

CITY OF CERES
PLANNING COMMISSION
MINUTES

AUGUST 20, 2012

MEETING CALLED TO ORDER: 6:00 p.m.

ROLL CALL:

PRESENT: Chapman, Del Nero, Kachel, Molina, Smith

ABSENT: None

ALSO PRESENT: City Attorney Michael Lyons, Planning, Building & Housing Division Manager Tom Westbrook, Director/City Engineer Toby Wells, Redevelopment and Economic Development Manager Bryan Briggs, Associate Planner James Michaels, Secretary Ann Montgomery

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Chairperson Molina.

APPROVAL OF MINUTES:

1. It was moved by Commissioner Kachel; seconded by Commissioner Chapman, to approve the minutes from the June 4, 2012 meeting; Carried 4/0/1 (Laurie Smith absent).
2. It was moved by Commissioner Smith; seconded by Commissioner Kachel, to approve the minutes from the June 18, 2012 and July 16, 2012 meetings; Carried 5/0.

CONFLICT OF INTEREST DECLARATION:

None

CITIZEN COMMUNICATION:

None

APPROVAL OF AGENDA AS POSTED (OR AMENDED) AND CERTIFICATION OF POSTING:

It was moved by Commissioner Kachel; seconded by Commissioner Chapman to approve the agenda as posted; Carried 5/0.

**ADJOURN AS THE PLANNING COMMISSION TO THE CERES DOWNTOWN
REVITALIZATION AREA BOARD**

MEETING CALLED TO ORDER: 6:02 p.m.

ROLL CALL:

PRESENT: Chapman, Del Nero, Kachel, Molina, Smith

ABSENT: None

ALSO PRESENT: City Attorney Michael Lyons, Planning, Building & Housing Division Manager Tom Westbrook, Director/City Engineer Toby Wells, Redevelopment and Economic Development Manager Bryan Briggs, Associate Planner James Michaels, Secretary Ann Montgomery

CONFLICT OF INTEREST DECLARATION:

None

NEW BUSINESS:

3. FY 2011-12 Quarterly (4th) Report for period ending June 30, 2012.

Bryan Briggs, Redevelopment and Economic Development Manager presented the staff report for the CDRAB FY 2011 Quarterly (4th) Report for period ending June 30, 2012.

Questions from Commissioners:

- Commissioner Smith inquired about the lighting on 5th Street, from El Camino to Lawrence, clarifying that Mr. Briggs stated the current lighting meets the standards; does this prevent the staff from doing anything additional to that?

Mr. Briggs replied he discussed the matter with the Public Works Director at the time, and he stated that unless instructed by someone superior to him, he wasn't in a position to add an additional light standard, because it did meet the minimum standards.

Mr. Wells further explained that our standard engineering specifications have specific spacing. It doesn't preclude from doing more than that, but if it's less than that, we take care of that, as a safety issue. It's really a funding mechanism, rather than we can't do it. An individual standard city street light would cost approximately \$3,000 to \$5,000, depending on where the source of electrical connectivity would be. Decorative lights as described in the Downtown Specific Plan cost anywhere from \$9,000 to \$15,000 each.

Discussion followed regarding the possible and appropriate uses for the approximate \$94,000 reserve fund balance. Mr. Briggs pointed out that the funds that are generated from the Business Improvement District must be spent to benefit the area. Mr. Wells advised the board to be mindful of the requirements and standards listed in the Downtown Specific Plan.

Commissioner Smith asked Mr. Briggs to expand his analysis of what the requirements are, and that he use the current standards from the Specific Plan, and see if it's possible to do something in a limited area that meets the standard, and also meet the need for improved lighting in the area.

Mr. Briggs believes it's going to come down to priorities and funding at that time. He suggested that we get started with a Marketing Plan; the Specific Plan recommends that we put together a marketing program for both the downtown itself as well as the City's ability to host development downtown. He added that \$90,000 isn't going to give us a full marketing plan, but it's enough to get us started.

RECONVENED AS THE PLANNING COMMISSION at 6:27 p.m.

CONSENT CALENDAR:

None

PUBLIC HEARING(S):

None

NEW BUSINESS:

4. Consideration of adoption of Planning Commission Rules and Procedures - August 20, 2012.

Associate Planner, James Michaels presented the Staff Report.

Commissioners' Questions:

- Commissioner Smith inquired if the Rules and Regulations need to specifically identify participation on the CDRAB board or is it included in the functions and duties of the Planning Commission, in reference to page 10, Item #B-7, "Perform other functions as the City Council may provide,..."

City Attorney Lyons explained that although it is a function of the Planning Commission, it's more of a special function. He referred to the history of CDRAB; as initially organized, it had a board that consisted of the merchants. Somewhere along the line, the merchants lost interest in their organization. In order to keep it going, the then

Council made the Planning Commission the board of the CDRAB. He thought it was always ultimately the intention of the Council, to get the board back to the merchants. The Planning Commission is doing this on kind of an interim basis, which has stretched into a number of years.

- Commission. Smith asked about Item #C-1a on page 11 regarding Planning Commission term and when a person leaves the position.

Discussion followed and it was decided to change the wording from, “Each Planning Commissioner selected **shall** continue in office until a successor qualifies” to “Each Planning Commissioner selected **may** continue in office until a successor qualified.”

- Commissioner Smith inquired about absences in reference to Item #C-1c.

City Attorney, Mr. Lyons advised that we keep an accurate record of absences, indicating if they are excused. At a following meeting, action can be taken indicating that the absence is excused. Commissioners can also advise Mr. Westbrook ahead of time that they’re not going to be present and the reason. Staff will make note of the absence and follow-up.

- Commissioner Smith stated it’s important for everybody to serve as the chair because it’s a great opportunity and invaluable.

Discussion followed and it was decided to add the verbiage, “Rotation of the chair is encouraged” to Item #C-2 Elected Chairperson.

- Commissioner Kachel pointed out that the wording isn’t the same in the two “Conflict of Interest” sections. On page 17, it states that the Planning Commissioner must leave the room and on page 26, it states that the Planning Commissioner shall leave the Commissioner dais until the conclusion of the agenda item.

Mr. Lyons agreed that they should be consistent.

Commissioner Chapman commended staff for a good job on the “Rules & Regulations” and appreciated their time. This will help him know what he needs to do. Commissioner Kachel agreed and said they are very well done. This is a good reminder of how things are to be done.

It was moved by Commissioner Kachel; seconded by Commissioner Smith to approve the Planning Commission Rules and Procedures with the two amendments as noted and recommend them for approval to the City Council; Carried 5/0.

UNFINISHED BUSINESS:

None

MATTERS INITIATED BY PLANNING COMMISSION AND STAFF

None

REPORTS:

Commission:

- Commissioner Del Nero thanked Mr. Wells for the speed bump signs on Glasgow. He also gave a word of caution to the Commission regarding their 700 forms. He thought he had put his in, but was contacted by the state; sent a letter and called by one of the state people. They are very serious about the forms being turned in.
- Commissioner Kachel asked if once the Rules and Regulations are adopted by the City Council, a copy be placed in the back of the book. Mr. Westbrook confirmed that will be done, in addition to a copy of “Rosenberg’s Rules of Order.”

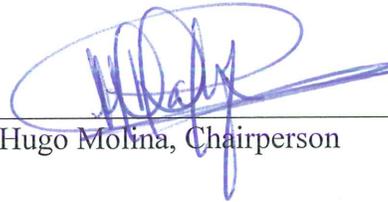
Staff:

- Mr. Westbrook reported he’s doing some more things as a liaison with the Chamber of Commerce per City Manager, de Werk’s request. He’s getting some exposure and becoming more recognizable in the business community. As a part of that, he attends a lot of the Chamber functions. Last Saturday he attended a grand opening/ribbon cutting for Sharity’s Sweets, a little bakery on Whitmore Avenue. The event was well attended; about 40 people there, including Councilmember Kline.
- Mr. Westbrook thought the commission may be interested; he’s heard some rumblings that there may be a tenant that’s going to occupy the old CVS site. He doesn’t know who that is, but apparently there are three different entities vying for that site. He heard that two were looking to purchase the building and one is looking to lease. Hopefully we’ll see a new business in there in about 3 to 4 months time.
- Mr. Wells reported two things regarding Ceres River Bluff Regional Park:
 1. We have a presentation with the State tomorrow as part of the River Parkways Grant; we’re in the running for a \$1.4 million grant to finish the bottom parkway portion. If that goes well, we’ll be able to build that. We do have some political support as well as a number of residents planning on attending tomorrow at ten o’clock. He suggested if the Commission is interested in stopping by, there will be a decent sized crowd wooing the state representatives for that.
 2. And also related to the Ceres River Bluff Regional Park, on the top side, per Council direction, we are looking at revising that Master Plan. We’re looking at a Study Session with the Council in September, either the 10th or the 24th. As soon as we get the date set, we will be inviting the Commission to attend. The primary driver is looking at that Master Plan from a recreational element, and looking to change out the top two softball fields to soccer fields.

ADJOURNMENT:

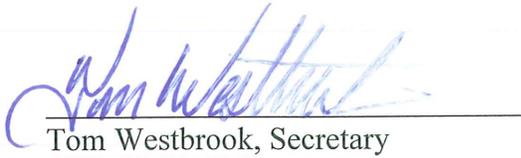
The Commission adjourned at 7:07 p.m. to the next regularly scheduled meeting of Monday, September 17, 2012.

APPROVED:



Hugo Molina, Chairperson

ATTEST:



Tom Westbrook, Secretary

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