



City of Woodland
Meeting Agenda
Planning Commission

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

530-661-5820

Thursday, May 17, 2018

6:30 PM

Council Chambers

Please Note: The numerical order of items on this agenda is for the 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**
- H. Public Hearing**

1. Continuance of Item for a Proposed Amendment to the Zoning Ordinance Regarding Nonconforming Uses
2. CrossFit Gym Facility Conditional Use Permit Modification
Request for consideration of a Conditional Use Permit Modification for Cross Fit Excitement, a local, gym facility, to locate at 1230 Harter Avenue, Suite G, Zoned Industrial (I) with a Light Industrial Flex Overlay (IF). The facility will consist of heavy apparatus that require sufficient indoor ceiling heights and heavy duty flooring to accommodate noise and vibration.

Location: 1230 Harter Avenue, Suite G, Woodland, CA

Applicant/Owner: Cross Fit Excitement

Environmental Report: Categorical Exemption – Class 1 Existing Facilities

APN: 027-420-030

Project Planner: Megan Meier, Associate Planner

Staff Recommendation: Recommend Planning Commission Approval with Conditions

Report For: Planning Commission Public Hearing – May 17, 2018

General Plan Designation: Industrial (I) - Light Industrial Flex Overlay (LIF)

Current Zoning: Zone I- Light Industrial Flex Overlay (LIF)

Existing Land Uses: Existing approximately 4,000 square foot small warehouse building

Adjacent Land Uses & Zoning:

<u>DIRECTION</u>	<u>LAND USE</u>	<u>ZONING</u>
North	Warehouse/Distribution	RC/LIF
South	Warehouse/Distribution	I/LIF
East	Warehouse/Distribution	I/LIF
West	Warehouse/Distribution	RC/LIF and I/LIF

Flood Zone: Zone "AE" – Special flood hazard areas subject to inundation by 1% annual chance flood event. FIRM Community Panel Number – 06113C0 435H Revised May 16, 2012.

Street Access: East Street/Harter Avenue

3. **Patio Cover Ordinance**

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

1. Conduct the public hearing;
2. Adopt Resolution PC18-____, recommending City Council approval of an Ordinance deleting subdivision (3) of Section 25-25-30 and adding section 25-21-12 to the City of Woodland Municipal Code relating to Zoning Standards for Patio Covers, Sunshades, and Similar Structures.

I. **Business Items**

4. **City of Woodland 2018/19-2021/22 Capital Improvement Program**

Staff recommends that the Planning Commission:

- Review of the proposed City of Woodland Capital Improvement Program (CIP) for 2018/19 – 2021/22
- Make a finding that the proposed CIP for 2018/19 – 2021/22 is in conformity

with the General Plan.

5. Planning Commission FY 2018-2019 Work Program and Subcommittee Appointments

SUBJECT: Planning Commission Work Program for Fiscal Year 2018-2019 and Subcommittee Appointments

RECOMMENDATION: Staff recommends that the Planning Commission:

1. Review the draft Planning Commission Work Program for Fiscal Year 2018-2019; and
2. Review Planning Commission Subcommittee Appointments; and
3. 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.

J. Staff or Commissioner Comments

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.



TO: MEMBERS OF THE PLANNING COMMISSION
DATE: May 17, 2018
ITEM #: 1.
SUBJECT: Continuance of Item for a Proposed Amendment to the Zoning Ordinance Regarding Nonconforming Uses

Recommendation for Action:

Staff recommends that this item, concerning amendments to the Nonconforming Use provisions in the Zoning Ordinance, Section 25-21-55, be continued to the June 21 Planning Commission meeting.

Staff Contact:

Cindy A. Norris, Principal Planner, (530) 661-5911, cindy.norris@cityofwoodland.org

Prepared By: Cindy A. Norris, Principal Planner



TO: MEMBERS OF THE PLANNING COMMISSION
DATE: May 17, 2018
ITEM #: 2.
SUBJECT: CrossFit Gym Facility Conditional Use Permit Modification

Recommendation for Action:

Staff recommends that the Commission

- 1) Receive the staff report;
- 2) Conduct a public hearing;
- 3) Adopt Resolution No. _____, approving the Conditional Use Permit Modification for 460, 1230, and 1250 Harter Avenue to add a land use to the previously approved master use list to include a health/fitness facility (**Attachment 1**).

Staff Contact:

Megan Meier, Associate Planner, (530) 661-5814, megan.meier@cityofwoodland.org

Background:

Background

460, 1230, and 1250 Harter Avenue was developed as a small scale industrial mixed use/ warehouse complex over three parcels totaling 124,784 square feet. The original 1983 Conditional Use Permit approval included a master list of land uses allowed on the industrially zoned site included light industrial, commercial, and office space. (See Attachment A- List of Approved Uses)

The master list of uses was amended in 2013 to allow an adult daycare use on site, on the basis that the original CUP was approved with a mix of land uses and previous adult daycare uses had been approved in industrial areas within the City.

Project Site Description

The proposed Cross Fit gym facility will be located at 1230 Harter Avenue in Suite G in the center of the small industrial warehouse complex, 4,022 square feet of an existing approximately 42,241 square foot building. The overall lot size is 3.66 acres. The building is located in the Industrial Zone with a Light Industrial Flex Overlay. The lease space currently has a lobby area, a small office, accessible restrooms and a large open area where the workout apparatus will be located. Other uses immediately adjacent to the proposed CrossFit location include a flooring outlet to the north a vacant space to the south and marine engine repair to the east.

Commission/Committee Recommendation:

Project Proposal

The applicant is requesting the modification of an existing Conditional Use Permit Master Land Use List for 460, 1230, and 1250 Harter Avenue to allow for an indoor Cross Fit gym facility to be located at 1230, Suite G. Cross Fit

Excitement is an existing business in Woodland going on three years and is currently located within the NorCal Indoor Sports complex at 1460 Tanforan Avenue. Cross Fit Excitement is seeking a larger dedicated facility to meet the needs of their growing and successful program. Per the Zoning Ordinance, an existing Conditional Use Permit (CUP) Master list of land uses can be amended to meet changing needs.

Cross Fit Excitement operates seven days a week, Monday through Friday from 5:15 to 6:15 AM, 9 to 11 AM, and 4:30 to 7:30 PM, Saturday and Sunday hours will be 8-10 AM. The gym is owner operated with workout sessions containing coaches and approximately 6 to 8 people during any given 1-hour block of time to facilitate classes and training (see **Attachment 2**).

The approximately 4,022 square foot space (see **Attachment 1, Exhibit B**) consists of a front lobby, administrative office and bathroom with an open floor plan, containing a free weight/equipment area and a small gated toy area for parents needing to occasionally bring a child with them. The gym is intended to be a specialized facility providing one-on-one or small group training and is not intend to host large groups with the exception of one to two yearly special events that will be in conjunction with other local and regional businesses.

Due to the specialized fitness programs of CrossFit, the space and use requirements of a CrossFit gym are unique and differ from typical mainstream gyms. Although Industrial spaces are not typically thought of as a location for a gym, the CrossFit fitness program requires this type of space to accommodate the 12-foot tall pull-up rig and climbing ropes requiring a minimum overhead clearance of 15 to 18 feet. Free weight systems are also utilized in excess of 400 pounds to train deadlifts, cleans, squats, along with other movements and often require taking the weights overhead and dropping them to the ground producing vibrations and some noise. The CrossFit training style also utilizes barbells, boxes, kettlebells, dumbbells and other equipment that require space around each athlete for full movement and distance from other people for safety.

The applicants have attempted to locate in several different commercial locations and even had signed a lease at one commercially zoned location however, due to the potential for noise and vibration the landlord opted to break the lease. Other commercial locations already contained a gym in the complex and had a “non-competition clause” that made CrossFit ineligible to locate within the center. For these reasons you will often see CrossFit gyms in light industrial areas due to the space and use requirements that match a more industrial environment than in a traditional commercial space.

The unit that would be occupied by Cross Fit Excitement provides a large open layout, high overhead clearance, concrete floors, ample parking and is located in an area where neighboring businesses will feel minimal disruption from the use.

Staff Analysis

Staff supports the project subject to the attached recommended conditions of approval and subject to the original 1983 CUP conditions of approval that required a cap on office/retail square footage within each complex as follows:

<u>Location</u>	<u>Allowed Office/Retail sq./ft.</u>	<u>Building sq./ft.</u>
460 Harter Ave.	4,000	28,740
1230 Harter Ave.	32,000	42,062
1250 Harter Ave.	16,000	53,982

The fitness facility would occupy 4,022 square feet within the 1230 Harter Avenue building, which allows a 32,000 square foot office/retail allotment. The businesses currently operating from this location include, manufacturing, wholesale supplies, boat repair, flooring, door and electrical services. The addition of CrossFit Excitement will be within the allotted office/retail square footage requirement.

It should also be noted that past athletic facilities have been approved by Planning Commission in the Industrial areas of the City, such as NorCal Indoor Sports and Woodland Gymnastics.

Parking

- Article 23 of the Zoning Regulations, commencing with Section 25-23-01, addresses off-street parking and loading requirements; Article 23 does not provide off-street parking requirements for recreational facilities; however, Section 25-23-10 (23) allows the Zoning Administrator the right to determine the number of required spaces for mixed-use projects, and uses not otherwise listed in Section 25-23-10 Off-Street Parking Requirements.

The site provides adequate parking for employees and gym members. The light industrial complex provides approximately 103 spaces. The complex was envisioned to accommodate a mix of use types and the number of parking spaces reflects this long term planning. Currently the parking areas are underutilized with industrial/warehouse uses only requiring 42 spaces for the 1230 Harter Avenue complex. Access to the site from Harter Avenue includes eight (8) different driveways into the development.

General Plan and Zoning Consistency

The Light Industrial Flex Overlay can be applied over a base zoning and in the Industrial zoned areas is used as the transition zone from heavier industrial uses to the more residential commercial areas within the City. The General Plan overlay description and following policies speak to this transition and calls out such land uses as service commercial oriented businesses and even some retail is allowed in the overlay areas.

General Plan Overlay Description

- *This overlay designation is applied to areas where light industrial or service commercial uses are also appropriate or desired. The type and character of overlay uses will vary depending on the base designation, as described below. Such uses include auto sales and repair, storage facilities, equipment rental, wholesale businesses, nurseries, contractors' facilities, and retail not typically located in shopping centers. Ancillary office spaces that support such commercial uses are also permitted. Heavy industrial uses are not appropriate.*

Policy 2.K.4 Light industrial Overlay.

Utilize the Light Industrial Overlay designation to transition between districts of different intensity, accommodate small incubator space, and promote a mix of agricultural, biotechnology and emerging technology companies.

Policy 2.K.6 Transition Areas.

Require industrial development to incorporate context-responsive transitions to minimize impacts on nearby land uses.

Policy 6.B.1 Promote Physical Activity.

Promote physical activity programs and education including but not limited to programs offered by the City's Community Service Department, and encourage residents to regularly participate in physical activity and active lifestyles.

Staff finds that the proposed CrossFit facility at 1230 Harter Avenue, Suite G is in conformance with the General Plan policies stated above and the City Interim Zoning Ordinance. The proposed use is conditionally allowed in the Industrial zone when there is a Light Industrial Flex Overlay designation. Planning staff mapped existing gyms in the City and found that the addition of the proposed use will not create an over-concentration of gyms in the area, because there are currently no gyms within a 1,000 feet of the location and CrossFit Excitement is an existing business relocating within the City. There was a concern that by allowing a non-industrial uses we are taking away limited industrial zoned spaces for light industrial uses to locate in, however CrossFit Excitement is already occupying an existing industrially

zoned space and swapping for another not taking additional industrialized space away. Additionally, because of the potential noise and vibration from this type of gym facility the proposed industrially zoned location is less likely to incur a public nuisance or be detrimental to the public welfare of the community.

Public Notification

Public notice advertising for the public hearing on this project was prepared by the Community Development Department in accordance with notification procedures set forth in the City of Woodland's Municipal Code and State Planning Law. Two methods of public notice were used:

- Legal notice was published in the Woodland Daily Democrat at least ten days prior to the public hearing.
- Notices were mailed to all property owners within 300 feet of the project site.

Copies of the factual staff report for the proposed project have been on file at City Hall since Monday, May 14, 2018.

Applicable Laws, Codes & Ordinances

The project is subject to the following laws, codes, and ordinances:

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

Environmental Review

Pursuant to the California Environmental Quality Act ("CEQA"), the proposed project is exempt from CEQA review per CEQA regulations (Title 14 of the California Code of Regulations) 15061(b)(3) and 15303. Regulation 15061(b)(3) applies to projects that will not have a significant effect on the environment and Section 15303 applies to the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. The proposed use is limited in scope and will not result in a more intense use of the site or have more environmental impacts than currently permitted uses. The site is located within the Woodland City limits and is surrounded by urban development.

Prior to taking an action to approve the project as recommended, the Planning Commission is required to confirm this environmental determination in conjunction with action on the project. If this project is approved, staff will file a Notice of Exemption with the Yolo County Clerk's Office in conformance with Article 5 Section 15062(a) of the CEQA guidelines.

Reviewing Agency Comments

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

Conclusion: **Recommendation**

Staff recommends approval of the project by making an affirmative motion as follows:

Motion #1: Move that the Planning Commission Approve Resolution No. PC18-_____, to approve the Conditional Use Permit Modification allowing for a CrossFit gym facility at 1230 Harter Avenue, Suite G. (Attachment 1).

Prepared By: Megan Meier, Associate Planner

Reviewed By: Cindy Norris, Principal Planner

ATTACHMENTS:

Description	Upload Date	Type
Resolution & Conditions of Approval	5/14/2018	Resolution
Planning Application & Justification	5/14/2018	Backup Material

RESOLUTION NO. PC 18 - _____

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WOODLAND APPROVING A CONDITIONAL USE PERMIT
MODIFICATION FOR THE OPERATION OF AN INDOOR CROSSFIT
FACILITY LOCATED AT 1230 HARTER AVENUE, SUITE G, ZONED I
WITHIN THE IF OVERLAY AREA**

WHEREAS, the Woodland Planning Commission held a duly noticed public hearing on May 17, 2018, to review and consider a request from CrossFit Excitement for a Conditional Use Permit Modification to allow the operation of an indoor gym facility within a 4,022 square foot leased area at 1230 Harter Avenue Suite G; and

WHEREAS, the proposed project conforms to the City of Woodland General Plan and Zoning Ordinance, in that the use is conditionally permitted in the Industrial zone where the Light Industrial Flex Overlay is present. The land use, is consistent with the Zoning and General Plan, and appropriate conditions have been made part of the approval (as provided for in **Exhibit A**); and

WHEREAS, the addition of the proposed use will not create an overconcentration of gyms in the area, because there are currently no gyms within a 1,000 feet of the location and CrossFit Excitement is an existing business relocating within the City; and

WHEREAS, the site for the intended use is adequate in size, shape, topography, accessibility, and other physical characteristics to accommodate the use and required provisions of the Zoning Code and satisfies all minimum physical standards required under the City's Zoning Code; and

WHEREAS, the proposed use will be organized, designed, constructed, operated, and maintained so as to be compatible with the character of the area and not hinder the current surrounding industrial and light industrial uses as intended in the General Plan; and

WHEREAS, the proposed use will not constitute a nuisance or be detrimental to the public welfare of the community, in that the intensity of the use is modest and consistent with existing and permitted uses in the area; all conditions and requirements deemed necessary and in the public interest have been or will be met as they have been imposed on the application approval to reduce the impact of the use on adjacent properties and vicinity; and there are no significant privacy, noise, traffic, or parking concerns raised by the use; and

WHEREAS, pursuant to the California Environmental Quality Act (“CEQA”), the proposed use is exempt from CEQA review per CEQA regulations (Title 14 of the California Code of Regulations) 15061(b)(3) and 15303. Regulation 15061(b)(3) applies to projects that will not have a significant effect on the environment and Section 15303 applies to the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure; and

WHEREAS, proper notice of this public hearing was given in all respects as required by law; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Woodland, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, hereby:

1. Approves the Conditional Use Permit Amendment (CUP) subject to the conditions of approval included in **Exhibit A**, allowing the applicant, CrossFit Excitement, to operate an indoor gym facility at 1230 Harter Avenue Zone I/IF.

PASSED AND ADOPTED by the Planning Commission of the City of Woodland at a regular meeting on the **17th day of May, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chairperson

ATTEST:

Cindy Norris, Principal Planner

Exhibit A – Conditions of Approval

Exhibit B – Site Plan

EXHIBIT A
CONDITIONS OF APPROVAL

PLANNING

1. The project is as described in the staff report prepared for the May 17, 2018, Planning Commission meeting and shall consist of gym apparatus, administrative offices and a kids area and bathroom within an existing 4,022 square foot leased space. The project shall be established and operated as depicted in the staff report, except as modified in these conditions of approval and with any changes necessary to meet City codes and specifications.
2. The applicant shall defend, indemnify, and hold harmless the City of Woodland, its agents, officers or employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul an approval of the subject application by the City, its legislative body, advisory agencies or administrative officers. The City will promptly notify the applicant of any such claim, action or proceeding against the City and the applicant will either, at the City's discretion, undertake defense of the matter and pay the City's associated legal costs, or will advance funds to pay for defense of the matter by the City Attorney.
3. Secure approval and satisfy requirements of all agencies with jurisdiction.
4. The Conditional Use Permit shall not be issued until the appeal period has expired or final action on an appeal has been rendered.
5. The Conditional Use Permit must be exercised within one year of issuance, or it shall be deemed null and void by act of law (Section 25-27-70).
6. The project approval is for the project as described in the above staff report. Should there be a change in the use or an intensification of the described use, the change shall be described and provided in writing to be evaluated by the Community Development Director to determine general consistency with the provisions of the use permit. The Director shall either approve the proposed changes based on a finding that the changes shall not result in significant traffic, noise, safety or security concerns or other potential nuisance to surrounding property owners or within public right-of-ways beyond that anticipated by the original approval, or, if these findings cannot be made, the Director shall make a determination that a Conditional Use Permit Modification is required, which shall include Planning Commission review including applicable processing and development fees.
7. If the applicant wishes to relocate the use to a new address or tenant suite, the applicant shall secure a new conditional use permit to relocate into the building or tenant space prior to occupancy of said building or tenant space, except as provided for in Condition of Approval #6 above.

8. Any new signage, modifications or changes to the signage the applicant shall submit new sign plans to the planning department to conduct a design review per the appropriate zoning codes.

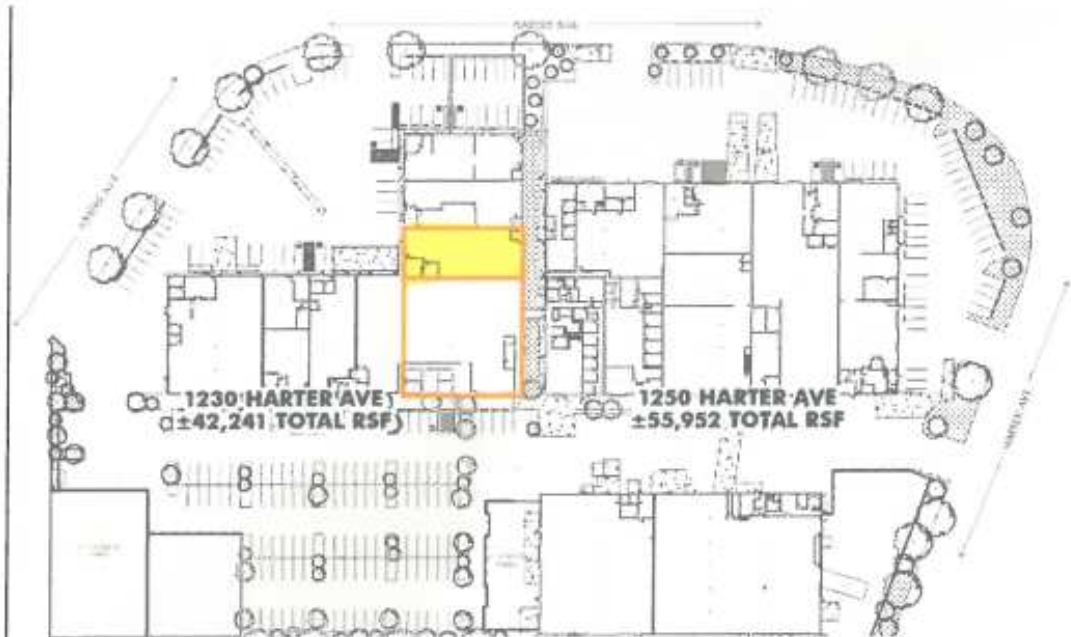
BUILDING

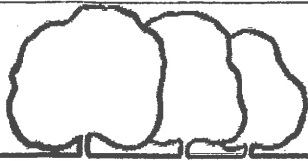
The following comments are from the City of Woodland Building Division and are applicable to the reference project:

9. Any tenant improvement for this project must meet all criteria and mandates for these City adopted codes or the most current code:
 - A. 2016 California Building Code
 - B. 2016 California Plumbing Code
 - C. 2016 California Mechanical Code
 - D. 2016 California Electrical Code
 - E. 2016 Building Energy Efficiency Standards
 - F. 2016 California Green Building Code
 - G. The Code of the City of Woodland
10. Other City and County Agencies (Health, Fire, Public Works, and Planning) may be required to approve the project prior to a building permit being issued.
11. The use of this facility is only being reviewed for gym facility. There is no construction to the building of existing offices. Any departure from this basic plan will require further review by Building and Fire Departments.

EXHIBIT B
SITE PLAN

1230 – G Harter Ave, Woodland, CA 95776





City of Woodland

Community Development Department

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

General Application Form

1. Owner/Applicant

PROPERTY OWNER:

Ethan Conrad

MAILING ADDRESS:

1300 National Drive Suite 100

CITY STATE ZIP CODE:

Sacramento, CA 95834

PHONE NUMBER:

916-779-1000

E-MAIL ADDRESS:

ethan@ethanconradprop.com

PROJECT APPLICANT

Joe Ramirez

MAILING ADDRESS:

1005 4th St

CITY STATE ZIP CODE:

Woodland, CA 95695

PHONE NUMBER:

916-622-0891

E-MAIL ADDRESS:

joseph.jr.ramirez@gmail.com

2. Application Requested

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

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

3. Project Description

Project Name:

CrossFit Excitement

Total Acres or Square Feet

4042 sq ft

Site address or location:

1230-G Harter Ave, Woodland, CA 95776

Assessor's Parcel Number:

Is Your Project Located in a Flood Zone?

☐ Yes ☒ No

Does this request include signage?

☐ Yes ☒ No

4. Justification for Request



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

5. General Plan Amendment

Existing General Plan Designation	Gross Acres	Proposed General Plan Designation	Gross Acres
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6. Zoning Amendment

Existing Land Use Zone	Gross Acres	Proposed Land Use Zone	Gross Acres
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7. Residential Development

No. of residential units are being requested? _____ No. of lots will be created by this project? _____

Single Family _____ Half-plex _____

Duplex _____ Apartments _____

Condominiums _____ Other _____

Townhomes _____ Total Units _____

Do you intend to market the units for sale?

☐ YES ☐ No

Do you intend to market the units for rent?

☐ YES ☐ No

8. Commercial/Industrial Development

Indicate the type of commercial/industrial development proposed:

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

9. Authority to File Application

Check one:

☐ Property Ownership ☐ Power of Attorney*

☐ Contract to Purchase* ☐ Other

Specify _____

* Attach Evidence of Authority

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

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

Date Received Stamp Here

Josh Ravis 3-23-18
Applicant: _____ Date

Legal Owner: _____ Date

Ethan Conrad 3/27/2018

Legal Owner: _____ Date

DEPARTMENT USE ONLY

Amount Paid: _____

Project No: _____

Amount Due: _____

Logged by: _____ Date: _____

GP / Zoning Designation: _____

Planner: _____ Date: _____

CROSSFIT

excitement

1460 Tanforan Ave, Suite A, Woodland CA 95776

March 25, 2018

City of Woodland
Community Development Department
300 First St
Woodland, CA 95695

TO WHOM IT MAY CONCERN,

This statement of justification is for the application of CrossFit Excitement to occupy the location of 1230 Harter Ave. Suite G, Woodland, CA 95776. CrossFit Excitement falls underneath the "Health and Fitness Studio" category and therefore requires a permit to conduct business at the above mentioned location.

CrossFit Excitement is a strength and conditioning facility that specializes in the improvement of athleticism across broad fitness domains through the use of constantly varied functional movements performed at high intensity. Our methodology combines elements of weightlifting, gymnastics, and monostructural movements. To train at CrossFit Excitement you must become a member. Members are then allowed to attend small group sized classes that are one hour in length. The typical class is attended by approximately 8 athletes and is led by a CrossFit trainer. Currently, CrossFit Excitement has a member base of 100 local residents and we have been servicing the Woodland community since April, 2016.

Due to the training methodology of CrossFit, the space and use requirement of a CrossFit gym is unique and differs from that of your typical mainstream gym. A mainstream gym is mainly composed of random weight and cardio machines along with a very light selection of free weights. The machines are intended to be used at the point of installation, and the free weights are restricted to a designated area of the gym. Dropping the weights and making loud noises is often discouraged and/or prohibited. A mainstream gym can operate with an overhead clearance of only 10 feet. Members of these gyms typically use music listening devices while working out, and the overall noise is kept to a minimum. The impact these types of facilities have to neighboring tenants is minimal since vibrations and music are kept at low levels at all times.

A CrossFit gym, however, is the exact opposite. We require overhead clearance of at least 15 feet to train in climbing ropes. We install a gymnastics rig that is 12 feet in height to aid in the training of pull-ups and muscle-ups. We use barbells loaded with weights in excess of 400 pounds to train deadlifts, cleans, squats, along with other movements. We often take these weights overhead and drop them to the ground producing vibrations throughout the gym. We require open space so that athletes can use their barbells, boxes, kettlebells, dumbbells, and other random pieces of equipment safely. We play music at a level that is greater than your mainstream gym. The combination of all of the above produces an environment that is noisy and filled with vibrations. When housed in the wrong location, the CrossFit gym will become a nuisance and very bothersome to neighboring tenants and to the community due to the noise and vibrations that are emitted from the gym.

Typically, CrossFit gyms are found housed in light industrial areas due to the space and use requirements that they need. This allows a couple of things to be accomplished: both the CrossFit gym and the members are allowed to operate/train safely and the impact to neighboring tenants is minimized since they are often times making just as much noise and vibrations as the CrossFit gym.

The City of Woodland does not currently have an available location in an area automatically approved for the use of a "Health and Fitness Studio" that meets the space and use requirements of a CrossFit gym. Those locations that do meet the requirements are currently occupied with other businesses. Those locations that did have the space and height requirements needed for a CrossFit gym were found to be in close proximity to neighboring

businesses that would have more than likely led to a breach of the "quiet enjoyment" clause that are found in commercial leases. Although they are not an ideal location for a CrossFit gym, local retail shopping center were explored. However many centers already have a fitness studio located in their centers with "non-competition clauses" built into their lease, thus prohibiting a competitor such as us to be allowed into the shopping center.

The Harter Business park is an ideal location for CrossFit Excitement to safely operate. The facility has an open space layout, high overhead clearance (30'), concrete floors, ample parking spots, and is located in an area where neighboring businesses will feel minimal disruption from our presence. Therefore, we request that our application to occupy the Harter Business Park be granted so that we may continue to service the Woodland community for many more years to come.

Respectfully submitted,

Joseph Ramirez
Owner of CrossFit Excitement
916-622-0891
joseph.jr.ramirez@gmail.com



TO: MEMBERS OF THE PLANNING COMMISSION
DATE: May 17, 2018
ITEM #: 3.
SUBJECT: Patio Cover Ordinance

Recommendation for Action:

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

1. Conduct the public hearing;
2. Adopt Resolution PC18-____, recommending City Council approval of an Ordinance deleting subdivision (3) of Section 25-25-30 and adding section 25-21-12 to the City of Woodland Municipal Code relating to Zoning Standards for Patio Covers, Sunshades, and Similar Structures.

Staff Contact:

Erika Bumgardner, Senior Planner, (530) 661-5886, erika.bumgardner@cityofwoodland.org

Report in Brief:

The City desires to clarify existing zoning regulations pertaining to the installation of patio covers and similar structures within the city, and to provide additional flexibility to residents desiring to install patio covers or similar structures on their property. The updated patio cover regulations, as proposed, would be applicable city-wide.

Applicant/Owner- City of Woodland Planning Division

General Plan Designation- Applicable to all General Plan Designations

Zoning Designation- Applicable to all Zoning Designations

Background:

Section 25-25-30(3) of the City's Zoning Code describes instances where "*certain architectural features may project into required yards and courts*" including "*patio covers, sunshades, and similar structures attached to the main building,*" as follows:

Existing Code Language, Section 25-25-30(3): *Patio covers, sunshades, and similar structures attached to the main building, which are not enclosed on the side except for required roof supports, may utilize up to twenty percent of the required rear yard but may be no closer than ten feet to the rear property line.*

While this existing language provides some flexibility in terms of the rear yard setback, it is somewhat restrictive in that it speaks only to patio covers "attached to the main building," and does not speak to freestanding patio covers nor height or overall lot coverage requirements. This is the only section of the Zoning Code that speaks to patio covers.

Given this limited and somewhat vague regulation, frequent challenges arise when a property owner desires to construct a detached patio cover, a patio cover that may result in overall lot coverage exceeding fifty percent, or a patio cover that may be closer than 10 feet to the rear yard property line. For larger residential properties, meeting lot coverage and setback requirements is not an issue; however, in many of the newer subdivisions, where lot sizes are smaller and rear yards are 20 feet deep or less, the City's current regulations often make it impossible to construct a patio cover,

which in turn makes it difficult to use and enjoy one's back yard in hot summer months.

In recognition of these challenges and the fact that residential property sizes have decreased in size significantly over the past twenty years (while home sizes themselves have increased), staff considered ways in which to best update the City's current patio cover regulations, while continuing to minimize impacts to adjacent properties and maintain adequate open space for "light and air."

The following section describes proposed modifications to the patio cover regulation.

Discussion:

The City of Woodland Planning Division recommends amendment and replacement of Section 25-25-30(3) with Section 25-21-12, as outlined below. Staff recommends moving regulations associated with Patio Covers from Chapter 25 of the Zoning Code, which pertains to "exceptions and modifications" to otherwise required development standards, to Chapter 21, which deals with "special provisions," including for instance, "accessory buildings and uses." Chapter 21 is a more appropriate location for regulations pertaining to patio covers which are similar in nature to accessory buildings.

Current language to be amended and replaced/relocated:

~~Sec. 25-25-30(3) —Patio covers, sunshades, and similar structures attached to the main building, which are not enclosed on the side except for required roof supports, may utilize up to twenty of the required rear yard but may be no closer than ten feet to the rear property line. (Amended during the March 2009 supplement.).~~

Proposed language (staff comment and rationale provided below):

Sec. 25-21-12. Patio Covers, Sunshades and Similar Structures.

-

Patio covers, sunshades, and similar structures collectively referred to as "patio covers," which are open on at least three sides and covered overhead shall meet the following requirements:

-

- a. **Setback and Height – Residential Zones.** Patio covers in residential zones shall conform to the front and side yard setback requirements for that zone, and a minimum five-foot rear yard setback as measured from the nearest post/structural support to the property line. The minimum required interior side yard and rear yard setbacks shall be increased by one foot for every one foot increase in patio cover height over 10 feet (i.e. a 10 foot tall patio cover shall be setback a minimum of 5 feet; an 11 foot tall patio cover shall be setback 6 feet; and so on). If a patio cover is sloped or otherwise varies in height, the setback requirements for the side versus the front of the structure may vary depending on orientation to the nearest property line(s). See diagram below.

-

Patio covers shall not exceed 15 feet in height and shall in no instance exceed the height of the main building, except as provided for below.

-

[See Ordinance (Attachment 2) for Graphic Diagrams]

-

- b. **Exception to Height Requirement – Residential Zones.** An exception to the 15 foot height limit may be granted by the Zoning Administrator if a taller cover is required to match the architectural style and roof pitch of the main building or as necessary to tie-in structurally to the main building as long as setbacks requirements are otherwise adhered to and the Zoning Administrator finds that the increased height will not negatively impact

adjacent residential properties.

-
- c. **Setback and Height – Non-Residential Zones.** Patio covers in non-residential zones shall conform to the building setback and height requirements for that zone.
-
- d. **Projection into Required Setback Area – All Zones.** Eaves, rain gutters, and other architectural features supported from the patio cover structure may project 24 inches into the required setback subject to applicable building and fire/life safety requirements.
-
- e. **Yard and Lot Coverage – All Zones.** Patio covers with a solid/impervious roof/cover shall conform to lot coverage requirement(s) of the applicable zoning district. Patio covers with a permeable (i.e. open lattice style) or semi-transparent roof/cover shall not count toward overall lot coverage requirements. Residential patio covers may utilize up to 30 percent of the required rear yard area (i.e. required rear yard setback) as measured by roof/covering dimensions.
- f. **Prohibited Structures.** Metal “lean-to” structures and similar metal structures such as temporary or portable carports are prohibited in residential zones.

Staff Comment:

Height and Setback - The proposed height and setback regulations as outlined above provide additional guidance, certainty and flexibility to property owners desiring to construct a patio cover on their property. A 15 foot height limit for patio covers is a typical requirement based on staff review of other jurisdictions. Fifteen feet should generally allow sufficient height for "attached" patio covers to tie in structurally to the main house without becoming a visual eyesore to surrounding properties. In combination with the proposed setback requirements, patio covers at or below 15 feet in height will not have a negative visual impact on adjacent properties. Further, staff is attempting to bring the height and setback regulations for patio covers more in line with current regulations for "accessory buildings." The City's accessory building regulations allow for setbacks as low as three feet for structures at or under nine feet in height. A five foot setback is required for accessory structures that are ten feet in height and six foot setbacks for structures 15 feet in height.

Yard and Lot Coverage - Consistent or similar to other jurisdictions, including Roseville, Davis and Fresno, staff recommends that patio covers with an "open style" lattice or trellis cover not count toward the overall lot coverage requirements. Open style patio covers will not entirely block light and air and maintain a sense of outdoor/open space, while still providing some amount of usable shade for seating areas and the enjoyment of one's outdoor space.

The proposed maximum 30 percent "required yard" coverage is in line with current regulations pertaining to accessory structures and is intended to help maintain property open space along the rear property line, minimizing impacts to adjacent properties.

Prohibited Structures - The Planning Division currently prohibits metal "lean-to" structures on residential properties as they are inconsistent with the architectural style and character of most residential neighborhoods. This language is being added for clarity.

GENERAL PLAN CONSISTENCY

The proposed Patio Cover Ordinance amendment furthers the City's Land Use policies by *promoting design excellence by ensuring that development regulations clearly express both desired and intended outcomes in addition to those that may be prohibited or undesired* (Land Use Policy 2.F.1); and by requiring *new construction, additions, renovations and infill to be physically compatible with neighborhood context, historic development patterns, and building form and scale* (Land Use Policy 2.G.2).

AMENDMENTS AND ZONE CHANGES

Article 29 of the Zoning Regulations commencing with Section 25-29-01 addresses zoning changes. The Planning Commission shall hold a public hearing on any such proposed rezoning. Notice of the time and place of said hearing including a general explanation of the matter to be considered and including a general description of the area affected shall be given at least ten (10) calendar days prior to the hearing. After the public hearing, the Planning Commission shall render its decision in the form of a written recommendation to the City Council. If, from the facts presented at the public hearing, the Commission is satisfied that the proposed change conforms to the General Plan, the Commission may recommend such change to the City Council.

Public Notification

Public notice advertising for the public hearing on this project was prepared by the Community Development Department in accordance with notification procedures set forth in the City of Woodland's Municipal Code and State Planning Law. The City published notice of the Planning Commission's consideration of the proposed ordinance in a minimum 1/8th page display advertisement in the Woodland Daily Democrat ten days prior to the public hearing.

Copies of the factual staff report for the proposed project have been on file at City Hall since May 14, 2018.

Environmental Assessment Status

The proposed ordinance amendment is Categorically Exempt from CEQA (Section 15061 (b)(3)). The proposed amendment provides an update of existing regulations for clarity and provides additional flexibility to property owners desiring to construct a patio cover or similar structure on their property. The proposed changes are limited in scope and will not result in environmental impacts. No new or substantial impacts are anticipated as a result of the ordinance amendment.

Commission/Committee Recommendation:

Conclusion:

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

1. Conduct the public hearing;
2. Adopt Resolution PC18-____, recommending City Council approval of an Ordinance deleting subdivision (3) of Section 25-25-30 and adding section 25-21-12 to the City of Woodland Municipal Code relating to Zoning Standards for Patio Covers, Sunshades, and Similar Structures.

Prepared By: Erika Bumgardner, Senior Planner

Reviewed By: Cindy Norris, Principal Planner

ATTACHMENTS:

Description	Upload Date	Type
Planning Commission Resolution	5/11/2018	Resolution
Ordinance - Patio Cover	5/14/2018	Ordinance
Public Counter Handout	5/14/2018	Backup Material

RESOLUTION NO. PC 18-

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WOODLAND RECOMMENDING TO THE CITY COUNCIL
APPROVAL OF AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF WOODLAND DELETING SUBDIVISION (3) OF SECTION 25-
25-30 AND ADDING SECTION 25-21-12 TO THE CITY OF WOODLAND
MUNICIPAL CODE RELATING TO ZONING STANDARDS FOR
PATIO COVERS, SUNSHADES, AND SIMILAR STRUCTURES**

WHEREAS, the Woodland Planning Commission held a duly noticed public hearing on May 17, 2018, to review and consider recommending to the City Council approval of an ordinance deleting subdivision (3) of Section 25-25-30 and adding section 25-21-12 to the City of Woodland Municipal Code relating to Zoning Standards for Patio Covers, Sunshades, and Similar Structures; and

WHEREAS, the City of Woodland, California (the “City”) is a municipal corporation, duly organized under the Constitution and laws of the State of California; and

WHEREAS, the City desires to clarify existing zoning regulations pertaining to the installation of patio covers and similar structures within the City, and to provide additional flexibility to residents desiring to install patio covers or similar structures on their property; and

WHEREAS, regulations and requirements pertaining to patio covers and similar structures is more appropriately located in Article 21, “Special Provision,” of Chapter 25 of the Municipal Code, which contains the Zoning Code of the City of Woodland; and

WHEREAS, this Ordinance is exempt from CEQA per Regulation 15061(b)(3), which states that CEQA applies only to projects that have a significant effect on the environment, and this Ordinance clarifies an existing provision and provides minor substantive changes that are limited in scope and will not result in environmental impacts.

WHEREAS, the Planning Commission has determined that the proposed amendments to the Woodland Municipal Code are in general conformance with the Woodland General Plan; and

WHEREAS, proper notice of this public hearing was given in all respects as required by law; and

WHEREAS, the Planning Commission has reviewed all written evidence and oral testimony presented to date, and all persons desiring to provide such evidence were provided the opportunity to do so before the Planning Commission.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Woodland, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, does hereby recommend to the City

Council that it approve an Ordinance (**EXHIBIT A**) deleting subdivision (3) of Section 25-25-30 and adding section 25-21-12 to the City of Woodland Municipal Code relating to Zoning Standards for Patio Covers, Sunshades, and Similar Structures.

PASSED AND ADOPTED by the Planning Commission of the City of Woodland at a regular meeting on the 17th day of May 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Marco Lizarraga, Chairperson

ATTEST:

Cindy Norris, Principal Planner

EXHIBIT A

[Insert Patio Cover Ordinance]

EXHIBIT B
City Council Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOODLAND
AMENDING SECTIONS 2.10 AND TABLE 2.4 OF THE SPRING LAKE SPECIFIC
PLAN DESIGN STANDARDS PERTAINING TO ACCESSORY DWELLING UNITS TO
BRING THE PLAN INTO CONFORMANCE WITH UPDATED ZONING
REGULATIONS AND STATE LAW**

WHEREAS, the City Council of the City of Woodland held a duly noticed public hearing on _____, 2017, to review and consider proposed amendments to the Spring Lake Specific Plan Design Standards pertaining to second dwelling units to bring the standards into conformance with proposed Woodland Municipal Code updates that respond to new State law provisions that impose limitations on local authority to regulate second units, which are now referred to as “Accessory Dwelling Units;” and

WHEREAS, to address California’s shortage of housing supply, the California Legislature approved, and the Governor signed into law, Assembly Bill 2299 (Bloom, Chapter 735, Stats. 2016), Senate Bill 1069 (Wieckowski, Chapter 720, Stats. 2016) and Assembly Bill 2406 (Thurmond, Chapter 755, Stats. 2016); and

WHEREAS, Assembly Bill 2299 and Senate Bill 1069 are double jointing bills, which among other things, amend California Government Code Section 65852.2 and impose new limitations on local authority to regulate second units; and

WHEREAS, Assembly Bill 2299 became effective on January 1, 2017, and rendered all non-compliant local ordinances null and void on that date until an agency adopts an ordinance that complies with Government Code Section 65852.2; and

WHEREAS, the City desires to create a local regulatory scheme for the construction of accessory dwelling units that fully complies with Assembly Bill 2299; and

WHEREAS, the City Council adopted the Spring Lake Specific Plan Design Standards by City Council Resolution 4433, on May 20, 2003, and Sections 2.10 and Table 2.4 pertaining to accessory dwelling units need to be updated to bring them into compliance with Government Code Section 65852.2 and the proposed updates to the Woodland Municipal Code; and

WHEREAS, the City Council has determined that the proposed amendments to the Spring Lake Specific Plan Design Standards are in general conformance with the Woodland General Plan, which seeks to encourage a variety of housing options for all income levels; and

WHEREAS, on September 7, 2017, the Planning Commission voted _____ to recommend City Council approval of the proposed amendments to the Spring Lake Specific Plan Design Standards; and

WHEREAS, proper notice of this public hearing was given in all respects as required by law;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Woodland does adopt the following amendments to the Spring Lake Specific Plan Design Standards:

1) AMENDMENT TO SECTION 2.10 SPRING LAKE SPECIFIC PLAN DESIGN STANDARDS. Section 2.10 (Secondary Dwelling Units) of the Spring Lake Specific Plan Design Standards is hereby amended as follows:

2.10 Secondary Dwelling Units

Secondary Dwelling Units (i.e. Accessory Dwelling Units) are subject to the provisions as set forth in the Woodland Municipal Code Section 25-21-05.

~~Second residential units are allowed by right on all lots with plan/design review at the time of subdivision review and approval. Subsequent application for second units by individual property owners will allow one secondary residential unit and are subject to the following requirements:~~

~~a. Secondary units shall be limited to lots having no more than one existing dwelling unit on the lot.~~

~~b. Secondary units shall be architecturally compatible with existing as well as surrounding dwellings.~~

~~c. Secondary units may be attached to the primary residence but shall not exceed 640 square feet in area.~~

~~d. Secondary units shall be no more than 15 feet in height and limited to one story.~~

~~e. Parking shall be provided at a rate of two additional off-street parking space per unit.~~

~~f. Secondary units shall meet all setback requirement as defined in Table 2.4 (refer to Section 2.1)~~

~~g. Deviation from the above requirements may be permitted subject to a Conditional Use Permit.~~

2) AMENDMENT TO TABLE 2.4 SPRING LAKE SPECIFIC PLAN DESIGN STANDARDS. Table 2.4 (Spring Lake Specific Plan Area Requirements for Lots) of the Spring Lake Specific Plan Design Standards is hereby amended to remove the following rows:

RESIDENTIAL – SECOND UNITS (DETACHED)					
Specific Plan Land Use Category	Minimum Separation from Primary	Side Setback Interior/Street	Rear Yard With Alley or No Alley	Maximum Height	Block Length

	Residence				
Single Family (Detached) Lots	10	5/15	5	30	Not Applicable

PASSED AND ADOPTED by the City Council this ____ day of _____, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF WOODLAND

Angel Barajas, Mayor

ATTEST:

Ana Gonzalez, City Clerk

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WOODLAND DELETING SUBDIVISION (3) OF SECTION 25-25-30
AND ADDING SECTION 25-21-12 TO THE CITY OF WOODLAND
MUNICIPAL CODE RELATING TO ZONING STANDARDS FOR
PATIO COVERS, SUNSHADES, AND SIMILAR STRUCTURES**

WHEREAS, the City of Woodland, California (the “City”) is a municipal corporation, duly organized under the Constitution and laws of the State of California; and

WHEREAS, the City desires to clarify existing zoning regulations pertaining to the installation of patio covers and similar structures within the City, and to provide additional flexibility to residents desiring to install patio covers or similar structures on their property; and

WHEREAS, regulations and requirements pertaining to patio covers and similar structures is more appropriately located in Article 21, “Special Provision,” of Chapter 25 of the Municipal Code, which contains the Zoning Code of the City of Woodland; and

WHEREAS, the City of Woodland Planning Commission held a duly-noticed public hearing on _____, during which it adopted Resolution No. PC18-____, recommending City Council approval of the proposed Ordinance; and

WHEREAS, this Ordinance is exempt from CEQA per Regulation 15061(b)(3), which states that CEQA applies only to projects that have a significant effect on the environment, and this Ordinance clarifies an existing provision and provides minor substantive changes that are limited in scope and will not result in environmental impacts.

NOW, THEREFORE, the City Council of the City of Woodland does hereby ordain as follows:

Section 1. Subsection (3) of Section 25-25-30 of Chapter 25 of the Woodland Municipal Code is hereby deleted in its entirety.

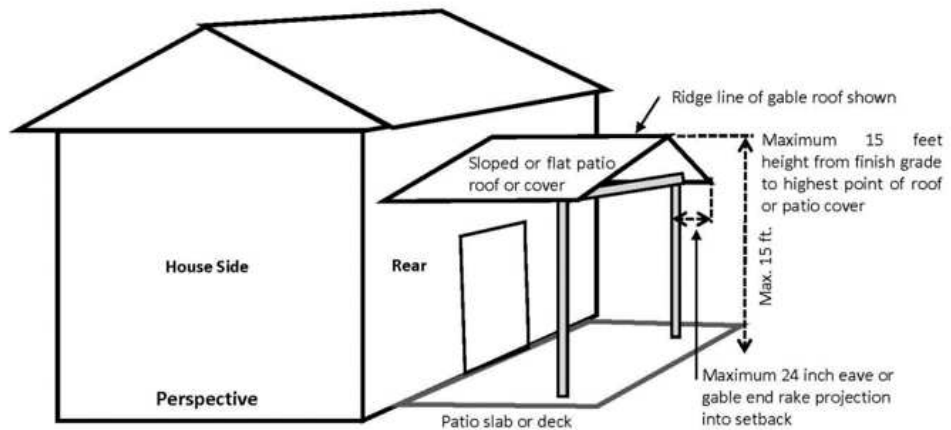
Section 2. Section 25-21-12 is hereby added to Article 21, Special Provisions, of Chapter 25 of the Municipal Code to read as follows:

Sec. 25-21-12. Patio Covers, Sunshades and Similar Structures.

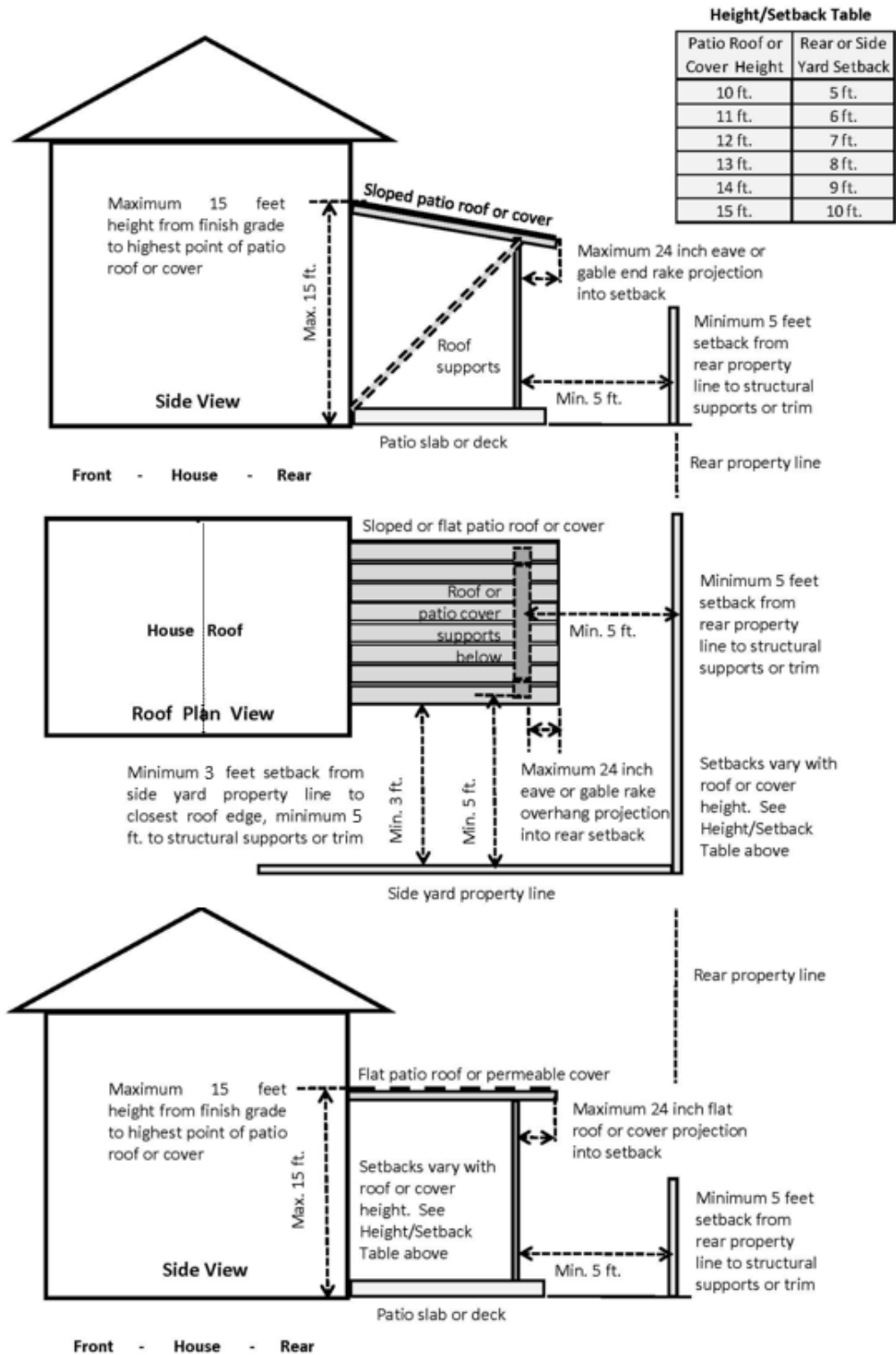
Patio covers, sunshades, and similar structures collectively referred to as “patio covers,” which are open on at least three sides and covered overhead shall meet the following requirements:

- (a) **Setback and Height – Residential Zones.** Patio covers in residential zones shall conform to the front and side yard setback requirements for that zone, and a minimum five-foot rear yard setback as measured from the nearest post/structural support to the property line. The minimum required interior side yard and rear yard setbacks shall be increased by one foot for every one foot increase in patio cover height over 10 feet (i.e. a 10 foot tall patio cover shall be setback a minimum of 5 feet; an 11 foot tall patio cover shall be setback 6 feet; and so on). If a patio cover is sloped or otherwise varies in height, the setback requirements for the side versus the front of the structure may vary depending on orientation to the nearest property line(s). See diagram below.

Patio covers shall not exceed 15 feet in height and shall in no instance exceed the height of the main building, except as provided for below.



[Graphic diagrams continue next page.]



- (b) **Exception to Height Requirement – Residential Zones.** An exception to the 15 foot height limit may be granted by the Zoning Administrator if a taller cover is required to match the architectural style and roof pitch of the main building or as necessary to tie-in structurally to the main building as long as setbacks requirements are otherwise adhered to and the Zoning Administrator finds that the increased height will not negatively impact adjacent residential properties.
- (c) **Setback and Height – Non-Residential Zones.** Patio covers in non-residential zones shall conform to the building setback and height requirements for that zone.
- (d) **Projection into Required Setback Area – All Zones.** Eaves, rain gutters, and other architectural features supported from the patio cover structure may project 24 inches into the required setback subject to applicable building and fire/life safety requirements.
- (e) **Yard and Lot Coverage – All Zones.** Patio covers with a solid/impervious roof/cover shall conform to lot coverage requirement(s) of the applicable zoning district. Patio covers with a permeable (i.e. open lattice style) or semi-transparent roof/cover shall not count toward overall lot coverage requirements.

Residential patio covers may utilize up to 30 percent of the required rear yard area (i.e. required rear yard setback) as measured by roof/covering dimensions.
- (f) **Prohibited Structures.** Metal “lean-to” structures and similar metal structures such as temporary or portable carports are prohibited in residential zones.

Section 3. Severability. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 4. CEQA. Adoption of the proposed patio cover amendments is Categorically Exempt from CEQA pursuant to Section 15061 (b)(3) of the CEQA Guidelines. The City desires to clarify existing zoning regulations pertaining to the installation of patio covers and similar structures within the City, and to provide additional flexibility to residents desiring to install patio covers or similar structures on their property. The ordinance is limited in scope and will not result in substantive regulatory changes that could result in environmental impacts.

Section 5. Publication The City Clerk shall certify to the adoption of this Ordinance and shall cause a summary thereof to be published in the Daily Democrat, a newspaper of general circulation, printed and published in the City of Woodland and County of Yolo, at least five (5) days prior to the meeting at which the proposed ordinance is to be adopted and shall post a certified copy of the proposed ordinance in the office of the City Clerk, and within fifteen (15) days of its adoption, shall cause a summary of it to be published, including the vote for and against the same, and shall post a certified copy of the adopted ordinance in the office of the City Clerk, in accordance with California Government Code section 36933. This Ordinance shall take effect thirty (30) days after its adoption.

PASSED AND ADOPTED by the City Council of the City of Woodland on this _____ day of _____, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Enrique Fernandez, Mayor

ATTEST:

Ana B. Gonzalez, City Clerk

APPROVED AS TO FORM:

Kara K. Ueda, City Attorney



City of Woodland
Community Development Dept.
300 First St, Woodland CA 95695
(530) 661-5820
www.cityofwoodland.org

PATIO COVERS & SIMILAR STRUCTURES

RESIDENTIAL ZONES

Development Regulations Summary & Permit Procedures

This brochure summarizes key Planning and Building requirements pertaining to the installation of patio covers and similar structures in the city and is not intended to be an exhaustive list. Please contact Planning or Building staff if you have questions particular to your project.

Patio Cover Definition: Patio covers and similar structures are defined as being open on at least three sides and covered overhead by a solid or permeable (i.e. lattice/trellis style) roof structure. Patio covers are **not** designed or intended to be used as room additions, which require compliance with code provisions such as heating, waterproofing, and normal live and wind loads.

Height: Patio covers shall not exceed 15 feet in height and shall in no instance exceed the height of the main building, except as provided for below.

Exception to Height Requirement - An exception to the 15 foot height limit may be granted by the Zoning Administrator if a taller cover is required to match the architectural style and roof pitch of the main building or as necessary to tie-in structurally to the main building as long as setbacks requirements are otherwise adhered to and the Zoning Administrator finds that the increased height will not negatively impact adjacent residential properties.

Setbacks: Setback requirements are as follows:

Front – Conform to building setback requirement of applicable zoning district.

Interior Side – Conform to building setback requirement of applicable zoning district.

Corner Lot Side – Conform to building setback requirement of applicable zoning district.

Rear – Minimum 5 feet. The minimum required interior side yard and rear yard setbacks shall be increased by one foot for every one foot increase in patio cover height over 10 feet (i.e. a 10 foot tall patio cover shall be setback a minimum of 5 feet; an 11 foot tall patio cover shall be setback 6 feet; and so on).

Setbacks are measured from the nearest post/structural support to the property line. (**See height and setback diagrams, pages 2 and 3 of hand out.**)

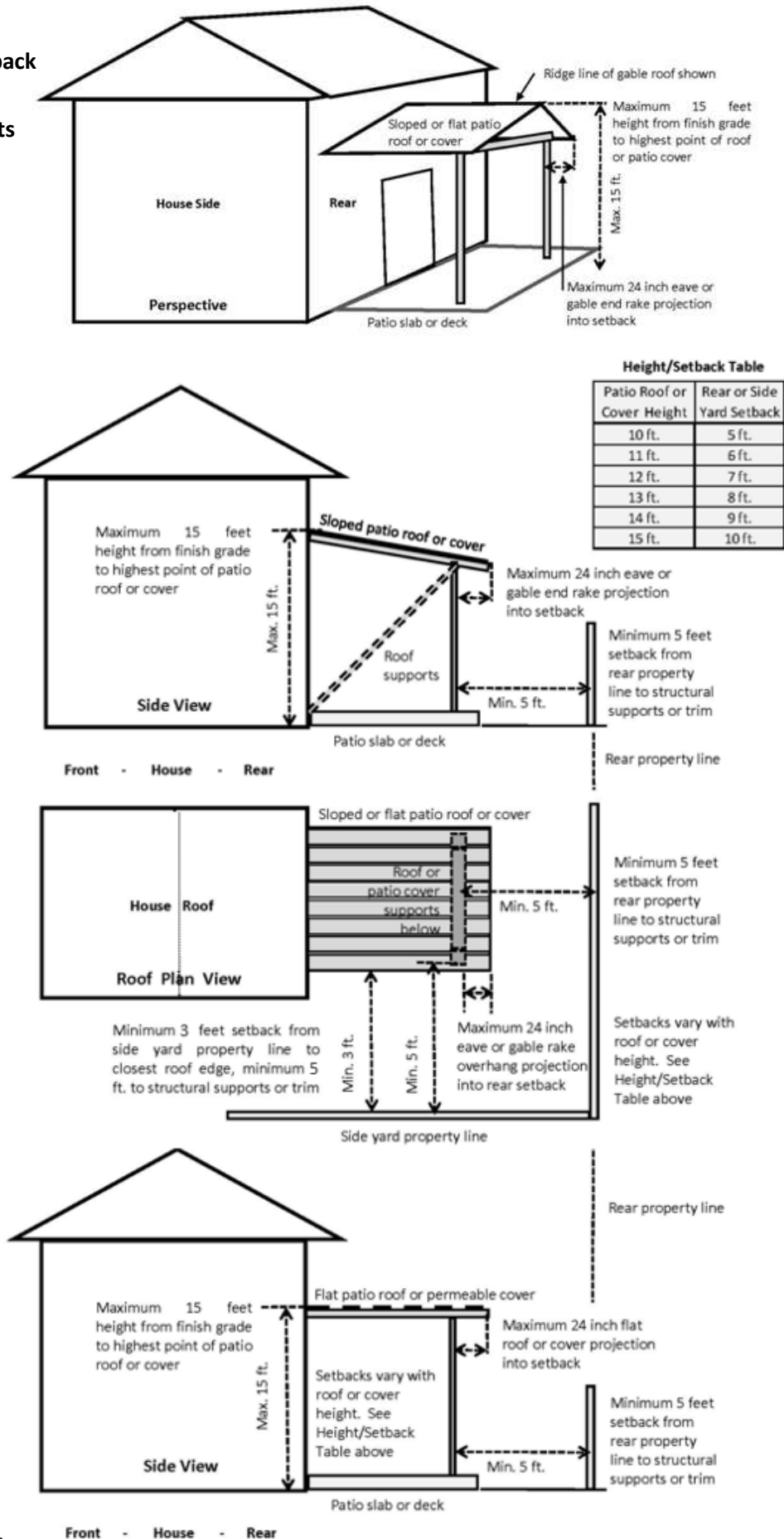
Eaves, rain gutters, and other architectural features supported from the patio cover structure may project 24 inches into the required setback subject to applicable building and fire/life safety requirements.

Yard and Lot Coverage: Patio covers with a solid/impervious roof/cover shall conform to lot coverage requirement(s) of the applicable zoning district. Patio covers with a permeable (i.e. open lattice style) or semi-transparent roof/cover shall not count toward overall lot coverage requirements.

Residential patio covers may utilize up to 30 percent of the required rear yard area (i.e. required rear yard setback) as measured by roof/covering dimensions. (**See lot coverage diagram, page 4 of handout.**)

Prohibited Structures: Metal “lean-to” or similar metal structures/carports are prohibited in residential zones.

Diagram 1.
Height & Setback
Regulations/
Measurements



Example Setback Requirements for a Sloped Roof Patio Cover, 12 ft at Tallest Point

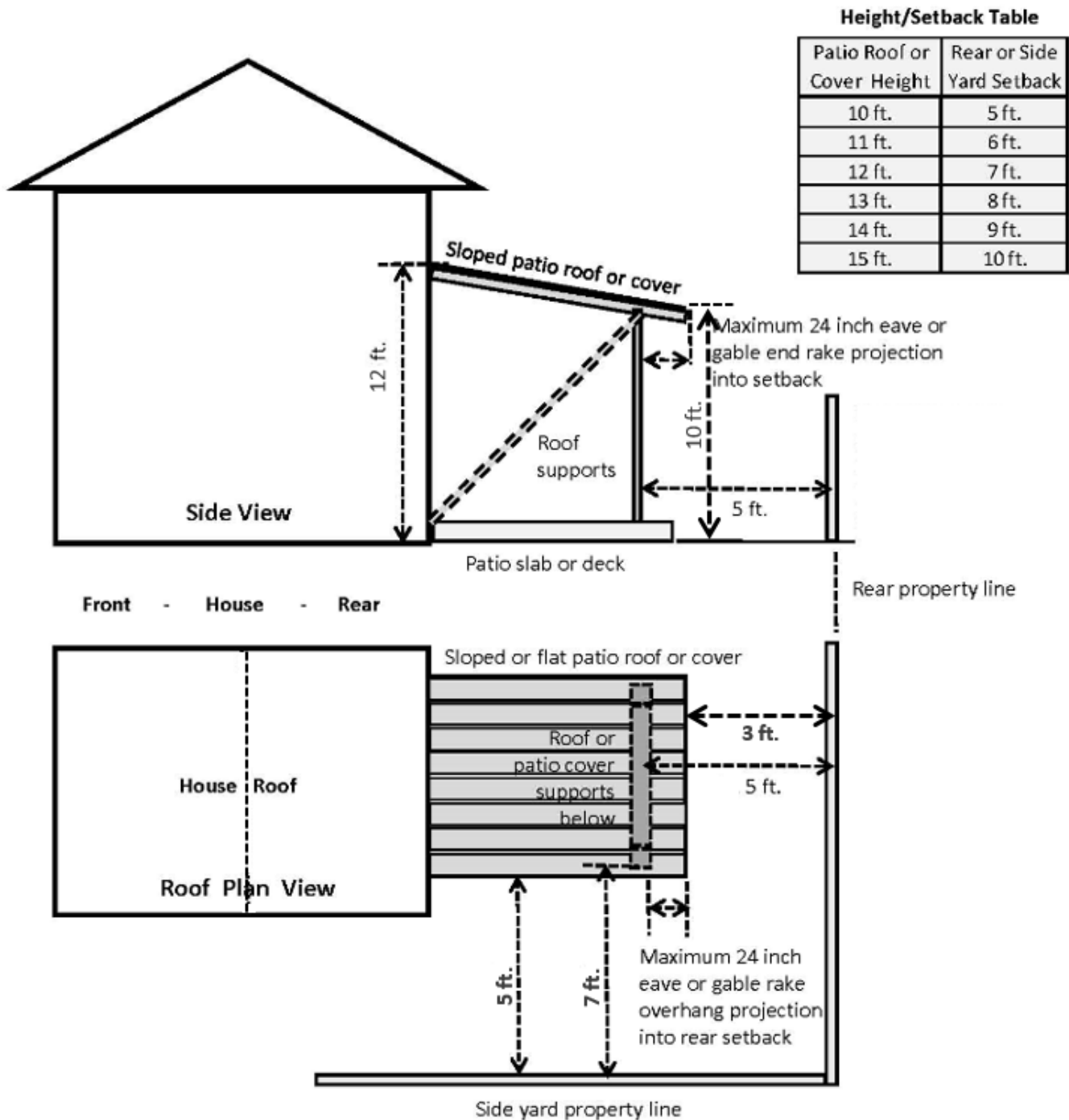
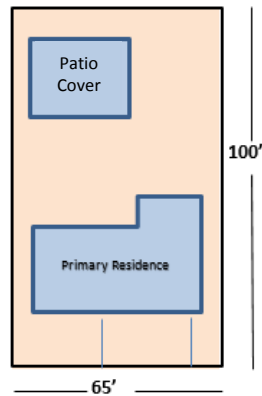


Diagram 2.
Measuring Overall
Lot Coverage &
Required Rear Yard
Coverage

Signifies
portion of lot
under
consideration.



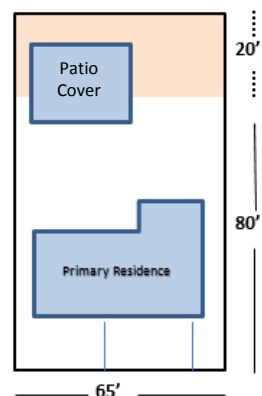
Overall Lot Coverage: The total footprint of all structures on a parcel shall not exceed 50% of the entire parcel.

Example:

$$65' \times 100' = 6,500sf$$

$$6,500sf \times .50 = 3,250sf$$

Total footprint of all structures shall not exceed 3,250sf. Includes garages, patio covers, other accessory buildings, but not pools.



Required Rear Yard Coverage: Patio cover shall not exceed 30% of "required" rear yard. *This provision applies only to the portion of the roof structure that is located within the "required" rear yard. In most cases, the required rear yard is the area measured 20 feet from the rear property line.*

Example:

$$20' \times 65' = 1,300sf$$

$$1,300sf \times .30 = 390sf$$

Total roof structure of patio cover shall not exceed 390sf of the required rear yard.

PERMIT PROCEDURES

Patio covers 120 square feet or greater in area, and all patio covers attached to the main building require a Building Permit. Please note on your plot plan all setbacks from patio cover to side and rear property lines; if detached, show distance to main structure on site; and show distance from any other structures in the rear yard.

Detached patio covers less than 120 square feet in area do not require a Building Permit, but still must comply with setback requirements.

* * *

If you have questions, please call the Community Development Department at

(530) 661-5820. Staff is available from 8:00 AM to 4:00 PM at 300 1st Street, Woodland, CA 95695



TO: MEMBERS OF THE PLANNING COMMISSION
DATE: May 17, 2018
ITEM #: 4.
SUBJECT: City of Woodland 2018/19-2021/22 Capital Improvement Program

Recommendation for Action:

Staff recommends that the Planning Commission:

- Review of the proposed City of Woodland Capital Improvement Program (CIP) for 2018/19 – 2021/22
- Make a finding that the proposed CIP for 2018/19 – 2021/22 is in conformity with the General Plan.

Staff Contact:

Lynn Johnson, Management Analyst, (530) 661-5313, lynn.johson@cityofwoodland.org

Report in Brief:

PROJECT PROPOSAL:

The projects contained in the Capital Improvement Program (CIP) have been reviewed and discussed with the City Manager to prioritize and program in alignment with projected revenues. Prior to City Council approval, California Government Code 65401 requires that the Planning Commission (in the case of a municipality) first determine that the proposed CIP is in conformity with the General Plan. A CIP project list for FY2019 with General Plan analysis is included as Attachment 1. All new projects that have not been reviewed by the Planning Commission previously are shown in bold. A list of all the CIP projects contained in the 5-year CIP and their total project funding is included in Attachment 2.

The City Council will receive the proposed CIP on June 5, 2018 along with the Planning Commission conformity determination.

Background:

The City of Woodland adopts a five-year CIP that represents a balanced spending plan. The CIP is evaluated and updated annually to ensure that project cost and scope are current and that projected revenues can support the proposed projects. Projects that utilize Measure E or Measure F, the City's ½ cent supplemental sales tax, must first be included in an approved Measure E/F Spending Plan (most recent version adopted by Council on May 15, 2018).

Discussion:

PROJECT ANALYSIS:

The Community Development Department staff has reviewed these projects and is of the opinion that they are in conformity with the General Plan.

Conclusion:

Staff recommends that the Planning Commission:

- Review of the proposed City of Woodland Capital Improvement Program (CIP) for 2018/19 – 2021/22
- Make a finding that the proposed CIP for 2018/19 – 2021/22 is in conformity with the General Plan.

Prepared By: Lynn Johnson, Management Analyst

Reviewed By: Cindy Norris, Principal Planner

ATTACHMENTS:

Description	Upload Date	Type
Planning Commission Conformity List of Projects	5/2/2018	Backup Material
Planning Commission Project List	5/2/2018	Backup Material

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROGRAM PROJECTS (FISCAL YEAR 2018/19 to 2021/22)

Project No.	Category	Project Title	General Plan Policy Analysis
			Policy 4.B.1 Public Service Standards. <u>Ensure adequate funding through the Capital Improvement Program and General Fund revenues to build and maintain necessary public infrastructure</u>
Fire			
1	Fire Protection Services	Fire Station #3 Relocation	GP Policy 5.B.1. – Strive to maintain a high level of fire protection service to the community by achieving response times as outlined in Policy.
General			
2	Growth & Change	MPFP Update	GP Policy 2.A.9 – Plan for and fund infrastructure improvements needed to support new growth projected in the General Plan by using the Major Projects Financing Plan.
Library			
3	Community Facilities & Services	Library Material Collection	GP Policy 6.D.3. – Provide library facilities and programs that align with the community's learning needs, abilities and demographics, and changes in technology, such as through facility design, services and service delivery methods, and partnerships with educational and learning institutions.
Park Facilities			
4	Park System	Clark Field	GP Goal 5.C. – Establish and maintain a complete system of public parks and community and recreational facilities that provides opportunities for both passive and active recreation and is well suited to the needs of Woodland residents, employees, and visitors.
5	Park System	Rick Gonzales, Sr. Park - N3	GP Policy 5.C.5. – Strive to provide accessible public park, greenbelt, and/or recreational open space within one-quarter mile of all housing, especially in neighborhoods with higher density housing. Require new development in Specific Plan areas to meet this standard in site planning, and pursue opportunities to establish new parkland in proximity to under served infill areas, as feasible.
6	Park System	Spring Lake Park - N1	GP Policy 5.C.5. – Strive to provide accessible public park, greenbelt, and/or recreational open space within one-quarter mile of all housing, especially in neighborhoods with higher density housing. Require new development in Specific Plan areas to meet this standard in site planning, and pursue opportunities to establish new parkland in proximity to underserved infill areas, as feasible.
7	Park System	Regional Park Site	Policy 5.C.13 – Joint Use – Cooperate with public and quasi-public agencies in the joint utilization, development, and maintenance of facilities. Continue to participate in the joint use agreements with the school district for the utilization of prks and school

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROGRAM PROJECTS (FISCAL YEAR 2018/19 to 2021/22)

			facilities. Policy 5.C.14 – Public/Private partnerships - Encourage the establishment or joint development of commercial or private recreation facilities within the Woodland area.
8	Park System	Southeast Area Pool Project	GP Goal 5.C. – Establish and maintain a complete system of public parks and community and recreational facilities that provides opportunities for both passive and active recreation and is well suited to the needs of Woodland residents, employees, and visitors.
9	Park System	Woodland Sports Park Turf Replacement	Policy 5.C.11. - Identify appropriate funding mechanisms to adequately fund the development of new parks and recreational facilities; the renovation of existing parks and recreational facilities; and the ongoing preservation, maintenance, and repair of the city's existing open space, parks and recreational resources and facilities.
Storm Drainage			
10	Storm Drainage Facilities	Storz Pond Maintenance	GP Policy 5.I.7. - Use stormwater detention facilities to mitigate drainage impacts and reduce storm drainage system costs. To the extent practical, design stormwater detention facilities for multiple purposes, including recreational use in dry conditions and/or stormwater quality improvement.
11	Flood Hazards & Protection	FloodSAFE Yolo/Cache Creek Feasibility Study	GP Goal 8.B – Protect the lives and property of the citizens of Woodland from hazards and manage floodplains for their open space and natural resource values. GP Policy 8.B.7 – Require that new flood management projects or development within areas subject to flooding ensure that floodwaters will not be diverted into adjacent property to increase flood hazards on properties located elsewhere unless secured through a flood easement or fee title buyout.\ GP Goal 4.C - Recognize the important roles that land uses and development play in the City's economic success and fiscal health. Consider economic benefits and cost and long-term community needs in land use decisions, and reserve sites for designated uses. GP Policy 4.C.11 - Comprehensive Flood Solution - Continue to work with Army corps of Engineers and responsible State and regional agencies to identify and implement a comprehensive flood solution to reduce risk of flooding in Woodland, especially in the northeastern industrial quadrant and eastern portion of the city.
12	Storm Drainage Facilities	East Main Pumps Station Storm Main Repairs	GP Goal 5.I Stormwater Management – Maintain the City's storm drainage system and promote best management practices to protect from flooding, enhance water quality, prevent infrastructure deterioration, and comply with State and federal laws.
Sewer			
		Annual Sewer Repair &	GP Policy 5.H.4. – Evaluate existing wastewater collection systems and treatment facilities

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROGRAM PROJECTS (FISCAL YEAR 2018/19 to 2021/22)

13	Wastewater	Replacement	and plan for, fund, and implement necessary repair or enhancement of damaged or antiquated facilities.
14	Wastewater	Preliminary Odor Abatement	GP Policy 5.H.11. – Investigate hazards and nuisance potential associated with operations at the City’s wastewater treatment plant, including odor nuisances, and identify and implement any buffering requirements or operational changes at the plant that may be necessary.
15	Wastewater	Treatment Plant Exp - Biosolids	GP Policy 5.H.9.- Reduce wastewater system demand through efficient water use by requiring water-conserving design and equipment in new construction; encouraging retrofitting with water-conserving devices; and designing, constructing, and repairing wastewater systems to minimize inflow and infiltration to the extent economically feasible.
16	Wastewater	Water Pollution Asset Replacement	GP Policy 5.H.9.- Reduce wastewater system demand through efficient water use by requiring water-conserving design and equipment in new construction; encouraging retrofitting with water-conserving devices; and designing, constructing, and repairing wastewater systems to minimize inflow and infiltration to the extent economically feasible.
17	Wastewater	Replace Orangeburg Pipe	GP Policy 5.H.4. – Evaluate existing wastewater collection systems and treatment facilities and plan for, fund, and implement necessary repair or enhancement of damaged or antiquated facilities.
18	Wastewater	Large Diameter Wastewater Pipeline Repair, Replacement & Lining	GP Policy 5.H.4. – Evaluate existing wastewater collection systems and treatment facilities and plan for, fund, and implement necessary repair or enhancement of damaged or antiquated facilities.
Transportation & Circulation			
19	Trans+Circ	Traffic Engineering Services	Goal 3.B.- Complete Streets – Provide complete streets that accommodate driving, walking, bicycling, and public transit and that are designed to enable safe, attractive, comfortable access and travel for users of all ages and abilities.
20	Trans+Circ	Kentucky Ave Widening	GP Policy 3.D.2. – Promote street, alley, and sidewalk maintenance to encourage safe use; have a funding plan in place for improvements.
21	Trans+Circ	Measure E Road Maintenance Planning	GP Policy 3.D.2. – Promote street, alley, and sidewalk maintenance to encourage safe use; have a funding plan in place for improvements.
22	Trans+Circ	Annual O&M Support	GP Policy 3.D.2. – Promote street, alley, and sidewalk maintenance to encourage safe use; have a funding plan in place for improvements.
23	Trans+Circ	I-5/CR 102 Interchange Landscaping	GP Policy 3.B.9. – Require adequate landscaping, including street trees and landscaped medians and/or parkway strips, in street design in order to increase shade, minimize runoff, and create a comfortable and visually attractive environment.
24	Trans+Circ	West Woodland Safe Routes to School	GP Policy 3.B.4. – Strive to retrofit existing streets into more complete streets, prioritizing improvements on roadways providing access to services, schools, parks, civic uses, as well

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROGRAM PROJECTS (FISCAL YEAR 2018/19 to 2021/22)

			as in the downtown and along mixed use corridors. Consider all modes and users in decisions made affecting retrofit projects and strive to remove existing barriers to safe and connected travel. Policy 5.E.3. - Implement Complete Street and Safe Routes to Schools strategies to enable safer access and enhanced connectivity for all users and modes of transportation.
25	Trans+Circ	West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	GP Policy 3.B.4. – Strive to retrofit existing streets into more complete streets, prioritizing improvements on roadways providing access to services, schools, parks, civic uses, as well as in the downtown and along mixed use corridors. Consider all modes and users in decisions made affecting retrofit projects and strive to remove existing barriers to safe and connected travel.
26	Trans+Circ	Sports Park Drive Pedestrian Overcrossing	GP Policy 3.E.3 – Continue to develop off-street pedestrian paths for access to schools, recreation facilities, and neighborhood services in existing and future neighborhoods in the city.
27	Trans+Circ	2018 Road Maintenance Project	GP Policy 3.D.2. – Promote street, alley, and sidewalk maintenance to encourage safe use; have a funding plan in place for improvements.
28	Trans+Circ	2020 Road Rehabilitation	GP Policy 3.D.2. – Promote street, alley, and sidewalk maintenance to encourage safe use; have a funding plan in place for improvements.
29	Trans+Circ	Traffic Calming Program	GP Policy 3.D.3 – Implement traffic-calming design and devices, as funding allows, in existing and new residential areas where appropriate to reduce vehicle speeds and preserve neighborhood livability.
30	Trans+Circ	2019 ADA Improvements	GP Policy 3.B.8 – Endeavor to ensure that all streets are safe and accessible to people with disabilities and others with limited mobility.
31	Trans+Circ	Dog Gone Alley Coordination	GP Policy 2.A.4 – Promote Downtown Woodland as the city’s sole civic, cultural, entertainment, and central business district that serves as the primary specialty-retail and dining, entertainment, office, arts and government center. Support new mixed-use development in the Downtown with an emphasis on retail, entertainment, and other active uses at the ground level and residential and office uses on upper levels along Main Street. In addition, allow ground floor office uses on side streets.
32	Trans+Circ	Planning Analysis Studies	GP Policy 3.B.3. – Preserve and continue to develop a comprehensive, integrated, and connected network of streets that balance walking and bicycling with transit, automobiles, and trucks.
Water			
33	Potable Water	Water System Leak Detection, Maintenance & Repairs	GP Policy 5.G.7 – Evaluate existing water production and distribution systems on an ongoing basis and plan for, fund, and implement necessary repair or enhancement of damaged or antiquated facilities, including wells and storage tanks.
Spring Lake			
34	Spring Lake	Harry Lorenzo Ave between Farmers	GP Policy 3.B.5 – Require new developments to provide interconnected street networks with walkable blocks that allow and encourage active multimodal transportation.

CITY OF WOODLAND
CAPITAL IMPROVEMENT PROGRAM PROJECTS (FISCAL YEAR 2018/19 to 2021/22)

		Central and Parkland	
35	Spring Lake	Gibson Landscape – Pioneer to SR 113	GP Policy 3.B.5 – Require new developments to provide interconnected street networks with walkable blocks that allow and encourage active multimodal transportation.
36	Spring Lake	Parkland Drive between Pioneer Ave and Harry Lorenzo Ave	GP Policy 3.B.5 – Require new developments to provide interconnected street networks with walkable blocks that allow and encourage active multimodal transportation.
37	Spring Lake	CR 25A (Meikle to Promenade)	GP Policy 3.B.5 – Require new developments to provide interconnected street networks with walkable blocks that allow and encourage active multimodal transportation.
38	Spring Lake	Heritage Parkway Pedestrian Crossing	GP Policy 3.E.3 – Continue to develop off-street pedestrian paths for access to schools, recreation facilities, and neighborhood services in existing and future neighborhoods in the city.
39	Spring Lake	Spring Lake Central Park	GP Policy 5.C.5. – Strive to provide accessible public park, greenbelt, and/or recreational open space within one-quarter mile of all housing, especially in neighborhoods with higher density housing. Require new development in Specific Plan areas to meet this standard in site planning, and pursue opportunities to establish new parkland in proximity to underserved infill areas, as feasible.
40	Spring Lake	Spring Lake 2019 CIP Update	GP Policy 3.K.1 – Assess fees through the Major Projects Financing Plan (MPFP), on new development, sufficient to cover the fair share portion of that development's impacts on all modes of the transportation system. Exceptions may be made when new development generates significant public benefits and alternative sources of funding for the improvements can be obtained to offset foregone revenues.
41	Spring Lake	Gibson Road Interchange Modification	GP Policy 3.B.2. – Preserve and continue to develop a comprehensive, integrated, and connected network of streets that balance walking and bicycling with transit, automobiles, and trucks.
42	Spring Lake	South Area Flowage Easement	GP Policy 5.I.7. - Use stormwater detention facilities to mitigate drainage impacts and reduce storm drainage system costs. To the extent practical, design stormwater detention facilities for multiple purposes, including recreational use in dry conditions and/or stormwater quality improvement.

City of Woodland
Capital Improvement Program
FY2018/19 - FY 2021/22

Attachment #2

Category	Project #	Project Name	Total Project	Funding
Fire	16-10	Fire Station #3 Relocation	\$	64,000
General	08-57	MPFP Annual Update	\$	105,000
General	07-07	Zoning Ordinance & CEQA	\$	100,000
Library	94-45	Library Material Collection	\$	425,000
Park Facilities	13-03	Clark Field	\$	75,000
Park Facilities	15-05	Rick Gonzales, Sr. Park-N3	\$	5,945,000
Park Facilities	15-07	Camarena Ball Field - Grant Match	\$	50,000
Park Facilities	17-10	Spring Lake Park - N1	\$	3,253,000
Park Facilities	17-13	Hiddleson Pool Demolition	\$	290,000
Park Facilities	18-04	Park/Recreation Facility Planning	\$	55,000
Park Facilities	19-17	Regional Park Site	\$	30,000
Park Facilities	19-18	Southeast Area Pool Project	\$	15,000
Park Facilities	19-19	Woodland Sports Park Turf Replacement	\$	2,450,000
Sewer	08-21	Annual Sewer Repair and Replacement	\$	5,676,180
Sewer	08-22	Preliminary Odor Abatement	\$	394,500
Sewer	08-35	New Calibrated City Sewer Model	\$	90,000
Sewer	10-11	Treatment Plant Exp-Biosolids	\$	584,000
Sewer	14-02	Water Pollution Asset Replacement Project	\$	2,868,119
Sewer	14-03	Replacement of Orangeberg Sewer Laterals	\$	1,010,000
Sewer	14-07	Sewer Collection System Wastewater Treatment Master Plan	\$	91,500
Sewer	14-15	Large Diameter Wastewater Pipeline Repair, Replacement, & Lining	\$	3,511,000
Sewer	17-23	Main Street Sanitary Sewer and Storm Repairs	\$	100,000
Sewer	18-06	WPCF Pond #7 Biosolids Drying & Removal	\$	575,000
Sewer	18-07	South Pond Pump Station Rehabilitation	\$	200,000
SLIF Infrastructure	06-12	Spring Lake East Regional Pond Landscaping	\$	484,000
SLIF Infrastructure	11-13	South Urban Growth Area Drainage Study (formerly N. Gibson Ponds)	\$	2,000,000
SLIF Infrastructure	14-04	Monuments and Bus Shelters	\$	25,000
SLIF Infrastructure	14-16	Pioneer Avenue High School Entrance to Farmer's Central Rd	\$	2,300,000
SLIF Infrastructure	17-01	Galvin Way Storm Drain	\$	88,000
SLIF Infrastructure	17-21	North Regional Pond and Pump Station	\$	8,000,000
SLIF Infrastructure	18-01	Harry Lorenzo Avenue between Farmers Central and Parkland	\$	516,000
SLIF Infrastructure	19-01	GIBSON LANDSCAPE - Pioneer Avenue to SR 113	\$	457,000
SLIF Infrastructure	19-07	Parkland Drive between Pioneer Avenue & Harry Lorenzo Avenue	\$	2,294,000
SLIF Infrastructure	19-09	CR 25A (Meikle to Promenade)	\$	165,000
SLIF Infrastructure	19-10	Heritage Parkway Pedestrian Crossing	\$	20,000
SLIF Infrastructure	19-11	Spring Lake Central Park	\$	10,000
SLIF Infrastructure	19-12	Spring lake 2019 CIP Update	\$	100,000
SLIF Infrastructure	19-13	Gibson Road Interchange Modification	\$	200,000
SLIF Infrastructure	19-14	South Area Flowage Easement	\$	35,000
Storm Drain	09-15	FloodSAFE Yolo/Cache Creek Feasibility Study	\$	3,550,000
Storm Drain	09-31	Storz Pond Maintenance	\$	120,000
Storm Drain	16-03	Stormwater Quality Design Manual Update & Hydromodification Exemption Efforts	\$	150,000
Storm Drain	17-24	East Main Pump Station (EMPS) Storm Main Repairs	\$	550,000
Transportation	95-24	Planning Analysis Studies	\$	200,000
Transportation	00-06	I-5/SR113 Freeway to Freeway Connectors Phase 2	\$	468,000
Transportation	02-28	Traffic Engineering Services	\$	200,000
Transportation	04-07	Kentucky Avenue Widening and Reconstruction	\$	17,167,600
Transportation	06-06	Measure E/Measure F - Planning-Management	\$	250,000
Transportation	06-14	Annual In-House Road Program Support	\$	4,035,000
Transportation	11-24	I-5/CR 102 Interchange Landscaping	\$	2,723,791
Transportation	13-05	East Main Street Improvement Project	\$	3,380,000
Transportation	16-02	Install traffic signal at Freeway Drive & E. Main Street	\$	450,000
Transportation	17-02	Install Traffic Signal at Kentucky/Cottonwood	\$	450,000
Transportation	17-03	2017 Road Maintenance Project	\$	1,364,668
Transportation	17-09	West Woodland Safe Routes to School	\$	5,364,000
Transportation	17-11	ADA Transition Plan	\$	125,000
Transportation	17-16	West Main Street Bicycle/Pedestrian Mobility & Safety Improvements	\$	11,439,500
Transportation	17-17	2017 Corridor Safety Study Project	\$	200,000
Transportation	17-22	Sports Park Drive Pedestrian Overcrossing	\$	950,000
Transportation	18-02	2018 Road Maintenance Project	\$	1,075,000
Transportation	18-03	2018 ADA Improvements	\$	246,000
Transportation	18-05	Woodland Parkway Safe Route to School & Connectivity Study	\$	198,974
Transportation	19-05	2020 Road Rehabilitatin	\$	4,496,500
Transportation	19-06	Traffic Calming Program	\$	100,000

City of Woodland
Capital Improvement Program
FY2018/19 - FY 2021/22

Attachment #2

Category	Project #	Project Name	Total Project	Funding
Transportation	19-08	2019 ADA Improvements	\$	215,624
Transportation	19-16	Dog Gone Alley Coordination	\$	30,000
Transportation	TRANS-062	New Traffic Signal - CR102 and Kentucky Avenue	\$	525,000
Transportation	TRANS-063	2020 Road Maintenance	\$	1,850,000
Transportation	TRANS-064	2021 Road Maintenance	\$	1,725,000
Water	08-07	Surface Water Project	\$	53,027,669
Water	08-29	Groundwater Monitoring Wells	\$	156,000
Water	09-05	Water Source Security System	\$	255,000
Water	09-23	Water System Leak Detection, Maintenance & Repairs	\$	15,261,898
Water	14-09	Water Master Plan Update	\$	800,000
Water	14-13	ASR Testing and Modeling - Surface Water Local	\$	450,000
Water	15-02	New ASR Well Construction	\$	11,000,000
Water	15-04	Chromium 6 Investigations	\$	75,000
Water	17-05	ASR Wells	\$	5,557,000
Water	17-07	Recycled Water Master Plan	\$	100,000
Water	17-08	West Street Water Main Upgrade	\$	3,955,300
Water	18-09	2018 Water Main Replacement	\$	200,000
Water	19-15	2019 Water Main Replacement	\$	200,000



TO: MEMBERS OF THE PLANNING COMMISSION
DATE: May 17, 2018
ITEM #: 5.
SUBJECT: Planning Commission FY 2018-2019 Work Program and Subcommittee Appointments

Recommendation for Action:

Staff recommends that the Planning Commission:

1. Review the draft Planning Commission Work Program for Fiscal Year 2018-2019; and
2. Review Planning Commission Subcommittee appointments; and
3. Provide direction to staff concerning the Fiscal Year 2018-2019 Work Program and direct staff to incorporate any modifications into a staff report for presentation to the City Council.

Staff Contact:

Cindy A. Norris, Principal Planner, (530) 661-5911, cindy.norris@cityofwoodland.org

Background:

Planning Commission last reviewed their Work Program on June 15, 2017 with a presentation to City Council on August 22, 2017. Staff has prepared a draft Fiscal Year 2018-2019 Work Program and subcommittee list for review.

Discussion:

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 Program

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, 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. However, with approval of the Interim Zoning Ordinance standards and development criteria, a complete application meeting all requirements and design guidelines should move efficiently through the review process.

The following is a summary of items reviewed by the Planning Commission between June 30, 2017 and present and anticipated future review items.

Projects that Came to the Planning Commission from June 2017 to Present Reviews of Development Applications included:

- a. (04/05/18) Consideration of a General Plan Amendment to Correct Errors in the Recently Adopted 2035 General Plan Land Use Map
- b. (04/05/18) Interim Zoning Ordinance - Continued Public Hearing
- c. (03/15/18) Amendment of the Zoning Ordinance Related to Nonconforming Uses - continued
- d. (03/15/18) Interim Zoning Ordinance to Ensure Conformity with the 2035 General Plan
- e. (03/01/18) Woodland Downtown Suites - Tentative Subdivision Map, Site Plan and Design Review
- f. (03/01/18) Mobilitie Small Cell Co-location Sites
- g. (02/15/18) Taylor Morrison Design Review
- h. (02/01/18) Tentative Parcel Map No. 5136 - 530 Quality Circle - continued
- i. (02/01/18) Design Review for DR Horton; Adeline at Spring Lake
- j. (01/18/18) Tentative Parcel Map No. 5136 - 530 Quality Circle
- k. (01/18/18) Inclusionary Housing Ordinance
 - l. (01/04/18) Tentative Parcel Map No. 5136 - 530 Quality Circle
- m. (01/04/18) Inclusionary Housing Ordinance
- n. (12/21/17) Notice of Cancellation
- o. (11/02/17) Public Art Ordinance. Approval of Public Art Ordinance and Related Consistency Amendments
- p. (11/02/17) Consideration of a Zoning Ordinance to Add Article 25-21.6 to the City of Woodland Municipal Code related to Commercial Cannabis Manufacturing, Testing, Research, and Distribution Uses in the City of Woodland
- q. (10/19/17) Country Oaks Design Review
- r. (10/19/17) Election of Officers
- s. (10/05/17) Notice of Cancellation
- t. (09/21/17) Planning Commission Minutes
- u. (09/21/17) Workshop on Affordable Housing
- v. (09/07/17) Accessory Dwelling Unit Ordinance
- w. (08/17/17) Gateway I Tentative Parcel Map 5126
- x. (08/17/17) Public Art Ordinance
- y. (08/03/17) Cannabis Cultivation Ordinance
- z. (07/20/17) Notice of Cancellation
- aa. (07/06/17) Notice of Cancellation
- ab. (06/15/17) General Plan Housing Element Annual Review
- ac. (06/15/17) Planning Commission Work Program 2017-2018

Projects Anticipated to Come Before the Planning Commission within Fiscal Year 2018-2019: (Note: it is difficult to predict with certainty what may or may not actually reach the point of final review)

- a. Research and Technology Park Specific Plan workshops
- b. Comprehensive Zoning Consistency Review (Phase II update)
- c. Non-conforming Use Ordinance
- d. Zoning Ordinance Minor Changes
- e. Downtown Specific Plan Update

- f. Commercial Cannabis CUP Review
- g. General Project Reviews (possible future annexations).

Planning Commission Subcommittees

Pursuant to Section 501 of the Planning Commission Rules and Regulations, the Chairperson, "shall appoint all standing committees each year following the election of officers and such special committees that as from time to time may be authorized by the Commission."

From time to time there may be subjects that require in depth analysis or consideration. A subcommittee may be utilized as a tool to provide the Commission with that in depth evaluation. A subcommittee is advisory to the Planning Commission. A subcommittee may be formed as a working body to consider a specific topic for a limited period of time, or the subcommittee may be a standing committee to consider items of a similar concern from time to time. In either case, the subcommittee is made up of less than a quorum of the legislative body.

When a subcommittee is formed to study a particular subject on a temporary basis, to discuss, conduct research and analysis on a particular limited topic for the amount of time it takes to evaluate that matter only, can be considered exempt from the Brown Act. In those cases a temporary committee may choose to meet on their own, without staff, in order to research a topic that they will then report back on. Standing committees are subject to the Brown Act noticing requirements. In those cases the Brown Act requires posting an agenda accessible to the public at least seventy two hours (72) in advance of a regular meeting and members of the public may attend. The following are the current Planning Commission subcommittees and current appointed members:

- Public Art Ad-hock Committee: To appoint 2 members of the Commission to serve on an Ad-hock subcommittee to evaluate possible options regarding a Public Art Ordinance and possible future public art proposals. (Commissioners Wells, Lopez and Murphy)
- PC Design Liaison: To appoint a (1) PC member who has design and architectural expertise to function as a design liaison in order to provide early input to applicants on design issues or concerns in order to facilitate the process for applicants (Commissioner Holt)
- Cannabis Subcommittee: To appoint 3 members of the Commission to serve on an Ad-hock regarding cannabis regulations. (Commissioners Harris, Lizarraga, Lopez).
- Zoning Subcommittee: To appoint 3 members of the Commission to serve on a standing committee that will review zoning update requests and make recommendation regarding future zoning ordinance amendments. (Commissioners Holt, Lizarraga and Lopez)
- Woodland Research and Technology Park SP Subcommittee: To meet from time to time as necessary to provide feedback on Specific Plan concerns. (Holt, Wells and Harris)

Ad-hock committees may meet periodically and does not require notice. Standing Committees shall meet at appointed times with appropriate notice. Design Liaison is an ad-hock member who meets from time to time on various items.

Attached for review and discussion is the draft Planning Commission Work Program for the upcoming fiscal year, July 1, 2018 - June 30, 2019 (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.

Conclusion:

Staff recommends that the Planning Commission:

1. Review the draft Planning Commission Work Program for Fiscal Year 2018-2019;
2. Review Planning Commission Subcommittee appointments; and
3. 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.

Prepared By: Cindy A. Norris, Principal Planner

ATTACHMENTS:

Description	Upload Date	Type
FY 2018-2019 Work Program	4/26/2018	Cover Memo

**PLANNING COMMISSION
FY 2018 – 2019 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</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 with any other action that requires City Council approval</i>	Ongoing	As needed depending on submittal of applications for review

Program Name	Program Tasks	Current Status	Time Frames
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. - Woodland Research and Technology Park - Appoint a subcommittee August 17, 2017	As needed	
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 anticipated in the coming year.	Annual	April
Commission Elections	Election of the Officers of the Commission: Chairperson and Vice-Chairperson and subcommittees	Chair and Vice-Chair are limited to two (2) consecutive years	First meeting in September
Training and Workshops	Education for Staff, 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 Public Art project proposals and to make recommendations to the City Council. (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) • <u>Woodland Research and Technology Park (WRTP) Subcommittee</u>. (Commissioners Holt, Wells and Harris) <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>	<i>Ordinance approved</i> As needed <i>Ordinance approved</i> <i>Phase I Interim Zoning recommended approval to CC</i> <i>Accessory Du Ordinance approved</i> Ongoing	Possible review of future art projects Meet early in the process as based upon application submittals Possible review of amendments or future projects Continuing with review of future comprehensive zoning update and other code amendments

Program Name	Program Tasks	Current Status	Time Frames
Long Range Goals/Strategies (> 12 Months)			
Woodland Research and Technology Park Specific Plan	350 acre future Woodland Research Technology park and supportive residential uses on the area known as SP-1A in the General Plan	In Progress	15-18 months
Review and Participate in the Downtown Specific Plan Update	Review based on recommendations contained in the Synopic Survey	In Progress	
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 basic conformity to the General Plan 2035, adopted May 16, 2017.	In Progress, review by City Council on May 1, 2018	Enacted on date of adoption
Review and Participate in development of Cannabis Ordinance	PC subcommittee to assist and full Commission review and input on a future Cannabis Ordinance	Approved	
Review and participate in a comprehensive update to the Zoning Ordinance	Phase II – Once the interim zoning is in place to ensure General Plan conformity, to then provide an in-depth comprehensive update to the entire Zoning Ordinance.	In progress	1-2 years
Infill Design Guidelines	Policies and programs to facilitate and implement the General Plan direction with regard to infill development	To be evaluated with Interim and comprehensive Zoning update and downtown plan update.	

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