

**REGULAR MEETING MINUTES
PLACERVILLE PLANNING COMMISSION
TUESDAY, JUNE 20, 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:

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, Lepper, Smith

Members Absent: Vice Chair Kiehne

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 as amended. Motion carried 4-0.

5. CONSENT CALENDAR:

5.1. Approve the minutes of the Regular Planning Commission Meeting of June 6, 2023

In a single motion, Commissioner Lepper, seconded by Commissioner Carter, moved to approve the draft minutes of June 6, 2023. Motion carried 4-0.

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) 23-07: Change in Occupancy. Consideration of a Site Plan

Review application within the Central Business District Zone to: (1) Complete a change in occupancy from professional office to retail; and (2) Find the project categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15303. Environmental Determination: Categorically exempt from CEQA per CEQA Guidelines Section 15303. Location: 492 Main Street, Placerville, CA. APN: 003-141-001. Property Owner: Jann Williams. Applicant: Jenny Levitsky, Kitchen Goods. Staff: Kristen Hunter.

Associate Planner Hunter presented the staff report dated June 20, 2023. Director Rivas and Associate Planner Hunter answered questions of the Commission.

The Applicant, Jenny Levitsky, answered questions of the Commission.

Public comment was heard by the Applicant, Jenny Levitsky, and the property owner, John Sikora.

In a single motion, Commissioner Carter, seconded by Commissioner Smith, moved to approve Site Plan Review (SPR) 23-07 as 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 23-07 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 15303, as the project includes change a minor change in land use from professional office to retail.*
 - 2. The project site, APN 003-141-001, 492 Main Street, contains a two-story mixed use structure that is located within Central Business District and downtown Placerville.*
 - 3. The project request is consistent with Placerville General Plan Land Use Element Goal C, in that the project shall retain an existing business will aid in maintaining the commercial center of downtown Main Street.*
 - 4. The project request is consistent with the purpose, intent and criteria of Zoning Ordinance §10-4-9: Site Plan Review, §10-5-14: CBD, Central Business District Zone that are intended to provide for a broad range of pedestrian-oriented commercial, institutional, and public uses and to differentiate the downtown area from all other land use designations due to its unique character.*
 - 5. Approval is based upon the analysis provided in Staff's June 20, 2023 report to*

the Planning Commission, and limited to compliance with the project description and Applicant Submittal Package.

III. Conditionally approve SPR 23-07 located at 492 Main 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 23-07 for a change in occupancy from professional office to retail.

Approval includes the following Applicant Submittal Documents:

- i. Project Description (May 26, 2023);*
- ii. Elevations and Signage (May 26, 2023); and*
- iii. Site Plan (May 26, 2023).*

2. The elevations of the structure shall be substantially consistent with those submitted by the applicant and approved by the Planning Commission on June 20, 2023. All signs shall conform to Sign Elevations and Location exhibit prepared by Jenny Levitsky within the Applicant Submittal Package. All signage shall be maintained in a safe and clear readable condition and shall not be permitted to fall into a state of disrepair. A Master Sign Plan shall be required to add any further signage on the parcel.

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) 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.

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 for a Change in

Occupancy.

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)).*

Action: Motion approved 4-0 on roll call vote:

Ayes: Carter, Frenn, Lepper, Smith

Nays: None

Absent: Kiehne

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

10.2. Site Plan Review (SPR) 17-03-R. Hangtown Range Retail Addition. Consideration of Site Plan Review request to: (1) Construct a 2,172 square foot addition to the east side of the existing Hangtown Range bldg. to be used for retail sales; (2) Relocate existing waste and propane tank enclosures to east side of the addition; (3) Install signage above main entrance to the new addition; and (4) Find the project categorically exempt from environmental review pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15301(e)(1). Environmental Determination: Categorically exempt from CEQA per CEQA Guidelines Section 15301. Location: 1540 Broadway, Placerville, CA. / APN: 004-201-024. Applicant: Richard Rood. Staff: Kristen Hunter.

Associate Planner Hunter presented the staff report dated June 20, 2023 and the Memorandum dated June 20, 2023. Director Rivas and Associate Planner Hunter answered questions of the Commission.

Public comment was heard by the Applicant, Richard Rood.

In a single motion, Commissioner Lepper, seconded by Commissioner Carter, moved to approve Site Plan Review (SPR) 17-03-R as recommended in the Staff Report and in the Memorandum; and to:

I. Adopt the Staff Report as part of the Public Record.

II. Make the following findings in support of the SPR 17-03-R 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 15301 (Existing Facilities), in that the project will include an addition to an existing structure not greater than 2,500 square feet.*

2. *The project is consistent with Placerville General Plan Land Use and Community Design Sections in that the project will result in an addition to the existing building constructed using the same architectural style that will visually complement the subject parcel. Further, proposed signage is of professional quality, logically placed with respect to existing signage, and will provide adequate signage for the new retail addition.*
 3. *The project site, APN 004-201-024, is located within the Highway Commercial – Airport Overlay Zone and is consistent with Zoning Ordinance Sections 10-5-17 and 10-5-23 regulations.*
 4. *Approval is based upon the analysis provided in Staff’s June 20, 2023 report to the Planning Commission, and limited to compliance with the project description and Applicant Submittal Package.*
 5. *The project is consistent with the Placerville General Plan Health and Safety Section, Coal C, in that the project shall be in compliance with City Code Sections 4-9-4 and 4-9-5 and the California Building Code Section 1612.1.*
- III. *Conditionally approve SPR 17-03-R located at 1540 Broadway, based on the project information and findings included in the Staff Report and the Memorandum, and subject to the recommended Conditions of Approval:*
1. *Approval of SPR 17-03-R to: 1. Construct a 2,172 square foot addition to the east of the existing Hangtown Range, located at 1540 Broadway (APN: 004-201-024) to be used for retail sales; 2. Move existing waste and propane tank enclosure east to make room for addition; and 3. Install signage above main entrance to the new addition.*

Approval includes the following Applicant Submittal Documents:

- i. *Project Description (April 12, 2023);*
 - ii. *Plans: Cover Sheet (A0), Architectural Site Plan (A1), Floor Plan (A2), Roof Plan (A3), Elevation and Colors (A4), Building Sections, Trash Enclosure (A5), Civil Cover Sheet (C1), Existing Conditions (C2), Site Plan (C3), Preliminary Grading Plan (C4), Erosion Control Plan and Notes & Details (C5-C6) prepared by Lebeck Engineering (April 12, 2023); and*
 - iii. *Sign Plans: Proposed (Sheet A), Site Plan (Sheet B), Existing Wall Sign (Sheet D), and Existing Pole Sign (Sheet E) prepared by Western Sign Company (May 16, 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. The property owner shall maintain the approved Landscape Plan (approved by Staff August 3, 2017) pursuant to the recorded Landscaping Maintenance Agreement (Doc 2017-0034008-00).*
- 6. Parking lot paving shall be maintained at a PCI (pavement condition index) not less than 56. Wheel strips shall be maintained in sound condition.*
- 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 approval from the El Dorado County Fire Protection District prior to construction.*
- 9. The Applicant is responsible for obtaining a Building Permit prior to construction. Issuance of a building permit is dependent on compliance with the requirements for new construction within a floodplain or flood prone area pursuant to City Code Section 4-9-4 and 4-9-5.*
- 10. 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)).*
- 11. All signs shall conform to Sign Elevations and Location exhibit prepared by Western Sign Company within the Applicant Submittal Package. All signage shall be maintained in a safe and clear readable condition and shall not be permitted to fall into a state of disrepair. An amendment to the Master Sign Plan or Conditional Use Permit will be required to add any further signage on the parcel.*
- 12. Signs shall consist of two non-illuminated, approximately eighty square feet sign walls, and the existing internally illuminated pole sign cabinet with dimensions of*

eighteen feet two inches wide by four feet in height, or approximately seventy-three square feet. Total aggregate sign area is approximately 154 square feet.

- 13. 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.*

SPR 17-03 Conditions of Approval (Planning Commission-June 20, 2017)

- 1. Approval is based upon and limited to compliance with the project description, the Applicant Submittal Package set forth below, and the Conditions of Approval:*

Applicant Submittal Package consisting of:

Planning Application (April 17, 2017)

Environmental Information Form (April 17, 2017)

Sheet A1.0, Site Plan dated 12.28.16 (May 23, 2017)

Sheet A1.1, Fire & Life Safety Plan dated 12.28.16 (May 23, 2017)

Sheet A2.0, Floor Plan dated 12.28.17, (April 17, 2017)

Sheet A3.0, Building Section & Exterior Elevation dated 12.28.17 (April 17, 2017)

Sheet E2, Lighting dated 10.31.16, (April 17, 2017)

Lighting Schedule and Photometric Study dated 11.21.16 (April 17, 2017)

Lighting Cut Sheet (three pages) (April 17, 2017)

Sign Elevations and Location (three pages) prepared by Western Sign Company dated 12.28.16 (April 17, 2017)

Landscaping and Irrigation Plan Approved by Staff August 3, 2017

- 2. Any deviations from the project description, conditions, or exhibits shall be reviewed and approved by the City for conformity with this approval. Deviations may require approved changes to the permit. Deviations without the above described approval will constitute a violation of permit approval.*
- 3. Building design and colors, parking lot and landscape improvements shall be completed in conformance with the plans submitted and in conformance with the conditions of approval herein. Minor variations are allowed, however, any major changes in the design of buildings, location of buildings, access ways, and parking shall require Planning Commission review and approval as authorized under City Code Section 10-4-9(P).*
- 4. All building lighting shall be fully shielded so as to direct light. Lights shall be consistent with the Lighting Cutsheet within the Applicant Submittal Package.*
- 5. The parking of vehicles shall only occur within those areas designated for parking as shown on the approved Site Plan (Sheet A1.0).*

6. *The applicant shall submit the improvement plans for review and approval by the Engineering Division prior to initiating any site improvements subject to payment of all required plan review and inspection fees in accordance with the adopted fee schedule.*
7. *The project shall be subject to all necessary permits including building permit issued by the Building Division and encroachment permit issued by the Engineering Division. Said building plans and improvements plans shall comply with all required building codes and City development standards and regulations.*
8. *Expiration: Per City Code Section 10-4-9(K)1, a Building Permit for the approved SPR request must be obtained from the City within eighteen months of SPR 17-03 approval, otherwise the permit becomes null and void. It is the responsibility of the applicant to monitor the time limit and make diligent progress toward implementation of the project and compliance with the Conditions of Approval.*

Action: Motion approved 4-0 on roll call vote:

Ayes: Carter, Frenn, Lepper, Smith

Nays: None

Absent: Kiehne

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

11. CONTINUED ITEMS:

11.1. Site Plan Review (SPR) 23-05: Historic District Review. Consideration of a Site Plan Review application within the Single-family Residential/Historic District Zone to: modify an existing single-family home to (1) Replace wood windows with vinyl; (2) Paint the exterior façade, trim, gutters, and door; and (3) Replace lighting fixtures visible from the public right-of-way. Request for continuance to July 18, 2023. Location: 3176 Cedar Ravine Road, Placerville, CA. / APN: 003-252-004. Applicant: Paul Coggiola. Staff: Kristen Hunter.

Associate Planner Hunter presented the Memorandum dated June 20, 2023.

In a single motion, Commissioner Lepper, seconded by Commissioner Carter, made a motion to continue Site Plan Review (SPR) 23-05 to date certain, July 18, 2023.

Action: Motion approved 4-0 on roll call vote:

Ayes: Carter, Frenn, Lepper, Smith

Nays: None

Absent: Kiehne

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

12. NEW BUSINESS: *None.*

13. MATTERS FROM COMMISSIONERS AND STAFF:

13.1. Staff Reports:

Director Rivas informed the Commission that the City is still working with the developer for the Mallard and Middletown Affordable Housing Projects. Construction anticipated later this year.

Staff informed the Commission that there will be no meeting on July 4, 2023.

13.2. Planning Commission Matters:

Chair Frenn informed the Commissioners about the Public Art Plan being prepared by a consultant under contract with Arts and Culture El Dorado for the City to create more art in the community, including murals.

Chair Frenn informed the Commission that he has requested Director Rivas to review the process for Commissioner Stipend increase.


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

Commissioner Smith and Commissioner Carter provided an update to the Commission on activities of the Special Committee. All four present Commissioners expressed an interest in having a resolution prepared in support of an update of the City's Historic Resource Inventory.

Public comment was heard by Jacob Rigoli, member of the El Dorado County Historical Society.

14. ADJOURNMENT

Chair Frenn adjourned the meeting at 7:26 p.m.



Pierre Rivas, Executive Secretary
Development Services Director