



City of Woodland
Meeting Agenda
Planning Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

March 20, 2025
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. SUBJECT: Planning Commission Meeting Minutes of January 16, 2025

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive and approve the Planning Commission Meeting Minutes of January 16, 2025.

H. PUBLIC HEARING

2. SUBJECT: Tentative Parcel Map No. 5258

RECOMMENDATION FOR ACTION: Staff recommends that the City Planning Commission: (1) Receive the staff report; (2) hold a public hearing; (3) adopt Planning Commission Resolution No. PC 25-02 in support of Tentative Parcel Map No. PC 25-02 in support of Tentative Parcel Map No. 5258 for the division of property located at (APN 063-103-026) into two separate parcels consisting of Parcel-1 at 22.140 acres and Parcel-2 at 7.938 acres, respectively, in the City Industrial with Light Industrial Flex Overlay (LIO) zone district.

3. SUBJECT: Tentative Parcel Map No. 5262

RECOMMENDATION FOR ACTION: Staff recommends that the City Planning Commission: (1) Receive the staff report; (2) hold a public hearing; (3) adopt Planning Commission Resolution No. PC 25-03 in support of Tentative Parcel Map No. 5262 for the division of property located at 525, 531, and 537 Johnston Street (APN: 066-022-018) into two separate parcels consisting of 0.127 acres and 0.226 acres in the Residential Low Density (R-L) Zone.

4. SUBJECT: Subdivision Ordinance Updates (SB 684 and SB 1123)

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission: (1) hold a public hearing to receive testimony regarding the Subdivision Ordinance Updates, (2) find that the adoption of the proposed ordinance is statutorily exempt from review under the California Environmental Quality Act ("CEQA") under Public Resources Code section 21080.17, and (3) adopt Planning Commission Resolution No. PC 25-04 recommending that the City Council adopt the proposed ordinance that is attached as Attachment 2.

I. BUSINESS ITEMS

5. SUBJECT: Heritage Home and Historic Preservation Award Selection Guidelines

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive and provide comments on the updated Heritage Home Award and Historic Preservation Award Selection Guidelines and the 2025 Heritage Home and Historic Preservation Awards nomination window.

6. SUBJECT: Election of Officers for Chair and Vice-Chair of the Planning Commission

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission: (1) hold elections; and (2) select and vote 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
DATE: March 20, 2025
ITEM #: G.1
SUBJECT: Planning Commission Meeting Minutes of January 16, 2025

SUBJECT: Planning Commission Meeting Minutes of January 16, 2025

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive and approve the Planning Commission Meeting Minutes of January 16, 2025.

Attachments:

1. January 16, 2025 Planning Commission Minutes DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission Meeting –

Thursday, January 16, 2025

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:33pm

B. ROLL CALL

Commission Members Present: Harris, Lizarraga, Murphy, Ortiz, Smith

Absent: Lopez, Roberts

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Commissioner Smith

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. SUBJECT: Planning Commission Meeting Minutes of December 19, 2024

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive and

approve the Planning Commission Meeting Minutes of December 19, 2024

On a motion by Commissioner Smith, seconded by Commissioner Ortiz commission members voted to approve the meeting minutes of December 19, 2024 with one correction to the minutes that Commissioner Murphy abstained from the vote on Nov 21st.

Ayes: Harris, Lizarraga, Murphy, Ortiz, Smith

Noes:

Absent: Lopez, Roberts

H. PUBLIC HEARING

2. SUBJECT: Embarc Woodland Retail Cannabis Conditional Use Permit

RECOMMENDATION FOR ACTION: Staff recommends that the City Planning Commission: (1) Receive the staff report; (2) Conduct a public hearing; (3) Find that the project is exempt from further environmental review pursuant to Class 1 and Class 32 categorical exemptions under the California Environmental Quality Act (CEQA) and find that the exemptions reflect the independent judgment of the City as lead agency under CEQA; (4) Approve Planning Commission Resolution No. PC 25-___ recommending that the City Council approve a Conditional Use Permit and Operating Agreement for a storefront cannabis dispensary located at 825 East Street, Suites 102-103 within the City's Corridor Mixed Use – East Street zone conditioned upon approval of the appropriate Cannabis Business Permit and the recommended conditions of approval.

On a motion by Commissioner Smith, seconded by Commissioner Ortiz, commission members voted to recommend City Council approve Embarc Woodland Retail Cannabis Conditional Use Permit

Ayes: Harris, Lizarraga, Murphy, Ortiz, Smith

Noes: None

Absent: Lopez, Roberts

I. BUSINESS ITEMS

3. SUBJECT: Election of Officers for Chair and Vice-Chair of the Planning Commission

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

Commissioner Smith motioned to hold the election. There was no second and the motion failed. Chairperson Lizarraga tabled the item for the next meeting.

J. STAFF OR COMMISSIONER COMMENTS

K. ADJOURNMENT

Meeting adjourned at 7:15pm



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission
DATE: March 20, 2025
ITEM #: H.2
SUBJECT: Tentative Parcel Map No. 5258

Recommendation for Action: Staff recommends that the City Planning Commission: (1) Receive the staff report; (2) hold a public hearing; (3) adopt Planning Commission Resolution No. PC 25-02 in support of Tentative Parcel Map No. 5258 for the division of property located at 1351 East Beamer Street (APN 063-103-026) into two separate parcels consisting of Parcel-1 at 22.140 acres and Parcel-2 at 7.938 acres, respectively, in the City Industrial Flex (IF) zone district.

Staff Contact:

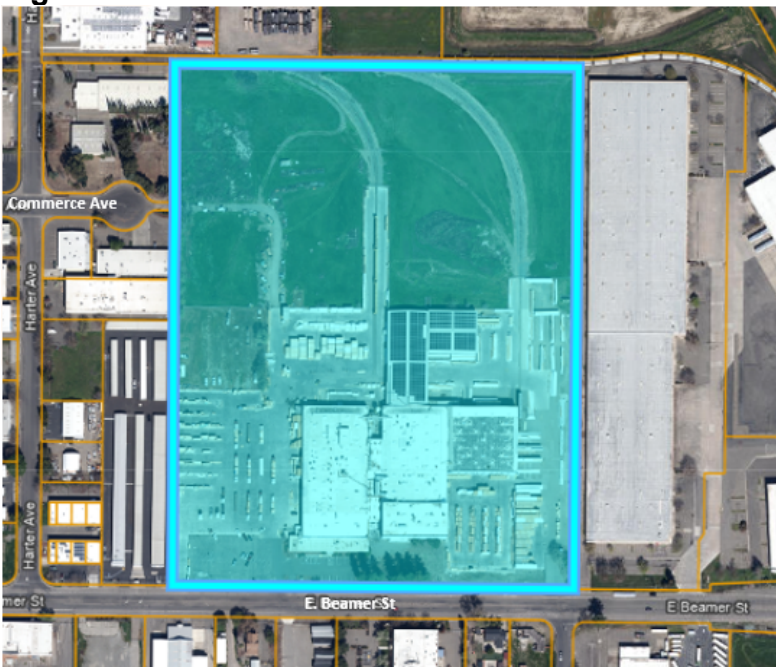
Megan Meier, Senior Planner, (530) 661-5814, megan.meier@cityofwoodland.org

Discussion:

The applicant, Laugenour and Meikle Civil Engineers, has submitted a Tentative Parcel Map No. 5258 application on behalf of the owners, Pan Ocean Inc. The application proposes splitting the existing 30.078-acre lot at 1351 East Beamer Street (APN: 063-103-026), resulting in two separate parcels with Parcel 1 at 22.140 gross acres and Parcel 2 at 7.938 gross acres in size.

The site is zoned Industrial Flex (IF) under the City zoning districts, and the general plan designation is Industrial (I). Parcel 1 will maintain primary access off East Beamer Street to the parking area for the existing building on the site. Parcel 2 will have primary access at the end of Commerce Avenue. Each parcel will continue to have access to a rail spur located on site.

Figure 2



The proposed project's electricity and natural gas provider is Pacific Gas & Electric (PG&E) Co. The City will serve as the provider of water, storm drainage, and sewer services. The final map shall

reserve easements necessary for shared utilities and reciprocal access between parcels. Existing backflow devices will be inspected and brought up to City standards as needed prior to recording the parcel map.

The applicant has indicated that the map will allow for greater flexibility and asset management. The site currently supports Builders First Source, a local supplier of structural building products and value-added components.

Environmental Assessment Status:

Pursuant to the California Environmental Quality Act ("CEQA"), the proposed project is exempt from CEQA review per CEQA regulation Article 19 Categorical Exemption 15315. Minor Land Divisions.

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

The proposed project is not deemed a covered project under the Yolo Habitat Conservancy's Habitat Conservation Plan/Natural Community Conservation Plan (HCP/NCCP). The proposed project may be subject to applicable HCP/NCCP Avoidance and Minimization Measures.

Prior to taking action to approve the project as recommended, the Planning Commission is required to confirm this environmental determination in conjunction with action on the project. If this project is approved, staff will file a Notice of Exemption with the Yolo County Clerk's Office in conformance with Article 5, Section 15062(a) of the CEQA guidelines.

Staff Analysis:

City of Woodland Subdivision Ordinance

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

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

A tentative map and a parcel map shall be required for all subdivisions creating four or fewer lots or parcels of four or fewer as defined in Section 783 of the Civil Code.

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

General Plan Consistency

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

The 2035 General Plan designation for the site is Light Industrial Flex Overlay (IF), which provides for a mix of general, light, to custom industrial and manufacturing uses, including multi-tenant spaces with offices, contractor storage, agricultural processing, food producers, industrial technology, and other sensitive processing uses that require controlled performance standards.

The proposed tentative map is consistent with the intent of the City's General Plan Light Industrial Flex Overlay (IF) designation and is supported by the following General Plan Goals and Policies:

Policy 4.C.5 Strategic Land Inventory. Maintain an adequate amount of land properly zoned, consistent with the General Plan, and ready to be expeditiously developed, redeveloped, and/or revitalized for economic development and job creation purposes. The land inventory should include parcels of a range of sizes, locations, and job-supporting land use designations in order to support a wide variety of industries and development needs.

Zoning Consistency

The parcel map creates two separate parcels, one of which is undeveloped and is of sufficient size to be leased or sold to a separate company, or Builders First could hold the site for future expansion.

Land Use

The zoning designation for the site is Industrial with Industrial Flex (IF), which provides development standards for properties located with this base zoning and overlay. The IF zone is intended to provide for a mix of limited and artisan/small-scale manufacturing uses, including multi-tenant spaces with offices, agricultural processing, food producers, industrial technology, and other sensitive processing uses that require performance standards.

The site currently supports an existing industrial use and is consistent with allowed uses in the IF zone under the City Zoning Ordinance. The Tentative Parcel Maps require Planning Commission review and approval.

Development Standards

Parcel 2, resulting from the proposed lot split and intended for future use, is adequate size, shape, topography, accessibility, and other physical characteristics to accommodate the intended light industrial use outlined in the City of Woodland Zoning Ordinance and satisfies all minimum physical standards. The resultant parcel 1 with the existing building on site is required to meet all development standards under the City's Zoning Ordinance for industrial development, including lot coverage, floor area ratio, and building setback requirements, as follows:

	Zoning Code Requirements	Parcel 1	Meets Requirements?
Front Setback	15-feet	38 feet	Yes
Side Setback	5-feet	Range from 93 to 307 feet	Yes
Rear Setback	0-feet	Range from 10 to 593 feet	Yes
Lot Coverage	70%	24%	Yes
Floor Area Ration	0.8	0.24	Yes

Yolo Habitat Conservation Plan/ Natural Community Conservation Plan

The proposed two-lot Industrial Parcel Map is a covered project under the Yolo Habitat Conservation Plan and Natural Communities Conservation Plan (HCP/NCCP). Future development is required to submit an application for clearance and coverage through the Yolo HCP/NCCP prior to any ground disturbance on the site as outlined in the attached conditions of approval.

Flood

This project is located within a special flood hazard area, AE, subject to flooding because of a 1%

annual chance of flooding. A 1% annual chance flood (100 year flood), also known as the base flood, is a flood that has a 1% chance of being equaled or exceeded in any given year. The Base Flood Elevation is the water-surface elevation of the 1% annual chance of flood. In the AE zone, base flood elevations are determined. Any future development shall meet all City and FEMA requirements, including any applicable flood elevation certification requirements.

Public Notification:

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

Two methods of public notice were used:

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

Applicable Laws, Codes, and Ordinances:

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

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

Reviewing Agency Comments:

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

Entitlements:

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

Appeal:

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

Conclusion:

Staff recommends that the City Planning Commission: (1) Receive the staff report; (2) hold a public

hearing; (3) adopt Planning Commission Resolution No. PC 25-02 in support of Tentative Parcel Map No. 5258 for the division of property located at 1351 East Beamer Street (APN 063-103-026) into two separate parcels consisting of Parcel-1 at 22.140 acres and Parcel-2 at 7.938 acres, respectively, in the City Industrial Flex (IF) zone district.

Prepared by: Megan Meier, Senior Planner

Reviewed by: Erika Bumgardner, Community Development Department Deputy Director

Attachments:

1. Reso
2. 2024-08-22 Application & Letter of Agency
3. TPM 5258_1.8.25

RESOLUTION NO. PC 25 - 02

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WOODLAND APPROVING TENTATIVE PARCEL MAP NO. 5258
LOCATED AT 1351 EAST BEAMER STREET**

WHEREAS, the Woodland Planning Commission held a duly noticed public hearing on March 20, 2025 to review and consider a request for Tentative Parcel Map No. 5258, to divide a single existing parcel with a cumulative size of 30.078 acres into two parcels, of 22.140 acres (Parcel-1) and 7.938 acres (Parcel-2), as shown in **Exhibit A**. The property is located at 1351 E. Beamer Street (APN 063-103-026); and

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

WHEREAS, pursuant to California state law and the City of Woodland Municipal Code, public hearing notices were mailed to all property owners within an area of a three-hundred-foot radius of the subject property, and a public hearing notice was published for a minimum of ten days prior to the public hearing in the Woodland Daily Democrat 10 days prior to the meeting date; and

WHEREAS, the site for the intended use is adequate in size, shape, topography, accessibility, and other physical characteristics to accommodate the use and required provisions of the City of Woodland Zoning Ordinance and satisfies all minimum physical standards required under the City's Zoning Ordinance for commercial development; and

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

WHEREAS, the proposed use will not constitute a nuisance or be detrimental to the public welfare of the community, the use would be consistent with existing and permitted uses in the area, and all conditions and requirements deemed necessary and in the public interest have been or will be met as they have been imposed on the application approval to reduce the impact of the use and/or future use on adjacent properties and vicinity; and

WHEREAS, pursuant to the California Environmental Quality Act ("CEQA"), the proposed parcel map is exempt from CEQA review per CEQA regulation (Class 19 Minor Land Division) § 15315, which applies to the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the City of Woodland General Plan and City of Woodland Zoning Ordinance,

no variances or exceptions are required, and all services and access to the proposed parcels to local standards are available; and

WHEREAS, the Planning Commission has reviewed all written evidence and oral testimony presented to date.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Woodland, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, does hereby make the following findings and determinations with respect to the proposed Tentative Parcel Map No. 5258 at 1351 E. Beamer Street:

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

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

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

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

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

The Planning Commission does hereby approve Application No. PLNG-24-00042 for Tentative Parcel Map No. 5258 (**Exhibit A**), subject to the recommended conditions of approval as provided in **Exhibit B**.

PASSED, APPROVED, AND ADOPTED by the Planning Commission of the City of Woodland at a regular meeting of the Planning Commission held on the 20th day of March 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Marco C. Lizarraga, Chairperson

ATTEST:

Erika Bumgardner, Planning Commission Secretary

Exhibit A – Tentative Parcel Map No. 5258

Exhibit B – Conditions of Approval

Page 16



Exhibit B
TPM No. 5258
CONDITIONS OF APPROVAL

GENERAL

1. The project is as described in the staff report prepared for the March 20, 2025 Planning Commission meeting to approve Parcel Map No. 5258 to divide the existing 30.078 acre lot at 1351 East Beamer Street into two separate parcels (APN: 063-103-026), Parcel 1 of 22.140 acres and Parcel 2 of 7.938 acres. The project shall be carried out in substantial compliance as depicted on the submitted Tentative Parcel Map No. 5258 dated August 28, 2024, included in Exhibit A, except as modified in these conditions of approval and with any changes necessary to meet city codes and specifications.
2. The applicant shall defend, indemnify, and hold harmless the City of Woodland, its agents, officers or employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul an approval of the subject application by the City, its legislative body, advisory agencies or administrative officers. The City will promptly notify the applicant of any such claim, action or proceeding against the City and the applicant will either, at the City's discretion, undertake defense of the matter and pay the City's associated legal costs, or will advance funds to pay for defense of the matter by the City Attorney.
3. Secure approval and satisfy requirements of all agencies of jurisdiction.
4. The applicant/developer shall be responsible for informing all subcontractors, consultants, engineers, or other business entities providing services related to the project of their responsibility to comply with all pertinent requirements of the City of Woodland Municipal Code, including the requirement that a business license be obtained by all entities doing business in the City as well as hours of operation requirements in the City in addition to applicable state and federal laws.
5. Upon approval, the applicant will be required to submit a final parcel map. Prior to the official recordation of the legal description and revised lots, the Community Development Department must approve this map.
6. Prior to issuance of a Certificate of Occupancy for future development, all conditions (all associated land entitlement COA) of approval and required improvements shall be completed to the satisfaction of the Community Development Department.
7. The applicant will be required to file a copy of the recorded instruments with the City of Woodland Community Development and the Public Works Department upon recordation of the revised parcels.
8. Applicant shall provide the Community Development Department with a check for the sum of \$50.00 made out to Yolo County to record the environmental document with Yolo County.

9. 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.

PLANNING

10. Future Development. Future development shall be subject to Review with the City of Woodland Planning Division. Future development shall meet development standards and regulations as outlined in the City's General Plan, Zoning Code and all associated land entitlement COA, as applicable.
11. The applicant/Owner shall adhere to the Yolo Habitat Conservancy's Habitat Conservation Plan / Natural Community Conservation Plan (HCP/NCCP) Avoidance and Minimization Measures for any site work (grading) associated with parcels created by Map No. 5258 as follows:
 - a. Applicant shall submit an application, secure approval, and satisfy the requirements of the Yolo Habitat Conservancy's HCP/NCCP
 - b. ***AMM8, Avoid and Minimize Effects of Construction Staging Areas and Temporary Work Areas.*** Project proponents should locate construction staging and other temporary work areas for covered activities in areas that will ultimately be a part of the permanent project development footprint. If construction staging and other temporary work areas must be located outside of permanent project footprints, they will be located either in areas that do not support habitat for covered species or are easily restored to prior or improved ecological functions (e.g., grassland and agricultural land). Construction staging and other temporary work areas located outside of project footprints will be sited in areas that avoid adverse effects on the following: Nest sites for covered bird species and all raptors, including non-covered raptors, during the breeding season.
 - c. ***AMM16, Minimize Take and Adverse Effects on Habitat of Swainson's Hawk and WhiteTailed Kite.*** The project proponent will retain a qualified biologist to conduct planning-level surveys and identify any nesting habitat present within 1,320 feet of the project footprint. Adjacent parcels under different land ownership will be surveyed only if access is granted or if the parcels are visible from authorized areas.

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

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

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

DEVELOPMENT SERVICES ENGINEERING

General

12. Applicant shall prepare improvement plans for utility connections, and all work within the public right-of-way and submit them to the Development Engineering Division of Community Development Department with encroachment permit application for review and approval. The submittal shall include an engineer's estimate of cost for the public improvements and applicant shall pay a plan check and inspection fee in accordance with the fee schedule. Prior to the first building permit issuance, applicant shall obtain permit and post security determined necessary during the permit process. Work shall be completed under the encroachment permit prior to certificate of occupancy providing the above conditions are met prior to building permit issuance. This submittal is separate from the building permit submittal. All public improvements shall conform to the current City of Woodland Standard Specifications.
13. Unless otherwise determined by the City Engineer, construction of public improvements will require that the applicant enter into an improvement agreement and provide bonds and insurance.
14. All public improvements are required as a condition of development of this site and shall be completed prior to certificate of occupancy of the first building.

Fees

15. Prior to approval of improvement plans, the Owner shall pay all fees for plan check and inspection of offsite infrastructure improvements, as approved by City Council and defined in the City Fee Schedule. If Owner pays a deposit only at improvement plan submittal, the balance shall be paid prior to improvement plan approval by the City Engineer.
16. Applicant shall pay applicable development impact fees or connection fees in effect at the time of building permit issuance.
17. The conditions of approval set forth herein include certain fees, dedication requirements, reservation requirements and/or other exactions. Pursuant to Government Code, Section 66020(d), these conditions constitute written notice of the amount of such fees, and a description of the dedications, reservations and other exactions.

The applicant is hereby notified that the 90-day protest period, commencing from the date of project approval, has begun. If the applicant fails to file a timely protest regarding any of the fees, dedication requirements, reservation requirements and/or other exactions contained in this notice, complying with all the requirements of Government Code, Section 66020, the applicant will be legally barred from later challenging such fees, dedications requirements, reservation requirements and/or other such exactions. Notwithstanding the foregoing, the City does not waive any rights it may have to enforce any settlement agreement, memorandum of understanding, or other agreement with the applicant which authorizes the City to impose certain fees, and which may waive the applicant's right to challenge the imposition of some or all of the fees, dedication requirements, reservation requirements, and/or other exactions set forth in these conditions of approval.

Easement Dedications, Right of Way

18. Final Map shall show dedication of a cross-access easement across Parcel 1 to serve Parcel 2 or the acquisition of additional right of way or private access easement sufficient to accommodate bidirectional truck traffic with a full 24 feet of roadway, any additional space needed for an offsite storm drainage solution, and a minimum of 30 feet of public right of way.
19. Provide shared utility easements for the shared fire line if the fire line will be looped with the existing fire system on Parcel 1.

Offsite Storm Drainage

20. Parcel Two's 20-foot right-of-way access point off of Commerce Avenue is currently a stormwater collection point for 1,000+ feet of Harter Avenue and 1,500+ feet of Commerce Avenue before it flows north into a drainage ditch.

Prior to the Final Map, a comprehensive drainage analysis showing the stormwater volume draining to the parcel access point on Commerce Avenue shall be prepared and submitted to the city for review. A comprehensive drainage solution that doesn't conflict with proposed vehicular access shall be provided to determine if additional drains will be required upon the development of the site and access point at the end of Commerce Avenue.

For Construction with First Building Permit – Parcel 2

Site Design and Frontage Improvements

21. Site access via the end of Commerce Drive shall be designed to allow bidirectional truck traffic outside of any proposed curb and gutter.
22. Applicant shall reconstruct end of Commerce Ave cul-de-sac to complete the round of the bulb including curb and gutter.
23. Applicant shall install City standard Type “D” Industrial Driveway

Water Infrastructure:

24. New water connections for Parcel 2 shall be connected to the 10” water main in Harter Ave via the construction of a new water main along Commerce Dr. The existing water main in Commerce Drive is a 2” main, and no new connection is allowed. New water main shall terminate within the cul-de-sac, with all domestic, irrigation, and fire laterals connected to the main in the street and extending through the 30’ right of way.
25. Applicant shall abandon the 2” water main loop around the outside of the cul-de-sac for all of Commerce Avenue up to the 8” water main in Harter Avenue, to be abandoned per City standards.
26. Existing water services for adjacent parcels currently connected to the existing 2” water main in Commerce Avenue shall be connected to the new water main in the street.
27. All domestic, irrigation, and fire services shall be backflow protected. Backflow devices shall be tested by a City approved tester and results provided to the Public Works Department prior to occupancy.
28. Applicant shall install a new fire hydrant at the end of the Commerce Avenue cul-de-sac, to be included with public improvement plans.

Sanitary Sewer Collection System:

29. The applicant shall install a new 6” sewer service lateral to connect to the existing manhole at the end of the Commerce Avenue cul-de-sac.

Storm Drainage:

30. A comprehensive drainage plan for the full site shall be prepared and shall identify specific storm drainage design features to control increased runoff from the project site. This may be achieved through one or more of the following: onsite detention or retention facilities, channel modifications, and/or equally effective measures to control the rate and volume of runoff. The drainage plan shall demonstrate the effectiveness of the proposed storm drainage system to

prevent negative impacts to existing downstream facilities to prevent additional flooding at off-site downstream locations. All necessary calculations, assumptions, and design details shall be submitted to the City Public works Department for review and approval. The design features proposed by the applicant shall be consistent with the most recent version of the City's Storm Drainage Master Plan criteria and Standard Specifications and Details.

31. Per comprehensive drainage solution provided prior to final map, applicant shall construct all required public storm drain improvements within the public right of way on Commerce Avenue and the public utility easement along the western and northern property lines to manage stormwater from Commerce Avenue.

Storm Water Quality:

32. Project shall include low impact development standards to minimize storm drain run off, applicant shall submit a plan to minimize run off to the City for approval. The plan shall include such measures as bioretention basins, porous pavement, dry wells/trench drains, or other approved method as described in section E.12.b.(ii) of the phase II MS4 General permit (CAS000004), and demonstrate that the amount of treated run off is in accordance with the section E.12.f E.12.e.ii.c of the phase II MS4 General permit. Applicant shall enter into an access, maintenance, and reporting agreement for such measures prior to certificate of occupancy.
33. Prior to Building Permit, Owner shall submit post construction work sheet in accordance with Appendix 8 of the City's Post Construction Standards Manual to demonstrate how the project is meeting low impact development standards, Hydromodification standards, and Storm Water Quality Standards. These calculations will be necessary to determine the final sizing of the proposed bioretention planters.

OWNER may reference the City's Post Construction Standards Manual on the web.

<http://www.cityofwoodland.org/gov/depts/cd/divisions/engineering/development/h2oquality.asp>

Owner will be required to enter into a Stormwater Treatment Measure Access and Maintenance Agreement for onsite storm water treatment devices prior to Certificate of Occupancy.

34. Construction of projects disturbing more than one acre of soil shall require a National Pollution Discharge Elimination System (NPDES) construction permit. Applications/projects disturbing less than one acre of soil shall implement BMP's to prevent and minimize erosion. The improvement plans for construction of less than 1 acre shall include a BMP to be approved by the City Engineer. Projects greater than one acre shall prepare a SWPPP.

General Application Form

1. OWNER/APPLICANT

Property Owner:

Pan Ocean Inc., A California Corporation

Mailing Address:

1351 E. Beamer Street

City State Zip Code:

Woodland, CA 95776

Phone Number:

(530)753-2635

E-mail Address:

danchen@cal.net

Project Applicant:

Matthew Souza

Mailing Address:

608 Court Street

City State Zip Code:

Woodland, CA 956

Phone Number:

(530)662-1755

E-mail Address:

matt@lmce.net

2. PROJECT DESCRIPTION

Project Name:

Pan Ocean Tentative Parcel Map No. 5258

Total Acres or Square Feet:

30.078± acres

General Plan Land Use Designation:

Industrial Flex

Existing Zoning:

Industrial Flex

Site Address or Location:

1351 E Beamer Street

Assessor's Parcel Number(s):

063-103-026

Is Project in Flood Zone? ☒ Yes ☐ No

Zone AE

Requested Entitlement/Permit Type:

Tentative Parcel Map

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

3. AUTHORITY TO FILE APPLICATION

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

*Attach Evidence of Authority

ACKNOWLEDGEMENT: I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies. I certify that I have reviewed the current Hazardous Waste and Substances Site List, developed pursuant to AB 3750, and found that my project is not on the list.

APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT

Paul J. Chen Pres./CEO 8/22/24
Applicant Date Applicant Date

Pan Ocean, Inc. 8/22/24
Legal Owner Date Legal Owner Date

DEPARTMENT USE ONLY

Entitlement Type

- | | | |
|--|---|---|
| ☐ Zoning Administrator Permit (ZAP) | ☐ Zoning Amendment | ☐ Sign Plan |
| ☐ Conditional Use Permit (CUP) | ☐ Zone Interpretation | ☐ Tentative Parcel Map |
| ☐ CUP/PUD/ZAP Modification | ☐ Design Review | ☐ Tentative Subdivision Map |
| ☐ Annexation Application | ☐ Site Plan Review | ☐ Amendment to Tentative Map |
| ☐ Lot Line Adjustment | ☐ General Plan Petition | ☐ Variance |
| ☐ Lot Merger | ☐ General Plan Amendment | ☐ Other: _____ |

Is this request related to another development?

☐ Yes ☐ No

Explain: _____

Intake

Amount Paid: _____

Amount Owed: _____

Logged by: _____ Date: _____

Planner: _____ Date: _____

Project No: _____



Community Development Department, 300 First Street, Woodland CA 95695, (530) 661-5820 fax (530) 406-0832

LETTER OF AGENCY

If the applicant or representative is not the owner of record of the subject site, a Letter of Agency from the owner, or the owner's authorized representative must be submitted which grants the applicant or representative permission to apply for the requested entitlements(s).

The Letter of Agency must be notarized

Date: 8/22/2024

To: City of Woodland
Community Development Department
300 First Street
Woodland, CA 95695

Community Development Department:

I, the undersigned legal owner of record, hereby grant permission to:

Applicant: Matthew Souza Phone: (530)662-1755

Applicant's Address: 608 Court Street, Woodland, CA 95695

To apply for the entitlement(s) listed below

☐ General Plan Amendment	☐ Zoning Amendment	☐ Tentative Subdivision Map
☒ Tentative Parcel Map	☐ Specific Plan Amendment	☐ Lot Line Adjustment
☐ Variance	☐ Conditional Use Permit	☐ Planned Development
☐ Site Plan Review	☐ Design Review	☐ Zoning Administrator Permit
☐ Specific Plan	☐ Cannabis Business Permit	☐ Cannabis Conditional Use Permit
Is this request part of another application? Yes ☐ No ☒	Other:	

The subject property is located at: 1351 East Beamer Street, Woodland, CA 95776

Assessors Parcel Number: 063-103-026

A handwritten signature in blue ink, appearing to read "Dan Chen".

Signature of Owner(s) of Record (must be an original signature)

Pan Ocean Inc., A California Corporation, By: Dan Chen

Print Legal Owner(s) of Record Name

1351 E. Beamer Street, Woodland Ca 95776 530-753-2635

Address of Legal Owner (attach title report) Phone:

E-mail Owner(s) of Record: danchen@cal.net

ALL-PURPOSE ACKNOWLEDGMENT

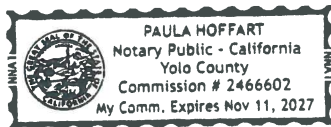
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Yolo } SS.

On 08/22/2024, before me, Paula Hoffart, Notary Public,
DATE

personally appeared Daniel chen, who proved to me on the

basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she~~/~~they~~ executed the same in his/~~her~~/~~their~~ authorized capacity(~~ies~~), and that by his/~~her~~/~~their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

PLACE NOTARY SEAL IN ABOVE SPACE

NOTARY'S SIGNATURE

OPTIONAL INFORMATION

The information below is optional. However, it may prove valuable and could prevent fraudulent attachment of this form to an unauthorized document.

CAPACITY CLAIMED BY SIGNER (PRINCIPAL)

- ☐ INDIVIDUAL
☐ CORPORATE OFFICER _____ TITLE(S)
☐ PARTNER(S)
☐ ATTORNEY-IN-FACT
☐ GUARDIAN/CONSERVATOR
☐ SUBSCRIBING WITNESS
☐ OTHER: _____

SIGNER (PRINCIPAL) IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES)

DESCRIPTION OF ATTACHED DOCUMENT

TITLE OR TYPE OF DOCUMENT

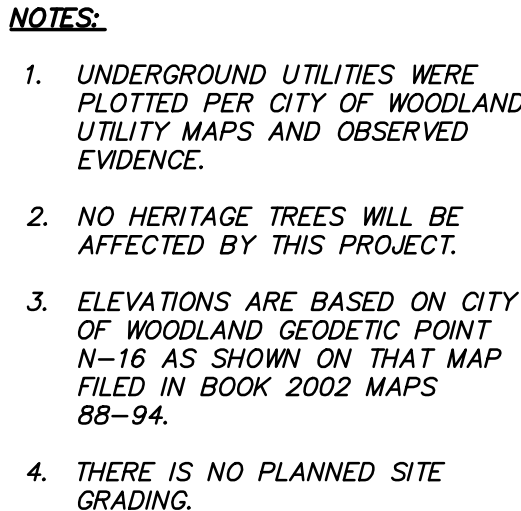
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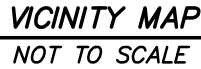
RIGHT
THUMBPRINT
OF
SIGNER

OTHER

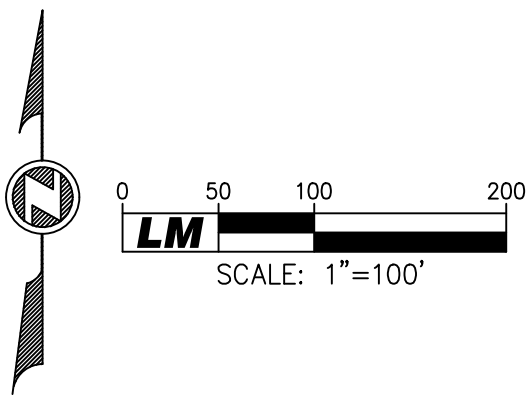
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	— JOINT POLE	TELE
	— SITE LIGHT	FLOOR
	— STREET LIGHT	BASE
FH	— FIRE HYDRANT	GRO
FDC	— FIRE DEPARTMENT CONNECTION	
PIV	— POST INDICATOR VALVE	
DCDA	— DOUBLE CHECK DETECTOR ASSEMBLY	
SSMH	— SANITARY SEWER MAN HOLE	
SDMH	— STORM DRAIN MAN HOLE	
DI	— DRAINAGE INLET	
	— CONCRETE	
	— EXISTING STORM DRAIN	
	— EXISTING SEWERLINE	
	— EXISTING WATERLINE	
	— EXISTING FENCE	
	— EXISTING BUILDING	BEIN
	— EXISTING PROPERTY LINE	
	— ADJACENT PROPERTY LINE	
	— EXISTING EASEMENT	
	— RIGHT OF WAY	



ASSESSOR'S NUMBER:	063-103-026
EXISTING USE:	INDUSTRIAL FLEX
PROPOSED USE:	INDUSTRIAL FLEX
EXISTING ZONING:	IF
PROPOSED ZONING:	IF
SEWER SERVICE:	CITY OF WOODLAND
DRAINAGE SERVICE:	CITY OF WOODLAND
WATER SERVICE:	CITY OF WOODLAND
ELECTRIC SERVICE:	PACIFIC GAS & ELECTRIC
GAS SERVICE:	PACIFIC GAS & ELECTRIC
TELEPHONE SERVICE:	AT&T
FLOOD ZONES:	06113C0445 H ZONE AE AND X
BASE FLOOD ELEVATION:	53.80'± - 54.50'±
GROSS AREA:	30.078 ACRES±



LM LAUGENOUR AND MEIKLE
CIVIL ENGINEERING · LAND SURVEYING · PLANNING
608 COURT STREET, WOODLAND, CALIFORNIA 95695 · PHONE: (530) 662-1755
P.O. BOX 828, WOODLAND, CALIFORNIA 95776 · FAX: (530) 662-4602

SHEET 1 OF 1 JANUARY 8, 2025



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission
DATE: March 20, 2025
ITEM #: H.3
SUBJECT: Tentative Parcel Map No. 5262

Recommendation for Action: Staff recommends that the City Planning Commission: (1) Receive the staff report; (2) hold a public hearing; (3) adopt Planning Commission Resolution No. PC 25-03 in support of Tentative Parcel Map No. 5262 for the division of property located at 525, 531, and 537 Johnston Street (APN: 066-022-018) into two separate parcels consisting of 0.127 acres and 0.226 acres in the Residential Low Density (R-L) Zone.

Staff Contact:

Hadlie Ward, Assistant Planner, (530) 661-5960, hadlie.ward@cityofwoodland.gov

Background:

Applicant Laugenour & Meikle submitted an application (PLNG 25-00006) for Tentative Parcel Map (“TPM”) No. 5262 (Figure 1) on behalf of owners, Charles A. Mattson and Mary-Alice Coleman. The application proposes to divide the existing 0.35-acre parcel (APN: 066-022-018) to create two parcels. As proposed, the resulting Parcel 1 is 0.127 acres and Parcel 2 is 0.226 acres.

The site is in the Residential Low (R-L) zone per the Zoning Ordinance and is designated for low-density residential uses under the City’s 2035 General Plan. Residential uses are located north, east, and south of the site. Adjacent properties are zoned Corridor Mixed-Use East (CMU-E) to the west, and Residential Medium (R-M) to the east.

The existing single-family home is proposed to be on Parcel 1, and the existing duplex will be on Parcel 2. Existing primary access to both parcels will be maintained from Johnston Street. The property owner has indicated that they plan to construct accessory dwelling units (ADUs) as permitted in residential zones, subject to the requirements in the City of Woodland Zoning Ordinance. No applications for future development have been received.

An aerial image of the existing project site is shown outlined in red in Figure 1 below. Please reference the attached copies of the project application and plans for further site details.



Figure 1: Aerial Image of 525-537 Johnston Street (APN: 066-022-018)

The site currently has electric and gas service from Pacific Gas & Electric (PG&E) and telephone service from AT&T. Water, sewer, and drainage service is by the City of Woodland. Prior to final parcel map approval, the applicant will be required to verify that there are separate sewer services for each proposed parcel, as sewer lines are not permitted to cross property lines. All water and sewer services will be required to be brought up to City standards.

Various trees exist on the project site, and there are four existing street trees to the west of the site along Johnston Street. No modification or removal of trees is indicated in the proposed TPM.

Discussion:

In the review of the TPM application, staff analyzed the parameters of the project and found that the proposal is consistent with the Subdivision Ordinance in the Woodland Municipal Code, City of Woodland 2035 General Plan, and the Title 17 Zoning Ordinance.

City of Woodland Subdivision Ordinance:

The project proposes the division of one existing parcel into two parcels, meaning the following section applies:

Subdivision Ordinance, Section 16.12.030 – Subdivisions creating four or fewer lots or parcels

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

Staff finds the project, as conditioned, to be compliant with the City of Woodland’s Subdivision Ordinance, including Section 16.12.030.

General Plan Consistency

The City’s 2035 General Plan sets a vision for the City with detailed descriptions of the residential types and land uses that will be included in these continually evolving neighborhoods. The following is the analysis of the proposed project’s consistency with the intent of the City’s 2035 General Plan. The Low Density Residential General Plan Land Use Area is defined in the General Plan as follows:

“The Low Density Residential designation primarily accommodates low density detached single-

family residential units on individual lots with private yards and private parking. Some attached housing types such as duplexes and secondary units are also permitted. With conditional review, allow for the consideration of up to four (4) units on a lot in appropriate locations, based on density, exemplary design, and site compatibility assessment (in no case to exceed 8 dwelling units per acre)."

The proposed TPM is consistent with the intent of the Low-Density Residential Land Use designation and is supported by the following General Plan Goal:

Goal 2.G:

"Existing Neighborhoods. Recognize, maintain, and celebrate the unique qualities of Woodland's traditional residential neighborhoods."

The resulting two parcels will meet the maximum allowed density with the existing homes on site. The TPM will create a configuration with the single-family home on one parcel and the duplex on another parcel, which is more consistent with what is typically seen in this land-use area.

Zoning Consistency

Land Use

According to Section 17.84.010.A of the City of Woodland Zoning Ordinance, the Residential Low-Density (R-L) zone is meant "to accommodate primarily low-density housing with private yards and private parking". The existing low-density residential housing meets this definition on the project site. No submittals for review of any new development or changes to the existing uses have been received.

Development Standards

Section 17.24.030 of the City of Woodland Zoning Ordinance includes the development standards for residential zones, including the R-L zone. The TPM as proposed meets the development standards, as outlined below:

	Proposed Parcel 1	Proposed Parcel 2	R-L Zone Standards	Meets Requirements?
Density	1 unit (0.127-acre parcel)	2 units (0.226-acre parcel)	1-8 dwelling units per acre	Yes
Lot Area (Interior Lot)	5,532.1 sq ft	9,844.6 sq ft	Minimum 5,000 sq feet	Yes
Lot Width (Interior Lot)	50.17 ft	89.82 ft	Minimum 50 feet	Yes
Lot Coverage	10%	21%	Maximum 50%	Yes
Front Setback	12.81 ft	12.98 ft	20 feet, unless existing established uniform setback exists on the block	Yes. The front setbacks are existing and generally align with established uniform setback on the block. The proposed TPM does

				not impact the front setbacks.
Interior Side Setback	North: >20 ft South: 6 ft	North: 5.8 ft South: 7.5 ft	5 feet	Yes
Rear Setback	>60 feet	>40 feet	20 feet	Yes

The TPM separates the existing single-family home from the existing duplex, creating densities consistent with the Zoning Ordinance and General Plan and preserving future opportunities for the owners to create accessory dwelling units, which are not considered as additional units for density calculations on site.

Yolo Habitat Conservation Plan/Natural Community Conservation Plan

The proposed two-lot TPM is a covered project under the Yolo Habitat Conservation Plan and Natural Communities Conservation Plan (Yolo HCP/NCCP). While the TPM is discretionary, approval will not result in any of the effect mechanisms described in Chapter 5, *Effects on Covered Species and Natural Communities*, of the Yolo HCP/NCCP. The TPM itself would not change the existing low-density residential on the site. The site is 0.35 acres (less than 2 acres in size) and the land cover type is developed.

The TPM would cause the resulting parcels to be at maximum density but would not preclude any future accessory structures or ADUs, which are permitted ministerially under the City of Woodland Zoning Ordinance. Any future development and site work associated with the parcels created by Map No. 5262 will be required to work with staff to determine the applicability of any HCP/NCCP Avoidance and Minimization Measures.

Environmental Review:

Pursuant to the California Environmental Quality Act ("CEQA"), the proposed project qualifies for a CEQA, Class 15 Categorical Exemption pertaining to minor land divisions, as stated below:

California Code of Regulations, Title 14, Article 19 § 15315

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

Prior to taking action to approve the project as recommended, the Planning Commission is required to confirm this environmental determination in conjunction with action on the project. If this project is approved, staff will file a Notice of Exemption with the Yolo County Clerk's Office in conformance with Article 5, Section 15062(a) of the CEQA Guidelines.

Public Notification:

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

Notice of the public hearing was given not less than ten days before the date of hearing via the following methods:

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

- Notices were mailed to the subdivider and property owner.

Reviewing Agency Comments:

The project has been circulated to other City divisions and departments for review. All reviewing agency comments have been integrated into the development requirements provided to the applicant.

Applicable Laws, Codes, and Ordinances:

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

Appeal:

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

Conclusion:

Staff recommends that the City Planning Commission: (1) Receive the staff report; (2) hold a public hearing; (3) adopt Planning Commission Resolution No. PC 25-03 in support of Tentative Parcel Map No. 5262 for the division of property located at 525, 531, and 537 Johnston Street (APN: 066-022-018) into two separate parcels consisting of 0.127 acres and 0.226 acres in the Residential Low Density (R-L) Zone.

Prepared by: Hadlie Ward, Assistant Planner

Reviewed by: Erika Bumgardner, Community Development Department Deputy Director

Attachments:

1. TPM No. 5262 Resolution
2. TPM No. 5262
3. General Application and Letter of Agency

RESOLUTION NO. PC 25-03

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WOODLAND APPROVING TENTATIVE PARCEL MAP NO. 5262
LOCATED AT 525, 531, 537 JOHNSTON STREET**

WHEREAS, the Woodland Planning Commission held a duly noticed public hearing on March 20, 2025 to review and consider a request for Tentative Parcel Map No. 5262, to divide a single existing parcel with a cumulative size of 0.35 acres into two parcels of 0.127 acres (Parcel-1) and 0.226 acres (Parcel-2), as shown in **Exhibit A**. The property is located at 525, 531, and 537 Johnston Street (APN 066-022-018); and

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

WHEREAS, pursuant to California state law and the City of Woodland Municipal Code, public hearing notices were mailed to all property owners within an area of a three-hundred-foot radius of the subject property, and a public hearing notice was published for a minimum of ten days prior to the public hearing in the Woodland Daily Democrat prior to the meeting date; and

WHEREAS, the site for the intended use is adequate in size, shape, topography, accessibility, and other physical characteristics to accommodate the use and required provisions of the City of Woodland Zoning Ordinance and satisfies all minimum physical standards required under the City's Zoning Ordinance for a residential development; and

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

WHEREAS, the proposed use will not constitute a nuisance or be detrimental to the public welfare of the community, the use would be consistent with existing and permitted uses in the area and all conditions and requirements deemed necessary and in the public interest have been or will be met as they have been imposed on the application approval to reduce the impact of the use on adjacent properties and vicinity; and

WHEREAS, pursuant to the California Environmental Quality Act ("CEQA"), the proposed parcel map is subject to a Class 15 Categorical Exemption pursuant to CEQA Guidelines § 15315, which applies to the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the City of Woodland General Plan and City of Woodland Zoning Ordinance, no variances or exceptions are required, and all services and access to the proposed parcels to local standards are available; and

WHEREAS, the Planning Commission has reviewed all written evidence and oral testimony presented to date.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Woodland, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, does hereby make the following findings and determinations with respect to the proposed Tentative Parcel Map No. 5262 at 525, 531, and 537 Johnston Street:

Section 1. The proposed Tentative Parcel Map is consistent with the City's General Plan. The proposed Tentative Map will implement the City of Woodland General Plan by helping to maintain an adequate amount of land properly zoned and consistent with the General Plan.

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

Section 3. The site is physically suitable for the proposed density with the existing residential structures. The parcel will be able to accommodate future development of accessory dwelling units uses given the shape and topography of the project site.

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

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

The Planning Commission does hereby approve Application No. PLNG 25-00006 for Tentative Parcel Map No. 5262 (**Exhibit A**), subject to the recommended conditions of approval as provided in **Exhibit B**.

PASSED, APPROVED, AND ADOPTED by the Planning Commission of the City of Woodland at a regular meeting of the Planning Commission held on the 20th day of March 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Marco C. Lizarraga, Chairperson

ATTEST:

Erika Bumgardner, Community Development Department Deputy Director

Exhibit A – Tentative Parcel Map No. 5262

Exhibit B – Conditions of Approval

Exhibit A

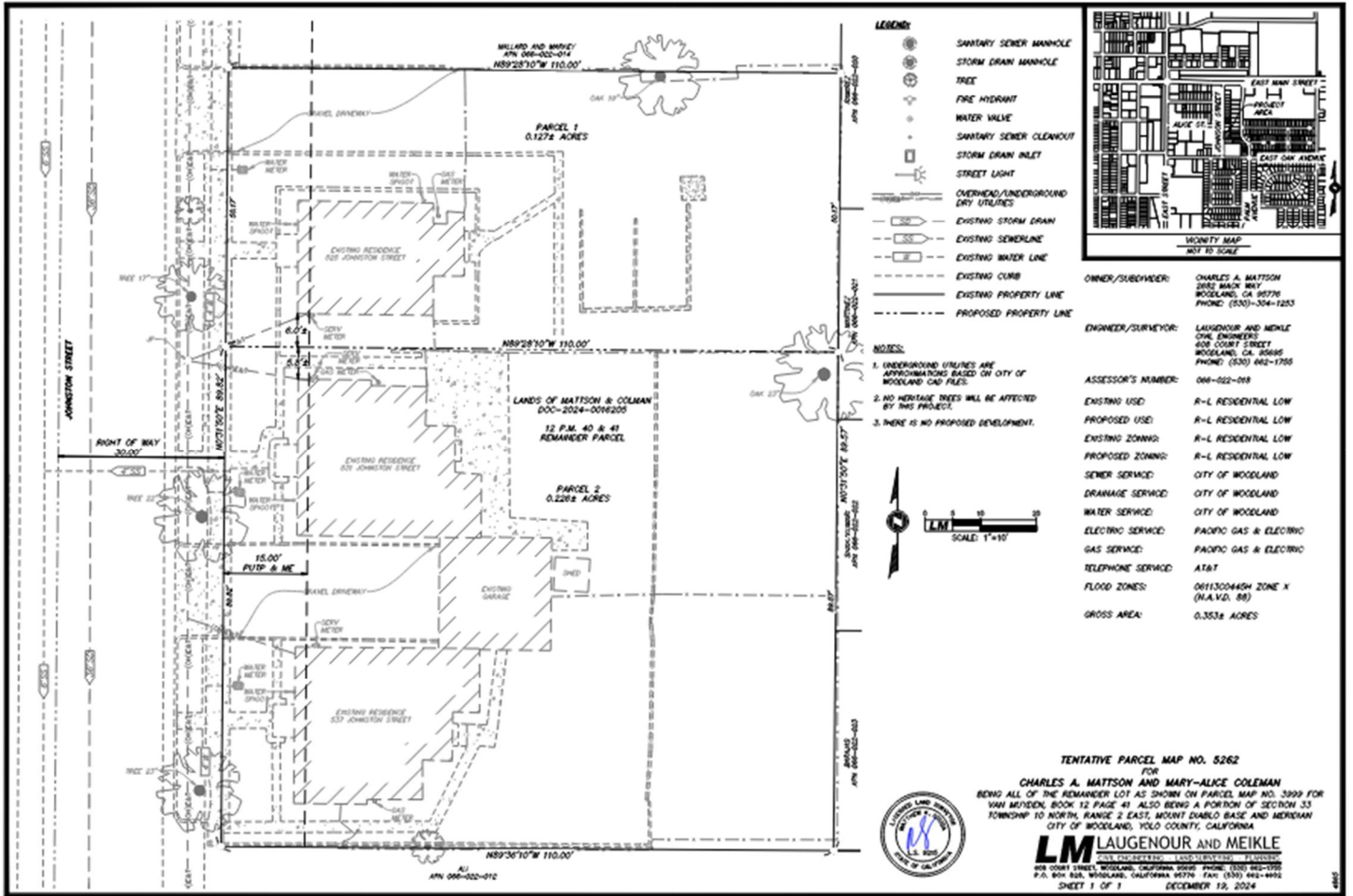


Exhibit B
Conditions of Approval
Tentative Parcel Map No. 5262

GENERAL

1. The Tentative Parcel Map No. 5262 proposes to divide the existing parcel located at 525-537 Johnston Street (APN: 066-022-018) into two separate parcels: Parcel 1 will be 0.127 acres; and Parcel 2 will be 0.226 acres. The project shall be carried out in substantial compliance as depicted on the submitted Tentative Parcel Map No. 5262 dated December 19, 2024 (Exhibit A), except as modified in these development requirements and with any changes necessary to meet City of Woodland 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 the requirements of all agencies of jurisdiction.
4. The applicant/developer shall be responsible for informing all subcontractors, consultants, engineers, or other business entities providing services related to the project of their responsibility to comply with all pertinent requirements of the City of Woodland Municipal Code, including the requirement that a business license be obtained by all entities doing business in the City as well as hours of operation requirements in the City in addition to applicable state and federal laws.
5. Upon approval, the applicant will be required to submit a final parcel map. Prior to the official recordation of the legal description and revised lots, the Community Development Department, Development Engineering Division, must approve this map.
6. The approval of a tentative parcel map shall expire 36 months from the date the map was approved. If no extension is requested and no final parcel map is filed in compliance with Chapter 16.36 of the City of Woodland Municipal Code with the City Engineer within such period, all such proceedings shall be terminated, and any subdivision of the same land shall require the filling and processing of a new map.
7. Prior to the issuance of a Certificate of Occupancy for future development, all development requirements and improvements shall be completed to the satisfaction of the Community Development Department.

8. The applicant will be required to file a copy of the recorded instruments with the City of Woodland Community Development and the Public Works Department upon recordation of the revised parcels.
9. Applicant shall provide the Community Development Department with a check for the sum of \$50.00 made out to Yolo County to record the environmental document with Yolo County.
10. 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 in the City of Woodland Municipal Code, including the requirement that a business license be obtained by all entities.

PLANNING

1. Any future development shall be subject to the relevant review and permitting processes through the Community Development Department and meet regulations as outlined in the City's General Plan and Title 17 Zoning Ordinance.
2. The proposed tentative parcel map shall conform to all applicable objective requirements of the Subdivision Map Act (commencing with Government Code Section 66410).
3. Any proposed tree removal shall be first reviewed by the Community Development Department for compliance with the City of Woodland Tree Ordinance.
4. A Tree Permit issued by the Community Services Director shall be required prior to any work to be performed within the drip line of a street tree which would endanger the tree, or prior to performing any major maintenance on any street tree.
5. The project applicant shall comply with the relevant Yolo Habitat Conservation Plan/Natural Community Conservation Plan (HCP/NCCP) Avoidance and Minimization Measures for any future site work (grading) associated with parcels created by Map No. 5262, as follows:
 - a. AMM16, Minimize Take and Adverse Effects on Habitat of Swainson's Hawk and White-Tailed Kite. The project proponent will retain a qualified biologist to conduct planning-level surveys and identify any nesting habitat present within 1,320 feet of project footprint. Adjacent parcels under different land ownership will be surveyed only if access is granted or if the parcels are visible from authorized areas.

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

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

DEVELOPMENT ENGINEERING

General Conditions

1. Applicant shall prepare improvement plans for utility connections, and all work within the public right-of-way and submit them to the Development Engineering Division of Community Development Department with encroachment permit application for review and approval. The submittal shall include an engineer's estimate of cost for the public improvements and applicant shall pay a plan check and inspection fee in accordance with the fee schedule. Prior to the first building permit issuance, applicant shall obtain permit and post security determined necessary during the permit process. Work shall be completed under the encroachment permit prior to certificate of occupancy providing the above conditions are met prior to building permit issuance. This submittal is separate from the building permit submittal. All public improvements shall conform to the current City of Woodland Standard Specifications.
2. Unless otherwise determined by the City Engineer, construction of public improvements will require that the applicant enter into an improvement agreement and provide bonds and insurance.
3. All public improvements are required as a condition of the parcel map and shall be completed prior to recording of the final map.

Fees:

4. Prior to approval of improvement plans, the Owner shall pay all fees for plan check and inspection of offsite infrastructure improvements, as approved by City Council and defined

in the City Fee Schedule. If Owner pays a deposit only at improvement plan submittal, the balance shall be paid prior to improvement plan approval by the City Engineer.

5. Applicant shall pay applicable development impact fees or connection fees in effect at the time of building permit issuance.
6. The conditions of approval set forth herein include certain fees, dedication requirements, reservation requirements and/or other exactions. Pursuant to Government Code, Section 66020(d), these conditions constitute written notice of the amount of such fees, and a description of the dedications, reservations and other exactions.

The applicant is hereby notified that the 90-day protest period, commencing from the date of project approval, has begun. If the applicant fails to file a timely protest regarding any of the fees, dedication requirements, reservation requirements and/or other exactions contained in this notice, complying with all the requirements of Government Code, Section 66020, the applicant will be legally barred from later challenging such fees, dedications requirements, reservation requirements and/or other such exactions. Notwithstanding the foregoing, the City does not waive any rights it may have to enforce any settlement agreement, memorandum of understanding, or other agreement with the applicant which authorizes the City to impose certain fees, and which may waive the applicant's right to challenge the imposition of some or all of the fees, dedication requirements, reservation requirements, and/or other exactions set forth in these conditions of approval.

Site Design and Frontage Improvements

7. Prior to final map, applicant shall remove and replace both existing driveways, and remove and replace all damaged or broken sidewalk, curb and gutter along the property frontage.
8. The driveway for the adjacent property to the south is partially encroaching on the project frontage. The applicant may choose to, but is not required to, correct the driveway along at the time of the other encroachment work.

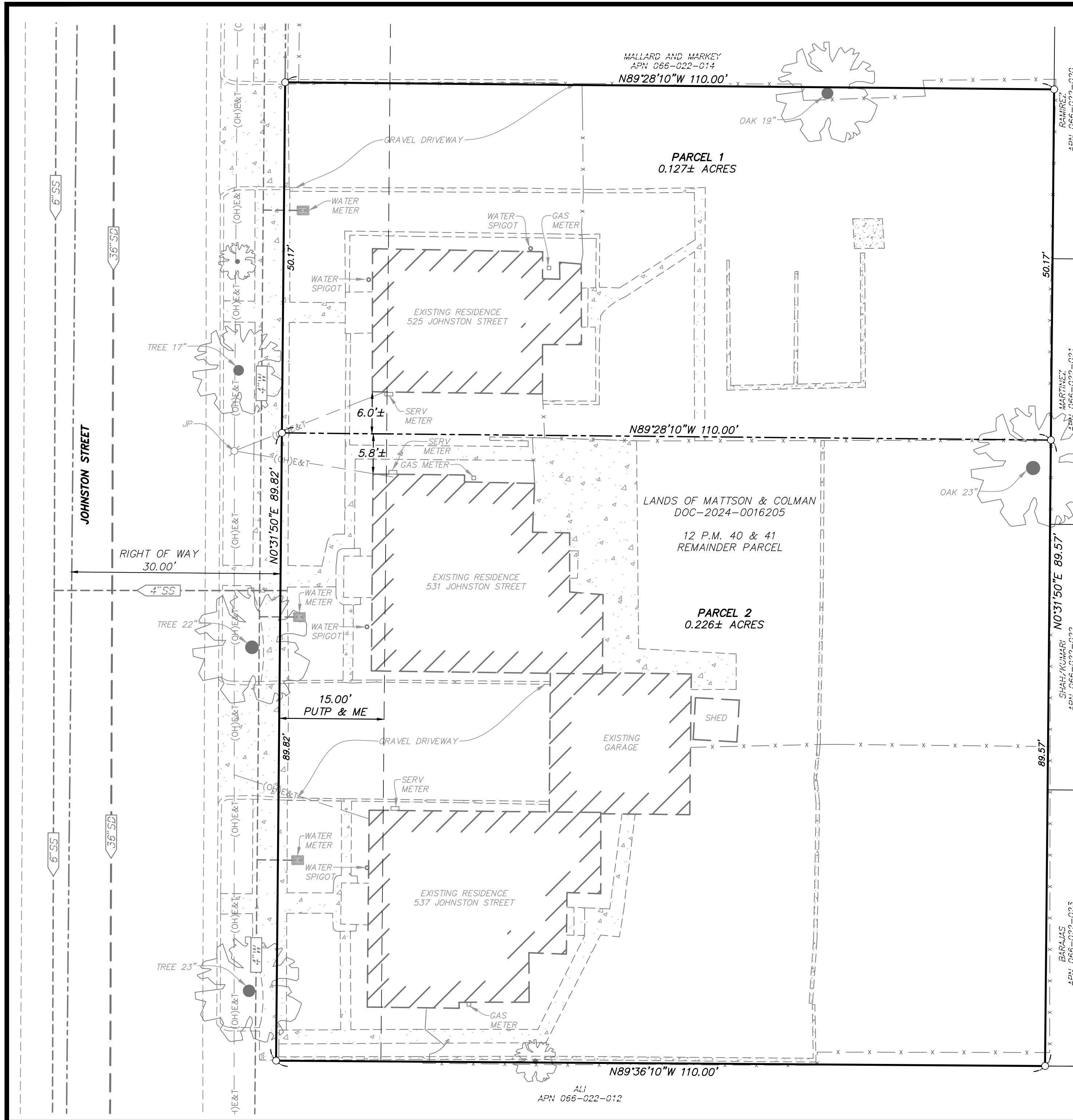
Water Infrastructure:

9. All existing water services shall be brought up to City standards. If existing services are proposed to be used, they shall be inspected by the City prior to use and brought up to City Standards if the current services do not meet standards. This will include but is not limited to installation of new meter boxes, installing new meters and AMR units, and replacing valves on both sides of the meter according to current standards.

Sanitary Sewer Collection System:

10. Per City of Woodland Municipal Code, a separate sewer service to the street shall be provided for each parcel, serving only that parcel. Sewer lines may not cross property lines.

11. All existing sewer services shall be brought up to current City Standards and Specifications. If existing services are proposed to be used, they shall be inspected by the City prior to use and brought up to City Standards if the current services do not meet standards. This will include but is not limited to installation of new cleanout boxes and repair or replacement of existing laterals.

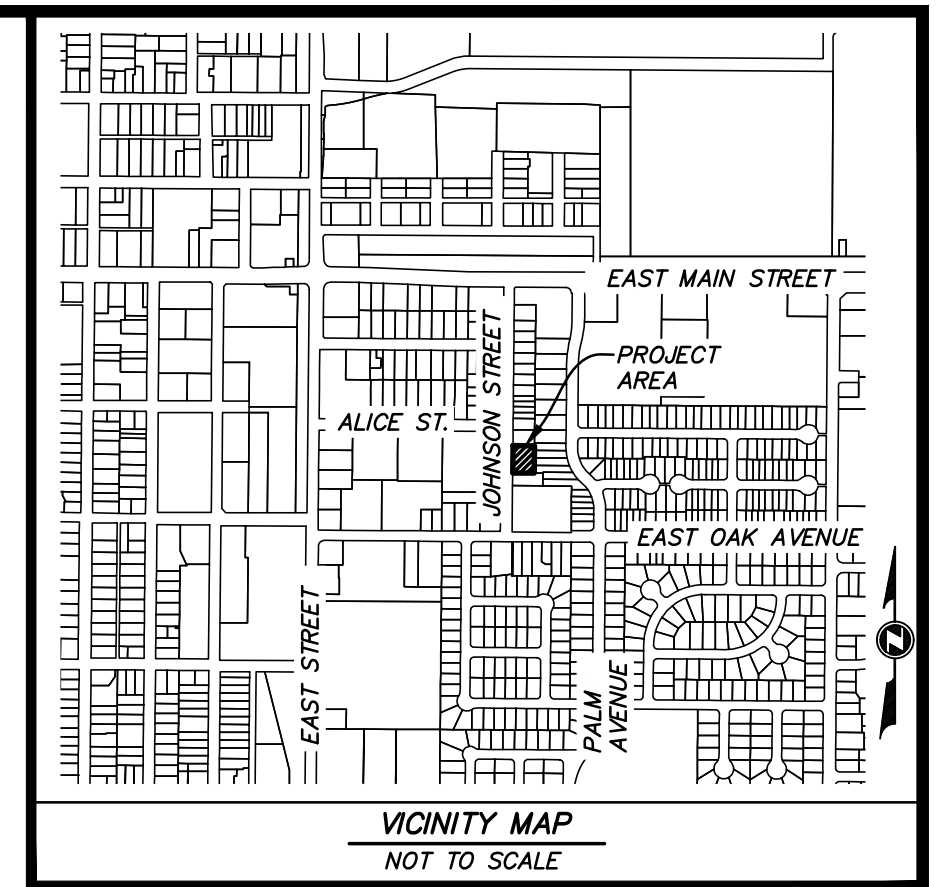
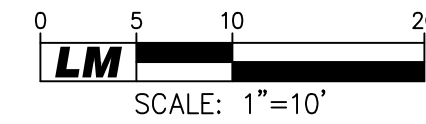
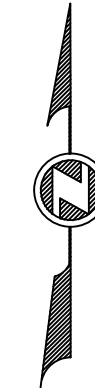


LEGEND:

- SANITARY SEWER MANHOLE
- STORM DRAIN MANHOLE
- TREE
- FIRE HYDRANT
- WATER VALVE
- SANITARY SEWER CLEANOUT
- STORM DRAIN INLET
- STREET LIGHT
- OVERHEAD/UNDERGROUND DRY UTILITIES
- EXISTING STORM DRAIN
- EXISTING SEWERLINE
- EXISTING WATER LINE
- EXISTING CURB
- EXISTING PROPERTY LINE
- PROPOSED PROPERTY LINE

NOTES:

1. UNDERGROUND UTILITIES ARE APPROXIMATIONS BASED ON CITY OF WOODLAND CAD FILES.
2. NO HERITAGE TREES WILL BE AFFECTED BY THIS PROJECT.
3. THERE IS NO PROPOSED DEVELOPMENT.



OWNER/SUBDIVIDER: CHARLES A. MATTSON
2682 MACK WAY
WOODLAND, CA 95776
PHONE: (530)-304-1253

ENGINEER/SURVEYOR: LAUGENOUR AND MEIKLE
CIVIL ENGINEERS
608 COURT STREET
WOODLAND, CA. 95695
PHONE: (530) 662-1755

ASSESSOR'S NUMBER: 066-022-018

EXISTING USE: R-L RESIDENTIAL LOW

PROPOSED USE: R-L RESIDENTIAL LOW

EXISTING ZONING: R-L RESIDENTIAL LOW

PROPOSED ZONING: R-L RESIDENTIAL LOW

SEWER SERVICE: CITY OF WOODLAND

DRAINAGE SERVICE: CITY OF WOODLAND

WATER SERVICE: CITY OF WOODLAND

ELECTRIC SERVICE: PACIFIC GAS & ELECTRIC

GAS SERVICE: PACIFIC GAS & ELECTRIC

TELEPHONE SERVICE: AT&T

FLOOD ZONES: 06113C0445H ZONE X
(N.A.V.D. 88)

GROSS AREA: 0.353± ACRES



TENTATIVE PARCEL MAP NO. 5262
FOR
CHARLES A. MATTSON AND MARY-Alice COLEMAN
BEING ALL OF THE REMAINDER LOT AS SHOWN ON PARCEL MAP NO. 3999 FOR
VAN MUYDEN, BOOK 12 PAGE 41 ALSO BEING A PORTION OF SECTION 33
TOWNSHIP 10 NORTH, RANGE 2 EAST, MOUNT DIABLO BASE AND MERIDIAN
CITY OF WOODLAND, YOLO COUNTY, CALIFORNIA

LM LAUGENOUR AND MEIKLE
CIVIL ENGINEERING · LAND SURVEYING · PLANNING

608 COURT STREET, WOODLAND, CALIFORNIA 95695 · PHONE: (530) 662-1755
P.O. BOX 828, WOODLAND, CALIFORNIA 95776 · FAX: (530) 662-4602

SHEET 1 OF 1 DECEMBER 19, 2024

General Application Form

1. OWNER/APPLICANT

Property Owner:

Charles A. Mattson and Mary-Alice Coleman

Mailing Address:

2682 Mack Way

City State Zip Code:

Woodland, CA 95776

Phone Number:

530-304-1253 (Matt Mattson)

E-mail Address:

cam@lawofficemac.com

Project Applicant:

MATTHEW SOUZA (LAUGENOUR & MEIKLE)

Mailing Address:

608 COURT STREET

City State Zip Code:

WOODLAND, CA 95695

Phone Number:

(530)662-1755

E-mail Address:

MATT@LMCE.NET

2. PROJECT DESCRIPTION

Project Name:

MATTSON TENTATIVE PARCEL MAP

Total Acres or Square Feet:

0.353 AC.

General Plan Land Use Designation:

Low Density Residential

Existing Zoning:

RL

Site Address or Location:

525, 531, and 537 Johnson Street Woodland CA 95776

Assessor's Parcel Number(s):

066-022-018

Is Project in Flood Zone? ☐ Yes ☒ No

No

Requested Entitlement/Permit Type:

Tentative Parcel Map

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

3. AUTHORITY TO FILE APPLICATION

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

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

ACKNOWLEDGEMENT: I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies. I certify that I have reviewed the current Hazardous Waste and Substances Site List, developed pursuant to AB 3750, and found that my project is not on the list.

APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT




Applicant Date 12-19-24
 Applicant Date 12/19/24

Legal Owner Date 12/19/24
 Legal Owner Date 12/19/24

DEPARTMENT USE ONLY

Entitlement Type

- | | | |
|--|---|---|
| ☐ Zoning Administrator Permit (ZAP) | ☐ Zoning Amendment | ☐ Sign Plan |
| ☐ Conditional Use Permit (CUP) | ☐ Zone Interpretation | ☐ Tentative Parcel Map |
| ☐ CUP/PUD/ZAP Modification | ☐ Design Review | ☐ Tentative Subdivision Map |
| ☐ Annexation Application | ☐ Site Plan Review | ☐ Amendment to Tentative Map |
| ☐ Lot Line Adjustment | ☐ General Plan Petition | ☐ Variance |
| ☐ Lot Merger | ☐ General Plan Amendment | ☐ Other: _____ |

Is this request related to another development? _____

☐ Yes ☐ No

Explain: _____

Intake

Amount Paid: _____

Amount Owed: _____

Logged by: _____ Date: _____

Planner: _____ Date: _____

Project No: _____



Community Development Department, 300 First Street, Woodland CA 95695, (530) 661-5820 fax (530) 406-0832

LETTER OF AGENCY

If the applicant or representative is not the owner of record of the subject site, a Letter of Agency from the owner, or the owner's authorized representative must be submitted which grants the applicant or representative permission to apply for the requested entitlements(s).

The Letter of Agency must be notarized

Date: 12/19/2024

To: City of Woodland
Community Development Department
300 First Street
Woodland, CA 95695

Community Development Department:

I, the undersigned legal owner of record, hereby grant permission to:

Applicant: Laugenour and Meikle Representative Phone: 530-662-1755

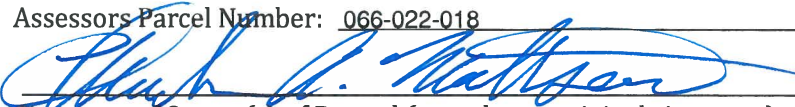
Applicant's Address: 608 Court Street, Woodland, CA 95695

To apply for the entitlement(s) listed below

☐ General Plan Amendment	☐ Zoning Amendment	☐ Tentative Subdivision Map
☒ Tentative Parcel Map	☐ Specific Plan Amendment	☐ Lot Line Adjustment
☐ Variance	☐ Conditional Use Permit	☐ Planned Development
☐ Site Plan Review	☐ Design Review	☐ Zoning Administrator Permit
☐ Specific Plan	☐ Cannabis Business Permit	☐ Cannabis Conditional Use Permit
Is this request part of another application? Yes ☐ No ☒	Other:	

The subject property is located at: 525, 531, and 537 Johnson Street, Woodland, CA

Assessors Parcel Number: 066-022-018


Signature of Owner(s) of Record (must be an original signature)

Charles A. Mattson

Print Legal Owner(s) of Record Name

2378 Alexander St Woodland Ca (530) 400-2934
Address of Legal Owner (attach title report) Phone:

E-mail Owner(s) of Record: cam@lawofficemac.com



Community Development Department, 300 First Street, Woodland CA 95695, (530) 661-5820 fax (530) 406-0832

LETTER OF AGENCY

If the applicant or representative is not the owner of record of the subject site, a Letter of Agency from the owner, or the owner's authorized representative must be submitted which grants the applicant or representative permission to apply for the requested entitlements(s).

The Letter of Agency must be notarized

Date: 12/19/2024

To: City of Woodland
Community Development Department
300 First Street
Woodland, CA 95695

Community Development Department:

I, the undersigned legal owner of record, hereby grant permission to:

Applicant: Laugenour and Meikle Representative Phone: 530-662-1755

Applicant's Address: 608 Court Street, Woodland, CA 95695

To apply for the entitlement(s) listed below

☐ General Plan Amendment	☐ Zoning Amendment	☐ Tentative Subdivision Map
☒ Tentative Parcel Map	☐ Specific Plan Amendment	☐ Lot Line Adjustment
☐ Variance	☐ Conditional Use Permit	☐ Planned Development
☐ Site Plan Review	☐ Design Review	☐ Zoning Administrator Permit
☐ Specific Plan	☐ Cannabis Business Permit	☐ Cannabis Conditional Use Permit
Is this request part of another application? Yes ☐ No ☒	Other:	

The subject property is located at: 525, 531, and 537 Johnson Street, Woodland, CA

Assessors Parcel Number: 066-022-018

Mary Alice Coleman
Signature of Owner(s) of Record (must be an original signature)

Mary-Alice Coleman

Print Legal Owner(s) of Record Name

2378 Alexander St., Woodland 95776 530-304-7888
Address of Legal Owner (attach title report) Phone:

E-mail Owner(s) of Record: mac@lawofficemac.com

ALL-PURPOSE ACKNOWLEDGMENT

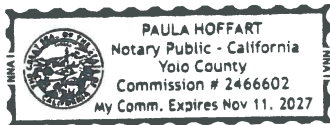
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Yolo } SS.

On December 19, 2024, before me, Paula Hoffart, Notary Public,
DATE

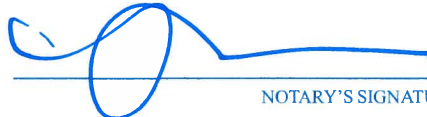
personally appeared Charles A. Mattson and Mary Alice Coleman, who proved to me on the

basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



PLACE NOTARY SEAL IN ABOVE SPACE

NOTARY'S SIGNATURE

OPTIONAL INFORMATION

The information below is optional. However, it may prove valuable and could prevent fraudulent attachment of this form to an unauthorized document.

CAPACITY CLAIMED BY SIGNER (PRINCIPAL)

- ☐ INDIVIDUAL
☐ CORPORATE OFFICER _____ TITLE(S)
☐ PARTNER(S)
☐ ATTORNEY-IN-FACT
☐ GUARDIAN/CONSERVATOR
☐ SUBSCRIBING WITNESS
☐ OTHER: _____

SIGNER (PRINCIPAL) IS REPRESENTING:
NAME OF PERSON(S) OR ENTITY(IES)

DESCRIPTION OF ATTACHED DOCUMENT

TITLE OR TYPE OF DOCUMENT

NUMBER OF PAGES

DATE OF DOCUMENT

RIGHT
THUMBPRINT
OF
SIGNER

OTHER

Top of thumbprint here



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission
DATE: March 20, 2025
ITEM #: H.4
SUBJECT: Subdivision Ordinance Updates (SB 684 and SB 1123)

Recommendation for Action: Staff recommends that the Planning Commission: (1) hold a public hearing to receive testimony regarding the Subdivision Ordinance Updates, (2) find that the adoption of the proposed ordinance is statutorily exempt from review under the California Environmental Quality Act ("CEQA") under Public Resources Code section 21080.17, and (3) adopt Planning Commission Resolution No. PC25-04 recommending that the City Council adopt the proposed ordinance that is attached as Attachment 2.

Staff Contact:

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

Background:

In recent years, the California Legislature has approved, and the Governor has signed into law, a number of bills that, among other things, amended various sections of the Government Code aimed to streamline residential development. In 2023 and 2024, the California Legislature approved, and the Governor signed into law, two new bills — SB 684 and SB 1123 — that further amend state infill development and subdivision law to encourage missing middle housing development as summarized below.

Subject to limited exceptions, existing state law, the Subdivision Map Act, has placed the authority to regulate and control the design and improvement of subdivisions in the legislative body of local agencies and has established specific procedures for how local agencies such as the City of Woodland should process, approve, conditionally approve, or deny, and filing of tentative, final, and parcel maps, and the modifications of these maps. The aforementioned acts have generally required a subdivider to file a tentative map or vesting tentative map with the local agency, as specified under the Subdivision Map Act, and the local agency, in turn, to approve, conditionally approve, or deny the map within a specified time period.

SB 684 – By-right Small-Lot Subdivisions in Multifamily Zones

On October 11, 2023, Governor Newsom signed California Senate Bill 684 (SB 684) into law aimed at simplifying the approval process for small lot subdivisions and housing developments by requiring local agencies to consider parcel maps or tentative and final maps ministerially without discretionary review or a hearing. It applies to projects with 10 or fewer parcels and housing developments with 10 or fewer residential units on urban infill sites under 5 acres, aiming to expedite the process and promote homeownership opportunities. This bill became effective beginning January 1, 2024.

SB 1123 – By-right Small-Lot Subdivisions in Single Family Zones

On September 19, 2024, Governor Newsom signed California Senate Bill 1123 (SB 1123) into law aimed at expanding on SB 684 by allowing the streamlined approval process for small lot subdivisions to apply to vacant/undeveloped lots (with the exception of nonresidential structures) in single-family zones. This bill aimed at creating more affordable homeownership opportunities by making it legal to build up to 10 homes on these lots, provided they meet specific criteria such as being located near jobs, schools, transit, and other amenities. This bill is effective July 1, 2025.

The City's current residential zones include the R-L: Low-Density Residential zone; N-P: Neighborhood Preservation; R-LM: Residential Low-Medium; R-M: Residential Medium; and R-H: Residential High. The City's Mixed Use and Downtown Zones also allow for multifamily land use. As part of the proposed modifications to the City Subdivision Ordinance, the revised standards will apply to all city zones that allow for single family and multifamily residential land use.

The City's 2035 General Plan and the City 2021-2029 Housing Element encourage providing for a greater array of housing types thereby increasing housing choice and options. Increasing density, if even incrementally over time, will increase transit ridership, which will ultimately improve transit choices. Increased density also improves the possibility for inclusion of future embedded retail, service, or office uses within a neighborhood, thereby reducing vehicle miles traveled and greenhouse gas emissions. The legislation specifically exempts from CEQA any ordinance adopted to implement SB 684 or SB 1123.

Discussion:

Adopting the proposed ordinance (Attachment 2) will ensure that the City's Subdivision Ordinance complies with SB 684 and SB 1123. Therefore, staff recommends that the Planning Commission approve the attached resolution (Attachment 1) to advise the City Council to adopt the proposed ordinance.

The provisions discussed below summarize the relevant provisions of SB 684 and SB 1123 and local objective standards for reference and discussion and do not include every potential planning and/or building regulation that would apply to projects submitted pursuant to SB 684 and SB 1123.

Zoning Objective Standards That Cannot Be Applied Under SB 684 and SB 1123

Rear/Side Lot Line Setbacks. Any side or rear setback imposed from the original property line of the pre-subdivided lot must align with Government Code Section 65852.21. This prohibits cities from imposing setbacks from the original rear or side lot lines beyond four feet as well as any setbacks for existing structures or a structure constructed in the same location with the same dimensions as an existing structure.

Building Separation. No zoning setbacks or other building separation requirements between units may be enforced. However, any building separation requirements from the California Building Code would still apply.

Parking. No automobile parking requirements may be applied that exceed what is permitted by SB9. This section precludes cities from requiring more than one automobile parking space per unit. However, no onsite parking spaces can be required if the site is within one block of a car share vehicle or is within one-half mile walking distance from a high quality transit corridor or a major transit stop. In addition, there can be no requirements that onsite parking be covered or enclosed.

Minimum Lot Width. No minimum size, width, or depth may be required for lots created pursuant to SB 684 or SB 1123. All newly created parcels must have a minimum area of 600 square feet, except as otherwise specified under the provisions for SB 684 and SB 1123. If the project site parcels are zoned for single-family residential use, the newly created parcels shall be no smaller than 1,200 square feet.

Zoning Objective Standards That Can be Applied Under SB 684 and SB 1123

Height & Floor Area Ratio (FAR). Requirements for building height and FAR from the site's underlying zone will apply to all SB 684 projects.

Dedications of Rights-Of-Way and Off-Site Improvements. SB 684 allows local governments to

require dedications of rights-of-way or the construction of off-site improvements, such as sidewalk and lighting installation, for the parcels being created as a condition of approval for Parcel or Subdivision Maps.

City of Woodland 2021-2029 Housing Element in Accordance with SB 684 and SB 1123

If the parcel is identified in the City of Woodland's 2021-2029 Housing Element, the development will result in at least as many units as projected for that parcel in the housing element. For developments on parcels not identified in the City of Woodland's 2021-2029 Housing Element, proposed developments would only have to result in the greater of either: (i) at least 66% of the maximum allowable residential density as specified by local zoning or (ii) at least 66% of the applicable residential density under Government Code section 65583.2, subdivision (c)(3)(B).

Environmental Review:

Under California Public Resources Code section 21080.17, CEQA does not apply to the adoption of an ordinance by a city or county implementing the provisions of SB 684 or SB 1123.

Application Process

Effective January 1, 2024, a development proponent may submit an application pursuant to SB 684 for a ministerial review of a parcel map or a tentative and final map for the subdivision of 10 or fewer parcels and corresponding housing development projects of 10 or fewer units. Effective July 1, 2025, a development proponent may submit an application also pursuant to SB 1123. SB 684 and SB 1123 projects will be administratively reviewed for compliance with applicable objective criteria and will not be subject to a public hearing. Additionally, the California Environmental Quality Act (CEQA) will not apply.

An application for a parcel/tentative map for a housing development project or a housing development project submitted pursuant to SB 684 must be approved or denied within 60 days from the date the local government receives a completed application. If the local government does not approve or deny a completed application within 60 days, the application shall be deemed approved.

Fees

The City Planning Division application fee will depend on whether the project requires a Tentative Parcel Map (up to four units) or a Subdivision Map (five-ten units). Projects requiring permit clearances or other procedures will be assessed additional fees, in addition to typical plan check, final map processing, and permit fees.

Under SB 684 and SB 1123 dwelling units will also be assessed for applicable development impact fees.

Conclusion:

Staff recommends that the Planning Commission: (1) hold a public hearing to receive testimony regarding the Subdivision Ordinance Updates, (2) find that the adoption of the proposed ordinance is statutorily exempt from review under the California Environmental Quality Act ("CEQA") under Public Resources Code section 21080.17, and (3) adopt Planning Commission Resolution No. PC25-04 recommending that the City Council adopt the proposed ordinance that is attached as Attachment 2.

Prepared by: Anna Canales, Assistant Planner

Reviewed by: Erika Bumgardner, Deputy Director of Community Development

Attachments:

1. Reso
2. Subdivison Ordinance - Draft Amendments

RESOLUTION NO. PC 25-04

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WOODLAND RECOMMENDING CITY COUNCIL APPROVAL OF AMENDMENTS TO SECTIONS 16.08.020, 16.12.010, AND 16.12.020 OF THE CITY OF WOODLAND MUNICIPAL CODE; AND ADDING NEW SECTION 16.12.025

WHEREAS, on March 20, 2025, the Planning Commission conducted a duly noticed public hearing to consider the staff report, recommendations by staff, and public testimony concerning amendments to the Subdivision Ordinance to implement SB 684 and SB 1123. Following the public hearing, the Planning Commission voted to forward the Ordinance with proposed amendments to the City Council with a recommendation in favor of its adoption; and

WHEREAS, on October 11, 2023, the Governor signed into law Senate Bill (SB) 684, which generally became operative on July 1, 2024; and

WHEREAS, SB 684 added Government Code Sections 65852.28, 65913.4.5, and 66499.41 to State law to require local agencies to ministerially approve certain types of subdivisions for housing development projects consisting of ten or fewer units on qualified multi-family zoned infill sites, subject to certain criteria; and

WHEREAS, SB 684 further requires local agencies to ministerially approve housing development projects consisting of ten or fewer units on a parcel resulting from such a subdivision; and

WHEREAS, on September 19, 2024, SB 1123 amended Government Code sections 65852.28 and 66499.41 to clarify and update certain provisions; and

WHEREAS, the City's existing Subdivision Ordinance in Title 16 of the City of Woodland Municipal Code requires amendments and additions to conform to the new State law requirements of SB 684 and SB 1123; and

WHEREAS, the proposed ordinance ("Ordinance") therefore updates WMC sections 16.08.020, 16.12.010, and 16.12.020, and adds new section 16.12.025, to adopt the applicable state standards and provide for local regulation as appropriate; and

WHEREAS, amendments to the Subdivision Ordinance for the implementation of provisions of SB 684 and SB 1123 are not considered projects under the California Environmental Quality Act (CEQA Pub. Res. Code Sections 21000, *et seq.*) pursuant to Government Code Sections 65852.28(e), 65913.4.5(b), and 66499.41(i).

WHEREAS, proper noticing of the public hearing was given in all respects as required by law, and

WHEREAS, the Planning Commission has reviewed all written evidence and oral testimony presented to date.

NOW, THEREFORE, BE IT RESOLVED that the City of Woodland Planning Commission does hereby resolve as follows:

SECTION 1. Recitals. The City of Woodland Planning Commission hereby adopts the above recitals as true and correct findings of the City of Woodland Planning Commission and incorporates them into this Resolution by this reference.

PASSED, APPROVED, AND ADOPTED by the Planning Commission of the City of Woodland at a regular meeting of the Planning Commission held on the 20th day of March 2025, by the following vote:

AYES:

NOES:

ABSENT:

RECUSE:

Marco C. Lizarraga
Chairperson

ATTEST:

Erika Bumgardner
Deputy Director of Community Development

Exhibit A – Draft Ordinance

Exhibit A – Draft Ordinance

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF WOODLAND AMENDING SECTIONS
16.08.020, 16.12.010, AND 16.12.020 OF THE CITY
OF WOODLAND MUNICIPAL CODE; AND ADDING
NEW SECTION 16.12.025**

WHEREAS, on October 11, 2023, the Governor signed into law Senate Bill (SB) 684, which generally became operative on July 1, 2024; and

WHEREAS, SB 684 added Government Code Sections 65852.28, 65913.4.5, and 66499.41 to State law to require local agencies to ministerially approve certain types of subdivisions for housing development projects consisting of ten or fewer units on qualified multi-family zoned infill sites, subject to certain criteria; and

WHEREAS, SB 684 further requires local agencies to ministerially approve housing development projects consisting of ten or fewer units on a parcel resulting from such a subdivision; and

WHEREAS, on September 19, 2024, SB 1123 amended Government Code sections 65852.28 and 66499.41 to clarify and update certain provisions; and

WHEREAS, the City's existing subdivision ordinance in Title 16 of the City of Woodland Municipal Code requires amendments and additions to conform to the new State law requirements of SB 684; and

WHEREAS, this ordinance ("Ordinance") therefore updates WMC sections 16.08.020, 16.12.010, and 16.12.020, and adds new section 16.12.025, to adopt the applicable state standards and provide for local regulation as appropriate; and

WHEREAS, on _____, 2025, the Planning Commission conducted a duly noticed public hearing to consider the staff report, recommendations by staff, and public testimony concerning the Ordinance. Following the public hearing, the Planning Commission voted to forward the Ordinance to the City Council with a recommendation in favor of its adoption; and

WHEREAS, an ordinance implementing the provisions of SB 684 is not considered a project under the California Environmental Quality Act (CEQA Pub. Res. Code Sections 21000, *et seq.*) pursuant to Government Code Sections 65852.28(e), 65913.4.5(b), and 66499.41(i).

WHEREAS, on _____, 2025, the City gave public notice of a City Council public hearing to be held to consider this Ordinance by advertisement in a newspaper of general circulation; and

WHEREAS, on _____, 2025, the City Council conducted a duly noticed public hearing to consider the Ordinance, including: (1) the public testimony and agenda reports prepared in connection with the Ordinance; (2) the policy considerations discussed therein; and (3) the consideration and recommendation of the Planning Commission; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODLAND, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Incorporation of Recitals. The recitals above are true and correct and are hereby adopted as findings as if fully set forth herein.

SECTION 2. CEQA. The City Council finds that adoption of this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15358 (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Further, the City Council finds that this Ordinance is also exempt under CEQA pursuant to Guidelines Section 15061(b)(3) (there exists no possibility that the activity will have a significant adverse effect on the environment) because this Ordinance will not cause a change in any of the physical conditions within the area affected by the Ordinance. Finally, pursuant to Government Code sections 65852.28, 65913.4.5, and 66499.41, this Ordinance implementing the provisions of SB 684 is not a “project” for purposes of CEQA because it establishes a streamlined, ministerial process to which CEQA does not apply.

SECTION 3. Code Amendment. Sections 16.08.020, 16.12.010, and 16.12.020 of Title 16 of the Woodland Municipal Code are hereby amended to read in their entirety as set forth in Exhibit “A,” attached hereto and incorporated herein by this reference.

SECTION 4. Code Addition. Section 16.12.025 of Title 16 of the Woodland Municipal Code is hereby added to read in its entirety as set forth in Exhibit “A,” attached hereto and incorporated herein by this reference.

SECTION 5. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid by a court of competent jurisdiction, such invalidity has no effect on the other provisions or applications of the Ordinance that can be given effect without the invalid provision or application, and to this extent, the provisions of this Ordinance are severable. The City Council declares that it would have adopted this Ordinance irrespective of the invalidity of any portion thereof.

SECTION 6. Certification and Publication. The City Clerk shall certify to the adoption of this Ordinance and cause it, or a summary of it, to be published once within

15 days of adoption in a newspaper of general circulation printed and published within the City of Woodland, and shall post a certified copy of this Ordinance, including the vote for and against the same, in the Office of the City Clerk in accordance with California Government Code, section 36933.

SECTION 7. Effective Date. This Ordinance shall become effective 30 days after its adoption.

APPROVED AND ADOPTED this ____ day of _____, 2025.

The foregoing ordinance was introduced with the first reading waived at a regular meeting of the City of Woodland City Council on the ____ day of ____ 2025, by the following vote:

AYES:

NOES:

ABSENT:

RECUSE:

Rich Lansburgh, Mayor

ATTEST:

Sarah Lansburgh, City Clerk

STATE OF CALIFORNIA)
COUNTY OF YOLO) ss.
CITY OF WOODLAND)

I, **SARAH LANSBURGH**, City Clerk of the City of Woodland, California, hereby certify that Ordinance No. _____ having been regularly introduced at the meeting of _____, was again introduced, the reading in full thereof unanimously waived, and duly passed and adopted at a regular meeting of the City Council held on the ____ day of _____, _____, and said ordinance was adopted by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Woodland, California, this ____ day of _____, _____.

Sarah Lansburgh, City Clerk

§ 16.08.010
16.08.020

SUBDIVISIONS.

§

CHAPTER 16.08
DEFINITIONS

...

§ 16.08.020. Definitions.

"Advisory agency" means the Planning Commission or Community Development Director, who shall constitute the advisory agency for divisions of real property which require preparation of a map pursuant to this title and the Subdivision Map Act.

"Alley" means a public thoroughfare less than 30 feet in width.

"Appeal Board" means the City Council shall constitute the Appeal Board for appeals from the decisions of the Planning Commission acting in its capacity as the advisory agency. The Planning Commission shall constitute the "Appeal Board" for divisions of real property which do not require preparation of a final map or a parcel map pursuant to this chapter and the Subdivision Map Act.

"Certificate of compliance" means a certificate recorded by the City which determines that the subdivision of real property complies with the provision of the Subdivision Map Act and the City ordinances enacted pursuant thereto. A recorded parcel or final map shall constitute a certificate of compliance with respect to the parcels of real property described therein.

"City Engineer" means the City Engineer or the City Engineer's duly authorized representative.

"Community Development Director" means the Community Development Director or the Director's duly authorized representative.

"Community land trust" means a nonprofit corporation organized pursuant to California Government Code Section 501 (c)(3) of the Internal Revenue Code that satisfies all of the following:

1. Has as its primary purposes the creation and maintenance of permanently affordable single-family or multi-family residences;
2. All dwellings and units located on the land owned by the nonprofit corporation are sold to qualified owners to be occupied as the qualified owner's primary residence or rented to persons and families of low or moderate income. For the purpose of this subparagraph, "Qualified owner" means a person of family of low or moderate income who owns a dwelling or unit collectively as a member occupant or resident shareholder of a limited-equity housing cooperative; and
3. The land owned by the nonprofit corporation, on which a dwelling or unit sold to a qualified owner is situated, is leased by the nonprofit corporation to the qualified owner for the convenient occupation and use of that dwelling or unit for a renewable term of 99 years.

"Cul-de-sac" means a street which connects to other streets only at one end and has provision for a turnaround at the other end.

"General Plan" means the General Plan of the City of Woodland as amended from time to time.

"Geologically hazardous area" means a geologically hazardous area is one which may be affected by one or more of the geologic hazards discussed in the General Plan.

"Housing Cooperative" or "Limited-equity housing cooperative" or "workforce housing cooperative trust" means a corporation organized on a cooperative basis that meets all applicable requirements outlined under California Civil Code Section 817.

"Lot" means a parcel of land. The word "lot" shall have the same meaning as the word "parcel" and the two words shall be synonymous.

"Lot area" means the total horizontal net area within the lot lines of a lot or parcel exclusive of streets, high-ways, roads and alleys.

"Lot depth" means the horizontal distance between the front and rear lot lines measured on the longitudinal center line.

"Lot line adjustment" means any adjustment of boundary lines between four or fewer existing adjoining parcels, where the land taken from one parcel is added to an adjoining parcel, and a greater number of parcels than originally existed is not created.

Lot Line, Front. "Front lot line" means, in the case of an interior lot, a line separating the lot from the public right-of-way. In the case of a corner lot, the owner may choose which street shall be designated as the front of the lot. Once the choice of frontage has been made, it cannot be changed unless all requirements for yard space are satisfied.

Lot Line, Rear. "Rear lot line" means a lot line which is opposite and most distant from the front lot line or, in the case of an irregular lot or triangular shaped lot, a line 10 feet in length within the lot, parallel to and at the maximum distance from the front lot line.

"Lot lines" mean the lines bounding a lot or parcel.

"Lot width" means the horizontal distance between the side lot lines, measured at a right angle to the lot depth at a point midway between the front and rear lot lines.

Lot, Corner. "Corner lot" means a lot situated at the intersection of two or more streets having an angle of intersection of not more than 135 degrees.

Lot, Interior. "Interior lot" means a lot other than a corner lot.

Lot, Through. "Through lot" means a lot having frontage on two parallel or approximately parallel streets.

Map, Final. "Final map" means a map prepared by a registered civil engineer or a licensed land surveyor and presented for recording, which conforms to an approved tentative subdivision map, the Subdivision Map Act and this title.

Map, Parcel. "Parcel map" means a map prepared and processed in accordance with the Subdivision Map Act and creating four or fewer lots or parcels or four or fewer condominiums as defined in California Civil Code Section 783 and for community apartment projects containing four or fewer parcels.

Map, Tentative. "Tentative map" means a map prepared for the purpose of showing the design and improvement of a proposed subdivision and the existing conditions in and around it.

Map, Vesting. "Vesting map" means a tentative map prepared in accordance with California Government Code Section 66452 of the Subdivision Map Act that confers a vested right to proceed with the development in substantial compliance with the ordinances, policies and standards in effect at the time the application is determined, or deemed, to be complete.

"Merger" means the joining of two or more contiguous parcels of land under common ownership into one parcel.

"Parcel" means all contiguous lands not otherwise legally divided which are under one ownership according to record in the office of the County Clerk-Recorder.

"Public improvements" means streets, highways, monuments, utilities or any facility, fixture or object installed or constructed in accordance with the City standard specifications for acceptance by the City or other public agencies.

"Qualified urban use" means any residential, commercial, public institutional, transit or transportation passenger facility, or retail use, or any combination of those uses.

"Registered civil engineer" means a civil engineer registered by the State of California and doing work consistent with the engineer's authority under the Business and Professions Code and the State Board of Registration for Professional Engineers and Land Surveyors (California Business and Professions Code Sections 6700, 8700).

"Reversion to acreage" means abandonment of a previously recorded subdivision map.

"Street" means a way for vehicular traffic, whether designated as a street, highway, thoroughfare, road, avenue, boulevard, lane, place, court, circle, drive or way, which has been dedicated to public use and accepted by the City, County, or State or laid out or constructed as such by the City, County, or State or made a public street pursuant to law. "Street" shall not include a private road or alley.

"Subdivider" means a person, firm, corporation, partnership or association who proposes to divide, divides or causes to be divided real property into a subdivision for him or herself or for others except that employees and consultants of such persons or entities, acting in such capacity, are not "subdividers."

"Subdivision" means the division, by any subdivider, of any unit or units of improved or unimproved land, or any portion thereof, shown on the latest equalized County assessment roll as a unit or as contiguous units, for the purpose of sale, lease or financing, whether immediate or future. Property shall be considered as contiguous units, even if it is separated by roads, streets, utility easement or railroad rights-of-way. Subdivision includes a condominium project, as defined in California Civil Code Section 4125 or 6542, a community apartment project, as defined in California Civil Code Section 4105, or the conversion of five or more existing dwelling units to a stock cooperative, as defined in California Civil Code Section 4190 or 6566.

"Subdivision improvement agreement" means a contract between the City and the subdivider in a form approved by the City Attorney, requiring the subdivider to complete, install or construct improvements as required by the provision of this chapter.

"Subdivision Map Act" means the provisions of California Government Code, Title 7, Division 2, Section 66410 et seq., and such amendments and additions thereto as may be made.

"Substantially surrounded" means at least 75 percent of the perimeter of the project site adjoins, or is separated only by an improved public right-of-way from, parcels that are developed with qualified urban uses. The remainder of the perimeter of the site adjoins, or is separated only by an improved public right-of-way from, parcels that have been designated for

qualified urban uses in a zoning, community plan, or general plan for which an environmental impact report was certified.

CHAPTER 16.12
MAP REQUIREMENTS

§ 16.12.010. Subdivisions creating five or more lots or parcels.

Except as otherwise provided in Section 16.12.025, a tentative map and a final map shall be required for all subdivisions creating five or more lots or parcels, five or more condominiums as defined in California Civil Code Section 783, a community apartment project containing five or more parcels or for the conversion of a dwelling to a stock cooperative containing five or more dwelling units, except where excepted by California Government Code Section 66426 of the Subdivision Map Act. A tentative map and a parcel map shall be required for those subdivisions so excepted.

(Prior code § 21-3-1)

§ 16.12.020. Subdivisions creating four or fewer lots or parcels.

Except as otherwise provided in Section 16.12.025, a tentative map and a parcel map shall be required for all subdivisions creating four or fewer lots or parcels or four or fewer condominiums as defined in California Civil Code Section 783, and for community apartment projects containing four or fewer parcels or for the conversion of a dwelling to a stock cooperative containing four or fewer dwelling units.

(Prior code § 21-3-2)

§ 16.12.025. Streamlined approval process for certain subdivisions and related housing development project approvals.

A. The Community Development Director shall ministerially consider, without discretionary review or a hearing, a parcel map or a tentative and final map for a housing development project that meets all of the following requirements set forth in California Government Code Section 66499.41:

1. The proposed subdivision will result in 10 or fewer parcels and the housing development project on the lot proposed to be subdivided will contain 10 or fewer residential units.
2. The lot is zoned for multifamily residential development.
3. The lot is no larger than five acres and is substantially surrounded by qualified urban uses.
4. The lot is a legal parcel located within the jurisdiction of the City.
5. The lot was not established pursuant to this Chapter 16.12.025.
6. The lot proposed to be subdivided is the subject of an application filed on or after July 1, 2025 and meets one of the following:
 - a. The lot is vacant and zoned for single-family residential development and no larger than 1.5 acres.
 - i. For purposes of this paragraph, “vacant” means having no permanent structure, unless the permanent structure is abandoned and

uninhabitable. All of the following types of housing shall not be defined as “vacant”:

1. Housing that is subject to a recorded covenant, ordinance, or law that restricts rent or sales price to levels affordable to persons and families of low, very low, or extremely low income.
 2. Housing that is subject to any form of rent or sales price control.
 3. Housing occupied by tenants within the five years preceding the date of the application, including housing that has been demolished or that tenants have vacated prior to the submission of the application for a development permit.
7. The newly created parcels on parcels that are zoned for multifamily residential land uses are no smaller than 600 square feet.
 8. The newly created parcels on parcels zoned for single-family residential development are no less than 1,200 square feet on or after July 1, 2025.
 9. The residential units on the lot proposed to be subdivided are one of the following:
 - a. Constructed on fee simple ownership lots.
 - b. Part of a common interest development.
 - c. Part of a housing cooperative.
 - d. Constructed on land owned by a community land trust.
 - e. Part of a tenancy in common as described in California Civil Code section 685.
 10. The proposed housing development project will meet one of the following, as applicable:
 - a. If the parcel is identified in the City’s Housing Element for the current planning period, the housing development project will result in at least as many units as projected for that parcel in the housing element. If the parcel is identified to accommodate any portion of the City’s share of the regional housing need for low- or very low income households, the development will result in at least as many low- or very low income units as projected in the housing element. These units shall be subject to a recorded affordability restriction of at least 45 years.
 - b. If the parcel is not identified in the City’s Housing Element for the current planning period, the housing development project shall either:
 - i. Result in at least 66 percent of the maximum allowable residential density as specified by local zoning; or

- ii. Result in at least 66 percent of the applicable residential density specified in subparagraph (B) of paragraph (3) of subdivision (c) of California Government Code Section 65583.2, whichever is greater.

(ii) Where local zoning does not specify a maximum allowable residential density, the development will result in at least 66 percent of the applicable residential density as specified in subparagraph (B) of paragraph (3) of subdivision (c) of California Government Code Section 65583.2.

- 11. The average total area of floorspace for the units on the lot proposed to be subdivided does not exceed 1,750 net habitable square feet. For purposes of this paragraph, “net habitable square feet” means the finished and heated floor area fully enclosed by the inside surface of walls, windows, doors, and partitions, and having a headroom of at least six and one-half feet, including working, living, eating, cooking, sleeping, stair, hall, service, and storage areas, but excluding garages, carports, parking spaces, cellars, half-stories, and unfinished attics and basements.
- 12. The housing development project on the lot proposed to be subdivided complies with Chapter 15.16, Affordable Housing.
- 13. The housing development project on the lot proposed to be subdivided does not require the demolition or alteration of any of the following types of housing:
 - a. Housing that is subject to a recorded covenant, ordinance, or law that restricts rent to levels affordable to persons and families of low, very low, or extremely low income.
 - b. Housing that is subject to any form of rent or price control.
 - c. Housing occupied by tenants within the five years preceding the date of the application, including housing that has been demolished or that tenants have vacated prior to the submission of the application for development permit.
 - d. A parcel on which an owner of residential real property has exercised the owner’s rights under Chapter 12.75 (commencing with California Government Code Section 7060) of Division 7 of Title 1 of the Government Code to withdraw accommodations from rent or lease within 15 years before the date that the development proponent submits an application.
- 14. The lot proposed to be subdivided is not located on a site that is any of the following:
 - a. Either prime farmland or farmland of statewide importance, as defined pursuant to United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation, or land zoned or designated for agricultural protection or preservation by a local ballot measure that was approved by the voters of that jurisdiction.
 - b. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).
 - c. Within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to California Government Code Section 51178, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry

and Fire Protection pursuant to California Public Resources Code, Section 4202.

- d. A hazardous waste site that is listed pursuant to California Government Code Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to former California Health and Safety Code Section 25356, unless either of the following applies:
 - i. The site is an underground storage tank site that received a uniform closure letter issued pursuant to subdivision (g) of California Health and Safety Code Section 25296.10, based on closure criteria established by the State Water Resources Control Board for residential use or residential mixed uses. This section does not alter or change the conditions to remove a site from the list of hazardous waste sites listed pursuant to California Government Code Section 65962.5.
 - ii. The State Department of Public Health, State Water Resources Control Board, Department of Toxic Substances Control, or a local agency making a determination pursuant to subdivision (c) of Section 25296.10 of the California Health and Safety Code, has otherwise determined that the site is suitable for residential use or residential mixed uses.
- e. Within a delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with California Government Code Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with California Government Code Section 8875) of Division 1 of Title 2 of the Government Code.
- f. Within a special flood hazard area subject to inundation by the 1-percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this paragraph and is otherwise eligible for streamlined approval under this section, the City shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by the City that is applicable to that site. A development may be located on a site described in this subparagraph if either of the following is met:
 - i. The site has been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction.
 - ii. The site meets Federal Emergency Management Agency requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program pursuant to Part 59 (commencing with Government Code Section 59.1) and Part 60 (commencing with Government Code Section 60.1) of Subchapter B of Chapter 1 of Title 44 of the Code of Federal Regulations.

- g. Within a regulatory floodway as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency, unless the development has received a no-rise certification in accordance with Government Code Section 60.3 (d)(3) of Title 44 of the Code of Federal Regulations. If a development proponent is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined approval under this section, the City shall not deny the application on the basis that the development proponent did not comply with any additional permit requirement, standard, or action adopted by the City that is applicable to that side.
 - h. Land identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Government Code Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or another adopted natural resource protection plan.
 - i. Habitat for protected species identified as candidate, sensitive, or species, of special status by state or federal agencies, fully protected species, or species by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Government Code Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Government Code Section 1900) of Division 2 of the Fish and Game Code).
 - j. Land under conservation easement.
15. The proposed subdivision conforms to all applicable objective requirements of the Map Act and section 16.12.025, except as otherwise expressly provided in this Chapter 16.12.
 16. Any parcels proposed to be created pursuant to this section will be served by a public water system and a municipal sewer system.
 17. If an application is filed after July 1, 2025, the proposed subdivision will not result in any existing dwelling unit being alienable separate from the title to any other existing dwelling unit on the lot.
- B. Nothing in this Section 16.12.025 shall be construed to prohibit the City from requiring a mechanism for the maintenance of common space within the subdivision, including but not limited to a road maintenance agreement.
 - C. The Community Development Director shall approve or deny an application pursuant to Subsection A within 60 days from the date the City receives a completed application.
 - D. The Community Development Director may condition the approval and recordation of a subdivision map upon the completion of a residential structure that complies with all applicable provisions of the California Building Standards Code that contains at least one dwelling unit on each resulting parcel that does not already contain an existing legally permitted residential structure or which is reserved for internal circulation, open space, or common area.

- E. Nothing in this Section 16.12.025 affects the City's ability to deny a parcel map, tentative map, or final map if it makes certain written findings about the specific, adverse impact of the proposed housing development project as defined and determined in Government Code Section 65589.5(d)(2).
- G. Notwithstanding state law regarding accessory and junior accessory dwelling units, the City is not required to permit an accessory or junior accessory dwelling unit on parcels created pursuant to this Section 16.12.025.
- H. Notwithstanding state law regarding urban lot splits, the City is not required to permit an urban lot split on a parcel created pursuant to this Section 16.12.025.
- I. Upon approval of a tentative map or parcel map for a subdivision in accordance with this Section 16.12.025, the City shall issue a building permit for one or more residential units that are part of a housing development project of 10 or fewer units on a lot subdivided in accordance with this Section 16.12.025, so long as the applicant has submitted a building permit application that the Chief Building Official or designee has deemed complete pursuant to the requirements of Government Code Section 65913.3(b).
1. Issuance of a building permit under this subsection may be conditioned the applicant submitting proof, to the satisfaction of the Chief Building Official or designee, that the applicant and its successors and assignees agree that a certificate of occupancy or equivalent final approval for the building will not be issued unless and until the final map is recorded.
 2. The City reserves the right to require a security instrument to ensure faithful performance of the requirements identified in the associated approved tentative or parcel map and related conditions of approval. The amount and form of the security shall be determined by the City in its sole discretion, in accordance with legal requirements.
- J. A housing development project constructed on a subdivided lot approved pursuant to this Section 16.12.025 shall comply with all applicable objective zoning standards, subdivision standards, and design standards, consistent with state and local law. The City shall not impose on such qualifying housing development projects any objective zoning, subdivision, or design standards that:
1. Physically preclude the development of a project built to densities specified in Government Code Section 65583.2(c)(3)(B).
 2. Imposes any requirement that applies to a project solely or partially on the basis that the subdivision or housing development receives approval pursuant to this Section.
 3. Requires a setback between the units, except as required in the California Building Code.
 4. Requires that parking be enclosed or covered.
 5. Imposes side and rear setbacks from the original lot line inconsistent with Government Code Section 65852.21(b)(2)(B).
 6. Imposes parking requirements inconsistent with Government Code Section 65852.21(c)(1).
 7. If the housing development project consists of three to seven units, imposes a floor area ratio standard that is less than 1.0

8. If the housing development project consists of eight to ten units, imposes a floor area ratio standard that is less than 1.25.
- K. Notwithstanding the foregoing subsections, a housing development project located on a site proposed to be subdivided pursuant to this Section 16.12.025 is not required to comply with the following requirements:
1. A minimum requirement on the size, width, depth, or dimensions of an individual parcel created by the housing development, beyond the minimum parcel size specified in Section 16.12.025(E).
 2. The formation of a homeowners 'association, except as required by the Davis-Stirling Common Interest Development Act. This shall not be construed as prohibiting the City from requiring a mechanism for the maintenance of common space within the subdivision, including but not limited to a road maintenance agreement.
- L. The Community Development Director shall ministerially consider, without discretionary review or hearing, a housing development application submitted pursuant to this Section 16.12.025. The Community Development Director shall approve or deny such application within 60 days from the date a completed application is received. If the Community Development Director denies the application, the Community Development Director shall return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the applicant can remedy the application.
- M. The Community Development Director may disapprove a housing development project that meets the requirements of this Section 16.12.025 if it makes a written finding, based upon a preponderance of the evidence, that the proposed housing development would have a specific, adverse impact, as defined by Government Code Section 65589.5(d)(2), upon public health and safety and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.
- N. The City Building Official shall issue a building permit for one or more residential units that are part of a housing development project, consisting of ten or fewer units, on a lot proposed to be subdivided pursuant to this Section 16.12.025, if the applicant has met both of the following requirements:
1. The applicant has received a tentative map approval or parcel map approval for the subdivision.
 2. The applicant has submitted a building permit application that the Building Official deemed complete pursuant to Government Code Section 65913.3(b).
- O. The Building Official may condition the issuance of a building permit under this Section on the applicant submitting proof, to the satisfaction of the Building Official, of a recorded covenant and agreement, enforceable by the City, that states that the applicant and the applicant's successors and assignees agree that the building permit is issued on the condition that a certificate of occupancy or equivalent final approval for the building will not be issued unless the final map has been recorded.
- P. The Building Official shall issue the building permit based upon the tentative or parcel map and its conditions of approval. Any dedication, improvement, and sewer requirements identified in the approved tentative or parcel map or its conditions of approval shall be guaranteed to the satisfaction of the City at the time the building permit is issued. The Building Official may require security to ensure faithful performance of the requirements identified in the approved tentative or parcel map or its conditions of approval.

Q. Notwithstanding the foregoing, the Building Official may deny issuance of a building permit under this Section if the Building Official makes a written finding, based upon a preponderance of the evidence, that construction of the proposed structure or structures before recordation of the final map would have a specific, adverse impact, as defined by Government Code Section 65589.5(d)(2), upon public health and safety and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

...



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission
DATE: March 20, 2025
ITEM #: I.5
SUBJECT: Heritage Home and Historic Preservation Award Selection Guidelines

Recommendation for Action: Staff recommends that the Planning Commission receive and provide comments on the updated Heritage Home Award and Historic Preservation Award Selection Guidelines and the 2025 Heritage Home and Historic Preservation Awards nomination window.

Staff Contact:

Hadlie Ward, Assistant Planner, (530) 661-5960, hadlie.ward@cityofwoodland.gov
Megan Meier, Senior Planner, (530) 661-5814, megan.meier@cityofwoodland.gov

Background:

The Heritage Home Awards (HHA) and Historic Preservation Awards (HPA) are an ongoing community tradition that publicly recognizes historically significant homes and buildings in Woodland, as well as the people and organizations who help preserve them. Since the dissolution of the Historic Preservation Commission in October 2022, the Planning Commission has been tasked with conducting these awards.

In the past, HHA nominations were selected based on the HHA Selection Guidelines (Attachment 1). These general criteria required nominees to be historically significant family homes in Woodland. These guidelines did not require a specific age or specific architectural requirements. There were also no written guidelines for the selection of HPA recipients.

Typically, three to six awards are given each year, based on the number of nominations received and at the discretion of the Commission. Since 1989, 129 Heritage Home Awards have been awarded. Since 1982, 66 Historic Preservation Awards have been awarded, although the name was "Restoration Award" prior to 1993. The awards have been given to recognize restoration projects, historical buildings, and local community members who contributed to historic preservation, restoration, and education until 2015. For example, local historian David Wilkinson was awarded a Preservation Award in 2004 for his book, *Crafting a Valley Jewel: Architects and Builders of Woodland*.

At the Planning Commission meeting on April 4th, 2024, staff received direction from the Commission to develop updated selection criteria for the HHA and HPA process. Commission members expressed a desire to increase the requirements for nominated homes and buildings and improve tracking of the properties awarded. Staff have expanded the selection guidelines to maintain the accessibility of the awards while implementing standards for the Planning Commission to consistently review HHA and HPA nominations.

Discussion:

To develop the updated selection guidelines, staff reviewed various historic standards, programs, and awards in other cities and organizations, including the City of Sacramento, City of Reno, City of Cleveland Heights, City of Larkspur, and the California Preservation Foundation. Trends and varying approaches to historic building awards were identified and incorporated to expand the existing

guidelines for HHA nominations and to create guidelines for HPA nominations.

Revised Selection Guidelines

Both the proposed HHA Selection Guidelines (Attachment 2) and the proposed HPA Selection Guidelines (Attachment 3) incorporate eligibility requirements, including a minimum 50-year age requirement for the buildings. This benchmark is used widely across other cities and organizations to identify structures that may be historic.

In line with the previous selection guidelines, the proposed HHA and HPA Selection Guidelines required nominated homes and buildings to be located within the City of Woodland jurisdiction. The HHA is also limited to residential properties with two or fewer units, specifying previous requirements for HHA nominees to be “family homes.” All other buildings are eligible for nomination for the HPA.

As done previously, community members and organizations may also be nominated for the HPA for contributions to preservation of local history. A specific building or project does not need to be identified in relation to the community member, but the application must demonstrate their contributions by identifying publications, docent-led tours, historical documentation, service on local boards, or other factors that show exceptional efforts towards historic preservation.

The proposed guidelines also incorporate new selection criteria for nominated buildings. Buildings nominated for both HHA and HPA nominations must meet the requirements of two out of the three outlined categories: Historical Significance, Architecture, and Recent Projects.

For the HHA, the Historical Significance category requires the nominator to demonstrate that the home is related to significant historical events, activities, community members, and/or social and cultural history in Woodland. For the HPA, the nominator must demonstrate that the home is related to significant historical events, activities, community members, legacy businesses, and/or social and cultural history. For both awards, research and sources may be requested for this justification.

For the Architecture category, the nominator must identify an architectural style and highlight key aspects of how the nominated building demonstrates that style. Five characteristic features of the building must be identified by the applicant to support this category.

The Recent Projects category refers to preservation, rehabilitation, restoration, or reconstruction projects completed on the home or building. The requirements for this category are more flexible for the HHA, recognizing that individual homeowners may face greater barriers in financing projects. Examples of eligible projects are outlined, including repair of original building fixtures, replacement of degraded materials with new materials matching the original, and historically appropriate reconstruction of portions of the building beyond repair.

The selection guidelines also provide a list of factors that the Commission may additionally consider, such as efforts to promote education on the history of Woodland through the building, or historically appropriate sustainable upgrades.

2025 HHA and HPA Timeline

During the previous awards cycle in 2024, staff received inquiries about coordinating the HHA and HPA cycle with the Stroll Through History event. The Stroll Through History is a local non-profit public benefit corporation that is dedicated to enhancing the awareness and appreciation of Woodland history. Each fall, they organize a community event which includes open-home tours, neighborhood walking tours, and downtown events which highlight key historical resources and educate the public. Staff met with multiple members of the Stroll Committee in November 2024. They expressed a willingness to coordinate event timing and publicity. The 2025 Stroll Through History event is

projected to take place on Saturday, October 4th. If the Commission is in support, staff will tentatively schedule the 2025 HHA and HPA awards ceremony for Thursday, October 2nd.

The updated Selection Guidelines for both awards describe an “open nomination period,” in which staff and the Commission can work to publicize the awards process and interested community members can submit nominations. To meet the tentative October 2nd event date, staff have proposed a deadline for award applications of May 16th, 2025. This will allow sufficient time to bring the nominations to the Commission for selection, order the award plaques and allow the applicants to research the history of the nominated buildings.

Conclusion:

Staff recommends that the Planning Commission receive and provide comments on the updated Heritage Home Award and Historic Preservation Award Selection Guidelines and the 2025 Heritage Home and Historic Preservation Awards nomination window.

Prepared by: Hadlie Ward, Assistant Planner

Reviewed by: Erika Bumgardner, Community Development Department Deputy Director

Attachments:

1. Proposed Heritage Home Award Selection Guidelines
2. Proposed Historic Preservation Award Selection Guidelines
3. Former Award Guidelines and Application
4. 2025 Awards Timeline/Task Schedule



Heritage Home Award Selection Guidelines

The Heritage Home Awards recognize homes that are special community resources that have been well cared for or well-restored. These awards commemorate each home's contribution to the aesthetically and historically significant residential architecture of Woodland.

Please note: This award has no relation to the National Register for Historic Places or the California Register of Historic Resources. These are separately regulated designations. The Heritage Home Awards are honorary and impose no requirements of any kind on present or future property owners.

Each year the City of Woodland Planning Commission considers nominations and selects recipients to be honored. The Commission presents the homeowners with an attractive 7" x 10" oval bronze plaque for the front of the home from the Erie Landmark Company listing the year of construction.

ELIGIBILITY

Nominations can be made by any community member within the City of Woodland. Homeowners may also apply to self-nominate. Nominations that were not selected in previous years may be renominated, but no home can win the award more than once.

AGE:

- Nominated homes must have been constructed at least 50 years ago to be eligible.
- Homes with remodels or additions that were completed after original construction may still be considered if the modifications are appropriate to the architectural style of the home.

LOCATION:

- All nominated homes must be in the City of Woodland jurisdiction at the time of selection, as contrasted with the date of construction.
- The Commission recognizes that there are areas of the City in which historically and aesthetically significant architecture is more common than in other areas, but location in one such area is not required.

TYPE OF STRUCTURE:

- The award is limited to residential properties that have a maximum of 2 residential units, such as single-family homes, duplexes, or other family-home style properties.
- Properties with 3 or more residential units are not eligible, as these are considered multifamily under City Code. The Historical Preservation Award, also presented by the Commission, recognize the restoration and preservation of other multifamily, professional, or commercial historical buildings.

SELECTION CRITERIA

The home must meet the requirements in **at least two of the three categories** below:

Historical Significance:

- The nominator must clearly demonstrate one of the following:
 - The home was related to significant historical events, activities, community members, notable architects, and/or local social and cultural history.
- If the home is nominated on the basis of historical significance, research and sources will be requested with the application.

Architecture:

- The architectural style must be identified.
- The nominator must highlight a minimum of 5 distinctive features of the building that contribute to the type, period, or method of construction for the selected architectural style.
When identifying features, 2 of the 5 provided may be located on the interior of the home.
- Exterior color schemes of the home may enhance the architectural style.
- Ornamentation, landscaping, additions, and significant interior modifications cohesive with the architectural style may also be considered.
- Amendments required by building codes, fire codes, building stabilization, or general modernization will not disqualify or hinder an application.

Recent Projects:

This category only applies to preservation, rehabilitation, restoration, or reconstruction projects completed at the home. This does not apply to routine repairs, but instead high-quality improvements that demonstrate efforts to uphold the historical integrity of the home.

Examples of potentially eligible projects include:

- Preservation and repair of original building materials, features, finishes, or fixtures
- Replacement of degraded materials with new materials that match the original, implementing efforts to preserve construction techniques
- Historically appropriate reconstruction of portions of the home's form and structure that are no longer surviving or beyond repair
- Removal of additions or features that are not appropriate to the original construction era and intended style

Although not required, nominators are encouraged to reference the Secretary of the Interior's Standards for the Treatment of Historic Properties for clear definitions of preservation, rehabilitation, restoration, and reconstruction, as well as recommended methods.

ADDITIONAL CONSIDERATIONS:

The Commission shall give additional consideration to nominations that demonstrate:

- An effort to promote public education on the history and cultural landscapes of Woodland through their home and property
- An effort to make historically appropriate sustainable retrofits or upgrades to save energy, reduce heat impacts, save water, and increase the climate change resilience of the structure while maintaining historical significance and key architecture
- An effort to protect and preserve the historical significance of the home in the face of great difficulty and adversity
- Other efforts that positively contribute to the Woodland community

PROCEDURE

The following are the procedures for the selection and presentation of the awards:

- To be considered for selection, nominators must submit the following during the open nomination window:
 - A completed [Heritage Home Award Nomination Form](#)
 - Written justification for the requirements of the Historical Significance, Architecture, and/or Recent Projects selection criteria
 - Photographs of the home and property to support the written justification
- The nominations are reviewed by the Planning Commission at a predetermined meeting date. The recipients are selected by the Commissioners based on the eligibility requirements and selection criteria.
- Letters are mailed out the week following the recipient selection to notify the homeowners.
- The homeowners must notify staff of acceptance of the nomination and provide the home's construction year to move forward in the process.
- The nominator and homeowner work together to write a historical narrative about improvements and restoration of the home, history and architecture of the home, and any facts or stories about the property. Planning staff will provide a worksheet with prompts for the narrative, along with local resources for historical research.
- City staff sends formal invitations to the award recipients for the ceremony and conducts publicity outreach.
- The narratives, certificates, and plaques are presented at an awards ceremony at the City Hall.

CONTACT:

City of Woodland Planning Division, Community Development Department

Phone: (530) 661-5820

Email: CDD-Planners@cityofwoodland.gov

Address: 300 First Street, Woodland, CA 95695



Historic Preservation Award Selection Guidelines

The Historic Preservation Award is an honorary award that recognizes unique buildings and properties, or people and organizations that have contributed to the historic fabric of Woodland. Through this award, the Planning Commission promotes the preservation and informs the community about local history. Each year the City of Woodland Planning Commission considers nominations in conjunction with the Heritage Home Awards process.

Please note: This award has no relation to the National Register for Historic Places or the California Register of Historic Resources. These are separately regulated designations. The Historic Preservation Awards are honorary and impose no requirements of any kind on present or future property owners of buildings awarded.

ELIGIBILITY

Nominations can be made by any community member within the City of Woodland. Property owners may also apply to self-nominate. Buildings awarded in previous years may not be renominated, but nominations that were not selected in previous years may be renominated.

People and Organizations:

- Woodland residents or groups involved in the Woodland community who have significantly contributed to the preservation of local historical assets may be nominated.
- Contributions may include publications, docent-led tours, workshops, public speaking events, service on local boards, historic restoration work, event-planning, historical documentation, and other impactful community involvement, as evaluated by the Commission.
- Supplemental documentation in the form of photos, copies of written works, and testimonies may be requested for the Commission review.

Buildings and Properties:

AGE:

- Nominated buildings must have been constructed at least 50 years ago to be eligible.
- Buildings with remodels or additions completed after original construction may still be considered if the modifications are appropriate to the original style of the building or add historical value.

LOCATION:

- All nominated buildings must be in the City of Woodland jurisdiction at the time of selection, as contrasted with the date of construction.
- The Commission recognizes that there are areas of the City where historically and aesthetically significant architecture is more common than in other areas, such as the Downtown Woodland Historic District. Buildings in this area are eligible, but location in a recognized historic district is not required.

TYPE OF STRUCTURE:

- Commercial, religious, public, multifamily residential, and mixed-use buildings in the City of Woodland. Family homes are not eligible and may instead apply for the Heritage Home Awards.
- Single-family homes or other low-density residential properties are not eligible for this award and should be nominated for the Heritage Home Award instead.

SELECTION CRITERIA FOR BUILDINGS

The nominated building must meet the requirements for *at least two of the three categories* below:

Historical Significance:

- The nominator must clearly demonstrate one of the following:
 - The building was related to significant historical events, community members, notable architects, legacy businesses, and/or local social and cultural history.
- If a building is nominated on the basis of historical significance, research and sources will be requested with the application.

Architecture:

- The architectural style must be identified.
The nominator must highlight a minimum of 5 distinctive features of the building that contribute to the type, period, or method of construction for the selected architectural style. When identifying features, 2 of the 5 provided may be located on the interior of the home.
- Exterior color schemes of the building may enhance the architectural style.
- Ornamentation, landscaping, additions, and significant interior modifications cohesive with the architectural style may also be considered.
- Amendments required by building codes, fire codes, building stabilization requirements, or general modernization will not disqualify or hinder an application.

Recent Projects:

This category only applies to preservation, rehabilitation, restoration, or reconstruction projects completed at the building or property. This does not apply to routine repairs, but instead high-quality improvements that demonstrate efforts to uphold the historical integrity of the building.

The nominator must identify at least three components of the project that contributed to the preservation of the building or property. Examples of potentially eligible components include:

- Preservation and repair of original building materials, features, finishes, or fixtures
- Replacement of degraded materials with new materials that match the original, implementing efforts to preserve construction techniques
- Historically appropriate reconstruction of portions of the building's form and structure that are no longer surviving or beyond repair
- Removal of additions or features that are not appropriate to the original construction era and intended style
- Adaptive reuse of a historic building that makes efforts to preserve or restore historic features while reconfiguring the space for modern usage that otherwise would not be attainable
- Structure stabilization or other urgent needs to prevent future loss of building integrity

Although not required, nominators are encouraged to reference the Secretary of the Interior's Standards for the Treatment of Historic Properties for clear definitions of preservation, rehabilitation, restoration, and reconstruction, as well as recommended methods.

ADDITIONAL CONSIDERATIONS:

The Commission shall give additional consideration to nominations that demonstrate:

- Efforts to promote public education on the history and cultural landscapes of Woodland through the property and/or use of the site
- Efforts to make historically appropriate sustainable retrofits or upgrades to save energy, reduce heat impacts, save water, and increase the climate change resilience of the structure while maintaining historical significance and key architecture
- Efforts to protect and preserve the historical significance of a building or property in the face of great difficulty and adversity
- Other efforts that have positively contributed to the Woodland community

PROCEDURE

The following are the procedures for the selection and presentation of the awards:

- To be considered for selection, applicants must submit the following:
 - A completed [Historic Preservation Award Nomination Form](#)
 - Additional justification as described above for buildings/properties or for people/organizations
- The nominations are reviewed by the Planning Commission at a predetermined meeting date. Recipients are selected by the Commissioners based on the eligibility requirements, selection criteria, and exemplary demonstration of the importance of the site to the Woodland community.
- A letter is mailed out the week following the recipient selection to notify the property owner and tenant, if applicable.
- The property owner must notify staff of acceptance of the nomination and provide the home's construction year to move forward in the process.
- The nominator, property owner, and/or business owner work together to write a historical narrative about improvements, restoration, and history of the property, and any relevant facts or stories. Planning staff will provide a worksheet with prompts for the narrative, along with local resources for historical research.
- City staff sends formal invitations to the award recipient for the ceremony.
- If desired, staff will work with the property owner and tenant(s), if applicable, to further publicize the recipient of the Historic Preservation Award. The property owner is encouraged to purchase a plaque to commemorate the award, but this is not required.
- The narrative and certificate are presented at an awards ceremony at the City Hall.

CONTACT:

City of Woodland Planning Division, Community Development Department

Phone: (530) 661-5820

Email: CDD-Planners@cityofwoodland.gov

Address: 300 First Street, Woodland, CA 95695

HERITAGE HOME AWARD SELECTION GUIDELINES

The Heritage Home award is a public recognition of a remarkable family home and commemorates that home's contribution to the aesthetically and historically significant residential architecture of Woodland. The award is honorary and recognizes the home as a special community resource and recognizes those homes that have been well cared for or well restored.

Each year the Historical Preservation Commission considers nominations and selects 5 recipients. The awards are presented by the Commission to the then owners of the selected Heritage Homes. The award consists of a Certificate of Recognition and an attractive 7" x 10" oval bronze plaque from the Erie Landmark Company listing the year of construction of the home.

These guidelines are adopted by the Historic Preservation Commission to guide the public and future Commissions on the factors generally considered in determining the recipients of the Heritage Home Awards.

- I. AGE/ARCHITECTURE: Although no age or date of construction specifically limits designation of the Heritage Homes, historical significance is considered essential to eligibility. Other related factors are of secondary importance and include:
 - Anachronistic, visible, adornment.
 - Amendments required by building or fire codes, or general modernization, common to the home period, will not be considered disqualifying (i.e. indoor plumbing or cocking which were almost universal changes to all housing).
 - In general, color schemes that are appropriate to the date of construction, appropriate ornamentation, landscaping, out building and internal restoration are secondary considerations as the add or subtract from the presentation of the home.
- II. LOCATION: All "Heritage Homes" must be situation in the City of Woodland at he time of selection, as contrasted with the date of construction. Although, location is not in any other manner a criterion for selection, the Commission recognizes that there are areas of the City in which the historically and aesthetically significant architecture is more common than in other areas.
- III. FAMILY HOMES: The limitation of this award to family residences does not indicate an indifference to the significance of preservation of our architectural heritage through modification for commercial or professional use, such as multiple unit rentals, professional offices, or "bed and breakfast" restorations. Other awards, also presented by the Commission, recognize the restoration and preservation of historical buildings not being used as family residences.

PROCEDURES

The following are adopted as the procedures for the selection and presentation of the awards.

- Nominations can be made by any Commissioner, not exceeding five by each Commissioner.
- Nominations may be suggested by any other interested party and if the suggestion is concurred by two Commissioners, the home will be considered in the final selection process.
- Nominations shall be closed, except for good cause, at the close of the December meeting.
- The nominations shall be finalized at the January meeting.
- The February meeting shall be recessed to time and place for the Commission to meet as a committee of the whole to view the final nominations, and if necessary, discuss the specific houses.
- The selection shall be made at the February meeting of the Commission and presentations at either the April or May regular meeting, or if required by the agenda, at a special meeting called for that purpose in the month of May.
- The nomination shall be on the form provided by the Commission, if possible.
- Voting on final selections on each nominated house shall be in random order. If more than five houses receive a majority of votes a second vote shall be taken among houses receiving more than a majority of votes. The second vote shall be in writing. Each Commissioner shall vote for not more than five nominated homes. A majority of votes will be required to select the recipients. Each vote shall be read aloud by the Commissioner making the vote and recorded.
- The owner or owners of a selected home shall be contacted by the Commissioner who made that nomination after written notification by the secretary of the Commission and acceptance by the homeowner. Research at the Yolo County Archives may be required to determine the Date of Construction. The owners shall be interviewed, as needed, to prepare the citation that accompanies the Heritage Home Award. This shall be completed prior to the March meeting to give ample time for the editing and printing of the citation.

Application for Nomination for the Heritage Home Award

2025 Heritage Home Award Tasks and Schedule

Task	Description	Key Action Required	Time Frame
Selection Guidelines	Present updated selection guidelines	Planning Commission	March 20
Nomination Period	Promote nomination application.	Promotion	Applications due by May 16
Final Nominations	Commission makes final recommendations.	Vote	June 5
Official Letter notifying owner of nomination	Send letters to notify homeowners of nomination. Homeowners must provide consent to participate.	Prepare Official Letter	June
Determine Date of Construction	Determine the date of construction for the home(s) which is agreed upon by all parties.	Determine Date	July
Order Plaques	Once date of construction has been determined, plaques are ordered. Plaques can take 6-8 weeks to arrive.	Order Plaques	July
Research and preparation of write-ups	Nominating parties work with homeowner to prepare narrative about the home. If self-nominated, homeowner completes narrative. Request photos from owners.	Historical Narrative	August-September
Schedule meeting	Reserve rooms and prepare staff report/presentation.	Schedule Room	August-September
Contact newspapers, press release	Prepare a press release statement regarding the nominations and presentation	Prepare Press Release	September
Invitation	Send formal invitation to homeowners	Invitation Prep	September
Final Preparation of presentation materials	- Formal narratives - Photos and PowerPoint - Poster	Presentation Materials	September
Preparation for Event	- Food and Drinks - Poster - Handouts/Certificates - Decorations	Party Planning	September
Hold Event	Ceremony and Meeting	Ceremony	October 2



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission
DATE: March 20, 2025
ITEM #: I.6
SUBJECT: Election of Officers for Chair and Vice-Chair of the Planning Commission

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

Staff Contact:

Erika Bumgardner, Deputy Community Development Director, (530) 661-5886,
erika.bumgardner@cityofwoodland.gov

Discussion:

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

Conclusion:

Staff recommends that the Planning Commission: (1) hold elections; and (2) select and vote among current membership, the appointments of Chair and Vice-Chair of the Planning Commission.

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.
- 508. The Commission may designate any of its members to represent its views with respect

to a particular issue. Without such authorization, however, the Commission shall be represented by the Chairperson or Vice-Chairperson. Individual members of the Commission should refrain from appearing before the City Council or other bodies interested in issues before the Planning Commission to discuss issues within the subject matter jurisdiction of the Commission.

VI. DUTIES OF STAFF

601. The Community Development Director shall keep a true and complete public record of the resolutions, transactions, findings, and determinations of the Commission, and with approval of the Commission, may delegate certain duties of his or her office to a Recording Secretary.
602. The Community Development Director shall attest all resolution executed by the Chairperson on behalf of the Commission.
603. The Community Development Director shall keep a permanent record of the meeting of the Commission and shall cause to be made such public notices as required and in the manner prescribed by statute, ordinance, or these rules, and to attend to all official correspondence of the Commission. He or she shall provide reports on subdivision plats, zoning changes, variances, and other planning and zoning matters. He or she shall submit reports on planning studies, general or master plan studies, progress reports on the work of the Planning Commission and on any other matters vital to the efficient and expeditious operation of the Planning Commission.
604. On their appointment to the Commission, new members shall be briefed by the Community Development Director on the general scope of City and regional planning and on the duties of the Commission.
605. The Community Development Director shall prepare for the Commission all letters of transmittal to the City Council relative to zoning changes, special permits and subdivision maps. All letters to the Council shall be signed by the Community Development Director.
606. Copies of Commission minutes, resolutions, and all recommendations required to the City Council shall be sent to the City Clerk by the Community Development Director for distribution to individual Council members.

VII. MEETINGS

701. Regular meetings of the Commission shall be held on the first and third Thursday of every month at 7:00 p.m. in the Council Chambers of the City of Woodland, provided, however, the City Planning Commission may adjourn to any other location within the City. On such adjournment, the Community Development Director shall cause to be posted on the main door of the City Hall a notice of the other location and the time of the meeting.
 - a. In order to assure the efficient use of time for scheduled meetings the Planning Commission will not commence the hearing of any item, whether scheduled for the agenda or not, after 10:30 p.m. unless a majority vote of the Commission agrees to extend the meeting. Further, The Chairperson shall have the authority to limit a presentation before the Planning Commission to not more than five

(5) minutes when, in the judgment of the Chairperson, a prolonged presentation fails to serve the public interest and would result in an unnecessary expenditure of time.

702. Special meetings may be called by the Chairperson or a majority of the members by delivering personally or by mail written notice of each member and to each local newspaper of general circulation, radio, or television station requesting such notice in writing. Such notice must be delivered personally or by mail at least seventy-two (72) hours before the time of such meeting as specified in the notice.

703. No business shall be transacted at any special meeting other than that named for consideration in said notice.

704. The Commission may adjourn from time to time, absentees being notified, and in case there shall be no quorum present at any meeting, the Commissioners present will adjourn from time to time until a quorum is obtained or will adjourn said meeting.

705. A quorum of the Commission shall consist of four (4) voting members. The affirmative vote of a majority of the members present and not disqualified as provided in Section 202 is required to approve and to transmit advice and recommendations to the City Council on planning matters and to approve any request or action within the power and scope of the Planning Commission excepting as set forth in Section 1101 herein.

706. The Chairperson shall have the same voting privilege as any other member including the right to make motions and to second motions.

707. An agenda shall be prepared by the Community Development Director for each regular meeting of the Commission, and the mailing of the agenda shall serve as notification of the meeting. A copy of same shall be sent by the Community Development Director to all members of the Commission in advance of each meeting.

708. The agenda for each meeting shall contain only those items which have been submitted to the Community Development Director in sufficient time for review, analysis, referrals to other interested departments, or public bodies and preparation of necessary reports.

- a. The Community Development Director shall have the authority to withhold from an agenda or to remove from a tentative agenda any item which is not complete and sufficient for Planning Commission action or any item which has been revised subsequent to the initial filing and has not received adequate time for a comprehensive review by responsible staff agencies.

VIII. OFFICIAL RECORDS

801. The official records shall include these rules and regulations and the minutes of the meetings of the Commission together with all resolutions adopted, findings, decisions, and other official action.

802. The official records shall be on file in the Community Development Director's office and shall be open to public inspection during customary working hours.

803. The Commission shall keep minutes of its proceedings which shall show the vote on every question on which it Acts. Roll call vote may be requested by any member of the Commission, or at the discretion of the Chairperson.

804. A copy of these rules and regulations and all amendments thereto shall be placed on permanent file in the office of the City Clerk within ten (10) days of adoption.

IX. ORDER OF BUSINESS

901. The Commission shall consider matters before it at its regular meetings according to the following schedule.

1. Calling the roll.
2. Approval of Minutes.
3. Director's Report.
4. Public Comment on non agenda items.
5. Items for Commission consideration with public comment.
6. Motion to adjourn.

X. COMMITTEES

1001. Committees shall aid the Commission in the review and disposition of Commission business within their assigned areas of responsibility.

1002. Special committees shall be appointed only to handle matters not otherwise assignable to a standing committee.

XI. POLICIES AND SUPPLEMENTAL PROCEDURES

1101. All matters of policy affecting the Commission shall be decided at regular meetings or at special meetings called for that purpose.

1102. Supplemental policies, rules, and procedures may be adopted in the same manner as provided for amendments to these rules and regulations.

XII. AMENDMENTS

1201. Amendments to these rules and regulations may be made by the Commission at any regular meeting or special meeting called for that purpose upon the affirmative vote of at least four (4) members, provided such amendment is proposed at a preceding meeting, and that all members have been formally notified thereof.

XIII. ADOPTION

1301. All other by-laws and regulations pertaining to the transaction of business are hereby repealed and these rules and regulations shall be in effect immediately upon adoption.

1302. Nothing in these rules and regulations shall be construed to overrule State or City laws and regulations.

N/COMSHARE/AGENDAPC/PCADMIN/PC RULES AND REGULATIONS