# City of Woodland

City Hall
Council Chambers
300 First Street
Woodland, CA 95695

## Regular Meeting Minutes

**Tuesday, September 16, 2025**

6:00 PM

**City Council**

## JOINT REGULAR CITY COUNCIL/WOODLAND FINANCE AUTHORITY MEETING
## 6:00 PM

### A. CALL TO ORDER

**Meeting called to order at 6:01 PM.**

### B. ROLL CALL

**Council Members Present: Members Moreno, Garcia-Cadena, Vega, Mayor Pro Tem Stallard, and Mayor Lansburgh**
**Absent: None**

### C. PLEDGE OF ALLEGIANCE

**Pledge of Allegiance led by Jim Gillette.**

***Land Acknowledgment Statement -*** *The City of Woodland acknowledges the land on which we live and work. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachil DeHe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Wintun Nation, and Yocha Dehe Wintun Nation. The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.*

### D. COMMUNICATIONS - PUBLIC COMMENT

*This is an opportunity for the public to speak to the Council on any item other than those listed on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor 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 CouncilMeetings@cityofwoodland.gov. Written Comments received at least two (2) hours prior to the scheduled start time of the City Council meeting will be provided to the City Council 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 City Council meeting and during the City Council meeting will be provided to the City Council the day following the City Council 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.*

1. SUBJECT: General Public Comments

   WRITTEN COMMUNICATIONS: This section is reserved for "General" Public Comments emailed within two (2) hours prior to the Council Meeting. These comments will be provided to the City Council and incorporated into the meeting minutes. Any other written communications submitted for items specific to this agenda will be attached as a file to the associated agenda item.

**Mayor Lansburgh invited public comment. No public comment was received.**

### E. COMMUNICATIONS - COUNCIL/STAFF STATEMENTS AND REQUESTS

*This is an opportunity for the Council Members and Staff to make comments and announcements, to express concerns, or to request Council's consideration of any items a Council Member would like to have discussed at a future Council meeting.*

**Verbal updates provided by Council Members/ Staff.**

2. SUBJECT: Long Range Calendar

RECOMMENDATION FOR ACTION: Staff recommends that the City Council receive the Long Range Calendar for informational purposes only.

**Received the Long Range Calendar for informational purposes only.**

## F. CONSENT CALENDAR

**Mayor Lansburgh invited public comment. No public comment was received.**

**On a motion by Councilmember Garcia-Cadena, seconded by Councilmember Moreno and carried on a 5-0 vote, Council Members approved Consent Calendar items No. 3 through 10.**

**AYES: Members Moreno, Garcia-Cadena, Vega, Mayor Pro Tem Stallard, and Mayor Lansburgh**
**NOES: None**
**ABSENT: None**
**ABSTAIN: None**

3. SUBJECT: Proclaim October 2025 as Breast Cancer Awareness Month

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a Proclamation recognizing October 2025 as Breast Cancer Awareness Month and acknowledging the local efforts of Thriving Pink.

**Adopted a proclamation RECOGNIZING OCTOBER AS NATIONAL BREAST CANCER AWARENESS MONTH AND ACKNOWLEDGING THE LOCAL EFFORTS OF THRIVING PINK.**

**Speaking from the public was Xóchitl Rodriguez. Accepting the proclamation was Gena Bravo, Hospital President for Woodland Memorial Hospital and Thriving Pink Board Member; Carmelita Ramirez with Thriving Pink; and Holly Rodriguez, Thriving Pink Board Member.**

4. SUBJECT: Junior League Proclamation

RECOMMENDATION FOR ACTION: Staff recommends that the City Council approve a proclamation recognizing the contributions of the Junior League of Sacramento and declaring September 18 as "Find the Good Day"

**Adopted a proclamation RECOGNIZING THE CONTRIBUTIONS OF THE JUNIOR LEAGUE OF SACRAMENTO AND DECLARING "FIND THE GOOD DAY."**

**Accepting the proclamation was Alex Zucco, Advocacy Chair with the Junior League of Sacramento.**

5. SUBJECT: Proclaim September to be National Service Dog Month

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt a Proclamation declaring September to be National Service Dog Month.

**Adopted a proclamation DECLARING SEPTEMBER 2025 TO BE NATIONAL SERVICE DOG MONTH IN THE CITY OF WOODLAND, CALIFORNIA.**

6. SUBJECT: Resolution Authorizing the Acceptance and Appropriation of FY 2024 Homeland Security Grant Program Funds for Target Hazard Pre-Planning

Project and Equipment

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt resolution No. ___ authorizing the acceptance and appropriation of Fiscal Year 2024 Homeland Security Grant Program funds in the amount of $31,238 to support the Target Hazard Pre-Planning Project and the purchase of related Global Information System-enabled equipment.

**Adopted Resolution No. 8566, AUTHORIZING THE ACCEPTANCE AND APPROPRIATION OF FISCAL YEAR 2024 HOMELAND SECURITY GRANT PROGRAM FUNDS IN THE AMOUNT OF $31,238 FOR THE TARGET HAZARD PRE-PLANNING PROJECT AND RELATED EQUIPMENT.**

7. SUBJECT: Resolution Authorizing the Acceptance and Appropriation of the 2023 Homeland Security Grant Program Emergency Preparedness Intern Program.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. ___ authorizing the appropriation of $10,240 to Fund 330 (Other Federal Grants Fund) for the implementation and administration of the Emergency Preparedness Intern Program, as awarded under the 2023 Homeland Security Grant Program.

**Adopted Resolution No. 8567, AUTHORIZING THE APPROPRIATION OF $10,240 TO FUND 330 FOR THE FUNDING OF THE EMERGENCY PREPAREDNESS INTERN PROGRAM AS AWARDED UNDER THE 2023 HOMELAND SECRUITY GRANT PROGRAM.**

8. SUBJECT: Approve Sole Source Finding and Goods Purchase Agreement for water meters and smartpoints with Aqua-Metric Sales Company for the Water Meter Replacement Project, CIP 22-03

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Resolution No. _____ for:

1. Making a finding designating certain products, brands, or services by Aqua-Metric Sales Company to be required for the continued functionality of the existing water meter infrastructure;
2. Authorizing the City Manager to execute a goods purchase agreement with Aqua-Metric Sales Company for water meters and smartpoints in the amount of $367,316.80 for the Water Meter Replacement Project, CIP 22-03.

**Adopted Resolution No. 8568, APPROVING A SOLE-SOURCE PROCUREMENT BY DESIGNATING CERTAIN PRODUCTS, THINGS, OR SERVICES PURSUANT TO PUBLIC CONTRACT CODE SECTION 3400 AND APPROVING A GOODS PURCHASE FOR WATER METERS AND SMARTPOINTS WITH AQUA-METRIC SALES COMPANY FOR THE WATER METER REPLACEMENT PROJECT, CIP 22-03.**

9. SUBJECT: Development Agreement with Pacific Coast Producers — 1376 Lemen Avenue

RECOMMENDATION FOR ACTION: Staff recommends that the City Council conduct a second reading and adopt the following ordinance:
Ordinance No. ______, approving a Development Agreement by and between

the City of Woodland and Pacific Coast Producers for the Lemen Avenue agricultural processing facility (1376 Lemen Avenue) and authorizing the execution of said agreement.

**Conducted a second reading and adopted Ordinance No. 1740, APPROVING A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF WOODLAND AND PACIFIC COST PRODUCERS FOR THE LEMEN AVENUE AGRICULTURAL PROCESSING FACILITY (1376 LEMEN AVENUE) AND AUTHORIZING EXECUTION OF SAID AGREEMENT.**

10. SUBJECT: Update and Approve a Drainage Basin Agreement with PCCP, LLC in the Northeast Industrial Area

    RECOMMENDATION FOR ACTION: Staff recommends the City Council adopt Resolution No. _____, approving the Drainage Basin Agreement with PCCP, LLC.

**Adopted Resolution No. 8569, APPROVING A DRAINAGE BASIN AGREEMENT WITH PCCP, LLC.**

## G. PUBLIC HEARINGS

11. SUBJECT: Woodland Municipal Code Title 17 "Zoning" Updates for Clarity and Usability

    RECOMMENDATION FOR ACTION: Staff recommends that City Council hold a Public Hearing and take the following action:
    Introduce and waive the first reading of an Ordinance amending Woodland Municipal Code Title 17 "Zoning" in multiple sections for enhanced clarity, usability, and State law conformity.

**Assistant Planners Anna Canales and Hadlie Ward presented items 11 and 12 and answered questions from Council along with Deputy Director of Community Development, Erika Bumgardner.**

**Mayor Lansburgh opened the public hearing. No public comment was received. Mayor Lansburgh closed the public hearing.**

**On a motion by Mayor Pro Tem Stallard, seconded by Councilmember Vega and carried on a 5-0 vote, Council Members 1) held a public hearing, and 2) waived the first reading of Ordinance No. 1742 AMENDING VARIOUS SECTIONS OF TITLE 17 OF THE WOODLAND MUNICIPAL CODE TO UPDATE AND CLARIFY THE PROVISIONS OF THE ZONING ORDINANCE.**

**AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh**
**NOES: None**
**ABSENT: None**
**ABSTAIN: None**

12. SUBJECT: Woodland Municipal Code Title 17, "Zoning" and Title 16, "Subdivision" Amendments related to Two-Unit projects and Urban Lot Splits

    RECOMMENDATION FOR ACTION: Staff recommends that City Council hold a Public Hearing and take the following action:
    Introduce and waive the first reading of an Ordinance amending Woodland

Municipal Code Title 17, "Zoning", and Title 16, "Subdivion", Sections 17.84.380 and 16.90 related to Two-Unit projects and Urban Lot Splits.

**Mayor Lansburgh opened the public hearing. No public comment was received. Mayor Lansburgh closed the public hearing.**

**On a motion by Mayor Pro Tem Stallard, seconded by Councilmember Vega and carried on a 5-0 vote, Council Members 1) held a public hearing, and 2) waived the first reading of Ordinance No. 1743 AMENDING SECTIONS 17.84.380 AND 16.90 OF THE CITY OF WOODLAND MUNICIPAL CODE RELATED TO URBAN LOT SPLITS AND TWO-UNIT DEVELOPMENT.**

**AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh**
**NOES: None**
**ABSENT: None**
**ABSTAIN: None**

13. SUBJECT: Urgency Ordinance Adopting Changes to the 2022 California Fire and Building Codes

RECOMMENDATION FOR ACTION: Staff recommends that the City Council adopt Ordinance No. ___, an Urgency Ordinance amending Section 8.20.040 of Chapter 8.20 of Title 8, and Section 15.04.030(H) of Chapter 15.04 of Title 15, of the Woodland Municipal Code Relating to Amendments to the 2022 California Fire Code and the 2022 California Building Code.

**Fire Marshall Matt Flint presented the item and answered questions from Council.**

**Mayor Lansburgh opened the public hearing. No public comment was received. Mayor Lansburgh closed the public hearing.**

**On a motion by Councilmember Garcia-Cadena, seconded by Councilmember Moreno and carried on a 5-0 vote, Council Members 1) held a public hearing, and 2) adopted Ordinance No. 1741 AMENDING SECTION 8.20.040 OF CHAPTER 8.20 OF TITLE 8, AND SECTION 15.04.030(H) OF CHAPTER 15.04 OF TITLE 15, OF THE WOODLAND MUNICIPAL CODE RELATING TO AMENDMENTS TO THE 2022 CALIFORNIA FIRE CODE AND THE 2022 CALIFORNIA BUILDING CODE.**

**AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh**
**NOES: None**
**ABSENT: None**
**ABSTAIN: None**

14. SUBJECT: Public Hearing and Approval of Fiscal Year 2024/25 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER)

RECOMMENDATION FOR ACTION: Staff recommends that the City Council take the following actions:

1. Hold a public hearing to receive community input on the Fiscal Year (FY) 2024/25 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER); and
2. Adopt Resolution No.____, approving the FY2024/25 CDBG CAPER in substantially the same form presented to the City Council and incorporating public comments received at the public hearing; and

3. Authorize the City Manager or designee to finalize and submit the CAPER to the U.S. Department of Housing and Urban Development after the conclusion of the 15-day public comment period.

**Franklin Cui, Housing Analyst, and Katharine Apicella, Housing Intern presented the item and answered questions from Council.**

**Mayor Lansburgh opened the public hearing. No public comment was received. Mayor Lansburgh closed the public hearing.**

**On a motion by Councilmember Vega, seconded by Mayor Pro Tem Stallard and carried on a 5-0 vote, Council Members 1) held a public hearing, 2) adopted Resolution No. 8570, APPROVING THE FISCAL YEAR 2024/25 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT, and 3) authorized the City Manager or designee to finalize and submit the CAPER to the U.S. Department of Housing and Urban Development after the conclusion of the 15-day public comment period.**

**AYES: Members Moreno, Garcia-Cadena, Vega, Stallard, and Mayor Lansburgh**
**NOES: None**
**ABSENT: None**
**ABSTAIN: None**

## H. REPORTS OF THE CITY MANAGER

**Mayor Pro Tem Stallard recused himself for items 15 and 16 due to a potential conflict of interest regarding his property ownership in the downtown area.**

15. SUBJECT: Yolo Transit District Short-Range Transit Plan

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:
1. Receive a presentation on the Yolo Short Range Transit Plan, and
2. Recommend the Yolo Transit District Board approve the proposed Short Range Transit Plan routing changes for Woodland for the purpose of preparing cost analysis and proceed with planning for the future transfer point on Main Street between 5th and 6th Street.

**City Manager Ken Hiatt introduced the item. Presenting the item from Yolo Transportation District was Lola Torney, Senior Transportation Planner, and Brian Abbanat, Director of Planning.**

**Mayor Lansburgh invited public comment. No public comment was received.**

**On a motion by Councilmember Moreno, seconded by Councilmember Garcia-Cadena and carried on a 4-0 vote, Council Members 1) received a presentation, and 2) Recommended the Yolo Transit District Board approve the proposed Short Range Transit Plan routing changes for Woodland for the purpose of preparing cost analysis and proceed with planning for the future transfer point on Main Street between 5th and 6th Street.**

**AYES: Members Moreno, Garcia-Cadena, Vega, and Mayor Lansburgh**
**NOES: None**
**ABSENT: Mayor Pro Tem Stallard**
**ABSTAIN: None**

16. SUBJECT: Introduction and Waiver of First Reading on Ordinances Relating to Entertainment Zones; and Authorization for the City Manager, or their Designee, to Enter into a Memorandum of Understanding with Eligible

Businesses that Wish to Participate in the Entertainment Zone.

RECOMMENDATION FOR ACTION: Staff recommends that the City Council:
1) Introduce and waive the first reading of an Ordinance amending Chapter 9.28 "Offenses - Miscellaneous" section 9.28.220, and Chapter 12.40 "Special Events" section 12.40.050, and adding Chapter 12.42 "Entertainment Zones", and
2) Adopt Resolution No. ___ authorizing the City Manager, or their designee, to enter into Memoranda of Understanding with participating businesses upon the establishment of a Downtown Entertainment Zone.

**City Manager Ken Hiatt introduced the item. Marketing and Business Relations Specialist Amanda Portier presented the item and answered questions from Council.**

**Mayor Lansburgh invited public comment. No public comment was received.**

**On a motion by Councilmember Garcia-Cadena, seconded by Councilmember Vega and carried on a 4-0 vote, Council Members 1) waived the first reading of Ordinance No. 1744 AMENDING CHAPTER 9.28 SECTION 9.28.220 AND 12.40 SECTION 12.40.50 AND ADOPTING CHAPTER 12.42 INTO THE WOODLAND MUNICIPAL CODE RELATING TO ENTERTAINMENT ZONES, and 2) adopted Resolution No. 8571, AUTHORIZING THE CITY MANAGER, OR THEIR DESIGNEE, TO ENTER INTO MEMORANDA OF UNDERSTANDING WITH PARTICIPATING BUSINESSES UPON THE ESTABLISHMENT OF A DOWNTOWN ENTERTAINMENT ZONE.**

**AYES: Members Moreno, Garcia-Cadena, Vega, and Mayor Lansburgh**
**NOES: None**
**ABSENT: Mayor Pro Tem Stallard**
**ABSTAIN: None**

## I. ADJOURN

**Meeting adjourned at 8:07 PM in memory of Peg Parker, Gil Walker, and John Saragoza.**