



## PLANNING COMMISSION STAFF REPORT

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**DATE:** June 18, 2025

**REQUEST:** Consider Adoption of Resolution to Amend the Planning Commission Procedural Rules Section I.9 Planning Commission Meetings – Action Minutes, to revise the minutes from “Expanded Action Minutes” to “Action Minutes.”

**CEQA STATUS:** Exempt according to California Environmental Quality Act Article 5 §15061 (b) (3), by the “Common Sense Exemption.”

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### **BACKGROUND:**

The Brown Act requires that minutes taken during public meetings accurately describe the actions that took place at such meetings. It is a best practice to keep minutes of a public meeting to establish and maintain a record for what happened during the meeting and any actions that were taken.

On September 26, 2007, the City of Lathrop Planning Commission adopted the “Planning Commission Procedural Rules City of Lathrop” document which is a list of standing rules regarding the conduct of meetings and other policies pursuant to Planning Commission Resolution No. 07-19. In April 2014 and November 2017, the Planning Commission approved subsequent revisions to the document per Resolution No. 14-05 and 17-14, respectively. Staff has determined that it would be in the City’s best interest to revise Section I.9 “Action Minutes” of the document to allow for the written record to be in the form of “Action Minutes” rather than “Expanded Action Minutes.”

### **ANALYSIS:**

Staff is requesting the Planning Commission to consider revising the “Planning Commission Procedural Rules City of Lathrop” document Section I.9 “Action Minutes” to allow for the written record to be in the form of “Action Minutes.” Currently, the written record for all Planning Commission meetings is “Expanded Action Minutes.”

Expanded action minutes requires details beyond the basic information of what occurred during a Planning Commission meeting. This includes summaries of the presentations that were given, opposing viewpoints, additional detailed information about action items that were taken, etc. Action minutes is a simpler form of a written record that allows for the actions to just be recorded rather than providing the details behind why an action was taken. This includes the attendees at the meeting, motions, and decisions that were made, action item deadlines, etc.

Revising the written record to be in the form of “Action Minutes” will also help prevent potential risk regarding actions taken and discussions during the Planning Commission meeting. This recommendation is in compliance with the Brown Act by requiring “Action Minutes” and the Lathrop Municipal Code Section 2.12.050 (a) which states that “*The Planning Commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which shall be a public record.*”

**CEQA REVIEW:**

The proposed Amendment is exempt according to the California Environmental Quality Act (CEQA) Article 5 §15061 by the “Common Sense Exemption” that CEQA applies only to projects that have a potential for causing a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. The purpose of the amendment is to achieve consistency with the Brown Act and to modify existing procedure and language in the “Planning Commission Procedural Rules City of Lathrop” document to provide clarity and is primarily procedural in nature.

**RECOMMENDATION:**

Staff recommends the Planning Commission adopt Resolution 25-14 approving the amendment to the “Planning Commission Procedural Rules City of Lathrop” document to revise Section I.9 “Action Minutes” to allow for the written record to be in the form of “Action Minutes” rather than “Expanded Action Minutes.”

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**Approvals:**

  
Trent DaDalt, Associate Planner

6/4/25  
Date

  
James Michaels, Senior Planner

6/4/2025  
Date

  
Rick Caguiat, Community Development Director

6/4/25  
Date

  
Salvador Navarrete, City Attorney

6-4-2025  
Date

**Attachments:**

1. PC Resolution No. 25-14 to Amend the Planning Commission Procedural Rules, City of Lathrop
2. Revised Page 2 of the Planning Commission Procedural Rules

## **RESOLUTION NO. 25-14**

### **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LATHROP TO AMEND THE PLANNING COMMISSION PROCEDURAL RULES SECTION I.9 TO ALLOW FOR THE WRITTEN RECORD TO BE IN THE FORM OF ACTION MINUTES RATHER THAN EXPANDED ACTION MINUTES**

**WHEREAS**, the City of Lathrop Planning Commission on September 26, 2007, adopted a list of standing rules regarding the conduct of meetings and other policies pursuant to Planning Commission Resolution No. 07-19 and subsequent amendments on April 23, 2014 and November 29, 2017 per Resolution No. 14-05 and 17-14, respectively; and

**WHEREAS**, City Staff is proposing to revise Section I.9 Planning Commission Meetings – Action Minutes of the “Planning Commission Procedural Rules City of Lathrop” document to revise the written record to be in the form of “Action Minutes” rather than “Expanded Action Minutes”; and

**WHEREAS**, the Lathrop Municipal Code Section 2.12.050 (a) states that “*The Planning Commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, findings and determinations, which shall be a public record.*”; and

**WHEREAS**, the Brown Act requires an understandable and dependable recording of a public body’s proceedings and the City can decide whether they want to utilize “Expanded Action Minutes” or “Action Minutes”;

**NOW, THEREFORE, BE IT RESOLVED** that the Planning Commission of the City of Lathrop based on public testimony, substantial evidence in the administrative record of proceedings, pursuant to its independent review and consideration, does hereby approve the Amendment to the “Planning Commission Procedural Rules City of Lathrop”, as illustrated in Attachment 2 to the June 18, 2025 Staff Report that accompanied this resolution, incorporated by reference herein.

**PASSED AND ADOPTED** by the Planning Commission of the City of Lathrop at a regular meeting on the 18<sup>th</sup> day of June, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Ash Ralmilay, Chair

ATTEST:

APPROVED AS TO FORM:

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Rick Caguiat, Secretary



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Salvador Navarrete, City Attorney

Commission meetings, to call for the removal of any person(s) from any meeting of the Planning Commission for disorderly conduct, to see that all actions of the Commission are properly taken, to sign documents of the Commission, to interpret and enforce the procedural rules of the Planning Commission and to determine the order of business under the rules of the Planning Commission.

- a. **Absence of Chairman** - The Vice Chairman shall act as Chairman in the absence or disability of the Chairman.
  - b. **Chairman & Vice Chairman Absence** - When the Chairman and Vice Chairman are absent from any meeting of the Planning Commission, the members present may choose another member to act as Chairman pro tem, and that person shall, during that meeting, have the duties of the Chairman.
8. **Attendance by the Public** - Except as specifically provided by law for closed sessions, all meetings of the Planning Commission shall be open to the public in accordance with the terms, provisions and exceptions of State law.
  9. **Action Minutes** - The Secretary or his/her designee will maintain a written record and attest to the proceedings of the Planning Commission in the form of ~~expanded~~ action minutes. ~~Expanded a~~ Action minutes will include final motions with votes of the Planning Commission, reflect the names of public speakers and the decisions made during the meeting. ~~paraphrase Planning Commissioners, staff discussion, and public comments.~~
  10. **Recordings of Meetings** – Audio recordings of proceedings shall be made and shall be maintained by the Secretary of the Planning Commission for a period of no less than one year. Audio recordings of proceedings shall be made and shall be maintained by the Secretary for a period of no less than three years.

## II. ORDER OF BUSINESS

1. **General Order** - The business of the Planning Commission at its meetings will generally be conducted in accordance with the following order of business unless otherwise specified. A closed session may be held at any time during a meeting consistent with applicable law.

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**DECLARATION OF CONFLICTS OF INTEREST**

**PUBLIC COMMENT (NON-AGENDA ITEMS)**