

CITY OF WINTERS PLANNING COMMISSION AGENDA

Tuesday, October 27, 2015 @ 6:30 PM

City of Winters Council Chambers
318 First Street
Winters, CA 95694-1923
Community Development Department
Contact Phone Number (530) 794-6713
Email: jenna.moser@cityofwinters.org

Chairman: Bill Biasi
Vice Chairman: Kate Frazier
Commissioners: Dave Adams, Lisa Baker,
Paul Myer, Frank Neal, Patrick Riley
City Manager: John W. Donlevy, Jr.
Mgmt. Analyst: Jenna Moser

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

A. Minutes of the May 26, June 11, and September 22, 2015 Planning Commission meetings.

V STAFF/COMMISSION REPORTS

VI DISCUSSION ITEMS:

- A. Public hearing and consideration of an application from Project applicant Little Pioneers Day Care Center for Conditional Use Permit for the operation of a daycare center at 205 Russell Street. Operation hours proposed are 6am-6pm Monday through Friday to serve up to 42 children. The center is to serve infants and toddlers, and will not be licensed for school-aged children.
- B. Public hearing and consideration of the conceptual design of the future park to be located between Dutton and Walnut Lane, north of Grant Avenue (Walnut Park)

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 21, 2015.



JENNA MOSER, MANAGEMENT ANALYST, PLANNING – GIS

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 SEPTEMBER 22, 2015**

***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.*

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

PRESENT: Commissioners Adams, Baker, Frazier, Myer, Neal, Riley, and Chair Biasi

ABSENT: None

STAFF: City Manager John W. Donlevy, Jr., Community Development Director Dave Dowswell,
City Engineer Alan Mitchell, Management Analyst Jenna Moser

Kathy Cowan led the Pledge of Allegiance.

At this time Nanci Mills, City Clerk, performed the swearing-in of new Commissioner Frank Neal.

CITIZEN INPUT: None at this meeting.

CONSENT ITEM: None. Minutes for the 05/26/15 and 6/11/15 Planning Commission meetings will be available at the next meeting.

COMMISSION REPORTS: Commissioner Neal reported on attending the Napa Earthquake field trip organized by the City. Frazier reported on her attendance at the Chamber of Commerce retail meeting. Myer also reported attending the Chamber retail meeting. Chair Biasi reported on attending several parking committee meetings, and the Design Review Committee.

STAFF REPORTS: Management Analyst Moser requested Item C to be continued to the October 27th, 2015 meeting of the Planning Commission. Commission concurred.

DISCUSSION ITEM:

- A. Public Hearing and Consideration of a Parcel Map (No. 5086) for single parcel (APN's 038-070-037, -038, -039). Project applicant PG&E seeks to subdivide existing single parcel into three private lots and two public lots. (Planning Commission Resolution 15-01)

City Engineer, Alan Mitchell, provided an overview of the staff report.

At 6:37pm Chairman Biasi opened the Public Hearing.

Hearing no comments, at 6:37pm Biasi closed the Public Hearing.

Commissioner Frazier asked for information about the configuration of the roadway and sidewalks. Mitchell provided a description of the ultimate configuration of Grant Avenue, as well as Baker Street. Chair Biasi asked if the City was any closer to getting the McClish family to dedicate a portion of the property they retain for a pathway connecting existing Putah Creek trail to the PG&E segment. Donlevy reported that after the recordation of these maps, the City is on track to secure that portion of the retained property.

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Baker moved, and Frazier seconded to approve Parcel Map (No. 5086) for single parcel (APN's 038-070-037, -038, -039). Project applicant PG&E seeks to subdivide existing single parcel into three private lots and two public lots. (Planning Commission Resolution 15-01)

AYES: Commissioners Adams, Baker, Frazier, Myer, Neal, Riley, and Chair Biasi

NOES: None

ABSTAIN: None

ABSENT: None

Motion carried unanimously.

- B. Public Hearing and Consideration of a Parcel Map (No. 5097) for the Winters PG&E Gas Operations Technical Training Center (GOTTC) project. Project applicant PG&E seeks to merge various parcels into one lot. (Planning Commission Resolution 15-02)

City Engineer, Alan Mitchell, provided an overview of the staff report.

At 6:45pm Chairman Biasi opened the Public Hearing. Hearing no comments, at 6:45pm Biasi closed the Public Hearing.

Myer moved, and Riley seconded to approve Parcel Map (No. 5097) for the Winters PG&E Gas Operations Technical Training Center (GOTTC) project. Project applicant PG&E seeks to merge various parcels into one lot. (Planning Commission Resolution 15-02)

AYES: Commissioners Adams, Baker, Frazier, Myer, Neal, Riley, and Chair Biasi

NOES: None

ABSTAIN: None

ABSENT: None

Motion carried unanimously.

- C. Public Hearing and Consideration of a Tentative Subdivision Map (8 lots) for parcel 003-430-030 near Taylor and Kennedy. Project applicant Joe & Karen Ogando seek to divide parcel 003-430-030, totaling 2.59 acres, into eight (8) lots ranging in size from 10,183 to 16,842 square feet. The Planning Commission will make a recommendation to the City Council to take final action on the project at a future Public Hearing to be noticed separately.

Continued to the October 27, 2015 Planning Commission meeting.

- D. Public Hearing and Consideration of Design/Site Plan Review, for construction of the Yolo Federal Credit Union near the intersection of Grant Avenue and East Street (APN 003-370-044).

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Management Analyst Moser provided an overview of the staff report and architectural exhibits. Commissioner Neal asked for clarification on the configuration of the roundabout in this vicinity. City Engineer Mitchell provided an overview of the roundabout layout.

At 6:53pm Chairman Biasi opened the Public Hearing. Hearing no comments, at 6:53pm Biasi closed the Public Hearing.

Commissioner Baker stated that this project was well-received by the Design Review Committee and this project is a great example of an applicant making best use of the Grant Avenue Design Guidelines. Commissioner Frazier asked about hours of operation. Applicant representative Dave Burge responded that the hours are typical of other branch locations, open 6 days a week, 10-6 weekdays and 9-2 Saturdays. Commissioner Riley asked if this parking area is a shared area. Donlevy responded that when the remaining pieces of this project area are developed, a shared parking plan would be developed. Myer asked if the building was to incorporate solar. Burge responded that the design does not incorporate solar, but the building is oriented to accept solar in the future. Neal asked about the durability of exterior materials. Applicant architect Ed Mojica responded that the materials are modern and durable, and went on to describe different brands of materials to be used.

Baker moved, and Riley seconded to approve Design/Site Plan Review, for construction of the Yolo Federal Credit Union near the intersection of Grant Avenue and East Street (APN 003-370-044) with the added condition “To help screen the drive-through, low growing shrubs and/or mounding shall be used in the landscape area along the edge of the driveway” and remove condition 6 (errata).

AYES: Commissioners Adams, Baker, Frazier, Myer, Neal, Riley, and Chair Biasi

NOES: None

ABSTAIN: None

ABSENT: None

Motion carried unanimously.

- E. Public Hearing and Consideration of various amendments to Chapters 17.04, Introductory Provisions and Definitions, 17.16, Applications and Public Hearings, 17.52, Land Use Regulations/Zoning Matrix, 17.60.070, Second Residential Units, and Chapter 17.60.080, Home Occupations, of the Winters Municipal Code (Zoning Ordinance).

Contract Community Development Director Dowswell provided an overview of the report. Riley asked about the provision allowing parking adjacent to the existing driveway – would a curb cut be needed? Dowswell responded that a cut may be needed, but depending on the configuration, it may not. Myer asked what their typical rear-yard setback is. Moser responded 20-25 ft depending on R zone. Riley asked how the enforcement of the Second Unit owner-occupied was done. Dowswell responded that the City has access to tax records that would identify if a property with a second unit was not owner occupied.

At 7:16pm Chairman Biasi opened the Public Hearing. Hearing no comments, at 7:16pm Biasi closed the Public Hearing.

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Baker brought up thoughts from the prior study-session on this topic and asked staff to potentially return with exception language for more than one home occupation business per address. Moser suggested that the existing exception language could be modified to also apply to multiple home occupations.

D. Myer moved, and Neal seconded to approve various amendments to Chapters 17.04, Introductory Provisions and Definitions, 17.16, Applications and Public Hearings, 17.52, Land Use Regulations/Zoning Matrix, 17.60.070, Second Residential Units, and Chapter 17.60.080, Home Occupations, of the Winters Municipal Code (Zoning Ordinance) with the revision of the words “semi-trailer” to “small trailer” and language to allow for an exception to allow more than one home occupation per address.

AYES: Commissioners Adams, Baker, Frazier, Myer, Neal, Riley, and Chair Biasi

NOES: None

ABSTAIN: None

ABSENT: None

Motion carried unanimously.

COMMISSIONER/STAFF COMMENTS: Dowswell asked the commission their opinion on the use of wood fence posts vs metal posts at the Winters Ranch Subdivision. Commissioners concurred that metal was the preferred material. Donlevy provided project updates.

ADJOURNMENT: Chairman Biasi adjourned the meeting at 7:47pm.

ATTEST: _____

Jenna Moser, Management Analyst

Bill Biasi, Chairman

CITY OF WINTERS
SPECIAL PLANNING COMMISSION MEETING
Thursday, June 11, 2015 at 6:30 p.m.

Ref No. 16430

Reported By: CHARLOTTE A. HARTSHORNE, CSR No. 4503

<p>1 APPEARANCES</p> <p>2</p> <p>3 Planning Commission:</p> <p>4 Chair Bill Biasi</p> <p>5 Vice Chair Kate Frazier</p> <p>6 Commissioner Dave Adams</p> <p>7 Commissioner Lisa Baker</p> <p>8 Commissioner Paul Myer</p> <p>9 Commissioner Patrick Riley</p> <p>10 Commissioner Luis Reyes</p> <p>11</p> <p>12 City Manger: John Donlevy</p> <p>13 City Management Analyst: Tracy Jensen</p> <p>14</p> <p>15 City Contract Planner:</p> <p>16 Heidi Tschudin</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p> <p>24</p> <p>25</p> <p style="text-align: center;">2</p>	<p>1 CHAIR BIASI: So first off, I will ask for</p> <p>2 any -- for citizen's input for any items that are</p> <p>3 not on tonight's agenda. I have received no forms</p> <p>4 so I assume we have none and move on. No consent</p> <p>5 items.</p> <p>6 Any staff or commission reports?</p> <p>7 Okay. None. We'll move to our first and</p> <p>8 only discussion item. And I believe we'll have</p> <p>9 Heidi come and give us an introduction, some</p> <p>10 background on that.</p> <p>11 Heidi?</p> <p>12 MS. TSCHUDIN: Thank you very much. Good</p> <p>13 evening.</p> <p>14 Tracy, you want to queue that thing up</p> <p>15 and --</p> <p>16 MS. JENSEN: Oh, yes. I'm sorry.</p> <p>17 MS. TSCHUDIN: My name is Heidi Tschudin.</p> <p>18 I am a contract planner for the City of Winters,</p> <p>19 and I've provided the City with planning services</p> <p>20 on an as-needed basis since 2001.</p> <p>21 I'm the project manager and land planner</p> <p>22 for this project, and I was assisted in my efforts</p> <p>23 by a few folks I'd like to introduce. Planner Dave</p> <p>24 Goswell, Engineer Alan Mitchell, Management Analyst</p> <p>25 Jenna Moser, who isn't here tonight, City Attorney</p> <p style="text-align: center;">4</p>
<p>1 Thursday, June 11, 2015 at 6:30 p.m.</p> <p>2 City of Winters Council Chambers</p> <p>3 318 First Street</p> <p>4 Winters, CA 95694-1923</p> <p>5 --o0o--</p> <p>6</p> <p>7 CHAIR BIASI: Call to Special Planning</p> <p>8 Commission Meeting on June 11, 6:30 p.m.</p> <p>9 Role call, please.</p> <p>10 CITY CLERK: Frazier?</p> <p>11 COMMISSIONER FRAZIER: Here.</p> <p>12 CITY CLERK: Adams?</p> <p>13 COMMISSIONER ADAMS: Here.</p> <p>14 CITY CLERK: Baker?</p> <p>15 COMMISSIONER BAKER: Here.</p> <p>16 CITY CLERK: Myer? Reyes?</p> <p>17 COMMISSIONER REYES: Here.</p> <p>18 CITY CLERK: Riley?</p> <p>19 COMMISSIONER RILEY: Here.</p> <p>20 CITY CLERK: Biasi?</p> <p>21 CHAIR BIASI: Here.</p> <p>22 CITY CLERK: Thank you.</p> <p>23 CHAIR BIASI: Thank you. Could we have --</p> <p>24 Mr. Mitchell, would you lead us in the pledge of</p> <p>25 allegiance?</p> <p>MR. MITCHELL: Certainly.</p> <p>(Pledge of allegiance.)</p> <p style="text-align: center;">3</p>	<p>1 Ethan Walsh, EIR Consultant Chris Mundhenk of</p> <p>2 Ascent Environmental, and our work was directed by</p> <p>3 City Manager John Donlevy.</p> <p>4 The project that is before you this</p> <p>5 evening is the Winters PGandE Gas Operations</p> <p>6 Technical Training Center which involves a 55-acre</p> <p>7 site at the southwest quadrant of I-505 and East</p> <p>8 Grant Avenue, or State Route 28, within the city's</p> <p>9 limits.</p> <p>10 The applicant is PGandE Company, a</p> <p>11 publicly-traded energy company and local energy</p> <p>12 service provider.</p> <p>13 This project has several components. It</p> <p>14 includes development of a vocational training</p> <p>15 center of almost a hundred and seven thousand</p> <p>16 square feet on almost 30 acres of the site,</p> <p>17 construction of various public and private</p> <p>18 improvements to serve the training center,</p> <p>19 parcelization of the land to, among other things,</p> <p>20 create the training center property, result the</p> <p>21 dedication of land to the city for roads, storm</p> <p>22 drainage channel and open space along the Putah</p> <p>23 Creek Parkway, and create two remainder parcels for</p> <p>24 future development by the McClish Family.</p> <p>25 It also involves construction by PGandE of</p> <p style="text-align: center;">5</p>

<p>1 the storm drainage channel and an important public 2 trail connection from Grant Avenue to and along the 3 Putah Creek riparian corridor.</p> <p>4 The application for this project was first 5 received in December of 2013, and since that time 6 it's been subject to extensive review and analysis. 7 And the EIR has been prepared. There have been ten 8 technical studies, 27 public meetings and hearings. 9 And the result of all this hard work is a project 10 that is before you today which we do recommend for 11 approval.</p> <p>12 The staff report packet contains a number 13 of things that I just want to walk through quickly. 14 There is a comprehensive staff report. There is 15 copies of a variety of project exhibits. Many of 16 those are on the slides that are being displaced to 17 you while I'm talking.</p> <p>18 The final EIR is comprised of two volumes, 19 one labeled "Draft" and one labeled "Final." And 20 then there is a number of resolutions and 21 ordinances that would enact all of the necessary 22 approvals and actions to result in a recommendation 23 of approval to the City Council.</p> <p>24 I do want to draw your attention to 25 proposed changes to four of the recommended</p> <p style="text-align: center;">6</p>	<p>1 I'm done, open the public hearing and then invite 2 the applicant to make some remarks, and after the 3 applicant invite testimony from the public, and at 4 that point close the public hearing, and after 5 you've deliberated and had any questions answered 6 by us, if you would allow me to assist you in 7 considering the recommended actions that are 8 outlined on Pages 11 through 13 of your report, I 9 can help you with that at that time.</p> <p>10 So with that, I would like to mention a 11 couple folks on the PGandE team. And then the 12 first thing I'd like to recommend is that you open 13 that public hearing.</p> <p>14 So I do want to thank Tom Crowley who is 15 the program manager, who we've been working with, 16 Nate Lishman, the environmental and land planner, 17 and Bill Abbott, which is their outside counsel. 18 Those are the three folks that I know I've been 19 working most closely with.</p> <p>20 They have a much larger team that I 21 believe they're going to introduce to you. And I 22 believe the first speaker will be Alisa 23 Okelo-Odongo who is going to come up as soon as you 24 open the public hearing. 25 So thank you very much.</p> <p style="text-align: center;">8</p>
<p>1 conditions of approval that are shown on a 2 single-page addendum that's at your desk. And I'll 3 review those with you at any time if you have 4 questions or later in the process when we get to 5 the action before you.</p> <p>6 This project has been carefully reviewed 7 for environmental impact, for design compatibility 8 and for regulatory consistency, and we believe that 9 the proposed conditions of approval as modified, 10 which include all of the mitigation measures 11 recommended in the environmental impact report, 12 will ensure the best possible fit for the project 13 within the community.</p> <p>14 If your planning commission concurs with 15 the staff recommendation what will happen is the 16 entire project will move forward to the City 17 Council on July 7th for a hearing and initial 18 action and with final action before the City 19 Council on July 21st.</p> <p>20 We have our entire team here today to 21 answer questions of the Commission and the public. 22 And the applicant also has their team in attendance 23 to assist the Planning Commission this evening.</p> <p>24 I would like to suggest that your 25 commission do a couple things. First of all, when</p> <p style="text-align: center;">7</p>	<p>1 CHAIR BIASI: Thank you very much. 2 So at this point any questions before the 3 public hearing or clarifications from the 4 Commission? I'm sure we got a good explanation 5 here.</p> <p>6 So at 6:36 we'll go ahead and open up the 7 public hearing and we'll invite the applicant. 8 Heidi, you want to introduce the first 9 one?</p> <p>10 MS. TSCHUDIN: Sure. 11 Alisa, you want to go up? 12 MS. OKELO-ODONGO: Heidi, good job on my 13 last name.</p> <p>14 Good evening, Chair Biasi and 15 Commissioners. I am Alisa Okelo-Odongo. I am the 16 government relations manager for PGandE in this 17 area. And as the government relations manager I 18 have had the distinct pleasure of working with many 19 leaders in the City of Winters for many years and 20 most recently as we were looking to build a 21 state-of-the-art gas operations center.</p> <p>22 When PGandE was evaluating locations to 23 build this facility Winters was at the top of the 24 list for its central location and for its local 25 leadership. But what I have been most fortunate</p> <p style="text-align: center;">9</p>

1 enough to witness firsthand is a community that is
 2 truly invested in succeeding together.
 3 Because of your commitment PGandE has also
 4 invested in making sure that this project succeeds
 5 and in continuing to invest resources in the
 6 community of Winters as a whole. Whether it's
 7 participating in the Duck Derby and winning, as
 8 luck would have it this year, and sponsoring local
 9 scholarships, community festivities and other
 10 city-wide improvement projects on behalf of PGandE,
 11 our PGandE team has truly enjoyed being welcomed
 12 into the Winters community.
 13 We have worked closely with city officials
 14 throughout the evolution of this project, and we
 15 are pleased to have been able to foster such a
 16 strong working relationship with your local
 17 leaders.
 18 As a company PGandE strives to have
 19 meaningful and lasting impacts upon our
 20 communities. And we know that this project will
 21 bring new construction and support jobs in the area
 22 which we can work with the city to promote, and we
 23 will also bring a regular work flow of PGandE
 24 visitors to Winters and to the beautiful downtown
 25 area. And our investment will be substantial.

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1 opportunity to talk just for a moment about why
 2 we're doing this, why we're building a training
 3 center.
 4 PGandE's gas business has been a real
 5 journey over the last four years. We've been
 6 working to really transform the way we run our gas
 7 system. And as such the work we've been doing has
 8 dramatically increased over the last four years.
 9 We've really, for all intents and
 10 purposes, doubled the amount of work we do each
 11 year. Just as a couple of examples of the types of
 12 improvements we're trying to make. For example, on
 13 our transition system there is a process where you
 14 hydro-test your lines. You take them out of
 15 service. You take the gas out and you full them
 16 with water and you pressure-test them.
 17 We pressure-tested almost 700 miles of
 18 pipeline in the last four years. We've replaced
 19 well over a hundred and twenty miles of transition
 20 pipe. We actually reached a really -- for those in
 21 the gas world -- a really great milestone this past
 22 December. We finished replacing all of the -- the
 23 last remaining piece of our cast iron pipe.
 24 Cast iron is a material that is decades
 25 and decades old and for a gas system is a source of

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1 The Gas Operations Technical Training
 2 Center will provide about 36,000 training hours per
 3 year and about a hundred to a hundred fifty
 4 students on site per day.
 5 The project will cost approximately 75
 6 million dollars and result in approximately 300,000
 7 to 500,000 in new property tax generation. And we
 8 plan to have about 50 full-time employees on staff
 9 once the construction is complete.
 10 In addition, we've invested a significant
 11 amount of funding for trail and recreational
 12 improvements, landscape improvements, around the
 13 Putah Creek area, and as we move forward with this
 14 exciting project we look forward to continue to
 15 foster the relationship between PGandE and Winters
 16 that we built over the years and marking many more
 17 milestones with you.
 18 So we look forward to the continued
 19 support with this project. Thank you.
 20 And I would like to call up Jim Howe who
 21 is Senior Director of Gas Operations.
 22 MR. HOWE: Good evening, and thank you
 23 very much for the opportunity to be here tonight.
 24 I'm kind of the project sponsor for
 25 PGandE's gas business. And I want to take an

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1 a lot of leaks and problems. And to be able to
 2 finally -- to get that done is a process that took
 3 us over 20 years to get rid of about 800 miles of
 4 pipe. And we completed that this past December.
 5 From a service perspective one thing that
 6 we're very excited about, when someone calls us and
 7 says, hey, I think I smell gas, we respond and we
 8 come to investigate that and make sure there is no
 9 problem.
 10 A few years ago our average response time
 11 for when a customer calls to when we get there to
 12 investigate that was about 33 minutes. We've
 13 driven that down to about 20 minutes, and that's
 14 actually in the top ten percent of performance in
 15 the country right now, and we're very proud of
 16 that.
 17 So as you can see, we've done -- we're
 18 doing a lot more work as this point, and as part of
 19 that we have brought in a lot more many people.
 20 So -- in our gas business alone we've
 21 hired well over a thousand people in the last four
 22 years. Probably up to about 1300 or 1400, I
 23 believe, right now.
 24 And we've also invested a lot in
 25 technology and the way we do work. A lot of new

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1 tools, a lot of really exciting ways of doing the
 2 things that we're doing.
 3 And one of the things that we also do is
 4 we kind of view feedback as a gift. And so when it
 5 comes to safety there is kind of no limits to what
 6 we can learn, we feel, and so we've gone out to
 7 really learn what the best of the best in the
 8 country do in terms of running a gas business. And
 9 one of the things we learned is that there were a
 10 lot of opportunities to do a lot more with training
 11 with our people.
 12 And so when we looked at some of the
 13 really -- the best training facilities in the
 14 country we learned a lot. And we decided that we
 15 needed -- for the amount of work we're doing and
 16 for the work force that we have, we needed to
 17 invest in a really world-class training facility.
 18 And that's -- because of the work we're
 19 doing and because of what we're trying to do to
 20 transform our gas business in terms of safety that
 21 just is such an integral part, such an important
 22 piece, of what we're trying to do. And so that's
 23 why we've endeavored to create the facility that
 24 we're requesting your approval for tonight and to
 25 move forward with the process.

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1 This facility is going to be phenomenal.
 2 Like I've said, we visited some of the best
 3 training facilities in our industry in the country.
 4 And we think we've got all the right aspects from
 5 those -- from what we've learned there designed
 6 into this facility.
 7 We're very excited about it. We're very
 8 excited to be here in Winters. As Alisa said, the
 9 process that we've gone through has been excellent.
 10 It's -- any of the issues that have come up we've
 11 worked together to figure out what the right
 12 solution is. And we're just extremely excited to
 13 be here and so -- really looking forward to getting
 14 this facility in place and to get our folks here
 15 and to continue the process of elevating what we're
 16 doing to train them and get them to be really
 17 competent and qualified and to do all the things
 18 that we're doing and that we want to do going
 19 forward.
 20 So that's a little background of why we're
 21 doing the project and why it's important to us at
 22 PGandE. And we thank you for your consideration.
 23 And I think I'm turning it over to Brian
 24 to talk a little bit more about the details of how
 25 the facility is going to work from an operational

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1 perspective.
 2 So Brian.
 3 MR. TRUMBULL: Thank you. Good evening,
 4 ladies and gentlemen of the Commission. My name is
 5 Brian Trumbull. I am the gas operations training
 6 manager for PGandE, and I will have the pleasure of
 7 being the on-site manager for this facility.
 8 As my colleagues mentioned, PGandE's
 9 commitment to providing safe and reliable gas
 10 service starts with our employees.
 11 This new facility will couple our
 12 safety-first culture with ongoing training and
 13 development for our employees. We focus really on
 14 muscle memory and repetitive tasks in real-life
 15 scenarios, and so training to the fundamentals and
 16 our core training is really what this facility will
 17 focus on primarily as well as with expanding
 18 technologies.
 19 As Jim mentioned, we're getting into new
 20 ways of testing our pipelines, learning more about
 21 our pipelines, and enhancing the safety of our
 22 pipelines.
 23 We will have state-of-the-art classroom
 24 settings and many outdoor facilities that will
 25 mimic the actual facilities that we have in our

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1 PGandE system.
 2 Giving our employees those experiences in
 3 a controlled environment increases the probability
 4 that when they go out into the field that they will
 5 execute these tasks flawlessly.
 6 The facility will also address the
 7 shortage of workers in this industry on a national
 8 level. There is a shortage of technical workers in
 9 gas pipelines due to aging infrastructure, aging
 10 work forces and just due to additional attrition.
 11 Some of the programs that we have we will
 12 partner in with our Power Pathway Program, with
 13 local community colleges and schools to influence
 14 the curriculum that those institutions provide,
 15 generating a pipeline of local employees and
 16 citizens to come to work for PGandE.
 17 Among other things, this facility will
 18 include a about 60,000-square-foot main building.
 19 7.1 acres will have an indoor technical training
 20 facility. And there will be a 1.1-acre site of
 21 graded surface for our pipe inspection area.
 22 There is a crane area, a Class A driving
 23 school, a utility village that will have 15
 24 simulated homes where our employees can go through
 25 the task that they face day to day out in

17

1 investigating gas leaks, doing locate and mark,
 2 leak survey, pipeline inspection.
 3 There will be a cathodic protection area,
 4 some area for future expansion, and post-training
 5 our employees will be patrons to the local
 6 businesses and volunteers in our community.
 7 As Alisa indicated, there will be
 8 approximately a hundred and fifty people here a
 9 day, and at the end of training they will be
 10 working out in the gyms, they will eating in local
 11 restaurants and they will be volunteering here in
 12 town.
 13 So with that, I just want to take time to
 14 thank our project team. From the beginning, Alisa,
 15 Tom, Jim, been a great sponsor for us, Nate doing
 16 the environmental part, and Justin leading for gas
 17 operations.
 18 So thank you for the opportunity. And I'd
 19 like to see if you guys have any questions.
 20 CHAIR BIASI: Thank you. Let's see if we
 21 have any other public comments.
 22 Anyone in the audience that would like to
 23 comment, have any input on this?
 24 Okay. Seeing none, then we'll go ahead
 25 and close the public hearing.

18

1 antenna from downtown out there? Can't we --
 2 MR. TRUMBULL: You're talking about the
 3 SCADA antenna that's on top of the lift station?
 4 COMMISSIONER FRAZIER: Yeah.
 5 MR. CROWLEY: My name is Tom Crowley. I'm
 6 the program manager for PGandE.
 7 I believe you're talking about the SCADA
 8 antenna that's on top of the pole at the lift
 9 station?
 10 COMMISSIONER FRAZIER: Yes.
 11 MR. CROWLEY: We don't need to move it
 12 from our perspective. We believe that, because of
 13 what we're building around it, it's going to lose
 14 the line of sight. So we've offered for the city
 15 to mount it at the top of our building so we can
 16 maintain the connectivity for the city's SCADA
 17 system.
 18 And we've worked with Carol in just
 19 initial discussions, and if the project gets
 20 approved that's something we'll do in time.
 21 CHAIR BIASI: Other questions? Other
 22 questions?
 23 I know we've had a lot of meetings on this
 24 and a lot of discussion over various things
 25 already.

20

1 Questions, comments from the
 2 Commissioners? Anybody?
 3 COMMISSIONER RILEY: One of my questions
 4 was, is the facility going to be capable of
 5 upgrading or changing as technology changes?
 6 MR. TRUMBULL: Absolutely. So we have an
 7 area in the facility that is kind of our flow lab,
 8 and that's a simulated pipeline. And that has a
 9 lot of our current technologies in there, from our
 10 SCADA technology, which is Supervisory Control and
 11 Data Acquisition, so we can see what's happening on
 12 the pipelines, as well as some areas that we
 13 reserved for future expansion.
 14 We have many computer interfaces into our
 15 pipeline technologies, and then they have the
 16 ability to adapt new leak survey technologies,
 17 locate and mark technologies, as Jim mentioned,
 18 pipeline inspection technologies, and the ability
 19 really to take and change with the times,
 20 anticipate the needs of not only our customers but
 21 our employees with new ergonomically correct tools,
 22 adapting whatever the industry is using, so we can
 23 have the safest facility out there.
 24 COMMISSIONER FRAZIER: Why are you
 25 moving -- or why do you want to move the SCADA

19

1 I just would like to say, I know we've --
 2 I think, reading through this packet, there is a
 3 lot of information, a lot of conditions in here
 4 that it sounds like the city and PGandE have worked
 5 together well to meet the concerns that were
 6 brought up by the citizens and the city as well to
 7 PGandE. So I appreciate that. And the
 8 improvements that we will be able to make to the
 9 creek with the funding.
 10 And one question I had on that in one of
 11 the conditions is that they provide 200,000 for
 12 landscaping for the trail area along the creek
 13 path. That doesn't involve the landscaping for the
 14 north-south part of the drainage channel, right?
 15 MS. TSCHUDIN: That's correct.
 16 CHAIR BIASI: East-west?
 17 MS. TSCHUDIN: That's correct.
 18 CHAIR BIASI: Okay. But otherwise, yeah,
 19 I think it's going to be a good project if approved
 20 tonight by everybody, but I think we're moving in
 21 the right direction.
 22 Questions? Comments?
 23 COMMISSIONER FRAZIER: Yeah. So number 85
 24 and 86, I'm just wondering, describing the road,
 25 and Jenna had forwarded me what that road would

21

1 look like, the Class 1 bike path and things like
 2 that, but that's part of the approval this evening
 3 or is that going to be approved or recommended this
 4 evening?
 5 MS. TSCHUDIN: It is part of your
 6 recommendation this evening, yes.
 7 COMMISSIONER FRAZIER: And then is there a
 8 drawing of that?
 9 MS. TSCHUDIN: There is. It's attached,
 10 and it's also been -- so if you -- in the back --
 11 I'm assuming yours is made up the same way as mine.
 12 So the last three pages, excuse me, two, yeah,
 13 three pages, do you have fold-outs?
 14 So there are sketches from three different
 15 points.
 16 Is that what you were referring to, the
 17 channel?
 18 COMMISSIONER FRAZIER: So it would be the
 19 Class 1 bike path, and then like -- from what I
 20 understand, there is landscaping PGandE, we've got
 21 the Class 1 bike lane, more landscaping, road, and
 22 I couldn't -- couldn't visualize from the map what
 23 exactly that's going to look like, that
 24 intersection.
 25 MS. TSCHUDIN: Okay. So Timber Crest

22

1 where ultimately that the widest portion will be
 2 ultimately four lanes.
 3 In this project what's going to happen is
 4 PGandE will be developing an eight-foot Class 1
 5 biking, pedestrian trail which will run along the
 6 full frontage of the project and then it will head
 7 west on the two remainder -- in front of the
 8 remainder McClish parcel all the way to across the
 9 Robata property to -- to East Main Street.
 10 In the intersection there is a traffic
 11 signal, and there will be a turn lane that will go
 12 in.
 13 Now, in front of the PGandE property at
 14 this point they will build their side of the street
 15 to the ultimate condition which will leave room for
 16 that -- that second drive lane that will be on that
 17 side, but it will not be built out. There will be
 18 a ditch in front of the -- in front of the
 19 eight-foot sidewalk that's in front of their
 20 property. So that's what's going to be built out.
 21 Ultimately in front of that property there
 22 will be a four-lane road with the medium that --
 23 that will go in. On the other side will be an
 24 eight-foot-wide pedestrian pathway, bike pathway,
 25 pedestrian pathway, but ultimately those will be

24

1 comes out to a cul-de-sac.
 2 COMMISSIONER FRAZIER: Yep.
 3 MS. TSCHUDIN: And at the end of the
 4 cul-de-sac there will be a driveway which is the
 5 access onto the maintenance road facility.
 6 COMMISSIONER FRAZIER: Okay.
 7 MS. TSCHUDIN: If you're standing on Grant
 8 and you're looking at the PGandE facility, so
 9 you're looking at the cul-de-sac of Timber Crest,
 10 on the right-hand side there will not be any
 11 sidewalk, but there will be a sidewalk on the
 12 left-hand side. There will be landscaping on both
 13 sides.
 14 COMMISSIONER FRAZIER: YEAH. So I guess
 15 it's the round part of the cul-de-sac, where you're
 16 pointing. Is that kind of detailed out like
 17 where -- are you going to plant that curved medium
 18 for the turn lane?
 19 MS. TSCHUDIN: Are you asking a
 20 landscaping question?
 21 MR. DONLEVY: Let me explain the roadway
 22 and Alan's point.
 23 The complete street's plan for Grant
 24 Avenue is to be built in actually a couple of
 25 phases. The section from the 505 to Main Street is

23

1 built when the north side is developed at some
 2 point. So --
 3 COMMISSIONER FRAZIER: That's where I was
 4 having a hard time. I wasn't sure where we were
 5 getting to this project knowing that it's the only
 6 developed corner out of four and what that would --
 7 if we're providing it in phases, where do we get to
 8 in the next phase?
 9 MR. DONLEVY: Yeah. Ultimately what this
 10 project is going to do is it will sit back because
 11 they're going to build to the ultimate right of
 12 way.
 13 And one thing that will actually look very
 14 nice on that, at Matsumoto Lane there is a signal
 15 there, right there. There is a signal. And right
 16 now it kind of looks funky simply because it's just
 17 an empty lot right there, but ultimately with the
 18 project it will -- it will clean everything up. I
 19 mean, it will look nice. It will look more set
 20 back because ultimately -- the ultimate right of
 21 way is there.
 22 Knowing this community, we're going to try
 23 and hang on to two lanes out there probably as long
 24 as we can. But CalTrans has mandated ultimately
 25 that it be four lanes out there.

25

1 And just in the future Main Street will
 2 have a traffic signal, and then I think the
 3 Commission is familiar with some of the roundabouts
 4 and things, so.
 5 Anyway, that's how I would describe the
 6 process.
 7 CHAIR BIASI: And those won't actually
 8 happen until the traffic count goes to mandated for
 9 four lanes.
 10 MR. DONLEVY: Right.
 11 COMMISSIONER FRAZIER: Right, which will
 12 be pretty quick.
 13 COMMISSIONER BAKER: On Condition 90,
 14 regarding the transit bus-off off Eastern Ash
 15 Avenue, will they be doing that in conjunction with
 16 the Yolo Bus and will it meet their new transit
 17 requirements including the now sort of covered
 18 shelter that they are putting in?
 19 MS. TSCHUDIN: Yes, it has to meet their
 20 specifications.
 21 CHAIR BIASI: I believe it would be
 22 similar to the one that we have at Rotary Park?
 23 MS. TSCHUDIN: Yes.
 24 CHAIR BIASI: The supporting group as
 25 well, Market?

26

1 believe this is verbatim.
 2 CHAIR BIASI: Okay.
 3 MR. DONLEVY: We're planting sequoias out
 4 there. It's going to be impressive.
 5 CHAIR BIASI: Okay. More last questions?
 6 If not, Heidi, will you kind of lead us
 7 through the process of recommending --
 8 MS. TSCHUDIN: Yes. Thank you.
 9 If you turn to Page 11 of your staff
 10 report, I would just like to point out the way the
 11 actions are organized, and then I'll make a
 12 recommendation to you about a possible way to
 13 package this.
 14 Items -- so, first of all, there are 12
 15 items there that are part of the action that you'll
 16 be taking. I just want to walk you through them.
 17 Item 1 has to do with the environmental
 18 impact report. Items 2 and 3 have to do with the
 19 General Plan Amendment.
 20 Items 4 -- or Item 4, excuse me, modifies
 21 the Storm Drainage Master Plan.
 22 Items 6 -- 5, 6 are both related to
 23 zoning.
 24 Items 7 and 8 have to do with the CUP and
 25 the site design review. And both of those items, 7

28

1 MS. TSCHUDIN: Yes.
 2 CHAIR BIASI: Other questions? Comments?
 3 COMMISSIONER MYER: I just make the
 4 comment. The meetings put on by the city and
 5 PGandE leading up to this have been great. I mean,
 6 so many comments and points of view brought up and
 7 questions answered that it's almost anti-climatic
 8 and greatly appreciated.
 9 CHAIR BIASI: I have one more question.
 10 Condition 12 talks about more of the
 11 landscaping, the trees that will be in there.
 12 There is a minimum of 15-gallon size which is fine.
 13 They wanted to have a 30-foot diameter within five
 14 years. Is that really possible? Are we going to
 15 put some kind of tree in there that is going to
 16 grow really fast and get a 30-foot canopy in five
 17 years?
 18 MS. TSCHUDIN: You know, I'm pretty sure
 19 that that comes straight out of your plan
 20 standards.
 21 CHAIR BIASI: We have it different for the
 22 parking area. They've got a longer -- they've got
 23 15 years, I think, where 50 percent is covered.
 24 MS. TSCHUDIN: I'll double-check that we
 25 didn't get a typo from your standards, but I

27

1 and 8, refer to the conditions of approval. And as
 2 part of the conditions of approval we are proposing
 3 four modifications which are outlined in that
 4 sheet. And I can walk through those if there are
 5 questions, but I do just want to point them out
 6 because we would like to make sure that your action
 7 includes those modifications.
 8 Item 9 has to do with the parcel map and
 9 related actions.
 10 And then 10 is a development agreement
 11 which deals specifically with fees and
 12 reimbursements.
 13 Eleven has to do with the public
 14 improvement agreement.
 15 And 12 is street and trail naming.
 16 And as John mentioned earlier, the actions
 17 that we're asking of you are actually in the form
 18 of a recommendation to the Council. The entire
 19 package goes to the Council for a final action.
 20 And so with that in mind, my
 21 recommendation to you is that, whoever chooses to
 22 move staff recommended items 1 through 12, that
 23 with respect to actions 7 and 8 you include the
 24 proposed modifications to the four conditions of
 25 approval. And that's really all you have to do

29

1 unless you care to walk through them one at a time.
 2 CHAIR BIASI: I would like to have you
 3 maybe clarify Condition 25, how we change that with
 4 the Memorandum of Understanding.
 5 MS. TSCHUDIN: You bet.
 6 The proposed change to condition of
 7 approval 25 is really to allow flexibility in
 8 determining an appropriate process for notification
 9 regarding activities on Sundays and holidays.
 10 So, as you know, the applicant has
 11 requested and we are proposing that they be allowed
 12 to operate every day of the year. They have shown
 13 and we have analyzed that they fit within all the
 14 guidelines, including noise that the city has.
 15 And so the original approval had language
 16 in it that would ask for kind of an early warning
 17 to the city when there was going to be work on
 18 Sundays and holidays as a way of just keeping the
 19 citizens informed. They requested additional
 20 flexibility with how that takes place.
 21 So the action of working with the City to
 22 still allow for early information about that type
 23 of work would still happen. It's just the form.
 24 There is really no need from our
 25 perspective to be unnecessarily specific in the

30

1 condition as long as the applicant is willing to
 2 stipulate to some sort of procedures and as long as
 3 they're in some kind of enforceable document. And
 4 the language changes it to a memorandum of
 5 understanding.
 6 That MOU would be prepared by staff and
 7 the applicant and it would be brought back to the
 8 City Council for final authorization to execute at
 9 a later date.
 10 CHAIR BIASI: Any other items? We're
 11 deleting Condition 27, 32, and 128.
 12 MS. TSCHUDIN: Yes.
 13 The proposed eliminations of those
 14 conditions are really all related.
 15 The City's authority to condition this use
 16 is derived really from the city's police power.
 17 And the police power gives local governments the
 18 responsibility to protect the public health, safety
 19 and welfare. And with this in mind, the applicant
 20 had expressed to us concerns that those three
 21 conditions appear to go beyond what would be
 22 appropriate controls on operations of the facility
 23 and that they weren't necessarily specifically
 24 needed for public health, safety and welfare.
 25 And, you know, while those authorities can

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1 be broadly interpreted, frankly we agreed, and so
 2 we are recommending their deletions.
 3 CHAIR BIASI: One question came up. You
 4 mentioned Condition 25. Something that I read in
 5 there about -- I think it's on the noise
 6 monitoring --
 7 MS. TSCHUDIN: Yes.
 8 CHAIR BIASI: -- that there is supposed to
 9 be a report back within, what, three years?
 10 MS. TSCHUDIN: Three years, yes.
 11 CHAIR BIASI: I would ask that if we do
 12 approve this and it moves forward that we bring the
 13 results of that to the Commission in three years
 14 and let us know how that monitoring is going.
 15 MS. TSCHUDIN: We can definitely do that
 16 as a part of the condition, and if that is the wish
 17 of the Commission I recommend that you add that in
 18 as well as part of the modifications when you take
 19 your action.
 20 CHAIR BIASI: I don't remember which
 21 condition -- where that exactly is.
 22 MS. TSCHUDIN: It's Number 25. And it
 23 would be instructing staff to add further direction
 24 that the report be brought back to the Planning
 25 Commission.

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1 MR. DONLEVY: So we would include that in
 2 the MOU?
 3 MS. TSCHUDIN: Yes.
 4 CHAIR BIASI: Okay. Everybody clear?
 5 Would anyone like to make a motion?
 6 COMMISSIONER BAKER: I can.
 7 CHAIR BIASI: Thank you.
 8 COMMISSIONER BAKER: I would move staff's
 9 recommendation to forward the entire packet on to
 10 the City Council for their consideration of
 11 approval, including striking the clauses 27, 32 and
 12 128 from the conditions, modifying clause number 25
 13 per the language provided by staff with the
 14 inclusion of bringing a report back to the Planning
 15 Commission after three years regarding the noise.
 16 CHAIR BIASI: Thank you. Do we have a
 17 second?
 18 COMMISSIONER MYER: Second.
 19 CHAIR BIASI: We have a motion and a
 20 second. All in favor say "aye." All opposed.
 21 Seeing none, the motion passes
 22 unanimously.
 23 MS. TSCHUDIN: Thank you very much.
 24 CHAIR BIASI: Thank you very much. And
 25 thank you PGandE team for working with us on it.

33

1 MS. TSCHUDIN: So I believe you can
 2 continue to take any other staff comments and the
 3 rest of your agenda and then adjournment.
 4 CHAIR BIASI: So do we have any other
 5 Commission or staff comments?
 6 MR. DONLEVY: So this will go on to the
 7 Council on July 7th, and stay-tuned. Probably the
 8 same show.
 9 COMMISSIONER BAKER: So I just have one
 10 sort of comment announcement.
 11 So I recently became appointed as the
 12 Winters representative to the Yolo Bus's Citizens
 13 Advisory Commission. So when it's for transit
 14 issues I'm very happy to serve. Thank you.
 15 MR. DONLEVY: Thank you.
 16 CHAIR BIASI: Thank you all city staff for
 17 all the work put in on this project. Getting
 18 there.
 19 Thank you. Any other comments? Seeing
 20 none, we'll go ahead and adjourn the meeting at
 21 7:07. Thank you.
 22 (Thereupon the meeting was adjourned at
 23 7:07 p.m.)
 24
 25

1 REPORTER'S CERTIFICATE
 2 I, CHARLOTTE A. HARTSHORNE, a Certified
 3 Shorthand Reporter for the State of California, do
 4 hereby certify:
 5 That the foregoing proceeding was taken
 6 down by me using a shorthand machine which was
 7 thereafter transcribed under my direction;
 8 that the foregoing transcript is a true record of
 9 the proceeding which transpired.
 10 I further certify I am neither
 11 financially interested in the proceeding nor a
 12 relative or employee of any party to this
 13 proceeding.
 14 IN WITNESS WHEREOF, I have this date
 15 subscribed my name:
 16 Dated: June 16, 2015
 17
 18 Charlotte A. Hartshorne
 CHARLOTTE A. HARTSHORNE 4503
 19
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 21
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**MINUTES OF THE WINTERS PLANNING COMMISSION
MEETING HELD MAY 26, 2015**

***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.*

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

PRESENT: Commissioners Adams, Baker, Frazier, Myer, Neal, Riley, and Chair Biasi

ABSENT: None

STAFF: City Manager John W. Donlevy, Jr., Community Development Director Dave Dowswell, Management Analyst Jenna Moser

Pierre Neu led the Pledge of Allegiance.

CITIZEN INPUT: None at this meeting.

CONSENT ITEM:

A. Minutes of the January 27, 2015 and the February 24, 2015 Planning Commission meetings.

Baker moved, Frazier seconded approval of the Minutes of the January 27, 2015 and the February 24, 2015 Planning Commission meetings.

AYES: Commissioners Adams, Baker, Frazier, Myer, Neal, Riley, and Chair Biasi

NOES: None

ABSTAIN: None

ABSENT: Adams, Myer

Motion carried unanimously.

COMMISSION REPORTS: Biasi reported on his attendance at the Putah Creek Committee.

STAFF REPORTS: None

DISCUSSION ITEM:

A. Landscaping & Irrigation – Draft Ordinance updating landscaping requirements for new development.

Martin Romero, Intern, provided an overview of the staff report. Contract Community Development Director Dowswell asked the commission for feedback on this item. Commissioner Baker suggested using the County's standards as a starting point, and suggested using pictures to illustrate good use of the standards. Myer asked if the Ordinance prohibits front yard lawns. Dowswell responded it does prohibit front yard lawns as written. Frazier echoed Baker's comments and suggested using pictures as well as diagrams to illustrate the standards. Riley suggested a periodic review of the City's Master Tree List. Discussion followed on artificial turf, and drip landscaping.

**MINUTES OF THE WINTERS PLANNING COMMISSION
MEETING HELD MAY 26, 2015**

This item will be brought forward at a future meeting.

B. Home Occupations – Draft Zoning Ordinance amendment to address AB1616 (Cottage Food) and amendment to address special exceptions for Home Occupations that take appointments in the home.

Management Analyst Jenna Moser provided an overview of the staff report and proposed modifications to Home Occupation Permits. Moser asked the commission for feedback on this item. Citizen Debra DeAngelo asked the commission to consider removing the restriction of one home occupation permit per residence. Baker responded that staff should look at the City of Long Beach as a good example of regulating multiple home occupation businesses. City Manager Donlevy reported on the need to regulate businesses that accept a lot of deliveries, like a paintball supply business that gets pallets of product delivered to a residence, can be a nuisance. Citizen Chris Turkovich spoke on regulating the noise, odors, etc over simply the number of home occupation businesses at a residence.

This item will be brought forward at a future meeting.

C. Marijuana Cultivation Ordinance – Draft Ordinance regulating the indoor and outdoor cultivation of marijuana.

Management Analyst Moser provided an overview of the staff report and proposed ordinance. Moser asked the commission for feedback on this item. Donlevy relayed his account of walking through neighborhoods in Winters and being able to smell marijuana odors. Citizen Patrick VanDyke spoke in opposition to the Ordinance citing concerns over the medical context that marijuana should be viewed, and that the regulations should not be financially prohibitive to those wishing to grow medical marijuana. Frazier stated that the commissioners had received a letter in opposition to the Ordinance from Ellen Kemp of the National Organization for the Reform of Marijuana Laws.

This item will be brought forward at a future meeting.

COMMISSIONER/STAFF COMMENTS: Donlevy provided project updates. Biasi asked about downtown parking situation. Donlevy responded it will get worse before it gets better, but a parking committee is being formed to develop solutions for parking. Planning Commissioner vacancy interviews are to be held next week.

ADJOURNMENT: Chairman Biasi adjourned the meeting at 8:30pm.

ATTEST: _____

Jenna Moser, Management Analyst

Bill Biasi, Chairman



**PLANNING COMMISSION
STAFF REPORT**

TO: Chairman and Planning Commissioners
DATE: October 27, 2015
FROM: David Dowswell – Community Development Director
SUBJECT: Public Hearing and Consideration of an application for a Conditional Use Permit for the operation of Little Pioneers Day Care Center at 205 Russell Street. (APN: 003-194-0411)

RECOMMENDATION: Staff recommends that the Planning Commission take the following actions: 1) Receive the staff report; 2) Conduct the Public Hearing to solicit public comment; and approve the Conditional Use Permit submitted by Little Pioneers Day Care for the operation of a day care center at 205 Russell Street. (APN: 003-194-0411).

GENERAL PLAN DESIGNATION, EXISTING ZONING, AND LAND USE: The subject location of the proposed use is designated LR (Low Density Residential) by the General Plan and is zoned R-1 (Single Family Residential). The existing land use is a church, which includes a sanctuary and an assembly room (Wesley Hall). The General Plan designation, zoning, and land use of the surrounding properties are as follows:

	<u>GENERAL PLAN</u>	<u>ZONING</u>	<u>LAND USE</u>
NORTH	LR	R-1	Residential
EAST	LR	R-1	Residential
SOUTH	LR	R-1	Residential
WEST	LR	R-1	Residential

STATEMENT OF ISSUES: The project applicants are seeking approval of a use permit to allow for a day care center in an existing building - Wesley Hall - at 205 Russell Street. According to the Winters Municipal Code Section 17.52.020, the R-1 zone requires issuance of a Conditional Use Permit for a day care center for more than 12 children.

PROJECT DESCRIPTION: The applicant, Little Pioneers Day Care Center (LPDCC), are requesting a conditional use permit to locate the proposed use within an existing building - Wesley Hall - at 205 Russell Street, at the site of Pioneer Presbyterian Church. Wesley Hall is approximately 3561 square feet with entrances on Russell Street.

LPDCC is proposed to be open at 6:00 a.m. and close at 6:00 p.m. Monday through Friday. LPDCC plans to offer a variety of programs to meet the needs of the Winters Community. Overall, the programs will meet the needs of children ages birth through five (5). LPDCC is not licensed to care for school-aged children and the building does not meet State Requirements for that age group.

LPDCC will be staffed at different ratios depending on the age of students. For infants one trained teacher and two assistants are needed for up to 12 infants. For toddlers one trained teacher and one assistant is needed for up to 15 toddlers. For preschoolers one trained teacher and one assistant is needed for up to 18 preschoolers. Staffing will depend upon enrollment. The applicants expect to have a maximum of 42 children and 10-12 staff members present at one time. Initially, the number of children and staff are expected to be smaller.

The existing building consists of kitchen area, large gathering room, and several smaller rooms to be used for infant care, restrooms, and outdoor play area that will be used for the children's activities. The grass area with play equipment in front of Wesley Hall on Russell Street will be removed, and the play area will be maintained to the rear and west of Wesley Hall within a fenced area.

There is a paved parking lot adjacent to the proposed day care (sanctuary) with nine (9) parking spaces, seven (7) regular and two (2) disabled.

ANALYSIS:

Site Improvements - LPDCC is planning on installing play area for the children on the west side of Wesley Hall. The area will include play equipment and will be fenced off for security. Currently there is a nine (9) space parking lot with two (2) disabled parking spaces. The disabled spaces are non-compliant (improper markings, signage and no truncated domes to delineate where the sidewalks end and the paving begins. Signs also need to be installed at each of the entrances indicating that unauthorized vehicles which park in a disabled parking space can be ticketed or towed. Lastly, there needs to be a path of travel established from either Russell Street or Second Street into the sanctuary and Wesley Hall. The church's property will need to be made ADA compliant prior to opening the day care.

Use Permit - According to Chapter 17.20 (Use Permits) of the Winters Municipal Code, when reviewing applications for use permits, the Planning Commission shall find all of the following conditions to be fulfilled. Staff's analysis of each condition is provided under each condition.

1. *The requested use will be in conformity with the general plan.*
Day Care Centers are allowed in the Low Density Residential (LR) land use designation. According to the General Plan, the LR designation provides for single-family, detached homes, secondary residential units, public and quasi-public uses, and compatible uses. Day care centers are considered public/quasi-public uses in the General Plan.
2. *The requested use is listed as a conditional use in the zone regulations or elsewhere in this section, or, where*

an interpretation was necessary, a determination was made by the community development director or planning commission that the proposed use would require a use permit.

Day care centers are listed as conditional uses in the Single-Family Residential (R-1) zone.

3. *The requested use is consistent with the intent and purposes of the zone in which it is located, and will not detrimentally impact the character of the neighborhood.*

According to Winters Municipal Code Section 17.44.030, the purpose of the single family, 7000 square foot average minimum (R-1) zone is to stabilize and protect the residential character of the zone and to promote and encourage a suitable environment for family life. Staff has determined that the proposed use promotes and encourages a suitable environment for family life. The applicants have identified a need for day care for infant and preschool aged children in the Winters Community. The availability of day care impacts family life. Therefore, the requested use is consistent with the intent and purposes of the zone in which it is located, and will not detrimentally impact the character of the neighborhood.

4. *The requested use will not be detrimental to the public health, safety or general welfare.*

Since the requested use is proposing to occupy an existing building and the hours of operation occur during weekdays, staff has determined that the proposed use will not adversely impact the nearby residents.

5. *Adequate utilities, access roads, drainage, sanitation and/or other necessary facilities or services will be provided; and*

Accessible bathrooms, parking spaces, and paths of travel have or will be provided. Wesley Hall has been improved to meet current Building Code and State Licensing Requirements. The property has nine (9) off street parking spaces including two (2) accessible spaces. According to the City's parking requirements (Section 17.72.020) day cares are required to have one (1) parking space per employee. There will be a maximum of 10-12 employees at one time. In addition to the required parking the property also has over 275 feet of street frontage and an unpaved parking lot to the west available for "additional parking" to users of LPDCC.

6. *The requested use will not create a nuisance or enforcement problem within the neighborhood; and*

The only potential enforcement problem within the neighborhood that could be created by the requested use is parking. The applicants have mentioned to staff that there could be potentially 10-12 staff members working at LPDCC at one time; therefore, a total of 10-12 cars could be parked on the surrounding streets from 6:00 a.m. to 6:00 p.m. To alleviate additional parking congestion, staff recommends that the applicants require their staff and parent volunteers to park in the "additional parking" area delineated on the west side of the project adjacent to Wesley Hall.

Besides parking for LPDCC staff, the applicants recognize that there will be a need for parking and pick-up/drop-off space for parents bringing their child to the center. If no space is available for pick-up/drop-off in front of Wesley Hall, staff further recommends that the applicant require that the parents of students park in the vicinity and walk their children to LPDCC.

7. *The requested use will not result in a negative fiscal impact upon the city.*
No fiscal impact is anticipated from the proposed use.

METHODOLOGY: Two actions are required to process the proposed project:

- 1) Confirmation of CEQA exemption finding - Section 15301 (Existing Facilities)
- 2) Approval of the Conditional Use Permit and the attached conditions

APPLICABLE REGULATIONS: This project is subject to several regulations:

- The California Environmental Quality Act (CEQA)
- State Planning and Zoning Law
- City of Winters General Plan
- City of Winters Zoning Ordinance

PROJECT NOTIFICATION: Public notice advertising 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. Two methods of public notice were used: a legal notice was published in the Winters Express on Thursday, October 15, 2015 and notices were mailed to all property owners who own real property within three hundred feet of the project boundaries at least ten days prior to tonight's hearing. Copies of the staff report and all attachments for the proposed project have been on file, available for public review at City Hall since Wednesday, October 21, 2015.

ENVIRONMENTAL ASSESSMENT: The proposed use is exempt from environmental review pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15301 (Existing Facilities).

RECOMMENDED FINDINGS FOR 205 RUSSELL STREET (CONDITIONAL USE PERMIT)

CEQA Findings:

1. The proposed project is exempt from CEQA review under §15301 (Existing Facilities)
2. The CEQA Guidelines §15301 (Existing Facilities) exempts projects that involve minor alterations to existing facilities where negligible or no expansion occurs to the current use. The proposed use will not expand the facility.

General Plan and Zoning Consistency Findings:

1. The use is consistent with the goals and policies of the General Plan. The General Plan designates the project site as Low Density Residential and uses for this designation include public and quasi-public uses such as day care centers.
2. The use is consistent with the provisions of the Zoning Ordinance. Conditionally permitted uses of the R-1 Zone include day care centers.
3. The use will not be detrimental to the public health, safety, or general welfare.

4. Adequate utilities, access roads, drainage, sanitation, and/or other necessary facilities or services will be provided;
5. The use will not create a nuisance or enforcement problem within the neighborhood.
6. The requested use will not result in a negative fiscal impact upon the city.

RECOMMENDATION

Staff recommends approval of the project by making an affirmative motion as follows:

I MOVE THAT THE WINTERS PLANNING COMMISSION APPROVE THE 205 RUSSELL STREET PROJECT (CONDITIONAL USE PERMIT) BASED ON THE IDENTIFIED FINDINGS OF FACT AND BY TAKING THE FOLLOWING ACTIONS:

- Confirmation of exemption from the provisions of CEQA.
- Confirmation of consistency findings with the General Plan and Zoning Ordinance.
- Approval of the Conditional Use Permit and subject to the conditions of approval attached hereto.

ALTERNATIVES: The Commission can elect to modify any aspect of the approval or to deny the application. If the Commission chooses to deny the application, the Commission would need to submit findings for the official record that would illustrate the reasoning behind the decision to deny the project.

CONDITIONS OF APPROVAL FOR THE 205 RUSSELL STREET (CONDITIONAL USE PERMIT) LOCATED ON ASSESSOR PARCEL NUMBER 003-194-011, WINTERS, CA 95694.

1. This Conditional Use Permit is based upon and limited to compliance with the project description as depicted at the October 27, 2015 Planning Commission Meeting. Any deviations from the project description, attachments or conditions must be reviewed and approved by the Community Development Director for conformity with this approval. Deviations may require modification to the permit and/or environmental review. Deviations without the above described approval will constitute a violation of permit approval.
2. The permittee shall defend (with attorneys approved by the City), indemnify and hold harmless the City of Winters, its agents, officers, and employees from any claims, damages, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul an approval of the City, its advisory agencies, appeals boards, or legislative body concerning this approval Conditional Use Permit. This City will promptly notify the permittee of any such claim, action or proceeding against the City and will cooperate fully in the defense.
3. Any use authorized by this CUP shall immediately cease upon expiration or revocation of this CUP. CUP renewals must be applied for prior to expiration of the CUP.
4. The applicant's acceptance of this permit and/or commencement of construction and/or operations under this permit shall be deemed to be acceptance by the permittee of all conditions of this permit.

5. Within 12 months after the effective date of this permit, the use shall commence.
6. Upon six (6) months after ceasing the use granted by the permit, the permit shall be void and a new conditional use permit shall be required.
7. Failure to comply with the above conditions may result in the immediate revocation of the conditional use permit.
8. The operating hours of Little Pioneers Day Care Center shall be limited to 6:00 a.m. to 6:00 p.m. during the days of Monday through Friday.
9. Applicant shall require that the parents of students to drop off their children along Russell Street in front of Wesley Hall. If no space is available for drop off at that location, the applicant shall require that the parents of students park in the vicinity and walk their child(ren) to LPDCC.
10. Prior to opening the day care center the applicant shall revise the parking area on the north side of the sanctuary to be ADA compliant, including adding the necessary signage at the two driveway entrances and provide a path of travel leading to the sanctuary and Wesley Hall.
11. At no time will children (students) be allowed on the site without adult supervision.
12. Children (students) shall not be allowed to play or participate in physical education activities on the sidewalk, in the street, or in the alleyway adjacent to LPDCC. The designated play/physical education areas are limited to the large, fenced grass area to the rear and west of Wesley Hall. This rule is to be posted inside the classrooms.
13. Applicant shall obtain a City of Winters Business License prior to the use of the building for the day care center. The business license shall not be issued until the Fire Department and Planning and Building Department have completed their inspections of the building to address such issues as fire alarms, smoke detectors, adequate fire exits, and other necessary fire safety improvements.

ATTACHMENTS:

1. Project Narrative
2. Site Plan
3. Winters Municipal Code Chapter 17.20 (Use Permits)
4. Public Hearing Notice (mailed copy)

Little Pioneers Day Care Center

Description

Pioneer Presbyterian Church was founded in Winters in 1863 as a Cumberland Presbyterian Church. In 1875, with \$100 in gold coin, the church acquired the property at the corner of Second Street and Russell Street where the church still exists today. The original church building was constructed in 1875. Sometime after the original church was constructed, Pioneer Presbyterian then constructed the building known as Wesley Hall. In the late 1970's the original church was demolished and the church you see today was built in 1982. As one of the oldest church's in Winters, Pioneer Presbyterian has enjoyed being an important part of the Winters community for over 150 years.

Earlier this year the members of Pioneer Presbyterian had many discussions regarding ways that the church could better serve the Winters community and also better utilize the beautiful buildings and property that we are blessed to have. A wide variety of options were evaluated, from homeless shelters to renting out office space to a meal kitchen for the needy to adult day care services to a children's day care center. Pioneer learned that the biggest need in Winters was for a high quality day care center specializing in infants, toddlers and preschool age children. There is simply not enough full time day care available for working families in Winters. Consequently, many families have resorted to using day care in other towns. Further analysis showed that the Wesley Hall building is perfectly suited for a day care center and so the cleaning, sorting, rearranging and licensing process began!

Our license application has been accepted by the State of California, Department of Social Services. We are in the process of obtaining our final inspections and approval to receive our license to operate a day care center. City of Winters code allows for a day care center in a residential neighborhood without a permit for up to 12 children. Since we are planning to serve more than 12 children, we are seeking approval for a Conditional Use Permit.

The day care center plans to be open from 6:00am to 6:00pm Monday through Friday to serve parents that work both inside and outside of Winters. We are asking for a license to care for 42 children, 12 of whom would be infants and 30 would be toddlers. Pioneer is not requesting to be licensed for school age children as our facility does not meet State requirements for that age group.

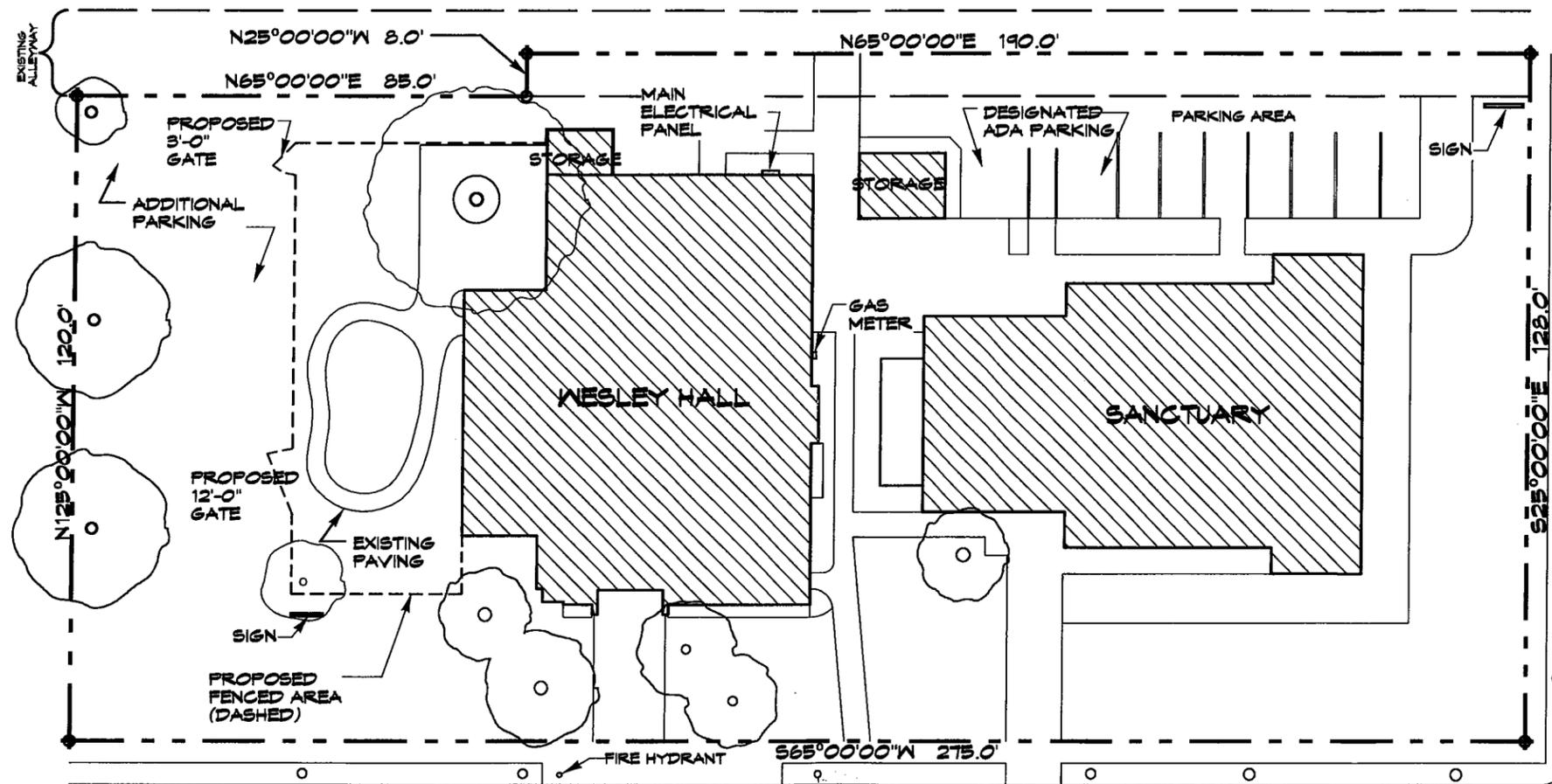
The total parcel size for Pioneer is 0.79 acres with well over 275 feet of street frontage. Pioneer has two off street parking areas and parking for 10 to 15 cars in front of the church buildings on both Russell and Second Streets. There is a paved lot that is immediately north of the church sanctuary building that contains two handicapped spots and seven other spots. We will ask employees to park in the paved lot next to the sanctuary building since it is off street.

Our plan is for parents to park on the Russell Street side when dropping off and picking up their child. Russell Street is a major artery in Winters and allows for easy flow through traffic. Parents or guests staying more than a few minutes will be encouraged to park off street in the

gravel parking area located on the western portion of the property. It is not anticipated that the day care center would present any kind of traffic burden or inconvenience to the surrounding neighborhood.

A fenced playground area is connected to the west side of the Wesley Hall building. The playground will have an area for infants to play in and a separate area for toddlers to play in. There is also a shaded picnic table area for children to sit or eat in. Concrete has been poured to allow for ample space for small children to ride tricycles and scooters in a circle while being supervised by staff. The entire playground area that is not in concrete will be filled with nine inches of certified playground fiber that is specifically designed for playgrounds and meets ASTM, ADA and CPSC standards.

We respectfully request your approval for a Conditional Use Permit to operate a day care center at the Pioneer Presbyterian Church. A new infant toddler day care center will serve the families in Winters for many years to come by providing a much needed service for our community. Pioneer Presbyterian feels that a day care center will not hinder the surrounding neighborhood and will not disrupt the quality of life enjoyed by its neighbors. Pioneer wishes to continue to remain a good neighbor and to help enhance the beauty and livability of our town.



SECOND STREET

RUSSEL STREET

PROJECT ADDRESS:
 PIONEER CHURCH,
 205 RUSSEL STREET,
 WINTERS, CA 95694

PIONEER CHURCH - SITE PLAN
 SCALE: 1" = 30'-0"





Chapter 17.20 USE PERMITS

Sections:

- 17.20.010 Purpose.
- 17.20.020 Environmental review.
- 17.20.030 Action on application.
- 17.20.040 Issuance.
- 17.20.050 Revocation—Expiration.
- 17.20.060 Extension of time for use permits.
- 17.20.070 Minor modifications to use permits.

17.20.010 Purpose.

The purpose of a use permit is to allow the proper integration into the community of uses which may be suitable only in specific locations in a zone or only if the uses are designed or arranged out on the site in a particular manner. (Ord. 97-03 § 2 (part); prior code § 8-1.4205(A))

17.20.020 Environmental review.

Action on applications involving projects for which a negative declaration or environmental impact report is required shall occur only upon completion of environmental assessment procedures required by the California Environmental Quality Act, as amended. Incomplete applications awaiting the submission of additional environmental information required by the city shall be deemed denied if the required information is not submitted within one year after the date the information was requested. (Ord. 97-03 § 2 (part); prior code § 8-1.4205(B))

17.20.030 Action on application.

A. Planning Commission Action.

After noticing and conducting a public hearing in accord with Section 17.16.040, the planning commission may approve, conditionally approve or disapprove an application for a use permit, subject to making the required findings set forth in subsection C.

B. Zoning Administrator Action.

In some instances, as specified in this title, the zoning administrator shall consider use permit applications. The zoning administrator shall conduct a public hearing and make findings in accord with the provisions of this title. The planning commission shall be advised of the application in advance of zoning administrator action.

C. Findings.

In granting a use permit, the planning commission or zoning administrator, with due regard to the nature and condition of all adjacent structures and uses, the zone within which the structures and uses are located, and the general plan, shall find all of the following general conditions to be fulfilled:

1. The requested use will be in conformity with the general plan;
2. The requested use is listed as a conditional use in the zone regulations or elsewhere in this section, or, where an interpretation was necessary, a determination was made by the community development director or planning commission that the proposed use would require a use permit;

3. The requested use is consistent with the intent and purposes of the zone in which it is located, and will not detrimentally impact the character of the neighborhood;
4. The requested use will not be detrimental to the public health, safety or general welfare;
5. Adequate utilities, access roads, drainage, sanitation and/or other necessary facilities or services will be provided;
6. The requested use will not create a nuisance or enforcement problem within the neighborhood; and
7. The requested use will not result in a negative fiscal impact upon the city.

Where one or more of these findings cannot be made, the use permit application shall be denied.

D. The planning commission or zoning administrator may impose such conditions as are necessary to allow the findings set forth in this subsection to be made and may require the applicant to execute and record documents which ensure that such conditions run with the land. However, conditions may not be imposed which by their nature would effectively preclude the development of the project. (Ord. 97-03 § 2 (part): prior code § 8-1.4205(C))

17.20.040 Issuance.

No use permit which has been approved by the planning commission or zoning administrator shall be issued prior to the expiration of the ten (10) day appeal period, as set forth in the Municipal Code, or the final action on an appeal to the city council. (Ord. 97-03 § 2 (part): prior code § 8-1.4205(D))

17.20.050 Revocation—Expiration.

A. Revocation.

In the event the conditions of a use permit have not been or are not being complied with, the community development director shall give the permittee written indication of intention to revoke the use permit as least ten (10) days prior to planning commission or (depending upon who issued the use permit) zoning administrator review thereon. Notice of a public hearing to consider use permit revocation shall be provided in the same manner as the public hearing for the original use permit application. After the conclusion of the review, the planning commission or zoning administrator may revoke the use permit if it finds that one or more conditions of approval have not been complied with.

B. Expiration.

1. In the event the project or use for which the use permit was granted has not commenced within the time limit set by the planning commission or zoning administrator, or within one year after the date of the hearing if no specific time has been set, the use permit shall be deemed to be null and void without further action.
2. Exercise of a use permit shall be deemed to have occurred when a building or grading permit has been issued in conjunction with the use or, if no such permits are necessary, when clear and visible evidence as to its beginning and reasonable progress toward completion is demonstrated, as determined by the community development director. (Ord. 97-03 § 2 (part): prior code § 8-1.4205(E))

17.20.060 Extension of time for use permits.

- A. 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.
- B. Finding. Such extension shall be approved only when it is found that the circumstances under which the permit were granted have not substantially changed. (Ord. 97-03 § 2 (part); prior code § 8-1.4205(F))

17.20.070 Minor modifications to use permits.

- A. The community development director may approve minor modifications to existing use permits.
- B. Findings. Such minor modifications shall be approved only if it is found that the modifications substantially conform with the approved use permit plans or standards; that the intensity of the use is not increased beyond that originally approved under the use permit; and that the appearance and function of the development and the surrounding neighborhood will not be adversely affected as a result of such modification. (Ord. 97-03 § 2 (part); prior code § 8-1.4205(G))

The Winters Municipal Code is current through Ordinance 2015-01, passed February 3, 2015.

Disclaimer: The City Clerk's Office has the official version of the Winters Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://www.cityofwinters.org/>
(<http://www.cityofwinters.org/>)
Telephone number: (530) 795-4910
Code Publishing Company
(<http://www.codepublishing.com/>)

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City of Winters will conduct a Public Hearing by the Planning Commission on Tuesday, October 27, 2015 at 6:30 p.m. at the City Council Chambers located on the first floor of City Hall at 318 First Street, Winters, California to consider an application from Project applicant Little Pioneers Day Care Center for Conditional Use Permit for the operation of a daycare center at 205 Russell Street. Operation hours proposed are 6am-6pm Monday through Friday to serve up to 42 children. The center is to serve infants and toddlers, and will not be licensed for school-aged children. The Planning Commission will take final action on the project unless appealed to the City Council.

The purpose of the public hearing will be to provide citizens an opportunity to make their comments on the project known. If you are unable to attend the public hearing, you may direct written comments to the City of Winters, Community Development Department, 318 First Street, Winters, CA 95694 or to jenna.moser@cityofwinters.org. In addition, the staff report will be available on the City's website on 10/22/15.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in these hearings, please contact City Clerk Nanci Mills at (530) 795-4910, ext. 101. Please make your request as early as possible and at least one-full business day before the start of the hearing.

The City does not transcribe its hearings. If you wish to obtain a verbatim record of the proceedings, you must arrange for attendance by a court reporter or for some other means of recordation. Such arrangements will be at your sole expense.

If you wish to challenge the action taken on this matter in court, the challenge may be limited to raising only those issues raised at the public hearing described in this notice, or in written correspondence delivered to the Planning Commission prior to the public hearing.

Availability of Documents: Copies of the Staff Report will be available on the City's website www.cityofwinters.org

For more information regarding this project, please contact Jenna Moser, Management Analyst – Planning & GIS, at (530) 794-6713.



PLANNING COMMISSION STAFF REPORT

TO: Planning Commission Chairperson and Commission Members
DATE: October 27, 2015
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Dan Maguire, Economic Development and Housing Manager *DM*
SUBJECT: Walnut Park (aka Orchard Village Park) Site Plan and Design Plan Update

OBJECTIVE:

The purpose of this report is to provide an update on Phase 2 of Walnut Park and facilitate discussion and receive input from the public and Planning Commission regarding the master planning of the Orchard Village Park site.

RECOMMENDATION:

It is recommended that the Planning Commission receive a project briefing update on the Walnut Park Phase 2 Master Plan, conduct a Public Hearing, and provide comments, questions, and direction to staff.

BACKGROUND:

The planned 4.72 acre Orchard Village Park is to be located on the east side of Dutton Street, directly east of the Orchard Village Affordable Housing Project. This property has long been programmed for a park site and was zoned P-R (Parks and Recreation) prior to the start of the Orchard Village Apartments project.

On January 5, 2010, the City Council approved Resolution 2010-01 approving the application for Proposition 84 park grant funds. In the fall of 2010, the City of Winters received a grant award of \$865,191 from the State Parks Department Office of Grants and Loans through the Proposition 84 program. The State Parks funds are to be used to develop 3.12 acres of the site. The project construction was divided into two phases as construction of the westernmost 1.6 acre site was developed utilizing Community Development Block Grant funds, with said funds having an earlier expenditure deadline (September 30, 2013). The CDBG funds were applied for based on an authorization received at the City Council meeting on June 15, 2010, with the City Council approving Resolution 2010-38. The CDBG grant, including \$360,000 for the park project was

approved in December of 2011. In total, the funding limit to develop the park totals 1.2 million in grant funds. There is no city match requirement to implement the park; however, the City did expend \$255,000 for the acquisition of the 3.12 acre portion from the Orchard Village developer.

On July 1, 2014, the City was awarded \$117,275 in grant funds for the project from the Housing-Related Parks Program ("HRPP"), based on the City's contributions to the Almondwood Apartments rehabilitation project. These grant funds are designated for the Walnut Park project.

In September of 2015, the City, working with consultant BSK, completed environmental mitigation of the seasonal wetlands on the project site and are now able to move forward with construction of Phase Two of the Walnut Park Master Plan.

Inasmuch as the project has been dormant for two years while the environmental mitigation process was working its way through the regulating agencies (U.S. Army Corps. of Engineers and Fish & Wildlife), staff worked with the Melton Design Group to develop revisions to the Master Plan based on current budgets and estimated costs of construction.

PROJECT DESCRIPTION:

The neighborhood park is 4.72 acres and sits between Walnut and Dutton Streets (see Attachment A for the current site and Attachment B for the Preliminary Park Master Plan). There are residential neighborhoods both on the north and south sides with a mix of existing iron and wooden fences at the property line. The project will provide both active and passive recreational features that will serve all ages. The park will be used daily, primarily by students circulating from the east side residential neighborhood on their way to the high school to the west.

The park will be developed in two phases with completion of the first phase (west side Dutton Street) of the park completed as of September 30, 2013. The west side (Dutton Street) of the park includes: (1.6 acres)

- a. **Community Garden:** The community garden fulfills a key goal of the neighborhood which is to provide a garden for low income housing apartments and duplexes. The community garden will provide several families with a plot to grow vegetables and orchard fruit.
- b. **Group Picnic Area:** This group picnic area will have a custom shelter that protects the users from the elements and make a local statement with its architecture.
- c. **Retention Basin and walking paths:** The retention basin will be enlarged to manage all the storm water for the site and apartment complex. The goal is to convert this hole in the ground into an attractive native plant garden that allows people to walk through the site. The site will be fenced and closed during big rain events to prevent any liability.
- d. **Interpretive panels:** The site has several items that provide educational opportunities. The retention basin can tell the story of cleaning water and storm water management, the native plants throughout the site can demonstrate to

people up close what is native to their region and drought tolerant, the water tower play area will describe the real use of these towers and describe the low water use irrigation, and finally, the community garden will tell the story of community and the health benefits and sustainability of growing your own food.

- e. **Concrete sidewalks and decomposed granite trails:** Pathways will encompass the perimeter of the site with antiqued concrete at the main entry points and the main thoroughfare on the south side of the park. The remaining sections of the paths will be decomposed granite to create a softer more rural feel in the park.
- f. **Native grasses, trees and shrubs:** A palette of native plants will surround the park providing durable drought tolerant and hardy plant material.
- g. **Walnut shell mulch:** The planned mulch will showcase how local products can be re-purposed.

The installation of the shade structure and the construction of the community garden were postponed until Phase 2 due to time and budget constraints.

The second phase of the park is located on the east side of the property (Walnut Street) and will be completed after Phase 1. The City used BSK Associates as the consultant for the environmental mitigation for the seasonal wetlands, which are located on the 3.12 acre portion of the parcel. The east side (Walnut Street) of the park includes: (3.12 acres)

- a. **Multi-use turf field:** This multi use field will provide great opportunities for both the everyday user throwing a disc for their dog or flying a kite. It will also be used for an organized sports program that needs a practice or game field. The turf will be lush and the field will be lowered to create a meadow affect when walk the perimeter pathways. The sloped area around the meadow will also provide a great rolling hill for children to run down or roll on.
- b. **Half court basketball court and skate area:** This feature will be used by teens and adventure athletes. The basketball court will provide for all ages but primarily those 12 and older. To take full advantage of the concrete basketball court skaters would like to have a couple skate elements. These elements are off the basketball court and can be used at the same time.
- c. **Overlook and signage arch:** This structure sets the tone for the park by announcing the name and providing a shade area at the overlook to the meadow.
- d. **Water tower themed play structure:** The water tower play structure will emphasize the local culture and provide the key landmark for the park. This play apparatus will include a water tower top and the City's name to mimic the original tower on Grant Avenue. Users of the tower will be able to climb into, hide, slide and swing out of.
- e. **Sand Play area:** This will be a creative sand play area for children. The sand area will provide flat borders to build castles along with jumping rocks. The sand will need to be kept moist to provide great sand to play with.
- f. **Natural rock and log play area with slide on grade:** This rock and log feature over long grass will allow kids to develop their balance and motor skills transferring from log to log, rock to rock. The slide on grade provides a long slide experience and the slide with rollers speeds up the slide experience and will let all ages enjoy this element.
- g. **Individual picnic areas:** This area is strategically placed so moms, dads, grandmas and grandpas can watch their children play in the park.

- h. **East site landscape:** The landscape on the east side brings the past back to the park. A mass planting of a small to midsize ornamental tree in an orchard layout will be planting to recreate the orchard feel.
- i. **Concrete sidewalks and decomposed granite trails:** Pathways will encompass the perimeter of the site with antiqued concrete at the main entry points and the main thoroughfare on the south side of the park. The remaining sections of the paths will be decomposed granite to create a softer more rural feel in the park.

FISCAL IMPACTS:

The phasing of this project was driven by two primary factors: 1) The CDBG grant, which is providing \$360,000 in funding for park construction on the 1.6 acre piece located on the west side of the parcel has an expenditure deadline of September 30, 2013, therefore it was important to move forward with development of that piece as Phase 1; and

2) The Proposition 84 grant, which provides \$865,191 in funding for park construction on the 3.12 acre piece on the east side of the parcel (including the seasonal wetlands) has an expenditure deadline of June 30, 2017, the later phasing of this section of the park allowed for the wetlands mitigation. Additionally, the Phase 2 budget now also includes the \$117,225 in grant funds from the HRPP.

ATTACHMENTS:

Walnut Park Phase 2 Master Plan

Walnut Park Phase 2 Cost Estimates

NOTICE OF PUBLIC HEARING FOR PHASE TWO - WALNUT PARK PROJECT

Notice is hereby given that the Winters Planning Commission will conduct a public hearing on Tuesday, October 27, 2015, at 5:30 p.m., or as soon thereafter as the matter may be heard at a meeting of the Planning Commission in the City Council Chambers at City Hall, 318 First Street, Winters, California, to hear public comment and discuss the conceptual design of the future park to be located between Dutton Street and Walnut Lane, north of East Grant Avenue.

The purpose of the public hearing will be to provide citizens an opportunity to make their comments known. If you are unable to attend the public hearing, you may direct written comments Dan Maguire, Economic Development and Housing Manager, City of Winters, 318 First Street, Winters, CA 95694 or via email to daniel.maguire@cityofwinters.org. In addition, the staff report will be available on the City's website at www.cityofwinters.org starting Wednesday, October 21, 2015.

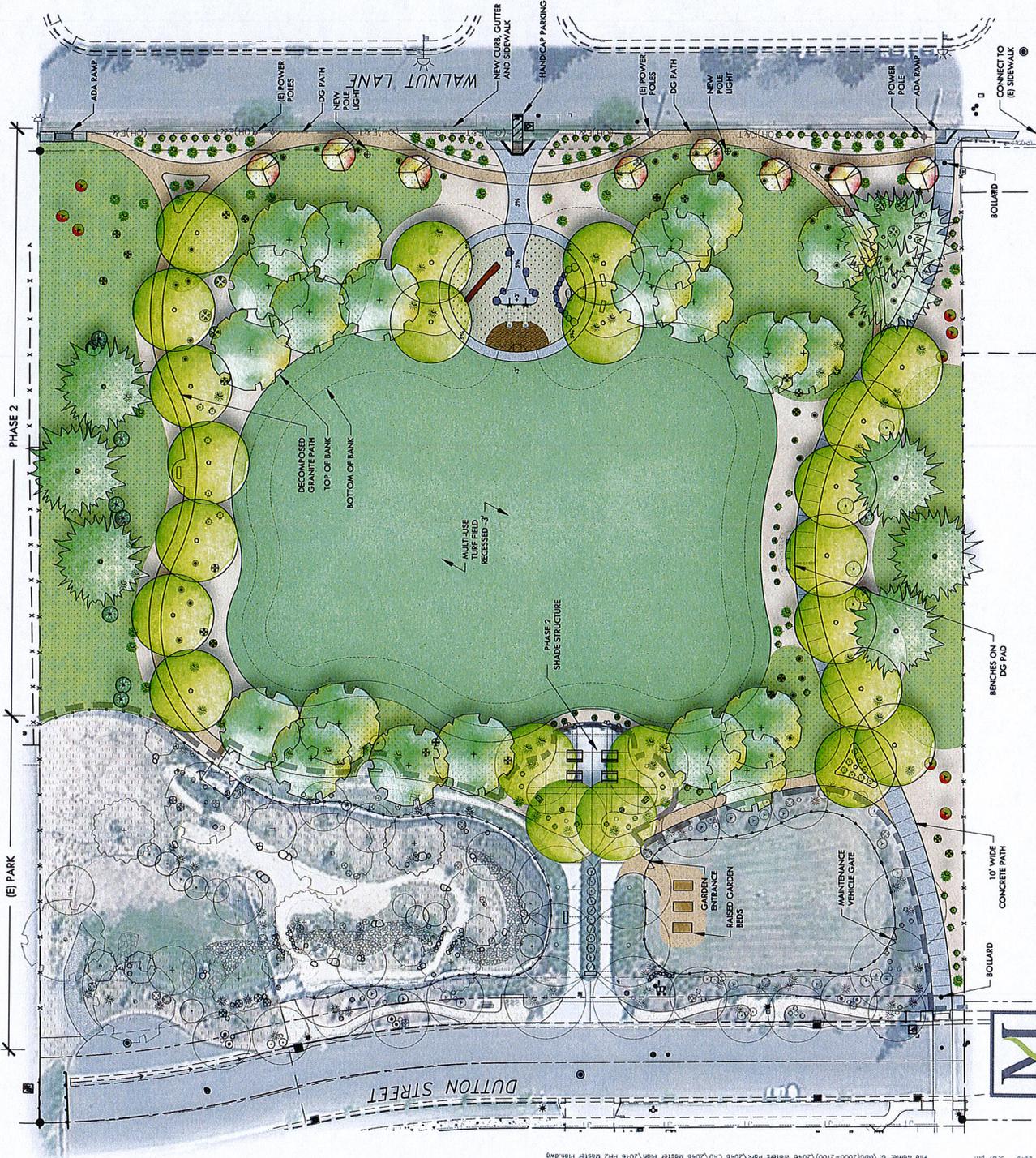
In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in these hearings, please contact City Clerk Nanci Mills at (530) 794-6701. Please make your request as early as possible and at least one-full business day before the start of the hearing.

The City does not transcribe its hearings. If you wish to obtain a verbatim record of the proceedings, you must arrange for attendance by a court reporter or for some other means of recordation. Such arrangements will be at your sole expense.

If you wish to challenge the action taken on this matter in court, the challenge may be limited to raising only those issues raised at the public hearing described in this notice, or in written correspondence delivered to the City Council prior to the public hearing.

For more information regarding this agenda item, please contact Dan Maguire, Economic Development and Housing Manager at (530) 794-6718.

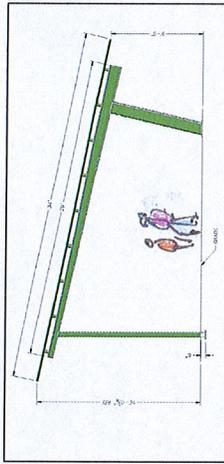




PLANT LIST

TREES	SHRUBS	GRASSES	GROUND COVER
<ul style="list-style-type: none"> QUERCUS LOMATA QUERCUS LAEVIS PLATANUS X ACERIFOLIA 'BLOODGOOD' LOQUON PLANE BLOODGOOD CORUS BICOLORA SPIDAL CHINA ABUTILON STRAWBERRY TREE 	<ul style="list-style-type: none"> TOMARINUS ORIGINALE 'TUSCAN TULIP' TUSCAN BLUE ROSEMARY ACTINOPHYLLIS BINA, HOWARD AMBRYN HERYTHALIS ARBUTIFOLIA TOYON FRAXINUS ESCOLAIANA CAUCOPHIA LYCOPHYLLA 	<ul style="list-style-type: none"> MULLENBERGIA RIGENS DEER GRASS ANJULUS EFFRUS 'QUARTZ CREEK' ANJULUS EFFRUS 'SUNSHINE RUSH' CAREX PASADULICA DUNE SEDGE ANJULUS EFFRUS 'SPRINGLUMPH' AMORPHOBIUM CLAMAGROSTIS FOLIOSA CAREX AMERICANA 	<ul style="list-style-type: none"> RHIZOMATOUS TALL FESCUE TURF / HYDRASEED SOG (ADD ALTERNATE) RIBUS CALYCAINOIDES CREEPING BIANCHIE FESTUCA RUBRA NO MOW RED FESCUE

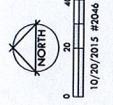
SHADE STRUCTURE



MELTON DESIGN GROUP
309 WALL STREET
CHICO, CA 95928
530.8979.616

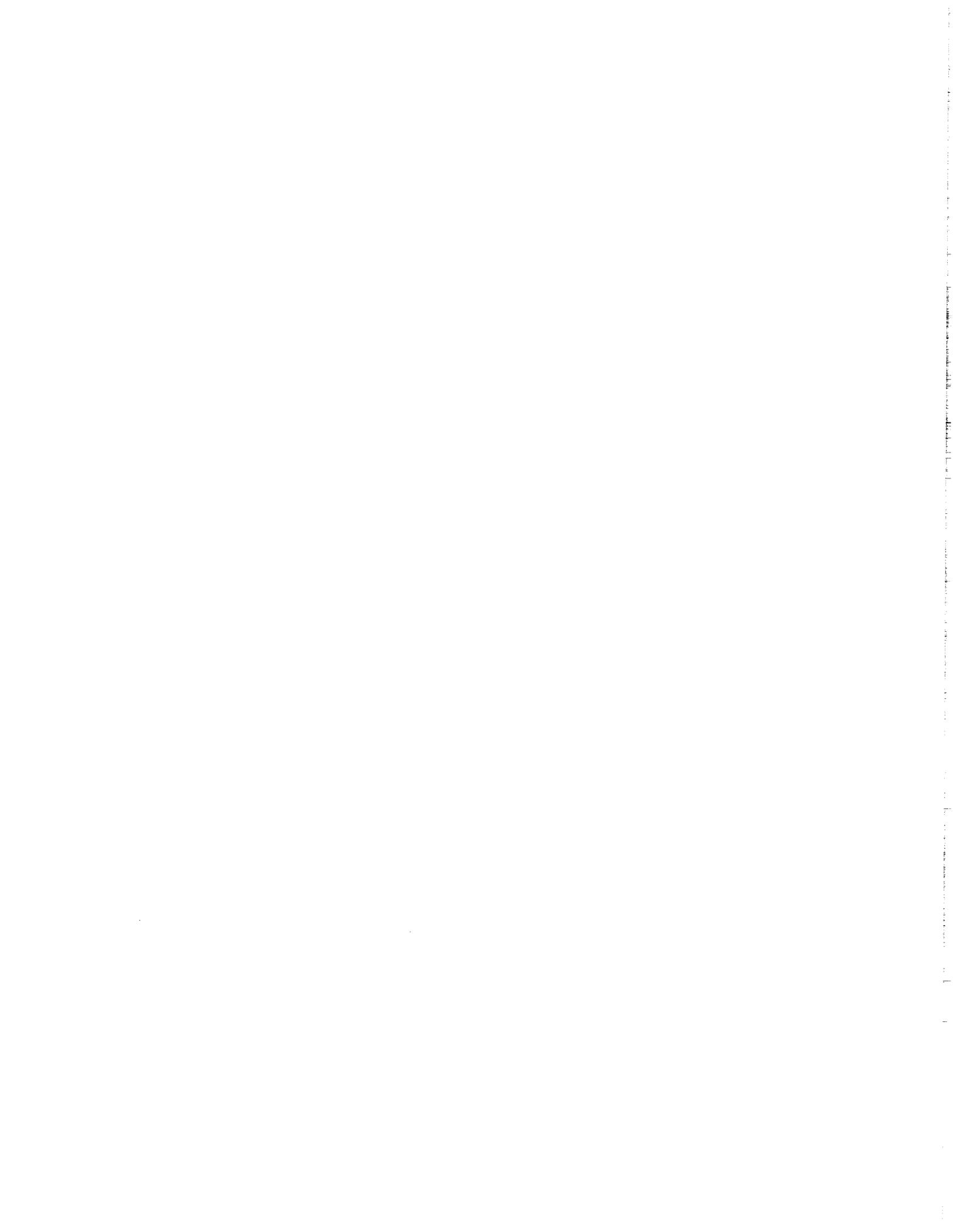
WALNUT PARK WINTERS, CA

PRELIMINARY SITE PLAN - PHASE 2



PREPARED FOR:





WALNUT PARK - PHASE 2

Winters, CA

Preliminary Estimated Cost of Construction

Project No.: 2046.1

Date: October 20, 2015

BASE BID ITEMS	QUANTITY	UNIT PRICE	TOTAL
1 Mobilization (2%)	1 LS	\$11,230.00	\$11,230.00
2 Erosion control	2.8 AC	\$5,000.00	\$14,000.00
3 Tree Removal (By City)	5 EA	\$0.00	\$0.00
4 Clearing, Grubbing and Removals	2.8 AC	\$2,500.00	\$7,000.00
5 Cut and Fill (on site balance)	5,500 CY	\$8.00	\$44,000.00
6 Grading (fine grading)	108,292 SF	\$0.40	\$43,316.80
7 Walnut Ln - Sawcut and Pavement Widening	510 SF	\$4.36	\$2,223.60
8 Walnut Ln - Concrete Curb and Gutter	497 LF	\$27.25	\$13,529.63
9 Walnut Ln - Curb Ramps	3 EA	\$1,635.00	\$4,905.00
10 Walnut Ln - Curb Inlet	1 EA	\$3,815.00	\$3,815.00
11 ADA Parking - PCC Pavement	520 SF	\$13.08	\$6,801.60
12 ADA Parking - Concrete Barrier Curb	50 LF	\$16.35	\$817.50
13 ADA Parking - Signage and Striping	1 LS	\$817.50	\$817.50
14 12" Storm Drain Pipe	300 LF	\$65.40	\$19,620.00
15 12" Storm Drain Inlet	2 EA	\$2,180.00	\$4,360.00
16 Park Rules Sign	1 EA	\$300.00	\$300.00
17 Community Garden Fence	326 LF	\$35.00	\$11,410.00
18 Entry Gate - to garden	1 EA	\$1,200.00	\$1,200.00
19 Vehicle Gate - to garden	1 EA	\$2,200.00	\$2,200.00
20 Concrete Paths	6,034 SF	\$8.00	\$48,272.00
21 Decomposed Granite Path - (DG) min 3" deep compacted	5,942 SF	\$2.75	\$16,340.50
22 Shade Structure	1 LS	\$51,400.00	\$51,400.00
23 Racing Slides	2 EA	\$8,500.00	\$17,000.00
24 Fall Material for play structure (12" deep wood chips)	15 CY	\$75.00	\$1,125.00
25 Reinforced Edge of Sidewalk (at wood chip area)	35 LF	\$20.00	\$700.00
26 Sand for sand box	3 TON	\$175.00	\$525.00
27 Weed Barrier Fabric (at play area fall material and sand play)	650 SF	\$2.00	\$1,300.00
28 Accessible Ramps at play area	2 EA	\$750.00	\$1,500.00
29 Boulders - play area and landscape - 24" to 60"	24 EA	\$400.00	\$9,600.00
30 Potable Water - to drinking fountain and playground	150 LF	\$10.00	\$1,500.00
31 Install Benches (benches provided by City)	5 EA	\$800.00	\$4,000.00
32 Light Poles - decorative to match existing, includes trenching	2 EA	\$5,000.00	\$10,000.00
33 Bollards on Path	2 EA	\$1,200.00	\$2,400.00
34 Turf (hydroseed and amendments)	50,700 SF	\$0.45	\$22,815.00
35 Trees (15 gal)	53 EA	\$150.00	\$7,950.00
36 Shrubs (1 gal)	99 EA	\$17.00	\$1,683.00
37 Shrubs (5 gal)	160 EA	\$34.00	\$5,440.00
38 No Mow Grass (Sod)	1,468 SF	\$1.00	\$1,468.00
39 Irrigation (turf)	50,700 SF	\$1.75	\$88,725.00
40 Irrigation (shrubs & trees on bubblers)	39,844 SF	\$1.25	\$49,805.00
41 Hydroseed (native grasses and wildflowers)	57,592 SF	\$0.25	\$14,398.00
42 Walnut Shell Mulch 2" in planters	26,936 SF	\$0.44	\$11,851.84
SUB TOTAL			\$561,344.97
5% CONTINGENCY			\$28,067.25
Consultant Fees - MDG, Ponticello and Padilla			\$71,156.00
TOTAL BASE BID ESTIMATE			\$660,568.21

ADD ALTERNATE BID ITEMS

1 Drinking Fountain at playground (one currently on site)	1 EA	\$4,000.00	\$4,000.00
2 Third Light Pole	1 EA	\$5,000.00	\$5,000.00
3 Fence at play area (decorative/safety)	100 LF	\$35.00	\$3,500.00
4 6' DG Paths instead of 5' and Extra Corner Paths	1,500 SF	\$2.75	\$4,125.00
5 Play Area Log - local lumber, sealed and bolted in place	1 LS	\$2,500.00	\$2,500.00
TOTAL ADD ALTERNATES			\$19,125.00

AVAILABLE BUDGET

Prop 84	\$587,301.00
HRP Grant	\$117,000.00
Purchase New Mower	-\$40,000.00
TOTAL BUDGET	\$664,301.00

Note: This estimate is based on the Preliminary Site Plan - Phase 2 dated October 20, 2015.

It is recognized that neither the Landscape Architect nor the client has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid or competitive bidding, market or negotiating conditions. Accordingly, the Landscape Architect cannot warrant or represent that bids or negotiated prices will vary from any statement of probable construction cost.

