



ACTION MINUTES
CITY OF COLUSA PLANNING COMMISSION
WEDNESDAY March 28, 2007 at 7:00 PM
425 Webster Street, City Hall (530) 458-4740

AGENDA ITEMS AND ACTIONS

1. MEETING CALLED TO ORDER AND ROLL CALL.

The regular meeting of the Colusa City Planning Commission was called to order at 7:09 pm by Chairperson Mickey Settlemire with the following in attendance:

Commissioners Present: J.P. Cativiela, Ken Flagor Jr. and Chairman Mickey Settlemire

Commissioners Absent: Rich Selover and Mike Herrick

Staff Present: Randy Johnsen, Interim City Manager; Eileen Shaw, City Planner; Bret McNulty, Assistant Planner; and Cathy Higgins, Administrative Secretary.

2. CONSENT CALENDAR

Items on the Consent Calendar may be removed and discussed at the request of any Commission member.

- A. **Action Minutes Review.** Action minutes from the October 11, 2006, and February 28, 23007 Planning Commission meetings.

Chair Settlemire opened the Commission's discussion on the Planning Commission's October 11, 2006 draft action minutes.

- 1) Commissioner Cativiela moved to approve the October 11, 2007 minutes Commissioner Flagor Jr. seconded the motion.

The motion carried with a 3-0 vote, Commissioner Selover and Herrick absent.

Chair Settlemire continued the Commission's discussion of the February 28, 2007 action minutes to the next regular meeting of the Planning Commission because only two of the Commissioners who attended the meeting were present.

The motion carried with a 3-0 vote, Commissioner Selover and Herrick absent.

3. PUBLIC COMMENTS

Chairman Settlemire opened the hearing to public comments on items not on the agenda.

Cynthia White, 510 10th Street addressed the Commission. White wanted to thank city staff for the hard work to get the website up and running. White said they printed the agenda off the website for tonight's meeting and said it is a step forward being involved in the community. Shaw said it was due to Interim City Manager Randy Johnsen being instrumental in getting it going. Cativiela said the website is looking real nice. Cativiela does have a concern and wanted to find out if anyone else is experiencing the same problem he is having. Cativiela went to download the Community Character and Design Element and there were only 7 pages to print. His concern is, the public may not be aware that there are more pages to the element because it ends on a complete sentence. Shaw said she would check into it.

5B. PRESENTATION AND REVIEW OF DRAFT GENERAL PLAN COMMUNITY CHARACTER AND DESIGN ELEMENT

City Planner Eileen Shaw presented a Power Point presentation summarizing the goals, policies, and implementing actions of the Draft General Plan Community Character and Design Element.

Jim White 510 10th Street addressed the Commission. White asked how the design review process will be implemented in our city and situation. Shaw said it will be determined by City Council and the Planning Commission. Shaw also explained that it is different in all cities. Some have a specific design review board that consist of Staff, 1 or 2 Planning Commissioner and possibly a City Council member. Typically it is Staff and the Planning Commission or members of the Historic Preservation Committee. White asked if this would be an on going operation, case by case? Shaw said the Design guidelines will be a public process everybody will have an opportunity to provide their input. The Design Guidelines can be amended, but we want to start out with a solid set of Design Guidelines. Settlemyre said we are going to go through a learning curve and it will be on a case by case basis. Cativiela said he asked Shaw at the last meeting if this would be a single ordinance and Shaw said yes. Cativiela said it is the way to go, at the beginning a plan has to be in place so people can look at the basic rules. Shaw stated there will be some flexibility to allow creativity and not be so specific that if it is not in there, you can't do it. Settlemyre said he works a lot with State and Federal Law and he sees similarities in the way this is going. It is a standard on how to get there. Cativiela commented on a statement that was made by City Manager Johnsen at the last meeting. This is not going to happen tomorrow, it could take up to 20 years. Shaw stated, there are real good Design Reviews Ordinances out there, so there is no need to reinvent the wheel. It would not take much to put something together and adapt it to Colusa. Shaw continued with presentation.

Dick Marvel 2490 3rd St addressed the Commission. He is stated he is concerned about three or four builders, and wants to know when is the first builder going to start. Marvel said he has come to many Planning Commission and City Council meetings and has heard this presentation on the CC&D at least twice and he agrees with what is being said but just wants to make sure we are not being led down the wrong path. Marvel's questions related to Cobblestone and Brookins – when these projects are going to start. Shaw said Cobblestone was already approved by the Planning Commission in October 2005 and it is a development that is already in the city. Shaw said Brookins is outside of the city limits as is most of the Colusa Riverbend, Vann property and Colusa Crossings. These are annexations that will not happen until after the General Plan is adopted. Marvel went on to express concern regarding changes n the Cobblestone project – focused on swales, Third Street, traffic controls and access to SR 20. Shaw said he will need to contact the City Engineer Nick Ponticello, again this has already through the public process; the Fire Chief, Police Chief, and the City Engineer have been working with Cobblestone on the final improvement. This is not within the public comment realm at this point because the appeal process has passed,. Shaw recommends he call the City Engineer to get more specifics on what is going to happen on 3rd Street. Marvel asked for Cobblestone contact. Shaw said she would have to get the contact for him, she does not have it with her now. Marvel thanked commission and staff for their time.

Jeneane Wilsey 425 Walnut Tree Dr addressed the Commission. She likes the CC&D, but is concerned that the specifics are not in there to make sure the developers reinforce desirable characteristics of Colusa. She addressed lot sizes (the original lot sizes were 9600 sq ft) and cited lot coverage requirements in other places like Fair Oaks. Settlemyre said this is not something that will be addressed in the General Plan, that it is reserved for the [Zoning] Ordinance. Wilsey said she is concerned that approvals will take place before we approve the Design Guidelines. Settlemyre said we have the ability to make changes every 3 months and if we run across something, we don't have to wait 10 years to make a change. Wilsey said in the mean time, does Brookins get approval for 590 homes without considering the lot size? Shaw said all special planning areas will be processed as a specific plan or planned development with their own lot sizes and zoning. Shaw stated that the CC&D was intended to be general, but that the purpose of this element is to guide the new developments and the City will have Design Guidelines in place so when they go to the Planning Commission, the City will have something to work with. Wilsey thanked the commission and staff. Settlemyre said some of the economy is going to drive what will happen with new development.

Cativiela asked what we are trying to accomplish tonight. Shaw said the CC&D already went to Council and they accepted this, but that the Commission had requested a second meeting to give the public additional opportunity to comment on the element. Staff will make any minor changes (e.g., grammatical, clarifications, etc.) and finalize the docement. Then this element will be combined with the remainder of the General Plan for transmittal to State Clearinghouse next week. The first week in May is currently scheduled to have the General Plan Master EIR go out to the public and State Clearinghouse. May 22 is scheduled a joint meeting of the Planning Commission and the City Council at 7 pm to receive public input on the General Plan and the MEIR. All of this will be available on the website as well. Cativiela asked if the General Plan will be adopted by the City Council. Shaw said yes, August 7th is our target date.

Marvel said there was a glitch in the computer program sometime ago regarding Dr. Hingham's property and wanted to know if the adjustment was corrected. Shaw said request for adjustments were taken care of. Cativiela asked if he suggested a change tonight could we determine if it is minor and bring closure to it. Shaw said yes. Cativiela started out with page 3-9, 3 bullets down streets and blocks design and asked for clarification re the word "intrusion." Shaw said we would scratch "minimum intrusion" and rephrase. Cativiela said page 3-14, policy 3.15 remove the second "the" on the sentence. Page 3-15, policy 3.19 change it to read utility providers – not just PG & E. Page 3-15, policy 4.1 remove "to be located".

Commissioner Herrick came in to make sure there was a quorum and left.

Cativiela continued with suggested edits: Page 3-18, CCD-7.1a, would like to see this paragraph re-worded to indicate there are inappropriate routes. Discussion followed and it was determined that this implementing action expressed the intent to direct traffic away from inappropriate routes.

Cativiela commented that the language in policies 7.2 and 7.3 on Page 3-19 was not consistent with Figure 3.1. Shaw explained that these policies actually refer to Figure 3.2 which was omitted from this version, pending corrections being made at the request of the City Council. Settlemire asked why special attention should be given to Market St., Thirteenth St. and Bridge St. – is this because of the old down town? John Morton 313 Clay St addressed the Commission regarding this. The Chamber of Commerce is putting up new signs that say "Welcome to the City of Colusa" and "1868" to indicate when the city was incorporated. They will be placed at the corner of Highway 45, Highway 20 by the fairgrounds and by the golf course.

Commissioner Cativiela referenced Page 3-22, CCD 9.6, asked what the policy statement means. Flagor explained that it is to control glaring spotlights. Shaw explained that it is referring to the level of illumination and that the type and intensity of lighting can have a beneficial or detrimental effect on an area.

Cativiela asked if the entire document be placed on the web. Shaw said it will be on there. Wilsey asked about the dates again. Shaw said the week of April 2nd is when this goes to the State Clearinghouse. The first week of May the draft EIR will be "on the street" for public review. May 22 at 7pm will be the joint City Council/Planning Commission meeting and August 7th is the anticipated General Plan adoption date. Wilsey asked if May 22 was for public comment. Shaw said absolutely, this is for the public's comments. Wilsey asked if changes can still be made. Shaw said changes could technically be made up until the adoption of the document. However, if there are any issues to be flushed out, it should occur at the May 22nd meeting. Shaw said the last component is the General Plan Implementation Program to go to the Council.

Chairman Settlemire asked if there are going to be basic [design] guidelines with the General Plan. Shaw said not in this document. As soon as we know the General Plan has been adopted and the Council has agreed that this General Plan is to contain a provision for a design review process, we are going to try to get this done as quickly as possible. It is critical for the developments waiting to get started.

McNulty handed out the Planning Commissioners Handbook to the commissioners. Settlemire asked a question about Assembly Bill 5 and Senate Bill 5 regarding the flood plain and city liability. Eileen stated that she would look into these bills in greater detail. Shaw said Colusa Riverbend is preparing specific plans for the entire eastside and will bring the proposal to the next Planning Commission meeting. Cativiela asked if it was an action or informational item. Shaw said it was informational only.

7. PLANNING COMMISSION MATTERS. Chair Settlemire moved to open the Commission discussion of items tentatively scheduled for the next Planning Commission meeting scheduled for April 25, 2007.

8. ADJOURNMENT.

Chair Settlemire adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Cathy Higgins, Planning Secretary
April 11, 2007