



**PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT**

INTEROFFICE MEMORANDUM

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To: Honorable Chairman and Planning Commissioners
From: Robert A. (Bobby) Lewis, Development Services Director
Date: June 23, 2010
Subject: Agenda Item VI. - Planning Commission Training Program

During the Director's Report at the May 26, 2010 Planning Commission meeting, it was suggested that County staff formulate a list of training topics and come back to the Commission for possible action.

Attached please find two booklets from the Governor's Office of Planning and Research called; "The Planning Commissioner's Book" and "California Planning Guide: An Introduction to Planning in California". Both of these resources provide an excellent introduction to the planning process in California and explain the basic tools used including the General Plan, Zoning, and the California Environmental Quality Act (CEQA). In addition, staff has compiled a list of training program items to assist the Planning Commission with its training objectives and needs. Staff is recommending the following topics for future training, but not limited to any particular topic or suggested order of importance:

- Summary of the General Plan Update Process
- Recent Court Cases
- Administrative Record Building
- CEQA 101
- CEQA Exemptions (Categorical and Statutory)
- Negative Declarations and Mitigation Measures
- Rosenberg's Rules of Order
- SB 32, Greenhouse Gas Emissions
- SB 375, Sustainable Development
- Landscape Ordinance and Water Conservation
- Subdivision Map Act

As mentioned above, these are suggested training topics. The Commission is encouraged to make any suggestions for other training topics of interest. Staff will begin making arrangements to hold training sessions during regular business hours in either Room 301 or 310 once meeting dates and times are available and confirmed.

Cc: Bill Nicholson, Assistant Development Services Director
Marianne Greene, Deputy County Counsel