



# City of Woodland

## Meeting Minutes - Final

### Planning Commission

City of Woodland Planning  
Commission  
c/o Community  
Development Department  
300 First Street  
Woodland, CA 95695  
530-661-5820

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Thursday, December 1, 2016

6:30 PM

Council Chambers

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#### A. Call to Order

*Meeting was called to order at 6:30 p.m.*

*Staff present:*

*Cindy Norris, Principal Planner*

*Jeff Ballantine, Associate Planner*

#### B. Roll Call

*Present 6:*

*Chairman Kirby Wells, Vice Chairman Chris Holt, Commissioner Marco Lizarraga, Commissioner Fred Lopez, Commissioner John Murphy and Commissioner Elodia Ortega-Lampkin arriving late.*

*Absent 1:*

*Commissioner Steve Harris*

#### C. Pledge of Allegiance

#### D. Staff and Commissioner Comments

#### E. Subcommittee Reports

#### F. Communications from the Public

#### G. Approval of Minutes

[16-843](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of October 20, 2016.

**Attachments:**

[A - October 20, 2016 Meeting Minutes](#)

[B – October 20, 2016 Comment Hearing Staff Notes](#)

*A motion was made by Commissioner Lizarraga and seconded by Vice Chairman*

*Holt to approve the minutes and staff notes of the October 20, 2016 Planning Commission meeting. The motion was carried by the follow vote.  
Ayes: Chairman Wells, Vice Chairman Holt and Commissioners Lizarraga, Lopez and Murphy.  
(Commissioner Ortega-Lampkin not present at the time of the vote)*

[16-844](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission receive the Staff meeting notes of the Planning Commission meeting of September 1, 2016.

**Attachments:** [A - Staff Notes of Woodland PC GP Meeting 9-1-16](#)

*A motion was made by Commissioner Lizarraga and seconded by Vice Chairman Holt to approve the staff notes of the September 1, 2016 Planning Commission Meeting. The motion was carried by the following vote.  
Ayes: Chairman Wells, Vice Chairman Holt and Commissioners Lizarraga, Lopez, Murphy and Ortega-Lampkin.*

## H. Public Hearing

[16-834](#)

Dutch Brothers Conditional Use Permit/Design Review: Request for a Conditional Use Permit to allow the construction of an 800 square foot drive-thru coffee kiosk on 0.81 acres at 2030 Trade Court in the Entry Overlay - Highway Commercial Zone.

Location: 2030 Trade Court

Applicant/Owner: Alan Chambers, Third Shoe Inc. / Hiten Suraj, Q Investments LLC

Environmental Report: Class 3 Categorical Exemption (CEQA Guidelines, §15303)

APN 027-851-003

Project Planner: Jeff Ballantine, Associate Planner and Chase Dariso, Planning Intern

Staff Recommendation: Approval with Conditions

**Attachments:** [1 - Resolution & EXH A & B](#)  
[2 - General Application](#)  
[3 - Supplemental Plans](#)

*A motion was made by Commissioner Lizarraga and seconded by Commissioner Murphy to approve the request of a Conditional Use Permit/Design Review by Dutch Brothers to allow the construction of an 800 square foot drive-thru coffee kiosk (827 square foot with restroom facilities) on 0.81 acres at 2030 Trade Court. The motion was carried by the following vote.*

*Ayes: Chairman Wells, Vice Chairman Holt and Commissioners Lizarraga, Lopez, Murphy and Ortega-Lampkin*

## **I. Business Items**

[16-841](#)

SUBJECT: Long Range Calendar

Recommendation for Action: Staff recommends that the Planning Commission receive the Long Range Calendar for informational purposes only.

**Attachments:** [A - Planning Commission Long Range Calendar Prepared 11-21-16](#)

*Long Range Calendar presented by Cindy Norris as information and open to discussion.*

## **J. Staff or Commissioner Comments**

*Commissioner Marco Lizarraga mentioned that he may not be attending the December 15, 2016 meeting.*

## **K. Adjournment**

*Meeting was adjourned at 6:53 p.m.*

**The Planning Commission of the City of Woodland encourages all parties interested in a matter scheduled to be reviewed, discussed and acted on at a meeting, to participate in the public discourse, which may include the submission of written comments and materials. The Planning Commission notifies the public that those materials received less than 24 hours before a meeting date and time may not be able to be considered completely. Further, the Planning Commission encourages interested parties to attend the meeting to discuss any matter of concern and to explain their comments more fully.**