



# A G E N D A

## CITY OF LAKEPORT PLANNING COMMISSION

### Wednesday, March 13, 2024

**If you cannot attend in person, and would like to speak on an agenda item, you can access the Zoom meeting remotely:**

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US: +16694449171,,81411354347#,,,,\*847985# or  
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The City wants you to know that you can also submit your comments by email to [vfernandez@cityoflakeport.com](mailto:vfernandez@cityoflakeport.com)

To give the Staff 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, March 13, 2024, 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 meeting of January 10, 2024.
- VI. **REGULAR CALENDAR:**
  - A. **Housing Element Annual Progress Report 2023** Review and discuss the Housing Element Annual Progress Report for 2023.
  - B. **Planning Department & Planning Commission 2024 Goals & Work Program** Review and discuss the Community Development and Planning Commission's Goals and Work Program for 2024.

**VII. Correspondence**

**VIII. Comments from Staff  
or Commissioners:**

**IV. SCHEDULE NEXT MEETING:** Discuss and set the next meeting date (April 10, 2024).

**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) 263-5615, 72 hours prior to the scheduled meeting to ensure reasonable accommodations are provided.



## CITY OF LAKEPORT PLANNING COMMISSION REGULAR MEETING – January 10, 2024 MINUTES

**CALL TO ORDER / ROLL CALL:** Chair Maxman called the meeting to order at 5:32 p.m. with Commissioners Combs, Knorr, and Barnett present. Commissioner Mitchell was absent. Also present were Community Development Director, Joey Hejnowicz, Associate Planner, Victor Fernandez, and Administrative Analyst, Linda Sobieraj.

### **ACCEPTANCE OF AGENDA:**

Commissioner Barnett made a motion to accept the agenda. Seconded by Commissioner Combs. Motion carried by voice vote. (4-0).

**COMMUNICATIONS:** No public input.

### **CONCENT CALENDAR:**

A motion was made by Commissioner Barnett to accept the minutes. Seconded by Commissioner Combs. (Minutes from the Regular Planning Commission December 13, 2023). Motion carried by voice vote (4-0).

### **REGULAR AGENDA:**

#### **Annual Election of Planning Commission Officers –**

Community Development Director Hejnowicz briefed the Planning Commission on the process of electing officers for the 2023 year.

Commissioner Barnett moved to nominate Commissioner Maxman as Chairperson, Commissioner Combs as Vice Chairperson of the City of Lakeport Planning Commission for calendar year 2023, and Joey Hejnowicz, Community Development Director, as Secretary. Seconded by Commissioner Knorr and carried by voice vote 4-0.

#### **Peter Schellinger – Waterstone Residential – Application #2023-27**

Associate Planner Fernandez briefed the Planning Commission on an application for an Environmental Review that would allow the installation of an Emergency Vehicular Access (EVA) Bridge spanning across Forbes Creek connecting Wrigley Street to Craig Avenue. The project is located at 1297 Craig Avenue, further described as APN: 025-441-43.

Commissioners asked questions regarding the locked gate, bollards, and consider allowing it to be used by citizens to evacuate in an emergency.

Public hearing opened at 6:01 p.m. Peter Schellenger spoke in favor of the project. Public hearing closed at 6:03 p.m.

#### **Mitigated Negative Declaration Approval**

Commissioner Barnett moved that the Planning Commission adopt the Mitigated Negative Declaration for the Environmental Review Permit, as applied for by Waterstone Residential, finding that the project will not have a significant impact on the environment based on the Initial Study as prepared by the Community Development Department. Seconded by Commissioner Combs and carried by voice vote 4-0.

### **CORRESPONDENCE:**

The Commission discussed the current project pending list.

**COMMENTS FROM STAFF AND COMMISSIONERS:**

Community Development Director Hejnowicz advised he would be bringing the cannabis discussion before the City Council on Tuesday, January 16, 2024.

**DISCUSS AND SET THE NEXT MEETING DATE:**

It was agreed by consensus that the next regular meeting to be held on Wednesday, February 14, 2024, at 5:30 p.m. The meeting was adjourned and closed at 5:46 p.m.

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Joey Hejnowicz, Community Development Director



# CITY OF LAKEPORT PLANNING COMMISSION

STAFF REPORT	
<b>RE:</b> 2023 Housing Element Annual Progress Report	<b>MEETING DATE:</b> March 13, 2024
<b>SUBMITTED BY:</b> Victor Fernandez, Associate Planner	
<b>PURPOSE OF REPORT:</b> <input checked="" type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Commission Action	

The Planning Commission is requested to review the 2023 Housing Element Annual Progress Report prepared by City staff, prior to submission to the Department of California Housing and Community Development (HCD) and the Governor's Office of Planning and Research.

## BACKGROUND/DISCUSSION:

Since 1969, California has required that all local governments (Cities and Counties) adequately plan to meet the housing needs of everyone in the community. California's local governments meet this requirement by adopting housing plans (aka housing elements) as part of their General Plan (also required by the state). General Plans serve as the local government's blueprint for how the city and/or county will grow and develop and include seven elements: land use, transportation, conservation, noise, open space, safety, and housing.

Additionally, every city and county in the state of California is required to submit an Annual Progress Report (APR) on individual jurisdiction progress towards implementing the housing element of its General Plan. The report must be submitted to the California Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research on or before April 1st of each year. The 2023 APR consists of a spreadsheet template created by HCD to capture housing activity and City of Lakeport's progress. The APR report includes the following tables:

- Annual building activity reports for new housing units;
- Regional Housing Needs Allocation (RHNA) progress;
- Sites identified or rezoned to accommodate shortfall housing need and no net loss law;
- Housing Element program implementation status;
- Commercial development bonus approved;
- Units rehabilitated, preserved and acquired for alternative adequate sites;
- Above moderate-income units converted to moderate income;
- Locally owned lands included in the Housing Element Sites inventory that have been sold, leased, or otherwise disposed of;

- Locally owned Surplus Sites;
- Student housing developed for lower income students for which a density bonus was granted;

The table below summarizes data from previous reporting years. Please note\* that the 2020 data for 48 units is currently being amended. These units belong to Martin Street Phase II, and their income level information was initially unavailable in the 2020 report. However, we have since categorized them according to their specific income levels:

- 34 units: Very Low Income
- 13 units: Low Income
- 1 unit: Above Moderate Income (Manager's Unit)

Please be advised that the unit breakdown discussed above is not reflected in the table below or in the annual progress report excel sheet. Official approval from the California Department of Housing and Community Development is required for these amendments to be reflected in the data. The revised data will be incorporated in the upcoming 2024 reporting year.

The table below outlines the allocation goals and progress for the 2023 reporting year. It is important to note that the 2020 reporting year has also been amended. An updated RHNA table, reflecting the new revisions, has been included as an attachment for your reference.

Income Level		RHNA Allocation by Income Level	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	31	-	-	-	-	-	-	31
	Non-Deed Restricted		-	-	-	-	-		
Low	Deed Restricted	21	-	48*	-	-	-	52	-
	Non-Deed Restricted		-	-	3	1	-		
Moderate	Deed Restricted	21	-	-	-	-	-	2	19
	Non-Deed Restricted		-	-	2	-	-		
Above Moderate		59	-	-	-	3	1	4	55
Total RHNA		132							
Total Units			-	48	5	4	1	58	105

In summary, the City issued a Building Permit for one dwelling unit in the 2023 reporting year.

**SUGGESTED MOTIONS:**

None required – Informational only.

**Attachments:**

1. Summary of the 2023 Housing Element Annual Progress Report
2. Draft – Updated Regional Housing Needs Allocation



<b>Jurisdiction</b>	Lakeport	
<b>Reporting Year</b>	2023	(Jan. 1 - Dec. 31)
<b>Housing Element Planning Period</b>	6th Cycle	08/15/2019 - 08/15/2027

<b>Building Permits Issued by Affordability Summary</b>		
<b>Income Level</b>		<b>Current Year</b>
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		1
<b>Total Units</b>		<b>1</b>

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

<b>Units by Structure Type</b>	<b>Entitled</b>	<b>Permitted</b>	<b>Completed</b>
Single-family Attached	0	0	0
Single-family Detached	0	0	0
2 to 4 units per structure	0	0	0
5+ units per structure	40	0	0
Accessory Dwelling Unit	1	1	1
Mobile/Manufactured Home	0	0	1
<b>Total</b>	<b>41</b>	<b>1</b>	<b>2</b>

<b>Infill Housing Developments and Infill Units Permitted</b>	<b># of Projects</b>	<b>Units</b>
Indicated as Infill	0	0
Not Indicated as Infill	1	1

<b>Housing Applications Summary</b>	
Total Housing Applications Submitted:	1
Number of Proposed Units in All Applications Received:	1
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

<b>Use of SB 35 Streamlining Provisions - Applications</b>	
Number of SB 35 Streamlining Applications	0
Number of SB 35 Streamlining Applications Approved	0

<b>Units Constructed - SB 35 Streamlining Permits</b>			
<b>Income</b>	<b>Rental</b>	<b>Ownership</b>	<b>Total</b>
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Streamlining Provisions Used - Permitted Units</b>	<b># of Projects</b>	<b>Units</b>
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 35 (2017)	0	0

<b>Ministerial and Discretionary Applications</b>	<b># of Applications</b>	<b>Units</b>
Ministerial	1	1
Discretionary	0	0

<b>Density Bonus Applications and Units Permitted</b>	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

<b>Housing Element Programs Implemented and Sites Rezoned</b>	<b>Count</b>
Programs Implemented	21
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	Lakeport	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	08/15/2019 - 08/15/2027

## ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.  
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	2										3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 01/01/2019-08/14/2019	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	31	-	-	-	-	-	-	-	-	-	-	-	31
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	-
Low	Deed Restricted	21	-	48	-	-	-	-	-	-	-	-	52	-
	Non-Deed Restricted		-	-	3	1	-	-	-	-	-	-	-	-
Moderate	Deed Restricted	21	-	-	-	-	-	-	-	-	-	-	2	19
	Non-Deed Restricted		-	-	2	-	-	-	-	-	-	-	-	-
Above Moderate		59	-	-	-	3	1	-	-	-	-	-	4	55
Total RHNA		132												
Total Units			-	48	5	4	1	-	-	-	-	-	58	105
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5		2019	2020	2021	2022	2023	2024	2025	2026	2027	6 Total Units to Date	7 Total Units Remaining
Extremely Low-Income Units*		16		-	-	-	-	-	-	-	-	-	-	16

\*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov).

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

<b>Jurisdiction</b>	Lakeport		
<b>Reporting Year</b>	2023	(Jan. 1 - Dec. 31)	
<b>Table D</b>			
<b>Program Implementation Status pursuant to GC Section 65583</b>			
<b>Housing Programs Progress Report</b>			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
Program 1-1	Maintain Existing Residential Zoning	Ongoing	Residential densities and uses maintained.
Program 1-2	Housing Rehabilitation Program	Ongoing	The City was awarded CDBG funding as part of the 2022 NOFA to re-implement the City's Housing Rehabilitation Program that was reduced as part of budget cuts associated with the Great Recession. The City continues to conduct code enforcement as needed and connects home owners in need of assistance with the City's housing staff in order to assist with rehabilitation and emergency improvements.
Program 1-3	Capital Improvement Program	Annual	The City together with the County and regional transportation organization, Lake Area Planning Council (Lake APC), recently completed a countywide pedestrian needs study which documents existing pedestrian infrastructure and prioritizes where needed improvements is necessary. The City has already began to utilize this study as part of its Capital Improvement Project planning with a focus of integrating ADA and general sidewalk improvements with all ongoing roadway improvement projects. This included improvements to ADA parking on Third Street, and sidewalk improvements along Second and Sixteenth streets associated with scheduled road maintenance activities. Additionally, the City in partnership with Lake APC also completed a Multimodal Access Study for the entire Eleventh Street Corridor, a principal gateway corridor in the City. At the heart of this study has been the improvement of pedestrian, bicycle and transit operations. The City plans to continue seeking available fund to continue implementing the study's recommendations.
Program 1-4	Conversion of Affordable Units	Annual	No housing units at risk during this reporting period.

Program 1-5	Energy Conservation Retrofit	Ongoing	Due to budget constraints the City of Lakeport no longer has a dedicated staff person administering the City's Housing Program. The City is seeking to re-establish its housing rehabilitation program using CDBG funding, as part of the 2022 CDBG NOFA, to address critical deferred maintenance related issues including but not limited to re-roofing and other weatherization activities that threaten the overall condition of the existing housing stock in the City.
Program 2-1	Streamline Housing Approvals	Complete and Ongoing	The City has contracted with Mintier Harnish to update the Zoning Ordinance to provide by-right approvals for residential development with at least 20% of the units being affordable to lower income households and to establish objective design standards. On April 5th, 2022, the Lakeport City Council adopted Resolution #2859 adopting the Lakeport Citywide Residential Objective Design Standards.
Program 2-2	Affordable Housing Resources	Annual/Ongoing	This program has been successful in supporting development of two affordable housing projects. Martin Street apartments was completed in 2019 that provided 24 units affordable to the extremely low, very low, and low income groups. The Martin Street Apartments Phase II was entitled and received building permits in 2021 for 48 units affordable to the extremely low, very low, and low income groups. The City streamlined the review and approval of these projects. The City continues to make information available regarding its affordable housing resources and incentives, both through a brochure and information on the City's website.
Program 2-3	Energy Conservation	Ongoing	During the 2021 reporting period the City adopted the 2019 California Building Code and was awarded funding through the 2022 CDBG NOFA to re-establish a program for housing rehabilitation funding with an emphasis on addressing critical deferred maintenance related projects for low income households which includes energy conservation upgrades. Additionally, energy efficient units consistent with building code requirements (CALGreen/Title 24) and the subdivision ordinance are required in all new developments. The City will continue to prepare fact sheets and provide information on recommended water and energy conservation measures and available resources, such as PG&E rebates and loans, for property owners to make energy-efficient improvements.
Program 2-4	Accessory Dwelling Units	Complete and Ongoing	The City has contracted with Mintier Harnish and updated the Zoning Ordinance for Accessory Dwelling units and to assess utility and impact fees.
Program 2-5	Market Rate Housing	Ongoing	The City continues to support market rate housing and is forming partnerships with developers to attract single family home development.

<p><b>Program 3-1</b></p>	<p><b>Removal of Constraints to Housing Special Needs Groups</b></p>	<p><b>Bi-annual Review</b></p>	<p>The City has provided updates to the Zoning Ordinance to address housing needs (residential care, emergency shelters, increased incentives for affordable special needs housing, and reasonable accommodation for persons with disabilities). The City has partnered with Lake County and the City of Clearlake through the Lake Economic Development Corporation (Lake EDC) to provide special housing assistance to various special needs groups. This includes the administration of the USDA Rural and Single Family Home Loan Program and Rural Home Loans Direct Program. Additionally, Lake EDC regularly hosts housing fairs throughout the County targeting developers of affordable housing, most specifically farmworker housing.</p>
<p><b>Program 3-2</b></p>	<p><b>Special Needs Housing Coordination</b></p>	<p><b>Ongoing</b></p>	<p>The City has partnered with Lake County and the City of Clearlake through the Lake Economic Development Corporation (Lake EDC) to provide special housing assistance to various special needs groups. This includes the administration of the USDA Rural and Single Family Home Loan Program and Rural Home Loans Direct Program. Additionally, Lake EDC regularly hosts housing fairs throughout the County targeting developers of affordable housing, most specifically farmworker housing. Program information is available at City Hall and on the <a href="#">City's website</a>.</p>
<p><b>Program 3-3</b></p>	<p><b>Incentives for Extremely Low Income, Senior, Disabled, Large Families, and Special Needs Housing</b></p>	<p><b>Ongoing</b></p>	<p>Chapter 17.39 of the City's Zoning Ordinance provides for density bonuses and development standard reductions (parking, setbacks, lot coverage, etc.) to qualifying development proposals including low income, senior and other special needs housing proposals. This Ordinance has been utilized for several development projects including the Bella Vista Senior Housing Project, Bevins Street Senior Apartments, and Martin Street Apartments Phase I &amp; II, and Phase III.</p>
<p><b>Program 3-4</b></p>	<p><b>Seek Site and Funding for Affordable Housing</b></p>	<p><b>Ongoing</b></p>	<p>The Sixth Cycle Housing Element (adopted 07/07/20) includes Appendix A which identifies all available sites for residential development within the City of Lakeport. The City is currently partnered with Community Development Services through the Lake Economic Development Corporation to actively solicit potential housing developers in Lake County. Community Development Services has sponsored several housing fair's over the past several years.</p>

Program 3-5	Seek Available Funding	Ongoing	The City has had great success over the past few years in obtaining HOME, CDBG and TCAC funding to support the construction of 72 affordable housing units and other supportive infrastructure. The City also intends to apply for funding through the CDBG NOFA to re-establish its housing rehabilitation program and address critical deferred maintenance issues such as re-roofing and weatherization activities which currently threaten the overall health of the City's existing housing stock. Due to the devastating Mendocino Complex Fire that occurred 2018 in Lake County, the City is eligible to receive approximately \$10.5 million as part of the Multi-Family Housing Program through CDBG-DR funds and has been conditionally awarded the funding to support two additional projects an 80 unit multifamily housing project and a 40 unit senior housing project.
Program 3-6	Farmworker Housing	Ongoing	The City is currently partnered with Community Development Services through the Lake Economic Development Corporation to actively solicit potential housing developers in Lake County, including providers of farmworker housing. Community Development Services has sponsored several housing fair's over the past several years.
Program 3-7	Accommodate Special Needs Housing	Complete and Ongoing	The Sixth Cycle Housing Element identified the need for the City to revise the Zoning Ordinance to address low barrier navigation centers; allow eligible supportive housing in a variety of zones; and allow eligible employee housing. The City of Lakeport has made updates to the zoning code in regard to navigation centers, supportive housing, and employee housing. In reference to Section 17.11.030.K of the Lakeport Municipal Code, Emergency Shelters/supportive housing is identified as a use by-right within the C-3 Zoning District. Additionally, in 2010 the Lakeport City Council adopted Ordinance No. 880, which aimed to facilitate the development of housing opportunities for the elderly, the handicapped, households with very-low to moderate incomes and for persons with special housing needs as well as emergency shelters and transitional/supportive housing.
Program 3-8	Maintain Ongoing Estimates of the Demand for Emergency Housing	Annually	The City of Lakeport utilizes the work of the Lake County Continuum of Care point in time annual survey of homelessness in Lake County. The City of Lakeport has also worked with local non-profit homeless advocates in the provision of a community warming center.
Program 3-9	Reasonable Accommodation for Persons with Disabilities	Ongoing	The City of Lakeport adopted Ordinance 893 (2014) in conjunction with the approval of the Housing Element adding Chapter 17.40, Reasonable Accommodation for Persons with Disabilities to the Zoning Ordinance and continues to provide handouts to interested parties.











# DRAFT - New Updated Regional Housing Needs Allocation (RHNA)

Please note that this is a draft updated RHNA, HCD is responsible for officially updating the database to reflect the new amendments as referenced in the staff report.

Income Level		RHNA Allocation by Income Level	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	31	-	34	-	-	-	34	-
	Non-Deed Restricted		-	-	-	-	-		
Low	Deed Restricted	21	-	13	-	-	-	17	4
	Non-Deed Restricted		-	-	3	1	-		
Moderate	Deed Restricted	21	-	-	-	-	-	2	19
	Non-Deed Restricted		-	-	2	-	-		
Above Moderate		59	-	1	-	3	1	5	54
Total RHNA		<b>132</b>							
Total Units			-	<b>48</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>58</b>	<b>77</b>

\*The following projects have been entitled and are not included in the table above as they have not yet been constructed. Only units constructed count towards the RHNA Goals.

- Parkside Residential Project
  - 128 Apartment Units – Low Income and Very Low Income
  - 48 Cluster Homes – Low Income and Moderate Income
- Martin Street Phase III Apartments
  - 48 Apartment Units – Low Income
- Bevins 40 Apartments
  - 40 Senior Living Units – Low Income



# CITY OF LAKEPORT PLANNING COMMISSION

## MEMORANDUM

**RE:** Planning Department & Planning Commission  
2024 Goals and Work Program

**MEETING DATE:** March 13, 2024

**SUBMITTED BY:** Joey Hejnowicz, Community Development Director

**PURPOSE OF REPORT:**  Information only  Discussion  Commission Action

### WHAT IS BEING ASKED OF THE PLANNING COMMISSION:

Review and discuss the Community Development Department and Planning Commission's Goals and Work Program for the 2024 calendar year.

### DISCUSSION:

The purpose of this discussion item is to: 1) review the annual tasks and goals of the Planning Commission and 2) discuss any possible additional goals to be considered for the 2023/24 fiscal year.

### 2023/2024 Fiscal year goals, progress and accomplishments—

#### *Near Term Goals (2023-2024)*

1. Implementation of a strategic plan for the development of the City's Housing Services program: 2022 CDBG grant secured funding for the re-establishment of a housing program including owner-occupied rehabilitation, tenant-based rental assistance, and a subsistence payment program (Utilities and Eviction Prevention).
2. Consider the adoption of a Nuisance Abatement Ordinance and Proactive Code Enforcement Program: Building Division pursuing a more pro-active code enforcement strategy using the International Property Maintenance Code. Staff exploring amendments to the City's nuisance abatement ordinance to streamline severe violations. Transition to online permitting software OPEN.GOV will provide department efficiencies and streamline complaint process (i.e. automatically generated notices, etc.)
3. Begin General Plan Update process with emphasis on implementing new legislative requirements in the Circulation and Environmental Justice Element: Staff to develop an RFP for Consultant Services to lead the development of the Lakeport General Plan update and begin community outreach and data gathering for this plan.
4. Work with Civic Well and Blue Zones International to develop the most impactful Active Transportation Plan for Lakeport: Grant secured for the development of an Active Transportation Plan with a focus on conducting a citywide sidewalk

inventory which was found to be a precursor to possible amendments to the City's Right-of-Way ordinance by the City's Ad-Hoc committee. Having an Active Transportation Plan would also better position Lakeport for future grant opportunities.

5. Modernize various local ordinances to align with new state laws and/or create improved organization efficiencies: vacant building registry, sidewalk vending ordinance, streamline short-term rental ordinance, business license modernization, development of wayfinding signage criteria, etc.

#### *Intermediate-Term Goals (2-4 Years)*

1. Comprehensive update of the Zoning Ordinance with specific emphasis on reviewing the sign ordinance and inclusion of greater uses creating a more economically sustainable and vibrant downtown: Ongoing. No reportable action at this time.
2. Continue to work with Lake APC to complete the Eleventh Street Corridor Multimodal projects identified in the Feasibility Study: Ongoing. No reportable action at this time.
3. Update Building Division policies and procedures concerning Flood Plain Management, Stormwater and Landscape Efficiency to be consistent with revised state mandates: Ongoing. No reportable action at this time.

#### *Long-Term Goals (5+ Years)*

1. Ongoing succession planning and employee training/certification: Hired new Administrative Specialist and hired new Community Development Director.
2. Update Lakeport's Floodplain Management Program to include 44 CFR Section 65.34 and 44 CFR Section 60.3(b)(3): Ongoing. No reportable action at this time.

#### **Other Accomplishments**

- Tenant Improvements commenced on the former Kmart building allowing the division of the building into three tenant spaces which include Tractor Supply Company, Marshalls, and a future tenant.
- Completed the annual Business Walk Program which is designed to familiarize the business community with the city and other resources available to them.
- Community Development Staff Professional Development
  - Bethany Moss – Chief Building Official – Completed International Code Council Certified Building Official Accreditation
  - Victor Fernandez – Associate Planner – Completed UC Davis Continuing and Professional Education Program – Intro to GIS Course
  - Linda Sobieraj – Administrative Analyst – Completed required training and received Notary Public License
- OPEN.GOV Integration and Implementation – New and improved modern government software that supports online permitting and licensing (land use, building permits, code enforcement, business license, etc.), automated

procurement and contracting and increased transparency and citizen engagement.

- Helps Lakeport achieve prior year goal of developing an interactive user-friendly Community Development website with ability to report concerns and readily find relevant information, including the ability to apply for permits and make payments electronically. Additionally, improves internal document management to increase operational efficiencies.
- Resolved Cannabis Retail and Temporary Cannabis Events policy discussion with Planning Commission and City Council.
- Continued ongoing entitlement process and funding resources support for the developer of Parkside Housing Project and Bevins Senior.
- Annual Stormwater MS4 Permit Compliance and Reporting
  - Specifically, completed the required Task4 (Sediment Phosphorous Work Plan) from the Central Valley Regional Water Quality Control Board.
- Community Development Department 2023 Annual Statistics
  - Business License
    - Processed over 900 renewals.
    - Processed 148 new licenses.
  - Building Permits
    - Processed 234 permits.
    - Total Construction Value: \$9.92 million dollars
    - City Building Permit Revenue: \$159,747
  - Planning
    - Processed 42 land use applications.
  - Code Enforcement
    - Initiated 82 cases.
  - Abandoned Vehicle Abatement (AVA)
    - Processed 33 cases.
- Vista Point & Nuisance Abatement Undertaking and Public Hearing
- Hired Community Development Director
- Completed Annual 2023 Housing Progress Report
- Draft Text Amendment repealing and replacing Section 17.17.080 of the Lakeport Municipal Code (Planned Development Combining District) regarding the time limit for Planned Development Combining District

### **Proposed 2023/2024 Fiscal Year Goals—**

- Continue to work on overhauling the existing code enforcement program with specific emphasis on development of a proactive education and public access component. Implement effective practices for streamlining the processing of complaints and achieving compliance. **[Near-Term]**
- Obtain consultant to begin General Plan Update process with emphasis on implementing new legislative requirements. **[Near-Term]**
- Update various local ordinances to comply with new State laws and increase operational efficiencies. Critical ordinances include, but are not limited to: sidewalk vending, business license modernization, streamline short-term rental processes, develop wayfinding signage criteria, modify nuisance abatement procedures, AB 1332: Preapproved ADU Plans, and development of vacant building registry. **[Near-Term]**
- Continued collaboration with County Clean Water Program and community partners to maintain compliance with State regulations and mandates. **[Near-Term]**
- Implementation of a strategic plan for the development of the City's Housing Services Program. **[Intermediate-Term]**
- Amend the current sidewalk and right-of-way improvement ordinance to ensure infrastructure is being constructed in high priority areas and reduce unpredictable costs to developers. **[Intermediate-Term]**
- Comprehensive update of the Zoning Ordinance with specific emphasis on reviewing the sign ordinance and inclusion of greater uses creating a more economically sustainable and vibrant downtown. **[Intermediate-Term]**
- Update Building Division policies and procedures concerning Flood Plain Management. **[Intermediate-Term]**
- Update Community Development Department Policies and Procedures Manual including the updating of department handouts and applications. **[Long-Term]**
- Ongoing succession planning and employee training/certification. **[Long-Term]**

Community Development staff is open to and encourages suggestions from both the Planning Commission and the public on proposed actions and projects that will positively assist in the achievement of the above stated goals and the identification of new goals aimed at improving the quality of life for the community. Identified goals and suggestions will be forwarded to the City Council for their consideration in the adoption of citywide goals as part of the budget for fiscal year 2023/24.



## PLANNING PROJECTS PENDING

as of

**March 7, 2024**

No.	Staff Assigned	File No./Name	Date Received	Progress	Next Action	PC / Staff Level
1.		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 (May / June)	<b>P.C. Approved 8/15/2018</b>
2.		Martin Street Phase III – Application #2022-25 – 519 S Smith Street		Application for an Environmental Review and Zone Change for the development of a 40-unit affordable multi-family housing project.		<b>CC 2<sup>nd</sup> Reading 4/4/2023</b>
3.		Sandra J Lashly – Application#2023-04 2301 Beach Lane	2/1/2023	Application for a Use Permit to allow the addition of 4 RV unit spaces for a total of 15 spaces. (RV Park was previously approved for 11 Spaces)	Waiting on further information from applicant.	<b>PC Review TBD</b>
4.		Lakeport Boat Rentals – Application#2023-09		Application for a Tentative Parcel Map to divide APN: 026-031-29 into four parcels.	Waiting on further information from applicant.	<b>PC Review</b>
5.		Pure Organic Medicinals – Application# 2023-10		Application for a Use Permit to allow Cannabis Distribution, Indoor cultivation, and mobile retail.	Waiting on further information from applicant.	<b>PC Review</b>
6.		Angelina's Bakery – Application# 2023-12		Application for an Architectural & Design Review, Use Permit, Zoning Permit and Categorical Exemption to allow for an outdoor dining parklet.	Waiting on further submittal.	<b>PC Review</b>
7.		Park Place – Application# 2023-13		Application for an Architectural & Design Review, Use Permit, Zoning Permit and Categorical Exemption to allow for an outdoor dining parklet.	Waiting on further submittal.	<b>PC Review</b>
8.		Pogo's Pizza – Application# 2023-16		Application for an Architectural & Design Review, Use Permit, Zoning Permit and	Waiting on further submittal.	<b>PC Review</b>

				Categorical Exemption to allow for an outdoor dining parklet.		
9.		New Vista Developers – Application# 2023-17		Application for a tentative subdivision map to divide into eight parcels.	Waiting on further submittal.	<b>PC Review</b>
10.		Ali's Kitchen – Application# 2023-19		Application for an Architectural & Design Review, Use Permit, Zoning Permit and Categorical Exemption to allow for an outdoor dining parklet.	Waiting on further submittal	<b>PC Review</b>
11.		Wine in the Willows – Application #2023-21		Application for a Zoning Permit and Categorical Exemption to allow for live music.	Waiting on further submittal.	<b>Staff Review</b>
12.		Paddle Express – Application #2023-22		Application for a Concession Agreement for a Kayak rentals at Library Park.	Waiting on further submittal.	<b>TBD</b>
14.		Regency Inn – Application #2023-26		Application for a Shoreline Development Permit to repair a section of the failed seawall adjacent to the lake.	Staff Review	<b>Staff Review</b>
13.		Lake Co. Vector Control – Application #2023-32		Zoning and General Plan Amendments to Public and Civic Use to allow for improvements to the appearance of the property, more efficient use of space and improve services.		<b>PC Review</b>
14.		Lake County Office of Education – Application #2023-34		Application for an Architectural and Design Review for the installation of a solar carport to cover existing parking at 1152 S Main Street.		<b>Staff Review</b>
15.		Disney Boat Rentals – Application #2023-36		Application for Tentative Parcel Map, Architectural and Design Review, Shoreline Development Permit, Use Permit, and Environmental Review to allow the construction of a boat rental office at 2200 Lakeshore Blvd.		<b>PC Review</b>