



STAFF REPORT

PLANNING COMMISSION MEETING

February 14, 2023

TO: Honorable Chair and Commissioners

FROM: David Loya, Director of Community Development

PREPARER: David Loya, Director of Community Development

DATE: February 02, 2023

TITLE: **Consider Planning Commission Minutes Format and Level of Detail**

RECOMMENDATION:

Staff recommends the Planning Commission consider the level of detail in the minutes and provide direction to staff as necessary after receiving public comment.

INTRODUCTION:

Over the course of the last several meetings, the level of detail in the minutes has been a topic. Staff prepares minutes that describe the actions taken by the Commission, as well as a synopsis of the topics discussed by public members. Some have been concerned that the synopsis does not accurately reflect the subtleties of the comments. Conversely, the concern has been raised that the Commissioners' comments have not been reflected at the same level of detail. The Commission has twice considered amending minutes to address the concerns raised and twice voted not to amend the minutes. This agenda item provides the Commission an opportunity to discuss the topic as an action item to set a policy for staff as to the level of detail to include in the minutes.

DISCUSSION:

The current practice for preparing minutes is to provide a list of the major topics public commenters made in the meeting to provide a reference for those seeking to research particular topics. The meetings are recorded and archived on the City's public website for anyone wishing to obtain transcription level detail of the discussion and comments made during a meeting. While the particular style of the minutes has varied over time depending on the staff member tasked with preparing the minutes, generally, the minutes have been prepared in this way, with some exceptions for cause, for at least a decade.

The minutes certainly could be less detailed. If directed by the Commission, staff would prepare action minutes that list the agenda item and the vote taken. For non-action items, such as public comment, the minutes would reflect that the public were afforded the opportunity to speak and list the total number of speakers.

While the minutes could be more detailed theoretically, staff is not prepared to provide more detailed accounts of the specific points that individuals make in the meetings. There is no staff capacity for this level of detail.

The Commission should take a formal action on this item to resolve the matter.

POLICY IMPLICATIONS:

None

COMMITTEE/COMMISSION REVIEW:

None

ENVIRONMENTAL REVIEW (CEQA):

None – Not a project pursuant to CEQA