



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, July 2, 2015

6:30 PM

Council Chambers

A. Call to Order

B. Roll Call

C. Approval of 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

[14-794](#)

Woodland Tractor Parcel Map No. 5074 (PLNG 15-00024). 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 in the Industrial Zone.

Location: 95 West Kentucky

Applicant/Owner: Jeff Huckins/Woodland Tractor & Equipment Co., Inc.

Environmental Report: Class 15 Categorical Exemption (CEQA Guidelines, §15315)

APN: 027-440-012-000

Project Planner: Erika Bumgardner, AICP, Senior Planner

Staff Recommendation: Conditional Approval

Attachments: [1. Planning Commission Resolution including Exhibits a. & b.](#)
[2. General Application](#)

I. New Business

[14-854](#)

SUBJECT: Potential Zoning Ordinance Amendments

DATE: July 2, 2015

RECOMMENDATION:

Staff recommends that the Planning Commission:

1. Review the staff report which provides a concept idea for possible zoning amendments for future consideration; and
2. Provide input to Staff for these Zoning Ordinance amendments concerning possible updates; and
3. Request that Staff forward a recommendation to City Council concerning the initiation of minor Zoning Ordinance amendments and request that the City Council authorize staff to work with the Zoning Subcommittee and Planning Commission to evaluate and identify needed code amendments and prepare final Zoning Ordinance amendment recommendations.

J. Old Business

[14-855](#)

SUBJECT: Review of Planning Commission Roles, Responsibilities and Functions and Preliminary Work Program

DATE: July 2, 2015

RECOMMENDATION:

Staff recommends that the Planning Commission:

1. Receive an overview by staff on:
 - a. Roles, responsibilities and functions of the Planning Commission.
 - b. Review of application types and review authority (Attachment "1")
 - c. Review of past project reviews and possible future application reviews.
 - d. Review of the draft 2015-2016 preliminary work plan (Attachment "2")
2. Provide input and direct staff to work on a draft work program and staff report for City Council consideration.

Attachments: [ATT 1 - Application Types and Review Authority](#)
[ATT 2 - Draft 2015-2016 PC Work Program](#)

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 #: 14-794 **Version:** 1 **Name:**

Type: Public Hearing Item **Status:** Agenda Ready

File created: 5/27/2015 **In control:** Planning Commission

On agenda: 7/2/2015 **Final action:**

Title: Woodland Tractor Parcel Map No. 5074 (PLNG 15-00024). 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 in the Industrial Zone.

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Sponsors:

Indexes:

Code sections:

Attachments: [1. Planning Commission Resolution including Exhibits a. &.pdf](#)
[2. General Application](#)

Date	Ver.	Action By	Action	Result
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City of Woodland

Planning Commission

Woodland Tractor Parcel Map No. 5074 (PLNG 15-00024). 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 in the Industrial Zone.

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APN: 027-440-012-000

Project Planner: Erika Bumgardner, AICP, Senior Planner

Staff Recommendation: Conditional Approval

Report For: Planning Commission Public Hearing - July 2, 2015 (Continued from June 4, 2015)

General Plan Designation: Industrial

Existing Land Uses: Woodland Tractor & Equipment Company (Sales/Service)

Adjacent Land Uses & Zoning:

<u>DIRECTION</u>	<u>LAND USE</u>	<u>ZONING</u>
North	Agriculture	County
South	Residential	R-2
East	Sales/Service	Industrial
West	Agriculture	County

Flood Zone: X - Area Outside the 2% Annual Chance Flood Event, FIRM Community Panel Number - 06113C0 435H Revised May 16, 2012.

Street Access: West Kentucky Avenue

Pending/Potential Action

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

1. Receive the staff report;
2. Conduct the public hearing;
3. Adopt Resolution No. PC - _____ recommending approval of Parcel Map No. 5074 to divide the property located at 95 West Kentucky into two separate parcels; Parcel 1 being an area of 3.33 acres and Parcel 2 being an area of 6 acres, respectively.

Project Site Description

The existing parcel size is 9.33 acres. The front half of the parcel has one existing commercial building (“Woodland Tractor and Equipment Co.”) and two smaller accessory buildings to the west on the main building which are used for equipment storage. The project site also includes two loading docks and one fuel station. All existing buildings were established while the parcel was part of the county; no new buildings are currently proposed. The area around the main building is paved. The remainder of the front half of the lot is gravel and is used to advertise or display tractors that are for sale. The back half of the existing facility is surrounded by a chain link fence that encloses the back storage and operations area. An existing drainage ditch runs in between West Kentucky and the front of the parcel. A chain link fence divides the parcel in between the agricultural use in the back and the retail and service use in the front. The remainder of the parcel behind the fence is agriculture land. There are twelve oak trees located on the parcel that are 16 inches or greater in diameter;

however there are no plans to remove any trees at this time. There are no proposed changes in the land uses.

Project Proposal

The applicant is requesting approval for a division of land at 95 West Kentucky (APN 027-440-012-000), dividing an existing 9.33 acre parcel into two (2) parcels consisting of approximately 3.33 acres for “Parcel 1,” and 6 acres for “Parcel 2.” A proposed easement for a road and utilities on the parcel bordering the west side of the project parcel will provide access to Parcel 1 from West Kentucky (see Attachment 1, Exhibit A, COA 18 & 19). The owner of 95 West Kentucky (subject property) also owns the parcel to the west, where the proposed easement will be located. This adjacent parcel is located in the County.

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:

- Legal notice was published in the Woodland Daily Democrat.
- Notices were mailed to all property owners within 300 feet of the project site.
- Copies of the factual staff report for the proposed project have been on file at City Hall since June 25, 2015.

Applicable Laws, Codes & Ordinances

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

- The California Environmental Quality Act (CEQA)
- The City of Woodland General Plan
- The City of Woodland Zoning Ordinance
- City of Woodland Subdivision Ordinance
- Community Design Standards

Environmental Review

This project qualifies for the categorical exemption from the provisions of CEQA, as the project is considered a Class 15 Categorical Exemption as listed in Title 14, Chapter 3, Article 19 of the California Code of Regulations.

A Class 15 (CEQA Guidelines, §15315) 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.

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

The project has been circulated to other City divisions and departments for review. All reviewing comments have been integrated into the conditions of approval.

The project was also circulated to the Yolo County Planning Department. Staff has consulted with County Planning Staff and they have no concerns with the project as it is conditioned and proposed.

Staff Analysis

General Plan Consistency

The 2002 General Plan (GP) designation for the site is Industrial (I) which provides for industrial parks, warehouses, manufacturing, research and development, commercial uses, compatible with the industrial uses, public and quasi-public uses, and similar and compatible uses. The proposed tentative map is consistent with the City's General Plan.

Zoning Consistency

Land Use

The zoning designation for the site is Industrial (I), which provides standards for properties located within the Industrial zone. The purpose of this zoning is to encourage sound industrial development by providing areas exclusively for such development subject to regulations necessary to insure the protection of adjoining uses. The proposed tentative parcel map is consistent with the Zoning Ordinance.

Parking

Retail stores, banks, and shopping centers require not less than one parking space for each three hundred square feet of gross floor area or more than one parking space for each two hundred square feet of gross floor area, except storage and loading areas, but not less than five spaces.

The existing facility on proposed "Parcel 2" currently has 23 parking spaces. The retail area is 6,100 square feet. At one parking space per three hundred square feet of retail space, 20 parking spaces are required. This facility meets all parking requirements.

Lot Coverage

Maximum lot coverage is sixty percent. Parcel 1 is proposed to remain in agricultural use. At such time future development is proposed, it shall be subject to applicable zoning and design requirements. Lot coverage on Parcel 2 will be less than nine percent taking into account existing structures on site. This project meets all lot coverage requirements.

City of Woodland Subdivision Ordinance

The project site, as conditioned, complies with the City of Woodland's Subdivision Ordinance including conformance with applicable lot sizes and dimensions as required by the City's Zoning Ordinance.

Appeals

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 zoning change to the City Council within ten (10) 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. (Ord. No. 1203, § 1 (Exh. A)(part); Ord. No. 1235, § 2 (part); Ord. No. 1261, § 2 (part); Ord. 1339, § 1 (part); Ord. No. 1350, § 1.).

Recommendation

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

1. Receive the staff report;
2. Conduct the public hearing;
3. Adopt Resolution No. PC - _____ recommending approval of Parcel Map No. 5074 to divide an existing 9.33 acre parcel located at 95 West Kentucky into two separate parcels consisting of approximately 3.33 acres for "Parcel 1," and 6 acres for "Parcel 2."

ATTACHMENTS:

1. Planning Commission Resolution
 - a. Exhibit A - Tentative Parcel Map No. 5074
 - b. Exhibit B - Conditions of Approval
2. General Application

RESOLUTION NO. PC 15 - ____

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WOODLAND APPROVING TENTATIVE PARCEL MAP NO. 5074
LOCATED AT 95 WEST KENTUCKY AVENUE (APN 027-440-012-000)
IN THE INDUSTRIAL ZONE**

WHEREAS, the Woodland Planning Commission held a duly noticed public hearing on July 2, 2015, to review and consider a request from Jeff Huckins for Tentative Parcel Map No. 5074, to subdivide an existing 9.33 acre parcel into two parcels of approximately 3.33 acres and 6 acres respectively as shown in **Exhibit A**. The property is located at 95 West Kentucky Avenue (APN 027-440-012-000); and

WHEREAS, the proposed project, as conditioned, is consistent with the provisions that have been outlined by the General Plan and meets all regulatory requirements of the Zoning Ordinance; and

WHEREAS, pursuant to California state law and the Woodland Municipal Code, public hearing notices were mailed to all property owners within an area exceeding a three hundred foot radius of the subject property, and a public hearing notice was published for a minimum of ten days prior to the public hearing in the Woodland Daily Democrat; and

WHEREAS, pursuant to the California Environmental Quality Act ("CEQA"), the proposed modified use is categorically exempt from further environmental review pursuant to Section 15315 of CEQA and is a Class 15 exemption; and

WHEREAS, the Planning Commission has reviewed all written evidence and oral testimony presented to date.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Woodland, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, does hereby make the following findings, and determinations with respect to the proposed Tentative Parcel Map No. 5074:

1. The Planning Commission, approving Tentative Parcel Map No. 5074, hereby makes the following findings concerning the Tentative Parcel Map pursuant to Government Code section 66474:
 - a. The proposed Tentative Parcel Map is consistent with the City's General Plan. The proposed Tentative Map will implement the General Plan by providing the opportunity for development of for-sale, industrial land within the community.

- b. The Tentative Parcel Map depicts a site that is physically suitable for development. There are no conditions that would render the property unsuitable for industrial development.
 - c. The site is physically suitable for the proposed density of development. The site is of sufficient size and shape to allow the proposed density, and the parcel will be able to accommodate future development of industrial uses given the shape and topography of the Project site.
 - d. The design of the parcel or the proposed improvements will not substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.
 - e. The design of the proposed parcel will not cause serious public health problems and is not anticipated to have any negative impacts on Project residents or occupants of the surrounding area.
2. The Planning Commission does hereby approve Application No. PLNG 15-00024 for Tentative Parcel Map No. 5074 (Exhibit A) to allow the subdivision of property located at 95 West Kentucky Avenue, subject to the recommended conditions of approval as provided in **Exhibit B**.

PASSED AND ADOPTED by the Planning Commission of the City of Woodland at a regular meeting on the July 2, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chairperson

ATTEST:

Cindy Norris, Principal Planner

Exhibit A – Tentative Parcel Map No. 5074

Exhibit B – Conditions of Approval

Exhibit A

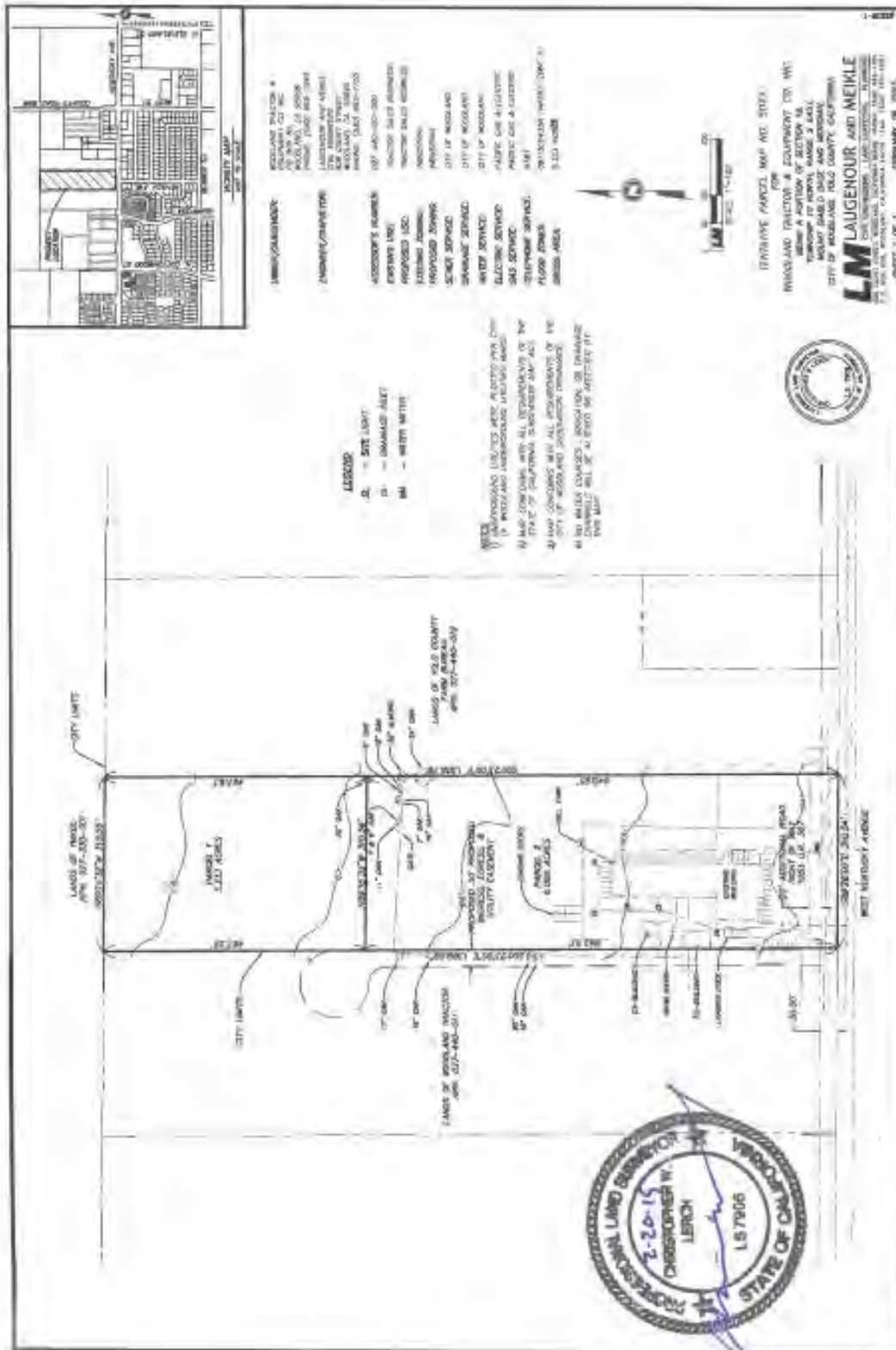


Exhibit B

Conditions of Approval

PLANNING

1. The project is as described in the staff report prepared for the July 2, 2015 Planning Commission meeting to approve Parcel Map No. 5074 to divide the property located at 95 West Kentucky into two separate parcels; Parcel 1 being an area of 3.33 acres and Parcel 2 being an area of 6 acres in size. The project shall be carried out in substantial compliance as depicted on the submitted Tentative Parcel Map No. 5074 dated February 19, 2015, included in Exhibit B, except as modified in 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. 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.
4. Secure approval and satisfy requirements of all agencies of jurisdiction.
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.
7. An application for the development of the easement in the west neighboring parcel or Parcel 1 shall be accompanied by a tree plan per section 20A-1-090 Development projects -Tree plan.
8. Prior to issuance of building or grading permit resulting in potential impact to trees on or off-site, application shall submit a tree plan per Municipal Code Section 20A-1-90. A person owning or controlling a development project shall be

required to replace street trees other than heritage, specimen or landmark trees, approved for removal as part of the approval of the project in accordance with subsection 1, below. Each heritage, specimen and/or landmark tree approved for removal shall be replaced in accordance with subsection 2, below.

1. For each six inches or fraction thereof of the diameter of a tree which was approved for removal, two trees of an approved species, each of a minimum fifteen-gallon container size shall be planted on the project side. However, an increased number of smaller size trees may be planted if approved by the director, or a fewer number of such trees of a larger size if approved by the director.
 2. For each six inches or fraction thereof of the diameter of a tree which was approved for removal, four trees of an approved species, each of a minimum fifteen-gallon container size, shall be planted on the project site. However, an increased number of smaller size trees may be planted if approved by the director, or a fewer number of such trees of a larger size if approved by the director.
 3. If the development site is inadequate in size to accommodate the replacement trees, the trees may be planted on public property with the approval of the director. Upon the request of the developer and the approval of the director, the city may accept an in-lieu payment of the current retail price per fifteen-gallon replacement tree on condition that all such payments shall be used for tree-related educational projects and/or planting programs of the city.
 4. All trees planted under the provisions of this section shall be guaranteed for a period of one year from the date of final acceptance of the development project by the city. Any tree which does not survive for one year from that date shall be replaced by the developer and the replacement tree shall be guaranteed for one year.
9. All open industrial storage areas shall be screened from all public-of-way and adjacent commercial or residential properties to a height of six feet prior to Final Map.
10. Prior to Final Map, Parcel 2 shall construct modifications to the existing fuel dispensing area. Fuel dispensing area shall be designed per the standards in the "Technical Guidance Manual for Stormwater" specifically the Quality Control Measures site-specific sources control measure S-7: Fuel Area Design. Design Criteria shall be implemented to the best of the owner's ability within the site constraints that the existing lot contains; all exceptions to be approved by the City.

DEVELOPMENT ENGINEERING

Tentative Map Conditions

Fees:

11. The Owner shall pay all required fees for processing final maps (technical check) with final map submittal.
12. 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

13. Backflow protection devices are required on all commercial and landscape irrigation water services for the project. Applicant shall install approved backflow devices on all services that serve Parcel 2 including domestic and irrigation prior to recordation of lot split. Backflow devices shall be tested by a City-approved tester and results provided to the Public Works Department prior to occupancy.

Construct with building permit

For Parcels 1, applicant shall construct with first building the following:

14. Applicant shall construct separate metered water service for a building on Parcel 1. Per the City's cross connection control ordinance Owner shall install approved backflow devices on all services that serve Parcel 1 including domestic and irrigation. Backflow devices shall be tested by a City-approved tester and results provided to the Public Works Department prior to occupancy.

15. Applicant shall construct a separate sewer service for Parcel 1 in accordance with City Standards.
16. Applicant shall construct a city approved driveway and a minimum 20 foot wide paved access from West Kentucky Avenue to Parcel 1.
17. Utilities constructed shall not serve adjacent parcel (027-440-011) prior to either: 1) annexation into the City; or 2) preparation of an interagency agreement between the City and the County for providing water and sewer utilities outside of the City. Inclusion of this condition does not guarantee or obligate the City to provide services or enter into said agreement prior to annexation.

Easement Dedications, Right of Way, and map restrictions

18. Final Map shall identify reservation for access and utility easement for Parcels 1 on adjacent parcel 027-440-011.
19. Prior to approval of the final map the applicant shall enter into an Agreement for Conveyance of Easements and record it against the property, and the adjacent property (027-440-011). The map shall reference the agreement. A sample agreement is attached for information. The requirement for this agreement may be waived by the City if the Owner may demonstrate to the City's satisfaction another legal requirement/method to secure an easement for Parcel 1.

General Conditions

20. If the final map is requested prior to the construction of required improvements, applicant shall prepare improvement plans for all work and obtain an encroachment permit for all within the public right-of-way or public easements, or new utility connections and submit them to the Development Services Engineering Section enter into an improvement agreement and provide security. This submittal is separate from the building permit submittal. All public improvements shall conform to the current City of Woodland Standard Specifications.
21. In accordance with the City Ordinance, project shall obtain an encroachment permit for any work within the public right-of-way and utility connections. Applicant shall submit to the Development Engineering Division of the Community Development Department an encroachment permit application and civil improvement plans for review and approval. All public improvements shall conform to the current City of Woodland Standard Specifications. This is a separate application from the building permit.

General Information and Applicable Ordinances

22. If the project is within the flood plain, development shall comply with all FEMA standards and regulations and all City requirements for development within a flood plain.
23. Construction of projects disturbing more than one acre of soil shall require a National Pollution Discharge Elimination System (NPDES) construction permit. Applications/projects disturbing less than one acre of soil shall implement BMP's to prevent and minimize erosion. The improvement plans for construction of less than 1 acre shall include a BMP to be approved by the City Engineer.
24. This project is subject to the City's Storm Water Quality Control Ordinance. All parcels, regardless of size shall incorporate General site design measures, Site Specific Measures, and Treatment Measures. Alternatively the development may pay the Storm water treatment in lieu fee.
25. Final map shall tie into two City control network monuments in accordance with the City's electronic submission ordinance

Project shall include low impact development standards to minimize storm drain run off, applicant shall submit a plan to minimize run off to the City for approval. The plan shall include such measures as bioretention basins, porous pavement, dry wells/trench drains, or other approved method as described in section E.12.b.(ii) of the phase II MS4 General permit (CAS000004), and demonstrate that the amount of treated run off is in accordance with the section E.12.f E.12.e.ii.c of the phase II MS4 General permit. Applicant shall enter into an access, maintenance, and reporting agreement for such measures prior to certificate of occupancy.

26. Developer shall document and show evidence that all tentative map conditions are met with submittal of final map.

FIRE

27. All weather hard-surfaced right-of-way, not less than 20 feet in width, shall be provided prior to development of Parcel 1. Such right-of-way shall be unobstructed and maintained only as access to the public street. Surface shall be of asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds.

SAMPLE AGREEMENT FOR CONVEYANCE OF EASEMENTS

RECORDING REQUESTED BY AND

WHEN RECORDED RETURN TO:

City of Woodland

300 First Street

Woodland, CA 95695

Attn: Community Development Director

Space above this line for Recorder's Use

No Recording Fee Pursuant to Gov. Code § 27383

AGREEMENT FOR CONVEYANCE OF EASEMENTS

This Agreement is made and entered into on _____, _____, by and between _____
[insert subdivider's name], a _____ [insert type of entity and state where
organized; e.g. "California corporation"] (hereafter referred to as "Subdivider") and the City of
Woodland (hereafter referred to as "City").

RECITALS

- A. Subdivider is the owner of the real property described in Exhibit A, attached hereto, which property currently bears Yolo County APN(s) _____ (hereafter referred to as "Subdivision").
- B. The following Condition(s) of approval of the Tentative Map [or Parcel Map] for the Subdivision (hereafter the "Tentative Map" [or Parcel Map]), provides as follows:

[insert language of map condition requiring easements]

- C. This agreement is intended to satisfy the requirement that the Subdivider enter into and record an agreement with City to convey easements on the terms specified in the above condition(s).

Now, therefore, in consideration of City's approval of the Parcel Map [**or Tentative Map**], subject to the Subdivider's obligation to comply with the conditions of such approval, City and Subdivider agree as follows:

1. **Conveyance of Easements:** At the time of sale or other conveyance of any of parcels created through subdivision of the Subdivision, Subdivider shall convey to and reserve from such parcel, at no cost, private reciprocal easements [**or "a private easement" if there is only one**] for the purpose(s) described in Recital "B" as shown above.
2. **Recording:** In order to provide notice of Subdivider's obligations hereunder to potential future owners of the Subdivision or any lot or parcel thereof, City shall record this Agreement in the official records of the Yolo County Recorder, prior to any approval of the Final Map or Parcel Map for the Subdivision. A note referencing this recorded Agreement shall be placed on the Final Map or Parcel Map, as specified in the map condition(s) referred to in Exhibit "B".
3. **Covenants Run with Subdivider's Land:** The parties agree that all of Subdivider's agreements and obligations contained herein are covenants which benefit and run with the lands within the subdivision, in accordance with Section 1468 of the Civil Code, and the burden thereof shall be binding upon Subdivider's constituents, successors and assigns.
4. **Subdivider's Representations Regarding Ownership:** Subdivider certifies that it owns full legal title to all lands within the subdivision. Each individual executing this Agreement on behalf of a corporation or partnership represents and warrants to City that he or she has been authorized to do so by the entity on whose behalf he or she executes this Agreement and that this entity will thereby be obligated to perform the terms of this Agreement.
5. **Joint and Several Liability:** In the event that Subdivider consists of more than one party, each person, entity or other party described as the "Subdivider" in the first paragraph of this Agreement and/or executing this Agreement for Subdivider, shall be jointly and severally liable for each and every obligation and requirement imposed on Subdivider herein.
6. **Attorney's Fees:** If the services of any attorney are required by either party to secure the performance of this Agreement, or otherwise upon the breach or the default of either party, or if any judicial remedy or arbitration is necessary to enforce or interpret any provision of this agreement, the prevailing party shall be entitled to reasonable attorney fees, costs, and other expenses, in addition to any other relief to which such party may be entitled.

7. **Indemnity:** Subdivider shall defend, indemnify and hold harmless City, its officers, employees and agents against and from all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonably incurred by City's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision, arising from Subdivider's performance or failure to perform the above Tentative Map condition(s) and/or from any action or failure to act by Subdivider, its officers, employees or agents in connection with this Agreement.
8. **Exhibits Incorporated:** The Exhibits described above and attached hereto are incorporated herein by this reference as if fully set forth at this place.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

CITY OF WOODLAND

SUBDIVIDER

_____ [insert subdivider's name], a
_____ [insert type of entity
and state where organized; e.g. "California
corporation"]

By: _____ By: _____

Print Name: _____ Print Name: _____

Title: _____ Title: _____

Approved as to Form:

By: _____

Print Name: _____

City Attorney

Title: _____

ATTEST:

City Clerk

Attach Notary Certification for Owner's Signature

NOTARY ACKNOWLEDGMENT

(California All-Purpose Acknowledgment)

STATE OF CALIFORNIA)

) ss.

COUNTY OF _____)

On _____, 2008 before me, _____, notary public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public

(Place Notary Seal above)

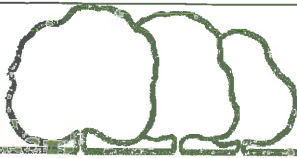
EXHIBIT

LEGAL DESCRIPTION

EXHIBIT

MAP CONDITION REGARDING EASEMENT(S)

SACRAMENTO\AMORRIS\53217.1



City of Woodland

Community Development Department

300 First St, Woodland CA 95695
(530) 661-5820 Fax (530) 406-0832
www.cityofwoodland.org

General Application Form

1. Owner/Applicant

PROPERTY OWNER:

WOODLAND TRACTOR & EQUIPMENT CO. INC.

MAILING ADDRESS:

PO BOX 65

CITY STATE ZIP CODE:

WOODLAND, CA 95695

PHONE NUMBER:

530-666-1944

E-MAIL ADDRESS:

JEFFH@WOODLANDTRACTOR.COM

PROJECT APPLICANT

JEFF HUCKINS

MAILING ADDRESS:

PO BOX 65

CITY STATE ZIP CODE:

WOODLAND, CA 95695

PHONE NUMBER:

530-666-1944

E-MAIL ADDRESS:

JEFFH@WOODLANDTRACTOR.COM

2. Application Requested

- | | | |
|--|--|---|
| ☐ General Plan Petition | ☐ Zoning Amendment | ☐ General Plan Amendment |
| ☐ Tentative Subdivision Map | ☒ Tentative Parcel Map \$3451.00 | ☐ Lot Line Adjustment |
| ☐ Site Plan Review | ☐ Design Review | ☐ Sign Design Review |
| ☐ Conditional Use Permit (CUP) | ☐ Zoning Administrator Permit | ☐ Variance |
| ☐ Public Convenience or Necessity | ☐ Other | cat exempt \$529 |

Is this request part of another application? ☐ Yes ☒ No If so, what?

\$3980

3. Project Description

Project Name:

WOODLAND TRACTOR & EQUIPMENT CO. INC. PARCEL MAP

Total Acres or Square Feet

9.333 ACRES

Site address or location:

95 WEST KENTUCKY AVENUE

Assessor's Parcel Number:

027-440-012-000

Is Your Project Located in a Flood Zone?

☐ Yes

☒ No

Does this request include signage?

☐ Yes

☒ No

4. Justification for Request



On a separate sheet, explain in detail your request and why you believe your request is justified.

PLNG 15-00024

5. General Plan Amendment

Existing General Plan Designation	Gross Acres	Proposed General Plan Designation	Gross Acres
<u>INDUSTRIAL</u>	<u>9.33 ACRES</u>	<u>N/A</u>	

6. Zoning Amendment

Existing Land Use Zone	Gross Acres	Proposed Land Use Zone	Gross Acres
<u>INDUSTRIAL</u>	<u>9.33 ACRES</u>	<u>N/A</u>	

7. Residential Development

No. of residential units are being requested? _____		No. of lots will be created by this project? _____	
Single Family _____	Half-plex _____	Do you intend to market the units for <u>sale</u> ? ☐ YES ☐ No	
Duplex _____	Apartments _____	Do you intend to market the units for <u>rent</u> ? ☐ YES ☐ No	
Condominiums _____	Other _____		
Townhomes _____	Total Units _____		

8. Commercial/Industrial Development

Indicate the type of commercial/industrial development proposed:

N/A

Indicate the gross and leasable square footage for each type of development:

9. Authority to File Application

Check one:

☒ Property Ownership	☐ Power of Attorney*
☐ Contract to Purchase*	☐ Other

Specify _____

*Attach Evidence of Authority

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies. I certify that I have reviewed the current Hazardous Waste and Substances Site List, developed pursuant to AB 3750, and found that my project is not on the list.

APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT

Date Received Stamp Here

Applicant: _____

Date

Legal Owner: _____

Date

Legal Owner: _____

Date

DEPARTMENT USE ONLY

Amount Paid: _____

Project No: _____

Amount Due: _____

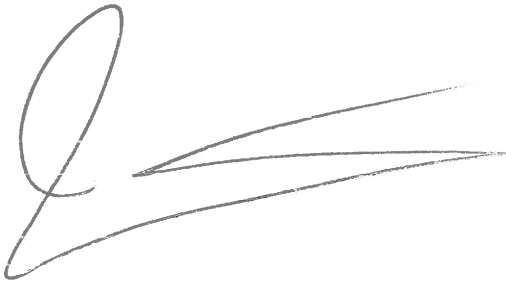
Logged by: _____ Date: _____

GP / Zoning Designation: _____

Planner: _____ Date: _____

STATEMENT OF JUSTIFICATION
Tentative Subdivision Map No. 5074
Woodland Tractor & Equipment Co., Inc. (W. Kentucky Ave.)
Assessor's Parcel Number 027-440-012-000

This project site consists of One (1) existing parcel and is being subdivided into two (2) parcels. Parcel 2 will contain the existing business Woodland Tractor & Equipment, and Parcel 1 the Northerly vacant land to be retained by the current owners.

A handwritten signature in black ink, consisting of a large, stylized capital 'L' followed by a horizontal line that tapers to the right.



Legislation Details (With Text)

File #: 14-854 Version: 1 Name:
Type: Staff Report Status: Agenda Ready
File created: 6/25/2015 In control: Planning Commission
On agenda: 7/2/2015 Final action:
Title: SUBJECT: Potential Zoning Ordinance Amendments

DATE: July 2, 2015

RECOMMENDATION:

Staff recommends that the Planning Commission:

1. Review the staff report which provides a concept idea for possible zoning amendments for future consideration; and
2. Provide input to Staff for these Zoning Ordinance amendments concerning possible updates; and
3. Request that Staff forward a recommendation to City Council concerning the initiation of minor Zoning Ordinance amendments and request that the City Council authorize staff to work with the Zoning Subcommittee and Planning Commission to evaluate and identify needed code amendments and prepare final Zoning Ordinance amendment recommendations.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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MEMORANDUM

TO: Members of the Woodland Planning Commission

FROM: Ken Hiatt, Community Development Director
Cindy Norris, Principal Planner
Erika Bumgardner, Senior Planner
Jeff Ballantine, Assistant Planner

SUBJECT: Potential Zoning Ordinance Amendments

DATE: July 2, 2015

RECOMMENDATION:

Staff recommends that the Planning Commission:

1. Review the staff report which provides a concept idea for possible zoning amendments for future consideration; and
2. Provide input to Staff for these Zoning Ordinance amendments concerning possible updates; and
3. Request that Staff forward a recommendation to City Council concerning the initiation of minor Zoning Ordinance amendments and request that the City Council authorize staff to work with the Zoning Subcommittee and Planning Commission to evaluate and identify needed code amendments and prepare final Zoning Ordinance amendment recommendations.

BACKGROUND:

At the Planning Commission meeting of June 16, 2015, the Commission discussed the Zoning Ordinance and expressed a desire to identify and address minor changes that could be made on a short term basis; which could make the document more user-friendly and minimize inefficiencies. Staff has made a preliminary assessment to identify certain sections of the City's Zoning Ordinance that could use more clarity, as well as areas where flexibility in implementing regulations may be useful. These updates would occur as short range tasks. However; it is anticipated that the City will embark on a significant update to the Zoning Ordinance in 2016, coincident with the approval of the General Plan update. In accordance with Section 2.7.21 of the Municipal Code, *the Planning Commission shall: (4) Recommend to the Council the initiation of ordinances, resolutions, agreements or programs concerning planning matters.*

DISCUSSION:

The following is a brief summary of the areas of the Zoning Ordinance that may be considered for future amendment. Work on these would occur upon authorization of the work program by the City Council, and as staffing is available to evaluate and provide revised language. The following is a preliminary list of possible Zoning Code updates:

Required Rear Yards

Currently, there is ambiguity in the Zoning Ordinance provisions for accessory buildings regarding coverage in rear yards. Section 25-21-10(a)(6) of the Woodland Municipal Code states that "the total square footage of all accessory buildings shall not occupy more than thirty percent of the rear yard, or exceed one thousand square feet, whichever is less." The issue is that it is not explicitly stated in this Section what is meant by rear yard. Further, in Section 25-25-30 of the Municipal Code, the term "required yards" is used to describe what is and what is not allowed for projections into required yards; such as architectural features, sunshades, and handicapped ramps. However, the term "required yard" is not explicitly described or defined in the Zoning Ordinance. Therefore, it could be beneficial to amend the Zoning Ordinance to more clearly state what is meant by rear yard and required yard, in order to assist Staff and members of the general public in interpreting these regulations.

Accessory Buildings

A residential accessory structure is a detached building located on the same lot which is incidental and secondary to the primary building. Requests for permits for accessory structures are a frequent public desire. Staff has prepared fairly detailed instructions relating to accessory structures. However; due to the nature of individual properties, questions regarding interpretation can arise from time to time. Staff will be reviewing the City's regulations regarding accessory buildings (Section 25-21-10) to see if certain provisions could be clarified, and if other amendments may be useful.

Exceptions for Minor Modifications

Staff has noticed that provisions of the Zoning Ordinance can be difficult to apply in some cases, particularly in

older neighborhoods; and that allowing exceptions for minor modifications to Zoning Ordinance provisions could be advantageous. For instance, it may not be desirable to require a fence to meet setback requirements in the Zoning Ordinance for a property in an older neighborhood where the fences for a majority of the properties in that neighborhood do not comply with the required setbacks. One possible solution Staff will explore is including a provision in the Zoning Code that allows for minor exceptions for limited circumstances. An alternative consideration may be to expand the Zoning Administrator review authority.

List of Permitted and Conditionally Permitted Uses

The “use tables” found in the zoning code were originally developed many years ago and in some cases are out of date. Staff would like to recommend that a quick review be provided and that a minor update to the list of permitted, conditionally permitted and prohibited uses be proposed to improve efficiency or to be more in keeping with current state and federal legislation and best practices.

Staff would like to focus efforts on updates to these provisions as time permits to provide minor clean up and clarification to the Code, to increase efficiency and certainty in its application. Staff will utilize the assistance of the newly formed Zoning Subcommittee to assist in the review and evaluation of these updates. Staff will embark on this effort upon approval of the Planning Commission 2015 Work Program by the City Council.

RECOMMENDATION:

Staff recommends that the Planning Commission:

1. Review the staff report which provides a concept idea for possible zoning amendments for future consideration; and
2. Provide input to Staff for these Zoning Ordinance amendments concerning possible updates; and
3. Request that Staff forward a recommendation to City Council concerning the initiation of minor Zoning Ordinance amendments; and request that the City Council authorize staff to work with the Zoning Subcommittee and Planning Commission to evaluate and identify needed code amendments, and prepare final Zoning Ordinance amendment recommendations.



Legislation Details (With Text)

File #: 14-855 Version: 1 Name: SUBJECT: Review of Planning Commission Roles, Responsibilities and Functions and Preliminary Work Program

DATE: July 2, 2015

RECOMMENDATION:
Staff recommends that the Planning Commission:

1. Receive an overview by staff on:
 - a. Roles, responsi

Type: Staff Report Status: Agenda Ready
File created: 6/25/2015 In control: Planning Commission
On agenda: 7/2/2015 Final action:

Title: SUBJECT: Review of Planning Commission Roles, Responsibilities and Functions and Preliminary Work Program

DATE: July 2, 2015

RECOMMENDATION:
Staff recommends that the Planning Commission:

1. Receive an overview by staff on:
 - a. Roles, responsibilities and functions of the Planning Commission.
 - b. Review of application types and review authority (Attachment "1")
 - c. Review of past project reviews and possible future application reviews.
 - d. Review of the draft 2015-2016 preliminary work plan (Attachment "2")
2. Provide input and direct staff to work on a draft work program and staff report for City Council consideration.

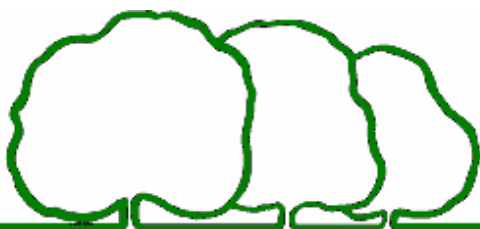
Sponsors:

Indexes:

Code sections:

Attachments: [ATT 1 - Application Types and Review Authority](#)
[ATT 2 - Draft 2015-2016 PC Work Program](#)

Date	Ver.	Action By	Action	Result
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City of Woodland

MEMORANDUM

TO: Members of the Woodland Planning Commission

FROM: Ken Hiatt, Community Development Director
Cindy Norris, Principal Planner

SUBJECT: Review of Planning Commission Roles, Responsibilities and Functions and Preliminary Work Program

DATE: July 2, 2015

RECOMMENDATION:

Staff recommends that the Planning Commission:

1. Receive an overview by staff on:
 - a. Roles, responsibilities and functions of the Planning Commission.
 - b. Review of application types and review authority (Attachment “1”)
 - c. Review of past project reviews and possible future application reviews.
 - d. Review of the draft 2015-2016 preliminary work plan (Attachment “2”)
2. Provide input and direct staff to work on a draft work program and staff report for City Council consideration.

BACKGROUND:

At the Planning Commission meeting of June 16, 2015, the Commission requested that staff return with a preliminary draft work program in preparation for a report to the City Council, concerning the Planning Commission functions and activities in the past fiscal year and as anticipated for the coming 2015-2016 fiscal year.

DISCUSSION

To assist in the discussion this report will provide an overview of the functions of the Planning Commission, of application types and review authority, of past actions and projects, and a summary of possible future projects and work plan.

Functions of the Planning Commission

The Functions of the Planning Commission are established in State Government Code Section 65103 and in the City’s Municipal Code Section 2 -7-21.

State Government Code Section 65103

- a. Prepare, periodically review, and revise as necessary, the general plan.
- b. Implement the general plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances.
- c. Annually review the capital improvement program of the city and the local public works projects of other local agencies for consistency with the general plan.
- d. Endeavor to promote public interest in, comment on, and understanding of the general plan, and regulations relating to it.

- e. Consult and advise with public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens generally concerning implementation of the general plan.
- f. Promote the coordination of local plans and programs with the plans and programs of other public agencies.
- g. Perform other functions as the legislative body provides, including conducting studies and preparing plans other than those required or authorized by this title.

Municipal Code Section 2-7-21 - Powers and duties of the Planning Commission:

The planning commission shall:

- 1. Assist in developing and maintaining the general plan.
- 2. Assist in developing such specific plans as may be necessary or desirable.
- 3. On or before March 1st of each year, review and make recommendations to the council concerning the deletion, addition and priority of items in the city's capital improvement program.
- 4. Recommend to the council the initiation of ordinances, resolutions, agreements, or programs concerning planning matters.
- 5. During April of each year, a commission representative shall appear before the city council to report on work accomplished in the past year and to outline work to be done in the coming year. Such report, at the discretion of the council, also may be required to be submitted in writing.
- 6. Perform such other functions as the council and the law may provide.

Commission Work

The Planning Commission shall review all projects that are required come before them to either, forward a recommendation to City Council for final action, or to make a determination as the final approving body. A summary of application types and review authority is provided (Attachment “1”).

With regard to planning resources, planning staff members provide only a share of their time to projects that are taken to Planning Commission. Much time is spent on items that are approved at a staff level. In addition, while some minor project reviews that come before the Commission required 2 to 3 months of lead time prior to being heard, the more complex projects may take 6 months to 2 years before being scheduled for hearing before the Commission. This review time is due to many factors including the complexity of analysis required, number of studies and agencies that are involved in the application review, the applicant's time required to prepare modifications to plans, and the environmental review process.

Projects that Came to the Planning Commission in the Last Fiscal Year

- 1. Reviews of Development Applications included:
 - a. Douglas Lane Cell Tower Conditional Use Permit
 - b. Sports Park Verizon Cell Tower Conditional Use Permit
 - c. National Indoor Sports Conditional Use Permit
 - d. Uvaggio Wine Bar Conditional Use Permit
 - e. Blue Note Brewery Conditional Use Permit
 - f. Beamer Mixed Use Conditional Use Permit
 - g. SL Cal West Rezone (2), Tentative Subdivision Map and Development Agreement
 - h. Spring Lake Central Rezone, Tentative Subdivision Map and Development Agreement

- i. Bulls Eye Bail Bond Downtown Specific Plan Amendment and Conditional Use Permit
- j. Design Reviews for Lennar, Meritage and DR Horton
- k. Design Review and Conditional Use Permit modification for Fairfield Inn and Suites
- l. Velocity Island Black pearl Conditional Use Permit Modification
- m. Parcel Map Oaktrail (D. Snow)
- n. Comfort Suites Mural review
2. Cottage Food Ordinance
3. Wireless Facilities Ordinance Amendment
4. General Plan Update

Projects Anticipated to Come Before the Planning Commission in the Next Few Months

1. Reviews of Development Applications may include:
 - a. Woodland Tractor Parcel Map
 - b. Machado Parcel Map
 - c. 520 W. Main Street Cell Tower Conditional Use Permit
 - d. Bulls Eye Bail Bonds CUP/Downtown Specific Plan Amendment
 - e. Auto Dismantler Conditional Use Permit
 - f. Fast food drive through CUP Main/Matmor
 - g. SL Heritage Remainder Area neighborhood commercial rezone, tentative map and N2 park
 - h. Fairfield Inn public art
 - i. Woodland Motors public art
2. Methadone Clinic Ordinance Review
3. Freeway Oriented Digital Signs Ordinance Amendment and application review.
4. General Plan Scenario Analysis and Preferred Development Plan

Projects Anticipated to Come Before the Planning Commission within the Next Year:

1. Reviews of Development Applications may include:
 - a. 154 acre Woodland Commerce Center General Plan Amendment, tentative map and Development Agreement and EIR
 - b. 38 acre Prudler Mall Expansion site general plan amendment, rezone, tentative map and EIR, to change from neighborhood commercial to residential
 - c. SL Oyang North and South, General Plan Amendment, Rezone and tentative map
 - d. 300+ Acre Woodland Industrial Park Plan
 - e. Design Review for residential subdivision architectural design
 - f. Possible hotel conditional use permit and design review on Main Street
2. Ashley and Main Street concept review - work with Portland State and SACOG
3. SB 5 General Plan Amendment regarding flood requirements and project review
4. Housing Element Implementation actions and annual report
5. General Plan On-going discussions and Environmental Impact Report
6. *Planning Commission Work Program Items:*
 - a. Public Art
 - b. Design Liaison
 - c. Zoning Updates - clean up items

Preliminary 2015-2016 Planning Commission Work Program

Attached for review and discussion is the preliminary draft Planning Commission work program for the upcoming fiscal year, July 1, 2015 - June 30, 2016 (Attachment "2"). Staff requests that the Planning Commission review the draft work plan, provide input. If requested, staff can bring the Work Program back to Planning Commission for final review. The next step after Commission approval will be the presentation of the Work Plan to the City Council by the Chairman of the Planning Commission.

RECOMMENDATION:

Staff recommends that the Planning Commission:

1. Receive an overview by staff on:
 - a. Roles, responsibilities and functions of the Planning Commission.
 - b. Review of application types and review authority (Attachment "1")
 - c. Review of past project reviews and possible future application reviews.
 - d. Review of the draft 2015-2016 preliminary work plan (Attachment "2")
2. Provide input and direct staff to work on a draft work program and staff report for City Council consideration.

ATTACHMENTS:

Attachment 1 - Application Types and Review Authority

Attachment 2 - 2015-2016 Draft Planning Commission Work Plan

Attachment 1

Overview of Application Types and Review Authority

Ministerial (Staff review authority, typically not subject to CEQA)

- Patio covers, additions to single family
- Solar permits
- Site plan reviews

Administrative Review (Staff Review Authority)

- Accessory structures requiring design review
- Minor improvements requiring Design Reviews
- New signs or significant modifications
- Minor wireless tower modifications
- Lot line adjustments, Certificate of Compliance
- Demolition Reviews
- Yolo County Referrals
- Temporary Use permit
- Zoning Administrator Reviews

Historic Preservation Commission

- Advisory review on projects with structural changes in the National Register Downtown
- Demolition reviews on historically significant structures
- Recommendation to City Council on all historic designations and actions
- Heritage Home and Preservation Awards

Planning Commission

- Any of the above noted entitlements when coupled with any of the below noted entitlements
- Appeals of administrative decisions noted above
- General Plan Amendment (recommending)
- Specific Plan Amendment (recommending)
- Rezoning (recommending)
- Zoning Amendment (recommending)
- Development Agreement (recommending)
- Zoning Interpretation (PC approving body)
- Variance (PC approving body)
- Conditional Use Permits (PC approving body)
- Tentative Subdivision Map and Tentative Parcel Map (PC approving body)
- Wireless cell towers (PC approving body)
- Design Review (cases where PC is the approving body)
- Comprehensive Sign Programs
- Public Art

City Council

- Any appeals of Planning Commission approval decisions
- Review and final approval of all aspects of any project involving the following:
 - General Plan Amendment

- Specific Plan Amendment
 - Rezoning
 - Zoning Amendment
 - Development Agreement
- Right of way vacation
- Final Map and Subdivision Improvement Agreement



2015 – 2016 DRAFT WORK PROGRAM
(To be updated and refined based on discussion with the Planning Commission)

Program Name	Type of Program/Task	Current Status	Time Frames	Priority
<i>Regular and On-Going Tasks</i>				
Planning Commission Meetings	Regular meetings of the Commission with occasional special meetings as needed	On going	1 st and 3 rd Thursdays	
Review application requests with PC as final approval body	Unless appealed to the City Council, the Planning Commission has final approval authority on the following: <i>Conditional Use Permits</i> <i>Variances</i> <i>Tentative Maps</i> <i>Design and Site Plan Review</i> <i>Zoning Interpretations</i> <i>Public Art, as well as any required environmental review associated with the application</i>		As needed depending on submittal of applications for review	
Review of application requests in which the PC is a recommending body to the City Council	The Planning Commission shall review and make recommendation to the City Council on the following types of actions: <i>General Plan Amendments</i> <i>Ordinance Amendments</i> <i>Development Agreements</i> <i>Any project based action which combined with other actions requires City Council approval</i>		As needed depending on submittal of applications for review	

Program Name	Type of Program/Task	Current Status	Time Frames	Priority
Assist in Developing and Maintaining the General Plan	Review of General Plan amendment requests and Involvement in the General Plan Update process	In process	On – going	
Initiation of Ordinances, Resolutions, agreements or programs concerning planning matters	Recommend to the City Council the initiation of ordinances, resolutions, agreements, or programs concerning planning matters.	In process	On-going	
Annual Planning Commission Report	Provide a report to the City Council on work accomplished in the past year and to outline work to be done in the coming year.	In process	April	
Review of the City’s Capital Improvement Program	Review of the Capital Improvement program for consistency with the General Plan and make recommendations to City Council regarding deletion, addition, and priority of items	Complete	March	
Commission Elections	Administration	Election of new Chair and Vice Chair		
Training and Workshops	Education for staff and commission and the public.		On-going	
Short Range Tasks / Goals				
To evaluate possible options regarding Public Art Ordinance	Appoint 2 members of the Planning Commission to serve on an Ad-hock Public Art review committee. The goal will be to review best practices with regard to Public Art and make recommendations to the City Council. An Ad-hock public art subcommittee has been formed to evaluate the nature of public art in the community and to present possible options on how to proceed with regard to requiring, review and approval of public art on both public and private projects.	In Process	Ad-Hock subcommittee set up to review background information and make recommendations to the PC and CC	
PC Design Liaison	To appoint Planning Commissioner Holt, who has design and architectural expertise, to function as a Design Liaison in order to provide early input with applicants on design issues or concerns in order to facilitate the process for applicants		On-going as needed	

Program Name	Type of Program/Task	Current Status	Time Frames	Priority
General Plan Subcommittee	To appoint 3 members of the Commission to serve on an Ad-hock General Plan Update Subcommittee.	Review of GP update project	As needed	
Zoning Subcommittee	To appoint 3 members of the Commission to serve on a standing committee that will review zoning update requests and make recommendation regarding future Zoning Ordinance Amendments	Clean up	As needed	
Long Range Goals				
Overall update of the Zoning Ordinance	Will be necessary to provide an in depth update to the Zoning Code upon approval of the General Plan		Summer 2016	
Infill Design Guidelines	Policies and programs to facilitate and implement the General Plan direction with regard to infill development	May be evaluated at the time of a zoning code update.	Summer 2016	
East St and West Main Corridor Plans	Follow up once the General Plan Update is nearing completion		Summer 2016	
Downtown Specific Plan Updates	As may be necessary based on the General Plan update. Possible update to the historic resource review.			
Review of new Specific Plan or Master Plans	It is likely that there may be a residential specific plan, as well as one or more commercial/industrial based specific or master plans submitted			

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