



City of Woodland

Meeting Agenda - Final

Planning Commission

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

530-661-5820

Thursday, June 15, 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

[17-0524](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of May 18, 2017.

Attachments: [A - May 18, 2017 Meeting Minutes](#)

H. Public Hearing

[17-0513](#)

SUBJECT: General Plan Housing Element Annual Progress Report for the Period of January 1 - December 31, 2016

DATE: June 15, 2017

RECOMMENDATION: Staff recommends that the Planning Commission take the following actions:

1. Receive a report concerning the Housing Element Annual Progress Report, required by the State of California;
2. Conduct a public hearing; and
3. Recommend that the City Council accept the Housing Element Annual Progress Report and direct staff to transmit the report to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD) for filing.

Attachments: [A - 2016 Housing Element Annual Progress Report](#)

[B - Housing Implementation Tables](#)

I. Business Items

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

[17-0521](#)

SUBJECT: Planning Commission Annual Work Program Discussion
FY 2017-2018

DATE: June 15, 2017

RECOMMENDATION:

Staff recommends that the Planning Commission:

1. Review the draft Planning Commission Work Program for Fiscal Year 2017-2018; and
2. Provide direction to staff concerning the Work Program and direct staff to incorporate any modifications into a staff report for presentation to the City Council.

Attachments: [1 - Planning Commission 2017 - 2018 Work Program](#)

[2 - Staff Work Program 2017 - 2018](#)

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 #: 17-0524 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 6/9/2017 **In control:** Planning Commission
On agenda: 6/15/2017 **Final action:**
Title: SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of May 18, 2017.

Sponsors:

Indexes:

Code sections:

Attachments: [A - May 18, 2017 Meeting Minutes](#)

Date	Ver.	Action By	Action	Result
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Planning Commission Minutes

TO: Members of the Woodland Planning Commission

DATE: June 15, 2017

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of May 18, 2017.

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

ATTACHMENTS:

Attachment A - May 18, 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, May 18, 2017

6:30 PM

Council Chambers

A. Call to Order

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

Staff Present:

*Ken Hiatt, Assistant City Manager
Stephen Coyle, Deputy Director
Erika Bumgardner, Senior Planner
Megan Meier, Associate 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 Ortega-Lampkin arriving late*

C. Pledge of Allegiance

D. Staff and Commissioner Comments

E. Subcommittee Reports

F. Communications from the Public

G. Approval of Minutes

[17-0472](#)

SUBJECT: Planning Commission Minutes

RECOMMENDATION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission meeting of April 20, 2017.

Attachments: [1 - April 20, 2017 Meeting Minutes](#)

A motion was made by Commissioners Lizarraga and seconded by Vice Chairman Holt to approve the Planning Commission meeting minutes of April 20, 2017. The motion was carried by the following vote:

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

Abstention: Commissioner Ortega-Lampkins

H. Public Hearing

[17-0454](#)

Woodland Gateway I Center Conditional Use Permit Modification: A request for a Master Conditional Use Permit Modification to allow a United States military recruiter's office to occupy one tenant space of less than 4,000 square feet within the Woodland Gateway Center located at 2051 Bronze Star Drive in the EOZ-CH/PD, Entryway Overlay Zone-Highway Commercial and Planned Development. Location: South of Interstate 5 Freeway and East of County Road 102; 2051 Bronze Star Drive.

Applicant/Owner: Woodland Development Company, LLC

Environmental Report: Determination that the Environmental Impact Report (EIR) for the Woodland Gateway Retail Center and Supplemental EIR, (SCH: #2003032060, certified May 23, 2006), adequately addressed the environmental issues associated with the project and no additional environmental evaluation is necessary.

APN: 027-852-029

Project Planner: Megan Meier, Associate Planner

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

Attachments: [1 - Planning Commission Resolution & EXH A, B & C](#)
 [2 - General Application & Statment of Justification](#)

A motion was made by Commissioner Lizarraga and seconded by Commissioner Lopez to adopt Resolution PC 17-03 a Master Conditional Use Permit Modification to allow a United States military recruiter's office located 2051 Bronze Star Drive. The motion was carried by the following vote:

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

I. Business Items

[17-0446](#)

SUBJECT: City of Woodland 2017/18-2020/21 Capital Improvement Program

DATE: May 18, 2017

RECOMMENDATION:

Staff recommends that the Planning Commission:

- Review of the proposed City of Woodland Capital Improvement Program (CIP) for 2017/18 - 2020/21
- Make a finding that the proposed CIP for 2017/18 - 2020/21 is in conformity with the General Plan.

Attachments: [1 - Planning Comm conformity list of projs with edits 5.1.17.doc](#)
 [2 - Project List for Planning Comm.xlsx](#)

A motion was made by Vice Chairman Holt and seconded by Commissioner Lizarraga make the finding that the proposed Capital Improvement Program (CIP) for 2017/18 through 2020/21 is in conformity with the 2035 General Plan. The motion was carried by the following vote:

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

[17-0448](#)

SUBJECT: Petition to Prepare - Woodland Research and Technology Park Specific Plan

DATE: May 18, 2017

RECOMMENDATION:

Staff recommends that the Planning Commission:

1. Adopt Resolution PC17-_____ (Attachment 1), recommending that the City Council accept the petition to prepare a specific plan as proposed by the Woodland Research and Technology Park application based on a finding that the proposed boundaries of the specific plan area are appropriate and consistent with the policies of the City of Woodland General Plan.

Attachments: [1 - Planning Commission Resolution](#)
 [2 - Project Description](#)
 [3 - General Application Form](#)

A motion was made by Commissioner Lizarraga and seconded by Commissioner Ortega-Lampkin to adopt Resolution PC17-04 recommending that the City Council accept the petition to prepare a specific plan as proposed by the Woodland Research and Technology Park application based on a finding that the proposed boundaries of the specific plan area are appropriate and consistent with the policies of the City of Woodland General Plan. The motion was carried by the following vote:

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

J. Staff or Commissioner Comments

K. Adjournment

Meeting was adjourned at 8:22 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 #: 17-0513 Version: 1 Name:
Type: Public Hearing Item Status: Agenda Ready
File created: 6/6/2017 In control: Planning Commission
On agenda: 6/15/2017 Final action:
Title: SUBJECT: General Plan Housing Element Annual Progress Report for the Period of January 1 - December 31, 2016

DATE: June 15, 2017

RECOMMENDATION: Staff recommends that the Planning Commission take the following actions:

1. Receive a report concerning the Housing Element Annual Progress Report, required by the State of California;
2. Conduct a public hearing; and
3. Recommend that the City Council accept the Housing Element Annual Progress Report and direct staff to transmit the report to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD) for filing.

Sponsors:

Indexes:

Code sections:

Attachments: [A - 2016 Housing Element Annual Progress Report](#)
[B - Housing Implementation Tables](#)

Date	Ver.	Action By	Action	Result
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City of Woodland

MEMORANDUM

TO: Members of the Woodland Planning Commission

FROM: Dan Sokolow, Senior Planner

SUBJECT: General Plan Housing Element Annual Progress Report for the Period of January 1 - December 31, 2016

DATE: June 15, 2017

RECOMMENDATION: Staff recommends that the Planning Commission take the following actions:

1. Receive a report concerning the Housing Element Annual Progress Report, required by the State of California;
2. Conduct a public hearing; and
3. Recommend that the City Council accept the Housing Element Annual Progress Report and direct staff to transmit the report to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD) for filing.

REPORT IN BRIEF:

The State of California Government Code, Section 65400(b), requires planning agencies to provide an annual report to their legislative body (City Council), the Governor's Office of Planning and Research (OPR), and the State Department of Housing and Community Development (HCD) on the status of the General Plan and progress in its implementation.

BACKGROUND:

The Annual Progress Report (APR) provides information to local legislative bodies and the public on the status of its General Plan Housing Element goals, policies, and implementation measures. The intent of the statute is to provide a tool to facilitate implementation of a community's Housing Element and in tracking and monitoring progress in addressing housing needs and goals. The APR includes information on the jurisdiction's progress in addressing the regional housing need allocation, including the number of housing units permitted by income level, the status of programs in the housing element, and efforts to remove governmental constraints.

PROJECT ANALYSIS:

The attached Housing Element Annual Progress Report follows a format established by The Department of Housing and Community Development. The report requires the completion of five (5) tables to report on implementation. The annual housing report requires a calendar based reporting period.

Although only one unit was added to the City's affordable housing inventory, the City took actions in 2016 to support a future multi-family affordable housing development. The City Council on March 1, 2016 approved a general plan amendment, zoning amendment, design review, and site plan entitlements for the Mercy Housing/New Hope Community Development Corporation to construct an 80-unit affordable housing project at the northeast corner of Cottonwood and Beamer streets. This development will include 32 supportive housing units reserved for formerly homeless/disabled. Yolo County Housing (YCH) will supply project-based housing vouchers for 20 of the supportive units while the remaining 12 supportive units will be deep-targeted for families earning 20% or less of the area median income (AMI), adjusted for household size. For the remaining 47 affordable units, 3 units are reserved for families earning 30% or less of AMI, adjusted for household size, and 44 units are reserved for families earning 50% or less of AMI, adjusted for household size. All of the units with the exception of the manager's unit will be occupied by very low- or extremely low-income households. Construction is expected to start this month.

RECOMMENDED ACTION: Staff recommends that the Planning Commission make an affirmative motion as follows:

MOTION NO. 1: Recommend that the City Council accept the Housing Element Annual Progress Report and direct staff to transmit the report to the Governor's Office of Planning and Research and the State Department of Housing and Community Development for filing.

ATTACHMENTS:

Attachment A - 2016 Housing Element Annual Progress Report
Attachment B - Housing Implementation Tables

HOUSING ELEMENT IMPLEMENTATION ANNUAL REVIEW – JANUARY 1, 2016 – DECEMBER 31, 2016

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
Development of Housing			
9.A.1 – The City shall continue to cooperate with and advise developers in the use of the P-D Planned Development Overlay Zone to reduce housing costs by utilizing various techniques such as: zero lot lines, cluster development, private streets, parking and setback innovations and other creative development approaches.	Community Development Director	Ongoing	The City continues to work with developers on the use of Planned Development Overlay Zones to reduce housing costs.
9.A.2 – The City has identified lands for housing that can be developed by 2021 and that could accommodate Woodland’s share of the regional housing needs by income category. Since adoption of the 2013 Housing Element, the City has rezoned land to R-25 (20-25 units per acre) and shall rezone at least 5 acres to R-25 or equivalent zone that has a minimum density of 20 units per acre and meetings the requirements of California Government Code Section 65583.2, paragraphs “h” and “I”. The target for rezoning of 5 acres is based on the assumption that 5 acres, developing at 80% capacity, at 20 units per acre, which would provide for approximately 80 units, exceeding the City’s shortfall. This additional land to be rezoned is intended by accommodate the City’s Regional Housing Needs Allocation (RHNA) of 664 units affordable to households earning 80% or less of the Yolo County median income. Within 12 months of adoption of the General Plan Update, the City will update the Zoning Code to reflect increased residential densities and housing	Community Development Director	Within 12 months following adoption of the 2035 General Plan or within two years of the adoption of the 2013 Housing Element, whichever comes first	On July 29, 2016, the City released a public review draft of the revised Housing Element. The revised Element requires the city the rezone at least 5 acres to R-25 or equivalent. Upon adoption of the General Plan Update on May 16, 2017, the City will begin an immediate update to the Zoning Code. ▪ The Spring Lake Central Project was filed in November 2014 to rezone 9.3 acres to R-25. ▪ The 2035 General Plan Update was approved May 16, 2017. Actions taken during the update included increasing density categories city wide and more specifically increasing or adding the following:

**HOUSING ELEMENT IMPLEMENTATION ANNUAL REVIEW –
JANUARY 1, 2016 – DECEMBER 31, 2016**

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
opportunities resulting from the revised General Plan.			- Medium Density from 8.0–15.0 to 8.1-19.9 - High Density from 16.0 -25.0 to 20.0 – 40.0 - Downtown from 16.0 – 25.0 du/ac to no maximum du/ac - Added Corridor Mixed Use 20-40 du/ac - New Specific Plan areas shall have an average density of 8.0. ▪ The City Council in 2016 approved Mercy Housing’s general plan and zoning amendments to redesignate an existing site for residential use in order to construct an 80-unit affordable housing project for extremely low and very low income households. The project will include 32 supportive housing units reserved for formerly homeless/disabled. The affordable units constructed may be used to address the City’s shortfall for very low units.
9.A.3 – The City shall provide flexibility on the identification of sites for accommodating its Regional Housing Needs Plan (RHNP) Allocation as part of the General Plan update and subsequent comprehensive zoning code update. A request to	Community Development Director	Ongoing as needed	The City did not receive a residential downzone request in 2016. The City worked on a proposed project, known as Oyang North and South, which may result

**HOUSING ELEMENT IMPLEMENTATION ANNUAL REVIEW –
JANUARY 1, 2016 – DECEMBER 31, 2016**

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
lower the density of a site counted towards meeting the City's RHNP Allocation shall include findings that justify the rezone and identify adequate replacement site(s) that will provide the minimum number of units by income level for accommodating the City's RHNP Allocation and is developable during the term of the Housing Element planning period.			in the relocation of an R-25 site to a more centrally located area along the Gibson Road corridor, eliminate R-15 and up-zone R-3 to R-4.
9.A.4 – The City shall continue to cooperate with and advise developers in the use of the City's Bonus Incentive Program as contained in Section 25-21-25 of the Zoning Ordinance. Bonus incentives are available to developers for including lower income units in their projects. The City will provide a one-page fact sheet that summarizes the Program and options of density bonuses for distribution to developers at the City's permit counter.	Community Development Department	Ongoing	No action was taken on this program in 2016.
9.A.5 – The City shall continue to cooperate with Yolo County, other cities in the County, and actively work with affordable housing developers interested in multi-family housing bonds.	Community Development Department	Ongoing	No action was taken on this program in 2016.
9.A.6 – The City Council shall hold a meeting each year, per Section 65400 of the Government Code, to review accomplishments in implementing the Housing Element and document these accomplishments in a staff report or memo to the City Council.	Community Development Department	Annually	No action was taken on this program in 2016. The City released the draft public review 2035 General Plan in July of 2016 and submitted a Housing Element Amendment to review by HCD in September of 2016. The Planning Commission reviewed these items.

**HOUSING ELEMENT IMPLEMENTATION ANNUAL REVIEW –
JANUARY 1, 2016 – DECEMBER 31, 2016**

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
9.A.7 – The City shall seek funds to provide financing to assist housing construction of lower income units, and moderate income units that serve special needs groups. Funding sources may include HOME, CalHome, and other Federal and State sources.	Community Development Department	Annually	The City in 2016 continued to work with families through its first time homebuyer loan assistance program. With loan assistance funded through BEGIN Program Income and the City’s Housing Trust Fund, the City assisted a low income family purchase a home in 2016.
9.A.8 – The City shall allocate CDBG funds for the provision of extremely low-income units, very low-income units, low-income units, and moderate-income housing units. The City shall identify sites, establish partnerships, and pursue CDBG funds.	Community Development Department	Annually	In 2016, Friends of the Mission completed rehabilitation of its seven-unit affordable housing development 925 North Street. The project was funded through the City’s CDBG program and provides housing for very low income families and individuals. During the same year, Yolo Community Care Continuum completed the rehabilitation of its supportive housing facility at 166 College Street that serves very low income individuals.
9.A.9 – The City shall continue to offer incentives to developers of affordable housing such as: 1) waiver and/or deferral of all or a portion of City development fees; 2) waiver or modification of City development standards; or 3) assistance in obtaining federal, state, or local financing and/or subsidies, as codified in Section 6A-3-30 (Affordable Housing – Incentives) of the Municipal Code.	Community Development Department	Ongoing on a case-by-case basis	No action was taken for this program in 2016.

**HOUSING ELEMENT IMPLEMENTATION ANNUAL REVIEW –
JANUARY 1, 2016 – DECEMBER 31, 2016**

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
9.A.10 – The City shall amend zoning consistent with Health and Safety Code Section 17021.5 and 17021.6 to further facilitate housing for farmworkers. Other programs to facilitate the development of affordable housing may include fee waivers and reduced development standards. Financial and technical assistance will be sought from HCD’s Office of Migrant Services, the Joe Serna Jr. Farmworker Housing Grant Program, the California Tax Credit Allocation Committee’s Farmworker Housing Assistance Program, and the USDA Rural Development Program.	Community Development Department	Within 12 months following adoption of the updated General Plan; provide financial technical assistance annually, as needed	The General Plan update was underway in 2016 and subsequently completed in May 2017. The city will immediately begin a Zoning Consistency analysis and update.
9.A.11 – The City shall continue to require the provision of affordable housing as a component of market-rate projects, as codified in Chapter 6A of the Municipal Code. The City shall continue to implement the affordable housing requirements of South East Area Specific Plan as applicable. The City shall continue to implement the affordable housing requirements of the Spring Lake Specific Plan as applicable. The City shall monitor and annually report to the City Council on the number of affordable ownership units constructed and converted to unrestricted market-rate units.	Community Development Department	Ongoing	Since 2004, the City adopted an amendment to its citywide inclusionary housing ordinance (Chapter 6A. Affordable Housing). This amendment essentially applied the same inclusionary housing requirements being implemented in the Spring Lake area to the remainder of the City. Any new housing project, for-sale or rental, provide affordable units, thereby implementing the “scattered sites” policy citywide. The Spring Lake Specific Plan Scattered Site Program also requires the development of each market rate unit to pay an “offsite” fee of \$1,100 per market rate unit. This

**HOUSING ELEMENT IMPLEMENTATION ANNUAL REVIEW –
JANUARY 1, 2016 – DECEMBER 31, 2016**

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
			fee is to be used to assist an additional 74 units of affordable housing anywhere in the City, including Spring Lake as long as the parcels meet the affordability requirements under the Spring Lake Specific Plan and the Spring Lake Affordable Housing Plan.
9.A.12 – The City shall continue to facilitate the provision of emergency shelter services through its participation in the countywide Homeless Coordination Project that provides services to the homeless in Yolo County. The Project includes Homeless Coordination and the Cold Weather Shelter.	Community Development Department	Ongoing	The City continues its participation in the Countywide Homeless Coordination Project by funding its participation with housing monitoring fees and other sources. In addition, in 2016 the City awarded CDBG funds to the Yolo Wayfarer Center for operation of its homeless shelter. The City also awarded CDBG funds to the Empower Yolo for operation of its emergency shelter that serves the homeless who are victims of domestic violence, sexual assault, stalking, and trafficking.
9.A.13 – The City shall pursue grant and loan funding opportunities from federal, state, and other agencies and coordinate with other agencies and nonprofit organizations for the provisions of different sizes, scales, and types of housing, including transitional housing, efficiency units, housing with supportive services, and other special-	Community Development Department	Ongoing	In 2016, the City applied for four grants through the Federal Continuum of Care Competition for permanent supportive that will address chronically homeless families and individuals. Fourth & Hope operate the programs.

HOUSING ELEMENT IMPLEMENTATION ANNUAL REVIEW – JANUARY 1, 2016 – DECEMBER 31, 2016

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
needs housing consistent with policies in the Land Use and Community Design Element.			The U.S. Department of Housing and Urban Development awarded the City three of the four grants.
9.A.14 – The City shall continue to support the services of Yolo County’s Homeless Coordinator.	Homeless Coordinator	Ongoing	The City continues its participation in the Countywide Homeless Coordination Project by funding its participation with housing monitoring fees and other sources.
9.A.15 – The City shall consider options to allow Residential Care Homes with more than six mentally disordered or otherwise handicapped persons or dependent and neglected children as a permitted use in the Multiple-Family Residential Zone (R-M).	Community Development Director	Within 12 months following adoption of the updated General Plan	The General Plan update was underway in 2016 and subsequently completed in May 2017. The City will immediately begin a zoning ordinance consistency update.
Maintenance of Housing			
9.B.1 – The City shall periodically review its eligibility for various federal and state programs that will provide rehabilitation and maintenance assistance for lower income units and special needs groups. The City shall submit applications for programs for which the City is eligible, as appropriate.	Community Development Department	Annually	No action was taken on this program in 2016.
9.B.2 – The City shall continue to periodically gather information regarding the status of local housing conditions to determine the need for housing rehabilitation and/or the removal of unsafe units. A housing condition survey that meets the criteria of the state Department of Housing and Community Development will be conducted in targeted neighborhoods.	Community Development Department	Every 5 years	The City employs two full-time code compliance officers.

**HOUSING ELEMENT IMPLEMENTATION ANNUAL REVIEW –
JANUARY 1, 2016 – DECEMBER 31, 2016**

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
9.B.3 – The City shall continue to include funds in its operating budget for code compliance and nuisance abatement programs.	Community Development Department	Ongoing	The City employs a full-time code compliance officer.
9.B.4 – The City shall continue to implement the Downtown and East Street Corridor Specific Plans to encourage the preservation of existing housing in the downtown area and East Street Corridor, the conversion of underutilized upper floors of commercial buildings to housing, and construction of infill mixed-use housing projects with street-level commercial uses. The City shall monitor and annually report on the number of housing units constructed as part of infill and mixed-use projects in these specific plan areas.	Community Development Department	Ongoing	The City continues to encourage conversion of underutilized upper floors of commercial buildings to residential uses. In 2016, six residential units (apartments) were under construction on the second floor of a building in the downtown on Main Street.
9.B.5 – No later than one year prior to expiration of affordability, the City will contact property owners of units at-risk of converting to market rate housing to discuss the City’s desire to preserve complexes as affordable housing. The City will seek participation from agencies interested in purchasing and/or managing units at-risk. Funding assistance, which can be leveraged with outside sources by the developer to either transfer ownership, or provide rent subsidies to maintain affordability, shall utilize applicable federal, state, and local financing sources. Where properties are at risk of conversion, the City will work with tenants to provide education regarding tenant rights and conversion procedures pursuant to California law.	Community Development Department	Ongoing	No action was taken in 2016.
9.B.6 – The City shall continue to strive for greater energy conservation in existing residential	Community Development Director	Ongoing	No action was taken on this program in 2016.

**HOUSING ELEMENT IMPLEMENTATION ANNUAL REVIEW –
JANUARY 1, 2016 – DECEMBER 31, 2016**

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
development. CDBG monies are available for energy efficiency work as a part of the local housing rehabilitation program. Additionally, the City will continue to provide information to residents regarding available home rehabilitation programs, and increase public awareness of self-help and rehabilitation programs through outreach.			
Equal Opportunity in Housing			
9.C.1 – The City shall continue to distribute Fair Housing brochures and booklets indicating what the Fair Housing laws are and where advice, assistance and enforcement activities can be obtained. The City will provide this information to any person who feels they have been discriminated against in acquiring housing within the City and to any housing provider who requests such information. Information will be made available at the City’s website and at the City’s Homebuyer Education Seminars. These efforts will also focus on special needs population groups that might face housing discrimination, such as farmworkers and persons with disabilities.	Community Development Department	Ongoing	Information such as Fair Housing brochures are published in English and Spanish and are available at the Community Development Department office and through the City’s website.
9.C.2 – The City shall support an Annual Fair Housing Open House for rental property owners and various social services organizations and agencies to discuss mechanisms to evaluate tenant applications according to fair housing law.	Community Development Department	Ongoing	Legal Services of Northern California organized and presented the annual Yolo County Fair Housing Workshop, in collaboration with the City of Woodland, City of Davis, and Yolo County Housing, on April 7, 2016. The City of Woodland contributed to the payment for

**HOUSING ELEMENT IMPLEMENTATION ANNUAL REVIEW –
JANUARY 1, 2016 – DECEMBER 31, 2016**

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
			lunch and beverages and assisted with marketing. LSNC coordinated the event and obtained speakers, including Deborah Thrope from the National Housing Law Project, who spoke about changes to the laws protecting victims of domestic violence, stalking, dating violence, and sexual assault and reasonable accommodations and reasonable modifications. Gregory Crespo from the U.S. Department of Housing and Urban Development provided an overview of fair housing laws and discussed new HUD guidance on criminal background screening. The workshop was attended by 90 property managers and landlords.
9.C.3 – The City shall continue to provide individuals with disabilities reasonable accommodation in rules, policies, practices and procedures that may be necessary to ensure equal access to housing pursuant to the Reasonable Accommodations for Persons with Disabilities provisions of Section 25.21.85 of the Municipal Code.	Community Development Department	Ongoing	The City continues to follow the Reasonable Accommodation provisions of its Municipal Code.
9.C.4 – The City shall continue to implement measures to encourage developers to apply universal design principles in new housing developments so	Community Development Department	Ongoing	Barrier-free design is governed by accessibility law and incorporated with all designs. All apartments

**HOUSING ELEMENT IMPLEMENTATION ANNUAL REVIEW –
JANUARY 1, 2016 – DECEMBER 31, 2016**

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
that housing units and the neighborhoods in which they are located are as accessible as possible to all individuals, regardless of age or abilities. Such measures include density bonuses, fee reduction/deferrals, or other incentives.			are required to comply with Chapter 11B of the California Building Code. The City Council on March 1, 2016 approved a general plan amendment, zoning amendment, design review, and site plan entitlements for Mercy Housing/New Hope Community Development Corporation to construct an 80-unit affordable housing project at the northeast corner of Cottonwood and Beamer streets. A minimum of 5% of the total units will be designed to be fully ADA compliant. All of the remaining ground floor units will designed to be ADA adaptable.
9.C.5 – The City shall increase the educational outreach efforts by providing fair housing information in English and Spanish whenever feasible. Financial and technical assistance may be sought from California Rural Legal Assistance, the Farmworker Justice Fund, the USDA Rural Development Program, and HCD’s Office of Migrant Services.	Community Development Department	Ongoing	Information such as Fair Housing brochures are published in English and Spanish and are available at the Community Development Department office and through the City’s website.
9.C.6 – The City shall continue to ensure that relocation assistance is provided to tenants relocated as a result of removal of housing, in compliance with	Community Development Director	Ongoing as needed	No residential structures were demolished in 2016.

**HOUSING ELEMENT IMPLEMENTATION ANNUAL REVIEW –
JANUARY 1, 2016 – DECEMBER 31, 2016**

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
the Federal Housing and Community Development Act of 1974.			
9.C.7 – The City shall affirmatively further fair housing by contracting with the Fair Housing Hotline Project provided through Legal Services of Northern California.	Community Development Department	Ongoing	In 2016 the City provided CDBG funds for Legal Services of Northern California to operate the Fair Housing Hotline Project.
9.C.8 – The City shall refer fair housing complaints to the Fair Housing Hotline Project provided through Legal Services of Northern California and State Department of Fair Employment and Housing for resolution.	Community Development Department	Ongoing	Fair housing issues are referred to the Fair Housing Hotline Project.
Energy Conservation and Sustainable Housing Development			
9.D.1 – The City shall consider citywide application of energy conservation policies in the Spring Lake Specific Plan. These policies include but are not limited to the use of energy efficient air conditioners, light-colored roofing materials, photovoltaic energy systems, and Energy Star appliances. The City shall monitor and report on the number of housing units constructed with energy efficiency features that exceed the requirements of the CalGreen Code.	Community Development Director	FY 2014 / 2015. Monitor and report to the City Council every five years, as a part of the implementation of the Climate Action Plan.	On September 1, 2015, the Woodland City Council adopted Ordinance No. 1589 to create an expedited streamlined permitted process for small residential rooftop solar energy systems. Provisions of the ordinance include accepting applications electronically, directing the City's Building Official to develop a checklist of all requirements which small rooftop solar energy systems shall comply with to be eligible for expedited review, and authorizing the Building Official to administratively approve such applications. The City in 2016 issued 564 building permits for rooftop solar energy systems.

**HOUSING ELEMENT IMPLEMENTATION ANNUAL REVIEW –
JANUARY 1, 2016 – DECEMBER 31, 2016**

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
			Most of the permits were for residential properties.
9.D.2 – Through its General Plan, Zoning Code, and Climate Action Plan, the City shall promote infill development, including affordable housing, in proximity to services, transit, pedestrian and bicycle facilities, and other urban amenities; mixed use of commercial areas – including upstairs spaces in the downtown area (e.g., uses including retail, entertainment, services, and residential); and redevelopment of vacant or underutilized lots with buildings, including second stories for retail, residential, or offices uses.	Community Development Director	FY 2014 / 2015 and ongoing	The General Plan update was underway in 2016 and subsequently completed in May 2017. The Zoning Code will undergo a comprehensive update to bring it in alignment with the 2017 General Update, which included a number of policy changes to encourage infill development.
9.D.3 – The City shall continue to promote residential energy conservation practices pursuant to the Title 24 provisions of the California Building Code Standards, including the provisions for sustainable construction and development practices that are contained in the CalGreen Code.	Community Development Department	Ongoing	The City adopted the 2016 California Building Standards Code and 2016 California Green Code. For 2016, the City issued 564 building permits for rooftop solar energy systems. Most of the permits were for residential properties.
9.D.4 – The City shall coordinate with Pacific Gas & Electric, community-based organizations, and other public agencies to provide public education and outreach on energy conservation. Specific actions related to energy conservation will be coordinated through the Climate Action Plan.	Community Development Department	Ongoing	The City in October 2014 agreed to participate in a community-specific long-term program sponsored by PG&E to promote residential energy efficiency. The program - Woodland, Step Up and Power Down – was launched in spring 2015 with a local full-time staff that worked with community service groups, churches, and City

**HOUSING ELEMENT IMPLEMENTATION ANNUAL REVIEW –
JANUARY 1, 2016 – DECEMBER 31, 2016**

GENERAL PLAN IMPLEMENTATION PROGRAM	PRIMARY RESPONSIBILITY	TIME FRAME	STATUS
			staff to enhance Woodland residents' awareness of and participation in strategies for reducing energy use. The program coordinated PG&E assistance programs with educational objectives of the City's Climate Action Plan, toward the shared goal of bringing about lasting behavior changes in energy use. More than 1,600 Woodland households participated in the Woodland Step Up and Power Down effort that ended in 2016.
9.D.5 – The City shall encourage the continued affordability of both rental and ownership housing by encouraging energy conservation in all existing development.	Community Development Director	Ongoing	The City adopted the 2016 California Building Standards Code and 2016 California Green Code. Fees for solar projects have been raised to provide the critical staff support to implement an expedited permitting process for these projects. For 2016, the City issued 564 building permits for rooftop solar energy systems. Most of the permits were for residential properties.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Woodland
Reporting Period 1/1/2016 - 12/31/2016

Table A
Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information									Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income			See Instructions	See Instructions	
Spring Lake SP	SF	O		1			1		None	Inclusionary	
(9) Total of Moderate and Above Moderate from Table A3 ▶				67	199						
(10) Total by income Table A/A3 ▶ ▶				1	67	199					
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Woodland

Reporting Period 1/1/2016 - 12/31/2016

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	67					67	
No. of Units Permitted for Above Moderate	199					199	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Woodland
Reporting Period 1/1/2016 - 12/31/2016

Table B
Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2013	2014	2015	2016	2017	2018	2019	2020	2021	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	
Very Low	Deed Restricted	390	45		36						81	309
	Non-deed restricted											
Low	Deed Restricted	274	16		12	1					29	245
	Non-deed restricted											
Moderate	Deed Restricted	349										188
	Non-deed restricted		25	32	37	67					161	
Above Moderate		864	73	96	114	199					482	382
Total RHNA by COG. Enter allocation number:		1,877	159	128	199	267					753	1,124
Total Units ▶ ▶ ▶												
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶												

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction	City of Woodland	
Reporting Period	1/1/2016 -	12/31/2016

Table C

Program Implementation Status

[illegible]

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	City of Woodland
Reporting Period	<u>1/1/2016</u> - <u>12/31/2016</u>

General Comments:



Legislation Details (With Text)

File #: 17-0521 Version: 1 Name:
Type: Staff Report Status: Agenda Ready
File created: 6/8/2017 In control: Planning Commission
On agenda: 6/15/2017 Final action:
Title: SUBJECT: Planning Commission Annual Work Program Discussion FY 2017-2018

DATE: June 15, 2017

RECOMMENDATION:

Staff recommends that the Planning Commission:

1. Review the draft Planning Commission Work Program for Fiscal Year 2017-2018; and
2. Provide direction to staff concerning the Work Program and direct staff to incorporate any modifications into a staff report for presentation to the City Council.

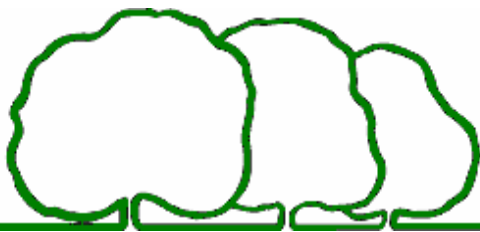
Sponsors:

Indexes:

Code sections:

Attachments: [1 - Planning Commission 2017 - 2018 Work Program](#)
[2 - Staff Work Program 2017 - 2018](#)

Date	Ver.	Action By	Action	Result
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City of Woodland

MEMORANDUM

TO: Members of the Woodland Planning Commission

FROM: Stephen Coyle, Deputy Director
Cindy Norris, Principal Planner

SUBJECT: Planning Commission Annual Work Program Discussion FY 2017-2018

DATE: June 15, 2017

RECOMMENDATION:

Staff recommends that the Planning Commission:

1. Review the draft Planning Commission Work Program for Fiscal Year 2017-2018; and
2. Provide direction to staff concerning the Work Program and direct staff to incorporate any modifications into a staff report for presentation to the City Council.

BACKGROUND:

Planning Commission last reviewed their Work Program in August of 2015 with a presentation to City Council in September 2015. Staff has prepared a draft Work Program for Fiscal Year 2017-2018 for discussion purposes.

PROJECT ANALYSIS:

Functions of the Planning Commission

The Functions of the Planning Commission are established in State Government Code and 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 either to forward a recommendation to City Council for final action, or to make a determination as the final approving body.

With regard to development applications, planning staff members provide a share of their time to projects that result in review by Planning Commission. A large number of minor project applications, such as design reviews and zoning administrator permits, are approved at staff level. The length of time for project review, the time between formal application submittal and scheduling for Planning Commission, can vary depending on the complexity of the application and situation. Factors affecting review time may include the complexity of application, number of studies and agencies that are involved, time to prepare modifications to plans, the environmental review process, and public engagement. An added element to the review of applications will be the review for consistency with recently adopted 2035 General Plan. Until the City is able to update the Zoning Code there may be additional considerations required when reviewing certain applications.

The following is a summary of items reviewed by the Planning Commission between January 1, 2016 and present and anticipated future review items.

Projects that Came to the Planning Commission from January 2016 to Present

Reviews of Development Applications included:

- a. Woodland Gateway I Center Conditional Use Permit Modification. 2051 Bronze Star Drive (5/18/17)

- b. Mutual Housing at Spring Lake Parcel Map and Design Review (4/6/17)
Modification - 2170 Farmer's Central Rd. (4/6/17)
- c. Review and Recommendation to City Council concerning the 2035 General Plan, 2035 Climate Action Plan and EIR. (Multiple)
- d. Woodland Tree Foundation Presentation (2/2/17)
- e. A Primer for Updating the Downtown Specific Plan (2/2/17)
- f. Dutch Brothers CUP/Design Review 2030 Trade Court (12/1/16)
- g. Oakland Pallet CUP allow for outdoor storage, 109 Pioneer Ave. (10/27/16)
- h. Spring Lake Specific Plan, Oyang North/South - request to amend Gen Plan & SLSP TSM#5091 TSM#5092 (10/27/16)
- i. Appeal of Zoning Interpretation for 352 & 360 W Kentucky Ave. (multiple)
- j. Fort Sutter Company Parcel #5105, 444 Santa Anita Dr. (8/18/16)
- k. The Human Bean Drive-Thru Coffee Kiosk. 1264 E Gibson Rd. (8/4/16)
- l. West Coast Auto Dismantlers Conditional Use Permit: Request for a Conditional Use Permit to allow the operation of an auto dismantling at 333 North Pioneer Avenue. (7/7/16)
- m. Verizon Cell Tower Conditional Use Permit: Request for a Conditional Use Permit, 1400 Pioneer Avenue (Pioneer High School) (4/21/16)
- n. Digital Freeway Sign Zoning Amendment and Conditional Use Permit, Site Plan and Design Review, 2140 Freeway Drive (Multiple)
- o. Prudler Tentative Subdivision Map Project (TSM#4856). (4/7/16)
- p. Spring Lake Central Tentative Parcel Map No. 5104 (3/17/16)
- q. Lennar Design Review, The Crossing at Spring Lake (3/3/16)
- r. Alphabet Soup Childcare Center Conditional Use Permit Commerce Avenue, Suite 4, (2/18/16)
- s. 180 West Beamer Street Apartments General Plan, Zoning Amendment, Design Review, and Site Plan Review: Request for a General Plan and Zoning Amendment, design review, and site plan to allow the construction of an 80-unit apartment project on 4.4 acres at 180 West Beamer Street (2/4/16)
- t. Medical Marijuana Cultivation Ordinance (2/4/16)
- u. Downtown Woodland Mixed-Use Hotel Project - Conditional Use Permit Request for a Conditional Use Permit to construct a five-story, 81 room hotel, 318 and 320 6th St. (1/21/16)
- v. Bulls Eye Bail Bonds Project, 1037 Main Street (1/21/16)
- w. Cal West Development Agreement Amendment, Spring Lake Specific Plan Area (1/7/16)
- x. General Plan and Climate Action Plan public comment meetings (multiple)

Projects Anticipated to Come Before the Planning Commission within Fiscal Year 2017-2018:

(Note: it is difficult to predict with certainty what may or may not actually reach the point of final review)

- a. Specific Plan-1A workshops
- b. Interim Zoning Consistency Review (Phase I update)
- c. Cannabis Ordinance
- d. Affordable Housing
- e. Downtown Specific Plan Update
- f. General Plan Implementation Follow Up (See Attachment 2)

Attached for review and discussion is the draft Planning Commission Work Program for the upcoming fiscal year, July 1, 2017 - June 30, 2018 (Attachment 1). 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. Review the draft Planning Commission Work Program for Fiscal Year 2017-2018; and
2. Provide direction to staff concerning the Work Program and direct staff to incorporate any modifications into a staff report for presentation to the City Council.

ATTACHMENTS:

Attachment 1 - Planning Commission 2017 - 2018 Work Program

Attachment 2 - Staff Work Program 2017 - 2018

**PLANNING COMMISSION
FY 2017 – 2018 WORK PROGRAM**

Program Name	Program Tasks	Current Status	Time Frames
<i>Commission Operating Standards – On-going General as Defined in the</i>			
Planning Commission Meetings	Regular meetings of the Commission with occasional special meetings as needed • <i>Maintain effective standards for ongoing management of the Commission including minutes, agendas, and compliance with Rosenberg’s Rules of Order, due process requirements and the Brown Act.</i> • <i>Receive, evaluate and act upon public input related to the General Plan land use and zoning and design review applications</i> • <i>Read all information and staff reports relating to applications and action requests that come before the Commission</i> • <i>View any site that is subject to consideration</i> • <i>Individually discuss and provide recommendations and feedback on various items that come before the Commission</i>	Ongoing	1 st and 3 rd Thursdays
Review application requests for which the Planning Commission is the approval body	Unless appealed to the City Council, the Planning Commission has final approval authority on the following: • <i>Administering the California Environmental Quality Act</i> • <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>	Ongoing	As needed depending on submittal of applications for review
Review application requests for which the Planning Commission 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 (up to 4 times in a year)</i> • <i>Ordinance Amendments</i> • <i>Development Agreements</i> • <i>Any project based action which is combined</i>	Ongoing	As needed depending on submittal of applications for review

Program Name	Program Tasks	Current Status	Time Frames
	<i>with any other action that requires City Council approval</i>		
Assist in Developing and Maintaining the General Plan (1)	Review of General Plan amendment requests and Involvement in the General Plan Update process Per State law the General Plan may be amended up to four (4) times in a calendar year.	Ongoing	As needed based on application requests or as part of the update process.
Assist in Developing such specific plans as may be necessary or desirable (1)	Participation in the progress and review of any proposed specific plan for the City. Specific Plan SP-1A	As needed	12-18 months
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. - Request Council authorization and concurrence on a proposed amendment request - Request Council authorization to direct staff resources to a proposed amendment request	Ongoing	Review of Work Program by the City Council
Review of the City's Capital Improvement Program (1)	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	Annual	March
Annual Planning Commission Report (1)	The Planning Commission Chair shall provide a report to the City Council on work accomplished in the past year and to outline work suggested in the coming year.	Annual	April
Commission Elections	Election of the Officers of the Commission which shall consist of the Chairperson and Vice-Chairperson.	Chair and Vice-Chair are limited to two (2) consecutive years	Annually, at the first meeting in September
Training and Workshops	Education for staff and commission and the public. The goal will be to host some type of training whenever there are light agendas, with a minimum of one training session annually. This may include hosting web based training sessions as well.	Ongoing	As topics, speakers or materials become available or necessary or as requested

Program Name	Program Tasks	Current Status	Time Frames
Short Range Goals/Tasks (< 12 months)			
Appoint Standing Committees and define the key focus area and accomplishment desired for each.	<u>Public Art Ad-hock Committee</u>: To appoint 2 members of the Commission to serve on an Ad-hock subcommittee to evaluate possible options regarding a Public Art Ordinance. (Commissioners Wells, Lopez and Murphy) <u>PC Design Liaison</u>: To appoint a (1) PC member 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 (Commissioner Holt) <u>Cannabis Subcommittee</u>: To appoint 3 members of the Commission to serve on an Ad-hock General Plan Update subcommittee. (Commissioners Harris, Lizarraga, Lopez) <u>Zoning Subcommittee</u>: 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. (Commissioners Holt, Lizarraga and Lopez) <i>Ad-hock committees may meet periodically and do not require notice.</i> <i>Standing Committees shall meet at appointed times with appropriate notice</i> <i>Design Liaison is an ad-hock member who meets from time to time on various items.</i>	In process Ongoing Ongoing Ongoing	Recommendation to the City Council regarding a proposed art process Meet early in the process as based upon application submittals
Long Range Goals/Strategies (> 12 Months)			
Specific Plan 1A	350 acre future Woodland Research Technology park and supportive residential uses on the area known as SP-1A in the General Plan	Plan petition review May	15-18 months
Review and Participate in the	Overall update to the scope and standards in the Downtown Specific Plan	In Progress	6-8 months

Program Name	Program Tasks	Current Status	Time Frames
Downtown Specific Plan Update			
Review and Participate in an Interim Phase I Zoning Ordinance Update – General Plan Conformity	Necessary to provide interim updated zoning map, uses and standards to ensure conformity to the General Plan. Un-codified targeted update. Zoning Subcommittee	Initiated June 6	October 2017 (4 months)
Review and Participate in development of Cannabis Ordinance	PC subcommittee to assist and full Commission review and input on a future Cannabis Ordinance	In Progress	October 2017
Participate in the Woodland Infill and Redevelopment Charrette	A intensive multi-day process to focus efforts on developing planning/design solutions for a targeted area.	Early planning	Late September
Review and participate in a comprehensive update to the Zoning Ordinance	Will be an in-depth comprehensive update to the entire Zoning Ordinance. This will a significant process and may likely involve multiple workshops and focused analysis	Concurrent with Interim	1-2 years

1. (Section 2-7-21 of the Municipal Code Powers and Duties of the Planning Commission)

STAFF
FY 2017 – 2018 PLANNING DIVISION WORK PROGRAM

Program Name	Program Tasks	Current Status	Time Frames	Staff
<i>On-going Planning Division Activities and Tasks</i>				
Staff to Planning Commission	Regular meetings of the Commission with occasional special meetings as needed, agenda preparation, report preparation and review, minutes	Ongoing	1 st and 3 rd Thur	CN/ SC/ EB/MM DF/LS
Staff to HPC	Regular meetings – Heritage Home Awards and review of Demo or Historic Alteration Permits Agenda, report preparation, historic reviews, minutes	Ongoing	3 rd Wed	EB / MM/CN DF/LS
General Administration	Emails, Meetings, Inter-departmental assistance, Contract reviews, invoicing, time tracking,	Ongoing		ALL
Public Counter and Information Requests	The day-to-day responding to information requests including ideas about property, uses, fences, small structures, “what can I do with a property”, looking up standards and provisions, property history, etc...	Ongoing		ALL
Permit reviews, small plan check, accessory, solar, house checks	Minor ministerial reviews	Ongoing		LS ALL
Staff Level Site Plan and Design Reviews	Building Expansion at Lincoln Gateway Shop Design Review Dialysis Clinic new building Cel tower co-location Signs	Ongoing		MM/ EB/ CN
Code Enforcement Assistance	Assisting Code Enforcement Staff – beyond basic counter assistance, investigations, meetings,	Ongoing		ALL
Plan Check and Construction Follow up	- Subdivision Map Review and Check - Project Check Review (Tide Court) - Downtown Hotel			CN, EB, MM
New Project Reviews: Discretionary	- SL Architectural Design Reviews - Mini-Storage Application (CUP) Pre app - Westwood II analysis (pre app)			Varies depending on scope

Program Name	Program Tasks	Current Status	Time Frames	Staff
	- PM revision - Country Oaks (Pre)			
General Plan Follow Up Short Range Projects/Tasks (< 12 months)				
Develop a GP follow up program and procedures	Develop an outreach program to inform and facilitate citywide achievement of the General Plan Implementation Programs. Final GP prep and document production		2-months	CN
SOI Amendment Request (<i>Imp 2.1</i>)	Petition LAFCO to amend Woodland's Sphere of Influence		3 months-August	CN
Update Downtown Specific Plan (<i>Imp 2.15 and 2.19</i>)	Survey and Review Process that may result in new boundaries and standards for the Downtown Plan, including parking standards		April 2018	SC
Update the Historic Resources Inventory (<i>Imp 2.21</i>)	In conjunction with Downtown update			SC
Interim Zoning Ordinance Update (<i>Imp 2.10</i>)	Phase I to ensure General Plan and Zoning Consistency, Initial Zoning Map, Use, Basic Standards or reference for review - uncoded - Work with Dyett and Bhatia	Initiated June 6	4 Months - October	CN/SC
Prepare CEQA Guidelines to (<i>Imp 2.16, 2.20</i>)	Describe city process for CEQA streamlining		October	CN
Rescind the East Street Corridor (<i>Imp 2.6</i>)	May want to do this coupled with the Interim Zoning or wait for comprehensive		4 Months	CN
Cannabis Ordinance	Public outreach and subcommittee work to craft a new Ordinance to regulate Cannabis use.		4+ Months	SC/CN
Accessory Dwelling Unit Ordinance Update (<i>Imp 2.10</i>)	To comply with State Standards and GP (in process)		2 Months - July	EB, MM, SC
Public Art Ordinance or Policy (<i>Imp 6.12</i>)	To provide more direction and standards for public art (in process)		2 Months - July	EB, MM, SC
Non- Conforming Use Section (<i>Imp 2.10</i>)	May come ahead of the Interim zoning update – incorporate into the Zoning Code (in process)		2 Months - July	CN

Program Name	Program Tasks	Current Status	Time Frames	Staff
Agricultural Mitigation Ordinance (Imp 2.26)	Develop an Agricultural Mitigation Ordinance per the General Plan	May 16	4- Months – Sept?	CN
Affordable Housing Workshop #3	Follow up on two previous workshops. Determine the key issues or topics for further discussion		Sept	SC/DS/CN
Update Code re: Development Agreements (Imp 2.17)	Add Ordinance section and a fee to cover annual reviews.		4 Months Sept	CN
Development Application Requirements (Imp 2.11)	Require applications for re-designation to include a conceptual development plan and market study.			CN, LS
Climate Action Plan Implementation and Monitoring (Imp 7.20 and 7.21)	City will evaluate and codify reduction strategies and list of mandatory compliance options as necessary and develop a monitoring program. Includes possible ZNE (EIR Mitigation)			RC/SC
Evaluate Fast Food locations and restrictions (Imp 6.4)	Evaluate the location of fast food venues and consider restrictions on additional similar uses			
Streamline permitting for community gardens (Imp 6.6)	Streamline permitting procedures for community gardens and urban farms			
Air B N B Ordinance; Bed and Breakfast	Consider appropriate regulations for commercial residential uses			
Mini-Storage	Consider appropriate locations and review requirements for mini-storage			
Amend the City Tree Preservation Ord (Imp 7.8)	Evaluate and amend the City Tree Preservation Ord			
Update the Muni code to ensure necessary potable water (Imp 5.8)	Update the Muni Code and development procedures for development project approval to ensure necessary potable water facilities and supply			

Program Name	Program Tasks	Current Status	Time Frames	Staff
Update City Noise Ordinance control (Imp 8.11)	Update city noise ordinance if needed to comply with updated GP policies. (Related EIR Mitigation)			
Update procedures for project level traffic analysis (Imp 3.2)	Update procedures to ensure project level analysis is consistent with the goals and policies and metrics of the GP			BM/CN
Update CEQA thresholds re VMT standard re: SB 743 (Imp 3.4)	After final adoption of SB 743 and CEQA Guidelines changes City will ass VMT reduction goal per Policy 3.A.4 (EIR Mitigation)			BM / CN
Ensure new development adheres to YSAQMD thresholds (Imp 7.17 and 7.18)	Review standards to ensure compliance with YSAQMD standards including evaluation of projects with substantial truck trips, buffers, etc... (EIR Mitigation)			
Update a Transportation Demand Ord (TDM) (Imp 3.5)	Adopt a transportation demand management ordinance			BM
Review the Alteration and Demo procedures (Imp 7.12)	EIR Mitigation Measure 4.6.1c			
General Plan Follow UP Medium Range Projects/Tasks (> 12 - 18 Months)				
Update the Community Design Guidelines (Imp 2.14)	Update the City wide Design Standards			
Develop Historic Design Guidelines (Imp 2.24)	Provide context sensitive guidelines for historic residential neighborhoods.			
Create Development Incentives for desired Development (Imp 4.4)	Create development incentives for development projects that provide desired long term job and tax revenues			

Program Name	Program Tasks	Current Status	Time Frames	Staff
<i>General Plan Follow Up Long Range Projects/Tasks (> 18 Months)</i>				
Specific Plan 1A	350 acre Specific Plan for a research and technology business park and supportive residential, retail and services	Petition approval June 6	15-18 months	EB/ KH
Comprehensive update to the Zoning Ordinance	Will be an in-depth comprehensive update to the entire Zoning Ordinance		1-2 years	SC, CN, ..
Infill Design Guidelines	Policies and programs to facilitate and implement the General Plan direction with regard to infill development	To be evaluated with comprehensive Zoning update.		