



**STAFF REPORT
HOLLISTER CITY COUNCIL
MEETING DATE: January 20, 2026
REPORT # City Attorney-2026-02**

AGENDA ITEM: CONSIDERATION OF PLANNING COMMISSION BYLAW AMENDMENTS

DEPARTMENT: City Attorney

DEPARTMENT HEAD: Jennifer Thompson, City Attorney

STAFF CONTACT: Jennifer Thompson, City Attorney

RECOMMENDED ACTION: Approve amendments to the Planning Commission bylaws.

DISCUSSION: City Council requested changes be made to the Planning Commission Bylaws that provide opportunities for the Planning Commission Chairperson to meet with City staff to review the Planning Commission (“Commission”) agenda prior to a Commission meeting and provide a process for the Commission to recommend items for City Council consideration at a future City Council Meeting.

The Commission is appointed by and serves at the pleasure and direction of the City Council. The Commission has the authority to approve or disapprove Conditional Use Permits, variances, and specific Planned Development permits. The Commission also approves Tentative and Parcel Maps and hears administrative decision appeals. However, while the Commission makes recommendations on a variety of other planning and land use items, final decision-making authority remains with the City Council.

As the Commission seeks to better understand agenda items before the Commission, the City Council wishes to allow the Chairperson the opportunity to meet with City staff regarding the Commission agenda. This meeting should only be to clarify and understand agenda items before the Commission, not for the Planning Commission Chairperson to direct the actions of City staff. The management of City staff remains with the City Manager.

Additionally, since the Planning Commission has a unique perspective regarding the implications of planning and land use policies, the City Council wishes to provide the Commission with an opportunity to recommend items for City Council discussion and consideration. Revisions to the Commission Bylaws provide a process for Commissioners to bring forth recommendations that, if approved by a majority of the Commission, would allow a future agenda item to be recommended to the City Council for future consideration. This process does not replace City Council process for placing an item on the City Council agenda.

FISCAL IMPACT: There is no direct cost to the City for adopting changes to the Planning Commission Bylaws.

PREVIOUS COUNCIL OR COMMISSION ACTION:

CEQA: CEQA is inapplicable.

ATTACHMENTS:

1. Draft Planning Commission Bylaw Amendments - Redline