

**REGULAR MEETING MINUTES  
PLACERVILLE PLANNING COMMISSION  
TUESDAY, NOVEMBER 7, 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 Carter, 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 October 17, 2023**  
*Commissioner Carter pulled the Draft Minutes of October 17, 2023, for discussion.*

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

*Commissioner Carter identified changes to the Draft Minutes of October 17, 2023.*  
*In a single motion Commissioner Carter, seconded by Commissioner Smith, moved to approve the Minutes as amended. Motion carried 3-0. Commissioners Frenn and Lepper abstained.*

**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) 82-05-R3: Gas Station Re-Imaging (Marathon to VP Racing).**

Consideration of a Site Plan Review application for a Major Change to the approved Site Plan within the Commercial Zone: (1) For a re-imaging from Marathon to VP Racing Fuels including modification of the exterior color scheme and existing signage; and to (2) Find the project categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301. Location: 99 Placerville Drive, Placerville, CA. APN: 325-160-024. Property Owner: Panjab Properties, LLC. Applicant / Representative: Miriam Guzman, SRD Signage. Staff: Kristen Hunter.

*Associate Planner Hunter presented the Staff Report and Memorandum dated November 7, 2023. Director Rivas and Associate Planner Hunter answered questions of the Commission.*

*Public comment was heard by a representative of the applicant Panjab Properties, LLC.*

*In a single motion, Commissioner Lepper, seconded by Commissioner Kiehne, moved to approve Site Plan Review (SPR) 82-05-R3 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 82-05-R3 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 involves re-imaging of an existing fueling station that will result in no expansion of the existing use.*
- 2. The project request is consistent with Placerville General Plan Community Design Goal C, in that, with Staff's recommended modification, the existing business (VP Racing Fuel) will have adequate, professional quality signage.*
- 3. The project request is consistent with the purpose, intent, and criteria of Zoning Ordinance §10-4-9: Site Plan Review and §10-5-17: HWC, Highway Commercial Zone.*
- 4. Approval is based upon the analysis provided in Staff's November 7, 2023, report to the Planning Commission, and limited to compliance with the project description and Applicant Submittal Package.*

*III. Conditionally approve SPR 82-05-R3 located at 99 Placerville Drive, 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 82-05-R3 to modify an existing gas station within the Highway Commercial Zone to: (1) Re-imaging from Marathon to VP Racing Fuels including amendment of the exterior color scheme and existing signage located at 99 Placerville Drive, APN: 325-160-024.*

*Approval is based upon the analysis provided in Staff's November 7, 2023, report to the Planning Commission, and 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. *Site Plan Review Application (August 18, 2023);*
  - ii. *Project Description (August 18, 2023);*
  - iii. *Plans: Cover Page (Sheet 1), Photo simulation (Sheets 2-3), Site Plan (Sheets 4-5), Canopy Elevations (Sheet 6), Letter / Logo Details (Sheet 7), Pump Graphics (Sheets 8-9), Main ID Pole Sign (Sheet 10), Main ID Monument Faces (Sheet 11), Food Mart Sign (Sheet 12), Price Sign Decal Overlay (Sheet 13), and Survey (Site Photos) (Sheet 14) (October 5, 2023) – “VP Racing Fuels” sign on the south canopy face, indicated as ID B on Sheet 5, is to be removed; and*
  - iv. *Site Photograph (August 18, 2023).*
2. *Food Mart window cover shall not exceed 25% cover per window.*
3. *Prohibited, temporary signage shall be removed from the site. Prohibited signage includes: flashing signs; moving, rotating, or animated signs; A-board / sandwich board signs; freestanding signs or other advertising devices affixed to a fence, utility pole, bollard, or structure, rock or other natural feature; mobile signs or signs attached to a motor vehicle or trailer parked with the intent to advertise; pennants and banners; balloons with a diameter over eighteen inches; roof signs; and/or wind signs, inflatable signs or devices.*
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. *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.*
6. *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.*
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. *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 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.*
- 11. The roof façade of the Food Mart is to be painted either white or gray tone included in the proposed color pallet.*
- 12. All prior Conditions of Approval for this site remain in effect, including landscaping agreements.*
- 13. All bollards on-site are to be painted white.*

*Action: Motion carried 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.*

**10.2. Site Plan Review (SPR) 23-12. Historic District Review.** Consideration of a Site Plan Review application within the Single-Family Residential / Historic District Zone to modify an existing single-family residence to: (1) Construct a 279 square foot addition; (2) Remove existing shake, board and batten, and T1-11 and replace with fiber cement shake and wood board and batten siding; (3) Remove existing aluminum windows and replace with vinyl windows; (3) Replace front door; (4) Modify existing color scheme; and (5) Find the project categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301 and Section 15331. Location: 2925 Wood Street, Placerville, CA. APN: 001-161-014. Property Owner: Alan Ming (CGC Renovations, LLC) and Chris Kalsbeek. Staff: Kristen Hunter.

*Associate Planner Hunter presented the Staff Report dated November 7, 2023. Director Rivas and Associate Planner Hunter answered questions of the Commission.*

*Public comment was heard by the project applicants, Alan Ming and Chris Kalsbeek.*

*In a single motion, Commissioner Lepper, seconded by Commissioner Smith, moved to approve Site Plan Review (SPR) 23-12 as recommended; and to:*

- I. Adopt the Staff Report as part of the public record.*
- II. Make the following findings in support of the modified SPR 23-12 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 modification of 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, with compatible substitute materials (window and shake), 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. The current condition of the building is beyond repair and removed materials shall be replaced with materials of a similar appearance.*

- 2. The project site, APN 001-161-014, 2925 Wood Street, contains a single-family residential dwelling that is located within the Spring Street-Coloma 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. The project is consistent with 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 Spring Street-Coloma 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 23-12 located at 2925 Wood Street, 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 23-12 to modify an existing single-family residence within an Historic District to: (1) Construct a 279 square foot addition; (2) Remove existing shake, board and batten, and T1-11 and replace with fiber cement shake and wood board and batten siding; (3) Remove existing aluminum windows and replace with vinyl windows; (3) Replace front door; (4) Modify existing color scheme of the structure located at 2925 Wood Street, APN 001-161-014.*

*Approval is based upon the analysis provided in Staff's November 7, 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. Historical District Review Application (August 23, 2023);*
- ii. Project Description (August 23, 2023);*
- iii. Site Plan and Floor Plan (August 23, 2023);*

- iv. *Site Photographs (August 23, 2023);*
  - v. *Shake (Allura Spectrum Fiber Cement Shake) and Siding (Wood Board and Batten) (August 23, 2023); and*
  - vi. *Window: Alpine Vinyl Windows (August 23, 2023).*
2. *The board and batten shall be wood, painted SW 9109, Natural Linen, and the shake shall be Allura™ Spectrum fiber cement shake in SW 9130, Evergreen Fog.*
  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 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.*
  10. *Approved vinyl windows shall have a grid or divided light feature.*

*Action: Motion carried 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:** *None.*

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

**13.1. Staff Reports:**

*Associate Planner Hunter informed the Commission that the next meeting will be held on December 5, 2023.*

**13.2. Planning Commission Matters:**

*Commissioner Lepper discussed temporary / prohibited signage within the City.*

*Commissioner Kiehne provided an overview of the Sugar Skull event held on November 1 -2, 2023. The community turned out and the event was an example of living art that could be incorporated in Placerville's Public Art Master Plan.*

*Commissioner Kiehne inquired about the status of Gold Country Inn. Director Rivas indicated that senior staff had met with the property owner regarding a major change to the elevations.*

*Commissioner Kiehne inquired about whether an appeal had been filed for SPR 23-14, exterior lighting for Bricks Eats and Drinks. Associate Planner Hunter indicated that a timely appeal was not filed.*

*Chair Frenn provided a description of a possible functional art piece that could be included in the City's Public Art Plan.*

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

*Commissioner's Carter and Smith provided a brief update that the Memorandum identifying the list of priorities is still in progress. The Memorandum is anticipated to be on the December 5, 2023, Planning Commission agenda.*

**14. ADJOURNMENT**

*Chair Frenn adjourned the meeting at 7:37 p.m.*



Pierre Rivas, Executive Secretary  
Development Services Director