



**AGENDA**  
**REGULAR MEETING**  
**CHOWCHILLA PLANNING COMMISSION MEETING**

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

**April 18, 2018 | 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**

Chairman: Chapman

Vice Chair: Zarucchi-Mize

Commissioners: Barberi, Cargill, Holst, Watson, Vander Dussen

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

**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 Chairman 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 and address 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 STAFF REPORTS**

Written/Oral 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 March 21, 2018 Planning Commission Minutes (Hicks)**

### **3.2 Approval of the March 21, 2018 Joint Workshop Minutes (Hicks)**

## **PUBLIC HEARINGS – Section 4**

NONE

## **DEFERRED BUSINESS – Section 5**

NONE

## **NEW BUSINESS – Section 6**

### **6.1 Workshop #3: Zoning and Subdivision Ordinance Update: Zoning Map, Design Standards, & Procedures (Perea)**

## **ANNOUNCEMENTS – Section 7**

- ❖ Next Planning Commission Meeting is scheduled for May 16, 2018.

## **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 April 18, 2018 at the Chowchilla Civic Center, 130 S Second Street on/or before 5:00p.m. on April 13, 2018.

  
\_\_\_\_\_  
Janene Hicks  
Planning Secretary



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

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

**March 21, 2018**

**CALL TO ORDER: 7:15**

**ROLL CALL**

Chairman: Wayne Chapman

Vice Chair: Nina Zarucchi-Mize

Commissioners: Michael Barberi, Rhonda Cargill, Marlene Holst, Matthew Watson, Sybrand Vander Dussen

Staff Present: Contract Planner, Annalisa Perea; Planning Secretary, Janene Hicks

**PLEDGE OF ALLEGIANCE:** Chair Wayne Chapman

**CEREMONIAL / PRESENTATIONS – Section 1**

**Oath of Office:** Planning Commission Member: Sybrand Vander Dussen

**The Oath of Office Ceremonial Item was pulled from the Planning Commission Regular Agenda and placed on the City Council and Planning Commission Joint Workshop Agenda.**

**PUBLIC ADDRESS**

None.

**STAFF REPORTS – Section 2**

**2.1 STAFF REPORTS**

Written/Oral Reports

Contract Planner introduced the New Community & Economic Director, Dave Hanham, to the Commission.

**CONSENT CALENDAR – Section 3**

**3.1 Consideration of approval of Minutes from the February 21, 2018 Joint Workshop.**

**3.2 Consideration of approval of Minutes from the February 21, 2018 Regular Planning Commission Meeting.**

Motion by Commissioner Syp Vander Dussen, seconded by Commissioner Rhonda Cargill to approve the Consent Calendar as presented. Motion passed unanimously by voice vote.

**PUBLIC HEARINGS – Section 4**

None.

**DEFERRED BUSINESS – Section 5**

None.

**NEW BUSINESS – Section 6****6.1 Workshop #2 - Zoning and Uses**

Contract Planner Annalisa Perea presented staff report with QK Project Manager Steve Brandt.

**ANNOUNCEMENTS – Section 7**

❖ Next Planning Commission Meeting is scheduled for April 18, 2018.

**ADJOURNMENT**

Motion by Vice Chair Zarucchi-Mize, seconded by Commissioner Barberi to adjourn the Planning Commission meeting at 8:25pm. Motion passed unanimously by voice vote.

ATTEST:

APPROVED:

\_\_\_\_\_  
Janene Hicks,  
Planning Secretary

\_\_\_\_\_  
Chair Wayne Chapman



**MINUTES**  
**SPECIAL JOINT WORKSHOP**  
**of the**  
**CHOWCHILLA PLANNING COMMISSION**  
**&**  
**CHOWCHILLA CITY COUNCIL**

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

**Wednesday, March 21, 2018**

**ROLL CALL: 6:02pm**

**The Ceremonial Item was pulled from the Regular Planning Commission Agenda and moved to the Planning Commission and City Council Joint Workshop Agenda of March 21, 2018**

**Planning Commission**

Chair: Wayne Chapman

Vice-Chair: Nina Zarucchi-Mize

Commissioners: Michael Barberi, Rhonda Cargill (arrived at 6:20), Sybrand Vander Dussen, Marlene Holst, Matthew Watson (arrived at 6:55)

**City Council**

Mayor: Dennis Haworth

Mayor Pro Tem: Ray Barragan (absent)

Council: Waseem Ahmed, John Chavez, Mary Gaumnitz (absent)

**City staff and contract employees present at the meeting:** Contract Planner, Annalisa Perea; City Attorney, Dave Richie; Planning Secretary, Janene Hicks; QK Project Manager, Steve Brandt;

**OPEN SESSION**

**PLEDGE OF ALLEGIANCE:** Wayne Chapman

**INVOCATION:** Dennis Hayworth

**CEREMONIAL:** Oath of Office Planning Commissioner Sybrand Vander Dussen

City Clerk Joann McClendon issued Oath of Office to Planning Commissioner Syband Vander Dussen.

**WORKSHOP**

- **Workshop #3 Industrial Specific Plan Update (Perea)**

Contract Planner Annalisa Perea and QK Project Manager Steve Brandt lead discussion group.

**ADJOURNMENT**

The March 21, 2018 Special Joint Workshop of the Chowchilla City Council and the Planning Commission adjourned at 7:10.

ATTEST:

APPROVED:

\_\_\_\_\_  
Janene Hicks  
Planning Secretary

\_\_\_\_\_  
Chair Wayne Chapman



## REPORT TO THE PLANNING COMMISSION

Meeting of: April 18, 2018

**AGENDA SECTION:** New Item

**SUBJECT:** **Workshop #3: Zoning and Subdivision Ordinance Update: Zoning Map, Design Standards, & Procedures**

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

REVIEWED BY CITY ADMINISTRATOR

REVIEWED BY ATTORNEY

REVIEWED BY COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

**CONFLICT OF INTEREST:**

None known

**RECOMMENDATION:**

That the Planning Commission consider the Workshop #3 “Zoning Map, Design Standards, & Procedures” presentation, listen to any public comment, and engage in a meaningful discussion regarding this project.

**BACKGROUND:**

The City of Chowchilla’s (City) Zoning and Subdivision Ordinances of the Chowchilla Municipal Code (Titles 17 and 18) has never experienced a comprehensive update since its inception back in 1979 and has only undergone piecemeal changes over time.

The City completed a General Plan Update (GPU) in 2012. The GPU included adoption of the General Plan Update as well as the Program Environmental Impact Report. The GPU requires that newly identified zoning districts be incorporated into a revised Zoning Ordinance and Zoning Map. The GPU also contains policies and objectives that require zoning ordinance revisions in order to bring the zoning ordinance into compliance with the General Plan. The City’s Zoning Ordinance has yet to be brought up into conformance with the City’s General Plan since the GPU’s adoption in 2012.

The City’s Planning Division has maintained a list of Zoning and Subdivision Ordinance issues and/or amendments to be addressed during the time a comprehensive update is undertaken. The City’s Zoning Map must also be updated using GIS shapefiles (ESRI ArcMap), which will also be handled as part of this project.

Zoning Ordinances cover an array of development standards including but not limited to: setbacks; minimum lot area; off-street parking; the number of buildings on a lot; number of dwelling units in a certain area; building heights; landscaping; and allowable uses for each zoning district. Regulations may restrict areas to single-family homes or to multi-family dwellings or townhouses. In areas of historic or cultural significance, zoning regulations may require that those features be preserved.

The Subdivision Ordinance has experienced little change since its inception. Its primary function is to insure that land divisions comply with the Subdivision Map Act of the State of California. Most amendments have been for impact fee program updates and program revisions.

The update process will be applied simultaneously to both the Subdivision Ordinance and the Zoning Ordinance. The intent is primarily to bring both documents current, without fundamentally changing their structure or format. The primary objectives will be that:

1. The Zoning Ordinance update will be made consistent with the current GPU (including the Housing Element), accommodate the new zoning districts outlined within the GPU, and will incorporate new State requirements and any other changes that may be desired by the Planning Division and Public. General Provisions, Zoning Uses, and Performance Standards will be analyzed and refined, as necessary;
2. The Subdivision Ordinance update will be made consistent with the current Subdivision Map Act, as well as with any issues, practices, and updates recommended by the Planning Division.

Workshop #3 will focus on the revised City Zoning map (changes made to bring into conformance with the General Plan), discussion on design standard updates for each zone, and entitlement procedures.

**REASON FOR RECOMMENDATION:**

The updated Zoning and Subdivision Ordinances will result in practical, useable, and workable standards for the City Council, the Planning Commission, the Public and City Staff. Planning Commission and community involvement will be critical to ensure a successful process.

**FISCAL IMPACT:**

None.