PLANNING COMMISSION AGENDA REPORT

V. 3

MEETING DATE: AUGUST 9, 2010 ITEM NUMBER:

SUBJECT: MODIFICATION OF FORMAT AND LEVEL OF DETAIL OF PLANNING COMMISSION MEETING MINUTES

DATE: JULY 1, 2010

FOR FURTHER INFORMATION CONTACT: CLAIRE FLYNN, PLANNING ADMINISTRATOR
714-754-5278

ANALYSIS

This item was continued from the July 12th Planning Commission meeting. The previous analysis is provided for reference purposes below.

Commissioner Fitzpatrick requested that the format and level of detail of the Planning Commission meeting minutes be modified to resemble "action minutes." Action minutes do not summarize the Planning Commission deliberation of an item. This format strictly documents the motions that are made and actions that are taken.

The City's on-line video archive provides video footage of all Planning Commission meetings. People may view this footage or request a DVD copy at a nominal cost. Creating detailed meeting minutes of the Planning Commission discussion may not be necessary given that there is a video record of the deliberation that is accessible on-line.

With the new format, the meeting minutes will still continue to provide a brief accounting of comments from the general public. Because Planning Commission is required to adopt the meeting minutes, there will still be an opportunity (if need be) to add more detail or comments to the document prior to its approval. This action will likely result in more people viewing the City's on-line video archive for full information on a Planning Commission meeting.

RECOMMENDATION

Direct staff to modify format and level of detail of meeting minutes effective immediately.

Claire L. Flynn
CLAIRE L. FLYNN, AICP
Planning Administrator

Khanh Nguyen
KHANH NGUYEN
Acting Asst. Development Svs. Director

cc: Asst. City Manager
City Attorney
Deputy City Attorney
City Engineer
Transportation Svs. Mgr.
Staff (4)
File (2)

File: 071210PCMeetingMinutes	Date: 070110	Time: 12:00 p.m.