



**AGENDA  
CITY OF NORCO  
PLANNING COMMISSION**



**CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
REGULAR MEETING  
JULY 9, 2014**

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**CALL TO ORDER: 7:00 p.m.**

**ROLL CALL:**

**STAFF PRESENT:**

**PLEDGE OF ALLEGIANCE:** Vice Chair Leonard

**INTRODUCTION AND OATH OF OFFICE:**  
New Planning Commission Member John D. Rigler

1. **ELECTION OF NEW CHAIR AND VICE CHAIR**
2. **APPEAL NOTICE:** In the event that you disagree with the action taken by the Planning Commission in regards to your application, or with any condition for approval of the application which is not a specific requirement of the Norco Municipal Code, you are entitled to appeal such determination or conditions to the Norco City Council, provided that such appeal is filed with the Norco City Clerk within ten calendar days after the requirements for appeals, inclusive of payment of an appeal fee. Please contact City planning staff at (951) 270-5661 if you have any questions regarding any item you may wish to appeal.
3. **PUBLIC COMMENTS:** Hearing from the audience on items not listed on the agenda. Please limit your comments to three (3) minutes. Be sure to complete a speaker card at the entrance of the room and present it to the Clerk so that you may be recognized.
4. **APPROVAL OF MINUTES:**
  - ❖ Minutes of Regular Meeting on June 11, 2014
  - Recommended Action: Approval (Deputy City Clerk)**
5. **PUBLIC HEARINGS:**
  - A. **Conditional Use Permit 2014-14 (Gougeon/Andresen):** A request for approval to allow an accessory building consisting of a 4,000 square-foot Recreational Vehicle (RV), personal vehicles and tool storage building at

1320 Hillkirk Avenue located within the A-1-20 Zone. **Recommended Action: Continue project to August 13, 2014** (Senior Planner)

B. **Conditional Use Permit 2014-06 (Duncan):** A request for approval to allow an accessory building consisting of a 1,050 square-foot barn at 1456 Foxtrotter Road located in the Norco Ridge Ranch Specific Plan (NRRSP). **Recommended Action: Continue to August 13, 2014** (Senior Planner)

6. BUSINESS ITEMS:

A. **Site Plan 2014-13 (Williamson):** A request for approval to allow an accessory building consisting of a 464 square-foot detached patio cover at 3449 Vandermolen Drive located within the Norco Ridge Ranch Specific Plan. **Recommended Action: Approval** (Senior Planner)

7. DISCUSSIONS:

A. **Zone Code Amendment 2014-04 (City):** Amending Chapter 18.13 "A-1 Zone, Agricultural Low Density" in the Norco Municipal Code to add Bed and Breakfast as a conditionally-permitted use. **Recommended Action: Discuss and Provide Direction** (Planning Director)

B. **Building Permit Process:** Provide Input as Needed. (Planning Director)

8. CITY COUNCIL MINUTES: Receive and File

- City Council Special Meeting of May 21, 2014
- City Council Special Meeting of June 4, 2014
- City Council Regular Meeting of June 4, 2014

9. PLANNING COMMISSION:

A. Oral Reports from Various Committees

B. Request for Items on Future Agenda (within the purview of the Commission)

10. ADJOURNMENT

Staff reports are on file in the Planning Division.

Additionally, any writings or documents provided after distribution of the Planning Commission's agenda packet to a majority of the Planning Commission regarding any item on this agenda will be made available for public inspection at the Planning Division counter at City Hall located at 2870 Clark Avenue.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (951) 270-5623. Notification 48 hours prior to 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)



**MINUTES  
CITY OF NORCO  
PLANNING COMMISSION**



**CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE  
REGULAR MEETING  
JUNE 11, 2014**

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**CALL TO ORDER: 7:00 PM**

**ROLL CALL: Chair Hedges, Vice Chair Leonard, Commission Members Henderson, Hoffman, and Jaffarian**

**STAFF PRESENT: Planning Director King, Planning Intern Michaelis, and Deputy City Clerk Germain**

**PLEDGE OF ALLEGIANCE: Commission Member Hoffman**

**1. APPEAL NOTICE: Read by Planning Director King**

**2. Presentation to Commission Member Dave Henderson**  
Chair Hedges recognized Commission Member Henderson for his many years of service on the Planning Commission. A City Seal tile plaque and a proclamation was presented to thank him for all his efforts and dedication to the City.

**3. PUBLIC COMMENTS: NONE**

**4. APPROVAL OF MINUTES:**

❖ Minutes of Regular Meeting on May 14, 2014

**Recommended Action: Approval (Deputy City Clerk)**

**M/S Jaffarian/Hoffman** to approve the minutes of Planning Commission regular meeting of May 14, 2014, with minor corrections.

**AYES: Hedges, Leonard, Henderson, Hoffman, Jaffarian Motion Passed**

**5. PUBLIC HEARINGS:**

**A. CUP 2013-02, Modification 1: (Pandemic Fitness)** A request for a modification to an approved conditional use permit that allowed an indoor gymnasium at 1950 Fifth Street within the M-1 (Heavy Commercial/Light manufacturing) Zone, to allow a café, additional classes, and outdoor training. **Recommended Action: Approval (Senior Planner)**

Planning Director King presented the staff report on file in the Planning Department. He noted that the conditions of approval of the CUP mandated that any changes must be brought to the Planning Commission for approval. Staff recommends approval.

Vice Chair Leonard questioned if the sale of apparel was permitted, and noted concerns with parking. Director King stated that he will follow up with the point-of-sale allowance, noting that it may be covered under their business license; and that the parking allowance includes the 27 spaces available in the lot and street parking.

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

**Scott Freedland and Jim Borza, co-owners:** Mr. Borza stated that his business has expanded much faster than anticipated, as such additional class schedules are needed. In response to Vice Chair Leonard, he stated that they are not open on Sundays, but he allows the coaches to train on that day. The co-owners answered further questions from Commission Members Leonard and Hoffman regarding advertisement on the business' website and Facebook pages; as well as explaining that a new coach was not aware that he could not teach classes outside of the building.

Member Jaffarian and Henderson congratulated the business owners on their success.

Mr. Freedland noted that their location is the fastest growing cross-fit in the nation, and is hopeful on the continued growth of their business.

**Chair Hedges CLOSED the public hearing, bringing the discussion back to the Commission.**

Vice Chair Leonard stated that, based on the information he has investigated, he could not approve this modification as the applicants do not seem to be following the conditions of the original-approved CUP.

Member Hoffman concurred with Vice Chair Leonard. He asked staff to follow up with the business to make sure they are compliant.

Member Jaffarian reiterated that this Commission is not a punitive body, and can only set the rules; noting that enforcement of the CUP is not the Commission's job. In review of this modification request, he suggested that a condition be added to provide the business 90 days to comply with all the conditions.

Chair Hedges also concurred with Vice Chair Leonard, and the 90 days to comply.

**M/S Henderson/Jaffarian** to adopt Resolution 2014-37, to approve Conditional Use Permit 2013-02, Modification No. 1, to allow a café, additional classes, and an outdoor training area at 1950 Fifth Street; adding a condition to provide the business 90 days to comply with all conditions.

**AYES: Henderson, Jaffarian**

**NOES: Hedges, Leonard, Hoffman**

**Motion NOT Passed**

**Under discussion:** Vice Chair Leonard, in response to Member Jaffarian, stated that his concern is not to act as a punitive body but that we are asking them to follow the rules.

In response to Member Hoffman, Director King stated that no complaints have been received from other tenants of the business center.

**B. Zone Code Amendment 2014-03:** Amending Chapter 18.13 "A-1 Zone, Agricultural Low Density" in the Norco Municipal Code. **Recommended Action: Adoption** (Planning Director)

Planning Director King presented the staff report on file in the Planning Department. He explained the manner in which this amendment was written in order to affect only newer lots after the effective date.

Member Henderson asked that language be added to protect the current non-conforming lots created prior to this change, including the set back increase to 200', and that the pad size be modified to coincide with the new required-true half-acre lot to a minimum of 19,600 square feet.

**Chair Hedges OPENED the public hearing, indicating that proper notification had been made and asked for the appearance of those wishing to speak. With no one wishing to speak, Chair Hedges CLOSED the public hearing, bringing the discussion back to the Commission.**

**M/S Henderson/Hedges** to recommend to the City Council to approve Zone Code Amendment 2014-03, to amend Chapter 18.13 "A-1 Agricultural Low Density Zone", with any cross-references in other Chapters as Needed, and to increase the minimum lot size in the A-1 Zone from 20,000 square feet to 21,780 square feet. (w amendments)

**AYES: Hedges, Leonard, Henderson, Hoffman, Jaffarian Motion Passed**

**6. BUSINESS ITEMS:**

**A. Site Plan 2014-12 (Mercado):** A request for approval to allow an accessory building consisting of a 576 square-foot covered corral at 1307 Detroit Street located within the A-1-20 (Agricultural Low-Density) Zone. **Recommended Action: Approval** (Senior Planner)

Planning Intern Michaelis presented the staff report on file in the Planning Department. She noted that the project meets all requirements; staff recommends approval.

**M/S Jaffarian/Leonard** to adopt Resolution 2014-32, to approve Site Plan 2014-12, to allow an accessory building consisting of a 576 square-foot covered corral at 1307 Detroit Street.

**AYES: Hedges, Leonard, Henderson, Hoffman, Jaffarian Motion Passed**

**B. Site Plan 2014-11 (Eaton):** A request for approval to allow a detached accessory building consisting of a 704 square-foot patio storage building at 3413 Dales Drive located within the A-1-20 (Agricultural Low-Density) Zone. **Recommended Action: Approval** (Senior Planner)

Planning Director King presented the staff report on file in the Planning Department. He noted this item is being brought forth after a stop-order was issued in order to get all proper permits. Staff recommends approval.

Vice Chair Leonard recused himself from participating due to his involvement with the applicant.

**Chair Hedges invited the appearance of those wishing to speak.**

**Jeff Eaton, applicant:** Mr. Eaton explained that the flat area will be used as a deck area. In response to Member Hoffman, Mr. Eaton confirmed that when he purchased the property, the open animal area was already converted to concrete. In response to Member Jaffarian, he shared that the accessory building will be used mainly by his wife for gardening/planting work and storage.

Member Jaffarian noted a concern with the plan as it shows the structure will be up a slope. Mr. Eaton stated that he planned it this way so that the structure would be away from the flat pad area.

**Chair Hedges brought discussions back to the Commission.**

Member Jaffarian stated his issue with the location of the building, and suggested that a condition be added to state that the structure cannot be upgraded to a livable residence.

Chair Hedges stated her concern that there is no room for animals.

**M/S Jaffarian/Henderson** to adopt Resolution 2014-36, to approve Site Plan 2014-11, to allow an accessory building consisting of a 704 square-foot detached patio and building at 3413 Dales Drive.

**AYES:** Henderson, Jaffarian

**NOES:** Hedges, Hoffman

**ABSTAIN:** Leonard

**Motion NOT Passed**

- C. Norco College Marquee Sign (City):** A request for input regarding the proposed design of a marquee sign for Norco College at the northwest corner of Hamner Avenue and Third Street in the public right-of-way. **Recommended Action: Provide input as needed (this item is being provided for design comments but does not require approval)** (Planning Director)

Planning Director King presented the staff report on file in the Planning Department. He stated that Norco College wants to be good neighbor, and get input from the City and the Planning Commission regarding a new sign that will help advertise the college and events held there.

In response to Chair Hedges, Director King stated that the College, as part of a college district, do not have to get permission nor comply with City codes to put up the sign, noting that they are asking to use the City right-of-way for the sign.

Member Jaffarian suggested that the sign design reflect western/equine-type logo in order to represent the City. He added that he is not in agreement with displaying sponsors at the bottom of the sign, as shown in the sample design.

Member Henderson asked that, even if not required, the College should be asked to comply with City code and not be allowed to use the City's right-of-way. Member Henderson also noted that since the Commission has denied the Animal Hospital's similar sign request, the College should not be allowed its sign unless it complies.

The Commission asked that a vote to be taken:

**M/S Henderson/Hedges** to recommend that the City not allow the use of public right-of-way and that the sign be under the same size restrictions as business signs.

**AYES: Hedges, Leonard, Henderson, Jaffarian**

**NOES: Hoffman**

**Motion Passed**

**7. CITY COUNCIL MINUTES:**

**Received and Filed**

- City Council Special Meeting Minutes of May 7, 2014
- City Council Regular Meeting Minutes of May 7, 2014
- City Council Regular Meeting Minutes of May 21, 2014

**8. PLANNING COMMISSION:**

**A. Oral Reports from Various Committees:**

**Chair Hedges reported that the Ad-Hoc Committee on Infrastructure Needs and Funding had its first meeting.**

**B. Request for Items on Future Agenda (within the purview of the Commission):**

Commission Hoffman asked to agendaize a clarification of what types of accessory buildings can be approved at staff level on behalf of the Planning Commission.

**M/S Hoffman/Jaffarian** to agendaize at a future regular meeting.

**AYES: Hedges, Leonard, Henderson, Hoffman, Jaffarian**

**Motion Passed**

**9. ADJOURNMENT: Chair Hedges adjourned the meeting at 8:20 PM**

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Steve King, Secretary  
Planning Commission

**CITY OF NORCO  
STAFF REPORT**

**TO:** Honorable Chair and Members of the Planning Commission

**FROM:** Alma Robles, Senior Planner

**DATE:** July 9, 2014

**SUBJECT:** Conditional Use Permit 2014-14 (Gougeon/Andresen): A request for approval to allow an accessory building consisting of a 4,000 square-foot Recreational Vehicle (RV), personal vehicles and tool storage building at 1320 Hillkirk Avenue located within the A-1-20 zone

**RECOMMENDATION:** Staff recommends that the Planning Commission continue the project to the meeting of August 13, 2014 with direction that the size of the building be reduced.

Conditional Use Permit 2014-14 is a request for approval to allow an accessory building consisting of a 4,000 square-foot storage building for RV, personal vehicles and tools at 1320 Hillkirk Avenue located within the A-1-20 Zone (ref. Exhibit "A" – Location Map). The property consists of about 1.03 acres/44,866 square-feet and is developed with a single family residence (ref. Exhibit "B" – APN Map and Exhibit "E" – Aerial and Site Photo).

Accessory buildings that exceed 864 square feet require approval of a conditional use permit by the Planning Commission. The site plan, floor plan and building elevations for the proposed building are attached (ref. Exhibit "C" – Site Plan and Exhibit "D" – Floor Plan and Building Elevations). The proposed structure is a metal building and intended for private storage of an RV, personal vehicles and tools. Per the applicant, the structure is not intended for commercial use.

The following is required of accessory buildings in the A-1-20 zone:

- A minimum of 5 feet from property lines and 10 feet from any other structure is required for accessory buildings. **The proposed building will meet these requirements.**
- The maximum height of any accessory structure that exceeds 864 square feet is 20 feet, or as approved by the Planning Commission. **The structure is proposed with a maximum height of 18 feet as measured to the peak of the roof.**
- The maximum lot coverage of all structures shall be not more than 40% of the total pad area. The pad area is defined as the "flat" part of the lot (4% grade or less). **The subject property is approximately 44,866 square feet and the entire property has an average grade of 4% or less. The lot/pad coverage for the property is approximately 18%, which takes into account the existing and proposed structures.**
- A contiguous open animal area must be shown on the site plan which must be rectangular in shape with a minimum of 24 feet on any side. The total open area must be equal to the allowed number of animal units multiplied by 576 square feet. **Based on the size of the property, a total of 10 animal units would be allowed which would require**



## **RESOLUTION NO. 2014-40**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NORCO APPROVING A CONDITIONAL USE PERMIT TO ALLOW A DETACHED ACCESSORY BUILDING CONSISTING OF A 4,000 SQUARE-FOOT RECREATIONAL VEHICLE (RV), PERSONAL VEHICLE AND TOOL STORAGE BUILDING AT 1320 HILLKIRK AVENUE LOCATED WITHIN THE A-1-20 ZONE. (CONDITIONAL USE PERMIT 2014-14)**

WHEREAS, an application to the City of Norco, California has been submitted for a conditional use permit under the provisions of Chapter 18.45, Title 18 of the Norco Municipal Code by STEVEN GOUGEON AND BETHANIE ANDRESEN for property located at 1320 Hillkirk (APN 122-080-041); and

WHEREAS, notice of a public hearing on said petition has been given in the manner and for times required by law; and

WHEREAS, at the time set, at 7 p.m. on July 9, 2014 within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the Planning Commission for the City of Norco; and

WHEREAS, at said time and place, said Planning Commission heard and considered both oral and written evidence; and

WHEREAS, the City of Norco, acting as the Lead Agency, has determined that the proposed project is exempt from environmental assessment.

NOW, THEREFORE, the Planning Commission of the City of Norco does hereby make the following FINDINGS AND DETERMINATION:

**I. FINDINGS:**

A. The requested Conditional Use Permit will not adversely affect the general welfare of persons residing or working in the neighborhood thereof.

B. The requested use will not adversely affect the adjoining land uses.

C. The size and shape of the site proposed for the use is adequate to allow full development of the proposed use.

D. The traffic generated by the proposed use will not impose an undue burden.

E. The City of Norco, acting as lead agency, has determined that the project is categorically exempt from environmental assessment per Section 3.13, Class 3 of the City of Norco Environmental Guidelines.

II. DETERMINATION:

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Norco, California, in session assembled July 9, 2014 that the aforesaid application for a conditional use permit is granted, subject to the conditions provided in Section 18.45.14 of the Municipal Code of Norco, including, but not limited to the following conditions:

1. Approval is based on Exhibit "C" – Site Plan and Exhibit "D" – Floor Plan and Building Elevations dated May 21, 2014 and incorporated herein by reference and on file with the Planning Division. Development shall occur as shown unless otherwise noted in these conditions.
2. The recorded owner of the property shall submit to the Planning Division for record purposes, written evidence of agreement with all conditions of this approval before said permit shall become effective.
3. The project shall be in compliance with all City of Norco Municipal Codes, Ordinances and Resolutions. Non-compliance with any provisions of the Norco Municipal Code (NMC) not specifically waived in compliance with City procedures shall constitute cause for revocation and/or termination of the approvals granted under authority of this permit.
4. In the event conditions for approval by the Planning Commission, or City Council (as the case may be) require the revision of plans as submitted, the applicant shall submit four copies of the approved plan (revised to incorporate conditions for approval) to the Planning Division for record purposes for approval of any grading and/or building permits.
5. No occupancy of any building and/or structure shall be permitted which is not in compliance with approved plans and excepting upon specific review and approval of any "as built" modifications by the Planning Director as appropriate. Provided further, that no expansion of use beyond the scope and nature described in this application which would tend to increase the projected scale of operations shall be permitted except upon application for, and approval of, modification of this application in compliance with all procedures and requirements thereof.
6. The applicant shall obtain building permits and pay all applicable fees before beginning construction of the structure on the subject property.
7. The applicant shall comply with all requirements from the Planning, Engineering, and Building Divisions; and the Fire and Sheriff's Departments; and all other applicable departments and agencies.

8. A home occupation business shall not be permitted from the subject building.
9. The subject building shall complement the existing house in color.
10. This approval is for an accessory building consisting of an RV, personal vehicles and tools storage building. It is hereby established that it shall be grounds for revocation of this conditional use permit if the property owner has:
  - A. Violated any rule, regulation or condition of approval adopted by the Planning Commission relating to the conditional use permit; or
  - B. Conducted the operation permitted hereunder in a manner contrary to the peace, health, safety and general welfare of the public or in a manner which either generates or contributes to noise and/or health/sanitation nuisances, or which results in undesirable activities or creating an increased demand for public services.
11. Building permits for this accessory building are issued within the confines of this Conditional Use Permit. Any violation of a condition resulting in a revocation of this Conditional Use Permit may result in an order to remove the accessory building at the owner's expense.

Resolution No. 2014-40  
Page 4  
July 9, 2014

PASSED AND ADOPTED by the Planning Commission at a regular meeting held on July 9, 2014.

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Patricia Hedges, Chair  
Planning Commission  
City of Norco, California

ATTEST:

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Steve King, Secretary  
Planning Commission  
City of Norco, California

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Planning Commission of the City of Norco at a regular adjourned meeting thereof held on July 9, 2014 by the following roll call vote:

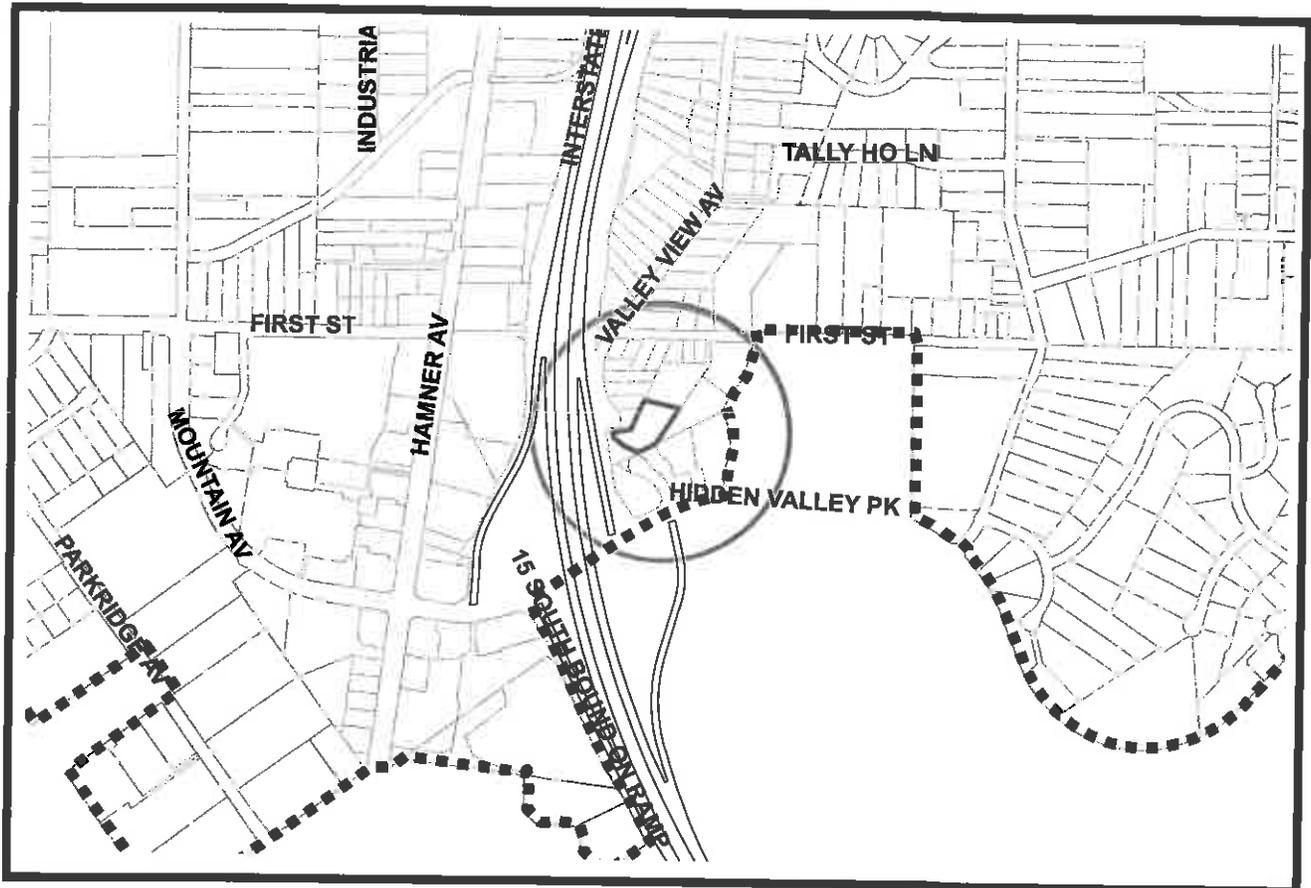
AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Steve King, Secretary  
Planning Commission  
City of Norco, California

/adr

# LOCATION MAP



Not to Scale



**PROJECT:** Site Plan 2014-14  
**APPLICANT:** Steven Gougeon and Bethanie Andresen  
**LOCATION:** 1320 Hillkirk Avenue

**Exhibit "A"**

# ASSESSOR'S PARCEL MAP

POR. PROTRACTED SEC. 24 T. 3S., R. 7W  
 POR. PSEC 19 T. 3S., R. 6W  
 CITY OF NORCO CORONA

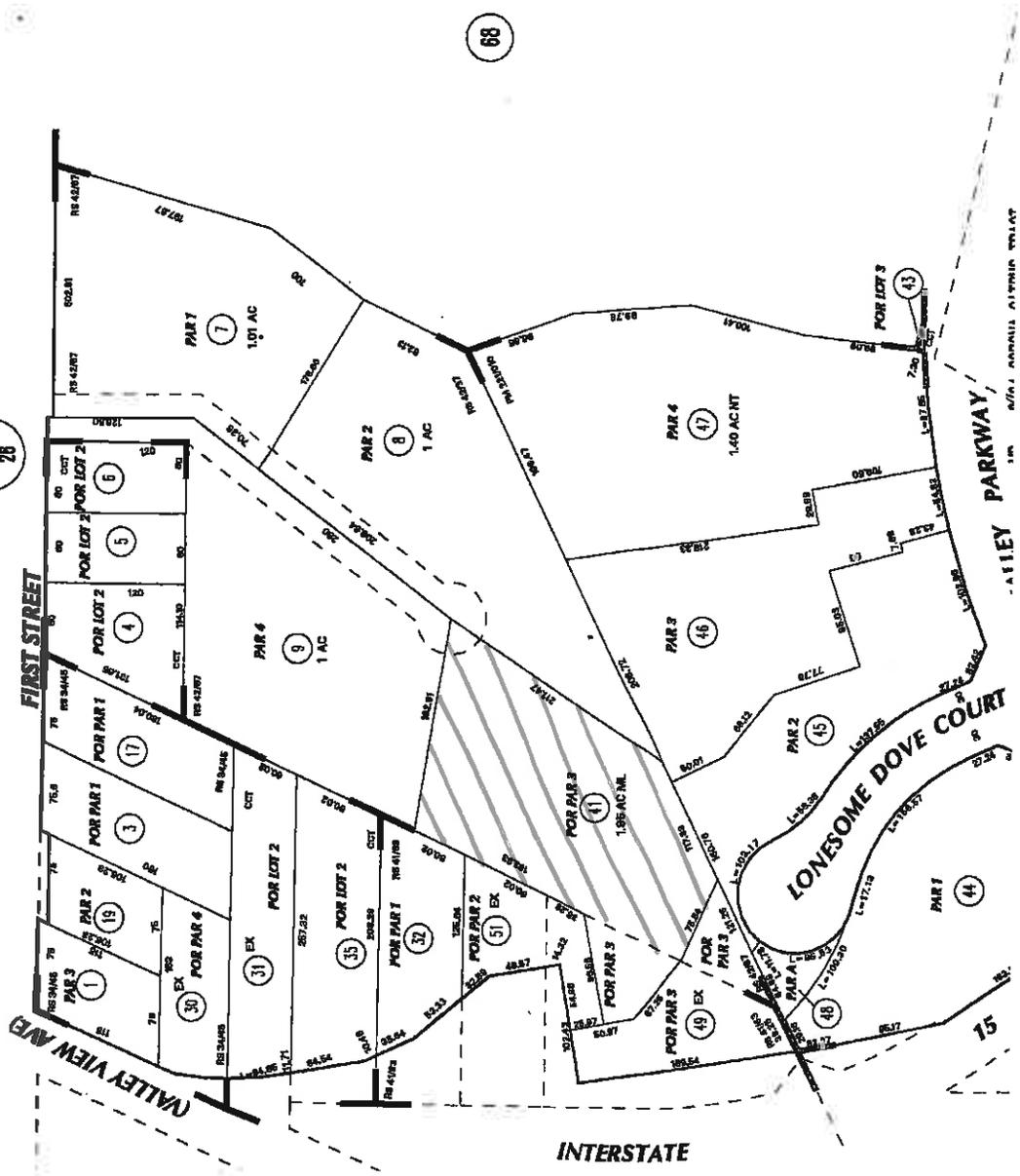
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Exhibit "B"

**CITY OF NORCO  
STAFF REPORT**

**TO:** Honorable Chair and Members of the Planning Commission

**FROM:** Alma Robles, Senior Planner

**DATE:** July 9, 2014

Conditional Use Permit 2014-06 (Duncan): A request for approval to allow an accessory building consisting of a 1,050 square-foot barn at 1456 Foxtrotter Road located in the Norco Ridge Ranch Specific Plan (NRRSP).

**RECOMMENDATION:** Staff recommends that the Planning Commission continue the project to the meeting of August 13, 2014.

Staff is recommending that the Planning Commission continue Conditional Use Permit 2014-06 to the meeting of August 13, 2014. A continuation is necessary to allow staff time to obtain pertinent information on the project to present to the Planning Commission.

**CITY OF NORCO  
STAFF REPORT**

**TO:** Honorable Chair and Members of the Planning Commission

**FROM:** Alma Robles, Senior Planner

**DATE:** July 9, 2014

**SUBJECT:** Site Plan 2014-13 (Williamson): A request for approval to allow an accessory building consisting of a 464 square-foot detached patio cover at 3449 Vandermolen Drive located within the Norco Ridge Ranch Specific Plan (NRRSP).

**RECOMMENDATION:** Staff recommends that the Planning Commission adopt Resolution 2014-38 approving Site Plan 2014-13.

Site Plan 2014-13 is a request for approval to allow an accessory building consisting of a 464 square-foot detached patio cover at 3449 Vandermolen Drive located within the NRRSP (ref. Exhibit "A" – Location Map). The property consists of .73 acres/31,708 square-feet and is developed with a single family residence (ref. Exhibit "B" – APN Map and Exhibit "E" – Aerial and Site Photos). The subject property includes a Primary Animal Keeping Area (PAKA) of 2,124 square feet.

Accessory buildings 864 square feet or less require site plan approval by the Planning Commission. The site plan and building elevations for the proposed structure are attached (ref. Exhibit "C" – Site Plan and Exhibit "D" – Building Elevations). The structure is proposed behind the house and is proposed to be wood framed construction and will complement the existing house in color and material. The proposed building will not be in the PAKA.

The following is required of accessory buildings in the NRRSP:

- The minimum setbacks of 5 feet from side or rear property lines, 10 feet from any other structure and 5 feet away from pools are required for accessory buildings. **The proposed building will meet these requirements.**
- The maximum height of any accessory structure 864 square feet or smaller is 14 feet, or as approved by the Planning Commission. **The structure is proposed with a maximum height of 12.5 feet.**
- The maximum lot coverage of all structures shall be not more than 40% of the total pad area. The pad area is defined as the "flat" part of the lot (4% grade or less). **The subject property is approximately 31,708 square feet and consists of a pad of about 12,646 square feet. The lot/pad coverage for the property is about 26% which takes into account the existing and proposed structures.**

The accessory building ordinance for properties in the NRRSP does not require an open animal area, since all properties in the NRRSP include a PAKA.

Site Plan 2014-13 (Williamson)

Page 2

July 9, 2014

As proposed, the project meets the minimum requirements for an accessory building of 864 square feet or less. Staff is recommending that the Commission adopt Resolution 2014-38, approving Site Plan 2014-13.

/cmm/adr

Attachments:

Resolution 2014-38

Exhibit "A" – Location Map

Exhibit "B" – APN MAP

Exhibit "C" – Site Plan

Exhibit "D" – Building Elevations

Exhibit "E" – Aerial and Site Photos

## **RESOLUTION 2014-38**

### **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NORCO GRANTING WITH CONDITIONS, SITE PLAN APPROVAL TO ALLOW AN ACCESSORY BUILDING CONSISTING OF A 464 SQUARE-FOOT DETACHED PATIO COVER AT 3449 VANDERMOLEN DRIVE LOCATED WITHIN THE NORCO RIDGE RANCH SPECIFIC PLAN (NRRSP). SITE PLAN 2014-13**

WHEREAS, DON WILLIAMSON submitted an application for a site plan review to the City of Norco, California under the provisions of Chapter 18.40, Title 18 of the Norco Municipal Code, on property located at 3449 Vandermolen Drive (APN 123-651-002).

WHEREAS, at the time set; at 7 p.m. on July 9, 2014 within the Council Chambers at 2820 Clark Avenue, Norco, California, 92860, said petition was heard by the Planning Commission for the City of Norco; and

WHEREAS, at said time and place set, said Planning Commission considered the aforesaid site plan and received both oral and written testimony pertaining to said application; and

WHEREAS, the City of Norco, acting as the Lead Agency, has determined that the proposed project is categorically exempt from environmental assessment.

NOW, THEREFORE, the Planning Commission of the City of Norco does hereby make the following FINDINGS AND DETERMINATION:

I. FINDINGS:

A. The proposal does comply with all applicable requirements of the NRRSP, the Norco Municipal Zoning Ordinance and the General Plan.

B. The overall site and architectural design is consistent with the intent and purpose of the NRRSP, the Norco General Plan and Norco Municipal Zoning Ordinance.

C. The proposal is reasonably compatible with the area immediately surrounding the site.

D. The proposal is not detrimental and will be desirable to the overall public convenience or general welfare of the persons residing or working in the neighborhood.

E. The City of Norco, acting as lead agency, has determined that the project is categorically exempt from environmental assessment per Section 3.13, Class 3 of the City of Norco Environmental Guidelines.

**DETERMINATION:**

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Norco, California, in session assembled July 9, 2014 that the application for Site Plan 2014-13 is approved, subject to the conditions provided in Section 18.40.10 of the Municipal Code of Norco, and including, but not limited to the following conditions:

1. Approval is based on Exhibit "C" – Site Plan and Exhibit "D" – Building Elevations and dated June 24, 2014 and incorporated herein by reference and on file with the Planning Division. Development shall occur as shown unless otherwise noted in these conditions.
2. The recorded owner of the property shall submit to the Planning Division for record purposes, written evidence of agreement with all conditions of this approval before said permit shall become effective.
3. The project shall be in compliance with all City of Norco Municipal Codes, Ordinances and Resolutions. Non-compliance with any provisions of the Norco Municipal Code (NMC) not specifically waived in compliance with City procedures shall constitute cause for revocation and/or termination of the approvals granted under authority of permit.
4. In the event conditions for approval by the Planning Commission or City Council (as the case may be) require the revision of plans as submitted, the applicant shall submit four copies of the approved plan (revised to incorporate conditions for approval) to the Planning Division for record purposes for approval of any grading and/or building permits.
5. No occupancy and/or use of any building and/or structure shall be permitted which is not in compliance with approved plans and excepting upon specific review and approval of any "as built" modifications by the Planning Director as appropriate. Provided further, that no expansion of use beyond the scope and nature described in this application which would tend to increase the projected scale of operations shall be permitted except upon application for, and approval of, modification of this application in compliance with all procedures and requirements thereof.
6. This is not an approval to begin work/construction. No work/construction shall commence until the applicant has obtained building permits and has paid all applicable fees for the subject building.

7. The applicant shall comply with all requirements from the Planning, Engineering, and Building Divisions; and the Fire and Sheriff's Departments; and all other applicable departments and agencies.
8. The building shall compliment the house in color and material
9. A home occupation business shall not be permitted from the subject building.
10. Building permits for this accessory building are issued within the confines of this permit/site plan approval. Any violation of a condition resulting in a revocation of this permit/site plan approval may result in an order to remove the accessory building at the owner's expense.

Resolution 2014-38  
Page 4  
July 9, 2014

PASSED AND ADOPTED by the Planning Commission at a regular meeting held on July 9, 2014.

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Patricia Hedges, Chair  
Planning Commission  
City of Norco, California

ATTEST:

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Steve King, Secretary  
Planning Commission  
City of Norco, California

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly passed and adopted by the Planning Commission of the City of Norco at a regular adjourned meeting thereof held July 9, 2014 by the following roll call vote:

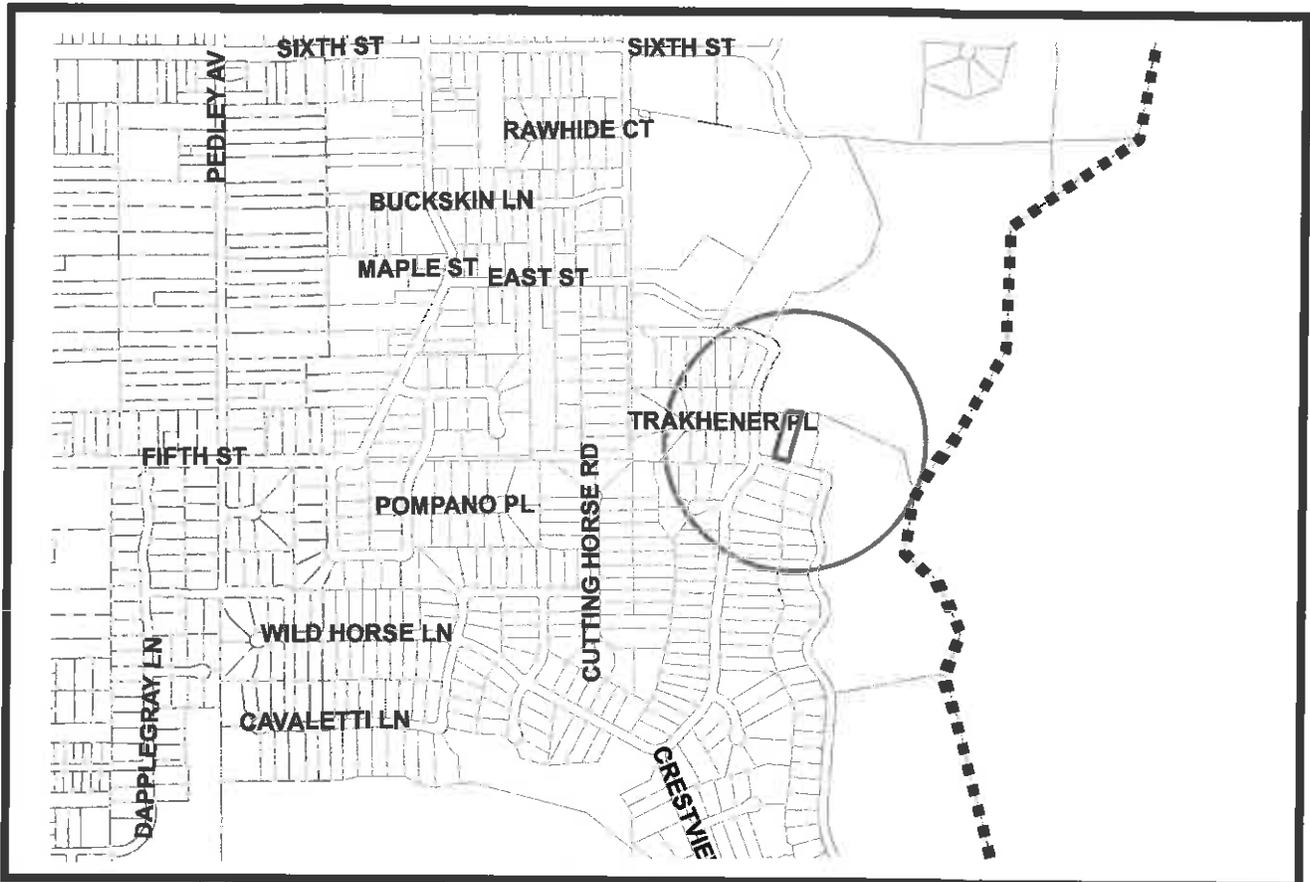
AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Steve King, Secretary  
Planning Commission  
City of Norco, California

/cmm/adr

# LOCATION MAP



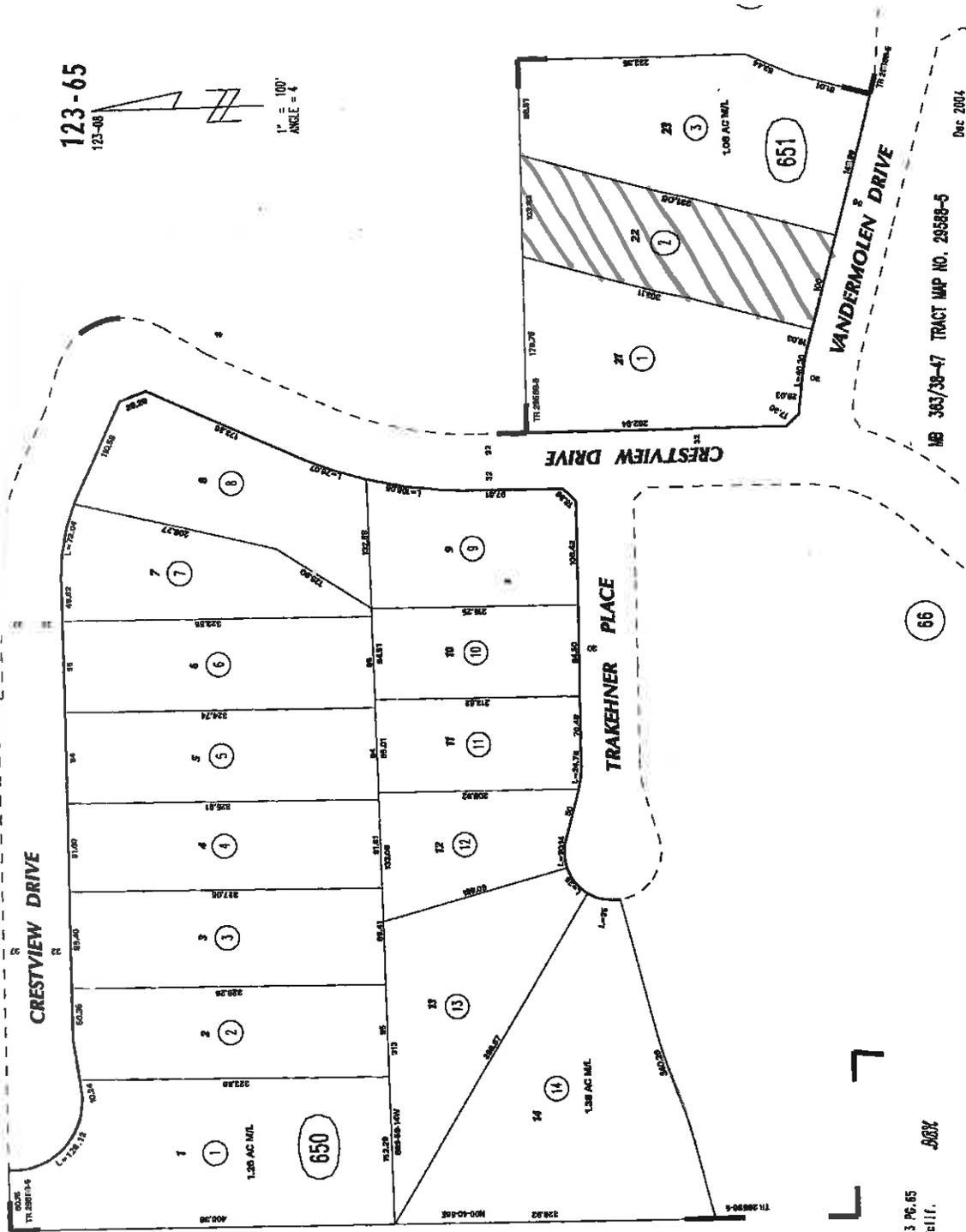
Not to Scale



**PROJECT:** Site Plan 2014-13  
**APPLICANT:** Don Williamson  
**LOCATION:** 3449 Vandermolen Drive

**Exhibit "A"**

# ASSESSOR'S PARCEL MAP



SBP'S MAP BK123 PG.65  
side County, Calif.

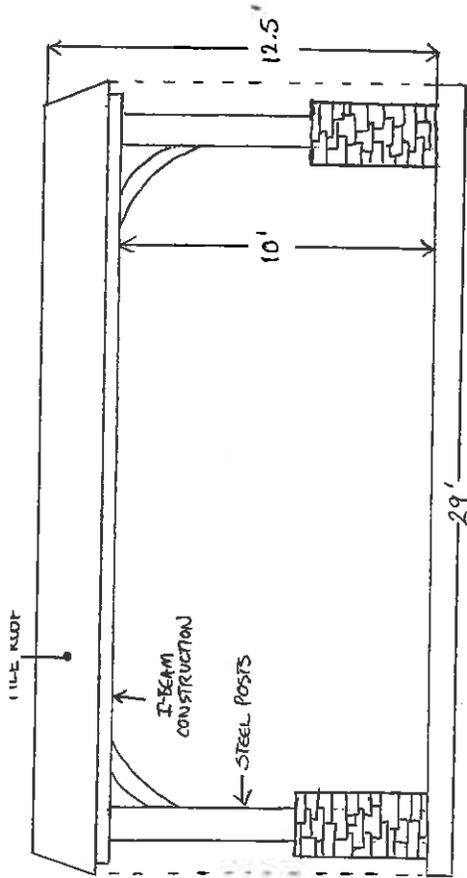
500X

MB 363/38-47 TRACT MAP NO. 29588-5

Dec 2004

## Exhibit "B"

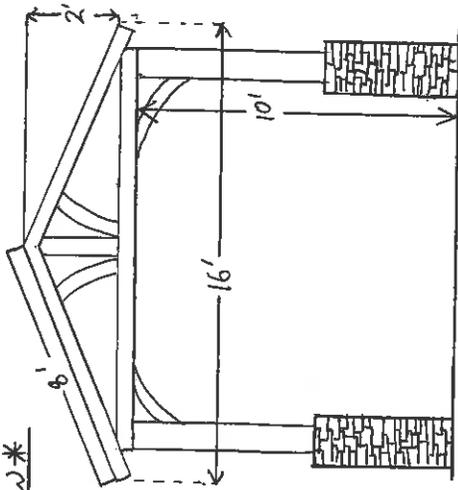




3449 VANDERMOLEN DR., NORCO

SIDE VIEW - ELEVATION PLAN

\* ENGINEERING PLANS TO FOLLOW \*



END VIEW

DON WILLIAMSON  
 3449 VANDERMOLEN DRIVE  
 NORCO, CA 92860  
 (909) 732-9590 MOBILE # 24/7

ENGINEERING PLANS WILL BE  
 FUNDED/SUBMITTED FOLLOWING  
 APPROVAL OF PLANNING  
 COMMISSION, PER CONVERSATION  
 WITH PLANNING PERSONNEL.

RESPECTFULLY SUBMITTED,  
 DON A. WILLIAMSON

JUNE 24, 2014

EXHIBIT "D"  
 10/24/14

# CITY OF NORCO STAFF REPORT

TO: Chair and Members of the Planning Commission

FROM: Planning Division

PREPARED BY: Steve King, Planning Director

DATE: July 9, 2014

SUBJECT: Zone Code Amendment 2014-04 (City of Norco): Amending Chapter 18.13 "A-1 Zone, Agricultural Low Density" in the Norco Municipal Code to add Bed and Breakfast as a conditionally-permitted use.

RECOMMENDATION: Discuss and provide direction in the development of regulations to ultimately recommend to the City Council.

**SUMMARY:** As part of the City's goal to attract more visitors to the City to participate in City events and use of City facilities, one type of business that is lacking is a place where the traveling public can lodge and board horses at the same location. Zone Code Amendment 2014-04 would ultimately make provision for this type of use in the A-1 Zone "Agricultural-Low Density" and other similar zones.

**BACKGROUND:** The Economic Development Advisory Council has recommended that the Planning Commission and City Council add bed and breakfast, or similar type lodging, as a use allowed in the A-1 Zone as a means to provide lodging alternatives not otherwise available in Norco. The idea would be to allow homes to offer rooms for lodging where the customers would be able to keep their horses stabled where they are staying.

There are two hotels in the City that offer trailer parking (Hampton Inn and Fairfield Inn & Suites) to accommodate guests with horse trailers; but for longer than an overnight stay, guests would likely have to find a different location to keep their horses. Allowing a bed and breakfast type lodging possibility in the A-1 Zone would allow tourists an opportunity to lodge and board horses at the same location.

The problem is how to define and thereby regulate these types of uses. There is no industry-standard definition of what a bed-and-breakfast is. Typically it is a home that is occupied by the operator of the facility and where there are 10 or fewer rooms available to rent to tourists; and along with the room, a continental breakfast is offered. However there are many differing types of lodging facilities that call themselves bed-and-breakfasts that fall outside of this definition. Some are small boutique hotels, some have full restaurants associated with them, and some don't offer any food.

The key for Norco is not so much whether food is part of the lodging experience but that horse-boarding is. The concepts that need to be considered for discussion are what the minimum standards should be to accommodate these types of uses and what building type can be considered.

TYPES OF LODGING TO CONSIDER

- Rooms within the primary residence
- Cottages separate from the primary residence
- Holiday house rentals

ISSUES TO CONSIDER

- What is the minimum acreage needed to accommodate guests and their horses?
- How are the horses owned by guests figured with the total number of animal units allowed on the property?
- Should certain minimum equestrian facilities be required for these types of uses?
- What is the minimum acreage needed to ensure on-site parking, and how should the parking be improved?
- What is the maximum length of stay to be allowed so as to prevent multiple permanent residences under the umbrella of a "bed and breakfast?"
- If cottages can be part of the overall picture, what types of amenities and facilities should be allowed within them? And should there be a maximum allowed building size?
- Should the operator of a lodging business also be required to live on the property?

In discussions that started with the City Council/Planning Commission Working Group and then continued to the Planning Commission the following was being considered for inclusion as a conditionally-permitted use in the C-4 Zone:

Bed and Breakfast Inns. A bed and breakfast inn is subject to the following definitions and requirements:	CUP
a. Requires residency by the operator with no more than 10 rooms available and advertised for tourist-related overnight stays in addition to the operator's residence rooms.	CUP
b. Length of stay shall not exceed 14 consecutive overnight stays.	CUP

This excerpt is provided as an example for discussion and consideration only. A proposal to include the use in the C-4 Zone will be coming back to the Planning Commission at a later date as part of a more comprehensive revision to the C-4 Zone. Some of the initial comments in regards to this proposal were the need for a better definition of what a bed-and-breakfast is and how to determine the appropriate length of stay.

## CITY OF NORCO STAFF REPORT

TO: Chair and Members of the Planning Commission

FROM: Planning Division

PREPARED BY: Steve King, Planning Director

DATE: July 9, 2014

SUBJECT: Building Permit Process.

RECOMMENDATION: Provide input as needed.

**SUMMARY:** The City Council asked that the Planning Commission review the building permit process by comparing two cases to see if there are changes that the Planning Commission would recommend to the process.

**BACKGROUND:** At its meeting on May 7, 2014 the City Council directed that Planning Commission review the building permit process for: 1221 Fifth Street; and 653 Seventh Street. To start the process an applicant files the application and fees with the Building Division. Copies of plans and a comment sheet are then routed to Building, Planning, Fire, and Engineering for approval or denial.

If a division denies the permit, the applicant works with that specific division to make needed corrections for re-submittal of plans to the Building Division. The effected Division then re-reviews for approval. Once all divisions have signed off "approved" the building permit can be issued which allows construction to begin and starts the inspection schedule. A permit is finalled after construction is complete and the inspector has signed off that all code requirements and comments from each division have been met.

**1221 Fifth Street:** A request for a building permit for the construction of a 2,701 square-foot accessory building. The approval timeline was as follows:

- February 12, 2014: accessory building approved by the Planning Commission
- February 13, 2014: building permit application filed, plans and comment sheets routed internally to Building, Planning, Fire, Engineering for approval, or denial with needed changes.
- February 14, 2014: permit was denied by Building and Planning, and approved by Engineering and Fire.
- March 17, 2014: revised plans routed to Building and Planning. Permit denied again by both.
- March 25, 2014: revised plans routed to Building and Planning.

**Agenda Item 7.B.**

- March 26, 2014: permit approved by Building and Planning.
- April 29, 2014: building permit finalled.

#### WHAT HAPPENED

In the original set of plans submitted for a building permit on February 13, 2014 the plans were denied by Building and Planning with needed changes to the plans. The plans were approved by Engineering and Fire but in its "approval" Fire added a condition that needed to be completed prior to finalization of the permit (fire sprinklers). The changes that were required by Building and Planning in their denial were not substantial enough to require a change to the building size or design so the applicant went ahead and ordered a pre-fabricated metal structure.

The structure was ordered from a company that has a history of building said type of structures in both the City of Norco and throughout Riverside County which are both serviced by the Riverside County Fire Department. In Norco structures that are over 2,500 square feet require fire sprinklers. The maximum size allowed for the same type of structure in the county before sprinklers are required is 5,000 square feet. The company went ahead and filled the order for a structure without fire sprinklers.

In preparing for finalization of building plans for inspection it was noted that fire sprinklers needed be installed prior to issuance of a Certificate of Occupancy for the structure. When advised of that need the company providing the structure informed the applicants that a larger structure would be needed to incorporate the fire sprinkler system. Since the order had already been placed and filled it was too late to change the order.

#### WHAT WAS DONE

The structure in question was a metal breezeway barn with nothing but a metal roof over the breezeway connecting the two stall sections. In order to avoid hardship to the applicants the determination was made that because it was two metal buildings for the stalls connected by a metal breezeway cover (no siding on the breezeway cover) that the case could be made that the two stall halves of the building could be considered separate buildings and thereby not be required to have fire sprinklers since each stall section was below the 2,500 square-foot threshold.

To avoid similar confusion in the future the routing process of plan checks was made such that if there are any required changes to plans that the plans are "denied" as opposed to being "approved with conditions."

**653 Seventh Street:** a request for a building permit for a 484 square-foot addition to an existing home adding a bedroom and bathroom with a later request to add a 108 square-foot front porch to the permit. The timeline for building permit approvals and related actions were:

- August 6, 2008: building permit application filed, plans and comment sheets routed internally to Building, Planning, Fire, Engineering for approval, or denial with needed changes.
- August 8, 2008: permit approved by Building, Planning, Fire, Engineering.
- November 10, 2008: applicant requests that a 108 square-foot porch be added to the permit.
- February 24, 2009: inspection, everything done except removal of a bin.
- May 20, 2009: building permit finalled.

#### WHAT HAPPENED/WHAT WAS DONE

The case at 653 Seventh Street was not anything too out-of-the-ordinary and was completed without any major complications. The only hold-up was a haul-away bin that was still in the driveway at final inspection that was ultimately removed and the permit was finalled.