



TOWN OF PARADISE

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P L A N N I N G C O M M I S S I O N M I N U T E S

October 20, 2020

6:00 PM

CALL TO ORDER by Chair Morris at 6:00 p.m. who let the pledge of Allegiance to the Flag of the United States of America.

PLANNING COMMISSIONERS PRESENT: Lynn Costa, Ron Lassonde, Zeb Reynolds and Kim Morris, Chair

PLANNING COMMISSIONERS ABSENT: None

1. APPROVAL OF MINUTES

- 1a. **MOTION by Costa, seconded by Lassonde,** Approve Regular Meeting Minutes of September 15, 2020. Roll Call vote was unanimous.

2. Swearing in of Newly Appointed Planning Commissioner Carissa Garrard.

Town Clerk Volenski swore in newly appointed Planning Commissioner Carissa Garrard.

3. Roll Call

PLANNING COMMISSIONERS PRESENT: Lynn Costa, Carissa Garrard, Ron Lassonde, Zeb Reynolds and Kim Morris, Chair.

PLANNING COMMISSIONERS ABSENT: None

4. Appointment of Planning Commission Vice Chair for the Remainder of the 2020/21 Fiscal Year.

- a. Appointment of Vice-Chair (Chair presiding)

Chair Morris opened up the floor for nominations for Planning Commission Vice Chair for a one-year term commencing on October 20, 2020.

Commissioner Reynolds nominated Commissioner Lynn Costa to serve as Vice-Chair for a one-year term.

Motion by Costa, seconded by Lassonde to close the nomination for position of Vice Chair. All commissioners approved closing the nomination.

Commissioner Costa is unanimously appointed to serve as Vice Chair for the remainder of the term through June 30, 2021.

5. COMMUNICATION

5a. Recent Council Actions – Community Development Director Susan Hartman informed the Commissioners that the Town Council introduced the ordinance banning needles and syringes with modifications; the interim RV Ordinance was extended to June 30, 2021; Genasys was awarded a contract for an early warning system which is part of the long-term recovery projects.

5b. Staff Comments - None

6. PUBLIC COMMUNICATION - None

7. CONTINUED PUBLIC HEARING - None

8. PUBLIC HEARING

8a. Item to be determined to be exempt from environmental review

Paradise Lutheran Church Site Plan Review Permit Application (PL20-00203): Planning Commission consideration of a request for site plan review permit approval to construct a +/-4,376 square foot 4-unit apartment building. The existing Lutheran Church and its associated buildings are currently located on the property. The project site is a 2.22-acre property zoned Community Services (CS) and is located at 780 Luther Drive, further identified as Assessor Parcel No. 052-080-006.

Associate Planner Nick Bateman presented the proposed site plan for the Paradise Lutheran Church located at 780 Luther Drive.

Chair Morris opened the public hearing at 6:15 p.m.

1. Gwen Nordgren provided a history of the proposed project and asked the Planning Commission to support the project.

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

MOTION by Garrard, seconded by Costa, to adopt the required findings for approval as provided by staff and approved the Paradise Lutheran Church site plan review permit application (PL20-00203) to allow the establishment of residential 4-plex subject to the following conditions. Roll call vote was unanimous.

Community Development Director Hartman announced that an appeal of the Planning Commission’s decision can be made within seven (7) days of the decision date.

GENERAL CONDITIONS

1. If any land use for which a site plan review permit has been granted and issued is not established within three years of the site plan review permit’s effective date, the use permit may become subject to revocation by the Town of Paradise.
2. Secure Design Review approval for the proposed architectural building designs and any proposed business signs.
3. 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.

4. 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.
5. Pay all development impact fees prior to issuance of building permits for project construction in accordance with Paradise Municipal Code requirements.

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

CONSTRUCTION CODES

6. Complete the requirements of the Town Building Official regarding submittal of construction plans, building permit application, accessibility, and all applicable town adopted construction code requirements.
7. Meet the requirements of PMC 8.58.060 by including the use of noncombustible fencing materials within 5 feet of the proposed structure, if applicable.
8. Complete the requirements of the Onsite Sanitary Official concerning application, final system design, and issuance of permit approvals for installation of a sewage disposal system to serve the proposed 4-plex.

GRADING AND DRAINAGE

9. Submit a detailed soil erosion prevention plan to the Town Public Works Department for approval by the Town Engineer **PRIOR** to the start of any earthwork. Show all erosion control devices and sedimentation basins required by Paradise Municipal Code Section 15.02.230.
10. Submit a Post-Construction Standards Plan, for a Regulated Project, for approval by the Town Engineer. The plan must address how the additional storm water drainage from new impervious surfaces will be detained, rerouted, or otherwise mitigated to prevent adverse impacts to any downstream neighboring properties. Pay applicable plan review fees per current fee schedule.
11. If cut and fill volumes exceed 50 cubic yards, apply for, and secure a grading permit through the Town Engineering Division
12. Submit three (3) copies of a detailed engineered on-site development, grading, and improvement plan(s), with an Engineer's Estimate for civil improvements (excluding utilities), showing all project improvements and facilities as proposed and required. Plans shall be prepared by a registered civil engineer (including parking facility designed in accordance with Town of Paradise off street parking regulations and site drainage design) and submitted to the Public Works Department (engineering division) for review and approval. Pay required on-site civil plan checking fee. Required improvement plans must be approved **PRIOR TO CONSTRUCTION** or installation of the required facilities.

UTILITIES

13. Meet all requirements of the Paradise Irrigation District (PID) in accordance with written project review comments received from PID staff dated July 3, 2020 regarding water main upgrades and any revisions thereto on file with the Town Development Services Department.

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

UTILITIES

14. Meet all other utility company requirements regarding the establishment of necessary utility easements and installation of new or expanded utility facilities. Provide evidence of compliance with these requirements to the Town Building Official.

SITE DEVELOPMENT

15. Construct all necessary site, drainage, access, and other facilities improvements as required by the Town Engineer. All construction shall be in conformance with generally acceptable engineering and construction practices.
16. Submit landscaping plans and current application fee to the Development Services Department (Planning division) in accordance with Paradise Municipal Code requirements 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).
17. Secure the issuance of a Town approved tree-felling permit prior to felling any qualified trees and pay the adopted permit fee.

WASTEWATER

18. Complete the requirements of the Town Onsite Sanitary Official regarding the installation of the required septic system. Provide evidence thereof to the Town Development Services Department (building division).

8b. Item to be determined to be exempt from environmental review

Williams Conditional Use Permit Application (PL20-00209): Planning Commission consideration of a request for a conditional use permit to construct a commercial shop to provide contracting services (gutters). The property previously held a single-family residential structure that was destroyed in the Camp Fire. The project site is a +/-0.23-acre property zoned Community Commercial (CC) and located at 9232 Skyway and further identified as Assessor Parcel No. 050-013-031.

Associate Planner Nick Bateman presented the proposed conditional use permit application from Mark William for the property located at 9232 Skyway.

Chair Morris opened the public hearing at 6:23 p.m.

Mark Williams, project applicant, provided the Commissioners with information regarding the project and asked for support of the project.

Chair Morris closed the public hearing at 6:29 p.m.

MOTION by Lasonde, seconded by Garrard adopted the required findings for approval as provided by staff and approved the Williams use permit application (PL20-00209) to allow the establishment of a contractor's office, and indoor storage of associated construction materials subject to the following conditions. Roll call vote was unanimous.

Community Development Director Hartman announced that an appeal of the Planning Commission's decision can be made within seven (7) days of the decision date.

GENERAL CONDITIONS

1. If any land use for which a use permit has been granted and issued is not established within three years of the use permit's effective date, the use permit may become subject to revocation by the Town of Paradise.
2. Apply for and secure Town of Paradise architectural design review approval for the project. Pursuant to Town Council resolution, there shall be no fee collected by the Town for this review process.
3. Secure Town of Paradise design review approval for any new business sign structures prior to the establishment of such signs on the site.
4. An Administrative Permit must be applied for, and secured, for the placement of any sign within 50' of centerline of Skyway.
5. 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.
6. 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 use permit modification review by the Planning Commission and the payment of the appropriate processing fees.
7. Pay development impact fees prior to issuance of building permits for project construction in accordance with Paradise Municipal Code requirements.

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

SITE DEVELOPMENT

8. Submit three (3) copies of a detailed engineered site development and improvements plan showing all project improvements and facilities as proposed and required. Plans shall be prepared by a registered civil engineer (including parking facility designed in accordance with Town of Paradise off street parking regulations and site drainage design) and submitted to the Public Works Department (engineering division) for review and approval. Pay required site plan checking fee. Construction and drainage improvement plans must be approved **PRIOR TO CONSTRUCTION** or installation of the required facilities.

9. Submit a detailed soil erosion prevention plan to the Town Public Works Department for approval by the Town Engineer **PRIOR** to the start of any earthwork. Show all erosion control devices and sedimentation basins required by Paradise Municipal Code Section 15.04.280.
10. Submit a detailed dust emissions control plan to the Town Public Works Department for approval **PRIOR** to the start of any earthwork.

ACCESS

11. Applicant shall secure an encroachment permit from the Town of Paradise Public Works Department to upgrade the existing driveway to meet current development standards. All work within the public right-of-way requires a licensed, bonded and insured contractor.

GRADING / DRAINAGE

12. If more than fifty (50) cubic yards of soil is displaced in association with the project, apply for and secure Town issuance of a grading permit satisfying all Town Public Works Department requirements. Pay applicable grading permit fees per current fee schedule.

CONSTRUCTION CODES

13. Meet the requirements of the Town Building Official regarding accessibility requirements, fire resistive materials, submittal of construction plans, building permit applications, and all applicable construction code requirements.

SANITATION

14. Secure a minor repair permit from the Onsite Wastewater Division for the connection of the building sewer to the existing septic system.

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

UTILITIES

15. Meet all requirements of the Paradise Irrigation District (PID) in accordance with written project review comments received from PID staff dated 7/13/20 and any revisions thereto on file with the Town Development Services Department (See attached).
16. Meet all other utility company requirements regarding the establishment of necessary utility easements and installation of new or expanded utility facilities. Provide evidence of compliance with these requirements to the Town Building Official.

SITE DEVELOPMENT

17. Construct all necessary site, drainage, access, and other facilities improvements as required by the Town Engineer. All construction shall be in conformance with generally acceptable engineering and construction practices.
18. Meet the requirements of the Fire Prevention Inspector in accordance with written comments dated July 13, 2020 (attached).
19. Submit landscaping plans and current application fee to the Development Services Department (Planning division) in accordance with Paradise Municipal Code requirements 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).

SANITATION

20. Complete the connection of the building to the existing septic system in a manner satisfactory to the Town Onsite Sanitary Official.

CONDITIONS OF CONSTRUCTION SALES AND SERVICES BUSINESS OPERATION

21. All activities associated with the proposed contracting service, equipment and storage land use shall be conducted in compliance with the Town of Paradise Noise Control Ordinance.
22. Bulk material storage associated with the construction services shall be contained within storage buildings.
23. Maintain the property in a manner consistent with the Design Standards of the greater redevelopment area and upper Skyway.

8c. Item to be determined to be exempt from environmental review

Statewide Site Plan Review Permit Application (PL20-00231) Planning Commission consideration of a request for site plan review permit approval proposing the establishment of a mobile home sales office and model home display yard on adjoining properties totaling +/-1.12 acres zoned Community Commercial (CC) and located at 7668 & 7686 Skyway and further identified as Assessor Parcel Nos. 051-164-057 & 061.

Associate Planner Chris Smith provided an overview of the Statewide Site Plan Review Permit application located at 7668 & 7686 Skyway.

Chair Morris opened the public hearing at 6:33 p.m.

1. Sherri Murray, project applicant, shared some history behind Statewide Mobile homes and asked the Commissioners to support the project.

Chair Morris closed the public hearing at 6:41 p.m.

MOTION by Garrard, seconded by Reynolds, adopted the required findings for approval as provided by staff and approved the Statewide Site Plan Review permit application (PL20-00231) to allow the establishment of a Mobile Home Sales land use to include model display units subject to the following conditions. Roll call vote was unanimous.

Community Development Director Hartman announced that an appeal of the Planning Commission's decision can be made within seven (7) days of the decision date.

GENERAL CONDITIONS OF PROJECT APPROVAL

1. If any land use for which a use permit has been granted and issued is not established within three years of the use permit's effective date, the use permit may become subject to revocation by the Town of Paradise.
2. Secure Design Review approval for any business signage.
3. All work within the Skyway 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.
4. 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.
5. 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 use permit modification review by the Planning Commission and the payment of the appropriate processing fees.
6. Maintain the property in a manner consistent with the Town of Paradise Design Standards.
7. Pay development impact fees prior to issuance of building permits for project construction in accordance with Paradise Municipal Code requirements.

CONDITIONS PRIOR TO COMMENCEMENT OF MOBILE HOME SALES YARD

ROADS AND ACCESS

8. If using northern driveway encroachment on 7686 Skyway, secure the issuance of an encroachment permit from the Town Public Works Department for the improvement of the gravel driveway encroachment along the Skyway frontage of the project site, leading to the manufactured homes, in a manner deemed satisfactory to the Town Engineer.
9. If not improving the northern driveway encroachment, secure access with a gate to the satisfaction of the Fire Prevention office.

UTILITIES

10. 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.

SITE DEVELOPMENT

11. Meet the requirements of the Town Building Official regarding submittal of construction plans, building permit application, and all applicable town adopted construction code requirements.

12. The project site shall include an ADA accessible safe path of travel from the public right of way to the manufactured model homes and office.
13. Meet the requirements of the Fire Prevention Inspector in accordance with written comments dated August 20, 2020 (attached).
14. The property shall be required to establish and maintain solid waste collection services for the project property, provided by the franchised solid waste hauler, for the duration of the Mobile Home Sales land use.
15. Manufactured homes must include skirting around base of home to shield view of foundation.
16. Manufactured homes must maintain a twenty-five (25) foot setback from centerline of Rochelle Lane.
17. Meet the requirements of Paradise Irrigation District dated in accordance with written comments dated September 24, 2020 (attached).
18. Meet the requirements of Building Division dated in accordance with written comments dated August 12, 2020 (attached).
19. Required landscape plans for the proposed project shall be designed to provide for landscaping comprising a minimum of ten percent of the developed area of the vacant northern parcel. Landscape Plans shall be designed in accordance with the requirements of the State of California Model Water Efficient Landscape Ordinance (MWELo) and section 15.36 of the Paradise Municipal Code.

Failure to uphold and maintain compliance with the conditions of this permit may result in the permit being administratively revoked by the Town of Paradise (PMC Section 17.32.600).

A written request to withdraw the application for Agenda item 8d was received by Community Development Director Hartman. A full withdrawal of this application is currently being processed.

8d. Item to be determined to be exempt from environmental review

JMS Sales Conditional Use Permit Application (PL20-00239) Planning Commission consideration of a request for a conditional use permit to establish a mobile home sales office and model home display yard on adjoining properties totaling +/-1.21 acres zoned Community Commercial (CC) and located at 6075 & 6077 Clark Road and further identified as Assessor Parcel Nos. 053-101-022 & 027.

9. OTHER BUSINESS - None

10. COMMITTEE ACTIVITIES - None

11. COMMISSION MEMBERS

a. Identification of future agenda items (All Commissioners/Staff)

Community Development Director Hartman informed the Planning Commissioners of upcoming projects: Paradise Unified School District General Plan Amendment and Rezone and an outdoor automotive sales that requires an entitlement.

12. ADJOURNMENT

Chair Morris adjourned the meeting at 6:57 p.m.

Date Approved: December 15, 2020

By: _____/s/_____
Kim Morris, Chair

Attest:

_____/s/_____
Dina Volenski, CMC, Town Clerk