

## **Chapter 2.32 BOARDS, COMMITTEES AND COMMISSIONS**

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### **Article I. General Provisions**

**2.32.010 Appointment of special committees.**

All special committees shall be appointed by a majority vote of the City Councilmembers present at the meeting where the appointment is made. (Ord. 1188 § 2, 2019; Ord. 1113 § 1, 2012.)

## **Article II. Planning Commission**

### **2.32.020 Established.**

Pursuant to Government Code Section 65000 et seq. (the "Planning and Zoning Law"), the planning agency of the City is the planning commission, as provided by this article. It shall be served and assisted by a planning department composed of the officers and employees deemed necessary by the City Council to carry out the work of the planning commission. Such officers and employees shall be appointed by the City Manager according to the budget and other authority granted by the City Council. The planning commission may, by resolution, adopt bylaws or rules of order, or both, for the conduct of the meetings. The planning commission shall also serve as the Healdsburg bicycle and pedestrian advisory commission. Its duties shall include review and prioritization of Transportation Development Act Article 3 or other grant funded bicycle and/or pedestrian projects and participation in long-range bicycle and pedestrian planning studies. (Ord. 1188 § 2, 2019; Ord. 1113 § 1, 2012.)

### **2.32.030 Composition and qualifications.**

The composition of the planning commission shall be established by City Council resolution and a majority of the members shall constitute a quorum. All of the members shall reside within the City limits of the City of Healdsburg. Members may not be officers or employees of the City. The presiding member (chair) shall be selected by the commission, which office shall be rotated among the commission annually, no member to serve two or more years at a time. The planning director shall serve as secretary to the commission. (Ord. 1188 § 2, 2019; Ord. 1113 § 1, 2012.)

### **2.32.040 Appointment – Terms.**

Members of the planning commission shall be appointed by a majority of the City Council, each to serve at the will of the City Council up to a term of four years and until a successor is appointed and takes the oath of office. Members may be appointed to successive terms without limitations. (Ord. 1188 § 2, 2019; Ord. 1113 § 1, 2012.)

### **2.32.050 Powers and duties.**

The commission has all powers conferred on it by the laws of the state of California, including the Planning and Zoning Law, and is responsible for implementation of the City's Land Use Code and subdivision ordinance, and shall carry out any other regulatory and advisory duties required by the City Council. The commission shall also act as the hearing body for code enforcement actions as set

forth in Chapter 1.12 HMC relating to enforcement of code violations. The commission shall also act as the historic committee. (Ord. 1188 § 2, 2019; Ord. 1113 § 1, 2012.)

### **Article III. Parks and Recreation Commission**

#### **2.32.060 Established.**

The parks and recreation commission is established for the City and a majority of the members shall constitute a quorum. (Ord. 1188 § 2, 2019; Ord. 1113 § 1, 2012.)

#### **2.32.070 Composition and qualifications.**

The composition and qualifications of the parks and recreation commission shall be established by City Council resolution.

All members of the parks and recreation commission shall serve without compensation. (Ord. 1188 § 2, 2019; Ord. 1113 § 1, 2012.)

#### **2.32.080 Appointment – Terms.**

Members of the parks and recreation commission shall be appointed by a majority of the City Council, each to serve at the will of the City Council up to a term of three years and until a successor is appointed and takes the oath of office. (Ord. 1188 § 2, 2019; Ord. 1113 § 1, 2012.)

#### **2.32.090 Powers and duties.**

The powers and duties of the parks and recreation commission shall be established by City Council resolution. (Ord. 1188 § 2, 2019; Ord. 1113 § 1, 2012.)

#### **2.32.100 Officers of the commission.**

The parks and recreation commission shall appoint from its members a chairperson and vice-chairperson whose terms of office for said positions shall be for one year. (Ord. 1188 § 2, 2019; Ord. 1113 § 1, 2012.)

#### **2.32.110 Meeting protocol.**

The meeting frequency, time, location and protocol of the commission shall be established by City Council resolution. (Ord. 1188 § 2, 2019; Ord. 1113 § 1, 2012.)

### **2.32.120 Secretary to the parks and recreation commission.**

The City Manager shall appoint an officer or an employee of the City who shall act as secretary to the parks and recreation commission and who shall provide clerical assistance. (Ord. 1188 § 2, 2019; Ord. 1113 § 1, 2012.)

### **2.32.130 Reserved.**

(Ord. 1188 § 2, 2019; Ord. 1113 § 1, 2012.)

CITY OF HEALDSBURG

RESOLUTION NO. 16-2022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG ESTABLISHING THE COMPOSITION AND QUALIFICATIONS, APPOINTMENT TERMS, POWERS AND DUTIES, AND MEETING PROTOCOL OF THE PARKS AND RECREATION COMMISSION PURSUANT TO ARTICLE III OF CHAPTER 2.32 OF THE HEALDSBURG MUNICIPAL CODE AND RESCINDING RESOLUTION NO. 34-2019

WHEREAS, establishing the number of positions, qualifications, appointment terms, powers and duties, and meeting protocol for the various City boards, committees and commissions is not required to be accomplished by ordinance; and

WHEREAS, establishing the number of positions, qualifications, appointment terms, powers and duties, and meeting protocol for such boards, committees and commissions by ordinance is unnecessarily cumbersome and time consuming; and

WHEREAS, the City Council has determined that setting the composition, qualifications, appointment terms, powers and duties and meeting protocol of the Parks and Recreation Commission by resolution would expedite the approval of changes in the future; and

WHEREAS, Article III of Chapter 2.32 of the Healdsburg Municipal Code, as revised, allows setting the composition, qualifications, appointment terms, powers and duties, and meeting protocol of the Parks and Recreation Commission by resolution; and

WHEREAS, adoption of this resolution is not a “project” as defined in the California Environmental Quality Act, and therefore, does not require environmental review;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg hereby establishes the composition and qualifications, appointment and terms, powers and duties, and meeting protocol for the Parks and Recreation Commission as follows:

**MEMBERSHIP**

The membership of the Parks and Recreation commission shall consist of seven members. One of the seven members may be designated as a parks and recreation youth commissioner who shall be under the age of 18 or a full-time student under the age of 21. Two of the seven members may reside outside the City limits but must reside at a location that is within the boundaries of the Healdsburg Unified School District. All members of the Parks and Recreation Commission shall serve without compensation.

**TERMS OF OFFICE OF MEMBERS**

All members of the Parks and Recreation Commission shall serve for a three-year term. The first four appointments shall be for a term of two years, and thereafter the terms of those four members shall be for three-year terms. The terms of the other three members shall be for three years from

the initial appointment. Each member shall serve at the pleasure of the Mayor and the City Council until his or her successor is appointed and qualified.

### **VACANCY**

Upon the death, resignation, disability to perform the duties of a member of the Parks and Recreation Commission; or upon the loss of permanent residency from the City and/or the Healdsburg Unified School District; or upon the failure to attend any of the meetings of the Parks and Recreation Commission for three consecutive regular meetings, except in case of illness or for some other unavoidable cause, the City Council shall review and, if found to be appropriate, declare the office of such member vacant and thereupon appoint some qualified person to fill such vacancy for the unexpired term of such member.

### **POWERS AND DUTIES**

The Parks and Recreation Commission shall have the duty of serving in an advisory capacity to the City Council and the Director of Parks and Recreation on policies and programs pertaining to public parks and recreation and shall include:

- A. Identifying and addressing the needs related to the City's parks, school facilities, playgrounds, open space, and recreational facilities.
- B. Advising the City Council and the Director of Parks and Recreation on all matters affecting the City's parks and recreation programs and facilities.
- C. Advising and assisting City boards and commissions, City departments, and private persons on matters affecting the City's parks, school facilities, playgrounds, open space, and recreational facilities.
- D. Improving maintenance of City parks, school facilities, playgrounds, open space, and recreational facilities.
- E. Assisting in the development of a parks and open space master plan.
- F. Developing and maintaining a community activities plan to increase, create, and implement community recreation classes and special interest classes.
- G. Performing such other functions and duties as may be directed by the City Council from time to time.

### **MEETING PROTOCOL**

- A. **Officers of the commission.**

The parks and recreation commission shall appoint from its members a chairperson and vice-chairperson whose terms of office for said positions shall be for one year.

**B. Meetings of the commission.**

The Parks and Recreation Commission shall meet on the second Wednesday of each month at 6:00 p.m., in the City Council chambers of the City of Healdsburg City Hall, at 401 Grove Street, or at such other time and place as the Parks and Recreation Commission may establish from time to time following proper notice. The Parks and Recreation Commission shall hold at least one regular meeting every two months. Special meetings of the Parks and Recreation Commission may be called at any time by the chairperson, or by any four or more members of the Parks and Recreation Commission, by providing notice of said meeting as required by law.

**C. Organization and procedure.**

The Parks and Recreation Commission may adopt such bylaws, not inconsistent with law, as it shall require for the conduct of its meetings and other business. Meetings may be recorded. Meeting minutes shall be signed by the Parks and Recreation Commission chairperson and the secretary appointed to the Parks and Recreation Commission.

**D. Secretary to the Parks and Recreation Commission.**

The City Manager shall appoint an officer or an employee of the City who shall act as secretary to the Parks and Recreation Commission and who shall provide clerical assistance.

PASSED, APPROVED AND ADOPTED, this 7<sup>th</sup> day of February 2022, by the following vote:

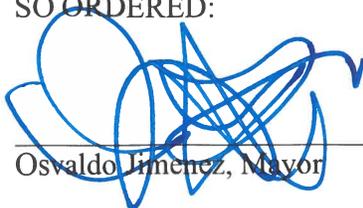
AYES: Councilmembers: (5) Hagele, Kelley, Mitchell, Palacios and Mayor Jimenez

NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (0) None

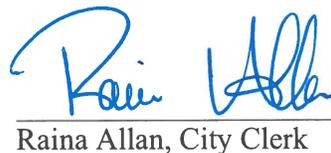
ABSTAINING: Councilmembers: (0) None

SO ORDERED:



Oswaldo Jimenez, Mayor

ATTEST:



Raina Allan, City Clerk

I, RAINA ALLAN, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 16-2022 adopted by the City Council of the City of Healdsburg on the 7th day of February, 2022.

  
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Raina Allan, City Clerk

