



AGENDA
CITY OF SANGER
PLANNING COMMISSION SPECIAL MEETING
THURSDAY, MAY 13, 2021, 6:00 p.m.
CITY HALL COUNCIL CHAMBER
1700 7th STREET, SANGER, CALIFORNIA 93657

Drew Esquer, Chair

Vincent Wall, Vice Chair

Commissioners: Kevin Carter, Ken Garcia, Kari Daniska, Stephanie Moreno, Monica Yamada

This meeting will be conducted pursuant to the provisions of Paragraph 11 of the Governor's Executive Order N-25-20 which suspends certain requirements of the Ralph M. Brown Act, and as a response to mitigating the spread of COVID-19, the meeting will be held via teleconference and will not be physical open to the public. The weblink and telephone number listed below will provide access to the Planning Commission meeting. Public comment will also be accepted via email at publicmeeting@ci.sanger.ca.us

Weblink: <https://us02web.zoom.us/j/86310409887>

Telephone number: +1 669 900 9128

Meeting ID: 863 1040 9887

A. Call to Order

B. Roll Call & Flag Salute

C. Approval of Agenda

D. Presentations

E. Consent Calendar

F. Approval of Minutes

G. Public Comment and Participation

(This portion of the meeting is reserved for persons desiring to address the Planning Commission on any matter not otherwise on the agenda and within the jurisdiction of the Planning Commission. Speakers shall address all comments to the Chair and the Commission as a body and not to any particular Commission Member or member of the staff. Speakers should limit their comments to three (3) minutes).

H. PUBLIC HEARINGS

I. General Matters

- 1. Planning Commission Determination of Topic Areas to be Assigned to Committees for Further Work and Assessment, and Assignment of Commissioners to Said Committees.** The Planning Commission will consider on-going and other items that may warrant further assessment given the roles and duties of the Planning Commission, determine whether to appoint Commissioners to serve on ad hoc committees to develop recommendations regarding the same, and if so direct the committees to return with recommendations or a report at a future meeting for further consideration and potential action by the Planning Commission as warranted.

J. Staff Communications

K. Commissioner Communications/Announcements/Agenda Items

(This portion of the meeting is reserved for the Commissioners (i) to make brief reports on relevant matters to the Planning Commission, (ii) to request updates, and (iii) to initiate new agenda items. No action may be taken under this section of the Agenda.

- 1. Future Planning Commission Items**

Next meeting:

June 24, 2021

L. ADJOURNMENT

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact the office of the City Clerk at 559-876-6300, Ext 1350. Notification 48 hours prior to a meeting will enable the City to make reasonable arrangements to ensure accessibility to that meeting. [28 CFR 35.104 ADA Title II].



CITY OF SANGER
Planning Commission
Meeting of May 13, 2021

TO: Sanger Planning Commission

FROM: David Brletic, Senior Planner

SUBJECT: **Planning Commission Determination of Topic Areas to be Assigned to Committees for Further Work and Assessment, and Assignment of Commissioners to Said Committees.**

RECOMMENDATION:

Consider on-going and other items that may warrant further assessment given the roles and duties of the Planning Commission, determine whether to appoint Commissioners to serve on ad hoc committees to develop recommendations regarding the same, and if so direct the committees to return with recommendations or a report at a future meeting for further consideration and potential action by the Planning Commission as warranted.

BACKGROUND:

The April 27, 2021, Planning Commission meeting included an agenda item under Commissioner Communications/Announcements/Agenda Items, Item K.4, On-going Items. Staff's understanding of the request to place this item on the agenda was for informational purposes and was to be included in future agendas to maintain an on-going list of items that may be presented before the Planning Commission at future meetings. The list of items included in the report was labeled, "For Informational Purpose".

At the April 27, 2021, meeting the Planning Commission directed staff to schedule an item for a May 13, 2021, Planning Commission meeting. The stated purpose was to place the list of on-going items on the agenda for the Planning Commission to divide amongst the Commissioners to address as appropriate.

After consultation with the City Attorney's Office, it is recommended that the Planning Commission use the following process if it is inclined to move forward with this matter:

1. Ensure that any item being considered is consistent with the roles and duties of the Planning Commission.
2. Determine a list of priority items while taking into account limited Commissioner and City resources.
3. Appoint 2-4 Commissioners to serve on *ad hoc* committees and divide the priority items among the committees as appropriate.
4. Direct the *ad hoc* committees to return with recommendations or a report to the Planning Commission at a future meeting for further consideration and potential action by the Planning Commission as appropriate.

5. Direct that any *ad hoc* committees will automatically dissolve within 12 months or whenever their specific task is complete, whichever is earlier.

With regard to item 1, the Planning Commission duties and responsibilities include the following:

1. General Plan. Assist in writing the general plan and hold public hearings on its adoption.
2. Specific Plans. Assist in writing any specific plans or community plans and hold public hearings on such plans.
3. Zoning and Subdivision Maps. Review, hold hearings on, and act upon zoning ordinances, maps, conditional use permits, and variances.
4. Individual Project Approvals. Review individual projects for consistency with the general plan, any applicable specific plans, the zoning ordinance, and other land use policies and regulations.
5. Report on Capital Improvements Plans. Annually review the jurisdiction's capital improvements program and the public works projects of other local agencies for consistency with the general plan.
6. Coordinate Planning Efforts. Coordinate local plans and programs with those of other public agencies.
7. Consider Land Acquisitions. Report to the governing body on the consistency of proposed public land acquisition or disposal with the general plan.
8. Special Studies. Undertake special planning studies as needed.

The Planning Commission is also subject to the budgetary constraints approved by the City Council and administered by the City Manager's office.

Next, the Planning Commission also serves an advisory body to the City Council on legislative items related to land use matters. To the extent that the Planning Commission is inclined to explore options regarding amendment of the zoning ordinance (such as to address outdoor dining or other issues), Council approval will be ultimately required.

Finally, with regard to the formation of committees, staff recommends that any committees that are formed be *ad hoc* committees that will be formed for less than 12 months rather than a standing committee. The Brown Act does not apply to *ad hoc* committees consisting solely of less than a quorum of the Planning Commission, provided they are composed solely of members of the Planning Commission and provided that these *ad hoc* committees do not have some "continuing subject matter jurisdiction," and do not have a meeting schedule fixed by formal action of the Planning Commission or Council. Thus, *ad hoc* committees would generally serve only a limited or single purpose, they are not perpetual and they are dissolved when their specific task is completed. This will allow the limited purpose *ad hoc* committees to freely meet as their member's schedules permit, without the requirement and expense of noticing each meeting, preparing an agenda, keeping minutes, etc.

PRELIMINARY LIST OF ITEMS:

Several items were initially identified during the meeting of April 27, 2021, including the following:

Staff list of future items:

1. Review of Entitlement Applications

2. Housing Element Update Annual Progress Report
3. Comprehensive Zoning Ordinance Update
4. Utility Master Plans – Review of Development Impact Fees
5. Review of Design Standards and Guidelines.

Planning Commission list of future items:

1. Downtown Revitalization. (Note: “Revitalization” is not typically within the role and responsibilities of the Planning Commission.)
2. Creating a new City Committee for Design and Architecture. (Note: Such a committee must be formed by the City Council.)
3. Planning Commission communication with the public. (Note: Noticing and other communications with the public are established by State law and the City Council through the Municipal Code.)
4. Outdoor dining. (Note: This will require City Council approval to amend the City’s Municipal Code.)

Recommendations regarding priorities:

From the list above, staff recommends the Planning Commission consider the following:

- Review existing Design Standards and Guidelines.
- Explore concept of City Committee for Design and Architecture.
- Explore development of Outdoor Dining.