

**MINUTES  
TRACY CITY PLANNING COMMISSION  
REGULAR MEETING  
DECEMBER 3, 2025, 7:00 P.M.  
CITY OF TRACY COUNCIL CHAMBERS  
333 CIVIC CENTER PLAZA**

**CALL TO ORDER**

Chair Penning called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

Chair Penning led the pledge of allegiance.

**ROLL CALL**

Roll Call found Commissioner Atwal, Vice Chair Boakye-Boateng, and Chair Penning present. Commissioner English and Commissioner Orcutt absent. Also present were: Scott Claar, Planning Manager; Daniella Green, Assistant City Attorney, Craig Hoffman, Senior Planner; Breanna Alamilla, Associate Planner; Miranda Aguilar, Planning Technician; and Jennifer Lucero, Administrative Assistant.

**MINUTES**

Chair Penning introduced the Regular Meeting Minutes from the November 19, 2025 Planning Commission Regular Meeting.

Only Chair Penning and Commissioner Atwal were present at the previous meeting. Daniella Green, Assistant City Attorney, stated that if Vice Chair Boakye-Boateng had a chance to review the meeting minutes and watch the previous meeting footage, he would be able to vote on the minutes. Vice Chair Boakye-Boateng had not had a chance to review the minutes or the footage.

Since there was not currently a quorum, Commission decided to come back to the vote.

**DIRECTOR'S REPORT REGARDING THIS AGENDA**

We currently do not have feed on YouTube and Facebook platforms.

**ITEMS FROM THE AUDIENCE**

None.

**1. NEW BUSINESS**

- 1.A** Staff recommends that the Planning Commission conduct a public hearing, and upon its conclusion, adopt a resolution recommending that the City Council take the following actions (1) determine that this project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines sections 15378 (not a “project” within the meaning of CEQA) and 15061(b)(3) (“common sense” exemption) and (2) introduce and adopt an ordinance to repeal article 36.5 in its entirety and readopt article 36.5 – Density Bonus, of the Tracy Municipal Code. this project is city initiated to comply with state housing laws and to complete implementation actions required in the City Council adopted 2023-2031 Housing Element Update.

Craig Hoffman, Senior Planner, presented the staff report and addressed questions from the Commission.

Commissioner Orcutt arrived to the dais at 7:17 p.m.

Chair Penning opened the Public Hearing at 7:26 p.m. Seeing as no one came forward, the public hearing was closed.

**ACTION:** It was moved by Vice Chair Boakye-Boateng and seconded by Commissioner Atwal that the City Council of the City of Tracy conduct a public hearing, and upon its conclusion, take the following actions:

1. Introduce and adopt an ordinance that

(A) Determines that the ordinance is not a project within the meaning of section 15378 of the CEQA guidelines because it has no potential for resulting in physical change in the environment, either directly or ultimately. In the event that the ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in CEQA guidelines section 15061(b)(3) because it can be seen with certainty to have no possibility of a significant effect on the environment; and

(B) Approves an amendment to repeal article 36.5 in its entirety and readopt article 36.5 – Density Bonus –of title 10, Planning and Zoning, of the Tracy Municipal Code.

A roll call vote found Commissioner Atwal, Commissioner Orcutt, Vice Chair Boakye-Boateng, and Chair Penning in favor. Commissioner English absent. Passed and so ordered; 4-0-1-0.

- 1.B** Staff recommends that the Planning Commission conduct a public hearing, and upon its conclusion, adopt a resolution recommending that the City Council take the following actions (1) determine that this project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines sections 15378

(not a "project" within the meaning of CEQA) and 15061(b)(3) ("common sense" exemption) and (2) recommend that the City Council adopt an ordinance amending article 5 – Use Groups for all Zones, article 18 - Central Business District Zone, and article 26 – Off-Street Parking Requirements, of chapter 10.08, Zoning Regulations, of title 10, Planning and Zoning, of the Tracy Municipal Code, to amend the Central Business District Zone to allow use group 33 as a permitted use, establish a building height limit, add language regarding the ministerial review process, and eliminate parking requirements. The amendments to the Central Business District Zone have been prepared in response to City Council direction provided on October 1, 2024.

Breanna Alamilla, Associate Planner, presented the staff report and addressed questions from the Commission.

Chair Penning opened the Public Hearing at 7:46 p.m.

One email comment was received prior to the meeting and was provided to the Commissioners for review.

Marcus Medina, Downtown resident, addressed the commission via Webex with concerns regarding limited parking.

Seeing as no one else came forward, Chair Penning closed the public hearing at 7:49 p.m.

**ACTION:** It was moved by Commissioner Atwal and seconded by Vice Chair Boakye-Boateng that the City Council of the City of Tracy conduct a public hearing, and upon its conclusion, take the following actions:

1. Introduce and adopt an ordinance that
  - (A) Determines that the ordinance is not a project within the meaning of section 15378 of the CEQA guidelines because it has no potential for resulting in physical change in the environment, either directly or ultimately. In the event that the ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in CEQA guidelines section 15061(b)(3) because it can be seen with certainty to have no possibility of a significant effect on the environment; and
  - (B) Approves an amendment to Article 5 – use groups for all zones, Article 18 - Central Business District Zone, and Article 26 – off-street parking requirements, of chapter 10.08, Zoning Regulations, of title 10, Planning and Zoning, of the Tracy municipal code, to amend the Central Business District Zone to allow use group 33 as a permitted use, establish a building height

limit, add language regarding the ministerial review process, and eliminate parking requirements.

A roll call vote found Commissioner Atwal, Commissioner Orcutt, Vice Chair Boakye-Boateng, and Chair Penning in favor. Commissioner English absent. Passed and so ordered; 4-0-1-0.

## **2. ITEMS FROM THE AUDIENCE**

None.

## **3. DIRECTOR'S REPORT**

None.

## **4. ITEMS FROM THE COMMISSION**

Chair Penning re-introduced the Regular Meeting Minutes from the November 19, 2025 Planning Commission Regular Meeting.

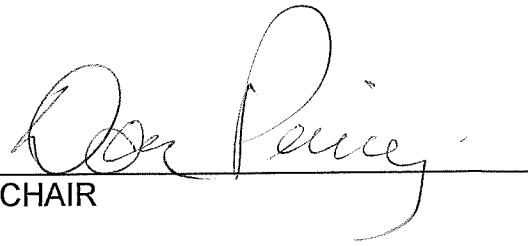
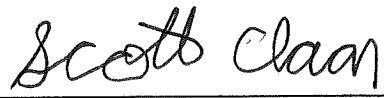
**ACTION:** It was moved by Commissioner Atwal and seconded by Commissioner Orcutt to approve the November 19, 2025 Planning Commission Regular Meeting Minutes. A voice vote found Commissioner Atwal, Commissioner Orcutt and Chair Penning in favor. Vice Chair Boakye-Boateng abstained. Commissioner English absent. Passed and so ordered; 3-0-1-1.

Commissioner Orcutt wanted clarification on whether we needed his certificate that was required for the AB1234 Ethics class. Jennifer Lucero, Recording Clerk, stated she'd contact him concerning the certificate of completion.

## **5. ADJOURNMENT**

**ACTION:** It was moved by Chair Penning and seconded by Commissioner Boakye-Boateng to adjourn.

Time: 8:14 p.m.

  
CHAIR  
STAFF LIAISON

This meeting's agenda was posted at the Tracy City Hall on November 26, 2025. The above are action minutes. A recording is available on the City's website.

**From:** Breanna Alamilla  
**To:** Jennifer Lucero  
**Subject:** FW: ZA23-0003  
**Date:** Thursday, November 13, 2025 5:02:30 PM

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Breanna Alamilla  
Associate Planner  
Community & Economic Development  
333 Civic Center Plaza, Tracy, CA 95376  
Direct: (209) 831-6464 | cityoftracy.org

-----Original Message-----

**From:** [REDACTED]  
**Sent:** Thursday, November 13, 2025 4:57 PM  
**To:** Breanna Alamilla <breanna.alamilla@cityoftracy.org>  
**Subject:** ZA23-0003

[You don't often get email from [REDACTED] Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Caution: This is an external email. Please take care when clicking links or opening attachments.

Dear Members of the Planning Commission, My name is Betty Keller and I own a rental home located within 300 feet of the Central Business District. I am writing to provide comments specifically regarding the proposed elimination of off-street parking requirements.

My tenants-and many of the residents in this area-rely entirely on street parking because our homes do not have any onsite parking options. Parking availability is already limited, and residents often struggle to find nearby spaces, especially during busier times. Removing parking requirements for new development in the Central Business District could significantly increase demand for the same limited street parking that residents currently depend on. New housing or commercial projects without dedicated parking would likely push additional vehicles into surrounding neighborhoods, including ours. This would directly affect the quality of life for existing residents and could create unnecessary conflicts over parking availability.

I respectfully request that the Planning Commission consider options to protect nearby residential areas, such as:

- Requiring some level of parking for certain types of projects,
- Implementing shared or district parking strategies, or
- Establishing residential parking protections or permits in adjacent neighborhoods if requirements are removed.

Thank you for taking the time to consider the impact on residents living near the CBD. I appreciate your attention to ensuring that growth in the downtown area does not unintentionally burden the surrounding community.

Sincerely,

Betty Keller

Property Owner, [REDACTED] Tracy, Ca