



# THE CITY OF SAN FERNANDO

## PLANNING AND PRESERVATION COMMISSION

### REGULAR MEETING NOTICE AND AGENDA

SEPTEMBER 4, 2019 – 6:30 P.M.

COUNCIL CHAMBERS  
117 MACNEIL STREET  
SAN FERNANDO, CA 91340

#### **CALL TO ORDER**

#### **ROLL CALL**

Chair Alvin Durham, Jr.  
Vice-Chair Yvonne G. Mejia  
Commissioner Ivan Gonzalez  
Commissioner Aida Montes  
Commissioner Hector Pacheco

#### **PLEDGE OF ALLEGIANCE**

#### **APPROVAL OF AGENDA**

September 4, 2019

#### **PUBLIC STATEMENTS – WRITTEN/ORAL**

There will be a three (3) minute limitation per each member of the audience who wishes to make comments relating to City Business. Anyone wishing to speak, please fill out a form located at the Council Chambers entrance and submit it to the Commission Chair. When addressing the Planning and Preservation Commission please speak into the microphone and voluntarily state your name and address.

#### **CONSENT CALENDAR**

Items on the Consent Calendar are considered routine and may be disposed of by a single motion to adopt staff recommendation. If the Planning and Preservation Commission wishes to discuss any item, it should first be removed from the Consent Calendar.

- 1) Approval of the minutes of the Planning and Preservation Commission meeting of August 20, 2019**

# PLANNING AND PRESERVATION COMMISSION

Regular Meeting Notice and Agenda –September 4, 2019

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## **CONTINUED BUSINESS**

None

## **NEW BUSINESS**

- 1) **SUBJECT:** Consideration to change Planning and Preservation Commission regular monthly meeting date from first Tuesday to second Monday of every month.

**RECOMMENDATION:** Staff recommends that the Planning and Preservation Commission approve Resolution No. 2019-009 to amend the date and time of its regular monthly meetings.

*If, in the future, you wish to challenge the items listed above in Court, you may be limited to raising only those issues you or someone else raised at the Public Hearing described in this notice or in written correspondence delivered to the City Planning and Preservation Commission at, or prior to, the Public Hearing. Decisions of Planning and Preservation Commission may be appealed to the City Council within 10 days following the final action.*

## **STAFF COMMUNICATIONS**

October – National Community Planning Month

## **COMMISSIONER COMMENTS**

## **ADJOURNMENT**

October 14, 2019

*I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.*

*Signed and Posted: Date and time*

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Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site ([www.sfcity.org](http://www.sfcity.org)). These are also available for public reviewing prior to a meeting at the Community Development Department Public Counter. Any public writings distributed by the Planning and Preservation Commission to at least a majority of the Commissioners regarding any item on this regular meeting agenda will also be made available at the Community Development Department Public Counter located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's Web Site at [www.sfcity.org](http://www.sfcity.org). In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/accommodation to attend or participate in this meeting, including auxiliary aids or services please call the Community Development Department at (818) 898-1227 at least 48 hours prior to the meeting.

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

**DRAFT MINUTES OF THE  
AUGUST 20, 2019 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 at 6:30 p.m. by Chairperson Alvin Durham

**ROLL CALL**

The following persons were recorded as present:

**PRESENT:**

Chairperson Alvin Durham, Vice-Chair Yvonne Mejia, Commissioners Ivan Gonzalez, Aida Montes and Hector Pacheco

**ALSO PRESENT**

Community Development Director Timothy Hou, City Attorney Martin de los Angeles, Associate Planner Gerardo “Jerry” Marquez, and Community Development Secretary Michelle De Santiago

**APPROVAL OF AGENDA**

Commissioner A. Montes moved to approve the agenda of August 20, 2019 meeting. Seconded by Vice-Chair Y. Mejia, the motion carried with the following vote:

AYES:	A. Montes, Y. Mejia, A. Durham, I. Gonzalez, and H. Pacheco
NOES:	None
ABSENT:	None
ABSTAIN:	None

**CONSENT CALENDAR**

Vice-chair Y. Mejia moved to approve the minutes of the April 3, 2019, Planning and Preservation Commission Meeting. Seconded by Commissioner I. Gonzalez, the motion carried with the following vote:

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## **PLANNING AND PRESERVATION COMMISSION**

Regular Meeting Minutes –August 20, 2019

Page 2 of 4

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AYES:	Y. Mejia, I. Gonzalez, A. Durham, A. Montes, and H. Pacheco
NOES:	None
ABSENT:	None
ABSTAIN:	None

### **UNFINISHED BUSINESS**

None

T. Hou requested that the Planning and Preservation Commission consider Item No. 2 of the agenda.

#### **Discussion on Planning and Preservation Commission meeting dates and time.**

He explained that the item was discussed informally at the previous meeting. He explained that the purpose for the change would be to meet between City Council meetings and that by doing so the council would be able to exercise the ability to appeal a Planning Commission's decision.

Vice-Chair Y. Mejia stated that she was open to changing the meeting date to the second Mondays of the month.

Subsequent to discussion, Vice-Chair Y. Mejia directed staff to prepare a Resolution and bring back to the Planning and Preservation Commission for their consideration at the next regular meeting date. Seconded by Commissioner I. Gonzalez, the recommendation was approved unanimously.

### **PUBLIC HEARING**

Conditional Use Permit 2018-003 (CUP 2018-003) and Site Plan Review 2018-025 (SPR 2018-025) – 1426 San Fernando Road, San Fernando, CA 91340 – The proposed “Project” consists of a request for approval of a Conditional Use Permit to allow for the development of a four unit residential apartment complex within the Mixed-Use Corridor District of the San Fernando Corridor Specific Plan Zone (SP-5).

### **STAFF PRESENTATION**

J. Marquez gave the staff presentation recommending that the Planning and Preservation Commission approve Conditional Use Permit 2018-003 and Site Plan Review 2018-025, Pursuant to Planning and Preservation Commission Resolution No. 2019-008 and the Conditions of Approval attached there in as Exhibit “A” in order to entitle a four unit residential apartment complex within the Mixed-Use Corridor District of SP-5.

### **PUBLIC COMMENT**

None

## PLANNING AND PRESERVATION COMMISSION

Regular Meeting Minutes –August 20, 2019

Page 3 of 4

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### COMMISSION DISCUSSION

Chairperson A. Durham expressed some concerns with Units 3 and 4 the close proximity of the garage, he requested that the applicant consider a mirror or signage of sorts to warn the driver when entering or backing out of the garages.

Vice-Chair y. Mejia expressed the same concern and asked if staff can include a condition of approval requiring the applicant to provide a warning mechanism to be approved by the Community Development Department regarding the egress and ingress of garages 3 and 4. Additionally, she applauded the applicant for his project proposal which is keeping with the goals of the City to provide market rate units. She did request that staff consider requiring guest parking on multi-family residential units in the future.

Chairperson A. Durham thanked the applicant for providing a complete and thorough project proposal.

At the conclusion of discussion, Vice-chair Y. Mejia moved to approved Conditional Use Permit 2018-003 and Site Plan Review 2018-025 including the friendly amendment to the conditions of approval adding the condition that the applicant provides a waring mechanism for the safe ingress and egress for garages 3 and 4 subject to approval by the Community Development Department. Seconded by Commissioner A. Montes, the motion carried with the following vote:

AYES:	Y. Mejia, A. Montes, A. Durham, I. Gonzalez, and H. Pacheco
NOES:	None
ABSENT:	None
ABSTAIN:	None

### STAFF COMMUNICATIONS

T. Hou introduced Planning Intern Tamara Santoyo and provided the Commission with an example of the gavel that will be ordered in honor of Theale “Stormy Haupt.

M. De Santiago informed the Planning and Preservation Commission:

- Acceptable methods of informing staff when a Commission member was going to be absent at a meeting; and
- Direct Deposit is now available for their stipend and handed out the request form; and
- New AB1661 Sexual Harassment Prevention Training required by all Commission members.

### COMMISSION COMMENTS

None

## **PLANNING AND PRESERVATION COMMISSION**

**Regular Meeting Minutes –August 20, 2019**

Page 4 of 4

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### **PUBLIC STATEMENTS**

None

### **ADJOURNMENT**

Commissioner A. Montes moved to adjourn to September 4, 2019 meeting date. Seconded by Commissioner I. Gonzalez, the motion carried with the following vote:

AYES:	A. Montes, I. Gonzalez, A. Durham, Y. Mejia, and H. Pacheco
NOES:	None
ABSENT:	None
ABSTAIN:	None

7:09 P.M.

Planning Commission Secretary



**MEETING DATE:** September 4, 2019

**COMMISSION CONSIDERATION:**

1. CHAIRPERSON TO OPEN THE ITEM AND REQUEST STAFF REPORT
2. STAFF PRESENTS REPORT
3. COMMISSION QUESTIONS ON STAFF REPORT
4. PLANNING AND PRESERVATION COMMISSION DISCUSSION
5. RECOMMENDED ACTION:

a. To Approve:

“I move to approve Planning and Preservation Commission Resolution No. 2019-009 amending the date and time of regular monthly meeting from the first Tuesday of the month to the second Monday of every month. (Roll Call Vote)

b. To Deny:

“I move to deny Planning and Preservation Commission Resolution No. 2019-009, based on the following...” (Roll Call Vote)

c. To Continue:

“I move to continue consideration of Planning and Preservation Commission Resolution No. 2019-009 to the following date...” (Roll Call Vote)

Moved:\_\_\_\_\_

Seconded:\_\_\_\_\_

Roll Call:\_\_\_\_\_

**NEW BUSINESS ITEM 1:**

**Consideration of changing monthly meeting date and time.**







## AGENDA REPORT

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**To:** Planning and Preservation Commission Chairperson Durham and Commissioners

**From:** Timothy T. Hou, AICP, Director of Community Development

**Date:** September 4, 2019

**Subject:** **Consideration to Change Planning and Preservation Commission Regular Monthly Meeting Date from First Tuesday to Second Monday of Every Month**

### **RECOMMENDATION:**

Staff recommends that the Planning and Preservation Commission ("Commission") approve Resolution No. 2019-009 (Attachment "A") to amend the date and time of its regular monthly meetings.

### **BACKGROUND:**

At its special meeting of August 20, 2019, the Commission conducted a discussion on meeting dates and times and determined that the business of the City would be best served by amending the scheduling of its regular meetings to the second Monday of every month at 6:30 p.m. The current start date and time of the first Tuesday of every month at 6:30 p.m. was established in 2014 under Resolution No. 2014-11.

### **ANALYSIS:**

Section 62-30 of the San Fernando Municipal Code (SFMC) provides that the members of the Commission shall meet once each month, at such time and place as may be fixed by resolution, and may hold such other meetings as from time to time may be called in the form and manner required by law. SFMC Section 62-33 further provides that the Commission may make and alter rules and regulations for its organization and procedure consistent with state laws and other City ordinances.

Adoption of Resolution No. 2019-009 would amend the Commission's current regular meeting date from the first Tuesday of every month at 6:30 p.m. to the second Monday of every month at 6:30 p.m.

The proposed date and time do not conflict with any other regular meetings of the City Council or other City commissions. The proposed date and time would also enable City Council regular

**Consideration to Change Planning and Preservation Commission Regular Monthly Meeting  
Date from First Tuesday to Second Monday of Every Month**

**September 4, 2019**

**Page 2 of 2**

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meetings held on the third Monday of every month to fall within the 10-day time period to appeal certain Commission decisions, as provided under SFMC Section 106-77.

**CONCLUSION:**

Based on the above findings, staff recommends that the Commission approve Planning and Preservation Commission Resolution No. 2019-009.

**ATTACHMENTS:**

A. Resolution No. 2019-009

**RESOLUTION NO. 2019-009**

**A RESOLUTION OF THE PLANNING AND  
PRESERVATION COMMISSION OF THE CITY OF SAN  
FERNANDO, CALIFORNIA, AMENDING THE DATE AND  
TIME OF ITS REGULAR MONTHLY MEETINGS**

**WHEREAS**, Section 62-30 of the San Fernando Municipal Code (“SFMC”) provides that the members of the Planning and Preservation Commission (“Commission”) shall meet once each month, at such time and place as may be fixed by resolution, and may hold such other meetings as from time to time may be called in the form and manner required by law; and

**WHEREAS**, SFMC Section 62-33 further provides that the Commission may make and alter rules and regulations for its organization and procedure consistent with state laws and other City ordinances; and

**WHEREAS**, as established by Resolution No. 2014-11, the Commission currently holds its regular meetings on the first Tuesday of each month at 6:30 pm in the Council Chambers located at 117 Macneil Street, San Fernando; and

**WHEREAS**, at its special meeting of August 20, 2019, the Commission held a discussion on meeting dates and times and determined that the business of the City would be best served by scheduling its regular meetings on the second Monday of each month at 6:30 pm.

**NOW, THEREFORE, THE PLANNING AND PRESERVATION COMMISSION OF THE CITY OF SAN FERNANDO, CALIFORNIA, DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:**

**SECTION 1.** The facts set forth in the recitals above are true and correct.

**SECTION 2.** The Planning and Preservation Commission hereby amends the date and time of its regular meetings to the second Monday of each month at 6:30 pm in the Council Chambers located at 117 Macneil Street, San Fernando. Should such regular meeting date fall on a City-observed holiday, the regular meeting shall be held on the next City business day at 6:30 pm in the Council Chambers located at 117 Macneil Street, San Fernando.

**SECTION 3.** The Secretary of the Planning and Preservation Commission of the City of San Fernando, California, shall certify to the adoption of this resolution.

**PASSED, APPROVED, AND ADOPTED** this 4th day of September, 2019.

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CHAIRPERSON ALVIN DURHAM

**ATTEST:**

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TIMOTHY T. HOU, AICP, SECRETARY TO THE PLANNING  
AND PRESERVATION COMMISSION

**STATE OF CALIFORNIA**           )  
**COUNTY OF LOS ANGELES**    ) **SS**  
**CITY OF SAN FERNANDO**       )

I, TIMOTHY T. HOU, Secretary to the Planning and Preservation Commission of the City of San Fernando, do hereby certify that the foregoing Resolution was duly adopted by the Planning and Preservation Commission and signed by the Chairperson of said City at a meeting held on the 4<sup>th</sup> day of September, 2019; and that the same was passed by the following vote, to wit

AYES:

NOES:

ABSENT:

ABSTAIN:

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TIMOTHY T. HOU, AICP, SECRETARY TO THE PLANNING  
AND PRESERVATION COMMISSION