

**CITY OF GREENFIELD
PLANNING COMMISSION REGULAR MEETING
JUNE 2, 2020 @ 6:00 P.M.**

Attendance and Public Comment Changes Due to COVID-19

The Greenfield Planning Commission will be conducting its regular meeting on June 2, 2020. Given the current Shelter-in-Place Order covering Monterey County and the Social Distance Guidelines issued by Federal, State, and Local Authorities, the City has implemented the following changes for attendance and public comment.

ATTENDANCE BY THE GENERAL PUBLIC

The Planning Commission meeting to be held on June 2, 2020 at 6:00 p.m. will only be accessible online. The meeting may be viewed through the following options:

- Facebook Live: <https://www.facebook.com/GreenfieldCA/>
- Zoom Meeting: Join Zoom Meeting
<https://us02web.zoom.us/j/84380938757?pwd=Y2hBYXV0VEZ4ZlVhaDRMODVN RVRzQT09>
Meeting ID: 843 8093 8757
Password: 027128

The City will also provide links to these viewing options on the City's website and on its Facebook page. Unfortunately, physical attendance by the public cannot be accommodated given the current circumstances and the need to ensure the health and safety of the Planning Commission, City staff, and the public as a whole.

PUBLIC COMMENTS AND PUBLIC HEARINGS

All public comments, including general public comments, comments on a particular item on the agenda, or comments during a public hearing, can be made by e-mail or through the Zoom videoconferencing platform. Please be aware that any public comments made, including your name, may become public information. Additional instructions for making public comments can be found below.

1. Comments by E-mail

Public comments made by e-mail must be submitted to the following e-mail address: Planning@ci.greenfield.ca.us. In the subject line of the e-mail, please state your name and the item you are commenting on. If you wish to submit a public comment on more than one agenda item, please send a separate e-mail for each item you are commenting on. Please be aware that any public comments received that do not specify a particular agenda item will be read aloud during the general public comment portion of the agenda.

For general public comments (Item G and comments regarding specific Planning Commission Business Items (Items I-1-3,J-1), all public comments must be received by e-mail no later than 6:00 p.m. on June 2, 2020. For public comment on a public hearing (Item H-1), all public comments must be received by the close of the public hearing period. Comments received by the applicable deadline for submitting e-mail comments will be read aloud by a staff member during the agenda item or public hearing, provided that such comments may be read within the normal three (3) minutes allotted to each speaker. Any portion of your comment extending past three (3) minutes may not be read aloud due to time restrictions. If a comment is received by the City after the applicable deadline for e-mail comments, efforts will be made to read your comment into the record. However, staff cannot guarantee that written comments received after the applicable deadline will be read. All written comments that are not read into the record will be made part of the meeting minutes, provided that such comments are received prior to the end of the Planning Commission meeting.

2. Comments by Zoom Videoconferencing

To make a public comment by Zoom videoconferencing, please be aware of the following rules:

- This is an official council meeting
- This meeting is being monitored
- This meeting is being stream live on other platforms
- This meeting is being recorded.
- This meeting will follow the agenda which can be found on the City website
- Citizens viewing this meeting will be on “mute” until granted to speak.
- Those wishing to speak may” raise their hand” and the Host will unmute you at the appropriate time

Please be aware that comments made by Zoom videoconferencing shall be limited to three (3) minutes per speaker. Additional information regarding Zoom videoconferencing and use of the Zoom videoconferencing platform may be found at <https://zoom.us/>.

The City thanks you for your cooperation in advance. Our community’s health and safety is our highest priority.



City of Greenfield

Greenfield Civic Center
599 El Camino Real
Greenfield, CA 93927

Planning Commission Meeting

Agenda

June 2, 2020

6:00 P.M.

CHAIR STEPHANIE GARCIA

VICE CHAIR TINA MARTINEZ

COMMISSIONER ERNEST GALLARDO

COMMISSIONER ROBERT URQUIDES

AGENDA & ORDER OF BUSINESS

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

**D. PUBLIC COMMENTS FROM THE AUDIENCE REGARDING ITEMS
NOT ON THE AGENDA**

**E. ADOPTION OF THE MAY 5, 2020 PLANNING COMMISSION
MINUTES [Page 1](#)**

F. SWEARING IN OF NEW COMMISSIONER

G. PRESENTATIONS

1. ORAL REVIEW OF CURRENT PROJECTS

- a. Staff Oral Report
- b. Open/Close Public Comment
- c. Planning Commission Discussion

H. PUBLIC HEARING

1. DESIGN REVIEW OF REPLACEMENT GREENHOUSES FOR LOUDPACK AT 900 CHERRY AVENUE [Page 6](#)

- a. Staff Report
- b. Open/Close Public Hearing
- c. Planning Commission Discussion
- d. Action

I. BUSINESS

1. REVIEW OF THE DOWNTOWN STREETScape PLAN [Page 31](#)

- a. Staff Report
- b. Open/Close Public Comment
- c. Planning Commission Discussion
- d. Action

2. REVIEW, USE AND UTILITY OF DISCRETIONARY DESIGN REVIEW [Page 45](#)

- a. Staff Report
- b. Open/Close Public Comment
- c. Planning Commission Discussion
- d. Action

3. APPLICATION OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) [Page 55](#)

- a. Staff Report
- b. Open/Close Public Comment
- c. Planning Commission Discussion
- d. Action

J. PLANNING COMMISSION PROTOCOLS AND TRAINING [Page 58](#)

- a. Staff Report
- b. Open/Close Public Comment
- c. Planning Commission Discussion
- d. Action

H. COMMENTS FROM PLANNING COMMISSION AND STAFF

I. ADJOURNMENT

CALL TO ORDER

Chair Garcia called the meeting to order at 6:00 p.m.

ROLL CALL

- Present: Chair Stephanie Garcia, Vice-Chair Tina Martinez, Commissioner Ernest Gallardo, Commissioner Robert Urquidez.
- Absent: Commissioner Maria Castillo
- Staff: Community Development Director Paul Muga, Deputy City Clerk Desiree Gomez, Consulting Planners Rob Mullane and Shaveta Sharma
- Guest: None

PUBLIC COMMENTS FROM THE AUDIENCE/STAFF ON ITEMS NOT ON THE AGENDA

No comments were received.

ADOPTION OF THE MARCH 3, 2020 PLANNING COMMISSION MINUTES

A **Motion** by Chair Garcia, seconded by Commissioner Urquidez to approve the March 3, 2020 Planning Commission Minutes, subject to revisions as requested. All in favor. Motion carried.

PUBLIC HEARING

ITEM F-1

CONSIDER APPROVAL OF A DESIGN REVIEW PERMIT FOR A NEW SINGLE-FAMILY RESIDENCE AT 18 HUERTA STREET (APN: 024-391-055)

Staff report was given by Consulting Planner Mullane.

Ed Rhinehart, Project Applicant/Architect, gave a brief report and was available for questions

Chair Garcia opened public hearing at 6:31 pm.

No comments were received.

Chair Garcia closed public hearing at 6:36 pm.

A Motion by Vice-Chair Martinez seconded by Commissioner Gallardo to approve the Design Review for a new single-family residence at 18 Huerta Street, APN 024-391-055. All in favor. Motion carried.

ITEM F-2

CONSIDER APPROVAL OF A DESIGN REVIEW PERMIT FOR A NEW SINGLE-FAMILY RESIDENCE AT 545 ELM DRIVE (APN: 024-391-089)

Staff report was given by Consulting Planner Mullane.

Ed Rhinehart, Project Applicant/Architect, gave a brief report and was available for questions.

Commissioner Urquides asked if Solar Panels would be installed.

Ed Rhinehart stated there would be solar added to the new single family residential.

Chair Garcia opened public hearing at 6:46 pm.

No comments were received.

Chair Garcia closed public hearing at 6:51 pm.

A Motion by Commissioner Urquides seconded by Commissioner Gallardo to approve the Design Review for a new single-family residence at 545 Elm Avenue, APN 024-391-089. All in favor.

Motion carried.

Item F-3

CONSIDER APPROVAL OF A PROPOSED MINOR SUBDIVISION AT 808 APPLE AVENUE (APN: 024-021-015)

Staff report was given by Consulting Planner Mullane.

Ed Rhinehart, Project Applicant/Architect, gave a brief report and was available for questions.

Chair Garcia opened public hearing at 7:04 pm.

No comments were received.

Chair Garcia closed public hearing at 7:09 pm.

A Motion by Vice Chair Martinez seconded by Commissioner Urquides to approve a Minor Subdivision at 808 Apple Avenue, APN 024-021-015. All in favor. Motion carried.

ITEM F-4

CONSIDER APPROVAL OF A DESIGN REVIEW PERMIT FOR A NEW TWO-STORY SINGLE-FAMILY RESIDENCE AT 1263 VICTORIAN CIRCLE (APN: 024-291-013)

Staff report was given by Consulting Planner Sharma.

Ed Rhinehart, Project Applicant/Architect, gave a brief report and was available for questions.

Commissioner Gallardo wanted to know if anyone responded to the public comment notices that were mailed out to the surrounding properties. He also asked how many notices were sent out to the surrounding property owners and if it was included in the newspaper.

Deputy City Clerk Gomez stated that she did not receive any comments regarding this item. She also stated that one notice was sent to the surrounding property owners and was also posted in the South County Newspaper.

Consulting Planner Sharma also indicated the public notice was posted at the site.

Chair Garcia opened public hearing at 7:22 pm.

No comments were received.

Chair Garcia closed public hearing at 7:27 pm.

Chair Garcia addressed a few concerns she had for the project. The first one was regarding the inconsistency of a two-story home within a one-story residential subdivision. She continued with her concerns on home value, tax revenue, a 7'4 pre existing fence height and the concern for a fire truck to reach the second story. Her final question was to know if the property owner would agree to reduce the height of the fence to 6ft which would comply with the surrounding neighborhood.

Consulting Planner Sharma stated that it would be feasible for the fence to be reduced to 6ft. and referred to Ed Rhinehart, Project Applicant/Architect to clarify.

Ed Rhinehart, Project Applicant/Architect, stated the owner agreed to reduce the height of the fence to 6ft.

Community Development Director Mugan stated the Fire Department reviewed the project through the Planning Department interdepartmental review and will also review it during the Building Permit stage as matter of routine to ensure they would have access. He stated staff was comfortable the accessibility.

A Motion by Commissioner Gallardo seconded by Commissioner Urquides to approve the Design Review for a new single-family residence at 1263 Victorian Circle, APN 024-291-013. All in favor. Motion carried.

ITEM F-5

CONSIDER APPROVAL OF A PROPOSED TIME EXTENSION FOR THE MIRA MONTE VESTING TENTATIVE MAP A 28-ACRE SITE AT THE NORTHEAST CORNER OF APPLE AVENUE AND THIRTEEN STREET (APNS: 109-232-001 AND 109-232-008)

Staff report was given by Consulting Planner Mullane.

Deborah Rich, Project General Manager/Co-Owner explained the two-year extension request of the Mira Monte Vesting Tentative Map and relief request from the Inclusionary Housing requirement for the Mira Monte Subdivision.

Mike Bassetti, Real Estate Broker for Deborah Rich commented on their process regarding the project and the reason for the Inclusionary Housing relief.

Chair Garcia opened public hearing at 8:16 pm.

No comments were received.

Chair Garcia closed public hearing at 8:21 pm.

Vice-Chair Martinez stated she is in favor of the two-year extension, although not in favor of the Inclusionary Housing relief request.

A Motion by Chair Garcia to approve resolution no. 2020-05 recommending that the City Council grant a two-year time extension to the Mira Monte Vesting Tentative Map, subject to the revised conditions of approval included as an exhibit to the resolution, with a revision to the Inclusionary addition of a contribution to In-Lieu housing fees stated in GMC Title 17, Section 17.51.010. Motion not seconded. Motion failed.

A Motion by Chair Garcia to approve resolution no. 2020-05 recommending that the City Council grant a two-year time extension to the Mira Monte Vesting Tentative Map, subject to the revised conditions of approval to modify the traditional 20% Inclusionary requirements to a 3-5% Inclusionary requirement. Motion not seconded. Motion failed.

A Motion by Vice-Chair Martinez, seconded by Commissioner Gallardo to approve resolution no. 2020-05 recommending that the City Council grant a two-year time extension to the Mira Monte Vesting Tentative Map and strike the recommended revision to condition #21 and that it remain as a required condition of approval. AYES: Vice-Chair Martinez and Commissioner Gallardo. NOES: Chair Garcia and Commissioner Urquides. ABSENT: Commissioner Castillo. Motioned failed.

A Motion by Chair Garcia seconded by Vice-Chair Martinez to approve resolution no. 2020-05 recommending that the City Council grant a two-year time extension to the Mira Monte Vesting Tentative Map and the matter of the revised conditions of approval be deferred to City Council. All in favor. Motion carried.

BUSINESS

ITEM G-1

PROJECT UPDATE

Community Development Director Mugan gave an update on Regional Housing Needs Allocation, Nino Homes Project, Yanks Air Museum Project, Downtown Code Enforcement regulations and Cannabis business compliance.

COMMENTS FROM PLANNING COMMISSION AND STAFF

Chair Garcia asked about the attendance status for Commissioner Castillo.

Deputy City Clerk Gomez informed Planning Commission that Commissioner Castillo had moved out of state and would be submitting her resignation soon.

Deputy City Clerk Gomez advised Planning Commission to submit Form 700 at their earliest convenience.

ADJOURNMENT

Chair Garcia adjourned the meeting at 8:51 pm.

Chair of the Planning Commission

Secretary of the Planning Commission



Planning Commission Memo

599 El Camino Real Greenfield CA 93937 831-674-5591
www.ci.greenfield.ca.us

DATE: May 28, 2020
AGENDA DATE: June 2, 2020
TO: Planning Commissioners
PREPARED BY: Rob Mullane, AICP, Consulting Planner
TITLE: **DESIGN REVIEW OF REPLACEMENT GREENHOUSES FOR THE LOUDPACK FACILITY AT 900 CHERRY AVENUE**

AUTHORITY AND PROCEDURES

Design Review

Section 17.10.040 of the City's Zoning Code sets forth the responsibilities of the Planning Commission. Those responsibilities include, among others, hearing and deciding applications for design review, for which the Planning Commission is the designated approving authority. The Zoning Code requires design review for all non-residential development. The purpose of design review is set forth in Section 17.16.070.A of the Zoning Code, which states:

The purpose of the design review process is to promote the orderly and harmonious growth of the city, to encourage development in keeping with the desired character of the city; to ensure physical, visual, and functional compatibility between uses; and to help prevent the depreciation of land values by ensuring proper attention is given to site and architectural design.

It is the responsibility of the Planning Commission to "approve, conditionally approve, or deny the proposed design review application." As part of the design review process, the Planning Commission may require that "the applicant modify plans in whole or in part and may condition the design review approval to ensure inclusion of specific design features, use of specific construction materials, and conformance with all applicable provisions of this Title" (Section 17.16.070.F).

Section 17.16.070.E requires that design review approval or any modification thereto may be granted only when the Planning Commission makes all of the following findings:

1. Any two-story construction requires notification of the property owners pursuant to Section 17.14.040, "Public Notices," of this Title;
2. The proposed project is consistent with the objectives of the general plan, complies with applicable zoning regulations, specific plan provisions, planned unit development provisions, applicable City design guidelines, and improvement standards adopted by the City;
3. The proposed architecture, site design, and landscape design are suitable for the purposes of the building and the site and will enhance the character of the neighborhood and the community;
4. The architecture, including the character, scale, and quality of the design, relationship with the site and other buildings, building materials, colors, screening of exterior appurtenances, exterior lighting and signing and similar elements establishes a clear design concept and is compatible with the character of buildings on adjoining and nearby properties;
5. The proposed project addresses vehicular, bicycle, and pedestrian transportation modes of circulation; and
6. For specific plans and planned unit development design review application, the proposed project is well integrated with the city's street network, creates unique neighborhood environments, employs architectural design that fosters sense of community, and contributes to a pedestrian oriented environment.

PROJECT DESCRIPTION

Greenfield Property Owner II (GPOII), the property owner, and Loudpack, the operator of the existing commercial cannabis cultivation, manufacturing, and distribution facility at 900 Cherry Avenue (APNs: 109-182-020, 109-162-024, -025, -026, -027, and -028), have submitted an application for the installation of five greenhouse buildings to replace those that were lost in the October 2018 fire. The project would rebuild the property area on the western portion of the site: the area previously damaged by the fire. The proposed project includes a Design Review request and either a lot merger or four separate lot line adjustments to adjust property lines and ensure that the reconfigured replacement greenhouses do not cross property lines.

The original greenhouses in this area included five individual mixed-light greenhouses of varying size with a total square footage of 55,629 sf. GPOII proposes to build 18 mixed-light greenhouses with a total square footage of 56,361 sf. The proposed greenhouses are smaller than the previous greenhouses but would be combined and attached side to side to result in five greenhouse complexes. Three of these complexes would be comprised of five greenhouse units, and the other two complexes would have four greenhouses each.

The following table provides a comparison of the number, size, peak height(s), and configuration of the greenhouses that were lost in the fire and the proposed replacement greenhouse structures.

Table 1. Comparison of Prior Permitted Greenhouses and Proposed Replacement Greenhouses

	Number	Size	Peak Height	Configuration
Structures Lost in Fire	5	Various, Total 55,629 sf	29'	Single Structures
Proposed Structures	18	3131/Building, Total 56,361 sf	16' 10"	Single structures in defined blocks of 3 or 4

While the replacement greenhouses would be located in the same general area, they would have a different footprint than the pre-fire greenhouses, such that the proposed replacement greenhouses cross existing property lines. The applicant initially proposed a lot merger to extinguish property lines that separated each of the five pre-fire greenhouses. More recently, the applicant has indicated that they would address lot line encroachments with four separate lot line adjustment requests. Staff will continue to work with the applicant team on the appropriate mechanism to address lot line issues.

The balance of the site (eastern portion) would remain as it is. The breakdown of development on the balance of the site is as follows:

- Manufacturing Facility: 23,160 sf (footprint) in a two-story building
- Head House: 4,677 sf
- Greenhouse 6: 11,340 sf
- Greenhouse 7: 11,340 sf
- Greenhouse 8: 11,340 sf

The proposed replacement greenhouses are 29.9 ft wide by 105.2 ft long metal-framed structures with clear plastic 6-mil covers over the frame of each unit and silver corrugated-metal ends. Each greenhouse has an arched shape with a peak height of 15.8 ft and a sidewall height of approximately 8 ft. The greenhouse buildings would be installed in clusters of three or four greenhouse units for resultant dimensions of 89.6 ft by 105.2 for the three-unit buildings, and 119.5 ft by 105.2 feet for the four-unit-buildings.

Each greenhouse would have doors on the front and back of the unit, wall-mounted temperature-control fans on the front ends of each unit, one 200,000-BTU heater, and odor control carbon filters. Each greenhouse will have 45 high-pressure sodium 1,150-Watt ceiling-mounted lights, and exterior LED lighting would be provided above each door on the ends of each greenhouse unit. Greenhouses would be outfitted black-out screens for light deprivation phases of cultivation. Each greenhouse would also have fire sprinklers.

Power would be supplied via the facilities existing PG&E connection, with back-up power from existing on-site generators. Water and sewer would be provided by existing and reconfigured City water and sewer connections. Water treatment would continue to include reverse osmosis as was provided for the pre-fire greenhouses. Water demand would be roughly equivalent as that for the pre-fire greenhouses and is estimated to be approximately 650 gallons per day for each greenhouse unit, or a total of 11,700 gallons per day.

The landscaping plan is depicted on Sheet L3.0 in the plan set. Proposed landscaping consists of a planted 20-wide area along the Cherry Avenue frontage, and planters in the parking area in front of each of the new greenhouse buildings. The trees in the planting palette include Sonoran palo verde trees, crepe myrtles, and a village green zelkova tree.

A summary of existing and proposed operations follows.

1. Hours of operation: 5am to 10pm
2. Number of staff including information on any work shifts and number of employees per shift: 200 internal/50 temporary, Total 250. First shift: 180; Second Shift: 70
3. Where parking is provided: Greenfield Organix leases parking lots directly across the street from the City of Greenfield and directly adjacent to the property from Memorial Hall. A detail is included in Parking Plan.
4. Loading and Unloading Activities: Current loading/unloading activities involving large trucks utilize the Cherry Avenue right-of-way. This would be discontinued, such that loading and unloading would be moved to on-site. Loading and unloading hours would be Monday through Friday from 8:00 am to 5:00 pm. Delivery truck size would vary but would primarily be 40-ft or 53-ft contained trailers. No change in delivery frequency is anticipated.

The proposed replacement greenhouses would result in a modest increase in employee count during the main work shift: from 180 employees to 187 employees. On-site parking is limited to 79 spaces, including 73 standard stalls, two compact stalls, and four ADA-accessible stalls. The operation relies on use of off-site parking, which is currently provided via a lease of property owned by the City and leased by Loudpack. Loudpack would like to extend that lease for another three years. Other locations for off-site parking including at 710 El Camino Real have been identified, should the lease of the City lot not be extended and potentially, to provide a longer-term off-site parking solution. Additional information on the breakdown of employees by type of work was not available prior to the preparation of the staff report; however, staff has asked the applicant to be prepared to address this in their presentation.

A Summary of the Construction Phase follows.

1. Length of construction phase: Six to eight months (targeted duration)
2. Equipment required: Most heavy equipment will be required for grading. However, standard construction equipment will be required during construction phase.
3. Construction Hours: 7:00 am to 5:00 pm, Monday through Saturday.
4. Storage/Staging Areas: Applicant's project description states that this is indicated on plan set. Clarification from applicant is needed.

The plan set, which includes the site plan, floor plan, elevations, and an off-site parking plan are included as Attachment 2.

PROJECT ANALYSIS

Location

The proposed project is located at 900 Cherry Avenue (see Figure 1 below). The project site is zoned Light Industrial (R-L) and is bounded by agricultural uses to the west, Greenfield City Hall to the south, the Greenfield American Legion Hall to the east, and the Jim Maggini Memorial Park and industrial uses to the north. Surrounding properties within the City are primarily zoned Light Industrial and Public Quasi-Public. The property to the west is in the unincorporated Monterey County and is zoned Agricultural.

Figure 1 –Location Map



Design Review

The primary purpose of the Planning Commission’s review of the project is to receive input on the proposed design of the project. The Commission will not be taking final action on the Design Review, but rather will be making a recommendation to the City Council on the Design Review and the proposed lot line adjustment.

The replacement greenhouses are different in aesthetics and design that the previously existing greenhouses. The replacement greenhouses do not match the remaining greenhouses on the eastern portion of the site; however, the site of the replacement greenhouses is largely screened from public views along El Camino Real and Cherry Avenue by other structures on the site and the proposed landscaping along Cherry Avenue.

The proposed greenhouse buildings have a slightly different footprint and configuration than the pre-fire greenhouses. This results in approximately a 1% increase in floor area for cultivation operations and the need to either merge or adjust the existing lot lines on the western portion of the site. The attached plan set includes the civil sheets/site plan (Sheets C1 and C2), a general floor plan (Sheet A-1), the proposed elevations including some color renderings (Sheet A-3), additional framing, lighting, and side view details (Sheet A-4), and the landscape plans (Sheets L1.0 through L4.0). The plan set also includes the proposed off-site parking plan depicting the access to the site from the leased City lot across Cherry Avenue and the capacity of that off-site parking area.

Lot Line Adjustment

The conceptual plan for the lot line adjustment is depicted on Sheet A-1. In general, existing northeast trending lot lines are shifted to the northwest to be located between the replacement greenhouse buildings. Setbacks a minimum of approximately 9 ft are provided for between the replacement greenhouse buildings. Further staff analysis will be conducted once a formal lot line adjustment application has been submitted, and that application would be considered by the City Council concurrently with the Design Review.

CONFORMANCE WITH GENERAL PLAN AND ZONING CODE

The proposed project is essentially a rebuild of previously-permitted greenhouses. As such, the project is expected to conform to general plan and zoning code requirements; however, this will be analyzed in more detail in the City Council staff report. No substantial change in use is proposed. The minor changes in configuration and building footprint are anticipated to not result in new non-conformities. Setbacks, height limits, landscaping, and fencing standards are relatively permissive in the Light Industrial Zoning District, and compliance issues are not anticipated for the proposed replacement greenhouse buildings. Compliance with the City's Resource Efficiency Standards will be analyzed as part of the City Council staff report.

Parking: The site is currently deficient in on-site parking areas; however, the operator has entered into a medium-term (three-year) lease for off-site parking across Cherry Avenue from the project site. The replacement greenhouses would result in a modest increase in parking demand as there would be seven additional employees required for the proposed operations. These new employees would presumably utilize the off-site parking provided across Cherry Avenue. Typically, the City would require a longer-term parking arrangement and the development and recordation of a shared parking agreement between the operator and the off-site parking lot property owner. The applicant will be encouraged to more fully develop the longer-term off-site parking plan, and this will be included in the City Council staff report or will be applied as a condition of approval.

Circulation: Vehicular access to the property is from one entrance along Cherry Avenue. It provides access for cars parking on the site as well as on-site deliveries. Larger delivery trucks would back into the site entrance so that they can pull forward out onto Cherry Avenue when departing. The applicant may have more information on what traffic control measures are proposed for such back-up maneuvers.

Signage: No new signage is proposed as part of this project.

DESIGN FEATURES

Building Design and Features: The proposed architecture of the replacement greenhouse buildings is the key consideration for the Planning Commission. The building height, style, and materials would be different than the pre-fire greenhouses. As noted above, the visibility of the proposed replacement greenhouses is lower than the rest of the buildings on the project site, as the replacement greenhouses are set back farther from viewpoints along El Camino Real and screened by the landscaping proposed along Cherry Avenue.

In review of the project, the City's Interdepartmental Review Team (IDR Team) indicated the importance of the project adhering to Fire Code requirements. The applicant has clarified that the replacement greenhouses will have fire sprinklers installed for fire suppression; however, additional information is needed on the flame spread potential of the proposed plastic sheeting that makes up the majority of the external building surface.

CEQA

A Mitigated Negative Declaration (MND) was prepared for the original commercial cannabis development at 900 Cherry and adopted by the City Council in 2016. Given that this project is essentially a rebuild of that prior-reviewed project, that MND would suffice for the environmental review.

RECOMMENDATION

It is recommended the Planning Commission adopt the attached resolution recommending that the City Council grant design review approval for the proposed replacement greenhouses. The resolution also includes a recommendation that the City Council approve the associated Lot Line Adjustment for the project. The City Council resolution would include conditions or approval to address some of the issues noted in this staff report, as well as the City's standard conditions of approval.

ALTERNATIVES

1. Recommend denial of the Design Review and/or the Lot Line Adjustment. Deny the project based on findings of inconsistency with State law, the General Plan, Zoning Regulations and/or other pertinent City standards.
2. Recommend approval of the project with revisions and/or additions to or revisions to the attached conditions of approval.

PROPOSED MOTION

I MOVE THAT THE PLANNING COMMISSION OF THE CITY OF GREENFIELD ADOPT RESOLUTION NO. 2020-006 RECOMMENDING THAT

THE CITY COUNCIL GRANT DESIGN REVIEW APPROVAL OF THE PROPOSED REPLACEMENT GREENHOUSES TOTALLING 56,361 SQUARE FEET AND THE ASSOCIATED LOT LINE ADJUSTMENTS.

ATTACHMENTS

1. Planning Commission Resolution No. 2020-006
2. Plan Set
3. Product Data Sheets for plastic exterior sheeting and for black out screen materials

**CITY OF GREENFIELD PLANNING COMMISSION
RESOLUTION NO. 2020-006**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
GREENFIELD RECOMMENDING THAT THE CITY COUNCIL
APPROVE A DESIGN REVIEW AND LOT LINE ADJUSTMENT FOR
THE 900 CHERRY AVENUE GREENHOUSE REPLACEMENTS
PROJECT**

WHEREAS, in June and December of 2016, the City Council approved various entitlements for construction and operation of a commercial cannabis facility at 4.8-acre site at 900 Cherry Avenue in the City of Greenfield, APNs: 109-182-020, 109-162-024, -025, -026, -027, and -028, with such entitlements including a Regulatory Permit for commercial cannabis operations, a Conditional Use Permit, a Tentative and Final Map, and a Design Review; and

WHEREAS, an initial study was prepared for the development of the site and a mitigated negative declaration adopted by the City Council on June 14, 2016, as the requisite environmental review pursuant to the California Environmental Quality Act (CEQA); and

WHEREAS, the approved commercial cannabis operations includes cultivation, manufacturing, and distribution, with such operations having been issued the requisite Regulatory Permits and having commenced on January 1, 2018; and

WHEREAS, a fire destroyed five greenhouses on the western portion of the project site on July 23, 2018; and

WHEREAS, an application for design review approval for the installation of replacement greenhouses for cannabis cultivation on the existing, permitted commercial cannabis facility at 900 Cherry Avenue, has been submitted to the City of Greenfield by Greenfield Property Owner II and Loudpack; and

WHEREAS, the application will also require four separate lot line adjustments to reorient existing property lines to ensure that the proposed replacement greenhouse buildings do not encroach upon these existing property lines, with such an application to be in substantial conformance to that shown on the Preliminary Site Plan prepared for the Design Review plan set; and

WHEREAS, by operation of Section 17.10.050 of the City of Greenfield Zoning Code, the City Council is the designated approving authority for design review of the proposed medical cannabis cultivation and manufacturing facilities, and the Planning Commission has responsibility to review and make recommendation to the City Council on such design review and associated applications; and

WHEREAS, Section 17.16.070 of the City of Greenfield Zoning Code requires design review for all nonresidential development, including industrial development; and

WHEREAS, the design review application is for commercial cannabis cultivation facilities on an existing, permitted commercial cannabis facility for cultivation, manufacturing, and distribution operations, which fall within the category of industrial development; and

WHEREAS, the design review application and preliminary plan for lot line adjustments were considered by the Planning Commission at a duly-noticed public hearing on June 2, 2020; and

WHEREAS, the City Council shall grant design review approval only after making certain designated findings as set forth in Section 17.16.070 of the City of Greenfield zoning code, and that the Planning Commission has considered these findings as part of the Commission's recommendation;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Planning Commission of the City of Greenfield has considered all written and verbal evidence regarding this design review application at the public hearing and has made the following findings pursuant to Section 17.16.070 regarding the proposed development:

1. **FINDING:** That the proposed development is consistent with the objectives of the general plan, complies with applicable zoning regulations, specific plan provisions, planned unit development provisions, applicable city design guidelines, and improvement standards adopted by the City.
 - a. The proposed site is designated by the general plan for light industrial uses and is in the I-L, Light Industrial zoning district. Light industrial uses of the type proposed are allowed uses in these general plan and zoning code districts.
 - b. Chapter 5.28 of the municipal code and the land use table of Chapter 17.26 of the zoning code specify that cannabis cultivation and manufacturing facilities are allowed uses in the I-L, Light Industrial zoning district.
 - c. The proposed project to replace cannabis cultivation structures and uses on an existing, permitted commercial cannabis operation would be consistent with prior Planning permit approvals for the project site.
 - d. The proposed project is consistent with general plan policies that call for the recruitment of businesses, industries, and other employers whose operations are consistent with long-term economic development goals of the City; the proposed project provides new jobs to further the City's jobs to housing goals; the proposed project supports an important existing industry in the City that provides a greater diversity of the type of industrial development and employment opportunities available in the community. It will also provide a significant source of revenue to the City that will continue to enable the City to provide services and benefits to the community that are otherwise challenging to provide because of budget limitations and insufficient revenues.
 - e. The general plan encourages development of commercial and industrial uses that are consistent with the scale and character of surrounding land uses. The proposed project will restore previously-existing greenhouse on an existing commercial cannabis facility. The proposed scale and intensity of the replacement greenhouses are appropriate for a light industrial development, and will consist of buildings that are of a size and height similar to nearby industrial and commercial cannabis cultivation and manufacturing facilities.

- f. Continued light industrial development at this location will support the vitality of the City's north light industrial district and further light industrial development along and adjacent to the El Camino Real light industrial corridor.
 - g. The preliminary site plans and building drawings for the proposed project conform to the zoning code requirements and commercial development standards for the light industrial zoning district relating to minimum lot size and building coverage, building and site setback, building height, fences and walls, landscaping, lighting, parking (with the inclusion of a City-approved off-site parking program), and signage.
2. FINDING: That the proposed architecture, site design, and landscape design are suitable for the purposes of the building and the site and will enhance the character of the neighborhood and the community.
- a. The proposed architecture for the replacement greenhouses is consistent with the design of contemporary light industrial facilities in the industrial park overlay (IPO) zoning district.
 - b. The proposed design and its use of color and material is subordinate to the existing structures on the site, which are reflective of the higher attention to design required for facilities in the industrial park overlay (IPO) zoning district.
 - c. The site design is in conformity with the requirements of the zoning code and is an appropriate site layout for a commercial cannabis cultivation, manufacturing, and distribution facility.
3. FINDING: That the architecture, including the character, scale and quality of the design, relationship with the site and other buildings, building materials, colors, screening of exterior appurtenances, exterior lighting and signing and similar elements establishes a clear design concept and is compatible with the character of buildings on adjoining and nearby properties.
- a. The proposed architectural design for the replacement greenhouses is subordinate to and less visible than other facility buildings. Overall, the site adheres to a clear design concept appropriate for light industrial facilities. The design of the facility presents elements that combine the contemporary with the traditional, reflect the Central Coast Industrial architectural style that is noted in the Walnut Avenue Specific Plan, and utilizes industrial and agricultural forms and materials.
 - b. The design of the proposed replacement greenhouses utilizes translucent walls with light deprivation screens. The ends of each building are metal providing a suitable structure and industrial feel over and above a more agricultural-themed hoop-house.
 - c. The choice of façade materials and exterior colors is reflective of a contemporary light industrial design that pays attention to design and detailing and that is appropriate for development in the light industrial zoning district. The replacement greenhouses are subordinate to the other buildings on the site which align well with an industrial park overlay.
 - d. Existing fencing will remain, and proposed landscaping will beautify the Cherry Avenue frontage and provide screening for the replacement greenhouses.
 - e. Exterior lighting and signage will be appropriate for the type and scale of the proposed light industrial development and the signage requirements of chapter 5.28 of the municipal code.

4. FINDING: That the proposed project addresses vehicular, bicycle, and pedestrian transportation modes of circulation.
 - a. The proposed project continues to provide both on-site and off-site parking, for both vehicles and bicycles, and a parking program will be required that provides parking that meets the requirements of the zoning code.
 - b. A public sidewalk was constructed to align with the future extension of the public sidewalk immediately to the east towards El Camino Real, thereby providing safe and convenient pedestrian access from the City's existing sidewalk system.
 - c. Primary vehicle access is from Cherry Avenue.

5. FINDING: That the prior Initial Study/Mitigated Negative Declaration for the initial development of the commercial cannabis facility on the project site, adopted on June 14, 2016, provides the requisite environmental review for the proposed replacement greenhouses, such that no further CEQA review is required.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Planning Commission of the City of Greenfield recommends that the City Council approve the proposed design review application and associated lot line adjustment in accordance with the requirements of Sections 17.16.070 of the City of Greenfield Municipal Code, subject to conditions of approval that will be incorporated into the City Council Resolution.

PASSED AND ADOPTED by the Planning Commission of the City of Greenfield, at a regularly scheduled meeting of the Planning Commission held on the 2nd day of June 2020, by the following vote:

AYES, and all in favor, therefore, Commissioners:

NOES, Commissioners:

ABSENT, Commissioners:

Stephanie Garcia, Chairperson

Attest:

Desiree Gomez, Secretary

GENERAL NOTES

- EXISTING UTILITIES SHOWN PER APPROVED SITE PLANS. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
- ALL EARTHWORK AND GRADING SHALL BE DONE IN CONFORMANCE WITH THE PROJECT'S GEOTECHNICAL REPORT (BY OTHERS).
- GREENHOUSE FOOTPRINT SHOWN PER PRELIMINARY PLAN PROVIDED BY CLIENT. SEE GREENHOUSE PLANS BY OTHERS FOR ALL DETAILS.
- EXISTING LOTS AND EASEMENTS SHOWN PER TRACT 1527, VOLUME 24, C&T PAGE 49. EXISTING LOTS 5, 6, 7, 8, AND 9 TO BE MERGED INTO ONE LOT WITH A LOT MERGER UNDER SEPARATE PLAT AND LEGALS. THE 5 LOTS WILL REQUIRE TWO SEPARATE LOT MERGERS.

SCOPE OF WORK

CONSTRUCT NEW PAD FOR GREENHOUSE STRUCTURES AT SAME LOCATION AS SHOWN ON CITY APPROVED PERMIT DRAWINGS.

KEYNOTES:

- PROPOSED GREENHOUSE. SEE PLANS BY OTHERS FOR ALL DETAILS INCLUDING FOUNDATION.
- STEP GREENHOUSE BUILDING APPROXIMATELY 1.1'. SEE STRUCTURAL PLANS BY OTHERS FOR ALL DETAILS.
- EXISTING SIDEWALK AND PARKING STALLS TO REMAIN. THE PEDESTRIAN ACCESS TO THE GREENHOUSES WILL BE MAINTAINED FROM THE EXISTING SIDEWALK LOCATED ALONG THE EAST SIDE OF THE GREENHOUSE. SMALL AREAS OF ASPHALT THAT OVERLAP INTO BUILDINGS TO BE REMOVED.
- FIELD VERIFY LOCATION OF ALL UTILITIES AND FIELD ADJUST AS NEEDED (MAY REQUIRE PIPES TO BE SHIFTED OUTSIDE OF GREENHOUSE FOOTPRINT). THE EXISTING SITE UTILITIES (SEWER, WATER AND STORM) WILL BE USED FOR THE GREENHOUSE AND SHALL BE FIELD VERIFIED PRIOR TO CONSTRUCTION.
- FIELD ADJUST EXISTING DRAINAGE INLETS AND PIPE AS NEEDED.
- EXISTING LOT LINE TO BE MERGED, SEE GENERAL NOTE 4.
- REMOVE EXISTING CURB, ETC. AND CONSTRUCT ASPHALT FIRE TURNAROUND.
- EXISTING STORMWATER BASIN AND UNDERGROUND CHAMBER SYSTEM TO REMAIN.
- EXISTING PARKING, SEE C2.

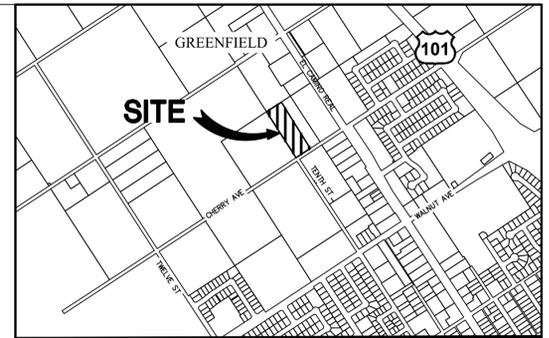
PROJECT DATA TABLE

1 LOT SIZE ¹	see C1
2 LOT COVERAGE ²	56,361+/- SF
3 GRADING	1,050+/- CY IMPORT
4 IMPERVIOUS COVERAGE	67,550+/- SF
5 ENTIRE LOT AND DIMENSIONS	SEE C1
6 LOCATIONS OF ALL STREETS, RIGHT-OF-WAYS AND EASEMENTS ¹	SEE C1
7 LOCATIONS OF ALL BUILDINGS AND FENCES.	SEE C1
8 LOCATIONS OF ALL ON-SITE STORMWATER RETENTION SYSTEMS	SEE C1, KEYNOTE 8
9 SETBACKS	SEE C1
10 NORTH ARROW/SCALE	SEE C1
11 LOCATION OF PROPOSED GRADING AND FILL	SEE C1
12 LOCATION OF ALL PARKING AND ACCESS AREAS	SEE C1/C2
13 INTERIOR ROADWAYS AND CIRCULATION	SEE C1
14 LOCATION OF WATER AND SEWER CONNECTION	SEE C1, KEYNOTE 4
15 EXISTING VEGETATION	PALM TREES ALONG CHERRY AVE.
16 PROPOSED LANDSCAPING	SEE LANDSCAPE PLAN

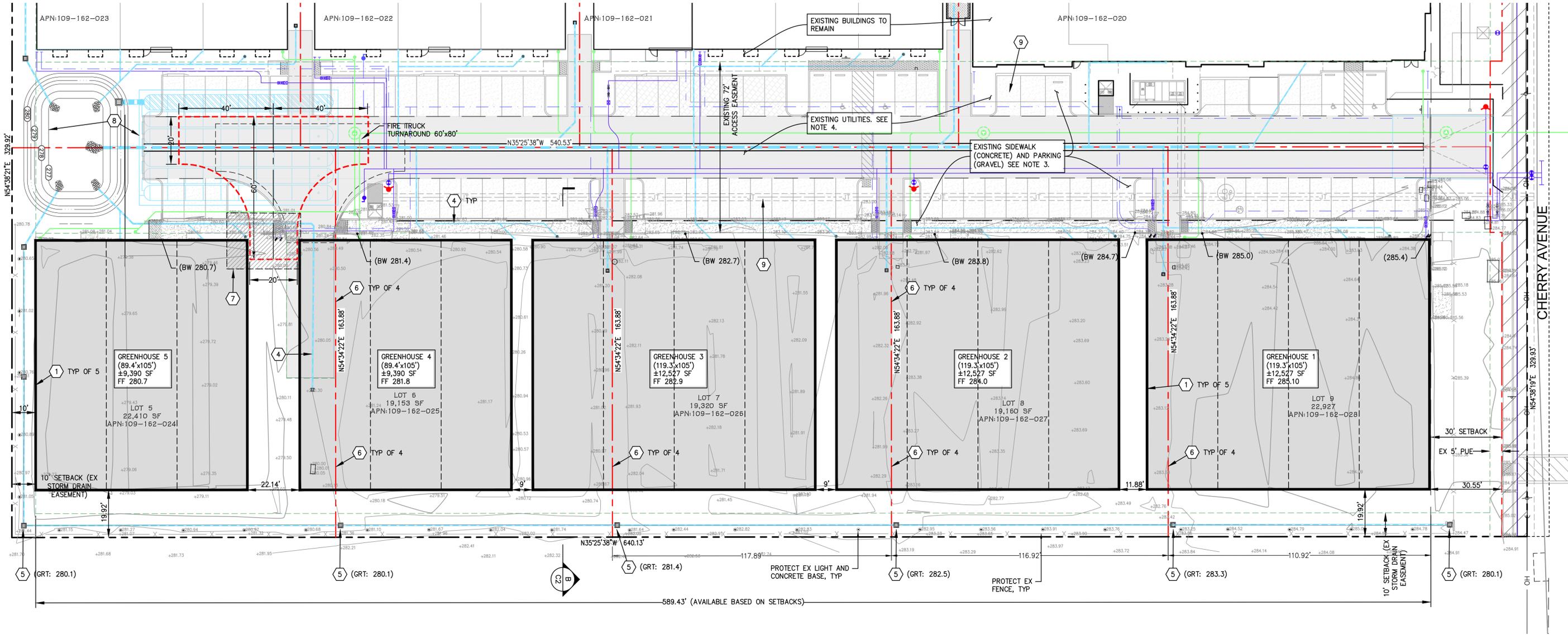
¹ EXISTING LOTS AND EASEMENTS SHOWN PER TRACT 1527, VOLUME 24, C&T PAGE 49. SEE C1, KEYNOTE 6 AND GENERAL NOTE 4.
² CALCULATION INCLUDES NEW GREENHOUSES ONLY.

LEGEND

- KEYNOTE
- PROPOSED GREENHOUSE
- PROPERTY LINE
- PROJECT BOUNDARY
- EXISTING EASEMENT/SETBACK



VICINITY MAP
SCALE: 1" = 1000'



T:\Work\Projects\3457 - Greenfield-Cherry Ave\3457_04 Prelim\3457_04-C1.dwg engh1 May 26, 2020 - 3:59pm

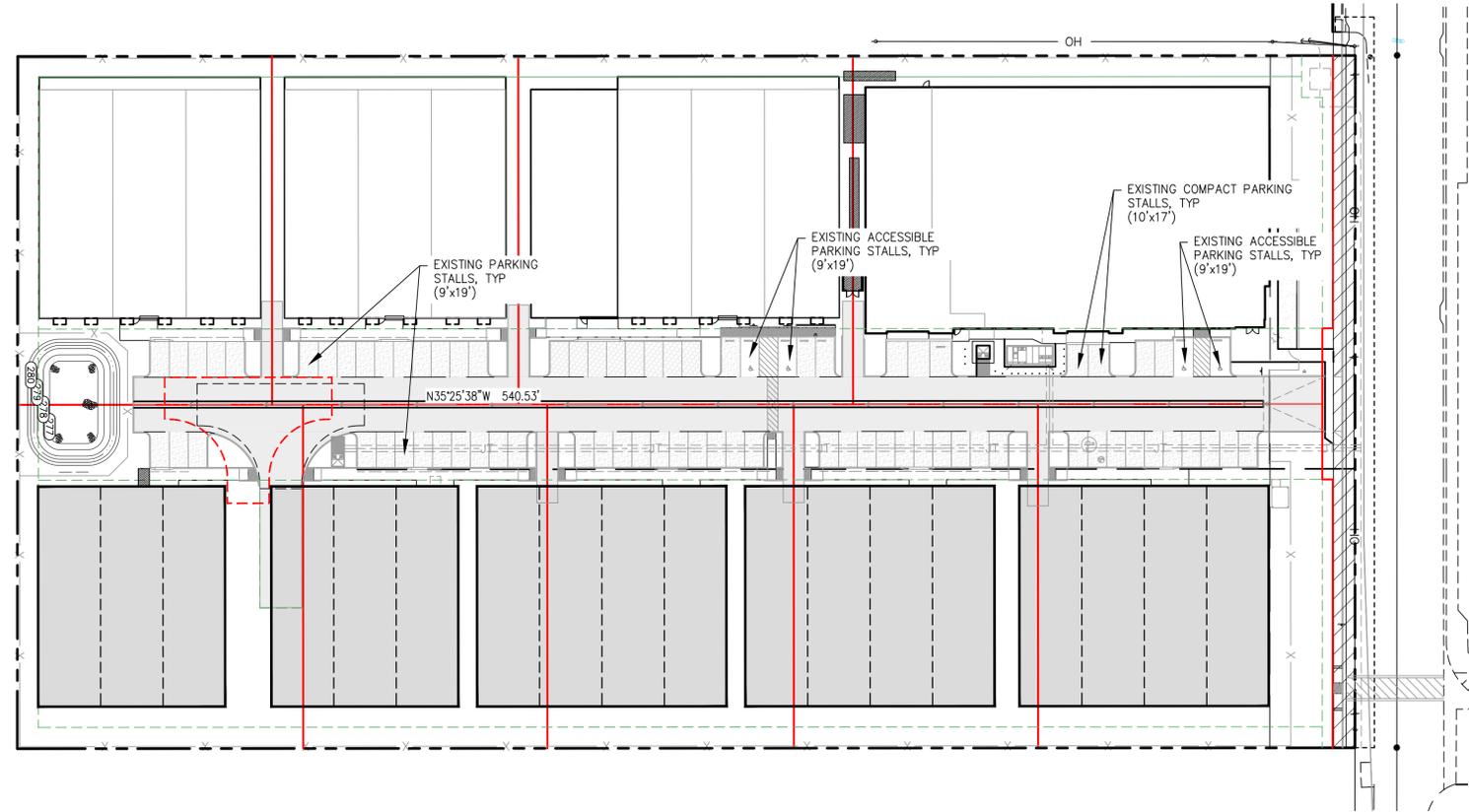
PRELIMINARY SITE PLAN
LOUDPACK FARMS
GREENFIELD, CALIFORNIA



5 / 26 / 2020
Project No.: 3457.04

Whitson ENGINEERS
Civil Engineering
Land Surveying
6 Harris Court
Monterey, California
831.649.5225
whitsonengineers.com

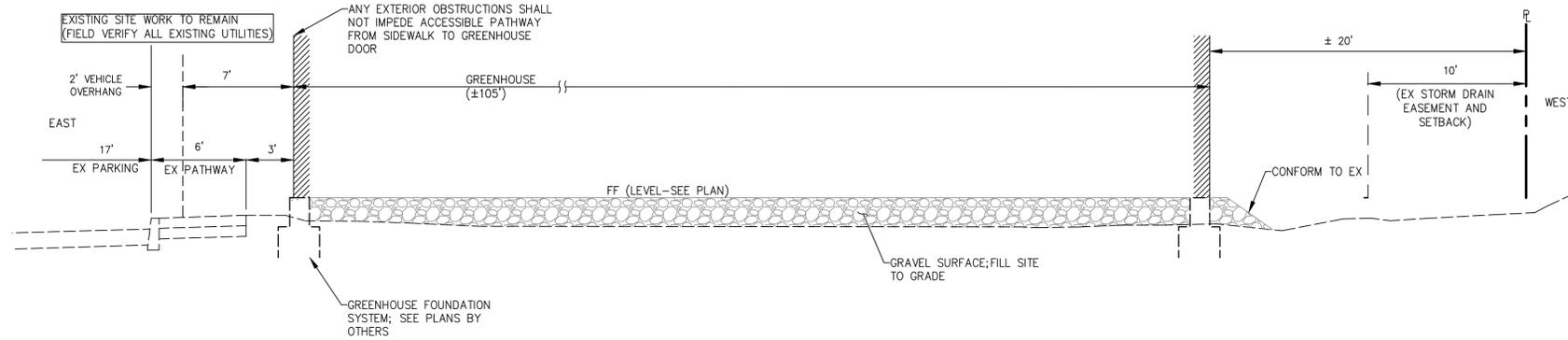




ON-SITE PARKING SUMMARY

4 ACCESSIBLE STALLS
 73 STANDARD STALLS
 2 COMPACT
 79 TOTAL

A SITE PARKING
 SCALE: 1" = 40'



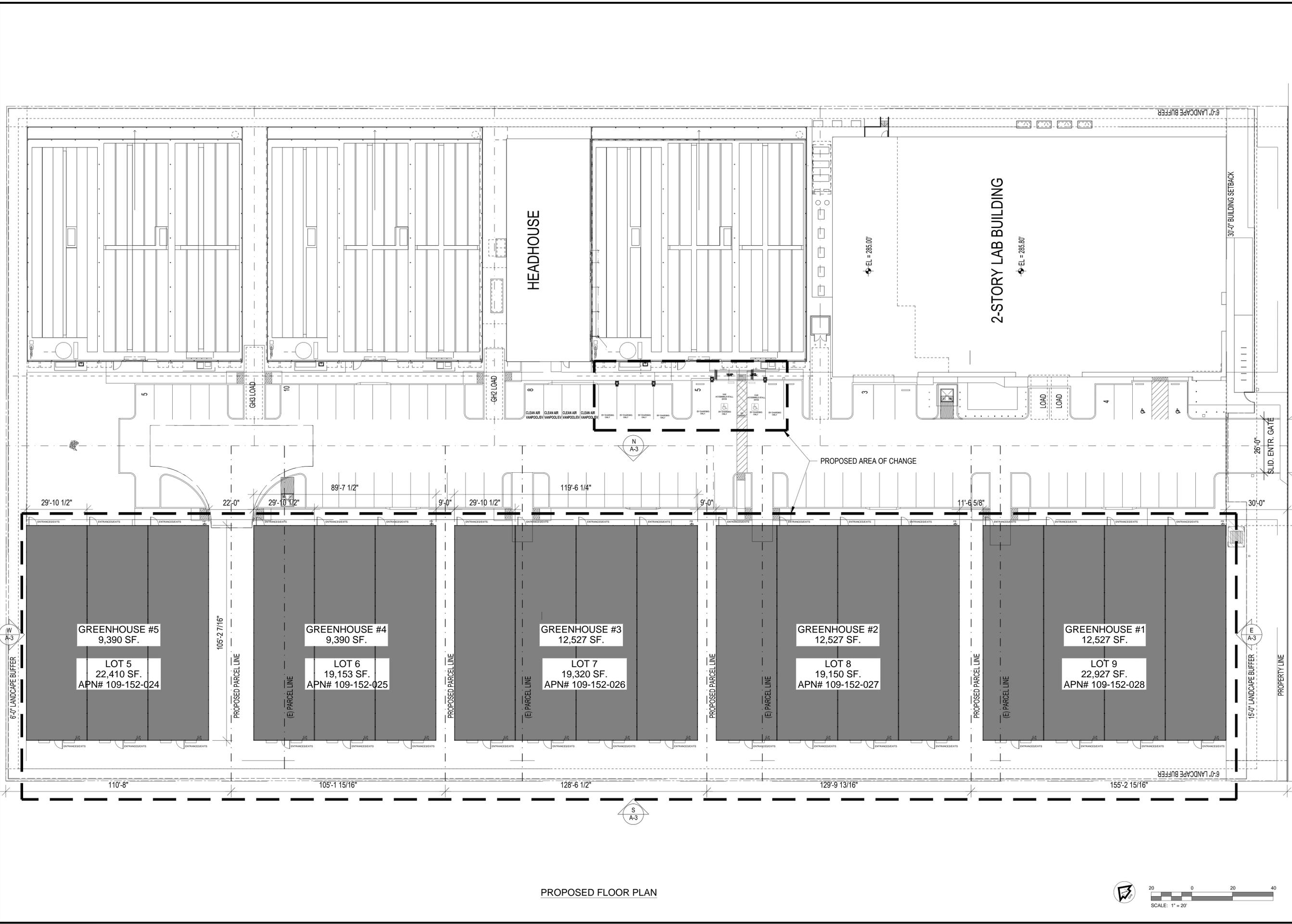
B TYPICAL GRADING SECTION
 SCALE: 1" = 5'

PRELIMINARY SITE PLAN
LOUDPACK FARMS
 GREENFIELD, CALIFORNIA

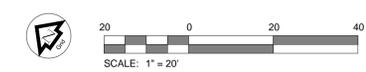
5 / 2 6 / 2 0 2 0
 Project No.: 3457.04

Whitson
 ENGINEERS
 Civil Engineering
 Land Surveying
 6 Harris Court
 Monterey, California
 831.649.5225
 whitsonengineers.com

Sheet C2 of 2



PROPOSED FLOOR PLAN



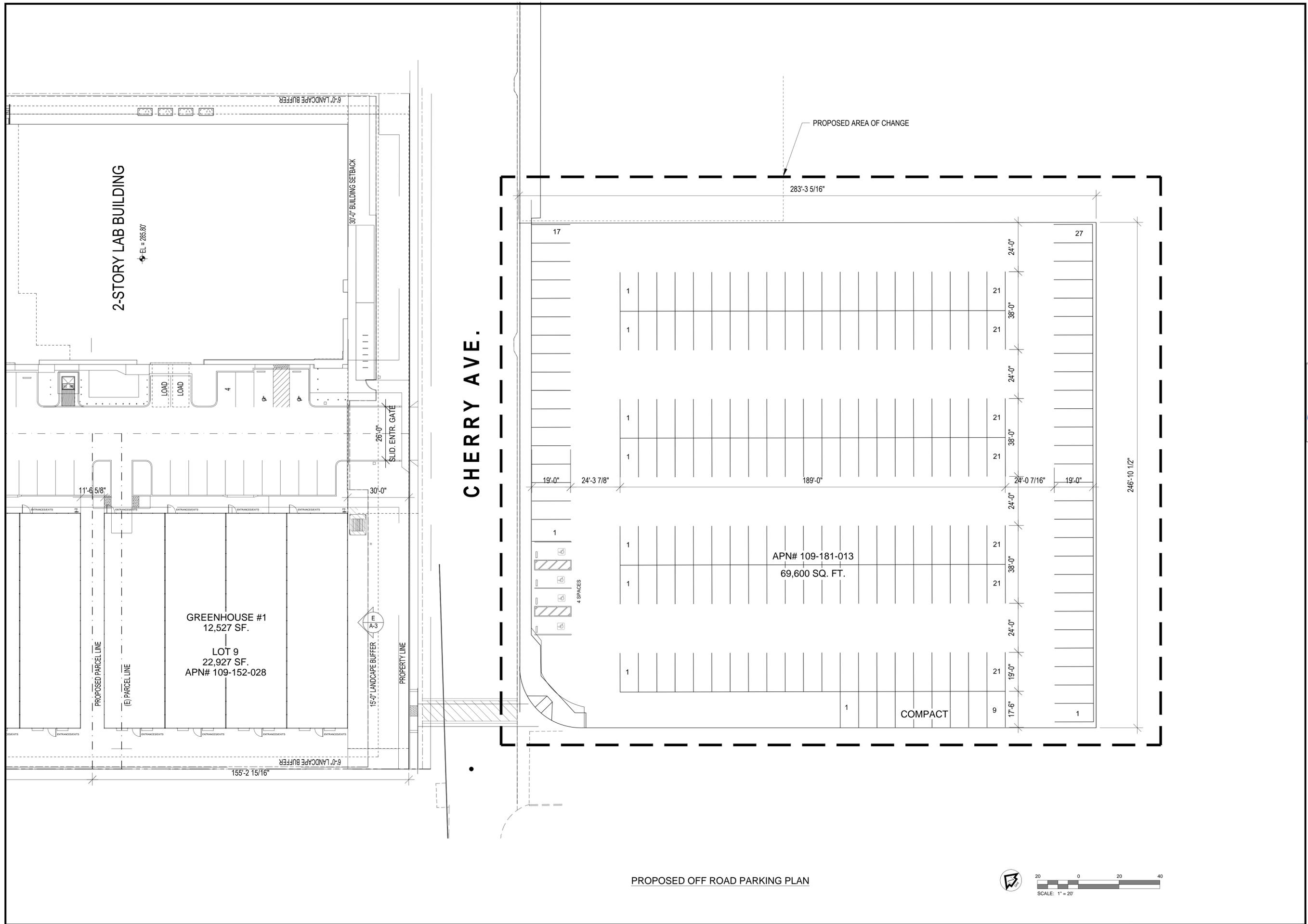
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1/4" = 1'-0"				
1/2" = 1'-0"				
3/4" = 1'-0"				
1" = 1'-0"				



PROPOSED GREENHOUSE SITE
 FOR
LOUDPACK
 900 CHERRY AVENUE, GREENFIELD, CA. 93927

PROJ. NO. 0000
 SHEET NUMBER

A-1
 OF 1 SHEETS



Structural - E Incorporated
 Architectural Engineering Services



230 6th Street
 Pacific Grove, CA 93956
 831.424.9000
 StructuralPlans@gmail.com

SCALE:	DATE:	DATE:	DATE:	DATE:	DATE:
MTS	REV	REV	REV	REV	REV
5/22/20					
PL	PL	PL	PL	PL	PL
PL	PL	PL	PL	PL	PL
CL	CL	CL	CL	CL	CL



NEW OFF STREET PARKING LOT# 2

FOR
LOUDPACK

900 CHERRY AVENUE, GREENFIELD, CA. 93927

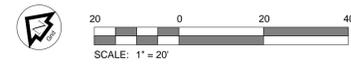
PROJ. NO. 0000

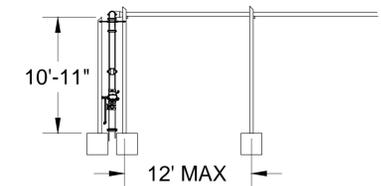
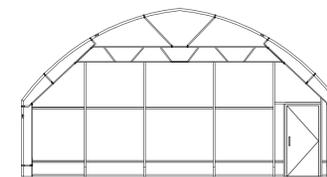
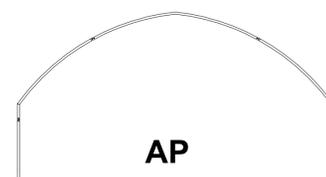
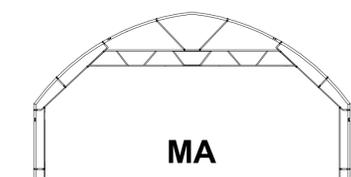
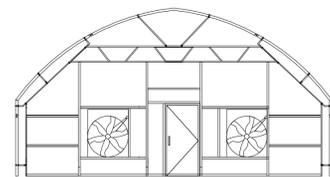
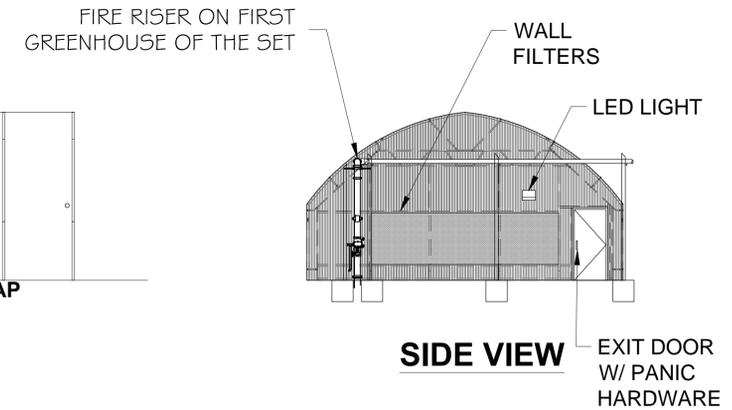
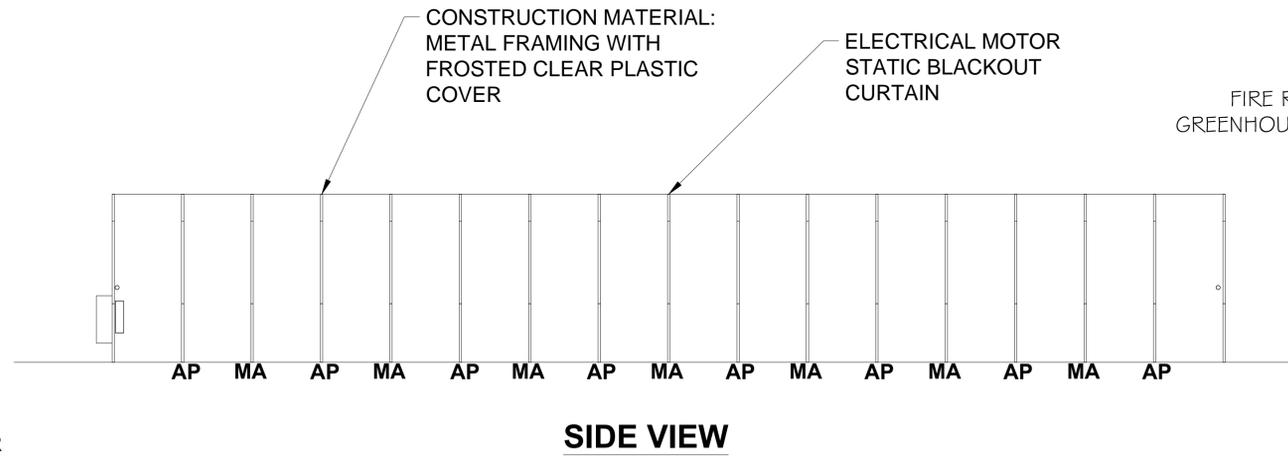
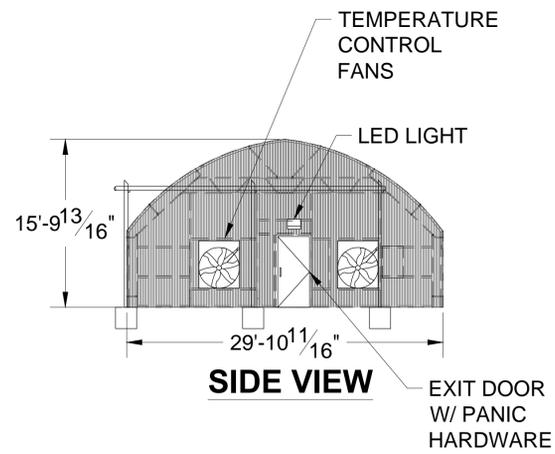
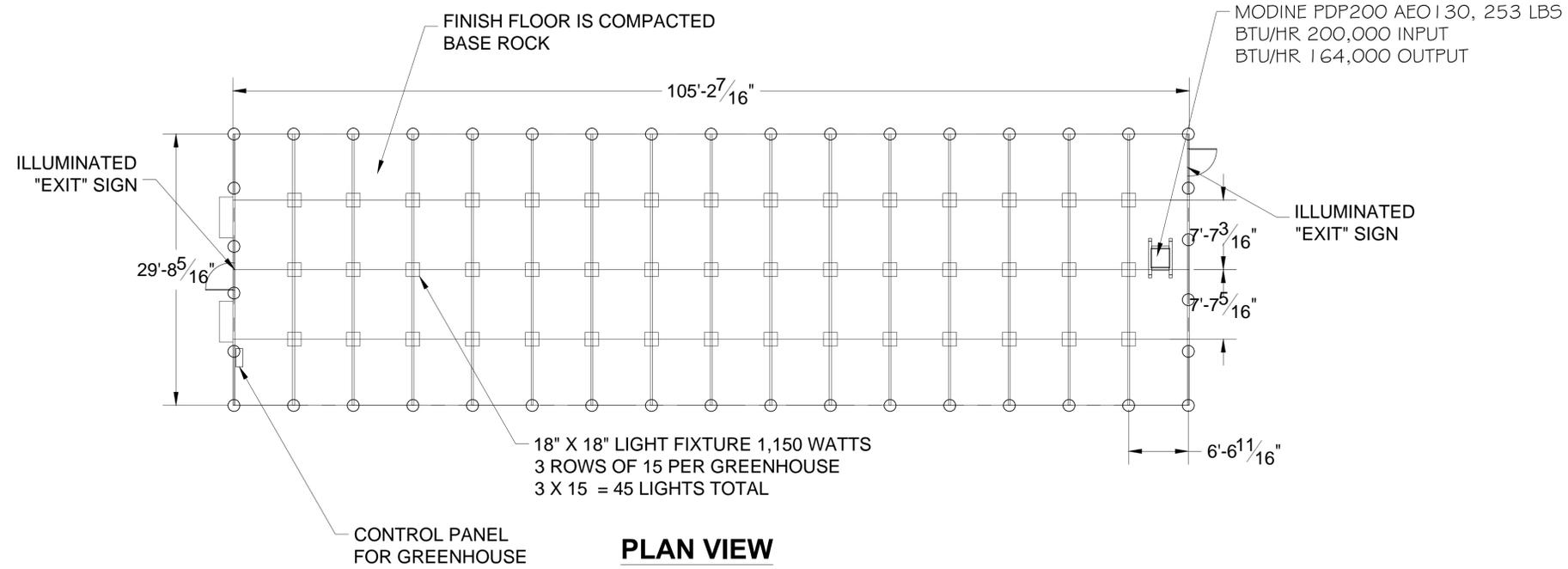
SHEET NUMBER

A-2

OF 1 SHEETS

PROPOSED OFF ROAD PARKING PLAN

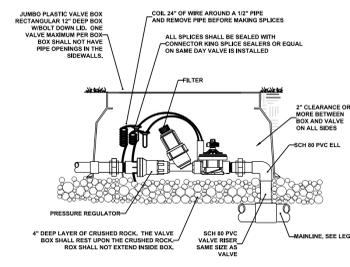




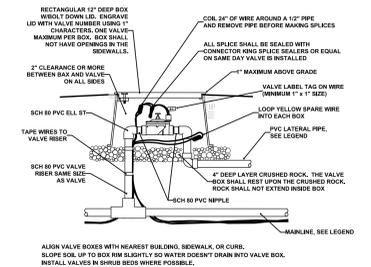
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5/2/20					
DATE:	DRAWN:	DESIGN:	CHECKED:		



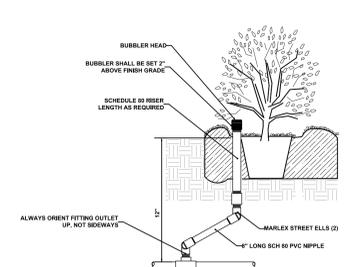
9X36m BLACKOUT GREENHOUSE
 FOR
LOUDPACK
 900 CHERRY AVENUE, GREENFIELD, CA. 93927



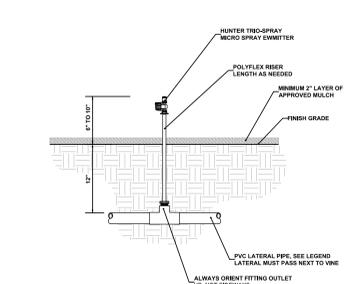
1 DRIP VALVE, FILTER, REGULATOR
N.T.S.



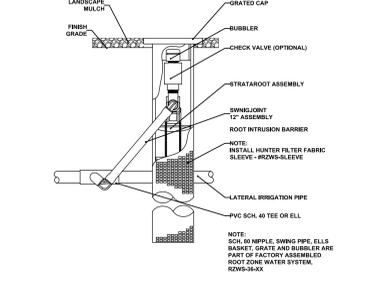
2 AUTOMATIC IRRIGATION VALVE DETAIL
N.T.S.



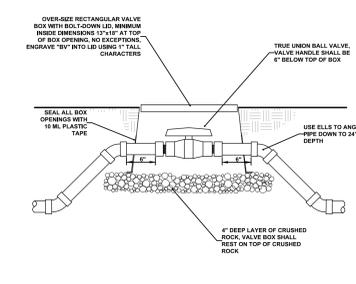
3 SHRUB BUBBLER DETAIL
N.T.S.



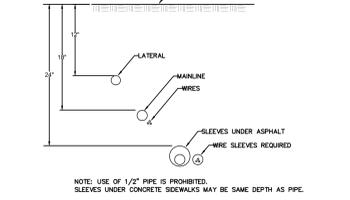
4 MICRO SPRAY ON POLY RISER
N.T.S.



5 ROOT ZONE WATERING SYSTEM DETAIL
N.T.S.



6 BALL VALVE DETAIL
N.T.S.



7 PIPE DEPTH DETAIL
N.T.S.

IRRIGATION NOTES:

1. THIS IRRIGATION PLAN IS DIAGRAMMATIC. PIPING AND VALVES SHOWN IN PAVED AREAS ARE TO BE INSTALLED IN PLANTER AREAS WHEREVER POSSIBLE.
2. CONTRACTOR TO VERIFY POWER AND WATER SOURCES WITH GENERAL CONTRACTOR AND IN THE FIELD PRIOR TO COMMENCING CONSTRUCTION.
3. CONTRACTOR TO COORDINATE WITH ELECTRICAL TRADE FOR 120 VAC ELECTRICAL POWER SOURCES TO CONTROLLER LOCATIONS BY OTHERS, INCLUDING CONDUIT LOCATIONS FOR SPECIFIED RAIN SENSING MODULES.
4. DO NOT INSTALL THE IRRIGATION SYSTEM AS SHOWN WHEN IT IS OBVIOUS THAT UNFORSEEN OBSTRUCTIONS, GRADE DIFFERENCES, OR DIFFERENCES IN AREA DIMENSIONS WOULD REQUIRE A CHANGE IN THE SYSTEMS DESIGN. NOTIFY THE OWNER IMMEDIATELY UPON DISCOVERY OF SUCH DISCREPANCIES.
5. COORDINATE PIPE AND WIRE SLEEVE INSTALLATION WITH PAVING CONTRACTOR.
6. ADJUST IRRIGATION HEADS TO PROVIDE OPTIMAL COVERAGE AND REDUCE OVERTSPRAY ON WALLS, PAVING, AND FENCES.
7. ALL PIPE AND WIRES UNDER PAVING SHALL BE INSTALLED IN SLEEVES.
8. USE SPRINKLER HEADS WITH INTERNAL CHECK VALVES TO PREVENT LOW-HEAD DRAINAGE.
9. SEE SHEET L15.0 FOR IRRIGATION SPECIFICATIONS.
10. PRESSURE REGULATING DEVICES ARE REQUIRED IF WATER PRESSURE IS BELOW OR EXCEEDS THE RECOMMENDED PRESSURE OF THE SPECIFIED IRRIGATION DEVICES.
11. A DIAGRAM OF THE IRRIGATION PLAN SHOWING HYDROZONES SHALL BE KEPT WITH THE IRRIGATION CONTROLLER FOR SUBSEQUENT MANAGEMENT PURPOSES.
12. A CERTIFICATE OF COMPLETION SHALL BE FILLED OUT AND CERTIFIED BY EITHER THE DESIGNER OF THE LANDSCAPE PLANS, IRRIGATION PLANS, OR THE LICENSED LANDSCAPE CONTRACTOR FOR THE PROJECT.
13. AN IRRIGATION ADJUST REPORT SHALL BE COMPLETED AT THE TIME OF FINAL INSPECTION.
14. THE EMITTERS SELECTED REPRESENT THE BEST ESTIMATE FOR WATER FLOWS BASED ON THE PLANT TYPE, SIZE, WATER USE, AND MICROCLIMATE. FIELD ADJUSTMENTS MAY BE REQUIRED DEPENDING ON PLANT PERFORMANCE. CONTRACTOR SHALL ADJUST VALVE TIMING, PROGRAM START TIMES, AND EMITTER FLOWS AS REQUIRED FOR BEST GROWTH RESULTS.
15. NOTE: SCOPE OF WORK FOR THIS DESIGN PACKAGE TO INCLUDE THE INSTALLATION OF A NEW LANDSCAPE THAT WAS DAMAGED IN THE PREVIOUS FIRE. EXISTING IRRIGATION SYSTEM TO BE VERIFIED IN-FIELD THAT IT IS OPERATIONAL. CONTRACTOR TO REPAIR OR REPLACE ALL IRRIGATION THAT APPEARS TO BE DAMAGED.

IRRIGATION LEGEND

SYMBOL	MANUFACTURER MODEL	DESCRIPTION	DETAIL	ESTIMATED QUANTITY	NOTES
⊙	HUNTER PCB-25	ABOVE-GRADE FLOOD BUBBLER ON FIXED RISER 20 PSI, F = .25 GPM	1 L3.0	85	A, C, D
⊗	HUNTER RZWS-36-50-SLEEVE	BELOW GRADE ROOT ZONE WATERING SYSTEM FACTORY ASSEMBLED WITH 0.50 GPM BUBBLER HEAD, AND FIELD INSTALLED FILTER FABRIC 20 PSI, F = 0.50 GPM	8 L3.0	20	A, C, D
⊖	HUNTER TS-T-Q	TRIO-SPRAY FIXED PATTERN MICRO SPRAY ON POLY-FLEX RISER 20 PSI, Q = 0.0 TO 23.4 GPH	7 L3.0	7	A, C, D, E
⊕	HUNTER ICZ-101-25	1\"/>	3 L3.0	3	B, D
⊕	ICV-101-G	1\"/>	2 L3.0	2	B, D
⊗	KING BROS.	LINE SIZED BALL VALVE	11 L3.0	1	B, D

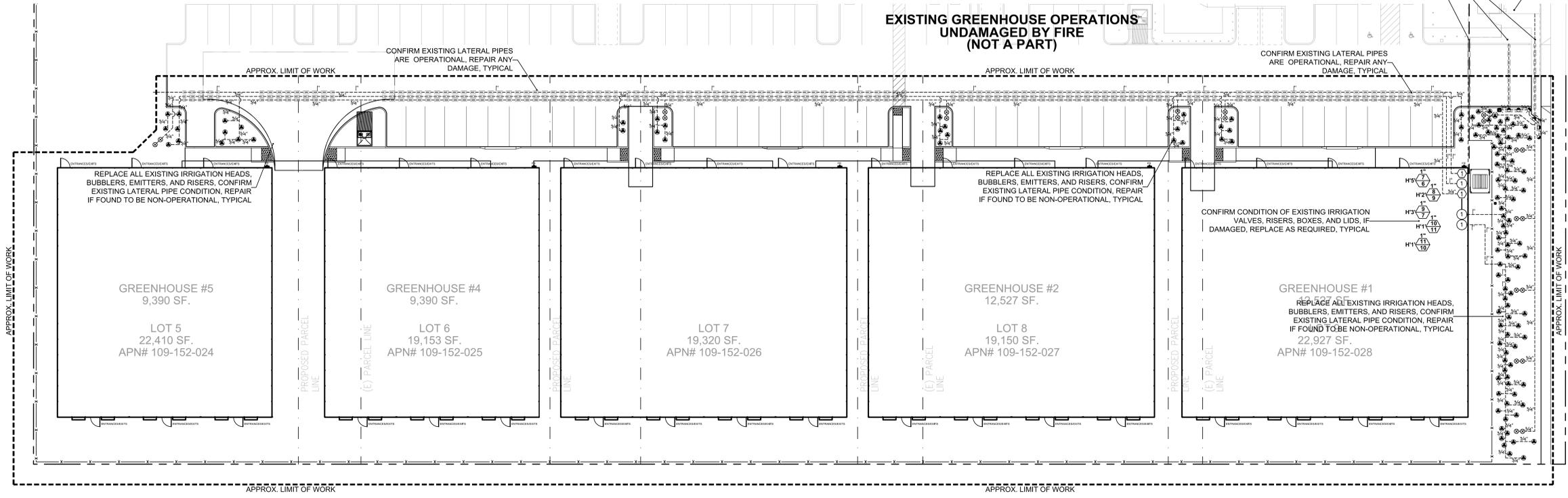
---	SCH 40 PVC PIPE (MAINLINE), 18\"/>	12 L3.0	N/A	B, D
----	3/4\"/>	12 L3.0	N/A	B, D
----	SCH 40 PVC SLEEVES, 24\"/>	12 L3.0	N/A	B, D

IRRIGATION PLAN NOTE:
THIS IRRIGATION PLAN IS PROVIDED AS REFERENCE TO THE ORIGINAL IRRIGATION DESIGN AT THE TIME OF INITIAL LANDSCAPE CONSTRUCTION. CONTRACTOR IS RESPONSIBLE FOR VERIFICATION THAT THE EXISTING IRRIGATION SYSTEM IS FULLY FUNCTIONAL. ALL PARTS OF IRRIGATION SYSTEM FOUND TO BE DAMAGED ARE TO BE REPAIRED OR REPLACED, AT OWNER'S DIRECTION

CONTRACTOR TO VERIFY IN-FIELD ACTUAL LOCATION OF EXISTING MAINLINE AND LATERAL PIPES IN SLEEVING, CONNECT PROPOSED IRRIGATION TO EXISTING

CONTRACTOR TO VERIFY ACTUAL LOCATION OF BACKFLOW PREVENTION DEVICE, MAINLINE PIPES AND IRRIGATION CONTROLLER, CONFIRM NO DAMAGE FROM FIRE EXTENDS PAST THE LIMITS OF WORK SHOWN BELOW, REPAIR IF ANY DAMAGED IRRIGATION SYSTEM FOUND

EXISTING GREENHOUSE OPERATIONS UNDAMAGED BY FIRE (NOT A PART)



REV	DATE	BY	DESCRIPTION

Prepared By: **RMA LANDSCAPE ARCHITECTURE**
Landscape Architecture
Lighting
Phone: (805) 642-0492
181 Westminster Avenue
Ventura, California 93003

Prepared For: **LOUDPACK FARMS**
ATTN: BRIAN STEPIEN
900 CHERRY AVENUE
GREENFIELD, CALIFORNIA
(760) 807-7149

5-26-20

DIG ALERT
DIAL TOLL FREE 8-1-1
AT LEAST TWO DAYS BEFORE YOU DIG
UNDERGROUND SERVICE ALERT CALIFORNIA - NEVADA

SCALE: 1" = 20'-0"

LOUDPACK FARMS - LANDSCAPE RESTORATION
900 CHERRY AVENUE, GREENFIELD, CALIFORNIA

IRRIGATION PLAN
REFERENCE FOR EXISTING ONLY

PROJECT NUMBER: **RMA XXX-XX**
DRAWING NUMBER: **L2.0**
SHEET NUMBER: **2 OF 4**

1.0 GENERAL

1.01 LANDSCAPE WORK INCLUDES, BUT IS NOT LIMITED TO, REMOVAL OF WEEDS, TOP SOIL INSTALLATION, SOIL PREPARATION, INSTALLATION OF HEADERS, INSTALLATION OF IRRIGATION SYSTEM, PLANTING OF TREES, SHRUBS, AND GROUND COVER, FINAL GRADING, INSTALLATION OF EROSION CONTROL BLANKETS, MULCHING, WEED CONTROL, CLEAN-UP, AND REGULAR MAINTENANCE DURING CONSTRUCTION AND THE ESTABLISHMENT PERIOD.

1.02 REQUEST CLARIFICATION FROM THE LANDSCAPE ARCHITECT IF ANY CONFLICTS OCCUR BETWEEN PLANS, NOTES, AND SPECIFICATIONS.

1.04 THE CONTRACTOR AGREES THAT HE/SHE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS; AND THAT THE CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD THE OWNER AND LANDSCAPE ARCHITECT HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR LANDSCAPE ARCHITECT.

1.05 THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE RULES, REGULATIONS, LAWS, AND ORDINANCES IMPOSED BY AUTHORITIES HAVING JURISDICTION OVER THIS PROJECT SITE. ANY PART OF THESE PLANS, NOTES, OR SPECIFICATIONS THAT ARE IN CONFLICT WITH THE RULES, REGULATIONS, LAWS, AND ORDINANCES SHALL NOT APPLY AND THE CONTRACTOR SHALL IMMEDIATELY GIVE WRITTEN NOTICE TO THE LANDSCAPE ARCHITECT OF THE CONFLICT.

1.06 ALL UNDERGROUND UTILITIES AND OBSTRUCTIONS ARE NOT SHOWN ON THESE PLANS. CONTRACTOR SHALL LOCATE ALL UNDERGROUND UTILITIES PRIOR TO DIGGING, AT LEAST 48 HOURS PRIOR TO DIGGING, THE CONTRACTOR SHALL CONTACT UNDERGROUND SERVICE ALERT "USA" AT 811, AND ANY OTHER PERSONS OR AGENCIES HAVING INFORMATION ON BURIED UTILITY LOCATIONS.

1.07 ANY QUANTITIES SHOWN ARE ESTIMATES, PROVIDE AND INSTALL ALL MATERIALS SHOWN OR CALLED FOR ON THE DRAWINGS REGARDLESS OF ESTIMATED QUANTITY. WHERE QUANTITIES OR SIZES ARE GIVEN AS MINIMUMS, THE CONTRACTOR SHALL FURNISH AND/OR INSTALL NO LESS THAN THAT QUANTITY OR SIZE, UNLESS ADVANCE WRITTEN APPROVAL OF THE LANDSCAPE ARCHITECT IS GIVEN.

1.08 ALL SUBSTITUTIONS SHALL BE REQUESTED IN WRITING AND SHALL BE APPROVED BY THE LANDSCAPE ARCHITECT IN WRITING.

1.09 IF ANY AREAS WHICH APPEAR TO NEED LANDSCAPE INSTALLATION, BUT ARE NOT SHOWN AS LANDSCAPED ON THE PLANS, SHOULD BECOME APPARENT DURING CONSTRUCTION, NOTIFY THE LANDSCAPE ARCHITECT IMMEDIATELY.

1.10 ALL REGISTERED CHEMICALS USED ON THIS PROJECT SHALL BE HANDLED AND APPLIED IN ACCORDANCE WITH ALL APPLICABLE STATE AND LOCAL LAWS, RULES, AND REGULATIONS.

1.11 CLEAN-UP THE SITE AT COMPLETION OF THIS WORK, LEAVE THE SITE IN AN ATTRACTIVE CONDITION.

1.12 UPON COMPLETION OF INSTALLATION THE CONTRACTOR SHALL ISSUE A CERTIFICATE OF COMPLETION STATING THE PROJECT NAME AND THE FOLLOWING: "I, (STATE LICENSED CONTRACTOR'S NAME) HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT THE INSTALLATION OF LANDSCAPE AND IRRIGATION FOR THE ABOVE PROJECT IS COMPLETE AND CONFORMS WITH THE CITY AND OWNER APPROVED PLANS AND SPECIFICATIONS, WITH THE EXCEPTION OF THE FOLLOWING DEVIATIONS (LIST APPROVED DEVIATIONS, AND WHO APPROVED THEM)," THE CERTIFICATE SHALL BE SIGNED BY THE CONTRACTOR'S LICENSE HOLDER.

1.13 PRIOR TO STARTING INSTALLATION THE CONTRACTOR SHALL CONFIRM THAT THE CONSTRUCTION SET OF PLANS ARE SIGNED OR STAMPED FOR APPROVAL BY THE CITY. NOTIFY THE LANDSCAPE ARCHITECT IMMEDIATELY IF A CITY APPROVAL STAMP OR SIGNATURE IS NOT VISIBLE ON THE DRAWINGS.

1.14 THE CONTRACTOR SHALL CONTACT THE LANDSCAPE ARCHITECT BY PHONE 48 HOURS PRIOR TO STARTING WORK AND VERIFY THAT THE PLANS IN THE CONTRACTOR'S POSSESSION ARE THE MOST CURRENT PLANS AVAILABLE AND ARE THE APPROVED PLAN SET FOR USE IN CONSTRUCTION.

2.0 SITE AND SOIL PREPARATION:

2.01 THE TOP 8 INCHES OF SOIL SHALL BE FREE OF ROCKS, CONCRETE, AND FOREIGN MATERIALS LARGER THAN 2 INCHES IN DIAMETER. ROAD BASE MATERIAL SHALL NOT BE PRESENT IN THE TOP 24 INCHES OF SOIL, ANY SOIL MIXED WITH ROADBASE SHALL BE REMOVED FROM THE PLANTERS AND DISPOSED OF OFF-SITE.

2.02 FINAL GRADES SHALL BE SMOOTH AND EVEN, PROVIDING AN ATTRACTIVE APPEARANCE. CONCENTRATED FLOWS OF WATER SHALL NOT DRAIN OVER WALKS. CONTACT LANDSCAPE ARCHITECT IF THIS APPEARS UNAVOIDABLE. LANDSCAPE MATERIALS SHALL NOT BLOCK OR INTERFERE WITH THE FREE FLOW OF DRAINAGE WATER.

2.03 PLANTING AREAS SHALL SLOPE AT 2% MINIMUM AWAY FROM BUILDING FOUNDATIONS AND FOOTINGS. POSITIVE DRAINAGE SHALL BE PROVIDED IN ALL PLANTING AREAS. NO STANDING WATER SHALL BE PERMITTED. A MAXIMUM GRADE DIFFERENCE OF 1/2 INCH SHALL BE ALLOWED BETWEEN SIDEWALKS OR CURBS AND THE FINISH SURFACE IN PLANTERS.

2.04 THE CONTRACTOR SHALL OBTAIN A FULL AGRONOMIC SOIL TEST, WITH RECOMMENDATIONS, OF THE TOP SOIL AT LEAST 2 WEEKS PRIOR TO STARTING THE LANDSCAPE WORK. 1/2 CUP SOIL SAMPLES SHALL BE TAKEN FROM 6 DIFFERENT LOCATIONS IN PLANTERS OR FROM THE TOP SOIL STOCKPILE. MIX THE 6 SAMPLES TOGETHER IN A PLASTIC BAG, SEAL TIGHTLY, AND SHIP TO THE SOIL LAB IN A CARDBOARD BOX. THE TEST SHALL BE PERFORMED BY WALLACE LABORATORIES, PHONE (310) 615-0116. THE LAB SHALL FAX A COPY OF THE SOIL REPORT DIRECTLY TO THE OWNER'S PROJECT MANAGER.

2.05 ALL PLANTING AREAS, INCLUDING AREAS TO BE SODDED, SHALL RECEIVE THE FOLLOWING SOIL PREPARATION PRIOR TO PLANTING: A MINIMUM OF 8 INCHES OF LIGHTLY COMPACTED TOPSOIL SHALL BE INSTALLED OVER THE SUBSOIL, IF TOPSOIL HAS BEEN REMOVED OR IS NOT PRESENT. IF TOPSOIL FILTERS DOWN INTO THE SUBSOIL, ADDITIONAL TOPSOIL SHALL BE APPLIED UNTIL A STABLE 8 INCH DEEP LAYER OF TOPSOIL IS MAINTAINED. THE TOP 8 INCHES OF TOPSOIL IN THE PLANTERS SHALL BE MACHINE-TILLED TO EVENLY MIX IN THE AMENDMENTS, AND ALLEVIATE ANY SURFACE COMPACTION.

2.06 AMEND THE TOP 8 INCHES OF TOPSOIL IN ALL PLANTED AREAS WITH THE FOLLOWING MATERIALS, QUANTITIES ARE MINIMUMS PER 1000 SQUARE FEET.

- A. 3 CUBIC YARDS OF NITROLIZED, COMPOST. COMPOST SHALL HAVE A 1/2 INCH MAXIMUM PARTICLE SIZE, A pH OF 6.5 OR HIGHER, SHALL BE CURED FOR 60 DAYS OR MORE AFTER COMPOSTING, SHALL MEET EPA GUIDELINES, AND SHALL BE WEED AND PATHOGEN FREE.
- B. 10 POUNDS OF AGRICULTURAL GYPSUM.
- C. 26 POUNDS OF 16-16-16 FERTILIZER.

2.07 IN HYDROSEEDING AREAS, OR AREAS WITH STEEP SLOPES (A TOTAL ELEVATION CHANGE EXCEEDING 5 FEET AND A SLOPE STEEPER THAN 1 FOOT RISE TO 3 FEET RUN) TOPSOIL AND SOIL PREPARATION MAY BE AS FOLLOWS; REMOVE ALL VISIBLE ROCKS GREATER THAN 1 INCH DIAMETER FROM THE SOIL SURFACE. IN HYDROSEEDED AREAS THE SOIL SURFACE SHALL BE PREPARED AS REQUIRED TO PROVIDE AN ADEQUATE SEED BED FOR THE HYDROSEED MIX.

2.08 HYDROSEED MIX SHALL INCLUDE AS A MINIMUM; (RATES PER ACRE)

- A. 275 POUNDS OF BEST TURF SUPREME 16-6-8 FERTILIZER.
- B. 200 POUNDS OF AGRICULTURAL GYPSUM.
- C. 1500 POUNDS ORGANIC MULCH

2.09 THE BURDEN OF PROOF OF SOIL AMENDMENT INSTALLATION RESTS WITH THE CONTRACTOR. SOIL TESTS MAY BE REQUIRED AT THE CONTRACTOR'S EXPENSE IN ORDER TO CONFIRM AMENDMENT INSTALLATION.

3.0 PLANTING:

3.01 INSTALLATION OF IRRIGATION AND ROUGH GRADING SHALL BE COMPLETED PRIOR TO THE START OF PLANTING IN ANY GIVEN AREA OF THE PROJECT SITE.

3.02 ALL PLANT MATERIALS SHALL CONFORM TO THE REQUIREMENTS OF THE STATE AGRICULTURAL CODE.

3.03 PLANT NAMES USED ON THESE PLANS ARE BASED ON THOSE USED IN THE SUNSET WESTERN GARDEN BOOK UNLESS OTHERWISE NOTED.

3.04 PLANTS SHALL BE WELL BRANCHED AND BUSHY WITH GOOD COLOR, PLANT SIZE SHOULD BE IN PROPORTION TO THE POT AS DESCRIBED BY THE AMERICAN STANDARD FOR NURSERY STOCK. PLANTS DELIVERED TO THE SITE THAT ARE YELLOW, SPARSE, BURNED, OR BARREN WILL BE REJECTED. PLANT POTS SHALL HAVE SOIL TO WITHIN 1 INCH OF THE RIM AND THE PLANTS SHALL BE FULLY ROOTED IN THE CONTAINER. PLANT MATERIAL WITH CRACKED OR BROKEN ROOT-BALLS SHALL BE REMOVED FROM THE SITE. ALL PLANTS SHALL BE HIGH QUALITY WITH A SECURELY ATTACHED ID TAG, HAVE NORMAL GROWTH AND SHOULD BE FREE FROM DISEASE, INSECTS, OR INSECT EGGS. PLANTS SHALL CONFORM WITH THE MINIMUM STANDARDS OF ANSI Z60, AMERICAN STANDARD FOR NURSERY STOCK.

3.05 PLANTS SHALL EXCEED THE MINIMUM SIZE AT PLANTING REQUIREMENTS NOTED ON THE PLANS, REGARDLESS OF THE SIZE OF THE CONTAINER. NO EXCEPTIONS. PREPARE BIDS BASED ON THE PLANT SIZE, NOT THE CONTAINER SIZE. A LARGER CONTAINER SIZE PLANT MAY BE REQUIRED TO MEET THE PLANT SIZE MINIMUMS. NO COST ADJUSTMENTS WILL BE ALLOWED FOR USE OF LARGER CONTAINER PLANTS. MEASUREMENTS SHALL BE MADE WITH THE PLANT IN A NATURAL, UNSUPPORTED POSITION.

3.06 PLANTS SPECIFIED AS "GALLON" OR "BOX" ON THE PLANS SHALL CONFORM TO THE ANSI Z60, AMERICAN STANDARD FOR NURSERY STOCK REQUIREMENTS FOR SIZES WITH EQUIVALENT NUMBERS (#1, #5, #15, #24, ETC.) AS IF SPECIFIED AS SUCH ON THE PLANS. THUS A PLANT LABELED AS "5 GALLON" SIZE ON THE PLANS MUST BE EQUIVALENT TO A #5 CONTAINER SIZE PLANT AS DESCRIBED IN THE AMERICAN STANDARD FOR NURSERY STOCK.

3.07 TREE CALIPERS SHALL BE MEASURED 6 INCHES ABOVE THE ROOTBALL PER ANSI Z60, AMERICAN STANDARD FOR NURSERY STOCK. TREE HEIGHTS SHALL BE MEASURED FROM TOP OF ROOTBALL TO TOP OF HIGHEST BRANCH. PALM BROWN TRUNK HEIGHTS SHALL BE MEASURED FROM THE TOP OF THE ROOT BALL TO THE BASE OF THE HEART LEAF (THE INNERMOST LEAF) PER ANSI Z60.

3.08 TREES SHALL BE PLANTED 5 FEET OR MORE FROM HARDSCAPES, SUCH AS SIDEWALKS, FOUNDATIONS, CURBS, PATIOS, ETC. WHERE THIS IS NOT POSSIBLE, A 10 FOOT LONG BY 12 INCH MAX. DEEP ROOT BARRIER SHEET SHALL BE INSTALLED ALONG THE EDGE OF THE HARDSCAPE, CENTERED ON THE TREE TRUNK, ROOT BARRIER TO BE SHAWTOWN INDUSTRIES #SM-12, OR APPROVED EQUAL. ROOT BARRIERS SHALL NOT SURROUND ANY TREE BUT SHALL RUN PARALLEL TO PAVING EDGE.

3.09 TREES SHALL NOT BE PLANTED WITHIN 4 FEET OF BURIED UTILITY LINES, RELOCATE TREES SLIGHTLY, IF NOT POSSIBLE, NOTIFY LANDSCAPE ARCHITECT.

3.10 A VERTICAL CLEARANCE OF 114 INCHES IS REQUIRED ABOVE ALL DISABLED ACCESSIBLE PARKING SPACES. A VERTICAL CLEARANCE OF 80 INCHES IS REQUIRED ABOVE ALL WALKWAYS, TRIM TREES TO REMOVE ALL LIMBS WITHIN THESE AREAS FOR A.D.A. COMPLIANCE.

3.11 INSTALL SIX (6) EACH 21-GRAM PLANT TABLETS AT EACH TREE AND TWO (2) EACH 21-GRAM PLANT TABLETS AT EACH SHRUB, AGRIFORM OR BEST-TABS.

3.12 DRILL A DRAIN HOLE AT EACH TREE LOCATION, DRAIN HOLE SHALL BE NO LESS THAN 12 INCH IN DIAMETER AND SHALL BE A MINIMUM OF 48 INCHES DEEP. BACKFILL DRAIN HOLE WITH SAND.

3.13 BACKFILL FOR PALMS SHALL BE CLEAN PLASTER SAND AND DHALL BE AT LEAST A 6 INCH WIDE BAND AS MEASURED FROM THE ROOTBALL. SAND BACKFILL IS REQUIRED FOR BOTH BARE-ROOT AND BOXED PALMS.

3.14 WHERE GROUND COVER IS SHOWN IN ANY PORTION OF A PLANTER IT IS THE INTENT THAT THE GROUND COVER SHALL BE PLANTED THROUGHOUT THE ENTIRE PLANTER AREA, INCLUDING FULLY AROUND AND BEHIND ALL SIDES OF SHRUBS IN THE SAME PLANTING AREA. DO NOT PLANT GROUND COVER (EXCEPT TURF) AT THE BOTTOM OF SWALES WERE CONCENTRATED WATER FLOWS OCCUR, LEAVE A 24 INCH WIDE PATH FOR UNOBSTRUCTED FLOW OF WATER. INSTALL JUTE EROSION CONTROL FABRIC IN SWALES AND STAKE 36 INCHES O.C.

3.15 TURF AREAS SHALL BE EBERMED OR SLOPED AS REQUIRED TO PROVIDE POSITIVE DRAINAGE TO THE PERIMETER, OR TO DRAIN INLETS. TURF SHALL BE INSTALLED FLUSH WITH THE TOP OF SURROUNDING CURBS AND WALKS SO AS TO PREVENT WATER FROM PUDDLING AT THE TURF EDGES, IMPORT TOP SOIL IF NECESSARY TO COMPLY WITH THIS REQUIREMENT.

3.16 SOD TURF SHALL BE ROLLED WITH A WEIGHTED ROLLER AFTER INSTALLATION.

4.0 HEADERS:

4.01 HEADERS SHALL BE INSTALLED BETWEEN TURF AND GROUNDVOCKER/SHRUB BEDS, HEADERS SHALL BE CONCRETE AS PER DETAIL.

5.0 SOIL COVERS & WEED BARIERS:

5.01 APPLY A PRE-EMERGENT HERBICIDE FORMULATED FOR 6 MONTH WEED CONTROL TO ALL SHRUB/GROUND COVER AREAS PRIOR TO INSTALLING MULCH TO SOIL SURFACE.

5.02 INSTALL A LAYER OF 3/4-2 INCH SIZE FIR BARK TO THE SOIL SURFACE IN ALL SHRUB AND GROUND COVER AREAS AFTER PLANTING, APPLY AT A MINIMUM RATE OF 6 YARDS PER 1000 SQUARE FEET AND SPREAD TO A MINIMUM DEPTH OF 2 INCHES. MUST BE FIR OR REDWOOD BARK, OTHER WOOD PRODUCTS ARE NOT ALLOWED. SAMPLE MUST BE APPROVED BY LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.

5.03 WEED BARRIER FABRIC IS REQUIRED IN THE PLANTERS ON THE PICK-UP WINDOW SIDE OF THE BUILDING, BETWEEN THE BUILDING AND THE DRIVE-THRU LANE. INSTALL FABRIC BELOW THE DECORATIVE BARK LAYER. WEED FABRIC IS NOT REQUIRED IN OTHER AREAS OF THE SITE, UNLESS NOTED ON PLANS.

6.0 SLOPES:

6.01 THE CONTRACTOR SHALL INSTALL JUTE MESH ON THE SOIL SURFACE IN NON-TURF AREAS WHERE THE SLOPE EXCEEDS 3:1 (3 FEET OF HORIZONTAL DISTANCE FOR EVERY ONE FOOT OF VERTICAL RISE). JUTE SHALL BE INSTALLED UNDER SOIL COVER (MULCH OR ROCK AS NOTED ABOVE). THE JUTE MESH WEAVE SHALL NOT HAVE OPENINGS LARGER THAN 1 INCH IN SIZE. THE JUTE MESH SHALL BE STAKED AT 36 INCH INTERVALS ALONG THE EDGES, AND SHALL BE STAKED AT 48 INCH INTERVALS THROUGHOUT THE INTERIOR AREA USING A TRIANGULAR PATTERN, ADJACENT PANELS OF JUT MESH SHALL OVERLAP BY 6 INCHES, STAKES SHALL BE STANDARD 6 INCH LONG STEEL WIRE STAPLES. NOTIFY LANDSCAPE ARCHITECT PRIOR TO STARTING WORK IF ANY AREA ON THIS SITE IS FOUND TO HAVE A SLOPE EXCEEDING 2:1. SEE ENGINEER'S GRADING PLANS FOR SLOPE LOCATIONS AND GRADIENTS.

7.0 LANDSCAPE IRRIGATION:

7.01 ALL MATERIALS SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS. NOTIFY LANDSCAPE ARCHITECT PRIOR TO BIDDING IN THE EVENT OF CONFLICTS BETWEEN THE MANUFACTURERS RECOMMENDATIONS AND THE PLANS, DETAILS, SPECIFICATIONS, NOTES, OR SITE FEATURES.

7.02 ALL ELECTRICAL MATERIALS SHALL BE U.L. LISTED, ALL MATERIALS, AND METHODS SHALL CONFORM WITH ALL APPLICABLE REQUIREMENTS OF THE UNIFORM PLUMBING CODE AND NATIONAL ELECTRICAL CODE.

7.03 LOW VOLTAGE CONTROL WIRES SHALL BE #14-1 AWG/UF WHITE FOR COMMON WIRE AND #14-1 AWG/UF RED FOR LEAD WIRES. A SEPARATE #14-1 AWG/UF YELLOW "SPARE" WIRE SHALL BE INSTALLED FOR EACH CONTROLLER AND SHALL LOOP INTO THE VALVE BOX OF EACH VALVE OPERATED BY THAT CONTROLLER. EACH CONTROLLER SHALL HAVE ITS OWN INDEPENDENT COMMON WIRE.

7.04 ALL ABOVE-GROUND PARTS OF THIS WORK SHALL BE INSTALLED DO THAT THEY STAND NO LESS THAN 30 INCHES ABOVE THE FINISH GRADE AND WILL NOT BE A TRIP HAZARD. ALL TUBES AND PIPES SHALL BE INSTALLED BELOW GRADE, ALL SPRINKLER HEADS SHALL BE POP-UP STYLE WITH SPRING RETRACTION AND INSTALLED FLUSH WITH FINISH SOIL GRADE (NOT TOP OF MULCH).

7.05 CONTRACTOR SHALL CHECK THE STATIC WATER PRESSURE WITH AN ACCURATE GAUGE PRIOR TO INSTALLATION OF IRRIGATION. IF PRESSURE IS LESS THAN THAT NOTED ON THE PLANS OR IS MORE THAN 20 PSI HIGHER THAN THAT NOTED ON THE PLANS, CONTACT THE LANDSCAPE ARCHITECT PRIOR TO INSTALLING SYSTEM.

7.06 CONTRACTOR SHALL FILL AND COMPACT EXCAVATIONS SO THAT THEY ARE FLUSH WITH SURROUNDING GRADES AND WILL NOT SETTLE.

7.07 NO WATER SHALL DRAIN ONTO OR ACROSS WALKS, CURBS, OR PAVED AREAS. INSTALL ANTI-DRAIN CHECK VALVES AT ALL HEADS WHERE DRAINAGE OCCURS AS PART OF THIS WORK.

7.08 ADJUST HEADS TO MINIMIZE SPRAY OUTSIDE OF PLANTERS. ABSOLUTELY NO WATER SHALL SPRAY OR DRAIN ONTO, OR ACROSS STAIRS OF STEPS. PROGRAM CONTROLLERS FOR MULTIPLE STARTS TO PREVENT RUN-OFF.

7.09 THESE PLANS ARE DIAGRAMMATIC, MINOR CHANGES MAY BE MDE TO AVOID OBSTACLES FOUND IN THE FIELD. PIPE MAY BE SHOWN IN PAVED AREAS FOR CLARITY ON PLANS. ALL PIPE SHALL BE INSTALLED IN PLANTERS OR SLEEVED. NO TEES OR ELLS SHALL BE INSTALLED UNDER PAVED AREAS. NO PVC PIPE SHALL BE INSTALLED ABOVE FINISH GRADE UNLESS OTHERWISE NOTED.

7.10 CONTROLLERS SHALL NOT BE INSTALLED WITHIN 5'-0" OF ANY ELECTRICAL EQUIPMENT WITH MAGNETIC RELAYS OR MOTORS.

7.11 IF A LANDSCAPE MAINTENANCE PERIOD IS SPECIFIED AS PART OF THIS WORK, THE IRRIGATION SYSTEM SHALL BE CHECKED WEEKLY AND THE CONTROLLER RUN TIMES ADJUSTED WEEKLY DURING THE MAINTENANCE PERIOD.

7.12 CONTRACTOR SHALL PREPARE AS-BUILT PLANS OF IRRIGATION SYSTEM SHOWING LOCATIONS OF PIPING AND ALL EQUIPMENT. PROVIDE A SCALED COPY OF AS-BUILTS ON BOND PAPER STOCK TO OWNER'S CONSTRUCTION MANAGER PRIOR TO REQUESTING FINAL APPROVAL OF INSTALLATION.

8.0 LANDSCAPE MAINTENANCE:

8.01 THE CONTRACTOR SHALL MAINTAIN THE LANDSCAPE THROUGHOUT CONSTRUCTION AND FOR AN ADDITIONAL 90 DAYS FOLLOWING COMPLETION OF ALL LANDSCAPE INSTALLATION, INCLUDING ANY PUNCHLIST ITEMS RESULTING FROM THE FINAL WALKTHROUGH.

8.02 UPON COMPLETION OF ALL LANDSCAPE INSTALLATION, THE CONTRACTOR SHALL SCHEDULE A WALK-THROUGH WITH THE OWNER'S REPRESENTATIVE. THE MAINTENANCE PERIOD SHALL NOT START UNTIL THIS WALK-THROUGH HAS BEEN COMPLETED.

8.03 LANDSCAPE MAINTENANCE SHALL INCLUDE, AT A MINIMUM, THE FOLLOWING; WEEKLY MOWING OF GRASS, REMOVAL OF WEEDS AT NO MORE THAN 10 DAY INTERVALS, CONTROL OF ANY PESTS OR DISEASE. WEEKLY IRRIGATION CONTROLLER ADJUSTMENTS, WEEKLY REPLACEMENT OF ANY DEAD OR DYING PLANTS. HEDGES SHALL BE TRIMMED EVERY OTHER WEEK. TREES SHALL BE PRUNED IF REQUESTED. WEEKLY REMOVAL OF LITTER FROM PLANTERS.

8.04 THE CONTRACTOR SHALL TAKE ALL REASONABLE PRECAUTIONS REQUIRED TO PROTECT PLANTS THROUGHOUT THE MAINTENANCE PERIOD FROM ABNORMAL TEMPERATURES.

9.0 OBSERVATIONS:

9.01 THE CONTRACTOR SHALL REQUEST AN OBSERVATION BY THE OWNER'S REPRESENTATIVE:

- A. UPON DELIVERY OF PLANTS TO SITE, BUT PRIOR TO PLANTING.
- B. PRIOR TO START OF MAINTENANCE PERIOD.
- C. AT END OF MAINTENANCE PERIOD.

9.02 OBSERVATIONS MUST BE REQUESTED 7 DAYS IN ADVANCE OF THE ANTICIPATED DATE OF THE OBSERVATION.

9.03 UPON COMPLETION OF INSTALLATION THE CONTRACTOR SHALL REQUEST A FINAL OBSERVATION OF THE INSTALLED LANDSCAPE. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ASSURE THAT THE WORK IS FINISHED AND COMPLIES WITH ALL CLEARLY STATED REQUIREMENTS OF THE PLANS, INCLUDING PLANT SIZES, AND QUANTITIES. SUBSTANTIAL NON-COMPLIANCE WILL RESULT IN THE ASSESSMENT OF PENALTIES AGAINST THE CONTRACTOR, TO BE NOT LESS THAN THE COST OF THE FINAL OBSERVATION, OR \$500.00, WHICHEVER IS GREATER. ANY OF THE FOLLOWING SHALL BE PROOF OF SUBSTANTIAL NON-COMPLIANCE:

- A. INSTALLED QUANTITY OF ANY ITEM IS LESS THAN 95% OF THAT SPECIFIED.
- B. MORE THAN 3% OF ANY PLANT VARIETY ARE UNDERSIZE.
- C. MORE THAN 3% OF ANY PLANT VARIETY ARE DEAD OR DIEING. DIEING IS DEFINED AS DROPPING MORE THAN 30% OF LEAVES (DECIDUOUS LEAF DROP EXCEPTED).

10.0 GUARANTEE:

10.01 THE LANDSCAPE CONTRACTOR SHALL GUARANTEE ALL LANDSCAPE WORK FOR A PERIOD OF TIME, BEGINNING AT THE START OF THE MAINTENANCE PERIOD, AS FOLLOWS'

- A. TREES - ONE YEAR
- B. SHRUBS, LAWN AND GROUND COVER - 6 MONTHS
- C. IRRIGATION SYSTEM - 1 YEAR

10.02 THEFT OF PLANTS AND DEATH DUE TO VANDALISM OR LACK OF REASONABLE CARE ARE EXCLUDED FROM THIS WARRANTY. THE CONTRACTOR MUST NOTIFY THE OWNER IN WRITING WITHIN 30 DAYS OF THE DATE A PLANT IS STOLEN OR VANDALIZED IN ORDER TO EXCLUDE THE PLANT FROM THIS WARRANTY, TO EXCLUDE A PLANT FROM THIS WARRANTY DUE TO LACK OF REASONABLE CARE, THE LANDSCAPE CONTRACTOR MUST NOTIFY THE OWNER IN WRITING THAT REASONABLE CARE IS NOT BEING PROVIDED PRIOR TO THE DEATH OF THE PLANT, DURING THE LANDSCAPE MAINTENANCE PERIOD PLANTS MAY NOT BE EXCLUDED FROM THE WARRANTY DUE TO LACK OF REASONABLE CARE.

END

REV	DATE	BY	DESCRIPTION

Prepared By:



Landscape Architecture
Lighting
Phone: (805) 642-0492
181 Westminster Avenue
Ventura, California
93003

DESIGNED:	
DRAWN:	
CHECKED:	
QA/QC:	
CONSTRUCTABILITY:	

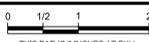
Prepared For:

LOUDPACK FARMS
ATTN: BRIAN STEPIEN
900 CHERRY AVENUE
GREENFIELD, CALIFORNIA
(760) 807-7149

5-26-20




DIAL TOLL FREE
8-1-1
AT LEAST TWO DAYS BEFORE YOU DIG



THIS BAR IS 2 INCHES AT FULL SCALE. IF NOT 2 INCHES, THEN SCALE ACCORDINGLY.

SCALE:
SEE PLAN

LOUDPACK FARMS - LANDSCAPE RESTORATION
900 CHERRY AVENUE, GREENFIELD, CALIFORNIA

PROJECT NUMBER
RMA XXX-XX

DRAWING NUMBER
L4.0

SHEET NUMBER
4 OF 4

SPECIFICATIONS

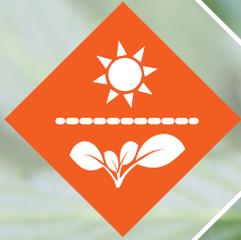
PRODUCT DATA SHEET

PRODUCER	PLASTIKA KRITIS GROUP
PRODUCT TYPE	UV2809IR

PRODUCT DESCRIPTION	3-LAYER, LONG-LIFE, THERMIC, UV OPEN, ULTRA HIGH-DIFFUSING GREENHOUSE FILM	
RESINS	LDPE/LLDPE/EVA	
NOMINAL THICKNESS (mil)	6	
AVERAGE THICKNESS TOLERANCE	± 5% ON NOMINAL THICKNESS	
RESISTANCE TO CHEMICALS	SULFUR: 500PPM / CHLORINE: 100PPM	
MECHANICAL PROPERTIES	TEST METHOD	TYPICAL VALUES
TENSILE STRENGTH @ BREAK (MPa) -MACHINE DIRECTION	ASTM D882	27
		27
-TRANSVERSAL DIRECTION ELONGATION @ BREAK (%) -MACHINE DIRECTION	ASTM D882	600
		700
-TRANSVERSAL DIRECTION TEAR RESISTANCE (gf/ mic)	ASTM D1922	3.5
DART DROP (g)	ASTM D1709	450
OPTICAL PROPERTIES		
GLOBAL LIGHT TRANSMISSION (%)	INTERNAL METHOD	≥ 88
DIFFUSION (%)	INTERNAL METHOD	80-85
UV TRANSMISSION, 300-390 nm (%)	INTERNAL METHOD	≥ 60
INFRARED LIGHT TRANSMISSION (%)	INTERNAL METHOD	28-32



Typical values refer to results obtained in our Laboratory during quality control of random production samples. According to industry standards, when tested, actual values of mechanical properties should be found within a 10% range from the typical values quoted above.



Ridder Black Out Screen (RBO 100 FR WB+B+B)

Product information

Main Function:	For a complete blackout effect
System:	Sliding and Hanging
Material composition:	62% Polyolefin, 38% Polyester
Pattern upper layer:	All white / black / black
Pattern middle layer:	All black / black
Pattern lower layer:	All black / black
Flame retardant:	Yes NTA 8825:2010
Warranty:	Five years under all types of greenhouse covering, see Ridder Climate Screens limited warranty.

Mechanical properties	Value	Unit	Test methods
Weight	285	g/m ²	
Width of strips	4	mm	

Physical properties	Value	Unit	Test methods
Shading level in direct light PAR*	99,9	%	According to Ridder Climate Screens
Shading level in diffused light PAR*	99,9	%	According to Ridder Climate Screens
Energy saving	74	%	According to Ridder Climate Screens

*PAR = 400 - 700 nm, accuracy +/- 1%

This product image is for illustrative purposes only and may vary in appearance and design from the delivered product. Although the information in this data sheet has been composed with care, Ridder Climate Screens does not accept any liability in respect of its accuracy. Further information concerning the product and its installation may be obtained from Ridder Climate Screens and its authorized distributors. Products marked FR are flame retardant. No other products delivered by Ridder Climate Screens are flame retardant.



Planning Commission Memo

599 El Camino Real Greenfield CA 93937 831-674-5591
www.ci.greenfield.ca.us

MEMORANDUM: May 26, 2020

AGENDA DATE: June 2, 2020

TO: Planning Commission

FROM: Shaveta Sharma, Consulting Planner

TITLE: **DOWNTOWN STREETScape PROJECT**

BACKGROUND:

The Downtown Streetscape Project includes the master-planning of 5 blocks of the Downtown on El Camino Real from Elm Avenue to Walnut Avenue. The First Phase includes preparation of plans and specifications; and construction of street improvements from the Mid-block Crossing at the True Value Hardware Store to the Greenfield Library Park north of Palm Avenue.

The Engineer has created three options for City consideration. The current approved design using “Option A” for the First Phase provided for the widest sidewalks (18’ each side) while retaining existing diagonal parking. This option is the preferred option of downtown merchants and the option City Council chose in 2013 to move forward into construction. There are two additional Options “B” and “C”, which contain a reduced scope of work primarily involving the median and sidewalk that could reduce the cost of the project. The project was put on hiatus as a result of the State’s decision to eliminate Redevelopment Agencies and their related funds.

DISCUSSION:

It has been several years since the Planning Commission last received an update on the streetscape plan. A presentation showing all the options created by MNS Engineers, along with illustrative visuals of the most recent plans are provided for reference to the Commission. The purpose of this item is to introduce the streetscape plans and history to the Planning Commission so that they can understand the proposed plans and provide direction on moving forward with implementing the various options. Funding for the project is slated to come from cannabis taxes and proceeds.

Bus Stop near Palm Ave.



3

Palm Ave. Intersection



4

Plaza at Palm Ave.



5

Plaza at Palm Ave.



6

Mid-block Plaza



9

Mid-block Plaza



10

Mid-block Plaza



11

Oak Ave. Intersection



12

Oak Ave. Intersection SE'y to Mid-Block



13

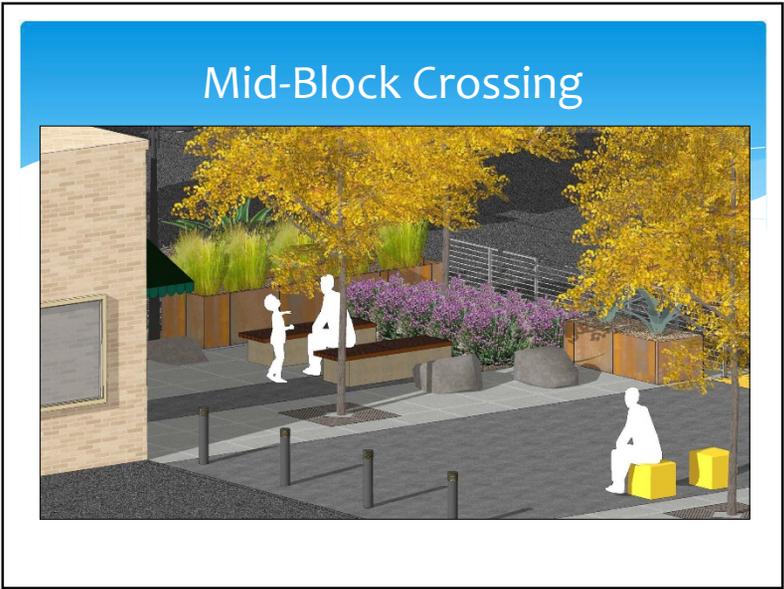
Oak Ave. Plaza



14



15



16

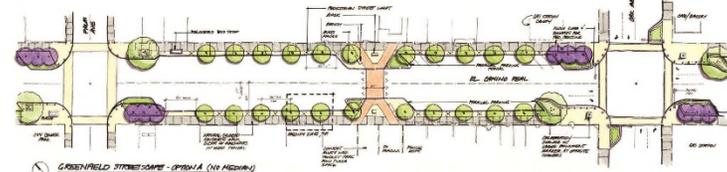
Greenfield Downtown Streetscape Master Plan Area



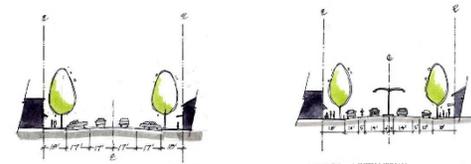
Aerial View of Current Project Limits, as Currently Anticipated Will be Bid

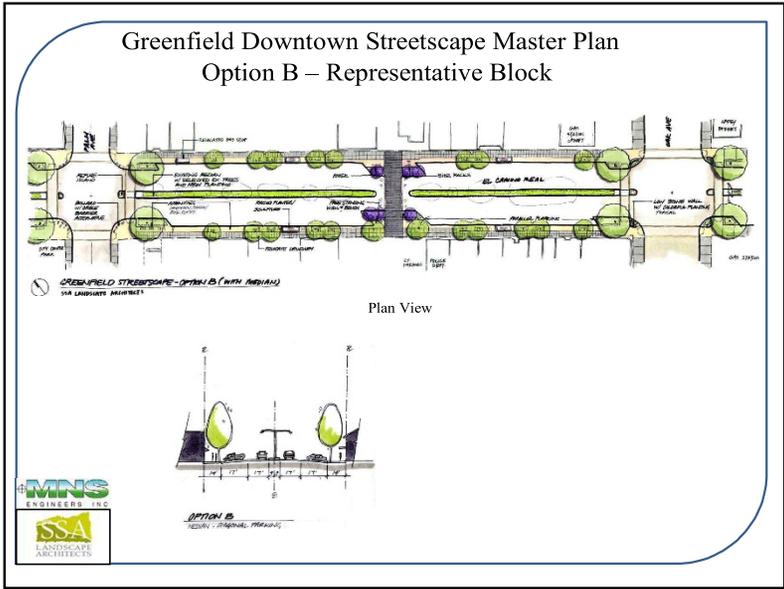


Greenfield Downtown Streetscape Master Plan Option A – Representative Block

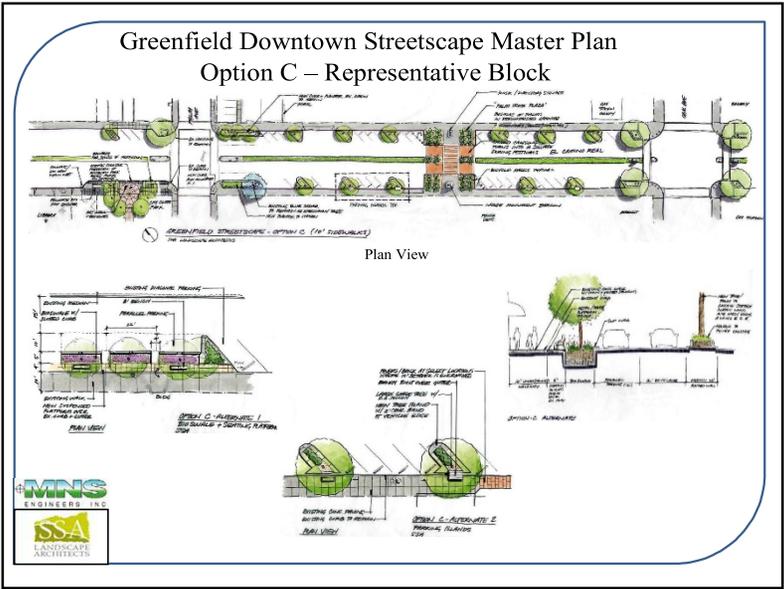


Plan View



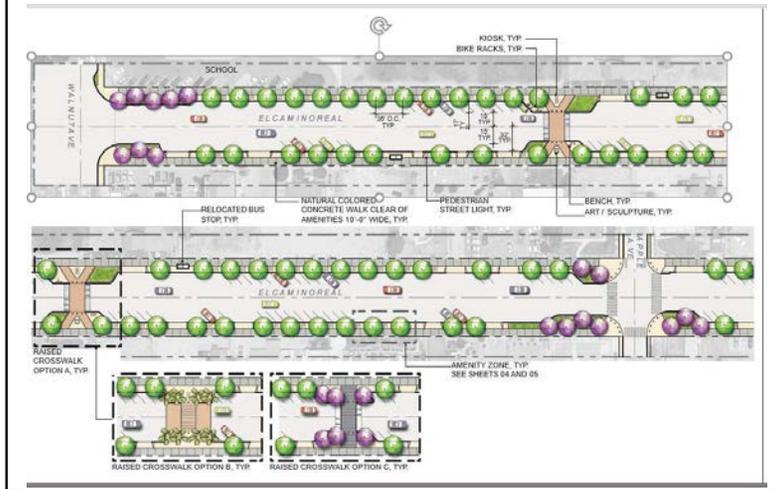


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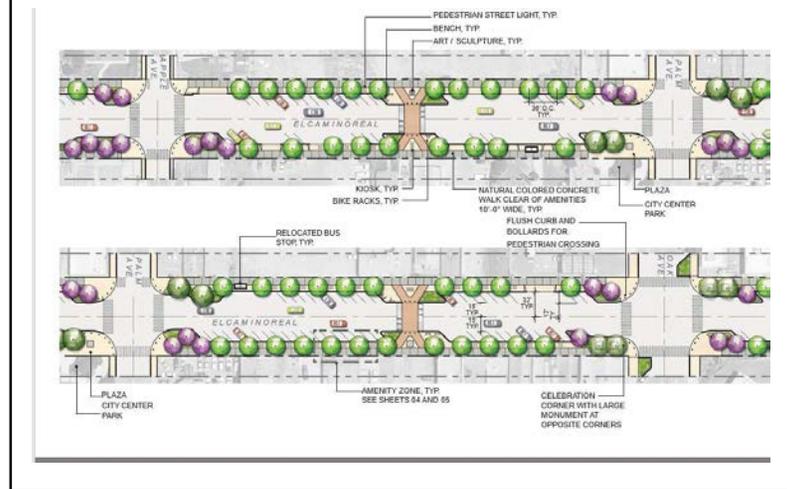
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Walnut Ave to Apple Ave Section



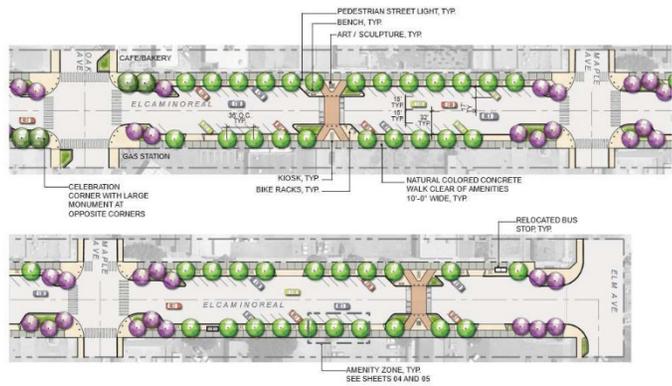
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Apple Ave to Oak Ave Section



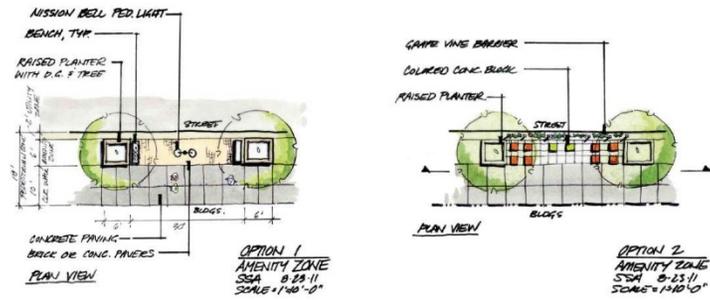
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Oak Ave to Maple Ave Section



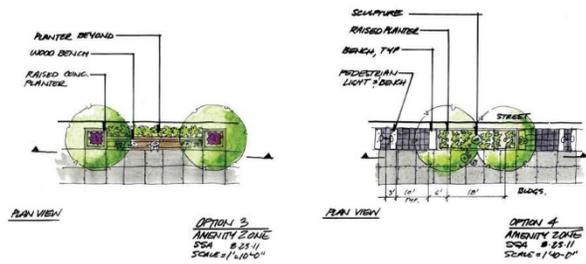
23

Sidewalk Amenity Options 1 and 2



24

Sidewalk Amenity Options 3 and 4



25

Greenfield Downtown Streetscape Master Plan Option A,B,C Comparative Costs by Length

	Rough Costs/Length				TOTAL
	Intersection 1	Mid-Block 1	Intersection 2	Mid-Block 2	
Option A	800,000	800,000	800,000	800,000	\$3,200,000
Option B	600,000	600,000	600,000	600,000	\$2,400,000
Option C	500,000	500,000	500,000	500,000	\$2,000,000



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Planning Commission Memo

599 El Camino Real Greenfield CA 93937 831-674-5591
www.ci.greenfield.ca.us

DATE: May 28, 2020

AGENDA DATE: June 2, 2020

TO: Planning Commissioners

PREPARED BY: Paul Muga, Community Development Director and
Rob Mullane, AICP, Consulting Planner

TITLE: **OVERVIEW OF THE DESIGN REVIEW PROCESS**

BACKGROUND, AUTHORITY, AND PROCEDURES

A Design Review is required for most development projects in the City that involve new building(s), additions, and exterior alterations. Section 17.16.070 of the City’s Municipal Code sets forth the City’s requirements for Design Review (Attachment 1). The Design Review process is typically a discretionary action that requires Planning Commission approval at a noticed public hearing. It is discretionary, in that the Commission must make certain findings before approving a Design Review, and that the Commission may direct revisions to a proposed project or may deny the request as inconsistent with one or more of the required findings. The discretionary permit process is also subject to environmental review pursuant to CEQA; however, many projects due to their small scale and low potential for environmental impacts often qualify for one of the Categorical Exemptions under the State CEQA Guidelines.

OVERVIEW OF THE DESIGN REVIEW PROCESS

While the Planning Commission has seen several Design Review requests over the past few years, staff is providing this overview to clarify aspects of the Design Review process as well as to highlight some components that may benefit from an update of the process. This will primarily be a verbal presentation, and the Commission is encouraged to ask questions on components of the presentation for further discussion or potential future action.

Topics to cover by staff include the following:

- The purpose of Design Review (Section 17.16.070 A);

- The type of projects that need Design Review - exterior alterations, most single-family residential, SFR additions involving 2nd story additions, multi-family residential, non-residential (Section 17.16.070 B);
- Projects that are Exempt from Design Review – SFR additions less than 500 sq ft on the 1st floor, accessory structures, repair and maintenance projects, interior alterations, and utility work (Section 17.16.070 C);
- Approving Authority (Section 17.16.070 D);
- Approving Authority for commercial cannabis Design Reviews
- Staff Report Content (site plans, floor plans, elevations, and finish materials/colors, Zoning consistency analysis, General Plan consistency analysis, environmental review),
- Findings Required (Section 17.16.070 E);
- Supplemental considerations for projects in specific plan areas (Walnut Avenue SP Design Guidelines)
- Public hearing and noticing process for Commission-level Design Review – three types of noticing required (Section 17.16.070 E.1, and Section 17.14.040 B – included as Attachment 2);
- Noticing requirements for staff-level Administrative Design Review (Section 17.14.040 C)
- Discretion of Approval Authority: Approval, Modifications, and Conditions of Approval (Section 17.16.070 F);
- Appeal process (Section 17.16.070 G).

In applying the Zoning Code, staff periodically notes opportunities to refine or improve upon the process. In the case of Design Review, staff notes an opportunity for refining the noticing requirements and procedure. Another potential improvement would be clarification on how to process Design Review requests that are associated with subdivisions and/or Planned Developments. A third potential improvement is providing a clearer process for Design Review of exterior alterations for non-residential projects. Staff is interested in any feedback that the Commission may have on these components and intends to bring back revisions to the Zoning Code for Planning Commission and City Council review later this calendar year or in 2021.

Finally, staff would like to note recent improvements in the City’s Design Review process and planning and building processes in general. These include:

- implementation of the iWorQ permit tracking system;
- incorporation of project conditions of approval and approved plans as an exhibit to the approving resolution;
- inclusion of conditions of approval on building permit plan sets for better tracking of required conditions of approval; and
- the City’s role in assisting applicants with posting of public hearing notices on site.

Staff is seeking any input or feedback on these recent process improvements that the Commission may have at this time.

RECOMMENDATION

It is recommended the Planning Commission receive a presentation from staff on the overview of the Design Review process and provide any input on potential future improvements to the process.

ATTACHMENTS

1. Section 17.16.070 (Design Review) of the City Zoning Code
2. Section 17.14.040 (Public Notices) of the City Zoning Code

17.16.070 Design Review:

A. Purpose And Intent: The purpose of the design review process is to promote the orderly and harmonious growth of the city; to encourage development in keeping with the desired character of the city; to ensure physical, visual, and functional compatibility between uses; and to help prevent the depreciation of land values by ensuring proper attention is given to site and architectural design. This process is intended to provide a means for consideration of development proposals by which the site, architectural, and overall project design are substantially improved, and benefits to the city increased. However, this flexibility does not apply to land use. Only those uses permitted within the underlying zoning district are allowed. When no separate design review board exists and the planning commission performs this function, design review may occur at the same hearing as planning review at the discretion of the planning commission.

B. Applicability: A design review process is required for the following items:

1. Single-family residential development and additions thereof above the first floor or greater than five hundred (500) square feet in floor area;
2. Planned developments and specific plans;

3. Multi-family residential development;
4. Nonresidential development (e.g., commercial, office, industrial, public/quasi-public, telecommunications tower installations); and
5. Residential fence permits that do not meet the requirements of chapter [17.52](#) of this title.

C. Exemptions: The following structures are exempt from design review. However, such structures may require additional permits, such as a ministerial building permit or administrative design review to ensure compliance with adopted building code standards and applicable zoning code provisions:

1. Additions totaling no more than five hundred (500) square feet in size to nonresidential structures not visible from the public right of way viewing area;
2. Accessory structures consistent with provisions of chapter [17.46](#), "Accessory Structures", of this title;
3. Repairs to and maintenance of the site or structure that do not add to, enlarge, or expand the site coverage, volume, height, or floor area of the structure and that employ the same materials and design as the original construction;
4. Interior alterations that do not change/expand the permitted use of the structure; and
5. Construction, alteration, or maintenance by a public utility or public agency of utilities intended to service existing or nearby approved developments (e.g., water, gas, electric or telecommunication supply or disposal systems, including wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, traffic signals, hydrants, and similar facilities and equipment).

D. Approving Authority: The designated approving authorities for design review are listed in table 17.16-1 of this section. The approving authority shall approve, conditionally approve, or deny the proposed design review application in accordance with the requirements of this section. Design review approval is required prior to issuance of any ministerial building permits or site improvement plans and prior to or in conjunction with discretionary action of corresponding development applications (e.g., conditional use permit, variance).

TABLE 17.16-1

DESIGN REVIEW APPROVING AUTHORITY

Land Use Type	Planning Director	Planning Commission
Single-family residential subdivisions		X
Residential master home plans		X
Multi-family residential		X
Residential (new construction/additions)	500 square feet and lower	Over 500 square feet
Nonresidential (new construction/additions)		X
Fences	6 feet and lower	Over 6 feet

E. Findings: Design review approval or any modification thereto shall be granted only when the designated approving authority makes all of the following findings:

1. Any two-story construction requires notification of property owners pursuant to section [7.14.040](#), "Public Notices", of this title;
2. The proposed project is consistent with the objectives of the general plan, complies with applicable zoning regulations, specific plan provisions, planned unit development provisions, applicable city design guidelines, and improvement standards adopted by the city;
3. The proposed architecture, site design, and landscape design are suitable for the purposes of the building and the site and will enhance the character of the neighborhood and the community;
4. The architecture, including the character, scale and quality of the design, relationship with the site and other buildings, building materials, colors, screening of exterior appurtenances, exterior lighting and signing and similar elements establishes a clear design concept and is compatible with the character of buildings on adjoining and nearby properties;
5. The proposed project addresses vehicular, bicycle, and pedestrian transportation modes of circulation; and
6. For specific plans and planned unit development design review applications, the proposed project is well integrated with the city's street network, creates unique neighborhood environments, employs architectural design that fosters sense of community, and contributes to a pedestrian oriented environment.

F. Conditions: The designated approving authority may require that the applicant modify plans in whole or in part and may condition the design review approval to ensure inclusion of specific design features, use of specific construction materials, and conformance with all applicable provisions of this title.

G. Approval: The final design review action on the project by the designated approving authority shall constitute approval of the permit. Such permit shall only become valid after the designated ten (10) day appeal period has been completed. (Ord. 473 §3, 2007)

17.14.040 Public Notices:

A. Public Hearing Required: The following procedures shall govern the notice and public hearing, where required, for consideration of a permit. In accordance with planning and zoning law, the subdivision map act, and the California environmental quality act, public hearings shall be required for all quasi-judicial permits and legislative actions of the city (variance, conditional use permit, planning commission design review, specific plans, special planning areas, zoning amendments, and general plan amendments). The hearing(s) shall be held before the designated approving authority as identified in this title.

B. Notice Of Hearing: Pursuant to California Government Code section [65091](#), not less than ten (10) days before the scheduled date of a hearing, public notice shall be given of such hearing in the manner listed below. The notice shall state the date, time, and place of hearing, identify the hearing body, a general explanation of the matter to be considered, and a general description of the real property (text or diagram), if any, which is the subject of the hearing.

1. Notice of the public hearing shall be published in at least one newspaper of general circulation in the city.

2. Notice of the public hearing shall be posted on the project site, in a location clearly visible from public viewing areas surrounding the property.

3. Except as otherwise provided herein, notice of the public hearing shall be mailed, postage prepaid, to the owners of property within a radius of five hundred feet (500') of the exterior boundaries of the property involved in the application, using for this purpose the last known name and address of such owners as shown upon the current tax assessor's records.

Exceptions to this mailing requirement are as follows:

a. The president or chairperson of any neighborhood association or community group registered with, or recognized by, the city as a neighborhood association which have boundaries that overlap any of the noticing radius defined above shall also receive a notice of all public hearings.

b. Notice of the public hearing shall be mailed, postage prepaid, to the owner of the subject real property or the owner's authorized agent, and to each local agency expected to provide water, sewers, streets, roads, schools, or other essential facilities or services to the proposed project.

C. **Notice Of Determination For Administrative Permits:** For administrative permit applications decided by the planning director (zoning clearance/plan check, minor deviations, administrative design review of projects involving second floor additions), public notice shall be mailed to the applicant and property owners of sites directly abutting the subject parcel(s) no less than seven (7) days prior to the scheduled date of determination. The notice shall identify the subject parcel, describe the request, and identify the date of planning director's determination. The notice shall also identify the opportunity to provide input prior to the determination and the right to appeal the determination in accordance with this title. The planning director shall create a written record of action to approve, conditionally approve, or deny the administrative permit application. This record of action shall be mailed to the applicant within three (3) business days from the date of action.

D. **Requests For Notification:** Any person who requests to be on a mailing list for notice of hearing for a development project or projects shall submit such request in writing to the city clerk. The city may impose a reasonable fee for the purpose of recovering the cost of such notification.

E. **Failure To Receive Notice:** Failure of any person or entity to receive notice required by law of any hearing as required by this title shall not constitute grounds for any court to invalidate the actions of a designated approving authority for which the notice was given.

F. Hearing Procedure: Hearings as provided for in this chapter shall be held at the date, time, and place for which notice has been given as required in this chapter. The designated approving authority shall conduct the public hearing and hear testimony. The summary minutes shall be prepared and made part of the permanent file of the case. Any hearing may be continued. If the hearing is not continued to a specific date/time, then the hearing shall be renoticed. (Ord. 473 §3, 2007)



Planning Commission

Memo

599 El Camino Real Greenfield CA 93937 831-674-5591 www.ci.greenfield.ca.us

DATE: May 28, 2020

AGENDA DATE: June 2, 2020

TO: Planning Commissioners

PREPARED BY: Paul Mugan, Community Development Director

TITLE: **California Environmental Quality Act (CEQA) in Greenfield**

OVERVIEW

Time Magazine's February 1, 2016, cover story headlined "*The Poisoning of An American City*" also contains the subtitle, "*Toxic water. Sick kids. And the incompetent leaders who betrayed Flint.*" This cover story was written by Josh Sanburn and is a compelling description of a tragic situation in the City of Flint, Michigan. In Michigan, there is no statute similar to California's Environmental Quality Act, known as "CEQA." A state statute, CEQA ensures that cities and counties examine the adverse impacts to the physical environment caused by new development. The statute and case law are definitive regarding the statute's utility to safeguard the public's Health and Safety through public review and disclosure of impacts resultant from development. CEQA reports cover a wide range of activities, while also providing exemptions when projects qualify. These reports are considered predominantly instruments of disclosure. While disclosing for public review the potential impacts from development, and decision-maker's rationale for approval, denial, and conditioning of projects, then the public is safeguarded against situations which jeopardize the Health and Safety of residents.

Topics Studied

When a project fails to qualify for an exemption and requires "environmental review," the following topics are studied: Aesthetics; Biological Resources; Geology /Soils; Hydrology/Water Quality; Noise; Recreation; Utilities/Service Systems; Agriculture and Forestry Resources; Cultural Resources; Greenhouse Gas Emissions; Land Use/Planning; Population/Housing; Transportation; Wildfire; Air Quality; Energy; Hazards and Hazardous Material; Mineral Resources; Public Services Tribal Cultural Resources; and Mandatory Findings of Significance. When completed, CEQA studies and reports present to the public the potential adverse impacts

on the aforementioned components of our physical environment; with the purpose being to understand them, mitigate or avoid them. Or, in the case of statements of overriding considerations, the benefit for the public is full disclosure of significant impacts which “lead agency” decisionmakers can accept.

The Purpose of CEQA

The purpose of CEQA is best drawn from the statute itself, as follows in Section 15002:

15002 General Concepts

- (a) Basic Purposes of CEQA. The basic purposes of CEQ are to:
 - (1) Inform governmental decision makers and the public about the potential, significant environmental effects of proposed activities.
 - (2) Identify ways that environmental damage can be avoided or significantly reduced.
 - (3) Prevent significant, avoidable damage to the environment by requiring changes in projects through the use of alternatives or mitigation measures when the governmental agency finds the changes to be feasible.
 - (4) Disclose to the public the reasons why a governmental agency approved the project in the manner the agency chose if significant environmental effects are involved.

A review of Section 21005 of CEQA further clarifies that noncompliance with CEQA which prevents relevant information from being presented to the public agency, the City, or noncompliance with substantive requirements of the statute may constitute a “prejudicial abuse of discretion” irrespective of whether a different outcome would result with or without environmental review. These sections predominantly emphasize the legislature’s intent that CEQA represents an important component to the review of development projects in California. At present, the following proposed projects lack an applicable CEQA exemption, and environmental review has been initiated by the Community Development Department: South End Annexation Specific Plan Area; EAH Housing project; Walnut Grove II & III inclusionary housing. The following projects currently have an existing CEQA document with current activities CEQA compliant; Flora California greenhouses; Loudpack replacement greenhouses; and the Walnut Avenue Specific Plan projects.

FEBRUARY 2, 2016

TIME

The Poisoning Of An American City



Toxic water. Sick kids.
And the incompetent
leaders who betrayed Flint

By Josh Sanburn

TIME.COM



Planning Commission

Memo

599 El Camino Real Greenfield CA 93937 831-674-5591 www.ci.greenfield.ca.us

DATE: May 28, 2020

AGENDA DATE: June 2, 2020

TO: Planning Commissioners

PREPARED BY: Paul Mugan, Community Development Director

TITLE: Planning Commission Protocols and Training

OVERVIEW

With the appointment of Commissioner Mendoza (“Welcome, Commissioner”), this is an opportunity to provide to the Planning Commission current Planning Commission by-laws, along with a brief Robert’s Rules of Order handout. Familiarity with the Planning Commission by-laws and Robert’s Rules of Order will facilitate efficient meetings. The brief version of Robert’s Rules provided Commissioners is drawn from the following link: <http://www.robertsrules.org> . A more in-depth discussion of Robert’s Rules is available at that same link.

Application of Robert’s Rules and Commission Deliberations

A review of Planning Commission proceedings in various jurisdictions suggest several basic situations for Commissioners to be prepared to engage. As noted in the Planning Commission by-laws, the Chairperson of the Commission votes last. In similar deference to the Commission Chair, others on the Commission ideally should be the makers of motions. The Chairperson’s principle duties include running the meeting and presiding over a professional public hearing. In cases when the Commission is unable to obtain consensus or majority votes on a given Resolution or issue, Commissioners are urged to reconstruct a failed motion to incorporate or exclude specific issues in an attempt to obtain a majority of Commission votes through either a new motion; or when an existing motion fails, a “substitute motion.”

Findings and Evidence

While the Commission routinely considers environmental documents, Findings and Evidence, and Resolutions, staff cannot overstate the importance of commissioners openly deliberating substantive issues found in staff reports. The public whom we serve, and the courts, generally

loath situations where decision-makers hear testimony and presentations, and in effect, conclude their deliberations with a (figurately speaking) “sounds good.” The public benefits from hearing explicit thoughts, viewpoints, and analysis of issues which either complement, contradict, or present new information to the professional analysis provided by staff. Staff of the Community Development Department is tasked with performing professional analysis in accordance with applicable regulations and provide decision-makers with recommendations. In no cases, should the Planning Commission accept staff recommendations without scrutiny and contributions from the Commission. In short, the Community Development Department encourages robust discussion on substantial, material issues associated with agenda items. This keeps departmental staff attuned toward presenting strong analysis. This also should result in decision-making bodies rejecting staff recommendations from time to time, effectively distinguishing between the roles of decision-makers (Planning Commission) and professional staff. When this occurs, better decisions are made, and contentious issues often find areas for compromise as commissioners’ debate and discuss the reasons behind viewpoints behind their positions.

Attachments

1. Greenfield Planning Commission By-Laws
2. Robert’s Rules of Order Handout

**City of Greenfield
Planning Commission
By-Laws**

Section I – Organization and Officers

A. Organization

The Planning Commission shall consist of five (5) members, as provided for in Greenfield Municipal Code Chapter 2.20, entitled “PLANNING AGENCY” and shall be organized and exercise such powers as prescribed by the Greenfield Municipal Code and by City Ordinances of the City of Greenfield.

B. Planning Commission Established: Pursuant to Government Code Section

65100, a planning agency is established for the city, consisting of a Planning Commission and a Planning Department, organized as follows:

1. There shall be a Planning Commission consisting of five (5) members appointed by the majority vote of the City Council. People interested in becoming commissioners must submit an application for review by staff and the City Council. The City Council approves applications and appoints Planning Commissioners by a majority vote. Commissioners shall not be officials or employees of the City, but shall be residents of the City or of the area of the sphere of influence of the City. Planning Commissioners’ terms will be three (3) years, subject to reappointment.
2. If a Planning Commission member absents himself or herself without permission from two (2) consecutive regular Planning Commission meetings, his or her office becomes vacant and shall be filled as any other vacancy.
3. There shall be a Planning Department, Planning Director, and Zoning Administrator. The Planning Department shall consist of a Planning Director and such other employees as the City Council from time to time may deem necessary. The Planning Director shall have all of the powers and duties set forth in Section 65901 of the Government Code of the State.

C. Officers and Commissioners

1. Selection of Officers

- a) A Chair and Vice-Chair shall be elected annually from among the Commission’s membership at the first meeting in January to serve in those positions at the pleasure of the Commission.
- b) The Vice-Chair shall succeed the Chair if his/her seat is vacated before the term is completed. The Vice-Chair is to serve the unexpired term of the vacated office. A new Vice-Chair shall be elected at the next regular meeting after the Vice-Chair takes the Chair’s position.
- c) In the absence of the Chair and Vice-Chair at a meeting, any other member shall call the Commission to order, whereupon a Chair shall be elected from the members to preside.

2. Responsibilities of Officers

The Responsibilities and Powers of the officers of the Planning Commission shall be as follows:

a) The Chair shall:

- i. Preside at all meetings of the Commission;
- ii. Call Special Meetings of the Commission in accordance with legal requirements and these by-laws;
- iii. Sign documents in the name of the Commission;
- iv. See that all actions of the Commission are properly taken;
- v. Assist staff in determining agenda items;
- vi. Appoint committees as necessary;
- vii. Assist staff in determining whether certain matters can be handled administratively or should come to the Commission;
- viii. Attend certain City Council and other meetings as required as the Planning Commission's representative;
- ix. Communicate informally as necessary with the Mayor, City Council members, and the City Manager on Planning Commission matters; and
- x. Function as an ex-officio member of all subcommittees (an ex-officio member is one able to discuss matters, but cannot vote.).

b) The Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair during the absence, disability, or disqualification of the Chair.

3. Responsibilities of All Commissioners

- a) Commissioners who are unable to attend a meeting shall, if possible, inform the Chair or the Deputy City Clerk in advance of said meeting.
- b) Commissioners are representatives of the City of Greenfield. As such, it is important that Commissioners dress professionally.
- c) When speaking to the Press or addressing the public outside of a Public Meeting, Commissioners should be very specific in stating that they speak for themselves, and not for the Commission as a whole.
- d) The effectiveness of the Planning Commission requires that the Commissioners are thoroughly prepared prior to a public meeting. This may include site visits, research, or calling on city staff for clarification and understanding of what is to be discussed.
- e) Each Commissioner's input is important and valued. All Commissioners in attendance are expected to participate.

D. Duties and Powers

1. The Planning Commission shall exercise such functions with respect to land divisions, planning, and zoning as may be prescribed by City Ordinance or have been otherwise delegated to it by the City Council. The Commission shall advise the City Council on those matters falling within its responsibilities in a manner reflecting concern for the overall development and environment of the City as a setting for human activities.

2. Each Commissioner and the Commission shall have the following duties and powers:
 - a) Those specifically authorized by the law of the State of California.
 - b) Such duties as are assigned to the Commission by minute action, resolution, or Ordinance of the City Council.
 - c) Such powers as are reasonable and necessary in order to enable the Commission to fulfill and carry out the duties and powers set forth herein.

3. The Commission shall further perform all of the following functions:
 - a) Prepare, periodically review and revise, as necessary, the General Plan.
 - b) Implement the General Plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances.
 - c) Annually review the “Capital Improvement Plan” of the City of Greenfield and the local public works projects of other local agencies for their consistency with the General Plan.
 - d) Endeavor to promote public interest in, comment on, and understanding of the General Plan and regulations relating to it.
 - e) Consult with and advise public officials and agencies, public utility companies, civic, educational, professional, and other organizations, and citizens concerning implementation of the General Plan.
 - f) Promote the coordination of local plans and programs with the plans and programs of other public agencies.
 - g) Perform other functions as the legislative body provides, including conducting studies and preparing plans other than those required or authorized by these bylaws.

- E. Rules of Order—Except as otherwise provided in these By-Laws, “Rosenberg’s Rules of Order” shall be used as a guide to the conduct of the meetings of the Planning Commission. Provided, however, that the failure of the Commission to conform to said rules of order shall not, in any instance, be deemed to invalidate any action taken by the Planning Commission.

Section II – Meetings

- A. Public Meetings – All meetings shall be held in full compliance with the provisions of state law, City Ordinances, and these By-Laws.
- B. Regular Meetings
 1. Regular Meetings shall be held on the first Tuesday of each month at 6:00pm, in the Council Chambers of the Greenfield Civic Center, 599 El Camino Real, unless otherwise determined by the Commission.
 2. Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting will be adjusted to the following day, provided that is not also a public holiday, or cancelled by motion adopted by the Planning Commission.

- C. Adjourned Meetings—In the event the Commission wishes to adjourn its meeting to a certain hour on another day, a specific date, time, and place must be set by the Commission prior to the regular motion to adjourn.
- D. Special Meetings – Special Meetings of the Commission may be held at any time upon the call of the Chair, by a majority of the voting members of the Commission, upon request of the City Council, or upon request of the City Manager, following at least 24 hours notice to each member of the Commission and to the press and any other person requesting notice. The time and place of the special meeting shall be determined by the Planning Commission.
- E. Study Sessions/Workshops
 - 1. The Commission may be convened as a whole or as a committee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding a study session provided that no official action shall be taken and no quorum shall be required.
 - 2. Such meetings and workshops shall be open to the public.
- F. Appeals

The City Council of the City of Greenfield is the city’s legislative body. All final decisions on standard subdivisions, legislative acts such as ordinances, general plans, housing elements, zoning or re-zoning of properties lie with the City Council, with recommendations from the Planning Commission.

When an applicant or other interested person is dissatisfied with the Commission’s decision on a land-use matter, that person may appeal the Commission’s decision to the City Council.

The appeal is considered a “de novo” procedure, meaning that the entire case may be repeated anew. The appeal is not limited in scope to a review of the Commission’s record. The right to appeal is not limited to a dissatisfied applicant. State land use law expresses the intent that planning agencies ensure participation by the public and, through that involvement, the ability to appeal.
- G. Agenda
 - 1. An agenda for each meeting of the Commission shall be prepared by the Planning Director or city staff with the cooperation and approval of the Chair or, in his/her absence, the Vice-Chair.
 - 2. There shall be attached to each agenda a report of matters pending further action by the Commission.
 - 3. A copy of the agenda shall be posted by the City in a place freely accessibly to the public and on the City’s internet website. For a Regular Meeting, the agenda must be posted at least seventy-two (72) hours in advance of the meeting. For a Special Meeting, the agenda must be posted at least twenty-four (24) hours in advance of the meeting.
- H. Order of Meetings
 - 1. The Order of Business Shall be as Follows:
 - a) The Chair shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Commission to order. If a quorum is not present, the Commission may:
 - 1. Continue the meeting, including any scheduled public hearings, to a later definite time and date;

- 2. Adjourn the meeting; or
 - 3. Recess the meeting until a quorum is present.
 - b) Members present and absent shall be recorded.
 - c) The agenda shall be approved as submitted or revised after the Chair has called for any changes in the session's agenda from staff or Commissioners.
 - d) The minutes of any preceding meeting not yet adopted shall be submitted for approval by a motion and vote of the Commission. Changes may also be proposed at this point.
 - e) During the public comment period, announce that any member of the audience may comment on any matter not listed on the agenda. The Commission will take no action on these public comments except to direct staff, if warranted, to study the particular matter for setting on a future agenda.
 - f) The public shall be advised of the procedures to be followed in the meeting, including time limits for comments, and use of the microphone.
 - g) The Commission shall hear and act upon those proposals scheduled for consideration of public hearing, together with such other matters of business and report as the Commission or Planning Director finds to require Commission consideration.
 - h) Adjournment.
2. Presentation or Hearing of Proposals—The following shall be the order of procedure for public hearings concerning planning and zoning matters:
- a) The Chair shall announce the subject of the public hearing, as advertised
 - b) If a request is made for a continuance, a motion may be made and voted upon to continue the public hearing to a definite time and date.
 - c) The staff shall be asked to present the substance of the application, their report and recommendation, and to answer technical questions of the Commission.
 - d) Order of Testimony. The order of testimony shall be as follows:
 - 1. Chair opens the public hearing, stating the time it is opened.
 - 2. Applicant's statement and other persons in favor of the proposal
 - 3. Opponent(s) statements
 - 4. If necessary, rebuttal from the applicant
 - 5. Public hearing is closed
 - 6. The Chair calls for deliberation to determine the matter or continue it for further review to another date and time certain.
 - e) Rules of Testimony. The rules of testimony shall be as follows:
 - 1. Persons presenting testimony to the Commission are requested to stand at the podium so that their comments are adequately recorded, and give their name and address for the record. No testimony shall be taken from persons either

standing or sitting in the audience without formally presenting themselves at the podium.

2. If numerous individuals are present in the audience who wish to participate in discussion of the issue, either in support or opposition, the Chair may inform the group that a spokesperson may be selected to speak for the entire group.
3. To avoid unnecessary cumulative evidence, the Chair may limit the number of witnesses or the time of testimony on a particular issue.
4. Irrelevant and off-the-subject comments will be ruled out of order.
5. All comments shall be addressed to the Commission. All questions shall be placed through the Chair. Questions for the staff by applicants or other members of the audience shall be directed to staff through the Chair.
6. In the case an applicant does not have an adequate command of English, the applicant may bring an interpreter for the proceedings. In no circumstances shall staff or a member of the Commission act as an interpreter for an applicant.

I. Motions

1. A motion to adjourn shall always be in order except during roll call.
2. The Chair or other presiding officer may make and second motions and debate from the Chair, subject only to such limitations of debate as are imposed on all members of the commission.

J. Voting

1. Voting Requirements
 - a) A quorum shall consist of a majority of the membership.
 - b) Unless otherwise required by law, the affirmative vote of a simple majority of the quorum shall determine the act or decision.
 - c) Some planning actions require a super-majority. These will be dealt with as they arise.
2. Voting Order – The order of roll call voting, if required, will be rotated such that the Chair will always vote last.
3. Recording of Votes – Minutes of the Commission proceedings shall show the vote of each Commissioner, including whether s/he is absent or failed to vote on a considered matter.
4. Conflicts of Interest, Reasons for Disqualifications from Voting—A member shall disqualify himself or herself from voting in accordance with the state law concerning Conflict of Interest. When a person disqualifies him/herself, s/he shall state prior to the consideration of such matter by the Commission that s/he is disqualifying him/herself due to a possible conflict of interest, state the nature of the conflict and shall not participate in voting or discussion.
5. Allowable Actions of Commissioners who stand down from discussion, pursuant to item #4 above, are from the California Code of Regulations and are not subject to amendment by the Commission:

- a) A Commissioner may appear at a hearing or otherwise before the commission to represent personal items if the commissioner does so in her/his private capacity and if the matter in question relates only to the commissioner's private interests and not to his or her official duties. The purpose of this exclusion is to allow citizens to exercise their constitutional rights to communicate with their government. However, the exclusion is limited in that it applies to situations in which the decision will solely affect the commissioner's personal interests (e.g. real property or business solely owned by the commissioner or members of her/his immediate family).
- b) A commissioner is prohibited from in any way attempting to use his or her official position to influence a governmental decision when the official has a financial interest. This restriction is intended to ensure that public officials do not act directly to affect her or his private economic interests by utilizing their official status or activities. Contacts with agency personnel or other attempts to influence on behalf of a commissioner's business entity, client, or customers are prohibited. These commission regulations specifically exempt oral or written communications by an official as a member of the general public solely to represent his or her personal interests.

Personal interests include:

- 1. An interest in real property;
- 2. Or a business entity which is wholly owned by the commissioner or members of his or her immediate family;
- 3. Or a business entity over which the commissioner or the commissioner and his/her spouse exercise sole control.
- c) "Rule of Necessity": If a commissioner is disqualified because of a conflict of interest, s/he does not count towards the quorum. This "rule of necessity" does not apply if the lack of quorum results from absent members. The rule arises when the lack of a quorum results from several members of the commission having a conflict of interest on the same issue.

6. Abstentions: When a member of the Commission abstains from voting for any reason (other than a conflict of interest), the abstention shall be counted with the affirmative vote.

K. Procedures for Chairing Meetings:

The following are the procedures for conducting the City of Greenfield Planning Commission meetings.

- 1. Call the meeting to order promptly at the appointed hour. If a quorum is not present, the Commission may:
 - a. Continue the meeting, including any scheduled public hearings, to a later definite time and date;
 - b. Adjourn the meeting; or
 - c. Recess the meeting until a quorum is present.

The Commission shall take no other action unless a quorum is present.

2. Roll Call. Ask staff to call roll.
3. Update the Agenda. Ask whether staff or commissioners have any proposed changes to the agenda and indicate when and how those new items will be considered.
4. Minutes. Minutes of any previous Commission meeting shall be approved (or changed, as appropriate), by motion and a vote of the Commission.
5. Communications—Public comments from the audience not on the agenda. Announce that this is the time on the agenda that any member of the audience may comment on any matter not listed on the agenda. No action by the Commissioners may be taken on any such item, but the Commission may direct staff to research comments for further review and setting on a future agenda.
6. Announce to the Audience certain Planning Commission procedures that may be adopted by the commission from time to time.
Examples include:
“In order to assist in completing the agenda items, please be brief and to the point—preferably 2 to 5 minute. The maximum time limit is 5 minutes, unless prior arrangements have been made.”
“Please use the microphone, state your name for the record, and write your name and address on the sign-in sheet provided at the podium.
7. Consent Items. All matters listed under consent items on the agenda are considered routine and will be acted upon (roll call vote) without discussion by the Commission unless any Commissioner or member of the audience have questions or wish to make a statement or discuss the item. In either event, the Chair will remove the item from the consent agenda and place it on the agenda for separate consideration. Take up such items next, as first regular agenda items.
8. Regular agenda items.
 - a. Announce the item
 - b. Ask the staff to present the staff report
 - c. Ask the Commission if they have any questions for staff
 - d. Open the public hearing. If it is necessary to continue the public hearing, make sure that the hearing is opened (and not closed) and continued to a specific time and date.
 - e. Give the following instructions to the audience: “If you decide to speak, please start by giving your name and address and completing the sign-up sheet at the podium, then tell the commission your concerns. We want your views; don’t worry about how to state them. If several people have spoken, please do not be repetitious, but state that your comments reflect those already presented. If there are several with the same concerns, please appoint a spokesperson. The Commission is particularly interested in the specific reason for or against a proposal because the Commission’s decision needs to be based on specific reasons.”
 - f. Invite the Applicant to speak
 - g. Invite others in favor of the application to speak.

- h. Invite those in opposition to speak.
 - i. Ask the staff if any written communications have been received and, if so, have them either read into the record or summarized, as appropriate.
 - j. Allow the applicant to make a rebuttal statement. This must be brief and limited to a rebuttal of the opposition.
 - k. Close the Public Hearing
 - l. Ask the Commission if they have any questions for staff or speakers.
 - m. Turn the item over to the Commission for discussion. It may be appropriate to focus or structure the discussion regarding certain issues or questions. If the Commissioners do not volunteer comments, it may be necessary to ask individual Commissioners what they think about specific points. Normally, the Commission should first discuss land use and zoning issues and then deliberate on specific conditions and details rather than mixing the two or beginning with specific conditions and details.
 - n. After a motion and second are made, restate the motion or at least get confirmation from the Commission that everyone is clear on the motion prior to voting.
 - o. Call the question (vote). A Roll Call Vote is needed for all decisions where a voice vote does not clearly indicate individual Commissioner's votes.
 - p. Following the vote, announce the Commission's action to the audience. Indicate whether the action is final or whether it is a recommendation to the City Council. Indicate when the City Council is scheduled to consider the matter, and encourage individual participation. Indicate, if there are any questions regarding this action and/or possible appeal procedure, that the Planning Department should be contacted as soon as possible for assistance. After announcing the Commission's decision, the Chair shall announce that the applicant or other interested person, if dissatisfied with the Commission's action, may appeal the Commission's decision to the City Council, and that the Planning Department should be contacted as soon as possible for instructions on appeals. Provided, however, that the Chair's failure to conform to this section shall not, in any instance, be deemed to invalidate any action taken by the Planning Commission.
9. Public Hearings: Ask those who are for or against a proposal to speak at the public hearing in the following sequence:
- a. Staff Report of the background and recommendation
 - b. Applicant's statement
 - c. Proponent(s) of the proposal statements
 - d. Opponent(s) of the proposal statements
 - e. If necessary, a rebuttal from the applicant
10. Adjournment. Prior to adjourning the meeting, ask staff whether the meeting needs to be adjourned to a specific time or date.

Section III – Review and Amendments Procedure

- A. When deemed necessary by the Chair or upon direction from a majority of the Commission, these By-Laws shall be reviewed by a subcommittee appointed by the Chair with the general agreement of the Commission. The review subcommittee shall present their recommendation to the full Commission for amending, or not amending, these By-Laws.
- B. In addition, these By-Laws may be amended at any meeting of the Planning Commission by a majority of the membership of the Commission provided that notice of the proposed amendment is received by each Commissioner not less than 5 days prior to said meeting.

Section IV – Failure to Adhere to By-Laws Shall Not Invalidate Action

- A. With the exception of those requirements imposed by State law or the City Council, a Commissioner's or the Commission's failure to conform to any part of these By-Laws shall not, in any instance, be deemed to invalidate any action taken by the Planning Commission.



We Are Your Office Moving Solution



Robert's Rules of Order

Robert's Rules of Order is a set of rules first published in 1876 by Henry M. Robert to run effective, orderly meetings with maximum fairness to all members. In addition to informational resources, RobertsRules.org provides software tools to help organize and run meetings and groups.

For Fair and Orderly Meetings

Robert's Rules is a time-tested manual of "parliamentary procedure" for conducting business at meetings and public gatherings. The basic handbook of operation for most groups, it provides common procedures for deliberation and decision-making with the full participation of the membership body. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings to accomplish the business of the assembly, with undue strictness never allowed to intimidate members or limit full participation. Meetings work best when all members are familiar with the rules, and this website is intended to help everyone use them to best effect.

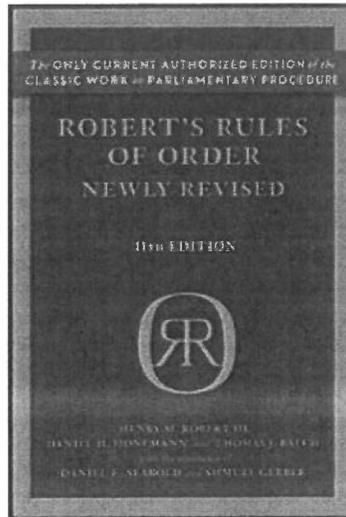


Henry Martyn Robert,
Author of Robert's Rules of Order

Guidelines

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action. The assembly rules - they have the final say on everything. Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! You must be recognized by the Chair before speaking.
- Debate can not begin until the Chair has stated the motion or resolution and asked "Are you ready for the question?" meaning "Are you ready to vote?" If no one rises, the chair calls for the vote.
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last motion stated by the Chair. (Motion / Resolution - Amendment - Motion to Postpone)
- The member moving the "immediately pending question" is entitled to preference to the floor.
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment! Avoid all personalities, never allude to others by name, or to motives.
- The agenda and all committee reports are merely recommendations. When presented to the assembly and the question is stated, debate begins and changes occur.



Robert's Rules of Order - Summary Version

Introduction to Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. **Obtaining the floor**
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. **Make Your Motion**
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - c. Avoid personalities and stay on your subject.
3. **Wait for Someone to Second Your Motion**
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. **The Chairman States Your Motion**
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. **Expanding on Your Motion**

- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
- a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.

4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

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- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
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- The member moving the "immediately pending question" is entitled to preference to the floor!
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- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists includes size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table

- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Taken from: <http://www.robertsrules.org/>