

**City of Blue Lake
Planning Commission Minutes
May 21, 2018**

The Blue Lake Planning Commission was called to order at 7:05 p.m. at Skinner Store

Commissioners Present: Earl Eddy, Dennis Whitcomb, and Bob Chapman

Commissioners Absent: Richard Platz and Elaine Hogan

Staff Present: City Manager Amanda Mager, City Planner Garrison Rees, and Planning Commission Secretary Cheryl Gunderson.

Staff Absent: None

Public Present: Kash Boodjeh, Sarah Finestone, Frank Ostine, and Tina Cochran.

1. Approval of Minutes: December 11, 2017 Special Meeting

- a. Motion (Whitcomb, Chapman) to approve the minutes as amended.
- b. Motion passed unanimously (3-0).

2. Public Input on Non-Agenda Items

- a. None.

3. Approval of the Agenda

- a. Motion (Chapman, Whitcomb) to approve agenda as written.
- b. Motion passed unanimously (3-0).

Discussion/ Action:

4. Planning Commission Action: 025-081-008/2018 Site Plan Approval for Sarah Finestone for construction of a commercial structure in the Mixed Use (MU) Zone. Exception from the Residential Development Standards for construction of a new residence with a metal roof. Located on an approximately 5,220 s.f. parcel (APN 025-071-012). The project is categorically exempt from CEQA per §15303 (Class 3) of the CEQA Guidelines which allows the construction and location of limited numbers of new, small facilities or structures.

- a. Planner Rees provided the Planning Commission with a summary of the Staff Report. The applicant proposes to build a single-family residence and a separate office on a parcel in the Mixed-Use (MU) Zone. Ms. Finestone is seeking Site Plan Approval for the office only since single-family residences are not subject to Site Plan Approval in the MU Zone. The residence is in compliance with the Residential Development Standards contained in the City's Municipal Code, with the exception of the proposal to place a metal roof on the residence. He further explained that the project is determined to be categorically exempt from CEQA per the CEQA Guidelines Section

- 15303 (Class 3) which allows the construction and location of limited numbers of new, small facilities or structures.
- b. Planner Rees has received comments from the City Staff as follows: 1) The City Manager expressed concern that the installation of traditional curb, gutter, and sidewalk improvements may exacerbate the existing flooding issues occurring along this section of Railroad Avenue. She suggested an alternative design be considered. Deviations may be allowed per the City's Municipal Code as long as the deviation is prepared by a registered engineer and approved by the City Engineer; 2) The Public Works Department also commented that the sidewalk, drainage, and flooding issues need to be addressed. They recommended that the improvements for pedestrian access and drainage should be installed and inspected prior to the issuance of the Certificate of Occupancy by the Building Inspector; 3) The Building Inspector's comments related to the submittal requirements for a building permit; 4) The City Engineer's comments included a requirement that the curb, gutter, and sidewalk or an alternative design of same, and water and sewer utility connection locations and meter locations must be approved by the City Engineer. The City Engineer also stated that the grading and drainage plan must be included in the construction plans; and 5) The Blue Lake Volunteer Fire Department requested that the residence and office have separate addressing.
 - c. Planner Rees explained that only one off-street parking space is being proposed adjacent to the proposed office, although two are required by the City's Municipal Code. As allowed by Section 17.24.100(B)(4) of the Municipal Code, the City Planner may waive off-street parking spaces if a project meets certain criteria. The project meets two of these criteria, which include: 1) the proximity to a bus stop or other alternative transportation facilities, which the project site is less than 0.25 miles from the nearest bus stop, and 2) the provision of bicycle parking spaces, of which the applicant is proposing two bicycle parking spaces.
 - d. Planner Rees explained that the applicant is also applying for an exception to the Residential Development Standards for a metal roof on the proposed residence. To allow an exception from these standards, the applicant must show good cause. As stated in Section 17.24.260(B) of the Municipal Code, good cause exists if the proposed structure is found to be compatible with the neighborhood. Considering two metal structures currently exist directly adjacent to the project site, the proposal to construct a residence with a metal roof can be found to be compatible with the neighborhood.
 - e. The recommendation of City Staff is to approve the project application with the recommended conditions of approval and make the findings that the project is consistent with the City's General Plan and Zoning Ordinance.
 - f. Vice-chair Eddy opened the floor for Public Comment.
 - g. Mr. Kash Boodjeh spoke for the applicant regarding the Sidewalks, curbs, and gutter as it relates to flooding. He explained that they would like the City Engineer to come up with a design for the entire block that Ms. Finestone can contribute to and the City can build at a later date. He also stated that the proposed metal roof has two purposes which include the following: 1) solar panels will soon be a requirement on all new residential construction and will not work on an asphalt roof; and 2) stormwater runoff is toxic if the roofing material is asphalt.

- h. Vice-chair Eddy inquired of the applicant regarding the limitation of parking. Mr. Boodjeh responded that a power pole currently exists where a second parking space would be located and relocating the pole would be cost-prohibitive.
- i. Planner Rees noted that the Municipal Code allows the City Planner to waive off-street parking requirements and that the determination to waive one off-street parking space for the project has already been issued by the Planner.
- j. The Commissioners discussed the sidewalk, curb, and gutter issue. Their concerns included flooding and the timing and guarantee of installation.
- k. After a lengthy discussion, the Commissioners decided to revise Condition of Approval # 5 to state that the pedestrian and access improvements shall be installed and inspected by the City Engineer within 12 months of the issuance of the Certificate of Occupancy by the Building Department. It was also decided to revise the condition to state that the applicant shall file a form of security acceptable to City Staff for the total estimated cost of the improvements based on the standard construction design specified in the City's Municipal Code.
- l. Motion (Whitcomb, Eddy) to approve Resolution No. 1-2018, Resolution of the Planning Commission of the City of Blue Lake approving a Site Plan Approval application for Sarah Finestone for construction of a commercial structure, with the modified conditions of approval.
- m. Motion passed unanimously (3-0).

5. Planning Commission Action: 025-076-008/2018 Conditional Use Permit for Frank Onstine for a commercial wine production operation at his residence in the Mixed Use (MU) Zone. Located on an approximately 4,800 s.f. parcel (APN 025-076-008). The project is categorically exempt from CEQA per §15301 (Class 1) allowing the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures and §15303 (Class 3) which allows the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure.

- a. Planner Rees provided the Planning Commission with a summary of the Staff Report. The applicant has applied for a conditional use permit for a wine production operation on his property in the Mixed-Use (MU) Zone. The operation would involve the production, temporary storage, and bottling of approximately 200 gallons of wine per year. The business would not be open to the public and no signage is currently proposed. The proposed project is determined to be consistent with the purposes of the MU Zone and is conditionally permitted under the "Light Service and Small Scale Manufacturing" use type. The project is categorically exempt from CEQA per §15301 (Class 1) allowing the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures and §15303 (Class 3) which allows the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure.
- b. Planner Rees explained that adjacent to the applicant's property is a parcel owned by the City of Blue Lake which has been developed as part of the yard for the applicant's property. The landscaping improvements on this parcel are maintained per an agreement with the City. No structures are allowed on this property and the applicant may not conduct any portion of the proposed commercial wine production operation on

- the adjacent City parcel.
- c. Planner Rees has received comments from the City Staff as follows: 1) The City Manager and the Public Works Department were concerned that the potential impacts to the single-family residential development surrounding the applicants' property relating to noise, odors, and waste disposal be subject to adequate standards. They also indicated that any future signage needs to be reviewed by City Staff; 2) The Building Inspector requested construction plans, a waste disposal plan, information related to the parcel's location in relation to the flood hazard area, and a plan of operations; 3) The City Engineer also requested information about the plan for waste management, specifically preventing solids from entering the sewer system, an annual production report, and an annual inspection of the premises by the Public Works Department; and 4) The California Department of Alcoholic Beverage Control stated that approval will be needed for the proposed commercial wine production operation.
 - d. The recommendation of City Staff is to approve the conditional use permit with the recommended conditions of approval and make specific findings that the project is consistent with the City's General Plan and Zoning Ordinances.
 - e. Vice-chair Eddy opened the Public Hearing.
 - f. Mr. Frank Onstine clarified that the property address is 100 South Railroad. Mr. Onstine gave an overview of his wine production and waste disposal.
 - g. Planner Rees requested that Mr. Onstine provide this information to Staff in writing per the recommended conditions of approval.
 - h. Mr. Onstine further explained where and what work is done inside and outside of the residence for the wine production operation.
 - i. Commissioner Eddy asked the applicant about the distribution, to which he explained that distribution occurs offsite, only production occurs on the property.
 - j. Commissioner Eddy closed the Public Hearing.
 - k. Commissioner Chapman asked for clarification that no waste would enter Powers Creek from the operation.
 - l. Planner Rees stated that the project is subject to a variety of local, State, and federal regulations which address polluted runoff or non-stormwater discharges to Powers Creek.
 - m. Motion (Chapman, Whitcomb) to approve Resolution No. 2-2018, Resolution of the Planning Commission of the City of Blue Lake approving a conditional use permit application for Frank Onstine for a wine production operation with the correction of the property's address, as modified.
 - n. Motion passed unanimously (3-0).

6. Planning Commission Review: Dell'Arte Mad River Festival 2018 Pre-Festival Report.

- a. Planner Rees presented the Dell'Arte Pre-Festival Report to the Planning Commission. The Festival is planning no major changes for this year. It is scheduled for June 14, 2018 through July 14, 2018.
- b. Motion (Chapman, Eddy) to accept the Dell'Arte Mad River Festival Pre-Festival Report.
- c. Motion passed unanimously (3-0).

7. Miscellaneous Planner Items.

- a. Planner Rees provided the Planning Commission with a summary of the development applications currently being reviewed by City Staff.

8. Upcoming Planning Commission Meetings for the next 3 months will be on June 18, July 16, and August 20, 2018.

9. Adjournment by 9:00 pm unless extended by the Planning Commission.

- a. Motion (Chapman, Whitcomb) to adjourn.
- b. Motion passed unanimously.
- c. Meeting adjourned at 8:42 p.m.