



City of Woodland
Meeting Agenda
Planning Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

March 3, 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 March 3, 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.

If you wish to make a comment during general Public Comment or on a specific agenda item, there are three (3) ways to do that. 1) Join the Zoom Planning Commission meeting remotely by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the Meeting ID or by calling a listed number and enter the Meeting ID; 2) Leave a voice mail message at (530) 661-5900, press Option 1. All voice mail messages received by 6:30 p.m. will be played during the Planning Commission meeting and read into the record at the appropriate time; 3) If you are watching the live stream and wish to make a comment on an item as it is being heard, you may submit an email to the Planning Commission at the following link planningcommissionmeetings@cityofwoodland.org prior to Public Comment on that item. Email comments submitted to be read into the record shall be no more than three (3) minutes when read aloud. Please include the agenda item in the subject line.

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.

F. SUBCOMMITTEE REPORTS

G. COMMUNICATIONS FROM THE PUBLIC

H. APPROVAL OF MINUTES

I. PUBLIC HEARING

1. SUBJECT: AT&T Mobility Cell Tower - Conditional Use Permit

RECOMMENDATION FOR ACTION: Staff recommends that the City Planning Commission Continue the item to a date certain; the next regularly scheduled Planning Commission Meeting of March 17, 2022.

2. SUBJECT: Tentative Parcel Map No. 5220 - 310 W. Main Street

RECOMMENDATION FOR ACTION: Staff recommends that the City Planning Commission: (1) receive the staff report; (2) conduct the public hearing; (3) Adopt Resolution No. PC 22-03 in support of the Tentative Parcel Map No. 5220 for the division of the property, for the purpose of phasing, located at 310 W. Main Street into two separate parcels consisting of 3.37 acres and 3.00 acres, respectively, in the City Corridor Mixed-Use – West Main Street Zone.

J. BUSINESS ITEMS

3. 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 24 hours before a meeting date and time may not be able to be considered completely. Further, the Planning Commission encourages interested parties to attend the meeting to discuss any matter of concern and to explain their comments more fully.



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: March 3, 2022
ITEM #: I.1
SUBJECT: AT&T Mobility Cell Tower - Conditional Use Permit

RECOMMENDATION FOR ACTION: Staff recommends that the City Planning Commission Continue the item to a date certain; the next regularly scheduled Planning Commission Meeting of March 17, 2022.

Attachments:

None



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: March 3, 2022
ITEM #: I.2
SUBJECT: Tentative Parcel Map No. 5220 - 310 W. Main Street

Recommendation for Action: Staff recommends that the City Planning Commission: (1) receive the staff report; (2) conduct the public hearing; (3) Adopt Resolution No. PC 22-03 in support of the Tentative Parcel Map No. 5220 for the division of the property, for the purpose of phasing, located at 310 W. Main Street into two separate parcels consisting of 3.37 acres and 3.00 acres, respectively, in the City Corridor Mixed-Use – West Main Street Zone.

Staff Contact:

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

Background:

Prior Action:

On December 4, 2020, Applicant, Chelsea Investment Corporation, was approved for a 168-unit multifamily residential development located at 310 W. Main Street. The project was approved through staff level site plan and design review and was determined to be consistent the High Density Residential objective design standards. The goal is to streamline residential project review for those projects that are consistent with objective standards.

On January 18, 2022, the City Council approved an appropriation of \$500,000 from the Affordable Housing In-Lieu Fee Fund (327), authorizing a 15-year loan to Chelsey Investment Corporation, for 72-units of affordable rental housing (Phase 1) with an affordability covenant term of not less than 55 years. Chelsea Investment Corporation, a California developer of multifamily affordable housing projects, was awarded more than \$26,000,000 in Federal Low Income Housing Tax Credits last year by the California Tax Credit and Allocation Committee for the construction of a 72-unit multifamily rental project on a portion of the 5.73-acre site at 310 West Main Street (near the northwest corner of West Main Street and Ashley Avenue). Construction will start this spring and includes 20 one-bedroom, 32 two-bedroom, and 20 three-bedroom units to serve households earning between 30 and 60 percent of the median household income, adjusted for household size.

Amenities for the development include a clubhouse with a lounge, computer room, offices, restrooms, kitchen, and laundry area; a multipurpose grass field; and a 3,000 square foot tot lot. Other features are barbeque and seating areas, outside adult exercise stations, and a basketball court. A future second phase with approximately 96 residential units will be constructed between the first phase (72 units) and Ashley Avenue. While the site plan shows two clubhouses with one constructed in each phase of the project, only one clubhouse will be constructed to serve both phases. Chelsea will contract for on-site resident services to include homework tutoring, a computer enrichment program, arts and crafts, and a reading program for school-age children. Computer lab, computer instruction, English as a second language instruction (ESL), financial literacy workshops, health and wellness education, and a food distribution program will be available for adults.

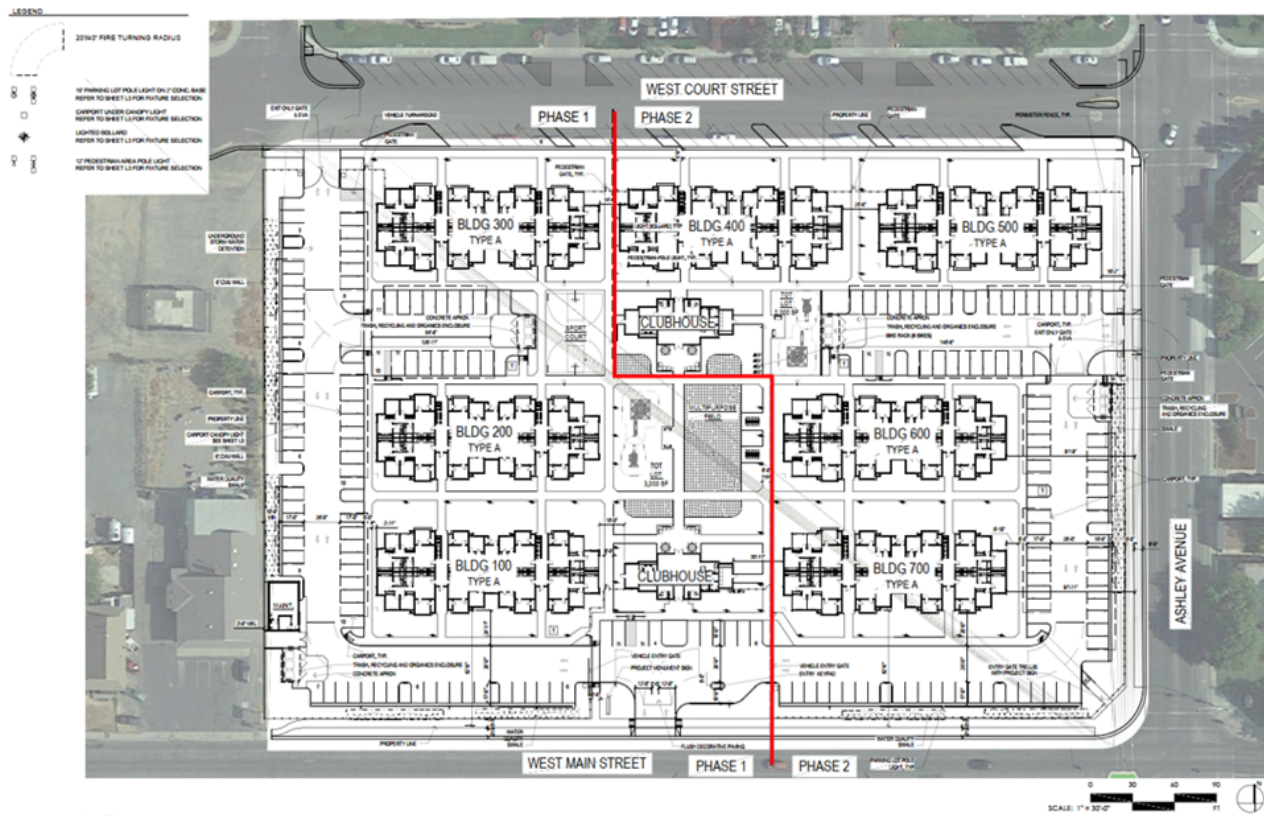
Discussion:

On January 20, 2022, project applicant, Chelsea Investment Corporation, submitted Planning Application PLNG-22-00005 for a large lot parcel map to divide an existing approximate 6.37-acre lot into two parcels of 3.37 acres and 3.00 acres to allow the previously approved 168-unit project to be developed in two phases. The property is located within the City Corridor Mixed-Use – West Main Street Zone District and is designated for

Corridor Mixed Use land use under the City 2035 General Plan.

Project Site Description:

The project site encompasses approximately 6.37 acres of vacant land and is located in the City Corridor Mixed-Use - West Main Street Zone District.



Access to the project site will be from West Main Street, Ashely Avenue, and West Court Street.

The proposed project's electricity and natural gas provider is Pacific Gas & Electric (PG&E) Co. The City will serve as the provider for water, storm drainage, and sewer services. Any future development will require the construction of separately metered water services and the installation of City-approved backflow devices. Separate sewer services will be constructed in accordance with City Standards, and as conditioned as part of the prior project approval. Additional conditions were included to specify that public improvements may be phased as per the attached phasing plan to distribute costs of improvements across project parcels 1 and 2.

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 15315. Minor Land Divisions 15315 Class 15 Categorical Exemption applies to projects that propose the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent.

The proposed project is not deemed a covered project under the Yolo Habitat Conservancy's Habitat Conservation Plan/Natural Community Conservation Plan (HCP/NCCP) and is considered a composition of "urban" and "developed" Land Cover under the HCP/NCCP. The proposed project may be subject to

applicable HCP/NCCP Avoidance and Minimization Measures.

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

City of Woodland Subdivision Ordinance:

The project site, as conditioned, complies with the City of Woodland's Subdivision Ordinance.

City of Woodland Subdivision Ordinance, Section 16.12.020 – Subdivisions creating four or fewer lots or parcels

A tentative map and a parcel map shall be required for all subdivisions creating four or fewer lots or parcels of four or fewer condominiums as defined in Section 783 of the Civil Code, and for community apartment projects containing four or fewer parcels or for the conversion of a dwelling to a stock cooperative containing four or fewer dwelling units.

City of Woodland Subdivision Ordinance, Section 16.16.060 – Phasing Plan, Subsection (b), 1-3

Upon recommendation of the Community Development Director, the Planning Commission shall approve or conditionally approve requests for multiple final maps or parcel maps only if it finds that:

1. The property which is described in the tentative map will be adequately served by required on-site and off-site improvements even if the property not covered by the proposed final map is not developed;
2. All dedications required to serve the property which is described in the tentative map have been recorded, even though such dedications also benefit the remaining property; and
3. Neither the inhabitants nor property owners of the City nor the future inhabitants and property owners of the property described in the tentative map will be detrimentally affected by the failure of the project proponent to develop the remaining property not covered by the proposed final map.

Staff finds that the project as conditioned will meet the requirements provided in Section 16.12.020.

General Plan Consistency

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

The 2035 General Plan designation for the site is Corridor Mixed Use, which allows for both vertical and horizontal mixed-use. It provides for a variety of commercial, office and higher density residential land uses. Residential density ranges from 20.0 to 40.0 dwelling units per gross acre. The approved project, at 168 units, has a density of 26.37 du/ac.

The project and proposed tentative parcel map is consistent with the intent of the City's General Plan Corridor Mixed Use (CX) designation and is supported in the following General Plan Goals and Policies:

Policy 2.A.6 Infill Development. Encourage infill, redevelopment of and development on underutilized sites, adaptive reuse, and the restoration of historic buildings in existing urbanized areas to enhance community character, promote pedestrian- and bicycle-friendly neighborhoods, increase housing diversity,

ensure the integrity of historic districts, optimize city investment in infrastructure, support increased transit use, and enhance economic vitality.

Policy 2.E.3 Transition Areas. Promote the sensitive design of transition areas between different land uses in order to ensure compatibility, and encourage a gradual and compatible shift in scale between different densities and intensities of various uses. Where residential development abuts farmland, a strong urban edge should be maintained, avoiding very low-density rural residential development to promote efficiency in land use.

Policy 2.E.5 View Corridors. Create attractive view corridors that frame the streets with distinctive buildings, trees, and other landscaping complemented by well-designed and integrated signage. At community entry points, provide a clear, physical sense of arrival into the community.

Zoning Consistency

Land Use

The zoning designation for the site is Corridor Mixed-Use – West Main Street (CMU-WM), which provides objective residential development standards for properties located within the zone. The zone accommodates significant residential infill and neighborhood-serving retail.

The project and proposed two-lot residential parcel map are consistent with allowed uses under the City Zoning Ordinance. The parcel map will allow the previously approved 168 unit residential project to be built in two phases. Tentative Parcel Maps require Planning Commission review and approval.

Yolo Habitat Conservation Plan/ Natural Communities Conservation Plan

The proposed two-lot Industrial Parcel Map is not a covered project under the Yolo Habitat Conservation Plan and Natural Communities Conservation Plan.

Public Notification:

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

Two methods of public notice were used:

- Legal notice was published in the Woodland Daily Democrat
- 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
- City of Woodland Subdivision Ordinance

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. The City Development Engineering Department has included additional conditions to specify that public improvements may be phased as per the attached phasing plan to distribute costs of improvements across project parcels 1 and 2.

Entitlements:

The Planning Commission shall base its decision on the conformity of the tentative parcel map with the requirements of the Subdivision Ordinance, the Zoning Ordinance, the Interim Zoning Ordinance, the 2035 General Plan, and any other applicable ordinance, resolutions or provisions of law. If the tentative parcel map complies with all of the requirements of the Chapter and the Subdivision Map Act, the Planning Commission may approve or conditionally approve the map.

Appeal:

The subdivider, 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 tentative map 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 Planning Commission resolution. Upon the filing of an appeal, the City Clerk shall set the matter for hearing. Such 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 Resolution No. PC 22-03 in support of the Tentative Parcel Map No. 5220 for the division of the property, for the purpose of phasing, located at 310 W. Main Street into two separate parcels consisting of 3.37 acres and 3.00 acres, respectively, in the City Corridor Mixed-Use – West Main Street Zone.

Prepared by: Anna Canales, Assistant Planner

Reviewed by: Cindy Norris, Principal Planner

Attachments:

1. Resolution
2. Project Information Sheet

RESOLUTION NO. PC 22-03

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WOODLAND APPROVING TENTATIVE PARCEL MAP NO. 5220
LOCATED AT 310 W. MAIN STREET WITHIN THE CITY CORRIDOR
MIXED USE – WEST MAIN STREET ZONE DISTRICT.**

(APN 064-170-049)

WHEREAS, the Woodland Planning Commission held a duly noticed public hearing on March 3, 2022 to review and consider a request for Tentative Parcel Map No. 5220, to divide a single existing parcel with a cumulative size of 6.37 acres into 2 parcels 1 and 2 of 3.37 acres and 3.00 acres, as shown in **Exhibit A**. The property is located at 310 W. Main Street (APN 064-170-049); 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 the Subdivision Map Act; and

WHEREAS, pursuant to California state law and the 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 Zoning Code and satisfies all minimum physical standards required under the City's Interim Zoning Ordinance for a Corridor Mixed use development; 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, consistent with Section 16.16.060 B of the Municipal Code, the property, as conditioned, which is described in the Tentative Parcel Map will be adequately served by the required on and off site improvements, even if the property not covered by the proposed phase map is not developed; all dedications to serve the property which is described in the tentative map have been recorded, even though such dedications also benefit the remaining property; neither the inhabitants nor property owners of the City nor the future inhabitants and property owners of the property described in the tentative map will be detrimentally affected by the failure of the project proponent to develop the remaining property not covered by the proposed map; 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 19 Minor Land Division) § 15315 which applies to the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and Zoning, no variances or exceptions are required, and all services and access to the proposed parcels to local standards are available.; 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 following findings and determinations with respect to the proposed Tentative Parcel Map No. 5220 at 310 W. Main Street:

Section 1. The proposed Tentative Parcel Map is consistent with the City’s General Plan. The proposed Tentative Map will implement the General Plan by helping to maintain an adequate amount of land properly zoned, consistent with the General Plan, and ready to be expeditiously developed, redeveloped, and/or revitalized for economic development and job creation purposes.

Section 2. The Tentative Parcel Map depicts a site that is physically suitable for development. There are no conditions that would render the property unsuitable for residential development.

Section 3. The site is physically suitable for the proposed density of development. The site is of sufficient size and shape to allow the proposed density, and the parcel will be able to accommodate future development of residential uses given the shape and topography of the project site.

Section 4. The design of the parcel or the proposed improvements will not create substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

Section 5. The design of the proposed parcel will not cause serious public health problems and is not anticipated to have substantial negative impacts on project occupants or occupants of the surrounding area.

The Planning Commission does hereby approve Application No. PLNG-22-00005 for Tentative Parcel Map No.5220 (**Exhibit A**), subject to the recommended conditions of approval as provided in **Exhibit B**.

PASSED AND ADOPTED by the Planning Commission of the City of Woodland at a regular Planning Commission meeting held on the 3rd day of March 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Marco C. Lizarraga, Acting Chairperson

ATTEST:

Cindy Norris, Planning Commission Secretary

Exhibit A – Tentative Parcel Map No. 5220

Exhibit B – Conditions of Approval

Exhibit C - Offsite Phasing Exhibit

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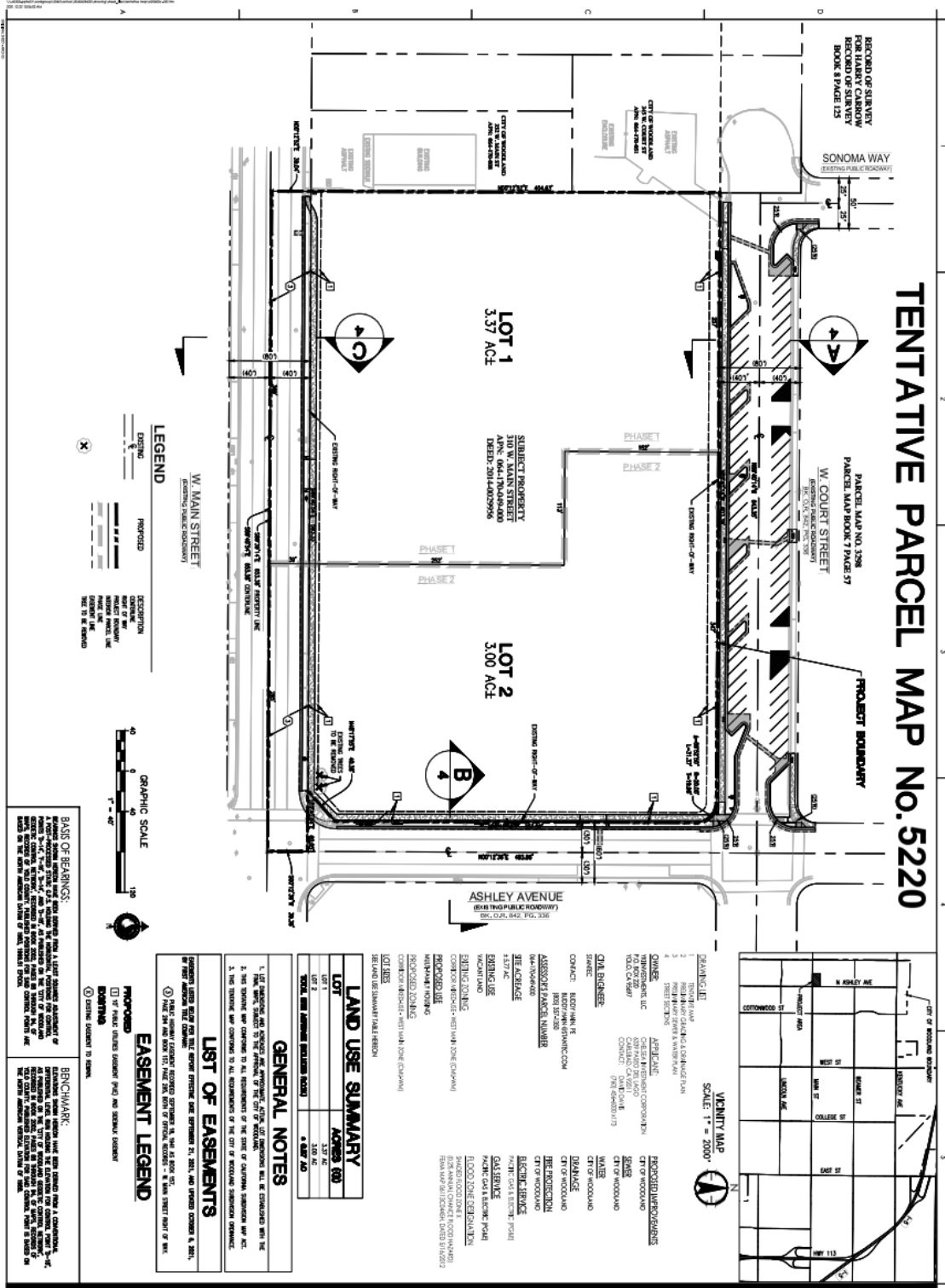


Exhibit B
Conditions of Approval

GENERAL

1. The project is as described in the staff report prepared for the March 3, 2022 Planning Commission meeting to approve Parcel Map No. 5220 to divide the existing 6.37 acre parcel located at 310 W. Main Street into two separate parcels, Parcel 1 of 3.37 acres and Parcel 2 of 3.00 acres. The project shall be carried out in substantial compliance with the Site Plan and Design Review approval dated December 4, 2020, and as depicted on the submitted Tentative Parcel Map No. 5220, dated February 23, 2022, included in Exhibit A, except as modified in these conditions of approval and with any changes necessary to meet city codes and specifications.
2. The applicant shall defend, indemnify, and hold harmless the City of Woodland, its agents, officers or employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul an approval of the subject application by the City, its legislative body, advisory agencies or administrative officers. The City will promptly notify the applicant of any such claim, action or proceeding against the City and the applicant will either, at the City's discretion, undertake defense of the matter and pay the City's associated legal costs, or will advance funds to pay for defense of the matter by the City Attorney.
3. Secure approval and satisfy requirements of all agencies of jurisdiction.
4. Upon approval, the applicant will be required to submit a final parcel map. Prior to official recordation of the legal description and revised lots, the Community Development Department must approve this map.
5. Prior to issuance of a Certificate of Occupancy for future development, all conditions of approval and required improvements shall be completed to the satisfaction of the Community Development Department.
6. The applicant will be required to file a copy of the recorded instruments with the City of Woodland Community Development upon recordation of the revised parcels.
7. Applicant shall provide the Community Development Department with a check for the sum of \$50.00 made out to Yolo County to record the environmental document with Yolo County.
8. 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.

9. The project shall comply with all previous conditions of approval from PLNG-19-00035, from the Site Plan and Design Review approval on December 4, 2020, except as modified through these conditions of approval.

PLANNING

10. Future Residential Development. Future development shall meet development standards and regulations as outlined in the City's General Plan, Zoning Code and Community Design Standards, as applicable, and shall be consistent with the site Plan and Design Review approval (PLNG-19-00035) for the 168 unit residential project dated December 4, 2020, except as amended by these conditions

HABITAT CONSERVATION PLAN

The applicant/Owner shall adhere to the Yolo Habitat Conservancy's Habitat Conservation Plan / Natural Community Conservation Plan (HCP/NCCP) Avoidance and Minimization Measures for any site work (grading) associated with parcels created by Map No. 5220 as follows:

11. Applicant shall secure approval and satisfy requirements of the Yolo Habitat Conservancy's HCP/NCCP
12. ***AMM8, Avoid and Minimize Effects of Construction Staging Areas and Temporary Work Areas.*** Project proponents should locate construction staging and other temporary work areas for covered activities in areas that will ultimately be a part of the permanent project development footprint. If construction staging and other temporary work areas must be located outside of permanent project footprints, they will be located either in areas that do not support habitat for covered species or are easily restored to prior or improved ecological functions (e.g., grassland and agricultural land). Construction staging and other temporary work areas located outside of project footprints will be sited in areas that avoid adverse effects on the following:

Nest sites for covered bird species and all raptors, including non-covered raptors, during the breeding season.

13. ***AMM16, Minimize Take and Adverse Effects on Habitat of Swainson's Hawk and White-Tailed Kite.*** The project proponent will retain a qualified biologist to conduct planning-level surveys and identify any nesting habitat present within 1,320 feet of the project footprint. Adjacent parcels under different land ownership will be surveyed only if access is granted or if the parcels are visible from authorized areas.

If a construction project cannot avoid potential nest trees (as determined by the qualified biologist) by 1,320 feet, the project proponent will retain a qualified biologist to conduct preconstruction surveys for active nests consistent, with guidelines provided by the Swainson's Hawk Technical Advisory Committee (2000), between March 15 and August 30, within 15 days prior to the beginning of the construction activity. The results of the survey will be submitted to the Conservancy and CDFW. If active nests are found during

preconstruction surveys, a 1,320-foot initial temporary nest disturbance buffer shall be established. If project related activities within the temporary nest disturbance buffer are determined to be necessary during the nesting season, then the qualified biologist will monitor the nest and will, along with the project proponent, consult with CDFW to determine the best course of action necessary to avoid nest abandonment or take of individuals. Work may be allowed only to proceed within the temporary nest disturbance buffer if Swainson's hawk or white-tailed kite are not exhibiting agitated behavior, such as defensive flights at intruders, getting up from a brooding position, or flying off the nest, and only with the agreement of CDFW and USFWS. The designated on-site biologist/monitor shall be on-site daily while construction-related activities are taking place within the 1,320-foot buffer and shall have the authority to stop work if raptors are exhibiting agitated behavior. Up to 20 Swainson's hawk nest trees (documented nesting within the last 5 years) may be removed during the permit term, but they must be removed when not occupied by Swainson's hawks.

For covered activities that involve pruning or removal of a potential Swainson's hawk or white-tailed kite nest tree, the project proponent will conduct preconstruction surveys that are consistent with the guidelines provided by the Swainson's Hawk Technical Advisory Committee (2000). If active nests are found during preconstruction surveys, no tree pruning or removal of the nest tree will occur during the period between March 1 and August 30 within 1,320 feet of an active nest, unless a qualified biologist determines that the young have fledged and the nest is no longer active.

DEVELOPMENT SERVICES ENGINEERING

Development Services Engineering has reviewed the proposed and has the following comments and conditions to be placed on the tentative map.

Tentative Map Comments

14. Acquire parcel map number from Yolo County Planning and Public Works Department. Modify map to show number.
15. Project shall meet all requirements per conditions of approval for Design Review of 168-Unit Multifamily Residential Development located at 310 West Main Street, dated December 4, 2020. These conditions do not eliminate the requirements of any previous conditions.

Fees:

16. The Owner shall pay all required fees for processing final maps (technical check) with final map submittal.
17. The conditions of approval set forth herein include certain fees, dedication requirements, reservation requirements and/or other exactions. Pursuant to Government Code, Section 66020(d), these conditions constitute written notice of the amount of such fees, and a description of the dedications, reservations and other exactions.

The applicant is hereby notified that the 90-day protest period, commencing from the date of project approval, has begun. If the applicant fails to file a timely protest regarding any of the

fees, dedication requirements, reservation requirements and/or other exactions contained in this notice, complying with all the requirements of Government Code, Section 66020, the applicant will be legally barred from later challenging such fees, dedications requirements, reservation requirements and/or other such exactions. Notwithstanding the foregoing, the City does not waive any rights it may have to enforce any settlement agreement, memorandum of understanding, or other agreement with the applicant which authorizes the City to impose certain fees, and which may waive the applicant's right to challenge the imposition of some or all of the fees, dedication requirements, reservation requirements, and/or other exactions set forth in these conditions of approval.

Phasing of Public Improvements

18. Public improvements may be phased per attached phasing plan to distribute costs of improvements across project parcels 1 and 2.

Easement Dedications, Right of Way, and map restrictions

19. Final map shall dedicate right of way to fully accommodate proposed sidewalk and corner ramps.
20. Final map shall dedicate a 10' public utility easement along property frontages of Court Street, Ashley Avenue, and Main Street.
21. Final map shall dedicate adequate easements necessary for shared utilities and reciprocal access between parcels in the form of:
 - A. A legally binding CC&R document, reviewed and approved by the City and recorded on the title of the land;
 - B. Entering into an Agreement for Conveyance of Easements and record it against the property prior to final map and having map reference the agreement; or
 - C. Including a statement on the final map as follows: We hereby reserve easements for reciprocal private access, drainage, utilities, and maintenance, on, over, and across Parcels 1 and 2 these easements shall bind and insure to the benefit of the heirs, administrators, executors, and successors of the grantors and are for the benefit of each of Parcels so described.

General Conditions

22. If the final map is requested prior to the construction of required improvements, applicant shall prepare improvement plans for all work within the public right-of-way or public easements and submit them to the Development Services division and enter into an improvement agreement and post security in the amount of 100% performance bond, 50% payment bond and 10% warranty bond.

Storm Water Quality

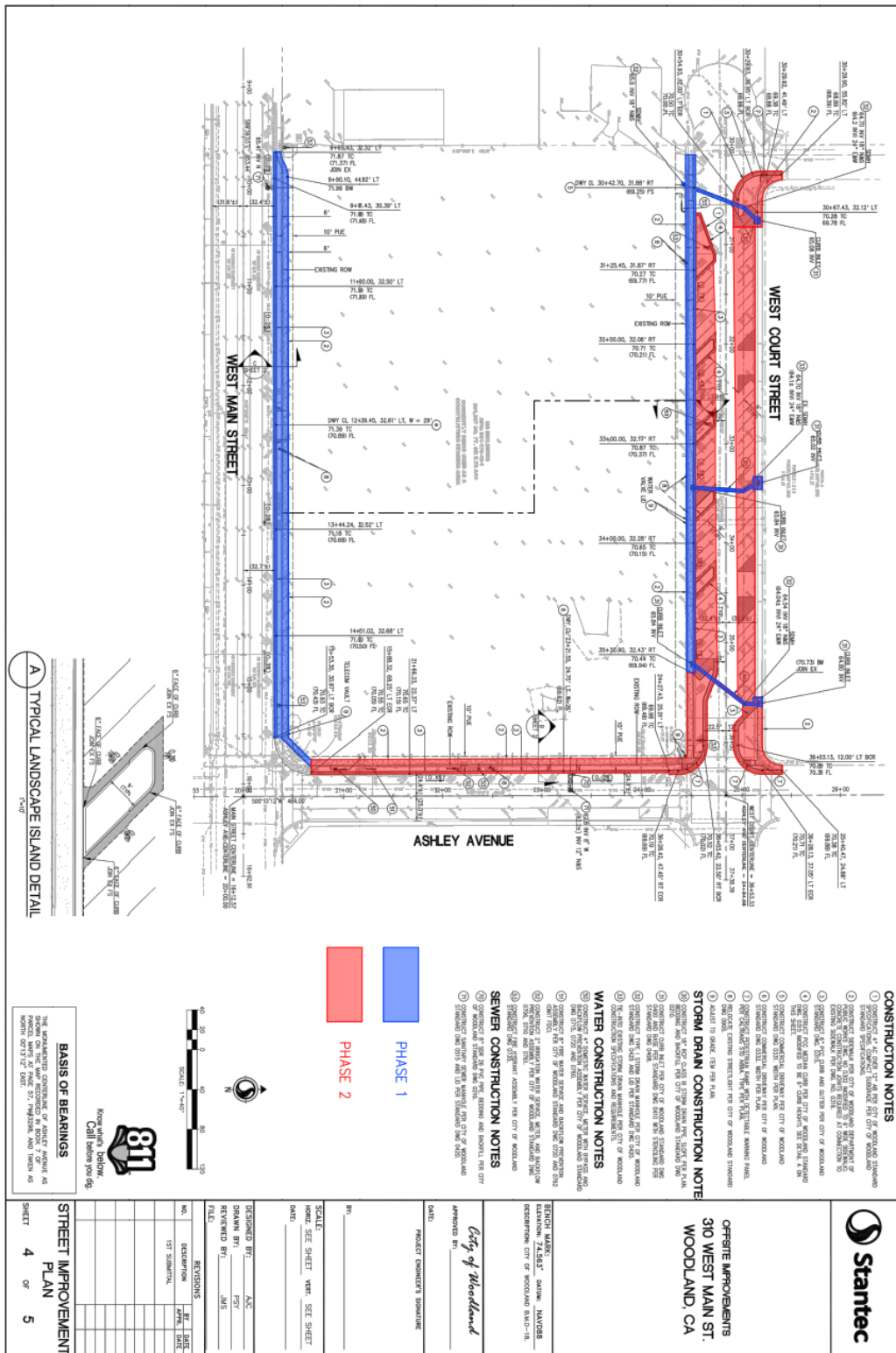
23. If phases of project are built separately, storm water quality for each phase shall be fully operational at the completion of each stage of construction, such that no phase is built with stormwater quality not operational.

24. Each parcel shall enter into a Storm Water Treatment Device Access and Maintenance Agreement prior to certificate of occupancy or closing the encroachment permit that connects the onsite storm drain system to the public system.

General Information and Applicable Ordinances

25. Final map shall tie into two City control network monuments in accordance with the City's electronic submission ordinance

Offsite Phasing Exhibit



PROJECT INFORMATION SUMMARY SHEET

Tentative Parcel Map (TPM), Large Lot Parcel Map at 310 W. Main Street (PLNG-22-00005): Project applicant, Chelsea Investment Corporation, submitted Planning Application PLNG-22-00005 for a large lot parcel map to divide an existing approximate 6.37 acre lot into two parcels of 3.37 acres and 3.00 acres to allow the previously approved 168-unit project to be developed in two phases. The property is located within City Corridor Mixed Use – West Main Street Zone District and is designated for Corridor Mixed Use land use under the City 2035 General Plan.

Location: 310 W. Main Street

Applicant/Owner: Chelsea Investment Corporation / YKI Investments, LLC

Environmental Report: Categorical Exemption.

APN: 064-170-049

Project Planner: Anna Canales, Assistant Planner

Staff Recommendation: Conditional Approval

Report For: Planning Commission Public Hearing – March 3, 2022

General Plan Designation: Corridor Mixed Use

Existing Land Uses & Zoning:

<u>DIRECTION</u>	<u>LAND USE</u>	<u>GENERAL PLAN</u>	<u>ZONING</u>
North	Multifamily Residential	Medium Density Residential	Multifamily (RM)
South	Woodland True Value Home Center	Corridor Mixed Use	Corridor Mixed Use – West Main (CMU-WM)
East	Office Uses	Corridor Mixed Use	Corridor Mixed Use – West Main (CMU-WM)
West	Foy's Bike Shop	Corridor Mixed Use	Corridor Mixed Use – West Main (CMU-WM)

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: W. Main Street and Ashley Avenue



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: March 3, 2022
ITEM #: J.3
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.