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