



**CITY OF LAKEPORT
PLANNING COMMISSION
January 10, 2018**

MINUTES

CALL MEETING TO ORDER AND ROLL CALL: Vice Chairman Russell called the meeting to order at 5:05 p.m. with Commissioners Green, Wicks, and Froio present. Also present were Community Development Director, Kevin Ingram, Associate Planner, Dan Chance, and Administrative Specialist, Linda Sobieraj.

ACCEPTANCE OF AGENDA: A motion was made by Commissioner Green, to accept the agenda as posted; seconded by Commissioner Froio and unanimously carried by voice vote (4-0).

COMMUNICATIONS: Community Development Director Ingram advised there was no citizen input outside the posted agenda.

CONSENT AGENDA: A motion was made by Commissioner Green, to accept the minutes, seconded by Commissioner Froio, and unanimously carried by voice vote (4-0). (Minutes from the Planning Commission meetings of October 11, 2017, October 25, 2017, and November 8, 2017).

REGULAR AGENDA:

Annual Election of the Planning Commission Officers

Elect the Planning Commission officers for calendar year 2018. Commissioner Russell nominated Commissioner Wicks for 2018 Chairman. Commissioner Wicks accepted. Commissioner Froio nominated Commissioner Green for Vice Chairman. Commissioner Green accepted.

Commissioner Russell moved to nominate Commissioner Wicks as Chairperson, Commissioner Green as Vice Chairperson of the City of Lakeport Planning Commission for calendar year 2018, and Kevin Ingram, Community Development Director as Secretary. Seconded by Commissioner Green.

The vote was called and was as follows:

AYES: Commissioners Russell, Froio, Green, and Chair Wicks (4-0)

NOES: None

ABSENT: None

Jamie Young Day Care – UP 17-02 / CE 17-19

Associate Planner Chance briefed the Planning Commission on an application for Use Permit for a Large Family Daycare in an existing single-family dwelling at 1400 North Forbes Street (APN 026-205-07).

Commissioner Wicks asked if there was a gate in the front yard. Associate Planner Chance confirmed that the front yard was fenced and included a gate that closed off the driveway when not in use.

Public hearing open at 5:22 p.m. Applicant Jamie Young spoke regarding fencing, drop off, play yard location and staffing. Neighbors David Norris and Gary Pickle spoke regarding noise concerns, traffic impacts and overall negative effect that the approval of a large family daycare would have on the neighborhood. Public hearing closed at 6:15 p.m.

Planning Commission requested Director Ingram to explain review and revocation process if complaints were received by neighbors related to noise or other condition violations. Director Ingram explained that if verified complaints were received the item would be brought back to the Planning Commission for review and revocation.

Public hearing reopened at 6:16 p.m. and Applicant Jamie Young spoke regarding drop off times and access to outdoor areas. Neighbor David Norris spoke regarding parking and drop off times. Public hearing closed at 6:36 p.m.

Commissioner Green asked for consensus to amend Project Condition Agreement #9 to remove the sentence that reads: "If the Community Development staff receives complaints regarding noise associated with the drop off prior to 7:00 a.m. this permit would automatically be subject to the revocation and modification provisions of Section 17.24.080 of the Zoning Ordinance", as this process is adequately covered in Condition #10. Consensus in favor to amend (3-1).

Commissioner Wicks advised he was concerned about safety issues regarding the fencing and use of the front yard as an outdoor play yard for children at this location and recommended additional fencing separating the play yard from the driveway.

Public hearing re-opened at 6:38 p.m. and applicant Jaime Young asked to comment on questions regarding fencing. Applicant advised due to the excess cost of the fence she would be willing to relocate the outdoor play area to the backyard area. Community Director Ingram suggesting adding both options in project condition agreement.

Amend Project Condition Agreement #7 to read: *"The outdoor play area shall be limited to the rear yard, with all fencing complying with the City of Lakeport's Large Family Day Care Facility fence standards. Alternatively, if the outdoor play area is to be located in the front yard, prior to commencement of use a 3-foot fence and gate along the north side of the existing driveway shall be provided. All perimeter fencing around the outdoor play area shall be continuously maintained."*

Categorical Exemption Approval

Commissioner Green moved that the Planning Commission find that UP 17-02 as applied for by Jamie R. Young is categorically exempt pursuant to Section 15274(a) of the CEQA Guidelines. Seconded by Commissioner Froio.

The vote was called and was as follows:

AYES: Commissioners Russell, Froio, Green, and Chair Wicks (4-0)

NOES: None

ABSENT: None

Use Permit Approval

Commissioner Green moved that the Planning Commission find that the Use Permit applied for by Jamie R. Young, on property located at 1400 Forbes Street meet the requirements of Sections 17.04.050.E and 17.24.110.F of the Lakeport Zoning Ordinance; consistent with the objectives and policies of the Lakeport General Plan; and subject to the project conditions of approval (Attachment B) as amended, and with the findings listed in the January 10, 2018 staff report. Seconded by Commissioner Russell.

The vote was called and was as follows:

AYES: Commissioners Russell, Froio, Green, and Chair Wicks (4-0)

NOES: None

ABSENT: None

Community Development Director Ingram stated for the record the Zoning Ordinance did allow for a five-day calendar appeal period and any appeal of the Planning Commission would be heard by the City Council.

Rs Joshi Enterprises – AR 17-09 / CE 17-17

Associate Planner Chance briefed the Planning Commission on an Architectural Design and Review for an 1,880 square foot freestanding metal canopy over the existing gas pumps at Lakeport Express at 301 S. Main St. (APN 025-501-31).

Public hearing opened at 6:26 p.m. Applicants/owners Sunil Joshi and Charan Mar spoke regarding the project. Commissioner Green and Russell asked the applicant about future upgrades regarding solar and ADA bathroom requirements. The applicants/owner advised they are considering solar in the future. Public hearing closed at 6:52 p.m.

Categorical exemption Approval

Commissioner Green moved that the Planning Commission find that AR 17-09 as applied for by Lakeport Express is categorically exempt pursuant to Section 15301(e) of the CEQA Guidelines. Seconded by Commissioner Russell.

The vote was called and was as follows:

AYES: Commissioners Russell, Froio, Green, and Chair Wicks (4-0)

NOES: None

ABSENT: None

Architectural and Design Review Approval

Commissioner Green moved that the Planning Commission find that the Architectural and Design Review applied for by Lakeport Express, on property located at 301 South Main Street does meet the requirements of Section 17.27.080 of the Lakeport Zoning Ordinance; consistent with the objectives and policies of the Lakeport General Plan; and subject to the project conditions of approval (Attachment B), and with the findings listed in the January 10, 2018 staff report. Seconded by Commissioner Froio.

The vote was called and was as follows:

AYES: Commissioners Russell, Froio, Green, and Chair Wicks (4-0)

NOES: None

ABSENT: None

2018 Planning Goals

Community Development Director Ingram updated the Commissioners on the projects that have been completed or that were started in 2017. Ingram briefed the Commission on upcoming Department Goals and Activities for 2018.

Ingram advised purpose of this agenda item was to discuss Goals Objectives for the 2018/2019 budget year. Recommended goals will be provided to the City Council for their consideration in the City's overall goals and budget for fiscal year 2018/2019.

Chair Wicks would like to bring the 2018 Planning Goals back to the next meeting for a longer discussion. Community Development Director Ingram advised we could bring it back on the February Regular meeting.

CORRESPONDENCE: None

COMMENTS FROM STAFF AND COMMISSIONERS:

Chair Wicks advised that Napa Auto appears to have added a second storage unit at the property.

Commissioner asked if the City Council had come up with the official definition of Frontage as it pertains to signage, which was brought up with the Dollar General submittal and special findings set forth by the Planning Commission. Community Development Director Ingram advised there were no resolution yet, as clarification on this matter would require a Text Amendment to the Zoning Ordinance.

DISCUSS AND SET THE NEXT MEETING DATE:

It was agreed by consensus that the next meeting be held on Wednesday, February 14, 2018, meeting adjourned closed 7:52 p.m.

Respectfully submitted,

KEVIN M. INGRAM
Community Development Director

These are the summary Minutes of the Planning Commission meeting. A recorded tape of the meeting is available at the Community Development Department at Lakeport City Hall, 225 Park Street, Lakeport, California for a period of 30 days after the approval of these Minutes.