

**MINUTES
TRACY CITY PLANNING COMMISSION
FEBRUARY 27, 2013
7:00 P.M.
TRACY COUNCIL CHAMBERS
333 CIVIC CENTER PLAZA**

In accordance with Procedures for Preparation, Posting and Distribution of Agendas and the Conduct of Public Meetings, adopted by Resolution 2008-140 any item not on the agenda brought up by the public at a meeting, shall be automatically referred to staff. If staff is not able to resolve the matter satisfactorily, the member of the public may request a Planning Commission Member to sponsor the item for discussion at a future meeting.

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CALL TO ORDER: Chair Ransom called the meeting to order at 7:04 p.m.

PLEDGE OF ALLEGIANCE: Chair Ransom led the pledge of allegiance

ROLL CALL: Roll Call found Chair Ransom, Vice Chair Sangha, Commissioner Johnson, Commissioner Mitracos, and Commissioner Orcutt. Also present were staff members Bill Dean Assistant Director Development Services, Bill Sartor, Assistant City Attorney, Jan Couturier Recording Secretary.

MINUTES APPROVAL:

Chair Ransom asked for approval of the April 11, 2012 Minutes. Commissioner Johnson recommended approval as written, Jass Sangha seconded, all in favor, none opposed with Commissioner Orcutt abstaining.

Chair Ransom asked for approval of the April 25, 2012 Minutes. Commissioner Johnson recommended approval as written, Jass Sangha seconded, all in favor, none opposed with Commissioner Orcutt abstaining.

Chair Ransom asked for approval of the May 9, 2012 Minutes. Commissioner Johnson recommended approval as written, Jass Sangha seconded, all in favor, none opposed with Commissioner Orcutt abstaining.

Chair Ransom asked for approval of the August 22, 2012 Minutes. Commissioner Johnson recommended approval as written, Jass Sangha seconded, all in favor, none opposed with Commissioner Orcutt abstaining.

Chair Ransom asked for approval of the November 14, 2012 Minutes. Commissioner Johnson recommended approval as written, Jass Sangha seconded, all in favor, none opposed with Commissioner Orcutt abstaining.

Chair Ransom asked for approval of the December 19, 2012 Minutes.

Commissioner Mitracos commented about the verbatim transcript which had been discussed at the January 23, 2013 meeting. He added that this revision of the December 19, 2012 minutes was a better representation, but felt that he would have to abstain from approving them, referencing both the nature of the content of the meeting and comments from Mr. Jarvis which he felt were not properly represented in the revised minutes.

Chair Ransom indicated she felt the revised minutes were much improved and that as summary minutes she indicated she felt the key issues were identified. She added the fact that a transcript does exist as a contingency.

Commissioner Mitracos was specifically concerned about Mr Jarvis's statements made relative to the pending lawsuit and legal fees which he indicated were not mentioned. He too, referred to the recording of the session as an alternative source.

Commissioner Johnson asked about the timeframe for keeping records of the minutes. Bill Sartor, Assistant City Attorney advised the minutes are kept forever. There was a further question about the verbatim transcript of the December 19, 2012 meeting as well as the length of time recordings would be kept. Mr. Sartor advised there was a standard of three years after it is no longer needed and advised of the process required before anything can be destroyed. Mr. Sartor said that the City of Tracy is moving toward electronic storage which allows for increased capacity. There was a general discussion about how long documents are kept.

Chair Ransom asked if there was a general standard such as the three years mentioned. Mr. Sartor indicated that the government standard is two years, but the Tracy City Council recommended three years; which was adopted. That time begins after a document is no longer needed.

Ransom asked if there were any further questions. Commissioner Johnson suggested that with although the December 19 meeting was over four hours; he felt that the most important issues were covered in the minutes. Commissioner Johnson recommended approval as written, Jass Sangha seconded, all in favor, none opposed with Commissioners Mitracos and Orcutt abstaining.

Chair Ransom asked for approval of the January 23, 2013 Minutes. Commissioner Mitracos mentioned that he did not recall saying the second sentence at the top of page five and made a motion that the minutes be approved with the recommendation that the second sentence at the top of page five be stricken. It was seconded by Vice Chair Sangha, all in favor, none opposed with Joseph Orcutt abstaining.

Chair Ransom thanked the Planning Division for getting the minutes caught up to date.

Chair Ransom asked if there was a Directors Report.

DIRECTOR'S REPORT REGARDING THIS AGENDA: Mr. Dean reviewed the process of the Planning Department staff preparing the overdue minutes and that staff spent quite a bit of time auditing and reviewing all minutes to get everything up to date.

Mr. Dean welcomed Commissioner Orcutt to the Planning Commission.

ITEMS FROM THE AUDIENCE: None

OLD BUSINESS: None

NEW BUSINESS: None

ITEMS FROM THE AUDIENCE: None

DIRECTORS REPORT:

Mr. Dean updated the Commission on upcoming projects. He advised that the Cordiss Ranch project should be coming in the spring and an EIR will be forth coming in the next few weeks. He invited the Commission to spend some time during the public review period to study the project and engage in any public forums. He further mentioned the Tracy Hills project, Kagehiro Phase III, Tiburon Village and other residential and apartment complex projects. He advised that the residential market has become very active.

Commissioner Mitracos asked if Tracy Hills project would be happening this fall. Mr. Dean said that the environmental work would come this summer.

Commissioner Johnson asked about the North East Specific Plan. Mr. Dean indicated that Amazon had created a great deal of buzz with various trade shows and suggested everybody is becoming aware of what is going on in Tracy right now.

Commissioner Johnson asked about Caltrans or any road improvements timeframes and Mr. Dean indicated that would be down the road.

ITEMS FROM THE COMMISSION

Chair Ransom introduced Commissioner Orcutt and asked that he give a brief biography.

Commissioner Orcutt provided the Commission with information about himself, his family and his community involvement. He indicated that he looked forward to serving on the Planning Commission.

Chair Ransom mentioned the Planning Commission Journal and an interesting article about being a Planning Commissioner.

Chair Ransom asked why the Planning Commissions meetings were not televised. Mr. Dean indicated that council had decided not to have them televised.

Chair Ransom then asked if it might be helpful to have them publicized as another means to reach the public. Mr. Dean suggested that the present system of public outreach including neighborhood meetings was effective. He also advised that there would likely be a cost issue to have the meetings televised. He added that public outreach efforts are more tried and true methods and that the Commissioners could be of assistance in that area. Commissioner Mitracos said that he felt public meetings worked well.

ADJOURNMENT

Chair Ransom requested a motion to adjourn. Commissioner Johnson so moved, Vice Chair Sangha seconded; all in favor, none opposed.

The meeting adjourned at 7:38 p.m.


CHAIR


STAFF LIAISON

