



**TOWN OF LOOMIS**  
**PLANNING COMMISSION AGENDA**  
**LOOMIS DEPOT**  
**5775 HORSESHOE BAR ROAD**  
**LOOMIS, CALIFORNIA**

<b>TUESDAY</b>	<b>May 22, 2018</b>	<b>7:30 PM</b>
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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

- ROLL CALL**
- Chairman Hogan
  - Commissioner Clark -Crets
  - Commissioner Kelly
  - Commissioner Wilson
  - Commissioner Obranovich

**AT THIS TIME THE COMMISSION WILL ELECT A CHAIRMAN AND VICE-CHAIRMAN**

**COMMISSION COMMENT FOR ITEMS NOT ON THE AGENDA**

**PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

This time is reserved for those in the audience who wish to address the Planning Commission on subjects that are not on the Agenda. The audience should be aware that the Commission may not discuss details or vote on non-agenda items. Your concerns may be referred to staff or placed on the next available agenda. Please **note that comments from the public will also be taken on any item on the agenda. The time allotted to each speaker** is three minutes but can be changed by the Chairman.

**ADOPTION OF AGENDA**

If items on the Agenda will be rescheduled for a different day and time, it will be announced at this time. Speakers are requested to restrict comments to the item as it appears on the agenda and stay within a three minute time limit. The Chairman has the discretion of limiting the total discussion time for an item.

**PUBLIC COMMENT ON CONSENT AGENDA**

**CONSENT AGENDA**

- 1. PROJECT STATUS REPORT**
- 2. APRIL 25, 2018 MINUTES**

**RECOMMENDATION**

**RECEIVE AND FILE  
 APPROVE**

**BUSINESS ITEMS**

- 3. APPLICATION #18-03 (MASTER DEVELOPMENT PLAN) TO CONVERT AN EXISTING HOUSE TO OFFICE USE ON A 3.4 PARCEL LOCATED IN THE CT ZONE.**  
 5847 BRACE ROAD  
 APN: 043-093-049  
 APPLICANT: JARED TAYLOR

The Town of Loomis has received an application to permit the conversion of a single family dwelling (SFD) to an office in the CT Tourist Commercial as per Section 13.26.030 Commercial Permitted Use Table 2-6 of the Loomis Zoning Ordinance. The site and adjacent properties, northeast of I-80 and Brace Road are zoned CT Tourist Commercial consistent with Tourist Commercial designation of the General Plan.

All new uses in the CT Zone require approval of a Master Development Plan (MDP) by both the Planning Commission and the Town Council. CT regulations apply to all projects in the zone, whether large multi-parcel projects, or a simple permitted use. In order to apply the zoning code equitably, the MDP applies only to the southeast ½ acre of the project site, where the dwelling is located. The MDP approval will be limited to only the conversion of the SFD for office uses. No other entitlement or approval is part of the ½ acre portion, or elsewhere on the 3.4 acre parcel

### **RECOMMENDATION**

The Planning Commission adopt Resolution #18-06 to approve the Master Development Plan and Design Review subject to the recommended findings and the conditions of approval.

### **PUBLIC COMMENT**

**ADJOURNMENT:** \_\_\_\_\_ **PM**

### **INFORMATION SUBMITTED AT HEARING OR AFTER PREPARATION OF PACKETS**

The Planning Commission may not have time to read written information submitted at the hearing or after 5:00 p.m. the Friday before the scheduled hearing date. We encourage you to present your comments, during the scheduled time period, at the public hearing.

### **ACCOMMODATING THOSE INDIVIDUALS WITH SPECIAL NEEDS**

In compliance with the Americans with Disabilities Act, the Town of Loomis encourages those with disabilities to participate fully in the public hearing process. If you have special needs or requirements in order for you to attend or participate in the Town's public hearing process or programs, please contact Town Hall at 652-1840 prior to the public hearing or program you wish to attend, so that we can accommodate you. Materials relating to an item on this agenda can be obtained at Town Hall (3665 Taylor Road) or on the Town's website at [www.loomis.ca.gov](http://www.loomis.ca.gov).

### **ADMINISTRATIVE REMEDIES MUST BE EXHAUSTED PRIOR TO ACTION BEING INITIATED IN A COURT OF LAW**

If you challenge the proposed project described above in court, you may be limited to raising only those issues you raised at the public hearing described in this notice, or in written correspondence delivered to the Town at, or prior to the public hearing.

### **APPEAL PERIOD**

\*\* There is a 10-day appeal period for Planning Commission decisions. Appeals can be made by any interested party by submittal of a written appeal request to the Loomis Town Clerk, 3665 Taylor Road, Loomis, California, 95650. \*\*

### **PUBLIC HEARING PROCEDURE:**

1. Town staff makes its presentation on the Project and outlines all recommended actions
2. Commission/Council asks questions of staff
3. Chair/Mayor opens the public hearing
4. Applicant makes its presentation – 15 minutes (At the discretion of the mayor or chair, time may be extended depending on the size/scope of the proposed project. The applicant must make the request for a time extension prior to the beginning of the meeting.)
5. Commission/Council asks questions of the applicant (and staff)
6. Public comment – maximum 3 minutes per speaker, one opportunity to speak each
7. Applicant opportunity to respond to public comments – 3 minutes (At the discretion of the mayor or chair, time may be extended depending on the number of comments made during public comment.)
8. Chair/Mayor closes the public hearing is closed

9. Staff responds to all public comments; Commission/Council asks any additional questions of staff
10. Council deliberates and acts on requested entitlements

**CERTIFICATION OF POSTING OF AGENDA**

I, Carol Parker, Administrative Clerk/Planning Assistant for the Town of Loomis, declare that the foregoing agenda for Tuesday May 22, 2018, Meeting of the Town of Loomis Planning Commission was posted May 16, 2018 at Town Hall of the Town of Loomis, 3665 Taylor Road, Loomis, California, 95650. The agenda is also available on the Town website at [www.loomis.ca.gov](http://www.loomis.ca.gov).

Signed, March 16, 2018 at Loomis, California.

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Carol Parker, Administrative Clerk/Planning Assistant