

**AGENDA SUMMARY  
PLANNING COMMISSION MEETING  
TUESDAY, FEBRUARY 21, 2017  
6:00 P.M.  
ARROYO GRANDE CITY COUNCIL CHAMBERS  
215 E. BRANCH STREET, ARROYO GRANDE**

**1. CALL TO ORDER:**

**2. ROLL CALL**

**3. FLAG SALUTE:**

**4. AGENDA REVIEW:**

The Commission may revise the order of agenda items depending on public interest and/or special presentations.

**5. COMMUNITY COMMENTS AND SUGGESTIONS:**

This public comment period is an invitation to members of the community to present issues, thoughts, or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters that are within the jurisdiction of the Planning Commission. The Brown Act restricts the Commission from taking formal action on matters not published on the agenda. The Commission requests that public comment be limited to three (3) minutes and be accompanied by voluntary submittal of a "speaker slip" to facilitate meeting organization and preparation of the minutes.

**6. WRITTEN COMMUNICATIONS:**

Correspondence or supplemental information for the Planning Commission received after Agenda preparation. In compliance with the Brown Act, the Commission will not take action on correspondence relating to items that are not listed on the Agenda, but may schedule such matters for discussion or hearing as part of future agenda consideration.

**7. CONSENT AGENDA:**

**7.a. APPROVAL OF MINUTES**

Recommended Action: Approve the minutes of the February 7, 2017 meeting.

Documents:

[02-07-17 Draft.pdf](#)

**8. PUBLIC HEARINGS:**

**8.a. CONSIDERATION OF DEVELOPMENT CODE AMENDMENT 16-003; AN ORDINANCE AMENDING SECTION 16.44.050 OF THE CITY OF ARROYO GRANDE MUNICIPAL CODE REGARDING FLOODPLAIN MANAGEMENT; LOCATION – CITYWIDE; APPLICANT – CITY OF ARROYO GRANDE**

Recommended Action: It is recommended the Planning Commission adopt a resolution recommending that the City Council adopt an Ordinance amending Section 16.44.050 of the City of Arroyo Grande Municipal Code regarding floodplain management.

Documents:

[PC 2017-02-21\\_8a DCA 16-003 Floodplain Management.pdf](#)

**9. NON-PUBLIC HEARING ITEMS:**

**9.a. CONSIDERATION OF STAFF PROJECT 17-001; INTERPRETATION OF ARROYO GRANDE MUNICIPAL CODE DEFINITION OF STORY; LOCATION – CITYWIDE; APPLICANT – CITY OF ARROYO GRANDE**

Recommended Action: It is recommended that the Planning Commission review the definition of "story" in the Arroyo Grande Municipal Code and adopt a Resolution providing an interpretation classifying rooftop decks as a separate story.

Documents:

[PC 2017-02-21\\_9a Staff 17-001 Development Code Interpretation.pdf](#)

**10. NOTICE OF ADMINISTRATIVE DECISIONS:**

This is a notice of administrative decision for Minor Use Permits, including any approvals, denials or referrals by the Community Development Director. An administrative decision must be appealed or called up for review by the Planning Commission by a majority vote.

10.a. **NOTICE OF ADMINISTRATIVE DECISIONS SINCE FEBRUARY 7, 2017**

Documents:

[PC 10.a. Administrative Decisions.pdf](#)

**11. COMMISSION COMMUNICATIONS:**

Correspondence/Comments as presented by the Planning Commission.

**12. STAFF COMMUNICATIONS:**

Correspondence/Comments as presented by the Community Development Director.

12.a. **Planning Commissioner 2017 Schedule For Architectural Review Committee And Historical Resource Committee Meetings**

Documents:

[PC attendance at arc and hrc.pdf](#)

**13. ADJOURNMENT**

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Planning Commission within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the Community Development Department, 300 E. Branch Street, Arroyo Grande. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for disability-related modification or accommodation, contact the Legislative and Information Services Department at 805-473-5414 as soon as possible and at least 48 hours prior to the meeting date.

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**ACTION MINUTES  
MEETING OF THE PLANNING COMMISSION  
TUESDAY, FEBRUARY 7, 2017  
ARROYO GRANDE COUNCIL CHAMBERS  
215 EAST BRANCH STREET  
ARROYO GRANDE, CALIFORNIA**

**1. CALL TO ORDER**

Chair George called the Planning Commission meeting to order at 6:00 p.m.

**2. ROLL CALL**

Planning Commission: Commissioners Terry Fowler-Payne, John Mack, Glenn Martin, Frank Schiro, and Lan George were present.

Staff Present:

Community Development Director Teresa McClish, Planning Manager Matt Downing, Public Works Director Geoff English, Maintenance Worker III/City Arborist Pete McClure, and Secretary Debbie Weichinger were present.

**3. FLAG SALUTE**

Commissioner Martin led the flag salute.

**4. AGENDA REVIEW**

None

**5. COMMUNITY COMMENTS AND SUGGESTIONS**

None

**6. WRITTEN COMMUNICATIONS**

None

Public Works Director English invited the Commission to the Council Chambers Open House for the new Accessibility and Audio Visual Improvements on Tuesday, February 14, 2017 from 5:00 pm. to 5:45 pm.

**7. CONSENT AGENDA**

**7.a. Consideration of Approval of Minutes**

**Recommended Action: Approve the minutes of the Special Planning Commission Meeting of December 20, 2016 as submitted.**

**Action:** Commissioner Mack moved to approve the minutes of the Special Planning Commission Meeting of December 20, 2016. Commissioner Schiro seconded, and the motion passed on the following roll call vote:

**AYES:** Mack, Schiro, Fowler-Payne, Martin

**NOES:** None

**ABSTAIN:** George

**8. PUBLIC HEARINGS**

None

**9. NON-PUBLIC HEARING ITEM**

**9.a. CONSIDERATION OF TREE REMOVAL TIMELINE FOR TRACT 3054; LOCATION – 1029 ASH STREET**

Commissioner Fowler-Payne stepped down from the dais due to a potential conflict of interest.

Public Works Director English presented the staff report and recommended the Commission review the tree removal timeline for Tract 3054; 1029 Ash Street. Mr. English introduced the City's Arborist Mr. McClure to the Commission. Mr. English passed out to the Commission comments from the developer in regard to the Timeline of Tree Removals document prepared by City staff. Mr. English, Mr. McClure, Mr. Downing, and Ms. McClish responded to questions regarding potential suspension of license of tree contractors for unauthorized work; standards for pruning; penalties for unpermitted pruning; posting of performance bonds; clarifying who pruned the trees; permit for pruning; if the tree was a landmark; how to distinguish enforcement for a homeowner versus developer; zones and tree type that the City regulates; Code violation for noncompliance; the cost of replacing an oak tree; Contractor permitted by City to do tree removal; ratio of tree removals; and if Condition #21 of Resolution No. 15-2224 is complete; and requirement of a tree mitigation plan.

Individual Commissioners provided the following comments: the original drip lines should be recognized pending construction on the site; the value of the tree may not be adequate as currently imposed; the City arborist should oversee the pruning; pruning guidelines should be included in the Arborist Report; the Code needs to be revisited/modified; the requirements are falling through the cracks; and a change in ownership is not an adequate excuse to cut/trim trees that were required to be saved.

Chair George invited public comment.

Gary Axelson, property owner, stated they tried to work around the trees and the tree removal was not malicious.

Upon hearing no further comments, Chair George closed the public comment period.

Individual Commissioners provided the following additional comments: staff should take corrective measures and add conditions to the Tree Ordinance; does not believe that the project site could accommodate 45 replacement trees; the oak drip lines should be re-evaluated; and no additional pruning should occur for the duration of this project.

Chair George called for a break at 8:03 pm and reconvened at 8:08 pm.

It was the consensus of the Commission that the following recommendations be made for the Tree Ordinance review: have an independent arborist on site during pruning for crucial projects (not selected by the developer); placement of a fence to protect tree prior to any work on the site; hold tree removal companies accountable (companies need to be informed in writing); support of higher replacement value for tree if staff finds that there is malice.

The Commission continued to make the following comments: identified ways to notify businesses to be in compliance of tree cutting/pruning in the City; add pruning to the Tree

Ordinance; require a performance bond for the tree being protected; include a mitigation fee for the City's Arborist time during the duration of pruning process; and give the Public Works Director the flexibility to select a replacement tree.

Director McClish stated staff will come back to the Commission with a draft modification to the Tree Ordinance for their review at a future meeting.

**10. NOTICE OF ADMINISTRATIVE DECISIONS SINCE JANUARY 3, 2017**

This is a notice of administrative decision for Minor Use Permits, including any approvals, denials or referrals by the Community Development Director. An administrative decision must be appealed or called up for review by the Planning Commission by a majority vote.

<b>Case No.</b>	<b>Applicant</b>	<b>Address</b>	<b>Description</b>	<b>Action</b>	<b>Planner</b>
VSR 16-007	Donna Verbeckmoes	1144 Vard Loomis Lane	298 square foot second story expansion	A	S. Anderson
PPR 16-024 MEX 16-011	Misael & Angela Ortiz	1009 E. Grand Avenue	Establishment of a new business and reduction of three (3) required parking spaces	A	S. Anderson
TUP 17-001	Sheila Gable	268 Tally Ho Road	Temporary trailer residence from January 20, 2017 to April 1, 2017	A	S. Anderson
ARCH 16-019	Bill Creger	1440 W. Branch Street	Architectural treatments for new slope stabilization feature	A	S. Anderson

In response to Commissioner Schiro's question, Planning Manager Downing explained what triggered the need for a parking reduction for PPR/MEX 1009 E. Grand Avenue.

**11. COMMISSION COMMUNICATIONS**

Commissioner Martin thanked the City for paying for the Commission attendance for the "Planning Commissioners Academy".

Chair George welcomed new Commissioner Frank Schiro. Chair George recognized Mr. Keen's service on the Planning Commission.

**12. STAFF COMMUNICATIONS**

Director McClish presented an update on the Halcyon Road Complete Streets Project.

**13. ADJOURNMENT**

On motion by Chair George, seconded by Commissioner Schiro and unanimously carried, the meeting adjourned at 8:43 p.m.

**ATTEST:**

\_\_\_\_\_  
**DEBBIE WEICHER**  
**SECRETARY TO THE PLANNING COMMISSION**

\_\_\_\_\_  
**LAN GEORGE, CHAIR**

(Approved at PC Meeting \_\_\_\_\_)



## MEMORANDUM

**TO:** PLANNING COMMISSION

**FROM:** TERESA McCLISH, COMMUNITY DEVELOPMENT DIRECTOR

**BY:** MATTHEW DOWNING, PLANNING MANAGER  
CAMILLA GREENBACH, GIS TECHNICIAN

**SUBJECT:** CONSIDERATION OF DEVELOPMENT CODE AMENDMENT 16-003;  
AN ORDINANCE AMENDING SECTION 16.44.050 OF THE CITY OF  
ARROYO GRANDE MUNICIPAL CODE REGARDING FLOODPLAIN  
MANAGEMENT; LOCATION – CITYWIDE; APPLICANT – CITY OF  
ARROYO GRANDE

**DATE:** FEBRUARY 21, 2017

### **RECOMMENDATION:**

It is recommended the Planning Commission adopt a Resolution recommending that the City Council adopt an Ordinance amending Section 16.44.050 of the City of Arroyo Grande Municipal Code regarding floodplain management.

### **IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:**

No financial impact is projected as a result of adopting the Ordinance.

### **BACKGROUND:**

The National Flood Insurance Program ("NFIP") is a Federal program which was enacted to mitigate flood losses through national community enforced building and zoning requirements. The NFIP provides federally backed flood insurance protection for property owners whose communities, such as the City of Arroyo Grande, participate in the NFIP program. The NFIP program is administered by the Federal Emergency Management Agency ("FEMA").

### **ANALYSIS OF ISSUES:**

On June 25, 2013, the City Council adopted Ordinance No. 652 which amended the City's floodplain regulations in order to comply with the most current NFIP standards. FEMA completed a revision to the countywide Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) for San Luis Obispo County and Incorporated Areas in 2016. The City of Arroyo Grande is unaffected by the updated flood hazard information presented in the FIS report and FIRM, however, the City does lie on one or more of the revised map panels. FEMA has requested updates to the City's floodplain

**PLANNING COMMISSION  
CONSIDERATION OF DEVELOPMENT CODE AMENDMENT 16-003  
FEBRUARY 21, 2017  
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management ordinances reflecting the new FIRM be made by the effective date of May 16, 2017. Such requested modifications include updating the FIS report and FIRM dates, and the City office location where the FIS report and FIRM are on file in the General Provisions for Floodplain Management section in the City's Development Code. With guidance from the NFIP State Coordinating Office for California, the Ordinance includes language to automatically adopt the most recently available flood elevation data provided by FEMA as it is made available in the future. This will limit the number of AGMC amendments necessary to ensure compliance with FEMA regulations.

**ALTERNATIVES:**

The following alternatives are provided for the Commission's consideration:

- Adopt the attached Resolution recommending the City Council adopt an Ordinance approving Development Code Amendment 16-003;
- Modify and adopt the attached Resolution recommending the City Council adopt an Ordinance approving Development Code Amendment 16-003;
- Do not adopt the attached Resolution and provide direction to staff regarding specific findings recommending denial of Development Code Amendment 16-003; or
- Provide direction to staff.

**ADVANTAGES:**

The City will continue to remain eligible with the NFIP program.

**DISADVANTAGES:**

There are no disadvantages identified.

**ENVIRONMENTAL REVIEW:**

In accordance with the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and the Arroyo Grande Procedures for the Implementation of CEQA, the proposed project has been determined to be categorically exempt per Section 15308 of the Guidelines regarding actions by regulatory agencies for protection of the environment.

**PUBLIC NOTIFICATION AND COMMENTS:**

A notice of public hearing was published in The Tribune and posted at City Hall and on the City's website on Friday, February 10, 2017. The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2. At the time of report publication, no comments have been received.

**RESOLUTION NO.**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ARROYO GRANDE RECOMMENDING THE CITY COUNCIL ADOPT AN ORDINANCE APPROVING DEVELOPMENT CODE AMENDMENT NO. 16-003 AMENDING TITLE 16 REGARDING REGULATIONS FOR FLOODPLAIN MANAGEMENT; CITYWIDE**

**WHEREAS**, the City of Arroyo Grande ("City") participates in the National Flood Insurance Program ("NFIP") pursuant to the National Flood Insurance Act of 1968 (the "Act"); and

**WHEREAS**, the Department of Homeland Security's Federal Emergency Management Agency ("FEMA") has requested updates to the City's floodplain management regulations in order to remain in compliance with Code of Federal Regulations, Title 44, Section 60.3(d); and

**WHEREAS**, the Planning Commission has considered Development Code Amendment 16-003 at a duly noticed public hearing on February 21, 2017; and

**WHEREAS**, the Planning Commission finds, after due study, deliberation and public hearing that the proposed Ordinance will further promote the health, safety and welfare of the community by ensuring continued eligibility of the NFIP.

**NOW THEREFORE, BE IT RESOLVED** that the Planning Commission of the City of Arroyo Grande hereby recommends the City Council adopt an Ordinance approving Development Code Amendment No. 16-003 amending Title 16 of the Arroyo Grande Municipal Code as attached hereto as Exhibit "A" and incorporated herein by this reference.

On a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_ and by the following roll call vote to wit:

**AYES:**  
**NOES:**  
**ABSENT:**

the foregoing Resolution was adopted this 21<sup>st</sup> day of February, 2017.



**RESOLUTION NO.  
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**LAN GEORGE  
CHAIR**

**ATTEST:**

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**DEBBIE WEICHINGER  
SECRETARY TO THE COMMISSION**

**AS TO CONTENT:**

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**TERESA MCCLISH  
COMMUNITY DEVELOPMENT DIRECTOR**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY  
OF ARROYO GRANDE AMENDING SECTION 16.44.050  
OF THE ARROYO GRANDE MUNICIPAL CODE  
REGARDING FLOODPLAIN MANAGEMENT**

**WHEREAS**, the City of Arroyo Grande ("City") participates in the National Flood Insurance Program ("NFIP") pursuant to the National Flood Insurance Act of 1968 (the "Act"); and

**WHEREAS**, the Department of Homeland Security's Federal Emergency Management Agency ("FEMA") has prepared a Flood Insurance Study ("FIS") and has issued a Flood Insurance Rate Map ("FIRM") identifying the Special Flood Hazard Areas ("SFHAs") which are located within the City; and

**WHEREAS**, as a condition of continued eligibility in the NFIP, the City is required to have floodplain management regulations which meet or exceed the standards of Code of Federal Regulations, Title 44, Section 60.3(d) ("44 CFR 60.3(d)"); and

**WHEREAS**, on June 25, 2013, the City adopted Ordinance No. 652 amending its floodplain management regulations to comply with 44 CFR 60.3(d); and

**WHEREAS**, this Ordinance further amends the City's floodplain management regulations in order to comply with the most current NFIP standards.

**NOW, THEREFORE BE IT ORDAINED** by the City Council of the City of Arroyo Grande as follows:

**SECTION 1.** Subsection 16.44.050 E.2. of the Arroyo Grande Municipal Code is hereby amended in its entirety as follows:

The areas of special flood hazard identified by the Federal Insurance Administration (FIA) of the Federal Emergency Management Agency (FEMA) in the Flood Insurance Study (FIS) dated May 16, 2017 and accompanying Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), dated May 16, 2017, and all subsequent amendments and/or revisions, are adopted by reference and declared to be a part of this section. These areas are the minimum area of applicability of this section and may be supplemented by studies for other areas which allow implementation of this section and which are recommended to the city by the floodplain administrator. The study, FIRMs and FBFMs are on file at City Hall, 300 East Branch Street, City of Arroyo Grande, California 93420.

**ORDINANCE NO.**  
**PAGE 2**

**SECTION 2.** If any section, subsection, subdivision, paragraph, sentence, or clause of this Ordinance or any part thereof is for any reason held to be unlawful, such decision shall not affect the validity of the remaining portion of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, or clause thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, or clause be declared unconstitutional.

**SECTION 3.** A summary of this Ordinance shall be published in a newspaper published and circulated in the City of Arroyo Grande at least five (5) days prior to the City Council meeting at which the proposed Ordinance is to be adopted. A certified copy of the full text of the proposed Ordinance shall be posted in the office of the City Clerk. Within fifteen (15) days after adoption of the Ordinance, the summary with the names of those City Council Members voting for and against the Ordinance shall be published again, and the City Clerk shall post a certified copy of the full text of such adopted Ordinance.

**SECTION 4.** This Ordinance shall take effect thirty (30) days after its adoption.

On motion of Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, and on the following roll call vote to wit:

- AYES:**
- NOES:**
- ABSENT:**

The foregoing Ordinance was adopted this \_\_\_\_ day of \_\_\_\_\_, 2017.

ORDINANCE NO.  
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JIM HILL, MAYOR

ATTEST:

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KELLY WETMORE, CITY CLERK

APPROVED AS TO CONTENT:

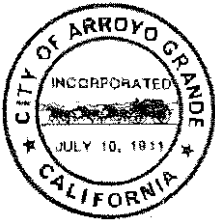
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BOB McFALL, INTERIM CITY MANAGER

APPROVED AS TO FORM:

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HEATHER K. WHITHAM, CITY ATTORNEY



## MEMORANDUM

**TO:** PLANNING COMMISSION

**FROM:** TERESA McCLISH, COMMUNITY DEVELOPMENT DIRECTOR

**BY:** SAM ANDERSON, PLANNING TECHNICIAN

**SUBJECT:** CONSIDERATION OF STAFF PROJECT 17-001; INTERPRETATION OF ARROYO GRANDE MUNICIPAL CODE DEFINITION OF STORY; LOCATION – CITY WIDE; APPLICANT – CITY OF ARROYO GRANDE

**DATE:** FEBRUARY 21, 2017

### RECOMMENDATION:

It is recommended that the Planning Commission review the definition of "story" in the Arroyo Grande Municipal Code (AGMC) and adopt a Resolution providing an interpretation classifying rooftop decks as a separate story.

### IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

None.

### BACKGROUND:

Staff has recently been receiving inquiries regarding projects involving rooftop decks. A recent proposal involving a rooftop deck necessitated the interpretation classifying decks as a separate story.

### ANALYSIS OF ISSUES:

The term "story" is defined in the AGMC as "... as identified in the Uniform Building Code, generally means portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling above." A roof top deck does not have a ceiling or upper floor above to qualify as a story. However, in previous interpretations of the AGMC, it has been considered that the construction of a rooftop deck on a garage roof a second story addition, and required the processing of a Viewshed Review for approval. A rooftop deck does require 42" of railing, and does create a visual impact beyond what would typically exist on a flat roof without the deck component.

### ALTERNATIVES:

The following alternatives are provided for the Planning Commission's consideration:

- Adopt the attached Resolution finding that a rooftop deck does qualify as a separate story; or
- Provide direction to staff.

**PLANNING COMMISSION  
CONSIDERATION OF STAFF PROJECT 17-001  
FEBRUARY 21, 2017  
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**ADVANTAGES:**

Finding that a rooftop deck does qualify as a separate story would allow continued review of potentially adverse visual impacts created by additional story expansions, and would allow public notification through the Viewshed Review process in Single Family zones.

**DISADVANTAGES:**

Finding that a rooftop deck does qualify as a separate story maintains a layer of City review that comes at the cost and time of property owners, even in potentially minor circumstances.

**ENVIRONMENTAL REVIEW:**

Environmental review is not required for this item.

**PUBLIC NOTICE AND COMMENT:**

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2. No comments have been received.

**RESOLUTION NO.**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ARROYO GRANDE INTERPRETING THAT A ROOFTOP DECK IS TO BE CLASSIFIED AS A SEPARATE STORY IN SECTION 16.040.070 OF THE ARROYO GRANDE MUNICIPAL CODE**

**WHEREAS**, the Development Code is Title 16 of the Arroyo Grande Municipal Code, was adopted by the City Council on May 14, 1991, and became effective on June 13, 1991; and

**WHEREAS**, Municipal Code Section 16.04.070 provides for definitions for terms used throughout Title 16; and

**WHEREAS**, the Planning Commission has received a request for an interpretation to classify rooftop decks as a separate story; and

**WHEREAS**, the Planning Commission has considered the Municipal Code interpretation at a duly noticed meeting on February 21, 2017.

**NOW, THEREFORE, BE IT RESOLVED** that the Planning Commission of the City of Arroyo Grande hereby makes the interpretation that rooftop decks shall be considered separate stories.

On a motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_ and by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

the foregoing Resolution was adopted this 21<sup>st</sup> day of February, 2017.

**RESOLUTION NO.  
PAGE 2**

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**LAN GEORGE, CHAIR**

**ATTEST:**

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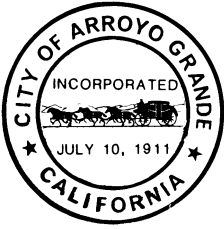
**DEBBIE WEICHINGER  
SECRETARY TO THE COMMISSION**

**AS TO CONTENT:**

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**TERESA McCLISH  
DIRECTOR OF COMMUNITY DEVELOPMENT**





**ADMINISTRATIVE ITEMS  
PLANNING COMMISSION  
FEBRUARY 21, 2017**

**(Approvals by the Community Development Director)**

**ITEM NO. 1: ARCHITECTURAL REVIEW 16-013; SECONDARY DWELLING UNIT AND RESIDENTIAL ADDITION; LOCATION – 301 SOUTH MASON STREET; APPLICANT – MARK VASQUEZ**

With recommendations from the Architectural Review Committee and Historical Resources Committee and after making the findings specified in Section 16.16.130 of the Municipal Code, the Community Development Director approved the above referenced project for the construction of a new secondary dwelling unit and additions to the existing residence in the Historic Character Overlay District.

**ITEM NO. 2: VIEWSHED REVIEW 16-005 & MINOR EXCEPTION 17-001; DEMOLITION AND REPLACEMENT OF AN EXISTING RESIDENCE AND GARAGE AND SIDE YARD SETBACK REDUCTION; LOCATION – 250 RIDGEVIEW WAY; APPLICANTS – DAVID AND JENNIFER DANIELS; REPRESENTATIVE – KAREN WOODS, ISAMAN DESIGN, INC.**

After making the findings specified in sections 16.16.110 and 16.16.100 of the Municipal Code, the Community Development Director approved the above referenced project for the demolition and replacement of an existing residence and a side yard setback reduction of 10% located at 250 Ridgeview Way.



## MEMORANDUM

**TO: PLANNING COMMISSION**

**FROM: TERESA MCCLISH, COMMUNITY DEVELOPMENT DIRECTOR**

**BY: DEBBIE WEICHINGER, ADMINISTRATIVE SECRETARY**

**SUBJECT: PLANNING COMMISSION MEMBER ATTENDANCE TO ARCHITECTURAL REVIEW AND HISTORICAL RESOURCES COMMITTEE MEETINGS**

**DATE: FEBRUARY 21, 2017**

Below is the Planning Commissioner liaison schedule for Architectural Review Committee and Historical Review Committee meetings in 2017.

<b><u>COMMISSIONER</u></b>	<b><u>ARC MEETING</u></b>	<b><u>HRC MEETING</u></b>
G. Martin	March 6	March 10
L. George	March 20	
F. Schiro	April 3	April 14
T. Fowler-Payne	April 17	
J. Mack	May 1	May 12
G. Martin	May 15	
L. George	June 5	June 9
F. Schiro	June 19	
T. Fowler-Payne	July 3	July 14
J. Mack	July 17	
G. Martin	August 7	August 11
L. George	August 21	
F. Schiro	September TBD	September 8
T. Fowler-Payne	September 18	
J. Mack	October 2	October 13
G. Martin	October 16	
L. George	November 6	November TBD
F. Schiro	November 20	
T. Fowler-Payne	December 4	December 8
J. Mack	December 18	