

CITY OF CERES  
PLANNING COMMISSION  
MINUTES

May 5, 2014

**MEETING CALLED TO ORDER:** 6:01 p.m.

**ROLL CALL:**

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

**ABSENT:** None

**ALSO PRESENT:** Director of Community Development Tom Westbrook,  
City Manager/City Engineer Toby Wells, City Attorney  
Mike Lyons, Redevelopment & Economic Development  
Manager Steve Hallam, Secretary/Deputy City Clerk Ann  
Montgomery

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Chairperson Chapman.

**APPROVAL OF MINUTES:**

1. **ACTION:** It was moved by Commissioner Kachel; seconded by Commissioner Del Nero to approve the minutes from the meeting of April 7, 2014. Motion passed by the following vote:

**AYES:** Commissioners Del Nero, Molina, Smith

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**CONFLICT OF INTEREST DECLARATION:**

None

**CITIZEN COMMUNICATIONS:**

None

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

ACTION: It was moved by Commissioner Kachel; seconded by Commissioner Molina to approve the agenda as posted (or amended) and certification of posting. Motion passed by the following vote:

AYES: Commissioners Chapman, Del Nero, Kachel, Molina, Smith  
NOES: None  
ABSENT: None

**CONSENT CALENDAR:**

None

**PUBLIC HEARING:**

None

**NEW BUSINESS:**

None

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

**MEETING CALLED TO ORDER:** 6:03 p.m.

**ROLL CALL:**

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

**ABSENT:** None

**ALSO PRESENT:** Director of Community Development Tom Westbrook, City Manager/City Engineer Toby Wells, City Attorney Mike Lyons, Redevelopment & Economic Development Manager Steve Hallam, Secretary/Deputy City Clerk Ann Montgomery

**CONFLICT OF INTEREST**

None

**NEW BUSINESS**

2. FY 2013-14 Quarter (3<sup>rd</sup>) Report for period ending March 31, 2014.

Redevelopment & Economic Development Manager, Steve Hallam presented the staff report.

- Commissioner Smith asked about there being no revenue showing for the 1<sup>st</sup> quarter on the financial statement.

Toby Wells explained that the revenue is reported when it is received. We will verify with Sheila Cumberland, Finance Director and report back to the Board.

**ACTION:** It was moved by Commissioner Kachel; seconded by Commissioner Smith, to accept the FY 2013-14 Quarter (3<sup>rd</sup>) Report for period ending March 31, 2014. Motion passed by the following vote:

**AYES:** Commissioners Chapman, Del Nero, Kachel, Molina, Smith  
**NOES:** None  
**ABSENT:** None

3. Ceres Downtown Revitalization Area Board Annual Report FY 2014-15.

Redevelopment & Economic Development Manager, Steve Hallam presented the staff report.

Mr. Hallam provided an explanation of the preparation of the proposed annual budget for FY 14-15, which included the reduction of the amount allocated for Contract Services and the addition of recommended programs as placeholders: Façade Renovation, Hot Water Dispenser, and Wayside Finding Program. Mr. Hallam further explained that the next step will be to present the proposed budget and annual report to the City Council in July to approve the annual work plan and then set the Public Hearing for August to actually assess the levy.

**ACTION:** It was moved by Commissioner Smith; seconded by Commissioner Del Nero, to accept the CDRAB Annual Report FY 2014-15. Motion passed by the following vote:

**AYES:** Commissioners Chapman, Del Nero, Kachel, Molina, Smith  
**NOES:** None  
**ABSENT:** None

4. Ceres Downtown Area Revitalization Area-History/Operations/Limitations

City Attorney, Mike Lyons provided an explanation of the CDRAB History, Operations and Limitations.

Commissioner Smith inquired if the annual report can be amended at any time during the fiscal year. Mr. Lyons explained that yes, the report and the budget can be amended.

A brief discussion ensued regarding assessments and the possible expansion of the boundaries. Mr. Lyons explained that it would require noticing, and the vote of not only the businesses being added, but also all of the existing businesses in the area. The CDRAB Board would be the body that would recommend the expansion to the City Council, who would have to make a "finding," based on substantial evidence, showing that the area that is being added, would in fact be benefited by the district. Also discussed was the issue of non-profit organizations, which can not be required to pay assessments. Mr. Westbrook explained the Downtown Specific Plan requires Conditional Use Permits for churches to be located in that area now, as it is C-2 zoned. There are, however, a handful of churches that were established before the Downtown Specific Plan was adopted.

**The public hearing was opened at 6:53 p.m.**

- Renee Ledbetter, Chamber Board President

Ms. Ledbetter asked who approves Conditional Use Permits. Mr. Westbrook responded that the Planning Commission approves them.

Ms. Ledbetter commented that she didn't think she would stand by an increase in assessments at this point, as we haven't seen any improvement with the money they have paid so far.

Chairperson Chapman remarked that an increase in the assessment is not being considered at this time, per the report that was accepted previously this evening.

**The public hearing was closed at 6:55 p.m.**

**RECONVENED AS THE PLANNING COMMISSION at 6:55 p.m.**

**PUBLIC HEARING:**

None

**PUBLIC MEETING(S):**

None

**UNFINISHED BUSINESS:**

None

**MATTERS INITIATED BY PLANNING COMMISSION AND STAFF**

None

**REPORTS:**

Commissioner Del Nero reported that he will not be in attendance at the next Planning Commission meeting on May 19, 2014.

Chairperson Chapman:

- Congratulated our new City Manager, Toby Wells on his new appointment and thanked him for attending the meeting this evening.
- Welcomed and congratulated Steve Hallam on his position as Redevelopment and Economic Development Manager.

Mr. Westbrook:

- The Planning Commissioners Workshop is this Saturday, May 10<sup>th</sup> in Oakdale. He offered to carpool with anyone who is attending.
- Mr. Westbrook worked at the Chamber margarita booth at the Ceres Street Faire this past weekend. There were a lot of people in attendance, enjoying the faire and the cool weather.
- May 29<sup>th</sup> is the Chamber's Agri-Business luncheon at the Community Center. They will be presenting some scholarships to local high school students. Please let Mr. Westbrook now if you're interested in attending.
- New development; at the next Planning Commission meeting on May 19th, we will be bringing the McDonald's Conditional Use Permit. They will be scrapping the current building on the corner of Mitchell and Hatch and replacing it with a larger one.

Mr. Wells:

- RDA Bond Proceeds Projects were presented during the study session at the last City Council meeting on April 24<sup>th</sup>. We'll be putting that information into our CIP for this year, and bringing that to our next Planning Commission meeting. Two items of interest to the Commission will be the General Plan Update as well as the Downtown projects.

**ADJOURNMENT:**

The Commission adjourned at 7:01 p.m. to the next regularly scheduled meeting of Monday, May 19, 2014.

Planning Commission Minutes  
May 5, 2014

APPROVED:



---

Dave Chapman, Chairperson

ATTEST:



---

Tom Westbrook, Secretary

I:\PLANNING\DEPT\PLANNING\PC\Minutes\2014\5-5-14 final.doc