

Gridley City Planning Commission – Regular Meeting Agenda

Monday, June 18, 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. **Tentative Parcel Map No. 1-18;** Application for a tentative parcel map to subdivide an approximately 2.81 acre parcel into two parcels consisting of one 0.97 acre parcel and one 1.84 acre parcel located at 1646 Highway 99 in the General Commercial (C-1) and Commercial General Plan land use designation. (APN: 010-210-057)

City staff respectfully recommends the Planning Commission:

1. Receive staff report
2. Open public hearing
3. Hear public testimony
4. Close public hearing
5. Commission discussion

City staff respectfully recommends the Planning Commission:

1. Find the project is categorically exempt from environmental review pursuant to the California Environmental Quality Act, Section 15315, Minor Land Divisions, Class 15; and,
2. Approve Tentative Parcel Map 1-18 subject to the conditions attached to the staff report as Exhibit A.

- B. 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

- 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 June 15, 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 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: June 18, 2018

To: Planning Commissioners

From: Donna Decker, Planning Department

Subject: **Tentative Parcel Map No. 1-18;** Application for a tentative parcel map to subdivide an approximately 2.81 acre parcel into two parcels consisting of one 0.97 acre parcel and one 1.84 acre parcel located at 1646 Highway 99 in the General Commercial (C-1) zoning district and Commercial General Plan land use designation. (APN: 010-210-057)

X	Regular
	Special
	Closed
	Emergency

Recommendation

City staff respectfully recommends the Planning Commission:

1. Find the project is categorically exempt from environmental review pursuant to the California Environmental Quality Act, Section 15315, Minor Land Divisions, Class 15; and,
2. Approve Tentative Parcel Map 1-18 subject to the conditions attached to the staff report as Exhibit A.

Summary

The applicant, Jatinder Kullar, applied for a Tentative Parcel Map in order to subdivide the existing parcel into two parcels in order to lease a portion of the site to AM/PM. The site development plan was approved by the Planning Commission and the City Council. Plans are currently under review for building permit issuance and a demolition permit has been issued for the existing structure.

Discussion

Location

The subject site is an approximately 2.81 acre parcel located on the east side of Highway 99 south of Hazel Street. The use of the surrounding properties is commercial adjacent to the west, north and south boundaries with single family residential also located to the north. The parcel is contiguous to Fairview Street at the east property boundary.

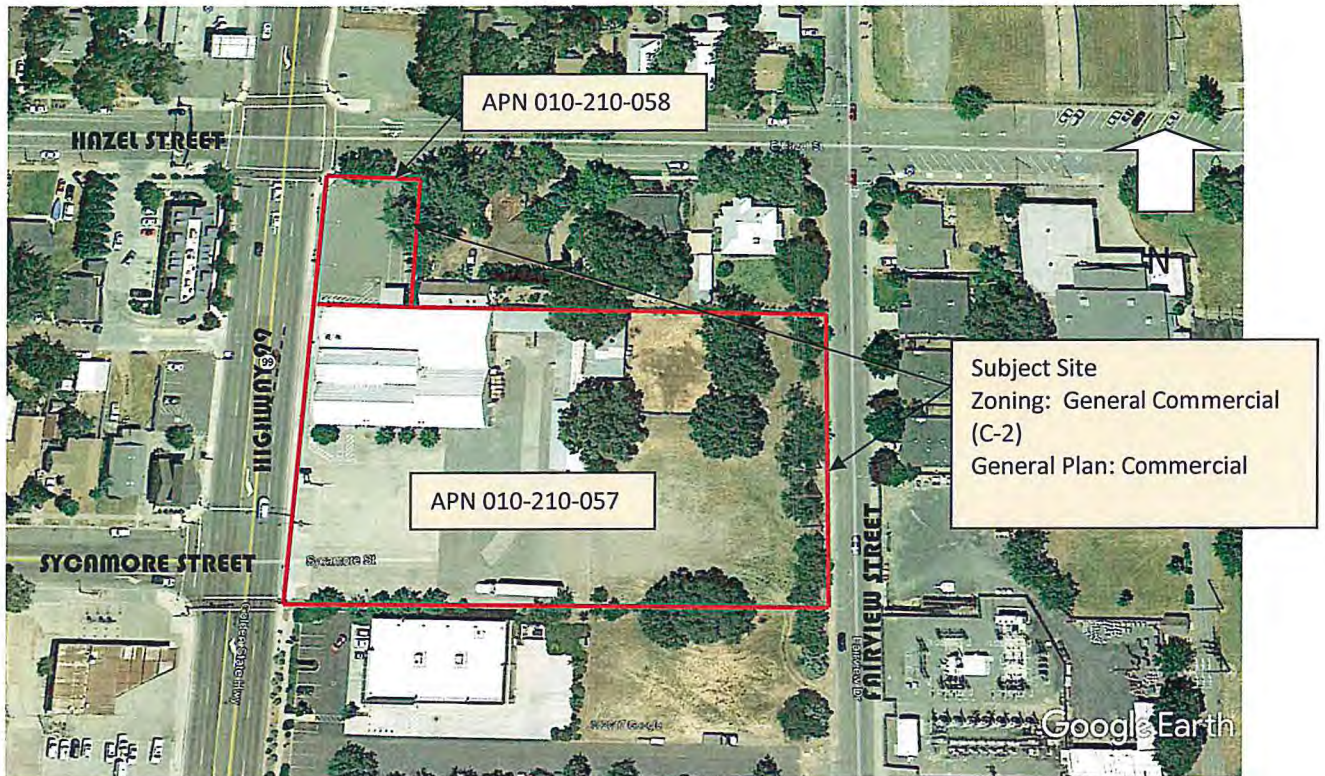
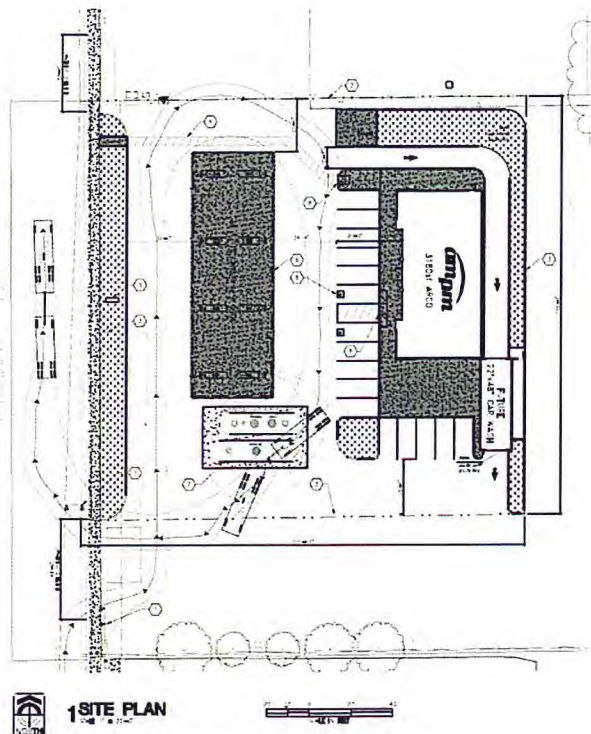


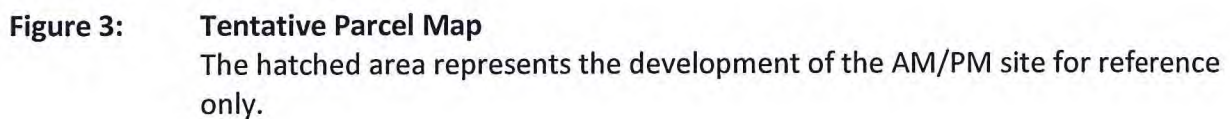
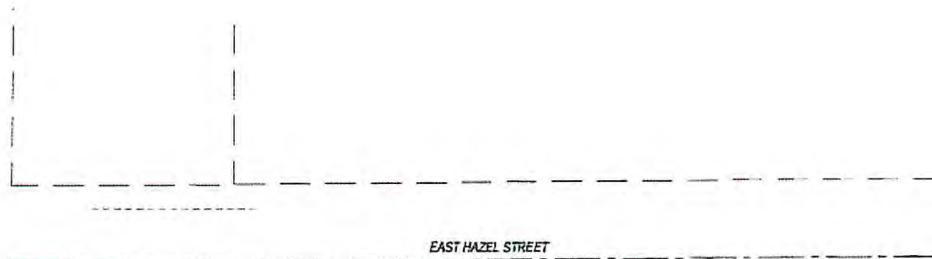
Figure 1: Location Map

The proposed site development plan will develop the site as shown below in Figure 2:



The site development plan shown in Figure 2 to the left, will occupy Parcel 1 of the Tentative Parcel Map.

Figure 2: Site Development Plan



Page 3 of 5

Public Notice

A notice was advertised in the Gridley Herald 10 days prior to the Planning Commission meeting, posted at City Hall, made available at the Administration public counter, and placed on the City website for review. At the time this report was prepared no comments had been received.

Environmental Review

The proposed project is categorically exempt from environmental review pursuant to the California Environmental Quality Act, Section 15315, Minor Land Divisions, Class 15.

Attachments –

1. Exhibit A Conditions of Approval
2. Exhibit B Tentative Parcel Map 01-18

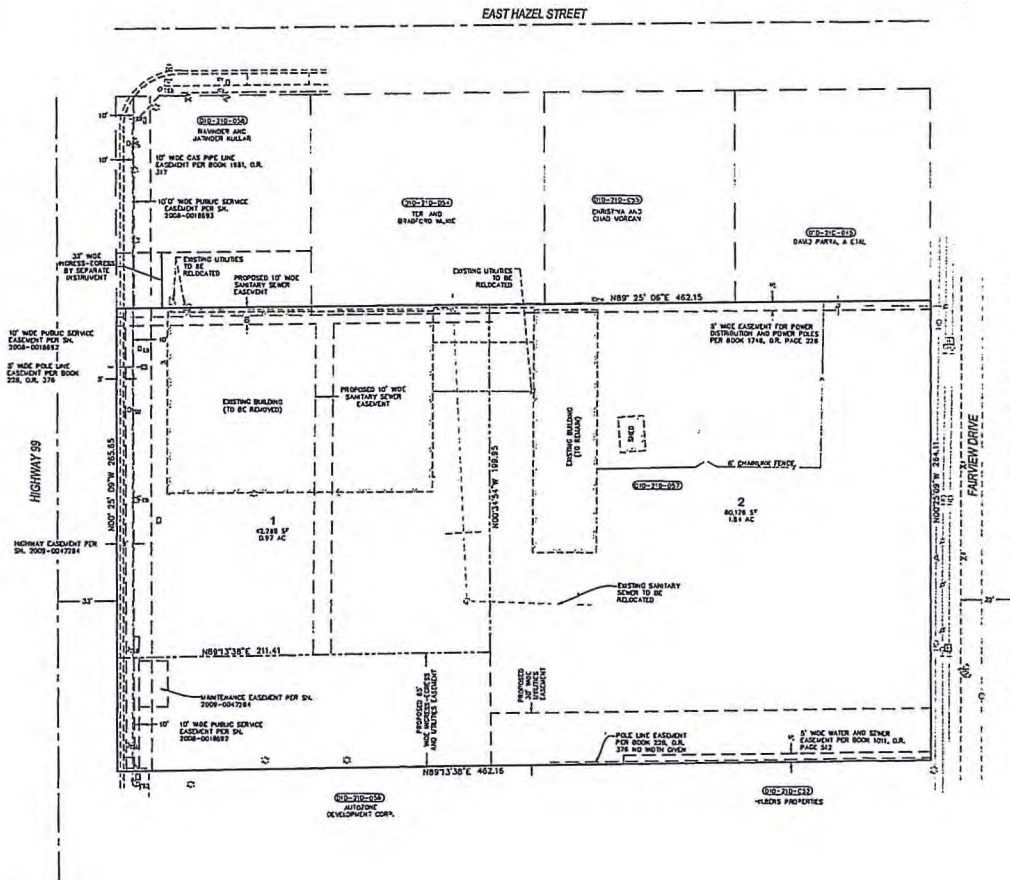
Exhibit A

Conditions of Approval TPM No. 01-18

1. The applicant/property owner shall file a Declaration of Acceptance of the Conditions of Approval within 30 days of Planning Commission approval for the Tentative Parcel Map 01-18.
2. The Tentative Parcel Map 01-18 shall expire after a two (2) year period on June 18, 2020.
3. If the final map is not filed by the expiration date of the Tentative Parcel Map, an extension will be required to be submitted 30 days in advance of the map expiration date, May 18, 2020.
4. Provide a 10' wide the length of Parcel 1 on the northerly boundary for a public sanitary sewer easement.
5. Provide a 10' wide public sanitary sewer easement located in a north to south alignment as shown on the Tentative Parcel Map.
6. Provide a public utility easement approximately 25' x 22' to encompass the waterline extension to the fire hydrant located at the southwest corner of Parcel 1 and as approved by the City Engineer and Gridley Municipal Utilities.
7. Provide a 7' landscape maintenance easement for the benefit of the southerly parcel APN 010-210-056 allowing that property owner to maintain the strip.
8. Provide a 65' wide public ingress, egress, and public utility easement from Highway 99 to the westerly boundary of Parcel 2.
9. Provide a 30' wide ingress, egress, and public utility easement from the westerly boundary of Parcel 2 to Fairview Drive contiguous to the south boundary of Parcel 2.
10. Dedicate right of way for the benefit of the State of California if required.
11. Revise Tentative Parcel Map in accordance with comments from the City of Gridley, City Engineer.



SCALE 1"=30'

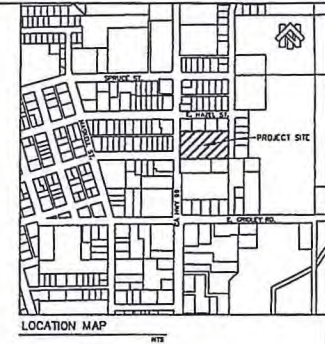


NOTES

1. ZONING: COMMERCIAL
2. GENERAL PLAN: COMMERCIAL
3. LAND USE: EXISTING - COMMERCIAL
PROPOSED - COMMERCIAL
4. SCHWEL: CITY OF GRIDLEY
5. STORM DRAINAGE: ON-SITE QUALITY INSPECTION
6. WATER: BUTTE WATER DISTRICT
7. POWER: PG&E
8. TELEPHONE: AT&T
9. CABLE TV: COMCAST
10. EXISTING WELLS AND SEPTIC SYSTEMS TO BE ABANDONED
W/ PERMIT FROM BUTTE COUNTY ENVIRONMENTAL HEALTH
11. STANDARD EROSION CONTROL MEASURES (BMP'S) WILL BE USED IN
COMPLIANCE WITH THE CITY OF GRIDLEY AND THE WATER QUALITY
CONTROL BOARD
12. OWNER: JATINDER KULLAR
238 GARDEN AVENUE
GRIDLEY, CA 95948
13. DEVELOPER: JATINDER KULLAR
238 GARDEN AVENUE
GRIDLEY, CA 95948
14. PROJECT SURVEYOR: MICHAEL WATTS PLANNERS
15. THIS TENTATIVE MAP WAS PREPARED UNDER THE DIRECTION OF A
REGISTERED CIVIL ENGINEER OR LICENSED LAND SURVEYOR.

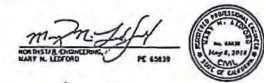
AREAS

TOTAL AREA = 3.81 ACRES
NUMBER OF PROPOSED LOTS = 2 COMMERCIAL



LEGEND

- FOUND MONUMENT AS DESCRIBED
- EXISTING WATER METER
- EXISTING POWER POLE WITH JUNCTION
- EXISTING STORM DRAIN INLET
- EXISTING STORM DRAIN MANHOLE
- EXISTING WATER VALVE
- EXISTING BURN
- EXISTING FIRE HYDRANT
- EXISTING GAS VALVE
- EXISTING SANITARY SEWER MANHOLE
- EXISTING FENCE LINE
- EXISTING FLOW LINE
- EXISTING EDGE OF PAVEMENT
- EXISTING EASEMENT
- EXISTING PROPERTY LINE FOR BLANKETED PARCELS
- EXISTING TREE (4" x 8" DBH)
- EXISTING TREE TO BE REMOVED
- PROPOSED FIRE HYDRANT
- PROPERTY BOUNDARY
- PROPOSED PARCEL LINE
- PROPOSED EASEMENT



TENTATIVE PARCEL MAP

FOR
JATINDER KULLAR
BEING A PORTION OF SECTION 31,
TOWNSHIP 18 NORTH,
RANGE 3 EAST, MOUNT DIABLO BASE
AND MERIDIAN
CITY OF GRIDLEY
COUNTY OF BUTTE STATE OF CALIFORNIA



111 MISSION RANCH BLVD, SUITE 100, CHICO, CA 95926
PHONE (530) 893-1800 www.northstarengineering.com

Planning Commission Agenda Item #5B
Staff Report

DATE: June 18, 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.

Recommendation

City staff respectfully recommends the Planning Commission:

1. Determine revised date for Planning Commission meeting.

DISCUSSION

The Planning Commission currently meets on the second 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 second 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.

Planning Commission Agenda Item #6A
Information Report

DATE: June 18, 2018

TO: Planning Commission

FROM: Donna Decker, Planning Department

SUBJECT: Planning Commission Orientation-Roles and Responsibility

SUMMARY:

The Planning Commission is comprised of five members appointed by the City Council. The term of each Planning Commissioner is four years and is subject to reapplication and appointment.

The Planning Commission advises the City Council on legislative policy decisions and is the decision-making body for quasi-judicial land use matters.

The Commission insures the implementation of the General Plan through the planning process. Additionally, it also insures that all development within the City, the Area of Concern, the Planned Growth Area, and the Sphere of Influence (2030 General Plan) will keep the community goals and vision in mind.

Staff believed that the Planning Commission would find it informative to have an orientation of what the roles and responsibilities are as you serve in the capacity of a Planning Commissioner.

ROLES AND RESPONSIBILITIES:

Attendance

The Planning Commission meets once each month at 6:00 p.m. The City Council has adopted attendance requirements for appointed Planning Commissioners. Some of these include the following:

1. If a member is absent from three consecutively regularly scheduled meetings, ceases to be a qualified elector of the City, the office shall become vacant.
2. A commission, committee, or board member shall be required to attend 70 percent of all scheduled meetings during a fiscal year.
3. Excused absences shall be recognized for illness, family emergencies, and business conflicts.
4. An attendance record is maintained by staff. The City Clerk submits an annual report to the City Council. If non-compliance with attendance requirements is determined, the City Clerk may submit a recommendation to the City Council for appropriate action.

Public Hearings

Public Notices for any public hearing on an agenda (Use Permit, Variance, etc.) are mailed a minimum of 10 days before the scheduled hearing date. The notice is published in the Gridley Herald, is posted on the City Hall lobby bulletin board, and placed on the Planning counter.

Other open meetings may only require a 72 hour notice in conformance with the Brown Act. These meetings/topics do not have land use decisions made.

Commissioners are provided a packet that generally includes the meeting agenda, a staff report with attachments for each hearing item, and minutes from the previous hearing. The packet is distributed to you the Friday before the scheduled hearing date.

Preparing for the meeting

When you receive your packet on the Friday before the scheduled hearing, it is beneficial to the efficiency of the hearing, to have spent time reviewing the information in the packet:

1. Review meeting agenda
2. Review staff report
3. Review applicable documents
 - a. Zoning code
 - b. General plan
 - c. Land use maps
4. Visit site/area
5. Communicate with city staff
6. Public contact

At the Meeting

The rules for conducting a hearing are based on "Roberts Rules of Order". Some of the procedure has been streamlined. The Planning Commission Chair conducts the meeting, opens and closes items, and responds to other commissioners:

1. Chair opens meeting & notes any agenda changes
2. Chair identifies item under consideration
 - a. Chair leads public hearing, deliberations, discussions
3. Chair can limit public speaking time to certain minutes

Each hearing item is conducted:

1. Receive staff report
 - a. Questions posed to staff
2. Open public hearing
 - a. Questions posed to applicant
 - b. Clarification and questions to staff
3. Hear public testimony

4. Close public hearing
5. Commission discussion and questions to staff
6. Motion made determining the application of CEQA and the project findings
7. Vote taken

Types of Decisions

There are three types of decisions made in local government; Ministerial which are mandatory approval if conditions are met, Quasi-judicial which are factually based, and Legislative which are based on policy and ordinances.

Findings

Findings are the rationale used in making a decision and are developed for the general public, interested parties, the governing body (City Council), other governmental entities, and the courts should a decision be questioned.

Appeal Process

Some projects may be appealed to another decision-making body if an applicant, a commissioner or a city council member does not support the decision made.

1. Some staff decisions may be appealed to the Planning Commission
2. Planning Commission decisions may be appealed to City Council
3. City Council decisions may be appealed to the Courts

Planning Framework

Planning Framework

1. General Plan
2. Specific Plans
3. Zoning
4. Subdivisions
5. Development Agreements
6. Design Review
7. Dedication & Fees
8. Environmental Review
9. Permit Streamlining Act

After the hearings

After resolutions are approved by the Planning Commission at a meeting, it will be prepared for signature by the Chair.

Minutes from the previous meeting are submitted to the Planning Commission in draft form. The adopted minutes will then be printed for record.

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
- Visit site/area
- Communicate with city staff
- Public contact

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

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

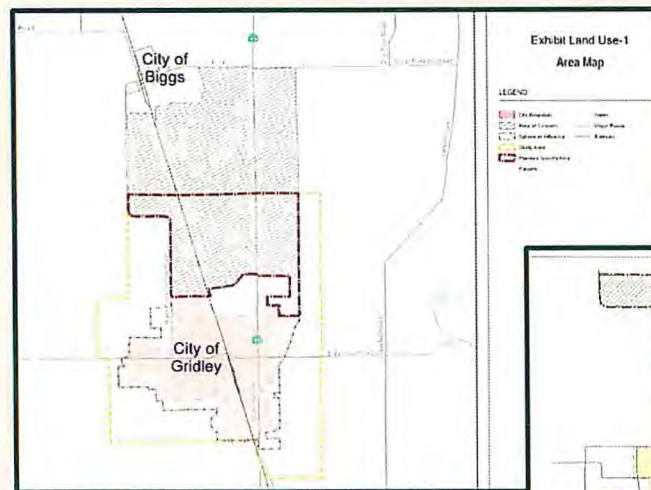
City of Gridley Planning Commission Orientation



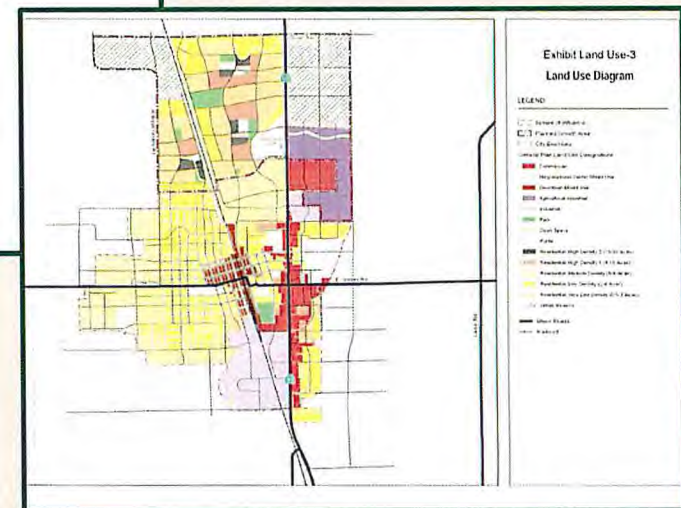
*Preparing
For the
Meeting...*

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



Ministerial-no discretion

Staff level

- Mandatory issuance of permit if conditions are met

*What other
kinds of
Decisions
Are
Made?*

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

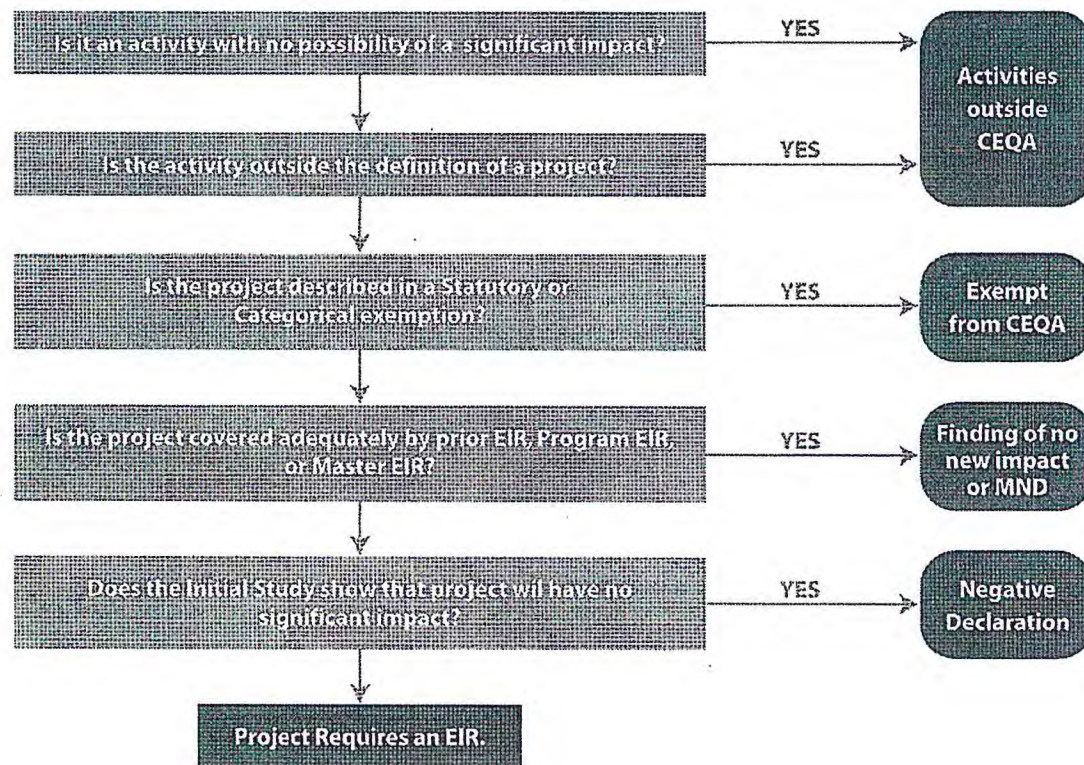
- CEQA-California
 - California Environmental Quality Act
- NEPA-Federal
 - National Environmental Policy Act
- Does not make a decision
- Provides information for decision-makers
- Findings must be made

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



*Now
We
Are
Ready!*

- 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, 2nd Edition, 1999