



PLANNING COMMISSION AGENDA

Tuesday, April 23, 2019

Study Session 6:00 p.m.

Planning Commission Hearings 7:00 p.m.

Melanie Schlotterbeck, Chair

James McGrade, Vice Chair

Sara Barnes-Ramos, Commission Member **Dan Phu**, Commission Member **Gary Brattain**, Commission Member

This agenda contains a brief general description of each item the Commission will consider. All Planning Commission decisions may be appealed to the City Council within ten (10) calendar days of the meetings. Please contact the City Clerk at (714) 990-7756 for further information about filing an appeal or obtaining an appeal application.

The Planning Department has on file copies of written documentation relating to each item of business on this Agenda available for public inspection. Contact the Planning Department's Office at (714) 990-7674 or view the Agenda and related materials on the City's website at www.cityofbrea.net. Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Planning Department's Office at 1 Civic Center Circle, Brea, CA during normal business hours. Such documents may also be available on the City's website subject to staff's ability to post documents before the meeting.

Procedures for Addressing the Commission

The Commission encourages free expression of all points of view. For record keeping purposes, if you wish to make a statement regarding any item on the agenda, please complete the form located on the podium and deposit it with the secretary. **To allow all persons the opportunity to speak, please keep your remarks limited to five (5) minutes.** If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of your entire group. Commission rules prohibit clapping, booing or shouts of approval or disagreement from the audience. **PLEASE SILENCE ALL PAGERS, CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE COMMISSION IS IN SESSION.**

Special Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department's Office at (714) 990-7674. Notification 48 hours prior to the meeting will enable City staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

ALL PLANNING COMMISSION DECISIONS MAY BE APPEALED TO THE CITY COUNCIL WITHIN TEN (10) CALENDAR DAYS OF THE MEETING. PLEASE CONTACT THE CITY CLERK AT (714) 990-7756 FOR FURTHER INFORMATION ABOUT FILING AN APPEAL OR OBTAINING AN APPEAL APPLICATION.

STUDY SESSION
6:00 p.m. - Executive Conference Room, Level 3

CALL TO ORDER / ROLL CALL

1. **Matters from the Audience**
 2. **Appointment: Arts in Public Places Representative**
 3. **Agenda Items / Clarify Regular Meeting Topics**
 4. **Administrative Item: Hines Architecture/Design/Materials**
 5. **Informational / Project Updates**
 6. **Training**
-

PLANNING COMMISSION
PUBLIC HEARINGS
7:00 p.m. - Council Chambers, Plaza Level

7. **CALL TO ORDER / ROLL CALL - COMMISSION**
8. **INVOCATION** - Troy Allred, Elder in The Church of Jesus Christ of Latter Day Saints
9. **PLEDGE OF ALLEGIANCE**
10. **MATTERS FROM THE AUDIENCE**

APPROVAL OF MINUTES

11. Approval of Planning Commission Meeting Minutes of February 26, 2019.

NEW BUSINESS

12. Fiscal Year 2019/20 Capital Improvement Program finding of the conformance with the General Plan.

ADMINISTRATIVE ITEMS

13. **COMMITTEE REPORTS**
14. **INFORMATIONAL / PROJECT UPDATES**
15. **ADJOURNMENT**

City of Brea

PLANNING COMMISSION COMMUNICATION

TO: Honorable Chair and Planning Commission

DATE: 04/23/2019

SUBJECT: Approval of Planning Commission Meeting Minutes of
February 26, 2019.

RESPECTFULLY SUBMITTED

Jennifer A. Lilley, AICP, City Planner

Attachments

February 26, 2019 DRAFT minutes

DRAFT

PLANNING COMMISSION MEETING MINUTES STUDY SESSION February 26, 2019

STUDY SESSION 6:00 p.m. - Executive Conference Room, Level 3

CALL TO ORDER / ROLL CALL

Chair Schlotterbeck called the meeting to order at 6 pm. All members present.

1. MATTERS FROM THE AUDIENCE

Heidi Gallegos from the Chamber of Commerce welcomed new Commissioners and returning Commissioners.

2. REORGANIZATION

Vice Chair McGrade nominated Chair Schlotterbeck to continue as Chair. Commissioner Barnes-Ramos seconded. There were no other nominations. Motion carried 5-0.

Commissioner Brattain nominated Vice Chair McGrade to remain as Vice Chair. Commissioner Phu made motion to second. There were no other nominations. Motion carried 5-0.

3. AGENDA ITEMS/CLARIFY REGULAR MEETING TOPICS

Chair Schlotterbeck found a typographical correction for the 9/25/18 Planning Commission minutes. The minutes will be approved as amended.

4. INFORMATIONAL / PROJECT UPDATES

Assistant Planner Martin Mares gave an overview of the General Plan Update that will be presented at the at the March 19, 2019 City Council Meeting.

5. TRAINING

City Attorney Steven Flower provided a training on ***Conflict of Interest*** and the ***Brown Act***.

**PLANNING COMMISSION
PUBLIC HEARINGS
7:00 p.m. - Council Chambers, Plaza Level**

6. CALL TO ORDER / ROLL CALL - COMMISSION

Present: Chair Schlotterbeck; Vice Chair McGrade; Commissioner Barnes-Ramos; Commissioner Phu;
Commissioner Brattain

7. INVOCATION - Torrian Scott- Harvest International Church

8. PLEDGE OF ALLEGIANCE

Chair Schlotterbeck led the Pledge of Allegiance.

9. COMMENDATIONS - Commendations for Commissioner Pat Fox and Commissioner Jim Grosse

Chair Schlotterbeck presented commendations to outgoing Commissioners Fox and Grosse.

10. MATTERS FROM THE AUDIENCE

None

Opened/Closed.

APPROVAL OF MINUTES

11. APPROVAL OF PLANNING COMMISSION MEETING MINUTES OF AUGUST 28, 2018, SEPTEMBER 25, 2018, OCTOBER 23, 2018 AND NOVEMBER 2, 2018.

Vice Chair McGrade made motion to approve amended minutes. Commissioner Brattain seconded. Commissioners Barnes-Ramos and Phu abstained from the vote. Motion carried 3-0-2.

PUBLIC HEARINGS

12. AMENDMENT TO CONDITIONAL USE PERMIT NO. CUP 16-02 – A REQUEST TO AMEND THE EXISTING MASTER SIGN PROGRAM FOR THE EMBASSY RETAIL COURT.

Assistant Planner Paige Montojo presented the item.

Chair Schlotterbeck, Commissioner Barnes-Ramos and Commissioner Phu all disclosed they had visited the site.

Vice Chair McGrade asked if the signs include individual letters that are back-lit?

Assistant Planner Montojo confirmed.

Commissioner Barnes-Ramos asked if each tenant may choose from 6 available sign types?

Assistant Planner Montojo confirmed.

Commissioner Brattain asked if there are limits to window sign coverage?

Assistant Planner Montojo clarified there is a condition covering window signs.

Chair Schlotterbeck opened the Public Hearing.

Vicky Ivey, a representative for the applicant, was available for questions.

Chair Schlotterbeck closed the Public Hearing.

Commissioner Brattain made motion to approve. Commissioner Barnes-Ramos seconded.

Motion carried 5-0.

13. CONSIDERATION OF PD 19-01 AND AMENDMENT TO CUP 10-15: A REQUEST TO INCREASE THE NUMBER OF APPROVED SEATS, MODIFY LOCATION OF SANCTUARY AND CONSTRUCT 8,514 SQUARE FOOT ADDITION IN THE C-P(PD) ADMINISTRATIVE AND PROFESSIONAL OFFICE (PRECISE DEVELOPMENT) ZONE.

Assistant Planner Paige Montojo presented the item. Condition E was highlighted to add language ***'The approved parking agreement shall provide reciprocal access, ingress and egress as well as 150 offsite spaces required'***.

Vice Chair McGrade asked what will happen if the reciprocal parking agreement ends.

Assistant Planner Montojo stated the Church would need to demonstrate they are able to meet their parking demand before they can continue services.

Commissioner Barnes-Ramos visited the site and has no concerns.

Commissioner Phu visited the site and asked if any complaints or concerns from the public or adjacent neighbors had been received?

Assistant Planner Montojo confirmed no complaints or comments have been received from the public.

Commissioner Phu asked if the Church is responsible for traffic mitigation for any special events?

Assistant Planner Montojo confirmed.

Chair Schlotterbeck opened the Public Hearing.

Dave Tabay, the Pastor of the Church, thanked staff and said he didn't foresee any parking issues.

Chair Schlotterbeck closed the Public Hearing.

Commissioner Brattain asked to see the color board.

In order to improve sustainability Chair Schlotterbeck asks the plan to incorporate bike racks and a designated pick up/drop off area for Uber/Lyft etc. This would include wayfinding signs. The Commission supports the addition.

Chair Schlotterbeck wants to confirm the applicant approves of these conditions? City Planner Lilley confirmed that yes this was discussed in advance.

Assistant Planner Montojo offered the following language to address the new conditions: ***'To provide a minimum of 5 bicycle parking spaces on site and said bicycle parking location shall be subject to review and approval by the City Planner prior to the issuance of any building permits. The Applicant shall work with staff to identify the appropriate location on site for taxi and/or ride sharing loading and unloading. Signage and directional signage to be included and requires the review and approval of City Planner prior to issuance of building permit.'***

Following discussion, a motion was made by Commissioner Brattain and seconded by Commissioner Barnes-Ramos to approve PD 19-01 and the amendments to CUP 10.05.

Motion carried 5-0.

ADMINISTRATIVE ITEMS

None.

14. COMMITTEE REPORTS

None.

15. INFORMATIONAL / PROJECT UPDATES

None.

16. ADJOURNMENT

Chair Schlotterbeck adjourned the meeting at 8:42 pm.

Respectfully submitted,

The foregoing minutes are hereby
approved this ____ day of _____

Jennifer A. Lilley, AICP, City Planner

Melanie Schlotterbeck, Chair

City of Brea

PLANNING COMMISSION COMMUNICATION

TO: Honorable Chair and Planning Commission

DATE: 04/23/2019

SUBJECT: Fiscal Year 2019/20 Capital Improvement Program finding of the conformance with the General Plan.

REQUEST

Review the list of proposed public works projects recommended for initiation, planning, design or construction during the ensuing year and report to the City Council as to conformity with the General Plan.

RECOMMENDATION

Recommend to the City Council to find the 2019/20 Capital Improvement Program in conformance with the General Plan.

BACKGROUND/DISCUSSION

BACKGROUND

Government Code Section 65401 requires that the Planning Commission review the list of proposed projects in the FY 2019-20 Capital Improvement Program (CIP) and verify their conformance with the General Plan. Subsequent to the Planning Commission's adoption of the resolution for CIP's general conformance, the City Council will then adopt the proposed CIP budget which is anticipated to occur in June 2019.

DISCUSSION

The goals of the CIP are to enhance the quality of life in the community, maintain the City's infrastructures and improve traffic systems within the City. There are six (6) new projects proposed in the FY 2019-20 CIP, as well as twenty six (26) previously approved projects at various phases of completion. The existing projects were determined to be in conformance with the General Plan in prior years. The new projects proposed in the FY 2019-20 CIP are listed below:

New CIP Projects for FY 2019-20

Street Improvements

7322 Country Hills Pavement & Water Lines

7323 Country Lane Street Rehabilitation

7324 Berry Street Sidewalk Installation

Water Improvements

7430 Moorpark Neighborhood Water Lines

7431 Northwood Ave Water Main Replacement

Facility Improvements

7956 Tamarack Parking Lot Asphalt Rehabilitation

7957 Park Irrigation Design & Replacement

The environmental documentation and/or clearance for most projects have been completed. Environmental documentation for the other projects will be prepared or initiated prior to start of construction. The resolution attachment lists all the projects in the CIP for the next year and a summary of the status of their environmental clearance. This conformance is ministerial and as such is exempt from the requirements of California Environmental Quality Act (CEQA) per Section 15268 (a).

RESPECTFULLY SUBMITTED

Jennifer A. Lilley, AICP, City Planner

Concurrence: Michael Ho, P.E. Deputy Director of Public Works/City Engineer

Attachments

1. Exhibit A CIP 19-20
 2. General Plan Conformance Matrix
 3. Draft Resolution
-

Section I**Environmental Findings Completed/Recorded****Categorical Exempt Projects**

7276 Lambert Rd. & Puente St. Intersection
 7312 Citywide Slurry Seal Program
 7313 Citywide Sidewalk Replacement
 7315 Alley Rehabilitation East of Redwood
 7316 Alley Rehabilitation East of Puente North of Joyce
 7323 Country Lane Pavement Rehabilitation

7709 Birch Street Traffic Signal Synchronization
 7715 Valencia Avenue Traffic Signal Synchronization

7703 Street Name Sign Replacement
 7923 Fire Station No. 1 Seismic Upgrades
 7944 Senior Center Kitchen Enhancements
 7947 Arovista Park Lower Parking Lot Rehabilitation
 7956 Tamarack Park Parking Lot Pavement Rehabilitation
 7957 Park Irrigation Design & Replacement

Section 15301

Class 1 (c)
 Class 1 (c)
 Class 1 (c)
 Class 1 (c)
 Class 1 (c)
 Class 1 (c)

Class 2 (b)
 Class 2 (b)

Class 1 (d)
 Class 1 (d)
 Class 1 (d)
 Class 1 (d)
 Class 1 (d)
 Class 1 (d)

Categorical Exempt Projects

7212 Illuminated Street Name Sign Upgrade
 7322 Country Hills Subdivision Pavement & Water Lines
 7430 Moorpark Neighborhood Water Main Replacement
 7431 Northwood Avenue Water Main Replacement
 7442 Miscellaneous Water Improvement Program
 7464 Puente Street Water Main Replacement

Section 15302

Class 2 (c)
 Class 2 (c)
 Class 2 (c)
 Class 2 (c)
 Class 2 (c)
 Class 2 (c)

Categorical Exempt Projects

7461 Cliffwood Tract Water Improvements

Section 15303

Class 3 (d)

Categorical Exempt Projects

7922 Arovista Park Slope Erosion Control
 7936 Landscape Improvements at Facilities & Medians
 7950 Dog Park Upgrades

Section 15304

Class 4 (b)
 Class 4 (b)
 Class 4 (b)

Section II

Environmental Findings To Be Done

- 7218 Traffic Signal Controller Upgrade
- 7219 Traffic Calming Improvements
- 7305 Brea Boulevard Widening
- 7324 Berry Street Sidewalk Installation
- 7462 Enterprise Tract Water Improvements
- 7465 Candlewood Tract Water Improvements
- 7467 Eagle Hills Tract Water Improvements
- 7609 Citywide Sewer Upgrade Program
- 7617 Sewer Main Relining

**GENERAL PLAN CONFORMANCE MATRIX
2019/20 CAPITAL IMPROVEMENT PROGRAM**

PROJECT NUMBER	DESCRIPTION	COMMUNITY DEVELOPMENT	COMMUNITY RESOURCES	PUBLIC SAFETY
<u>STREET IMPROVEMENTS</u>				
7219	Traffic Calming Improvements	CD 2.3, 6.4, 11.5		PS 3.1
7276	Lambert Rd. & Puente St. Intersection Improvements	CD 1.12, 11.1, 27.2		
7305	Brea Boulevard Widening	CD 10.3, 10.4, 10.5, 27.2		PS 3.1
7312	Citywide Slurry Seal Program	CD 1.12, 27.2		
7313	Citywide Sidewalk Replacement	CD 2.4, 13.2		PS 3.1
7315	Alley Rehabilitation No.1 E. of Redwood Between Birch	CD 1.12, 11.1, 27.2		
7316	Alley Rehab E. of Puente St. Between Joyce and Walling	CD 1.12, 11.1, 27.2		
7322	Country Hills Subdivision Pavement & Water Lines	CD 1.12, 11.1, 27.2		
7323	Country Lane Subdivision Street Rehabilitation	CD 1.12, 11.1, 27.2		
7324	Berry Street Sidewalk Installation	CD 1.7		
<u>TRAFFIC SAFETY ENHANCEMENTS</u>				
7212	Illuminated Street Name Sign Upgrade	CD-17		
7218	Traffic Signal Controller Upgrade	CD 2.3, 4.3, 11.1	CR 13.1	
7703	Street Name Sign Replacement	CD-17		
7709	Birch Street Traffic Signal Synchronization	CD 2.3, 10.3, 11.1, 11.6	CR 13.1	PS 1.2, 1.5
7715	Valencia Avenue (SR 142) Traffic Signal Synchronization	CD 2.3, 10.3, 10.4, 11.6	CR 13.1	PS 1.2, 1.5
PROJECT NUMBER	DESCRIPTION	COMMUNITY DEVELOPMENT	COMMUNITY RESOURCES	PUBLIC SAFETY
<u>WATER IMPROVEMENTS</u>				
7430	Moorpark Subdivision Waterline Improvements	CD 1.12, 14.2		
7442	Miscellaneous Water Improvement Program	CD 1.12, 14.2		
7461	Cliffwood Tract Water Improvements	CD 1.12, 14.2		
7462	Enterprise Tract Water Improvements	CD 1.12, 14.2		

7464	Puente Street Water Main Replacement	CD 1.12, 14.2		
7465	Candlewood Tract Water Main Replacement	CD 1.12, 2.5, 14.2		
7467	Eagle Hills Tract Water Main Replacement	CD 1.12, 2.5, 14.2		
<u>SEWER IMPROVEMENTS</u>				
7609	Citywide Sewer Upgrade Program	CD 1.12		
7617	Sewer Main Relining	CD 14.2		
<u>FACILITY IMPROVEMENTS</u>				
7922	Arovista Park Slope Repair	CD 1.12, 27.2		
7923	Fire Station No. 1 Seismic Upgrades	CD 1.12		
7936	Landscape Improvements at City Facilities & Medians	CD 14.2	CR 11.4, 11.5, 12.2	
7944	Senior Center Kitchen Enhancements	CD 27.2		
7947	Arovista Park Lower Parking Lot Rehabilitation	CD 1.12, 27.2		
7950	Dog park upgrades	CD 1.12, 27.2	11.1	
7956	Tamarack Parking Lot Asphalt Rehabilitation	CD 1.12		
7957	Park Irrigation Design & Replacement	CD 1.12		

RESOLUTION NO. PC 19 -__

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BREA FINDING THE FISCAL YEAR 2019-2020 CAPITAL IMPROVEMENT PROGRAM IN CONFORMANCE WITH THE GENERAL PLAN PURSUANT TO SECTION 65401 OF THE GOVERNMENT CODE.

A. RECITALS.

(i) The Planning Commission of the City of Brea has heretofore reviewed, as required by Section 65401 of the Government Code, a list of projects being planned or constructed in the 2019 - 2020 Fiscal Year (FY) by the Capital Improvement Program (CIP) for conformity with the General Plan.

(ii) All projects, as listed in Exhibit A, are located in the City of Brea and are consistent with policies of the City.

(iii) All legal prerequisites to the adoption of this Resolution have occurred.

B. RESOLUTION.

NOW, THEREFORE, BE IT FOUND, DETERMINED AND RESOLVED by the Planning Commission of the City of Brea as follows, that:

1. In all respects as set forth in the Recitals, Part A, of this Resolution.
2. The 2019 - 2020 FY CIP as contained in the Draft Seven-Year CIP has been reviewed with particular regard to its conformity with the General Plan.
3. Said 2019 - 2020 FY CIP is in conformity with the General Plan, pursuant to Section 65401 of the Government Code. The proposed CIP has been found to serve the implementation of various goals and policies of the General Plan as specifically outlined within the staff report and the accompanying list of projects.

4. This Resolution shall constitute this Commission's report and recommendation to the City Council as required by the Government Code.

5. The Planning Commission also finds and determines that the projects identified in Exhibit A, Section I are categorically exempt from the requirements of the California Environmental Quality Act of 1970, as amended, and the guidelines promulgated thereunder pursuant to Section 15301 and 15262 of Division 6 of Title 14 of the California Code of Regulations.

6. The Secretary of this Commission shall certify to the adoption of this Resolution and forthwith transmit a certified copy to the City Council, as the report required to meet California Government Code 65401.

ADOPTED AND APPROVED this 26th day of March 2019.

Chairman, Planning Commission

I, Jennifer Lilley, Secretary to the Planning Commission of the City of Brea, do hereby certify that the foregoing Resolution was introduced at a regular meeting of the Planning Commission of the City of Brea held on the 26th day of March 2019, and was finally passed at a regular meeting of the Planning Commission of the City of Brea, held on the 26th day of March, 2019, by the following votes:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

ABSTAIN: COMMISSIONERS:

ATTEST: _____
Secretary, Planning Commission