



## **PLANNING COMMISSION AGENDA**

**Wednesday, July 22, 2020**

***Study Session:***

***San Jose Citywide Design Standards and Guidelines***

Teleconferenced Meeting  
Commencing at 5:00 p.m.

**The Planning Commission is meeting via teleconference from remote locations in accordance with state and local orders and measures taken as a result of the Covid-19 pandemic.**

**Members of the public may view and listen to the meeting by following the instructions listed on page 2. Additional instructions are provided on page 2 to those members of the Public who would like to comment on agenda items.**

**Regular Hearing  
Commencing at 6:30 p.m.**

**Mariel Caballero, Chair  
Rolando Bonilla, Vice Chair  
George Casey    Jorge A. Garcia  
Justin Lardinois    Pierluigi Oliverio  
Deborah Torrens**

**Rosalynn Hughey, Director  
Planning, Building & Code Enforcement**

## Note

### Electronic device instructions:

For participants who would like to join electronically from a PC, Mac, iPad, iPhone or Android device, please click this URL: <https://sanjoseca.zoom.us/j/97222550770>. Please ensure your device has audio input and output capabilities. During the session, if you would like to comment, please use the 'raise hand' feature in Zoom conference call or click \*9 to raise hand to speak.

1. Use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
2. Enter an email address and name. The name will be visible online and will be used to notify you that it is your turn to speak.
3. When the Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.
4. When called, please limit your remarks to the time limit allotted.

### Telephone device instructions:

For participants who would like to join telephonically please dial **1 877 853 5257** and when prompted, enter meeting Web Id: **972 2255 0770**. Before or during the Commission meeting, email [PlanningSupportStaff@sanjoseca.gov](mailto:PlanningSupportStaff@sanjoseca.gov) or call 408-535-3505 and provide your name, phone number and what item(s) you would like to speak on. You may also click \*9 to raise a hand to speak.

### Public Comments prior to meeting:

If you would like to submit your comments prior to the meeting, please e-mail [planningsupportstaff@sanjoseca.gov](mailto:planningsupportstaff@sanjoseca.gov) or dial 408-535-3505. Comments submitted prior to the meeting will be considered as if you were present in the meeting.

## **NOTE**

To request an accommodation for City-sponsored meetings or events or an alternative format for printed materials, please call Support Staff at 408-535-3505 or 408-294-9337 (TTY) as soon as possible, but at least three business days before any meeting or event.

## **SUMMARY OF HEARING PROCEDURES**

The procedure for this hearing is as follows:

- After the staff report, applicants, and appellants may make a 5-minute presentation.
- The meeting technician will connect persons who desire to speak to the commission to the meeting so they can be heard.
- Each speaker will have two minutes. Speakers using a translator will have four minutes.
- After the public testimony, the applicant and appellant may make closing remarks for an additional five minutes.
- Planning Commissioners may ask questions of the speakers. Response to Commissioner questions will not reduce the speaker's time allowance.
- The public hearing will then be closed and the Planning Commission will take action on the item. The Planning Commission may request staff to respond to the public testimony, ask staff questions, and discuss the item.

**If you challenge these land use decisions in court, you may be limited to raising only those issues you or someone else raised at this public hearing or in written correspondence delivered to the City at, or prior to, the public hearing.**

**The Planning Commission's action on re-zonings, pre-zonings, General Plan Amendments and Code Amendments is only advisory to the City Council. The City Council will hold public hearings on these items.** Section 20.120.400 of the Municipal Code provides the procedures for legal protests to the City Council on re-zonings and pre-zonings. The Planning Commission's action on Conditional Use Permits is appealable to the City Council in accordance with Section 20.100.220 of the Municipal Code. Agendas and all staff reports for this meeting may be accessed at: <https://www.sanjoseca.gov/your-government/departments-offices/planning-building-code-enforcement/planning-division/commissions-and-hearings/planning-commission/agendas-minutes-2020>

**AGENDA**  
**ORDER OF BUSINESS**

**WELCOME**

Welcome to the Planning Commission Meeting. This meeting is being held via Zoom Conference Call due to the COVID-19 crisis. Members of the public may participate by following the instructions listed on the Agenda. You may also view and listen to the meeting on live stream Cable TV, Granicus, and YouTube.

If you would like to provide public comment, you have two methods to identify to provide public comment in writing transmitted to the City prior to or at the meeting when the item is being considered or verbally by following the instructions to participate herein. All members of the public will remain on mute until the individual identifies they would like to speak and they are unmuted.

For members of the public who desire to address the Commission on an item, please connect to the meeting either by Zoom or by telephone using the instructions on p. 2 of this agenda

**ROLL CALL**

**SUMMARY OF HEARING PROCEDURES**

**1. CALL TO ORDER & ORDERS OF THE DAY**

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## **2. PUBLIC COMMENT**

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Public comments to the Planning Commission on non-agendized items. Please contact the Commission in the manner specified on p. 2 of this agenda to comment on any item that is not specified on the agenda. Please use the 'raise hand' feature in Zoom or click \*9 to raise a hand to speak or contact 408-535-3505 to request to speak. Each member of the public may address the Commission for up to three minutes. The commission cannot take any formal action without the item being properly noticed and placed on an agenda. In response to public comment, the Planning Commission is limited to the following options:

- Responding to statements made or questions posed by members of the public; or
- Requesting staff to report back on a matter at a subsequent meeting; or
- Directing staff to place the item on a future agenda.

## **3. DEFERRALS AND REMOVALS FROM CALENDAR**

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Any item scheduled for hearing this evening for which deferral is being requested will be taken out of order to be heard first on the matter of deferral or removal.

Staff will provide an update on the items for which deferral and removal is being requested. If you want to change any of the deferral dates recommended, or speak to the question of deferring or removing these or any other items, you should request to speak in the manner specified on p. 2 of this agenda.

**No Items**

## 4. CONSENT CALENDAR

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The consent calendar items are considered to be routine and will be adopted by one motion. There will be no separate discussion of these items unless a request is made by a member of the Planning Commission, staff, or the public to have an item removed from the consent calendar and considered separately.

Staff will provide an update on the consent calendar. If you wish to speak on one of these items please use the 'raise hand' feature in Zoom or click \*9 to raise a hand to speak or contact 408-535-3505 to request to speak.

- a. [PDC19-022, PD19-018 & PT19-022.](#) PD Planned Development Zoning to rezone from a R-1-5 Single-Family Residence Zoning District to a A(PD) Planned Development Zoning District; Planned Development Permit to demolish existing residential structure and allow construction of two single-family residences and a commercial parking lot, and allow the removal an ordinance-size tree approximately 55 inches in circumference; and a Tentative Map to subdivide one parcel into three lots on an approximately 1.01-gross acre site located on the west side of San Felipe Road, approximately 1,010 feet south of Delta Road (4349 San Felipe Road) (Vierra Douglas W and Nancy Douglas, Owners). Council District 8. **CEQA:** Exempt pursuant to CEQA Guidelines Section 15303 (a) for New Construction or Conversion of Small Structures. *Deferred from 7/8/2020.*

*PROJECT MANAGER, MAIRA BLANCO*

**Staff Recommendation:**

**That Planning Commission recommends that the City Council take all of the following actions:**

1. Consider an exemption in accordance with CEQA Guidelines Section 15303(a) for New Construction or Conversion of Small Structures;
2. Approve an ordinance of the City of San José rezoning an approximately 1.01-gross acre site on that certain real property located on the west side of San Felipe Road approximately 2,000 feet north of Yerba Buena Road from the R-1-5 Single-Family Residence Zoning district to A (PD) Planned Development Zoning district;
3. Adopt a Resolution approving, subject to conditions, a Tentative Map to subdivide one lot into three lots to allow residential and commercial uses; and
4. Adopt a Resolution approving, subject to conditions a Planned Development Permit to effectuate the Planned Development Zoning District and to allow demolition of an existing residential structure, construction of two single-family residences and associated grading, and permit an existing unpermitted commercial parking lot, and allow the removal of one ordinance-size tree on a 1.01-gross acre site.

- b. **CP18-011 (Administrative Hearing).** Conditional Use Permit to allow the demolition of an existing approximately 1,820-square foot pump canopy, landscaping, monument sign, light, fueling system, and air and water pump, underground tanks, and the construction of a new approximately 1,800-square foot fueling canopy, an 817-square foot addition to an existing building for a total of an approximately 3,056 square feet for a convenience store with 24-hour use, the installation of two new underground tanks, site improvements including new paved surfaces, exterior lighting, revised landscaping, and the removal of 11 ordinance-sized trees on an approximately 0.47-gross acre site located on the Southeast corner of Santa Teresa Boulevard and Cottle Road (6211 Santa Teresa Boulevard) (Karly Stephens, Owner). Council District 2. **CEQA:** 6211 Santa Teresa Boulevard Fuel Station Project Mitigated Negative Declaration.

*PROJECT MANAGER, RHONDA BUSS*

**Staff Recommendation:**

1. Adopt a resolution adopting the 6211 Santa Teresa Boulevard Fuel Station Project Mitigated Negative Declaration and associated Mitigation Monitoring and Reporting Program, for which an Initial Study was prepared, in accordance with the California Environmental Quality Act, as amended;
2. Adopt a resolution approving, subject to conditions, a Conditional Use Permit to allow the demolition of an existing approximately 2,100-square foot pump canopy and associated fueling station equipment, the removal of 11 ordinance-sized trees and 3 non-ordinance-sized trees, and the construction of a new approximately 1,800-square foot fueling canopy and an 817-square foot addition to the existing 2,239-square foot building for a total of approximately 3,056 square feet for a retail store with 24-hour use, fueling station, a patio with a seating area, site improvements and discontinuation of the non-conforming auto repair use on an approximately 0.47-gross acre site; and
3. Direct Staff to file a Notice of Determination pursuant to Section 15094 of the State CEQA Guidelines.

- c. **CP20-005 (Administrative Hearing).** Conditional Use Permit to allow the installation of a 65-foot high wireless monopole with 12 panel antennas and associated equipment located in a parking lot within Lake Cunningham Regional Park on an approximately 107.74-gross acre site located on the southeast corner of Capitol Expressway and Cunningham Avenue (2305 South White Road) (City of San José, Owner). Council District 8. **CEQA:** Exemption pursuant to CEQA Guidelines Section 15303(d) for New Construction or Conversion of Small Structures.

*PROJECT MANAGER, ALEC ATIENZA*

**Staff Recommendation:**

1. Consider an exemption in accordance with CEQA Guidelines Section 15303(d) for New Construction or Conversion of Small Structures; and
2. Adopt a resolution approving, subject to conditions, a Conditional Use Permit and a Site Development Permit to allow the installation of a 65-foot high wireless monopole with 12 panel antennas and associated equipment located in a parking lot within Lake Cunningham Regional Park on an approximately 107.74-gross acre site.

- d. [PDC18-041 & PD18-047](#). Rezoning from the R-1-8 Single-Family Residence Zoning District to the R-M(PD) Planned Development Zoning District and Planned Development Permit to allow the addition of three residential units to the rear of an existing single-family residence and removal of three ordinance-size trees on an approximately 0.28-gross acre site located on the south of Brace Avenue, approximately 300 feet easterly of Newport Avenue (1168 Brace Avenue) (1168 Brace Ave Inc., Owner). Council District 6. **CEQA:** Exempt pursuant to CEQA Guidelines Section 15303(d) for New Construction. or Conversion of Small Structures.

*PROJECT MANAGER, MICHELLE FLORES*

**Staff Recommendation:**

**That Planning Commission recommends that the City Council take all of the following actions:**

1. Consider an exemption in accordance with CEQA Guidelines Section 15303(d) for New Construction or Conversion of Small Structures;
2. Approve an ordinance of the City of San José rezoning certain real property located at the south side of Brace Avenue approximately 280 feet easterly of Newport Avenue (1168 Brace Avenue) from the R-1-8 Single-Family Residence Zoning District to the R-M(PD) Planned Development Zoning District to allow up to four single-family attached residences on an approximately 0.28-gross acre site; and
3. Adopt a resolution approving, subject to conditions, the partial demolition of an existing single-family residence and the removal of five ordinance-size trees for the construction of four multi-family units on an approximately 0.28-gross acre site.

- e. [PP20-008](#). An uncodified Ordinance of the City of San José temporarily extending the term of certain land use permits and tentative subdivision maps by two years from the current expiration date, and certain Tree Removal permits by eight months from the set expiration date. **CEQA:** Exempt pursuant to CEQA Guidelines Section 15061(b)(3), which states that if it can be seen with certainty that there is no possibility that the proposal may have a significant effect on the environment, then the activity is not subject to CEQA.

*PROJECT MANAGER, APARNA ANKOLA*

**Staff Recommendation:**

**That Planning Commission recommends that the City Council take all of the following actions:**

1. Consider an exemption in accordance with CEQA Guidelines Section 15061(b)(3) for Review for Exemption; and
2. Approve an ordinance of the City of San José temporarily extending the term of specified land use permits by two years from the set expiration date, and Tree Removal permits by eight months from the set expiration date.



## 5. PUBLIC HEARING

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Generally, the Public Hearing items are considered by the Planning Commission in the order in which they appear on the agenda. However, please be advised that the Commission may take items out of order to facilitate the agenda, such as to accommodate significant public testimony, or may defer discussion of items to later agendas for public hearing time management purposes.

- a. **CP19-021 (Administrative Hearing).** Conditional Use Permit to allow the demolition of four commercial buildings totaling approximately 6,030 square feet, and the removal of two ordinance-size trees and four non-ordinance sized trees for the construction of a one to three-story, 83-unit state-licensed Residential Care Facility for the Elderly with approximately 72,380 square feet of above grade floor area and an approximately 30,240 square feet of basement containing 7,750 square feet of activity rooms, staff room, utility rooms, and 22,450 square feet of parking and circulation on an approximately 1.23-gross acre site located on west side of South Bascom Avenue, approximately 230 feet south of Dry Creek Road (2375 South Bascom Avenue) (Bob Bombaci, Owner). Council District 9. **CEQA:** Mitigated Negative Declaration for the Bascom Residential Care Facility Project.

*PROJECT MANAGER, ANGELA WANG*

### **Staff Recommendation:**

1. Adopt a resolution adopting the Bascom Residential Care Facility Project Mitigated Negative Declaration, for which an Initial Study was prepared, and adopting an associated Mitigation Monitoring and Reporting Plan, all in accordance with the California Environmental Quality Act (CEQA), as amended; and
2. Adopt a resolution approving, subject to conditions, a Conditional Use Permit to allow the demolition of four commercial buildings totaling approximately 6,030 square feet, and the removal of two ordinance-size trees and four non-ordinance sized trees for the construction of a one to three-story, 83-unit state-licensed Residential Care Facility for the Elderly with approximately 72,380 square feet of above grade floor area and an approximately 30,240 square feet of basement containing some activity rooms, utility rooms, parking and circulation on an approximately 1.23-gross acre site.

## 6. REFERRALS FROM CITY COUNCIL, BOARDS, COMMISSIONS, OR OTHER AGENCIES

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**No Items**

## **7. GOOD AND WELFARE**

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- a. Report from City Council
- b. Review and Approve Action Minutes from [7/8 Informational Workshop](#) and [7/8 Meeting](#).
- c. Subcommittee Formation, Reports, and Outstanding Business
- d. Commission Calendar and Study Sessions
  - i. The second San Jose Citywide Design Standards and Guidelines study session is scheduled for 8/12/20.
- e. The Public Record

## **8. ADJOURNMENT**

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## 2020 PLANNING COMMISSION MEETING SCHEDULE

<u>Date</u>	<u>Time</u>	<u>Type of Meeting</u>	<u>Location</u>
January 15	6:30 p.m.	Regular	Council Chambers
January 29	5:00 p.m.	Study Session/Public Hearing	Wing Rooms 118-119
<u><a href="#">Parking Management by the Urban Land Institute Technical Assistance Panel</a></u>			
January 29	6:30 p.m.	Regular	Council Chambers
February 12	6:30 p.m.	Regular & General Plan	Council Chambers
February 26	5:00 p.m.	Study Session/Public Hearing	Room T-332
<u><a href="#">Planning Commission Composition</a></u>			
February 26	6:30 p.m.	Regular	Council Chambers
March 11	6:30 p.m.	Regular	Council Chambers
March 25	6:30 p.m.	Regular	Teleconferenced Meeting
April 8	6:30 p.m.	Regular	Teleconferenced Meeting
April 22	6:30 p.m.	<u>Cancelled:</u> Regular	Teleconferenced Meeting
May 6	6:30 p.m.	<u>Cancelled:</u> Regular	Teleconferenced Meeting
May 13	6:30 p.m.	Regular	Teleconferenced Meeting
May 20	5:00 p.m.	Study Session/Public Hearing	Teleconferenced Meeting
<u><a href="#">2020/2021 Capital Budget &amp; 2021/2025 Capital Improvement Program Study Session</a></u>			
May 27	6:30 p.m.	Regular	Teleconferenced Meeting
June 10	6:30 p.m.	<u>Cancelled:</u> Regular	Teleconferenced Meeting
June 24	6:30 p.m.	Regular	Teleconferenced Meeting
July 8	4:00 p.m.	Study Session/Public Hearing	Teleconferenced Meeting
<u><a href="#">Informational Workshop</a></u>			
July 8	6:30 p.m.	Regular	Teleconferenced Meeting
July 22	5:00 p.m.	Study Session/Public Hearing	Teleconferenced Meeting
<u><a href="#">San Jose Citywide Design Standards and Guidelines</a></u>			
July 22	6:30 p.m.	Regular	Teleconferenced Meeting
August 12	5:00 p.m.	Study Session/Public Hearing	Teleconferenced Meeting
<u><a href="#">San Jose Citywide Design Standards and Guidelines</a></u>			
August 12	6:30 p.m.	Regular	Teleconferenced Meeting
August 26	6:30 p.m.	Regular	Council Chambers
September 9	5:00 p.m.	Study Session/Public Hearing	Council Chambers
<u><a href="#">Downtown West Mixed-Use Plan Proposal</a></u>			
September 9	6:30 p.m.	Regular	Council Chambers
September 23	6:30 p.m.	Regular	Council Chambers
October 14	6:30 p.m.	Regular	Council Chambers
October 28	6:30 p.m.	Regular	Council Chambers
November 4	6:30 p.m.	Regular	Council Chambers
November 18	6:30 p.m.	Regular	Council Chambers
December 2	6:30 p.m.	Regular	Council Chambers
December 9	6:30 p.m.	Regular	Council Chambers

## ABOUT THE PLANNING COMMISSION

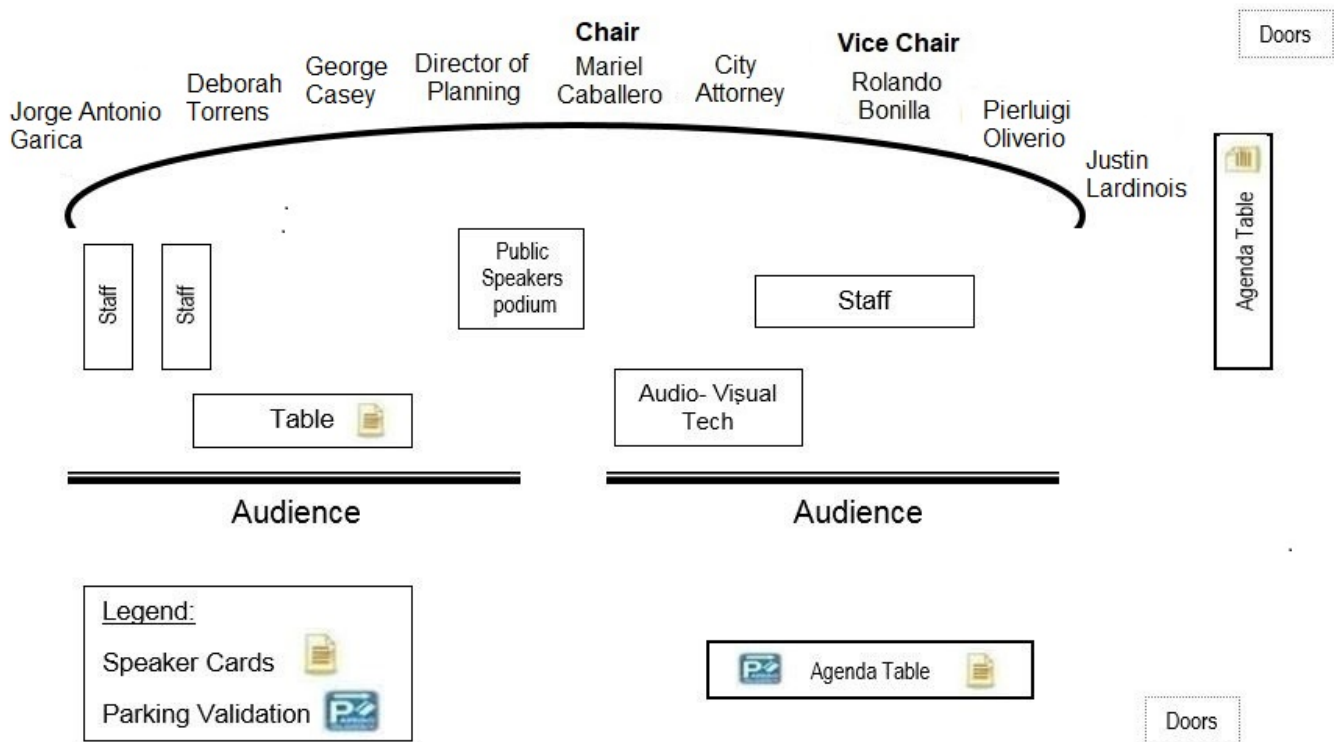
The Planning Commission is a seven-member body, appointed by the City Council, which performs two types of actions:

- One type is “Quasi-Legislative” in nature in which the Planning Commission makes recommendations to the City Council regarding the adoption, amendment, or repeal of general or specific plans, Zoning Code provisions, or regulations related to the land use development, redevelopment, rehabilitation or renewal of the City, including its Capital Improvement Programs.
- The second type of action is “Quasi-Judicial” in nature in which the Planning Commission applies previously adopted legislation to particular applications and acts as a decision-making or appellate body. Examples of these types of actions include Commission decisions on Conditional Use Permits, appeals of the Planning Director’s decisions on certain land use permits, and the certification of Environmental Impact Reports.

A notation of “Administrative Hearing” for an agenda item indicates that the item is a Quasi-Judicial action of the Commission in order to assist the public in understanding the role of the Planning Commission on a particular item.

To effectively manage the Planning Commission Agenda, and to be sensitive to concerns regarding the length of public hearing, the Planning Commission may determine to proceed with remaining agendized items past 11:00 p.m., or to continue this hearing to a later date, or to defer remaining items to the next regularly scheduled Planning Commission meeting date. The decision on how to proceed will be heard by the Planning Commission no later than 11:00 p.m.

### Seating Chart within the City Council Chambers:



The San José Planning Commission generally meets every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 6:30 p.m., unless otherwise noted. Agendas and Staff Reports for Planning Commission items may be viewed on the Internet at <https://www.sanjoseca.gov/your-government/departments/planning-building-code-enforcement/planning-division/commissions-and-hearings/planning-commission>

**The City of San José is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public. The City Code of Ethics may be viewed on-line at <https://www.sanjoseca.gov/home/showdocument?id=11915>**

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public view by clicking the link associated specifically to documents on this agenda, at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Council meeting may not be the final documents approved by the City Council. Contact the Office of the City Clerk at (408) 535-1260 or [CityClerk@sanjoseca.gov](mailto:CityClerk@sanjoseca.gov) for the final document. City Hall is currently closed due to the COVID-19 shelter-in-place and records are not available for in-person inspection.

Planning Commission hearings are video recorded and broadcasted live. To view the live broadcast or past hearing recordings go to the Internet website: [https://sanjose.granicus.com/ViewPublisher.php?view\\_id=51](https://sanjose.granicus.com/ViewPublisher.php?view_id=51)

If you have any agenda questions, please contact Support Staff at (408) 535-3505 or email [PlanningSupportStaff@sanjoseca.gov](mailto:PlanningSupportStaff@sanjoseca.gov). Thank you for taking the time to attend today's meeting. We look forward to seeing you at future meetings.

### **FREQUENTLY USED ABBREVIATIONS**

<b>CEQA</b>	California Environmental Quality Act
<b>CP</b>	Conditional Use Permit
<b>DA</b>	Development Agreement
<b>PD</b>	Planned Development Permit
<b>PDC</b>	Planned Development Zoning

## **CITY OF SAN JOSÉ CODE OF CONDUCT FOR PUBLIC MEETINGS IN THE COUNCIL CHAMBERS AND COMMITTEE ROOMS**

The Code of Conduct is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, Redevelopment Agency Board, their Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

### **1. Public Meeting Decorum:**

- a) Persons in the audience will refrain from behavior, which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
- b) Persons in the audience will refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
- c) Persons in the audience will refrain from using cellular phones and/or pagers while the meeting is in session.
- d) Appropriate attire, including shoes and shirts are required in the Council Chambers and Committee Rooms at all times.
- e) Persons in the audience will not place their feet on the seats in front of them.
- f) No food, drink (other than bottled water with a cap), or chewing gum will be allowed in the Council Chambers and Committee Rooms, except as otherwise pre-approved by City staff.
- g) All persons entering the Council Chambers and Committee Rooms, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.

### **2. Signs, Objects or Symbolic Material:**

- a) Objects and symbolic materials, such as signs or banners, will be allowed in the Council Chambers and Committee Rooms, with the following restrictions:
  - No objects will be larger than 2 feet by 3 feet.
  - No sticks, posts, poles or other such items will be attached to the signs or other symbolic materials.
  - The items cannot create a building maintenance problem or a fire or safety hazard.
- b) Persons with objects and symbolic materials such as signs must remain seated when displaying them and must not raise the items above shoulder level, obstruct the view or passage of other attendees, or otherwise disturb the business of the meeting.
- c) Objects that are deemed a threat to persons at the meeting or the facility infrastructure are not allowed. City staff is authorized to remove items and/or individuals from the Council Chambers and Committee Rooms if a threat exists or is perceived to exist. Prohibited items include, but are not limited to: firearms (including replicas and antiques), toy guns, explosive material, and ammunition; knives and other edged weapons; illegal drugs and drug paraphernalia; laser pointers, scissors, razors, scalpels, box cutting knives, and other cutting tools; letter openers, corkscrews, can openers with points, knitting needles, and hooks; hairspray, pepper spray, and aerosol containers; tools; glass containers; and large backpacks and suitcases that contain items unrelated to the meeting.

**CITY OF SAN JOSÉ CODE OF CONDUCT FOR PUBLIC MEETINGS IN  
THE COUNCIL CHAMBERS AND COMMITTEE ROOMS (CONT'D)**

3. Addressing the Council, Redevelopment Agency Board, Committee, Board or Commission:
- a) Persons wishing to speak on an agenda item or during open forum are requested to complete a speaker card and submit the card to the City Clerk or other administrative staff at the meeting.
  - b) Meeting attendees are usually given two (2) minutes to speak on any agenda item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak.
  - c) Speakers should discuss topics related to City business on the agenda, unless they are speaking during open forum.
  - d) Speakers' comments should be addressed to the full body. Requests to engage the Mayor, Council Members, Board Members, Commissioners, or Staff in conversation will not be honored. Abusive language is inappropriate.
  - e) Speakers will not bring to the podium any items other than a prepared written statement, writing materials, or objects that have been inspected by security staff.
  - f) If an individual wishes to submit written information, he or she may give it to the City Clerk or other administrative staff at the meeting.
  - g) Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

Failure to comply with this Code of Conduct which will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting and/or possible arrest.