

**REGULAR MEETING MINUTES  
PLACERVILLE PLANNING COMMISSION  
TUESDAY, SEPTEMBER 5, 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:**

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 Kiehne, moved to approve the Agenda as presented. Motion carried 5-0.*

**5. CONSENT CALENDAR:**

**5.1. Approve the minutes of the Regular Planning Commission Meeting of August 15, 2023**

*Commissioner Carter pulled the minutes for discussion.*

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

*Planning Commissioner's discussed the minutes of the regular meeting of Planning Commission held on August 15, 2023. In a single motion, Commissioner Carter, seconded by Commissioner Lepper, moved to approve the minutes including the amendments to Item 13.1 and 13.2.1. Motion carried 5-0.*

**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. Conditional Use Permit (CUP) 23-01 & Site Plan Review (SPR) 23-10: Tire Shop.

Consideration of a Conditional Use Permit (CUP) request for operation of an automotive service business (tire shop) within the Commercial (C) zone; and Site Plan Review (SPR) to: (1) Change the occupancy of the existing building from retail sales to automotive service; (2) Complete tenant improvements including exterior painting; (3) Replacement of sign copy for the new business; and (4) Find the requests are categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Sections 15301 and 15303. Environmental Determination: Categorically exempt from CEQA per CEQA Guidelines Section 15301 and 15303. Location: 135 Placerville Drive, Placerville, CA. APN: 323-160-031. Property Owner: August Jamine LLC. Representative: Zaman Hamin, Boulevard Construction. Staff: Kristen Hunter.

*Commissioner Smith recused himself from the item due to a potential conflict of interest, leaving the room and returning after action was taken.*

*Associate Planner Hunter presented the Staff Report dated September 5, 2023. Director Rivas and Associate Planner Hunter answered questions of the Commission.*

*Public comment was heard by the Applicant, Zaman Hamim, Project Manager of Boulevard Construction.*

*In a single motion, Commissioner Carter, seconded by Commissioner Lepper, moved to approve Conditional Use Permit (CUP) 23-01 and Site Plan Review (SPR 23-10) as amended; and to:*

- I. Adopt the Staff Report as part of the public record.*
- II. Find that the Conditional Use Permit and Site Plan Review requests are exempt from environmental review, in that the project qualifies for a Categorical Exemption under the California Environmental Quality Act (CEQA) Guidelines Section 15301 (Existing Facilities) and 15303 (New Construction or Conversion of Small Structures), in that the project includes the change in use/occupancy from retail to automotive service within an existing structure and includes minor modifications to the exterior of the structure.*
- III. Make the following findings in support of the Conditional Use Permit (CUP) 23-01 for operation of a tire shop (automotive service) within the Commercial (C) zone:*
  - 1. The project site, APN 323-160-031, contains three (3) buildings on a total of 0.53 acres, including two (2) existing automotive service and supply businesses, located within the Commercial Zone.*
  - 2. The project request is consistent with Goal C, Policy 5 of the Land Use Section and Goal F, Policy 1 of the Community Design Section of the General Plan as the project would add a third automotive service business to a parcel with existing automotive goods and services, clustering automotive operations, and would expand automotive service commercial services along Placerville Drive.*

3. *The project request is consistent with Zoning Ordinance §10-3-3: Conditional Use Permit, in that the proposed business is in harmony with the General Plan and would not be detrimental to the surrounding property.*
4. *The Project is consistent with the Placerville Drive Development and Implementation Plan.*

IV. *Make the following findings in support of the SPR 23-10 request:*

5. *The project request is consistent with Placerville General Plan Land Use Element Goal C, in that the project shall add a new business and job opportunities and shall result in three (3) automotive service and supply businesses located on one parcel. The project is also consistent with Goal F, Policy 1 and Goal J, Policy 7 of the Community Design Section as the new occupancy will add to the commercial services offered along Placerville Drive, using an existing building and implementing small exterior modifications to delineate the new business. Further, signage proposed is of professional quality and shall be logically placed on the front of the building identifying the new business.*
6. *The project request is consistent with the purpose, intent and criteria of Zoning Ordinance §10-4-4: Parking and Loading, §10-4-9: Site Plan Review, and §10-5-15: C, Commercial Zone.*
7. *The project request is consistent with the City of Placerville Development Guide for Architectural Design, Specific Site Improvements, and Signage as described in the Staff Report dated September 5, 2023.*
8. *Approval is based upon the analysis provided in Staff's September 5, 2023 report to the Planning Commission, and limited to compliance with the project description and Applicant Submittal Package.*

V. *Render SPR 76-21 and SPR 83-10 null and void.*

VI. *Conditionally approve CUP 23-01 and SPR 23-10 located at 135 Placerville Drive, based on the project information and findings included in the Staff Report, and subject to the recommended Conditions of Approval:*

*Conditional Use Permit (CUP) 23-01*

9. *Approval of CUP 23-01, authorizing the operation of an automotive service business, within the building located at 135 Placerville Drive, APN: 323-160-031, and within the Commercial Zone (C). Approval is limited to compliance with the project description.*
10. *Conditional Use Permit Expiration. The CUP shall become null and void eighteen (18) months after the date of Planning Commission approval unless the authorized use is carried there on. It is the responsibility of the applicant to monitor the time limit and make diligent progress towards implementation of the project and compliance with the Conditions of Approval.*
11. *Runs with the Land. The terms and Conditions of Approval of the Conditional Use Permit (CUP) 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.*

12. *The CUP may be revoked, amended or suspended by the Planning Commission under the provisions of Zoning Ordinance Section 10-3-6(D).*

*Site Plan Review (SPR) 23-10*

1. *Approval of SPR 23-10 to: 1. Complete tenant improvements and install new equipment and machinery required to operate a tire shop in the commercial unit located in 135 Placerville Drive (APN: 325-160-031); 2. Applicant to work with Development Services Staff for selection of suitable colors; and 3. Install signage in accordance with the approved elevations, to be no greater than 16 square feet.*

*Approval includes the following Applicant Submittal Documents:*

- i. *Project Description (May 18, 2023);*
  - ii. *Conditional Use Permit Questionnaire Responses (May 18, 2023); and*
  - iii. *Plans: Existing Site Plan (Sheet C-1.0) and Plan Section and Elevation (Sheet A-1.0) (August 17, 2023).*
2. *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.*
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. *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. *Parking stalls identified on Sheet C-1.0 of the submitted plans shall be striped and clearly identifiable.*
6. *Rooftop mechanical equipment will be screened. The applicant / property owner will work with City Staff to complete this request and shall submit to the Development Services Department elevations including the screening for approval and inclusion to the project file.*
7. *Parking lot paving shall be maintained at a PCI (pavement condition index) not less than 56. Wheel strips shall be maintained in sound condition.*
8. *Submit a landscaping plan for landscaping adjacent to Placerville Drive.*
9. *The Property Owner shall enter into and record a Landscape Maintenance Agreement for landscaping located adjacent to Placerville Drive.*

10. *The property owner shall sign an agreement restricting the 1,500 sq. ft. added to 137 Placerville Drive to storage only.*
11. *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.*
12. *The Applicant is responsible for obtaining a Building Permit prior to construction.*
13. *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)).*
14. *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 and/or revision to the approved Conditional Use Permit will be required to add any further signage on the parcel.*
15. *Windows of all businesses located on the subject property shall be consistent with Zoning Ordinance Section 10-4-17 (C) 8 exempt window signage, "signs painted or placed upon windows in conjunction with non-residential use, providing that no more than twenty-five (25) percent of the window area is covered."*
16. *Signs for the subject parcel shall consist of the following:*
  - i. *131 Placerville Drive: One (1) wall sign and one (1) pole sign. There is a recorded Agreement for Signs Located in the City of Placerville Right-of-Way (DOC-2002-0020234-00) for the pole sign.*
  - ii. *135 Placerville Drive: Currently no signage displayed. Prior signage for West Coast Janitorial Supply included two (2) wall signs and one (1) pole sign. It is the opinion of Staff that the pole sign has been abandoned and would not be applicable to replace copy as part of this application (~~See Condition #17~~).*
  - iii. *137 Placerville Drive: One (1) wall sign and one (1) pole sign. There is a recorded Agreement for Signs Located in the City of Placerville Right-of-Way (DOC-2004-000058880-00) for the pole sign.*

*Total signage for 135 Placerville Drive is 16 square feet. Any change to the existing signage located at APN 325-160-031, including 131, 135, and 137 Placerville Drive shall require approval under a Master Sign Plan.*
17. *The abandoned pole sign located along Placerville Drive previously used for 135 Placerville shall be removed prior to final of any building permit by no later than November 1, 2023.*
18. *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.*

Action: Motion carried 4-0 on roll call vote:  
Ayes: Carter, Frenn, Kiehne, Lepper  
Nays: None

Recused: Smith

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 (continued from June 20, 2023).** 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 September 5, 2023 and answered questions of the Commission.

Public Comment was heard by the applicant, Paul Coggiola.

In a single motion, Commissioner Kiehne, seconded by Commissioner Lepper, made a motion to approve the project as amended; and to make the following findings:

- I. The Planning Commission finds as follows in accordance with its authority granted to it under Zoning Ordinance Sections 10-3-1 (C), 10-4-9 (C), and 10-4-10 (H):
  1. An application has been received from Paul Coggiola (applicant and property owner) for consideration of the Site Plan Review 23-05, requesting approval to replace the existing wood windows with Marvin Infinity fiberglass windows as proposed in the June 29, 2023 email in Attachment 1 to the existing single-storied single-family residence located at 3176 Cedar Ravine Road (APN 003-252-004), in the R-1, 6,000 Single-Family Residential Zone (R1-6), and within the Cedar Ravine Historic District; and
  2. A Staff Report for the Site Plan Review 23-05 request was prepared and considered by the Planning Commission prior to its decision regarding this request; and
  3. Character defining features visible from the street of the subject residence located at 3176 Cedar Ravine Road are its low-pitched gable roof, its deep-set eaves, its asymmetric façade, its decorative stone along the base of the front, original wood windows including the picture window, and its wrought iron ornamental fencing; and
  4. The proposed window changes are not strictly replacements in kind of the existing window material. However, there is flexibility in the application of the City's Historical Criteria, the Secretary of Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (Zoning Ordinance Section 10-4-10 (B)), particularly the character and aesthetics of the original windows are appropriately retained, specifically in regards to the appearance, color and texture, by the installation of the proposed fiberglass windows.

5. *The proposed modification to the windows is consistent with Goal C, Policy C-6, Goal 1, encouraging proper maintenance of homes, and Policy I of the Community Design Element of the General Plan. The fiberglass window is an affordable option for this project. The use of the replacement windows will not degrade the integrity of the existing historic district. The proposed modification to the windows is consistent with Guideline IV.C3b of the Development Guide; and*
6. *The project is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15301 (Existing Facilities) and 15331 (Historical Resource Restoration / Rehabilitation).*

*Friendly amendment made by Staff regarding the addition of Conditions of Approval for the project. Associate Planner Hunter read the Conditions of Approval into the public record. Staff's amendment was accepted by Commissioners Kiehne and Lepper. Conditions of Approval to be incorporated by reference are as follows:*

1. *Approval of SPR 23-05 to replace twelve (12) wood windows visible from the right-of-way with Marvin fiberglass windows at the existing primary dwelling located at 3176 Cedar Ravine Road, APN 003-252-004.*

*Approval is limited to compliance with the project description and Applicant Submittal Package listed below (i-iv) as well as all other Conditions of Approval set forth herein.*

- i. *Historical District Review Application (March 3, 2023);*
  - ii. *Site Plan, Sheet S-1 (March 3, 2023);*
  - iii. *Elevations, Sheets A-1, A-2, and A-3 (March 3, 2023); and*
  - iv. *Infinity by Marvin Bid (June 29, 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.*
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. *Other Applicable Requirements. The project approval is subject to all applicable requirements of Federal, State, City of Placerville and any other affected governmental agencies.*
6. *The applicant is responsible for obtaining a Building Permit prior to construction.*
7. *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)).*

8. *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 Sunday or City or state recognized holidays.*

*Action: Motion carried 3-2 on roll call vote:*

*Ayes: Carter, Frenn, Kiehne*

*Nays: Lepper, Smith*

*Absent: None*

*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:**

*The next Planning Commission meeting will be October 3, 2023.*

**13.2. Planning Commission Matters:**

*Commissioner Carter informed the Commission that Monday will be the 22 anniversary of September 11, 2001 terrorist attack on the World Trade Center in New York City. Commissioner Carter recognized the 71 law enforcement officers, 343 firefighters, 2,563 civilians who lost their lives.*

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

*Commissioner Frenn informed the Commission that, following the Joint Workshop, he would like to focus / refine the special committee's goals and objectives. Commissioner Frenn requested that the special committee prepare a list of priorities or items that the Planning Commission needs to do to fulfil its responsibilities as the Historical Advisory Committee, including what will be of value to the City and the City's historic districts to be maintained and, possibly, expanded. The Chair expressed appreciation of the special committee's work to date and requested that he be informed of meetings, who and where, in the future.*

**14. ADJOURNMENT**

*Chair Frenn adjourned the meeting at 8:22 p.m.*



Pierre Rivas, Executive Secretary  
Development Services Director