

**MINUTES
FOR A REGULAR MEETING
PLANNING COMMISSION
CITY OF IMPERIAL
JUNE 9, 2021**

**THIS MEETING WAS CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S
EXECUTIVE ORDER N-29-20**

TELECONFERENCE NOTICE

Pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020 and to the extent applicable Government Code Section 54953(b), this Planning Commission Meeting included teleconference participation by the Planning Commission Members and City staff. Consistent with Executive Order N-29-20 teleconference locations utilized by Planning Commission Members shall not be accessible to the public and are not subject to special posting requirements.

A. PLANNING COMMISSION/TRAFFIC COMMISSION CALLED TO ORDER:

COMMISSIONERS PRESENT: HAMMERNESS, HARVEY, MENDOZA, AND GUILLEN

**OTHERS PRESENT: COMMUNITY DEVELOPMENT DIRECTOR MORA, PLANNER
TYLEND*, CITY CLERK JACKSON, ASSISTANT CITY MANAGER BROWN, AND CITY
ATTORNEY HOLBROOK**

*remote attendance

Vice chair Guillen called the meeting to order at 6:31 pm and led the Pledge of Allegiance.

B. PUBLIC APPEARANCES.

None.

C. CONSENT CALENDAR.

C-1. Approve Planning Commission meeting minutes for May 12, 2021.

Motion by HAMMERNESS, second by HARVEY to approve the consent calendar as presented.

AYES: HAMMERNESS, HARVEY, MENDOZA, AND GUILLEN

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

MOTION CARRIED 4-0

D. PLANNING COMMISSION NEW BUSINESS

D-1 Public Hearing: Conditional Use Permit (21-05): request to allow the operation of an “Automobile Body Repair Shop” to be located at 705 “P” Street, Imperial, CA.

The Public Hearing was opened at 6:34 pm.

Planner Tylenda presented the staff report. Applicant Cesar Barreras applied for a CUP in order to operate an automobile repair facility within the I-2 zone. Mr. Barreras is currently using the parcel to store vehicles. He would like to install a paint booth, concrete foundation, parking stalls, privacy fencing, landscaping along property and “office/watchman headquarters. These improvements would be done in phases. Hours of operation are Monday – Friday 8:00 am to 5:00 pm.

Discussion was had on the hours of operation if the applicant were to open the facility to community members who would like to restore personal vehicles on-site in the future.

There were no comments received from members of the public and the hearing was closed at 6:43 pm.

1. **RESO No. PC 2021-05** A Resolution of the Planning Commission approving the Conditional Use Permit allowing the operation of an “Automobile Body Repair Shop” to be located at 705 “P” Street, Imperial, CA. Project is Categorically Exempt per the California Environmental Quality Act.

Motion by MENDOZA, second by HAMMERNESS to approve Resolution No. PC 2021-05 with changes to conditions of approval to allow business to operate 7 days per week during the hours of 8:00 am to 5:pm should owner chose to do so in the future.

AYES: HAMMERNESS, HARVEY, MENDOZA, AND GUILLEN

NOES: NONE

ABSTAIN: NONE

ABSENT: NONE

MOTION CARRIED 4-0

D-2 Variance Permit (21-01); a Variance Permit to allow the deviation of the ordained side-yard setback requirements within a Residential zone, from 5ft. to 3ft. for the development of a swimming pool to be located at 626 Bahia street, Imperial, CA

The Public Hearing opened at 6:53 pm

Staff report presented by Planner Tylenda. Applicant Evelyn Martinez applied for a variance to install a swimming pool. She is requesting permission for a reduction in the requirement of the set-back from 5’ to 3’ due to the positioning of the home and lot size.

There were no comments received from members of the public and the hearing was closed at 7:05 pm and the following action taken:

1. **RESO No. PC 2021-06** A Resolution of the Planning Commission approving the Variance Permit request to allow the deviation of the ordained side-yard setback requirements from 5ft. to 3ft. to allow the construction of a swimming pool to be located at 626 Bahia Street, Imperial, CA. the Project is Categorically Exempt per the California environmental Quality Act.

Motion by HAMMERNESS, second by MENDOZA to approve Resolution No. PC2021-06.

AYES: HAMMERNESS, HARVEY, MENDOZA, AND GUILLEN
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE MOTION CARRIED 5-0

D-3. Public Hearing, Variance Permit (21-02): A Variance Permit to allow the deviation of the ordained rear and side yard setback requirements of 5ft. to 6in. within a Residential zone, to permit the existing pergola located at 1101 E. 2nd Street; Imperial, CA 92251.

The Public Hearing was opened at 7:11 pm.

Planner Tylenda presented the staff report. The applicants Matthew and Kristen Smith are requesting a variance from required set-backs. The applicants had previously installed a steel patio pergola encroaching within the set back areas. The request for the variance originates from a “code enforcement” case.

There were no comments submitted by the public and the hearing was closed at 7:27 pm.

- 1. RESO No. PC 2021-07:** A Resolution of the Planning Commission approving the Variance Permit to allow the deviation of the ordained rear and side yard setback requirements of 5ft. to 6in. within a Residential zone, to permit the existing pergola located at 1101 E. 2nd Street; Imperial, CA 92251. Project is Categorically Exempt per the California Environmental Quality Act.

Motion by HAMMERNESS, second by MENDOZA to approve Resolution No. PC2021-07 with the allowance of 3 feet set-back denying the request for 6-inch set-back.

AYES: HAMMERNESS, HARVEY, MENDOZA, AND GUILLEN
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE MOTIO CARRIED 4-0

E. TRAFFIC COMMISSION:

E-1: Discussion/Action: Proposed placement/installation of a “4-way stop” at the intersection of 4th and G Streets; Imperial, CA 92251.

Staff report presented by Community Development Director Mora. A member of the City Council requested an evaluation of the traffic concerns at this intersection. The Development Review Committee reviewed the item taking into consideration the recommendation of the guidelines from the “Manual on Uniform Traffic Control”. It is recommended to not install a four-way stop at this intersection.

- 1. Approve/Deny request for the placement and installation of a “4-way stop” at the intersections of 4th and G Street; Imperial, CA 92251**

Motion by MENDOZA, second by HARVEY to deny the request for placement of 4-way stop signs at the intersection.

AYES: HAMMERNESS, HARVEY, MENDOZA, AND GUILLEN
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE MOTION CARRIED 4-0

F. REPORTS:

F-1. Commissioners Report

None.

F-2. Staff Report

Parks Superintendent Tony Lopez informed the commission that the city has recently formed a non-profit organization :Friends of Imperial Parks” and are seeking a member of the planning commission to be on the board.

Assistant City Manager Brown reported that a member of the commission will be sought to be on the Downtown Arts District Committee.

PLANNING COMMISSION MEETING ADJOURNED AT 7:57 PM UNTIL NEXT REGULARLY SCHEDULED MEETING.

**MINUTES
REGULAR MEETING
PLANNING COMMISSION
CITY OF IMPERIAL
JUNE 23, 2021**

**THIS MEETING WAS BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S
EXECUTIVE ORDER N-29-20**

TELECONFERENCE NOTICE

Pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020 and to the extent applicable Government Code Section 54953(b), this Planning Commission Meeting included teleconference participation by the Planning Commission Members and City staff. Consistent with Executive Order N-29-20 teleconference locations utilized by Planning Commission Members shall not be accessible to the public and are not subject to special posting requirements.

A. PLANNING COMMISSION CALL TO ORDER:

COMMISSIONERS PRESENT: HAMMERNESS*, HARVEY, MENDOZA, AND GUILLEN

*remote participation

OTHERS PRESENT: CITY MANAGER MORITA, ASSISTANT CITY MANAGER BROWN, CITY ATTORNEY HOLBROOK, COMMUNITY DEVELOPMENT DIRECTOR MORA, AND CITY CLERK JACKSON

Vice-chair GUILLEN called the meeting to order at 6:30 pm and led those present in the Pledge of Allegiance.

B. PUBLIC APPEARANCES

None.

C. NEW BUSINESS:

C-1: Public Hearing, Conditional Use Permit (21-04): Request to operate a Starbucks-drive-through at 802 N. Imperial Avenue; Imperial, CA 92251.

The Public Hearing was opened 6:33 pm.

Director Mora informed the commission that the applicant has requested that the hearing be continued to July 14, 2021.

1. **RESO No. PC 2021-08:** A Resolution of the Planning Commission approving the Conditional Use Permit to operate a Starbucks-drive-through at 802 N. Imperial Avenue; Imperial, CA 92251. The Project is Categorically Exempt per the California Environmental Quality Act.

Motion by HARVEY, second by MENDOZA to continue the Public Hearing to July 14, 2021 at 6:30 pm.

AYES: HAMMERNESS, HARVEY, MENDOZA, AND GUILLEN

NOES: NONE

ABSTAIN: NONE
ABSENT: NONE

MOTION CARRIED 4-0

C-2: Public Hearing, Zone Change (21-01) zone change from R-1 (Residential Single Family)” to “OP (Open Space)” to be located at APN 063-250-011; Imperial, CA 92251.

The Public Hearing was opened at 6:35 pm.

This project would be funded by Prop 68 funds available from the state parks grant. The city is in partnership with Imperial Unified School District in applying to the state seeking the maximum funds available to develop new recreational features along with a new swimming pool. The re-zone will allow for open space recreational use. Features to include playground area, skate park, basketball and volleyball courts, and new swimming pool.

There was discussion regarding public input and the inclusion of a toddler/small child pool area.

There were no comments received and the hearing was closed at 6:42 pm.

1. **RESO No. PC 2021-09:** A Resolution of the Planning Commission approving zone change from R-1 (Residential Single Family)” to “OP (Open Space)”, CEQA Mitigated Negative Declaration and Conditions of Approval at APN 063-250-011.

Motion by MENDOZA, second by HARVEY to approve Resolution No, PC2021-09.

AYES: HAMMERNESS, HARVEY, MENDOZA, AND GUILLEN
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

MOTION CARRIED 4-0

D. OTHER BUSINESS

D-1: Appointment of Planning Commission member to Serve on the Friends of Imperial Parks 501C3 Board.

1. Appoint of Planning Commissioner to serve on the Friends of Imperial Parks 501C3 Board

Motion by HAMMERNESS, second by HARVEY to appoint Stacy Mendoza to the board.

AYES: HAMMERNESS, HARVEY, MENDOZA, AND GUILLEN
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

MOTION CARRIED 4-0

E. REPORTS:

E-1: Commissioners Reports.

None.

E-2: Staff Reports.

None.

PLANNING COMMISSION MEETING ADJOURNED AT 6:56 PM UNTIL NEXT REGULARLY SCHEDULED MEETING.

MINUTES

CITY OF IMPERIAL
PLANNING COMMISSION
REGULAR MEETING
July 14, 2021

**THIS MEETING WAS CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S
EXECUTIVE ORDER N-29-20**

A. PLANNING COMMISSION CALL TO ORDER:

COMMISSIONERS PRESENT: HAMMERNESSE, MENDOZA, AND GUILLEN

COMMISSIONERS ABSENT: HARVEY

OTHERS PRESENT: CITY MANAGER MORITA, ASSISTANT CITY MANAGER BROWN, CITY ATTORNEY HOLBROOK, COMMUNITY DEVELOPMENT DIRECTOR MORA, AND CITY CLERK JACKSON

Vice-chair Guillen called the meeting to order at 6:30 pm and the Pledge of Allegiance was led by Commissioner Hammerness.

B. PUBLIC APPEARANCES

None.

C. CONSENT AGENDA

1. Approval of Minutes from Wednesday, June 23, 2021 Regular Meeting of the Imperial Planning Commission

Minutes pulled from agenda.

D. NEW BUSINESS:

- D-1: Public Hearing, Conditional Use Permit (21-04) request to operate a fast food-drive-through at 802 N. Imperial Avenue; Imperial, CA 92251.

The Public Hearing was opened at 6:33 pm.

Community Development Director Mora presented the staff report. The applicant (Starbucks) is requesting a CUP to construct a fast food drive-through at 802 N. Imperial Avenue. The project site is part of the new development that includes a USPS and a McDonalds. To the east of the project is a convenience store and to the west is Frank Wright Middle School and an apartment complex is located to the south. The zoning designation is intended as an area for highway-oriented retail services and wholesale commercial activities.

Chris Peto developer of the project was present. Discussion centered around the traffic concerns with the proximity to the school during morning and afternoon drop-off and pick-up of students. Developer willing to close 15th Street driveway during the hours of before and after school traffic.

There being no comments received from the public the hearing was closed at 7:08 pm.

1. **RESO No. PC 2021-08:** A Resolution of the Planning Commission approving the Conditional Use Permit to operate a fast food-drive-through at 802 N. Imperial Avenue, Imperial, CA 92251. The Project is Categorically Exempt per the California Environmental Quality Act.

Motion by HAMMERNESS, second by MENDOZA to approve Resolution No. PC2021-08.

AYES: HAMMERNESS, MENDOZA, AND GUILLEN

NOES: NONE

ABSTAIN: NONE

ABSENT: HARVEY

MOTION CARRIED 3-0

E. OTHER BUSINESS

- E-1: Discussion and Introduction of New Appointments to the Imperial Planning Commission and Outgoing Remarks by Vice Chairperson and Commission Andie Guillen
1. Recognition and Outgoing Remarks by Vice Chairperson Andrea Guillen

Ms. Guillen expressed thanks for the opportunity to serve.

2. Introduction of New Appointee Ruben Rivera
3. Introduction of New Appointee Alice Abatti

- E-2: Administration of Oath of Office to those commissioners who were appointed to the Imperial Planning Commissioners

City Clerk Jackson administered the Oath of Office to Mr. Rivera and Ms. Abatti.

- E-3: Re-Organization of the Imperial Planning Commission
1. Selection of Chairperson

Motion by MENDOZA , second by RIVERA to select Hammerness as Chairperson.
MOTION CARRIED 2-1

2. Selection of Vice Chairperson

Motion by HAMMERNESS, second by RIVERA to select Mendoza as Vice-Chair.
MOTION CARRIED 3-0

- E-4: Appointment of one (1) primary and one (1) alternate representative(s) to participate on the Imperial Arts District Advisory Committee.

1. Recommended Action: Appointment of two Planning Commissioners to serve on the Imperial Arts District Advisory Committee

Harvey was appointed as a member to the Committee and Rivera as alternate member.

F. REPORTS:

- F-1: Commissioners Reports.

Mendoza and Hammerness welcomed the new the members to the Commission.

F-2: Staff Reports.

Brown informed commission of plans to schedule a workshop/training session in the near future.

PLANNING COMMISSION MEETING ADJOURNED AT 7:33 PM UNTIL NEXT REGULARLY SCHEDULED MEETING ON JULY 28, 2021.