I. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
<th>Arrived</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Ziemer</td>
<td>Vice Chairman</td>
<td>Present</td>
<td>6:50 PM</td>
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<tr>
<td>Bea Lint</td>
<td>Commissioner</td>
<td>Present</td>
<td>6:50 PM</td>
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<tr>
<td>James Noble</td>
<td>Chairman</td>
<td>Present</td>
<td>6:50 PM</td>
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<tr>
<td>Robert Clemmer</td>
<td>Commissioner</td>
<td>Present</td>
<td>6:50 PM</td>
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<tr>
<td>Marilyn Dyer Kruse</td>
<td>Commissioner</td>
<td>Present</td>
<td>6:50 PM</td>
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MINUTES

Planning Commission/Traffic Committee - Regular Meeting - May 11, 2015 7:00 PM

RESULT: ACCEPTED [4 TO 0]
MOVER: Robert Clemmer, Commissioner
SECONDER: Bea Lint, Commissioner
AYES: Lint, Noble, Clemmer, Kruse
ABSTAIN: Ziemer

II. AGENDA ITEMS

1. Public Hearing - Conditional Use Permit #Pcup-15-0005

   Applicant: Gage Jordan
   Location: 251 Cal Avenue (APN: 0183-551-04)
   Request: To allow for the establishment of a towing services operation and associated storage yard at a commercial facility located within the CG zoning district
   A Approve PCUP-15-0005

Jennifer Riley presented the staff report. She pointed out that access through the site is on private property, and staff suggests that formalized permission be granted and obtained by the applicant.
She stated that because this site has been vacant, staff will work with the applicant on landscaping and explained that there are water restrictions that may make it difficult to establish permanent landscaping. She said staff believes this site is sufficient for the use being proposed and recommends approval of PCUP-15-0005 with all findings and conditions as presented in the report.

Vice Chairman Ziemer expressed concern about fire safety and asked about fire setbacks. It was noted that the fire setback requirement is a 5’ minimum from property line.

Commissioner Clemmer inquired about any limitations for driving through the wash.

Jennifer Riley said there are no limitations for driving through the wash as per the engineering department.

Gage Jordan (Applicant) - Barstow, CA approached the podium and entertained any questions.

Commissioner Dyer-Kruse asked about the signage.

Gage Jordan responded that the signage would be up against the building.

Commissioner Dyer-Kruse asked if the applicant would be required to do any paving for the parking.

Jennifer Riley answered yes; at a later date.

There was a discussion about a future plan for the storage of vehicles.

Commissioner Dyer-Kruse asked about lighting.

Gage Jordan said there is some lighting, and explained that for the most part the vehicles would not stay at the facility long and would be parked closer to the well-lit areas.

Commissioner Dyer-Kruse asked about the access through the private property and if the applicant had been in contact with the owners of that private property.

Gage Jordan stated that he has checked to make sure there would be access but has not been in contact with other owners.

Commissioner Lint asked about the amount of parking that is being required. She commented that it does not seem like there would be many visits and asked why we are requiring so many parking spaces.

Jennifer Riley responded that the requirement is based on the square footage of the building itself. She noted that the commission has the option to lower the parking requirement if they desire.

Gage Jordan shared his experience, saying that typically customers come in one at a time. He added that he does not expect more than 5 customers at any given time.

Commissioner Lint said 5 or 6 parking spaces should be sufficient.

Jennifer Riley spoke about existing spaces next to the structure.

Vice Chairman Ziemer asked about security.

Gage Jordan responded that there is razor wire on the fence and there will always be someone there. He explained the employee shifts. He noted that at some point an alarm system would be installed.

Vice Chairman Ziemer asked the applicant if he is bidding for the CHP towing.
Gage Jordan explained the requirements and acceptance process for the CHP towing contract. He said he was currently contracted with the Barstow Police Department and County Sheriff’s Department and explained the rotation. It was noted he could have 5-10 vehicles stored at the same time, and in certain cases it could be longer if vehicles are kept for police evidence, for example.

Vice Chairman Ziemer asked what kind of work will be done to the vehicles.

Gage Jordan clarified that no work would be done to the vehicles. Business activity would include vehicle towing, dropping off, and storage. There will be an office building.

Vice Chairman Ziemer asked about oil from the vehicles coming into contact with the ground.

Jennifer Riley explained that because of the way the soil is compacted, there is no concern; the soil has been compacted over time and is essentially a desert pavement.

Commissioner Ziemer asked about the fire department review.

Jennifer Riley said there were no concerns brought up during the fire department review.

Vice Chairman Ziemer said he was concerned about the trailer park next door and gave his reasoning.

Commissioner Clemmer asked about the gravel. It was noted there is gravel there from the previous owners.

Chairman Noble asked the applicant if he agreed with the conditions of the permit.

Gage Jordan responded yes, with the exception of the required parking spaces.

Chairman Noble asked if staff would work with the fire department to make sure all conditions are met.

Jennifer Riley said yes.

Public hearing opened at 7:22 p.m.

No one spoke in favor or against the item.

Public hearing closed at 7:22 p.m.

Vice Chairman Ziemer asked if the neighboring trailer park has been notified of this item. The answer was yes - they provided no comments.

Commissioner Lint made a motion to approve the conditional use permit with an amendment to change the number of required parking spaces to the 12 spaces adjacent to structure. Commissioner Clemmer seconded the motion.

Vice Chairman Ziemer asked if the amount of space between the fence and the cars next to the trailers could be doubled.

Gaither Loewenstein commented that he does not believe it would interfere with business. It was determined that Vice Chairman Ziemer’s request would not be added as a condition.

Chairman Noble announced that the appeal period for this permit ends at close of business on June 15, 2015.
RESULT:  APPROVED AS AMENDED [UNANIMOUS]
MOVER:  Bea Lint, Commissioner
SECONDER:  Robert Clemmer, Commissioner
AYES:  Ziemer, Lint, Noble, Clemmer, Kruse

2. Conditional Use Permit Compliance Report

   Applicant:  Planning Department
   Location:  Citywide
   Request:  Information only. No action required.

Jennifer Riley gave the presentation.

Commissioner Lint thanked Jennifer for the report. She asked if the permits that were closed would get removed from the report.

Jennifer Riley said she was just getting all the information into one place for now, and next time the list could be narrowed down to the active permits only, and she could separate the non-compliant permits from the ones that are in compliance.

Commissioner Lint asked about the process to re-assess a CUP if it was inactive and the use was no longer happening.

Jennifer Riley explained the process. She stated that if there is no activity in 6 months, the permit expires and a new application would be required to continue the use.

Chairman Noble asked about notices sent and what the required timeframe is for compliance.

Jennifer Riley gave the time frames for the initial notice and any additional notices thereafter.

Chairman Noble asked if the individuals on the list had recently been noticed.

Jennifer Riley responded yes. She explained that some are new renters, and a lot of times they claim they had no idea there is a conditional use permit on the property.

Chairman Noble asked what the difference is between the notice and the citation.

Jennifer Riley explained that the notice is a courtesy letter about the permit conditions and request to come into compliance. The citation is essentially a ticket and fees are assessed.

Gaither Loewenstein added that the final step in the process is to schedule a revocation hearing before the commission, to consider revoking the permit.

Jennifer Riley noted that a 7 day deadline is given on citations and if there is a safety hazard then the compliance due date is immediately.

Commissioner Ziemer asked about business licensing for new tenants when the business changes hands and there is an active CUP.

Gaither Loewenstein noted that there is a checklist used when processing business licenses to check on active CUP's.
Commissioner Lint talked about certain cases where a conditional use permit goes back and forth over time between being in compliance and not in compliance.

Gaither Loewenstein spoke about how those cases are addressed.

RESULT: PRESENTATION ONLY

III. MISCELLANEOUS

PUBLIC COMMENT

Pursuant to Government Code Section 54954.3 and Planning Commission By-laws, this is the time and place for members of the public to address the Planning Commission on matters within its subject matter jurisdiction that are not on the agenda. State law prohibits the Planning Commission from addressing any issue not on the agenda, but may set the matter for a subsequent meeting. Speakers are requested to limit their comments to three minutes.

Tony Marquez - Barstow, CA
- Asked who ensures compliance at establishments that have Conditional Use Permits.

Gaither Loewenstein explained that in the past, it was complaint driven. Now we have a more proactive approach and staff is visiting the sites more frequently. He noted we still count on citizens to notify the city of any non-compliance issues they see.

TRAFFIC AND SAFETY UPDATE

Gaither Loewenstein reported that the Henderson/Cameron Street Reconstruction Project is well underway. He noted it is scheduled to be completed in November this year, but it appears they will be finishing ahead of schedule.

Bill Schnittger - Barstow, CA
- Spoke about a traffic safety concern near the Arco Station at the intersection of Montara and East Main involving poles on the sidewalk.
- Pointed out that there is a tree there that could be a safety hazard and suggested that the intersection be cleaned up.

Gaither Loewenstein said some of Mr. Schnittger’s concerns may be addressed with the Montara Place Shopping Center project. He noted that site plans and building plans have been received and underground utilities were included in the plans. He said staff will take a look at the tree to see if the issue can be addressed.

PLANNING COMMISSIONER COMMENTS

Commissioner Lint asked about how many more streets would be replaced this year.

Gaither Loewenstein responded that it is his understanding that once the Henderson/Cameron Project is complete, the next and final pavement replacement project will be West Section 7. He spoke about the significant infrastructure improvements that have been made in the last 5 years, which would be a big help in our Economic Development efforts.

Commissioner Lint inquired about the port-a-potty and temporary bus stop in front of City Hall.

Gaither Loewenstein explained that the port-a-potty is temporary and when the Henderson/Cameron
Project is completed, the bus stop will return to its regular location and the port-a-potty will be removed.

Vice Chairman Ziemer spoke about the possibility of using speed bumps as a solution to concerns brought up about the speed limits near Nancy St.

Gaither Loewenstein said we could incorporate speed bumps but it would be costly. He commented that it may be difficult to install speed bumps in the areas where the streets were recently redone.

Vice Chairman Ziemer felt that in certain areas it may be worth thinking about. He asked if there had been any discussion about repaving of alleys.

Gaither Loewenstein said not to his knowledge, but he would check with Consulting City Engineer Brad Merrell on the matter.

Vice Chairman Ziemer said there are pot holes in various alleys and some are really deteriorated. He suggested that the city consider repaving the problem areas.

Gaither Loewenstein said he would talk to Brad about Vice Chairman Ziemer’s concerns.

Commissioner Clemmer asked the status of the proposed new Choice Medical building project. It was noted that the grading plan had been approved and the grading permit was ready to be issued.

Gaither Loewenstein reported that the Sater Oil improvements at the AMPM on West Main Street, and as freeway/gateway sign are currently underway and provided an estimated timeframe for completion.

Chairman Noble spoke about the progress made so far this year on various projects. He requested that staff continue to follow up on public comments and items brought up at the meetings. He thanked staff for their hard work.

Tony Marquez - Barstow, CA
- Stated that he attended the most recent Street Committee meeting and suggested that visual displays be used to show what streets will be or have been reconstructed.
- Noted he brought up his concerns about speed limits in certain areas at the Street Committee meeting as well.

CITY STAFF COMMENTS

Gaither Loewenstein announced that staff would be bringing a comprehensive, city-wide zoning ordinance to the commission next meeting, which will be on June 22, 2015. He noted that the item would bring the zoning map into compliance with the general plan map. He added that the Downtown Specific Plan would be brought forward in the near future as well.

IV. ADJOURNMENT

Vice Chairman Ziemer moved, Commissioner Clemmer seconded, and the motion carried unanimously to adjourn the meeting at 8:02 p.m.

Respectfully Submitted:  
Approved:

Jessica Reed, Recording Secretary  
Michael Massimini, Ex-Officio Secretary/City