



## MINUTES

### Healdsburg Planning Commission

April 11, 2023 6:00 PM  
401 Grove Street, Healdsburg  
City Hall - City Council Chamber

#### 1. ROLL CALL

Chair Luks called to order the meeting of the Planning Commission of the City of Healdsburg at 6:00 p.m.

Commissioners present: Barber, Gerlach, Luks, McKay, Wood

Commissioners absent: Breznikar, Hunt

City Staff present: Community Development Director Scott Duiven, Housing Director Stephen Sotomayor, Senior Planner Ellen McDowell, Assistant Planner Jeff Fisher, Principal Civil Engineer Curt Bates and Administrative Technician Amanda Gray

#### 2. ADMINISTRATIVE ACTIONS

##### A. Approval of April 11, 2023 Agenda

On a motion by Commissioner Wood, seconded by Commissioner Gerlach, the Commission voted 5-0-2 (Breznikar, Hunt absent) to approve the April 11, 2023 agenda.

##### B. Approval of Minutes for March 28, 2023 Regular Meeting and Workshop

On a motion by Commissioner Gerlach, seconded by Commissioner Wood, the Commission voted 5-0-2 (Breznikar, Hunt absent) to approve the March 28, 2023 regular meeting and workshop minutes.

##### C. Acceptance of Communications and Correspondence

Director Duiven provided an amended Resolution (Attachment 1) for Agenda Item No. 4B.

##### D. Declarations of Conflicts of Interest – None

##### E. Disclosures of Ex Parte Communications - None

#### 3. PUBLIC COMMENT

None.

#### 4. PUBLIC HEARINGS

##### A. Item

**Description:** Design Review Application 2003-02 - AMENDMENT

##### Project

**Description:** A request to remove a condition of approval for an approved design review application for a gas station (Valero). The specific condition of approval imposed by the Planning Commission prohibited the use of "trademark colors" on the gas station canopy. The applicant is requesting the ability to use Valero's teal and yellow "trademark colors" on the existing canopy.

**Location:** 186 Dry Creek Road

**Applicant:** Gus Ortega / Sign Development Inc.

## **Environmental**

**Determination:** The project is exempt from environmental review pursuant to the provisions of the California Environmental Quality Act (CEQA) Guidelines Section 15301 (Class 01), Existing Facilities.

Assistant Planner, Jeff Fisher, introduced the item and summarized the staff report. Mr. Fisher discussed the project site, original design, previous renovations, prohibition of trademark colors, proposed colors, Citywide Design Guidelines, and staff's recommended action.

Commission and staff discussion ensued regarding questions on proposed colors, illumination, Dry Creek Road Gateway, building fascia, renovations, other existing gas stations in the City of Healdsburg, and consistency with the Citywide Design Guidelines.

Applicant, Jerry Beth Jr., discussed his family's history in Healdsburg and how much they are vested in the City. Mr. Beth shared his concerns with the staff's recommended action of denying the amendment to the approved design review. Mr. Beth Jr. discussed the importance of having their corporate colors on the building, their desire for their canopy to be similar to other stations in town and the added security that would be provided with additional illumination.

Bobby O'Hare, Sign Development Inc., spoke on behalf of the applicant team, and asked the Commission to reconsider allowing use of their corporate colors and discussed being treated equally among the other gas stations in town.

Chair Luks opened the hearing for public input.

Todd Beth, discussed how adding illumination on the canopy would be an added safety feature.

There being no further speakers, Chair Luks closed the public input portion of the hearing.

Commissioner Barber shared his thoughts on treating the Applicant the same way other gas stations in town are being treated. He said he supports adding a canopy with the blue trademark color but does not support adding illumination.

Commissioner McKay said he supports using the blue trademark color for the canopy, adding illumination and discussed the importance of being consistent with other gas stations in town.

Commissioner Wood said he agrees with the Applicants and understands their frustrations. He said he supports the proposed colors, adding illumination and discussed the importance of being consistent with other gas stations in town.

Commissioner Gerlach spoke in support of using the blue trademark color for the canopy and adding illumination. He suggested adding a white 'V' rather than the full business name on the canopy. He said he does not support having the yellow color on the canopy. He said he felt that this would be a good compromise to improve visibility and provide some parity.

Chair Luks discussed the prime location of the station and said he supports using the blue trademark color for the canopy but does not support adding illumination.

The Commission consensus was to continue this item to the April 25, 2023 Planning Commission Meeting. The Commission asked staff to work on a revised staff report and resolution that will incorporate the findings that the Commission discussed.

On a motion by Commissioner Gerlach, seconded by Commissioner Barber, the Commission voted 5-0-2 (Breznikar, Hunt absent) to continue Design Review Application 2003-02 – Amendment to the April 25, 2023, Planning Commission Meeting.

**B. Item**

**Description:**       **Housing Element Update: GPA 2023-01**

**Project**

**Description:**       An update to the City of Healdsburg Housing Element of the General Plan. The City of Healdsburg has prepared a comprehensive update to the City's last adopted Housing Element for the next planning period covering 2023-2031, often referred to as the 6th Cycle Housing Element Update. The Housing Element Update (HEU) includes revised goals and policies, and new, modified, and continuing implementation programs. The HEU includes policies, procedures, and incentives in its land use planning and development activities that result in maintenance and expansion of the housing supply to adequately accommodate the City's anticipated housing needs. The HEU also addresses the City's Regional Housing Needs Assessment (RHNA) allocation. The RHNA allocates housing need based on future estimates of housing unit growth over the planning period (2023-2031). The City was allocated a total of 476 additional units from RHNA. To accommodate its RHNA allocation, the City has identified currently planned and approved development, projected ADU development, and acquisition and conversion of market rate units into affordable units which will surpass the required RHNA allocation. The City does not propose any rezoning of sites or specific site development as part of this planning process. The project is an administrative procedure of updating the City's Housing Element. Future development of housing projects will require site specific environmental review and entitlement approval.

**Location:**           Citywide

**Applicant:**         City of Healdsburg

**Environmental  
Determination:**

Pursuant to Section 15301 of the CEQA Guidelines, the proposed plan would have no possibility for causing a significant effect on the environment. The Guidelines state in that section that "A project is exempt from CEQA if the activity is covered by the common-sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA." In addition, exceptions to the applicability of a Categorical Exemption, as specified in Section 15300.2(a) through (f) of the CEQA Guidelines, do not apply to the proposed plan. As such, the proposed plan meets all criteria for an exemption under CEQA Guidelines Section 15061(b)(3) and, pursuant to this exemption, "it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment."

Housing Director, Stephen Sotomayor, introduced the item and discussed the meeting objectives which included the status and schedule of the Housing Element Update, Housing Element structure, Regional Housing Needs Allocation (RHNA) strategy, feedback received from the California Department of Housing and Community Development (HCD) and the City's response, key changes and updates to the Housing Element, and the recommendation to the

City Council. Director Sotomayor said that as a means to make sure materials are accessible to all, the entire Housing Element Update – Adoption Draft has been translated into Spanish.

Luke Lindenbusch, Housing Policy Planner for 4LEAF, Inc., discussed the structure and organization of the Housing Element, Technical Background Report and the Appendices.

Walter Kieser, Senior Principal at Economic & Planning Systems, discussed the policy framework, housing programs, public participation, and next steps.

Commission and staff discussion ensued regarding questions on middle income and moderate income, number of units, Growth Management Ordinance, RHNA goals, tracking Accessory Dwelling Units (ADU) for low-income housing, 7<sup>th</sup> Cycle Housing Element Update, funding, Transient Occupancy Tax (TOT), density, communication and collaboration between Healdsburg and other cities in terms of best practices and strategies, and the number of residents that have relocated outside of Healdsburg.

Chair Luks opened the hearing for public input.

Deborah Kravitz, Chair of the Healdsburg Housing Element Work Group, urged the Commission to recommend to Council the adoption of the 2023-2031 Housing Element Update – Adoption Draft and offered to answer any questions the Commission may have.

There being no further speakers, Chair Luks closed the public input portion of the hearing.

Commissioner Wood expressed his appreciation to the team of individuals that worked on the draft update and spoke in support of recommending to Council the adoption of the 2023-2031 Housing Element Update – Adoption Draft.

Commissioner Barber spoke in support of recommending to Council the adoption of the 2023-2031 Housing Element Update – Adoption Draft and asked staff to consider prioritizing and focusing on the density of downtown Healdsburg in the 7<sup>th</sup> Cycle Housing Element Update.

Commissioner McKay spoke in support of recommending to Council the adoption of the 2023-2031 Housing Element Update – Adoption Draft. He commended the team that worked on the draft update, and said he appreciated the community spotlights that were offered. He echoed Commissioner Barber's comments regarding the prioritization of density in downtown Healdsburg in the 7<sup>th</sup> Cycle Housing Element Update.

Commissioner Gerlach congratulated the team of individuals that worked on the draft update and spoke in support of recommending to Council the adoption of the 2023-2031 Housing Element Update – Adoption Draft.

Chair Luks thanked the team that worked on the draft update and spoke in support of recommending to Council the adoption of the 2023-2031 Housing Element Update – Adoption Draft. He said he agreed with comments made by Commissioner Barber and Commissioner McKay regarding more intensity of development in downtown Healdsburg. He said the effort should first be placed on a good look at the Growth Management Ordinance and then from there determine how intense downtown Healdsburg can be made.

On a motion by Commissioner McKay, seconded by Commissioner Wood, the Commission voted 5-0-2 (Breznikar, Hunt absent) to adopt Resolution 2023-13 recommending the City Council adopt the 2023-2031 Housing Element Update – Adoption Draft.

**The Commission took a recess at 8:24 p.m.**  
**The Commission reconvened at 8:30 p.m.**

**C. Item**

**Description:** Land Use Code Amendment 2023-02

**Project**

**Description:** Amendments to various sections of the Healdsburg Municipal Code will provide greater clarity and amend the Healdsburg Municipal Code Title 17 (Property and Development) and Title 20 (Land Use Code). Title 17 Amendment sections include: §17.08.190, §17.08.070, §17.08.330, §17.04.020 and add §17.04.305. Title 20 Amendment sections include: §20.28.130, §20.08.100 Table 8, §20.08.050 Table 4, §20.08.070 Table 6, §20.08.150 Table 11, §20.08.145 Table 10, §20.08.310, §20.20.055, §20.16.045, §20.16.055, §20.08.075, §20.28.080 and add §20.20.110. Amendments to Title 17 intend to provide greater clarity regarding off-site easements, rights-of way, acceptance dates, improvements for dwellings, Planning and City Council powers and duties and the addition of §17.04.305, Approval of Final Parcel Maps. Amendments to Title 20 include general Land Use Code clean-ups including clarifying sections to align with state standards regarding Large Family Daycares, amending typographical errors, amending use tables to be consistent throughout, and the addition of §20.20.110, Temporary Use Permits, to provide standards for temporary uses.

**Location:** Citywide

**Applicant:** City of Healdsburg

**Environmental**

**Determination:** The proposed amendments are exempt from the California Environmental Quality Act pursuant to Section 15061(b)(3) of the CEQA Guidelines.

Senior Planner, Ellen McDowell, introduced the item and summarized the staff report. Ms. McDowell provided a project overview and discussed the Title 17 key changes, Title 20 key changes, Environmental Review, and the recommended action.

Commission and staff discussion ensued regarding questions on amplified music, fence height, building permit requirements, temporary use permit, special event permit requirements, and code enforcement.

Chair Luks asked for further clarification on Title 17, Property Development, Section 17.08.330, regarding the requirement for sidewalk, driveway and pedestrian ramp repairs or replacements for projects with a valuation of \$25,000 or more. Principal Civil Engineer Curt Bates responded.

**Chair Luks opened the hearing for public input. There being no speakers, Chair Luks closed the public input portion of the meeting.**

Chair Luks spoke in support of adopting a resolution recommending the City Council amend various sections of the Healdsburg Municipal Code but asked that Council consider amending Title 17, Section 17.08.330 to require a higher project valuation that triggers the requirement for sidewalk, driveway and pedestrian ramp repairs or replacements.

On a motion by Commissioner McKay, seconded by Commissioner Barber, the Commission voted 5-0-2 (Breznikar, Hunt absent) to adopt Resolution 2023-14 recommending the City Council amend various sections of the Healdsburg Municipal Code and related CEQA Exemption, and to consider amending Title 17, Property Development, Section 17.08.330 to require a higher project valuation that triggers the requirement that property owners shall remove and replace all portions of broken, displaced, cracked, etc. sidewalk, curb, gutter, driveway approach and pedestrian ramps along the project street frontage(s), ½-inch or greater, per city design and construction standards.

**5. NEW BUSINESS**

None.

**6. COMMISSIONER AND SUBCOMMITTEE REPORTS**

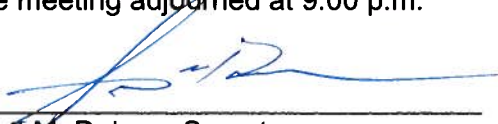
None.

**7. DIRECTOR'S REPORT**

Director Duiven stated that a Planning Commission Workshop is scheduled for April 25, 2023 (following the regular Commission meeting), regarding the Mill District Lot 6 Mixed Use Project located at 130 Healdsburg Avenue.

**8. ADJOURNMENT**

The meeting adjourned at 9:00 p.m.



Scott M. Duiven, Secretary



Phil Luks, Chair