

CITY OF COTATI  
MINUTES for the Regular Meeting of the Planning Commission

DATE OF MEETING: Tuesday, January 19, 2010  
TIME OF MEETING: 7:00 p.m.  
PLACE OF MEETING: Cotati City Hall, City Council Chambers  
201 West Sierra Avenue, Cotati, CA 94931

I. CALL TO ORDER

Chair Hardy called the meeting to order at 7:00 p.m.

II. ROLL CALL

Commissioners Present: Hancock, Ritter, Pagnusat, and Hardy  
Moore (arrived at 7:15 p.m.)  
Commissioners Absent: None  
Staff Present: Lustig, Harris, Pajon

III. APPROVAL OF MINUTES

A. For the Regular Meeting of August 17, 2009

Motion: Commissioner Hancock made a motion and Commissioner Ritter seconded the motion to approve the August 17, 2009 minutes as presented.

Yes: 3                      Noes:                      Abstain: 1 (Hardy)                      Absent: 1 (Moore)

IV. CHANGES TO THE AGENDA

There were no changes to the agenda.

V. ORAL AND WRITTEN COMMUNICATIONS

There were no oral or written communications.

VI. MATTERS AT HAND

A. Request for approval of a Use Permit modification and Design Review for a 1,056 square foot addition to an existing 12,010 square foot light industrial building located at 365 Blodgett Street. Proposed associated improvements include relocation and/or installation of rollup doors, windows, and minor site improvements. This application is exempt from the California Environmental Quality Act (CEQA) under section 15301, Existing Facilities.

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PA# 24/09  
APN: 046-111-046

Applicant: Marilee Eckert  
Conservation Corps North Bay

Assistant Planner Harris gave a brief staff report and explained the history of the project. She reviewed the changes requested by the applicant, which included installing a trash enclosure on the western elevation, installation of a floor drain, and installing the rollup door on the western elevation. She explained staff's support for each of these changes and recommended approval of the Use Permit modification and Design Review and adoption of PC Resolution No. 10-01. She advised the Commission of the typographical error in the findings section of the resolution (4a), which should indicate that the project is located in the CI (Commercial Industrial) district, not the IG (General Industrial) zoning district. She stated that all the Conditions of Approval from the original Use Permit would still be in effect along with any conditions that are approved with the modification.

Project Architect Greg LeDoux expanded on the project description explaining that they would enclose a covered truck loading ramp and dock. He also clarified that the rollup door would be 106 feet from the curb and the bins would be 72 feet away. He introduced the representatives from CCNB, including the GreenPoints Rater and the Hydrotech representative. He stated that the applicant is in agreement with all of the Conditions of Approval.

In response to Vice Chair Pagnusat's request for clarification on the floor drain, Assistant Planner Harris explained the purpose of and concerns about a floor drain, stating that a floor drain is not typical for this type of facility due to the cost.

Architect LeDoux explained how the floor drain is used for this project and the materials on the floor would be leftover liquids from the beverage containers.

OPENED PUBLIC HEARING at 7:14 p.m.

CLOSED PUBLIC HEARING at 7:14 p.m.

Commissioner Hancock asked the GreenPoints Rater which green points were applied to the project.

GreenPoints Rater Hilary Ransom explained how this project evolved using the GreenPoint Rated System, explaining that a better interior environment was a major benefit for this building along with increased energy efficiency.

Commissioner Moore arrived at 7:15 p.m.

Vice Chair Pagnusat, Commissioner Moore, Commissioner Ritter, Commissioner Hancock and Chair Hardy had no issues with the requested changes.

Commissioner Hancock said that he agrees with the Design Review Committee's request to not require additional windows.

Motion : Vice Chair Pagnusat made a motion and Commissioner Hancock seconded the motion to approve PC Resolution No. 10-1 with Conditions of Approval.

Yes: 5                      Noes: 0                      Abstain: 0                      Absent: 0

PC RESOLUTION 10-01  
EXHIBIT "A"  
CONDITIONS OF APPROVAL  
CONSERVATION CORP NORTH BAY (CCNB) DESIGN REVIEW AND USE PERMIT  
MODIFICATION PA# 24/09  
365 BLODGETT STREET

Planning Division

1. AMENDED. This Design Review and Use Permit modification approval is for a ~~1,176~~ 1,056 square foot addition and associated improvements to the existing building at 365 Blodgett. All Conditions of Approval from the Use Permit for Conservation Corps North Bay, as stated in PC Resolution 09-07, remain in full effect in addition to any conditions for this Design Review entitlement.
2. Throughout the planning entitlement, plan check, and construction phases, the applicant shall ensure that the project complies with the City of Cotati's Sustainable Building Program, certified by a City-approved Green Rater, to the satisfaction of the Community Development Director.
3. ~~DELETED. Prior to Final Design Review approval, the applicant shall call out windows on the west elevation where the truck ramp will be enclosed; windows shall match existing.~~
4. Prior to Final Design Review, the applicant shall call out the location of any proposed mechanical equipment with the required screening.
5. AMENDED. Prior to Planning Commission, the applicant shall highlight or label Cotati pre-requisites *and add that the existing landscaping shall be cleaned up and re-mulched* on the GreenPoints Checklist.
6. MODIFIED. The applicant shall store the recycling bins ~~inside the building. The bins shall be placed outside only for pickup by the waste hauler~~ *within the approved trash enclosure at all times.*

Engineering Department

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7. Prior to occupancy, the applicant shall install low flow fixtures in the entire building; this includes replacing all existing fixtures with low flow fixtures. This requirement shall be documented in the GreenPoints Checklist prior to Planning Commission.
8. Prior to occupancy, the applicant shall install all low water use plant material utilizing drip irrigation on a timer with rain shut off. This requirement shall be documented in the GreenPoints Checklist prior to Planning Commission.

Rancho Adobe Fire Protection District (RAFPD)

9. Prior to occupancy, the applicant shall ensure that the business name and suite number are located on the front door of the approved business.
10. Prior to occupancy, the applicant shall submit an emergency contact form to the Fire District.

Industrial Waste

11. If wastewater discharges to the sanitary sewer do not meet Wastewater Discharge Limitations per the most current City Code, additional pretreatment shall be required.
12. The applicant shall comply with the following requirements if a floor drain IS NOT utilized (no process and/or cleanup wastewater discharge to the sanitary sewer)
  - a. A General Wastewater Discharge Permit Application is required. Must include plumbing plans with application Applications are available online at <http://ci.santa-rosa.ca.us/doclib/Documents/GeneralApp.pdf>
  - b. All business activities shall take place in areas that do not runoff to the storm drain collection system. Any discharge to the sanitary sewer shall require a City approved pretreatment system.
13. The applicant shall comply with the following requirements if a floor drain IS utilized (with a process and/or cleanup wastewater discharge to the sanitary sewer).
  - a. A General Wastewater Discharge Permit Application is required. Must include plumbing plans with application Applications are available online at <http://ci.santa-rosa.ca.us/doclib/Documents/GeneralApp.pdf>
  - b. All business activities shall take place in areas that do not runoff to the storm drain collection system. Any discharge to the sanitary sewer shall require a City approved pretreatment system.
  - c. The installation of a 3 stage sand & grease interceptor as per City of Santa Rosa Standard #520 (sized by this office, most likely either a 1200, 1500 or 2000 gallon sand & grease interceptor).
  - d. A sample box as per City of Santa Rosa Standard #522 installed downstream from the 3 stage sand & grease interceptor which excludes any bathroom or other domestic wastewater sources.

- e. A means to determine the volume of wastewater generated from process and/or cleanup activities excluding all domestic wastewater (to determine the actual monthly volume discharged for over strength surcharge billing). This could be accomplished by either a partial flume and wastewater flow meter or alternatively through a water meter at the incoming City water line that would meter only water supplied to process/production areas (meters water solely used for cleaning activities to base discharge volume to sewer upon).
  
- B. Request for approval of a Use Permit to locate a vehicle design shop, showroom, and outdoor storage at 466 Primero Court, Suite H. This application is exempt from the California Environmental Quality Act (CEQA) under section 15301, Existing Facilities.

PA# 12/09  
APN: 144-010-066

Applicant: Edward Pizzuti  
PK Designs

Assistant Planner Harris presented the staff report and stated staff recommends approval of a Use Permit at 466 Primero Court, Suite H. She explained the use of this building and stated that the parking requirement can be met. She said that the applicants have stopped working outdoors. She stated that the applicant is requesting to use the outdoor area for storage. She explained the Conditions of Approval and updated the Commission on the outdoor storage issues with other businesses at this address. Staff is recommending approval of Resolution No. PC 10-02 with Conditions of Approval.

Edward Pizzuti, applicant, provided a history on his business and explained that as soon as he was notified that a Use Permit was required, he has been working with staff to comply.

In response to Commissioner Hancock's question about Mr. Pizzuti explained that they sweep or vacuum up any waste.

OPENED PUBLIC HEARING at 7:35 p.m.

CLOSED PUBLIC HEARING at 7:35 p.m.

Commissioner Ritter asked about the trees in front of the building.

Discussion ensued on the landscaping and trees.

Chair Hardy asked about condition number 11, which requires the applicant to change to low water use fixtures within 30 days. She stated that it should fall to the landlord to make the upgrades.

Discussion ensued about the property owner's responsibility. Acting Community Development Director Lustig stated that the only means to improve landscaping or buildings is when it is brought before the City for an entitlement.

Acting Community Development Director Lustig said that a water efficient landscape ordinance would be coming before the Planning Commission soon and the Commission could discuss long-term maintenance issues at that time.

Vice Chair Pagnusat, Commissioner Hancock, Commissioner Ritter, Commissioner Moore, and Chair Hardy have no issues with this project.

Motion: Commissioner Ritter made a motion and Vice Chair Pagnusat approved the motion to approve PC Resolution No. 10-02 with Conditions of Approval.

Yes: 5                      Noes: 0                      Abstain: 0                      Absent: 0

**EXHIBIT "A"**  
**CONDITIONS OF APPROVAL**  
**PK DESIGNS USE PERMIT PA# 12/09**  
**466 PRIMERO COURT, SUITE H**

Planning Department

1. Pursuant to the City of Cotati Land Use Code Section 17.62.050, this Use Permit is issued to allow a vehicle design shop (manufacturing – medium intensity) with outdoor storage to be located at 466 Primero Court, Suite H. This use will occupy a total of 1,890 square feet with a total of 580 square feet devoted to an office/showroom, 1,230 square feet use as fabrication area, and 1,395 square feet devoted to outdoor storage. **Failure to meet the timelines outlined in the Conditions of Approval shall cause the Use Permit to become void immediately.**
2. The applicant shall landscape the front and side portion of Suite H visible from the parking lot consistent with other landscaping materials on-site within 45 days of Use Permit approval to the satisfaction of the Community Development Director. The applicant shall submit a landscaping and irrigation plan to Planning staff for approval within 30 days of Use Permit approval; ivy and turf shall not be planted.
3. The applicant shall remove the barbed wire currently installed on the chain link fence in compliance with Land Use Code section 17.30.030.E.2 within 30 days of Use Permit approval.
4. The applicant shall provide screening for the outdoor storage area within 30 days of Use Permit approval. Screening shall consist of rust brown colored slats, to match existing slats

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on-site, in the chain link fence surrounding the outdoor storage area. Items stored outdoors shall not exceed the height of the fence in accordance with Land Use Code 17.42.140.

5. The applicant shall install a minimum of one 15-gallon acer rubrum (red maple) at the property frontage to improve parking lot shading within 30 days of the date of Use Permit approval, to the satisfaction of the Community Development Director.
6. The applicant shall comply with the sign ordinance within 30 days of Use Permit approval.
7. No work shall be performed outdoors; all work shall be conducted completely within the building. Vehicle mechanical work, washing, and painting is prohibited both indoors and outdoors.
8. The applicant shall not exceed regular business hours as defined in the Land Use Code.
9. The applicant shall maintain egress to the front door at all times.

Sonoma County Department of Emergency Services

10. The applicant shall contact the Department of Emergency Services to determine the scope of hazardous material use and the Hazardous Materials Business Plan (HMBP) requirements within 30 days of Use Permit approval. The applicant may be required to file a HMBP with the local CUPA and be subject to inspection and related program fees.

Engineering Department

11. The applicant shall change out all fixtures to low water use (faucets, high efficiency [1.28 gallons per flush] toilets) within 30 days of Use Permit approval.

Rancho Adobe Fire Protection District

12. AMENDED. Any modification to the building must be approved by the Fire District prior to construction. If any tenant improvements are proposed, the applicant shall submit a minimum of *three (3)* ~~four (4)~~ sets of plans and all required fees to Rancho Adobe Fire Protection District.

13. The applicant shall comply with all State and local fire codes and ordinances.

Building Department

14. The area located above the office shall not be used for storage.
15. A building permit is required if any alteration work is performed (electrical, mechanical, plumbing, etc.).

Administrative Services Department

16. The applicant shall obtain a City of Cotati Business License within 30 days of Use Permit approval.

Police Department

17. The applicant shall install a motion-activated light that cannot be switched off to illuminate the outdoor storage area to the satisfaction of the Chief of Police within 30 days of Use Permit approval.

**C. Reorganization**

Chair Hardy called for the nomination for Chair by requesting the commissioners write down their choice for Chair.

Votes – 2 for Vice Chair Pagnusat, 2 for Commissioner Hancock, 1 for Chair Hardy

Chair Hardy randomly selected (blind drawing) Vice Chair Pagnusat as the nomination for Chair.

Motion: Chair Hardy nominated Vice Chair Pagnusat as Chair, seconded by Commissioner Moore.

Yes: 4                      Noes:                      Abstain: 1 (Pagnusat)      Absent:

Chair Hardy called for the nomination for Vice Chair by requesting the Commissioners write down their choice for Vice Chair.

Votes – 4 for Commissioner Hancock, 1 for Commissioner Ritter

Motion: Chair Hardy nominated Commissioner Hancock as Vice Chair, seconded by Commissioner Pagnusat.

Yes: 4                      Noes: 0                      Abstain: 1 (Hancock)      Absent: 0

**VII. REPORTS BY STAFF**

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Acting Community Development Director Lustig advised the Commission of the Council's vote to declare a fiscal emergency and approved the tax revenue measure to be placed on the ballot in April.

Acting Community Development advised the Commission of the Medical Marijuana Dispensary application that would be presented to them at the next Planning Commission Meeting on February 1, 2010.

Discussion ensued about the General Plan, which needs to be updated.

**VIII. REPORTS BY THE COMMISSION**

Commissioner Moore invited the Commission to the grand opening of the museum on February 28, 2010.

Vice Chair Hancock shared information about a group of scientists that met regarding climate change within Sonoma County and indicators that might affect the City. He also said that he attended a conference in San Francisco about water quality. He forwarded the information to Acting Community Development Director Lustig to be circulated to the Commission.

In response to Chair Pagnusat, Commissioner Moore advised the Commission that she has already been sworn in.

Acting Community Development Director Lustig formally introduced Lisa Moore and welcomed her to the Planning Commission.

MEETING AJOURNED by Chair Pagnusat at 8:03 p.m.

*Submitted Respectfully by:  
Keri L. Pajon*