



**City of Petaluma, California**  
City Council Chambers  
City Hall, 11 English Street  
Petaluma, CA 94952

Telephone 707/778-4301 / Fax 707/778-4498  
E-Mail [planning@ci.petaluma.ca.us](mailto:planning@ci.petaluma.ca.us)  
Web Page <http://www.ci.petaluma.ca.us>

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**Planning Commission Minutes**  
**December 10, 2002 – 7:00 PM**

Commissioners: *Present:* Asselmeier, Barrett, Dargie, McAllister, von Raesfeld  
*Absent:* Glass, O'Brien

\* Chair

Staff: Mike Moore, Community Development Director  
Betsi Lewitter, Project Planner

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**NEW BUSINESS;**  
**PUBLIC HEARING:**

- I. **PETALUMA VILLAGE MARKETPLACE, 2200 Petaluma Blvd. North**  
**AP No: 007-391-009, 048-080-038**  
**File: REZ02001**  
**Planner: Betsi Lewitter**

Proposed modification of River Oaks/Petaluma Factory Outlet Village Master Plan Draft Subsequent Environmental Impact Report.

This item was continued to January 14, 2003.

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**COMMISSION BUSINESS:**

- II. **Appointment of Planning Commission representative to the Site Plan and Architectural Review Committee.**

Chair Barrett will continue to be the Planning Commission representative to the Site Plan and Architectural Review Committee.

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2 **III. Discussion and possible direction concerning a policy and procedure for the**  
3 **installation of story poles.**

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5 **Commissioner McAllister:** The discussion started with Rockridge Pointe. Have  
6 collected story pole policies from nearby cities. Novato has the most complete policy of  
7 the ones provided. Suggest a policy be applied on discretionary basis by Community  
8 Development Department or preliminary SPARC – the need for handout is key and  
9 requirement for certification of height.

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11 **Commissioner Asselmeier:** Commended Commissioner McAllister for getting this  
12 going – asked staff to draft a policy for Commissioner review. Need further discussion  
13 on some points – when, certification, removal.

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15 **Commissioner von Raesfeld:** Liked Novato’s policy – need further discussion on  
16 discretion; possibly require “story pole plan” that deals with most important elevations.  
17 Also need some discretion on certification, timing of when to put up and take down, the  
18 need for photographic record for future reference.

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20 **Commissioner Dargie:** Also liked Novato’s policy – level of discretion is important -  
21 certification independent of applicant. Support photographic record – do in conjunction  
22 with notice on site – should stay up through appeal.

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24 **Commissioner Barrett:** Like the idea of story poles in conjunction with project notice  
25 on site. Also support Novato, support certification. Asked staff to recommend minimum  
26 threshold – should be extended to administer projects.

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28 **Commissioner von Raesfeld:** When is certification required. Need distinction between  
29 Rockridge type of project and “flat land” infill as to when a licensed surveyor is needed.

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31 **Commissioner McAllister:** Proposed policy needs to be reviewed by SPARC.  
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35 Adjournment: 7:50 p.m.