

City of Citrus Heights
Planning Commission Meeting Minutes
DRAFT
July 28, 2021

The meeting was held via webcast with no physical location for public attendance. Public comment was taken via email and any public comment received was read aloud by the Planning Commission Secretary.

CALL MEETING TO ORDER

Chair Scheeler called the meeting to order at 7:00 PM

1. Flag Salute: Commissioner Ingle led the flag salute
2. Roll Call: Commission Present: Ingle, Nishimura, Turner Mike, Van Duker, Vice Chair Flowers, Chair Scheeler
Absent: Makhnovskiy
Staff Present: Bermudez, Collins, Flores, Hildebrand, Kempenaar, McDuffee

CONSENT CALENDAR

3. Approval of the meeting minutes for April 28, 2021
M/S Turner-Mike/ Flowers
AYES: (6) Ingle, Nishimura, Turner-Mike, Van Duker, Vice Chair Flowers, Chair Scheeler
NOES: None
ABSENT: (1) Makhnovskiy

PUBLIC COMMENT

4. None

PUBLIC HEARING

5. **Pioneer Baptist Church Use Permit - 7828 Auburn Blvd:** The project requires a Use Permit, Design Review Permit, and Tree permit to allow the construction and operation of a two-story 34,023 square foot church and associated uses. The new church location will serve the current +/-400 member congregation and allow room for membership growth. In addition to church, the project includes a day care Monday through Friday for up to 120 preschool aged children.

Associate Planner Alison Bermudez, presented the project to the Commission and responded to questions. The following was discussed:

- Traffic coming from the north trying to access the south driveway, will a U-turn be necessary, does Antelope have ability to make a U-turn
- Parking calculations
- Road improvements for the U-turn
- Concern with daycare drop off/pickup causing traffic back-up
- Size of playground area
- Impacts of 1996 flood to area
- Concern with church congregation parking on adjacent sites
- ADA parking areas
- Pedestrian access from parking lot to church site
- FEMA process for development of driveway in the flood zone
- Capacity of left turn pocket at Grand Oaks
- Safety plan during drop-off/pick up times at the day care
- Parking concerns as church grows
- Condition Requirement for the Parking Mitigation Plan

Chair Scheeler opened the public hearing.

The applicant's representative, Robert Wood, addressed the Commission and discussed the following:

The building will be built 2 feet above 100-year flood level

Day care drop-off circulation and parking

Church will work with staff on a parking analysis as required in the conditions of approval should parking become an issue

Pastor Connelly discussed the day care operation including the day care's enrollment will be open to all community members. The site provides lots of open space areas for outdoor play and children will not be walked across the street to Rusch Park.

Matt Weir, the city's traffic consultant with Kimley-Horn, answered questions in regard to the left turn pocket in front of the bowling alley and left turn at Grand Oaks Boulevard. Mr. Weir stated that through appropriate design and operation, traffic will use the safe approach and make the U-turn at the Grand Oaks intersection.

The following members of the public emailed in comments in favor of the project:

Dican

Baser

Compton

Leisten

Williams

Chair Scheeler closed the public hearing and the Commission discussed the following.

Chair Scheeler called for a motion.

Motions Adopt Resolution No. 21-04, finding that the project is Categorical Exempt from CEQA per Section 153332 of the California Environmental Quality Act (Infill exemption Class 32)

M/S Flowers/Ingle

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

NOES: None

ABSENT: (1) Makhnovskiy

Motions Approve a Use Permit to allow for the operation of meeting facility with associated uses including a day car based on the findings and conditions of approval contained in the staff report

M/S Flowers/Turner-Mike

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

NOES: None

ABSENT: (1) Makhnovskiy

Motions Approve a Design Review Permit to allow for the construction of a 34,023 square foot church building with associated uses and site improvements including parking, lighting and landscaping

M/S Flowers/Scheeler

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

NOES: None

ABSENT: (1) Makhnovskiy

Motions Approve a Tree Permit to allow the removal of 21 trees for the development of the project and require mitigation for the loss of any protected trees.

M/S Flowers/Turner-Mike

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

NOES: None

ABSENT: (1) Makhnovskiy

Project approved Conditions of Approval attached.

REGULAR CALENDAR

6. None

PLANNING MANAGER COMMENTS

7. None

AJOURNMENT

Meeting adjourned

Respectfully Submitted,

Stacy Hildebrand
Planning Commission Secretary

CONDITIONS OF APPROVAL

Use Permit File # UP-20-04

1. The applicant shall comply with all City of Citrus Heights Codes and Regulations, including but not limited to the Citrus Heights Municipal Code and Zoning Code, Uniform Building Code; Uniform Fire Code and Sacramento County Environmental Health Department standards. (Planning)
2. The project is approved as described in the staff report and as shown in Attachments 1 through 14 and described in the Applicant's project description. The use allows the operation of a church and its

associated uses and the operation of a day care Monday through Friday for up to 120 preschool age children. The Project shall conform to all conditions of approval and exhibits included within this project; File # UP-20-04 and DRP-20-03. (Planning)

3. If the need for parking increases or if safety concerns arise due to lack of parking, the property owner will be required to submit a Transportation Demand Management Plan for review and approval by the City. The plan is required to include measures to address parking needs. Measures could include a variety of options including the demonstration of off-site parking arrangements with shuttle service, an increase in the number of daily church services to reduce the number of parishioners on-site at any one time, a parking agreement with adjoining property for the use of spaces, or other transportation management measures.

Church services shall not held concurrently with the use of the multi-purpose room or day care without the city's approval of a Traffic Demand Management Plan (Planning)

4. The Use Permit approval is valid for two years. The Use Permit will expire on July 28, 2023 unless the permit is effectuated or a time extension has been granted. (Planning)
5. Developer 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 Agreement or any Project Approval or any Subsequent Project Approval, or otherwise arising out of or stemming from this Agreement. Developer may select its own legal counsel to represent Developer's interests at Developer's sole cost and expense. The parties shall cooperate in defending such action or proceeding. Developer shall pay for City's 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 Developer agrees to pay directly or timely reimburse on a monthly basis City for all such court costs, attorney fees, and time referenced herein.

Design Review Permit File # DRP-20-03

General Conditions

1. The applicant shall comply with all City of Citrus Heights Codes and Regulations, including but not limited to the Citrus Heights Municipal Code and Zoning Code, California Building Standards. (Planning)
2. The project is approved as described in this report and as shown in Attachments 1 through 14 and described in the Applicant's project description. The Project shall conform to all conditions of approval and exhibits included within this project; File # UP-20-04 and DRP-20-03 for the construction of a church facility including a multi-purpose room with day care located at 7828 Auburn Boulevard. (Planning)

3. Minor modifications to the design of the project, including site layout, colors and materials, may be approved by Community Development staff, provided such changes are consistent with the overall design as approved herein. Major modifications will require Planning Commission approval. (Planning)

The project does not include the placement of a pedestrian bridge crossing the creek. Should in the future the church decide to add this amenity, the plans are required to be approved by the City and approved by all required agencies. Other agencies may include Army Corp of Engineers, Fish and Wildlife as determined by the City's Engineering Division. (Planning)
4. This Design Review Permit approval does not include any signs. All sign plans must receive separate review and approval by the Planning Division prior to installation of any new signs. (Planning)
5. All outdoor lighting including parking lot lighting shall be designed with full shields, and cut off flat lenses to ensure that all light from any fixture will not direct light skyward, and will minimize light pollution consistent with section 106.35 of the Zoning Code. Flood lights are strictly prohibited. Lights used on the building shall be complimentary to the building's design and consistent with the Auburn Boulevard Specific Plan. (Planning)
6. Rooftop equipment shall be screened from public view subject to Planning Division Approval. (Planning)
7. Any plans submitted to the Building Division for review and approval shall indicate all approved revisions/alterations as approved by the Planning Commission. (Planning)
8. A trash capture management plan is required. The plan shall be reviewed and approved by the City's Engineering Division. A Trash Management Declaration shall also be recorded. This plan will describe how the property owner will capture trash/litter/debris from the site and provide documentation to the City. Please contact the City's Drainage Engineer for more information. (GSD)
9. 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 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> .(GSD)
10. The project shall adhere to the State of California's General Construction Permit requirements. Provide documentation of compliance with applicable requirements. A WDID# and SWPPP must be submitted and approved prior to ANY soil disturbing activity on the site. (GSD)
11. Post-project stormwater runoff cannot exceed the runoff from the previous existing (demolished) commercial development. Calculations must be provided to demonstrate compliance with this requirement. (GSD)
12. 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. (GSD)
13. 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. (GSD)

14. The applicant shall meet the following: Civil Site Plans and Architectural Plans shall be submitted and approved prior to Final Building Permit being issued. Fire Sprinkler and Fire Alarm plans shall be submitted prior to Final Building Permit being issued. Please note: The Sacramento Metro Fire District **does not** allow deferred submittals for Fire Sprinkler or Fire Alarm plans. (SMFD)
15. Approved numbers or addresses shall be placed on all new or existing buildings in such a position as to be easily read from the street or road fronting the property. The minimum size of the numbers shall not be less than six (6) inches and shall be mounted immediately adjacent to a light source and shall also contrast with their background. (SMFD)
16. Fire protection facilities and requirements will need to be determined by Sacramento Metropolitan Fire District including a dedicated fire sprinklers for the structure and appropriately located fire hydrants to maintain SMFD hydrant spacing requirements. (CHWD)
17. A metered domestic water service is required to be installed on 7828, the parcel with the proposed structure(s). (CHWD)
18. A dedicated irrigation service may be required depending on landscaping water demands. This would be metered and have a backflow prevention assembly. (CHWD)
19. The existing 1-inch water service, located at 7904, can remain if the parcels remain separate from each other. If a lot merge is planned, this water service would need to be removed. (CHWD)
20. Sacramento Metropolitan Utility District (SMUD) has existing underground 12kV facilities along the east side of Auburn Boulevard that will need to remain. The Applicant shall be responsible for maintaining all CalOSHA and State of California Public Utilities Commission General Order No. 128 safety clearances during construction and upon building completion. If the required clearances cannot be maintained, the Applicant shall be responsible for the cost of relocation. (SMUD)
21. Structural setbacks less than 14-feet shall require the Applicant to conduct a pre- engineering meeting with all utilities to ensure property clearances are maintained. (SMUD)
22. Any necessary future SMUD facilities located on the Applicant's property shall require a dedicated SMUD easement. This will be determined prior to SMUD performing work on the Applicant's property. (SMUD)
23. In the event the Applicant requires the relocation or removal of existing SMUD facilities on or adjacent to the subject property, the Applicant shall coordinate with SMUD. The Applicant shall be responsible for the cost of relocation or removal. (SMUD)
24. SMUD reserves the right to use any portion of its easements on or adjacent to the subject property that it reasonably needs and shall not be responsible for any damages to the developed property within said easement that unreasonably interferes with those needs. (SMUD)

25. The Applicant shall not place any building foundations within 5-feet of any SMUD trench to maintain adequate trench integrity. The Applicant shall verify specific clearance requirements for other utilities (e.g., Gas, Telephone, etc.). (SMUD)
26. In the event the City requires an Irrevocable Offer of Dedication (IOD) for future roadway improvements, the Applicant shall dedicate a 12.5-foot public utility easement (PUE) for overhead and/or underground facilities and appurtenances adjacent to the City's IOD. (SMUD)
27. The Applicant shall comply with SMUD siting requirements (e.g., panel size/location, clearances from SMUD equipment, transformer location, service conductors). Information regarding SMUD siting requirements can be found at: <https://www.smud.org/en/Business-Solutions-and-Rebates/Design-and-Construction-Services>. (SMUD)
28. The Applicant shall provide separate SMUD service points to each parcel to the satisfaction of SMUD. (SMUD)
29. The Applicant shall dedicate a 12.5-foot public utility easement for overhead and/or underground facilities and appurtenances adjacent to all public street rights-of-ways. (SMUD)
30. The Applicant shall dedicate any private drive, ingress and egress easement, (and 10-feet adjacent thereto) as a public utility easement for (overhead and) underground facilities and appurtenances. All access roads shall meet minimum SMUD requirements for access roads. (SMUD)

Prior to Permit Issuance

31. Final detailed landscaping and irrigation plans for the project site shall be submitted to Planning staff prior to issuance of any building permits. The landscape plan shall meet the standards of Zoning Code Section 106.34050. The final landscape plan shall include increased planting along the eastern boundary adjacent to the residential properties to provide screening to the best extent possible to the satisfaction of the Planning Division. (Planning)
32. The design and materials for the proposed sound wall along the southern property line shall be approved by the Planning Division prior to issuance of building permits. Anti-graffiti coating is required. (Planning)
33. All proposed, mapped or recorded drainage easements shall appear on the site plan and improvement plans. (GSD)
34. The dedication of a 12.5-ft Public Utilities Easements (PUE) for all three parcels along Auburn Boulevard is required and shall be shown on the site plan and improvement plans. (GSD)
35. Any new discharge points to Cripple Creek may require permits from regulating agencies (USACE, California Department of Fish & Wildlife, and the Water Boards) and are the responsibility of the applicant. The applicant shall provide the City confirmation from these agencies if a discharge permit is required. (GSD)

36. For floodplain management purposes, the Improvement plans shall include the following items on the site plan:
 - a. Clearly show the limits for the FEMA FloodWAY. No improvements are allowed within the FloodWAY.
 - b. Show the limits of the 100-year water surface elevation (WSE = floodplain) on the north & south sides of the creek. No fill and/or development is allowed in the 100-Yr Floodplain. (GSD)
37. A Construction Traffic Management Plan (CTMP) is required and shall be approved prior by the General Services Department prior to any construction and shall include items such as the number and size of trucks per day, expected arrival/departure times, truck circulation patterns, location of truck staging areas, employee parking, and the proposed use of traffic control/partial street closures on public streets. The overall goal of the Construction Traffic Management Plan is to minimize traffic impacts to public streets and maintain a high level of safety for all roadway users. (GSD)
38. Required development impact fees shall be paid prior to Building Permit issuance. Fee rates assessed shall be calculated during the building permitting process. For a fee quote, contact Engineering Division (916) 727-4770. (GSD)
39. 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. (GSD)
40. All other outside agency impact fees & connection fees shall be paid prior to issuance of the Building Permit. (GSD)
41. The plans shall depict a fire access roadway of not less than 20-feet of unobstructed width, 13-feet, 6-inches of vertical clearance, and turning radii of 25 feet inside and 50 feet outside dimension. The access roadway shall extend to within 150 feet of all portions of the exterior walls of the first story of any proposed building. (SMFD)
42. The plans shall depict an approved fire apparatus turnaround. The fire apparatus turnaround shall conform to Sacramento Metro Fire Districts, Fire Prevention Standard #3. The fire access turn-around shall be located within 50 feet of the end of the access roadway. (SMFD)
43. The plans shall depict how Fire Lanes will be marked. Fire Lane identification shall be provided along the required fire access roadway. Fire Lane identification shall be in accordance with the Sacramento Metro Fire Districts Fire Prevention Standard #3 and the California Vehicle Code. (SMFD)
44. Provide a note on the plans that reads, "Fire access roadways shall be built to bear a minimum of 80,000 pounds, with a maximum axle load of 31,000 pounds, and meet Public Works Standards for roadways. A report, prepared by a registered geotechnical engineer, verifying the ability of the road to bear the required minimum weight, shall be submitted with any plan indicating construction of roadway. Verification of constructed roadway shall be provided by a registered geotechnical engineer prior to final of the project." (SMFD)

45. Show the location of the required fire hydrants for this project on the improvement plans. Approved fire hydrants capable of providing the required fire flow for the protection of any and all structures shall be located along the fire apparatus access roadway. The required fire hydrants shall be installed and operational prior to any construction (including foundations). (SMFD)
46. A “private” water main will be required within the property to provide necessary water for internal fire hydrants and fire sprinklers. This private main would be isolated via and RPDA device. This private main would tie into the 8-inch main on Auburn Boulevard and potentially the 6-inch water main on Sherlock Way to provide redundancy for the site. (CHWD)
47. Sacramento Area Sewer District (SASD) requires each building on each lot with a sewage source to have a separate connection to SASD’s sewer system. If there is more than one building in any single parcel and the parcel is not proposed for split, then each building on that parcel must have a separate connection to a private onsite sewer line or a separate connection to the SASD public sewer line. These improvements must be shown on the plans. (SASD)
48. Commercial buildings require a 6-inch lower lateral. Connection to the 6-inch line in Auburn Blvd will not be allowed except at the manhole. (SASD)
49. Alignment of all main lines and structures must provide a minimum of 1 foot vertical clearance and 5 feet horizontal clearance from all other utilities and improvements. Sewer is to be located a minimum of 10 feet (measured horizontally) from any structure or footing. Show public sanitary sewer and water supply facilities in accordance with the Health and Safety Code. (SASD)
50. The owner must contact Permit Services Unit at PermitServices@sacsewer.com or by phone at (916) 876-6100 to determine if sewer impact fees are due. Fees are to be paid prior to the issuance of building permits. (SASD)

Prior to Final Occupancy

51. The following frontage improvements are required north of the existing bridge along Auburn Boulevard. Improvements shall meet current City standards and all accessibility requirements.
 - a. Vertical curb (Type 2) & gutter.
 - b. 6-ft wide separated sidewalk with 6-ft wide landscaping planter (irrigated). Sidewalk shall connect to the back of curb as it approaches the existing bridge to the south and to the existing sidewalk on the adjacent north parcel.
 - c. Type A-6 commercial driveway.
 - d. Any needed storm drain system as determined during the design stage.
 - e. Streetlights (addressed under separate Conditions of Approval (COA)). (GSD)
52. The signalized intersection at Auburn Boulevard and Grand Oaks Boulevard shall be modified to allow a northbound U-turn movement. The improvements on the west side of Auburn Blvd shall widen the roadway to its ultimate alignment and allow safe northbound U-turn movements at this location. Modifications may include, but are not limited to, signal operational upgrades, signal modification and street widening improvements. These improvements are included in the city’s future Auburn Boulevard Complete Streets Phase 2 project but the construction schedule for the project is not known. If the city’s

project occurs first, the applicant will be relieved of the required improvements. Conversely, if the church project precedes the city's work, the applicant will be required to complete the intersection improvements prior to the release of any occupancy or building permit finals. Depending on the timing of both the proposed church and the City's future street improvements; city staff may consider the construction of temporary asphalt pathway and berm/curb instead of concrete curb, gutter & sidewalks along the west side of Auburn Blvd. Applicant will coordinate final design of the intersection improvements with the City. (GSD)

53. Northbound U-turns are prohibited where Auburn Boulevard intersects with the Rusch Park driveway. A No U Turn sign shall be installed within the center median at this location to minimize vehicle conflicts. (GSD)
54. The south project driveway shall allow right-in and right-out movements only. The concrete median adjacent to the southerly project driveway prevents left-turn movements in or out of the site at this driveway. The installation of a No Left Turn (R3-2) sign in the median centered with the exiting approach as well as a Stop sign (R1-1) and a Right Turn Only (R3-5) sign directly adjacent to the driveway in required. (GSD)
55. The solid lane striping at the northerly project driveway entrance shall be extended to encourage entering vehicles to continue straight rather than turn left upon entering, which may minimize conflict points between vehicles. (GSD)
56. Alignment of frontage improvements along Auburn Blvd located north of the existing bridge will need to be coordinated with the City's future street improvements for the Auburn Blvd Phase 2 –Rusch Park to NCL (Northern City Limits) project that is currently under preliminary design. Prior to ANY occupancy or Building Permit Finals, the property owner shall dedicate any required ROW or PUE along Auburn Boulevard to accommodate the new frontage improvements and any SMUD facilities, not typically included in the PUE, located north of the existing bridge. (GSD)
57. Remove the three existing decorative street light poles (post top) and return to the City General Services Department. Install three new decorative street light poles (with mast arms) to match existing street light poles per Auburn Boulevard Complete Street Project, located south of property along Auburn Blvd. Luminaire shall meet current City requirements. (GSD)
58. Remove the existing Type A street light pole on the north side of the bridge (along Auburn Blvd) and return to the City General Services Department. Install a new decorative street light pole (with mast arm) to match pre-existing street light poles per Auburn Boulevard Complete Street Project, located south of property along Auburn Blvd. Luminaire shall meet current City requirements. (GSD)
59. The finished floor elevation of proposed building shall be at least two feet (2') about FEMA 100-Yr Base Flood Elevation (BFE). Prior to issuance of the Certificate of Occupancy, submit a post-construction FEMA Elevation Certificate completed by a CA Professional Land Surveyor.

60. 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. (GSD)
61. The applicant shall process a voluntary lot merger application to merge the three parcels into one parcel. (GSD)
62. Developer 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 Agreement or any Project Approval or any Subsequent Project Approval, or otherwise arising out of or stemming from this Agreement. Developer may select its own legal counsel to represent Developer's interests at Developer's sole cost and expense. The parties shall cooperate in defending such action or proceeding. Developer shall pay for City's 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 Developer agrees to pay directly or timely reimburse on a monthly basis City for all such court costs, attorney fees, and time referenced herein.

Tree Permit File # TP-21-36

1. The following trees on the north parcel are approved for removal: 2, 4, 6, 12, 13, 14, 15, 19, 21, 23, 31, and 37. The following trees on the south parcel are approved for removal: 38, 39, 41, 42, 43, 44, 46, and 47. Mitigation is required as per the chart listed in the Staff Report. Mitigation shall be calculated as 1 inch for a 15-gallon tree and 2 inches for a 24 inch box tree. Mitigation credits will be determined after the submittal of the final landscape plan. Any mitigation not satisfied through the replanting of trees shall be paid at \$298.00 per inch.
2. A Final Tree Impact Assessment shall be submitted and approved by the Planning Division prior to issuance of any building permits. The Impact Assessment shall assess construction impacts to the existing trees as well as outline construction methods that shall be used to protect the trees during construction of the project. (Planning)

CC: Rocky Williams
Rob Wood