

MINUTES

1. CALL TO ORDER

Chair Hoard called the meeting to order at 7:00 p.m. Members present: Mike McHugh, Dan Frasier, Diana Stewart, Graham Matthews and Richard Hoard. Staff present: Deputy Director of Planning Leslie Hubbard, Assistant Planner Bella Hedtke, and Clerk Ruth Hanover.

2. PUBLIC COMMENT

Members of the public may address the Planning Commission concerning matters within their jurisdiction, which are not listed on the agenda and to request that a matter be agendized for a future meeting. No action may be taken on these matters at this meeting.

Comments received from John Brower.

3. MINUTES – September 13, 2018.

Motion of Commissioner Matthews, seconded by Commissioner Frasier, approves Minutes of September 13, 2018, as corrected.

OLD BUSINESS – None.

NEW BUSINESS

4. AMENDMENT TO SECTION 43 OF ZONING ORDINANCE NO. 315 RE CULTIVATION OF CANNABISG

PW-16-03

Public Hearing: Proposed Amendment to Section 43 of Zoning Ordinance 315 pertaining to cultivation of cannabis. Located County-wide. Applicant: County of Trinity. *(To be continued to 10/25/18 at request of ad hoc committee)*

Chair Hoard advised this matter has been continued to October 25, 2018.

5. CONDITIONAL USE PERMIT FOR RESIDENTIAL CARETAKER UNIT

P-18-17

Public Hearing: Conditional Use Permit for conversion of a 364 sq. ft. office/bedroom into a Residential Caretaker Unit. Located at 79 Canyon Creek Road, Junction City. APN 012-151-12. Applicant: Velasquez.

Deputy Director of Planning Leslie Hubbard presented the staff report. She said the Junction City Self Storage has been operating in Junction City since 1995 and the applicant is wanting to convert the existing office space that has been on site since 1998 to a caretaker unit. She said there is nothing unusual about the project and that the applicant is present. Staff is recommending approval.

Chair Hoard opened the hearing to public comment.

Comments received from Andy Purdy and Terry Mines.

No further comments being received, Chair closes public comment.

Chair Hoard asked if this would be security related and if the flood zone was considered. Planner Hedtke responded yes, this would be a watchman's quarters for security purposes. Deputy Director Hubbard stated the project is in Flood Zone A, this area was not newly mapped by FEMA in 2016. She said the applicant is aware of this and of his options for flood insurance.

Commissioner Stewart said she doesn't see a reason to continue the matter, if the neighbor received notice on Saturday then he has had five days to prepare what he wanted to say tonight. Commissioner McHugh asked if notice was sent on time. Planner Hedtke responded yes.

Chair Hoard reopened public comment for the neighbor. Comments received from Andy Purdy. No further comments being received, Chair recloses public comment period.

Commissioner Matthews asked about proposed Condition No. 4 requiring an encroachment permit for commercial driveway where it enters onto Canyon Creek Road.

Chair Hoard again reopened public comment so the applicant could respond to questions.

Applicant Rich Velasquez stated the office has been on site since 1995, he built a garage four years ago and got all required permits at that time. He believes he got an encroachment permit at that time also. He said there is a big concrete apron at the driveway entrance onto Canyon Creek Road.

Chair recloses public comment period.

Commissioner McHugh stated he believes all permits should have been in place when the garage was built. Commissioner Matthews stated he is uncomfortable requiring an encroachment permit for the commercial driveway. Commissioner Frasier agreed, saying especially since there is already an existing encroachment. Chair Hoard said he didn't feel it was right to burden the applicant with the cost of an encroachment permit for a commercial driveway. Commissioner Stewart said she recalls Rick said that on any new structure or remodels the older encroachments are not up to current standards. Deputy Director Hubbard stated that we route projects through DOT, Andy checks their records and makes his comments. Stewart said maybe a greater encroachment is needed. Commissioner Matthews stated his (Andy's) comments say this condition should have been added when the garage was constructed. Commissioner McHugh said there is no supporting information for the encroachment permit, we need to have some justification or a representative from DOT should appear. Chair Hoard agreed.

Commissioner Matthews moved to approve the conversion of an office/bedroom to a Residential Caretaker Unit at Junction City Self Storage (APN 012-151-12), based on Findings of Fact 1 through 3, and subject to Conditions of Approval 1 through 3, deleting Condition No. 4 requiring encroachment permit for commercial driveway. Seconded by Commissioner Stewart. Motion carried unanimously.

6. **TENTATIVE MAP TIME EXTENSION**

P-11-22

Consider and/or take action to grant a one-year time extension of tentative map approval to create three parcels of approximately 40 acres each. Located on Van Duzen Road 6.8 miles south of the intersection with State Highway 36 at Scott Glade, Mad River. APN: 018-210-16-00. Applicant: Adams.

Deputy Director of Planning Hubbard presented the staff report. She said the extension is being requested due to road issues that won't be resolved by expiration of the tentative map. Staff is recommending approval.

Commissioner Frasier advised he had contact with Cameron Holmgren, the forester on the project, who advised they were having issues from the closure of Highway 36 making it hard to get to the job site to do the paving early this month as planned.

Commissioner McHugh asked with the prior extensions, is this the final one-year extension. Commissioner Matthews responded yes and if they can't get it done with this extension, they have to start all over again.

Commissioner Matthews moved to grant a twelve (12) month time extensions for the Adams subdivision, APN 018-210-16, with the new expiration date to be October 11, 2019, and that no further extensions will be granted. Seconded by Commissioner Frasier, and carried unanimously.

7. **TENTATIVE MAP TIME EXTENSION**

P-09-21

Consider and/or act to grant a one-year time extension of tentative map approval to create three parcels from 1.1 acres. Located at 1260 Main Street, Weaverville. APN: 024-440-11-00. Applicant: Johannsen.

Deputy Director of Planning Hubbard presented the staff report. She stated the extension is being requested as the applicant is in the process of completing his encroachment permit and is also finalizing his building permit for his garage remodel. Staff was advised the Agent would be here tonight, but he is not. Staff is recommending approval.

Commissioner Frasier moved to grant a twelve (12) month time extension for the Johannsen subdivision, APN 024-440-11, with the new expiration date to be September 10, 2019. Seconded by Commissioner Stewart, and carried unanimously.

8. **MATTERS FROM THE COMMISSION**

Chair Hoard stated in the interest of being transparent and forthcoming in bringing this up, he wants to agendaize a Class K or Limited Density Owner-built Rural Dwellings presentation and discussion. He has asked County Counsel and others about agendaizing this, whether it needs to be on a regular Planning Commission Agenda or what, there needs to be a way to speed it up or bring it forward, whatever the case. He said as you know the Chairman has the authority to put something on the agenda, this item in particular is being requested by the public and is of interest to Commissioner Frasier and himself. He said he doesn't know the best way to approach this, he wanted at the very least to gain consensus from the rest of the Commission and your approval to have this discussion. He said he would like to introduce it as an item that we can discuss and/or take action as well.

Commissioner Matthews asked if it would be presented as a draft ordinance. Chair Hoard responded he would like to present it as a draft ordinance, that is how he would like it presented and that's why he is asking for consensus of the Commission. He said we had a workshop in April about that, so he doesn't think a second workshop would be necessary, but he would like input from staff and other commissioners as well. Truthfully, he just needs guidance, and asked if he's overstepping his boundaries.

Commissioner Matthews said he thinks we are all supportive, if you have a draft ordinance it needs to go through the Planning Department because it's obviously something there is a lot of interest in, so we want to make sure we have adequate public notice. Chair Hoard said absolutely. Commissioner Stewart said and to have time during the meeting to go over the ordinance. Commissioner Frasier suggested putting it on a Regular Meeting and not on a Special Cannabis Meeting. Chair Hoard said November 8th would be the next Regular Meeting and that would give sufficient time to notice as well.

Commissioner McHugh asked what departments would have to weigh in on something like this? Deputy Director Hubbard responded Building Department and we can invite CalFire. Commissioner Frasier responded Environmental Health and local Fire Chiefs. Commissioner Stewart said to provide a draft of the Ordinance to Planning for routing. Chair Hoard said he has the staff report ready also.

Commissioner Stewart moved that the Class K Housing Ordinance prepared by Chairman Hoard be submitted to the Planning Department to route to interested agencies and to agenda on the November 8, 2018 Regular Meeting Agenda to discuss and take action. Seconded by Commissioner Matthews. Motion carried unanimously.

9. **MATTERS FROM STAFF**

Deputy Director of Planning Hubbard stated we will have the amendment to the Cultivation Ordinance at the next meeting on October 25th. She said there's lots in the hopper, she might make a request for a second meeting in November, possibly November 15th, but that is tentative and she will let the Commission know more on October 25th.

10. **ADJOURN**

The Chair adjourned the meeting at 7:39 p.m.