperson to Chairperson.

C. Term of Position as Presiding Officers

1. The term of office of Chairperson shall be one year.
2. The term of office of Vice-Chairperson shall be one year.

D. Rotation into Presiding Officer Positions

1. The Chairperson shall be the most senior Commissioner who has not served as Chairperson, or if all Commissioners have served as Chairperson, the Planning Commissioner who has not served as Chairperson for the longest period of time, providing the Qualifications for Presiding Officers have been met.
2. The Vice-Chairperson shall be the most senior Commissioner who has not served as Vice-Chairperson, or if all Planning Commissioners have served as Vice-Chairperson, the Planning Commissioner who has not served as Vice-Chairperson for the longest period of time, providing the Qualifications for Presiding Officers have been met.
3. Notwithstanding subsections 3.1.3.1 and 3.1.3.2, above, Commissioners newly appointed to the Planning Commission in 2010 and thereafter shall be placed at the end of the rotational queue of all existing Planning Commissioners for service as Chairperson and Vice-Chairperson.
4. In the event two or more Commissioners are newly appointed at the same time, the rotation shall be based on the drawing of straws, with the Commissioner drawing the shortest straw going first in the rotation and so on. However, Commissioners re-appointed to successive terms will remain in the rotation order established with their initial appointment.
5. Recognizing the responsibility placed on the Chairperson and Vice-Chairperson, no Commissioner shall have the obligation to serve as either Chairperson or Vice-Chairperson should he or she not wish to do so.
6. A Commissioner shall not serve successive terms as Chairperson or Vice-Chairperson unless all other Commissioners decline to serve.

- E. The Vice-Chairperson shall succeed the Chairperson if he / she vacates the office before the term is completed and shall serve the unexpired term of the vacated office. (A new Vice-Chairperson shall be elected at the next regular meeting.)
- F. In the absence of the Chairperson and Vice-Chairperson, any other Commissioner shall call the Commission to order whereupon a Chairperson pro tem shall be elected from the Commissioners present to preside.
- G. Responsibilities
  - 1. The Chairperson shall
    - a) Preside at all meetings of the Commission.
    - b) Call special meetings of the Commission in accordance with legal requirements and the Rules of Procedure.
    - c) Sign documents of the Commission.
    - d) See that all actions of the Commission are properly taken.
    - e) Assist staff in determining agenda items.
    - f) The Chairperson shall be an ex-officio member of all committees of the Planning Commission with voice but not vote.
  - 2. Vice-Chairperson. During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.
  - 3. The City Planner, or other person acting in that capacity, with the assistance of his/her staff, shall be responsible for providing the Commission with proposed minutes of its meetings, with proposed forms of resolutions when appropriate, with staff reports and recommendations on matters of business which come before the Commission, and with proposed forms of recommendations and reports for the Commission.

#### **1.4 Powers and Duties.**

The functions, powers, and duties of the Planning Commission shall be all those functions, powers, and duties of a Planning Commission and Board of Zoning Adjustment as provided in Chapters 3 and 4 of Title 7, commencing with Section 65100 of the California Government Code (Planning and Zoning Law) as the same may be hereafter amended. The Planning Commission shall perform such other duties and functions as may be designated by the City Council.

## **2. MEETINGS, STUDY SESSIONS, AGENDAS, AND STAFF REPORTS**

### **2.1 Quorum.**

A quorum to conduct business shall consist of a minimum total of three members of the Commission (MMC section 2.44.040). A quorum is not required for workshops.

Commissioners who live or own property within 500 feet of a property that is the subject of a hearing by the Commission are presumed to be ineligible to participate in deliberations or vote on that item, as specified by the regulations promulgated by the Fair Political Practices Commission.

Commissioners who own property that is more than 500 feet but less than 1,000 feet from a property that is under review by the Commission shall determine, after consultation with the City Attorney or the Fair Political Practices Commission, if the project would have a material financial effect on the Commissioner's property, which occurs when the decision would change the Commissioner's property's development potential, income producing potential, highest and best use, or character by substantially altering traffic levels, intensity of use, parking, view, privacy, noise levels or air quality and, if so, shall notify the Staff that the Commissioner is disqualified from deliberations on that item.

### **2.2 Public Meetings.**

All meetings shall be held in full compliance with the provisions of state law, ordinances of the City, and these Rules of Procedure.

### **2.3 Regular Meetings.**

Regular meetings of the Commission shall be held on the second and fourth Wednesdays of each month in City Council Chambers at One Town Square, Murrieta, unless otherwise determined by the Commission. All regular meetings of the Commission will be called to order at 6:00 p.m., unless advertised otherwise, canceled, or rescheduled.

The Commission will, except under exceptional circumstances, and with the consent of the majority of the Commission, adjourn its meetings on or before 11:00 p.m. with any unfinished business being continued to the next regular, adjourned, or special meeting, unless the Commission votes to extend the meeting. At approximately 10:00 p.m., the Chairperson will call for review of any remaining agenda items to consider whether they will likely be completed by 11:00 p.m., or whether continuances should be considered. The City Planner, or designee, will post notice of any continued hearing or other unfinished business, as required by law.

### **2.4 Special Meetings.**

A special meeting may be called at any time by the Chairperson of the Commission, or by a majority of its membership on its own motion, or at the direction of the City Council. Notice shall be sent in compliance with the Brown Act and the MMC. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at the meeting.

## **2.5 Adjourned Meetings.**

The Commission may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Ralph M. Brown Act, Government Code section 54950, et seq. ("Brown Act").

## **2.6 Workshops/Study Sessions.**

The Commission may hold a workshop as part of a regular, adjourned, or special meeting. When a matter is set for a workshop, public testimony on each item will generally be limited to three (3) minutes or more per person, at the discretion of the Chairperson. Public notice for workshops on specific matters for which public hearings are anticipated in the future will be given in the same manner as that required for public hearings, and a record of the workshop shall be entered into the minutes of any such future public hearings. A Workshop shall be for discussion only, and the Commission will take no action on the workshop item and no quorum shall be required.

## **2.7 Agendas.**

At least seventy-two (72) hours before a regular meeting, copies of the Commission's agenda shall be posted in a location that is available for viewing by the public and made available at the office of the City Planner. In accordance with the Brown Act, the Commission may not take action on any item that did not appear on the posted agenda, unless an exception is made as permitted under Government Code section 54954.2. The Chairperson may rearrange the order of presentation of items appearing on the agenda as he or she may deem necessary or desirable for the conduct of the meeting. No person shall be entitled to rely upon the order in which public hearing items appear on the posted agenda, and any public hearing on any agenda may commence immediately upon the time the meeting is called to order.

## **2.8 Staff Reports.**

When staff reports exist, they shall be made public whenever they are distributed to the Commission, except in the case of attorney/client privilege memoranda. Staff reports shall be prepared with recommendations and shall include the basis for these recommendations, and included in the hearing record on any application.

If, in reviewing a Staff Report, a Commissioner sees omissions, has questions, or is looking for specific information, it is advisable that the Commissioner contact the City Planner or Staff Planner directly prior to the hearing.

## **2.9 Order of Meetings.**

- A. UNLESS THE CHAIRPERSON IN HIS OR HER DISCRETION OTHERWISE DIRECTS, THE ORDER OF BUSINESS SHALL BE AS FOLLOWS:
1. The Chairperson shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Commission to order.
  2. Members present and absent shall be recorded.
  3. Pledge of Allegiance shall be made.

4. Public comment shall be taken, during which any member of the audience may comment on any matter which is **not** listed on the agenda for public hearing. A time limit of three minutes may be imposed on each individual if the Chairperson in his or her discretion so directs.
  5. The agenda shall be approved as submitted or revised (to the extent permitted by law).
  6. The minutes of any preceding meeting shall be submitted for approval.
  7. The public shall be advised of the procedures to be followed in the meeting.
  8. The Commission shall then hear and act upon those proposals scheduled for consideration at public hearing, followed by such other matters of business and reports as the Commission or City Planner to require Commission consideration, and as may be properly considered at that time.
  9. Adjournment.
- B. No action shall be taken by the Commission during any regular meeting on any item not appearing on the posted agenda unless any of the following conditions apply:
1. A majority of the Commission determines that an "emergency situation" exists,
  2. The Commission determines by a two-thirds vote, or by a unanimous vote if less than two thirds of the Commissioners are present, that the "need to take action" on the item arose subsequent to the posting of the agenda, or
  3. The item was included in a properly posted agenda for a prior meeting occurring not more than five days prior to the date of the meeting at which the action is taken and was continued to the meeting at which the action is taken.

## **2.10 Chairperson's Rules of Order.**

- A. After issuing a warning, the Chairperson may order from the Commission Chambers any person(s) who commit the following acts with respect to a regular or special meeting of the Commission:
1. Disorderly, contemptuous or insolent behavior toward the Commission or any member thereof, which interrupts the due and orderly course of said meeting.
  2. A breach of the peace, boisterous conduct or violent disturbance, which interrupts the due and orderly course of said meeting.
  3. Disobedience of any lawful order of the Chairperson, which shall include an order to be seated or refrain from addressing the Commission or debating with other members of the public.
  4. Any other interference with the due and orderly course of the meeting.

5. When there is no provision of these rules of procedure applicable to the conduct of the meeting or hearing of the Commission, the Chairperson shall devise appropriate rules and make final decisions on any points of order, which may arise with the concurrence of the majority of the Commission.
- B. Any Commissioner may move to require the Chairperson or person presiding at the meeting to enforce the rules, and the affirmative vote of a majority of the Commissioners present shall require him or her to so act.
- C. Commissioners shall accord the utmost courtesy to other Commissioners, to City employees, and to the public appearing before the Commission, and shall refrain at all times from derogatory remarks, negative reflections as to integrity, abusive comments, and statements as to motive and personality.

### **3. PRESENTATION OF AGENDA ITEMS**

#### **3.1 Minutes and Recording.**

Commission meetings are recorded, and in accordance with the policies of the City, the recording is permanently preserved by the City. The recording of the meeting is used by the Commission Clerk, to prepare minutes of the hearing which must be approved by the Commission. The approved minutes of a meeting shall serve as the official record of that meeting. The minutes of the Commission's proceedings shall show the vote of each Commissioner, including if they were absent or failed to vote on a matter considered. A copy of the recorded minutes may be purchased at its reproduction cost.

#### **3.2 Order of Presentation.**

- A. Unless the Chairperson in his or her discretion should direct otherwise, the order of the presentation should be as follows:
  1. The Chairperson shall call the matter by announcing the subject of the public hearing or other proposal as advertised.
  2. Requests made for continuance, shall be consistent with Section 5.4 of these rules.
  3. Presentation of staff report, including any environmental analysis or recommendation.
  4. Take questions from Commission Members to staff.
  5. Open Public Hearing.
    - a. Take testimony - applicant, proponents, opponents.
    - b. Allows applicant's rebuttal.
  6. Commission deliberates
  7. Close Public hearing.
  8. Call for a motion and a second.

9. Discuss/debate matter until there appears to be a consensus or debate ends.
10. Call for vote and vote.

Public hearings may be reopened by a motion of a Commissioner and approval by the Commission majority at any time during the meeting to permit additional testimony and evidence, or to permit reconsideration of an action or for any other reason. Any new questions of the applicant or appellant, or of the interested public, shall require the public hearing be reopened.

### **3.3 Rules of Evidence.**

Hearings and meetings before the Commission need not be conducted according to formal rules of evidence. Any relevant evidence may be considered if it is the sort of evidence upon which reasonable persons are accustomed to rely upon in the conduct of serious affairs. The Chairperson may rule irrelevant or redundant testimony out of order and may make such other rulings as may be necessary for the orderly conduct of the proceedings while ensuring basic fairness and full consideration of the issues involved. Any Commissioner may raise a point of order with the Chairperson to exclude irrelevant or out-of-order testimony from the public.

### **3.4 Burden of Proof.**

The burden of proof of all legal prerequisites to the granting of the relief or action sought shall be upon the party requesting such relief or action.

### **3.5 Written and Pictorial Evidence.**

Written or pictorial evidence that members of the public wish to submit to the Commission in advance of a Commission agenda item should be submitted by 12:00 p.m. on the Wednesday one week prior to the Commission meeting in order for such evidence to be provided to the Commission with its agenda packet in advance of the meeting. Written or pictorial evidence distributed to the Commission at the meeting may not be effective, as the Commission may not have enough time to absorb its content. Any e-mailed evidence should be submitted to [planningcommission@murrietaca.gov](mailto:planningcommission@murrietaca.gov) and must be received no later than 12:00 noon on the day of the hearing to be printed and distributed at the meeting.

Although late correspondence is highly discouraged, any citizen may submit written and pictorial evidence to the Commission through the City Planner up to and during the public hearing on an item. This paragraph shall be liberally construed so as to allow for fair public hearings.

**\*\*Written materials related to an appeal are required to be submitted 9 days prior to the scheduled hearing in accordance with MMC 16.78.060\*\***

### **3.6 Oral Evidence, Time Limits, and Number of Speakers.**

- A. A request to speak on an item must be submitted to the Commission Secretary prior to the completion of the remarks of the first speaker on the item. No request forms will be accepted after that time and no additional speakers will be allowed to speak on the item being discussed.

- B. The Chairperson's instructions to the audience will generally follow these guidelines:
1. Any person desiring to speak must first be recognized by the Chairperson.
  2. All participants must speak from the podium.
  3. All speakers are requested to first state their full names and the names of any persons in whose behalf they are appearing (if any).
  4. All comments must be made clearly and audibly.
  5. All comments shall be directed to the Commission as a body, and not to any particular Commissioner or Staff.
  6. No person, other than Commissioners, Staff, and the person having the floor shall be permitted to enter into the discussion.
  7. No questions shall be asked of Commissioners, except through the Chairperson.
  8. Repetition of comments should be avoided.
  9. Typically, each applicant and appellant will be limited to a 15-minute presentation and a 10-minute rebuttal (if requested).
  10. All other persons in favor or opposed to the requested action will be typically limited to a three- (3) minute presentation each. Persons may use up to 12 minutes of time allotted by others, present at the meeting, who have submitted speaker slips and donated their time to such person.
  11. No person shall be allowed to speak a second time except in unusual circumstances and at the discretion of the Chairperson.
  12. Due to unusual complexity of a particular item, the Chairperson, at his or her discretion, may allocate more than 15 minutes to an applicant or appellant and more than 10 minutes to all other speakers. Due to a large number of speakers on a particular item, the Chairperson, at his or her discretion, may allocate a specific amount of time to each side, and allow those wishing to speak on each side to designate a spokesperson or to divide the allotted time among themselves.

### **3.8 Evidence Received Outside a Hearing.**

The Commission does not encourage the receipt of information or evidence on a particular pending matter outside of hearings. If any Commissioner receives information during a site visit or through any other means, which he or she feels is pertinent to a pending matter, he or she shall disclose the information or evidence so received during the hearing on the matter. The applicant or appellant shall have the opportunity to supplement or rebut the information or evidence so disclosed, and failure to do so shall be deemed a waiver of any objection regarding the information or evidence.

### **3.9 City Attorney.**

The Chairperson (or any member of the Commission via the Chairperson) may request the City Attorney (or his or her assistant) to explain, either in writing or orally to Staff, as appropriate, a legal opinion on a particular matter. The City Attorney or his or her assistant may further advise the Chairperson on matters of evidence and procedure which may arise, including, but not limited to, the desirability of closed sessions to discuss pending or potential litigation.

Commissioners are able to contact the City Attorney directly with regard to any concerns about potential conflicts of interest.

#### **4. MOTIONS**

##### **4.1 Motions – Second.**

Action upon an order, resolution, ordinance, or any other action of the Commission may be proposed by any Commissioner by a motion. A motion to adjourn shall always be in order except during roll call. The Chairperson may make a motion only after all other Commissioners of the Commission present have had an opportunity to make a motion on the question. Before a motion can be considered or debated it must be seconded, at which time it shall be on the floor and must be considered. If not seconded, the motion is lost for lack of a second and shall be so declared by the Chairperson.

##### **4.2 Amendment of a Motion.**

A motion on the floor may be amended at any time before adoption or rejection. When an amendment is offered, the maker of the motion and the Commissioner who seconded the motion will be given an opportunity by the Chairperson to accept the amendment. If the maker of the motion and the Commissioner who seconded the motion agree to the amendment, the original motion as amended will then be considered. If either the maker of the motion or the Commissioner who seconded the motion does not accept the amendment, the Commission will debate and take action on the amendment before acting on the original motion. If the amendment is not adopted, the original motion will then be considered. If the amendment is adopted, the original motion as amended will then be considered.

##### **4.3 Withdrawal of Motion or Second.**

A motion may be withdrawn by the maker at any time before adoption or rejection, with consent of the second. A second to a motion may be withdrawn by the seconding Commissioner at any time before adoption or rejection of the motion. The motion will then be lost for lack of a second and so declared by the Chairperson unless seconded by another person.

##### **4.4 Tabling a Motion.**

At any time after a motion has been seconded, any Commissioner may move to table a motion. If the tabling motion is adopted, the original motion will remain on the floor but may not again be considered at the meeting at which it was made. The original motion will be considered and voted upon at a regular meeting of the Commission, specified in the motion, unless again tabled at that time. If not considered at such meeting, it will be deemed lost. If the tabling motion is not adopted, consideration of the original motion will continue.

##### **4.5 Discussion, Closure, and Question.**

After a motion has been seconded, any Commissioner may discuss or comment on the subject of the motion. The Chairperson will recognize Commissioners who desire to speak, beginning with the motion's maker, and will protect each speaker from disturbance or interference. When no Commissioner wishes to discuss or comment further, the Chairperson will call for a vote on the motion. Any Commissioner may, at any time, move to close the debate.

#### **4.6 Motions for Reconsideration.**

Motions for reconsideration of a matter may be made by any Commissioner who voted with the prevailing majority on the matter to be reconsidered. Any Commissioner may second a motion to reconsider. Motions to reconsider shall be made at the same meeting as the original motion or an adjourned meeting on the succeeding day. If the matter to be reconsidered was considered at a public hearing, the public hearing will be reopened before additional evidence is received.

### **5. DECISION-MAKING**

#### **5.1 Voting.**

Three Commissioners shall constitute a quorum and an affirmative vote of a majority of those Commissioners present and voting (but not less than two votes) shall be required to carry a motion, unless a larger number of votes is required by applicable ordinance or other law.

##### **A. Tie Votes**

Any tie vote shall constitute a denial of the motion and may be reconsidered by a motion offered by any Commissioner who voted on the matter. If there is no action by an affirmative vote, the result is denial. If the matter involves an appeal and an affirmative vote does not occur, the result is that the decision appealed stands as decided by the decision-maker from which the appeal was taken, unless the appeal includes the appeal of an environmental determination. For appeal of an environmental determination, approval of the environmental determination requires an affirmative vote.

##### **B. Abstentions/Recusals**

1. Abstentions are permissible to avoid an appearance of impropriety where no legal conflict exists. Abstentions shall not count as votes for the purpose of determining whether there has been an affirmative vote of a majority of the Commissioners present, but shall be counted for the purpose of determining whether a quorum is present.
2. If a Commissioner is not eligible to participate in the consideration of an item due to a conflict of interest, the Commissioner shall be disqualified and shall recuse him or herself from the voting, in which case the Commissioner cannot be included in the quorum. Prior to consideration of the matter, the conflicted Commissioner shall recuse on the record, stating the basis for the recusal, and shall then leave the room, unless legally entitled to remain under applicable law.

3. If a majority of the Commission shall be disqualified to vote on a matter by reason of actual or apparent conflict of interest, the Commission shall select by lot or other means of random selection, or by such other impartial and equitable means as the Commission shall determine, that number of disqualified Commissioners which, when added to the Commissioners eligible to vote shall constitute a quorum.

C. Roll Call

Voting upon a motion may, at the discretion of the Chairperson, and shall, upon the request of any Commissioner, be by roll call. When voting is not by roll call, the Chairperson may, in the absence of objection by any Commissioner of the Commission, declare an item to be unanimously approved. The order of voting should be rotated each meeting except that the Chairperson should vote last.

D. Motions Include Staff Recommendations

A motion to adopt or approve staff recommendations or simply to approve the action under consideration shall, unless otherwise particularly specified, be deemed to include adoption of all proposed findings and execution of all actions recommended in both the written staff report on file on the matter and any oral staff report presented during the hearing.

E. Absentees

A Commissioner who is absent from any portion of a hearing conducted by the Commission may vote on the matter at the time it is acted upon, provided that

1. he or she has either reviewed the approved minutes of the hearing, or viewed the video recording of the entire portion of the hearing from which he or she was absent, and
2. if she or he has examined all of the staff report or minutes presented during the portion of the hearing from which he or she was absent; and
3. he or she states for the record before voting that the Commissioner deems himself or herself to be as familiar with the record and with the evidence presented at the hearing as he or she would have been had he or she personally attended the entire hearing.

**5.2 Findings.**

On any matter for which state law or City ordinance requires the preparation of written findings, the staff report submitted on the matter will contain findings proposed for adoption by the Commission.

Any motion directly or impliedly rejecting the proposed findings should include a statement of alternative or modified findings or a direction that the matter under consideration be continued for a reasonable period of time in order for staff to prepare a new set of proposed findings consistent with the evidence which has been presented and the decision which is anticipated.

**5.3 Consent Items.**

Items that require little or no discussion by the Commission may be considered as consent items. The Commission will act on these items in one motion at the beginning of the meeting. Approval by the Commission of consent items means that the staff recommendation was approved along with the findings and conditions set forth in the staff report. Any Commissioner of the Commission may request that consent items be considered in their regular order on the agenda. Removal of an item from the consent calendar is subject to approval by a majority of the Commissioners present.

#### **5.4 Continuances.**

Upon a showing of good cause and by request of the applicant, member of the public, or a Commissioner, the Chairperson, at the time set for a hearing on a particular item, may order the hearing to be continued. Upon the request of any Commissioner, continuance decisions shall be made by a motion and roll call vote of all Commissioners present. If the action is to continue a hearing to a specified date, no additional public notice is necessary. If the action is to continue the item to an unspecified date, additional public notice shall be given in accordance with state law.

### **6. CONSTRUCTION AND EFFECT**

These procedural rules shall be construed and applied so as to ensure a full and fair hearing of relevant evidence which is offered on a land use matter and to facilitate an orderly analysis of evidence and issues by the Commission. Failure to comply with the strict provisions of these rules shall not necessarily invalidate any action taken by the Commission.

### **7. REVIEW AND AMENDMENTS PROCEDURES**

Adoption and implementation of these rules is intended to be consistent with the provisions of California Government Code section 65010(b) and Murrieta Municipal Code section 2.44.060.

#### **7.1 Annual Review.**

These Rules of Procedure shall be reviewed annually in July by the Commission to determine whether an amendment is appropriate or necessary.

#### **7.2 Amendment.**

In addition, these Rules of Procedure may be amended at any meeting of the Planning Commission by a majority of the membership (three affirmative votes) of the Commission provided that notice of the proposed amendment is received by each Commissioner not less than five (5) days prior to said meeting.

**PASSED, APPROVED, AND ADOPTED** THIS 12<sup>th</sup> DAY OF February, 2025 by the following call vote:

*Dennis Vrooman*  
\_\_\_\_\_  
Planning Commission Chairperson

ATTEST:

*Carl Stiehl*  
\_\_\_\_\_  
Carl Stiehl, City Planner

I, Carl Stiehl, City Planner, City of Murrieta, California do hereby certify under penalty of perjury that the foregoing Resolution was duly adopted at a regular meeting of the Planning Commission on the 12<sup>th</sup> day of February 2025 by the following roll call vote:

AYES: Vrooman, Beamish, Desena  
NOES: None  
ABSENT: LaPaglia, Wojcik  
ABSTAINED: None

*Carl Stiehl*  
\_\_\_\_\_  
Carl Stiehl, City Planner