



City of Woodland
Meeting Agenda
Planning Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

November 6, 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 August 21, 2025

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive and approve the Planning Commission Meeting Minutes of August 21, 2025

H. PUBLIC HEARING

2. SUBJECT: Tentative Parcel Map No. 5268

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission: (1) Receive the staff report; (2) hold a public hearing; and (3) adopt Planning Commission Resolution No. PC 25-10 in support of Tentative Parcel Map No. 5268 for the division of property located at 208 and 214 Cottonwood Street (APN: 064-194-006) into three separate parcels consisting of 0.142 acres, 0.144 acres, and 0.144 acres in the Residential Low (R-L) Zone.

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.

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: November 6, 2025
ITEM #: G.1
SUBJECT: Planning Commission Meeting Minutes of August 21, 2025

Recommendation for Action: Staff recommends that the Planning Commission receive and approve the Planning Commission Meeting Minutes of August 21, 2025

Attachments:

1. August 21, 2025 Planning Commission Minutes DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



Planning Commission –

Thursday, August 21, 2025

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:30 PM

B. ROLL CALL

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

Excused: Murphy, Roberts

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Commissioner Smith

D. STAFF AND COMMISSIONER COMMENTS

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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 June 5, 2025

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive and approve the Planning Commission Meeting Minutes of June 5, 2025

On a motion by Commissioner Smith, seconded by Commissioner Harris and carried on a 3-0 vote, the Planning Commission approved the Meeting Minutes of June 5, 2025

AYES: Harris, Ortiz, Smith

NOES: none

ABSENT: Murphy, Roberts

ABSTAIN: Lizarraga, Torney

H. PUBLIC HEARING

2. SUBJECT: Development Agreement with Pacific Coast Producers - 1376 Lemen Avenue

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission hold a Public Hearing and Adopt Resolution No. PC25-08 (Attachment 1), recommending City Council adopt an Ordinance approving a Development Agreement by and between the City and Pacific Coast Producers.

On a motion by Commissioner Smith, seconded by Commissioner Lizarraga, and carried on a 5-0 vote, Commission Members approved a Development Agreement with Pacific Coast Producers located 1376 Lemen Avenue.

AYES: Harris, Lizarraga, Ortiz, Smith, Torney

NOES: none

ABSENT: Murphy, Roberts

ABSTAIN: none

3. SUBJECT: Zoning Code Amendments for Routine Improvements to Clarity and Usability

RECOMMENDATION FOR ACTION: Staff recommends that the City Planning Commission: (1) hold a public hearing to receive testimony regarding a proposed Ordinance of the City Council of the City of Woodland amending various sections of Title 17 of the Woodland Municipal Code to update and clarify the provisions of the Zoning Ordinance to create efficiencies and improve usability and clarity throughout the code, (2) find that the adoption of the proposed ordinance is exempt from review under the California Environmental Quality Act ("CEQA"), and (3) adopt Planning Commission Resolution No. PC 25-09 recommending that the City Council adopt the proposed ordinance that is attached as Attachment 1.

On a motion by Commissioner Lizarraga, seconded by Commissioner Torney and carried on a 5-0 vote, Commission Members recommended City Council approve Zoning Code Updates.

AYES: Harris, Lizarraga, Ortiz, Smith, Torney

NOES: none

ABSENT: Murphy, Roberts

ABSTAIN: none

I. BUSINESS ITEMS

J. STAFF OR COMMISSIONER COMMENTS

K. ADJOURNMENT

Meeting adjourned at 7:47 PM.



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission
DATE: November 6, 2025
ITEM #: H.2
SUBJECT: Tentative Parcel Map No. 5268 - 208 and 214
Cottonwood Street

Recommendation for Action: Staff recommends that the Planning Commission: (1) Receive the staff report; (2) hold a public hearing; and (3) adopt Planning Commission Resolution No. PC 25-10 in support of Tentative Parcel Map No. 5268 for the division of property located at 208 and 214 Cottonwood Street (APN: 064-194-006) into three separate parcels consisting of 0.142 acres, 0.144 acres, and 0.144 acres in the Residential Low (R-L) Zone.

Staff Contact:

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

Background:

The applicant, Laugenour & Meikle, has submitted an application (PLNG 25-00045) for Tentative Parcel Map ("TPM") No. 5268 on behalf of the owner, John H. Krug III. The application proposes to divide the existing 0.43-acre parcel (APN: 064-194-006) to create three parcels. As proposed, the resulting Parcel 1 is 0.142 acres, Parcel 2 is 0.144 acres, and Parcel 3 is 0.144 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. Existing residential uses are located north, west, and south of the site. Adjacent properties are also zoned R-L.

One of the existing single-family homes is proposed to be on Parcel 1, and the other would be on Parcel 3. The proposed Parcel 2 would be vacant. Existing primary access to all parcels is maintained from Cottonwood Street. No applications for future development have been received.

An aerial image of the existing project site is shown outlined in red in Image 1. Please reference the attached copies of the project application, tentative parcel map, and description for further details.



Image 1: Aerial Image of 208 and 214 Cottonwood Street (APN: 064-194-006)

The TPM includes a 30-foot-wide right-of-way dedication to the City for existing portions of Cottonwood Street. 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 install sewer cleanouts on all sewer laterals and bring all existing water services to current City standards.

Discussion:

In 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 three parcels, meaning the following section applies:

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

“A tentative map and a parcel map shall be required for all subdivisions creating four or fewer lots or parcels 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 16.12.020.

General Plan Consistency

The City’s 2035 General Plan sets a vision for the City with detailed descriptions of the residential 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 TPM as proposed would result in three parcels comparable in size to surrounding single-family home parcels. Parcel 1 and 3 would each have one single family home on site. Parcel 2 would be vacant, but of the appropriate size to still allow for future residential development in accordance with the City development standards.

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 housing meets this definition on the project site. No applications for 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:

	Parcel 1	Parcel 2	Parcel 3	R-L Zone Standards	Meets Requirements?
Density	1 existing unit (0.142-acre parcel)	No existing units (0.144-acre parcel)	1 existing unit (0.144-acre parcel)	1-8 dwelling units per acre	Yes
Lot Area (Interior Lot)	6,185.52 sq ft	6,272.64 sq ft	6,272.64 sq ft	Minimum 5,000 square feet	Yes
Lot Width (Interior Lot)	58.64 ft	59.86 ft	59.80 ft	Minimum 50 feet	Yes
Lot Coverage	30%	0%	40%	Maximum 50%	Yes
Front Setback	>20 ft	N/A	>20 ft	Minimum 20 feet	Yes

Interior Side Setback	North: >10 ft South: 5.3 ft	N/A	North: 5 ft South: 5 ft	Minimum 5 feet	Yes
Rear Setback	>20 feet	N/A	20 feet	Minimum 20 feet	Yes

Yolo Habitat Conservation Plan/Natural Community Conservation Plan

The proposed TPM is not 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 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 use of the site, which includes two existing low-density residential units. The site is approximately 0.43 acres (less than 2 acres in size) and the land cover type is developed.

The TPM would not preclude any future development that is compliant with the City of Woodland Zoning Ordinance. Any future development and site work associated with the parcels created by Map No. 5268 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 for 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 of these requirements and the Subdivision Map Act, the Planning Commission may approve or conditionally approve the map.

Appeal:

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

Conclusion:

Staff recommends that the Planning Commission: (1) Receive the staff report; (2) hold a public hearing; and (3) adopt Planning Commission Resolution No. PC 25-10 in support of Tentative Parcel Map No. 5268 for the division of property located at 208 and 214 Cottonwood Street (APN: 064-194-006) into three separate parcels consisting of 0.142 acres, 0.144 acres, and 0.144 acres in the Residential Low (R-L) Zone.

Prepared by: Hadlie Ward, Assistant Planner

Reviewed by: Erika Bumgardner, Community Development Department Deputy Director

Attachments:

1. Reso
2. TPM No. 5268
3. TPM No. 5268 General Application

RESOLUTION NO. PC 25-10

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WOODLAND APPROVING TENTATIVE PARCEL MAP NO. 5268 LOCATED AT 208 AND 214 COTTONWOOD STREET

WHEREAS, the Woodland Planning Commission held a duly noticed public hearing on November 6, 2025, to review and consider a request for Tentative Parcel Map No. 5268, to divide a single existing parcel at 208 and 214 Cottonwood Street (APN 064-194-006), with a cumulative size of 0.43 acres, into three parcels of 0.142 acres (Parcel-1), 0.144 acres (Parcel-2), and 0.144 acres (Parcel-3), as shown in **Exhibit A**; 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. 5268 at 208 and 214 Cottonwood 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 residential 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 parcels will be able to accommodate future development of residential and accessory dwelling unit uses given the shape and topography of the project site.

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

Section 5. The design of the proposed parcels 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 25-00045 for Tentative Parcel Map No. 5268 (**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 held on the 6th day of November, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

John Murphy, Chairperson

ATTEST:

Erika Bumgardner, Community Development Department Deputy Director

Exhibit A – Tentative Parcel Map No. 5268

Exhibit B – Conditions of Approval

Exhibit A

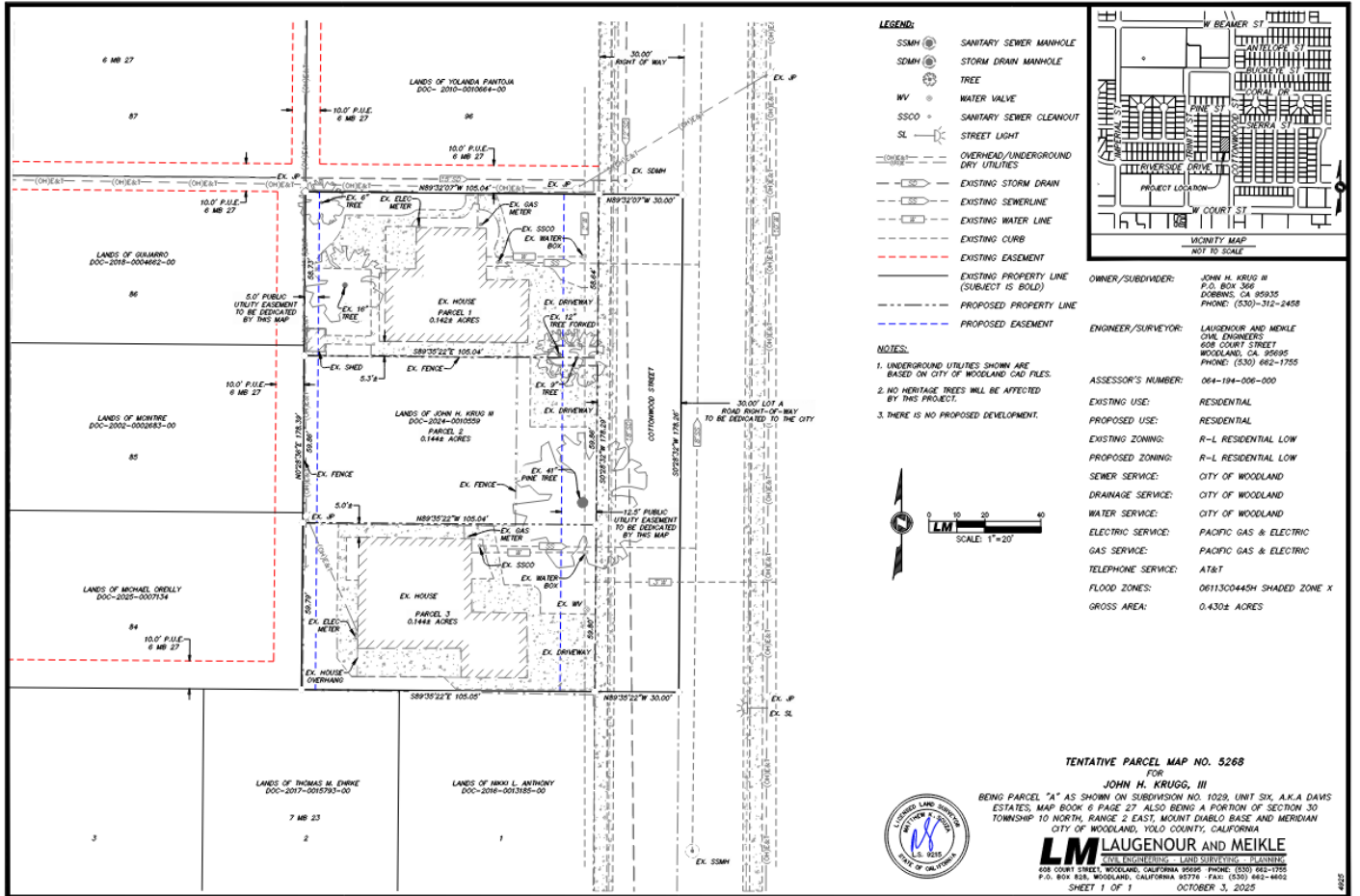


Exhibit B
Conditions of Approval
Tentative Parcel Map No. 5268

GENERAL

1. The Tentative Parcel Map No. 5268 proposes to divide the existing parcel located at 208-214 Cottonwood Street (APN: 064-194-006) into three separate parcels. Parcel 1 will be approximately 0.142 acres, Parcel 2 will be approximately 0.144 acres, and Parcel 3 will be approximately 0.144 acres. The project shall be carried out in substantial compliance as depicted on the submitted Tentative Parcel Map No. 5268 (Exhibit A), except as modified in these conditions 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 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 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.

PLANNING

1. Any future development on the site 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 future tree modifications or removals on the resultant parcels shall be first reviewed by the Community Development Department for compliance with the City of Woodland Tree Ordinance.
4. 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. 5268, 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 future 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.

DEVELOPMENT ENGINEERING

General Conditions

1. Applicant shall prepare an encroachment permit application for utility connections, and all work within the public right-of-way and submit to the Development Engineering Division of Community Development Department for review and approval. The submittal shall include an engineer's estimate of cost or contractor's bid for the public improvements and applicant shall pay a plan check and inspection fee in accordance with the fee schedule. Prior to the recording of the final map, applicant shall obtain permit and complete all work under the encroachment permit. This submittal is separate from the building permit submittal. All public improvements shall conform to the current City of Woodland Standard Specifications.
2. All public improvements are required as a condition of the tentative parcel map and shall be completed prior to recordation of the final map.

Fees:

3. Prior to approval of the encroachment permit, 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.
4. Applicant shall pay applicable development impact fees or connection fees for any future building in effect at the time of building permit issuance.
5. 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.

Easements Dedications:

6. Map shall dedicate road ("Lot A") as right-of-way.

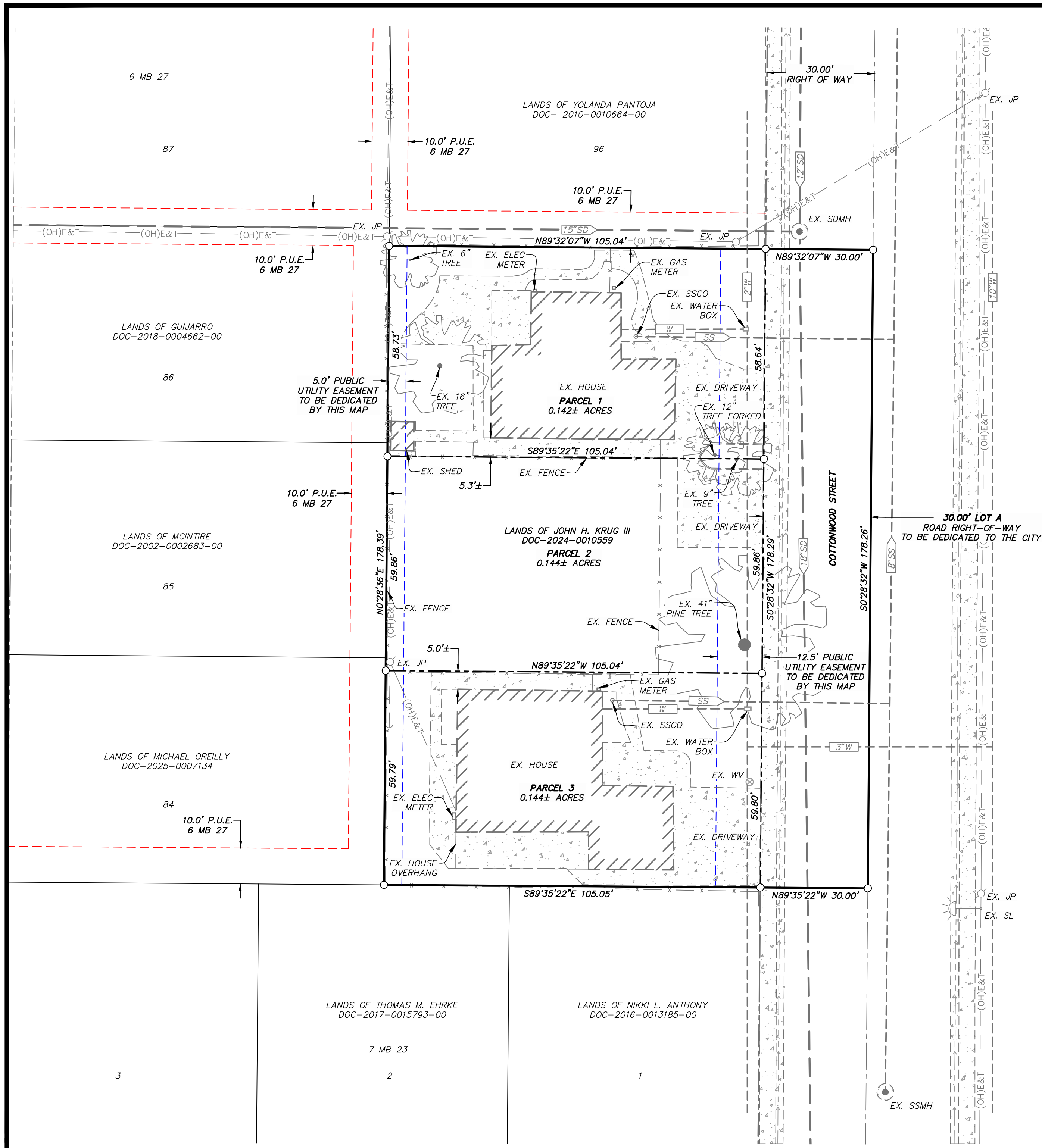
7. Map shall dedicate a five-foot utility easement along the rear parcel line for overhead power and telecommunication lines.
8. Map shall dedicate a 12.5-foot public utility easement along the frontage of the property.

Improvements Due Prior to Final Map – Parcels 1 and 3

9. The following items shall be completed prior to final map for Parcels 1 and 3:
 - a. Applicant shall remove and replace non-ADA compliant driveways for the two existing residences (Parcels 1 and 3) and replace with City standard driveways.
 - b. Existing water services shall be brought up to current City standards including meters and meter settings.
 - c. The applicant shall install sewer cleanouts on all sewer laterals per City of Woodland standards.

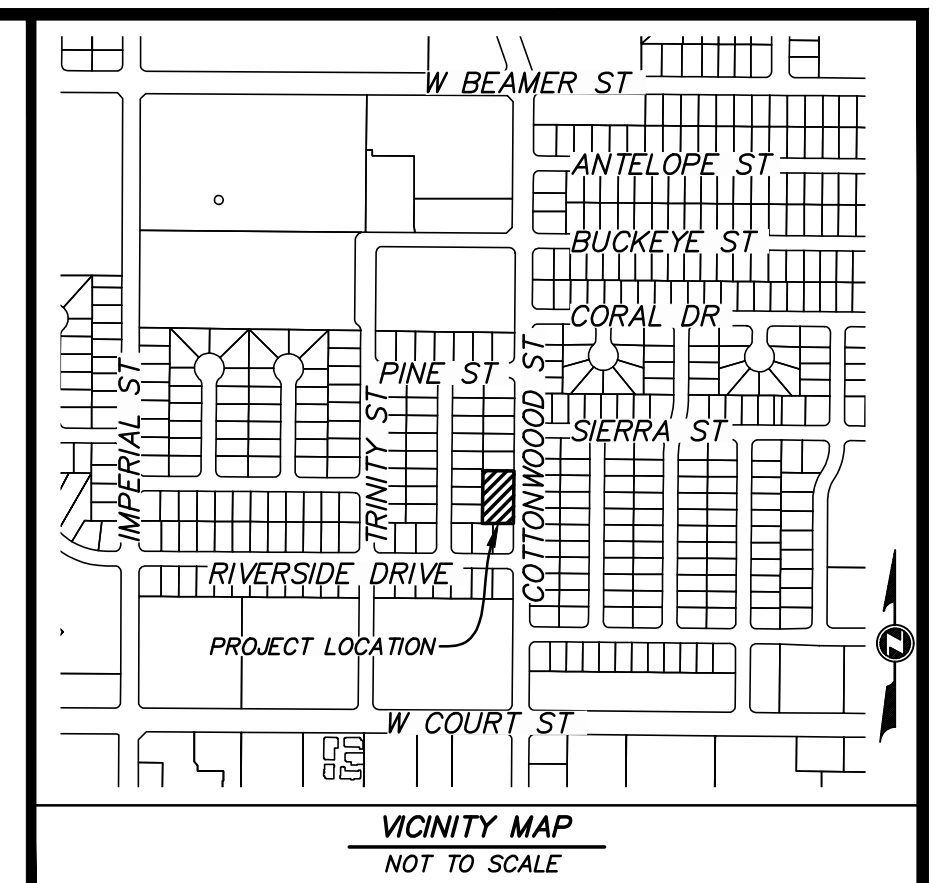
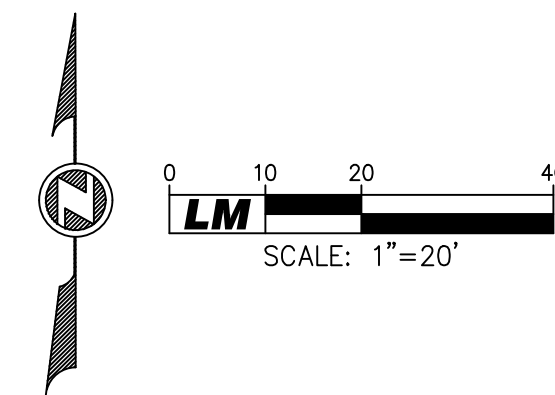
Improvements Due Prior to Building Permit – Parcel 2

10. The following items shall be completed prior to issuance of a building permit for the vacant parcel (Parcel 2):
 - a. Applicant shall remove and replace non-ADA compliant driveway for Parcel 2 and replace with City standard driveway.
 - b. Applicant shall install new and separate water and sewer services per City standards to serve the new parcel. Each parcel shall have its own services directly to the street.



- LEGEND:**
- SSMH SANITARY SEWER MANHOLE
 - SDMH STORM DRAIN MANHOLE
 - TREE
 - WV WATER VALVE
 - SSCO SANITARY SEWER CLEANOUT
 - SL STREET LIGHT
 - OVERHEAD/UNDERGROUND DRY UTILITIES
 - EXISTING STORM DRAIN
 - EXISTING SEWERLINE
 - EXISTING WATER LINE
 - EXISTING CURB
 - EXISTING EASEMENT
 - EXISTING PROPERTY LINE (SUBJECT IS BOLD)
 - PROPOSED PROPERTY LINE
 - PROPOSED EASEMENT

- NOTES:**
- UNDERGROUND UTILITIES SHOWN ARE BASED ON CITY OF WOODLAND CAD FILES.
 - NO HERITAGE TREES WILL BE AFFECTED BY THIS PROJECT.
 - THERE IS NO PROPOSED DEVELOPMENT.



OWNER/SUBDIVIDER: JOHN H. KRUG III
P.O. BOX 366
DOBBINS, CA 95935
PHONE: (530)-312-2458

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

ASSESSOR'S NUMBER: 064-194-006-000

EXISTING USE: RESIDENTIAL

PROPOSED USE: RESIDENTIAL

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 SHADED ZONE X

GROSS AREA: 0.430± ACRES

TENTATIVE PARCEL MAP NO. 5268

FOR

JOHN H. KRUGG, III

BEING PARCEL "A" AS SHOWN ON SUBDIVISION NO. 1029, UNIT SIX, A.K.A DAVIS ESTATES, MAP BOOK 6 PAGE 27 ALSO BEING A PORTION OF SECTION 30 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

OCTOBER 3, 2025

General Application Form

1. OWNER/APPLICANT

Property Owner:

John H. Krug, III

Mailing Address:

John H. Krug, III

City State Zip Code:

John H. Krug, III

Phone Number:

John H. Krug, III

E-mail Address:

John H. Krug, III

Project Applicant:

208 and 214 Cottonwood Street, Woodland, CA 95695

Mailing Address:

(530)662-1755

City State Zip Code:

(530)662-1755

Phone Number:

(530)662-1755

E-mail Address:

matt@lmce.net

2. PROJECT DESCRIPTION

Project Name:

John H. Krug, III

Total Acres or Square Feet:

John H. Krug, III

General Plan Land Use Designation:

R-L Residential Low

Existing Zoning:

R-L Residential Low

Site Address or Location:

208 and 214 Cottonwood Street, Woodland, CA 95695

Assessor's Parcel Number(s):

208 and 214 Cottonwood Street, Woodland, CA 95695

Is Project in Flood Zone? ☐ Yes ☒ No

shaded Zone X

Requested Entitlement/Permit Type:

shaded Zone X

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

Applicant

Date

Applicant

Date

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: 8/18/2025

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: 208 and 214 Cottonwood Street, Woodland, CA

Assessors Parcel Number: 064-194-006-000

John H Krugg III
Signature of Owner(s) of Record (must be an original signature)

John H. Krugg, III
Print Legal Owner(s) of Record Name

P.O. BOX 366, Dobbins, CA 95935 530-312-2458
Address of Legal Owner (attach title report) Phone:

E-mail Owner(s) of Record: jskrug1@yahoo.com

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

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.

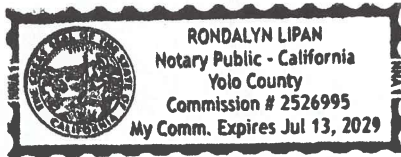
State of California

County of Yolo

On August 20, 2025 before me, Rondalyn Lipan,
Date Here Insert Name and Title of the Officer

personally appeared John H. Krug III
Name(s) of Signer(s)

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.

Signature

Rondalyn Lipan

Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

☐ Corporate Officer – Title(s): _____

☐ Partner – ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: _____

Signer is Representing: _____

Signer's Name: _____

☐ Corporate Officer – Title(s): _____

☐ Partner – ☐ Limited ☐ General

☐ Individual ☐ Attorney in Fact

☐ Trustee ☐ Guardian or Conservator

☐ Other: _____

Signer is Representing: _____



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission
DATE: November 6, 2025
ITEM #: I.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.

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