

City of Citrus Heights  
Planning Commission Meeting Minutes  
APPROVED  
February 10, 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.

**1. CALL MEETING TO ORDER**

Vice Chair Scheeler called the meeting to order at 7:02 PM.

**2. ROLL CALL**

Commission Present: Flowers, Ingle, Makhnovskiy, Nishimura, Turner Mike, Van Duker,

Vice Chair Scheeler

Absent: None

Staff Present: Bermudez, Hildebrand, Jones, Kempenaar, McDuffee

**3. FLAG SALUTE**

Commissioner Flowers led the flag salute.

**4. PUBLIC COMMENT**

None

**5. CONSENT CALENDAR**

Approval of the meeting minutes for December 9, 2020

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

**NOES:** (0)

**ABSTAIN:** (1) Makhnovskiy

**ABSENT:** None

**6. PUBLIC HEARING**

- A. DESIGN REVIEW PERMIT # DRP-20-07 – 6720 VAN MAREN LANE:** The applicant proposes to extend the height of an existing telecommunications facility by 10-feet, redesign the existing pole into a Monopine and add an additional 180 square feet of ground equipment. The overall new pole height will be 46-feet with the top of the tree branches at 51-feet. The project is categorically exempt from further environmental review pursuant to Section 15303, New Construction or Conversion of Small Structures, of the California Environmental Quality Act. Project Planner: Alison Bermudez

Vice Chair Scheeler asked Commissioners if they have any clarifying questions

None

Vice Chair Scheeler opened the public hearing

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

- Where will the fuel be stored and how much?

Vice Chair Scheeler called for a motion.

**Motions**

1. Adopt Resolution No. 21-01, finding that the project is Categorically Exempt from the California Environmental Quality Act (CEQA) per Section 15303 (New Construction or Construction of Small Structures); and

**M/S:** Commissioner Flowers/Commissioner Van Duker second  
The motion passed with the following vote:

**AYES:** (6) Flowers, Ingle, Makhnovskiy, Nishimura, Turner Mike,  
Vice Chair Scheeler

**NOES:** (0)

**ABSENT:**

2. Approve a Design Review Permit to redesign an existing communications pole into a Monopine, increase the height of the pole by 10 feet and install additional ground equipment based on the findings contained in the staff report and the attached conditions of approval.

**M/S:** Commissioner Flowers/Commissioner Van Duker second  
The motion passed with the following vote:

**AYES:** (7) Flowers, Ingle, Makhnovskiy, Nishimura, Turner Mike, Van Duker,  
Vice Chair Scheeler

**NOES:** (0)

**ABSENT:**

#### **CONDITIONS OF APPROVAL DESIGN REVIEW PERMIT**

- 1) This application's approval is valid for two years from date of approval (expires 2-10-2023) unless the permit is effectuated or a request for an extension is requested by the applicant and granted by the Planning Division. (Planning)
- 2) This approval terminates upon the expiration of ten years from the approval (2-10-2031). The applicant shall submit to renew the Permit (DRP-20-07) between 365 days and 180 days prior to the expiration of the permit. The application shall include all information, materials, fees, and deposits required for a new application under Section 106.44.030 of the Zoning Code.
- 3) 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.
- 4) The project is approved as per the submitted plans (Attachment 6 to the Staff Report). Minor modifications to the design of the project, including site layout, may be approved by the Planning Division provided such changes are consistent with the overall design as approved herein. Major modifications will require Planning Commission approval. (Planning).
- 5) The facility may be declared abandoned or discontinued in accordance with Section 106.44.050.H. (Planning)
- 6) The ground lease area shall be contained within the existing outdoor storage area. (Planning)
- 7) The following design features shall be incorporated into the "monopine".
  - The "tree" shall have enough branches of foliage as needed to cover all sets of antennas
  - The branches shall begin at a maximum height of 20 feet from ground level
  - The tree trunk shall be painted a color to look like bark
  - The tree branches shall be a color that blends in with the surrounding tree environment
  - The antennas shall be covered with a screening material

- The tree branches shall be angled a minimum of 15 degrees for the appearance of natural branches

The applicant shall be responsible for the long term maintenance of the “tree”. The appearance of the tree shall be maintained in a green and healthy condition that may include the replacement of branches as needed (Planning)

- 8) The site’s landscaping shall be refreshed with bark and any dead/dying plants shall be replaced. The applicant shall demonstrate the irrigation serving the site is functional to serve the proposed landscaping. (Planning)
- 9) Prior to the Final of Building Permits, the applicant shall call for inspection by the Planning Division to verify compliance with the approved plans. (Planning)
- 10) The applicant shall pay all appropriate development fees at the time of building permit issuance. (Planning)

### **Operation and maintenance standards**

- 11) The owner or operator of any facility shall submit and maintain current at all times basic contact and site information. The applicant shall notify the City of any changes to the information submitted within 30 days of any change, including change of the name or legal status of the owner or operator. This information shall include the following:
  - Identity, including name, address, and telephone number, and legal status of the owner of the facility including official identification numbers and FCC certification, and if different from the owner, the identity and legal status of the person or entity responsible for operating the facility;
  - Name, address, and telephone number of a local contact person for emergencies;
  - Type of service provided; and
  - Identification signs, including emergency phone numbers of the utility provider, shall be posted at all communication facility sites.
- 12) No advertising signage or identifying logos shall be displayed on the facility except for small identification plates used for emergency notification. (Planning)
- 13) All communication facilities and related equipment, including lighting, fences, shields, cabinets, and poles shall be maintained in good repair, free from trash, debris, litter, graffiti, and other forms of vandalism, and any damage from any cause shall be repaired as soon as reasonably possible so as to minimize occurrences of dangerous conditions or visual blight. Graffiti shall be removed by the service provider from any facility or equipment as soon as practicable, and in no instances more than 48 hours from the time of notification by the City. (Planning)
- 14) All trees, foliage, and other landscaping elements on a communication facility site, whether or not used as screening, shall be maintained in good condition at all times in compliance with the approved landscape plan. The facility owner or operator shall be responsible for replacing any damaged, dead, or decayed landscaping as promptly as reasonably possible. Amendments or modifications to the landscape plan shall be submitted for approval to the Director or for Design Review. (Planning)
- 15) Each communication facility shall be operated so as to minimize the generation of noise that is audible from off the site. Backup generators shall only be operated during periods of power outages, and shall not be tested on weekends or holidays, or between the hours of 10:00 p.m. and 7:00 a.m. on weekday nights.

At no time shall equipment noise from any source exceed an exterior noise level of 60 dB at the property line. (Planning)

- 16) The owner or operator of a facility shall routinely and regularly inspect each site to ensure compliance with the standards identified herein and within the regulations of the City's telecommunications regulations. (Planning)
- 17) Any exterior lighting shall be manually operated and used only during night maintenance or emergencies, unless otherwise required by applicable Federal law or FCC rules. The lighting shall be constructed or located so that only the intended area is illuminated and off-site glare is fully controlled. Light fixtures shall be low wattage, hooded, and downward directed. (Planning)
- 18) The facility or combination of facilities shall at any time exceed the FCC adopted NIER (Nonionizing Electromagnetic Radiation) standard for human exposure. The owner of each facility shall demonstrate continued compliance with the FCC NIER standard by submitting an annual report to the City that documents compliance with the standard. (Planning)
- 19) Towers and equipment buildings shall be properly secured to prevent unauthorized access. (Planning)

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 Permit or any Project Approval or any Subsequent Project Approval, or otherwise arising out of or stemming from this Permit. 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 refer

**B. DESIGN REVIEW PERMIT # DRP-20-05 – 6432 TUPELO DRIVE:** The applicant requests approval of a Design Review Permit for installation and operation of a 60-foot stealth communications pole or "Monopine" within the Antelope Plaza Shopping Center. Antelope Plaza is located on Antelope Road between I-80 and Tupelo Drive. The project is categorically exempt from further environmental review pursuant to Section 15303, New Construction or Conversion of Small Structures, of the California Environmental Quality Act. Project Planner: Alison Bermudez

Vice Chair Scheeler asked Commissioners if they have any clarifying questions

- Will any parking spaces be lost?

Vice Chair Scheeler opened the public hearing

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

Vice Chair Scheeler called for a motion.

#### Motions

1. Adopt Resolution No. 21-02, finding that the project is Categorically Exempt from California Environmental Quality Act (CEQA) per Section 15303 (Construction of Small Projects); and

**M/S:** Commissioner Makhnovskiy /Commissioner Nishimura second

The motion passed with the following vote:

**AYES:** (6) Flowers, Ingle, Makhnovskiy, Nishimura, Turner Mike, Vice Chair Scheeler

**NOES:** (0)

**ABSENT:** None

**ABSTAIN:** (1) Van Duker

2. Approve a Design Review Permit to allow for the construction of a new 60-foot tall stealth telecommunications facility with associated equipment based on the findings contained in the staff report and the attached conditions of approval.

**M/S:** Commissioner Makhnovskiy /Commissioner Nishimura second

The motion passed with the following vote:

**AYES:** (6) Flowers, Ingle, Makhnovskiy, Nishimura, Turner Mike, Vice Chair Scheeler

**NOES:** (0)

**ABSENT:** None

**ABSTAIN:** (1) Van Duker

#### **CONDITIONS OF APPROVAL DESIGN REVIEW PERMIT**

- 20) This application's approval is valid for two years from date of approval (expires 2-10-2023) unless the permit is effectuated or a request for an extension is requested by the applicant and granted by the Planning Division. (Planning)
- 21) This approval terminates upon the expiration of ten years from the approval (2-10-2021). The applicant shall submit to renew the Permit (DRP-20-05) between 365 days and 180 days prior to the expiration of the permit. The application shall include all information, materials, fees, and deposits required for a new application under Section 106.44.030 of the Zoning Code.
- 22) 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.
- 23) The project is approved as per the submitted plans (Attachment 6 to the Staff Report). Minor modifications to the design of the project, including site layout, may be approved by the Planning Division provided such changes are consistent with the overall design as approved herein. Major modifications will require Planning Commission approval. (Planning).
- 24) The facility may be declared abandoned or discontinued in accordance with Section 106.44.050.H. (Planning)
- 25) The ground lease area shall be screened with an 8-foot precast masonry enclosure. The enclosure shall be a color to blend with the surroundings and shall be treated with anti-graffiti coating. (Planning)
- 26) The following design features shall be incorporated into the "monopine".
- The "tree" shall have enough branches of foliage as needed to cover all sets of antennas
  - The branches shall begin at a maximum height of 20 feet from ground level
  - The tree trunk shall be painted to look like bark
  - The tree branches shall be a color that blends in with the surrounding tree environment

- The antennas shall be covered with a screening material
- The tree branches shall be angled a minimum of 15 degrees for the appearance of natural branches

The applicant shall be responsible for the long term maintenance of the “tree”. The appearance of the tree shall be maintained in a green and healthy condition that may include the replacement of branches as needed (Planning)

- 27) The site shall be landscaped as shown in Landscape Plans (Sheets 1 through 4).
- 28) Prior to the Final of Building Permits, the applicant shall call for inspection by the Planning Division to verify compliance with the approved plans. (Planning)
- 29) The applicant shall pay all appropriate development fees at the time of building permit issuance. (Planning)
- 30) Prior to installation of landscaping, the project Landscape Architect shall submit documentation to the City that demonstrates:
- a) Soil has been tested and prepared as necessary based on the Soils Analysis;
  - b) The irrigation has been installed compliant with the Zoning Code and the Model Water Ordinance and approved landscape plan; and
  - c) Tree planting sites shall comply with the minimum soil volume as identified in the Zoning Code and landscape plan. [Planning]
- 31) Prior to the final of the project, the project Landscape Architect shall:
- a) Certify in writing that the landscaping has been installed in compliance with the Zoning Code and approved landscape plan; and
  - b) Demonstrate and certify in writing that the irrigation has been installed and is in compliance with the Zoning Code and landscape irrigation plans. The City may require an irrigation audit be performed by a certified irrigation auditor. [Planning]

### **Operation and maintenance standards**

- 32) The owner or operator of any facility shall submit and maintain current at all times basic contact and site information. The applicant shall notify the City of any changes to the information submitted within 30 days of any change, including change of the name or legal status of the owner or operator. This information shall include the following:
- Identity, including name, address, and telephone number, and legal status of the owner of the facility including official identification numbers and FCC certification, and if different from the owner, the identity and legal status of the person or entity responsible for operating the facility;
  - Name, address, and telephone number of a local contact person for emergencies;
  - Type of service provided; and
  - Identification signs, including emergency phone numbers of the utility provider, shall be posted at all communication facility sites.
- 33) No advertising signage or identifying logos shall be displayed on the facility except for small identification plates used for emergency notification.
- 34) All communication facilities and related equipment, including lighting, fences, shields, cabinets, and poles shall be maintained in good repair, free from trash, debris, litter, graffiti, and other forms of vandalism, and

any damage from any cause shall be repaired as soon as reasonably possible so as to minimize occurrences of dangerous conditions or visual blight. Graffiti shall be removed by the service provider from any facility or equipment as soon as practicable, and in no instances more than 48 hours from the time of notification by the City.

- 35) All trees, foliage, and other landscaping elements on a communication facility site, whether or not used as screening, shall be maintained in good condition at all times in compliance with the approved landscape plan. The facility owner or operator shall be responsible for replacing any damaged, dead, or decayed landscaping as promptly as reasonably possible. Amendments or modifications to the landscape plan shall be submitted for approval to the Director or for Design Review. The Commission may also require a landscape maintenance agreement.
- 36) Each communication facility shall be operated so as to minimize the generation of noise that is audible from off the site. Backup generators shall only be operated during periods of power outages, and shall not be tested on weekends or holidays, or between the hours of 10:00 p.m. and 7:00 a.m. on weekday nights. At no time shall equipment noise from any source exceed an exterior noise level of 60 dB at the property line.
- 37) The owner or operator of a facility shall routinely and regularly inspect each site to ensure compliance with the standards identified herein and within the regulations of the City's telecommunications regulations. (Planning)
- 38) Any exterior lighting shall be manually operated and used only during night maintenance or emergencies, unless otherwise required by applicable Federal law or FCC rules. The lighting shall be constructed or located so that only the intended area is illuminated and off-site glare is fully controlled. Light fixtures shall be low wattage, hooded, and downward directed.
- 39) The facility or combination of facilities shall at any time exceed the FCC adopted NIER (Nonionizing Electromagnetic Radiation) standard for human exposure. The owner of each facility shall demonstrate continued compliance with the FCC NIER standard by submitting an annual report to the City that documents compliance with the standard.
- 40) Towers and equipment buildings shall be properly secured to prevent unauthorized access.
- 41) 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 Permit or any Project Approval or any Subsequent Project Approval, or otherwise arising out of or stemming from this Permit. 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.

**7. REGULAR CALENDAR**

**A. ELECTION OF CHAIR AND VICE CHAIR**

Vice Chair Scheeler asked for nomination for Chair

Nomination for Chair Tom Scheeler

**M/S:** Commissioner Van Duker /Commissioner Makhnovskiy

The nomination passed with the following vote:

**AYES:** (7) Flowers, Ingle, Makhnovskiy, Nishimura, Turner Mike, Van Duker,  
Vice Chair Scheeler

**NOES:** (0)

**ABSENT:** None

Vice Chair Scheeler asked for nomination for Vice Chair

Nomination for Vice Chair Marcelle Flowers

**M/S:** Commissioner Makhnovskiy/ Vice Chair Scheeler

The nomination passed with the following vote:

**AYES:** (7) Flowers, Ingle, Makhnovskiy, Nishimura, Turner Mike, Van Duker,  
Vice Chair Scheeler

**NOES:** (0)

**ABSENT:** None

**8. PLANNING MANAGER COMMENTS**

NONE

**9. AJOURNMENT**

Meeting adjourned 7:45 pm

Respectfully Submitted,

Stacy Hildebrand  
Planning Commission Secretary