

# **AGENDA**

## **City of Plymouth**

# **PLANNING COMMISSION**

**REGULAR MEETING**  
**THURSDAY, NOVEMBER 16, 2023**  
**6:30 P.M.**



**9426 Main Street, Plymouth, California**

**William Klapproth, Chair**

**Michael Sullivan, Vice-Chair**

**Melvin Cossairt, Commissioner**

**Thomas Mikkelsen, Commissioner**

**PLEASE NOTE:** The Planning Commission may take up any agenda item at any time, regardless of the order listed. Action may be taken on any item on the agenda. Members of the public who wish to speak may be subject to a three (3) minute maximum time limit when addressing the Commission, and/or the Commission may require speaker identification sheets be submitted to the Planning Commission Secretary prior to being called upon by the Chairman to provide public comment.



**CITY OF PLYMOUTH  
PLANNING COMMISSION  
REGULAR MEETING AGENDA  
THURSDAY, NOVEMBER 16, 2023  
at 6:30 PM**

**Plymouth City Hall - 9426 Main Street Plymouth, California**

Members of the public not attending in person may submit written public comment prior to the meeting by emailing your comment to the Planning Commission Secretary at [dknight@CityofPlymouth.org](mailto:dknight@CityofPlymouth.org) before 3:30 PM on the day of the meeting. Emailed public comments will be distributed to the Commission and made part of the official record.

**William (Bill) Klaproth, Chair**

Michael Sullivan, Vice-Chair

Melvin Cossairt, Commissioner

Thomas Mikkelsen, Commissioner

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This meeting will be recorded. Council Chambers are wheelchair accessible. Special accommodations may be requested by contacting the Commission Secretary 72 hours in advance of the meeting.

**Please silence all cell phones or similar devices.**

**1. CALL TO ORDER / ROLL CALL:**

- Roll Call
- Flag Salute

**2. APPROVAL OF PLANNING COMMISSION REGULAR MEETING AGENDA FOR NOVEMBER 16, 2023**

**3. PUBLIC COMMENT:**

In accordance with California Government Code Section 54954.3, the public may address the Planning Commission on any item concerning subject matter that is within the Planning Commission's jurisdiction. However, no action may be taken on items not posted on the agenda, other than to briefly respond, refer to staff, or to direct that an item be placed on a future agenda.

**4. PRESENTATIONS: NONE**

**5. CONSENT CALENDAR ITEMS**

All matters listed under the Consent Calendar are to be considered routine and will be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.

**5.1 APPROVAL OF PLANNING COMMISSION REGULAR MEETING AGENDA MINUTES OF OCTOBER 19, 2023**

**5.2 APPROVAL OF CANCELLATION OF DECEMBER 21, 2023 PLANNING COMMISSION MEETING**

**6. PUBLIC HEARINGS: NONE**

**7. UNFINISHED BUSINESS: NONE**

**8. NEW BUSINESS:**

**8.1 INTRODUCTION OF NEW PLANNING DIRECTOR, ADRIANNA ORTIZ**

**RECOMMENDATION:** Welcome new Planning Director

**8.2 DISCUSS WHAT THE PLANNING COMMISSION WOULD LIKE TO DISCUSS AND/OR REVIEW ON FUTURE AGENDAS**

**RECOMMENDATION:** Hold a discussion, take public comment, and provide any direction to staff about other issues PC may like to review on their own initiative

**9. REPORTS:**

- Commission
- Chairperson
- Planning Director
- City Staff

**10. ADJOURNMENT**

The next regularly scheduled Planning Commission Meeting date is December 7, 2023. The meeting will begin at 6:30 PM.

**ADDITIONAL INFORMATION**

Public documents related to items on the open session portion of this agenda, which are distributed to the Planning Commission less than 72 hours prior to the meeting, shall be available for public inspection at the Planning Commission Secretary's office located at Plymouth City Hall and at the time of the meeting.

**NOTICE:**

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the Planning Commission Secretary at (209) 245-6941 Ext. 254 at least 48 hours prior to the meeting.

## **CERTIFICATION OF POSTING OF AGENDA**

I, Dana Knight, Planning Commission Secretary for the City of Plymouth, declare that the foregoing agenda for the November 16, 2023 Regular Meeting of the Plymouth Planning Commission was posted and available for review on November 13, 2023 at the City Hall of the City of Plymouth, 9426 Main Street, Plymouth, California, 95669. The agenda is also available on the city website at [www.cityofplymouth.org](http://www.cityofplymouth.org).

Signed November 13, 2023 at Plymouth, California

*//s//*

Dana Knight  
Planning Commission Secretary

# 5.1



**CITY OF PLYMOUTH**  
**PLANNING COMMISSION**  
**REGULAR MEETING DRAFT MINUTES**  
**THURSDAY, OCTOBER 19, 2023 at 6:30 PM**

**Plymouth City Hall - 9426 Main Street Plymouth, California**

**William (Bill) Klaproth, Chair**

Melvin Cossairt, Commissioner

Thomas Mikkelsen, Commissioner

Stephanie Moreno, Commissioner

Michael Sullivan, Vice-Chair

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**1. ROLL CALL:**

Planning Commissioners Present: Bill Klaproth, Thomas Mikkelsen, Michael Sullivan

Planning Commissioners

Via Teleconference: Stephanie Moreno

Planning Commissioners Absent: Mel Cossairt

Staff/Advisory Via Teleconference: Planning Director, Farhad Mortazavi

Staff/Advisory Present: City Manager, Margaret S. Roberts, Planning Commission Secretary, Dana Knight

**2. APPROVAL OF PLANNING COMMISSION REGULAR MEETING AGENDA FOR OCTOBER 19, 2023**

Motion to approve the Regular Meeting Agenda for October 19, 2023 by Commissioner Mikkelsen, second by Vice Chair Sullivan. Motion passed by roll call vote with 4 Yes votes by Mikkelsen, Moreno, Sullivan, and Klaproth; with 0 No votes and 0 Abstain votes. With 1 Commissioner Absent, Cossairt.

**3. PUBLIC COMMENT: NONE**

**4. PRESENTATIONS: NONE**

**5. CONSENT CALENDAR ITEMS**

All matters listed under the Consent Calendar are to be considered routine and will be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.

**5.1 APPROVAL OF PLANNING COMMISSION REGULAR MEETING AGENDA MINUTES OF JUNE 15, 2023**

**No Public Comment**

Motion to approve the Regular Meeting Agenda Minutes for June 15, 2023 by

Commissioner Moreno, second by Vice Chair Sullivan. Motion passed by roll call vote with 4 Yes votes by Mikkelsen, Moreno, Sullivan, and Klapproth; with 0 No votes and 0 Abstain votes. With 1 Commissioner Absent, Cossairt.

## **APPROVAL OF PLANNING COMMISSION REGULAR MEETING AGENDA MINUTES OF AUGUST 17, 2023**

### **No Public Comment**

Motion to approve the Regular Meeting Agenda Minutes for August 17, 2023 by Vice Chair Sullivan, second by Commissioner Mikkelsen. Motion passed by roll call vote with 3 Yes votes by Mikkelsen, Sullivan, and Klapproth; with 0 No votes and 1 Abstain vote Moreno. With 1 Commissioner Absent, Cossairt.

### **6. PUBLIC HEARINGS: NONE**

### **7. UNFINISHED BUSINESS: NONE**

### **8. NEW BUSINESS:**

#### **8.1 PLANNING DIRECTOR UPDATE ON ALL CURRENT PLANNING PROJECTS**

**RECOMMENDATION:** Hold a discussion, take public comment

Planning Director Mortazavi gave an overview of the following current planning projects. No action was taken, as this was informational only.

Arco Gas Station – The Initial Study has been done and Negative Mitigation is not far from completion. An Environmental Review is in process. It will come to the Planning Commission when finished.

**No public comment**

Veterans Park – Memorandum of Understanding needs to be updated between City and applicant.

**No public comment**

88 Room Hilton Hotel – Letter sent that the initial application was lacking information. The property needs to be subdivided and only then can the City accept a new application for the hotel.

**No public comment**

Greilich Ranch Subdivision & 49er Village RV Expansion project – Draft Environmental Review is almost complete. Estimated completion in 2024.

**No public comment**

Countywide Housing Element Update – County has had 2 open houses, and 8 workshops and meetings have been held. Plymouth Planning Commission meeting and Public Hearing has been done. Willdan is doing an Initial Study/Negative Declaration (IS/MD) or Initial

Study/Mitigated Negative Declaration (IS/MND), whichever is determined to be necessary, pursuant to the California Environmental Quality Act (CEQA) for the City's Housing Element.

**No public comment**

*Commissioner Moreno lost connection to the Zoom meeting at 7:28pm and returned at 7:30pm. Planning Director Mortazavi repeated the information she missed.*

Two Municipal Code Amendments Update: Alcohol Beverage Control and Illuminated Sign. 1<sup>st</sup> reading on October 12<sup>th</sup>. Will go to City Council for determination.

**No public comment**

Zinfandel Ridge Development update – 10 Single Family Dwellings have been approved.

**No public comment**

Additional items below asked about by Commissioner Moreno. Update given by City Manager Roberts.

Animal Ordinance Status – Needs to go the City Council for a vote.

Zinfandel Ridge Developer Agreement for Zinfandel Ridge – City Manager is working on the agreement and will have it to go on the City Council agenda in the future.

Director Mortazavi concluded his report stating that there was no fiscal impact by providing this information and this discussion is Categorically Exempt under CEQUA Guidelines in particular to section 15061(b)(3). This update could not have a significant environmental effect on the environment.

## 9. **REPORTS:**

- **Commission**

Vice Chair Sullivan thanked the staff and Planning Director Mortazavi for putting this meeting together to provide an update on the current projects. He is hoping we have more of these in the future. He also thanked the applicants for wanting to invest in the City of Plymouth.

Commissioner Moreno asked that a process be put in place or an update on when Administrative Use Permits are issued over the counter. The Planning Commission is not being made aware of these. Stated that they usually involve a 10-day Notice, so the public can challenge them, but those notices are not being published in a place where the public even knows they are happening. Would like to put the process for making sure the public is aware of the permits that are being issued and have an opportunity to comment on them if they are subject to appeal, so that they know that is happening, on a future agenda.

- **Chairperson - None**

- **Planning Director – None**



- City Staff

City Manager Roberts spoke about the informational meeting last week on the Parks Grant and said that she got some great ideas from the community on how to spend the grant money. We will have a second community meeting on November 1<sup>st</sup> at City Hall at 6:30 to get additional information on what ideas people have about how to spend the money. All of the ideas will go to the City Council, and we will see what the council does with that information, so we can spend the money to get our parks fixed up.

**10. ADJOURNMENT: 7:52**

Respectfully submitted,

*//s//*

Dana Knight  
Planning Commission Secretary

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