



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: October 20, 2009

SUBJECT: Planning Commission Meeting Minutes for June 18, 2009, July 2, 2009,
July 16, 2009 and September 3, 2009

Report in Brief

The Planning Commission meeting minutes from June 18, 2009, July 2, 2009, July 16, 2009 and September 3, 2009 are attached for the Council's review. No action is necessary on this item; the minutes are provided for the City Council's information.

Prepared by: Cindy Norris
Principal Planner

Reviewed by: Paul Siegel
CDD Deputy Director

Mark G. Deven
City Manager

Attachments: Planning Commission Minutes

**APPROVED ACTION MINUTES
CITY OF WOODLAND
PLANNING COMMISSION
THURSDAY, JUNE 18, 2009**

VOTING MEMBERS PRESENT: Lopez; Wurzel; Murray; Sanders; Barzo;
Gonzalez

VOTING MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Norris; Stillman

The meeting was called to order at 7:02 PM.

- CDD Monthly Report
 - Cindy Norris, Principal Planner: She explained that this report discusses key projects and milestones as of June 2, 2009.

- Director's Report:
 - Cindy Norris:
 - She first asked all members of the public present to sign in at the front door.
 - She discussed the rules and regulations handouts that were included in the Commissioner's packets.
 - She indicated that Section 3 discusses elections of Officers and that voting should take place the first meeting in July. Therefore, July 2nd there will be an agenda item for the election of the Chair and Vice-Chair to the Planning Commission.
 - She said that City Council goes dark during the month of August and historically the Planning Commission has as well. She asked the Commission to hold the same this year.
 - She announced that the Community Development Department has new office hours effective July 1, 2009. The CDD public counter (520 Court Street) will be open to the public Monday through Friday from 8:00 AM to 11:00 AM and closed daily from 11:00 AM to 5:00 PM. She included that the public counter located in the Engineering Division (300 First Street) will be closed effective July 1, 2009.
 - She stated that there will be an Affordable Housing training scheduled for the next Planning Commission meeting, July 2, 2009.

 - Commissioner Sanders: He stated that there are two changes to tonight's agenda. Item no. 10 (Consideration for Petition for a General Plan Amendment) will not be discussed. Also, item No. 12 (Zoning Code Amendment: Personal and Professional Service Business Involving Disrobing) has been withdrawn. He said that the amendment is not going forward tonight but the Commission is happy to hear any public comments.

- Approval of Minutes:

February 1, 2007

It was moved by Commissioner Wurzel and seconded by Commissioner Murray that the Planning Commission minutes of February 1, 2007 be approved as written.

AYES: Commissioners Wurzel, Murray, Sanders and Barzo
NOES: None
ABSTAINED: Commissioners Lopez and Gonzalez
ABSENT: None

March 1, 2007

It was moved by Commissioner Wurzel and seconded by Commissioner Barzo that the Planning Commission minutes of March 1, 2007 be approved as written.

AYES: Commissioners Wurzel, Murray and Barzo
NOES: None
ABSTAINED: Commissioners Lopez, Sanders and Gonzalez
ABSENT: None

April 5, 2007

It was moved by Commissioner Wurzel and seconded by Commissioner Murray that the Planning Commission minutes of April 5, 2007 be approved as written.

AYES: Commissioners Wurzel, Murray, Sanders and Barzo
NOES: None
ABSTAINED: Commissioners Lopez and Gonzalez
ABSENT: None

June 7, 2007

It was moved by Commissioner Wurzel and seconded by Commissioner Barzo that the Planning Commission minutes of June 7, 2007 be approved as written.

AYES: Commissioners Wurzel, Murray, Sanders and Barzo
NOES: None
ABSTAINED: Commissioners Lopez and Gonzalez
ABSENT: None

May 21, 2009

It was moved by Commissioner Murray and seconded by Commissioner Barzo that the Planning Commission minutes of May 21, 2009 be approved as written.

AYES:	Commissioners Lopez, Murray, Sanders and Gonzalez
NOES:	None
ABSTAINED:	Commissioners Wurzel and Barzo
ABSENT:	None

June 4, 2009

It was moved by Commissioner Wurzel and seconded by Commissioner Barzo that the Planning Commission minutes of June 4, 2009 be approved as written, including spelling correction noted.

AYES:	Commissioners Wurzel, Sanders and Barzo
NOES:	None
ABSTAINED:	Commissioners Lopez, Murray and Gonzalez
ABSENT:	None

- **Public Comment:** This is an opportunity for the public to speak to the Commission on any item other than those listed on the Agenda. The Chairman may impose a time limit on any speaker.
 - None.
- **Communication – Commission Statements and Requests:** This is an opportunity for the Commission members to make comments and announcements to express concerns or to request Commission’s consideration of any item a Commission member would like to have discussed at a future Commission meeting.
 - Commissioner Gonzalez: She asked that any issues related to her attendance be addressed to her directly.
 - Commissioner Barzo: He discussed the auto shop located at Lincoln and California. He said that Code Enforcement went out to this location and the owner cleaned up the site, but they are back at it again.
 - Commissioner Murray: She asked about the black and white vehicles located on Main Street.
 - Jimmy Stillman, Associate Planner: He said that these are fleet vehicles being stored for statewide distribution and/or Highway Patrol.
 - Commissioner Wurzel: He said that he will not be attending the July 2, 2009 Planning Commission meeting. He asked that the elections be continued to the second meeting in July instead.

- Commissioner Gonzalez: She said that she will be on vacation during the second half of July.
 - Cindy Norris: She asked if the elections could then be held over to September 2009.
 - Commissioner Sanders: He agreed that the elections should be held during the first meeting in September.
 - Commissioner Barzo: He asked Staff to change the official agenda for elections to September of every year.
 - Commissioner Lopez: He said that his comments are similar to Commissioner Gonzalez. He said that he is normally in good contact with Staff and apologized for missing the last Planning Commission meeting.
 - Commissioner Sanders: He said that Staff sent an email regarding attendance in response as the Commission could not pull together a quorum at the last meeting.
 - Cindy Norris: She said that the email was also to acknowledge the vacancy on the Commission. She said that they hope to fill this vacancy once budget negotiations die down.
 - Commissioner Gonzalez: She asked if they should postpone elections until the vacancy is filled.
 - Cindy Norris: She said that she would not recommend waiting for elections as we can not be sure when the position will be filled.
 - Commissioner Sanders: He discussed his concern regarding the issue of painting the sound walls.
 - Commissioner Barzo: He said that there are Conditional Use Permits that include this and Staff should research who is violating this.
 - Commissioner Sanders: He identified the wall located on Gibson, where the vines were cut down and the wall painted.
 - Commissioner Barzo: He asked if the City still has a Code Enforcement Officer.
 - Cindy Norris: She confirmed, yes, and stated that there is a person in control of City walls. They are in the process of doing an inventory and reviewing overall maintenance issues.
- Subcommittee Reports:
 - None

NEW BUSINESS:

- **Informational Item – Housing Element Update**
The City has received a compliance letter from the state for the 2008 Housing Element Update.

The Planning Commission received an update on the 2008 Housing Element and information regarding an approval letter dated June 3, 2009. No additional action by the Commission was required.

PUBLIC HEARING:

• **NorCal Indoor Sports**

The applicant(s) are requesting approval of a Conditional Use Permit to allow for an indoor sports and recreational facility that specifically caters to inline-hockey at 1460 Tanforan Avenue in the Industrial (I) Zone (APN: 027-450-70). The proposed use will occupy 32,000 square feet of an existing vacant warehouse.

Applicant: Randy Nunes & Ian Strengler
Owner: Craemer Trust
Staff Contact: Jimmy A. Stillman, Associate Planner
Recommended Action: Approval

It was moved by Commissioner Murray, seconded by Commissioner Gonzalez and unanimously moved that the Planning Commission approve the Conditional Use Permit for NorCal Indoor Sports based on the identified findings of fact and subject to the identified Conditions of Approval as written, and including revisions to Conditions No. 34, 35 and 36 discussed, by taking the following actions:

- Confirmation of finding of exemption from the provisions of CEQA. This project is considered categorically exempt, Article 19 § 15301 – Class 1, Existing Facilities.
- Determine that the project, as conditioned, is consistent with the General Plan.
- Determine that the project, as conditioned, is consistent with the Zoning Ordinance.
- Approve the Conditional Use Permit allowing for an indoor sports and recreational facility at 1460 Tanforan Avenue in an Industrial (I) zone.

There being no further business, the meeting was adjourned at 7:41 PM.

Respectfully submitted,

Cindy Norris
Principal Planner

**APPROVED ACTION MINUTES
CITY OF WOODLAND
PLANNING COMMISSION
THURSDAY, JULY 2, 2009**

VOTING MEMBERS PRESENT: Murray; Sanders; Barzo; Gonzalez

VOTING MEMBERS ABSENT: Lopez; Wurzel

STAFF MEMBERS PRESENT: Hanson

The meeting was called to order at 7:03 PM.

- Commissioner Sanders: He announced that public comment cards that are being implemented this evening. He asked anyone who would like to comment this evening to complete a card, including name, address, if they live in Woodland and the item that they would like to discuss. He also reminded the Commissioners to call the Community Development Department main phone line if they will be absent from a Commission meeting.

- Director's Report:
 - None

- Approval of Minutes: **June 18, 2009**

It was moved by Commissioner Murray and seconded by Commissioner Gonzalez that the Planning Commission minutes of June 18, 2009 be approved as written.

AYES:	Commissioners Murray, Sanders, Barzo and Gonzalez
NOES:	None
ABSTAINED:	None
ABSENT:	Commissioners Lopez and Wurzel

- Public Comment: This is an opportunity for the public to speak to the Commission on any item other than those listed on the Agenda. The Chairman may impose a time limit on any speaker.
 - None
- Communication – Commission Statements and Requests: This is an opportunity for the Commission members to make comments and announcements to express concerns or to

request Commission's consideration of any item a Commission member would like to have discussed at a future Commission meeting.

- Commissioner Murray: She had no announcements or comments.
 - Commissioner Barzo: He asked about the vacant gas station located at West and Court streets. He said that he is concerned about the weeds.
 - Paul Hanson, AICP, Senior Planner: He said that he believes this location is bank owned and the company is bankrupt. He said that staff will contact the Bank to follow up on the concerns regarding the weeds.
 - Commissioner Gonzalez: She had no announcements or comments.
 - Commissioner Sanders: He had no announcements or comments.
-
- Subcommittee Reports:
 - None

NEW BUSINESS:

- None

PUBLIC HEARING:

- **Main Street Downtown Mural**
The applicant, Aide Silva, a representing Health Education Council is requesting approval for a Main Street Downtown Mural to be painted to the east-facing wall of Silvina's Basket Restaurant at 816Main Street. The mural will emphasize the importance of good nutrition, activity, and promotion of healthy lifestyle choices (APN: 006-571-04) in the Central Business District – Area A. It is estimated that the mural will take 2 months to complete. The completion of the mural will be presented as part of September's Latino Health Awareness Month activities.

Applicant:	Aide Silva, Health Education Council
Staff Contact:	Paul L. Hanson, AICP, Senior Planner
Recommended Action:	Approval

- Paul Hanson: He noted a correction to the first page of the staff report. It should read Main Street and not Main Court Street. He presented the staff report and made a recommendation for approval.
- Maceo Montoya, Artist: He discussed the details of the mural.
- Commissioner Sanders: He opened public comment.
- Ignacio Romero: He spoke in support of the project.

- Anita Long: She spoke in support of the project and made a request that the artist consider depicting a more culturally diverse group in the mural.
- Tori Duke: She stood with Anita Long during public comment but did not personally speak regarding the project.
- Malaquias Montoya: He spoke in support of the project.
- Carlos Jackson: He spoke in support of the project.
- Lamar Heystek: He spoke in support of the project.
- Silvina Salcedo: She spoke in support of the project.
- Daniel Mora: He spoke in support of the project.
- Sonia Mora: She spoke in support of the project.
- Edgar Lampkin: He spoke in support of the project.
- Anita Long: She reiterated her support of the project.
- Ramona Mosley: She spoke in support of the project.
- Aide Silva, Applicant: She spoke in support of the project.
- Al Eby: He spoke regarding his concerns about the content of the mural and its fit within Historic Downtown Woodland. He also submitted written suggestions to the Planning Commission.
- Commission Sanders: He closed public comment.

The Planning Commissioners discussed the project.

It was moved by Commissioner Barzo, seconded by Commissioner Murray and unanimously moved that the Planning Commission approve the mural proposal to be located on the east-facing wall of Silvina's Basket Restaurant at 816 Main Court Street subject to the following findings:

1. The mural demonstrates superior artistic quality and theme as opposed to direct or indirect illustrative advertising and;
2. The mural has been designed to enhance and distinguish the architectural features of the structure on which it is being placed and;
3. The colors and materials used are reasonably harmonious with those in the area and are not being used for the exclusive purpose of calling attention to the mural and;
4. The mural is consistent with the vision of the Downtown Specific Plan and;
5. The mural has been reviewed by the Woodland Planning Commission.

There being no further business, the meeting was adjourned at 8:00 PM.

Respectfully submitted,

Cindy Norris
Principal Planner

**APPROVED ACTION MINUTES
CITY OF WOODLAND
PLANNING COMMISSION
THURSDAY, JULY 16, 2009**

VOTING MEMBERS PRESENT: Wurzel; Murray; Sanders; Barzo

VOTING MEMBERS ABSENT: Lopez; Gonzalez

STAFF MEMBERS PRESENT: Norris; Hanson; Meyer; Sokolow

The meeting was called to order at 7:01 PM.

- Commissioner Sanders: He announced that agenda item no. 10 (Petition Review for the New Woodland Partnership General Plan Amendment) has been postponed.

- CDD Monthly Status Report:
 - Cindy Norris, Principal Planner: She reviewed the July 2009 report. She discussed, in particular, an update on the Spring Lake actions and the Woodland-Davis Technology Park.
 - Commissioner Wurzel: He discussed properties lost to banks in the Spring Lake area.
 - Commissioner Murray: She discussed her concern about the trees along Farmer's Central and public street narrowing.

- Approval of Minutes: **July 2, 2009**

It was moved by Commissioner Murray and seconded by Commissioner Barzo that the Planning Commission minutes of July 2, 2009 be approved as written.

AYES:	Commissioners Murray, Sanders, and Barzo
NOES:	None
ABSTAINED:	Commissioner Wurzel
ABSENT:	Commissioners Lopez and Gonzalez

- Director's Report:
 - None

- Public Comment: This is an opportunity for the public to speak to the Commission on any item other than those listed on the Agenda. The Chairman may impose a time limit on any speaker.

- None
- Communication – Commission Statements and Requests: This is an opportunity for the Commission members to make comments and announcements to express concerns or to request Commission’s consideration of any item a Commission member would like to have discussed at a future Commission meeting.
 - None
- Subcommittee Reports:
 - None
- Commissioner Sanders: He reminded members of the public to complete the available comment cards if they wished to speak this evening.

PUBLIC HEARING:

- **Review of Street Master Plan**
 Planning Commission to review the proposed Streets Master Plan which has been updated to account for change in land use from the General Plan update in 2002 with development projections adjusted to account for projected growth by 2020, and make recommendation to the City Council.

Applicant:	City of Woodland
Staff Contact:	Brent Meyer, Principal Civil Engineer
Recommended Action:	Find that the Street Master Plan is in substantial conformance with the 2002 General Plan.

- Brent Meyer, Principal Civil Engineer: He introduced Bob Grandy, a Consultant with Fehr and Peers, who would be presenting this agenda item
- Bob Grandy, Consultant, Fehr and Peers: He provided a presentation on the Street Master Plan and the request to recommend to City Council.

The Commissioners discussed details of the Streets Master Plan Final report with Bob Grandy.

Commissioner Sanders opened Public Comment.
 Commissioner Sanders closed Public Comment, as there was none.

The Planning Commissioners further discussed this agenda item.

It was moved by Commissioner Wurzel and seconded by Commissioner Murray that the Planning Commission recommend to the City Council that the Street Master Plan is substantially in conformance with the 2002 General Plan, with the following findings:

- That the 2009 SMP is in substantial conformance with the 2002 General Plan

AYES: Commissioners Wurzel, Murray, Sanders, and Barzo
NOES: None
ABSTAINED: None
ABSENT: Commissioners Lopez and Gonzalez

- **Petition Review for the New Woodland Partnership General Plan Amendment**

A request from the property owners, New Woodland Partners, to amend the General Plan from Urban Reserve to Highway Commercial (C-H). The subject site is approximately 22 acres located east of the approved Woodland Gateway Retail Center and south of Interstate-5: (APN: 027-300-31).

Applicant: Morgenstern Property Company
Owner: New Woodland Partnership/ Morgenstern Prop.
Staff Contact: Jimmy A. Stillman, Associate Planner
Recommended Action: Consider acceptance of Petition for further processing

- Commissioner Sanders: He announced that this agenda item has been continued to a future meeting date.

- **Petition Review for the Knaggs Commercial Properties General Plan Amendment**

A request from the property owners, Knaggs Commercial Properties LLC, to amend the City's General Plan from Industrial Business Park (BP) to Commercial/Residential Mixed Use (MU). The subject site known as the Knaggs Property consist of four parcels (APN: 024-330-22, 23 & 24) located north of the City of Woodland city limits, north of Kentucky Avenue, east of West Street and unincorporated lands in Yolo County, south of the Barnard Street property and Interstate-5 and, west of the triangle shaped property zoned C-3.

Applicant: David A. Storer, AICP
Owner: Knaggs Commercial Properties, LLC
Staff Contact: Paul L. Hanson, AICP, Senior Planner
Recommended Action: Consider acceptance of Petition for further processing

- Paul Hanson, AICP, Senior Planner: He provided a presentation on the Knaggs request for a General Plan Amendment.

The Commissioners discussed the details of this petition with staff.

Commissioner Sanders opened Public Comment.

- David Storer, Applicant: He spoke in support of the petition. He identified an interest in the ability to move forward and look at a plan for this area.

Commissioner Sanders closed Public Comment.

The Planning Commissioners further discussed this agenda item.

It was moved by Commissioner Wurzel and seconded by Commissioner Murray that the Planning Commission accepts the Knaggs Commercial Properties' General Plan Amendment petition for further processing subject to the following findings and conditions:

Findings

- The filing of this petition is consistent with the City approved process of consideration of General Plan Amendments.
- Acceptance of the petition does not imply that the Planning Commission will ultimately approve the project.
- That any necessary fiscal analysis, environmental and technical studies, project review and land use issues will have to be addressed and resolved as the project moves forward through the entitlement review process.

Conditions

- The applicant agrees to include the property surrounding Barnard Street into the annexation process.
- The applicant agrees not to exclude the triangle C-3 property to the east from the master or specific plan process.

AYES:	Commissioners Wurzel, Murray and Barzo
NOES:	Commissioner Sanders
ABSTAINED:	None
ABSENT:	Commissioners Lopez and Gonzalez

NEW BUSINESS:

- **Informational Report Regarding the Main Street Pedestrian and Streetscape Improvement Project**

The Redevelopment Agency and the City of Woodland will be applying for Sacramento Area Council of Governments (SACOG) Community Design Grant in September 2009. The SACOG Community Design Grant could provide up to \$900,000, with \$150,000 of Redevelopment bond funds authorized by the Redevelopment Agency Board as match. City and Agency staff believe that streetscape improvements along Main Street will

promote development that leads to fewer vehicle miles traveled and more walking, biking and transit use.

Applicant: Redevelopment Agency and City of Woodland
Staff Contact: Cynthia Shallit, Redevelopment Manager
Recommended Action: Informational update only

- Dan Sokolow, Senior Planner: He first provided the Commissioners with a copy of the Updated Housing Element. He then provided a presentation on the Main Street Pedestrian and Streetscape Improvement Project.

The Commissioners received this informational report and discussed.

- **Informational Report Regarding a Parking Needs Study for Downtown**
The Redevelopment Agency will be facilitating the preparation of an assessment to determine whether a parking structure is needed to address parking demands of the Yolo County Courthouse project and economic development in general for Woodland's downtown. Transportation Consultants, Fehr and Peers, were hired in June 2009 to prepare the assessment (Parking Needs Study) after the Agency issued a request for qualifications.

Applicant: Redevelopment Agency and City of Woodland
Staff Contact: Cynthia Shallit, Redevelopment Manager
Recommended Action: Informational update only

- Dan Sokolow, Senior Planner: He provided a presentation on the Parking Needs Study for Downtown.

The Commissioners received this informational report and discussed.

There being no further business, the meeting was adjourned at 8:25 PM.

Respectfully submitted,

Cindy Norris
Principal Planner

**APPROVED ACTION MINUTES
CITY OF WOODLAND
PLANNING COMMISSION
THURSDAY, SEPTEMBER 3, 2009**

VOTING MEMBERS PRESENT: Lopez; Wurzel; Murray; Sanders; Barzo
Gonzalez

VOTING MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Norris; McLeod

The meeting was called to order at 7:02 PM.

- CDD Monthly Status Report:
 - Cindy Norris, Principal Planner: She presented the September 2009 report.

- Approval of Minutes: **July 16, 2009**

It was moved by Commissioner Wurzel and seconded by Commissioner Murray that the Planning Commission minutes of July 16, 2009 be approved as written.

AYES:	Commissioners Murray, Sanders, and Barzo
NOES:	None
ABSTAINED:	Commissioner Lopez and Gonzalez
ABSENT:	None

- Director's Report:
 - None
- Public Comment: This is an opportunity for the public to speak to the Commission on any item other than those listed on the Agenda. The Chairman may impose a time limit on any speaker.
 - None
- Communication – Commission Statements and Requests: This is an opportunity for the Commission members to make comments and announcements to express concerns or to request Commission's consideration of any item a Commission member would like to have discussed at a future Commission meeting.

- Commissioner Lopez: He discussed projects around County Road 102 and requested that projects that come forward to the Planning Commission as an LLC identify the names partners and interested parties.
- Commissioner Wurzel: He said that he liked the SACOG (Sacramento Area Council of Governments) workshop and wished the City good luck during the application process.
- Commissioner Murray: She asked about TANA.
- Jamie McLeod, Housing Program Analyst: He explained TANA (Taller Art del Nuevo Amanecer or Chicano Studies Center for Art and Culture) to the Commission.
- Commissioner Gonzalez: She had no comments or announcements.
- Commissioner Barzo: He discussed the Stroll Through History to be held on September 12th.
- Commissioner Sanders: He advised that Commissioners that have questions of staff submit their questions in advance of the meetings to allow time to prepare technical information.

- Subcommittee Reports:
 - None

PUBLIC HEARING:

- None

NEW BUSINESS:

Affordable Housing Program Update

At a request from Planning Commission members staff will provide an overview and update regarding the City’s Affordable Housing program.

Staff Contact: Jamie McLeod, Housing Program Analyst
 Recommended Action: Informational update only

- Jamie McLeod: He provided an informational presentation on Affordable Housing.
- The Planning Commissioners received this informational report and discussed.

Proposed Amendment to the Planning Commission Rules and Regulations

The Planning Commission shall consider proposed amendments to the Rules and Regulations with regard to election of officers and clarification on terms of service.

Staff Contact: Cindy A. Norris, Principal Planner
 Recommended Action: Approve amendment to the Rules and Regulations

The Commissioners discussed the proposed amendment to the Rules and Regulations to change the voting date for the Chairperson and Vice-Chairperson from June to September. It was moved by Commissioner Wurzel and seconded by Commissioner Gonzalez that the Planning Commission accepts the modified Planning Commission Rules and Regulations recommended, as follows:

- The officers of the Commission shall consist of a Chairperson and Vice-Chairperson. The Chairperson and Vice-Chairperson shall be elected annually at the first meeting in September by a majority of the Commission.

AYES:	Commissioners Lopez, Wurzel, Murray, Sanders, Barzo, and Gonzalez
NOES:	None
ABSTAINED:	None
ABSENT:	None

The Commissioners then discussed the proposed amendment to the Rules and Regulations to change language related to service and termination of appointment.

It was moved by Commissioner Gonzalez and seconded by Commissioner Wurzel that the Planning Commission accepts the modified Planning Commission Rules and Regulations recommended, as follows:

- The term of appointment of any member of the Planning Commission who has been absent with “unexcused absences” from either three (3) consecutive regular or special meetings, or who has missed more than 4 of the meetings in a 12 month period, shall automatically terminate. “Unexcused absence” shall mean an absence which was not a subject of a request by the appointee which, prior to such absence, has been approved by majority vote of such board, commission or committee. Other acceptable cause for absence may include the following: personal or family illness, vacations, occasional business obligations, military leave or the loss of a loved one. If an absence will be unavoidable, a Commissioner should leave word with the Community Development Department no later than 12:00 PM on the day of the scheduled meeting.
- It is also expected that Planning Commission members will be on time for meetings. It is recommended that Commission members are ready a minimum of five minutes prior to meeting time.
- The Planning Commission conducts the business of the City with regard to land use and Zoning Code matters and as an advisory agency to the City Council. Actions of the Commission can have impact on the City as well as on those coming before this body for review and determination. It is necessary for meetings to be conducted in a timely and efficient manner.

AYES: Commissioners Lopez, Wurzel, Murray, Sanders, Barzo,
and Gonzalez
NOES: None
ABSTAINED: None
ABSENT: None

- Commissioner Sanders: He said that he will not be present for the October 15th meeting.
- Commissioner Murray: She also said that she will not be present for the October 15th Planning Commission Meeting.

Annual Vote for Election of Chair and Vice-Chair of the Planning Commission

Members of the Planning Commission shall conduct the annual vote with regard to election of officers of the Commission.

Staff Contact: Cindy A. Norris, Principal Planner
Recommended Action: Election of new Chair and Vice-Chairperson

- Cindy Norris: She reviewed the guidelines for the Chairperson and Vice-Chairperson positions per the Rules and Regulations.
- Commissioner Sanders: He opened nominations for Chairperson.
- Commissioner Murray: She nominated Commissioner Barzo as the Planning Commission Chairperson.
- Commissioner Sanders: He closed the nominations for Chairperson, being no other nominations.

The Commissioners Voted as follows:

Commissioner Barzon for Chairperson

AYES: Commissioners Lopez, Wurzel, Murray, Sanders, Barzo,
and Gonzalez
NOES: None
ABSTAINED: None
ABSENT: None

It was carried by a vote of 6-0 that Commissioner Barzo shall be the next Planning Commissioner Chair.

- Commissioner Barzo: He then opened nominations for Vice-Chairperson.
- Commissioner Barzo: He nominated Commissioner Sanders as the Planning Commission Vice-Chairperson.

- Commissioner Lopez: He nominated Commissioner Wurzel as the Planning Commission Vice-Chairperson.

The Commissioners voted as follows:

Commissioner Sanders for Vice-Chairperson

AYES: Commissioners Murray, Sanders, Barzo and Gonzalez

Commissioner Wurzel for Vice-Chairperson

AYES: Commissioners Lopez and Wurzel

It was carried by a vote of 4-2 that Commissioner Sanders shall be the next Planning Commission Vice-Chairperson.

OLD BUSINESS:

- None

There being no further business, the meeting was adjourned at 8:00 PM.

Respectfully submitted,

Cindy Norris
Principal Planner