



**STAFF REPORT
HOLLISTER PLANNING COMMISSION
MEETING DATE: January 22, 2026
REPORT # Community Development-2026-07**

AGENDA ITEM: PLANNING COMMISSION MINUTES DISCUSSION

DEPARTMENT HEAD: Rod Powell, Assistant City Manager
STAFF CONTACT: Eva Kelly, Planning Manager

RECOMMENDED ACTION: Receive the report.
CEQA: This discussion is not a project subject to CEQA.

PROJECT DESCRIPTION: At the November 20, 2025 Planning Commission meeting, the Planning Commission requested an item be brought back to discuss the preparation of verbatim meeting minutes.

The current process for the preparation of meeting minutes is that minutes are taken in the City's agenda management software, eScribe, during the meeting and then finalized following the completion of the meeting. All City of Hollister meetings are currently livestreamed to Youtube via Zoom, eScribe, and CMAP TV, and final recordings are available online in those three locations for review by members of the public at any time following the City's council and commission meetings.

The City of Hollister takes "Action Minutes" for the Planning Commission which include actions and relevant discussion to those actions taken by the commission. This is in line with the City Council's minute format. The City does not take verbatim meeting minutes. Prior to publication, the Minutes are brought back before the Planning Commission for approval. The Planning Commission may authorize corrections or amendments to the Minutes prior to their finalization and adoption. Adopted minutes are published to the online agenda packet via eScribe following approval by the Planning Commission.

CEQA: This discussion is not a project subject to CEQA.

ATTACHMENTS: None