

EXETER PLANNING COMMISSION

May 18, 2023

A-1 Call to Order

The City of Exeter Planning Commission met in a regular session on Thursday, May 18, 2023, at 5:30 p.m.

A-2 Roll Call

Roll call showed present for the meeting Commissioners Bonner, Stewart, Chair Whitmire, Vice Chair Lopez, and Becker. Assistant City Planner Tristan Suire was also present.

A-3 Minutes of Meeting February 16, 2023

Commissioner Stewart moved and Bonner seconded a motion to approve the minutes of April 20, 2023, as presented.

AYES: Stewart, Bonner, Becker, Lopez, and Whitmire

ABSENT:

ABTAIN:

A-5 Public Comment

Chair Whitmire opened the floor for the public comment portion of the meeting. There being no public comments, this portion of the meeting was closed.

B-1 Adopt Resolution 2023-07 approving Site Plan Review 2023-01 for a Starbucks Drive-Thru

Café, located at 1118 W. Visalia Rd. in Exeter. Assistant City Planner Tristan Suire provided a report and included a PowerPoint presentation highlighting the Site Plan Review for a Starbucks Drive-Thru Café for the Commissioner's review and consideration. The Commissioners posed questions and Mr. Suire deferred questions to Project Director, James Spencer with MGR Architecture who provided responses thereto. Chair Whitmire opened the public hearing at 5:47p.m. Receiving no comment, closed the public hearing at 5:47 p.m. Following discussion, it was moved by Commissioner Bonner, seconded by Vice Chair Lopez, and unanimously carried to adopt Resolution 2023-07 subject to the conditions as presented.

AYES: Bonner, Lopez, Becker, Stewart, and Whitmire

ABSENT:

C- Director's Report-

Assistant City Planner Tristan Suire provided an update on City projects, developments, and permits.

City Administrator provided an update on City projects and developments.

D-Adjournment- The Planning Commission meeting adjourned at 6:06 p.m.

Planning Commission Secretary, Christina Arias

City of Exeter Agenda Item Transmittal

Meeting Date: August 17, 2023

Agenda Item Number: B1

Wording for Agenda: Adopt Resolution 2023-08 approving Site Plan Review 2023-03 for a gateway sign, located in the public right-of-way at the intersection of N. B Street and E. Pine Street in Exeter subject to the conditions as presented.

Submitting Department: Planning Department
Contact Name: Greg Collins, City Planner, Tristan Suire, Assistant City Planner
Phone: 559- 734-8737
Email: greg@weplancities.com, tristan@weplancities.com

For action by:
 City Council
 Planning Comm.

Regular Session:
 Consent Calendar
 Regular Item
 Public Hearing

Review:
**City Administrator
(Initials Required)**

Department Recommendation:

Staff recommends that the Planning Commission adopt Resolution 2023-08 approving Site Plan Review 2023-03 for a gateway sign, located in the public right-of-way at the intersection of N. B Street and E. Pine Street, subject to the conditions as presented.

Summary/Background:

The applicant, The Exeter Kiwanis Club, has proposed a project located in the public right-of-way at the intersection of N. B Street and E. Pine Street and has requested approval of Site Plan Permit 2023-03. The location of the area proposed for the sign is currently public right-of-way, and there are two existing landscape planters, one empty and one containing a street tree, which would be used for the location of the posts of the proposed gateway sign. The applicant proposes removing the existing street tree and installing and/or repairing any improvements to the public right-of-way necessary to erect the gateway sign.

See Vicinity Map below:



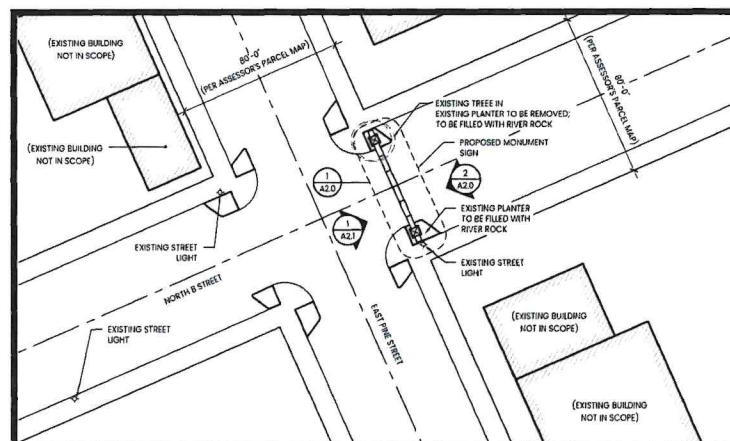
Presently, the location of the proposed sign is public property. Public right-of-way does not have a zoning designation; however, the sign ordinance provides for signage located in the public right of way under Exeter Municipal Code Sec. 17.69.07 (K.) (Prohibited Signs and Locations). In order for the proposed signage to be entirely consistent with the Zoning Ordinance, the City Council must approve the proposed design and location. Planning Commission approval of the proposed project will include a Condition of Approval that makes it contingent on the City Council approval of the project. See project location existing conditions below:

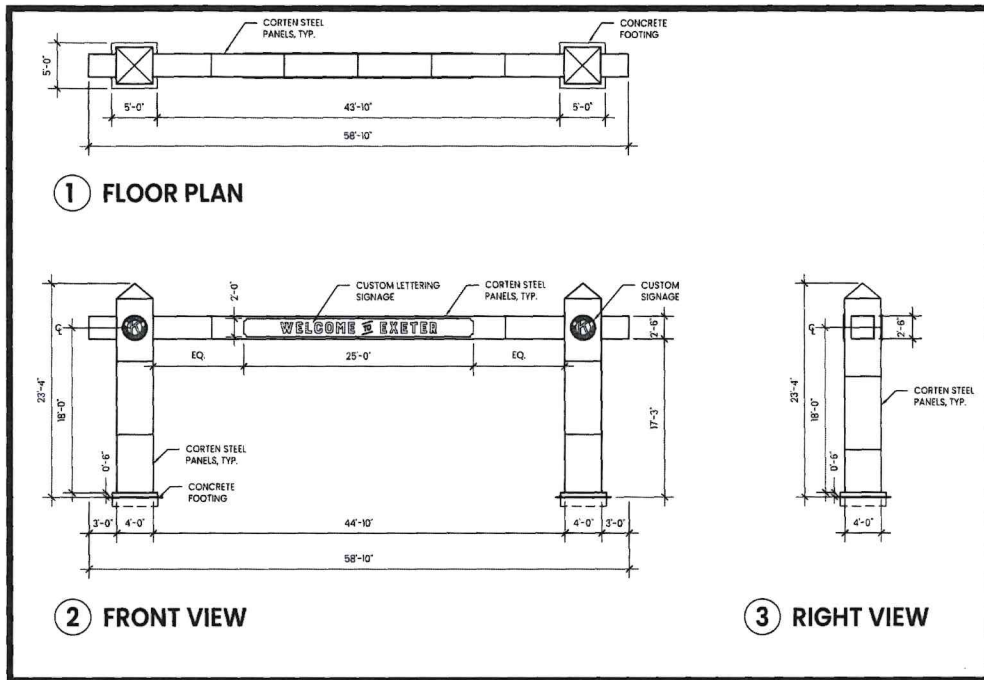


Project Information

Detailed information on the planning application is as follows:

The applicant has proposed using the existing landscape planters located on either side of Pine Street to place the support pillars for the proposed gateway sign (see site plans). The proposed structure has a clearance height of over 17 feet and will replace the existing street tree in the northern landscape planter. The pillars have square bases and four sides that rise slightly over 23 feet into a pyramidion, with the Kiwanis logo on the front and back side near the top of each. The panel that runs between the pillars reads “Welcome to Exeter” on the front, and “Gateway to the Sequoias” on the back in white lettering with a green backdrop. The applicant has proposed river rock inside the landscape planter at the foot of the sign to eliminate any landscaping required with the project. See site plans below:





See Rendering provided by applicant of proposed Gateway sign below:



Site Plan Review Committee

The Site Plan Review Committee reviewed the Kiwanis Gateway Sign Site Plan Review documents at their June and July meetings. The Committee made the following findings about the proposed project:

- The proposed sign will require approval by the City Council under Municipal Code Sec. 17.69.07(K).

- The applicant will be required to enter into a maintenance agreement with the City of Exeter to maintain the proposed sign in good condition.
- Signage clearly identifying the maximum clearance of the proposed sign must be installed along Pine Street and B Street at locations approved by the City Engineer.
- Prior to issuance of building permits, encroachment permits must be issued for all work done in the public right-of-way, any damage or modifications to existing right-of-way improvements must be repaired consistent with City Standards.
- The pillars of the proposed sign shall not impede access to fire hydrants. Fire hydrants shall be required to maintain a minimum clearance of three (3) feet at all times including during construction.
- Generally applicable comments regarding compliance with state and local codes.

Zoning

The project is located in the public right-of-way, which is not a part of any zoning district. The proposed use is consistent with Chapter 69 of the Zoning Ordinance, Signs.

Infrastructure

The project will utilize existing landscape planters to ground the proposed sign. No new public right-of-way improvements proposed, although any improvements damaged during construction will need to be replaced to City Standard.

Access

The site does not require access, as it is already located in the public right-of-way.

Landscaping and Irrigation

The applicants have proposed to remove the existing street tree located in the northern landscape planter. No new landscaping or irrigation is proposed, the applicant has indicated that river rock will be used as surface cover in the landscape medians surrounding the base of the sign. Staff recommends that the Planning Commission consider requiring the applicant to either spade the existing tree out to preserve it or replace it with a new street tree in one of the nearby, unoccupied landscape planters.

Environmental Review

The proposed "project" is exempt from California Environmental Quality Act (CEQA) review, subject to the Class 32 Infill Development categorical exemption (CEQA Guidelines §15354).

Facts

Applicant

Exeter Kiwanis Club, P.O. Box 151, Exeter, CA. 93221

Agent

Daniel Pena-Sosa, 605 Santa Rosa Street, Suite A, San Luis Obispo, CA. 93401

Location

The project is located in the public right-of-way at the intersection of N. B Street and E. Pine Street.

Request

The applicant requests approval of Site Plan Permit 2023-03, permitting construction of the proposed gateway sign subject to the conditions as presented.

Zone

The project is located in the public right-of-way, which is not a part of any zoning district. The proposed use is consistent with Chapter 69 of the Zoning Ordinance, Signs.

Surrounding zone classifications are as follows:

North: CC "Community Commercial"
South: CC "Community Commercial"
East: O "Open Space"
West: O "Open Space"

Site:

The subject area is currently a portion of public right-of-way consisting of one lane of traffic in each direction, diagonal on-street public parking, bulbed out curbs with a crosswalk at the intersection, and two landscape planters, one of which has an existing street tree.

Surrounding land uses are as follows:

North: Smith Family Chapel
South: CACHE Center for Art Culture and History Exeter
East: Exeter Water Tower
West: Restaurant/Open Space

Design:

The proposed project has been designed to have a traffic calming effect. The design of the project itself will not negatively impact surrounding properties.

Prior Council/Commission Actions: N/A

Attachments: Site Plan 2023-03, Kiwanis Gateway Sign, Intersection of N. B St. and E. Pine St.
Resolution 2023-08 Approving Site Plan 2023-03, Kiwanis Gateway Sign.

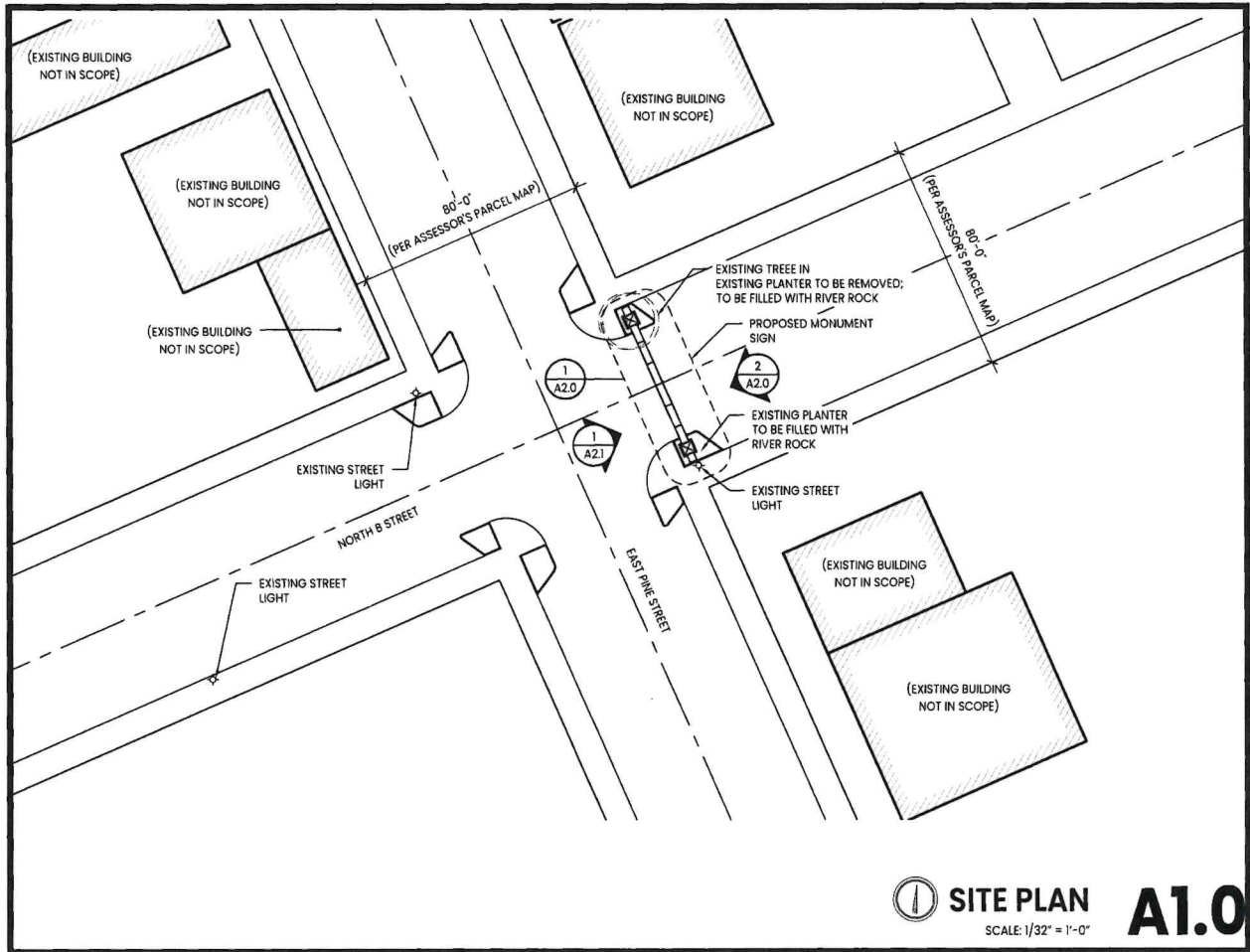
<p>Recommended motion to be made by Planning Commission: I move to adopt Resolution 2023-08 approving Site Plan Review 2023-03, Kiwanis Gateway Sign, Intersection of N. B Street and E. Pine Street, subject to the conditions as presented.</p>
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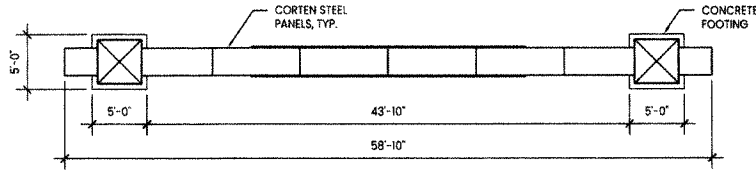


Attachment A

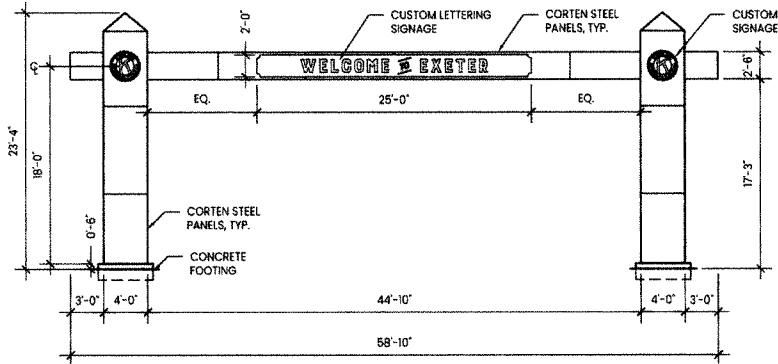
Pending Site Plans

Site Plan Review 2023-03 – Kiwanis Gateway Sign, Intersection of N. B Street and E. Pine Street

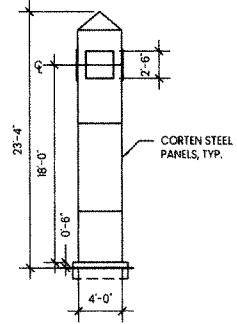




1 FLOOR PLAN



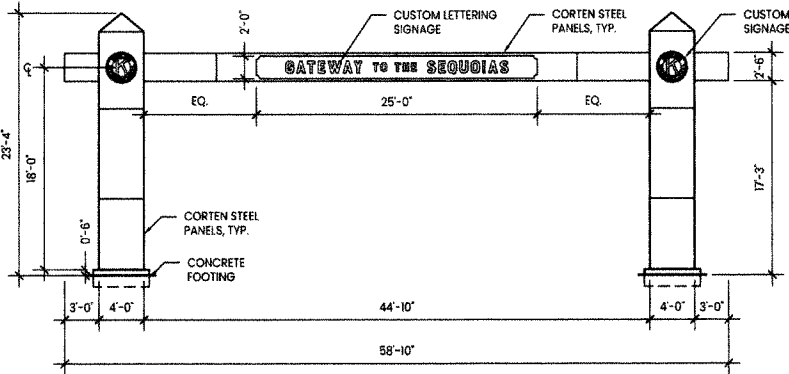
2 FRONT VIEW



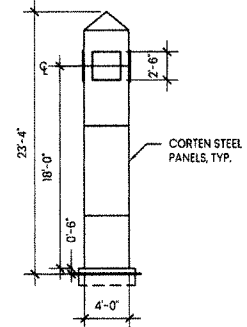
3 RIGHT VIEW

FLOOR PLAN AND ELEVATIONS **A2.0**

SCALE: 1/8" = 1'-0"



1 BACK VIEW



2 LEFT VIEW

ELEVATIONS **A2.1**

SCALE: 1/8" = 1'-0"

RESOLUTION 2023-08

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF EXETER
APPROVING AN APPLICATION FOR SITE PLAN PERMIT NO. 2023-03, FOR A GATEWAY
SIGN WITHIN THE PUBLIC RIGHT-OF-WAY AT THE INTERSECTION OF N. B STREET
AND E. PINE STREET**

WHEREAS, the City of Exeter (“City”) controls the discretionary review of all uses on the permitted and conditional use lists of Exeter’s zone districts through the Site Plan Review process, pursuant to Chapter 17.54 of the Exeter Municipal Code; and

WHEREAS, decisions regarding Site Plan Review are based upon meeting the required municipal code standards, improvement standards, and the findings and conditions of the Site Plan Review Committee; and

WHEREAS, Site Plan Permit 2023-03 is a request submitted by Daniel Pena-Sosa representing Exeter Kiwanis Club, to construct, install, and maintain a gateway sign within the public right-of-way. The project site is located in the public right-of-way at the intersection of N. B Street and E. Pine Street; and

WHEREAS, the project proposes the installation of a structure, including four-sided pillars and a post spanning them with signage affixed to it; and

WHEREAS, on June 27, 2023, the Site Plan Review Committee held a meeting with the applicant to consider findings and conditions of approval; and

WHEREAS, the subject site is public right-of-way, and therefore does not have a zoning designation. Exeter Municipal Code Sec. 17.69.07(K.) requires City Council approval for all signs located in the public right-of-way; and

WHEREAS, on August 17, 2023, the Planning Commission conducted a regularly scheduled meeting to consider Site Plan Permit No. 2023-03; and

WHEREAS, the project has been determined exempt from the requirements of the California Environmental Quality Act (CEQA) per categorical exemption Article 19 §15332, Class 32, “In-Fill Development Projects”; and

WHEREAS, the applicants will be required to enter into a maintenance agreement with the City of Exeter to ensure that the sign is maintained in good condition; and

NOW, THEREFORE BE IT RESOLVED, that based upon the evidence in the Staff Report, findings of the Site Plan Review Committee, and the Exeter Municipal Code, the Planning Commission hereby approves Site Plan Permit No. 2023-03, subject to the following conditions:

- 1) If approved, all plans, permits, and inspections are required including site development and accessibility based upon California Codes in effect at the time of plan check submittal.
- 2) All plans submitted for plan review/permit will be required to be stamped and signed by a California Registered Design Professional (RDP).
- 3) In accordance with Municipal Code Sec. 17.69.07 (K.) (Prohibited Signs and Locations), the proposed sign will require approval by the City Council prior to issuance of building permits.
- 4) The applicant will be required to enter into a maintenance agreement with the City of Exeter to maintain the proposed sign in good condition prior to the issuance of building permits.
- 5) Any damage or modifications to existing public right-of-way improvements must be repaired consistent with City standards, subject to the approval of the City Engineer.
- 6) Signage clearly identifying the maximum clearance of the proposed sign must be installed along Pine Street and B Street at locations approved by the City Engineer.
- 7) Prior to issuance of building permits, encroachment permits must be issued by the Public Works Department for all work done in the public right-of-way.
- 8) All applicable ordinances, codes, standards and 2022 Building and Fire Codes will be applied to the review of the project, all projects require inspection by the Fire Department prior to final inspection.
- 9) The pillars of the proposed sign shall not impede access to fire hydrants. Fire hydrants shall be required to maintain a minimum clearance of three (3) feet at all times, including during construction.
- 10) All conditions of approval shall be satisfied by the owner/developer. All costs associated with compliance with the conditions shall be at the owner/developer's expense.

The foregoing resolution was adopted upon a motion of Commission member _____; seconded by Commission member _____ at a regular meeting of the Exeter Planning Commission on August 17, 2023, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chairman

Secretary