



Roseville Electric Building, 116 S. Grant Street, 1st Floor

roseville.ca.us

The City of Roseville welcomes your participation.

Meeting Schedule: Regular meetings of the Planning Commission are held on the second and fourth Thursday of the month at 6:30 p.m.

Public Comment: Speakers have three (3) minutes under Public Comment to address the Chair of the meeting on issues that are not listed on the agenda and are within the City's jurisdiction. Please submit a yellow speaker card to the Secretary before the item is heard if you wish to make a comment.

Brown Act: The Planning Commission cannot discuss or act on items not listed on the agenda.

Agenda Items: Speakers have five (5) minutes to address items that are listed on the agenda.



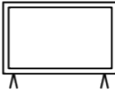
Levine Act Provisions: If you've made a campaign contribution totaling more than \$500 (\$250 prior to January 1, 2025) to City Council Members in the last twelve (12) months, you must disclose it before addressing an item on the agenda. Please visit [Levine Act – City of Roseville](#) for updated forms and information.

Audio/Visual Presentations: If making a presentation regarding an agenda item, audio/visual materials must be submitted to the Secretary for consideration at least 72 hours in advance.

Americans with Disabilities Act: If special assistance is required to participate in a meeting including the need of auxiliary aids or services, please notify the City Clerk at least 72 hours in advance of the meeting.
City Clerk 311 Vernon Street cityclerkroseville@roseville.ca.us 916-774-5263 TDD: 916-774-5220

Security Measures: All Roseville meeting attendees must successfully pass through a security metal detector. Any person with a prohibited item will not be allowed entry. Prohibited items include but are not limited to firearms (even with valid CCW), knives, pepper spray/mace, explosives of any kind/any weapons and/or dangerous devices of any kind, illegal drugs, and alcohol. (City Council Only)

Viewing Options: The City of Roseville provides three options for viewing meetings:

In person	Online	On TV
 <p>Meetings take place at the Roseville Electric Building, First Floor 116 S. Grant Street</p>	 <p>Watch meetings live on the City's YouTube channel or at roseville.ca.us/watch. Past meetings are also available on the City's YouTube channel.</p>	 <p>Watch live on government access channel (Comcast 14).</p>



Clifford Haggenjos, Jr., Chair
Erich Brashears, Vice Chair
Bruce Hagler, Commissioner
Ed Kriz, Commissioner
Einar Maisch, Commissioner
John Prior, Commissioner
Kim Ryan Unidad, Commissioner
Lupe Nelson, Secretary
Greg Bitter, Liaison

AGENDA

Planning Commission Meeting

January 22, 2026

6:30 PM

Roseville Electric Building, 116 S. Grant Street, 1st Floor

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS

V. CONSENT CALENDAR

Items appearing on the Consent Calendar are considered routine and may be approved by one motion of the Planning Commission. Any person may request an item be removed from the Consent Calendar for further discussion.

1. Minutes of December 11, 2025

VI. STAFF/COMMISSIONER REPORTS

1. Workshop - Planning Commission Training

VII. ADJOURNMENT



Planning Commission Communication

Meeting Date: 1/22/2026
Item #: V.1
Item ID: 2026-19

Title: Minutes of December 11, 2025
Contact: Lupe Nelson 916-774-5281 lnelson@roseville.ca.us

REQUEST

Approve the Minutes of December 11, 2025.

RECOMMENDATION

The Planning Division recommends that the Planning Commission take the following actions:

1. Approve the Minutes of December 11, 2025.

Respectfully Submitted,
Lupe Nelson, Administrative Assistant

Greg Bitter, Assistant Development Services Director

ATTACHMENTS:

1. Draft Minutes

REVIEWERS:

Lupe Nelson, Development Services Department

Created -



Clifford Haggenjos, Jr., Chair
Erich Brashears, Vice Chair
Bruce Hagler, Commissioner
Einar Maisch, Commissioner
John Prior, Commissioner
Kim Ryan Unidad, Commissioner
Lupe Nelson, Secretary
Greg Bitter, Liaison

DRAFT MINUTES

Planning Commission Meeting

December 11, 2025

6:30 PM

Roseville Electric Building, 116 S. Grant Street, 1st Floor

I. CALL TO ORDER

Vice Chair Brashears called the meeting to order at 6:30 p.m.

II. ROLL CALL

Present: Hagler, Prior, Unidad, Brashears

Absent: Maisch, Haggenjos

III. PLEDGE OF ALLEGIANCE

Vice Chair Brashears led those in attendance in the Pledge of Allegiance.

IV. PUBLIC COMMENTS

Vice Chair Brashears opened the Public Comment Period. Hearing none, Vice Chair Brashears closed the Public Comment period.

V. CONSENT CALENDAR

1. Minutes of October 23, 2025

2. Douglas-Sunrise Corridor Specific Plan, Parcel DS-42 – Ismaili Center Expansion, 1836 Sierra Gardens Dr, File # PL25-0564

Request: The project is a request for a Conditional Use Permit Modification to increase the area of the existing religious use at 1836 Sierra Gardens Drive by approximately 2,000 square feet. An Administrative Permit is also requested to allow a reduction in the required number of parking spaces.

Motion by Commissioner Prior, seconded by Commissioner Unidad, to approve the Consent Calendar.

Roll call vote:
Ayes: Hagler, Unidad, Prior, Brashears.
Noes: None

The Motion passed.

VI. REQUESTS/PRESENTATIONS

1. Infill Parcel 241 - John Adams Expansion, 13 Sierragate Plaza, File # PL25-0627

Request: The applicant, John Adams Academy Charter School, requests a Conditional Use Permit to allow the expansion of a legal nonconforming use. John Adams Academy Charter School proposes to occupy the property and existing 6,795 square foot building located at 13 Sierra Gate Plaza for classroom and play area use.

Assistant Development Services Director, Greg Bitter, presented the staff report.

Vice Chair Brashears opened the Public Hearing and invited comments from the applicant and/or audience.

Applicant representative, Joseph Benson, stated he had received a copy of the staff report and was in agreement with staff's recommendation.

Commissioner Discussion with Applicant

- A Commissioner confirmed with the applicant that the building at 13 Sierragate is currently owned by a different preschool operator and that the proposed use includes not only Pre-K and K classes, but also before and after school programming.
- A Commissioner stated that while they initially had concerns about traffic associated with this request, their concerns have been addressed due to the fact that there will be no additional students or vehicle traffic associated with the use of 13 Sierragate.

Hearing no public comment, Vice Chair Brashears closed the public comment period and Public Hearing.

Motion by Commissioner Hagler, seconded by Commissioner Unidad, to:

1. Adopt the three (3) findings of fact and approve the Conditional Use Permit subject to nine (9) conditions of approval.

Roll call vote:
Ayes: Unidad, Prior, Hagler, Brashears
Noes: None

The Motion passed.

VII. STAFF/COMMISSIONER REPORTS

1. Election of Design Committee Alternate

This item was pulled from the agenda due to the number of Commissioners present.

Staff Reports

- There will be a Planning Commissioner training workshop on January 22, 2026, that will last approximately 1.5 hours.

Commissioner Reports.

- None

VIII. ADJOURNMENT

Motion by Commissioner Hagler, seconded by Commissioner Unidad, to adjourn the meeting. The Motion passed unanimously at 7:16 pm.



Planning Commission Communication

Meeting Date: 1/22/2026
Item #: VI.1
Item ID: 2026-28

Title: Workshop - Planning Commission Training
Contact: Greg Bitter 916-774-5294 gbitter@roseville.ca.us

REQUEST

Informational item only and requires no action by the Planning Commission.

RECOMMENDATION

The Planning Division recommends that the Planning Commission take the following actions:

Informational item only and requires no action by the Planning Commission.

Respectfully Submitted,
Greg Bitter, Assistant Development Services Director

ATTACHMENTS:

1. Staff Report

REVIEWERS:

Lupe Nelson, Development Services Department

Created -

ITEM 6.1: Workshop: Planning Commission Training

The Development Services Department Planning Division staff propose to provide a training workshop for the Planning Commission. This is an informational item and requires no action by the Commission.

The workshop will cover four main topics: the role of a Planning Commissioner, the Planning Framework, the Application Review Process and the California Environmental Quality Act. The following outline provides a more detailed description of the information to be covered under each topic:

Role of Planning Commissioner

- Role of Planning Commission
- Roseville Municipal Code (RMC)
- Commission Duties
- Individual Commissioner Duties
- Ethics
- Staff's Role
- Relationship with Staff

Planning Framework

- General Plan
- Specific Plans
- Development Agreements
- Zoning
- Subdivision Map Act

Application Review

- Application Materials
- General Review Requirements
- Citizen Involvement
- Public Hearings

CEQA and Environmental Review

- Determining Required Level of Review
- Exemptions
- Initial Review (Initial Study)
- Negative Declaration
- Mitigated Negative Declaration
- Environmental Impact Report

In addition to City sources, staff utilized the following sources for this workshop:

Institute for Local Government – The Planning Commissioner Handbook

<https://www.ilgplanninghandbook.org/>

Planners Web – Being a Planning Commissioner

<https://plannersweb.com/topics/being-a-citizen-planner/>