



MINUTES
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
October 13, 2010

1. CALL TO ORDER: **7:00 PM**
2. ROLL CALL: **Chair Hedges, Vice Chair Wright, Commissioners Henderson, Jaffarian and Newton**
3. STAFF PRESENT: **Planning Director King, Senior Planner Robles and Deputy City Clerk Germain**
4. PLEDGE OF ALLEGIANCE: **Vice-Chair Wright**
5. APPEAL NOTICE: **Read by PD King**
6. HEARING FROM THE AUDIENCE ON ITEMS NOT LISTED ON THE AGENDA: **NONE**
7. APPROVAL OF MINUTES: Minutes of September 29, 2010
M/S WRIGHT/HENDERSON to approve the minutes of September 29, 2010 as written

AYES: Unanimous

Motion Carried

8. CONTINUED ITEMS: **NONE**
9. PUBLIC HEARING: **Resolution No. 2010-___**; Conditional Use Permit 2010-03 (Renaissance Church): A Request for Approval to Allow a Church within an Existing Building at 1860 Town and Country Drive, Located within the M-1 (Heavy Commercial/Light Manufacturing) Zone.
SP Robles introduced the staff report on file in the Planning Department. She gave an overview of the project within an existing business center. She stated parking availability is an issue of concern as the parking spaces requirement is based on the fixed seats in the church. SP Robles added that based on the hours of operation for the church, that there are no overlapping times with the other businesses in the center. She stated that the Planning Commission may choose to allow shared parking usage. She stated that the staff recommends approval.

In response to PC Jaffarian, PD King stated that a reciprocal parking agreement is provided by the property owner. He added that the owner does risk not being able to rent all his units by using a reciprocal parking agreement.

PC Newton questioned the legend on the map stating that it does not match the floor plan. In response, Architect Randy Jepson stated that the legend was created for a previous project that was dropped. He added that there are no new improvements requested or scheduled and will have the site plan updated as such.

Chair Hedges OPENED the public hearing, indicated that proper notification had been made and asked for the appearance of those wishing to speak.

Architect Randy Jepson: Mr. Jepson, representing the tenant for the project, noted they are aware of the parking concerns of the neighboring properties. He shared that a reciprocal parking agreement is currently being prepared which would indemnify the other property owners should any churchgoers park in their area. He asked the Planning Commission to also take into consideration the limited hours of operation.

In response to PC Newton, Mr. Jepson stated that the applicant would have no objection to a condition being added stating no outside storage.

Chair Hedges CLOSED the public hearing and brought discussions back to the Commission.

The Commission was in agreement with PC Newton to add Condition 17 for “no outside storage”.

M/S Wright/Newton to approve Conditional Use Permit 2010-03 in accordance with and subject to all conditions of approval contained within Resolution No. 2010-14 as amended with adding Condition 17.

AYES: Unanimous

Motion Carried

10. BUSINESS ITEMS:

- A. Draft Residential Accessory Structure Guidelines. Recommendation: Take comments and suggestions and finalize for publication. (Planning Director King)

PD King introduced the staff report on file in the Planning Department. He pointed out two changes that were made after the initial introduction of the draft guidelines on September 29, 2010 the first change added reference to the sections of the Norco Municipal Code and the specific plans affected; and second, the clarified description of the primary animal-keeping area coverage allowance.

In response to Chair Hedges, PD King suggested that the verbiage under “non animal-keeping structures – location”, second bullet stating “Structures located on or adjacent

to PAKA..." be changed to read "Structures adjacent or near to a PAKA..." since its location is non animal-keeping.

PC Newton shared that the sub-committee had referenced guidelines from different cities, such as Davis, Bellingham, Concord and Riverside.

PD King stated to the Commission that a letter of concern and opposition was received earlier in the day and it was forwarded to the members of the Planning Commission via email.

Chair Hedges invited the appearance of those wishing to speak.

Jodi Webber: Ms. Webber shared with the Commission her comments/suggestions for the Residential Accessory Structure Guidelines. She asked that the reference of "Equestrian Residential District" be removed to simply read "Norco Hills Specific Plan and Norco Ridge Ranch Specific Plan." She further pointed out other areas of verbiage that seemed both controversial and unclear, or not within the body of the municipal codes.

Discussion ensued between the Commissioners and Ms. Webber regarding her suggestions and comments.

In response to PC Jaffarian, PD King stated that Ms. Webber is correct in that the Municipal Code does not state "Unadorned steel buildings are not permitted"; he suggested that the verbiage be changed to read "highly visible unadorned steel buildings are strongly discouraged".

Curtis Coombs: Mr. Coombs stated that he would like more clarification within the guidelines.

Ken Sprowls: Mr. Sprowls asked what effects are there on pre-existing buildings; in response Chair Hedges answered none.

Chair Hedges brought discussions back to the Commission.

PC Jaffarian gave a suggestion that the guidelines be written in a more positive tone as opposed to a negative statement. He also suggested that a list of items of consideration that the Planning Commission will be looking for be added.

PC Newton stated that the guidelines must be kept simple for the applicant in order to be helpful in facilitating the process.

Vice Chair Wright reminded everyone that this is meant to be a guideline only, not its entire code. He noted his disappointment that more people did not show up to this meeting as he was looking forward to more public input on this subject.

Direction was given to send this back to the sub-committee for further revision.

- B. Residential Accessory Structure Site Plan Requirements.
Recommendation: Discuss and provide direction to staff. (Planning Director King)

PD King introduced the staff report on file in the Planning Department. He asked that the Planning Commission review a site plan checklist currently in use, noting that it was created towards a commercial-type building, not for residential use.

In response to PC Jaffarian, PD King stated that there are no mandatory minimum required by the State or the City codes and that a professional site plan is not necessary for the Planning Commission's conceptual review.

Chair Hedges asked for clarification on the term of a "professionally drawn" site plan.

Chair Hedges invited the appearance of those wishing to speak.

Jodi Webber: Ms. Webber clarified if the document in discussion is the document referred to as "site plan checklist".

Curtis Coombs: Mr. Coombs asked that the drainage system be shown on the site plans under review, and suggested that fire detectors be placed in the room.

Chair Hedges brought discussions back to the Commission.

PC Newton addressed Mr. Coombs' concerns about drainage stating that the current site plan checklist has this issue covered under item number 6. He added that the Fire Department also reviews site plans which would include the review of fire safety issues.

The Commissioners agreed that a site plan checklist be created for residential use only, keeping the checklist simple and not requiring that the drawing be done by a professional architect as long as it is legible. This would help keep costs down for the applicant.

PD King suggested that all comments be taken down and provided to PC Jaffarian and Building Official Keith Clarke for their review and brought back to the next Commission meeting.

PC Jaffarian gave some input on the changes to the existing site plan checklist for PD King to use in creating one for residential use.

11. CITY COUNCIL: **Received and Filed**
- A. Recap of Actions Taken at the October 6, 2010 City Council/Community Redevelopment Agency Meeting.
 - B. City Council Minutes dated September 15, 2010 (Regular) and September 20, 2010 (Special) Meetings

12. PLANNING COMMISSION: Oral Reports from Various Committees:

Architectural Sub-Committee: PC Newton reported that the Architecture Review Sub-Committee met with staff for architecture review of several projects, noting one for a cell phone tower set to look like a water tower with the Horsetown USA logo displayed on it.

13. STAFF: Current Work Program dated October 7, 2010: **Received and Filed**

14. OTHER MATTERS:

PC Newton encouraged everyone to see the steel framed church building currently under construction on Corona Avenue adding that it will look good when it is done.

In response to inquiry by the Commission, PD King shared the current status regarding the Union 76 station on Hamner Avenue stating that it is in the hands of the City Attorney and that the property owner has been advised that his site is deemed unsafe. He added that Mr. Sedrak has appealed to the City Council.

15. ADJOURNMENT: Chair Hedges adjourned the meeting at **9:10 PM.**

Respectfully submitted,

Steve King
Planning Secretary

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