

**REGULAR MEETING MINUTES
PLACERVILLE PLANNING COMMISSION
TUESDAY, JANUARY 7, 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: City Manager Morris, Associate Planner Hunter

3. CLOSED SESSION REPORT: *None*

4. ADOPTION OF AGENDA:

In a single motion Commissioner Frenn, seconded by Commissioner Lepper, 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 December 3, 2024

Commissioner Lepper pulled the minutes of December 3, 2024 for discussion.

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

Discussion of the draft minutes by the Commissioners. In a single motion Commissioner Frenn, seconded by Commissioner Smith, moved to approve the minutes as amended. 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: *None.*

10. ENVIRONMENTAL ASSESSMENTS / PUBLIC HEARINGS:

10.1. Temporary Mobile Home (TMH) 23-01-E: Jorgensen Temporary Manufactured Home Time Extension Request. Consideration of a request to: (1) Extend the approval of TMH 23-01 for the placement of a manufactured home on the subject parcel to be used as temporary living quarters during construction of the primary residence until

such time as the building permit (BP# 22360) is finalized and occupancy granted; and (2) To find the project categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15303. Location: 3168 Airport Road, Placerville, CA / APN: 049-250-022. Property Owner/Applicant: Arne and Lynda Jorgensen. Staff: Kristen Hunter.

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

Public comment was heard by the project applicant, Lynda Jorgensen.

In a single motion, Commissioner Lepper, seconded by Chair Kiehne, moved to approve Temporary Mobile Home (TMH) 23-01-E as presented and amended by Staff; and to:

I. Make the following findings in support of the Temporary Manufactured Home (TMH) 23-01-E request:

- 1. The request is Categorically Exempt from the California Environmental Quality Act (CEQA) per Section 15303 of the CEQA Guidelines, in that the project includes the placement of a temporary structure accessory to the existing single-family residential use.*
- 2. No changes to the Zoning Ordinance have occurred since project approval in 2023 that would have relevance to the project.*
- 3. There are no changes proposed by the project proponents.*
- 4. The applicant has applied for and has maintained building permits for the project.*

II. Grant an extension for TMH 23-01-E, extending the approval for the placement of a manufactured home as temporary living quarters while the existing primary dwelling is demolished and reconstructed for a period of three (3) years (new expiration date of December 5, 2027) and subject to the Conditions of Approval, including:

- 1. Approval of TMH 23-01-E to place a manufactured home on the subject parcel, located at 3168 Airport Road, APN: 049-250-022, to be used as temporary living quarters during construction of the primary residence in accordance with City Code 10-4-6*

Approval includes the following Applicant Submittal Documents, as approved:

- i. Site Plan (October 25, 2023)*
- ii. Manufactured Home Information (October 25, 2023).*
- iii. State of California Department of Housing and Community Development Registration (October 25, 2023).*
- iv. Time Extension Request and Photographs (November 18, 2024).*

2. *The temporary manufactured home may be placed on the subject property for an additional three (3) years, with a new expiration date of December 5, 2027. The manufactured home consists of a single-wide 1972 Kaufman & Broad "Predica". The applicant is responsible for submitting a timely extension request, prior to the new expiration deadline (December 5, 2027) in writing, clearly outlining the continued need of the temporary manufactured home. An extension may be granted for six months or longer upon approval of the Planning Commission.*
3. *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.*
4. *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.*
5. *A Building Permit shall be obtained prior to installation of the temporary manufactured home. The building permit shall be finalized upon removal of the temporary manufactured home.*
6. *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: Frenn, Kiehne, Lepper, Smith
Nays: None*

Absent: None

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

10.2. Conditional Use Permit (CUP) 24-06: Placerville Gathering Place. Consideration of a Conditional Use Permit (CUP) request to: (1) Operate a place of entertainment facility (i.e., celebrations, seminars, meetings, meetings, weddings, etc.); and (2) Find the request categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15303. Location: 2820 Cold Springs Road, Placerville, CA. / APN: 323-450-013. Property Owner/ Applicant: Sara Warden. Staff: Kristen Hunter.

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

Public comment was heard by the property owner and project applicant, Sara Warden, and by Michael Drobesch.

In a single motion, Commissioner Lepper, seconded by Commissioner Frenn, moved to approve Conditional Use Permit (CUP) 24-06 as presented and amended by Staff, and to:

- I. Find that 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 use of an existing building as a place of entertainment.*
- II. Make the following findings in support of the Conditional Use Permit (CUP) 24-06 for operation of a place of entertainment within the Commercial (C) zone:*
 - 1. The project site, APN 323-450-013, contains a two-story commercial building on a total of 1.19-acre parcel, located within the Commercial (C) Zone.*
 - 2. The project site previously operated as a place of entertainment under Conditional Use Permit (CUP) 81-19 from 1981 to as late as 2020.*
 - 3. 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.*
 - 4. 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.*
 - 5. The request is desirable for the development of the community, in that it would provide a place of entertainment and gathering space within the City. These uses would bring people to Placerville, with more potential for spill-over economic benefit to other businesses and business services within downtown and greater Placerville. Therefore, the use would not be detrimental to the general welfare of the persons residing in the immediate vicinity, the neighborhood, or the community at large.*
- III. Conditionally approve CUP 24-06 located at 2820 Cold Springs Road, based on the project information and findings included in the Staff Report, and subject to the recommended Conditions of Approval, including:*

1. *Approval of CUP 24-06, authorizing the operation of a place of entertainment / event space for celebrations, educational seminars, meetings, and weddings (Placerville Gathering Place) at 2820 Cold Springs Road (APN: 323-450-013) and within the Commercial (C) Zone. Approval is limited to compliance with the project description.*
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. *Event occupancy between the hours of 8:00 am to 5:00 pm on Monday – Friday is limited to 168 persons (42 parking stalls). Events outside of office hours may utilize all 69 on-site parking stalls, with occupancy increase to 276 persons, or the maximum occupancy as identified by the Fire Marshall. Events with occupancy greater than 276 persons, if within the maximum occupancy as identified by the Fire Marshall, shall require off-site parking and shuttle service.*
4. *Signage for the site 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. *Staff shall provide an update to the Planning Commission regarding parking twelve (12) months following initiation of business operations.*

*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.

10.3. Site Plan Review (SPR) 99-09-R: Memorialization of Building Elevations, Parking Lot Revisions, and Master Sign Plan. Consideration of a Site Plan Review (SPR) revision request to: (1) Revise on-site parking, such that parking for the commercial spaces are located behind the building, and landscaping; (2) Memorialization of the revised building elevations; (3) Approve a Master Sign Plan; and (4) Find the project categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301. Location: 416-428 Placerville Drive, Placerville, CA / APN: 323-400-013. Property Owner/Application: John Williams. Representative: Jim Dillingham, D&Z Structural Engineering. Staff: Kristen Hunter.

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

Public comment was heard by the property owner and project applicant, John Williams, and by the project representative, Jim Dillingham.

Public comment was heard by Michael Drobesh.

In a single motion, Commissioner Lepper, seconded by Commissioner Smith, moved to approve Site Plan Review (SPR) 99-09-R as presented, and to:

- I. Find that the Site Plan Review request is exempt from environmental review, in that the project qualifies for a Categorical Exemption under the California Environmental Quality Act (CEQA) 15301 (Existing Facilities), in that the project includes the restoration of a deteriorated structure, paving of graveled rear area behind the commercial building to be designated parking for the site, and approval of a sign package for new on-premise signage.*
- II. Make the following findings in support of the Site Plan Review (SPR) 99-09-R request:*
 - 1. The project request is consistent with the General Plan Community Design Element in that the project shall promote the enhancement of an existing developed parcel and add architectural quality to the Placerville Drive corridor.*
 - 2. The project, as conditioned, is consistent with the purpose, intent, and criteria of Zoning Ordinance Section 10-4-4: Parking and Loading, Section 10-4-9: Site Plan Review, Section 10-4-16: Exterior Lighting, and Section 10-4-17: Sign Regulations.*
 - 3. The project signage request is compatible with the existing signage on site and the character / style of existing improvements on-site. The proposed signage is well related to each other and provide adequate advertising for all future tenants to the site.*

4. *The project, as conditioned, is consistent with the City of Placerville Development Guide for Architectural Design and Specific Site Improvements as described in the Staff Report dated January 7, 2025.*
5. *Approval is based on the analysis provided in Staff's January 7, 2025 report to the Planning Commission, and limited to compliance with the project description, Applicant Submittal Package, and Conditions of Approval.*

III. *Conditionally approve SPR 99-09-R based on the project information and findings included in the Staff Report, and subject to the recommended Conditions of Approval, including:*

1. *Approval of Site Plan Review (SPR) 99-09-R to: 1) Revise on-site establishing a paved parking lot behind the commercial building addressed 416-426 Placerville Drive; 2) Revise the on-site landscaping to include landscaping for the newly constructed parking lot; 3) Memorialize the revised building elevations for the commercial building addressed 416-426 Placerville Drive; and 3) Approval of a Master Sign Plan for the parcel.*

Approval is based upon the analysis provided in Staff's January 7, 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 included herein.

The approved plans are as follows:

- i. *Site Plan Review Project Narrative (May 22, 2024);*
 - ii. *Plan Set: Cover Sheet (Sheet T1); Photo Simulations (Sheet T2); Overall Site Plan (Sheet C1); Enlarged Site Plan (Sheet C2); Landscape Improvement Plans (Sheet L1.1, L2.0, L2.1, and L3.1); Floor Plan (Sheet A2.1); Roof Plan (Sheet A2.2); Sign Plan and Trash Enclosure Elevations (Sheet A3.1); Materials & Texture, Color Chart, Light Fixtures, and Miscellaneous Fixtures (Sheet A4.1).*
2. *All signs shall conform to the approved Master Sign Plan consistent with the Sign Elevations and Local 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 shall be required to add any further signage on the parcel. Signs shall consist of the following: 1) Four (4) wall signs of 30 square feet each on the front elevation of commercial building for 418-426 Placerville Drive; 2) One (1) wall sign of 25 square feet on the west elevation of the commercial building for 416 Placerville Drive; and 3) One (1) wall sign of 9 square feet for the coffee kiosk (428 Placerville Drive). All wall signs are non-illuminated.*
 3. *The property owner shall be responsible for ensuring that each tenant is made aware of and complies with the Master Sign Plan.*

4. *The property owner shall enter into a Landscape Maintenance Agreement (LMA) with the City for the approved Landscape Plan for continued maintenance of landscaping, landscape islands, hardscape, and walkways, including front landscaping.*
5. *Parking lot paving shall be maintained at a PCI (pavement condition index) not less than 56. Wheel strips shall be maintained in sound condition.*
6. *The additional parking proposed in the rear of 416-426 will increase the conflicts between through movements and coffee shop stacking. As such, the existing coffee kiosk (428 Placerville Drive, previously Bean Barn) shall remain vacant until a traffic/queuing study is completed to address the existing issues with stacking room for the drive-through patrons. The property owner shall be responsible for providing, at that time, a traffic engineering solution for city approval that solves these problems and allows for the two businesses to coexist on this parcel without blocking the driveway, creating abnormal turning movements, and/or backing cars into the Placerville Drive right-of-way.*

Staff will evaluate the traffic study to determine if minor or major modifications to the site are required. If minor, changes may be approved at the Staff level; if major, changes to the site shall require Planning Commission approval.

7. *In 1999 the coffee shop addition to the site was allowed to tie into the existing septic system on the site. Future additions to / development of the property shall require connection to City sewer in compliance with City Code Section 7.4.19(J). City Sewer is available within the Placerville Drive right-of-way approximately 130 feet west of the proposed building improvements per city records. The existing 6" sewer line extends easterly from a manhole in front of APN 323-400-011 and serves the adjacent Suburban Propane site. The site plan as submitted shows a 20' ROW from this site's western boundary (behind the Suburban Propane site) out to Placerville Drive, which should allow for a direct connection from this property to the existing city sewer main.*
8. *The project improvement plans shall show the existing drainage system on-site and any connections to the City's drainage system or Hangtown Creek. The existing on-site drainage facilities appear to be insufficient and should be addressed in the improvement plans. The improvement plans shall include any modifications to the existing drainage system (on- and off-site) and include any supporting drainage calculations demonstrating no increase in runoff over existing conditions. Show where the new swale shown on the plan is proposed to connect to a storm drain system. As part of the storm drain system clarify the size, condition, and purpose of the existing storm drainpipe that is shown. Measures shall be taken to prevent erosion from existing eroded slopes (that are part of the site) from entering the drainage system. A system to clean the storm*

drain water before it leaves the site will be required as described further under the City's MS4 permit requirements below.

- 9. Street Frontage Improvement Agreement #275 is hereby called in as part of the conditions of this project. Construct curbs, gutters, sidewalks, and driveways per the plans currently being developed by the City as CIP #41816 for the entire property frontage along Placerville Drive. Asphalt pavement is required as necessary to tie in the existing pavement to the new grades. The City work is planned for 2025, in lieu of doing this work the property owner may propose an equivalent contribution to the City project. Currently the City is reviewing 65% plans prepared by the design consultant for this upcoming project.*
- 10. Design and construct irrigation, landscaping and hardscape to finish the entire frontage of the property between the new sidewalk and the buildings/drive aisles and provide ADA pedestrian connections to the new frontage sidewalk.*
- 11. Site development is required to comply with the minimum design provisions for accessible parking and routes.*
- 12. The property owner shall submit on-site improvement plans for City approval. The project shall comply with all pertinent City Ordinances and City standard street cross-section details of construction available at the office of the City Engineer. All remaining items, except for sewer, will be designed to County of El Dorado Design and Improvement Standards Manual, El Dorado County Drainage Manual, and State of California Department of Transportation Standard Plans and Specifications. Sewer and water will be designed and constructed to EID Standards except when otherwise directed by the City.*
- 13. The property owner shall reimburse the City for associated project costs incurred by the City for any outside consultants, City staff time, and expenses for any special design needs above and beyond normal items listed in the City's fee schedule.*
- 14. The property owner shall be responsible for maintenance and upkeep of all slopes, existing and proposed landscaped areas and irrigation systems within the project site.*
- 15. Appropriate land rights shall be obtained from the affected property owners allowing any proposed work outside the project boundaries. A copy of the written authorization shall be submitted to the Engineering Department for review and approval prior to permit issuance. Any off-site improvements on adjacent parcels will require written permission from the affected property owner(s) allowing the proposed work outside the project boundaries.*
- 16. Improvements must comply with Fire District requirements, including fire hydrant placement, building sprinklers, fire flow, traffic, and emergency*

circulation. The El Dorado Fire Protection District must sign off on the improvement plans.

- 17. If utility relocations or revisions to public improvements are necessary for any of the required on-site improvements, the Developer shall be responsible for all work and costs associated with that work.*
- 18. All existing utilities (including, but not limited to, electric and telecommunications) shall be shown on the improvement plans.*
- 19. In accordance with the City's MS4 permit requirements (Water Quality Order No. 2013-0001-DWQ, General Permit No. CAS000004) with the Central Valley Regional Water Quality Control Board, the Engineering Department hereby requires the applicant to comply with City Code Section 7-15-14, 10-8-35, and 10-8-36. Low Impact Development measures will also be required.*
- 20. All drainage inlets shall be marked "Do not Dump – Flows to Creek".*
- 21. Where irrigated landscaped areas abut public roadways, construct a concrete cut-off curb of minimum six (6") inches below aggregate base level at all sag locations. Provide subsurface curtain drain to collect irrigation runoff.*
- 22. An encroachment permit shall be obtained for any work within the City right-of-way or with City facilities and utilities. The encroachment permit application shall be processed and approved concurrently with the improvement plans.*
- 23. All Capital and Impact Fees are to be calculated and paid at time of Construction Permit issuance.*
- 24. The property owner is responsible for complying with SB 1383 regarding organic waste material.*
- 25. 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.*
- 26. 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.*
- 27. 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.

28. 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.

29. The property owner shall obtain a Building Permit prior to construction and prior to installation of signage.

*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:

12.1. Receive and File City Manager Memorandum Summarizing City Council Direction Regarding Historic Preservation.

The Planning Commission discussed the City Manager Memorandum Summarizing City Council Direction to Planning Commission Regarding Historic Preservation.

City Manager Morris answered questions of the Commission.

In a single motion Commissioner Frenn, seconded by Chair Kiehne, moved to add the discussion and possible action regarding this memorandum to the Regularly Scheduled Planning Commission Meeting of February 4, 2025, to include at a minimum a focus on Recommendation 4. Motion passed 4-0 on a voice vote.

13. MATTERS FROM COMMISSIONERS AND STAFF

13.1. Staff Reports:

Associate Planner Hunter informed the Commission that the next meeting is scheduled for January 21, 2025 and that Staff anticipates a meeting on February 4, 2025.

City Manager Morris informed the Commission that the Development Services Department has an Interim Director, Carl Cahill. Mr. Cahill is anticipated to be at the next Planning Commission meeting.

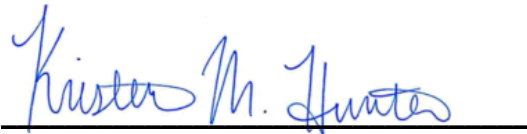
13.2. Planning Commission Matters:

Commissioner Frenn inquired about the status of the art / murals approved as part of SPR 23-09 and SPR 23-09-R for Apple Farm Place. Associate Planner Hunter provided an update.

Commissioner Frenn inquired about the Mackinaw Hotel. City Manager Morris informed the Commission that Staff met with the hotel developers in mid-December and they indicated that it is still their intention to move forward with construction.

14. ADJOURNMENT

Chair Kiehne adjourned the meeting at 8:19 p.m.



Kristen Hunter, Executive Secretary
Associate Planner