

AGENDA

CITY OF GUADALUPE PLANNING COMMISSION

Tuesday, September 15, 2009

Regular Meeting 6:00 p.m.

City Hall, Council Chambers
918 Obispo Street, Guadalupe, CA 93434

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's office, (805) 356-3891. Notification of at least 72 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

*If you wish to speak concerning any item on the agenda, please complete the Request to Speak form that is provided at the rear of the Council Chambers prior to the completion of the staff report and hand the form to the City Clerk. **Note:** Staff Reports for this agenda, as well as any materials related to items on this agenda submitted after distribution of the agenda packet, are available for inspection at the office of the City Administrator, City Hall, 918 Obispo Street, Guadalupe, California during regular business hours, 8:00 a.m. to 12:00 pm. and 1:00 p.m. to 5:00 p.m., Monday through Friday; telephone (805) 356-3891.*

MEMBERS OF THE PLANNING COMMISSION: Commissioners Monika Huntley, Alejandro Ahumada, Kenneth Chamness, Vice-Chair Jesse Ramirez, and Chair Carl Kraemer.

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.** Commissioners Monika Huntley, Alejandro Ahumada, Kenneth Chamness, Vice-Chair Jesse Ramirez, and Chair Carl Kraemer.
4. **CONSENT CALENDAR.** The following routine items are presented for Planning Commission approval without discussion as a single agenda item in order to expedite the meeting. Should a Commissioner wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.
 - a. Minutes of the Planning Commission meeting of August 18, 2009 to be ordered filed.

5. COMMUNITY PARTICIPATION FORUM.

Each person will be limited to a discussion of 3 minutes. Pursuant to provisions of the Brown Act, no action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. The Planning Commission may direct Staff to investigate and/or schedule certain matters for consideration at a future Planning Commission meeting.

6. DESIGN REVIEW PERMIT FOR REMODEL AND SECOND-STORY ADDITION AT 813 GUADALUPE STREET. That the Planning Commission:

- 1) Receive a presentation from staff,
- 2) Provide an opportunity for the applicant to present the proposed project,
- 3) Receive any comments from the public, and
- 4) Take action on the request for a Design Review Permit.

7. PLANNING DIRECTORS REPORT.

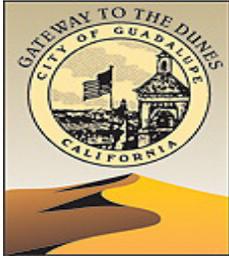
8. FUTURE AGENDA ITEMS.

9. ANNOUNCEMENTS.

10. ADJOURNMENT.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the City Hall display case, the Water Department, the City Clerk's office, and Rabobank not less than 72 hours prior to the meeting. Dated this 15th day of September 2009.

By: _____
Benny Gonzales, Deputy City Clerk



Draft MINUTES

CITY OF GUADALUPE PLANNING COMMISSION

Tuesday, August 18, 2009

Regular Meeting 6:00 p.m.

City Hall, Council Chambers
918 Obispo Street, Guadalupe, CA 93434

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MEMBERS OF THE PLANNING COMMISSION: Commissioners Monika Huntley, Alejandro Ahumada, Kenneth Chamness, Vice-Chair Jesse Ramirez, and Chair Carl Kraemer.

Staff present: Rob Mullane, City Planner, and John Rickenbach, Contract Planning Director.

- 4) **CALL TO ORDER.** 6:00 by Vice-Chair Kraemer
2. **PLEDGE OF ALLEGIANCE.** Conducted.
3. **ROLL CALL.** Commissioners Monika Huntley, Alejandro Ahumada, Jesse Ramirez, Kenneth Chamness, and Vice-Chair Carl Kraemer. All present.
4. **CONSENT CALENDAR.** The following routine items are presented for Planning Commission approval without discussion as a single agenda item in order to expedite the meeting. Should a Commissioner wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.
 - a. Minutes of the Planning Commission meeting of July 21, 2009 to be ordered filed.

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Item 4a pulled for discussion. Commission Chamness suggested adding some text to the summary of the Housing Element Workshop (Item 8). There were no additional comments nor objections to this minor change.

Motion: Chamness/Ahumada moved to approve Item 4a (file minutes of July 21, 2009 meeting), as amended.

VOTE: Ayes: 5

Noes: 0

Motion passed

5. **ACKNOWLEDGEMENT OF SERVICE.** The Planning Commission has requested the attendance of the City Administrator at this meeting in order to wish her farewell.

The Commission invited Carolyn Galloway-Cooper to the podium and thanked her for her service, positive attitude, and accomplishments. The Commission noted that she will be missed, and that they enjoyed working with her. Ms. Galloway-Cooper noted that she was proud of the Commission and is pleased that the City has a full Commission and one that is so dedicated.

6. **COMMUNITY PARTICIPATION FORUM.**

Each person will be limited to a discussion of 3 minutes. Pursuant to provisions of the Brown Act, no action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. The Planning Commission may direct Staff to investigate and/or schedule certain matters for consideration at a future Planning Commission meeting.

No speakers.

7. **CONSIDER DESIGN REVIEW PERMIT FOR SIGN AT PLAZA DE GUADALUPE, 4723 W. MAIN ST.** That the Planning Commission:

- 1) Receive a presentation from staff,
- 2) Provide an opportunity for the applicant to present the proposed project,
- 3) Receive any comments from the public, and
- 4) Take action on the request for a Design Review Permit.

Mr. Mullane gave a brief staff report that provided an overview of the request and that the City Engineer had reviewed the request in terms of adequacy of site distances at the intersection of Main St. and Pioneer St. Mr. Mullane also noted that the applicant, Mr. Bruno Bornino, was in attendance and would be able to provide additional information on the request.

Speaker #1 Bruno Bornino

Provided more information and history of the proposal. He stated that the tenants of the shopping center desire this sign, and that the fact that the sign is a refurbished existing sign, this limits flexibility for changes in size and design. Each tenant will be featured on the sign, and tenant signs would be printed plastic slats and hence changeable to respond

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to changes in tenancy. In response to a question from Commission Chamness on potential blockage of the Pacifica for lease sign, this will be moved if necessary.

Speaker #2, Shirley Boydston

Expressing some concerns with proposed sign: hopes it won't block views of the library building, and what are the hours that the sign will be illuminated.

The Commission discussed the size of the proposed signage and expressed some concern that it was too big, although other Commissioners were ok with the proposed size. The proposed lighting was discussed, and Mr. Bornino stated that lighting is set to automatically be cut off at 10 pm, which was acceptable to the Commission. The economic benefits to a larger sign in this location was also discussed. After some discussion the sign design was determined to be acceptable.

Motion: Ahumada/Chamness moved to approve Planning Application #2009-012-DRP with the ability to make the require design review findings.

VOTE: Ayes: 5

Noes: 0

Motion passed

8. CONSIDERATION OF THE CITY OF GUADALUPE 2009 DRAFT HOUSING ELEMENT UPDATE AND ASSOCIATED NEGATIVE DECLARATION. That the Planning Commission:

- 1) Receive a presentation from staff,
- 2) Conduct a public hearing on the draft Housing Element and associated Initial Study/Negative Declaration, and
- 3) Make a motion and vote to approve a resolution recommending that the City Council approve the 2009 Draft Housing Element Update and adopt the associated Initial Study/Negative Declaration.

Mr. Mullane gave a brief staff report that provided an overview of the Housing Element Update and the associated environmental review. Mr. Mullane noted that additional feedback on the 2009 Housing Element Update was received today from State HCD, and that additional changes to the element to address this feedback will be made by staff and incorporated into a revised August 2009 draft that will be presented to the City Council. Mr. Mullane noted that the City Attorney recommended some minor changes to the Resolution and handed out revised text for the pertinent section of the Resolution.

Commissioner Ahumada asked if future amendments to the Housing Element can be made, once adopted, and Mr. Mullane responded that there is a process for considering amendments to an adopted Housing Element.

Commissioner Chamness noted that adoption of the Housing Element does not resolve the unresolved problems from overcrowding and other housing issues in the City; action beyond the plan is needed.

Commission Chamness also had a question on the adequacy of the water resources analysis in the Negative Declaration, and Mr. Mullane clarified the difference between

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the programmatic evaluation of impacts in the Housing Element ND and the project-specific analysis that would be required for a specific development, once proposed.

Chair Kraemer opened the Public Hearing at 7:28 pm.

Speaker #1, Shirley Boydston

Was surprised to see farmworkers specifically called out as a group in the Housing Element wondering if this was politically correct to use such a term. Ms. Boydston also pointed out that the 2010 census will be conducted soon, and that more up-to-date census data will be available in a few years.

Ms. Boydston asked for a description in the element of a group home. She noted no problem with small site development and stated that having these developments small and scattered throughout the City lessened impacts.

Mr. Mullane explained that farmworkers are identified in State housing law as a group whose needs must be evaluated and provided for. He noted that a group home is defined in the Element.

Chair Kraemer closed the public hearing at 7:36 pm, seeing no other speakers.

The Commission expressed their support for the Housing Element update as written with no additions. Commissioner Chamness stated that the Planning Commission should address the new City Manager on the City's housing needs and suggested having a letter to the City Administrator sent to this effect and noting the need to aggressively pursue housing to address overcrowding and meeting the RHNA allocation.

Chair Kraemer noted that the Housing Element is a government program set forth to help achieve RHNA needs, but that actual housing construction is largely driven by private developer interests. He noted that the City can provide incentives to developers to help facilitate projects and would like to revisit the concept of addressing the City Administration on these issues and needs in the future.

Motion: Huntley/Ahumada moved to approve Planning Commission Resolution #2009-008 as amended by City Attorney's input.

VOTE: Ayes: 5

Noes: 0

Motion passed

9. PLANNING DIRECTORS REPORT.

Mr. Mullane announced that the Planning Department's main focus this month has been on the Housing Element Update.

10. FUTURE AGENDA ITEMS.

Chair Kraemer requested that a workshop on the Commission's Discretionary Authority and Purview be given at a future meeting. Mr. Mullane noted this and intends to provide such a workshop later this year.

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11. ANNOUNCEMENTS.

Commissioner Huntley reminded the audience to be kind to animals including wildlife and to please spay and neuter your dog.

Commissioner Chamness wanted to encourage developers and grant writers to come forward with projects or ideas for grants.

Commissioner Chamness also recommended that we ask the new City Administrator to a future Planning Commission meeting for a meet and greet.

Commission Ahumada commended the Water Department with their swift response in fixing a water leak that occurred recently.

12. ADJOURNMENT.

Meeting adjourned by Chair Kraemer at 7:58 pm.

Submitted by:

Affirmed by:

Robert A. Mullane, City Planner
Planning Commission Secretary

Carl Kraemer, Chair

REPORT TO THE PLANNING COMMISSION
September 15, 2009

Prepared By:
Rob Mullane, City Planner
Administrator

Approved By:
Benny Gonzales, City

SUBJECT: Design Review of a remodel and second-story addition at 813 Guadalupe Street (Planning Application #2009-013-DRP, APN 115-112-005)

EXECUTIVE SUMMARY:

The Design Review Permit (DRP) request is for a remodel and second-story addition to an existing commercial building, located at 813 Guadalupe Street. The existing building is 1,494 square feet. The building would be earthquake retrofitted to meet current standards, and the ground floor would continue to be used for commercial uses in the future. The proposed second-story residential addition would be located atop of the existing commercial improvements on the ground floor. The addition would be 1,446-square feet and would match the footprint of the existing building below. It would include two units, each with two bedrooms, one kitchen, one bathroom and a living room. The total height of the building with the second-story addition would be 23 feet, 7¼ inches. The length of the building would be approximately 60 feet and the width would be approximately 30 feet. The proposed project would include 11 on-site parking spaces. The project includes parking lot landscaping that would comprise 10% of the total lot size. At tonight's meeting the Planning Commission can approve, conditionally approve, or continue the item. Any approval or conditional approval would be done by motion and majority vote of the Commission.

RECOMMENDATION:

- 1) Receive a presentation from staff
- 2) Provide an opportunity for the applicant to present the proposed project
- 3) Receive any comments from the public
- 4) Take action on the request for a Design Review Permit

BACKGROUND:

The City received an application for a remodel and second-story addition on August 5, 2009. The applicant, Mr. Gustavo Alvarez, is requesting a Design Review Permit (DRP) for the proposed addition and remodel. The DRP application was deemed complete for processing on September 3, 2009.

DISCUSSION:

The DRP request is for a remodel and second-story addition to an existing commercial building, located at 813 Guadalupe Street. The existing building is 1,494 square feet and would retain this footprint and commercial square footage for the remodel and addition. The building would be earthquake retrofitted to meet current standards, and the ground floor would continue to be used for commercial uses in the future.

The proposed second-story residential addition would be located atop of the existing commercial improvements on the ground floor. The addition would be 1,446-square feet and would match the footprint of the existing structure. It would include two units, each with two bedrooms, one kitchen, one bathroom and a living room. The units would be 725-square feet and 686-square feet; refer to Sheet A3 of the plan set (Attachment 1) for the floor plans.

As a part of the remodeling effort, the existing building would be improved to include new windows, tile façade roofing and plaster. The second-story would match the aesthetics of the remodeled existing building relative to the windows, façade roofing and plaster. The color scheme would include light tan, dark brown and el camino blend (red clay color) for the plaster, trim and tile, respectively. The second-story addition would have a total of 8 windows: 2 windows on the east elevation, 4 windows on the south elevation and 2 windows on the west elevation. Each of the proposed second-story units would have 4 windows. The existing building would continue to have 2 large front windows (approx. 5 ½' X 6') and 1 large window on the south elevation (approx. 5 ½' X 6'); refer to Sheet A6 of the plan set for depictions of the elevations.

The new height of the building with the second-story addition would be 23 feet 7¼ inches. The length of the building would remain approximately 60 feet, and the width would remain approximately 30 feet; refer to Sheet A6 of the plan set for the site plan.

The proposed project would include 11 on-site parking spaces, including one disabled parking space, refer to Sheet A1 of the plan set. The project includes parking lot landscaping that would comprise 10% of the total lot size. The landscaping includes trees and drought-tolerant shrubs and ground cover; refer to Sheet L1 of the plan set.

Site photos are provided as Attachment 2 to this staff report. Additional project information is contained in the following table.

Site Information

LOCATION	813 Guadalupe Street
APN	115-112-005
ZONING	G-C General Commercial
LOT SIZE	0.24 acres
PRESENT USE	Vacant
SURROUNDING USES AND ZONING	North: G-C General Commercial East: G-C General Commercial South: G-C General Commercial West: G-C General Commercial

The property consists of a 0.24-acre lot zoned General-Commercial. The existing building on the property is currently unoccupied. The surrounding uses are noted in the above table, and a vicinity map/aerial photo is below.



Zoning Conformity

Staff has reviewed the request's conformity to zoning requirements and standards and notes no inconsistencies with zoning requirements.

CEQA Review

The project is exempt from CEQA pursuant to Section 15301(e)(1). This section of the CEQA Guidelines states that a project is exempt if:

...additions to existing structures will not result in an increase of more than 50% of the floor area...or 2,500 square feet, whichever is less.

The request is for a design review permit for an addition to an existing commercial building wherein the proposed addition is less than 2,500 square feet. No unusual circumstances exist that would present any potentially significant environmental impacts. The proposed addition adheres to the design of the existing building, which minimizes changes to the building's historical context and integrity. The scope of the Planning Commission's review is aesthetic considerations, with such review ensuring that significant aesthetic impacts do not result.

Planning Commission Consideration

The Design Review Permit process is set forth in Chapter 18.73 of the City's Zoning Code. Item 1 of the list in Section 18.73.010, part (b) requires a DRP for:

All new structures fronting a public street or visible from a public street on properties zoned General Commercial, Service Commercial, Neighborhood Commercial, or similar zoning.

Planning Commission's authority over Design Review Permits is set forth in the Zoning Ordinance in Section 18.73.060. The Components of Review and Findings required for approval of a DRP are noted in Sections 18.73.090 and 18.73.100. In considering a DRP, the Planning Commission may approve as submitted, approve with conditions of approval, or provide direction to the applicant on recommended changes and continue the item to a future meeting of the Commission.

For this specific request, staff does not note any inconsistencies with zoning or any project components that conflict with the findings for approval, but many of these findings involve aesthetic considerations that are subjective and should be evaluated by the Commission.

Notice of the pending DRP was posted on-site and notices were mailed to all property owners within a 300 foot radius, as required by Section 18.73.070.

Next Steps

Should the Commission approve or conditionally approve the DRP, staff would verify that the project meets all Zoning Code requirements, and if so, issue the Zoning Clearance. Prior to the issuance of Zoning Clearance, issuance conditions—if any—would need to be met, and the 10-day appeal period would need to run. The applicant would also require a building permit from the Building and Fire Department.

Attachments

1. Plan Set
2. Site Photos

AGENDA ITEM: 7

ATTACHMENT 1

Plan Set

ATTACHMENT 2

Site Photos

