



**PLANNING AND TRAFFIC COMMISSION**  
**Ruben Rivera –Chairperson**  
**Lisa Winkler – Vice-Chairperson**  
**Alice Abatti – Commissioner**  
**Rebecca Terrazas-Baxter – Commissioner**  
**Francisco Curiel-Commissioner**

# AGENDA

## PLANNING AND TRAFFIC COMMISSION

220 West 9<sup>th</sup> Street  
IMPERIAL, CA 92251

**WEDNESDAY, JANUARY 22, 2025**  
**6:30 P.M.**

*The Imperial Planning and Traffic Commission Meetings, including public comments, are being Livestreamed on the City's social media pages. If attending in person, by remaining in the room, you are giving your permission to be recorded.*

1. You are encouraged to observe the City Council meetings via Livestream at the City of Imperial Facebook page.
2. If you are unable to participate in-person, and wish to address the City Council on matters within their jurisdiction, please email public comments to [cityclerk@citofimperial.org](mailto:cityclerk@citofimperial.org)
3. All documents containing an executive summary and staff recommendation associated with open session action items are made available for public inspection on the City's website, [www.cityofimperial.org](http://www.cityofimperial.org) seventy-two (72) hours prior to the posted meeting time. Government Code Section 54957.5(b)(2)(B).

*In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, please contact (760) 355-4373. Notification 48 hours prior to the meeting will enable the city to make reasonable arrangements to ensure accessibility to this meeting [28cfr 35.102-35.104 ADA title ii]*

### **A. PLANNING COMMISSION CONVENES TO OPEN SESSION AT 6:30 PM:**

ROLL CALL  
PLEDGE OF ALLEGIANCE  
ADJUSTMENTS TO THE AGENDA

### **B. PUBLIC APPEARANCES**

#### **B-1: Matters not appearing on the agenda.**

If you wish to address the Planning Commission concerning any item not appearing on the agenda and within the Commission's jurisdiction, please raise your hand and be acknowledged by the Chairperson, and at that time state your name and address for the record. The Chairperson reserves the right to place a time limit on each person's presentation of three (3) minutes. It is requested that longer presentations be submitted to the Commission in writing.

### **C. CONSENT CALENDAR**

#### **C-1: Approve Planning Commission Meeting Minutes for September 25, 2024.**

### **D. TRAFFIC COMMISSION NEW BUSINESS: (DISCUSSION/ACTION – RECOMMEND/DENY)**

#### **D-1. Loading Zone for Paratransit Services at Imperial Village Apartments.**

**E.     REPORTS**

**E-1:   Commissioners' Reports**

**E-2    Staff Reports**

**F.     ADJOURNMENT**

**F-1.   Subject:   Adjourn the Planning Commission meeting until the next regularly scheduled meeting  
                          on February 12, 2025 at 6:30 pm.**

*NOTE: Any documents produced by the City and distributed to a majority of the Planning and Traffic Commission regarding any item on this agenda will be made available at the front counter at City Hall, located at 420 South Imperial Avenue, during normal business hours.*



**PLANNING COMMISSION**

*Ruben Rivera –Chairperson*

*Lisa Winkler – Vice-Chairperson*

*Alice Abatti – Commissioner*

*Rebecca Terrazas-Baxter – Commissioner*

*Francisco Curiel – Commissioner*

# MINUTES

## PLANNING COMMISSION

220 West 9<sup>th</sup> Street  
IMPERIAL, CA 92251

WEDNESDAY, SEPTEMBER 25, 2024  
6:30 P.M.

**A. PLANNING COMMISSION CONVENES TO OPEN SESSION AT 6:30 PM:**

**CALLED TO ORDER:** Chairperson Rivera called the meeting to order at 6:32 p.m.

**ROLL CALL:** Commissioners Curiel, Terrazas-Baxter, Vice Chairperson Winkler, and Chairperson Rivera.

**ABSENT:** Commissioner Abatti

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Francisco Curiel.

**ADJUSTMENTS TO THE AGENDA:** None

**B. PUBLIC APPEARANCES:** None

**C. CONSENT CALENDAR:**

**C-1: Approve Planning Commission Meeting Minutes for August 28, 2024**

**C-2: Approve Planning Commission Meeting Minutes for May 8, 2024**

**C-3: Approve Planning Commission Meeting Minutes for April 24, 2024**

**Moved by Terrazas-Baxter, seconded by Winkler** to approve the Consent Calendar.

**AYES:** Terrazas-Baxter, Winkler and Rivera

**NOES:** None

**ABSTAIN:** Curiel

**ABSENT:** Abatti

**MOTION CARRIES: 3-0-1**

**D. PUBLIC HEARING: (DISCUSSION/ACTION – RECOMMEND/DENY)**

**D-1. Subject: Public Hearing, Discussion/Action: Conditional Use Permit 24-08 for Imperial Electric Tattoo Studio to allow the operation of a tattoo shop within the Village Commercial Zone located at 116 S. Imperial Ave. The project is categorically exempt from the California Environmental Quality Act (CEQA) under Section 15301-Existing Facilities.**

The public hearing was opened at 6:36 p.m.

Yvonne Cordero, City Planner, presented the staff report.

The public hearing was closed at 6:43

**Moved by Terrazas-Baxter, seconded by Curiel** to approve Resolution No. PC2024-08 and Conditional Use Permit 24-08.

**AYES:** Curiel, Terrazas-Baxter, Winkler and Rivera

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Abatti

**MOTION CARRIES: 4-0**

**D-2 Subject: Public Hearing, Discussion/Action: Conditional Use Permit 24-06 for to allow a drive-thru for a proposed coffee shop located at 431 W. Aten Road. The project is categorically exempt from the California Environmental Quality Act (CEQA) under Section 15303-New Construction of Small Structures.**

The Public hearing was opened at 6:44 p.m.

Yvonne Cordero, City Planner, presented the staff report.

The public hearing was closed at 6: 50 p.m.

**Moved by Winkler, seconded by Curiel** to approve Resolution No. PC2024-09 and Conditional Use Permit 24-06.

**AYES:** Curiel, Terrazas-Baxter, Winkler and Rivera

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Abatti

**MOTION CARRIES: 4-0**

**G. REPORTS:**

**G-1:** Commissioners reported on their activities and concerns since the last Planning Commission meeting.

**G-2** Staff Reported on their activities and upcoming activities since the last Planning Commission meeting.

**ADJOURNMENT:**

Seeing no further business before the commission, Chairperson Rivera adjourned the meeting at 6:58 p.m.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the official seal of the City of Imperial, California this 22nd day of January, 2025.

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KRISTINA SHIELDS  
City Clerk



# Staff Report

Agenda Item No. D-1

**To:** Traffic Commission

**From:** Othon Mora, Community Development Director

**Date:** January 7, 2025

**Subject:** Loading Zone for Paratransit Services at Imperial Village Apartments on 11<sup>th</sup> Street

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## **Background:**

The City has received a request from David Aguirre, Executive Director of the Imperial County Transportation Commission (ICTC), to establish a dedicated loading zone to accommodate their paratransit services, specifically IVT Access and IVT Ride. These services provide essential transportation for individuals with disabilities and senior citizens, operating on a demand-response basis without fixed schedules.

Residents of the senior housing complex have expressed concerns regarding the lack of a designated area for passenger pick-up and drop-off. Currently, the complex has parking around the entire building structure, leaving no specific area for this purpose. As a result, paratransit vehicles often have to drop passengers off at locations further away from the complex, posing challenges, especially for wheelchair users who require the use of lifts or ramps for boarding and alighting.

## **Operational Details:**

- Service Hours:
  - *IVT Access:*
    - Monday to Friday: 6:00 AM – 8:00 PM
    - Saturday: 6:00 AM – 8:00 PM
    - Sunday: 7:00 AM – 4:00 PM
  - *IVT Ride:*
    - Monday to Friday: 6:00 AM – 4:00 PM
    - Every other Saturday: 6:00 AM – 4:00 PM
- Vehicle Specifications:
  - Length: Approximately 26 feet
  - Required Space: 40 feet to accommodate parking and safe deployment of rear-mounted wheelchair lifts

**Site Assessment:**

The proposed loading zone is located on 11th Street, adjacent to the senior housing complex known as Imperial Village, situated at 307 N. Imperial Avenue. The paratransit vehicles servicing this area are equipped with their own ramps or lifts, ensuring safe boarding and alighting for passengers directly from the street. The senior apartment complex itself features ADA-accessible elements, such as handrails and wheelchair ramps, facilitating seamless entry into the property. No additional ADA modifications are required on the street or sidewalk to accommodate the loading

**Considerations:**

1. Traffic Flow and Parking:
  - The establishment of a 45-foot loading zone may impact existing parking availability.
  - Given the variable nature of service requests, the frequency of use during peak hours is unpredictable.
2. Safety and Accessibility:
  - Ensuring the loading zone is situated in an area with clear visibility for both drivers and pedestrians is crucial.
  - Adequate signage should be installed to inform the public of the loading zone's purpose and restrictions.
3. Compliance with Guidelines:
  - The proposed loading zone should adhere to the standards outlined in the Bus Stop Design and Safety Guideline Handbook provided by the Imperial County Transportation Commission.

**Mitigation Measures Options and Cost:**

1. Signs and Stripping - \$500

**Environmental Compliance**

The project is categorically exempt from the California Environmental Quality Act (CEQA) under Section 15301 (Class1)-Existing Facilities

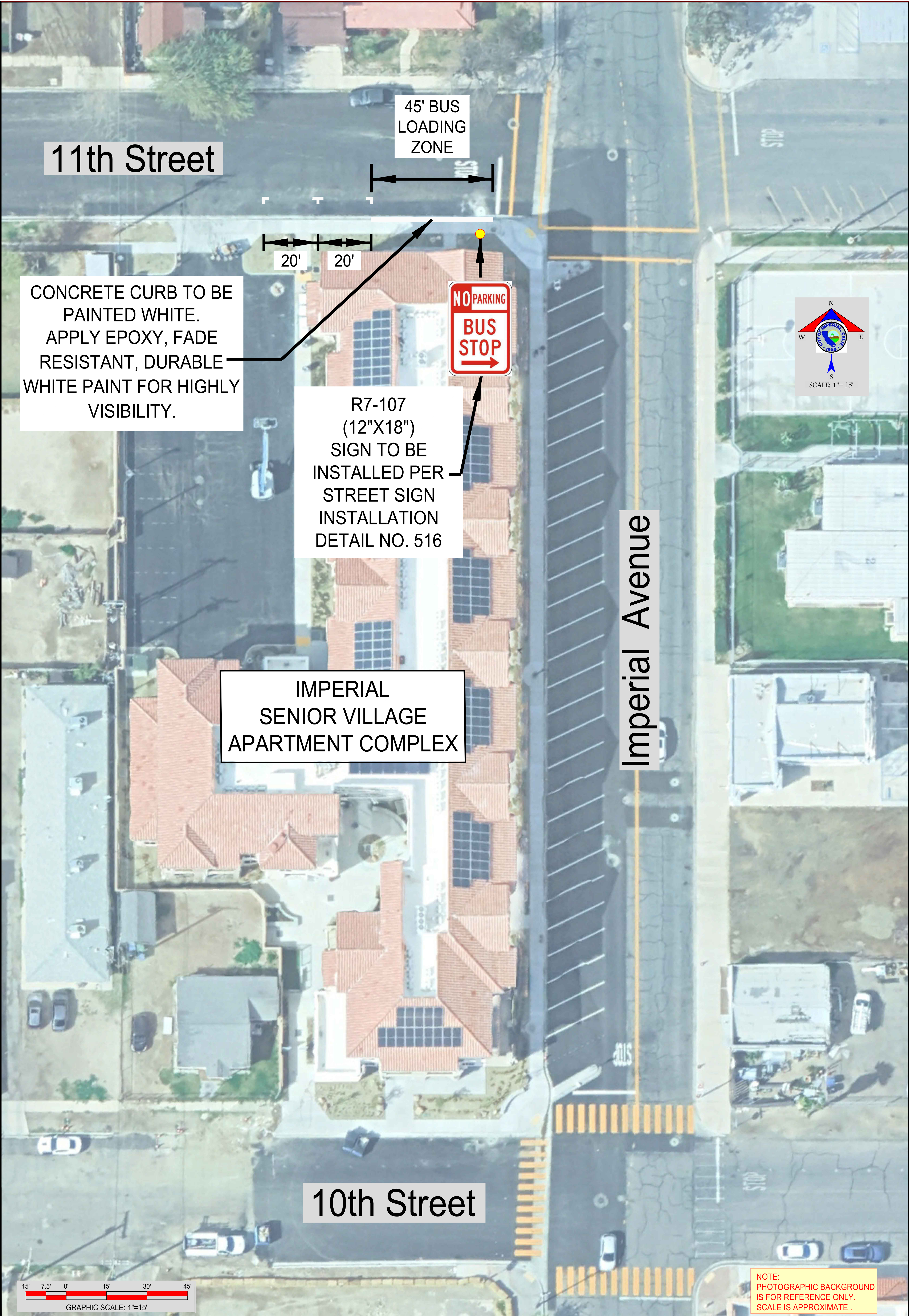
**Recommendation:**

Staff recommends the approval of the dedicated loading zone for ICTC's paratransit services at the specified location, subject to the following conditions:

- Installation of appropriate signage indicating the loading zone's restrictions and operational hours.

**Attachments:**

- Exhibit "A"



11th Street

45' BUS  
LOADING  
ZONE

20'

20'

CONCRETE CURB TO BE  
PAINTED WHITE.  
APPLY EPOXY, FADE  
RESISTANT, DURABLE  
WHITE PAINT FOR HIGHLY  
VISIBILITY.

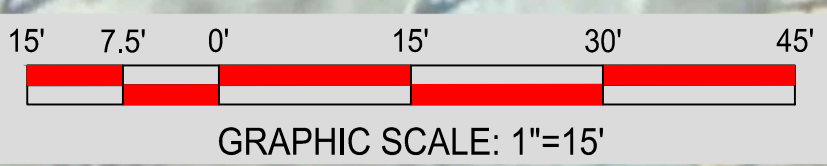
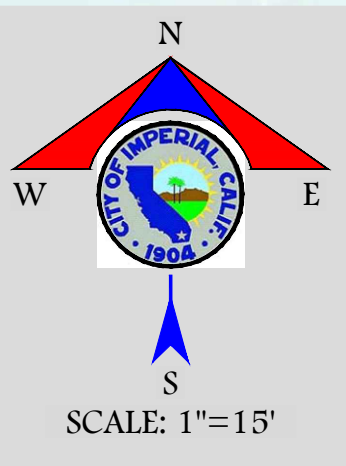


R7-107  
(12"X18")  
SIGN TO BE  
INSTALLED PER  
STREET SIGN  
INSTALLATION  
DETAIL NO. 516

IMPERIAL  
SENIOR VILLAGE  
APARTMENT COMPLEX

Imperial Avenue

10th Street



NOTE:  
PHOTOGRAPHIC BACKGROUND  
IS FOR REFERENCE ONLY.  
SCALE IS APPROXIMATE .



400 South Imperial Avenue, Suite 101  
Imperial, CA 92251  
Ph: (760) 355-3840 • Fax: (760)355-4718

EXHIBIT "A"  
PARATRANSIT SERVICES  
BUS STOP  
FOR IVT ACCESS & IVT RIDE

COMMUNITY DEVELOPMENT DEPARTMENT  
IMPERIAL SENIOR VILLAGE  
APARTMENT COMPLEX  
Imperial Ave & 11st Intersection  
DATE: 01/16/2025

SHEET  
**1**  
OF **3** SHEETS