

City of Santa Paula

Planning Commission Agenda

CHAIRMAN GAIL "IKE" IKERD
VICE CHAIRMAN FRED ROBINSON
COMMISSIONER MICHAEL SOMMER



Regular Meeting of the
SANTA PAULA PLANNING COMMISSION

January 24, 2017

6:30 PM – Regular Meeting

SANTA PAULA CITY HALL
970 VENTURA STREET
SANTA PAULA, CA 93060

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Planning Department office and are available for public inspection. If you have any questions regarding any agenda item, contact the Planning Department at (805) 933-4214.

WELCOME TO THE CITY OF SANTA PAULA PLANNING COMMISSION MEETING

You are invited to attend all Planning Commission meetings. Agendas are posted in the front of City Hall in advance of the scheduled meetings. Information for meetings may be obtained by contacting the Planning Department Office. The Santa Paula Planning Commission's regular meetings start at 6:30 p.m. the fourth Tuesday of each month in the City Hall Council Chambers located at 970 Ventura Street in Santa Paula.

BRINGING ITEMS BEFORE THE PLANNING COMMISSION

If you wish to speak at a Planning Commission meeting, please fill out a yellow Public Comment Form noting your name and address and submit the form to the City Clerk. Include the Agenda Item number, when appropriate.

1. Items Not on the Agenda: If you wish to discuss an item which is not scheduled on the Agenda, you may address the Planning Commission during *Public Comment*. Please realize that due to the limitations placed on the Planning Commission by provisions of the *California Government Code*, the Planning Commission ordinarily cannot take action on any item that is not on the agenda. Because of these restrictions, expect that matters that you identify during public comment will be referred to staff or considered on a future agenda.

2. Agenda Items: Items being considered by the Planning Commission may appear on the Consent Calendar, as an Order of Business, or as a Public Hearing. Public comments on each type of item are handled differently, as explained below:

- a. For items appearing on the Consent Calendar, please submit a Public Comment Form before the Commission takes action on the Consent Calendar. Items that receive a Public Comment Form may be pulled from the Consent Calendar by the Chairperson and discussed separately by the Planning Commission.
- b. For items appearing as an Order of Business, the Chairperson will announce the Agenda Item and request the staff report; the staff member responsible will give a brief summary of the report; the Planning Commission will have an opportunity to ask questions of staff; members of the public will be given an opportunity to comment on the item and ask additional questions (all members of the public should speak directly into the microphone at the speaker's platform); and the Planning Commission will discuss the item and then take appropriate action.
- c. For items on which a Public Hearing is scheduled, the Chairperson will open the public hearing and receive the staff report; members of the public will be given an opportunity to comment on the item and ask additional questions (all members of the public should speak directly into the microphone at the speaker's platform); the Planning Commission will discuss the item; and the Chairperson will close the public hearing after Planning Commission action.

PLEASE NOTE: *Be advised that if you bring a legal challenge to an action, you may be limited to raising only those issues you or someone else raised at the meeting described in this Agenda, or in written correspondence delivered to the Planning Commission at or before the meeting. Any action is subject to the ninety-day time period set forth in Code of Civil Procedure § 1094.6.*

In compliance with the **Americans with Disabilities Act**, if you need special assistance to participate in this meeting, please contact the Planning Department at (805) 933-4214. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35, 102-35.104 ADA Title II.) Written materials distributed to the Planning Commission within 72 hours of the Planning Commission meeting are available for public inspection immediately upon distribution in the Planning Department's office.



CITY OF SANTA PAULA
PLANNING COMMISSION
AGENDA • JANUARY 24, 2017

Regular Meeting

Council Chambers

6:30 PM

All exhibits, petitions, photos, and other materials submitted to the Commission in conjunction with any item on this Agenda become a part of the City of Santa Paula's records and are not returnable.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. FINAL AGENDA**
- 5. PUBLIC COMMENT**

REMINDER: in order to minimize distractions during public meetings, all personal communication devices should be turned off or put in a non-audible mode.

At this time, members of the public may comment on any item not appearing on the agenda that is within the subject-matter jurisdiction of the Planning Commission. A Public Comment Form must be submitted to the Secretary before the beginning of the Public Comment period in order to be recognized to speak. Individuals submitting Public Comment Forms after the beginning of the Public Comment period will not be allowed to speak at this time, but may be recognized to speak by the Chair at the conclusion of the meeting. Individual Commissioners may briefly respond to Public Comments or ask questions for clarification. The Planning Commission may direct staff to report to the Planning Commission on the item at a later meeting. For items appearing on the Agenda, the public will be invited to make comments at the time the item comes up for Planning Commission consideration. If a member of the public wishes to address a Consent Calendar item, please submit a Public Comment Form for that item. It may then be discussed separately by the Commission, and the public will be invited to make comments at that time. At all times, please use the microphone and write your name and address on the Public Comment Form provided.

6. CONSENT CALENDAR

Information has been provided to the Planning Commission on all matters listed under the Consent Calendar. These items are considered to be routine, and are normally approved by one motion. If discussion is requested by a Commissioner on any item, or a member of the public wishes to comment on an item, that item may be removed from the Consent Calendar for separate action.

A. Approval of Minutes for the December 13, 2016 Planning Commission Meeting

- **Staff Presentation:** Tom Tarantino, Planning Technician

RECOMMENDED ACTION:

Staff recommends a motion for approval of the Minutes of the December 13, 2016 Planning Commission Meeting.

7. ORDER OF BUSINESS

A. Request to Change Planning Commission Meeting Start Time

- **Staff Presentation:** Janna Minsk, Planning Director

Pursuant to a request for a future agenda item made by Commissioner Sommer at the December 13, 2016 Planning Commission meeting, staff and Commissioners shall explore the option of shifting to an earlier starting time for all future regularly-scheduled Planning Commission meetings.

RECOMMENDED ACTION:

Per the City Attorney, any change in meeting start time must be via revision to the Planning Commission rules, enacted by formal resolution. As such, staff recommends tabling discussion of an earlier start time by the three current Planning Commissioners, and revisiting the matter when the two vacant Planning Commission seats are filled.

8. PUBLIC HEARING

- Verification of Legal Notice Requirements for Public Hearing
- Declaration of Conflicts
- Declaration of Ex Parte Contacts
- Open Public Hearing

A. 16-CUP-05 Palazzio Event Center

- **Location:** 814 East Main St. (APN: 103-0-103-055)
- **Applicant:** Jose Melgar
- **Representative:** Marilyn Appleby (Anderson Kulwiec Appleby Architects)
- **Zoning:** CBD (Central Business District)
- **General Plan Designation:** Commercial Office

- **Environmental:** Staff has determined the project to be Categorically Exempt from the California Environmental Quality Act (CEQA) Guidelines per §15301 (Class 1, Existing Facilities)
- **Staff Presentation:** Joyce Parker-Bozylinski, Contract Planner

A request for approval of a (1) Conditional Use Permit for an event center with live entertainment and dancing allowed; 2) Conditional Use Permit to allow a Type 41 (on-site beer and wine) and Type 47 (on-site beer, wine & distilled spirits) alcohol license in conjunction with the new event hall; and 3) Design Review Permit for facade improvements.

RECOMMENDED ACTION:

Staff recommends that the Planning Commission select Alternative No. 1 and approve Conditional Use Permit No. 2016-CUP-05 subject to the conditions of approval listed in the resolution.

B. 16-CDP-07 La Terraza Event Center

- **Location:** 1000 & 1008 East Main St. (APN: 101-0-214-155, -165)
- **Applicant:** Adan Sandoval
- **Representative:** Pedro Garcia
- **Zoning:** CBD (Central Business District)
- **General Plan Designation:** Commercial Office
- **Environmental:** Staff has determined the project to be Categorically Exempt from the California Environmental Quality Act (CEQA) Guidelines per §15301 (Class 1, Existing Facilities)
- **Staff Presentation:** Joyce Parker-Bozylinski, Contract Planner

A request for approval of a Conditional Use Permit to allow 1) the expansion of an existing restaurant use into an adjacent commercial building to establish a banquet facility with live entertainment and dancing allowed, and 2) to allow the expansion of an existing Type 41 (on-site beer and wine) alcohol license in conjunction with the expanded restaurant and new banquet facility; as well as a Design Review Permit for façade improvements.

RECOMMENDED ACTION:

Staff recommends that the Planning Commission select Alternative No. 1 and approve Conditional Use Permit and Design Review Permit No. 2016-CDP-07 subject to the conditions of approval listed in the resolution.

- Close Public Hearing

9. NEW BUSINESS

A. Design Assistance Committee - Nomination & Vote

Due to Commissioner Demers' departure, a new appointee from the Planning Commission is needed as soon as possible for the Design Assistance Committee. As a reminder, the DAC meets in the Community Development Building on an as-needed basis, generally on a weekday afternoon and not more than every two weeks. The DAC reviews projects, or aspects of projects (signage, etc.) for conformance with City regulations and aesthetics, and provides feedback and guidance to project applicants prior to appearing before the Planning Commission. Appointment to the DAC as a Commissioner lasts until that Commissioner's term expires. In the interest of time, nomination and vote for a new DAC representative will take place at this meeting. A volunteer would be appreciated.

10. CITY COMMUNICATIONS

A. Planning Department

B. Planning Commission

John Demers accepted a position as Executive Officer at the Merchant Marine Academy in Kings Point, New York, and has resigned from the Planning Commission. The City of Santa Paula thanks him for his service to the community as a Planning Commissioner and wishes him well in his new endeavors.

As the late Commissioner Wacker's seat remains unfilled, there are now two vacancies on the Planning Commission. The City Clerk is working to repost these vacancies and arrange interviews, as addressing said vacancies is now an agenda item for the February 6, 2017 City Council meeting.

A new Planning Commission Chair and Vice Chair would normally be appointed at the January meeting, however, selection has been postponed until a full cohort of five Commissioners is available. The current Chair and Vice Chair will continue in their respective positions until that time, if they are agreeable to the temporary extension.

11. REQUEST FOR FUTURE AGENDA ITEMS

Any Planning Commissioner may make a motion only to place an item on a future Agenda. Members may discuss whether or not the item should be placed on the agenda and the description of the item. The motion is non-debatable. Placement of an item on a future Agenda requires a majority vote. The Planning Director has discretion as to when the item will be placed on the Agenda, unless otherwise directed by the Planning Commission.

12. ADJOURNMENT

NOTICE: Actions by the Planning Commission on the above items cannot be appealed to the City Council after 4:30 p.m. on **February 3, 2017**. Be advised that if you bring a legal challenge to a Planning Commission decision, you may be limited to raising only those issues you or someone else raised at the meeting or in written correspondence delivered to the Planning Commission at or before the meeting.