

SAN BENITO COUNTY PLANNING COMMISSION

March 5, 2008

Minutes

PRESENT: Bettencourt, DeVries, Machado, Scattini, Tognazzini

ABSENT: None

STAFF: Director of Planning (DOP) Art Henriques, Principal Planner (PP) Byron Turner; Associate Planner (AP) Lissette Knight; Public Works Engineer (PWE) Art Bliss; Deputy County Counsel (DCC) Shirley Murphy; and Clerk Trish Maderis.

Chair Machado called the regular meeting of the San Benito County Planning Commission to order at 6:03 p.m. as he led the pledge of allegiance to the flag and reiterated the standing rules of order. Clerk Maderis noted that all Commissioners were present.

DIRECTOR'S REPORT

DOP Henriques reported on recent Board of Supervisor meetings and information on the following items:

- Reminder of joint meeting of the Board of Supervisors and Planning Commission to conclude Phase One of the General Plan Update on Thursday, March 6, 2008.
- Discussion of County membership in the Climate Action Registry
- Larry Anderson Preliminary Allocation Appeal granted-15 allocations from future allocations awarded
- Report on Financial Debt capacity
- Possible Letter of Support for Pajaro River Flood Project for grant
- Approval of Resolution supporting retention of the Aromas Post Office
- Ag Commissioner report on Santa Clara County's Rodeo/Circus potential ban
- Progress report on Ag Exemption Ordinance revisions and pending comments from Farm Bureau, Cattlewomen's and Cattlemen's Associations
- Action to rescind Spur Hotel Zone Change introduced and final adoption set for March 11, 2008. The Zone Change will be referred back to the Planning Commission for consideration at time of Commercial District Review.
- Hillside Ordinance Revisions: Board directed staff to amend the existing Ordinance by removing the 15% slope requirement and replacement of criteria for 30% slope and to include references to additional exemptions.

Commissioner Scattini stated he was very concerned and asked DOP Henriques why decisions made by the Commission have been appealed to the Board and questioned if the Commission has been provided incorrect information or the Commission may be acting incorrectly.

DOP Henriques responded by stating that further reporting by staff to the Board on Commission response to Board direction may be beneficial in the future which would clarify direction and recommendations between the two bodies. DOP Henriques also suggested the Commissioners may wish to speak with their respective Supervisors for further insight as appropriate.

Commissioner Bettencourt commented that he felt the Commission sub-committee option had been very beneficial in the past.

Commissioner Tognazzini asked for clarification on Board direction pertaining to the Hillside Ordinance. DOP Henriques stated that his review of meeting recordings indicated that the Board direction was to have the Commission develop recommendations to repeal the existing Ordinance and develop a different approach during the General Plan Update process. Commissioner Tognazzini stated he understood the direction as being to rescind and to provide an alternative which was done.

Additional discussion regarding the Commissioner's actions on the Hillside Ordinance briefly continued between Commissioner Tognazzini, DCC Murphy and DOP Henriques.

DOP Henriques reminded the Commissioners to bring their Agenda binders to the Special Joint General Plan Meeting on March 6, 2008 at 1:30 PM.

Chair Machado added he felt the Commission has acted with due diligence.

PUBLIC COMMENT

Chair Machado opened and closed the opportunity for public comment as there were no persons present to address matters not appearing on the Agenda.

CONSENT AGENDA

1. Acknowledge Public Hearing Notice
2. Acknowledge Certificate of Posting

COMMISSIONERS SCATTINI/BETTENCOURT MOTIONED TO APPROVE CONSENT AGENDA ITEMS 1 AND 2 WHICH PASSED UNANIMOUSLY.

CONTINUED ITEM

COMMISSION ACTION ~ PUBLIC HEARING ITEM

3. **USE PERMIT NO. 985-08**– APPLICANT: Aromas Water District. LOCATION: 41 Seely Ave APN: 011-21-0094 REQUEST: The applicant is seeking a Use Permit in order to build a 2,500 square foot government office building and sheriff's substation ZONING: Rural Transitional (RT) ENVIRONMENTAL EVALUATION: Categorically Exempt [15303(c)] PLANNER: *Michael Krausie* (mkrausie@planning.co.san-benito.ca.us)

PP Turner advised the Commission that a continuance was being requested due to ongoing legal research on the proposed project. A request to continue to a date uncertain was discussed.

DCC Murphy stated she would be issuing a formal legal opinion which will provide guidance. DCC Murphy added that it appeared the Board of Supervisors may need to take an action on the easement before the Commission can consider the Use Permit application. DCC Murphy stated this is a high priority item and would be acted on as quickly as possible.

Commissioner Scattini stated he would like an update at the next regular meeting due to the urgency of the project and moved to continue the project to March 19, 2008 for an update report; the motion was seconded by Commissioner Bettencourt and passed unanimously.

PUBLIC HEARING ITEM ~ COMMISSION ACTION

4. **MINOR SUBDIVISION NO. 1205-07** – APPLICANT: Melinda Casillas. LOCATION: 4505 John Smith Road. APN: 022-130-024 REQUEST: Minor Subdivision 1205-07 is a proposal to subdivide a 94.17 acre parcel into two parcels. Lot sizes of 44.17 acres and 50 acres have been proposed. ZONING: Agricultural Productive (AP). ENVIRONMENTAL EVALUATION: Mitigated Negative Declaration. PLANNER: *Lisette Knight* (lknight@planning.co.san-benito.ca.us)

AP Knight presented her staff report, power point slide presentation and explained the request of the applicant. AP Knight explained that no development is proposed at this time and the Williamson Act contracts on the proposed parcels match that which is proposed to be divided. AP Knight stated no Grade 1 soils existed on the property, a small portion of the property was grazing land, a small portion on Parcel 2 is within a flood zone and also a very small portion was within a designated wetland area. AP Knight further explained the wetland area is described in US Fish & Wildlife maps as an area that could hold water, however no habitat exists or thrives there and this fell into a sub-category of the wetland designation.

AP Knight provided a handout to the Commissioners explaining changes to Condition No. 22, No. 16 and No. 32 of the recommended Conditions of Approval.

Provided as hand-out by AP Knight:

Requested Changes to the Conditions of Approval – MS 1205-07

- 22. Wetland Designation:** ~~Prior to the recordation of the parcel map, the wetland area shall be identified on the parcel map, along with a 100' radius from the outer boundaries of the wetland shall be designated as non-buildable on the parcel map. [Mitigation Measure #4]~~
- 22. Wetland Designation:** Prior to the recordation of the parcel map the following areas shall be delineated on the parcel map as non-buildable:
- a. The wetland area designated by U.S Fish and wildlife branch of Habitat Assessment's Wetland Data Map(s).
 - b. The area within a 100' radius from the outer boundaries of the wetland.
[Mitigation Measure #4]
- 32. Completions:** Prior to obtaining a building permit for any construction, fire access and water supply for both parcels shall be in place and operable.

Based upon recognizing that resolution of the “deferring or waiving” of public improvements by Planning Commission or County Engineer issue will require substantial time and effort, we have conducted a more thorough site specific investigation at each of the two points of access to the resulting parcels of this project and propose the following modification to Public Works Condition #16:

Public Works recommends that the original condition #16 be replaced in its entirety by the following condition:

Condition #16: Prior to recordation of the parcel map for this project, applicant shall:

- (a.) Construct a modified County Standard Agricultural Driveway into parcel One from John Smith Road and
- (b.) Enter into a deferred improvement agreement to improve streets to the following requirements:
 - (1.) Half of 24 foot AC on 34 foot road bed along the portion of the project site abutting John Smith Road;
 - (2.) Half of 24 foot Ac on 34 foot road bed along the portion of the project site abutting Santa Ana Valley Road;
 - (3.) Install County Standard Agricultural Driveway into Parcel 2 from Santa Ana Valley Road, and
- (c.) Place a note upon an additional sheet of the parcel map that states: A deferred improvement is required as part of this subdivision to install the required frontage improvements to the entire abutting frontages of John Smith Road and/or Santa Ana Valley Road upon the occurrence of any of the following events:
 - (1.) Sale of either parcel within 10 years of recordation; or,
 - (2.) Significant improvements are made to either or both entire lengths of John Smith Road and/or Santa Ana Valley Road; or
 - (3.) More than two homes, in the aggregate, are constructed.

end of hand out document

AP Knight explained the 100-ft. radius on Condition No. 22b was re-worded to satisfy the US Fish & Wildlife wetland designation for boundary protection. The language in Condition No. 32 was clarified to include both parcels.

Commissioner Scattini asked if 'Blue Valve' water was available on the properties. AP Knight stated water is provided by private wells and this was a standard condition required by Fire which would only apply should development occur.

Commissioner Bettencourt asked about the 100-ft. radius around the wetland designated area and where the driveway would be located should development occur. AP Knight stated PWE Bliss would address the driveway/roadway questions and staff had suggested to the applicant that they could ask that the wetland designation be removed by US Fish & Wildlife.

Commissioner Bettencourt asked how the wetland area was discovered. AP Knight explained it appeared on the US Fish & Wildlife map through research with GIS mapping tools.

AP Knight stated that Condition No. 16 would be explained by PWE Bliss and advised the Commission that staff is recommending approval of the project with changes to Conditions as provided in the handout.

PWE Bliss explained that deteriorated drainage existed at the driveway. PWE Bliss stated a modified agricultural driveway is offered to accommodate the existing power pole near the driveway.

Commissioner Bettencourt asked for an explanation of an ag entrance. PWE Bliss explained an agricultural entrance is typically a tapered entrance from the edge of the pavement to remove traffic from the roadway, a 25-ft. deceleration radius into the driveway and approximately 8 feet back. PWE Bliss further explained that the requirements for an agricultural driveway required by the Subdivision Ordinance would be lessened for this project driveway due to a PG&E power pole lying in an area where the improvements would have to be made. After additional discussion pertaining to road improvements, PWE Bliss stated Public Works is requiring the language as provided in the hand-out for Condition No. 16 be adopted and concluded his presentation and add the 'agreement' after improvement in Section (c.) of Condition No. 16.

Commissioner Scattini confirmed that at this time a land division is the only proposal. PWE Bliss stated he believed this was so and Public Works has an opportunity to correct the drainage issues at the end of the driveway and that was the extent of the improvements being sought at this time.

Chair Machado then opened the Public Hearing.

Applicant Melinda Casillas addressed the Commission stating the division of land is being requested for financial flexibility purposes and no development is proposed. Mrs. Casillas stated she wished to remind the Commission that previous subdivisions in the area were allowed to waive road improvements and asked that her road improvements also be waived.

Commissioner Bettencourt asked Mrs. Casillas about flooding in the area and the prior flooding history on the property. Mrs. Casillas explained they did not own the property in 1998 when the flooding occurred. Mrs. Casillas added that since then the area has been improved to accommodate heavy rains including the cleaning of creeks of debris and along the frontage road. After further discussion regarding the direction of flood flow, PWE Bliss advised the Commission the existing culvert allows only minimal amount of drainage, thus the improvement requirement of the flared culvert at the in and out flow ends.

Commissioner Scattini questioned the previous waiving of road improvements. PP Turner advised the rules and laws have not changed, only staff has changed and the codes are better interpreted and conditions are required per the Codes and Regulations approved and adopted by the Board of Supervisors.

With no further discussion, Chair Machado closed the Public Hearing.

Commissioner DeVries moved for adoption of the Mitigated Negative Declaration, Approval of Minor Subdivision No. 1205-07 based on findings and subject to Conditions of Approval as presented in the Staff Report and as amended by Addendum in the hand-out. Commissioner Tognazzini offered a second to the motion which passed unanimously by all Commissioners.

Conditions of Approval:

- 1. Hold Harmless:** Pursuant to Section 66474.9 of the California Government Code, upon written notice by the County, the subdivider shall defend, indemnify and hold harmless San Benito County and its agents, officers and employees from any claim, action or proceeding against San Benito County or its agents, officers or employees to attack, set aside, void or annul the approval of this minor subdivision and applicable proceedings. San Benito County reserves the right to prepare its own defense pursuant to Section 66474.9 of the Government Code. [Planning]
- 2. Conformity to Plan:** The development and use of the site shall conform substantially to the proposed site plan and conditions of approval as approved by the Planning Department. Any increase, change, or modification in the nature or intensity of the land use on the site shall be subject to further Planning Commission review and approval. [Planning]
- 3. Compliance Documentation:** Prior to recordation of the parcel map, the applicant shall submit a summary response in writing to these conditions of approval documenting compliance with each condition, including dates of compliance and referencing documents or other evidence of compliance. [Planning]
- 4. Assessment:** Prior to recordation of the parcel map, the applicant shall pay applicable security for taxes and special assessments as required by Sections 66492, 66493, and 66494 of the Subdivision Map Act. [Planning, Assessor]

5. **Recordation:** The applicant shall submit a parcel map to the County and the parcel map shall be approved by the County Planning Department and the County Public Works Department and recorded with the County Recorder. The tentative parcel map shall expire two (2) years after the Planning Commission approval date, unless extended as provided by the Subdivision Map Act and the County Subdivision Ordinance. Failure to record a parcel map within the period of approval or a period of extension shall terminate all subdivision proceedings. [Public Works, Planning]
6. **Easements:** The parcel map shall show all easements for access, utilities, and drainage. All future development shall maintain a ten (10) foot setback from the noted easements. [Public Works, Planning]
7. **Notice of Determination (Fish & Game Fees):** The applicant/developer/owner shall file the Notice of Determination, provided by the County Planning Department, with the County Clerk within five (5) days of approval of the tentative map. Department of Fish and Game fee (\$1,926.75 – Fish & Game Code section 711.4(d)) must be submitted with the filing. A copy of the filed notice shall be submitted to the County Planning Department. Should the Notice not be filed and the fee not paid within five (5) days, the application is subject to action described in Public Resource Code section 21167 and the project is not operative, vested, or final until the Notice is filed and the fee is paid (Public Resources Code section 21089(b)). [Planning]
8. **Conditions of Approval, Easements, and Restrictions:** Prior to recordation of the parcel map, all unmet conditions of approval, mitigation measures, easements, and restrictions shall be noted on a separate sheet(s) and recorded with the parcel map. [Planning]
9. **County Service Area:** Prior to recordation of the parcel map, the applicant shall make application to LAFCO to join a County Service Area (CSA #43). All related processing fees, including State Equalization fees, must be submitted prior to recordation of the parcel map. [LAFCO, Planning]
10. **Improvement Plans:** As a condition approval, the applicant shall be required to submit and have approved, by the County Public Works Department, improvement plans for the proposed subdivision. [Public Works]
11. **Habitat Conservation Plan Impact Fees:** In accordance with County Ordinance 541, which sets fees for habitat conservation plan financing and kit fox protection measures, the applicant shall contribute, prior to recordation of the parcel map, a habitat conservation plan mitigation fee of \$1200.00 (\$600 per parcel). [Planning, Department of Fish and Game]
12. **Construction Hours:** As required by County Ordinance, construction shall be limited to the hours of 7 a.m. to 7 p.m., Monday through Saturday. No construction activities shall be allowed on Sundays and holidays. The applicants for building permits within the subdivision shall be required to place a note to this effect on all construction plans. [Planning]
13. **Park Fees:** Prior to recordation of the Parcel Map the applicant shall pay in-lieu fees for park dedication and improvements. [Section 17-59 of Ordinance 617 and Section 25 of Ordinance 479] [Planning and Public Works]

Public Works Conditions

- 14. Fair Share Contribution:** Prior to recordation of the parcel map, the applicant shall pay the following pro-rata fair share contributions towards the listed benefit areas
- a. John Smith Road re-alignment and improvement (\$2,220.93).
 - b. Santa Ana Valley Road & Fairview Roads intersection improvement (\$1,539.94)
[Sections 65(i) & 66 of SBC Subdivision Ordinance]
- 15. Dedication:** Prior to the recordation of the parcel map, the applicant shall make the following irrevocable offers of dedication:
- a. Half of 60 feet road right of way along the portion of the project site abutting John Smith Road, to San Benito County;
 - b. Half of 60 feet right-of-way along the portion of the project site abutting Santa Ana Valley Road, to San Benito County.
- 16. Road Improvements:** Prior to recordation of the parcel map for this project, applicant shall:
- a. Construct a modified County Standard Agricultural Driveway into parcel One from John Smith Road and
 - b. Enter into a deferred improvement agreement to improve streets to the following requirements:
 - (1.) Half of 24 foot AC on 34 foot road bed along the portion of the project site abutting John Smith Road;
 - (2.) Half of 24 foot Ac on 34 foot road bed along the portion of the project site abutting Santa Ana Valley Road;
 - (3.) Install County Standard Agricultural Driveway into Parcel 2 from Santa Ana Valley Road, and
 - c. Place a note upon an additional sheet of the parcel map that states: A deferred improvement agreement is required as part of this subdivision to install the required frontage improvements to the entire abutting frontages of John Smith Road and/or Santa Ana Valley Road upon the occurrence of any of the following events:
 - (1.) Sale of either parcel within 10 years of recordation; or,
 - (2.) Significant improvements are made to either or both entire lengths of John Smith Road and/or Santa Ana Valley Road; or
 - (3.) More than two homes, in the aggregate, are constructed.
- 17. Encroachment:** Pursuant to § 14-3 of the San Benito County Code, prior to commencement of any improvements associated with this project, the applicant shall obtain a Public Works Encroachment Permit for any work being performed within the County right of way.
- 18. Drainage and Erosion Plan:** Prior to the recordation of the parcel map and as part of the submission of the engineered improvement plans for this project, the applicant shall comply with the County Drainage Standards and provide erosion control details for the project sheet. Included in this will be drainage calculations and construction details for either a retention or detention pond for impermeable surfaces created as part of this project. All drainage improvements must be installed or bonded for prior to recordation of the parcel map.

Planning Conditions:

- 19. Water Softeners:** A note shall be placed on the subdivision improvement plans and on an additional sheet to the Parcel Map that states: “The use of on site-regenerating water softeners is prohibited. Off site regeneration softening systems may be used subject to the approval of the San Benito County Water District”.
- 20. Mitigation Monitoring:** Prior to the recordation of the parcel map, the applicant/owner, County Counsel and the Planning Director shall agree to and sign the Mitigation Monitoring Program form(s).
- 21. Biological Resources:** Prior to the recordation of the parcel map the following areas shall be delineated on the parcel map as non-buildable:
- a. The Floodplain Boundary per most current FEMA map.
 - b. The existing overhead power line easement.
[Mitigation Measure #3]
- 22. Wetland Designation:** Prior to the recordation of the parcel map the following areas shall be delineated on the parcel map as non-buildable:
- c. The wetland area designated by U.S Fish and wildlife branch of Habitat Assessment’s Wetland Data Map(s).
 - d. The area within a100’ radius from the outer boundaries of the wetland.
[Mitigation Measure #4]
- 23. Cultural Resources:** Any property owner who, at anytime in the preparation for or process of excavation or otherwise disturbing the ground, discovers any human remains of any age, or any significant artifact or other evidence of an archeological site shall:
- a. Cease and desist from further excavation and disturbances within two hundred feet of the discovery or in any nearby area reasonably suspected to overlie adjacent remains.
 - b. Arrange for staking completely around the area of discovery by visible stakes no more than ten feet apart, forming a circle having a radius of not less than one hundred feet from the point of discovery; provided, however, that such staking need not take place on adjoining property unless the owner of the adjoining property authorizes such staking. Said staking shall not include flags or other devices which may attract vandals.
 - c. Notify the sheriff-coroner of the discovery if human and/or questionable remains have been discovered. The Planning Department Director shall also be notified.
 - d. Subject to the legal process, grant all duly authorized representatives of the coroner and the Planning Department Director permission to enter onto the property and to take all actions consistent with Chapter 5B of the San Benito County Code and consistent with Section 7050.5 of the Health and Human Safety Code and Chapter 10 (commencing with Section 27460) of Part 3 of Division 2 of Title 3 of the Government Code. [Planning] [Mitigation Measure #5]
- 24. Exterior Lighting:** A note shall be placed on an additional sheet to the parcel map that states: “All exterior lighting for new development shall be unobtrusive, harmonious with the local area, and constructed or located so that only the intended area is illuminated and off-site glare is fully controlled. All fixtures shall comply with County Ordinance 748 (along with the requirements of Zone II regulations set within Ordinance 748). Prior to the issuance of a building permit, the applicant shall submit to the Building and Planning Departments an exterior lighting plan which shall indicate the location, type and wattage of all proposed lighting fixtures and include catalogue sheets for each fixture.” [Planning] [Mitigation Measure #1]

- 25. Air Quality:** A note shall be placed on the improvement plans for the proposed subdivision which states that the following actions shall be incorporated into the site improvements:
- a. If and when grading occurs for property improvements and/or development the owner shall :
 - Water all graded areas at least twice daily. If dust is not adequately controlled, then a more frequent watering schedule shall be incorporated.
 - b. All grading activities during periods of high wind (over 15 mph) are prohibited. [Planning, Building & Public Works] [Mitigation Measure #2]

County Fire Conditions:

- 26. Fire Code Compliance:** The above mentioned project shall meet the standards set forth in the latest adopted editions of the Uniform Fire Code, Uniform Building Code, California Fire Code, Chapter 17 of the San Benito County Code, Public Resources Code 4290/4291 and other related codes as they apply to a project of this type and size.
- 27. Hazards and Hazardous Materials:** A note shall be placed on an additional sheet to the Parcel Map that states: “Prior to the issuance of any permits for new development, the applicant shall comply with all requirements of County Fire Department, including the provision of an adequate water supply and flow for fire suppression. Required fire flow for this project shall be in accordance with 2007 UFC Division III, Appendix III-A-A-I, Table A-III-A-I. All new residential structures shall be equipped with NFPA 13D sprinkler systems. The property owner shall also comply with all requirements of the Uniform Fire Code, Chapter 17 of the San Benito County Code, Public Resources Code 4290/4291 and other related codes as they apply to a project of this type and size.” [County Fire]
- 28. Fire Protection:** If project is on or near an established and recognized water distribution system, fire hydrants shall be provided. Fire hydrants shall be provided along fire apparatus access roads and adjacent public streets. Existing fire hydrants on adjacent properties shall not be considered available unless fire apparatus access roads extend between properties and easements are established to prevent obstruction of such roads. Fire flow requirements can be mitigated down when future building(s) are installed with NFPA 13-D fire sprinklers.**ingress/Egress:** The applicant/owner shall ensure that there is adequate ingress and egress to any and all buildings. Roadways/driveways and shall be all-weather surfaced conforming to the applicable codes and standards. Driveway(s) shall include turnouts and turnarounds as required. If a gate is utilized on an access or egress driveway, a Knox system shall be required.
- 29. Addressing:** Addresses shall be posted and installed to ensure that they are visible to responding emergency personnel coming from either direction and conforming to applicable codes and standards.
- 30. Temporary Addressing:** Prior to and during construction, temporary addressing shall be posted at the entrance to the project. It shall be plainly visible for emergency equipment.
- 31. Completions:** Prior to obtaining a building permit for any construction, fire access and water supply for both parcels shall be in place and operable.

32. Fire Approval: Upon completion of the above stated requirements and prior to occupancy of any building or structure specifically referred to in this project, the applicant shall request and receive a Project File Requirement Final Signature from this Fire Department. Contact Fire Prevention at 831-636-2080 to make this request.

Environmental Health Conditions:

33. Soils: Any proposal to install a sewage disposal system in an area away from the current test site shall require additional soil profile and percolation testing at the building permit stage.

DISCUSSION ITEM

5. Deferment Vs. Waiver on road improvements – Public Works

PP Turner read into the Record the language contained in the Memo in the Commissioner's packets. PP Turner pointed out Policy 3 of the Transportation Element of the General Plan.

Chair Machado stated he felt the Board should have the right to waive improvements and the Commission should only have the authority to defer improvements and the language is backwards. PP Turner concurred with Chair Machado however he also understood the logic of the Ordinance.

Commissioner Bettencourt stated he believed the County Engineer should have the authority to override the Commission's decision if the improvements were unsafe, but also confirmed the Commission should always consider the County Engineer's recommendations unless they were totally unnecessary.

Commissioner DeVries concurred with the previous comments by fellow Commissioners and stated that some type of statutory language should be added or changed to reflect the power to defer improvements should be that of the Commission and the authority to waive should only be that of the Board of Supervisors. Commissioner DeVries added that staff recommendations are provided after extensive research and work and should always be considered when projects are presented.

DOP Henriques explained that this was another clean up item and that several other items such as the new Fire Code and amendments, Zoning and Subdivision Ordinance review will be brought forward soon.

Commissioner Tognazzini asked for clarification on the matter of the County Engineer being the only authority who could waive improvements.

DCC Murphy stated that both the Board and the County Engineer can defer improvements and that the Planning Commission or the Board can allow a waiver.

Chair Machado asked what the next steps would be. PP Turner reminded that the Commission had requested this item be placed on the Agenda for discussion. PP Turner also advised that revisions to the Subdivision Ordinance would be presented to the Commission soon in order to be consistent with the new Fire Code. PP Turner added that generally when review and amendments are needed staff examines the whole picture and should the Commission wish, this would be included in the environmental review in order to amend the Ordinance.

Chair Machado asked how long it would take. DOP Henriques stated staff would like direction from the Commission to establish priority items. Chair Machado stated that this topic has come before the Commission quite often and felt it was a priority. DOP Henriques stated staff would bring an outline to the Commission of policy items needing review. Commission DeVries stated this should be a high priority and should be presented within the next 90 days.

DOP Henriques stated this item would be put on the fast track and be presented in a workshop format.

PP Turner suggested that a workshop agenda item be set for the regular meeting of April 2. The Commission concurred and the discussion item was set for workshop on April 2, 2008.

INFORMATIONAL – NON-ACTION ITEM

Commissioner Announcements/Reports/Discussions

DOP Henriques provided comments for the upcoming General Plan Update meeting scheduled for March 6, 2008.

ADJOURNMENT

ON A MOTION BY COMMISSIONERS TOGNAZZINI/BETTENCOURT THE MEETING WAS ADJOURNED AT 7:22 P.M TO THE SPECIAL JOINT MEETING OF MARCH 6, 2008 AT 1:30 PM.

Minutes prepared by:
Trish Maderis
Planning Commission Clerk

Attest:
Art Henriques
Director of Planning