

**AGENDA**  
**SPECIAL MEETING OF THE HOLTVILLE PLANNING COMMISSION**  
**CIVIC CENTER – 121 WEST FIFTH STREET • HOLTVILLE. CALIFORNIA**

**Tuesday February 18, 2020**

**OPEN SESSION**

**6:00 PM**

**Chairman: Ross Daniels**

**Vice Chair: Georgina Camacho**

**Planning Commission Members:**

**John Britschgi, Charlie Garcia, Bob Fischer**

**Legal Counsel: Steve Walker**

**Secretary: Kariza Preciado**

**City Manager/Executive Officer: Nick Wells**

**Ex Officio Member: Richard Layton**

**THIS IS A PUBLIC MEETING**

*If there is an item on the agenda on which you wish to be heard, please come forward to the microphone at the time that the item is being addressed. State your name and address for the record. All other items can be addressed during the Public Comments portion of the agenda. The Chairman reserves the right to place a time limit on each person asking to be heard.*

**MEETING CALLED TO ORDER**

**PLEDGE OF ALLEGIANCE**

**COMMISSION SECRETARY - RE:** Verification of Posting of the Agenda

**PUBLIC COMMENTS:** This is time for the public to address the Planning Commission **on any item that does not appear on the agenda for this meeting** within the subject matter jurisdiction of the Planning Commission. The Chairman reserves the right to limit the speaker's time. If you wish to speak, the chairman will recognize you. When you come to the microphone, please state your name and address for the record. Speakers are not permitted to make personal attacks on individuals or make comments which are slanderous or which may invade an individual's personal privacy.

**CONSENT AGENDA:**

*The items on the Consent Agenda are to be approved without comment. Should any Commission Member or member of the public wish to discuss any item, they may request that the item be removed from the Consent Agenda and placed on the NEW BUSINESS agenda.*

1. Approval of the Minutes from the Regular Meeting of January 6, 2020

**REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUES:**

**UNFINISHED BUSINESS:**

None

2. **PUBLIC HEARING: Discussion/Related Action to Adopt RESOLUTION PC20-02**  
Recommending an Approval of a Relief from the Minimum Side Yard Property Line Requirements for the Proposed Torres Mixed-Use Complex to be Located at 574 Holt Avenue (APN 045-261-021)

*George Galvan, City Planner*

**INFORMATION ONLY:**

**3. Reports from City Officers**

a. *City Manager Report - Nick Wells*

b. *Quarterly Planning Report - Jeorge Galvan*

**4. Items for future meetings**

**ADJOURNMENT:**

I, Kariza Preciado, Interim City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall Friday, March 15, 2019

**NOTICE:** *In compliance with the American Disabilities Act (ADA), the City of Holtville will make reasonable efforts to accommodate persons with qualified disabilities. If you require special assistance, please contact the City Clerk's office at (760) 356-3013 at least 48 hours in advance of the meeting. Any writings or documents provided to a majority of the Holtville Planning Commission regarding any item on this agenda will be made available for public inspection in the City Clerk's office located at City Hall, 121 W Fifth Street, during normal business hours.*

**THE MINUTES OF THE REGULAR MEETING OF THE HOLTVILLE PLANNING  
COMMISSION**

**Monday, January 6, 2020**

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The regular meeting of the Holtville Planning Commission was held on Monday, January 6, 2020, at 6:00 p.m. in the Civic Center. Chairman Ross Daniels was present along with commissioners Georgina Camacho, Charlie Garcia and Bob Fischer. Commissioner John Britschgi was absent. Ex Officio Member Richard Layton was also present. Staff members present were City Manager/Executive Officer, Nick Wells, Secretary, Kariza Sambrano and City Planner George Galvan. City Attorney Steve Walker was also present.

**PLANING COMMISSION OPEN SESSION MEETING CALLED TO ORDER:**

Chairman Daniels called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE:**

Vice Chair, Georgina Camacho, led the pledge of allegiance.

**VERIFICATION OF POSTING AGENDA:**

Secretary, Kariza Sambrano, verified that the agenda was duly posted on Friday, January 3, 2020.

**APPROVAL OF MINUTES:**

*A motion was made by Mr. Garcia and seconded by Mr. Fischer to approve the minutes of Regular Meeting held on Monday May 20, 2019. The motion was carried in the form of a roll call vote.*

*AYES: Fischer, Garcia, Daniels, Camacho,*

*NOES: None*

*ABSENT: Britschgi*

*ABSTAIN: None*

**PUBLIC COMMENTS: None.**

**REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMMUNIQUES:**

*None.*

**UNFINISHED BUSINESS: None**

**NEW BUSINESS:**

**1. PUBLIC HEARING: Discussion/Related Action to Adopt RESOLUTION PC 20-01**

Recommending an Approval of a Conditional Use Permit for the AMG & Associates Senior Apartments

*George Galvan, City Planner*

*Mr. Daniels opened Public Hearing Session at 6:13 p.m.*

Mr. George Galvan briefly explained to the Planning Commission the aspects of the conditional use permit for the upcoming senior apartment complex project.

Mr. Sergio Hernandez from 665 E. 3rd Street has a concern on the housing on Even Hews. He asked the Planning Commission how it would affect his property. He also asked if the AMG & Associates Senior Apartment complex would be solely for seniors. Mr. George Galvan stated the apartment complex will be senior apartments for at least the first 45 years.

Mark Mitchell voiced his concern about traffic around the area.

Mr. Paul Chambers asked the commissioners if they would be fencing off the dirt road adjacent to the apartment complex.

Mr. Charlie Garcia asked if there would be an 8in. water line put in on the apartment site. He asked what age the apartment complex will be considering a senior citizen. They advised Mr. Garcia that the age is 55.

*Mr. Daniels adjourned Public Hearing Session at 6:33 p.m.*

*A motion was made by Mr. Fischer and seconded by Mr. Garcia to Adopted Resolution 20-01 Recommending an Approval of a Conditional Use Permit for the AMG & Associates Senior Apartments.*

*AYES: Fischer, Garcia, Camacho*  
*NOES: Daniels*  
*ABSENT: Britschgi*  
*ABSTATIN: None*

**INFORMATION ONLY:**

**2. Reports from the City Officers**

*a) Executive Officer Report – Nick Wells*

*Mr. Nick Wells informed commissioners that escrow would be closing on January 30th for the Dollar General property off of 5th street. He also updated them on the Fern Crossing Apartments that will soon be under construction.*

*b) Quarterly Planning Report – George Galvan*

**3. Items for future meetings:**        *None*

**ADJOURNMENT:**

Commissioner, Ross Daniels adjourned the meeting at 6:47 p.m.

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Ross Daniels, Chairman

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Kariza Preciado, Secretary



# City of Holtville Report to Planning Commission

Meeting Date:	February 18, 2020
Item Number:	_____
<b>Approvals</b>	City Manager _____
	Finance Manager _____
	City Attorney _____

**To:** Nicholas D. Wells, City Manager  
Planning Commission

**From:** George Galvan, City Planner

**Date:** February 18, 2020

**Project:** Torres Mixed Use Complex – Design Review & Variance Consideration

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### Summary:

<b>Applicant:</b>	Rita Torres
<b>Property Owner:</b>	Rita Torres
<b>Project Location:</b>	574 Holt Avenue APN 045-261-021 ( <b>Exhibit A-Project Location Map</b> )
<b>Pending Action:</b>	Hold Public Hearing: Review and Approve Design via PC Resolution 20-02
<b>Zoning:</b>	(D-A) Downtown-A Zone
<b>General Plan:</b>	(RC) Residential Commercial Mixed Use
<b>Environmental:</b>	Exempt – 15332 In-Fill Development Project

## INTRODUCTION & BACKGROUND

On July 16, 2018, Ms. Rita Torres submitted an application for the construction of a new mixed use residential commercial complex at 574 Holt Avenue (APN 045-261-021). The Design Review was approved with Conditions of Approval under Resolution 18-10. A variance from the zero front lot line requirements was also approved to allow for an ADA-compliant ramp to access the building.

The commercial structure is planned to be located towards the front of the lot, facing Holt Avenue while a residential two story duplex would be located towards the rear accessible through the alley. The commercial space is configured as a restaurant with seating to accommodate up to 20 customers. The subject site is located within the Downtown A Zone with a design objective to promote orderly and harmonious growth of the downtown and central business district within the desired character.

## ISSUES FOR DISCUSSION AND REVIEW

The applicant is requesting a revision to the approved site plan due to practical construction issues related to tying in to the adjacent building to the south. This revision also requires another variance as the Downtown Code also requires zero lot line at the side property lines.

**Existing Site Conditions** – The subject site is an existing undeveloped parcel approximately fifty feet from the southeast corner of Holt Avenue and Sixth Street as depicted in **Exhibit B-Torres Complex Site Plan**. The lot size is 37.5' wide by 140' deep. All utilities are currently available to the site from the existing alley to the rear of the site. An existing two-story office/residential building is currently located to the south of the project site with the entire structure built up to the property line.

**Land Use & Zoning** – The project site is located across the street from Holt Park within the Downtown A (D-A) Zone. Mixed uses are allowed by right in the D-A zone. To the north of the site is undeveloped land and to the south is a mixed use two story structure. The adjacent parcels to the north and south are likewise zoned D-A. The parcel to the east, across the alley, is currently occupied by the Holtville Police and Fire Departments. All parcels to the east are zoned RC Residential Commercial Mixed Use. The proposed land use is therefore consistent and compatible with surrounding and planned land uses.

**Proposed Improvements** – Ms. Rita Torres is requesting a relief from the minimum side yard distance required for Downtown A Zone per Chapter 17.41 of the Holtville Municipal Code.

**Site Layout and Orientation** – The Downtown Code requires that buildings must be built to the property side yard lines. The revised Site Plan proposed a 5' side yard setback between the existing building south of the planned Torres Complex. In order to preserve a visual effect of an architectural consistency, it is suggested to construct a masonry wall in between the existing south building and the proposed Torres Complex.

*It is recommended that the Planning Commission conditionally approve the site layout with a condition to include a masonry wall or picket fence with desert landscaping recommended by the Downtown Code and consistent with adjacent structure.*

## Variance Findings

A deviation from the zero side yard lot line setbacks requires a variance approval by the Planning Commission. The issuance of a Variance is subject to finding of hardship and assurances which will be considered by the Planning Commission after holding a duly noticed Public Hearing. Per Section 17.62.020 of the Holtville Municipal Code, the following findings must be considered by the Commission:

- **Find #1 Because of special circumstances applicable to subject property, including size, shape, topography, location or surroundings, the strict application of the provisions of the Holtville Zoning Code would deprive subject property of privileges enjoyed by other properties in the vicinity and under identical zone classifications.**

The existing building located to the south of the project location is a two-story wood-framed structure. In order for the Torres building to be constructed a concrete foundation must be built into the ground affecting the existing building. The two buildings would have to be structurally connected to each other to ensure seismic stability. Due to the age of the existing building, this is not feasible. A masonry wall/fence between the two buildings would provide the necessary architectural

continuity to provide the cohesive aesthetic required in the D-A zone. The five feet side yard distance would give ample room in between the proposed building.

- **Finding #2 The Variance granted shall be subject to such conditions as will assure that the adjustment authorized by the Planning Commission shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which subject property is situated.**

A condition of approval is included as part of the project review process to ensure that the adjustment is not a special privilege.

- **Findings #3 The granting of the Variance will not be materially detrimental to the public health, safety, convenience or welfare, or injurious to property and improvements in the same vicinity and zone in which the project is located.**

Approval of the Variance is to ensure that no obstruction issues occur to the existing building adjacent to the south. Granting the variance will not adversely affect the existing developed properties in the vicinity nor will it affect the future development of adjacent vacant parcels.

- **Findings #4 The granting of the Variance will not adversely affect the general plan adopted by the City of Holtville.**

The proposed project is consistent with the goals, objectives, and policies of the General Plan. Granting of the variance will not result in adverse impacts to the General Plan.

**PLANNING COMMISSION PENDING ACTION**

The Planning Commission must open the hearing for public comment. Upon receiving testimonies for and against the project during the public hearing the commission can consider the two separate actions:

- A. For Design Review**, Staff recommends that the Planning Commission consider Resolution PC20-02) (**Exhibit D – Design Review Resolution**) under the following actions:

- 1. Adopt Resolution PC 20-02 subject to the referenced Design Review Conditions of Approval for the Torres Complex at 574 Holt Avenue and based on the above referenced findings.

- Attachments:**
- Exhibit A – Project Location Map
  - Exhibit B – Torres Complex Revised Site Plan
  - Exhibit C – Public Hearing Notice
  - Exhibit D – Resolution PC 20-02
  - Exhibit A- Conditions of Approval

cc: Holtville City Council  
Rita Torres, Owner  
Guillermo Garcia, BJ Engineering  
116.478

**EXHIBIT A – PROJECT LOCATION MAP**



**PROJECT  
LOCATION**



**LEGEND:**

- City Limits
- Project Location
- Parcel Line

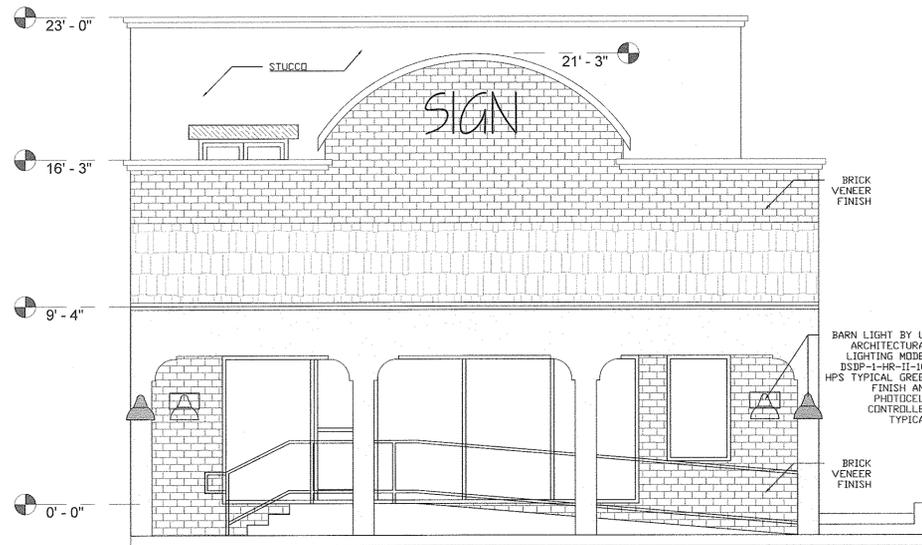
**The Holt Group, Inc.**  
ENGINEERING • PLANNING • SURVEYING  
1601 N. Imperial Ave. El Centro, California 92243 (760)337-3883



**574 Holt Avenue  
(APN 045-261-021)  
CITY OF HOLTVILLE**

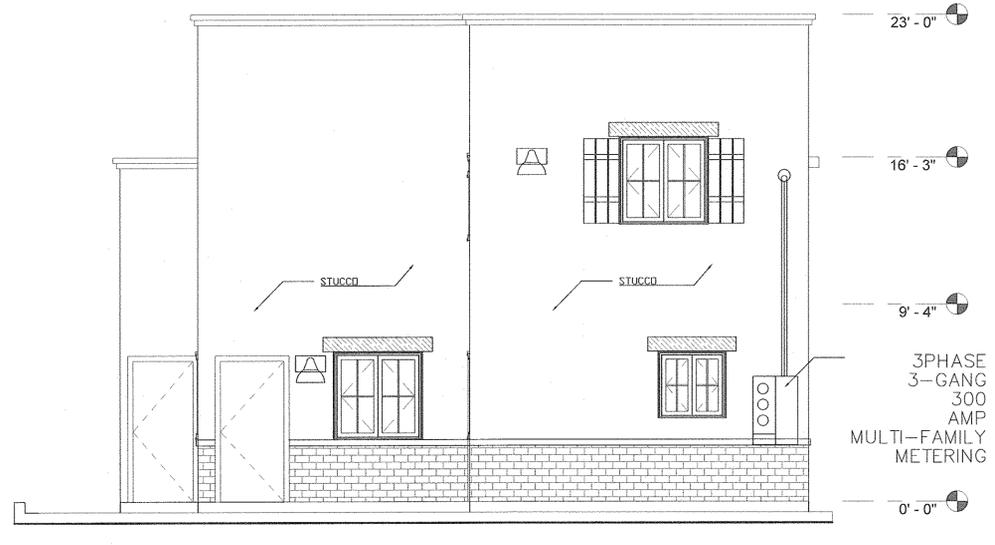
**EXHIBIT A**  
Project No. 116.047  
Date: June 2018

**EXHIBIT B – TORRES COMPLEX REVISED SITE PLAN**



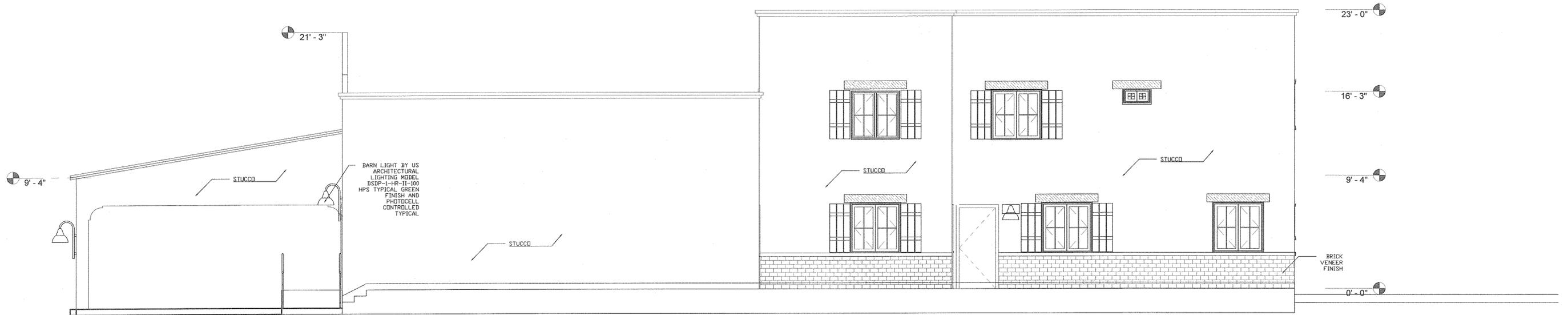
WEST ELEVATION

SCALE 1/4" = 1'-0"



EAST ELEVATION

SCALE 1/4" = 1'-0"



NORTH ELEVATION

SCALE 1/4" = 1'-0"

TORRES COMPLEX, HOLTVILLE, CA

SCALE: AS SHOWN APPROVED BY: DRAWN BY:  
DATE: 01/11/2020 LA

ELEVATIONS

TORRES COMPLEX

DRAWING NUMBER  
ELEV

6TH STEET

045-261-023

ADJACENT PROPERTY  
045-261-022

COMMERCIAL  
BLDG.  
1,121 S.F.

2 STORY UNIT A  
915 S.F.

2 STORY UNIT B  
915 S.F.

PAVED PARKING  
045-261-021

ADJACENT PROPERTY  
045-261-020

HOLT AVENUE

ALLEY

SITE PLAN



TORRES COMPLEX, HOLTVILLE, CA

SCALE: AS SHOWN APPROVED BY:

DATE: 01/11/2020

DRAWN BY:

LA

SITE PLAN

TORRES COMPLEX

DRAWING NUMBER  
ST

**EXHIBIT C – PUBLIC HEARING NOTICE**



# Notice of Public Hearing

City of Holtville

**Notice is hereby** given that a public hearing will be held by the City of Holtville Planning Commission at the date, time, and place indicated below. The purpose of the public hearing will be to hear comments from the public regarding the following subject:

<b>Project:</b> Torres Complex Development Standards Plan Resubmittal	<b>Location:</b> 574 Holt Avenue (APN 045-261-021) See Exhibit A
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Ms. Rita Torres submitted a revised Site Plan for a previously approved Site Plan for the construction of the new mix-use development project at 574 Holt Avenue. The project is located within the D-A Zone and is subject to the Site Plan and Design Review to ensure compliance with the Downtown Code. Applicant is requesting to allow the building placement 5 feet from property line. Development Standards for D-A zone are intended to preserve the compact, walkable, historic downtown core while stimulating economic development in the commercial heart of the city.

**Planning Commission Hearing Date:** February 18, 2020  
**Hearing Time:** 6:00 PM  
**Hearing Location:** Holtville City Hall  
121 W. 5<sup>th</sup> Street

Copies of the design review application and other pertinent information are available for review at the City Hall during regular business hours. If you would like to know more about the proposed project prior to the public hearing, please contact George Galvan, City Planner, at (760) 337-3883 or [jgalvan@theholtgroup.net](mailto:jgalvan@theholtgroup.net).

Any person desiring to comment on the above project may do so in writing or may appear in person at the public hearing. Written comments should be directed to Kariza Sambrano, City Clerk, 121 W. 5<sup>th</sup> Street, Holtville, CA 92250 and be delivered prior to the Public Hearing date. Please reference the project name in all written correspondence.

Posted: *Kariza Sambrano*  
*Kariza Sambrano*  
*2/4/20*

**EXHIBIT D – DESIGN REVIEW RESOLUTION**

**RESOLUTION NO. PC 20-02**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HOLTVILLE  
APPROVING A RELIEF FROM THE MINIMUM SIDE YARD PROPERTY LINE  
REQUIREMENTS FOR THE PROPOSED TORRES MIXED-USE COMPLEX TO BE  
LOCATED AT 574 HOLT AVENUE (APN 045-261-021)**

**WHEREAS**, Rita Torres, submitted a revised site plan and design plans to the City of Holtville for the construction of a mixed use residential commercial building consisting of ground-floor commercial and two-story residential duplex at 574 Holt Avenue; and

**WHEREAS**, the applicant is requesting a relief from the minimum side yard distance of 0' required in Downtown A zones as stated in Chapter 17.41 of the Holtville Municipal Code; and

**WHEREAS**, the new site plan proposes a 5' side yard setback between the pre-existing building South of the planned Torres Complex along with either a masonry wall screening the 5' gap or a picket fence with landscaping.

**NOW THEREFORE, BE IT RESOLVED** by the Planning Commission of the City of Holtville that the proposed request, as modified through Conditions of Approval (incorporated as **Exhibit A**), is consistent with the goals, objectives, and policies of the General Plan. Granting of the relief will not result in adverse impacts to the General Plan.

**PASSED, ADOPTED AND APPROVED** by the Planning Commission of the City of Holtville, this 18<sup>th</sup> day of February 2020.

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Ross Daniels,  
Planning Commission Chairman

I, Kariza Sambrano, Commission Secretary the City of Holtville Planning Commission, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved, and adopted by the Planning Commission of said City of Holtville at a meeting thereof held on the 18<sup>th</sup> day of February 2020, and that the same was approved by the Chairperson of the City of Holtville on said date, and that the same was adopted by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

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Kariza Sambrano, Commission Secretary

**EXHIBIT A - DESIGN REVIEW AND VARIANCE  
CONDITIONS OF APPROVAL  
TORRES COMPLEX  
574 Holt Avenue (APN 045-261-021)**

The City of Holtville has reviewed the revised proposed site plan for Torres Complex mixed use residential commercial facility to be located at 574 Holt Avenue (APN 045-261-021). The following is a list of the preliminary conditions of approval for the proposed Site Plan.

1. The project shall be constructed as shown on the Site Plan and Elevations dated 01/11/2020 unless modified by these Conditions of Approval.
2. All applicable Conditions of Approval outlined in Resolution 18-10 and 18-11 shall still apply.
3. A decorative masonry wall shall be installed along the frontage of the project, in line with the front façade of the building to provide a continuous design element with the neighboring building.
4. The City Manager shall have the authority to approve minor deviations from the approved Site Plan so long as those deviations are consistent with the intents and goals of the Downtown Code, Zoning Code, General Plan, and other applicable regulations.