

**REGULAR MEETING MINUTES
PLACERVILLE PLANNING COMMISSION
TUESDAY, May 16, 2023, 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:

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, Chair Frenn, Vice Chair 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 Lepper, second by Commissioner Carter, moved to approve the Agenda. Motion carried 5-0.

5. CONSENT CALENDAR:

5.1. Approve the minutes of the Regular Planning Commission Meeting of May 2, 2023

In a single motion, Commissioner Lepper, seconded by Commissioner Smith, moved to approve the draft minutes of May 2, 2023. Motion carried 5-0.

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) 82-18-R2: Sign Package Review. Consideration of a revision to the approved Site Plan Review (SPR) 82-18-R to: 1. Construct a 24 square foot ground sign; 2. install two (2) window signs approximately two (2) square feet each; and 3. Find the project categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15311; Environmental Determination: Categorically exempt from CEQA per CEQA Guidelines Section 15311; Location: 1008 Fowler Way, Placerville, CA. APN: 004-051-041; Property Owner: Madeline Majer, DDS and Siri Ziese, DDS; Applicant/Agent: Earle Gibbings, Pan Sign Company. Staff: Kristen Hunter.

Associate Planner Hunter presented the staff report dated May 16, 2023. Director Rivas and Associate Planner Hunter answered questions of the Commission.

The Applicant's Agent, Earle Gibbings from Pan Sign Company, answered questions of the Commission.

In a single motion, Commissioner Kiehne, seconded by Commissioner Lepper, 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 part of the Public Record.

II. Make the following findings in support of the SPR 82-18-R2 request:

- 1. The request is exempt from environmental review, in that the project qualifies for a Categorical Exemption under California Environmental Quality Act (CEQA) Guidelines Section 15311 (Accessory Structures), as the project includes the construction of a minor structure accessory to the existing structure and use.*
- 2. The project site, APN 004-051-041, is located within the Business Professional Zone and that the proposed project is consistent with Zoning Ordinance Section 10-4-17 regulations.*
- 3. The project is consistent with Placerville General Plan Public Facilities and Services Element Goal G, in that the proposed signs would support existing businesses within the subject parcel. Additionally, the project is consistent with the Natural, Cultural and Scenic Resources Element, Goal I, and the Community Design Element, Goals B and J, in that the project complies with sign regulations specific to the Business Professional zone and will be of professional quality, will have a finish that matches the existing building, and will provide adequate signage for the two (2) existing offices located within the building.*

III. Conditionally approve SPR 82-18-R2 located at 1008 Fowler Way, based on the project information and findings included in the Staff Report, and subject to the recommended

Conditions of Approval:

1. *Approval of SPR 82-18-R2 to: 1 Construct a 24 square foot ground sign; 2. install two (2) window signs approximately two (2) square feet each at the existing structure located at 1008 Fowler Way, APN 004-051-041.*

Approval is based upon the analysis provided in Staff's May 16, 2023 report to the Planning Commission, and limited to compliance with the project description and Applicant Submittal Package listed below (A-E) as well as all other Conditions of Approval set forth herein.

- A. *Planning Application (April 13, 2023);*
 - B. *Grant Deed (April 13, 2023);*
 - C. *Sheet 1.00, Door Signs (April 13, 2023);*
 - D. *Sheet 2.00, Ground Sign (April 13, 2023); and*
 - E. *Site Plan, Sheet 3.00 and Sheet 4.00 (April 13, 2023).*
2. *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.*
 3. *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.*
 4. *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.*
 5. *A Master Sign Plan or Conditional Use Permit will be required to add any further signage on the parcel.*
 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 approval from the El Dorado County Fire Protection District prior to construction.*

8. *The Applicant is responsible for obtaining a Building Permit prior to construction.*
9. *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)).*
10. *All signage shall be maintained in a safe and clear readable condition and shall not be permitted to fall into a state of disrepair.*
11. *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.*
12. *Subject to all Conditions of Approval for SPR 82-18-R:*
 - A. *Sign and record an agreement with adjacent property owner(s) on the south for grading and maintenance of retaining walls on both properties.*
 - B. *Submit detail of any additional signs for Planning Commission approval.*
 - C. *Submit proposed retaining wall materials for staff approval.*
 - D. *Extend the walkway to Fowler Way.*
 - E. *Project owner and his/her successors, heirs, assigns shall record a Landscaping Maintenance Agreement prior to issuance of a Certificate of Occupancy for the site in accordance with City Code Section 10-4-9 (Site Plan Review).*
13. *The pedestal of the monument sign will be the same color as the top gray header of the sign.*

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

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

11. CONTINUED ITEMS: *None.*

12. NEW BUSINESS:

12.1. Special Committee Reports: Report by the Historic Review Special Committee to the Planning Commission.

The Commission discussed placement of the Special Committee to the Commission on the agenda. Future reports shall be included on the agenda under item 13.2 as 13.2.1.

Commissioner Carter provided an update of the Special Committees actions between May 2 and May 16. The Committee worked with local residents to support the Heritage Association. Commissioner Carter met with representatives with EDCAR and will attend the next upcoming meeting. Commissioner Smith attended the Placerville Economic Advisory Committee (PEAC) to confirm efforts would not be duplicated.

13. MATTERS FROM COMMISSIONERS AND STAFF:

13.1. Staff Reports:

Development Services Director Rivas informed the Commission that Staff has received two proposals from consulting firms regarding the joint City Council and Planning Commission workshop. Staff will be working with the City Clerk to schedule the workshop.

Development Service Director provided a brief update on the status of proposed Bylaw edits. Staff will be meeting with the City Attorney and will bring the Bylaws back to the Commission.

Staff informed the Commission that the next Planning Commission meeting will be held on June 6, 2023.

13.2. Planning Commission Matters:

Chair Frenn provided Staff with a link via email regarding Robert's Rules and requested Staff distribute the information to the Commission.

14. ADJOURNMENT

Chair Frenn adjourned the meeting at 7:05 p.m.



Pierre Rivas, Executive Secretary
Development Services Director