

Jackson City Council / Planning Commission

Minutes

Special Joint Meeting of August 17, 2009

Roll Call: City Council

Connie Gonsalves, Mayor
Wayne Garibaldi, Vice-Mayor
Patrick Crew
Marilyn Lewis
Keith Sweet

Planning Commission

Letitia Sexton, Chair
David Butow, Vice-Chair
Walt Hoeser
Kathryn Devlin
Darek Selman

Mike Daly, City Manager
Susan Peters, City Planner
Gisele L. Cangelosi City Clerk

COMMISSION MEMBERS ABSENT:

Note: The Staff Report Packet prepared for the Planning Commission is hereby incorporated into these minutes by reference as though set forth in full. Any Staff Report, recommended findings, mitigation measures, conditions, or recommendations which are referred to by Commissioners in their action motions on project decisions, which are contained in the Staff Reports, are part of these minutes. Any written materials, petitions, packets or comments received at the hearing also become part of these minutes. The recording tapes of this meeting are hereby incorporated into these minutes by reference and are stored in the City of Jackson Planning Department.

Chairman Sexton called the meeting to order at 6:00 p.m.

JOINT MEETING - CITY COUNCIL AND PLANNING COMMISSION

1. Architectural Regulations Committee Workshop.

City Planner Peters reported the City Council at their May 11, 2009 meeting established a nine member Architectural Regulations Committee to create an outline for architectural guidelines and/or regulation in the City of Jackson. The Architectural Regulations Committee met a number of times, including taking a group tour of the City, and created an outline regarding the type and level of architectural review for the City. At the Committee's August 11, 2009 meeting the outline was unanimously approved, by the five members present and two members voted via e-mail and phone. Tonight's presentation provided the following recap of the outline for architectural guidelines and/or regulation in the City of Jackson.

1. Should design review apply citywide? The consensus was yes, however the City should be broken down into areas with different levels of standards designed to be more flexible in the less historic areas of the City.
 - a. Residential standards that apply to both single and multi-family residential should be segmented down as follows:
 - i. Historic areas of the City.

- ii. The rest of the City – these standards would basically be about compatibility.
 - iii. New subdivisions – these standards would have “themes” that should be applied to new neighborhoods.
- b. Commercial, Industrial, Public, etc. standards should be broken down as follows:
- i. Historic downtown and other significant historic structures.
 - ii. Highway Commercial – Properties, which are very visible from Highway 49 and 88.
 - iii. The rest of the City – these standards would basically be about compatibility.

The provided map identifies historic residential and commercial properties and highway commercial properties. This map is a “work in progress” with changes likely to occur as the standards for the different areas of the City are developed.

2. Should there be guidelines (voluntary) or standards (mandatory)? The consensus was that there should be mandatory standards, which would be developed to be more flexible for less historically significant properties.
3. Type of review? The consensus was to create a five member Architectural Review Committee made up of professionals (two architects or designers, two professionals in the building industry, and one interested citizen) to meet on an as-needed basis to review any projects in the Historic Residential or Historic Commercial identified areas. Staff will be responsible for reviewing the remaining areas of the City unless the project is controversial or too complex. In that case, the project will be forwarded to the Architectural Review Committee. Guidelines will be established for staff use in determining the types of projects, which should be reviewed by the Architectural Review Committee.

With the concurrence from the City Council and Planning Commission, the Architectural Review Committee proposes to complete the following tasks:

1. Complete an inventory of the City’s historic structures and finalize the Architectural Regulation Designations Map.
2. Utilize the design guidelines set forth in the Development Code to create standards for the different areas of the City.
3. Educate the public regarding the changes to the building permit process.
4. Establish the Architectural Review Board.

Chairman Sexton opened the public discussion. The following individuals voiced their concerns regarding architectural regulations recommendations: Chairman Sexton, Commissioner Hooser, **Vice-Chair** Butow, Vice-Mayor Garibaldi, Councilmember Crew, Councilmember Sweet, Councilmember Lewis, Phil Giurlani, Errol Esbit, Thornton Consolo and Judy Jebian. The following concerns were discussed:

1. Neighborhood themes.
2. Identifying historic inventory.
3. Demolition permit requirements.
4. Façade versus interior demolition.

5. Mandatory standards versus property rights.
6. Compatible building design, new and remodeled.
7. Appeal process.

Hearing no further comments from the public, Chairman Sexton closed the public discussion.

Councilmember Sweet, seconded by Councilmember Crew, and carried unanimously to accept the recommendations of the Architectural Regulations Committee and instructed the Committee to continue the design review procedures for development in the City to include the following tasks:

1. **Complete an inventory of the City's historic structures and finalize the Architectural Regulation Designations Map.**
2. **Utilize the design guidelines set forth in the Development Code to create standards for the different areas of the City.**
3. **Educate the public regarding the changes to the building permit process.**
4. **Establish the Architectural Review Board.**

Adjourn Joint Meeting: 6:54 p.m.

CONVENE PLANNING COMMISSION REGULAR MEETING

Chairman Sexton called the meeting to order at 7:00 p.m.

1. Public Matters Not on the Agenda.

Thornton Consolo, Jackson, stated the new fence at the corner of Broadway and Frontier Drive looks great. Chairman Sexton reported that was her fence and noted the Planning Commission approved the variance to allow construction of a seven-foot fence along their street side yard at their January 16, 2007 meeting.

2. Approval of Minutes. Minutes from the July 20, 2009 meeting.

Moved by Vice-Chair Butow, seconded by Commissioner Hoeser and unanimously carried to approve the Minutes of the July 20, 2009 meeting as amended.

3. Public Hearing – Six Month Review of Conditional Use Permit 2009-01, Santiago Roxas, 1 Main Street, APN #020-262-005.

City Planner Peters reported at the February 17, 2009 meeting the Planning Commission approved Conditional Use Permit 2009-01, for Mr. Roxas allowing a tattoo and body piercing studio, Unforsaken Body Art at 1 Main Street. The only condition placed on the project was to review the conditional use permit in six months for consistency and to add conditions if necessary. No complaints regarding this business have been received by City Staff and for this reason no additional conditions are recommended. Tonight's action is to hold a public hearing and provide direction to staff regarding the need, if any, for additional conditions.

Commissioner Devlin inquired if this item had been noticed. City Clerk Cangelosi stated the public notice was mailed to property owner within 500 radius of the subject property.

Commissioner Devlin inquired if tonight's action was to extend the review period another 6 months. City Planners stated the condition of approval for the CUP 2009-01 was a one time condition to review in six months for consistency and additional conditions if necessary.

Santiago Roxas, applicant, was present to answer questions of the Planning Commission. He stated he personally had received two verbal complaints.

Chairman Sexton opened the public hearing. Judy Jebian spoke in favor of the Conditional Use Permit for Mr. Roxas. Hearing no further comments from the public, Chairman Sexton closed the public discussion.

Moved by Commissioner Selman, seconded by Commissioner Hoeser, and carried unanimously to approve Conditional Use Permit 2009-01, Santiago Roxas, Unforsaken Body Art at 1 Main Street and to remove the condition to review in six months.

4. Administrative Reports.

City Planner Peters reported on the following items:

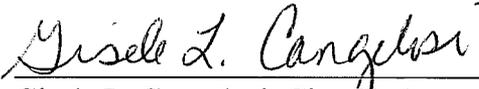
1. Received an application for a tentative parcel map on Broadway.
2. On August 10, 2009 the City Council held a public hearing for the Draft Development Code, they unanimously approved the first reading of the Ordinance 661 and will be submitted at the August 24 meeting for consideration and adoption.

Vice-Chairman Butow requested a status report on the Housing Element. He inquired when would it be presented to the Planning Commission and would the City have to file for an extension. City Planner Peters states the Housing Element is out of compliance. The Housing Surveys have been completed and she is in the process of drafting the document that has to be approved by the Department of Housing and Community Development.

Vice-Chairman Butow requested a status report on the Sphere of Influence. City Planner Peters states the City's application has been set aside for other applications. The August 20, 2009 LAFCO meeting has been cancelled and the next scheduled is September 17 2009.

Adjourn 7: 22 p.m.

Attest:



Gisele L. Cangelosi, City Clerk

Date Approved: December 21, 2009