

**REGULAR MEETING MINUTES
PLACERVILLE PLANNING COMMISSION
TUESDAY, OCTOBER 3, 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 5:59 p.m. and the Pledge of Allegiance to the Flag was recited.

2. ROLL CALL:

Members Present: Carter, Chair Frenn, Vice Chair Kiehne, Smith

Members Absent: Lepper

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 Carter, moved to approve the Agenda as presented. Motion carried 4-0.

5. CONSENT CALENDAR:

5.1. Approve the Minutes of the Special Joint City Council-Planning Commission Workshop of August 29, 2023

5.2. Approve the Minutes of the Regular Planning Commission Meeting of September 5, 2023

Motion: In a single motion Commissioner Kiehne, second by Commissioner Carter, moved to approve the Consent Calendar items as presented. 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:

9.1. Video Presentation: “Community of Choices” produced by the Dunn Foundation’s Exploring Community Appearance. Staff: Pierre Rivas.

Director Rivas introduced the video presentation.

10. ENVIRONMENTAL ASSESSMENTS/PUBLIC HEARINGS:

10.1. Site Plan Review (SPR) 23-13: Bank of America Exterior Lighting. Consideration of a Site Plan Review application within the Central Business District Zone to modify the existing exterior lighting for an existing professional office (Bank of America), including: (1) Replacement of existing surface canopy fixture to match existing; (2) Addition of three new surface canopy fixtures; (3) Replacement of eight existing recessed canopy fixtures to match existing; (4) Replacement of fixtures on existing three poles; (5) Installation of two new poles with fixtures; (6) Replacement of seven existing wall fixtures to match the existing; (7) Addition of two new wall fixtures; (8) Removal and patching of two wall mount fixtures and three flood lights; and (9) Find the project categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301. Environmental Determination: Categorically exempt from CEQA per CEQA Guidelines Section 15301. Location: 3044 Sacramento Street, Placerville, CA. APN: 003-072-034. Property Owner: Erin Gleason. Applicant: Bank of America. Representative: Cameron Stallybrass, Rogers Electric. Staff: Kristen Hunter.

Associate Planner Hunter presented the Staff Report and Memorandum dated October 3, 2023. Director Rivas and Associate Planner Hunter answered questions of the Commission.

No public comment was heard.

In a single motion, Commissioner Carter, seconded by Commissioner Kiehne, moved to approve Site Plan Review (SPR 23-13) as recommended; and to:

- I. Adopt the Staff Report as part of the public record.*
- II. Make the following findings in support of the SPR 23-13 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, as the project includes: (1) Replacement of existing surface canopy fixture to match existing; (2) Addition of three new surface canopy fixtures; (3) Replacement of eight existing recessed canopy fixtures to match existing; (4) Replacement of fixtures on existing three poles; (5) Installation of two new poles with fixtures; (6) Replacement of seven existing wall fixtures to match the existing; (7) Addition of two new wall fixtures; and (8) Removal and patching of two wall mount fixtures and three flood lights.*
 - 2. The project site, APN 003-072-034, 3044 Sacramento Street, contains a one-story professional office (Bank of America) structure that is located within Central Business District and downtown Placerville.*
 - 3. The project request is consistent with Placerville General Plan Community Design Element Goal B, in that the revision of the existing exterior lighting on the subject parcel will be consistent with Zoning Ordinance Section 10-4-16, Exterior Lighting*

Regulations, shall be energy efficient, and will provide an element of safety to the parking lot for pedestrians and customers.

4. *The project request is consistent with the purpose, intent and criteria of Zoning Ordinance §10-4-9: Site Plan Review, §10-4-16: Exterior Lighting Regulations, and §10-5-14: CBD, Central Business District Zone.*
 5. *Approval is based upon the analysis provided in Staff's October 3, 2023 report to the Planning Commission, and limited to compliance with the project description and Applicant Submittal Package.*
 6. *Find SPR 1973 (Bank of America) null and void, superseded by Sheets LU-3, LU-9, LU-10, and LU-11 of the plans submitted as part of this application.*
- III. *Conditionally Approve SPR 23-13 located at 3044 Sacramento 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 23-13 to: (1) Replacement of existing surface canopy fixture to match existing; (2) Addition of three new surface canopy fixtures; (3) Replacement of eight existing recessed canopy fixtures to match existing; (4) Replacement of fixtures on existing three poles; (5) Installation of two new poles with fixtures; (6) Replacement of seven existing wall fixtures to match the existing; (7) Addition of two new wall fixtures; (8) Removal and patching of two wall mount fixtures and three flood lights.*

Approval includes the following Applicant Submittal Documents:

- i. *Site Plan Review Application (August 24, 2023);*
- ii. *Exterior Lighting Plans: Cover Sheet, General Notes (Sheet LU-1), Luminaire Schedule (Sheet LU-2), Overall Site Plan (Sheet LU-3), Full Site Photometrics Plan at Grade (Sheet LU-4), Fixture Removal Plan (Sheet LU-5), Dimensioning Plan (Sheet LU-6), Landscaping Plan (LU-7), ATM Compliance Area Photometrics Plan (Sheet LU-8), Elevations (Sheet LU-9), Sewer Line Map (Sheet LU-10), Water Line Map (LU-11), Electrical Engineering (Sheet E-1), T24 Calculations (CA-1), and Structural Engineering (Sheet S-1) (August 24, 2023);*
- iii. *Proposed Lighting Specifications Sheets (August 24, 2023); and*
- iv. *Structural Calculations (August 24, 2023).*

Approval of SPR 23-13 also includes the Site Plan, Landscape Plan, and Elevations approved as part of SPR 1973 (Bank of America).

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. Existing EV charging stations lighting shall remain turned off. EV charging lighting approval by Planning Commission under a revision to the approved Site Plan Review prior to being turned on.*
- 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 a Building Permit prior to construction.*
- 9. Trees identified in Attachment 5 of the Staff Report as missing and/or removed shall be replaced.*
- 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 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. The property owner shall enter into a Landscape Maintenance Agreement (LMA) for the subject parcel.*

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

Ayes: Carter, Frenn, Kiehne, Smith

Nays: None

Absent: Lepper

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

10.2. Site Plan Review (SPR) 23-15. Main Street Lighting. Consideration of a Site Plan Review application within the Central Business District Zone to (1) install exterior string architectural string lights outlining all front rooflines of the buildings for all participating building property owners along Main Street from its intersection with Sacramento

Street east to Bedford Avenue; (2) Find the project categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301; and (3) Forward recommendations to the City Council for the same. Environmental Determination: Categorically exempt from CEQA per CEQA Guidelines Section 15301. Location: Main Street, between Sacramento Street and Bedford Avenue. Applicant: El Dorado Community Foundation. Staff: Pierre Rivas.

Director Rivas presented the Staff Report dated October 3, 2023 and answered questions of the Commission.

Public Comment was heard by Bill Robey, Executive Director of the El Dorado Community Foundation.

In a single motion, Commissioner Kiehne, seconded by Commissioner Frenn, moved to approve Site Plan Review (SPR 23-15) as recommended; and to:

- I. Adopt the Staff Report as part of the public record.*
- II. Make the following findings in support of the SPR 23-15 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, as the project includes: (1) Installation of commercial grade outdoor string lights on the front facing rooflines on all participating buildings along the downtown Main Street commercial corridor from Sacramento Street to Bedford Avenue; (2) Removal of any existing exterior string lighting to allow for installation of the new lights; and (3) The removal of any existing unpermitted exterior string lighting as part of this project, or thorough code enforcement, or through the permitting of individual exterior lighting.*
 - 2. The project location (downtown Main Street from Sacramento Street to Bedford Avenue (see Attachment 3 for listing of APNs and addresses), comprises various multiple story commercial buildings and upper floor residential apartments that are located within Central Business District and downtown Placerville.*
 - 3. The project request is consistent with Placerville General Plan Community Design Element Goal B, in that the revision of the existing exterior lighting on the subject parcel will be consistent with Zoning Ordinance Section 10-4-16, Exterior Lighting Regulations, shall be energy efficient.*
 - 4. The project request is consistent with the purpose, intent, and criteria of Zoning Ordinance §10-4-9: Site Plan Review, §10-4-16: Exterior Lighting Regulations, and §10-5-14: CBD, Central Business District Zone.*
 - 5. Approval is based upon the analysis provided in Staff's October 3, 2023, report to the Planning Commission, and limited to compliance with the project description and Applicant Submittal Package.*
- III. Conditionally approve SPR 23-15 located at downtown Main Street from Sacramento Street to Bedford Avenue (see Attachment 3 for listing of APNs and addresses), based*

on the project information and findings included in the Staff Report, and subject to the recommended Conditions of Approval, including:

1. *Approval of SPR 23-15 to: (1) install exterior architectural string lights outlining all front rooflines of the buildings for all participating building property owners along Main Street from its intersection with Sacramento Street east to Bedford Avenue; (2) remove existing exterior string lighting to allow for installation of the new lights.*

Approval includes the following Applicant Submittal Documents:

- i. *Site Plan Review Application (September 27, 2023)*
 - ii. *Light Bulb Specifications, Attachment 2 of the Staff Report*
2. *Project Operation and Maintenance. The building façade string lighting shall be operated and maintained on a permanent basis year-round at the discretion of the City. Installation of string lighting on individual buildings is at the discretion of the property owner. The string lights, wires, and appearances are to be maintained ~~in~~ and kept fully functioning and operational. The City shall have the right to consider revocation of this permit should the string lighting fall into disrepair. The Planning Commission recommends that the El Dorado Community Foundation establish a Memorandum of Understanding (MOU) between participating business owners, the Foundation, and the City that clearly defines the obligations for maintenance and repair.*
3. *The Planning Commission recommends that City Council limit operation of the lights from dusk to 12:00 am to allow for energy savings and night sky visibility.*
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. *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 prior to lighting installation if required.*

8. *The Applicant shall obtain an encroachment permit through the City Engineering Department for any work to be conducted within City ROW including the sidewalk and street.*
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. *Installation of the lights shall be in continuous runs of lights with no breaks in continuity as a result of non-participation by property owners.*

Commissioner Carter offered an amendment to the motion, recommending that for hours of operation, the language for Condition #3 to read "The Planning Commission recommends that City Council limit the hours of illumination to be consistent with Zoning Ordinance Section 10-4-16; the City Council may find exemption beyond 11:00 pm if the benefit of the project warrants the change."

Commissioner Kiehne approved of the modification and Commissioner Frenn seconded the amended motion.

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

Ayes: Carter, Frenn, Kiehne, Smith

Nays: None

Absent: Lepper

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

11. CONTINUED ITEMS: *None.*

12. NEW BUSINESS: *None.*

13. MATTERS FROM COMMISSIONERS AND STAFF:

13.1. Staff Reports:

Director Rivas informed the Commission that the City is moving forward with providing all required agreements and document to Placer Title in Sacramento to close on the construction loan with the Bank for construction of the Mallard and Middletown Affordable Housing Projects.

Director Rivas informed the Commission that there is interest in an application for a hotel on the parcel adjacent to In-N-Out.

Associate Planner Hunter informed the Commissioners that the next Planning Commission meeting is scheduled for October 17, 2023. Additionally, Staff has tentatively cancelled the Regularly Scheduled Meetings of November 21, 2023 and January 2, 2023.

13.2. Planning Commission Matters:

Commissioner Frenn requested the action identified in the Minutes of the Joint Special Workshop for the preparation of action items by the City Manager come before the Planning Commission prior to City Council.


Chair Frenn announced that Octoberfest is Saturday, October 7 and will begin at 3:00 pm.

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

Commissioner Carter informed the Commission that there had been no meeting of the Special Committee since the last Planning Commission Meeting on September 5, 2023. Commissioners Carter and Smith have begun drafting a list of priorities as requested by the Chair at the prior meeting. Commissioner Frenn requested that the Special Committee provide the list via Memorandum to the Planning Commission to have it agendized and open to public comment.

14. ADJOURNMENT

Chair Frenn adjourned the meeting at 8:46 p.m.



Pierre Rivas, Executive Secretary
Development Services Director