PLANNING COMMISSION

Darren Smith, Chairman

Robert Palacio, Vice-Chairman

Eugene Bumbera Jay Goyal Kevan Hutchinson

Ramon Castro George Marquez

AGENDA

PLANNING COMMISSION
REGULAR MEETING
WEDNESDAY, AUGUST 3rd, 2016 AT 5:30 P.M.
CITY COUNCIL CHAMBERS
383 MAIN STREET
BRAWLEY, CALIFORNIA

1. CALL TO ORDER / ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES OF JULY 6th, 2016.
4. PUBLIC APPEARANCES

   The Planning Commission encourages citizen participation on all matters presented for their consideration. Members of the public who wish to speak on an issue that is not on the agenda may do so during the "Public Appearances" section at any meeting. The Planning Commission does not take action on items presented under Public Appearances.

5. ANNUAL ADOPTION OF PLANNING COMMISSION RULES AND REGULATIONS
6. NEXT MEETING DATE
7. ADJOURNMENT

DRAFT

Minutes for July. 6th.2016 Planning Commission Meeting

The Planning Commission of the City of Brawley, California, met in Regular Session at 5:30 p.m., City Council Chambers, 383 Main Street, Brawley, California, the date, time, and place duly established for the holding said meeting. The City Clerk attests to the posting of the agenda pursuant to the G.C.54954.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order by Vice-Chairman Palacio 5:31 p.m.

Present: Palacio, Castro, Bumbera, Goyal, Hutchinson

Late: None.

Absent: Smith (known absence).

2. APPROVAL OF AGENDA

Motion: The Planning Commission approves the agenda as presented.

M/S/C Goyal/Hutchinson 6-0

3. APPROVAL OF MINUTES

Motion: The Planning Commission approves the minutes of April 6th, 2016 as presented.

M/S/C Goyal/Castro 6-0

4. PUBLIC APPERANCES

Vice-Chairman Palacio called for Public appearances. There were none.

PUBLIC HEARINGS:

5. An application for a Tentative Tract Map requesting a Zone Change to R-1(Residential Single Family) and a General Plan Amendment changing the land use to Low Density Residential in order to permit 32 single family residential Lots.

Applicant: Veerinder S. Anand M.D. INC.
P.O. Box 4180
El Centro, CA 92243

Location: S 10AC LOT 7 US DE MOULIN TR 4 7.73 AC EXC N 150 FT
West of La Valencia Unit #3, North of Calle Estrella, and South of Tangerine Gardens Mobile Home Park

Commissioner Goyal recused himself from this item.

Gordon Gaste, Planning Director gave an overview of the project, the property is currently zoned R-3 (Residential Medium Density) and is designated Medium Density Residential. The site is currently vacant and is 7.73 acres in size. Access is proposed via Calle Estrella and Calle de Cielo. The Planning Director explained to the commission that when a "down zone" occurs within a city, the State of California requires the zoning use to be replaced elsewhere, which has been done through the Brawley Senior Apartments. The extended Tract Map of Tangerine Gardens is still valid for this site and there is no need for an environmental study due to the request of the zoning use being downgraded from R-3 to R-1.

Discussion:

- Commissioner Hutchinson asked about the outcome of this potential project, if there had not been another zoning upgrade/downgrade to replace the use of this zone.
- Commissioner Bumbera inquired about violations in the Tangerine Garden subdivision.
- Commissioner Marquez queried about the development and style of the potential single family homes proposed.
- Commissioner Bumbera questioned how wide the streets would be in this potential development.

Public Hearing Opened @ 5:36 PM:

- **Jose Rojas**

  1391 Valencia Drive

Requested that potential speed bumps be placed in the area due to concerns of increased traffic and children in the area with the development of single family homes being proposed and if a road would ever connect to Austin Rd.

Planning Director, Gordon Gaste informed Mr. Rojas that those are Public Works issues and are determined by traffic studies, funding, and time.

Mr. Jose Rojas asked if the project was approved after the motion by the commission and the Planning Director, Gordon Gaste informed Mr. Rojas that the project was yet to be approved because it still had to go through the City Council during September council meeting.

M/S/C Castro/Hutchinson 5-0

6. ZONING CODE ENFORCEMENT

Building Official, Frank Soto reported that the Community Development is currently working on cleaning up eight (8) vacant lots, three (3) housing violations, three (3) zoning violations, have repaired eight (8) homes with housing violations, and working on cleaning up "over growth" issues at the Latigo Ranch Subdivision.

- Helen Noriega

  940 Ivy Street

Questioned the Building Official on the process of enforcing clean-up violations.

Building Official, Frank Soto informed Ms. Noriega that an initial notice is sent out to the owner of the property in violation. If no action is taken within the designated time frame to correct the issue, a second notice is sent out. Failure to comply with the second violation notice, results in actions determined by the City Manager. Depending on the financial status of the city and type of violation, the City may either handle the issue independently and/or then bill the owner.

7. NEXT MEETING DATE

The Commission adjourned to the next regular meeting to be announced at a later time.

8. ADJOURNMENT

Motion: The Planning Commission meeting adjourned at 6:30 p.m.

M/S/C Hutchinson/Castro 6-0

CITY OF BRAWLEY
PLANNING COMMISSION

ORGANIZATION AND OFFICERS
(AMENDED 11/2/05)

1. ORGANIZATION

The Planning Commission shall consist of seven regular members and shall be organized and exercise such powers as prescribed by the ordinances of the City of Brawley.

In addition to these seven members, the mayor, the city engineer, and the city attorney shall be ex-officio members of the planning commission.

2. OFFICERS

A. Selection

(1) A chairperson and vice-chairperson shall be elected annually from among the Planning Commission's membership at the first meeting in July to serve at the pleasure of the Planning Commission.

(2) The vice-chairperson shall succeed the chairperson if he or she vacates his or her office before his or her term is completed, the vice-chairperson to serve the unexpired term of the vacated officer. A new vice-chairperson shall be elected at the next regular meeting.

(3) In the absence of the chairperson and vice-chairperson, the senior member shall preside.

B. Responsibilities

The responsibilities and powers of the officers of the Planning Commission shall be as follows:

(1) Chairperson

(a) Preside at all meetings of the Planning Commission.

(b) Call special meetings of the commission in accordance with legal requirements and the Rules and Procedures of the Planning Commission.

(c) Sign documents of the Planning Commission.

(d) See that all actions of the Planning Commission are properly taken.

(e) Assist staff in determining agenda items.

(2) Vice Chairperson

During the absence, disability or disqualification of the chairperson, the vice-chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the chairperson.

3. DUTIES AND POWERS

The Planning Commission shall have the power and duties as described in the Municipal Code of the City of Brawley.

MEETINGS

4. PUBLIC MEETINGS

All meetings shall be held in full compliance with the provisions of state law, ordinances of the City, and the Rules and Procedures of the Planning Commission.

5. REGULAR MEETINGS

A. Regular meetings shall be held on the first Wednesday of the month, at 5:30 p.m., in the City Council Chambers, unless otherwise determined by the Mayor, City Council, Chairperson of the Planning Commission, or upon the request of three members of the Planning Commission.

B. Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting may be rescheduled to another business day, or canceled by motion by the Planning Commission.

C. The Planning Commission may hold special meetings in accordance with Government code Section 54956. Special meetings may also be called by the mayor or city council. The request shall be filed with the city clerk who shall give notice required by law.

6. ADJOURNED MEETINGS

In the event it is the wish of the Planning Commission to adjourn its meeting to a certain hour or another day, a specific date, time, and place must be set by the Planning Commission prior to the regular motion to adjourn.

7. STUDY SESSIONS / WORKSHOPS

A. The Planning Commission may be convened as a whole or as a committee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding a study session provided that no official action shall be taken and no quorum shall be required.

B. Such meeting shall be open to the public; but, unless the Planning Commission invites evidence or comments to be given, participation by interested members of the public shall not take place at such study sessions.

8. AGENDA

A. An agenda for each meeting of the Planning Commission shall be prepared by the planning director or his or her designee with the cooperation and approval of the chairperson or in his or her absence the vice-chairperson.

B. A copy of the agenda shall be posted per state regulations.

9. ATTENDANCE

A. Members shall be present at all scheduled meetings, on time, and for the duration of the said meeting, unless prior arrangements have been approved by the chairperson. Failure to have approval shall be the same as an unexcused absence.

B. If any commissioner should be absent for three consecutive meetings of the Planning Commission in a fiscal year, the chairperson shall request that the City Council investigate and take the necessary action.

10. MOTIONS

A. Voting Requirements

(1) A quorum shall consist of a majority of Planning Commission members.

(2) The affirmative vote of a majority of the entire Planning Commission is necessary for it to take action. Thus, all actions of the Planning Commission require a majority vote.

(3) ***The Mayor, as an ex-officio member, shall have the right to exercise a vote, but this vote shall only be exercised in case of a tie vote among the regular members of the planning commission.***

(4) When a member of the Planning Commission abstains from voting on any matter before it because of a potential conflict of interest, said vote shall not constitute nor be considered as either a vote in favor of or opposition to the matter being considered. When a member of the Planning Commission abstains from voting for any reason other than a potential conflict of interest, the abstention shall be counted with the majority.

B. Voting Order

The order of voting will be rotated each meeting except that the chairperson shall vote last.

C. Recording of Votes

The minutes of the Planning Commission's proceeding shall show the vote of each member, including if they were absent or failed to vote on a matter considered.

D. Disqualification from Voting

A member shall disqualify himself or herself from voting in accordance with the conflict of interest rules adopted by the California Fair Political Practices Commission. When a person disqualifies himself or herself, he or she shall state prior to the consideration of such matter by the Planning Commission that he or she is disqualifying him or herself due to a possible conflict of interest and shall then leave the voting area.

REVIEW AND AMENDMENTS PROCEDURE

11. REVIEW

These Rules and Procedures of the Planning Commission shall be reviewed in July of each year by a subcommittee appointed by the Chair with the general agreement of the Planning Commission. The review subcommittee shall present their recommendations for amending, or not amending, these rules.

12. AMENDMENTS

In addition, these Rules and Procedures of the Planning Commission may be amended at any meeting at the Planning Commission by a majority of the membership of the Planning Commission provided that notice of the proposed amendment is received by each commissioner not less than 5 days prior to said meeting.