CITY OF WILDOMAR PLANNING COMMISSION
REGULAR MEETING AGENDA
SEPTEMBER 5, 2018

ORDER OF BUSINESS: Public session of this regular meeting of the Planning Commission begins at 6:30 P.M.

REPORTS: All agenda items and reports are available for review at: Wildomar City Hall, 23873 Clinton Keith Road, Suite #201, and on the City’s website at http://www.cityofwildomar.org/government/agendas___minutes/planning_commission_agendas_minutes/. Any writings or documents provided to a majority of the Planning Commission regarding any item on this agenda (other than writings legally exempt from public disclosure) will be made available for public inspection at City Hall during regular business hours.

PUBLIC COMMENTS: Prior to the business portion of the agenda, the Planning Commission will receive public comments regarding any items or matters within the jurisdiction of the Commission. The Chairman will separately call for testimony at the time of each public hearing. If you wish to speak, please complete a Public Comment Card available at the Chamber door. The completed form is to be submitted to the Secretary prior to an individual being heard. Lengthy testimony should be presented to the Commission in writing (15 copies) and only pertinent points presented orally. The time limit established for public comments is three minutes per speaker.

ADDITIONS/DELETIONS: Items of business may be added to the agenda upon a motion adopted by a minimum 2/3 vote finding that there is a need to take immediate action and that the need for action came to the attention of the City subsequent to the agenda being posted. Items may be deleted from the agenda upon request of staff or upon action of the Commission.

CONSENT CALENDAR: Consent Calendar items will be acted on by one roll call vote unless Commission members, staff, or the public request the item be discussed and/or removed from the Consent Calendar for separate action.

RIGHT TO APPEAL: Any decision of the Planning Commission may be appealed to the City Council provided the required appeal application and filing fee are submitted to the City Clerk within ten (10) calendar days after the Planning Commission’s action.

PLEASE TURN ALL DEVICES TO VIBRATE/MUTE/OFF FOR THE DURATION OF THE MEETING. YOUR COOPERATION IS APPRECIATED.
CALL TO ORDER – REGULAR MEETING - 6:30 P.M.

ROLL CALL

FLAG SALUTE

PUBLIC COMMENTS
This is the time when the Commission receives general public comments regarding any items or matters within the jurisdiction that do not appear on the agenda. State law allows the Commission to only talk about items that are listed on the agenda. Speakers are allowed to raise issues not listed on the agenda; however, the law does not allow the Commission to discuss those issues during the meeting. After hearing the matter, the Chairman will turn the matter over to the Planning Director who will put you in contact with the proper Staff person. Each speaker is asked to fill out a Public Comments Card available at the Chamber door and submit the card to the Secretary. Lengthy testimony should be presented to the Commission in writing (15 copies) and only pertinent points presented orally. The time limit established for public comments is three minutes per speaker. Prior to taking action on any item that is on the agenda, the public will be permitted to comment at the time it is considered by the Commission.

APPROVAL OF THE AGENDA AS PRESENTED
The Planning Commission to approve the agenda as it is herein presented, or, if it is the desire of the Commission, the agenda can be reordered, added to, or have items tabled at this time.

1.0 CONSENT CALENDAR
All matters listed under the Consent Calendar are considered routine and will be enacted by one roll call vote. There will be no separate discussion of these items unless members of the Commission, the Public, or Staff request to have specific items removed from the Consent Calendar for separate discussion and/or action.

1.1 Planning Commission Minutes – July 18, 2018 – Special Meeting:

RECOMMENDATION: Staff recommends the Planning Commission approve the July 18, 2018 special meeting minutes as submitted.

2.0 PUBLIC HEARINGS
➢ THERE ARE NO PUBLIC HEARING ITEMS FOR THIS AGENDA
3.0 GENERAL BUSINESS

3.1 Commercial Design Guidelines Workshop/Study Session:
The Planning Commission will hold a public workshop to initiate the City’s Commercial Design Guidelines planning process and to solicit public input and feedback regarding design ideas for commercial development projects in the City of Wildomar.

RECOMMENDATION:
The Planning Department recommends the Planning Commission take the following actions:

1) Introduce the agenda Item and move to the workshop tables;

2) Discuss and receive input on the commercial design elements with the workshop participants and the design consultant; and

3) Reconvene to the Dais and provide any final feedback to staff.

PLANNING COMMISSION COMMUNICATIONS

PLANNING DIRECTOR REPORT

CITY ATTORNEY REPORT

FUTURE AGENDA ITEMS

ADJOURNMENT
If requested, the agenda and backup materials will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans With Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Any person that requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting, may request such modification, accommodation, aid or service by contacting the City Clerk either in person or by phone at (951) 677-7751, no later than 10:00 a.m. on the day preceding the scheduled meeting. I, Matthew C. Bassi, Planning Director, do certify that on, or before, September 1, 2018 by 5:00 p.m., a true and correct copy of this agenda was posted at the three designated posting locations as follows:

1) Wildomar City Hall, 23873 Clinton Keith Road.
2) U.S. Post Office, 21392 Palomar Street.

Matthew C. Bassi, Planning Director
AGENDA SECTION 1.0

CONSENT CALENDAR ITEMS
CALL TO ORDER:
The special meeting of the Wildomar Planning Commission was called to order by Planning Commission Chairman Lloyd at 6:30 P.M. at Wildomar City Hall, Council Chambers.

ROLL CALL:
Present: John Lloyd, Chairman, Michele Thomas, Vice-Chair, Veronica Langworthy, Commissioner, Kim Strong, Commissioner, Mason Ballard, Commissioner

Staff Present: Matthew Bassi, Planning Director
Dan York, Assistant City Manager / Public Works Director
Alfredo Garcia, Associate Planner
Michael Paul, Assistant Planner
Erica Vega, Assistant City Attorney

FLAG SALUTE:
Vice-Chair Thomas led the flag salute.

PUBLIC COMMENT:
None.
APPROVAL OF AGENDA AS PRESENTED
Commissioner Ballard motioned to approve the agenda as presented. The motion was seconded by Commissioner Langworthy. Motion Carried, 5-0, with the following vote resulted:

AYES: LLOYD, THOMAS, LANGWORTHY, BALLARD, STRONG
NOES:
ABSENT:
ABSTAIN:

CONSENT CALENDAR ITEMS:
All matters listed under the Consent Calendar are considered routine and will be enacted by one roll call vote. There will be no separate discussion of these items unless members of the Commission, the Public, or Staff request to have specific items removed from the Consent Calendar for separate discussion and/or action.

1.1 Planning Commission Minutes – June 6, 2018 – Regular Meeting:

RECOMMENDATION: Staff recommends the Planning Commission approve the June 6, 2018 meeting minutes as submitted.

Vice-Chair Thomas motioned to approve the minutes as amended. The motion was seconded by Commissioner Ballard. Motion Carried, 5-0, with the following vote resulted:

AYES: LLOYD, THOMAS, LANGWORTHY, STRONG, BALLARD
NOES:
ABSENT:
ABSTAIN:

PUBLIC HEARING ITEMS:

2.1 Zoning Ordinance Amendment No. 18-01 (PA 18-0063):
Planning Commission review and recommendation to the City Council of a General Rule CEQA Exemption and an amendment to Title 17, Section 17.252 (Sign Regulations) of the Wildomar Municipal Code to establish regulations for freeway oriented electronic graphic display (L.E.D.) signs for medical centers located in the C-P-S and I-P zones adjacent to the I-15 freeway.
Planning Director Bassi, made a presentation to the Planning Commission. Chairman Lloyd opened the public hearing.

Ariana Diverio, Applicant representative, made a presentation to the Planning Commission.

Jared Giles, Applicant representative, addressed the Planning Commission.

John Pironti, Applicant representative, addressed the Planning Commission.

John Garrett, resident, provided public comment.

With no further public testimony/comments, Chairman Lloyd closed the public hearing, and asked for Commission discussion.

Commissioner Langworthy disclosed she met with the applicant.

Chairman Lloyd disclosed he met with the applicant.

Vice-Chair Thomas, disclosed she met with the applicant.

Commissioner Mason, thanked the applicant for their design concept.

Vice-Chair Thomas asked the applicant questions with respect to the text limit display.

Ariana Diverio, Applicant representative, provided responses.

Commissioner Strong mentioned she would prefer to see a limit on the text.

Ariana Diverio, Applicant representative, provided responses in the affirmative that it could be limited to 15 lines of text.

Planning Director Bassi provided additional responses with respect to Commissioner Strong’s question.

Chairman Lloyd requested if the lighting can be diminished to 1% as a standard for all future lighting, and also asked if the minimum duration could be changed from 5 to 8 seconds.

Planning Director Bassi responded that the requested change would be presented to the Council as part of the Commission’s recommendation.

Commissioner Strong responded in agreement with Chairman Lloyd's request.
With no further Commission discussion, Chairman Lloyd asked for a motion to adopt PC Resolution No. 2018-15, as amended recommending Council consider the 8 second minimum duration period instead of 5 seconds, and limiting the line of text to 15 lines, entitled:

PC RESOLUTION NO. 2018-15
A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILDOMAR, CALIFORNIA, RECOMMENDING CITY COUNCIL ADOPTION OF A GENERAL RULE AND CATEGORICAL EXEMPTION IN ACCORDANCE WITH SECTION 15061(B)(3) AND 15311(A), RESPECTIVELY OF THE CEQA GUIDELINES, AND APPROVAL OF ZONING ORDINANCE AMENDMENT NO. 18-01 AMENDING SECTION 17.252 (SIGN REGULATIONS) OF THE WILDOMAR MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR FREEWAY ORIENTED ELECTRONIC GRAPHIC DISPLAY (L.E.D.) SIGNS FOR MEDICAL CENTERS LOCATED IN THE C-P-S AND I-P ZONES ADJACENT TO THE I-15 FREEWAY

Motion was made by Commissioner Ballard and seconded by Vice-Chair Thomas. The Motion carried 5-0 with the following vote resulted:

AYES: LLOYD, THOMAS, LANGWORTHY, BALLARD, STRONG
NOES: NONE
ABSENT: NONE
RECUSED: NONE

2.2 Zoning Ordinance Amendment No. 18-02(R1):
Planning Commission review and recommendation to the City Council of a General Rule CEQA Exemption and an amendment to Title 17, Section 17.196 (Variances), Section 17.200 (Conditional Use Permits), 17.208 (Public Use Permits) and 17.216 (Plot Plan Permits) of the Wildomar Municipal Code modifying the existing time extension procedures.

Planning Director Bassi made a presentation to the Planning Commission.

Chairman Lloyd opened the public hearing.

With no public testimony/comments, Chairman Lloyd closed the public hearing, and asked for Commission discussion.
Chairman Lloyd and Commissioner Strong agreed with the proposed code amendment allowing additional time to build development projects.

With no further Commission discussion, Chairman Lloyd asked for a motion to adopt PC Resolution No. 2018-19 entitled:

**PC RESOLUTION NO. 2018-19**
A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILDOMAR, CALIFORNIA, RECOMMENDING CITY COUNCIL ADOPTION OF A GENERAL RULE CEQA EXEMPTION IN ACCORDANCE WITH SECTION 15061(B)(3) OF CEQA, AND APPROVAL OF ZONING ORDINANCE AMENDMENT NO. 18-01 AMENDING SECTIONS 17.196 (VARIANCES), SECTION 17.200 (CONDITIONAL USE PERMITS), 17.208 (PUBLIC USE PERMITS) AND 17.216 (PLOT PLAN PERMITS) OF THE WILDOMAR MUNICIPAL CODE MODIFYING THE EXISTING TIME EXTENSION PROCEDURES

**Motion** was made by Commissioner Strong and seconded by Commissioner Ballard. The **Motion** carried 5-0 with the following vote resulted:

**AYES:** LLOYD, THOMAS, LANGWORTHY, BALLARD, STRONG

**NOES:**

**ABSENT:**

**RECUSED:**

**GENERAL BUSINESS ITEMS:**

3.1 **Wildomar Crossings Retail Center Architecture (PA No. 16-0134):**
Planning Commission review of the final architectural design package for the approved 26,204 square-foot Wildomar Crossings Retail Center located at the northwest corner of Clinton Keith Road and Stable Lanes (APN: 380-120-003 & 380-120-004).

Associate Planner Garcia made a presentation to the Planning Commission.

Jim Rochelle, Applicant Representative, provided background on the proposal and made himself available for questions from the Commission.

Joseph Morabito, resident, provided public comment with respect to signage.
Planning Director Bassi provided responses to Mr. Morabito’s question.

Assistant City Attorney Erica Vega, provided additional responses to Mr. Morabito’s question.

Chairman Lloyd and Commissioners Langworthy and Strong thanked staff for their hard work.

Commissioner Langworthy thanked Jim Rochelle for all his hard work and effort in working out a solution to the revised architecture package.

Commissioner Ballard commented that he likes the revised architecture package.

Vice-Chair Thomas, commented she is happy to see the team work between City staff and applicant.

With no further Commission discussion, Chairman Lloyd asked for a motion to adopt PC Resolution No. 2018-20 entitled:

**PC RESOLUTION NO. 2018-20**


**Motion** was made by Commissioner Langworthy and seconded by Commissioner Strong. The **Motion** carried 5-0 with the following vote resulted:

**AYES:** LLOYD, THOMAS, LANGWORTHY, BALLARD, STRONG

**NOES:**

**ABSENT:**

**RECUSED:**
3.2 **Tentative Parcel Map No. 30522 – EOT #1 (PA No. 18-0073):**

Planning Commission review of a 3-year extension of time to July 3, 2021 for a city approved Tentative Parcel Map No. 30522 consisting of the subdivision of approximately 10.26 acres into seven (7) parcels for future commercial/retail development located at the southeast corner of Orange Street and Bundy Canyon Road (APN: 367-100-026 & 367-100-032).

Assistant Planner Paul made a presentation to the Planning Commission.

Chairman Lloyd opened the agenda item for public comment.

Joseph Morabito, resident, provided public comment.

Planning Director Bassi provided responses to Mr. Morabito’s question.

Commissioner Strong commented that the applicants must go through a large expense to process extensions of time.

Planning Director Bassi responded in the affirmative.

Commissioner Strong referenced a letter from Caltrans regarding Bundy Canyon Road.

Planning Director Bassi responded that the content of the letter has already been addressed.

With no further Commission discussion, Chairman Lloyd asked for a motion to adopt PC Resolution No. 2018-21 entitled:

**PC RESOLUTION NO. 2018-21**

Motion was made by Commissioner Langworthy and seconded by Commissioner Strong. The Motion carried 5-0 with the following vote resulted:

AYES: LLOYD, THOMAS, LANGWORTHY, BALLARD, STRONG
NOES:
ABSENT:
RECUSED:

PLANNING COMMISSION COMMUNICATIONS
Commissioner Langworthy congratulated the City of Wildomar on its 10th birthday and thanked Richard and Sharon Heil for their kind gifts to City staff.

Chairman Lloyd commented he was happy to have attended the Wildomar birthday celebration event.

PLANNING DIRECTOR REPORT
Director Bassi informed the Commission that the meeting scheduled for August 1, 2018 will be cancelled, and that there will be a public workshop scheduled during the September 5, 2018 Commission meeting to discuss the City of Wildomar’s Commercial Design Guidelines project.

CITY ATTORNEY REPORT
None.

FUTURE AGENDA ITEMS
None.

ADJOURNMENT
Chairman Lloyd adjourned the July 18, 2018 Planning Commission special meeting at 7:32 P.M.

Matthew C. Bassi
Planning Director/Minutes Secretary
AGENDA SECTION 2.0

PUBLIC HEARING ITEMS

THERE ARE NO PUBLIC HEARING ITEMS ON THE AGENDA
AGENDA SECTION 3.0

GENERAL BUSINESS ITEMS
TO: Chairman and Members of the Planning Commission

FROM: Mark Teague, Associate Principal, PlaceWorks
Karen Gulley, Principal, PlaceWorks

SUBJECT: City of Wildomar Commercial Design Guidelines Workshop
A public workshop with the Planning Commission and residents to discuss the Wildomar Commercial Design Guidelines Project.

STAFF REPORT

RECOMMENDATION:
The Planning Department recommends the Planning Commission take the following actions:

1) Introduce the agenda Item and move to the workshop tables;

2) Discuss and receive input on the commercial design elements with the Planning Commission, workshop participants and the design consultant; and

3) Reconvene to the Dais and provide any final feedback to staff.

BACKGROUND:
The City has community design concepts expressed in the 2008 Strategic Visioning Plan and 2013 Wildomar Old Town Vision Document, however neither document provides the specificity needed to regulate design. This lack of design expectation has left a gap in the development review process often resulting in delays in commercial projects. As the Commission meeting for a project typically follows months of discussion and negotiation with Staff over design issues, the ability to explain the key elements of design expected by the community early in the process will help everyone.

WORKSHOP FORMAT:
At this workshop, the designer will lead the Commission and workshop attendees in a review and discussion of the City’s existing design themes using picture boards to represent the existing styles and discuss key elements of architectural design. The goals of the workshop are to validate previous architectural design statements, and to understand which of several styles would be acceptable for future commercial development in the City. In addition, the Commission will have an opportunity to discuss
potential new site planning guidelines that will guide the layout of how buildings relate to the street, provide internal pedestrian connectivity between uses, and include open space and gathering areas that are integrated into the development.

After this first workshop, PlaceWorks will create several style sheets that will result in the commercial design guidelines for review at a 2nd public workshop (date to be determined). Under the scope agreement, a 3rd public workshop is planned at which point the final draft version of the Wildomar Commercial Design Guidelines and Standards will be presented. Ultimately, staff will be asking for Planning Commission approval and recommendation of the design guidelines to the City Council.

**PUBLIC NOTICING:**
Since this agenda item is a study session/workshop, there are no requirements for public noticing. However, to reach out to our community, staff published a “workshop notice” on August 28, 2018 in the “Press Enterprise,” a local newspaper of general circulation, notifying the general public of the September 5, 2018 Planning Commission public workshop. In addition, staff sent out a “press release” to our stay connected community on August 28, 2018 notifying the community of the September 5, 2018 public workshop with the Planning Commission with the intent to invite public participation in the workshop discussion on the Commercial Design Guidelines plan.

Respectfully Submitted, Reviewed By,
Matthew C. Bassi   Thomas D. Jex
Planning Director   City Attorney

**Attachments:**
None – Materials will be presented at the workshop