

# **Gridley City Planning Commission – Regular Meeting Agenda**

Monday, March 12, 2018; 6:00 pm

Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

*"Our purpose is to continuously enhance our community's vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. Working together, we develop, share, and are guided by a clear vision, values, and meaningful objectives."*

1. **CALL TO ORDER** – Chairman Wise
2. **ROLL CALL** – Recording Secretary
3. **COMMUNITY PARTICIPATION FORUM** - *Members of the public may address the Planning Commission on matters not listed on the agenda. The Planning Commission may not discuss nor take action on any community participation item brought forward by a member of the community. Comments are requested to be limited to three (3) minutes.*
4. **CONSENT AGENDA** - *All items listed under the Consent Agenda are considered routine and acted upon by one motion. Any Planning Commissioner may request that an item be removed for separate consideration. The Planning Commission may only make minor comments; otherwise the item should be removed from the consent agenda and placed as the first item(s) under "Public Hearings".*
  - A. **Planning Commission Minutes dated February 12, 2018.** – Continued to next meeting.
5. **PUBLIC HEARINGS**
  - A. **Planning Commission Hearing Day;** Consideration to change the date the Planning Commission will meet to an alternate day of the week.

City staff respectfully recommends the Planning Commission:

    1. Determine revised date for Planning Commission meeting.
6. **INFORMATIONAL – None**
  - A. **Planning Commission Orientation-Roles and Responsibility**
7. **REPORTS & COMMUNICATIONS – None**
8. **ADJOURNMENT** - to the regular meeting of the Planning Commission to be determined.

## **General Notes:**

This agenda was posted on the public bulletin board in the foyer of City Hall at or before 4:00 p.m. on March 9, 2018, in accordance with Government Code Section 54954.2. This agenda along with all attachments, if any, is available for public viewing online at [www.gridley.ca.us](http://www.gridley.ca.us) and at the Administration counter in City Hall, 685 Kentucky Street, Gridley, CA. This is a public meeting and anyone may address the Planning Commission. Any documents that were provided to the Planning Commission after the Agenda packet was distributed are also available for public review during normal business hours.

Meeting facilities are accessible to persons with disabilities. By request, alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate persons with a disability to participate in a public meeting, contact the City Clerk by calling 846-3631 (voice). This request should be received at least three working days prior to the meeting in order to accommodate your request. For questions about this agenda, please call the Recording Secretary, Elisa Arteaga, at (530) 846-5695.

**Planning Commission Agenda Item #5A**  
**Staff Report**

**DATE:** March 12, 2018

**TO:** Planning Commission

**FROM:** Donna Decker, Planning Department

**SUBJECT:** **Planning Commission Hearing Day;** Consideration to change the date the Planning Commission will meet to an alternate day of the week.

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**Recommendation**

City staff respectfully recommends the Planning Commission:

1. Determine revised date for Planning Commission meeting.

**DISCUSSION**

The Planning Commission currently meets on the third Monday of each month unless a special meeting is required. The day of the week is subject to the review, discussion, and vote to change the date and/or time if desired. It has been suggested that the meeting could be held on the third Wednesday of each month. The Planning Commission will need to make a motion and a unanimous roll call vote for the change to take place.

**PUBLIC NOTICE**

A notice was posted at City Hall, and on the city website. At the time this report was prepared, no comments had been received.

**ENVIRONMENTAL REVIEW**

There is no environmental review.



# *City of Gridley*

## *Planning Commission Orientation*



*Now what?*

### **Roles and Responsibilities**

- Advisory board to the City Council for planning and development in the city and the sphere
- Assures the General Plan is implemented
- Decision-making body

# *City of Gridley*

## *Planning Commission Orientation*



*Preparing  
For the  
Meeting...*

### **Roles and Responsibilities**

- Review meeting agenda
  - Review staff report
  - Review applicable documents
    - Zoning code
    - General plan
    - Land use maps
- (<http://gridley.chicomapworks.com>)
- Visit site/area
  - Communicate with city staff
  - Public contact



# *City of Gridley*

## *Planning Commission Orientation*



*Preparing  
For the  
Meeting...*

### Meeting Agenda

**REGULAR MEETING  
5:30 P.M. MONDAY  
DATE**

**CITY HALL - COUNCIL CHAMBERS  
685 Kentucky Street, Gridley, CA**

**MEETING CALLED TO ORDER      BY CHAIR  
ROLL CALL   RECORDING SECRETARY**

- 1. CONSENT AGENDA**
  - 1.1 Approval of Planning Commission minutes**
- 2.0 PUBLIC HEARINGS**
  - 2.1 Project Title and Description**
- 3. REGULAR AGENDA – no items.**
- 4. REPORTS & COMMUNICATIONS**
- 5. COMMUNITY FORUM**
- 6. ADJOURNMENT**

# *City of Gridley*

## *Planning Commission Orientation*



*Preparing  
For the  
Meeting...*

### **Staff Report**

- Applicant's submittal information
- Research data
- Technical information
- Relationship of the proposal to community goals
- Relationship to surrounding land uses
- Findings of fact



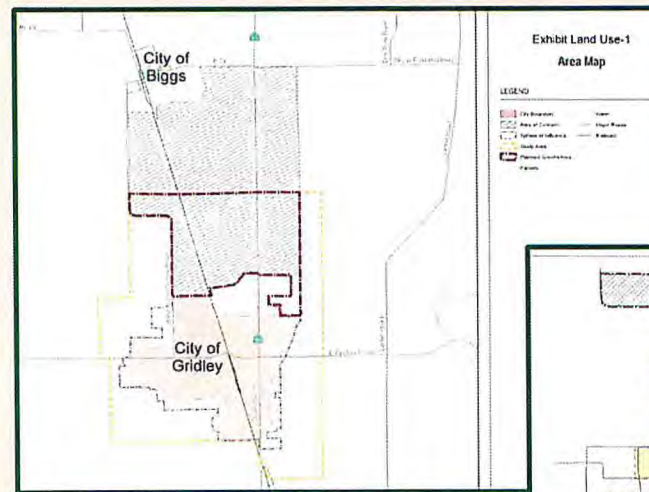
# City of Gridley Planning Commission Orientation



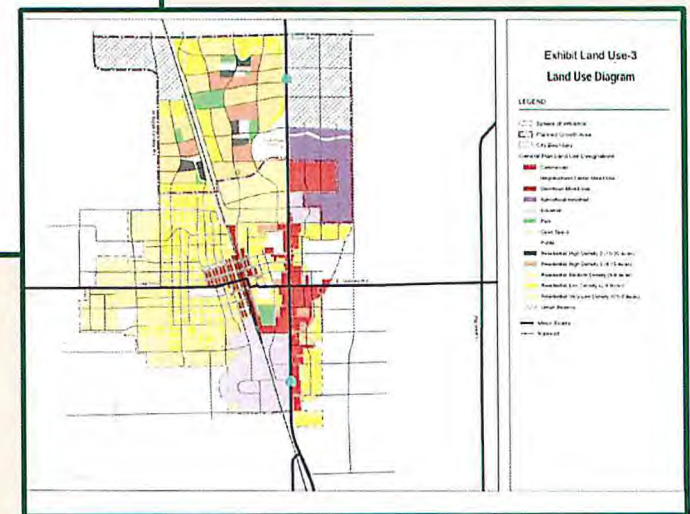
*Preparing  
For the  
Meeting...*

Review applicable documents

- General Plan – Area Map and



Land Use



# City of Gridley Planning Commission Orientation



*Preparing  
For the  
Meeting...*

## Land Use Intensity & Density Designations

**Table Land Use-5  
Allowable Density and Intensity**

Land Use Designation	Maximum Lot Coverage	Maximum Building Height	Maximum Density (DU/AC)
Agriculture	N/A	N/A	N/A
Agricultural Industrial*	80%	65'	N/A
Industrial*	80%	65'	N/A
Commercial	90%	50'	N/A
Neighborhood Center Mixed Use	90%	40'	N/A
Downtown Mixed Use**	100%	50'	10-30
Park	20%	35'	
Open Space	N/A	N/A	N/A
Public	60%	45'	
Residential, Very Low Density	40%	30'	0.5-2
Residential, Low Density	40%	30'	2-4
Residential, Medium Density	40%	30'	5-8
Residential, High Density 1	50%	30'	9-15
Residential High Density 2	60%	40'	15-30



# *City of Gridley*

## *Planning Commission Orientation*



*Preparing  
For the  
Meeting...*

Review applicable documents

- Zoning Map

(<http://gridley.chicomapworks.com>)

- Zoning Code

([www.amlegal.com/library/ca/  
gridley.shtml](http://www.amlegal.com/library/ca/gridley.shtml))

## *City of Gridley Planning Commission Orientation*



*Preparing  
For the  
Meeting...*

### **Visit the Site or Area of Consideration**

- Become familiar with the area
- Review the context of site
- Focus on planning issues
- Consider community needs and long term goals



## *City of Gridley Planning Commission Orientation*



*Preparing  
For the  
Meeting...*

### **Communicate with staff**

- Pose questions to staff in advance of the public hearing
- Inform staff of concerns you have and any issues intended to be raised at the public hearing
- Inform staff of additional information you may need to make a decision
- Meet with staff

# *City of Gridley*

## *Planning Commission Orientation*



*Preparing  
For the  
Meeting...*

### Public contact

- Proponents and Opponents communicate opinions prior to meeting
- Listen to concerns
- Share information with staff
- If you are asked a question from a citizen, the media, or others, contact staff



## *City of Gridley Planning Commission Orientation*



*At the  
Meeting...*

### **Roles and Responsibilities-Chair**

- Chair opens meeting & notes any agenda changes
- Chair identifies item under consideration
- Chair leads public hearing deliberations
- Chair can limit public speaking time to certain minutes

# *City of Gridley*

## *Planning Commission Orientation*



*At the  
Meeting...*

### **Roles and Responsibilities- Commissioners**

- Questions to staff
- Questions to applicant
- Receives public comment
- Public hearing closed-commission discussion and questions to staff
- Motion is made



# *City of Gridley*

## *Planning Commission Orientation*



*At the  
Meeting...*

### How to make a motion

- Three types of motions
  - Basic
    - *“I move that we approve...”*
  - Amendment to Motion
    - *“I move that we approve ...with the following additional conditions....”*
  - Substitute Motion
    - *“I move to make a substitute motion...”*

# *City of Gridley*

## *Planning Commission Orientation*



*What kinds  
of  
Decisions  
Are  
Made?*

### Types of Decisions

- Ministerial
  - Mandatory approval if conditions are met
- Quasi-judicial
  - Factual
- Legislative
  - Policy



# *City of Gridley*

## *Planning Commission Orientation*



*What other  
kinds of  
Decisions  
Are  
Made?*

Ministerial-no discretion

Staff level

- Mandatory issuance of permit if conditions are met

# *City of Gridley*

## *Planning Commission Orientation*



*What kind of  
Decision  
Are we  
Making?*

Quasi-judicial-discretionary  
Decision by Planning  
Commission can be appealed

- Conditional Use Permits
- Variances
- Williamson Act cancellations
- Certificates of Compliance
- General Plan Consistency
- Habitat Conservation Plan amendments



# *City of Gridley*

## *Planning Commission Orientation*



*What kind of  
Decision  
Are we  
Making?*

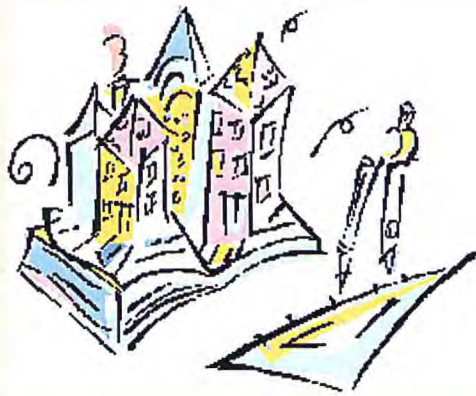
Legislative-Policy decision by City Council-discretionary

A Recommendation by Planning Commission forwarded

- Annexations
- Zoning and zoning code amendments
- General Plan adoption
- Special assessment establishment
- Road abandonment
- Specific Plans/Planned Unit Developments
- Habitat conservation plans

# *City of Gridley*

## *Planning Commission Orientation*



*What  
Are  
Findings?*

### Findings

The rationale used in making a decision

- Developed for:
  - General Public
  - Interested parties
  - Governing body
  - Other governmental entities
  - Courts



## *City of Gridley Planning Commission Orientation*



*What  
Are  
Appeals?*

Appeal to another decision-making body

- Some staff decisions may be appealed to the Planning Commission
- Planning Commission decisions may be appealed to City Council
- City Council decisions may be appealed to the Courts

# *City of Gridley Planning Commission Orientation*



*What  
Is the  
Planning  
Framework?*

## Planning Framework

- General Plan
- Specific Plans
- Zoning
- Subdivisions
- Development Agreements
- Design Review
- Dedication & Fees
- Environmental Review
- Permit Streamlining Act



# *City of Gridley*

## *Planning Commission Orientation*



*What  
Is the  
Planning  
Framework?*

### General Plan

- Foundation for local land use
- Provides a vision for the future
- Gridley General Plan is to 2030
- Creates the communities goals and policies
- All other land use ordinances and policies result from the General Plan
- Projects cannot proceed unless consistent with the General Plan

# *City of Gridley*

## *Planning Commission Orientation*



*What  
Is the  
Planning  
Framework?*

### Specific Plans/Planned Unit Developments

- Detailed general plan for a specific area
- May be used for larger areas to create policy and specific land uses consistent with the General Plan
- Projects must be consistent with the Specific Plan after adoption



# *City of Gridley*

## *Planning Commission Orientation*



*What  
Is the  
Planning  
Framework?*

### **Zoning**

- Provides distinct land uses within the city
- Identifies which uses may be located in which areas
- Determines acceptable adjacent uses
- Provides for intensity of use
- Establishes development standards

# *City of Gridley Planning Commission Orientation*



*What  
Is the  
Planning  
Framework?*

## **Subdivisions-Map Act**

- Governs how land is subdivided
- Subdivisions are minor
  - Less than four or fewer parcels
- Subdivisions are major
  - Greater than five parcels



# *City of Gridley*

## *Planning Commission Orientation*



*What  
Is the  
Planning  
Framework?*

### Development Agreements

- Detailed contract between the city and the developer
- Negotiation
- Locks in the rules for the development applicable to both parties
- Specifies a duration the contract is in effect
- Should be reviewed annually to assess a developer's performance
- Can be amended
- Can be terminated

# *City of Gridley*

## *Planning Commission Orientation*



*What  
Is the  
Planning  
Framework?*

### Design Review

- Enhances aesthetics for the community
- Usually a part of the zoning process/code
- Identifies preferred architectural standards



# *City of Gridley*

## *Planning Commission Orientation*



*What  
Is the  
Planning  
Framework?*

### Dedication and Fees(exactions)

- Imposed on projects to offset demands on public resources
- Ownership or interest is transferred to city
- Must be related to and proportionate to the impacts of a development
- Findings must be made

# *City of Gridley Planning Commission Orientation*



*What  
Is the  
Planning  
Framework?*

## Environmental Review

- CEQA-California
  - California Environmental Quality Act
- NEPA-Federal
  - National Environmental Policy Act
- Does not make a decision
- Provides information for decision-makers
- Findings must be made

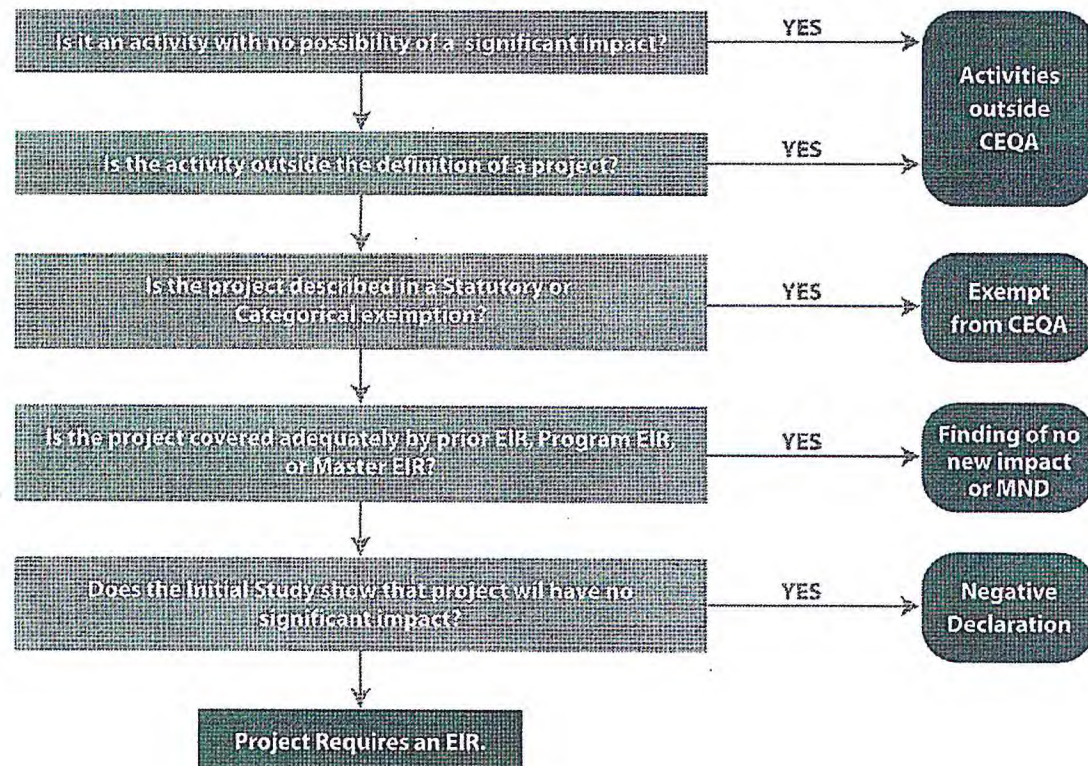


# City of Gridley Planning Commission Orientation Environmental Review



*What  
Is the  
Planning  
Framework?*

## Screening for CEQA Applicability





# City of Gridley Planning Commission Orientation

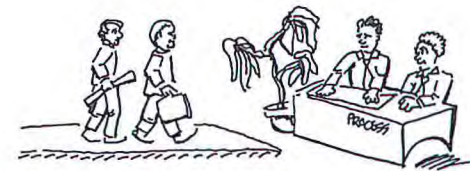
## Permit Streamlining Act



*What  
Is the  
Planning  
Framework?*

A Guide to California Planning  
Pg. 68 William Fulton, 1999

### ***The Permit Process***



Developer brings application to the Planning Department which examines project and conducts environmental review.



Developer then presents project to the Planning Commission.



Citizens comment.... Under the Permit Streamlining Act, the Planning Commission must act within one year of original application. Decision may be appealed to City Council or Board of Supervisors.



# *City of Gridley Planning Commission Orientation*

## References



- Planning Commissioner's Handbook-League of California Cities
- City of Gridley 2030 General Plan-EDAW
- City of Gridley Website
- Guide to California Planning-William Fulton, 2<sup>nd</sup> Edition, 1999

*Now  
We  
Are  
Ready!*