



# PLANNING COMMISSION REGULAR MEETING MINUTES

Wednesday, January 22, 2025

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## CALL TO ORDER

The Planning Commission was called to order by Deputy City Clerk Deb Estrada at 6 pm.

Planning Commission was in recess from 6:00 to 6:10 pm.

Commissioners Kate Akyuz, JB Gibson, Nazim Nice, Anthony Perez, and Dan Thompson were present.

## Staff Participation:

Jeff Thomas, Director (remote)

Alison Van Gorp, Deputy CPD Director

Adam Zack, Principal Planner

Molly McGuire, Senior Planner

Andrea Larson, City Clerk

Deb Estrada, Deputy City Clerk

Raven Gillis, Recreation Specialist

**APPEARANCES.** There were no public appearances.

## REGULAR BUSINESS

### 1. Parliamentary Procedure Training

Tisha Gieser, Registered Parliamentarian with Jurassic Parliament, discussed the following topics:

- Authority and Roles
- Opening the Meeting
- Motions and Amendments

Planning Commission was in recess from 7:05 to 7:10 pm.

- Meeting discussion, Point of Order, and Appeal
- Public Comment and Public Hearings
- City Advisory Committee Pitfalls

### 2. PCB25-01: Election of Officers

Deputy City Clerk Estrada opened the floor for nominations for Chair.

Commissioner Gibson nominated Commissioner Thompson for Chair. Thompson accepted the nomination.

There being no other nominations. Deputy City Clerk Estrada called for a motion.

A motion was made by Gibson; seconded by Nice to:

**Elect Dan Thompson as Chair**

Approved 5-0

Deputy City Clerk Estrada opened the floor for nominations for Vice Chair.

Commissioner Akyuz nominated Commissioner Perez for Vice Chair. Perez accepted the nomination.

Commissioner Nice nominated Commissioner Gibson for Vice Chair. Gibson accepted the nomination.

There being no other nominations. Deputy City Clerk Estrada called for a vote.

Commissioner Perez received two votes in the affirmative.

Commissioner Gibson received three votes in the affirmative and was elected Vice Chair.

**3. Planning Commission Meeting Minutes** of November 25, 2024, Special Meeting:

A motion was made by Akyuz; seconded by Gibson to:

**Approve the minutes.**

Approved 5-0

**4. PCB 25-02: Planning Commission Bylaws - Discussion**

Andrea Larson, City Clerk, gave a brief presentation outlining staff's proposed amendments to the Planning Commission Bylaws and responded to questions.

Commissioners have until February 7 to submit additional amendments for consideration. The amendments will be compiled and distributed to the Commission prior to the February 26 meeting.

**OTHER BUSINESS**

Staff introduced themselves.

**5. Staff's Report** – Adam Zack, Principal Planner, briefly introduced the upcoming Planning Commission schedule.

**ADJOURNED** - The meeting adjourned at 8:19 pm

  
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Deborah Estrada, Deputy City Clerk