

City of Gilroy
Planning Commission
Regular Meeting Minutes
Thursday, April 6, 2023 | 6:00 PM

1. OPENING

Tonight's meeting was called to order by Chair Bhandal at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chair Bhandal led the pledge of allegiance.

3. REPORT ON POSTING THE AGENDA AND ROLL CALL

The agenda was posted on Wednesday, March 29, 2023 at 1:04 p.m.

Attendance	Attendee Name
Present	Stefanie Elle, Commissioner Adriana Leongardt, Commissioner Joan Lewis, Commissioner Kelly Ramirez, Commissioner Annedore Kushner, Vice Chair Manny Bhandal, Chair
Absent	Michelle Montez, Commissioner

4. PUBLIC COMMENTS

Chair Bhandal opened public comment for items not on the agenda.

There being no speakers, Chair Bhandal closed public comment for items not on the agenda.

5. CONSENT AGENDA

5.1. March 2, 2023 Planning Commission Meeting Minutes

Motion made by Commissioner Ramirez ; seconded by Commissioner Lewis to approve the consent agenda.

RESULT: Pass [6 – 0]

MOVER: Commissioner Ramirez

SECONDER: Commissioner Lewis

AYES: Commissioner Elle Leongardt, Lewis, Ramirez, Vice Chair Kushner, Chair Bhandal

ABSENT: Commissioner Montez

6. PUBLIC HEARINGS

No items.

7. NEW BUSINESS

7.1. FY 2023-24 and FY 2024-25 Planning Commission Workplan, Training, and Budget

1. Staff Report:
Sharon Goei, Community Development Director

2. Possible Action:

Staff recommends that the Planning Commission establish and recommend for approval by the City Council the Fiscal Year 2023-24 and Fiscal Year 2024-25 Planning Commission Workplan, training requests, and budget requests.

The Planning Commissioners completed the discussions initiated at the March 2, 2023 meeting. The Planning Commission voted to establish and submit for approval by the City Council the FY 2024 and 2025 proposed Planning Commission Workplan, training requests, and budget requests of \$20,000 per year.

RESULT: Pass [6 – 0]

MOVER: Chair Bhandal

SECONDER: Commissioner Elle

AYES: Commissioner Elle, Leongardt, Lewis, Ramirez, Vice Chair Kushner, Chair Bhandal

ABSENT: Commissioner Montez

7.2. Commission Input on the Update of the 2019 Board, Commission & Committee Member Handbook

The Planning Commissioners continued to discuss the Commission's input on the Handbook initiated at the March 2, 2023 Planning Commission meeting and completed the discussions at the April 6, 2023 meeting. Planning Commission input consists of the following recommendations:

1. Update the attendance policy.
2. Add page numbers to the Handbook.
3. Include hyperlinks in the table of contents for rapid access.
4. Add an index with hyperlinks.

8. INFORMATIONAL ITEMS

8.1. Planning Division Staff Approvals

Senior Planner, Kraig Tambornini, presented the Planning Division staff approvals to the Planning Commission which consisted of two new architectural and site review applications, one for a new industrial project on Renz Lane and another for a sign program amendment.

9. PLANNING DIVISION REPORT

Community Development Director, Sharon Goei, reminded the Planning Commissioners that their Form 700 was due on April 3, 2023 and she sent an e-mail reminder to Commissioners last week.

Community Development Director Goei informed the Planning Commission of the upcoming Planning Commission special meeting to be held on April 20, 2023 at 6:00 p.m. Items currently planned are the capital improvement plan, the Housing Element update, and a zoning code update on emergency shelters.

Assistant City Attorney, Jolie Houston, added that the City is required to designate zoning for emergency shelters.

Community Development Director Goei shared with the Planning Commission that the City Council had decided not to move forward with the billboard ordinance by denying the appeal.

Community Development Director Goei reported that she had attended the League of California Cities Planning Commissioners conference and will share session presentations posted on the League's website.

Commissioner Ramirez reported that she also attended the League of California Cities Planning Commissioners conference and found the conference to be very informative.

10. ASSISTANT CITY ATTORNEY REPORT

Assistant City Attorney, Jolie Houston, stated that it is encouraged that Planning Commissioners attend the planning academy as it serves many benefits such as networking, training opportunities, etc.

Community Development Director Goei added that staff and the Assistant City Attorney Houston will work on providing internal training for the Planning Commissioners including training on zoning and the General Plan given that a zoning code update is underway.

Senior Planner, Kraig Tambornini, stated that staff is reviewing the last section of the zoning code update before the draft is reviewed internally. Once internal review has been completed, the draft will be presented to the Planning Commission, City Council, and the public for review. The zoning code update draft will then be brought back for approval and adoption.

Vice Chair Kushner asked what had triggered the zoning code update.

Senior Planner Tambornini advised that part of the General Plan adoption included zoning code updates to address any new policies.

Assistant City Attorney Houston added that the City Attorneys have been actively involved in the review process of the code update. Attorney Houston advised the Planning Commission that the zoning must be consistent with the General Plan.

11. ADJOURNMENT To the Next Special Meeting of Thursday, April 20, 2023 at 6:00 PM

Chair Bhandal adjourned the meeting at 6:33 p.m.

