



A G E N D A

CITY OF LAKEPORT PLANNING COMMISSION

Wednesday, February 10, 2021

PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Planning Commission for February 10, 2021 will be conducted telephonically through Go to Webinar. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Planning Commissioners will be participating telephonically and will not be physically present in the Council Chambers.

If you would like to speak on an agenda item, you can access the meeting remotely:

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Please click the link below to join the webinar:

<https://zoom.us/j/98661665155>

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*Please note that if you phone in without using the web link, you will be in "listen mode" only, and will not be able to participate or comment.

The City wants you to know that you can also submit your comments by email to virtualhost@cityoflakeport.com.

To give the City Clerk adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to 4:30 p.m.

Please indicate in the email Subject Line "FOR PUBLIC COMMENT" and list the item number you wish to comment on.

Comments that you want read to the Council will be subject to the three-minute time limitation (approximately 350 words). Written comments that are only to be provided to Council and not read at the meeting will be distributed to the Council prior to the meeting.

The City of Lakeport thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.



A G E N D A

CITY OF LAKEPORT

PLANNING COMMISSION

REGULAR MEETING: Wednesday, February 10, 2021 5:30 P.M.
City Hall Council Chambers, 225 Park Street

- I. **CALL MEETING TO ORDER:** **5:30 p.m.**

- II. **ROLL CALL:**

- III. **ACCEPTANCE OF AGENDA:** **Urgency Items:** To add an item, the Commission is required to make a majority decision that an urgency exists (as defined in the Brown Act) and a two-thirds determination that the need to take action arose subsequent to the Agenda being posted.

Move to accept the agenda as posted or move to add or delete items.

- IV. **COMMUNICATIONS:**
 - A. **Public Input:** Any person may speak for three minutes about any subject within the authority of the Planning Commission, provided that the subject is not already on tonight's agenda. Persons wishing to address the Planning Commission are required to complete a Citizen's Input form and submit it to the Community Development Director prior to the meeting being called to order. While not required, please state your name and address for the record.

- V. **CONSENT CALENDAR:** The following Consent Agenda items are expected to be routine and non-controversial. They will be acted upon by the Commission at one time without any discussion. Any Planning Commissioner may request that any item be removed from the Consent Agenda for discussion under the Regular Agenda.
 - A. **Minutes:** Approval of the completed minutes from the Regular Planning Commission meeting of January 13, 2021.

- VI. **REGULAR CALENDAR:**
 - A. **Award Presentation – Kenneth Wicks** Presentation of appreciation and dedication of service to Commission Wicks.

 - B. **Planning Department & Planning Commission 2021 Goals & Work Program** Discussion regarding the Planning Department and Planning Commission's Goals and Work Program.

- VII. **Correspondence**

- VIII **Comments from Staff or Commissioners:**

IV. SCHEDULE NEXT MEETING: Discuss and set the next meeting date (March 10, 2021).

X. ADJOURNMENT:

APPEALS:

The applicant or affected persons not satisfied with the decision of the Planning Commission may file an appeal. Affected persons include individuals who received notice of a land use application, or who attended the Planning Commission meeting and made verbal comments or submitted written comments in response to the notice. An appeal of a decision made by the Planning Commission shall be filed with the Community Development Director within five business days of the decision. Said appeal shall be filed on the prescribed form and accompanied by the fee in the amount set by Resolution of the City Council.

ACCESSIBILITY:

The City of Lakeport, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access, attend and/or participate in the City meeting due to disability, to please contact City Clerk's Office, (707) 23-5615, 72 hours prior to the scheduled meeting to ensure reasonable accommodations are provided.



CITY OF LAKEPORT PLANNING COMMISSION REGULAR MEETING – January 13, 2021 MINUTES

CALL TO ORDER: Acting Chair Mitchell called the meeting to order at 5:35 p.m.

SWEARING IN: Director Buendia swore in new Planning Commissioners Scott Barnett, Kurt Combs, and Nathan Maxman.

ROLL CALL: Commissioners Warrenburg, Maxman, Combs, Barnett, and Mitchell present. Also, present were City Manager, Kevin Ingram, Community Development Director, Jenni Byers, Associate Planner, Daniel Chance, Administrative Services Director/City Clerk, Kelly Buendia, and Administrative Specialist, Linda Sobieraj.

ACCEPTANCE OF AGENDA:

Commissioner Maxman made a motion to accept the agenda as posted. Seconded by Commissioner Warrenburg.

The vote was called and was as follows:

AYES: Commissioners Warrenburg, Combs, Maxman, Barnett, and Acting Chair Mitchell. (5-0)

NOES: None

ABSENT: None

COMMUNICATIONS: Director Byers advised there was no public input.

CONCENT CALENDAR:

A motion was made by Commissioner Warrenburg, to accept the minutes. Seconded by Commissioner Combs. (Minutes from the Regular Planning Commission meeting of December 9, 2020.)

The vote was called and was as follows:

AYES: Commissioners Warrenburg, Maxman, Combs, Barnett, and Acting Chair Mitchell. (5-0)

NOES: None

ABSENT: None

REGULAR AGENDA:

Annual Election of Planning Commission Officers:

Director Byers briefed the Planning Commissioners on the election process.

Commissioner Warrenburg moved to nominate Commissioner Mitchell as Chairperson, Commissioner Warrenburg as Vice-Chairperson of the City of Lakeport Planning Commission for calendar year 2021, and Jenni Byers, Community Development Director as Secretary. Seconded by Commissioner Mitchell.

The vote was called and was as follows:

AYES: Commissioners Warrenburg, Maxman, Combs, Barnett, and Chair Mitchell. (5-0)

NOES: None

ABSENT: None

Brown Act Workshop:

Director Buendia presented workshop slide presentation to review the Brown Act with the Planning Commission.

Planning Commission Overview:

Director Byers presented a slideshow on an overview of the role of the Planning Commission.

AB 626 – 2020-25:

Director Byers briefed the Planning Commission on the recently adopted ordinance by the County of Lake permitting Microenterprise Home Kitchens in accordance with AB 626.

Public hearing opened at 6:38 p.m. Elizabeth Larsen with Lake County News spoke asking questions regarding who will oversee the businesses and if the city has many people inquiring about this type of business.

Commissioner Warrenburg moved that the Planning Commission direct staff to prepare a minute order to initiate a text amendment to the Zoning Ordinance to address Microenterprise Home Kitchen Operations and work with Lake County so that the text amendment would be in effect prior to the County continuing the trial program. Seconded by Commissioner Barnett.

The vote was called and was as follows:

AYES: Commissioners Warrenburg, Maxman, Combs, Barnett, and Chair Mitchell. (5-0)

NOES: None

ABSENT: None

CORRESPONDENCE:

The Commission discussed the current project pending list.

COMMENTS FROM STAFF AND COMMISSIONERS:

Commissioner Warrenburg welcomed the new Commissioners to the Planning Commission.

Director Byers advised the 2021 Planning Commissioners' Academy is scheduled in March, however it could be canceled due to Covid. Director Byers stated staff would have more information on the academy at February's meeting and would update the Commissioners at that time.

DISCUSS AND SET THE NEXT MEETING DATE:

It was agreed by consensus that the next meeting be held on Wednesday, February 10, 2021, meeting adjourned closed 6:58 p.m.

Jennifer M. Byers, Community Development Director



CITY OF LAKEPORT PLANNING COMMISSION

MEMORANDUM

RE: Planning Department & Planning Commission
2021 Goals and Work Program

MEETING DATE: February 10, 2021

SUBMITTED BY: Jennifer M. Byers, Community Development Director

PURPOSE OF REPORT: Information only Discussion Commission Action

WHAT IS BEING ASKED OF THE PLANNING COMMISSION:

Review and discuss the Planning Department's and Planning Commission's Goals and Work Program for the 2021 calendar year.

DISCUSSION:

The purpose of this discussion item is to: 1) review the annual tasks and responsibilities of the Planning Commission; 2) Analyze progress made towards the fulfillment of the 2020/21 fiscal year goals for the Community Development Department adopted by the City Council; 3) discuss how the Planning Department and Planning Commission can better work towards meeting these goals; and lastly, 4) discuss possible goals to be considered for the 2021/22 fiscal year.

Annual Tasks of the Planning Commission—In addition to the review and approval of land use development applications the Planning Commission is called upon to review and report on a number of issues that occur annually. These include:

- The annual election of officers;
- Review of Year-end report of processed by the Department in the previous year;
- General Plan Annual Progress Report;
- Housing Element Annual Progress Report;
- Capital Improvement Plan Review
- Annual recognition / award program for recent development projects which have contributed to the enhancement of the City's image.

Some of these annual tasks are required per local and State codes; however in the past these tasks have not always been adhered to on an annual basis. However, recent State legislation, specifically as it relates to Housing, can have negative impacts upon the City if statutory annual reporting requirements are not adhered to. Between COVID and the employee restructuring that occurred in 2020, several of the goals identified have been updated, but not all of the goals were accomplished and have been included for

completion in 2021. Staff is seeking input from the Planning Commission on the structure and calendaring of these items.

2020/2021 Fiscal year goals and 2019/2020 accomplishments—

Achievements & Accomplishments

1. Adoption of the Sixth Cycle Housing Element.
2. Adoption of the CEQA Mitigated Negative Declaration for the Lakefront Park Project. Construction activities are anticipated to begin this spring (Implementation of Lakefront Revitalization Plan).
3. Revamping and overhaul of the Lakeport and County Stormwater Management Program.
4. Implementation of SmartGov Permit Tracking System Phase 1 completed. Currently under contract to begin Phase 2, which includes e-submittal of building permits and business licenses.
5. Martin Street Apartments Phase I completed and occupied (24-units of affordable apartments). Phase II (48-units) under construction. Anticipate completion by summer.
6. Worked with Lake APC and adopted the Eleventh Street Corridor Multimodal Plan.
7. Silveira Community Center acquired from Bank of America. Improvements for a commercial grade kitchen have been implemented. Replacement of the HVAC system is anticipated for later this spring.
8. Submittal of the South Lakeport Annexation application to Lake LAFCo.

Near-term goals (1 year)

1. Review and revise land use designation mapping and the Resort/Residential (R-5) zoning district regulations consistent with recommendations in the Lakeport Lakefront Revitalization Plan.
2. Amend the current sidewalk and right-of-way improvement ordinance to reduce costs of improvements and ensure infrastructure is being constructed in high priority areas.
3. Complete required updates to the Lakeport General Plan Housing, Safety and Conservation Elements consistent with State housing law and the City's Local Hazard Mitigation Plan.
4. Establish a Property Maintenance Ordinance to include vacant buildings, landscaping, and maintenance expectation of properties.
5. The Housing Element identified five specific goals to be updated including Zoning Ordinance Amendments to address: Accessory Dwelling Units, multi-family objective design standards, Affordable & Special Needs Housing land use entitlement process, and low barrier navigation centers.
6. Update public education materials as recommended in the Housing Element.

Intermediate-term (2-3 years out)

1. Improve public access to general mapping services through the development of an interactive public GIS portal on the City's website.
2. Continue to work with Lake APC to complete the Eleventh Street Corridor Multimodal projects identified in the Feasibility Study.
3. Comprehensive update of the Zoning Ordinance with specific emphasis on reviewing the sign ordinance, objective design standards, and inclusion of greater uses creating a more economically sustainable and vibrant downtown.
4. Continue to archive and organize Building Division records.

5. Update Community Development Department Policies and Procedures Manual including the updating of department handouts and applications.

Long-term (4+ years out)

1. Ongoing succession planning and employee training/certification
2. Development of a strategic plan for the provision of City's Housing Services program.

Principal Goals for the Planning Division for the 2021 calendar year:

- The 6th Cycle Housing Element Update was completed in July, 2020. The HE identified five specific goals to be updated including Zoning Ordinance Amendments to address: Accessory Dwelling Units, multi-family objective design standards, Affordable & Special Needs Housing land use entitlement process, and low barrier navigation centers. Additionally, update public education materials.
- Update the Safety and Conservation General Plan Elements to be consistent with the recently adopted Local Hazards Mitigation Plan.
- Submittal of three different CDBG grant applications 1) to re-establish the City's Housing Services Programs and ADA improvements; 2) Economic Development to support businesses affected by COVID and 3) Disaster recovery to assist in replacement housing.
- Continue to work with Lake APC in the implementation of Vehicle Miles Traveled (VMT) thresholds to be utilized in Environmental Review/Initial Studies consistent with recent changes by the State to the CEQA Guidelines.
- Completion of the Citywide General Plan Amendment and Zone Change inconsistency mapping review started in 2017. Planning Commission review completed in 2018. However, while staff was preparing official mapping prior to review by the City Council; SB 330 was passed which requires if high density residential is rezoned, it must be offset by other property. This requires a reevaluation of the previously reviewed plans.
- Additionally impacted by SB 330, staff proposes to continue the implementation of the Lakeport Lakefront Revitalization Plan recommendations pertaining to changes to general plan and zoning land use designations in the waterfront area as well as amendments to the R-5, Resort/Residential zoning district regulations.
- Completion of a General Plan Annual Progress Report. (Significant progress made on this in 2018 and the Housing Element in 2020. Remaining Elements to be reviewed—Transportation; Economic Development; Conservation; Open Space, Parks & Recreation; Noise; and Safety).
- Continue to work on amending the City's Right-of-way improvements ordinance (includes sidewalks). Additionally, consider the development of Sidewalk Improvement Strategy & Plan based on the completion of the Lake County Pedestrian Needs Study.

Other possible goals to consider for the 2020/21 fiscal year—

- Additional implementation of specific items listed in the recently approved Lakeport Lakefront Revitalization Plan.

- Consider the establishment of regulations permitting tourism/lake recreational vending near the lakefront.
- Revisions to the City's sidewalk dining and outdoor sales regulations. (Taking into account recent regulations related to SB 946 for Sidewalk Vendors).
- Development of Wayfinding Sign Program linking the waterfront and downtown areas.
- Further implementation of the recently approved City of Lakeport Economic Development Strategic Plan (2017—2022). Key goals—
 - Promote and participate in regional economic development initiatives
 - Expand and support business retention and attraction efforts.
 - Strive to enhance the historic downtown and lakefront area.

Specifically, the consideration of amendments to the Zoning Ordinance aimed at creating a more thriving downtown area. Staff will continue to work with LEDAC and LMSA to develop potential Zoning Ordinance recommendations to be considered by the Planning Commission and City Council.

- Revise the current Sign Ordinance
- Amend Zoning Ordinance to clarify the definition of 'frontage'.
- Consideration of a Property Maintenance Ordinance.
- Amend the City's Heritage Tree Preservation Ordinance to require a ratio greater than 1:1 replacement value.
- Update the current landscaping ordinance to reflect State Model Landscaping Ordinance as well as other concepts including xeriscaping.
- Review City lighting standards and consider adopting Dark Sky regulations.
- Following the completion of the annexation of the South Lakeport Area consider the development of 'Gateway Corridors Design Plan' to improve streetscape and overall aesthetic of the City's major entry corridors (Eleventh Street, Lakeport Boulevard and South Main Street).

Community Development staff is open and encourages suggestions from both the Planning Commission and the general public on proposed actions and projects that will positively assist in the achievement of the above stated goals and the identification of new goals aimed at improving the quality of life for the community as a whole. Identified goals and suggestions will be forwarded to the City Council for their consideration in the adoption of citywide goals as part of the budget for fiscal year 2020/21.

PLANNING PROJECTS PENDING
as of
February 5, 2021

No.	Staff Assigned	File No./Name	Date Received	Progress	Next Action	PC / Staff Level
1.	Dan	GPA & Zoning Inconsistencies	6/2/2016	Staff currently preparing required exhibit maps and ordinance language for recommended General Plan and Zone changes.	C.C. review (May / June)	P.C. Approved 8/15/2018
2.	Dan	City of Lakeport Safety Element Update		Update General Plan Safety Element to include Local Hazard Mitigation Plan.		City Council Action
3.	Dan	New Vista Development – Lakeport Hub AR 19-08, S 19-01, UP 19-04, ZP 19-05, and ER 19-03	10/7/2019	Application for a Combined Development Permit for the property at 1842 Todd Road in Lakeport California. The project would include the following: A Tentative Subdivision Map to subdivide a 14.89-acre parcel into eight (8) separate commercial properties. An Architectural and Design Review for the construction of ten (10) structures that include one (1) service station with bays, four (4) restaurants with drive thru facilities, two (2) restaurants, one (1) three story 70-unit hotel and three (3) commercial retail buildings. The total square footage of all the structures on the property would be approximately 94,850 square feet.	P.C. Review	P.C. Review
4.	Dan	Lake County Tribal Health – VM 19-01 & CE 19-19 Bevins Ct.	12/19/2019	Application for a Voluntary Merger of five contiguous parcels.		Staff Approved Pending Recordation
5.	Jenni	Microenterprise Home Kitchen – AB626		Consideration of the recent Lake County ordinance permitting Microenterprise Home Kitchens in accordance with AB 626.		P.C. Review 1/13/2021

6.	Dan	Kjell Akerstrom / Lake Olbaz, LLC – 1901 S Main St., 301 & 401 & 292 Industrial Ave.	12/15/2020	Lot Line Adjustment and Categorical Exemption to reconfigure four legal lots to create a larger lot to improve access.	Request for reviews sent.	P.C. Approval
7.	Dan	Kjell Akerstrom / Lake Olbaz, LLC – 401 Industrial Ave.	12/15/2020	Certificate of Compliance.		Staff Approval