



City of Woodland
Meeting Agenda
Planning Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

October 5, 2023
6:30 PM

Please Note: The numerical order of items on this agenda is for the convenience of reference; items may be taken out of order. No new items shall begin after 10:30 pm unless unanimous consent exists to continue.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. STAFF AND COMMISSIONER COMMENTS

This is an opportunity for the Planning Commission members and staff to make comments and announcements to express concerns, or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

E. SUBCOMMITTEE REPORTS

F. COMMUNICATIONS FROM THE PUBLIC

This is an opportunity for the public to speak to the Planning Commission on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Commission and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Chair may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered. The option to submit a public comment via voicemail is no longer available. Written Public Comments Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to planningcommissionmeetings@cityofwoodland.org. Written Comments received at least two (2) hours prior to the scheduled start time of the Planning Commission meeting will be provided to the Commissioners and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the Planning Commission meeting and during the meeting will be provided to the Commissioners the day following the Commission meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

G. APPROVAL OF MINUTES

1. Planning Commission Meeting Minutes of September 21, 2023

H. PUBLIC HEARING

I. BUSINESS ITEMS

2. SUBJECT: Comprehensive Zoning Code Workshop

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive a presentation on the Public Review Draft of the

Comprehensive Zoning Code and hold a workshop to discuss proposed map amendments, zone standards, response to questions, and discussion.

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.

J. STAFF OR COMMISSIONER COMMENTS

K. ADJOURNMENT

The Planning Commission of the City of Woodland encourages all parties interested in a matter scheduled to be reviewed, discussed and acted on at a meeting, to participate in the public discourse, which may include the submission of written comments and materials. The Planning Commission notifies the public that those materials received less than 24 hours before a meeting date and time may not be able to be considered completely. Further, the Planning Commission encourages interested parties to attend the meeting to discuss any matter of concern and to explain their comments more fully.



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: October 5, 2023
ITEM #: G.1
SUBJECT: Planning Commission Meeting Minutes of September 21, 2023

Recommendation for Action: Staff recommends that the Planning Commission receive, approve and adopt the Planning Commission Meeting Minutes of September 21, 2023.

Prepared by: Erika Bumgardner, Principal Planner / Business Development Liaison

Attachments:

1. September 21, 2023 Planning Commission Minutes DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission Meeting –

Thursday, September 21, 2023

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:30 PM.

**Staff Present: Erika Bumgardner, Principal Planner / Business Development Liaison;
Cindy Norris, Principal Planner**

B. ROLL CALL

Council Members Present: Planning Commission Member Steve Harris, Planning Commission Member Chris Holt, Planning Commission Vice-Chairperson Fred Lopez, Planning Commission Member Jim Smith, Planning Commission Member Michael McLaughlin, Planning Commissioner Member Greg Ortiz
Absent: Planning Commission Chairperson Marco Lizarraga

C. PLEDGE OF ALLEGIANCE

D. STAFF AND COMMISSIONER COMMENTS

This is an opportunity for the Planning Commission members and staff to make comments and announcements to express concerns, or to request Commission's consideration of any items a Commission member would like to have discussed at a future Commission meeting.

Verbal updates provided by Planning Commission Members/Staff.

E. SUBCOMMITTEE REPORTS

Verbal updates provided by Planning Commission Members.

F. COMMUNICATIONS FROM THE PUBLIC

This is an opportunity for the public to speak to the Planning Commission on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Commission and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Chair may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered. The option to submit a public comment via voicemail is no longer available. Written Public Comments Members of the public are welcome to submit written comments prior to the meeting. Comments should be submitted by email to planningcommissionmeetings@cityofwoodland.org. Written Comments received at least two (2) hours prior to the scheduled start time of the Planning Commission meeting will be provided to the Commissioners and posted to the City website as part of the official record of the meeting but will not be read into the record. Written Comments received within two (2) hours of the scheduled start time of the Planning Commission meeting and during the meeting will be provided to the Commissioners the day following the Commission meeting. If you are submitting written comments on a particular item on the agenda, please identify the agenda item number and letter. If you are submitting written comments on an item not listed on the agenda, please identify your e-mail/comment as a General Public Comment. Note: Public comments at special meetings are limited to items on the agenda only.

G. APPROVAL OF MINUTES

1. **SUBJECT: Planning Commission Meeting Minutes of July 20, 2023 and August 17, 2023**

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive, approve and adopt the Planning Commission Meeting Minutes of July 20, 2023 and August 17, 2023

On a motion by Member Smith, seconded by Member Ortiz, Planning Commissioners received, approved and adopted Planning Commission Meeting Minutes of July 20, 2023 and August 17, 2023.

Ayes:Members Holt, Harris, Lopez, McLaughlin, Ortiz and Smith.

Noes: None

Absent: Member Lizarraga

H. PUBLIC HEARING

I. BUSINESS ITEMS

2. SUBJECT: Comprehensive Zoning Code Public Release

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive a presentation on the Public Review Draft of the Comprehensive Zoning Code and an outline of the public review process

Planning Commission members received a staff update on the Public Review Draft Comprehensive Zoning Code.

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.

On a motion by Member McLaughlin, seconded by Member Ortiz, the Planning Commission voted to table and move Business Item I.3 to the October 5, 2023 meeting agenda.

Ayes:Members Holt, Harris, Lopez, McLaughlin, Ortiz and Smith.

Noes: None

Absent: Member Lizarraga

J. STAFF OR COMMISSIONER COMMENTS

None

K. ADJOURNMENT

Meeting adjourned at 07:57 PM.



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: October 5, 2023
ITEM #: I.2
SUBJECT: Comprehensive Zoning Code Workshop

Recommendation for Action: Staff recommends that the Planning Commission receive a presentation on the Public Review Draft of the Comprehensive Zoning Code (CZC) and hold a workshop to discuss proposed map amendments, zone standards, response to questions, and discussion.

Staff Contact:

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

Report in Brief:

On September 19 & September 21, 2023 respectively, the City Council and Planning Commission received an overview regarding the launch of the Public Review Draft Comprehensive Zoning Code (CZC). These informational updates were recorded and have been posted online for viewing. Copies of the staff reports and video of the meetings may be viewed at the following web link: <https://cityofwoodland.org/1167/Community-Outreach>. A copy of the September 21, 2023 staff report is also provided as an attachment to this report.

The Public Review Draft CZC document is available online at the following link: <https://cityofwoodland.org/1165/Comprehensive-Zoning-Update>, and in hard copy at City Hall and the Library.

Over the coming month, city staff will hold a series of public meetings with community members and stakeholders to formally present the draft Code, respond to questions, and collect important feedback that will be considered in the preparation of the final CZC. Proposed workshop dates are as follows:

This staff report outlines the proposed review topics for the October 5 and October 19, 2023 Planning Commission workshops.

October 5, 2023

- Proposed Zone and General Plan map amendments
- Review of Zone Standards and key updates
- How to use the code examples (CMU and IF)
- Response to questions from September 21, 2023
- Discussion

October 19, 2023

- Citywide standards and key issues
- Division IV – Administration and Procedures
- Housing Review Process and example (RLM and RM)
- Questions/clarifications

- Discussion

The goal of the CZC update is to facilitate new desired development through the provision of clear and understandable standards, guidelines, and procedures. An updated development review process will assist staff and decision makers to allow qualified development with expedited review, thereby helping to reduce the front-end design/development costs particularly for new housing projects.

Grant funding for the Code update from HCD was provided with the intended purpose of accelerating housing production and streamlining approval of housing development, as well as to prepare a code that utilizes best practices to facilitate livability, sustainability, increased density, and multi-modal access. A well-designed city that incorporates appropriate development standards into its regulations will directly elevate the quality of life and appearance of the community, attract investment, and increase community pride.

Background:

Relationship Between General Plan and Zoning Code

The General Plan outlines a vision for Woodland's long term physical and economic development and community enhancement. It also provides goals and policies that will allow this vision to be accomplished. The General Plan, inclusive of the Housing Element, provides the basis for establishing priorities for implementing plans and programs, such as the Zoning Ordinance. It sets broad general land use locations and densities and intensities for development. Residential development capacity is usually provided as density of development, expressed as dwelling units per acre (du/ac), whereas non-residential development capacity is provided as intensity of development, expressed as floor area ratio (FAR).

The staff has prepared a PowerPoint presentation that will provide a review of key factors and components of the topical discussion areas. As an example, the following graphic is an excerpt from a PowerPoint slide regarding density and intensity.

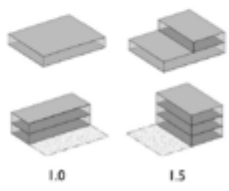
Density and Intensity

Density

- Residential based
- The ratio of Dwelling Units per gross acre.
- Gross density includes total acreage of a site measured to the centerline of proposed bounding streets and to the edge of the ROW of existing and dedicated streets.
- Example, an 6,000 square foot lot in the R-LM with a maximum allowed density of 15 du/ac
- 43,560 sq ft per acre
- 6,000 sf = 0.137 acres
- 15 x 0.137 = 2 dwelling units (du)

Intensity

- Non-Residential (Generally)
- Based on Floor Area Ratio
- Floor Area Ratio (FAR) is the ratio of the floor area of all principal and accessory buildings on a site to the site area.
- Example, if the floor area of all buildings is 20,000 and site area is 10,000, the FAR is 2:1 or 2.0



City of Woodland Comprehensive Zoning Code Update | 9

The Zoning Ordinance is one of the most important tools for implementing the General Plan. While the General Plan provides broad land use classifications on the Land Use Map, zoning is more specific and may allow multiple zones per single general plan land use category on the Zoning Map, as long as the intensity and density of development are consistent with the General Plan. Zoning

translates general policies into more specific regulations and standards.

For the period immediately following adoption of the General Plan, the city adopted a stand-alone Interim Zoning Ordinance (IZO) to address areas of land use inconsistency between the newly adopted General Plan and Zoning for the commercial, industrial and mixed-use zones. The IZO incorporated new standards and practices that have guided much of the new development that has occurred since 2018. The IZO has generally been considered successful and the CZC has built upon the best elements and lessons learned through use of the IZO.

Guiding Principles and Objectives for the Comprehensive Code Update:

The following are the key guiding principles and objectives for the CZC update:

1. Implement the 2035 General Plan and the 2021-2029 Housing Element.
2. Ensure compliance with state and federal requirements.
3. Build upon the Interim Zoning Ordinance (IZO). Utilize lessons learned to strengthen, clarify, and expand the Comprehensive code.
4. Ensure that the code is clear, concise, intuitive, and easy to use by the community, businesses, and development partners.
5. Provide clear decision protocols and a streamlined review process.
6. Allow increased intensity of development and compact form while retaining the character and scale of the community's neighborhoods.
7. Facilitate increased housing opportunities and variety. Encourage Multi-family, Missing Middle, and Lifestyle Housing
8. Address sustainability concerns including the heat island effect. Facilitate appropriate and increased tree planting and preservation.
9. Respect the existing community fabric and groundwork while reflecting current best practices in evaluation of uses, activities, and development patterns.
10. Incorporate historic and downtown design requirements, thereby incorporating the Downtown Specific Plan into the code.
11. Address citywide and special case situations that occur repeatedly.
12. Provide clear standards and requirements, but incorporate flexibility in order to adapt to new or unusual circumstances.
13. Add to the economic vitality of Woodland and allow appropriate adaptive reuse and reinvestment of properties.
14. Encourage mixed-use nodes, districts and corridors. Allow the integration of commercial uses within residential districts as well as residential into commercial districts.

Generally, the public, residents, and prospective developers value three central qualities in any zoning code: 1) certainty in the requirements and structure of the review process, 2) built-in flexibility to adjust development standards to the needs of individual projects, and 3) opportunities to request relief from requirements that constitute a substantial burden.

Comprehensive Code Features

The following summarizes key features incorporated into the draft Code:

1. Provides graphic examples and generalized tables to present information whenever possible.
2. Provides "objective design standards" for all districts.
3. Provides performance standards to address sensitive adjacency issues such as odors, dust, and contamination.
4. Updates parking standards and reduces overly burdensome requirements.
5. Continues to accommodate and incentivize food and agricultural industries where appropriate.
6. Updates and clarifies the non-conforming use standards.
7. Updates the allowed land use table to incentivize desired uses.

8. Updates the standards that apply to all properties, such as fencing, outdoor storage, landscaping, parking, and lighting.
9. Provides design standards and criteria that apply to specific uses such as alcohol, auto services, bed and breakfast, bee keeping, emergency shelters, mobile vendors, and temporary uses, etc.
10. Identifies height, setbacks, coverage, and other development standards that apply to each district.
11. Revises sign standards to comply with legislative requirements to be content neutral.
12. Provides an administration section that clearly describes and outlines all permit and entitlement review requirements.
13. Clarifies public notice procedures.
14. Clarifies roles and responsibilities for all recommending and approving bodies.
15. Provides Rules of Measurement.
16. Provides clear understandable procedures for exceptions from standards and when allowed.
17. Provides a comprehensive list of definitions of terms and uses.

Code Framework

The draft Comprehensive Zoning code was developed over the past three plus years based on requirements of State law, review of best practices, and consideration of objectives for the code. The CZC has five divisions or sections as described below:

Format and Organization

Division I: General Provisions

Division II: Districts and Regulations

Division III: Citywide Standards

Division IV: Administration and Procedures

Division V: Definitions of Terms and Uses

Division I – General Provisions:

Division I sets the underlying purpose and effect of the Zoning Code and outlines the authority for the Code and relationship to the General Plan. This Division includes a section that discusses rules for interpretation and rules of measurement. It also references and establishes the zoning map, other relevant maps, and districts.

Division II – Districts and Regulations

Division II identifies the purpose and applicability of each zone. The district provides the use regulations, development standards and supplemental regulations. This is where the objective standards for building and site design are provided.

Division III – Citywide Standards

Division III provides citywide standards in several chapters, including those that apply generally to all properties, to those that apply to specific uses or activities. Additional chapters include nonconforming uses and signs.

Division IV – Administration and Procedures

Division IV identifies all planning authorities and reviews purposes. It provides all of the common procedures that are required as part of any type of review for purposes of zoning. The division outlines all of the planning permits and approvals that are possible and establishes a new three-tiered Development Review process to replace the existing ZAP Tier 2 and Design Review processes.

Division V – Definitions of Terms and Uses.

Division V provides a comprehensive set of definitions of the terms used in the code and also

provides a definition for all permitted, conditionally permitted and in some cases non-permitted uses.

Code Highlights and Key Changes

The CZC has been re-written with each and every standard and requirement evaluated in view of best practices and through a frame of the City's development goals as identified in the General Plan, past experience, experience in implementing the Interim Zoning Ordinance, and desired economic development path. Development standards and design standards were assessed, taking into consideration limited resources, such as land and water, while also taking into account environmental and climate considerations, as well as housing and jobs, in order to allow for a resilient and prepared community to face 2050 and beyond. Below is a summary of some of the key highlights and changes in the CZC:

- Increase housing opportunities.
 - Ensure consistency with the Housing Element regarding identified sites and densities.
 - Modify zoning to allow increased housing opportunities, to reflect existing on the ground conditions, or to provide consistency between existing zoning and the 2035 General Plan.
 - Add small lot subdivision development standards to provide flexibility for infill residential development.
- Incorporate the Downtown as a new section in the code and update the zone categories to reflect current conditions.
- Retain the Neighborhood Preservation (NP) zone.
- Provide allowance for limited retail uses in specific residential locations and situations.
- Update the use table to reflect "best practices" and policies of the General Plan and to promote those uses that increase jobs and economic potential for the city's tax base and discourage uses that detract from community aesthetics and/or provide minimal job or economic benefits.
- Update building and site design standards for all zones to provide objective design standards.
- Update entitlement review processes to provide clear direction as well as to allow streamlined review for projects that are compliant with objective standards.
- Update fencing, screening, and outdoor storage requirements, and address other common issues.
- Update parking, lighting and landscaping requirements.
- Update Sign and Non-conforming requirements.
- Increase development intensity standards for the Community Commercial Mixed Use (CCMU), Regional Commercial (RC), Regional Commercial Flex (RCF), Industrial Flex (IF) and Industrial General (IG) zones to allow appropriate intensity of development to encourage more efficient use of limited land resources.

Discussion:

The meeting of October 5, 2023 will focus on reviewing the proposed Zone and General Plan map amendments, zone standards, and will walk through a couple of example situations to help illustrate how to use the Code. Informational power points and video recordings will be posted on-line. Informational handouts are provided as attachments to this report.

Map information and the Draft Comprehensive Zone text can be found and reviewed on the Comprehensive Zoning Code web page for "Documents": <https://cityofwoodland.org/1168/Documents>

Staff reports and recordings of past meetings and staff prepared webinars on specific topics may be found on the Comprehensive Zoning Code web page for "Community

Outreach”: <https://cityofwoodland.org/1167/Community-Outreach>

The city is working to prepare an interactive GIS based Zone map that will allow individuals the ability to look up any parcel and see the current and proposed land uses. Once identified, information about the proposed zone may be found in Division II – Zone standards.

Zoning and General Plan Map Amendment Discussion

In addition to text amendments, there are suggested amendments to the Zoning Map. Some of the map changes identified will require amendment to the General Plan land use map as well. However, in several instances, the existing zoning provides a higher zone category than the General Plan and will remain at the higher zone category. Detailed maps are provided in an informational PowerPoint attached to this report. The following are key changes proposed:

- Add Low Medium Density (R-LM) and Medium Density (R-M) residential zones in place of Duplex (R-2) or Low (RL) Residential:
 - o Areas considered are those that were designated as either RLM or RM in the 2002 General Plan and evaluated as RM 2035 General Plan EIR.
 - o Proposed zone change is reflective of existing development.
- Add Low Medium (R-LM) or Medium Residential (RM) where the area would support such a change:
 - o Modify the Neighborhood Preservation (NP) designation along West Street where existing development is not reflective of historical patterns and where increased density is appropriate along main corridors.
- Update the General Plan land use from Low density (RL) to Medium (RM) residential for those parcels where existing zoning is multifamily (RM) but the 2035 General Plan shows (RL).
 - o Due to SB 330, sites may not be downzoned from how they were shown as of January 1, 2018.
- Replace Community Commercial (CC) sites along West Main Street with the Corridor Mixed Use (CMU) designation:
 - o Allows a greater mix of uses including residential development (20-40 du/ac) consistent with the majority of zoning along West Main.
- Change Community Commercial (CC) to Community Commercial Mixed Use (CCMU).
 - o Allows residential development in the zone (15-35 du/ac):
- Revise the area covered by the Light Industrial (IF) zone to the south side of the I5 freeway and add General Industrial (IG) north of the I5 freeway:
 - o Consistent with the Industrial zone development as allowed in the 2002 General Plan and amending the light industrial flex overlay incorporated in the 2035 General Plan.
- Provide a Corridor Mixed Use (CMU-A) zone for the Armfield neighborhood:
 - o Reflective of the Armfield-Lemen Avenue Neighborhood Framework Study.
- Incorporate the Downtown into the Zoning code:
 - o Updates the Downtown Specific Plan districts by consolidating the existing five districts with subcategories into four clearly defined zones (DX-1 – 4).
- Change the Regional Commercial (RC) zone at the north east end of East Street to Regional Commercial Flex (RCF):
 - o Provides a wider range of possible development options including light industrial uses.
 - o Serves as a transition from industrial uses to the east and East Street.
- Modify the Open Space (OS) zone at the northwest end of East Street to Regional Commercial (RC):
 - o Reflects the existing regional commercial wave park use.

Development Standards Discussion

An overview of key changes and updates to various development standards, uses, and other key

considerations will be covered. Most areas to be discussed will be from Division II - Zone Standards and Division III-Citywide Standards. Additionally, questions posed at the September 21, 2023 Planning Commission meeting will be addressed. (Porch Setback in residential zones and RV parking).

Community Outreach

All meetings will be recorded and posted on the CZC web page to allow members of the public the ability to view all presentations and discussions. The city will offer a range of means by which to obtain information about the update, including attending in-person workshops, watching previously recorded meetings, to viewing pre-recorded informational videos. In-person meetings will be held at the City of Woodland Council Chambers, located at 300 First Street.

Proposed Workshop Meeting Schedule:

Meetings may be subject to change, so please continue to check the CZC web site for up-to-date information. Please check the website regularly for any changes or modifications to the meeting schedule.

- **Thursday, October 5 @ 6:30 PM** – Planning Commission Workshop
- **Wednesday, October 18 @ 6:00 PM** – Commercial and Mixed-Use focus
- **Thursday, October 19 @ 6:30 PM** – Planning Commission Workshop - Housing focus
- **Tuesday, October 24 @ 11:30 AM** – General and Industrial focus
- **Wednesday, October 25 @ 9:00 AM** – Downtown focus

The city invites all interested individuals to attend the scheduled community events and express opinions. Community members may also provide comments regarding the CZC update to the following email:

compzoneupdate@cityofwoodland.org. The CZC provided for review is a draft document and may be modified and strengthened as a result of any comments received.

Conclusion:

Staff recommends that the Planning Commission receive a presentation on the Public Review Draft of the Comprehensive Zoning Code and hold a workshop to discuss proposed map amendments, zone standards, response to questions, and discussion.

Prepared by: Cindy Norris, Principal Planner

Attachments:

1. PC Update Staff Report Final

2. Zoning Map Review and Proposed Changes



TO: THE HONORABLE MAYOR AND CITY COUNCIL
AGENDA: Planning Commission Meeting
DATE: September 21, 2023
ITEM #: I.2
SUBJECT: Comprehensive Zoning Code Public Release

Recommendation for Action: Staff recommends that the Planning Commission receive a presentation on the Public Review Draft of the Comprehensive Zoning Code and an outline of the public review process

Staff Contact:

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

Fiscal Impact:

The Zoning Code and CEQA Update Project (CIP#07-07) was established in 2007 with \$100,000 to fund Zoning Code and CEQA updates. Since 2007, limited code updates and preparation of the Interim Zoning Update have utilized project funds (CIP#07-07). In 2017, the State Department of Housing and Community Development (HCD) initiated the Planning Grants Program intended for the preparation, adoption and implementation of plans to streamline housing approvals and accelerate housing production. The City of Woodland received two Planning Grants from HCD, SB2 funds in 2019, for \$310,000, and LEAP grant funds in 2020, for \$300,000. Additionally, the City received \$85,000 in REAP grant funds from SACOG. Total funds allocated to the CZC project was \$655,624.

On September 3, 2019, the City entered into a professional services contract with Lisa Wise Consulting, Inc. for \$358,610 to prepare the CZC update. On October 15, 2020, a second amendment to the contract was approved to add \$36,160 to the original contract for an overall contract amount of \$394,770. A fourth amendment reallocated grant funds in the amount of \$130,830 to the contract with Lisa Wise Consulting, Inc., resulting in an overall contract amount of \$525,600 to complete the CZC project.

Report in Brief:

The September 19, 2023 City Council meeting will officially launch the public review process for the CZC Project with the availability of the Public Review Draft document provided online at the following link <https://cityofwoodland.org/1165/Comprehensive-Zoning-Update>, and in hard copy at City Hall, Library and Community and Senior Center. Over the coming months, city staff will hold a series of public meetings with community members and stakeholders to formally present the draft Code, respond to questions, and collect important feedback that will be considered in the preparation of the final CZC. At the September 21, 2023 Planning Commission meeting it is not anticipated that the Planning Commission will provide formal comments on the draft document, but rather receive a project update and provide input concerning key areas of interest or concern. This staff report outlines the community engagement process and anticipated timeline, provides a high-level overview of the CZC including a review of the guiding principals for development of the Code update, the code framework, and a summary of key changes.

The goal of the CZC update is to facilitate new desired development through the provision of clear and understandable standards, guidelines, and procedures. An updated development review process will assist staff and decision makers to allow qualified development with expedited review, thereby helping to reduce the front-end design/development costs particularly for new housing projects.

Grant funding for the Code update from HCD was provided with the intended purpose of accelerating housing production and streamlining approval of housing development, as well as to prepare a code that utilizes best practices to facilitate livability, sustainability, increased density, and multi-modal access. A well-designed city that incorporates appropriate development standards into its regulations will directly improve the quality of life and appearance of the community, attract investment, and increase community pride.

Background:

Once the draft is released, staff is recommending an ambitious schedule for public review with the goal of completing the draft document by the end of 2023. The goal will be to begin working and utilizing the new code at the start of the year. This will also allow the city to submit for final grant funding reimbursements.

Below is a listing of key milestones and important dates that have occurred that have set the stage for the CZC project:

May 16, 2017	2035 General Plan Approved
May 1, 2018	Interim Zoning Ordinance Approved
August 20, 2019	Lisa Wise Consulting (LWC) was selected to prepare the Code update.
October 2019	Stakeholder Interviews
December 17, 2019	Joint PC and CC Workshop
December 2019	Recommendations Memo
April 7, 2020	Interim Zoning Ordinance Updated
March 1, 2022	City Council Update Report
March 17, 2022	Admin Draft Review and recommendation for a hybrid code
September 2022	Updated Admin Draft Code
September 2022 – July 2023	Staff Review of CZC Drafts
March 21, 2023	6th Cycle Housing Element Adopted with program requirements for specific code updates

Discussion:

Relationship Between General Plan and Zoning Code

The General Plan outlines a vision for Woodland's long term physical and economic development and community enhancement. It also provides goals and policies that will allow this vision to be accomplished. The General Plan, inclusive of the Housing Element, provides the basis for establishing priorities for implementing plans and programs, such as the Zoning Ordinance. It sets broad general land use locations and allowed densities and intensity for development. Residential development capacity is usually provided as density of development, expressed as dwelling units per acre (du/ac), whereas non-residential development capacity is provided as intensity of development, expressed as floor area ratio (FAR).

The Zoning Ordinance is one of the most important tools for implementing the General Plan. While the General Plan provides broad land use classifications, zoning is more specific and may allow multiple zones per single general plan land use category as long as the intensity and density of development are consistent with the General Plan. Zoning translates general policies into more specific regulations and standards.

In the period immediately following adoption of the General Plan, the city adopted a stand-alone Interim Zoning Ordinance (IZO) to address areas of land use inconsistency between the newly adopted General Plan and Zoning for the commercial, industrial and mixed-use zones. The IZO incorporates new standards and practices that have guided much of the new development that has

occurred since 2018. The IZO has generally been considered successful and the CZC has built upon the best elements and lessons learned through use of the IZO.

Legislative Updates and Requirements

A critical purpose for the update is to ensure that the CZC addresses the numerous legislative updates and requirements. Since 2017, the state has passed a significant amount of legislation relating to housing with a primary emphasis on streamlining the production of new housing and removing barriers. The grants from HCD that have assisted in funding the CZC update require the new code to utilize objective design standards and minimize the review process for housing projects. Objective standards have also been provided for commercial, mixed use and industrial developments as well.

In addition to housing, legislative updates have affected other areas of the code. As example, cities are limited in the regulation of content for signs. Below are summarized some of the most critical updates affecting the Code update:

- SB330 (Housing Crisis Act of 2019) and SB 8 (2021), which prohibits the City from adopting new non-objective standards for residential or residential mixed-use projects; from reducing allowed housing capacity through regulatory or administrative barriers; and from denying residential or residential mixed-use projects based on subjective standards.
- AB 2011 (Affordable Housing and High Road Jobs Act of 2022), which allows housing development in areas currently zoned for parking, retail, or office buildings and exempts some projects from local approval processes and CEQA review.
- SB 6 (Middle Class Housing Act of 2022), which allows residential uses on commercially zoned property without requiring rezoning if they meet or exceed the default density under Housing Element law for the jurisdiction.
- AB 2162 (2018), which requires that supportive housing be permitted by-right in zones where multifamily and mixed-use development is permitted.
- AB 2345, (2020), which amends the Density Bonus law to expand incentives for projects with affordable and senior housing components, including reduced maximum parking requirements.
- Reed v. Town of Gilbert (2015), which affirmed that signs regulations must be content-neutral.

The City has already prepared zoning updates where legislative changes require limited timeframes for compliance, such as accessory dwelling units, SB9 (allowing additional units in single family zones), and emergency shelters.

Guiding Principles and Objectives for the Comprehensive Code Update:

The following are the key guiding principles and objectives for the CZC update:

1. Implement the 2035 General Plan and the 2021-2029 Housing Element.
2. Ensure compliance with state and federal requirements.
3. Build upon the Interim Zoning Ordinance (IZO). Utilize lessons learned to strengthen, clarify, and expand the Comprehensive code.
4. Ensure that the code is clear, concise, intuitive, and easy to use by the community, businesses, and development partners.
5. Provide clear decision protocols and a streamlined review process.
6. Allow increased intensity of development and compact form while retaining the character and scale of the community's neighborhoods.
7. Facilitate increased housing opportunities and variety. Encourage Multi-family, Missing Middle, and Lifestyle Housing.
8. Address sustainability concerns including the heat island effect. Facilitate appropriate and increased tree planting and preservation.
9. Respect the existing community fabric and groundwork while reflecting current best practices in

evaluation of uses, activities, and development patterns.

10. Incorporate historic and downtown design requirements, thereby incorporating the Downtown Specific Plan into the code.
11. Address citywide and special case situations that occur repeatedly.
12. Provide clear standards and requirements, but incorporate flexibility in order to adapt to new or unusual circumstances.
13. Add to the economic vitality of Woodland and allow appropriate adaptive reuse and reinvestment of properties.
14. Encourage mixed-use nodes, districts and corridors. Allow the integration of commercial uses within residential districts as well as residential into commercial districts.

Generally, the public, residents, and prospective developers value three central qualities in any zoning code: 1) certainty in the requirements and structure of the review process, 2) built-in flexibility to adjust development standards to the needs of individual projects, and 3) opportunities to request relief from requirements that constitute a substantial burden.

Comprehensive Code Features

The following summarizes key features incorporated into the draft Code:

1. Provides graphic examples and generalized tables to present information whenever possible.
2. Provides “objective design standards” for all districts.
3. Provides performance standards to address sensitive adjacency issues such as odors, dust, and contamination.
4. Updates parking standards and reduces overly burdensome requirements.
5. Continues to accommodate and incentivize food and agricultural industries where appropriate.
6. Updates and clarifies the non-conforming use standards.
7. Updates the allowed land use table to incentivize desired uses.
8. Updates standards that apply to all properties, such as fencing, outdoor storage, landscaping, parking, and lighting.
9. Provides design standards and criteria that apply to specific uses such as alcohol, auto services, bed and breakfast, bee keeping, emergency shelters, mobile vendors, and temporary uses, etc.
10. Identifies height, setbacks, coverage, and other development standards that apply to each district.
11. Revises sign standards to comply with legislative requirements to be content neutral.
12. Provides an Administration section that clearly describes and outlines all permit and entitlement review requirements.
13. Clarifies public notice procedures.
14. Clarifies roles and responsibilities for all recommending and approving bodies.
15. Provides Rules of Measurement.
16. Provides clear understandable procedures for exceptions from standards and when allowed.
17. Provides a comprehensive list of definitions of terms and uses.

Zoning and General Plan Map

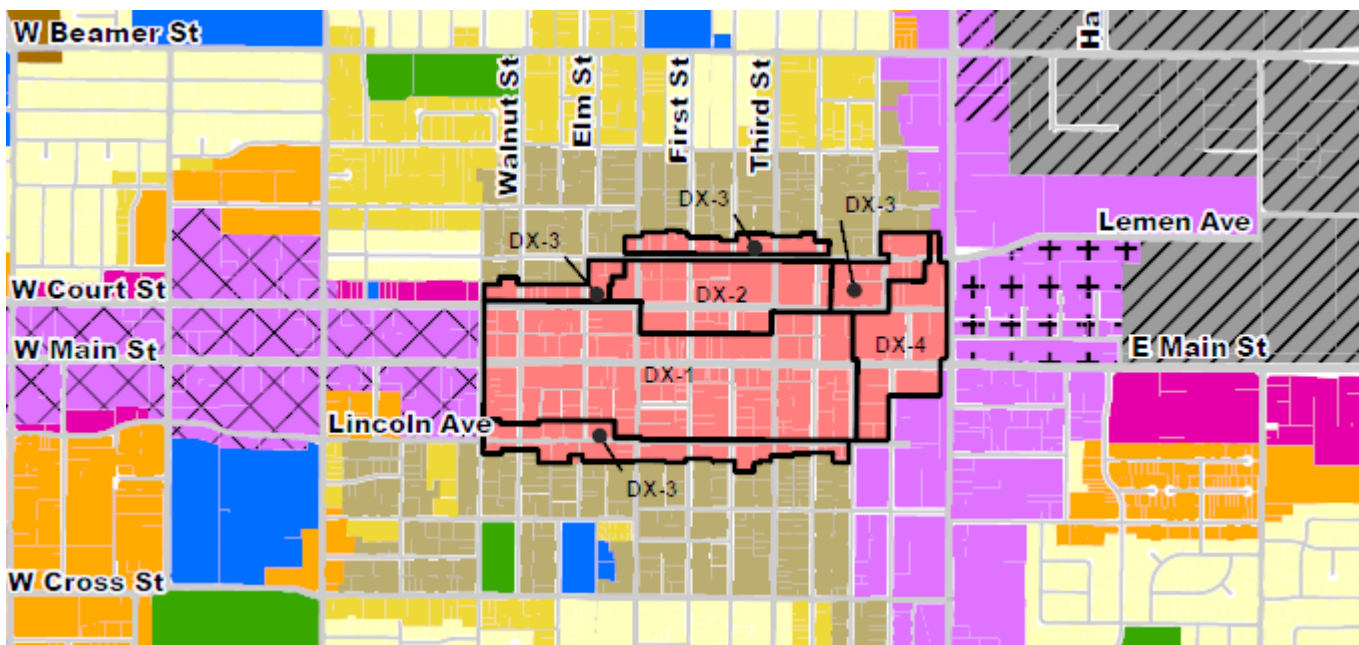
In addition to text amendments, there are suggested amendments to the Zoning Map. Some of the map changes identified will require amendment to the General Plan land use map as well. However, in several instances, the existing zoning provides a higher zone category than the General Plan and will remain at the higher zone category:

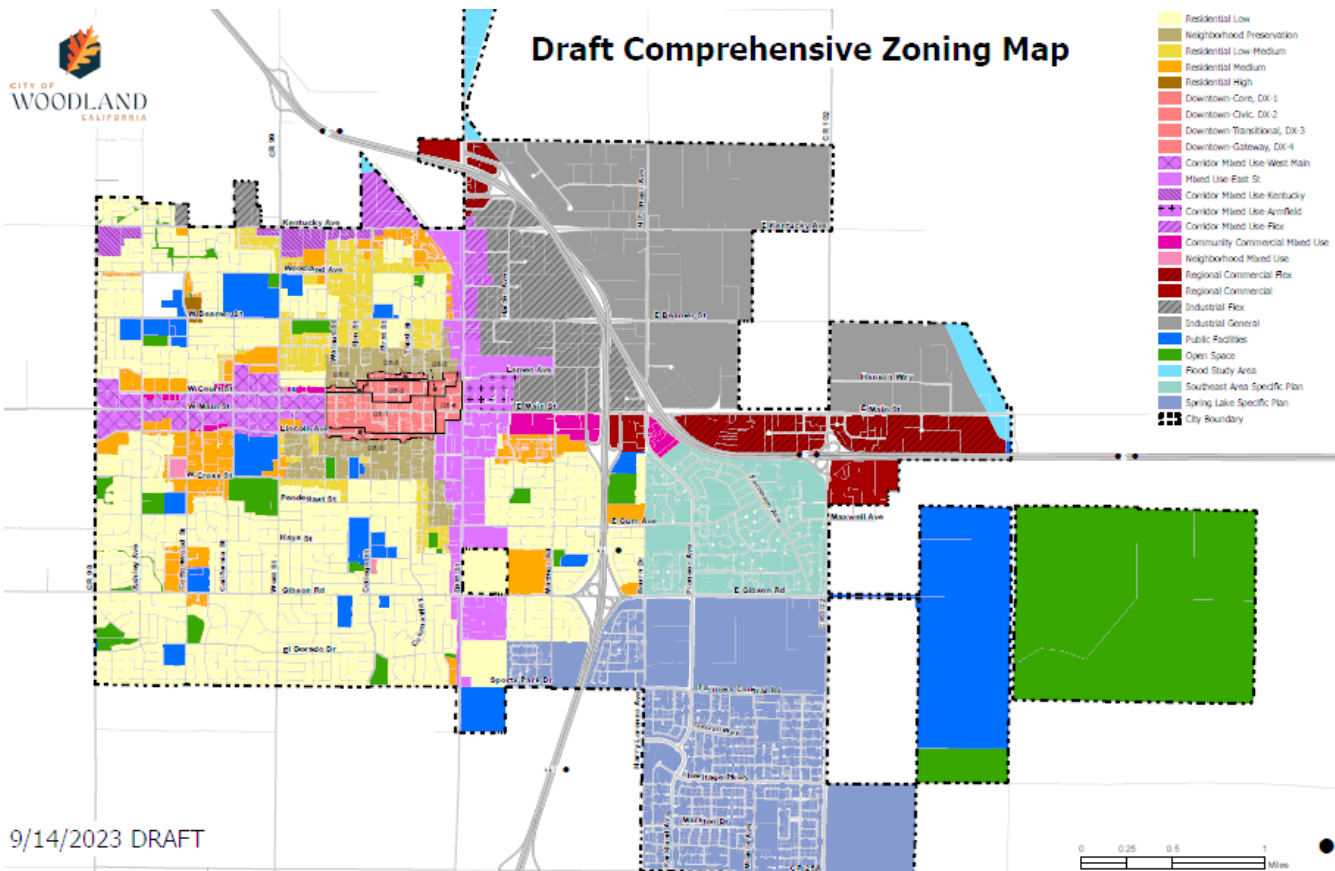
- Add back in areas of Low Medium Density (R-LM) and Medium Density (R-M) residential zones that were in place in the 2002 General Plan and as studied in the 2035 General Plan EIR. (GP and Zone change)
- Add some areas of Low Medium (R-LM) to Medium Residential (RM) where the area would

support such change, such as on major corridors or where existing development exceeds lower density.

- Replace Community Commercial (CC) sites along corridors with the Corridor Mixed Use (CMU) designation, thereby allowing a greater mix of uses including residential development. (GP and Zone change)
- Change Community Commercial (CC) to Community Commercial Mixed Use (CCMU) and allow residential development in the zone. (GP and Zone change)
- Revise the Light Industrial (IF) zone to the south side of the I5 freeway and add General Industrial (IG) north of the I5 freeway. (GP and Zone change)
- Identify a separate Corridor Mixed Use zone for the Armfield neighborhood (CMU-A). (Zone change)
- Update the Downtown districts by consolidating the existing five districts with subcategories into four clearly defined zones (DX-1 – 4). (Zone change)
- Modify the (Regional Commercial (RC) zone at the north end of East Street to Regional Commercial Flex (RCF) (Zone change)

A copy of the Draft Comprehensive Zoning Map is attached to the report as well as a second map which highlights areas where zone changes are proposed. Additional detailed information regarding the zone changes will be provided on the CZC web page and discussed in future workshops. Below are images from the CZC Zoning Map to illustrate the proposed zones. A third map is attached which illustrates areas on the General Plan map that will require amendment.





Code Framework

The draft Comprehensive Zoning code was developed over the past three plus years based on requirements of State law, review of best practices, and consideration of objectives for the code. The CZC has five divisions or sections as described below:

Format and Organization

Division 1: General Provisions

Division 2: Districts and Regulations

Division 3: Citywide Standards

Division 4: Administration and Procedures

Division 5: Definitions of Terms and Uses

Division 1 – General Provisions:

This Division sets the underlying purpose and effect of the Zoning Code and outlines the authority for the Code and relationship to the General Plan. This Division includes a section that discusses rules for interpretation and rules of measurement. It also references and establishes the zoning map, other relevant maps, and districts.

Division 2 – Districts and Regulations

Division 2 identifies the purpose and applicability of each zone. The district provides the use regulations, development standards and supplemental regulations. This is where the objective standards for building and site design are provided.

Division 3 – Citywide Standards

Division 3 provides citywide standards in two sections, those that apply generally and also those that only apply to specific uses or specific activities.

- Chapter 17.64: General Site Standards. This chapter provides standards that apply generally to

all properties and include things like accessory structures, fences, landscaping, parking, lighting, screening, signs, performance standards, non-conforming provisions, and flood management provisions.

- Chapter 17.84: Standards for Specific Uses and Activities. This chapter applies to specific uses regardless of zone. Examples include accessory dwelling units, alcoholic beverage sales, automobile sales and service use, bed and breakfast, day care centers, mobile home parks/RV/Trailer Parks and manufactured homes, mobile vendors, emergency shelters, and temporary uses.

Division 4 – Administration and Procedures

Division 4 identifies all planning authorities and review purposes. It provides all of the common procedures that are required as part of any type of review for purposes of zoning. The division outlines all of the planning permits and approvals that are possible and establishes a new three-tiered Development Review process to replace the existing ZAP Tier 2 and Design Review processes. There are also procedures outlined for reviewing actions involving general plan or zoning amendments, establishment of specific plans or precise plans, as well as enforcement.

Division 5 – Definitions of Terms and Uses.

Division 5 provides a comprehensive set of definitions of the terms used in the code and also provides a definition for all permitted, conditionally permitted and in some cases non-permitted uses.

Code Highlights and Key Changes

The CZC has been re-written with each and every standard and requirement evaluated in view of best practices and through a frame of the City's development goals as identified in the General Plan, past experience, experience in implementing the Interim Zoning Ordinance, and desired economic development path. Development standards and design standards were assessed, taking into consideration limited resources, such as land and water, while also taking into account environmental and climate considerations, as well as housing and jobs, in order to allow for a resilient and prepared community to face 2050 and beyond. Below is a summary of some of the key highlights and changes in the CZC:

- Increase housing opportunities.
 - o Ensure consistency with the Housing Element regarding identified sites and densities.
 - o Add back in the Low Medium Zone to further facilitate missing middle housing. The 1996 and 2002 General Plans had a land use called Medium Low Density Residential (MLDR) with a density between Low and Medium zones. These areas are shown as a duplex zone (R2) on the existing zoning map. The General Plan EIR studied all of these areas as medium density, but they were approved as Low density in 2017.
 - o Ensure consistency between the General Plan and zoning. On some parcels the zoning shows multi-family (RM) where the General Plan shows low density residential (LD). Due to SB 330, sites may not be downzoned from how they were shown as of January 1, 2018.
 - o Transition the Community Commercial zone to a mixed-use zone (CCMU) which allows multi-family residential.
 - o Expand CMU zones along the West Main Street corridor.
- Incorporate historical standards and the updated Downtown zones as a new section in the code.
- Retained the Neighborhood Preservation (NP) zone.
- Add small lot subdivision development standards to provide flexibility for infill residential development.
- Provide allowance for limited retail uses in specific residential locations and situations
- Update building and site design standards for all zones
- Add a new chapter for screening and outdoor storage standards
- Update parking, lighting and landscaping sections.

- Increase development intensity standards for the Community Commercial Mixed Use (CCMU), Regional Commercial (RC), Regional Commercial Flex (RCF), Industrial Flex (IF) and Industrial General (IG) zones to allow appropriate intensity of development. Encourages more efficient use of limited land resources.
- Carry forward the standards of the General Plan Light Industrial Flex (LIF) Overlay into new base zone standards.

Community Outreach

All meetings will be recorded and posted on the Comprehensive Zoning Code web page to allow members of the public the ability to view all presentations and discussions. The city will offer a range of meeting types, from pre-recorded to virtual to in-person. In the past, the city has found that virtual meetings tend to be very well attended and provide an alternative option for the public to gain access to meetings. In-person meetings will be held at the City of Woodland Council Chambers, located at 300 First Street. More information regarding meeting times will be provided. Outreach will be conducted using notices in the newspaper, direct mailings, email to identified interested parties, and various forms of social media, including press releases, notices to list-serve groups, and posting on the city's web page.

Proposed Public Meeting Schedule:

Meetings may be subject to change, so please continue to check the CZC web site for up-to-date information.

- September 19, 2023 – Release of Draft Code and Information Update to City Council
- **September 21, 2023 – Release of Draft Code and Information Update to Planning**

Commission

- September 26, 2023 – Comprehensive Code Detailed Overview (Recorded and posted)
- October 5, 2023- Planning Commission meeting to review new standards and key discussion or decision points
- October 18, 2023 – Workshop to review commercial and mixed-use standards;
- October 19, 2023 – Planning Commission meeting to review regulations and standards related to housing development
- October 24, 2023 – Workshop to review industrial and new development standards (mid-day meeting); and
- October 25, 2023 – Workshop to review downtown and historical related development standards (morning meeting).
- November 7, 2023 – City Council meeting to review all comments and proposed changes.
- December 7, 2023 – Planning Commission hearing to review and provide a recommendation.
- December 19, 2023 – City Council adoption hearing.

The public review draft will be released for public review and comment from September 19, 2023 through October 27. After which all comments will be evaluated and suggested changes provided in an errata format to be presented to the City Council for final consideration before preparing a final draft for adoption. However, public comment may continue to be provided up until final adoption.

The city invites all interested residents to attend the scheduled community events and express opinions. Community members may also provide comments regarding the Comprehensive Zoning Code update to the following email:
compzoneupdate@cityofwoodland.org

The Zoning Code is considered a living document and represents the goals and policies of the General Plan as translated into regulatory requirements. It is anticipated that as the city begins to actively utilize the code, there may be fine tuning required moving forward.

Conclusion:

Staff recommends that the Planning Commission receive a presentation on the Public Review Draft of the Comprehensive Zoning Code and an outline of the public review process.

Prepared by: Cindy A. Norris, Principal Planner

Attachments:

1. CZC Cover and Table of Contents
2. CZC Division I-General Provisions
3. CZC Division II-Zone Regulations
4. CZC Division III-Citywide Standards
5. CZC Division IV-Administration & Procedures
6. CZC Division V-Definitions
7. Draft Comprehensive Zoning Code Map
8. Proposed Zone Changes on the Draft Comprehensive Zone Map
9. Zone Changes that Require a General Plan Amendment
10. Current Zoning Map with Proposed Zone Amendment Areas



GROWING STRONG

WOODLAND'S COMPREHENSIVE ZONING UPDATE

Proposed Zone and General Plan Map Changes

Table of Contents

- 1. Zoning Map Amendments – Background & Overview**
- 2. Proposed Map Changes – Zoning and General Plan**
- 3. Residential Changes**
- 4. Downtown Changes**
- 5. Corridor Mixed Use**
- 6. Commercial**
- 7. Industrial**
- 8. Next Steps & How to Get Involved**



1

Background and Overview



Zones and Zone Groups

Proposed Zones and correspondence to the General Plan Land Use:

Table 17.12.010-1: Zoning Districts

Chapter	Zone Abbrev.	Zone Name	Implements the following General Plan Land Use:
Residential Zones			
Chapter 17.28	R-L	Residential Low	<i>Low Density-Residential (1-8 du/ac)</i>
Chapter 17.28	NP	Neighborhood Preservation	<i>Low Density-Residential (1-8 du/ac)</i>
Chapter 17. 28	R-LM	Residential Low-Medium (New)	<i>Medium-Low Density-Residential (5-15 du/ac)</i>
Chapter 17. 28	R-M	Residential Medium	<i>Medium Density-Residential (8.1-19.9 du/ac)</i>
Chapter 17. 28	R-H	Residential High	<i>High Density-Residential (20-40 du/ac)</i>
Downtown Zones (New) Downtown zones added to the Code			
Chapter 17.32	DX-1	Downtown-Core	<i>Downtown Mixed Use</i>
Chapter 17.32	DX-2	Downtown-Civic	<i>Downtown Mixed Use</i>
Chapter 17.32	DX-3	Downtown-Transitional	<i>Downtown Mixed Use</i>
Chapter 17.32	DX-4	Downtown-Gateway	<i>Downtown Mixed Use</i>
Mixed-Use Zones			
Chapter 17.36	CMU-WM	Corridor Mixed Use - West Main	<i>Corridor Mixed Use</i>
Chapter 17.36	CMU-E	Corridor Mixed Use – East St	<i>Corridor Mixed Use and Downtown Mixed Use</i>
Chapter 17.36	CMU-K	Corridor Mixed Use – Kentucky Ave	<i>Corridor Mixed Use</i>
		Corridor Mixed Use – Armfield (New)	<i>Corridor Mixed Use</i>

Chapter	Zone Abbrev.	Zone Name	Implements the following General Plan Land Use:
Mixed-Use Zones			
Chapter 17.36	CMU-F	Corridor Mixed Use – Flex	<i>Corridor Mixed Use with Light Industrial Flex Overlay</i>
Chapter 17.36	CCMU	Community Commercial Mixed Use	<i>Community Commercial</i>
Chapter 17.36	NMU	Neighborhood Mixed Use	<i>Neighborhood Commercial</i>
Commercial Zones			
Chapter 17.40	RC-F	Regional Commercial Flex	<i>Regional Commercial with Light Industrial Flex Overlay</i>
Chapter 17.40	RC	Regional Commercial	<i>Regional Commercial</i>
Employment Zones			
Chapter 17.44	IF	Industrial Flex	<i>Industrial with Light Industrial Flex Overlay</i>
Chapter 17.44	IG	Industrial General	<i>Industrial</i>
Public and Open Space Zones (New)			
Chapter 17.48	PF	Public Facilities	<i>Public/Quasi-Public</i>
Chapter 17.48	OS	Open Space	<i>Open Space</i>
Chapter 17.48	FSA	Flood Study Area	<i>Flood Study Area</i>

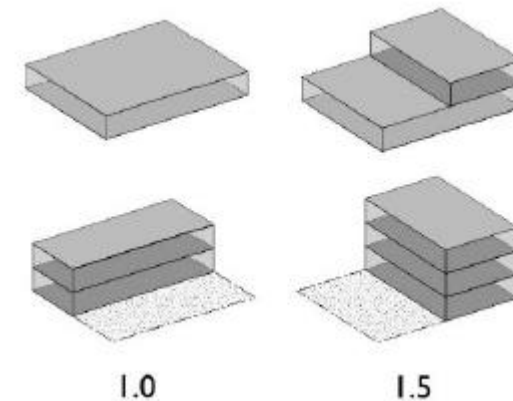
Density and Intensity

Density

- Residential based
- The ratio of Dwelling Units per gross acre.
- Gross density includes total acreage of a site measured to the centerline of proposed bounding streets and to the edge of the ROW of existing and dedicated streets.
- Example, an 6,000 square foot lot in the R-LM with a maximum allowed density of 15 du/ac
- 43,560 sq ft per acre
- $6,000 \text{ sf} = 0.137 \text{ acres}$
- $15 \times 0.137 = 2 \text{ dwelling units (du)}$

Intensity

- Non-Residential (Generally)
- Based on Floor Area Ratio
- Floor Area Ratio (FAR) is the ratio of the floor area of all principal and accessory buildings on a site to the site area.
- Example, if the floor area of all buildings is 20,000 and site area is 10,000, the FAR is 2:1 or 2.0



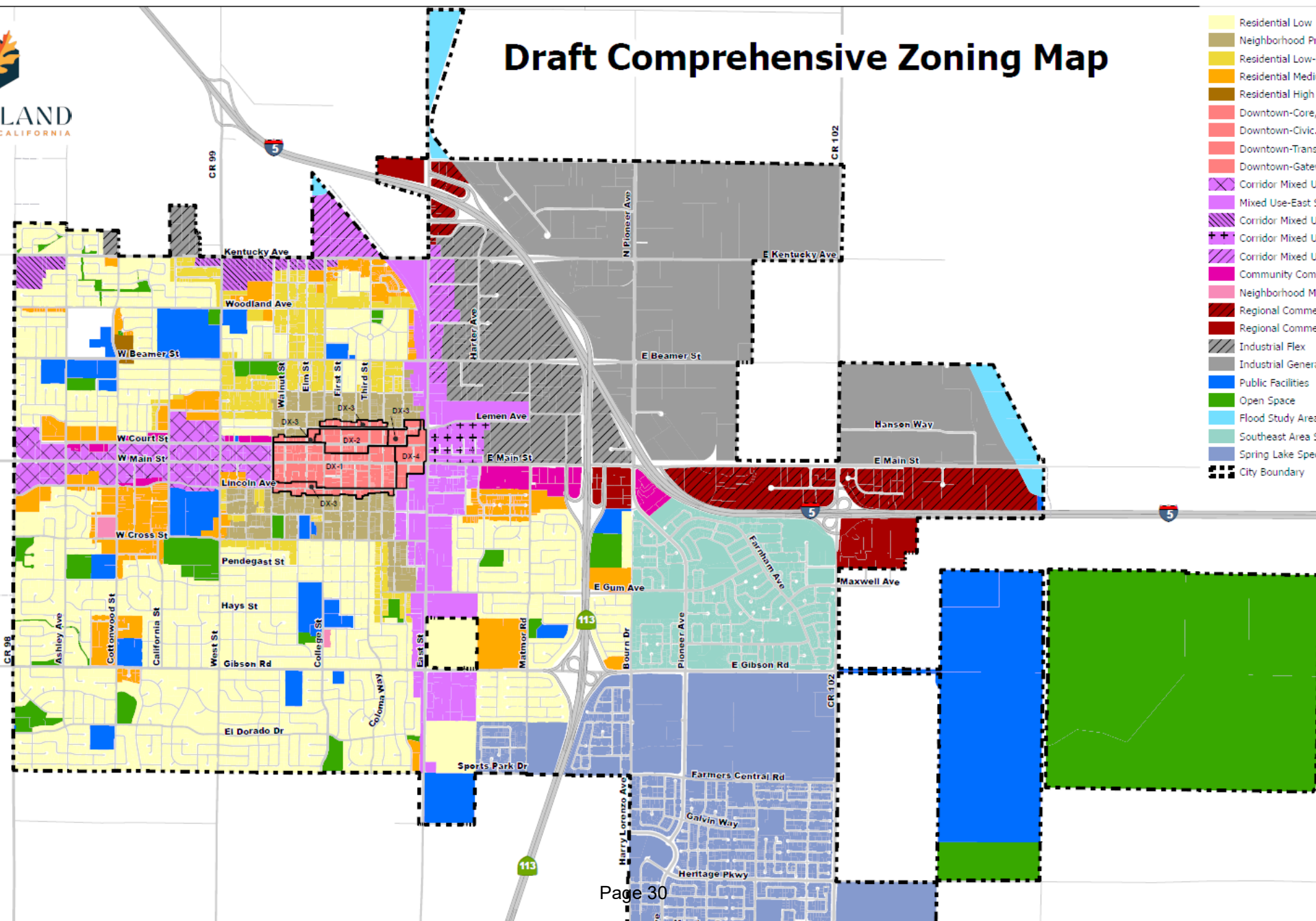


Proposed Map Changes



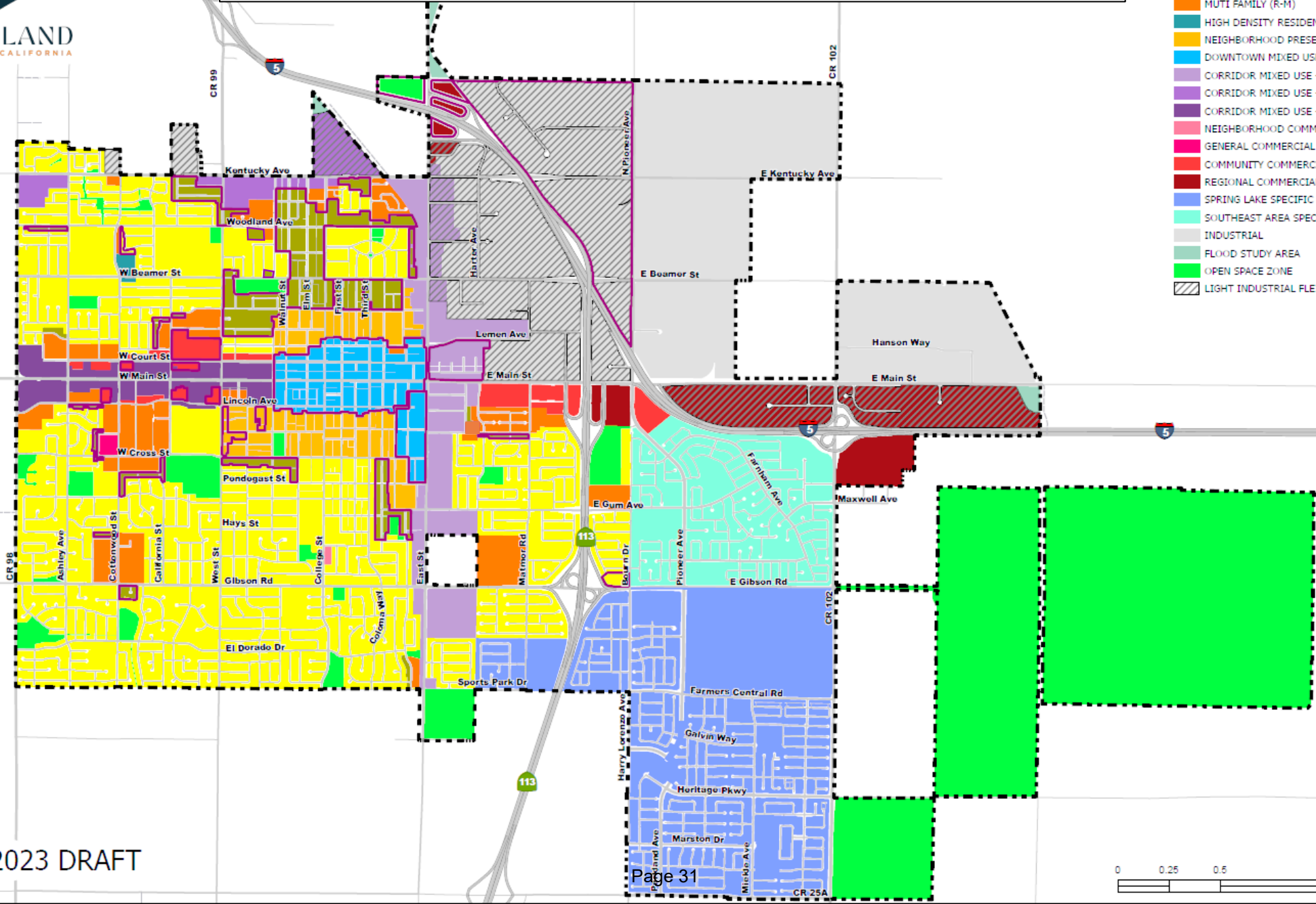
Draft Comprehensive Zoning Map

-  Residential Low
-  Neighborhood Preservation
-  Residential Low-Medium
-  Residential Medium
-  Residential High
-  Downtown-Core, DX-1
-  Downtown-Civic, DX-2
-  Downtown-Transitional, DX-3
-  Downtown-Gateway, DX-4
-  Corridor Mixed Use-West Main
-  Mixed Use-East St
-  Corridor Mixed Use-Kentucky
-  Corridor Mixed Use-Armfield
-  Corridor Mixed Use-Flex
-  Community Commercial Mixed Use
-  Neighborhood Mixed Use
-  Regional Commercial Flex
-  Regional Commercial
-  Industrial Flex
-  Industrial General
-  Public Facilities
-  Open Space
-  Flood Study Area
-  Southeast Area Specific Plan
-  Spring Lake Specific Plan
-  City Boundary



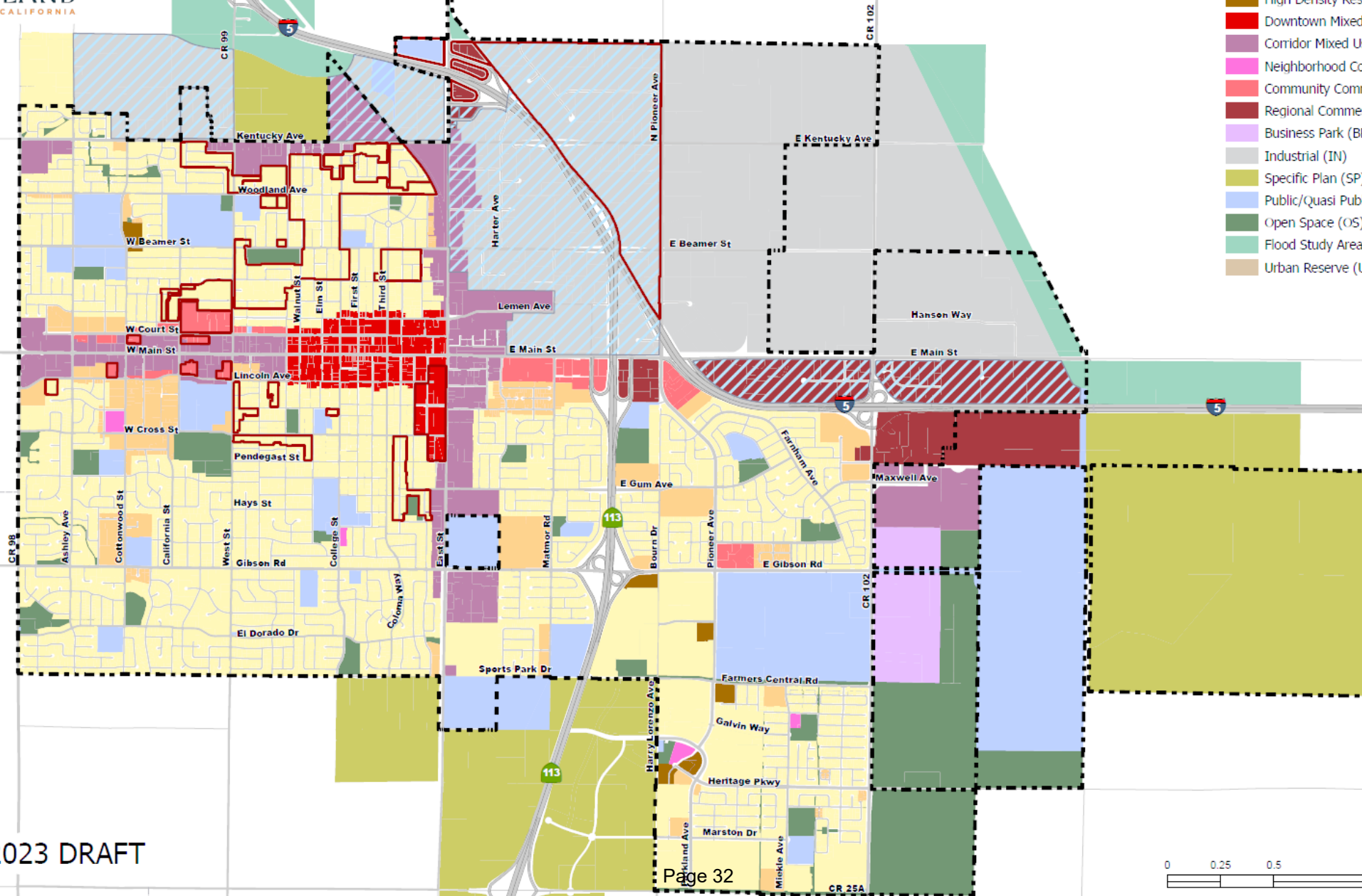
Current Zoning Map with Proposed Areas of Zone Change Shown

- Zoning**
- SINGLE FAMILY RESIDENTIAL (R-1)
 - DUPLEX RESIDENTIAL (R-2)
 - MULTI FAMILY (R-M)
 - HIGH DENSITY RESIDENTIAL (R-HD)
 - NEIGHBORHOOD PRESERVATION (R-2/NP)
 - DOWNTOWN MIXED USE
 - CORRIDOR MIXED USE - EAST ST
 - CORRIDOR MIXED USE - KENTUCKY AVE
 - CORRIDOR MIXED USE - WEST MAIN
 - NEIGHBORHOOD COMMERCIAL
 - GENERAL COMMERCIAL
 - COMMUNITY COMMERCIAL
 - REGIONAL COMMERCIAL
 - SPRING LAKE SPECIFIC PLAN
 - SOUTHEAST AREA SPECIFIC PLAN
 - INDUSTRIAL
 - FLOOD STUDY AREA
 - OPEN SPACE ZONE
 - LIGHT INDUSTRIAL FLEX OVERLAY



General Plan Land Use Map with Proposed Areas of Change Shown

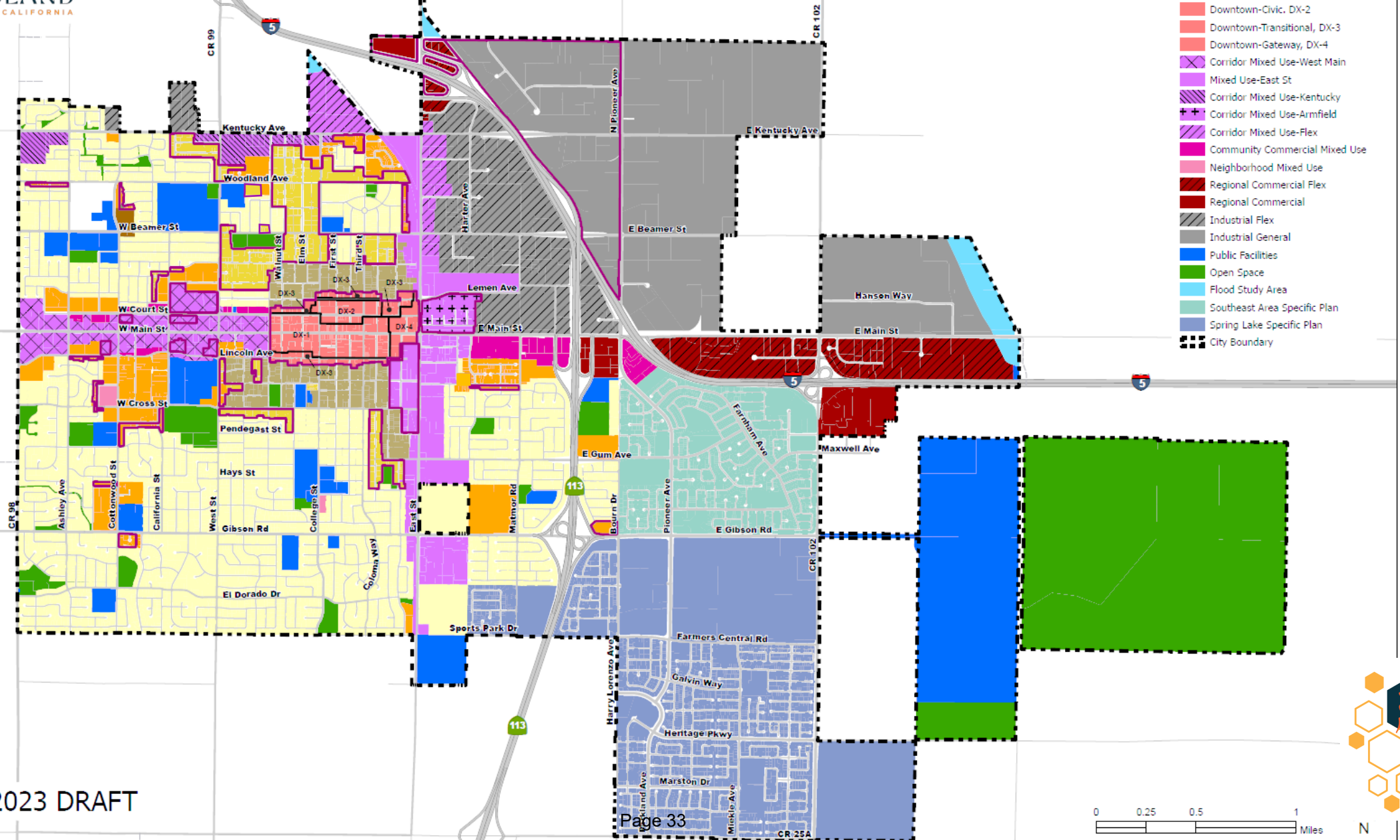
- General Plan Land Use**
-  Light Industrial Overlay (IF)
 -  Low Density Residential (LD)
 -  Medium Density Residential (MD)
 -  High Density Residential (HD)
 -  Downtown Mixed Use (DX)
 -  Corridor Mixed Use (CX)
 -  Neighborhood Commercial (NC)
 -  Community Commercial (CC)
 -  Regional Commercial (RC)
 -  Business Park (BP)
 -  Industrial (IN)
 -  Specific Plan (SP)
 -  Public/Quasi Public (PQ)
 -  Open Space (OS)
 -  Flood Study Area (FS)
 -  Urban Reserve (UR)



9/14/2023 DRAFT



Proposed Comprehensive Zoning Map with Proposed Areas of Change Shown



Current vs. Proposed Densities

Current Residential Zones

Single Family R-1 – 1-8 du/ac
Neighborhood Preservation NP – 1-8 du/ac
Duplex Residential R-2 – 1-8 du/ac
Multi Family RM – 8.1-19.9 du/ac
High Density Residential RH - 20-40 du/ac

Corridor Mixed Use CMU – 20-40 du/ac
Neighborhood Commercial NC – only on upper floors

Downtown – 40 du/ac assumed average

Proposed Residential Zones

Residential Low RL – 1-8 du/ac
Neighborhood Preservation - NP – 1-8 du/ac
Residential Low Medium RLM – 5-15 du/ac
Residential Medium RM – 8.1-19.9 du/ac
Residential High RH - 20-40 du/ac

Corridor Mixed Use CMU – 20-40 du/ac
Community Commercial Mixed Use CCMU – 15-35 du/ac
Neighborhood Mixed Use NMU – Unclear – only allowed on upper floors

Downtown – 40 du/ac assumed average

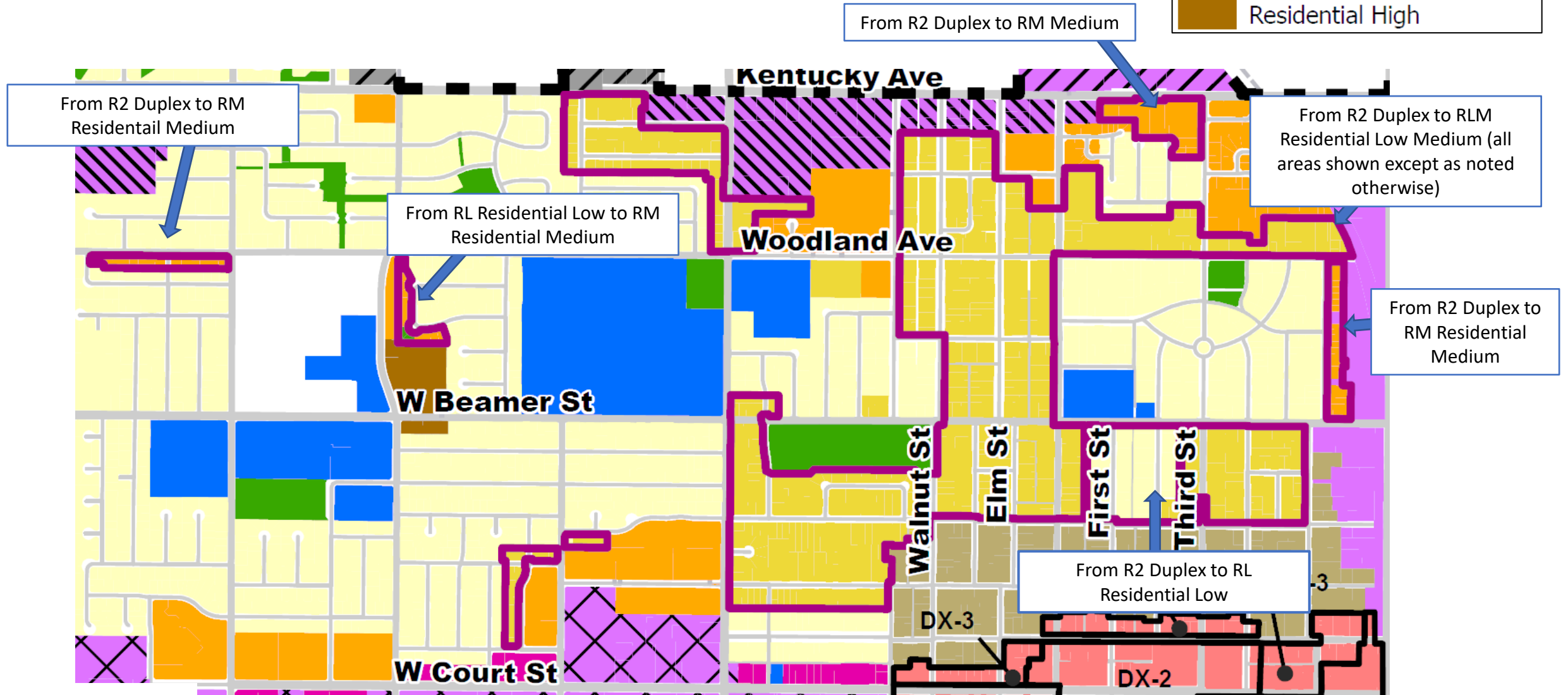


Residential Map Changes

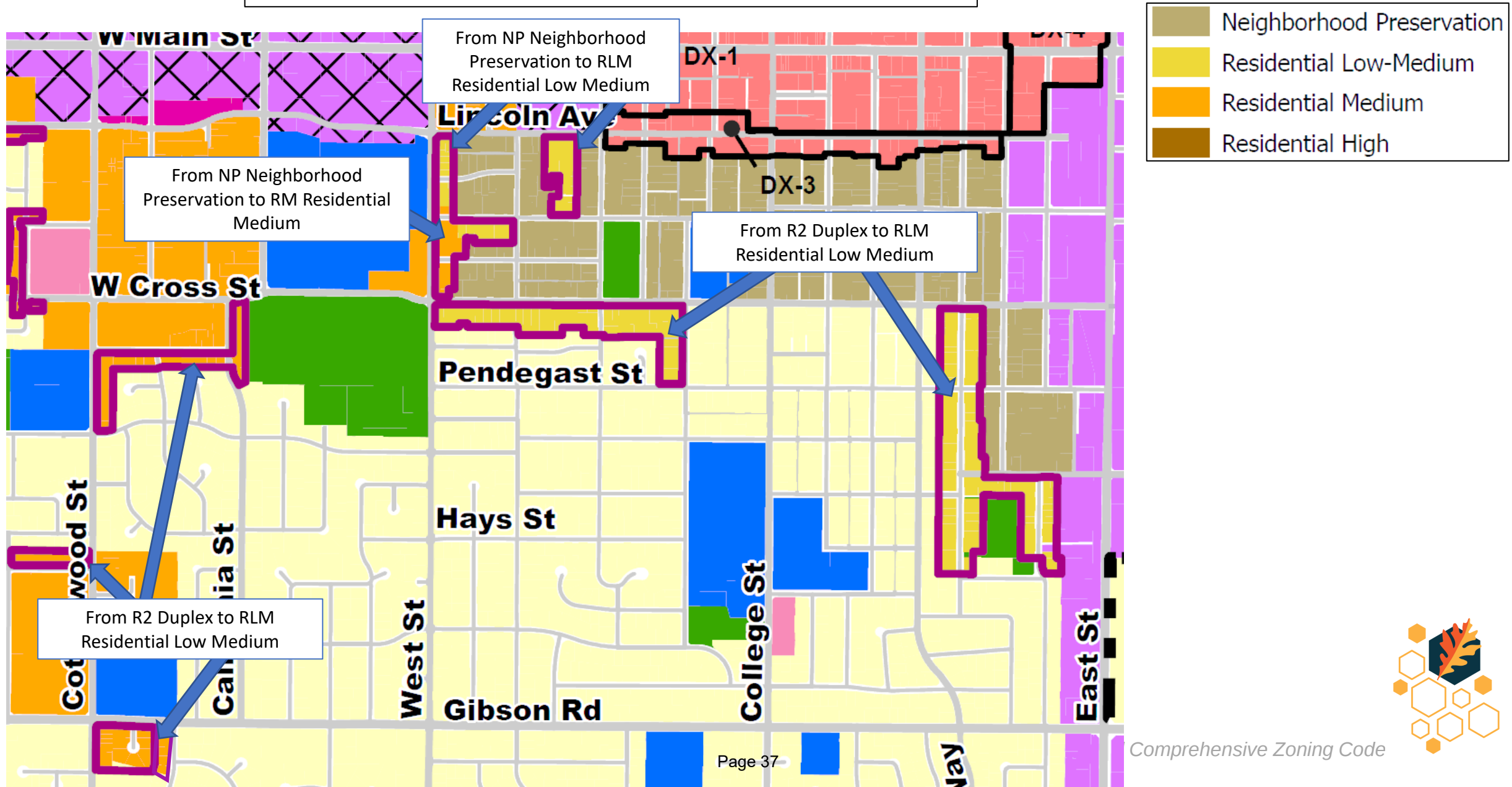


Proposed Areas of Residential Zone Change Shown NW Area between Court St and Kentucky Avenue

- Neighborhood Preservation
- Residential Low-Medium
- Residential Medium
- Residential High



Proposed Areas of Residential Zone Change Shown SW Area between Main St and Gibson Avenue



Proposed Areas of Residential Zone Change Shown SE Area between Main St and Gibson Avenue

From R2 Duplex to RLM
Residential Low Medium

	Neighborhood Preservation
	Residential Low-Medium
	Residential Medium
	Residential High

E Gum Ave

113

Matmor Rd

From RL Low to RM Residential
Medium

Bourne

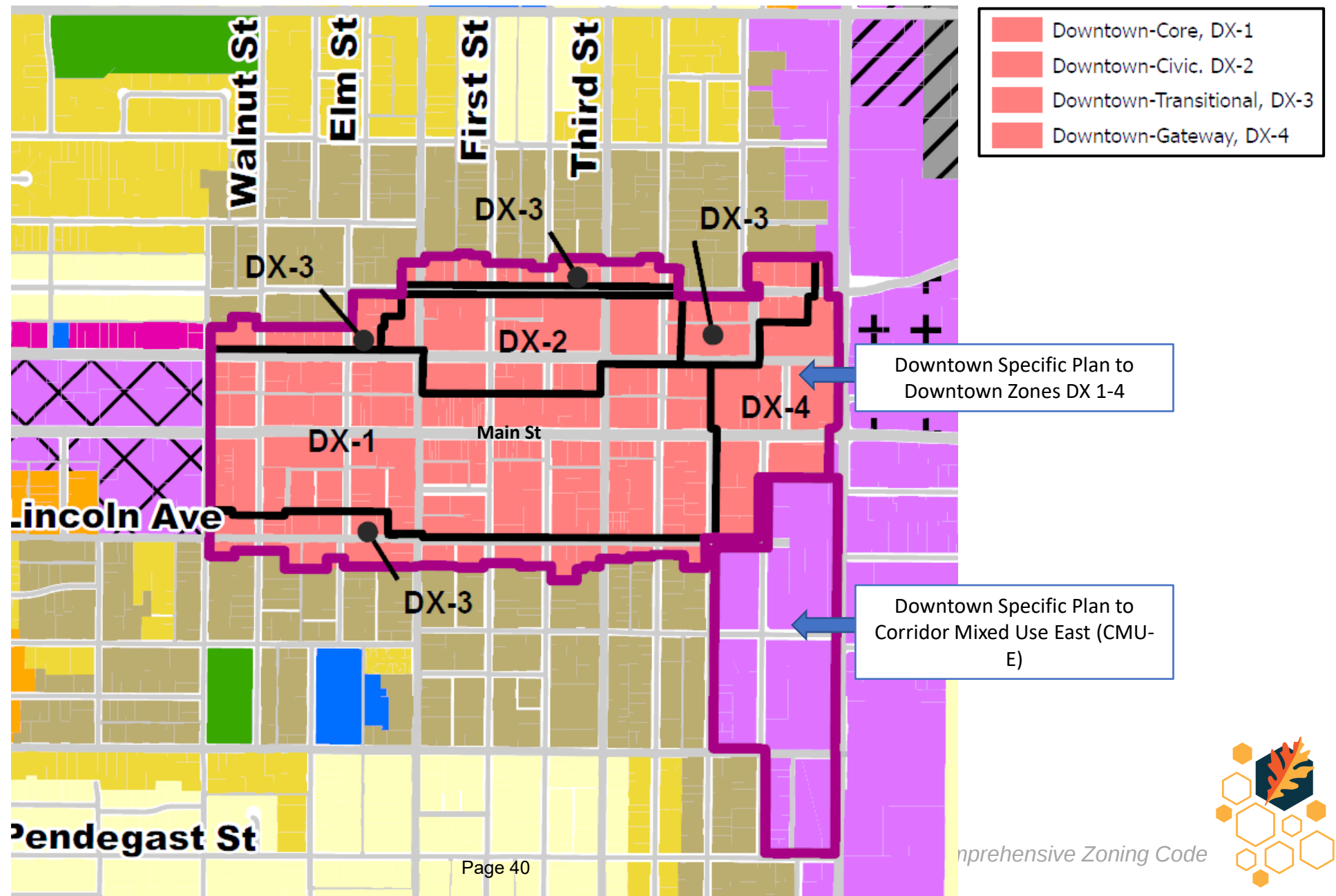




Downtown Map Changes



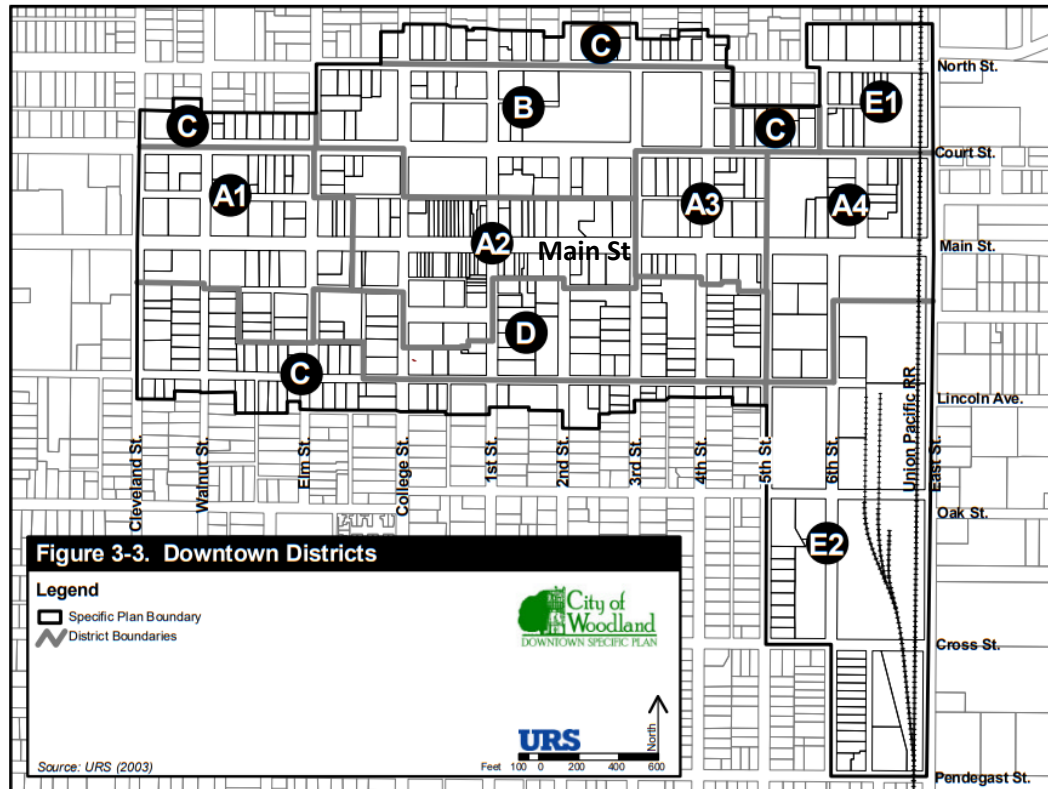
Proposed Zoning with Downtown Zones Shown



Downtown Zones

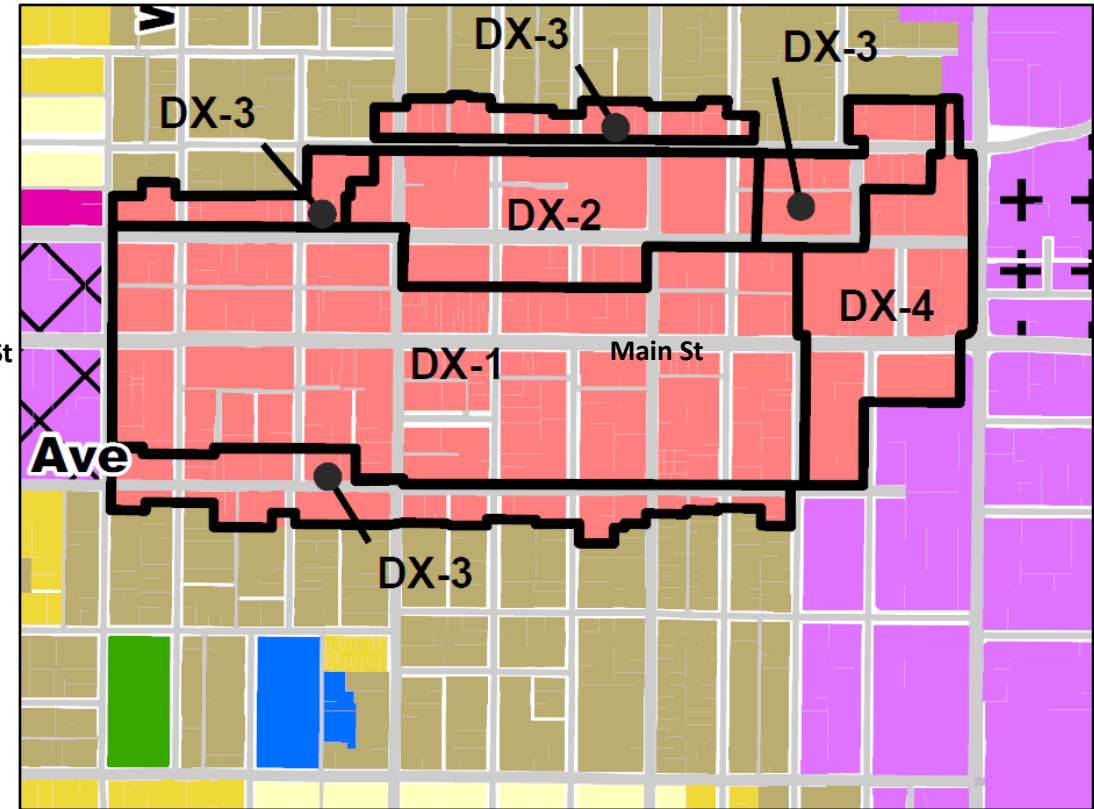
Proposed Downtown Zones

Downtown Specific Plan Districts



- A – Main Street
- B – Government Center
- C - Transitional District
- D - Mixed Use District
- E - Gateway District

Main St



- Downtown-Core, DX-1
- Downtown-Civic, DX-2
- Downtown-Transitional, DX-3
- Downtown-Gateway, DX-4

- Simplifies the zones
- Based on the 2017 Synoptic Survey and on the ground review
- Reflective of current conditions



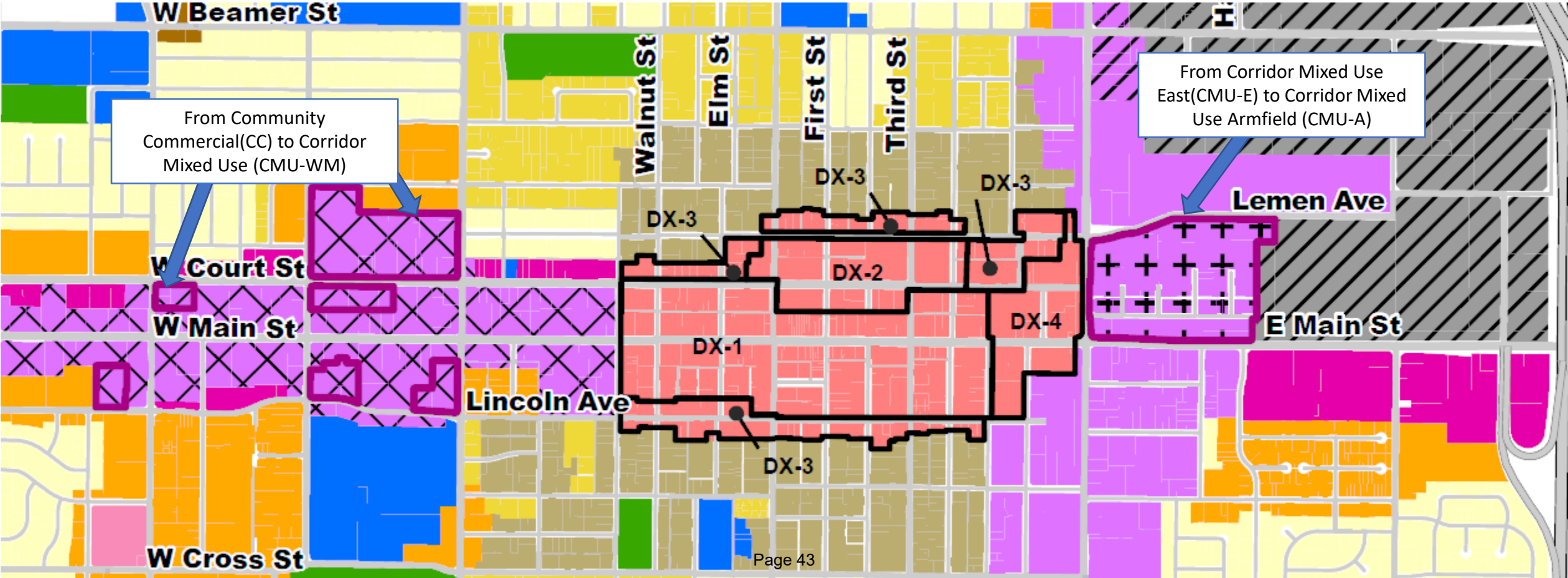


Corridor Mixed Use Map Changes



Proposed Corridor Mixed Use Zone Changes Shown

-  Corridor Mixed Use-West Main
-  Mixed Use-East St
-  Corridor Mixed Use-Kentucky
-  Corridor Mixed Use-Armfield
-  Corridor Mixed Use-Flex
-  Community Commercial Mixed Use

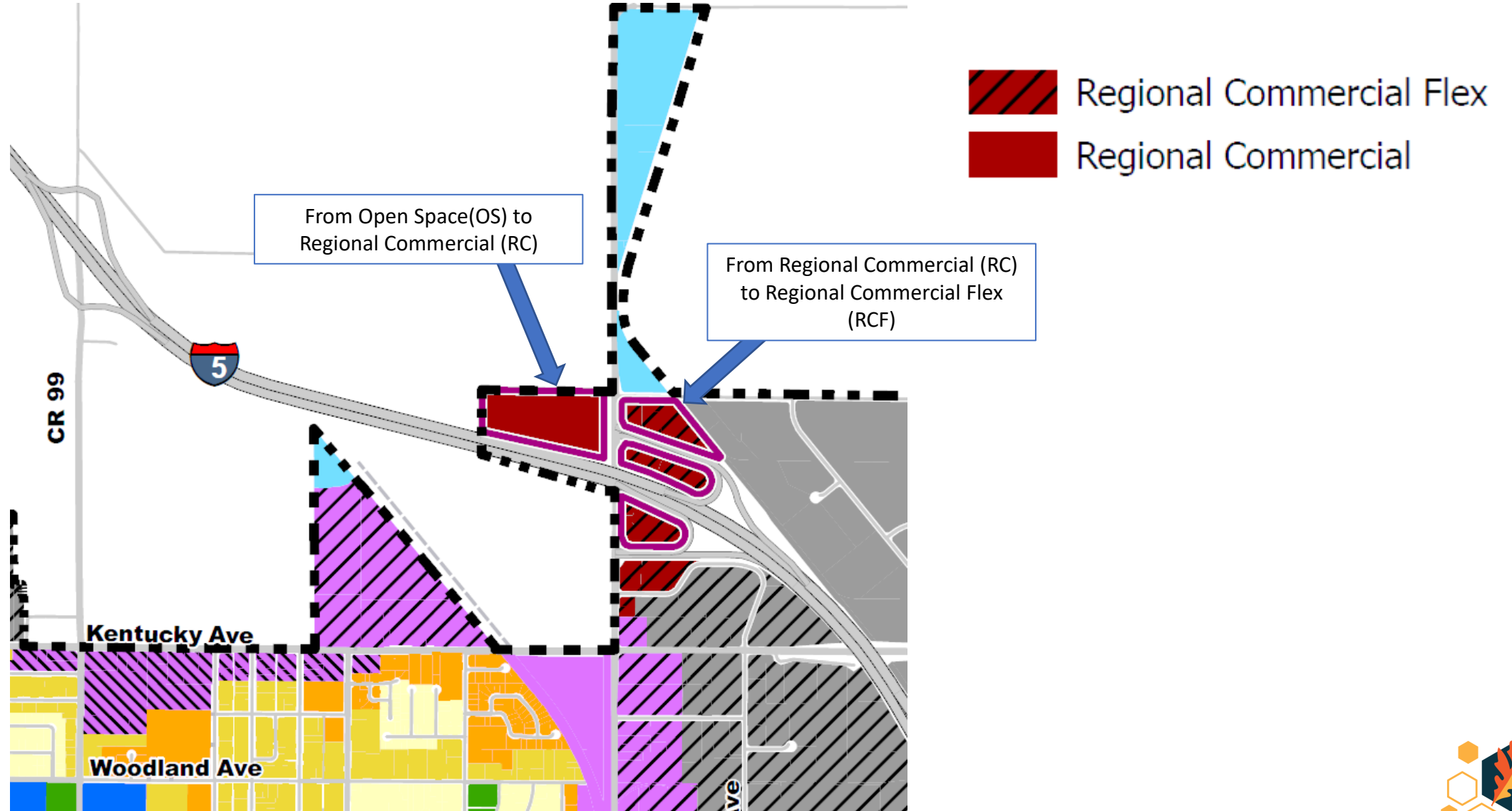




Commercial Map Changes



Proposed Zoning with Regional Commercial Zones Shown

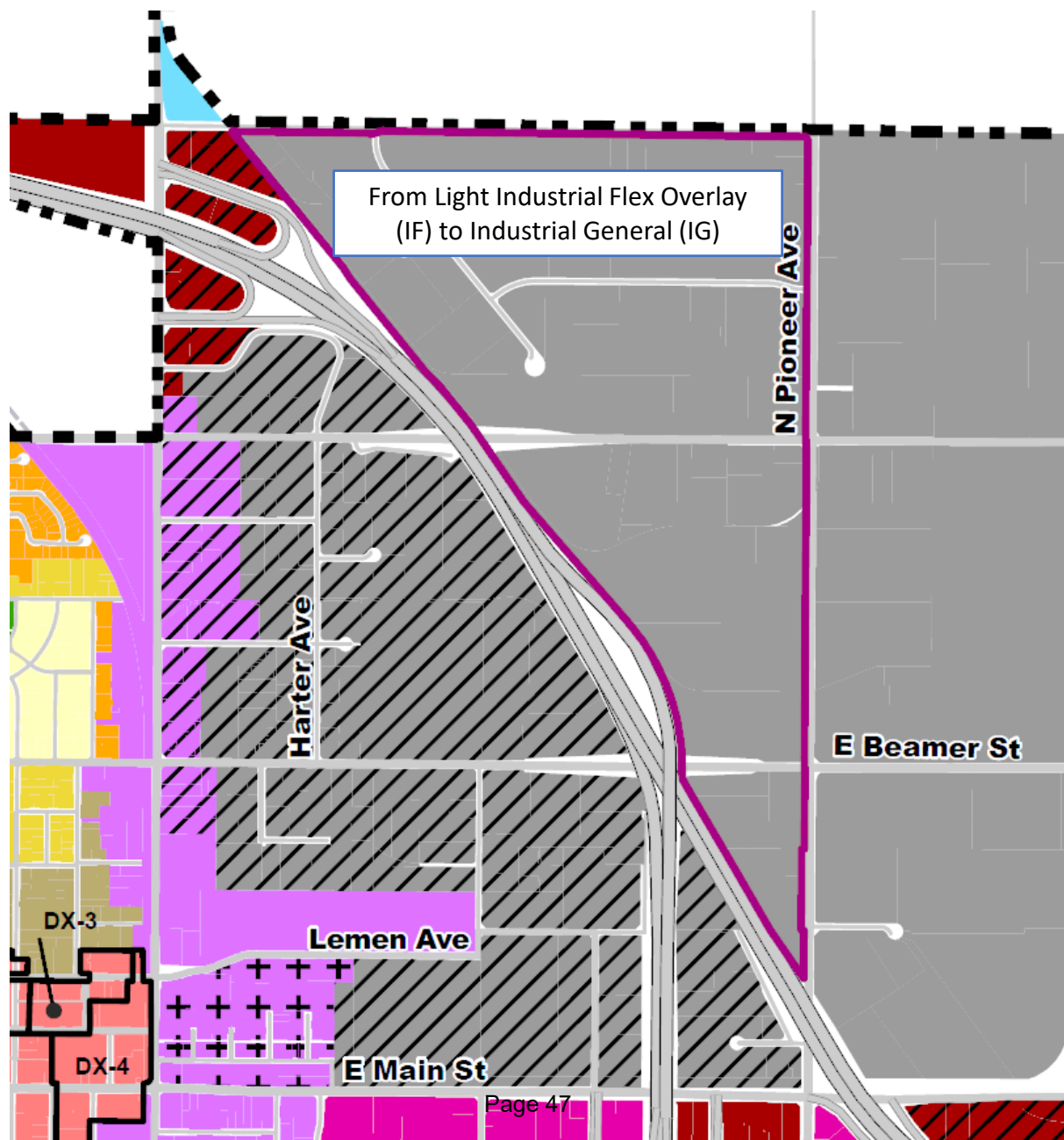




Industrial Map Changes



Proposed Zoning with Industrial Zones Shown



- Industrial Flex
- Industrial General



3

Next Steps – How to Get Involved



Next Steps

Proposed Public Meeting Schedule:

Meetings may be subject to change, so please continue to check the CZC web site for up-to-date information.

Please join the City of Woodland staff at one or more of the scheduled **workshops concerning the Public Review Draft Comprehensive Zoning Code Update** on the following dates:

- **Thursday, October 5 @ 6:30 PM** – Planning Commission Workshop
- **Wednesday, October 18 @ 6:00 PM** – Commercial and Mixed-Use focus
- **Thursday, October 19 @ 6:30 PM** – Planning Commission Workshop - Housing focus
- **Tuesday, October 24 @ 11:30 AM** – General and Industrial focus
- **Wednesday, October 25 @ 9:00 AM** – Downtown focus

All meetings will be held in the **City Council Chambers, 300 First Street, City Hall** and will be recorded and posted on the Comprehensive Zoning Code web page.



How to Get Involved

- Review the Comprehensive Zoning Code Web Page:
 - <https://cityofwoodland.org/1165/Comprehensive-Zoning-Update>
 - Or bit.ly/woodlandzoning
- Watch Recorded Meetings (All meetings recorded)
- Attend Meetings and Workshops
- Email comments and questions:
compzoneupdate@cityofwoodland.org

Copies of the Code may be viewed at the following:

- *Community Development Department, Library, Community & Senior Center*
- *On-line on the Comprehensive Zoning Code Web page.*



Thank you!





TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission Meeting
DATE: October 5, 2023
ITEM #: I.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:

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

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 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 by a majority of the Planning Commission.

Conclusion:

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.

Prepared by: Erika Bumgardner, Principal Planner

Attachments:

1. Planning Commission Rules and Regulations

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

I. DUTIES AND RESPONSIBILITIES

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

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

II. MEMBERSHIP

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

III. TERM AND CONDUCT

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

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

It is recommended that Commission members are 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.

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/AGENDA/PC/PCADMIN/PC RULES AND REGULATIONS