



# THE CITY OF SAN FERNANDO

## PLANNING AND PRESERVATION COMMISSION

### REGULAR MEETING NOTICE AND AGENDA

JULY 13, 2020 – 6:30 P.M.

VIA ZOOM ACCESSIBLE ON YOUTUBE  
117 MACNEIL STREET

#### **SPECIAL NOTICE REGARDING COVID-19**

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 (superseding the Brown Act-related provisions of Executive Order N-25-20 issued on March 12, 2020), which allows a local legislative body to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Pursuant to Executive Order N-29-20, please be advised that the San Fernando Planning and Preservation Commission will participate in meetings telephonically.

**PUBLIC PARTICIPATION:** Pursuant to Executive N-29-20 and given the current health concerns, members of the public can access meetings live on-line, with audio and video, via YouTube, at

<https://www.youtube.com/channel/UC2OGT0-5m7SPbA-YmtPyDaA/>

Members of the public can submit comments electronically for Commission's consideration by sending them to **Mdesantiago@sfcity.org**. To ensure distribution to the Commission prior to consideration of the agenda and agenda items, please submit comments by email to: [Mdesantiago@sfcity.org](mailto:Mdesantiago@sfcity.org) or by commenting on Youtube (Youtube account required) before the end of the Public Comments section of the Public Hearing Meeting. There will be a limit to three minutes per person/comment which will be read into the record and this will be made part of the official public record of the meeting.

#### **CALL TO ORDER**

#### **ROLL CALL**

Chair Alvin Durham, Jr.  
Vice-Chair Hector Pacheco  
Commissioner Ivan Gonzalez  
Commissioner Aida Montes  
Commissioner Marvin R. Perez

#### **PLEDGE OF ALLEGIANCE**

#### **APPROVAL OF AGENDA**

July 13, 2020

#### **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

# PLANNING AND PRESERVATION COMMISSION

Regular Meeting Notice and Agenda –July 13, 2020

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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 June 8, 2020 Planning and Preservation Commission meeting.**

## **CONTINUED BUSINESS**

None

## **NEW BUSINESS**

- 1) **SUBJECT: San Fernando Citywide Parking Management Master Plan**

**RECOMMENDATION: Subsequent to the presentation, provide staff direction as needed.**

*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**

None

## **COMMISSIONER COMMENTS**

## **ADJOURNMENT**

August 13, 2020

*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: Michelle De Santiago, July 9, 2020 at 1:30 p.m.*

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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  
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

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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

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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

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### 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

## Michelle Desantiago

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**From:** Dave Michel <dmichel@valleyalarm.com>  
**Sent:** Monday, June 08, 2020 4:38 PM  
**To:** Michelle Desantiago  
**Subject:** Opposing Comments on Variance 2020-001

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear San Fernando Planning and Preservation Commission,  
Valley Alarm would like to voice our opposition to Variance 2020-001 at tonight's hearing. Following are the comments we wish to be heard.

Valley Alarm is located at 804 Pico St., San Fernando. Our parking lot at Hollister and Chatsworth is adjacent to Citi Bank's parking lot.

The Citi Bank parking lot is too small to accommodate their usage. Frequently, the lot is full and customers have to park on the street. At 2 pm today, I visually inspected their parking lot. They had only one open spot at a non-peak time and date.

This negatively impacts our property and the surrounding neighborhood.  
Street parking creates unnecessary density in the neighborhood.  
And, it creates a nuisance for Valley Alarm. Accessing the bank from street parking causes bank customers to trespass across our parking lot – creating "slip and fall" type liability.  
Bank customers have also damaged our fence to gain access to the bank.

We feel that the bank should secure alternative parking (as it has in the past). Perhaps the bank can lease nearby public parking spots from the city to be used for employee parking, thereby opening customer parking spots in the lot.

Thank you for your consideration.

Sincerely,

Dave Michel  
Co-President  
[dmichel@valleyalarm.com](mailto:dmichel@valleyalarm.com)

**VALLEY ALARM**



**We've moved! Our new address is:**  
804 Pico Street, San Fernando, CA 91340