

**** THE COMMISSION RECESSED FROM 2:55 P.M. TO 3:00 P.M. ****

DISCUSSION ITEM/TRAINING:

5. AVERAGE UNIT-SIZE DENSITY INCENTIVE PROGRAM

(2:30) Presenter: Jaime Limón, Design Review Supervisor
(First of a two-part training on the relationship between Design Review and the Average Unit-Size Density Incentive program. This training will focus on the role of the HLC, key design issues, and examples of past projects.)

Actual time: 3:00 p.m.

Present: Jaime Limón, Design Review / Historic Preservation Supervisor
Bettie Weiss, City Planner

Staff comments: Mr. Limón and Ms. Weiss gave a Staff PowerPoint presentation. Staff's proposal is that very early on in the review process an internal Land Development Team review would be conducted in order to provide Staff comments for HLC consideration. During the HLC hearing, the HLC/Public would then be encouraged to ask questions and make comments for Staff to return at the next hearing with answers. Expression of Staff recommendation for a project would be a critical change in the process to provide sufficient information for appropriate decision-making by the HLC.

Ms. Weiss clarified that any time the HLC reviews a project that is going to the Planning Commission, the HLC has the purview of challenging the design considerations and development. The HLC has Charter and Ordinance authority and responsibility for review of buildings found within El Pueblo Viejo Landmark District (EPV).

Public comment opened at 4:03 p.m.

Kellam de Forest, local resident, inquired whether the AUD Incentive Program has a cap as an experimental project and only allows up to certain units. He also asked if proposed project plans are reviewed by the HLC first or if Staff does the initial review.

Public comment closed at 4:07 p.m.

Ms. Weiss responded to public comment by saying that the 250 unit cap is in the high density zone. Much of the EPV area was specifically excluded from the high density zone. Staff will continue to review plans for basic submittal and zoning compliance standards before the first HLC concept hearing.

The Commission made the following comments:

1. More complicated projects should have Staff recommendations as is done for the Planning Commission.
2. Inquired as to whether a recommendation could be made by the HLC to the Planning Commission with respect to residential lot line subdivisions/mergers that may affect historic resources.
3. Considered whether it would be better for the Planning Commission to review these projects instead of the HLC. The AUD Incentive Program will result in a workload increase for the HLC.
4. It would be helpful during the concept review process to ask Staff to address HLC concerns.
5. The comprehensive Staff review as early in the process would be helpful for HLC's evaluation.

B. Approval of the minutes of the Historic Landmarks Commission meeting of October 23, 2013.

Motion: Approval of the minutes of the Historic Landmarks Commission meeting of October 23, 2013, with corrections.

Action: La Voie/Orías, 5/0/0. (Boucher/Drury/Shallanberger/Suding absent.) Motion carried.

C. Consent Calendar.

Motion: Ratify the Consent Calendar as reviewed by Donald Sharpe.

Action: Orías/La Voie, 5/0/0. (Boucher/Drury/Shallanberger/Suding absent.) Motion carried.

D. Announcements, requests by applicants for continuances and withdrawals, future agenda items, and appeals.

1. Ms. Gantz announced that Chair Suding and Commissioners Boucher and Shallanberger would be absent from the meeting.
2. Commissioner Orías requested an update on the Italian Stone Pine Landmark Trees located in front of the Methodist Church on E. Anapamu Street. Mr. Limón responded that a plan is being developed and will then return for an update upon its completion.
3. Commissioner La Voie announced he would be leaving at 4:00 p.m.
4. Commissioner La Voie announced he attended the appeal hearing of the Arlington Village project (to be located at 1330 Chapala Street). The City Council upheld the HLC Project Design Approval decision with additional conditions.

E. Subcommittee Reports.

No subcommittee reports.

DISCUSSION ITEM/TRAINING:

1. **AVERAGE UNIT-SIZE DENSITY INCENTIVE PROGRAM**

(1:45) **Presenter:** Bettie Weiss, City Planner; and Jaime Limón, Design Review Supervisor (Second of a two-part training on the relationship between Design Review and the Average Unit-Size Density Incentive program. This training will focus on the various new development standards of the AUD program and potential changes to refer some AUD projects to the Planning Commission for review and comments.)

Actual time: 1:40 p.m.

Present: Bettie Weiss, City Planner
Jaime Limón, Design Review Supervisor

Staff comments: Mr. Limón and Ms. Weiss gave a Staff PowerPoint presentation. Ms. Weiss explained a new review process for projects over 45 feet in height and the types of average unit density (AUD) projects that will be reviewed solely by the HLC and those that will be reviewed in conjunction with the Planning Commission. The proposed review process changes were discussed.

There will be an AUD discussion item at the Planning Commission on December 12, 2013, where they will be asked to make a recommendation to City Council.

Public comment opened at 2:14 p.m.

Kellam de Forest, local resident, expressed concern on building heights and asked if an HLC decision on an AUD project's height is appealable to the Planning Commission. He also asked if there is currently a height limit in El Pueblo Viejo Landmark District (EPV).

Public comment closed at 2:16 p.m.

Ms. Weiss responded to public comment by saying that a 60-foot height limit is still allowed in commercial zones, even within the EPV. The appeal process has not changed: HLC and Planning Commission decisions are appealed to the City Council.

Ms. Weiss responded to Commission questions. Under the Adaptive Management Program, the effectiveness of the AUD Program will be reported on annually during the Joint City Council/Planning Commission meeting.

The Commission made the following comments:

1. The proposed design review changes for AUD Program projects are sensible provided there is adequate staff assistance. It seems staff's involvement will increase.
2. It will be even more critical for the HLC to make clear and concise comments to provide guidance to the applicant as to whether a comment is a suggestion or a requirement.
3. The HLC's comments shall reflect in which specific way the project meets the compatibility analysis criteria.
4. The Commission agrees with the recommended design review process changes as outlined in the Staff presentation.

**** THE COMMISSION RECESSED FROM 2:29 P.M. TO 2:36 P.M. ****

ARCHAEOLOGY REPORT

2. 474 SCENIC DR

E-3/SD-3 Zone

(2:45) Assessor's Parcel Number: 015-272-003
Application Number: MST2013-00425
Owner: Edward Yates
Architect: Jonathan Villegas

(Proposal for alterations to a one-story five-unit apartment complex. The proposal would relocate an existing front site retaining wall to the front property line, re-grade the driveway entries, replace a wood deck and stairs at the rear of the existing single-family residential unit, replace an existing two-car carport with a two-car garage, and replace an existing three-car carport with a new three-car garage. The existing carports and proposed garages are non-conforming to the interior and rear setbacks. This project will address the violations identified in enforcement case ENF2013-00676 including the as-built installation of vinyl windows. Staff Hearing Officer review is requested for zoning modifications.)

(Review of Phase I Archaeological Resources Report prepared by Conejo Archaeological Consultants.)