

**MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION
OF THE CITY OF BRADBURY, HELD ON OCTOBER 28, 2020 AT 7:00 PM**

- Executive Order N-25-20:** *Pursuant to Governor Newsom's Executive Order N-25-20, this Planning Commission Meeting was held remotely with the Planning Commissioners, staff, and the public participating in this meeting by means of a Zoom video or telephone call. Participants are able to hear the entire proceedings and to speak during Public Comment, Public Hearing, and other authorized times. Members of the public must maintain silence and mute their microphones and telephones except during those times.*
- Meeting Called to Order and Pledge of Allegiance:** The regular meeting of the Planning Commission of the City of Bradbury was called to order by Chairman Hernandez at 7:00 p.m. Commissioner Novodor led the Pledge of Allegiance.
- Roll Call:** PRESENT: Chairman Hernandez, Vice-Chairman Jones, Commissioners Hunt, Kuba and Novodor
ABSENT: None
STAFF: City Manager Kearney, City Planner Kasama, and City Clerk Saldana
- Approval of Agenda:** Commissioner Kuba moved to approve the agenda as presented. Commissioner Novodor seconded the motion which carried.
- Approval of Aug 26 Minutes:** City Planner Kasama stated that he revised the Recommendation for 734 Braewood Drive on page 2 of the minutes to read:
Staff finds the revised re-landscaping plan with the small amount of artificial turf, the alternative finish proposal for the house, and the decorative driveway proposal acceptable, and is recommending that the Planning Commission adopt Resolution No. PC 20-290 to conditionally approve Minor Architectural Review Nos. 18-009 and 20-007. Alternatively, the simplest decision would be to require the house to be white, that the revised landscaping be approved without artificial turf, and that the driveway be accented with brick inlays.
Commissioner Kuba moved to approve the Planning Commission meeting minutes of August 26, 2020, as revised. Commissioner Novodor seconded the motion which carried.
- Compliance with Fair Political Practices Act:** In compliance with the California State Fair Political Practices Act, each Commissioner has the responsibility to disclose direct or indirect potential for a personal financial impact as a result of participation in the decision-making process concerning development applications.

Discussion of Development Standards and Design Guidelines for Front yards
Citywide
- Motion:** Commissioner Kuba made a motion to order the Fair Political Practices Report dated October 23, 2020 received and filed. Commissioner Novodor seconded the motion which carried.
- Public Comment:** None

Discussion of Development Standards and Design Guidelines for Front Yards:

City Planner Kasama stated that last year the City Council directed staff to review the Development Code and propose updates for consideration. At the October 15, 2019 meeting, the City Council adopted Ordinance No. 366 to add minimum lot frontage requirements, update the intersection vision clearance requirements, and update the official zoning map. At the March 17, 2020 meeting, the City Council adopted Ordinance No. 370 to add regulations for second stories in the R-7,500 zone.

City Council Concerns:

Among the concerns that the City Council has for pursuing Development Code updates is the lack of regulations for driveways, in particular, circular driveways, and the question has been raised if significant front yard and front façade developments should be subject to review by the Planning Commission. Given these issues, staff has reviewed the various regulations that affect front yard improvements, such as the amount of landscaping versus hardscape, the types and amounts of certain materials that may be used in landscaping in front yards, limiting properties to one driveway access, and the applicability of Significant Architectural Review by the Planning Commission.

Triggers for Architectural Review:

At present, in order for a project to be subject to architectural review by the Planning Commission, the development or alteration of a front yard or front façade would need to be at least 1,000 square feet of new building space, over 18 feet in height, require a variance, conditional use permit or other discretionary entitlement, or involve minor accessory structures or landscaping with an area that exceeds 25% of the lot area.

Discussion Points:

City Planner Kasama stated that a recent project brought up issues related to front yards, but for this discussion, these matters are to be considered in the abstract, and broadly, without reference to other existing regulations and design guidelines, and unrelated to any proposals. The issues that staff has compiled, in no particular order, are as follows:

- Landscaping vs. Hardscape – How much of a front yard should be landscaping and how much should be hardscape, i.e. driveway and walkways?
- Should there be a maximum width for a driveway? At the street and on site?
- Should there be only one driveway access per property? Are there circumstances for which an additional/circular driveway is to be allowed? Or should a variance be necessary to have an additional/circular driveway?
- Should contemporary materials and methods such as stamping, scoring, pavers, and colored concrete be allowed as decorative features for driveways and walkways?
- Should artificial turf be allowed in front yards? And if so, how much?
- To what extent should stones, boulders, gravel, and other non-living materials be allowed as part of front yard landscaping?
- What front yard and/or building changes should be subject to Planning Commission review?
- In addition to the mailing of public hearing notices, should there be additional notices and/or signs about development or construction projects, even if a public hearing is not required?

Recommendation for Planning Commission Action:

City Planner Kasama stated that this discussion is not expected to be concluded tonight. The discussion should be continued if the Planning Commission requests additional information, or if issues are added to the discussion. Eventually, the Planning Commission is to make decisions on the issues, and an ordinance and resolution will be drafted for consideration at a public hearing.

Discussion:

Commissioner Novodor inquired about the road width required by the Fire Department. City Planner Kasama stated that the Fire Department usually requires roads to be at least 20 feet wide.

Chairman Hernandez requested information from neighboring cities like Arcadia, San Marino and Sierra Madre for comparison.

City Planner Kasama stated that the City Council doesn't like circular driveways on the smaller lots because they could potentially turn into parking lots. A circular driveway in the R-7,500 zone would end up with the front yard being mostly concrete.

Chairman Hernandez would like any changes to the front yard to have to be approved by the Planning Commission. This would also include changes to already approved plans.

Commissioner Novodor suggested front yard landscaping to be natural, and artificial turf only where no one can see it from the street.

City Manager Kearney asked the Commission about notices for smaller projects. Currently, public hearing notices get mailed to every property owner within a 500-foot radius, are posted online and at the front gate at City Hall. The Planning Commission discussed posting copies of the plan(s) on the website.

Chairman Hernandez stated that applicants used to submit color boards. City Planner Kasama stated that it's been a while since the Commission met in person due to COVID-19, that is one reason why we have not seen color boards. It was suggested that applicants drop off color boards at City Hall for the Commissioners to review in person.

Chairman Hernandez and Commissioner Kuba do not like photo shopped pictures.

Vice-Chairman Jones stated that the Commission has to be mindful about repeatedly asking applicants to come back with more information.

Chairman Hernandez stated that the City Planner should have a check list and not put projects on the agenda until everything has been submitted.

Direction to Staff:

The Planning Commission directed staff to contact the cities of Arcadia, San Marino and Sierra Madre about their regulations regarding front yard landscaping design guidelines and circular driveways.

Items from Staff:

City Manager Kearney had nothing to report.

City Planner Kasama stated the November Planning Commission meeting falls on the day before Thanksgiving and the December meeting falls on the 23rd. Last year the Commission had a meeting in early December and staff is proposing to do the same again this year. The Planning Commission decided to combine the November and December meetings and schedule the next Planning Commission meeting for Wednesday, December 2, 2020.

Items from Commissioners:

Chairman Hernandez stated that he is thankful that everyone is healthy and safe.

Adjournment:

At 7:50 pm Chairman Hernandez adjourned the meeting to Wednesday, December 2, 2020 at 7:00 p.m.



Frank Hernandez – Chairman

ATTEST:

Claudia Saldana
Claudia Saldana - City Clerk