



**CITY OF LAKEPORT  
PLANNING COMMISSION  
June 11, 2014**

**MINUTES**

**CALL MEETING TO ORDER AND ROLL CALL:** Chairman Wicks called the meeting to order at 5:00 p.m., with Commissioners Kauper, Russell, Taylor, and Gayner present. Also present were Planning Services Manager, Andrew Britton; and Department Secretary, Linda Sobieraj.

**ACCEPTANCE OF AGENDA:** A motion was made by Commissioner Gayner, seconded by Commissioner Taylor, and unanimously carried by voice vote (5-0) to approve the agenda as posted.

**CITIZEN INPUT:** Planning Services Manager Britton indicated that there was no citizen input submitted.

**COMMENTS FROM STAFF AND COMMISSIONERS:** Planning Services Manager Britton introduced Beth Thompson, with De Novo Planning Group, in attendance to provide information and answer questions on both agenda items.

**CONSENT AGENDA:** A motion was made by Commissioner Taylor to accept the minutes as posted with the minor date correction under the "Next Scheduled Meeting" section, seconded by Commissioner Kauper, and unanimously carried by voice vote (5-0) to accept consent agenda item A (Minutes of the May 14, 2014, Planning Commission meeting).

**REGULAR AGENDA:**

**OA 14-02 / CE 14-09 Municipal Code Text Amendments**

*Public Hearing to consider a draft ordinance that will amend Title 17 (Land Use, Zoning & Signs) and Chapter 15.20 (Condominium Conversions) of the City of Lakeport Municipal Code. Also includes a recommendation to City Council. The proposed amendments are associated with the implementation of policies and programs set forth in the 2009 Lakeport Housing Element.*

Planning Services Manager Britton read portions of the staff report which described the Municipal Code Text Amendments and recommendation to the City Council regarding the adoption of an Ordinance that would modify the City's Municipal Code. Britton stated that the City is in the process of updating the Housing Element and as part of the review of implementation of the 2009 Housing Element, City staff and our consultant identified programs related to the

Zoning Ordinance (Title 17, Lakeport Municipal Code) that were not yet implemented. It was also noted that the proposed ordinance includes changes to Municipal Code Chapter 15.20 (Condominium Conversions).

Planning Services Manager Britton continued with a detailed list of the changes under both Chapters that were proposed. He discussed the options available to the Planning Commission and handed the matter over to Beth Thompson with De Novo Planning Group for further input.

Ms. Thompson presented the Planning Commission with a detailed slide presentation regarding the changes and then turned the floor back over to the Commissioners for any questions.

Commissioner Kauper questioned the proposed Ordinance Section 17.24.110 M.6. The proposed change read "At least one **on-street parking space** shall be provided per employee of the residential care facility or large residential care home." He questioned the reasoning for a private business to be required to provide a "public" parking space for each employee. Planning Services Manager Britton advised it could have been a typographical error and staff would look into the wording of prior Ordinances regarding this requirement. Chair Wicks called for a consensus vote to alter Section 17.24.110 M.6 from "At least **one on-street parking space** shall be provided" to now read "At least **one on-site parking space** shall be provided." Motion carried to approve this change by consensus vote (5-0).

Commissioner Kauper requested clarification of what the definition of the term "group home" was in the context of the changes of the proposed Ordinance. Ms. Thompson read from page 10, section XIII of the proposed Ordinance which outlines the definition of "Community care facility" which group homes fall under.

Item was opened for public input at 5:45 p.m. and closed with no public input at 5:46 p.m.

Commissioner Gayner made a motion that the Planning Commission accept the proposed draft Ordinance No. \_\_\_ (2014) conditional on the consensus change as described and recommend its adoption to the City Council based on the finding that the proposed Ordinance is in the best interest of the City and will help the City achieve certain goals and policies contained in the Housing Element. Commissioner Russell seconded the motion.

The vote was called and was as follows:

AYES: Commissioners Taylor, Gayner, Kauper, Russell, and Chair Wicks. (5-0)

NOES: None

### **GPA 14-02 / CE 14-11 Draft Housing Element**

*Public Hearing to review the Draft City of Lakeport Housing Element Update and the related CEQA analysis and provide a recommendation to the City Council.*

Planning Services Manager Britton read portions of the staff report on the Draft Housing Element detailing the work that has been done by staff and Beth Thompson with De Novo Planning Group to ensure the Housing Element update will be in compliance with state law.

Britton continued by briefly summarizing the steps that had been taken through the process including: Legal requirements, detailing the Housing Element contents, the Public Participation and Review of Draft Housing Element, Environmental Review, and what the next steps are to follow to complete the process. Staff recommends that the Planning Commission forward their approval to the City Council for future consideration.

Ms. Thompson continued with information by providing the Planning Commission with a slide presentation of the Draft Housing Element in more detail.

Commissioner Gayner questioned if when public review is closed and changes, if any are made, will it come back to the Planning Commission for a second review/approval at that time? Planning Services Manager Britton advised that the Planning Commission has that option; however, generally it does not.

Commissioner Kauper questioned the Cost of Construction section of the Housing Element page 5-28 paragraph two. He noted the Draft Housing Element reads the smaller local contractors will likely incur construction costs of \$100 per square foot for new dwellings. However, a more accurate estimate is closer to \$150 per square foot. Ms. Thompson stated that we could change estimate in the section Commissioner Kauper cited as well as in Table 5-9 (Rehabilitation Costs) on page 5-32 and Table 5-10 (New Construction/Replacement Costs) on page 5-33.

Chair Wicks asked if it was really that important to reflect the increase at this time. Ms. Thompson stated that it would probably a good idea because when we do our next Housing Element update and the costs go up significantly, we don't want it to have a huge increase. She provided an example of an increase from \$100 to \$200 per square feet at one time.

Chair Wicks called for the Commission's consensus vote to accept the City's estimate of \$130 per square foot for new dwelling construction instead of the \$100 per square foot as noted in the Draft Housing Element page 5-28 paragraph two, page 5-32 Table 5-9, and page 5-33 Table 5-10. Motion carried in favor of this change listed by consensus vote (5-0).

Commissioner Gayner pointed out an error in the Draft Housing Element page 2-8, Table 2-1 under "Has this been a successful action/policy – if not, why?" 1-5 second sentence currently reads, "The changes to the Zoning Ordinance **were not been** implemented", Ms. Thompson clarified it should read, "The changes to the Zoning Ordinance **were not** implemented." The draft will be revised with this correction.

Chair Wicks had a question in the Draft Housing Element on page 4-8 paragraph three regarding the last paragraph where it references the City's lease providing water rights to the wells on the Green Ranch and City's purchase of the Green

Ranch where same are located. Chair Wicks believes the City has already purchased this property and Ms. Thompson agreed to follow up on confirming the information.

Item was opened for public input at 6:43 p.m., input was given by Batsulwin Brown, the Tribal Historic Preservation Officer for Big Valley Rancheria Band of Pomo Indians. Public input was closed at 6:45 p.m.

Chair Wicks took a moment to thank Planning Services Manager Britton, Department Secretary Sobieraj, Mrs. Thompson with De Novo Planning Group, and any other Staff members who worked on the Housing Element update. Chair Wicks commented that this was a well done document, it made a lot of sense, and is easy to follow. He believes the City Council will appreciate the outline and how easy it is to follow.

Commissioner Taylor made a motion that the Planning Commission forward a recommendation to the City Council to submit the Draft Housing Element, with the changes requested by the Planning Commission at this meeting which have been noted, to the State Department of Housing and Community Development (HCD) for a 60-day public review period. Commissioner Russell seconded the motion.

The vote was called and was as follows:

AYES: Commissioners Taylor, Gayner, Kauper, Russell, and Chair Wicks. (5-0)

NOES: None

**DISCUSS AND SET THE NEXT MEETING DATE:** It was agreed by consensus that the next meeting be held on July 9, 2014.

There being no further business, the meeting adjourned at 06:50 p.m.

Respectfully submitted,

ANDREW BRITTON

Planning Services Manager

Community Development Department

These are the summary Minutes of the Planning Commission meeting. A recorded tape of the meeting is available at the Community Development Department at Lakeport City Hall, 225 Park Street, Lakeport, California for a period of 30 days after the approval of these Minutes.