

**City of Blue Lake
Draft Planning Commission Meeting Minutes
September 19, 2022**

The Blue Lake Planning Commission Meeting was called to order at 7:01 p.m.

Commissioners Present: Earl Eddy, Richard Platz, Matt Schang, and Robert Chapman

Commissioners Absent: Cort Pryor

Staff Present: City Manager Amanda Mager and City Planner Garrison Rees

Staff Absent: Planning Commission Secretary Cheryl Turner

Public Present: None

1. Approval of Minutes: June 20, 2022

- a. Motion (Schang, Eddy) to approve June 20, 2022 minutes as written.
- b. Motion passed (2-0) with Vice-Chair Platz and Commissioner Chapman abstaining because they were not present at the June 20, 2022 meeting.

2. Public Input on Non-Agenda Items

- a. None.

3. Approval of the Agenda

- a. Motion (Chapman, Eddy) to approve agenda.
- b. Motion passed (3-0) with Vice-Chair Platz abstaining because he was not able to review the agenda packet before the meeting.

Discussion/ Action:

4. Planning Commission Discussion: General Plan Housing Element Update. Review of comments from the California Department of Housing and Community Development on the Draft General Plan Housing Element Update.

- a. Planner Rees presented a summary of the staff report and discussed the types of comments received from the Department of Housing and Community Development (HCD).
- b. Planner Rees stated that the comments from HCD primarily requested revisions to the Draft Element Update to clarify analysis, include additional data and analysis, and modify or add to the proposed implementation programs. Planner Rees stated that there are also certain tasks that the City must undertake before the Draft Update will be considered for certification, which include: 1) conduct a windshield survey of residential units in the City to determine how many units are in need of rehabilitation; 2) amend the Zoning Code to allow emergency shelters by right in a zone in the City; and 3) conduct further outreach to low- and moderate-income populations in the City.
- c. Planner Rees indicated the next steps in the process include: 1) revising the Draft El-

- ement Update to address the comments from HCD; 2) conducting the windshield survey; 3) amending the Zoning Code to allow emergency shelters in a certain zone; 4) preparing an updated CEQA document for the Draft Element Update; and 5) conducting further outreach to low- and moderate-income populations in the City.
- d. Chair Eddy inquired whether the windshield survey needed to survey all residential units in the City.
 - e. Planner Rees stated that there are approximately 580 residential units in the City and all of them need to be assessed as part of the survey. Planner Rees explained that some of the units are part of multi-family structures which will make them easier to assess.

5. Planning Commission Discussion: Zoning Code Amendment to allow emergency shelters as a principally permitted use in the Mixed Use (MU) and/or Opportunity (O) zones.

- a. Planner Rees presented a summary of the staff report and discussed the requirements for emergency shelters in State Housing law.
- b. Commissioner Schang asked several questions about the State requirements for homeless shelters including: 1) Must every city allow emergency shelters or can some cities rely on emergency shelters developed in other nearby cities; 2) Are emergency shelters only for homeless persons; and 3) Are the shelters only intended to serve the local homeless population.
- c. Planner Rees responded to the questions stating the following: 1) Generally, the State expects every City to have a zone that allows emergency shelters by right without discretionary review like a use permit. It may be possible in specific cases to coordinate with other jurisdictions for the provision of emergency shelters; 2) Emergency shelters, as defined by the State, are housing with minimal supportive services for homeless persons that limit occupancy to 6 months or less; and 3) Emergency shelters are intended to provide temporary shelter for homeless persons in general but are more likely to be used by the local homeless population.
- d. Planner Rees indicated the next step in the process includes presenting a staff recommended amendment to the Zoning Code regarding emergency shelters to the Planning Commission at their next meeting.

6. Miscellaneous Planner Items

- a. City Manager Mager provided the Planning Commissioners with an update on several items including the Boughton Residential Development, upcoming presentations of Storyland Studio's draft plan for the RV Park and Motel project, and the sales tax increase proposed by the City.
- b. City Manager Mager discussed potential dates for the Storyland presentation to the Planning Commission. Staff will follow-up with the Commission once some options for presentation dates are provided by Storyland.

7. Upcoming Planning Commission Meetings for the next 3 months will be on October 17th, November 21st, and December 19th, 2022.

- a. Commissioners Chapman indicated that he will not be available for the November meeting.

- 8. Adjournment by 9:00 pm unless extended by the Planning Commission.**
 - a. Motion (Chapman, Schang) to adjourn.
 - b. Motion passed unanimously (4-0).
 - c. Meeting adjourned at 7:45 p.m.