

This meeting is held pursuant to the State Emergency Services Act, the Governor's Emergency Declaration, and Governor's Executive Order N-29- 20 to allow members of the City Council or staff to participate via teleconference.

As a precautionary measure to help slow the spread of COVID-19, the City Council facilities are temporarily closed to the public. The public is encouraged to view the meeting from home on the City's website at Oxnard.org/city-meetings, Spectrum channel 10, Frontier channel 35, or YouTube at [Youtube.com/oxnardnews](https://www.youtube.com/oxnardnews). Video recordings are typically available online immediately following the meeting.

The public may provide comments to the Planning Commission via email at planning@oxnard.org no later than 3:00 p.m. on the day of the meeting. Please identify the meeting date and agenda item in the Subject line.

A telephone option for public comments is also available at this time. Requests to speak must be submitted no later than 3:00 p.m. on the day of the meeting. Use the form on the city's website to submit your request: Oxnard.org/city-meetings, or call the Planning Division Office at (805) 385-7878, or email your request to planning@oxnard.org.

CITY OF OXNARD PLANNING COMMISSION AGENDA

REGULAR MEETING

Council Chambers, 305 West Third Street
Thursday, April 1, 2021, 6:00 p.m.

A. ROLL CALL:

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

C. PUBLIC COMMENTS - On Items Not On The Agenda

At this time, a person may address the Planning Commission on matters within the jurisdiction of the Planning Commission, including information/consent items and any item not appearing on the agenda. The Chair shall limit public comments to three (3) minutes. The Planning Commission cannot take action on any item presented during public comments that is not on the agenda and such item may only be referred to the Commission Secretary. Persons wishing to speak on public hearing items should do so at the time of the public hearing.

D. CONSENT AGENDA

1. APPROVAL OF MINUTES – March 18, 2021

E. NOMINATION AND ELECTIONS

1. Nomination and Election of the Planning Commission Chair and Vice Chair to Serve for Calendar Year 2021

F. EX PARTE DECLARATIONS FOR REPORT ITEMS

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, you should contact the office of the City Clerk at (805) 385-7803. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

Written materials relating to an item on this agenda that are distributed to the Planning Commission within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at 214 South C Street, during customary business hours.

G. REPORT

1. **Project Name: The 2021-2029 Draft Housing Element.** The Planning Commission will receive public input and provide input regarding the 2021-2029 Draft Housing Element. The Housing Element evaluates the City of Oxnard's existing and projected housing needs, reviews constraints to the development of housing, identifies sites for new housing, and includes programs to meet housing needs for current and future residents. The purpose of the meeting is to share information and receive feedback on the Draft Housing Element, future Programs and Zoning Code changes needed to comply with new state laws. The action before the Planning Commission is Statutorily Exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15262, Feasibility and Planning Studies. The Planning Commission's direction is not a final action or an approval in regard to the Housing Element Update and does not have a legally binding effect on any possible future discretionary action. Filed by the City of Oxnard Planning Division, Community Development Department.

City Staff: Heather Davis, Contract Planner; Kathleen Mallory, AICP, Planning & Sustainability Manager

Recommendation:

That the Planning Commission:

- 1) Receive a presentation of the 2021-2029 Draft Housing Element (6th Cycle Housing Element); and
- 2) Recommend that the City Council submit the Draft Housing Element to the State of California Housing and Community Development Department (HCD).

Please click the following link to view the required Measure M pre-recorded presentation video:

<https://youtu.be/XD-HzA7quqU>

H. STUDY SESSION/REPORTS**I. PLANNING COMMISSION BUSINESS****J. COMMUNITY DEVELOPMENT STAFF UPDATES****K. ADJOURNMENT****FUTURE MEETINGS**

Thursday, April 15, 2021, 6:00 p.m., City Council Chambers

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, you should contact the office of the City Clerk at (805) 385-7803. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting.

Written materials relating to an item on this agenda that are distributed to the Planning Commission within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection at 214 South C Street, during customary business hours.

MINUTES
OXNARD PLANNING COMMISSION
REGULAR MEETING
March 18, 2021 Minutes
DRAFT

A. ROLL CALL

1. At 6:03 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 (via videoconference), Vice Chair Sanchez (via videoconference), Commissioners Arruejo (via videoconference), Chavez (via videoconference), Lopez (via videoconference) and Meyer (via videoconference) were present.
3. Staff members present were: Scott Kolwitz, Planning & Environmental Services Manager; Ken Rozell, Chief Assistant City Attorney; Tatiana Araout, City Engineer; and Dee Lai, Recording Secretary.
4. Chair Frank presided and called the meeting to order.
5. Scott Kolwitz, Planning & Environmental Services Manager, welcomed and introduced the two new Commissioners, Ronald Arruejo and Miguel Lopez to the Planning Commission.

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

1. Commissioner Lopez led the pledge of allegiance.

C. PUBLIC COMMENTS - On Items Not On The Agenda

1. None.

D. CONSENT AGENDA

1. APPROVAL OF MINUTES - February 18, 2021

MOTION: Commissioner Chavez moved and Vice Chair Sanchez seconded a motion to approve the minutes of February 18, 2021, with the correction to update to Roll Call Item A.1, as follows:

At 6:00 p.m., the regular meeting of the Oxnard Planning Commission convened in the Council Chambers. ~~Chair Frank~~ Vice Chair Sanchez announced pursuant to Governor Newsom's Executive Order N-29-20, members of the Planning Commission or staff may participate in meetings via teleconference.

VOTE: Vice Chair Sanchez, and Commissioners Chavez, and Meyer voted in favor. The motion carried 3:0:0:3:0¹. Chair Frank, Commissioners Arruejo and Lopez abstained.

E. EX PARTE DECLARATIONS FOR PUBLIC HEARING ITEMS

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

F. PUBLIC HEARING

1. **Project Name: 2030 General Plan and Local Coastal Plan Conformity Determination for the City of Oxnard Capital Improvement Program (CIP) Fiscal Years (FY) 2021-2026** - The Planning Commission will review the CIP for FY 2021-2026 to confirm it is in conformance with the City of Oxnard 2030 General Plan and relevant Coastal Land Use Plan policies pursuant to Section 65401 of the Government Code. The CIP includes a range of roadway improvements, maintenance of public facilities, stormwater drainage improvements and other miscellaneous projects. The whole of the proposed CIP projects are located throughout the City of Oxnard and vary in scope and funding. Filed by Craig Beck, Interim Public Works Director, City of Oxnard Public Works Department, 305 West Third Street - Third Floor, Oxnard.
City Staff: Tatiana Arnaout, City Engineer; and Scott Kolwitz, Planning and Environmental Services Manager

Recommendation:

That the Planning Commission find that the Capital Improvement Program (CIP) projects for FY 2021-2026 is not a “project” under the California Environmental Quality Act pursuant to section 15601 (b)(3) and 15378(b)(4) and adopt Resolution 2021-XX finding that the proposed Capital Improvement Program (CIP) projects for FY 2021-2026 are in conformance with the City of Oxnard 2030 General Plan and relevant Coastal Land Use Plan policies pursuant to Section 65401 of the Government Code.

Tatiana Arnaout, City Engineer, provided the required Measure M pre-recorded presentation video outlining the request which was posted with the agenda: <https://youtu.be/NVr90DUTLQU>

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

A public verbal comment was received from Pat Brown (Oxnard), who had technical difficulties, so she did not speak. No other public verbal comments were received in support of 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.

¹ In Favor: Against: Absent: Abstain: Recused

Discussion ensued among the Commissioners and staff about several topics, including: the CIP prioritization process, accessibility, as projects may be compliant with multiple General Plan or Coastal Land Use Plan goals and policies, are projects categorized by the most relevant goal and policy; questions about specific projects in the CIP including: the aquatic center, building ratings, lighting, parks and open spaces, public restrooms, and public tree inventory; questions about funding regarding: quimby fees, funding availability and expiration; and compliments to staff on great progress implementing projects, especially in consideration of COVID-19.

MOTION: Chair Frank moved and Commissioner Chavez seconded a motion finding that the Capital Improvement Program (CIP) projects for FY 2021-2026 is not a “project” under the California Environmental Quality Act pursuant to section 15601 (b)(3) and 15378(b)(4) and adopt Resolution 2021-06 finding that the proposed Capital Improvement Program (CIP) projects for FY 2021-2026 are in conformance with the City of Oxnard 2030 General Plan and relevant Coastal Land Use Plan policies pursuant to Section 65401 of the Government Code.

VOTE: Chair Frank, Vice Chair Sanchez, Commissioners Arruejo, Chavez, Lopez and Meyer voted in favor. The motion carried 6:0:0:0:².

G. STUDY SESSION/REPORTS

1. None

H. PLANNING COMMISSION BUSINESS

1. Commissioner Chavez announced the Ventura County Transportation Commission (VCTC) is assisting motorists on freeway 101 and keeping our freeway clear.
2. Vice Chair Sanchez and Commissioner Meyer shared they are still attending the eight-week APA Planning Academy (February 17-April 7).
 - i. Commissioner Meyer commented that the APA Planning Academy was rich and dense. He mentioned the conference talked about several topics, including: spaces for all; the shifting of public spaces; open space planning; concept around linear spaces; making streets available for and functional for pedestrians and motor vehicles; equity; challenge of having largely white males in planning and decision making roles; and CEQA.
 - ii. Vice Chair Sanchez commented that the APA Planning Academy has been a great educational experience and a real eye opener. He agreed with Commissioner Meyer’s summary of the Academy training.
3. All Commissioners welcomed the newest Commissioners

² In Favor: Against: Absent: Abstain: Recused

I. COMMUNITY DEVELOPMENT STAFF UPDATES

1. Scott Kolwitz, Planning & Environmental Services Manager announced:
 - i. On March 25, 26, 31 and April 1, 2021, the League of California Planning Academy conference training opportunity for the Commissioners with sessions ranging from the basic roles and responsibilities as a Planning Commissioner to newer emerging issues. The training has been offered to our newly appointed Commissioners.
 - ii. On March 30, 2021, the City Council is anticipated to appoint the seventh of seven Planning Commissioners to the Planning Commission.
 - iii. The draft Housing Element document is available on the City's website for public review from March 10, 2021 to April 9, 2021.
 1. On March 24, 2021, there will be a virtual community meeting on the draft housing element.
 2. On April 1, 2021, City staff will be presenting the Draft Housing Element to the Planning Commission for discussion, not for decision making.
 3. On April 29, 2021, City staff will be presenting the Draft Housing Element to the City Council for discussion, not for decision making.
 4. Following those meetings, City staff will submit the Draft Housing Element to the State for comment, revise the document based on the discussion and comments received, and publish the draft environmental document. The effort culminates in October 2021, when City staff will be bringing the Draft Housing Element to the City Council for adoption.
 - iv. On March 30, 2021, there will be two Planning items going on the City Council agenda: Update on the Preparation of the Climate Action and Adaptation Plan, and the City of Oxnard 2020 General Plan and Housing Element Annual Progress Report.
 - v. The next Planning Commission meeting is scheduled for April 1, 2021 at 6:00 p.m.
 - vi. On April 1, 2021, there will be election of Chair and Vice Chair on the agenda.
2. Scott Kolwitz, Planning & Environmental Services Manager read an email from Commissioner Fuhling who thanked City staff and fellow Commissioners for their service.

J. ADJOURNMENT

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

FUTURE MEETINGS

Thursday, April 1, 2021, 6:00 p.m., City Council Chambers

Deirdre Frank,
Chair

ATTEST _____
Scott Kolwitz,
Planning & Environmental Services Manager

MEMO



DATE: April 1, 2021

TO: Planning Commission

FROM: Scott Kolwitz, Planning Manager
Vyto Adomaitis, Community Development Director

SUBJECT: Nomination and Election of the Planning Commission Chair and Vice Chair to Serve for Calendar Year 2021 Agenda Item No: E-1

The Planning Commission is asked to nominate and elect a Chair and Vice Chair to serve for calendar year 2021 at its April 1, 2021 meeting.

As provided in the Planning Commission's Rules and Procedures (protocols), the Planning Commission has the option to hold elections at:

1. The first regular meeting of the Commission held in every calendar year, or
2. The first regular meeting after appointment of the members of the Commission by the City Council.

The City Council is anticipated to conclude Planning Commission appointments on March 30, 2021. Consequently, elections have been scheduled for the Planning Commission's next regular meeting on April 1, 2021.

This memorandum is provided to outline the procedure for the nomination and election procedures consistent with Robert's Rules of Order, as required by Measure M approved by the voters in November 2020.

1. Nominations

The current Chair opens nominations for the position of Chair and will call upon Commissioners to make a nomination. Any Commissioner may nominate any other Commissioner including themselves. A second is necessary for a nomination. Nominations stay open until there are no more nominations.

2. Vote

The current Chair calls a vote of each nominated Commissioner for Chair in the same sequence the nominations were received, and all Commissioners will be asked to vote for each nomination until a Commissioner receives a simple majority vote of all members present. For example, if Commissioner "A" nominates Commissioner "C" and then Commissioner "D" nominates Commissioner "B," the vote will first be called for the

election of Commissioner “C.” If Commissioner “C” does not receive a simple majority vote, then a vote will be called for the election of Commissioner “B.”

3. New Chair Immediately Assumes Responsibilities

Once the new Chair is elected, the new Chair will call for nominations of the Vice Chair following the same procedure outlined above in this memorandum.