

City of Bishop  
PLANNING COMMISSION MEETING AGENDA

City Council Chambers – 301 West Line Street

Bishop, California 93514

May 31, 2011 - 7:00 P.M.

**Notice to the Public:**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk (760) 873-5863. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35.104 ADA Title II).

Any writing that is a public record that relates to an agenda item for open session distributed less than 72 hours prior to the meeting will be available for public inspection at City Hall, 377 West Line Street, Bishop, California.

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Public Comment:** This time is set aside to receive public comment on matters not calendared on the agenda.

**Approval of Minutes:**

- (1) Minutes of the Planning Commission meeting held on March 29, 2011 for approval.

**Public Hearings:** Notice of this public hearing has been given to the applicant and surrounding property owners in accordance with law. At the hearing, staff will introduce the application, and present its report, recommendations, and any written comments received. This presentation will be followed by testimony from the applicant, and then any interested persons who may wish to comment on the application. After the public hearing the Commission will either: (1) approve, (2) approve with conditions, or (3) deny the application. The Commission may also continue consideration to a specified time, date, and place.

- (2) **Public Hearing on a Conditional Use Permit** to allow a woodshop occupancy and set aside the commercial parking requirements at 336 Hammond Street which is located in a C-1 zone (General Commercial and Retail District).
  - a.1 Open Hearing – If anyone wishes to appeal any decisions by the Planning Commission, they can do so by writing to the City Council within 5 days of the meeting.
  - a.2 Staff introduction, report, recommendations, written comments received
  - a.3 Testimony of applicant – Antonia Bulpitt-Ramirez / Steve White
  - a.4 Testimony of interested persons
  - b.1 Close Public Testimony
  - b.2 Discussion by Commission
  - b.3 Close Public Hearing

c. Consider action for a proposed Conditional Use Permit to allow a woodshop occupancy and set aside the commercial parking requirements at 336 Hammond Street which is located in a C-1 zone (General Commercial and Retail District).

### **Staff and Commission Reports**

#### **Adjournment:**

June 28, 2011 – 7:00 p.m. Regular Meeting

July 26, 2011 – 5:00 p.m. Joint Meeting with City Council / 7:00 p.m. Regular Meeting

Regularly scheduled meetings will be held in the Bishop City Council Chambers, 301 West Line Street, Bishop.

City of Bishop  
PLANNING COMMISSION MINUTES  
City Council Chambers – 301 West Line Street  
Bishop, California 93514

**March 29, 2011**

CALL TO ORDER:

Commissioner Lowthorp called the meeting to order at 7:06 P.M.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Commissioner Lowthorp.

COMMISSIONERS PRESENT:

Lowthorp, Crom, Gardner and Bhakta

COMMISSIONERS ABSENT (Excused):

Huntley, Bloom and Hardy

OTHERS PRESENT:

James M. Southworth, City Administrator  
Peter Tracy, City Attorney  
Gary Schley, Public Services Officer  
Michele Thomas, Secretary

PUBLIC COMMENT

Commissioner Lowthorp asked if anyone wished to speak on a subject not calendared on the agenda. There was no public comment.

(1) APPROVAL OF MINUTES

MOTION

Commissioner Hardy moved to approve the minutes of the January 25 and February 14, 2011 meetings as written.

Ayes: Crom, Bhakta, Gardner and Lowthorp

MOTION CARRIED: 4-0

## CORRESPONDENCE

None

## PUBLIC HEARINGS

- (2) Public Hearing on a Proposed Amendment of Chapter/Section 17.38 of the Zoning Ordinance to provide provisions for an Emergency Shelter Combining District.

- (a) Open Public Hearing

Schley explained that in April 2010, the City updated the General Plan's Housing Element. Part of the Housing Element, a goal was set to amend the City's zoning ordinance to permit emergency shelters in one or more zoning districts without discretionary approval. The staff has drafted an amendment to Bishop Municipal Code Title 17 and the Official Zoning Map to include a definition for "Emergency Shelter," an Emergency Shelter overlay zone, and standards for emergency shelters. The C-1, R-3 and R-3-P zoning districts have been identified for the placement of emergency shelters. The three zones identified are considered compatible for the placement of emergency shelters because they are proximate to social services, transportation and commercial areas. Emergency shelters provided in these districts would be required to comply with applicable zone regulations.

Schley went on to describe that the proposed Emergency Shelter Combining District Overlay Zone encompasses about 38 acres. The majority of land inside the proposed district boundary is currently vacant land zoned for R-3 residential and C-1 commercial uses; two high density mobile home parks occupy an area on the north side of the project area and a high density mobile home park for senior citizens occupies a small area on the south side of the project area. Surrounding lands contain commercial and residential uses as well as park land.

The City Council at their 28 March meeting made findings that the proposed ordinance did not have significant cumulative impacts or substantial adverse impacts on human beings, fish or wild life or sensitive species or cultural resources.

The proposed zone ordinance and zoning map amendments must be submitted to the Planning Commission and given a noticed public hearing. After the hearing, the Planning Commission must render its decision in the form of a written recommendation to the City Council that includes the reasons for the recommendation.

- (b) Planning Commission Discussion on Proposed Amendment of Chapter / Section 17.38 of the Zoning Ordinance to provide provisions for an Emergency Shelter Combining District.

Bhakta asked staff which zone would have been permitted for an emergency shelter prior to the proposed amendment. Schley stated that high density residential zones; R-2000, R-2, R-3, would be permitted with a conditional use permit. Gary went on to say that the proposed zone overlay would allow for emergency shelters without a conditional use permit. Bhakta also asked regarding Ordinance 534, what the definition of one parking space per two client bed and would it make a difference regarding the size of the bed. Schley explained that a shelter with ten beds would require five parking spaces and the size of each bed would not make a difference. Thirdly, Bhakta questioned the hours of operation for an emergency shelter when an emergency could happen at all hours of a day. Schley explained that the hours of operation are when the doors are open for when someone could be omitted. Gary went on to say that there would be an on-site manager on the premises during all hours or an after hour contact person to help someone during closed hours if necessary. Also, Bhakta asked Schley what is a normal ratio for shower and toilet facilities. Schley clarified that per building code on a commercial facility, there are tables to use depending on occupant load. On the first version of our ordinance, the State of California replied that we were too restricted for this type of facility and we made adjustments. Lastly, Bhakta brought up our sign ordinance and what would happen if the emergency shelter facility was built on two different zones within the combining district, what size signage would be allowed. Schley commented that a building could not be built within two different zones. If two separate properties were purchased next the one another and a building was to be built on both properties, the two lots would need a lot line adjustment and a zoning change to one zone to be completed.

(3) Public Hearing to Amend the Zoning Map to establish an Emergency Shelter Combining District.

(a) Open Public Hearing

The zoning map has been updated since the 14 February Joint Meeting. The district definitions now include ES Emergency Shelter and a header labeled Exhibit A. The wording on the legend now reads Emergency Shelter Combining District.

The map includes a large amount of vacant property in the R-3 district along Mac Iver Street and Spruce Street going back to Hanby Avenue and East Yaney Street. Most of this property is owned by DWP. The City is currently working with IMACA to purchase some of the property along the south side of Mac Iver.

(b) Planning Commission discussion on amending the Zoning Map to establish an Emergency Shelter Combining District.

There was no discussion regarding the amendment of the zoning map to establish an Emergency Shelter Combining District.

(c) Planning Commission Action on Proposed Amendment of Chapter/Section 17.38 of the Zoning Ordinance to provide provisions for an Emergency Shelter Combining District and Amending the Zoning Map to establish an Emergency Shelter Combining District.

Commissioner Gardner made a motion to recommend to the City Council the Proposed Amendment of Chapter/Section 17.38 of the Zoning Ordinance to provide provisions for an Emergency Shelter Combining District, recommend to the City Council amending the Zoning Map to establish an Emergency Shelter Combining District, and to adopt proposed Ordinance 534 and Ordinance 535.

MOTION CARRIED: 4-0

Commission Lowthorp made a motion to approve the proposed draft letter of recommendation from the Planning Commission to the City Council for the zoning ordinance and the zoning map with the addition of identifying the recommendation of ordinances 534 and 535.

MOTION CARRIED: 4-0

#### NEW BUSINESS

(4) Reorganization

Commissioner Crom made a motion to re-elect Huntley as Chairman and Bloom as Vice Chairman to serve another year for the Planning Commission.

MOTION CARRIED: 4-0

(5) Follow-up discussion to Joint Meeting with City Council

Southworth mentioned that at the Joint Meeting on 14 February with City Council, Chairman Huntley had asked for a discussion of California Government Code No. 65103 regarding the general duties of a planning agency. Staff and commission agree to carry the topic over to the next Planning Commission meeting in April when the other commissioners will also be present. The Bishop Municipal Code sign ordinance and parking ordinance topics will also be carried over to the 26 April Planning Commission meeting.

(6) General Plan – Mobility Element Update

Southworth went over the schedule for the upcoming Mobility Element briefings prior to the open house scheduled for 12 May. There is a joint City Council/Planning Commission Mobility Element Workshop tentatively scheduled for 25 July. More information will be provided at the next Planning Commission meeting 26 April.

Southworth went on to explain that the City will write a Sustainable Communities grant application for updating the land use to the General Plan. With the recent work done with Retail Coach and Retail Gap Analysis, we will need to update the Economic Development Plan as well.

**STAFF AND COMMISSION REPORTS:**

Southworth shared with the commission that the City has received a letter from Stan Smith, Realtor for the seller of Cottonwood Plaza, from which he received from Lahontan. The letter stated that there is no further action required for the former Cottonwood Plaza. The property will hopefully be able to close escrow in the near future. The prospected buyer is proposing to open an El Pollo Loco in the old Burger King building and a site rehab to the two Cottonwood buildings.

**ADJOURNMENT:**

Commissioner Lowthorp adjourned the meeting at 8:01 p.m. The next regularly scheduled meeting of the Planning Commission will be April 26, 2011 at 7:00 P.M. in the City Council Chambers.

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Commissioner Lowthorp

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Michele Thomas, Secretary

## MEMORANDUM

TO: Planning Commission

FROM: James M. Southworth, Director of Planning 

SUBJECT: PUBLIC HEARING – Conditional Use Permit  
336 Hammond Street

DATE: May 31, 2011

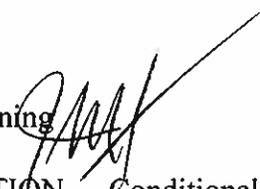
A Public Hearing has been scheduled to hear and consider public input on the request for a Conditional Use Permit to set aside the minimum parking requirement for a commercial shop occupancy at 336 Hammond Street which is located in a C-1 zone (General Commercial and Retail District).

### RECOMMENDATION:

Hold Public Hearing

# MEMORANDUM

TO: Planning Commission

FROM: James M. Southworth, Director of Planning 

SUBJECT: DISCUSSION AND POSSIBLE ACTION – Conditional Use Permit –  
336 Hammond Street

DATE: May 31, 2011

The attached request is to set aside the minimum parking requirement for a commercial shop occupancy at 336 Hammond Street. The property is located in a C-1 zone.

## RECOMMENDATION:

Review the request for a Conditional Use Permit to set aside the minimum parking requirement at 336 Hammond Street.

## MEMORANDUM

Date: May 23, 2011

To: James Southworth, City Administrator

From: Gary Schley, Public Services Officer 

Project Title: Conditional Use Permit/ White Woodshop

Project Proponent: Steve White  
388 Shepard Lane  
Bishop, CA 93514

Project Location: 336 Hammond Street  
Bishop, California.  
(APN 01-086-08)

Subject: Request of a Conditional Use Permit by Antonia Bulpitt-Ramirez / Steve White to allow an art studio/woodshop occupancy and set aside the minimum parking requirement for a commercial shop occupancy at 336 Hammond Street which is in a C-1 zone (General Commercial and Retail District).

Background: The applicant is seeking approval for a Conditional Use Permit to allow an art studio/woodshop occupancy and set aside the commercial parking requirements for woodshop occupancy, pursuant to Bishop Municipal Code, Chapter 17.48. The proponent is proposing a change of use of a 1600 sq. ft. storage warehouse to a commercial woodshop which is neither a listed use nor a prohibited use in the C-1 zoning district. The site currently has one unpaved onsite parking space. The change to woodshop occupancy would require an additional three onsite paved parking spaces which it cannot provide.

Several onsite and public parking surveys were performed. The surveys determined that public parking during business hours is not heavily impacted adjacent to the project site.

The subject property and adjacent parcels to the north, south, east and west are all within a C-1 zoning district (General Commercial and Retail District). A Coca-Cola distributing warehouse is set to the north, a vacant parcel, auto body shop, bed and breakfast and professional office are set to the east, professional offices and a mini-storage facility are set to the west, a professional office facility and Academy Street are set to the south of the proposed project.

At its regular scheduled meeting of May 23, 2011, the Bishop City Council approved a Negative Declaration for the above mentioned project, therefore, complying with CEQA requirements.

**Recommendation:** Review the request for a Conditional Use Permit to allow a woodshop use and set aside the minimum parking requirements at 336 Hammond Street.

City of Bishop

Use Permit and Zoning Variance Application Form

(To be completed by applicant)

Date Filed 4/14/2011

This application is for a (circle one) Conditional Use Permit Zoning Variance

Name and address of applicant:

Steven White, 388 Shepard Lane, Bishop CA 93514

Name and address of property owner:

Antonia Pulpitt-Ramirez, P.O. Box 16361, San Diego CA 92176

Legal description of property:

336 Hammond St, Bishop, CA APN 01-086-08

Location (address, section, township, range, parcel number):

Present zoning:

C1

General Plan designation:

General Commercial & Retail

Proposed use of property:

Art Studio / Woodshop



April 13, 2011

My name is Steve White. I have had a one-person studio furniture-making business in Bishop since moving here 13 years ago. Studio furniture is the term for one-of-a-kind, hand-crafted and artful furniture. Much of my furniture is sold out of the area, but I am inspired to be working and living here in Bishop and am proud to call this my home. I have been renting shop space on Willow Street, and have come to enjoy the downtown location. Moving my shop into a building which I own has been a goal of mine, since it would assure me of always having a place to do my work.

The building (and lot) at 336 Hammond St. has been for sale. It fits the bill for me almost perfectly, except for its C-1 zoning, which does not specifically address my type of use. I am concerned about being a good neighbor, so I talked with the city building department, members of the planning commission, and neighbors regarding my hopes for the building. After getting generally positive responses from everyone, I decided to put an offer on the building. The offer has been accepted, but is contingent on me getting a conditional use permit for the property. I am hereby applying for such a permit.

For me, this building is ideal. It is in a good location, is the right size, with a high ceiling, 12 foot by 12 foot wide sliding door right out to the street, 3-phase power to the building, and a small bathroom and office inside. The small shed-roof addition provides additional storage. My hope for this place is to improve the building into a fully-equipped and well laid-out wood shop with bench space for up to three furniture makers. I would possibly have an apprentice in the future, and currently Todd Bradlee, a 6-year resident of Bishop and studio furniture maker, is committed to helping me remodel the building, then to rent space in it. My hope is that the shop might outlive me, being passed on to the next generation of woodworkers.

I stress that the kind of woodworking that I and any others would be engaged in is studio furniture, which entails a lot of handwork and minimum time with loud machinery. Furthermore, insulating the building would contain the noise level inside. Other concerns expressed to me are about traffic, parking, and noxious fumes. The only traffic to the building would be the occasional customer, and the need for parking would typically be one or two cars. This wood shop would produce no noxious fumes, as all finishes are hand-applied oils. No spray painting is ever done.

In closing, I believe my kind of business will be an asset to the neighborhood and the community. I have developed a regional reputation for my furniture, but I often make repairs on people's furniture, and have done many other woodworking jobs for locals. I am a skilled woodworker and have the only fully-equipped shop in the area. Also, if I attract other artists and craftspeople, or lovers of the arts and crafts, to Bishop, that will enrich our community as well.

Sincerely,

A handwritten signature in cursive script, appearing to read "Steven M. White".

Steven M. White

## PROPOSED IMPROVEMENTS TO 336 HAMMOND STREET

### Improvements to lot:

None, but may plant a few flowers or shrubs across front of building.

### Improvements to building:

Exterior: Add gutter and downspout across front

Fix swamp cooler

Add several windows, one door to rear

Paint trim

Erect small sign

Interior: Run single-phase and 3-phase power to outlets

Add ceiling lighting

Replace heater (if necessary)

Insulate walls, ceiling

Sheath walls with plywood

Install dust collection and compressed air systems

Install machinery

Install benches and cabinetry

### Schedule of work:

Upon close of escrow (early August), work will commence, and be completed by November 2011.

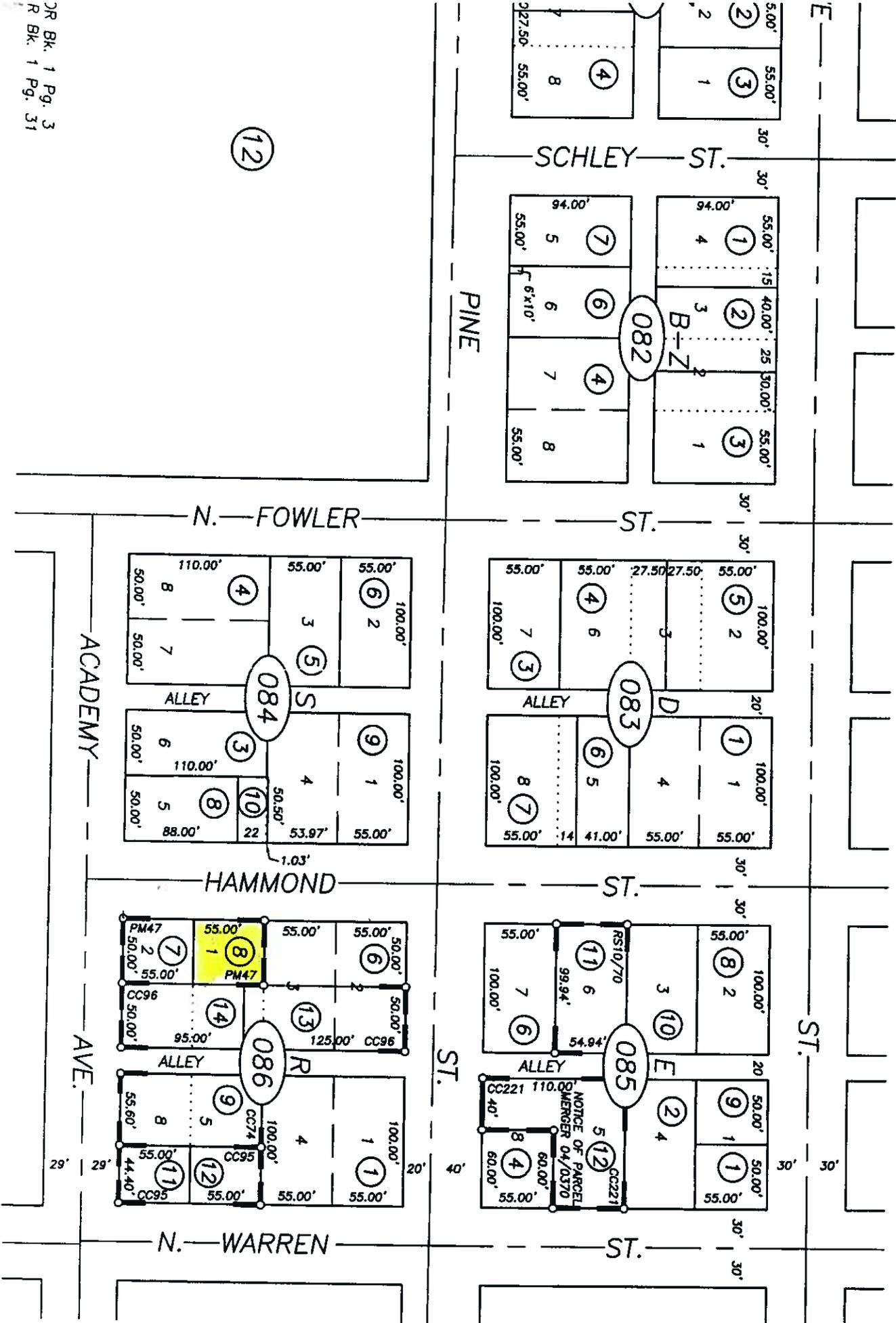
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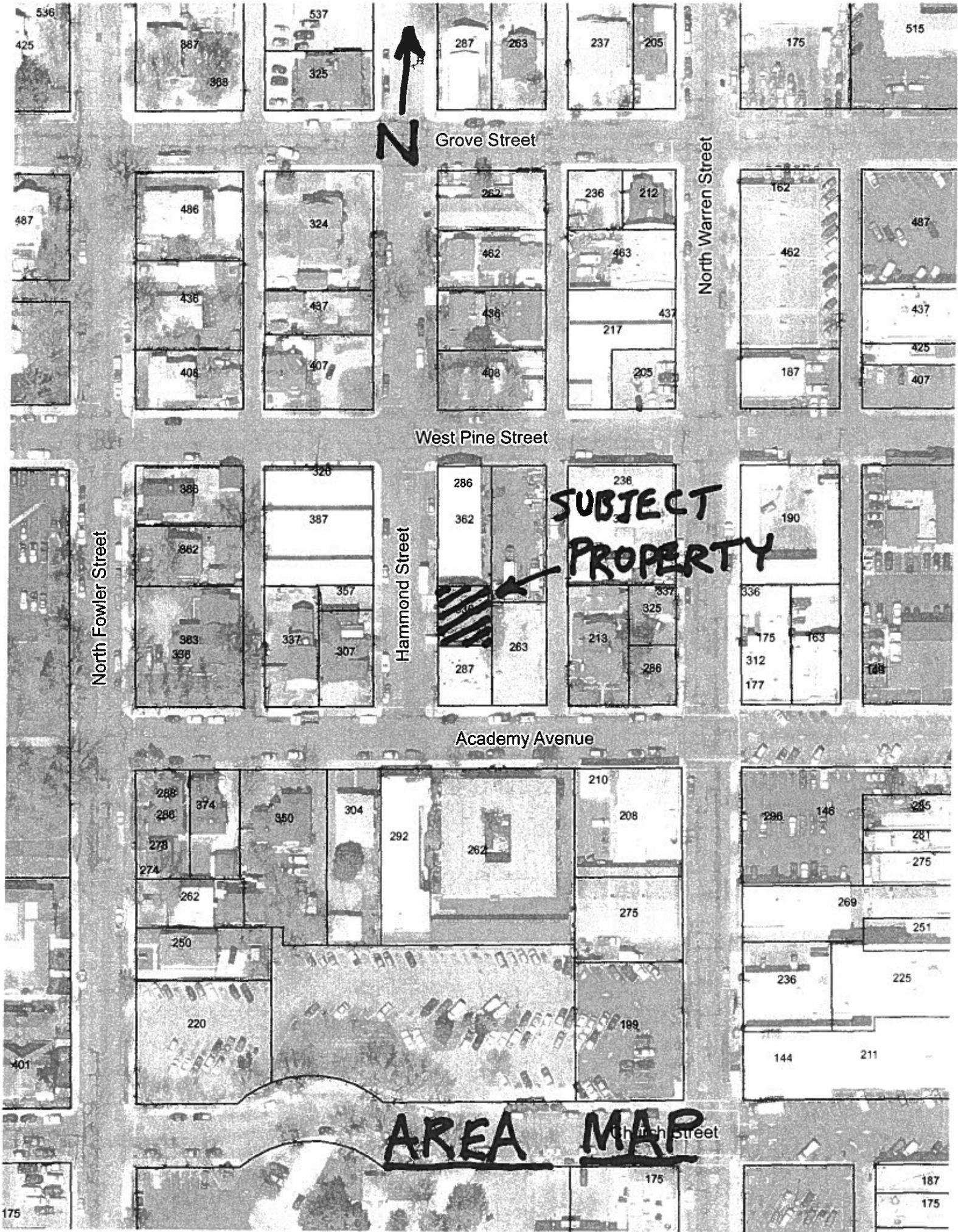
ADDITION

(05)

ACADEMY

ADDITION





Grove Street

West Pine Street

Academy Avenue

North Fowler Street

North Warren Street

Hammond Street

Church Street

**SUBJECT  
PROPERTY**

**AREA MAP**

536  
425  
867  
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362 HAMMOND  
(COCA-COLA PLANT)

EXIST. ELECTRICAL METERS

SETBACK

EXISTING DRIVEWAY

EXISTING DBL. SLIDING DOORS  
12'x12' OPENING

EXISTING SHED-ROOF ADDITION

336 HAMMOND  
(SUBJECT PROPERTY)

EXISTING BLDG, 40'x40',  
STEEL GIRDER, STEEL SIDING,  
CONCRETE SLAB

OFF-STREET PARKING  
9'x20'

10'-12'  
SETBACK

40'

55'  
LOT

EXISTING TREE

HAMMOND ST.

50' LOT

287 ACADEMY

DWG. BY  
S. WHITE

ACADEMY ST.