



City of Woodland
Meeting Agenda
Planning Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

February 17, 2022
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. SPECIAL COMMENTS

PLEASE NOTE: The February 17, 2022 Woodland Planning Commission will be conducted pursuant to Government Code section 54953(e), which allows the City to hold meetings via teleconference during a proclaimed state of emergency, when state or local officials have imposed or recommended measures to promote social distancing.

The meeting will be held via teleconference and Commission members and the public will participate via teleconference. Those locations are not listed on the agenda and are not accessible to the public. The public is encouraged to listen to the Planning Commission meeting live on Woodland TV Channel 20 and also by going to the City of Woodland website: www.cityofwoodland.org/meetings.

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Instructions are provided at the end of the agenda.

Please click the link below to join the Public Comment portion of the meeting:

<https://zoom.us/j/92170095836>

Or Telephone: Dial 669-900-6833

Webinar ID: 921 7009 5836

B. CALL TO ORDER

C. ROLL CALL

D. PLEDGE OF ALLEGIANCE

E. 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.

1. Long Range Calendar

F. SUBCOMMITTEE REPORTS

G. COMMUNICATIONS FROM THE PUBLIC

H. APPROVAL OF MINUTES

2. SUBJECT: Planning Commission Meeting Minutes of November 18, 2021 and December 16, 2021

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve the Planning Commission Meeting minutes of November 19, 2021 and December 16, 2021.

I. PUBLIC HEARING

3. SUBJECT: Fourth and Hope Boarding and Rooming House Conditional Use Permit

RECOMMENDATION FOR ACTION: Staff recommends that the City Planning Commission: (1) receive the staff report; (2) conduct the public hearing; (3) adopt Planning Commission Resolution Number PC 22-01 approving the Conditional Use Permit (CUP) allowing the conversion of an existing office building into a 10-room boarding and rooming facility located at 814 Court Street in the City Downtown Specific Plan, District A.

4. SUBJECT: Fourth and Hope Transitional Housing Conditional Use Permit Modification

RECOMMENDATION FOR ACTION: Staff recommends that the City Planning Commission: (1) receive the staff report; (2) conduct a public hearing; (3) adopt Planning Commission Resolution Number PC 22-02 approving a modification to a Conditional Use Permit (CUP) for a social service facility to convert an existing 100-bed emergency shelter into transitional housing with up to 20 beds, located at 207 Fourth Street in District B of the Downtown Specific Plan.

J. BUSINESS ITEMS

5. SUBJECT: Election for the Positions of Chair and Vice Chair

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission (1) Hold elections; and (2) Vote and select among current membership, the appointments of Chair and Vice Chair of the Planning Commission.

K. STAFF OR COMMISSIONER COMMENTS

L. 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 24hours 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: February 17, 2022
ITEM #: E.1
SUBJECT: Long Range Calendar

Recommendation for Action: Staff recommends that the Planning Commission receive the Long Range Calendar

Staff Contact:

Cindy Norris, Principal Planner, (530) 661-5111, cindy.norris@cityofwoodland.org

Discussion:

Attached please find the Long Range Calendar for review. Note, Items shown are subject to change depending on circumstances.

Attachments:

1. PLANNING COMMISSION LONG RANGE CALENDAR 2.17.22

PLANNING COMMISSION LONG RANGE CALENDAR
Items subject to removal and/or rescheduling
February 10, 2022

REGULAR MEETING ITEMS

March 3, 2022	Regular Meeting
341 Industrial Way (CUP)	Public Hearing
Parcel Map for 310 Main Street	Public Hearing
March 17, 2022	Regular Meeting
Comprehensive Zoning Ordinance Update	
April 7, 2022	Regular Meeting
April 21, 2022	Regular Meeting

FUTURE AGENDA ITEMS – DATE TO BE DETERMINED:

- Cannabis Ordinance – Modification proposed by City Council
- NE Area Annexation
- NW Area Annexation
- Comprehensive Zoning Ordinance Updates/Workshop
- Housing Element Update – Required revisions by State Department of Housing and Community Development



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: February 17, 2022
ITEM #: H.2
SUBJECT: Planning Commission Meeting Minutes of November 18, 2021 and December 16, 2021

Recommendation for Action: Staff recommends that the City Council approve the Planning Commission Meeting minutes of November 19, 2021 and December 16, 2021.

Staff Contact:

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

Prepared by: Debbie Flemmer, Administrative Supervisor

Reviewed by: Cindy Norris, Principal Planner

Attachments:

1. 11.18.2021 PC Minutes DRAFT
2. 12.16.21 PC Minutes DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission Meeting –

Thursday, November 18, 2021

6:30 PM

A. SPECIAL COMMENTS

PLEASE NOTE: The November 18, 2021 Woodland Planning Commission will be conducted pursuant to Government Code section 54953(e), which allows the City to hold meetings via teleconference during a proclaimed state of emergency, when state or local officials have imposed or recommended measures to promote social distancing.

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B. CALL TO ORDER

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

Staff present: Cindy Norris, Principal Planner, Megan Meier, Associate Planner, and J Kimura, Sr. Application Analyst

C. ROLL CALL

Planning Commission Members Present: Members Harris, Vice-Chairperson Marco Lizarraga, Smith, and Hurst

Absent: Planning Commission Members Holt, and Lopez

D. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Planning Commission Member Steve Harris.

E. 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 Staff.

F. SUBCOMMITTEE REPORTS

None

G. COMMUNICATIONS FROM THE PUBLIC

Public comment received and read.

H. APPROVAL OF MINUTES

None

I. PUBLIC HEARING

None

J. BUSINESS ITEMS

1. SUBJECT: Lennar Homes of California; Pioneer Village, Casera Meadows and Cannon Pointe communities at Spring Lake project Design Review

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission: 1) Receive a staff report; and 2) Review and approve the proposed conceptual residential designs for a total of 231 lots as part of the Lennar Homes of California; Pioneer Village, Casera Meadows and Cannon Pointe communities at Spring Lake project subject to the conditions of approval.

On a motion by Member Valerie Hurst, seconded by Member Harris and carried unanimously on a 4-0 roll call vote; a motion to receive a staff report; and review and approve the proposed conceptual residential designs for a total of 231 lots as part of the Lennar Homes of California; Pioneer Village, Casera Meadows and Cannon Pointe communities at Spring Lake project subject to the conditions of approval, with the modification offered by the applicant to extend porch to a depth 8' on plan 3104.

Ayes: Members Harris, Vice Chairman Lizarraga, Hurst and Smith

Noes: None

K. STAFF OR COMMISSIONER COMMENTS

None

L. ADJOURNMENT

Meeting adjourned at 7:20 p.m.

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission Meeting –

Thursday, December 16, 2021

6:30 PM

A. SPECIAL COMMENTS

PLEASE NOTE: The December 16, 2021 Woodland Planning Commission will be conducted pursuant to Government Code section 54953(e), which allows the City to hold meetings via teleconference during a proclaimed state of emergency, when state or local officials have imposed or recommended measures to promote social distancing.

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Or Telephone: Dial 669-900-6833

Webinar ID: 921 7009 5836

B. CALL TO ORDER

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

Staff present: Cindy Norris, Principal Planner; Megan Meier, Associate Planner and J Kimura, Sr. Application Analyst

C. ROLL CALL

Planning Commission Members Present: Members Holt, Vice-Chairperson Marco Lizarraga, Lopez, Hurst and Smith

Executed Absence: Member Harris

D. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Member Chris Holt

E. 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 Council Members/Staff.

F. SUBCOMMITTEE REPORTS

None

G. COMMUNICATIONS FROM THE PUBLIC

Previously received public comment received and noted

H. APPROVAL OF MINUTES

1. SUBJECT: Planning Commission Meeting Minutes July 1, 20, 2021, August 5, 2021 and October 7, 2021

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission approve the July 1, 20, 2021, August 5, 2021 and October 7, 2021 Planning Commission Meeting Minutes

On a motion by Planning Commission Member Valerie Hurst, seconded by Planning Commission Member Fred Lopez and carried unanimously on a 5-0 roll call vote, to approve the Planning Commission Meeting Minutes of July 1, 20, 2021.

Ayes: Members Holt, Vice-Chairperson Lizarraga, Lopez, Hurst and Smith

Noes: None

On a motion by Planning Commission Member Jim Smith, seconded by Planning Commission Member Valerie Hurst and carried unanimously on a 4-0-1 roll call vote, to approve the Planning Commission Meeting Minutes of August 5, 2021.

Ayes: Members Vice-Chairperson Lizarraga, Lopez, Hurst and Smith

Noes: None

Absention: Member Holt

On a motion by Planning Commission Member Chris Holt, seconded by Planning Commission Member Valerie Hurst and carried unanimously on a 5-0 roll call vote, to approve Planning Commission Meeting Minutes of October 7, 2021

Ayes: Members Vice-Chairperson Lizarraga, Lopez, Hurst and Smith

Noes: None

I. PUBLIC HEARING

2. SUBJECT: Conditional Use Permit for S&D Supply Company for a proposed new office and warehouse with associated storage yard at 1244 Wilson Way; PLNG 21-00070

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission: 1) Receive a staff report; 2) Conduct the public hearing; and 3) Approve Planning Commission Resolution PC 21-08, approving a Conditional Use Permit for S&D Supply Company for a proposed new office and warehouse with associated storage yard at 1244 Wilson Way; PLNG 21-00070.

On a motion by Planning Commission Member Chris Holt, seconded by Planning Commission Member Fred Lopez and carried unanimously on a 5-0 roll call vote; a motion to receive a staff report; conduct the public hearing; and Approve Planning Commission Resolution PC 21-08, approving a Conditional Use Permit for S&D Supply Company for a proposed new office and warehouse with associated storage yard at

1244 Wilson Way; PLNG 21-00070.

Ayes: Members Holt, Vice-Chairperson Lizarraga, Lopez, Hurst and Smith

Noes: None

J. BUSINESS ITEMS

None

K. STAFF OR COMMISSIONER COMMENTS

Members Holt and Smith requested updates from Staff on Comprehensive Zoning Update and information regarding the property at 301 Court Street

L. ADJOURNMENT

Meeting adjourned at 7:20 p.m.



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: February 17, 2022
ITEM #: I.3
SUBJECT: Fourth and Hope Boarding and Rooming House Conditional Use Permit

Recommendation for Action: Staff recommends that the City Planning Commission: (1) receive the staff report; (2) conduct the public hearing; (3) adopt Planning Commission Resolution Number PC 22-01 approving the Conditional Use Permit (CUP) allowing the conversion of an existing office building into a 10-room boarding and rooming facility located at 814 Court Street in the City Downtown Specific Plan, District A.

Staff Contact:

Anna Canales, Assistant Planner, (530) 661-5819, anna.canales@cityofwoodland.org

Background:

Discussion:

California's housing element law requires that local governments adopt plans and regulatory systems that provide opportunities for, and remove barriers in order for, the private market to adequately address the state's housing needs. (Emergency and Transitional Housing Act of 2019)

The Housing Element sets goals, policies, and programs in compliance with state legislation. Based on current law, supportive and transitional housing projects must be reviewed in the same way as similar residential projects would be allowed. The project that has been proposed is most similar to the residential use; Rooming and Boarding Houses. Therefore, the project review shall be consistent with the review for that use.

As part of this request, applicant Fourth and Hope proposes to convert an existing office building into a 10-room rooming and boarding facility. The project is comprised of the following components:

- Rooming and Boarding – Sober Living Environment for up to 30 male individuals who were previously housed at 165 Fourth Street (will vacate in March of 2022).
- Ten rooms with a capacity of up to three beds per room.
- Program staff and overnight monitors provide supervision 24 hours a day.
- No emergency shelter services will be provided at this location.
- No public meal programs will be offered at this location.
- Out-patient counseling services.
- Case Management Services include community resource referrals, benefits screening, housing placement assistance, and job readiness and life-skills assistance.
- Program duration of an average of 90 days for any individual.
- Less daily traffic than the previous use as a State Parole and Community Services Office.
- Facility management by the local non-profit organization, Fourth and Hope
- An existing parking facility that can accommodate 9 parking spaces in the frontage along Court Street and 14 parking spaces in the back adjacent to Dead Cat Alley.
- Site Access off of Court Street and Dead Cat Alley

The site has frontages on Court Street and has back entrances off of Dead Cat Alley. The applicant is proposing to utilize the existing building previously occupied by a State Parole and Community Services Division. There are some tenant improvements planned that are related to the conversion of office space to residential space. The proposed changes include the addition of bathroom/shower space along with a

residential kitchen that will be used by the expected residents. Other improvements will be made to meet the fire safety code for residential locations. The applicant has previously met with the City Building Division and Fire Department to receive initial comments regarding the proposed interior modifications. No additional signage is proposed at this time. Any future signage would be reviewed under a separate submittal to the City Planning Division.

The proposed residential facility will consist of 10 bedrooms and will be operated by the non-profit organization, Fourth and Hope. The new facility will provide supportive housing for up to 30 individuals who will be participants in a program that is approximately 90-days long. As part of the program, participants will have access to case management and outpatient treatment services. Case managers will work closely with local property managers and affordable housing organizations to help participants acquire appropriate longer or permanent housing. Program staff and overnight monitors will provide site support 24 hours a day, 7 days a week.

Surrounding Land Uses and Existing Development

The site is comprised of an existing office building located on Court Street, north of Dead Cat Alley, east of 3rd Street, and west of 4th Street.

The project site is located within the City Downtown Specific Plan, District A which is a mixed-use district. There are a variety of office uses and public buildings to the north, currently vacant land to the south, and offices to the east and west of the site.



Aerial View of Project Site

Project Site Description:

Site

The project site is currently designed with 9 parking spaces on the northern frontage along Court Street and 14 parking spaces in the back southern portion of the site, adjacent to Dead Cat Alley. Vehicular access is available off of Court Street and Dead Cat Alley. The project site includes an existing one-story office building with a south-facing courtyard adjacent to Dead Cat Alley. Program attendee access is proposed from the courtyard located off of Dead Cat Alley.

Landscape

The project site is designed with existing landscaping and shading along the northern and southern

edges. Existing landscaping will be maintained and updated as needed. Shading requirements for the parking lot are satisfied by existing landscaping.

Trash/Recycling

Trash and recycling areas are located at the southern end of the project site adjacent to Dead Cat Alley and are equipped with trash enclosures with gates and locks. The site will be required to have services for waste, recycling, and organics.

Environmental Assessment Status:

Pursuant to the California Environmental Quality Act (“CEQA”), the proposed project is exempt from CEQA review per CEQA regulation Article 19 Categorical Exemption 15303. New Construction or Conversion of Small Structures.

15303. Class 3 Categorical Exemption consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and 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 project is not deemed a covered project under the Yolo Habitat Conservancy’s Habitat Conservation Plan/Natural Community Conservation Plan (HCP/NCCP).

Prior to taking 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.

STAFF ANALYSIS:

General Plan:

The City’s 2035 General Plan sets a vision for the City with detailed descriptions of the Downtown Mixed Use types and land uses that will be included in these continually evolving areas. The following is an analysis of the proposed project’s consistency with the intent of the 2035 General Plan:

The 2035 General Plan (GP) designation for the site is Downtown Mixed Use and is established to create a vibrant city center with a diverse mix of offices, housing, theaters, retail stores, professional services, and restaurants that serve residents, employees, and night-time entertainment populations.

The proposed residential rooming and boarding land use is consistent with the intent of the City’s General Plan DX designation and is supported in the following General Plan Goals and Policies:

- Policy 2.M.2 Mixed Uses. Require neighborhood design that incorporates a mix of residential and non-residential development that addresses the basic daily needs of residents and employees.
- Policy 2.M.3 Housing. Design neighborhoods to include a mix of housing types at a range of densities and affordability levels that accommodate residents at all stages of life.
- Policy 2.M.9 Lifestyle Housing. Promote housing design that serves various lifestyles, needs, and affordability levels, through strategies such as smaller house styles, compact layouts, and cost-effective design.

Housing Element:

The 2021-2029 Housing Element adopted by City Council on September 7, 2021 (Resolution 7748) is one of the mandatory elements of the City General Plan. Identified projected need and must include policies and programs to Affirmatively Further Fair Housing.

Zoning:

Land Use

The zoning designation for the site is Downtown Mixed Use (DMU). The site is further located within the Downtown Specific Plan Area, District A which provides allowed uses for properties located within this area. This area of the Downtown Specific Plan Area consists of a mixture of commercial, residential, and office land uses. The Downtown Specific Plan allows Boarding and Rooming House land use in District A with a Conditional Use Permit.

Development Standards

The project proposal consists of the re-use of an existing office building. Proposed exterior modifications are minor and consist of the changing out of existing windows. The project will conform to all applicable development standards of the City Zoning Ordinance (Title 17) and the Downtown Specific Plan.

Parking

Boarding and rooming houses are required to provide one parking space for every two beds, but not less than two spaces. The project proposal consists of the request to permit beds for 30 individuals. A minimum of 15 on-site parking spaces is required for the project proposal. The project site is designed with 23 available on-site parking spaces.

Landscaping

Section 17.112 of the City Zoning Ordinance addresses landscaping. The applicant will need to ensure that existing landscaping that will remain is in good condition and that landscaping provides 40% shade coverage for the parking lot.

Signage

No new signage has been proposed as part of this proposal. All future signage shall be reviewed as a separate submittal through the City Planning Division.

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:

- A legal notice was published in the Woodland Daily Democrat.
- Notices were mailed to all property owners within 300 feet of the project site.

Applicable Laws, Codes, and Ordinances:

The project is subject to several laws, codes, and ordinances:

- The California Environmental Quality Act (CEQA)
- City of Woodland 2035 General Plan
- City of Woodland Zoning Ordinance

- Downtown Specific Plan

Reviewing Agency Comments:

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

Conditional Use Permit:

The Planning Commission may approve, conditionally approve or deny an application for a conditional use permit; and in authorizing a conditional use, may impose such requirements and conditions with respect to location, construction, time period, maintenance, and operation, as deemed necessary for the protection of adjacent properties and the public interest, when reasonably related to the use of the property. Before granting any conditional use permit, the Planning Commission shall be satisfied that the proposed structure or use conforms to the requirements and the intent of the City Zoning Code (Title 17) and the General Plan.

Appeal:

The applicant, or any party adversely affected by the decision, the City Planning Commission, an individual City Planning Commissioner, or the City Manager or Community Development Director, may appeal any action of the Planning Commission with respect to a Conditional Use Permit to the Planning Commission within (10) days after the action of the Planning Commission. No conflict of interest shall exist solely by reason of the filing of an appeal by the City Planning Commission, an individual City Planning Commissioner, the City Manager, or Community Development Director. Any such appeal shall be filed with the City Clerk and, except an appeal by the City Planning Commission, a City Planning Commissioner, or the City Manager, shall be accompanied by a filing fee as prescribed by a Planning Commission resolution. Upon the filing of an appeal, the City Clerk shall set the matter for hearing. Such a hearing shall be held within thirty days after the date of filing the appeal. Within ten days or at its next regular meeting following the conclusion of the hearing, the City Planning Commission shall render its decision on the appeal.

Conclusion:

Staff recommends that the City Planning Commission: (1) receive the staff report; (2) conduct the public hearing; (3) adopt Planning Commission Resolution Number PC 22-01 approving the Conditional Use Permit (CUP) allowing the conversion of an existing office building into a 10-room boarding and rooming facility located at 814 Court Street in the City Downtown Specific Plan, District A.

Prepared by: Anna Canales, Assistant Planner

Reviewed by: Cindy Norris, Principal Planner

Attachments:

1. Resolution and Exhibit A
2. Project Information Sheet
3. General Application

RESOLUTION NO. PC 22-01

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WOODLAND
APPROVING A CONDITIONAL USE PERMIT TO ALLOW A BOARDING AND
ROOMING HOUSE IN A CONVERTED OFFICE FOR UP TO 30 INDIVIDUALS
LOCATED AT 814 COURT STREET IN DISTRICT A OF THE DOWNTOWN SPECIFIC
PLAN.**

(APN 005-222-016)

WHEREAS, the Woodland Planning Commission held a duly noticed public hearing on February 17, 2022 to review and consider a request for a Conditional Use Permit to allow a Boarding and Rooming House in a converted office for up to 30 individuals. The property is located at 814 Court Street within the Downtown Specific Plan, District A (APN 005-222-016); and

WHEREAS, the proposed project, as conditioned, is consistent with the provisions that have been outlined by the City of Woodland General Plan and meets all regulatory requirements of the City of Woodland Zoning Ordinance, and City of Woodland Downtown Specific Plan;

WHEREAS, pursuant to California state law and the City of Woodland Municipal Code, public hearing notices were mailed to all property owners within an area of a three hundred foot radius of the subject property, and a public hearing notice was published for a minimum of ten days prior to the public hearing in the Woodland Daily Democrat; 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 City of Woodland Downtown Specific Plan and satisfies all minimum physical standards required under the City's Downtown Specific Plan for a residential land use; and

WHEREAS, the proposed use will be organized, designed, operated, and maintained so as to be compatible with the character of the area as intended in the City of Woodland General Plan; and

WHEREAS, the proposed use will not constitute a nuisance or be detrimental to the public welfare of the community, the use would be consistent with existing and permitted uses in the area and 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 and/or future use on adjacent properties and vicinity; and

WHEREAS, pursuant to the California Environmental Quality Act ("CEQA"), the proposed parcel map is exempt from CEQA review per CEQA regulation (Class 3 New Construction or Conversion of Small Structures) § 15303 which applies to the construction and

location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and 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, 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, does hereby make the above findings, determinations and recommendations with respect to the proposed Conditional Use Permit, and approves the proposed Conditional Use Permit, as conditioned and attached hereto.

PASSED AND ADOPTED by the Planning Commission of the City of Woodland at a regular Planning Commission meeting on the 17th day of February 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Marco C. Lizarraga, Acting Chairperson

ATTEST:

Cindy Norris, Principal Planner

Exhibit A – Conditions of Approval

EXHIBIT A
814 Court Street

CONDITIONS OF APPROVAL
February 17, 2022

General

1. The project is as described in the staff report prepared for the February 17, 2022 Planning Commission meeting shall consist of a Conditional Use Permit to allow a Boarding and Rooming House in a converted office for up to 30 individuals; APN 005-222-016.
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. The applicant shall secure approval and satisfy requirements of all agencies with jurisdiction prior to operating.
4. The Conditional Use Permit modification shall not be issued until the appeal period has expired or final action on an appeal has been rendered.
5. The Conditional Use Permit modification must be exercised within one year of issuance, or it shall be deemed null and void by act of law.
6. Applicant shall comply with the design requirements as stated in the Community Design Standards for any exterior changes, modifications, and additions to the subject building. All exterior changes beyond those stated in the original approval will require staff level design review.
7. The applicant shall be responsible for informing all subcontractors, consultants, engineers, or other business entities providing services related to the project of their responsibilities to comply with all pertinent requirements herein in the City of Woodland Municipal Code, including the requirement that a business license be obtained by all entities doing business in the City.
8. Environmental Recording Fee. Applicant shall provide the Community Development Department with a check for the sum of \$50 made out to Yolo County to record the CEQA environmental document (Notice of Exemption) with the County.
9. Any new signage, modifications or changes to the signage the applicant shall conform to the City Zoning Code and Sign Ordinance. A separate Design Review permit for the building signage shall be submitted.

10. If the applicant wishes to relocate, significantly modify the approved site layout and allowed uses, the applicant shall secure a new conditional use permit, or modification to the existing conditional use permit prior to any modification or occupancy of the site by a new or modified use.
11. If the Community Development Director finds evidence that conditions of approval have not been fulfilled or that the use or uses has or have resulted in a substantial adverse effect on the health and/or general welfare of users of adjacent property, or have a substantial adverse impact on public facilities or services, the Community Development Director may refer to the Conditional Use Permit to the Planning Commission for further review. If, upon such review, the Commission finds that any of the adverse results above have occurred, the Planning Commission shall recommend to the City Council to modify or revoke the Conditional Use Permit. If upon such review the City Council finds that any of the above results have occurred, the City Council shall modify or revoke the Conditional Use Permit.
12. The site shall be inspected and maintained daily to be clear of litter.

Community Development

13. The applicant shall submit a security plan for review and approval by the Police Department prior to operation.
14. The applicant will establish and utilize Standard Operating Procedures that describe the steps the boarding and rooming facility will take when notified from Health Officials or California State Regulators, that the facility does not meet appropriate health or safety standards. The Standard Operating Procedures manual shall include the following:
 - a. No more than 3 residents per room
 - b. Non-operational and unregistered vehicles will not be kept on site.
 - c. No alcohol or illegal drugs will be allowed on the facility grounds. Smoking inside the facility building will be prohibited.
 - d. Illegal drugs shall be turned over to the Woodland Police Department. Drug paraphernalia shall be destroyed and disposed of in a proper manner. The facility shall provide on-site a biohazard container in compliance with Yolo Environmental Health.
 - e. The facility to maintain a list of participants, and shall provide the list at request of the Woodland Police Department. The list shall include Name, date of birth, city of origin, referral agency, and reference number.
 - f. The disposal of medical waste shall comply with the Yolo County Department of Environmental Health.
 - g. The facility will comply with all Yolo County Health Standards.
 - h. The facility will maintain adequate staffing in order to ensure safety of guest and ensure facility rules are enforced. Staffing at night be a minimum of one (1) person that is staff position. Staff will conduct inspection in order to ensure that no medical emergencies are untreated.
 - i. Each eligible resident must agree to abide by the facility's Rules and Procedures. These Rules and Procedures will be developed by Fourth and Hope and will be consistent with the Conditions of Approval.
 - j. The facility operator will contact the City of Woodland Police immediately if any persons are violent or commit a crime.

- k. Parking of resident, staff, or guest vehicles shall be in designated facility parking spaces or available on-street parking.
- l. Storage of personal resident items will be organized and inside the facility. No belongings will be stored on facility grounds in sight of the public.
- m. The business will resolve all health and safety issues with the facility and mitigate negative impacts to residents, staff, or the public.
- n. The boarding and rooming facility operator shall provide a procedure which describes the policy for communicating with the public, local agencies, and health and safety officials.
- o. All processes and procedures including resident registration requirements, employee rules, resident conduct rules and procedures, and security protocols.

Building

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

- 15. This project must meet all criteria and mandates for these City adopted codes or the most current code:
 - a. 2019 California Building Code
 - b. 2019 California Plumbing Code
 - c. 2019 California Mechanical Code
 - d. 2019 California Electrical Code
 - e. 2019 Building Energy Efficiency Standards
 - f. 2019 California Green Building Code
 - g. The Code of the City of Woodland
- 16. 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.
- 17. Recycle plan is required at time of permit issuance along with a \$1000 deposit.
- 18. Prior to any demolition work being performed, clearance from Yolo Solano Air Quality Management District is required.
- 19. Any deferred submittals that are not a part of the initial permit application must be listed on the cover sheet of the plan at the time of application for the project.
- 20. All plans, computations and specifications to be prepared and designed by an architect or engineer licensed by the state of California.
- 21. A licensed architect or licensed engineer shall be responsible for reviewing and coordinating all submittal documents prepared by others, including deferred submittal items, for compatibility with the design of the building.
- 22. Building must comply with the current local, state, and federal codes, rules, and regulations.

23. Building must comply with the latest adopted ordinances, resolutions, policies, and fees adopted by the City Council at the time of the building review and approval. All fees must be paid prior to issuance of a building permit.

Fire

The Woodland Fire Department has reviewed the project and has the following comments:

24. Any additions or modifications to the fire sprinkler system will need to be submitted as a deferred set to the Woodland Fire Department. They can be submitted directly via email: risk-reduction@cityofwoodland.org.
25. Any additions or modifications to the fire alarm system will need to be submitted as a deferred set to the Woodland Fire Department. They can be submitted directly via email: risk-reduction@cityofwoodland.org.
26. 5lb 2A:10BC Fire extinguishers will need to be mounted in readily accessible areas, per 2019 CFC 906

Engineering

27. All public improvements are required as a condition of development of this site, and shall be completed prior to certificate of occupancy.
28. The applicant shall upgrade existing backflow device to meet City standards including but not limited to installation of concrete slab and cage. The work shall be done under an encroachment permit.
29. The applicant shall obtain an encroachment permit for any work within the public right-of-way.
30. The applicant owner shall remove and replace broken, cracked, or otherwise damaged sidewalk, curb and gutter along the frontages of the project.

Planning

31. Broken or damaged exterior lighting shall be repaired within 48 hours of being noted.
32. Lighting shall be confined to the site boundaries and provide safety and security. All building entrances and pedestrian ways shall be adequately lighted pursuant to the City Code and the requirements of the Police Department.
33. Lighting shall be shielded from neighboring properties and directed at a specific task or target. Exposed bulbs are prohibited.
34. All mechanical equipment (which includes air conditioning units), whether roof-mounted or on the ground, shall be fully screened from view.

35. The applicant will be required to submit separate design review and building permit applications for the proposed signage. All signage must be reviewed by Planning Division to ensure substantial compliance with the plans provided and current City standards.
36. The facility's operation shall be reviewed annually for compliance with the Conditional Use Permit. The following shall be submitted annually for review by the City:
 - a. All reports pertaining to services provided by the facility, including compliance with operating requirements.
 - b. All reports required by other reviewing and government agencies
 - c. Submit to spot inspections by the City
 - d. Submittal of a review report by Fourth and Hope indication now they have complied with all the conditions.
 - e. On an annual (or more frequent) basis, the facility must provide the City with a report that contains, at minimum, a count of the referrals from agencies outside of Woodland.
37. Facility staff shall coordinate ongoing removal of garbage and other waste with appropriate agencies to ensure such materials as not store on site. Dumpsters. Shall be screened from view of public right of ways and neighboring properties and shall be maintained so no debris is outside of containers.
38. Concerning a recycling area: Standard provisions ensuring that there is no attraction of rodents, unsightly materials, etc. Also, the facility shall ensure that no person shall transport into the facility any garbage or refuse which originated outside the city.
39. The facility shall be equipped with bins for waste, recycling and organics services.
40. The proposed use and project, as conditioned, will not constitute a nuisance or be injurious or detrimental to the public health, safety, or welfare, or to person or property in the vicinity of the proposed use and project.
41. The facility will be well maintained at all times, including adequate landscaping, fencing, and lighting. It will be kept free of trash and debris.
42. All existing landscape planter areas shall be replanted and maintained per City Standards. Vegetative matter shall cover no less than 75% of the required landscape area unless otherwise approved by the Community Development Director. Maintenance shall include but is not limited to watering, fertilizing, weeding, cleaning, pruning, trimming, spraying and cultivation.
43. The landscaping surrounding the facility shall be trimmed to allow visual access to the facility.
44. The facility will be designed to allow visual access around perimeter, sidewalks, alley, and street.
45. The facility will maintain adequate facilities for personal care (toilets, bathing and laundry facilities), per City Building and Yolo County Health regulation. The personal facilities shall be maintained in good work order at all times.

46. The facility will provide storage of all personal items while a guest is on site. Bicycle parking shall be kept out of public view. The facility shall develop a check-in system for storage of items and report stolen items to proper authorities.
47. The facility will discourage participants from parking along residential streets.
48. Staff members shall be fingerprinted and background checks performed prior to employment if warranted by Police or other government agency.
49. The facility shall demonstrate sufficient liability insurance coverage as required by State and Federal agencies.

PROJECT INFORMATION SUMMARY SHEET

Conditional Use Permit (CUP), Boarding and Rooming House at 814 Court Street (PLNG-22-00002):

Project applicant, Doug Zeck, submitted Planning Application PLNG-22-00002 for a Conditional Use Permit to allow a Boarding and Rooming House in a converted Office for up to 30 individuals. The property is located at 814 Court Street within the Downtown Specific Plan, District A (APN 005-222-016).

Location: 814 Court Street

Applicant/Owner: Doug Zeck / Daehling Family Trust

Environmental Report: Categorical Exemption.

APN: 005-222-016

Project Planner: Anna Canales, Assistant Planner

Staff Recommendation: Conditional Approval

Report For: Planning Commission Public Hearing – February 17, 2022

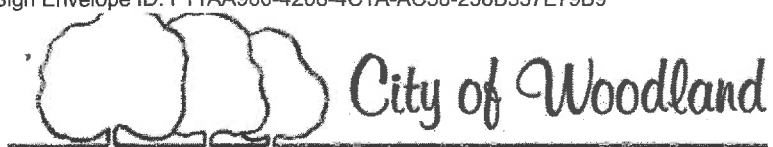
General Plan Designation: Downtown Mixed Use

Existing Land Uses & Zoning:

<u>DIRECTION</u>	<u>LAND USE</u>	<u>GENERAL PLAN</u>	<u>ZONING</u>
North	Office/ Public Building	Downtown Mixed Use	Downtown Mixed Use
South	Vacant Lot	Downtown Mixed Use	Downtown Mixed Use
East	Office	Downtown Mixed Use	Downtown Mixed Use
West	Office	Downtown Mixed Use	Downtown Mixed Use

Flood Zone: Zone “X” – Not an area subject to inundation by 1% annual chance of flood event. FIRM Map Panel # 06113C0 445H Dated May 16 2012.

Street Access: Court Street and Dead Cat Alley

**Community Development Department**

300 First St, Woodland CA 95695

Phone (530) 661-5820 Fax (530) 406-0832

www.cityofwoodland.org

General Application Form**1. OWNER/APPLICANT****Property Owner:**

June Daehling; Daehling Family Trust

Mailing Address:

1059 Court Street Suite 120

City State Zip Code:

Woodland CA 95695

Phone Number:

530-723-5161

E-mail Address:

markus@landmba.org

Project Applicant:

Doug Zeke

Mailing Address:

285 Fourth Street

City State Zip Code:

Woodland CA 95695

Phone Number:

530-941-2070

E-mail Address:

Dzeck@fourthandhope.org

2. PROJECT DESCRIPTION**Project Name:**

814 Court Street

Total Acres or Square Feet:

0.48 Acres

General Plan Land Use Designation:

To convert from an office space to a boarding house/sober living

Existing Zoning:

District A

Site Address or Location:

814 Court Street Woodland CA 95695

Assessor's Parcel Number(s):

005-222-016

Is Project in Flood Zone? ☐ Yes ☐ No**Requested Entitlement/Permit Type:**

Conditional Use Permit

PROJECT NARRATIVE/JUSTIFICATION STATEMENT: On a separate sheet, please provide a written description of the project being proposed for development including justification. It must include a description of the project and detailed scope of work including how the project will address potential negative effects on the community. A Design Concept Narrative is also required for Site Plan and Design Review entitlement requests.

3. AUTHORITY TO FILE APPLICATIONCheck one: ☒ Property Owner ☐ Power of Attorney* ☐ Contract to Purchase* ☐ Other*

*Attach Evidence of Authority/Letter of Agency (see attached template)

ACKNOWLEDGEMENT: 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

Doug Zeke

Applicant

Date

June Daehling

Legal Owner

Date

Doug Zeke

Applicant

DocuSigned by:

June Daehling

Legal Owner

Jan 11, 2022

Date

1/11/2022

Date



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: February 17, 2022
ITEM #: I.4
SUBJECT: Fourth and Hope Transitional Housing Conditional Use Permit Modification

Recommendation for Action: Staff recommends that the City Planning Commission: (1) receive the staff report; (2) conduct a public hearing; (3) adopt Planning Commission Resolution Number PC 22-02 approving a modification to a Conditional Use Permit (CUP) for a social service facility to convert an existing 100-bed emergency shelter into transitional housing with up to 20 beds, located at 207 Fourth Street in District B of the Downtown Specific Plan.

Staff Contact:

Anna Canales, Assistant Planner, (530) 661-5819, anna.canales@cityofwoodland.org

Background:

Discussion:

California's housing element law requires that local governments adopt plans and regulatory systems that provide opportunities for, and remove barriers in order for, the private market to adequately address the state's housing needs. (Emergency and Transitional Housing Act of 2019)

The Housing Element sets goals, policies, and programs in compliance with state legislation. Based on current law, supportive and transitional housing projects must be reviewed in the same way as similar residential projects would be allowed. The project that has been proposed is most similar to the residential use; Transitional Housing – Social Services. Therefore, the project review shall be consistent with the review for that use.

The overall site encompasses the Fourth and Hope Emergency Center at 207 Fourth Street. To the south of Hope Lane, there is the existing Center that provides longer-term transitional housing to Yolo Wayfarer Center dba Fourth and Hope has historically provided a variety of social and housing services at 207 Fourth Street and adjoining parcels. The services include a capacity of up to 100 beds to serve emergency and long-term housing needs. The Emergency Housing Shelter and associated services have since moved to a new facility located off of East Beamer Way.

As part of this request, applicant Fourth and Hope, proposes to utilize newly available space, due to the relocation of the emergency shelter, located at 207 Fourth Street, to continue to provide transitional housing services to up to 20 individuals. The project is comprised of the following components:

- Transitional Housing – Sober Living Environment for up to 20 female individuals who were previously housed at 165 Fourth Street (will vacate in March of 2022).
- Two dormitory-style rooms with a capacity of up to 10 beds each. The expected number of beds needed on average is 12.
- Program staff and overnight monitors provide supervision 24 hours a day.
- No emergency shelter services will be provided at this location.
- No public meal programs will be offered at this location. The site will have food preparation and distribution services at off-site locations.

- Out-patient counseling services for up to 20 individuals at a time. These services will be provided for transitional housing residents and some individuals who will just be assigned outpatient treatment.
- Case Management Services include community resource referrals, benefits screening, housing placement assistance, and job readiness and life-skills assistance.
- Program duration of an average of 90 days for any individual.
- Less daily traffic than the emergency shelter with up to 100 beds.
- Facility management by the local non-profit organization, Fourth and Hope
- Existing on-site parking
- Site Access off of Fourth Street

The site has frontages on Fourth Street and North Street. The applicant is proposing to utilize an existing building currently occupied by the non-profit organization, Fourth and Hope. There are minimal tenant improvements required for the conversion of residential space, which will entail a reduction in the number of individuals served. The applicant has previously met with the City Building Division and Fire Department to receive initial comments regarding the proposed conversion of space. No additional signage is proposed at this time.

Surrounding Land Uses and Existing Development

The site is comprised of an existing emergency shelter and transitional housing facility located on Fourth Street, north of Court Street and Walters House, south of a mix of office and single-family homes in older residential buildings, east of the Yolo County Law Library and Public Lot, and west of Fifth Street.



Aerial View of Site

Project Site Description:

Site

The project site is currently designed with 6 parking spaces along the southern edge of the property adjacent to Hope Lane. Vehicular access is available off of Fourth Street and Hope Lane. The project site includes an existing one-story 6,459 square foot building with an east-facing courtyard.

Landscape

The project site is designed with existing landscaping and shading along the northern, southern, and western edges. Existing landscaping will be maintained and updated as needed. Shading requirements for the parking

lot are satisfied by existing landscaping.

Parking, Loading and Trash/Recycling

Trash and recycling areas are located at the southern end of the project site adjacent to Hope Lane and are equipped with trash enclosures with gates and locks. The site will be required to have services for waste, recycling, and organics.

Environmental Assessment Status:

Pursuant to the California Environmental Quality Act (“CEQA”), the proposed project is exempt from CEQA review per CEQA regulation Article 19 Categorical Exemption 15303. New Construction or Conversion of Small Structures.

15303. Class 3 Categorical Exemption consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and 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 project is not deemed a covered project under the Yolo Habitat Conservancy’s Habitat Conservation Plan/Natural Community Conservation Plan (HCP/NCCP).

Prior to taking 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.

STAFF ANALYSIS:

General Plan:

The City’s 2035 General Plan sets a vision for the City with detailed descriptions of the Downtown Mixed Use types and land uses that will be included in these continually evolving areas. The following is an analysis of the proposed project’s consistency with the intent of the 2035 General Plan:

The 2035 General Plan (GP) designation for the site is Downtown Mixed Use and is established to create a vibrant city center with a diverse mix of offices, housing, theaters, retail stores, professional services, and restaurants that serve residents, employees, and night-time entertainment populations.

The proposed transitional housing land use is consistent with the intent of the City’s General Plan DX designation and is supported in the following General Plan Goals and Policies:

- *Policy 2.M.2 Mixed Uses.* Require neighborhood design that incorporates a mix of residential and non-residential development that addresses the basic daily needs of residents and employees.
- *Policy 2.M.3 Housing.* Design neighborhoods to include a mix of housing types at a range of densities and affordability levels that accommodate residents at all stages of life.
- *Policy 2.M.9 Lifestyle Housing.* Promote housing design that serves various lifestyles, needs, and affordability levels, through strategies such as smaller house styles, compact layouts, and cost-effective design.

Housing Element:

The 2021-2029 Housing Element adopted by City Council on September 7, 2021 (Resolution 7748) is one of

the mandatory elements of the City General Plan. Identified projected need and must include policies and programs to Affirmatively Further Fair Housing.

Zoning:

Land Use

The zoning designation for the site is Downtown Mixed Use (DMU). The site is further located within the Downtown Specific Plan Area, District B which provides development standards for properties located within this area. The Downtown Specific Plan allows Social Service Providers in District B with a Conditional Use Permit.

Development Standards

The project proposal consists of the use of an existing office building. The project will conform to all applicable development standards of the City Zoning Ordinance (Title 17) and the Downtown Specific Plan.

Parking

The project site is designed with six existing parking spaces. There is available on-street parking adjacent to the facility on North Street and on North Street.

Landscaping

Section 17.112 of the City Zoning Ordinance addresses landscaping. The applicant will need to ensure that existing landscaping that will remain is in good condition and that landscaping provides 40% shade coverage for the parking lot.

Signage

No new signage has been proposed as part of this proposal. All future signage shall be reviewed as a separate submittal through the City Planning Division.

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:

- A legal notice was published in the Woodland Daily Democrat.
- Notices were mailed to all property owners within 300 feet of the project site.

Applicable Laws, Codes and Ordinances:

The project is subject to several laws, codes, and ordinances:

- The California Environmental Quality Act (CEQA)
- City of Woodland 2035 General Plan
- City of Woodland Zoning Ordinance
- Downtown Specific Plan

Reviewing Agency Comments:

The project has been circulated to other city divisions and departments for review. All reviewing agency

comments have been integrated into the conditions of approval.

Conditional Use Permit:

The Planning Commission may approve, conditionally approve or deny an application for a conditional use permit; and in authorizing a conditional use, may impose such requirements and conditions with respect to location, construction, time period, maintenance, and operation, as deemed necessary for the protection of adjacent properties and the public interest, when reasonably related to the use of the property. Before granting any conditional use permit, the Planning Commission shall be satisfied that the proposed structure or use conforms to the requirements and the intent of the City Zoning Code (Title 17) and the General Plan.

Appeal:

The applicant, or any party adversely affected by the decision, the City Planning Commission, an individual City Planning Commissioner, or the City Manager or Community Development Director, may appeal any action of the Planning Commission with respect to a Conditional Use Permit to the Planning Commission within (10) days after the action of the Planning Commission. No conflict of interest shall exist solely by reason of the filing of an appeal by the City Planning Commission, an individual City Planning Commissioner, the City Manager, or Community Development Director. Any such appeal shall be filed with the City Clerk and, except an appeal by the City Planning Commission, a City Planning Commissioner, or the City Manager, shall be accompanied by a filing fee as prescribed by a Planning Commission resolution. Upon the filing of an appeal, the City Clerk shall set the matter for hearing. Such a hearing shall be held within thirty days after the date of filing the appeal. Within ten days or at its next regular meeting following the conclusion of the hearing, the City Planning Commission shall render its decision on the appeal.

Conclusion:

Staff recommends that the City Planning Commission: (1) receive the staff report; (2) conduct a public hearing; (3) adopt Planning Commission Resolution Number PC 22-02 approving a modification to a Conditional Use Permit (CUP) for a social service facility to convert an existing 100-bed emergency shelter into transitional housing with up to 20 beds, located at 207 Fourth Street in District B of the Downtown Specific Plan.

Prepared by: Anna Canales, Assistant Planner

Reviewed by: Cindy Norris, Principal Planner

Attachments:

1. Resolution and Exhibit A
2. Project Information Sheet
3. General Application

RESOLUTION NO. PC 22-02

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WOODLAND
APPROVING A MODIFICATION TO A CONDITIONAL USE PERMIT FOR A SOCIAL
SERVICE FACILITY TO CONVERT AN EXISTING 100 BED EMERGENCY SHELTER
TO TRANSITIONAL HOUSING FOR UP TO 20 INDIVIDUALS, LOCATED AT 207
FOURTH STREET IN DISTRICT B OF THE DOWNTOWN SPECIFIC PLAN.**

(APN 005-641-010)

WHEREAS, the Woodland Planning Commission held a duly noticed public hearing on February 17, 2022 to review and consider a request for a Conditional Use Permit Modification of an existing social service facility to convert an existing 100 bed emergency shelter to transitional housing for up to 20 individuals at 207 Fourth Street within District B of the City of Woodland Downtown Specific Plan (APN 005-641-010); and

WHEREAS, the proposed project, as conditioned, is consistent with the provisions that have been outlined by the City of Woodland General Plan and meets all regulatory requirements of the City of Woodland Zoning Ordinance, and City of Woodland Downtown Specific Plan;

WHEREAS, pursuant to California state law and the City of Woodland Municipal Code, public hearing notices were mailed to all property owners within an area of a three hundred foot radius of the subject property, and a public hearing notice was published for a minimum of ten days prior to the public hearing in the Woodland Daily Democrat; 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 City of Woodland Downtown Specific Plan and satisfies all minimum physical standards required under the City's Downtown Specific Plan for a residential land use; and

WHEREAS, the proposed use will be organized, designed, operated, and maintained so as to be compatible with the character of the area as intended in the City of Woodland General Plan; and

WHEREAS, the proposed use will not constitute a nuisance or be detrimental to the public welfare of the community, the use would be consistent with existing and permitted uses in the area and 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 and/or future use on adjacent properties and vicinity; and

WHEREAS, the proposed use will not have additional impacts beyond those of the former use as a parole office, is located in a commercial mixed use area, will result in no additional traffic; and

WHEREAS, the proposed use, as a transitional housing facility, and its operating characteristics will be a less intensive use from the prior emergency shelter, in that it will involve fewer clients, daily traffic will be reduced, and the average length of stay for clients will be 90 days; and

WHEREAS, pursuant to the California Environmental Quality Act (“CEQA”), the proposed parcel map is exempt from CEQA review per CEQA regulation (Class 3 New Construction or Conversion of Small Structures) § 15303 which applies to the construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and 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, 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, does hereby make the above findings, determinations and recommendations with respect to the proposed modification to the Conditional Use Permit, and approves the proposed modification to the Conditional Use Permit, as conditioned and attached hereto.

PASSED AND ADOPTED by the Planning Commission of the City of Woodland at a regular Planning Commission meeting on the 17th day of February 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Marco C. Lizarraga, Acting Chairperson

ATTEST:

Cindy Norris, Principal Planner

Exhibit A – Conditions of Approval

EXHIBIT A
207 4TH Street

CONDITIONS OF APPROVAL

February 17, 2022

1. The project is as described in the staff report prepared for the **February 17, 2022** Planning Commission meeting shall consist of a Conditional Use Permit Modification of an existing Social Service facility to convert an existing 100 bed emergency shelter to transitional housing for up to 20 individuals, for a property located in District B of the Downtown Specific Plan; APN 005-641-010.
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. The applicant shall secure approval and satisfy requirements of all agencies with jurisdiction prior to operating.
4. The Conditional Use Permit modification shall not be issued until the appeal period has expired or final action on an appeal has been rendered.
5. The Conditional Use Permit modification must be exercised within one year of issuance, or it shall be deemed null and void by act of law.
6. Applicant shall comply with the design requirements as stated in the Community Design Standards for any exterior changes, modifications, and additions to the subject building. All exterior changes beyond those stated in the original approval will require staff level design review.
7. The applicant shall be responsible for informing all subcontractors, consultants, engineers, or other business entities providing services related to the project of their responsibilities to comply with all pertinent requirements herein in the City of Woodland Municipal Code, including the requirement that a business license be obtained by all entities doing business in the City.
8. Environmental Recording Fee. Applicant shall provide the Community Development Department with a check for the sum of \$50 made out to Yolo County to record the CEQA environmental document (Notice of Exemption) with the County.
9. Any new signage, modifications or changes to the signage the applicant shall conform to the City Zoning Code and Sign Ordinance. A separate Design Review permit for the building signage shall be submitted.

10. If the applicant wishes to relocate, significantly modify the approved site layout and allowed uses, the applicant shall secure a new conditional use permit, or modification to the existing conditional use permit prior to any modification or occupancy of the site by a new or modified use.
11. If the Community Development Director finds evidence that conditions of approval have not been fulfilled or that the use or uses has or have resulted in a substantial adverse effect on the health and/or general welfare of users of adjacent property, or have a substantial adverse impact on public facilities or services, the Community Development Director may refer to the Conditional Use Permit to the Planning Commission for further review. If, upon such review, the Commission finds that any of the adverse results above have occurred, the Planning Commission shall recommend to the City Council to modify or revoke the Conditional Use Permit. If upon such review the City Council finds that any of the above results have occurred, the City Council shall modify or revoke the Conditional Use Permit.
12. The site shall be inspected and maintained daily to be clear of litter.

Community Development

13. The applicant will establish and utilize Standard Operating Procedures. The Standard Operating Procedures shall include the following:
 - a. Non-operational and unregistered vehicles will not be kept on site.
 - b. No alcohol or illegal drugs will be allowed on the facility grounds. Smoking inside the facility building will be prohibited.
 - c. Illegal drugs shall be turned over to the Woodland Police Department. Drug paraphernalia shall be destroyed and disposed of in a proper manner. The facility shall provide on-site a biohazard container in compliance with Yolo Environmental Health.
 - d. The facility to maintain a list of participants, and shall provide the list at request of the Woodland Police Department. The list shall include Name, date of birth, city of origin, referral agency, and reference number.
 - e. The disposal of medical waste shall comply with the Yolo County Department of Environmental Health.
 - f. The facility will comply with all Yolo County Health Standards.
 - g. The facility will maintain adequate staffing in order to ensure safety of guest and ensure facility rules are enforced. Staff will conduct inspection in order to ensure that no medical emergencies are untreated.
 - h. Each eligible resident must agree to abide by the facility's Rules and Procedures. These Rules and Procedures will be developed by Fourth and Hope and consistent with Conditions of Approval.
 - i. The facility operator will contact the City of Woodland Police immediately if any persons are violent or commit a crime.
 - j. Parking of resident, staff, or guest vehicles shall be in designated facility parking spaces or available on-street parking.
 - k. Storage of personal resident items will be organized and inside the facility. No belongings will be stored on facility grounds in sight of the public.
 - l. The business will resolve all health and safety issues with the facility and mitigate negative impacts to residents, staff, or the public.

- m. The transitional housing facility operator shall provide a procedure which describes the policy for communicating with the public, local agencies, and health and safety officials.
- n. Shall include all processes and procedures including resident registration requirements, employee rules, resident conduct rules and procedures, and security protocols.

Building

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

- 14. This project must meet all criteria and mandates for these City adopted codes or the most current code:
 - a. 2019 California Building Code
 - b. 2019 California Plumbing Code
 - c. 2019 California Mechanical Code
 - d. 2019 California Electrical Code
 - e. 2019 Building Energy Efficiency Standards
 - f. 2019 California Green Building Code
 - g. The Code of the City of Woodland
- 15. 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.
- 16. Recycle plan is required at time of permit issuance along with a \$1000 deposit.
- 17. Prior to any demolition work being performed, clearance from Yolo Solano Air Quality Management District is required.
- 18. Any deferred submittals that are not a part of the initial permit application must be listed on the cover sheet of the plan at the time of application for the project.
- 19. All plans, computations and specifications to be prepared and designed by an architect or engineer licensed by the state of California.
- 20. A licensed architect or licensed engineer shall be responsible for reviewing and coordinating all submittal documents prepared by others, including deferred submittal items, for compatibility with the design of the building.
- 21. Building must comply with the current local, state, and federal codes, rules, and regulations.
- 22. Building must comply with the latest adopted ordinances, resolutions, policies, and fees adopted by the City Council at the time of the building review and approval. All fees must be paid prior to issuance of a building permit.

Fire

The Woodland Fire Department has reviewed the project and has the following comments:

23. Any additions or modifications to the fire sprinkler system will need to be submitted as a deferred set to the Woodland Fire Department. They can be submitted directly via email: risk-reduction@cityofwoodland.org
24. Any additions or modifications to the fire alarm system will need to be submitted as a deferred set to the Woodland Fire Department. They can be submitted directly via email: risk-reduction@cityofwoodland.org
25. 5lb 2A:10BC Fire extinguishers will need to be mounted in readily accessible areas, per 2019 CFC 906

Engineering

26. All public improvements are required as a condition of development of this site, and shall be completed prior to certificate of occupancy.
27. The applicant shall upgrade existing backflow devices to meet City standards including but not limited to installation of concrete slab and cage. The work shall be done under an encroachment permit.
28. The applicant shall obtain an encroachment permit for any work within the public right-of-way.
29. The applicant owner shall remove and replace broken, cracked, or otherwise damaged sidewalk, curb and gutter along the frontages of the project.

Planning

30. Broken or damaged exterior lighting shall be repaired within 48 hours of being noted.
31. Lighting shall be confined to the site boundaries and provide safety and security. All building entrances and pedestrian ways shall be adequately lighted pursuant to the City Code and the requirements of the Police Department.
32. Lighting shall be shielded from neighboring properties and directed at a specific task or target. Exposed bulbs are prohibited.
33. All mechanical equipment (which includes air conditioning units), whether roof-mounted or on the ground, shall be fully screened from view.
34. The applicant will be required to submit separate design review and building permit applications for the proposed signage. All signage must be reviewed by Planning Division to ensure substantial compliance with the plans provided and current City standards.
35. The facility's operation shall be reviewed annually for compliance with the Conditional Use Permit. The following shall be submitted annually for review by the City:
 - a. All reports pertaining to services provided by the facility, including compliance with operating requirements.

- b. All reports required by other reviewing and government agencies
 - c. Submit to spot inspections by the City
 - d. Submittal of a review report by Fourth and Hope indication now they have complied with all the conditions.
 - e. On an annual (or more frequent) basis, the facility must provide the City with a report that contains, at minimum, a count of the referrals from agencies outside of Woodland.
36. Facility staff shall coordinate ongoing removal of garbage and other waste with appropriate agencies to ensure such materials are not store on site. Dumpsters shall be screened from view of public right of ways and neighboring properties and shall be maintained so no debris is outside of containers.
37. Standard provisions ensuring that there is no attraction of rodents, unsightly materials, etc. Also, the facility shall ensure that no person shall transport into the facility any garbage or refuse which originated outside the city.
38. The facility shall be equipped with bins for waste, recycling and organics services.
39. The proposed use and project, as conditioned, will not constitute a nuisance or be injurious or detrimental to the public health, safety, or welfare, or to person or property in the vicinity of the proposed use and project.
40. The facility will be well maintained at all times, including adequate landscaping, fencing, and lighting. It will be kept free of trash and debris.
41. All existing landscape planter areas shall be maintained per City Standards. Maintenance shall include but is not limited to watering, fertilizing, weeding, cleaning, pruning, trimming, spraying and cultivation.
42. The landscaping surrounding the facility shall be trimmed to allow visual access to the facility.
43. The facility will be designed to allow visual access around perimeter, sidewalks, alley, and street.
44. The facility will maintain adequate facilities for personal care (toilets, bathing and laundry facilities), per City Building and Yolo County Health regulation. The personal facilities shall be maintained in good work order at all times.
45. The facility will provide storage of all personal items while a guest is on site. Bicycle parking shall be kept out of public view. The facility shall develop a check-in system for storage of items and report stolen items to proper authorities.
46. The facility will discourage participants from parking along residential streets not immediately adjacent to the facility.
47. Staff members shall be fingerprinted and background checks performed prior to employment if warranted by Police or other government agency.

48. The facility shall demonstrate sufficient liability insurance coverage as required by State and Federal agencies.

PROJECT INFORMATION SUMMARY SHEET

Modification to Conditional Use Permit (CUP) to Convert Existing Emergency Housing to Transitional Housing: Project applicant, Doug Zeck, submitted Planning Application PLNG-22-00001 for a modification to a Conditional Use Permit to allow the conversion of emergency housing for up to 100 individuals to transitional housing for 20 individuals. The property is located at 207 Fourth Street within the Downtown Specific Plan, District B (APN 005-642-001).

Location: 207 Fourth Street

Applicant/Owner: Yolo Wayfarer Center (Christian Mission), a California Nonprofit Religious corporation

Environmental Report: Categorical Exemption.

APN: 005-641-001

Project Planner: Anna Canales, Assistant Planner

Staff Recommendation: Conditional Approval

Report For: Planning Commission Public Hearing – February 17, 2022

General Plan Designation: Downtown Mixed Use

Existing Land Uses & Zoning:

<u>DIRECTION</u>	<u>LAND USE</u>	<u>GENERAL PLAN</u>	<u>ZONING</u>
North	Residential/Office	Downtown Mixed Use	Downtown Mixed Use
South	Office	Downtown Mixed Use	Downtown Mixed Use
East	Residential	Downtown Mixed Use	Multi Family (R-M)
West	Office / Public Building	Downtown Mixed Use	Downtown Mixed Use

Flood Zone: Zone "X" – Not an area subject to inundation by 1% annual chance of flood event. FIRM Map Panel # 06113C0 445H Dated May 16 2012.

Street Access: Fourth Street

General Application Form

1. OWNER/APPLICANT

Property Owner:

Doug Zeck

Mailing Address:

285 Fourth Street

City State Zip Code:

Woodland, CA 95695

Phone Number:

530 941-2070

E-mail Address:

dzeck@fourthandhope.org

Project Applicant:

Doug Zeck

Mailing Address:

285 Fourth Street

City State Zip Code:

Woodland, CA 95695

Phone Number:

530 941-2070

E-mail Address:

dzeck@fourthandhope.org

2. PROJECT DESCRIPTION

Project Name:

207 4th Street

Total Acres or Square Feet:

0.33 Acres

General Plan Land Use Designation:

Serving up to 16 individuals as part of the sober living population

Existing Zoning:

District A

Site Address or Location:

904 North Street, Woodland, CA 95695

Assessor's Parcel Number(s):

005-641-010-000

Is Project in Flood Zone? ☐ Yes ☐ No

No

Requested Entitlement/Permit Type:

Conditional Use Permit

PROJECT NARRATIVE/JUSTIFICATION STATEMENT: On a separate sheet, please provide a written description of the project being proposed for development including justification. It must include a description of the project and detailed scope of work including how the project will address potential negative effects on the community. A Design Concept Narrative is also required for Site Plan and Design Review entitlement requests.

3. AUTHORITY TO FILE APPLICATION

Check one: ☒ Property Owner ☐ Power of Attorney* ☐ Contract to Purchase* ☐ Other*

*Attach Evidence of Authority/Letter of Agency (see attached template)

ACKNOWLEDGEMENT: 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

Doug Zeck

Applicant

Date

Doug Zeck

Doug Zeck (Jan 11, 2022 15:03 PST)

Jan 11, 2022

Date

Doug Zeck

Legal Owner

Date

Doug Zeck

Doug Zeck (Jan 11, 2022 15:03 PST)

Jan 11, 2022

Date



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: February 17, 2022
ITEM #: J.5
SUBJECT: Election for the Positions of Chair and Vice Chair

Recommendation for Action: Staff recommends that the Planning Commission (1) Hold elections; and (2) Vote and select among current membership, the appointments of Chair and Vice Chair of the Planning Commission.

Staff Contact:

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

Background:

The positions of Chair and Vice-Chair are to be elected annually at the first meeting in September, as stated in the Planning Commission Rules and Regulations, Section IV (Attachment 1), or when a vacancy occurs.

Discussion:

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.

Attachments:

1. PC Rules and Regs mod 9.3.09
2. Voting Procedures

**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

Voting Procedures

1. Chair opens the nomination for _____ position. (If no Chair, Planning Commission Secretary to open the initial vote for Chair)
2. Chair accepts/acknowledges nominations received. (Nominations do not have to be Seconded.)
3. Chair confirms nominee is willing to accept the position.
4. Chair closes the nomination after checking that no more nominations are forthcoming (ask at least twice for any additional nominations).
5. Chair calls for a vote in the order of nominations received. *"All in favor of appointment of _____ to the position of _____ say Aye."* (A vote for Noes is not necessary)
6. The first nominee to receive a majority vote is appointed to the position.