



City of Woodland
Meeting Agenda
Planning Commission

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

February 19, 2026
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 15, 2026

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive and approve the Planning Commission Meeting Minutes of January 15, 2026

H. PUBLIC HEARING

2. SUBJECT: Lindstrom's Auto Body Conditional Use Permit - 1217 East Beamer Street and 1220-1224 East Beamer Street

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission open and continue the public hearing to a date certain of March 19, 2026.

I. BUSINESS ITEMS

3. SUBJECT: 334 Freeman St. Summary Vacation of City Right-of-Way

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission 1) receive the staff report for the summary vacation of surplus City right-of-way at 334 Freeman Street; and 2) adopt Planning Commission Resolution No. PC 26-02 finding that the proposed abandonment is consistent with the City's General Plan and recommend approval to the City Council.

4. SUBJECT: Summary Vacation of Surplus City Right-of-Way at 414 Woodland Ave.

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission 1) receive the staff report for the summary vacation of surplus City right-of-way at 414 Woodland Avenue; and 2) adopt Planning Commission Resolution No. PC 26-03, finding that the proposed abandonment is consistent with the City's General Plan and recommend approval to the City Council.

5. SUBJECT: 2026 Heritage Home and Historic Preservation Award Process

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive and provide comments on the informational item regarding the proposed process and timeline for the 2026 Heritage Home and Historic Preservation Awards.

6. SUBJECT: Planning Commission Rules and Regulations

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive and provide comments on the informational item regarding the proposed formation of a subcommittee for revising the Planning Commission Rules and Regulations.

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: February 19, 2026
ITEM #: G.1
SUBJECT: Planning Commission Meeting Minutes of January 15, 2026

SUBJECT: Planning Commission Meeting Minutes of January 15, 2026

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive and approve the Planning Commission Meeting Minutes of January 15, 2026

Attachments:

1. January 15, 2026 Planning Commission Minutes DRAFT

City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695



CITY OF
WOODLAND
CALIFORNIA

Planning Commission –

Thursday, January 15, 2026

6:30 PM

A. CALL TO ORDER

Meeting called to order at 6:30 PM

B. ROLL CALL

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

Absent: None

C. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Commissioner Harris

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 October 2, 2025, and November 6, 2025

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission receive and approve the Planning Commission Meeting Minutes of October 2, 2025, and November 6, 2025

On a motion by Smith, seconded by Roberts, Commission Members approved the Planning Commission Meeting Minutes of October 2, 2025, and November 6, 2025 as follows:

For October 2, 2025

AYES: Harris, Murphy, Ortiz, Roberts, Smith

NOES: none

ABSENT: none
ABSTAIN: Torney, Lizarraga

For November 6, 2025

AYES: Harris, Murphy, Ortiz, Roberts, Smith, Torney

NOES: none

ABSENT: none

ABSTAIN: Lizarraga

H. PUBLIC HEARING

2. SUBJECT: Accessory Dwelling Unit (ADU) Ordinance Updates

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission: (1) hold a public hearing to receive testimony regarding a proposed ordinance amending Section 17.84.030 of the Woodland Municipal Code regarding accessory dwelling units and junior accessory dwelling units, (2) adopt Planning Commission Resolution No. PC 26-01 recommending that the City Council adopt the ordinance as proposed in Attachment 2, and (3) find that the adoption of the proposed ordinance is statutorily exempt from review under the California Environmental Quality Act ("CEQA").

On a motion by Lizarraga, seconded by Tourney, Commission Members voted to recommend City Council approve the Accessory Dwelling Unit (ADU) Ordinance Updates as presented by staff.

AYES: Harris, Lizarraga, Murphy, Ortiz, Roberts, Smith, Torney

NOES: none

ABSENT: none

ABSTAIN: none

I. BUSINESS ITEMS

3. SUBJECT: General Plan Amendment to Policy 2.A.1 (Urban Limit Line) – Utility Extension up to One Mile Beyond the ULL; Draft Supplemental EIR (SEIR) Now Available for Public Review (Informational Item – No Action)

RECOMMENDATION FOR ACTION: Staff recommends the Planning Commission:

1. Receive an overview of the proposed General Plan Amendment to Policy 2.A.1 (Urban Limit Line) that would allow a limited exception for the extension of sewer, potable water, and recycled water facilities to serve eligible existing commercial facilities up to one mile beyond the Urban Limit Line, subject to voter approval.
2. Receive an overview of the Draft Supplemental Environmental Impact Report (SEIR) prepared pursuant to CEQA and acknowledge that the Draft SEIR is publicly available for review and comment.
3. Receive Planning Commission and public comments for the CEQA record. Written comments are preferred and are requested to be submitted to staff on or before 4:00 PM on February 2, 2026; however, oral comments will also be accepted at the hearing for inclusion in the Draft SEIR record.
4. Take no action on January 15, 2026 (informational item only).

The Commission received an informational presentation regarding the proposed General Plan Amendment to Policy 2.A.1 (Urban Limit Line) and opened the floor to receive public comments regarding the associated Draft Supplemental Environmental Impact Report for the CEQA record.

J. STAFF OR COMMISSIONER COMMENTS

K. ADJOURNMENT

Meeting adjourned at 7:32 PM.



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission
DATE: February 19, 2026
ITEM #: H.2
SUBJECT: Lindstrom's Auto Body Conditional Use Permit

RECOMMENDATION FOR ACTION: Staff recommends that the Planning Commission open and continue the public hearing to a date certain of March 19, 2026.

Attachments:

None



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission
DATE: February 19, 2026
ITEM #: I.3
SUBJECT: 334 Freeman St. Summary Vacation of City Right-of-Way

Recommendation for Action: Staff recommends that the Planning Commission 1) receive the staff report for the summary vacation of surplus City right-of-way at 334 Freeman Street; and 2) adopt Planning Commission Resolution No. PC 26-02 finding that the proposed abandonment is consistent with the City's General Plan and recommend approval to the City Council.

Staff Contact:

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

Fiscal Impact:

The proposed summary vacation of this right-of-way (ROW) easement will have no negative fiscal impact on the City. Conversely, it eliminates future City obligations to maintain or improve this surplus area for right-of-way purposes.

Background:

The City, acting on behalf of Friends of the Mission (property owners of 334 Freeman Street, APN: 005-705-007), requests the abandonment of a surplus right-of-way located on the east side of N. Freeman Street behind the sidewalk. The site is currently zoned Corridor Mixed Use (CMU-K) with a General Plan land use designation of Corridor Mixed Use (CX).

The applicant is requesting a summary vacation of a 0.020-acre (10-foot wide) surplus ROW along Freeman Street. This request facilitates the development of Freeman Court/Opportunity Village, a 12-unit low-income permanent supportive housing project. Abandoning this surplus ROW is necessary for the project to reach full buildout. To ensure continued service, the existing ROW will be replaced by a 12-foot Public Utility Easement (PUE) to maintain access to underground utilities.



A legal description and map of the proposed abandonment area are attached as Exhibits A and B.

Discussion:

This ROW was originally dedicated to the City in fee for future improvements in 1887, as part of the Beamers Addition Subdivision. The Freeman Street ROW dedication is 80 feet wide and exceeds the City's roadway width requirements. The Freeman Street roadway in use as of today is 60 feet wide with no future intent to widen. Consequently, a portion of the ROW is no longer necessary for municipal transit or infrastructure.

The City holds title to this unused portion of public ROW located east of Freeman Street and approximately 94.5 feet south of West Kentucky Avenue. Per California Government Code Section 65402, the Planning Commission must determine if the proposed abandonment conforms to the City's General Plan before the City Council can finalize the vacation.

Statutory Authority for Summary Vacation:

Under the California Streets and Highways Code (§ 8331), the City Council may summarily vacate a street or highway if:

1. The street or highway has been impassable for vehicular travel for five consecutive years;
and
2. No public funds were expended for maintenance during that period.

The subject area meets these criteria as it is currently non-traffic bearing and surplus to the City's transportation needs.

Zoning & General Plan Consistency:

Because the City's General Plan applies to the subject area, Government Code Section 65402 requires the Woodland Planning Commission, as the designated "planning agency," to report on whether the vacation conforms to the General Plan. This report must be issued within 40 days of submission unless an extension is granted.

Following a Planning Commission recommendation, the City Council must adopt a Resolution of Vacation, which the City Clerk will then record with the Yolo County Recorder.

Staff finds that the summary vacation is consistent with the Zoning Code and General Plan goals based on the following:

Procedural Compliance: The vacation is processed in accordance with the Summary Vacation chapter of the Streets and Highways Code (§ 8330 et seq.).

- The City of Woodland ("City") holds title to that certain unused 10-foot wide portion of public right-of-way located east of Freeman Street and approximately 94.5 feet south of West Kentucky Avenue (described in Exhibit A and shown in Exhibit B) (referred to herein as the "ROW"), located in the City, which lies adjacent to those properties commonly known as APN: 005-705-007.
- The City has title to the ROW pursuant to the map of Beamers Addition to the Town of Woodland, December 10, 1887, in Book 42 of Deeds, at Page 563 in the Official Records of the County of Yolo, State of California.

Land Use Alignment: The abandonment supports the buildout of high-density, supportive housing in a Corridor Mixed Use zone, fulfilling General Plan housing objectives and zoning code development requirements.

- GP-Policy 9.A.9: Infill Housing Development. The City shall continue to promote infill housing development in appropriate locations.
- The adjacent multifamily development at 334 N. Freeman Street (APN:005-705-007) maintains all required setbacks and buffers under the CMU-K zoning.

ROW & Utility Conformance: Public interests are protected by the retention of a PUE for utility access.

- The ROW has not served the purpose for which it was acquired for at least the past five consecutive years immediately preceding this vacation and is not required for street or highway purposes.
- GP-Policy 3.D.3: Traffic Calming. Implement traffic-calming design and devices, as funding allows, in existing and new residential areas where appropriate to reduce vehicle speeds and preserve neighborhood livability (by not widening roads)
- GP-Policy 3.C.1: Roadway Network. Plan, design, and regulate the development of roadway network presented in the Circulation Diagram shown in Figure 3-2. Prioritize modes of travel on the roadway network consistent with Table 3-2

Environmental Clearance:

This action is categorically exempt from CEQA pursuant to Title 14 California Code of Regulations Section 15305 as a minor alteration in land use limitations.

Conclusion:

Staff recommends that the Planning Commission 1) receive the staff report for the summary vacation of surplus City right-of-way at 334 Freeman Street; and 2) adopt Planning Commission Resolution No. PC 26-02 finding that the proposed abandonment is consistent with the City's General Plan and recommend approval to the City Council.

Prepared by: Megan Meier, Senior Planner
Lolly Weichel, Senior Engineering Assistant

Reviewed by: Erika Bumgardner, Community Development Department Deputy Director

Attachments:

1. Resolution
2. Exhibit A_ROW Abandonment 334 Freeman
3. Exhibit B_PUE 334 Freeman

**PLANNING COMMISSION
RESOLUTION NO. 26-XX**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
WOODLAND RECOMMENDING THAT THE CITY COUNCIL ADOPT A FINDING
OF GENERAL PLAN CONFORMITY AND APPROVE THE SUMMARY VACATION
OF A 0.020-ACRE SURPLUS RIGHT-OF-WAY LOCATED AT 334 FREEMAN
STREET (APN: 005-705-007)**

WHEREAS, the City of Woodland has received a request from Friends of the Mission (“Applicant”) to summarily vacate a 0.020-acre portion of surplus public right-of-way (ROW) located along the western property line of 334 Freeman Street; and

WHEREAS, the City of Woodland (“City”) holds title to that certain unused 10-foot wide portion of public right-of-way located east of North Freeman Street and approximately 94.5 feet south of West Kentucky Avenue (described in Exhibit A and shown in Exhibit B) (referred to herein as the “ROW”), located in the City, which lies adjacent to those properties commonly known as APN: 005-705-007; and

WHEREAS, the City has title to the ROW pursuant to the map of Beamers Addition to the Town of Woodland, December 10, 1887, in Book 42 of Deeds, at Page 563 in the Official Records of the County of Yolo, State of California; and

WHEREAS, the subject ROW is no longer required for public street or highway purposes, as the existing roadway width exceeds City standards for local roads; and

WHEREAS, the vacation of this surplus ROW is necessary to facilitate the full buildout of "Opportunity Village," a 12-unit permanent supportive housing development for low-income residents; and

WHEREAS, California Government Code Section 65402 requires that the City’s planning agency report on the conformity of a proposed street vacation with the adopted General Plan; and

WHEREAS, the Streets and Highways Code Section 8330 et seq. allows for the summary vacation of a street or highway that has been impassable for vehicular travel for five consecutive years and upon which no public funds have been expended for maintenance; and

WHEREAS, the City will retain a twelve (12) foot Public Utility Easement (PUE) over the vacated area to ensure continued access to and maintenance of underground utilities (described in Exhibit A and shown in Exhibit B); and

WHEREAS, this action is categorically exempt from CEQA pursuant to Title 14 California Code of Regulations Section 15305 as a minor alteration in land use limitations.

WHEREAS, the City of Woodland 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, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, 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 reference.

:

1. The proposed summary vacation is consistent with the City of Woodland General Plan, including goals related to the development of diverse and supportive housing types within Corridor Mixed Use (CX) designations.
2. The vacation of this surplus ROW will not negatively impact the City's circulation network or public safety.
3. The summary vacation procedure is appropriate as the land is surplus, impassable for vehicular travel, and has not been maintained by public funds for at least five years.

SECTION 2. Recommendation. The Planning Commission hereby recommends that the City Council adopt the findings of General Plan consistency and approve the Summary Vacation of the public right-of-way as described in Exhibit A and shown 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 19th day of February 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

John Murphy, Chairperson

ATTEST:

Erika Bumgardner, Deputy Community Development Director

EXHIBIT "A"
LAND DESCRIPTION
RIGHT-OF-WAY ABANDONMENT

THAT portion of real property situate in the City of Woodland, County of Yolo, State of California, and being a portion of the East half of the Northwest Quarter of Section 29, Township 10 North, Range 2 East, Mount Diablo Base and Meridian, being a portion of Freeman Street as shown on that map of Beamers Addition to the Town of Woodland, recorded in Book 42 of Deeds at Page 563, said County Records, said County Records, and being more particularly described as follows:

BEGINNING at a point on the East line of said Freeman Street, said point being the Southwest corner of Parcel No. 1, as described in the Deed to the City of Woodland, recorded October 19, 1979, in Book 1393 of Official Records, at Page 615, said County Records; thence, along the East line of Freeman Street, said line also being the Westerly line of Lots 11 and 12 of Block 4 as shown on that map of Beamers Addition to the Town of Woodland, recorded in Book 42 of Deeds at Page 563, said County Records, South 00°24'08" West 94.50 feet to the Southwest corner of said Lot 12; thence, leaving said East line, North 89°24'09" West 10.00 feet; thence North 00°24'08" East 78.07 feet; thence North 31°47'18" East 19.20 feet to the POINT OF BEGINNING.

Containing 0.020 acre of land, more or less.

RESERVING for the City of Woodland a Public Utility Easement over the land described above.

The basis of bearings for this description is South 89°24'09" East, being the centerline of Kentucky Avenue, as shown in Book 2006 of Maps at Page 165, said County Records.

End of description.



Bryan P. Bonino

Bryan P. Bonino, L.S.

11/21/24

Date

S89°24'09"E 2659.13' (BASIS OF BEARINGS)

KENTUCKY AVENUE

PARCEL No. 1 - 1393 OR 615

N31°47'18"E 19.20'

P.O.B.

40'

RIGHT-OF-WAY ABANDONMENT LOT 11
863 SF
0.020± AC.

BLOCK 4
42 DEEDS 565
DOC-2018-0026082-00

LOT 12

N00°24'08"E 78.07'

S00°24'08"W 94.50'

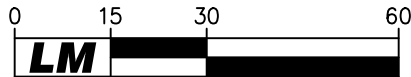
30.01'

N89°24'09"W 10.00'

NORTH WEST STREET

FREEMAN STREET

COLLEGE STREET



SCALE: 1"=30'

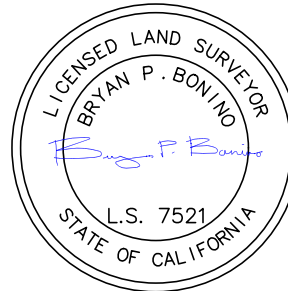


EXHIBIT B
RIGHT-OF-WAY ABANDONMENT

FOR

CITY OF WOODLAND

LOCATED IN A PORTION OF THE EAST
HALF OF THE NORTHWEST QUARTER OF
SECTION 29, TOWNSHIP 10 NORTH,
RANGE 2 EAST, MOUNT DIABLO MERIDIAN,
CITY OF WOODLAND, YOLO COUNTY,
CALIFORNIA

SHEET 1 OF 1 NOVEMBER 21, 2024

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

RIGHT-OF-WAY ABANDONMENT

North:2,013,852.4032'

East:6,625,583.9348'

Segment# 1: Line

Course: S0.2408W (dms)

Length: 94.50'

North: 2,013,757.9055'

East: 6,625,583.2714'

Segment# 2: Line

Course: N89.2409W (dms)

Length: 10.00'

North: 2,013,758.0098'

East: 6,625,573.2719'

Segment# 3: Line

Course: N0.2408E (dms)

Length: 78.07'

North: 2,013,836.0779'

East: 6,625,573.8200'

Segment# 4: Line

Course: N31.4718E (dms)

Length: 19.20'

North: 2,013,852.3979'

East: 6,625,583.9342'

Perimeter: 201.78'

Area: 862.88Sq.Ft.

Error Closure: 0.0053

Course: S6.0533W (dms)

Error North : -0.00531

East: -0.00057

Precision 1: 38,069.81

EXHIBIT "B"
LAND DESCRIPTION
PUBLIC UTILITY EASEMENT

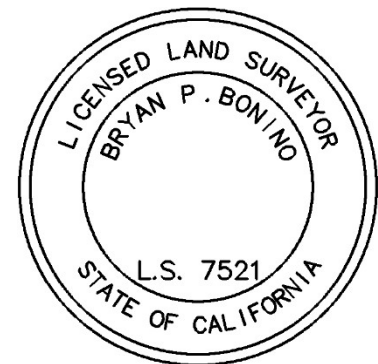
THAT portion of real property situate in the City of Woodland, County of Yolo, State of California, and being a portion of the East half of the Northwest Quarter of Section 29, Township 10 North, Range 2 East, Mount Diablo Base and Meridian, being a portion of that land described in Document No. 2018-0026082-00, said County Records, and a portion of Freeman Street as shown on that map of Beamers Addition to the Town of Woodland, recorded in Book 42 of Deeds at Page 563, said County Records, and being more particularly described as follows:

THE Westerly two (2) feet of said parcel of land described in Document No. 2018-0026082-00, said County Records, and a portion of Freeman Street as shown on that map of Beamers Addition to the Town of Woodland, recorded in Book 42 of Deeds at Page 563, said County Records.

Containing 0.024 acre of land, more or less.

The basis of bearings for this description South 89°24'09" East, being the centerline of Kentucky Avenue, as shown in Book 2006 of Maps at Page 165, said County Records.

End of description.



Bryan P. Bonino

Bryan P. Bonino, L.S.

11/21/24

Date

S89°24'09"E 2659.13' (BASIS OF BEARINGS)

KENTUCKY AVENUE

PARCEL No. 1 - 1393 OR 615

S89°24'09"E 2.00'

PUBLIC UTILITY EASEMENT
189 SF
0.004± AC.

LOT 11

BLOCK 4
42 DEEDS 553
DOC-2018-0026082-00

LOT 12

N00°24'08"E 94.50'

S00°24'08"W 94.50'

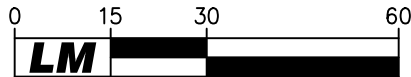
40'

N89°24'09"W 2.00'

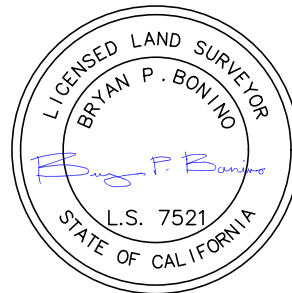
NORTH WEST STREET

FREEMAN STREET

COLLEGE STREET



SCALE: 1"=30'



**EXHIBIT B
PUBLIC UTILITY EASEMENT**

FOR
CITY OF WOODLAND

LOCATED IN A PORTION OF THE EAST
HALF OF THE NORTHWEST QUARTER OF
SECTION 29, TOWNSHIP 10 NORTH,
RANGE 2 EAST, MOUNT DIABLO MERIDIAN,
CITY OF WOODLAND, YOLO COUNTY,
CALIFORNIA

SHEET 1 OF 1 NOVEMBER 21, 2024

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P.O. BOX 828, WOODLAND, CALIFORNIA 95776 · FAX: (530) 662-4602

X:\Land Projects\4407\dwg\4407_EXH_PUE

PUBLIC UTILITY EASEMENT

North:2,013,852.4032'

East:6,625,583.9348'

Segment# 1: Line

Course: S89.2409E (dms)

Length: 2.00'

North: 2,013,852.3823'

East: 6,625,585.9347'

Segment# 2: Line

Course: S0.2408W (dms)

Length: 94.50'

North: 2,013,757.8847'

East: 6,625,585.2713'

Segment# 3: Line

Course: N89.2409W (dms)

Length: 2.00'

North: 2,013,757.9055'

East: 6,625,583.2714'

Segment# 4: Line

Course: N0.2408E (dms)

Length: 94.50'

North: 2,013,852.4032'

East: 6,625,583.9348'

Perimeter: 193.00'

Area: 189.00Sq.Ft.

Error Closure: 0.0000

Course: N0.0000E (dms)

Error North : 0.00000

East: 0.00000

Precision 1: 193,000,000.00



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission
DATE: February 19, 2026
ITEM #: I.4
SUBJECT: Summary Vacation of Surplus City Right-of-Way

Recommendation for Action: Staff recommends that the Planning Commission 1) receive the staff report for the summary vacation of surplus City right-of-way at 414 Woodland Avenue; and 2) adopt Planning Commission Resolution No. PC 26-03 finding that the proposed abandonment is consistent with the City's General Plan and recommend approval to the City Council.

Staff Contact:

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

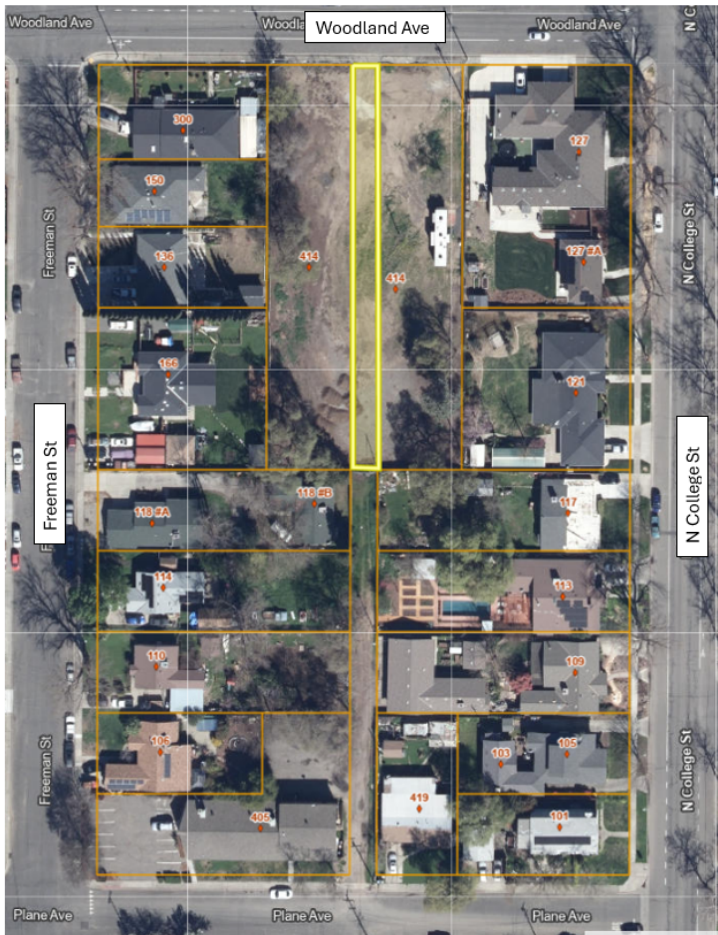
Fiscal Impact:

The proposed summary vacation of this ROW easement will have no negative fiscal impact on the City. Conversely, it eliminates future City obligations to maintain or improve this surplus area for alley right-of-way (ROW) purposes.

Background:

The applicants, Lougenour and Meikle, on behalf of the property owners Jon and Jessica Klosinski, request the abandonment of a surplus alley ROW located at 414 Woodland Avenue (APN: 005-595-00, 003). The site is currently zoned Residential Low Medium (R-LM) with a General Plan land use designation of Medium Density Residential (MD).

The applicant is requesting a summary vacation of a 0.138-acre (20-foot wide) surplus alley ROW that currently bisects the property at 414 Woodland Avenue. The property owner requests abandonment of the northernmost 300 feet of the alleyway highlighted in Figure 1 below. The southernmost portion of the alleyway will remain reserved for city alley ROW until such time that adjacent property owners wish to abandon these portions as well. The property owner's intent in the alley abandonment request is to unencumber the property for future development to allow for full legal rights to property use. A legal description and map of the proposed abandonment area are attached as Exhibits A and B.



Discussion:

This ROW was originally dedicated to the City in fee for future improvements in 1887, as part of the Beamers Addition Subdivision. The City holds title to this unused portion of public alley ROW located mid-block at 414 Woodland Avenue between Freeman Street and N. Collage Street. Per California Government Code Section 65402, the Planning Commission must determine if the proposed abandonment conforms to the City’s General Plan before the City Council can finalize the vacation.

The reserved alley ROW does not currently facilitate any public utilities and will not need any future dedications. The abandonment of this portion of the alleyway releases the city of any future obligation to improve and maintain the accessway. The remaining southernmost portion of the alleyway with mid-block access on Plane Avenue will be abandoned at a future time upon the initiative of adjoining property owners. While a single property owner owns the northern portion of the alley ROW, the southern portion is more complex. It will require outreach to all adjacent property owners, along with a more extensive evaluation of required property and waste management access easements.

Statutory Authority for Summary Vacation:

Under the California Streets and Highways Code (§ 8331), the City Council may summarily vacate a street or highway if:

1. The street or highway has been impassable for vehicular travel for five consecutive years; and
2. No public funds were expended for maintenance during that period.

The subject area meets these criteria as it is currently non-traffic bearing and surplus to the City’s transportation needs.

Zoning & General Plan Consistency:

Because the City's General Plan applies to the subject area, Government Code Section 65402 requires the Woodland Planning Commission, as the designated "planning agency," to report on whether the vacation conforms to the General Plan. This report must be issued within 40 days of submission unless an extension is granted.

Following a Planning Commission recommendation, the City Council must adopt a Resolution of Vacation, which the City Clerk will then record with the Yolo County Recorder.

Staff finds that the summary vacation is consistent with the Zoning Code and General Plan goals based on the following:

Procedural Compliance:The vacation is processed in accordance with the Summary Vacation chapter of the Streets and Highways Code (§ 8330 et seq.).

- The City of Woodland ("City") holds title to that certain unused 20-foot wide and approximately 300-foot portion of public right-of-way located south of Woodland Avenue and approximately (described in Exhibit A and shown in Exhibit B) (referred to herein as the "ROW"), located in the City, which lies adjacent to those properties commonly known as APN: 005-595-00, 003.
- The City has title to the ROW pursuant to the map of Beamers Addition to the Town of Woodland, December 10, 1887, in Book 42 of Deeds, at Page 563 in the Official Records of the County of Yolo, State of California.

Land Use Alignment:The abandonment supports the buildout of medium-density housing in a Residential Low-Medium zone, fulfilling General Plan housing objectives and zoning code development requirements.

- GP-Policy 9.A.9: Infill Housing Development. The City shall continue to promote infill housing development in appropriate locations.

Excess ROW:The abandonment of the excess alley ROW releases the city for any future obligation to improve and maintain the accessway.

- The ROW has not served the purpose for which it was acquired for at least the past five consecutive years immediately preceding this vacation and is not required for street or highway purposes.
- GP-Policy 3.C.1: Roadway Network. Plan, design, and regulate the development of the roadway network presented in the Circulation Diagram shown in Figure 3-2. Prioritize modes of travel on the roadway network consistent with Table 3-2

Conclusion:

Staff recommends that the Planning Commission 1) receive the staff report for the summary vacation of surplus City right-of-way at 414 Woodland Avenue; and 2) adopt Planning Commission Resolution No. PC 26-03 finding that the proposed abandonment is consistent with the City's General Plan and recommend approval to the City Council.

Prepared by: Megan Meier, Senior Planner
Lolly Weichel, Senior Engineering Assistant

Reviewed by: Erika Bumgardner, Community Development Department Deputy Director

Attachments:

1. Resolution
2. Exhibit A_ Alley Abandonment
3. Exhibit B_ Alley Abandonment

**PLANNING COMMISSION
RESOLUTION NO. 26-03**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WOODLAND
RECOMMENDING THAT THE CITY COUNCIL ADOPT A FINDING OF GENERAL PLAN
CONFORMITY AND APPROVE THE SUMMARY VACATION OF A 0.138-ACRE SURPLUS
RIGHT-OF-WAY LOCATED AT 414 WOODLAND AVENUE (APN: 005-595-001, 003)**

WHEREAS, the City of Woodland has received a request from Friends of the Mission (“Applicant”) to summarily vacate a 0.138-acre portion of surplus public right-of-way (ROW) located along the western property line of 414 Woodland Avenue; and

WHEREAS, the City of Woodland (“City”) holds title to that certain unused 20-foot wide portion of public right-of-way located south of Woodland Avenue, 187 feet west of N. College Street and 187 feet east of Freeman Street (described in Exhibit A and shown in Exhibit B) (referred to herein as the “ROW”), located in the City, which lies adjacent to those properties commonly known as APN: 005-595-001, 003; and

WHEREAS, the City has title to the ROW pursuant to the map of Beamers Addition to the Town of Woodland, December 10, 1887, in Book 42 of Deeds, at Page 563 in the Official Records of the County of Yolo, State of California; and

WHEREAS, the subject ROW is no longer required for public street or highway purposes, as the existing roadway width exceeds City standards for local roads; and

WHEREAS, California Government Code Section 65402 requires that the City’s planning agency report on the conformity of a proposed street vacation with the adopted General Plan; and

WHEREAS, the Streets and Highways Code Section 8330 et seq. allows for the summary vacation of a street or highway that has been impassable for vehicular travel for five consecutive years and upon which no public funds have been expended for maintenance; and

WHEREAS, this action is categorically exempt from CEQA pursuant to Title 14 California Code of Regulations Section 15305 as a minor alteration in land use limitations.

WHEREAS, the City of Woodland 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, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, 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 reference.

:

1. The proposed summary vacation is consistent with the City of Woodland General Plan, including goals related to the development of diverse and supportive housing types within Medium Density Residential (MD) designations.
2. The vacation of this surplus ROW will not negatively impact the City's circulation network or public safety.
3. The summary vacation procedure is appropriate as the land is surplus, impassable for vehicular travel, and has not been maintained by public funds for at least five years.

SECTION 2. Recommendation. The Planning Commission hereby recommends that the City Council adopt the findings of General Plan consistency and approve the Summary Vacation of the public right-of-way as described in Exhibit A and shown 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 19th day of February 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

John Murphy, Chairperson

ATTEST:

Erika Bumgardner, Deputy Community Development Director

EXHIBIT "A"
20-FOOT ALLEY ABANDONMENT

THAT portion of real property situate in the County of Yolo, State of California, and being a portion of Section 29, Township 10 North, Range 2 East, Mount Diablo Base and Meridian, also being a portion of the alley within Block 2, of "BEAMERS ADDITIONS" recorded in Book 42 of Deeds at Page 563, said Couty Records, and being more particularly described as follows:

BEGINNING at the Northeast corner of Lot 11 of said Block 2; thence, from said POINT OF BEGINNING, and along the North line of said Lot 11, North 89°52'22" East 20.00 feet to the Northwest corner of Lot 10 of said Block 2; thence leaving said North line and along East line of said Alley, South 00°00'30" West 300.00 feet to the Southwest corner of Lot 6 of said Block 2; thence South 89°52'22" West 20.00 feet to the Southeast corner of Lot 15 of said Block 2; thence along the West line of said Alley, North 00°00'30" East 300.00 feet to the POINT OF BEGINNING.

Containing 0.138 acres of land, more or less.

The basis of bearings for this description is North 89°52'22" East, shown hereon as the centerline of Woodland Avenue, as shown in said Book 8 of Parcel Maps at Page 93, said County Records.

End of description.



Matthew K. Souza, L.S.

09-29-2025
Date

BASIS OF BEARINGS
N89°52'22"E

WOODLAND AVENUE

30.00'
R.O.W.

POINT OF BEGINNING

N89°52'22"E 20.00'

LANDS OF JOSE ARTURO, PIMENTAL AND TERESA PIMENTEL
DOC-2003-0043624

10
LANDS OF THE KLOSINSKI FAMILY TRUST
DOC-2024-0022082

LANDS OF THE ELISABETH M. ROBBINS LIV TRUST
DOC-2014-0005094

12

9

LANDS OF LUIS BARAJAS AND ALALIA MARTINEZ DE BARAJAS AND LUIS BARAJAS MARTINEZ
DOC-2016-0000961

13

8

20.00' ALLEY ABANDONMENT
0.138± ACRES

14

42 DEEDS 563
BLOCK 2

7

LANDS OF THE KLOSINSKI FAMILY TRUST
DOC-2024-0018081

LANDS OF JOSE A RUELAS
DOC-2016-0000961

15

LANDS OF TOZZI PARRISH LIVING TRUST
DOC-2012-0031146

6

16

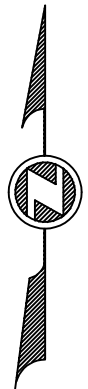
S89°52'22"W 20.00'

5

LANDS OF DALE J. AND CARLA E. COULTER REV LIV TRUST
DOC-2005-0011137

LANDS OF ROBERT KEMP AND CHERYL KEMP
2166 OR 557

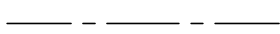
NORTH COLLEGE STREET



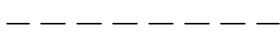
LEGEND



EXISTING ALLEY WAY TO BE ABANDONED



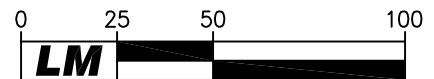
R.O.W. CENTERLINE



HISTORIC LOT LINE



PROPERTY LINES



SCALE: 1"=50'

**EXHIBIT "B"
ALLEY ABANDONMENT**

LOCATED IN A PORTION OF SECTION 29,
TOWNSHIP 10 NORTH, RANGE 2 EAST,
MOUNT DIABLO MERIDIAN,
CITY OF WOODLAND,
YOLO COUNTY, CALIFORNIA

SHEET 1 OF 1 SEPTEMBER 29, 2025

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



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission
DATE: February 19, 2026
ITEM #: I.5
SUBJECT: 2026 Heritage Home and Historic Preservation Award Process

Recommendation for Action: Staff recommends that the Planning Commission receive and provide comments on the informational item regarding the proposed process and timeline for the 2026 Heritage Home and Historic Preservation Awards.

Staff Contact:

Hadlie Ward, Assistant Planner, (530) 661-5960

Background:

The Heritage Home Awards (HHA) and Historic Preservation Awards (HPA) are an ongoing City tradition that publicly recognize contributions to the preservation of historically significant structures and architecture in Woodland. Since the dissolution of the Historic Preservation Commission in October 2022, the Planning Commission has been tasked with conducting these awards.

Prior to the 2025 awards cycle, staff created updated eligibility requirements and selection guidelines based on feedback from the Planning Commission, as attached in Attachments 2 and 3.

The HHA recognizes homes that are special community resources that have been well cared for or well-restored. To be eligible, homes must be located within the City limits, at least 50 years old, and on a site with no more than two residential units.

The HPA is an honorary award that recognizes unique buildings and properties, or people and organizations that have contributed to the historic fabric of Woodland. Commercial, religious, public, multifamily residential, and mixed-use buildings within the City limits that are at least 50 years old are eligible, or residents who have significantly contributed to the preservation of local historical assets may also be nominated.

At the HHA and HPA ceremony, photos and a historical narrative are presented for each recipient. HHA homeowners receive a bronze plaque featuring the home's construction year and HPA property owners receive a certificate of recognition. Further details about the awards and lists of all past recipients are available on the [Heritage Home & Historic Preservation Awards](#) page on the City website.

Discussion:

The proposed 2026 awards timeline is detailed in Attachment 1. In 2025, the awards ceremony was strategically scheduled to be the same week as the local Stroll Through History event. Staff propose similar scheduling of the awards ceremony this year, to create opportunities for further collaboration.

There are a variety of ways in which Planning Commissioners may participate and assist with the HHA and HPA process, including:

- Sharing the application flyer (Attachment 4) with local organizations and community members
- Nominating homes or buildings for the awards

- Assisting with research for historical narratives, once recipients are selected

To meet the tentative October event date, staff proposes to set a deadline for award nominations of May 15, 2026. Nomination forms are included in Attachments 2 and 3. Commissioners interested in participating in preparations for the 2026 award cycle may contact staff for further discussion.

Conclusion:

Staff recommends that the Planning Commission receive and provide comments on the informational item regarding the proposed process and timeline for the 2026 Heritage Home and Historic Preservation Awards.

Prepared by: Hadlie Ward, Assistant Planner

Reviewed by: Erika Bumgardner, Community Development Deputy Director

Attachments:

1. Awards Timeline 2026
2. Heritage Home Award Selection Guidelines and Application
3. Historic Preservation Award Selection Guidelines and Application
4. 2026 Flyer

2026 Heritage Home and Historic Preservation Awards

Task	Description	Time Frame
Nomination Window	Following the Planning Commission meeting on February 19 th , staff will promote the applications for the awards.	Applications due May 15 th
Final Nominations	Commissioners review nomination applications and select awardees at Planning Commission meeting.	June 4 th
Notify Homeowners	Send letters to notify homeowners of nomination. Homeowners must provide consent to participate.	June, following Planning Commission Meeting
Determine Date of Construction	Determine the date of construction for the home(s) which is agreed upon by all parties.	July 17 th
Order Plaques	Once date of construction has been determined, plaques are ordered. Plaques can take 6-8 weeks to arrive.	July 20 th
Narrative Research	Nominating parties work with homeowners to prepare final narrative and gather photos. If self-nominated, homeowner completes narrative.	July-August
Schedule meeting	Prepare staff report/presentation.	September
Ceremony Promotion	Prepare a press release statement and social media posts regarding the nominations and awards ceremony.	September
Invitation	Formal invitations are sent to homeowners.	September
Final Preparation of presentation materials	<ul style="list-style-type: none"> • Final narratives • Photos and PowerPoint • Food and Drinks • Poster/Decorations • Plaques/Certificates 	End of September
Hold Event	Ceremony held at Planning Commission meeting.	October 1 st (Stroll Through History to be on October 3 rd)



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 and must meet all age, location and type of structure requirements. Homeowners may also 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 be in a state of good repair and meet the requirements in *at least two of the three categories* below:

Historical Significance:

- The nominator must clearly demonstrate that 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 unique and 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 Application Form (attached)
 - 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

Heritage Home Award Application Form

Applicant Name: _____

Applicant Phone Number and Email: _____

Address of Nominated Home: _____

Location Description (including nearest cross streets): _____

Approximate date of construction of the home (if known): _____

Is the home occupied now? _____ Who lives there? _____

Property Owner Name(s): _____

What is the address of the owner of the property?

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

If the home is pictured in *The Walking Tour of Historic Woodland*, please give its identifying number: _____

Please review the Heritage Home Award Selection Guidelines. Nominees must meet the requirements of two of the three following categories:

- Historical Significance
- Architecture
- Recent Projects

Attach all justification for eligibility based on the applicable categories. Justification may include photographs, written descriptions, copies of historical sources and references, and written anecdotes and stories, as applicable.

Please contact Planning Staff at the Community Development Department to submit applications or for further assistance.

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

Nominated buildings must be in a state of good repair and 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 unique and 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 Application Form (attached)
 - Additional justification as described above for buildings/properties or 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

Historic Preservation Award Application Form

Applicant Name: _____

Applicant Phone Number and Email: _____

Historic Preservation Awards may be presented to significant buildings and properties, or to people and organizations who have contributed to historic preservation within the City of Woodland.

Complete the section below if nominating a PERSON/ORGANIZATION:

Nominee Name: _____

Is the nominee a Woodland resident? _____

How has the nominee/organization contributed to the preservation of Woodland history?

Complete the section below if nominating a BUILDING/PROPERTY:

Address of Nominated Building: _____

Location Description (including nearest cross streets): _____

Approximate date of construction of the building (if known): _____

Is the building occupied by a tenant or business? If so, please describe:

Property Owner Name(s): _____

What is the address of the owner of the property?

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

If the home is pictured in *The Walking Tour of Historic Woodland*, please give its identifying number: _____

Please review the Heritage Home Award Selection Guidelines.

Buildings must meet the requirements of two of the three following categories:

- Historical Significance
- Architecture
- Recent Projects

Attach all justification for eligibility based on the applicable categories. Justification may include photographs, written descriptions, copies of historical sources and references, and written anecdotes and testimonies, as applicable.

Please contact Planning Staff at the Community Development Department to submit applications or for further assistance.

City of Woodland Planning Division, Community Development Department

Phone: (530) 661-5820

Email: CDD-Planners@cityofwoodland.gov

Address: 300 First Street, Woodland, CA 95695



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300 First Street, Woodland, CA 95695



cdd-planners@cityofwoodland.gov



TO: THE MEMBERS OF THE PLANNING COMMISSION
AGENDA: Planning Commission
DATE: February 19, 2026
ITEM #: I.6
SUBJECT: Planning Commission Rules and Regulations

Recommendation for Action: Staff recommends that the Planning Commission receive and provide comments on the informational item regarding the proposed formation of a subcommittee to review and revise the Planning Commission Rules and Regulations.

Staff Contact:

Megan Meier, Senior Planner, (530) 661-5814
Hadlie Ward, Assistant Planner, (530) 661-5960

Background:

The Planning Commission Rules and Regulations document, along with the Zoning Code (Section 2.28.020 and Chapter 17.100), serve as the administrative and procedural framework governing how the Planning Commission conducts its business. The current document has not been updated since 2009.

At the November 6, 2025, Commission members noted some needed updates, referencing the Planning Commission start times and other items that were outdated procedures or incorrect information.

Here is a generalized overview of the current document and what each section addresses within the framework of a governing body:

1. **Duties & Responsibilities:** Defines the legal scope of the group. It answers: *“What is our job, and what specific powers do we have under the law?”*
2. **Membership:** Covers the "who." It details how many people are involved, who appoints them, and the ethical standards (like avoiding conflicts of interest) they must uphold.
3. **Term and Conduct:** Focuses on expectations for individual behavior. This includes the length of service, attendance rules, and the professional standards required to remain on the commission.
4. **Officers:** Identifies the leadership roles within the group. It explains how leaders (such as a Chair) are chosen and how long they can serve in the position.
5. **Duties of Officers:** Outlines the "job descriptions" for commissioner roles. It clarifies who runs the meetings, who signs documents, and who speaks for the group.
6. **Duties of Staff:** Addresses the administrative support system. It defines how professional staff (non-appointed members) manage the paperwork, records, and day-to-day logistics.
7. **Meetings:** The "how and when" of doing business. This covers the schedule, how many people must be present to make a decision (quorum), and how to handle special sessions.
8. **Official Records:** Focuses on transparency and work history. It dictates how the group's work is

documented and how the public can access those files.

9. Order of Business: The roadmap for a meeting. This is a standardized checklist to ensure every meeting follows the same logical flow from start to finish.

10. Committees: Explains how the group forms and utilizes committees to focus on specific projects or research that the full board doesn't have time to do.

11. Policies and Supplemental Procedures: Addresses how the process for establishing new guidelines that aren't already written in the main bylaws.

12. Amendments: It describes the formal, legal process required to change any of the sections listed above.

13. Adoption: This confirms when the rules officially start and clarifies that these internal rules never override higher laws (like State or Federal law).

Discussion:

As the regulatory landscape shifts due to state housing legislation and a desire for local initiatives to streamline processes for commercial investment, it is essential that our governing documents reflect the Planning Commission's current role. One of the primary drivers for this update to the Commission's Rules and Regulations is the significant wave of state legislative mandates aimed at streamlining housing development. In recent years, the State of California has transitioned the review process for many housing types from discretionary to ministerial.

The other key change in regulatory development review was the move to a more streamlined process for commercial investment in the community. During the City's 2035 General Plan update, both the Planning Commission and the City Council worked to streamline review for commercial uses that create jobs and generate revenue for Woodland. Through the comprehensive zoning code update, regulations shifted toward objective performance standards and design requirements rather than relying on "conditions" and discretionary requirements.

These changes are designed to provide greater certainty to businesses and shorten project timelines. Consequently, the role of the Planning Commission is being redefined, moving away from short-range, project-specific development review and toward a more long-range, policy-driven focus.

With the Planning Commission's role slightly shifting, it's appropriate to review the governing body's goals and policies outlined in the Rules and Regulations document. Staff recommends that the first step toward updating the Planning Commission's Rules and Regulations be the formation of a dedicated subcommittee of three Commission members. This smaller working group will conduct a "deep dive" into existing language and alternative models to ensure our local framework aligns with the Commission's evolving objectives.

Subcommittee Objectives and Resources

Staff will collaborate closely with the subcommittee to evaluate document options and best practices. Our research will be guided by:

- Case Studies: Analyzing regulatory documents from peer agencies.
- Industry Resources: Utilizing guidance from the League of California Cities to ensure legal and procedural compliance.

Key Areas of Discussion

The subcommittee will explore how the Planning Commission can best serve as "stewards" of our updated General Plan, Housing Element, and Zoning Code. Potential topics for the update include:

- Policy Stewardship: Evaluating whether current regulations are producing intended outcomes and determining necessary adjustments.
- Annual Policy Reviews: Establishing a formal "check-in" process, potentially aligned with the CDD Biannual reports or the Annual Progress Report (APR) for the Housing Element.
- Educational Initiatives: Strengthening Historical Preservation policy and community education.
- Operational Clarity: Refining terms of office, coordination protocols with City Staff, and integration of City Council-driven initiatives.

Following the subcommittee's review, staff will consolidate their findings into a first draft of the updated Rules and Regulations. This draft will be presented to the full Planning Commission for formal discussion and consideration.

Conclusion:

Staff recommends that the Planning Commission receive and provide comments on the informational item regarding the proposed formation of a subcommittee to review and revise the Planning Commission Rules and Regulations.

Prepared by: Megan Meier, Senior Planner

Reviewed by: Erika Bumgardner, Community Development Deputy Director

Attachments:

1. Current 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 be ready a minimum of five minutes prior to the meeting time.

The Planning Commission conducts the business of the City with regard to land use and Zoning matters and as an advisory agency to the City Council. Actions of the Commission can have an impact on the City as well as on those coming before this body for review and determination. It is necessary for meetings to be conducted in a timely and efficient manner.

IV. OFFICERS

401. The officers of the Commission shall consist of a Chairperson and Vice-Chairperson. The Chairperson and Vice-Chairperson shall be elected annually at the first meeting in September by a majority of the Commission.
402. The Chairperson and Vice-Chairperson shall hold their respective offices until the next annual meeting after election and until their successors are elected. Their terms of office are limited to two (2) consecutive years.
403. Vacancies in the office of Chairperson and Vice-Chairperson shall be filled from the membership of the Commission by an election held at any meeting.

V. DUTIES OF OFFICERS

501. The Chairperson shall preside at all meetings. He or she shall appoint all standing committees each year following the election of officers and such special committees as from time to time may be authorized by the Commission. He or she may present to the Commission such matters as in his or her judgment require attention; and he or she need not vacate his or her chair for the purpose of actively discussing (as a member of the Commission) an item on the agenda or a subject for review, discussion and recommendation by the Commission.
502. The Chairperson (and the Commission) shall be guided by the Roberts Rules of Order, latest revision, on all questions of procedure and parliamentary law not covered by these rules and regulations.
503. At the request of any member of the Commission, the Chairperson shall direct that a written record be made and entered on any questions before the Commission.
504. The Chairperson shall exercise firm control and direction during the course of any Commission meeting or hearing. (No member of the Commission or of the general public shall address the Commission until recognized by the Chairperson.)
505. The Community Development Director shall exercise general supervision over the business papers and property of the Commission.
506. On the absence of the Chairperson, the Vice-Chairperson shall perform all duties of the Chairperson.
507. The Commission shall elect a temporary Chairperson from the members present in the event that both the Chairperson and Vice-Chairperson are absent.
508. The Commission may designate any of its members to represent its views with respect

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

VI. DUTIES OF STAFF

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

VII. MEETINGS

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

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

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

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

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

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

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

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

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

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

VIII. OFFICIAL RECORDS

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

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

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

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

IX. ORDER OF BUSINESS

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

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

X. COMMITTEES

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

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

XI. POLICIES AND SUPPLEMENTAL PROCEDURES

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

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

XII. AMENDMENTS

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

XIII. ADOPTION

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

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

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