

AGENDA

REGULAR MEETING OF THE HOLTVILLE PLANNING COMMISSION CIVIC CENTER – 121 WEST FIFTH STREET • HOLTVILLE, CALIFORNIA

Monday, September 21, 2020

OPEN SESSION

6:00 PM

Ross Daniels, Chairman

Charlie Garcia, Commissioner

Steve Walker, Legal Counsel

Georgina Camacho, Vice Chair

Bob Fischer, Commissioner

Kariza Preciado, Secretary

John Britschgi, Commissioner

Richard Layton, Ex Officio Member

Nick Wells, City Manager /
Executive Officer

Public comments will be accepted for items on Agenda items and matters of general concern within the purview of the Planning Commission. To maintain social distancing, however, physical presence is strongly discouraged. Alternative methods for public participation have been provided and are encouraged.

Written Comments:

KPreciado@Holtville.ca.gov

Deadline to Submit: 4:00 PM, 09/21/2020

Zoom Conference:

822 5478 1580(Access provided upon request)

Telephone Conference Call:

(605) 475-3220

Access Code 649637#

This notice and the Agenda for this meeting are available for public inspection at 121 W Fifth Street in Holtville, California, and on the www.Holtville.ca.gov website.

THIS IS A PUBLIC MEETING

The City of Holtville values public input on issues concerning the Planning Commission. If there is an issue on which you wish to be heard, for both items listed on the agenda and for items of general concern, comments will be accepted. The Chairman reserves the right to place a limit on each person's comments. Any public comments must include the individual's name and address for the record. Personal attacks on individuals and/or comments which are slanderous or which may invade an individual's personal privacy are not permitted.

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 Special Meeting of June 15, 2020.

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUES:

UNFINISHED BUSINESS: None

NEW BUSINESS:

- 2. PUBLIC HEARING:** **Discussion/Related Action to Adopt Resolution 20-06** Approving The Design for the Sun Community Federal Credit Union at the Southeast Corner of 5th Street (SR HWY 115) and Holt Avenue (APN's 045-291-013, 045-291-011, 045-291-014)

George Galvan, City Planner

Discussion/Related Action to Adopt Resolution 20-07 Approving an Internally Illuminated Sign for the Approved Torres Complex Located at 574 Holt Ave (APN 045-261-021)

George Galvan, City Planner

INFORMATION ONLY:

- 3. Reports from City Officers**
- a. City Manager Report - *Nick Wells*
 - b. Planning Report - *George Galvan*

- 4. Items for future meetings**

ADJOURNMENT:

I, Kariza Preciado, City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall on Friday September 18, 2020

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, June 15, 2020

The special meeting of the Holtville Planning Commission was held on Monday, June 15, 2020, at 6:00 p.m. in the Civic Center. Vice Chair, Georgina Camacho was present along with Commissioners Charlie Garcia and John Britschgi were present. Commissioner Bob Fischer was present via Zoom. Chairman Ross Daniels was absent. Ex Officio Member Richard Layton was also present. Staff members present were City Manager/Executive Officer, Nick Wells and Secretary, Kariza Sambrano. City Attorney Steve Walker was also present.

PLANING COMMISSION OPEN SESSION MEETING CALLED TO ORDER:

Commissioner Charlie Garcia called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE:

Commissioner, Charlie Garcia led the pledge of allegiance.

VERIFICATION OF POSTING AGENDA:

Secretary, Kariza Sambrano, verified that the agenda was duly posted on Friday, June 12, 2020.

APPROVAL OF MINUTES:

A motion was made by Mr. Britschgi and seconded by Mr. Garcia to approve the minutes of Regular Meeting held on Monday May 4, 2020. The motion was carried in the form of a roll call vote.

AYES: Fischer, Garcia, Britschgi, Camacho

NOES: None

ABSENT: Daniels,

ABSTATIN: 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 20-05 Approving The Design for the Proposed Mixed Use Residential/Commercial Project at the Frontage of 4th Street Between Holt and Pine Avenue (APN 045-284-013)

George Galvan, City Planner

Mr. George Galvan briefly explained to the Planning Commission the design proposed for the mixed use residential/commercial project at the frontage of 4th Street between Holt and Pine Avenue.

Mr. Britschgi opened the Public Hearing at 6:14 p.m.

There were no public comments.

Mr. Britschgi adjourned Public Hearing Session at 6:15 p.m.

A motion was made by Mr. Garcia and seconded by Mr. Britschgi to Adopted Resolution 20-04 Approving Construction of Las Palmitas Restaurant.

AYES: Fischer, Garcia, Britschgi, Camacho

NOES: None

ABSENT: Daniels

ABSTATIN: None

INFORMATION ONLY:

2. Reports from the City Officers

a) Executive Officer Report – Nick Wells

b) Planning Report – George Galvan

3. Items for future meetings: None

ADJOURNMENT:

Commissioner, John Britschgi adjourned the meeting at 6:21 p.m.

John Britschgi, Commissioner

Kariza Preciado, Secretary



City of Holtville Report to Planning Commission

Meeting Date:	September 21, 2020
Item Number:	_____
Approvals	City Manager _____
	Finance Manager _____
	City Attorney _____

To: Nicholas D. Wells, City Manager
 Planning Commission

From: George Galvan, AICP, City Planner

Date: September 21, 2020

Subject Sun Community Federal Credit Union – Design Review

Summary:

Applicant:	Sun Community Federal Credit Union
Property Owner:	Sun Community Federal Credit Union
Project Location:	Southeast Corner of 5 th Street and Holt Avenue (APN 045-291-013, 045-291-011, 045-291-014)
Pending Action:	Review and Approval of Design Review via Adoption of Resolution PC 20-06
Zoning:	(D-A) Downtown – A Zone
General Plan:	(RC) Mixed Use
Environmental:	Exempt – 15332 Infill Development

INTRODUCTION & BACKGROUND

The City of Holtville received a Design Review application and supporting documentation for the construction of a new building at the southeast corner of 5th Street and Holt Avenue. Sun Community Federal Credit Union (“SCFCU”) is proposing to construct a new 1,609 square foot single-story building with parking and a drive-through ATM. The City received the application on September 14, 2020 along with a conceptual site plan and elevations. Other required documentation such as a landscaping plan and grading plan were not included in the submittal.

The project site is located within the Downtown – A Zone which is subject to the requirements of the Downtown Code. A Design Review is required for all projects in Downtown Holtville to ensure compliance with the thematic goals establish in the Downtown Code. The purpose of this Staff Report is present to the Planning Commission findings and Conditions of Approval in order to review the design and approve, conditionally approve, or deny the proposed design concept after considering staff findings.

ANALYSIS

Proposed Project. The proposed project includes the construction of a 1,609 square foot building with drive-through ATM, 10 parking spaces, and a retention basin. (**Attachment B – Conceptual Site Plan & Floor Plan**). The project also includes the addition of two (2) new commercial driveways, one along Holt Avenue and the other on the alleyway directly east of the site. Landscaping around the property will also be featured in the project, but the type and extent of landscaping has yet to be identified. The site plan also includes the location of a retention basin; however, no drainage plan has been submitted, as required for the Design Review process. In order to move the project forward, recommended Conditions of Approval have been incorporated into this analysis to address the missing items and to ensure compliance with applicable codes.

Existing Site Conditions. The subject site is comprised of three (3) individual vacant parcels (**Attachment A – Project Location Map**) located at the southeast corner of Holt Avenue and 5th Street (State HWY 115). The total lot size of all three parcels is approximately 12,528 square feet (0.24 acre). The Building Code does not allow structures to be constructed across property lines even if the parcels are owned by the same entity. A Lot Merger is therefore required.

The subject site is located within close proximity to existing commercial businesses which include Mechanics Bank located north of the project site and Parkers Pharmacy located west of the project site. To the south are also commercial businesses and to the east will be a future Las Palmitas Restaurant.

Land Use and Zoning. The project site is located within the Downtown A zone which allows offices by right without the need for a Conditional Use Permit. Banking institutions fall within the office category. The proposed project is compatible with the surrounding land uses which includes Parker Pharmacy across the street to the west, Mechanics Bank across the highway to the north, the proposed Las Palmitas restaurant across the alley to the east, and existing commercial buildings to the south. The Downtown Code encourages compatibility with adjacent land uses and design continuity with existing buildings while maintaining pedestrian-oriented layout.

Project Site and Layout. Chapter 17.41 of the Holtville Municipal Code establishes development standards in an effort to preserve and protect the existing, historic, and small-town nature of the downtown. Development standards are form-based requirements which includes regulations related to form and style to enhance the physical character of Downtown Holtville. The building placement and layout are intended to promote and preserve a compact and walkable development.

The Downtown Code currently required that corner buildings have a strong tie to the front setback lines of Holt Avenue and 5th Street. Buildings are required to be built up to the property line to ensure direct interaction between the public space (sidewalk) and the building itself. This is not always possible on Highway 115 (5th Street) because of encroachment issues with Caltrans right-of-way. The proposed Sun Community building is set back 7' from the 5th Street right-of-way but addresses the public-private interaction by extending the sidewalk up to the building and including a small pergola that extends to the property line on 5th Street. The building is setback a total of 21' from the Holt Avenue right-of-way. The building cannot be located closer to the property line because of minimum spacing requirements for the drive-through ATM. The ADA ramp is located along the Holt Avenue frontage which brings the

frontage closer to the street. A pergola is also provided along this frontage to further encourage that pedestrian interaction but is separated by a 9' landscaped strip. It is recommended that a short walkway be extended along this frontage to connect the building to the public sidewalk.

Architectural Style & Elevations. Section 17.41.100 of the Zoning Code outlines architectural and design standards, which are intended to encourage high quality design and development, creativity, and innovation in Downtown Holtville. Façades that front on public streets should have a variety of architectural features such as arcades, canopies, display windows, entries or awnings, unless the structural integrity of the building is at stake. The proposed elevations (**Attachment C – Elevations**) submitted are similar to the architectural design found in Sun Community's other locations throughout Imperial Valley including their main branch in El Centro and the newly constructed branch in Brawley. The building façade is composed of white stucco for all elevations of the building. The west and north elevation would include wood posts covering the ATM and front entrance with a brazil nut stain finish. The proposed elevations are consistent with the downtown area and the façade consists of a modern approach but maintains the small desert town visuals outlined in the architectural and design standards.

The Downtown Code also requires certain storefront design standards regardless of the intended use of the building. Windows are required to extend from floor to ceiling on the ground floor. This is intended to enhance the relationship between the building and the sidewalk and further encourages pedestrian activity. The proposed Sun Community building includes two floor-to-ceiling windows at two locations.

As the project site is located at a corner, a strong corner building definition is required by the Downtown Code. Angled building corners are encouraged. The Sun Community building does provide an angled projection with additional architectural treatment to highlight the corner location. This serves as the entrance to the building with window ornamentation extending above the ground floor.

Signs & Lighting. As per the architectural and design standards listed in the Zoning Code, lighting fixtures in downtown Holtville should be attractively designed and compliment the architecture of the project and surrounding developments. The current site plans do not include any information of lighting so lighting requirements are listed as part of the conditions.

Refuse & Fencing. Per the site plan, the trash storage is proposed to be enclosed and located at the southeast corner of the lot, abutting the alleyway. The Downtown Code requires all trash receptacles to be enclosed and screened from view by a masonry wall with wood or metal doors (17.41.100 B. 3). There is sufficient information to assess the adequacy of the trash enclosures, however, no information about the design of the trash enclosure is provided. As such, conformance with the trash enclosure has been incorporated in the conditions of approval.

The site plan also depicts a proposed retention basin to address the drainage plan, however, no other fencing is proposed to be included in the design. It is recommended that the retention basin be screened off and shielded from public view if the retention basin is deep enough to cause safety concerns.

Parking & Landscaping. The Downtown Code requires that parking lots include trees at a ratio of one tree per three parking spaces for the perimeter of the parking lot, and one tree per six spaces for the interior of the parking lot (Section 17.41.100). The site plan includes landscaping to be incorporated

along 5th Street, Holt Avenue, and the neighboring property located south of the site. Landscaping is also proposed around the retention basin. A landscaping plan has not been submitted for review and has been incorporated as a condition of approval. Based on the number of parking spaces provided and the layout of the parking lot, a total of four trees are required. A three-tiered hierarchy of plants shall be incorporated into the design of all landscape areas. This includes a combination of groundcover, shrubs and trees. Xeriscaping is highly encouraged.

The proposed retention basin shall be constructed as a bioretention basin as required by 17.41.100.D.1.f of the Downtown Code. Appropriate landscaping shall be installed within the base of the retention basin.

Traffic & Circulation. Access to the project site is proposed to be through two (2) new driveways including a new driveway on Holt Avenue and another on the abutting alleyway. The alleyway also provides 5th Street access from neighboring properties including the proposed Las Palmitas restaurant to the east. Traffic issues could arise during peak hours (lunch hour and 5:00 PM) when more people are accessing both sites. The circulation pattern proposed for Sun Community is for cars to exit only through the alley and on to Highway 115/5th Street.

On May 4, 2020, the Planning Commission approved the design review for the proposed Las Palmitas restaurant which would be located east of the project site. Both properties share an alleyway, measuring approximately 15-feet in width, and are proposing to utilize the alleyway as an egress for customers. The applicant for Las Palmitas is proposing to allow drive-through access through the alleyway which would create an obstruction for the Sun Community customers exiting the lot (**see Figure 1**, next page). Additionally, during peak hours, there is likely to be traffic congestion at the alleyway which could potentially become a safety issue since the alleyway is unable to effectively accommodate vehicle traffic circulation. The driveway configuration for both projects are off-set from each other and provides sufficient space for maneuvering.

It should be noted that the alley is not designated for one-way traffic. Vehicles may enter the alley from Highway 115/5th Street. During peak hours, the ability to enter the alley may cause some back up on the highway. It is recommended that the City designate this alley as exit only.

PUBLIC REVIEW

A Public Hearing Notice was posted at City Hall on September 9, 2020 and mailed to all residents within 300-feet of the proposed project site on said date. On September 17, 2020, City staff received a public comment from an adjacent property owner who expressed his concern that new the design and characteristics of new development projects, more specifically the materials and colors, are straying away from the historic and small-town nature characteristic of Holtville's Downtown. The property owner cited the new Dollar General store as an example of design that it inconsistent with Holtville's character. As a convenience, City staff provided a copy of the proposed elevations to the concerned citizen to show that the materials and colors for the proposed project are acceptable for the downtown area.



Figure 1. Circulation Pattern

DESIGN REVIEW FINDINGS

All staff recommendations regarding the proposed project have been included as project conditions of approval (**Exhibit A of Attachment E**). The following findings must further be made by the Planning Commission in accordance with adopted procedures of the Downtown Code per Section 17.63.070:

- A. The proposed project is consistent with the City’s adopted standards and regulations unless otherwise exempted.**

Although not all required plans and supporting document has been submitted and reviewed, the conceptual design and components of the project are consistent with the objectives of the General Plan, specifically, Policy 3.1: Encourage land uses that support and generate retail sales in the downtown. Should the draft conditions of approval be instituted, the proposed project will comply with the requirements of the Zoning Code as it relates to storefront width, signs, building form and mass, lighting, etc.

B. The proposed project will not create conflicts with vehicular, bicycle, or pedestrian transportation modes of circulation.

Access to the alleyway is offset from Las Palmitas' access so conflicts at the alleyway will be minimal, however, some traffic back up may be experienced on Highway 115/5th Street if the alley is also used as an entrance. It is suggested that the east driveway entrance be utilized as an egress and a proper "EXIT ONLY" sign be professionally installed to direct traffic. It is further recommended that the alley be marked for one-way traffic only and a "NO ENTRY" sign be installed along Highway 115/5th Street.

C. The site layout, as well as landscaping, lighting, and other development features are generally compatible with and complement the existing surrounding environment and ultimate character of the General Plan and where there are deficiencies conditions of approval have been incorporated.

The building style and other architectural features, as modified by the Conditions of Approval, are consistent with the Downtown Code. The design of the proposed project is generally compatible with the surrounding neighborhood and promotes the desired character outlined in the goals, objectives, and policies of the General Plan. In order to conduct a detailed review, the requirement to submit a Landscaping and Lighting Plan has been included as a condition. Per the conceptual site plan, there appears to be ample landscaping within the interior of the project and visible to the street is consistent with the ultimate character specified in the Downtown Plan and the General Plan. The placement of building towards the Holt Avenue frontage encourages a walkable downtown promotes the goals of the General Plan and will contribute to economic vitality.

D. The proposed development generally complies with the regulations of the Downtown Code, promotes the spirit of the City's downtown by integrating public and private built environment and compliments the architectural quality of the downtown.

The colors, building mass, landscaping, and other architectural components as modified by the Conditions of Approval, comply with the regulations outlined in the Downtown Code. The height of the project, installation of landscaping, and other various design elements promotes a pedestrian scale and improves the walkability in the area. Any lighting additions will be outlined in the Conditions of Approval in order to further enhance the connection between the built environments.

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, and unless there is significant testimony to the contrary, Staff recommends that the Planning Commission consider Resolution PC 20-06 (**Attachment E –Resolution PC 20-06**) under the following actions:

Recommended

1. Adopt Resolution PC 20-06 subject to the aforementioned conditions of approval for the Sun Community Federal Credit Union and based on the above referenced findings.

Alternative

2. Adopt Resolution PC 20-06 subject to the aforementioned conditions of approval for the Sun Community Federal Credit Union with modifications as deemed appropriate by the Planning Commission.
3. Provide Alternative Directive to Staff.

Attachments: Attachment A – Project Location Map
Attachment B – Conceptual Site Plan & Floor Plan
Attachment C – Elevations
Attachment D – Surrounding Project Map
Attachment E – Resolution PC 20-06
 •Exhibit A – Conditions of Approval
 •Exhibit B – Redlined Site Plan

ATTACHMENT A – PROJECT LOCATION MAP



**PROJECT
LOCATION**

APN's: 045-291-011, 013 & 014
CITY OF HOLTVILLE

EXHIBIT A

The Holt Group, Inc.
ENGINEERING • PLANNING • SURVEYING



1601 N. Imperial Ave. El Centro, California 92243

(760)337-3883

NOT TO SCALE

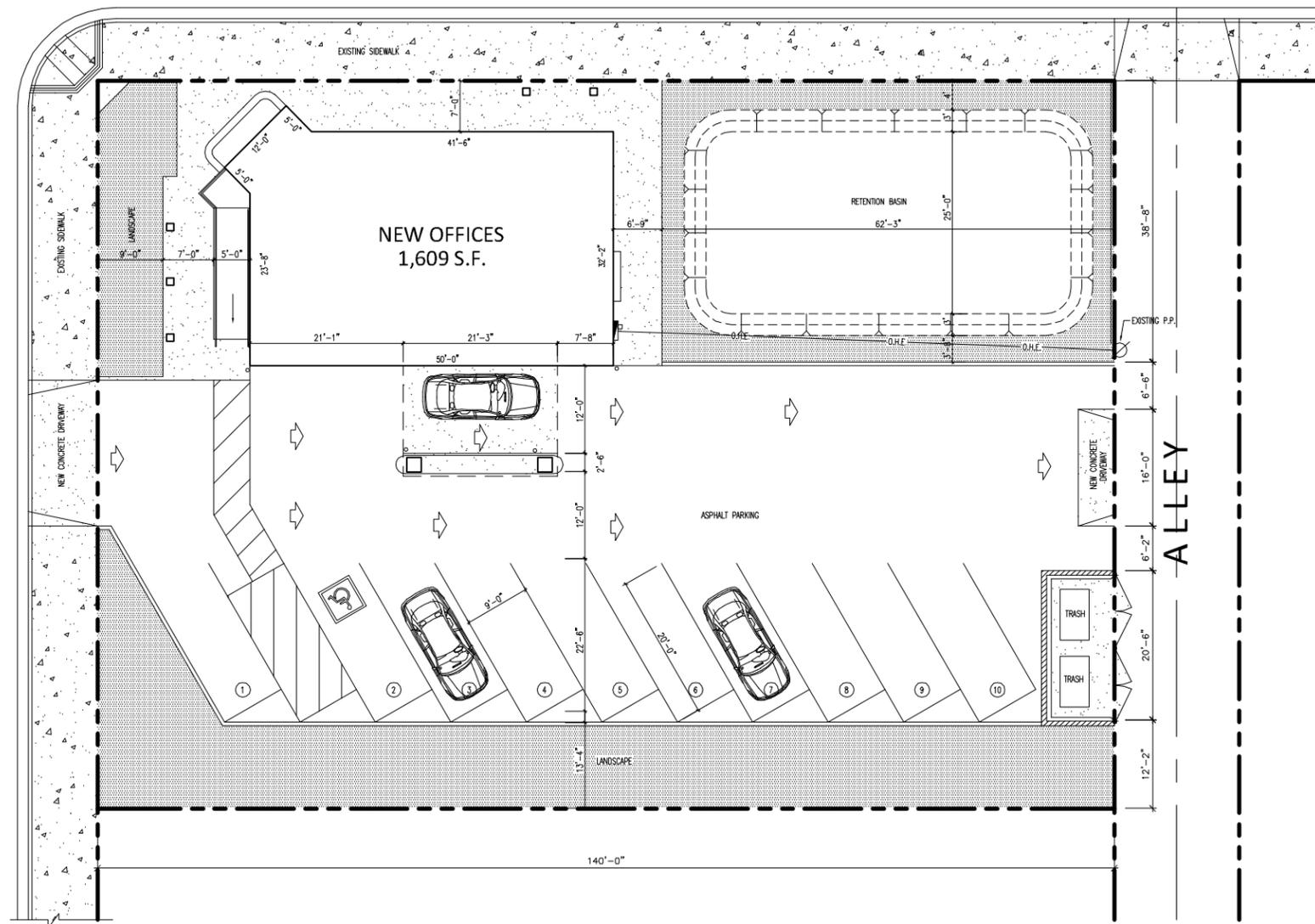
Project No. 116.494

Date: April 2020

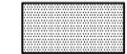
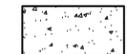
ATTACHMENT B – CONCEPTUAL SITE PLAN & FLOOR PLAN

HOLT ROAD

5th STREET



LEGEND

-  LANDSCAPE AREA
-  NEW CONCRETE
-  EXISTING CONCRETE
-  NEW ASPHALT
-  NEW CONCRETE CURB



NORTH

THIS PLAN AND DESIGN, INCLUDING ALL SPECIFICATIONS, ARE OWNED AND COPYRIGHTED BY CASTILLO CONSTRUCTION COMPANY AND ARE NOT TO BE REPRODUCED, COPIED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE UNAUTHORIZED USE OR DISCLOSURE OF THE PROPRIETARY INFORMATION OF CASTILLO CONSTRUCTION COMPANY. ANY PERSONS TO WHOM AND FOR DAMAGES.

© 2015, Castillo Construction Company
 CASTILLO CONSTRUCTION CO.
 400 N. IMPERIAL AVE.
 IMPERIAL, CA 92251
 PHONE (760) 355-1051

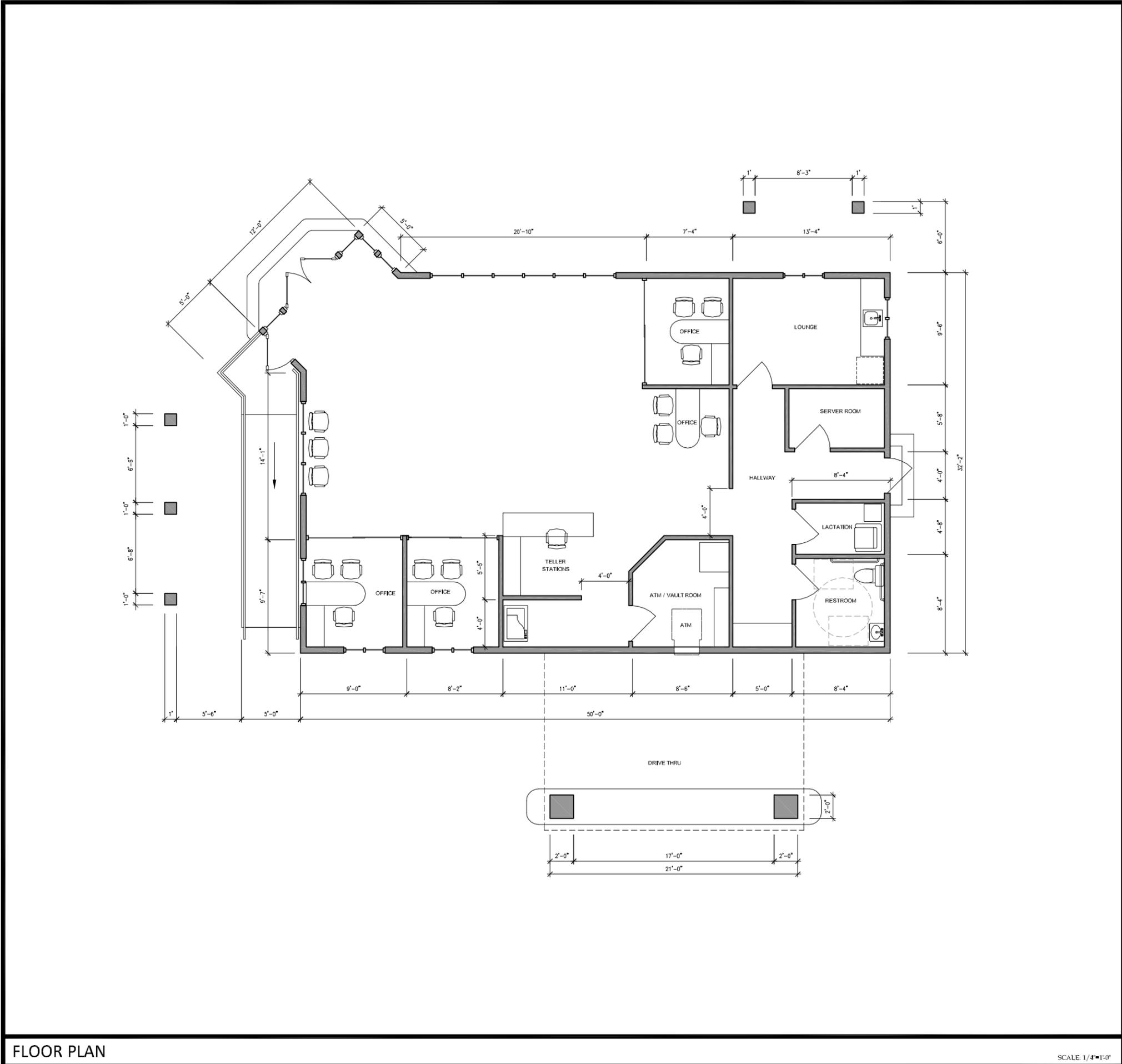
CASTILLO CONSTRUCTION
 COMPANY
 GENERAL BUILDING CONTRACTOR METAL BUILDINGS
 DESIGN/BUILD
 COMMERCIAL AGRICULTURAL INDUSTRIAL
 CALIC#57393
 PH: (760) 355-1051 • FAX: (760) 355-1158
 400 N. IMPERIAL AVE. • P.O. BOX 283 IMPERIAL, CA 92251
 WEB SITE: www.castilloconstruction.com

SUN COMMUNITY FEDERAL CREDIT UNION
 HOLTVILLE BRANCH
 ADDRESS: _____
 OWNER: SUN COMMUNITY FEDERAL CREDIT UNION
 DRAWING: _____
 SITE PLAN

REVISIONS

CHECKED BY: N.C.E.
 DRAWN BY: G.M.G.
 DATE: 2/24/20
 SHEET

A.1



LEGEND

**SUN COMMUNITY FEDERAL CREDIT UNION
HOLTVILLE BRANCH**

FLOOR PLAN

REVISIONS

NO.	DESCRIPTION

CHECKED BY: N.C.E.
 DRAWN BY: G.M.C.
 DATE: 2/24/20
 SHEET: **A.2**



NORTH

THESE STANDARD DESIGN DOCUMENTS AND SPECIFICATIONS ARE THE PROPERTY OF CASTILLO CONSTRUCTION COMPANY AND ARE NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PRIOR WRITTEN CONSENT. ANY UNAUTHORIZED USE OF THESE DOCUMENTS SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO CASTILLO CONSTRUCTION COMPANY.

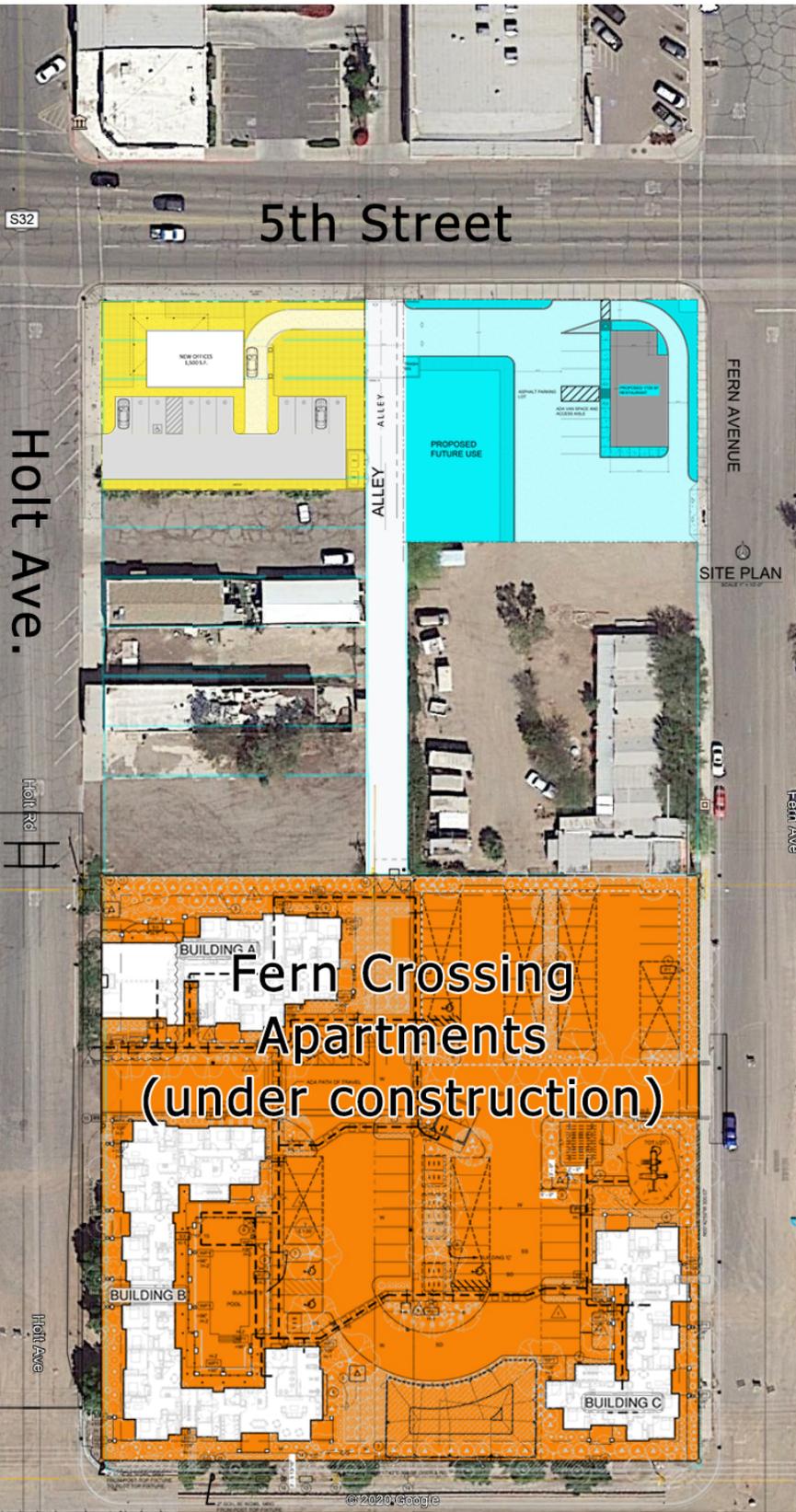
© 2015, Castillo Construction Company
 CASTILLO CONSTRUCTION CO.
 400 N. IMPERIAL AVE.
 IMPERIAL, CA 92251
 PHONE (760) 355-1051

CASTILLO CONSTRUCTION
 GENERAL BUILDING CONTRACTOR METAL BUILDINGS
 COMMERCIAL AGRICULTURAL INDUSTRIAL
 DESIGN/BUILD

400 N. IMPERIAL AVE. CA 92251
 PHONE (760) 355-1051 FAX (760) 355-4156
 WWW.CASTILLOCONSTRUCTION.COM

ATTACHMENT C – ELEVATIONS

ATTACHMENT D – SURROUNDING PROJECT MAP



5th Street

Holt Ave.

Fern Crossing
Apartments
(under construction)

SITE PLAN

Holt Rd

Holt Ave

Fern Ave

Pine Ave

© 2020 Google

© 2020 Google

© 2020 Google

ATTACHMENT E – RESOLUTION PC 20-06

- EXHIBIT A - CONDITIONS OF APPROVAL
- EXHIBIT B - REDLINED SITE PLAN

RESOLUTION NO. PC 20-06

**A RESOLUTION OF THE HOLTVILLE PLANNING COMMISSION APPROVING
THE DESIGN FOR THE SUN COMMUNITY FEDERAL CREDIT UNION
AT THE SOUTHEAST CORNER OF 5TH STREET (SR HWY 115) AND
HOLT AVENUE (APN's 045-291-013, 045-291-011, 045-291-014)**

WHEREAS, Sun Community Federal Credit Union submitted a Design Review Application with a Site Plan and Elevation Drawing; and

WHEREAS, the proposed project consists of the construction of a new 1,609 square-foot building with drive-through ATM, parking lot, bio-retention, and landscaped areas; and

WHEREAS, all development within the Downtown-A Zone is subject to a design review and approval by the Holtville Planning Commission pursuant to Chapter 17.41 of the Holtville Municipal Code.

WHEREAS, the Planning Commission has reviewed the Site Plan and Elevations, as submitted; and

WHEREAS, the Planning Commission reviewed the submittals and taken into consideration recommendations provided by staff and found the proposed improvements to be in conformance with the adopted Downtown Code standards subject to conditions of approval as shown in **Exhibit A**; and

WHEREAS, the project is exempt from CEQA per CEQA Guidelines in Section 15332, as infill development; and

WHEREAS, a duly notified Public Hearing was held on September 21, 2020 by the Holtville Planning Commission and upon hearing and considering all testimony and arguments, for and against, and analyzing the information submitted by staff and considering any written comments received regarding the proposed project the Planning Commission took action:

NOW THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Holtville as follows:

- A) That the foregoing recitations are true and correct; and
- B) The project has been reviewed in accordance with the requirements set forth by the City of Holtville for implementation of the California Environmental Quality Act; and
- C) That based on the evidence presented at the public hearing, the Planning Commission hereby **APPROVES** the Design of the Sun Community Federal Credit Union. The approval subject to conditions incorporated herein as **Exhibit A** and based on the following findings:

1. The proposed project is consistent with the City's adopted standards and regulations unless otherwise exempted

Although not all required plans and supporting document has been submitted and reviewed, the conceptual design and components of the project are consistent with the objectives of the General Plan, specifically, Policy 3.1: Encourage land uses that support and generate retail sales in the downtown. Should the draft conditions of approval be instituted, the proposed project will comply with the requirements of the Zoning Code as it relates to storefront width, signs, building form and mass, lighting, etc.

2. The proposed project will not create conflicts with vehicular, bicycle, or pedestrian transportation modes of circulation.

Access to the alleyway is offset from Las Palmitas' access so conflicts at the alleyway will be minimal, however, some traffic back up may be experienced on Highway 115/5th Street if the alley is also used as an entrance. It is suggested that the east driveway entrance be utilized as an egress and a proper "EXIT ONLY" sign be professionally installed to direct traffic. It is further recommended that the alley be marked for one-way traffic only and a "NO ENTRY" sign be installed along Highway 115/5th Street.

3. The site layout, (orientation and placement of buildings and parking areas) as well as landscaping, lighting, and other development features are generally compatible with and compliment the existing surrounding environment and ultimate character of the General Plan and where there are deficiencies Conditions of Approval have been incorporated.

The building style and other architectural features, as modified by the Conditions of Approval, are consistent with the Downtown Code. The design of the proposed project is generally compatible with the surrounding neighborhood and promotes the desired character outlined in the goals, objectives, and policies of the General Plan. In order to conduct a detailed review, the requirement to submit a Landscaping and Lighting Plan has been included as a condition. Per the conceptual site plan, there appears to be ample landscaping within the interior of the project and visible to the street is consistent with the ultimate character specified in the Downtown Plan and the General Plan. The placement of building towards the Holt Avenue frontage encourages a walkable downtown promotes the goals of the General Plan and will contribute to economic vitality.

- 4. That the proposed development complies with the regulations of the Downtown Code, promotes the spirit of Downtown by integrating the fabric of its public and private built environment and compliments the architectural quality of the Downtown.**

The colors, building mass, landscaping, and other architectural components as modified by the Conditions of Approval, comply with the regulations outlined in the Downtown Code. The height of the project, installation of landscaping, and other various design elements promotes a pedestrian scale and improves the walkability in the area. Any lighting additions will be outlined in the Conditions of Approval in order to further enhance the connection between the built environments.

PASSED, ADOPTED AND APPROVED by the Planning Commission of the City of Holtville, this 21st day of September 2020.

Ross Daniels, Commission Chairperson

I, Kariza Sambrano, Commission Secretary of the City of Holtville, DO HEREBY CERTIFY that the foregoing resolution was duly passed, approved, and adopted by the Planning Commission of said City of Holtville at a special meeting thereof held on the 21st day of September 2020 and that the same was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Kariza Sambrano, Commission Secretary

**RESOLUTION PC 20-06
September 21, 2020**

EXHIBIT A

CONDITIONS OF APPROVAL

**SUN COMMUNITY FEDERAL CREDIT UNION
SE CORNER OF 5TH STREET (SR HWY 115) AND HOLT AVENUE
(APN 045-291-011, 045-291-013, 045-291-014)**

Land Use and Planning

1. **Project Description.** The approved project consists of 1,609 square-foot building with drive-through ATM, parking lot, bio-retention basin, and landscaping as shown in Exhibit B. All redlined items in Exhibit B shall be construed as additional conditions of Approval, whether restated herein or not.
2. **Lot Merger.** The proposed project is situated over three (3) existing vacant parcels which must be combined into one parcel to accommodate the proposed project. A Lot Merger must be prepared by a duly-licensed professional and submitted to the City for review. The Lot Merger shall contain all required information and required attachments as outlined in the Municipal Code. The Lot Merger shall be fully recorded prior to the issuance of any building permits.

Required Permits and Authorizations

3. **Building Permit.** The applicant shall secure a building permit with the City of Holtville and pay all applicable Development Impact Fees. A building permit shall be obtained for all building construction and on-site improvements including permanent and temporary signs. Inspections for compliance shall be obtained prior to issuance of a Certificate of Occupancy and opening the business operation.
4. **Air Pollution Control District Permit.** Any person or organization proposing to construct, modify, or operate a facility or equipment that may emit pollutants from a stationary source into the atmosphere must first obtain an Authority to Construct Permit from the Imperial County Air Pollution Control District. A copy of the permit shall be forwarded to the City of Holtville, to the attention of the City Planner.

Design Review & Architectural Design

5. **Trash Enclosure.** The Developer shall coordinate with the solid-waste hauler as to the exact location of the trash enclosure. All trash and garbage bins shall be stored in an approved enclosure. Refuse containers shall be screened from view by solid masonry walls with wood or metal doors. Chain link fencing with slating is generally discouraged and prohibited if viewed from a public roadway.

6. **Signage.** A maximum of two wall signs are allowed per the adopted standards. The Downtown Code restricts signage so that it does not exceed by more than 100 square feet each (17.41.080, B, 2). All sign designs shall be constructed in conformance with Section 17.41.080 of the Downtown Code. All proposed signs shall be submitted to the City of Holtville to be reviewed for consistency with the Downtown Code. The following conditions shall apply:
 - a. A sign permit and building permit shall be obtained prior to construction.
 - b. All signage shall be constructed of durable materials and colors and shall be compatible with the building colors proposed.
 - c. Free Standing Signs are expressly prohibited in the Downtown A Zone pursuant to Section 17.40.080. Monument signs are only allowed on project sites exceeding five acres. Public art features, may also include project signage, if established adjacent to the public right-of-way along downtown corridors, such as Holt Avenue.
7. **Landscaping Standards.** In conformance with Chapter 17.41 of the Holtville Municipal Code and as required for the Design Review process, a Landscaping Plan shall be included in the submittal of the final design plans for review and consideration prior to the issuance of any construction permits. The following Conditions of Approval shall apply:
 - a) A total of five trees shall be installed at the project site as shown in Exhibit B.
 - b) A three-tiered hierarchy of plants consisting of a combination of groundcover, shrubs, and trees shall be used in all landscaped areas.
 - c) Shrubs shall be installed at the locations identified in Exhibit B. Additional shrubs may be installed by the Developer at other locations.
 - d) Plant selection for the landscaped areas shall be from the suggested landscaping list on table 17.41.100-1 on section 17.41.100 of the Zoning Code.
8. **Lighting Standards.** In conformance with Chapter 17.41 of the Holtville Municipal Code and as required for the Design Review process, a Lighting Plan shall be included in the submittal of the final design plans for review and consideration prior to the issuance of any construction permits. Exterior lighting shall be shielded and directed away from areas not intended to be lighted. Parking lot lighting fixtures should be designed with concrete raised bases to protect them from vehicle damage and should be evenly distributed to provide both pedestrians and drivers with adequate visibility and safety at night. All lighting fixtures shall be consistent with the historic small town character of Holtville.
9. **Building Materials.** The proposed stucco façade and wood overhangs shown on the Elevation Plan dated 2/24/2020 is approved. No other building materials shall be used for the exterior of the building.

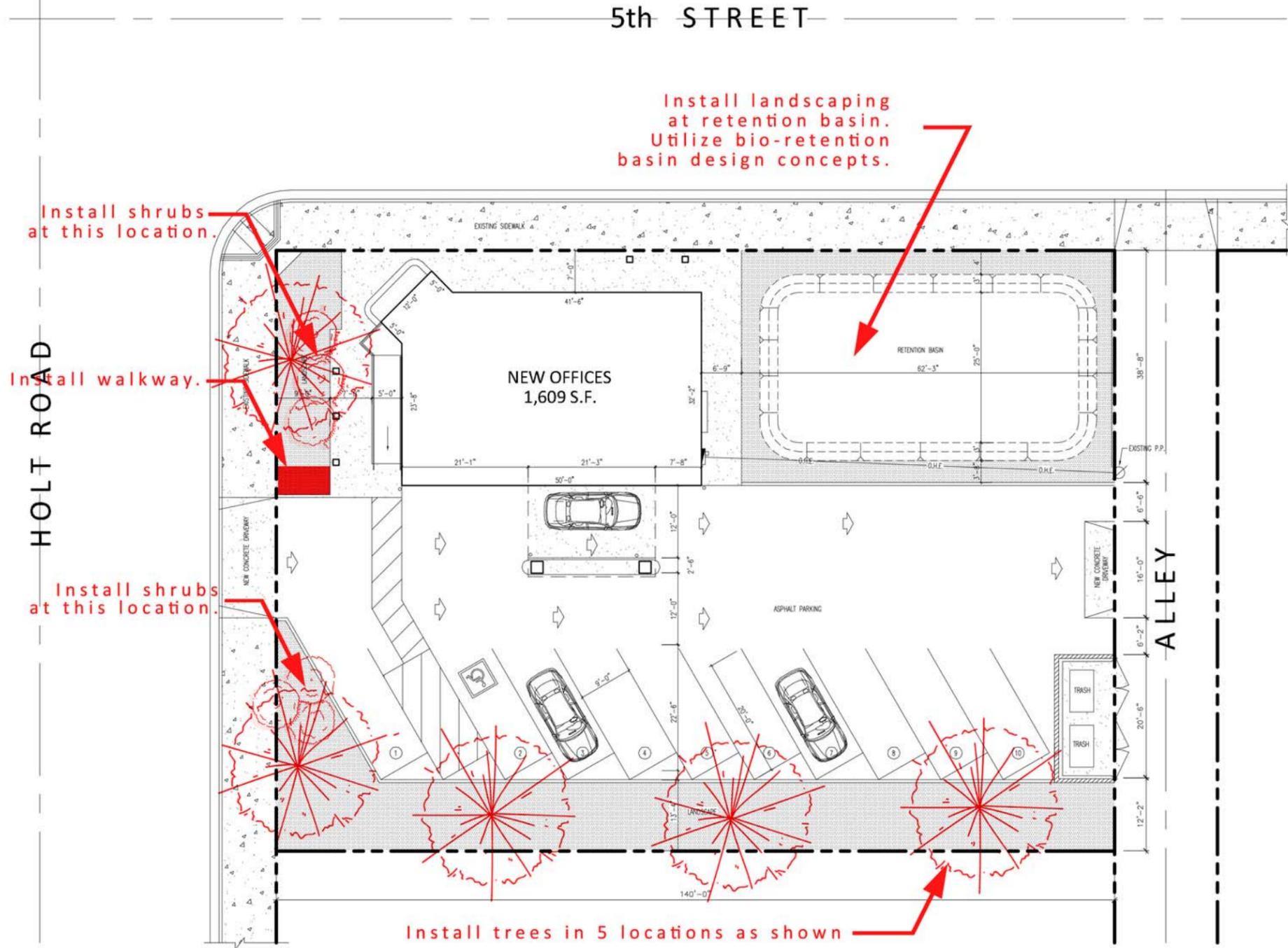
Access & Circulation

10. **Alley Access.** To address circulation issues that may result during peak hours, the alleyway located directly east of the site, shall serve as an egress only. Professional “EXIT ONLY” or “DO NOT ENTER” sign shall be installed at the easterly driveway (facing east) to prohibit vehicles from entering the facility through the alleyway.
11. **Walkway.** The project shall include a walkway as shown in Exhibit B, north of the proposed driveway, to provide pedestrian access from the sidewalk on Holt Avenue to the project site.

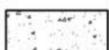
Grading

12. A grading plan shall be submitted and approved prior to the issuance of any construction permits.
13. All finished floor elevation shall be a minimum of 18” above the adjacent top-of-curb elevation.
14. All stormwater runoff- shall be held on a properly-sized on-site bio-retention basin with appropriate vegetation and landscaping. The bio-retention basin shall consist of grass buffer strip, sand bed, ponding area, organic layer of mulch layer, planting soil, and plants at the base of the retention basin.
15. Depending on the depth of the bio-retention basin, fencing and/or screening may be required to address any potential safety issues.

Exhibit B



LEGEND

-  LANDSCAPE AREA
-  NEW CONCRETE
-  EXISTING CONCRETE
-  NEW ASPHALT
-  NEW CONCRETE CURB



THIS PLAN AND DESIGN ARE THE PROPERTY OF CASTILLO CONSTRUCTION COMPANY AND ARE NOT TO BE USED, COPIED OR REPRODUCED IN ANY MANNER WITHOUT THE WRITTEN AUTHORIZATION OF THE PROPRIETARY COMPANY. ANY UNAUTHORIZED USE OF THIS PLAN OR DESIGN IS PROHIBITED AND WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW. PERSONS TO WHOM AND FOR WHAT PURPOSES ANY SUCH UNAUTHORIZED USE IS MADE SHALL BE RESPONSIBLE FOR ALL DAMAGES AND COSTS INCURRED THEREBY.

© 2019, Castillo Construction Company
 CASTILLO CONSTRUCTION CO.
 400 N. IMPERIAL AVE.
 IMPERIAL, CA 92251
 PHONE (760) 355-1051

CASTILLO CONSTRUCTION COMPANY
 GENERAL BUILDING CONTRACTOR METAL BUILDINGS DESIGN/BUILD
 COMMERCIAL AGRICULTURAL INDUSTRIAL
 CALIC063733
 P.O. BOX 355-1051 • FAX: (760) 352-1159
 400 N. IMPERIAL AVE. • P.O. BOX 233 IMPERIAL, CA 92251
 WEB SITE: www.castilloconstruction.com

SUN COMMUNITY FEDERAL CREDIT UNION
 HOLTVILLE BRANCH

OWNER: SUN COMMUNITY FEDERAL CREDIT UNION
 DRAWING: SITE PLAN

REVISIONS

NO.	DESCRIPTION

CHECKED BY: N.C.E.
 DRAWN BY: G.M.G.
 DATE: 2/24/20



City of Holtville Report to Planning Commission

Meeting Date:	September 21, 2020
Item Number:	_____
Approvals	City Manager _____
	Finance Manager _____
	City Attorney _____

To: Nicholas D. Wells, City Manager
Planning Commission

From: Francisco Barba, Assistant Planner

Date: September 21, 2020

Project: Holtville Raspados

Summary:

Applicant:	Rita Torres
Property Owner:	Rita Torres
Project Location:	574 Holt Avenue APN 045-261-021
Pending Action:	Review and Approve Sign Design via PC Resolution 20-07
Zoning:	(D-A) Downtown-A Zone
General Plan:	(RC) Residential Commercial Mixed Use
Environmental:	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 on July 16, 2018. The building constructed was recently completed and Ms. Torres is moving forward with opening a raspados shop. On September 10, 2020 Ms. Rita Torres submitted design concepts for a proposed wall sign (see Attachment A – Concept Image). Design concept A is a rectangular sign measuring approximately 10' W x 6' H with a rounded top. Design concept B is a round sign measuring 6' in diameter. Both signs show the Holtville Viking prominently as the logo. The colors of both signs are predominantly green and yellow.

SIGN REQUIREMENTS

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. Chapter 17.41.080 of the Zoning Code includes standards for the creative sign designs as an integral part of a buildings architecture, rather than treating signs as an add-on or afterthought. Proper signage is vital because it stimulates retail and wayfinding within the downtown Holtville while increasing the areas economic activity.

Sign Size and Number – Wall signs are preferred and highly encouraged within the Downtown A Zone. No more than two wall signs not exceeding more than 100 square feet are permitted per establishment and only one wall sign is allowed on each building frontage. The proposed sign appears to comply with this requirement.

Sign Design – Sign design, color, materials, size, and placement are all important factors in creating signs that are architecturally attractive and integrated into the overall site design. Signs that are compatible with the surrounding environment are able to effectively communicate a message while promoting a quality visual environment. The following standards are intended to help business owners provide quality signs that add to and support the character of downtown Holtville:

- **General Design Requirements** – Signs must be made to be in harmony with the style and character of the development as an integral design component of the buildings architecture, building materials, landscaping, and overall site development. Sign letters and materials must be professionally designed and fabricated. Exposed conduit and tubing is prohibited, and all transformers and equipment shall be concealed. Every sign shall be maintained and in good condition. The design of sign is simple but mimics the shape of the mission-style roofline.
- **Placement** – Signs should be free of obstructions when viewed from different angles and must utilize a consistent proportion of signage to building scale.
- **Materials** – Materials should be consistent with the building. Paper and cloth sign are appropriate for interior temporary use only but neon signs are allowed in D-A and D-B Zones if it fits with the style of the architecture.
- **Sign Legibility** – Signs must not space letters and words too close together but must also keep from over spacing these elements as they may obscure the message.
- **Sign illumination** – The light from an illuminated sign shall not be of an intensity or brightness that will create glare or other negative effects. Whenever indirect lighting fixtures are used (fluorescent and incandescent), care shall be taken to properly shield the light source from spilling into any residential area or public right of way. Internally illuminated plastic box signs are prohibited in Downtown Holtville but revers channel letters are acceptable. Signs shall not have illumination devices that change the light intensity, brightness, or color. Light sources shall utilize energy efficient fixtures to the greatest extent possible.

PLANNING COMMISSION PENDING ACTION

A. Staff recommends that the Planning Commission consider Resolution PC 20-07 (**Exhibit B – Resolution 20-07**):

1. Approving Sign A for Holtville Raspados business as it is consisted with the intents of the Downtown Code.

Attachments: Exhibit A – Concept Image
Exhibit B – Resolution 20-07

EXHIBIT A – CONCEPT IMAGE



AZ Lic # 314728
CA Lic # 985388



Graphic Design Digital Printing Vehicle Wraps Banners Signs

PROPOSAL & CONTRACT

AUGUST 3, 2020

Company Representative: **Melisa Caro**

Attn: **CUCHI'S HOLTVILLE**

Unit	Description:	Total:
1	LIGHTBOX "HOLTVILLE CUCHI'S" <ul style="list-style-type: none"> - Dimensions: (6' W x 6' H) - Graphics: Full color translucent vinyl - Technology: Static display with LEDs and power supplies - Sign faces: 3/16 inch thick clear polycarbonate 	\$700.00 + TAX
1	LABOR/INSTALLATION FEE <ul style="list-style-type: none"> - Manufacturing of light box. Installation of lightbox at Holtville Cuchi's Raspados. 	\$700.00
1	PERMIT PROCUREMENT <p style="background-color: yellow; text-align: center;">CUSTOMER MUST PAY FOR THE TOTAL OF THE CITY PERMITS</p>	\$150.00
1	GRAPHIC DESIGN FEE <ul style="list-style-type: none"> - If customer provides vector file of logo, fee will be waived. 	\$75.00



APPROVED BY: _____

*Dimensions may vary, upon request.
*Actual colors may vary

PAYMENT TERMS:

- 50% payment and signed contract is required to process the order; Balance is due upon completion.

- We accept all major credit cards.
- Purchase orders are only accepted from Government entities and other sign companies.
- The total price includes a 3% discount for paying with cash or check, if paying with a credit card the 3% discount does not apply.
- Please make checks out to: Sign Factory Inc.

TERMS AND CONDITIONS

1. Turn around time: We require 15-20 business days after quote/contract, proof is signed, deposit/purchase order has been received and city permits have been approved.
2. Purchaser agrees to buy, and seller agrees to sell upon terms stated herein, and according to price and description herein set forth, balance to be paid on installation or delivery of goods. Payments are to be made to Sign Factory, Inc. 120 N. 4th Street El Centro, CA 92243.
3. Signage shall remain the property of Sign Factory, Inc. until full payment has been made by the buyer. Sign Factory, Inc. will retain the title to the property until balance is paid in full as a security interest. While title to the property is retained by Sign Factory Inc., Purchaser shall not remove goods from place where delivered or installed without written consent of Sign Factory, Inc. first hand and obtained. In event of non-payment, Sign Factory, Inc., or its option may repossess property without legal proceedings, or at its option, may also institute any legal action to its interest in accordance with the California Commercial Code. Purchaser consents that Sign Factory, Inc. may enter premises to remove goods, notwithstanding goods may be attached to other property. In the event Sign Factory, Inc. places this contract in the hands of an attorney for collection or enforcement, then purchaser agrees to pay costs, together with a reasonable attorney's fee and any expenses necessarily incurred by Sign Factory, Inc. If suit is necessary, it shall be filed in Imperial County, CA.
4. Purchaser agrees to pay a late charge of 3% of the unpaid balance hereunder, with a minimum charge of \$2.00 in any month in which payment is not made on time.
5. In the event of cancellation by purchaser, 25% of the amount of this contract will be charged to the purchaser, which amount is recognized as liquidated damages for loss suffered by the Sign Factory, Inc., and not as a penalty.
6. No work will be done nor materials furnished other than specified in this contract.
7. This contract shall not be binding upon the seller unless approved by an officer of the company. Agreements made with Sign Factory Inc. workmen will not be recognized or binding upon Sign Factory, Inc.
8. All labor and materials will be supplied in accordance with specifications submitted and listed above.
9. Any alterations from above specifications requiring extra cost will only be executed upon written order.
10. Sign Factory, Inc. may not be held responsible for schedule delays resulting from accidents, poor weather, or occurrences beyond our control. Liquidated damages will be void as a result of such delay.
11. Electric, if required for signage, will be supplied within 6' of the sign.
12. Unforeseen conditions affecting the installation of contracted signage shall be the responsibility of the Buyer.
13. If the signage is discontinued for any reason, Permit plan check fee (city fee) shall be paid by the buyer.
14. All bids are valid for 90 days after which costs are re-evaluated and cost may be adjusted.
15. This proposal is for the specified services. Additional labor to remove existing structures or special installations may incur additional fees.
16. All signs include a 12 month warranty on parts and labor. (Some signs may be excluded from warranties)

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Sign Factory, Inc. is authorized to do the work as specified. Payments will be made as outlined in "Payment Terms" above.

Material: \$ 700.00

Labor: \$ 700.00

Design: \$ 75.00

City Permits: \$ 150.00

Sales Tax: \$ 57.75

Total: \$ 1,682.75

Deposit: \$ 841.37

Final payment: \$ 841.38

(Secured Amount)

Accepted By: (Print Name)

Accepted By: (Signature) (Date)



120 N. 4TH ST.
EL CENTRO, CA 92243
442-283-5332

EXHIBIT B – RESOLUTION 20-07

RESOLUTION NO. PC 20-07

**A RESOLUTION OF THE CITY OF HOLTVILLE PLANNING COMMISSION
APPROVING AN INTERNALLY ILLUMINATED SIGN FOR THE APPROVED
TORRES COMPLEX LOCATED AT 574 HOLT AVENUE (APN 045-261-021)**

WHEREAS, Ms. Rita Torres, submitted two designs of a proposed internally illuminated box sign to be installed for the Holtville Raspados business at 574 Holt Avenue; and

NOW THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Holtville that Sign A is consistent with the goals, objectives, and policies of the Zoning Code, and is hereby approved. Permitting the proposed sign will not result in adverse impacts to Downtown Holtville.

PASSED, ADOPTED AND APPROVED by the Planning Commission of the City of Holtville, this 21st day of September 2020.

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 21st day of September 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:

Kariza Sambrano, Commission Secretary