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# CITY OF NEWARK PLANNING COMMISSION

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37101 Newark Boulevard, Newark, CA 94560-3796 • 510-578-4330 • FAX 510-578-4265

City Administration Building  
7:30 p.m.  
City Council Chambers

## MINUTES

Tuesday, March 10, 2015

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### A. ROLL CALL

At 7:30 p.m., Chairperson Fitts called the meeting to order. All Planning Commissioners were present except Commissioner Bridges (personal). There are two vacancies.

### B. MINUTES

#### B.1 Approval of Minutes of the regular Planning Commission meeting of Tuesday, February 10, 2015.

Commissioner Nillo moved, Vice-Chairperson Aguilar seconded, to approve the Minutes of February 10, 2015. The motion passed 4 AYES, 1 ABSENT (Bridges).

#### B.2 Approval of Minutes of the regular Planning Commission meeting of Tuesday, February 24, 2015.

Commissioner Otterstetter moved, Chairperson Fitts seconded, to approve the Minutes of February 24, 2015. The motion passed 3 AYES, 1 ABSTENTION (Aguilar), 1 ABSENT (Bridges).

### C. WRITTEN COMMUNICATIONS

None.

### D. ORAL COMMUNICATIONS

None.

### E. PUBLIC HEARINGS

None.

### F. STAFF REPORTS

None.

**G. COMMISSION MATTERS**

- G.1 Proposal to amend the Planning Commission By-laws to: (1) establish a quorum as a majority of the Planning Commissioners; (2) establish a time limit of 5 minutes in which to address the Planning Commission; (3) allow for regular Planning Commission meetings to be held other than in the Council Chambers if duly noticed; and (4) change the number of Commissioners required to amend, revise, or repeal the By-laws from four to a majority.**

Assistant City Manager Grindall gave the staff report.

Answering Vice-Chairperson Aguilar, ACM Grindall stated cost and logistical benefits would result from having five Planning Commissioners instead of seven.

Answering Chairperson Fitts, ACM Grindall stated this Item is on the March 12, 2015 City Council Agenda.

Chairperson Fitts commented that other Cities use technology such as Skype to participate in their Meetings which meets their quorum requirements.

ACM Grindall stated the City Council would be the determining body to implement that type of change.

ACM Grindall mentioned the current By-laws states the Planning Commission meetings must be held in the Council Chambers and reminded the Planning Commissioners that due to the large attendance at recent meetings, the By-laws needed to be changed to allow the flexibility to use more accommodating venues in the future.

Motion made by Commissioner Nillo, seconded by Commissioner Otterstetter, to set March 24, 2015 as the date to consider amending the By-laws.

**G.2 Report on City Council actions.**

None.

Commissioners' Comments

Chairperson Fitts congratulated Vice-Chairperson Aguilar on the birth of his daughter.

**H. ADJOURNMENT**

At 7:41 p.m., Chairperson Fitts adjourned the regular Planning Commission meeting of Tuesday, March 10, 2015.

Respectfully submitted,

  
TERRENCE GRINDALL  
Secretary