

Resolution No. 2023-_____

RESOLUTION OF THE CITY OF PETALUMA HISTORIC AND CULTURAL PRESERVATION COMMITTEE AMENDING THE RULES AND REGULATIONS FOR THE TRANSACTION OF BUSINESS FOR THE HISTORIC AND CULTURAL PRESERVATION COMMITTEE TO MODIFY THE REGULAR MEETING DAY TO THE FIRST TUESDAY OF EACH MONTH

WHEREAS, City Council Resolution No. 2017-016 N.C.S. establishes enabling legislation for the Historic and Cultural Preservation Committee; and

WHEREAS, City Council Resolution No. 2017-016 N.C.S. states that “The committee shall have the right and duty to adopt such rules and regulations as it shall determine for the holding and conducting of its meetings and hearings...”; and

WHEREAS, Chapter 2.30 of the Petaluma Municipal Code addresses the establishment, duties, rules and regulations, and vacancies of the Petaluma Historic and Cultural Preservation Committee (the Committee); and

WHEREAS, Section 2.30.020, entitled “Duties - Generally”, authorizes the Committee to be generally responsible for “...administer[ing] the committee’s responsibilities pertinent to the zoning ordinance of the city of Petaluma...”; and

WHEREAS, pursuant to City Council Resolution No. 2017-016 N.C.S. and Section 2.30.030 of the Petaluma Municipal Code, the Historic and Cultural Preservation Committee has adopted on October 10, 2017, Rules and Regulations for the Transaction of Business (Rules and Regulations), attached hereto as Exhibit A; and

WHEREAS, Section 501 of the Rules and Regulations states in part that “Regular meetings of the Committee shall be held on the second Tuesday of every month at 4:00 PM unless otherwise decided by the Committee”; and

WHEREAS, at a regular meeting of the Historic and Cultural Preservation Committee held on May 9, 2023, the Committee consented to agendaizing discussion and deliberating on amending the day of the month on which regular meetings shall be held from the second Tuesday of every month to the first Tuesday of every month at 4:00 PM; and

WHEREAS, holding regular meetings of the Committee on the first Tuesday of the month will contribute to the effective administration of the business of the Historic and Cultural Preservation and eliminate any potential interruption of the administration of the regular business of the Planning Commission for which regular meetings are held on the second Tuesday of the month at 6:00 PM; and

WHEREAS, amending the Rules and Regulations, attached hereto as Exhibit 1, is not a “project” pursuant to the California Environmental Quality Act (“CEQA”) Guidelines Section 15378, as this action amending the day of the month on which regular meetings of the Historic and Cultural Preservation Committee will be held is an administrative action; and

WHEREAS, the Rules and Regulations, which primarily regulates the administrative business of the Committee, do not instruct about how a modification of the Rules should be brought before the Committee; and

WHEREAS, modification of the Rules and Regulations does not require a public hearing because no discretion is required for this decision; and

WHEREAS, the proposed amendment of the Rules and Regulations is brought before the Historic and Cultural Preservation Committee as a Matter for Consideration agenda item; and

WHEREAS, the public was provided notification of this Matter for Consideration through the Regular Meeting agenda published on June 6, 2023; and

WHEREAS, at the June 13, 2023, regular meeting of the Committee, the Historic and Cultural Preservation Committee of the City of Petaluma held a duly noticed public meeting, at which time all interested parties were given full opportunity to be heard and to be present.

NOW, THEREFORE, BE IT RESOLVED, by the Historic and Cultural Preservation Committee of the City of Petaluma as follows:

1. The foregoing recitals are true and accurate and are incorporated into this Resolution as findings.
2. Finds that amending the Rules and Regulations for the Transaction of Business for the Historic and Cultural Preservation Committee, attached hereto as Attachment A, is not a “project” pursuant to the California Environmental Quality Act (“CEQA”) Guidelines Section 15378, as this action amending the start time for the Historic and Cultural Preservation Committee is an administrative action.
3. Section 501 of the Rules and Regulations for the Transaction of Business for the Historic and Cultural Preservation Committee of the City of Petaluma is hereby amended to read as follows (~~striketrough~~ are deletions and ***bold italics*** are additions):

Regular meetings of the Committee shall be held on the ~~second~~ ***first*** Tuesday of every month at 4:00 PM unless otherwise decided by the Committee. New agenda items will not be started after 10:30 PM without a majority vote of those Committee members present. Matters not completed by 11:00 PM will be continued to the next adjourned or regular meeting, unless a majority of Committee members present at the meeting votes to continue the matter past 11:00 PM.

This resolution shall become effective immediately.