



PLANNING COMMISSION

Robert Palacio, Chairman

Ramon Castro, Vice-Chairman

Eugene Bumbera Jay Goyal Kevan Hutchinson

George A. Marquez Darren Smith

AGENDA

**PLANNING COMMISSION
REGULAR MEETING
WEDNESDAY, SEPTEMBER 6TH, 2017 AT 5:30 P.M.
CITY OF BRAWLEY COUNCIL CHAMBERS
383 MAIN STREET
BRAWLEY, CALIFORNIA**

- 1. CALL TO ORDER / ROLL CALL**
- 2. APPROVE AGENDA**
- 3. APPROVE MINUTES OF JULY 5TH, 2017 MEETING**
- 4. PUBLIC APPEARANCES**

The Planning Commission encourages citizen participation on all matters presented for their consideration. Members of the public who wish to speak on an issue that is not on the agenda may do so during the "Public Appearances" section at any meeting. The Planning Commission does not take action on items presented under Public Appearances.

PUBLIC HEARINGS

- 5. An application for a Variance (VAR17-01) requesting to allow for the reduction of the minimum lot size from 6,000 square feet to 2,500 square feet and for a reduction of rear yard setback from 20 feet to 10 feet for property. Parcel is zoned R-2 (Residential Low Density).**

Applicant: Shine Investments, LLC

Location: 305 J Street, Brawley, CA 92227, legally described as the south 100 feet of Lot 1, Block 52, Townsite of Brawley, City of Brawley, County of Imperial, State of California, APN 048-161-025.

6. An application for a Conditional Use Permit (CUP17-03) requesting to allow usage of the property as a Place of Assembly. Parcel is zoned Planned Development (P-D), Civic Center Neighborhood of the Downtown Specific Plan which allows Places of Assembly with a Planning Commission Conditional Use Permit.

Applicant: Carolyn F. Benson/Norman & Stacie Chandler

Location: 145 South 6th Street, Brawley, CA 92227, legally described as the south 125 feet of Lots 25 through 29 and the north 25 feet of the west 20 feet of Lot 29, Block 72, Townsite of Brawley, City of Brawley, County of Imperial, State of California, APN 049-021-012

7. **ZONING AND CODE ENFORCEMENT**

*July 2017 report attached.

8. **REVIEW AND ADOPTION OF PLANNING COMMISSION RULES 2017-2018**

9. **ELECTION OF OFFICERS 2017-2018**

10. **NEXT MEETING DATE**

11. **ADJOURNMENT**

Supporting documents are available for public review in the Planning Department, 400 Main Street, Suite 2, Brawley, Monday through Friday, during regular posted business hours. Individuals who require special accommodations are requested to give 24-hour prior notice.

Contact: Alma Benavides, City Clerk, 760-351-3080

CITY OF BRAWLEY

July 5, 2017

The Planning Commission of the City of Brawley, California, met in Regular Session at 5:30 p.m., City Council Chambers, 383 Main Street, Brawley, California, the date, time, and place duly established for the holding said meeting. The City Clerk attests to the posting of the agenda pursuant to the G.C.54954.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order by **Chairman Palacio** @ 5:30pm

PRESENT: Palacio, Castro, Bumbara, Hutchinson, Marquez, Goyal
ABSENT: Goyal, Smith

2. APPROVAL OF AGENDA

The agenda was **approved** as submitted. m/s/c Hutchinson/Castro 5-0

3. APPROVAL OF MINUTES

The minutes of May 3rd and June 7th, 2017 were approved during the July 2017 Planning Commission meeting. m/s/c Hutchinson/Marquez 5-0

4. PUBLIC APPEARANCES There were none.

5. PUBLIC HEARING CUP 17-02

The applicant is requesting a conditional use permit to allow the expansion of their existing church on an adjacent parcel and utilize this currently vacant building for assembly, outreach and service purposes. The property is currently zoned P-D (Planned Development), Downtown Specific Plan - West Village Main Street. The site is currently a vacant building. There are no zoning conditions currently imposed on this property. This is a rehearing due to the recusing of Commissioner Goyal.

Applicant: Norma Schoonover
1067 Calle de Luna
Brawley, CA 92227

Location: Lots 9 & 10 BLK 21 City of Brawley, County of Imperial, State of California. APN: 046-204-018

Planning Director Gaste gave an overview and recap of the project as presented in the previous meeting and informed the commissioners that the applicant is proposing the expansion of their existing church on an adjacent parcel, to utilize the currently vacant building for assembly, outreach and service purposes. The property is currently zoned P-D (Planned Development), Downtown Specific Plan - West Village Main Street, zoning requires a conditional use permit to allow for places of assembly/churches.

OPEN PUBLIC HEARING @ 5:36PM

Pastor Richard Rodriguez informed the commission clarification on the use of the building and that no drug rehabilitation will occur and that the building will be used for outreach services, youth activities, and similar functions for the ministry.

Commissioner Hutchinson asked the applicant if he had any issue with the addition of proposed conditions stated in the letter from Mr. Graves.

Pastor Richard Rodriguez stated he had no objections.

Commissioner Castro asked for more specific details on the proposed activities.

Pastor Richard Rodriguez informed the Commission that the building will be used for outreach services, food distribution, youth activities and coordination with the Police Department to positively impact the community and assist the congregation in making the community better.

Commissioner Bumbera asked the applicant about the current storage situation and if there are plans to clean it.

Pastor Richard Rodriguez informed the commission that all clean up and improvements will be performed prior to occupancy.

Commissioner Hutchinson asked about the condition of the alley and any associated required improvements.

Pastor Richard Rodriguez informed the commission that they will not be using the alley as primary access.

Planning Director Gaste stated that the alley will not be used for regular access and only used for moving supplies by the church on an as needed basis and that a locked gate will be in place to provide security for unauthorized access.

Mr. Jim Graves had concerns about the property being a detriment to the area because of the possible clientele that may be present.

Pastor Rodriguez informed the commission that he had no issues with Mr. Graves' letter and would adhere to all conditions of approval that would be included per the letter provided during the public hearing process.

Mr. Bob Trimm stated his concern regarding a similar situation when the Imperial County Behavioral Services opened their mental health facility. He was concerned that the proposed project could induce more people of the congregation to linger in the area out of the scheduled assembly times.

Planning Director Gaste ensured the public that these types of loitering activities and trespassing on other properties are prohibited by the City Code and that enforcement shall be followed through as part of the current ordinances and the conditions of approval.

Pastor Rodriguez informed the commission that he has been at the current location next to the proposed new use and has not had any issues with law enforcement.

PUBLIC HEARING CLOSED@ 5:47PM

The Commission **approved** the conditional use permit with the addition of the provisions provided in Mr. Graves letter. m/s/c Castro/Marquez 5-0

6. PUBLIC HEARING TM 17-01

An application for a Tentative Tract Map in order to re-entitle a tract map to permit single family dwellings. The property is currently vacant, 47.88 acres in size and zoned R-1 (Residential Single Family). The proposed tentative map shows the property subdivided to allow for the construction of 178 detached units.

Commissioner Goyal joined the meeting at 6:50 PM.

Planning Director Gaste gave an overview of the project and mentioned that it is consistent with the original submittal for the Victoria Park Units # 2 and #3 and to continue with the original plan that the project requires re-entitlement.

OPEN PUBLIC HEARING @ 5:48PM

Todd Dial, representing the developer gave an overview of the project consistent with the staff report.

Commissioner Goyal asked Mr. Dial on the timing of the project buildout.

Todd Dial, stated that Unit #2 is expected as soon as possible and that Unit #3 is scheduled for January 2018. His statements included the improvements to the northern half of Wildcat Drive prior to any occupancy of Unit #3.

Commissioner Hutchinson was pleased to hear the presence of construction to Wildcat Drive, but did raise concerns of the other developers in the the area (Latigo Ranch, Malan Park) finishing their portion to be able to link South Imperial Avenue with Brawley Avenue.

City Manager Rosanna Bayon Moore informed the Commission that there may be a future grant available to connect South First Street with Wildcat Drive to improve circulation in the interim depending on the pace that other developers continue to build in the area.

PUBLIC HEARING CLOSED @ 6:00PM

The Commission **approved** the tentative tract map with the newly imposed conditions. m/s/c Hutchinson/Goyal 6-0

7. ZONING CODE ENFORCEMENT

Building Official Francisco Soto's written informational report regarding code enforcement report for the month of June 2017 was provided to the Commission.

*Please see attached document.

City Manager Rosanna Bayon Moore informed the Commission of Mr. Soto's upcoming retirement.

Commissioner Castro asked to look for possible code vioations in the vicinity of North 3rd and B Street.

Planning Director Gaste requested that any Commissioners that have code enforcement issues are welcome to contact the Planning and/or Community Development Departments with properties that may need to be evaluated.

8. NEXT MEETING DATE

The Planning Commission **adjourned** to September 6, 2017.

City Manager Rosanna Bayon Moore informed the Commission of the status of the Brawley Mobile Home Park closure.

8. ADJOURNMENT @ 6:15pm

Gordon R. Gaste AICP CEP, Interim Development Services Director

PLANNING COMMISSION STAFF REPORT

Variance #: VAR 17-01 – 305 J Street

**Property Owner/
Applicant/
Representative:**

Shine Investments, LLC

Legal Description:

The South 100 feet of Lot 1, Block 52, Townsite of Brawley, City of Brawley, County of Imperial, State of California, APN 0048-161-025

Location:

305 J Street

Area:

0.06 Acres (2,500 Square Feet)

Zoning:

R-2 (Residential Low Density)

Existing Use:

Vacant

Proposed Use:

Single Family Dwelling

Surrounding Land Uses:

North - R-2 (Residential Low Density) / Single Family Dwelling
South - R-2 (Residential Low Density) / Single Family Dwelling
East - R-2 (Residential Low Density) / Single Family Dwelling
West- R-2 (Residential Low Density) / Single Family Dwelling

General Plan Designation:

Low Density Residential

**PLANNING COMMISSION HEARING, SEPTEMBER 6, 2017,
5:30 P.M., CITY COUNCIL CHAMBERS, 383 MAIN STREET, BRAWLEY,
CALIFORNIA**

Variance: VAR 17-01

General Information:

The applicant is requesting a variance to allow for the construction of a single family dwelling on an existing vacant lot. The property is currently zoned R-2 (Residential Low Density) and is 0.06 acres in size. The variance is requested to allow for the reduction of the minimum lot size from 6,000 square feet to 2,500 square feet and for a reduction of rear yard setback from 20 feet to 10 feet for property. Access is proposed via the alley between I Street and J Street. There are no zoning conditions currently imposed on this property.

Information to the Commission:

There are several other lots of this size with existing dwelling units on them on South 2nd and South 3rd Streets.

Staff Recommendation:

If approved, the Planning Department recommends the following conditions apply:

1. The applicant shall obtain an encroachment permit from the Department of Public Works for any new, altered or unpermitted driveways necessary to access each of the parcels from a public street.
2. The applicant shall pay all fees associated with review and approval of the variance.
3. The applicant shall defend, indemnify, and hold harmless the City of Brawley, or its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers, or employees to attack, set aside, void or annul, an approval by the Planning Commission or City Council concerning the variance. The City of Brawley shall promptly notify the applicant of any claim, action or proceeding and shall cooperate fully in the defense.
4. Any person or party who succeeds to the interest of the present owner by sale, assignment, transfer, conveyance, exchange or other means shall be bound by the conditions of approval.
5. Provide sewer and water, curb and gutter, sidewalks, alley and other improvements to City standards before City issues certificate of occupancy for any structure for each parcel if required.
6. The applicant has agreed to pave the alley along the property line to South 2nd Street.

The recommendation is based on the following findings:

1. The proposal is exempt from CEQA pursuant to Section 15303(a) and 15332.
2. The location of the project and surrounding land uses make it unlikely the project will cause significant environmental impacts.

3. The lot variance does not grant special privileges to the proponent.
4. Granting of the variance will not be detrimental to the public welfare or detrimental to the health and safety of the residents of the City of Brawley.
5. The variance is consistent with the character of the area for that type of land use.

The Brawley General Plan Land Use Map designates this property for **Low Density Residential** land uses.

R-2 (Residential Low Density) zoning permits undersized lots and encroachment into the rear yard setback by **variance** only.

Variance: VAR 17-01

The Commission must determine the following:

- A. The variance for the lot size and setback protects the best interest, health, safety and welfare of the public in general.
- B. The variance for the lot size and setback complies with all of the other standards and conditions applicable in the zoning district in which it is proposed to be located.
- C. This variance for lot size and setback is in accordance with and in furtherance of the Brawley General Plan, any special neighborhood plans or policies adopted by the City regarding the development area, and any approved concept plan.
- D. The proposed lot size and setback is adequately served by and will not impose an undue burden upon the public improvements and rights-of-way by which it will be served or benefited, or which exist or are planned for installation within its boundaries or their immediate vicinity.
- E. Any impacts created by the proposed lot size and setback on adjacent property are adequately mitigated with the design, proposed construction and phasing of the site development.
- F. The design of the lot size and setback mitigates substantial environmental problems.
- G. The lot size and setback is compatible with adjacent structures and uses.
- H. The proposed lot size and setback is not materially detrimental to the enjoyment or valuation of the property adjacent to the site.

ATTACHMENT: Location Maps; Plot Plan.

NOTE TO THE PROPERTY OWNER: PLANNING COMMISSION POLICY REQUIRES THAT THE APPLICANT OR REPRESENTATIVE BE PRESENT AT THE PUBLIC HEARING FOR THIS ITEM. PLEASE DIRECT ANY QUESTIONS CONCERNING THIS REPORT TO THE PLANNING DEPARTMENT AT (760) 344-8822.

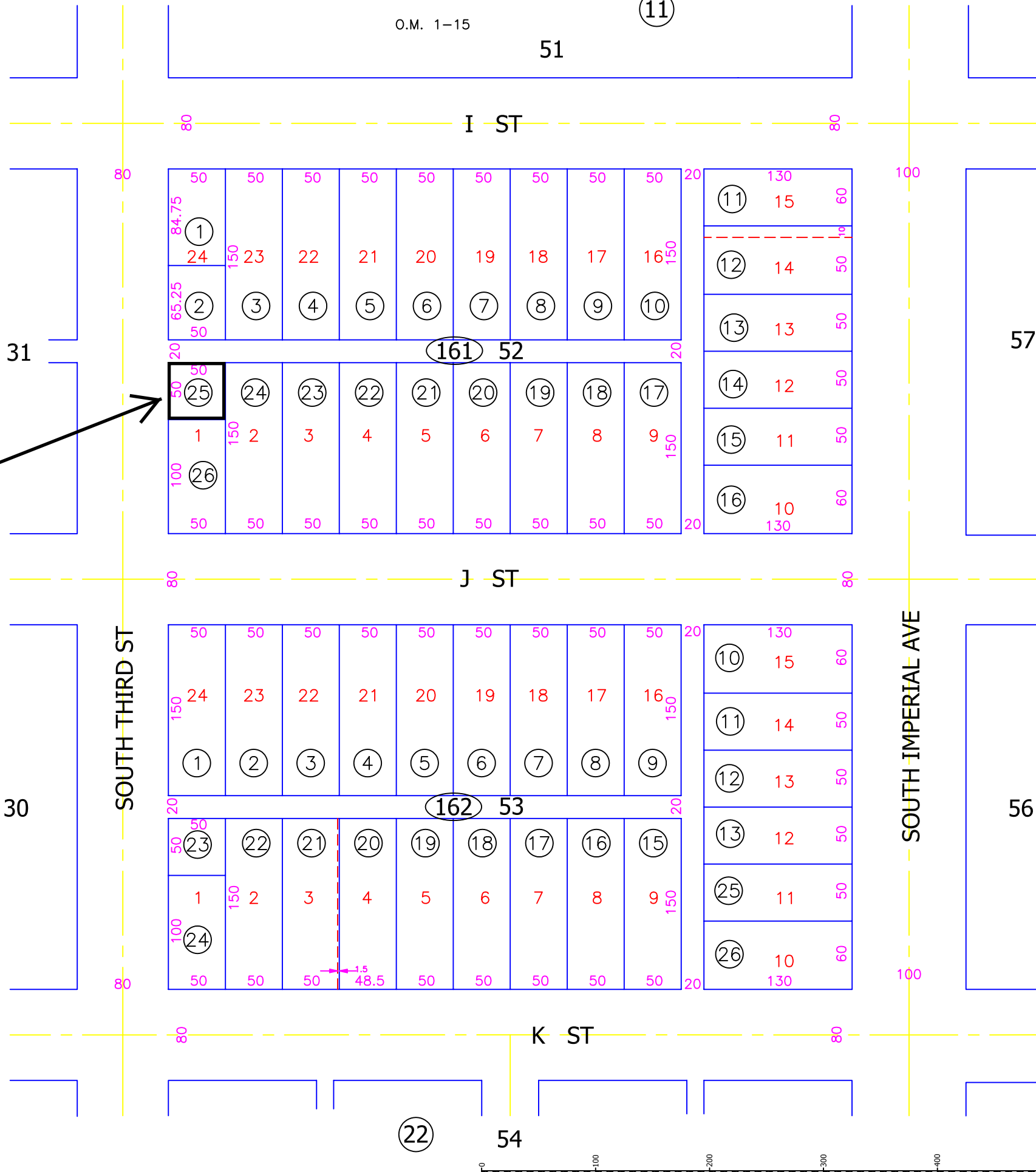
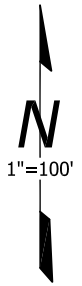
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O.M. 1-15

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Tax Area Code
1-001

48-16



APN: 048-161-025

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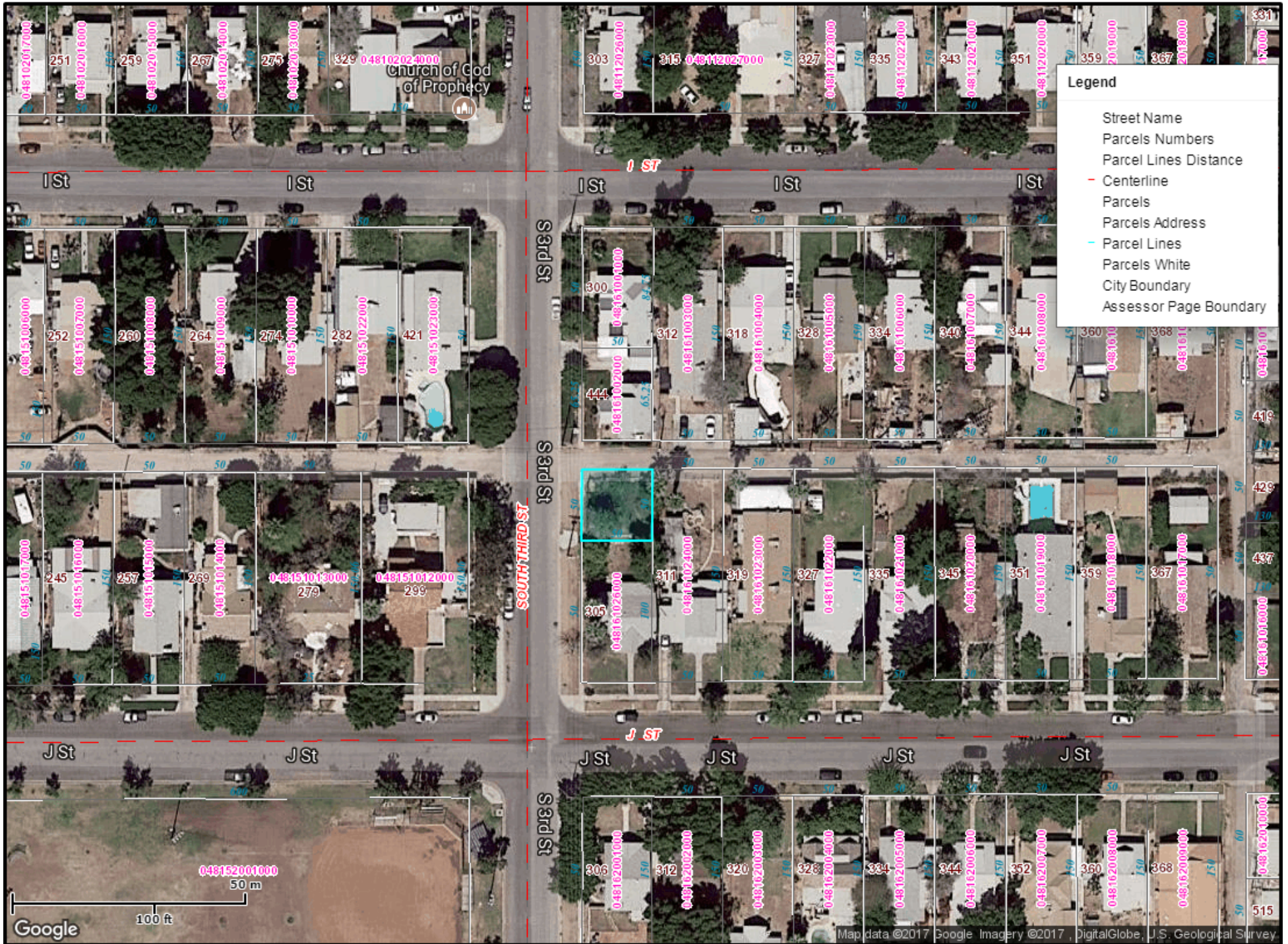
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DISCLAIMER:
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ASSESSOR, FOR THE SOLE PURPOSE OF AIDING IN
THE PERFORMANCE OF THE DUTIES OF THE ASSESSOR.
ANY ERRORS OR OMISSIONS IN THIS MAP ARE NOT
THE RESPONSIBILITY OF THE COUNTY OF IMPERIAL
OR THE ASSESSOR. (REV. & TAX. CODE SEC.327)

CITY OF BRAWLEY
Assessor's Map Bk.48- Pg.16
County of Imperial, Calif.



VAR17-01



- Legend**
- Street Name
 - Parcels Numbers
 - Parcel Lines Distance
 - Centerline
 - Parcels
 - Parcels Address
 - Parcel Lines
 - Parcels White
 - City Boundary
 - Assessor Page Boundary

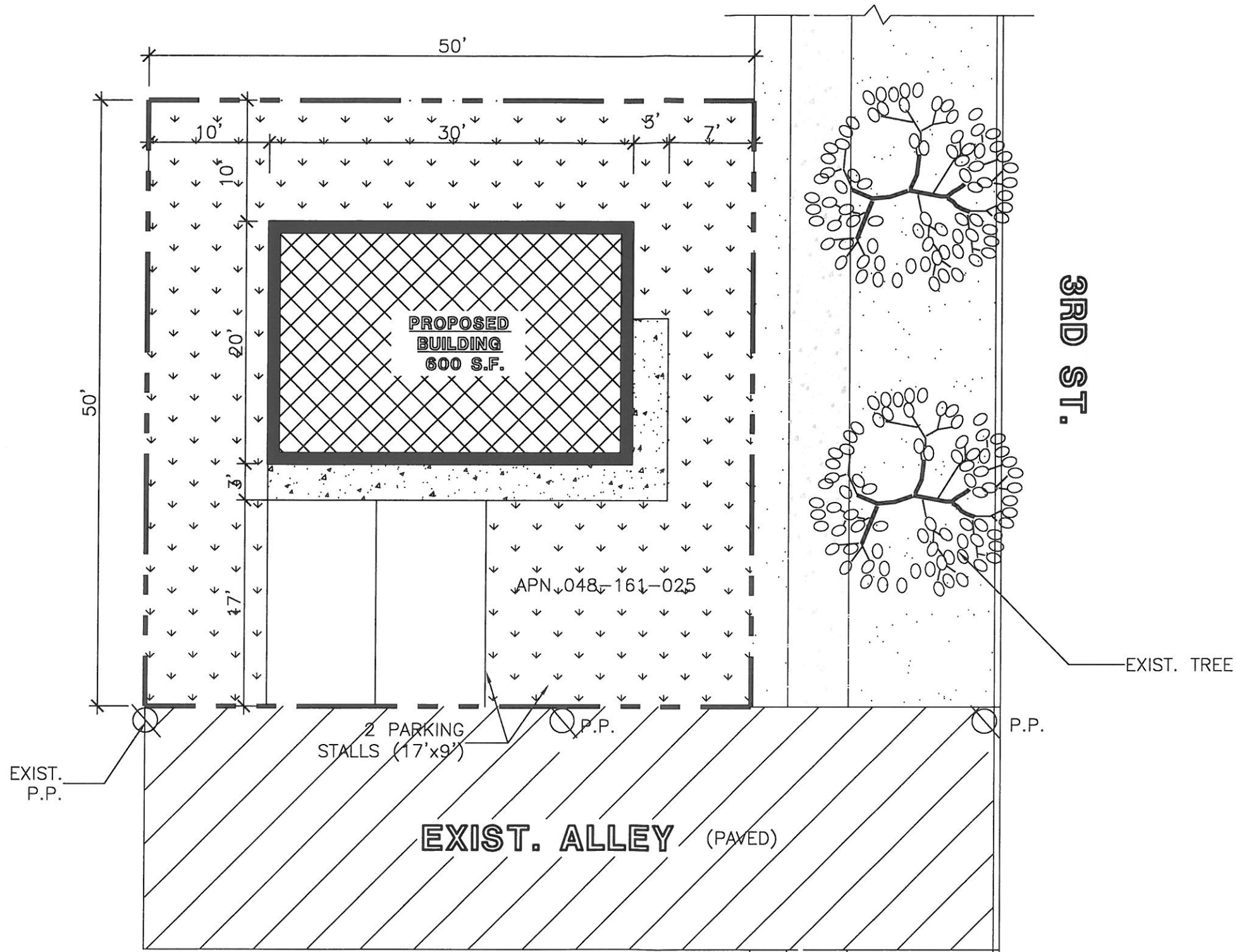
Google

100 ft

048152001000
50 m

SITE PLAN

SCALE: 1"=10'-0"



REVISION	DESCRIPTION	DATE
PROJECT: ROBEN 3RD ST. SOUTH THIRD ST., BRAWLEY, CA, 92227		
SCALE: AS SHOWN	DATE: 7/10/2017	DRAWN BY: K.B.
SHEET CONTENTS: SITE PLAN		JOB No.: 2017-49
		DRAWING No.: - / -

3R1 BUILDERS, INC.
 591 NECKEL ROAD
 IMPERIAL, CA 92251
 PHONE: (760) 427-6426
 LIC. # 1012633

PLANNING COMMISSION STAFF REPORT

Conditional Use Permit #: CUP17-03

Property Owner: Carolyn F. Benson

Applicants: Carolyn F. Benson/ Norman & Stacie Chandler

Representatives: Norman & Stacie Chandler

Legal Description: The South 125 Feet of Lots 25 TO 29 & the North 25 feet of the West 20 feet of Lot 29, Block 72, Townsite of Brawley, City of Brawley, County of Imperial, State of California, APN 049-021-012

Location: 145 South 6th Street

Area: 0.37 Acres (16,120 Square Feet)

Zoning: Downtown Specific Plan-Civic Center Neighborhood

Existing Use: Business Suites

Proposed Use: Church/Place of Assembly

Surrounding Land Uses:

North -	Downtown Specific Plan- Civic Center Main Street
South -	Downtown Specific Plan-Civic Center Neighborhood
East -	Downtown Specific Plan-Civic Center Neighborhood
West-	Downtown Specific Plan-Civic Center Neighborhood

General Plan Designation: Mixed Use

**PLANNING COMMISSION HEARING, SEPTEMBER 6, 2017,
5:30 P.M., CITY COUNCIL CHAMBERS,
383 MAIN STREET, BRAWLEY, CALIFORNIA**

Conditional Use Permit: CUP17-03

General Information:

The applicant is requesting a conditional use permit to allow the Conditional Use Permit in order to allow for use of the location for a Place of Assembly/Church. The property is currently zoned P-D (Planned Development), Downtown Specific Plan- Civic Center Neighborhood. The site is currently used for various Business Suites, is 0.37 acres in size and parking spaces are provided. There are no zoning conditions currently imposed on this property.

Staff Recommendation:

If approved, the Planning Department recommends that the following conditions shall apply:

1. Landscaping will be required as per Sec. 27.180 of the Zoning Ordinance and the Downtown Specific Plan.
2. Hydraulics, drainage and grading details to City standards provided to the City Engineer. The percentage of retention shall be determined by the City Engineer.
3. Applicant/Property Owner shall obtain an encroachment permit from the Department of Public Works for any new, altered or unpermitted driveways necessary to access each of the parcels from a public street.
4. Provide sewer and water, curb and gutter, sidewalk, street and other improvements to City standards before City issues certificate of occupancy for any structure for each parcel.
5. Applicant/Property Owner shall defend, indemnify, and hold harmless the City of Brawley, or its agents, officers and employees from any claim, action or proceedings against the City or its agents, officers, or employees to attack, set aside, void or annul, an approval by the Development Review Committee, Planning Commission or City Council concerning the project. The City of Brawley shall promptly notify the applicant of any claim, action or proceedings and shall cooperate fully in the defense.
6. The applicant shall pay any and all amounts as determined by the city to defray all costs for the review of reports, field investigations, or other activities related to compliance with this permit/approval, city ordinance and/or any other laws that apply. This include any applicable Development Impact Fees, Capacity Fees, Plan Check and/or Inspection Fees, Air Pollution Control District (APCD) Fees, Environmental Filing Fees and Building Permit Fees.
6. The applicant shall comply with all local, state and/or federal laws, rules, regulations and/or standards as they may pertain to this project, whether specified herein or not.
7. Any person or party who succeeds to the interest of the present owner by sale, assignment, transfer, conveyance, exchange or other means shall be bound by the conditions of approval.

The recommendation is based on the following findings:

1. The proposal is exempt from CEQA pursuant to Section 15303(a).

2. The location of the project and surrounding land uses make it unlikely the project will cause significant environmental impacts.
3. Granting of the conditional use permit will not be detrimental to the public welfare or detrimental to the health and safety of the residents of the City of Brawley.
4. The conditional use permit is consistent with the General Plan and the character of the area for that type of land use.

The Brawley General Land Use Map designates this property for **Mixed Use**.

Civic Center Neighborhood zoning of the Downtown Specific Plan permits churches/places of assembly by **Conditional Use Permit** only.

Conditional Use Permit: CUP17-03

The Commission must determine the following:

- A. The conditional use permit protects the best interest, health, safety and welfare of the public in general.
- B. The conditional use permit complies with all of the standards and conditions applicable in the zoning district in which it is proposed to be located.
- C. This conditional use permit is in accordance with and in furtherance of the Brawley General Plan, any special neighborhood plans or policies adopted by the City regarding the development area, or any approved concept plan.
- D. The proposed project is adequately served by and will not impose an undue burden upon the public improvements and rights-of-way by which it will be served or benefited, or which exist or are planned for installation within its boundaries or their immediate vicinity.
- E. Any impacts created by the conditional use permit on adjacent property are adequately mitigated with the design, proposed construction and phasing of the site development.
- F. The design of the project mitigates substantial environmental problems.
- G. The conditional use permit is compatible with adjacent structures and uses.
- H. The proposed project is not materially detrimental to the enjoyment or valuation of the property adjacent to the site.

ATTACHMENTS: Location Maps, Plot Plan, Church Description.

NOTE TO THE PROPERTY OWNER: PLANNING COMMISSION POLICY REQUIRES THAT THE APPLICANT OR REPRESENTATIVE BE PRESENT AT THE PUBLIC HEARING FOR THIS ITEM. PLEASE DIRECT ANY QUESTIONS CONCERNING THIS REPORT TO THE PLANNING DEPARTMENT AT

(760) 344-8822.

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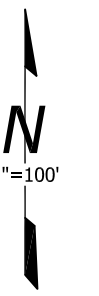
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Bk.47 Pg.34

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1-004 1-015

J



RELINQ. TO THE CITY OF BRAWLEY RESOL. NO.R31139

MAIN ST

STATE HWY 78

TSTE RB91,92,98

PLAZA PARK

SOUTH PLAZA ST

SOUTH FIFTH ST

SOUTH SIXTH ST

SOUTH EIGHTH ST

01

1-004 1-015

SKR

G ST

SKR

1-004 1-015

RESUB BLKS 91,92,98

SPRR SBE 872-13-8D-13

03

59

APN: 049-021-012

022 73

73 024

92

COCLM KEYSTONE RD

H ST

SOUTH EIGHTH ST

SUB H ST

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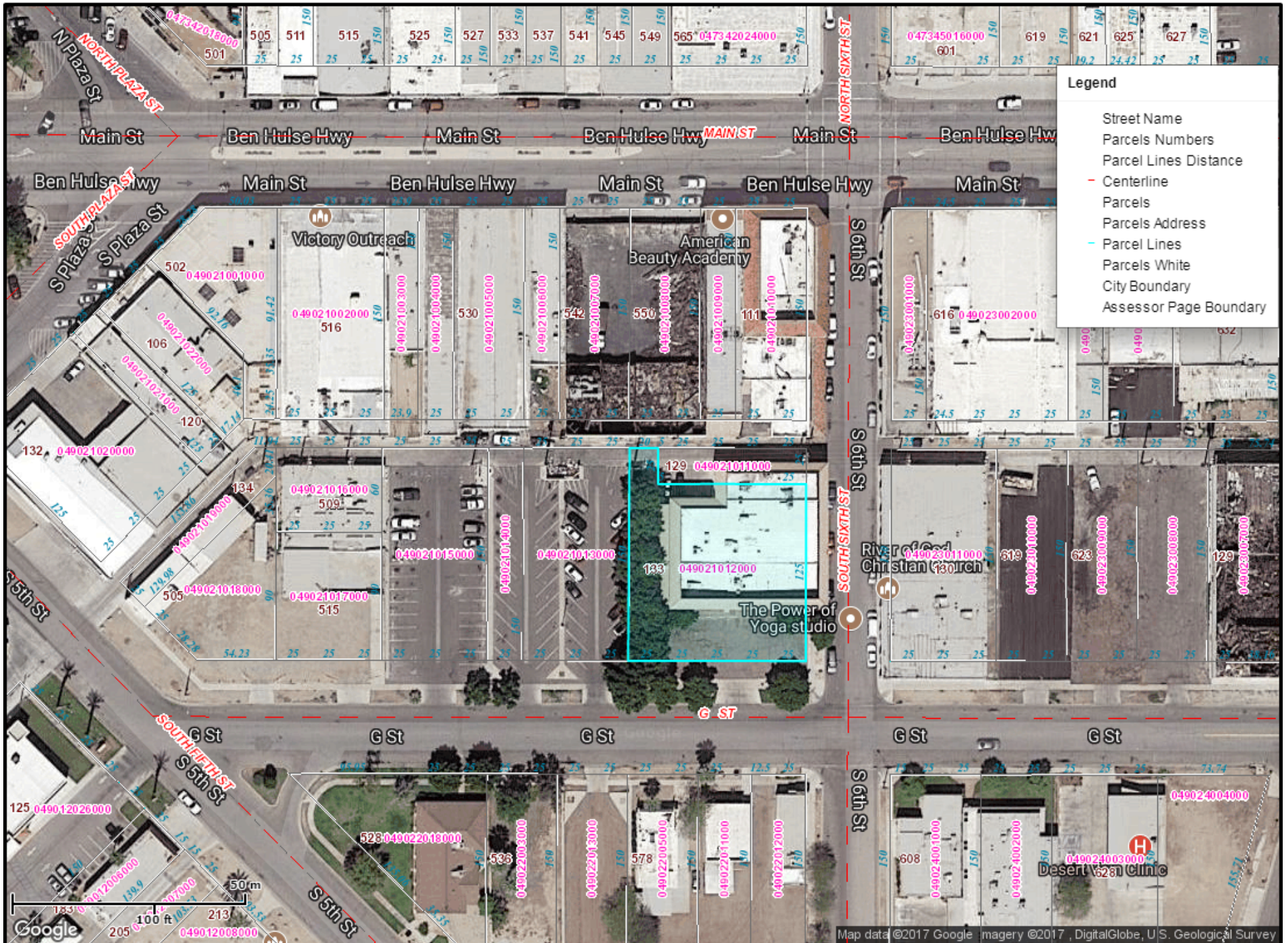
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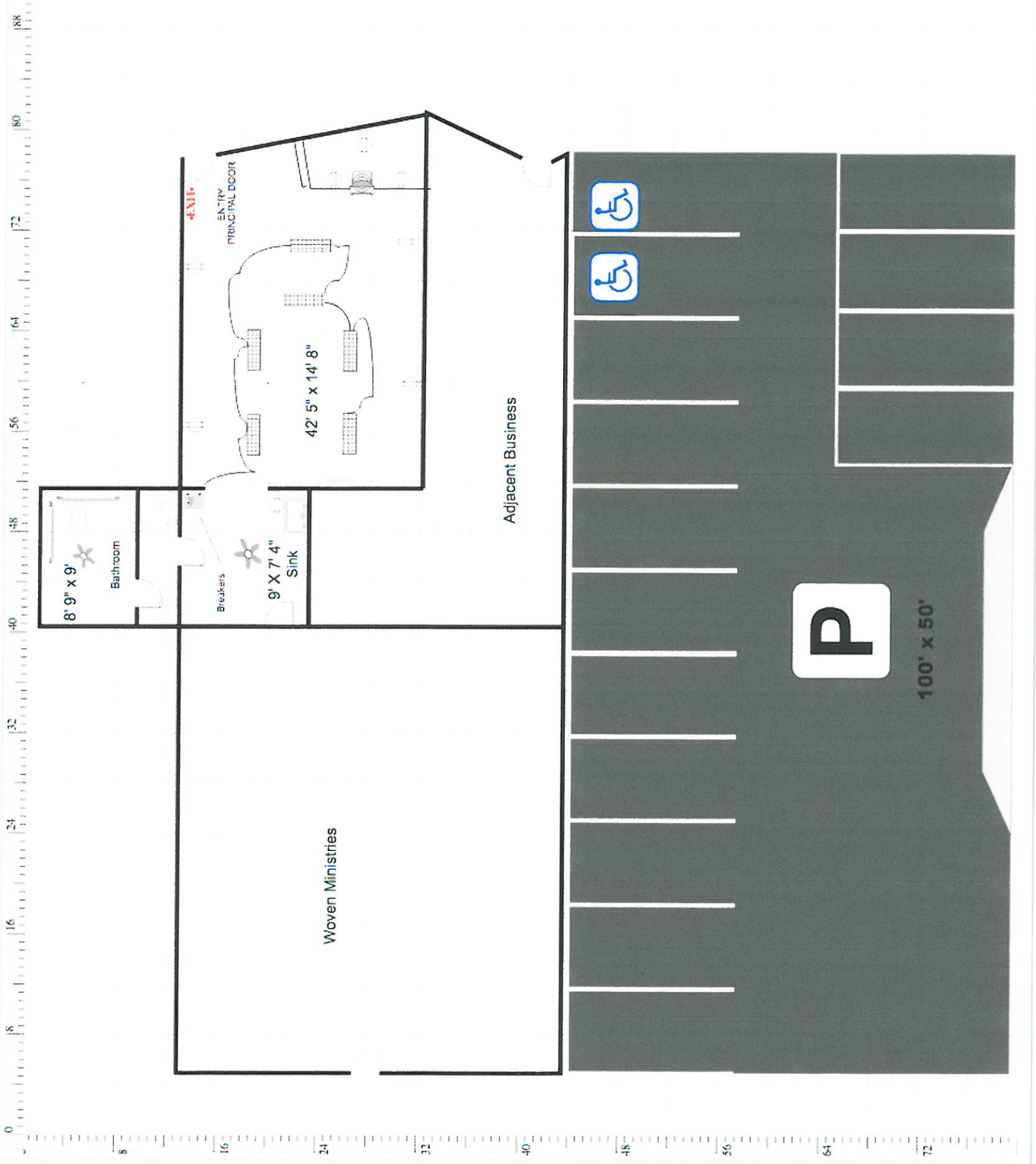
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- 3-28-05 AR
- 12-21-91 DP
- 2-21-86 RM
- 3-28-85 RM
- 10-29-81 LS
- 10-16-12 MF

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CUP17-01





8' 9" x 9'

Bathroom

Breakers

9' x 7' 4" Sink

42' 5" x 14' 8"

ENTRY PRINCIPAL DOOR

EXIT

Adjacent Business

P

100' x 50'





Turning Point Life Center was established in February 2005 (12 years ago) in Holtville, Ca. by Pastor Mike Johnson. Upon his death from cancer in December 2010 I, Norman Chandler have been serving as the lead Pastor of Turning Point Life Center. At that same time, I also become the Director of Turning Point Men's Home, a men's rehabilitation program, which is currently in its 22nd year of ministry. Both the church and men's home are striving and going strong.

I have been involved with Turning Point Men's Home since July of 2004 when I myself entered the program with a life-long drug addiction. Over the last 13 years as a part of that home, I have come to realize that about 50% of the men that come into our program are from Brawley. Many men will graduate from the program and come back home, but due to the lack of funds and transportation, they are not able to commute to Holtville for the 3 church services that we have available during the week that they have grown accustomed to while in the men's home and they slowly fall away. They fall back into the old patterns and ways of life that God had already delivered them from.

My goal for the mission of this church located at 145 South 6th Street in Brawley is to offer a church home for the men and their families to attend upon leaving the Turning Point Rehabilitation Program. It will be a place of worship where the men and their families can continue to come to stay connected and plugged in to stay on a positive and productive path for their lives. A place where they can come to continue to be discipled and grow in their relationship with the Lord, as they make their way back into society, living a clean and sober lifestyle. Many are hesitant to go to other churches after they graduate from the program because of the stigma that is put upon those who have struggled with the life controlling problem of addiction. They have built a bond with us over the year that they were in our program and we want to be able to continue to strengthen that bond with them by having this church in Brawley to help prevent relapse and returning to their old lifestyle.

It is very important to me to make it very clear to you, that we have NO intention of using this location for a men's home in Brawley. This building will not be used as a residential home to house men or anything to do with the Turning Point Men's Home. The purpose of this conditional use permit is for the establishment of a church only. We will use this facility for our weekly church services, functions and activities listed below. We simply want a place where we can come and worship our Lord.

Turning Point Life Center will use the premises located at 145 Main Street, Brawley, Ca. 92227 for the purposes of holding church services for both Spanish and English speakers in our community.

Spanish Services will be held on:
Sunday morning @ 10:30 a.m.
Monday evening @ 7:00 p.m.
Thursday evening @ 7:00 p.m.

Youth Group will be on: Alternating Friday evenings of each month @6:30 p.m.

English Services will be held on:
Wednesday evening @ 6:30 p.m.

Women's Ministry: Bible studies, luncheons, prayer groups, seminars - upon various dates throughout the year.

We look forward to working together to be difference makers in the community of Brawley,

Pastor Norman Chandler
Turning Point Life Center
760-960-2556

CODE ENFORCEMENT REPORT JULY 2017

PROPERTY ADDRESS	VIOLATION TYPE	DATE CHECKED	COMMENTS
104 "G" Street	Zoning	06-27-17	Fence-interfering with public view- correction in progress.
957 J Street	Vacant Building	07-01-17	Property being occupied with transients-owner secured property.
322 "K" Street	Vacant Building	07-03-17	Checked transient activity-no one on site.
322 South 14 th Street	Zoning	07-05-17	Trash cans being left on street-trash cans removed.
921 "H" Street	Zoning	07-05-17	Trailer at back yard being occupied- trailer removed.
1117 Main Street	Vacant Building	07-06-17	Transient activity-correction in progress.
536 Main Street	Zoning	07-17-17	Trash in alley-cleaned up.

**CITY OF BRAWLEY
PLANNING COMMISSION**

**ORGANIZATION AND OFFICERS
(AMENDED 11/2/05)**

1. ORGANIZATION

The Planning Commission shall consist of seven regular members and shall be organized and exercise such powers as prescribed by the ordinances of the City of Brawley.

In addition to these seven members, the mayor, the city engineer, and the city attorney shall be ex-officio members of the planning commission.

2. OFFICERS

A. Selection

- (1) A chairperson and vice-chairperson shall be elected annually from among the Planning Commission's membership at the first meeting in July to serve at the pleasure of the Planning Commission.
- (2) The vice-chairperson shall succeed the chairperson if he or she vacates his or her office before his or her term is completed, the vice-chairperson to serve the unexpired term of the vacated officer. A new vice-chairperson shall be elected at the next regular meeting.
- (3) In the absence of the chairperson and vice-chairperson, the senior member shall preside.

B. Responsibilities

The responsibilities and powers of the officers of the Planning Commission shall be as follows:

- (1) Chairperson
 - (a) Preside at all meetings of the Planning Commission.
 - (b) Call special meetings of the commission in accordance with legal requirements and the Rules and Procedures of the Planning Commission.

- (c) Sign documents of the Planning Commission.
- (d) See that all actions of the Planning Commission are properly taken.
- (e) Assist staff in determining agenda items.

(2) Vice Chairperson

During the absence, disability or disqualification of the chairperson, the vice-chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the chairperson.

3. DUTIES AND POWERS

The Planning Commission shall have the power and duties as described in the Municipal Code of the City of Brawley.

MEETINGS

4. PUBLIC MEETINGS

All meetings shall be held in full compliance with the provisions of state law, ordinances of the City, and the Rules and Procedures of the Planning Commission.

5. REGULAR MEETINGS

- A. Regular meetings shall be held on the first Wednesday of the month, at 5:30 p.m., in the City Council Chambers, unless otherwise determined by the Mayor, City Council, Chairperson of the Planning Commission, or upon the request of three members of the Planning Commission.
- B. Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting may be rescheduled to another business day, or canceled by motion by the Planning Commission.
- C. *The Planning Commission may hold special meetings in accordance with Government code Section 54956. Special meetings may also be called by the mayor or city council. The request shall be filed with the city clerk who shall give notice required by law.*

6. ADJOURNED MEETINGS

In the event it is the wish of the Planning Commission to adjourn its meeting to a certain hour or another day, a specific date, time, and place must be set by the Planning Commission prior to the regular motion to adjourn.

7. STUDY SESSIONS / WORKSHOPS

- A. The Planning Commission may be convened as a whole or as a committee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding a study session provided that no official action shall be taken and no quorum shall be required.
- B. Such meeting shall be open to the public; but, unless the Planning Commission invites evidence or comments to be given, participation by interested members of the public shall not take place at such study sessions.

8. AGENDA

- A. An agenda for each meeting of the Planning Commission shall be prepared by the planning director or his or her designee with the cooperation and approval of the chairperson or in his or her absence the vice-chairperson.
- B. A copy of the agenda shall be posted per state regulations.

9. ATTENDANCE

- A. Members shall be present at all scheduled meetings, on time, and for the duration of the said meeting, unless prior arrangements have been approved by the chairperson. Failure to have approval shall be the same as an unexcused absence.
- B. If any commissioner should be absent for three consecutive meetings of the Planning Commission in a fiscal year, the chairperson shall request that the City Council investigate and take the necessary action.

10. MOTIONS

- A. Voting Requirements
 - (1) A quorum shall consist of a majority of Planning Commission members.
 - (2) The affirmative vote of a majority of the entire Planning Commission is necessary for it to take action. Thus, all actions of the Planning Commission require a majority vote.

(3) *The Mayor, as an ex-officio member, shall have the right to exercise a vote, but this vote shall only be exercised in case of a tie vote among the regular members of the planning commission.*

(4) When a member of the Planning Commission abstains from voting on any matter before it because of a potential conflict of interest, said vote shall not constitute nor be considered as either a vote in favor of or opposition to the matter being considered. When a member of the Planning Commission abstains from voting for any reason other than a potential conflict of interest, the abstention shall be counted with the majority.

B. Voting Order

The order of voting will be rotated each meeting except that the chairperson shall vote last.

C. Recording of Votes

The minutes of the Planning Commission's proceeding shall show the vote of each member, including if they were absent or failed to vote on a matter considered.

D. Disqualification from Voting

A member shall disqualify himself or herself from voting in accordance with the conflict of interest rules adopted by the California Fair Political Practices Commission. When a person disqualifies himself or herself, he or she shall state prior to the consideration of such matter by the Planning Commission that he or she is disqualifying him or herself due to a possible conflict of interest and shall then leave the voting area.

REVIEW AND AMENDMENTS PROCEDURE

11. REVIEW

These Rules and Procedures of the Planning Commission shall be reviewed in July of each year by a subcommittee appointed by the Chair with the general agreement of the Planning Commission. The review subcommittee shall present their recommendations for amending, or not amending, these rules.

12. AMENDMENTS

In addition, these Rules and Procedures of the Planning Commission may be amended at any meeting at the Planning Commission by a majority of the membership of the Planning Commission provided that notice of the proposed amendment is received by each commissioner not less than 5 days prior to said meeting.