



AGENDA
RIO DELL PLANNING COMMISSION
REGULAR MEETING– 6:30 P.M
THURSDAY, OCTOBER 23, 2014
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

WELCOME . . . By your presence in the City Council Chambers, you are participating in the process of representative government. Copies of this agenda, staff reports and other material available to the Commission are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell Planning Commission meetings often.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. CEREMONIAL

- 1) 2014/1023.01 - Swearing in and Seating of New Planning Commissioners
R. L. "Bud" Leonard and Jared Wilson

E. CONSENT CALENDAR

- 1) 2014/1023.02 - Approve Minutes of the April 10, 2014 Regular Meeting (**ACTION**)
- 2) 2014/1023.03 - Approve Minutes of the June 26, 2014 Regular Meeting (**ACTION**)
- 3) 2014/1023.04 - Approve Minutes of the August 28, 2014 Regular Meeting (**ACTION**)

F. PUBLIC PRESENTATIONS

This time is for persons who wish to address the Commission on any matter not on this agenda and over which the Commission has jurisdiction. As such, a dialogue with the Commission or staff is not intended. Items requiring Commission action not listed on this agenda may be placed on the next regular agenda for consideration if the Commission directs, unless a finding is made by at least 2/3rds of the Commission that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.

G. SCHEDULED MATTERS/PUBLIC HEARINGS/STUDY SESSIONS

1) 2014/1023.05 - Review Smither Bean Coffee Drive-Thru - 541 Wildwood Ave. and Find that the Proposed Project is Exempt from the Design Review Regulations, Section 17.25.050 of the Rio Dell Municipal Code (RDMC) (ACTION)

2) 2014/1023.06 - Continued review and discussion of:

- Draft Land Use Matrix
- Potential New Use Types
- Appropriate Zones for New Use Types
- Definitions

H. ADJOURNMENT



In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

The next Regular meeting is scheduled for January 22, 2015 at 6:30 p.m.

**CITY OF RIO DELL
PLANNING COMMISSION
SPECIAL MEETING
APRIL 10, 2014**

CALL TO ORDER

A Special meeting of the Rio Dell Planning Commission was called to order at 6:30 p.m. by Commissioner Chapman.

Present were Commissioners Chapman, Angeloff, Long, and Millington. Absent was Commissioner Theuriet (excused).

Others present were Community Development Director Caldwell and City Clerk Dunham.

PUBLIC PRESENTATIONS

None

SCHEDULED MATTERS/PUBLIC HEARINGS/STUDY SESSION

Zoning & General Plan Amendments – *Continued from Meeting of March 27, 2014*

- 1) Establishing Residential Multifamily General Plan and Zoning Designations;
- 2) General Plan Amendment and Zone Reclassification redesignating approximately 8.7 acres from Urban Residential (UR) to Residential Multifamily;
- 3) General Plan Amendment and Zone Reclassification redesignating the Downtown City Parking Lot from Town Center (TC) to Public Facility (PF); and
- 4) Establishment of Emergency Shelters/Transitional Housing Regulations

Community Development Director Caldwell provided a staff report and said the California Department of Housing and Community Development (HCD) recently informed the City that the minimum density for multifamily development is required to be 15 units per acre. As such, the City is required to establish a land use designation allowing up to 15 units per acre prior to the State's approval of the updated Housing Element.

He stated that staff is recommending that six (6) parcels along Rigby Avenue and Center Street be redesignated from Urban Residential (UR) to Residential Multifamily (RM). He noted that the affected property owners were provided a copy of the notice and the proposed development standards and no oppositions were received.

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Staff continued with review of the principally permitted uses proposed for the Residential Multifamily zone which included detached single-family dwellings, multiple dwellings and dwelling groups; community care facilities for six (6) or fewer individuals; family day care homes for twelve (12) or fewer children, including children who reside at the residence; and transitional housing and emergency shelters subject to the operational standards.

Community Development Director Caldwell explained that as part of the establishment of the RM zone the Land Use Designations and General Plan Designations also have to be revised.

He then stated that it was recently brought to staff's attention that the downtown City parking lot is currently designated Town Center (TC) and since all other public lands are zoned Public Facility, staff is recommending the parking lot be redesignated from TC to PF.

Commissioner Chapman asked if redesignating the City parking lot will affect the electric car charging station that is going to be installed at that location.

Community Development Director Caldwell said it will not have any effect on that project.

Staff reported that the last recommendation is for the establishment of emergency shelters and transitional housing regulations. He said in 2008, the State enacted Senate Bill 2 which called for changes to the Government Code as it relates to zoning for emergency homeless shelters and transitional and supportive housing and mandated that cities and counties bring their zoning ordinances into conformance with the new State requirements. As part of the 2010/2011 Housing Element update process, the City adopted a General Plan policy that emergency shelters would be recognized as a principally permitted use in the Town Center (TC) zone. He said the Department of Housing and Community Development (HCD) certified the Housing Element (April 2011) based on the City's commitment to have the policy implemented by December 2011 but was never done.

A public hearing was opened to receive public comment on the proposed zoning and general plan amendments.

There being no public comment, the public hearing closed.

Motion was made by Angeloff/Millington to adopt Resolution No. PC 080-2014 recommending that the City Council: 1) Establish a Residential Multifamily (RM) Zoning and General Plan Designation; 2) Redesignate approximately 8.7 acres from

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Urban Residential (UR) to Residential Multifamily (RM); 3) Redesignate the downtown City Parking Lot from Town Center (TC) to Public Facility (PF); 4) Amend Table 1-1 of the General Plan, Rio Dell Land Use Designation Acreage Distribution, to reflect the required mapping changes; and 5) Amend Table 1-2 of the General Plan to include the Residential Multifamily designation; 6) Amend Section 17.10 of the Rio Dell Municipal Code (RDMC) Definitions to include Emergency Shelters and Transitional Housing; and 7) Establish Emergency Shelters and Transitional Housing Regulations, Section 17.30.079 of the Rio Dell Municipal Code (RDMC). Motion carried 4-0.

CONTINUED STUDY SESSIONS

Continued Review and Discussion of Land Use Matrix and Definitions

Community Development Director Caldwell recommended this item be continued to the May 22, 2014 Regular meeting since the April 24, 2014 Regular meeting was cancelled as he will be out of the office attending a workshop.

ADJOURNMENT

The meeting adjourned at 6:58 p.m. to the May 22, 2014 Regular meeting.

Nick Angeloff, Vice Chair
for Gary Chapman, Chair

Attest:

Karen Dunham, City Clerk

**CITY OF RIO DELL
PLANNING COMMISSION
REGULAR MEETING
JUNE 26, 2014**

The regular meeting of the Rio Dell Planning Commission was called to order at 6:45 p.m. by Commissioner Angeloff.

Present were Commissioners Angeloff, Millington and Theuriet. Absent were Commissioners Chapman and Long (excused).

Others present were Community Development Director Caldwell and City Clerk Dunham.

PUBLIC PRESENTATIONS

No members of the public were present.

SCHEDULED MATTERS/PUBLIC HEARINGS/STUDY SESSION

Adopt Resolution No. PC-082-2014 Recommending the City Council Amend Fence Regulations, Section 17.30.090 of the Rio Dell Municipal Code (RDMC)

Community Development Director Caldwell provided a staff report and explained the reason for the proposed amendment to the existing fence regulations is to be consistent with the recent amendment to the 2013 California Building Code (CBC) exempting fences up to seven (7) feet in height.

He continued with review of required findings and stated there are no policies in the General Plan which would prohibit amending the fence regulations to be consistent with State law and to accurately reflect the California Building Code (CBC) and that based on the nature of the project, staff has determined that the project is Statutorily Exempt pursuant to Section 15061(b)(3) of the CEQA Guidelines. As such, he recommended adoption of Resolution PC-082-2014.

Commissioner Theuriet commented that this is something that needed to be considered not only for privacy but for safety since some dogs can easily jump over six (6) foot fences.

Commissioner Millington referred to the first paragraph of Attachment 1 and questioned whether the word "not" in the second sentence should be deleted and said in reading it; it appears to be a double negative.

Community Development Director Caldwell stated that he thought the sentence clearly reflected the intent of the Code.

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Motion was then made by Millington/Theuriet to adopt *Resolution No. PC-082-2014 Recommending Approval of Amending Fence Regulations, Section 17.30.090 of the Rio Dell Municipal Code.* Motion carried 3-0.

Adopt Resolution No. PC 083-2014 Recommending the City Council Amend Section 17.30 of the Rio Dell Municipal Code to Renumber the General Provisions and Exceptions to Accommodate Recent Amendments

Community Development Director Caldwell provided a staff report and said the purpose of the amendment is to basically get the numbering in the General Provisions and Exceptions back in sequential order to accommodate the recent amendments to the Code.

Motion was made by Theuriet/Angeloff to adopt *Resolution No. PC 083-2014 Recommending that the City Council Amend Chapter 17.30 of the Rio Dell Municipal Code (RDMC) to Renumber the General Provisions and Exceptions to Accommodate Recent Amendments.* Motion carried 3-0.

Continued Review and Discussion of Draft Land Use Matrix

Community Development Director Caldwell stated the Commission left off the last review of the Land Use Matrix with Mortuaries and Funeral Homes and suggested continued review and discussion be deferred to the July 24th meeting to allow the full Commission to be present. Commissioners concurred.

ADJOURNMENT

The meeting adjourned at 7:05 p.m. to the July 24, 2014 Regular meeting.

Nick Angeloff, Vice-Chair

Attest:

Karen Dunham, City Clerk

**CITY OF RIO DELL
PLANNING COMMISSION
REGULAR MEETING
AUGUST 28, 2014**

The regular meeting of the Rio Dell Planning Commission was called to order at 6:35 p.m. by Commissioner Chapman.

Present were Commissioners Angeloff, Long and Millington. Absent were Commissioners Chapman and Theuriet.

Others present were Community Development Director Caldwell and City Clerk Dunham.

CEREMONIAL MATTERS

Receive Letters of Resignation from Commissioners Chapman and Theuriet
Community Development Director Caldwell announced that letters of resignation were received from Commissioners Chapman and Theuriet effective July 14, 2014 and August 1, 2014 respectively.

CONSENT CALENDAR

Approve Minutes of the March 27, 2014 Regular Meeting
Motion was made by Long/Millington to approve the consent calendar including the minutes of the March 27, 2014 Regular meeting as presented. Motion carried 3-0.

PUBLIC PRESENTATIONS

No members of the public were present at the meeting.

SCHEDULED MATTERS/PUBLIC HEARINGS/STUDY SESSION

Adopt Resolution No. PC-084-2014 Recommending Approval of the Teasley Subdivision Extension to August 9, 2015

Community Development Director Caldwell provided a staff report and said the Teasley Minor Subdivision dividing a 24,750 sq. ft. parcel into two parcels was approved by the Planning Commission on July 25, 2012 with the approval becoming effective August 9, 2012. As conditions of approval the applicant was required to install the required frontage improvements including curb, gutter and sidewalk as well as paving along the frontage of the property. He said in addition, the applicant was required to remove or relocate existing storage sheds to meet setback requirements.

He further reported that Allen Baird (A.M. Baird Engineering) submitted an application on behalf of the applicant on August 6, 2014. He said in reviewing the application staff

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discovered that two of the existing provisions regarding extensions are not consistent with the Subdivision Map Act. He said the Rio Dell Municipal Code (RDMC) requires that the application be submitted not less than 45 days prior to the expiration date; whereas the Subdivision Map Act requires that the application be submitted prior to the expiration date. He noted that once an application for an extension is filed, provided it is prior to the expiration date, the map is automatically extended for sixty days or until the City acts on the extension, whichever occurs first.

He noted that the second inconsistency has to do with filing appeals whereby the RDMC requires that any appeals of the Planning Commission action be filed within ten days of the action; the Subdivision Map Act allows fifteen days for appeals to be filed.

Commissioner Long pointed out two minor typographical errors in the resolution.

Motion was made by Millington/Long to approve ***Resolution No. PC 084-2014 Recommending Approval of a one (1) Year Extension of the Teasley Subdivision.*** Motion carried 3-0.

Adopt Resolution No. PC 085-2014 Recommending the City Council Amend the Subdivision Regulations to be Consistent with the Subdivision Map Act Regarding Extension of Approved Tentative Maps

Community Development Director Caldwell stated as previously explained the reason for the amendment of the existing Subdivision Regulations is to make them consistent with the Subdivision Map Act.

Motion was then made by Millington/Long to adopt ***Resolution No. PC 085-2014 Recommending Amending Section 16.15.130(2)(a) and Section 16.15.130(2)(e) of the Rio Dell Municipal Code (RDMC) to be Consistent with Section 66452.6(e) of the Subdivision Map Act, Section 66410 et. seq. of the California Government Code to the Rio Dell City Council.*** Motion carried 3-0.

Continued Review and Discussion of Draft Land Use Matrix

Community Development Director Caldwell stated that he and Commissioner Angeloff met with the City Manager to discuss potential use types for the Industrial Park and that he inadvertently left the file in his office which is locked so recommended discussion of the Draft Land Use Matrix be continued to the next meeting. He commented that it may be better to defer further discussion anyway to allow the new Commissioners the opportunity to get acquainted with the Zoning Regulations.

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STAFF REPORTS/COMMUNICATIONS

Community Development Director Caldwell stated that he notified the Dollar General today to let them know that the Stage 3 Water Curtailment was reduced to Stage 2 so they could proceed with some of the landscaping. He also commented that he spoke to Matt Casey from the Zaremba Group and learned that the price of the Todd property went up so the development costs no longer pencil out for them at this time.

ADJOURNMENT

The meeting adjourned at 7:40 p.m. to the September 25, 2014 Regular meeting.

Nick Angeloff, Vice-Chair


Attest:

Karen Dunham, City Clerk

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



For Meeting of: October 23, 2014

To: Planning Commission
From: Kevin Caldwell, Community Development Director
Through: Kyle Knopp, City Manager 
Date: October 20, 2014
Subject: Review of the Smither Bean Coffee Drive-Thru; 541 Wildwood Avenue

Recommendation:

That the Planning Commission:

1. Receive staff's report regarding the proposed Coffee Drive-Thru; and
2. Open the public hearing, receive public input and deliberate;
3. Find that:

The proposed project is exempt from the Design Review regulations, Section 17.25.050 of the Rio Dell Municipal Code (RDMC).

Background and Discussion

Dean Smither is proposing to convert a portion of an existing 880 square foot vacant building located at 541 Wildwood Avenue to a Drive-Thru coffee business. The plans include an addition of approximately 83 square feet to provide a drive-up window. Please see Attachment 1.

Additions of less than 10% of the existing size of buildings that utilize the same materials, colors and design are exempt from Design Review. Although, staff believes the proposed addition and the repainting of the building is consistent with the intent of the exemption, staff is requesting that the Planning Commission make the determination. Below is a copy of the regulation provisions, Section 17.25.050(3) of the Rio Dell Municipal Code (RDMC):

3. Design Review Exemptions

The following structures and improvements are exempt from Design Review. However, such structures may require additional permits, such as a ministerial building permit to ensure compliance with adopted Building Code standards and applicable Zoning Code provisions.

- (a) *Additions to structures less than 10% of its existing size provided the improvements employ the same materials, colors and design as the original or existing construction and compliments and is compatible with the character of the surrounding area, is not detrimental to the value of properties in the area and does not reduce the visual appearance of the area;*

The proposed addition is less than 10% of the existing building. The existing building is a previous gas station and has a flat roof. The owner is proposing to repaint the building from its current color to a light blue color, add awnings over the windows and incorporate a gable roof over the proposed addition. Although the proposed changes do not completely comply with the exemption provisions, staff believes the changes enhance the appearance of the building, are compatible with the character of the surrounding area, is not detrimental to the value of properties in the area and does not reduce the visual appearance of the area. Staff believes the proposed addition and the repainting of the building is consistent with the intent of the exemption and therefore can be considered exempt from Design Review.

Although staff is recommending that the addition be considered exempt from Design Review, staff would encourage the applicant to install a gable roof over the existing building and extend the roof over the drive-thru lane and change the gable to run perpendicular to the drive-thru lane. Staff believes this would result in a more visually appealing building and provide a covered area to serve the vehicles.

In regards to parking, properties with existing buildings south of Davis Street on Wildwood Avenue are exempt from providing additional parking spaces. However, parking facilities (lots) are still required to comply with other parking regulations, including:

- ◆ All parking spaces, access drives and maneuvering areas shall be improved and permanently maintained with an all-weather durable asphalt, concrete or comparable surface as approved by the Director of Public Works;
- ◆ Parking spaces shall be clearly delineated with white, four-inch wide lines painted on the parking surface or with alternative materials as approved by the Director of Public Works. The striping shall be continuously maintained in a clear and visible manner in compliance with the approved plans;
- ◆ Concrete wheel stops or comparable wheel stops approved by the Public Works Director shall be firmly attached to the ground and placed to allow two feet of front vehicle overhang within the dimension of the parking space;

- ◆ Each access driveway shall be located a minimum of 50 feet from the nearest intersection, as measured from the centerline of the access road driveway to the centerline of the nearest travel lane of the intersecting street, unless a lesser or greater distance is approved or required by the Director of Public Works;

The existing driveway on Wildwood Avenue will not be changed. The existing driveway on Elm Street will be relocated further away from the intersection. Staff does not believe this is an issue.

- ◆ Entrance driveways from exits to streets and alleys shall require Encroachment Permits, and shall only be provided at locations approved by the Director of Public Works;
- ◆ Two-way access driveways shall have a minimum width of 25 feet;
- ◆ Parking areas containing three or more parking spaces shall be landscaped. Landscaping shall be provided throughout the parking lot as a combination of ground cover, shrubs, and trees;
- ◆ The design of parking lot landscape areas shall consider and may be required to include provisions for the on-site detention of stormwater runoff, pollutant cleansing, and groundwater recharge;
- ◆ A proposed parking area adjacent to a public street shall be designed with a landscaped planting strip between the street right-of-way and parking area with a minimum depth of 6 feet;

The site plan indicates a proposed landscaping strip north of the existing driveway on Wildwood Avenue and east the proposed driveway on Elm Street. In order to comply with this provision a landscaping strip will be required south of the existing driveway on Wildwood Avenue and west of the proposed driveway on Elm Street. Please note that the property lines identified on the site plan reflect a tentatively approved lot line adjustment that has not been completed.

- ◆ Landscaping within the planting strip shall be designed and maintained to screen cars from view from the street to a minimum height of 18 inches, but shall not exceed any applicable height limit for landscaping within a setback;

It should be noted that the Community Development Director in consultation with the Director of Public Works (the City Manager) is authorized to modify the above provisions.

Attachments

Attachment 1: Proposed Plans.