

**UNOFFICIAL MINUTES
OF THE
SALINAS PLANNING COMMISSION
October 15, 2025**

The meeting was called to order at 4:00 p.m. in the City Council Chamber Rotunda.

PLEDGE OF ALLEGIANCE

ROLL CALL

WELCOME AND STAFF INTRODUCTIONS

PRESENT: Vice-Chair Purnell and Commissioners Gutierrez, Meeks, Wruck, and Rocamora

ABSENT: Commissioners Almanza-Larios and Chairperson McKelvey Daye

STAFF: Community Development Director, Lisa Brinton; Planning Manager, Courtney Grossman; Senior Planner, Son Pham-Gallardo; and Assistant Planner, Yesenia Segovia

COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

Vice-Chair Purnell opened for public comment at 4:02 p.m.

No public comments were received.

Vice-Chair Purnell closed for public comment at 4:03 p.m.

CONSENT

ID#25-426 Approval of the Minutes: September 17, 2025

Commissioner Meeks made an amendment regarding the third bullet point on page 5 of the minutes, as he did not suggest the creation of a Planning Commission mission statement but rather asked if the department had one.

Upon motion by Commissioner Meeks, and a second by Commissioner Rocamora, the minutes of September 17, 2025, were approved as amended. The motion carried by the following vote:

AYES: Vice-Chair Purnell, and Commissioners Meeks, Rocamora and Wruck

NOES: None

ABSTAIN: Commissioner Gutierrez

ABSENT: Commissioners Almanza-Larios and Chairperson McKelvey Daye

ID#25-458 Approval of the Minutes: October 1, 2025

Upon motion by Commissioner Meeks, and a second by Commissioner Rocamora, the minutes of October 1, 2025, were approved. The motion carried by the following vote:

AYES: Vice-Chair Purnell, and Commissioners Meeks, Rocamora

NOES: None

ABSTAIN: Commissioners Gutierrez and Wruck

ABSENT: Commissioners Almanza-Larios and Chairperson McKelvey Daye

ADMINISTRATIVE REPORTS

ID#25-459 Study Session: Planning 101 (Navigating the Development Review Process)

Received presentation from Senior Planner, Son Phan-Gallardo, regarding how to navigate the development review process.

Commissioner comments and discussion included the following:

- Inquired about the building permit occupancy permit definition.
- Requested clarification on mixed-use permits.
- Inquired about the planning permit timeframe.
- Requested clarification on the Permit Streamlining Act.
- Inquire on how the Permit Center can better support licensed contractors to ensure new development always has a permit.

Response from City staff included the following information:

- Administrative permit: Type of occupancy, what is the occupancy type of the building and if it's safe.
- Mixed use development.
- Average review times can be found in the annual Permit Center Report. The 2025 report will be published in January 2026, and a copy of the report can be provided upon request.
- Permit Streamlining Act: regulations intended to expedite the process. Government Code 65943.
- Requested the opportunity to develop a follow up response with support from the Permit Services Division.

No public comment

PUBLIC HEARINGS

No public hearings were presented.

OTHER BUSINESS

General Plan Steering Committee Update

Community Development Director, Lisa Brinton, indicated that there are no updates to report from the steering committee. Staff anticipates that a final public review draft document will be available soon. The committee will then reconvene to review and reengage the community.

FOLLOW-UP REPORTS

Planning Manager, Courtney Grossman, provided an update on the Minutes from the joint City Council and Planning Commission meeting held on June 10, 2025. The minutes have a total of 5 pages and can be found on Salinas.gov under the name Joint Salinas City Council and Planning Commission Special Meeting. Commissioners will receive a link to the minutes via email.

FUTURE AGENDA ITEMS

Planning Manager, Courtney Grossman shared the agenda items for the November 5, 2025, meeting, which include alcohol license Type 21, 1018 N. Davis Rd., development agreement for city parking lots 8 and 12, and a Study Session: The Role of the Planning Commission, presented by City Attorney, Chris Callihan.

ADJOURNMENT

Vice-Chair Purnell reviewed for quorum for the Planning Commission meeting scheduled for November 5, 2025, and adjourned the meeting at 4:32 p.m.

CARISSA PURNELL
Vice-Chair

COURTNEY GROSSMAN
Executive Secretary