



Town of Paradise Planning Commission Meeting Minutes 6:00 PM – October 15, 2024

Town of Paradise Council Chamber – 5555 Skyway, Paradise, CA

CALL TO ORDER by Chair Holman at 6:01 p.m. who led the pledge of Allegiance to the Flag of the United States of America.

PLANNING COMMISSIONERS PRESENT: Lynn Costa, Kim Morris, and Chair Charles Holman.

PLANNING COMMISSIONERS ABSENT: Carissa Garrard and Zeb Reynolds

1. APPROVAL OF MINUTES

- 1a. **MOTION by Morris, seconded by Costa**, approved the Regular Meeting Minutes of the September 17, 2024 Planning Commission Meeting. Roll call vote was unanimous with Garrard and Reynolds absent and not voting.

2. COMMUNICATION

- 2a. Community Development Director Susan Hartman provided an overview of recent Town Council actions including approving the introduction to the electronic message sign draft ordinance; 396 properties were declared a public nuisance for weed abatement with an objection hearing to be held on November 12th at the next Town Council meeting; authorized a new position in Finance and authorized funds for Council Member Crowder to advocate for the wildfire tax relief bill in Washington D.C.

3. PUBLIC COMMUNICATION - None

4. CONTINUED PUBLIC HEARING - None

5. PUBLIC HEARING

- 5a. Senior Planner Amber DePaola provided an overview of the proposed site plan application to allow the establishment of five (5) duplexes on property zoned Community Commercial (CC).

Chair Holman opened the public hearing at 6:17 p.m.

There were no public comments.

Chair Holman closed the public hearing at 6:18 p.m.

MOTION by Morris, seconded by Holman, 1. Approved the Garcia-Rivera Duplexes Site Plan Review Permit Application (PL24-00029) to allow the establishment of five (5) duplexes on property zoned Community

Commercial (CC). The project site is a +/-1.18-acre property located at 7635 Skyway, Paradise and further identified as Assessor Parcel No. 051-163-031 with the general conditions as specified below; and 2. Approved the negative declaration document regarding environmental impacts. Roll call vote was unanimous with Garrard and Reynolds absent and not voting. Community Development Director Susan Hartman reminded Commission that this project is subject to a 7-day appeal period and that no permits can be issued before that time.

GENERAL CONDITIONS

1. If any land use for which a Site Plan Review application approval has been granted and issued is not established within three years of the effective date, the Site Plan Review application approval may become subject to revocation by the Town of Paradise.
2. Minor changes to the interior and/or exterior design of the project may be approved administratively by the Town Planning Director upon submittal of a written request for such changes if the requested changes are consistent with the overall intent of the project, its environmental document, and its approval action. Any requested changes deemed by the Planning Director to be major or significant shall require a formal Site Plan Review permit modification review by the Planning Commission and the payment of the appropriate processing fees.
3. The property owner shall be required to establish and maintain solid waste collection services for the development, provided by the franchised solid waste hauler, for the duration of the land use.
4. Secure Design Review approval of the architectural design for the proposed duplexes, trash enclosure, and any new sign structures and maintain the property in a manner consistent with the Town of Paradise Design Standards.
5. All work within the public right-of-way is subject to Town issuance of an encroachment permit, which will require that the contractor be properly licensed and bonded with the Town of Paradise.
6. Outside light fixtures associated with the project shall be designed to not exceed a height of sixteen feet above finished grade and shall be shielded to prevent the direct projection of light onto adjoining and nearby properties.

CONDITIONS TO BE MET PRIOR TO ISSUANCE OF BUILDING PERMIT(S)**BUILDING**

7. Meet the requirements of the Town Building Official regarding the submittal of construction plans, building permit applications, accessibility, and all applicable Town adopted construction code requirements including those related to the required automated fire sprinkler system for **Phase I and Phase II**.
8. Meet the requirements of Paradise Municipal Code section 8.58.060 by ensuring the use of non-combustible fencing materials within 5 feet of any buildings and by maintaining a 5-foot non-combustible area around all buildings.

SANITATION

9. Complete the requirements of the Town Onsite Sanitary Official concerning the issuance of permits for installation of a new septic tank and abandonment of existing septic tanks for **Phase I** as well as a permit for the engineered wastewater treatment and disposal system to serve **Phase II**, which will require evidence of a passing percolation test for installation in a parking area. Provide evidence of having completed these requirements to the Town Development Services Department, Building Division.

SITE DEVELOPMENT

10. Submit two (2) copies of a **stamped and signed** engineered site plan and civil improvement plan related to the project site's proposed new features (i.e. parking facility, walkways, encroachment, and stormwater detention system) to the Town Engineering Division for approval prior to building permit issuance (site plan must show all grading as required per Town Municipal Code 15.02.150.1 - Section J104.2, including, but not limited to: finished floor, finished grade, contours, slopes, limit of grading, cut/fill, grades, phasing diagrams of all plans and utilities, utility and easement vacation and relocation plans, traffic improvements, circulation routes, etc.). Pay appropriate fees as adopted by the Master Fee Schedule. **Each project Phase will require a separate submittal.**
11. Grading permit fees per the current fee schedule must be paid, and approval of the engineered site plan by the Town Engineer is required, **PRIOR TO COMMENCEMENT** of site work for the project. **Each project Phase will require a separate submittal.**
12. Submit a completed Erosion and Sediment Control Plan, **for each project Phase**, to include a site plan with BMP locations, types, and details for review and approval by the Engineering Division. If more than an acre of land is disturbed, a Notice of Intent (NOI) must be filed with the State Regional Water Quality Control Board and

the applicant must provide the Town with a copy of the project Storm Water Pollution Prevention Plan (SWPPP).

13. The project developer shall take precautions to minimize dust emissions and soils erosion activity during project construction. Such precautions shall be detailed within the project soils erosion control plan included within the detailed site development plan and subject to review and approval by the Town Engineer.
14. Prepare and submit stormwater calculations for the existing and the total proposed site improvements to the Town Engineering Division.
15. Apply for and secure approval of a Stormwater Post Construction Plan for a Regulated Project through the Town Engineering Division, to include a drainage analysis.
16. The applicant shall submit a comprehensive construction and demolition recycling plan, which meets all local and state regulations, for review and approval by the Building Division.

ROADS/ACCESS

17. Secure the issuance of an encroachment permit for **Phase I** from the Town Public Works Department and upgrade the driveway encroachments along the Skyway frontage of the project site to a Town-adopted D-12 standard in a manner deemed satisfactory to the Town Engineer.

UTILITIES

18. Meet the requirements of the Paradise Irrigation District (PID) regarding any water meter upgrade and backflow prevention assembly.

CONDITIONS TO BE MET PRIOR TO FINAL BUILDING INSPECTION AND CERTIFICATE OF OCCUPANCY

BUILDING/FIRE

19. Complete all installation and inspection requirements of the Building Official for each Phase of the project. All construction shall be in conformance with all Town-adopted requirements.
20. Complete all installation and inspection requirements of the Fire Marshal regarding the automatic fire sprinkler system.

ROADS / ACCESS

21. Complete inspections for all necessary site, encroachment, and other facility improvements as required by the Town Engineer. All construction shall be in conformance with generally acceptable engineering and construction practices and compliance with all Town-adopted requirements.
22. Provide adequate fire and emergency vehicle access onsite and in a manner deemed satisfactory to the Town Fire Marshal.

SITE DEVELOPMENT

23. Submit landscaping plans **for each Phase** to the Development Services Department, Planning Division in accordance with Paradise Municipal Code requirements consisting of a minimum of 10% of the developed area and install approved landscape materials in a manner deemed satisfactory to the Town Planning Director. Installation of required landscape materials may be guaranteed by a bond (or a similar financial instrument) for a limited additional period of time determined by the Planning Director to be appropriate (ex: 90 days). Landscape plans shall be designed in accordance with the requirements of the State of California Model Water Efficient Landscape Ordinance (MWELO). No 4-way (close-in) inspection on any structure shall receive approval prior to landscape plan approval, and no final building inspection or occupancy shall be permitted until the landscape materials have been installed (or bonded to guarantee installation) in accordance with the approved plans and to the satisfaction of the Planning Division.
24. Secure a building permit for the installation of the required trash enclosure from the Building Division. Include detail sufficient to assess conformance with all solid waste standards including truck access, turnaround areas, and enclosure details to show compliance with the Town's architectural design standards. The location and design of the trash enclosure shall be reviewed and approved by the Planning Division prior to the issuance of the building permit. The trash enclosure must be installed and inspected prior to final building inspection.
25. Building facades and colors shall be in conformance with the approved architectural design review elevations.
26. Secure the issuance of a tree felling permit for **Phase I** before the felling of any qualifying trees on-site, if required.

SANITATION

27. Meet the requirements of the Town Onsite Sanitary Official regarding inspection and approval for the construction and final design of the onsite wastewater disposal system for each respective Phase.

UTILITIES

28. Meet all requirements of the Paradise Irrigation District (PID) regarding service lateral and backflow requirements and any new water service connections.

29. Meet the requirements of all other utility providers regarding the extension or relocation of utility service lines and the establishment of any necessary on-site utility easements.

5b. Community Development Manager Anne Vierra provided an overview of the proposed revocation of a temporary use permit authorizing occupancy of an RV under Urgency Ordinance 612, relating to interim housing at 5353 Sawmill Road.

Chair Holman opened the public hearing at 6:26 p.m.

There were no public comments.

Chair Holman closed the public hearing at 6:27 p.m.

MOTION by Morris, seconded by Costa approved the revocation of the temporary use permit authorizing occupancy of an RV under Urgency Ordinance 612 relating to interim housing at 5353 Sawmill Road with direction to staff that the occupant of the RV would have until November 4th to move off of the premises, allow, but, not-to-exceed, six months to remove the truck and trailer off the site, and that a “No Other Occupancy” sign be posted on the property. Roll call vote was unanimous with Garrard and Reynolds absent and not voting.

6. OTHER BUSINESS - None

7. COMMITTEE ACTIVITIES - None

8. COMMISSION MEMBERS

8a. Future agenda items:

Planning Commission with hold hearings in November for the following projects: a cement processing yard on American Way, a landscaping yard on Skyway and a private sales and service construction site.

Director Hartman shared that Commission would likely see a draft of the sewer service overlay zoning district in early 2025.

9. ADJOURNMENT

Vice Chair Morris adjourned the meeting at 6:31 p.m.

Date Approved: November 19, 2024

By:

Attest:

_____/s/_____
Charles Holman, Chair

_____/s/_____
Melanie Elvis, Town Clerk/Elections Official