

**REGULAR MEETING MINUTES  
PLACERVILLE PLANNING COMMISSION  
TUESDAY, JANUARY 21, 2025, 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 Kiehne called the meeting to order at 6:04 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, Interim Development Services Director Cahill, Associate Planner Hunter

**3. CLOSED SESSION REPORT:** *None*

**4. ADOPTION OF AGENDA:**

*In a single motion Commissioner Frenn, seconded by Commissioner Smith, 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 7, 2025**

*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.*

**6. ITEMS PULLED FROM CONSENT CALENDAR (if applicable):** *None.*

**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. Site Plan Review (SPR) 15-04-R2: Burning Barrel Exterior Lights and Heaters.** Consideration of a Site Plan Review revision application within the Commercial (C) Zone to: 1) Place permanent string lighting for the outdoor dining area; 2) Install two (2) heaters along the eastern elevation to serve the outdoor dining area; and 3) Find the project categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301. Location: 640 Main Street, Placerville, CA /

APN: 004-011-004. Property Owner/Applicant: Duncan Alexander. Staff: Kristen Hunter.

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

*Public comment was heard by the project applicant, Duncan Alexander.*

*In a single motion, Commissioner Frenn, seconded by Commissioner Lepper, moved to approve Site Plan Review (SPR) 15-04-R2 as presented; and to:*

*I. Make the following findings in support of the Site Plan Review (SPR) 15-04-R2 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 004-011-004, 640 Main Street, contains a single-story eating and drinking establishment (Burning Barrel Brewing and Spirits) located within the Commercial Zone.*
- 3. The project request for exterior string lighting is consistent with the Placerville General Plan Community Design Element, Goal B, in that the addition of string lighting as proposed is consistent with Zoning Ordinance Section 10-4-16 and the Development Guide. The lighting shall be energy efficient, on a timer to be off between 11:00 pm and 6:00 am, dimmable, and provide an element of safety to the sidewalk for pedestrians and customers.*
- 4. The project request for the addition of two (2) heaters is consistent with the Placerville General Plan Community Design Element, Goal B, Zoning Ordinance Section 10-4-9, and the Development guide as the addition of heaters to the eastern elevation as proposed is consistent with existing site improvements and improves the pedestrian orientation and safety for the outdoor dining area.*
- 5. Approval is based upon the analysis provided in Staff's January 21, 2025, report to the Planning Commission, and limited to compliance with the project description and Applicant Submittal Package*

*II. Conditionally approve SPR 15-04-R2 located at 640 Main Street, based on the project information and findings included in the Staff Report, and subject to the Conditions of Approval, including:*

***Site Plan Review (SPR) 15-04-R2***

1. *Approval of SPR 15-04-R2 to: 1) Install permanent string lighting for the outdoor dining area; and 2) Install two (2) SunStar® GLASS™ radiant patio heaters for the outdoor seating area for the existing eating and drinking establishment, Burning Barrel Brewing and Spirits, located at 640 Main Street / APN: 004-011-004.*

*Approval is based upon the analysis provided in Staff's January 21, 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. *Plan Set: Site Plan (Sheet A-000), Building Elevations (Sheet A02) (December 6, 2024);*
  - ii. *Project Description (December 6, 2024);*
  - iii. *SunStar® Specifications (December 6, 2024);*
  - iv. *Photographic Simulation of Radiant Heater (December 6, 2024); and*
  - v. *LED Lighting Photograph (December 6, 2024).*
2. *The exterior string lighting shall be on an automatic timer that will shut off lighting between the hours of 11:00 pm and 6:00 am.*
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) 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 shall obtain a Building Permit prior to construction and prior to installation of signage.*
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 Sundays or City or state recognized holidays.*

**Site Plan Review (SPR) 15-04-R**

1. *Approval of planning application SPR 15-04-R allows for the improvements to the existing building including: the increase of maximum seating capacity, increase in building occupancy, revision to the landscaping plan, addition of sea-land container kitchen, and addition of outdoor patio area. Additionally, approval of planning application VAR 22-02 allows for variance of required parking, allowing the use of five (5) leased spaces within a 300-foot radius from the project location for Burning Barrel Brewing and Spirits staff to meet the required nineteen (19) parking spaces based on the maximum seating capacity of 76. This approval is based upon the analysis provided in Staff's December 6, 2022 report to the Planning Commission, and limited to compliance with the project description, the Applicant Submittal Package set forth below, except where deviated under a separate Condition of Approval, and all other conditions of approval set forth herein:*
2. *Project Location. The Project site is located at 640 Main Street, Placerville. APN: 004-011-004. SPR 15-04-R and VAR 22-02 shall apply only to the project location and cannot be transferred to another parcel.*
3. *Obtain and maintain leasing of five (5) spaces within 300 feet for the express use of employees to be identified as employee parking only. If leased spaces are lost, site occupancy will be reduced accordingly.*
4. *Variance Expiration. The approval of the Variance 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. Should the building permit expire for any building thereon, then the Site Plan Review approval shall also simultaneously expire. 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. *The applicant install / maintain a trash enclosure and must include a bin for food and/or green waste in accordance with Senate Bill 1383. Review and approval of the enclosure shall be made by El Dorado Disposal.*
6. *The parking lot paving shall be maintained at a PCI (pavement condition index) not less than 56. Wheel strips shall be maintained in sound condition.*

*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) 24-08: Master Sign Plan.** Consideration of a Site Plan Review (SPR) request to: (1) Approve a Master Sign Plan for the existing commercial building; and (2) Find the request categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301. Location: 680 Placerville Drive, Placerville, CA. / APN: 323-580-010. Property Owner/Applicant: Starburst Properties, LLC. Representative: Steven Bailey. Staff: Kristen Hunter.

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

*Public comment was heard by Lynn Cavin, a representative of the project.*

*In a single motion Commissioner Lepper, seconded by Commissioner Frenn, moved to approve Site Plan Review (SPR) 24-08 as presented; and to:*

*I. Make the following findings in support of the Site Plan Review (SPR) 24-08 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 323-580-010, 680 Placerville Drive, contains a two-story mixed use commercial building located within the Commercial Zone.*
- 3. Advertising for the subject parcel is primarily achieved through the pole sign to catch the attention of vehicles passing on Placerville Drive. The project signage request, as amended by Staff, 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, and as amended by Staff, 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 January 21, 2025, report to the Planning Commission, and limited to compliance with the project description and Applicant Submittal Package.*

II. *Conditionally approve SPR 24-08, located at 680 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 Site Plan Review (SPR) 23-08 for a Master Sign Plan including: 1) Two (2) aluminum wall signs on the northern elevation of the commercial building not to exceed 3 square feet each; 2) Addition of a 32.5 square foot sign cabinet to the existing pole sign; and 3) Addition of a 8 square foot digital time and temperature sign on top of the pole sign.*

*Approval is based upon the analysis provided in Staff's January 21, 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.*

2. *The approved plans are as follows:*
  - i. *Sign Criteria Narrative (November 21, 2024);*
  - ii. *Photographs of Pole Sign and Wall Signs (November 21, 2024);*
  - iii. *Site Plan (November 21, 2024); and*
  - iv. *Building and Pole Sign Elevations (November 21, 2024).*
3. *All signs shall be maintained in good condition and sign lighting shall be kept fully functioning and operational. Faulty lighting shall be addressed within fourteen (14) days.*
4. *The digital time and temperature sign shall be maintained and updated such that readings during the course of the year are accurate.*
5. *The property owner shall be responsible for ensuring that each tenant is made aware of and complies with the Master Sign Plan.*
6. *The property owner shall enter into an agreement for the pole sign, located within the public right-of-way, with the City prior to issuance of a sign permit.*
7. *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.*

- 8. 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.*
- 9. 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.*
- 10. Other Applicable Requirements. Project approval is subject to all applicable requirements of the Federal, State, City of Placerville and any other affected governmental agencies.*
- 11. The Applicant is responsible for obtaining a sign permit for the wall signs, cabinet, and time and temperature sign.*
- 12. 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.*

## **11. CONTINUED ITEMS:**

- 11.1. Site Plan Review (SPR) 84-01-R & Variance (VAR) 23-04: Restaurant Interior and Exterior Modifications, Outdoor Seating, and Master Sign Plan.** Consideration of a Site Plan Review request to: 1) Modify the front (north) elevation of the building to add a new front door and replace the existing windows; 2) Reduce indoor maximum permanent seating; 3) Permit the unpermitted shade structure and seating area located along the western and southern elevations of the building, within the on-site required parking; 4) Add string lighting to front elevation and in the rear for the proposed outdoor dining area; and 5) Seek approval of a Master Sign Plan for the restaurant location. Additionally, the application includes a Variance request to reduce the required on-site parking for the restaurant. The project is categorically exempt from environmental review pursuant to the California Environmental Quality Act (CEQA)

Section 15301 and 15303. Location: 564 Main Street, Placerville, CA / APN: 003-141-022 & 003-141-013. Property Owner: Gregory and Rebecca Vorster. Representative: Brandon Guenther and Shona Campbell, Hangtown LLC. 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 Brandon Guenther, project applicant, and by Ruth Carter.*

*In a single motion Commissioner Lepper, seconded by Commissioner Frenn, moved to approve the Master Sign Plan, Site Plan Review (SPR) 84-01-R, as amended by the Commission; and to:*

- I. Make the following findings in support of the Master Sign Plan submitted as part of Site Plan Review (SPR) 84-01-R:*
  - 1. The project request is exempt from environmental review, in that the project qualifies for a Categorical Exemption under the California Environmental Quality Act (CEQA) Section 15301 and 15303, as the project includes new copy of on-premises signs to an existing restaurant.*
  - 2. The sign request is consistent with the Placerville General Plan Land Use and Community Design Elements, in that the project shall promote the enhancement of an existing commercial building and aid in the promotion of the downtown area as a commercial center of Placerville.*
  - 3. The project as amended, and as conditioned, is consistent with the purpose, intent, and criteria of Zoning Ordinance Section 10-4-17: Sign Regulations.*
  - 4. The project as amended, and as conditioned, is consistent with the City of Placerville Development Guide for Architectural Design and Site Specific Improvements.*
  - 5. The project signage request, as amended, will contribute to the design quality of the site and shall provide adequate signage for the restaurant building for passing cars on Main Street, including additional signage for cars heading west.*
  - 6. The project request, as amended, is compatible with the existing signage on the site with regards to the style and materials. The proposed sign plan is compatible with the style and/or character of existing improvements on the site and are well-related to each other.*
  - 7. Approval is based on the analysis provided in Staff's December 3, 2024 report to the Planning Commission, and limited to compliance with the project description, Applicant Submittal Package, and Conditions of Approval.*



- II. *Conditionally approve the Site Plan Review (SPR) 84-01-R Master Sign Plan, based on the project information and findings included in the Staff Report dated December 3, 2024 and subject to the recommended Conditions of Approval:*

***SPR 84-01-R – Master Sign Plan (January 21, 2025)***

1. *Approval of SPR 84-01-R Master Sign Plan for the restaurant building located at 564 Main Street for 169 square feet, including: one (1) 112 square foot wall sign on the northern elevation, one (1) 45 square foot wall sign on the eastern elevation, and one (1) 12 square foot wall sign on the western elevation.*

*Approval is based upon the analysis provided in Staff's December 3, 2024 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. *Master Sign Plan Package (July 22, 2024).*
2. *All signs shall conform to the approved Master Sign Plan consistent with the Sign Elevation 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. Signs shall consist of the following: 1) one (1) 112 square foot wood with vinyl lettering wall sign; 2) one (1) 45 square foot wood with vinyl lettering wall sign; and 3) one (1) 12 square foot sign. NOTE: the pole sign, if not utilized by December 9, 2024 shall be declared abandoned and a public nuisance per City Council Resolution 9356 and shall not be included in the approved in the approved sign plan.*
3. *The property owners 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. 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 shall obtain a Building Permit prior to installation of signage.*
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.*

***SPR 84-01-R (December 3, 2024)***

1. *Approval of SPR 84-01-R to: 1) Modify the front (north) elevation of the building to add a new front door and replace the existing windows; 2) Reduce indoor maximum permanent seating; 3) Permit seating area located along the southern elevation of the building and construction of a trash enclosure compliant with AB 1383, within the on-site required parking, requiring modification of Notice of Restriction Document No. 99-0041071-00;\_and 4) Add string lighting to front elevation and in the rear for the proposed outdoor dining area.*

*Approval is based upon the analysis provided in Staff's December 3, 2024, 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. Site Plan Review Application Narrative (September 19, 2023);*
  - ii. Variance Application Narrative (September 19, 2023);*
  - iii. Plans: Site Plan, Floor Plan, Elevations (September 19, 2023); and*
  - iv. Site Photographs (September 19, 2023).*
2. *The exterior string lighting shall be on an automatic timer that will shut off lighting between the hours of 11:00 pm and 6:00 am.*
  3. *The applicant shall submit details of the trash enclosure for review and approval by the Development Services Department and El Dorado Disposal prior to construction and installation of enclosure on site.*

4. *The Applicant shall obtain a Building Permit prior to construction.*

*Action: Motion carried 3-1 on roll call vote:*

*Ayes: Frenn, Kiehne, Lepper*

*Nays: Smith*

*Absent: None*

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

**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:**

*Chair Kiehne inquired about the upcoming February 4, 2025 agenda and if there was enough time for the discussion on the City Manager's Memorandum to the Planning Commission regarding City Council's direction regarding Historic Preservation. Associate Planner Hunter informed the Commission that the agenda is light and there will be good time to discuss the requested item.*

*Commissioner Lepper informed the Commission and Staff that she will be submitting information and helpful links for inclusion to the meeting packet for the discussion.*

### **14. ADJOURNMENT**

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



Kristen Hunter, Executive Secretary  
Associate Planner