

## **\* COVID-19 NOTICE \***

**Consistent with Executive Orders N-25-20 and No. N-29-20 from the Executive Department of the State of California and the San Luis Obispo County Health Official's March 18, 2020 Shelter at Home Order, the Design Review Committee Meeting will not be physically open to the public and Planning Commissioners will be teleconferencing into the meeting.**

### **HOW TO SUBMIT PUBLIC COMMENT:**

Members of the public are highly encouraged to call **805-538-2888** to listen and provide public comment via phone, or submit written public comments to [drc-comments@atascadero.org](mailto:drc-comments@atascadero.org) by 5:00 pm the day before the meeting. Such email **comments must identify the Agenda Item Number in the subject line of the email**. The comments will be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Chairperson's discretion. All comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting but will not be read into the record.

### **AMERICAN DISABILITY ACT ACCOMMODATIONS:**

Any member of the public who needs accommodations should contact the City Clerk's Office at [cityclerk@atascadero.org](mailto:cityclerk@atascadero.org) or by calling 805-470-3400 at least 48 hours prior to the meeting or time when services are needed. The City will use their best efforts to provide reasonable accommodations to afford as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

Design Review Committee agendas and minutes may be viewed on the City's website: [www.atascadero.org](http://www.atascadero.org).

Copies of the staff reports or other documentation relating to each item of business referred to on the Agenda are on file in the Community Development Department and are available for public inspection on our website, [www.atascadero.org](http://www.atascadero.org). All documents submitted by the public during Design Review Committee meetings that are either read into the record or referred to in their statement will be noted in the Minutes and available for review by contacting the Community Development Department. All documents will be available for public inspection during City Hall business hours, M-F 9 am – 12 pm and 1 pm – 4 pm by appointment only, or once City Hall is open to the public following the termination of the Shelter at Home Order.



## ***CITY OF ATASCADERO DESIGN REVIEW COMMITTEE AGENDA***

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**Committee Meeting  
Wednesday, April 29, 2020  
2:00 P.M.**

**City Hall  
6500 Palma Avenue  
Atascadero, California**

### **CALL TO ORDER**

Roll Call: Chairperson Roberta Fonzi  
Committee Member Heather Newsom  
Committee Member Duane Anderson  
Committee Member Mark Dariz  
Committee Member Emily Baranek

### **APPROVAL OF AGENDA**

### **PUBLIC COMMENT**

### **CONSENT CALENDAR**

#### **1. APPROVAL OF DRAFT MINUTES OF MARCH 25, 2020**



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## **DEVELOPMENT PROJECT REVIEW**

2. **DESIGN REVIEW OF A MULTI-FAMILY DEVELOPMENT AT 7298 SANTA YSABEL.** The project applicant proposes the construction of 10 residential units on a multi-family site.
- **Recommendation:** Staff requests the DRC review the proposed design and direct the applicant to make any modifications to the site or building design as necessary. (PRE19-0126)

## **COMMITTEE MEMBER COMMENTS AND REPORTS**

## **DIRECTOR'S REPORT**

## **ADJOURNMENT**

*The next DRC meeting is tentatively scheduled for Wednesday, May 13, 2020, at 2:00 p.m.*

***Agendas, Minutes and Staff Reports are available online at [www.atascadero.org](http://www.atascadero.org) under City Officials & Commissions, Design Review Committee.***



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ITEM NUMBER: 1

DATE: 4-29-20

## **CITY OF ATASCADERO DESIGN REVIEW COMMITTEE**

# **DRAFT MINUTES**

**Regular Meeting – Wednesday, March 25, 2020 – 2:00 P.M.**  
**City Hall, 6500 Palma Avenue, Atascadero, CA**  
*(Meeting held by teleconference)*

### **CALL TO ORDER – 2:00 p.m.**

Chairperson Fonzi called the meeting to order at 2:04 p.m.

### **ROLL CALL**

Present: Chairperson Roberta Fonzi  
Committee Member Duane Anderson  
Committee Member Mark Dariz  
Committee Member Emily Baranek  
Committee Member Heather Newsom

Absent: None

Staff Present: Community Development Director, Phil Dunsmore  
Senior Planner, Kelly Gleason  
Associate Planner, John Holder  
Recording Secretary, Annette Manier  
Luke Knight, IT Director

Others Present: David Low  
Griselda Arroyo, Sprouse Communications  
Matt Cebulla, Architect, Cebulla Associates  
John Ferguson  
Charles Cebulla

Chairperson Fonzi explained the new process for DRC meetings being teleconferenced.

### **APPROVAL OF AGENDA**

**MOTION:** By Committee Member Anderson and seconded by Committee Member Dariz to approve the Agenda.

*Motion passed 4:0 by a roll-call vote.  
(Commissioner Baranek absent)*

**PUBLIC COMMENT**

None.

***Chairperson Fonzi closed the Public Comment period.***

**CONSENT CALENDAR**

**1. APPROVAL OF DRAFT MINUTES OF FEBRUARY 26, 2020**

**MOTION:** By Committee Member Anderson and seconded by Committee Member Newsom to approve the Consent Calendar.

*Motion passed 4:0 by a roll-call vote.  
(Commissioner Baranek absent)*

**DEVELOPMENT PROJECT REVIEW**

*(Commissioner Baranek joined the meeting at 2:29 p.m.)*

**2. DESIGN REVIEW OF CONTRACT CONSTRUCTION SERVICES YARD AT 6501 VIA AVE.**

The project includes a new outdoor contract construction services yard, installation of cargo containers (seatrains), and use of existing office for Sprouse Communications.

- Recommendation: Staff requests the DRC review the proposed design and direct the applicant to make any modifications to the site or building design as necessary. (USE20-0010)

Director Dunsmore presented the project, and answered questions from the Committee.

**PUBLIC COMMENT**

The following members of the public spoke during public comment: Griselda Arroyo from Sprouse Communications. Ms. Arroyo answered questions from the Committee.

***Chairperson Fonzi closed the Public Comment period.***

**DRC ITEMS FOR DISCUSSION:****The Committee made the following recommendations:****Land Use, Site Design**

The Committee agreed that this land use and site design is appropriate for this site, and staff has addressed the items appropriately. The back of property will be fenced and not used by Sprouse. The proposed project uses less area of the property than the previously approved project.

**Existing Building**

The Committee was in agreement with the appearance of the existing building, and recommended that the applicant work with staff to make sure they are meeting City recommendations and Municipal Code requirements.

**Landscaping**

The Committee was in agreement with reduced landscaping requirements due to existing vegetation and site conditions.

**Fencing, screening and lighting**

The Committee agreed that lighting should be a key element in safety and site security, and that the applicant should work with staff to determine where security lighting is appropriate and appropriate light shielding. The Committee was in agreement with the proposed separation fence materials (wood framing and metal panels) as suggested by staff.

**Proposed project conditions**

The Committee recommended that the seatrains be painted a consistent, neutral color if two are placed on site.

Applicant Arroyo stated that she is in agreement with the above. This item will move on to Planning Commission. With the approval of the DRC and issuance of a building permit, one (1) seatrain is permitted on site until Planning Commission approval.

**3. DESIGN REVIEW OF A MULTI-FAMILY DEVELOPMENT AT 7298 SANTA YSABEL.**

The project applicant proposes the construction of 11 residential units on a multi-family site.

- **Recommendation:** Staff requests the DRC review the proposed design and direct the applicant to make any modifications to the site or building design as necessary. (PRE19-0126)

Planner Gleason gave a presentation on the project, and she and Director Dunsmore answered questions from the Committee. Planner Gleason stated that there is a new site plan, which was not in the staff report, and presented it to the Committee (Exhibit A).

**PUBLIC COMMENT**

The following members of the public spoke during public comment: Matt Cebulla, Charles Cebulla, John Ferguson, and David Low.

Mr. Low spoke about his concerns with the project and had sent an email to the Committee prior to the meeting (Exhibit B).

***Chairperson Fonzi closed the Public Comment period.***

Staff, the applicant, and the Committee addressed the questions raised by Mr. Low.

**DRC ITEMS FOR DISCUSSION:**

The Committee deliberated on all items listed and included the applicant in their discussion.

***Chairperson Fonzi reopened the Public Comment period.***

The following members of the public spoke during public comment: David Low.

***Chairperson Fonzi closed the Public Comment period.***

**The Committee made the following recommendations:****Conceptual Site Design**

The Committee recommended that the applicant reconfigure the site and suggested the following ideas as possible alternatives for a redesign:

- Change front door entries (entries are at the wrong end of the unit.)
- Reconfigure the long driveway (driveway leading to the front door is not safe, and provides little to no area for children to play.)
- Review location of sidewalks (sidewalks do not connect to the front door area.)
- Review floor plans. Having one bedroom downstairs and one upstairs, may not be such a good idea or compatible for most families and the Committee is concerned that with this separation, a space could end up being rented, contributing to the parking problem.
- Entrance to the stairway could move more towards the carport side, (there may be a way to make the entrance towards the front side) so that people can park parallel to their property.
- The applicant may consider moving the sidewalk back.
- The applicant could eliminate garages altogether and possibly have two carports and storage.
- Applicant and staff should determine if the applicant is able to straighten out their side of the street a bit more and if so, they might get additional parking spaces.

- The applicant could explore placing all units attached together, which would open up a lot of space.

**Fencing**

The Committee will review fencing in more detail when the project comes back for review.

**Landscaping**

The Committee will review landscaping in more detail when the project comes back for review. Staff had concerns about the canopy trees along the isle.

**Trash**

The applicant should contact the trash company to see if individual bin service down the shared driveway is possible as there is not enough room on the street to accommodate bins for each unit. The Committee prefers that the site have a common trash receptacle onsite, possibly near the back drainage area.

**Parking**

The Committee agreed that parking is too tight and may create problems in the neighborhood. The Committee would like the applicant to explore losing one unit, which could provide some answers. It is possible that covered parking be waived, but would have to be a Planning Commission recommendation. The applicant can also enforce the use of the garage for parking and not for storage.

**Architectural Design Package**

The Committee agreed with the architectural design of the project. The applicant should work with staff to obtain information on drainage volume at the back of the property.

The Committee recommended this item come back before the Design Review Committee, with possible recommendations to the Planning Commission in regards to parking issues. The City does require covered parking for multi-family, and may need exemptions or a change in the rules for this project so they could have some other type of parking.

Director Dunsmore noted that this is a ministerial review and will not go to Planning Commission for approval, so exceptions *may not* be able to be pursued.

**COMMITTEE MEMBER COMMENTS AND REPORTS**

None

**DIRECTOR'S REPORT**

Director Dunsmore stated that there are no items scheduled for the next meeting.

**ADJOURNMENT– 3:51 p.m.**

The next regular meeting of the DRC is tentatively scheduled for April 15, 2020, at 2:00 p.m.



ITEM NUMBER: 1

DATE: 4-29-20

**MINUTES PREPARED BY:**

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Annette Manier, Recording Secretary  
Administrative Assistant

The following exhibits are available in the Community Development Department:

Exhibit A – Revised site plan for 7298 Santa Ysabel

Exhibit B – Email from David Low



## ***Atascadero Design Review Committee***

### ***Staff Report – Community Development Department Multi-Family Development***

MEETING DATE	PROJECT PLANNER	APPLICANT / CONTACT		PLN NO.
4/29/2020	Kelly Gleason	John Ferguson		PRE19-0126
PROJECT ADDRESS	GENERAL PLAN DESIGNATION	ZONING DISTRICT	ASSESSOR PARCEL NUMBER(S)	SITE AREA
7298 Santa Ysabel	High Density Residential (HDR)	Residential Multi-Family - 24 (RMF-24)	030-121-003	0.51 acres
<b>RECOMMENDATION</b>				
<p><i>Staff Requests the Design Review Committee:</i></p> <ol style="list-style-type: none"> <li>Review the revised proposal for a multi-family development and direct the applicant to make any modifications to the site or building design as necessary.</li> </ol>				
<b>PROJECT DESCRIPTION</b>				
<p>The applicant is proposing a multi-family development consisting of 10 duplex units. The units are designed with dedicated a one-car garage and carport and are organized around a central common access drive. The site is designed with a drainage basin at the rear of the site that doubles as a common open space amenity.</p>				
<b>ENVIRONMENTAL DETERMINATION</b>				
<p><i>The City of Atascadero's environmental review process incorporates the requirements in implementing the California Environmental Quality Act. Persons, agencies, or organizations interested in obtaining more information regarding the environmental should contact the Community Development Department.</i></p>				
<input type="checkbox"/> EIR / MND / ND / Statutory Exemption to be circulated	<input type="checkbox"/> Prior CEQA Review:	<input type="checkbox"/> Categorical Exemption:	<input checked="" type="checkbox"/> No Project - § 15268 Ministerial Project	

ADDITIONAL INFORMATION MAY BE OBTAINED BY CONTACTING THE ATASCADERO  
COMMUNITY DEVELOPMENT DEPARTMENT AT

<http://www.atascadero.org>  
6500 PALMA AVENUE | ATASCADERO, CA 93422 | (805) 461-5000

## DISCUSSION:

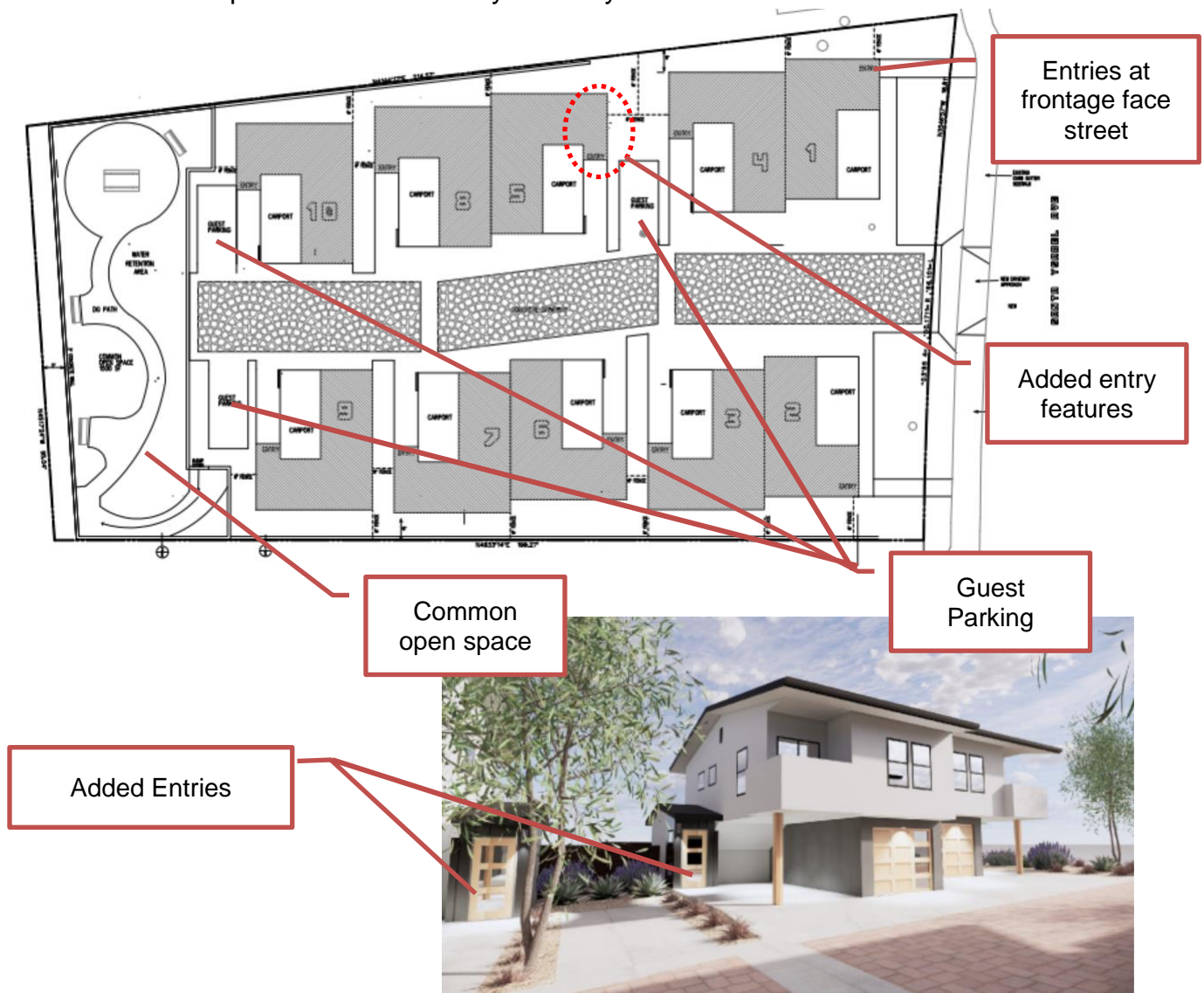
### *Analysis*

#### Project History

The project was brought before the DRC on March 25<sup>th</sup>. At that hearing, the DRC expressed concerns related to concealed front entries, trash service, parking opportunities, and street frontage improvements.

#### Revised Site and Architecture

The applicant reduced the number of units from 11 to 10. This allowed for expansion of the communal open space area which doubles as a drainage basin. Additional space between the units allowed the units to be redesigned to include an entry feature that faces the shared driveway and allowed for the 3 guest parking spaces to be more clearly delineated and separated from the entry walkways.



Trash Service

The applicant contacted Atascadero Waste Management and they reviewed the site design. Waste Management has agreed to service the site using the shared driveway eliminating the need to place the cans along the Santa Ysabel frontage.

Frontage Improvements

Public Works has reviewed the street frontage and road widening will be required with construction of the project. This will provide for on-street parking along Santa Ysabel in front of the project.

**DRC DISCUSSION ITEMS:**

1. Conceptual site design

**ATTACHMENTS:**

1. Notice of Action
2. Waste Management Letter
3. Concept Design Package



**Attachment 1: Notice of Action**  
**PRE19-0126**

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**DRC NOTICE OF ACTION**

Conditions of Approval

1. Project shall meet all multi-family development standards including open space and individual unit storage.
2. Materials shall be high quality. Stucco finish shall be hand-troweled or similar smooth finish.
3. The Santa Ysabel frontage shall be widened to include on-street parking.

Action/ Decision Summary:    *To be recorded at meeting conclusion*

Meeting Date:                      April 29, 2020

Project Planner:                  Kelly Gleason  
    Senior Planner



**Attachment 2: Waste Management Letter**  
**PRE19-0126**

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April 2, 2020

To Whom It May Concern;

Atascadero Waste Management has reviewed Cebulla Associates proposal for property location 98 Santa Ysabel Ave, Atascadero California. Atascadero Waste Management has surveyed the location for cart service and reviewed the proposed pickup with Cebulla Associates . Atascadero Waste Management approves for all carts, of the ten residences, to be picked up and serviced on the property, by backing into the location.

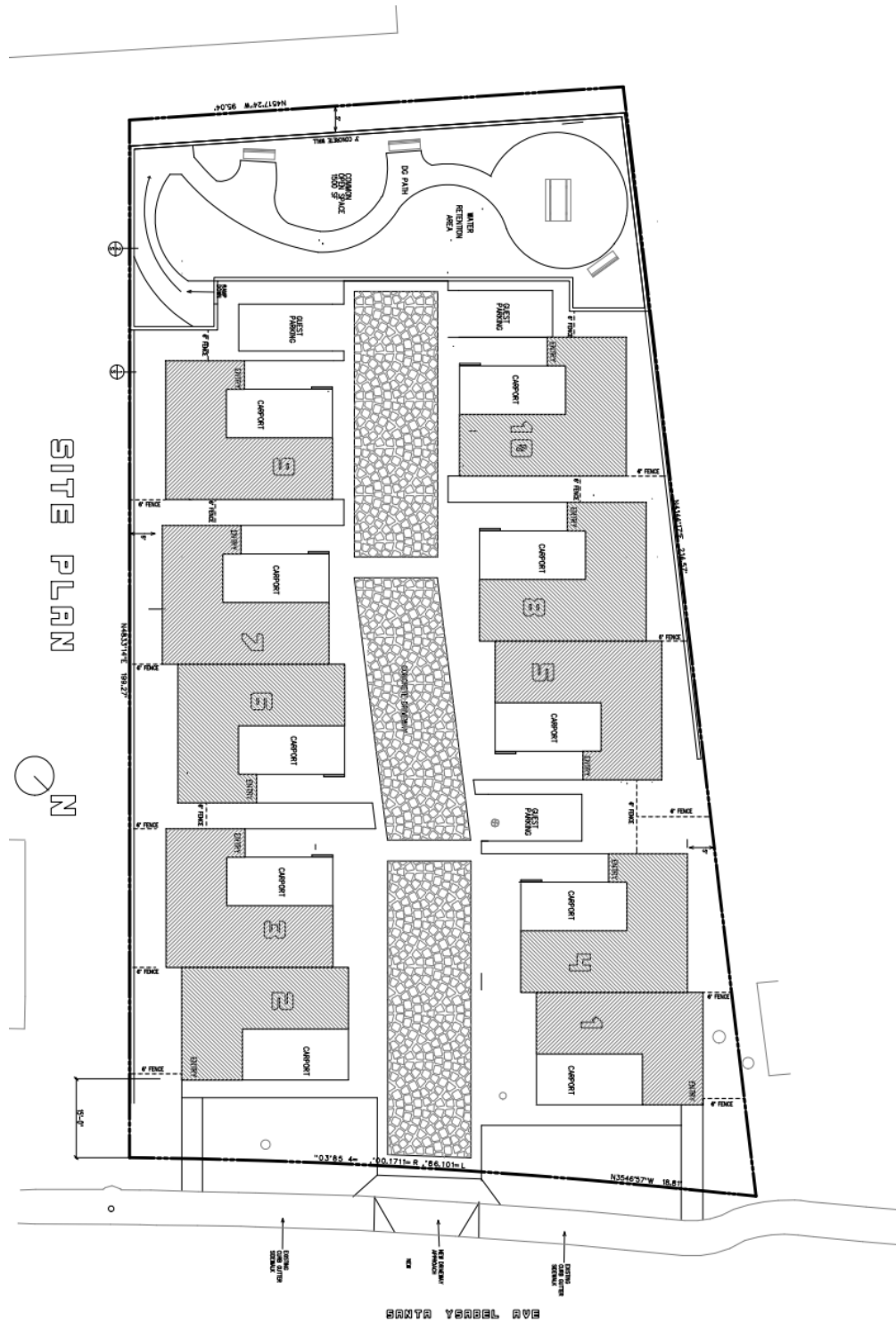
Sincerely,

A handwritten signature in blue ink, appearing to read 'Richard Rosa'.

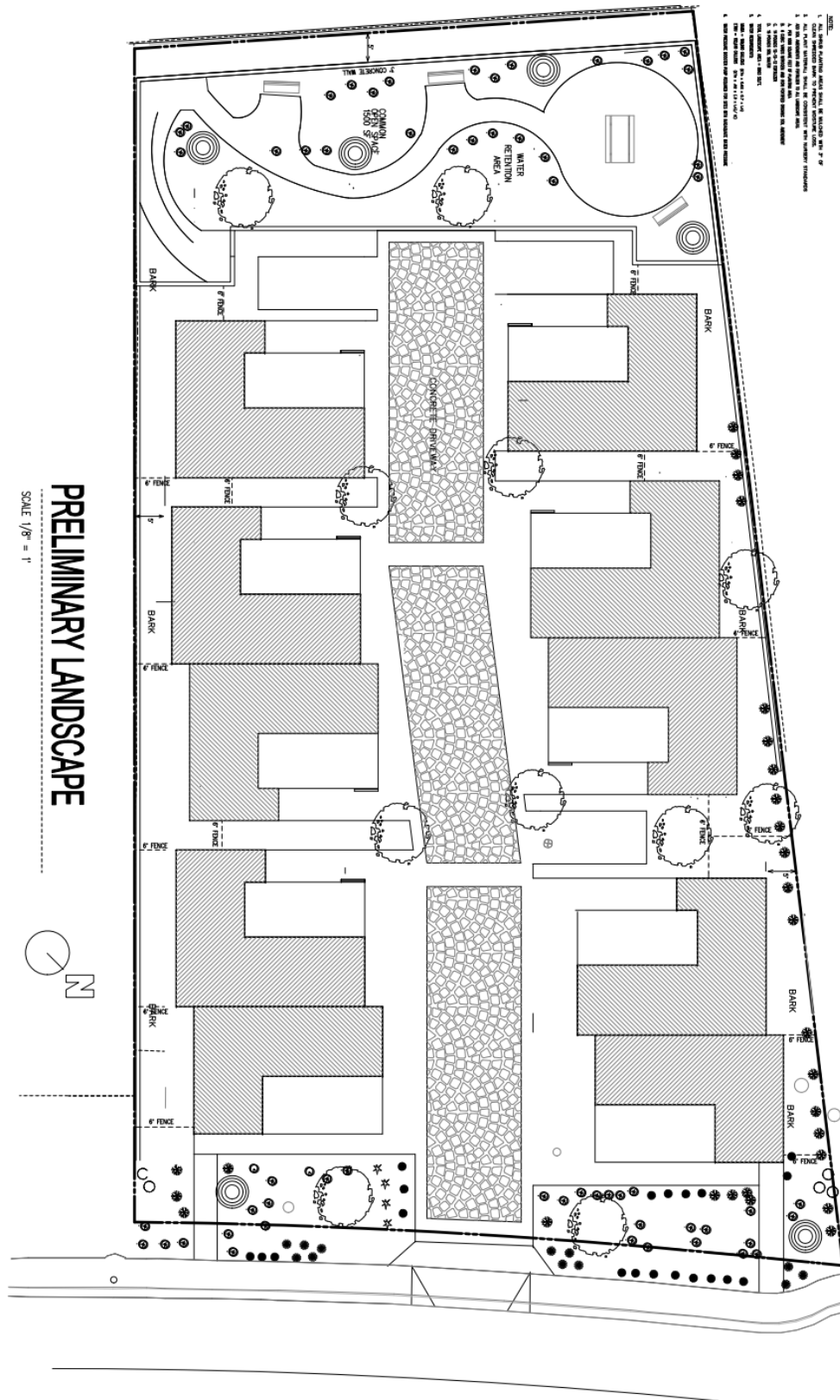
Richard Rosa  
Route Manager  
Atascadero Waste Management



**Attachment 3: Concept Design Package**  
**PRE19-0126**



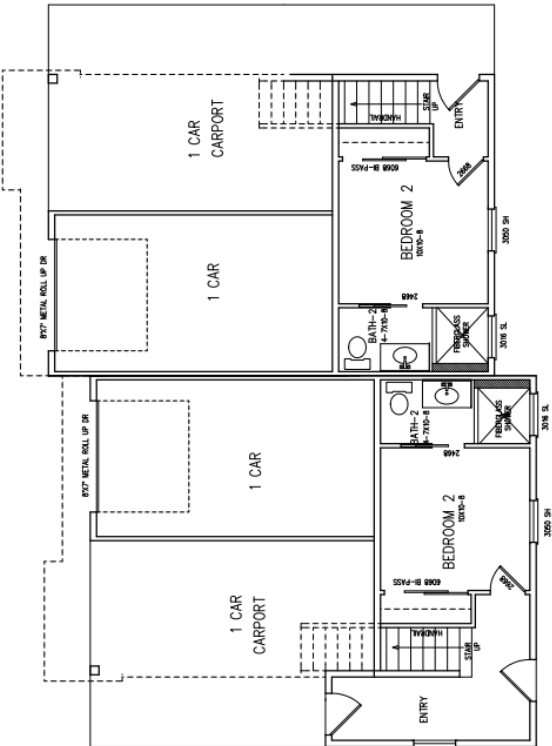




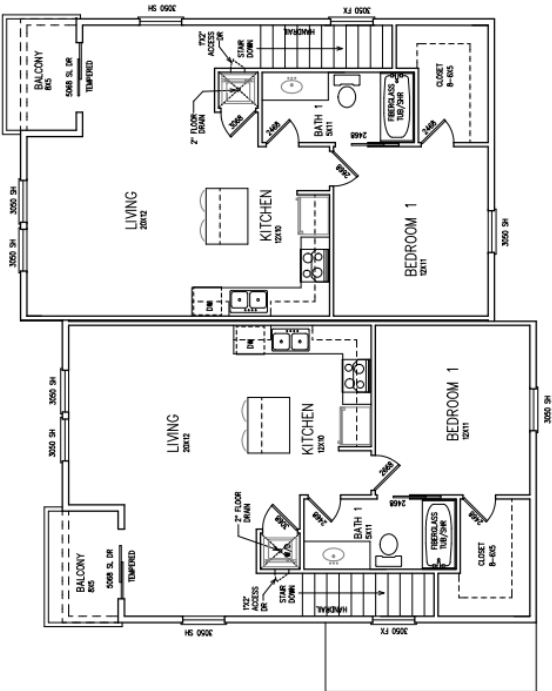


**ITEM 2**  
**Santa Ysabel Multi-Family**  
**PRE19-0126 / Ferguson**

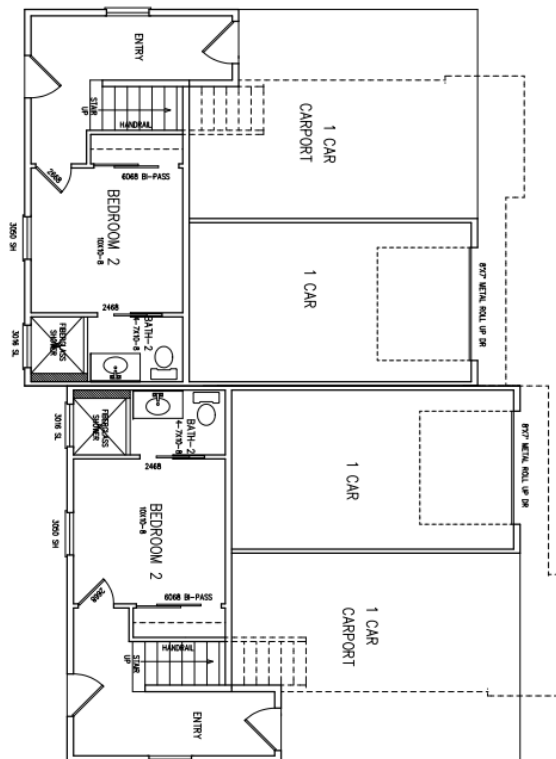
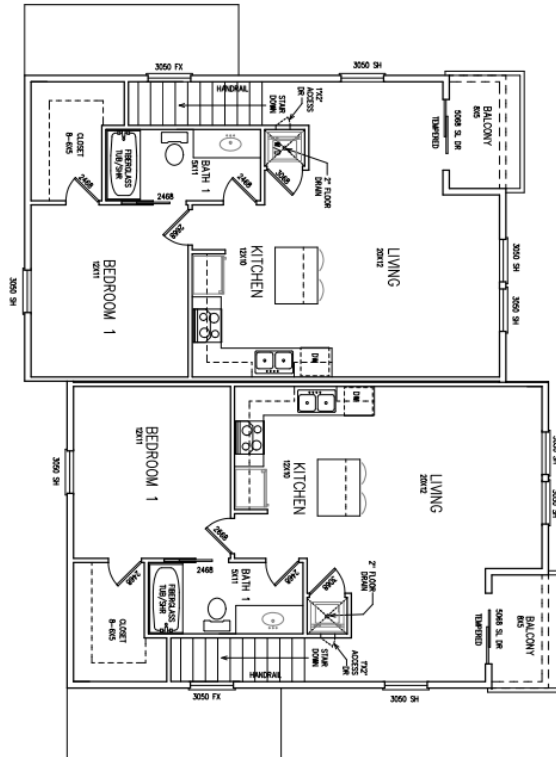




1ST FLOOR PLAN  
SCALE 1/4"=1'-0"  
DUPLEX UNIT A



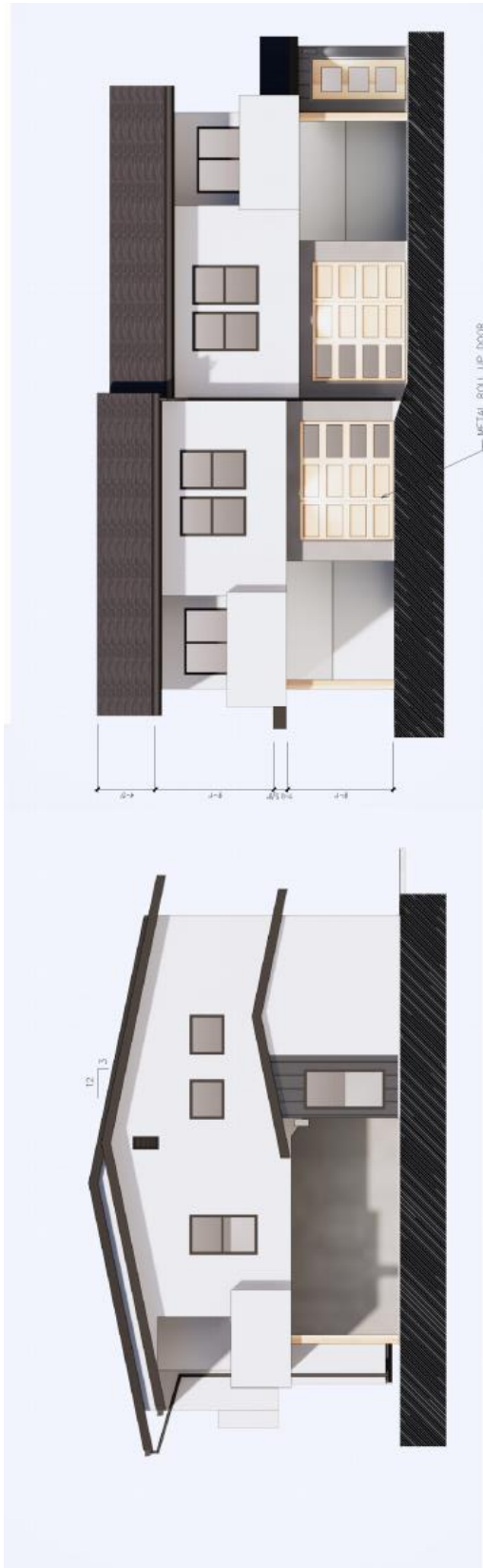
2ND FLOOR PLAN  
SCALE 1/4"=1'-0"



2ND FLOOR PLAN

1ST FLOOR PLAN





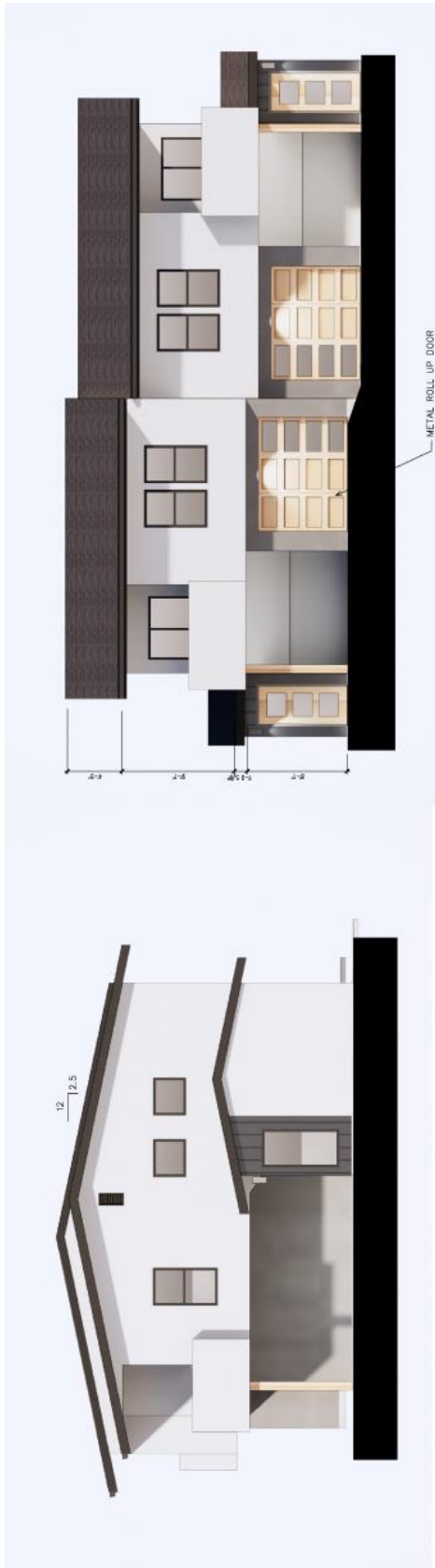
BACK ELEVATION

RIGHT SIDE ELEVATION

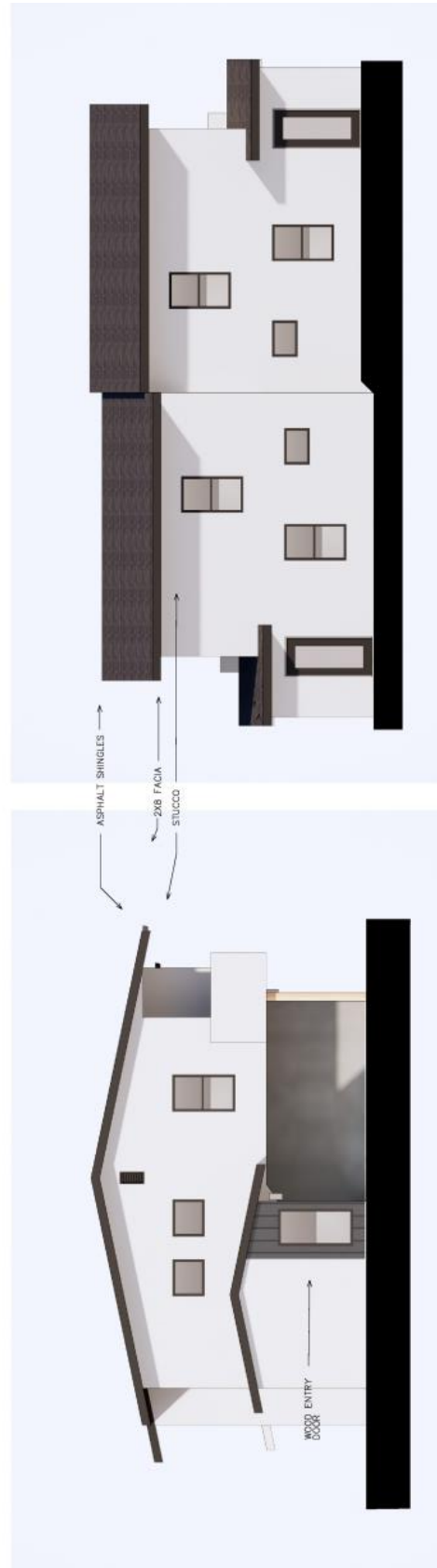


FRONT ELEVATION

LEFT SIDE ELEVATION  
 DUPLEX UNIT A



RIGHT SIDE ELEVATION



LEFT SIDE ELEVATION  
 DUPLEX UNIT B

FRONT ELEVATION



**ITEM 2**  
**Santa Ysabel Multi-Family**  
**PRE19-0126 / Ferguson**

