

**THE MINUTES OF THE REGULAR MEETING OF
THE HOLTVILLE PLANNING COMMISSION
December 21, 2009**

The meeting of the Holtville Planning Commission was held on Monday, December 21, 2009 at 6:30 p.m. in the Civic Center. Commissioners present were Vikki Dee Bradshaw, Jim Marquand, Javier Ramos, Martin Castanon and Jim Predmore. 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 Jim Marquand.

VERIFICATION OF POSTING OF AGENDA:

Glyn Snyder, Secretary verified that the agenda was duly posted at City Hall on December 17, 2009.

APPROVAL OF MINUTES:

A motion was made by Commissioner Marquand and seconded by Commissioner Ramos to approve the minutes of the regular meeting of October 19, 2009. All members present were in favor and the motion carried unanimously.

PUBLIC COMMENTS:

Shayne Brady, 622 E. 5th Street had questions regarding the letter he received from the City Manager following their meeting, but that he would save them for the agenda item. Mr. Brady questioned the noticing that took place during the Downtown Zone Change which rezoned his property. He communicated he had not received notice.

The City Planner informed Mr. Brady that the community and all property owners were properly noticed of the Downtown Code and affected Zone Changes. She reminded Mr. Brady that he had inclusively contacted her during the process with questions regarding the correspondence he had received.

REPORTS OF CITY OFFICERS:

Executive Officer

The Executive Officer reported the Walnut Avenue Project funded by ARRA is under construction and the Holt Avenue Project will be starting construction the second week of January. She also said the water plant project is moving along well. Ponds two and three have been lined and filled. Pond one is out for cleaning and repairs. Ms. Fischer invited everyone to the Employee Christmas party tomorrow at the Civic Center.

City Planner

A written report of ongoing Planning Projects was provided and reviewed by the City Planner.

A Grant Report was provided and reviewed for the Commission. Ms. Arce reported all grant projects are moving forward satisfactorily.

REPORTS FROM PLANNING COMMISSIONERS:

Commissioner Marquand asked the City Planner to review the notification process that took place for the Downtown Code and Zone-change.

The City Planner reviewed the noticing as follows: courtesy mail-outs prior to the public workshops inviting property and business owners to participate and return a questionnaire were mailed out; notices on the public workshops were mailed and published in the Holtville Tribune; the City Clerk and a staff planner approached several businesses door to door; after the public workshops a Planning Commission public hearing notice was published in the Holtville Tribune and mailed to all property owners to the addresses listed at the County Assessor's; after the Planning Commission hearing a joint City Council/Planning Commission Hearing was published in the Holtville Tribune and mailed to all property owners again; the adopted ordinance was then published in the Holtville Tribune.

Mr. Shayne Brady said he is unable to go through every packet he receives.

Chairman Bradshaw welcomed Council Members Layton and Brittsan to the meeting.

NEW BUSINESS:

a. Discussion/Related Action To Appoint Members To Project Review Committee – Laura Fischer, City Manager

Commissioners Predmore and Castanon volunteered to serve on the Project Review Committee. A motion was made by Commissioner Marquand and seconded by Commissioner Ramos to accept them as members of the committee. All members present were in favor and the motion carried unanimously.

b. Discussion/Related Action On P.M.C. – Turner, Site Plan Review And Land Use – Justina Arce, City Planner

The City Planner reviewed the Staff Report with draft Conditions of Approval and Site Plan provided to Commissioners, and demonstrated an elevation exhibit provided by the applicant. A motion was made by Commissioner Marquand and seconded by Commissioner Predmore to approve the P.M.C. office addition and remodel project under the conditions presented including restriction of storage facilities. All members present were in favor and the motion carried unanimously.

c. Discussion/Related Action On Draft Policies To Meet Housing Element Objectives – Justina Arce, City Planner

This was received as a discussion item. The City Planner reviewed the written material provided to the Commission and informed them the review and approval process would be lengthy and that Commissioners should expect recommendations by staff prior to their final review before recommending to City Council.

INFORMATION ONLY:

a. Information Only Regarding Nolan E. McDougal Memorial Park Rehabilitation Project – Justina Arce, City Planner

Ms. Arce reviewed the project status and available grant funds. Information only; no action taken.

b. Information Only Regarding Storage Depot Non Conforming Status – Justina Arce, City Planner

Ms. Arce reviewed the response letter that was provided to Mr. Shayne Brady regarding his series of questions and concerns addressed to City Manager, Laura Fischer.

City Manager, Laura Fischer, informed the Commission that at this time, the City is requesting Mr. Shayne Brady comply with the permitting requirements that any applicant is subject to. Once received, Mr. Brady would be notified of what development standards are applicable to his site(s).

Jerry Brittsan, 654 Cedar Avenue asked the Commissioners to revisit the latest zoning change and said he would be recommending to City Council to rescind or modify the Downtown Code.

Attorney Brooks Anderholt stated he has been retained by Mr. Shayne Brady to represent Mr. Brady regarding the issues he is having with the City pertaining to permits for his business. He referenced documents provided to him by Mr. Brady. He stated Mr. Brady will not be submitting any applications. He warned the City if they pursued this issue, legal action would be taken.

ADJOURNMENT: Chairman Bradshaw adjourned the meeting at 7:47 p.m.

Vikki Dee Bradshaw
Planning Commission Chairman

Glyn Snyder
Secretary