

MINUTES
TRACY CITY PLANNING COMMISSION
WEDNESDAY, APRIL 9, 2014 – 7:00 P.M.
CITY OF TRACY COUNCIL CHAMBERS
333 CIVIC CENTER PLAZA

CALL TO ORDER

Chair Sangha called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Chair Sangha led the pledge of allegiance.

ROLL CALL

Roll Call found Chair Sangha, Vice Chair Orcutt, Commissioner Mitracos, Commissioner Ransom and Commissioner Vargas. Also present were staff members Maria Hurtado, Interim City Manager; Andrew Malik, Development Services Director; Kimberly Matlock, Assistant Planner; Bill Sartor, Assistant City Attorney; and Janis Couturier, Recording Secretary.

MINUTES APPROVAL

Chair Sangha requested approval of the March 26, 2014 minutes. Commissioner Orcutt mentioned minor typos in the minutes adding that the general content was correct. Commissioner Ransom noted that on page 4 and 10 she was titled incorrectly as "Chair" Ransom versus Commissioner Ransom and added that she wanted an additional phrase stating "now that the affordable care act was in place" to be added to page 10. Commissioner Orcutt approved the minutes as amended, Commissioner Ransom seconded, Chair Sangha was in favor and Commissioners Mitracos and Vargas abstained.

DIRECTOR'S REPORT REGARDING THIS AGENDA – Andrew Malik congratulated Commissioners Orcutt and Ransom for their re-appointment and introduced the new Commissioner Veronica Vargas. Commissioner Vargas expressed excitement about joining the Commission and that she was looking forward to working with the other Commissioners. Chair Sangha welcomed Commissioner Vargas as well.

ITEMS FROM THE AUDIENCE – None

1. OLD BUSINESS – None

NEW BUSINESS

**A. RECEIVE REPORT ON THE TRANSITION PLAN DURING THE CITY
MANAGER RECRUITMENT PROCESS**

Chair Sangha introduced Agenda Item 2A and called for the staff report. Maria Hurtado, Interim City Manager, provided an update on the activities surrounding City Councils' decision to proceed with the recruitment of a replacement City Manager and also share the administration's plans during the interim period.

She stated that Peckham and McKenney was the search firm selected by Council for the recruitment process. She also discussed the recruitment schedule as well as the time required

for the recruitment. She said that the process might take six months, but because 2014 is an election year it may have some impact on the process. She reviewed the fact that there might be one through three new City Council Members depending on the election results. She added that on April 1, City Council decided to go forward with the recruitment and see what the candidate pool looked like and then determine if they would extend the recruitment timeframe.

Ms. Hurtado said that because the Planning Commissioners are often in front of the public and receive questions she wished them to be properly informed. She advised that the search firm would begin the process by obtaining a candidate profile from City Staff and then develop a marketing campaign based on that profile; adding that the recruiters might involve members of the community in this process.

Commissioner Vargas asked if, because it is an election year, that fact would have an effect on the size of the candidate pool. Ms. Hurtado advised that there really is no direct answer.

Ms. Hurtado reviewed the administrations' transition plans during the upcoming months. She spoke about the Interim Assistant City Manager assignment stating that she felt because of the unique situation involved in the previous City Manager's departure, she decided not to go outside the community but to back fill the Assistant City Manager position with Chief Gary Hampton; commenting on his long standing relationship with the community. She mentioned that she intended to have a rotation of the other Directors at 90 day intervals during the job search. She commented that Chief Hampton would continue to be involved in the internal audit with the Finance Director for the length of the project.

She provided additional detail for the Commissioners about the internal audit which was presently focusing on the credit card policy. She advised that they have already diminished the number of credit cards by 50%. She said that the internal audit would be in three phases with the first phase consisting of the credit card review and best practices. The next phase of the audit would be to be more transparent with community access to City business via website updates; making it more user friendly. The last phase would be a review and update of various policies, adding that she would work with City Council direction throughout the process.

Ms. Hurtado then spoke about the communication strategy to assure that all volunteers affiliated with the city were provided with clear information and that she would be meeting with a variety of internal and external community groups and businesses.

Commissioner Ransom thanked Ms. Hurtado for coming to the Commission and asked her to elaborate on the rotation process for the Assistant City Manager. Ms. Hurtado provided clarification.

Commissioner Mitracos asked about Chief Hampton and he would be able do both jobs. Ms. Hurtado provided additional information about Chief Hampton's schedule adding that his command staff has been willing to take on some of his responsibilities while he performed both positions.

Commissioner Mitracos then asked for clarification about changes in the Development Services Department. Ms. Hurtado provided background by explaining it was decided that a Director of Utilities would be required for the many upcoming projects; and the decision had been made to make Kuldeep Sharma the Director of Utilities. This created an opening in the Development

Services Department for the City Engineer. She indicated the Victoria Dion had been hired to fill that vacancy.

There was additional discussion about the structure of Development Services during which Ms. Hurtado reviewed right sizing that had taken place previously, the City had eliminated the Economic Development Director and merged the Economic Development Department with Development Services and that Andrew Malik had taken on both responsibilities. Commissioner Mitracos thanked Ms. Hurtado for coming to the Commission meeting.

Commissioner Orcutt asked about the process the City used to determine who should perform the best practices review. Ms. Hurtado indicated that the City did an initial review with the International City Managers Association and that the City had decided to bring in an external independent auditor to review credit card usage and to make recommendations on updating City policies.

Chair Sangha thanked Ms. Hurtado for coming to present to the Commissioners.

B. MINOR AMENDMENT TO THE TRACY HONDA FINAL DEVELOPMENT PLAN FOR THE ADDITION OF A CAR WASH BUILDING AT 3450 AUTO PLAZA WAY - APPLICANT IS BRYSON BURNS CONSTRUCTION AND PROPERTY OWNER IS KBH INVESTMENTS, LP. APPLICATION NUMBER IS D14-0002.

Chair Sangha introduced Agenda Item 2B and called for the staff report. Kimberly Matlock, Assistant Planner provided the report stating that the Honda dealership was built in 1999 and expanded in 2002 in the I205 Corridor Area. She said that this application was for the addition of a car wash building for use by Honda for serviced vehicles. In accordance with the Tracy Municipal Code and the I-205 Corridor Specific Plan, the project required review by the Planning Commission and City Council.

Although the proposed project would not be visible from the street, she commented that the proposed building would match the main building by use of wide, textured vertical panels, parapet roof, and wall color to match the main building. An 850 square foot landscaped planter was proposed to be removed for the new building and reconstructed adjacent to the car wash building, resulting in no net loss of landscaped area. She concluded by stating that staff recommended that Planning Commission recommend Council approval of the project; adding that a representative of the applicant available to answer any questions.

Commissioner Ransom asked about the planter's contents and location. Ms. Matlock advised that the planter would be demolished and a new one would be built and planted with new plantings.

Commissioner Mitracos asked if there had been a complete redo of the dealership some years prior and would this have an effect on this project. Ms. Matlock advised that it was likely the Toyota dealership he was talking about and that there had not been any changes to the Honda dealership.


Chair Sangha opened public hearing at 7:35 p.m., but there were no comments. She closed the public hearing.

Commissioner Ransom moved that that the Planning Commission recommend that the City Council approve the minor amendment to the Tracy Honda Final Development Plan for the addition of a car wash building and associated landscaping modifications, based on the findings and subject to the conditions contained in the City Council Resolution dated April 9, 2014.

Mr. Sartor pointed out that there had been a typo in the motion and that it should read "based on the findings and subject to the conditions contained in the Planning Commission Resolution dated April 9, 2014". Commissioner Ransom restated "based on the findings and subject to the conditions contained in the Planning Commission Resolution dated April 9, 2014".

Commissioner Vargas seconded the amended motion; all in favor, none opposed

3. **ITEMS FROM THE AUDIENCE** – None
4. **DIRECTOR'S REPORT** - None
5. **ITEMS FROM THE COMMISSION** – Commissioner Mitracos commented that he had driven through the Star Flower Development adding that the smallest home was going for \$450,000 and were selling.
6. **ADJOURNMENT** – Commissioner Orcutt moved to adjourn at 7:37 p.m., Commissioner Ransom seconded all in favor, none opposed.


STAFF LIAISON


CHAIR