

PLANNING COMMISSION MINUTES

David Ferrin, Chair
 Jane Farkas, Vice-Chair
 Mark Abbe, Commissioner
 Rob Corley, Commissioner
 Laura Kay Dunbar, Commissioner
 Nancy Butler Francis, Commissioner
 Dan Long, Commissioner

Peter Gilli, Community Development Director
 Peter Lyons, Interim Asst. Community Development Director
 Kylee Otto, Legal Counsel
 Scott Kolwitz, Principal Planner
 Julie Stuva, Recording Secretary

DESIGN REVIEW COMMITTEE MINUTES

Brian Brodersen, Chair
 Fiona Dunne, Vice-Chair
 Albert Antelman, Member
 Tyson Cline, Member
 David Ferrin, Member

Peter Gilli, Community Development Director
 Peter Lyons, Interim Asst. Community Development Director
 Scott Kolwitz, Principal Planner
 Julie Stuva, Recording Secretary

JOINT MEETING

WEDNESDAY, JULY 17, 2019 – 6:00 P.M.
COUNCIL CHAMBERS, 501 POLI STREET

Chair Ferrin called the meeting to order at 6:05 P.M. in the Council Chambers of Ventura City Hall.

ROLL CALL: PLANNING COMMISSION

Present: Commissioners Abbe, Corley, Dunbar, Long, Vice-Chair Farkas and Chair Ferrin

Absent: Commissioner Francis

ROLL CALL – DESIGN REVIEW COMMITTEE

Present: Members Antelman, Cline, and Ferrin

Absent: Vice-Chair Dunne and Chair Brodersen

Staff: Peter Gilli, AICP, Community Development Director
 Peter Lyons, AICP, M.B.A., Interim Community Development Director
 Scott Kolwitz, Principal Planner
 Tim Rosenstein, Associate Planner
 Julie Stuva, Recording Secretary

STAFF COMMUNICATION:

- By verbal consensus of the Design Review Committee, Member Ferrin will be the Acting Chair for Design Review Committee tonight.

PLEDGE OF ALLEGIANCE -

Chair Ferrin led the Commission and the Committee in the Pledge of Allegiance.

PUBLIC COMMUNICATIONS – None

CONSENT ITEM – PLANNING COMMISSION ONLY

1. Approval of the Planning Commission May 8, 2019 Meeting Minutes.

RECOMMENDED ACTION

Approve, as presented.

Commissioner Long made a motion to continue the Planning Commission Meeting Minutes from May 8, 2019 to August 21, 2019.

Commissioner Dunbar seconded the motion.

Upon call of the roll, the vote of the Planning Commission was as follows:

AYES: Commissioners Abbe, Corley, Dunbar, Long, Vice-Chair Farkas and Chair Ferrin

NOES: None

RECUSED: None

ABSTAIN: None

ABSENT: Commissioner Francis

Chair Ferrin declared the motion carried by a roll call of 6 – 0, with Commissioner Francis absent.

CONSENT ITEM – DESIGN REVIEW COMMITTEE & PLANNING COMMISSION

2. Approval of the Joint DRC and PC May 15, 2019, June 5, 2019 and June 19, 2019 Meeting Minutes.

RECOMMENDED ACTION

Approve, as presented.

Commissioner Dunbar made a motion to continue the Joint Planning Commission and Design Review Meeting Minutes from May 15, 2019, June 5, 2019 and June 19, 2019 to August 21, 2019.

Commissioner Corley seconded the motion.

Upon call of the roll, the vote of the Planning Commission was as follows:

AYES: Commissioners Abbe, Corley, Dunbar, Long, Vice-Chair Farkas and Chair Ferrin

NOES: None

RECUSED: None

ABSTAIN: None

ABSENT: Commissioner Francis

Chair Ferrin declared the motion carried by a roll call of 6 – 0, with Commissioner Francis absent.

Member Cline made a motion to continue the Joint Planning Commission and Design Review Meeting Minutes from May 15, 2019, June 5, 2019 and June 19, 2019 to August 21, 2019.

Member Antelman seconded the motion.

Upon call of the roll, the vote of the Design Review Committee was as follows:

AYES: Members Antelman, Cline and Interim Chair Ferrin

NOES: None

RECUSED: None

ABSTAIN: None

ABSENT: Vice-Chair Dunne and Chair Brodersen

Interim Chair Ferrin declared the motion carried by a roll call of 3 – 0, with Vice-Chair Dunne and Chair Brodersen absent.

FORMAL ITEM – DESIGN REVIEW COMMITTEE & PLANNING COMMISSION

- 3. PROJ-11817 – 58 Kellogg Street Apartments – Request for a Zone Change from Limited Industrial (M-1) to Multi-Family Residential (R-3-1, 800-foot minimum lot area for each dwelling unit), Formal Design Review, and a Planned Development Permit for the demolition of two industrial buildings (approximately 4,200 square feet) and constructing two 3-story residential apartment buildings containing 30 units totaling 21,826 square feet with 40 grade-level parking spaces located on a 33,800 square feet (0.77 acre) property located at 58 Kellogg Street in the Limited Industrial Zone (M-1); Miller Family Trust, applicant.**

Case Nos.:

DRC-9-17-42165

PD-10-17-42278

Z-3-18-44462

EIR-10-17-42279

RECOMMENDED QUASI-JUDICIAL ACTION

Design Review Committee:

- a. Approve the Mitigated Negative Declaration (MND) and Design Review Permit, subject to conditions of approval.

Planning Commission:

- a. Approve the Mitigated Negative Declaration (MND), and Planned Development Permit, subject to conditions of approval.
- b. Forward an Approval Recommendation to the City Council to Approve the MND and Approve the Zone Change.

CALIFORNIA ENVIRONMENTAL QUALITY ACT

Adopt the Mitigated Negative Declaration (EIR-10-17-42279) which has been prepared pursuant to CEQA Guidelines Section 15070-15075. Significant but mitigable effects on the environment are anticipated in the following categories: Cultural Resources, Hazards and Hazardous Materials, and Tribal Cultural Resources.

Staff: Maruja Clensay, Senior Planner

SPEAKERS:

Staff: Scott Kolwitz, Principal Planner

Applicant: None

Members of the Public: None

Documents: Transmittal Memo No. 1 with updated Exhibits A, F & M for both Attachments G & I and Transmittal Memo No. 2 with a staff recommendation to continue this item to a date certain of August 21, 2019.

Ex Parte Communication: None

Member Cline made a motion to continue this project to a date certain of August 21, 2019.

Member Antelman seconded the motion.

Upon call of the roll, the vote of the Design Review Committee was as follows:

AYES: Members Antelman, Cline and Acting Chair Ferrin

NOES: None

RECUSED: None

ABSTAIN: None

ABSENT: Vice-Chair Dunne and Chair Brodersen

Acting Chair Ferrin declared the motion carried by a roll call of 3 – 0, with Vice-Chair Dunne and Chair Brodersen absent.

Commissioner Dunbar made a motion to continue this project to a date certain of August 21, 2019.

Vice-Chair Farkas seconded the motion.

Upon call of the roll, the vote of the Planning Commission was as follows:

AYES: Commissioners Abbe, Corley, Dunbar, Long, Vice-Chair Farkas and Chair Ferrin

NOES: None

RECUSED: None

ABSTAIN: None

ABSENT: Commissioner Francis

Chair Ferrin declared the motion carried by a roll call of 6 – 0, with Commissioner Francis absent.

COMMISSION COMMUNICATION ITEMS – One or more of the Planning Commissioners may report on and/or provide summary explanations regarding the following items; however, no action or further deliberation is scheduled on these items.

- **Historic Preservation Committee (HPC)** – Scott Kolwitz, Principal Planner, reported there is nothing to report since the HPC’s June 26, 2019, meeting had been canceled. The next regular meeting of the HPC has been scheduled to occur on July 24, 2019.
- **Design Review Committee (DRC)** – Scott Kolwitz, Principal Planner, reported on items discussed at the DRC July 3, 2019 meeting.
 - DRC July 3, 2019:
 - i. Formal Design Review / Sign Program/Variance – Victoria Corporate Center – 2879 Seaborg Avenue (Project-8096).
 - The next regular meeting of the DRC has been scheduled to occur on August 7, 2019.
- **Other Commission Communications –**
 - Commissioner Long asked questions about streamlining of staff reports and presentations for future Planning Commission agenda items.
 - Peter Gilli, Community Development Direct, discussed potential staff report and presentation modifications.

STAFF COMMUNICATION:

- Kylee Otto, Special Counsel, announced tonight is her last meeting with the Planning Commission for the City of Ventura, and she introduced Andy Heglund, Senior Assistant City Attorney, who will be filling the position.

ADJOURNMENT – PLANNING COMMISSION at 6:16 P.M.

RECONVENE DESIGN REVIEW COMMITTEE at 6:17 P.M.

CONSENT ITEM – DESIGN REVIEW COMMITTEE & PLANNING COMMISSION

4. **Approval of the DRC April 17, 2019 and May 1, 2019 Meeting Minutes.**

RECOMMENDED ACTION

Approve, as presented.

Member Cline made a motion to continue the Design Review Meeting Minutes from April 17, 2019 and May 1, 2019 to August 21, 2019.

Member Antelman seconded the motion.

Upon call of the roll, the vote of the Design Review Committee was as follows:

AYES: Members Antelman, Cline and Acting Chair Ferrin

NOES: None

RECUSED: None

ABSTAIN: None

ABSENT: Vice-Chair Dunne and Chair Brodersen

Acting Chair Ferrin declared the motion carried by a roll call of 3 – 0, with Vice-Chair Dunne and Chair Brodersen absent.

CONTINUED FORMAL ITEM

5. **PROJ-8096 – Victoria Corporate Center Sign Program – Formal Design Review of a new Sign Program and a Sign Variance to allow 1-1/2 square-feet of signage per linear foot of frontage instead of 1 square-foot per linear foot of frontage and to allow three monument signs instead of two for an existing 43,696 square-foot 1-story, light industrial building on a 1.48 acre lot, situated within an approximately 16 acre development with the building and approximately 2.3 acres of parking lot and driveways constructed, located at 2879 Seaborg Avenue; Dave Tilsner, applicant; Mixed Use (MXD) zone.**

Case Nos.: **DRC-11-18-47884**
SV-11-18-48146

RECOMMENDED QUASI-JUDICIAL ACTION

Approve in part and Deny in part, subject to conditions.

CALIFORNIA ENVIRONMENTAL QUALITY ACT

The project is categorically Exempt from the California Environmental Quality Act (CEQA) Guidelines Section 15301 (Existing Facilities).

Staff: Tim Rosenstein, Associate Planner

SPEAKERS:

Staff: Scott Kolwitz, Principal Planner; Tim Rosenstein, Associate Planner

Applicant: None

Members of the Public: None

Documents: PowerPoint by Staff

Ex Parte Communication: Members Antelman and Cline announced while they did not attend the prior meeting, they have read the prior and current staff reports and watched the prior meeting's video.

Member Cline made a motion to approve the project as submitted finding the project to be Categorically Exempt from CEQA, and approve the July 17, 2019 Notice of Decision for a Design Review/Sign Variance (Case Nos. SV-11-18-48146 and DRC-11-18-47884) based on the Findings and subject to conditions in the Notice of Decision.

Member Antelman seconded the motion.

Upon call of the roll, the vote of the Design Review Committee was as follows:

AYES: Members Antelman, Cline and Acting Chair Ferrin

NOES: None

RECUSED: None

ABSTAIN: None

ABSENT: Vice-Chair Dunne and Chair Brodersen

Acting Chair Ferrin declared the motion carried by a roll call of 3 – 0, with Vice-Chair Dunne and Chair Brodersen absent.

STAFF COMMUNICATION

Scott Kolwitz, Principal Planner, announced the next regular meeting of the DRC has been scheduled to occur on August 7, 2019, at 6:00 P.M. in the Community Meeting Room.

ADJOURNMENT: There being no further agenda items to discuss, Acting Chair Ferrin adjourned the meeting at 6:28 P.M.