



CITY OF BANNING STAFF REPORT

TO: PLANNING COMMISSION

FROM: Matthew Bassi, Interim Community Development Director

PREPARED BY: Matthew Bassi, Interim Community Development Director

MEETING DATE: July 1, 2026

SUBJECT: Planning Commission Meeting Minutes - September 10, 2025 and May 6, 2026

STAFF RECOMMENDATION:

The Planning Department recommends the Planning Commission approve the September 10, 2025 (Attachment 1) and May 6, 2026 (Attachment 2) meeting minutes as presented in the attachments.

PROJECT APPLICANT:

Community Development Department

BACKGROUND:

The Planning Commission Secretary prepares meeting minutes for each Planning Commission meeting. The Planning Commission reviews and approves these meeting minutes as presented or with minor modifications. The attached minutes from the September 10, 2025 (Attachment A) and May 6, 2026 (Attachment B) meetings have been prepared in accordance with City Council Resolution 2025-22 and Government Code Section 36814, 4801, and 54953 (c)(2).

As the Commission may recall, Staff asked to remove the September 10, 2025 meeting minutes from the May 6, 2026 agenda because Commissioner Castorena was 1) absent that evening and 2) his requested changes were very extensive. In some cases entire paragraphs were asked to be deleted in their entirety and replaced with new paragraphs.

Since the last Commission meeting, the City Attorney and City Manager evaluated the draft September 10, 2025 meeting minutes prepared by staff, and determined that the extensive nature of these minutes resulted in "Verbatim Minutes" instead of "Summary Minutes." While the effort to prepare verbatim minutes is commendable given the length of the public hearing at that time, it was determined these minutes were not consistent with City Council policy as stated in City Council Resolution 2025-22 and should not have been prepared as Verbatim Minutes.

Since these minutes exceeded the scope of how the city prepares Summary Minutes, the Deputy City Clerk revised the September 10, 2025 minutes and prepared them as Summary Minutes. Since all Commission meetings are recorded in their entirety and uploaded to the city's agenda webpage for public use, anyone desiring to listen to the September 10, 2025 meeting, albeit lengthy, may easily do so at their convenience.

DESCRIPTION:

N/A

PROJECT ANALYSIS/FINDINGS OF FACTS:

N/A

ENVIRONMENTAL DETERMINATION:

N/A

PUBLIC COMMUNICATION:

N/A

ATTACHMENTS:

1. [Sept 10 2025 PC Minutes-Final Draft.pdf](#)
2. [May 6 2026 PC Minutes-Final Draft.pdf](#)