

City of Bishop
PLANNING COMMISSION MINUTES
City Council Chambers – 301 West Line Street
Bishop, California 93514

March 29, 2011

CALL TO ORDER:

Commissioner Lowthorp called the meeting to order at 7:06 P.M.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Commissioner Lowthorp.

COMMISSIONERS PRESENT:

Lowthorp, Crom, Gardner and Bhakta

COMMISSIONERS ABSENT (Excused):

Huntley, Bloom and Hardy

OTHERS PRESENT:

James M. Southworth, City Administrator
Peter Tracy, City Attorney
Gary Schley, Public Services Officer
Michele Thomas, Secretary

PUBLIC COMMENT

Commissioner Lowthorp asked if anyone wished to speak on a subject not calendared on the agenda. There was no public comment.

(1) APPROVAL OF MINUTES

MOTION

Commissioner Gardner moved to approve the minutes of the January 25 and February 14, 2011 meetings as written.

Ayes: Crom, Bhakta, Gardner and Lowthorp

MOTION CARRIED: 4-0

CORRESPONDENCE

None

PUBLIC HEARINGS

- (2) Public Hearing on a Proposed Amendment of Chapter/Section 17.38 of the Zoning Ordinance to provide provisions for an Emergency Shelter Combining District.

- (a) Open Public Hearing

Schley explained that in April 2010, the City updated the General Plan's Housing Element. Part of the Housing Element, a goal was set to amend the City's zoning ordinance to permit emergency shelters in one or more zoning districts without discretionary approval. The staff has drafted an amendment to Bishop Municipal Code Title 17 and the Official Zoning Map to include a definition for "Emergency Shelter," an Emergency Shelter overlay zone, and standards for emergency shelters. The C-1, R-3 and R-3-P zoning districts have been identified for the placement of emergency shelters. The three zones identified are considered compatible for the placement of emergency shelters because they are proximate to social services, transportation and commercial areas. Emergency shelters provided in these districts would be required to comply with applicable zone regulations.

Schley went on to describe that the proposed Emergency Shelter Combining District Overlay Zone encompasses about 38 acres. The majority of land inside the proposed district boundary is currently vacant land zoned for R-3 residential and C-1 commercial uses; two high density mobile home parks occupy an area on the north side of the project area and a high density mobile home park for senior citizens occupies a small area on the south side of the project area. Surrounding lands contain commercial and residential uses as well as park land.

The City Council at their 28 March meeting made findings that the proposed ordinance did not have significant cumulative impacts or substantial adverse impacts on human beings, fish or wild life or sensitive species or cultural resources.

The proposed zone ordinance and zoning map amendments must be submitted to the Planning Commission and given a noticed public hearing. After the hearing, the Planning Commission must render its decision in the form of a written recommendation to the City Council that includes the reasons for the recommendation.

- (b) Planning Commission Discussion on Proposed Amendment of Chapter / Section 17.38 of the Zoning Ordinance to provide provisions for an Emergency Shelter Combining District.

Bhakta asked staff which zone would have been permitted for an emergency shelter prior to the proposed amendment. Schley stated that high density residential zones; R-2000, R-2, R-3, would be permitted with a conditional use permit. Gary went on to say that the proposed zone overlay would allow for emergency shelters without a conditional use permit. Bhakta also asked regarding Ordinance 534, what the definition of one parking space per two client bed and would it make a difference regarding the size of the bed. Schley explained that a shelter with ten beds would require five parking spaces and the size of each bed would not make a difference. Thirdly, Bhakta questioned the hours of operation for an emergency shelter when an emergency could happen at all hours of a day. Schley explained that the hours of operation are when the doors are open for when someone could be admitted. Gary went on to say that there would be an on-site manager on the premises during all hours or an after hour contact person to help someone during closed hours if necessary. Also, Bhakta asked Schley what is a normal ratio for shower and toilet facilities. Schley clarified that per building code on a commercial facility, there are tables to use depending on occupant load. On the first version of our ordinance, the State of California replied that we were too restricted for this type of facility and we made adjustments. Lastly, Bhakta brought up our sign ordinance and what would happen if the emergency shelter facility was built on two different zones within the combining district, what size signage would be allowed. Schley commented that a building could not be built within two different zones. If two separate properties were purchased next the one another and a building was to be built on both properties, the two lots would need a lot line adjustment and a zoning change to one zone to be completed.

(3) Public Hearing to Amend the Zoning Map to establish an Emergency Shelter Combining District.

(a) Open Public Hearing

The zoning map has been updated since the 14 February Joint Meeting. The district definitions now include ES Emergency Shelter and a header labeled Exhibit A. The wording on the legend now reads Emergency Shelter Combining District.

The map includes a large amount of vacant property in the R-3 district along Mac Iver Street and Spruce Street going back to Hanby Avenue and East Yaney Street. Most of this property is owned by DWP. The City is currently working with IMACA to purchase some of the property along the south side of Mac Iver.

(b) Planning Commission discussion on amending the Zoning Map to establish an Emergency Shelter Combining District.

There was no discussion regarding the amendment of the zoning map to establish an Emergency Shelter Combining District.

(c) Planning Commission Action on Proposed Amendment of Chapter/Section 17.38 of the Zoning Ordinance to provide provisions for an Emergency Shelter Combining District and Amending the Zoning Map to establish an Emergency Shelter Combining District.

Commissioner Gardner made a motion to recommend to the City Council the Proposed Amendment of Chapter/Section 17.38 of the Zoning Ordinance to provide provisions for an Emergency Shelter Combining District, recommend to the City Council amending the Zoning Map to establish an Emergency Shelter Combining District, and to adopt proposed Ordinance 534 and Ordinance 535.

MOTION CARRIED: 4-0

Commission Lowthorp made a motion to approve the proposed draft letter of recommendation from the Planning Commission to the City Council for the zoning ordinance and the zoning map with the addition of identifying the recommendation of ordinances 534 and 535.

MOTION CARRIED: 4-0

NEW BUSINESS

(4) Reorganization

Commissioner Crom made a motion to re-elect Huntley as Chairman and Bloom as Vice Chairman to serve another year for the Planning Commission.

MOTION CARRIED: 4-0

(5) Follow-up discussion to Joint Meeting with City Council

Southworth mentioned that at the Joint Meeting on 14 February with City Council, Chairman Huntley had asked for a discussion of California Government Code No. 65103 regarding the general duties of a planning agency. Staff and commission agree to carry the topic over to the next Planning Commission meeting in April when the other commissioners will also be present. The Bishop Municipal Code sign ordinance and parking ordinance topics will also be carried over to the 26 April Planning Commission meeting.

(6) General Plan – Mobility Element Update

Southworth went over the schedule for the upcoming Mobility Element briefings prior to the open house scheduled for 12 May. There is a joint City Council/Planning Commission Mobility Element Workshop tentatively scheduled for 25 July. More information will be provided at the next Planning Commission meeting 26 April.

Southworth went on to explain that the City will write a Sustainable Communities grant application for updating the land use to the General Plan. With the recent work done with Retail Coach and Retail Gap Analysis, we will need to update the Economic Development Plan as well.

STAFF AND COMMISSION REPORTS:

Southworth shared with the commission that the City has received a letter from Stan Smith, Realtor for the seller of Cottonwood Plaza, from which he received from Lahontan. The letter stated that there is no further action required for the former Cottonwood Plaza. The property will hopefully be able to close escrow in the near future. The prospected buyer is proposing to open an El Pollo Loco in the old Burger King building and a site rehab to the two Cottonwood buildings.

ADJOURNMENT:

Commissioner Lowthorp adjourned the meeting at 8:01 p.m. The next regularly scheduled meeting of the Planning Commission will be April 26, 2011 at 7:00 P.M. in the City Council Chambers.

Commissioner Lowthorp

Michele Thomas, Secretary