



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

**APPROVED MINUTES OF THE
OCTOBER 24, 2017 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/planning-preservation-commission-archive-agendas-minutes/>

CALL TO ORDER

The meeting was called to order by at 6:31 p.m. by Theale Haupt

ROLL CALL

The following persons were recorded as present:

PRESENT:

Chairperson Theale Haupt, Vice-chair Alvin Durham, Commissioners Kevin Beaulieu, and Yvonne Mejia

ABSENT:

Commissioner Jennifer Perez-Helliwell

ALSO PRESENT

City Attorney Richard Padilla, Contract Director Jack Wong, Contract Planner Amy Davis, and Community Development Secretary Michelle De Santiago

PLEDGE OF ALLEGIANCE

Led by Chairperson T. Haupt

APPROVAL OF AGENDA

Vice-chair A. Durham moved to approve the agenda of October 24, 2017, meeting. Seconded by Commissioner K. Beaulieu, the motion carried with the following vote:

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

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CONSENT CALENDAR

No Items

UNFINISHED BUSINESS

None

PUBLIC HEARING

Site Plan Review 2017-037 (SPR 2017-037) – 120 N. Macneil Street, San Fernando, CA 91340 – Ying Kwan, City Engineer, City of San Fernando Public Works Department – 117 N. Macneil Street, San Fernando, CA 91340 – The proposal consist of a request to allow a 24' x 24' overhead canopy to project into the required 10-foot front yard setback in excess of the maximum allowance of 25 percent, pursuant to City Code Section 106-5(b). The installation of the overhead canopy is proposed in conjunction with upgrades to the existing Compressed Natural Gas (CNG) fuel station location at the Public Works Department Operation Center.

STAFF PRESENTATION

Jack Wong introduced the project providing a brief description of the existing site.

Amy Davis gave the staff presentation recommending that the Planning and Preservation Commission approve Site Plan Review 2017-037, allowing the 24' x 24' overhead canopy to project into the required 10-foot front yard setback in excess of the Maximum allowance of 25 percent, pursuant to Planning and Preservation Commission Resolution 2017-006 attached as Exhibit "A" to the Resolution (Attachment No. 1)

PUBLIC COMMENT

Julian Taylor, Serving as the "Contractor" from Clean Energy Fuel - 4675 MacArthur Court, Suite 800, Newport Beach, Ca - Mr. Taylor thanked staff and the Commission for their consideration of the proposal and made himself available to answer any questions the Commission may have about the project.

COMMISSION DISCUSSION

T. Haupt asked about the depth of the bollards at the location for purposes of protecting the equipment from oversized vehicles and fueling at the station. He expressed that the information should be included in the Plan Check submittal.

J. Taylor indicated that information would be part of the Plan Check documentation submitted to Building and Safety.

R. Padilla indicated that the details are essential to the infrastructure.

T. Haupt asked about the run-off and if it would drain into the street or onsite, he expressed concern with it running off into the street by way of the sidewalk and creating a slip hazard.

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J. Taylor indicated that they are still working on the design on either connect directly to a storm drain that goes out to the curb or collects at surface drain that leads to curb.

K. Beaulieu asked if the station is only used by City staff members?

J. Wong indicated that the station is a public facility.

K. Beaulieu asked if the size was compromised to accommodate the 25 percent or does it need to be bigger?

J. Taylor indicated that the canopy was sized so that there is adequate space on both sides, most vehicles will fit and it will provide enough space for two pumps.

Subsequent to discussion, Vice-chair A. Durham moved to approve Site Plan Review 2017-037 to allow a 24' x 24' overhead canopy to project into the required 10-foot front yard setback in excess of the maximum allowance of 25 percent, pursuant to City Code Section 106-5(b) which is being proposed in conjunction with upgrades to the existing Compressed natural Gas (CNG) fuel station location at the Public Works Department's Operation Center, Pursuant to Planning and Preservation Commission Resolution 2017-006 (Attachment No. 1). Seconded by Commissioner Y. Mejia, the motion carried with the following vote:

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

PUBLIC HEARING

Planning Review 2017-048; Land Use Determination 2017-001 – 1026 Griswold Avenue #B, San Fernando, CA - A request for approval of Planning Review 2017-048 to allow the operation of a fitness training facility (with ancillary sale of supplements), based on the Planning and Preservation Commission's land use determination that "health clubs or centers", which include the proposed fitness training facility, are similar to or not more objectionable than any of the permitted uses within the m-1 (Limited Industrial) zone.

STAFF PRESENTATION

Amy Davis gave the staff presentation recommending that the Planning and preservation commission approve Planning Review 2017-048, authorizing the operation of a fitness training facility (with ancillary sale of supplements) at 1026 Griswold Avenue #B, based on the Commission's land use determination that "health clubs or centers", which include the proposed fitness training facility, are similar to or not more objectionable than any of the permitted uses within the M-1 (Limited Industrial) zone, pursuant to Planning and Preservation Commission Resolution 2017-007 (Attachment 1).

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PUBLIC COMMENT

Seema Sagar (the applicant) introduced herself to the commission and asked if the commission had any questions of her or her proposed operation.

COMMISSION DISCUSSION

K. Beaulieu asked if there will be any exercising outside of the facility.

S. Sagar indicated that all of the activity would be inside the location.

Y. Mejia asked about the parking at the rear and the lighting as well as access from the parking lot to the facility via the roll up door.

S. Sagar stated that there is sufficient lighting at the rear during the evening hours and that the roll up door would not be kept open to minimize the sound to the neighboring businesses.

T. Haupt asked how many clients the facility would be accommodating daily, hourly.

S. Sagar indicated that there will be no more than 20 clients per class.

K. Beaulieu indicated that the proposal does not indicate how many parking spaces are designated to her operation nor is the parking lot striped to clearly identify spaces. He expressed concern that parking will become an issue.

Y. Mejia indicted that she would like a better client count (exact times and schedules) before rendering a decision.

J. Wong requested a recess to discuss concerns with the applicant.

J. Wong suggested that the item be continued to allow additional time to gather more information on the concerns that the Commission had such as; noise level, parking, schedule of classes and potential conflicts with adjacent businesses.

Based on the suggestion Commissioner K. Beaulieu moved to continue Planning Review 2017-048 and Land Use Determination 2017-001 to the November 7, 2017 meeting to allow additional time to provide the commission with the information on the operation of the business. Seconded by Vice-chair A. Durham, the motion carried with the following vote:

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

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STAFF COMMUNICATIONS

J. Wong informed the Commission that at 110 N. Maclay Avenue a Commercial Business Occupancy application for a restaurant was received and that they will be exercising the previously approved CUP for beer and wine.

COMMISSION COMMENTS

K. Beaulieu asked about the student pick-up and drop-off plan and no parking along Fourth Street during certain hours of the day at Nueva Esperanza that was supposed to be implemented as part of their approval of the Conditional Use Permit.

T. Haupt inquired about the status of the on-site parking for 650 Glenoaks Boulevard and revocation of his Certificate of Occupancy.

PUBLIC STATEMENTS

None

ADJOURNMENT

Vice-chair A. Durham moved to adjourn to November 7, 2017. Second by Commissioner K. Beaulieu, the motion carried with the following vote:

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

7:22 P.M.

Planning Commission Secretary