

**PLANNING COMMISSION  
OF THE  
CITY OF ANDERSON**

Thursday, July 9, 2020  
Planning Commission  
Special Meeting - 6:00 PM  
City Hall  
1887 Howard Street  
Anderson, CA 96007

**AGENDA**

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**PARTICIPATION BY PUBLIC IN MEETING**

Please review the Agenda to determine if the subject you wish to discuss is scheduled for Commission consideration. If it is on the Agenda, you will have an opportunity when that matter comes up for discussion to briefly address the Commission.

If the subject is not on tonight's Agenda, you will have the opportunity to speak on the subject under Item 7. Pursuant to the Ralph M. Brown Act (GCS 54950 et. seq.) Commission action or discussion cannot be taken on open time matters other than to receive the comments and if deemed necessary to refer the subject matter to the appropriate department for follow-up and/or to schedule the matter on a subsequent Commission Agenda.

**PLEASE NOTE:** This meeting may be conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed on Cable Public Access Channel 181 (previously Channel 11) and on tape delay the following morning at 10:00 a.m. Meetings may also be viewed on the City's website at [www.ci.anderson.ca.us](http://www.ci.anderson.ca.us) by clicking on the TV icon on the Home Page. In accordance with Executive Order N-29-20, the public may only view the meeting on television and/or online and not in the Council Chamber. Should Executive Order N-29-20 be modified or removed, the hearing will be open to the public and the above information will not be applicable.

For those wishing to make public comments at the July 9, 2020 Commission meeting, please submit your comments by email to be read aloud at the meeting by the Secretary of the Commission. Email comments must be submitted to the Planning Division at [planning@ci.anderson.ca.us](mailto:planning@ci.anderson.ca.us) by 5:00 p.m. on Tuesday July 9, 2020.

Effective July 1, 2008, the Brown Act requires any non-confidential documents or writings distributed to a majority of the Planning Commission less than 72 hours before a regular meeting will be made available to members of the public at the same time they are distributed.

In compliance with the Americans with Disabilities Act, the City of Anderson will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office (378-6646) to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

This is an Equal Opportunity Program. Federal Law prohibits discrimination. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, D.C. 20250.

*The entire Agenda packet can be viewed on our website at  
<http://www.ci.anderson.ca.us/planning.asp>*

**ROLL CALL –**  
**Planning Commission**  
**Commissioner Gallier**  
**Commissioner Warren**  
**Commissioner Fookes**  
**Commissioner Hawkins**  
**Chairperson Webster**

1. **PLEDGE OF ALLEGIANCE** – Commissioner Fookes
2. **APPROVAL OF MINUTES** – of the May 18, 2020 meeting.
3. **CONSENT AGENDA** – None
4. **PUBLIC HEARING** – None
5. **REGULAR AGENDA**

**5.1 Project:** **6th Cycle Housing Element Update for the City of Anderson/General Plan Amendment 20-01.** The Housing Element is a State-mandated planning document within the Anderson General Plan that provides direction to support the production of housing for all income levels within the City. It contains policies, programs, and actions that are necessary for the community to accommodate future housing needs. Approval of the Housing Element Update (2019-2028) requires an amendment to the City's General Plan. A Public Workshop was held with the Planning Commission at its May 18, 2020 meeting that included a presentation of the project by the City's consultant. The Draft Housing Element was submitted to the State Housing and Community Development Department (HCD), and the City Manager has received a compliance letter from HCD indicating the Draft Element meets statutory requirements of State Housing Element law in accordance with Government Code section 65585. The City's consultant will provide an updated presentation to the Commission for its consideration in forwarding a recommendation of approval to the City Council.

**Representative:** Bob Summerville, Planner.

**Location:** Citywide

**Recommendation:** Accept Public Comment. Review a Power Point presentation by the City's Consultant, *Place Works*. Adopt a resolution forwarding a recommendation to the City Council to approve General Plan Amendment 20-01 approving the Housing Element Update (2019-2028).

6. **DIRECTOR'S COMMENTS**

6.1 General Information

7. **PUBLIC COMMENT/OPEN FLOOR**

8. **ADJOURN** - To the Regular meeting of August 10, 2020 at 6:00 PM.

**CITY OF ANDERSON**  
**PLANNING COMMISSION MINUTES**  
May 18, 2020  
6:00 PM  
**Regular Meeting**

**ROLL CALL** - The meeting was called to order at 6:00 PM by Chair Webster

**PRESENT AT ROLL CALL** - Commissioners Gallier, Fookes, Hawkins, Warren and Chairperson Webster.

**OTHERS PRESENT WERE** Consultant Planner Jim Hamilton, Assistant City Manager Liz Cottrell and Deputy City Clerk Christy White.

1. **PLEDGE OF ALLEGIANCE** - led by Commissioner Webster

2. **APPROVAL OF MINUTES** - None.

3. **CONSENT AGENDA** - None.

4. **PUBLIC HEARING**

- 4.1    **Project:**                    **Parcel Map 19-01 and Environmental Determination**  
      **Applicant:**                Northern California Conference Association of Seventh Day Adventist  
      **Owner:**                    Anderson Seventh Day Adventist Church  
      **Representative:**        Victor McLind  
      **Location:**                2769 Balls Ferry Road, Anderson, APN 052-340-064  
      **Request:**                Parcel Map No. 19-01 a request by the Seventh Day Adventist Church located at 2769 Balls Ferry Road, to divide the existing 4.48-acre property into two parcels. Parcel "A" is designated Public Service on the General Plan and Parcel "B" is currently vacant and level. Parcel "A" is proposed to be 2.13 acres in size and Parcel "B" approximately 2.35 acres. There are currently no specific development proposals for Parcel "B".

Consultant Planner Jim Hamilton gave the staff report and answered questions from the Commission.

The public hearing was opened at 6:03, no comments were received the public hearing was closed at 6:04.

By motion made, seconded (Warren/Hawkins) and carried by a 5-0 vote the Planning Commission approved the request and determined that the project is "Exempt" pursuant to the California Environmental Quality Act (CEQA) 15315 Minor Land Divisions.

**Vote:** AYES: Commissioners Warren, Hawkins, Gallier, Fookes and Chair Webster.  
NOES: None.  
ABSTAIN: None.  
ABSENT: None.

**4.2 Project: Rezone No. 20-01 Amendment of Title 17 “Zoning” Ordinance of the Anderson Municipal Code by the Addition of Chapter 17.68 “Home Occupation Permits”.** The City of Anderson is amending the zoning Ordinance of the City governing the permitting and operational standards for home-based businesses. The City has permitted the operation of certain home-based business in residential districts for many years. Operation of these businesses is subject to a business license and compliance with specific operating standards as reflected in Section 17.60.020 “Home Occupation Permits” (HOPs) of the Anderson Municipal Code, including the requirement to obtain a “Home Occupation Permit”. The City is replacing the current Ordinance with an updated Ordinance to reflect changes in State law and to provide a streamlined permitting process. The amendments will eliminate the requirement for mailed notice of a new home-based business to adjacent property owners and will reflect changes to State law relative to cottage food industries.

**Representative:** Jim Hamilton, Planner  
**Location:** City Wide  
**Request:** Informational  
**Recommendation:** Recommend City Council adopt the revised Ordinance and a determination that the project is exempt pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA). Determining that CEQA only applies to projects that have the potential for causing a significant effect on the environment.

Consultant Planner Jim Hamilton gave the staff report and answered questions from the Commission.

By motion made, seconded (Webster/Gallier) and carried by a 5-0 vote the Planning Commission recommended the City Council adopt the revised Ordinance.

**Vote:** AYES: Commissioner Webster, Gallier, Fookes, Hawkins and Warren.  
NOES: None.  
ABSTAIN: None.  
ABSENT: None.

**6:17 p.m.:** The Planning Commission took a break to set up the conference call for item 5.1.

**6:19 p.m.:** The Planning Commission reconvened.

**5. REGULAR AGENDA**

**5.1 Presentation: Public Workshop on the 6<sup>th</sup> Cycle Housing Element Update for the City of Anderson.** The Housing Element is a State mandated planning document within the Anderson General Plan that provides direction to support the production of housing for all income levels within the City.

**Representative:** Jim Hamilton, Planner

**Location:** City Wide

**Request:** Informational

**Recommendation:** Accept Public Comment – None.

Consultant Planner Jim Hamilton along with Consultants Nicole West and Jennifer Gastelum gave the staff report and presentation and answered questions from the Planning Commission.

The public hearing was opened at 6:51, no comments were received the public hearing was closed at 6:51.

**5.2 Project: Annual General Plan Consistency Determination for the Five-Year Capital Improvement Program (CIP) Fiscal Years 2018/2019 through 2020/2023.** Each spring the City Manager develops an update of the City Council's adopted Five Year Capital Improvement Plan. California Government Code 65401 requires that all Public Works projects be reviewed annually by the City's planning agency for conformity with the General Plan.

**Representative:** Jim Hamilton, Planner

**Location:** City Wide

**Recommendation:** Planning Commission Determination that CIP is consistent with the General Plan.

Consultant Planner Jim Hamilton gave the staff report and answered questions from the Commission.

By motion made, seconded (Fookes/Warren) and carried by a 5-0 vote the Planning Commission determined that the CIP is consistent with the General Plan.

**Vote:** AYES: Commissioner Fookes, Warren, Gallier, Hawkins and Chair Webster.

NOES: None.

ABSTAIN: None.

ABSENT: None.

**6. DIRECTOR'S COMMENTS** - Consultant Planner Jim Hamilton introduced Anthony Hanner the new Deputy Director of Development Services.

**7. PUBLIC COMMENT/OPEN FLOOR** - None

8. **ADJOURN** - Meeting adjourned at 7:02 PM to the next regular meeting scheduled of June 22, 2020 at 6:00 pm.

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Keith Webster, Chair  
Planning Commission

ATTEST:

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Christy White, Deputy City Clerk

**CITY OF ANDERSON PLANNING COMMISSION**  
**Staff Report and Recommendations**  
For Special Meeting of July 9, 2020

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**SUBJECT:** Housing Element Update, City Council Recommendation


**APPLICANT** City of Anderson

**LOCATION:** City-Wide

**PROJECT DESCRIPTION:** A General Plan Amendment is required to update the Housing Element of the City's General Plan. The Planning Commission is requested to review the Draft Housing Element and forward a recommendation to the City Council for final adoption.

**STAFF RECOMMENDATION:** Planning staff recommends that the Planning Commission take the following action:

Adopt Planning Commission Resolution No. PC 20-06 forwarding a recommendation to the City Council to approve an Addendum to the General Plan Environmental Impact Report and to adopt General Plan Amendment 20-01, adopting a Comprehensive Update of the Housing Element of the City of Anderson General Plan.

**Approved for Submittal:**   
Bob Summerville, Contract City Planner  
Development Services Department

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**BACKGROUND AND DISCUSSION:**

At its May 18, 2020 meeting, the Planning Commission reviewed a presentation by the City's consultant (*PlaceWorks*) on a proposed General Plan Amendment to Update the City's Housing Element of the Anderson General Plan. (An updated Power Point presentation will be presented to the Commission by the City's consultant, also provided as **Attachment A** to this staff report). For review, the Housing Element update is being prepared pursuant to California Government Code Section 65580 which requires an agency to adequately plan to meet the housing needs of the members of its community. State Housing Element law requires jurisdictions to prepare Housing Element updates on an eight-year cycle; cities that do not adopt an updated Housing Element on that schedule are required to complete a Housing Element update every four years. (Previously, the City of Anderson was required to adopt Housing Elements on a five-year cycle.) In order to comply with state law and retain an 8-year update cycle, the Anderson City Council must adopt the subject Housing Element by August 13, 2020. After adoption, the Housing Element will be sent to HCD for certification. A certified Housing Element may allow the City to be eligible for future state funding in areas of community development.



The Draft Housing Element was submitted to HCD by the City's consultant on May 21, 2020, with revisions submitted on June 12<sup>th</sup> and June 15<sup>th</sup>. An expedited review of the document was completed by HCD in order to enable the City of Anderson to meet funding criteria for the Community Development Block Grant (CDBG) Program. The City Manager received a compliance letter from HCD on June 19<sup>th</sup> indicating the Draft Element meets statutory requirements and will comply with State Housing Element law when it is adopted by the City Council, submitted, and approved by HCD, in accordance with Government Code section 65585. The compliance letter emphasizes that public participation in the development, adoption and implementation of the housing element is essential and that the City must continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available while considering and incorporating comments where appropriate. Towards this, the Draft Housing Element has been made available to the public for comments during the month of June on the City of Anderson website at the following link:

[https://www.ci.anderson.ca.us/departments/development\\_services\\_and\\_building\\_departments/index.php](https://www.ci.anderson.ca.us/departments/development_services_and_building_departments/index.php)

## **GENERAL PLAN AMENDMENT**

The proposed Housing Element amends the City's General Plan. State Planning and Zoning Law Section 65352 requires the Planning Commission to send written findings to the City Council on a General Plan amendment. Staff recommends that the Commission recommend the City Council make the following finding relative to the subject General Plan Amendment:

1. The proposed General Plan Amendment will not be detrimental or injurious to the general welfare of the city as it involves policy amendments of the City's Housing Element designed to bring the City into compliance with state law and to encourage housing for all economic levels in the City of Anderson.
2. The General Plan Amendment does not change the existing logical land use pattern .
3. The proposed Housing Element does not affect other government agencies, will be able to maintain levels of service consistent with the ability of the government agencies to provide a reasonable level of service.
4. The guidelines adopted by the California Department of Housing and Community Development, pursuant to Section 50459 of the CA Health & Safety Code, have been considered.
5. The findings, as required by Section 50459 of the CA Health & Safety Code, made by the California Department of Housing and Community Development, in their June 19, 2020 letter have been considered.
6. Public comments received have been considered and incorporated in to the 2019-2028 Housing Element, where appropriate.

## **ENVIRONMENTAL REVIEW**

The proposed 2019–2028 Housing Element will replace the existing 2014 Housing Element and serve as the City of Anderson’s guiding policy document that meets future needs of housing for all the City’s economic levels. An addendum to the City of Anderson General Plan Environmental Impact Report (EIR) (State Clearinghouse Number 2006092026) was prepared to evaluate the environmental impact of the proposed update. This addendum demonstrates that the analysis contained in that EIR adequately addresses the potential physical impacts associated with implementation of the proposed 2019–2028 City of Anderson Housing Element and that none of the conditions described in California Environmental Quality Act (CEQA) Guidelines Section 15162 calling for the preparation of a subsequent EIR or negative declaration have occurred. Policies included in the Element are designed to bring the City into compliance with state law, or to increase the availability of housing sites.

**RECOMMENDATION** Staff recommends that the Planning Commission consider the proposed 2019-2028 Housing Element and determine that an addendum to the City of Anderson General Plan Environmental Impact Report (SCH 2006092026) prepared for the 2019-2028 Housing Element adequately addresses the potential physical impacts associated with implementation of the proposed 2019–2028 City of Anderson Housing Element. Staff further recommends that the Planning Commission forward a recommendation of approval to the City Council to adopt General Plan Amendment 20-01, adopting a Comprehensive Update of the Housing Element of the City of Anderson General Plan. (**Attachment B**).

Staff recommends that the Planning Commission take the following action:

1. Adopt Planning Commission Resolution No. 20-06, finding that an addendum to the City of Anderson General Plan Environmental Impact Report (SCH 2006092026) prepared for the 2019-2028 Housing Element adequately addresses the potential physical impacts associated with implementation of the proposed 2019–2028 City of Anderson Housing Element; and recommending that the City Council approve adopt General Plan Amendment 20-01 adopting the 2019–2028 City of Anderson Housing Element.

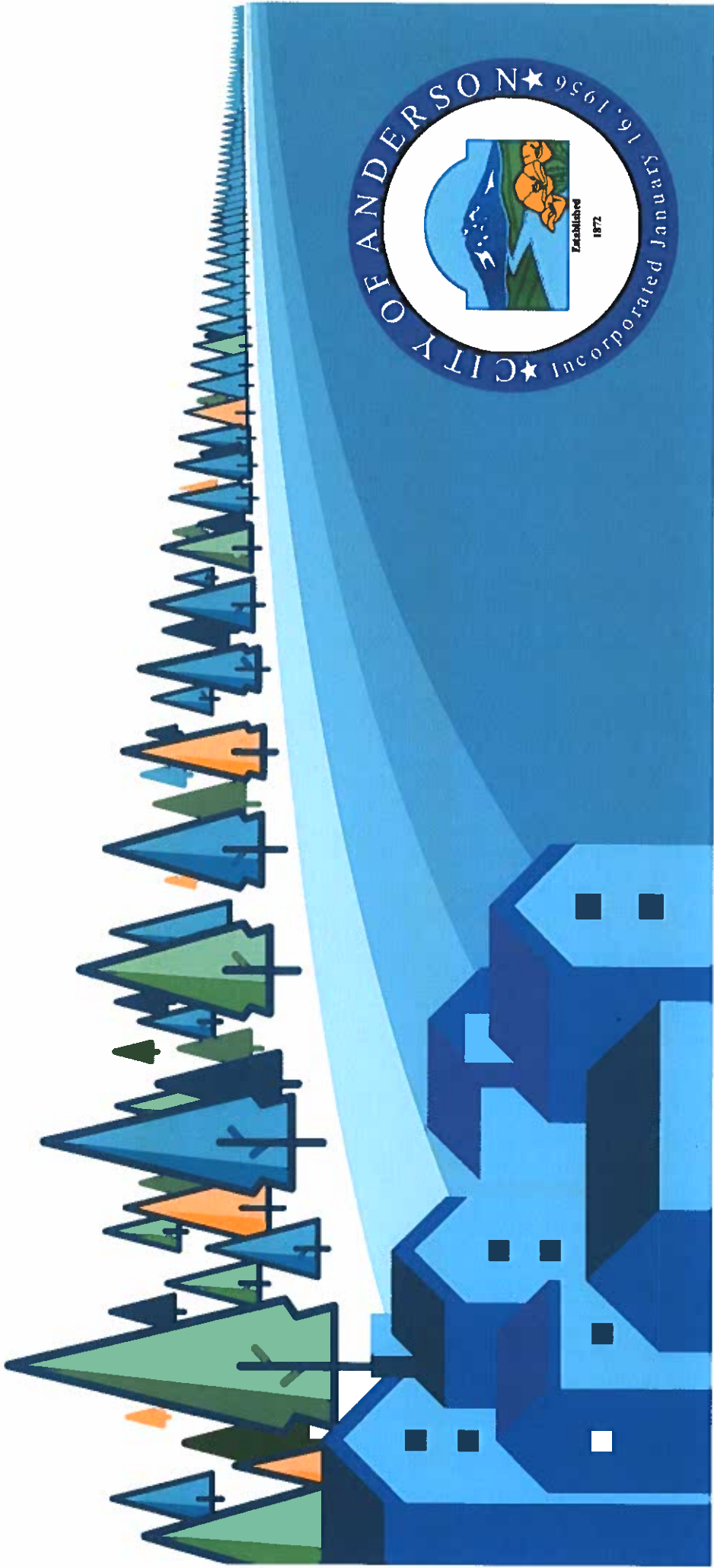
**Attachment(s)**

- A. Power Point, 2019–2028 Housing Element Update
- B. Resolution No. PC 20-06

# Anderson Housing Element Update

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PLANNING COMMISSION 7.9.2020



# Agenda

## » Presentation Outline

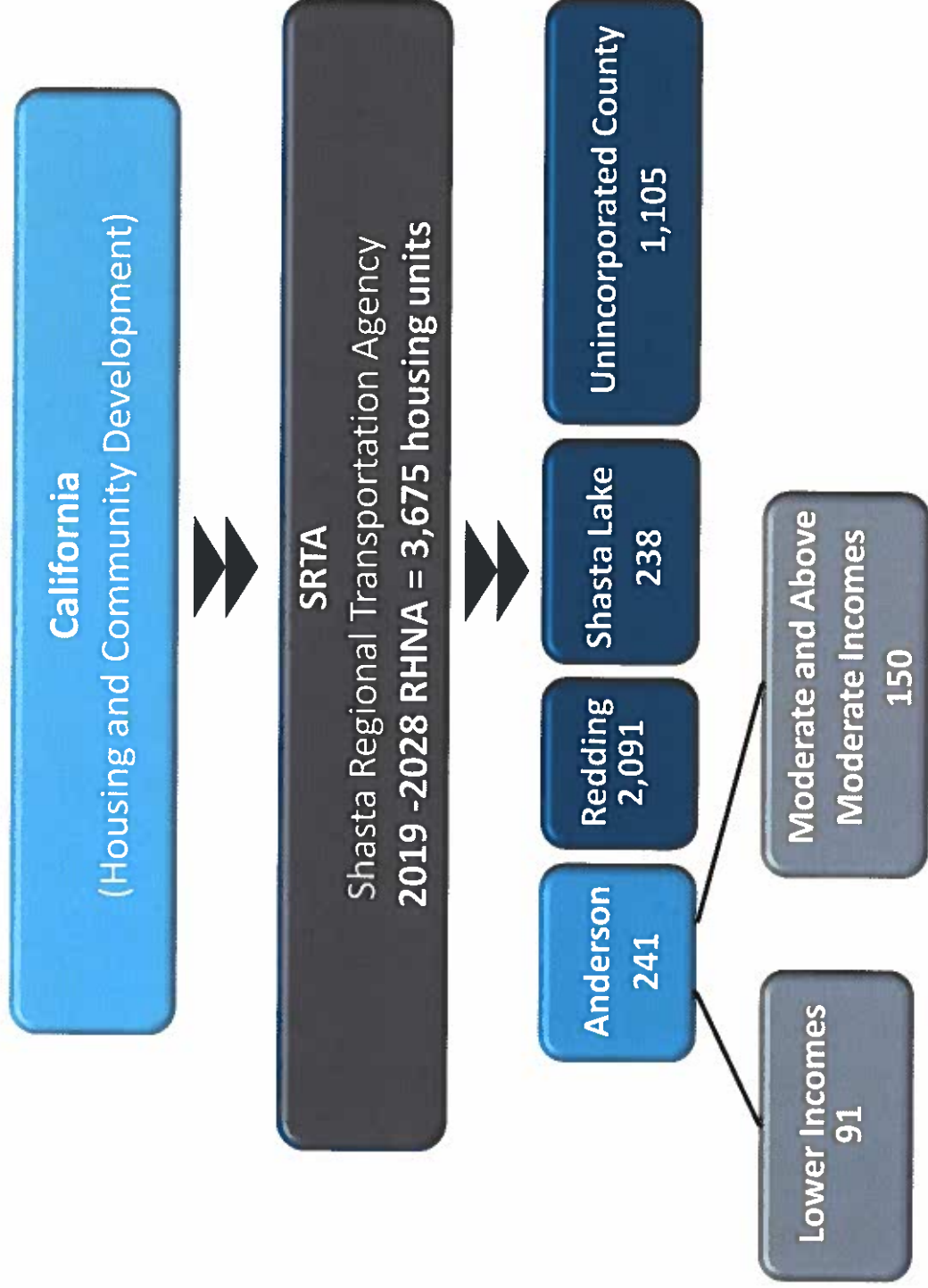
- Regional Housing Needs Allocation (RHNA)
- Land Inventory
- Objectives and Programs
- HCD Review Results

## » Schedule

## » Discussion

# Regional Housing Needs Allocation (RHNA)

# Regional Housing Needs Allocation (RHNA)



# Land Inventory



# Vacant Land Summary

Zoning District	Acreage	Maximum Capacity	Realistic Capacity
AG	95.29	13	13
RE	14.34	5	5
R1/HS	31.97	12	12
R1/PD	337.84	69	69
R1	80.24	19	19
R1-8	1.21	2	2
Moderate and Above Moderate Subtotal	560.9	120	120
R2	4.48	90	72
R3	0.52	21	17
C1	1.70	51	20
Lower Subtotal	6.69	162	109
Total	567.59	282	229



# Housing Objectives and Programs

# Objectives and Programs

- » **Provide for a variety of housing types and cost for all segments of the population**
  - HE 1.1: High Quality in New Residential Development
  - HE 1.2: Second Units
  - HE 1.3: Density Bonuses and Other Regulatory Incentives
  - HE 1.4: Promote Homeownership for Low- and Moderate-Income Households
  - HE 1.5: Continue to Use State, Federal, and Private Funding Programs
  - HE 1.6: Expanded Housing Opportunities for Extremely Low-Income Households

# Objectives and Programs

- » **Provide adequate sites to meet future housing needs and Anderson’s share of regional housing needs**
  - HE 2.1: Maintain an Adequate Land Inventory for Housing Needs
  - HE 2.2: Facilitate Lot Mergers to Increase Housing Development Potential
  - HE 2.3: Residential Mixed Use and Infill
  - HE 2.4: Residential By-Right for Developments with 20 Percent Affordable (**New**)

# Objectives and Programs

- » **Remove constraints to the developments and availability of housing for all segments of the population**
  - HE 3.1: Update the Zoning Ordinance
  - HE 3.2: Continue to Expedite Applications for Residential Development
  - HE 3.3: Use of Planned Development Process
  - HE 3.4: Evaluation of Certificate of Compatibility for Manufactured Housing

# Objectives and Programs

- » **Improve the condition of older, substandard housing**
  - HE 4.1: Conduct Housing Condition Survey
  - HE 4.2: Housing Rehabilitation Program
  - HE 4.3: Improve the Condition of Rental Housing
  - HE 4.4: Address Unsafe Building Conditions
  - HE 4.5: Preserve Historic and Architecturally Significant Residential Structures

# Objectives and Programs

- » **Maintain the affordability of rental housing occupied by lower-income households**
  - HE 5.1: Conserve the Affordability of Subsidized Rental Housing in Anderson
  - HE 5.2: Mobile home Parks
  - HE 5.3: Federal Housing Vouchers

# Objectives and Programs

- » **Provide for special housing needs**
  - HE 6.1: Special Needs Housing on Infill Sites
  - HE 6.2: Homeless Services
  - HE 6.3: Continuum of Care for Seniors
  - HE 6.4: Accessibility of Housing for Persons with Disabilities
  - HE 6.5: Assistance for Persons with Developmental Disabilities (**New**)
  - HE 6.6: Special Needs Housing

# Objectives and Programs

## » Promote residential energy conservation

- HE 7.1: Energy Conservation in Residential Land Use Planning and Design

## » Promote equal housing opportunity and environmental justice

- HE 8.1: Promote Equal Housing Opportunities and Organize Fair Housing Event
- HE 8.2: Promote Environmental Justice (**New**)



Comments  
from HCD

# Summary of Responses to HCD Comments and Questions

## » Minor points of clarification:

- Development standards
- Project approvals and design review process
- Other allowable land uses in the C-3 zone, where emergency shelters are permitted
- Estimated portion of homeless persons in Anderson as compared with Shasta County as a whole, during the January 22, 2019 count (15 of the 827)

# Summary of Responses to HCD Comments and Questions

- » Continue Public Participation Efforts
- » Add More Strategies for Affirmatively Furthering

Fair Housing

# Summary of Responses to HCD Comments and Questions

- » **New State Programs**
  - Mobilehome Park Rehabilitation and Resident Ownership Program
  - Hotel/motel conversion to housing with the Project Roomkey program

# Schedule

Milestone	Date
Prepare Admin Draft Housing Element	April - May
Planning Commission Workshop	May 18
Submit to HCD for Feedback	May 21
Public Review Draft Housing Element Available	May 22
Planning Commission Hearing to Recommend Adoption	July 9
City Council Adoption Hearing	July 21 (Must be prior to August 13, 2020)
Submit to HCD for Certification	After Adoption



# Discussion



# For More Information

- » Visit the City's website:  
[www.ci.anderson.ca.us/](http://www.ci.anderson.ca.us/)
- » Contact: Planning Division
- Bob Summerville
- (530) 378-6636
- [Planning@ci.anderson.ca.us](mailto:Planning@ci.anderson.ca.us)



**RESOLUTION NO. PC 20-06**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ANDERSON  
RECOMMENDING CITY COUNCIL APPROVAL OF  
GENERAL PLAN AMENDMENT 20-01, 2019-2028 HOUSING ELEMENT UPDATE**

**WHEREAS**, the City of Anderson General Plan was adopted in May 2007; and

**WHEREAS**, the City of Anderson Planning Commission conducted a public workshop on May 18, 2020 on a proposed General Plan Amendment to Update the City's Housing Element of the Anderson General Plan; and

**WHEREAS**, the Housing Element update is being prepared pursuant to California Government Code Section 65580 which requires an agency to adequately plan to meet the housing needs of the members of its community; and

**WHEREAS**, a Draft Housing Element was submitted to the California Department of Housing and Community Development (HCD) by the City's consultant on May 21, 2020, with revisions submitted on June 12th and June 15<sup>th</sup>; and

**WHEREAS**, the City Manager received a compliance letter from HCD on June 19th indicating the Draft Element meets statutory requirements and will comply with State Housing Element law when it is adopted by the City Council, submitted, and approved by HCD, in accordance with Government Code section 65585; and

**WHEREAS**, notice of public hearing was published in the Record Searchlight on June 26, 2020; and

**WHEREAS**, the Planning Commission reviewed the proposed General Plan Amendment at a special meeting on July 9, 2020; and

**WHEREAS**, the Planning Commission made the following findings:

1. That an addendum to the City of Anderson General Plan Environmental Impact Report (SCH 2006092026) demonstrates that the analysis contained in that EIR adequately addresses the potential physical impacts associated with implementation of the proposed 2019-2028 City of Anderson Housing Element and that none of the conditions described in California Environmental Quality Act (CEQA) Guidelines Section 15162 calling for the preparation of a subsequent EIR or negative declaration have occurred; and
2. The proposed General Plan Amendment will not be detrimental or injurious to the general welfare of the city as it involves policy amendments of the City's Housing Element designed to bring the City into compliance with state law and to encourage housing for all economic levels in the City of Anderson; and
3. The General Plan Amendment does not change the existing logical land use pattern; and
4. The proposed Housing Element does not affect other government agencies, will be able to maintain levels of service consistent with the ability of the government agencies to provide a reasonable level of service; and
5. The guidelines adopted by the California Department of Housing and Community Development, pursuant to Section 50459 of the CA Health & Safety Code, have been considered; and
6. The findings, as required by Section 50459 of the CA Health & Safety Code, made by the California Department of Housing and Community Development, in their June 19, 2020 letter have been considered; and



7. Public comments received have been considered and incorporated in to the 2019-2028 Housing Element, where appropriate.

**NOW THEREFORE, BE IT RESOLVED** by the Planning Commission of the City of Anderson that the following recommendation(s) are made:

1. Recommend the City Council of the City of Anderson adopt General Plan Amendment 20-01 adopting the 2019-2028 City of Anderson Housing Element.

AYES:

NOES:

ABSENT:

ABSTAIN:

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Keith Webster  
Planning Commission Chair

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Bob Summerville, Planner  
Planning Commission Secretary