



City of Woodland

Meeting Agenda

Planning Commission **MEETING CANCELED DUE TO A LACK OF QUORUM**

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

October 3, 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 September 19, 2019

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission Meeting of September 19, 2019

H. PUBLIC HEARING

I. BUSINESS ITEMS

2. SUBJECT: Review of Planning Commission Subcommittees and Appointments

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission review subcommittees and appointments

3. SUBJECT: Review of Alternative Housing Product Types - Tiny Homes

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive an informational report concerning a housing product type known as Tiny Homes.

4. SUBJECT: Informational Update Concerning East Beamer Way

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive an informational update concerning the project known as East Beamer Way.

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: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting (CANCELED DUE TO LACK OF QUORUM)
DATE: October 3, 2019
ITEM #: G.1.
SUBJECT: Planning Commission Meeting Minutes of September 19, 2019

Recommendation for Action: Staff recommends that the Planning Commission adopt the minutes of the Planning Commission Meeting of September 19, 2019.

Staff Contact:

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

Reviewed by: Cindy Norris, Principal Planner

Attachments:

1. 9.19.19 PC Minutes DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission Meeting –

Thursday, September 19, 2019

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:30 PM

Staff Present: Cindy Norris, Principal Planner

B. ROLL CALL

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

Absent:

Excused:

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Planning Commission Member Fred Lopez

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

None

F. COMMUNICATIONS FROM THE PUBLIC

None

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

On a motion by Planning Commission Vice-Chairperson Kirby Wells, seconded by Planning Commission Member Chris Holt and carried unanimously; a motion to approve the Planning Commission Meeting Minutes of August 15, 2019

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

Noes: None

Absent:

H. PUBLIC HEARING

None

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

For the position of Planning Commission Chairperson:

Planning Commission Vice-Chairperson Kirby Wells was nominated by Planning Commission Chairperson Marco Lizarraga. No further nominations proposed, position is set.

For the position of Planning Commission Vice-Chairperson:

Planning Commission Chairperson Marco Lizarraga was nominated by Planning Commission Member Fred Lopez. No further nominations proposed, position is set.

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

The Planning Commission Work Program Review was detailed and outlined by Staff. Subcommittee appointments to be made at the next Planning Commission meeting.

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

Presentation provided by Staff.

J. STAFF OR COMMISSIONER COMMENTS

Verbal updates provided by Council Members/Staff.

K. ADJOURNMENT

Meeting adjourned at 7:12 PM.

L.



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting (CANCELED DUE TO LACK OF QUORUM)
DATE: October 3, 2019
ITEM #: I.2.
SUBJECT: Planning Commission Subcommittee Review and Appointment

Recommendation for Action: Staff recommends that the Staff recommends that the Planning Commission review subcommittees and appointments

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

Background:

On September 19, 2019 the Planning Commission reviewed the draft Planning Commission Work Program and reviewed prior subcommittee appointments. The discussion regarding subcommittee appointments was tabled to following Planning Commission meeting.

Discussion:

The draft Planning Commission Work program has been attached for reference in the discussion.

Attachments:

1. ATT 1 PC 2019-20 Work Program9.27.19

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

Program Name	Program Tasks	Current Status	Time Frames
<i>Commission Operating Standards – General On-Going Review</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	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-hoc subcommittee to evaluate possible Public Art project proposals and to make recommendations to the City Council. <i>(Commissioners Wells, Lopez and Murphy)</i> • <u>PC Design Liaison</u>: To appoint a (2) PC members to function as a design liaison as an ad-hoc subcommittee in order to provide early input with applicants on design issues in order to facilitate the process for applicants <i>(Commissioner Holt & Wells)</i> • <u>Cannabis Subcommittee</u>: To appoint 3 members of the Commission to serve on an ad-hoc Cannabis subcommittee. <i>(Commissioners Harris, Lizarraga, Lopez)</i> • <u>Zoning Subcommittee</u>: To appoint 3 members of the Commission to serve on an ad-hoc committee that will review and make recommendations regarding future Zoning Ordinance Amendments and to review components of the Comprehensive Zoning Code Update. <i>(Commissioners Holt, Lizarraga and Lopez)</i> • <u>Woodland Research and Technology Park (WRTP) Subcommittee</u>. To appoint up to 3 members to meet as necessary to review and provide feedback regarding specific plan considerations. <i>(Commissioners Holt, Wells and Harris)</i> <i>Ad-hock committees may meet periodically only as needed and do not require notice.</i>	As needed when art proposals are submitted As needed when design applications are submitted As needed should modifications to the land use provisions of the Cannabis Ordinance are proposed. As needed to address specific land use or regulatory considerations Participation in the public review process. Participation could involve attendance at broader stakeholder meetings	Possible review of future private project art proposals Meet early in the process based upon application submittals Possible review of ordinance amendments (October 2019 – Spring 2020) Review of future comprehensive zoning code update (October 2019 – September 2020) Possible with release of the public review draft (November 2019 – Spring 2020)

Program Name	Program Tasks	Current Status	Time Frames
	<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>		
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	

Program Name	Program Tasks	Current Status	Time Frames
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	Review by the new Sustainability Committee	On-going



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting (CANCELED DUE TO LACK OF QUORUM)
DATE: October 3, 2019
ITEM #: I.3.
SUBJECT: Review of Alternative Housing Product Types - Tiny Homes

Recommendation for Action: Staff recommends that the Planning Commission receive an informational report concerning a housing product type known as Tiny Homes.

Staff Contact:

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

Background:

In preparation for the comprehensive zoning code update, staff will provide informational updates from time to time on subjects of interest or on subjects that require clarification. Over the last few years, tiny homes have received interest and notoriety. Staff will provide a report to the Planning Commission to discuss tiny homes, what they are and what they are not, how they are regulated, and how they might be allowed in zoning. The report will be provided at the meeting.

Attachments:

None



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting (CANCELED DUE TO LACK OF QUORUM)
DATE: October 3, 2019
ITEM #: I.4.
SUBJECT: Informational Update Concerning East Beamer Way

Recommendation for Action: Staff recommends that the Planning Commission receive an informational update concerning the project known as East Beamer Way.

Staff Contact:

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

Background:

Staff will provide an informational update to the Planning Commission Concerning the project known as East Beamer Way.

Discussion:

East Beamer Way, a development of one and two-bedroom micro-duplexes, will house 60 to 75 individuals who are currently unhoused, unstably housed or otherwise challenged to meet market rate rental costs. Half of the units will house those with chronic mental illness. Services will be provided by the County, Fourth and Hope, and Woodland Opportunity Village. Each fully equipped micro-house will meet federal and state housing standards. The new manufactured homes built off-site reduces costs and construction time and allows for production year-round. Built locally, they will include solar-powered energy.

- o 61 units - 50 one-bedrooms, 11 two-bedrooms
- o Community Center and Garden
- o Total cost of construction: \$10.2 million

A detailed report concerning the project status will be provided at the meeting.

Attachments:

None