



**CITY OF SAN FERNANDO
PLANNING AND PRESERVATION COMMISSION**

**APPROVED MINUTES OF THE
JUNE 5, 2018 MEETING
CITY HALL COUNCIL CHAMBER**

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE PLANNING COMMISSION. AUDIO OF THE ACTUAL MEETING ARE AVAILABLE FOR LISTENING AT: <http://ci.san-fernando.ca.us/commissions-boards/#1477946968325-c2faf7a0-5a49>

CALL TO ORDER

The meeting was called to order by at Vice-Chairperson A. Durham at 6:30 p.m.

ROLL CALL

The following persons were recorded as present:

PRESENT:

Vice-chair Alvin Durham, Commissioners Yvonne Mejia, and Aida Montes

ABSENT:

Chairperson Theale Haupt and Jennifer Perez-Helliwell

ALSO PRESENT

Community Development Director Timothy Hou, Associate Planner Gerardo Marquez, Planning Intern Samuel Dominguez and Community Development Secretary Michelle De Santiago

APPROVAL OF AGENDA

Commissioner Y. Mejia moved to approve the agenda of the June 5, 2018, meeting. Seconded by A. Montes, the motion carried with the following vote:

AYES:	Y. Mejia, A. Montes, and A. Durham
NOES:	None
ABSENT:	T. Haupt and J. Perez-Helliwell
ABSTAIN:	None

CONSENT CALENDAR

Y. Mejia requested a minor modification to the draft minutes and moved to approve the minutes of the April 3, 2018, Planning and Preservation Commission Meeting. Seconded by A. Montes, the motion carried with the following vote:

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AYES: Y. Mejia, A. Montes, and A. Durham
NOES: None
ABSENT: T. Haupt and J. Perez-Helliwell
ABSTAIN: None

UNFINISHED BUSINESS

None

NEW BUSINESS:

- 1) Site Plan Review 2017-019(SPR 2017-019) and Variance 2017-002 (VAR 2017-002) – 456 S. Brand Boulevard - Gensler, Inc. c/o James Spencer – The proposed project is a request for approval of Site Plan Review 2017-019 for a parking lot reconfiguration, and Variance 2017-002 in order to allow for a portion of the required off-street parking spaces for the property located at 456 S. Brand Boulevard to be satisfied by an off-site parking agreement. The subject site is currently used as a Citibank commercial bank institution. The subject site consists of a parcel containing the off-street surface parking lot and a second parcel improved with in approximately 5,986 sq. ft. commercial building. In aggregate, the two parcels total approximately 20,445 sq. ft. of land. The subject site is located along the east side of the 400 block of South Brand Blvd., between Hollister Street and Coronel Street, within the C-1 (Limited Commercial) Zone.

STAFF PRESENTATION

T. Hou gave the staff presentation recommending that the Planning and Preservation Commission approve Site Plan Review 2017-009 and Variance 2017-002 which allows for a portion of the required off-street parking spaces to be satisfied by an off-street parking agreement for the property at 456 S. Brand Blvd., pursuant to Planning and Preservation Commission Resolution 2018-005 and attached conditions of approval attached as Exhibit “A” to the resolution. Additionally he stated that the representative for Citibank is in the audience if the Commission has any questions.

PUBLIC COMMENT

Francisco Uribe – 522 S. Brand Blvd., asked the commission about future development on the parking lot that Citibank is no longer available and if it was or is part of the Elks Lodge.

Chris Uribe – 522 S. Brand Blvd., asked if they will be informed once a proposal comes to the City, such as the letter that was received for tonight’s meeting.

T. Hou indicated that a Public Hearing Notice will be sent to the property owner within the 500 feet radius of the project proposal or you can speak to Michelle De Santiago and request to be put on our mailing list and you will received any future agenda items by electronic mail.

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COMMISSION DISCUSSION

Y. Mejia asked for clarification on the parking spaces “reserved for Citibank” or just allotted and to be used by Citibank?

James Spencer from Gensler, Inc., clarified that there will be signage indicating that the parking spaces are specifically reserved for use by Citibank.

A. Durham asked if there is a written document confirming the use of the parking lot by Citibank.

T. Hou indicated that Attachment No. 6 of the report is the parking agreement.

Subsequent to discussion, Commissioner Y. Mejia moved to approve Site Plan Review 2017-009 and variance 2017-002. Seconded by Commissioner A. Montes, the motion carried with the following vote:

AYES:	Y. Mejia, A. Montes, and A. Durham
NOES:	None
ABSENT:	T. Haupt and J. Perez-Helliwell
ABSTAIN:	None

2) Discussion Regarding City Procedure for Determination of Public Convenience or Necessity for Alcoholic Beverage Control (ABC) License Issuance

T. Hou informed the commission regarding the requirements set forth by ABC regarding the Determination of Public Convenience or Necessity that according to the City Code requires that the decision come from the Planning and Preservation Commission.

Y. Mejia stated that she doesn’t want to slow down the process when it comes to being business friendly. She indicated that she would still like to opportunity to have some input with regards to interact with future potential businesses.

A. Montes indicated that she would not like to relinquish all control with regards to the review process, she would still like to see the proposals come before the commission.

A. Durham stated that he too would like to continue to have beer, wine, and liquor requests come before the commission. Additionally he would like to request that the licenses per tract only reflect licenses in the city limits for a more accurate number.

T. Hou stated that the intent is not to be impedance, that it is the city’s intent to encourage new businesses and streamline the application process. In conclusion Mr. Hou indicated that based on the feedback by the Commission the process will remain where all of Determination of Public Convenience and Necessity requests from ABC will continue to be presented to the Commission as stated in the San Fernando Municipal Code.

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STAFF COMMUNICATIONS

T. Hou introduced newest member of Community Development, Associate Planner Gerardo “Jerry” Marquez.

COMMISSION COMMENTS

None

PUBLIC STATEMENTS

None

ADJOURNMENT

Vice-chair A. Durham moved to adjourn to July 3, 2018. Second by Commissioner A. Montes, the motion carried with the following vote:

AYES:	A. Durham, A. Montes, and Y. Mejia
NOES:	None
ABSENT:	T. Haupt and J. Perez-Helliwell
ABSTAIN:	None

7:14 P.M.

Planning Commission Secretary