

CITY OF MERCED
Site Plan Review Committee

MINUTES

Planning Conference Room
2nd Floor Civic Center
Thursday, September 10, 2015

Acting Chairperson STEPHENSON called the meeting to order at 1:33 p.m.

ROLL CALL

Committee Members Present: Assistant Chief Building Official Stephenson
and City Engineer Elwin

Committee Members Absent: Director of Development Services Gonzalves

Staff Present: Planner/Recording Secretary Mendoza-
Gonzalez

1. **MINUTES**

M/S STEPHENSON-ELWIN, and carried by unanimous voice vote, to table the Minutes of August 13, 2015, to the next Site Plan Review Meeting, because both committee members were absent during that meeting and could not confirm the accuracy of the minutes.

3. **COMMUNICATIONS**

None.

4. **ITEMS**

4.1 Site Plan Application #385, submitted by Holly Lee for Jeffrey B. and Susan L. Lee, property owners, to allow a beauty salon (for hair and nails) within a 1,451-square-foot tenant space inside an existing building located at 708 W. 20th Street (Suite C), within an Office Commercial (CO) Zone.

Planner MENDOZA-GONZALEZ reviewed the application for this item. For further information, refer to Draft Site Plan Review Committee Resolution #385.

M/S STEPHENSON-ELWIN, and carried by the following vote, to adopt a Categorical Exemption regarding Environmental Review #15-24, and approve Site Plan Application #385, subject to the Findings and twelve (12) conditions set forth in the Draft Resolution #385:

AYES: Committee Member Elwin and Acting Chairperson Stephenson

NOES: None

ABSENT: Chairperson Gonzalves

4.2 Extension of Resolution #928 for Lot Split #11-02 - a request for a one year extension for the tentative subdivision map approved with Lot Split #11-02 to subdivide a 3.2 acre parcel into three individual parcels.

Planner MENDOZA-GONZALEZ explained that upon further review it was determined that this item should be reviewed by the Minor Subdivision Committee instead.

M/S STEPHENSON-ELWIN, and carried by the following vote, to take no action on the request to extend Resolution #928 for Lot Split #11-02:

AYES: Committee Member Elwin and Acting Chairperson Stephenson

NOES: None

ABSENT: Chairperson Gonzalves

5. **INFORMATION ITEMS**

5.1 Calendar of Meetings/Events

There was no discussion regarding the calendar of meetings/events.

Site Plan Review Committee Minutes

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6. **ADJOURNMENT**

There being no further business, Acting Chairperson STEPHENSON adjourned the meeting at 1:47 p.m.

Respectfully submitted,



Kim Espinosa, Secretary

Merced City Site Plan Review Committee

APPROVED:



MIKE STEPHENSON,

Acting Chairperson/

Assistant Chief Building Official,

Merced City Site Plan Review Committee

CITY OF MERCED
SITE PLAN REVIEW COMMITTEE
RESOLUTION #385

<u>Holly Lee</u> APPLICANT	<u>Locate a beauty salon inside an existing tenant space.</u> PROJECT
<u>2036 Robin Hood Lane</u> ADDRESS	<u>708 W. 20th Street, Suite C</u> PROJECT SITE
<u>Merced, CA 95340</u> CITY/STATE/ZIP	<u>031-051-005</u> APN
<u>(209) 388-1837</u> PHONE	<u>Office Commercial (C-O)</u> ZONING

In accordance with Chapter 20.68 of the Merced City Zoning Ordinance, the Merced City Site Plan Review Committee considered and approved Site Plan Review Application #385 on September 10, 2015, submitted by Holly Lee for Jeffrey B. and Susan L. Lee, property owners, to allow a beauty salon (for hair and nails) within a 1,451-square-foot tenant space inside an existing building located at 708 W. 20th Street (Suite C), within an Office Commercial (C-O) Zone. Said property being more particularly described as the northeast portion of Block 126 as shown on that Map entitled "City of Merced and Subdivision of Adjoining Acreage Property, Merced, Cal.," recorded in Volume 2 at Page 59, Merced County Records; also known as Assessor's Parcel Number (APN) 031-051-005.

WHEREAS, the proposal is exempt from the California Environmental Quality Act (CEQA), and is in accordance with Section 15301 (a) (Exhibit F); and,

WHEREAS, the Merced City Site Plan Review Committee makes the following Findings:

- A) A hair salon is considered a Conditional Use within an Office Commercial (C-O) Zone. However, staff has determined that this request will not cause a great impact to the area and could be reviewed by the Site Plan Review Committee. Subject to the conditions of approval, the project would comply with the C-O zoning for the site.
- B) There are no changes proposed for the exterior of the building.
- C) The applicant desires to serve customers by appointment only.
- D) In May 2006, the Design Review Board/Historical Preservation Commission reviewed and approved a request to demolish the building at this location and to construct a new office building in its place, even though the proposed number of parking spaces was below the required amount (24 parking spaces are required, but only 14 were provided). The Commission approved this

request because the proposed site plan contained more parking spaces (six more) and less building footprint (500-square-feet less) than the existing one. To review the minutes from that meeting, refer to Exhibit D. Moreover, to accommodate limited parking availability, customer service will be limited by reservations only (Condition #8).

- E) The Merced Vision Center (neighboring tenant) has expressed support for the proposed beauty salon. The business owner, Matthew Lee, does not anticipate any parking issues within this site, because his customers demand a low volume of parking spaces (Exhibit E).
- F) Future land uses within Suite B (currently a vacant 1,399-square-foot tenant space) may be limited by parking availability (Condition #10).

NOW, THEREFORE, BE IT RESOLVED that the Merced City Site Plan Review Committee does approve Site Plan Review Application #385, subject to the following conditions:

1. All applicable conditions contained in Site Plan Approval Resolution #79-1-Amended (“Standard Conditions for Site Plan Application”) shall apply.
2. All other applicable codes, ordinances, policies, etc., adopted by the City of Merced shall apply including, but not limited to, the California Building Code and Fire Codes.
3. The site shall be constructed as shown on Exhibit B (site plan), Exhibit C (floor plan) and as modified by the conditions of approval within this resolution.
4. Notwithstanding all other conditions, all construction and improvements shall be in strict accordance with Zoning, Building, and all other codes, ordinances, standards, and policies of the City of Merced, including installing a ventilation system for nail polishing services, as required by the California Mechanical Code.
5. This approval allows a total of eight operators (i.e., stylists, manicurists, etc.) to operate within this tenant space. Any increase in the number of operators at this location shall be subject to review by the Director of Development Services, or if deemed necessary, the Site Plan Review Committee.
6. A licensed engineer or architect shall design the water and sewer sizing based on the number of fixture units, as required by the California Plumbing Code.
7. All signing shall comply with the City’s Sign Ordinance. Sign permits shall be obtained prior to installing any permanent signing. A Temporary Sign Permit shall be obtained prior to installing any temporary signs or banners. Temporary freestanding or A-frame signs are not allowed.
8. Customers shall be served by reservations only.
9. Any future requests of this nature at this site (personal service businesses, other than those considered a “permitted” use in a C-O zone) may be subject to Planning

Commission review and may not be eligible to be reviewed through the Site Plan Review process at the discretion of the Director of Development Services.

10. Due limited parking availability, the occupancy of Suite B shall be limited to principally-permitted uses in the C-O zone (MMC 20.20.020) unless additional parking is provided either onsite or offsite within the requirements of the Zoning Code.
11. All existing landscaping shall be kept healthy and maintained, and any damaged or missing landscaping shall be replaced immediately.
12. The premises shall remain clean and free of debris and graffiti at all times.

If there are any questions concerning these conditions and recommendations, please contact Francisco Mendoza-Gonzalez at (209) 385-6858.

September 10, 2015

DATE



SIGNATURE

Planner

TITLE

Exhibits:

- A) Location Map
- B) Site Plan
- C) Floor Plan
- D) Design Review #06-06 Meeting Minutes
- E) Message of Support from the Merced Vision Center
- F) Categorical Exemption



Court House Square Park

Subject Site
(Hair/Nail Salon)

Optometry Office
(Merced Vision Center)

20TH

N

19TH

EXHIBIT A

GOLDEN VALLEY
ENGINEERING & ARCHITECTURE
 405 West 19th Street, #200
 Merced, CA 95341
 Ph: (209) 732-3300
 Fax: (209) 732-3304
 www.gvalley.com

CALIFORNIA

**TENANT IMPROVEMENTS FOR
 HOLLY LEE'S BEAUTY SALON
 708 W. 20TH ST. SUITE C
 Merced, Ca. 95340**

CITY OF MERCED

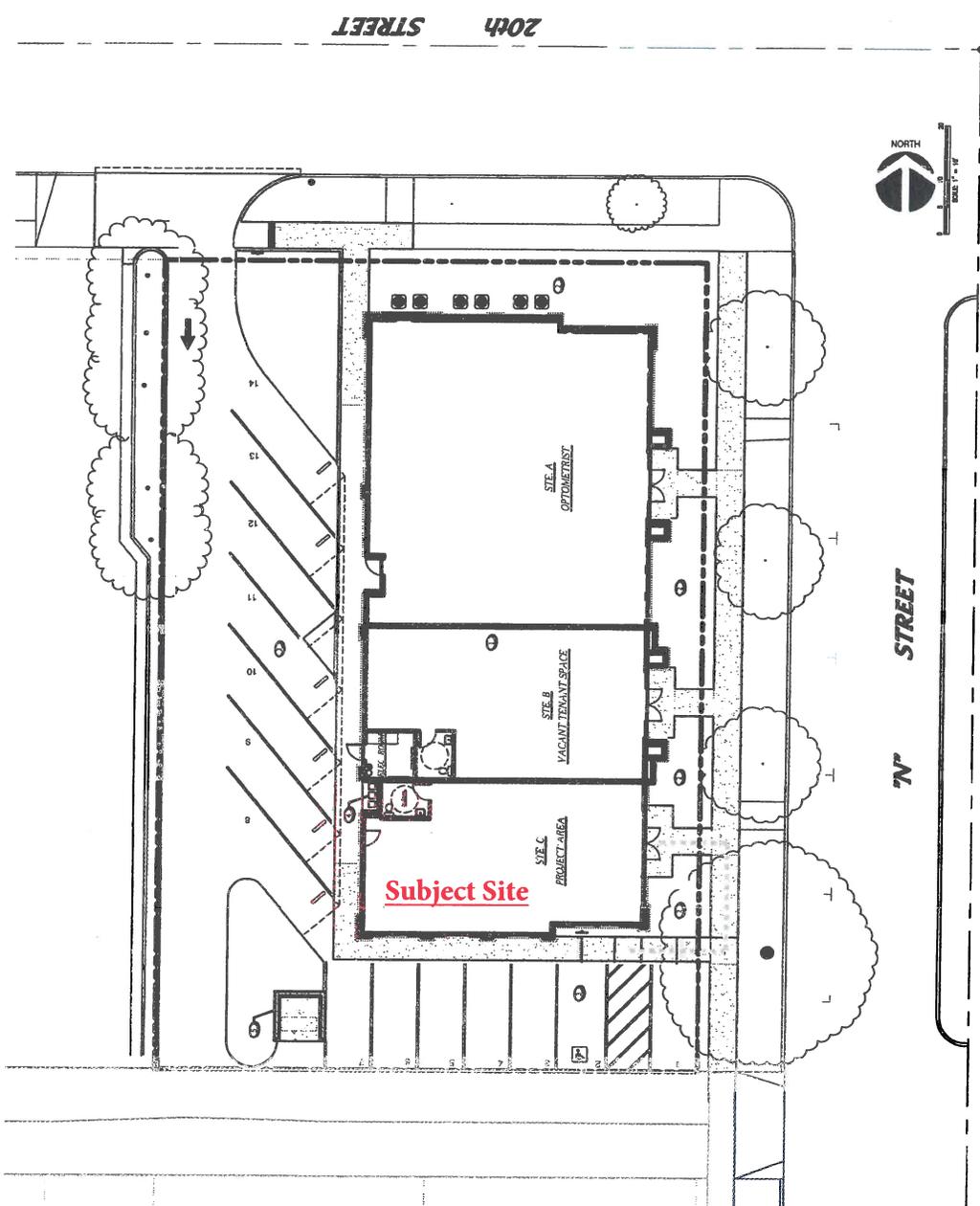


SHEET CONTENTS
 - REFERENCE SITE PLAN

PREPARED BY
 Commercial Construction Co.
 123 Mendocino Blvd.
 Merced, CA 95340
 Ph: (209) 384-3843
 Fax: (209) 384-6002

PROJECT DATA
 Date: JULY 2015
 Name: AS SHOWN
 Drawn By: CCL
 Job No.: 15-1800
 SHEET NUMBER

C1.0

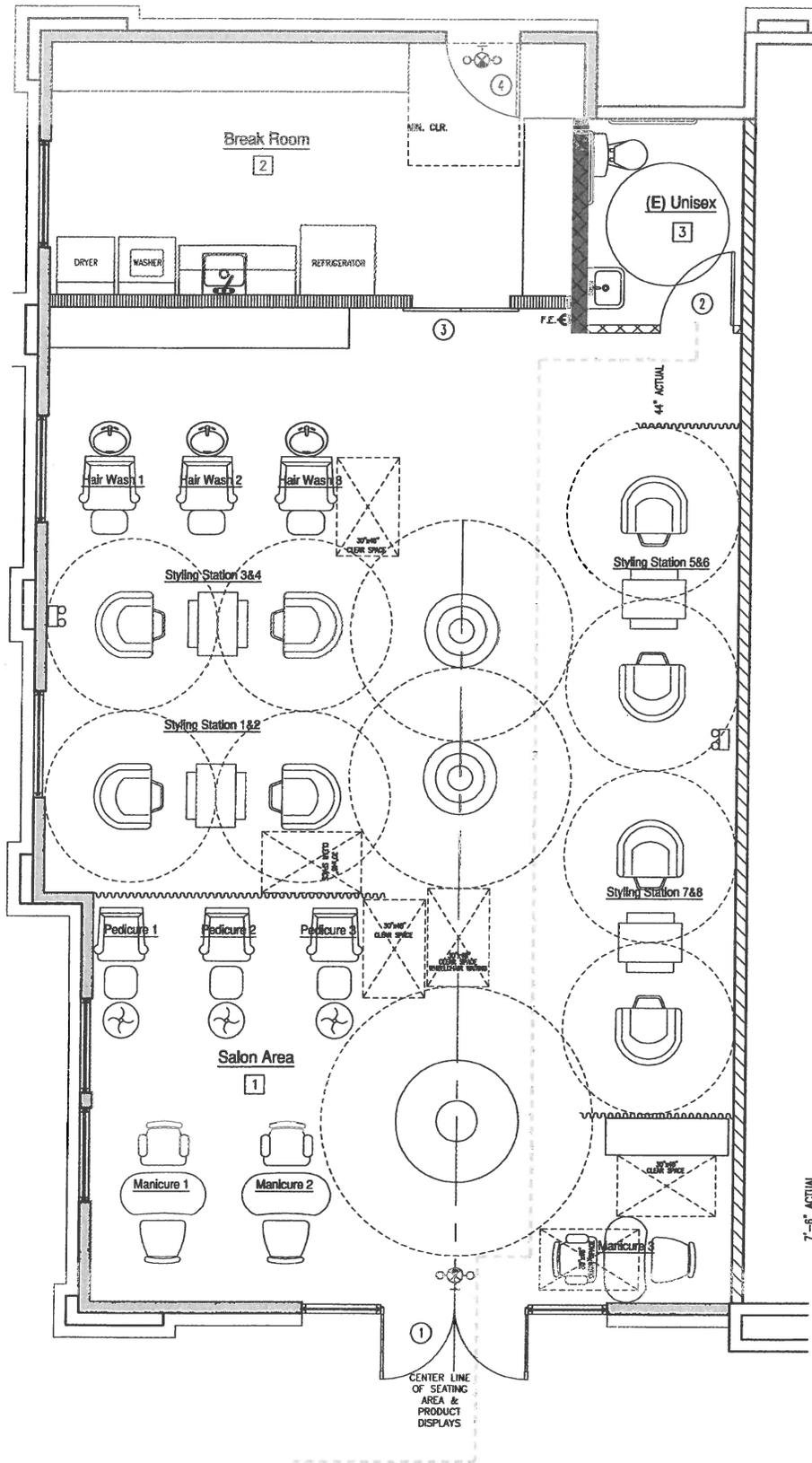


LEGEND:
 - - - - - ACCESSIBLE ROUTE
 - - - - - PROPERTY LINE

REFERENCE SITE PLAN
 REFERENCE TO THE CITY OF MERCED PLANNING DEPARTMENT RECORDS

KEYNOTES:
 1 - 1' x 1' x 1' OFFICE BUILDING
 2 - 1' x 1' x 1' OFFICE BUILDING
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EXHIBIT B



DIMENSION FLOOR PLAN

SCALE: 1/4" = 1'-0"



EXHIBIT C

**DESIGN REVIEW BOARD/HISTORIC PRESERVATION COMMISSION
DEVELOPMENT SERVICES OF THE CITY OF MERCED**

**MINUTES EXCERPT
MEETING DATE: May 10, 2006**

1. DR #06-06 -- **Final Review** of demolition and reconstruction of a commercial office structure for medical use at 708 W. 20th Street.

Planning Technician NUTT presented the project as outlined in Staff Report DR#06-06, explaining the changes to the proposed project since its first approval in 2005.

Commissioner KNIAZEWCY commented that she does not agree with allowing the building's columns to encroach into the setback, and that it would not be appropriate to waive the setback requirement. She stated that she liked the renderings, but that the proposed white stucco may be a little stark of a contrast with the brick. Commissioner HOFMANN stated that he likes the project, but agreed that the setback requirement could not be waived by this Commission. Chairman LOPES agreed that if the applicant wishes the ordinance provision waived, they need to go before the appropriate commission. Commissioner Luhring stated that she agrees with Commissioner KNIAZEWCY regarding the white color, and that perhaps a softer white or beige would be better.

The public hearing was opened at 4:17 p.m.

Duane Andrews, Golden Valley Engineering, asked for the Commission's support and reminded the Commission that the existing building is actually larger than the proposed building. He stated that they will work with staff on the setback issue and will discuss building colors with the applicant.

As there were no additional speakers from the audience, the public hearing was closed at 4:20 p.m.

M/S LUHRING/ARNOLD, and carried by the following vote, to adopt a Categorical Exemption for Environmental Review #05-76 and to approve DR#06-06 as proposed, subject to the staff-recommended conditions and the elimination of Condition #10 to not allow the building into the required setback area:

1. The proposed project shall be constructed/designed as shown on Exhibit 1 and Exhibit 2 -- Attachments C and D of Staff Report DR#06-06.
2. The project shall comply with all applicable California Building and Fire Codes. A building permit is required prior to construction.
3. The proposed project shall comply with all standard Municipal Code and Subdivision Map Act requirements as applied by the Engineering Department, and all other applicable codes, ordinances, policies, etc., adopted by the City of Merced shall apply.
4. The project shall comply with all applicable state laws and local codes and regulations of the current Editions of the Uniform Building and Fire Codes, Plumbing and Mechanical Codes, National Electrical Codes, and State Accessibility (ADA) requirements, including but not limited to, bathrooms, parking, and site accessibility.
5. The applicant shall maintain a clean and respectable appearance of the building at all times, and any graffiti or other vandalism done to any building or accessory structure shall be rectified or repaired within a reasonable amount of time.
6. Public improvements required prior to issuance of the Certificate of Occupancy include, but are not limited to, street trees, driveway bibs, sidewalk repair/replacement, and curb and gutter repair/replacement, where needed. This also would include relocation of the decorative street light and street tree affected by the new driveway entrance. Coordination with the necessary City departments shall be required for the relocation(s).
7. The applicant is granted a 15% reduction for required parking due to unused space within the building. The fourteen parking spaces proposed are approved, as shown on the site plan.

8. A final landscape and sprinkler plan is required at the building permit stage, with details to be reviewed by staff. At the minimum, the project will be required to install the landscaping proposed with this application. All landscaping shall be installed prior to occupancy and shall thereafter be maintained in a healthy and aesthetic manner.
9. Parking lot trees are required at one tree per each six parking spaces, requiring this project to provide two parking lot trees. As such, the applicant has proposed three, and therefore shall be required to install the proposed number.
10. ~~The 3½ foot architectural projections into the 10 foot required setback along the east elevation (N Street) are approved for this project only, as they are a minor intrusion and do not add space to the building.~~
11. A paint permit shall be issued by the Inspection Services Department prior to painting of the building. The applicant shall submit their final paint color proposal with or prior to the building permit submittal. The building permit shall not be issued without approval of the final paint colors. All paint applied to the building shall be treated with an anti-graffiti coating.
12. The site shall be maintained free of trash, weeds, and other debris.
13. This approval is in effect for one year.

AYES: Commissioners KNIAZEWYCZ, DAKE, ARNOLD, LUHRING,
LEMEN, and Chairman LOPES
NOES: None
ABSENT: None
ABSTAIN: Commissioner HOFMANN

Mendoza-Gonzalez, Francisco

From: Matthew Lee <mattleeod@gmail.com>
Sent: Thursday, September 03, 2015 10:21 AM
To: Mendoza-Gonzalez, Francisco
Subject: Parking situation at 708 w 20th

Good morning Francisco,

We have no concerns regarding lack of parking when Holly Lee's salon moves into our building. Currently there are 14 parking spaces on our property and approximately 20+ street parking spaces on our block. In the 8 years since our structure was built, I have yet to see all of our property parking spaces full or see all of the street parking full. On a busy day I estimate only 1/4 to 1/3 of the available street parking is occupied around our building. Due to my observations over the past 8 years regarding parking around our building, I have no concerns that bringing the salon into our building will negatively impact the parking situation. If you have further concerns or questions that I may be of help with, please feel free to contact me.

--

Matthew Lee, O.D.
Lee and Associates
708 West 20th
Suite A
Merced, CA. 95340
(209)384-2335

NOTICE OF EXEMPTION

To: _____ Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

From: (Public Agency)
City of Merced
678 West 18th St.
Merced, CA 95340

X County Clerk
County of Merced
2222 M Street
Merced, CA 95340

Project Title: Site Plan Review #385 (Environmental Review #15-24)

Project Applicant: Holly Lee

Project Location (Specific): 708 W. 20th Street, Ste. C APN: 031-051-005

Project Location - City: Merced Project Location - County: Merced

Description of Nature, Purpose, and Beneficiaries of Project:

Name of Public Agency Approving Project: City of Merced

Name of Person or Agency Carrying Out Project: Holly Lee

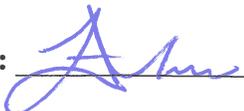
Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- X Categorical Exemption. State Type and Section Number: 15301 (a)
- Statutory Exemptions. State Code Number: _____.
- General Rule (Sec. 15061 (b)(3))

Reasons why Project is Exempt: As defined under the above referenced Section, the proposed project consists of minor interior alterations only, such as installing a ventilation system, which are considered to be exempt under the CEQA Guidelines per Section 15301 (a).

Lead Agency: City of Merced

Contact Person: Francisco Mendoza-Gonzalez Area Code/Telephone: (209) 385-6858

Signature:  _____ Date: 09-03-2015 Title: Planner

X Signed by Lead Agency Date Received for Filing at OPR: _____
(If applicable)

Authority Cited: Sections 21083 and 21110. Public Resources Code
Reference: Sections 21108, 21152, and 21152.1. Public Resources Code