

## MINUTES

**CITY OF CARSON  
REGULAR MEETING OF THE PLANNING COMMISSION  
HELEN KAWAGOE CITY COUNCIL CHAMBERS, CARSON CITY HALL**

***701 East Carson Street, 2<sup>nd</sup> Floor  
Carson, CA 90745***

***September 9, 2014 – 6:30 P.M.***

- 1. CALL TO ORDER** Chairman Faleto go called the meeting to order at 6:30 P.M.
- 2. PLEDGE OF ALLEGIANCE** Commissioner Schaefer led the Salute to the Flag.
- 3. ROLL CALL**

Planning Commissioners Present:  
Diaz, Faleto go, Goolsby, Gordon, Piñon, Schaefer, Saenz, Verrett

Planning Commissioners Absent:  
Commissioner Brimmer (excused)

Planning Staff Present: Acting Planning Manager Signo, Assistant City Attorney Soltani, Recording Secretary Bothe
- 4. AGENDA POSTING CERTIFICATION** Recording Secretary Bothe indicated that all posting requirements had been met.
- 5. AGENDA APPROVAL** Commissioner Diaz moved, seconded by Commissioner Gordon, to approve the Agenda as submitted. Motion carried, 8-0 (absent Commissioner Brimmer).
- 6. INSTRUCTIONS TO WITNESSES** Chairman Faleto go requested that all persons wishing to provide testimony stand for the oath, complete the general information card at the podium, and submit it to the secretary for recordation.
- 7. SWEARING OF WITNESSES** Assistant City Attorney Soltani
- 8. ORAL COMMUNICATIONS** For items **NOT** on the agenda. Speakers are limited to three minutes.

Joseph Gordon, resident, announced that the Veterans' Affairs Committee is supporting a job fair primarily for veterans at the Stubhub Center on Friday, October 3, 2014, from 9:00

a.m. to 2:00 p.m. He added that while it is primarily for veterans, anyone seeking a job is welcome; and he encouraged any business that is seeking new employees to contact the Veterans' Affairs Committee to participate in this worthy event.

**9. CONSENT CALENDAR**

**A) Minutes:** August 12, 2014

Commissioner Schaefer moved, seconded by Vice-Chairman Piñon, to approve the August 12, 2014, Minutes as presented. Motion carried, 7-0 (Commissioner Diaz abstained, absent Commissioner Brimmer).

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**10. CONTINUED PUBLIC HEARING** None

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**11. PUBLIC HEARING** None

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**12. NEW BUSINESS DISCUSSION**

**A) Planning Commission Meeting Protocols**

Applicant's Request:

Acting Planning Manager Signo provided a workshop to discuss protocols for Planning Commission meetings. Items addressed were various agenda categories/topics, Brown Act rules, Robert's Rules of Order/Rosenberg's Rules of Order, discussions, various motions, and voting.

Commissioner Saenz noted his preference to see City-related workshops/items at the backend of the agenda so as not to have the audience waiting for City business to be completed.

Commissioner Verrett asked what the protocol is for Commissioners obtaining an applicant's business card or emails.

Assistant City Attorney Soltani explained that it is proper for a Commissioner to visit a project site to get a clearer picture of the properties for which they will be making decisions, but acknowledged that the Commissioners should be cautious in their communications with any prospective applicants that can create a negative public perception about those communications.

Chairman Faletogo thanked staff for this workshop, and he encouraged the Commissioners to keep this information handy and to re-read it.

Planning Commission Decision:

Without objection, Chairman Faletogo ordered this report received and filed (absent Commissioner Brimmer).

**12. NEW BUSINESS DISCUSSION**

**B) Planning Division Webpage**

Applicant's Request:

Acting Planning Manager Signo provided a demonstration on the Planning Division's webpage that features the Development Status Report, interactive story map, and planning and development information.

Vice-Chairman Piñon suggested that this demonstration be provided to various commissions, such as the Public Works, Environmental and the Economic Development Commissions.

Commissioner Schaefer noted her appreciation of this demonstration and the information that is now on the Planning webpage.

Chairman Faleto go stated that the Planning webpage is very informative and thanked staff for this demonstration.

Planning Commission Decision:

Without objection, Chairman Faleto go ordered this report received and filed (absent Commissioner Brimmer).

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**13. WRITTEN COMMUNICATIONS**                      None

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**14. MANAGER'S REPORT**

- Update of the Oil Code community meeting
- Amendment to the Zoning Ordinance of the Carson Municipal Code regarding multiple dwelling units within Single-Family Residential Zones

Acting Planning Manager Signo advised that another community meeting will take place to discuss the Oil & Gas code update on Wednesday, September 17, 2014, from 6:00 p.m. to 9:00 p.m. at the Community Center. He advised that the second reading for the above-mentioned zoning ordinance passed on September 2, 2014, and will become officially effective in 30 days.

Assistant City Attorney Soltani provided a status update on the Carousel tract, noting that on June 30<sup>th</sup>, Shell submitted a revised remedial action plan to the Regional Water Quality Control Board (RWQCB). She advised that Shell is now proposing to clean up, excavate and replace soil in the landscaped areas, replacing soil that is between five to ten feet deep; and stated that the RWQCB is currently reviewing that plan. She explained that once the RWQCB finishes its review of that plan, a 45-day review period will be put in place for comment from the public and other jurisdictions and an EIR process will be put in place to approve the remedial action plan. She noted that the City is proactively working with the County towards a favorable solution and will be providing a comment letter to the remedial action plan, demanding that Shell clean all the soil and not just the landscaped areas.

Chairman Faletogo thanked staff for the updates and requested an update on the Boulevards at SouthBay project.

Acting Planning Manager Signo stated that staff will provide that update.

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## **15. COMMISSIONERS' REPORTS**

Commissioner Saenz asked staff to place on a future agenda an item to discuss allowing small businesses to have a zero setback instead of a 10-foot setback, stating that small businesses should be given a break during this poor economy.

Commissioner Schaefer pointed out that Commissioner Saenz indicated it was the Commission's desire to seek a zero setback, noting that she has no involvement in this effort.

Commissioner Verrett stated she also received an email from Commissioner Saenz regarding this issue and that she is not involved in this effort.

Commissioner Diaz stated that he received an email from Commissioner Saenz requesting support of a zero setback for small businesses, noting that he is supportive of that request being placed on a future agenda for discussion.

Chairman Faletogo stated that he received an email from Commissioner Saenz and that he would support placing that item on an agenda for discussion.

Assistant City Attorney Soltani explained for the Commissioners that the email from Commissioner Saenz is inappropriate and potentially challenges the rules of the Brown Act; noted that staff is not aware of any email being shared amongst this Commission; she strongly advised that should any Commissioner seek to have an item placed on a Planning Commission agenda, they first make that request directly to the Planning Manager; that if the Planning Manager does not address their request to get a requested item on a future agenda, that the Planning Commissioner should then make that request on the record at a public hearing of the Planning Commission, during Commissioner's Reports, and at that time, the Commission should vote on their support or lack of support for directing staff to place that requested item on a future agenda.

Assistant City Attorney Soltani advised that when the Planning Commission receives a group email regarding City business from one person, the Planning Commissioners should only reply to the sender of that email, not to the entire group who received the email; and explained that in replying to all, it could be considered a violation of the Brown Act.

Commissioner Schaefer stated that she participated in the well-attended Labor Day event at Banning Park, which was chaired by Louie Diaz; and she commended and congratulated Mr. Diaz on the large attendance and grand event.

Vice-Chairman Piñon thanked Assistant City Attorney Soltani for the Carousel tract update; noted that he participated in the Shell Facility tour; and that he attended the Oil & Gas code update meeting, hoping there is more substantial discussion of what's included in the update at the September 17, 2014 meeting.

Commissioner Verrett announced that the annual Carson Jazz Festival will take place on Saturday, September 27<sup>th</sup> at Anderson Park; and mentioned that she, along with Mayor Pro Tem Santarina, will be distributing new books, noting that approximately 4,000 books have been given away through this literacy program.

Commissioner Gordon repeated his announcement for veterans and others who are looking for jobs to attend the Veterans' Affairs Committee supported job fair at Stubhub on Friday, October 3, 2014, from 9:00 a.m. to 2:00 p.m. He encouraged any business seeking additional employees to contact the Veterans' Affairs Committee to participate in this very worthwhile effort.

Commissioner Diaz thanked and commended staff for this evening's workshops and Carousel tract update; he stated the Planning website is very informative and user friendly; and he thanked Commissioner Schaefer for her comments regarding the Labor Day event at Banning Park in Wilmington. He stated that this annual event was well-attended, including many Carson residents, staff, various Commissioners and Councilmembers, mentioning Mike Gipson and Mayor Dear. He noted his pleasure in seeing that the Councilmembers participate in events outside Carson and thanked everyone for their participation in this annual event.

Chairman Faletogo echoed Commissioner Diaz' comments regarding this evening's workshops and thanked staff and the Commissioners for their work.

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**16. ADJOURNMENT**

At 7:47 P.M., the meeting was formally adjourned to Tuesday, September 23, 2014, 6:30 P.M., Helen Kawagoe City Council Chambers.

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Chairman

*Attest By:*

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Secretary