



City of Riverbank
Planning Commission Meeting
City Hall North • Council Chambers
6707 Third Street • Suite B • Riverbank • CA 95367

MINUTES
Tuesday, January 21, 2025
(In-Person)

The following minutes reflect action minutes, with added clarification for the record. A copy of the verbatim recording may be obtained, if available, for a fee by contacting the Development Services Department at (209) 863-7128.

CALL TO ORDER/ROLL CALL:

Present: Commissioners: Zamora (Chair), Halterman (Vice Chair), Dinan, Stewart, Basso and Link (Alternate)

Absent: Rueben

Note: Commissioner: Basso had notified staff she would be arriving late so she sat in the audience.

CONFLICT OF INTEREST: Any Planning Commissioner and Staff who would have a direct Conflict of Interest on any scheduled agenda item to be considered are to declare their conflict.

None.

1. PUBLIC COMMENTS (No action to be taken)

At this time, members of the public may comment on any item not appearing on the agenda, and within the subject matter jurisdiction of the Planning Commission. Individual comments will be limited to a **maximum of 3 minutes** per person and each person may speak once during this time; time cannot be yielded to another person. Under State Law, matters presented during the public comment period cannot be discussed or acted upon. For record purposes, state your name and City of residence. Please make your comments directly to the Planning Commission.

None.

2. CONSENT CALENDAR

All items on the Consent Calendar are to be acted upon by a single action of the Planning Commission unless otherwise requested by an individual Planning Commissioner for special consideration. Otherwise, the recommendation of staff will be accepted and acted upon by roll call vote.

Item 2.1: Posting of the Agenda. The Agenda for the January 21, 2025, Planning Commission Meeting was posted on the City Community Center bulletin board, City Hall North & South bulletin boards, Post Office, city website and emailed to the Library on January 16, 2025.

Item 2.2: Approval of the January 21, 2025 Agenda. This provides an opportunity for the Planning Commission or Staff to recommend that an item be placed on the agenda

for discussion or to adjust the proposed agenda to allow an item to be taken out of order.

Item 2.3: Approval of the December 17, 2024 Planning Commission Meeting minutes, having been read by the individual Commissioners and stands approved as submitted. *Abstain from voting: None.*

ACTION: *By motion moved/second (Dinan / Link passed 5-0) was approved as submitted; Motion carried by unanimous roll call vote.*

Ayes: Planning Commissioners: Zamora, Halterman, Dinan, Stewart and Link

Nays: None

Absent: Rueben

3. PLANNING COMMISSION PROCEDURES

Item 3.1: Annual Nomination and Appointment of Chair and Vice Chair – Per Planning Commission Rules and Procedures. Current order is: Chair Stewart, Vice Chair Zamora, Commissioners Halterman, Dinan, and Basso. Alternate Commissioners Link and Rueben.

New Order: Chair Zamora, Vice Chair Halterman, Commissioners Dinan, Basso, Stewart. Alternate Commissioners Link and Rueben.

ACTION: *By motion moved/second (Dinan / Zamora passed 5-0) was approved as submitted; Motion carried by unanimous roll call vote.*

Ayes: Planning Commissioners: Zamora, Halterman, Dinan, Stewart and Link

Nays: None

Absent: Rueben

4. PLANNING COMMISSION PUBLIC HEARINGS

The public notice for item 4.1 was published on November 6, 2024 in the Riverbank News Paper. Item was continued until January 21, 2025.

Item 4.1: Exception Request and Tentative Parcel Map Application 01-2023. Request to subdivide one (1) parcel (APN: 132-048-053) totaling approximately 20,076 square feet (sf) into: Parcel A (13,324 sf) and a designated Remainder (6,752 sf).

- Joshua Mann, Community Development Director presented item 4.1 and PowerPoint.
- Chair Zamora asked staff a question on the flag lot.
- Joshua Mann responded that the narrow area would be the future drive-way and the future house would be built in the larger portion of the proposed parcel.
- Vice Chair Halterman asked if they could sell the remainder and the certificate of compliance for improvements would go to the buyer.
- Joshua Mann stated that yes certificate of compliance would be carried over to the buyer.

- Commissioner Dinan asked if we have received any feedback from the public on this item.
- Joshua Mann stated we have not.
- Public hearing was opened at 6:13 p.m.
- Milt Treewater, resident was in favor of the project.
- Being no further comments the public hearing was closed.

ACTION: By motion moved/second (Halterman / Stewart passed 5-0) was approved as submitted; Motion carried by unanimous roll call vote.

Ayes: Planning Commissioners: Zamora, Halterman, Dinan, Stewart and Link

Nays: None

Absent: Rueben

5. PLANNING COMMISSION COMMENTS

None.

6. COUNTY REFERRAL/CORRESPONDENCE/INFORMATION (Information only – No Action)

None.

7. STAFF COMMENTS (Information Only No Action)

Item 7.1: Joshua Mann, reminded the Planning Commissioners to fill out their 700 Form.

Item 7.2: Joshua Mann, informed the Planning Commission of the upcoming Academy to be held March 5-7, 2025 in Santa Rosa, and the deadline to register is Feb. 26, 2025.

Item 7.3: Joshua Mann, update the Planning Commission on upcoming planning applications and Council actions.

8. ADJOURNMENT - Regular Planning Commission Meeting – January 21, 2025 at 6:47 p.m.

ATTEST:


Joshua Mann
Community Development Director

APPROVED:


Taide Zamora
Planning Commission Chair