

**REGULAR MEETING MINUTES  
PLACERVILLE PLANNING COMMISSION  
TUESDAY, May 2, 2023, 6:00 P.M.  
TOWN HALL, 549 MAIN STREET, PLACERVILLE, CALIFORNIA**

**CLOSED SESSION:** None Scheduled

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**6:00 P.M. OPEN SESSION**

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

Vice Chair Frenn 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:** Carter, Vice Chair Frenn, Kiehne, Lepper, Smith

**Members Absent:** None

**Staff Present:** Development Services Director Rivas, Associate Planner Hunter, Senior Management Analyst McCargar

**3. CLOSED SESSION REPORT:**

*None scheduled.*

**4. ADOPTION OF AGENDA:**

*Motion: In a single motion Commissioner Kiehne, second by Commissioner Lepper, moved to approve the Agenda. Motion carried 5-0.*

**5. CONSENT CALENDAR:**

**5.1. Approve the minutes of the Regular Planning Commission Meeting of April 18, 2023**

*In a single motion, Commissioner Carter, seconded by Commissioner Kiehne, moved to approve the draft minutes of April 18, 2023 as amended. Motion carried 4-0-1, Commissioner Lepper abstained.*

**6. ITEMS PULLED FROM CONSENT CALENDAR (if applicable):** *None.*

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

**8. WRITTEN COMMUNICATIONS – NON-AGENDA ITEMS:** *None received.*

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

**10. ENVIRONMENTAL ASSESSMENTS/PUBLIC HEARINGS:**

**10.1. Site Plan Review (SPR) 23-06: Historic District.** Consideration of a Site Plan Review application within the Low Density Multi-Family Residential/Historic District Zone to modify an existing multi-family residence to: (1) Remove and replace existing roof; (2) Remove dry rot and replace with same material and style; (3) Replace gutters and downspouts; and (4) Find the project categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301 and Section 15331; Environmental Determination: Categorically exempt from CEQA per CEQA Guidelines Section 15301 and Section 15331; Location: 2913 Norman Street, Placerville, CA. APN: 002-122-016; Applicant/Property Owner: Mark Hegarty; Agent: Dena Reed, Mounting Roofing Systems. Staff: Kristen Hunter.

*Associate Planner Hunter presented the staff report dated May 2, 2023. Director Rivas and Associate Planner Hunter answered questions of the Commission.*

*The Applicant's Agent, Donnie O'Neal from Mountain Roofing Systems, answered questions of the Commission.*

*Public Comment was provided by Michael Drobesh.*

*In a single motion, Commissioner Lepper, seconded by Commissioner Kiehne, made a motion to approve Site Plan Review (SPR) 23-06 as amended and recommended in the Staff Report; and to:*

- I. Adopt the Staff Report as amended as part of the Public Record.*
- II. Make the following findings in support of the SPR 23-06 request:*
  - 1. The request is exempt from environmental review, in that the project qualifies for a Categorical Exemption under the California Environmental Quality Act (CEQA) Guidelines Section 15301 and Section 15331, as the project includes the repair to an existing structure that will result in no expansion of the existing use and that the project would complete the maintenance and reconstruction in a manner consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, and Restoring, and Reconstructing Historic Buildings.*
  - 2. The project site, APN 002-122-016, 2913 Norman Street, contains a multi-family residential dwelling that is located within the Bedford Avenue-Clay Street Historic District.*
  - 3. The project request is consistent with Placerville General Plan Community Design Element Goal C, in that the visual qualities of the proposed exterior alterations are compatible with the visual attributes of neighboring structures within the Historic District. Further, the project shall not alter distinctive materials, features,*

*finishes, construction techniques, and/or examples of craftsmanship that characterize the subject property through the replacement of the fascia and rake board with same material and style. The project is consistent with the Goal I of the Community Design Element in that it includes the restoration and reuse of older structures which contribute to Placerville's character and sense of historical and cultural identity.*

- 4. The project request is consistent with Placerville General Plan Housing Element Goal F Policy 4 and Natural, Cultural and Scenic Resources Element Goal G Policy 6 in that the project preserves existing housing stock and would restore and maintain an existing older structure within the Bedford Avenue-Clay Street Historic District.*
- 5. The project request is consistent with the purpose, intent and criteria of Zoning Ordinance §10-4-9: Site Plan Review, §10-4-10: Historical Buildings in the City, and the Development Guide that are intended to protect the integrity of the Residential Historic District and individual structures located therein.*
- 6. The project request is consistent with City of Placerville Development Guide design guidelines for structures within a historic district.*

*III. Conditionally approve SPR 23-06 located at 2913 Norman Street, based on the project information and findings included in the Staff Report, and subject to the recommended Conditions of Approval:*

- 1. Approval of SPR 23-06 to: (1) Remove and replace existing roof; (2) Remove dry rot and replace fascia and rake board with same material and style; and (3) Replace gutters and downspouts on the existing structure located at 2913 Norman Street, APN 002-122-012.*

*Approval is based upon the analysis provided in Staff's May 2, 2023 report to the Planning Commission, and limited to compliance with the project description and Applicant Submittal Package listed below (i - vi) as well as all other Conditions of Approval set forth herein.*

- i. Proposed Development summary of re-roofing project located at 2913 Norman Street, Placerville, CA 95667 (March 20, 2023);*
- ii. Historical District Review Application (March 20, 2023);*
- iii. Site Plan (March 20, 2023);*
- iv. Proposed Roofing Material Duration (March 20, 2023) option of Amber, Mohave, Forest Brown, or Sandcastle;*
- v. Proposed Gable Materials (March 20, 2023); and*
- vi. Proposed and Alternate Gutter Materials (March 20, 2023); 5" OG style gutters to be used.*

2. *Soffits, decorative fascia, and rake board removed shall be replaced with the same style and material. Shingles shall not be wrapped at gable ends as recommended on page 11 of the Staff Report dated May 2, 2023.*
3. *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.*
4. *Runs with the Land. The terms and Conditions of Approval of the Site Plan Review (SPR) run 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.*
5. *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.*
6. *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.*
7. *The Applicant is responsible for obtaining a Building Permit prior to construction.*
8. *Except as otherwise specified or provided for in the project plans in these Conditions, the Project shall conform to the development standards and design requirements adopted by the City of Placerville, specifically including but not limited to the Site Plan Review Criteria (City Code Section 10-4-9(G)).*
9. *All contracted construction shall be limited to Monday through Friday, only between the hours of 7:00 am to 7:00 pm, with no construction permitted on weekends or City or state recognized holidays.*

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

## **11. CONTINUED ITEMS:**

### **11.1. Approve the Minutes of the Regular Planning Commission Meeting of April 4, 2023 – Continued April 18, 2023**

*Associate Planner Hunter presented the memorandum dated May 2, 2023.*

*Commissioner Kiehne, Seconded by Commissioner Carter, moved to approve the Minutes of the Regular Planning Commission Meeting of April 4, 2023, as amended to clarify Condition of Approval No. 2, SPR 23-06; Item 10.1. Motion carried 4-0-1, Commissioner Lepper abstained.*

## **12. NEW BUSINESS:**

**12.1. Election of Officers for 2023 (Chair and Vice Chair)** Per Article 5 (b) of the Planning Commission Bylaws, at the first regular meeting on or after March 1<sup>st</sup>, the Commissioners shall elect the officers of Chair and Vice Chair for one-year terms. The Chair shall take office at the following meeting.

Per Article 7 (g) of the Commission Bylaws, there must be five members present at the meeting to elect officers otherwise the matter will be continued.

*Commissioner Kiehne nominates Vice Chair Frenn for Chair of the Planning Commission. Vice Chair Frenn indicates he is willing to serve.*

*Commissioner Lepper nominates Commissioner Kiehne for Vice Chair of the Planning Commission. Commissioner Kiehne indicates that she is willing to serve.*

*Commissioner Carter, seconded by Commissioner Smith, moves to approve the nominations as presented. Motion approved 5-0 by voice vote.*

**12.2. Review/Amendment of Planning Commission Bylaws:** Opportunity for the Planning Commissioners to review and recommend amendments to the Bylaws. Per Article 7(g) of the Planning Commission Bylaws, all five members must be present at the time of the meeting to repeal, amend, or add to the Bylaws.

*Commissioner Lepper provided overview of recommended edits to the Bylaws.*

*Commissioner Carter recommended changes to the Bylaws to include references to State Law, specifically Government Code Section 36936, and Robert's Rule of Order.*

*Public comment was provided by Michael Drobesh.*

*Following Commission discussion, in a single motion Commissioner Carter, seconded by Commissioner Lepper, moved to continue this item to a future meeting for Staff to update the Bylaws as discussed and allow for City Attorney review.*

**12.3. Special Committee:** Per Article 6(a) of the Planning Commission Bylaws, the Chair, with the approval of the Planning Commission, shall appoint standing committees and may appoint special committees.

*At the request of the Chair, the Commissioner discussed the difference between a “standing committee” versus a “special committee” and the appointment of a special committee to determine how the Commission will apply the Secretary of the Interior Standards for the Treatment of Historic Properties and to exercise its duties as the Historic Advisory Committee.. Commissioner Carter and Commissioner Smith indicated they are willing to serve.*

*Public comment was provided by Michael Drobesh and Ruth Carter.*

*Chair Frenn requests that the Commission approve a special committee appointing Commissioner Carter and Commissioner Smith to determine how the Commission will act in the exercise of its duties as the Historical Advisory Committee.*

*Action: Motion passed 3-2 on a roll call vote.*

*Ayes: Carter, Frenn, Smith*

*Nays: Kiehne, Lepper*

*Abstent: None*

**12.4. Review and Consideration to Rescind Resolution 2019-01: Resolution of Intention of the Placerville Planning Commission to Initiate Amendments to the Placerville City Code Regarding Exemption from Site Plan Review Procedure Required Under City Code Section 10-4-9(C)6 for Historic District Review.**

*Commissioner Carter proposed that the Planning Commission rescind Resolution 2019-01.*

*Planning Commissioners discussed the proposed rescinding of the Resolution.*

*Chair Frenn in a single motion, seconded by Commissioner Lepper, moved to table the rescinding of Resolution 2019-01 until after the joint City Council and Planning Commission Secretary of Interior Standards and Guidelines workshop.*

*Action: Motion passed 4-1 on a roll call vote.*

*Ayes: Carter, Frenn, Lepper, Smith*

*Nays: Kiehne*

*Absent: None*

**13. MATTERS FROM COMMISSIONERS AND STAFF:**

**13.1. Staff Reports:**

*Staff informed the Commission that the building permit applications for the Middletown and Mallard Affordable Housing projects as well as Harbor Freights have been submitted.*

*Staff informed the Commission that the next Planning Commission meeting will be held on May 16, 2023.*

**13.2. Planning Commission Matters:**

*None.*

**14. ADJOURNMENT**

*Vice Chair Frenn adjourned the meeting at 8:17 p.m.*



Pierre Rivas, Executive Secretary  
Development Services Director