



**Planning Commission Minutes
Community Chambers
Wednesday, March 28, 2012, 7:00 p.m.**

Commissioners Present: Mark Braly, Lucas Frerichs (Chairperson); Ananya Choudhuri; Rob Hofmann (Vice-Chair); Herman Boschken, (Alternate); Paul Philley, Terry Whittier

Commissioners Absent: Marilee Hanson

Staff Present: Cathy Camacho, Planner; Rhys Rowland, Assistant Planner; Lynanne Mehlhaff, Planning Technician

1. Call to Order

Chairperson Frerichs called the meeting to order at 7:02 p.m.

2. Approval of Agenda

Commissioner Braly moved approval and Commissioner Whittier seconded the motion. The motion passed by consensus.

3. Staff and Commissioner Comments (No action).

Mike Webb, Principal Planner, gave an update on the Crown Castle public hearing at the City Council on March 20th. No decisions or formal actions have been made yet and there will be future hearings in April regarding the project.

4. Public Communications

There were no public communications.

5. Consent Items

- A. **Planning Commission Minutes of February 23, 2011**
- B. **Planning Commission Minutes of February 22, 2012**

Action: Commissioner Whittier moved approval of the February 23, 2011 minutes. Commissioner Choudhuri seconded the motion. The February 22, 2012 minutes were not available at this time.

AYES: Braly, Frerichs, Choudhuri, Hanson, Hofmann, Whittier
Abstained: Philley

The motion passed unanimously 6- 0-1.

6. Public Hearings

A. PA #12-12, 1039 Miller Drive, Conditional Use Permit #03-12 (Lynanne Mehlhaff, Planning Technician)

Public Hearing to consider approval of a Conditional Use Permit to allow the conversion of the existing detached garage studio/storage closet and utility areas to become a second unit with a great room, a kitchen, eating bar and a bathroom. The proposed second unit will be contained inside the existing detached building for a total of 415 square feet. The attached 240 square foot open-air workroom/bike storage area will remain as is. The existing house has three bedrooms and a study. Three on-site parking spaces are required with the inclusion of the second unit. The existing driveway can accommodate three uncovered parking spaces in tandem to meet the required parking. There are no other changes proposed to the property except for minor window replacements. The exterior colors and materials will remain the same and match the existing structures on the property.

Lynanne Mehlhaff, Planning Technician, presented the staff report.

Chairperson Frerichs opened the public hearing.

Julie Haney, JMH Architecture, answered questions regarding the setbacks of the detached garage.

Jim Thorne, property owner, explained why they wanted the second unit.

Chairperson Frerichs closed the public hearing.

Action: Commissioner Whittier moved approval of the Conditional Use Permit for a 415 square foot second unit in the detached garage. Chairperson Frerichs seconded the motion.

AYES: Hofmann, Whittier, Philley, Braly, Choudhuri, Hanson, Frerichs
The motion passed unanimously 7 to 0.

Chairperson Frerichs said there are many lots in this neighborhood that could have second units which is good to see and in the future the City is getting ready to look at a comprehensive plan for adding more second units.

7. Business Items

A. Planning Commission Workplan Update/Discussion

Mike Webb, Principal Planner, asked commissioners for any updates/comments on the various subcommittees and workplan.

Staff Webb said a hired intern, Melody Eldridge, has come on board to help with the workplan, sustainability subcommittees and other efforts with time permitting. She is available for 20 hours a week.

Commissioner Braly was pleased with Melody who is highly qualified and has a variety of skills. He was going to work with her on the Sustainability Subcommittee and outlined the tasks the subcommittee would be working on.

Updates on subcommittees were given as follows:

- 1. General Plan; nothing to report.
- 2. Specific Plans; nothing to report.
- 3. Downtown Design Guidelines subcommittee; nothing to report. Chairperson Frerichs reported that the Business and Economic Development Commission is interested in the Downtown Design Guidelines and the Process Streamlining and giving input to the subcommittees on these topics. The Commission named Tracy Harris as the point of contact for BEDC on this.
- Process Streamlining Subcommittee; nothing to report at this time.

Staff Webb reported that some key staff met today with Rose Chloeswinski of the Chamber of Commerce and the Chamber expressed interest in being involved with the permit streamlining process not only for existing businesses but for new businesses as well.

- Zoning Ordinance Section of the Workplan:

Staff Webb said there was nothing to report for zoning districts or the office zoning district at this time. Other updates to the General Plan or other potential updates to the zoning ordinance will be looked at by staff and a workplan will be developed over the next two years for the City Manager. One staff member has been researching with HCD on how second units could count towards affordable housing requirements for our regional housing needs requirements. There are other jurisdictions that have successfully done this.

- Definitions updates: Staff reported that they received information from all the Commissioners last December on definitions. Commissioner Choudhuri requested information from the definitions be provided to all the Commissioners to review.

- Innovation Park Task Force:

Commissioner Choudhuri said Studio 30 presented a report on examples and a list of characteristics for an Innovation Park. Their next task is to look at locations in the City to have an Innovation Park. There are conceptual site plans, a very positive collaboration with the University.

- Transportation and Circulation Element and Implementation Plan: Commissioner Philley reported on the Transportation Advisory Group (TAG). He said community input will go back to TAG in June and then proceed to the Planning Commission for formal recommendations to Council in July of 2012.
- Application Review: Staff Webb gave an update; the Cannery Park project will be the significant upcoming project this year. He gave an update on the recent two-hour open house meeting for the scoping meeting for Cannery Park.

Chairperson Frerichs said the subcommittees should still meet and we should set a date for the next Workplan updates to come back on this Agenda.

Commissioner Choudhuri asked if the sub-committees will be sharing the intern and how to share her resources. Commissioners discussed having the subcommittees meet in a workshop format and working this out together. Staff discussed how Commissioners could meet and not violate the Brown Act.

Chairperson Frerichs suggested the Process Streamlining Subcommittee could meet in the Chambers on April 11th since there isn't anything scheduled on the Planning Commission agenda. Other subcommittees could meet and invite other specific people as needed to meet that evening such as the BEDC representatives or Chamber of Commerce representatives. After discussion, Commissioners were in consensus with the subcommittee meeting on April 11th in the Chambers.

8. Informational Items

A. Planning Commission Schedule

Staff Webb said staff could bring input from Commissioners to the April 25th Planning Commission meeting to focus a discussion on a prioritization of the next areas of a General Plan Update that staff should address in the next couple of years. Planning Commission could then give input to staff on what are the top priorities that should be taken up on this subject. Commissioner Choudhuri said she was waiting for intern help in the subcommittees to be able to then take a look at all the policies of the General Plan and Specific Plans.

Chairperson Frerichs said he would like an update on the Housing Element and what the proposed process would be for the Housing Element in order to be completed by 2013.

9. Staff and Commissioner Comments (continued).

Commissioner Choudhuri reported on the League of Cities Planners Institute Conference last week.

Chairperson Frerichs asked about having the annual Residential Development Status report updated and brought back regarding 2011.

10. Public Communications (continued).

There were no public communications.

11. Adjournment to the next Planning Commission meeting to be held on Wednesday, April 25, 2012 in the Community Chambers (23 Russell Boulevard) and 7:00 p.m.

Commissioner Hanson moved to adjourn the meeting and Commissioner Philley seconded the motion. The meeting was adjourned at approximately 8:19 p.m.