

CITY OF WINTERS PLANNING COMMISSION AGENDA

Tuesday, November 27, 2012 @ 6:30 PM
City of Winters Council Chambers
318 First Street
Winters, CA 95694-1923
Community Development Department
Contact Phone Number (530) 795-4910 #111
Email: maryjo.rodolfa@cityofwinters.org

Chairman: Bill Biasi
Vice Chairman: Pierre Neu
Commissioners: Lisa Baker, Bruce
Guelden, Richard Kleeberg, Luis
Reyes, Joe Tramontana
City Manager: John W. Donlevy, Jr.
Mgmt. Analyst: Mary Jo Rodolfa
Planner: Jim Bermudez

I CALL TO ORDER

II ROLL CALL & PLEDGE OF ALLEGIANCE

III CITIZEN INPUT: Individuals or groups may address the Planning Commission on items which are not on the Agenda and which are within the jurisdiction of the Planning Commission. **NOTICE TO SPEAKERS:** Speaker cards are located on the first table by the main entrance; please complete a speaker's card and give it to the Planning Secretary at the beginning of the meeting. The Commission may impose time limits.

IV CONSENT ITEM

Approval of Minutes from the October 30, 2012 regular meeting of the Winters Planning Commission (pp 1-20)

V STAFF/COMMISSION REPORTS

VI DISCUSSION ITEMS:

- A. Report on the Bikeway System Master Plan Update (pp 21-28)
- B. Public hearing to consider recommending to the Winters City Council the adoption of ordinances 2012-08 and 2012-09 to amend the Winters Municipal Code regarding density bonus, supportive housing and transitional housing, and farm worker housing by right to remain in compliance with the Implementation Program of the Housing Element Update adopted by the Winters City Council on September 1, 2009. (pp 29-38)

VII COMMISSION/STAFF COMMENTS

VIII ADJOURNMENT

POSTING OF AGENDA: PURSUANT TO GOVERNMENT CODE § 54954.2, THE COMMUNITY DEVELOPMENT MANAGEMENT ANALYST POSTED THE AGENDA FOR THIS MEETING ON NOVEMBER 20, 2012.



A handwritten signature in black ink, appearing to read "Mary Jo Rodolfa", is written over a horizontal line.

MARY JO RODOLFA, MANAGEMENT ANALYST

APPEALS: ANY PERSON DISSATISFIED WITH THE DECISION OF THE PLANNING COMMISSION MAY APPEAL THIS DECISION BY FILING A WRITTEN NOTICE OF APPEAL WITH THE CITY CLERK, NO LATER THAN TEN (10) CALENDAR DAYS AFTER THE DAY ON WHICH THE DECISION IS MADE.

PURSUANT TO SECTION 65009 (B) (2), OF THE STATE GOVERNMENT CODE "IF YOU CHALLENGE ANY OF THE ABOVE PROJECTS IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE PUBLIC HEARING(S) DESCRIBED IN THIS NOTICE, OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE CITY PLANNING COMMISSION AT, OR PRIOR TO, THIS PUBLIC HEARING".

MINUTES: THE CITY DOES NOT TRANSCRIBE ITS PROCEEDINGS. ANYONE WHO DESIRES A VERBATIM RECORD OF THIS MEETING SHOULD ARRANGE FOR ATTENDANCE BY A COURT REPORTER OR FOR OTHER ACCEPTABLE MEANS OF RECORDATION. SUCH ARRANGEMENTS WILL BE AT THE SOLE EXPENSE OF THE INDIVIDUAL REQUESTING THE RECORDATION.

PUBLIC REVIEW OF AGENDA, AGENDA REPORTS, AND MATERIALS: PRIOR TO THE PLANNING COMMISSION MEETINGS, COPIES OF THE AGENDA, AGENDA REPORTS, AND OTHER MATERIAL ARE AVAILABLE DURING NORMAL WORKING HOURS FOR PUBLIC REVIEW AT THE COMMUNITY DEVELOPMENT DEPARTMENT. IN ADDITION, A LIMITED SUPPLY OF COPIES OF THE AGENDA WILL BE AVAILABLE FOR THE PUBLIC AT THE MEETING. COPIES OF AGENDA, REPORTS AND OTHER MATERIAL WILL BE PROVIDED UPON REQUEST SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT. A COPY FEE OF 25 CENTS PER PAGE WILL BE CHARGED.

ANY MEMBER OF THE PUBLIC MAY SUBMIT A WRITTEN REQUEST FOR A COPY OF PLANNING COMMISSION AGENDAS TO BE MAILED TO THEM. REQUESTS MUST BE ACCOMPANIED BY A CHECK IN THE AMOUNT OF \$25.00 FOR A SINGLE PACKET AND \$250.00 FOR A YEARLY SUBSCRIPTION.

OPPORTUNITY TO SPEAK, AGENDA ITEMS: THE PLANNING COMMISSION WILL PROVIDE AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COMMISSION ON ITEMS OF BUSINESS ON THE AGENDA; HOWEVER, TIME LIMITS MAY BE IMPOSED AS PROVIDED FOR UNDER THE ADOPTED RULES OF CONDUCT OF PLANNING COMMISSION MEETINGS.

REVIEW OF TAPE RECORDING OF MEETING: PLANNING COMMISSION MEETINGS ARE AUDIO TAPE RECORDED. TAPE RECORDINGS ARE AVAILABLE FOR PUBLIC REVIEW AT THE COMMUNITY DEVELOPMENT DEPARTMENT FOR 30 DAYS AFTER THE MEETING.

THE COUNCIL CHAMBER IS WHEELCHAIR ACCESSIBLE

MINUTES OF THE WINTERS PLANNING COMMISSION MEETING HELD DATE OCTOBER 30, 2012

DISCLAIMER: These minutes represent the interpretation of statements made and questions raised by participants in the meeting. They are not presented as verbatim transcriptions of the statements and questions, but as summaries of the point of the statement or question as understood by the note taker.

Chairman Bill Biasi called the meeting to order at 6:30 p.m.

PRESENT: Chairman Bill Biasi, Vice Chair Pierre Neu, Commissions Bruce Guelden, Richard Kleeberg, and Joe Tramontana

ABSENT: Commissioners Lisa Baker and Luis Reyes

STAFF: City Manager John Donlevy, Planner Jim Bermudez, Management Analyst Mary Jo Rodolfa

PLEDGE: Planner Jim Bermudez led the Pledge of Allegiance.

CITIZEN INPUT: None

CONSENT ITEM:

1. Approval of Meeting Minutes of the August 25, 2012 Regular meeting of the Planning Commission.

Commissioner Kleeberg moved to approve the Meeting Minutes of the August 25, 2012 Planning Commission Meeting. The motion was seconded by Commissioner Tramontana. Unanimously approved.

COMMISSION REPORTS: None

STAFF REPORTS: None

DISCUSSION ITEM:

A. Public Hearing and Consideration of Approval of Conditional Use Permit and Design Review for proposed St. Anthony Church located at 511 Main Street

Planner Jim Bermudez introduced the item and provided a history of the project to build a new St. Anthony Catholic Church. He explained that the construction of a new church had previously come before the Planning Commission and that although it is similar there are a few differences. Bermudez reported that in the 1980's the Catholic church received approval of a community center for assembly use at the 511 Main Street location. Then in 2008 a conceptual plan came before the Planning Commission for a church building, the conditional use permit was approved as was design review and a planned development overlay addressing height and parking. In March 2009 prior to construction the applicant returned with the some redesigns and the project was put on hold by the applicant. Subsequently in 2010 the planning entitlements were

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up against expiration, and the applicant requested an extension which was given. The applicant was working with the church board, there was a turnover of leadership at the church. Some entitlements expired but the planned development overlay was retained; the conditional use permit and design review were required to come back. Bermudez added that the church officials understood that and that is how we got to where we are today.

Bermudez indicated that in the redesign of the church it lost about 1/3 of the seating and that the applicant is looking for approval of a colonial style building and interior consistent with what was approved in the past. To obtain a use permit in R-2 zone, you typically look at conditions as they exist now and how they will change. Bermudez indicated that previously concern was voiced on the southern boundary and he noted that in the staff report for the previous application there was a recommended condition of a 6 ft. masonry block wall. Ultimately the condition changed to some type of wall with review subject to the community development director. Bermudez reported that he has had meetings with the applicant and the church all along the application process. The church provided a narrative response to the condition of the wall saying landscaping will address the issue along the southern boundary. Bermudez reported that staff can see the applicant has a compelling argument but it is hard to go back to remedy a situation and as such staff kept that condition in. He also commented that although staff is sticking with the condition the church will present their argument tonight in favor of removing it. Commissioner Kleeberg asked which condition is the wall, lighting. Bermudez responded the condition for the wall is number 24, the lighting it is covered in the mitigation measure, it is one of the earlier conditions. He added that a comparative drawing has been provided showing the changes in the plans adding character and design amenities that make it nicer than previously and that staff is supportive of the design review. With regards to CEQA, Bermudez indicated that the applicant was allowed to use prior approval since there were no material changes and in fact the project is smaller. The item was then opened for questions and it was noted that applicant was there to expand on architecture.

Commissioner Kleeberg asked about the purpose of the wall, is it to provide invisibility or alter the sound, or for other security or safety reasons. Bermudez commented that there is no safety reason, but it is a changed use so visibility and noise are the reasons. Kleeberg wanted to know how was six feet chosen, saying it seems too low. Bermudez stated that previously the condition was a 6 ft high wall and that is the height that is permitted in the City ordinance. That is the maximum we can require. Kleeberg asked about having a higher wall variance if sound is the issue. Bermudez responded that from the noise study we did not feel a 10 foot high sound barrier was necessary. Commissioner Guelden commented that it has been 3 years since a shared wall behind the residents was first discussed, he is not sure residents would want a 10 ft. wall. Guelden added that he didn't recall residents coming in and commenting one way or another. City Manager Donlevy added that it is a privacy issue, there was concern regarding the parking lot and that is why the wall moved forward. He reported that the height fits our regulations, beyond a 6 ft height a wall would have to be open in some manner. Sound attenuation and cars circulating in the parking lot was the reason for the condition of a wall. Guelden said some residents may not want a wall beyond 6 ft, it is a balance. Donlevy agreed. Vice Chair Neu said the wall also was to block headlights which are under control with the landscaping. Neu said the sound study is line of sight, unless worried about sound coming from

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above 6 feet then having an 8 ft wall would not help unless there is a second story. Donlevy added that the wall was just additional privacy. Kleeberg asked if there has there been a survey of the residents in the area. Bermudez said no, just the normal noticing of the public hearing previously and now again with this application. Kleeberg was curious about the elimination of seats – has the church stated a reason? Is this a trend line for a drop in membership? Commissioner Tramontana want to make sure the correction was made to show the address was Main Street and not West Main Street, just Main Street. . Neu had same concern. Donlevy stated there will not be west, north or south. Biasi asked about offsite improvement –traffic control was listed but there are no traffic control measures. Bermudez responded that there would be during construction and if warranted signalization however there isn't anything warranted based on the traffic study. Donlevy added that at Main and Grant there will be a signal and they will pay impact fees that feed into that. How traffic control is funded will be through the subdivisions to the north, Ogando/Hudson and Callahan will trigger it once the 50th unit goes in. They will just pay the normal impact fee. Biasi indicated that there would be more traffic with church services and you can see it now with special events. It will be more often with church service. He would like to see traffic measure put in. Project Architect Bill McCandless responded that the traffic study, even when church was even larger, did not require a signal. McCandless stated that the church has been reduced in size. In 2006 the Bishop mandated a 700 seat church but the parish wanted a smaller size. Since then the Bishop has left and there are new pastors and they are agreeable to a smaller church. The church is still larger than needed since only 100 people attend on a regular basis. McCandless went all to say that with regards to the wall issue it was the planner at the time came up with the condition for the sound and light reasons. McCandless at that time had asked the Planning Commission to allow a fence solution to be considered and the condition was rewritten with the term fence instead of wall. As far as canvassing home owners, McCandless indicated that resident Hasbrook has talked to two homeowners and they do not want a wall or anything tall back there. McCandless wants to have a living wall considered – that would then be taller than 6 feet and in his opinion more desirable for everyone, there is already a fence there. The planting plan submitted shows intense planting but they are willing to change that to more intense planting to mitigate those concerns. Biasi asked about wheel chair seating, it appears to be in the aisle, not incorporated with other seats. McCandless said they have to provide a variety for wheelchair seating leaving out seating at the end of various aisles and that it all meets code. He commented that on attachment D the symbols for wheelchair seating were drawn too big and drawing is not current. Biasi commented that it is good to have the seating spread around. McCandless added that they are not going to install the last four or five rows in back initially and that all will all be done to code for the wheelchair seating. He also reported there will be no crying room because the church leadership believes children should be taught to behave. Biasi asked if the floor was flat or sloped inside. McCandless replied that it is flat.

Chair Biasi opened the public hearing at 7:04 p.m., there being no comments the public hearing was closed at 7:05 p.m. Vice Chair Neu commented that if residents had concerns about the wall they would have been here and that since they are not he is fine with it. Commissioner Tramontana said that personally likes the idea of a shrubby wall. Biasi commented that the parking now meets requirements since it is a smaller church with fewer seats.

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Motion by Neu that the Planning Commission subject to the attached conditions of approval take the following action:

1. Certify that the Planning Commission has determined that the previously certified Mitigated Negative Declaration is the appropriate level of environmental review and that none of the conditions described in Section 15162 of the CEQA Guidelines warranting new environmental review exists.
2. Approve Conditional Use Permit to allow a religious institution in an R-2 zone.
3. Approve Design Review of site plan, building architectural design, architectural materials, architectural finishes, color schemes, and conceptual landscape plan for the church and associated site improvements.

Motion was seconded by Tramontana. Kleeberg requested a roll call vote.

ROLL CALL VOTE

AYES: Commissioners Guelden, Kleeberg, Neu, Tramontana and Chairman Biasi.

NOES: None

ABSTAIN: None

ABSENT: Commissioners Baker and Reyes

Commission Kleeberg commented preceding his roll call vote that he had concerns but would favor since no members of the public spoke out against it.

B. Approval of Alley Activation Visioning Plan – an addendum to the Downtown Master Plan

City Manager Donlevy introduced the item stating that the City has been working with the Local Government Commission since 2010 as to what alley referred to as Newt's Expressway would like. A grant was obtained from LGC to pay for a facilitator and public workshops including a joint City Council and Planning Commission workshop. Donlevy explained that the visioning plan is an addendum to the Downtown Master Plan. As you read the Downtown Master Plan it talks about activating the alley, the reality is there has been a lot of discussion of the Alley Activation Visioning Plan, the plan represents a number of key areas, creating the vision, aesthetically and functional, use of pavers and brick to cover the roadway and the trash containers. It follows the Form Based Code and has consistency with it. Overall the Alley Activation Visioning Plan is another side of Main St. extension, using the other side of buildings. Included is the paseo/art park, amenities, bike parking and great spacing downtown. Staff is asking if you have any last bites at the apple otherwise staff is recommending that you approve it. If approved it will move forward to the City Council and then will become an additional part to the Downtown Master Plan. We have accomplished almost every single element of the Downtown Master Plan, the document is as much a story as a guiding document because every single element will have been done. Commissioner Tramontana commented that the previous City Manager was saving for a rainy day and that he appreciates the great job City Manager Donlevy has done adding that it is what he was looking for

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12 or 15 years ago. Donlevy commented that this was a community and committee effort. Commissioner Guelden asked if the art park is under discussion at all? Donlevy responded that a part of it will kick off in the spring using some water money as landscape elements of a water conservation demonstration area with a path. The trellis elements won't go in yet. Guelden wanted to know if the City is wanting people to use that pathway? Donlevy replied that it is fine if they use it. Guelden believes that if the opening is made bigger more people will use it to go to the parking lot. Donlevy said frankly we just need to get to it and we will. It will be a spring time project – connectivity to get people to begin going through there could be good for us. Guelden stated that for years the alleyway has been used for delivery and utilities, that the conversion seems like quite a job but he wishes the City Manager well in his efforts. Donlevy indicated that deliveries will still happen with paver construction. It will be a functional alley and it will be attractive. Donlevy added that everyone will have to look towards pulling their resources and putting in a trash compactor. Commission Kleeberg also commented that the opening in the art park is too small and he wants to see some simple manipulation of what is in that area, the garbage and recycle cans should be moved and the light post uncovered of vegetation. Donlevy agreed and went on to say that he will figure out a way to find the money to build a fountain. There is water service there for the center of the fountain. There is water, sewer and electrical all stubbed out there. There are two lights and the one will be moved back to provide lighting going through the paseo area. Chair Biasi said he liked the idea but agreed with Guelden that this is a huge project and asked if there are there any ideas where funding will come from. Donlevy indicated it would probably come in the construction of the hotel. The alley will have to be re-done and they do not want to look at an ugly alley. Ultimately in construction of a very large building a lot of electrical has to be done. One of the transformers is ancient and PG&E has to relocate that stuff. Donlevy said the City will tell AT&T and Wave they have to do the same. Biasi asked when the sewer is going in. Donlevy stated that the sewer line in the alley is coming out, the City is relining some pipes with plastic stuff and replacing others. The alley line is one of the oldest sewer lines in town will be replaced. Biasi asked if extra conduit could be put down for PG&E and others at the time of the sewer. Donlevy indicated that it will happen when there is a big project. There is Rule 20A money for undergrounding but the alleyway does not qualify as a street so it will have to happen with the hotel project.

Vice Chair Neu moved that the City of Winters Planning Commission approve the Alley Activation Visioning Plan. Motion seconded by Commissioner Kleeberg. Motion carried unanimously.

AYES: Commissioners Guelden, Kleeberg, Neu, Tramontana and Chairman Biasi.

NOES: None

ABSTAIN: None

ABSENT: Baker, Reyes

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COMMISSIONER/STAFF COMMENTS: Commissioner Tramontana commented that as you drive in from I-505 the Welcome to Winters sign has a tree hanging over it and it would help visibility if it is cut down. City Manager Donlevy said he would check into it. Tramontana also commented that bocce ball tournaments are of interest to people and wondered might the city put bocce ball courts in near the gazebo. Donlevy responded that bocce ball was hot a few years ago but there are no plans to put in bocce courts. Tramontana wanted to know if funds are raised for courts would the City be opposed. Donlevy said that would be a question for the Planning Commission. He indicated that there is a nice court on East Main Street and at Berryessa Gap's Tasting Room on 128.

City Manager Donlevy gave the Planning Commission a heads up, stating that at future planning commission meetings they can expect to see development agreement amendments. It may be as early as December or just after the first of the year. They will be similar to what we did with Creekside. The biggest item with Hudson/Ogando and Callahan will be the location of the affordable housing. That is currently going through the Affordable Housing Committee. The agreements will go to the Planning Commission and then the City Council.

Vice Chair Neu asked for status of the creek project. City Manager Donlevy replied they are grading and suggested that anyone who wanted to see the progress make an appointment with Carol and she will take them down there. He added that he can't say when it will be done but that it will be one of the best projects ever done here.

Winters Express Editor Debra Lo Guercio invited everyone to the Chamber mixer that will be held this coming Monday due to the holiday.

ADJOURNMENT: Hearing no objection Chairman Biasi adjourned the meeting at 7:35 p.m.

ATTEST:

Mary Jo Rodolfa, Management Analyst

Bill Biasi, Chairman

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FINDINGS OF FACT AND CONDITIONS OF APPROVAL FOR THE ST. ANTHONY'S CHURCH PROJECT

FINDINGS OF FACT

Findings for Reliance on Previously Certified Mitigated Negative Declaration

1. The Planning Commission considered the Mitigated Negative Declaration before making a decision on the project on March 24, 2009.
2. On March 24, 2009, the Planning Commission considered comments received on the Mitigated Negative Declaration during the public review process.
3. On March 24, 2009, the Planning Commission found that the environmental checklist/initial study identified potentially significant effects, but: a) mitigation measures agreed to by the Applicant before the mitigated negative declaration and initial study were released for public review would avoid the effects or mitigate the effects to a point where clearly no significant impact would occur; and b) there is no substantial evidence, in light of the whole record before the City, that the project as revised to include the mitigation measures would have a significant effect on the environment.
4. The Certified Mitigated Negative Declaration reflects the independent judgment and analysis of the City of Winters.
5. The Certified Mitigated Negative Declaration has been prepared in compliance with CEQA and the State CEQA Guidelines, and as amended/revised is determined to be complete and final.
6. The custodian of the documents, and other materials, which constitute the record of proceedings is the Community Development Director. The location of these items is the office of the Community Development Department at City Hall, 318 First Street, Winters, California 95694.
7. The Mitigation Monitoring Plan was adopted on March 24, 2012 to ensure implementation of mitigation measures identified in the Mitigated Negative Declaration. The Planning Commission found that these mitigation measures are fully enforceable as conditions of approval of the project, and shall be binding on the Applicant, future property owners, and affected parties.
8. The City, as the lead agency determined the previously certified Mitigated Negative Declaration is the appropriate level of environmental review for the project because none of the items described in Section 15162 of the CEQA Guidelines warranting new environmental review of the project have occurred.

Findings for Conditional Use Permit for a Religious Institution in an R-2 Zone

1. The property is designated Medium Density Residential. This designation provides for single-family detached and attached homes, public and quasi-public uses and similar and compatible uses. Religious institutions are considered a quasi-public use per Section 17.08.060.k of the Winters Municipal Code. Churches are a common component of such uses and, as conditioned, would be in conformity with the General Plan.
2. The project site is zoned Single Family Residential 6,000 Square Foot Average Minimum (R-2). Religious Institutions are a conditional use in the R-2 zone and are subject obtaining a Use Permit from the Planning Commission per Chapter 17.52.020 of the Winters Municipal Code.

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3. Religious institutions including churches are consistent with the intent and purposes of the C-2 zone. The property is located on the Grant Avenue corridor adjacent to two other public and quasi-public uses and, as conditioned, will not detrimentally impact the character of the neighborhood.
4. The requested use, as conditioned, will not be detrimental to the public health, safety or general welfare.
5. As provided for via the conditions of approval, adequate utilities, access roads, drainage, sanitation and/or other necessary facilities or services will be provided.
6. The requested use, as conditioned, will not create a nuisance or enforcement problem within the neighborhood.
7. The requested use, as conditioned, will not result in a negative fiscal impact to the City.

Findings for Design Review

1. The overall visible mass of the structures is appropriate and consistent with the existing architectural style for the site.
2. The proposed use and quality of the exterior construction material provides long-term compatibility with the general setting of the property and the visual character of the general neighborhood.
3. The architectural design of the buildings provides visual interest and varied detail to provide overall character and consistency with the existing development of the site.
4. Per site design, and as required by the conditions of approval, ground and roof mounted equipment is screened from public view.
5. Per the conceptual landscaping plan, and as required by the conditions of approval, the landscaping, site details, and amenities such as plazas, trellis and pedestrian areas are consistent with the Winters Municipal Code

CONDITIONS OF APPROVAL

The following conditions of approval are required to be satisfied by the Applicant/Developer prior to Final Map, unless otherwise stated.

General

1. In the event any claim, action or proceeding is commenced naming the City or its agents, officers, and employees as defendant, respondent or cross defendant arising or alleged to arise from the City's approval of this project, the project Applicant shall defend, indemnify, and hold harmless the City or its agents, officers and employees, from liability, damages, penalties, costs or expense in any such claim, action, or proceeding to attach, set aside, void, or annul an approval of the City of Winters, the Winters Planning Commission, any advisory agency to the City and local district, or the Winters City Council. Project Applicant shall defend such action at Applicant's sole cost and expense which includes court costs and attorney fees. The City shall promptly notify the Applicant of any such claim, action, or proceeding and shall cooperate fully in the defense. Nothing in this condition shall be construed to prohibit the City of Winters from participating in the defense of any claim, action, or proceeding, if City bears its own attorney fees and cost, and defends the action in good faith. Applicant shall not be required to pay or perform any settlement unless the subdivider in good faith approves the settlement, and the settlement imposes no direct or indirect

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cost on the City of Winters, or its agents, officers, and employees, the Winters Planning commission, any advisory agency to the City, local district and the City Council.

2. The project is as described in the October 30, 2012 Planning Commission staff report. The project shall be constructed as depicted on the maps and exhibits included in the October 30, 2012 Planning Commission staff report, except as modified by these conditions of approval. Substantive modifications require public hearing(s) and Planning Commission action.
3. The approval of the use permit will expire on October 30, 2013 (one year) if the project has not begun operation. According to Winters Municipal Code Section 17.20.060 (Extension of time for use permits), the Community Development Director may approve a one-time extension of time for use permits. Such extension shall be approved for not more than one year.
4. Winters Municipal Code Section 17.36.060 (Revocation – Expiration – Modification) states that site plan approval for design review is subject to the same provisions that appear in Section 17.24.070 (A) (Variances - Revocation). In absence of regulations regarding extension of time for Design Review/Site Plan approval, a one-time extension of time of the Design Review/Site Plan approval is permitted for not more than two years from the date of project approval.
5. The applicant / owner shall pay all applicable City fees and charges at the rate and amount in effect at the time such fees and charges become due and payable.
6. The applicant shall comply with requirements of all other agencies of jurisdiction.

Negative Declaration Mitigation Measures

7. Mitigation Measure Aesthetics 1 – Outdoor light fixtures shall be low-intensity, shielded and/or directed away from adjacent areas and the night sky. All light fixtures shall be installed and shielded in such a manner that no light rays are emitted from the fixture at angles above the horizontal plane. Lighting plans with certification that adjacent areas will not be adversely affected and that offsite illumination will not exceed 2-foot candles shall be submitted to the City for review and approval as part of improvement plans.

Prior to issuance of a building permit, the applicant shall submit a photometric and proposed lighting plan for the project to the satisfaction of the Community Development Department to ensure no spillover light and glare onto adjoining properties.

8. Mitigation Measure Air 1

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- a. Construction equipment exhaust emissions shall not exceed District Rule 2-11 Visible Emission limitations.
 - b. Construction equipment shall minimize idling time to 5 minutes or less. Catalyst and filtration technologies shall be incorporated where feasible.
 - c. The prime contractor shall submit to the District a comprehensive inventory (i.e. make, model, year, emission rating) of all the heavy-duty off-road equipment (50 horsepower or greater) that will be used an aggregate of 40 or more hours for the construction project. District personnel, with assistance from the California Air Resources Board, will conduct initial Visible Emission Evaluations of all heavy-duty equipment on the inventory list.
 - i. An enforcement plan shall be established to weekly evaluate project-related on-and-off-road heavy-duty vehicle engine emission opacities, using standards as defined in California Code of Regulations, Title 13, Sections 2180 - 2194. An Environmental Coordinator, CARB-certified to perform Visible Emissions Evaluations (VEE), shall routinely evaluate project related off-road and heavy duty on-road equipment emissions for compliance with this requirement. Operators of vehicles and equipment found to exceed opacity limits will be notified and the equipment must be repaired within 72 hours.
 - ii. Construction contracts shall stipulate that at least 20% of the heavy-duty off-road equipment included in the inventory be powered by CARB certified off-road engines, as follows:

1. 175 hp - 750 hp	1996 and newer engines
2. 100 hp - 174 hp	1997 and newer engines
3. 50 hp- 99 hp	1998 and newer engines
 - iii. In lieu of or in addition to this requirement, the applicant may use other measures to reduce particulate matter and nitrogen oxide emissions from project construction through the use of emulsified diesel fuel and or particulate matter traps. These alternative measures, if proposed, shall be developed in consultation with District staff.
9. Mitigation Measure Air 2
- a. Nontoxic soil stabilizers according to manufacturer's specifications shall be applied to all inactive construction areas (previously graded areas inactive for ten days or more).
 - b. Ground cover shall be reestablished in disturbed areas quickly.
 - c. Active construction sites shall be watered at least three times daily to avoid visible dust plumes.
 - d. Paving, applying water three times daily, or applying (non-toxic) soil stabilizers shall occur on all unpaved access roads, parking areas and staging areas at construction sites

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- e. Enclosing, covering, watering daily, or applying non-toxic soil binders to exposed stockpiles (dirt, sand, etc.) shall occur.
 - f. A speed limit of 15 MPH for equipment and vehicles operated on unpaved areas shall be enforced.
 - g. All vehicles hauling dirt, sand, soil, or other loose materials shall be covered or shall be maintained at least two feet of freeboard.
 - h. Streets shall be swept at the end of the day if visible soil material is carried onto adjacent public paved roads.
10. Mitigation Measure Biological 1 – The project proponent shall mitigate for potential project-related impacts to burrowing owl by conducting a pre-construction survey no more than 30 days prior to the initiation of construction activity. The pre-construction survey shall be conducted by a qualified biologist familiar with the identification of burrowing owls and the signs of burrowing owl activity. If active burrows are found on the project site, the California Department of Fish and Game (CDFG) shall be consulted regarding appropriate mitigation measures for project-related impacts to burrowing owl. Pursuant to the CDFG document entitled “Staff Report on Burrowing Owl Mitigation” (September 25, 1995), it is likely that replacement habitat will be required by CDFG. The guidelines include specific mitigation to protect nesting and wintering owls and to compensate for loss of breeding sites. In general, if the project would remove habitat of an occupied breeding site (e.g., if an active nest and surrounding habitat are removed), the project proponent will be required to compensate by preserving equivalent suitable habitat for each active nest site. In addition, the project proponent must install artificial burrows to offset the direct loss of the breeding site. Mitigation shall be consistent with the City’s adopted Habitat Mitigation Program. Implementation of this mitigation measure shall be confirmed by the City of Winters prior to the initiation of construction activity.
11. Mitigation Measure Biological 2 -- The project proponent shall mitigate for potential project-related impacts to nesting raptors (Swainson’s Hawk, White-tailed Kite, Northern Harrier, and Loggerhead Shrike) by conducting a pre-construction survey of all trees suitable for use by nesting raptors on the subject property or within 0.25 mile of the project boundary as allowable. The preconstruction survey shall be performed no more than 30 days prior to the implementation of construction activities. The preconstruction survey shall be conducted by a qualified biologist familiar with the identification of raptors known to occur in the vicinity of the City of Winters. If active special-status raptor nests are found during the preconstruction survey, a 0.25-mile (1,320-foot) buffer zone shall be established around the nest and no construction activity shall be conducted within this zone during the raptor nesting season. The buffer zone shall be marked with flagging, construction lathe, or other means to mark the boundary of the buffer zone. All construction personnel shall be notified as to the existence of the buffer zone and to avoid entering the buffer zone during the nesting season. Implementation of this mitigation measure shall be confirmed by the City of Winters prior to the initiation of construction activity.
12. Mitigation Measure Biological 3 -- The project proponent shall mitigate for potential project-related impacts to migratory birds by conducting a pre-construction survey for nests on the site. The preconstruction survey shall be performed no more than 14 days prior to the onset of vegetation and/or tree removal. The preconstruction survey shall be conducted by a qualified biologist familiar with the identification of migratory bird known to occur in the vicinity of the City of Winters. If active migratory bird nest(s) are found onsite during the preconstruction survey, the nest(s) shall not be disturbed or removed until the young have fledged and the nest is no longer active. A buffer may be required. All construction personnel shall be notified as to

MINUTES OF THE WINTERS PLANNING COMMISSION MEETING HELD DATE OCTOBER 30, 2012

the existence of the buffer zone and to avoid entering the buffer zone during the nesting season. Implementation of this mitigation measure shall be confirmed by the City of Winters prior to the initiation of construction activity.

Alternatively, potential impacts to nesting birds or unfledged young would be avoided if vegetation and/or tree removal occurred only between September 1 and January 21.

13. Mitigation Measure Biological 4 -- Any mitigation required shall be implemented in a manner consistent with requirements, purpose and intent of the City of Winters' Habitat Mitigation Program.
14. Mitigation Measure Cultural 1 – If cultural resources (historic, archeological, paleontological, and/or human remains) are encountered during construction, workers shall not alter the materials or their context until an appropriately trained cultural resource consultant has evaluated the situation. Project personnel shall not collect cultural resources. Prehistoric resources include chert or obsidian flakes, projectile points, mortars, pestles, dark friable soil containing shell and bone dietary debris, heat-affected rock, or human burials. Historic resources include stone or adobe foundations or walls, structures and remains with square nails, and refuse deposits often in old wells and privies.
15. Mitigation Measure Cultural 2 - Should human remains be discovered, no further site disturbance shall occur until the county coroner has determined that the remains are not subject to the provisions of Section 27491 of the Government Code or any other related provisions of law concerning investigation of the circumstances, manner and cause of any death, and the recommendations concerning the treatment and disposition of the human remains have been made to the person responsible for the excavation, in the manner provided in Section 5097.98 of the Public Resources Code. If the coroner determines that the remains are not subject to his or her authority and the remains are recognized to be those of a Native American, the coroner shall contact the Native American Heritage Commission within 24 hours.
16. Mitigation Measure Geology 1 – The applicant shall submit a soils and geotechnical report upon submittal of the initial improvement plans package. The improvement plans shall be signed by the soils engineer for conformance to the geotechnical report prior to approval by the City.
17. **Mitigation Measure Land Use 1 -- All aspects of the project shall be subject to design review to ensure compatibility with the surrounding area and satisfaction of the Community Design Guidelines and other applicable principles of good community design.**
18. **Mitigation Measure Land Use 2 – The proposed project height and parking provisions are subject to approval of a Planned Development Overlay for the subject property.**
19. Mitigation Measures Noise 1- The project applicant shall submit a construction noise mitigation plan to the City of Winters for review and approval. The plan shall depict the location of construction equipment and describe how noise would be mitigated through methods such as, but not limited to, locating stationary noise-generating equipment (such as pumps and generators) as far as possible from nearby noise-sensitive

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receptors. Where practicable, noise-generating equipment will be shielded from nearby noise-sensitive receptors by noise-attenuating buffers such as structures or haul trucks. Onsite noise sources such as heavy equipment located less than 200 feet from noise-sensitive receptors will be equipped with noise-reducing engine housings. Portable acoustic barriers able to attenuate at least 6 dB will be placed around noise-generating equipment located within 200 feet of existing residences. Water tanks and equipment storage, staging, and warm-up areas shall be located as far from noise-sensitive receptors as possible. All noise attenuation measures identified in the plan shall be incorporated into the project.

20. Mitigation Measure Noise 2 - Construction activities shall adhere to the following noise requirements:

All construction equipment shall utilize noise reduction features (e.g., mufflers and engine shrouds) that are no less effective than those originally installed by the manufacturer.

Hours of construction shall comply with those established in Chapter 8.20.100 of the Winters Municipal Code. Those hours are weekdays from 7:00 a.m. through 7:00 p.m. Construction is prohibited on weekends and federal holidays.

21. Mitigation Measure Utilities 1 -- The proposed systems for conveying project sewage, water, and drainage shall be finalized and approved by the City Engineer prior to approval of improvement plans. The project is required to fund and construct off-site improvements necessary to support the development. Such improvements could include, but not be limited to a water well, water lines, sewer lines and storm drainage lines. Should property acquisition or additional CEQA clearance be required for off-site improvements, this will be the responsibility of the developer.
22. Mitigation Measure Utilities 2 -- A Certificate of Occupancy shall be issued only after the City Engineer has established that water supply will be available to serve the building.

Conditional Use Permit for Religious Institution in a R-2 Zone

23. The applicant shall submit a landscape, irrigation, lighting, and fencing plan to City for review and approval prior to approval of the improvement plans.
24. The applicant shall install 6-foot tall wall along the south boundary of the project that backs up to the residential housing to minimize noise and light impacts and provide privacy for the adjoining residences. Construction materials and design of the wall shall be subject to the review and approval of the Community Development Director.

Design Review Conditions

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23. Building design and theme shall be the Spanish Colonial style as approved by the Planning Commission on October 30, 2012.
24. Light fixtures attached to buildings shall be designed as an integral part of the building facades to highlight building forms and architectural details.
25. Lighting plan shall be subject to approval by the Community Development Director.
26. Exterior building colors and materials shall be consistent with the color schemes and materials approved by Planning Commission on October 30, 2012.
27. Landscaping and signage shall be consistent with the applicable requirements of Chapters 17.76 (Landscaping and Design) and 17.80 (Signs) of the Winters Municipal Code. Signage and landscaping shall be subject to approval by the Community Development Director.
28. Prior to the issuance of a building permit, the Community Development Director and Public Works Director shall review and approve the design and siting of trash facilities. Trash and recycling facilities shall be enclosed. The trash and solid waste facilities shall incorporate design features for the project that are conducive to collecting and storing recyclables and shall incorporate recycling collection at a designated facility within the site area at appropriate locations.
29. Prior to issuance of a certificate of occupancy, the project landscape architect shall conform to the Community Development Director that all on-site landscaping is completed and in accordance with the final building permit and improvement plans, including off-site and public improvements, or that other acceptable arrangements acceptable have been made for ensuring that the work is completed, such as an irrevocable standby letter of credit to cover all costs of the unfinished work plus 25 percent.
30. Prior to issuance of a certificate of occupancy, the project landscape architect shall confirm to the Public Works Director that all off-site landscaping is completed and in accordance with the final building permit and improvement plans, including off-site and public improvements, or that other acceptable arrangements acceptable have been made for ensuring that the work is completed, such as an irrevocable standby letter of credit to cover all costs of the unfinished work plus 25 percent.
31. Prior to issuance of a certificate of occupancy, the Community Development Director shall confirm that all mechanical equipment, including electrical and gas meters, heating/air conditioning or ventilation units, radio/TV antennas or satellite dishes shall be appropriately screened from off-site view, and electrical transformers shall be either placed underground or appropriately screened.

Community Development Conditions

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32. Foundations shall be poured in place, onsite. No pre-cast foundations will be permitted. This shall be stipulated in all construction contracts.
33. All address numbering shall be clearly visible from the street fronting the property. All buildings shall be identified by either four (4) inch illuminated numbers or six (6) inch non-illuminated numbers on contrasting background. Address for each unit shall be clearly visible for each unit and shall be architecturally consistent with building design.
34. The Applicant shall pay all development impact fees, fees required by other entities, and permit fees.
35. The Applicant shall be responsible for any additional costs associated with the processing of this project including but not limited to: plan check, inspections, materials testing, construction monitoring, and other staff review and/or oversight including staff time necessary to ensure completion/satisfaction of all conditions of approval and mitigation measures. The Applicant shall, on a monthly basis, reimburse the City for all such costs. Project Applicant shall pay all development impact fees adopted by the City Council and shall pay fees required by other entities.
36. The main electrical panel for each building shall be located at the exterior of the building and capable of total electrical disconnect by a single throw. This same requirement shall apply to each sub-unit or office suite unless waived by the Fire and Community Development Departments.
37. Each building shall be wired for security and fire alarm systems.
38. Buildings shall be wired to enable WiFi security monitoring of project site.
39. There shall be no outside storage of any type in parking areas. Those areas shall be kept free of obstruction and available for their designated use.
40. The site and improvements shall be well maintained and kept free of litter, debris, weeds and graffiti. Any graffiti shall be removed within 72 hours of discovery in a manner which retains the existing color and texture of the original wall or fence as most practically feasible.
41. The project shall operate in a manner to limit noise exposure to those levels set forth in the Winters Municipal Code and General Plan.
42. Bike racks shall be provided per Winters Municipal Code and be located adjacent to each building. Locations shall be approved by the Community Development Department.

Public Works Department/City Engineering Conditions

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43. Project applicant shall pay all development impact fees adopted by the City Council at the rate in effect at the time of building permit issuance and shall pay fees required by other entities.
44. The applicant shall satisfy all agencies of jurisdiction and satisfy all City of Winters requirements for development.
45. A Public Improvement Agreement shall be entered into and recorded prior to construction of improvements and/or issuance of any building permits.
46. Proposed improvements, including but not limited to, grading, streets, utilities, and landscape have not been reviewed in detail and are not approved at this time. The City Engineer shall review the design of all improvements, during the plan check process and shall be revised, as needed, at the discretion of the City Engineer.
47. The applicant shall, on a monthly basis, reimburse the City for all costs which are not otherwise provided for in the approval of this project including permit fees, inspections for work in public right-of-way, materials testing, construction monitoring, plan checks and reviews, and other hard costs incurred by the project.
48. Grant Avenue (SR128) - The Applicant shall construct/widen Grant Avenue. Improvements shall include but not be limited to frontage improvements to include street pavement widening, landscaping, 10 foot pedestrian/Bike path, driveway, and under-grounding overhead utilities. The applicant shall be responsible for all costs associated with Grant Avenue frontage improvements. For work within the State Highway right of way, the Applicant shall submit an Encroachment Permit Application for State approval of proposed improvements.
49. West Main Street- The Applicant shall construct street frontage improvements to include landscaping, 8 foot sidewalk, driveway, and under grounding overhead utilities. The applicant shall be responsible for all costs associated with West Main Street frontage improvements.
50. A signage and striping plan is required and shall be approved by the City Engineer. All striping shall be thermoplastic.
51. The applicant shall contact the City Engineer prior to beginning construction for a pre-construction meeting.
52. The applicant shall install one or more fire hydrants pursuant to City of Winters Public Works Department Improvement Standards. The number and location of the fire hydrants shall be determined by the Fire Chief. The installation of the fire hydrants shall comply with the specifications of the City of Winters Public Works Improvement Standards and Construction Specifications. Prior to hydrant approval, the water system shall be flushed to remove foreign matter in the system. All unfinished installation water mains or their appendages or openings shall be covered in such a manner that foreign matter does not enter the water system.

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53. A hydrant use permit shall be obtained from the Public Works Department, for water used in the course of construction.
54. The City Engineer and Fire Chief shall review and approve the location, number, and specifications of the backflow devices.
55. Water meters shall be installed on all water services to the satisfaction of the City Engineer.
56. The applicant shall submit to the City Engineer for review and approval a storm drainage plan for the project area, prior to the approval of the improvement plans. The applicant shall be responsible for acquisition of all storm drain or other easements from adjacent property owners, if applicable, which are required for the construction and maintenance of perimeter and off-site improvements.
57. All perimeter parcels and lots shall be protected against surface runoff from adjacent properties in a manner acceptable to the City Engineer.
58. At the time of making the survey for the development, the engineer or surveyor shall set sufficient durable monuments to conform to the standards described in Section 8771 of the Business and Professions Code. All monuments necessary to establish the exterior boundaries of the project shall be set or referenced prior to final acceptance of project.
59. Grading shall be done in accordance with a grading plan prepared by the applicant's civil engineer and approved by the City Engineer. The amount of earth removed shall not exceed that specified in the approved grading plan. All grading work shall be performed in one continuous operation. The grading plans shall be included in the improvement plans. In addition to grading information, the grading plan shall indicate all existing trees and trees to be removed as a result of the proposed development, if any.
60. If disposal and sharing of the excavated soil from the construction of the Development occurs, prior to grading, Applicant shall prepare a written agreement with the other participating property owners and submit to the City.
61. The development shall include implementation of post-construction best management practices (BMP). Post construction BMP's shall be identified on improvement plans and approved by the City Engineer.
62. Construction of the project disturbing more than one acre of soil shall require a National Pollution Discharge Elimination System (NPDES) construction permit.
63. Construction of the project disturbing less than one acre of soil shall implement BMP's to prevent and minimize erosion. The improvement plans for construction of less than 1 acre shall include a BMP to be approved by the City Engineer.

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64. An erosion and sedimentation control plan shall be included as part of the improvement plan package. The plan shall be prepared by the applicant's civil engineer and approved by the City Engineer. The plan shall include but not be limited to interim protection measure such as benching, sedimentation basins, energy dissipation structures, and check dams. The erosion control plan shall also include all necessary permanent erosion control measures, and shall include scheduling of work to coordinate closely with grading operations. Replanting of graded areas and cut and fill slopes is required and shall be indicated accordingly on plans, for approval by the City Engineer.
65. Applicants for projects draining into water bodies shall obtain a National Pollutant Discharge Elimination System (NPDES) Permit from the Regional Water Quality Control Board prior to commencement of grading.
66. All utilities within 100 feet of the project boundary shall be installed underground per the Ordinance No. 95-03, "An Ordinance Amending Article 6, Chapter 3, Title VII, Underground Utility Lines, of the Winters Municipal Code", and shall meet the policies, ordinances, and programs of the City of Winters and the utility providers. All utility services extended into the project site shall be underground.
67. On site utilities shall be privately owned.
68. Final Joint Trench utility plans shall be included with the improvement plans, prior to approval by the City Engineer.
69. Existing public and private facilities damaged during the course of construction shall be repaired by the applicant, at the applicant's sole expense, to the satisfaction of the City Engineer.
70. Occupancy of the proposed church shall not occur until off-site improvements (water, sewer, streets, etc.) have been constructed and approved by the City Engineer, and the City has approved as-built drawings, and the unit has been issued a Certificate of Occupancy by the Building Official.
71. Appropriate easements and rights of way shall be required for City maintained facilities located outside of City-owned property or the public right-of-way. The applicant shall facilitate, with City cooperation, the abandonment of all City easements and dedications currently held but no longer necessary as determined by the Public Works Department.
72. All work within public right-of-way or easement shall comply with the City of Winters Public Works Improvement Standards and Construction Specifications, subject to the approval of the City Engineer.
73. The applicant shall provide a 10-foot public utility easement (PUE) along the frontage of the parcels.

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74. The applicant/property owner shall agree to grant all public easements as determined by the City for public purposes.
75. The applicant shall abandon any well, septic tank, and leach field located on the property. The applicant shall provide a letter from the Yolo County Environmental Health Department giving location and filling specifications for all water wells or septic tanks within the project boundaries. If there are no wells or septic tanks, the applicant shall provide a letter so station from the Yolo County Environmental Health Department.
76. The owner of the property shall annex into the City-Wide Maintenance Assessment District in order to maintain and provide for the future needs of parks, open spaces, street lighting, landscaping and other related aspects and impacts from new development. The applicant shall fulfill this condition prior to or concurrent with the approval of the improvement plans.
77. The applicant shall submit a landscape, irrigation, lighting, and fencing, plan to City for review and approval prior to approval of the improvement plans. The applicant shall install a 6 foot tall masonry block wall along the south boundary of the project that backs up to the residential housing.
78. All public landscape areas shall include water laterals with meters and PG&E power service points for automatic controllers.
79. Developer shall pay appropriate reimbursements for benefiting improvements installed by others, in the amount and at the time specified by existing reimbursement agreements.
80. The applicant shall submit a soils and geotechnical report upon submittal of the initial improvement plans package. The improvement plans shall be signed by the soils engineer for conformance to the geotechnical report prior to approval by the City.
81. The applicant shall minimize the dust generated by construction of the project. Dust generated from construction shall not exceed standards established by the Yolo-Solano Air Quality Management District and the Community Development Department.
82. Tarpaulins or other effective covers should be used for haul trucks.
83. All inactive portions of the construction site, which have been graded will be seeded and watered until vegetation is grown.
84. Grading shall not occur when wind speeds exceeds 15 MPH over a one hour period.
85. Construction vehicle speed on unpaved roads shall not exceed 15 MPH.

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86. Construction equipment and engines shall be properly maintained.
87. If air quality standards are exceeded in May through October, the construction schedule will be arranged to minimize the number of vehicles and equipment operating at the same time.
88. Construction practices should be augmented to minimize vehicle idling.
89. Potentially windblown materials will be watered or covered.
90. Construction areas and streets will be wet swept on a daily basis.
91. Applicant shall provide refuse enclosure detail showing bin locations, pad detail, and recycling facilities to the approval of the Public Works Department.
92. U.S. Post Office mailbox location shall be approved by the Winters Postmaster and shown on the improvement plans submitted to the City Engineer.
93. Per City of Winters Cross Connection Control Program, all types of commercial buildings and landscape irrigation services are required to maintain an approved backflow prevention assembly, at the applicant's expense. Service size and flow-rate for the backflow prevention assembly must be submitted. Location of the backflow prevention assembly shall be per the City of Winters Public Improvements Standards and Construction Standards. Prior to the installation of any backflow prevention assembly between the public water system and the owner's facility, the owner or contractor shall make application and receive approval from the City Engineer or his designated agent.
94. Landscaping and irrigation plans shall be prepared by a registered landscape architect, and included as part of the improvement plans and/or site plans. These plans shall be per City Standards and the Water Conservation in Landscaping Act of 2006 (AB 1881) and shall be subject to review and approval by the City. The improvement plans shall include landscaping and automatic irrigation for the public right-of-way of SR 128 and CR 90. Drought tolerant native plant species shall be incorporated into landscaping plans to the maximum extent possible and drip irrigation systems shall be used in the landscaping of new public and private open space areas. No substantial change to an approved landscaping or irrigation plan may be made without written approval by the original approving person or body.
95. All conditions identified herein shall be fully satisfied prior to occupancy, unless otherwise stated.
96. Occupancy shall not occur until on-site and off-site improvements have been accepted by the City Council and the City has approved as-built drawings.



PLANNING COMMISSION
STAFF REPORT

TO: Honorable Chairman and Planning Commissioners
DATE: November 27, 2012
THROUGH: John W. Donlevy, Jr., City Manager 
FROM: Maricela Salazar, Intern
And Frederik Zavala-Lambersa, Intern
SUBJECT: Report on the Winters Bikeway System Master Plan Update

RECOMMENDATION: Staff recommends that the Planning Commission take the following actions; 1) Receive the staff report; 2) Provide comments and solicit public comments; and 3) Recommend that staff move forward with the development of the Winters Bikeway System Master Plan Update for presentation to the Winters City Council.

BACKGROUND: The City of Winters supports the use of bikeways for commuting and recreational purposes and recognizes the benefits of bikeways for reducing air emissions. The Bikeway System Master Plan currently in place was adopted November 19, 2002 as an update to the 1998 plan. Several projects in the plan have been completed and it is necessary to again update the plan in order to reflect the completed projects, add proposed projects and provide current community information. The update is also required for the City to be eligible for future project funding.

Two opportunities for funding are coming up in March and April of 2013 and in order to receive funding this plan needs to reflect current, ongoing, or future projects in Winters' relating to Bikeway and pedestrian improvements. Essentially nothing in this plan is new to the community of Winters. Interns Maricela Salazar and Frederick Zavala-Lambersa have been working closely with Lacey Symons-Holtzen, the Bike and Pedestrian Coordinator at SACOG to make sure the plan meets the requirements for not only SACOG funding but also, Caltrans Bicycle Transportation Account funding.

The time is nearing for which this is due with only a few months after the holiday season left. The edits in the plan before you consist of the removal of references to completed projects and the incorporation of current projects. Also added are Census data and other researched elements to

support development in Winters.

The proposed update incorporates already performed research and public outreach from other plans the City has adopted including the City of Winters Complete Streets- Grant Avenue Corridor Plan and the Putah Creek Park Master Plan where bike and pedestrian lane improvements were specifically identified. Improvements range from Class I trails to improved lane markings. From these plans a list was generated that outlined projects relating to the bikeway system in Winters, called the "SACOG project list."

A draft of the Winters Bikeway System Master Plan Update will be made available on the City's website and at City Hall for public comment. Additionally the public will be invited to participate in a survey addressing the bicycling culture in the City of Winters. The survey has been peer-reviewed and edited by City Manager John Donlevy and by Ms. Symons-Holtzen. It has been translated in Spanish and will be available to be accessed through the City's website and distributed at locations around town including City Hall, Winters Community Library, Winters Visitors Center and select business locations. The survey results will serve as a narrative for the Bikeway System Master Plan as well as a guide for the order in which projects shall be prioritized.

RECOMMENDATION: Staff recommends that the Planning Commission accept the report on the Bikeway System Master Plan Update and recommend that staff move forward with the development of the Winters Bikeway System Master Plan Update for presentation to the Winters City Council.

ATTACHMENTS:

- A. Bikeway System Master Plan Update (to be distributed separately)
- B. Winters Bikeway System Master Plan Update Survey

Winters Bikeway System Master Plan Survey

1. What is your age?

Under 18

18 to 24

25 to 34

35 to 44

45 to 54

55 to 64

65 to 74

75 or older

*2. What is your gender?

Female

Male

*3. Do you own a bike?

Yes

No

4. If yes, how often do you use your bike?

Daily

Once per week

2-3 times per week

5 times per week

twice a month

Other (please specify)

5. If you ride a bike, what is typically the reason you use it?

Travel to work

Travel to school

Personal business/ errands

Travel to use another form of transportation (bus or carpool)

Exercise/ recreational activity

Other (please specify)

6. Which of the following factors plays a role in whether or not you ride your bike to your destination? Check all that apply.

Travel time

Availability of Bicycle Parking

Safety of travel routes for bicyclists

Cost of other travel modes

Need exercise

Weather

Road conditions

Other (please specify)

7. How many times in the past week have you used the following forms of transportation?

1-2

3-4

5-6

6+

Walk

Bicycle

Bus

Drive

Skate

Other

8. Which of the following factors do you believe will most encourage bicycling in the city of Winters? Mark all that apply, if one is particularly important please make a note of it in the "other" comment box.

Shower facilities at destinations

More bike lanes

More bike trails

Better ability to ride around

Stronger bike culture

Safety outreach and education

Reduced traffic congestion

Greater distance between motorists and cyclists

More bicycle parking

Increased signage and street markings

Other (please specify)

***9. In terms of the Bicycle System Master Plan, what is your vision for the bicycling community in Winters? What do you hope to be included? Feel free to add additional comments on anything regarding bicycling in your community.**

Thank you for taking the time to provide us with this valuable information, we will do our best to include your thoughts and vision into the Winters' Bicycle System Master Plan. For more information and further inquiry please visit Winters' website (cityofwinters.org) where the rough draft will be available for further public review until December 20th 2012.



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Winters Bikeway System Master Plan Survey En Espanol

1. ¿Cuántos años tienes?

Más joven que 18

18 - 24

25 - 34

35 - 44

45 - 54

55 - 64

65 - 74

75 o mas

2. Marka uno

hombre

mujer

3. ¿Tienes una bicicleta?

Si

No

4. En caso afirmativo, ¿con qué frecuencia usted usa su bicicleta?

Cada día

Una vez por semana

Dos a tres veces por semana

Cinco veces por semana

Dos veces por mes

Other (please specify)

5. Si usted viaja en bicicleta, qué es típicamente la razón por la que se utiliza?

Ir al trabajo

Ir al trabajo

Negocios personales / mandados

Viajar a utilizar otro medio de transporte (autobús o compartir coche)

Ejercicio / actividad recreativa

Other (please specify)

6. ¿Cuál de los siguientes factores tiene un ver con si o no montas tu bicicleta a su destino? Marque todas las que apliquen.

Tiempo de viaje

Disponibilidad de estacionamiento de bicicletas

Seguridad de las rutas de viaje para ciclistas

Los costos de otros modos de transporte

Necesita ejercicio

Clima

Estado de las carreteras

Other (please specify)

7. ¿Cuántas veces en la última semana han utilizado las siguientes formas de transporte?

1-2

3-4

5-6

6+

Caminar

Bicicleta

Autobús

Manejar

Patinar

Otro

8. ¿Cuál de los siguientes factores cree usted que va a animar a más andar en bicicleta en la ciudad de Winters? Marque todas las que apliquen, si uno es especialmente importante por favor tome nota de que en la casilla "otros" comentario.

Duchas en los destinos

Más carriles para bicicletas

Más rutas en bicicleta

Mejor capacidad para viajar por la ciudad

Una cultura de bicicleta más involucrados

Educación sobre seguridad

Reducción de la congestión del tráfico

Mayor distancia entre los automovilistas y ciclistas

Más estacionamiento de bicicletas

Aumento de la señalización y las marcas de la calle

***9. En términos del Plan Maestro del Sistema de Bicicletas, ¿cuál es su visión para la comunidad de ciclismo en Winters? ¿Qué esperas a ser incluido? Siéntase libre de agregar comentarios adicionales sobre algo relacionado con el ciclismo en su comunidad.**



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**PLANNING COMMISSION
STAFF REPORT**

TO: Honorable Chairman and Planning Commissioners
DATE: November 27, 2012
FROM: Dan Maguire, Economic Development and Housing Manager *DM*
Mary Jo Rodolfa, Management Analyst
SUBJECT: Public Hearing to consider three ordinances of the City of Winters amending and adding chapters to the Winters Municipal Code pertaining to Density Bonus, Farmworker Housing, Transitional Housing, & Supportive Housing Units.

RECOMMENDATION: Staff recommends that the Planning Commission take the following actions: 1) Receive the staff report; 2) Conduct the public hearing; and 2) Recommend approval to the City Council of the adoption of:

- a) An Ordinance amending Winters Municipal Code Sections 17.04.140 and adding Chapters 17.123, 17.124 and 17.125 regarding Farmworker Housing, Supportive Housing and Transitional Housing Units
- b) An Ordinance amending and updating Winters Municipal Code Subdivision D of Section 17.60.030 regarding Affordable Housing Development - Density Bonuses

BACKGROUND: The State of California requires all local jurisdictions to plan to provide housing for every segment of the local population. Each jurisdiction has a responsibility to institute policies and programs designed to encourage the provision of housing that is affordable to its citizens. As stated in Government Code 65580 (d):

Local and state governments have a responsibility to use the powers vested in them to facilitate the improvement and development of housing to make adequate provision for the housing needs of all economic segments of the community.

To meet this affordable housing planning requirement, every jurisdiction prepares a Housing Element section of its General Plan. The Housing Element is just one of seven mandated General Plan elements.

State law requires that Housing Elements be periodically reviewed and updated. The City of Winters Housing Element Update for the 2008-2013 planning period was adopted by the City Council on

September 1, 2009. As part of the Housing Element Update, City staff prepared an implementation program which sets forth a five-year schedule of actions that the City was undertaking or intends to undertake to implement the policies and achieve the goals and objectives of the Housing Element. These actions include the administration of land use and development controls, provision of regulatory concessions and incentives, and the utilization of appropriate federal and state financing and subsidy programs.

Since the adoption of the current Housing Element update, the City Council adopted Ordinance 2009-18, repealing Section 17.60.030 (B) and adding Chapter 17.200 to the Winters Municipal Code pertaining to Affordable Housing Requirements. The substantive change resulting from the addition of Chapter 17.200 is that it establishes an exemption from an affordable housing obligation for infill projects of 15 dwelling units or less constructed in the Redevelopment Agency Project Area. The exemption was previously granted to projects of 4 dwelling units or less. These changes were first vetted through the Affordable Housing Steering Committee, with numerous stakeholders involved in the meetings that led to the recommendation that was ultimately adopted by City Council. The stakeholder participants included Legal Services of Northern California, the Yolo County Housing Authority, non-profit affordable housing developers, and for-profit developers.

California Government Code Section 65400 requires each governing body (City Council or Board of Supervisors) to prepare an annual report on the status and progress in implementing the jurisdiction's housing element of the general plan using forms and definitions adopted by the California Department of Housing and Community Development. In the City's progress report for the 2009 Reporting Period, staff revised the goal of completing revisions to the Zoning Ordinance in 2009 to 2011 due to the change in the Redevelopment Agency's outside legal counsel. Subsequently, in December of 2011, the City Council adopted Ordinances 2011-07 (SROs), 2011-08 (Emergency Shelters), 2011-09 (Manufactured and Factory Built Homes), and 2011-10 (Secondary Units).

The attached ordinances address the proposed changes to the Winters Municipal Code that are directly from Chapter 4 (Implementation Plan) of the current Housing Element Update. These changes are as follows:

- 1) **Amendment to Winters Municipal Code, Section 17.04.140 and adding Chapters 17.123, 17.124 and 17.125 (Farmworker Housing, Supportive Housing, and Transitional Housing Units)** - The City will revise its Zoning Ordinance with regard to farmworker housing, supportive housing, and transitional housing dwelling units to bring it current with State Law. Through the Zoning Ordinance, the City shall allow farmworker housing, supportive housing, and transitional housing dwelling units in residential zones. Development of farmworker housing, supportive housing, and transitional housing residential units shall be encouraged through flexible application of the City's development standards.
- 2) **Amendment to Winters Municipal Code, Subdivision D of Section 17.60.030 regarding Affordable Housing Development Density Bonuses** - The City shall continue to provide Density Bonus incentives and will amend and update the existing zoning ordinance to meet current State law requirements for a density bonus, incorporating amendments to Government Code Sections 15915-65918 regarding allowable density bonuses.

The proposed Ordinances are being reviewed by the Affordable Housing Steering Committee (AHSC) and any modifications will be recommended either in writing to the Planning Commission or by their participation in the Planning Commission meeting on November 27, 2012. The ordinances are being reviewed by the City Attorney's office and have been submitted to the California Department of Housing and Community Development for their review.

PROJECT NOTIFICATION: Public notice for the public hearing on this project was prepared by the Community Development Department's Management Analyst in accordance with notification procedures set forth in the City of Winters' Municipal Code and State Planning Law. Legal notices were published in the Winters Express on Thursday, November 15, 2012. Copies of the staff report and all attachments for the proposed project have been on file, available for public review at City Hall since Tuesday, November 20, 2012.

ENVIRONMENTAL ASSESSMENT: The proposed Ordinances are exempt from environmental review pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15061 (b)(3).

RECOMMENDATION: Staff recommends that the Planning Commission recommend approval of the proposed Ordinances to the City by making four affirmative motions as follows:

1. **I MOVE THAT THE WINTERS PLANNING COMMISSION RECOMMEND APPROVAL TO THE CITY COUNCIL OF AN ORDINANCE AMENDING WINTERS MUNICIPAL CODE SECTIONS 17.04.140 AND ADDING CHAPTERS 17.123, 17.124, AND 17.125 REGARDING FARMWORKER HOUSING, SUPPORTIVE HOUSING, AND TRANSITIONAL HOUSING UNITS**

2. **I MOVE THAT THE WINTERS PLANNING COMMISSION RECOMMEND APPROVAL TO THE CITY COUNCIL OF AN ORDINANCE AMENDING WINTERS MUNICIPAL CODE SUBDIVISION D OF SECTION 17.60.030 REGARDING DENSITY BONUSES**

ALTERNATIVES: The Planning Commission may recommend modifications to the Ordinances or recommend denial of the Ordinances to the City Council.

ATTACHMENTS:

- A. An Ordinance amending Winters Municipal Code Sections 17.04.140 and adding Chapters 17.123, 17.124, and 17.125 regarding Farmworker Housing, Supportive Housing, and Transitional Housing Units
- B. An Ordinance amending and updating Winters Municipal Code Subdivision D of Section 17.60.030 regarding Density Bonuses

ORDINANCE No. 2012-08

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WINTERS AMENDING WINTERS MUNICIPAL CODE SECTION 17.04.140 AND ADDING CHAPTERS 17.123, 17.124 AND 17.125 TO THE WINTERS MUNICIPAL CODE REGARDING FARMWORKER HOUSING, SUPPORTIVE HOUSING AND TRANSITIONAL HOUSING

The City Council of the City of Winters does hereby ordain as follows:

SECTION 1 PURPOSE

The purpose of this ordinance is to amend and update Section 17.04.140, and to add Chapters 17.123, 17.124 and 17.125 to the Winters Municipal Code (the "Code") concerning farmworker housing, supportive housing and transitional housing in order to comply with the City's adopted housing element.

SECTION 2 FINDINGS

The City Council hereby finds and determines as follows:

- A. The City has a responsibility to institute policies and programs designed to encourage the provision of housing that is affordable to its citizens, including farmworker housing, supportive housing and transitional housing;
- B. The Winters 2008 Housing Element identified this as Implementation Programs II.23 and II.25;
- C. The proposed amendments to Section 17.04.140 and the addition of Chapters 17.123, 17.124 and 17.125 to the Winters Municipal Code will complete Implementation Programs II.23 and II.25 of the Winters 2008 Housing Element. Specifically, the amendments to the Zoning Ordinance will define farmworker housing, supportive housing and transitional housing and indicate their treatment in the Zoning Code.
- D. The proposed amendments to Sections 17.04.140 and the addition of Chapters 17.123, 17.124 and 17.125 to the Winters Municipal Code are consistent with the goals and policies in the General Plan in that the outlined regulations will further bring the Zoning Code into compliance with the outlined Implementation Programs necessary through the 2008-2013 Housing Element planning period.
- E. This ordinance amends the City of Winters Municipal Code to be in compliance with California State legislation, Chapter 633, Statutes of 2007 (SB 2), effective January 1, 2008, which requires that local jurisdictions provide development opportunities for a variety of residential uses and that transitional housing and supportive housing be treated as residential uses in each jurisdiction's zoning code.
- F. This ordinance amends the City of Winters Municipal Code to be consistent with the requirements of Health and Safety Code sections 17021.5 and 17021.6 of the Employee Housing

Act. Such requirements generally prohibit local ordinances from requiring a conditional use permit, zoning variance, or other zoning clearance for farmworker housing that is not required of any other family dwelling of the same type in the same zone or any other agricultural activity in the same zone.

SECTION 3 Section 17.04.140 of the Winters Municipal Code is hereby amended to add the following:

17.04.140 Definitions.

"Farmworker Housing" means housing for persons performing agricultural labor who either work on, or are hired from, the property.

"Supportive Housing" shall mean housing with no limit on length of stay, that is occupied by the target population as defined in Health and Safety Code Section 50675.14, and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

"Transitional Housing" shall mean buildings configured as rental housing developments, but operated under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time, which shall be no less than six (6) months (Health and Safety Code 50675.2(h)).

SECTION 4 Chapter 17.123 is hereby added to the Winters Municipal Code to read as follows:

17.123 **FARMWORKER HOUSING**

Sections:

- 17.123.010** Purpose and intent.
- 17.123.020** Definitions.
- 17.123.030** Standards.

17.123.010 Purpose and intent

It is the purpose and intent of this chapter to regulate the development and operation of Farmworker Housing land uses and allow for farmworker housing by right.

17.123.020 Definitions

"Farmworker Housing" means housing for persons performing agricultural labor who either work on, or are hired from, the property.

17.123.030 Standards

1. Farmworker housing by right is allowed in zones R-2, R-3, and R-4.
2. For single, male farmworkers, SRO housing will be permitted in C-2 zones.
3. These zoning changes will provide for by-right development without the requirement for a CUP.

SECTION 5 Chapter 17.124 is hereby added to the Winters Municipal Code to read as follows:

17.124 **SUPPORTIVE HOUSING**

Sections:

- 17.124.010 Purpose and intent.**
- 17.124.020 Definitions.**
- 17.124.030 Standards.**

17.124.010 Purpose and intent

It is the purpose and intent of this chapter to regulate the development and operation of Supportive Housing land uses.

17.124.020 Definitions

“Supportive Housing” shall mean housing with no limit on length of stay, that is occupied by the target population as defined in Health and Safety Code Section 50675.14, and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

17.124.030 Standards

Supportive housing units are residential uses subject only to those requirements and restrictions that apply to other residential uses of the same type in the same zone.

SECTION 6 Chapter 17.125 is hereby added to the Winters Municipal Code to read as follows:

17.125 TRANSITIONAL HOUSING

Sections:

- 17.125.010 Purpose and intent.**
- 17.125.020 Definitions.**
- 17.125.030 Standards.**

17.125.010 Purpose and intent

It is the purpose and intent of this chapter to regulate the development and operation of Transitional Housing land uses.

17.125.020 Definitions

“Transitional Housing” shall mean buildings configured as rental housing developments, but operated under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time, which shall be no less than six (6) months (Health and Safety Code 50675.2(h)).

17.125.030 Standards

Transitional housing units are residential uses subject only to those requirements and restrictions that apply to other residential uses of the same type in the same zone.

SECTION 7 CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FINDING

This ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), Review for Exemption, because it can be seen with certainty that the ordinance will not have a significant effect on the environment; therefore, the ordinance is not subject to CEQA.

SECTION 8 SCOPE

Except as set forth in this ordinance, all other provisions of the Winters Municipal Code shall remain in full force and effect.

SECTION 9 SEVERABILITY

If any section, subsection, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 10 EFFECTIVE DATE

This ordinance shall become effective thirty (30) days from and after its passage and adoption, provided it is published in full or in summary within twenty (20) days after its adoption in a newspaper of general circulation in the City.

The foregoing ordinance was introduced on December 4, 2012 and passed and adopted during a regular meeting of the City Council of the City of Winters on December 18, 2012, by the following vote to wit:

AYES: Council Member(s):

NOES: Council Member(s):

ABSENT: Council Member(s):

ABSTAIN: Council Member(s):

Cecilia Aguiar Curry, MAYOR

ATTEST:

Nanci G. Mills, CITY CLERK

Effective: January 19, 2013

ORDINANCE No. 2012-09

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WINTERS AMENDING
SUBDIVISION D OF SECTION 17.60.030 OF THE WINTERS MUNICIPAL CODE REGARDING
AFFORDABLE HOUSING DEVELOPMENT – DENSITY BONUSES**

The City Council of the City of Winters does hereby ordain as follows:

SECTION 1 PURPOSE

The purpose of this ordinance is to amend and update Subdivision D of Section 17.60.030 of the Winters Municipal Code (the "Code") concerning affordable housing development density bonuses in order to comply with the City's adopted housing element.

SECTION 2 FINDINGS

The City Council hereby finds and determines as follows:

- A. The public welfare requires the City to take action to ensure that affordable housing is constructed and maintained within the City. The City recognizes that the establishment of density bonuses is a mechanism to provide incentives for the production of housing for very low and low income and/or senior households;
- B. The Winters 2008 Housing Element identified this as Implementation Program II.3;
- C. The proposed amendments to Subdivision D of Section 17.60.030 of the Winters Municipal Code will complete Implementation Program II.3 of the Winters 2008 Housing Element. Specifically, the amendments to the Zoning Ordinance will meet current State law requirements for a density bonus, incorporating amendments to Government Code Sections 15915-65918 regarding allowable density bonuses;
- D. The proposed amendments to Subdivision D of Section 17.60.030, of the Winters Municipal Code are consistent with the goals and policies in the General Plan in that the outlined regulations will further bring the Zoning Ordinance into compliance with the outlined Implementation Programs necessary through the 2008-2013 Housing Element planning period.

SECTION 3 AMENDMENT TO SUBDIVISION D OF SECTION 17.60.030 OF THE WINTERS MUNICIPAL CODE. Section 17.60.030(D)(2) is deleted in its entirety and replaced with the following new 17.60.030(D)(2) to read as follows:

- 2. Bonus incentives which the City may agree to provide include, but are not limited to, the following:
 - a. Use of federal, state or local affordable housing funds to subsidize the cost of the qualifying project.

- b. Waiver or reduction of City building permit, plan check, and inspection fees (excluding re-inspection fees).
- c. Deferral of City development impact fees until the issuance of a certificate of occupancy for the qualifying project.
- d. Reduction of local zoning standards that indirectly increase housing costs, including but not limited to off-street parking requirements, minimum square footage, height limitations, or setback requirements.
- e. Construction by the City of such public improvements as streets, sewers and sidewalks, street name and traffic signs, water mains, storm drains, and street lights in association with the qualifying project.
- f. Approval of mixed use zoning in conjunction with the housing project if commercial, office, industrial, or other land uses will reduce the cost of the housing development and if the commercial, office, industrial, or other land uses are compatible with the housing project and the existing or planned development in the area where the proposed housing project will be located.
- g. Other incentives, as determined appropriate by the planning commission, which result in the identifiable cost reductions for development of the affordable units, including expedition of permit processing.

SECTION 4 AMENDMENT TO SUBDIVISION D OF SECTION 17.60.030 OF THE WINTERS MUNICIPAL CODE. Section 17.60.030 (D)(3) is added to read as follows:

- 3. The City will advertise the above incentives to developers and other interested parties through all media used by the City.

SECTION 5 CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FINDING

This ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), Review for Exemption, because it can be seen with certainty that the ordinance will not have a significant effect on the environment; therefore, the ordinance is not subject to CEQA.

SECTION 6 SCOPE

Except as set forth in this ordinance, all other provisions of the Winters Municipal Code shall remain in full force and effect.

SECTION 7 SEVERABILITY

If any section, subsection, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, or portions be declared invalid or unconstitutional.

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Cecilia Aguilar Curry, MAYOR

ATTEST:

Nanci G. Mills, CITY CLERK

Effective: January 19, 2013