AGENDA FOR THE SPECIAL MEETING OF THE
PLANNING COMMISSION

JANUARY 30, 2019

6:30 P.M.

IRWINDALE CITY HALL / COUNCIL CHAMBER

Spontaneous Communications: The public is encouraged to address the Planning Commission on any matter listed on the agenda or on any other matter within its jurisdiction. The Planning Commission will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote. The Planning Commission will hear public comments on matters not listed on the agenda during the Spontaneous Communications period.

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Planning Commission may request from staff to investigate and/or schedule certain matters for consideration at a future Commission or City Council meeting.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a Commission meeting or other services offered by this City, please contact City Hall at (626) 430-2200. Assisted listening devices are available at this meeting. Ask the Deputy City Clerk if you desire to use this device. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with disabilities. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection at the Planning Department Counter, City Hall, 5050 N. Irwindale Avenue, during regular business hours (8:00 a.m. to 6:00 p.m., Monday through Thursday).
As City of Irwindale Planning Commissioners, our fundamental duty is to serve the public good. We are committed to the principle of an efficient and professional local government. We will be exemplary in obeying the letter and spirit of Local, State and Federal laws and City policies affecting the operation of the government and in our private life. We will be independent and impartial in our judgment and actions.

We will work for the common good of the City of Irwindale community and not for any private or personal interest. We will endeavor to treat all people with respect and civility. We will commit to observe the highest standards of morality and integrity, and to faithfully discharge the duties of our office regardless of personal consideration. We shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of others.

We will inform ourselves on public issues, listen attentively to public discussions before the body, and focus on the business at hand. We will base our decisions on the merit and substance of that business. We will be fair and equitable in all actions, claims or transactions. We shall not use our official position to influence government decisions in which we have a financial interest or where we have a personal relationship that could present a conflict of interest, or create a perception of a conflict of interest.

We shall not take advantage of services or opportunities for personal gain by virtue of our public office that are not available to the public in general. We shall refrain from accepting gifts, favors or promises of future benefit that might compromise our independence of judgment or action or give the appearance of being compromised.

We will behave in a manner that does not bring discredit or embarrassment to the City of Irwindale. We will be honest in thought and deed in both our personal and official lives.

Ultimate responsibility for complying with this Code of Ethics rests with the individual elected official. In addition to any other penalty as provided by law, violation of this Code of Ethics may be used as a basis for disciplinary action or censure of a Commissioner.

These things we hereby pledge to do in the interest and purposes for which our government has been established.

Irwindale PLANNING Commission
A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. INVOCATION

D. ROLL CALL: Commissioners: Enoch Y. Burrola, Richard Chico, Robert E. Hartman; Vice-Chair Loretta Corpis; Chair Arthur R. Tapia

E. ADMINISTRATION OF OATHS OF OFFICE TO ROBERT E. HARTMAN AND LORETTA CORPIS BY MAYOR ALBERT F. AMBRIZ

F. REORGANIZATION OF PLANNING COMMISSION

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. State law prohibits any Commission discussion or action on such communications unless 1) the Commission by majority vote finds that a catastrophe or emergency exists; or 2) the Commission by at least four votes finds that the matter (and need for action thereon) arose within the last five days. Since the Commission cannot (except as stated) participate it is requested that all such communications be made in writing so as to be included on the next agenda for full discussion and action. If a member of the audience feels he or she must proceed tonight, then each speaker will be limited to 2 minutes and each subject limited to 6 minutes, unless such time limits are extended.

1. CONSENT CALENDAR

The Consent Calendar contains matters of routine business and is to be approved with one motion unless a member of the Commission requests separate action on a specific item. At this time, members of the audience may ask to be heard regarding an item on the Consent Calendar.

A. Minutes

Recommendation: Approve the following minutes:

1. November 28, 2018

2. NEW BUSINESS

3. PUBLIC HEARINGS

A. GENERAL PLAN AMENDMENT NO. 02-2017 AND SITE PLAN AND DESIGN REVIEW (DA) NO. 04-2017 (MARK GABAY – FIVE POINTS, LLC)

Request for a General Plan Amendment (Map) to Change the Designation of ±8.07 Acres of the Subject Property from Residential to Industrial/Business Park and a Site Plan and Design Review (DA) for the Construction of a ±545,735 Square-Foot Concrete Tilt-Up Building and Associated Parking on Property Located at 5175 Vincent Avenue (APNs 8417-034-015 and 8417-034-016) in the M-2 (Heavy Manufacturing) Zone. ENVIRONMENTAL REVIEW: Pursuant to the authority and criteria contained in the California Environmental Quality Act (CEQA) of 1970, as amended, and the City of Irwindale
environmental guidelines, the City, as the Lead Agency, has analyzed the project, has prepared an Initial Study, and has determined, on the basis of the Initial Study, that the proposed project as conditioned will not have a significant impact on the environment. The City has also determined that this project will not have, either individually or cumulatively, an adverse impact on fish and wildlife resources. Based upon these findings, the Lead Agency has prepared a Mitigated Negative Declaration with regard to the subject project.

Recommendation: Open the public hearing, take public testimony and continue General Plan Amendment No. 02-2017 and Site Plan and Design Review (DA) No. 04-2017 to a date uncertain.

4. DISCUSSION ITEMS/PRESENTATIONS

5. COMMISSIONER COMMENTS

6. LEGAL COUNSEL COMMENTS

7. COMMUNITY DEVELOPMENT MANAGER/CITY PLANNER’S REPORT

8. ADJOURN

AFFIDAVIT OF POSTING
I, Cathy Huicochea, Administrative Secretary, certify that I caused the agenda for the special meeting of the Irwindale Planning Commission to be held on January 30, 2019 to be posted at the City Hall, Library, and Post Office on January 24, 2019.

Cathy Huicochea
Cathy Huicochea
Administrative Secretary
Date: January 30, 2019

Agenda Item No. F

To: Honorable Chair and Members of the Planning Commission

From: Marilyn Simpson, AICP, Community Development Manager/City Planner

RECOMMENDATION:
Planning Commission elects Chair and Vice-Chair.

SUMMARY:
It is appropriate at this time to reorganize the Planning Commission, including the selection of a new Chair and Vice Chair. In order to complete the reorganization, the following procedure is suggested:

1. The Administrative Secretary opens the nominations for the office of Chair. Any Commissioner may nominate and no second to the nomination is required.

2. After receiving all nominations, the Administrative Secretary closes the nominations.

3. The Administrative Secretary then conducts the election of Chair by roll call vote. If there is more than one nomination, a roll call vote is taken in the order nominated until a Chair is elected by majority vote.

4. The new Chair then opens nominations for Vice-Chair in the same manner as above.

5. After receiving all nominations, the Chair then closes the nominations.

6. The Administrative Secretary then conducts the election of Vice-Chair by roll call vote. If there is more than one nomination, a roll call vote is conducted in the order nominated until a Vice-Chair is elected by majority vote.
The Irwindale PLANNING COMMISSION met in special session at the above time and place.

ROLL CALL: Present: Commissioners Enoch Burrola, Richard Chico; Robert E. Hartman; Vice Chair Loretta Corpis,

Absent: Chair Arthur R. Tapia

Also present: Marilyn Simpson, Community Development Manager/City Planner; Brandi Jones, Senior Planner; Edwin Arreola, Planning Technician; Jeff Tyler, Senior Code Enforcement Officer; Randy Silva, Code Enforcement Officer; Adrian Guerra, Assistant City Attorney; Cathy Huicochea, Administrative Secretary; Berlyn Aguila, Office Specialist

SPONTANEOUS COMMUNICATIONS There were no speakers.

CONSENT CALENDAR A motion was made by Commissioner Chico, seconded by Vice-Chair Corps, to approve the Consent Calendar. The motion was approved; Commissioner Hartman abstaining; Chair Tapia absent.

ITEM NO. 1A MINUTES

The following minutes were approved as presented:

1) Regular meeting held September 19, 2018.

NEW BUSINESS None.

PUBLIC HEARINGS None.

DISCUSSION ITEMS/ PRESENTATIONS

ITEM NO. 4A NON-SUBSTANTIVE ZONING MAP CLEANUP

COMMUNITY DEVELOPMENT MANAGER/CITY PLANNER MARILYN SIMPSON City Planner Simpson introduced this item and stated that it would be presented by Planning Technician Edwin Arreola. She thanked him and Senior Planner Brandi Jones for their hard work and research to create a new and updated zoning map.

PLANNING TECHNICIAN EDWIN ARREOLA Planning Technician Arreola’s presentation included an overview of the following items:

- Reasons why outdated zoning map needed to be cleaned up and updated;
- Benefits of having a new and updated zoning map;
• Tools used to update the zoning map, noting that the most important tool was a geographic information technology and mapping software program (GIS);
• Due to the technology available, the zoning map was cleaned up and updated entirely in-house with no consultant needed;
• Gave an overview of updated sections of the new zoning map;
• Steps that will continue to be taken to keep the zoning map consistent and up to date;
• Other information that can also be brought up to date;

Planning Technician Arreola completed the presentation and the floor was open for questions.

COMMISSIONER CHICO
Commissioner Chico referenced the technology used to track zone changes and asked if it indicates when and why a parcel was re-zoned. In response, Planning Technician Arreola gave a description of a program called GIS Online, wherein staff can enter specific data for a parcel, such as zoning and entitlement information.

COMMISSIONER BURROLA
Commissioner Burrola asked who is in charge of the database. Planning Technician Arreola indicted that he is most experienced and for now is overseeing and updating the GIS database. He added that Public Works and Engineering staff have access to GIS and will also receive training.

COMMISSIONER BURROLA
Commissioner Burrola asked if mapping information will be accessible from the City website. Planning Technician Arreola replied that one goal is to have some type of database available to the public and when maps are created in the future, they can be accessible from the City website.

There were no further questions and staff was thanked for their work on the new zoning map.

COMMISSIONER COMMENTS

COMMISSIONER HARTMAN
Indicated he has heard quite a few complaints from neighbors and other residents about the increasing presence of coyotes in the community. He was aware measures had been taken by the previous city manager to hire out and have the issue addressed, which alleviated the problem for a few years. City Planner Simpson replied that she would follow up on the matter.

LEGAL COUNSEL
There were no items to report by Legal Counsel.
City Planner Simpson introduced new Code Enforcement Officer Randy Silva and spoke of his experience in code enforcement and that he is a welcome addition to Community Development. Officer Silva thanked the Commission for having him and for the opportunity to serve the City and its business and residential communities.

Commissioner Chico asked if the Code Enforcement Division is focusing in on any specific areas, violations or operating in general on a day-to-day basis. City Planner Simpson replied that the division's primary operation is complaint driven and there are certain areas in the City that Code Enforcement continues to keep an eye on. Senior Code Enforcement Officer Jeff Tyler also addressed the inquiry and shared details on activities that are being focused on as well as some that are newly incorporated. He was pleased to announce that the division has been both proactive and reactive now that a second code enforcement officer is onboard.

Commissioner Burrola spoke about an issue on Nora Street where a junkyard is starting to develop on an empty lot. He noticed on the updated zoning map that the area is zoned Agricultural and was unsure if inoperable vehicles are permitted in that zone. He had concerns that it could be a public nuisance if rodents populate the area and contamination issues from motor oil dripping into the ground. Senior Code Enforcement Officer Tyler replied that one particular issue in the City pertains to the storage of inoperable vehicles in specific zones and the lack of information in the Municipal Code to enforce the issue. He added that complaints have come in regarding other issues in the area and that he will follow up with a site visit. City Planner Simpson added that as part of the new GIS program, staff would have the ability to track properties with a history of continuous code enforcement issues.

City Planner Simpson also introduced new Office Specialist Berlyn Aguila. She shared that Ms. Aguila previously worked at City Hall for a short period and recently transferred to Community Development. She currently oversees the Business License operation, as well as assisting staff with other projects. Office Specialist Aguila thanked the Commission for having her and expressed excitement in her new position with the department.

City Planner Simpson shared that many projects will come before the Commission in the coming year and one such project is a proposed industrial development at 5010 Azusa Canyon Road. The project developer will hold a community kick-off meeting on Wednesday, December 5, 2018 at 6:00pm in the Community Center to introduce the project and gather public input. She also reminded the Commission that the next regularly scheduled meeting will be held in the newly remodeled City Council Chamber.
ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 6:51 p.m.

_________________________________
Vice-Chair Loretta Corpis

Attest:

__________________________
Cathy Huicochea, Administrative Secretary

Approved as presented at the meeting held January 30, 2019.
DATE: January 30, 2019

TO: Honorable Chair and Members of the Planning Commission

FROM: Marilyn Simpson, AICP
Community Development Manager/City Planner

PROJECT PLANNER: Brandi Jones, Senior Planner

SUBJECT: Request for Continuance
General Plan Amendment No. 02-2017
Site Plan and Design Review (DA) No. 04-2017
5175 Vincent Avenue

SUMMARY:
The project involves a General Plan Amendment (Map) to change the designation of ±8.07 acres of the subject property from Residential to Industrial/Business Park and a Site Plan and Design Review (DA) for the construction of a ±545,735 square-foot concrete tilt-up building and associated parking. Staff is requesting that this item be continued to provide additional time for staff to respond to comments received pertaining to the environmental review for the project.

RECOMMENDATION:
Staff recommends that the Planning Commission open the public hearing and continue General Plan Amendment No. 02-2017 and Site Plan and Design Review (DA) No. 04-2017 to a date uncertain. The item will be subject to public hearing notification requirements.