

Mt. Shasta Planning Commission Regular Meeting Agenda

Tuesday, February 20, 2024; 6:00 p.m.

This meeting will be presented in a hybrid format and can be attended in two ways:
In-Person at the Mt. Shasta City Park Upper Lodge, 1315 Nixon Rd. Mt. Shasta, CA

or

Online at the following link:

MountShasta.22Ave.tv

Page	STANDING AGENDA ITEMS
	1. Call to Order and Flag Salute
	2. Roll call
	3. Public Comment: This time is set aside for residents to address the Planning Commission on matters listed on items not included on the Regular Agenda. If your comments concern an agenda item noted on the regular agenda, please address the Commission when that item is open for public comment. Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the City. Commission discussion or action cannot be taken on items not listed on the agenda other than to receive comments. If you have documents to present to members of Commission, please provide a minimum of seven (7) copies to the note taker.
Page	PLANNING COMMISSION BUSINESS
Page 3	4. Consent Agenda I. Approval of Minutes: January 16, 2024 Regular Meeting
Page 5	5. Objective Design Standards I. Report from Objective Design Standards Subcommittee, followed by Staff facilitated discussion.
	6. Commission and Staff Comments
	7. Future Agenda Items – Future items are topics brought to the Planning Commission from a public petition, city staff, Planning Commission member(s), and City Council for review and action. All dates refer to first introductions to the Planning Commission and can be altered due to time and priority level.
	8. Adjourn Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall located at 305 North Mt. Shasta Blvd., Mt. Shasta, CA at the same time the public records are distributed or made available to the members of the legislative body. Agenda related writings or documents provided to a majority of the

	<p>legislative body after distribution of the Agenda packet will be available for public review within a separate binder at City Hall at the same time as they are made available to the members of the legislative body.</p> <p>The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the Deputy City Clerk at least 48 hours prior to the meeting at (530) 926-7510 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting.</p>
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Projects heard at this Planning Commission meeting may be subject to appeal. Please contact the Planning Department for information. Appeals must be submitted to the City Clerk's office together with the appeal fee. If you challenge the environmental review of the project proposal in court, you may be limited to raising only those issues raised at the public hearing or in written correspondence delivered to the Planning Department on, or prior to, closing of the public comment period.

Mt. Shasta Planning Commission Special Meeting **DRAFT** Minutes

Tuesday, January 16, 2024; 6:00 p.m.

City Park Upper Lodge 1315 Nixon Rd.

This meeting allowed for remote participate via ZOOM

Item	STANDING AGENDA ITEMS
1.	Call to Order and Flag Salute – Chair Findling called the meeting to order at 6:04 PM and led the audience in the flag salute.
2.	Roll call Present: Findling, Higuera, Boyenger, Saryon, Beck Absent: McDowell Comments:
3.	Public Comment: Francis Mangel, Comments related to hazardous tree removal. Vicki Gold, Comments related to positive city staff response, public comment and city responses.
4.	Consent Agenda a. Approval of Minutes: November 28, 2023 Special Meeting. Chair Findling pulled the minutes from the Consent Agenda to correct Item 5 Objective Design Standards Committee members replacing Commissioner Pardee with Commissioner Saryon. <u>MOTION TO APPROVE:</u> Higuera <u>SECOND:</u> Beck AYES: Findling, Higuera, Boyenger, Saryon, Beck NOES: None ABSENT: McDowell ABSTAIN: None
5.	Conditional Use Permit (CUP2023-01) at 305 Old McCloud Rd to allow the renovation and occupancy of existing floor area for a 13-unit multi-family development consisting of consisting of five buildings on one .7-acre (30,491 square feet) parcel (APN 057-583-290). No new floor area proposed. <u>Jeff Mitchem, Planning Director.</u> Presented Staff Report and responded to Planning Commissioner questions. <u>Applicant Presentation.</u> Applicant, Jacob Barr presented project and responded to Planning Commissioner questions. <u>Public Comment.</u> One public comment in general support of the project. <u>Commission findings.</u> <u>Commission Action:</u> Approve the submittal as modified with the addition of findings for lower parking ratios and an additional condition of approval for removal of existing lighting. <u>Motion:</u> Saryon <u>Second:</u> Beck Ayes: Findling, Higuera, Boyenger, Saryon, Beck Nays: Absent: McDowell Abstain: None

6. Commission and Staff Comments

Belinda Higuera, Commissioner – Restaurants should be required to cover trash. Would like hospital update.

Paul Beck, Commissioner. City needs to enforce Sign Ordinance – banner signs are prohibited.

Von Boyenger, Commissioner – Summit Lofts courtyard and mechanical screening update.

Touson Saryon, Commissioner – Welcome to Director Mitchem.

Melanie Findling, Chair – Soul Connections – illegal illuminated sign in downtown district – city should enforce. Staff should consider continuing the General Plan update. New Planning Commissioner applications in replacement of Alan Pardee.

Director Mitchem. Housing Element adopted and sent to HCD January 15.

7. Future Agenda Items – Future items are topics brought to the Planning Commission from a public petition, city staff, Planning Commission member(s), and City Council for review and action. All dates refer to first introductions to the Planning Commission and can be altered due to time and priority level.

Director Mitchem. Objective Design Standards report at February Regular Meeting.

8. Adjourn – Adjourned at 7:56 PM

MT SHASTA PLANNING COMMISSION

STAFF REPORT

TO: Mt Shasta Planning Commission
FROM: Jeff Mitchem, Planning Director
Subcommittee on Objective Design Standards
MEETING DATE: February 20, 2024
SUBJECT: Objective Design Standards – Status Update

ITEM

Receive and file status report from Staff and Planning Commission Subcommittee on Objective Design Standards (Melanie Findling, David McDowell, Touseon Saryon). Conduct follow-up discussion and direct Staff as may be necessary.

BACKGROUND

Objective Design Standards (ODS). ODS are mandated by State Law for ministerial review of qualifying affordable housing development as conveyed by 2023-31 Housing Element (HE) Program HO-2.2.4 which specifically outlines Mt Shasta Municipal Code (MSMC) amendments that will be undertaken by City Staff within two years of HE adoption (01.08.2026).

Statutory Intent. ‘Qualifying Housing’ is currently defined as a residential project with at least 20% of the units affordable to lower-income households. Such projects cannot be subject to discretionary review and must be reviewed ministerially. Having objective design standards in place will allow staff, during ministerial review, to achieve the intent of Mt Shasta’s planning documents and to maintain its community character.

Housing Element Program HO-1.1.1. This HE program states: (1) The City shall amend the MSMC, Title 18, to permit owner-occupied, rental, and mixed tenure multifamily uses by-right without a conditional use permit or other discretionary permit for developments in which 20 percent or more of the units are affordable to lower income households and the project achieves a minimum buildout density of 15 dwelling units per acre in the R-3, C-1, and C-2 zones. Qualifying projects shall be subject only to written objective development and performance standards and shall provide approval certainty for code-compliant developments. The amendments to the MSMC shall expressly exempt qualifying housing projects from both the Architectural Review requirements of Section 18.60 et seq., of the MSMC.

(2) The City shall amend Chapter 18.70 of the MSMC to expressly exclude all residential development, including multifamily residential facilities, from the provisions of Chapter 18.70. The amendments to Chapter 18.70 shall apply also to qualifying mix use developments utilizing the provisions of SB 35 or State Density Bonus Law.

OBJECTIVE DESIGN STANDARDS

Process. On November 28, 2023, the Planning Commission appointed Commissioners Findling, McDowell and Saryon as the Objective Design Standards Subcommittee. To date, the subcommittee has met on three occasions discussing the following topics:

12.20.2023 – subcommittee goals, process, review of current guidelines/standard ODS format; 01.10.2024 – format merging of current guidelines and ODS standards, MSMC Amendments; and, 02.14.2024 – review format outline of ODS Ordinance and architectural character discussion. At the conclusion of the third meeting, the subcommittee directed Staff to prepare materials for a briefing of the full Planning Commission followed by facilitated discussion regarding ODS process, format, MSMC amendments and specific contents.

Overview of ODS Process and Contents. Staff will present the following for consideration by Planning Commission and facilitate follow-up discussion.

1. Overview of Review and Adoption Process

- a. Planning Commission
 - i. Hearings (x3 estimated)
- b. Community Engagement
 - i. Open House(s)
 - ii. Web-based outreach
 - iii. Public Hearings
- c. City Council
 - i. Hearings (x3 estimated)

2. Summary of Municipal Code regulatory context as inputs for developing ODS.

- a. Mt Shasta Design Guidelines (June 14, 2010)
 - i. Streetscape
 - ii. Landscaping
 - iii. Materials
 - iv. Site Planning
 - v. Building Form
 - vi. Non-Residential
 - vii. Residential
- b. MSMC Chapters (refer to Attachment A)
 - i. Fences (18.20.050)
 - ii. Landscaping (15.42 WELO, 18.70 Large Sites, 18.16 District)
 - iii. Lighting (18.70 Large Sites, 18.16 District)
 - iv. Parking (15.44 Off-street Parking, 18.70 Large Sites)
- c. Standard ODS Format
 - i. Site Design. Site plan requirements.
 - 1. Building placement
 - 2. Access

- 3. Parking
 - 4. Landscaping
 - 5. Lighting
- ii. Building Design. Façade components.
 - 1. Massing & Scale
 - 2. Roof
 - 3. Façade
 - 4. Windows
 - 5. Materials
- iii. Frontage Standards. Public facing frontages.
 - 1. Entrances
 - 2. Porches
 - 3. Stoops
 - 4. Terraces
- iv. Architectural Theme
 - 1. Alpine Theme. Extent or “reach” of ODS to induce a desired theme.
- d. Merge a. – c. into new Municipal Code Chapter 18.50 Objective Design Standards

3. Applicability – Immediate and Long-term potential

- a. Affordable Housing (initially)
- b. All Development – market rate housing and commercial (eventually?)
- c. Housing product type: duplex+ (no SFD or ADU) – requires amendment to MSMC Chapter 18.60.050(B).

ATTACHMENT

A. Design Regulations & Existing City Policy

ATTACHMENT A – Design Regulations & Existing City Policy

MSMC CHAPTERS TRIGGERED BY DEVELOPMENT PROPOSALS	
18.16, Base Zones - Applies to all development	18.60, Architectural Review - Applies to all development (except Duplexes, Triplexes in R-1 & R-2)
18.70, Size Restrictions - Applies to development >20,000 sf	Objective Design Standards (ODS) - Will apply to Affordable Housing initially. Possible to apply to all development.
18.29, Conditional Use Permit - Applies to all MF Development > 4 units (18.16, 7.5 D.)	- Underway: PC Subcommittee – eta Public Hearings / CC: Q2 2024
General Plan (GP) - Applies to all development	

REGULATION (Standard/Guideline)	CITY POLICY (Applicable Development)					
	18.16 All Dev	18.70 (>20,000sf)	18.60 All Dev	18.29 All Dev	GP All Dev	ODS (All Afford)
General Plan Consistency				✓		✓
Density	✓			✓	✓	
Lot Coverage	✓			✓	✓	
Parcel Size	✓			✓		
Setbacks	✓			✓		
Height	✓			✓		
Lot Size	✓			✓		
General Vicinity		✓		✓	✓	✓
Infrastructure		✓		✓	✓	✓
Health, Safety, Welfare		✓		✓	✓	
Mt Village Theme		👉	✓			✓
Facades broken up		✓	✓			✓
Mechanical screening		✓	✓			✓
Human Scale		✓	✓			✓
Landscaping* (* overridden by MWEL0 – 2019)		✓	✓		✓	✓
Glare		✓	✓		✓	✓
Traffic & Circulation		✓	✓		✓	✓
Lighting		✓	✓			✓
Architectural Unity		✓	✓			✓
Street Network		✓	✓			✓
Pedestrian Network		✓	✓			✓
Parking & Vehicles		✓	✓			✓
Storage		✓	✓			✓
Public Frontage		✓	✓			✓
Loading		✓	✓			✓
Ancillary Uses		✓	✓			✓