

PLANNING COMMISSION AGENDA

CHAIRPERSON:

Marvin Hansen



VICE CHAIRPERSON:

Adam Peck

COMMISSIONERS: Mary Beatie, Chris Gomez, Chris Tavaréz, Adam Peck, Marvin Hansen

MONDAY, SEPTEMBER 13, 2021, 7:00 P.M.

VISALIA COUNCIL CHAMBERS

LOCATED AT 707 W. ACEQUIA AVENUE, VISALIA, CA

Citizens may appear at the Planning Commission meeting in person and will be asked to maintain appropriate, physical distancing from others and wear a mask or face shield pursuant to the Governor's Executive Orders and public health guidance during the COVID-19 situation.

1. CALL TO ORDER –
2. THE PLEDGE OF ALLEGIANCE –
3. CITIZEN'S COMMENTS – This is the time for citizens to comment on subject matters that are not on the agenda but are within the jurisdiction of the Visalia Planning Commission. You may provide comments to the Planning Commission at this time, but the Planning Commission may only legally discuss those items already on tonight's agenda.

The Commission requests that a five (5) minute time limit be observed for Citizen Comments. You will be notified when your five minutes have expired.
4. CHANGES OR COMMENTS TO THE AGENDA –
5. CONSENT CALENDAR – All items under the consent calendar are to be considered routine and will be enacted by one motion. For any discussion of an item on the consent calendar, it will be removed at the request of the Commission and made a part of the regular agenda.
 - a. No Items on Consent Calendar
6. PUBLIC HEARING – Josh Dan, Associate Planner
Conditional Use Permit No. 2021-09: A request by Fontana Ranches Inc. to establish a duplex on a vacant corner lot within the R-1-5 (Single Family Residential, 5,000 square foot minimum site area) zone. The project is located at the southwest corner of South Lovers Lane and East Paradise Avenue (Address: not yet assigned) (APN: 100-200-003). The project is Categorical Exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15303, Categorical Exemption No. 2021-17.

7. REGULAR ITEM – Paul Bernal, Director/City Planner
Review of Planning Commission Meeting Guidelines.
8. CITY PLANNER / PLANNING COMMISSION DISCUSSION –
 - a. Updates to Community Development
 - b. Next Planning Commission Meeting is Monday, September 27, 2021

The Planning Commission meeting may end no later than 11:00 P.M. Any unfinished business may be continued to a future date and time to be determined by the Commission at this meeting. The Planning Commission routinely visits the project sites listed on the agenda.

For Hearing Impaired – Call (559) 713-4900 (TTY) 48-hours in advance of the scheduled meeting time to request signing services.

Any written materials relating to an item on this agenda submitted to the Planning Commission after distribution of the agenda packet are available for public inspection in the City Office, 315 E. Acequia Ave. Visalia, CA 93291, during normal business hours.

APPEAL PROCEDURE

THE LAST DAY TO FILE AN APPEAL IS THURSDAY, SEPTEMBER 23, 2021, BEFORE 5 PM

According to the City of Visalia Zoning Ordinance Section 17.02.145 and Subdivision Ordinance Section 16.04.040, an appeal to the City Council may be submitted within ten days following the date of a decision by the Planning Commission. An appeal form with applicable fees shall be filed with the City Clerk at 220 N. Santa Fe, Visalia, CA 93292. The appeal shall specify errors or abuses of discretion by the Planning Commission, or decisions not supported by the evidence in the record. The appeal form can be found on the city's website www.visalia.city or from the City Clerk.

THE NEXT REGULAR MEETING WILL BE HELD ON MONDAY, SEPTEMBER 27, 2021

City of Visalia



To: Planning Commission

From: Paul Bernal,
Director Community Development / City Planner (713-4025)

Date: September 13, 2021

Re: Review of Planning Commission Meeting Guidelines (est. 2008).

Background

At the request of the Planning Commission, staff has prepared this memorandum as an overview of the Planning Commission Meeting Guidelines that were established in 2008 (see attachment). The guidelines were established during a Planning Commission "Team Building Workshop" that was held in 2008. The purpose of the workshop was to help the Planning Commission in establishing procedures that would help in running efficient public meetings for the betterment of the public, commission, and staff. The guidelines have been a great resource for both new and reappointed commissioners on how to conduct the public meeting.

Discussion

Staff has reviewed the Guidelines and concludes that the Planning Commission continues to follow the guidelines when conducting public hearings. The procedures on how to conduct the public meeting remain true today as they did when the guidelines were initially drafted. However, staff acknowledges that there are always opportunities to reexamine the procedures we have in place to see if there are ways to further enhance how the Planning Commission conducts the public meeting.

Based on staff's review, staff would request the Planning Commission consider the following additions/changes to the attached Planning Commission Meeting Guidelines:

Item No. 1: Chair reads item from public agenda.

Recommended Change: The Chair only introduces the item number, entitlement number, and the location of the project site. This change would alleviate the Chair from reading the entire agenda item. This would be similar to how the City Council introduces public hearing items.

Item No. 1 would be revised as follows:

Chair reads item number, entitlement number and project location from the public agenda.

Item No. 2: Staff presentation and recommendations followed by technical questions from commission.

Recommended Addition: At the conclusion of staff's presentation followed by responses to any technical questions from the Commission, the Chair states that they will open the public hearing but request that the applicant be first to speak on their item before inviting public comment.

Item No. 2 would be revised as follows:

Staff presentation and recommendations followed by technical questions from commission. **Chair opens public hearing and requests that the applicant or the applicant's representative speak first** on the item prior to inviting the public to comment on the item.

Item No. 3: Applicant presentation (chair states time limit if needed) **Chair invites public comment.** (Chair may limit time of each speaker).

- a. Commissioners try to listen but not respond to the speakers at this time
- b. Chair asks for questions from commissioners from public or applicant.
Chair may limit time.

Recommended Addition: The Chair will inform the public any questions raised during public comment will be addressed by staff when the public hearing item is closed.

Item No. 3 would be revised as follows:

3. **Applicant presentation** (chair states time limit if needed) **Chair invites public comment.** (Chair may limit time of each speaker).
 - a. Chair will inform public that any questions raised by the public during the public hearing will be addressed by staff when the public hearing is closed.
 - b. Commissioners try to listen but not respond to the speakers at this time.
 - c. Chair asks for questions from commissioners from public or applicant.
Chair may limit time.

Next Steps

If the Planning Commission is agreeable to the additions/revisions as noted by staff, including any additional updates that the Planning Commission would like to see incorporated, staff will update the Planning Commission Meeting Guidelines and will include the updated version in the Planning Commission binders.

Attachments:

1. 2008 Planning Commission Meeting Guidelines

Planning Commission Meeting Guidelines
October 16, 2008

Created by Commissioners Peck, Segrue, Salinas and Soltesz
Facilitated and reported by Vicki Stasch, Management Consultant

1. **Chair reads** item from public agenda.
2. **Staff presentation** and recommendations followed by technical questions from commission.
3. **Applicant presentation** (chair states time limit if needed) **Chair invites public comment.** (Chair may limit time of each speaker).
 - a. Commissioners try to listen but not respond to the speakers at this time
 - b. Chair asks for questions from commissioners from public or applicant. Chair may limit time.
4. **Close public hearing** (chair asks if any final questions).
5. **Commissioners ask questions of staff**
 - a. Questions are to be within the jurisdiction of the PC
(Purpose: questions need to be appropriate for developing a decision so that the bases of a PC decision are legal).
 - b. After all Commissioners have asked questions, Chair asks if there are any more questions.
6. **Chair asks staff for final comments**
7. **Chair opens dialogue period among commissioners** (chair may set time period). Commissioners may comment and ask each other questions in a dialogue format. Sample starters for the conversation to promote common understanding:
 - This is what I'm thinking.....
 - I'm interested in your thoughts about....
 - I am prepared to support or oppose the staff recommendation for the applicant's request because...(purpose: hear the thinking of the other commissioners)
 - If the project were conditioned in the following way, could you support it?
 - How would the project have to be modified for you to support it?
 - NOTE: this is not a debate but a dialogue/exchange.

8. **Chair asks for a motion** that includes any amendments
9. **Following a motion and second, Chair asks Commissioners for any additional comments** on the motion.
10. **Chair may ask for restatement of the motion** and summary of any necessary findings for the action
11. **Call for the question.**
12. **Vote.**

City of Visalia Planning Commissioners
Agreements for working together

1. Listen to others and try not to repeat what has already been said
2. Be patient with each other
3. Avoid going on tangents
4. Practice tolerance
5. Acknowledge differences in interest areas
6. Avoid general curiosity questions-focus on planning commission issues only
7. Contact staff with questions on technical issues prior to meeting
8. Mutual respect for each other

Recommendations from Commissioners

- More orientation of new commissioners including possibility of spending a day with planners
- Have new commissioners attend Planners Institute
- Commissioners contact staff prior to meeting with technical questions or clarify items on the agenda