



AGENDA

PLANNING COMMISSION

155 W. DURIAN AVE., COALINGA CA 93210

TUESDAY MAY 9, 2017

The Mission of the City of Coalinga is to provide for the preservation of the community character by delivering quality, responsive City services, in an efficient and cost-effective manner, and to develop, encourage, and promote a diversified economic base in order to ensure the future financial stability of the City for its citizens.

CALL MEETING TO ORDER (6:00 PM)

Pledge of Allegiance

CHANGES TO THE AGENDA

ROLL CALL

Commissioners:

Chairman Stoppenbrink
Vice Chairman Sailer
Commissioner Jacobs
Commissioner Gonzales
Commissioner Helmar

Staff:

Sean Brewer, Community Development Director
Marissa Trejo, City Manager

PUBLIC COMMENTS

Under Government Code 54954.3 members of the audience may address the Commission on any item of interest to the public or on any agenda item before or during the Commission's consideration of the item. State law prohibits the Planning Commission from acting on non-agenda items.

INFORMATION/CONSENT CALENDAR

1. Approval of Minutes from the March 28, 2017 Meeting

PUBLIC HEARINGS

DISCUSSION AND/OR POTENTIAL ACTION ITEMS

1. Discussion Regarding Food Truck Round-Up Events

DEPARTMENT REPORTS

COMMUNICATIONS

1. Staff Announcements
2. Commissioner Announcements
3. Chairman Announcements

ADJOURN



Staff Report- Chairman and Planning Commission

Subject: Approval of Minutes from the March 28, 2017 Meeting
Meeting Date May 9, 2017
Project Location:
Applicant:
Owner:
Prepared By:

I. RECOMMENDATION:

Staff recommends the approval of the Minutes from the March 28, 2017 Planning Commission meeting.

II. BACKGROUND:

III. PROPOSAL AND ANALYSIS:

IV. FISCAL IMPACT:

V. REASONS FOR RECOMMENDATION:

ATTACHMENTS:

Description

- Planning Commission Minutes March 28, 2017

MINUTES
PLANNING COMMISSION
155 W. Durian Ave., Coalinga CA 93210
TUESDAY March 28, 2017

CALL MEETING TO ORDER (6:00 PM)

Pledge of Allegiance

CHANGES TO THE AGENDA (NONE)

ROLL CALL

Commissioners: Chairman Stoppenbrink
Vice Chairman Sailer (Excused Absence)
Commissioner Jacobs
Commissioner Gonzales
Commissioner Helmar

Staff: Sean Brewer, Community Development Director
Marissa Trejo, City Manager – not present

Wanda Earls, Secretary, City Clerk

Consensus of Commission is to grant excused absence to Vice Chairman Sailer.

PUBLIC COMMENTS (NONE)

INFORMATION/CONSENT CALENDAR

1. Approval of Minutes from the March 14, 2017 Meeting
2. Approval of Minutes from the February 28, Meeting

*Motion to Approve Consent Calendar Minutes of March 14, 2017 and February 28, 2017 with amendment to the February 28th Minutes to eliminate sentence “Mr. Brewer said April 11 will be required meeting with Council” and replace sentence with “There will be no meeting on April 11th for the Planning Commission.” Motion **Approved** by a 4/0 Voice Vote. (Sailer absent)*

PUBLIC HEARINGS

DISCUSSION AND/OR POTENTIAL ACTION ITEMS

1. 2016 General Plan Progress Report

Community Development Director Sean Brewer:

Recommendation:

The Planning Commission, by motion, recommends to the City Council that they accept the General Plan and Housing Annual Progress Report which will direct the staff to submit the report to the Governor's Office of Planning and Research and the Housing Community Development Department in accordance with Government Code Section 65400X(B)(1).

This Government Code mandates that all cities and counties submit to their legislative bodies an annual report on the status of the general plan and progress in its implementation. A copy of the Progress Report must be sent to the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD).

The intent of the statute is to ensure that the general plan directs all land use decisions and remains an effective guide for future development. Because the role of the general plan is to act as a "constitution" for the long-term physical development of a community and because it is required to be updated periodically to reflect urgent circumstances, it is critical that local planning agencies periodically review the general plan and its implementations. The Progress Report is a tool for monitoring this.

The Progress Report is useful to OPR in a number of ways. The report provides information that allows OPR to monitor local planning activities and to identify trends in land use planning and decision making throughout the State of California. This information is critical to OPR to serve in its capacity as the statewide planning agency.

The General Plan Annual Progress Report has been prepared in accordance with the suggested Guidelines issued by the Office of Planning and Research.

The City adopted its Comprehensive Update to the General Plan (2005-2025) in July of 2009. The update included a full update to the Land Use, Open Space, Safety/Noise, Circulation and Public Facilities Elements. In 2012 the City completed its comprehensive zoning ordinance update to be in conformity with the recently adopted General Plan. In 2012 the City of Coalinga secured a Sustainable Communities Prop 84 Grant and worked in 2013 to produce an administrative draft and adopted the comprehensive update on September 5, 2014.

The City continues to actively implement the policies of the General Plan including the goals, policies and programs of the Housing Element. The City has made progress towards implementing the General Plan and Housing Element during the Calendar Year 2016 reporting period.

Land Use Elements:

- 297 E. Polk Street
- Industrial Park and Public Facility
 - Commercial Marijuana Operations
 - Ocean Grown Extracts (OGE)
 - Claremont Custody Facility sold to OGE
- Residential Projects
 - Coalinga Senior Apartments

Comments:

- Does OPR respond back?
 - It is more like they check the box.
- Housing Program Grants
- Parks grant of \$400-\$500K for upgrades to City owned parks
- Hotel in plan?
 - Not in there – zoning change
 - Considered only CUP
- Included
 - Polk Street Car Dealership
 - Industrial Park
 - CCC
 - Sr. Housing Project
- HCP – Housing Community Development
- We pulled out of County Consortium
 - HOME Funds and CDBG Funds
- AB 235 Single Audit for Funds collected from Fed
- \$700K Affordable Housing Project
- Public funds to qualify for HOME Funds
- Length of time to complete report?
 - Templates set up and we summarize what has been done
 - OPR Website is available

Motion by Gonzales, Second by Helmar to Approve 2016 General Plan Progress Report. Motion Approved by a 4/0 Voice Vote. (Sailer absent)

DEPARTMENT REPORTS

COMMUNICATIONS

1. Staff Announcements (NONE)
2. Commissioner Announcements

Chairman Stoppenbrink asked about the food trucks summary of comments.

Mr. Brewer said he will prepare draft document. A temporary use permit will be issued to owners of food trucks.

The new Economic Development Coordinator will assist with coordination. The City Manager wants Edith to management events. Edith is from Accounts Payable. Community Development will issue permits. Edith is to coordinate event.

Comments:

- Parking Lot?
- EDC (Economic Development Corporation) gave a list of 24 Fresno food truck venders
- Suggested events should be on a Friday and 2xmonthly
- Restrooms? Porta-potties maybe.
- Gross Revenue Tax
- Insurance
- Permits
- Trails approved with ATP
- Trail Grant? Planning funds?
- Looking for in-depth trail plan
- Sports Complex
- City Manager to meet with new Recreation Director
- WHCC District Office
 - USDA Guarantee
 - Hasn't cleared in California, when it does, it is back to Washington, DC.
 - Low interest loan funding
 - Budget in Congress hold-up
- City Revolving Loan Fund
- USDA Loan Program (Rural Development) helps many people
- Phelps under design
- Hotel has June finish date (70 rooms)
 - Owner purchased lot next door and is trying to find restaurant
- Kmart 100K square feet – Save Mart 75K square feet
 - By April 6th we should know if building is sold
 - Parking included but not shopping center
- He met with auction companies at brokers conference
- Kingsburg has a lot more interest – it is on radar of the big boys
- CUP required over 50K square feet
- Dispensary Zone Overlay
- Locations under consideration
 - 14 acres West of Elm (Lucille) and across from the Caballo Club and/or
 - Industrial Park lots that qualify outside the 600'
 - RFP to select dispensary owners

- City received \$80K in sales tax annually from Kmart
- Forest Street
 - COG – CMAQ Grant Funds
 - Blaze and Associates
 - Grant writer put in 16-17 and created consideration for funding
 - Intersection design for Forest into Elm
- Elm Street from 4 to 3 lanes creating center turning lane
- Baker Street some redesign to correct flooding

Mr. Brewer said Bryan Jones did presentation for the Council. ATP was approved. It will take 2-3 years maximum for Elm Street to be redesigned.

3. Chairman Announcements

Next Meeting is April 25th.

ADJOURN (6:37 PM)

Chairman/Vice Chairman

City Clerk/Deputy Clerk

Date



Staff Report- Chairman and Planning Commission

Subject: Discussion Regarding Food Truck Round-Up Events
Meeting Date May 9, 2017
Project Location: City Parking Lot (6th Street & Elm Ave)
Applicant: City of Coalinga
Owner: City of Coalinga
Prepared By: Sean Brewer, Community Development Director

I. RECOMMENDATION:

Planning Commission recommendation to the City Council urging adoption of a resolution allowing for periodic food truck round-ups to occur within the City and designating the City parking lot at 6th Street and Elm Ave as a suitable location.

II. BACKGROUND:

On January 5, 2017 the City Council directed staff to begin working with the Planning Commission to develop a regulatory framework for permitting food trucks in the city of Coalinga since the current regulation in place prohibits the ability for food trucks to operate in the City. The Council directed staff to work with the Commission to develop an ordinance to be presented to the Council in the near future for adoption.

On February 14, 2017 the Planning Commission began discussions regarding the development of a regulatory framework for encouraging food trucks to locate in the City of Coalinga. At the meeting the Planning Commission requested that staff get the word out to all stakeholders to engage them in the discussion in order to develop an ordinance that will serve to protect the health, safety and welfare of the community as well as the food truck vendors.

On February 28, 2017 staff presented various operational regulations that needed to be considered when regulating food truck vendors. There were stakeholders from the food truck industry who provided public testimony as well as residents who had been involved in other community events involving food truck vendors. After discussion and receiving public testimony, the Planning Commission concluded that establishing a suitable location for periodic food truck round-ups would be a great start to regulating food truck vendors within the City. The Planning Commission directed staff to prepare documentation that could be brought before the City Council for consideration.

III. PROPOSAL AND ANALYSIS:

Staff has prepared a draft resolution that the City Council could approve designating the downtown parking lot as an approved location to host food truck round-up events. Additional items included in the resolution are general operational standards as well as a sunset date where the Council can choose to continue the events or move forward with the development of a citywide food truck ordinance where operational boundaries could be expanded within the City. The decision to move in this direction was to observe interest from the food truck industry to operate in Coalinga and to avoid unintended impacts to the community by implementing a citywide ordinance.

The City Manager is recommending that the events would be coordinated by the City's new Economic Development Coordinator. Coordination would include scheduling the events, booking vendors, ensuring operational standards compliance, and working with the various City Departments to ensure compliance with state and local regulations.

Below are some of the general operational standards for the Commission to consider:

- Temporary Use Permit Requirement.
- Facilities Request Form. (Includes liability insurance)
- City of Coalinga business license
- Fresno County Health Department Permit
- Proof of driver's License registration
- Proof of a commissary agreement or proof of a relationship with a valid commissary.
- Vehicle Maintenance
- Vehicles must be entirely self-sufficient
- Each vendor shall provide its own waste container
- No alcohol sales or service.
- Seating

Staff is seeking direction from the Commission to bring a draft resolution to the City Council for consideration and further direct staff to develop the appropriate applications and flyers necessary to promote the food truck events.

IV. FISCAL IMPACT:

Increased revenues from licenses and permits issued to the food truck vendors.

V. REASONS FOR RECOMMENDATION:

ATTACHMENTS:

Description



Draft Council Resolution

RESOLUTION NO. XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA DESIGNATING THE CITY OF COALINGA DOWNTOWN PARKING LOT AS AN APPROVED LOCATION FOR FOOD TRUCK ROUND-UP'S AND CREATING GENERAL OPERATIONAL STANDARDS FOR FOOD TRUCK VENDORS

WHEREAS, the City Council of the City of Coalinga has fielded a number of inquiries regarding the ability of food trucks to operate in the City; and

WHEREAS, Mobile food vending, also referred to as "food trucks", was ranked by Forbes Magazine as the number one small business in 2011. With the increase in popularity, operators are always interested in new locations to park a food truck. Areas lacking in restaurants and seeking to create synergy are prime areas for this type of user; and

WHEREAS, the City Council has determined that providing an opportunity for Food Trucks to host periodic food truck round-ups within the City on designated dates and times would provide a great addition to the special events throughout the City; and

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF COALINGA

1. Designates the City of Coalinga parking lot located at 6th Street and W. Elm Ave, or an additional location determined by the Council by subsequent Resolution, a permitted location to allow food truck round-up events through the issuance of a temporary use permit in accordance with Title 9, Chapter 6, Article 6 of Coalinga Planning and Zoning Code.
2. Establishes general operational standards for each food truck vendors attending the food truck event which is attached and incorporated herein as part of the approved resolution.
3. Sets a sunset date of June 30, 2018 as a sunset date for this resolution where a permanent ordinance establishing land use regulations for mobile vendors within the City of Coalinga.

PASSED AND ADOPTED this XXX day of June 2017.

AYES:

NOES:

ABSTAIN:

ABSENT:

City of Coalinga Mayor

ATTEST:

City Clerk/Deputy City Clerk

General Operational Standards

1. *Permit Requirement.* Temporary use permit (CMC Title 9, Chapter 6, Article 6)
2. *Location.* The City designated parking lot located at 6th Street and Elm Ave.
3. *Facilities Request Form.* Each vendor shall complete a facilities request form with the Senior Administrative Analyst office.
 - a. *Liability insurance naming the City of Coalinga as "additionally insured" in the amount of \$2,000,0000.*
4. Hours of operation shall be determined by the Community Development Director.
5. Vendors shall display a valid City of Coalinga Business License and Fresno County Health Department Permit in plain view.
6. Vendors shall provide proof of driver's license registration
7. Vendors shall provide proof of a commissary agreement or alternative proof, approved by the Community Development Director, of a relationship with a valid commissary.
8. All vehicles shall be regularly serviced and maintained.
9. Vehicles must be entirely self-sufficient in regards to gas, electricity, water, and telecommunications.
10. Each vendor shall provide its own waste container.
11. Mobile food vendors are subject to the City noise ordinance.
12. Mobile food vendors shall not engage in alcohol sales or service.
13. Outside tables and chairs are permitted.
14. The vendor shall maintain the area within which vending activities occur in a clean, safe, sanitary, and dust-controlled condition.
15. Any other regulations as deemed necessary by the City Manager and/or his/her designee.