

**REGULAR MEETING MINUTES
PLACERVILLE PLANNING COMMISSION
TUESDAY, OCTOBER 1, 2024, 6:00 P.M.
TOWN HALL, 549 MAIN STREET, PLACERVILLE, CALIFORNIA**

CLOSED SESSION: None Scheduled

6:00 P.M. OPEN SESSION

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE TO THE FLAG:

Chair Kiehne called the meeting to order at 6:00 p.m. and the Pledge of Allegiance to the Flag was recited.

2. ROLL CALL:

Members Present: Vice Chair Carter, Frenn, Chair Kiehne, Lepper, Smith
Members Absent: None
Staff Present: Development Services Director Rivas, Associate Planner Hunter

3. CLOSED SESSION REPORT: *None*

4. ADOPTION OF AGENDA:

In a single motion Commissioner Lepper, seconded by Vice Chair Carter, moved to approve the Agenda. Motion carried 5-0 on voice vote.

5. CONSENT CALENDAR:

5.1. Approve the Minutes of the Regular Planning Commission Meeting of September 17, 2024

Commissioner Frenn pulled the Draft Minutes of September 17, 2024 for discussion.

6. ITEMS PULLED FROM CONSENT CALENDAR (if applicable):

The Commission discussed the Draft Minutes.

In a single motion, Commissioner Frenn, seconded by Commissioner Lepper, moved to approve the minutes of September 17, 2024 as presented. Motion carried 5-0 on voice vote.

7. ITEMS OF INTEREST TO THE PUBLIC – NON-AGENDIZED ITEMS: *None.*

8. WRITTEN COMMUNICATIONS – NON-AGENDIZED ITEMS: *None.*

9. PRESENTATIONS AND EDUCATIONAL WORKSHOP SESSIONS: *None.*

10. ENVIRONMENTAL ASSESSMENTS / PUBLIC HEARINGS:

10.1. Site Plan Review (SPR) 85-04-R: Master Sign Plan Amendment. Consideration of a revision to the Master Sign Plan for an existing commercial center within the Commercial Zone to: (1) Permit the placement of two internally illuminated sign

cabinets for Suites A, B, and C (Minuteman Press / Mountain Mail); and (2) Find the project categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301. Location: 415 Placerville Drive / APN: 323-400-003. Property Owner / Applicant: Martha Waddell Olson Trust. Representative: Kieth Flaherty, Flaherty Engineering. Staff: Kristen Hunter.

Associate Planner Hunter presented the Staff Report and Memorandum dated October 1, 2024. Director Rivas and Associate Planner Hunter answered questions of the Commission.

Public comment was heard by the business owner of Mountain Mail and Minuteman Press, Phillip Terrazas.

In a single motion, Vice Chair Carter, seconded by Commissioner Frenn, moved to approve Site Plan Review (SPR) 85-04-R as presented; and to:

- I. Adopt the Staff Report as part of the public record.*
- II. Make the following findings in support of the SPR 85-04-R request:*
 - 1. The project request is exempt from environmental review, in that the project qualifies for a Categorical Exemption under the California Environmental Quality Act (CEQA) Section 15301 (Existing Facilities), in that the project includes the placement of on-premises signs that shall not result in an expansion of the existing use.*
 - 2. The project site, 415 Placerville Drive (APN 323-400-003), contains a single-story commercial building, containing multiple commercial suites, located within the Commercial (C) zone.*
 - 3. The project request is consistent with the General Plan Community Design Element, Goal J, as well as Zoning Ordinance Section 10-4-17 (Sign Regulations) and the City of Placerville Development Guide for signs, in that the proposed signs are of professional quality, provide adequate signage for the tenant(s), and are placed in a manner similar to other nearby tenants.*
 - 4. The project request provides additional variety to the building's signage and provides adequate advertising for both Minuteman Press and Mountain Mail, two (2) independent businesses under the same ownership located within the same commercial space.*
 - 5. The project request, as conditioned, is compatible with the existing signage on the site with regards to central placement above the unit. Although the style of signage is varied, the sign area dimensions are consistent within the parameters specified by the Master Sign Plan.*

III. *Conditionally approve SPR 85-04-R located at 415 Placerville Drive, based on the project information and findings included in the Staff Report and Memorandum, and subject to the Conditions of Approval:*

1. *Approval of Site Plan Review (SPR) 85-04-R to allow two (2) 3 ft by 14 ft internally illuminated sign cabinets for Units A-C.*

Approval is based upon the analysis provided in Staff's October 1, 2024 report to the Planning Commission and limited to compliance with the project description and Applicant Submittal Package as well as all other Conditions of Approval set forth herein.

The approved plans are as follows:

- i. *Elevation and Site Plan (April 12, 2024); and*
 - ii. *Project Plans (April 12, 2024).*
2. *All signs shall be maintained in good condition and sign lighting shall be kept fully functioning and operational.*
3. *Within 30 days of Planning Commission approval (by October 31, 2024), the property owner / manager is responsible for submitting an amendment to the Master Sign Plan for the remainder of the commercial property to create a uniform plan for signage on the building. The property owner shall be responsible for ensuring that each tenant is made aware of and complies with the Master Sign Plan.*
4. *Site Plan Review Expiration. The approval of the Site Plan Review shall expire and become null and void eighteen (18) months after the date of approval unless a building permit has been obtained for any building thereon before the date of expiration. The Planning Commission may grant a one-year extension for the project if the applicant makes such a request and pays a new fee prior to the expiration date. The Planning Commission shall consider any changes to the project when granting the extension.*
5. *Runs with the Land. The terms and Conditions of Approval of the Site Plan Review (SPR) shall run with the land; shall be binding upon and be to the benefit of heirs, legal representatives, successors, and assignees of the property owner.*
6. *Revisions. Any proposed changes to the Project Description or conditions of approval shall be submitted to the Development Services Department, Planning Division for determination of appropriate procedures. Deviations from the above-described approval will constitute a violation of permit approval. Revisions to the Site Plan Review include any changes to the exterior, including windows and siding.*
7. *Other Applicable Requirements. The project approval is subject to all applicable requirements of the Federal, State, City of Placerville and any other affected governmental agencies.*

8. *The Applicant is responsible for obtaining a Building Permit for the sign cabinets. Building permit applications shall require sign off by the property owner that they are consistent with the Master Sign Plan.*
9. *All construction shall be limited to Monday through Friday between the hours of 7:00 am to 7:00 pm, Saturdays between the hours of 8:00 am and 5:00 pm with no construction permitted on Sundays or City or state recognized holidays.*

Site Plan Review (SPR) 85-04 – 1995 Sign Amendment

1. *The Sign shall be setback from the front property line one foot in distance for each two feet in height from the leading edge of the sign.*
2. *The applicant shall obtain a Building Permit for the sign from the Building Division.*
3. *The pole and canister of the sign shall be painted in a color that matches the commercial building for the site.*
4. *No “A” board or temporary signs shall be allowed on the street frontage of Placerville Drive.*

Site Plan Review (SPR) 85-04 – 1985 Original Approval

1. *The site will be so designed so as to take into consideration any flooding problems that could occur as a result of a 100-year flood on the property.*
2. *The applicant will place additional planters in front of the building and present the plan for such to staff for review and approval.*
3. *The applicant will provide a fence along the north property line to comply with the Police Department’s requirements.*
4. *The applicant will provide a detailed lighting plan at Building Permit time which will take into consideration the concerns of the Police Department.*
5. *The applicant will submit a detail, to be approved by staff, on how roof equipment on this building will be adequately screened.*

*Action: Motion carried 5-0 on roll call vote:
Ayes: Carter, Frenn, Kiehne, Lepper, Smith
Nays: None*

Absent: None

Chair Kiehne informed the public that there is a 10-day appeal period.

11. CONTINUED ITEMS:

- 11.1. General Plan Consistency (GPC) 24-01: Government Code Section 65402, General Plan Consistency: Review for Transfer of Property Identified as APN 325-240-011 to be transferred from the County of El Dorado to the State of California for the Clementine Apartments. Staff: Pierre Rivas.**

Director Rivas presented the Staff Report on the request from the County of El Dorado to rescind the General Plan Consistency request.

12. NEW ITEMS:

- 12.1. 2023 Housing Element Annual Progress Report, Cycle 6.** Receive and file the 2023 Annual Progress Report and provide Staff with any comments, if any, to be forwarded to the City Council.

Associate Planner Hunter presented the Staff Report dated October 1, 2023. Director Rivas and Associate Planner Hunter answered questions of the Commission.

In a single motion Chair Kiehne, seconded by Vice Chair Carter, moved to direct Staff to forward the 2023 Housing Element Annual Progress Report, Cycle 6 to the City Council as presented. Motion carried 5-0 on voice vote.

13. MATTERS FROM COMMISSIONERS AND STAFF

13.1. Staff Reports:

Associate Planner Hunter informed the Commission that the next scheduled meeting is October 15, 2024.

Director Rivas provided an update to the Commission on new Accessory Dwelling Unit (ADU) legislation (AB 2533, SB 1211, and SB 1077) requiring jurisdictions to update their ADU Ordinances to be consistent by January 1, 2025 or become null and void.

13.2. Planning Commission Matters:

Chair Kiehne inquired about the Williams Homes signs placed throughout the City on weekends and the City's enforcement of prohibited signage. Director Rivas provided an overview of enforcement.

Commissioner Lepper inquired about 103 Main Street signage. Associate Planner Hunter informed the Commission that the property owner has recently attained a sign permit and will soon be in compliance with the approved signage for the site.

13.2.1. Special Committee Report(s): Report by the Historic Review Special Committee to the Planning Commission.

The Commission discussed the documents provided within the meeting packet.

In a single motion Commissioner Smith, seconded by Commissioner Frenn, moved to:

1. *Adopt the Memorandum from the Historic Review Special Committee dated September 3, 2024 and forward the Memorandum dated September 3, 2024 to the City Council;*
2. *Make the Findings of Fact included within the Memorandum; and*
3. *And that the Special Committee work with Staff to come up with a date for a public workshop to be held prior to the end of the year and to have the date scheduled by October 15, 2024.*

Following discussion of the motion, Commissioner Smith withdrew the motion.

In a single motion Commissioner Frenn, seconded by Commissioner Lepper, moved to direct Staff to forward Chair Kiehne's Memorandum presented at the September 17, 2024 meeting to City Council, including formatting and reordering of the listed priorities as discussed.

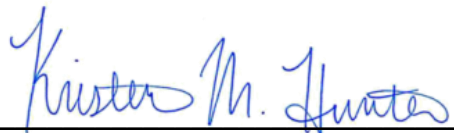
Chair Kiehne recommended an amendment to the motion. The amendment was accepted by Commissioners Frenn and Lepper. As amended, the motion includes the following:

In a single motion Commissioner Frenn, seconded by Commissioner Lepper, moved to Direct Staff to transmit the Memorandum prepared by Chair Kiehne to City Council with formatting and reordering of the listed priorities. Additionally, the Planning Commission formally receives and files the Memorandum and Exhibits of the Historic Review Special Committee, dated September 3, 2024. The Special Committee is disbanded.

Motion carried 4-1 on voice vote.

14. ADJOURNMENT

Chair Kiehne adjourned the meeting at 8:08 p.m.



Kristen Hunter, Executive Secretary
Associate Planner