

PLANNING COMMISSION AGENDA
REGULAR MEETING of THE HOLTVILLE PLANNING COMMISSION
121 WEST FIFTH STREET - HOLTVILLE, CALIFORNIA

Monday, August 21, 2023 - 5:30 PM

- | | | |
|-------------------------------------------------------|----------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Ross Daniels, Chairman | <input type="checkbox"/> Vanessa Ramirez, Appointee | <input type="checkbox"/> Steve Walker, Legal Counsel |
| <input type="checkbox"/> Georgina Camacho, Vice Chair | <input type="checkbox"/> John Munger, Ex Officio Member | <input type="checkbox"/> George Galvan, City Planner |
| <input type="checkbox"/> John Britschgi, Commissioner | <input type="checkbox"/> Raylene Tapiceria, Building Inspector | <input type="checkbox"/> Nick Wells, City Manager /
Executive Officer |
| <input type="checkbox"/> Cindy Pacheco, Appointee | | |

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, comments will be accepted for items listed on the agenda and for items of general concern. The Chairman reserves the right to place a limit on each person's comments. Individual are required to provide their name and address for the record. Personal attacks on individuals, comments which are slanderous and/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

SWEARING IN OF NEW COMMISSIONER

Nick Wells, Executive Officer

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 Commission. If you wish to speak, the Chairman will recognize you.

1. CONSENT AGENDA:

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

- a. Approval of the Minutes from the Regular Meeting of Monday, November 21, 2022.

REPORTS of OFFICERS, COMMISSIONS, COMMITTEES and COMMUNIQUES:

2. UNFINISHED BUSINESS: *None*

3. NEW BUSINESS:

- a. **PUBLIC HEARING: Discussion/Related Action to Adopt Resolution PC 23-01**

Approving a Conditional Use Permit for the Property Located at 521 Cedar Avenue (APN 045-252-009) for a Remodeled Residential Use

Nick Wells, City Manager

4. INFORMATION ONLY: *None*

5. STAFF REPORTS

- a. **City Manager Report - Nick Wells**
- b. Legal Counsel Report - *Steve Walker*
- c. Planning Report - *George Galvan*
- d. Building Inspector - *Raylene Tapiceria*

6. Items for future meetings

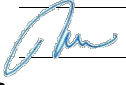
7. ADJOURNMENT:

I, Nicholas D. Wells, Acting City Clerk of the City of Holtville, California, **DO HEREBY CERTIFY** that the foregoing agenda was duly posted at Holtville City Hall and on the City of Holtville's website (www.Holtville.ca.gov) on Friday, August 18, 2023.

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, November 21, 2022

MEETING DATE:	<u>8/21/23</u>
ITEM NUMBER	<u>1 a</u>
Approvals	CITY MANAGER 
	FINANCE MANAGER _____
	CITY ATTORNEY _____

The Regular Meeting of the Holtville Planning Commission was held on Monday, November 21, 2022, at 5:30 PM in the Civic Center. Commissioners present were Ross Daniels, Georgina Camacho, and John Britschgi. John Munger was absent. Ex Officio member Richard Layton, Legal Counsel Steve Walker, City Manager / Executive Officer Nick Wells were also present.

PLANNING COMMISSION MEETING CALLED TO ORDER:

Chairman Daniels called the meeting to order at 5:33 PM.

PLEDGE OF ALLEGIANCE: *Ms. Camacho led the Pledge of Allegiance.*

VERIFICATION OF POSTING OF AGENDA:

Mr. Wells verified that the agenda was duly posted on Friday, November 18, 2022.

PUBLIC COMMENTS:

Although it was on the agenda for later in the meeting, Vanessa Ramirez of 622 Fern Avenue spoke regarding her application for the open Planning Commissioner position. She is a lifelong Holtville resident that now works for the County of Imperial.

Cindy Pacheco (1401 Apple Court) is also interested in filling the open position. She recently retired from the IID and is looking to apply her time and skills to help the City.

1. CONSENT AGENDA:

a. Approval of the Minutes from the Regular Meeting of Monday, September 19, 2022.

A motion was made by Mr. Britschgi and seconded by Ms. Camacho to approve the Consent Agenda as presented. The motion passed in the form of a roll call vote.

AYES: *Camacho, Munger, Daniels*

NOES: *None*

ABSENT: *Britschgi*

ABSTAIN: *None*

REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES, AND COMMUNIQUES:

There was nothing to report by the Commissioners nor by staff.

2. UNFINISHED BUSINESS:

There was none.

3. NEW BUSINESS:

- a. Discussion/Related Action to Adopt Resolution PC 22-03** Approving an Extension to the Adopted Conditional Use Permit for AMG & Associates Sunset Rose Apartments

Nick Wells, City Manager

Mr. Wells explained that the project was moving along, but the process of getting the necessary funding for the project had taken longer than expected, so the CUP needed to be extended at this time.

A motion was made by Ms. Camacho and seconded by Mr. Britschgi to approve the action as presented. The motion passed in the form of a roll call vote.

AYES: *Britschgi, Camacho, Daniels*

NOES: *None*

ABSENT: *Munger*

ABSTAIN: *None*

4. INFORMATION ONLY: *None*

5. STAFF REPORTS:

- a. City Manager Report** *Nick Wells relayed that the Water Treatment Project is virtually done, described funding recently awarded for a Pine Avenue CMAQ sidewalk project between Fourth and Fifth Streets, and gave an update on the County's Orchard Road Project*
- b. Legal Counsel - Steve Walker**
- c. Planning Report - George Galvan**

6. Items for Future Meetings: *None discussed*

7. ADJOURNMENT: *There being no further business to come before the Commission, Mr. Daniels adjourned the meeting at 5:43 PM.*


Ross Daniels, Chairman

Nicholas D. Wells, Acting City Clerk



City of Holtville

Report to Planning Commission

MEETING DATE:	08/21/23
ITEM NUMBER	3 a
Approvals	CITY MANAGER 
	FINANCE MANAGER
	CITY ATTORNEY

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

From: George Galvan, AICP, City Planner

Prepared By: Melany Amarillas, Assistant Planner

Date: August 21, 2023

Project: 521 Cedar Avenue – Residential Conditional Use Permit

SUMMARY:

Applicant: Pedro Ruiz, Property Owner/Applicant

Subject of Report: 521 Cedar Avenue Residential Conditional Use Permit

Project Location: 521 Cedar Avenue, Holtville, CA 92250
(APN 045-252-009) (see **Attachment A – Project Location Map**)

Pending Action: Adopt Resolution 23-01 (**Attachment D – Resolution 23-01 & Conditions of Approval**) granting CUP 23-01 based on the above referenced findings with modifications and/or additional conditions as deemed appropriate by the Planning Commission.

Zoning: (D-B) Downtown-B Zone

General Plan: (RC) Residential Commercial Mixed Use

Environmental: Exempt – 15301 Existing Facilities

The City of Holtville received a Conditional Use Permit application and supporting documentation for the remodel and residential use of an existing 600 square foot structure located at 521 Cedar Avenue (APN 045-252-009). The subject property is located within a Downtown B (D-B) zone which only allows detached single-family homes via a CUP (**Refer to Attachment A – Project Location Map**). The Applicant is proposing to renovate the exterior of the 600 square foot building in order to utilize the site as a single-family residence.

The purpose of this staff report is to present the findings of the proposed project to the Planning Commission for consideration and approval. In approving the Conditional Use Permit, the Planning Commission may include Conditions of Approval that are deemed necessary to protect the public health, safety, and general welfare. Such Conditions may include the regulation of use, requirement for solid

fences, regulation of points of vehicular ingress and egress, requirement of maintenance of the grounds, and other conditions to ensure orderly developments.

ANALYSIS

Existing Site Conditions. The project site is a 5,579 square-foot parcel with an existing 600 square-foot structure located towards the northwest boundary of the property. The existing site remained an abandoned structure before the proposal of this residential CUP. The project site abuts a Two-Family Residential Zone (R-2) to the north, and a parcel utilized by the Imperial Irrigation District (IID) to the east. The property is adjacent to an abandoned building zoned D-B to its south, and an A/C services business across the alley to the west.

Land Use & Zoning. The project site is located within the D-B Zone and is governed by the Downtown Code. The Downtown Zoning Code is intended to preserve, and protect the existing, historic, and unique character of the downtown area by requiring new construction, remodels, and existing construction to complement the existing built environment. The D-B Zone permits a variety of mixed commercial, retail, warehousing, and residential uses. The proposed use of the project is conditionally permitted to use within the site.

Proposed Improvements. The proposed project consists of the repurposing of an existing 600 square-foot building for single-family residential use. The current proposed site consists of the existing 600 square-foot structure, an 85'x20' paved driveway on the south boundary, a partially developed driveway access on the northeast boundary along Cedar Avenue, one tree, a wood fence along the street frontage, and a chain link fence enclosing the back and sides of the property. As previously mentioned, the Applicant is proposing to renovate exterior finishes such as windows, doors, and the front and top facade of the building. Thus, the existing square-footage of the building is set to remain the same. The proposed single-family residence would be accessed through the existing ingress abutting Cedar Avenue, which is not in direct connection to the existing paved driveway. Conformance to the Holtville Downtown Code requirements have been incorporated as a condition of approval.

Environmental. The Imperial County Board of Supervisors adopted implementation procedures, identifying specific projects that would be categorically exempt from established CEQA Guidelines. The proposed project would therefore be Categorical Exempt from the provisions of CEQA pursuant to Title 14 CCR Section 15301 Class 1 – Existing Facilities. Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public; or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination.

Compliance with Development Standards. The findings presented below are based on the project information submitted and consistent with Chapter 17.41 of the Holtville Municipal Code which establishes development standards to preserve and protect the existing, historic, and unique character of a pedestrian friendly Downtown.

- **Site Layout and Orientation.** The existing building layout is consistent with the Downtown Code. The Development Standards set forth in section 17.41.060 requires that any building addition

must comply with the 10-foot build-to front setback, the minimum 5-foot side yard setback, and a minimum 20-foot rear yard setback. The existing structure is compliant with Section 17.41.060 as the building will remain the same and no addition is being proposed.

- **Building Height.** The maximum height for buildings within the D-B Zone is set as 45 feet in section 17.41.060 of the Zoning Code. The existing structure of the proposed project has a height of 10 feet and 0 inches making it compliant with the standards set by the downtown code.
- **Offsite Improvements and Parking.** Per the City of Holtville Standard Details and Specifications, all residential driveways must be completely paved with the use of P.C.C. concrete. The proposed site has an existing partially developed driveway along Cedar Avenue. It is important to note that any work done within the City right-of-way on Cedar Avenue will require an encroachment permit from the City of Holtville.

Per section 17.52.100 of the City of Holtville Zoning Ordinance, the parking area, aisles and access drives shall be paved so as to provide a durable, dust-free surface and shall be graded and drained as to dispose of surface water without damage to private or public properties, streets or alleys. Per the submitted site plans, the proposed property site consists of an 85'x20' paved driveway with a capacity of four (4) parking spaces on the south boundary of the property. Per section 17.52.090 of the Zoning Ordinance, each parking space shall be accessible from a street or alley or from an aisle or drive connecting with a street or alley. Per the submitted site plans, the partially developed driveway access is placed on the northeast boundary of the property, with no direct connection to the existing driveway. Conformance to Chapter 17.52 requirements have been incorporated as a condition of approval.

- **Fencing.** Section 17.41.100 of the Zoning Ordinance indicates that the use of chain link, fabric, or concrete is generally prohibited for fencing. The south, west, and partial north boundaries of the property are currently surrounded by an existing 6-foot-tall chain link fence including a chain link gate. Thus, conformance to Chapter 17.41 requirements has been incorporated as a condition of approval.
- **Consistency with the General Plan and Downtown Code.** The proposed project is generally consistent with the Downtown Code. As it related to the General Plan, the new proposed project is consistent:
 - Per Housing Element Goal #2 of the General Plan, Policy 2.1, to promote mixed-use housing integration with commercial activities in the downtown area of Holtville for target groups such as small business owners, elderly households, and single person households.
 - Per Housing Element Goal #4 of the General Plan, Policy 4.1, to maximize the use of vacant land in the city and land contiguous to the current city limits for housing.

- Per Housing element Goal #6 of the General Plan, Policy 6.1, to support equal housing opportunities for all residents regardless of age, sex, race, marital status, ethnic background, income, or other such arbitrary factors.

PUBLIC REVIEW

The Planning Commission may approve the Conditional Use Permit after a Public Hearing is held and all of the required findings have been made pursuant to Government Code Section 65906. A Public Hearing Notice (**Attachment C – Public Hearing Notice**) for the proposed project was posted in the Holtville Tribune and mailed to all property owners within 500-feet on August 10, 2023 for Conditional Use Permit consideration.

PLANNING COMMISSION PENDING ACTION

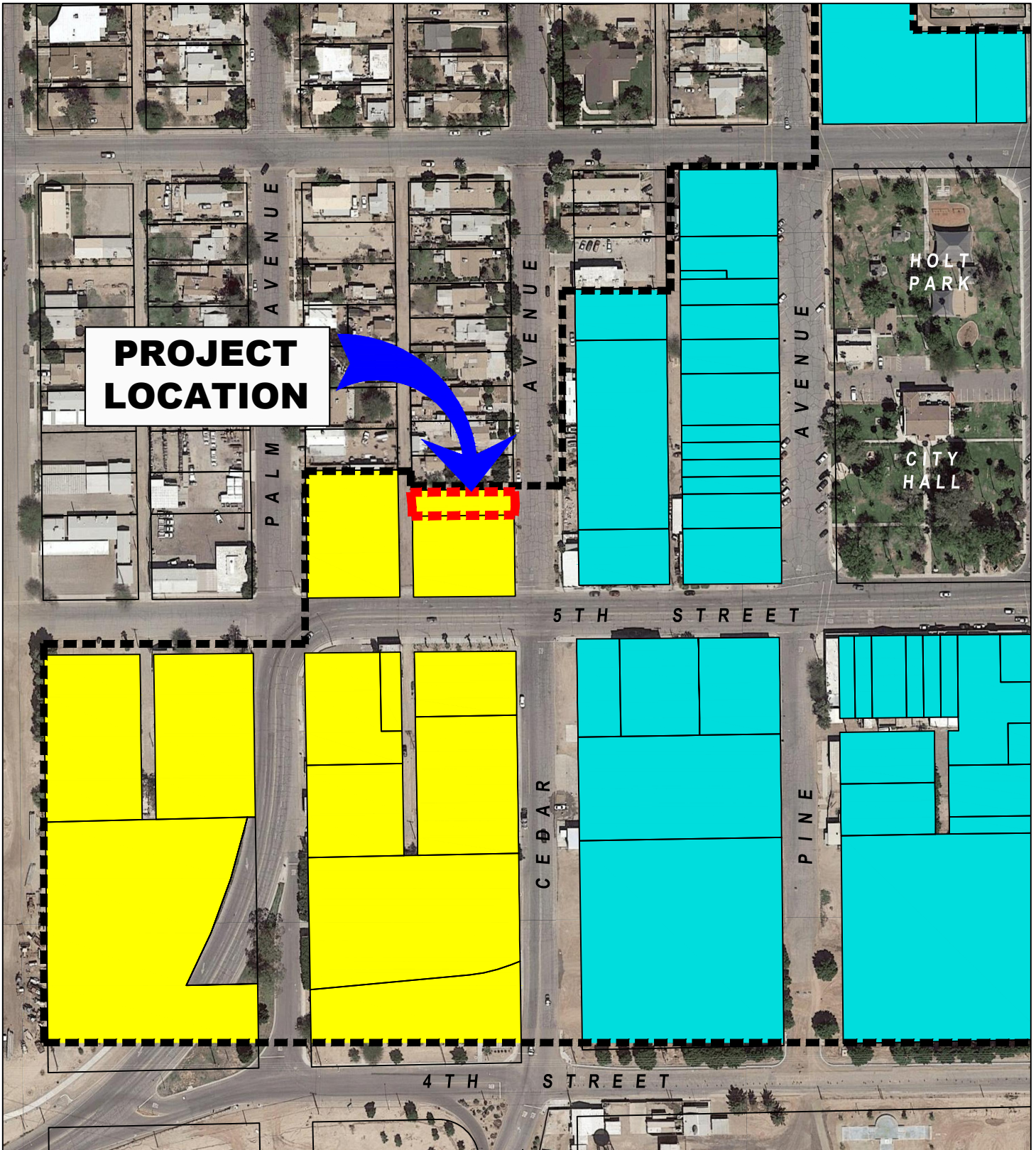
Staff recommends that the Planning Commission conduct the public hearing for the proposed Conditional Use Permit as required by Section 17.41.050 of the Zoning Ordinance. Upon listening to testimonies for and against and reviewing the applicant's request, and attached support documentation, the Commission may wish to discuss and consider additional Conditions of Approval to ensure the safety and welfare of the community. Staff recommends the following action:

- Adopt Resolution 23-01 (**Attachment D – Resolution 23-01 & Conditions of Approval**) granting CUP 23-01 based on the above referenced findings with modifications and/or additional conditions as deemed appropriate by the Planning Commission.

Attachments:

- Attachment A – Project Location Map
- Attachment B – Project Plans
- Attachment C – Public Hearing Notice
- Attachment D – Resolution 23-01
 - Exhibit A – Conditions of Approval

Attachment A – Project Location Map



LEGEND:



PROJECT LOCATION

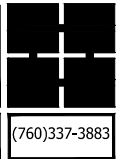


DOWNTOWN - A ZONE



DOWNTOWN - B ZONE

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



NOT TO SCALE

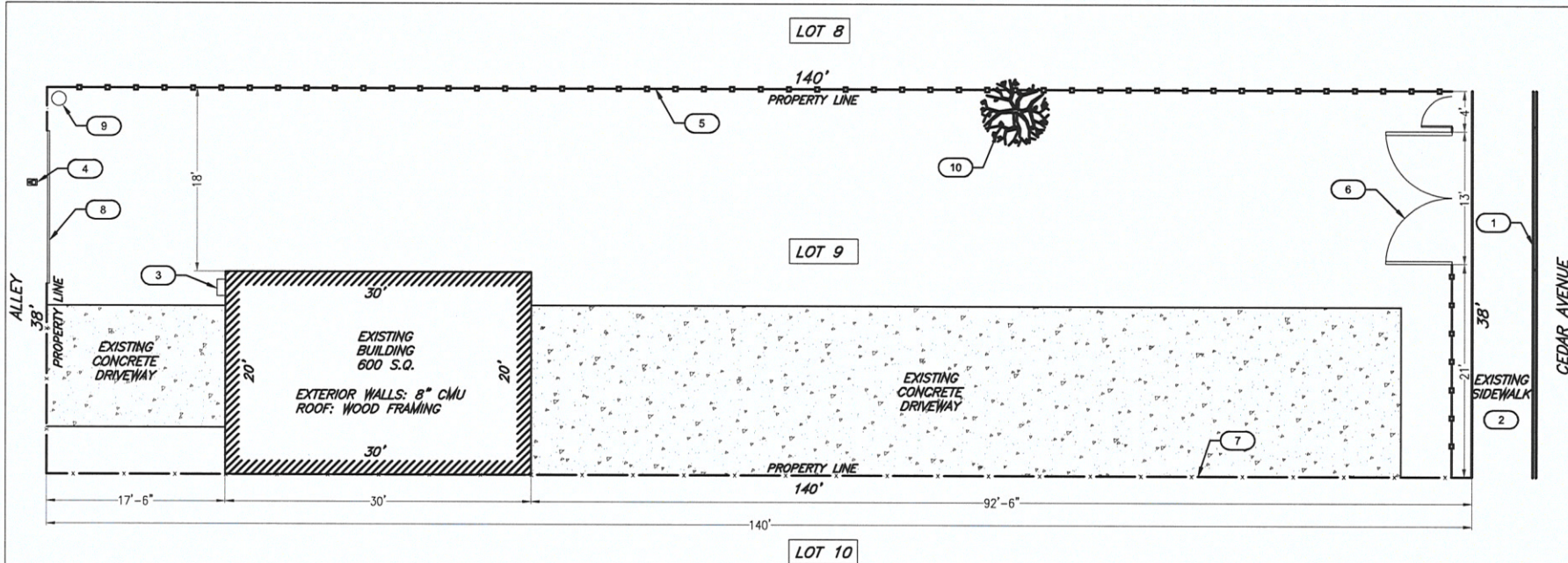
APN 045-252-009
HOLTVILLE, CA 92250

PROJECT LOCATION

THG Project No. 116.525

Date: July 2023

Attachment B – Project Plans



PROJECT DATA

OWNER: PEDRO RUIZ
 ADDRESS: 521 CEDAR AVENUE
 HOLTVILLE, CA 92250

ASSESSORS PARCEL NO: 045-252-009
 LAND USE: URBAN
 MAJORITY ZONE: HOLTVILLE
 PROPERTY TYPE: RETAIL STORE
 LOT SIZE: 5,230 S.F. (FIELD MEASUREMENTS)
 COUNTY: IMPERIAL

KEYNOTES



1. EXISTING CONCRETE CURB.
2. EXISTING SIDEWALK.
3. EXISTING ELECTRICAL METER & PANEL.
4. EXISTING WATER METER.
5. EXISTING WOOD FENCE 6'-0" HEIGHT.
6. EXISTING GATE.
7. EXISTING CHAIN LINK FENCE.
8. EXISTING CHAIN LINK ROLLING GATE.
9. EXISTING ELECTRICAL POLE.
10. EXISTING TREE.

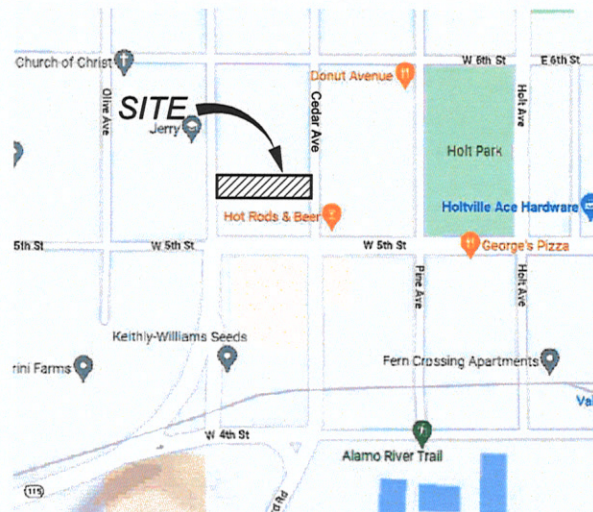
1 SITE PLAN

SCALE: 1/16" = 10'

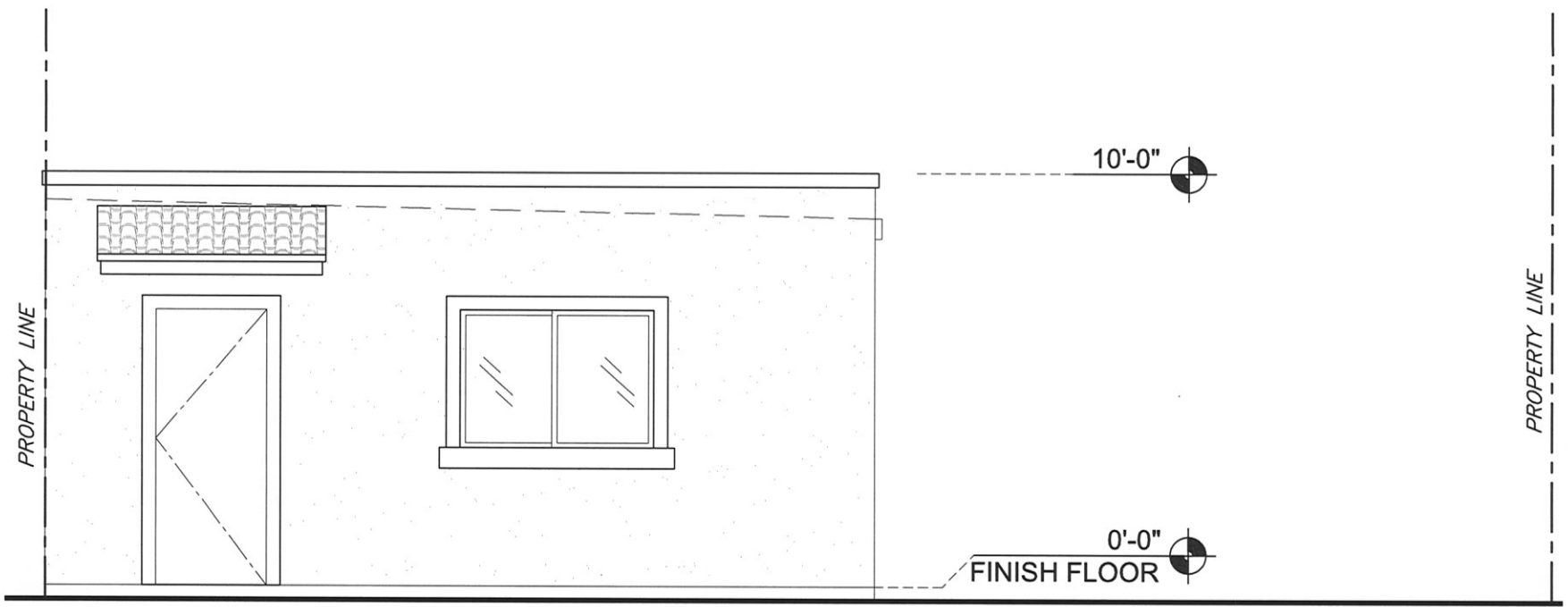
NORTH



VICINITY MAP



AROS
CONSTRUCTION
 GENERAL CONTRACTOR
 LICENSE # 934870
 619.954.5536



1 FRONT ELEVATION - PROPOSED
SCALE: 1/4" = 10'

AROS 
CONSTRUCTION
GENERAL CONTRACTOR
LICENSE # 934870
619.954.5536

Attachment C – Public Hearing Notice

PUBLIC 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:

Project: 521 Cedar Avenue Residential Conditional Use Permit	Location: 521 Cedar Avenue (APN 045-252-009)
------------------------------------------------------------------------	--------------------------------------------------------

Pedro Ruiz "Applicant" submitted a Conditional Use Permit (CUP) for the remodel and residential use of an existing 600 square foot structure located at 521 Cedar Avenue. The subject property is located within a Downtown B (D-B) zone which only allows detached single-family homes via a CUP. The existing site consists of a 600 square foot building, a driveway along Cedar Avenue, wooden fencing, and little to no landscaping. The Applicant is proposing to renovate the exterior of the 600 square foot building in order to utilize the site as a single-family residence. The purpose of this meeting is to present the project to the Planning Commission where after reviewing all relevant information, and opening the floor for public comments, they will vote to approve, conditionally approve, or deny the CUP.

The proposed project is exempt from CEQA review per section, 15301, Existing Facilities.

Planning Commission Hearing Date: August 21, 2023
Hearing Time: 5:30 PM
Hearing Location: Holtville City Hall
121 W. 5th Street

Copies of 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 Melany Amarillas, Assistant Planner, at (760) 337-3883 or via email at mamarillas@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 the Holtville City Clerk, 121 West 5th Street, Holtville, CA 92250 and be delivered prior to the Public Hearing date. Please reference the project name in all written correspondence.

Legal

Publish: Aug. 10, 2023

Attachment D – Resolution 23-01

RESOLUTION NO. PC 23-01

**A RESOLUTION OF THE CITY OF HOLTVILLE PLANNING COMMISSION
APPROVING THE PROPOSED SINGLE-FAMILY HOME RESIDENTIAL USE AT 521
CEDAR AVENUE (APN 045-252-009)**

WHEREAS, the property owner of 521 Cedar Avenue submitted a Conditional Use Permit Application with a site plan, elevation plan, insurance coverage, and proof of property owner title; and

WHEREAS, the proposed project consists of remodeling the exterior of an existing 600 square foot building for a single-family home residential use; and

WHEREAS, all residential projects located within the Downtown-B Zone are subject to a conditional use permit and approval by the City of Holtville Planning Commission pursuant to Chapter 17.41 of the Holtville Municipal Code; and

WHEREAS, a duly notified Public Hearing was held on August 10, 2023 and continued to August 21, 2023 by the City of 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; and

WHEREAS, the Planning Commission has reviewed submitted plans and exhibits; and

WHEREAS, the Planning Commission reviewed the submittals and has taken into consideration the recommendations provided by staff and found the proposed improvements and proposed use 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 15301, Existing Facilities; and

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 Conditional use Permit of the proposed single-family home residential use at 521 Cedar Avenue. The approval subject to conditions incorporated herein as **Exhibit A** and based on the following findings:

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

The proposed project is consistent with objectives of the General Plan, specifically, Policy 2.1 of Housing Element Goal 2: Promote mixed-use housing integration with commercial activities in the downtown area of Holtville for target groups such as small business owners, elderly households, and single person households. The proposed residential use will allow the occupancy of an underutilized building within the D-B zone which is intended to offer a variety of mixed commercial, retail, and residential developments to offer more a variety of opportunities. Should the draft Conditions of Approval be instituted, the proposed project will comply with the requirements of the Zoning Code as it relates to setbacks and any other adopted standards in relation to a mixed-use development.

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

With compliance of the driveway modifications as stated in the Conditions of approval, the project will not conflict with the various modes of transportation.

C. 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, landscaping, lighting, 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.

D. 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 proposed development along with all modifications indicated in the conditions will comply with the regulations of the Downtown Code. The proposed project will further enhance and beautify the Downtown Zone of the City. All proposed wall materials, colors, landscaping are aesthetically pleasing to the character of the Downtown Zone.

PASSED, APPROVED AND ADOPTED by Planning Commission of the City of Holtville at a regularly scheduled meeting held on this 21st day of August 2023, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Ross Daniels, Chairman

Attest: _____
Nicholas D. Wells, City Manager
(Acting City Clerk)

Exhibit A – Conditions of Approval

“Exhibit A”
PC RESOLUTION 23-01
CONDITIONS OF APPROVAL
FOR A PROPOSED SINGLE-FAMILY RESIDENTIAL
521 Cedar Avenue, Holtville, California

The City of Holtville has reviewed a set of plans for a proposed single-family residential use at 521 Cedar Avenue (APN 045-252-009). The proposed project will convert and remodel an existing 600 square-foot building to a single-family home. The project must comply with the following conditions of approval:

LAND USE AND PLANNING

1. **Project Description.** The proposed project consists of the remodel of a 600 square foot building for use as a single-family home at 521 Cedar Avenue (APN 045-252-009) as shown on the submitted site plan on June 20.

REQUIRED PERMITS AND AUTHORIZATIONS

2. **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 and off-site improvements. Inspections for compliance shall be obtained prior to issuance of a Certificate of Occupancy.
3. **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.
4. **City of Holtville Encroachment Permit.** Any work done outside of the project site and into the City of Holtville Right-of-Way must first obtain an encroachment permit from the City of Holtville.

OFFSITE IMPROVEMENTS

5. In conformance with the City of Holtville Standard Details & Specifications, all residential and commercial driveways shall be completely paved using Portland Cement Concrete (P.C.C.). The Applicant shall improve the partially developed driveway access along Cedar Avenue. As previously mentioned, any work done outside of the project site and into the City of Holtville Right-of-Way must first obtain an encroachment permit from the City of Holtville.
 - a. Per section 17.52.100 of the City of Holtville Zoning Ordinance, the parking area, aisles and access drives shall be paved so as to provide a durable, dust-free surface and shall be graded and drained as to dispose of surface water without damage to private or public properties, streets or alleys. Per the submitted site plans, the proposed property site consists of an 85'x20' paved driveway with a capacity of four (4) parking spaces on the south boundary of the property. Per section 17.52.090 of the Zoning Ordinance, each parking space shall be accessible from a street or alley or from an aisle or drive connecting with a street or alley. Per the submitted site plans, the partially developed driveway access is placed on the northeast boundary of the property, with no direct connection to the existing driveway. Additionally, the applicant shall modify the layout

of the premise to directly connect the paved 85'x20' driveway to the driveway access abutting Cedar Avenue, to conform with the City of Holtville Municipal Code.

ONSITE IMPROVEMENTS

- 6. Fencing** – In conformance with Section 17.41.100 of the Holtville Municipal Code, the use of chain link, fabric, or concrete is generally prohibited. Thus, no fencing material other than wooden fence shall be used to replace the existing chain-link fence.
- 7. Real Property Maintenance:** In conformance with Chapter 8.24 of the Holtville Municipal Code, it is unlawful for property to be maintained in a condition so defective, unsightly, or in a state of such deterioration, disrepair, or neglect that it causes a health, safety or fire hazard or an attractive nuisance to children such as the following:
 - a. The accumulation of dirt, litter, refuse, trash or debris in carports, parking areas, driveways, front yards, side yards, rear yards, vestibules, doorways of buildings, the adjoining sidewalk, or alley.
 - b. Storage of personal property (other than items designated for outdoor use) in front, exterior side, or rear yard areas visible to public view, including, but not limited to, unregistered, inoperative or dismantled vehicles or vehicle parts, building materials not currently being used for the construction of improvements on the site, appliances, household furnishings or equipment, tools, machines, garbage cans, packing boxes, debris, rubbish, and broken or discarded furniture.
 - c. Abandoned and broken equipment or machinery, or parts thereof.
 - d. Parking of vehicles on dirt, grass, or yard surfaces not intended and approved for parking.
 - e. Clothing, linen, towels, laundry, rugs, mattresses, and other similar material hung, placed, or attached to power lines, trees, bushes, fences, buildings, railings, or walls and visible from public property or an area open to the public. Properly installed and maintained clotheslines are permitted.

Additionally, the applicant shall abstain from the above-mentioned unlawful practices and maintain the property in a condition that retains the attractive sight of the overall neighborhood.

GENERAL NOTES & PROVISIONS

- 8.** A Final Plan Check in conformance with these preliminary conditions and any conditions imposed by the Planning Commission shall be applicable.
- 9.** Applicant shall comply with all local, State and Federal laws, regulations, rules, ordinances, and standards as they pertain to this project, whether specified herein or not. These conditions of approval shall not constitute the waiver of any requirement of the City's Ordinances or regulations, except where a condition set forth herein specifically provides for an exemption or variance.

- 10. Applicant must pay all applicable City of Holtville Connection Fees, Development Impact Fees, and School Impact Fees prior to the issuance of a building permit.
- 11. All off-site and on-site improvements shall comply with the City of Holtville Development Standards. Where no standards exist, the improvements shall be completed in accordance with the City Engineer's final recommendations unless appealed to City Council.
- 12. The Developer/Applicant shall pay any and all amounts as determined by the City of Holtville to defray all costs for the review of maps, drawings, reports, field investigations, or other activities related to compliance of this project with City ordinances and/or any other laws, regulations, or requirements that apply. Permits and/or Certificates of Occupancy may be delayed if an outstanding balance exists.
- 13. The Developer/Applicant shall agree to defend, indemnify and hold harmless the City of Holtville and its agents, including consultants, officers and employees from any claim, action or proceeding against the City or its agents, including consultants, officers and employees to attack, set aside, void, or annul the approval of Certificate of Compliance. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorneys' fees, or expert witness costs that may be asserted by any person or entity, including the Developer/Applicant arising out of or in connection with the approval of the Certificate of Compliance, including any claim for private attorney general fees claimed by or awarded to any party from the City.

PERMITTEE ACKNOWLEDGING RECEIPT AND CONSENT:

The undersigned Owner/Permittee, by execution hereof, agrees to each and every Condition of Approval outlined above and promises to perform each and every obligation of Owner/Permittee hereunder.

Name of Property Owner


Date

Signature of Property Owner

City of Holtville

REPORT TO COUNCIL

DATE ISSUED: July 21, 2023
FROM: Nick Wells, City Manager
SUBJECT: City Manager Update

Meeting Date	<u>07/24/23</u>
Item Number	<u>5 a</u>
City Manager	
Finance	_____
City Attorney	_____

INFORMATION ONLY – NO ACTION REQUIRED AT THIS TIME

WATER ENTERPRISE

Water Treatment Plant Rehab –With all work substantially complete, staff is working to coordinate an onsite inspection by the State Division of Financial Assistance to officially sign off the project as complete. A full report on the Project Change Orders was received recently. After some analysis, this will be reported to Council at the next meeting.

Rate Study – The profitability of the Water Enterprise has been problematic in recent years. Coupled with the debt covenant to budget a net revenue of 120% of the annual debt service, a rate adjustment has been explored. A formal Water Rate Study must be completed, which will be brought back for discussion soon.

TRASH ENTERPRISE

Staff continues to work handling changing regulation regarding organic waste recovery/diversion mandated by the state. A new ordinance with regulations was adopted in March, 2022.

CR&R proposed another substantial waste hauling price increase in 2022. This after experiencing multiple issues with service quality during the Covid shutdown and subsequent recovery. After a City protest, CR&R offered to forestall and mitigate the increase (by approximately 75%), in return for a contract extension. With CalRecycle basically mandating reopening our existing hauler contract anyway, we can handle that extension, while adding protections against future disproportionate increases. The mitigated rate adjustment took effect in October, 2022, with action in September to agree in principle to an extension. Contract language is still being finalized, however CR&R has requested that it be executed soon, so expect soon. With another rate hike proposed (capped at 4%, due to the City’s tacit commitment for a contract extension) a discussion about fleshing out the details of the extension were recently discussed by Council. ***Discussion for formal contract renewal is on the current Council agenda.***

PUBLIC WORKS

TRANSPORTATION PROJECTS

East Ninth Street Sidewalk Improvements – preliminary design has been progressing on this project. Per Council direction, a Request for Proposals for Design Engineering and Bidding Services was issued in March. The only respondent was The Holt Group, which was engaged in April.

An additional need arose for a Metes and Bounds legal description of the City limits to precisely identify the project area as being within the City’s jurisdiction. A Request for Proposals to perform this service was issued in March, with the only response coming from The Holt Group, which was engaged in April. ***Additional funding for this and the West Ninth project are on this meeting’s agenda.***

Pear Canal Undergrounding/Ninth Street Improvements (Olive to Melon) – this project has been discussed for some time. Initial action to proceed was taken in early 2021. A deposit was forwarded to IID to begin design and multiple site visits with staff, the IID and City Engineer took place to discuss issues that need to be addressed in design. Undergrounding work was scheduled to take place in December 2021, however, delays were discussed in those meetings from the IID side which eventually led to construction work being pushed back. The City has been awarded funding through ICTC for the resulting necessary sidewalk and roadway improvements, however that funding will not be available until at least October, 2023, so this is not an issue from our standpoint. A recent conversation with Mr. Hawk revealed that he is waiting for this project to take place to begin working in earnest to begin construction.

The current construction challenge for IID is that this project will make it difficult to continue to service several nearby County-area residences served by surface water. It was determined that incentivizing these properties to convert to City water would be in the best interest of the project. We are still working to persuade the outside properties to convert to City service. At the outset of the outreach, 4 of the 8 or 9 property owners have applied for City service. Staff worked with IID on companion communication for another round of letters to the remaining residents to encourage them to switch. Staff met with IID representatives in February to finalize a strategy for converting existing users of surface water to City water, which is the only stumbling block to finalizing design. IID has identified that only *two* properties remain that need conversion. *Discussions were scheduled for this week, however, some conflicts arose, so it is assumed that this will take place early next week.*

Pine Avenue Sidewalks – Subsequent to the awards of funding for streets projects utilizing Federal Highways dollars through ICTC in early 2022, another year of projects was quickly requested to be added. Holtville submitted a project to capture CMAQ dollars to add sidewalks to either side of Pine Avenue between Fourth and Fifth Streets. Action to approve was taken in October.

PARKS

Holtville Wetlands Project – In late 2016, approximately \$3 million was granted to the City through the US Bureau of Reclamation (BoR). THG was selected for Grant Administration tasks and George Cairo Engineering (GCE) for design services. GCE was significantly behind schedule from the outset, but finally produced a Record of Survey that was first filed with the County in 2018. The plan check process proved to be extremely slow with holdups by both the County and GCE. THG and staff applied pressure throughout the process, with an eventual approval in 2021.

Authorization was given to release a construction RFP in August, 2021 and was advertised in early 2022. Only one bid was submitted, which was significantly over (+/- \$1.4 million) the construction budget. A status conference was held with BoR to strategize and discuss options, as staff began working on potential solutions, such as augmented grant funds from other sources and “value engineering” to trim the cost of the project. The contractor has committed to holding their bid for a few more months.

The BoR representative, Jeremy Brooks, has been extremely helpful in moving the project along. In September, he was able to secure funding to bridge the gap to pay for construction. A letter officially requesting the additional funding with a revised budget was forwarded to BoR in October. That funding was officially awarded in early February. Staff has had discussion with IID regarding the reinitialization of the project and their assistance in the construction phase. Staff is working to schedule an “all hands” meeting soon. Action to officially award the construction contract was taken in March, so we await a kickoff meeting to start work. A pre-con meeting was held in early May and the contractor has been onsite performing various activities. There is an issue with a couple of biological habitat hot spots that will likely need to be preserved through the end of nesting season in September, but the contractor does not believe those areas are crucial to moving forward. *CM has had two site meetings with the contractor and the RE/CM since the last Council meeting. The site has come along extensively since the project inception. The contractor’s*

Project Manager reported this week that the major earth moving operations should be complete this week with work on access roadways and flow piping to begin soon.

Railroad Trestle Repair – A grant was secured from the California Natural Resources Agency to repair the railroad trestle burned in a river bottom fire several years ago. This is necessary to connect the Trail to east side of the river and eventually the future Wetlands area. After over a decade and a half of being somewhat unsightly and unusable, the trestle will soon be fixed cosmetically and usable for pedestrian and non-motorized traffic. Documentation was finally signed for this grant in late October, 2021, The City Engineer completed the technical specification for the Scope of Work in June 2022 for the RFP. A decision was made to forestall the bid process a bit to allow construction costs to stabilize. An extension was secured in early October from the funding agency to allow this extra time. Kleinfelder, Inc., was selected for Design services in April. A meeting with the design team was held in early May wherein various facets of the project were discussed. Mayor Ward volunteered to sit in on meetings for this project when possible, so she and staff met with the design team via Zoom to discuss preliminary design concepts last month. There are multiple concepts being discussed, most to control costs and stretch the project dollars, for which they sought input.

At the SCAG event in May, 2022, the City Manager had multiple discussions about a Trail extension from the Trestle to the Country Club area, then to the UC Research station and eventually to Hwy 111 for easier access to IVC with active transportation funding options. The idea was well-received and staff will be meeting with other agencies about the concept in the future. Subsequently, the head of Public Works for the County was brought in and he was enthusiastically supportive. This will be explored in a future Active Transportation funding cycle.

Mellinger Alamo River Trail - A grant application through River Partners, a non-profit that deals in habitat restoration, for a project that would be a good complement to our Wetlands trail spur, was unsuccessful in 2022. RP has recently contacted staff to discuss another potential submission.

Staff has begun to look at another grant opportunity through State Parks for the spur line to the Wetlands. As the Trestle Improvements and Wetlands projects are about to begin, the need for the Trail extension will soon be crucial.

Gene Layton Pool – After the Pool refurbishment project, of 2022, the final paperwork was submitted in the past few weeks to receive the State Parks funding that was the basis of the project. Utilizing additional funding received from the IID, staff has started on a project to get internet service to the area for a much-needed security system. Staff met with a State Parks representative last week to get the completion package signed off. We expect full grant fund reimbursement before summer. Preparations are being made to get the Pool ready for this summer’s use, including starting to seek daily sponsors for Public Swim. The Pool was already being used by swim teams and is now open for Public swim.

Mac Park – Working with Little League, Public Works staff is working to get the second field up to par and playable. It is expected to be fully ready for next year’s play.

ADMINISTRATION

Public Safety Lot/New Construction – Rubio Medina of Irvine, California was engaged in April to perform Architecture services to design Phase I (Fire Apparatus Bay) and Phase II (PS Administration & Fire Dormitories). Staff met with Mr. Medina multiple times in early May and iterative documents are already being discussed and revised. Chief Silva and I had an impromptu discussion with Mr. Medina last month regarding configuration. We have now adopted constructing a 3-bay apparatus section and a 2-story administration/residence area. Further discussion also clarified the placement of the building on the site.

Website Redesign – Conveyor Group was engaged in March to oversee a redesign of the City’s aged site. Multiple staff members attended an online training in late May to take over the site. *With the flurry of work on other issues behind staff, it is assumed that the new website will be up next week!*

ISSUES – the proposed creation of an Imperial Valley Healthcare District has continued to be a topic for discussion on various fronts. Mr. Anderson and Ms. Ward have been sitting in on some discussions to keep Council informed on this “hot button” regional topic.

BUILDING DEPT - The City has issued **60** building permits thus far in 2023. A list of permits pulled by month is available on the City’s website at <http://holtville.ca.gov/section.php?id=73>.

Melon, LLC Housing Project (± 50) – A project has been in the works for some time at the northeast corner of Ninth and Melon, just outside the City limits. After years of confusion regarding the process, the project’s ownership group, led by John Hawk, engaged Development Design & Engineering in 2016 to assist in shepherding the project along. DD&E completed CEQA compliance and a Mitigated Negative Declaration was adopted by the Planning Commission and City Council in late 2020.

The project was presented at Planning Commission in October 2020 and drew a good deal of public opposition. PC action pushed the project forward with a designation of allowing R-1 or R-2 development, with Council accepting the PC recommendation in November, 2020. The more dense R-2 zoning designation would allow up to 8 units per acre or approximately 65 units. The annexation was approved by LAFCo in February, 2021. We await further submission from the project proponent.

Word has trickled back to staff that Mr. Hawk is once again actively entertaining the thought of selling off this project. The CM recently met with a developer that is highly interested in acquiring the project. A site visit and further discussion seemed promising.

AMG Sunset Rose Senior Apartments (± 33) – In July, 2022, the City was granted HOME funding for this AMG & Associates apartment project, proposed in the area of Third and Grape. This will create some long-term oversight by the City, but it does continue to add housing. A subdivision map was approved for the property. A consultant to administer this grant was engaged in May, 2022, and an application for additional subsidized financing was approved by the City in late November.

A pre-submittal meeting was held in early November to discuss necessary aspects to the construction with the project proponent, including offsite improvements. Much of the discussion centered on handling stormwater. This will be ongoing. Plans were submitted in late November. AMG addressed all substantive issues and permits were issued in late February. We continue to work with them on a few ancillary issues, but discussions are productive and positive. Final map and the necessary proposed lot split were approved in late February as well. The Building Inspector and the City Engineer have cleared the project to begin construction, but there are still some loan closing issues being finalized with multiple daily emails. Loan closing was expected to occur May 16, 2023, but was pushed back to complete all of the voluminous documentation. *After closing of the financing, site work has begun. The lot has now been cleared and grading of the lots is now beginning.*

BESS Project – *A proposed battery storage project near Melon and Sixth was proposed several months ago and had a flurry of meetings, submissions and communications in the past month. After much consternation, a permit for initial site work was granted last week.*

City of Holtville

REPORT TO CITY COUNCIL

MEETING DATE:	07/24/23
ITEM NUMBER	5 d
Approvals	CITY MANAGER
	FINANCE MANAGER _____
	CITY ATTORNEY _____

DATE ISSUED: June 28, 2023

FROM: Raylene Tapiceria

SUBJECT: Building Inspections Quarterly Report 04/01/23 to 06/30/23

**THIS REPORT IS PROVIDED TO THE CITY COUNCIL FOR THEIR INFORMATION
NO ACTION IS REQUIRED AT THIS TIME**

The purpose of this report is to inform Council of Building Inspection activities during the period of April through June, 2023.

2 Current Commercial Inspections:

- 369 Walnut Ave. (Roof demo, Office electrical panel upgrade)
- 217 W 7th Street (New Pergola)

Plan Review / Building Permits

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • 217 W. 7th Street (New Pergola) • 369 Walnut Ave (Electrical panel upgrade for front office) • 369 Walnut Ave. (Demo / Re-roof) • 670 Orange Ave. (Demo / Re-roof) • 721 Chestnut Ave. Unit B. (Electrical panel upgrade) • 769 Walnut Ave. (Demo/ Re-roof) • 841 Circle Ave. (Demo / Re-roof) • 843 Orange Ave. (Upgrade electrical panel & relocation) • 867 Brentwood Ave. (Upgrade electrical panel) • 915B Chestnut Ave. (New electrical panel) • 931 Beale Ave. (Demo / Re-roof) • 950 Orange Ave. (New swimming pool) | <ul style="list-style-type: none"> • 421 Grape Ave. (Re-roof) • 505 Mesquite Ave. (2 Pergolas) • 620 Olive Ave. (Re-roof) • 502 Olive Ave. #07 (Ada ramp) • 680 Rose Ave. (Back patio) • 701 Circle Ave. (Demo / Re-roof) • 701 Circle Ave. (Solar panels) • 760 Fern Ave. (Demo / Re-roof) • 778 Fig Ave. (Demo / Re-roof) • 805 Orange Ave. (Back patio) • 865 Pine Ave. (Demo / Re-roof) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

47 Minor & Partial Inspections

<u>TYPE</u>	<u>#</u>	<u>TYPE</u>	<u>#</u>	<u>TYPE</u>	<u>#</u>	<u>TYPE</u>	<u>#</u>
Set Back	2	Underlyment Paper	7	Windows	0	Water Heater	1
Signs	0	Roof Nailing	10	Electrical	6	Solar Panels	0
Rebar	1	Roofing	7	Plumbing	2	Pool Demo	2
Concrete	0	Insulation	1	Gas	1	Rood Collapse	1
Footing	2	Drywall Nail	3	Lath	0	Replace A/C	1
Framing	4	Courtesy Inspection	2			Church Signs	1

31 Permits received Final Inspections

(for Windows, Upgraded Electrical Panels, Pool Demos, Solar Panels and A/C Units.)

- 217 W. 7th St. (Pergola)
- 369 Walnut Ave. (Electrical panel upgrade)
- 369 Walnut Ave. (Demo / Re-roof)
- 620 Olive Ave. (Re-roof)
- 701 Circle Ave. (Demo / Re-roof)
- 760 Fern Ave. (Demo / Re-roof)
- 769 Walnut Ave. (Demo / Re-roof)
- 841 Circle Ave. (Demo / Re-roof)
- 865 Pine Ave. (Demo / Re-roof)
- 867 Brentwood Ave. (Electrical panel upgrade)
- 931 Beale Ave. (Demo / Re-roof)

3 Red Tags

- 845 Walnut Avenue *04/13/23 Demo / Re-roof) with no building permit*
- 745 Maple Avenue *05/02/23 New driveway shade with no building permit.*
- 804 Oak Avenue *06/20/23 Building a new swimming pool with no building permit or business license.*

Respectfully Submitted,

Raylene Tapiceria
Building Inspector