



City of El Cajon

Planning Commission Agenda

Tuesday, November 3, 2015, Meeting

7:00 PM. Council Chambers

DARRIN MROZ, Chairman

PAUL CIRCO, Vice Chairman

LUIS HERNANDEZ

ANTHONY SOTTILE

JERRY TURCHIN

Meeting Location: City Council Chambers, 200 Civic Center Way, El Cajon, CA

www.cityofelcajon.us/your-government/departments/community-development/planning-division

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CHAIRPERSON'S WELCOME

PUBLIC COMMENT

This is the opportunity the public to address the Commission on any item of business within the jurisdiction of the Commission that is not on the agenda. Under state law no action can be taken on items brought forward under Public Comment except to refer the item to staff for administrative action or to place it on a future agenda.

CONSENT

Agenda Item:	1
	Planning Commission minutes of October 20, 2015

PUBLIC HEARINGS

Agenda Item:	2
Project Name:	Salvation Army
Request:	A Multi-Purpose Community Center for Non-Profit Welfare and Charitable Services
CEQA Recommendation:	Exempt
STAFF RECOMMENDATION:	APPROVE
Project Number(s):	Conditional Use Permit (CUP) No. 2225
Location:	1025 East Main Street
Applicant:	The Salvation Army (Kara Peterson; 619.446.0211; kara.peterson@usw.salvationarmy.org)
Project Planner:	Eric Craig; 619.441.1782; ecraig@cityofelcajon.us
City Council Hearing Required?	No
Recommended Actions:	<ol style="list-style-type: none"> 1. Conduct the public hearing; and 2. MOVE to adopt the next resolutions in order approving proposed CEQA exemption and Conditional Use Permit No. 2225, subject to conditions

Decisions and Appeals - A decision of the Planning Commission is not final until the appeal period expires 10 days from the date of transmittal of the Commission's resolution to the City Clerk. The appeal period for the items on this Agenda will end on Friday, November 13, 2015 at 5:00 p.m., except that Agenda items which are forwarded to City Council for final action need not be appealed.

3. OTHER ITEMS FOR CONSIDERATION

Agenda Item:	3
Project Name:	Proposed Planning Policies
Request:	Approve Proposed Policies
CEQA Recommendation:	Exempt
STAFF RECOMMENDATION:	APPROVE
Project Number(s):	None
Location:	Citywide
Applicant:	City of El Cajon
Project Planner:	Lorena Cordova; 619.441.12539; lcordova@cityofelcajon.us
City Council Hearing Required?	No
Recommended Actions:	1. Discuss the planning policies; and, 2. Accept policies

4. STAFF COMMUNICATIONS

5. COMMISSIONER REPORTS/COMMENTS

6. ADJOURNMENT

This Planning Commission meeting is adjourned to December 1, 2015, 2015 at 7 p.m.

Decisions and Appeals - A decision of the Planning Commission is not final until the appeal period expires 10 days from the date of transmittal of the Commission's resolution to the City Clerk. The appeal period for the items on this Agenda will end on Friday, November 13, 2015 at 5:0 p.m., except that Agenda items which are forwarded to City Council for final action need not be appealed.



MINUTES

PLANNING COMMISSION MEETING

October 20, 2015

The meeting of the El Cajon Planning Commission was called to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

COMMISSIONERS PRESENT: Paul CIRCO, Vice Chairman
 Luis HERNANDEZ
 Anthony SOTTILE
 Jerry TURCHIN

COMMISSIONERS ABSENT: Darrin MROZ, Chairman

STAFF PRESENT: Anthony SHUTE, Deputy Director / Planning Commission Secretary
 Melissa DEVINE, Senior Planner
 Barbara LUCK, Assistant City Attorney
 Patricia Hamilton, Secretary

CIRCO explained the mission of the Planning Commission.

CONSENT CALENDAR

Planning Commission Minutes

Motion was made by SOTTILE, seconded by HERNANDEZ, to adopt the minutes of the Planning Commission meeting of October 6, 2015; carried 4-0.

PUBLIC HEARING ITEMS

Agenda Item:	2
Project Name:	General Plan Consistency Rezoning
Request:	Rezone select properties
CEQA Recommendation:	Exempt
STAFF RECOMMENDATION:	RECOMMEND CITY COUNCIL APPROVAL
Project Number(s):	Zone Reclassification No. 2314
Location:	City wide
Applicant:	El Cajon Planning Commission
Project Planner:	Melissa Devine; 619.441.1773; mdevine@cityofelcajon.us
City Council Hearing Required?	Yes November 10, 2015
Recommended Actions:	<ol style="list-style-type: none"> 1. Conduct the public hearing; and 2. MOVE to adopt the next resolutions in order recommending City Council adoption of the Negative Declaration and approval of Zone Reclassification No. 2314

DEVINE summarized the agenda report in a PowerPoint presentation.

HERNANDEZ expressed concern that higher density zoned properties adjacent to a low density zone may be incompatible.

SOTTILE asked staff if there was an option available for a property to be removed off the list.

DEVINE responded that one site was removed from the list as requested by the property owner. However, once a property is removed from the list, a replacement site must be identified elsewhere.

HERNANDEZ confirmed with staff that the City is only identifying property within the General Plan land use designation already in place.

CIRCO opened the public hearing.

Sally JAMES spoke against the density increase for the Caltrans site. Her concerns included additional traffic along Melody Lane, and the potential negative pact on the schools in the area. She was also against any new apartments.

CIRCO assured her that the City wants to see home ownership.

DEVINE added that the property on Third Avenue is currently zoned RS-9 and is proposed RS-6, which could potentially provide up to approximately 16 single-family homes.

Joyce PETERSON spoke next specifically about the rezone proposal associated with Hart Drive. She was not in agreement with the number of units proposed. Hart Drive in only a two block street experiencing lots of parking problems. There are already apartment complexes on the north side of the street (County) and single-family homes on the south side. The addition of more living units would exacerbate the parking situation.

DEVINE added that the proposed zone is PRD, which would match the adjacent city zoning.

Theresa DILLMAN expressed her concern with the South Third Street property owned by Caltrans. She asked if there was a plan in place to sell the property to the City. Prior to the field being secured by fencing, it was a magnet for crime and drug use. She is also not a fan of apartments or townhomes due to increased pedestrian and vehicle traffic and the impact on schools, and asked if there was a moratorium on apartment development and if Joliet Street would be connected South Third Street.

CIRCO advised that Caltrans has not approached the City; the property will be rezoned from RS-9 to RS-6, which would be compatible with the surrounding properties. He did not anticipate any change in the street plan associated with Joliet Street and assured her that no apartments would be built.

Malia MEARS shared she grew up by Third Street and loved the rural feel of the area. She asked that the Caltrans property possibly be used for uses such as farming or horses, however, did add that she was in agreement with the development of single-family homes only.

Tom GRAVES asked if there was a slide or map showing what RM-2500 zoned property would look like after fully developed.

DEVINE explained this is a multi-family zone, which would include row homes and town homes. She added that all future proposals must meet high-quality design standards. A display of town homes and row houses was displayed as examples of the quality product the City has been experiencing.

Michael FOX asked if the single-family homes would be attached or detached.

CIRCO responded there would be one house per lot.

Sandra BIGNELL asked if an environmental impact report was prepared for each site. She was also concerned about the increased usage of water and how it would impact future development.

DEVINE responded that a Negative Declaration was prepared for the entire project and there were no significant impacts identified.

CIRCO added the State does not require the additional homes be built; only to make available for future development and they would look at all utilities prior to any development. However, all utilities are already available and in place in the City.

SOTTILE added the entire environmental document can be accessed on the City's website and does identify each property with more specificity.

SHUTE also advised that any member of the public could come to City Hall to review the report.

Theresa DILLMAN asked if there was a time frame for development.

CIRCO responded there is no time frame for development.

MS. FISHER approached the podium and said she did find the Negative Declaration and was able to find the answers to her questions, however, did ask if two-story houses would be allowed.

SHUTE answered that most residential zones in the City have a 35-foot height limit; however, some multi-family zones have a 20-foot height limit.

Malia MEARS asked if a variance would be possible to reduce the height limit.

SHUTE advised that variances are extremely hard to get. There are four mandatory findings that must be found by State law.

Theresa DILLMAN asked if the homes would be built like existing properties.

CIRCO answered the Planning Commission does want to see a product that fits the neighborhood.

Motion was made by CIRCO, seconded by SOTTILE, to close the public hearing; carried 4-0.

Motion was made by CIRCO, seconded by HERNANDEZ, to adopt the next resolution in order recommending City Council approval; carried 4-0.

3. OTHER ITEMS FOR CONSIDERATION

4. STAFF COMMUNICATIONS

ADJOURNMENT

Motion was made by CIRCO, seconded by HERNANDEZ, to adjourn the meeting of the El Cajon Planning Commission at 8:00 p.m. this 6th day of October until November 3, 2015, at 7:00 p.m.; carried 4-0.

Darrin MROZ, Chairman

ATTEST:

Anthony SHUTE, AICP, Secretary



Agenda Item:	2
Project Name:	Salvation Army
Request:	A Multi-Purpose Community Center for Non-Profit Welfare and Charitable Services
CEQA Recommendation:	Exempt
STAFF RECOMMENDATION:	APPROVE
Project Number(s):	Conditional Use Permit (CUP) No. 2225
Location:	1025 East Main Street
Applicant:	Kara Peterson
Project Planner:	Eric Craig, 619.441.1782, ecraig@cityofelcajon.us
City Council Hearing Required?	No
Recommended Actions:	<ol style="list-style-type: none"> 1. Conduct the public hearing; and 2. MOVE to adopt the next resolutions in order approving proposed CEQA exemption and Conditional Use Permit No. 2225, subject to conditions

PROJECT DESCRIPTION

This request seeks approval to construct a new, two-story, 43,100 square foot (sf) multi-purpose community center, including administrative offices, classrooms, a church, a multi-purpose gymnasium, and a warehouse/food pantry for the distribution of food to East County residence in need of assistance. The proposed development includes associated parking and landscaping, as well as a 3,000 sf community garden, and a loading dock for the delivery of food supplies.

Services include classes on meal planning and proper nutrition, adult school, life skills, and medical, dental, and legal services. These services would be provided by a variety of volunteer organizations operating in cooperation with the Salvation Army. The food bank would be open and social services would be provided at the site from 9:00 a.m. to 4:00 p.m. Monday through Friday, and on Saturdays from 9:00 a.m. to 12:00 p.m.

The proposed multi-purpose gymnasium would be used for group gatherings, social events, group classes, and athletic events such as basketball, volleyball, and indoor soccer camps. The proposed church would be used primarily for religious services on Sundays from 8:00 a.m. to 5:00 p.m.

BACKGROUND

General Plan:	General Commercial (GC)
Specific Plan(s):	N/A
Zone:	C-G (General Commercial)
Other City Plan(s):	N/A
Regional and State Plan(s):	N/A
Notable State Law(s):	N/A

Project Site & Constraints

The 2.3-acre project site is located on the south side of East Main Street, between South Anza and South First Streets. The site is a through-lot which also includes frontage on the north side of Decker Street. The site is currently used for auto sales and outdoor storage. It is developed with two dilapidated commercial buildings, several accessory structures, and a temporary office trailer. There are several untrimmed palm trees as well as numerous old stumps along the perimeter of the site, and there are accumulations of debris and various other materials piled around the site.

Surrounding Context

Surrounding properties are developed and zoned as follows:

Direction	Zones	Land Uses
North (across East Main)	RS-6	Vacant
South (across Decker)	RM-2200	Residential - Apartments
East	C-N	Retail shopping center
West	C-N and RM-2200	Salvation Army administrative offices and senior housing

General Plan

The General Plan land use designation is General Commercial (GC). The GC designation is intended for a wide variety of commercial uses and services, as well as office uses. Goal 1 of the General Plan states "the City will improve its appearance through a variety of efforts". Objective 5-12 of the General Plan is to "provide for the needed public and community services and facilities to serve those of lower and moderate income." Moreover, Policy 5-12.1 states "the City will support the provision of new public and community facilities and improve the quality of existing public and community facilities to serve those of lower and moderate income."

Municipal Code

The subject site is zoned C-G (General Commercial) which permits non-profit welfare and charitable organizations and services upon approval of a CUP. The CUP is intended to ensure compliance with applicable development standards and use restrictions, and also to ensure compatibility with surrounding properties and land uses. The proposed church and community garden are uses permitted by right in the C-G zone.

DISCUSSION

General Plan

The proposed project would greatly improve the appearance of the subject site, and provide a variety of neighborhood services, a new recreational venue for local youth, and nutritious food to local families in need of assistance. Moreover, the proposed community garden would provide immigrant families with produce from their regions of origin not readily available in local markets. As such, the proposed community center is compatible with General Plan goals, objectives, and policies to improve the appearance of the City, and to accommodate new community services and facilities to serve those with lower and moderate income levels. In order to ensure compatibility with surrounding uses, a condition of approval is included in the attached resolution requiring that all social services be provided indoors.

Architectural Guidelines

The proposed building would be constructed of painted tilt-up concrete walls, with dual-glazed windows and galvanized steel awnings. A galvanized steel shade structure is proposed over a pavilion on the east side of the building, and a decorative tower element, including a cross, is proposed over the main entrance at the northwest corner of the building. The tower element acts as a focal point drawing the eyes to the entrance and identifying the on-site church. Additional architectural interest is provided by score lines in the concrete walls and by the use of decorative silver mullions in the dual-glazed windows. A parapet wall will screen roof mounted mechanical equipment from view. Proposed colors include light beige as the primary base color with darker beige, tan, and muted shades of red as the accent colors. The proposed awnings and shade structure would be unpainted galvanized steel (grayish-silver). Window glazing would be dark green. The proposed colored elevations have been included in the Planning Commission agenda binders and a building materials color board will be displayed at the Planning Commission hearing.

Development Standards

The table below lists applicable development standards for the project, and indicates how the project satisfies those standards. Additional development standards are discussed in subsequent sections of this report.

Development Standard	Requirement	Proposed Project
Screening of roof equipment	Must be screened from view	A parapet wall would screen equipment
Trash and recycling areas	A double-binned enclosure	Project includes enclosures for three bins
Permitted fences	Non-view obscuring fences up to 6 ft. high are permitted on exterior property lines	Project includes 6 ft. high tubular steel fence along exterior property lines. Gates are set back 20 ft. from face of curb on E. Main and Decker Streets
Setbacks	10 ft. from exterior property lines	81 ft. from E. Main Street and 77 ft. from Decker Street
Building height	35 ft. maximum, except architectural features may be up to 55 ft.	Main building is 30.5 ft. high, and cross tower is 43 ft. high

On Site Lighting

Adequate lighting is required for pedestrian and vehicular safety and must be sufficient to minimize security problems. The applicant has provided a photometric (lighting) plan demonstrating sufficient lighting for the parking areas and pedestrian pathways surrounding the building. The plan also demonstrates that the lights will not cast light or glare off-site on to the adjacent properties. Proposed lighting includes eight bronze colored decorative parking lot light standards, and ten bronze colored wall-mounted exterior lights. All proposed lights would be directed downward.

Parking, Transportation, and Circulation

There are no specific parking requirements for non-profit welfare and charitable service facilities. Therefore, the Planning Commission must determine an appropriate parking requirement, based upon the requirements for similar uses. The table below lists the parking requirements for the various component uses of the proposed facility:

Use	Parking Ratio (Spaces per square foot)	Resulting Requirement
Offices and classrooms (11,500 sf)	1:250 (first 10,000 sf) 1:300 (next 1,500 sf)	45 spaces
Church (6,000 sf)	1:200	30 spaces
Gymnasium (11,000 sf)	1:200	55 spaces
Warehouse/Storage/Food Pantry (14,600 sf)	1:1000	14.6 spaces
Total:		145 spaces

The proposed site plan provides 106 parking spaces, which is 39 spaces below the cumulative total requirement for the various component uses. However, the proposed church would conduct services on Sunday, when the remainder of the facility's programs would be closed. Moreover, according to the project description, the Salvation Army operates a shuttle service providing transportation to patrons with limited mobility, and many other patrons will walk, cycle, or carpool to the site. In addition to the 106 vehicle parking spaces, the site plan includes racks for up to 15 bicycles.

The primary vehicular access to the site is provided on East Main Street. The proposed project is expected to generate 450 average daily trips (ADT). The existing ADT on East Main Street adjacent the site is approximately 21,950 ADT. The existing traffic plus the traffic anticipated to be generated by the project would be approximately 22,400 ADT. The City of El Cajon has established a Level of Service (LOS) D as the minimum acceptable operational condition for a roadway segment. The capacity for LOS D on East Main Street is 34,200 ADT. Therefore, the project is not expected to have a significant impact on traffic along East Main Street. It is also noteworthy that a Metropolitan Transit System bus stop is located on the south side of East Main Street, in front of the existing Salvation Army administrative offices, and approximately 200 feet west of the project site.

Landscaping, Fences, and Community Garden

In addition to the proposed community garden located at the southeast corner of the site, the proposal includes decorative landscaping along both street frontages and around the perimeter of the building. The area of landscaping is well in excess of the minimum requirements established in the Zoning Code. A six foot high tubular steel fence is proposed around the perimeter of the site with vehicle gates set back 20 feet from the face of curb along East Main and Decker Streets. The proposed community garden would be located near the southeast corner of the site and a condition of approval is included in the attached resolution requiring the garden to comply with

performance standards for community gardens which are contained in the Zoning Code.

FINDINGS

- A. *The proposed project is consistent with applicable goals, policies, and programs of the General Plan.*

The project is consistent with General Plan Objective 5-12 and Policy 5-12.1 to encourage community services in support of people with low or moderate incomes. Moreover, development of the currently blighted property with a new building and landscaping improvements is consistent with Goal 1 of the General Plan to improve the appearance of the City.

- B. *The proposed project is consistent with all applicable use and development standards.*

The proposed project meets all applicable land use and development standards in the Zoning Code and there is sufficient parking because the church will conduct services when the other programs are closed and many of the patrons will carpool or use alternative means of transportation. Moreover, the community garden will comply with performance standards contained in the Zoning Code.

- C. *The proposed project will be operated in a manner that is compatible with existing and planned land uses in the vicinity of the proposed use.*

The community center will operate primarily in the daytime hours and with the exception of the community garden all activities will be conducted indoors. Adequate parking is provided on-site and the project site will be fenced and secured in the evening hours.

- D. *The proposed project will not be detrimental to the public health, safety, and general welfare, including but not limited to matters of noise, smoke, dust, fumes, vibration, odors, and hazards or excessive concentrations of traffic.*

Such impacts are not anticipated with the normal conduct of social services and a community garden. Moreover, the City has performance standards for those impacts, which are addressed through Code Compliance actions if complaints are received.

- E. *The proposed project is in the best interest of public convenience and necessity.*

The proposed community center would provide assistance to people of low and moderate income in the community. It would provide a variety of beneficial services as well as a recreational venue and nutritional support to community members in need of assistance.

CALIFORNIA ENVIRONMENTAL QUALITY ACT

The proposed project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) according to Section 15332, Class 32 (In-fill Development) of the CEQA Guidelines because: the proposal to provide social services in the proposed new building is consistent with the applicable polices and requirements of the General Plan and Zoning Code; the 2.3-acre project site is within the City limits on a site of less than five acres, and is surrounded by urban uses; the project site was previously developed and has no value as habitat for endangered, rare, or threatened species; approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and the site is adequately served by all required utilities and public services. Moreover, none of the exceptions listed under CEQA Guidelines Section 15300.2 exist.

PUBLIC NOTICE & INPUT

Notice of this public hearing was mailed on October 22, 2015 to all property owners within 300 feet of the project site and to anyone who requested such notice in writing, in compliance with Government Code Sections 65090, 65091, and 65092, as applicable. Additionally, as a public service, the notice was posted in the kiosk at City Hall and on the City's website under "Public Hearings/Public Notices." The notice was also mailed to the two public libraries in the City of El Cajon, located at 201 East Douglas Avenue and 576 Garfield Avenue.

ATTACHMENTS

1. Proposed Resolution Recommending Approval of Categorical Exemption Section 15332
2. Proposed Resolution Recommending Approval of Conditional Use Permit No. 2225
 - Exhibit A: Standard Conditions of Development
 - Exhibit B: Engineering memo dated 05/28/2015
 - Exhibit C: Helix Water District letter dated 06/02/2015
3. Aerial Photograph of the Subject Site
4. Public Hearing Notice
5. Application & Disclosure statement
6. Project Description
7. Reduced Site Plan, Landscape Plan, and colored elevations
8. Full-size Site Plan (in Planning Commissioner's binders)

PROPOSED PLANNING COMMISSION RESOLUTION

A RESOLUTION APPROVING CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) CATEGORICAL EXEMPTION SECTION 15332 (IN-FILL DEVELOPMENT) FOR THE SALVATION ARMY MULTI-PURPOSE BUILDING PROJECT.

WHEREAS, the El Cajon Planning Commission held a duly advertised public hearing on November 3, 2015, to consider Conditional Use Permit No. 2225 for the development of a two-story, multi-purpose building for a non-profit welfare and charitable service in the C-G zone, on property located on the south side of East Main Street between South Anza and South First Streets; and

WHEREAS, in accordance with CEQA Guidelines Section 15332, and prior to approving the project, the Planning Commission reviewed and considered the information contained in the project staff report; and

WHEREAS, the proposed project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) according to Section 15332, Class 32 (In-fill Development) of the CEQA Guidelines because: the proposal to provide social services in the proposed new building is consistent with the applicable policies and requirements of the General Plan and Zoning Code; the 2.3-acre project site is within the City limits on a site of less than five acres, and is surrounded by urban uses; the project site was previously developed and has no value as habitat for endangered, rare, or threatened species; approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and the site is adequately served by all required utilities and public services; and

WHEREAS, none of the conditions in Section 15300.2, which provide exceptions for categorical exemptions, exist; and

WHEREAS, after considering evidence and facts, the Planning Commission did consider the proposed Section 15332 Categorical Exemption, as presented at its meeting.

NOW, THEREFORE, BE IT RESOLVED by the El Cajon Planning Commission as follows:

Section 1. That the foregoing recitals are true and correct, and are findings of fact of the El Cajon Planning Commission in regard to the proposed Section 15332 Categorical Exemption Section for the Salvation Army Project.

Section 2. That based upon said findings of fact, the El Cajon Planning Commission hereby APPROVES the proposed Section 15332 Categorical Exemption for the proposed project under Conditional Use Permit No. 2225.

PASSED AND ADOPTED by the El Cajon Planning Commission at a regular meeting held November 3, 2015, by the following vote:

AYES:
NOES:
ABSENT:

Darrin MROZ, Chairperson

ATTEST:

Anthony SHUTE, AICP, Secretary

PROPOSED PLANNING COMMISSION RESOLUTION

A RESOLUTION APPROVING CONDITIONAL USE PERMIT NO. 2225 FOR THE SALVATION ARMY MULTI-PURPOSE COMMUNITY CENTER IN THE GENERAL COMMERCIAL (C-G) ZONE, APN: 448-038-40, GENERAL PLAN DESIGNATION: GENERAL COMMERCIAL (GC).

WHEREAS, the El Cajon Planning Commission duly advertised and held a public hearing on November 3, 2015, to consider Conditional Use Permit (CUP) No. 2225, as submitted by The Salvation Army, requesting to construct a new multi-purpose community center in the C-G zone, on property located on the south side of East Main Street between South Anza and South First Streets, and addressed 1025 East Main Street; and

WHEREAS, the El Cajon Planning Commission adopted the next resolution in order approving the proposed CEQA Categorical Exemption Section 15332; and

WHEREAS, the following findings of fact have been made in regard to said conditional use permit:

- A. The project is consistent with General Plan Objective 5-12 and Policy 5-12.1 to encourage community services in support of people with low or moderate incomes. Moreover, development of the currently blighted property with a new building and landscaping improvements is consistent with Goal 1 of the General Plan to improve the appearance of the City.
- B. The proposed project meets all applicable land use and development standards in the Zoning Code and there is sufficient parking because the church will conduct services when the other programs are closed and many of the patrons will carpool or use alternative means of transportation. Moreover, the community garden will comply with performance standards contained in the Zoning Code.
- C. The project will be operated in a manner that is compatible with existing and planned land uses in the vicinity of the project site because the community center will operate primarily in the daytime hours and with the exception of the community garden all activities will be conducted indoors. Adequate parking is provided on-site and the project site will be fenced and secured in the evening hours.
- D. The proposed project will not be detrimental to the public health, safety, and general welfare, including but not limited to matters of noise, smoke, dust,

Proposed Planning Commission Resolution

fumes, vibration, odors, and hazards or excessive concentrations of traffic because such impacts are not anticipated with the normal conduct of social services and a community garden. Moreover, the City has performance standards for those impacts, which are addressed through Code Compliance actions if complaints are received.

- E. The proposed project is in the best interest of public convenience and necessity because the proposed community center would provide assistance to people of low and moderate income in the community. It would provide a variety of beneficial services as well as a recreational venue and nutritional support to community members in need of assistance.

NOW, THEREFORE, BE IT RESOLVED that based upon said findings of fact, the El Cajon Planning Commission hereby APPROVES CUP No. 2225 to construct a multi-purpose community center in the C-G zone, on the above described property, subject to the following conditions:

1. Prior to the issuance of building permits, or as otherwise determined by the Deputy Director of Community Development, the applicant shall submit and obtain approval of a revised, one-page, 24" by 36" mylar site plan that reflects the following specific notes and changes:
 - a. The revised site plan shall reflect the applicable comments and include all of the required notes from Engineering in the memo attached to this resolution as "Exhibit B" and dated 05.28.2015.
 - b. Add the following note to the site plan: "The food pantry and other services provided by this facility shall not be conducted simultaneously with church services."
 - c. Add the following note to the site plan: "The property shall be secured and all perimeter gates shall be closed when this multi-purpose community facility is not in operation."
 - d. Add the following note to the site plan: "All on-site services shall be conducted indoors."
 - e. Add the following note to the site plan: "The community garden shall be operated in conformance with the performance standards listed in the El Cajon Zoning Code."
2. Comply with the following requirements from Building and Fire Safety:
 - a. Comply with Currently adopted editions of the California Building Code, California Fire Code, California Mechanical Code, California Plumbing Code, California Electrical Code, and Green Building Standard Code.
 - b. A building permit is required for this project.
 - c. Comply with Title 24 disabled access regulations.

Proposed Planning Commission Resolution

- d. Title 24 energy efficiency compliance and documentation is required.
 - e. A soils report will be required.
 - f. A licensed design professional is required for this project.
 - g. An automatic sprinkler system is required by California Business Code or local ordinance.
 - h. Undergrounding of all on-site utilities is required.
 - i. An all-weather fire access road shall be available on the job site before start of construction.
 - j. Water supply (hydrants) shall be available on the job site before start of construction. Minimum required fire flow is 2250 GPM at 20 psi for two hours.
 - k. An approved fire alarm system may be required.
 - l. Commercial address numbers shall be visible from the street, contrasting in color from wall surface, and minimum eight inches in size (individual suite numbers may be three inches).
 - m. Electric vehicle gates require optical device and Knox key override. Pedestrian gates require Knox box. Contact the Fire Department for an application. Knox box access required for the building.
 - n. Fire extinguishers are required. One extinguisher is required for every 3,000 s.f with a maximum 75 ft. travel distance. Minimum extinguisher size is 2A10BC with signage.
3. Prior to the issuance of building permits, or as otherwise determined by the Deputy Director of Community Development, the applicant shall complete the following:
- a. Comply with all the applicable conditions listed in the "Standard Conditions of Development" adopted by the Planning Commission by Planning Commission Resolution No. 10649 and attached to this resolution as "Exhibit A".
 - b. Comply with the Engineering comments attached to this resolution as "Exhibit B" and dated 05.28.2015, to the satisfaction of the Deputy Director of Public Works, and the Deputy Director of Community Development.
 - c. The approved building material types and colors of all exterior elevations shall be shown on the construction drawings submitted for building permits and shall be in substantial conformance with the materials approved by the Planning Commission.
 - d. Obtain approval of a Landscape Documentation Package (LDP) in conformance with the requirements of Chapter 17.195 of the Zoning Code, and consistent with the guidelines provided in the City of El Cajon Landscape Design Manual.

Proposed Planning Commission Resolution

4. Prior to building permit final, or as otherwise determined by the Deputy Director of Community Development, the applicant shall compete the following:
 - a. Complete all approved landscaping and irrigation improvements and submit a Certification of Completion prepared by the landscape professional of record for the project.
 - b. Satisfy all requirements from Engineering and the Helix Water District as indicated in the attached comments labeled as Exhibit B, dated 05.28.2015, and Exhibit C, dated 06.02.2015, respectively.
5. The Planning Commission may at any time during the life of this use permit, after holding a properly noticed public hearing, at which time the applicant may appear and object under applicable law to any potential revocation or modification of the conditions of approval, and after considering testimony as to the operation of the approved use, revoke the permit, or modify the permit with any additional conditions as it deems necessary, to ensure that the approved use continues to be compatible with surrounding properties and continues to be operated in a manner that is in the best interest of public convenience and necessity and will not be contrary to the public health, safety or welfare.
6. The existence of this conditional use permit shall be recorded with the County Recorder.
7. The proposed use shall be developed and operated in substantial conformance as presented in the Planning Commission agenda report for Conditional Use Permit No. 2225, dated November 3, 2015, except as modified by this resolution. Operation of the use in violation of the conditions of approval is grounds for revocation.
8. If this permit is not legally exercised within two years of project approval, and a written request for an extension of time has not been received by the Planning Secretary within the same time period, and subsequently approved, this conditional use permit shall be considered null and void per El Cajon Zoning Code Section 17.35.010.

Proposed Planning Commission Resolution

PASSED AND ADOPTED by the El Cajon City Planning Commission at a regular meeting held November 3, 2015, by the following vote:

AYES:
ABSTAIN:
ABSENT:

Darrin MROZ, Chairperson

ATTEST:

Anthony SHUTE, AICP, Secretary

STANDARD CONDITIONS OF DEVELOPMENT

(Planning Commission Resolution No. 10649)

All projects approved by the Planning Commission shall comply with the following standard conditions, unless specifically exempted by the Commission or Council.

A. GENERAL

1. The applicant shall comply with the school impact fee requirements of the Grossmont Union High School Districts, Cajon Valley, and La Mesa-Spring Valley School Districts when applicable.
2. For projects that require a grading permit and excavate more than three feet into native soils, and prior to the issuance of a Building Permit, the applicant shall submit a letter to the Planning Manager agreeing to suspend construction in the vicinity of a cultural resource encountered during development of the site, and leave the resource in place until a qualified archaeologist can examine them and determine appropriate mitigation measures. All fees and expenses for the retaining of a qualified archaeologist shall be paid by the applicant and shall not be at City expense. The applicant shall agree to comply with mitigation measures recommended by the archaeologist and approved by the Planning Manager.

B. PROJECT SITE

1. The applicant shall comply with all regulations and code requirements of the Building and Fire Safety Division, Public Works Department, the Police Department and any other agencies requiring review of the project. If required, these agencies shall be supplied copies of the final building and site plans.
2. All landscape areas that adjoin parking spaces, driveways, vehicular circulation areas, or the public right-of-way shall be protected from encroachment by vehicles in a manner that also complies with state storm water regulations, which require storm water to be discharged to landscaped areas in order to reduce or eliminate the discharge of pollutants. The method of protection shall be determined by the Deputy Director of Public Works. The approved method may include six-inch high curb segments, wheel stops, decorative rock bands, or other methods determined to be acceptable by the Deputy Director of Public Works.
3. Environmental and engineering studies, as directed by the Planning Manager, must be complete and on file prior to commencement to plan checking. Developer shall install off-street improvements determined necessary by the City Engineer to provide safe traffic conditions.
4. Developer shall underground existing and required on and off-site utilities as specified in Chapter 15 of the Municipal Code, or as deemed necessary by the City Engineer.

5. All development projects shall comply with Title 12 (Streets and Sidewalks), and Title 13 (Water, Sewers, Grading, Erosion and Storm Water) of the El Cajon Municipal Code as determined by the City Engineer.
6. All retaining walls visible from public right-of-ways shall include decorative elements, subject to approval by the Planning Division.
7. The design of any masonry sound wall shall be approved by the Planning Division. Such walls shall match or be architecturally compatible with existing sound walls of neighboring projects along that street. All masonry walls shall have a trim cap.

C. ARCHITECTURE

1. All exterior materials and colors used in this project shall be in conformance with the materials and color samples approved as a part of this application.
2. All mechanical, and/or roof mounted equipment shall be architecturally screened from public view.
3. All trash/recycling enclosures shall be constructed of masonry material with view-obscuring doors. The enclosure shall include materials and colors consistent with the primary building and meet appropriate Storm Water Division requirements. Required roofs shall match elements of the primary building and shall include a fascia trim.
4. All vents, gutters, downspouts, flashing, electrical conduits, etc., shall be painted or finished to match the color of the adjacent surface, unless otherwise directed by the Planning Commission.
5. Soffits and other architectural elements visible from view but not detailed on the plans shall be finished in a manner that is architecturally compatible with the exterior of the building.
6. Finish quality of approved exterior design elements shall be subject to approval of the Planning Division prior to issuance of Certificate of Occupancy.
7. Any decorative elements around the base of a building (stone veneer or tile, etc.) shall be finished with a decorative cap or trim piece.

D. LANDSCAPING

1. Specific landscaping for screening shall have an appearance of mature growth subject to a field check and approval by the Planning Division prior to the issuance of a Certificate of Occupancy.
2. All existing trees to remain shall be shown on the grading plan.

3. The area under the drip line of all existing trees that are to remain shall be protected during construction by a fence or other acceptable means. Grading shall be restricted under the trees to prevent soil compaction and to prevent root damage.
4. All sloped banks greater than three (3) feet in vertical height and 2:1 or greater slope shall be landscaped and irrigated for erosion control and to soften their appearance as follows: deep-rooting grasses, ground cover and shrubs. Shrubbery shall be a minimum one-gallon size and shall have a minimum separation of one (1) times the mature width and on slopes of 10 feet or more in vertical height shall include, a minimum of one (1) tree for every 600 square feet of the total slope area. Trees shall be a minimum five-gallon size and shall be spaced a minimum of 30 feet apart. Trees and shrubs shall be planted in staggered clusters to soften and vary the slope plane. Slope planting required by this condition shall include a permanent irrigation system to be installed by the developer prior to occupancy.
5. All landscaping shall be maintained in good growing condition. Such maintenance shall include, where appropriate, pruning, mowing, weeding, cleaning of debris and trash, fertilizing and regular watering. Whenever necessary, dead or dying plants shall be replaced with other plant materials to ensure continued compliance with applicable landscaping requirements. Required irrigation systems shall be fully maintained in sound operating condition with heads periodically cleaned and replaced when missing to ensure continued regular watering of landscape areas, and health and vitality of landscape materials.

E. MISCELLANEOUS

1. Final occupancy shall not be granted until all construction and landscaping is complete in accordance with all approved plans. Under certain circumstances, a temporary occupancy may be granted prior to final inspection.
2. It is the responsibility of the applicant or developer to check with each agency for requirements that may pertain to their project.
3. All signs shall be submitted to the Planning Division for review and approval per Section 17.190.060 of the El Cajon Municipal Code.
4. The site shall be maintained in a neat and clean manner free of trash and debris.
5. Certain outdoor equipment, such as satellite dishes and back-flow prevention devices shall be visually screened or painted to match surroundings upon installation subject to the approval of the Planning Division. Screening devices shall be shown on construction and/or landscape plans.
6. Water backflow protection for new residential and modified residential projects shall include a protection device at the fire service point of connection, or an internal passive purge system. Annual testing is required for protection devices. Contact Helix Water District at 619.466.0585 for additional information.

7. All exterior light fixtures shall be shown on a lighting plan and made part of construction drawings subject to staff review and approval. All lights attached to buildings shall provide a soft “wash” of light against the wall. All building, parking, and yard lights shall conform to the City General Development Standards 17.130.150 and Performance Standards 17.115.130 (G) and shall complement the site and building architecture.
8. The removal of trees shall not take place during the bird-nesting (breeding) season (February 1 through August 15), unless written authorization from a qualified biologist to proceed with tree removal is submitted to the Planning Division. If clearing is proposed to take place during the breeding season, a survey shall be conducted by the qualified biologist to determine if nests are present, or nest building or other breeding/nesting behavior is occurring. If nesting is not occurring (which includes nest building or other breeding/nesting behavior) within this area, clearing shall be allowed to proceed. If nesting is occurring (or breeding/nesting behavior is occurring), tree removal shall be postponed until a qualified biologist determines that all nesting (or breeding/nesting behavior) has ceased or until after August 15.
9. The placement of bollards within parking areas and driveways shall only be permitted when no other alternative design (curbs or landscaping) is feasible and accepted by the Building Official.



City of El Cajon

Community Development Department
Engineering
MEMO

To: Planning

From: Engineering

Date: May 28, 2015

Re: CUP 2225, 1025 East Main Street

PUBLIC WORKS CONDITIONS FOR CONDITIONAL USE PERMIT 2225

A. STORM WATER REQUIREMENTS AND COMMENTS WITH THIS ACTION:

A-1. Add the following notes to the Amendment of Conditional Use Permit (2225) Site Plan and implement the Best Management Practices as a condition of the CUP:

"All operations shall comply with the City's Jurisdictional Urban Runoff Management Program (JURMP) and the City's Storm Water Ordinance (Municipal Code 13.10 and 16.60) to minimize or eliminate discharges of pollutants to the storm drain system. Operations shall include implementation of vehicle services Best Management Practices (BMPs) as follows:

- a. *Only rain is permitted to enter the storm drain system. Discharges (direct or by conveyance) of trash, debris, vehicle fluids, or wastewater (including washing fluids) to the storm drain system are strictly prohibited.*
- b. *Sweep or vacuum to clean outdoor areas (trash enclosures, sidewalks and parking lots). Power washing in outdoor areas is strictly prohibited, including the rinsing of vehicles in areas not tributary to properly sized and designed Low Impact Development (LID) Best Management Practices (BMPs).*
- c. *Maintain parking area to be free from trash and petroleum leaks.*
- d. *Provide sufficient trash receptacles. Dispose of wastes properly.*
- e. *All dumpsters used by this project shall have lockable lids. All lids on all dumpsters shall remain closed while dumpster is not directly in use and locked after business hours. All dumpsters shall be properly stored inside of a building or in a covered trash enclosure.*
- f. *All trash enclosures must be secured, covered with an impervious roof, and constructed with a berm or grade-break across the entire entrance in accordance with the requirements of Public Works Storm Water Attachment No. 2 (available to the public through Public Works on the 4th floor of City Hall).*

- g. *All storm water runoff treatment control mechanisms (such as catch basin hydrocarbon filters or Low Impact Development (LID) BMPs) employed by the business shall be maintained to be in good working order and replaced as necessary. See manufacturer's recommendations for maintenance and replacement.*
- h. *All "No Dumping" signage shall be maintained to be legible and replaced as necessary. A template for painting the concrete or asphalt around inlets and catch basins can be provided by the City upon request.*

For Public Works requirements on this Planning Action please refer to the Conditions of Approval. This Site Plan may not clearly show existing or proposed improvements in the public right-of-way and should not be used for public improvement construction purposes."

A-2. Comply with the following Storm Water requirements:

- a. In accordance with the City of El Cajon Municipal Code Section 16.60, this project falls into a priority project category and is subject to the Standard Urban Storm Water Mitigation Plan (SUSMP) requirements. To fulfill SUSMP requirements a Storm Water Mitigation Plan (SWMitP) needs to be prepared by a Civil Engineer registered in the State of California. The SWMitP shall include the following:
 - i. Incorporation of New Development Best Management Practices (BMPs).
 - ii. A Drainage Study that includes:
 - (1) Runoff calculations for water quality. A specific volume or flow of storm water runoff must be captured and treated with an approved (series of) storm water treatment control device(s); the BMP design size is calculated using either: a) the 85th percentile hourly precipitation (County Hydrology Manual isopluvial map) for volume based BMPs, or b) using a rain fall intensity of 0.2 inches per hour (Storm Water Attachment No. 4) for flow based BMPs.
 - (2) Runoff calculations for water quantity in compliance with the approved Hydromodification Management Plan (HMP) requirements. Calculate pre- and post-construction peak flow runoff rates (calculated to the nearest 0.1 CFS using % imperviousness) or show that the project meets an exception by demonstrating that the project will maintain or reduce the amount of impervious area onsite as compared to the existing condition. The post-construction flows must not exceed the pre-construction flows. An electronic copy of the County of San Diego HMP can be found online at:

http://www.projectcleanwater.org/pdf/susmp/hmp_final_san_diego_hmp_mar2011_wappendices.pdf

- iii. Incorporation of Low Impact Development (LID) BMPs for compliance with the California Regional Water Quality Control Board (San Diego Region) Order No. R9-2007-0001. See Section D.1.d(4) of Order No. R9-2007-0001, located at:

http://www.waterboards.ca.gov/sandiego/water_issues/programs/storm_water/docs/sd_permit/r9_2007_0001/2007_0001final.pdf

LID BMPs must be included as a separate section of the SWMitP. The Report must include a comprehensive review and consideration of LID BMPs and a determination of feasibility and practicality for all mandatory LID BMPs. The LID section must include implementation of Source Control BMPs, Treatment Control BMPs and other LID BMPs where practical and feasible. An electronic copy of the County of San Diego LID Handbook can be found online at:

<http://www.co.san-diego.ca.us/dplu/docs/LID-Handbook.pdf>

- iv. A Maintenance Plan to insure perpetual maintenance of proposed BMPs (Storm Water Attachment No. 3).
- v. Landscaping Plans that comply with SUSMP requirements (must be submitted to the Planning Department).
- vi. Details of any proposed trash enclosures. Any and all enclosures must be designed to be secured, constructed with a grade-break or berm across the entire enclosure entrance, and covered with an impervious, fire-resistant roof in accordance with the requirements of Public Works Storm Water Attachment No. 2 (available to the public on the City of El Cajon website or through the Public Works Department on the 4th floor of City Hall).

Note: Contact the City of El Cajon Public Works Department to request a sample of the SWMitP document.

- b. Prepare and submit a Storm Water Maintenance and Operations Plan to insure compliance with City of El Cajon's storm water regulations.
- c. Submit a signed and executed Storm Water Facilities Maintenance Agreement (FMA).
- d. The SWMitP, Drainage Study, Storm Water Maintenance and Operations Plan, and FMA shall be submitted to the Public Works Department, Storm Water Division, on the 4th floor of City Hall, and shall include:
 - i. Two (2) sets of each of the following documents:
 - SWMitP;
 - Drainage Study;
 - Landscaping Plan (submitted to the Planning Department);

- Storm Water Maintenance and Operations Plan; and
 - Storm Water FMA.
- ii. Review fees for each of the following documents:
- SWMitP;
 - Drainage Study;
 - Storm Water Maintenance and Operations Plan; and
 - Storm Water FMA.
- iii. Deposit for the Storm Water FMA.

The engineer shall obtain applicable checklists, unit costs, notes and instructions from Public Works prior to submittal of plans.

B. STORM WATER REQUIREMENTS AND COMMENTS PRIOR TO THE ISSUANCE OF ANY BUILDING PERMIT:

- B-1. In accordance with the City's lot grading ordinance, no grading or soil disturbance, including clearing of vegetative matter and demolition activities, shall be done until all necessary environmental clearances are secured and an Erosion Control Plan (ECP) has been reviewed and approved by Public Works.
- a. The ECP shall control sediment and pollution and be in compliance with the City's 2008 Jurisdictional Urban Runoff Management Plan (JURMP). The plan should show measures to ensure that pollutants and runoff from the development are reduced to the maximum extent practicable.
- b. The ECP shall be submitted to the Public Works Department, Storm Water Division, on the 4th floor of City Hall, and shall include:
- i. Review fees for ECPs.
 - ii. Three (3) sets of prints.

Note: Pertinent sections of the JURMP document are available to the public on the City of El Cajon website or through the Public Works Department on the 4th floor of City Hall. The architect or engineer shall obtain applicable notes and instructions from Public Works prior to submittal of plans.

- B-2. Approval of a SWMitP that complies with all SUSMP requirements as well as comments generated from the review of the Storm Water Conceptual Plan submitted with CUP 2225 application.
- B-3. All building permit plans and landscaping plans shall comply with the approved SWMitP.

NOTE: FAILURE TO COMPLY WITH OR IMPLEMENT CUP CONDITIONS IS CONSIDERED A VIOLATION OF THE CITY'S JURMP AND MAY RESULT IN A CITATION WITH MONETARY FINES, CRIMINAL CHARGES, AND/OR REVOCATION OF PERMIT.

C. PRIVATE DEVELOPMENT REQUIREMENTS AND COMMENTS PRIOR TO THE ISSUANCE OF ANY BUILDING PERMIT:

- C-1. Close all unused driveways on East Main Street and Decker Street and replace with full height curb and gutter and sidewalk per SDRSD G-2, G-7, G-9, G-10 and G-11.
- C-2. Construct two ADA compliant driveways on East Main Street and Decker Street per San Diego Area Regional Standard Drawings (SDRSD) G-26 for ADA compliance. Include 2-foot transitions on both sides of the driveway for 8" to 6" curb transitions on the East Main Street driveway. Edge of driveways shall be a minimum of 3-feet from the property line and all obstructions. The driveways shall be a minimum 24' /36' curb cut. Repair all damaged concrete curb and gutter and sidewalk. Relocate any existing facilities away from the transition areas as needed.

Prior to issuance of Building Permit and Encroachment Permit (Encroachment Permit is a separate permit that must be obtained for any required improvements in the right-of-way), the applicant or contractor shall prepare an Engineer's scaled detailed drawing with dimensions of the required driveway and sidewalk installations showing the location of the public street right-of-way, property lines, face of curb, all physical obstructions, including but not limited to, all block walls, utility poles, telephone and cable TV equipment, fencing, etc. along with any required offsets in accordance with SDRSD G-15 and G-16.

These details may be shown on the CUP Site Plan, but MUST be shown on a separate Driveway Detail Plan or a Grading and Drainage Plans rather than with the Building Permit Site Plan. An Engineer's scale shall be used for all drawings submitted to the Public Works department for review.

REQUIREMENTS FOR THE ENCROACHMENT PERMIT:

Submittal of a detailed drawing described above, a traffic control plan, an insurance certificate and (non-blanket) endorsement per policy D-3, and the review fees. Contact the Project Assistance Center for additional information.

- C-3. Install a new street light per City Standard Drawing FS-303 on Decker Street. Provide a detailed scaled drawing that shows the new streetlight location, service point, and pull boxes.

C-4. SANITARY SEWER AND PRIVATE LATERAL REQUIREMENTS:

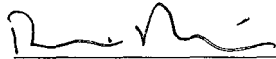
Conduct a video inspection of the existing sewer laterals per El Cajon Municipal Code Chapter 13.37.040, and submit the inspection reports to the City for review. Use the existing sewer laterals.

The plumbing contractor MUST submit a permanent copy of the inspection (DVD or USB) that the City can keep and 3-page inspection report available on-line at:
<http://www.ci.el-cajon.ca.us/dept/works/PrivateBuildingSewerInspections.html>

or through the Public Works Department, Sewer Lateral Coordinator at
619-441-1792

Copies of the pertinent chapters of the Municipal Code, a summary of the 2009 Private Building Sewer Regulations, a list of pre-qualified plumbing contractors and a copy of the Double Cleanout Detail are available through the Public Works Department.

C-5. Close any unused sewer laterals.



DENNIS DAVIES
Deputy Director of Public Works

5/29/15

Date



Helix Water District

Setting standards of excellence in public service

Salvation Army
Exhibit C – Proposed Resolution
Helix Water District letter

7811 University Avenue
La Mesa, CA 91942-0427

(619) 466-0585
FAX (619) 466-1823
www.hwd.com

June 2, 2015

Eric Craig
Project Manager
City of El Cajon
200 Civic Center Way
El Cajon, CA 92020

Subject: Salvation Army; Conditional Use Permit No. 2225;
1025 East Main Street

Dear Mr. Craig:

Thank you for the opportunity to comment on the subject project. Helix Water District (HWD) serves the subject parcel with a 1-inch water lateral and 0.75-inch water meter. Fire protection is provided by a 6-inch fire hydrant in Decker Street and E. Main Street. Water pressure in the area is approximately 80 psi.

Each newly created parcel shall have its own separate water service. Backflow prevention devices will be required for existing and proposed water and fire services, and shall be installed per current Water Agencies' Standards. New backflow prevention devices shall be approved by HWD, and tested by a certified backflow tester with a copy of the passing test results forwarded to HWD attention Darrin Teisher by e-mail: crossconnection@helixwater.org.

We request a review and approval of any improvement plans if such plans are required by the City of El Cajon. We will require the location of existing water facilities be brought up to current HWD standards (i.e. behind existing/proposed sidewalk). Should any of the water services be upsized due to additional water demands the property owner shall be responsible for all costs associated with upsizing the water service. Required fees for, facility relocations, installations, and abandonments will be determined after review of the improvement plans.

If landscaping of the parcels exceeds 5,000 square feet, a dedicated irrigation meter will be required and the property entered into our Water Conservation Program. Please contact them by e-mail: conserve@helixwater.org

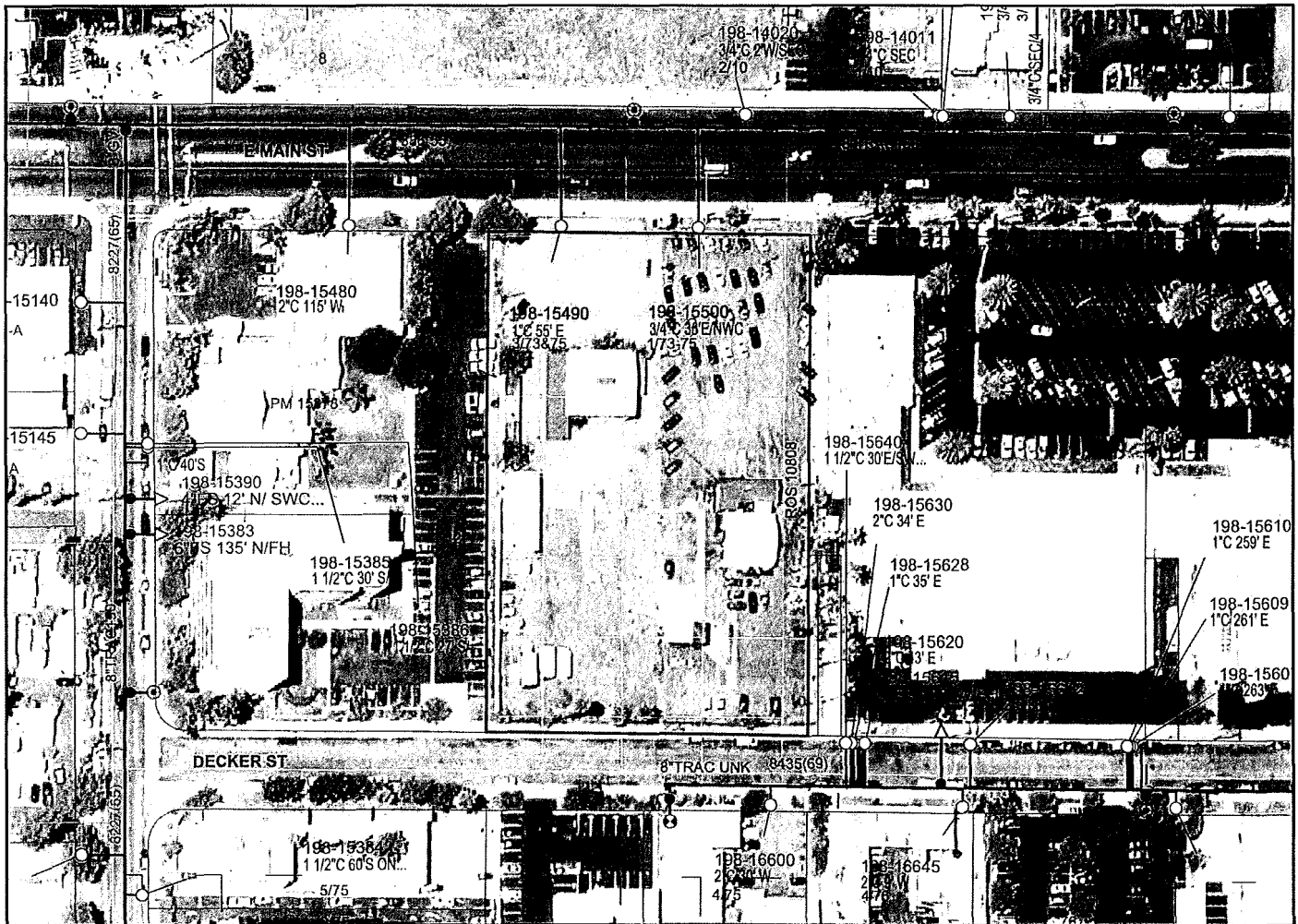
The El Cajon Fire Department may require additional or upgraded fire protection facilities for this project. All costs for new fire protection facilities shall be paid by the Owner/Developer. Fire protection facilities proposed onsite will require the water main to be extended and looped between Main Street and Decker Street. Improvement plans per Water Agencies' Standards, for the review and approval by HWD, and appropriate HWD fees shall be required for the water main extension. Easements will be required if new facilities cannot be installed and maintained within existing easements or public right of way. All costs associated with the water main extension and looping and/or new easements shall be paid by the Owner/Developer.

If you have any questions, please call me at (619) 667-6273.

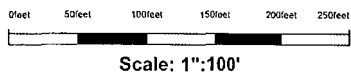
Sincerely,

Aneld Anub
Associate Engineer

cc: Tim Ross
Darrel Williams
Carlos Perdomo
Darren Teisher
lcordova@cityofelcajon.us



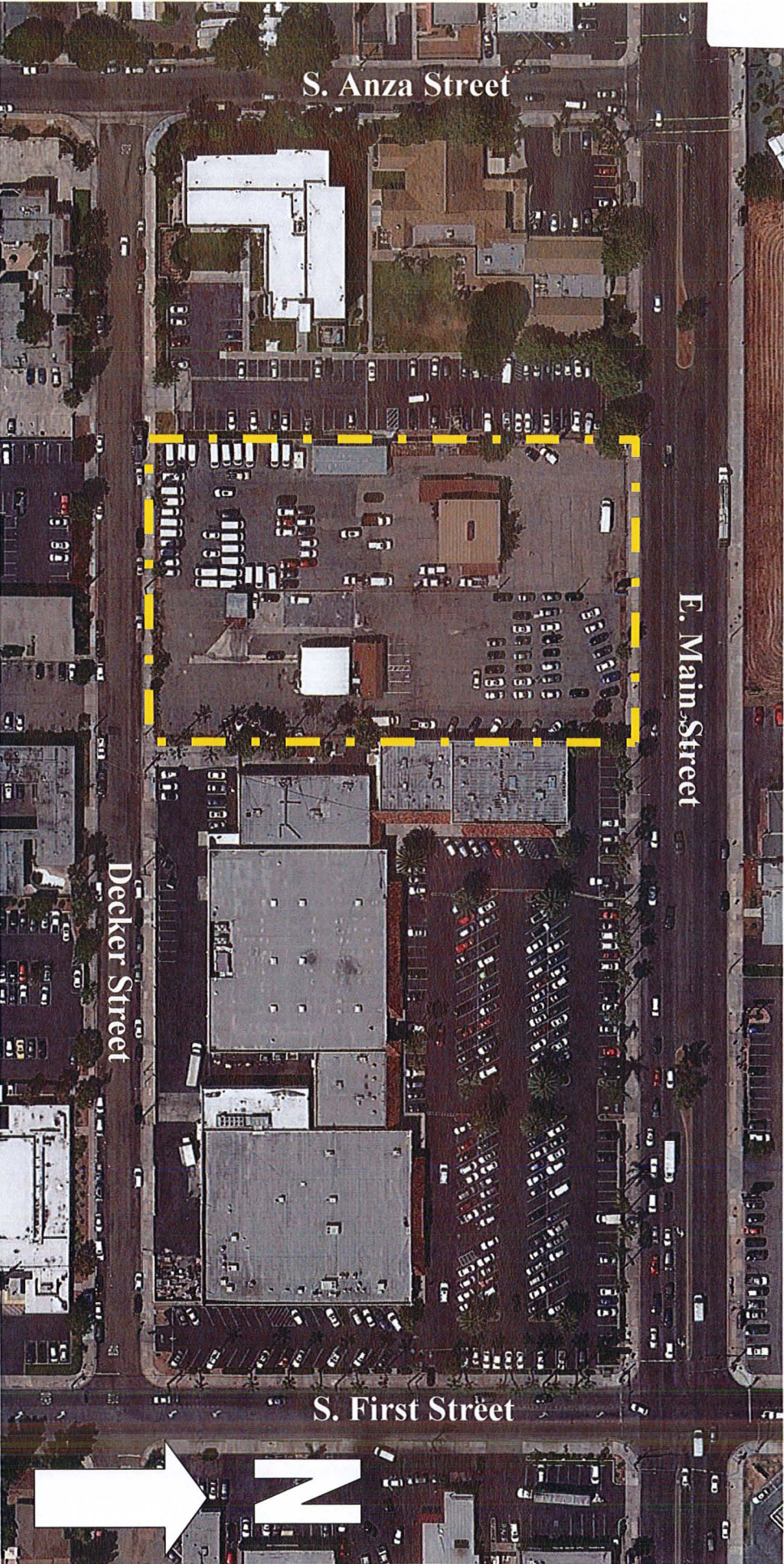
Salvation Army CUP 2225

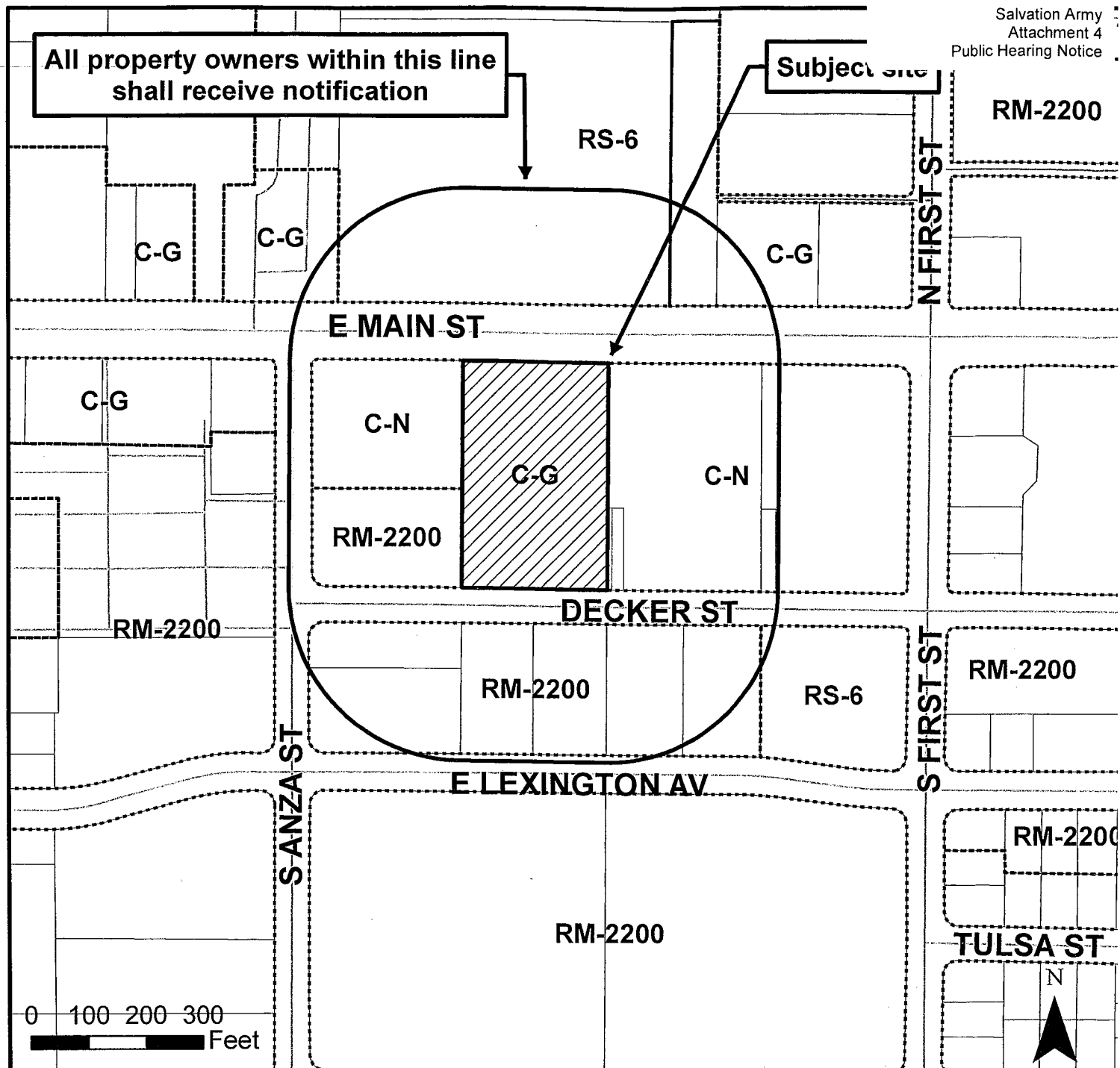


Printed: 6/2/2015



Salvation Army Community Center
CUP No. 2225
1025 E. Main Street





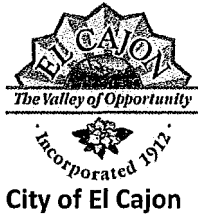
**NOTICE OF PROPOSED
CONDITIONAL USE PERMIT**

NOTICE IS HEREBY GIVEN that the El Cajon Planning Commission will hold a public hearing at 7:00 p.m., Tuesday, November 3, 2015, in the City Council Chambers, 200 Civic Center Way, El Cajon, CA, to consider: SALVATION ARMY – CONDITIONAL USE PERMIT NO. 2225, as submitted by The Salvation Army (Kara Peterson), requesting a new, two-story multi-purpose community center and food bank. The subject property is addressed as 1025 East Main Street. This project is exempt from the California Environmental Quality Act (CEQA).

The public is invited to attend and participate in this public hearing. The agenda report for this project will be available 72 hours prior to the meeting at <http://cityofelcajon.us/your-government/calendar-meetings-list>. To download a copy, click the current agenda link, then the agenda item. In an effort to reduce the City's carbon footprint, paper copies will not be at the public hearing, but will be available at the Project Assistance Center counter upon request.

If you challenge the matter in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice or in written correspondence delivered to the Commission at, or prior to, the public hearing. The City of El Cajon encourages the participation of disabled individuals in the services, activities, and programs provided by the City. Individuals with disabilities who require reasonable accommodation in order to participate in the public hearing should contact the Planning Division at 619.441.1742. More information about planning and zoning in El Cajon is available at www.ci.el-cajon.ca.us/dept/comm/planning.html.

If you have any questions, or wish any additional information, please contact ERIC CRAIG at 619.441.1782 or via email at ecraig@cityofelcajon.us and reference "Salvation Army" in the subject line.



Community Development Department
Planning Division
DISCRETIONARY PERMIT APPLICATION

Type of Discretionary Permit(s) Requested

AZP CUP LLA PRD PUD
 Specific Plan TPM TSM VAR ZR

Other: CUP 2225

Applicant Information (the individual or entity proposing to carry out the project; not for consultants)

Company Name: The Salvation Army, a California corporation

Contact Name: ^{Peterson}
Kara Peterson, Divisional Administrator for Property and Contracts

Address: 2320 5th Ave., San Diego, CA 92101

Phone: 619-446-0211 Email: kara.peterson@usw.salvationarmy.org

Interest in Property: Own Lease Option

Project Representative Information (if different than applicant; consultant information here)

Company Name: Hamann Construction

Contact Name: Paul Giese, RA License: C15316

Address: 1000 Pioneer Way El Cajon, CA 92021

Phone: 619.440.7424 Email: paul@hamannco.com

Property Owner Information (if different than applicant)

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Project Location

Parcel Number (APN): 488-38-40

Address: 1025 E. Main St. El Cajon, CA 92021

Nearest Intersection: E. Main St. & Anza St.

Project Description (or attach separate narrative)

Proposed two story 41,110 sf tilt-up concrete multi-purpose community center along with associated parking. Uses to include support offices, 4,000 sf church sanctuary, 7,500 sf multi-purpose gymnasium and 7,300 sf warehouse for food distribution to hungry & hurting East County residents. The site is located adjacent to and will support the Salvation Army's existing facility at 1011 E. Main St.

Hazardous Waste and Substances Statement

Section 65962.5(f) of the State of California Government Code requires that before the City of El Cajon accepts as complete an application for any discretionary project, the applicant submit a signed statement indicating whether or not the project site is identified on the State of California Hazardous Waste and Substances Sites List. This list identifies known sites that have been subject to releases of hazardous chemicals, and is available at <http://www.calepa.ca.gov/sitecleanup/corteselist/>. Check the appropriate box and if applicable, provide the necessary information:

The development project and any alternatives proposed in this application:

is/are NOT contained on the lists compiled pursuant to Government Code Section 65962.5.

is/are contained on the lists compiled pursuant to Government Code Section 65962.5.

If yes, provide Regulatory Identification Number: _____ Date of List: _____

Authorization

Applicant Signature¹:  Date: 03/26/2015

Property Owner Signature²: _____ Date: _____

- Applicant's Signature:** I certify that I have read this application and state that the above information is correct, and that I am the property owner, authorized agent of the property owner, or other person having a legal right, interest, or entitlement to the use of the property that is the subject of this application. I understand that the applicant is responsible for knowing and complying with the governing policies and regulations applicable to the proposed development or permit. The City is not liable for any damages or loss resulting from the actual or alleged failure to inform the applicant of any applicable laws or regulations, including before or during final inspections. City approval of a permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy, which may be available to enforce and correct violations of the applicable policies and regulations. I authorize representatives of the City to enter the subject property for inspection purposes.
- Property Owner's Signature:** If not the same as the applicant, property owner must also sign. A signed, expressed letter of consent to this application may be provided separately instead of signing this application form. By signing, property owner acknowledges and consents to all authorizations, requirements, conditions and notices described in this application. Notice of Restriction: property owner further acknowledges and consents to a Notice of Restriction being recorded on the title to their property related to approval of the requested permit. A Notice of Restriction runs with the land and binds any successors in interest.



Disclosure Statement

This statement is intended to identify and avoid potential conflicts of interest that may exist between the project proponents and the decision makers; including City staff, Planning Commissioners, and City Council members.

The following information must be disclosed:

- 1. List the names and addresses of all persons having a financial interest in the application.

The Salvation Army, a California corporation

180 Ocean Blvd, Long Beach, CA 90802

List the names and address of all persons having any ownership interest in the property involved.

The Salvation Army, a California corporation

180 Ocean Blvd, Long Beach, CA 90802

- 2. If any person identified pursuant to (1) above is a corporation or partnership, list the names and addresses of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership.

N/A due to nonprofit entity,
see attached list of directors and officers

- 3. If any person identified pursuant to (1) above is a trust, list the name and address of any person serving as trustee or beneficiary or trustor of the trust.


N/A

4. Have you or your agents transacted more than \$500.00 worth of business with any member of City staff, Boards, Commissions, Committees and Council within the past 12 months or \$1,000.00 with the spouse of any such person? Yes _____ No

If yes, please indicate person(s), dates, and amounts of such transactions or gifts.

N/A

"Person" is defined as "Any individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, association, committee, and any other organization or group of persons acting in concert." Gov't Code §82047.

 03/26/15
Signature of applicant / date

Kara Peterson, Divisional Administrator for Property and Contracts
Print or type name of applicant

NOTE: Attach appropriate names on additional pages as necessary.

**THE SALVATION ARMY
(a California corporation)**

BOARD OF DIRECTORS

**DAVID JEFFREY
CHAIRMAN OF THE BOARD AND DIRECTOR
615 SLATERS LANE
ALEXANDRIA, VA 22313**

**JAMES M. KNAGGS
PRESIDENT AND DIRECTOR
180 E OCEAN BLVD
LONG BEACH, CA 90802**

**DAVID E. HUDSON
VICE PRESIDENT AND DIRECTOR
180 E OCEAN BLVD
LONG BEACH, CA 90802**

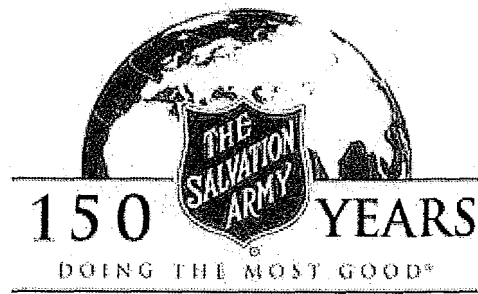
**VICTOR R. DOUGHTY
TREASURER AND DIRECTOR
180 E OCEAN BLVD
LONG BEACH, CA 90802**

**MICHAEL J. WOODRUFF
SECRETARY
180 E OCEAN BLVD
LONG BEACH, CA 90802**

**DOUG O'BRIEN
DIRECTOR
180 E OCEAN BLVD
LONG BEACH, CA 90802**

**EDWARD HILL
DIRECTOR
180 E OCEAN BLVD
LONG BEACH, CA 90802**

**CAROLYN R. KNAGGS
DIRECTOR
180 E OCEAN BLVD
LONG BEACH, CA 90802**



Project: Salvation Army El Cajon Corps
East County Community Center
1025 E. Main St. El Cajon, CA 92021
APN 448-038-40

Project Description:

The Sierra Del Mar Division of the Salvation Army Corps proposes to construct a 41,110 sf Community Center in the City of El Cajon on land they currently own adjoining their main offices in El Cajon. Construction of the new facility will offer the Corps the additional area needed to continue its many social service programs allowing for a greater impact on those most in need in El Cajon and the East County communities.

The 2.3 acre site, located at 1025 E. Main St. is occupied by a single story wood structure and modular office currently being leased to a used car dealer for onsite sales of cars, trucks and RVs (no repair). All existing structures on site will be demolished. The property is 100% covered with asphalt pavement which surface drains offsite to an existing City maintained storm drainage system. There are no plant, animal, cultural, scenic or historical issues to consider.

Adjoining uses, aside from the existing Corps facility (1011 E. Main St.), include a small shopping center with food, retail / service shops and a multi-story residential tower for elderly residents having limited income. Strip commercial uses exist to the east and west of the project with multi-family rental projects located across Decker St. to the south.

The proposed structure will have exterior walls of tilt-up concrete, painted and accented with galvanized steel shade structures at the primary entry and pavilion areas. These areas are hoped to encourage socializing before and after events as well as provided shelter in El Cajon's hot summer months for those clients awaiting service. A key design element of the project will be an entry tower that is meant to visually 'sign' the new front door of the center and provide a connection via a pedestrian walkway to the existing facility.

Salvation Army
Multi-purpose building
CUP 2225
Received 04-30-15

A white reflective foam roof along with high performance dual glazing and projecting shade awnings are designed to enhance the energy performance of the building of which a majority will be air conditioned. The warehouse and storage areas being the exception.

99 new parking spaces are proposed on site for the Community Center supplanted with existing parking at the existing facility and immediate access to public transportation and pedestrian right-of-ways nearby. In addition the Salvation Army will continue to use shuttle services allowing patrons with limited mobility to access the facility. Many of the clients currently use public transportation, walk to the facility or share rides with family members, a trend that is anticipated to continue. Two driveways will provide immediate access to the new center while a third entry a driveway shares access with the existing facility.

A proposed 3,000 sf community garden will be available for families and groups to participate in both set up and maintenance. It is hoped that many of the immigrant families that the Center will support would be able to grow foods from their native lands that are not readily available in local markets as well as giving them the satisfaction of giving back to the program.

The project is proposed to be occupied year round with public week day activities beginning at 9 am served by a full time staff of 6 who report at 8 am and are supported by 5 - 8 volunteers daily. Weekend activities will include various gatherings and youth athletic events on Saturdays and church services on Sundays. A main component of the facility will be the food bank and social services which will be operate 6 days a week, Monday through Friday (9:00 a.m. to 4:00 p.m.) and on Saturdays (9:00 a.m. to 12:00 p.m.).

A more detailed description of the proposed uses / features of the new facility are as follows:

Food Pantry -

Food to supply the pantry is gathered from donor participants including the San Diego Food Bank and programs such as Feeding America in cooperation with local retail stores, restaurants and markets. Some foods are purchased directly with funds donated for this purpose. Materials will be received within the 7,800 sf warehouse area of the plan. There they will be sorted, cleaned (as required) and packaged or racked depending upon the commodities.

Construction of the new Community Center will allow for an adjustment to the food pantry's existing model of emergency food distribution to that of a "client choice" model. Under this new structure, rather than simply providing standardized packages of food with fixed contents, clients will be able to browse and select their own food, akin to shopping at a grocery store.

This system instills clients with a greater sense of dignity, self-efficacy, and self-determination; it also optimizes resource utilization by reducing waste, while also offering

greater opportunities for interaction with social service volunteers and staff. It is anticipated that the new center will distribute food to approximately 1,500 families per week.

The program will be operated by the existing full-time family services manager and family services aide, as well as a newly developed receptionist position and two new part-time food bank employees. Offices for their use along with interview rooms and waiting areas are included in the Pantry area. Volunteers from local schools, churches, and organizations will also be drawn upon extensively to assist clients with selecting food that meets their personal dietary needs.

Supplementary Services -

An array of supplementary services will also be offered at the new social services center. One such addition will be a new 1,300 sf nutrition kitchen, which will provide participants in the meal program with instruction in how to acquire and prepare affordable and nutritious meals. A monthly "Healthy Eating Choices" class led by culinary students at the local community college, along with a recipe book of their design, will also be available to participants.

Partnerships with local organizations offering mobile services such as the San Diego County Health Services Department and Medical Teams International (MTI) will be utilized to provide free medical, dental, and legal services to clients during the center's operating hours, tentatively on a weekly basis.

Multi-purpose Room -

The 8,000 sf Multi-purpose Room will be open at varying times during the day and evenings on Mondays through Sundays. The Salvation Army's youth groups, neighboring children, schools, and churches will be scheduled to use the gym for group gatherings, athletic events, classes, social and fund raising events. The program will provide an opportunity to host basketball, indoor soccer and volleyball camps and competitions. The gymnasium will serve as a great venue to host various other sporting events, and area youth outreach events as well.

Staff and Support Offices -

Approximately 1,600 sf of the ground floor area will be dedicated to support offices for both the existing as well as the new facilities. A Directors office and immediate support staff will be accommodated along with conference rooms, copy areas and office for other Salvation Army programs. A board room for monthly advisory board meetings and regional Salvation Army meetings has also been included. Offices in the existing facility will be turned into meeting and classrooms for expanding programs.

Classrooms -

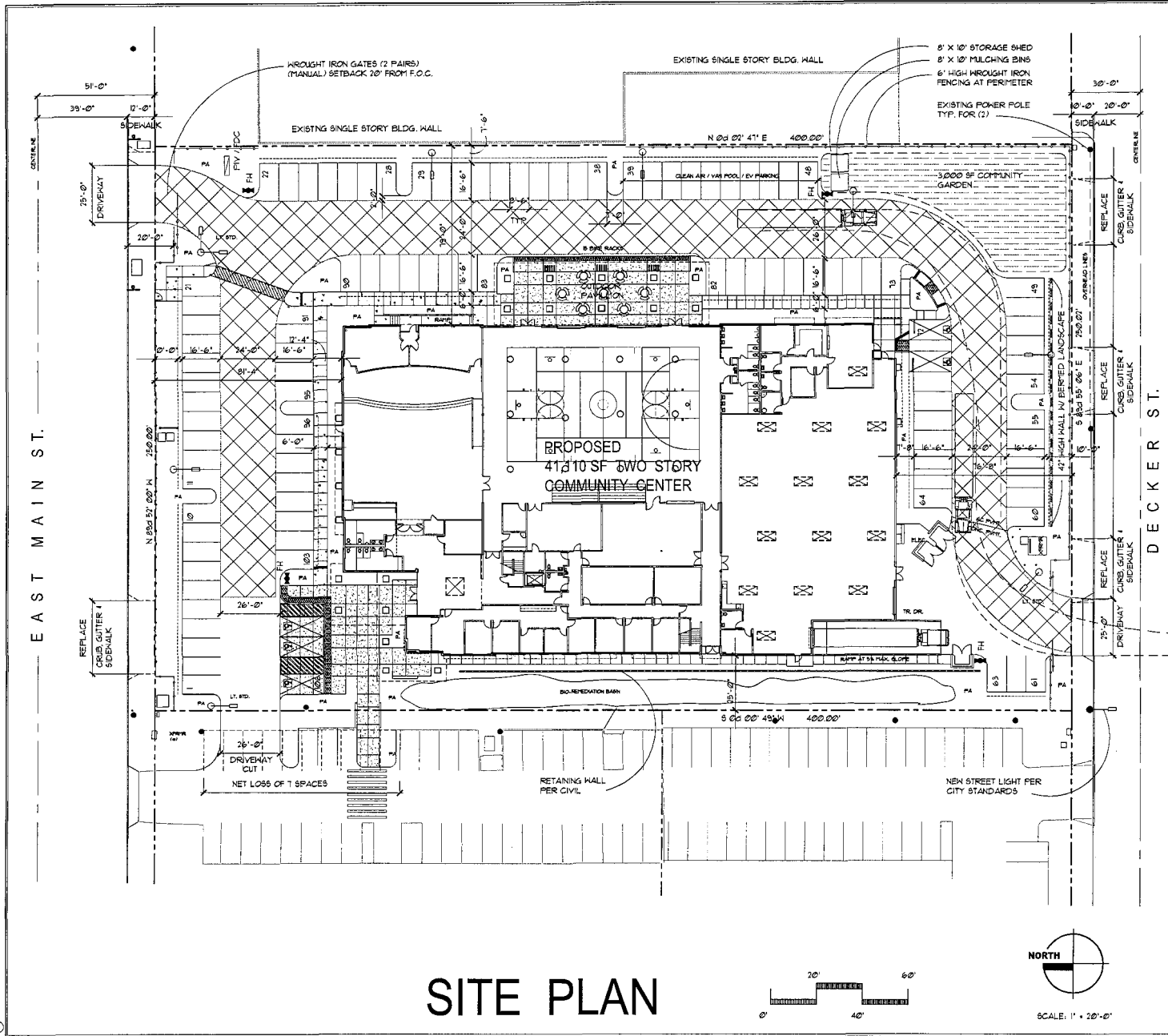
Multiple rooms are included for use as Sunday School and adult education classrooms as well as meeting rooms for various bible study and life skills classes.

Fund Raising Storage -

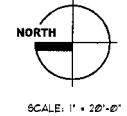
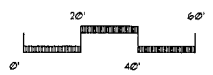
One highly successful source of funding for the Corp is the familiar red kettles program. Storage of the kettles along with other seasonal support items will take place in 2,000 sf of the second story.

Sanctuary -

The Sanctuary will be used primarily for Sunday services, starting as early as 8:00 a.m. and closing down at 5:00 p.m. or later depending upon the programs slated. The sanctuary will replace the chapel currently being used at the existing facility where attendance at a typical Sunday service has been approaching 200 persons. The existing chapel will become the new youth center for group activities, music recitals and Sunday School gatherings. The new sanctuary includes associated restrooms, a cry room, band practice and storage rooms supporting various music programs offered by the Army.



SITE PLAN



SCALE: 1" = 20'-0"

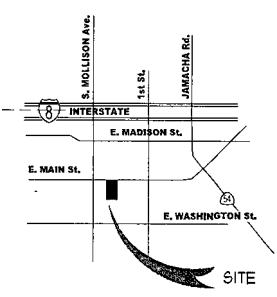
PROJECT DATA :

OWNER:
 THE SALVATION ARMY CORPS
 12011 E. MAIN ST.
 EL CAJON, CA 92021
 ATTN: CAPTAIN TERRY MASANGO
 (619) 440-4683, EXT. 402

PROPERTY:
 ADDRESS: 12015 EAST MAIN ST.
 EL CAJON, CA 92021
 APN: 488-038-40
 ZONING: C-G COMMERCIAL
 LOT AREA: 120,310 SF (2.30 AC)
 LANDSCAPE AREA: 21,357 SF (21%)

BUILDING AREA:
 FIRST FLOOR: 33,475 SF
 SECOND FLOOR: 7,635 SF
 TOTAL: 41,110 SF
 33.35% COVERAGE
 F.A.R. 0.41
 126 PARKING SPACES PROPOSED
 2.41 SF / 1,000 SF

VICINITY MAP :



CITY OF EL CAJON

PERMIT NO. _____

APPLICANT: THE SALVATION ARMY 619 440-4683

HOSEBOR FANCL NO. (P): 488-038-40

PROJECT: CONSTRUCT A SINGLE STORY IN MEZANINE COMMUNITY CENTER
 TOTALING 41,110 SF. WORK TO INCLUDE ASSOCIATED PARKING, LANDSCAPE, & LANDSCAPE.

PC RESOLUTION NO. _____ APPROVING BY: _____

CC RESOLUTION NO. _____ DATE: _____

ORDINANCE NO. _____



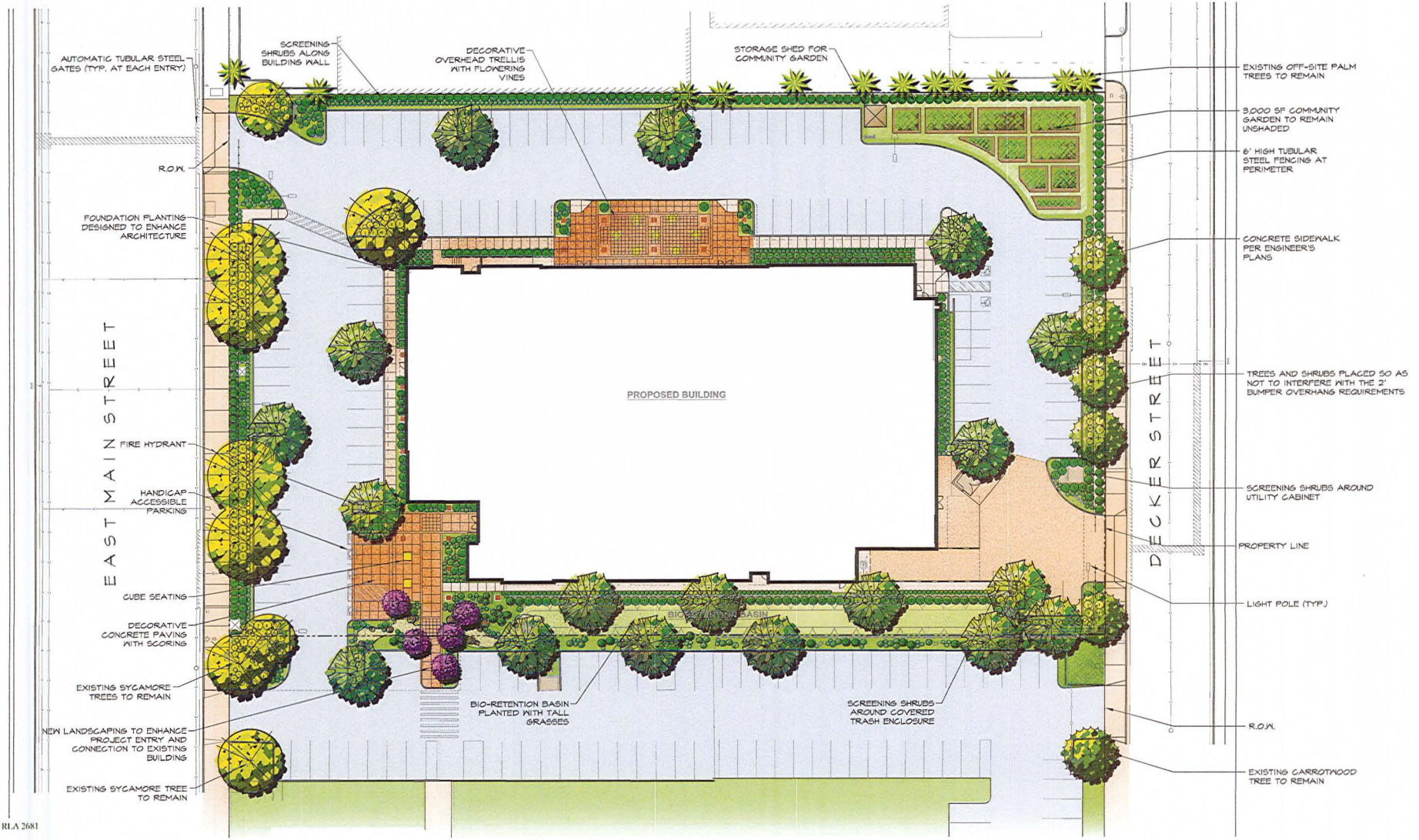
HAMANN CONSTRUCTION
 100 PIONEER WAY
 EL CAJON, CA 92020
 619.440.7424
 FAX 619.440.3814



DATE:	03.25.15
JOB NO.:	FDG
DRAWN BY:	FDG
CHECKED BY:	
REVISIONS:	
▲	05.25.15
▲	06.18.15
▲	09.21.15
▲	
▲	
▲	
▲	

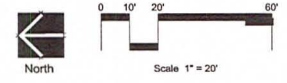
THE SALVATION ARMY
 EAST COUNTY
 CITY CENTER
 CALIFORNIA

A Salvation Army
 Attachment 7
 Reduced plans



THE SALVATION ARMY ♦ COMMUNITY CENTER
Landscape Concept Plan

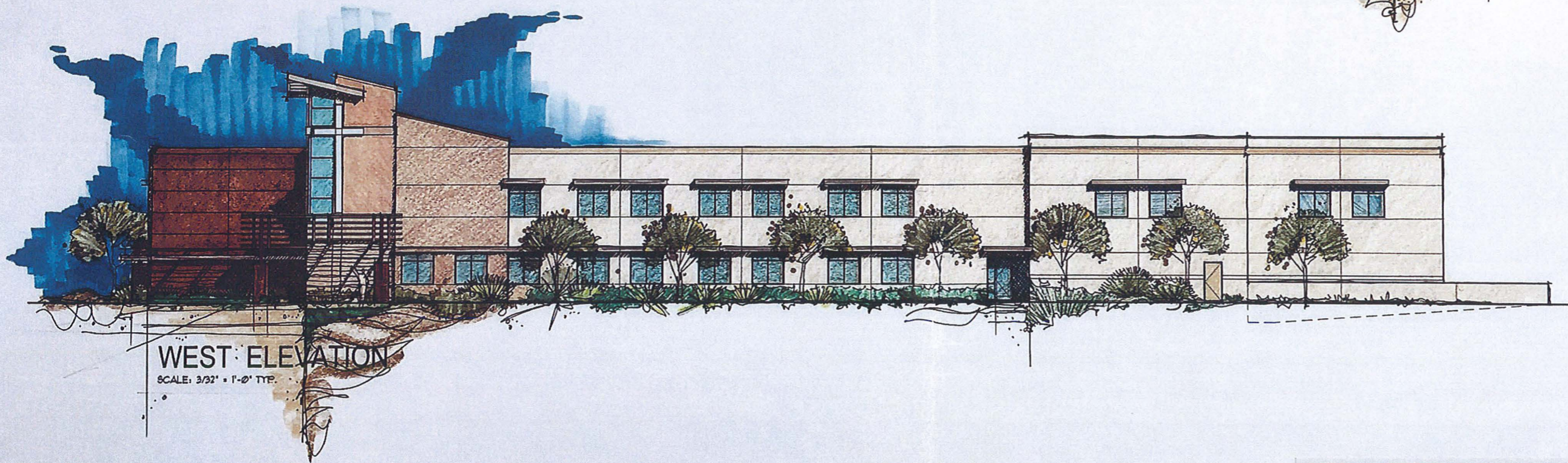
CA RIA 2681
HOWARD ASSOCIATES
 landscape architecture
 2412 Second Avenue
 San Diego, CA 92101
 (619) 718-9660



3/26/2015



NORTH ELEVATION



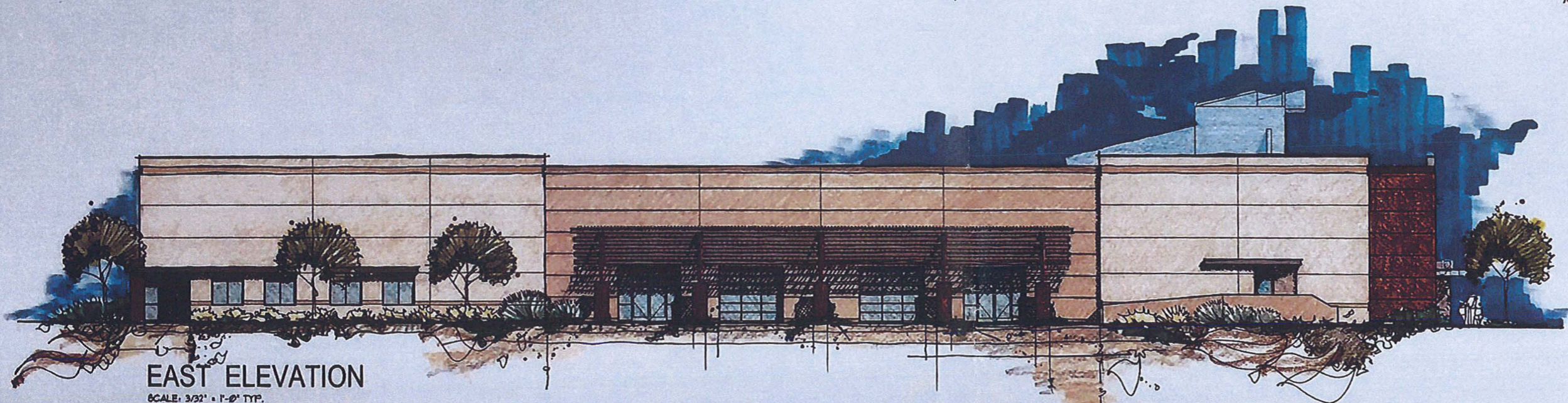
WEST ELEVATION

SCALE: 3/32" = 1'-0" TYP.





SOUTH ELEVATION



EAST ELEVATION

SCALE: 3/32" = 1'-0" TYP.


EAST COUNTY COMMUNITY CENTER



Agenda Item:	3
Project Name:	Proposed Planning Policies
Request:	Approve Proposed Policies
CEQA Recommendation:	Exempt
STAFF RECOMMENDATION:	APPROVE
Project Number:	None
Location:	Citywide
Applicant:	City of El Cajon
Project Planner:	Lorena Cordova, lcordova@cityofelcajon.us, 619.441.1539
City Council Hearing Required?	No
Recommended Actions:	<ol style="list-style-type: none"> 1. Discuss the planning policies; and, 2. Accept policies

DESCRIPTION

This year’s Zoning Code Omnibus Update included changes to the Zoning Code to eliminate obsolete land use categories; modify the land use tables to reduce permit review levels; create a Minor Use Permit to provide an administrative review process for uses that are minor in nature and, have generally no impact on surrounding uses; and, create performance standards for new uses such as food trucks. As a result, staff is proposing to incorporate two planning policies to enable staff to review and approve minor use permits and food trucks. Proposed planning policies include Policy No. A-20 Minor Use Permit and Policy No. A-21 Food Trucks.

BACKGROUND

On September 15, 2015, the Planning Commission (“Commission”) held a workshop to discuss this year’s proposed zoning code amendments. The discussion included the more notable changes such as farmers’ market performance standards, the allowance of food trucks, microbreweries in commercial zones, and a Minor Use Permit process. Overall, the Commission was receptive to the proposed zoning code amendments and provided feedback regarding food truck aesthetics, layout, duration and relationship to adjacent land uses as well as compatibility with surrounding land uses for microbreweries.

On October 6, 2015, the Commission recommended City Council approve this year’s proposed changes to the zoning code. On October 27, 2015, City Council considered and introduced the amended ordinance. On November 10, 2015, the amended ordinance

will be adopted after the second reading. The changes to the zoning code will be effective on December 10, 2015.

DISCUSSION

Planning Policies in General

In order to efficiently and expeditiously provide planning services to the community, the Planning Group has a Planning Policy Manual that contains policies to guide the review, processing and measuring criteria for a range of land use matters. Planning policies range from naming private streets to changes in residential parking. The policies are adopted to provide certainty in the process and facilitate determinations with transparency. Therefore, as a result of this year's omnibus update, staff is bringing forward two administrative policies for the Commission's consideration.

Minor Use Permit (MUP)

The MUP is a new permit process adopted as Chapter 17.58 of the El Cajon Municipal Code (ECMC). The MUP is identified on the land use tables as a mechanism to allow certain uses that do not have the level of intensity to warrant a formal public hearing but that require a discretionary review with findings. The permit requires a staff assessment and a recommendation to the Community Development Director who is the decision maker. As part of the review, staff will recommend conditions of approval to ensure compatibility with surrounding land uses. The process will require a public notice to allow for public comment prior to the Community Development Director decision, which is appealable to the Commission. As of now, a day care and a recreational facility are the only two land uses identified to require a MUP. However, it is anticipated that the MUP may be the appropriate mechanism to review other land uses in the future. In order to assist staff in the review of this new permit, Planning Policy No. A-20 for a MUP is proposed.

Food Trucks

Food trucks are now grouped with kiosks, booths and stands in the Commercial Land Use Table Section 17.145.150. Performance standards are found in ECMC Section 17.225.240. Food trucks will be considered and reviewed through the Administrative Zoning Permit (AZP) process requiring a decision by the Community Development Director. The amendment to include food trucks as a land use in this year's zoning code omnibus update was to keep current with this popular business. Due to the Commission's feedback, staff found it appropriate to propose an administrative policy to guide the decision process for this land use. Staff included kiosks, booths and stands in the proposed policy to ensure there is a consistent set of guidelines for evaluating these uses. Therefore, Planning Policy No. A-21 is proposed.

Summary

Staff requests the Commission consider the proposed planning policies and provide feedback.

ATTACHMENTS

1. Policy No. A-20: Minor Use Permit
2. Policy No. A-21: Kiosks, Booths, Stands and Food Trucks

CITY OF EL CAJON
PLANNING DIVISION POLICY

Name of policy: Minor Use Permit Policy No. A-20

Adopted By: Planning Commission Effective Date: November 3, 2015
No. of Pages: 1 of 2
Related Policies:

Issued Defined:

The Minor Use Permit (MUP) is identified on the land use tables as a mechanism to allow certain uses that do not have the level of intensity to warrant a formal public hearing but that require a discretionary review with findings.

Objective:

Provide an administrative process to review minor use permits. This policy is to facilitate the administering of the MUP process (Level 3 – Administrative Discretionary Permit).

Benefits:

The MUP process will create a shorter review process, provide an opportunity for public comment, and require findings to ensure compatibility with surrounding uses.

Policy:

This policy is to serve as the guidelines and measuring criteria to provide the framework within which to administer the MUP for developments and uses, changes to existing uses, or expansions of existing uses that could have limited or no impacts on surrounding properties. The intent of this policy is to determine if a proposed development or use complies with all applicable regulations of the zone and any supplemental regulations (e.g., stormwater), and to apply conditions that may be necessary to help ensure compatibility.

Procedure:

1. The applicant shall file the uniform discretionary permit application and supplemental requirements with the secretary of the Planning Commission.
2. The application shall be referred for comment to the appropriate internal City departments and outside agencies, if applicable.
3. Planning staff shall review the application based on the applicable regulations for the proposed use including compliance with California Environmental Quality Act and pursuant to Chapter 17.58 of the El Cajon Municipal Code (ECMC).

Minor Use Permit Policy

4. The application shall be reviewed for completeness and cycle reviews will be conducted and completed before proceeding to the next step.
5. The project planner shall prepare and mail a 10-day public notice to all property owners within 300-feet of the subject site. The notice shall give the general public an opportunity to comment on the project. The notice shall include:
 - a. Map
 - b. Project Name
 - c. Applicant
 - d. Project Description
 - e. Location
 - f. Permit Number
 - g. Project Planner Contact Information
 - h. Date of Notice
 - i. Deadline for Comments
6. The public comments received during the public notice period shall be taken into consideration before a determination is made on the application.
7. The project planner shall consider the findings associated with the decision to approve, conditionally approve or deny the application. The findings for the MUP are as follows:
 - a. The proposed use is consistent with applicable goals, policies, and programs of the general plan, and with any applicable specific plan;
 - b. The proposed site plan and building design are consistent with all applicable use and development standards;
 - c. The proposed use will be operated in a manner that is compatible with existing and planned land uses in the vicinity of the proposed use;
 - d. The proposed use and project design will not be detrimental to the public health, safety, and general welfare, including but not limited to matters of noise, smoke, dust, fumes, vibrations, odors, and hazards or excessive concentrations of traffic; and
 - e. The proposed use is in the best interest of public convenience and necessity.
8. The project planner will make a recommendation to deny, approve or conditionally approve the application. The staff determination must be made in the form of a permit and the permit must be signed by the Community Development Director ("Director").
9. In granting a minor use permit, the director may impose reasonable conditions as deemed necessary and desirable to protect the public health, safety and welfare.
10. The privilege and conditions of a minor use permit are a covenant that runs with the land and, in addition to binding the permittee, binds each successor of interest.
11. The Director may assign an expiration date to the permit.
12. A notice of restriction will be filed with the San Diego County Recorder's Office upon the approval of a minor use permit.

Minor Use Permit Policy

13. A minor use permit is subject to permit expiration, extensions, and revocation provisions found in Chapter 17.35 of the ECMC.
14. A letter shall be mailed to the applicant and interested parties who submitted comments during the public comment period informing them of the decision noting their ability to appeal.
15. The decision of the Director may, within 10 days of the date of the written decision, be appealed in writing by the applicant or interested party to the Planning Commission. The appellant shall pay the appropriate appeal fee.
16. When the appeal is received by the Planning Division, the secretary of the Planning Commission shall schedule the matter for next available Planning Commission meeting. The deputy director shall provide the Planning Commission with a written brief on the matter and the written appeal.
17. The Planning Commission shall consider the matter and render a decision regarding the determination. Any decision of the Planning Commission shall be in the form of a resolution and is final, unless appealed to the City Council.
18. The decision of the Planning Commission shall be transmitted to the applicant.

DRAFT

CITY OF EL CAJON
PLANNING DIVISION POLICY

Name of policy: Kiosks, Booths, Stands and Food Trucks

Policy No. A-21

Adopted By: Planning Commission

Effective Date: November 3, 2015

No. of Pages: 1 of 2

Related Policies:

Issues Defined:

Kiosks, booths, stands and food trucks are commercial service or vending platforms from which food or drink (prepared on-site or pre-package), or other product(s) is sold or served to the general public. The following procedures, guidelines, and conditions address these uses in a manner to ensure applicable City regulations, policies and standards are met.

Objective:

Provide procedures, guidelines and standard conditions of approval to review kiosks, booths, stands and food trucks. This policy is to facilitate the administering of the AZP process (Level 3 - Administrative Discretionary Permit).

Benefits:

As identified in the El Cajon Municipal Code (ECMC), these uses may be allowed within the specified zones with approval of an AZP. This will facilitate an expeditious review with guidelines and standard conditions.

Policy:

This policy identifies procedures, criteria, and guidelines to ensure the temporary use of land is compatible with adjacent land uses and that the City's design standards are met.

Procedure, Guidelines and Standard Conditions:

1. The applicant shall file the uniform discretionary permit application and supplemental requirements with the secretary of the Planning Commission for an AZP.
2. The application shall be referred for comment to the appropriate internal City departments and outside agencies, if applicable.
3. Planning staff shall review the proposed improvements based on the applicable regulations in the ECMC.
4. The project will be evaluated in conformance with California Environmental Quality Act (CEQA).

5. The improvements and site design will be reviewed with the following considerations:
 - a. Aesthetics -
 - i. Maintain a good visual appearance.
 - ii. Complimentary to the existing property and surrounding neighborhood.
 - b. Signage -
 - i. No signage other than that exhibited on or inside of the improvements may be displayed.
 - c. Parking -
 - i. Vehicle and pedestrian circulation within parking areas may not be blocked, diminished or in any way altered as a result of the improvement.
6. Recommended standard conditions of approval for the AZP improvements should include the following:
 - a. If applicable, the applicant must obtain and maintain a County of San Diego Department of Environmental Health permit.
 - b. The operator must maintain a valid business license.
 - c. The business operations are to be strictly located on private property.
 - d. No verbal solicitation of business is permitted.
 - e. No amplified sound or loudspeakers are permitted.
 - f. No selling or serving of alcoholic beverages is permitted.
 - g. All equipment associated with the improvements must be contained within the improvement itself.
 - h. The area in and around the improvement must be maintained clean and free of litter at all times.
 - i. A trash and recycling container must be provided for patrons in an area that does not impede pedestrian and vehicular traffic.
 - j. No obstructions for pedestrian, vehicular traffic or business access is permitted.
7. The project planner shall complete the review with a recommendation to the deputy director in letter format.
8. The decision shall be transmitted in writing to the applicant.
9. A copy of the letter and any approved modified plans shall be placed in the applicable entitlement file.
10. The decision of the deputy director may, within ten days of the date of the written decision, be appealed in writing by the applicant to the Planning Commission. The applicant shall pay the appropriate appeal fee.
11. When the appeal is received by the Planning Group, the secretary of the Planning Commission shall schedule the matter for next available Planning Commission meeting. The deputy director shall provide the Planning Commission with a written brief on the matter and the written appeal.

12. The Planning Commission shall consider the matter and render a decision regarding the determination. Any decision of the Planning Commission shall be in the form of a resolution and is final, unless appealed to the City Council.
13. The decision of the Planning Commission shall be transmitted to the applicant.

DRAFT