



EXETER PLANNING COMMISSION REGULAR MEETING AGENDA

August 21, 2025, 6:00 PM

City Hall, 137 North F Street
Exeter, California 93221

Planning Commissioners

Nancy Becker
Tommy Blackmon
Kirk Gilles
Dave Hails
Phillip Townsend

Notice is hereby given that the Exeter Planning Commission will hold a Regular Meeting on Thursday, August 21, 2025, at 6:00 p.m. in person at Exeter City Hall located at 137 N. F St. in Exeter California, 93221.

Staff Reports related to items on the agenda are available on the City's website at <https://cityofexeter.ca.gov/> and available for viewing at City Hall.

6:00 p.m.

A. CALL TO ORDER REGULAR SESSION

B. PLEDGE OF ALLEGIANCE

C. PUBLIC COMMENTS

This is the time for citizens to comment on subject matters that are not on the agenda that are within the jurisdiction of the Exeter Planning Commission. In compliance with public meeting laws, Commissioners cannot discuss topics that are not included on the published agenda. This is also the time for citizens to comment on items listed on the Consent Calendar or to request an item from the Consent Calendar be pulled for discussion purposes. Public comments related to all pulled Consent Calendar Items and all Individual Business or Public Hearing Items that are listed on this agenda will be heard at the time that item is discussed or at a time the Public Hearing is opened for comment.

In fairness to all who wish to speak tonight, comments shall be limited to five (5) minutes for each individual, ten (10) minutes for an individual representing a group, and thirty (30) minutes overall for the entire public comment period, unless otherwise indicated by the Chairperson. Although not required, speakers are asked to begin their comments by stating their name and city of residence.

D. ACTIONS RELATED TO AUGUST 12, 2025, PLANNING COMMISSION APPOINTMENTS AND ADMINISTER OATH OF OFFICE TO NEW PLANNING COMMISSIONERS

- 1. Presentation of Service Award for exiting Planning Commissioners
Presented by Jason Ridenour, City Administrator
- 2. Administer Oath of Office to new Planning Commissioners (pp. 4 – 7)
Presented by Francesca Quintana, City Clerk/Human Resources Manager
- 3. Comments from new Planning Commissioners
- 4. Reorganization of the Planning Commission – Chair and Vice Chair Selection (pp. 8 – 9)
Presented by Francesca Quintana, City Clerk/Human Resources Manager

E. CONSENT CALENDAR

Items listed under the Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these matters unless a request is made and then the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion.

- 1. Approval of May 15, 2025, Regular Meeting Minutes (pp. 9 – 11)

F. INDIVIDUAL BUSINESS ITEMS

Comments related to Individual Business and Public Hearing Items are limited to three (3) minutes per speaker, for a maximum of 30 minutes per item. The Mayor may reasonably limit or extend the public comment period to preserve the Council's interest in conducting efficient, orderly meetings.

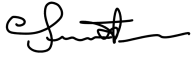
- 1. Review of Planning Commissioner Roles and Duties (pp. 12 – 14)
Presented by Jason Ridenour, City Administrator
- 2. Review of the Ralph M. Brown Act
Presented by Julia Lew, City Attorney

G. CITY ADMINISTRATOR/DEPARTMENT COMMENTS

H. REGULAR MEETING ADJOURNMENT

State of California)
County of Tulare) ss.
City of Exeter)

I declare under penalty of perjury that I am employed by the City of Exeter, in the Administrator's Office; and that I posted this Agenda on the bulletin board outside of City Hall 137 N. F St. Exeter CA 93221 on August 18, 2025 and online on the [City of Exeter website](#).



Francesca Quintana, City Clerk

In compliance with the Americans with Disabilities Act, and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, or to be able to access this agenda and documents in the agenda packet, please contact the City Clerk (559)592-9244. Notification prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting and/or provision of an appropriate alternative format of the agenda and documents in the agenda packet. (28 CFR 35.102-35. 104 ADA Title II).

Materials related to an item on this Agenda submitted to the legislative body after distribution of the agenda packet are available for public inspection at City of Exeter, Administration Office 314 W. Firebaugh, Exeter CA 93221 during normal business hours.



CERTIFICATE OF APPOINTMENT & OATH OF OFFICE

I, Francesca Quintana, City Clerk of the City of Exeter, State of California, do hereby certify that **NANCY BECKER** was appointed to the office of Member, Exeter Planning Commission, by the Exeter City Council on August 12, 2025.

Witness my hand and official seal this 21st day of August 2025.

FRANCESCA QUINTANA, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF TULARE)ss.
CITY OF EXETER)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.)

I, **NANCY BECKER**, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

MEMBER, EXETER PLANNING COMMISSION

Subscribed and sworn to before me this _____ day of _____, 2025.

FRANCESCA QUINTANA, CITY CLERK



CERTIFICATE OF APPOINTMENT & OATH OF OFFICE

I, Francesca Quintana, City Clerk of the City of Exeter, State of California, do hereby certify that **TOMMY BLACKMON** was appointed to the office of Member, Exeter Planning Commission, by the Exeter City Council on August 12, 2025.

Witness my hand and official seal this 21st day of August 2025.

FRANCESCA QUINTANA, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF TULARE)ss.
CITY OF EXETER)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.)

I, **TOMMY BLACKMON** do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

MEMBER, EXETER PLANNING COMMISSION

Subscribed and sworn to before me this _____ day of _____, 2025.

FRANCESCA QUINTANA, CITY CLERK



CERTIFICATE OF APPOINTMENT & OATH OF OFFICE

I, Francesca Quintana, City Clerk of the City of Exeter, State of California, do hereby certify that **KIRK GILLES** was appointed to the office of Member, Exeter Planning Commission, by the Exeter City Council on August 12, 2025.

Witness my hand and official seal this 21st day of August 2025.

FRANCESCA QUINTANA, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF TULARE)ss.
CITY OF EXETER)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.)

I, **KIRK GILLES** do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

MEMBER, EXETER PLANNING COMMISSION

Subscribed and sworn to before me this _____ day of _____, 2025.

FRANCESCA QUINTANA, CITY CLERK



CERTIFICATE OF APPOINTMENT & OATH OF OFFICE

I, Francesca Quintana, City Clerk of the City of Exeter, State of California, do hereby certify that **PHILLIP TOWNSEND** was appointed to the office of Member, Exeter Planning Commission, by the Exeter City Council on August 12, 2025.

Witness my hand and official seal this 21st day of August 2025.

FRANCESCA QUINTANA, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF TULARE)ss.
CITY OF EXETER)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.)

I, **PHILLIP TOWNSEND** do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

MEMBER, EXETER PLANNING COMMISSION

Subscribed and sworn to before me this _____ day of _____, 2025.

FRANCESCA QUINTANA, CITY CLERK



Agenda Item Staff Report

Agenda Item Number:

D.4.

Meeting Date:

August 21, 2025

Wording for Agenda:

Reorganization of the Planning Commission – Chair and Vice Chair Selection.

Submitting Department:

Administration

Contact Name:

Francesca Quintana, City Clerk/Human Resources Manager

For action by:

☒ Planning Commission

Regular Session:

☐ Consent Calendar

☒ Regular Item

☐ Public Hearing

Review:

City Administrator
(Initials Required)

J.R.

Department Recommendation:

City staff recommends that the Planning Commission conduct its reorganization by selecting a Chair and Vice Chair.

Summary/Background:

The Exeter Planning Commission recently welcomed four newly appointed Commissioners. With this significant change in membership, it is appropriate for the Commission to reorganize and select new officers.

The Planning Commission is responsible for selecting a Chair and Vice Chair from among its members. The Chair presides over meetings, maintains order, and signs official documents, while the Vice Chair assumes these duties in the Chair's absence.

Recommended Next Steps:

At this meeting, the Planning Commission will:

1. Nominate members for the positions of Chair and Vice Chair.
2. Vote to select individuals to serve in each role.
3. Establish the leadership structure that will remain in place until the next annual reorganization, or until otherwise directed by the Commission.

Fiscal Impact:

There is no fiscal impact associated with this action.

Attachments:

None.

Recommended motion to be made by the City Council:

I move to nominate and appoint _____ as Chair of the Planning Commission and
_____ as Vice Chair of the Planning Commission.



**EXETER PLANNING COMMISSION
REGULAR MEETING
ACTION MINUTES**

**Thursday, May 15, 2025 at 5:30 PM
137 North "F" Street, Exeter, California 93221**

PLANNING COMMISSIONERS

*Pamela Whitmire, Chairman
Jose Lopez, Vice Chair
Nancy Becker
Joe Stewart
Dave Hails*

CITY ADMINISTRATOR

Adam Ennis

PUBLIC WORKS DIRECTOR

Zachary Boudreaux

MAYOR

Jacob Johnson

MAYOR PRO TEM

Jeff Wilson

COUNCIL MEMBERS

*Vicki Riddle
Frankie Alves
Bobby Lentz*

CITY PLANNER

Greg Collins

SENIOR CITY PLANNER

Tom Navarro

CITY ATTORNEY

Julia Lew

PLANNING SECRETARY

Francesca Quintana

5:30 p.m.

A. OPENING CEREMONIES

1. Call to Order
2. Roll Call

Chair Whitmire called the meeting to order at 5:31 p.m. All Commissioners were present with the exception of Dave Hails.

B. PUBLIC COMMENT

This is the time for citizens to comment on subject matters that are within the jurisdiction of the Exeter Planning Commission. If a citizen wishes to comment on an item listed as a Public Hearing, comments should be presented during the Public Hearing. In compliance with public meeting laws, the Commission cannot discuss topics that are not included on tonight's published agenda. Comments shall be limited to five (5) minutes for each individual, ten (10) minutes for an individual representing a group, and thirty (30) minutes overall for the entire public comment period, unless otherwise indicated by the Chair. Speakers are asked to begin their comments by stating their name and address.)

No public comment was presented.

C. CONSENT CALENDAR

1. April 7, 2025, Meeting Minutes (pp. 3 – 4)

Approval of Consent Calendar							
1 st	2 nd	Result	STEWART	LOPEZ	WHITMIRE	HAILS	BECKER
WHITMIRE	LOPEZ	(4-0)	AYE	AYE	AYE	ABSENT	AYE

D. PUBLIC HEARINGS

1. Public hearing to consider adoption of Planning Commission **Resolution 2025-02**, A Resolution of the Exeter Planning Commission recommending Approval of **General**

Plan Amendment 2025-01 and Zoning Ordinance Amendment 2025-01 requested by San Joaquin Homes, for properties generally located on the northeast corner of Vine Street and the northerly extension of Elberta Avenue in Exeter, and including;

- i. Amendment No. 1: A redesignation of 1.45 acres from high density residential to low density residential and reclassification from the RM-3 (multi-family residential, one unit per 3,000 square feet) district to the R-1-6 (single family residential, one unit 6,000 square feet) with a PUD (planned unit development) overlay district.
- ii. Amendment No. 2: A redesignation of approximately 1.67 acres from low density residential to high density residential and a reclassification from the R-1-6 (single family residential, one unit 6,000 square feet) PUD (planned unit development) overlay district to the RM-3 (multi-family residential, one unit per 3,000 square feet) district. The RM-3 district will occupy the frontage of Vine Street to a depth of 110 feet and will extend eastward from a proposed 4-acre park in the Fugate Subdivision (pp. 5 – 17)

Presented by Tom Navarro, Contract Senior City Planner

Public hearing was opened at 5:51 p.m.

Public comment was presented from Steven Macias from San Joaquin Valley Homes. Macias thanked the Planning Commission for their support on this project.

Public hearing was closed at 5:57 p.m.

Approval of Resolution 2025-02, A Resolution of the Exeter Planning Commission recommending Approval of General Plan Amendment 2025-01 and Zoning Ordinance Amendment 2025-01 requested by San Joaquin Homes, for properties generally located on the northeast corner of Vine Street and the northerly extension of Elberta Avenue in Exeter.							
1 st	2 nd	Result	STEWART	LOPEZ	WHITMIRE	HAILS	BECKER
STEWART	LOPEZ	(4-0)	AYE	AYE	AYE	ABSENT	AYE

1 st	2 nd	Result	STEWART	LOPEZ	WHITMIRE	HAILS	BECKER
STEWART	LOPEZ	(4-0)	AYE	AYE	AYE	ABSENT	AYE

E. DIRECTOR'S REPORT

F. MEETING ADJOURNMENT

Meeting was adjourned at 6:07 p.m.

Francesca Quintana, City Clerk



Agenda Item Staff Report

Agenda Item Number:

F.1.

Meeting Date:

August 21, 2025

Wording for Agenda:

Review of Planning Commissioner Roles and Duties.

Submitting Department:

Administration

Contact Name:

Jason Ridenour, City Administrator

For action by:

☒ Planning Commission

Regular Session:

☐ Consent Calendar

☒ Regular Item

☐ Public Hearing

Review:

City Administrator
(Initials Required)

J.R.

Department Recommendation:

Staff recommends that the Planning Commission receive the report and provide any feedback or discussion on the roles and duties of Commissioners.

Summary/Background:

The Planning Commission plays a critical role in land use planning, development review, and ensuring that community growth aligns with Exeter's long-term goals. Commissioners are tasked with:

- **Decision-Making:** Reviewing, approving, or recommending actions on development projects, conditional use permits, variances, zoning changes, and subdivisions.
- **Advisory Role:** Making recommendations to the City Council regarding the General Plan, zoning ordinances, and other planning policies.
- **Community Stewardship:** Acting in the best interests of the community by balancing growth, sustainability, economic development, and quality of life.
- **Ethics and Conduct:** Abiding by state and local laws regarding conflicts of interest, open meeting requirements (Brown Act), and ethical standards.
- **Preparation and Participation:** Reviewing staff reports and application materials in advance, attending scheduled meetings, and engaging constructively in deliberations.

This item is not an action item, but rather an informational review and discussion to ensure all Commissioners are aligned in their understanding of roles and expectations moving forward.

Fiscal Impact:

There is no fiscal impact associated with this action.

Attachments:

- Relevant Planning Commission Municipal Code Chapters

Recommended motion to be made by the City Council:

No formal motion required. Receive and file.

Exeter Planning Commission

Section 2.16.010 – Members – Appointment

The Planning Commission consists of five members appointed by the Mayor with the approval of the City Council. Members must not be seated City Council Members.

Section 2.16.020 – Terms

Commissioners serve staggered four-year terms. Appointments are made to fill vacancies resulting from term expirations or other causes.

Section 2.16.030 – Duties

The Planning Commission is tasked with duties outlined by state law and local ordinances.

Chapter 16.12.050 – Planning Commission as Advisory Agency

The Commission acts as the City's advisory agency under the Subdivision Map Act, reviewing tentative maps and providing recommendations on subdivision matters.

Chapter 17.03.03 – Final Authority on Site Planning and Use Classification

The Commission holds authority on site plan reviews, classification of uses, and other key development review procedures, and also makes recommendations to the City Council on zoning ordinance amendments, general and specific plans, and development agreements.