



PLANNING COMMISSION AGENDA

FEBRUARY 21, 2013

CITY COUNCIL CHAMBERS

6:30 PM

1. Call to order
2. Roll Call
3. **Approval of Minutes for January 17, 2013**
4. **Director's Report:** This an opportunity for the Community Development Department's Director or designee to provide the Commission with information on any items other than those listed on the Agenda.
5. **Public Comment:** This is an opportunity for the public to speak to the Commission on any item other than those listed on the Agenda. The Chairman may impose a time limit on any speaker.
6. **Communication - Commission Statements and Requests:** This is an opportunity for the Commission members to make comments and announcements to express concerns or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.
7. **Subcommittee Reports:**

PUBLIC HEARING:

8. **Nugget Tentative Parcel Map No. 5017.** The applicant is requesting approval of Tentative Parcel Map #5017 to merge ten (10) lots into two (2) Parcels, Parcel 1 - 2.93 ac. and Parcel 2 - 0.51 ac., at 157 Main Street between Main & Court Street in the General Commercial (C-2) zone.

Applicant:	David Triplett, Morrow Surveying
Environmental Document:	Categorical Exemption
Staff Contact:	Paul L Hanson, AICP, Senior Planner
Recommended Action:	Approval with Conditions

NEW BUSINESS:

9. **Planning Commission General Plan Kick Off:**

Applicant:	City of Woodland
Staff Contact:	Cindy A. Norris, Principal Planner, and Heidi Tschudin, General Plan Project Manager
Recommended Action:	Review and Discussion

OLD BUSINESS:

10. Adjournment

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.



PLANNING COMMISSION AGENDA

JANUARY 17, 2013

CITY COUNCIL CHAMBERS

6:30 PM

DRAFT MINUTES

1. Call to order
2. Roll Call

Commissioners Present: Wells, Lopez, Wurzel, Holt, Lizarraga
Commissioners Absent: Murphy, Murray

3. **Director's Report:** This an opportunity for the Community Development Department's Director or designee to provide the Commission with information on any items other than those listed on the Agenda.
 - *The January Community Development Department Quarterly Status Report is Attached*
4. **Public Comment:** This is an opportunity for the public to speak to the Commission on any item other than those listed on the Agenda. The Chairman may impose a time limit on any speaker.

None

5. **Communication - Commission Statements and Requests:** This is an opportunity for the Commission members to make comments and announcements to express concerns or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

Commissioner Lopez requested an update concerning the Panattoni Site adjacent to the I-5 Freeway.

6. **Subcommittee Reports:**

PUBLIC HEARING:

7. **Senate Bill 2 (SB 2) Compliance:** An update to the Woodland Municipal Code Section 25 (Zoning Ordinance) and the East Street Corridor Specific Plan to comply with the provisions of SB 2 which provides for 1) planning for emergency shelters; and 2) siting of emergency shelters as well as transitional and supportive housing

Applicant:

Environmental Document:

Staff Contact:

Recommended Action:

City of Woodland

Categorical Exemption

Cindy A. Norris, Principal Planner and Dan Sokolow,
Senior Planner and Housing and CDBG Coordinator
Recommend Approval to the City Council

*Motion: Commissioner **Lizarraga** made a motion to recommend approval of Resolution 01-13 recommending approval of the proposed Code Amendments to the City Council to comply with SB 2 which was seconded by Commissioner **Lopez**.*

The Planning Commission took the following actions:

1) Received the staff report; 2) Conducted the public hearing; and 3) Recommended approval of the attached Resolution No 01-13 recommending that the City Council:

- 1) Amend Woodland Municipal Code Section 25-3-10 to add definitions for Emergency Shelters, Transitional Housing, Supportive Housing, and Target Population that directly correspond with the definitions included in the California Health and Safety Code Sections 50801(e), 50675.2(h), 50675.14(b), and 53260(d).
- 2) Amend Table 1 (Residential Land Use Table) in Woodland Municipal Code Section 25-4-10 to include emergency shelters as a conditional use in the R-M zone.
- 3) Amend Woodland Municipal Code Section 25-4-10 to include transitional and supportive housing in Table 1 (Residential Land Use Table) as a permitted use.
- 4) Amend Section 2.5 (Land Use Table) in the East Street Corridor Specific Plan by adding “Emergency Shelters” to the list of permitted uses in Areas C and E.
- 5) Amend Table 2 (Commercial Land Use Table) in Woodland Municipal Code Section 25-13-10 to include emergency Shelters as a conditional use in the R-M Zone.
- 6) Add Article 32 titled “Emergency Shelters” to Woodland Municipal Code Chapter 25.

Ayes: Wells, Lopez, Wurzel, Holt and Lizarraga

No’s

Abstain:

NEW BUSINESS:

8. **Comfort Suites Design Review Modification:** Request to modify the previously approved building design for a 39,519 square foot, 66-room hotel in the Highway Commercial Entryway Overlay Zone (EOZ C-H/PD); 2080 Freeway Drive

Applicant:

Environmental Document:

Staff Contact:

Recommended Action:

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Prior Environmental Review; Categorical Exemption

Cindy A. Norris, Principal Planner

Recommend Approval with Conditions

Motion: Commissioner Wells made a motion to recommend approval of the proposed design modification which was seconded by Commissioner Lopez.

Ayes: Wells, Lopez, Wurzel, Holt and Lizarraga

No’s

Abstain:

The Planning Commission has taken the following action:

Approved the proposed Design Review Modification as depicted in the plans dated January 7, 2013 and color board date stamped January 8, 2013, based on the Findings of Fact and subject to the Conditions of Approval as provided in the Staff Report presented on January 17, 2013 as modified:

- *That additional horizontal articulation shall be provided on the building;*
- *That the applicant work with staff to finalize the colors with the direction that the colors shall provide more variation and differentiation from the other buildings on the south side of Freeway Drive.*

- That Condition number six (6) be modified to state the following:
 - o That the required public art shall be prominently featured and be substantial in scope and reflective of the scale of the building and shall be subject to the review and approval of the Planning Commission.

9. **General Plan Update Progress Report:** Staff to provide an update on the General Plan process.

Applicant:

City of Woodland

Staff Contact:

Cindy A. Norris, Principal Planner and Heidi Tschudin,
General Plan Project Manager

Recommended Action:

Update and discussion

OLD BUSINESS:

10. Adjournment

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.

PROJECT TITLE: **Nugget Tentative Parcel Map No. 5017.** Request for a tentative parcel map to merge ten (10) lots into two (2) Parcels, Parcel 1 - 2.93 ac. and Parcel 2 - 0.51 ac., between Main & Court Street in the General Commercial (C-2) zone.

LOCATION: 157 Main Street

APPLICANT/OWNER: David Triplett, Morrow Survey / Stille Family Partnership

ENVIRONMENTAL REPORT: Categorical Exemption

A.P.N. APN 005-670-015, 17, & 28 (lots 1 thru 8)

PROJECT PLANNER: Paul L. Hanson, AICP, Senior Planner

STAFF RECOMMENDATION: Conditional Approval

REPORT FOR: Planning Commission Public Hearing - 2/21/13

GENERAL PLAN DESIGNATION: General Commercial (C-2)

CURRENT ZONING: General Commercial (C-2)

EXISTING LAND USES: Nugget Market, Nugget Office, and Parking Lot

FLOOD ZONE: X – Area Outside the 2% Annual Chance Flood Event, FIRM Community Panel Number – 060426-0445H Revised May 16, 2012.

STREET ACCESS: Main and Court Street

**ADJACENT
LAND USES & ZONING:**

Direction	Land Use	Zoning
North	Commercial Center	C-2
South	Offices	C-2
East	River City Bank	C-2
West	Woodland Manor Apartment	C-2

PENDING/POTENTIAL ACTION

Staff recommends that the Planning Commission take action on the following:

1. That the Planning Commission approve the Tentative Parcel Map No. 5017 for the Stille Family Partnership at 157 Main Street, application dated 12/17/12 and tentative parcel map dated September 2012, as based on the Findings of Fact and subject to the Conditions of Approval as provided in the Staff Report presented on February 21, 2013 (**See Attachment A - Application, Tentative Parcel Map No. 5017**).

PROJECT SITE DESCRIPTION

The subject property consists of two (2) buildings and a parking lot for the Nugget Market and Nugget offices on 3.44 acres of land between Main and Courts Streets at 157 Main Street.

BACKGROUND

The Nugget Market has been at this location since mid 1960s.

PROJECT PROPOSAL

The applicant is requesting approval for a proposed tentative parcel map to merge lots into two (2) parcels. The current land configuration consist of three (3) Assessor Parcel Numbers - APNs 005-670-15, 17, & 28. Parcel No. 28 contains 8 lots for a total of ten (10). The merger would create two (2) parcels Parcel 1 - 2.93 ac. and Parcel 2 - 0.51 ac. The tentative map is being requested in order remove parcel lines underlying the existing market. **(See Attachment A - Application and TPM #5017).**

CITY SERVICES

The property is currently served by city services. Water, electricity, sewage, and garbage services are available to the site currently, and will be available to each of the developable parcels proposed.

PUBLIC NOTIFICATION

Public notice advertising for the public hearing on this project was prepared by the Community Development Department in accordance with notification procedures set forth in the City of Woodland's Municipal Code and State Planning Law. Two methods of public notice were used:

1. Legal notice was published in the Woodland Daily Democrat on or before February 11, 2013,
2. Notices were mailed to all property owners within 300 feet of the project site on or before February 8, 2013.

Copies of the staff report for the proposed project have been on file at City Hall since February 15, 2013.

APPLICABLE LAWS, CODES, AND ORDINANCES

The project is subject to several laws, codes, and ordinances:

- The California Environmental Quality Act (CEQA)
- The State of California Subdivision Map Act
- The City of Woodland General Plan
- The City of Woodland Zoning Ordinance
- The City of Woodland Subdivision Ordinance
- National Flood Insurance Program (NFIP) Regulations (44 CFR Parts 59-78).

ENVIRONMENTAL ASSESSMENT STATUS

This project is exempt from the provisions of CEQA, as it is considered a Class 15. CEQA identifies this as a Class 15 - Minor Land Division exemption and is listed in Title 14, Article 19

§15315 of the California Code of Regulations. A Class 15 exemption applies to the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and Zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent. That although this is a merger rather than a division, the project does create two new lots and is it is minor in nature, meeting the same criteria.

Prior to taking an action to approve the project as recommended, the Planning Commission is required to confirm this environmental determination in conjunction with action on the project. If this project is approved staff will file a notice of exemption with the Yolo County Clerk's Office in conformance with Article 5 §15062(a) of the CEQA guidelines.

REVIEWING AGENCY COMMENTS

All reviewing agency comments have also been integrated into the conditions of approval. Economic Development, Fire, Environmental Operation, had "no comment" on the project. Police did not response to the City's referral.

STAFF ANALYSIS

Staff supports this Tentative Parcel Map subject to the attached conditions of approval and provides the following analysis:

GENERAL PLAN CONSISTENCY

The 2002 General Plan (GP) designation for the site is General Commercial (GC), which provides for retail, services, restaurants, professional and administrative offices, hotels, and motels, public and quasi-public uses, and similar and compatible uses. The current use of the site as a grocery store and office is consistent with General Plan. **The proposed tentative parcel map is consistent with General Plan.**

ZONING CONSISTENCY

The zoning designation for the site is General Commercial (C-2). The purpose of this designation is to provide a general commercial area for the sale of commodities or the performance of services to serve the entire community. The proposed tentative map is consistent with the Zoning Ordinance. **The proposed tentative parcel map is consistent with the Zoning.**

CONSISTENCY WITH OTHER PLANS

The project site is subject to the requirements of the Community Design Standards for any new construction.

APPEAL

The subdivider, or any party adversely affected by the decision, the City Council, an individual City Council member, or the City Manager, may appeal any action of the Planning Commission with respect to a tentative map to the city council **within ten days** after the action of the Planning Commission. No conflict of interest shall exist solely by reason of the filing of an appeal by the City Council, an individual City Council member, or the City Manager. Any such appeal shall be filed with the City Clerk and, except an appeal by the City Council, a City Council member, or the City Manager, shall be accompanied by a filing fee as prescribed by City Council resolution. Upon the filing of an appeal, the City Clerk shall set the matter for hearing.

Such hearing shall be held within thirty days after the date of filing the appeal. Within ten days, or at its next regular meeting following the conclusion of the hearing, the City Council shall render its decision on the appeal.

SUMMARY

The applicant is requesting approval for a Tentative Parcel Map No. 5017 to merge ten (10) lots into two (2) parcels. The merger would create two (2) parcels Parcel 1 - 2.93 ac. and Parcel 2 - 0.51 ac. The tentative map is being request in order remove parcels lines underlying the existing market. Staff recommends approval of the tentative parcel map with staff's recommendations being incorporated as conditions of approval for the tentative parcel map.

RECOMMENDATION

Staff recommends approval of the Tentative Parcel Map by making an affirmative motion as follows:

MOTION #1 Move That The Planning Commission Approve The Nugget Tentative Parcel Map #5017 Dated September 2012, Based On The Identified Findings Of Fact And Subject To The Identified Conditions Of Approval, By Taking The Following Actions:

- Confirmation of finding of exemption from the provisions of CEQA. This project is considered categorically exempt, Class 15, Minor Land Division.
- Determine that the project, as conditioned, is consistent with the General Plan.
- Determine that the project, as conditioned, is consistent with the Zoning Ordinance.
- Approve Tentative Parcel Map #5017 dated September 2012, merging APN 005-670-15, 17, & 28, into "Parcel 1" and "Parcel 2" as identified by the attached Tentative Parcel Map.

-OR-

Should the Commission decide to deny the project, the motion should be made as follows:

Motion #2 Move That The Planning Commission Deny The Woodland Gateway Tentative Parcel Map #5017 Dated September 2012, Based On The Identified Findings Of Fact (Specify Findings)

ATTACHMENTS:

- A. Application & Tentative Parcel Map No. 5017 (September 2012)

FINDINGS FOR THE NUGGET TENTATIVE PARCEL MAP #5017

Prepared for approval by the Woodland Planning Commission on February 21, 2013

CEQA Findings:

1. In accordance with the provisions of CEQA, this project qualifies for a categorically exempt from environmental analysis. The project is considered a class 15 exemption, "Minor Land Division." This is an action to clean up property lines conflicts with the existing building.
2. The categorical exemption reflects the independent judgment and analysis of the City of Woodland.

General Plan Consistency Findings:

1. The proposed project, as conditioned, is consistent with the provisions that have been outlined by the General Plan

Zoning Consistency Findings:

1. The proposed project, as conditioned, meets all regulatory requirements of the Zoning Ordinance

Tentative Parcel Map Findings:

1. The proposed project, as conditioned meets all regulatory requirements of the Subdivision Map Act and the City of Woodland Subdivision Ordinance.
2. The conditions of approval are reasonably related to the use of the property.

CONDITIONS OF APPROVAL – Woodland Gateway Tentative Parcel Map No. 5012

PLANNING

1. The project is as described in the staff report prepared for the February 21, 2012, Planning Commission meeting. The project shall be carried out in substantial compliance as depicted on the Tentative Parcel Map #5017 dated September 2012 in the February 21, 2013, staff report, except as modified by these conditions of approval and with any changes necessary to meet city codes and specifications.
2. The applicant shall defend, indemnify, and hold harmless the City of Woodland, its agents, officers or employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul an approval of the subject application by the City, its legislative body, advisory agencies or administrative officers. The City will promptly notify the applicant of any such claim, action or proceeding against the City and the applicant will either, at the City's discretion, undertake defense of the matter and pay the City's associated legal costs, or will advance funds to pay for defense of the matter by the City Attorney.
3. Secure approval and satisfy requirements of all agencies of jurisdiction.
4. Upon approval, the applicant will be required to submit a final parcel map. Prior to official recordation of the legal description and revised lots, the Community Development Department must approve this map.
5. The applicant will be required to file a copy of the recorded instruments with the City of Woodland Community Development and the Public Works Department upon recordation of the revised parcels.
6. Applicant shall provide the Community Development Department with a check for the sum of \$25.00 made out to Yolo County to record the environmental document with Yolo County.

BUILDING

7. This project must meet all criteria and mandates for these City adopted codes or the most current adopted Codes:
 - A. 2010 California Building Code (Including the Green Building Code)
 - B. 2010 California Plumbing Code
 - C. 2010 California Mechanical Code
 - D. 2010 California Electrical Code
 - E. 2008 Building Energy Efficiency Standards
 - F. The Code of the City of Woodland
8. Other City and County Agencies (Health, Fire, Public Works, and Planning) may be required to approve the project prior to a building permit being issued.
9. Any deferred submittals that are not a part of the initial permit application must be listed on the cover sheet of the plan at the time of application for the project.

10. All plans, computations and specifications to be prepared and designed by an architect or engineer licensed by the state of California.
11. A licensed architect or licensed engineer shall be responsible for reviewing and coordinating all submittal documents prepared by others, including deferred submittal items, for compatibility with the design of the building.
12. Any site or building modifications shall comply with the California Building Code for Accessibility. When conflicts exist between the ADA and the California building Code the standard that provides the greatest degree of accessibility shall comply.
13. Accessibility Compliance: Any unauthorized deviations from such regulations or building standards shall be rectified by full compliance within 90 days after discovery of the deviation.

DEVELOPMENT ENGINEERING - Fees:

1. The Owner shall pay all required fees for processing final maps (technical check) with final map submittal.
2. Prior to approval of improvement plans, the Owner shall pay all fees for plan check and inspection of offsite infrastructure improvements, as approved by City Council and defined in the City Fee Schedule. If Owner pays a deposit only at improvement plan submittal, the balance shall be paid prior to improvement plan approval by the City Engineer.
3. The conditions of approval set forth herein include certain fees, dedication requirements, reservation requirements and/or other exactions. Pursuant to Government Code, Section 66020(d), these conditions constitute written notice of the amount of such fees, and a description of the dedications, reservations and other exactions.

The applicant is hereby notified that the 90-day protest period, commencing from the date of project approval, has begun. If the applicant fails to file a timely protest regarding any of the fees, dedication requirements, reservation requirements and/or other exactions contained in this notice, complying with all the requirements of Government Code, Section 66020, the applicant will be legally barred from later challenging such fees, dedications requirements, reservation requirements and/or other such exactions. Notwithstanding the foregoing, the City does not waive any rights it may have to enforce any settlement agreement, memorandum of understanding, or other agreement with the applicant which authorizes the City to impose certain fees, and which may waive the applicant's right to challenge the imposition of some or all of the fees, dedication requirements, reservation requirements, and/or other exactions set forth in these conditions of approval.

Prior to approval of final map, complete/construct

4. None

Construct with building permit

5. Prior to issuance of a building permit the applicant shall obtain an encroachment permit for the construction of public improvements and post any security determined necessary by the City Engineer. Public improvements shall including utility connections, sidewalks, curb, gutter, driveway as prescribed below:

6. For Parcel 1 the applicant shall either prior to or at the time of building permit obtain an encroachment permit and Construct the following public improvements
 - a. For any building permit in excess of 10% of building valuation the property shall install City standard back flow device. This may include significant plumbing work on the adjacent property, Parcel APN # 005-670-023
7. For Parcel 2 the applicant shall either prior to or at the time of building permit obtain an encroachment permit and Construct the following public improvements
 - b. For any building permit in excess of 10% of building valuation, the property shall install City standard back flow device.

Site Design and Frontage Improvements

8. None

Easement Dedications and Right of Way

9. Final map shall dedicate easements to allow connection of sewer, water, storm drain facilities across parcels and vehicular and pedestrian access, so that each parcel may attach to the public system

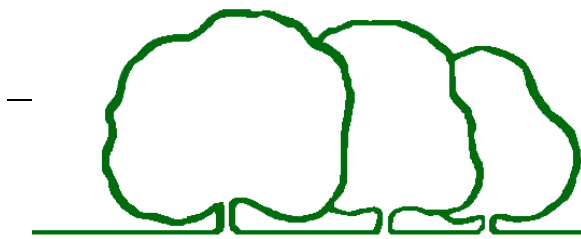
General Conditions

10. Applicant shall prepare improvement plans for all work within the public right-of-way or on utilities connecting to the public system and submit them to the Public Works department with encroachment permit application for review and approval. Prior to building permit issuance, applicant shall obtain encroachment permit, post security for the full cost of the public improvements, and enter an Improvement Agreement if the estimated cost of the public improvements is greater than \$50,000. This submittal is separate from the building permit submittal. All public improvements shall conform to the current City of Woodland Standard Specifications.

General Information and Applicable Ordinances

11. Final map shall tie into two City control network monuments in accordance with the City's electronic submission ordinance

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MEMORANDUM

TO: MEMBERS OF THE PLANNING COMMISSION

**FROM: Cindy Norris, Principal Planner
Heidi Tschudin, General Plan Project Manager**

SUBJECT: Planning Commission Kick Off for the General Plan Update – “General Plan 2035”

DATE: February 21, 2013

Recommendation

Staff recommends that the Planning Commission:

- 1) Receive a report from the General Plan Project Manager, key staff, and consultants on the process and schedule for updating the citywide General Plan through 2035.
- 2) Provide Commission input on the “kick-off” questions outlined below.
- 3) Provide general feedback and comments from Commission members for consideration in the process.
- 4) Allow interested members of the public to make comments and ask questions.

Discussion

To facilitate discussion, staff has attached a copy of the City Council staff report from February 5, 2013 with information regarding the General Plan Update Project. This report will be the basis for the Planning Commission kick off presentation and includes a discussion of the following:

- Funding and Progress to date
- Need for a General Plan Update
- General Plan Basics
- Housing Element Update
- General Plan and Zoning
- Outline of Current General Plan
- Key Components of the General Plan Update

- Schedule
- Role of the City Council
- Role of the Planning Commission
- Stakeholders and Steering Committee
- Other Public Outreach
- Staff and Consultants

Kick Off Questions

As a part of the kick-off workshop each Commission member will be asked to specifically provide input in the following three areas:

Overall Vision -- What are the major challenges and opportunities for Woodland? What is your long-term (2035) vision for Woodland, and how does that differ from the condition of the City today? What aspects of Woodland do you value and want to preserve?

Economic Development – What are your thoughts and ideas on economic development priorities? What long-term strategies you would like the General Plan to explore?

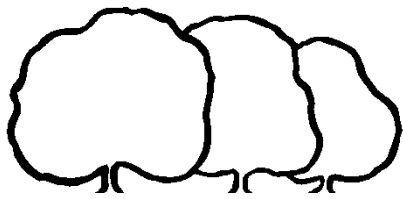
Land Use and Physical Development -- What are the most important considerations relating to the city's physical development? What are your thoughts about any of the following in terms of importance and challenges:

- Downtown commercial revitalization vs. new commercial development in other areas of the City?
- Reuse of existing vacant commercial development vs. new commercial development in other areas of the City
- Industrial development
- Important corridors
- Neighborhood preservation vs. infill
- Community design
- Traffic congestion
- Parking
- Historic preservation
- Mixed use areas
- Opening up new residential areas prior to build-out in Spring Lake

Conclusion

Update of a community's General Plan is an important effort. The active participation of the City Council, Planning Commission, staff, responsible and regulatory agencies, residents, businesses, investors, and land owners is critical to success. It is recommended that the Planning Commission review the information, provide input regarding the Kick-Off questions, and take input from interested members of the public.

Attachment: February 5, 2013 City Council General Plan Staff Report



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: February 5, 2013

SUBJECT: City Council Kick-Off Workshop for General Plan Update –
“Woodland General Plan 2035”

Recommendation for Action

Staff recommends that the City Council:

- 1) Receive a report from the General Plan Project Manager, key staff, and consultants on the process and schedule for updating the citywide General Plan through 2035.
- 2) Provide Council input on the “kick-off” questions outlined on page 7 of this report.
- 3) Provide general feedback and comments from Council members for consideration in the process.
- 4) Allow interested members of the public to make comments and ask questions.

Fiscal Impact

The proposed General Plan update is authorized for funding in the Capital Budget in FY 2012/13 in the amount of \$917,000. An additional amount of \$183,000 will be requested in the FY 2013/14 Capital Budget for a total of \$1,100,000. The full fiscal impact associated with the General Plan Update is estimated at \$1.1 million.

Project Budget

The following provides a general breakdown of key expenditure items in the City’s projected budget for the General Plan update:

\$610,000	General Plan Consultant
\$120,000	Transportation Consultant
\$163,800	Professional Project Manager
\$99,400	Key Staff Time
\$60,000	Contingency
\$40,000	Infrastructure Master Plan Updates
\$6,800	Other Planning Assistance
\$1,100,000	TOTAL

An additional \$100,000 will be requested in FY 2013/14 and beyond for update of the City Zoning Ordinance which is anticipated to be one of the first actions necessary for implementation of the General Plan following adoption.

Background

The City Council provided direction to staff in February 2012 to pursue the General Plan update and the framework for that endeavor was put into place by staff throughout the rest of the calendar year. Consulting staff, including a professional project manager, general plan consultant, and transportation consultant were authorized in December 2012 and January 2013. The Update process officially begins with this important “kick-off” workshop with the City Council.

Need for General Plan Update

There are a number of important reasons for the City to be undertaking an update of the General Plan at this time:

- *Growth Rate Cap* -- To evaluate the continued relevance of a 2005 amendment of the General Plan that replaced a pre-existing 2015 population cap of 60,000 with a cap of 5,000 new single family homes through 2020.
- *Permanent Urban Limit Line* -- To integrate the Urban Limit Line approved by the voters in 2006.
- *Economic Reality* – To analyze and accurately reflect the economic downturn and market shifts that have occurred since the last update and to best position the City for economic growth within the region.
- *Revised Flood Mapping and Flood Regulation* – To reflect recently revised Federal flood mapping and address changes in State flood regulations that have occurred.
- *Citywide Level of Service Standards* – To evaluate appropriate levels of service for city services and utilities including streets, parks, fire, police, general government, parking, etc. To contemplate replacing traditional measures of vehicle delay and congestion with more inclusive measures of mobility and person delay.
- *Community Character* – To analyze existing and desired growth patterns, and to evaluate land use reuse, density/intensity, design, and mix.
- *General Changes in Environmental, Fiscal, and Regulatory Conditions* – To reflect changes in all of these conditions in the last decade. Examples include citywide water metering, sewer plant capacity issues, new NPDES requirements, general fund revenue declines, loss of formal redevelopment programs, etc.
- *Sustainability, Greenhouse Gas (GHG) Reduction, and Climate Change* – To address these environmental and policy issues that have emerged since the last General Plan update and that have not been comprehensively addressed in terms of policy or cumulative environmental impact.

- *SB 375 and the Sacramento Area Council of Governments (SACOG) Metropolitan Transportation Plan/ Sustainable Communities Strategy (MTP/SCS)*– To evaluate the efficacy of maintaining consistency with regional growth plans that would result in streamlining benefits under the California Environmental Quality Act (CEQA) for local development.

General Plan Basics

Understanding General Plan law and local land use planning starts with the Federal Constitution. The Tenth Amendment known as the “Reserved Powers Doctrine” defines and separates Federal and state rights. This amendment establishes among other things that powers not specifically granted to the Federal government in the Constitution are reserved by the states. Chief among these is the “police power”. The police power is the power of a governmental entity to restrict private activity to achieve a broad public benefit. In California the police power is used to protect the health, safety, morals, and welfare of the public. The legal basis for all land use regulation is the police power of the City to protect its residents.

The local exercise of police powers in land use regulations has generally been defined by the Courts as very elastic, but not absolute. Local actions must be reasonable related to the police power. Local land use regulations may not contradict constitutional principles like due process, equal protection, and the unlawful taking of property without compensation (Fifth and Fourteenth Amendments) and they must be subordinate to State laws.

State law requires all cities and counties in California to have a General Plan. The General Plan is the constitution of the City. It is the basic land use planning document. It must provide a comprehensive long-term plan for the physical development of land within the City, and should include the area of likely expansion outside of the City known as the “Sphere of Influence”. For Woodland this would include the Urban Limit Line area that falls outside the City limits.

Each General Plan must include a minimum of seven mandatory elements, plus others as deemed appropriate by the jurisdiction:

- Land Use
- Housing (detailed special requirements)
- Open Space
- Safety (detailed special requirements)
- Circulation
- Conservation
- Noise

In the simplest of terms, General Plan are comprised, at a minimum, of a land use exhibit, a circulation and infrastructure exhibit, and policy statements that guide all local land use decisions related to the intensity and geographical arrangement of land uses in a community. All elements of the General Plan must be internally consistent and consistent with one another. All elements are equal and no one element or policy can have primacy over another. Because Woodland incorporated as a “general law” city, State law dictates that the General Plan may be amended no more than four times per year.

With the exception of Housing Elements, State law sets no mandatory requirements for how often a general plan should be updated or how far into the future it should look. Housing Elements, however, must be updated a minimum of every five years and for jurisdictions within the Sacramento Area Council of Governments (SACOG), new legislation (SB 375 of 2008) allows the City to seek an eight year horizon for

the Housing Element due to the recent adoption of a regional Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS). The City will be seeking an eight-year Housing Element covering the statutory period from January 1, 2013 through October 31, 2021).

Housing Element Update

Under State law, the Housing Element of every city and county must address the provision of a fair share of housing in various income categories. This fair share is established by the State and SACOG, and assigned to the City. It is known as the Regional Housing Needs Allocation (RHNA). The total RHNA for the City is 1,877 units as shown below:

195 units	Extremely Low Income (30% of median or \$23,070 for 2012)
195 units	Very Low Income (50% of median or \$38,450 for 2012)
274 units	Low Income (80% of median or \$61,500 for 2012)
349 units	Moderate Income (120% of median or \$92,300 for 2012)
864 units	Above Moderate Income (>120% of median or >\$92,300)
1,877 units	TOTAL

Note: The applicable (four-person family) median income for Yolo County for 2012 is \$76,900

While the City is not required to develop these units, the City is responsible for ensuring that it has enough available land zoned to accommodate this level of development for the period from January 1, 2013 through October 31, 2021. Under Housing Element requirements, land zoned at 30 dwelling unit per acre (du/ac) or more is considered to be sufficient for future housing affordable to lower-income households.

General Plans and Zoning

The regulation of land use under the General Plan and the regulation of land use under the City Zoning Ordinance are related but different. This is often confusing but the distinction is important. The differences are legal, procedural, and substantive.

General Plans are the primary controlling document in a jurisdiction in terms of the hierarchy of land use controls. A jurisdiction may not legally undertake any land use activity or make any land use decision that is inconsistent with its General Plan (both the maps and the text). The General Plan is typically general by nature, adopted by resolution, and subject to reasonable interpretation by the City Council. As such it is overarching but not regulatory. It establishes population density, building intensity, and the distribution of land use, but it does not directly regulate land use.

Zoning, on the other hand, is regulatory. It implements the General Plan. The zoning ordinance establishes specific, enforceable standards with which development must comply such as minimum lot size, maximum building height, minimum building setback, and a list of allowable uses. Zoning applies lot-by-lot, whereas the General Plan has a community-wide perspective. Zoning must be consistent with the General Plan. If a property happens to have a zoning designation that is not consistent with the General Plan land use designation, only the General Plan land use designation is enforceable.

As noted at the beginning of this report, the Zoning Ordinance is expected to be one of the first land use ordinances that will be updated following the adoption of the new General Plan. The City will have an opportunity at that time to re-evaluate the type of zoning regulation the City wishes to utilize. The City's current Zoning Ordinance is a traditional style of zoning code that regulates based on separating and segregating land uses, controlling development based on specific type of business or dwelling, and limiting

design through various numeric measurements like floor area ratio, dwellings per acre, height limits, setbacks, parking ratios, etc.

Many communities have realized that this conventional type of zoning control does not always result in a desired outcome and may be viewed by land owners as inflexible and arduous, particularly in downtowns and mixed use areas. As a result some communities are turning to development controls that are based more on performance measures than on land use. Performance zoning or “form-based” codes focuses on the physical form of development (what you see) rather than occupancy (what goes on in the building) with minimum thresholds to protect the health, safety, and welfare of users. These types of regulations focus on the relationship between public and private space, physical character, and on form, scale, and massing.

The City may wish to change the type of zoning code it utilizes to better achieve the community vision articulated in the new General Plan. This is something that can be further explored later in the process, as a General Plan implementation item

Outline of Current General Plan

The City’s current General Plan (adopted in February 1996 and updated in December 2002; Housing Element updated March 2009) is comprised of ten chapters and several appendices as follows:

- Chapter 1: Land Use and Community Design Element
- Chapter 2: Housing Element
- Chapter 3: Transportation and Circulation Element
- Chapter 4: Public Facilities and Services Element
- Chapter 5: Recreational, Educational, and Community Services Element
- Chapter 6: Historic Preservation Element
- Chapter 7: Environmental Resources Element
- Chapter 8: Health and Safety Element
- Chapter 9: Economic Development Element
- Chapter 10: Administration and Implementation Element
- Appendix A: Woodland Area General Plan Urban Development Policy
- Appendix B: Policy Document Glossary
- Appendix C: General Plan/Zoning Consistency Matrix
- Appendix D: Summary of Level of Service Standards

The working assumption for the General Plan update process is that the plan will be updated where necessary and repackaged in a format similar to the existing outline presented above, but with a new emphasis on sustainability.

The current General Plan has a horizon year of 2020 with the exception of the Housing Element which expires October 31, 2013. The updated General Plan will have a horizon year of 2035 (with the exception of the Housing Element, as explained in this report).

Woodland’s General Plan is implemented more specifically in four geographical areas of the City through four adopted Specific Plans:

- Southeast Area Specific Plan (1990)
- Downtown Specific Plan (1993; 2003)

East Street Corridor Specific Plan (1998)
Spring Lake Specific Plan (2001)

Other land use documents such as infrastructure master plans (streets, storm drainage, sewer, water, etc), economic development plans, and service master plans (parks, police, fire, bicycle, etc) are considered implementing documents for the General Plan. They are required under State law to be consistent with the General Plan, but were not adopted as “a part of” the General Plan.

To the extent that the specific plans or other land use documents will need updating as a result of the update of the General Plan, this will be identified as necessary implementation to follow the adoption of the new general Plan.

Key Components of the General Plan Update

The General Plan update will include the following key components:

- Public Outreach (stakeholders, steering committee, website, household survey, workshops)
- Economic, Market, and Fiscal Impact Analysis
- Housing Element Update
- Opportunities and Challenges Report (Background information)
- Community Vision
- Land Use Alternatives
- Preferred Land Use Plan
- Policy Development
- GHG Reduction Evaluation
- EIR Analysis
- Draft Plan Documents (General Plan, CAP, EIR)
- Comments and Responses
- Hearings and Action
- Final Plan Documents

Schedule

The General Plan update is on an 18-month schedule with final action required no later than June 2014. The following working schedule has been developed to accomplish this. Key target dates for important steps in the update process are as follows:

Feb 5, 2013	City Council kick-off workshop
Feb 7/8	Steering Committee start up and Stakeholder interviews
Feb 21	Planning Commission kick-off workshop
Mar 1	CEQA Notice of Preparation (NOP) issued
Mar 7	Community Housing Forum
Mar 21	Community-wide household survey mail-out
Mar 21	Planning Commission meeting on scope of Environmental Impact Report (EIR)
Apr 6	Community workshop on community vision
Apr 3	Community workshop community vision
May 9	Planning Commission hearing and recommendation on draft Housing Element
May 21	City Council hearing and action on draft Housing Element

Jun 11	Combined City Council/Planning Commission workshop on alternative land use plans
Sep 4	Community workshop on preferred land use plan
Sep 5	Planning Commission hearing and action on final Housing Element
Sep 7	Community workshop on preferred land use plan
Sep 17	City Council hearing and adoption of final Housing Element
Oct 10	Combined City Council/Planning Commission workshop on preferred land use plan and policy development
Oct 15	Combined City Council/Planning Commission workshop on preferred land use plan and policy development (if needed)
Feb 20, 2014	Draft General Plan, Climate Action Plan (CAP), and EIR released for public review
Mar 5	Community Workshop on Draft General Plan package
April 7	Comments due on Draft General Plan, CAP, and EIR
May/Jun	Planning Commission hearings and recommendation on General Plan package
Jun	City Council hearings and adoption of General Plan and related documents

The Role of the City Council

The City Council is the decision-making body that leads this important effort. All aspects of the process including the content of the final adopted General Plan will be determined by the Council. Key decision-making points, meetings, hearings, and document release dates that will be important to the Council are provided above. In addition both the City Manager and the Project Manager will provide regular updates to the Council regarding progress on the General Plan update.

City Council Kick-Off Questions

As a part of the kick-off workshop on February 5th, each Council member will be asked to specifically provide input in the following three areas:

Overall Vision -- What are the major challenges and opportunities for Woodland? What is your long-term (2035) vision for Woodland, and how does that differ from the condition of the City today? What aspects of Woodland do you value and want to preserve?

Economic Development – What are your thoughts and ideas on economic development priorities? What long-term strategies you would like the General Plan to explore?

Land Use and Physical Development -- What are the most important considerations relating to the city's physical development? What are your thoughts about any of the following in terms of importance and challenges:

- Downtown commercial revitalization vs. new commercial development in other areas of the City?
- Reuse of existing vacant commercial development vs. new commercial development in other areas of the City
- Industrial development
- Important corridors
- Neighborhood preservation vs. infill
- Community design
- Traffic congestion
- Parking

- Historic preservation
- Mixed use areas
- Opening up new residential areas prior to build-out in Spring Lake

Role of the Planning Commission

The Planning Commission is the City’s panel of lay-person experts on local land use. Their role is to advise the City Council on land use planning, development applications, and all other land use considerations and actions. Planning Commissions are not required under State law but where they exist, they have a statutory role in any General Plan Update process to advise the City Council in the form of recommendations at key decision points. As identified in the schedule provided in this report, the Planning Commission will have a large role in this update process and their input will be relied upon heavily by the City Council.

Stakeholders and Steering Committee

As part of the public outreach program for this effort, Council members and staff have identified approximately 70 community leaders to help start the planning process. Invitations went out the week of January 28, 2013 to a wide cross-section of Stakeholders and potential members for a citizen’s Steering Committee to request participation. Both groups are intended to cover as many local interests as possible. The Stakeholders (approximately 35 community leaders representing broad community interests) will be interviewed by the General Plan consultants on February 7th and 8th. The Steering Committee will be a smaller group (approximately 15 people) that will meet seven or eight times throughout the process. Their first meeting is February 7th. They will act as more of a citizen’s sounding board for the staff and consultant team as ideas and concepts are brought forward for inclusion in the General Plan.

Other Public Outreach

In addition to the Stakeholder interviews, the Steering Committee meetings, and meetings and hearings before the Planning Commission and City Council there will be several other methods and opportunities for the general public, interested landowners, and agencies to become involved in the General Plan update process including:

- General Plan Update website as part of the City’s main website
- Community-wide household survey mailer in March
- Various community workshops as shown in the schedule
- Opportunities to review and comment on various reports and documents

Staff and Consultants

Key players on the General Plan update team include staff and a small group of expert consultants. Under the direction of City Manager Paul Navazio, Community Development Department staff will play a lead role in overseeing the preparation of the General Plan update. Specifically Community Development Director Nick Ponticello and Principal Planner Cindy Norris will be in lead positions. Other city department heads and key division managers will also be involved.

In terms of outside consulting expertise, three key consultant contracts have been (or will be) executed. Heidi Tschudin of Tschudin Consulting Group will serve as the project manager. Her role is to quarterback all

aspects of the update process including the work of staff and other consultants, and to maintain the schedule and budget.

Rajeev Bhatia and Sophie Martin of Dyett and Bhatia, Urban and Regional Planners, will serve as the primary General Plan consultants with the firms of AECOM and Bay Area Economics (BAE) serving as subcontractors. The Bhatia team will undertake the General Plan update including the public outreach process, preparation of all analysis and reports, development of land use alternatives and draft goals and policies, preparation of the Climate Action Plan, preparation of the EIR, and writing and presentation of the draft and final General Plan.

Ron Milam and Bob Grandy of Fehr and Peers Transportation Consultants will also be under contract. Their role is to write the Circulation Element of the General Plan and undertake analysis of the traffic and circulation impacts of the various alternatives.

Gaining a proper understanding of the intersection of land use and transportation is key to reducing greenhouse gases, minimizing air emissions, lowering vehicles miles traveled (VMT), improving community character, increasing multi-modal use of City streets, and supporting vibrant mixed use neighborhoods. All three firms have considerable expertise in this area that will be of great value to the City during the update process.

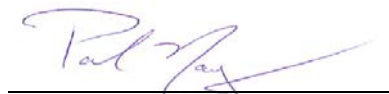
Conclusion

Update of a community’s General Plan is an important effort. The active participation of the City Council, staff, responsible and regulatory agencies, residents, businesses, investors, and land owners is critical to success. It is recommended that the City Council officially start the “Woodland General Plan 2035” update process by taking the actions recommended at the front of this staff report and commence the process described herein.

Prepared by: Heidi Tschudin
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Nicholas J. Ponticello
Community Development Director



Paul Navazio
City Manager