

**CITY OF EXETER PLANNING COMMISSION
MEETING AGENDA
THURSDAY, 5:30 P.M., DECEMBER 21, 2023
137 N. F STREET, EXETER, CALIFORNIA**

PLANNING COMMISSIONERS:
Pamela Whitmire, Chairman
Jose Lopez, Vice Chair
Nancy Becker
Nana Bonner
Joe Stewart

MAYOR
Frankie Alves
MAYOR PRO-TEM
Justin Mills
COUNCIL MEMBERS
Jacob Johnson
Vicki Riddle
Barbara Sally

CITY PLANNER
Greg Collins
CITY ATTORNEY
Julia Lew
PLANNING
SECRETARY
Christina Arias

A. OPENING CEREMONIES – 5:30 P.M.

1. Call to Order
2. Roll Call
3. Minutes of: September 21, 2023
4. Public Comment - (This is the time for citizens to comment on subject matters that are within the jurisdiction of the Exeter Planning Commission. If a citizen wishes to comment on an item listed as a Public Hearing, comments should be presented during the Public Hearing. In compliance with public meeting laws, the Commission cannot discuss topics that are not included on tonight's published agenda. Comments shall be limited to five (5) minutes for each individual, ten (10) minutes for an individual representing a group, and thirty (30) minutes overall for the entire public comment period, unless otherwise indicated by the Chair. Speakers are asked to begin their comments by stating their name and address.)

B. SCHEDULED MATTERS


1. **Adopt Resolution 2023-10** approving Site Plan Review 2022-03 F St. Triplex, located on the east side of N. F Street, south of E. Willow Street in Exeter subject to the conditions as presented. - Assistant City Planner, Tristan Suire

C. DIRECTOR'S REPORT

D. ADJOURNMENT

State of California)
) ss.
County of Tulare)

I declare under penalty of perjury, that I am employed by the City of Exeter, in the Administrator's Office; and that I posted this Agenda on the Bulletin Board inside City Hall and on the bulletin board outside the office of the Administration on December 13, 2023.



Signed

In compliance with the Americans with Disabilities Act and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, or to be able to access this agenda and documents in the agenda packet, please contact the City Clerk (559) 592-9244. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting and/or an appropriate alternative format of the agenda and documents in the agenda packet." (28 CFR 35, 102-35, 104 ADA Title II)

Materials related to an item on this Agenda submitted to the legislative body after distribution of the agenda packet are available for public inspection at Exeter City Hall, 137 N. F Street, Exeter, CA during normal business hours.

EXETER PLANNING COMMISSION

September 21, 2023

A-1 Call to Order

The City of Exeter Planning Commission met in a regular session on Thursday, September 21, 2023, at 5:30 p.m.

A-2 Roll Call

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

A-3 Minutes of Meeting August 17, 2023

Commissioner Stewart moved and Vice Chair Lopez seconded a motion to approve the minutes of August 17, 2023, as presented.

AYES: Stewart, Lopez, Becker, and Whitmire

ABSENT: Bonner

ABTAIN: N/A

A-4 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 Resolution 2023-09 approving Site Plan Review 2023-04 for an O'Reilly's Auto Parts, located on the south side of Visalia Road, west of north Belmont Road in Exeter subject to the conditions as presented.

Assistant City Planner Tristan Suire provided a PowerPoint report for the Commissioner's review and consideration. The Commissioners posed questions and Mr. Suire and Mike McFarland with Tait & Associates, Inc. provided responses thereto. Following discussion, it was moved by Commissioner Stewart, seconded by Commissioner Becker, and carried 4-0 (Commissioner Bonner absent) to adopt Resolution 2023-09 subject to the conditions as presented.

AYES: Stewart, Becker, Lopez, and Whitmire

ABSENT: Bonner

ABTAIN: N/A

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 6:22 p.m.

Planning Commission Secretary, Christina Arias

City of Exeter Agenda Item Transmittal

Meeting Date: December 21, 2023

Agenda Item Number: B1

Wording for Agenda: Adopt Resolution 2023-10 approving Site Plan Review 2022-03 F St. Triplex, located on the east side of N. F Street, south of E. Willow 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)**

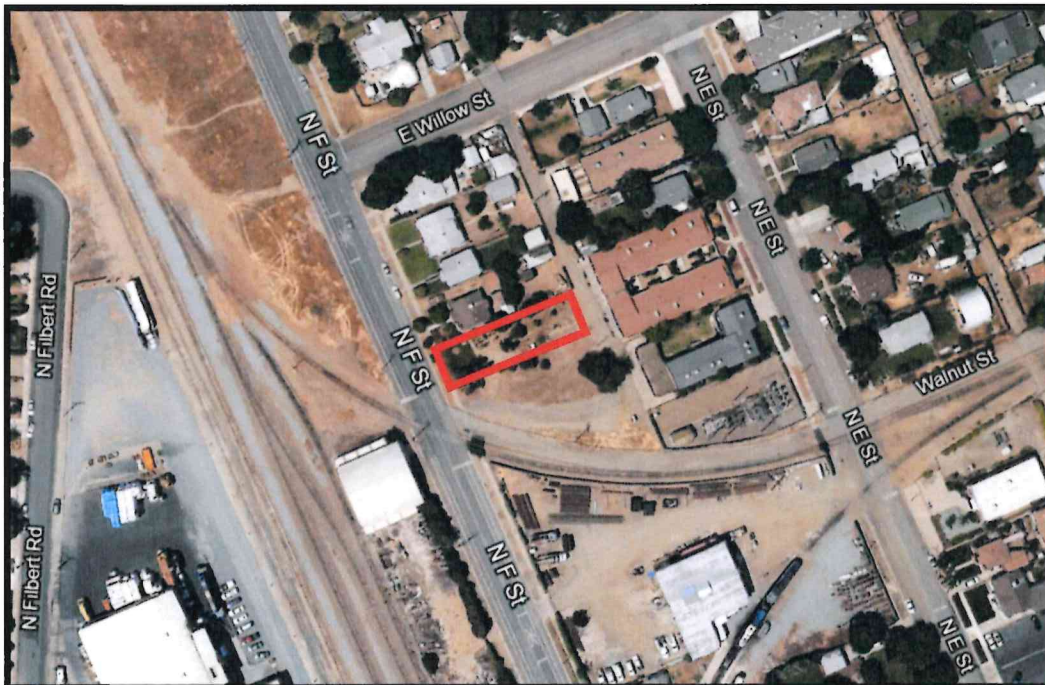
CRS

Department Recommendation:

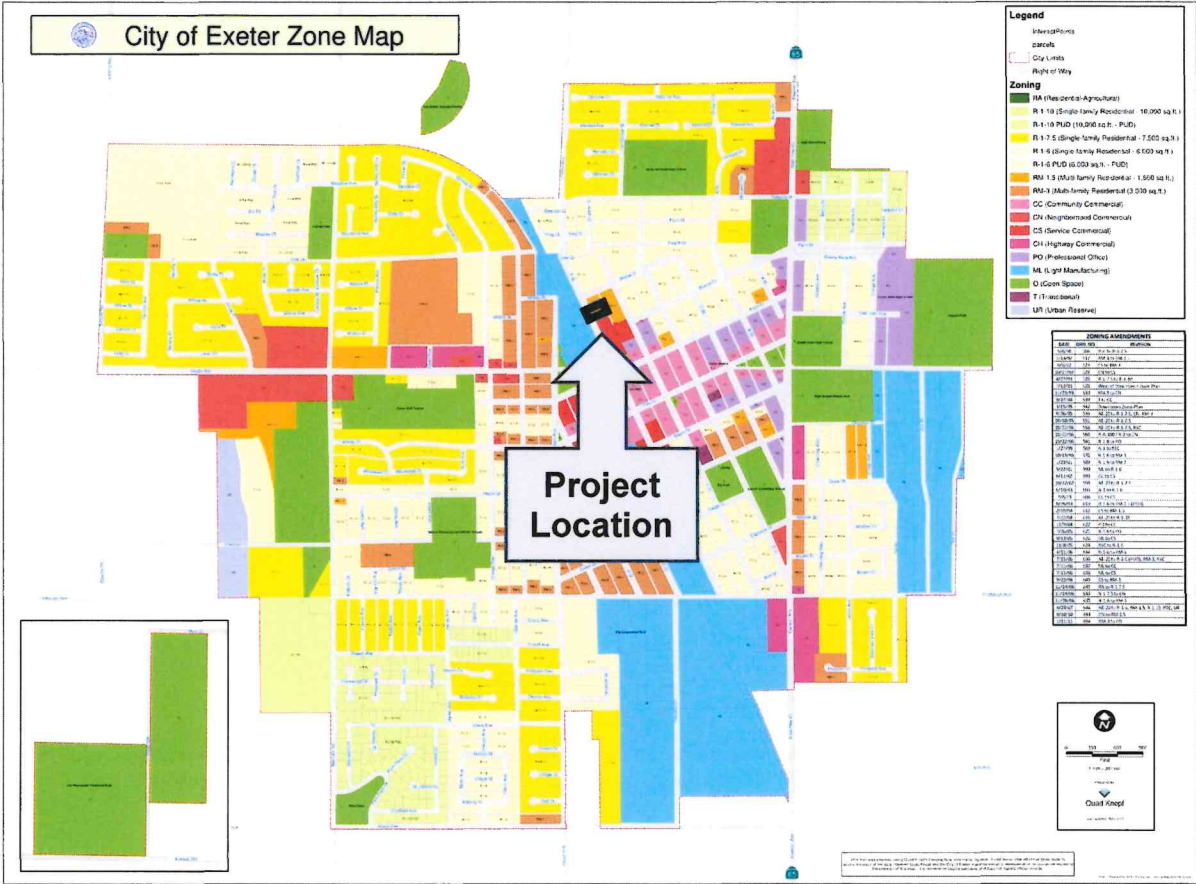
Staff recommends that the Planning Commission adopt Resolution 2023-10 approving Site Plan Review 2022-03, F St. Triplex, located on the east side of N. F Street, south of E. Willow Street, subject to the conditions provided by the Site Plan Review Committee.

Summary/Background:

The applicant, Laura Wilson, has proposed a project located at 339 N. F Street, on the east side of N. F Street, south of E. Willow Street, and has requested approval of Site Plan Permit 2022-03. The subject property is currently vacant. The applicant proposes to construct a new residential triplex. See Vicinity Map below:



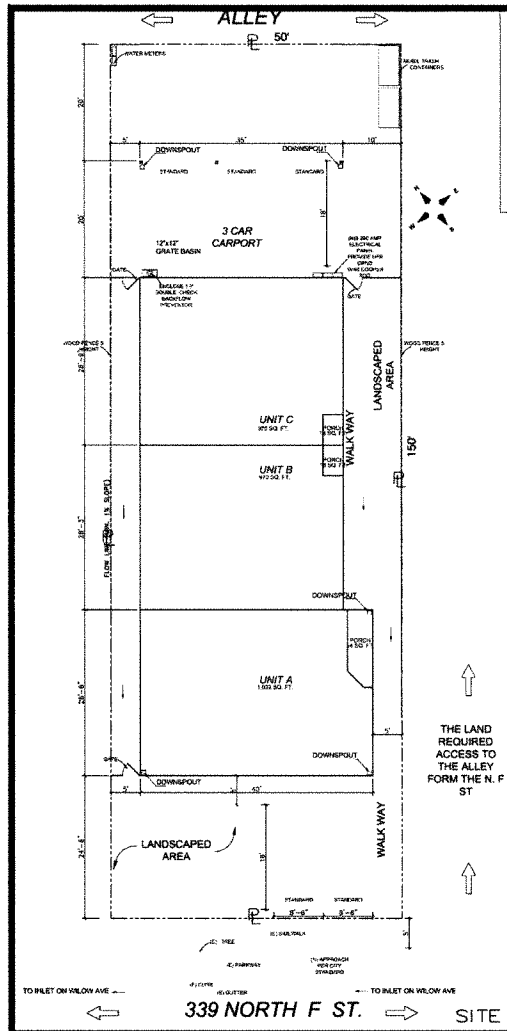
Presently, the property is zoned RM-1.5 (Multi-Family Residential) which permits the use of “Single-family dwellings, duplexes, and triplexes”. The proposed project is consistent with the purposes for the Multi-family Residential district, “to provide living areas within Exeter where development is consistent with the Exeter General Plan and is limited to medium and high density concentrations of multi-family dwellings”. See Zoning Map below:



Project Information

Detailed information on the planning application is as follows:

The applicant has proposed constructing a new multifamily residential triplex with parking area and landscaping situated behind the proposed residential structure, as well as standard right-of-way improvements along the frontage and alley adjacent to the property. The proposed structure has a footprint of approximately 3,062 square feet. The proposed parking facilities include two parking stalls in the front yard, and a carport with three alley loaded parking stalls to the rear of the structure. See Site Plans below:



Site Plan Review Committee

The Site Plan Review Committee reviewed the F Street Triplex Site Plan Review documents at their September and November meetings. The Committee made the following findings about the proposed project:

- Improvements to the alley are required to ensure access for alley loaded parking stalls.
- On and off-site improvements are necessary to ensure no flooding occurs on site.
- No additional off-site improvements are necessary to facilitate solid waste pickup to the site based on existing circulation patterns.

Zoning

The project is zoned RM-1.5 (Multi-Family Residential) and the proposed project is in compliance with all standards of the RM-1.5 district. All improvements in the public right-of-way will be constructed consistent with City standards.

Infrastructure

The project will extend and connect to an existing 6" water main and 6" sanitary sewer main extension in the alley to the rear of the subject property. The proposed project will connect to existing electrical infrastructure for power. Stormwater will drain to the existing 30" storm drainage system in N. F Street. Prior to issuance of a building permit, the applicant will be required to submit grading and drainage plans subject to the approval of the City Engineer.

Access

Ingress and egress to the subject property will be provided by one approach onto the east side of N. F Street as well as an approach from the alley behind the subject property. The proposed plans provide sufficient access to the subject property.

Landscaping and Irrigation

The applicants have proposed landscaped areas in the front and side yards. Landscaping and irrigation plans will be required for review and approval by staff when improvement plans are submitted.

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

Laura Wilson, Springfield, MO. 65802

Agent

N/A

Location

The subject parcel is located on the east side of N. F Street, south of E. Willow Street, containing approximately 0.17 acres. The Assessor's Parcel Number (APN) for the subject property is 138-042-001.

Request

The applicant requests approval of Site Plan Permit 2022-03, permitting the construction of a residential triplex at the site of an existing vacant parcel on the east side of N. F Street, south of E. Willow Street.

Zone

The subject property is zoned RM-1.5 (Multi-Family Residential), the zoning standards for this district are as follows:

Unit Density: Maximum 1,500 square feet per dwelling unit.

Building Height: Maximum height of residential structures shall be 35 feet; accessory structures shall be 15 feet.

Front yard: 15-foot setback required.

Rear yard: 10-foot setback, additional 10 feet per story in excess of the first story shall increase the rear yard.

Side yard: 5-foot setback required.

Parking: 1.5 stalls required per dwelling unit. The proposed triplex contains three units, and therefore requires five (5) parking stalls, at least half of which are covered. The applicant has proposed three covered and two uncovered parking stalls, meeting the minimum parking requirements.

Surrounding zone classifications are as follows:

North: RM-1.5 "Multi-family Residential (1,500 sq. ft.)"

South: CS "Service Commercial"

East: RM-1.5 "Multi-family Residential (1,500 sq. ft.)"

West: ML "Light Manufacturing"

Site:

The subject site is currently a vacant parcel.

Surrounding land uses are as follows:

North: Single-family residential

South: Vacant

East: Multi-family residential

West: Vacant

Design:

The proposed project has been designed to be sensitive to the architectural design requirements of the RM-1.5 zoning district. The design of the project itself will not negatively impact surrounding properties and represents the residential infill development along a primarily residential neighborhood in the City.

Prior Council/Commission Actions: No prior action.

Attachments:

Site Plan 2022-03, F Street Triplex Project

Resolution 2023-10 Approving Site Plan 2022-03, F Street Triplex Project

Recommended motion to be made by Planning Commission: I move to adopt Resolution 2023-10 approving Site Plan Review 2022-03, F Street Triplex Project, south of E. Willow Street in Exeter subject to the conditions as presented.

RESOLUTION 2023-10

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF EXETER, APPROVING SITE PLAN PERMIT NO. 2022-03 FOR A RESIDENTIAL TRIPLEX LOCATED WITHIN THE RM-1.5 (MULTI-FAMILY RESIDENTIAL) DISTRICT ON THE EAST SIDE OF N. F STREET, SOUTH OF E. WILLOW STREET, 339 N. F STREET (APN: 138-042-001).

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 2022-03 is a request submitted by Laura Wilson to construct a residential triplex within the RM-1.5 (Multi-Family Residential) district. The project site is located on the east side of N. F Street, south of E. Willow Street, 339 N. F Street, (APN: 138-042-001); and

WHEREAS, the project proposes construction of a new building and parking structure on the vacant lot that will serve as three multifamily residential units, as well as standard right-of-way improvements along the N. F Street frontage and adjacent alley; and

WHEREAS, the subject site is zoned RM-1.5, Multi-Family Residential, the purpose of which is defined by Section 17.18.01 of the Exeter Municipal Code, “to provide living areas within Exeter where development is consistent with the Exeter General Plan and is limited to medium and high density concentrations of multi-family dwellings”; and

WHEREAS, pursuant to Exeter Municipal Code Section 17.18.03 Permitted Uses, the proposed project is classified as “Single-family dwellings, duplexes and tri-plexes”, permitted with the approval of a Site Plan Review; and

WHEREAS, on November 16, 2023, the Planning Commission conducted a regularly scheduled meeting to consider Site Plan Permit No. 2022-03; 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

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. 2022-03, subject to the following conditions:

- 1) Notwithstanding all other conditions, all construction and improvements need to be in strict accordance with zoning, building, fire, and all other codes and ordinances of the City of Exeter
- 2) All development impact fees will need to be paid prior to the issuance of a building permit.
- 3) If a Notice of Exemption is filed, the developer would be required to pay all associated County filing fees.
- 4) Before installation or erection of any fencing, the applicant must submit an application for fence permit(s) and be approved. All fencing shall be compliant with the City of Exeter fence and wall standards.
- 5) All lighting must be installed with canopies, hoods, or other devices designed to direct lighting down and away from the street, and compliant with all improvement standards of the City of Exeter.
- 6) All connections made to the existing electrical grid must be made via underground connections, no hanging power lines, or above ground electrical connections are permitted.
- 7) The Applicant shall be responsible for obtaining and complying with an encroachment permit(s) from the Public Works Department for any work performed within the public right-of-way. A minimum four working days prior to the start of construction, the Applicant must submit for review and appeal of an Encroachment Permit application to the Public Works Director.
- 8) Water meters are required on all structures to measure the rate of consumption for the proposed project and must be installed compliant with all improvement standards of the City of Exeter.
- 9) Project must meet all provisions of the current California Fire and Building Codes in effect at the time of plan check submittal.
- 10) All plans submitted for plan review/permit will be required to be stamped and signed by a California Registered Design Professional.
- 11) No abandoned, junk, or inoperative vehicles or equipment of any kind can be parked, kept and/or stored on the premises.
- 12) Prior to issuance of a building permit, the applicant shall submit grading and drainage plans subject to the approval of the City Engineer.
- 13) Prior to the start of any demolition, grading and construction, a pre-construction meeting shall be held between the City staff and the Applicant's authorized representative(s), the general contractor and construction superintendent. The Applicant shall submit to the City Engineer and Chief Building Official a written list of his or her authorized representatives and their phone numbers of who will be present on the site while the work is in progress.

- 14) Grading/construction work including start-up of equipment/machinery shall not begin prior to 7:00A.M., Monday through Friday. Prior authorization must be obtained from the City Planner for any work (including underground work) occurring on weekends and holidays.
- 15) Any trenches cut in public streets shall be backfilled, compacted, and resurfaced with rock base and AC paving in accordance with City Standards. Existing pavement shall be saw-cut. The Applicant shall resurface or reconstruct areas of the street as may be required by the Public Works Director.
- 16) All existing concrete frontage improvements (curb, gutter, sidewalk) which are to remain shall be repaired as needed to correct damage or grade discrepancies.
- 17) If controversy arises in relation to the location of a property line of a site, a Stop Work Order would be issued by the building official until the controversy is resolved. The developer would be responsible for retaining the services of a licensed Land Surveyor or licensed Civil Engineer to establish the location of the line in question. The Surveyor's report shall be submitted to the Building official for review.

If a discrepancy exists between approved plans and field verification of property line location which affects the parameters of the project, and the discrepancy does not create a violation of an ordinance, or building code, or the Map Act, the Stop Work Order shall be issued until an amendment to the Site Plan Review is submitted, processed, and approved by the Planning Commission at the applicant's expense.

- 18) During construction, the Applicant shall maintain a program of dust control and a Storm Water Pollution Prevention Plan (SWPPP) to prevent air pollution and mobilization of soil into the street, alley, adjacent parcels, as well as cause discomfort or damage to adjacent and surrounding properties. The Applicant shall follow all rules, regulations, and requirements of the San Joaquin Valley Air Pollution Control District for dust and emission reduction and State Water Board for SWPPP.
- 19) In order to provide reasonable municipal protection during all phases of the construction, the developer will need to maintain passable vehicular access to all buildings to the satisfaction of the Fire Department, Police Department, and City Engineer.
- 20) All general contractors and subcontractors working within the City of Exeter are required to obtain a business license from the City Finance Department at Exeter City Hall.
- 21) Prior to granting of final occupancy or final acceptance, the Applicant shall submit to the City Engineering Division an approved set of construction plans revised to reflect all field revisions and marked "Record Drawings."
- 22) 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 December 21, 2023, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chairman

Planning Commission Secretary