

**Citrus Heights  
Planning Commission Meeting Minutes  
August 10, 2022  
Draft**

**MEETING CALLED TO ORDER**

Chair called meeting to order at 7:00 pm

1. **FLAG SALUTE:** Commissioner Makhnovskiy led the flag salute.
  
2. **ROLL CALL:** Commission Present: Ingle, Makhnovskiy, Nishimura, Scheeler, Turner-Mike, Vice Chair Van Duker  
**ABSENT:** Scheeler  
**STAFF PRESENT:** Bermudez, Flores, Hildebrand, Jones, Kempenaar
  
3. **CONSENT CALENDAR**  
Approval of minutes for July 13, 2022  
**MOTION 1:** Approval of minutes for July 13, 2022  
**M/S:** Turner-Mike /Nishimura  
**AYES:** (6) Ingle, Makhnovskiy, Nishimura, Turner-Mike, Vice Chair Van Duker, Chair Flowers  
**NOES:** (0)  
**ABSENT:** (1) Scheeler
  
4. **PUBLIC COMMENT**  
No public comments.
  
5. **PUBLIC HEARING**
  - a. **Calvary Cemetery Maintenance Facility Relocation File # PLN-22-04 7101 Verner Ave:**  
The project applicant requested an amendment a previously approved project for Calvary Cemetery by relocating the future maintenance facility area from the north side of the property to the south side of the property. The maintenance facility area will include the construction of a 6,000+ sf maintenance building and a 1,500 sf garage with attached open space storage bins. **Project planner: Alison Bermudez**

Senior Planner Alison Bermudez presented the project to Commission and responded to questions. The discussion included:

- Building elevation
- Noise concern
- Path of travel in fire lane
- Hours of operation
- Maintenance on north end of property
- Wall requirement

Chair opened the public hearing

- Phillips emailed comment
- Kiddie emailed comment
- Ford emailed comment

Applicant Scott Miller addressed questions from Commission:

- Vineyards on north end of property will remain with the new maintenance building location
- Long-range plan is the north end of property will become grave sites as space is needed but not part of any current proposal
- Spraying of the vineyard must be completed at night and is completed 1-2 times a year. The cemetery will notify Mr. Kiddle in advance of the spraying
- Employee parking will be provided to prevent use of fire lane
- Operating hours
- Catalyst for moving from original location was due to high cost of new utilities

Chair closed the public hearing

**MOTION 1:** Adopt Resolution No. 22-07, finding that the project is categorically exempt under CEQA Guidelines Section 15303 Class 3(c), exemption for the construction and location of limited numbers of new, small facilities or structures;

**M/S:** Makhnovskiy/Turner-Mike

**AYES:** (6) Ingle, Makhnovskiy, Nishimura, Turner-Mike, Vice Chair Van Duker, Chair Flowers

**NOES:** (0)

**ABSENT:** (1) Scheeler

**MOTION 2:** Approve the USE PERMIT MODIFICATION and DESIGN REVIEW PERMIT MODIFICATION (PLN-22-04) for Calvary Cemetery located at 7101 Verner Avenue subject to the findings contained in the staff report and the conditions of approval provided as Exhibit A.

**M/S:** Nishimura/Makhnovskiy

**AYES:** (6) Ingle, Makhnovskiy, Nishimura, Turner-Mike, Vice Chair Van Duker, Chair Flowers

**NOES:** (0)

**ABSENT:** (1) Scheeler

6. **REGULAR CALENDAR**

- a. Planning Commission rules and regulations update. Project planner: Alison Bermudez
- Commission reviewed the proposed updates to the Planning Commission handbook and hand no changes or comments.

7. **PLANNING MANAGER COMMENTS**

None

8. **ADJOURNMENT**

Meeting adjourned at 7:27 pm

Respectfully Submitted,

Stacy Hildebrand  
Planning Commission Secretary

**CONDITIONS OF APPROVAL FOR CALVARY CEMETERY PROJECT**  
*Planning Commission Hearing August 10, 2022*

**Project PLN-22-04 (Use Permit and Design Review Permit Modification)**  
**(These conditions of approval supplement the conditions of approval provided under Project File # UPMOD-21-xx which are still in effect)**

- 1) The approval of project # PLN-22-04, shall be exercised within a two (2) year period from the date of final approval otherwise the Use Permit and Design Review Permit Modifications shall expire. (Planning)
- 2) This project is approved as described and as shown in Attachments 1 through 6 of the Planning Commission's staff report dated August 10, 2022. (Planning)
- 3) Minor modifications to the Project may be approved by the Planning Division. Significant changes will require approval by the Planning Commission. (Planning)
- 4) A final landscape plan is required to be submitted and approved by the Planning Division prior to the issuance of the building permit for maintenance facility. The landscape plan shall include tree plantings as shown on the site plan (Attachment xx). The final plan shall provide a tree species which will be grow to provide screening of the buildings from the adjacent mobile homes. Consideration should be given as to placement of the trees so the storm drain is not impacted and the trees do not overhang onto the adjacent properties. (Planning)
- 5) The project shall comply with all regulations of the City of Citrus Heights including the city's Municipal Code and Building Code. (Planning)
- 6) The project shall comply with all requirements of all servicing agencies of the City of Citrus Heights including but not limited to Sacramento Metropolitan Fire District, California American Water. The funeral home, including the embalming process, shall comply with and be licensed by the CA Department of Consumer Affairs (Funeral Bureau) as required. The handling of human remains including any and all waste generated by the embalming process shall be stored in an appropriate storage tank and the disposal shall comply with all Bureau regulations. (Planning)
- 7) The development shall meet all the requirements of the California State Water Resources Control Board's General Permit for storm water discharges associated with construction activity. (Engineering)
- 8) Prior to commencement of any work on site, all contractors and subcontractors shall obtain a valid City of Citrus Heights Business License. The general contractor shall be responsible for ensuring that all subcontractors obtain required Business License and shall retain copies of said permits on site for verification by City staff. (Planning)

- 9) Prior to excavation or trenching, the applicant shall call Underground Service Alert (dial 811) for a mark out of service utilities. (Engineering)
- 10) Construction hours are limited to 6:00 a.m. to 8:00 p.m. on weekdays and 7:00 a.m. to 8:00 p.m. on weekends. (Engineering)

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- 11) Proposed storm drain line along the south property line must be protected from roots of the proposed shrubs and/or trees located in the same alignment. (Engineering)
- 12) Site shall meet the pre and post construction Best Management Practices (BMP's) for Stormwater Mitigation per State of California requirements. Storm Drain runoff shall drain into landscaping or other Stormwater quality mitigating feature before entering the public Storm Drain system. The City of Citrus Heights is a member of the Sacramento Stormwater Quality Partnership and uses their guidelines and requirements. The following is their link: <http://www.sactostormwater.org/SSQP/development.asp>. (Engineering)
- 13) State of California's General Construction Permit: Provide documentation of compliance with applicable requirements. The current State permit must be updated with new location of the maintenance building area. In addition, a revised/amended SWPPP (Stormwater Pollution Prevention Plan) is required. (Engineering)
- 14) Post-project stormwater runoff cannot exceed the runoff from the previous existing conditions. Provide calculations to demonstrate compliance with this requirement. (Engineering)
- 15) Property owner shall complete a storm-water device maintenance and access declaration for the proposed stormwater quality features on the site. The maintenance & access declaration shall be executed prior to any occupancy. (Engineering)
- 16) Roof drains for the buildings shall not directly connect into the storm drain system. Downspouts shall flow to rain garden, landscaped areas, bio-swale, and/or other approved filtering methods before entering the city's storm drain system. (Engineering)
- 17) Site shall comply with the State's Stormwater Trash Capture requirement: The State Water Resources Control Board has issued requirements for each commercial and multi-family property to capture all fugitive trash greater than 1/4" in diameter before it enters the public drainage system. Prior to any occupancy and/or Building Permit Finals, the property owner shall implement a Trash Management Plan and have a Trash Management Declaration recorded with the Sacramento County Recorder's Office. (Engineering)
- 18) This project shall meet all federal, state, and local solid waste disposal requirements; including, but not limited to, California SB1383, California AB341, and the City's Municipal Code requirements. (Engineering)
- 19) Required Roadway, Transit & Administration Development Impact Fees shall be paid prior to Building Permit issuance. (Engineering)
- 20) Drainage Impact Fees shall be paid to the County of Sacramento Water Resources Department prior to issuance of the Building Permit and/or approval of the Improvement Plans; whichever

is issued first. Applicant shall contact the County of Sacramento for calculation & collection of the fees. (Engineering)

- 21) All other outside agency impact fees & connection fees shall be paid prior to issuance of the Building Permit. (Engineering)
  
- 22) The applicant/owner and/or successor in interest agrees to indemnify, defend, and hold harmless the City, its officials, officers, employees, agents and consultants from any and all administrative, legal or equitable actions or other proceedings instituted by any person not a party to this permit challenging the validity of the Project Approval or any Subsequent Project Approval, or otherwise arising out of or stemming from these Approvals. The applicant/owner and/or successor in interest may select its own legal counsel to represent their interest at their sole cost and expense. The parties shall cooperate in defending such action or proceeding. The applicant/owner and/or successor in interest shall pay for City's

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costs of defense, whether directly or by timely reimbursement on a monthly basis. Such costs shall include, but not be limited to, all court costs and attorneys' fees expended by City in defense of any such action or other proceeding, plus staff and City Attorney time spent in regard to defense of the action or proceeding. The parties shall use best efforts to select mutually agreeable defense counsel but, if the parties cannot reach agreement, City may select its own legal counsel and the applicant and/or successor in interest agrees to pay directly or timely reimburse on a monthly basis City for all such court costs, attorney fees, and time referenced herein. (City Attorney)