



A G E N D A

CITY OF LAKEPORT

PLANNING COMMISSION

Wednesday, October 14, 2020

PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Planning Commission for October 14, 2020 will be conducted telephonically through Go to Webinar. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Planning Commissioners will be participating telephonically and will not be physically present in the Council Chambers.

If you would like to speak on an agenda item, you can access the meeting remotely:

Join from a PC, Mac, iPad, iPhone, or Android device:

Please use this web link: <https://attendee.gotowebinar.com/register/5788581684722601996>

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*Please note that if you phone in without using the web link, you will be in "listen mode" only, and will not be able to participate or comment.

The City wants you to know that you can also submit your comments by email to virtualhost@cityoflakeport.com.

To give the City Clerk adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to 4:30 p.m.

Please indicate in the email Subject Line "FOR PUBLIC COMMENT" and list the item number you wish to comment on.

Comments that you want read to the Council will be subject to the three minute time limitation (approximately 350 words). Written comments that are only to be provided to Council and not read at the meeting will be distributed to the Council prior to the meeting.

The City of Lakeport thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.



A G E N D A

CITY OF LAKEPORT

PLANNING COMMISSION

REGULAR MEETING: Wednesday, October 14, 2020 5:30 P.M.
City Hall Council Chambers, 225 Park Street

- I. **CALL MEETING TO ORDER:** **5:30 p.m.**
- II. **ROLL CALL:**
- III. **ACCEPTANCE OF AGENDA:** **Urgency Items:** To add an item, the Commission is required to make a majority decision that an urgency exists (as defined in the Brown Act) and a two-thirds determination that the need to take action arose subsequent to the Agenda being posted.

Move to accept the agenda as posted or move to add or delete items.
- IV. **COMMUNICATIONS:**
 - A. **Public Input:** Any person may speak for three minutes about any subject within the authority of the Planning Commission, provided that the subject is not already on tonight's agenda. Persons wishing to address the Planning Commission are required to complete a Citizen's Input form and submit it to the Community Development Director prior to the meeting being called to order. While not required, please state your name and address for the record.
- V. **CONSENT CALENDAR:**

The following Consent Agenda items are expected to be routine and non-controversial. They will be acted upon by the Commission at one time without any discussion. Any Planning Commissioner may request that any item be removed from the Consent Agenda for discussion under the Regular Agenda.
 - A. **Minutes:** Approval of the completed minutes from the Regular Planning Commission meetings of September 9, 2020.
- VI. **REGULAR CALENDAR:**
 - A. **Official Street Name Change** Continuation of discussion on the proposal to rename Westside Park Road to Charlie's Way.
- VII. **Correspondence** Review of the Pending Projects list.
- VIII **Comments from Staff
or Commissioners:**
- IV. **SCHEDULE NEXT MEETING:** Discuss and set the next meeting date (November 11, 2020).

X. ADJOURNMENT:

APPEALS:

The applicant or affected persons not satisfied with the decision of the Planning Commission may file an appeal. Affected persons include individuals who received notice of a land use application, or who attended the Planning Commission meeting and made verbal comments or submitted written comments in response to the notice. An appeal of a decision made by the Planning Commission shall be filed with the Community Development Director within five business days of the decision. Said appeal shall be filed on the prescribed form and accompanied by the fee in the amount set by Resolution of the City Council.

ACCESSIBILITY:

The City of Lakeport, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access, attend and/or participate in the City meeting due to disability, to please contact City Clerk's Office, (707) 23-5615, 72 hours prior to the scheduled meeting to ensure reasonable accommodations are provided.



CITY OF LAKEPORT PLANNING COMMISSION REGULAR MEETING – SEPTEMBER 9, 2020 MINUTES

CALL TO ORDER / ROLL CALL: Chairman Froio called the meeting to order at 5:32 p.m. with Commissioners Green, Wicks, and Mitchell present. Commissioner Warrenburg was absent. Also, present were City Manager, Kevin Ingram, Associate Planner Daniel Chance, and Administrative Specialist, Linda Sobieraj.

ACCEPTANCE OF AGENDA:

Commissioner Wicks made a motion to accept the agenda as posted. Seconded by Commissioner Mitchell.

The vote was called and was as follows:

AYES: Commissioners Mitchell, Wicks, Green and Chair Froio. (4-0)

NOES: None

ABSENT: Commissioner Warrenburg

COMMUNICATIONS: Director Ingram advised there was no public input.

CONCENT CALENDAR:

Commissioner Wicks advised of a correction to the minutes page one under Regular Agenda second paragraph should read: *"Commissioner Wicks had questions regarding Lakeport Municipal Code section 17.27.060, specifically the need for grading plans as per direction item d."*

A motion was made by Commissioner Green, to accept the minutes as amended. Seconded by Commissioner Wicks. (Minutes from the Regular Planning Commission meeting of August 12, 2020.)

The vote was called and was as follows:

AYES: Commissioners Mitchell, Wicks, Green and Chair Froio. (4-0)

NOES: None

ABSENT: Commissioner Warrenburg

REGULAR AGENDA:

Precision Window Tint – Use Permit and Categorical Exemption UP 20-03 & CE 20-09

Associate Planner Chance briefed the Commission on an application for a Use Permit and Categorical Exemption for an automotive services business at 112 Armstrong Street.

Commissioner Mitchell advised he lives within 150 feet of the property and asked if he should be recused. Manager Ingram stated he should be recused and was recused at 5:50 p.m.

Chance advised of one correction to the Project Conditions Agreement first paragraph to read: **"Whereas, Applicant/Owner applied to the City of Lakeport for a Use Permit approval for an automotive service and repair;"** Instead of "outdoor vehicle rental facility".

Commissioners discussed the need for adding an ADA accessible bathroom, and parking.

Commissioner Green advised of a clerical error in the Categorical Exemption motion and should read Matthew Erlandson not Makalyne Leard.

Public hearing opened at 5:56 p.m. Applicant Matthew Erlandson spoke in favor of the project and answered questions regarding parking, types of services provided, possible ADA improvements, and securing customer vehicles. Public hearing closed at 6:03 p.m.

Commissioner Green suggested changing Project Condition Agreement #7 to add the words, "were applicable" to the end. Chair Froio asked for consensus to change #7.

The vote was called and was as follows:

AYES: Commissioners Wicks, Green and Chair Froio. (3-0)

NOES: None

ABSENT: Commissioner Warrenburg

RECUSED: Commissioner Mitchell

Categorical exemption Approval

Commissioner Green moved that the Planning Commission find that UP 20-03 as applied for by Matthew Erlandson is categorically exempt pursuant to Section 15303(c) of the CEQA Guidelines. Seconded by Commissioner Wicks.

The vote was called and was as follows:

AYES: Commissioners Wicks, Green and Chair Froio. (3-0)

NOES: None

ABSENT: Commissioner Warrenburg

RECUSED: Commissioner Mitchell

Use Permit Approval

Commission Green moved that the Planning Commission find that the Use permit applied for by Matthew Erlandson, on property located at 112 Armstrong Street does meet the requirements of Section 17.24.040 of the Lakeport Zoning Ordinance; consistent with the objectives and policies of the Lakeport General Plan; and subject to the project conditions of approval (Attachment B) as amended, and with the findings listed in the September 9, 2020 staff report. Seconded by Commissioner Wicks.

The vote was called and was as follows:

AYES: Commissioners Wicks, Green and Chair Froio. (3-0)

NOES: None

ABSENT: Commissioner Warrenburg

RECUSED: Commissioner Mitchell

Commissioner Mitchell returned at 6:15 p.m.

Street Name Change – Westside Park Road in honor of Charlie Jolin –

Manager Ingram briefed the Planning Commission on the request by the Westside Park Commission to rename Westside Park Road in honor of the late Charlie Jolin and make a formal recommendation to the City Council for action.

Public hearing open at 6:27 p.m. Closed with no public input at 6:28 p.m.

Commissioner Green made a motion to postpone the item until the next regular Planning Commission meeting so that the Commissioners can hear from the Westside Community Park Committee. Seconded by Commissioner Mitchell.

The vote was called and was as follows:

AYES: Commissioners Green, Mitchell and Chair Froio. (3-1)

NOES: Commissioner Wicks

ABSENT: Commissioner Warrenburg

Break started at 6:36 p.m. Meeting resumed at 6:42 p.m.

Jonathan & Doug Bridges – General Plan Amendment, Zone Change and Architectural & Design Review – AR 20-03, ER 20-02, GPA 20-01 & ZC 20-01-

Associate Planner Chance gave a brief summary of the General Plan, Zone Change and Architectural and Design Review project for a new storage facility that was continued from the August 12, 2020 meeting.

Associate Planner Chance discussed the proposed grading and stormwater plans received at the request of the Planning Commissioner and noted some minor changes to the Bridges Initial Study staff was advised of to maintain internal consistency. These corrections included the following:

- page 9-10 Aesthetics Chart indicates "no impact" for items a-d, yet page 11 conclusion indicates "Less than significant Impact"
- page 16 Biological Resources Chart a & b indicate "Less than Significant Impact", yet page 19 conclusion indicates "Less than Significant with Mitigation"
- Also, many of the text of "conclusions" between page 22 - 27 are not in BOLD, making it difficult to seek out when double-checking the assertion. It would be helpful for the Council to find this information easily, as they gloss over information from time to time
- On page 44, under the "Findings" heading, should say "no impact" on public services to match checkbox on page 43. This correction is noted on the draft minutes. All of the other corrections noted in those minutes have been made.

Commissioner Wicks advised of the following changes to the Initial Study

- page 51 item a, the check box should actually read "no impact" to match the findings on page 53.
- page 44 both items a and b is checked "no impact" but the finding shows "less than significant impact" which should be changed to "no impact" on page 45.

Commissioner Mitchell suggested the following changes to the Project Conditions Agreement:

- #6 is redundant as it is covered in #16.
- #17 states The construction contractor shall utilize "quiet" models of air compressors and other stationary noise sources where technology exists. The word "quiet" mean different things. Manager Ingram stated it would be appropriate to specifically mention the Lakeport Municipal Code section which addresses noise.
- #24 talks about oil/sediment interceptors, however no one maintains those interceptors and a better suggestion would be a more natural bio-swale system.

Chair Froio advised of the following corrections to the Project Condition Agreement

- #22 should read: *"All plant materials that are not healthy or that dies shall be **replaced** with similar landscape materials in a timely manner."*
- #27c needs to have the word "of" removed to make sense

Public hearing opened at 7:16 p.m. Applicant Jonathan Bridges spoke in favor of the project, discussed proposed grading and stormwater plans and spoke to proposed changes to the Project Conditions Agreement.

Public hearing closed at 7:22 p.m.

Manager Ingram suggested Chair Froio get a consensus from the Commission on the suggested amendments to the Initial Study and project conditions made during the discussion. Consensus in favor (4-0).

Mitigated Negative Declaration Approval

Commissioner Green moved that the Planning Commission find that on the basis of the Initial Study ER 20-03 prepared by the Community Development Department that the Architectural and Design Review Application, General Plan Amendment and Zone change as applied for by Bridges Construction will not have a significant effect on the environment and, therefore, recommend to the City Council that it approve a Mitigated Negative Declaration for the project as provided for in the California Environmental Quality Act, as amended. Seconded by Commissioner Mitchell.

The vote was called and was as follows:

AYES: Commissioners Green, Mitchell, Wicks and Chair Froio. (4-0)

NOES: None

ABSENT: Commissioner Warrenburg

General Plan Change Approval

Commissioner Green that the Planning Commission recommend that the City Council approve the General Plan Amendment as applied for by Bridges Construction for the properties at 1296 and 1320 Craig Avenue (GPA 20-01) from Residential to Major Retail, subject to the findings listed in the staff report dated August 12, 2020. Seconded by Commissioner Mitchell.

The vote was called and was as follows:

AYES: Commissioners Green, Mitchell, Wicks and Chair Froio. (4-0)

NOES: None

ABSENT: Commissioners Warrenburg

Zone Change Approval

Commissioner Green moved that the Planning Commission recommend that the City Council amend the Lakeport Zoning Ordinance as applied for by Bridges Construction for the properties at 1296 and 1320 Craig Avenue (ZC 20-02) changing the zoning from Low Density Residential (R-1) to Service Commercial (C-3) zoning district, subject to the findings listed in the staff report dated August 12, 2020. Seconded by Commissioner Mitchell.

The vote was called and was as follows:

AYES: Commissioners Green, Mitchell, Wicks and Chair Froio. (4-0)

NOES: None

ABSENT: Commissioners Warrenburg

Architectural and Design Review Approval

Commissioner Green moved that the Planning Commission find that the Architectural and Design Review Application applied for by Bridges Construction on property located at 1296 Craig Avenue, does meet the requirements of Section 17.27.080 of the Lakeport Zoning Ordinance; consistent with the objectives and policies of the Lakeport General Plan; and subject to the project conditions of approval (Attachment 3), and with the findings listed in the August 12, 2020 staff report, as amended. Seconded by Commissioner Mitchell.

The vote was called and was as follows:

AYES: Commissioners Green, Mitchell, Wicks and Chair Froio. (4-0)

NOES: None

ABSENT: Commissioners Warrenburg

Break started at 7:30 p.m. Meeting Resumed at 7:38 p.m.

Cory Poso – General Plan Amendment, Zone Change & Environmental Review GPA 20-02, ZC 20-02 & ER 20-03

Associate Planner Chance briefed the Planning Commission on an application for a General Plan Amendment, a Zone Change and an Environmental Review at 1339 and 1343 Broten Court from the current High Density Residential to Low Density Residential and provided information on specifics of the site and appropriateness of the request including lack of utilities and existing surrounding land uses.

Commissioner Green advised of the following changes to the Initial Study:

- Bottom of page 38 the checkboxes for XVII a & b should be changed to “no impact” to reflect discussion and transportation findings on page 40.

- Top of page 41, checkbox for XVII.a.ii should be changed to “no impact” to reflect discussion and findings on page 42.

Public hearing opened at 7:52 p.m. Scott Schellinger spoke on behalf of the applicant and in favor of the project. Public hearing closed at 7:54 p.m.

Negative Declaration Approval

Commissioner Mitchell moved that the Planning Commission find that on the basis of the Initial Study ER 20-03 prepared by the Community Development Department that the General Plan Amendment and Zone change as applied for by Cory Poso will not have a significant effect on the environment and, therefore, recommend to the City Council that it approve a Negative Declaration for the project as provided for in the California Environmental Quality Act, as amended. Seconded by Commissioner Wicks.

The vote was called and was as follows:

AYES: Commissioners Green, Mitchell, Wicks and Chair Froio. (4-0)

NOES: None

ABSENT: Commissioners Warrenburg

General Plan Change Approval

Commissioner Mitchell moved that the Planning Commission recommend that the City Council approve the General Plan Amendment as applied for by Cory Poso for the properties at 1339 and 1343 Broten Court (GPA 20-01) from High Density Residential to Residential, subject to the findings listed in the staff report dated September 9, 2020. Seconded by Commissioner Wicks.

The vote was called and was as follows:

AYES: Commissioners Green, Mitchell, Wicks and Chair Froio. (4-0)

NOES: None

ABSENT: Commissioners Warrenburg

Zone Change Approval

Commissioner Mitchell moved that the Planning Commission recommend that the City Council amend the Lakeport Zoning Ordinance as applied for by Cory Poso for the property's at 1339 and 1343 Broten Court (ZC 20-02) changing the zoning from High Density Residential (R-3) to Low Density Residential (R-1) zoning district, subject to the findings listed in the staff report dated September 9, 2020. Seconded by Commissioner Wicks.

The vote was called and was as follows:

AYES: Commissioners Green, Mitchell, Wicks and Chair Froio. (4-0)

NOES: None

ABSENT: Commissioners Warrenburg

CORRESPONDENCE:

The Commission discussed the current project pending list.

COMMENTS FROM STAFF AND COMMISSIONERS:

Commissioners and Staff discussed the sign permit for Dino Mosley's White Buffalo Inn, when the meetings might again be held in the Council Chambers, a change in the way Lakeport Economic Development Advisory Committee will be doing business contacts this year, and the start date for Jenni Byers, the new Community Development Director.

DISCUSS AND SET THE NEXT MEETING DATE:

It was agreed by consensus that the next meeting be held on Wednesday, October 14, 2020, meeting adjourned closed 8:18 p.m.

Kevin M. Ingram, City Manager



CITY OF LAKEPORT PLANNING COMMISSION

MEMORANDUM

RE: Street Name Change—Westside Park Road in honor of Charlie Jolin

MEETING DATE: September 9, 2020

SUBMITTED BY: Kevin M. Ingram, City Manager

PURPOSE OF REPORT: ☐ Information only ☒ Discussion ☒ Commission Action

WHAT IS BEING ASKED OF THE PLANNING COMMISSION:

Consider a request by the Westside Park Commission to rename *Westside Park Road* in honor of the late Charlie Jolin, and make a formal recommendation to the City Council for action.

DISCUSSION:

Chapter 12.23 of the Lakeport Municipal Code provides criteria for the naming and renaming of streets within the City. Requests for street name changes are made by application to city staff and reviewed by the Planning Commission for conformance with the General Plan and the existing street name network. Following review by the Planning Commission, the City Council shall conduct a public hearing on the matter. Prior to the public hearing, staff is required to give notice in at least two public places along the street to be affected by the name change and mail notice to all property owners contiguous to the affected street at least ten days prior to the hearing date.

The complete text of Chapter 12.23 *STREET NAMES* is included as Attachment 1. Further considerations for the naming of streets include:

- Street name selections shall be made on the basis of appropriateness and shall not be excessively long
- Names which are historically or descriptively significant to the Lakeport area are encouraged.
- All street names shall be known by the same name for the entire length.
- Street names shall contain only alphanumeric characters and shall not contain any form of punctuation.

On June 28, 2020 the Westside Community Park Committee provided a letter to the Mayor and City Council asking them to consider renaming *Westside Park Road* in honor of the late Charlie Jolin (Attachment 2). At the regular meeting of the City Council on July 7, 2020 formal direction was provided to staff to begin the application process to change

Westside Park Road to Charlie Jolin Way. The City Council minutes regarding this action are provided as Attachment 3.

Mr. Jolin was a prominent member of the community and a highly instrumental figure in the creation and development of Westside Park. He was also a strong advocate of youth activities in the community and served for approximately ten (10) years on the City's Planning Commission.

The letter provided by the Westside Community Park Committee provides three suggested naming options for *Westside Park Road* to honor Charlie Jolin:

- Charlie Jolin's Way
- Charlie Jolin Way
- Charlie's Way

SUGGESTED MOTIONS:

Move that the Planning Commission recommend that the City Council change the official street name of *Westside Park Road* to _____ Way in honor of the late Charlie Jolin. Said street name change is in conformance with the General Plan and the existing street name network.

☒ **Attachments:**

1. Lakeport Municipal Code Chapter 12.23 STREET NAMES
2. Westside Community Park Committee Letter (June 28, 2020)
3. City Council Minutes (July 7, 2020)

Chapter 12.23 STREET NAMES

Sections:

- 12.23.010 Official names.**
- 12.23.020 Street name selections.**
- 12.23.030 Continuous streets.**
- 12.23.040 Street name composition.**

12.23.010 Official names.

A. City streets may be officially named or the official name of an existing street may be changed after submittal of the proposed name to the city planning commission and city council. Submittal of a proposed name may be made by application of affected property owners or by city staff. Upon submittal of a proposed street name or street name change, the matter shall be reviewed by the city planning commission for conformance with the general plan and the existing city street name network. The planning commission shall make a recommendation to the Lakeport city council concerning the proposed name. The city council shall conduct a public hearing after giving notice in at least two public places along the street to be affected by the proposed name change and by mailing a notice of the hearing to property owners contiguous to the affected street at least ten days prior to the hearing date. At the public hearing, the city council shall consider the staff report, the recommendation of the planning commission, and the comments from affected property owners, tenants or occupants that are contiguous to the street.

B. After considering all facts and information, the city council shall determine the need for said name or name change and make a decision thereon. Said new name or name change shall be reflected in a resolution adopted by the Lakeport city council. Thereafter said street shall be known by the name so designated. The new name or name change shall become effective sixty days after adoption of the resolution of street name or name change by the Lakeport city council. A copy of the resolution of street name or name change shall be sent to all affected city, county and state agencies, and affected property owners.

C. Any existing street which has not been officially named by the city council shall be subject to the same notice, hearing, and decision-making process as set forth above. Thereafter, said unnamed street shall be known by the name so designated.

D. New street names proposed as part of a subdivision shall be reviewed by staff in terms of conformance with the street name network so as to eliminate the potential for duplicate street names. Proposed subdivision street names shall be identified on the subdivision map and upon recordation of the subdivision or parcel map shall be known by the name so designated. (Ord. 739 (part), 1992)

12.23.020 Street name selections.

Street name selections shall be made on the basis of appropriateness and shall not be excessively long. Names which are historically or descriptively significant to the Lakeport area are encouraged. All streets shall be known by the same name for the entire length. Where a street changes a direction by ninety degrees or a lesser angle, each direction should be known by a different name except as otherwise provided by the Lakeport city council for a continuous collector and arterial street. (Ord. 739 (part), 1992)

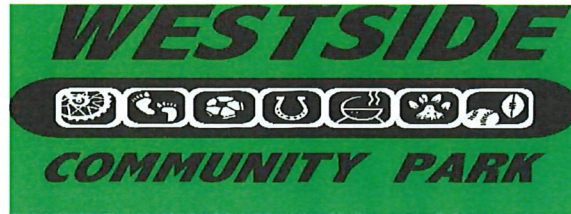
12.23.030 Continuous streets.

Only those streets that extend both north and south of First Street shall be designated with the prefix "N" (North) if they are north of First Street and shall be designated with an "S" (South) if they are south of First Street. Those streets that do not intersect with and do not extend either north or south of First Street shall not be designated with the "N" or "S" directional suffix. (Ord. 739 (part), 1992)

12.23.040 Street name composition.

Street names shall contain only alphanumeric characters and shall not contain any form of punctuation. (Ord. 766, 1995)

[Mobile Version](#)



1401 Westside Park Road, Lakeport, California

www.westsidecommunitypark.org

WESTSIDE COMMUNITY PARK COMMITTEE
Mailing Address: 1350 Berry Street, Lakeport, CA 95453

Tax # 68-0415643

June 28, 2020

Mayor Spurr and Members of the City Council
225 Park Street
Lakeport, CA 95453

Gentlemen and Ladies of the Council,

The Westside Community Park Committee requests that you rename Westside Park Road to honor Charlie Jolin. Three options are suggested for your consideration: "Charlie Jolin's Way", "Charlie Jolin Way" and "Charlie's Way". The thinking on these names is related to the fact that in the early days we did everything Charlie's way. I believe the Committee will be satisfied with any name the Council chooses to recognize Charlie's commitment to the park and the city.

Charlie Jolin along with Richard Knoll got the idea of the Westside Community Park. Following their obtaining of Council approval, Charlie took the reins and drove the project for many years until his retirement from it. He still wanted to be kept updated on the development and usage of the park.

The Committee believes there would be no Westside Community Park if it were not for Charlie.

Charlie is recognized for other commitments as well: instrumental in the development of Library Park, member/chair of the City of Lakeport Planning Commission, chairperson of the Citizen's Advisory Committee to the development of the City's general plan, long time Boy Scout leader and Stars of Lake County Man of the Year.

Thank you for your timely attention to this and for the Council's past and future support for the park and the Committee.

Finally, I received a call early this morning that Charlie had passed away. He was 96. His was a life well lived.

For the Westside Committee Park Committee,

Dennis A. Rollins
Chairperson

Cc. Margaret Silveira

MINUTES

REGULAR MEETING OF THE LAKEPORT CITY COUNCIL

(ALSO MEETS AS THE CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT, THE LAKEPORT INDUSTRIAL DEVELOPMENT AUTHORITY, THE MUNICIPAL FINANCING AGENCY OF LAKEPORT and THE SUCCESSOR AGENCY TO THE FORMER LAKEPORT REDEVELOPMENT AGENCY)

Tuesday, July 7, 2020

CLOSED SESSION:

Mayor Spurr and Mayor Pro Tem Parlet were absent, Council Member Turner was nominated by Council Member Barnes to act as Chair Pro Tem.

Chair Pro Tem Turner called the meeting to order at 5:34 p.m., to consider the following closed session item:

1. Conference with Labor Negotiator (Gov. Code § 54957.6)
Name of Agency Negotiators: Mayor Spurr and Councilmember Mattina
Unrepresented Employee: City Manager

CALL TO ORDER & ROLL CALL:

Mayor Pro Tem Parlet arrived at 6:00 p.m.

Mayor Pro Tem Parlet called the open session to order at 6:01 p.m., with Council Members Barnes, Mattina, Turner, and Mayor Pro Tem Parlet present.

Mayor Spurr was absent.

REPORT OUT OF CLOSED SESSION:

There was no reportable action out of closed session.

II. ACCEPTANCE OF AGENDA/ URGENCY ITEMS:

A motion was made by Council Member Turner, seconded by Council Member Mattina, and passed 4-0-1 by the following roll call vote: Barnes – aye; Mattina – aye; Parlet – aye; Turner – aye; Spurr – absent, to accept agenda as posted.

III. CONSENT AGENDA:

The following Consent Agenda items are expected to be routine and noncontroversial. They will be acted upon by the Council at one time without any discussion. Any Council Member may request that any item be removed from the Consent Agenda for discussion under the regular Agenda. Removed items will be considered following the Consent Calendar portion of this agenda.

- | | |
|---|---|
| A. Ordinances: | Waive reading except by title, of any ordinances under consideration at this meeting for either introduction or passage per <i>Government Code</i> Section 36934. |
| B. Minutes: | Approve minutes of the City Council regular meeting of June 16, 2020. |
| C. Renew Emergency Resolution: Mendocino Complex Fire | Confirm the continuing existence of a local emergency for the Mendocino Complex Fire. |
| D. Renew Emergency Resolution: February 2019 Storms | Confirm the continuing existence of a local emergency for the February 2019 Storms. |
| E. Renew Emergency Resolution: PG&E Public Safety Power Shutoffs (PSPS) | Confirm the continuing existence of a local emergency for the October 2019 PSPS. |
| F. Renew Emergency Resolution: COVID-19 | Confirm the continuing existence of a local emergency for the COVID-19 Public Health Emergency. |
| G. Ordinance Introduction: Safety Assessment Placard Ordinance | Introduce the proposed ordinance to the Lakeport Municipal Code and schedule a public hearing for August 4, 2020. |
| H. Electronic Signature Policy: | Adopt the resolution approving and adopting a policy authorizing the use and acceptance of electronic signatures (e-signatures) on City documents. |
| I. City Manager Contract: | Approve the Retirement Incentive Agreement Between the City of Lakeport and Margaret Silveira. |
| Vote on the Consent Agenda: | Prior to taking action on the Consent Agenda, City Attorney Ruderman read the following disclaimer: |

"Before we move on to taking action on the consent calendar, I'd like to publicly announce that under Government Code 54953.c.3, the City Council is required to

orally report a summary of any Council action on salaries, salary schedules, or fringe benefits for any executive managers.

Accordingly, before the City Council this evening, as part of agenda item III.I is a recommendation to approve a Retirement Incentive Agreement between the City of Lakeport and Margaret Silveira. The agreement includes a pay out of five month's salary that is anticipated to create salary savings due to Silveira's retirement 18 months prior to contract termination."

A motion was made by Council Member Barnes, seconded by Council Member Turner, and passed 4-0-1 by the following roll call vote: Barnes – aye; Mattina – aye; Parlet – aye; Turner – aye; Spurr – absent, to approve the consent agenda, items A-I.

IV. PUBLIC PRESENTATIONS/REQUESTS:

A. Public Input:

Any person may speak for 3 minutes about any subject within the authority of the City Council, provided that the subject is not already on tonight's agenda. Persons wishing to address the City Council are required to complete a Citizen's Input form and submit it to the City Clerk prior to the meeting being called to order. While not required, please state your name and address for the record. NOTE: Per Government Code §54954.3(a), the City Council cannot take action or express a consensus of approval or disapproval on any public comments regarding matters which do not appear on the printed agenda.

V. PUBLIC HEARINGS:

A. Housing Element:

The staff report was presented by Assistant City Manager Ingram, in conjunction with consultant Ben Ritchie for De Novo Planning.

A motion was made by Council Member Mattina, seconded by Council Member Turner, and passed 4-0-1 by the following roll call vote: Barnes – aye; Mattina – aye; Parlet – aye; Turner – aye; Spurr – absent, to adopt the proposed Resolution to Adopt the Housing Element Update of the General Plan and finding this action exempt from CEQA.

B. Hazardous Weeds:

The staff report was presented by Assistant City Manager Ingram.

Mayor Pro Tem Parlet opened the Public Hearing at 6:23 p.m.

Mayor Pro Tem Parlet closed the Public Hearing at 6:24 p.m.

A motion was made by Council Member Turner, seconded by Council Member Barnes, and passed 4-0-1 by the following roll call vote: Barnes – aye; Mattina – aye; Parlet – aye; Turner – aye; Spurr – absent, to continue the hearing on objections or protests by property owners who received notices of violation concerning nuisance dry vegetation to the City Council's regular meeting on August 4, 2020 at 6:00 p.m.

VI. COUNCIL BUSINESS:

A. City Manager

1. Westside Park Road:

The staff report was presented by City Manager Silveira.

A motion was made by Council Member Mattina, seconded by Council Member Turner, and passed 4-0-1 by the following roll call vote: Barnes – aye; Mattina – aye; Parlet – aye; Turner – aye; Spurr – absent, to approve a resolution directing staff to begin the application process to change Westside Park Road to Charlie Jolin Way.

2. City Manager Contract:

City Attorney Ruderman presented the staff report, and delivered the orally reported summary required of any Council action on salaries, salary schedules, or fringe benefits for any executive managers, as follows:

"The proposed contract with Kevin Ingram will be effective August 1, 2020 and last for two years and eight months, through March 31, 2023. When the initial term ends, it will automatically renew in additional one-year increments unless the City Council provides advanced notice of non-renewal.

The contract provides that the City Manager is an "at will," exempt employee with an initial base annual salary of \$140,844. He is entitled to an annual performance bonus of up to \$1,500 and to consideration of a cost of living adjustment when such is provided to other at-will management employees in the City.

The City Manager is entitled to his regular CalPERS retirement benefits for classic employees; health, vision and dental insurance as well as life insurance and long-term disability insurance equal to that provided to management employees. The contract provides vacation leave of 20 days per year, sick leave of one day per month and administrative leave of 80 hours per year. It also provides a car allowance of \$400 per month, a cell phone stipend and technology allowance.

The proposed contract requires the City Manager to reside within a 30-minute drive from City Hall. It also provides that the City Council may terminate the contract before the end of the term for cause but if it does so without cause, the City Manager will be entitled to severance equal to 6-months of his base salary, which increases by one month after each year of employment, capped at 12 months."

A motion was made by Council Member Turner, seconded by Council Member Mattina, and passed 4-0-1 by the following roll call vote: Barnes – aye; Mattina – aye; Parlet – aye; Turner – aye; Spurr – absent, to approve the Agreement for Services between the City of Lakeport and Kevin M. Ingram.

B. Finance Director

1. Delinquent Utility Bills:

The staff report was presented by Finance Director Walker.

A motion was made by Council Member Turner, seconded by Council Member Mattina, and passed 4-0-1 by the following roll call vote: Barnes – aye; Mattina – aye; Parlet – aye; Turner – aye; Spurr – absent, to cause a written report ("Written Report") to be prepared and filed with the City Clerk containing a description of each parcel of real property within the City/CLMSD to which delinquent water and sewer user charges, fees, and penalties are applicable and the amount of the delinquent water and sewer user charge, fee, and penalty for each such parcel the period of June 1, 2019 through May 31, 2020.

2. Solid Waste Contract:

The staff report was presented by Finance Director Walker.

A motion was made by Council Member Turner, seconded by Council Member Barnes, and passed 4-0-1 by the following roll call vote: Barnes – aye; Mattina – aye; Parlet – aye; Turner – aye; Spurr – absent, to approve and authorize the City Manager to sign the amendment to the franchise agreement with Lakeport Disposal, Inc.

C. Administrative Services Director:

1. Community Center:

The staff report was presented by Administrative Services Director Buendia.

A motion was made by Council Member Mattina, seconded by Council Member Turner, and passed 4-0-1 by the following roll call vote: Barnes – aye; Mattina – aye; Parlet – aye; Turner – aye; Spurr – absent, to adopt a resolution officially naming the building donated by the Bank of America, located at 500 N. Main Street the City of Lakeport Silveira Community Center.

D. Public Works Director:

1. Bid Award:

The staff report was presented by Public Works Director Grider.

A motion was made by Council Member Mattina, seconded by Council Member Barnes, and passed 4-0-1 by the following roll call vote: Barnes – aye; Mattina – aye; Parlet – aye; Turner – aye; Spurr – absent, to award a construction contract to Team Ghilotti, Inc. for the Second Street Sidewalk Improvement Project.

VII. CITY COUNCIL COMMUNICATIONS:

A. Miscellaneous Reports, if any:

Council Member Barnes had no report.

Council Member Parlet paid tribute to City Manager Silveira's accomplishments with the City.

Council Member Mattina advised that she is serving on the PSPS committee with Council Member Turner. She advised people need to be preparing for possible power shut-offs.

Council Member Turner suggested joint communication between the Cities and Counties to request state funding to assist with behavioral health issues, particularly in regards to the homeless issue.

Police Chief Rasmussen updated Council on homeless issues. The shelter now has mental health support. He advised more agencies need to assist in the future.

City Manager Silveira thanked Council for naming the Silveira Community Center.

Assistant City Manager Ingram expressed his appreciation to the Council for the appointment to City Manager.

Mayor Pro Tem Parlet adjourned the meeting at 7:23 p.m.

VIII. ADJOURNMENT:

Kenneth Parlet III, Mayor Pro Tem

Attest:

Kelly Buendia, City Clerk

PLANNING PROJECTS PENDING

as of
October 9, 2020

No.	Staff Assigned	File No./Name	Date Received	Progress	Next Action	PC / Staff Level
1.	Dan	GPA & Zoning Inconsistencies	6/2/2016	Staff currently preparing required exhibit maps and ordinance language for recommended General Plan and Zone changes.	C.C. review (October / November)	P.C. Approved 8/15/2018
2.	Kevin / Dan	City of Lakeport – Housing Element Update	4/2/2019	Update General Plan Housing Element.	Community Workshop	Adopted by CC 7/7/2020
3.	Kevin / Dan	Element 7 Lakeport LLC – UP 19-03, CE 19-07 1775 S. Main St.	4/24/2019	Application for a Use Permit and Categorical Exemption for a cannabis micro-business.	Waiting on further items from Applicant.	P.C.
4.	Kevin / Dan	Element 7 Lakeport LLC – CAN 19-02 1775 S. Main St.	4/24/2019	Application for a cannabis micro-business.	Waiting on further items from Applicant.	City Mgr. Review
5.	Kevin / Dan	City of Lakeport Safety Element Update		Update General Plan Safety Element to include Local Hazard Mitigation Plan.		City Council Action
6.	Kevin / Dan	City of Lakeport Eleventh Street Corridor Study – OA 19-01		Proposed expansion of bicycle, pedestrian, and transit improvements along the Eleventh Street Corridor and nearby roadways.	Under Review	City Council Action
7.	Kevin / Dan	City of Lakeport – Downtown Sign Board Regulations - ZC 19-03 & CE 19-18		An amendment to the Lakeport Zoning Ordinance Chapter 17.12 and 17.52 concerning the regulation of portable sandwich board signs in the Central Business (CB) zoning district.	Under Review	PC /CC
8.	Kevin / Dan	New Vista Development - AR 19-08, S 19-01, UP 19-04, ZP 19-05, and ER 19-03	10/7/2019	Application for a Combined Development Permit for the property at 1842 Todd Road in Lakeport California.	P.C. Review	P.C. Review

				The project would include the following: A Tentative Subdivision Map to subdivide a 14.89-acre parcel into eight (8) separate commercial properties. An Architectural and Design Review for the construction of ten (10) structures that include one (1) service station with bays, four (4) restaurants with drive thru facilities, two (2) restaurants, one (1) three story 70-unit hotel and three (3) commercial retail buildings. The total square footage of all the structures on the property would be approximately 94,850 square feet.		
9.	Kevin / Dan	Lake County Tribal Health – VM 19-01 & CE 19-19 Bevins Ct.	12/19/2019	Application for a Voluntary Merger of five contiguous parcels.		Staff Review
10.		Jonathan Bridges – AR 20-03, ER 20-02, GPA 20-01 & ZC 20-01 1296 & 1320 Craig Ave.	2/20/2020	Application for Architectural and Design review, Environmental Review, General Plan Amendment and Zoning Change to build a storage facility.	Request for Reviews sent out.	CC Review 10/6/2020
11.		Cory Poso – ER 20-03, GPA 20-02 & ZC 20-02 1343 Broten Ct.		Application for a Zone Change, General Plan Amendment and Environmental Review.		CC Review 10/6/2020
12.		Susie Q's Donut & Soft Serve – AR 20-05 & CE 20-11 – 501 S. Main St.	9/21/2020	Application for a minor Architectural and Design review to add a side door for food pickup.		Staff Review
13.		PG&E – Hugo Flores AR 20-04 & CE 20-10 – 1575 S High St.	9/22/2020	Application for an Architectural and Design review to install backup generator.	Request for Reviews sent out.	PC Review
14.		PG&E – Blair, Church & Flynn – AR 20-06, CE 20-12 – 1575 S High St.	9/23/2020	Application for an Architectural and Design review for a 8 ft metal fence.	Request for Reviews sent out.	PC Review

15.		City of Lakeport – PSPS Generator LPD - ER 20-04, CE 20-13	9/23/2020	The City of Lakeport received grant funds for critical infrastructure to provide resiliency during a Public Safety Power Shutoff (PSPS) event. The city will be replacing a generator for essential services.		
16.		City of Lakeport – PSPS Generator City Hall - ER 20-05, CE 20-14	9/23/2020	The City of Lakeport received grant funds for critical infrastructure to provide resiliency during a Public Safety Power Shutoff (PSPS) event. The city will be replacing a generator for essential services.		
17.		City of Lakeport – PSPS Generator Corp. Yard ER 20-06, CE 20-15	9/23/2020	The City of Lakeport received grant funds for critical infrastructure to provide resiliency during a Public Safety Power Shutoff (PSPS) event. The city will be replacing a generator for essential services.		
18.		City of Lakeport – PSPS Generator Silveira Community Center - ER 20-07, CE 20-16	9/23/2020	The City of Lakeport received grant funds for critical infrastructure to provide resiliency during a Public Safety Power Shutoff (PSPS) event. The city will be replacing a generator for essential services.		