Jackson Planning Commission
Minutes
Regular Meeting of December 15, 2008

COMMISSION MEMBERS PRESENT:
Dave Butow, Vice-Chairman
Walt Hoeser
Kathryn Devlin
Leticia Sexton, Chairman

CITY STAFF PRESENT:
Susan Peters, City Planner
Gisele Cangelosi, City Clerk

COMMISSION MEMBERS ABSENT:
Darek Selman

Note: The Staff Report Packet prepared for the Planning Commission is hereby incorporated into these minutes by reference as though set forth in full. Any Staff Report, recommended findings, mitigation measures, conditions, or recommendations which are referred to by Commissioners in their action motions on project decisions, which are contained in the Staff Reports, are part of these minutes. Any written materials, petitions, packets or comments received at the hearing also become part of these minutes. The recording tapes of this meeting are hereby incorporated into these minutes by reference and are stored in the City of Jackson Planning Department.

Chairman Sexton called the meeting to order at 6:00 p.m.

Pledge of Allegiance

1. Public Matters Not on the Agenda.
None.

2. Approval of Minutes, November 17, 2008 Meeting:

Moved by Commissioner Hoeser, seconded by Vice-Chairman Butow, unanimously carried to approve the minutes of November 17, 2008 as presented.

3. Approve Calendar Year 2009 Planning Commission Meeting Schedule.
No action.

4. Workshop – Development Code Design Guideline Provisions.
City Planner Peters reported with the approval of the City's General Plan Land Use Element in November 2008, the City Council also adopted the Land Use, Circulation, and Zoning Project Environmental Impact Report Mitigation Monitoring Program (MMP). The MMP outlines the mitigation required by the EIR and provides a timeframe for each of the mitigations compliance. To ensure zoning consistency with the Land Use Element, the MMP requires that the Development Code be adopted within nine months of adoption of the Land Use Element. This means that the Development Code must be approved by August 2009 at the latest and staff intends to complete the drafting and public review process well ahead of this date.

The Development Code was reviewed extensively by the Planning Commission in 2006 and by the City Council at their January 22, 2007 meeting. At that meeting and subsequently, some "holes" have been identified that need to be addressed. Additionally, the sign ordinance needs to be incorporated into the new Development Code. Another significant issue to be addressed is that of architectural/design review. There are two sections in the Draft Development Code, which address architectural/design review, and neither of these chapters apply to single-family residences.

The Planning Commissioners were provided a copy of the following documents:

1. Development Code Chapter 17.24 in Article II contains Design Guidelines, which are applicable to multi-family residential, commercial, industrial, and public/institutional projects.
2. Development Code Chapter 17.77 in Article IV is Historic Design Review, which is applicable to the Historic Commercial Zone.
3. Historic Corridor Overlay Map.

Chairman Sexton opened the public discussion.

Judy Jebian, Jackson, stated her concerns were regarding 17.77.060 Certificate of Economic Hardship review process and restoration of the Main Street historic façade. City Planner Peters stated both of her concerns were addressed in the provided Development Code Chapters 17.24 and 17.77.

Hearing no further discussion Chairman Sexton closed the public discussion.

In order to finalize these outstanding issues, the Planning Commission and the City Council should review the entire architectural/design review issue and provide direction regarding the following questions:

1. *Does the City want to control the architecture of single-family residences and, if so, citywide or just in designated areas? The Historic Corridor Map was provided for consideration.* The Planning Commission recommends that design review be established to control the architecture of all residential (including single family) and commercial uses citywide. Another option could be to apply the architectural control only in the Historic Corridor areas.

2. *Should the Development Code contain mandatory standards which can be legally enforced through permit denials and/or legal action or should they be based upon voluntary guidelines which are not enforceable in the event of dispute between the City and the applicant?* The Planning Commission recommends that the Development Code contain mandatory standards which can be legally enforced.

3. *Should an architectural review committee be created and, if so, should it be constituted with members with relevant professional qualifications on historic matters? Another option could be review by the Planning Commission or the staff.* The recommendation of

the Planning Commission is create an architectural review committee of members with relevant professional qualifications.

4. *If the Planning Commission and City Council are not inclined to support mandatory standards or the creation of a review committee then does it make sense to have non-binding guidelines developed and included in the Development Code?* The Planning Commission unanimously supports mandatory standards and the creation of a review committee.

After considerable discussion among the Planning Commission and staff, staff was directed to forward the Planning Commission recommendations regarding the architectural/design review issues as noted to the City Council for their consideration at their January 12, 2009 meeting.

Vice-Chairman provided a copy of the draft Amador County Chapter 19.25 Design Standards for the record. He reported the provided Historic Corridor Overlay Map does not include portions of North Main and Jackson Gate. City Planner Peters stated that was correct and to include those locations would require an amendment to the adopted General Plan.

5. Election of Chairman and Vice-Chairman.

Moved by Vice-Chairman, seconded by Commissioner Hoeser, and unanimously carried to appoint Leticia as Chairman.

Moved by Commissioner Hoeser, seconded by Commissioner Devlin, and unanimously carried to appoint Dave Butow as Vice-Chairman.

6. Administrative Reports.

Chairman Sexton felt the Planning Commission should prepare a list of Goals and Projects that the Commission would like completed in calendar year 2009. She requested each Planning Commissioner present their suggestions in order to submit to the City Council for consideration.

City Planner Peters stated she was meeting with City Manager Daly in January to perform a State of the City Report and would provide the Planning Commission with an updated list of City projects at their meeting in January.

City Planner Peters reported the City Council continued the proposed Sphere of Influence Update to their January 12 meeting and directed staff to answer questions brought up by concerned property owners.

Adjourn 7:04 p.m.

Attest:

Gisele L. Cangelosi

Gisele L. Cangelosi, City Clerk

Date Approved: January 20, 2009