



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, February 2, 2017

6:30 PM

Council Chambers

Please Note: The numerical order of items on this agenda is for convenience of reference; items may be taken out of order. No new items shall begin after 10:30 pm unless unanimous consent exists to continue.

A. Call to Order

B. Roll Call

C. Pledge of Allegiance

D. Staff and Commissioner Comments

This is an opportunity for the Planning Commission members and staff 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..

E. Subcommittee Reports

F. Communications from the Public

This is an opportunity for the public to speak to the Commission on any item other than those listed for public hearing on the agenda. Speakers are requested to use the microphone in front of the Commission and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Commission may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

G. Approval of Minutes

[17-137](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of December 1, 2016 and December 15, 2016.

Attachments: [A - December 1, 2016 Meeting Minutes](#)

[B - December 15, 2016 Meeting Minutes](#)

H. Public Hearing

I. Business Items

Items for Planning Commission discussion and/or action that do not require public hearing.

[17-147](#)

SUBJECT: Woodland Tree Foundation Presentation

DATE: February 2, 2017

RECOMMENDATION:

Staff recommends that the Planning Commission receive a presentation from the Woodland Tree Foundation highlighting 2016 program activities.

Attachments: [A - Woodland Tree Foundation Brochure](#)

[17-146](#)

SUBJECT: A Primer for Updating the Downtown Specific Plan

Recommendation for Action:

Staff recommends that the Planning Commission view a set of slides that explain the proposed phases and tasks for updating the Downtown Specific Plan, and examples of comparable plans from other jurisdictions. The slides should help the Commissioners best determine how, where, and when to engage in the process.

J. Staff or Commissioner Comments

Continued as needed.

Receive Absence Requests.

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 #: 17-137 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 1/18/2017 **In control:** Planning Commission
On agenda: 2/2/2017 **Final action:**
Title: SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of December 1, 2016 and December 15, 2016.

Sponsors:

Indexes:

Code sections:

Attachments: [A - December 1, 2016 Meeting Minutes](#)
[B - December 15, 2016 Meeting Minutes](#)

Date	Ver.	Action By	Action	Result
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Planning Commission Minutes

TO: Members of the Woodland Planning Commission

DATE: February 2, 2016

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of December 1, 2016 and December 15, 2016.

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

ATTACHMENTS:

Attachment A - December 1, 2016 Meeting Minutes

Attachment B - December 15, 2016 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, December 1, 2016

6:30 PM

Council Chambers

A. Call to Order

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

Staff present:

Cindy Norris, Principal Planner

Jeff Ballantine, Associate Planner

B. Roll Call

Present 6:

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

Absent 1:

Commissioner Steve Harris

C. Pledge of Allegiance

D. Staff and Commissioner Comments

E. Subcommittee Reports

F. Communications from the Public

G. Approval of Minutes

[16-843](#)

SUBJECT: Planning Commission Minutes

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

Attachments:

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

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

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

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

[16-844](#)

SUBJECT: Planning Commission Minutes

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

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

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

H. Public Hearing

[16-834](#)

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

Location: 2030 Trade Court

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

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

APN 027-851-003

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

Staff Recommendation: Approval with Conditions

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

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

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

I. Business Items

[16-841](#)

SUBJECT: Long Range Calendar

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

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

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

J. Staff or Commissioner Comments

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

K. Adjournment

Meeting was adjourned at 6:53 p.m.

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



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, December 15, 2016

6:30 PM

Council Chambers

A. Call to Order

Meeting was called to order at 6:31 p.m.

Staff present:

*Cindy Norris, Principal Planner
Jeff Ballantine, Associate Planner
Kara Ueda, City Attorney*

B. Roll Call

Present 6:

*Chairman Kirby Wells, Vice Chairman Chris Holt, Commissioner Steve Harris,
Commissioner Fred Lopez, Commissioner John Murphy and Commissioner Elaida
Ortega-Lampkin*

Absent 1:

Commissioner Marco Lizzaraga

C. Pledge of Allegiance

D. Staff and Commissioner Comments

E. Subcommittee Reports

F. Communications from the Public

G. Approval of Minutes

H. Public Hearing

[16-861](#)

SUBJECT: Appeal of Zoning Interpretation for 352 and 360 West
Kentucky Avenue

DATE: December 15, 2016

INTRODUCTION

The purpose of this item is to consider an appeal of a Zoning Interpretation issued by the Zoning Administrator (Community Development Director) for the property located at 352 and 350 West Kentucky Avenue (the "Property"). On September 20, 2016, the Zoning Administrator issued an interpretation regarding the Property, which was subsequently appealed to the Planning Commission by Lewis and Nicole Dennis. The Zoning Interpretation concerned the then-current use of the Property by 4Z Welding. Since the time Mr. and Mr. Dennis filed the appeal, 4Z Welding decided not to renew its lease with the Property owner, and the Property now appears to be vacant. It is staff's position that due to the current status of the Property and the highly fact-specific nature of nonconforming use provisions (as explained further below), the Zoning Interpretation issued by the Zoning Administrator is moot. As of this time, it is unknown how the owner may desire to use the Property, but a new proposed nonconforming use would be separately evaluated by City staff.

Attachments:[1 - Zoning Interpretation](#)[2 - 352 W Kentucky - Appeal](#)[3 - 4z Welding Business License Approval 2012](#)[4 – Letters of Support of Appeal](#)[5 - Letter From 4Z Welding](#)[6 - North Park Unit No. 6 Subdivision](#)[7 - Mun. Code Section 25-21-55, Nonconforming Uses](#)[8 - Resolution](#)

A motion was made by Vice Chairman Holt and seconded by Commissioner Lopez to adopt resolution PC16-20 to deny Appeal of Zoning Interpretation for 352 and 360 West Kentucky Ave. The motion was carried by the following vote.

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

Nos: Commissioner Murphy

I. Business Items**J. Staff or Commissioner Comments**

Cindy briefed Commission of upcoming agenda items and projects.

K. Adjournment

Meeting was adjourned at 7:52 p.m.

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

Legislation Details (With Text)

File #: 17-147 Version: 1 Name:
Type: Presentation Status: Agenda Ready
File created: 1/26/2017 In control: City Council
On agenda: 2/2/2017 Final action:
Title: SUBJECT: Woodland Tree Foundation Presentation

DATE: February 2, 2017

RECOMMENDATION:

Staff recommends that the Planning Commission receive a presentation from the Woodland Tree Foundation highlighting 2016 program activities.

Sponsors:

Indexes:

Code sections:

Attachments: [A - Woodland Tree Foundation Brochure](#)

Date	Ver.	Action By	Action	Result
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City of Woodland

MEMORANDUM

TO: Members of the Woodland Planning Commission

FROM: Cindy Norris, Principal Planner

SUBJECT: Woodland Tree Foundation Presentation

DATE: February 2, 2017

RECOMMENDATION:

Staff recommends that the Planning Commission receive a presentation from the Woodland Tree Foundation highlighting 2016 program activities.

BACKGROUND:

Representatives from the Woodland Tree Foundation have requested the opportunity to provide the Planning

Commission with a brief presentation highlighting program activities from the past year, as well as to lay the foundation for ongoing partnerships with the City and broader community. Representatives provided a presentation to the City Council on January 3, 2017.

The long-standing partnership between the City and Woodland Tree Foundation has yielded significant benefits related to community engagement, environmental education, expanding and supporting urban forestry initiatives, and contributing to several of the sustainability goals outlined in the City's Climate Action Plan.

Most recently this partnership was highlighted in a cover story for Western Cities magazine, published by the League of California Cities, and the U.S. Conference of Mayors recognized the City's partnership with the Woodland Tree Foundation as an honoree for the *2016 Mayors' Climate Protection Awards*.

In partnership with the Foundation, the City has applied for \$350,000 in grant funding from CalFire's Community and Urban Forestry Program Greenhouse Gas reduction grant to fund the joint planting of 1,200 more trees through 2020 at schools, along streets and in residents' yards where there is a carbon sequestration and shading benefit. The bulk of the grant will fund the development by the City of an Urban Forest Management Master Plan which is identified as an implementation program of the General Plan. We have submitted a concept proposal and should hear in late February if we are accepted to submit a full application for funding.

Upcoming activities include the following:

- January 28 - A Woodland Tree Foundation/Master Gardeners (UCCE)/City of Woodland Tree Pruning Workshop;
- February 4 - Neighborhood Shade Tree Campaign volunteer planting (rescheduled from rained out January 21 planting),
- March 11, 9:00 A.M. at Crawford Park - Our last NSTC planting this season - 50 trees +;
- March 18 - Arbor Day Celebration by the City with Tree Foundation's support, 100 trees. West Schroeder is the lead.

ATTACHEMENTS:

Attachment A - Woodland Tree Foundation Brochure



BENEFITS OF TREES

Trees provide benefits to our community and personal health. When we plant and care for trees, they become a growing investment.

✓ Healthier Communities

- Trees remove carbon dioxide and clean the air we breathe.
- Trees promote outdoor activity and healthier lifestyles.
- Crime rates are lower in neighborhoods with a high percentage of tree cover.

✓ Better Business

- Large trees can increase home property value by 10%.
- Consumers spend more time and up to 11% more money in tree-lined commercial districts.

✓ Energy Savings

- A large tree can save residents over \$2,370 in environmental benefits over its lifetime.
- A well placed shade tree can reduce a building's cooling costs by 30%.
- Trees catch and slowly release storm water – reducing the risk of flooding and the cost of storm water management.



*For more information on projects, events,
and how to donate, visit us online at*

www.woodlandtree.org

Or

CONTACT US!

coordinator@woodlandtree.org

P.O. Box 8753

Woodland, CA 95776



Support for this project was provided by California Relief, the Environmental Protection Agency, and the California Department of Forestry and Fire Protection with funding from the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006



"Building Community through Canopy"



OUR GOALS



- To Educate residents, local governments, schools, businesses and others in the community about the health, economic and environmental benefits of a healthy tree canopy in Woodland
- To Plant and care for trees with our neighbors in order to beautify and cool Woodland streets and public spaces
- To Partner with the City, community groups, schools, businesses and individuals to stretch dollars and other resources on behalf of trees



WHAT WE DO

Founded in 2000,

Woodland Tree Foundation

is a volunteer run non-profit

organization committed

to the planting and care of trees

throughout the Woodland community.

From planting in residential

neighborhoods, school campuses,

and along highways, Woodland

Tree Foundation seeks to

“Build Community through Canopy”

by engaging volunteers and

enhancing our region with the

beauty and benefits of trees.

GET
INVOLVED!

Woodland Tree Foundation is a volunteer run non-profit organization. Our work would not be possible without help from our community members and volunteers.



DONATE
VOLUNTEER
SUPPORT

Learn more at
www.woodlandtree.org



FREE SHADE TREES!

Join the Neighborhood Shade Tree Campaign

Plant shade trees where you live to save energy and beautify your home and neighborhood – we'll show you how, or plant the tree for you.

For your free tree(s), contact the Woodland Tree Foundation:
Visit woodlandtree.org OR email coordinator@woodlandtree.org OR call 530-867-3130
OR pick up an application form at City Hall, 300 First Street, Woodland.

Neighborhood Shade Tree Campaign partners:



ARBOLES DE SOMBRA - ¡GRATIS!

Te invitamos a formar parte de la Campaña del Vecindario de Árboles de Sombra

Planta árboles de sombra en donde vives, para ahorrar energía y embellecer tu casa y vecindario. Nosotros les podemos enseñar cómo hacerlo, o podemos plantar el árbol para ti.

Para recibir un árbol o árboles gratis, ponte en contacto con el Woodland Tree Foundation: Visita woodlandtree.org ó manda un correo electrónico al coordinator@woodlandtree.org ó llama al 530-867-3130, o ve al City Hall, 300 First Street, Woodland, para obtener un formulario de solicitud.

Colaboradores del Vecindario la Campaña de Árboles de Sombra:





Legislation Details (With Text)

File #: 17-146 Version: 1 Name:
Type: Staff Report Status: Agenda Ready
File created: 1/25/2017 In control: Planning Commission
On agenda: 2/2/2017 Final action:
Title: SUBJECT: A Primer for Updating the Downtown Specific Plan

Recommendation for Action:

Staff recommends that the Planning Commission view a set of slides that explain the proposed phases and tasks for updating the Downtown Specific Plan, and examples of comparable plans from other jurisdictions. The slides should help the Commissioners best determine how, where, and when to engage in the process.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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TO: THE PLANNING COMMISSION MEMBERS

DATE: February 2, 2017

SUBJECT: A Primer for Updating the Downtown Specific Plan

Recommendation for Action:

Staff recommends that the Planning Commission view a set of slides that explain the proposed phases and tasks for updating the Downtown Specific Plan, and examples of comparable plans from other jurisdictions. The slides should help the Commissioners best determine how, where, and when to engage in the process.

Staff Contact

Stephen Coyle, Community Planning Director / Deputy, (530) 661-5910, Stephen.coyle@cityofwoodland.org

Fiscal Impact

Staff will develop the proposed amendments to the Downtown Specific Plan within its 2017 work plan with its own forces. However, sections of certain amendments will require review by the City Attorney and possibly, a private consultant for specific sections. Staff time, City Attorney fees and any consultant's fees will be budgeted through the City's General Fund.

Background

In 2016, the City Council directed staff to commence an Update to the Specific Plan in order to continue

implementing the vision of the 2003 Downtown Specific Plan through amendments that describe in text and graphics, the high quality design and development standards necessary to establish a consistent and cohesive district. Since a form-based code approach is considered for specific chapters, Staff will show several slides that describe the differences with the current code and form-based examples from other cities.

Discussion

Staff intends to describe the proposed graphic or form-based format and outline the sequential process for developing the Update, highlight potential differences with the 2003 Plan, and elicit Planning Commission's feedback. The Update will include Chapter 2 - Planning Context, Chapter 3 - Land Use and Development, Chapter 4 - Circulation, Chapter 5 - Infrastructure, Chapter 6 -Design Guidelines, Chapter 7 - Gateway Revitalization, Chapter 8 - Policies and Standards, and Chapter 9 - Actions. The slides should enable the Commission to better understand and clarify their role and responsibilities in the process, and offer suggestions and ask questions. The slides will quickly run through each phase and task, show examples from other places, and illustrate how the form-based approach can help achieve better visual and functional outcomes.