



# CITY OF BUELLTON

## PLANNING COMMISSION AGENDA

**Regular Meeting of November 17, 2016 – 6:00 p.m.  
City Council Chambers  
140 West Highway 246, Buellton, California**

*Materials related to an item on this agenda, as well as materials submitted to the Planning Commission after distribution of the agenda packet are available for public inspection in the office of the Planning Department located at 331 Park Street, during normal business hours.*

### **CALL TO ORDER**

Chair Foster Reif

### **PLEDGE OF ALLEGIANCE**

Vice Chair Mercado

### **ROLL CALL**

Commissioners Brian Dunstan, Dan Heedy, Joe Padilla, Vice Chair Art Mercado and Chair Foster Reif

### **REORDERING OF AGENDA**

### **PRESENTATIONS**

- 1. Presentation to Outgoing Chairman Foster Reif**

### **APPROVAL OF MINUTES**

- 2. Minutes of the regular Planning Commission meeting October 6, 2016**

### **PUBLIC COMMENTS**

Members of the audience wishing to address the Planning Commission on matters not on the agenda may do so at this time. No action will be taken on these items at this meeting. Please state your name and address for the record. Comments should normally be limited to three minutes.

### **CONSENT CALENDAR**

None

### **CONTINUED PUBLIC HEARINGS**

None

## **NEW PUBLIC HEARINGS**

None

## **OTHER BUSINESS**

- 3. Preliminary Review of the People Helping People Thrift Store Project (16-CUP-03)**  
❖ *(Staff Contact: Assistant Planner Andrea Keefer)*

## **WRITTEN COMMUNICATIONS**

## **PLANNING COMMISSIONER COMMENTS**

## **PLANNING DIRECTOR REPORT**

## **ADJOURNMENT**

To the next regularly scheduled Planning Commission meeting of Thursday, December 1, 2016 at 6:00 p.m. in the Council Chambers located at 140 West Highway 246.

Please note that the date of any Planning Commission decision starts an appeal period. During the appeal period either the applicant or any aggrieved party may appeal the application of a perceived onerous or unreasonable condition or the decision itself to the City Council as governed by the applicable section of the Buellton Municipal Code.

# CITY OF BUELLTON

## PLANNING COMMISSION MEETING MINUTES

**Regular Meeting of October 6, 2016 – 6:00 p.m.  
City Council Chambers, 140 West Highway 246  
Buellton, California**

### **CALL TO ORDER**

Chair Reif called the meeting to order at 6:00 p.m.

### **PLEDGE OF ALLEGIANCE**

Chair Reif led the Pledge of Allegiance

### **ROLL CALL**

Present: Commissioners Brian Dunstan, Dan Heedy, Vice Chair Art Mercado and Chair Foster Reif

Absent: Commissioner Joe Padilla

Staff: City Manager Marc Bierdzinski  
Public Works Director Rose Hess  
Contract City Planner Irma Tucker  
Assistant Planner Andrea Keefer  
Staff Assistant/ Planning Technician Clare Barcelona

### **REORDERING OF AGENDA**

None

### **PRESENTATIONS**

None

### **APPROVAL OF MINUTES**

#### **1. Minutes of the regular Planning Commission meeting of September 15, 2016**

##### **MOTION:**

Chair Reif moved and Vice Chair Mercado seconded the motion to approve the Minutes of September 15, 2016.

**VOTE:**

Motion passed 3-0 voice vote with abstention by Commissioner Heedy due to his absence from the meeting.

**PUBLIC COMMENTS**

None

**CONSENT CALENDAR**

None

**CONTINUED PUBLIC HEARINGS**

None

**NEW PUBLIC HEARINGS**

None

**OTHER BUSINESS**

**2. Preliminary Review – The Commons at Zaca Creek  
16-FDP-05 and 16-CUP-02**

**RECOMMENDATION:**

That the Planning Commission provide direction to the applicant and staff on the proposed project plans.

**DOCUMENTS:**

Planning Department Staff Report with attachments (Vicinity Map, Zoning Map, 100-Year Flood Zone Map, Project Description Addendum, Project Plans)

**STAFF REPORT:**

Contract City Planner Irma Tucker presented the staff report.

**SPEAKERS/DISCUSSION:**

Chair Reif acknowledged that he had ex parte communications with the Applicant, Don Conner.

Don Conner, Applicant, gave an overview of the project highlighting the key elements. He provided the Commission with a handout regarding a proposed bicycle share program.

Dan Weber, Architect, pointed out the various design elements of the project.

The Commission discussed the following:

- The possibility of the city vacating the excess right of way on McMurray Road
- A possible secondary access point to be reviewed in the traffic study
- Signage and lighting; provide full rendering of the clock tower sign
- The location of the trash enclosure and need for an additional enclosure
- Spiral staircase vs. traditional staircase inside the tenant spaces

The Commission spoke in favor of the project and looks forward to the re-submittal.

## **WRITTEN COMMUNICATIONS**

None

## **PLANNING COMMISSIONER COMMENTS**

None

## **PLANNING DIRECTOR REPORT**

City Manager Bierdzinski updated the Commission on recent City Council actions and the status of various projects and mentioned several upcoming projects.

## **ADJOURNMENT**

Chair Reif adjourned the meeting at 7:17 p.m. to the next regular scheduled meeting of the Planning Commission to be held October 20, 2016 at the City Council Chambers, 140 West Highway 246, Buellton.

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Foster Reif, Planning Commission Chair

ATTEST:

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Clare Barcelona, Planning Commission Secretary

**An audio CD of this Planning Commission Meeting is available upon request.**

**CITY OF BUELLTON**  
Planning Commission Agenda Staff Report

Planning Director Review: mas  
Planning Commission Agenda Item No.: 3

To: The Honorable Chair and Commission Members

From: Andrea Keefer, Assistant Planner

Date: November 17, 2016

Subject: Preliminary Review of the People Helping People Thrift Store Project (16-CUP-03)

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**BACKGROUND/DISCUSSION**

Dean Palius, Applicant, has submitted a Conditional Use Permit (16-CUP-03) for the establishment of People Helping People Thrift Store. Mr. Palius is the Executive Director of Santa Ynez Valley People Helping People, which is the organization that will be operating the thrift shop. The thrift store is relocating from Solvang. The proposed business is located at Buellton Town Plaza, 175 McMurray Road, Suites A and B (Vicinity Map – Attachment 1). The project is located within two existing tenant spaces on property zoned General Commercial (CR). The Municipal Code requires a Conditional Use Permit for “Secondhand Stores”. The full project description is included as Attachment 2.

The purpose of the People Helping People Thrift Store is to provide low cost merchandise, such as clothing, houseware and furniture, for low income residents in the Santa Ynez Valley. The thrift shop will sell used merchandise obtained as donations from other valley residents who would otherwise throw the items away.

***Parking***

The existing building was planned and approved as a retail commercial building. There have been issues with the circulation and overflow parking from the parking lot. The parking requirement for the thrift shop is 1 parking space per 300 square feet. This is the same parking ratio for general retail and was the parking required for the prior use of the space. While the shopping center has the required number of parking spaces per the Buellton Municipal Code, staff believes that due to the nature of the business and the configuration of the existing parking lot, parking could potentially be an issue. It is important to note that the curbside parking in front of the retail space cannot be counted as required parking for the thrift store. Additionally, the delivery truck that is used to collect items and deliver them to the store would not be able to be parked or stored in the existing on-site parking lot. The applicant proposes to provide overnight and long-term parking for the delivery truck at an off-site location. This would be a condition of approval.

### ***Outdoor Drop-Offs, Outdoor Displays and Illegal Dumping***

Another potential issue with a secondhand shop can be outdoor locations where donations are dropped off for the store. Outdoor drop off locations can be unsightly. People Helping People proposes to only accept donations inside the store and during normal hours of operation. This would be included as a condition of approval for the project. Santa Ynez Valley People Helping People proposes to install security cameras in front and back of the store to monitor and this would be included as a condition of approval. Motion sensing security lighting is also proposed. This would also be included as a condition of approval.

Off-site illegal dumping of donations is another concern. The adjacent vacant lot located immediately south of the site is in such a location that could potentially draw illegal dumping of merchandise at this location. Additionally, a City water treatment plant is located immediately south of the vacant lot. The City does not have the resources to monitor and abate illegal dumping on the vacant lot. People Helping People will need to determine how this will be managed. A potential solution is to install fencing around the vacant lot. This could be added as a condition of approval.

Outdoor display of merchandise can be unsightly. A condition of approval would be included that prohibits the outdoor display of merchandise. All merchandise will need to be stored and displayed inside the building.

### **RECOMMENDATION**

That the Planning Commission provide direction to the applicant and staff regarding the proposed project and whether the site is large enough to accommodate such a use without impacting the neighborhood with the issues noted above.

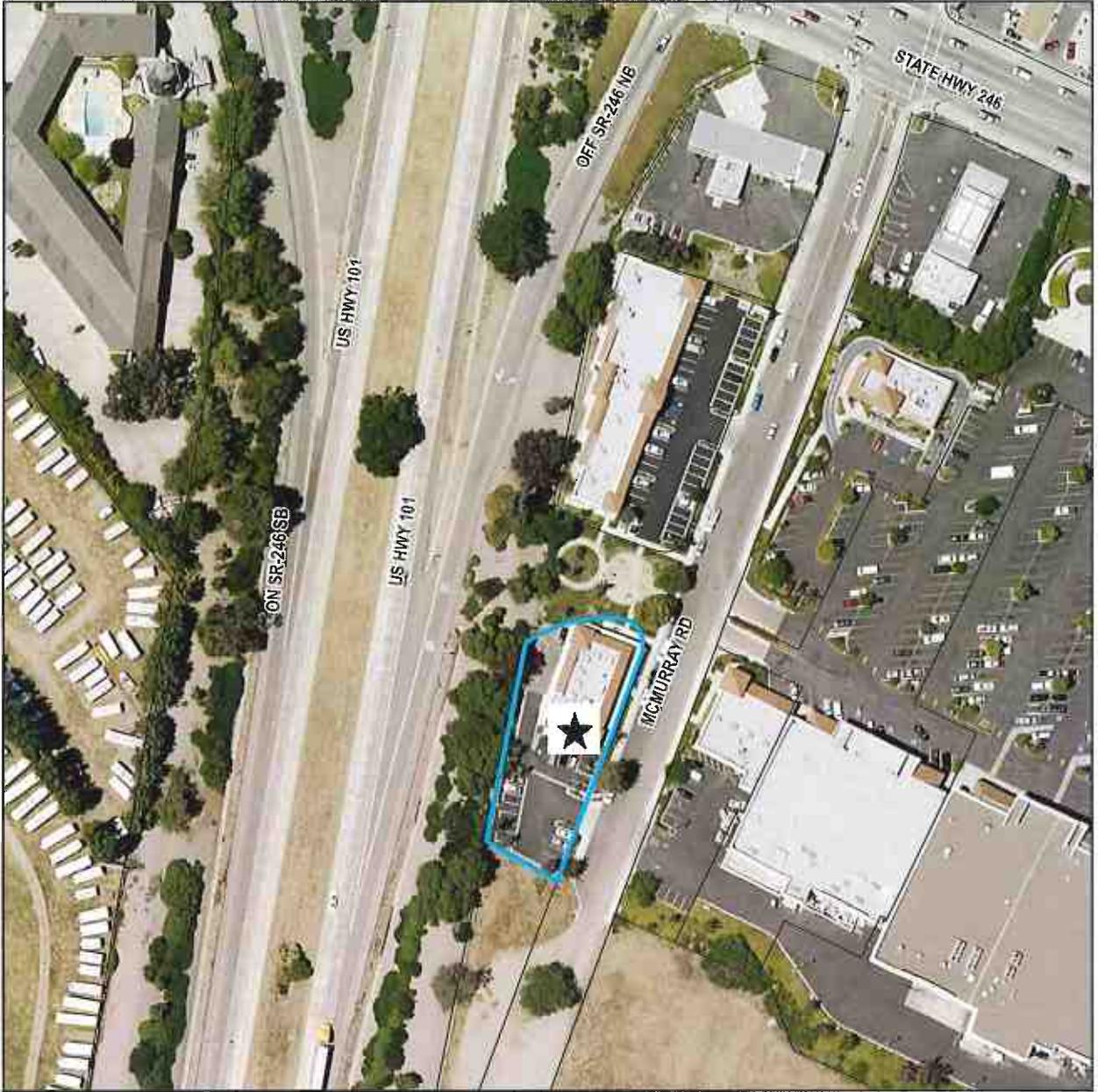
### **ATTACHMENTS**

Attachment 1 – Vicinity Map

Attachment 2 – Project Description for People Helping People Thrift Store

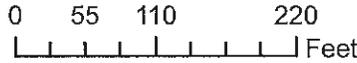


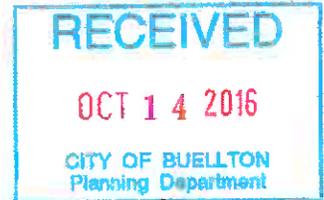
# Attachment 1 - Vicinity Map



**Legend**

-  City Parcels
-  Project Location





**PROJECT DESCRIPTION**  
**175 McMurray Road**  
**Suites A and B**  
**October 12, 2016**

**General**

Santa Ynez Valley People Helping People, Inc. (PHP), a 501-c3 non-profit public benefit corporation, intends to occupy Buellton Town Plaza Suites A and B in Building 2 at 175 McMurray Road, Buellton California. Occupancy will be effective January 1, 2017. Attachment 1 is the Office/Retail Plan for Building 2. The suites are located on Assessor's Parcel No. 137-20-096 and consist of a total of approximately 1,966 square feet. See Suites A and B outlined on Attachment 2, LOWER FLOOR PLAN-Building 2.

**Intended Use and Experience**

PHP intends to utilize the space as described above at 175 McMurray Road as a retail Thrift (Second-Hand) Store. PHP has successfully operated a similar store for 18 uninterrupted years at Valley Plaza in the City of Solvang. The location is being demolished as a result of a new development plan for the area the store occupied. It is PHP's intention

PHP operates 7 days each week; Monday through Saturday, 10 AM-5 PM, and Sunday 10 AM-4 PM. PHP operates the store with a staff of two full time and 2 part time staff. Generally, two staff members are on duty during open hours. PHP intends to carryover the same staff members including its Manager who has been with PHP for 3 years. The Store Manager reports to a senior PHP Manager, Justin Wilkins, Operations Manager.

PHP's Thrift Store operates as a retail store with net profits reinvested in PHP services and programs assisting those in a financial crisis or low income in Buellton and the greater Santa Ynez Valley, Los Alamos, and to a limited extent in the Lompoc Valley.

Store prices are intended to provide a low cost source of clothing, house wares and furniture to low income valley residents. These items are obtained as donations from valley residents who otherwise would place the material in the dump. Thus, the Store also serves as a recycling repository removing tons of debris from the dump. In addition, the Store provides an outlet for PHP Family Service Advocates to write vouchers to furnish those in a financial crisis with basic clothes and housewares. The Store annually donates goods valued at \$2,000-\$3,000.

### **Zoning**

The property at 175 McMurray Road is zoned CR and the zoning requires that a Conditional Use Permit (CUP) be obtained to operate a thrift Store at the location. PHP proposes no changes, other than Thrift Store use, to the current building units, parking, drive, walk ways, or landscaping.

### **Economics**

Last year, gross sales from the Store were in excess of \$308,000. The Store paid State sales tax of \$23,998. The Store will also pay a proportionate share of property tax monthly as part of its triple net lease.

### **Parking**

Eight parking spaces are assigned (4-each) by landlord to Suites A and B. Staffing only requires 2-3 spaces. There is also curb side parking in front of the retail space. PHP proposes to continue to use its truck to collect donations, drive them to the store, unload them at the roll-up door of the rear of store, and store them inside. For long term and overnight parking, PHP intends to park its Store truck offsite.

### **Drop Off and Security**

No outdoor drop off area will be provided for donated items. Donations will only be allowed to be dropped off or carried inside the proposed Store. PHP will install front and rear security cameras to deter the public from dropping off donations outside of normal working hours.

**Lighting**

PHP intends to install motion sensor security lighting in front and rear of the Store. All lighting will comply with City requirements and design guidelines.

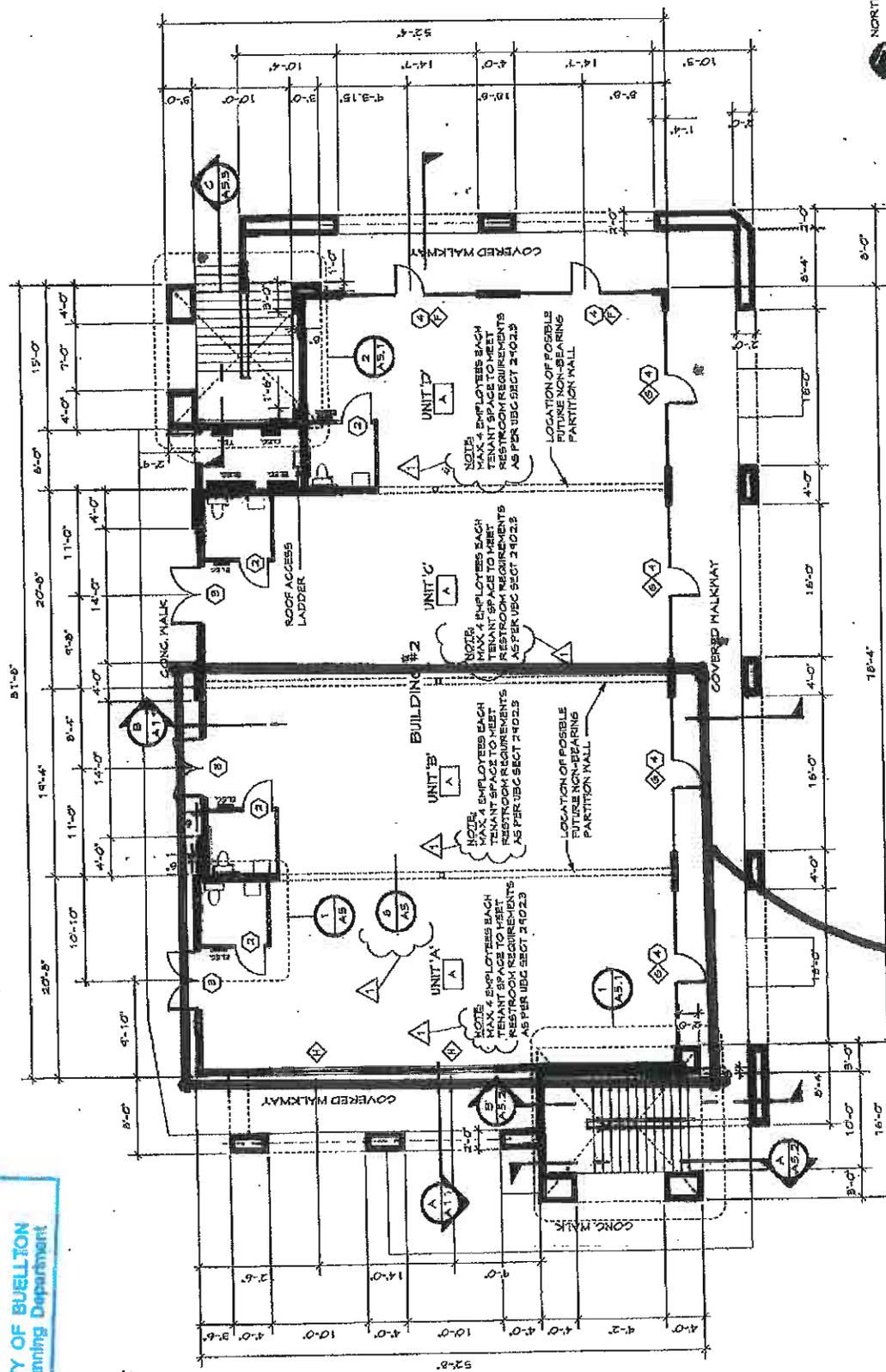
**Signs**

Signs will conform to City and Town Plaza requirements including permitting.



Attachment 2

1/8"-1'-0"



1/8"-1'-0"

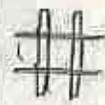
LOWER FLOOR PLAN - BUILDING #2

Proposed Store Space

**RECEIVED**  
**OCT 14 2016**  
 CITY OF BUELLTON  
 Planning Department



**KITCHEN & BATH SHOWROOM**



DISPLAYS FOR SALE

SALE & BATH  
RENOVATION

DISPLAYS FOR SALE