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. 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.

AMENDED AGENDA - TRANSMITTAL MEMOS ADDED TO ITEM F-1 AND F-2

CITY OF OXNARD
PLANNING COMMISSION
AGENDA

REGULAR MEETING
Council Chambers, 305 West Third Street
Thursday, July 15, 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 – July 1, 2021

E. EX PARTE DECLARATIONS FOR PUBLIC HEARING ITEMS

F. PUBLIC HEARING

1. **Project Name: Peninsula Road Street Vacation General Plan Conformity -** PLANNING AND ZONING PERMIT No. 21-625-02 (General Plan Conformity Determination). A request that the Planning Commission adopt a resolution affirming that the City of Oxnard's vacation of the southernmost 272 feet of Peninsula Road and acceptance of a public access easement to allow for the continuation of vehicular circulation is in conformance with the City of Oxnard 2030 General Plan and recommending that the City Council order the street vacation and accept the public access

easement. The project site is located at the terminus of Peninsula Road (public right-of-way) fronting 3605 Peninsula Road. Filed by the City of Oxnard, Community Development Department, 214 South C Street, Oxnard, California 93030.
City Staff: Isidro Figueroa, Principal Planner

Recommendation: That the Planning Commission

a) Find the project Exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3) and Section 15378(b)(5), and
b) Adopt Resolution 2021-XX affirming that the City of Oxnard's proposed vacation of the southernmost 272 feet of Peninsula Road fronting 3605 Peninsula Road and acceptance of a public access easement is in conformance with the City of Oxnard 2030 General Plan, and recommending that the City Council order the vacation and accept a public access easement.

Please click the following link to view the required Measure M pre-recorded presentation video: https://youtu.be/5j1pDlthuBI

2. **Project Name: Firearms Ordinance Update -** PLANNING AND ZONING PERMIT No. 20-580-05 (Zone Text Amendment) A request to modify Oxnard City Code (OCC) Chapter 16 (Zoning Code) pertaining to the permitting and development requirements related to firearm ranges and businesses engaged in the sale of firearms and ammunition. Proposed modifications include adding medical clinics and hospitals as a sensitive use requiring a 600-foot separation from businesses engaged in the sale of firearms and ammunition and firearm ranges to OCC Chapter 16, Article II, Section 16-10 (Definitions), and OCC Chapter 16, Article V (Specific Use Requirements), Division 19 (Firearm and Ammunition Sales) Section 16-540.1(B) & Division 20 (Firearm Ranges) Section 16-504.2(B). Filed by the City of Oxnard, Community Development Department, 214 South C Street, Oxnard, California 93030.
City Staff: Isidro Figueroa, Principal Planner

Recommendation: That the Planning Commission

c) Find the Project to be exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines Sections 15060(c)(2) and (3) and 15061(b)(3), and
d) Adopt Resolution 2021-XX recommending that the City Council approve Planning & Zoning Permit No. 20-580-05 (Zone Text Amendment) adding Medical Clinics and Hospitals as sensitive uses requiring separation from establishing regulations to address Firearm Ranges and the Sales of Firearms and Ammunition.

Please click the following link to view the required Measure M pre-recorded presentation video:https://youtu.be/2jKXKFobWm4

G. STUDY SESSION/REPORTS

H. PLANNING COMMISSION BUSINESS

I. COMMUNITY DEVELOPMENT STAFF UPDATES

J. ADJOURNMENT

FUTURE MEETINGS

Thursday, August 5, 2021, 6:00 p.m., City Council Chambers

RULES AND PROCEDURES (BYLAWS) SUBCOMMITTEE MEETING
Council Chambers, 305 West Third Street
Thursday, July 15, 2021, 6:00 p.m. immediately following the close of the Planning Commission meeting

A. ROLL CALL

B. 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.

C. CONSENT AGENDA

1. APPROVAL OF SUBCOMMITTEE MINUTES - June 17, 2021

2. APPROVAL OF SUBCOMMITTEE MINUTES - July 1, 2021

D. STUDY SESSION/REPORTS

1. **Project Name: Rules and Procedures (Bylaws) Discussion**
   City Staff: Scott Kolwitz, Planning and Environmental Services Manager
   Ken Rozell, Chief Assistant City Attorney

   Recommendation: That the Planning Commission Rules and Procedures (Bylaws) Subcommittee review and suggest revisions to the Rules and Procedures of the Planning

Commission in preparation of reporting its findings and recommendations to the Planning Commission by August 19, 2021.

E. ADJOURNMENT

FUTURE MEETINGS

Thursday, August 5, 2021, 6:00 p.m. immediately following the close of the Planning Commission meeting, City Council Chambers

MINUTES
OXNARD PLANNING COMMISSION
RULES AND PROCEDURES (BYLAWS) SUBCOMMITTEE MEETING
June 17, 2021 Minutes
DRAFT

A. ROLL CALL

1. At 6:44 p.m., the Planning Commission Rules and Procedures (Bylaws) Subcommittee meeting of the Oxnard Planning Commission convened in the Council Chambers.
2. Chair Chavez (via videoconference), Vice Chair Arruejo (via videoconference), and Commissioners Connelly (via videoconference) were present.
3. Staff members present were: Scott Kolwitz, Planning & Environmental Services Manager; Ken Rozell, Chief Assistant City Attorney; Jessica Monterroso, Administrative Secretary and Dee Lai, Recording Secretary.

B. STUDY SESSION/REPORTS

1. **Project Name: Rules and Procedures (Bylaws) Discussion**
   City Staff: Scott Kolwitz, Planning and Environmental Services Manager
   Ken Rozell, Chief Assistant City Attorney

   Recommendation: That the Planning Commission Rules and Procedures (Bylaws) Subcommittee review and suggest revisions to the Rules and Procedures of the Planning Commission in preparation of reporting its findings and recommendations to the Planning Commission by August 5, 2021.

   Discussion ensued among the members of the Bylaws subcommittee and staff regarding proposed amendments to the Rules and Procedures (Bylaws) to be presented and approved by the full Planning Commission on August 5, 2021. The subcommittee discussed the Bylaws line by line and made it halfway through the document.

C. ADJOURNMENT

1. At 8:50 p.m, the Planning Commission Rules and Procedures (Bylaws) Subcommittee concurred to adjourn.

FUTURE MEETINGS

Thursday, July 1, 2021, 6:00 p.m. immediately following the close of the Planning Commission meeting, City Council Chambers

____
Ronald Arruejo,
Vice Chair

ATTEST _______________________________
Scott Kolwitz,
Planning & Environmental Services Manager

MINUTES
OXNARD PLANNING COMMISSION
REGULAR MEETING
July 1, 2021 Minutes
DRAFT

A. ROLL CALL

1. At 6:04 p.m., the regular meeting of the Oxnard Planning Commission convened in the Council Chambers. Chair Chavez announced pursuant to Governor Newsom's Executive Order N-29-20, members of the Planning Commision or staff may participate in meetings via teleconference.
2. Chair Chavez (via videoconference), Vice Chair Arruejo (via videoconference), Commissioners Connelly (via videoconference), Lopez (via videoconference), Nash (via videoconference), and Sanchez (via videoconference) were present. Commissioner Meyer was absent.
3. Staff members present were: Scott Kolwitz, Planning & Environmental Services Manager; Joe Pearson II, Senior Planner; Ken Rozell, Chief Assistant City Attorney; Emilio Ramirez, Housing Director; Jessica Monterroso, Administrative Secretary and Dee Lai, Recording Secretary.
4. Chair Chavez presided and called the meeting to order.

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 - June 17 2021

MOTION: Commissioner Lopez moved and Commissioner Sanchez seconded a motion to approve the regular minutes of June 17, 2021 as submitted. The June 17, 2021 Rules and Procedures (Bylaws) Subcommittee minutes will be considered for approval at the next Planning Commission Rules and Procedures (Bylaws) Subcommittee when it's agendized.

VOTE: Chair Chavez, Vice Chair Arruejo, Commissioners Connelly, Lopez, Nash, and Sanchez voted in favor. Commissioner Meyer was absent. The motion carried 6:0:1:0:0[1].

[1] In Favor: Against: Absent: Abstain: Recused

E. EX PARTE DECLARATIONS FOR PUBLIC HEARING ITEMS

1. Commissioner Sanchez commented that he had ex parte communication for Item F-1. He visited the 2161 Etting Road Apartment Modifications project site.

2. None of the remaining Planning Commissioners had any ex parte communications to report for Item F-1.

F. PUBLIC HEARING

1. **Project Name: 2161 Etting Road Apartment Modifications -** Planning and Zoning Permit Nos. 21-550-02 (Major Modification to PZ 15-200-01 (Development Design Review - All Affordable Housing Opportunity Program "AAHOP") and 18-535-02 (Density Bonus Permit)) and 21-535-05 (Density Bonus Permit). The Project includes modifications to a previously approved 100 percent affordable apartment project developed under the All-Affordable Housing Opportunity Program (AAHOP) to increase the number of units from 42-units to 58-units. The modified project would allow for the construction of an all affordable 58-unit apartment complex with associated site improvements on a 1.98 acre site and adjacent infrastructure improvements offsite. The complex would include three 3-story buildings with one to three bedroom units ranging between 753 and 1,148 square feet in size, a community room, onsite laundry room, onsite management office, and veteran and farm worker services. Additional onsite amenities include outdoor recreational areas for residents. The Project also includes a request for the ministerial approval of a Density Bonus Permit to allow for a 20 percent Density Bonus to increase the maximum number of units from 48-units to 58-units and to waive, reduce or modify ten development standards related to projections into the front yard setback, open space requirements, storage, balcony size, parking, and parking lot design. The Project will be a 100 percent affordable project and is proposing a mix of verteran and farm worker housing. The Project site is located at 2161 Etting Road (APN: 225-0-014-020) within the Residential Low-Medium land use designation and the Multi-Family Affordable Housing (R-2-AH) zone district. Filed by Gustavo Almarosa, of Cabrillo Economic Development Corporation, the Applicant and Owner, 702 County Square Drive, Suite 200, Ventura, CA 93003.
City Staff: Joe Pearson II, Senior Planner

Recommendation: That the Planning Commission
a) Find the Project to be Categorically Exempt from the California Environmental Quality Act (CEQA), pursuant to Sections 15332 (In-fill Development Projects) of the CEQA Guidelines; and
b) Adopt Resolution 2021-13 approving Planning and Zoning Permit No. 21-550-02 (Major Modification to PZ 15-200-01 (Development Design Review - All Affordable Housing Opportunity Program "AAHOP") and 18-535-02 (Density Bonus Permit)) and 21-535-05 (Density Bonus Permit), subject to certain findings and conditions.

Joe Pearson II, Senior Planner, provided the required Measure M pre-recorded presentation video outlining the request which was posted with the agenda: https://youtu.be/jTN1loBA3So

The applicant team Gustavo Almarosa (Cabrillo Economic Development Corporation, Director of Real Estate Development), Jim Bizzelle (Cabrillo Economic Development

Corporation, Project Manager), Mark Petit (Lauterbach & Associates, Project Architect), Rosy Hernandez (Lauterbach & Associates, Project Architect), and Barbara Macri-Ortiz (Law Office of Barbara Marci-Ortiz, Project Attorney) provided a presentation outlining the request.

MOTION: Commissioner Nash moved and Commissioner Connelly seconded a motion to allow Gustavo Almarosa (Cabrillo Economic Development Corporation, Director of Real Estate Development) to share his screen to provide additional testimony.

VOTE: Commissioners Connelly, Lopez, Nash, and Sanchez voted in favor. Chair Chavez and Vice Chair Arruejo voted no. The motion carried 4:2:1:0:0[2].

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

City staff distributed the following written communications:

1. Transmittal Memo No. 1, dated June 29, 2021, which contained the "Focused Monarch Butterfly Assessment, Etting Road Apartment Project, SWCA Project No. 0067397-000-PAS."
2. Transmittal Memo No. 2, dated July 1, 2021, which contained a public written comment from Ana Carrillo in opposition to Item F-1. She commented that the project would have a negative effect on the Monarch butterfiles and the rehabilitation efforts.
3. Transmittal Memo No. 3, dated July 1, 2021, which contained a letter from Barbara Marci-Ortiz requesting removal of Condition Nos. 223 and 224.
4. Errata Memo No. 1, dated July 1, 2021, which contained suggested edits to the Resolution Recitals and Conditions as agreed upon by staff and the applicant team.

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

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

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

Discussion ensued among the Commissioners and staff about several topics, including: Monarch Butterfly Assessment and conclusions; tree replacement and Cultural Heritage Board; use of hardscape and landscaping as recreation areas; nearest non-residential parking; traffic concerns raised by neighborhood residents; veterans and farmworker services to be provided; timing of grant applications; condition of approval 99 regarding elevator distance to units; condition of approval 39 regarding security camera's domed casings; conditions of approval 223 and 224 regarding Pleasant Valley Road and Etting Road replacement of sidewalks; and the errata memo regarding changes to conditions of approval.

[2] In Favor: Against: Absent: Abstain: Recused

MAIN MOTION:

Vice Chair Arruejo moved and Commissioner Lopez seconded a motion to approve the 2161 Etting Road Apartment Modifications project, finding the Project to be Categorically Exempt from the California Environmental Quality Act (CEQA), pursuant to Sections 15332 (In-fill Development Projects) of the CEQA Guidelines; and adopt Resolution 2021-13 approving Planning and Zoning Permit No. 21-550-02 (Major Modification to PZ 15-200-01 (Development Design Review - All Affordable Housing Opportunity Program "AAHOP") and 18-535-02 (Density Bonus Permit)) and 21-535-05 (Density Bonus Permit), subject to certain findings with the inclusion of the following edits in Errata Memo No. 1:

1. The Recitals shall be edited as follows:
   a. WHEREAS, on August 2, 2018, the Planning Commission of the City of Oxnard ("Planning Commission") considered <u>and approved</u> an application for Planning and Zoning Permit No. 18-535-02 (Density Bonus) filed by the Cabrillo Economic Development Corporation (CEDC); and
2. Planning Division Special Condition numbers 9, 29, 75, 79, 99, 143, 144, 145, 182, 188, 189, 221, and 224 shall be edited as follows:
   a. 9. Developer shall provide off-street parking for the project, including the number of spaces, stall size, paving, striping, location, and access, as required by the City Code<u>, or as otherwise authorized by this permit</u>. (PL/B, G-9)
   b. 29. The April 13, 2017 Cultural Heritage Board Certificate of Appropriateness and its recommended mitigation is incorporated below as a condition of approval. (PL)

      Tree Health Monitoring and Reporting: Prior to issuance of a grading or building permit, the Applicant shall develop a Tree Protection Plan (TPP) prepared by a certified arborist for review and approval by the Planning Division and the Oxnard Cultural Heritage Board (OCHB). The TPP shall also incorporate the OCHB recommendations which address the loss of 18 trees and to protect the remaining 15 Eucalyptus trees.

      The TPP shall require protection of the remaining 15 protected trees of Landmark No. 15 during project grading and construction and shall incorporate off-sets or mitigation values for replacement of protected trees that are damaged or felled during and after construction<u>, as a result of construction activities</u>. Pruning specifications for each tree as well as ongoing monitoring of the tree health for a period of no less than five years after final construction shall occur unless a certified arborist recommends additional monitoring beyond the five years.

If protected trees are felled/damaged and require offsets/mitigation, the applicant shall plant new trees onsite as the offset/mitigation at a ratio of 4:1 or as otherwise directed after consultation with the Cultural Heritage Board and the City, and the applicant shall:

a. Post a financial assurance to cover the cost of planting and maintaining the offset trees;

b. Reimburse the City for OCHB and City staff and/or consultant costs to monitor compliance. City staff time and consultant costs to monitor compliance will be billed to the applicant; and

c. The applicant shall submit to the City, annual monitoring reports to be prepared by a certified arborist which address the success of the tree protection measures and the overall condition of encroached-upon trees relative to their condition prior to project construction. If any trees are found to be in serious declines ("D" or "F" status), the arborist's report must include a Damaged Tree Report Addendum to the TPP which recommends offsets and any associated additional monitoring. The applicant shall implement any recommendations made by the arborist's Damaged Tree Report Addendum to the satisfaction of the Planning Director. The applicant shall submit annual monitoring reports for a period of no less than five years to start after all buildings have been issued a Certificate of Occupancy.

c. 75. ~~All signalized~~ Signalized intersections at Etting Road/Pleasant Valley Road and Pleasant Valley Road/Bard Road shall be equipped with pre-emption equipment. (FD/TR, F15)

d. 79. All emergency egress/Fire Department access windows or doors that serve any room that can be utilized for sleeping, shall have access to a safe path of travel leading to the public right-of-way without re-entering the structure.

e. 99. Developer shall provide elevators in structures of three stories or more, except where the third story consists entirely of upper levels of residence that have entrances at the first or second story. A single elevator may serve multiple buildings where elevator access is provided to each level of connected buildings. (PL/B, PL-17)

f. 143. Prior to issuance of building permits, Owner/Developer shall enter into a Density Bonus Agreement/AAHOP Agreement ~~agreement~~ in a form approved by the Housing Director and City Attorney ensuring the continued affordability of the 57 units (plus 1 manager's unit exempt from affordability requirements) which qualified the applicant for four Density Bonus concessions and a 20% density bonus increase above the AAHOP base density of 24 units/acre. All affordable units must meet the rent standards of Health and Safety Code Section 50053.

g. 144. The Density Bonus Agreement/AAHOP Agreement ~~agreement~~ shall be recorded in the Office of the Ventura County Recorder. The term of the Density Bonus Agreement/AAHOP Agreement ~~agreement~~ shall be for a minimum of 55 years.

h. 145. The Density Bonus Density Bonus Agreement/AAHOP Agreement shall, among other things, specify the number of affordable units by number of bedrooms, level of affordability, collection of an annual report, standards for qualifying household incomes or other qualifying criteria. Developer hereby agrees that fees may be charged to the developer for monitoring, staff time expended for preparation of the Density Bonus Agreement/AAHOP Agreement ~~agreement~~ and subsequent compliance with said Density Bonus Agreement/AAHOP Agreement ~~agreement~~.

i. 182. Storm drain, sewer and water facilities shall conform to applicable City Master Plans. Developer shall prepare plans for ~~these~~ facilities required by the project in accordance with City's engineering design criteria in effect at the time of improvement plan submittal. Developer shall submit plans with pertinent engineering analyses and design calculations for review and approval by the City Engineer prior to issuance of a site improvement permit. (DS-34)

j. 188. Prior to designing the water system for the project, Developer shall have a certified fire flow test performed to determine existing water pressure and flow characteristics. The water system shall be designed to allow for a 10 psi drop in the static water pressure measured during the fire flow test. After construction and before City issues a certificate of occupancy, the City Engineer or Fire Chief may require a second test. Developer shall obtain permits from the City Engineer prior to performing tests. Developer shall have all tests certified by a mechanical, civil, or fire protection engineer and provide written results of all tests to the City Engineer and Fire Chief. (DS-47)

k. 189. Developer shall improve all streets~~, alleys~~, sidewalks, curbs, and gutters adjacent to the project in accordance with City standards, as necessary to provide safe vertical and horizontal transitions. (DS-52)

l. 221. ~~If not already installed by another developer by~~ By the date of issuance of the first certificate of occupancy, Developer shall design and construct ~~a widening of Etting Road~~ frontage improvements along the Etting Road project frontage and construct~~s~~ (starting from the north right-of-way line): a 6-foot concrete sidewalk, an 8-foot landscaped parkway, and curb and gutter~~a 6-foot shoulder, two 12-foot wide travel lanes (one for~~

~~eastbound and one for westbound traffic), and a 6-foot wide paved shoulder on the south side~~. Improvements shall also include appropriate transitions from these new improvements to the existing paved roadway. The final design is subject to the approval of the City Traffic Engineer. ~~Staff estimates about 4,300 square feet of pavement is required for the widening. The City is currently processing plans for improvements along the Etting Road frontage of this project that are required of another nearby project (PZ 14-540-001). The nearby project's plans are anticipated to include the pavement widening required by this condition. The improvement plans for this project (PZ 15-200-001) are not required to include improvements for which PZ 14-540-001 has prepared plans, posted bonds, and pulled a construction permit. Relief from the requirement to provide plans for improvements already permitted by PZ 14-540-001 does not mitigate the requirement that the stated Etting Road widening must be constructed prior to the first certificate of occupancy for this project. Developer is advised to coordinate the design and construction of frontage improvements with the Developer of PZ 14-540-001 to the greatest extent possible. Upon request by the Applicant when the improvements are completed by a third party, the Planning Manager will prepare a letter stating these improvements are completed and accepted by the City and that this condition is satisfied.~~ (DS)

m. 224. Prior to issuance of a certificate of occupancy, Developer shall construct an offsite 6-foot wide sidewalk along the north side of Etting Road (unless tree locations dictate a narrower width at specific locations) that extends from the project's easterly boundary to the east leg of the Etting Road/Olds Road intersection. The sidewalk is to provide a safe pedestrian route from the project to the nearby schools. The final materials and layout of the sidewalk is subject to the approval of the Community Development Director and City Engineer. Construction plans shall be processed concurrent with site improvement plans. (TR)

3. Planning Division Special Condition number 38, 49, 94, and 116 shall be deleted:
   ~~a.~~ 38. ~~Parking stalls shall be enumerated. However, the stall numbers shall not correspond to the residential unit assigned the stall.~~
   ~~b.~~ 49. ~~Landscape elements shall be arranged to provide clear lines of sight and eliminate potential places of concealment.~~
   ~~c.~~ 94. ~~During construction, Developer shall control dust by the following activities:~~

   ~~All trucks hauling graded or excavated material offsite shall be required to cover their loads as required by California Vehicle Code section 23114, with special attention to sub~~

~~sections 23114(b)(2)(F), (c)(2) and (c)(4) as amended, regarding the prevention of such material spilling onto public streets and roads.~~

~~All graded and excavated material, exposed soils areas, and active portions of the construction site, including unpaved onsite roadways, shall be treated to prevent fugitive dust. Treatment shall include, but not necessarily be limited to, periodic watering, application of environmentally-safe soil stabilization materials, and/or roll-compaction as appropriate. Watering shall be done as often as necessary and reclaimed water shall be used whenever possible. (B/DS, PL-12)~~

~~d.~~ 116. ~~Prior to issuance of building permits, Applicant shall design patio and balconies facing Etting Road and Pleasant Valley Road with railings not to exceed 42 inches with not more than 50 per cent enclosure. (PL)~~

4. Remaining Conditions to be renumbered.

AMENDED MAIN MOTION:

Commissioner Nash moved and Commissioner Connelly seconded a motion to make the following edit:

1. Planning Division Police Department Condition number 39 shall be edited as follows:
   i. Cameras in domed casings are ~~highly encouraged~~ required as their area of focus is not easily determined by a casual observer.

AMENDED MAIN MOTION VOTE:

Chair Chavez, Commissioners Connelly, Lopez, Nash and Sanchez voted in favor. Vice Chair Arruejo voted no, and Commissioner Meyer was absent. The motion carried 5:1:1:0:0[3]

MAIN MOTION VOTE:

Chair Chavez, Vice Chair Arruejo, and Commissioners Connelly, Lopez, Nash and Sanchez voted in favor. Commissioner Meyer was absent. The motion carried 6:0:1:0:0[4]

G. STUDY SESSION/REPORTS

1. None

[3] In Favor: Against: Absent: Abstain: Recused
[4] In Favor: Against: Absent: Abstain: Recused

H. PLANNING COMMISSION BUSINESS

1. Commissioner Lopez thanked his fellow Commissioners and Planning staff for their patience, respect and tone. He's very appreciative of the leadership from Chair Chavez and Vice Chair Arruejo.
2. Commissioner Connelly congratulated her fellow Commissioners and Planning staff for their good work on thoroughly reviewing projects.
3. Chair Chavez announced that July 1, 2021 was the first day that the VCTC started collecting fares since the pandemic. The fare is half priced at $1 through the end of the year. Chair Chavez also stated that fireworks are illegal in the City of Oxnard and that fireworks are harmful to our veterans and pets. He encouraged everyone to be respectful and responsible and not shoot fireworks.

I. COMMUNITY DEVELOPMENT STAFF UPDATES

1. Ken Rozell, Chief Assistant City Attorney, announced that on June 22, 2021 Judge Walsh issued an intended decision to invalidate Measure M.
2. Scott Kolwitz, Planning & Environmental Services Manager, announced that the next Planning Commission meeting is scheduled for July 15, 2021, at 6:00 p.m.

J. ADJOURNMENT

1. At 8:46 p.m., the Planning Commission concurred to adjourn.

FUTURE MEETINGS

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

______________________________	ATTEST ______________________________
Daniel Chavez Jr.,	Scott Kolwitz,
Chair	Planning & Environmental Services Manager

MINUTES
OXNARD PLANNING COMMISSION
RULES AND PROCEDURES (BYLAWS) SUBCOMMITTEE MEETING
July 1, 2021 Minutes
DRAFT

A. ROLL CALL

1. At 8:55 p.m., the Planning Commission Rules and Procedures (Bylaws) Subcommittee meeting of the Oxnard Planning Commission convened in the Council Chambers.
2. Chair Chavez (via videoconference), Vice Chair Arruejo (via videoconference), and Commissioners Connelly (via videoconference) were present.
3. Staff members present were: Scott Kolwitz, Planning & Environmental Services Manager; Ken Rozell, Chief Assistant City Attorney; Jessica Monterroso, Administrative Secretary and Dee Lai, Recording Secretary.

B. PUBLIC COMMENTS - On Items Not On The Agenda

1. None.

C. STUDY SESSION/REPORTS

1. **Project Name: Rules and Procedures (Bylaws) Discussion**
City Staff: Scott Kolwitz, Planning and Environmental Services Manager
Ken Rozell, Chief Assistant City Attorney

Recommendation: That the Planning Commission Rules and Procedures (Bylaws) Subcommittee review and suggest revisions to the Rules and Procedures of the Planning Commission in preparation of reporting its findings and recommendations to the Planning Commission by August 5, 2021.

Discussion ensued among the members of the Bylaws Subcommittee and staff regarding proposed amendments to the Rules and Procedures (Bylaws) to be presented and approved by the full Planning Commission on August 5, 2021. The Subcommittee discussed the Bylaws line by line and made it through the end of the document, but will need to revisit certain sections before making a formal vote on the edits. The Subcommittee members will provide a report on their progress at the next Planning Commission meeting under the Study Session / Reports section of the agenda and request to extend the Rules and Procedures (Bylaw) completion date to be extended from August 5 to August 19.

D. ADJOURNMENT

1. At 11:01 p.m, the Planning Commission Rules and Procedures (Bylaws) Subcommittee concurred to adjourn.

FUTURE MEETINGS

Thursday, July 15, 2021, 6:00 p.m. immediately following the close of the Planning Commission meeting, City Council Chambers

______________________________	ATTEST ______________________________
Ronald Arruejo,	Scott Kolwitz,
Vice Chair	Planning & Environmental Services Manager

MEMO

DATE:	July 15, 2021
TO:	Rules and Procedures (Bylaws) Subcommittee
CC:	Scott Kolwitz, Planning Manager
	Ken Rozell, Chief Assistant City Attorney
FROM:	Ronald Arruejo, Rules and Procedures (Bylaws) Subcommittee, Chair
SUBJECT:	Comments on Revision to the Planning Commission Rules and Procedures (Bylaws)

The Rules and Procedures (Bylaws) Subcommittee was created by the Planning Commission and has been meeting immediately after each Planning Commission since June 3, 2021. It was discussed during the meeting for members of the subcommittee to propose amendments to the Rules and Procedures (Bylaws) for an eventual revision proposal to be presented and approved at the full Planning Commission.

A. The enclosed draft of the Rules and Procedures (approximately) contains the below changes.

1. Text as originally submitted by Commission Chair Chavez with original in black and proposed changes in red font.
2. Proposed changes within subcommittee meetings as live edited by Commission Chair Chavez and Commissioner Connelly in blue.
3. Previously proposed changes retyped by Subcommittee Chair Arruejo between the July 1 & July 15 subcommittee meetings in purple.

B. This section contains explanations to the changes (in purple) made in A.3.

1. Rule 4: Conduct of Public Hearing
    a. § Purpose
        i. Explanation: Inserted verbatim from RA-14.
2. Rule 5: Communications and Reports of the Commission
    a. § Written Communications from the Public
        i. (a) The Commission encourages…
            1. Explanations:
                a. Corrected “the” to “than”.
                b. Added transition to specifications.
                    i. Explanations:
                        1. Added font size, spacing, and page limitation per recommendation to mirror that of City of Ventura’s.
                        2. Page limitation uses Ventura’s template for deadlines. Single-sided page counts converted to double-sided.
3. Rule 6: Election and Duties of Officers
    a. § Election of the Chair and Vice-Chair
        i. (a)
            1. Explanation: Inserted verbatim from RA-17B.1.
        ii. (f)
            1. Explanation: Inserted verbatim from RA-17B.6.
        iii. (h)
            1. Explanation: Corrected “immideate” to “immediate”.
        iv. (i) a. & b.
            1. Explanation: Inserted verbatim from RA-17B.7.a. & b.
4. Rule 14: Adoption and Amendment of Rules and Procedures
    a. Explanation: Inserted verbatim from RA-23.

C. This section outlines the likely topics to be introduced at the upcoming subcommittee meeting.

1. Amendment RA-24: Title
2. Amendment RA-25: Preface
3. Amendment RA-26: Attendance
4. Amendment RA-27: Tie Vote

D. This section outlines the likely topics to be revisited at the upcoming subcommittee meeting.

1. Rule 3, § Consent Agenda, Part (a): Discuss RA-9A & -9B.
2. Rule 3, § Adjournment, Part (b): Decide on end time.
3. Rule 4, § Public Hearing Procedure, Part (a)c.: Wordsmith applicant/participant introductions.
4. Rule 4, § Public Hearing Procedure, Part (a)?.: Discuss Appeal Hearing.
5. Rule 9, Part (a): Decide on "recommended" or "expected".
6. Rule 9, Part (c): Discuss "electronic".

Sections C and D do not preclude additional actions that we may decide on as a subcommittee and merely attempt to lay out a potential roadmap for the revision decisions (likely) outstanding.

Respectfully Submitted,

Ronald J Arruejo

Rules and Procedures (Bylaws) Subcommittee, Chair

Enclosure: Draft of Rules and Procedures to be Presented at the July 15, 2021, Subcommittee Meeting

IN THE PLANNING COMMISSION OF THE CITY OF OXNARD

PENDING DATE

RESOLUTION

Offered by Mr. Chávez

To adopt rules of the Planning Commission pursuant to Section A of Rule XIV of these Commission rules in the City of Oxnard.

Resolved that the Rules of the Planning Commission of the City of Oxnard shall be:

RULE 1

GENERAL PROVISIONS

(a) The rules of the Planning Commission of the City of Oxnard (hereinafter in these rules referred to as the "Commission") adopt the following rules and procedures to govern the conduct of its meetings.

(b) Upon appointment:

1. *Each member of the Commission shall receive a copy of these rules and procedures, and upon amendment.*
2. *Each member receive a copy of the Robert's Rules of Order -Newly Revised.*
3. *Each member shall receive training on the Brown Act.*

(c) Each subcommittee is a part of the Commission and is subject to the Commission's authority and direction and its rules.

RULE 2

MEETINGS

Calling of Meetings

(a) The Commission shall regularly meet on the first and third Thursday of each month. The regular meeting shall commence at 6:00 p.m. in the City Council Chambers, *and as may be allowed by State law.*

(b) The Commission shall approve an annual calendar in the prior year.

~~(c) Prior to the regular meeting, the Commission may convene an agenda review meeting. The purpose of this meeting is for the Commission to review those matters on the regular meeting agenda and for the Commission members to ask staff questions.~~

(d) Special meetings shall be called and convened by the Chair or majority of the members as provided by ~~Resolution No. 2019-23~~ section number XX.
(e) The Ralph M. Brown Act shall govern all meetings of the Commission.

Notice for Meetings

(a) The Commission meetings shall comply with Ordinance No. 2948 (Sunshine Ordinance), and the legislative body and public shall have agenda/attachments available ~~12~~ 7 days before the regular meeting.

RULE 3

MEETING AND HEARING PROCEDURES

In general

(a) Meetings and hearings of the Commission shall be called to order and presided over by the Chair or, in the Chair's absence, by the Vice-Chair to carry out such duties.
(b) Meetings and hearings of the Commission shall be open to the public unless closed under the Commission's Counsel direction.
(c) Any meeting or hearing of the Commission that is open to the public shall be open to coverage by television broadcast, online through the city website and YouTube channel.
(d) No person other than a member of the Commission or city staff may stand in or be seated at the Council Chambers' dais area unless the Chair determines otherwise.

Quorum

~~A quorum of the Commission shall be four members. A quorum shall be present for the Commission to conduct business.~~

(a) A quorum of the Commission shall be four members.
(b) A quorum shall be present in order for the Commission to conduct business.
(c) Absence of a quorum

1. *In the absence of a quorum at any meeting, such meeting shall be adjourned to the next regular meeting date by the Chair, majority of members present, or staff.*
2. *A meeting may be declared adjourned for absence of a quorum after a 15-minute period has elapsed from the scheduled time of the start of the meeting.*
3. *A meeting may also be declared adjourned in advance if the absence notifications received by staff provided for the absence of a quorum.*
4. *Adjournment may be declared by the Chair, Vice-Chair, or staff.*

(d) Expection to absence of quorum because of abstentions due to a conflict of interest:

1. *If enough Commissioners abstain due to a conflict of interest so as to lose a quorum, the Commission shall exercise the rule of necessity to regain a quorum.*
2. *Otherwise disqualified Commissioners shall be chosen by lot until a quorum is reached.*
3. *The Commissioners so chosen shall continue to participate in that matter until its conclusion.*

Voting

(a) No vote may be conducted on any item before the Commission unless the Commission's requisite (4) number of members is present.
(b) No vote by any member of the Commission on any item may be cast by proxy.
(c) Unless otherwise specified by State law, an affirmative vote of a majority of the members present and eligible to vote shall take action on any items.
(d) If any item fails to receive a majority vote, it will be considered denied or recommended for denial.

Meeting procedures

(a) The Chair shall call the meeting to order and announce the date, time, and meeting type.
(b) Each Commission meeting shall include preliminary items, such as "Roll Call" and "Pledge of Allegiance."
(c) Each meeting shall have a time for the public to speak entitled "Public Comments on items not on the Agenda." The public will also be allowed to speak on all items listed on the agenda.
(d) When the Chair calls for public comments during a regular meeting, the public member may address the Commission on matters within the Commission's subject matter jurisdiction and that do not appear on the agenda as a listed item.
(e) When the Chair calls for public comments during a special meeting, the public member may address the Commission on matters within the Commission's subject matter jurisdiction and that only appear on the agenda as a listed item.
(f) Each member of the public is allowed a minimum of three (3) minutes to speak, but additional time may be granted by the Chair or majority of the members.
(g) The Commission shall not take action on any item not appearing on the agenda unless the action is authorized by the Ralph M. Brown Act.

Consent Agenda

(a) This portion of the agenda shall include minor or routine items, whether previous meeting minutes, ~~continued public hearings, new public hearings, requests for resolutions of intentions~~, or other matters. (discuss RA-9A/B)
(b) When the consent portion of the agenda is called, the Chair shall ask the members if they have questions or if a discussion is required. Staff may respond to routine inquiries from members of the Commission concerning items on the consent agenda. If there are substantial questions by members of the Commission, an item may be removed from the consent agenda and considered separately.
~~(c) If there are public hearing items on the consent agenda, the Chair shall open a single public hearing for all such items. The Chair shall not open individual public hearings for each item or permit consideration individually unless the item is removed from the consent agenda.~~
~~(d)~~ Any member of the Commission may move that a matter on the consent agenda be removed from the consent agenda and be considered separately. ~~under either continued~~

~~public hearings or new public hearings~~. ~~Upon receiving a second, this motion shall be voted upon without discussion.~~

Ex Parte Declarations for Public Hering Items

(a) Commissioners are discouraged from suggesting any change to any project to the applicant or staff before the project is considered by the Commission as a whole.
(b) To ensure that all Commissioners receive the same information relative to a project that will be reviewed by the Commission, third party contacts are discouraged.
(c) The below should be disclosed by the Commissioner at the Commissione meeting prior to the item being considered:
   1. *Ex Parte Communications*
   2. *Site Visits*
   3. *Conflict of Interest*
   4. *Financial Impacts*

Continued Public Hearings

(a) ~~If not heard on the consent agenda~~, A continued public hearing shall be resumed at the point of the public hearing at which such matter was continued. If the public testimony portion of the public hearing had been closed, public testimony may be reopened upon a motion and second that is then approved by a vote of the Commission.

New Public Hearings

(a) Shall be conducted as outlined in Rule X.

Manager/Staff Comments

(a) This portion is an opportunity for the Manager or staff to provide updates on upcoming items, past items, study sessions, and other announcements.

Commissioner Comments

(a) During this portion of the agenda, members of the Commission may make a brief announcement, report on their activities, or request an item be placed on the agenda for future consideration.

Adjournment

(a) Commission meetings shall adjourn by 11:00 p.m. unless extended as set forth in the next subsection.
(b) If a motion to extend the meeting after 11:00 p.m. is passed by at least two-thirds of the members of the Commission who are present and eligible to vote upon such motion, the Commission may hear and consider any matter on the agenda after 11:00 p.m. (Revisit the end time of 10, 10:30 and 11)

<u>RULE 4</u>

CONDUCT OF PUBLIC HEARING

~~RA-14 p.12~~

Purpose

(a) The Planning Commission is a public agency with land use planning and decision-making duties. It is the policy of the Planning Commission to encourage free and open discussion of issues on a Planning Commission meeting agenda, but also to ensure that the Commission completes the agenda in a timely manner and in a process that accords courtesy and respect to all participants.

Disruptive Public Speakers

(a) No member of the public shall engage in conduct that disrupts, disturbs, or impedes the Commission meeting's orderly conduct. Such behavior may include making loud, threatening, abusive, personal, impertinent, or profane remarks. The Chair or a majority of the Commission present members may order any person who engages in such to be silent. If such an order is given, such person shall be barred from further communication with the Commission during that meeting or be required to leave the meeting room.

Public Hearing Procedure

(a) Unless otherwise directed by the Chair, the order of presentation of evidence or testimony, oral and written, on any public hearing item shall be as follows:

a. The Chair opens the public hearing.
b. Staff makes a brief presentation, including a summary of the item, an analysis of the issues, and a recommendation.
c. Introduction of applicant (and participants)**.
d. If present, the applicant may make a presentation (15 min. unless extended by majority vote) and shall be available for questions from the Commission. The Commission may proceed whether or not an applicant is present.
e. Members question both staff and applicant(s).
f. The Chair invites public testimony.
g. Staff and applicant(s) respond to public testimony.
h. Chair closes hearing to public testimony.
i. Members deliberate and vote on the item.

*Appeal Hearing ? notes from staff****

Oral Testimony

(b) All oral testimony received at meetings of the Commission shall be directed to the Chair. All oral testimony from one person shall be limited to three minutes, provided, however, that the Chair may grant additional time to an applicant, an appellant, a staff member, a consultant to the City, a representative of a neighborhood council, or a representative of another public agency.

Debate and Questions

(c) The Chair shall not allow debate among members of the public. Any person wishing to direct a question to another person shall submit such question to the Chair, who may, at his or her discretion, ask the question. The Chair may prohibit a member of the public from speaking on an issue more than once during any hearing.

Rules of Evidence

(d) Public hearings held by Commission need not be conducted according to the rules of evidence contained in the California Evidence Code. The following rules of evidence shall apply:

   a. The Commission may consider any evidence that is the sort of evidence that responsible persons are accustomed to relying upon in the conduct of serious affairs.
   b. All evidence shall be directly related to the item under consideration.
   c. Persons testifying before the Commission shall be encouraged to submit their testimony and comments in writing for the record.

RULE 5

COMMUNICATIONS AND REPORTS OF THE COMMISSION

Information provided by Staff

(a) Customarily, staff reports and other information related to a regular meeting shall be provided to the Commission on the Monday preceding a Thursday meeting.
(b) Staff may provide the Commission with supplemental information closer to the time of or at a meeting, and the agenda item need not be continued.
(c) As provided in Government Code section 54957.5, agendas, staff reports, supplemental information, and other writings distributed to all, or a majority, of the members of the Commission in connection with a matter subject to discussion or consideration at a Commission meeting shall be made available for public inspection or copying without delay, unless such writings are exempt by law from public disclosure.

Written Communications from the Public

(a) The Commission encourages the public to prepare and send written communications that may assist the Commission in its deliberations on an item. The correspondent shall provide fifteen copies, no larger ~~the~~ than page size 11x17 ~~with a limit of x pages (recommendation of staff/ mirror City of Ventura)~~ of all written material for members, the recording secretary, staff, file, and the public with the below specifications:

   a. Font Size: Minimum 12-point font.
   b. Spacing: Single
   c. Page Limitation (double-sided equivalent):
      i. 4 days prior to meeting by 5:00 P.M.: 5 pages maximum, including exhibits
      ii. Day of meeting by 5:00 P.M.: 1 page maximum, including exhibits
   d. ~~To include font size, spacing and front/ back spacing specifics~~
      i. ~~Single spacing/ minimum of 12 point font, front and back counted as a single page.~~

(b) The Commission shall refer to staff all such written communications, including e-mails, regarding a subject or matter, not appearing on the agenda.

RULE 6

ELECTION AND DUTIES OF OFFICERS

Election of the Chair and Vice-Chair

(a) Officers of the Planning Commission shall consist of a chair and vice-chair.
(b) Elections will be held during the first regular meeting of the Commission held in every calendar year or during the first regular meeting after appointment of the members of the Commission by the City Council. ~~RA-17B *remove #2~~
(c) The members of the Commission shall elect one member as Chair and another as Vice-Chair, to serve for one year or until a successor is appointed, unless either is earlier removed from such positions by a majority vote of the members of the Commission or by the City Council.
(d) Selection of Chair and Vice-Chair
   a. The Chair will open nominations for Chair.
   b. After all nominations the Chair will close nominations.
   c. The Commission Clerk will perform a roll call of the members.
   d. Each member will vote by stating their choice for Chair or abstain of the nominees if there is multple. A single nomination will be a simple Yes, No or abstain vote.
   e. At the conclusion the **NEW** Chair will assume all duties and conduct the Vice-Chair selection.
(e) The Chair shall preside at all regular and special meetings, re-order agenda as necessary, call special meetings and shall jointly set with staff meeting agenda(s) represent the Commission at meetings of the City Council, other public agencies and at civic events. The Chair is also responsible to sign resolutions adopted by the Commission and verify the accuracy of the contents.
(f) ~~Vacancy RA 17B 6~~ Vacancy of an Office
   a. If a vacancy occurs prior to the next annual election, a special election shall be held to fill the vacant office from among the membership.
   b. That member shall serve until the next regularly scheduled election.
(g) In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.
(h) In the absence of both the Chair and Vice-Chair, the immediate past chair shall preside at the meeting. ~~RA-20 B.3~~ If the ~~immideate~~ immediate past chair is not present, the most senior member of the Commission shall perfom the duties of the Chair.
(i) A removal of an elected officer needs to have a motion and a second to be placed on the next agenda. ~~RA-17B 7** remove sections c. & d.~~
   a. The chair or vice-chair may be removed by a two-thirds majority vote of the full Planning Commission at a regularly scheduled meeting of the Planning Commission, when all appointed members are present.
   b. Any officer removed ceases to hold the office once the vote has been tallied and announced.

RULE 7

SEATING ARRANGEMENT

(a) The seating arrangement for the Commission shall be as follows:

a. The Chair shall be seated in the middle of the dais. The Vice-Chair shall sit immediately to the Chair's right.

b. The senior member on the Commission will sit immediately to the Chair's left.

c. The Commission members will sit in seniority, with the newest member seated on the far right of the Chair.

d. When a member of the Commission leaves the Commission, the members will close the gap based on seniority towards the Chair, and the newly appointed member is seated on the far right of the Chair.

RULE 8

RESTRICTION ON REPRESENTATION

(a) No member of the Commission shall purport to represent or speak on behalf of the Commission without obtaining the consent of the Commission in the form of a motion passed at a regular or special meeting of the Commission.

RULE 9

CONDUCT OF COMMISSION MEMBERS

(a) All Commission members are recommended/ expected to conduct themselves respectfully while on the dais, ~~on social media, and within the public~~.

(b) Members should be actively engaged during meetings and work cooperatively with other Commission members.

(c) Do not engage in side conversations or be on electronic* devices while on the dais.

(d) Members are to respect fellow Commissioners' time and wait to be recognized by the Chair before speaking.

(e) Members are to be familiar with the Parlimentary Procedures in rule 12.

RULE 10

RECORD OF MEETINGS

(a) A minute record of all proceedings before the Commission shall be prepared and preserved by staff.

(b) Minutes shall be prepared in the form and format prescribed by the City Council for citizen advisory groups.

(c) All reports and written communications directed to the Commission shall be made a part of the permanent record of the Commission.

(d) All motions considered by the Commission shall be recorded whether they pass or fail.

(e) Members of the Commission wishing to have specific comments regarding an item reflected in the minutes and preserved for the record shall state, prior to making a comment, that the comment is "for the record."

(f) Draft minutes of meetings shall be presented by the recording secretary to the Commission for correction and approval as soon as practical.

RULE 11

SUBCOMMITTEES

(a) With the approval of a majority of the Commission members, the Chair may appoint members , (minimum of 2 members) of the Commission to subcommittees to make recommendations to the full Commission on land use policy matters or such other matters as the Chair may deem appropriate.

RULE 12

PARLIAMENTARY PROCEDURE

(a) In conducting meetings, the Chair shall be guided by but is not required to strictly adhere to Robert's Rules of Order, Newly Revised.

RULE 13

RESIGNATION

(a) Any member of the Commission desiring to resign from the Commission shall submit a written resignation to the City Clerk.

RULE 14

~~**AMENDMENT OF RULES AND PROCEDURES**~~

~~**RA-23**~~

ADOPTION AND AMENDMENT OF RULES AND PROCEDURES

Planning Commission Adoption and Amendment

(a) These rules and procedures shall be adopted and may be amended at any regular meeting of the Commission by a majority of the members of the Commission, provided that the amendment has been submitted in writing at a previous meeting.

City Council Adoption and Amendment

(a) Upon adoption or amendment by the Planning Commission, such rules and procedures shall be submitted to the City Council for review. The City Council shall have the power to approve, disapprove, or modify said rules and procedures, as it deems necessary.

~~(a) The Commission will amend the rules and procedures every two years at a regular meeting of the Commission.~~

~~(b) By a majority of the Commission members, it may be amended prior to the two years with a submitted amendment in writing at a regular meeting.~~

COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
214 SOUTH C STREET
OXNARD, CALIFORNIA 93030

OXNARD
CALIFORNIA

MEMORANDUM

Agenda Item No.: F.1

Date: July 15, 2021

To: **Planning Commission**

From: **Isidro Figueroa, Principal Planner (805) 385-8207**
Scott Kolwitz, Planning & Environmental Services Manager

Subject: **Transmittal Memo No. 1 – Peninsula Road Street Vacation General Plan Conformity** - PLANNING AND ZONING PERMIT No. 21-625-02 (General Plan Conformity Determination). A request that the Planning Commission adopt a resolution affirming that the City of Oxnard's vacation of the southernmost 272 feet of Peninsula Road and acceptance of a public access easement to allow for the continuation of vehicular circulation is in conformance with the City of Oxnard 2030 General Plan and recommending that the City Council order the street vacation and accept the public access easement. The project site is located at the terminus of Peninsula Road (public right-of-way) fronting 3605 Peninsula Road. Filed by the City of Oxnard, Community Development Department, 214 South C Street, Oxnard, California 93030.

Subsequent to the release of the Staff Report, staff has received public correspondence regarding the subject project (attached).

<u>Attachment</u>

A. Email Dated July 9, 2021, sent by Lauraine Effress
B. Letter Dated July 11, 2021, sent by the Harbor &Beach Community Alliance

CITY OF OXNARD CALIFORNIA

Figueroa, Isidro <isidro.figueroa@oxnard.org>

Planning Commission July 15--Items 1 and 2

Lauraine Effress <sparerib@roadrunner.com> Fri, Jul 9, 2021 at 9:26 AM
To: Isidro.Figueroa@oxnard.org

Dear Mr. Figueroa:

I am writing to support two items on the agenda for the Planning Commission of July 15, 2021

Item 1- **Peninsula Rd. Street Vacation Conformity with Oxnard General Plan:** I support the street vacancy as a necessity for the operations of the hotel which will replace the Casa Sirena. Oxnard's agreement to the street vacation is spelled out in the recently approved City/County Channel Islands Harbor Maintenance Agreement. I hope the Commission will approve this and send it on to the City Council for final approval.

Item 2-**Firearms Ordinance Update.** I support the modification of the Oxnard City code to add medical clinics and hospitals to the requirement of a 600 foot separation from any firearms dealers or firearms ranges. This seems to be common sense since the persons who frequent the medical establishments are often quite ill and in need of quiet and the assurance of safety and security as they seek medical care. The persons who staff these establishments also need to be able to do their work in as much peace, quiet, safety and security as possible, since they already have jobs that are quite stressful.

I hope the Planning Commission approves this and sends it on to the City Council

Lauraine Effress

2831 Harbor Blvd.

Oxnard, CA 93035

805-444-7843

Harbor & Beach
Community Alliance

July 11, 2021

Oxnard Planning Commission
305 West Third Street
Oxnard, Ca. 93030

Re: July 15, 2021 Agenda Item F.1. Project Name: Peninsula Road Street Vacation General Plan Conformity

Chairman Chavez and Commissioners:

We appreciate and support the City of Oxnard's efforts to move forward the widely supported hotel project development at Channel Islands Harbor. The Harbor & Beach Community Alliance has supported the hotel project since it was proposed in 2016. We have also expressed our concerns for the series of delays the project has undergone.
We strongly support all efforts to ensure this hotel project can start the demolition of the old hotel sometime before the end of this year and be completed in 2024.

The community's concern with the street vacation has been always been how the County planned to utilize the street vacation for an adjacent undisclosed high density residential project as several Harbor Department documents will confirm.

We also believe that the hotel and nearby public park will also require the remanent parking area (not included in hotel project) to ensure public access for both park use and hotel events as most of the street parking currently is used by the Paz Mar Apartment tenants.

With these concerns noted, we support the City's street vacation as part of the cooperation agreement with the County.

Rene Aiu on behalf of the Harbor & Beach Community Alliance

cc: city clerk, Isidro Figuero, Dee Lai

COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
214 SOUTH C STREET
OXNARD, CALIFORNIA 93030

OXNARD CALIFORNIA

MEMORANDUM

Agenda Item No.: F.2

Date: July 15, 2021

To: **Planning Commission**

From: **Isidro Figueroa, Principal Planner (805) 385-8207** SJK
Scott Kolwitz, Planning & Environmental Services Manager

Subject: **Transmittal Memo No. 1 – Firearms Ordinance Update** - PLANNING AND ZONING PERMIT No. 20-580-05 (Zone Text Amendment) A request to modify Oxnard City Code (OCC) Chapter 16 (Zoning Code) pertaining to the permitting and development requirements related to firearm ranges and businesses engaged in the sale of firearms and ammunition. Proposed modifications include adding medical clinics and hospitals as a sensitive use requiring a 600-foot separation from businesses engaged in the sale of firearms and ammunition and firearm ranges to OCC Chapter 16, Article II, Section 16-10 (Definitions), and OCC Chapter 16, Article V (Specific Use Requirements), Division 19 (Firearm and Ammunition Sales) Section 16-540.1(B) & Division 20 (Firearm Ranges) Section 16-504.2(B). Filed by the City of Oxnard, Community Development Department, 214 South C Street, Oxnard, California 93030.

Subsequent to the release of the Staff Report, staff has received public correspondence regarding the subject project (attached).

Attachment

A. Email dated July 9, 2021, sent by Lauraine Effress

CITY OF OXNARD CALIFORNIA

Figueroa, Isidro <isidro.figueroa@oxnard.org>

Planning Commission July 15--Items 1 and 2

Lauraine Effress <sparerib@roadrunner.com> Fri, Jul 9, 2021 at 9:26 AM
To: Isidro.Figueroa@oxnard.org

Dear Mr. Figueroa:

I am writing to support two items on the agenda for the Planning Commission of July 15, 2021

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I hope the Planning Commission approves this and sends it on to the City Council

Lauraine Effress

2831 Harbor Blvd.

Oxnard, CA 93035

805-444-7843

COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
214 SOUTH C STREET
OXNARD, CALIFORNIA 93030

OXNARD CALIFORNIA

MEMORANDUM

Agenda Item No.: F.2

Date: July 15, 2021

To: **Planning Commission**

From: **Isidro Figueroa, Principal Planner (805) 385-8207**
Scott Kolwitz, Planning & Environmental Services Manager

Subject: **Transmittal Memo No. 2 – Firearms Ordinance Update** - PLANNING AND ZONING PERMIT No. 20-580-05 (Zone Text Amendment) A request to modify Oxnard City Code (OCC) Chapter 16 (Zoning Code) pertaining to the permitting and development requirements related to firearm ranges and businesses engaged in the sale of firearms and ammunition. Proposed modifications include adding medical clinics and hospitals as a sensitive use requiring a 600-foot separation from businesses engaged in the sale of firearms and ammunition and firearm ranges to OCC Chapter 16, Article II, Section 16-10 (Definitions), and OCC Chapter 16, Article V (Specific Use Requirements), Division 19 (Firearm and Ammunition Sales) Section 16-540.1(B) & Division 20 (Firearm Ranges) Section 16-504.2(B). Filed by the City of Oxnard, Community Development Department, 214 South C Street, Oxnard, California 93030.

Subsequent to the release of the Staff Report, staff has received public correspondence regarding the subject project (attached).

<u>Attachment</u>

A. Email dated July 15, 2021, sent by Troy Corley

CITY OF OXNARD CALIFORNIA

Figueroa, Isidro <isidro.figueroa@oxnard.org>

Re: Email contact for Plannng Commission

Troy Corley <troycorley@gmail.com> Thu, Jul 15, 2021 at 11:55 AM
To: "Lai, Dee" <dee.lai@oxnard.org>
Cc: "Koziel, Duane" <duane.koziel@oxnard.org>, City Clerk <cityclerk@oxnard.org>, "Kolwitz, Scott" <scott.kolwitz@oxnard.org>, Isidro Figueroa <isidro.figueroa@oxnard.org>

Good morning Dee,

As a resident of Oxnard I wholeheartedly support the Planning Commission adopting Resolution 2021-XX recommending that the City Council approve Planning &
Zoning Permit No. 20-580-05 (Zone Text Amendment) adding Medical Clinics and Hospitals as sensitive uses requiring separation from establishing regulations to address Firearm Ranges and the Sales of Firearms and Ammunition.

This is important to the health, safety and welfare of our community!

Thank you,

Troy

[Quoted text hidden]