

MINUTES
OXNARD PLANNING COMMISSION
REGULAR MEETING
March 19, 2020

A. ROLL CALL

1. At 6:09 p.m., the regular meeting of the Oxnard Planning Commission convened in the Council Chambers. Chair Frank announced pursuant to Governor Newsom's Executive Order N-29-20, members of the Planning Commission or staff may participate in meetings via teleconference.
2. Chair Frank, Vice Chair Sanchez (via teleconference), Commissioners Chavez, Dozier (via teleconference) and Meyer (via teleconference) were present. Commissioners Chua and Fuhring were absent.
3. Staff members present were: Scott Kolwitz, Planning & Environmental Services Manager; Paul McClaren, Associate Planner; Ken Rozell, Chief Assistant City Attorney; Michelle Travis, Recording Secretary.
4. Chair Frank presided and called the meeting to order.

B. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES

1. Commissioner Chavez led the pledge of allegiance.

C. PUBLIC COMMENTS - On Items Not On The Agenda

1. None

D. CONSENT AGENDA

1. APPROVAL OF MINUTES - February 20, 2020

As a quorum of Planning Commissioners who were in attendance at the February 20, 2020, meeting were not present at tonight's meeting, Chair Frank continued the approval of the minutes to the next Planning Commission meeting.

E. EX PARTE DECLARATIONS FOR PUBLIC HEARING ITEMS

1. The Planning Commissioners did not have any ex parte communications to report for Item F-1.

F. PUBLIC HEARING

1. **Project Name: Palms Medical Plaza Subdivision** – PLANNING AND ZONING PERMIT NO. 19-300-02 (Parcel Map Waiver) and 19-520-02 (Minor Special Use Permit). A request to create thirteen commercial condominiums within the building envelope of an existing 28,000 square-foot office building. The building is located on a

2.3-acre site located at 1901 Outlet Center Drive (APN 213-0-090-125) within the Business & Research Park (BRP) zone. No additional square footage is proposed and no improvements are required. Filed by Lisa Woodburn, Jensen Design & Survey, Inc., 1672 Donlon Street, Ventura, CA 93003.

Project Planner: Paul McClaren, Associate Planner

Recommendation:

That the Planning Commission approve the Project, as submitted, finding the Project to be Categorically Exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15315 (Minor Land Divisions), and adopt Resolution 2020-07 for Planning and Zoning Permit Nos. 19-300-02 (Parcel Map Waiver) and 19-520-02 (Minor Special Use Permit), subject to certain findings and conditions.

The Planning Commissioners did not have any ex parte communications to report for Item F-1.

Associate Planner, Paul McClaren, provided a PowerPoint presentation outlining the request.

Nicole Garner, Jensen Design & Survey, Inc. and Gabrielle Fullner, representing Palms Medical Plaza, were available for questions, but did not provide a PowerPoint presentation.

Chair Frank opened the public comments portion of the public hearing.

No public verbal comments were received in support or against Item F-1.

No public written comments were received in support of or against Item F-1.

Chair Frank closed the public comments portion of the public hearing.

Discussion ensued among the Commissioners and staff.

MOTION: Commissioner Chavez moved and Chair Frank seconded a motion to adopt a resolution approving the **Palms Medical Plaza Subdivision** PZ Nos. 19-300-02 (Parcel Map Waiver) and 19-520-02 (Minor Special Use Permit) with the following edits to Resolution number 2020-07:

1. Planning Condition of Approval number 21 shall read as:
 - a. “All existing reciprocal access and parking agreements and easements for the site with adjacent sites will remain in full force and effect and shall apply to the air-space condominium common area created by this Tentative Parcel Map. Said easements can only be vacated with the consent of all parties to include the City of Oxnard as the regulating authority. The easements cannot be vacated until alternatives are devised and approved by the City to accommodate parking and circulation on adjacent sites.

VOTE: Chair Frank, Vice Chair Sanchez, and Commissioners Chavez, Dozier and Meyer voted in favor. The motion carried 5:0:2:0:0¹.

G. STUDY SESSION/REPORTS

1. None

H. PLANNING COMMISSION BUSINESS

1. None

I. COMMUNITY DEVELOPMENT STAFF UPDATES

1. Ken Rozell, Chief Assistant City Attorney announced:
 - i. On Tuesday March 17, 2020, City Council Members ratified Director Order No. 20-02, the local emergency declaration made by Alex Nguyen, City Manager, which suspended the following City practices, requirements and regulations:
 - a. The requirement for a report of building records prior to sale or exchange of real property (City Code Chapter 14, Article XX).
 - b. Restrictions on hours of delivery to establishments that provide food and essential products, such as medicine to the public.
 - c. Restrictions on drive thru hours of establishments that provide food and essential products, such as medicine, to the public.
 - d. Parking restrictions related to street sweeping.
 - e. Penalties for late renewal and application for Business Tax Certificates.
 - f. Termination of City utility service for payment delinquency and imposition of penalties for late utility service payment.
 - g. The requirement that contractors hold valid City business tax certificate as a prerequisite for issuance of building permits.
2. Scott Kolwitz, Planning & Environmental Services Manager announced:
 - i. On March 17, 2020, the City Council
 - a. Authorized a contract with Environmental Science Associates to prepare a Climate Action Plan; and
 - b. Authorized staff to negotiate a Development Agreement associated with the Sakioka Farms Business Park Specific Plan for Development Agreement.
 - ii. The Planning Commission meeting for April 2, 2020 has been cancelled.
 - iii. The next Planning Commission meeting will be April 16, 2020 in City Council Chambers.
 - iv. The Coastal Commission meeting scheduled for April has been cancelled. Oxnard's Short Term Rentals and Fisherman's Wharf items were on the agenda. These will be rescheduled and heard at a future meeting.

¹ In Favor: Against: Absent: Abstain: Recused

J. ADJOURNMENT

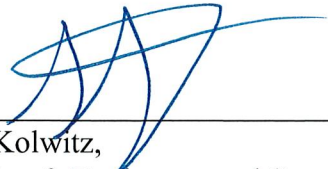
1. At 6:51 p.m., the Planning Commission concurred to adjourn.

FUTURE MEETINGS

Thursday, April 16, 2020, 6:00 p.m., City Council Chambers



Deirdre Frank,
Chair

ATTEST 

Scott Kolwitz,
Planning & Environmental Services Manager