

MINUTES  
OXNARD PLANNING COMMISSION  
REGULAR MEETING  
April 1, 2021 Minutes

**A. ROLL CALL**

1. At 6:00 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), Connelly (via videoconference), Lopez (via videoconference) and Meyer (via videoconference) were present.
3. Staff members present were: Scott Kolwitz, Planning & Environmental Services Manager; Kathleen Mallory, Planning & Sustainability Manager; Heather Davis, Rincon Consultant (via videoconference), Amy Sinsheimer, Placeworks Consultant (via videoconference); Ken Rozell, Chief Assistant City Attorney; 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 new Commissioner, Katherine Connelly to the Planning Commission.

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

1. Commissioner Connelly led the pledge of allegiance.

**C. PUBLIC COMMENTS - On Items Not On The Agenda**

1. None.

**D. CONSENT AGENDA**

1. APPROVAL OF MINUTES - March 18, 2021

**MOTION:** Commissioner Lopez moved and Vice Chair Sanchez seconded a motion to approve the minutes of March 18, 2021, as submitted.

**VOTE:** Chair Frank, Vice Chair Sanchez, and Commissioners Arruejo, Chavez, Connelly and Meyer voted in favor. The motion carried 6:0:0:1:0<sup>1</sup>. Commissioner Connelly abstained.

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<sup>1</sup> In Favor: Against: Absent: Abstain: Recused

## **E. NOMINATION AND ELECTIONS**

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

#### **Chair Nominations**

**NOMINATIONS:** Vice Chair Sanchez moved and Commissioner Meyer seconded a nomination for Chair Frank to serve as Chair for Calendar Year 2021.

Commissioner Arruejo moved and Commissioner Lopez seconded a nomination for Commissioner Chavez to serve as Chair for Calendar Year 2021.

**VOTES:** Chair Frank to serve as Chair for Calendar Year 2021: Chair Frank, Vice Chair Sanchez, and Commissioner Meyer voted in favor. The motion failed 3:3:0:1:0<sup>2</sup>. Commissioners Arruejo, Chavez and Lopez voted no. Commissioner Connelly abstained.

Commissioner Chavez to serve as Chair for Calendar Year 2021: Commissioners Arruejo, Chavez, and Lopez voted in favor. The motion failed 3:3:0:1:0<sup>3</sup>. Chair Frank, Vice Chair Sanchez, and Commissioner Meyer voted no. Commissioner Connelly abstained.

**MOTION:** Commissioner Arruejo moved and Commissioner Lopez seconded a motion to continue the election of Chair and Vice Chair to date certain of April 15, 2021.

**VOTE:** Chair Frank, Vice Chair Sanchez, Commissioners Arruejo, Chavez, Connelly, Lopez, and Meyer voted in favor. The motion carried 7:0:0:0:0<sup>4</sup>.

## **F. EX PARTE DECLARATIONS FOR PUBLIC HEARING ITEMS**

1. Commissioner Lopez attended the March 24, 2021 Draft Housing Element Community Workshop and actively listened but did not participate in the conversations. The remaining Commissioners did not have any ex parte communications to report for Item G-1.

## **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.

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<sup>2</sup> In Favor: Against: Absent: Abstain: Recused

<sup>3</sup> In Favor: Against: Absent: Abstain: Recused

<sup>4</sup> In Favor: Against: Absent: Abstain: Recused

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).

Kathleen Mallory, Planning & Sustainability Manager, and Amy Sinsheimer, Placeworks Consultant, provided the required Measure M pre-recorded presentation video outlining the request which was posted with the agenda: <https://youtu.be/XD-HzA7quqU>

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

Public verbal comments were received from: Barbara Macri-Ortiz (House Farm Workers - Oxnard Committee) who commented on several topics, including: by-right development definition; 30 residential units per acre at 2900 Saviers Road doesn't make sense; Program 3 - Rezone, amend zoning standards to provide relaxed development standards to allow for increased density, Density Bonus review authority should be aligned with the decision maker of the underlying permit (i.e. Director level if a Development Design Review Permit is the only permit that is needed); Maria Navarro (CAUSE, Policy Advocate) commented on the need for a rental stabilization ordinance; Zuleth Lucero (CAUSE, Oxnard Organizer) commented on the need for a rental stabilization ordinance; Nidia Bello (CAUSE, Oxnard Organizer) commented on rent control; Ocil Herrejon (CAUSE, Associate Organizing Director) commented on how to keep our existing residents stable; Carl Morehouse (Vulnerable Populations Housing Advocacy Network - VPHAN) commented on several topics, including: tiny homes; commercial conversions; increase inclusionary requirements to be in line with Goleta, California; housing trust fund utilization; and increase in-lieu housing fee.

No other public verbal comments were received in support of or against Item G-1.

A public written comment and email were received from Barbara Macri-Ortiz.

A public written comment was also received from Concerned Community Members, Affordable Housing Advocates, and Affordable Housing Developers, including: Kenneth Trigueiro (People's Self-Help Housing); Clyde Reynolds (Vulnerable Populations Housing); Veronica Garcia (People's Self-Help Housing); Rebecca Albarran (Ventura County, YIMBY); Judy Alexandre Phd, LCSW; and Ellen Brokaw (House Farm Workers!).

A public memo from Kathleen Mallory, Planning & Sustainability Manager, and Heather Davis, Rincon Consultant, providing written responses to comments received was provided.

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

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

Discussion ensued among the Commissioners and staff about several topics, including: local preference criteria; ADU methodology; high quality transit corridor; farmworker count; density of development; inclusionary housing regulations in Ventura County; waiving development impact fees; form based development codes; institutional housing partnerships; funding sources; low barrier housing examples; energy conservation requirements; conversion of office spaces into residential; and working remotely.

**MOTION:** Commissioner Meyer moved and Vice Chair Sanchez seconded a motion recommending that City Council submit the Draft Housing Element to the State of California and Community Development Department (HCD) with consideration to explore "rental control," "just cause" and "Ventura County Farmworker" Programs as part of the Draft Housing Element.

**VOTE:** Chair Frank, Vice Chair Sanchez, Commissioners Arruejo, Chavez, Connelly, Lopez and Meyer voted in favor. The motion carried 7:0:0:0:0<sup>5</sup>.

## **H. STUDY SESSION/REPORTS**

1. None

## **I. PLANNING COMMISSION BUSINESS**

1. Commissioner Meyer shared the eight-week APA Planning Academy (February 17-April 7) is about to conclude. He shared the recent topic has been about housing and that 90% of cities did not meet the RHNA numbers.
2. Commissioner Arruejo and Lopez shared they are virtually attending the League of California Cities Planning Academy which was held on March 25, 26, 31 and April 1, 2021. Planning Academy sessions ranged from the basic roles and responsibilities as a Planning Commissioner to newer emerging issues.
3. Commissioner Chavez inquired about the process to amending the By-laws and when Planning Commissioners will receive updates from staff regarding 1) when buildings

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<sup>5</sup> In Favor: Against: Absent: Abstain: Recused

are required to have elevators, and 2) what's the City's policy on vacant buildings and parcels in Oxnard and whether the City has the ability to speak to the owners of the vacant buildings to encourage upkeep or development.

4. All Commissioners welcomed the newest Commissioner.

**J. COMMUNITY DEVELOPMENT STAFF UPDATES**

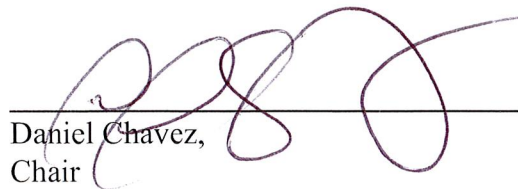
1. Scott Kolwitz, Planning & Environmental Services Manager announced:
  - i. Staff is waiting for a lighter agenda and associated staff capacity to update the Planning Commission regarding the requirement of elevators and vacant dilapidated properties and enforcement actions.
  - ii. Staff will also provide an additional new Planning Commissioner training.
  - iii. On March 30, the City Council received an update on the Preparation of the Climate Action and Adaptation Plan, and the City of Oxnard 2020 General Plan and Housing Element Annual Progress Reports.
  - iv. The next planning Commission meeting is scheduled for April 15, 2021 at 6:00 p.m.

**K. ADJOURNMENT**

1. At 8:36 p.m., the Planning Commission concurred to adjourn.

**FUTURE MEETINGS**

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

  
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Daniel Chavez,  
Chair

ATTEST   
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Scott Kolwitz,  
Planning & Environmental Services Manager