



**CITY OF UNION CITY
AGENDA FOR THE REGULAR PLANNING COMMISSION MEETING
ON THURSDAY, APRIL 17, 2025 7:00 PM**

**City Hall- Council Chamber
34009 Alvarado-Niles Road
Union City, CA 94587**

1. CALL TO ORDER:

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL:

**Chairperson Seyi McIelland; Vice Chairperson Ignacio Romero
Commissioners: Jo Ann Lew, Lee Guio, Prairna Gupta Garg
Alternates: Francisco Elizondo**

2. APPROVAL OF MINUTES:

A. Planning Commission minutes for Regular Meeting of March 20, 2025

3. ORAL COMMUNICATIONS:

(This is an opportunity for persons to speak on items not listed on the agenda. According to the California Government code the commission is prohibited from taking any immediate action on an item which does not appear on the agenda.)

4. WRITTEN COMMUNICATIONS:

5. PUBLIC HEARINGS:

A. CONTINUED HEARINGS:

B. NEW HEARINGS:

6. SUPPLEMENTAL STAFF REPORTS:

A. CONTINUED REPORTS:

B. NEW REPORTS:

- 1. Review of Updated Planning Commission Bylaws.**
- 2. Continuation of Discussion Regarding General Plan / Housing Element Annual Progress Reports.**

7. ECONOMIC DEVELOPMENT REPORTS:

8. COMMISSION MATTERS:

- A. Follow-up on Planning Commission referrals to the City Council.**
- B. Upcoming applications for the Regular Planning Commission meeting on May 1, 2025.**

9. GOOD OF THE ORDER:

10. ADJOURNMENT:

A complete agenda packet is available for review at City Hall or on our website www.unioncity.org

Any writings or documents provided to a majority of City Council or Planning Commission members regarding any item on this agenda will be made available for public inspection at the City Clerk's Counter at City Hall, located at 34009 Alvarado-Niles Road, Union City, California, during normal business hours.

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Agenda Item

ATTACHMENTS:

Description		Type
	PCMN-2025-0320	Attachment

**CITY OF UNION CITY
MINUTES FOR THE REGULAR PLANNING COMMISSION MEETING
ON THURSDAY, MARCH 20, 2025 AT 7:04 P.M.
IN THE COUNCIL CHAMBERS OF CITY HALL
34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
AND VIA TELECONFERENCE**

1. CALL TO ORDER

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

PRESENT: Chairperson Seyi Mclelland, Vice Chairperson Ignacio Romero, Commissioners Lee Guio, Jo Ann Lew and Alternate Francisco Elizondo

ABSENT:

STAFF: Carmela Campbell, Director of Economic & Community Development; Natalie Dean, Associate Planner; Juliet Vaughn, City Attorney; Farooq Azim, City Engineer and Tracey Barragan, Administrative Assistant III

2. APPROVAL OF MINUTES

A. Planning Commission minutes for Regular Meeting of February 6, 2025

The regular Planning Commission minutes for February 6, 2025, were accepted as written.

3. ORAL COMMUNICATIONS:

Dr. Salim Niaz, Masjid Al-Huda, stated since it is Ramadan a few people in attendance at the meeting will have to step out and then return and would do so in the least disruptive manner as possible.

Chairperson Mclelland wished everyone a Happy Ramadan.

4. WRITTEN COMMUNICATIONS: None

5. PUBLIC HEARINGS

A. CONTINUED HEARINGS: None

B. NEW HEARINGS

- 1. Mohamed Elshafei of System CTC, on behalf of property owner Masjid Al-Huda; Use Permit (UP-24-003) and Site Development Review (SD-24-006); Mohamed Elshafei of System CTC, on behalf of property owner Masjid Al-Huda, is seeking Use**

Permit (UP-24-003) and Site Development Review (SD-24-006) approvals for the Demolition of an existing 480 square-foot detached accessory structure; 2) construction of 2,091 square-foot addition to an existing 4,287 square-foot building, which will include a new main entry and lobby, new rear entry, two new classrooms, new restrooms; 3) installation of a 1,311 square-foot interior mezzanine; 4) reconfiguration of the parking areas; 5) construction of a new trash enclosure; and 6) upgrades to ADA requirements including construction of two new ADA ramps and parking spaces. The property is located at 3880 Smith Street (APN: 483-0015-016-02) within the Private Industrial (PI) Zoning District. CEQA Determination: Staff is recommending that this project be considered categorically exempt from the California Environmental Quality Act (CEQA), per Section 15301, Class 1, Existing Facilities, of the CEQA Guidelines.

Natalie Dean, Associate Planner, provided a PowerPoint presentation for the Masjid Al-Huda project, Use Permit (UP-24-003) and Site Development Review (SD-24-006), at 3880 Smith Street.

Ms. Dean reported staff received questions from Commissioner Lew regarding the project and a Desk Item was prepared to clarify plan omissions and inconsistencies between the plans and the staff report; provides clarity on the potential to encounter a historic or archaeological resource, and addresses security details in event plans, the undergrounding of overhead utilities and restroom design.

The Desk Item also includes comment letters from the public including a letter from David Liu who expressed concern with traffic and parking issues, impacts to infrastructure, noise/community disturbances and environmental issues; a letter from Shafah Arsala in support of the project and who highlighted the mosque's positive impacts on the community and contributions to creating a safer environment within the area, and a third letter from Lu Tipping who had some questions and expressed some concerns regarding the project.

Ms. Dean recommended the Planning Commission make the required findings, as listed in the staff report, subject to the updated condition of approval included in the Desk Item, and adopt a Resolution confirming this action.

Commissioner Guio understood the structure is a candidate as a historical structure and the property owner can pursue the designation. He asked staff to clarify and asked if more changes can be made to the structure.

Carmela Campbell, Economic & Community Development Director, explained as part of the Historic Report prepared for a project, a determination is made whether or not the building is a historic resource. Ms. Campbell further added that If a determination is made that the building is historic, additions to the building will have to follow the Secretary of Interior standards. She clarified that if the building is determined not to be a historical resource, the Secretary of Interior standards become a moot point. Ms. Campbell added that the building is eligible to be listed as a historic resource but has not been listed. She also stated that Nelson White, Senior Architectural Historian, the historic consultant, was available on-line to respond to any questions.

Commissioner Guio commented on the differences in the apparent size of the parking spaces for each individual vehicle between the two drawings and asked if the parking space sizes were reduced.

Ms. Dean clarified the parking space sizes were increased and reconfigured to extend along the north side of the site and along the building that sits behind the original main structure.

Ms. Campbell explained that changes in the size of the parking spaces were made to meet the City's parking standard of a 9' x 18' space. Ms. Campbell added that four additional parking spaces are also added as part of the project.

Ms. Dean clarified all parking spaces will be 9' x 18' in size.

Commissioner Guio understood the applicant is combining three spaces into one and asked if that will also include a combination of the meters for gas, water and electricity.

Ms. Campbell stated the utilities are connected to the buildings, which will continue to have different addresses and added only the underlying property would be combined with no impacts on utilities.

Vice Chairperson Romero understood there are concerns with the parking based on letters received. He asked about the reason for moving forward with fewer parking spaces.

Ms. Dean advised the site is subject to Assembly Bill (AB) 2097, a new law that prohibits a public agency/city from enforcing parking requirements if the site is developed within a half mile of a major public transit stop. She identified the location of the bus stops, stated the project met the criteria for AB 2097, and added the City cannot enforce its parking requirements.

Vice Chairperson Romero understood the explanation but asked that it be kept in mind that the parking situation will impact the community around the site. He asked if the new trash enclosure will meet the requirements for safe runoff.

Ms. Dean stated the trash enclosure will be required to be designed to meet the City's new standards and will be designed to have runoff move away from the trash enclosure.

Vice Chairperson Romero referenced the parking situation and the depiction showing traffic circulation. He asked if markings will be placed on the ground to indicate the direction of the traffic flow to ensure the community using the mosque adhered to the parking circulation and to ensure there are no accidents.

Ms. Dean noted the applicant is required to comply with the City's standards for aisle width, which is meant for safety and to ensure plenty of room for vehicles to back out of the parking spaces.

Ms. Campbell clarified that arrow markings will be required. She added that the entrance will now be one-way rather than two-way and that the new circulation will improve the traffic flow in and around the site.

Vice Chairperson Romero understood the entrance will now be one-way and he wanted assurance there will be no conflicts that may cause an accident. He asked if there will be any issues for emergency services to reach the new building and whether the area has emergency services equipment that can maneuver.

Ms. Campbell commented that one of the drawings shows the truck turning radii for both emergency vehicles and for trash pickup with adequate room in and around the site. She added if there is a need for an aerial apparatus that it will likely access the site from Watkins and Smith Streets.

Commissioner Lew thanked staff for the Desk Item. She referenced the third letter staff had received late on March 20, 2025 at 5:00 p.m., which included five bullet items. She asked if staff planned to respond to the questions.

Ms. Campbell stated she planned to respond after the completion of questions from the Commission.

Commissioner Lew stated she wanted the questions covered for the record and added she otherwise found the staff report to be well done and again thanked staff for the Desk Item.

Chairperson Mclelland commented it is unclear what the increase in traffic will be, including the number of people who will be at the site as part of the new development. She added she understood Exhibit B listed the times of the various prayers and volume of people that may come, some of which are existing conditions, but she wanted to know how many more people are anticipated with the new building.

Ms. Campbell explained the proposed improvements will not necessarily increase the capacity but support existing uses. She added the restrooms will be expanded, an existing classroom would be demolished and installed in the new building, and a new mezzanine will accommodate women and children in addition to a new lobby area. She added staff did not anticipate an increase in intensity.

Chairperson Mclelland acknowledged the concerns bringing in more vehicles in an already congested area.

Commissioner Guio reported he was a member of a Buddhist Church located in the City of Fremont, which has also gone through an expansion and did not expect to see more people. He expected the same situation for the subject application and that based on the drawings and the parking there will be more parking spaces than before, which will make it better for the neighborhood. He added he is not concerned with the parking, but familiar with the City of Fremont's rules about events, he asked if Union City has similar policies around events.

Ms. Dean clarified any outdoor event will require permits from the Fire Department. She added when submitting a plan for an outdoor event, a number of items will be required including a security plan. She further added whether the Police Department will be notified of the event will be addressed on a case-by-case basis.

As a follow-up, Ms. Campbell referenced Condition 9, which reads: *At least 45 days prior to any outdoor event, applicant/property owner shall submit an event plan for review and approval. Plan shall include: event details (day, time, activities, anticipated attendance, etc.), site plan showing event set-up, details on amplified sound, if proposed, and mitigations to address any off-site noise impacts, parking and traffic controls to minimize impacts on the surrounding neighborhood, location and size of any tents, details regarding any cooking and electrical connections, and any other information required by the City. Depending on event scope, permits may be required, such as a Fire Department Tent Permit or Fire Related Activities Permit.* Ms. Campbell added the City currently did not have a Special Event Permit requirement but it is something the City is working on.

Commissioner Guio asked if there are any recorded issues with special events to date.

Ms. Campbell reported she is unaware of any issues but the correspondence from Mr. Liu did express concern with an increase in events, which may affect the immediate neighborhood. She reiterated she is unaware of any concerns with outdoor activities at the mosque.

Chairperson Mclelland asked how events are being defined.

Ms. Campbell explained the Statement of Use application submitted by the applicant specifically speaks to outdoor events. She added there is not a minimum number of events referenced, but if held outdoors the event will likely be large. She further added the applicant called out how the space will be utilized.

Ms. Campbell highlighted the questions raised by Ms. Tipping in her correspondence. Ms. Campbell stated Ms. Tipping is the owner of the Loyola Building, located at the corner of Smith and Watkins Streets, who raised concerns regarding parking impacts from mosque events on patrons and businesses in the area since parking is limited in the area. Ms. Campbell read into the record the five questions raised in Ms. Tipping's letter, and in response clarified the following:

- The classroom will be utilized during some of the times as indicated in the Statement of Use but the applicant should provide clarity.
- The detached accessory building will be replaced in-kind and the number of parking spaces will not be reduced, rather the applicant will add parking spaces.
- The applicant will have to respond to the inquiry about the possibility of opening the parking lot during events, but she understood any time the facility is in use, the applicant will be able to utilize the parking lot.
- Questions related to the projected time of construction and whether construction vehicles will park in the parking lot will need to be clarified by the applicant and added the Statement of Use includes some information about mitigating construction noise.
- The Old Alvarado Design Guidelines only apply to commercial buildings and what informed the building addition was the existing architecture and the Secretary for the Department of Interior standards for treatments of historic buildings. The City's historic consultant is available online to provide additional feedback.

Chairperson Mclelland asked if any renderings are posted outside the site for the public to view.

Ms. Campbell clarified the City's Ordinance did not require that level of posting on-site but that issue is currently being discussed internally since it will be helpful to the public and may be considered as a future amendment to the City's ordinance.

Chairperson Mclelland suggested it will be important and may put the public at ease if a rendering of the improvements is posted on-site.

PUBLIC HEARING OPENED

Elias Ahmadi, Architectural Project Manager, welcomed any questions regarding the project development.

Commissioner Guio stated he likes the design and the side entry, and he congratulated the applicant on the project.

Vice Chairperson Romero asked if there will be minimal disturbance to the existing façade during construction. He also asked if there will be any impacts to the neighborhood.

Mr. Ahmadi explained as part of the historical analysis that has been prepared and even before that time, the intent is to keep the integrity and architectural elements of the existing building. He added given the historical architectural elements, façade and materials used, the applicants felt it is appropriate to keep that architectural language within the proposed design. He further added efforts will be made to strategically match existing materials and the Historical Report describes the existing building as a Baroque and Mediterranean Revival design and various elements of that design have been included in the proposed development of the lobby and exterior elements including the restrooms.

Vice Chairperson Romero stated he wants the public to know of the efforts to maintain the integrity of the architecture, specifically its historic value, and maintain that as much as possible in the Alvarado Corridor.

Commissioner Lew referenced Page A.01 of the drawings that shows the number of occupants at 98 whereas the drawings refer to just the prayer room. She asked if the 98 occupants will be considered site-wide.

Mr. Ahmadi clarified they will retain the 98 occupants for the interior of the existing building and have not proposed more occupants. He added the mosque is not aiming to expand the number of occupants as part of the project and clarified the restrooms are integral to the plan to facilitate the current occupants moving forward.

Commissioner Lew commented that youth sports activities are listed as one of the uses and she assumed they will be held outdoors. She asked whether the activities will be held on-site or across the street at the park.

Mr. Ahmadi acknowledged there is a beautiful park across the street from the mosque that many community members and youth programs take advantage of. He added there may be some children playing at the exterior in the parking lot, but the mosque has focused on expanding and using the park across the street.

Commissioner Lew recommended, given the number of comments the City already received, that the parking lot not be used for youth activities to avoid safety concerns with the children. She wanted reassurance the children will always be supervised.

Mr. Ahmadi stated as part of the mosque community standards and given the park across the street, he did not anticipate the parking lot being used for any outdoor activities.

Commissioner Lew referenced some of the events listed in the Statement of Use and commented she has seen some mosques use their parking lots for outdoor events where tents were installed and food served for individual gatherings. She asked if there are plans to use the parking lot for such events.

Mr. Ahmadi stated he believed so with such events to be held in accordance with Union City's standards. He added if a use permit is required for such events, the mosque will move forward with that or if a permit is required by the Fire Department, the mosque will meet the requirements and any protocols.

Commissioner Lew asked if Mr. Ahmadi is a member of the church.

Mr. Ahmadi confirmed he is a member of the Masjid Al-Huda “mosque.”

Commissioner Lew referenced Page CE-4 of Exhibit A, and asked for the definition of the acronym shown as “DMA.”

Ms. Campbell clarified DMA refers to Drainage Management Area, which is a component of the C.3 Stormwater Control Plan.

Commissioner Lew referenced Page A.06, Proposed First Floor Plan, and asked given the number of events the mosque will have and the fact there will be children with classrooms and a mix of male and female persons, why there is no place for an employee break room, food storage or space for small appliances.

Mr. Ahmadi identified an existing adjacent building located at the rear of the lot to be used for food storage, administration and operations management offices along with some storage. He referred to Page A.02, Existing Site Plan, to show the main and existing buildings, and clarified the accessory building located on Watkins Street will remain.

Commissioner Lew referenced the proposed new restrooms for men and women as shown on Page A.06. She noted the women’s restroom shows five stalls and the men’s restroom six stalls and three urinals, which she found to be out of balance and asked if that can be modified. She added the size of the women’s restroom is smaller than the men’s restroom, the men’s restroom has a large storage area, and the women’s restroom has no doorway into the storage area.

Mr. Ahmadi acknowledged the concern and suggested that it is something that could be altered and explained that the larger storage area will facilitate the women’s facility with a smaller storage area for the men. He added another door can be added from the inside for the women’s restroom and there is a way to reorganize the layout for both the men’s and women’s restrooms.

Commissioner Lew thanked the applicant for working with the City to make some changes.

Commissioner Elizondo asked if the applicant anticipates a massive influx of enrollees for the new classrooms.

Mr. Ahmadi clarified the classrooms will serve the current occupants. He further clarified the existing site plan has an existing classroom in the accessory building and the plan is to flip the uses with restrooms installed where the existing classrooms are located and the mezzanine will accommodate the classrooms. He did not anticipate a massive influx of new enrollees and at most stated the site will be at capacity.

Chairperson Mclelland understood that while congestion issues may be under control, one of the neighbors to the mosque has expressed concern with parking violations. She asked what can be done to help those neighbors who are concerned with parking violations including blocked driveways.

Mr. Ahmadi explained as Muslims they honor their neighbors to the highest extent, specifically because of the mosque’s location in the community. He added the mosque is aware it can be a nuisance at times but wants to mitigate any nuisances. He further added the mosque has community volunteers who during high traffic periods routinely walk around the neighborhood to see if any cars are double parked or blocking driveways. He clarified that someone else provides active announcements almost as a standard, to advise community members not to block resident

driveways or be a nuisance and added if at some point a nuisance occurs, they will assign a specific person on the operations team to mitigate the issue as much as possible.

Chairperson Mclelland asked how the mosque will address noise and community disturbances and asked how much the number of community events will be increased.

Mr. Ahmadi clarified the number of events will not be increased as stated on the agenda and added the mosque has no plans for extra events or accessory events and typically held events within the schedule they identified. He added if for any reason extra or future events were anticipated, they will follow the City's protocols and ordinances.

Chairperson Mclelland referenced Exhibit B and her understanding that the total number of prayers will be five times a day and that schedule will not change. She added she understood the only change will be the times students are going to the classrooms and asked if the volume of traffic will change at all.

Mr. Ahmadi confirmed the Chair's understanding as correct and stated there will be no change at all in the volume of traffic.

Chairperson Mclelland stated as a result, it should be easier with the improvements, and people should not block residents' driveways.

Mr. Ahmadi confirmed the Chair's understanding.

Chairperson Mclelland commented one of the documents spoke to potential noise for the call to prayer and asked if there are any changes in the proposal for the call to prayer.

Mr. Ahmadi stated there will be no change.

Chairperson Mclelland understood there will be no additional noise other than possibly from an additional event. She also spoke to the use of the park located across the street and asked if someone will walk with the children when crossing the street.

Mr. Ahmadi confirmed that children will be helped to cross the street.

Vice Chairperson Romero asked if the community who will use the park will also ensure it is maintained and cleaned up after use, and that the members will not create any disturbances to the neighborhood and the community around them, which was also confirmed by Mr. Ahmadi.

Commissioner Guio asked about the time period for construction and whether it will impact parking and if the mosque will continue to operate during construction.

Mr. Ahmadi stated based on his experience working with contractors/builders, he planned to work with the contractors/builders as an administrator and schedule work in accordance with the allowable times of building in the early mornings and up to 6:00 p.m. He added construction will also be sequenced to mitigate effects to the parking lot; the parking lot will be reconfigured, which will happen first to create as seamless a build as possible; and when adding the accessory building, one parking space will be taken, but he did not anticipate any impacts to the parking. He further added there is an area parallel to the accessory building where equipment can be stored and hazardous areas blocked off. He clarified typically projects of this size take about six months and considering the characteristics of the construction for the proposed footprint, he anticipates a roughly six-month construction period, if not sooner.

Commissioner Guio reiterated he and his wife are members of a Buddhist Church located in the City of Fremont, which has experienced similar parking issues. He added the church provides communications about events, encourages carpooling, respects its neighbors, and do not park in the neighborhood. He understood the core members of the mosque may be aware of the rules, but visitors may not be as diligent. He further added for any car blocking a driveway, he recommended a license number be taken and an effort be made to have the vehicle moved.

Mr. Ahmadi stated that will definitely be taken into consideration.

Chairperson Mclelland asked the applicant to provide copies of the rendering to the property owner of the opposite building to show good will and to offer comfort to the property owner about the plans. She added she also wants to see the applicant make an effort to reach out to the neighbor who has concerns with vehicles blocking his driveway to ensure that did not happen.

Bilal Lodin, a resident of 3822 Shinglewood Court, Union City, reported his home shares a wall with the mosque. He added he is a member of the mosque, and he highlighted his family's efforts to reside in Union City. He stated being a member of the mosque community has been phenomenal for his family, and he hopes to grow with the community. He added he attends the events identified in the schedule, it had been a positive experience, and as someone who is not native to the Bay Area he has learned about the community. He suggested the mosque is doing things right, has been respectful and welcoming to everyone, and is great with youth offering foundational values to become positive members of the community. He clarified that he and his extended family are impressed with the community, excited about the new plans, and understood the history of the building as a pillar in the community, which he hopes will continue.

Rami Nsour, 31080 Union City Boulevard, Suite 208, Union City, supported the facility improvements for Masjid Al-Huda. He highlighted his background as a Union City resident, reported his children attended Union City schools and he serves as the Executive Director for the Tayba Foundation, that provides educational services for current and formerly incarcerated persons across the nation and whose headquarters have been in Union City since 2014.

Mr. Nsour explained his offices have been moved from the City of Hayward to Union City to be close to the mosque, and other non-profits have done the same including a mental health clinic that operated from 2017 to 2021, and an organization providing Islamic education to women and girls, which has been located in Union City since 2018. He added the mosque, described as a hub for youth, is open at all times for youth of all ages. He further added as the Imam, he has the opportunity to lead services in many mosques across the area with Masjid Al-Huda standing out given its accommodations and programs for youth.

Mr. Nsour described Masjid Al-Huda as diverse adding to the tapestry of diversity in Union City. He added the mosque is more than a place of worship and is also an educational hub. He further added, based on his travel experience, the mosque stands out with its rich educational programs and asked the Planning Commission to approve the project.

Mr. Nsour went on to report that Masjid Al-Huda recently stood out in the background of a CBS News segment on the Tayba Foundation's work with current and formerly incarcerated persons, and reporter Lisa Ling has followed participants to prayers at Masjid Al-Huda.

Jordon Richter, 4523 Queen Anne Drive, Union City, identified himself as Mr. Nsour's neighbor, and a 12-year Union City resident and business owner in Old Alvarado, within walking distance of the mosque. He added he is also a contractor who has provided all of the skateboard programs

for Union City, and his wife is an over 30-year Union City resident. He further added they have experienced the changes in the community and find Old Alvarado Park significantly safer than when his wife attended James Logan High School. He attributed this positive transformation to the mosque's presence and added the growth in local businesses is also a direct result of the vibrant community of the mosque. He stated he strongly supports the development project since it addresses a genuine community need by creating a safe space for residents and an ability to facilitate a safer environment.

Rafay Khawaja, a 25-year Union City resident, stated he owes those operating the mosque, reported he has personally benefitted from the mosque, and suggested it is important to improve oneself as human beings, be good neighbors, be honest and give back to the community. He added his entire family grew up in the Union City school system and has received real augmentation and reinforcement of good values through faith-based organizations and he looked forward to the improvements the team has presented.

Shamsa Reyay, a Union City resident since 2000, raised her children in Union City where the mosque has been a second home for families from as far as Santa Cruz to Sacramento. She added Masjid Al-Huda is the only mosque offering services for all ages with first- and second-generation teachers and mentors and the children are excited to be there for daily prayers. She suggested the mosque will benefit greatly from the expansion.

Jabir Tarin, a local business owner in Union City since 2012, with a business located on Smith Street adjacent to the Post Office, commented his business has been in operation when there were few businesses operating on the street. He stated there was previously a lot of gang violence and criminal activities on Smith Street. He added in 2014, he purchased the lease for property across the street (the old Union City Liquors) and converted it into a pizza shop for a number of years and later sold it to an ice cream shop. He further added the business has been a victim to a lot of the gang violence that has occurred and the presence of the mosque helped to mitigate a lot of the violence away from Old Alvarado and Smith Street. He stated as a business owner, he welcomes the foot traffic which will benefit many of the businesses in the area. He added he understood Ms. Tipping raised some concerns with her building and commented that members of the mosque community patronized her businesses, particularly during the month of Ramadan. He added the community also maintains great relationships with other property owners who initially welcomed the mosque and continue to do so.

Sanaa Subhani, Licensed Clinical Social Worker, Executive Director Wasilah Connections, stated she deeply believes in community and compassion and Wasilah Connections provides mental health support for those navigating life's most difficult challenges. She added the mosque is a partner and lifeline in that mission and for its community members. She stated as a single mother of four and one who has gone through this challenge, there are times she felt overwhelmed and adrift, and the mosque opened its doors to her and her children. She added the mosque became a sanctuary when she needed it the most and added she started Wasilah Connections given her own challenges. She further added the mosque ensures no men, women, children or elder goes without the support needed to survive.

She stated Wasilah Connections, along with Masjid Al-Huda, creates a safe and welcoming space for families and youth to receive the mental health care they urgently need, with the impact having fostered hope, healing and resilience in countless lives. She concluded by saying the mosque improvements are not just a step forward but a vital promise to ensure that no one is left behind, carrying forward a beacon of support.

Ambreen Ansari, a resident of Sierra Padre, near the border of the City of Fremont, commented that her son attends the mosque for studies and described the area where the mosque is located as unique with residential and commercial in a mixed neighborhood. She reported that some residents have No Parking signs on their garages and blocked driveways should not just be blamed on the mosque community since she had seen personally people double parked and patronizing the ice cream shop. She added she is also a Project Manager for Caltrans and acknowledged the concerns the City received but is uncertain how to address everyone together. She suggested placing No Parking signs on garages and residents can contact a tow truck to tow away any vehicles illegally parked. She added she is confident over time this issue will be resolved.

S. Saleem Niazi, 4462 Calypso Terrace, Fremont, identified himself as a Physician at Washington Hospital, which was recently designated as a Trauma Center, and the person the mosque management asks to make announcements that are typically done two to three times a year. He acknowledged there are times when people parked where they should not have but the mosque members are aware of what they need to do. He added he is grateful to be part of the community and looks forward to continuing to work together.

Musa Tariq, San Francisco Bay Area Council on American Islamic Relations (CAIR), urged the Planning Commission to approve the project to help Masjid Al-Huda secure better facilities. He added he and others had the distinct privilege of visiting the mosque and witnessing first-hand its crucial work to serve and enrich the cultural fabric of Union City. He added the project is vital to meet the evolving needs of the Union City Muslim community and the current facilities are insufficient to accommodate worshipers and attendees seeking spiritual and educational services. He further added the improved facilities will allow for more inclusive programming, including youth activities, classes, outreach efforts and more and the upgraded facilities will enable the mosque to enhance its charitable programs, including food drives, support services for those in need and more. He urged the City of Union City to approve the project as it reflects Union City's Muslim community's right to grow and thrive and added this initiative will not only benefit the Muslim community and mosque members but also contribute to the cultural and social enrichment of Union City as a whole.

Farhann Sabit, commented that growing up around the mosque has changed his life and since his family moved to their current location, they have attended the mosque. He stated the teachers have changed his life, and he is uncertain where his life would be if the mosque is not there. He added as a student of James Logan High School, he saw fellow students go down the wrong path but once they attended the mosque, they were going down the right path and keeping clean, which is better for the community. He further added he hoped the City will allow the mosque to expand to allow for more events and benefit the community.

PUBLIC HEARING CLOSED

Commissioner Lew commented the Desk Item includes a condition to be added. She expressed concern about the women's and men's restrooms and the applicant expressed the willingness to make changes. She added she did not want that to fall through the cracks.

Ms. Campbell stated in response she drafted an additional condition for Commission consideration to read as follows:

Plans submitted for building permit review shall show updates to the restrooms to add additional women stalls, increase the storage space, and connect it to the women's restroom.

Ms. Campbell added if the Planning Commission was supportive, the recommendation would need to be updated to acknowledge the Desk Item with the updated condition, as shown in the Desk Item, as well as the additional condition just read into the record.

Commissioner Lew described her experience in the area and the fact she has not seen any problems with parking. She added she was unaware of the gang activity between 2010 and 2015 but recognized there has been changes in Old Alvarado and she found the mosque has always been a well-run organization. She added she is happy the City has opportunities for mosques and churches and acknowledged Old Alvarado includes more churches, which is great for the neighborhood. She stated she is not opposed to the project.

Chairperson Mclelland reported she also has patronized businesses in the area, and she likes the area.

Commissioner Guio added he walks the area several times a week and was aware of one occasion when a lot of cars were parked in the area. He reiterated the Buddhist Temple located in Fremont, of which he was a member, has experienced the same issues with parking. He stated in that case, it turned out some members were blocking some residential areas and as a result, members placed A-frame signs so people in the neighborhood were aware the temple is doing all it can. He asked the applicant to consider placing A-frame signs in the neighborhood. He added the Fremont Buddhist Temple recently had its expansion plans approved by the City of Fremont.

Vice Chairperson Romero acknowledged the members of the community present in the audience in support of the project.

Chairperson Mclelland also commended the speakers for participating before they had broken their fast.

Commissioner Elizondo asked if there have been any complaints about parking and/or violations in the area.

Ms. Campbell is aware of a period of time during the week when there is high attendance and there are concerns with parking. She added if cars are illegally parked, she encourages residents to call the non-emergency police line.

The staff recommendation was read into the record, as follows:

Staff recommends the Planning Commission make the required findings as listed in the staff report, subject to the updated condition of approval included in the Desk Item and the condition read into the record regarding the restrooms and adopt a Resolution confirming this action.

Commissioner Lew moved that the Planning Commission make the required findings as listed in the staff report, subject to the updated condition of approval included in the Desk Item and the condition read into the record regarding the restrooms and adopt a Resolution confirming this action.

Commissioner Guio seconded. A Roll Call vote was taken.

The motion passed 5-0.

Members of Masjid Al-Huda welcomed the Planning Commission to join them for refreshments in recognition of Ramadan.

Juliet Vaughn, City Attorney, identified the 10-day appeal period of a decision by the Planning Commission would need to be made in writing to the City Clerk.

6. SUPPLEMENTAL STAFF REPORTS

A. CONTINUED REPORTS: None

B. NEW REPORTS:

1. Director Campbell to give Updated Attendance Policy and Commission Membership Changes – No Staff Report prepared.

Ms. Campbell highlighted the Updated Attendance Policy and Commission Membership Changes. She reported a memorandum has been distributed by the City Clerk with the updates to the Union City Municipal Code (UCMC), which has been approved by the City Council.

7. ECONOMIC DEVELOPMENT REPORTS: None

8. COMMISSION MATTERS

A. Follow-Up on Planning Commission Referrals to the City Council

Ms. Campbell reported the Accessory Dwelling Unit (ADU) Ordinance that was reviewed by the Planning Commission was introduced by the City Council at its March 11, 2025 meeting. She added the second reading of the ordinance is scheduled for the next City Council meeting.

B. Upcoming Applications for the Regular Planning Commission Meeting on April 3, 2025

Ms. Campbell stated the Planning Commission meeting of April 3, 2025, will include an informational item for the Housing Element and General Plan Annual Progress Reports. She clarified staff will make a presentation to the City Council next week on this item since there is a statutory requirement that the City Council must accept these reports before they can be submitted to the State by the deadline of April 1, 2025. She added staff planned to come to the Planning Commission before the City Council meeting but the timing did not work out.

9. GOOD OF THE ORDER

Commissioner Lew expressed frustration with DocuSign for signing resolutions when she served as the Chair. She added the process has not worked well since sometimes changes did not end up in the resolution of approval.

Ms. Campbell suggested they follow up after the meeting with Chairperson Mclelland and reported staff has been evaluating its internal processes and will do better.

Vice Chairperson Romero thanked Ms. Campbell and Ms. Barragan for preparing everything for attendance at the Planning Commissioners Academy. He added a lot of good information came out of the sessions, specifically understanding how the rest of the State did business and where

Union City falls in the mix. He also welcomed Commissioner Elizondo to the Planning Commission.

Commissioner Guio also reported on his attendance at the Planning Commissioners Academy and expressed concern the State continues to pull decisions away from cities in an effort to increase density and housing. He too thanked the City for helping Commissioners to improve. He reiterated the Buddhist Temple he attends recently went through an expansion approval in the City of Fremont.





Ms. Campbell announced Commissioner Sandhu is no longer a member of the Planning Commission and added there will be a staff report in the next City Council packet with a recommendation for Mayor Singh to appoint current Alternate Purnima Gupta Garg to the position, which means an Alternate position will open up. She added staff has reached out to the City Clerk to determine when the recruitment will commence.

10. ADJOURNMENT: 8:55 P.M.



Agenda Item

ATTACHMENTS:

Description		Type
	Staff Report	Staff Report
	Exhibit A - (Clean) Draft Amendments	Exhibit
	Exhibit B - (Redlines) Draft Amendments	Exhibit
	Presentation	Attachment



Agenda Item

DATE: APRIL 17, 2025

TO: PLANNING COMMISSION

FROM: CARMELA CAMPBELL, ECONOMIC AND COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: AMENDMENTS TO PLANNING COMMISSION BYLAWS

Staff recommends that the Planning Commission accept the report and provide feedback on the draft amendments to the Planning Commission Bylaws. Consistent with Planning Commission Bylaw Article XIII, Staff is submitting the draft amendments for Commission's consideration; however, no action will be taken at this meeting. The draft amendments are shown in Exhibit A.

I. BACKGROUND

The City Clerk has requested that all City commissions review their bylaws and make amendments to them to ensure consistency with current practices and coordination with the Municipal Code, Commission Norms and State law. The Planning Commission Bylaws were last updated in 2016.

II. DISCUSSION

Staff is submitting the draft amendments for the Commission's consideration; however, no action will be taken at this meeting consistent with Planning Commission Bylaw Article XIII. The Planning Commission must take action on the amendments at a subsequent meeting. A clean version of the draft amendments is attached and labeled Exhibit A, and a redlined version is attached and labeled Exhibit B.

A high-level summary of these updates is included below.

Section 3.03 - Special Meetings

The draft amendments simplify wording and remove outdated references.

Section 4.01 – Elections

The draft amendments reflect current practice and align with requirements in the Municipal Code regarding partial terms.

Section 4.02 – Secretary

The draft amendments clarify that the Economic and Community Development Director is the Secretary of the Planning Commission.

Section 5.02 - Attendance Standards

The draft amendments align this section with the requirements in the Municipal Code.

Section 9.08 – Conflicts of Interest

The draft amendments clarify and align the language with the Municipal Code and state law requirements.

Section 10.02 – Manner of Addressing the Commission - Time Limit

The draft amendments clarify the time limits for the public addressing the Commission.

Article IX – Other governing documents

The draft amendments add Article IX with Sections 14.00 – Commission Norms and Guidelines and 14.01 – Union City Municipal Code to clarify other documents that govern the Planning Commission and if conflicts between the documents occur which document would supersede.

Next Steps

Staff will incorporate the feedback received from the Planning Commission and will bring the amendments to a subsequent meeting for the Planning Commission to take action on the proposed amendments.

III. RECOMMENDATION

Staff recommends that the Planning Commission accept the report and provide feedback on the draft amendments to the Planning Commission Bylaws

Prepared by

Brandon H DeLucas, Contract Senior Planner

Attachments

Exhibit A: Draft Amendments (Clean Version)

Exhibit B: Draft Amendments (Redlined Version)

CITY OF UNION CITY
PLANNING COMMISSION BYLAWS

ARTICLE I
NAME

SECTION 1.00 NAME

The name of this Commission shall be the Planning Commission of the City of Union City, hereinafter referred to as “Commission”, as fixed by Ordinance No. 56-64 of the City of Union City, creating this Commission until changed by the City Council of the City of Union City, by Ordinance or Resolution.

ARTICLE II
DUTIES

SECTION 2.00 DUTIES

This Commission shall perform any duties imposed upon it by Ordinance, Resolution, or special request of the City Council of the City of Union City in addition to all duties imposed by applicable state and federal law.

ARTICLE III
MEETINGS

SECTION 3.00 TIME

The regular meetings of the Planning Commission shall be on the first and third Thursdays of each month. The time of said meetings shall be 7:00 p.m., except, however, that when the day fixed for any regular meeting of the Commission falls on a day designated by law as a legal or national holiday, or Christmas Eve or New Year’s Eve, such meeting shall be automatically adjourned to the next regular meeting which does not fall on a legal holiday.

It is the policy of the Planning Commission to conclude discussions at the hour of midnight. In order to facilitate this schedule, the Planning Commission shall not discuss any new agenda items, except oral communications, after the midnight hour. It may, however, conclude discussion beyond the hour of midnight on any item which was commenced before midnight. Any remaining business will be continued to the next regularly scheduled meeting of the Planning Commission or to an adjourned meeting if the agenda load warrants such an additional meeting.

SECTION 3.01 PLACE

All regular meetings of the Commission shall be held in the Council Chambers of City Hall, 34009 Alvarado-Niles Road, Union City, California.

SECTION 3.02 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. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, or in the absence of agenda items, the secretary may declare the meeting adjourned to a stated time and place and he/she shall cause a written notice of the adjournment to be given in the same manner as provided in Section 3.03 for special meetings, unless such notice is waived as provided for special meetings.

A copy of the order of notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special, or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by the bylaws or other rule.

SECTION 3.03 SPECIAL MEETINGS

A special meeting may be called at any time by the Chairperson of the Commission or by a majority of the members of the Commission whenever the business of the Commission shall so require, by delivering personally or by mail a written notice to the Commission and any other noticing required by State law at least 24 hours in advance of such meeting. The call and notice shall specify the time and the place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Commission. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes has filed with the Secretary of the Commission a written waiver of notice. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

ARTICLE IV **OFFICERS**

SECTION 4.00 OFFICERS

The officers of the Commission shall consist of a Chairperson, a Vice-Chairperson, and a Secretary.

SECTION 4.01 ELECTION

The offices of Chairperson and Vice Chairperson shall be elective and persons so elected shall serve for a term of one year or until their successor is elected. Elections shall be held at the first meeting in January of each year. No person shall hold the office of Chairperson for more than two consecutive years. In the event a person is appointed to a partial term to complete a term of a vacancy, such partial term shall not count as a full term. Commissioners that have served 2 full consecutive terms cannot be eligible for reelection until a two-year break in service has occurred.

SECTION 4.02 SECRETARY

The Secretary shall be the Economic and Community Development Director of the City of Union City and shall not be a member of the Commission entitled to vote.

It shall be the duty of the Secretary to keep a record of all meetings of the Commission, to accept in the name of the Commission documents and correspondence addressed to it, and to present all such correspondence to the Commission.

SECTION 4.03 CHAIRPERSON

It shall be the duty of the Chairperson to preside over all meetings of the Commission and he/she shall have the right to vote on all questions. He/she shall see that the laws of the City, pertaining to activities of the Commission and the rulings of the Commission are faithfully executed. He/she shall sign all documents on behalf of the Commission after the same have been approved by the Commission and shall perform such other duties as may be imposed upon him/her by the Commission.

SECTION 4.04 VICE CHAIRPERSON

It shall be the duty of the Vice-Chairperson to perform all of the duties of the Chairperson, in the absence of the Chairperson, with the same force and effect as if performed by the Chairperson.

SECTION 4.05 CHAIRPERSON PRO TEM

If both the Chairperson and the Vice-Chairperson are absent, the Commission shall select a Chairperson Pro Tem, who shall perform all the duties of the Chairperson.

SECTION 4.06 SECRETARY PRO TEM

In the absence of the Secretary, the Chairperson may appoint a Secretary Pro Tem, other than a member of the Commission.

ARTICLE V
QUORUMS

SECTION 5.00 QUORUMS

Three (3) members of the Commission shall constitute a quorum for the purpose of conducting business.

SECTION 5.01 ABSENCE OF QUORUM

In the absence of a quorum, the members present shall adjourn to an agreed upon time and place or adjourn to the next regular meeting.

SECTION 5.02 ATTENDANCE STANDARDS

A. Commissioners shall attend all regular and special meetings of the Commission as scheduled to avoid being marked absent. Alternates shall attend these meetings when notified.

B. Should any Commissioner fail to attend three (3) consecutive Commission meetings without a valid excuse, or fail to attend at least 75% of all scheduled Commission meetings in any twelve (12) month period, their seat shall be considered vacated and the Mayor shall appoint an Alternate to the vacated Commission seat.

C. Should any Alternate fail to respond to three (3) consecutive calls to attend a Commission meeting, their seat shall be considered vacated and the Mayor shall nominate an Alternate to the vacated Commission seat.

D. Should an Alternate not be available to fill a vacancy, the Mayor shall appoint a replacement Commissioner in accordance with Municipal Code Section 2.24.030.

E. A commissioner or alternate is determined to be "absent" unless they have been granted an excused absence.

F. The following reasons shall be considered valid excuses for failing to attend a Commission meeting:

1. Serious illness and/or injury of the Commissioner and/or their immediate family;
2. Death in the family
3. Employment conditions requiring travel outside the Bay Area, evening meetings, etc.;
4. Lack of transportation to the meeting;
5. Previously scheduled vacation or travel.

G. Commissioners and alternates who are unable to attend a meeting for one of the reasons listed in subsection F shall be required to notify the Planning Commission Recording Secretary no later than 24 hours of the meeting regarding their inability to attend for the reasons specified in subsections F.1 and F.2 below and no later than 72 hours of the meeting for the reasons specified in subsections F.3, F.4 and F.5..

ARTICLE VI **AGENDA**

SECTION 6.00 AGENDA

All reports, communications, documents, or other matters to be submitted to the Commission shall be delivered to the Secretary as far in advance of each regular Commission meeting as time for preparation will permit. The Secretary shall arrange a list of the matters to be brought before the Commission according to the order of business and further each member of the Commission with a copy of the Agenda five (5) days in advance of the regular meeting. No matter may be considered by the Commission other than those matters on the Agenda, without the consent of a majority of the Commission present at the meeting and as authorized by law.

ARTICLE VII **ORDER OF BUSINESS**

SECTION 7.00 ORDER OF BUSINESS

All meetings of the Commission shall be open to the public and all persons shall be permitted to attend any meeting of the Commission. Promptly at the hour set by law on the day of each regular meeting, the members of the Commission, and the Secretary shall take their regular places in the Council Chambers and the business of the Commission shall be taken up for consideration and disposition in the following order:

- I. ROLL CALL:
- II. APPROVAL OF MINUTES:
- III. ORAL COMMUNICATIONS:
- IV. WRITTEN COMMUNICATIONS:
- V. PUBLIC HEARINGS:
- VI. SUPPLEMENTAL STAFF REPORTS:
- VII. ECONOMIC DEVELOPMENT REPORTS
- VIII. COMMISSION MATTERS
- IX. GOOD OF THE ORDER:
- X. ADJOURNMENT:

The regular order of business may be suspended by a majority of the members present.

ARTICLE VIII
PROCEDURAL RULES FOR THE CONDUCT OF PUBLIC HEARINGS

SECTION 8.00 APPEARANCES

Any person who signs a petition or application, enters an appearance at a hearing, or transacts any business with the Commission by such act represents that he/she is authorized to do so and agrees to comply with the laws of the State; to maintain the respect due the Commission and its Staff; and never to mislead the Commission or its staff by any artifice or false statement of fact or law.

SECTION 8.01 ATTORNEY VERIFICATION

The attorney may sign and verify a petition, application, or other document when the real party in interest is for some reason unable to sign and verify. The reason for such action shall be set forth in an affidavit by such attorney. All other persons appearing on behalf of the owner or applicant shall present a power of attorney indicating his/her authority to act in behalf of owner or applicant.

SECTION 8.02 EXHIBITS

All exhibits filed in connection with any pending matter become the property of the Commission and may be disposed of as the Chairperson shall direct.

SECTION 8.03 INTERVENTION

It shall be the policy of the Commission to entertain formally the opinions of any person, firm, or corporation relative to any pending matter. Such parties may intervene in any proceedings in accordance with these rules.

SECTION 8.04 ORDER OF PRESENTATION

A. In all matters, it shall be the policy of the Commission that its consultant and/or Staff shall have the right to open and close. The applicant shall be next in order and shall present his/her evidence subject to examination by the commissioners, or by such other parties as the Chairperson shall direct. Intervening parties shall then present their evidence subject to examination as provided for herein.

B. Unless the Chairperson directs otherwise, the chronological order of testimony shall be as follows:

1. The Chairperson shall identify the matter and announce whether or not it is a public hearing.
2. The Chairperson shall invite the Staff to report.

3. The Staff shall give its report to the Commission, and entertain any clarifying questions on the staff presentation that the Commissioners may have.
4. If the item is a public hearing, the Chairperson shall open the public hearing at this time.
5. The Chairperson shall invite the applicant to speak.
6. If present, the applicant shall present his evidence, subject to examination by the Commissioners.
7. The Chairperson shall invite any witnesses who desires to speak on behalf of the applicant to do so, subject to examination by the Commissioners.
8. The Chairperson shall then invite any person desiring to present evidence in opposition to the applicant, subject to examination by the Commissioners.
9. The Chairperson shall invite the applicant to rebut any evidence presented to the Commission in opposition to the applicant.
10. The Chairperson shall invite further staff comments as hereinabove provided.
11. Subject to the provisions of the applicable ordinance, if the matter is a public hearing, the Commission may in its discretion, continue the matter for further hearing or action, close the hearing, or continue the matter for decision.
12. Discussion by the Commission.
13. Commission action.

SECTION 8.05 NUMBER OF WITNESSES

To avoid unnecessary cumulative evidence, the Chairperson may limit the number of witnesses or the time of testimony on any particular issue.

SECTION 8.06 TIME LIMITS

Unless further time is granted by a majority of the Commission present, on motion, any party except Staff, addressing the Commission shall limit his/her address to five (5) minutes. All remarks shall be addressed to the Commission as a body and not to any member thereof, nor to Staff.

SECTION 8.07 RULES OF EVIDENCE OR PROCEDURE

Formal rules of evidence or procedure which must be followed in court shall not be applied in hearings before the Commission. However, the substantial rights of the parties shall be preserved. No action, inaction or recommendation regarding any matter before the Commission shall be held void or invalid or be set aside by any Court on the ground of the improper omission or rejection of evidence, unless after an examination of the entire case, including the evidence, a court of competent jurisdiction shall be of the opinion that the error complained of was prejudicial

and that by reason of such error the party complaining or appealing sustained or suffered substantial injury and that a different result would have been probable if such error had not occurred or existed. There shall be no presumption that error is prejudicial or that injury was done if error is shown.

SECTION 8.08 ADMISSIBILITY OF EVIDENCE

The Chairperson shall rule on the admissibility of all evidence upon objection being made thereto. Such rulings may be referred to the Commission for review and final determination by majority vote.

SECTION 8.09 OBJECTIONS TO ADMISSIBILITY

When objections are made to the admission and exclusion of evidence, the ground relied upon shall be stated briefly.

SECTION 8.10 PREPARED TESTIMONY

A witness may read into the record prepared testimony on direct examination or the Chairperson may direct that such statement be incorporated into the record without reading where such action is indicated in the interests of time.

SECTION 8.11 ORAL ARGUMENT

Upon the Chairperson consenting, parties may offer oral argument as part of their testimony at the time indicated.

SECTION 8.12 STAFF REPORTS

Reports by Commission consultants or staff shall be considered a part of the official record of the proceedings to which they relate.

ARTICLE IX
RULES OF DEBATE

SECTION 9.00 PRESIDING OFFICER MAY DEBATE AND VOTE, ETC.

The Chairperson may move, second, and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Commissioner by reason of his/her acting as the Presiding Officer.

SECTION 9.01 GETTING THE FLOOR – IMPROPER REFERENCES TO BE AVOIDED

Every member desiring to speak shall address the Chair, and upon recognition by the Presiding Officer, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.

SECTION 9.02 INTERRUPTIONS

A member, once recognized, shall not be interrupted when speaking unless it be to call him/her to order, or as herein otherwise provided. If a member, while speaking, is called to order he/she shall cease speaking until the question of order be determined by the Commission and, if in order, he/she shall be permitted to proceed.

SECTION 9.03 PRIVILEGE OF CLOSING DEBATE

The Commissioner moving the adoption of an action shall have the privilege of closing the debate.

SECTION 9.04 MOTION TO RECONSIDER

A motion to reconsider any action taken by the Commission may be made only at the meeting at which the original action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session thereof. Such motion must be made by one of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions, or while a member has the floor it shall be debatable. Nothing herein shall be construed to prevent any member of the Commission from making or remaking the same or any other motion at a subsequent meeting of the Commission.

SECTION 9.05 REMARKS OF COMMISSIONERS WHEN ENTERED IN

MINUTES

A member of the Commission may request, through the Presiding Officer, the privilege of having an abstract of his/her statement on any subject under consideration by the

Commission entered in the Minutes. If the Commission consents thereto, such statement shall be entered in the Minutes.

SECTION 9.06 SYNOPSIS OF DEBATE WHEN ENTERED IN MINUTES

The Secretary may be directed by the Presiding Officer, with consent of the Commission, to enter in the minutes a synopsis of the discussion on any question coming regularly before the Commission.

SECTION 9.07 HEARING EVIDENCE BEFORE VOTING

No member of the Commission shall vote on any business item unless he/she shall have been present at the meeting during the entire time that evidence pertaining to such item was presented.

SECTION 9.08 CONFLICTS OF INTEREST

The Government Code of the State of California requires that designated commissioners file a Form 700 Statement of Economic Interests in which they disclose specified financial interests. The Union City Conflict of Interest Code specifies each commission that is subject to this requirement and the interests that must be disclosed. If any member of the Commission believes that he/she must disqualify himself/herself from participation in the consideration of any item of business on the Commission Agenda due to a conflict of interest, he/she shall state prior to the consideration of such matter by the Commission that he/she is disqualifying himself/herself due to a conflict of interest and shall give the reasons therefor. Said statement of disqualification and said reasons therefor shall be entered into the record. In accordance with the Brown Act, the Commissioner shall leave the room.

ARTICLE X **ADDRESSING THE COMMISSION**

SECTION 10.00 PERMISSION OF COMMISSION

Any person desiring to address the Commission may do so at the time designated on the Agenda as “Public Hearings”, pursuant to Article VIII hereof, and “Oral Communications”, after being first recognized by the Presiding Officer. Any person desiring to address the Commission at the time other than that designated as “Public Hearings” and “Oral Communications” may do so only after first securing permission from the Chairperson.

SECTION 10.01 ADDRESSING THE COMMISSION AFTER MOTION

MADE

After a motion is made by the Commission, no person shall address the Commission without first securing the permission of a majority of the Commission present to do so.

SECTION 10.02 MANNER OF ADDRESSING COMMISSION – TIME

LIMIT

Each person addressing the Commission shall stand, give his name and address in an audible tone of voice for the record, and unless further time is granted by a majority of the Commission present, shall limit his/her address to five (5) minutes unless less or more time is granted per Section 8.05 and 8.06. All remarks shall be addressed to the Commission as a body and not to any member thereof. No person, other than the Commission and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Commission, without the permission of the Presiding Officer. No question shall be asked to a Commissioner or Commission Staff, except through the Presiding Officer.

ARTICLE XI
VOTING

SECTION 11.00 SILENCE CONSTITUTES AFFIRMATIVE VOTE

On a voice vote, unless a member of the Commission states that he/she is not voting, his/her silence shall be recorded as an affirmative vote. On a roll call vote, unless a member of the Commission states that he/she is not voting, he/she shall vote “aye” or “no”.

ARTICLE XII
DECORUM

SECTION 12.00 BY COMMISSION MEMBERS

While the Commission is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay nor interrupt the proceedings or the peace of the Commission nor disturb any member while speaking or refuse to obey the orders of the Commission or its Presiding Officer, except as otherwise herein provided.

SECTION 12.01 BY PERSONS

Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous while addressing the Commission or otherwise, shall be forthwith, by the Presiding Officer, barred from further audience before the Commission unless permission to continue be granted by a majority vote of the Commission.

ARTICLE XIII
AMENDMENTS

SECTION 13.00 AMENDMENTS

These Bylaws may be amended, revised, or repealed by the affirmative vote of three (3) members of the Commission. Proposed amendments, revisions, or repeal must be submitted at a regular meeting of the Commission and may not then be voted upon until the next regular meeting.

ARTICLE IX
OTHER GOVERNING DOCUMENTS

SECTION 14.00 COMMISSION NORMS AND GUIDELINES

Commissioners shall abide by the “City of Union City Commission Norms and Guidelines for Boards, Commissions, and Committees” (Commission Norms and Guidelines), as may be amended from time to time. In the event of a conflict between the Commission Norms and Guidelines and the Planning Commission bylaws, the Commission Norms and Guidelines shall prevail.

SECTION 14.01 UNION CITY MUNICIPAL CODE

Commissioners shall abide by the requirements of the Union City Municipal Code, as may be amended from time to time. In the event of a conflict between the Union City Municipal Code and the Planning Commission bylaws, the Union City Municipal Code shall prevail.

CITY OF UNION CITY
PLANNING COMMISSION ~~BY-LAWS~~BYLAWS

ARTICLE I
NAME

SECTION 1.00 NAME

The name of this Commission shall be the Planning Commission of the City of Union City, hereinafter referred to as “Commission”, as fixed by Ordinance No. 56-64 of the City of Union City, creating this Commission until changed by the City Council of the City of Union City, by Ordinance or Resolution.

ARTICLE II
DUTIES

SECTION 2.00 DUTIES

This Commission shall perform any duties imposed upon it by Ordinance, Resolution, or special request of the City Council of the City of Union City in addition to all duties imposed by applicable state and federal law.

ARTICLE III
MEETINGS

SECTION 3.00 TIME

The regular meetings of the Planning Commission shall be on the first and third Thursdays of each month. The time of said meetings shall be 7:00 p.m., except, however, that when the day fixed for any regular meeting of the Commission falls on a day designated by law as a legal or national holiday, or Christmas Eve or New Year’s Eve, such meeting shall be automatically adjourned to the next regular meeting which does not fall on a legal holiday.

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A copy of the order of notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special, or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by the By-Laws ~~laws~~ or other rule.

SECTION 3.03 SPECIAL MEETINGS

A special meeting may be called at any time by the Chairperson of the Commission or by a majority of the members of the Commission whenever the business of the Commission shall so require, by delivering personally or by mail a written notice to the Commission and any other noticing required by State law at least 24 hours in advance of such meeting. ~~and to each local newspaper of general circulation, radio, or television station requesting notice in writing. Such notice must be delivered personally by mail at least 24 hours before the time of such meeting as specified in the notice.~~ The call and notice shall specify the time and the place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Commission. Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes has filed with the Secretary of the Commission a written waiver of notice. ~~—Such waiver may be given by telegram.~~ Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

ARTICLE IV **OFFICERS**

SECTION 4.00 OFFICERS

The officers of the Commission shall consist of a Chairperson, a Vice-Chairperson, and a Secretary.

SECTION 4.01 ELECTION

The offices of Chairperson and Vice Chairperson shall be elective and persons so elected shall serve for a term of one year or until their successor is elected. Elections shall be held at the first meeting in ~~November~~ January of each year. No person shall hold the office of Chairperson for more than two consecutive years. In the event a person is appointed to a partial term to complete a term of a vacancy, such partial term shall not count as a full term. Commissioners that have served 2 full consecutive terms cannot be eligible for reelection until a two-year break in service has occurred.

SECTION 4.02 SECRETARY

The Secretary shall be ~~a~~ the Economic and Community Development Director ~~department head of the staff~~ of the City of Union City ~~assigned to assisting the Commission~~ and shall not be a member of the Commission entitled to vote.

It shall be the duty of the Secretary to keep a record of all meetings of the Commission, to accept in the name of the Commission documents and correspondence addressed to it, and to present all such correspondence to the Commission.

SECTION 4.03 CHAIRPERSON

It shall be the duty of the Chairperson to preside over all meetings of the Commission and he/she shall have the right to vote on all questions. He/she shall see that the laws of the City, pertaining to activities of the Commission and the rulings of the Commission are faithfully executed. He/she shall sign all documents on behalf of the Commission after the same have been approved by the Commission and shall perform such other duties as may be imposed upon him/her by the Commission.

SECTION 4.04 VICE CHAIRPERSON

It shall be the duty of the Vice-Chairperson to perform all of the duties of the Chairperson, in the absence of the Chairperson, with the same force and effect as if performed by the Chairperson.

SECTION 4.05 CHAIRPERSON PRO TEM

If both the Chairperson and the Vice-Chairperson are absent, the Commission shall select a Chairperson Pro Tem, who shall perform all the duties of the Chairperson.

SECTION 4.06 SECRETARY PRO TEM

In the absence of the Secretary, the Chairperson may appoint a Secretary Pro Tem,

other than a member of the Commission.

ARTICLE V **QUORUMS**

SECTION 5.00 QUORUMS

Three (3) members of the Commission shall constitute a quorum for the purpose of conducting business.

SECTION 5.01 ABSENCE OF QUORUM

In the absence of a quorum, the members present shall adjourn to an agreed upon time and place or adjourn to the next regular meeting.

SECTION 5.02 ATTENDANCE STANDARDS

A. Commissioners shall attend ~~the all~~ regular and special meetings of the Commission as scheduled to avoid being marked absent. Alternates shall attend these meetings when notified.

B. Should any Commissioner fail to attend three (3) consecutive Commission meetings without a valid excuse, or fail to attend at least 75% of all scheduled Commission meetings in any twelve (12) month period, their seat shall be considered vacated and the Mayor shall appoint an Alternate to the vacated Commission seat.

C. Should any Alternate fail to respond to three (3) consecutive calls to attend a Commission meeting, their seat shall be considered vacated and the Mayor shall nominate an Alternate to the vacated Commission seat.

D. Should an Alternate not be available to fill a vacancy, the Mayor shall appoint a replacement Commissioner in accordance with Municipal Code Section 2.24.030.

E. A commissioner or alternate is determined to be "absent" unless they have been granted an excused absence. Commissioners and Alternates who are unable to attend a Commission meeting for one of the reasons listed below shall be required to notify the Recording Secretary for the Commission in accordance with the procedure adopted herein.

F. The following reasons shall be considered valid excuses for failing to attend a Commission meeting:

1. Serious illness and/or injury of the Commissioner and/or their immediate family;
2. Death in the family
3. Employment conditions requiring travel outside the Bay Area, evening meetings, etc.;
4. Lack of transportation to the meeting;

5. Previously scheduled vacation or travel.;

~~Training or conferences provided by the City.~~

G. ~~Commissioners and alternates who are unable to attend a meeting for one of the reasons listed in subsection F shall be required to notify the Planning Commission Recording Secretary no later than 24 hours of the meeting regarding their inability to attend for the reasons specified in subsections F.1 and F.2 below and no later than 72 hours of the meeting for the reasons specified in subsections F.3, F.4 and F.5. Commissioner's are required to give forty-eight (48) hours prior notice of their absence by contacting the Recording Secretary of the Commission or his designated representative with a valid excuse, unless an emergency has arisen that prevents such prior notice.~~

ARTICLE VI
AGENDA

SECTION 6.00 AGENDA

All reports, communications, documents, or other matters to be submitted to the Commission shall be delivered to the Secretary as far in advance of each regular Commission meeting as time for preparation will permit. The Secretary shall arrange a list of the matters to be brought before the Commission according to the order of business and further each member of the Commission with a copy of the Agenda five (5) days in advance of the regular meeting. No matter may be considered by the Commission other than those matters on the Agenda, without the consent of a majority of the Commission present at the meeting and as authorized by law.

ARTICLE VII
ORDER OF BUSINESS

SECTION 7.00 ORDER OF BUSINESS

All meetings of the Commission shall be open to the public and all persons shall be permitted to attend any meeting of the Commission. Promptly at the hour set by law on the day of each regular meeting, the members of the Commission, and the Secretary shall take their regular places in the Council Chambers and the business of the Commission shall be taken up for consideration and disposition in the following order:

- I. ROLL CALL:
- II. APPROVAL OF MINUTES:
- III. ORAL COMMUNICATIONS:
- IV. WRITTEN COMMUNICATIONS:
- V. PUBLIC HEARINGS:
- VI. SUPPLEMENTAL STAFF REPORTS:
- VII. ECONOMIC DEVELOPMENT REPORTS

VIII. COMMISSION MATTERS

IX. GOOD OF THE ORDER:

X. ADJOURNMENT:

The regular order of business may be suspended by a majority of the members present.

ARTICLE VIII
PROCEDURAL RULES FOR THE CONDUCT OF PUBLIC HEARINGS

SECTION 8.00 APPEARANCES

Any person who signs a petition or application, enters an appearance at a hearing, or transacts any business with the Commission by such act represents that he/she is authorized to do so and agrees to comply with the laws of the State; to maintain the respect due the Commission and its Staff; and never to mislead the Commission or its staff by any artifice or false statement of fact or law.

SECTION 8.01 ATTORNEY VERIFICATION

The attorney may sign and verify a petition, application, or other document when the real party in interest is for some reason unable to sign and verify. The reason for such action shall be set forth in an affidavit by such attorney. All other persons appearing on behalf of the owner or applicant shall present a power of attorney indicating his/her authority to act in behalf of owner or applicant.

SECTION 8.02 EXHIBITS

All exhibits filed in connection with any pending matter become the property of the Commission and may be disposed of as the Chairperson shall direct.

SECTION 8.03 INTERVENTION

It shall be the policy of the Commission to entertain formally the opinions of any person, firm, or corporation relative to any pending matter. Such parties may intervene in any proceedings in accordance with these rules.

SECTION 8.04 ORDER OF PRESENTATION

A. In all matters, it shall be the policy of the Commission that its consultant and/or Staff shall have the right to open and close. The applicant shall be next in order and shall present his/her evidence subject to examination by the commissioners, or by such other parties as the Chairperson shall direct. Intervening parties shall then present their evidence subject to examination as provided for herein.

B. Unless the Chairperson directs otherwise, the chronological order of testimony shall be as follows:

1. The Chairperson shall identify the matter and announce whether or not it

is a public hearing.

2. The Chairperson shall invite the Staff to report.
3. The Staff shall give its report to the Commission, and entertain any clarifying questions on the staff presentation that the Commissioners may have.
4. If the item is a public hearing, the Chairperson shall open the public hearing at this time.
5. The Chairperson shall invite the applicant to speak.
6. If present, the applicant shall present his evidence, subject to examination by the Commissioners.
7. The Chairperson shall invite any witnesses who desires to speak on behalf of the applicant to do so, subject to examination by the Commissioners.
8. The Chairperson shall then invite any person desiring to present evidence in opposition to the applicant, subject to examination by the Commissioners.
9. The Chairperson shall invite the applicant to rebut any evidence presented to the Commission in opposition to the applicant.
10. The Chairperson shall invite further staff comments as hereinabove provided.
11. Subject to the provisions of the applicable ordinance, if the matter is a public hearing, the Commission may in its discretion, continue the matter for further hearing or action, close the hearing, or continue the matter for decision.
12. Discussion by the Commission.
13. Commission action.

SECTION 8.05 NUMBER OF WITNESSES

To avoid unnecessary cumulative evidence, the Chairperson may limit the number of witnesses or the time of testimony on any particular issue.

SECTION 8.06 TIME LIMITS

Unless further time is granted by a majority of the Commission present, on motion, any party except Staff, addressing the Commission shall limit his/her address to five (5) minutes. All remarks shall be addressed to the Commission as a body and not to any member thereof, nor to Staff.

SECTION 8.07 RULES OF EVIDENCE OR PROCEDURE

Formal rules of evidence or procedure which must be followed in court shall not be applied in hearings before the Commission. However, the substantial rights of the parties shall be preserved. No action, inaction or recommendation regarding any matter before the Commission shall be held void or invalid or be set aside by any Court on the ground of the improper omission or rejection of evidence, unless after an examination of the entire case, including the evidence, a court of competent jurisdiction shall be of the opinion that the error complained of was prejudicial and that by reason of such error the party complaining or appealing sustained or suffered substantial injury and that a different result would have been probable if such error had not occurred or existed. There shall be no presumption that error is prejudicial or that injury was done if error is shown.

SECTION 8.08 ADMISSIBILITY OF EVIDENCE

The Chairperson shall rule on the admissibility of all evidence upon objection being made thereto. Such rulings may be referred to the Commission for review and final determination by majority vote.

SECTION 8.09 OBJECTIONS TO ADMISSIBILITY

When objections are made to the admission and exclusion of evidence, the ground relied upon shall be stated briefly.

SECTION 8.10 PREPARED TESTIMONY

A witness may read into the record prepared testimony on direct examination or the Chairperson may direct that such statement be incorporated into the record without reading where such action is indicated in the interests of time.

SECTION 8.11 ORAL ARGUMENT

Upon the Chairperson consenting, parties may offer oral argument as part of their testimony at the time indicated.

SECTION 8.12 STAFF REPORTS

Reports by Commission consultants or staff shall be considered a part of the official record of the proceedings to which they relate.

ARTICLE IX
RULES OF DEBATE

SECTION 9.00 PRESIDING OFFICER MAY DEBATE AND VOTE, ETC.

The Chairperson may move, second, and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Commissioner by reason of his/her acting as the Presiding Officer.

SECTION 9.01 GETTING THE FLOOR – IMPROPER REFERENCES TO BE AVOIDED

Every member desiring to speak shall address the Chair, and upon recognition by the Presiding Officer, shall confine himself/herself to the question under debate, avoiding all personalities and indecorous language.

SECTION 9.02 INTERRUPTIONS

A member, once recognized, shall not be interrupted when speaking unless it be to call him/her to order, or as herein otherwise provided. If a member, while speaking, is called to order he/she shall cease speaking until the question of order be determined by the Commission and, if in order, he/she shall be permitted to proceed.

SECTION 9.03 PRIVILEGE OF CLOSING DEBATE

The Commissioner moving the adoption of an action shall have the privilege of closing the debate.

SECTION 9.04 MOTION TO RECONSIDER

A motion to reconsider any action taken by the Commission may be made only at the meeting at which the original action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session thereof. Such motion must be made by one of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions, or while a member has the floor it shall be debatable. Nothing herein shall be construed to prevent any member of the Commission from making or remaking the same or any other motion at a subsequent meeting of the Commission.

SECTION 9.05 REMARKS OF COMMISSIONERS WHEN ENTERED IN

MINUTES

A member of the Commission may request, through the Presiding Officer, the privilege of having an abstract of his/her statement on any subject under consideration by the

Commission entered in the Minutes. If the Commission consents thereto, such statement shall be entered in the Minutes.

SECTION 9.06 SYNOPSIS OF DEBATE WHEN ENTERED IN MINUTES

The Secretary may be directed by the Presiding Officer, with consent of the Commission, to enter in the minutes a synopsis of the discussion on any question coming regularly before the Commission.

SECTION 9.07 HEARING EVIDENCE BEFORE VOTING

No member of the Commission shall vote on any business item unless he/she shall have been present at the meeting during the entire time that evidence pertaining to such item was presented.

SECTION 9.08 CONFLICTS OF INTEREST

The Government Code of the State of California requires that designated commissioners file a Form 700 Statement of Economic Interests in which they disclose specified financial interests. The Union City Conflict of Interest Code specifies each commission that is subject to this requirement and the interests that must be disclosed. If any member of the Commission believes that he/she must disqualify himself/herself from participation in the consideration of any item of business on the Commission Agenda due to a conflict of interest, he/she shall state prior to the consideration of such matter by the Commission that he/she is disqualifying himself/herself due to a conflict of interest and shall give the reasons therefor. Said statement of disqualification and said reasons therefor shall be entered into the record. In accordance with the Brown Act, the Commissioner shall leave the room.

ARTICLE X **ADDRESSING THE COMMISSION**

SECTION 10.00 PERMISSION OF COMMISSION

Any person desiring to address the Commission may do so at the time designated on the Agenda as “Public Hearings”, pursuant to Article VIII hereof, and “Oral Communications”, after being first recognized by the Presiding Officer. Any person desiring to address the Commission at the time other than that designated as “Public Hearings” and “Oral Communications” may do so only after first securing permission from the Chairperson.

SECTION 10.01 ADDRESSING THE COMMISSION AFTER MOTION

MADE

After a motion is made by the Commission, no person shall address the Commission without first securing the permission of a majority of the Commission present to do so.

SECTION 10.02 MANNER OF ADDRESSING COMMISSION – TIME

LIMIT

Each person addressing the Commission shall stand, give his name and address in an audible tone of voice for the record, and unless further time is granted by a majority of the Commission present, shall limit his/her address to five (5) minutes unless less or more time is granted per Section 8.05 and 8.06. All remarks shall be addressed to the Commission as a body and not to any member thereof. No person, other than the Commission and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Commission, without the permission of the Presiding Officer. No question shall be asked to a Commissioner or Commission Staff, except through the Presiding Officer.

ARTICLE XI **VOTING**

SECTION 11.00 SILENCE CONSTITUTES AFFIRMATIVE VOTE

On a voice vote, unless a member of the Commission states that he/she is not voting, his/her silence shall be recorded as an affirmative vote. On a roll call vote, unless a member of the Commission states that he/she is not voting, he/she shall vote “aye” or “no”.

ARTICLE XII **DECORUM**

SECTION 12.00 BY COMMISSION MEMBERS

While the Commission is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay nor interrupt the proceedings or the peace of the Commission nor disturb any member while speaking or refuse to obey the orders of the Commission or its Presiding Officer, except as otherwise herein provided.

SECTION 12.01 BY PERSONS

Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous while addressing the Commission or otherwise, shall be forthwith, by the Presiding Officer, barred from further audience before the Commission unless permission to continue be granted by a majority vote of the Commission.

ARTICLE XIII **AMENDMENTS**

SECTION 13.00 AMENDMENTS

These ~~By-Laws~~Bylaws may be amended, revised, or repealed by the affirmative vote of three (3) members of the Commission. Proposed amendments, revisions, or repeal must be submitted at a regular meeting of the Commission and may not then be voted upon until the next regular meeting.

ARTICLE IX
OTHER GOVERNING DOCUMENTS

SECTION 14.00 COMMISSION NORMS AND GUIDELINES

Commissioners shall abide by the “City of Union City Commission Norms and Guidelines for Boards, Commissions, and Committees” (Commission Norms and Guidelines), as may be amended from time to time. In the event of a conflict between the Commission Norms and Guidelines and the Planning Commission bylaws, the Commission Norms and Guidelines shall prevail.

SECTION 14.01 UNION CITY MUNICIPAL CODE

In the event of a conflict between the Union City Municipal Code and the Planning Commission bylaws, the Union City Municipal Code shall prevail.



PLANNING COMMISSION MEETING

April 17, 2025



Planning Commission Bylaws Update

| Background

- City Clerk requested all City commissions to review their bylaws to:
 - Ensure consistency with current practices
 - Coordination with Municipal Code, Commission Norms and state law
- Planning Commission Bylaws last updated in 2016
- Staff is submitting draft amendments for Commission's consideration; however, no action will be taken at this meeting consistent with Planning Commission Bylaw Article XIII.

| Planning Commission Bylaws Draft Changes

Section 3.03 – Special Meetings

- Simplify wording and remove outdated references

Section 4.01 – Elections

- Reflect current practice and align with requirements in the Municipal Code regarding partial terms

Section 4.02 – Secretary

- Clarify that the Economic and Community Development Director is the Secretary of the Planning Commission

Section 5.02 – Attendance Standards

- Align this section with the requirements in the Municipal Code

| Planning Commission Bylaws Draft Changes

Section 9.08 – Conflicts of Interest

- Clarify and align the language with the Municipal Code and state law requirements

Section 10.02 – Manner of Addressing the Commission – Time Limit

- Reflect current practice and align with requirements in the Municipal Code regarding partial terms

Article IX – Other Governing Documents

- Add Article IX with *Sections 14.00 – Commission Norms and Guidelines* and *14.01 – Union City Municipal Code* to clarify other documents that govern the Planning Commission and if conflicts between the documents occur which document would supersede

| Next Steps

Staff will incorporate the feedback received from the Planning Commission and will bring the amendments to a subsequent meeting for the Planning Commission to take action on the proposed amendments

| Recommendation

Staff recommends the Planning Commission:

- Accept the report and provide feedback on the draft amendments to the Planning Commission Bylaws



PLANNING COMMISSION MEETING

April 17, 2025