

**MINUTES OF A MEETING OF THE PLANNING COMMISSION
OF THE CITY OF LA CAÑADA FLINTRIDGE
HELD ON JUNE 13, 2017**

I. CALL TO ORDER

Chairman Gunter called the meeting to order at 6:01 p.m.

II. ROLL

Also present were Vice Chairman Hazen and Commissioners Jain and Oh. Commissioner McConnell was absent.

III. PLEDGE OF ALLEGIANCE

The Flag Salute was recited.

IV. COMMENTS FROM THE PUBLIC

There were none.

V. REORDERING OF THE AGENDA

The agenda was not reordered.

VI. CONSENT CALENDAR

A. Minutes: 3-28-2017 PC Meeting

B. Finding of Conformance with General Plan for disposition of 1327 Foothill Blvd.—

M/S/C – Gunter/Hazen – To pull the minutes as minutes for a different meeting date were inadvertently included in the Commissioners packets and bring the minutes back at a future meeting, and approve a Finding of Conformance with General Plan for disposition of 1327 Foothill Blvd.- Approved 4-0.

VII. CONTINUED PUBLIC HEARINGS –

There were none.

VIII. PUBLIC HEARINGS

A. Conditional Use Permit 452 (Amendment); Flintridge Sacred Heart Academy; 440 Saint Katherine Drive:

Planner Gjolme gave a presentation in accordance with the staff report. He indicated that staff recommended approval of the request.

Mr. Gjolme answered questions for the Commissioners regarding the existing approval and addition of a temporary trailer on the site. He explained the requested amendment was for a new trailer to be added temporarily to the campus.

Assistant City Attorney Guerra said that Condition No. 13 could be tightened to only refer to the proposed, third trailer.

Director Stanley clarified for Commissioner Oh that the school would not use the temporary trailers once the remodel was complete. He suggested that a time limit be set in the future for such requests so there are no open-ended approvals. Open-ended approvals could lead to an intensification of the use should additional units be added in the future.

Chairman Gunter explained the process for opening the public hearing.

The Public Hearing was opened.

Speaker, Ken Allman, Director of Facilities at Flintridge Sacred Heart Academy (FSHA) said that the school strives to keep class sizes small. He explained that the construction on the campus will last several years. Currently, four classrooms are under construction. Two more classrooms and restrooms will be under construction soon.

Commissioner Jain expressed concern with the amount of time it has taken to remodel the classrooms and thus, the amount of time the trailers have been on the site.

Chairman Gunter said that he understood that it took a lot of time to complete a project of this magnitude, especially while a school is operational for most of the year. He also clarified that the approval for the two existing classroom trailers is separate from this current request. He asked Mr. Allman when the school expected classroom construction to be completed.

Mr. Allman said, "five years." He further clarified this timeline for Commissioner Oh.

Speaker, Carmella Grahn, FSHA CFO, explained that there is also a plan which would need to be approved by the City for expansion of the school. That plan is a longer-range plan.

The public hearing was closed.

Commissioner Hazen said that he was in favor of smaller classrooms for children. He understood all of the issues that the school was facing and said that he could make all of the findings.

Commissioner Oh said that he noticed that the school is located up the hill on a narrow road. He believed that any time something is increased there should be a proper analysis and the Commission should look at the item carefully. He stated that the trailers should be removed within a reasonable time. He suggested amending Condition No. 13 stipulating that the trailer should be removed within 6 months of completion of the classroom remodel.

Director Stanley clarified for Commissioner Oh that the remodel would be completed in phases.

Commissioner Jain said that he was not clear as to how the remodels would be handled and he did not believe that sufficient efforts were being made to complete the work. He said that findings should be better-justified.

Chairman Gunter said he visited the site. He agreed with Mr. Hazen and understood that the request for a third trailer had to do with construction. He understood that when working on an old building, there can be some unforeseen issues that arise. He said he supported the applicant's request.

He suggested possibly amending Condition No. 13 which would allow for a six-year approval or that the subject trailers be removed from the site within six months after construction had concluded, whichever occurred first.

Assistant City Attorney Guerra asked Ms. Grahn what would happen if the project was completed early.

Ms. Grahn said she understood that the trailer would have to be removed within six months after the remodel was complete and if it was not completed in that time, then a four-year extension could be granted.

M/S/C – Oh/Hazen to approve the amendment with a revision to Condition No. 13. Approved 3-1. Commissioner Jain voted no.

B. Hillside Development Permit 17-05 / Second-Floor Review 17-04 / Setback Modification 17-02; Frame / Ward / D'Addario; 5815 Briartree Drive:

No presentation was given.

Director Stanley clarified for Mr. Oh that the request to convert non-habitable attic area is allowed under the Building Code as well as the Zoning Code with Planning Commission approval.

The Public Hearing was opened.

Speaker, Greg Frame, said there would be no change on the exterior of the building and that there is only one window being added.

The Public Hearing was closed.

Commissioner Jain said that he visited the site. He said that he was comfortable with the proposal and could support and make the findings.

Commissioner Hazen said that he agreed and felt that the design was thoughtful.

Commissioner Oh said that he agreed with the other Commissioners.

Chairman Gunter said that he could make all of the findings.

M/S/C – Gunter/Hazen to approve the project as submitted. Approved 4-0.

C. General Plan Amendment 16-01 / Zone Change 10-04 / Conditional Use Permit 455; Kaesler; 1109 Foothill Boulevard:

No oral presentation was given.

Chairman Gunter and Commissioner Oh both had questions pertaining to a CUP and Zone Change. Commissioner Oh asked what triggered CEQA review. Ms. Koleda stated that staff determined, based on the application, that the applications could result in an impact on the environment and were subject to CEQA review.

The CUP applies to four properties, one purchased from Caltrans. That parcel needs to be given a General Plan designation. A zone change and amendment are currently under review. The CUP could be approved, however would be subject to City Council approval and action on the General Plan and Zone Change requests.

Commissioner Oh asked if this would go through the annexation process.

Ms. Koleda said, "No," because although the right-of-way does not have a General Plan designation, it is still within the City boundary.

The Public Hearing was closed.

M/S/C – Gunter/Oh to continue the project to a date uncertain. Approved 4-0.

IX. REPORT OF DIRECTOR'S REVIEWS

Was reported.

A. **Director's Misc. Review 17-07 (Setback); McCausland; 5130 Castle Road** allowed a new 2-car garage and attached storage area to encroach into the front setback while maintaining the building line and front setback of the existing residence.

B. **Director's Misc. Review 17-14 (pool equip.); Sample; 4714 Hayman Avenue:** allowed new pool/spa equipment to encroach into the required north side and rear setbacks.

C. **Director's Misc. Review 17-30 (pool equip.); Koutnouyan; 4730 Fairlawn Drive:** allowed new pool/spa equipment to encroach into the required north street side setback.

Chairman Gunter asked if the issue of pool equipment would be brought up during the rezoning update.

Director Stanley recommended that it be reviewed at the staff level.

Vice Chairman Hazen asked about the encroachment limit.

Director Stanley said that it would be within the setback unless a neighbor contested it.

Deputy Director Koleda explained all requirements that needed to be complied with.

X. OTHER BUSINESS

There was none.

XI. COMMENTS FROM THE COMMISSIONERS

Commissioner Hazen felt that the FSHA timeline for construction was not inappropriate.

Chairman Gunter said that he felt it would be helpful to have the background of what has happened on the subject site highlighted in staff reports. He also mentioned that he is regularly approached by the public about how long it takes for Planning applications to be scheduled before the Planning Commission and once approved by the Commission, the time it takes to get through plan check.

Chairman Gunter informed staff that Flintridge Preparatory High School has invited Commissioners to tour the school.

Director Stanley said that would be ok to do as long as no more than two Commissioners do not attend together at any one time to be in keeping with the Brown Act.

XII. COMMENTS FROM THE DIRECTOR

The R-3 discussion will be scheduled for the City Council agenda of June 20, 2017.

A recent project, 4200 Mesa Vista, was appealed to the City Council.

The Tentative Parcel Map on Sunnybank will be brought before the Planning Commission at the June 27, 2017 meeting.

Flintridge Prep's expansion project will be brought before the Planning Commission on June 27, 2017. Because the project is a large one, Ms. Koleda will work to provide the Commission with the staff report, early.

The project on Hilldale will go before the Planning Commission on June 27, 2017 as well.

XIII. ADJOURNMENT

M/S/C – Jain/Hazen to adjourn the meeting at 6:58 p.m. Approved 4-0.