



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

**APPROVED MINUTES OF THE
JUNE 8, 2020 MEETING
CITY HALL VIA ZOOM**

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE PLANNING COMMISSION. VIDEO AND AUDIO OF THE ACTUAL MEETING ARE AVAILABLE AT: <http://ci.san-fernando.ca.us/commissions-boards/#planning-preservation>

CALL TO ORDER

The meeting was called to order by at 6:40 p.m. by Alvin Durham

ROLL CALL

The following persons were recorded as present:

PRESENT:

Chairperson Alvin Durham, Vice-chair Hector Pacheco, and Commissioner Marvin Perez

ABSENT:

Commissioners Ivan Gonzalez and Aida Montes

ALSO PRESENT

Community Development Director Timothy Hou, City Attorney Richard Padilla, Associate Planner Gerardo Marquez, and Community Development Secretary Michelle De Santiago

APPROVAL OF AGENDA

Vice-chair H. Pacheco moved to approve the agenda of June 8, meeting. Seconded by Commissioner M. Perez, the motion carried with the following vote:

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

***Commissioner Ivan Gonzalez joined the meeting at 6:44 p.m.**

CONSENT CALENDAR

Chairperson A. Durham moved to approve the minutes of the May 11, 2020 Planning and Preservation Commission Meeting. Seconded by Commissioner I. Gonzalez, the motion carried with the following vote:

PLANNING AND PRESERVATION COMMISSION

Regular Meeting Minutes –June 8, 2020

Page 2 of 4

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

PUBLIC HEARING

Variance 2020-001 (VAR 2020-001) – 456 S. Brand Blvd., San Fernando, CA – Victor De La Cruz of Manatt, Phelps and Phillips on behalf of Citibank N.A. – The proposed project is a request for approval of Variance 2020-001 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 payment of an in-lieu parking fee. The subject site consists of a parcel containing the off-street surface parking lot and a second parcel improved with an approximately 5,986 sq. ft. commercial building. In aggregate, the two parcels total approximately 20,445 sq. ft. of land.

STAFF PRESENTATION

Associate Planner Gerardo Marquez gave the staff presentation recommending that the Commission approve Planning and Preservation Commission Resolution No. 2020-001 to allow for seven (7) of the required off-street parking spaces to be satisfied by an in-lieu parking fee in conjunction with the operation of Citibank a financial institute.

PUBLIC COMMENT

Jennifer Lynch and Robert Abbott were both present and available to answer questions on behalf of Citibank's Variance application.

Jennifer Lynch stated that the street parking is plentiful in the area including noon which is the peak time. She stated that recently the adjacent lot was fenced off and the shared parking agreement was expired and therefore a Variance application was needed. Additionally she went on to explain that most banking customers conduct business on-line so there isn't much parking needed.

Robert Abbott agreed that the City parking lot would be used as overflow but does not have a problem with paying the in-lieu parking fees.

Dave Michel – Co-President of Valley Alarm submitted an e-mail opposing the approval of Variance 2020-001 (attached) which was read into the record by Community Development Department Secretary Michelle De Santiago.

COMMISSION DISCUSSION

M. Perez asked if the in-lieu fees for the off-street parking had an expiration date.

PLANNING AND PRESERVATION COMMISSION

Regular Meeting Minutes –June 8, 2020

Page 3 of 4

T. Hou explained why the fees were collected and how those fees would be used to improve or add additional parking sites.

Subsequent to discussion, Commissioner I. Gonzalez moved to approve Planning and Preservation Commission Resolution No. 2020-001 and the attached Conditions of Approval. Seconded by Vice-chair H. Pacheco, the motion carried with the following vote:

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

CONTINUED BUSINESS

Consideration to Adopt Bylaws and Rules of Procedure – Community Development Director Timothy Hou read the revised version of the Bylaws and Rules of Procedure for the Planning and Preservation Commission consideration for adoption.

Commissioner M. Perez submitted some minor edits that he would like the commission to consider amending.

Subsequent to some discussion and consensus, the following changes were recommended:

Omit the word “regular” from Organization

Omit the #3 from Duties and Powers

Added language to Meeting “Regular Meeting” item 1 ...Except as otherwise permitted by law.

Commissioner I. Gonzalez moved to approve and adopt the Bylaws and Rules of Procedure, including the proposed changes. Seconded by Commissioner M. Perez, the motion carried with the following Roll Call vote:

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

STAFF COMMUNICATIONS

T. Hou provided the commission with an update on Covid-19 cases and the recent modifications to the Safer at Home Orders. Additionally, he informed the commission about the city’s win of the APA LA Award of Excellence for small jurisdiction.

COMMISSION COMMENTS

None

PLANNING AND PRESERVATION COMMISSION

Regular Meeting Minutes –June 8, 2020

Page 4 of 4

ADJOURNMENT

Chairperson A. Durham moved to adjourn to July 13, 2020. Second by Vice-chair H. Pacheco, the motion carried with the following Roll Call vote:

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

7:58 P.M.

Timothy Hou

Planning Commission Secretary