



LIVE OAK CITY COUNCIL

REGULAR MEETING AGENDA

SUPPLEMENTAL AGENDA

MARCH 6, 2024

6:00 PM

MEETING LOCATION
LIVE OAK COUNCIL CHAMBERS

MEMBERS OF THE COUNCIL

ASHLEY HERNANDEZ, MAYOR
NANCY SANTANA, VICE MAYOR
JERAMY CHAPDELAIN, COUNCILMEMBER
LAKHVIR GHAG, COUNCILMEMBER
BOB WOTEN, COUNCILMEMBER

AARON PALMER,
CITY MANAGER

NICOLE ROSSER,
CITY ATTORNEY

The Council may take up any agenda item at any time, regardless of the order listed. Action may be taken on any item on this agenda. Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection at City Hall, 9955 Live Oak Boulevard, Live Oak, during normal business hours. Such documents are also available on the City of Live Oak's website at www.liveoakcity.org, subject to staff's availability to post the documents before the meeting.

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the City Clerk's office at (530) 695-2112 x107. Requests must be made at least 24 hours in advance.

- **Remote Viewing:**

- Members of the public can view a livestream of the meeting online at https://liveoakca.granicus.com/ViewPublisher.php?view_id=1.
- Members of the public can access the Zoom webinar as follows:
 - **Join by Electronic Device:**
<https://us02web.zoom.us/j/82327791312>
 - **Join by Phone:**
1-669-900-6833 or 1-833-548-0282 (Toll Free)
Webinar ID: 823 2779 1312

- **Public Comment:** Members of the public can submit general public comments, as well as comment on specific agenda items in the following ways:
 - **Public Attendance:** Members of the public who attend in person may make comments from the Council Chamber podium.

- **Live Remote Public Comment:** Members of the public can submit a live remote public comment by:
 - *Joining the virtual Council meeting via the link below. When public comment is opened, raise your virtual hand and be called upon to speak for up to 3 minutes.*

<https://us02web.zoom.us/j/82327791312>
 - *Joining the virtual Council meeting by calling the phone number below. When public comment is opened, dial *9 to raise your hand and be called upon to speak for up to 3 minutes.*

 1-669-900-6833 or 1-833-548-0282 (Toll Free)
Webinar ID: 823 2779 1312
 - **Email Public Comment:** Comments from the public on agenda items will be accepted until 1:00 pm on the date of the meeting, via email to the City Clerk at cmenchaca@liveoakcity.org. Comments will be distributed to Council prior to the meeting and attached to the minutes. Please note that emailed comments will NOT be read aloud by staff during the meeting.
 - **eComment Feature:** Comments from the public on agenda items will be accepted until 1:00 pm on the date of the meeting, via the eComment feature at https://liveoakca.granicus.com/ViewPublisher.php?view_id=1. Comments will be distributed to Council prior to the meeting and attached to the minutes. Please note that eComments will NOT be read aloud by staff during the meeting.
-

CALL TO ORDER**ROLL CALL****PLEDGE OF ALLEGIANCE AND INVOCATION****CORRECTIONS AND/OR CHANGES TO THE AGENDA BY CITY MANAGER ONLY****PRESENTATIONS AND RECOGNITIONS****PUBLIC COMMENT**

Any person wishing to address the City Council on general jurisdictional matters or consent calendar items may do so at this time. If you are commenting on an agenda item, your comments will be heard at the time that item is scheduled for discussion. The City Council adopted a time limit of three minutes per person. The Brown Act does not allow for Council discussion of items not on the agenda. Councilmembers may only a) refer the matter to staff; b) ask for additional information; c) request a report back; or d) provide a limited factual response for items not listed on the agenda.

CONSENT ITEMS

Consent Calendar is passed by one motion with exceptions and separate votes as noted.

1. City Council Meeting Minutes
Recommendation: Approve the February 21, 2024, City Council Regular Meeting minutes.
(Clarissa Menchaca, City Clerk)
2. City Council Meeting Minutes
Recommendation: Approve the February 28, 2024, City Council Special Meeting minutes.
(Clarissa Menchaca, City Clerk)
3. City of Live Oak 2023 General Plan Annual Progress Report
Recommendation: Receive and file.
(Kevin Valente, Contract Planner)
4. Live Oak 2023 Housing Element Annual Progress Report
Recommendation: Receive and file.
(Kevin Valente, Contract Planner)

DISCUSSION ITEMS

5. Discussion of Murals within the City of Live Oak
Recommendation: Discuss the approval process for murals and provide direction to staff.
(Kevin Valente, Contract Planner)

BUSINESS ITEMS

6. City Council Consideration of Appointments to City of Live Oak Planning Commission
Recommendation: Consider the applications received for the two Live Oak Planning Commission vacancies.
(Kevin Valente, Contract Planner)

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION

UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER

COUNCILMEMBER COMMENTS

CLOSED SESSION

After the Closed Session the City Council will leave the Council Chambers and the meeting will be adjourned by operation of law due to lack of a quorum. If there is any reportable Closed Session Action, a report will be made at the beginning of the next regular Council meeting. After the Closed Session Item descriptions are read by the City Attorney, all members of Council, applicable Consultants and Staff are asked to join the Closed Session meeting.

7. Public Employee Appointment: Acting City Manager, Pursuant to California Government Code Section 54957(b)

ADJOURNMENT



**City of Live Oak
Report to City Council**

Meeting Date: March 6, 2024

Title: City Council Meeting Minutes

Contact Information: Clarissa Menchaca, City Clerk

Recommendation: Approve the February 21, 2024, City Council Regular Meeting minutes.

Attachments:

[Minutes](#)



LIVE OAK CITY COUNCIL

MINUTES
FEBRUARY 21, 2024
6:00 PM

MEMBERS OF THE COUNCIL

ASHLEY HERNANDEZ, MAYOR
NANCY SANTANA, VICE MAYOR
JERAMY CHAPDELAINE, COUNCILMEMBER
LAKHVIR GHAG, COUNCILMEMBER
BOB WOTEN, COUNCILMEMBER

AARON PALMER,
CITY MANAGER

NICOLE ROSSER,
CITY ATTORNEY

MEETING LOCATION
LIVE OAK COUNCIL CHAMBERS
9955 LIVE OAK BOULEVARD
LIVE OAK, CALIFORNIA 95953

CALL TO ORDER

Meeting called to order by Mayor Hernandez at Live Oak City Council Chambers, 9955 Live Oak Boulevard, Live Oak, CA at 6:06 pm.

ROLL CALL

Present: Councilmembers Woten, Chapdelaine, Ghag, Vice Mayor Santana, and Mayor Hernandez

PLEDGE OF ALLEGIANCE AND INVOCATION

Councilmember Woten led the Pledge of Allegiance. Councilmember Chapdelaine delivered the invocation.

CORRECTIONS AND/OR CHANGES TO THE AGENDA BY CITY MANAGER ONLY

There were no corrections and/or changes to the agenda.

PRESENTATIONS AND RECOGNITIONS

There were no presentations and/or recognitions.

PUBLIC COMMENT

The following members of public addressed the Council: Joey McNutt and Victor Flores.

CONSENT ITEMS

Consent Calendar is passed by one motion with exceptions and separate votes as noted.

MOTION: APPROVE THE CONSENT AGENDA.
(MOTION: GHAG; SECOND: CHAPDELAINE)

VOTE: MOTION PASSED UNANIMOUSLY

1. City Council Meeting Minutes
Clarissa Menchaca, City Clerk
Council action: February 7, 2024, City Council Special Meeting minutes approved.

2. City Council Meeting Minutes
Clarissa Menchaca, City Clerk
Council action: February 7, 2024, City Council Regular Meeting minutes approved.
3. City Council Meeting Minutes
Clarissa Menchaca, City Clerk
Council action: February 13, 2024, City Council Special Meeting minutes approved.
4. City Project Updates
Luis Cibrian, Parks and Recreation Director
Council action: Received and filed.

BUSINESS ITEMS

5. Council Discussion and Possible Action to Adopt Resolution Authorizing the Procurement of Necessary Equipment, Service, and Supplies, Without Giving Notice for Bids to Let Contracts
Scott Rolls, City Engineer

Scott Rolls, City Engineer, provided a report for the Council.

Public Comment was opened and closed without any speakers.

MOTION: ADOPT RESOLUTION AUTHORIZING THE PROCUREMENT OF NECESSARY EQUIPMENT, SERVICES, AND SUPPLIES, WITHOUT GIVING NOTICE FOR BIDS TO LET CONTRACTS.
(MOTION: HERNANDEZ; SECOND: GHAG)

VOTE: MOTION PASSED UNANIMOUSLY

Reference Resolution No. 03-2024.

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION

There were no items removed from the Consent Agenda for Council consideration and action.

UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER

There were no updates or announcements from the City Attorney or City Manager.

COUNCILMEMBER COMMENTS

Councilmember Woten highlighted his attendance at the Regional Waste Management Authority meeting.

Councilmember Chapdelaine touched on his attendance at the Regional Housing Authority meeting.

Councilmember Ghag discussed his attendance at the Race, Equity, and Inclusion Sacramento Area Council of Governments Committee meeting, Sacramento Area Council of Governments Board meeting, Sutter Butte Flood Control Agency meeting, and the Legislative Day at the State Capitol.

Vice Mayor Santana requested the Council look into possible reduction of the sewer cost for businesses in the City. Vice Mayor Santana touched on animal control issues and spay and neuter clinics. Lastly, Vice Mayor Santana requested the Sutter County Sheriff call logs for the City of Live Oak.

Mayor Hernandez highlighted PG&E's assistance program for families in need. Mayor Hernandez provided an update on the remodeling of Penny Candy and touched on some of the cleanup of the Diamond Walnut Huller.

CLOSED SESSION

6. Public Employee Appointment: City Manager, Pursuant to California Government Code Section 54957(b)

*Clerk's Note: If there is any reportable action, a report will be made at the beginning of the next regular Council meeting.

ADJOURNMENT

Mayor Hernandez adjourned the regular meeting at 7:06 pm. Closed Session adjourned at 8:12 pm.

Ashley Hernandez, Mayor

ATTEST:

Clarissa Menchaca, City Clerk



**City of Live Oak
Report to City Council**

Meeting Date: March 6, 2024

Title: City Council Meeting Minutes

Contact Information: Clarissa Menchaca, City Clerk

Recommendation: Approve the February 28, 2024, City Council Special Meeting minutes.

Attachments:

[Minutes](#)



LIVE OAK CITY COUNCIL

SPECIAL MEETING MINUTES FEBRUARY 28, 2024 6:00 PM

MEMBERS OF THE COUNCIL

ASHLEY HERNANDEZ, MAYOR
NANCY SANTANA, VICE MAYOR
JERAMY CHAPDELAIN, COUNCILMEMBER
LAKHVIR GHAG, COUNCILMEMBER
BOB WOTEN, COUNCILMEMBER

AARON PALMER,
CITY MANAGER

NICOLE ROSSER,
CITY ATTORNEY

MEETING LOCATION
LIVE OAK COUNCIL CHAMBERS
9955 LIVE OAK BOULEVARD
LIVE OAK, CALIFORNIA 95953

CALL TO ORDER

Meeting called to order by Mayor Hernandez at Live Oak City Council Chambers, 9955 Live Oak Boulevard, Live Oak, CA at 6:31 pm.

ROLL CALL

Present: Councilmembers Woten, Chapdelaine, Ghag, Vice Mayor Santana, and Mayor Hernandez

PLEDGE OF ALLEGIANCE

Mayor Hernandez led the Pledge of Allegiance. Vice Mayor Santana delivered the invocation.

PUBLIC COMMENT

Public Comment was opened and closed without any speakers.

BUSINESS ITEMS

1. Discussion of Proposed Sheriff's Contract for Police Services
Aaron Palmer, City Manager

Aaron Palmer, City Manager, provided a report for the Council.

Public Comment was opened and closed without any speakers.

Council action: No action was taken on this item.

ADJOURNMENT

Mayor Hernandez adjourned the meeting at 8:32 pm.

Ashley Hernandez, Mayor

ATTEST:

Clarissa Menchaca, City Clerk



City of Live Oak Report to City Council

Meeting Date:	March 6, 2024
Title:	City of Live Oak 2023 General Plan Annual Progress Report
Contact Information:	Kevin Valente, AICP, Contract Planner
Location:	Citywide.
Background:	All cities and counties in California are required to prepare a long-term comprehensive plan, known as a General Plan, to cover a wide range of issues to guide future growth. General Plans are required to have following components or Elements: Land Use, Circulation, Housing, Conservation, Open Space, Noise, Safety, and Environmental Justice. Pursuant to Government Code (GC) Section 65400, California now requires an annual report on the status of the General Plan and progress in its implementation. Part of the State's requirement is the presentation of the report to the local legislature, which is the Live Oak City Council.
Analysis:	The attached Annual Progress Report Memo provides an overview to the California Office of Planning and Research summarizing the progress the City of Live Oak has made in implementing the programs contained within the General Plan in order to achieve the adopted Goals and Policies. Overall, the City of Live Oak has made great progress towards reaching its goals related to Land Use, Circulation, Community Character, Conservation and Open Space, Economic Development, Public Utilities, Services, and Facilities, Parks and Recreation, Public Safety, and Noise. The City of Live Oak is now beginning the steps to update the existing General Plan, which is a multi-year project.
Fiscal Impacts:	None.
Recommendation:	Receive and file.
Attachments:	

[General Plan Annual Progress Report](#)



TO: Office of Planning and Research

FROM: Live Oak Planning Department

CONTACT: Kevin Valente, Contract Planner
KValente@raneymanagement.com; (916) 372-6100

SUBJECT: City of Live Oak General Plan Annual Progress Report

DATE: March 6, 2024

The Live Oak General Plan Annual Progress Report for reporting year 2024 was received and filed by the Live Oak City Council on March 6, 2024.

The Live Oak General Plan was adopted in 2012 and serves as the foundational document when making planning decisions concerning land use and development. The guiding principles in the General Plan include:

- Maintaining the small-town character of Live Oak;
- Encouraging development that has unique and high-design and creates a sense of place;
- Support for local social and cultural activities;
- Guiding the growth of the downtown area as the City continues to grow;
- Creating local employment opportunities;
- Generating fund to maintain and improve infrastructure and public services; and
- Prioritizing pedestrian and bicycle safety and convenience.

The Live Oak General Plan also places emphasis on creating balanced neighborhoods. Neighborhoods should have an activity center with higher activities uses, with density and intensity decreasing as one moves away from that core. The Live Oak General Plan also highlights the need for a balanced land use mix as to create balanced neighborhoods.

This document will provide an overview of the implementation programs contained within the Live Oak General Plan. Overall, the City of Live Oak has made great progress towards reaching its goals. Below includes an analysis of the implementation programs that have been completed since the adoption of the Live Oak General Plan.

Land Use Element

In 2009, a Wastewater Collection System Master Plan and a Water Master Plan were created for Live Oak. The Wastewater Collection System Master Plan analyzed the existing systems in place and created new recommendations and identified areas needing improvement. The Water Master Plan analyzed the current water demand, existing facilities, and provided recommendations for improvements. In 2011 the Master Drainage Study was prepared, which analyzed current conditions for drainage and areas of concern (LU-2.1).

The Live Oak Zoning Regulations were also amended in 2012 to implement the goals and policies of the Live Oak General Plan through the designation of compatible land uses, residential densities and intensity of uses (LU-3.2). The zoning update also created more flexible development standards for the Downtown Combining Zone District (LU-4.2). These standards include no minimum yard setbacks and no on-site parking or loading is required. This change helps to encourage full redevelopment of targeted revitalization areas (LU-4.2).

Circulation Element

In regards to circulation, the City has made progress towards the goals set in place in the General Plan by updating Section 17 - Zoning of the Live Oak Municipal Code. This update of the Zoning Code included the following purposes:

- To implement the goals and policies of the Live Oak General Plan through the designation of compatible land uses, residential densities and intensity of uses;
- To promote and protect the public's health, safety, comfort, convenience, and general welfare;
- To provide open space, light and air, privacy, convenience of access, aesthetic values and protection of public and private improvements;
- To protect the social and economic stability of residential, commercial and industrial uses and activities through orderly and planned use of land; and
- To minimize the process necessary to obtain rights to develop property while fulfilling the objectives provided above.

Through the update of the Zoning Code, development is intentional and serves to improve the circulation and flow throughout the City. The City has also secured funding for an AB 1600 Fee Study Update, which will include the study of areawide serving transportation facilities, such as railroad and State Route 99 in the northern portion of the City.

In partnership with Caltrans, the City has completed the State Route 99 Live Oak Streetscape, Safety and Roadway Improvement Project (CIRC-8). This project rehabilitated State Route 99 to a 40-year pavement life, upgraded the drainage systems, flattened the roadway cross slopes, improved traffic signals at three intersections of State Route 99 at Pennington Road, Elm Street, and Kola Street (CIRC-6). The project also created a pedestrian focused downtown environment by enhancing parking and building access, wayfinding and signage, landscaping and facilities for

bicyclists and pedestrians, and upgraded curb ramps to current American with Disabilities Act (ADA) standards (CIRC-7).

The City continues to seek funding to assess transportation impact fees and plan transportation improvements to decrease congestion while considering impacts to pedestrian, bicycle, and public transit safety and convenience.

Community Character

In 2011, the Citywide Design Guidelines were adopted to provide diversity in building design as well as improve the character of streetscapes and implement the goals, objectives, and policies of the General Plan, and provide guidance for the orderly development of the City and promote high-quality development (DESIGN-1 and -2). These guidelines have since been utilized when reviewing planning projects and guide developers and planners to create unique designs that contribute to the community character of Live Oak.

The aforementioned State Route 99 Live Oak Streetscape, Safety and Roadway Improvement Project has also contributed to the community character of Live Oak. This project has benefited motorists, pedestrians, and bicyclists while contributing to the economic welfare of the state and local economy. This project also creates a standard for future rehabilitation or development projects with regards to the streetscape and pedestrian focused design (DESIGN-3 and -6).

Conservation and Open Space Element

The City's survey and mitigation requirements for special-status wildlife species are consistent with the current guidance from the California Department of Fish and Wildlife and the U.S. Fish and Wildlife Service (BIO-1). This includes pre-construction surveys and specific guidelines for specific species. The City continues to coordinate with the Feather River Air Quality Management District to ensure assumptions and control measures from new air quality plan updates are implemented, as appropriate (AIR-4).

The City also continues to require development projects to protect Native American and prehistoric resources (CULTURAL-1). Development projects are also required to preserve the community's historically significant sites and buildings (CULTURAL-2).

The City also continues to identify and take advantage of state and federal grants, low-interest financing, and other funding mechanisms for energy efficiency retrofits and alternative energy projects for civic, residential, and commercial buildings (ENERGY-4). Drought-tolerant plants are also now included in the City's landscaping requirements (WATER-2).

Economic Development

The Citywide Design Guidelines address facades, architectural style, scale, and creating pedestrian oriented visual interests (ED-1.2 and -1.3). The City also conducted an analysis on work

commuter patterns as part of the 2021-2029 Housing Element. The analysis found that majority of Live Oak residents travel less than 30 minutes from home to work and only nine percent travel an extended amount of time (60 or more minutes). The number of employed persons divided by the number of households shows that there is nearly one job for households. This analysis indicates that many of the jobs are within 20 miles of the City and that there is a strong jobs/housing balance (ED-4.1).

Public Utilities, Services, and Facilities

In 2009, the Live Oak Water Master Plan was created to provide for phased improvements to meet future needs (PUBLIC-1.1). This master plan includes inventory of the existing facilities, estimates of future demand, and estimates of future growth within area planned for annexation. This Water Master Plan is to be updated as necessary. The City of Live Oak Master Drainage program was created in March 2011 and was last updated in 2022. This Master Drainage Plan identifies deficiencies and provides for drainage improvements in the existing developed City (PUBLIC-4.1).

Parks and Recreation Element

The Live Oak Parks and Recreation Department seeks to provide safe and enjoyable activities that encourage participation by the entire community. A Parks and Recreation Master Plan has not yet been prepared by the City (PARKS-1), but the Parks and Recreation Department continues to work to provide recreational opportunities and coordinate seasonal activities and youth programs.

Public Safety

Many of the public safety measures included in the General Plan relate to flooding and many of the efforts made to ensure public safety have involved evaluating flood hazards and implementing mitigation measures. In 2016, the City of Live Oak amended the General Plan to be consistent with the Central Valley Flood Protection Act of 2008 (PS-3). This amendment included the assessment of current flood protection. In order to minimize the loss of life and damage to property caused by flood events, the City coordinates with the Sutter Butte Flood Control Agency to ensure that the flood control facilities protecting Live Oak's Planning Area from flood risks to the City are well maintained and capable of protecting existing and proposed structures from flooding. The City continues to evaluate potential flood hazards before approving development projects.

Noise Element

The noise regulations within the Live Oak Municipal Code have not been updated within the last 30 years. The City ensures that the personnel charged with enforcing the noise regulations are properly trained and equipped for on-site measurement techniques and other necessary tasks (NOISE-2). The City continues efforts for transportation planning and improvement programs

that are consistent with the General Plan (NOISE-3). The City also aims to coordinate with Union Pacific Railroad with the goal of establishing a Quiet Zone within the city limits of Live Oak, as feasible (NOISE-4).

Conclusion

The City of Live Oak continues to review the General Plan annually, and is currently in the process of initiating a comprehensive General Plan update.



City of Live Oak Report to City Council

Meeting Date:	March 6, 2024
Title:	Live Oak 2023 Housing Element Annual Progress Report
Contact Information:	Kevin Valente, AICP, Contract Planner
Location:	Citywide.
Background:	California requires each jurisdiction to prepare a Housing Element as part of its General Plan in order to ensure that all jurisdictions are planning for the projected housing demand throughout California. California Government Code Section 65400 requires that an Annual Progress Report (APR) be prepared on the status and progress of implementation of the Housing Element and submitted to the City Council, the State Office of Planning and Research (OPR), and the California Department of Housing and Community Development (HCD) by April 1st of each year. The contents of the report are specified in state law, and include detailed reporting on planning approvals, building permits, and program implementation as specified in the Housing Element. The Live Oak 2024 Housing Element Annual Progress Report can be found in Attachment 1.
Analysis:	In 2023, the City of Live Oak approved 18 residential building permits. All 18 of the residential building permits were for market-rate single-family detached homes. The Housing Element Annual Progress Report is required by the State of California to be completed on an annual basis. Staff recommends that the Live Oak City Council receive and file the Live Oak 2024 Housing Element Annual Progress Report and provide direction to staff to submit the City of Live Oak Housing Element Annual Progress Report to the State prior to the April 1, 2024 deadline.
Fiscal Impacts:	None.
Recommendation:	Receive and file.
Attachments:	

[Live Oak Housing Element Annual Progress Report](#)

Please Start Here

General Information	
Jurisdiction Name	Live Oak
Reporting Calendar Year	2023
Contact Information	
First Name	Kevin
Last Name	Valente
Title	Contract Planner
Email	kvalente@liveoakcity.org
Phone	9163726100
Mailing Address	
Street Address	9955 Live Oak Blvd
City	Live Oak
Zipcode	95953

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

Jurisdiction	Live Oak	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	05/15/2021 - 05/15/2029

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		18
Total Units		18

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	18	18
2 to 4 units per structure	0	0	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	0	0	0
Mobile/Manufactured Home	0	0	0
Total	0	18	18

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	0	0
Not Indicated as Infill	18	18

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	0
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions - Applications	
Number of SB 35 Streamlining Applications	0
Number of SB 35 Streamlining Applications Approved	0

Jurisdiction	Live Date
Reporting Year	2023
Reporting Period	Jan 1 - Dec 31

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "-" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A2 Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																																																
Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement								Affordability by Household Incomes - Building Permits								Affordability by Household Incomes - Certificates of Occupancy								Streamlining		Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus				Notes			
1					2	3	4						5	6	7						8	9	10						11	12	13	14	15	16	17	18	19	20			21	22	23	24	25			
Prior APN	Current APN	Street Address	Project Name	Local Jurisdiction Tracking ID	Unit Category (SFA, SFD, L, 4-3P, ADU, MH)	Tenure (Rentfree/ Co-Owner)	Very Low-Income Deed Restricted	Very Low-Income Non-Deed Restricted	Low-Income Deed Restricted	Low-Income Non-Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non-Deed Restricted	Above-Moderate-Income	Entitlement Date/Approval	# of Units Issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non-Deed Restricted	Low-Income Deed Restricted	Low-Income Non-Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non-Deed Restricted	Above-Moderate-Income	Building Permits Data Issued	# of Units Issued Building Permits	Very Low-Income Deed Restricted	Very Low-Income Non-Deed Restricted	Low-Income Deed Restricted	Low-Income Non-Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non-Deed Restricted	Above-Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Data Issued	# of Units Issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?	Please select the streamlining provision the project was APPROVED pursuant to. (may select multiple)	Is it a unit?	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter "000")	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the Incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Reductions)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes
Summary Prior: Start Date Entry Below																																																
06-710-006	0711 Linc. Ct	Garden Glen	25510	SFD	1	10/18/2019							1	3/18/2023								1	3/18/2023							1	3/18/2023			NONE	N													
06-710-040	0710 Linc. Ct	Garden Glen	25518	SFD	1	10/18/2019							1	3/18/2023								1	3/18/2023							1	3/18/2023			NONE	N													
06-710-041	0710 Linc. Ct	Garden Glen	25518	SFD	1	10/18/2019							1	3/22/2023								1	3/22/2023							1	3/22/2023			NONE	N													
06-710-028	0710 Linc. Ct	Garden Glen	25520	SFD	1	10/18/2019							1	3/22/2023								1	3/22/2023							1	3/22/2023			NONE	N													
06-710-011	10175 Hysmith Wy	Garden Glen	25512	SFD	1	10/18/2019							1	3/22/2023								1	3/22/2023							1	3/22/2023			NONE	N													
06-710-042	0710 Linc. Ct	Garden Glen	25511	SFD	1	10/18/2019							1	3/22/2023								1	3/22/2023							1	3/22/2023			NONE	N													
06-710-022	10089 Hysmith Wy	Garden Glen	25505	SFD	1	10/18/2019							1	3/9/2023								1	3/9/2023							1	3/9/2023			NONE	N													
06-710-023	10105 Hysmith Wy	Garden Glen	25521	SFD	1	10/18/2019							1	3/9/2023								1	3/9/2023							1	3/9/2023			NONE	N													
06-710-024	10119 Hysmith Wy	Garden Glen	25506	SFD	1	10/18/2019							1	3/9/2023								1	3/9/2023							1	3/9/2023			NONE	N													
06-710-027	10161 Hysmith Wy	Garden Glen	25509	SFD	1	10/18/2019							1	3/9/2023								1	3/9/2023							1	3/9/2023			NONE	N													
06-710-025	10133 Hysmith Wy	Garden Glen	25508	SFD	1	10/18/2019							1	3/9/2023								1	3/9/2023							1	3/9/2023			NONE	N													
06-710-026	10147 Hysmith Wy	Garden Glen	25508	SFD	1	10/18/2019							1	3/9/2023								1	3/9/2023							1	3/9/2023			NONE	N													
06-710-044	0711 Jaramila Dr	Garden Glen	25508	SFD	1	10/18/2019							1	4/9/2023								1	4/9/2023							1	4/9/2023			NONE	N													
06-710-043	0710 Jaramila Dr	Garden Glen	25509	SFD	1	10/18/2019							1	4/9/2023								1	4/9/2023							1	4/9/2023			NONE	N													
06-710-045	0710 Jaramila Dr	Garden Glen	25506	SFD	1	10/18/2019							1	4/9/2023								1	4/9/2023							1	4/9/2023			NONE	N													
06-710-046	0710 Jaramila Dr	Garden Glen	25504	SFD	1	10/18/2019							1	4/17/2024								1	4/17/2024							1	4/17/2024			NONE	N													
06-710-046	1010 Jaramila Dr	Garden Glen	25506	SFD	1	10/18/2019							1	4/17/2024								1	4/17/2024							1	4/17/2024			NONE	N													

Jurisdiction	Live Oak	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	05/15/2021 - 05/15/2029

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1		2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2021-05/14/2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	73	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	73
Low	Deed Restricted	44	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	44
Moderate	Deed Restricted	87	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	87
Above Moderate		208	-	3	37	18	-	-	-	-	-	-	58	150
Total RHNA		412												
Total Units			-	3	37	18	-	-	-	-	-	-	58	354
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5											6	7
		Extremely low-Income Need		2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date	Total Units Remaining
Extremely Low-Income Units*		37	-	-	-	-	-	-	-	-	-	-	-	37

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact

HCD staff at apr@hcd.ca.gov.

VLI Deed Restricted

VLI Non Deed Restricted

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction		Live Oak	
Reporting Year		2023	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation

1	Although the vacant land survey conducted as part of the housing element preparation, identified sufficient amount of vacant land to accommodate housing for all income groups for the city's share of the Regional Housing Needs Allocation (RHNA), the city will do the following to ensure the housing accommodation remains for the entire planning period: - The city will prepare applications for state planning grants and applications for state and federal project development grants to collect as much funding as possible. - Inform property owners and developers of regulatory and financial incentives through direct contacts with affordable housing providers in Live Oak, the distribution of a brochure explaining the city's residential property development standards at the city's permit counter and post of information on the city's web site, and mail to owners of recorded	31-Dec-23	The City of Live Oak is currently preparing the environmental review analysis for the rezone of approximately 8.87 acres for high density residential.
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2	Investigate ways to encourage residential infill development on vacant and under-utilized lots in older sections of the city. Use the city's GIS system to provide information to the public concerning the supply of vacant and underutilized lots in the city, including commercial and retail sites with opportunities for mixed use and second floor residential. Apply for funding for state and federal planning and development grants to develop these sites to assist in accommodating a portion of the city's RHNA.	Ongoing	The City of Live Oak is currently preparing the environmental review analysis for the rezone of approximately 8.87 acres for high density residential.
3	In compliance with State law, the city will review the zoning code and amend as necessary to allow small residential care facilities serving six or fewer clients in all residential zones without a conditional use permit.	31-Dec-22	The City is using LEAP grant funding to review and amend the zoning code as necessary for compliance with new State laws.

4	Consistent with Assembly Bill (AB) 1866, the city will continue to support the use and construction of second units on single family residential lots to provide additional affordable housing options. The city will create and distribute brochures containing information about the benefits of building second units and the city's permitting process.	Ongoing	The City adopted an ADU ordinance to further support the construction of secondary units.
5	Annually, the city will work with the Sutter County Social Services & Welfare Department and regional non-profit organizations providing services for the homeless to find ways Live Oak can assist in addressing homelessness in the region. Explore alternative housing options for the homeless or people in danger of becoming homeless, such as shared housing. In addition, the city will provide information on homeless services, including emergency shelters, transitional housing, and food banks on the city's website and on brochures available at city hall.	Ongoing	The City is currently working with Habitat for Humanity to provide additional housing options for individuals that are at high risk of becoming homeless.

6	The city will encourage the use of density bonuses in accordance with the State Density Bonus Law. These incentives may include, but are not limited to reductions in zoning standards, different development standards and design criteria, mixed-use zoning, or expedited staff review and permit processing.	Ongoing	The City encourages developers to use density bonuses.
7	Encourage the construction of 3- and 4-bedroom units when subsidized affordable multi-family projects are proposed within the city. The city will coordinate with the Sutter County Housing Authority to encourage inclusion of larger rental units. The city will ensure that development standards do not impede the development of larger uses, including parking, open space requirements, and other requirements.	Ongoing	The City has been working with the Regional Housing Authority on the Kristen Court Apartments project that includes 3- and 4- bedroom units.

8	Participate in financing programs and agreements such as mortgage credit and bond financing to provide assistance to first time lower and moderate-income homebuyers. In addition, the city will determine the feasibility of participating in a consortium with other public agencies to take advantage of tax-exempt bond financing. Assist the funding of these programs through the submission of HOME applications. Feasibility will be based on the amount of funding that could be used within the city in relation to the cost of participation and the attractiveness of these certificates to first-time homebuyers. By 2022, the city will identify existing public agency consortiums and determine the most feasible group in which to participate. The availability of these programs will continue to be publicized locally through brochures and quarterly newsletters available on the city's website and city hall.	Ongoing	The Regional Housing Authority purchased the Centennial Arms property and extended affordability until October 20, 2041. The City has also worked with the Housing Authority to secure \$2 million in HOME for construction of the Maple Park Phase 1 Development, which began renting 56 new units affordable to families at 30 to 60 percent of the area median income in January 2013. The unit numbers were accounted under the 2012 year as the building permits were pulled in 2012. In 2015 building permits (34 units) were obtained for Phase II Senior apartments for low income housing, along with \$4.5 million in HOME funds from the City.
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9	Provide assistance in preparing funding applications for affordable housing projects proposed by or with the Sutter County Housing Authority. By 2022, the city will also consider providing staff support in providing needed information for funding requests to increase the likelihood of receiving state or federal funding. To promote its application assistance efforts, a representative of the city will meet annually, and additionally during the year as needed, with the housing authority to determine their interest in, and plans for, constructing affordable housing in Live Oak. Based on the clients to be served by proposed projects and the type of housing and services to be incorporated into funding requests, the city will assist the housing authority in identifying the most appropriate state and/or federal funding sources.	Ongoing	The City works with the Housing Authority and non-profit housing on any potential development of vacant properties. In 2020 the City worked with the Housing Authority on Phase II of Kristen Court, low-income apartments and starting the process for Phase III of Kristen Court.
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10	The city will meet with representatives of each of the locally/regionally-based lending institutions to determine their interest in funding community development and housing activities, including participation in Federal Home Loan Bank Board affordable housing programs. For participating lenders, the city will serve as a liaison between the institution and housing providers seeking funding sources for their projects.	Ongoing	The City works with the Housing Authority and non-profit housing on any potential development of vacant properties. In 2020 the City worked with the Housing Authority on Phase II of Kristen Court, low-income apartments and starting the process for Phase III of Kristen Court.
11	The city will seek the assistance of the Consolidated Housing Authority of Sutter County and non-profit housing organizations to identify and secure funding sources to develop vacant properties and to rehabilitate and convert non-residential buildings to residential use.	Ongoing	The City works with the Housing Authority and non-profit housing on any potential development of vacant properties. In 2020 the City worked with the Housing Authority on Phase II of Kristen Court, low-income apartments and starting the process for Phase III of Kristen Court.
12	Seek public funding options that would help subsidize impact fees for affordable housing projects. Provide impact fee credits, or delay payment of development impact fees for affordable housing development until the certificates of occupancy is issued, instead of at issuance of a building permit.	Ongoing	The City provided at least \$175,000 in fee credits as funding support for Phase II of the Maple Park development.

13	The city will prioritize service for affordable housing. The city provides water and wastewater service. Although this is not currently planned, it is possible in the future that the city could contract with another water or sewer service provider. If this happens, the city will provide a copy of the adopted housing element to such water and wastewater service providers and ensure that they are aware of their legal requirement to prioritize service for affordable housing. Refer to Government Code Section 65589.7 in the conditions of approval for subdivisions that require “will-serve” letters from sewer and water districts.	Ongoing	Currently, the City provides water and wastewater services. If in the future a contract with another water or sewer service provider happens, the City will provide the service provider with a copy of the Housing Element and ensure that they are aware of their legal requirement to prioritize service for affordable housing.
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14	To comply with the state Employee Housing Act (Health and Safety Code Sections 17021.5 and 17021.6), the city will review the zoning code and amend as necessary. Health and Safety Code Section 17021.5 requires the zoning codes to treat employee/farmworker housing that serves six or fewer persons as a single-family structure and permitted in the same manner as other single-family structures of the same type in the same zone in all zones allowing single-family residential uses. Section 17021.6 requires that employee/farmworker housing consisting of no more than 12 units or 36 beds be treated as an agricultural use and permitted in the same manner as other agricultural uses in the same zone.	31-Dec-23	The City is using LEAP grant funding to review and amend the zoning code as necessary for compliance with new State laws.
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15	The city shall continue code enforcement to expedite the removal of illegal or unsafe dwellings, to eliminate hazardous site or property conditions, and resolve chronic building safety problems. In addition, the city will, on a request basis, arrange for inspections of residential properties where building code violations may be present and may need to be corrected. The city will seek funding to pay for the relocation expenses of low-income residents displaced as a result of the condemnation or required vacation of dwelling units due to code violations. The city will follow the requirements of state law regarding the demolition or conversion of dwelling units occupied by lower-income households within the city.	Ongoing	The City operates a Code Enforcement Program. In 2022, there were a couple of code enforcement actions taken on substandard dwellings.
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16	Annually, the city will coordinate with the Sutter County Housing Authority and property owners of privately-owned, government-subsidized affordable housing projects with the specific commitment of maintaining affordability status of properties in the long term, as well as, the compliance with noticing requirements, and the coordination with qualified entities to purchase properties and provide education and support to tenants. In addition, the city will contact property owners of such affordable housing projects at least one year in advance of the date where properties could convert to market rate. The city, in collaboration with the housing authority, will describe options for maintaining affordability status. If the owner expresses an interest in selling or converting their properties, the city will contact the housing authority to determine interest in acquisition and operation	Ongoing	The City works with the Housing Authority and non-profit housing on any potential development of vacant properties. In 2022 the City worked with the Housing Authority on Phase III of Kristen Court, low-income apartments.
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17	The city shall display multi-lingual fair housing posters in prominent locations in city buildings and facilities throughout the city, as well as distribute educational materials to property owners, apartment managers, and tenants every two years throughout the planning period.	Ongoing	The City provides public information on fair housing laws in English and Spanish at City Hall. Fair housing information is available at all public hearings including City Council hearings. The City provides information and referral services (including a point of contact) for equal housing complaints that are brought to the City.
18	The city shall continue to work with the local fair housing council to provide fair housing services to the residents and property owners for resolving fair housing complaints. The city shall continue to refer fair housing complaints to the California Rural Legal Assistance (CRLA), or similar organization.	Ongoing	The City provides public information on fair housing laws in English and Spanish at City Hall. Fair housing information is available at all public hearings including City Council hearings. The City provides information and referral services (including a point of contact) for equal housing complaints that are brought to the City.

19	The city shall develop a plan to Affirmatively Further Fair Housing (AFFH). The AFFH Plan shall take actions to address significant disparities in housing needs and in access to opportunity for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2), Section 65008, and any other State and federal fair housing and planning law. The AFFH Plan will strive to achieve the following: - Create opportunities for lower income residents in high resource areas; - Increase services and amenities to improve access to opportunity in low resource areas; and - Establish formal procedures for providing reasonable accommodations.	31-Dec-23	The City is currently exploring grant funding options to prepare the AFFH Plan.
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City of Live Oak Report to City Council

Meeting Date: March 6, 2024

Title: Discussion of Murals within the City of Live Oak

Contact Information: Kevin Valente, AICP, Contract Planner

Location: Citywide.

Background: The City of Live Oak has received a request from Aubrey Lopez, a Live Oak High School student, to paint a mural as part of her senior project. Aubrey has identified, Rudy's Auto Repair Business, located at 9988 Broadway as the possible mural location. Aubrey is still considering themes for her proposed mural.

In 2016, the Live Oak City Council approved contracting with Yuba Sutter Arts to implement the "Murals of Live Oak" project. Live Oak committed \$20,000 per year for three years as dollar-for-dollar match to funds raised by Yuba Sutter Arts for the project.

According to the Yuba Sutter Arts website, the first murals as part of this project were created in 2017 and since that time, ten large scale murals have been created.

Analysis:

Currently, the Live Oak Municipal Code (LOMC) does not provide any requirements or guidance for the approval of murals within the City. The LOMC specifically states, sign regulations do not apply to murals.

Staff has reached out to David Read, the Executive Director of Yuba Sutter Arts, to see if Aubrey Lopez could participate in the Murals of Live Oak project for her senior project. David Read has expressed interest on this project and is excited for the opportunity to again partner with Live Oak and a local student.

David Read would need direction and approval from the Live Oak City Council regarding the proposed location and theme of this mural.

City staff is also requesting the City Council consider providing direction to staff to prepare a process for murals moving forward. This direction could include a zoning code amendment to establish an approval process for murals within the City, creating an application process, an informational handout or information on the City's website directing potential mural projects to Yuba Sutter Arts.

Fiscal Impacts:

None.

Recommendation:

Discuss the approval process for murals and provide direction to staff.

Attachments:

[9988 Broadway](#)

2635 Pennington Rd
Livermore, California





City of Live Oak Report to City Council

Meeting Date: March 6, 2024

Title: City Council Consideration of Appointments to City of Live Oak Planning Commission

Contact Information: Kevin Valente, Planning Director

Location: Citywide

Background: The City of Live Oak Planning Commission is comprised of seven members. Six members are appointed by the City Council and one member is appointed by the Sutter County Planning Commission with approval by the Sutter County Board of Supervisors and the Live Oak City Council.

Live Oak Municipal Code Section 2.12.020(A) states, in part, "The planning commission shall consist of seven members appointed by the mayor with the consent of the City Council." Section 2.12.020 (C) states the city will post a notice of possible vacancy to allow the incumbent and other citizens to be considered for appointment or reappointment.

The City of Live Oak Planning Commissioners each serve staggered, four-year terms. The term of two commissioners expired on January 31, 2024 which results in a total of two current vacancies that need to be filled.

These two vacancies are both for four-year terms.

Current Planning Commission Terms

January 31, 2025 Joaquin Bermudez
January 31, 2025 Bernie Didario
January 31, 2027 Aarondeep Pamma
January 31, 2027 Jerry Stewart
January, 31, 2028 Vacant
January 31, 2028 Vacant
January 31, 2025 Sutter County Commissioner

Analysis:

The City of Live Oak published a vacancy notice on January 9, 2024. The City of Live Oak has received seven applications in response to the public vacancy notice.

A technical reading of the code would allow the Mayor to make an appointment, with Council then voting on whether or not to confirm the appointment. If the City Council failed to approve the Mayor's appointments, the Council would then need to consider another appointment by the Mayor, followed by a Council vote.

All current applicants have been informed the Mayor and City Council will consider an appointment at this meeting. The Mayor will make known her appointments at this Council Meeting.

Fiscal Impacts:

None.

Recommendation:

Consider the applications received for the two Live Oak Planning Commission vacancies.

Attachments:

Amneet Bains
Gurveer Butter
Mathew Cashman
Jaskaran Deol
Michelle Serpa
Jeffrey Stanhope
Mike Tuman



Planning Commission

APPLICATION FOR APPOINTMENT

Name: Amneet Kaur Bains

Home Address: [REDACTED]

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

Occupation: N/A

Employer Name: N/A

Employer Address: N/A

Please answer the following questions on a separate sheet.

1. What are your reasons for wishing to serve on the City of Live Oak Planning Commission?
2. Describe your experience and/or qualifications which will assist the City Council in evaluating your application.
3. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?

NOTE: A **conflict of interest** statement is required of all appointed Planning Commissioners.

**Please return the completed application to the City Clerk via email
at: cmenchaca@liveoakcity.org or at City Hall.**

1. What are your reasons for wishing to serve on the City of Live Oak Planning Commission?

As a long-time resident of Live Oak, my desire to serve on the Planning Commission stems from a deep-seated commitment to the well-being and prosperity of our community. Over the years, I've witnessed Live Oak evolve, facing both challenges and opportunities along the way. This experience has given me a unique perspective on the city's needs and potential areas for growth. My aim is to leverage this insight, along with my expertise in environmental sustainability and community engagement, to foster development that enhances the quality of life for all residents. I am particularly motivated by the prospect of guiding Live Oak towards more sustainable and inclusive growth. This includes advocating for green spaces that provide recreational opportunities for families, promoting development projects that consider long-term environmental impacts, and ensuring that our city's growth contributes positively to our economic vitality. By encouraging public participation and fostering a dialogue between the city and its residents, we can ensure that development decisions reflect the diverse needs and aspirations of our community. My vision for Live Oak is one where progress and sustainability go hand in hand, where economic development is balanced with environmental stewardship, and where every resident feels heard and valued. Serving on the Planning Commission would be a profound opportunity to contribute to this vision.

2. Describe your experience and/or qualifications which will assist the City Council in evaluating your application.

In my role as an accountant for a local trucking company, I have acquired a diverse set of skills and experiences that I believe will be highly beneficial to the City Council. My primary responsibilities have included managing financial records, conducting detailed financial analysis, and developing strategies to reduce costs while maximizing efficiency. Through this work, I have gained a deep understanding of financial management, budgeting, and fiscal responsibility, all of which are critical skills for managing a city's finances effectively. My experience as an accountant at a local trucking company has provided me with a strong foundation in financial management, strategic planning, and stakeholder engagement. I am confident that these skills, combined with my commitment to serving the community, will make a valuable contribution to the City Council.

My tenure as a medical assistant in a local medical office has equipped me with a unique set of skills and experiences that are highly pertinent to the responsibilities of a City Council member. In my role, I was not just involved in patient care, but also in the management of healthcare operations, public health education, and navigating the complexities of healthcare regulations.

A key aspect of my role was to ensure efficient and compassionate patient care, which involved coordinating with doctors, nurses, and other healthcare professionals. This experience honed my skills in communication, teamwork, and coordination which are all essential qualities for collaborating effectively with fellow council members and city staff. Moreover, my position required me to be adept at handling sensitive and confidential information, a skill that is directly transferable to handling the private and sensitive matters often encountered in city governance. My experience in maintaining confidentiality and ethical standards in the healthcare setting underscores my commitment to integrity and discretion, qualities vital for a member of the City Council. In addition, I played a role in public health education initiatives, organizing and participating in community health fairs and informational sessions. This experience has not only given me insight into public health concerns but also experience in community outreach and education. These skills are invaluable in understanding and addressing the health and wellness needs of our city's residents.

3. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?

If I am appointed, I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member. I understand that serving on a committee or council is a significant responsibility that requires dedication, time management, and a strong commitment to the community. I aim to serve the community to the best of my ability, and I recognize that this requires both time and effort.

I had listed "N/A" in for "Occupation" because I am currently not employed.



Planning Commission

APPLICATION FOR APPOINTMENT

Name: Gurveer S. Butler

Home Address: [REDACTED] Live Oak, CA 95953

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

Occupation: Realtor

Employer Name: Coldwell Bankers Associated Brokers

Employer Address: 410 Century Park Dr Yuba City, CA 95953

Please answer the following questions on a separate sheet.

1. What are your reasons for wishing to serve on the City of Live Oak Planning Commission?
2. Describe your experience and/or qualifications which will assist the City Council in evaluating your application.
3. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?

NOTE: A **conflict of interest** statement is required of all appointed Planning Commissioners.

Please return the completed application to the City Clerk via email
at: cmenchaca@liveoakcity.org or at City Hall.

- 1) interested in planning/permit process. Already served, so would like to continue serving
- 2) Realtor - experience with real estate planning/permits
 - already served so have had experience in past
- 3) Yes can devote time to day duties



Planning Commission

APPLICATION FOR APPOINTMENT

Name: Matt Cashman

Home Address: [REDACTED]

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

Occupation: Senior Project Engineer

Employer Name: AGA Architectural Glass & Aluminum

Employer Address: 4512 Harlin Drive, Sacramento, CA 95826

Please answer the following questions on a separate sheet.

1. What are your reasons for wishing to serve on the City of Live Oak Planning Commission?
Meet new local people of similar interests, hopefully bring some of my skill set and experience to the table if its of value.
2. Describe your experience and/or qualifications which will assist the City Council in evaluating your application.
I have a degree in Architecture, born & raised in Ireland, Lived & worked in New York for 10 years & worked as PM/Engineer on a variety of large scale commercial projects East & West Coast. I have good knowledge of Codes and General Plans in the Area and have connections with California State Funding Source/Decision makers.
3. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member? *Yes*

NOTE: A **conflict of interest** statement is required of all appointed Planning Commissioners.

**Please return the completed application to the City Clerk via email
at: cmenchaca@liveoakcity.org or at City Hall.**



Planning Commission

APPLICATION FOR APPOINTMENT

Name: Jaskaran Deol

Home Address: [REDACTED]

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

Occupation: 4th Year Student at UC Davis

Employer Name: _____

Employer Address: _____

Please answer the following questions on a separate sheet.

1. What are your reasons for wishing to serve on the City of Live Oak Planning Commission?
2. Describe your experience and/or qualifications which will assist the City Council in evaluating your application.
3. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?

NOTE: A **conflict of interest** statement is required of all appointed Planning Commissioners.

**Please return the completed application to the City Clerk via email
at: cmenchaca@liveoakcity.org or at City Hall.**

Planning Commission Application

Applicant: Jaskaran Deol

1. I've been a part of Live Oak since I was born, giving me a deep connection to our community. This long-standing tie has given me a close understanding of our town's history, strengths, and areas that need improvement. Over the years, I've seen Live Oak change, and it drives me to contribute to its growth actively. I'm particularly passionate about supporting new housing developments and attracting businesses that can benefit our community. I aim to offer valuable insights to guide the city towards a positive and sustainable future.
2. Through close collaboration with the Planning Commission on various projects, I've gained a firsthand understanding of their processes. This hands-on involvement has provided insights into the complexities of project approval, helping me navigate the system effectively. As I near completing my undergraduate studies in Civil Engineering with a focus on transportation and structural engineering, I bring a technical perspective to the table. My academic background allows me to offer valuable insights into projects, ensuring decisions align with the city's infrastructure needs. Additionally, being a licensed Real Estate agent in California further enhances my qualifications, allowing me to approach city planning comprehensively, considering both logistical and real estate aspects.
3. Despite being a college student, I've balanced academic pursuits with practical experiences. Currently working as a Real Estate agent and contributing to my family's business, I showcase my ability to manage diverse responsibilities effectively. My commitment to becoming a Real Estate agent aligns with my long-term dedication to Live Oak's growth. I assure the City Council that, while pursuing my undergraduate degree, I'm fully committed to attending meetings regularly and dedicating the necessary time to fulfill my duties as a Planning Commission member. This commitment is reinforced by my varied experiences and ongoing efforts to contribute meaningfully to both academia and the community.



Planning Commission

APPLICATION FOR APPOINTMENT

Name: Michelle Serpa

Home Address: [REDACTED] Live Oak, CA 95953

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

Occupation: Sales Manager

Employer Name: John L Sullivan CDJR

Employer Address: 950 Harter Pkwy. Yuba City, CA 95993

Please answer the following questions on a separate sheet.

1. What are your reasons for wishing to serve on the City of Live Oak Planning Commission?
2. Describe your experience and/or qualifications which will assist the City Council in evaluating your application.
3. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?

NOTE: A **conflict of interest** statement is required of all appointed Planning Commissioners.

**Please return the completed application to the City Clerk via email
at: cmenchaca@liveoakcity.org or at City Hall.**

1. What are your reasons for wishing to serve on the City of Live Oak Planning Commission?

I would like to serve on the City of Live Oak Planning Commission because I want to be more involved in our local government and be able to serve our community. I am interested in learning more about the planning and development of the city in which I live. I would like to have a voice in decision making to contribute to the future vision and direction for my community.

2. Describe your experience and/or qualifications which will assist the City Council in evaluating your application.

I am currently a Sales Manager at a busy dealership, and I am in charge of multiple departments and employees. I feel that the way a government is run is like a big business, and I am passionate about implementing good processes, and creating a better environment for all involved.

3. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?

Yes, I would be able to fulfill all duties and attend regular meetings.



Planning Commission

APPLICATION FOR APPOINTMENT

Name: Jeffrey Stanhope

Home Address: [REDACTED] Live oak, CA. 95953

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

Occupation: Assistant Branch Manager / Project Manager

Employer Name: CRBR Property Damage Services

Employer Address: 350 Bridge St. Suite A. Yuba City, CA. 95991

Please answer the following questions on a separate sheet.

1. What are your reasons for wishing to serve on the City of Live Oak Planning Commission? I have lived in Live Oak for just over a year and I see so much potential to improve our community and I would like to help be a part of shaping the community.
2. Describe your experience and/or qualifications which will assist the City Council in evaluating your application. I have been all over the country and the world through my military service so I have many experiences that bring a different perspective. My job right now is construction with CRBR.
3. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member? If I am selected I will be committed to the position. When I commit to a position I give 100%.

NOTE: A conflict of interest statement is required of all appointed Planning Commissioners.

Please return the completed application to the City Clerk via email
at: cmenchaca@liveoakcity.org or at City Hall.



Planning Commission

APPLICATION FOR APPOINTMENT

Name: Mike Tuman

Home Address: [REDACTED] Live Oak Ca. 9595

Home Phone: _____

Cell Phone: [REDACTED]

Occupation: B

Employer Name: _____

Employer Address: _____

Please answer the following questions on a separate sheet.

1. What are your reasons for wishing to serve on the City of Live Oak Planning Commission?
2. Describe your experience and/or qualifications which will assist the City Council in evaluating your application.
3. If appointed, will you be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?

NOTE: A **conflict of interest** statement is required of all appointed Planning Commissioners.

**Please return the completed application to the City Clerk via email
at: cmenchaca@liveoakcity.org or at City Hall.**

From: [sharon tuman](#)
To: hithurburn@liveoakcity.org
Subject: Volunteer Planning position
Date: Friday, January 26, 2024 6:47:19 PM

Hi Clarissa,

This is Mike Tuman, I'm trying to apply for the planning commission. I think I have uploaded the basic application information but am having trouble answering the questions on line. So I hope to address them now.

1. My wife and I moved from south Oroville 4 years ago. We were on 25 acres of land my wife retired from the Butte County Shariffs department. We wanted a no hassle home and we found it here; love it.
2. I'm a Sr. Building inspector in El Dorado County going on 18 years. I'm knowable in current commercial and residential building codes, grading and planning regulations, and a working knowledge of code enforcement.
3. I am committed to serving Live Oak.

Sent from Samsung Galaxy smartphone.

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**City of Live Oak
Report to City Council**

Meeting Date: March 6, 2024

Title: Public Employee Appointment: Acting City Manager, Pursuant to California Government Code Section 54957(b)