



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

**MINUTES OF THE
JUNE 10, 2024 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>

By Consensus, the meeting was chaired by Commissioner Sylvia Ballin.

CALL TO ORDER

Commissioner Sylvia Ballin called the meeting to order at 5:31 p.m.

PRESENT:

Commissioners Francisco Solorio, Sylvia Ballin, and Sean Rivas

STAFF PRESENT:

Community Development Director Erika Ramirez, Associate Planner Marina Khrustaleva, City Attorney Lloyd Pilchen (via Zoom) and, Community Development Technician Michelle De Santiago

ABSENT:

Vice Chair Cecilia Martinez

PLEDGE OF ALLEGIANCE

Led by Commissioner Rivas

Commissioner Ballin requested that Item No. 3. To be continued to a future meeting in August to allow Councilmember Garcia to appointment a Planning and Preservation Commissioner.

Commissioner Rivas asked for clarification on the subject and if it was agenized for discussion or an action item.

L. Pilchen stated that since there is a quorum the Commission could decide by majority of vote.

Commissioner Ballin recommended that we consider continuation to allow a full commission to be present during the re-organization. She stated that she respects the decision of the commission to proceed with the re-organization

APPROVAL OF AGENDA

Commissioner Ballin requested a motion to the agenda as presented.

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L. Pilchen stated that Commissioner Ballin could just ask if there are any objections.

No objections to the Agenda as presented.

DECORUM AND ORDER

L. Pilchen read the Decorum and Order.

PUBLIC STATEMENT

Commissioner Ballin open public statements and closed public statement since there were no audience member and no members of the public in the waiting room.

ADMINISTRATIVE REPORTS

1. Discussion Regarding The Department of Public Works' Fiscal Year 2024-2025 Proposed Work Plan
 - Public Works Director Wendell Johnson provided a Power Point Presentation recommending the Planning and Preservation Commission Receive and file the Department of Public Works' Fiscal Year 2024-2025 proposed work plan.

Commissioner Rivas asked if regular updates would be provided since the commission's duties include discussion/decisions on trees as well as to respond to resident's inquiries.

W. Johnson stated that he plans a standing agenda item every month to discuss to address any trees that may have some Maintenance consideration. Additionally i will be providing a Standard Operation Procedure or guidelines for the commission, which will solicit your input. Including introducing you to the resources, we have to manage the Urban Canopy program that includes the location, species and planned maintenance of trees citywide.

Commissioner Ballin thanked Mr. Johnson for his presentation and she asked about the resurfacing of 60% of city streets and when the remainder of the 40% is scheduled to be completed.

W. Johnson stated that the equivalents of 30 miles of streets have been resurfaced. He indicated that the remainder would be completed as part of the annual rehabilitation program, which has approximately \$2 million dollars, and this be on an on-going basis so that the streets are on a cycle and will be continuously maintained.

Commissioner Ballin asked about Mr. John to explain the permits issuance through the Public Works Department and he could elaborate of the Citywide Beautification that was included in the PowerPoint presentation.

W. Johnson indicated the Community Development issues permits on private properties and Public Works issued permits for anything in the public-right-of-way. Mr. Johnson indicated that there are some long-term maintenance that has been deferred including street striping and marking including curb painting. Additionally replacing the majority of the overhead mass arm signs that display

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street names. He also indicated that Public Works in in the process of going out to bid for the resurfacing of 12 City owned parking lots. This includes irrigation needs and vacant tree wells.

Commissioner Ballin thanked Mr. Johnson for his thorough presentation and proceeded to ask if the painting of addresses throughout the City.

W. Johnson indicated that the re-painting street numbers are part of the resurfacing projects but we are currently designing a program to utilize court appointed workers. He stated how essential it is to have your numbers painted not only on the curb but they should be on the house in case you experience an emergency and First Responder have to locate the property.

Commissioner Ballin asked Mr. Johnson if he could provide information on the Sewer Agreement with the City of Los Angeles.

W. Johnson confirmed that there are metered City of Los Angeles sewer lines that pass through the City and the agreement is to provide treatment to our sewage by Hyperion. City of Los Angeles recently announced their new sewer rates which will increase to almost double of their current rates which may affect our rates as well.

Commissioner Ballin asked who's department Vector Control falls under since she is the appointed liaison for the City.

W. Johnson stated that it falls under Public Works Department with monthly bulletins and correspondence.

2. Director's Determination Regarding Zoning Map Correction

- Community Development Director Erika Ramirez provided a PowerPoint presentation recommending that the Planning and Preservation Commission Receive and File the Director's Determination regarding a correction to the Zoning Map.

L. Pilchen provided an introduction to Director's Determination and clarified that it is not an action item.

Commissioner Solorio ask what type of structures currently exist in this area and how this will affect future development.

E. Ramirez indicated that the reason for the finding was discovered since we have an application for development that will be presented to the Planning and Preservation Commission at a future meeting.

Commissioner Ballin asked if any projects were approved during this oversight and their status.

M. Khrustaleva stated that there was a project that was approved in 2018 as 6-units as Medium Density which was not affected by the oversight.

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3. Planning and Preservation Commission Reorganization

- Community Development Director Erika Ramirez provided presentation on the Planning and Preservation Commission By-Laws and recommended that the commission after discussion appoint a Chair and Vice Chair to reside over the commission for the remainder of 2024 calendar year.

L. Pilchen reiterated that the By-Laws indicate that Chair and Vice Chair are selected amongst commissioners to serve at the pleasure of the commission and therefore the majority of the commission has the power to change the Chair and Vice Chair during the term.

Commissioner Ballin asked if there were any nominations for Chair.

Commissioner Solorio move to nominate Commissioner Rivas as Chair.
Seconded by Commissioner Rivas.

Commissioner Ballin stated that out of respect of the City Council member who requested that the item be continued, she will abstain from the vote, and requested that City Attorney Pilchen provide direction.

L. Pilchen stated that this action requires a majority of vote, with two affirmative votes and then roll call.

Commissioner Solorio moved to appoint Rivas as Chair.
Commissioner Rivas Seconded the vote, the motion carried with the following vote:

AYES:	F. Solorio and S. Rivas
NOES:	None
ABSENT:	C. Martinez
ABSTAIN:	S. Ballin

Chair Rivas assumed the duties of chairing the meeting.

STAFF COMMUNICATIONS

Community Development Director Erika Ramirez provided a presentation of the Fiscal Year 2024-2025 Budget Study Session.

Commissioner Ballin asked if the staff can elaborate on the Solar Permit portal, if there is a list of Solar Panel contractors to use, a list of what to avoid and if there are any incentives to residents.

E. Ramirez indicated that we do not have a list of contractors and if there is concern of existing contractors staff always recommends that the resident check their license and contact the Better Business Bureau. Additionally E. Ramirez stated that the City does not have any incentive for the installation of Solar Panels.

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Chair S. Rivas asked about the possibility of outdoor dining for an existing business or a new business and what are the regulations. And requested that staff look into incentives for solar installation with Southern California Edison

E. Ramirez indicated that if the proposed outdoor dining in on Private property then staff will consider that on a case-by-case basis but for outdoor dining on the Public Right of Way applicant will have to wait for the new regulations to be established.

E. Ramirez provided the commissioner with announcements of the upcoming events

- Habitat LA 20th Annual Power Women and Power tool event; and
- Home Again LA; and
- Downtown Masterplan workshop

COMMISSION COMMENTS

Commissioner Ballin stated that she is looking forward to a full Commission and she has enjoyed her time on the commission, she thanked staff for their hard work and congratulated Chair Rivas.

Commissioner Solorio – No comment

Chair Rivas stated he looks forward to the leadership and thanked the commission in trusting his leadership, and thanked staff for their work.

ADJOURNMENT

Chair adjourned the meeting, no objections.

6:45 P.M.

Planning Commission Secretary