

MINUTES

CITY OF DELANO PLANNING COMMISSION – REGULAR MEETING November 9, 2011

CALL TO ORDER

Chairman Markham called the meeting to order at 6:00 p.m. in the City Hall Council Chambers, 1015 – Avenue.

FLAG SALUTE

Commissioner Gonzales led the flag salute.

ROLL CALL

Commissioners present: Anthony Gonzales, Sandeep Grewal, Diana Headrick, Gary Langston, Ralph Markham, Dwight Todd

Commissioners absent: Irma Barba

OFFICIALS PRESENT

Interim Community Development Director Carino, City Attorney Peake, City Clerk Kraft, Senior Planner McCabe

ITEMS FROM THE PUBLIC

Valerie Gorospe, 1114 Weaver, stated that the Center on Race, Poverty, & the Environment will have one meeting a month for next six months to engage citizens and educate them on how local government works. She stated they are sub-contracted with the Central California Regional Obesity Prevention Program which relates to Healthy Delano.

CONSENT AGENDA

- 1) Authorization to waive the reading of any ordinance or resolution in its entirety and consenting to the reading of such ordinances or resolutions by title only
- 2) Minutes of regular Planning Commission meeting of October 12, 2011
- 3) Minutes of special Planning Commission meeting of September 14, 2011
- 4) Minutes of special Planning Commission meeting of October 12, 2011

Moved by Commissioner Todd, seconded by Commissioner Headrick, and unanimously carried to approve the Consent Agenda.

PUBLIC HEARINGS

- 5) Public hearing # 2011-05: Recommendation to City Council regarding Zone Amendment No. 2011-06, a proposal to amend Title 20 of the Delano Municipal Code by adding Section 20.2.65 thereto establishing procedures and requirements for Site Plan Review

Ms. Carino presented the staff report. She noted a change to the proposed ordinance under section 4, Procedures. There is no longer a Community Services Department Director, so “the Community Service Director” will be deleted from the proposed ordinance.

Chairman Markham asked for public comments. There were no public comments.

Chairman Markham closed the public hearing.

There was discussion regarding the time frame from when an adequate application is submitted until the applicant is notified of the conditions of approval or needed project revisions. There was also discussion regarding external agencies’ requests regarding conditions and the right of appeal. Mr. Peake noted that external agencies do not have control over what the city does, but their recommendations are considered. An external agency may appeal the conditions of approval to the Planning Commission.

Moved by Commissioner Langston, seconded by Commissioner Grewal and unanimously carried to adopt Resolution No. 2011-37 recommending to City Council approval of an ordinance amending Title 20 of the Delano Municipal Code by adding Section 20.2.65 thereto, establishing procedures and requirements for site plan review, with the following changes: delete “Community Services Department” and add “the project applicant will be notified within 20 days of filing an adequate application, of the conditions of approval.”

- 6) Public hearing #2011-06: Recommendation to City Council regarding Zone Amendment No. 2011-09, a proposal to amend Title 20 of the Delano Municipal Code by adding Section 20.2.85 thereto establishing procedures for the review and approval of residential density bonus requests. (Staff requests this item be continued to December 14, 2011)

Ms. Carino stated that staff is requesting this item be continued to December 14, 2011, to allow additional time for research and development of the proposed density bonus and development incentives ordinance text.

Moved by Commissioner Todd, seconded by Commissioner Headrick and unanimously carried to continue the public hearing to December 14, 2011.

REGULAR AGENDA

- 7) Temporary Land Use Permit No. 2011-03, requesting approval to place a 13 foot - 5 inch by 60 foot (810 square feet) temporary modular unit in the “DC” (Downtown Commercial) zone district at 1001 – Avenue

Ms. Carino presented the staff report. This is a unit to be placed at the eastside fire station.

Capt. Mark Radikan, Kern County Fire Department Facilities Manager, stated staff at the fire station were having respiratory problems and he was directed to address the problem. An examination of the building was conducted and mold was found. Several options were considered and the placement of a temporary unit next to the fire building during repairs was found to be the best choice. The unit will tie into the existing sewer system. Potable water will run off the line in the station. The work to be done will be tied into work being done through a grant the city has received. Work should start within six weeks. The modular unit is surplus property owned by the fire department. Because it is a public building, it will need to be ADA compliant. There is adequate room in the kitchen / living area to be used for office space. The unit was moved into place before the permit was obtained because fire staff was directed to move quickly. Staff will move into the unit after the permit is approved.

Moved by Commissioner Gonzales, seconded by Commissioner Todd and unanimously carried to adopt Resolution No. 2011-38 approving Temporary Land Use Permit No. 2011-03 requesting approval for the use of a temporary modular unit in the DC, downtown commercial, zone district at 1001 – Avenue.

DEPARTMENTAL REPORTS

- 8) Presentation of City's marketing video

The new city marketing video was shown to the commissioners.

- 9) Annual New Partners for Smart Growth

Ms. Carino announced that scholarships are available for anyone interested in attending the meeting. There are no city funds available for travel.

Ms. Carino announced that the city is transitioning from paper agenda packets to electronic packets for both City Council and Planning Commission. This change will save staff time and the cost of producing paper packets. The Planning Commissioners will be provided with an iPad later this year for their use as commissioners.

COMMISSIONER STATEMENTS AND REPORTS

Irma Barba: absent

Gary Langston: no items

Anthony Gonzales: no items

Dwight Todd: no items

Diana Headrick: Commissioner Headrick stated the video was very good.

Sandeep Grewal: no items

Ralph Markham: no items

ADJOURNMENT

Moved by Commissioner Headrick, seconded by Commissioner Gonzales, and unanimously carried to adjourn the meeting at 7:09 p.m.

Phyllis A. Kraft, City Clerk