



**CITY OF LAKEPORT
PLANNING COMMISSION
SPECIAL MEETING
February 21, 2018**

MINUTES

CALL MEETING TO ORDER AND ROLL CALL: Chairman Wicks called the meeting to order at 5:01 p.m. with Commissioners Green, Russell, 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 Russell 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 Russell, to accept the minutes, seconded by Commissioner Froio, and unanimously carried by voice vote (4-0). (Minutes from the Planning Commission meeting January 10, 2018).

REGULAR AGENDA:

Planning Commission Appointment – Kipp Knorr

Administrative Services Director Buendia swore into office new Planning Commissioner Kipp Knorr.

Award Presentation – Harold Taylor

Chairman Wicks presented Commissioner Harold Taylor with a plaque in appreciation for years of service on the Planning Commission and for his dedication to the citizens of Lakeport and fellow Commissioners.

Taylor thanked the Commissioners and Staff for their support through the years and advised he will stay involved as a citizen on future projects.

Planning Department 2017 Year-end Report

Community Development Director Ingram briefed the Planning Commission on the year-end report of Land Use Applications, Nuisance Abatement, Zoning Violations, and Vehicle Abatement for the 2017 calendar year.

Director Ingram introduced Bonne Sharp to the Planning Commissioners. Ingram advised that code enforcement would be within her duties.

Commissioner Green moved that the Planning Commission direct staff to forward the Community Development Department's 2017 annual report to the City Council as an information item. Seconded by Commissioner Knorr and carried by voice vote. (5-0).

2018 Planning Department and Planning Commission Goals

Director Ingram briefed the Planning Commission on several of the achievements and accomplishments for the last year, which included the Lakeport Lakefront Revitalization Plan and the Cannabis Ordinance.

Ingram advised of the goals for the upcoming 2018/2019 fiscal year include: implementing the Lakeport Lakefront Revitalization Plan, the inconsistencies between the General Plan and the Lakeport Zoning Ordinance and an annual review of the General Plan. Ingram stated staff would address the General Plan element by element over several meetings throughout the year.

Commissioner Green asked about of the City entering into agreement with the Lakeport Unified School District. Ingram stated there was positive movement towards entering into an agreement with the school district and they are very supportive in the City's goals for that area.

Commissioner Froio asked where cannabis tax funds are directed to and if it could be used for redevelopment. Associate Planner Chance stated the fees that are set up are based on the general staff time that are spent on processing the application and goes into the general fund. Chance stated there is no tax ordinance set up for cannabis and would need to be voted on by the public. Commissioner Green advised the simplest tax to pass would be a general tax that will go into the general fund that could possibly be ear marked to a special fund.

Commissioner Green asked how the General Plan update was going to be done. Ingram stated his idea was to review it element by element and review different sections throughout the year at various Planning Commission meetings.

Chair Wicks stated the General Plan has quite a few policies and sub policies that were directed by and to the Redevelopment Agency that no longer exists. Wicks stated that one of the things that needs to happen right away was to strike out Redevelopment Agency and redirect where it needs to go.

Chair Wicks suggested the City to perform an audit of parking in the downtown and waterfront areas and tie it into the street lighting and sidewalks. Director Ingram advised the Lake Area Planning Council was successful in obtaining an active transportation grant and are currently in the process of selecting consultants for a county wide audit of sidewalks. Ingram stated the project also includes moneys to identify priority projects and is ready to build those projects which includes 10 projects in Lakeport.

Chair Wicks called for consensus to discuss a cannabis tax ordinance for the City of Lakeport. Approved by consensus (5-0).

Consensus called to discuss an audit to identify priority sidewalk areas in Lakeport. Approved by consensus (5-0).

Chair Wicks called for consensus to move up a discussion regarding a review of the City's sign ordinance. Approved by consensus (5-0).

Public hearing opened at 6:18 p.m. Closed with no public input at 6:19 p.m.

CORRESPONDENCE:

Commission Russell asked for an update on the building permit from the project at Lake County Cars.

Commissioner Wicks would like to add a discussion at a future meeting to look at an ordinance regarding big box stores. Associate Planner Chance stated there are some jurisdictions that have ordinances that use permits are required based on square footage of the project. Ingram stated staff could look how other jurisdictions for similar ordinances and bring back for discussion.

Ingram advised the City Manager has requested each of the City's committees have an annual review of Brown Act. Ingram stated a review of the Brown Act and CEQA will take place at next regular meeting for the Commission.

COMMENTS FROM STAFF AND COMMISSIONERS:

Commissioner Green advised he was putting on a seminar on Saturday, February 24, 2018, regarding the Lake County Cannabis process at Rancho Del La Fuente.

Ingram stated he will be out of town on the next meeting date of March 14, 2018 and requested we move the meeting to the following week on March 21, 2018. Approved by consensus (5-0).

Chair Wicks requested that the City Manager review the start time of the Planning Commission Meetings to either 5:30 or 6:00 p.m. to get better public participation and input. Ingram advised he will put the rules of conduct on a future discussion to review the start time.

DISCUSS AND SET THE NEXT MEETING DATE:

It was agreed by consensus that the next meeting be held on Wednesday, March 21, 2018, meeting adjourned closed 6:41 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.