

**SEPTEMBER 7, 2021, MINUTES
CITY OF WHEATLAND
REGULAR PLANNING COMMISSION MEETING
HELD VIA ZOOM,
6:00 – 6:55 P.M.**

PLANNING COMMISSIONERS PRESENT: G. Hart, D. Panteloglow, B. Powner, W. Tinsley, S. Witt

OTHER OFFICIALS PRESENT: T. Raney, Community Development Director
K. Valente, Senior Planner

PLEDGE OF ALLEGIANCE:

Planning Commissioner Chairman Scott Witt led the pledge of allegiance.

PUBLIC COMMENT

None.

CONSENT CALENDAR

1) Planning Commissioner D. Panteloglow made the motion, Planning Commission W. Tinsley seconded the motion to **approve minutes from the Planning Commission workshop August 3, 2021**. Vote called – AYES: All Motion carried.

PUBLIC HEARING

1) Senior Planner Kevin Valente present the staff report to consider recommending City Council approval of the proposed Site Plan and Design Review Ordinance. The current City of Wheatland Municipal Code only requires Site Plan and Design Review for projects located in the Commercial Zoning Districts (C-1, C-2, and C-3). Therefore, if a project is permitted by right, such as a multi-family development in the R-3 Zoning District, staff does not currently have a process to review the design of the project for consistency with the city's existing community design standards except during building permit review. On September 8, 2020, the City of Wheatland City Council voted to give staff direction to begin preparing a draft ordinance amendment to amend Chapter 18.67 of the Wheatland Municipal Code to include design review and approval by the community development director for proposed residential development within the city. The draft ordinance amendment to amend Chapter 18.67 of the Wheatland Municipal Code, would require the existing city's site plan and design review process to be applicable to all proposed development projects in residential zoning district with four or more units, as well as all proposed development projects in the industrial zoning districts. The proposed zoning amendment would also change the approval authority of the site plan and design review process from the discretion of the Wheatland Planning Commission to the discretion of the Wheatland Community Development Director. However, for potentially controversial projects, the Wheatland Community Development Director can elevate the site plan and design review request to the Wheatland Planning Commission for review (i.e., Minor Site Plan and Design Review or Major Site Plan and Design Review). In addition, the proposed Site Plan and Design Review Ordinance includes principles of compliance: The development shall be compatible with the surrounding area. The development shall be

compatible with the City of Wheatland's Community Design Standards or applicable planned development design guidelines. Ingress, egress, internal traffic circulation, off-street parking and pedestrian ways shall be designed to promote safety and convenience. Landscaping shall be provided for beautifying and enhancing a property, controlling erosion, and reducing glare. Landscaped areas shall be maintained in an attractive manner. Existing trees shall be preserved wherever possible and maintained in a living condition.

Building Diversity. Projects generally should provide variety in the design, size and massing of buildings. Repetitious design resulting in a monotonous similarity of appearance is to be avoided. Variety should not be contrived, but evolve from the requirements of the building, the materials and structural systems used. Design elements such as varied building setbacks, diversity in building heights, roof styles, and front entries are required. In general, the following examples would be considered "contrived" diversity, and, although not prohibited, would not be considered sufficient in and of themselves for providing variation between buildings: Applied external ornamentation, such as altering the siding or trim without making substantial changes in the design and form of a building. Constructing "mirror image" buildings where the floor plans are inverted. Altering the location or size of windows or doors without making substantial changes in the design or form of the building. Making minor alterations in the roof line which do not substantially differentiate the building from neighboring structures.

Exterior Appearance and Function. Exterior of buildings should be compatible with the neighborhood and should reinforce or improve the visual character of the environment surrounding the proposed building. Generally, building colors should be subdued and should not in any way attract undue attention to the building or site.

Architectural Consistency. There should be architectural consistency between all elevations of a building, including a consistent use of colors, materials and details, joined together in an interesting and harmonious but not monotonous design. False or decorative facade treatments wherein one or more unrelated materials are placed on the building should be avoided in new buildings but may be used to upgrade older buildings when necessary to cause the older buildings to better fit their neighborhood surroundings unless the older building is of historic significance in which case its appearance should not be altered. All elevations need not look alike, but a sense of overall architectural continuity should be achieved.

Variety of Building Materials. The range of acceptable building materials is quite broad. The history and character of Wheatland favor the use of natural appearing materials such as wood, brick, stone, or stucco treated with subdued colors. Generally, extensive use of aluminum, reflective glass, plastic, enameled panels, and similar materials should be limited. Metal buildings are permissible, but their design should reflect the inherent quality of the material.

"Trademark" Styles. The "trademark" type of building is generally undesirable and, if permitted at all, should be in commercial or industrial areas. Where permitted, such buildings should harmonize with the existing neighborhood.

Incidental Appurtenant Facilities (except energy conservation facilities). Mechanical equipment, electrical services, loading docks, storage areas, trash collection areas, and similar facilities including roof-mounted heating and cooling equipment should be screened from public view. The design of such screening should be compatible with the building structure and incorporated as an integral element in the design.

Energy Conservation. All building designs should reflect energy conservation considerations. However, when energy conserving devices, such as solar heat collector panels are used, such devices should be to the extent feasible visually integrated into the design of the structure.

Items required from applicant for site plan and design review. Projects submitted for site plan and design review must be accompanied by: A rendering showing the exterior appearance of all sides of the building(s); Color samples showing the actual colors or a range of acceptable color choices; Plot plan showing position of all buildings and major topographic features on the parcel; and Landscaping plans for commercial, industrial, and all residential projects with four or more units. The proposed Ordinance is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines section 15305, Minor Alterations in Land Use Limitations.

Planning Commissioner W. Tinsley commented on the Planning Commission being part of the approval process, multi-family dwelling units, saving developers time and money, fees, the current process and open ended for Community Development Director (CDD) to approve larger projects, minor uses and appeals.

Planning Commission Vice Chair D. Panteloglow commented on minor/major differences, CDD responsibility, City staff not the Planning Commission Secretary make the referral, Planning Commission leverage if the CDD does not approve site plan and design, CDD language discretion before Planning Commission, make the 15-day time period consistent throughout the document (calendar or business days). Planning Commissioner B. Powner commented to differentiate discretionary/non-discretionary. Planning Commission Chair S. Witt commented on notifying applicant and Planning Commission quarterly and a short annual report, term of the ordinance 6 months to a year then reviewed.

Motion was made by Planning Commission Chair Scott Witt, Seconded by Planning Commissioner Willie Tinsley to **continue the Planning Commission Public Hearing recommending City Council approval of the proposed Site Plan and Design Review Ordinance to a date certain on October 5, 2021, to make revisions based on Planning Commission recommendation.** Vote called – All. Motion carried.

REPORTS

None.

With no other business before the Commissioners, the meeting adjourned at 6:55 p.m.

Respectfully submitted,
Tim Raney, Community Development Director