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Planning Commission Minutes
January 9, 2001 – 7:00 PM

Commissioners: *Present:* Barrett, Broad*, Glass, Monteschio, Vieler, Vouri
Absent: O'Brien

* Chair

Staff: George White, Planning Manager

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: None.

PUBLIC COMMENT:

Councilmember Janice Cader-Thompson welcomed new Commission members – encouraged Planning Commission to update Zoning Ordinance as part of General Plan update.

Geoff Cartwright – 50 Rocca Drive – spoke regarding potential of increased flood events because of building in the flood plain.

DIRECTOR'S REPORT: None.

CORRESPONDENCE: None.

COMMISSIONERS' REPORT:

Commissioner Glass noted a PBS documentary is scheduled on January 12 regarding global warming and weather cycles. Spoke of Memorial Fund for the children of Wayne Kipp. **Commissioner Vouri** spoke of his e-mail on ideas and suggestions and wanted it entered into record.

Chair Broad welcomed new Commissioner Vouri and Council Representative O'Brien.

APPEAL STATEMENT: Was read.

LEGAL RECOURSE STATEMENT: Was noted on the agenda.

COMMISSION BUSINESS:

I. ADOPTION OF YEAR 2001 MEETING CALENDAR.

Staff was asked to verify date of Joint Meeting with City Council on the Lafferty Ranch Project (listed as January 26 – should it be February 26?).

Commissioner Vieler indicated he would not be available on January 26.

II. COMMISSION/STAFF DISCUSSION:

1. Application submittal requirements;
2. Material and information Commission members want to receive from staff on-going basis;
3. Commission committee assignments and possible new assignments;
4. The Administrative Review process and criteria.

Chair Broad gave background on list of items on agenda. Suggested using empty meetings for discussion purposes. Discussed with staff and reduced list down to 4 items on the agenda; Urged Commission members to submit any additional comments to Planning staff; staff to compile for next meeting on 1/23/01.

1. Application Submittal Requirements:

Commissioner Monteschio – Spoke of “island” treatment of projects; need context study including surrounding blocks; provide sun/shade studies; require reduced set of blueprints and story poles.

Chair Broad - Need for submittal materials may differ from site to site; staff to look at a way to phrase suggestions on additional submittal requirements.

Commissioner Glass – Shade study worked in past projects; story poles would be helpful on in-fill projects.

Commissioner Vieler – Use aerial photos and 300’ and 600’ radius, superimpose project.

Chair Broad – Strong supporter of story poles; Auto Plaza sign is an example; require neighbor acknowledgements from applicant – i.e. require contact of immediate neighbors prior to project submittal; photo simulation or models are helpful for some projects.

Geoff Cartwright – Present zoning to analyze projects related to flood plain.

Commissioner Vieler – Use context to identify neighborhood and regional issues.

Chair Broad – Asked staff to try and fit these suggestions into existing submittal requirements.

Commissioner Vieler – Used his own experience as an example – make preliminary review available to all; provide accurate information to prospective applicant at counter.

Chair Broad – Use web as informational tool; occasional public information meetings by staff; advertise to general public.

II. Material and Information:

Commissioner Monteschio – Asked for project log to be provided on a monthly basis; presented written comments as follows: “Here as some of my comments on the log of projects you keep. If you add these categories to the list I would find it a more useful tool. These are in no particular order:

What the next action is for that project.

The date next action must be taken by.

What information you still need.

Where the project will probably go next- (SPAR, Planning, in-house).

The probable date that will happen.”

Chair Broad – Provide project log for next meeting; send CEQA Notices to Planning Commission; attach department comments to staff reports.

Commissioner Vouri – report on status of CPSP until it is passed; provide a list of projects in CPSP areas; update each month; highlight or identify projects on project logs; use SPARC/City Council liaison for information on CPSP projects; provide information on how many dwelling unit building permits have been applied for; create Commission liaison to Redevelopment Agency.

Commissioner Glass – Need better legal counsel and advice – either in person or in writing.

Chair Broad – Packets should be delivered one week in advance; i.e., Tuesday before the meeting, get Minutes from March – June 1999 for further information on previous discussions with staff;

General discussion on whether individual Commission members could ask for information without the consensus of the rest of the Commission (such as for continued items).

III. Commission/Committee Assignments:

Chair Broad – Possible new assignments: Planning Commission liaison to City Council – would attend Council meetings and should represent majority/minority opinion – thinking of a 6 months term; items of interest such as changes to the scope of the General Plan – request discussion with Planning Commission prior to City Council decision. Liaison to Planning Department – Chair will be responsible.

Commissioner Monteschio – Liaison to Parks and Recreation Commission; Planning Commission members would need to receive Parks and Recreation Agenda.

IV. Administrative Review Process and Criteria:

Get list of landmarks to Planning Commission for next meeting.

III. LIAISON REPORTS:

- **City Council** – None.
 - **SPARC** – Update on projects in January.
 - **Petaluma Bicycle Advisory Committee** – None.
 - **Tree Advisory Committee - Commissioner Barrett** discussed 6th Street tree planting project; Year-end report to City council; possible monthly report to Argus Courier.
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Other items discussed:

Scott Vouri's e-mail: Regular dinner – could be noticed to public; discussed possible Brown Act implications; no consensus.

Commissioner Barrett indicated that she is on the Chamber of Commerce's affordable housing task force.

Adjournment: 10:40 PM.

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