

**APPROVED ACTION MINUTES
CITY OF WOODLAND
PLANNING COMMISSION
THURSDAY, NOVEMBER 20, 2008**

VOTING MEMBERS PRESENT: Lopez; Wurzel; Murray; Sanders; Barzo;
Gonzalez

VOTING MEMBERS ABSENT: Spesert

STAFF MEMBERS PRESENT: MacNicholl; Hanson

The meeting was called to order at 7:00 PM.

1. Director's Report:

- Robert MacNicholl, Planning Manager: He welcomed Fred Lopez as the new Planning Commissioner. He stated Commissioner Lopez has been an active member of the Community for a very long time.
- Robert MacNicholl: He stated due to Commissioner Spesert's work schedule he may have to step down as Commissioner. At this time he has not given a definitive answer.
- Robert MacNicholl: He stated UC Davis Extension is offering a class entitled "*The Role of the Planning Commissioner*" and will be offered on February 6, 2009 at the Sacramento Campus. The City has money available for education purposes for the Commissioners and he feels this is a great opportunity for the Commissioners. He asked those Commissioners who would like to attend to contact Mr. MacNicholl, either by e-mail or by phone, and Staff will make the necessary arrangements for the class.
- Commissioner Wurzel: He questioned whether this was a single session class.
- Robert MacNicholl: He stated it is a single session class that runs from 8:30 – 1:30, Friday, February 6, 2009.
- Robert MacNicholl: He stated Staff would like to give early notice of the Planners Institute, which is run through the League of California Cities. This occurs in March 2009 and is also a great opportunity for the Commissioners. However, he stated Staff is not certain if there will be funding for next year's Planners Institute. Staff will keep the Commissioners updated.
- Robert MacNicholl: He stated the Subcommittee list was distributed to the Planning Commissioners this evening. He suggested the Commissioners review the list for reassignments and/or any new Subcommittee the Commissioners deemed needed. He felt this should be brought back at a later date for the final decision.
- Robert MacNicholl: He announced his retirement. His official retirement date is December 31, 2008, with his last actual date of work being December 19, 2008.

- Robert MacNicholl: He stated Staff provided the report on the City's comments to the Yolo Draft of 2030 Countywide General Plan to the Planning Commissioners this evening for review.
- Commissioner Sanders: He welcomed Commissioner Lopez to the Planning Commission.
- Robert MacNicholl: He reminded the Commissioners, once again to submit their biographies for the webpage.

2. Election of Officers:

- Commissioner Murray: She motioned and Commissioner Gonzalez seconded the nomination of Commissioner Sanders for Planning Commission Chairperson for a second term.
- Commissioner Wurzel: He motioned the nomination for himself as Chairperson.
- Commissioner Barzo: He seconded the motion.
- Cecilia Delevati: She asked for clarifications on the second nominations.
- Commissioner Sanders: He stated Commissioner Murray nominated Commissioner Sanders for Chair, Commissioner Gonzalez seconded the motion; Commissioner Wurzel nominated himself for Chair, Commissioner Barzo seconded the motion.
- Commissioner Barzo: He corrected his motion. He thought his second was for the motion for Commissioner Sanders as Chair.
- Commissioner Sanders: He clarified there was no second motion for Commissioner Wurzel's motion for Chair.

The voting was as followed:

Commissioner Sanders as Chair:

AYES:	Murray; Gonzalez; Barzo
NOES:	Wurzel, Lopez
ABSENT:	Spesert
ABSTAIN:	Sanders

Commissioner Wurzel as Chair:

AYES:	Lopez; Wurzel
NOES:	Sanders; Barzo; Gonzalez; Murray
ABSENT:	Spesert
ABSTAIN:	None

It was carried by a vote of 3-2 that Commissioner Sanders shall be the next Planning Commissioner Chair.

- Commissioner Murray motioned and Commissioner Gonzalez seconded the nomination of Commissioner Barzo for Vice-Chair of the Planning Commission.

- Commissioner Wurzel motioned the nomination of himself as Vice-Chair of the Planning Commission. There was no second motion on the nomination.

The voting was as follows:

Commissioner Barzo for Vice-Chair:

AYES:	Murray; Gonzalez; Sanders; Lopez
NOES:	None
ABSENT:	Spesert
ABSTAIN:	Barzo; Wurzel

It was carried by a 4-2 that Commissioner Barzo shall be the next Vice-Chair of the Planning Commission.

3. Committee Assignments:

- Commissioner Sanders: He questioned whether the Commissioners would like to discuss the Committee Assignments at this time or review them and bring back at a later date.
- Commissioner Murray: She questioned whether Commissioner Spesert would be leaving soon, or would it be within the next few months.
- Robert MacNicholl: He stated Staff has not received a formal resignation from Commissioner Spesert as yet.
- Commissioner Sanders: He stated he would go through the Subcommittee list and which Commissioners would choose the specific Subcommittees to attend.
- Commissioner Wurzel: He questioned whether Staff should review the Subcommittees and decide which committees are still applicable.
- Commissioner Sanders: He stated he had no objection to Commissioner Wurzel's request.
- Robert MacNicholl: He stated he also had no objection to Commissioner Wurzel's suggestion. Staff's intent was to inform the Commission of what Subcommittees were currently active. Staff would like the Commissioners input as to what would be appropriate for Subcommittees that may or may not be currently active.
- Commissioner Gonzalez: She felt Robert MacNicholl should be aware of what Subcommittees should be kept current.
- Commissioner Murray: She felt the Public Arts Subcommittee is a great one, but without Martie Dote, she is the only Commissioner left on the committee.
- Commissioner Lopez: He stated he would fill Commissioner Dotie's vacant position on the Subcommittees until they are reassessed.
- Robert MacNicholl: He stated the City is in a process with LAFCO to begin a study of the Urban Limit Line, so the Urban Limit Line Subcommittee may be needed in the future.

4. Approval of Minutes:

- It was moved by Commissioner Murray, seconded by Commissioner Wurzel to approve the Planning Commission minutes for November 6, 2008 as written.

AYES: Murray; Wurzel; Sanders; Barzo; Gonzalez
NOES: None
ABSENT: Spesert
ABSTAIN: Lopez

5. Public Comment – This is an opportunity for the public to speak to the Commission on any item other than those listed on the Agenda. The Chairman may impose a time limit on any speaker.

- None.

6. Communication – Commission Statements and Requests: This is an opportunity for the Commission members 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.

- Commissioner Gonzalez: She wanted to welcome Commissioner Lopez. She has worked with Commissioner Lopez in the past and has found him to be very open-minded and fair.
- Commissioner Barzo: He also wanted to welcome Commissioner Lopez. Commissioner Barzo questioned the status of the house at 210 Lincoln Avenue.
- Robert MacNicholl: He stated there has been no response from the owner. The foundation has been poured in preparation for lowering the building. The building permits have been issued. If there is no response from the owners in a reasonable amount of time, the City may be forced to take drastic measures such as demolish the building. The City would like to save the home if at all possible.
- Commissioner Barzo: He questioned whether a nuisance citation could be issued on this property.
- Robert MacNicholl: He stated that may be possible, but Staff would have to review the permit status prior to any decision. Mr. MacNicholl stated Staff would inform Commissioner Barzo of the status of the permit and what actions could be taken.
- Commissioner Murray: She stated she had already welcomed Commissioner Lopez. Commissioner Murray stated she is very sorry to see Robert MacNicholl retire and leave the City. She stated he will leave a very big void. She also commended Mr. MacNicholl for the great work he has done for the City.
- Commissioner Wurzel: He welcomed Commissioner Lopez to the Planning Commission. He also asked all the Commissioners to check their e-mail for the invitation to Mr. MacNicholl’s retirement luncheon. Commissioner Wurzel thanked Staff for providing the Community Development Monthly Status Report and Major Project Summary that the City Council receives on a monthly basis. He is requesting that the Planning Commission also receive the report on a monthly basis.
- Commissioner Lopez: He thanked Robert MacNicholl for the help he has given him in the past years as a member of the community.

- Commissioner Sanders: He echoed everything that has been said regarding Robert MacNicholl.
- Commissioner Barzo: He stated he is the only Commissioner that has seen Robert MacNicholl come and go twice. Commissioner Barzo also stated Mr. MacNicholl was a great person to work with and will be missed.

7. Subcommittee Reports.

- None

NEW BUSINESS:

8. None

PUBLIC HEARING:

9. **Spectrum Capital Parcel Map No. 4960.**

Request for a Tentative parcel map to divide a 12,936 square foot parcel into two (2) parcels at 1003 & 1005 Court Street (APN: 005-643-12) in the Central Business District – Area E1 (CBD-E1).

Owner:	James Corbett/Spectrum Capital
Environmental Document:	Categorical Exemption
Staff Contact:	Paul L. Hanson, AICP, Senior Planner
Recommend Action:	Conditional Approval

DISCUSSION:

- Commissioner Murray: She questioned if 3000 square feet is small for a lot. She asked if it was because the property exists in the state as it is.
- Paul Hanson, Senior Planner: He stated this is a commercial site, there is no specific size needed.
- Commissioner Murray: She questioned since size was not an issue, then the driveway and access were not an issue either.
- Paul Hanson: He stated the driveway and access are off the alley, with both parcels sharing the parking lot.
- Commissioner Gonzalez: She questioned whether there are businesses in the buildings currently.
- Paul Hanson: The Queen Anne is currently empty; the other small one is occupied with a business.
- Commissioner Wurzel: He questioned the justification for the lot split.
- Paul Hanson: He stated the applicant would ultimately like to sell each lot individually.
- Commissioner Gonzalez: She questioned the details in which the Police Department gave for their requirements.

- Paul Hanson: He stated the Police Department has new Staff reviewing the projects. The Police Staff address more of the security ordinance as recommendations not requirements.
- Commissioner Gonzalez: She clarified that the responses from the Police Department were recommendations and not requirements.

PUBLIC COMMENT:

- Chris Lerch, Laugenour and Meikle: He stated he was representing Mr. Corbett. Mr. Lerch stated Mr. Corbett originally restored this property with the intention of selling. Mr. Corbett thought one individual would buy the property, and be a landlord to the other building. This was not the case. Mr. Lerch stated he has had situations in the past where there were shared parking with the proper easement. He stated an attorney will be contacted to write up the agreement with the proper language.

DISCUSSION:

- Commissioner Gonzalez: She questioned what is left on “*The Lands of Bruga*”.
- Paul Hanson: That area is parking for the veterinary office across the street and was done several years ago.

RECOMMEND APPROVAL

It was moved by Commissioner Wurzel and seconded by Commissioner Gonzalez, and unanimously carried, that the Planning Commission approves Spectrum Capital Tentative Parcel Map #4960 dated 10/13/08, based on the identified findings of fact and subject to the terms identified in the Conditions of Approval in the Staff report dated Thursday, November 20, 2008.

AYES:	Wurzel; Gonzalez; Lopez; Murray; Sanders; Barzo
NOES:	None
ABSENT:	Spesert
ABSTAIN:	None

There being no further business, the meeting was adjourned at 7:35 PM.

Respectfully submitted,

Robert MacNicholl
Community Development
Planning Manager