

**MINUTES
TRACY CITY PLANNING COMMISSION
SPECIAL MEETING
JULY 14, 2021, 6:00 P.M.
CITY OF TRACY COUNCIL CHAMBERS
333 CIVIC CENTER PLAZA**

Due to the COVID-19 emergency, the regular meeting was conducted pursuant to the provisions of the Governor's Executive Order N-29-20, which suspends certain requirements of the Ralph M. Brown Act. Residents participated remotely via email, phone and WebEx during the meeting.

CALL TO ORDER

Chair Hudson called the meeting to order at 6:03 p.m.

ROLL CALL

Roll Call found Commissioner Atwal, Commissioner Francis, Commissioner Orcutt, Commissioner Wood, and Chair Hudson present. Also present were: Leticia Ramirez, City Attorney; Bill Dean, Interim Director of Development Services; Scott Claar, Senior Planner; Carissa Lucas, Public Information Officer; Vanessa Carrera, Assistant to the City Manager; Dan Summa, Media Services Supervisor; Marcel Miranda, Information Technology Technician I; Peggy Beeuwsaert, Planning Technician; and Gina Peace, Executive Assistant.

ITEMS FROM THE AUDIENCE

None.

1. NEW BUSINESS

A. PLANNING COMMISSION TRAINING AND DISCUSSION ON RECORDED MEETINGS IN COUNCIL CHAMBERS

i. INTRODUCTION

Bill Dean provided an overview of the Special Meeting agenda, pointing out that this session came about as a result of the City Council's desire that the Planning Commission meetings be televised for additional transparency to the public.

ii. COVID-19 PRECAUTIONS & PROCEDURES

Bill Dean reminded attendees that unvaccinated individuals are required to wear masks.

iii. COUNCIL AV OVERVIEW & BEST PRACTICES

Vanessa Carrera explained the ways in which the Planning Commission meetings will be broadcast, and introduced Dan Summa, who discussed the

technical aspects and logistics of conducting the meetings on a live broadcast, then answered questions from the Commission.

iv. COMPLIANCE WITH THE BROWN ACT, AND REVIEW OF PARLIAMENTARY RULES & PROCEDURES

Leticia Ramirez provided an overview of the Brown Act, reviewed the Parliamentary Rules and Procedures, and answered questions from the Commission. Ms. Ramirez explained that the City Council had recently adopted Rosenberg's Rules of Order but had decided not to require the various City Board and Commissions to adopt the same, in order to afford members the flexibility of making their own determinations with regard to how to conduct meetings.

v. CONCLUSION Q&A, REVIEW OF PLANNING COMMISSION ROLES AND RESPONSIBILITIES

- 1. Prepare and recommend adoption, amendment or repeal of the City's General Plan; make recommendations to the proper City officials regarding maps or plats of land subdivision in accordance with State Subdivision Map Act and City Code; hold hearings on planning and zoning matters per State and City laws; advise and recommend regarding acquisition, use, or disposition of City-owned property.**

Bill Dean reviewed three principle roles of the Planning Commission: (1) Creation of ruling documents such as the General Plan, Housing Element, and Zoning Code, and facilitation of public participation in these matters; (2) Approval/Amendment, the legislative process through which the Planning Commission reviews and makes recommendations to the City Council with regard to rules, policies, and laws such as amendments to the General Plan, Specific Plan, and Zoning Code (for which the Commission is not required to make findings); and (3) Implementation, the quasi-judicial process through which the Commission makes findings that proposed land uses such as new developments or conditional uses do, or do not, comply with the City's regulatory documents. Mr. Dean pointed out that this third role is the area in which the Planning Commission spends most of its time.

Mr. Dean thanked the Communications staff and support staff for their work. Chair Hudson echoed Mr. Dean's sentiments.

2. ITEMS FROM THE COMMISSION

None.

3. ADJOURNMENT

ACTION: It was moved by Commissioner Orcutt, and seconded by Commissioner Francis, to adjourn.

A voice vote found all in favor. Passed and so ordered; 5-0-0-0.

Time: 7:00 p.m.



STAFF LIAISON



CHAIR

