



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

MINUTES
Tuesday, May 20, 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 Rodriquez (Alternate)

Absent: Reuben (Alternate)

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 May 20, 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 May 15, 2025.

Item 2.2: Approval of the May 20, 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 April 15, 2025 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 (Stewart/Basso passed 5-0) was approved as submitted; Motion carried by unanimous roll call vote.*

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

Nays: None

Absent: Reuben (Alternate)

3. PLANNING COMMISSION PUBLIC HEARINGS

The public notice for item 3.1 & 3.2 was published on May 7, 2025 in the Riverbank News Paper.

Item 3.1: Architecture and Site Plan Review 10-2024 (Dept. File #24-0027) – Sierra Triplex, 2924 Sierra St., APN:132-022-010: The proposed Project is an application for an Architecture and Site Plan Review (ASPR) for a three (3) unit, multi-family residential development located at 2924 Sierra Street. The project proposes to construct a two (2) story triplex with 1,280 square feet of living space comprised of three (3) bedrooms, two and one half (2.5) bathrooms. Additionally, seven (7) off-street parking spaces are proposed. The subject property is located within the Downtown Specific Plan (DTSP) and is therefore subject to the Development Standards established within the DTSP.

- Joshua Mann, Community Development Director presented item 3.1 and PowerPoint.
- Commission Halterman asked Joshua Mann a question.
- Joshua Mann responded to Halterman's question.
- Applicant of the project came up to the podium and asked if the Commission had any questions for him.
- Being none, the Public comment was opened at 6:16 p.m. with no comments.

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

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

Nays: None

Absent: Reuben (Alternate)

Item 3.2: Architecture and Site Plan Review 11-2024 (Dept. File #24-0029) – Commercial Office, 3205 Sierra St., APN:132-011-051: The proposed Project is an application for an Architecture and Site Plan Review to establish a commercial office located at 3205 Sierra Street (APN 132-011-051). The Project proposes modifications to the interior of the existing structure as well as improvements to the exterior of the structure and grounds of the property. The subject property is located within the Downtown Specific Plan (DTSP) and is therefore subject to the Development Standards established within the DTSP. Per the DTSP, the proposed improvements are subject to approval by the

City's Planning Commission. The proposed Project consists of maintenance and repair of an existing structure.

- Joshua Mann, Community Development Director presented item 3.2 and PowerPoint.
- Commissioner Dinan asked what type of business it was going to be.
- Joshua Mann responded that it would be a real-estate office
- Commission Halterman asked about signage.
- Joshua Mann informed him they would have to submit a signage permit and would be reviewed by staff.
- Public comment was opened at 6:17 p.m. with no comments.

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

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

Nays: None

Absent: Reuben (Alternate)

4. PLANNING COMMISSION COMMENTS

None.

5. COUNTY REFERRAL/CORRESPONDENCE/INFORMATION

None.

6. STAFF COMMENTS (Information only – No Action)

- Josh Mann, Community Development Director gave an update to the Commission on items that have gone to City Council and future upcoming items coming to the Planning Commission.

7. ADJOURNMENT - Regular Planning Commission Meeting – May 20, 2025.

ATTEST:


Joshua Mann
Community Development Director

APPROVED:


Taide Zamora
Planning Commission Chair