

**MINUTES  
CITY OF IMPERIAL  
PLANNING COMMISSION  
AND  
TRAFFIC COMMISSION  
OCTOBER 25, 2017**

**A.  
ROLL CALL**

**COMMISSIONERS PRESENT:       HOLBROOK, HONSE, LUCAS, AND MCDADE**

**COMMISSIONERS ABSENT:       ROSS (VACATION)**

**OTHERS PRESENT:               COMMUNITY DEVELOPMENT DIRECTOR MORA,  
CITY PLANNER TYLENDIA, AND CITY CLERK  
JACKSON**

VICE CHAIRMAN LUCAS called the meeting to order at 6:30 PM and led those present in the Pledge of Allegiance.

**B.  
PUBLIC APPEARANCES:**

**GENIVIEVE KHAN**, Imperial resident addressed traffic conditions in the vicinity of Fonzie and “P” Street. She requested some type of traffic calming devices such as speed humps or additional stop signs be installed.

**C.  
CONSENT CALENDAR:**

**C-1.** Approve Planning Commission Meeting Minutes for October 11, 2017.

Motion by HONSE, seconded by MCDADE to approve the Consent Agenda as presented.

**AYES:               HOLBROOK, HONSE, MCDADE, AND LUCAS**

**NOES:              NONE**

**ABSTAIN:        NONE**

**ABSENT:         ROSS**

**MOTION CARRIED 4-0**

**D.  
NEW BUSINESS:**

**D-1.   PUBLIC HEARING: VARIANCE PERMIT #VAR (17-04) – BARBARA LEON – 685  
          BAHIA STREET.**

The Public Hearing was opened at 6:36 PM.

CITY PLANNER TYLENDIA informed the Commissioners that an application for a variance has been submitted in order to allow for the construction of a new patio at 685 Bahia Street. A building permit was obtained for the construction of the patio based on staff approval of plans submitted. The City’s building

inspector found that the contractor failed to meet the required 5 ft. side-yard setback. A violation notice was issued and the applicant is now requesting a variance to allow a 4 ft. side-yard setback in order to continue with the project.

Commission members questioned why the set-back requirement was not met as per code. The applicant stated that the contractor made a mistake when building the patio. The Commissioners expressed their concerns with allowing a variance that does not meet the definition of an extraordinary circumstance that would allow a variance of this type. Government Code 65906 was referred to for the requirements of making necessary findings in order to approve variances. Commission discussion continued with making sure the applicant understands what the requirements are and the applicant stating she was agreeable to having the contractor correct the error to bring the work into compliance with city code.

There were no further comments and the Public Hearing was closed at 6:58 PM.

1. ACTION: RESOLUTION NO. PC 2017-14, A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF IMPERIAL APPROVING A VARIANCE FOR SIDE-YARD SETBACK FROM 5' TO 4' AT 685 BAHIA STREET, IMPERIAL, CA 92251

Motion by HONSE, seconded by HOLBROOK to deny the request for a variance at 685 Bahia Street, Imperial, CA.

AYES: HOLBROOK, HONSE, MCDADE, AND LUCAS  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: ROSS MOTION CARRIED 4-0

## **E. TRAFFIC COMMISSION**

### **E-1. DISCUSSION/ACTION: RADAR SIGN PLACEMENT ON CLARK ROAD AND P STREET.**

PLANNER TYLENDIA informed the Commission of residents within the Paseo Del Sol subdivision voicing their concerns to the City Council in regards to traffic issues in the vicinity of Clark Road and residential streets in the neighborhood. Currently there are school bus stops locations on Clark and Rosarito Dr., Clark and Nuevo Vallarta Dr., and Clark and 2<sup>nd</sup> Street. Staff is requesting placement of two speed radar signs along Clark Road to warn drivers of their rate of travel speed.

Traffic Commission discussion was held and agreed with the placement of the radar signs. They also directed staff to contact the Imperial Unified School District about the possibility of moving the school bus stops to interior subdivision streets that would allow for safer conditions for the school children.

1. ACTION: PLACEMENT OF RADAR SIGNS ON CLARK AND P STREET.

Motion by HONSE, seconded by MCDADE to approve the placement of radar signs on Clark Road and P Street as requested.

AYES: HOLBROOK, HONSE, MCDADE, AND LUCAS  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: ROSS MOTION CARRIED 4-0

**F-1 CHAIRMAN AND COMMISSIONERS' REPORTS**

None.

**F-2. DIRECTOR'S REPORT**

DIRECTOR MORA informed the Commission of the various improvement projects that are scheduled to start in the next few weeks:

Aten Phase IV

Aten sidewalks

Dogwood overlay

Planning Commission meeting adjourned at 7:34 PM until the next regular meeting on November 8, 2017 at 6:30 PM.

**MINUTES  
CITY OF IMPERIAL  
PLANNING COMMISSION  
AND  
TRAFFIC COMMISSION  
NOVEMBER 8, 2017**

**A.  
ROLL CALL**

**COMMISSIONERS PRESENT:       HOLBROOK, HONSE, LUCAS, AND MCDADE**

**COMMISSIONERS ABSENT:       ROSS (VACATION)**

**OTHERS PRESENT:               COMMUNITY DEVELOPMENT DIRECTOR MORA,  
CITY PLANNER TYLEND A, AND CITY CLERK  
JACKSON**

VICE CHAIRMAN LUCAS called the meeting to order at 6:30 PM and led those present in the Pledge of Allegiance.

**B.  
PUBLIC APPEARANCES:**

None.

**C.  
CONSENT CALENDAR:**

**C-1.** Approve Planning Commission Meeting Minutes for October 25, 2017.

City Clerk JACKSON requested the approval of minutes be tabled at this time.

**D.  
NEW BUSINESS:**

**D-1.   PUBLIC HEARING: ZONING ORDINANCE AMENDMENT – ADDITION OF AN  
ADMINISTRATIVE PERMIT ORDINANCE.**

The Public Hearing was opened at 6:38 PM.

CITY PLANNER TYLEND A presented to the Commissioners a draft Ordinance that will create an Administrative Permit that would hopefully bring some sections of the current zoning ordinance up-to-date in order to expedite certain projects and processes. The proposed ordinance will give staff flexibility while still keeping all actions transparent.

COMMUNITY DEVELOPMENT DIRECTOR MORA spoke about timeline comparing the current process vs the proposed administrative variance process. Proposed cost savings was presented as well.

A lengthy discussion was held covering topics of the process of the proposed administrative variance, time period for review of application, how the proposed variance works, appeals of application, noticing requirements, and concerns with the number of requests for variances that are coming forward that do not meet the true definition of variance in which extraordinary circumstances must be met in order to allow it. Commissioners voiced concerns with the proposed administrative variance and the potential for it to give too much in the way of decision making to staff and not bringing items forward to the Planning Commission in which some felt that their duties and power will be taken away from them. Additional comments was to amend the current ordinances in regards to variances to maybe make changes at that level such as height restrictions pertaining to cell towers and set-back requirements.

TORY LESSLEY AND MICHELLE HOLLINGER with Victoria Homes expressed concerns with the costs with current applications for variances. They have a project in place that they are looking at the need for variances for a few lots.

DARRELL PECHTL, Imperial resident suggested that an overlay zone be looked at for the project instead of variances for the non-conforming lots.

There were no further comments and the Public Hearing was closed at 7:36 PM.

1. ACTION: RESOLUTION PC2017-16 A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF IMPERIAL RECOMMENDING APPROVAL THAT CITY COUNCIL AMEND THE ZONING CODE TO ADD AN ADMINISTRATIVE PERMIT ORDINANCE.

There was a lack of a motion either for or against made by the Commission.

#### **D-2. PUBLIC HEARING: ESTABLISHING FEES FOR PLANNING AND LAND USE ACTIVITIES.**

The Public Hearing was opened at 7:38 PM

MORA informed the Commission that the current Community Development Department fee schedule is outdated and it does not properly reflect the actual cost of processing a permit. The proposed fees update accurately reflects what the processing of a permit should cost within reason. Formulas are outlined for the proposed updates and new added fees.

Commissioners reviewed the fee schedule and formulas used to justify costs. There were no comments from members of the audience.

Public Hearing closed at 7:45 PM

Commission recommendation is that staff moves forward with fees as presented.

#### **E. TRAFFIC COMMISSION**

##### **E-1. DISCUSSION/ACTION: SHILOH WAY NO PARKING SIGNS/RED CURB**

MORA informed the Commission of issues with Shiloh Way as it has become a heavily used access road due to the businesses and residential uses that surround it mainly 4:13 gym, apartment complex and tucker Auto Body and Towing. Safety concerns have been raised regarding pedestrians in the area, parking and street access, and parking congestion along Shiloh Way.

1. ACTION: APPROVE RESOLUTION PC 2017-18, A RESOLUTION OF THE TRAFFIC COMMISSION OF THE CITY OF IMPERIAL APPROVING THE PLACEMENT OF NO PARKING SIGNS AND RED CURBS ON SHILOH WAY.

Motion by HONSE, seconded by MCDADE to approve Resolution PC 2017-18.

AYES: HOLBROOK, HONSE, MCDADE, AND ROSS

NOES: NONE

ABSTAIN: NONE

ABSENT: ROSS MOTION CARRIED 4-0

**E-2. DISCUSSION/ACTION: TRESHILL ROAD NO PARKING SIGNS/RED CURB**

MORA informed the Commission that the City Council gave staff direction to address issues and concerns pertaining to Treshill Road. This road has become heavily used due to the surrounding businesses and residential uses-mainly the new Kia dealership, the Villas Pacifica apartments and the new Morningside apartments. The area is experiencing growth which has increased usage of the road. Safety concerns regarding pedestrians in the area have been expressed, concerns with parking and street access and parking congestion on Treshill poses a potential interference with safety and response time issues for first responders.

1. ACTION: APPROVE RESOLUTION PC2017-19, A RESOLUTION OF THE TRAFFIC COMMISSION OF THE CITY OF IMPERIAL APPROVING THE PLACEMENT OF NO PARKING SIGNS AND RED CURBS ON TRESHILL ROAD.

Motion by HOLBROOK, seconded by MCDADE to approve Resolution PC 2017-19.

AYES: HOLBROOK, HONSE, MCDADE, AND ROSS

NOES: NONE

ABSTAIN: NONE

ABSENT: ROSS MOTION CARRIED 4-0

**F-1 CHAIRMAN AND COMMISSIONERS' REPORTS**

None.

**F-2. DIRECTOR'S REPORT**

Reported the Aten Sidewalk, Aten Phase IV Street Rehabilitation and Dogwood Rehabilitation projects will commence during the next two weeks.

Planning Commission meeting adjourned at 7:54 PM until the next regular meeting on November 22, 2017 at 6:30 PM.