



## **BENICIA PLANNING COMMISSION**

### **JOINT MEETING WITH THE HISTORIC PRESERVATION REVIEW COMMISSION SPECIAL MEETING MINUTES**

**City Hall Council Chambers**

**Thursday, April 11, 2013**

**6:00 P.M.\***

**\*SPECIAL TIME**

#### **I. OPENING OF MEETING**

##### **A. Pledge of Allegiance**

##### **B. Roll Call of Commissioners**

Planning Commission:

Present: Commissioners Cohen-Grossman (arrived 6:10 p.m.),  
Dean, Oakes, Sprague and Chair Sherry (arrived 6:15  
p.m.)

Absent: Commissioners Smith and Young

Historic Preservation Review Commission:

Present: Commissioners Berry, Delgado, McKee, Trumbly, Van  
Landschoot, and Chair Haughey

Absent: Commissioner vonStudnitz

Staff Present: Charlie Knox, Community Development Director  
Amy Million, Principal Planner / Recording Secretary  
Heather McLaughlin, City Attorney

##### **C. Reference to Fundamental Rights of Public**

#### **II. ADOPTION OF AGENDA**

On a motion of Commissioner Van Landschoot seconded by Commissioner Delgado, the agenda was adopted by the following vote:

Ayes: Commissioners Berry, Cohen-Grossman, Delgado, McKee, Oakes,  
Sprague, Trumbly, Chair Haughey and Vice –Chair Dean

Noes: None

Absent: Commissioners Cohen-Grossman, Sherry, Smith, vonStudnitz and Young  
Abstain: None

**III. OPPORTUNITY FOR PUBLIC COMMENT**

**A. WRITTEN**

None.

**B. PUBLIC COMMENT**

None.

**IV. WOOD WINDOW WORKSHOP**

Ms. Million provided an overview of the workshop and introduced the presenters.

Nancy Goldenberg, Carey and Company, gave a presentation on the Secretary of the Interior Standards and the guidelines associated with windows.

Bill Essert, Wooden Windows, Inc., gave a presentation on wood windows including the different types, window composition, methodology for repair and the benefits of retaining existing wood windows.

Phil Joy, Joy Housemoving, gave a presentation on how to repair wood windows.

Chris Bowen, Foster Lumber, gave a presentation on the available alternative materials for replacement windows such as vinyl, aluminum and fiberglass.

The presentations were followed by a Q&A session with the Commissions, audience and presenters.

**V. PRESENTATION:**

**A. OPEN GOVERNMENT PRINCIPLES**

The City Attorney gave a presentation to the Commissions on the Open Government ordinance, Brown Act, the City's Code of Conducts and other related documents.

**VI. ADJOURNMENT OF JOINT MEETING WITH THE HISTORIC PRESERVATION REVIEW COMMISSION; CONTINUATION OF REGULAR MEETING OF PLANNING COMMISSION**

Vice-Chair Dean adjourned the joint meeting at 7:45 p.m.

The Commission took a 15 minute recess.

The regular Planning Commission meeting reconvened at 7:57 p.m.

**VII. ELECTION OF OFFICERS (CHAIR AND VICE CHAIR)**

Commissioner Oakes nominated Sherry/Dean as Chair/Vice-Chair. On a motion by Commissioner Oakes, seconded by Commissioner Cohen-Grossman, the motion was carried by the Commission.

Ayes: Commissioners Cohen-Grossman, Dean, Oakes, Sprague and Chair Sherry

Noes: None

Absent: Commissioners Smith and Young

Abstain: None

**VIII. CONSENT CALENDAR**

On a motion of Commissioner Cohen-Grossman, seconded by Commissioner Dean, the consent calendar was approved by the following vote:

Ayes: Commissioners Cohen-Grossman, Oakes, Sprague, and Chair Sherry

Noes: None

Absent: Commissioners Smith and Young

Abstain: Commissioner Dean

**A. APPROVAL OF MINUTES OF FEBRUARY 14, 2013 REGULAR MEETING**

**IX. REGULAR AGENDA ITEMS**

**A. ZONING ORDINANCE TEXT AMENDMENT TO INCORPORATE REGULATIONS PERTAINING TO COTTAGE FOOD OPERATIONS**

Ms. Million gave an overview of the draft zoning text amendment.

The Commission requested clarification on the proposed fees, regulations for employees versus working family members, the Zoning Administrator's role and the permitting process.

Public comment was opened.

Krizey Osada, owner of Whipt Bakery in Benicia spoke as the first Cottage Food Operator in Solano County. Ms. Osada requested clarification on the proposed process and provided the Commission with insight on the permitting process through the County's health agency.

Public comment was closed.

**RESOLUTION NO. 13-2 OF THE PLANNING COMMISSION OF THE CITY OF BENICIA RECOMMENDING TO THE CITY COUNCIL APPROVAL OF THE**

**ZONING ORDINANCE TEXT AMENDMENT TO INCORPORATE REGULATIONS  
PERTAINING TO COTTAGE FOOD OPERATIONS**

On a motion of Commissioner Cohen-Grossman, seconded by Commissioner Dean, with a minor change to subsection C.4. to change Zoning Administrator to Community Development Director, the above resolution was approved by the following vote:

Ayes: Commissioners Cohen-Grossman, Dean, Oakes, Sprague and  
Chair Sherry  
Noes: None  
Absent: Commissioners Smith and Young  
Abstain: None

**B. GENERAL PLAN IMPLEMENTATION REPORT**

Ms. Million provided an overview of the General Plan implementation report.

The Commission requested clarification on the report process, coordination with City departments and the status of program 2.33. C.

No public comment.

On a motion of Commissioner Dean, seconded by Commissioner Oakes, the Commission received and filed the General Plan Implementation report and recommended approval by the City Council by the following vote:

Ayes: Commissioners Cohen-Grossman, Dean, Oakes, Sprague, and  
Chair Sherry  
Noes: None  
Absent: Commissioners Smith and Young  
Abstain: None

**X. COMMUNICATIONS FROM STAFF**

None.

**XI. COMMUNICATIONS FROM COMMISSIONERS**

Commissioner Cohen-Grossman provided an update on the APA workshop she attended on April 6, 2013 and announced that the CAC meeting for the Urban Waterfront Enhancement and Master Plan would be held on April 18, 2013.

Commissioner Oakes provided an update on the sign ordinance and the committee's progress

**XII. ADJOURNMENT**

Chair Sherry adjourned the meeting at 8:55 p.m.