



City of Woodland

Meeting Agenda - Final

Planning Commission

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

530-661-5820

Thursday, June 18, 2015

6:30 PM

Council Chambers

A. Call to Order

B. Roll Call

C. Approval of Minutes

[14-825](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of May 21, 2015.

Attachments: [May 21, 2015 Meeting Minutes](#)

[14-828](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of June 4, 2015.

Attachments: [June 4, 2015 Meeting Minutes](#)

D. Directors 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.

E. 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.

F. Communications

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.

G. Subcommittee Reports

H. Public Hearing

I. New Business[14-822](#)

SUBJECT: Presentation Regarding the Brown Act and Procedural Updates
DATE: June 18, 2015

RECOMMENDATION:

Staff recommends that the Planning Commission receive a presentation by the City Attorney concerning Due Process issues and the Brown Act.

J. Old Business[14-823](#)

SUBJECT: Consideration to Appoint a Standing Subcommittee on Zoning Matters
DATE: June 16, 2015

RECOMMENDATION:

Staff recommends that the Planning Commission consider creating a standing subcommittee that would address zoning matters.

Attachments: [Cover Staff Report Memo from May 7, 2015](#)

K. 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.



Legislation Details (With Text)

File #: 14-825 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 6/9/2015 **In control:** Planning Commission
On agenda: 6/18/2015 **Final action:**
Title: SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of May 21, 2015.

Sponsors:

Indexes:

Code sections:

Attachments: [May 21, 2015 Meeting Minutes](#)

Date	Ver.	Action By	Action	Result
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Planning Commission Minutes

TO: Members of the Woodland Planning Commission

DATE: June 18, 2015

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of May 21, 2015.

STAFF CONTACT: Debbie Flemmer, Administrative Clerk, Community Development Department

ATTACHMENT:

May 21, 2015 Meeting Minutes



City of Woodland

Meeting Minutes - Draft

Planning Commission

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

Thursday, May 21, 2015

6:30 PM

Council Chambers

A. Call to Order

Meeting was called to order at 6:32 pm
Staff Present:
Cindy Norris, Principal Planner
Erika Bumgarder, Senior Planner

B. Roll Call

Present 7:
Chairman Kirby Well, Vice Chairman Holt, Commissioner Steve Harris,
Commissioner Marco Lizarraga, Commissioner Fred Lopez, Commissioner John
Murphy and Commissioner Elodia Ortega-Lampkin (arriving @ 6:40 pm).

C. Approval of Minutes

[14-735](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of April 16, 2015.

Attachments: [April 16, 2015 Meeting Minutes](#)

A motion was made by Vice Chairman Holt and seconded by Commissioner Lizarraga to approve the minutes of April 16, 2015. The motion was carried by the following vote:

Ayes: Chairman Wells, Vice Chairman Holt and Commissioners Harris, Lizarraga, Lopez and Murphy. Commissioner Ortega-Lampkin not present at the time of the vote.

D. Directors Report

E. Public Comment

F. Communications

G. Subcommittee Reports

1. Commissioner Murphy reported that he attended the General Plan Steering Committee (GPSC) meeting regarding the Development Scenarios and that there will be a follow up meeting. The next GPSC meeting is scheduled for June 9, 2015, 6:30

pm to 8:30 pm.

2. Chairman Wells reported that the Public Art Subcommittee has met and begun work on a possible future Public Art Ordinance.

3. Vice Chairman Holt reported that as the Design Liaison that he met with Lennar Home and staff; and made recommendations on design early in the process.

H. Public Hearing

[14-754](#)

Velocity Island Wakeboard Park Conditional Use Permit Modification; the project applicant is requesting amendments to the Velocity Island Wakeboard Park Conditional Use Permit (CUP) to allow on-site beer and wine sales at the Black Pearl Grill restaurant located within the park and to allow the construction of an approximately 7,500 square foot skateboard park as an ancillary use within the wakeboard park's leased area. The wakeboard park is located at 755 N East Street, immediately northwest of Interstate 5 and N East Street within the Open Space (O-S) Zone.

Location: 755 N East Street, Woodland, CA 95695

Applicant/Owner: Velocity Island Park (Scott and April Hartmann)/Black Pearl Grill (Chef Diego Wilk); 1240 Alice Street, Woodland, CA 95776

Environmental Report: Categorical Exemption

APN: 027-340-002

Project Planner: Erika Bumgardner, Senior Planner

Staff Recommendation: Recommend Planning Commission Approval with Conditions

Attachments:

[1. Planning Commission Resolution](#)

[2. General Application Form and Project Justification](#)

A motion was made by Commissioner Lizarraga and seconded by Commissioner Lopez to approve the request for a Conditional Use Permit (CUP) Modification; requesting amendments to the Velocity Island Wakeboard Park CUP to allow on-site beer and wine sales at the Black Pearl Grill restaurant located within the park; and to allow the construction of an approximately 7500 square foot skateboard park as an ancillary use within the wakeboard park's leased area. The motion was carried by

the following vote:

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

I. New Business

J. Old Business

Chairman Wells requested that staff bring back an item on a future agenda to establish a Zoning Ordinance Subcommittee.

K. Adjournment

Meeting was adjourned at 7:32 pm

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.



Legislation Details (With Text)

File #: 14-828 Version: 1 Name:
Type: Minutes Status: Agenda Ready
File created: 6/10/2015 In control: Planning Commission
On agenda: 6/18/2015 Final action:
Title: SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of June 4, 2015.

Sponsors:

Indexes:

Code sections:

Attachments: [June 4, 2015 Meeting Minutes](#)

Date	Ver.	Action By	Action	Result
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Planning Commission Minutes

TO: Members of the Woodland Planning Commission

DATE: June 18, 2015

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of June 4, 2015.

STAFF CONTACT: Debbie Flemmer, Administrative Clerk, Community Development Department

ATTACHMENT:

June 4, 2015 Meeting Minutes



City of Woodland

Meeting Minutes - Draft

Planning Commission

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

Thursday, June 4, 2015

6:30 PM

Council Chambers

A. Call to Order

Meeting was called to order at 6:35 pm
Staff Present:
Ken Hiatt, Director
Cindy Norris, Principal Planner

B. Roll Call

Present 6:
Chairman Kirby Wells, Vice Chairman Chris Holt, Commissioner Steve Harris,
Commissioner Marco Lizarraga; and Commissioner John Murphy and Commissioner
Elodia Ortega-Lampkin (arrived late)

Absent 1:
Commissioner Fred Lopez

C. Approval of Minutes

[14-764](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of May 7, 2015.

Attachments: [May 7, 2015 Draft Meeting Minutes](#)

A motion was made by Commissioner Harris and seconded by Vice Chairman Holt to approve the minutes of May 7, 2015. The motion was carried by the following vote:
Ayes: Chairman Wells, Vice Chairman Holt and Commissioners Harris and Lizarraga.
Commissioners Murphy and Ortega-Lampkin not present at the time of the vote.

D. Directors Report

Cindy Norris and Ken Hiatt provided comments.

E. Public Comment

No public comments.

F. Communications

No communications provided.

G. Subcommittee Reports

Vice Chairman Holt met with Lennar Homes as the Design Liaison to Planning Commission.

Chairman Wells met with Yolo Arts as a representative of the Ad Hoc Public Art Subcommittee to the Planning Commission.

H. Public Hearing

[14-793](#)

SUBJECT: The project includes a request for a tentative parcel map to divide a 9.33 acre parcel into two parcels of 3.33 acres and 6 acres. The property is located at 95 West Kentucky Avenue (APN 027-440-012-000) in the Industrial Zone.

RECOMMENDED ACTION: Staff recommends that the Planning Commission open the public hearing and continue it to the July 2nd Planning Commission meeting.

A motion was made by Commissioner Lizarraga and seconded by Vice Chairman Holt to open and continue item to July 2, 2015 Planning Commission Meeting; the Public Hearing request for a tentative parcel map to divide a 9.33 acre parcel into two parcels of 3.33 acres and 6 acres; a property located at 95 West Kentucky Avenue (APN 027-440-012-000) in the Industrial Zone. The motion was carried by the following vote:

Ayes: Chairman Wells, Vice Chairman Holt and Commissioners Harris, Lizarraga, Murphy and Ortega-Lampkin.

I. New Business

[14-797](#)

SUBJECT: Design Review for Lennar Homes- Brookstone at Spring Lake

DATE: June 4, 2015

RECOMMENDATION:

Staff recommends that the Planning Commission:
Review and approve the proposed conceptual residential designs for Lennar Homes - Brookstone at Spring Lake.

Attachments: [1. Applicaiton and Justification Statement](#)
[2. Revised Design Review Book](#)
[3. Lot Coverage List](#)
[4. Courtyard Porch Garage Table table](#)
[5. Heidrick Phase II Map and Conditions](#)

Vice Chairman Holt made a motion, seconded by Commissioner Lizarraga to approve the proposed conceptual residential designs for Lennar Homes - Brookstone at Spring Lake, subject to minor modifications:

The Commission requested two minor modifications; to remove the single shutter on the Plan 3512, and add a cool color scheme to the palate.

The motion was carried by the following vote:

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

J. Old Business

K. Adjournment

Meeting was adjourned at 7:20 pm

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.



Legislation Details (With Text)

File #: 14-822 Version: 1 Name:
Type: Staff Report Status: Agenda Ready
File created: 6/8/2015 In control: Planning Commission
On agenda: 6/18/2015 Final action:
Title: SUBJECT: Presentation Regarding the Brown Act and Procedural Updates
DATE: June 18, 2015

RECOMMENDATION:

Staff recommends that the Planning Commission receive a presentation by the City Attorney concerning Due Process issues and the Brown Act.

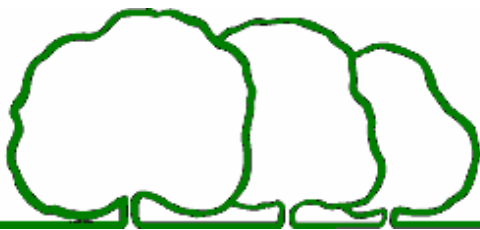
Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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City of Woodland

MEMORANDUM

TO: Members of the Woodland Planning Commission
FROM: Cindy A. Norris
SUBJECT: Presentation Regarding the Brown Act and Procedural Updates
DATE: June 18, 2015

RECOMMENDATION:

Staff recommends that the Planning Commission receive a presentation by the City Attorney concerning Due Process issues and the Brown Act.

PROJECT PROPOSAL

The City Attorney for the City of Woodland, Kara Ueda, Partner with the firm of Best Best and Krieger, Attorneys at Law, will give a brief overview and presentation regarding the Ralph M. Brown Act and Due Process considerations. In her practice, she specializes in Public Policy and Ethics Compliance.



Legislation Details (With Text)

File #: 14-823 Version: 1 Name:
Type: Staff Report Status: Agenda Ready
File created: 6/8/2015 In control: Planning Commission
On agenda: 6/18/2015 Final action:
Title: SUBJECT: Consideration to Appoint a Standing Subcommittee on Zoning Matters
DATE: June 16, 2015

RECOMMENDATION:

Staff recommends that the Planning Commission consider creating a standing subcommittee that would address zoning matters.

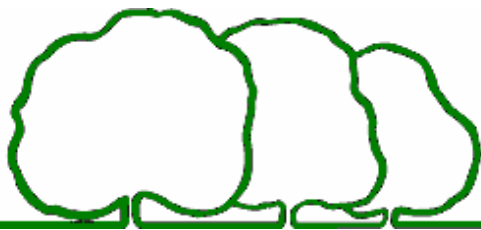
Sponsors:

Indexes:

Code sections:

Attachments: [Cover Staff Report Memo from May 7, 2015](#)

Date	Ver.	Action By	Action	Result
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City of Woodland

MEMORANDUM

TO: Members of the Woodland Planning Commission
FROM: Cindy A. Norris, Principal Planner
SUBJECT: Consideration to Appoint a Standing Subcommittee on Zoning Matters
DATE: June 16, 2015

RECOMMENDATION:

Staff recommends that the Planning Commission consider creating a standing subcommittee that would address zoning matters.

PROJECT PROPOSAL:

BACKGROUND:

At the May 7, 2015 regularly scheduled meeting, the Planning Commission discussed the formation of possible subcommittees. Two subcommittees were identified at that meeting and members appointed:

- Public Art: Commissioners Wells and Lopez

- o This subcommittee was set up as an ad-hock committee for the purpose of evaluating and making recommendations on a public art ordinance.
- General Plan: Commissioners Holt, Ortega-Lampkin and Murphy
 - o This subcommittee was set up as an ad-hock committee for the purpose of having in-depth commission involvement in the General Plan Update Process.
- Design Liaison: Commissioner Holt
 - o The purpose will be to assist in guiding and providing early input to the design process before review by the Planning Commission.

At the regularly scheduled Planning Commission meeting of May 21, 2015, Chairman Wells requested that consideration for an additional subcommittee that would assist in zoning matters, be placed on a future agenda. This item has been brought back for discussion and consideration by the Planning Commission at their June 18, 2015 meeting.

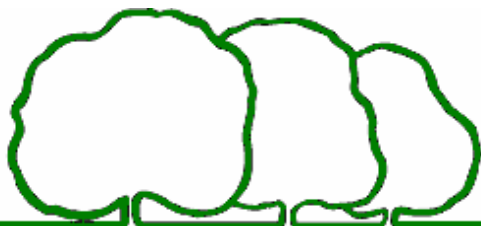
ATTACHMENTS:

Cover Staff Report Memo from May 7, 2015



Legislation Text

File #: 14-743, Version: 1



City of Woodland

MEMORANDUM

TO: Members of the Woodland Planning Commission
FROM: Cindy Norris, Principal Planner
SUBJECT: Discussion Concerning Planning Commission Subcommittees
DATE: May 7, 2015

RECOMMENDATION:

Staff recommends that the Planning Commission:

- 1) Review the staff report; and
- 2) Consider the formation of possible subcommittees including the purpose, task and duration; and
- 3) Make a recommendation regarding the possible subcommittees and appointment of members.

PROJECT PROPOSAL:

The Planning Commission has requested that that staff prepare information to assist in the consideration of the formation of specific subcommittees of the Planning Commission.

BACKGROUND:

Pursuant to Section 501 of the Planning Commission Rules and Regulations, the Chairperson, *shall appoint all standing committees each year following the election of officers and such special committees that as from time to time may be authorized by the Commission.* At their regularly scheduled meeting on April 16, 2015, the Planning Commission requested that staff provide a list of potential subcommittees for consideration including purpose and possible work program.

PROJECT ANALYSIS:

The Planning Commission conducts the business of the City with regard to land use and zoning matters as an advisory agency to the City Council. From time to time there may be subjects that may require in depth analysis or consideration apart from the regular conduct of business. A subcommittee may be utilized as a tool to provide the Commission with that in depth evaluation.

A subcommittee is advisory to the Planning Commission. The subcommittee may deliver opinions and advice to potential applicants as well as to the Commission as a whole. A subcommittee may be formed as a working body to consider a specific topic for a limited period of time, or the subcommittee may be a standing committee to consider items of a similar concern from time to time. In either case, the committee is made up of less than a quorum of a legislative body.

Where a subcommittee is formed to study a particular subject on a temporary basis, to discuss, and conduct research and analysis on a particular limited topic for the amount of time it takes to evaluate that matter only, can be considered exempt from the Brown Act. In those cases, a temporary committee may choose to meet on their own, without staff, in order to research a topic that they will then report back on. Standing Committees of the Planning Commission are those that have regular continuing jurisdiction on a subject matter or a meeting schedule fixed by formal action of the legislative body. Standing Committees are subject to the Brown Act noticing requirements. In those cases, the Act requires posting an agenda accessible to the public at least seventy two hours (72) hours in advance of a regular meeting and members of the public may attend. Information concerning the Ralph M. Brown Act may be found on the League of California Cities web site at the following link: <http://www.cacities.org/Resources/Open-Government>. (Attachment 1)

Key elements to consider in the formation of subcommittees:

- Purpose and focus of the subcommittee - temporary (task force) or standing committee
- Number of members to be appointed to a subcommittee (less than 4)
- Desired outcome or work product or review (single task/product or continuing jurisdiction)
- Amount of time required by the Planning Commission members (identifying topics, research, review of material, attendance at meetings...)
- Role of Staff and required assistance (Setting topics, agendas, staff reports, attendance at meetings, follow up...)
- Time and location of meetings (suggest coordination with regular agendas, (just before a regular meeting, as example, for ease of facilitation and attendance)

Suggested Subcommittees:

General Plan Update Subcommittee:

- Reviews and provides information concerning the General Plan Update to the Planning Commission on matters such as land use and policy recommendations. To occur during the course of the General Plan Update
- May be composed of 2-3 members
- Focused attention and review of the General Plan as the body specifically charged with “Maintaining the General Plan”.
- Planning Commission time - possibly 4 hours a month on average
- Staff time - possibly 2-4 hours a month on average

Zoning Ordinance Review Subcommittee:

- Reviews and forwards recommendations to the Commission on matters pertaining to Chapter 25, Zoning Regulations. The subcommittee may become involved in evaluation, research and in some

instances may become a working group to develop recommendations on possible zoning ordinance amendments. This would be a committee that would have “continuing jurisdiction” regarding zoning matters.

- May be composed of 2-3 members
- The first order of business may be the consideration of City initiated, minor code amendment updates including consideration of the following:
 - Accessory structure coverage requirements
 - Clarification to second dwelling unit development standards
 - Side yard fence requirements in the NP zone
 - Clarifications regarding infill ‘encouragement’ policies and setbacks from alleys
 - Front yard pavement coverage allowance
 - Clarification regarding lot splits in existing older neighborhoods.

Additional Code updates which may require a greater degree of focused work over time:

- Developing Water Conservation landscaping requirements,
- Adding Design Review provisions into the Zoning Code,
- Evaluation of the Non-conforming Use Chapter,
- Consideration of use tables; and
- Development of form based code requirements to implement the updated General Plan policies.
- Planning Commission time - possibly 6-10 hours a month as an average
- Staff time - possibly 10-15 hours a month as an average

Public Art Review Subcommittee:

- Review of possible public art policies or ordinances, with the goal of making a recommendation to the City Council concerning public art.
- May be composed of 2-3 members
- Allows for a more consistent and clear review procedures for the public, applicants, staff and the commission. Assist in the evaluation of public art projects proposed by applicants as required through Design Review.
- Planning Commission time - possibly 4-8 hours a month as an average
- Staff time - possibly 4-8 hours a month as an average (may include City Attorney time)

RECOMMENDATION:

Staff recommends that the Planning Commission:

- 1) Review the staff report; and
- 2) Consider the formation of possible subcommittees including the purpose, tasks and duration; and
- 3) Make a recommendation regarding the possible subcommittees and appointment of members.

ATTACHMENTS:

1. Ralph M. Brown Act Information