



PLANNING COMMISSION AGENDA

City Council Chambers

66 North Lassen Street, Susanville, CA 96130

Phone (530) 252-5117 Fax (530)257-4725

Tuesday November 24, 2015 – 6:30 P.M.

CALL TO ORDER / ROLL CALL

APPROVAL OF AGENDA

BUSINESS FROM THE FLOOR (NO ACTION TO BE TAKEN)

APPROVAL OF MINUTES:

November 10, 2015

PUBLIC HEARING ITEMS:

1. Use permit 15-012 to allow exception to the City requirement that off-street parking be located on the property that it serves. APN 105-085-01 & 02 C-2 General Commercial and Shopping Center Zone.

NON-PUBLIC HEARING ITEMS:

1. Re-Address Architectural Review A15-014 to allow modifications to A10-002 which allowed a 4,000 square foot addition to an existing commercial building and to allow exterior remodeling to the original 2,400 square foot structure to match the new addition for property located at 1850 Main Street, in a C-2 General Commercial and Shopping Center Zone.

CORRESPONDENCE: None

CITY ATTORNEY REPORT: None

COUNTY REFERRALS: None

COMMISSION ITEMS: None

ADJOURNMENT

The Planning Commission's action on Use Permit (including Planned Development Use Permits) and Variance items may be appealed to the City Council within 5 business days of action. The Planning Commission's action on Tentative Subdivision items may be appealed to the City Council within 10 business days of action. Appeals of the Planning Commission's action must be made in writing on the form provided by the City and must be accompanied by a fee adopted by the City Council. Appeals of Planning Commission actions must be based on comments made known (either through written or verbal comment) at the Planning Commission Meeting. Please contact the Community Development Department for more information regarding appeals.

ACCESSABILITY: *An interpreter for the hearing-impaired may be made available upon request to the City Clerk seventy-two hours prior to a meeting. A reader for the vision-impaired for purposes of reviewing the agenda may be made available upon request to the City Clerk. The location of this meeting is wheelchair-accessible.*

SUSANVILLE PLANNING COMMISSION

CHAIRPERSON ~ Alan Dowdy ~ VICE-CHAIR (vacant)

COMMISSIONERS ~ Linda Robinette, Vicki Lozano, Wayne Jambois, Dan Foster

**CITY OF SUSANVILLE PLANNING COMMISSION
STAFF REPORT
November 24, 2015**

FILE NUMBER	Use Permit # U15-012		
APPLICANT/OWNER	Gospel Tabernacle Church		
OWNER	Same		
REPRESENTATIVE	Jim Willis		
REQUEST	A Use Permit to allow an exception to the City requirement that off-street parking be located on the property that it serves. The applicant is proposing to construct a 27 space parking lot on property that is adjacent to the property that it will serve.		
ASSESSOR'S PARCEL NO.	105-085-01 and 02		
PARCEL SIZE	0.24 acres		
LOCATION	Ash Street and Fifth Street		
EXISTING ZONING	C-2 - General Commercial and Shopping Center zoning district		
SURROUNDING ZONING AND LAND USE	ZONING		LAND USE
	North	C-2	Physical therapy office
	South	C-2	Single family residence and church
	East	R-1	Single family residence
	West	C-2	Office and single family residence
GENERAL PLAN DESIGNATION	General Commercial and Shopping Center		
ENVIRONMENTAL DETERMINATION	CEQA Categorically Exempt section 15332, Infill		

COMMENTS RECEIVED:

The Planning Division solicited comments from relevant City Departments and outside agencies, the following comments were received:

Cal Trans – See attached Letter.

City Building Official – A building permit will be required issued to the owner of the property or a licensed C-32 contractor. Will require an ADA path of travel from parking lot to church entrance.

Fire Department – Fire Department access ok.

PROPOSAL: The applicant is proposing to construct a 27 space parking on two parcels that have no other land use on them. The parking lot will serve the Gospel Tabernacle Church which is located immediately south of the subject properties, separated by an alley. The church owns the subject property and is seeking to provide additional off street parking for users of the church. The applicant is proposing to pave the lot and install landscaping. A 6-foot tall fence will be erected on the easterly property line to provide a buffer to the adjacent single family residence. Primary vehicle access will be off of Fifth Street though there will also be a connection to the existing alley running between Fourth and Fifth Streets. New frontage improvements, curb, gutter and sidewalk will also be installed.

As per City Municipal Code Section 17.100.040 off-site parking is not allowed on a different parcel:

17.100.040 Parking facilities location.

Required parking shall be located on the same lot or parcel as the use which the spaces serve, except as otherwise provided in this section.

However, section 17.100.160 allows for exceptions subject to a use permit:

17.100.160 Exceptions.

Any portion of Sections 17.100.030—17.100.150 may be modified for a particular use if a use permit is obtained. The approving body must find, based upon data submitted by the applicant, that the proposed arrangement and design will be of equal or greater excellence in arrangement, design or attractiveness than would be realized by the normal standards of this section.

The proposed parking lot will provide off-street parking for a use which does not have adequate off-street parking and which does not currently meet the City's regulations for off-street parking.

The proposal also requests some design exceptions to standard parking lot dimension requirements. Section 17.100 calls for 20 foot deep parking stalls with a 25-foot wide two-way drive aisle between parking spaces. These dimensions add up to a 65-foot dimension for typical 90 degree parking. In this case there is also a 10-foot landscaping buffer required along Ash Street and a 3-foot landscaping buffer required where parking

abuts residentially zoned property. In total 78 feet is required to accommodate two rows of parking in this situation. The lot, however, is only 74 feet wide. Staff recommended that the applicant reduce the stall depths by 2 feet and the drive aisle by 1 foot and the landscaping along Ash Street from 10 feet to 9 feet in order to accommodate two rows of parking spaces. With the proposed design the concrete curbing around the landscaping will act as a wheel stop and allow for some car overhang into the landscaped area. With this design the 18 foot stall depths will be more than sufficient. The exception to the parking dimensions can be approved by the Commission with a use permit.

ANALYSIS:

Access & Circulation: Access to the site will be primarily from Fifth Street with an internal connection through the parking lot to the alley which runs between Fifth Street and Fourth Street. A new drive approach will be built on Fifth Street which will be required to meet the design requirements of the Public Works Department. An encroachment permit will be required from the City for work in the Fifth Street right-of-way and the alley. An encroachment permit will be required from Cal Trans for work performed in the Ash Street right-of-way.

Parking: City code requires one parking space per 4 seats within the main seating area with respect to a church use. Currently there are 8 off-street parking spaces. When combined with the 27 proposed spaces this would provide parking for 140 seating spaces. In speaking with the applicant, the church currently averages approximately 65 people for Sunday services though the congregation has been as high as 100. Based on these numbers the proposed parking should serve the needs of the church and meet the current code requirements. Based on the number of proposed parking spaces two ADA compliant parking spaces will be required and are shown on the applicant's plan. An ADA compliant path of travel will be required to the entrance of the church. As previously discussed, the proposed layout requires an exception to the parking stall depth from 20 feet to 18 feet and an exception to the aisle width from 25 feet to 24 feet. These exceptions will allow for two rows of parking spaces to be installed rather than one.

Landscaping and Buffering: The landscaping requirements call for landscaping equivalent to 10% of the paved area, exclusive of the 10-foot landscaping buffer adjacent to public roads. The paved area will be 7,825 square feet requiring 783 square feet of landscaping area. The plans show a total of 980 square feet of landscaping in addition to a 10-foot landscaped area adjacent to Fifth Street and a 9-foot buffer along Ash Street. Staff recommended the reduction in the landscaping area along Ash Street from 10 feet to 9 feet along with a reduction in the parking space depths from 20 feet to 18 feet in order to provide for a 3 foot landscaping buffer against the adjoining residential district. Without these minor changes the parking would have been limited to only one row of parking spaces for a total of 14 spaces instead of 27. A planting and landscaping plan will be required as a condition of approval.

Water Quality & Drainage: The new paved area will generate increased runoff from the site and will have the potential to affect water quality from oils dripping from vehicles. A

detention/infiltration swale is proposed in the landscaped area along Ash Street which will provide for water infiltration for smaller rainfall events and provide peak flow attenuation for 20-year 1-hour storm event in accordance with City Public Works recommendations.

Outdoor Lighting & Architectural Review: Security lighting pole locations are not shown on the maps and none has been proposed at this time. If lighting is installed the light fixtures are required to be full cut-off design to avoid direct light affecting adjacent parcels. There are two homes immediately adjacent to the proposed parking and particular attention should be given to stray light affecting these properties. One of the homes is on the adjacent church property.

Frontage Improvements: Curb, Gutter and sidewalk is currently installed along the Ash Street frontage and a small portion of the Fifth Street frontage. The section on Fifth Street is proposed to be replaced with new improvements which meet City design requirements. City municipal code section 12.20.010 requires the installation of frontage improvements when more than \$50,000 of improvements are made to a lot or building.

Property Lines & Setbacks: The parking lot is proposed to be located on two non-conforming parcels which are each 5,192 square feet in area. The C-2 zoning has a minimum parcel size of 10,000 square feet. As a condition of the project a merger of the two parcels will be required to create a conforming lot size.

RECOMMENDATION: Adoption of Resolution No. 15-1033, approving Use Permit No. U15-012 for Gospel Tabernacle Church, APN: 105-085-01 and 02 subject to the conditions listed in the attached Resolution.

ATTACHMENTS:

1. Resolution No. 15-1033
2. Letter from Cal Trans 10/26/15
3. Site exhibit