



NOTICE OF SPECIAL MEETING

VISALIA PLANNING COMMISSION

NOTICE IS HEREBY GIVEN that the Planning Commission will conduct a special meeting at 5:30pm on Wednesday December 19, 2018 in Visalia at the Council Chambers located at, 707 W. Acequia, Visalia CA. The purpose of said special meeting is as follows:

Appeal of Planning Division approval of Temporary Conditional Use Permit No. 2018-85, a request by St. Paul's Episcopal Church to operate an emergency overnight warming center for homeless persons within the church's parish hall. The site is zoned Q-P (Quasi Public) and is located at 120 N. Hall Street (APN: 093-272-001, 002, 003, 004).

NOTICE IS FURTHER GIVEN that the public will be given the opportunity to speak only on those matters listed in this notice. Dated this 18th day of December, 2018.

Paul Bernal

Staff Liaison to the Planning Commission

I, Susan Currier, **do hereby certify**, under penalty of perjury under the laws of the State of California, that the foregoing notice of special meeting was mailed to each member of the Planning Commission and posted on the posting board, at Council Chambers located at, 707 W. Acequia, Visalia CA all on the 18 day of December, 2018.

Susan Currier

Staff Liaison to the Planning Commission

Americans with Disabilities Act: In compliance with the American Disabilities Act, if you need special assistance to participate in meetings call 559-713-4436 48-hours in advance of the meeting. For Hearing-Impaired - Call (559) 713-4900 (TDD) 48-hours in advance of the scheduled meeting time to request signing services. Written materials relating to an item on this agenda submitted to the Advisory Body are available for public inspection in the Visalia City office, at 315 E Acequia Ave, during normal business hours.



REPORT TO CITY OF VISALIA PLANNING COMMISSION

HEARING DATE: December 19, 2018

PROJECT PLANNER: Brandon Smith, Senior Planner
Phone No.: (559) 713-4636
E-mail: brandon.smith@visalia.city

SUBJECT: Appeal of Planning Division approval of Temporary Conditional Use Permit No. 2018-85: A request by St. Paul's Episcopal Church to operate an emergency overnight warming center for homeless persons within the church's parish hall. The site is zoned Q-P (Quasi Public) and is located at 120 N. Hall Street (APN: 093-272-001, 002, 003, 004).

STAFF RECOMMENDATION

Staff recommends that the Planning Commission uphold the administrative approval of Temporary Conditional Use Permit No. 2018-85, as conditioned, and deny the Appeal.

RECOMMENDED MOTION

I move to adopt Resolution No. 2018-59 denying the Appeal and upholding the administrative approval of Temporary Conditional Use Permit No. 2018-85, as conditioned, based on the findings in Resolution No. 2018-59.

ALTERNATIVES

The Planning Commission may, in lieu of the recommended motion specified above, consider any of the following alternatives:

1. Uphold the Appeal and deny the approval/issuance of Temporary Conditional Use Permit No. 2018-85.
2. Deny the Appeal and uphold the approval/issuance of Temporary Conditional Use Permit No. 2018-85, with additional conditions or modifications as specified by the Planning Commission.

PROJECT DESCRIPTION

The appellant, Wayne Wundram, is appealing the administrative approval of Temporary Conditional Use Permit No. 2018-85 by the City Planning Division for a warming center at St. Paul's Episcopal Church (see Exhibit "A").

St. Paul's Episcopal Church filed an application for Temporary Conditional Use Permit (TCUP) on November 26, 2018, to operate a winter warming center at the church facility. The warming center will operate inside the church parish hall and includes an outdoor storage area in the covered walkway of the church courtyard for individual's personal belongings. The storage of belongings is more fully described in the attached Operational Statement included in Exhibit "A". The warming center will not provide mats, cots, beds, or meals. The request would be the second consecutive winter season in which the City Planning Division has approved a TCUP application for a warming center to operate at St. Paul's Episcopal Church.

As noted in more detail below there were complaints about the church opening its door as a warming center for homeless persons under the TCUP issued last year. As part of the City's requirements for issuing this second TCUP, the applicant had to comply with specific safety and operational requirements that included preparation of a Police-approved security plan,

completion of a Fire Prevention inspection, and outreach to neighbors. These additional requirements, which are described in more detail below, were listed to meet complaints from the neighboring property owners concerning the usage of church property. The applicant has satisfied these requirements and the TCUP was issued on December 17, 2018. The Security Plan and Operational Requirements are included in the attached Exhibit "A".

Staff received an appeal letter by the appellant, Wayne Wundram, on December 12, 2018, and received the required appeal filing fee on December 17, 2018 (see Exhibit "B"). Mr. Wundram owns a medical office and single-family residence south of the parish hall across the alley. The appellant has cited opposition of the warming center operating at the church location and the creation of an attractive nuisance that occurred when the warming center was operating during for the 2017/18 winter season. The appellant contends that similar incidents will occur if the warming center is allowed to operate this winter season. Mr. Wundram also submitted a separate letter, dated December 17, 2018 (see Exhibit "C"), that notes several policy concerns that are outside the scope of this TCUP, which deal with the conditions being imposed on this property owner to use their property as allowed under the City's zoning requirements.

Based on complaints received last year and recent complaints received prior to the issuance of TCUP No. 2018-85, staff has placed additional operating conditions and requirements on the current TCUP. These conditions/requirements include:

- Operation permitted only on nights when the overnight temperature is forecasted to reach 35 degrees (F) or below, as forecasted by the National Weather Service;
- Requirement of a licensed and bonded security guard to patrol the subject property and properties within a 100-foot radius;
- Preparation of and adherence to a security plan, approved by the Police Department;
- Requirement of a Fire Watch (an hourly surveillance of the building to detect fire hazards) at all times when the warming center is open;
- The church taking responsibility for cleaning and removing trash and waste left on the church property and on the adjoining sidewalks and alley;
- The ability for the Planning Division to revoke the TCUP if public nuisance issues in the immediate vicinity arise due to the usage of the property;
- Outreach to neighbors prior to commencing operation.

The warming shelter has not yet commenced operation for the current winter season. Although a TCUP has been issued by the Planning Division, a condition of the TCUP prohibits the warming center from operating if an appeal has been filed and restricts the center from operating until a decision is rendered on the appeal.

BACKGROUND INFORMATION

General Plan Land Use Designation:	Public Institutional
Zoning:	Q-P (Quasi-Public)
Surrounding Land Use and Zoning:	North: O-C (Office Conversion) – Center Ave., flower shop, office and residences
	South: O-C (Office Conversion) – Medical office and residences
	East: Q-P (Quasi-Public) – Church parking Lot
	West: Hall Street, medical offices

Environmental Review: Ministerial Exempt
Special Districts: None
Site Plan: 2018-183

RELATED PROJECTS

Temporary Conditional Use Permit No. 2017-74 was on December 28, 2017, for St. Paul's Episcopal Church to operate an emergency warming shelter. The permit expired on March 28, 2018.

PROJECT EVALUATION

Staff recommendation of upholding the TCUP approval, as conditioned, is based on the inclusion of conditions of approval and security measures that are intended to address the City's and neighborhood's concerns regarding illicit activity, loitering, nuisance issues and security, during the duration of the event.

The operation of the warming center in association with the previous 2017/2018 winter season resulted in complaints on file with the Police Department and verbal complaints received by staff and the City Council from surrounding properties. Properties directly surrounding the temporary warming center use consist of both medical and professional offices, a flower shop, residences, and City parks.

In response to the complaints and to concerns that arose out of last year's operation, staff has enacted additional conditions of approval and has required the applicant to provide more explicit operating conditions regarding safety and security. Additional conditions include limiting the number of individuals permitted to stay at the warming center, operational requirements that only allow the warming center to be operational when the overnight temperature is forecasted to reach 35 degrees (F) or below, and requiring a licensed and bonded security guard patrol the subject property and surrounding properties when the warming center is in use. Staff has concluded that if the church carries out these additional requirements, issues that arose out of the previous year's operation will be more effectively managed and curtailed. If issues arise that cannot be managed based on documented evidence or failure to comply with any conditions resulting in the this use attributing to public nuisance issues, the City Planner may revoke the TCUP use.

In addition, staff is requiring that beginning next year the operation of an emergency warming center at this location will only be allowed upon prior approval of a permanent Conditional Use Permit by the Planning Commission. Although the warming center itself is temporary usage based on weather conditions, this is now the second year the church has requested to operate a warming center, staff considers that if the usage is to continue then the permanent conditional use process should apply.

RECOMMENDED FINDINGS

1. That the proposed Temporary Conditional Use Permit No. 2018-85, as conditioned, will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.
2. That the proposed Temporary Conditional Use Permit No. 2018-85, as conditioned, is consistent with the policies and intent of the General Plan and the Zoning Ordinance. Specifically, the project will be consistent with the required findings of the Zoning Ordinance Section 17.38.110:

- a) The proposed location of the temporary conditional use is in accordance with the objectives of the Zoning Ordinance and the purposes of the zone in which the site is located. Churches are a conditionally allowed in the Quasi-Public zone in accordance with Chapter 17.52 of the Visalia Municipal Code, and an emergency warming shelter operating as a temporary and ancillary use within the church is a form of community outreach and service that is associated with churches and other religious-type uses. The use is determined to be a compatible use in the zoning designation as conditioned.
- b) The proposed location of the temporary conditional use and the conditions under which it would be operated or maintained, will not be detrimental to the public health, safety, or welfare, and materially injurious to properties or improvements in the vicinity. Pursuant to the conditions of approval of the temporary conditional use permit, the temporary use of a portion of the property as an emergency warming center will operate in a manner that places explicit measures and high priority towards public health, safety, and welfare, and ensuring that the existing character of the surrounding neighborhood will be upheld.

APPEAL INFORMATION

According to the City of Visalia Zoning Ordinance Section 17.02.145, an appeal to the City Council may be submitted within ten days following the date of a decision by the Planning Commission. An appeal with applicable fees shall be in writing and shall be filed with the City Clerk at 220 N. Santa Fe Street. The appeal shall specify errors or abuses of discretion by the Planning Commission, or decisions not supported by the evidence in the record. The appeal form can be found on the city's website www.visalia.city or from the City Clerk.

Attachments:

- Related Plans and Polices (Temporary Conditional Use Permit)
- Resolution
- Exhibit "A" – TCUP No. 2018-85 with attachments
 Operation Statement, Safety/Security Plan, Site Plan, Floor Plan
- Exhibit "B" – Appeal Letter from Wayne Wundram dated December 12, 2018
- Exhibit "C" – Wayne Wundram Letter dated December 17, 2018
- Site Plan Review Comments
- General Plan Land Use Map
- Zoning Map
- Aerial Map
- Location Map

Related Plans & Policies

Zoning Ordinance [Title 17 of Visalia Municipal Code]

Chapter 17.38 Conditional Use Permits

17.38.070 Temporary uses or structures

- A. Conditional use permits for temporary uses or structures may be processed as administrative matters by the city planner and/or planning division staff. However, the city planner may, at his/her discretion, refer such application to the planning commission for consideration.
- B. The city planner and/or planning division staff is authorized to review applications and to issue such temporary permits, subject to the following conditions:
1. Conditional use permits granted pursuant to this section shall be for a fixed period not to exceed thirty (30) days for each temporary use not occupying a structure, including promotional enterprises, or six months for all other uses or structures.
 2. Ingress and egress shall be limited to that designated by the planning division. Appropriate directional signing, barricades, fences or landscaping shall be provided where required. A security officer may be required for promotional events.
 3. Off-street parking facilities shall be provided on the site of each temporary use as prescribed in Section 17.34.020.
 4. Upon termination of the temporary permit, or abandonment of the site, the applicant shall remove all materials and equipment and restore the premises to their original condition.
 5. Opening and closing times for promotional enterprises shall coincide with the hours of operation of the sponsoring commercial establishment. Reasonable time limits for other uses may be set by the city planner and planning division staff.
 6. Applicants for a temporary conditional use permit shall have all applicable licenses and permits prior to issuance of a conditional use permit.
 7. Signing for temporary uses shall be subject to the approval of the city planner.
 8. Notwithstanding underlying zoning, temporary conditional use permits may be granted for fruit and vegetable stands on properties primarily within undeveloped agricultural areas. In reviewing applications for such stands, issues of traffic safety and land use compatibility shall be evaluated and mitigation measures and conditions may be imposed to ensure that the stands are built and are operated consistent with appropriate construction standards, vehicular access and off-street parking. All fruits and vegetables sold at such stands shall be grown by the owner/operator or purchased by said party directly from a grower/farmer.
 9. Fruit/Vegetable stands shall be subject to site plan review.
- C. The City Planner shall deny a temporary use permit if findings cannot be made, or conditions exist that would be injurious to existing site, improvements, land uses, surrounding development or would be detrimental to the surrounding area.
- D. The applicant or any interested person may appeal a decision of temporary use permit to the planning commission, setting forth the reason for such appeal to the commission. Such appeal shall be filed with the city planner in writing with applicable fees, within ten (10) days after notification of such decision. The appeal shall be placed on the agenda of the commission's next regular meeting. If the appeal is filed within five (5) days of the next regular meeting of the commission, the appeal shall be placed on the agenda of the commission's second regular meeting following the filing of the appeal. The commission shall review the temporary use permit and shall uphold or revise the decision of the temporary use permit, based on the findings set forth in Section 17.38.110. The decision of the commission shall be final unless appealed to the council pursuant to Section 17.02.145.
- E. A privately owned parcel may be granted up to six (6) temporary use permits per calendar year. (Ord. 2017-01 (part), 2017: Ord. 9605 § 30 (part), 1996: prior code § 7532)

17.38.110 Action by planning commission.

A. The planning commission may grant an application for a conditional use permit as requested or in modified form, if, on the basis of the application and the evidence submitted, the commission makes the following findings:

1. That the proposed location of the conditional use is in accordance with the objectives of the zoning ordinance and the purposes of the zone in which the site is located;

2. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.

B. A conditional use permit may be revocable, may be granted for a limited time period, or may be granted subject to such conditions as the commission may prescribe. The commission may grant conditional approval for a permit subject to the effective date of a change of zone or other ordinance amendment.

C. The commission may deny an application for a conditional use permit. (Ord. 2017-01 (part), 2017: prior code § 7536)

RESOLUTION NO. 2018-59

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF VISALIA DENYING THE APPEAL AND UPHOLDING THE APPROVAL OF TEMPORARY CONDITIONAL USE PERMIT NO. 2018-85 PERTAINING TO A REQUEST BY ST. PAUL'S EPISCOPAL CHURCH TO OPERATE AN EMERGENCY OVERNIGHT WARMING CENTER FOR HOMELESS PERSONS WITHIN THE CHURCH'S PARISH HALL. THE SITE IS ZONED Q-P (QUASI PUBLIC) AND IS LOCATED AT 120 N. HALL STREET (APN: 093-272-001, 002, 003, 004)

WHEREAS, on November 26, 2018, Temporary Conditional Use Permit (TCUP) No. 2018-85 was filed with the City of Visalia; and

WHEREAS, Temporary Conditional Use Permit No. 2018-85 is a request by St. Paul's Episcopal Church to operate an emergency overnight warming center for homeless persons within the church's parish hall. The site is zoned Q-P (Quasi Public) and is located at 120 N. Hall Street (APN: 093-272-001, 002, 003, 004); and

WHEREAS, on December 17, 2018, the City Planning Division approved Temporary Conditional Use Permit No. 2018-85 as conditioned; and

WHEREAS, on December 17, 2017, a letter requesting an appeal of the City Planning Division's approval of Temporary Conditional Use Permit No. 2018-85 along with the required processing fees was received by the City Planning Division; and

WHEREAS, the Planning Commission of the City of Visalia finds the Temporary Conditional Use Permit is consistent with the City of Visalia General Plan goals, objectives, and policies and Chapter 17.38.110 of the Zoning Ordinance of the City of Visalia based on the evidence presented; and

WHEREAS, the Planning Commission finds the project to be Ministerially Exempt consistent with the California Environmental Quality Act (CEQA) and City of Visalia Environmental Guidelines.

NOW, THEREFORE, BE IT RESOLVED that the project is exempt from further environmental review pursuant to CEQA Section 15268.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Planning Commission of the City of Visalia makes the following specific findings based on the evidence presented:

1. That the proposed Temporary Conditional Use Permit No. 2018-85, as conditioned, will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.
2. That the proposed Temporary Conditional Use Permit No. 2018-85, as conditioned, is consistent with the policies and intent of the General Plan and the Zoning Ordinance. Specifically, the project will be consistent with the required findings of the Zoning Ordinance Section 17.38.110:
 - a) The proposed location of the temporary conditional use is in accordance with the objectives of the Zoning Ordinance and the purposes of the zone in which the

site is located. Churches are a conditionally allowed in the Quasi-Public zone in accordance with Chapter 17.52 of the Visalia Municipal Code, and an emergency warming shelter operating as a temporary and ancillary use within the church is a form of community outreach and service that is associated with churches and other religious-type uses. The use is determined to be a compatible use in the zoning designation as conditioned.

- b) The proposed location of the temporary conditional use and the conditions under which it would be operated or maintained, will not be detrimental to the public health, safety, or welfare, and materially injurious to properties or improvements in the vicinity. Pursuant to the conditions of approval of the temporary conditional use permit, the temporary use of a portion of the property as an emergency warming center will operate in a manner that places explicit measures and high priority towards public health, safety, and welfare, and ensuring that the existing character of the surrounding neighborhood will be upheld.

BE IT FURTHER RESOLVED that the Planning Commission denies the appeal and upholds the approval of Temporary Conditional Use Permit No. 2018-85 on the real property described in accordance with the terms of this resolution under the provisions of Section 17.38.110 of the Ordinance Code of the City of Visalia.

Exhibit "A"

**TCUP N. 2018-85 w/
attachments**

PLANNING DIVISION



TEMPORARY CONDITIONAL USE PERMIT No. 2018-85

SPR No. 2018-183

COMMENTS & CONDITIONS

St. Paul's Episcopal Emergency Warming Center

STAFF: Brandon Smith, Senior Planner

DATE: December 17, 2018

ACTIVITY:	Emergency warming center for homeless persons during winter months
CONTACT:	Suzy Ward, St. Paul's Episcopal Church. Phone: (559) 967-4065
LOCATION:	Parish Hall at St. Paul's Episcopal Church, 120 N. Hall Street (APN: 093-272-002) – Reference SPR #2018-183
DATE:	December 17, 2018 through March 1, 2019
CURRENT STATUS:	Approved with conditions subject to Condition No. 3 regarding approved operating dates & Condition No. 18 regarding the filing of an appeal.
Req. INSPECTIONS:	Fire Inspection, completed (see Condition No. 1)

Inspections, Licenses, and Permits

- 1) This permit requires approval of a Fire Department inspection prior to start of this temporary use. The inspection was approved on December 13, 2018. For any questions regarding the Fire Inspection please contact Maribel Vasquez at 713-4274.

Operating Requirements

- 2) This permit is being issued for the objective of providing a warming shelter during harsh winter weather conditions only. The center is not permitted to operate on an ongoing daily basis or as a housing shelter, and shall only operate when the weather conditions in Condition No. 3 apply.
- 3) The warming center shall only be permitted to operate from December 17, 2018 through March 1, 2019, and only on nights where the overnight temperature is forecasted to reach 35 degrees (F) or below, as forecasted by the National Weather Service (www.weather.gov).
- 4) The facility must meet all Building & Safety Division and Fire Department conditions as determined in coordination with City staff prior to use of the facility.
- 5) The warming center shall operate in accordance with the attached floor plan, operation statement, and Police Department-approved safety/security plan (see attachments).
- 6) The warming center shall operate in accordance with comments associated with Site Plan Review item no. 2018-185.
- 7) There must be one (1) paid or volunteer staff person inside the building for each whole or partial grouping of 25 persons utilizing the warming center. The maximum number of

City of Visalia

occupants allowed to utilize the warming center at any time is 100 persons, provided there are four (4) paid or volunteer staff persons inside the center at all times.

Safety / Security

- 8) On nights when the warming center operates, a licensed and bonded security guard shall be on duty during the hours of 8:00 p.m. to 8:00 a.m. and shall patrol the subject property as well as public and private property within a 100-foot distance of the church and Center Avenue parking lot (refer to attached map)
- 9) A contact name and phone number (mobile phone) shall be provided to the Police Department Watch Commander and Fire Department at least three days prior to the initial operation and shall be accessible for the duration of the activity. Primary contact is: Suzu Ward, St. Paul's Episcopal Church. Phone: (559) 967-4065.

Additional Conditions

- 10) The facility shall be staffed during all hours while the warming center is in operation.
- 11) Beds and/or cots shall not be used inside or outside of the warming center.
- 12) Outdoor storage of personal possessions or other materials on-site shall not be visible from public right-of-ways.
- 13) There shall be no loitering of persons on the church grounds during daytime hours when the warming center is not in operation (i.e. 7:00 a.m. to 9:00 p.m.) or during the nights when the warming center is not in operation.
- 14) The church shall be responsible for cleaning and removing all trash and waste left on the church property and left on the public sidewalks and alley that are located on the city block that St. Paul's Episcopal Church is situated on in a timely manner.
- 15) Meet all other City Codes, Standards, Regulations, and Requirements.
- 16) Issuance of this permit does not set precedence for approval of a Temporary Conditional Use Permit in future years. Beginning in the 2019/2020 season, operation of an emergency warming center at this location will only be allowed upon prior approval of a permanent Minor Conditional Use Permit.
- 17) The City Planner may revoke this permit based on documented evidence of failure to comply with any conditions or based on the use attributing to public nuisance issues in the immediate vicinity.
- 18) The warming center is restricted from operating if an appeal has been filed with the City of Visalia to the Planning Commission or City Council until such time that the respective decision-making body renders a decision on the appeal.

APPEAL INFORMATION: Visalia Municipal Code, Section 17.38.070


D. The applicant or any interested person may appeal a decision of temporary use permit to the planning commission, setting forth the reason for such appeal to the commission. Such appeal shall be filed with the city planner in writing with applicable fees, within ten (10) days after notification of such decision. The appeal shall be placed on the agenda of the commission's next regular meeting. If the appeal is filed within five (5) days of the next regular meeting of the commission, the appeal shall be placed on the agenda of the commission's second regular meeting following the filing of the appeal. The commission shall review the temporary use permit and shall uphold or revise the decision of the temporary use permit,

City of Visalia

based on the findings set forth in Section 17.38.110. The decision of the commission shall be final unless appealed to the council pursuant to Section 17.02.145.

NOTE: Issuance of this permit does not relieve the applicant of any other responsibilities for permitting and compliance with established rules and regulations, nor does it necessarily provide approvals for any activity which is not specifically listed upon and discussed in the application as submitted by the applicant.

If you have any questions regarding these comments, please feel free to contact me.
City Offices, 315 E. Acequia Ave., Visalia, CA, 93291 (559) 713-4636, Fax # (559) 713-4814
Email: brandon.smith@visalia.city



Approved Planning Division
Brandon Smith, Senior Planner

December 17, 2018

Date

NOTICE

A COPY OF THIS PERMIT MUST BE KEPT AND MAINTAINED ON-SITE FOR THE PURPOSE TO BE PROVIDED AND PRESENTED UPON DEMAND FOR THE WHOLE DURATION OF THIS EVENT.

Attachments:

- 1) Application
- 2) Operation Statement
- 3) Safety / Security Plan
- 4) Center Rules
- 5) Site Plan
- 6) Floor Plan
- 7) Letter Provided by Applicant to Neighbors



RECEIVED

NOV 26 2018

TCUP NO. 2018-85

COMM. DEVELOPMENT
CITY OF VISALIA

suzyvisalia@gmail.com

APPLICATION FOR TEMPORARY CONDITIONAL USE PERMIT

St Paul's Episcopal Church

- 1. Name of Applicant (s): Suzy Ward Phone: 559-967-4065
- 2. Applicant is the Agent of the property owner Owner

Note: If the applicant is not the current owner (e.g., property is in escrow), an agency authorization from the current owner is required.

- 3. Name of all owners, partners, proprietors, principals, etc.: St Paul's Episcopal Church, Episcopal Diocese of San Joaquin
- 4. Address of Property: 1415 W. Center Ave
- 5. Assessors Parcel No.: 093272002
- 6. Location of Property: Center Street Street, between Hall Street and Park Street
- 7. Legal Description of Property: _____

8. Existing Zoning of Property: QP

9. REQUEST: The applicant requests a Conditional Use Permit to use the above described property for the following purposes: to open a temporary warming center

10. Operational Statement: Attach a written narrative outlining the proposed operation including days and hours of operation, number of employees, and any other pertinent information regarding your use that will assist in evaluation of your request.

11. Plans and Drawings: Attach sketches or drawings to clearly show proposal.

12. STATEMENT:

I, Suzanne Ward declare under penalty of perjury, that I have completed this application and all other documents to the best of my ability, and all statements and documents are true and correct to the best of my knowledge. I also declare under penalty of perjury that I am the legal owner, lessee or authorized agent of the property involved in this application.

Nov 26, 2018
Dated

Suzanne Ward
Signed

1934 S. Santa Fe
Address

Visalia, CA 93292
City and Zip Code

Pursuant to Zoning Ordinance Section 17.38.070, the City Planner, may refer this application to the Planning Commission for consideration, which will generate additional fees and time to process the application.

2018 – 2019 Operational Statement
For
St. Paul's Episcopal Church
Warming Center for Homeless

- Operated from opening date in December until the night of March 14, 2019.
- The Center will operate overnight from 9 PM to 7 AM
- It will be staffed by one paid oversight staff that will be on duty all night and assisted by volunteers from community groups.
- Handbook of procedures, including health and safety protocols will be given to volunteers. Training will also be provided. Currently working with County agencies to develop those protocols.
- A security guard will be provided during the hours of operation. (see attached Safety Plan)
- Individuals using the Center will be provided a warm place to stay overnight (no cots provided) Individuals may park their car in the parking lot located next to the Hall but will not be allowed to stay overnight in their car. They will be asked to come in or leave.
- Individuals will be asked to sign-in and provided a claim check for any bikes or carts.
- There will be covered storage provided for carts and bikes.
- Dogs will be kept in dog kennels and given flea collars. Kennels will be located in a corner of the Hall. Owners may stay near their pet, but animals must remain in the kennel.
- Snacks and coffee will be provided during the night
- Restrooms are located in the building. There is a ADA accessible bathroom on the property.
- No smoking is allowed in the buildings, only in the parking lot until 10:30 PM.
- Individuals will be allowed to check in all during the night. If an individual chooses to leave they will not be allowed to return that night.
- There are multiple exits for fires all equipped with panic door bars.
- All doors, but one, will be locked to those trying to enter from the outside. Only one check-in point.
- All individuals will be welcomed as long as they can be compliant with the rules.
 - a. No smoking inside
 - b. Treat everyone with respect
 - c. Quiet after 10:30
- Disruptive individuals will be asked to leave. If an individual becomes a threat to themselves or others, 9-1-1 will be called.
- An individual who becomes defiant will be asked to leave and may be barred from returning

**St. Paul's Safety Plan
For the Warming Center
2018-2019**

- A licensed and bonded Security Guard will be on duty from 8 PM until 8 AM to ensure individuals do not arrive early and that they all leave the area in a timely way, heading east.
- The Security will be asked to monitor the parking lot and ally-way during the period 8 PM – 8 AM
- They will also keep a fire log as requested by the fire department
- Fuentes Security, 444 W. Stuart Ave, Clovis, CA (CA License PPO 17511) will be providing the security for this facility
- Individuals will be advised and reminded to not arrive before 9 PM or they threaten the ability of the Center to operate.
- Individuals will be asked to exit toward the east, staying on the sidewalks, following all traffic rules and trying to avoid Center Street.
- Carts will be limited in size and stored within the confines of the church property.
- Extra trash dumpster and extra pickup have been requested from Visalia Solid Waste which will begin once the WC is opened.
- Pets will be leashed and caged within the building. (If individuals do not have a leash one will be provided. All animals will be given a flea collar the first night they stay.)
- Bathrooms are available within the building.
- Individuals will be asked to line-up and use the door facing the parking lot. (East side of the building)
- Individuals will be allowed to smoke in a specified area in the parking lot which will only be open until 10:30 PM.
- After 10:30 all individuals will be requested to remain within the building until 6 AM.
- If individuals leave early they will not be allowed to return.

St. Paul's Warming Center

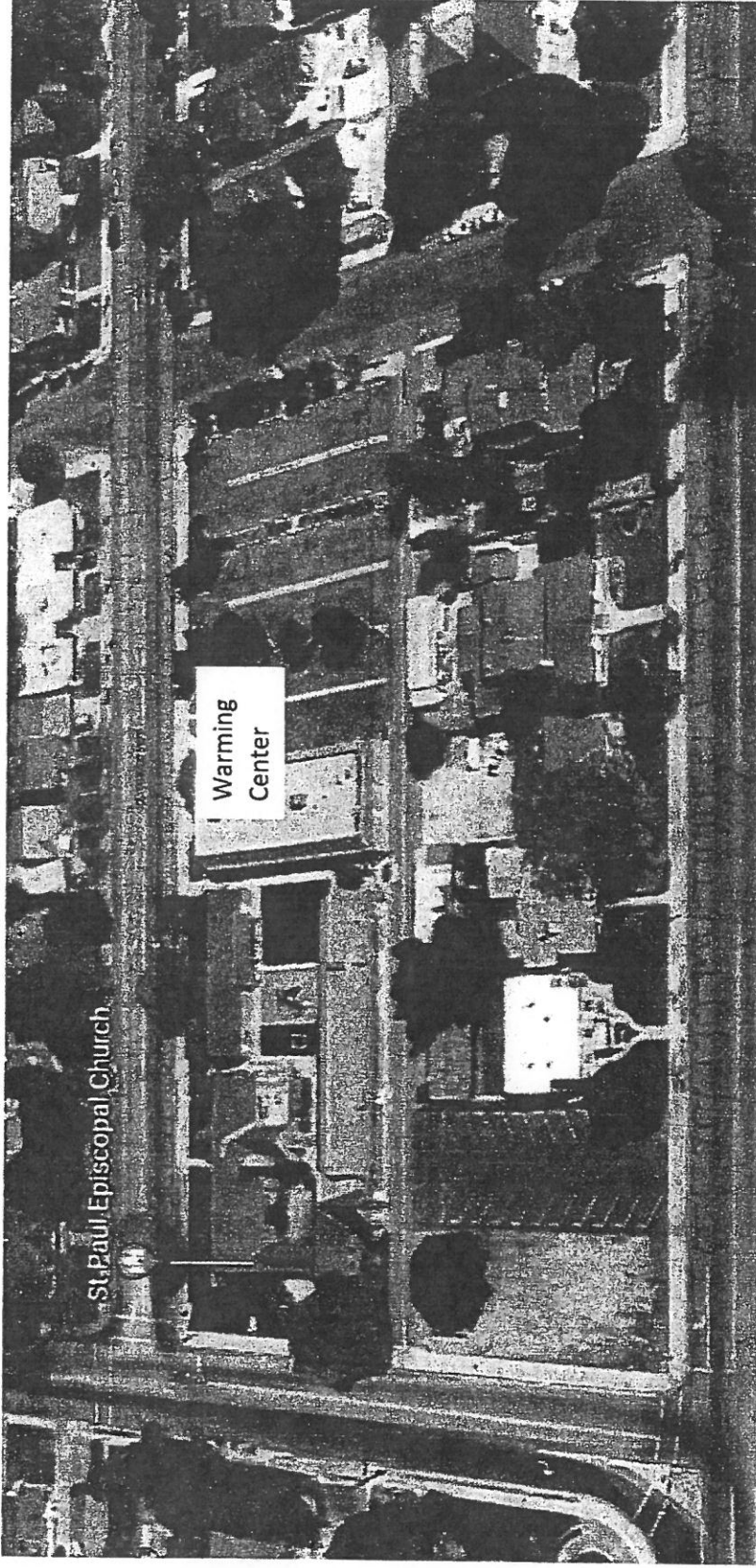
Center Rules

1. Do not arrive before 9 PM and leave going east at 7 AM
2. Treat everyone with Love and Grace
3. Remain in the Hall, no loitering outside
4. Smoking is only permitted in the parking lot in designated areas until 10:30 PM
5. Clean up after yourself
6. Respect other's space, property and privacy
7. Inappropriate behavior may be grounds for being asked to leave

St. Paul's Episcopal Church

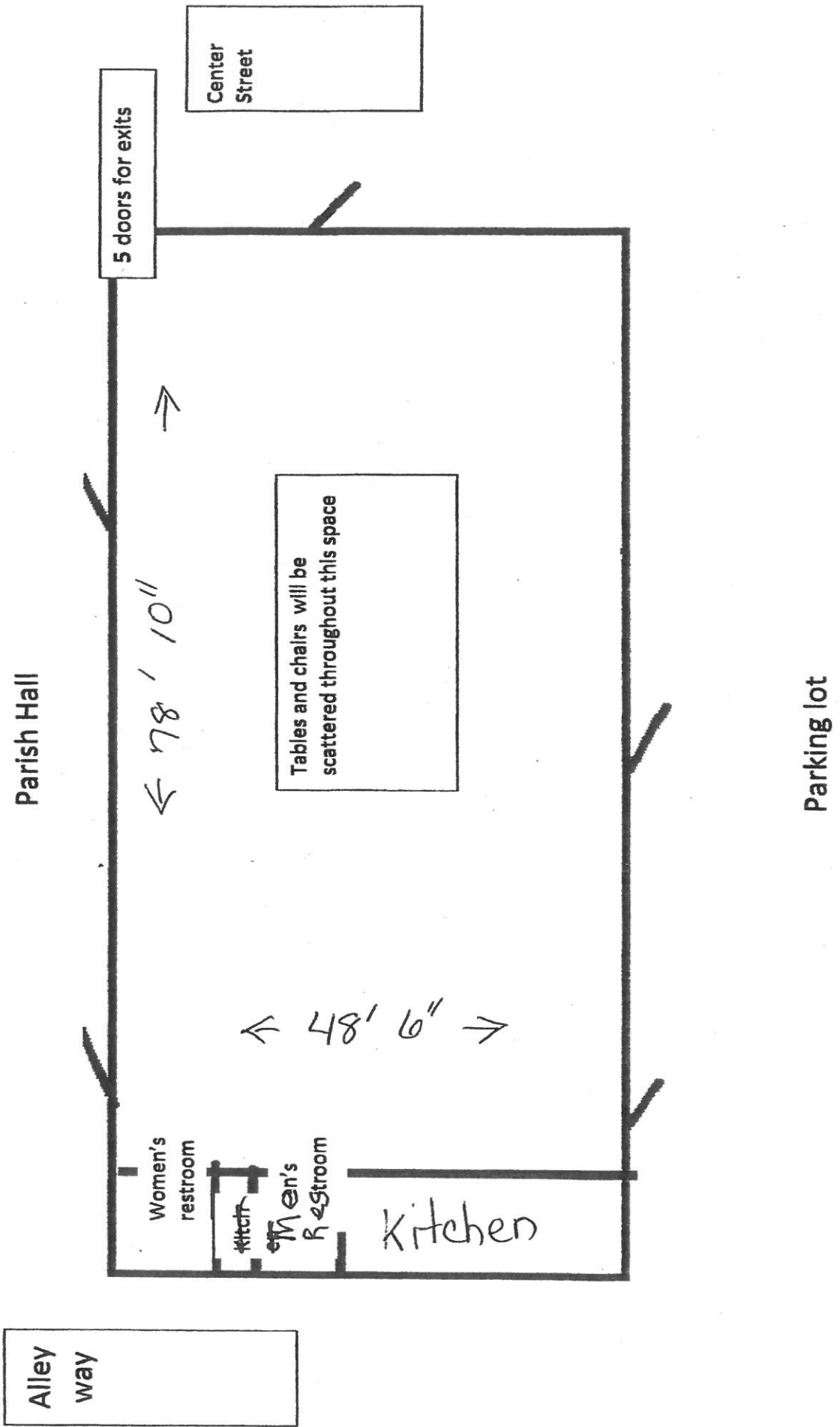
Located at 120 N. Hall

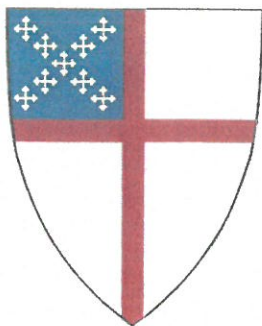
Warming Center will be located in the building next to the parking lot on the east end of the property.



Cart storage
Under covered walkway

Pet storage
under covered walkway





St. Paul's Episcopal Church 120 N. Hall, Visalia, CA

Walking the way of love in our lives and in our community.

December 17, 2018

Dear Neighbors,

St. Paul's Episcopal Church, in partnership with several city and county agencies, will be opening a temporary warming center, beginning in December and operating through March 15. At the same time, concerned citizens and agencies are working to open a permanent, low-barrier shelter that they hope will be ready sometime in late 2019.

Because of your feedback from last year the following changes have been made to improve the operation of the warming center.

- A security guard will be on duty during the hours of operation, 9 PM to 7 AM (as well as an hour before and an hour after).
- Partnering agencies will provide some on-site assistance for medical and mental health needs.
- There will be full-time staff on duty every night to provide for consistent supervision.
- Rules have been established so no one will be sleeping outside of the center.
- Additional weekly trash pick-up will begin once the center opens.

If at any time you have a concern about the operation of the warming center, please feel free to contact me so that that the volunteers and staff can work to resolve the specific issue. (My number is 559-967-4065)

If you would like to donate or volunteer at the center feel free to contact Laura Fisher, Community Engagement Coordinator at the Kings-Tulare Homeless Alliance at lfisher@kthomelessalliance.org.

Sincerely,

Rev. Suzy Ward
Priest-in-charge
St. Paul's Episcopal Church
120 N. Hall
Visalia, CA

Exhibit "B"

Appeal Letter

WUNDRAM CHIROPRACTIC OFFICES

WAYNE I. WUNDRAM DC

1414 W. MAIN ST
VISALIA, CA 93291

559.734.3298
FAX 559.734.3297

Received

December 12, 2018

DEC 12 2018

City of Visalia
Administration

Mr. Randy Groom
City Manager
Visalia, CA

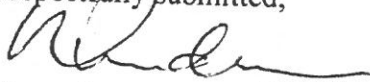
Dear Mr. Groom:

In anticipation of any permit protocol that is likely in process regarding a proposed 'warming center' at St. Paul's Episcopal Church at the corner of Center and Hall Streets in Visalia, I would like to register a formal appeal against any type of permit that would allow the establishment of that type of usage within their facility.

I recently spoke in front of the City Council and expressed my concerns regarding unintended consequences and the creation of an attractive nuisance that accompanied the Church's warming center for the homeless last Winter. As you are fully aware, I am not alone regarding those concerns.

Again, I would like to appeal any attempted current or future permit submitted by the Episcopal Church or its representatives that may be in consideration at this time by the City of Visalia.

Respectfully submitted,



Wayne L. Wundram DC

Exhibit “C”

Letter dated 12/17/18

WUNDRAM CHIROPRACTIC OFFICES

WAYNE I. WUNDRAM DC

1414 W. MAIN ST
VISALIA, CA 93291

559.734.3298
FAX 559.734.3297

December 17, 2018

City of Visalia
Planning Committee/ Commission
Attn: Mr. Paul Bernal and Staff

RECEIVED
DEC 17 2018
COMM. DEVELOP.
CITY OF VISALIA

CC: Mr. Randy Groom
City Manager, Visalia, CA

RE: Temporary Conditional Use Permit / Kings Tulare Homeless Alliance
Warming Center for the Homeless at St. Paul's Episcopal Church
Hall and Center Streets, Visalia, CA

Referencing a proposed Temporary Conditional Use Permit (TCUP) to be located at St. Paul's Episcopal Church, 120 N. Hall, Visalia. CA:

As one of a number of concerned business and property owners as well as others living in residences in the immediate vicinity I am deeply troubled about the unintended consequences that will likely accompany such a usage at that location. Many of the property owners up and down the alley corridor were subjected to numerous instances of health and safety violations during the time last year's warming center was in operation and even more so for several weeks after the warming center shut down for the season.

I understand that a TCUP for this warming center is already being processed by the Visalia Planning Commission.

Accordingly, I would like to be notified by email or letter well in advance as to when the Planning Commission intends to make a decision on the TCUP and be notified when this TCUP will be opened for public discussion. I would hope this matter will not be decided by administrative consent or 'rubber stamped' without a thorough public discussion.

Item to be considered include:

- 1) What are the proposed hours of operation and when is it calendared to open/shut down?
- 2) What will the city's response to violations of health and safety / sanitation issues after hours and when the center shuts down in the Spring?
- 3) Is the city prepared to fund the cost of cleaning up human waste on private property?
- 4) Is the city prepared to share the burden of responsibility if/when there is property damage or theft that occurs on private property directly resulting from increased foot traffic associated with the warming center?

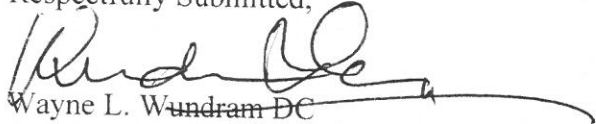
5) What does the church intend to do about security?

6) What are the Church's plans to mitigate the post-season usage on their property? Do they intend to allow the homeless to use their courtyard and use their onsite bathrooms?

7) Has the City of Visalia looked into other locations more appropriate to this type of usage?
I would like to suggest that the city investigate the use of the Visalia Recreation Park activities center located on North Jacob street. There is already a vast homeless encampment in place around the perimeter of the Rawhide ball park. Why not simply open the doors of the Recreation Park center a mere 100 yards away from their encampment rather than move those individuals to another location down the street and avoid all the aforementioned issues. If the City of Visalia is going to be proactive regarding the homeless problem here is a viable solution. Perhaps the church's volunteers would be agreeable to help monitor the Homeless' nightly stay.

The business and property owners and residents are compassionate and share the city's concerns about the problems and issues regarding the growing homeless population. However, other options should be considered before finalizing any Planning Commission decisions.

Respectfully Submitted,



Wayne L. Wundram DC

Visalia, CA

bmwayne@aol.com



#4

MEETING DATE: October 17, 2018

SITE PLAN NO. 18-183

PARCEL MAP NO.

SUBDIVISION:

LOT LINE ADJUSTMENT NO.

Enclosed for your review are the comments and decisions of the Site Plan Review committee. Please review all comments since they may impact your project.

RESUBMIT Major changes to your plans are required. Prior to accepting construction drawings for building permit, your project must return to the Site Plan Review Committee for review of the revised plans.

During site plan design/policy concerns were identified, schedule a meeting with
 Planning Engineering prior to resubmittal plans for Site Plan Review.

Solid Waste Parks and Recreation Fire Dept.

REVISE AND PROCEED (see below)

A revised plan addressing the Committee comments and revisions must be submitted for Off-Agenda Review and approval prior to submitting for building permits or discretionary actions.

Submit plans for a building permit between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.

Your plans must be reviewed by:

CITY COUNCIL

REDEVELOPMENT

PLANNING COMMISSION

PARK/RECREATION

CUP (MINOR)

HISTORIC PRESERVATION

OTHER: _____

ADDITIONAL COMMENTS :

If you have any questions or comments, please call Jason Huckleberry at (559) 713-4259.

Site Plan Review Committee



**BUILDING/DEVELOPMENT PLAN
REQUIREMENTS
ENGINEERING DIVISION**

- Jason Huckleberry 713-4259
- Adrian Rubalcaba 713-4271
- Diego Corvera 713-4209

ITEM NO: 4 DATE: OCTOBER 17, 2018

SITE PLAN NO.: 18-183
PROJECT TITLE: ST PAUL'S EPISCOPAL CHURCH
DESCRIPTION: TEMPORARY WARMING CENTER
APPLICANT: SUZY WAND
PROP OWNER: EPISCOPAL DIOCESE OF SAN JOAQUIN
LOCATION: 1415 W CENTER ST
APN: 096-272-002

SITE PLAN REVIEW COMMENTS

- REQUIREMENTS (indicated by checked boxes)
- Install curb return with ramp, with _____ radius;
- Install curb; gutter
- Drive approach size: Use radius return;
- Sidewalk: _____ width; parkway width at _____
- Repair and/or replace any sidewalk across the public street frontage(s) of the subject site that has become uneven, cracked or damaged and may constitute a tripping hazard.
- Replace any curb and gutter across the public street frontage(s) of the subject site that has become uneven and has created areas where water can stand.
- Right-of-way dedication required. A title report is required for verification of ownership.
- Deed required prior to issuing building permit;
- City Encroachment Permit Required.
Insurance certificate with general & auto liability (\$1 million each) and workers compensation (\$1 million), valid business license, and appropriate contractor's license must be on file with the City, and valid Underground Service Alert # provided prior to issuing the permit. Contact Encroachment Tech. at 713-4414.
- CalTrans Encroachment Permit required. CalTrans comments required prior to issuing building permit. Contacts: David Deel (Planning) 488-4088;
- Landscape & Lighting District/Home Owners Association required prior to approval of Final Map. Landscape & Lighting District will maintain common area landscaping, street lights, street trees and local streets as applicable. Submit completed Landscape and Lighting District application and filing fee a min. of 75 days before approval of Final Map.
- Landscape & irrigation improvement plans to be submitted for each phase. Landscape plans will need to comply with the City's street tree ordinance. The locations of street trees near intersections will need to comply with Plate SD-1 of the City improvement standards. A street tree and landscape master plan for all phases of the subdivision will need to be submitted with the initial phase to assist City staff in the formation of the landscape and lighting assessment district.
- Grading & Drainage plan required. If the project is phased, then a master plan is required for the entire project area that shall include pipe network sizing and grades and street grades. Prepared by registered civil engineer or project architect. All elevations shall be based on the City's benchmark network. Storm run-off from the project shall be handled as follows: a) directed to the City's existing storm drainage system; b) directed to a permanent on-site basin; or c) directed to a temporary on-site basin is required until a connection with adequate capacity is available to the City's storm drainage system. On-site basin: _____ : _____ maximum side slopes, perimeter fencing required, provide access ramp to bottom for maintenance.
- Grading permit is required for clearing and earthwork performed prior to issuance of the building permit.
- Show finish elevations. (Minimum slopes: A.C. pavement = 1%, Concrete pavement = 0.25%. Curb & Gutter = .020%, V-gutter = 0.25%)
- Show adjacent property grade elevations. A retaining wall will be required for grade differences greater than 0.5 feet at the property line.
- All public streets within the project limits and across the project frontage shall be improved to their full width, subject to available right of way, in accordance with City policies, standards and specifications.
- Traffic indexes per city standards:

- Install street striping as required by the City Engineer.
- Install landscape curbing (typical at parking lot planters).
- Minimum paving section for parking: 2" asphalt concrete paving over 4" Class 2 Agg. Base, or 4" concrete pavement over 2" sand.
- Design Paving section to traffic index of 5.0 min. for solid waste truck travel path.
- Provide "R" value tests: each at
- Written comments required from ditch company Contacts: James Silva 747-1177 for Modoc, Persian, Watson, Oakes, Flemming, Evans Ditch and Peoples Ditch; Jerry Hill 686-3425 for Tulare Irrigation Canal, Packwood and Cameron Creeks; Bruce George 747-5601 for Mill Creek and St. John's River.
- Access required on ditch bank, 15' minimum Provide wide riparian dedication from top of bank.
- Show Valley Oak trees with drip lines and adjacent grade elevations. Protect Valley Oak trees during construction in accordance with City requirements.
- A permit is required to remove Valley Oak trees. Contact Public Works Admin at 713-4428 for a Valley Oak tree evaluation or permit to remove. A pre-construction conference is required.
- Relocate existing utility poles and/or facilities.
- Underground all existing overhead utilities within the project limits. Existing overhead electrical lines over 50kV shall be exempt from undergrounding.
- Subject to existing Reimbursement Agreement to reimburse prior developer:
- Fugitive dust will be controlled in accordance with the applicable rules of San Joaquin Valley Air District's Regulation VIII. Copies of any required permits will be provided to the City.
- If the project requires discretionary approval from the City, it may be subject to the San Joaquin Valley Air District's Rule 9510 Indirect Source Review per the rule's applicability criteria. A copy of the approved AIA application will be provided to the City.
- If the project meets the one acre of disturbance criteria of the State's Storm Water Program, then coverage under General Permit Order 2009-0009-DWQ is required and a Storm Water Pollution Prevention Plan (SWPPP) is needed. A copy of the approved permit and the SWPPP will be provided to the City.
- Comply with prior comments. Resubmit with additional information. Redesign required.

Additional Comments:

1. Comply with conditions from planning, fire and building department.

2. Engineering has no comments.

SUMMARY OF APPLICABLE DEVELOPMENT IMPACT FEES

Site Plan No: **18-183**

Date: **10/17/2018**

Summary of applicable Development Impact Fees to be collected at the time of building permit:

(Preliminary estimate only! Final fees will be based on the development fee schedule in effect at the time of building permit issuance.)

(Fee Schedule Date:**8/03/2018**)

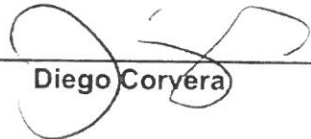
(Project type for fee rates:**N/A**)

Existing uses may qualify for credits on Development Impact Fees.

<u>FEE ITEM</u>	<u>FEE RATE</u>
<input type="checkbox"/> Groundwater Overdraft Mitigation Fee	
<input type="checkbox"/> Transportation Impact Fee	
<input type="checkbox"/> Trunk Line Capacity Fee	
<input type="checkbox"/> Sewer Front Foot Fee	
<input type="checkbox"/> Storm Drain Acq/Dev Fee	
<input type="checkbox"/> Park Acq/Dev Fee	
<input type="checkbox"/> Northeast Specific Plan Fees	
<input type="checkbox"/> Waterways Acquisition Fee	
<input type="checkbox"/> Public Safety Impact Fee: Police	
<input type="checkbox"/> Public Safety Impact Fee: Fire	
<input type="checkbox"/> Public Facility Impact Fee	
<input type="checkbox"/> Parking In-Lieu	

Reimbursement:

- 1.) No reimbursement shall be made except as provided in a written reimbursement agreement between the City and the developer entered into prior to commencement of construction of the subject facilities.
- 2.) Reimbursement is available for the development of arterial/collector streets as shown in the City's Circulation Element and funded in the City's transportation impact fee program. The developer will be reimbursed for construction costs and right of way dedications as outlined in Municipal Code Section 16.44. Reimbursement unit costs will be subject to those unit costs utilized as the basis for the transportation impact fee.
- 3.) Reimbursement is available for the construction of storm drain trunk lines and sanitary sewer trunk lines shown in the City's Storm Water Master Plan and Sanitary Sewer System Master Plan. The developer will be reimbursed for construction costs associated with the installation of these trunk lines.



Diego Coryera

SITE PLAN REVIEW COMMENTS

Andrew Chamberlain 559-713-4003

Date: October 17, 2018

SITE PLAN NO: 2018-183
PROJECT TITLE: Warming Center
DESCRIPTION: Warming Center (QP)
APPLICANT: St Paul's – Suzy Wand
PROP. OWNER: St Paul's
LOCATION TITLE: 1415 W Center
APN TITLE: 093-272-002
GENERAL PLAN: Quasi Public
ZONING: QP

Rule 9510 – This project is not subject to the Rule 9510 requirements of the San Joaquin Valley Air Pollution Control District – see District web-site for information.

Planning Division Recommendation:

- Revise and Proceed – Minor CUP for Warming Center
 Resubmit
 Off-Agenda

Project Requirements

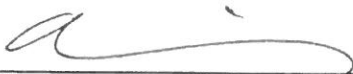
- Minor Conditional Use Permit at Planning Commission required
- Additional Information as Needed

PROJECT SPECIFIC INFORMATION:

1. Provide a detailed Operational Statement – needs to have set beginning and ending period and set times (Hours) for the provided service.
2. The City will be requesting a security guard as a recommended condition of approval.
3. Provide a Security Plan to the Police Department for review and approval as a part of the Minor CUP application materials.
4. The Visalia Fire Department has indicated that a Fire Watch will be required, coordinate this with the Fire Department.
5. The Operational Statement should include discussions of:
 - a) Loitering on and off of the subject site
 - b) Neighborhood Issues related to trash and persons waiting to use the facility
 - c) Restrooms
 - d) Rules for admission
 - e) Shopping Carts and animals
6. The Operational Statement provided as a part of this Site Plan Review is a great start and will work with some revisions.

NOTE: Staff recommendations contained in this document are not to be considered support for a particular action or project unless otherwise stated in the comments. The comments found on this document pertain to the site plan submitted for review on the above referenced date. Any changes made to the plan submitted must be submitted for additional review.

Signature _____



SPR 18183
ST PAUL'S EPISCOPAL CHURCH
1415 W CENTER ST

City of Visalia
Building: Site Plan
Review Comments

NOTE: These are general comments and DO NOT constitute a complete plan check for your specific project
Please refer to the applicable California Code & local ordinance for additional requirements.

- A building permit will be required. *For information call (559) 713-4444*
- Submit 1 digital set of professionally prepared plans and 1 set of calculations. (Small Tenant Improvements)
- Submit 1 digital set of plans prepared by an architect or engineer. Must comply with 2016 California Building Code Sec. 2308 for conventional light-frame construction or submit 1 digital set of engineered calculations.
- Indicate abandoned wells, septic systems, and excavations on construction plans.
- You are responsible to ensure compliance with the following checked items:**
- Meet State and Federal requirements for accessibility for persons with disabilities.
- 20% of construction costs toward access compliance when the project is under the valuation threshold for full accessibility requirements.
- A path of travel, parking and common area must comply with requirements for access for persons with disabilities.
- All accessible units required to be adaptable for persons with disabilities.
- Maintain sound transmission control between units minimum of 50 STC.
- Maintain fire-resistive requirements at property lines.
- A demolition permit & deposit is required. (Deposit by Cashier's check only) *For information call (559) 713-4444*
- Obtain required clearance permits from San Joaquin Valley Air Pollution Board. *For information call (661) 392-5500*
- Plans must be approved by the Tulare County Health Department. *For information call (559) 624-8011*
- Project is located in flood zone _____ * Hazardous materials report.
- Arrange for an on-site inspection. (Fee for inspection \$157.00) *For information call (559) 713-4444*
- School Development fees: Commercial \$0.61 per square foot & Residential \$3.79 per square foot.
- Park Development fee \$ _____, per unit collected with building permits.
- Existing address must be changed to be consistent with city address. *For information call (559) 713-4320*
- Acceptable as submitted
- No comments at this time

Additional comments:

VERIFY THE FOLLOWING: OCCUPANT LOAD
SIGNAGE, PANIC DOOR HARDWARE, EXIT
SIGNS, EXITING WIDTH AND EMERG.
LIGHTING. (FEE TO INSPECT)

VAL GARCIA 10/17/18
Signature



Site Plan Review Comments For:
Visalia Fire Department
Danny Wristen, Interim Fire Marshal
420 N. Burke
Visalia, CA 93292
559-713-4056 Office
559-713-4808 Fax

Date: 10/17/2018

Item # 4

Site Plan # 18-183

Project: ST. PAUL'S EPISCOPAL CHURCH

Description: TEMP WARMING CENTER

Applicant: SUZY WAND

Location: 1415 W. CENTER ST

APN: 093-272-002

The following comments are applicable when checked:

- The Site Plan Review comments are issued as general overview of your project. With further details, additional requirements will be enforced at the Plan Review stage. Please refer to the 2016 California Fire Code (CFC), 2016 California Building Codes (CBC) and City of Visalia Municipal Codes.
- All fire detection, alarm, and extinguishing systems in existing buildings shall be maintained in an operative condition at all times and shall be replaced or repaired where defective. If building has been vacant for a significant amount of time, the fire detection, alarm, and or extinguishing systems may need to be evaluated by a licensed professional. *2016 CFC 901.6*
- No fire protection items required for parcel map or lot line adjustment; however, any future projects will be subject to fire & life safety requirements including fire protection.
- Construction and demolition sites prior to and during construction shall comply with the following:
 - Water Supply for fire protection, either temporary or permanent, shall be made available as soon as combustible materials arrive on the site. *2016 CFC 3312*
 - An all-weather, 20 feet width Construction Access Road capable of holding a 75,000 pound fire apparatus. Fire apparatus access shall be provided within 100 feet of temporary or permanent fire department connections. *2016 CFC 3310*
- More information is needed before a Site Plan Review can be conducted. Please submit plans with more detail. Please include information on

General:

- Address numbers must be placed on the exterior of the building in such a position as to be clearly and plainly visible from the street. Numbers will be at least four inches (4") high and shall be of a color to contrast with their background. If multiple addresses served are by a common driveway, the range of numbers shall be posted at the roadway/driveway. *2016 CFC 505.1*
- All hardware on exit doors, illuminated exit signs and emergency lighting shall comply with the 2016 California Fire Code. This includes all locks, latches, bolt locks, panic hardware, fire exit hardware and gates.
- Commercial dumpsters with 1.5 cubic yards or more shall not be stored or placed within 5 feet of combustible walls, openings, or a combustible roof eave line except when protected by a fire sprinkler system. *2016 CFC 304.3.3*

- A Knox Box key lock system is required. Where access to or within a structure or area is restricted because of secured openings (doors and/or gates), a key box is to be installed in an approved location. The key box shall be ordered using an approved Knox Authorization Order Form. The forms are located at the fire department administration office located at 420 N Burke, Visalia, CA 93292. Please allow adequate time for shipping and installation. *2016 CFC 506.1*
- If your business handles hazardous material in amounts that exceed the Maximum Allowable Quantities listed on *Table 5003.1.1(1), 5003.1.1(2), 5003.1.1(3) and 5003.1.1(4) of the 2016 California Fire Code*, you are required to submit an emergency response plan to the Tulare County Health Department. Also you shall indicate the quantities on your building plans and prior to the building final inspection a copy of your emergency response plan and Safety Data Sheets shall be submitted to the Visalia Fire Department.

Water Supply for Residential, Commercial & Industrial:

Residential

- Fire hydrant spacing and location shall comply with the following requirements:
The exact location and number of fire hydrants shall be at the discretion of the fire marshal, fire chief and/or their designee. *Visalia Municipal Code 16.36.120(5)*
 - Single-family residential developments shall be provided with fire hydrants every six hundred (600) lineal feet of residential frontage. In isolated developments, no less than two (2) fire hydrants shall be provided.
 - Multi-family, zero lot line clearance, mobile home park or condominium developments shall be provided with fire hydrants every four hundred (400) lineal feet of frontage. In isolated developments, no less than two (2) fire hydrants shall be provided.
 - Multi-family or condominium developments with one hundred (100) percent coverage fire sprinkler systems shall be provided with fire hydrants every six (600) lineal feet of frontage. In isolated developments, no less than two (2) fire hydrants shall be provided.

Commercial & Industrial

- Where a portion of the facility or building is more than 400 feet from a hydrant on a fire apparatus access road, on-site fire hydrant(s) shall be provided. *2016 CFC 507.5.1*
- Due to insufficient building information, the number and distance between fire hydrants cannot be determined by the Site Plan Review process. The number of fire hydrants and distance between required fire hydrants shall be determined by utilizing type of construction and square footage in accordance with *CFC 2016 Appendix C102 & C103 & CFC 507.5.1*
- To determine fire hydrant location(s) and distribution the following information was provided to the Site Plan Review committee: **Type of construction** _____ **Square footage** _____

Emergency Access

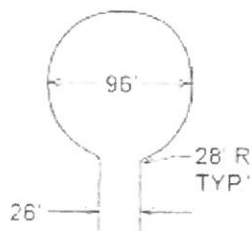
- A fire apparatus access roads shall be provided and must comply with the 2016 CFC and extend within 150 of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility. Fire apparatus access

roads shall have an unobstructed width of not less than 20 feet. Minimum turning radius for emergency fire apparatus shall be 20 feet inside radius and 43 feet outside radius. *2016 CFC 503.1.1*

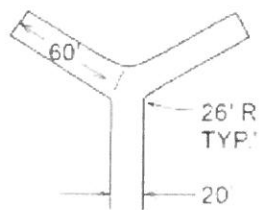
☐ Buildings or portions of buildings or facilities with a vertical distance between the grade plan and the highest roof surface that exceed 30 feet shall provide an approved fire apparatus access roads capable of accommodating fire department aerial apparatus.

- Access roads shall have a minimum unobstructed width of 26 feet, exclusive of shoulders.
- Access routes shall be located within a minimum of 15 feet and maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building.
- Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building.

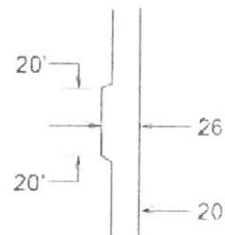
☐ Fire apparatus access roads in excess of 150 feet and dead end shall be provided with a turnaround. Fire apparatus access roads with a length of 151-500 feet shall be a minimum of 20 feet in width. Length of 501-750 feet shall be 26 feet in width. *2016 CFC Table D103.4*



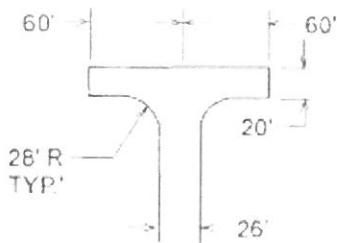
96' DIAMETER
CUL-DE-SAC



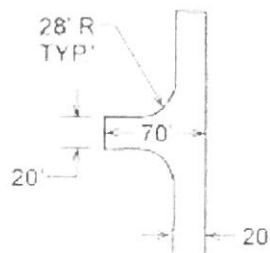
60' "Y"



MINIMUM CLEARANCE
AROUND A FIRE
HYDRANT



120' HAMMERHEAD



ACCEPTABLE ALTERNATIVE
TO 120' HAMMERHEAD

☐ Approved No PARKING – FIRE LANE signs shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. Signs shall have a minimum dimension of 12 inches wide by 18 inches high and have red letters on a white reflective background. *2013 CFC 503.3/ D103.6*

SIGN TYPE "A"



12"

SIGN TYPE "C"



12"

SIGN TYPE "D"



12"

18"

- On site Fire Apparatus Access Roads shall be provided and have an unobstructed width of not less than the following:
 - 20 feet width, exclusive of shoulders (No Parking)
 - More than 26 feet width, exclusive of shoulders (No Parking one side)
 - More than 32 feet wide, exclusive of shoulders (Parking permitted on both sides)

- Marking- approved signs, other approved notices or marking that include the words "NO PARKING-FIRE LANE shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. *CFC 503.3*

- Gates on access roads shall be a minimum width of 20 feet and shall comply with the following: *2016 CFC D103.5*
 - Gates shall be of the swinging or sliding type.
 - Gates shall allow manual operation by one person (power outages).
 - Gates shall be maintained in an operative condition at all times.
 - Electric gates shall be equipped with a means of opening the gate by fire department personnel for emergency access. (Note: Knox boxes shall be ordered using an approved Knox Authorization Order Form. The forms are located at the fire department administration office located at 420 N Burke, Visalia, CA 93292. Please allow adequate time for shipping and installation.)

- Streets shall meet the City of Visalia's Design & Improvement Standards for streets to ensure that fire apparatus can make access to all structures in the event of an emergency.

Fire Protection Systems


- An automatic fire sprinkler system will be required for this building. Also, a fire hydrant is required within 50 feet of the Fire Department Connection (FDC). Where an existing building is retrofitted with a sprinkler system (NFPA 13 or NFPA 13R) a fire hydrant shall be provided within 75 feet of the FDC. An additional 25 feet of distance between a fire hydrant and FDC may be granted when a fire sprinkler Density is designed with an additional 25%. *2016 CFC 912 and Visalia Municipal Code 8.20.010 subsection C103.4*

- Locking fire department connection (FDC) caps are required. The caps shall be ordered using an approved Knox Authorization Order Form. The forms are located at the fire department administration office located at 420 N Burke, Visalia, CA 93292. *2016 CFC 912.4.1*

- Commercial cooking appliances and domestic cooking appliances used for commercial purposes that produces grease laden vapors shall be provided with a Type 1 Hood, in accordance with the California Mechanical Code, and an automatic fire extinguishing system. *2016 CFC 904.12 & 609.2*

Special Comments:

- PROVIDE SECURITY GUARD AND MAINTAIN OCCUPANT LOAD.



 Danny Wristen
 Interim Fire Marshal

18-183

**City of Visalia
Police Department**

303 S. Johnson St.
Visalia, Ca. 93292
(559) 713-4370

Site Plan Review Comments

- No Comment at this time.
- Request opportunity to comment or make recommendations as to safety issues as plans are developed.

- Public Safety Impact fee:
Ordinance No. 2001-11 Chapter 16.48 of Title 16 of the Visalia Municipal Code
Effective date - August 17, 2001

Impact fees shall be imposed by the City pursuant to this Ordinance as a condition of or in conjunction with the approval of a development project. "New Development or Development Project" means any new building, structure or improvement of any parcels of land, upon which no like building, structure of improvement previously existed. *Refer to Engineering Site Plan comments for fee estimation.

- Not enough information provided. Please provide additional information pertaining to:

- Territorial Reinforcement: Define property lines (private/public space).

- Access Controlled / Restricted etc:

- Lighting Concerns:

- Landscaping Concerns:

- Traffic Concerns:
IF NOT ENFORCED, CAUSES ISSUES

- Surveillance Issues:

- Line of Sight Issues:

- Other Concerns:

- CAMP INSIDE ONLY, NO LINGERING BEFORE! AFTER OPEN
 Visalia Police Department - CARS OUT OF SIGHT
 - SECURITY GUARD

SITE PLAN REVIEW COMMENTS

CITY OF VISALIA TRAFFIC SAFETY DIVISION

October 17, 2018

ITEM NO. 4

SITE PLAN NO: SPR18-183
PROJECT TITLE: St. Paul's Episcopal Church
DESCRIPTION: Temporary warming center
APPLICANT: Suzy Wand
OWNER: Episcopal Diocese of San Joaquin
APN: 093-272-002
LOCATION: 1415 W. Center St

THE TRAFFIC DIVISION WILL PROHIBIT ON-STREET PARKING AS DEEMED NECESSARY

- No Comments
- See Previous Site Plan Comments
- Install Street Light(s) per City Standards.
- Install Street Name Blades at Locations.
- Install Stop Signs at Locations.
- Construct parking per City Standards PK-1 through PK-4.
- Construct drive approach per City Standards.
- Traffic Impact Analysis required.
 - Provide more traffic information such as . Depending on development size, characteristics, etc., a TIA may be required.

Additional Comments:

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Leslie Blair

CITY OF VISALIA
SOLID WASTE DIVISION
336 N. BEN MADDOX
VISALIA CA. 93291
713 - 4500

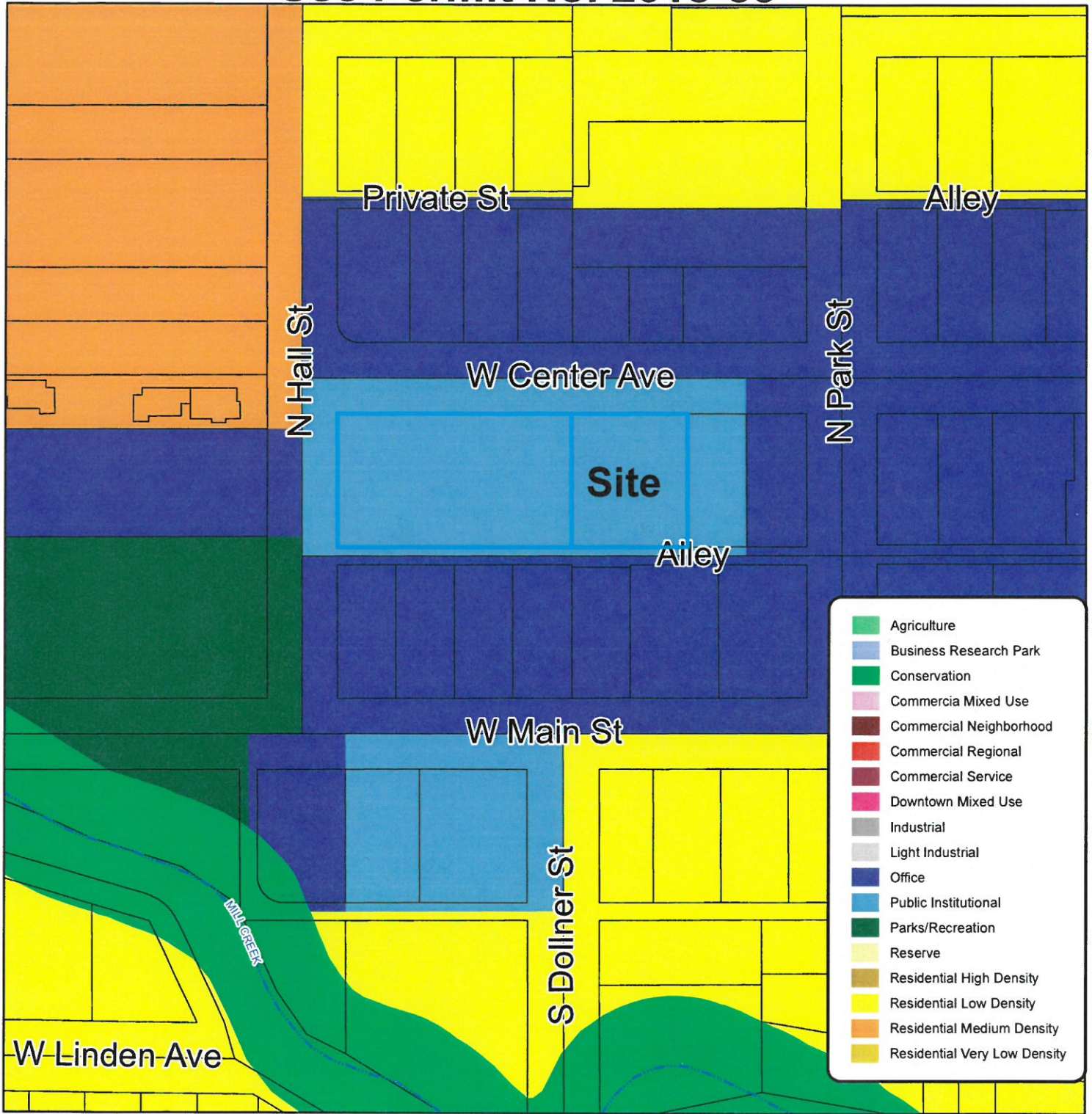
18183

COMMERCIAL BIN SERVICE

- No comments.
- See comments below
- Revisions required prior to submitting final plans. See comments below.
- Resubmittal required. See comments below.
- Customer responsible for all cardboard and other bulky recyclables to be broken down before disposing of in recycle containers
- ALL refuse enclosures must be R-3 OR R-4
- Customer must provide combination or keys for access to locked gates/bins
- Type of refuse service not indicated.
- Location of bin enclosure not acceptable. See comments below.
- Bin enclosure not to city standards double.
- Inadequate number of bins to provide sufficient service. See comments below.
- Drive approach too narrow for refuse trucks access. See comments below.
- Area not adequate for allowing refuse truck turning radius of : Commercial 50 ft. outside 36 ft. inside; Residential 35 ft. outside, 20 ft. inside.
- Paved areas should be engineered to withstand a 55,000 lb. refuse truck.
- Bin enclosure gates are required
- Hammerhead turnaround must be built per city standards.
- Cul - de - sac must be built per city standards.
- Bin enclosures are for city refuse containers only. Grease drums or any other items are not allowed to be stored inside bin enclosures.
- Area in front of refuse enclosure must be marked off indicating no parking
- Enclosure will have to be designed and located for a STAB service (DIRECT ACCESS) with no less than 38' clear space in front of the bin, included the front concrete pad.
- Customer will be required to roll container out to curb for service.
- Must be a concrete slab in front of enclosure as per city standards, the width of the enclosure by ten(10) feet, minimum of six(6) inches in depth.
- Roll off compactor's must have a clearance of 3 feet from any wall on both sides and there must be a minimum of 53 feet clearance in front of the compactor to allow the truck enough room to provide service.
- City ordinance 8.28.120-130 (effective 07/19/18) requires contractor to contract with City for removal of construction debris unless transported in equipment owned by contractor or unless contracting with a franchise permittee for removal of debris utilizing roll-off boxes.
- Comment

Jim Ross, Solid Waste Manager, 559-713-4533

Temporary Conditional Use Permit No. 2018-85



General Plan Land Use Map

100 50 0 100 200 Feet



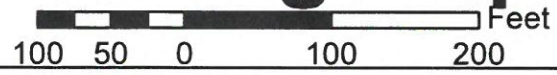
Temporary Conditional Use Permit No. 2018-85



- Agriculture
- Airport
- Business Research Park
- Neighborhood Commercial
- Regional Commercial
- Service Commercial
- Mixed Use Commercial
- Mixed Use Downtown
- Industrial
- Light Industrial
- Professional / Administrative Office
- Office Conversion
- Quasi-Public
- Open Space
- 20000 SF Min Site Area
- 12500 SF Min Site Area
- 5000 SF Min Site Area
- 3000 SF Min Site Area
- 1200 SF Min Site Area
- County Areas



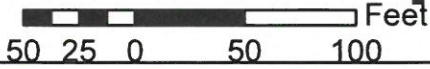
Zoning Map



Temporary Conditional Use Permit No. 2018-85



Aerial Map



Temporary Conditional Use Permit No. 2018-85



Vicinity Map

