

CITY OF WINTERS REGULAR PLANNING COMMISSION AGENDA

Tuesday, July 23, 2019 @ 6:30 PM
City of Winters Council Chambers
318 First Street
Winters, CA 95694-1923
Community Development Department
Contact Phone Number (530) 794-6714
Email: dave.dowswell@cityofwinters.org

Chairperson: Paul Myer
Vice Chair: Lisa Baker
Commissioners: Dave Adams, Patrick
Riley, Gregory Contreras, Daniel
Schrupp, Ramon Altamirano
City Manager: John W. Donlevy, Jr.
Management Analyst, Dago Fierros
Contract Planner, Dave Dowswell

- 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 June 25, 2019 meeting of the Planning Commission.
- V STAFF/COMMISSION REPORTS
- VI DISCUSSION ITEMS:
 - A. Discussion Item - Economic Development Advisory Committee Report (Continued from June 25, 2019 meeting).
- 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 JULY 18, 2019



DAVID DOWSWELL, COMMUNITY DEVELOPMENT DEPARTMENT CONTRACT PLANNER

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.

GENERAL NOTES: MEETING FACILITIES ARE ACCESSIBLE TO PERSONS WITH DISABILITIES. TO ARRANGE AID OR SERVICES TO MODIFY OR ACCOMMODATE PERSONS WITH A DISABILITY TO PARTICIPATE IN A PUBLIC MEETING, CONTACT THE CITY CLERK.

**MINUTES OF THE CITY OF WINTERS PLANNING COMMISSION MEETING HELD
JUNE 25, 2019**

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

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

PRESENT: Commissioners, Adams, Altamirano, Contreras, Riley, Schrupp, Vice Chair Baker, Chairman Myer

ABSENT: None.

STAFF: City Manager John Donlevy, Contract Planner Dave Dowswell, Management Analyst Dagoberto Fierros

Kate Laddish, led the pledge of allegiance.

CITIZEN INPUT: None.

CONSENT ITEM:

- A. Minutes of the April 23, 2019 regular Planning Commission meeting.
- B. Minutes of the May 28, 2019 regular Planning Commission meeting.

Commissioner Riley moved to approve minutes with minor corrections. Altamirano seconded.

STAFF/COMMISSION REPORTS:

None.

DISCUSSION ITEM:

- A. Public Hearing and Consideration of recommendation by the Planning Commission on proposed amendments to Title 17 (Zoning Ordinance) of the Municipal Code regarding regulation of vacation rentals operating within city limits.
 - 1. Find the proposed amendments to Title 17 (Categorically Exempt from CEQA, Class 1 Section 15301 (Existing Facilities) and Class 4 Section 15304 (Minor Alterations to Land); and
 - 2. Recommend the City Council adopt the proposed Ordinance 2019-02 amending Chapter 17.12, Planning Agency and adding Chapter 17.54, Vacation Rentals to Title 17 (Zoning Ordinance) of the Municipal Code.

Commissioner Adams abstained due to conflict.

Planner Dave Dowswell gave an update on the draft vacation rental ordinance. The purpose of the presentation was to simplify the previously proposed regulations.

PUBLIC COMMENTS:

Abigail Vargas, 1012 Taft Court, expressed displeasure with the proposed regulations. Vargas suggested that certain exemptions should be granted to “smaller” short term rentals. Vargas believed Accessory Dwelling Units (ADU) should be allowed to operate as a short term vacation rental.

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Benny Dippel, owner of 726 Lupine Way, shared his personal experience with short term vacation rentals. Dippel stated that the biggest issues brought up by the City were parking, noise, and revenue but believed the City should figure out what exactly it is trying to solve with the proposed regulations.

Sandy Vickrey, 305 Main Street, stated she had productive meetings with City staff to discuss the proposed regulations.

COMMISSIONER/STAFF COMMENTS:

Dave Adams recused himself due to a possible conflict of interest.

Vice Chair Baker stated that Accessory Dwelling Units (ADU) should not be utilized as a short term vacation rental because the purpose of ADU's are meant to create long term affordable housing. Therefore she would not support an ordinance that permits ADU's to be utilized as short term vacation rentals. Baker also believed that the fees and proposed regulations are reasonable.

Commissioner Contreras believed the cost of operating a short term vacation rental should not be considerably "high" in comparison to other communities. Contreras also stated that ADU's should not be restricted from being utilized as a short term vacation rental.

Planner Dowswell stated that permitting ADU's to operate as a short term vacation rental is up to each individual jurisdiction. There are some cities that do not prohibit ADU's from operating as short term vacation rentals and some that do.

Commissioner Riley stated that as a business owner you have to make tough business decision as to whether the cost to run a short term vacation rental is cost prohibitive to the business or not.

Commissioner Contreras moved to adopt the proposed regulations with the following updates/changes:

1. Removal of redundancies
2. Correction to the timing of the "quiet hours"
3. Removal of pool requirements
4. Removal of language that would prohibit ADU's to be used as short term vacation rental
5. Removal of required posting of rental agreement
6. Allowing on-street parking to be counted towards meeting the property's parking needs
7. Allowing the commission to vote on rentals that plan to have more than ten guests at any given time

The motion died due to lack of a second.

Vice Chair Baker moved to adopt the proposed regulations with updates mentioned by Commissioner Contreras with one change that would prohibit ADU's to operate as short term vacation rentals. Commissioner Riley seconded.

AYES: Commissioners Altamirano, Riley, Schrupp, Vice Chair Baker, Chairman Myer

NOES: Contreras

ABSTAIN: Adams

ABSENT: None.

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DISCUSSION ITEM:

B. Discussion Item – Economic Development Advisory Committee Report.

Manager John Donlevy gave a presentation on the Economic Development Advisory Committee (EDAC) report. The EDAC report is intended to be utilized as a tool to bolster the local economy while maximizing the opportunities for smart, sustainable, and prudent development. The recommendations in the report are proposed to generate jobs, expand local investments, increase local revenues and allow needed growth to maximize local potential.

PUBLIC COMMENTS:

Kate Laddish, 400 Morgan Street, apartment 21, thanked the EDAC for the time and effort that went into the creation of the report. Laddish stated that the EDAC report needs to be clearer as to how the suggested “advisory board” will be created. Laddish believed that the advisory board should be appointed by the Planning Commission or City Council and report directly to the appointing body. Laddish asked for clarification on the process of adopting the EDAC report.

Rebecca Fridae, 112 Liwai Village Court, stated that she never received any information about the creation of EDAC or any meetings that were held thereafter.

STAFF/COMMISSION REPORTS:

In response to Kate Laddish, Manager Donlevy stated that the EDAC report does not have to be formally adopted by the Planning Commission or City Council. The report is to be used as a guiding document relative to future economic development in Winters.

In response to Rebecca Fridae, Manager Donlevy stated that the first EDAC meeting was held in July 2018 and all the public meetings that followed were publicized on various platforms easily accessible to the public.

Commissioner Adams asked if the rezoning of certain areas will be driven by the property owners or will the City take the lead in rezoning in order to make our zoning look more attractive.

Manager Donlevy stated that the City will engage with all property owners in the possible development of their property. That is the City’s job.

Vice Chair Baker thanked the EDAC for creating the comprehensive report. Baker stated that the talents of our local community should be the driving force behind future economic development.

ADJOURNMENT: Chairman Myer adjourned the meeting at 8:37pm.

ATTEST: _____

Dagoberto Fierros, Management Analyst

Paul Myer, Chairman



**CITY COUNCIL/PLANNING COMMISSION
STAFF REPORT**

DATE: July 23, 2019
TO: Planning Commission
FROM: John W. Donlevy, Jr., City Manager 
SUBJECT: Economic Development Advisory Committee Report

RECOMMENDATION:

That the Planning Commission:

1. Participate in a facilitation of key issues and input received from previous meetings regarding the report and recommendations prepared by the Economic Development Advisory Committee; and
2. Provide input to Staff and comments on how to proceed.

Discussion:

Staff will walk the Planning Commission through previous comments from the EDAC Meetings, the SWOT Analysis and a prioritization for the recommendations from the EDAC.

BACKGROUND:

Beginning in July, 2018, the City had an open committee dedicated to the formulation of recommendations to advance the City's economic development potential. The process included structured meetings, homework and eventually idea building and visioning on potential means for enhancing the economic development potential. In the end, the goal was to work toward closing the imbalance of jobs and housing, spark community vitality and enhancing the City's collaboration with local and regional partners.

Discussion:

The Final Report and Recommendations are located [HERE](#).

Economic Development Committee Report
Planning Commission Workshop- July 23, 2019
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Some key documents and information from the Committee include the following:

- The Committee Agendas, Syllabus, Members, Speakers and Meeting dates are [HERE](#).
- The tasks of the Committee as adopted by the City Council are [HERE](#).
- A review of the 2018 Sacramento Regional Report from the Brookings Institute was presented. [HERE](#) is the presentation and [HERE](#) is the Report. The updated Prosperity Framework from the 2019 SACOG Goal Setting Workshop is [HERE](#).
- Presentations were provided by representatives from the Solano Economic Development Corporation ([HERE](#)) and Solano Community College ([HERE](#)) on how the City can best seek to collaborate with regional partners.
- Background information provided to and reviewed by the Committee included [Winters Revenues and Sales Taxes](#), [Zoning Descriptions](#) and a [Map with Acreages](#), a review of the [City's Flood Zone with fees and acreages](#).
- A presentation on the City of Davis' 2014-16 "Achieving the Vision" strategy was also included [HERE](#).

Staff will be giving a presentation and an overview on the recommendations and is asking for discussion and direction related to the report.

FISCAL IMPACT: None by this action.