

**THE MINUTES OF THE REGULAR MEETING OF
THE HOLTVILLE PLANNING COMMISSION
February 22, 2011**

The meeting of the Holtville Planning Commission was held on Tuesday, February 22, 2011 at 6:30 p.m. in the Civic Center. Commissioners present were Vikki Dee Bradshaw, Javier Ramos, Jim Predmore, Federico Garcia and Ginger Ward. Staff members present were Laura Fischer and Glyn Snyder. Ex Officio Member Richard Layton, City Attorney Steve Walker and City Planner Justina Arce were also present.

PLANNING COMMISSION CALLED TO ORDER:

Chairman Vikki Dee Bradshaw called the meeting to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Ginger Ward.

VERIFICATION OF POSTING OF AGENDA:

Glyn Snyder, Secretary verified that the agenda was duly posted at City Hall on February 17, 2011.

APPROVAL OF MINUTES:

A motion was made by Commissioner Ramos and seconded by Commissioner Garcia to approve the minutes of the regular meetings of January 18, 2011. All members present were in favor and the motion carried unanimously.

PUBLIC COMMENTS:

None

REPORTS OF CITY OFFICERS:

Executive Officer

The Executive Officer reported the Carrot Festival was a success and the City received good coverage in the Holtville Tribune. The City won 3rd place in hospitality at the Rib Cook Off. The American Cancer Society held a Relay Play Day for the youth in the park the same day as the Rib Cook Off and participants and the community enjoyed playing games. The State of the City address was well attended by City staff and invited guests and a good presentation was made by the Mayor. Mrs. Fischer reported that Gold Cross Ambulance will be reducing their hours in Holtville from 24 hours per day 7 day a week to 10 hours per day 6 days a week. She said there is reportable progress on the waste water treatment plant projects through BECC. The Redevelopment Agency Five Year Capital Improvement Plan was adopted on February 16, 2011.

City Planner

A written report of ongoing Planning Projects was provided and reviewed by the City Planner. The Holt Group followed up on Trinity Baptist Church pending application submittals through Duggins Construction and communicated that Duggins will be following up with Jim Marquand to discuss pending items, including the variance fees. A Building Report was also provided.

A Grant Report was also provided and reviewed by the City Planner for the Commission. Ms. Arce reported clearance from the State to move forward with the CalHome Disaster Assistance Rehabilitation Program to repair homes damaged by the Easter Earthquake, however, due to the lapse of time many families have already completed repairs. An update will be provided at the next meeting depending on

City Council's actions at their meeting scheduled for February 28, 2011 on whether or not to continue with Program Implementation.

City Attorney

The City Attorney reminded Commissioner of Form 700 which must be submitted. He also informed new commissioners regarding training requirements and opportunities to fulfill the same.

REPORTS FROM PLANNING COMMISSIONERS:

Vikki Dee Bradshaw drove by Desert Towing. She also looked at Marini's Shop and Donut Avenue. She thanked Council Member Layton for attending the meeting.

Commissioner Garcia had a question about the trash enclosure at the Donut Shop and whether it was being stored properly. Mrs. Fischer informed the Planning Commission that CR&R will place the trash bin back in the enclosure if they are provided a key. The owner will be notified of this. She also said CR&R will assist with taking trash bins to the curb and returning them if someone is physically disabled.

The City Manager reported she has heard the owner of the Desert Towing property is evicting Victor Gillespie. Mrs. Fischer had just met with Mr. Gillespie last week to discuss Conditional Use Permit violations and informed she had extended his business license for three months provided his business is brought into compliance.

Information Only:

- a. Information Only Regarding Economic Development Business Loan Report – Justina Arce, City Planner**
A written report was provided and reviewed by the City Planner. Discussion ensued regarding State's pending response and definition of blight. Information only; no action taken.
- b. Information Only Regarding Steers and Beers Roadhouse – Justina Arce, City Planner**
A written report was provided and reviewed by the City Planner. Information only; no action taken.
- c. Information Only Regarding RDA Façade On Pine Avenue – Justina Arce, City Planner**
A written report was provide and reviewed by the City Planner. Information only; no action taken.
- d. Information Only Regarding Five Year Capital Improvement Plan – Laura Fischer, City Manager**
The City Manager reviewed the Five Year Capital Improvement Plan prepared for Council. She provided a brief overview and estimated cost for each of the projects listed in the Redevelopment Agency Capital Improvement Plan. The plan was approved by the Redevelopment Agency as presented with the exception of \$60,000 being moved from the park at 6th and Pine Avenues to be applied to Mack Park upgrades and inclusion of new lighting.

Mrs. Fischer also reported that the City is working on the following projects: 115/4th Street Project, Prop 1B Streets Project, Ninth and Beale, repairs to the water tank that were caused by the earthquake, housing set aside programs, the water plant and securing BECC funds for the sewer. Also, a sewer rate study, wastewater treatment plant improvements, the sewer system maintenance plan, a fats, oils and grease ordinance, the Initial Distribution System Evaluation study and the National Pollutant Discharge Elimination System permit/application. Other projects include Mack Park, street signs, the flag pole, manholes, façade improvements and CDBG audits.

ADJOURNMENT: Chairman Bradshaw adjourned the meeting at 7:40 p.m.

Vikki Dee Bradshaw
Chairman

Glyn Snyder
Secretary