



## AGENDA REGULAR MEETING

### CHOWCHILLA PLANNING COMMISSION MEETING

Council Chambers, Chowchilla City Hall - 130 S. Second Street, Chowchilla, CA  
93610

**October 16, 2019 | 7:00 PM**

Agendas for all Planning Commission meetings are posted at least 72 hours prior to the meeting at the Civic Center, 130 S. Second St., Written communications from the public for the agenda must be received by Administrative Services no less than 7 days prior to the meeting date.

Any writing or documents provided to a majority of the Planning Commission regarding any item on this agenda will be made available for public inspection at the City Clerk's Counter. In addition, most documents will be posted on the city website at [www.cityofchowchilla.org](http://www.cityofchowchilla.org).

The City of Chowchilla complies with the Americans with Disabilities Act (ADA of 1990). The Council Chambers is accessible to the physically disabled. If you need special assistance, please call (559) 665-8615, ext. 410 at least 4 days prior to the meeting.

#### CALL TO ORDER/ROLL CALL

Chair: Nina Zarucchi-Mize

Vice Chair: Matthew Watson

Commissioners: Michael Barberi, Rhonda Cargill, Wayne Chapman, Marlene Holst, Syp Vander Dussen

City staff and contract employees present at the meeting will be noted in the minutes

➤ **CONSIDERATION OF APPROVAL OF AGENDA**

Additions and/or Deletions:

➤ **PLEDGE OF ALLEGIANCE**

#### CEREMONIAL / PRESENTATIONS – Section 1

NONE

#### PUBLIC ADDRESS

This time is reserved for members of the audience to address the Planning Commission on items of interest that are not on the Agenda and that are within the subject matter jurisdiction of the Planning Commission.

It is recommended that speakers limit their comments to **no more than 3 minutes** each and it is requested that no comments be made during this period on items on the Agenda. Members of the public wishing to address the Planning Commission on items on the Agenda should notify the Chair when that Agenda item is called.

The Planning Commission is prohibited by law from taking any action on matters discussed that are not on the Agenda. No adverse conclusions should be drawn if the Planning Commission does not respond to public comment at this time.

Speakers are asked to please use the microphone, and **provide their name** for the record. Prior to addressing the Planning Commission, any handouts are to be provided to Planning Secretary who will distribute them to the Planning Commission and the appropriate staff.

## **STAFF REPORTS – Section 2**

### **2.1 Planning Commissioner Reports/Comments**

### **2.2 Oral Staff Reports**

## **CONSENT CALENDAR – Section 3**

All items listed under Consent Calendar are considered to be routine and will be enacted by one motion. For discussion of any Consent Item, it will be made a part of the Regular Agenda at the request of any member of the Planning Commission or any person in the audience.

### **3.1 Approval of the June 19, 2019 Special Planning Commission Minutes (Hicks)**

## **PUBLIC HEARINGS – Section 4**

## **DEFERRED BUSINESS – Section 5**

## **NEW BUSINESS – Section 6**

### **6.1 Update on the City's Housing Element Update Process (Hamilton/Perea)**

### **6.2 Update on the City's SB 2 Planning Grant Application Submittal (Hamilton/Perea)**

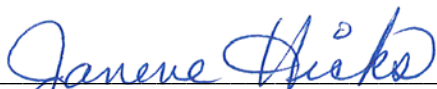
## **ANNOUNCEMENTS – Section 7**

- ❖ Next Planning Commission Meeting is scheduled for November 20, 2019.

## **ADJOURNMENT**

### **PUBLIC NOTIFICATION**

I, Janene Hicks, Planning Secretary for the City of Chowchilla, declare under penalty of perjury that I posted the above Planning Commission Agenda for the meeting of October 16, 2019 at the Chowchilla Civic Center, 130 S. Second Street on/or before 5:00p.m. October 10, 2019.



Janene Hicks  
Planning Secretary



**MINUTES**  
**REGULAR MEETING**  
**CHOWCHILLA PLANNING COMMISSION MEETING**

Council Chambers, Chowchilla City Hall - 130 S. Second Street, Chowchilla, CA 93610

**June 19, 2019**

**CALL TO ORDER/ROLL CALL: 7:00PM**

Chair: Nina Zarucchi-Mize

Commissioners: Michael Barberi, Rhonda Cargill, Wayne Chapman, Marlene Holst, Syp Vander Dussen

**ABSENT:** Vice Chair Matthew Watson

**City Staff and Contract Employees Present:** Contract Planner Annalisa Perea, City Attorney Mary Lerner, Director of Public Works, Jason Rogers, Recording Secretary, Janene Hicks

---

➤ **CONSIDERATION OF APPROVAL OF AGENDA**

Additions and/or Deletions:

Motion by Commissioner Cargill to approve agenda as presented, seconded by Commissioner Barberi. Motion passed by voice vote with Vice Chari Watson absent.

➤ **PLEDGE OF ALLEGIANCE - Barberi**

**CEREMONIAL / PRESENTATIONS – Section 1**

**NONE**

**PUBLIC ADDRESS – CLOSED SESSION – 7:03 pm**

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9:

Number of Case(s): 1

**OPEN SESSION – 7:20pm**

**CLOSED SESSION REPORT:** No reportable action.

**STAFF REPORTS – Section 2**

**2.1 Planning Commissioner Reports/Comments - NONE**

**2.2 Oral Staff Reports - NONE**

**CONSENT CALENDAR – Section 3****3.1 Approval of the April 25, 2019 Special Planning Commission Minutes (Hicks)**

Motion by Commissioner Vander Dussen, seconded by Commissioner Holst to approve the Consent Calendar as presented. Motion passed with Vice Chair Watson absent and Commissioner Cargill abstaining.

**PUBLIC HEARINGS – Section 4****4.1 Conditional Use Permit No. 18-0016 Salter’s Distributing, an Amendment to CUP 17-0012 to Allow for the Two White Existing Buildings to be Utilized for Storage (Perea)**

Open Public Hearing – 7:25pm

Spoke:  
David Salter  
James Mc Kelvey

Close Public Hearing – 8:05pm

Motion by Commissioner Cargill, seconded by Chair Zarucchi-Mize Conditional Use Permit No. 18-0016 amending CUP No. 17-0012 to allow for Salter’s Distributing, LLC to use the two white existing buildings, located at 711 S. 3rd Street, for indoor storage is denied. Motion passed by roll call vote with Vice Chair Watson absent.

**4.2 Conditional Use Permit No. 19-0009 Request to Construct an 85-Foot Tall Free Standing Panda Express Sign with a 579-Square Foot Face Area (Perea)**

Open Public Hearing – 8:13pm

Spoke: No One

Closed Public Hearing – 8:13pm

Motion by Commissioner Vander Dussen, seconded by Commissioner Holst to approve an 85-Foot tall Free Standing sign for Panda Express with a 579 square foot face area. Motion passed by roll call vote with Vice Chair Watson absent.

**DEFERRED BUSINESS – Section 5**

NONE

**NEW BUSINESS – Section 6****6.1 Consideration and Approval of Resolution No. 19-0003 Recommending that the City Council Amend the Day and Time of Regularly Scheduled Planning Commission Meetings (Perea)**

Motion by Vander Dussen, seconded by Commissioner Barberi to deny change of day or time of the Planning Commission Meetings. Motion passed by roll call vote with Vice Chair Watson absent and Commissioner Cargill Voting No.

**ANNOUNCEMENTS – Section 7**

❖ Next Planning Commission Meeting is scheduled for July 17, 2019.

**ADJOURNMENT**

Motion by Commissioner Cargill, seconded by Commissioner Holst to adjourn the June 19, 2019 Regular Planning Commission Meeting at 8:20pm. Motion passed by voice vote with Vice Chair Watson absent.

ATTEST:

APPROVED:

\_\_\_\_\_  
Janene Hicks, Recording Secretary

\_\_\_\_\_  
Chair Zarucchi-Mize



## REPORT TO THE PLANNING COMMISSION

Meeting of: October 16, 2019

---

**AGENDA SECTION:** New Business

**SUBJECT:** Update on the City’s Housing Element Update Process

**PREPARED BY:** Annalisa Perea, AICP, Contract Planner

**APPROVED BY:** Mark Hamilton, Community & Economic Development Director

REVIEWED BY  
CITY ADMINISTRATOR

REVIEWED BY  
COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

REVIEWED BY  
CITY ATTORNEY

---

**RECOMMENDATION:**

That the Planning Commission hear the update on the item, ask any applicable questions related to the item, and provide feedback.

**BACKGROUND/HISTORY:**

The Housing Element consists of the following chapters: Introduction; Population, Housing Stock Data, and Unit Characteristics; Land Availability; Constraints; Goals, Objectives, Policies, Action/Implementation Measures; Public Participation; and Review and Evaluation of Previous Housing Element.

The Housing Element will be reviewed and revised as needed to ensure it is compliant with current State law, zoning, land use, circulation, open-space, safety and other elements. Objectives regarding sustainability, mixed-use development, or climate action plans will also be evaluated and reviewed in this update. The Housing Element must be found to be consistent with new General Plan requirements regarding environmental justice, policies regarding fire and flood hazard management and development within disadvantaged communities. A new administrative draft of the Housing Element will be prepared with input from Public Outreach events then the draft document will be submitted to HCD for a 60-day review, whereupon it will be completed with suggested changes and revisions from HCD. The final document will be reviewed by the Planning Commission and approved by City Council prior to submitting to HCD for approval and State certification.

Public outreach is a pivotal component of the Housing Element Update process. The following outlines the currently scheduled public outreach informational sessions:

- October 16, 2019 – Planning Commission meeting
- October 23, 2019 – Informational Session at Reagan Elementary School

October 31, 2019 – Housing - Builders Forum

Staff has also developed a housing survey to collect community input which was recently sent out in utility bills, posted on social media, the City's website, and distributed at various locations in the City.

Additionally, staff has met with and continues to meet with various stakeholders including, but not limited to, the Madera County Housing Authority, the local school districts, First 5 Family Resources, and Leadership Council for Justice and Accountability.

**FISCAL IMPACT:**

None – This effort would be covered by the SB 2 Planning Grant funding.



**Item 6.2**

[CLICK HERE TO RETURN TO THE AGENDA](#)

# REPORT TO THE PLANNING COMMISSION

Meeting of: October 16, 2019

**AGENDA SECTION:** New Business

**SUBJECT:** SB 2 Planning Grant Submittal Update

**PREPARED BY:** Annalisa Perea, AICP, Contract Planner

**APPROVED BY:** Mark Hamilton, Community & Economic Development Director

**ATTACHMENT:** City Council Resolution 70-19

REVIEWED BY  
CITY ADMINISTRATOR

REVIEWED BY  
COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

REVIEWED BY  
CITY ATTORNEY

**RECOMMENDATION:**

That the Planning Commission hear the update on the item and ask any applicable questions related to the item.

**BACKGROUND/HISTORY:**

In 2017, Governor Brown signed a series of bills aimed at addressing the state’s housing shortage and high housing costs. Specifically, it included the Building Homes and Jobs Act (SB 2), which establishes a \$75 recording fee on real estate documents to increase the supply of affordable homes in California. Monies that have been collected for the first year of the program are to be allocated to cities and counties to allow them to update their codes, policies, and procedures in ways that will further streamline the approval of new housing projects. Each city in the State was allocated a specific amount. The program is administered by the Department of Housing and Community Development (HCD), the same department that certifies the City’s Housing Element.

The City has the opportunity to pursue funding in order to accelerate housing production in the City. This is not a competitive grant process like most State grants. The City of Chowchilla has been specifically allocated up to \$160,000 and only needs to make a valid application by the submittal deadline this November in order to obtain the grant funding. If Chowchilla does not claim the grant money, it will be allocated to other cities in the State. Staff believes that the City is well-positioned to obtain the funding since the City has a Housing Element in-compliance with State law and is up-to-date with its Housing Element Annual Progress Report.

At their October 8, 2019 meeting, the City Council voted to approve Resolution 70-19, authorizing staff to submit the grant application and authorizing the receipt of SB2 planning grant program funds. The \$160,000 grant would cover the following projects as requested by the City Council:



**Project 1: On-Line Permit Tracking Software** - The City of Chowchilla intends to purchase a specific On-Line Permit Tracking Software suite that offers integrated applications specifically designed to enable governments to be more efficient, more accessible, and more responsive to the needs of its citizens. The system would automate business processes, integration, workflows and report generation and reduce redundancy of data input. A user-friendly interface will increase productivity by reducing processing times, minimizing the need for excessive employee training and improving communications between the City and developer / applicants.

**Project 2: Housing Element Update** - The City of Chowchilla has recently revised its zoning ordinances and General Plan. The housing Element will be reviewed and revised as needed to ensure it is compliant with current State law, zoning, land use, circulation, open-space, safety and other elements. Objectives regarding sustainability, mixed-use development, or climate action plans will also be evaluated and reviewed in this update. The Housing Element must be found to be consistent with new General Plan requirements regarding environmental justice, policies regarding fire and flood hazard management and development within disadvantaged communities. A new administrative draft of the Housing Element will be prepared with input from Public Outreach events then the draft document will be submitted to HCD for a 60 day review, where upon it will be completed with suggested changes and revisions from HCD. The final document will be reviewed by the Planning Commission and approved by City Council prior to submitting to HCD for approval and State certification.

**Project 3: Housing Element Action Items** - The City of Chowchilla has developed a list of Action items in conjunction with the current Housing Element. Specifically, the list includes (taken from the existing Housing Element Action Items section):

- 1.a: complete the five-year land use update as part of the General Plan update. Identify adequate sites and annex areas as needed to provide 150% of necessary land inventory to meet the needs of very low- and low-income groups (2022).
- 1.c: prepare an inventory of government-owned land within the City and SOI and analyze that land for possible housing sites.
- 2.b: annually review zoning ordinance for consistency with State law including density bonuses, second units, group homes and facilities, emergency, transitional, and supportive housing, lower income, disabled, seniors, and large family and other special needs populations.
- 2.c: develop an informational flyer to encourage developers to make application for USDA programs.
- 2.g: work with the Housing Authority to encourage owners to quality their rental units under Section 8 Income Voucher Program.
- 2.h: Work with affordable housing developers, the MPO and Transportation Commission to determine site and transportation improvements.
- 3.a: conduct an annual meeting, inviting local and regional housing developers to discuss potential impediments to the development of new housing opportunities;
- 3.f: Revise its permitting and recordkeeping process to better track the types of housing for which permits are sought.
- 4.e: Research other California cities' rent control ordinances, with the input of the public. The City will develop its own ordinance if/when it determines that an ordinance can be adopted that will not be to the long-term detriment of either the property owner or the renter.
- 5.b: In conjunction with Actions 1.a, b, and c and Actions 2.a, b, and c, the City will additionally identify sites for varying special needs populations (homeless, farmworkers, disabled, seniors) and additional group home facilities (2017);

- 5.d: complete and adopt guidelines for integrating affordable residential projects that provide housing for lower-income, single working parent households and childcare services (2017).
- 6.a.: The City's Planning Department shall provide information and referral services, on an as needed basis, regarding fair housing laws, and assist citizens with discrimination complaints to the State Department of Fair Employment and Housing.

**Project 4: Cottage Home Program** - The City intends to adopt a Cottage Home Program to encourage affordable housing options. The program anticipates the development of standards, including developing pre-approved design plans for the development and permitting of ADUs, Cottage Homes, Tiny Houses and other similar uses. Standards will include the creation of simplified application forms and written procedures that enable efficient 'over-the-counter' processing, minimum review periods, and more affordable options to construction ADUs.

**FISCAL IMPACT:**

Receipt of the grant funds will provide funding for the projects listed above.

## COUNCIL RESOLUTION # 70-19

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHOWCHILLA, CALIFORNIA AUTHORIZING APPLICATION FOR, AND RECEIPT OF, SB 2 PLANNING GRANTS PROGRAM FUNDS

**WHEREAS**, the State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability (NOFA) dated March 28, 2019, for its Planning Grants Program (PGP); and,

**WHEREAS**, the City Council of the City of Chowchilla desires to submit a project application for the PGP program to accelerate the production of housing and will submit a 2019 PGP grant application as described in the Planning Grants Program NOFA and SB 2 Planning Grants Program Guidelines released by the Department for the PGP Program; and,

**WHEREAS**, the Department is authorized to provide up to \$123 million under the SB 2 Planning Grants Program from the Building Homes and Jobs Trust Fund for assistance to Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB 2)) related to the PGP Program; and,

**WHEREAS**, at a previous City Council meeting, the Council provided direction to staff regarding which projects to pursue funding for;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Chowchilla hereby finds, determines and declares the following:

SECTION 1. The City Council is hereby authorized and directed to apply for and submit to the Department the 2019 Planning Grants Program application in the amount of \$160,000.

SECTION 2. In connection with the PGP grant, if the application is approved by the Department, the City Administrator or designee, is authorized to enter into, execute, and deliver a State of California Agreement (Standard Agreement) for the amount of \$160,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PGP grant, the City's obligations related thereto, and all amendments thereto (collectively, the "PGP Grant Documents").

SECTION 3. The City shall be subject to the terms and conditions as specified in the Standard Agreement, the SB 2 Planning Grants Program Guidelines, and any applicable PGP guidelines published by the Department. Funds are to be used for allowable expenditures as specifically identified in the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application will be enforceable through the executed Standard Agreement. The City Council hereby agrees to use the funds for eligible uses in the manner presented in the application as approved by the Department and in accordance with the Planning Grants NOFA, the Planning Grants Program Guidelines, and 2019 Planning Grants Program Application.

SECTION 4. The City Administrator or designee is authorized to execute the City of Chowchilla's Planning Grants Program application, the PGP Grant Documents, and any amendments thereto, on behalf of the City as required by the Department for receipt of the PGP Grant.

**PASSED AND ADOPTED** by the City Council of the City of Chowchilla this 8th day of October, 2019 by the following vote to wit:

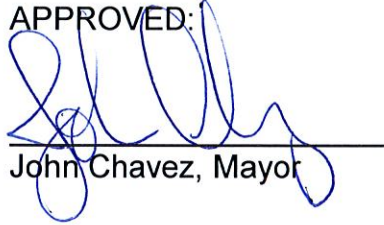
**AYES: 5 – Barragan, Palmer, Ahmed, Haworth, Chavez**

**NOES: 0**

**ABSENT: 0**

**ABSTAIN: 0**

APPROVED:

A handwritten signature in blue ink, appearing to read "John Chavez", written over a horizontal line.

John Chavez, Mayor

ATTEST:

A handwritten signature in blue ink, appearing to read "Joann McClendon", written over a horizontal line.

Joann McClendon, CMC  
City Clerk