

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

DATE OF MEETING: March 15, 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 Pagnusat called the meeting to order at 7:02 p.m.

II. ROLL CALL

Commissioners Present: Hardy, Ritter, Hancock, and Pagnusat
Commissioners Absent: Moore
Staff Present: Lustig and Pajon

III. APPROVAL OF MINUTES

A. For the Regular Meeting on April 6, 2009

Motion: Commissioner Hardy made a motion and Commissioner Ritter seconded the motion to approve the April 6, 2009 minutes as presented.

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

B. For the Regular Meeting on February 1, 2010

Motion: Commissioner Hardy made a motion and Vice Chair Hancock seconded the motion to approve the February 1, 2010 minutes as presented.

Yes: 3 Noes: Abstain: 1 (Ritter) 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

B. Streamlining the Design Review Process

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Acting Community Development Director Lustig reviewed the staff report, explaining staff's recommendation to streamline the Design Review process.

In response to Commissioner Ritter, Acting Community Development Director Lustig explained that streamlining the Design Review process will have a significant savings to the applicant and that an appeal of the decision of the director is possible.

In response to Vice Chair Hancock, Acting Community Development Director Lustig explained that applicants are advised of the planning process when they come into the Community Development Department.

In response to Commissioner Hancock, Acting Community Development Director Lustig stated that if this policy is passed then it could be added to the website and said that there are handouts available which explain the general requirements.

Chair Pagnusat asked what the process would be to move forward with this item.

Acting Community Development Director Lustig said that a yes vote on the resolution would be required.

Commissioner Hardy asked if there could be additions to this list as new items came along.

Acting Community Development Director Lustig said that staff will be keeping a log of what kinds of projects are utilizing this process and this information will be brought back to the Planning Commission on an annual basis. At that time, any additional items could be added.

Commissioner Hardy asked what staff would do if someone came in tomorrow with an item that is not on the list but was related.

Acting Community Development Director Lustig said that the Commission could recommend giving authority to the director to make decisions on related projects. She stated that it appears that all minor projects are already incorporated.

PUBLIC HEARING OPEN at 7:21 p.m.

PUBLIC HEARING CLOSED at 7:21 p.m.

Vice Chair Hancock recommended having a checklist available for the applicant in order to have a clear list of items necessary to apply. He recommends scheduling a follow up meeting in a year to review the process. He stated that he has received many comments from citizens who expressed concern and frustration with the planning application process.

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Acting Community Development Director Lustig explained that there is a checklist available when submitting an application. She stated that a checklist can be created that would allow you to see if you qualify for an expedited Design Review process.

Discussion ensued regarding how to assist the public with the expedited process.

Acting Community Development Director Lustig recommended adding this portion of the discussion as part of the annual review.

After discussion, the Commission agree to have a review of the Design Review streamlining process annually, beginning January 2011.

Acting Community Development Director Lustig recommended the following language be added, "Now therefore be it resolved that the Planning Commission does adopt Policy No. 01 as identified in Exhibit A and intends to review the Planning Commission policy and the list of projects approved under the policy annually."

Motion: Commissioner Hardy made a motion and Commissioner Ritter seconded the motion to approve PC Resolution No.10-05 as amended.

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

Commissioner Hardy recommended and Vice Chair Hancock agreed that a list of projects that don't require permits should be put on the website, explaining that this information would be beneficial to the public.

A. 520 Mercantile Drive, UMI; Use Permit, ER

Acting Community Development Director Lustig reviewed the staff report and the Conditions of Approval. Staff recommends approval of PC Resolution 10-06 with Conditions of Approval.

In response to Commissioner Ritter's comment about the discrepancy on the application vs. the resolution, Acting Community Development Director Lustig stated that there was an error on Exhibit A, Condition no. 1, and that it should read "no" outdoor storage.

Commissioner Ritter questioned why the fire district would require 4 sets of plans for review for construction changes.

Acting Community Development Director Lustig stated that she did not know why they required 4 sets.

In response to Vice Chair Hancock, Acting Community Development Director Lustig explained that the requirement for 2 toilets if 4 or more people work at the site is a building code mandated by the state.

Vice Chair Hancock asked for clarification on building permits.

Acting Community Development Director Lustig explained that an electrical, plumbing or mechanical permit is a building permit.

Discussion ensued regarding the businesses that are not following through with becoming compliant.

Motion: Commissioner Ritter made a motion and Commissioner Hardy seconded the motion to approve PC Resolution No. 10-06 with Conditions of Approval and the correction to Exhibit A, Condition no. 1.

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

EXHIBIT "A"
CONDITIONS OF APPROVAL
CA UNITED MECHANICAL USE PERMIT PA# 22/09
520 MERCANTILE DR., SUITE A

Planning Department

1. **AMENDED.** Pursuant to the City of Cotati Land Use Code Section 17.62.050, this Use Permit is issued to allow a HVAC contractor's business with *no* outdoor storage to be located at 520 Mercantile Dr., Suite A. This use will occupy a total of 2,650 square feet with a total of 2,171 square feet devoted to indoor storage of tools and equipment and 479 square feet devoted to office. **Failure to meet the timelines outlined in the Conditions of Approval shall cause the Use Permit to become void immediately.**
2. The applicant shall convert the back room, presently used as a conference room, to a storage and assembly use within 30 days of Use Permit approval. Per the applicant's suggestion, this room shall be used for a combination of component and part storage, assembly of control panels, and set up of control software logic on components to be installed in the field.
3. Hours of operation shall not exceed typical business hours as defined in the Land Use Code.
4. All work shall be conducted completely indoors. Inoperable vehicles shall not be stored on this site. No vehicle mechanical work, washing, or painting of vehicles shall be performed at this site.
5. The applicant shall comply with the sign ordinance.

Sonoma County Department of Emergency Services

6. The applicant shall contact the Department of Emergency Services (707-565-1152) to determine the scope of hazardous material use and the Hazardous Materials Business Plan

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(HMBP) requirements and provide written approval to the Community Development Director 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

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

Industrial Waste

8. All on-site fabrication (soldering, brazing, welding, and cutting) shall take place inside the building so as to prevent waste from those activities from entering the storm drain system.

Rancho Adobe Fire Protection District

9. The applicant shall comply with all local and C.F.C. and ordinances.
10. The applicant shall ensure that a Fire/Life Safety Inspection is completed within 30 days of Use Permit approval.
11. The applicant shall ensure that the business name and suite number are located on the front door of the approved business within 30 days of Use Permit approval.
12. Applicant shall submit an emergency contact form to the Fire District within 30 days of Use Permit approval.
13. The proper key to the business shall be placed inside the Knox Box within 30 days of Use Permit approval.
14. If any alteration to the building is going to be made, the applicant must submit at least four (4) sets of plans for review prior to construction, to Rancho Adobe Fire Protection District, along with any fees that might be due at the time of submittal.

Police Department

15. The applicant shall install a burglary alarm within 30 days of Use Permit approval.

Building Department

16. Two toilets are required if four or more people work at site.
17. If any alteration is done (electrical, mechanical, plumbing), a building permit is required prior to construction.

Finance Department

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

VII. REPORTS BY STAFF

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Acting Community Development Director Lustig advised the Commission of the annual update by the County to our bicycle and pedestrian map. She stated that she will bring this to the next meeting for review and take any recommended updates. She also stated that Ben Ford is now on the committee.

Chair Pagnusat listed the items to be on the annual review list. The items included are solar, sudden oak death, growth management, and streamlining the Design Review process.

VIII. REPORTS BY THE COMMISSION

Vice Chair Hancock told the Commission about a conference he attended last weekend that relates to pollution and work that has been completed at the federal level.

In response to Chair Pagnusat, Acting Community Development Director Lustig gave the Commission an update on the status of compliance of the church that is located next to the dispensary.

MEETING AJOURNED by Chair Pagnusat at 8:15 p.m.

Submitted Respectfully by:
Keri L. Pajon