



City of Woodland
Meeting Agenda
Planning Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

September 19, 2019
6:30 PM

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

G. APPROVAL OF MINUTES

1. SUBJECT: Planning Commission Meeting Minutes of August 15, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission Meeting of August 15, 2019

H. PUBLIC HEARING

I. BUSINESS ITEMS

2. SUBJECT: Election of Officers for Chairperson and Vice Chairperson

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission: (1) Hold Elections; (2) Vote and Select among current membership for the appointments of Chairperson and Vice Chairperson

3. SUBJECT: Planning Commission Work Program Review and Subcommittee Review and Appointment

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission Review the draft Work Program for Fiscal Year 2019-2020 and Review Subcommittees and Appointments

4. SUBJECT: Comprehensive Zoning Code Update Report

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive a report concerning the Comprehensive Zoning Code Update

J. STAFF OR COMMISSIONER COMMENTS

K. ADJOURNMENT

L.

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: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: September 19, 2019
ITEM #: G.1.
SUBJECT: Planning Commission Meeting Minutes of August 15, 2019

Recommendation for Action: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission Meeting of August 15, 2019.

Staff Contact:

Debbie Flemmer, Administrative Secretary, (530) 661-5818, debbie.flemmer@cityofwoodland.org

Reviewed by: Cindy Norris, Principal Planner

Attachments:

1. 8.15.19 PC Minutes DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission Meeting –

Thursday, August 15, 2019

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:33 PM

B. ROLL CALL

Planning Commission Members Present: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Member Fred Lopez, Planning Commission Vice-Chairperson Kirby Wells, Planning Commission Member Valerie Hurst, Planning Commission Member Steven Wong
Absent: Planning Commission Chairperson Marco Lizarraga
Excused:

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Planning Commission Member Steven Wong

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.

Verbal updates provided by Planning Commission Members/Staff.

E. SUBCOMMITTEE REPORTS

Verbal updates provided by Planning Members/Staff.

F. COMMUNICATIONS FROM THE PUBLIC

None

G. APPROVAL OF MINUTES

1. SUBJECT: Planning Commission Meeting Minutes of February 15, 2018, March 1, 2018, March 15, 2018, April 5, 2018, May 17, 2018, June 21, 2018, July 19, 2018, September 6, 2018 and June 20, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission Meeting of February 15, 2018, March 1, 2018, March 15, 2018, April 5, 2018, May 17, 2018, June 21, 2018, July 19, 2018, September 6, 2018 and June 20, 2019

On a motion by Planning Commission Member Chris Holt, seconded by Planning Commission Member Steve Harris and carried unanimously, a motion to approve Planning Commission Meeting Minutes of February 15, 2018, March 1, 2018, March 15, 2018, April 5, 2018, May 17, 2018, June 21, 2018, July 19, 2018, and June 20, 2019
Ayes: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Member Fred Lopez, Planning Commission Vice-Chairperson Kirby Wells, Planning Commission Member Valerie Hurst, Planning Commission Member Steven Wong
Noes: None

Absent: Planning Commission Chairperson Marco Lizarraga

H. PUBLIC HEARING

2. SUBJECT: Cleveland Street Suites Tentative Subdivision Map 5171

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission take action on the following:

1. Conduct the public hearing;
2. Adopt Resolution No. PC19-_____ (Attachment 1), approving a 16-lot, Tentative Subdivision Map No. 5171, located at 421 Cleveland Street.

On a motion by Planning Commission Member Chris Holt, seconded by Planning Commission Member Fred Lopez and carried unanimously, a motion to conduct the public hearing; adopt Resolution No. PC19-08 and approve a 16-lot, Tentative Subdivision Map No. 5171, located at 421 Cleveland Street. Staff has been directed to work on the details of the CC & Rs.

Ayes: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Member Fred Lopez, Planning Commission Vice-Chairperson Kirby Wells, Planning Commission Member Valerie Hurst, Planning Commission Member Steven Wong

Noes: None

Absent: Planning Commission Chairperson Marco Lizarraga

I. BUSINESS ITEMS

J. STAFF OR COMMISSIONER COMMENTS

Verbal updates provided by Planning Commission Members/Staff.

K. ADJOURNMENT

Meeting adjourned at 6:59 PM.



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: September 19, 2019
ITEM #: I.2.
SUBJECT: Election of Officers for Chairperson and Vice Chairperson of the Planning Commission

Recommendation for Action: Staff recommends that the Planning Commission:

1. Hold Elections; and
2. Vote and select among current membership, the appointments of Chairperson and Vice-Chairperson of the Planning Commission.

Staff Contact:

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

Report in Brief:

The officers of the Commission shall consist of a Chairperson and Vice-Chairperson. The Chairperson and Vice-Chairperson are to be elected annually at the first meeting in September by a majority of the Planning Commission. Due to a meeting cancellation, the item is scheduled for the second meeting in September. The last elections were held on October 19, 2017 at which time Marco Lizarraga was elected Chairperson and Kirby Wells was elected Vice-Chairperson. Section 402 of the Rules and Regulations of the Planning Commission state the following:

402. The Chairperson and Vice Chairperson shall hold their respective offices until the next annual meeting after election and until their successors are elected. Their terms of office are limited to two (2) consecutive years.

Attachments:

1. Planning Commission Rules and Regulations

**CITY OF WOODLAND
PLANNING COMMISSION
RULES AND REGULATIONS
(Modified September 3, 2009)**

I. DUTIES AND RESPONSIBILITIES

The duties of the Planning Commission shall be those prescribed by the Government Code of the State of California and Ordinances adopted by the City. The Commission shall have the following functions:

- 101. Planning for the physical development of the City.
- 102. Maintaining the General Plan.
- 103. Maintaining the Subdivision and Zoning Ordinances.
- 104. Approving tentative subdivision maps.
- 105. Recommending amendments to the General Plan to the City Council.
- 107. Acting on other planning requests such as conditional use permits, variances, etc.
- 108. Administering the California Environmental Quality Act (CEQA).

II. MEMBERSHIP

- 201. The Commission, as provided by ordinance, shall be composed of seven (7) members, not officials of the City, appointed by the Mayor, with approval of the Council, to serve staggered terms, said terms to be determined by the City Council.
- 202. The Commission members shall serve the City as a whole, shall represent no special group or interest and they shall publicly state when they are interested in a matter before the Commission and, therefore, disqualify themselves from voting.

III. TERM AND CONDUCT

- 301. The term of appointment of any member of the Planning Commission who has been absent with unexcused absences from either three (3) consecutive regular or special meetings, or who has missed more than four (4) of the meetings in a 12-month period, shall automatically terminate. "Unexcused absence" shall mean a absence which was not a subject of a request by the appointee which, prior to such absence, has been approved by the majority vote of such board, commission or committee. Other acceptable cause for absence may include the following: personal or family illness, vacations, occasional business obligations, military leave or the loss of a loved one. If an absence will be unavoidable, a Commissioner should leave word with the Community Development Department no later than 12:00 PM on the day of the scheduled meeting.

It is also expected that Planning Commission members will be on time for meetings.

It is recommended that Commission members be ready a minimum of five minutes prior to the meeting time.

The Planning Commission conducts the business of the City with regard to land use and Zoning matters and as an advisory agency to the City Council. Actions of the Commission can have an impact on the City as well as on those coming before this body for review and determination. It is necessary for meetings to be conducted in a timely and efficient manner.

IV. OFFICERS

401. The officers of the Commission shall consist of a Chairperson and Vice-Chairperson. The Chairperson and Vice-Chairperson shall be elected annually at the first meeting in September by a majority of the Commission.
402. The Chairperson and Vice-Chairperson shall hold their respective offices until the next annual meeting after election and until their successors are elected. Their terms of office are limited to two (2) consecutive years.
403. Vacancies in the office of Chairperson and Vice-Chairperson shall be filled from the membership of the Commission by an election held at any meeting.

V. DUTIES OF OFFICERS

501. The Chairperson shall preside at all meetings. He or she shall appoint all standing committees each year following the election of officers and such special committees as from time to time may be authorized by the Commission. He or she may present to the Commission such matters as in his or her judgment require attention; and he or she need not vacate his or her chair for the purpose of actively discussing (as a member of the Commission) an item on the agenda or a subject for review, discussion and recommendation by the Commission.
502. The Chairperson (and the Commission) shall be guided by the Roberts Rules of Order, latest revision, on all questions of procedure and parliamentary law not covered by these rules and regulations.
503. At the request of any member of the Commission, the Chairperson shall direct that a written record be made and entered on any questions before the Commission.
504. The Chairperson shall exercise firm control and direction during the course of any Commission meeting or hearing. (No member of the Commission or of the general public shall address the Commission until recognized by the Chairperson.)
505. The Community Development Director shall exercise general supervision over the business papers and property of the Commission.
506. On the absence of the Chairperson, the Vice-Chairperson shall perform all duties of the Chairperson.
507. The Commission shall elect a temporary Chairperson from the members present in the event that both the Chairperson and Vice-Chairperson are absent.
508. The Commission may designate any of its members to represent its views with respect

to a particular issue. Without such authorization, however, the Commission shall be represented by the Chairperson or Vice-Chairperson. Individual members of the Commission should refrain from appearing before the City Council or other bodies interested in issues before the Planning Commission to discuss issues within the subject matter jurisdiction of the Commission.

VI. DUTIES OF STAFF

601. The Community Development Director shall keep a true and complete public record of the resolutions, transactions, findings, and determinations of the Commission, and with approval of the Commission, may delegate certain duties of his or her office to a Recording Secretary.
602. The Community Development Director shall attest all resolution executed by the Chairperson on behalf of the Commission.
603. The Community Development Director shall keep a permanent record of the meeting of the Commission and shall cause to be made such public notices as required and in the manner prescribed by statute, ordinance, or these rules, and to attend to all official correspondence of the Commission. He or she shall provide reports on subdivision plats, zoning changes, variances, and other planning and zoning matters. He or she shall submit reports on planning studies, general or master plan studies, progress reports on the work of the Planning Commission and on any other matters vital to the efficient and expeditious operation of the Planning Commission.
604. On their appointment to the Commission, new members shall be briefed by the Community Development Director on the general scope of City and regional planning and on the duties of the Commission.
605. The Community Development Director shall prepare for the Commission all letters of transmittal to the City Council relative to zoning changes, special permits and subdivision maps. All letters to the Council shall be signed by the Community Development Director.
606. Copies of Commission minutes, resolutions, and all recommendations required to the City Council shall be sent to the City Clerk by the Community Development Director for distribution to individual Council members.

VII. MEETINGS

701. Regular meetings of the Commission shall be held on the first and third Thursday of every month at 7:00 p.m. in the Council Chambers of the City of Woodland, provided, however, the City Planning Commission may adjourn to any other location within the City. On such adjournment, the Community Development Director shall cause to be posted on the main door of the City Hall a notice of the other location and the time of the meeting.
 - a. In order to assure the efficient use of time for scheduled meetings the Planning Commission will not commence the hearing of any item, whether scheduled for the agenda or not, after 10:30 p.m. unless a majority vote of the Commission agrees to extend the meeting. Further, The Chairperson shall have the authority to limit a presentation before the Planning Commission to not more than five

(5) minutes when, in the judgment of the Chairperson, a prolonged presentation fails to serve the public interest and would result in an unnecessary expenditure of time.

702. Special meetings may be called by the Chairperson or a majority of the members by delivering personally or by mail written notice of each member and to each local newspaper of general circulation, radio, or television station requesting such notice in writing. Such notice must be delivered personally or by mail at least seventy-two (72) hours before the time of such meeting as specified in the notice.

703. No business shall be transacted at any special meeting other than that named for consideration in said notice.

704. The Commission may adjourn from time to time, absentees being notified, and in case there shall be no quorum present at any meeting, the Commissioners present will adjourn from time to time until a quorum is obtained or will adjourn said meeting.

705. A quorum of the Commission shall consist of four (4) voting members. The affirmative vote of a majority of the members present and not disqualified as provided in Section 202 is required to approve and to transmit advice and recommendations to the City Council on planning matters and to approve any request or action within the power and scope of the Planning Commission excepting as set forth in Section 1101 herein.

706. The Chairperson shall have the same voting privilege as any other member including the right to make motions and to second motions.

707. An agenda shall be prepared by the Community Development Director for each regular meeting of the Commission, and the mailing of the agenda shall serve as notification of the meeting. A copy of same shall be sent by the Community Development Director to all members of the Commission in advance of each meeting.

708. The agenda for each meeting shall contain only those items which have been submitted to the Community Development Director in sufficient time for review, analysis, referrals to other interested departments, or public bodies and preparation of necessary reports.

- a. The Community Development Director shall have the authority to withhold from an agenda or to remove from a tentative agenda any item which is not complete and sufficient for Planning Commission action or any item which has been revised subsequent to the initial filing and has not received adequate time for a comprehensive review by responsible staff agencies.

VIII. OFFICIAL RECORDS

801. The official records shall include these rules and regulations and the minutes of the meetings of the Commission together with all resolutions adopted, findings, decisions, and other official action.

802. The official records shall be on file in the Community Development Director's office and shall be open to public inspection during customary working hours.

803. The Commission shall keep minutes of its proceedings which shall show the vote on every question on which it Acts. Roll call vote may be requested by any member of the Commission, or at the discretion of the Chairperson.

804. A copy of these rules and regulations and all amendments thereto shall be placed on permanent file in the office of the City Clerk within ten (10) days of adoption.

IX. ORDER OF BUSINESS

901. The Commission shall consider matters before it at its regular meetings according to the following schedule.

1. Calling the roll.
2. Approval of Minutes.
3. Director's Report.
4. Public Comment on non agenda items.
5. Items for Commission consideration with public comment.
6. Motion to adjourn.

X. COMMITTEES

1001. Committees shall aid the Commission in the review and disposition of Commission business within their assigned areas of responsibility.

1002. Special committees shall be appointed only to handle matters not otherwise assignable to a standing committee.

XI. POLICIES AND SUPPLEMENTAL PROCEDURES

1101. All matters of policy affecting the Commission shall be decided at regular meetings or at special meetings called for that purpose.

1102. Supplemental policies, rules, and procedures may be adopted in the same manner as provided for amendments to these rules and regulations.

XII. AMENDMENTS

1201. Amendments to these rules and regulations may be made by the Commission at any regular meeting or special meeting called for that purpose upon the affirmative vote of at least four (4) members, provided such amendment is proposed at a preceding meeting, and that all members have been formally notified thereof.

XIII. ADOPTION

1301. All other by-laws and regulations pertaining to the transaction of business are hereby repealed and these rules and regulations shall be in effect immediately upon adoption.

1302. Nothing in these rules and regulations shall be construed to overrule State or City laws and regulations.

N/COMSHARE/AGENDAPC/PCADMIN/PC RULES AND REGULATIONS



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: September 19, 2019
ITEM #: I.3.
SUBJECT: Planning Commission Draft Work Program Review and Subcommittee Appointment

Recommendation for Action: Staff recommends that the Planning Commission:

1. Review the draft Planning Commission Work Program for Fiscal Year 2019-2020; and
2. Review Planning Commission Subcommittees and Appointments

Staff Contact:

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

Background:

This report will summarize the functions of the Planning Commission and provide a brief overview of possible work items anticipated to come before the Commission in the next fiscal year. The Planning Commission may consider possible subcommittees and assignments.

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(s) 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.

Planning Commission Work Program:

Attached for review and discussion is the draft Planning Commission Work Program for the coming fiscal year - September 1, 2019 - June 30, 2020 (Attachment 1). Staff requests that the Planning Commission review the draft work plan, and provide input. If requested, staff can bring the Work Program back to Planning Commission for further review and discussion.

Major projects that are anticipated to come before the Planning Commission include:

- Comprehensive Zoning Ordinance Update
- Woodland Research and Technology Park Specific Plan and EIR
- Continued Spring Lake Tentative Maps and Design Review
- Possible future General Plan / Annexation proposals

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.

At times there may be subjects that require in depth analysis or consideration apart from the regular conduct of business. 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. The subcommittee may deliver opinions and advice to potential applicants as well as to the Commission as a whole. 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. Ad-hoc committees may meet periodically and do not require notice. Standing Committees shall meet at appointed times with appropriate notice. Design Liaison is an ad-hoc member who meets from time to time on various items.

Where 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.

Current Planning Commission subcommittees and current appointed members:

- *PC Design Liaison*: To function as an ad-hoc design liaison in order to provide early input to applicants on design issues or concerns in order to facilitate the process for applicants (Commissioners Holt , Wells)
- *Cannabis Subcommittee*: To serve as an ad-hoc subcommittee to evaluate possible cannabis ordinance amendments as needed. (Commissioners Harris, Lizarraga, Lopez)
- *Zoning Subcommittee*: To serve as an ad-hoc subcommittee to review and make recommendations regarding future Zoning Ordinance Amendments (Commissioners Holt, Lizarraga and Lopez)
- *Woodland Research and Technology Park SP Subcommittee*: To serve as an ad-hock subcommittee to meet as necessary to provide feedback on Specific Plan concideratons. (Commissioners Holt, Wells, and Harris)

Potential Future Subcommittee:

- *Comprehensive Zoning Code Subcommittee*: To serve as an ad-hoc subcommittee to review and make

recommendations regarding the Comprehensive Zoning Code Update. This subcommittee could be useful, if there are in depth issues to discuss prior to bringing a matter to the full Commission. Alternatively, the Commission may prefer that Zoning Code Updates come to the full Commission for review and discussion.

Attachments:

1. ATT 1 PC 2019-20 Work Program

PLANNING COMMISSION
DRAFT - FY 2019 – 2020 WORK PROGRAM - DRAFT

Program Name	Program Tasks	Current Status	Time Frames
Commission Operating Standards – General On-Going Review			
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	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 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/ May
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	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 as requested

Program Name	Program Tasks	Current Status	Time Frames
Subcommittee Appointments			
Appoint Ad-hock and 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 (2) PC members to function as a design liaison as an Ad –hock subcommittee in order to provide early input with applicants on design issues in order to facilitate the process for applicants (Commissioner Holt & Wells) • <u>Cannabis Subcommittee</u>: To appoint 3 members of the Commission to serve on an Ad-hock Cannabis 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 and make recommendations regarding future Zoning Ordinance Amendments and participate in the review of the Comprehensive Zoning Code Update. (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 only as needed 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>Public Art Ordinance approved</i> As needed <i>Ordinance approved As needed</i> Comprehensive Zoning Code Update Public engagement and review process to be provided as draft is finalized	Possible review of future art projects Meet early in the process based upon application submittals Possible review of amendments Review of future comprehensive zoning code update Possible Nov/Dec with release of the public review draft

Program Name	Program Tasks	Current Status	Time Frames
Long Range Work Program Items			
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
Downtown Specific Plan Update (Zoning Code)	Review based on recommendations contained in the Synoptic Survey. Standards and Guidelines for the Downtown will be added as a chapter to the future Comprehensive Zoning Code update.	In Progress	The updates to the Downtown will be folded into the Comprehensive Zoning Code
Review and Participate in the Comprehensive Zoning Code Update	To update the Zoning Code to ensure consistency with the recently adopted 2035 General Plan. The update will also help facilitate the production of additional housing as provided in the state SB 2 grant funding.	City Council approved the fund appropriation on August 20, 2019	September 2019 – June 2020
Possible future updates to the Cannabis Ordinance	Should the City Council direct that updates to the Cannabis Ordinance be considered, the subcommittee may be re-established	In discussion	
Project review including potential annexation requests	Possible continuation of the Woodland Commerce Center at the NWC of CR 102 and Main Street, and the recently submitted Gateway II 25 acre annexation request	In Review	6-12 months
Infill Design Guidelines	Policies and programs to facilitate and implement the General Plan direction with regard to infill development	To be evaluated comprehensive Zoning update and downtown plan update.	April – June 2020
CEQA Guidelines	To update the City's CEQA Guidelines to clearly identify streamlining procedures and GHG / VMT mitigation requirements. Desire to develop formalized standards and procedures	In process	
CAP and Sustainability Considerations	To update the Zoning Code and identify key measures to be taken to ensure that sustainability considerations are being provided. Desire to develop formalized standards and procedures	In process	On-going



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: September 19, 2019
ITEM #: I.4.
SUBJECT: Comprehensive Zoning Code Update Report

Recommendation for Action: Staff recommends that the Planning Commission receive a report concerning the Comprehensive Zoning Code Update

Staff Contact:

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

Report in Brief:

The City of Woodland was successful in securing a State Planning Grant from the Department of Housing and Community Development in the amount of \$310,000. The intended use of the funds will be to update the City's Zoning Code. With existing funds in the Zoning Code Update Project (CIP# 07-07) the grant funds provide a balance of \$410,000. Approximately \$50,000 has been spent on the Zoning Ordinance actions in 2011 and 2018, which results in a remaining project budget of \$360,000. The City issued a Request for Proposals (RFP) for planning services for a Comprehensive Zoning Code Update and the firm of Lisa Wise Consulting, Inc.(LWC) was selected, with a project cost of \$358,610. On August 20, 2019 the City Council approved the appropriation of funds to the Zoning Code Update Project (Resolution No. 7337)

Background:

On May 21, 2019, the City Council of the City of Woodland approved Resolution No. 7283 authorizing the City Manager to submit a grant application to the State Department of Housing and Community Development (HCD) SB 2 Planning Grants Program. The City's grant application was submitted to HCD on June 6, 2019.

SB 2 (2017) was part of a 15 bill housing package that was aimed at addressing the state's housing shortage and high cost of housing. Specifically, SB 2 established a permanent source of revenue intended to increase the affordable housing stock in California. The initial Planning Grant Program (PGP) is intended to provide financial and technical assistance to local governments to update planning documents in order to:

- Accelerate housing production;
- Streamline the approval of housing development affordable to owner and renter households at all income levels;
- Facilitate housing affordability for all income groups;
- Promote development consistent with the State Planning Priorities; and
- Ensure geographic equity in the distribution and expenditure of allocated funds.

The State determined maximum award amounts based on population using estimates from the State Department of Finance. City of Woodland qualified as a medium sized locality, defined as having a population between 60,000 to 200,000. The maximum grant award possible for this category is \$310,000. A zoning code update is considered an eligible activity as long as there is a clear nexus in meeting state planning priorities. The City's project description for the grant states that, "An update to the Zoning Ordinance will serve to facilitate new development, particularly housing, through the provision of clear and understandable standards, guidelines, and procedures. An updated review process will assist staff and decision makers to allow qualified

development with expedited review. Objective design standards will be provided so new housing projects that meet the criteria can move forward in an even more expedited fashion. The goal will be to reduce the front-end design/development costs for new housing projects." The City's proposed performance objectives for the project will be to reduce processing time by a minimum of 20 percent and result in an increase in new multi-family development by a minimum of 20 percent.

The City of Woodland was one of the first nine cities in California to qualify and receive grant approval. In anticipation of the grant award, the City issued an RFP to invite proposals from qualified firms with expertise in zoning. Two proposals were received on May 7, 2019. Both were competitive proposals. Based on review considerations, the firm of Lisa Wise Consultants, Inc. (LWC) was selected.

Discussion:

State Assistance

Over the last couple of years the State has continued to emphasize the need for communities to incentivize and facilitate housing of all types. In 2017, the State approved a package of 15 bills related to housing. SB 2 established a permanent source of revenue intended to be used to increase the affordable housing stock in California. Funds are generated from real estate transactions. The bill stated that 50% of the first year's revenues are to be used to provide financial assistance to local governments to update planning documents in order to accelerate housing production, streamline approvals, and facilitate affordability.

Communities can use many tools to help facilitate housing. Woodland has already taken steps to moderate fees and to address affordability restrictions for smaller infill projects. Zoning is also a critical tool in the mix and provides the means by which projects may or may not move forward and with what degree of review required. HCD recognizes that Zoning is a crucial aspect in facilitating housing development by specifically allowing SB2 funds to be used for zoning code updates.

General Plan and Zoning

While a city's general plan sets the overall vision and development policies, zoning sets the allowed uses, development standards, and review procedures. Following the May 16, 2017 approval of the 2035 General Plan, the City Council approved the Interim Zoning Ordinance on May 1, 2018. The Interim Zoning Ordinance was approved as an urgency ordinance in order to address areas of inconsistency between the 2035 General Plan and the existing Zoning Code. The Interim Ordinance will expire in April 2020. The Interim Zoning Ordinance has allowed the City to test new standards and guidelines and has been successfully used to approve new infill development. Through our Interim Zoning Ordinance, we have a demonstration of how modifying zoning standards, in conjunction with other measures (such as fees, affordable requirements), have helped make projects more feasible.

The goal for this update project is to provide a clear, concise, easy to use regulatory document that incorporates best practices and recent legislation. As example, the City must look at ensuring that adequate sites are zoned to meet our state Regional Housing Needs Allocation (RHNA) requirements assigned by the State. The RHNA allocation is required for the 2021-2029 Housing element cycle. Woodland's total housing allocation is 3,087 of which approximately 1,062 shall be available to lower income households.

Zoning Code Update Process

Upon authorization from the City Council and execution of contracts, staff and the consultant will begin work. City staff and the consultant team held a kick-off meeting on Wednesday, September 11, 2019. It is anticipated that the new Zoning Code will be adopted by mid June 2020. Up to eight public sessions will be held at various stages during the project with the consultant team. In addition there will be staff level updates and information sessions. The public work sessions will be aimed at providing substantive opportunities for education and participation. As part of the information gathering for the project, City staff, with the help of interns, have begun conducting field surveys to gather current, on-the-ground condition data in key focus areas. The data will be used to help inform possible standards and design criteria for those areas. Other work product, including the Synoptic Survey prepared for the Downtown update, will be utilized.

With this comprehensive zoning update the intent will be to assess land uses throughout the City with a focus on considering appropriate areas to increase housing density, including to the extent possible missing middle/ four-plex product type. Other considerations may involve reduced parking, allowing housing in commercial districts, maximizing by-right approvals, shortening review timelines, and maximizing transparency in review criteria. The update will evaluate form-based options beyond what we have in the Interim Code. Sustainability standards will be included where appropriate.

The code update will include analysis of key development areas including Armfield, West Main Street, and the Downtown. With regard to the Downtown, the intent is to incorporate the Downtown design standards and guidelines as its own chapter in the new Code, and to repeal the downtown specific plan. The overarching goal is to minimize conflicting documents and policies, to streamline procedures and review criteria, and improve certainty for the development community.

As part of the consultant tasks, a summary Zoning Handbook will be prepared as well as an Infill Guideline handout that will provide infill development strategies and standards. Most importantly, a document summarizing the objective standards for Multi-family development will be prepared which can be provided to any prospective development interest to help guide them through the process efficiently. Granted not all changes will be 100% about housing, but taken as a whole, the update will benefit housing and further development in general.

While the update project does require a compressed schedule, there will be a robust public outreach program. In addition to meetings with the consultant team, staff will lead additional update and study sessions during the process. We anticipate holding stakeholder interviews and using survey tools as well. With regard to environmental review, should the code update be consistent with the 2035 General Plan a CEQA consistency memo will be prepared. However, if changes are proposed that result in a General Plan amendment, additional CEQA analysis may be required which could result in additional time or cost.

Prepared By: Cindy Norris, Principal Planner

Attachments:

1. LWC_Final Scope.Budget.Schedule

City of Woodland

Scope of Work – Zoning Code Update

Prepared by: Lisa Wise Consulting, Inc.

August 5, 2019

TASK 1: Project Initiation and Analysis

A. Project Initiation Meeting and City Tour. The consulting team will meet with City staff to discuss ideas and aspirations for the project, review public outreach process, finalize the work program, timeline and milestones, and clarify roles and responsibilities. Following the meeting, City staff will lead the team on a tour of the City to evaluate the locations, intensity, forms and uses of existing development, and neighborhood and corridor character resulting from current development regulations, noting areas where the zoning map may warrant higher granulation.

B. Technical Analysis, Site Analysis, and Evaluation. City staff will provide the consulting team with relevant and requested background materials related to the Code update, including updates on the Downtown Specific Plan update process, key policies and development standards of the 2035 General Plan, issues with the existing Code, and information on other plans and Planned Development districts (PDs) throughout the City.

The consulting team will then conduct technical analysis and evaluation of applicable ordinances, plans, and policy documents, including staff's summary of key policies and development standards. Analysis will include a legal consistency review and a windshield survey of the various focus areas and the Historic District. The team will reference the Synoptic Survey prepared for the Downtown Specific Plan Area and supplement it by sampling key historic walkable areas outside the geographic boundaries. The consulting team will prepare a graphic site analysis to note the various opportunities and constraints for each unique area of the city, including recent additions, with a particular focus on items that the future code will influence, such as building height, building type, and connections and connections to transit (rail).

C. Zoning Code Update and Recommendations Memo. Based on the consulting team's technical review and evaluation, City staff comments, and feedback from the community (see Task 2), the consulting team will prepare a Zoning Code Update Recommendations Memo. The Memo will highlight General Plan direction for new development controls, assess the strengths and weaknesses of the existing Code, and present "big ideas" for the new Zoning Code. It will also include recommendations for appropriate zoning approaches, including form-based, performance-based, incentive-based, and use-based. Issues identified by stakeholders in Task 2 will be compiled and classified to identify common themes and shared concerns.

D. Annotated Outline. Based on staff comments on the Zoning Code Update Recommendation Memo and public input gathered to date, LWC will prepare an Annotated Outline of the Zoning Code. The outline will provide the recommended format, content, and organization of the new Zoning Code; document the existing code sections that are retained, amended, or discarded; and proposing new sections where needed to improve clarity and ease of use.

Meetings:

- Project Initiation Meeting and City Tour (1 trip)

Products:

- Zoning Code Update Recommendations Memo and Annotated Outline

TASK 2: Public Outreach

A. Public Outreach Program. LWC will work with City staff to formulate a Public Outreach Program for the Zoning Code Update using workshops, study sessions, open houses, surveys and a dedicated project page on the City website. The Public Outreach Program will outline goals, methods, and a schedule for meetings, study sessions, and other outreach tools. We will work with City staff to structure and refine an engagement process that encourages community stakeholders, the Planning Commission, City Council, the Historic Preservation Commission, and the public to share feedback, collaborate, and review and comment on updated regulations as they are being formulated.

B. Workshops and Study Sessions. The consulting team will prepare for and conduct a total of eight public work sessions at key stages during the project aimed at providing substantive opportunities for education and participation in the project. Anticipated engagement events are:

- **Planning Commission Study Session:** The consulting team will lead a Planning Commission study session early in the process to introduce the project to the Planning Commission and community, discuss key issues of current regulations, highlight General Plan direction, present preliminary findings of the technical analysis and evaluation, and receive specific direction from the Planning Commission. The consulting team will prepare a summary memo of the study session.
- **City Council Study Session:** The consulting team will lead a City Council study session early in the process to introduce the project to the City Council, discuss key issues, highlight General Plan direction, present preliminary findings of the technical analysis and evaluation, and receive specific direction from the City Council. The consulting team will prepare of summary memo of the study session.
- **Focus Area Workshops/Study Sessions:** The consulting team will hold four (4) workshops or study sessions. One of these may be a general workshop to describe the project and collect input. Three of these meetings may highlight issues unique to or critical to one of the following focus areas: North and South East Street, Downtown, and the Industrial area. For each session, the consulting team will prepare a list of anticipated issues of concern; provide materials that illustrate the ways each topic relates to physical development; and facilitate dialog among the participants and consulting team. The consulting team will provide scenario-making and assessment tools to create, compare, and communicate the benefits and drawbacks of alternative zoning choices. Topics may include development standards for the various areas (both form- based and conventional), citywide regulations, signs, and definitions. Key concepts will be presented on poster boards and discussion will be enhanced with tabletop materials for reference and sketching. The sessions will be designed such

that an interested community member may choose to attend one, some, or all seven sessions with minimal repetition of content.

The consulting team will hold these sessions following the technical analysis and prior to the preparation of the Zoning Code Update Recommendations Memo. The area-specific sessions may be scheduled back-to-back at a community center or City Hall meeting room over the course of one or two days. The consulting team will prepare of summary of all the workshops and sessions.

- **Planning Commission Study Session:** The consulting team will host a study session at a Planning Commission meeting upon the release of the Public Review Draft of the Zoning Code. The presentation and study session will highlight the Code organization and the motivations and approaches for departures from the existing Code.
- **Historic Preservation Commission Session:** During the development of the Administrative Draft, the consulting team will present the project at a meeting of the Historic Preservation Commission and focus on options for regulations within the Historic District. The agenda will include a presentation and question and answer component.

C. Website Materials. Throughout the project, the consulting team will work closely with the City to develop, review, edit and provide material for the project website, such as text, photographs, maps, diagrams, and other information on the project. The City will manage uploading material to the project page on the City website. The site could also host surveys and an email list-serve sign-up so community members can stay engaged and advised on upcoming meetings, and access project-related material.

Meetings:

- Planning Commission Study Sessions - 2
- City Council Study Session - 1
- Workshops/Study Sessions - 4
- Historic Preservation Commission Session - 1

Products:

- Public Outreach Program
- Workshop/Study Session Materials
- Information for the City's Website

TASK 3: Administrative Draft Zoning Code

The consulting team will develop an Administrative Draft Comprehensive Zoning Code that covers the major components of below. The Administrative Draft will be based on the Annotated Outline and reflective of the analysis and review conducted in Tasks 1 and 2.

A. Zones, Development Standards, and Allowed Uses

- **Corridor Mixed Use and Mixed-Use Overlay Areas/Nodes.** The consulting

team will develop draft regulations for mixed-use areas and nodes and transit priority areas to encourage mixed use development at major intersections and near transit. Where appropriate, form-based standards will be used to focus on establishing clear standards for mixed-use, pedestrian-friendly, and transit-oriented development that provides active edges on ground floor space adjacent to sidewalks. Regulations will emphasize transition standards for higher-density mixed-use development adjacent to lower-density residential areas.

- **Residential Zones.** The consulting team will prepare draft regulations for residential districts, including use regulations and development standards. Regulations will focus on the protection, maintenance, and enhancement of Woodland's residential neighborhoods and the limited introduction of non-residential uses at key locations/intersections. Form-based standards may be incorporated to ensure new development and additions are consistent with the neighborhood character.
- **Commercial, Office Industrial (Employment District), and Public and Semi-Public Zones.** The consulting team will develop draft regulations for commercial, office, and industrial districts, including use regulations and development standards that are responsive to the changing face of employment and commercial and retail uses.
- **Historic Downtown, Subareas, Allowed Uses, and Development Standards.** The consulting team will prepare standards for the Historic District and subareas, including use regulations and development standards. The consulting team will pay particular attention to establishing appropriate standards for maintaining the existing street fabric and pattern and enhance the tourist-oriented, historic commercial uses in the Historic Downtown to preserve the unique character of Woodland's center and support local business.

B. Signs and Citywide Regulations. The consulting team will prepare draft sign regulations and citywide regulations for topics including landscaping, parking, fences/walls, screening, property maintenance, and lighting. Sign regulations will include regulations for specific sign types, limitations on the amount of signage, and sign review procedures. Updated sign regulations will include content-neutral standards for permanent and temporary signs to ensure compliance with the US Supreme Court's 2015 decision in *Reed v. Town of Gilbert*.

C. Zoning Code Glossary, Administration and Permits, and Standards for Special Uses and Activities. The consulting team will prepare a glossary of all key terms used throughout the Zoning Code, and administrative provisions, including all procedures for the administration and enforcement of the Code. This section will aim to standardize and simplify development review.

Meetings:

- Meetings and phone calls with City staff to discuss preliminary draft zoning regulations, as needed.

Products:

- Administrative Draft (5 printed copies, Word, and PDF)

TASK 4: Public Drafts of Zoning Code

- A. Public Review Draft Zoning Code.** LWC will prepare a Public Review Draft Zoning Code based on a consolidated set of comments from Staff review of the Administrative Draft and input from meetings and phone calls, as needed. When appropriate, the consulting team recommends using web-based conferencing tools (Go to Meeting, Zoom) for the Public Review Draft effort.
- B. Zoning Map Revisions.** The consulting team will work with City staff to identify areas that will require Zoning Map changes, including focus areas, areas around specific nodes, overlay areas, possible new medium-density residential areas, the Historic District, and areas that are shown as low density on the 2035 General Plan map but analyzed at a medium density in the General Plan EIR. City staff will be responsible for making the changes and preparing the Zoning Map. When appropriate, the consulting team recommends using web-based conferencing tools (Go to Meeting, Zoom) for meetings related to Zoning Map revisions.
- C. Public Hearing Draft Zoning Code.** LWC will review comments on the Public Review Draft Zoning Code with City staff and prepare a Public Hearing Draft Zoning Code. LWC will coordinate with the City's Project Manager with meetings and phone calls as needed to prepare the Public Hearing Draft Zoning Code. When appropriate, the consulting team recommends using web-based conferencing tools (Go to Meeting, Zoom) for meetings related to the Public Hearing Draft.
- D. Integration of the Code into a Web-Based User-Friendly Format.** The consulting team will work with the City, Code Publishing and other vendors as needed to ensure a seamless conversion into an interactive web-based code that is easily accessible to the public, interactive, and searchable.

Meetings:

- Meetings and phone calls with City staff to review draft products as needed and prepare the revised Zoning Map
- Phone calls with the City's information technology vendor as needed

Products:

- Public Review Draft (5 printed copies, Word, and PDF)
- Revised Public Review Draft (5 printed copies, Word, and PDF)

TASK 5: Environmental Review/CEQA Documentation

- A. EIR Consistency Technical Memo.** Policy 2.F.2 of the General Plan is to "Prepare a comprehensive Zoning Code update that includes performance and/or form-based zoning regulations as appropriate. The updated Zoning Code will provide a clear and consistent set of procedures, actions, and administrative guidance to implement the Vision, Guiding Principles, goals, and policies of this General Plan while ensuring the sensitive treatment of existing nonconforming uses." Consistent with this policy, the Zoning Code Update will implement the policy direction of the General Plan, the environmental effects of which were evaluated in detail in the EIR. It is therefore anticipated that the Zoning Code Update will not trigger environmental review above and beyond the recently completed 2035 General Plan EIR. LWC will prepare a technical memo supporting findings of consistency. However, if the City desires more formal documentation, the consulting team will prepare an EIR Addendum

optional and additional task.

- B. EIR Addendum.** If CEQA review in addition to the EIR Consistency Technical Memo is recommended, the consulting team will provide a justification, prepare a scope amendment, and partner with a subconsultant with the appropriate expertise.

Products:

- Draft EIR Consistency Technical Memo (2 printed copies and PDF)
- Final EIR Consistency Technical Memo (2 printed copies and PDF)
- EIR Addendum (if needed)

TASK 6: Review and Adoption; Final Zoning Code

- A. Planning Commission Hearings.** LWC will attend, prepare materials for, and make formal presentations at up to two Planning Commission hearings to support adoption of the Zoning Code.
- B. Final Draft Code.** LWC will prepare an erratum tracking PC recommendations for consideration by the City Council.
- C. City Council Hearings.** LWC will attend, prepare materials for, and make formal presentations at up to two City Council hearings to support adoption of the Zoning Code.
- D. Final Zoning Code.** Based on City Council action and final text changes provided by City staff, LWC will prepare the final Zoning Code. The document will be produced in PDF and a MS Word format and able to be made accessible and interactive through online publishing.

Meetings:

- Planning Commission Hearings – up to 2
- City Council Hearings – up to 2

Products:

- Public Hearing Materials
- Final Draft Zoning Code (5 printed copies, Word, and PDF)
- Final Zoning Code (5 printed copies, Word, and PDF)

TASK 7: Optional Tasks

- A. Outreach Toolkit.** In order to engage community members who do not traditionally engage in the public process, more proactive outreach such as at regular meetings of community organizations, gathering of interested neighbors, farmer's markets or church or school related events can be more effective. LWC will provide staff a "toolkit" of materials, based on workshop materials, project deliverables, and project information developed for other aspects of the project, to conduct project briefings to these types of groups throughout the project. Staff will organize and conduct the briefings.

- **Product:** Outreach Toolkit

B. Zoning Handbook. LWC will prepare a simple user-guide/handbook for the public that explains how to use the new Zoning Code. The handbook will be clear and concise and rely on graphics and illustrations that demonstrate how to use the code and find answers to frequently requested information such as setbacks, lot coverage, signage, and accessory structure standards. The handbook will be provided in PDF format with internal hyperlinks for easy navigation.

- **Product:** Zoning Handbook

C. Infill Guidelines Handout. LWC will prepare a handout specifically tailored for infill development strategies and design standards or guidelines. The goal will be to provide an easy to understand guide that will help facilitate and streamline infill development.

- **Product:** Infill Guidelines Handout

D. Objective Standards for Multi-Family Development Handout. LWC will prepare a handout that specifically outlines the objective standards that can be used when considering multi-family development projects. The document shall clearly identify when and how these standards may be used.

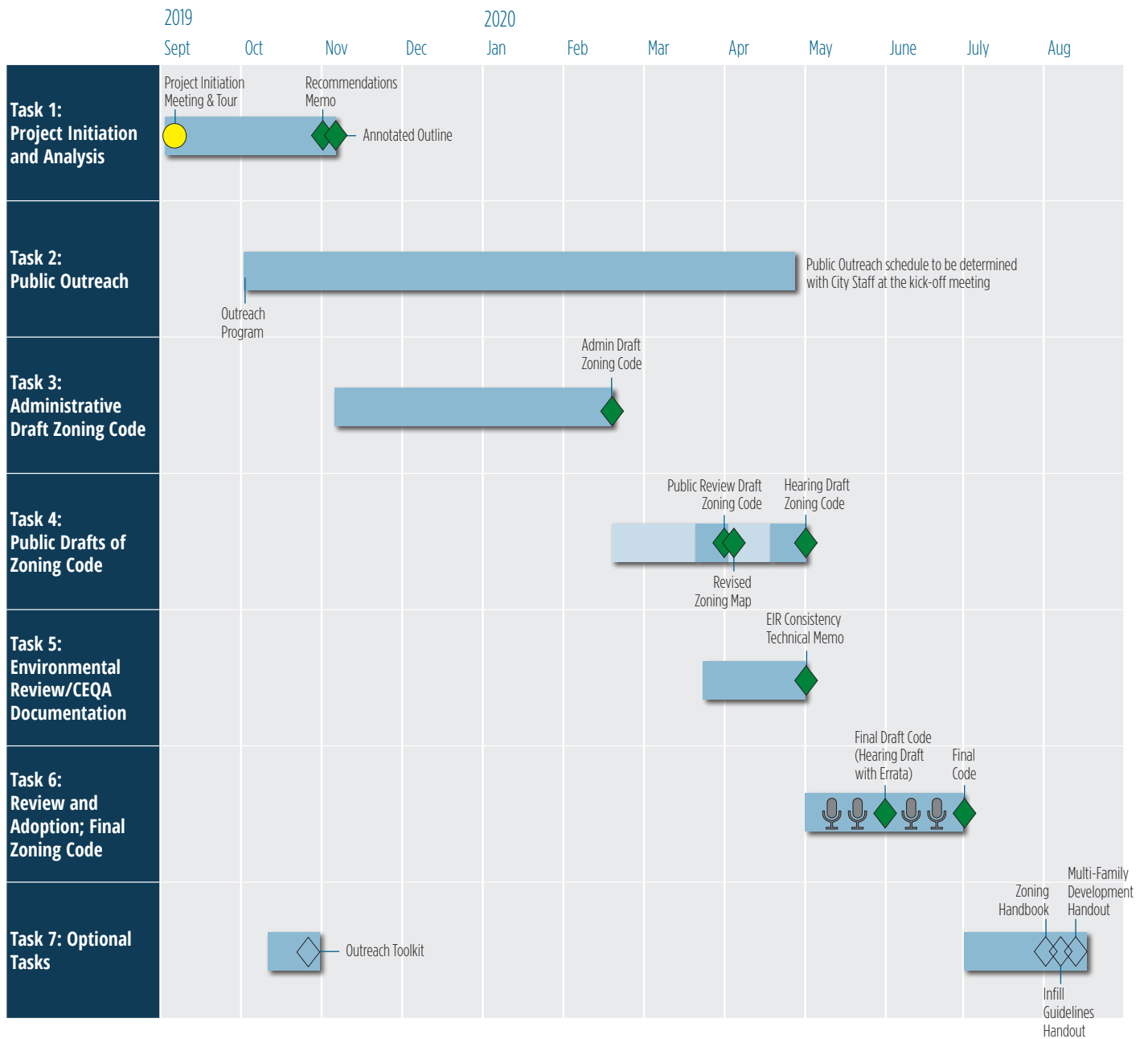
- **Product:** Objective Standards for Multi-Family Development Handout

City of Woodland

Comprehensive Zoning Code Update

PROJECT SCHEDULE

August 9, 2019



Consultant Work
 Review Period
 Meeting
 Workshop
 Product
 Public Hearing

City of Woodland, CA Comprehensive Zoning Code Update August 9, 2019	Lisa Wise Consulting, Inc.									Fisher Town Design		Total Cost
	Principal \$250		Director \$195		Senior \$175		Associate \$140		Principal \$175			
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	LWC Cost	Hours	FTD Cost	
TASK 1: Project Initiation and Analysis	16	\$4,000	54	\$10,530	92	\$16,100	92	\$12,880	\$43,510	64	\$11,200	\$54,710
TASK 2: Public Outreach	14	\$3,500	54	\$10,530	118	\$20,650	128	\$17,920	\$52,600	40	\$7,000	\$59,600
TASK 3: Admin Draft Zoning Code	36	\$9,000	152	\$29,640	174	\$30,450	176	\$24,640	\$93,730	64	\$11,200	\$104,930
TASK 4: Public Drafts of Zoning Code	41	\$10,250	80	\$15,600	144	\$25,200	232	\$32,480	\$83,530	8	\$1,400	\$84,930
TASK 5: Environmental Review/CEQA Documentation	0	\$0	2	\$390	12	\$2,100	32	\$4,480	\$6,970	0	\$0	\$6,970
Task 6: Review and Adoption/Final Zoning Code	16	\$4,000	0	\$0	58	\$10,150	60	\$8,400	\$22,550	0	\$0	\$22,550
Sub-Total	123	\$30,750	342	\$66,690	598	\$104,650	720	\$100,800	\$302,890	176	\$30,800	\$333,690
Optional Tasks												\$24,920
Total												\$358,610