



## City of Woodland

### Meeting Agenda

#### Zoning Administrator Hearing

City Hall  
Council Chambers  
300 First Street  
Woodland, CA 95695

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May 28, 2024  
2:00 PM

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#### A. CALL TO ORDER

#### B. 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](mailto: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.*

#### C. PUBLIC HEARING

1. SUBJECT: Woodland Firearms LLC Zoning Administrator Permit

RECOMMENDATION FOR ACTION: Staff recommends that the Zoning Administrator Conduct a public hearing and adopt Resolution No. \_\_\_\_\_, approving a request for a Zoning Administrator Permit to establish a firearm sales and servicing land use for Woodland Firearms LLC, located at 1122 Pendegast Street, APN 006-534-009 (the "subject site"), subject to conditions of approval.

#### D. ADJOURNMENT

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such requests must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.

Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.



**TO:** THE ZONING ADMINISTRATOR  
**AGENDA:** Zoning Administrator Hearing  
**DATE:** May 28, 2024  
**ITEM #:** C.1  
**SUBJECT:** Woodland Firearms LLC Zoning Administrator Permit

**Recommendation for Action:** Staff recommends that the Zoning Administrator conduct a public hearing and adopt Resolution No. \_\_\_\_\_, approving a request for a Zoning Administrator Permit to establish a firearm sales and servicing land use for Woodland Firearms LLC, located at 1122 Pendegast Street, APN 006-534-009 (the “subject site”), subject to conditions of approval.

**Staff Contact:**

Anna Canales, Assistant Planner, (530) 661-5819, [anna.canales@cityofwoodland.gov](mailto:anna.canales@cityofwoodland.gov)

**Background:**

Site Description

The subject site is an approximately 2,850-square foot existing building on a developed site, located at 1122 Pendegast Street. It is in the City’s Corridor Mixed Use – East Street (CMU-E) zone district and is bound by a mix of commercial and low-density residential land uses.

**Figure 1 – Project Location**



Project Site Existing Land Uses: Commercial – Developed

Flood Zone: Zone AE, Map Number 06113C0445H, as revised May 16, 2012. The project site is not located within the city Flood Area.

Street Access: Pendegast Street

Adjacent Land Uses and Zoning:

The subject site is surrounded by the following land uses and zone districts:

Direction	Land Use	Zoning
North	Pendegast Street and undeveloped land	Downtown Mixed Use
South	Single Family Residential land use	Corridor Mixed Use – East Street
West	Single Family Residential land use	Neighborhood Preservation

East	East Street / Railroad line	Corridor Mixed Use – East Street
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**Project Proposal**

The applicant has stated that Woodland Firearms LLC is, and is proposed to continue as, a firearm sales and servicing business with a focus on customers who are family enthusiasts, hunters, collectors, current and former military and law enforcement members. Woodland Firearms LLC has been in operation as of September 2022 as a home-based Federal Firearms License in Woodland and the applicant has conveyed that the proposed project is intended to provide the community with access to a brick-and-mortar firearm retail business, something that does not presently exist in the city.

Woodland Firearms LLC will be staffed by four employees including the business owner, immediate family, and other employees who include a veteran police officer previously stationed in Oakland, CA. the planned business expansion includes hiring employees with specialized expertise as firearm collectors, and related professional backgrounds.

Hours of operation will initially be by appointment only and limited to Monday through Friday 9:30 am – 5:30 pm. The business is anticipated to transition to open expanded operating hours open to the public in late summer/early fall 2024 on Mondays, through Saturday from 9:30 am – 5:30 pm, closed Sundays and Wednesdays.

All business operations will be conducted inside the secured building and the applicant has proposed several measures to enhance the security of the building as approved by the City Police Department. The applicant has obtained all applicable state, federal, and city permits.

**Public Notification**

Public notice advertising for the Zoning Administrator 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. Notices were mailed to all property owners and tenants within 300 feet of the project site.

Staff did receive comments from the neighboring residential area to the west of the project site, with concerns regarding the proposed firearm use in such close proximity to homes and families with young children. At the residents' request, a Zoning Administrator hearing was scheduled with additional noticing to residents and property owners within the required 300-foot radius of the proposed project site.

**Applicable Laws, Codes and Ordinances**

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

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

The project requires the following permits:

- Business License issued by the City of Woodland
- Certificate of Eligibility issued from the California Department of Justice

- Federal Firearms License issued by the U.S. Department of Justice, Bureau of Alcohol, Tobacco, and Explosives

## **Environmental Review**

Class 1 Categorical Exemption (Existing Facilities) pursuant to Section 15301 of the CEQA Guidelines is the appropriate level of CEQA review for this document. Class 1 exemption consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The proposed project entails the use of an existing private facility with minor alterations with negligible or no expansion of use.

## **Discussion:**

### **Staff Analysis**

#### **General Plan Consistency**

The subject site has a General Plan land use designation of Corridor Mixed Use, which allows for residential, retail, commercial service, office, and light industrial uses. Approval of this Zoning Administrator Permit would be consistent with the General Plan's goals, such as the following:

**Policy 2.A.5 Complete and Well-Designed Neighborhoods.** Promote the development of complete neighborhoods with a physical layout and land use mix that allows for a diversity of incomes; puts residents close to amenities; promotes walking, biking, and transit use; fosters community pride; enhances neighborhood identity; ensures public safety; and meets the needs of all ages and abilities.

**Policy 2.D.I Jobs/Housing Relationship.** Promote and support the development of a balance of residential, commercial, and industrial development within the city. Encourage a variety of job and housing types to provide a range of employment and housing opportunities for all city residents. Maintain a job to housing ratio citywide of at least 1:1 to optimize the supply and demand for both, reduce commute trips and overall vehicle miles traveled (VMT), and make communities less dependent on single-occupancy vehicle trips.

**Policy 2.E.7 Public Safety and Community Design.** Promote design that enhances public safety and discourages crime by providing buildings that engage the street, as well as adequate lighting and sight lines.

#### **Zoning Compliance**

##### *Location*

The project site is located within the CMU-E zone district and borders the City's Neighborhood Preservation (NP) zone district to the west, placing it in a transition area between lower-density residential and higher-intensity commercial land uses. Firearm sales and servicing are conditionally permitted in this district. With the approval of a Zoning Administrator Permit, the proposed use would comply with the City's Zoning Ordinance requirements.

##### *Security*

The proposed project has been reviewed by the City Police Department in coordination with the City Planning Division to ensure conformance with applicable city standards related to project site security and land use. The applicant has proposed several security enhancements for the building at 1122 Pendegast Street, including:

- Installing a comprehensive security camera system

- Adding additional lighting along the northern side of the building
- Installing roll-up metal shutters over all windows and doors

Additionally, the applicant has mentioned that employing a security guard is one of the many protective measures under consideration. Other security measures include a buzz-in access system, where customers check in via intercom with an employee before entry.

The applicant plans to hire current and former law enforcement personnel and intends to operate by appointment only for at least six months after beginning operations at 1122 Pendegast Street.

#### *Home Occupation*

The applicant's current home-based firearm sales and servicing operation is conducted both online and in person, by appointment only. It has had no issues and operates in compliance with the City of Woodland Home Occupation Ordinance.

#### *Access*

There will be no direct interaction between the business and the surrounding neighborhood. The applicant has noted that patrons may walk to the site using the surrounding streets. There are no public entryways on Pacific Street. The only way to access the primary entrance, which faces East Street, is via the current driveway from Pendegast Street into the parking lot.

#### *Loading and Delivery Areas*

The applicant has stated that the proposed use will not include shipping areas or service doors on the Pacific Street side. All deliveries will be made by common carriers such as FedEx and UPS at the building entryway, located approximately 25 feet south of the main entrance.

#### *Parking*

The subject property currently has 8 off-street parking spaces.

The business' proposed firearm sales and servicing requires 1 parking space per 300 square feet of gross retail floor area. With a proposed sales area of 1000 square feet, 3 parking spaces are required. The minimum parking standard will continue to be met.

Other development standards, such as setbacks, height, and landscaping, do not apply to this project since no construction activities are proposed. Any future modifications to the property would need to comply with the development standards in effect at that time.

#### *Additional Permitting Required*

Besides city permits, the project must adhere to state and federal requirements from the Department of Justice. These regulations address various aspects of the proposed operation, including building security, employee protocols, and inventory management.

#### **Zoning Administrator Permit Findings**

To approve a Zoning Administrator Permit, the Zoning Administrator must make the findings outlined in the City of Woodland Interim *Zoning Ordinance, Section 3.04 – Zoning Administrator Review Minor/Major* outlined below. Staff believes all the required findings may be affirmatively made, as shown below:

- 1. The proposed use is allowed within the applicable zoning district and complies with all other provisions of the Zoning Ordinance or Interim Zoning Ordinance.**

The proposed Firearm Sales and Servicing land use is a conditionally permitted use in the CMU-E zone district. With the approval of a Zoning Administrator Permit, the proposed use would comply with the applicable requirements of the City's Zoning Ordinance.

**2.The proposed use is consistent with the General Plan.**

The subject site has a General Plan land use designation of Corridor Mixed Use, which allows for residential, retail, commercial service, office, and light industrial uses. Approval of this Zoning Administrator Permit would be consistent with the General Plan's goals and policies.

**3.The design, location, size and operating characteristics of the proposed activity would be compatible with the existing and future land uses in the vicinity.**

The proposed retail activity is low-intensity, with an estimated eight customers per day. This is compatible with the project's location being in a transitional area between a higher-intensity commercial corridor and a low-density residential neighborhood.

**4.The site is physically suitable for the type, density and intensity of use being proposed, including access, utilities, and the absence of physical constraints.**

The proposed project will utilize an existing facility that features landscaping, parking, sidewalk, curb, and gutter. The project site has site access from Pendegast Street and connection to city sewer and water utilities.

**5.Granted the permit would not constitute a nuisance or be injurious or detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located.**

Granting the Zoning Administrator Permit would not create a nuisance or harm the public interest, health, safety, convenience, or welfare. It would also not cause material injury to people, property, or improvements in the surrounding area and zoning district. The applicant plans to offer firearm services and sales as part of a new business operating within an existing building on the project site. The applicant must ensure that all site security and operational requirements comply with local, state, and federal regulations, as well as all applicable permits.

**6.The proposed project has been reviewed in compliance with the California Environmental Quality Act (CEQA).**

The Class 1 Categorical Exemption (Existing Facilities) under Section 15301 of the CEQA Guidelines is the appropriate level of CEQA review for this project. This exemption covers the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of the existing or former use. The proposed project involves the use of an existing private facility with minor alterations and negligible or no expansion of its current use.

**Appeals**

The Zoning Administrator's action on the minor conditional use permit shall be final unless, within 10 calendar days after the decision, the applicant or any other person not satisfied with the decision of the Zoning Administrator, may appeal in writing to the Planning Commission. Said appeal shall be accompanied by a filing fee as prescribed by City Council resolution. At its next regular meeting after the filing of such appeal, the Planning Commission shall set a date for a public hearing and shall give notice to the appellant, the applicant and neighboring property owners. (Section 17.136.050).

**Conclusion:**

Conduct a public hearing and adopt Resolution No. \_\_\_\_\_, approving a request for a Zoning Administrator Permit to establish a firearm sales and servicing land use for Woodland Firearms LLC,

located at 1122 Pendegast Street, APN 006-534-009 (the “subject site”), subject to conditions of approval.

Prepared by: Anna Canales, Assistant Planner

Reviewed by: Erika Bumgardner, Deputy Director of Community Development

**Attachments:**

1. EXHIBIT A - Conditions of Approval

EXHIBIT A

Woodland Firearms LLC, 1122 Pendegast Street

CONDITIONS OF APPROVAL

**May 28, 2024**

**General**

1. The project is as described in the staff report prepared for the May 28, 2024 Zoning Administrator Hearing and shall consist of firearm sales and service land use located in an existing 2,850 square foot building, on 0.33 acres in the Corridor Mixed Use – East Street zone district which requires approval of a Zoning Administrator Permit. The project shall be established and operated as depicted in the plans dated February 2, 2024, and as described in the staff report, except as modified in these conditions of approval, and with any changes necessary to comply with 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. The applicant shall secure approval and satisfy requirements of all agencies with jurisdiction prior to operating.
4. The Zoning Administrator Permit shall not be issued until the appeal period has expired or final action on an appeal has been rendered.
5. The Zoning Administrator Permit must be exercised within one year of issuance, or it shall be deemed null and void by act of law.
6. The site shall be developed and maintained in accordance with the approved plans, which include architectural elevations, exterior materials and colors, conceptual landscape, site and floor plans. Should there be a change in the use or an intensification of the described use, the change shall be described and provided in writing to be evaluated by the Community Development Director to determine general consistency with the provisions of the Zoning Administrator permit.
7. Applicant shall comply with the design requirements as stated in the Community Design Standards for any exterior changes, modifications, and additions to the subject building. All exterior changes beyond those stated in the original approval will require staff level design review.

8. The applicant shall be responsible for informing all subcontractors, consultants, engineers, or other business entities providing services related to the project of their responsibilities to comply with all pertinent requirements herein in the City of Woodland Municipal Code, including the requirement that a business license be obtained by all entities doing business in the City.
9. Environmental Recording Fee. Applicant shall provide the Community Development Department with a check for the sum of **\$50 made out to Yolo County** to record the CEQA environmental document (Notice of Exemption) with the County.
10. Prior to the issuance of building permits, the applicant shall include a Final Plan Set, with all conditions of approval incorporated or clearly listed on the plans. The conditions shall be printed on a full-size plan sheet(s). All plans, including site, landscaping, and architectural elevations shall be coordinated for consistency prior to issuance of permits.
11. Prior to the issuance of a Certificate of Occupancy, all conditions of approval and required improvements shall be completed to the satisfaction of the Community Development Department. Design changes that require modification to uses, elevations or site features other than discussed herein, shall be submitted for review and approval through the planning process as a Design Review.
12. Any new signage, modifications or changes to the signage the applicant shall conform to the City Zoning Code and Sign Ordinance. A separate Design Review permit for the building signage shall be submitted.
13. Lighting in “public use” areas such as parking lots, shall be pedestrian oriented in scale. Light standards shall not exceed 15-feet in height and shall be spaced as required to meet City illumination requirements. Light pole base(s), if pedestals are required, shall utilize a decorative design to provide an enhanced appearance at the pedestrian level. Shielding shall be utilized to minimize light impacts to adjacent properties.
14. Photometric data shall be provided, and indicate that the parking area will be equipped with one (1) foot-candle of minimum maintained illumination per square foot of parking surface to include the entire paved area.
15. Prior to the commencement of construction on any project, the applicant shall ensure that the construction contractor has established construction recycling measures pursuant to all other City requirements.

### **Development Engineering**

16. Prior to building permit, owner shall obtain an encroachment permit for installation of a backflow prevention device on all existing domestic, irrigation, and fire water services. Existing backflow devices shall be upgraded to meet current City of Woodland standards. Backflow devices shall be

tested by a City-approved tester and results provided to the Public Works Department prior to occupancy.

## **Fire**

17. Prior to Issuance of Certificate of Occupancy: Project addressing shall meet the minimum requirements of the Woodland Fire Department and the City of Woodland.
18. **Prior to permit approval to install gates or barriers:** The installation of perimeter fencing, gates, or barriers that obstruct fire apparatus access roads shall require a separate plan submittal, review, and approval by the Woodland Fire Department before installation.
19. An operational permit may be required for firearms sales servicing. The need for an operational permit(s) will be determined during the fire inspection. Permit fees apply
20. Addressing and suite numbers shall be readily visible, contrasting in color to the background.
21. Please be aware that, at a minimum or as applicable, the following items will be inspected, tested, or reviewed at the time of inspection:
  - a. Fire sprinkler system inspection, testing, maintenance documentation and service tags are provided or available for review at or before the final, indicating compliance with state mandates.
  - b. Fire sprinkler monitoring system/fire alarm system inspection, testing and maintenance documentation, and service tags are provided or available for review at or before final indicating compliance with state mandates.
  - c. Kitchen hood fire suppression system shall be serviced and tagged.
  - d. Kitchen hood shall have been recently cleaned and tagged.
  - e. Existing exit signs and emergency lighting shall be in good working order and capable of supplying illumination for not less than 90 mins. Testing records are required. Test to be conducted at fire inspection.
  - f. New and existing fire extinguishers shall be current and labeled with a State Fire Marshal-approved service label.
  - g. Beverage dispensing systems with carbon dioxide detection with audible alarms shall be installed and in good working order.
  - h. Existing exits, exit doors, and door hardware are not obstructed, are in good working order, and shall meet the minimum requirements of the CFC.
  - i. Housekeeping shall be orderly, and storage shall be stored in an approved manner per the CFC.
  - j. All electrical and cords shall comply with the CFC.
  - k. All electrical panels shall have a minimum 36-inch clearance before the panel.
  - l. Verify that the address and suite numbers are visible from the assigned street.
  - m. Verify fire lanes are marked.
  - n. Verify all landscaping is three feet away from fire department equipment.
  - o. Verify that fire department equipment is painted, marked, labeled, and secured as applicable.
  - p. Existing walls and ceilings are free from holes that would lead to fire extension.
  - q. Verify Knox Box keys.

If you have questions or concerns, please call our office at 530-661-5860. You may also reach me at 916-405-6539 or [matt.flint@cityofwoodland.gov](mailto:matt.flint@cityofwoodland.gov).