

**CITY OF SANTA ROSA PLANNING COMMISSION
REGULAR MEETING MINUTES
THURSDAY, JULY 28, 2016**

1. CALL TO ORDER AND ROLL CALL

Chair Cisco called the meeting to order at 4:00 p.m.

ROLL CALL

Commissioners present: Chair Cisco, Vice Chair Stanley, Crocker, Dippel, Duggan, Edmondson and Groninga.

2. APPROVAL OF MINUTES

The Commission approved the July 14, 2016 Regular Meeting Minutes as revised to reflect Commissioner Duggan's ex parte disclosure on item 9 – that she had met with applicants approximately one year ago.

3. PUBLIC APPEARANCES

Duane DeWitt spoke regarding the drought and encouraged the Commission to consider water conservation measures on projects before the Commission. He also spoke regarding brownfields revitalization in the Roseland area and encouraged proactivity and collaborative planning.

4. PLANNING COMMISSIONER'S REPORT

Chair Cisco reported on the Waterways Committee meeting regarding Springlake Village dog park, Hyatt Vineyard Creek expansion, and Myer's Restaurant Supply. Chair Cisco acknowledged Sandi Bliss for her efforts as Recording Secretary and Patti Pacheco Gregg for her efforts as Recording Secretary for the past several months in Sandi Bliss' absence.

5. DEPARTMENT REPORT

Clare Hartman announced the first Community Workshop for Southeast Greenway on August 6, 2016, from 10:00 a.m. to noon, at Montgomery High School Student Union, 1250 Hahman Drive.

6. STATEMENTS OF ABSTENTION BY COMMISSIONERS – NONE

MOVED by Vice Chair Stanley and seconded by Commissioner Duggan **CARRIED** unanimously to re-order the agenda as follows:

7. PUBLIC HEARING - MITIGATED NEGATIVE DECLARATION, TENTATIVE PARCEL MAP, CONDITIONAL USE PERMIT, HILLSIDE DEVELOPMENT PERMIT, ZONING VARIANCE – TERRAZZO AT FOUNTAINGROVE – ASSESSOR'S PARCEL NO. 173-670-024 - FILE NO. MJP15-002

MOVED by Commissioner Duggan and seconded by Vice Chair Stanley **CARRIED** unanimously to continue this item to a date uncertain.

8. CONSENT – SKYHAWK UNITS 9 & 10 ZONING VARIANCE RESOLUTION CORRECTION – FILE NO. ZV15-005

Resolution No. 11770 is corrected to approve a zoning variance for 5968 Sunhawk Drive, 1589 Mystic Point Place, 1611 Grayhawk Place, and 6028 Sunhawk Place, to allow encroachments into the required 15-foot side yard setbacks.

MOVED by Vice Chair Stanley and seconded by Commissioner Duggan
CARRIED unanimously to waive reading of the text and adopt:

CORRECTED RESOLUTION NO. 11770 ENTITLED: RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SANTA ROSA APPROVING A ZONING VARIANCE TO ALLOW ENCROACHMENTS INTO THE REQUIRED 15-FOOT SIDE YARD SETBACK FOR THE PROPOSED CONSTRUCTION OF FOUR DETACHED SINGLE-FAMILY RESIDENCES LOCATED AT 5958 SUNHAWK DRIVE, 1589 MYSTIC POINT PLACE, 1611 GRAYHAWK PLACE, 6028 SUNHAWK PLACE, ASSESSOR'S PARCEL NUMBERS 153-590-002, 153-590-006, 153-590-024, 153-600-010; FILE NUMBER ZV15-005

9. REPORT – PLANNING COMMISSION 2016 GOALS

A review of Planning Commission 2015 Goals and goal setting for 2016 goals.

Clare Hartman – Deputy Director, Planning, reviewed the 2015 goals/accomplishments as follows:

1. Establish a work plan for achieving 2015 goals.
2. Increase educational opportunities.
3. Prepare for the Planning Commission's consideration of the Roseland Area Projects.
4. Improve communication between the Boards and Commission.
5. Perform an administrative update to Planning Commission Rules and Regulations, support a return to two meetings per month, provide advance notice of upcoming agenda items when feasible, receive updates on projects that have received Commission consideration or action.

Following Commissioner discussion the following goals/workplan were proposed to be presented at a future meeting for consideration and approval:

1. Update timeframe for workplan period – June 2016 to June 2017.
2. Increase educational opportunities to include:
 - a) A conference and training program within available budget resources (annual Sonoma State University Commissioner workshop in December and annual League of California Cities Planning Commissioner's Academy in March).
 - b) Schedule tour(s) of Station Area Specific Plan development sites.

- c) Prepare and prioritize a list of potential study session topics to include how a General Plan Amendment or Use Permit can be processed without a development proposal.
 - d) Share legislative updates and news articles regarding relevant topics such as housing, environmental review, and land use.
3. Improve communication between the Boards and Commission
- a) Develop an understanding of the varying roles and responsibilities among the City's Boards and Commission
 - b) Explore opportunities for joint study sessions with the Design Review Board to discuss process improvements related to hillside development and design review as well as overlapping responsibilities such as environmental review and site planning.
4. Perform an administrative update as follows:
- a) Update Planning Commission Rules and Regulations.
 - b) Support return to two meetings a month as a regular schedule.
 - c) Provide advance notice of upcoming agenda items when feasible.
 - d) Receive Department Report updates on projects that have received Commission consideration or action.

10. PUBLIC HEARING – REZONING – 372 YOLANDA AVENUE – ASSESSOR'S PARCEL NO. 044-072-010 – FILE NO. REZ14-015

The proposed project involved a rezoning from CG (General Commercial) to IL (Light Industrial) to facilitate the construction of a 9,990 square foot contractor storage warehouse. The General Plan land use designation for the site is Light Industry, which is consistent with the proposed IL (Light Industrial) zoning.

Monet Sheikhalı - Contract Planner, provided the staff report and responded to questions from Commissioners.

Paul Larsen - project architect, made a presentation and responded to questions from Commissioners.

PUBLIC HEARING

Chair Cisco opened the public hearing at 5:16 p.m.

Seeing no one wishing to speak, Chair Cisco closed the public hearing at 5:16 p.m.

MOVED by Vice Chair Stanley and seconded by Commissioner Duggan **CARRIED** unanimously to waive reading of the text and adopt:

RESOLUTION NO. 11774 ENTITLED: RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SANTA ROSA RECOMMENDING TO CITY COUNCIL REZONING OF PROPERTY LOCATED AT 372 YOLANDA AVENUE TO THE LIGHT INDUSTRIAL (IL) DISTRICT - ASSESSOR'S PARCEL NUMBER 044-072-010 - FILE NUMBER REZ14-015

11. ADJOURNMENT

Chair Cisco adjourned the meeting to the next regularly scheduled Planning Commission meeting to be held on Thursday, August 11, 2016, at 4:00 p.m.

Approved on: August 11, 2016

APPROVED:

A handwritten signature in blue ink that reads "Clare Hartman". The signature is written in a cursive style with a long horizontal stroke at the end.

Clare Hartman, Executive Secretary