



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, April 20, 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

[17-0409](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes and Staff notes of the Planning Commission meetings of February 2, 2017 and April 6, 2017.

Attachments: [A – February 2, 2017 Meeting Minutes](#)

[B – April 6, 2017 Meeting Minutes](#)

H. Public Hearing

I. Business Items

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

[17-0402](#)

SUBJECT: Updating the Downtown Specific Plan: Synoptic Survey Debrief

RECOMMENDATION:

Staff recommends that the Planning Commission listen to live presentations by the Downtown Synoptic Surveyors, local volunteers assisting in a first step in updating the Downtown Specific Plan. Accompanied by slides, each will describe the results of their specific street by street route on-foot, recording their visual and sensory observations of the physical features of each block in the Downtown on forms and with photographs. The outcomes, from the quality of the sidewalks and tree canopies to building facades and historic architecture, include the identification of exemplar streets and blocks, redevelopment opportunities, and areas that require repair or other actions. The surveys, which will be documented in an illustrative report and distributed, will inform the drafting of the new Downtown Design and Development Standards.

Attachments: [A – Synoptic Survey Instructions, Map and Form](#)

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 #: 17-0409 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 4/13/2017 **In control:** Planning Commission
On agenda: 4/20/2017 **Final action:**
Title: SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes and Staff notes of the Planning Commission meetings of February 2, 2017 and April 6, 2017.

Sponsors:

Indexes:

Code sections:

Attachments: [A – February 2, 2017 Meeting Minutes](#)
[B – April 6, 2017 Meeting Minutes](#)

Date	Ver.	Action By	Action	Result
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Planning Commission Minutes

TO: Members of the Woodland Planning Commission

DATE: April 20, 2017

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes and Staff notes of the Planning Commission meetings of February 2, 2017 and April 6, 2017.

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

ATTACHMENTS:

Attachment A - February 2, 2017 Meeting Minutes

Attachment B - April 6, 2017 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, February 2, 2017

6:30 PM

Council Chambers

A. Call to Order

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

Staff Present:

Stephen Coyle, Deputy Director

Cindy Norris, Principal Planner

B. Roll Call

Present 7:

*Chairman Kirby Wells, Vice Chairman Chris Holt, Commissioner Steve Harris,
Commissioner Marco Lizarraga, Commissioner Fred Lopez, Commissioner John
Murphy and Commissioner Elodia arriving late*

C. Pledge of Allegiance

D. Staff and Commissioner Comments

E. Subcommittee Reports

F. Communications from the Public

*Adrian Gonzalez, a resident; would like to present a 45 minute power point
presentation focusing on Recreational Marijuana at later date as the Marijuana
Ordinance moves forward to an actual agenda item.*

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](#)

A motion was made by Commissioner Lizarraga and seconded by Commissioner Lopez to approve the minutes of December 1, 2016 of the Planning Commission Meeting. The motion was carried by the following votes:

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

A motion was made by Vice Chairman Holt and seconded by Commissioner Lopez to approve the minutes of December 15, 2016 of the Planning Commission Meeting.

The motion was carried by the following votes:

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

Abstention: Commissioner Lizarraga

H. Public Hearing

I. Business Items

[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](#)

Presentation provided by David Wilkson and Ken Trott.

[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.

Stephen Coyle provided update and comments/questions were recieved.

J. Staff or Commissioner Comments

K. Adjournment

Meeting was adjourned at 7:54 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, April 6, 2017

6:30 PM

Council Chambers

A. Call to Order

Meeting was called to order at 6:30 pm.

Staff Present:

Stephen Coyle, Deputy Director

Cindy Norris, Principal Planner

Erika Bumgardner, Senior Planner

B. Roll Call

Present 7:

Chairman Kirby Wells, Vice Chairman Chris Holt, Commissioner Steve Harris,

Commissioner Marco Lizarraga, Commissioner Fred Lopez, Commissioner John

Murphy, Commissioner Elodia Ortega-Lampkin.

C. Pledge of Allegiance

D. Staff and Commissioner Comments

E. Subcommittee Reports

F. Communications from the Public

G. Approval of Minutes

[17-0382](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes and Staff notes of the Planning Commission meetings of March 2, 2017 and March 16, 2017.

Attachments:

[A - March 2, 2017 Meeting Minutes](#)

[A1 March 2, 2017 Staff Meeting Notes](#)

[B - March 16, 2017 Meeting Minutes](#)

[B1 - March 16, 2017 Staff Meeting Notes](#)

A motion was made by Commissioner Lizarraga and seconded by Vice Chairman Holt to approve the minutes of the March 2, 2017 Planning Commission Meeting (with the amendment to the Staff Notes on page 2, not mentioned in the actual motion).

The motion was carried by the following votes:

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

Abstentions: Commissioner Lopez and Murphy

Commissioner Lizarraga made a motion, seconded by Commissioner Harris, to approve the minutes, subject to an amendment to the 2035 General Plan agenda item 17-0342 to reflect the following motions, as read into the record by Commission Lizarraga: a) Modify the Land Use Diagram to change the designation on the parcel at the Northwest corner of CR102 and Main St. from Light Industrial Overlay to Industrial, b) Modify the Land Use Diagram to reconfigure the Open Space to Corridor Mixed Use and Business Park to match the westerly boundary of the Minimum Recommended Odor Buffer, c) Modify Policy 7.C.5 to change the minimum agricultural buffer for 300' to 150', d) To re-classify the 900 acres as "other land" for purposes of the General Plan and the General Plan EIR. The motion was carried by the following votes:

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

Noes: Vice Chairman Holt

H. Public Hearing

[17-0349](#)

Mutual Housing at Spring Lake Parcel Map and Design Review Modification - The project includes a request for a tentative parcel map to divide the ±5.14-acre parcel located at 2170 Farmer's Central Road, into two parcels of ±3.32 acres and ±1.82 acres. The project also includes a request for minor design modifications to the Phase II build out of the Mutual Housing at Spring Lake multifamily housing development. The project is located in the Spring Lake Specific Plan Area, R-25 - Multifamily zone.

Location: 2170 Farmer's Central Road, Woodland

Applicant/Owner: Spring Lake Housing Association, LP (Owner); Yolo Mutual Housing (Applicant/Developer)

Environmental Report: An Environmental Impact Report (SCH#99022069, Turn of the Century EIR) on the Spring Lake Plan was certified on August 15, 2000.

APN 042-533-001

Project Planner: Erika Bumgardner, AIPC, Senior Planner

Staff Recommendation: Conditional Approval

Attachments: [1 - Planning Commission Resolution & EXH A TP Map 5074 & EXH B COA](#)
 [2 - General Application and Design Packet](#)
 [3 - Original 2011 Approved Elevations and Site Plan](#)

A motion was made by Commissioner Lizarraga and seconded by Commissioner Ortega-Lampkin to adopt PC17-02, recommending approval of parcel map 5119 to divide the property located at 2170 Farmer's Central Road, into two separate parcels of one being of ±3.32 acres and parcel two being an area of ±1.82 acres respectively. The motion was carried by the following votes:

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

A motion was made by Commissioner Lizarraga and seconded Ortega-Lampkin to approve the proposed design modifications for the Phase II build out of the Mutual Housing at Spring Lake project, Attachment 2. The motion was carried by the following votes:

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

I. Business Items

[17-0373](#)

SUBJECT: Design Review for Lennar; The Orchard at Spring Lake

DATE: April 6, 2017

RECOMMENDATION: Staff recommends that the Planning Commission:

1. Review and approve the proposed conceptual residential designs for Lennar; The Orchard at Spring Lake including a minor side yard setback exception on Lot 142 to allow for a covered wrap around porch and subject to the conditions of approval.

Attachments: [1 - General Application](#)
 [2 - Residential Design Booklet \(Pre-Plot Exhibit, Landscape Plans, Elevations, Floor Plans, Color samples\)](#)
 [3 - Subdivision Map #5048 and Conditions of Approval](#)

A motion was made by Commissioner Lizarraga and seconded by Commissioner Lopez to move approve the residential designs for Lennar; The Orchard at Spring Lake as shown in booklet overall site exhibit lot layout and colors/materials board, including a minor side yard setback exception on Lot 142 to allow for a covered wrap around porch and subject to the conditions of approval, adding the trenches that Vice Chairman Holt requested, determined that the project condition is consistent with the Spring Lake Specific Plan and Spring Lake Design Standards. The motion was carried by the following votes:

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

J. Staff or Commissioner Comments

K. Adjournment

The meeting was adjourned at 7:50 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 #: 17-0402 Version: 2 Name:
Type: Staff Report Status: Agenda Ready
File created: 4/11/2017 In control: Planning Commission
On agenda: 4/20/2017 Final action:
Title: SUBJECT: Updating the Downtown Specific Plan: Synoptic Survey Debrief

RECOMMENDATION:

Staff recommends that the Planning Commission listen to live presentations by the Downtown Synoptic Surveyors, local volunteers assisting in a first step in updating the Downtown Specific Plan. Accompanied by slides, each will describe the results of their specific street by street route on-foot, recording their visual and sensory observations of the physical features of each block in the Downtown on forms and with photographs. The outcomes, from the quality of the sidewalks and tree canopies to building facades and historic architecture, include the identification of exemplar streets and blocks, redevelopment opportunities, and areas that require repair or other actions. The surveys, which will be documented in an illustrative report and distributed, will inform the drafting of the new Downtown Design and Development Standards.

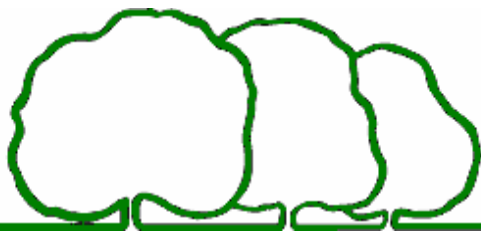
Sponsors:

Indexes:

Code sections:

Attachments: [A – Synoptic Survey Instructions, Map and Form](#)

Date	Ver.	Action By	Action	Result
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City of Woodland

MEMORANDUM

TO: Members of the Woodland Planning Commission

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

SUBJECT: Updating the Downtown Specific Plan: Synoptic Survey Debrief

RECOMMENDATION:

Staff recommends that the Planning Commission listen to live presentations by the Downtown Synoptic Surveyors, local volunteers assisting in a first step in updating the Downtown Specific Plan. Accompanied by

slides, each will describe the results of their specific street by street route on-foot, recording their visual and sensory observations of the physical features of each block in the Downtown on forms and with photographs. The outcomes, from the quality of the sidewalks and tree canopies to building facades and historic architecture, include the identification of exemplar streets and blocks, redevelopment opportunities, and areas that require repair or other actions. The surveys, which will be documented in an illustrative report and distributed, will inform the drafting of the new Downtown Design and Development Standards.

Fiscal Impact

The Survey work will be completed with volunteers from Planning Commission, and Historic Preservation Commission members, and trained citizens supplemented by staff. Staff will assemble the Synoptic Survey Report with its own forces, including two UC Davis interns.

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. The Synoptic Survey represents a primary phase of the Update.

Discussion

The Synoptic Survey documents the physical conditions that currently exist, a key starting point for determining what features and elements add value to the public and private realms, and what conditions should be changed through the new standards. For example, the survey documents undersized sidewalks, insufficient tree canopies, and underutilized lots in addition to historic building exemplars and relative consistency of building heights and setbacks. Finally, the external boundaries of the Specific Plan may need to change as well as the sub-districts within the boundaries, in accordance with the results of the survey and staff, Planning Commission, and City Council recommendations.

Conclusion:

Staff recommends that the Planning Commission listen to the presentations and view the slides describing the Synoptic Survey, followed by questions, comments, and recommendations.

ATTACHMENTS:

Attachment A - Synoptic Survey Instructions, Map and Form

Updating the Woodland Downtown Specific Plan: The Synoptic Survey Instructions

Synoptic Surveyⁱ

To execute a full Synoptic Survey of the Downtown, follow the steps on this page. The purpose of the Synoptic Survey: to document the significant physical elements or “DNA” of each block that give it character and compare current public and private development with what we know or think existed historically to update and “calibrate” the Downtown Specific Plan for local character. Refer to the GENERAL survey form.

We will walk every Downtown street or at least those that require “calibration” to complete the survey.

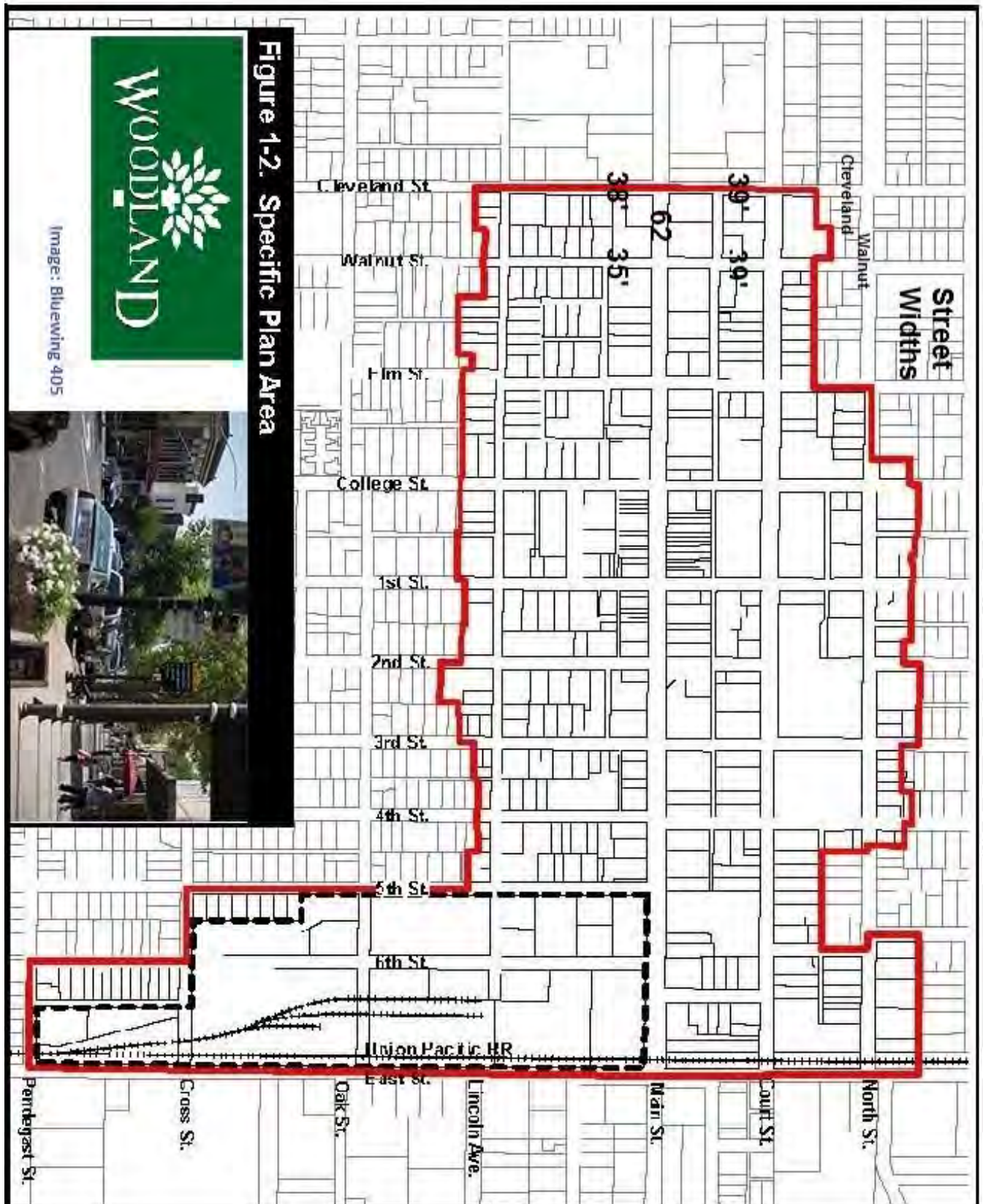
1. **Print** one copy of the form to take into the field for each zone or add notes **digitally**.
2. Each survey segments consist of one block.
3. Refer to the **Survey Form** for the list of questions to be completed.
4. The primary tasks consist of:
 - a. Identifying and documenting the specific building, site, and street or other qualities that illustrate the dominate character of the block, or primary and secondary. Examples: Building types (e.g., single family houses; styles, porches, building front and side setbacks).
 - b. Describe the physical features and characteristics that work together to support or add desired character, aesthetic or other values, and which do not.
 - c. For buildings listed in the historic resources listings, please refer to the HISTORIC Survey form. Add relevant information for each building so the list can be updated. Cheryl Brookshear and other experts can advise.
 - d. Ask the question: should this entire block remain within the Downtown District, or half the block?
 - e. Photograph and sketch each block to best illustrate its qualities, good and not good. Stand in the street and shoot the entire group of frontages, half a block at a time if necessary. Try to keep the camera back parallel to the building facades. Photograph some other conditions to show the character of the area, such as street details, building types, and civic spaces.
5. Provide the surveys to the Community Development Department who will assemble the information into a Survey Report for your review and refinement, before incorporation into the Downtown Specific Plan Update.

Contacts:

- CDD: Stephen Coyle Stephen.coyle@cityofwoodland.org 530-661-5910
- Erika Bumgardner erika.bumgardner@cityofwoodland.org 530-661-5886
- Planning Commission: Chris Holt Chris.Holt@cityofwoodland.org 916-453-1234
- Historic Preservation Committee Chair: Christine Casey - caseycats7@gmail.com

ⁱ SYNOPTIC, adj. (s&-’näp-tik)- Relating to, or displaying, conditions as they exist simultaneously over a broad area.

Downtown Specific Plan Area Map



Downtown Synoptic Survey

Surveyor _____ Date _____

Street/Block Segment: _____

Cross Streets: _____ / _____

Perceived Traffic Speeds

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Too fast for safety Safe for all

Sidewalks

Damaged / incomplete? ☐ Yes | ☐ No

Too narrow? ☐ Yes | ☐ No

Obstructions (poles)? ☐ Yes | ☐ No

Corner lots: are structures "holding" each corner?

Comments: ☐ Yes | ☐ No

Setbacks: are building setbacks consistent?

Comments: ☐ Yes | ☐ No

Predominant building uses:

Residential ☐ Yes | ☐ No

Office ☐ Yes | ☐ No

Retail ☐ Yes | ☐ No

Public ☐ Yes | ☐ No

Other: _____ ☐ Yes | ☐ No

Predominant building types:

Single Family Dwellings ☐ Yes | ☐ No

Apartments ☐ Yes | ☐ No

Mixed Use ☐ Yes | ☐ No

Commercial ☐ Yes | ☐ No

Public/Civic ☐ Yes | ☐ No

Other: _____ ☐ Yes | ☐ No

Do uses or building types change along block?

Comments: ☐ Yes | ☐ No

Overall quality of the blocks, right and left:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Unsatisfactory Exceptional

Tree Canopy (shade sidewalk) on North or West side:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

No Canopy Full Canopy

Tree Canopy South or East Side:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

No Canopy Full Canopy

Predominate Architectural Style (Circle One)

Historic Mixed Non-Historic

Average Heights (in Stories) & Consistency

☐ 1-2 ☐ 2-3 ☐ 3-4

Are Heights Realitively Consistent? ☐ Yes | ☐ No

Average Quality of Architecture

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Unsatisfactory Exceptional

Quality of Frontages:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Unsatisfactory Exceptional

% of Fences or Walls on a Block:

Street Side-to-Side Architectural Consistency:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Inconsistent Consistent

Public Signage Quality (if N/A leave blank)

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Unsatisfactory Exceptional

Private Signage Quality (if N/A leave blank)

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Unsatisfactory Exceptional

Additional Comments, Prioritized Improvements?