

**REGULAR MEETING MINUTES
PLACERVILLE PLANNING COMMISSION
TUESDAY, FEBRUARY 18, 2025, 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 Kiehne 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: Frenn, Chair Kiehne, Lepper, Smith

Members Absent: None

Staff Present: Interim Development Services Director Cahill, Associate Planner Hunter

3. CLOSED SESSION REPORT: *None*

4. ADOPTION OF AGENDA:

In a single motion Commissioner Lepper, seconded by Commissioner Frenn, moved to approve the Agenda. Motion carried 4-0 on voice vote.

5. CONSENT CALENDAR:

5.1. Approve the Minutes of the Regular Planning Commission Meeting of January 21, 2025

Associate Planner Hunter pulled the minutes for discussion.

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

Associate Planner Hunter informed the Commission of a change requested by a member of the public.

In a single motion, Commissioner Frenn, seconded by Commissioner Lepper, moved to approve the minutes of the January 7, 2025 meeting as presented. Motion carried 4-0 on a voice vote.

7. ITEMS OF INTEREST TO THE PUBLIC – NON-AGENDIZED ITEMS: *None.*

8. WRITTEN COMMUNICATIONS – NON-AGENDIZED ITEMS: *None.*

9. PRESENTATIONS AND EDUCATIONAL WORKSHOP SESSIONS:

9.1. Recognition and Appreciation of Michael Frenn, outgoing Planning Commission Member.

Chair Kiehne and Commissioners Lepper and Smith recognized Commissioner Frenn for his service to the City of Placerville.

Public comments were heard by Councilmember Ryan Carter and Pierre Rivas.

Chair Kiehne read draft Resolution 25-01 to recognize Commissioner Frenn for his service to the City of Placerville during his tenure as a Planning Commissioner. In a single motion Commissioner Smith, seconded by Commissioner Lepper, moved to adopt Resolution 25-01. Motion carried 4-0 on a voice vote.

10. ENVIRONMENTAL ASSESSMENTS / PUBLIC HEARINGS:

- 10.1. Conditional Use Permit (CUP) 78-01-R: Tire Shop.** Consideration of a Conditional Use Permit (CUP) request to: 1) Operate a tire shop within the building addressed 289 Placerville Drive; and 2) Find the project categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15303. Location: 289-295 Placerville Drive, Placerville, CA / APN: 323-360-009. Property Owner/Applicant: Kousar Najma. Staff: Kristen Hunter.

Associate Planner Hunter presented the Staff Report and answered questions of the Commission.

Public comment was heard by a representative of the project applicant and property owner, Kousar Najma.

In a single motion, Commissioner Lepper, seconded by Commissioner Frenn, moved to approve Conditional Use Permit (CUP) 78-01-R as presented; and to:

I. Make the following findings in support of Conditional Use Permit (CUP) 78-01-R:

- 1. The project site, APN 323-360-009, three (3) commercial buildings (289, 291-293, and 295 Placerville Drive) on a total of 0.84-acre parcel, located within the Commercial (C) Zone.*
- 2. The subject site was developed pursuant to the approvals of Site Plan Review (SPR) 78-03, SPR 78-20, and Conditional Use Permit (CUP) 78-01, to allow for limited automotive service uses on the parcel.*
- 3. The subject application is an expansion to the existing conditioned automotive service use on the parcel, to include the use of 289 Placerville Drive as a tire shop.*
- 4. The Conditional Use Permit request is exempt from environmental review, in that the project qualifies for a Categorical Exemption under the California Environmental Quality Act (CEQA) Section 15303 (New Construction or Conversion of Small Structures), in that the project includes the expansion of automotive service uses, specifically tire sales and service, to the building addressed 289 Placerville Drive.*

5. *The project request is consistent with Goal C of the Land Use Section and all applicable provisions of Title 10 of the City Municipal Code, as the project: is within an area that is accessible by existing streets; the site, as conditioned, would provide adequate parking on-site for all uses; would not negatively impact a sensitive uses receptor; and would repurpose and reinvigorate an existing building.*
6. *The proposed use and its operating characteristics are consistent with Zoning Ordinance Section 10-3-3 (Conditional Use Permit) as the use is not detrimental to the public health, safety, convenience, or welfare of persons residing, working, visiting, or recreating in the project area and will not result in the creation of a nuisance.*
7. *The request is desirable for the development of the community, in that the associated tire shop shall contribute to the local economy and will utilize an otherwise vacant building.*
8. *Approval is based on Staff's analysis and findings included in the Staff Report dated February 4, 2025.*

II. Conditionally approve CUP 78-01-R located at 289-295 Placerville Drive / APN: 323-360-009, based on the project information and findings included in the Staff Report, and subject to the Conditions of Approval, including:

Conditional Use Permit (CUP) 78-01-R:

1. *Approval of CUP 78-01-R, authorizing the operation of an automotive service business (tire shop), within the building located at 289 Placerville Drive, APN: 323-360-009, and within the Commercial Zone (C). Approval is limited to compliance with the project description.*
2. *The property owner shall submit to the Development Services Department a revised parking plan identifying the required loading space prior to occupancy of the tire shop prior to submittal of plans for Building Permit plan check for the Commercial Tenant Improvement (Comm TI).*
3. *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 the permit approval.*
4. *No signage was submitted as part of CUP 78-01-R. Changes to signage to the site, beyond previously approved sign and sign dimensions, shall require approval under a Master Sign Plan.*
5. *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.*

6. *This CUP shall become null and void should the use discontinue for 18 months.*
7. *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.*
8. *The CUP may be revoked, amended or suspended by the Planning Commission under the provisions of Zoning Ordinance Section 10-3-6(D).*
9. *The property owner is responsible for ensuring that all automotive service and sales businesses on the subject property are registered with the Bureau of Automotive Repair (BAR) as an automotive repair dealer (ARD). The property owner is responsible for obtaining all approvals from the El Dorado County Environmental Management Department, if required, for the disposal of hazardous materials.*

Conditional Use Permit (CUP) 78-01 (1978):

1. *That the parking area be striped to meet City standards, parking stalls minimum 9' x 18';*
2. *Provide drawing showing drainage and drainage inlets;*
3. *Provide handicapped parking space;*
4. *That applicant provide a system to eliminate the possibility of dumping oils, solvents, or automotive cleaning residue into a the City's sewer system or a stream;*
5. *That trash area be enclosed by solid fencing;*
6. *That no open storage be allowed on the site; and*

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

Ayes: Frenn, Kiehne, Lepper, Smith

Nays: None

Absent: None

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

10.2. Site Plan Review (SPR) 78-11-R4: Hangtown Village Square Master Sign Plan Revision. Consideration of a Site Plan Review (SPR) revision request to: (1) Approve a revised Master Sign Plan for the existing commercial center, Hangtown Village Square; and (2) Find the request categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301. Location: 1216-1252 Broadway, Placerville, CA / APN: 004-261-023. Property Owner / Applicant: PUBA Properties. Representative: Fred Walker. Staff: Kristen Hunter.

Associate Planner Hunter presented the Staff Report.

Public comment was heard by Fred Walker, a representative of the project.

In a single motion Commissioner Frenn, seconded by Commissioner Lepper, moved to approve Site Plan Review (SPR) 78-11-R4 as presented; and to:

- I. Adopt the Staff Report as part of the public record.*
- II. Make the following findings in support of the Site Plan Review (SPR) 78-11-R4 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 the minor alteration of an existing private structure that shall result in no expansion of the existing use.*
 - 2. The project site, APN 004-260-023, 1216-1252 Broadway, contains a single-story shopping center and fast-food business located within the Highway Commercial zone.*
 - 3. The project signage request will contribute to the design quality of the site and shall provide adequate signage for all commercial units on the subject parcel. Signs proposed as part of the Master Sign Plan are compatible with the style and/or character of existing improvements and are well related to each other.*
 - 4. The project request is consistent with the Placerville General Plan Community Design Element, Goal J, Zoning Ordinance Section 10-4-17(H), and the Development Guide Chapter XIII (Signage), in that the proposed signage for the subject parcel shall provide adequate advertisement for business identification, shall be of professional quality, shall be placed in a logical manner, and shall be well related to each other and surrounding existing improvements.*
 - 5. Approval is based upon the analysis provided in Staff's February 18, 2025, report to the Planning Commission, and limited to compliance with the project description and Applicant Submittal Package.*
- III. Conditionally approve SPR 78-11-R4 located at 1216-1252 Broadway, based on the project information and findings included in the Staff Report, and subject to the recommended Conditions of Approval included in Attachment 1 of the Staff Report dated February 18, 2025. Relevant Conditions of Approval from previous SPR approvals for the site have been incorporated by reference.*

Site Plan Review (SPR) 78-11-R4:

- 1. Approval of Site Plan Review (SPR) 78-11-R4 for a revision to the Master Sign Plan for Hangtown Village Square, 1216-1252 Broadway / APN: 004-261-023, including: 1) One (1) multi-tenant pole sign (existing) of approximately 200 square feet per side; 2) One (1) monument sign (existing) of approximately 25 square feet per side; 3) Three (3) internally illuminated wall signs for the anchor*

tenant (1220 Broadway / Rite Aid), 60 square feet main sign, 8.6 square feet and 10.5 square feet smaller signs; 4) One (1) wall sign each for minor tenants within units with roof dormers not to exceed 132 inches in length by 24 inches in height; 5) One (1) wall sign each for minor tenants within units without roof dormers, to be placed on the wooden beam below the roof rafter, not to exceed 168 inches by 16 inches for units with 25 feet of frontage, 144 inches by 16 inches for units with 20 feet of frontage, and 120 inches by 16 inches for units with 15 feet of frontage; and 6) One (1) under canopy projecting (hanging) sign per unit not to exceed four (4) square feet each.

Approval is based upon the analysis provided in Staff's February 18, 2025 report to the Planning Commission, and limited to compliance with the project description and Applicant Submittal Package as well as all other Conditions of Approval set forth herein.

The approved plans are as follows:

- i. Sign Criteria (January 23, 2025); and
 - ii. Section F: Elevations (January 23, 2025).
2. All signs shall conform to the approved Master Sign Plan consistent with the Sign Elevations and Location exhibit. 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.
 3. The property owner shall be responsible for ensuring that each tenant is made aware of and complies with the Master Sign Plan.
 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) 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. Project approval is subject to all applicable requirements of the Federal, State, City of Placerville and any other affected governmental agencies.*
8. *Tenants of Hangtown Village Square shall obtain a sign permit prior to installation of signage.*
9. *All Conditions of Approval shall be in addition to those established under SPR 78-11, SPR 78-11-R, and SPR 78-11-R2, SPR 78-11-R3 and shall be incorporated as the Conditions of Approval for SPR 78-11-R4 by reference.*

SPR 78-11-R3 (Approved May 21, 2024):

1. *Approval of SPR 78-11-R3 to add awnings above the existing windows along the western façade of the building located at 1216 Broadway, APN: 004-261-023.*

Approval includes the following Applicant Submittal Documents:

- i. Project Description (Planning Application) (April 8, 2024);*
 - ii. Site Plan (April 8, 2024);*
 - iii. Photo Simulation of Awnings (April 8, 2024); and*
 - iv. Awning Specifications (April 8, 2024).*
2. *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)).*
 3. *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 78-11-R2 (Approved December 5, 2023):

1. *Approval of SPR 78-11-R2 to: (1) Approval of existing string lights along front façade of the building located at 1216-1252 Broadway, APN: 004-261-016 and -023.*

Approval includes the following Applicant Submittal Documents:

- i. Project Description (October 11, 2023).*
 - ii. Site Plan (October 11, 2023)*
 - iii. Site Photos (October 11, 2023).*
 - iv. Light Specifications (October 11, 2023).*
2. *The applicant shall maintain the string lighting to be functional at all times. Missing or spent light bulbs shall be replaced at a minimum within a week of failure.*

3. 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 78-11-R (Approved September 3, 2019):

1. Site Plan Review shall be granted for the use as approved and conditioned by the Planning Commission. The project shall be in substantial conformance to the Applicant Submittal Package submitted on August 15, 2019 by Wendy Thomas, unless otherwise modified by the Planning Commission. Any proposed future change to the site or modification to the application beyond what is authorized under this permit shall be submitted to the Development Services Department for a determination of appropriate procedures.
2. The permit shall run with the land, i.e. shall apply only to the Hangtown Village Square project site with addresses of 1216, 1220, 1224, 1234, 1242, 1248 and 1252 Broadway, APN 004-261-023; it may not be transferred to another parcel.
3. A construction permit is required for the metal roofing installation. Three copies of plans, completed application, and fees shall be submitted to the Development Services Department, Building Division for permit review.
4. The project approval is subject to all applicable requirements of the Federal, State, City of Placerville and any other affected governmental agencies.
5. All Conditions of Approval shall be in addition to those established under SPR78-11, and shall be incorporated as the Conditions of Approval for SPR 78-11-R by reference.
6. SPR 78-11-R shall expire and become null and void eighteen (18) months from Planning Commission action, unless a construction permit for the improvements described in the SPR 78-11-R has been obtained prior to the date of expiration. Should the building permit expire for any building thereon, then the site plan review approval shall also simultaneously expire. The 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 Commission shall consider any changes to this code or to the project when granting the extension.

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

Absent: None

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

11. CONTINUED ITEMS: None.

12. NEW ITEMS: *None.*

13. MATTERS FROM COMMISSIONERS AND STAFF

13.1. Staff Reports:

Associate Planner Hunter informed the Commission that the next scheduled Planning Commission meeting is February 4, 2025.

Associate Planner Hunter informed the Commission that the applications for Planning Commission are now available on the City's website.

City Manager Morris introduced Carl Cahill, the Interim Director of the Development Services Department.

13.2. Planning Commission Matters:

Commissioner Frenn thanked the previous City Council members for their re-appointment of him for six (6) terms. He recollected his first project as member of the Commission, In-N-Out, and lamented that in all his tenure no hotel had been constructed.

13.2.1. Discussion – City Manager Memorandum Summarizing City Council Direction Regarding Historic Preservation, Recommendation 4: Systematic Examination of the Current Standard For Review.

The Commission discussed the information provided by Commissioner Lepper and Chair Kiehne.

Commissioner Smith is to prepare for the next meeting an outline of a possible workshop for Planning Commission consideration.

Commissioner Lepper is to work with Councilmember Neau on the Council's direction to the Planning Commission, Recommendation #1 (Improve Community Knowledge of the Historic Districts).

Public comment was heard by Councilmember Ryan Carter and Ruth Carter.

14. ADJOURNMENT

Chair Kiehne adjourned the meeting at 8:04 p.m.



Kristen Hunter, Executive Secretary
Associate Planner