

# REVISED

## CITY OF WINTERS PLANNING COMMISSION AGENDA REGULAR MEETING

**Tuesday, October 22, 2013 @ 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](mailto:maryjo.rodolfa@cityofwinters.org)

Chairman: Bill Biasi  
Vice Chairman: Pierre Neu  
Commissioners: Dave Adams, Lisa  
Baker, Kate Frazier, Luis Reyes,  
Patrick Riley  
City Manager: John W. Donlevy, Jr.  
Mgmt. Analyst: Mary Jo Rodolfa

### **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 August 27, 2013 meeting of the Winters Planning Commission

### **V STAFF/COMMISSION REPORTS**

### **VI DISCUSSION ITEMS:**

- A. Consideration of an Appointment of a Member of the Winters Planning Commission to the Winters Putah Creek Committee – Action Item
- B. Update of City Projects – Information Item

### **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 OCTOBER 14, 2013.

  
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  
REGULAR MEETING HELD  
AUGUST 27, 2013**

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

**PRESENT:** Commissioners Dave Adams, Lisa Baker, Kate Frazier, Pierre Neu, Luis Reyes, Pat Riley and Chairman Bill Biasi

**ABSENT:** None

**STAFF:** City Manager John W. Donlevy, Jr., Assistant City Attorney Ethan Walsh and Management Analyst Mary Jo Rodolfa

**PLEDGE:** Commissioner Adams led the Pledge of Allegiance.

**CITIZEN INPUT:** None

**CONSENT ITEM:**

**1. Approval of Meeting Minutes of the July 23, 2013, meeting of the Planning Commission.**

Commissioner Adams moved that the minutes of the July 23, 2013 special meeting of the Planning Commission be approved. Commissioner Baker seconded the motion. The motion was approved unanimously.

**COMMISSION REPORTS:** Chairman Biasi and Commissioner Baker reported that they attended the Affordable Housing Steering Committee meeting.

**STAFF REPORTS:** Management Analyst Rodolfa indicated that she has provided handbooks for Commissioners Adams and Frazier and additional new material from the clerk's office for all of the commissioners.

**WORKSHOP:**

City Manager Donlevy opened the workshop and led the discussion of the role of a commissioner. The commissioners have a specific role with regards to the municipal code and implementing the support documents, most important of which is the general plan. The Planning Commission is the body that makes many important decisions including project approval, approval of capital plans and policy recommendations.

Assistant City Attorney Ethan Walsh presented information on conflicts of interest and ethics. Questions were raised as to when a commissioner should recuse him or herself from voting due to a conflict of

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interest. It was noted that new maps are needed for Commissioners Adams and Frazier depicting 300 foot radius and 500 foot radius from property they own within the city limits.

Management Analyst Mary Jo Rodolfa provided an overview of Rosenberg's Rules of Order as a tool for running effective and efficient meetings while allowing decisions to be made in a forum that encourages discussion.

City Manager Donlevy discussed how to work with staff, encouraging the Commissioners to contact staff with questions at any time, the importance of the General Plan, supplemental planning documents including the design guidelines and master plans including the Downtown Master Plan and the Putah Creek Master Plan.

**DISCUSSION ITEM:**

A. Grant Avenue Design Guidelines Review - Donlevy explained that along Grant Avenue there was nothing that the City was looking to replicate. The Grant Avenue Design Guidelines came out of work by the Economic Development Advisory Committee. These guidelines are broad, much of what drives design will be dictated by the California Green Code. The guidelines allow for unique projects. For other areas of the City the Winters Design Guidelines apply.

B. Form Based Code Review – Donlevy reviewed the Form Based Code Area, provided the history and goal of the plan and explained that it is an actual amendment to the zoning code.

**COMMISSION/STAFF COMMENTS**

A request was made to provide the Commissioners with information from the meeting. Staff will place the documents on a USB drive to be distributed to the Commissioners at the next meeting.

**ADJOURNMENT:** Chair Biasi adjourned the meeting at 8:03 p.m.

**ATTEST:**

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Bill Biasi, Chairman

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Mary Jo Rodolfa, Management Analyst



PLANNING COMMISSION  
STAFF REPORT

**TO:** Commission Chair and Members  
**DATE:** October 22, 2012  
**THROUGH:** John W. Donlevy, Jr., City Manager  
**FROM:** Carol Scianna, Environmental Services Manager  
**SUBJECT:** Recommendation for Planning Commission Liaison to Winters Putah Creek Committee (WPCC)

**RECOMMENDATION:** Select a Planning Commissioner to act as liaison to the WPCC .

**BACKGROUND:** The WPCC was established by City Council in October 2006, the function of the committee has been to serve as a advisory body focused on issues concerning Putah Creek. The committee reviews projects related to the Creek and the Nature Park and helps coordinate volunteer and restoration efforts. The WPCC consists of eleven members; each Council member has an appointee, and there is also a liaison from the Council, Planning Commission, Putah Creek Council, appointees from Lower Putah Creek Coordinating Committee (LPCCC) and a student representative.

The WPCC meets every other month on the third Monday.