



CHAIR JOEL FAJARDO
VICE CHAIR MARVIN R. PEREZ
COMMISSIONER DAVID BERNAL
COMMISSIONER HECTOR PACHECO
COMMISSIONER YVONNE PEÑA

PLANNING & PRESERVATION COMMISSION

REGULAR MEETING NOTICE AND AGENDA

JUNE 14, 2021 – 6:30 P.M.

TELECONFERENCE – PER GOVERNOR’S EXECUTIVE ORDER

SPECIAL NOTICE REGARDING COVID-19

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 (superseding the Brown Act-related provisions of Executive Order N-25-20 issued on March 12, 2020), which allows a local legislative body to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Pursuant to Executive Order N-29-20, please be advised that the San Fernando Planning and Preservation Commission will participate in meetings telephonically.

PUBLIC PARTICIPATION OPTIONS TO HELP REDUCE THE SPREAD OF COVID-19

- 1. WATCH THE MEETING:** Pursuant to the Executive Order and given the current health concerns, members of the public can access meetings live on-line, with audio and video via YouTube Live, at: <https://www.youtube.com/c/CityOfSanFernando>
- 2. SUBMIT PUBLIC COMMENT VIA EMAIL:** Members of the public may submit comments by email to MDeSantiago@sfcity.org no later than **5:00 p.m. the day of the meeting**, to ensure distribution to the Planning and Preservation Commission prior to consideration of the agenda. Comments received via email will be distributed to the Planning and Preservation Commission, read into the record, limited to three minutes, and made part of the official public record of the meeting.
- 3. CALL-IN TO PROVIDE PUBLIC COMMENT LIVE AT THE MEETING:** Members of the Public may **call-in between 6:30 p.m. and 6:45 p.m.** Comments will be heard in the order received, and limited to three minutes. If necessary, the call-in period may be extended by the Chair.

Call-in Telephone Number: (669) 900-6833

Meeting ID: 896 2370 9376

Passcode: 194996

When connecting to the Zoom meeting to speak, you will be placed in a virtual “waiting area,” with your audio disabled, until it is your turn to speak and limited to three minutes. Note: This is audio only and no video.

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CALL TO ORDER/ROLL CALL

Chair Joel Fajardo

Vice-Chair Marvin R. Perez

Commissioner David Bernal

Commissioner Hector Pacheco

Commissioner Yvonne Peña

PLEDGE OF ALLEGIANCE

Led by: Commissioner Yvonne Peña

APPROVAL OF AGENDA

PRESENTATIONS

DECORUM AND ORDER

City Commissioners are appointed by City Council and must be free to discuss issues confronting the city in an orderly environment. Public members attending City Commission meetings shall observe the same rules of order and decorum applicable to the City Council ([SF Procedural Manual](#)). Any person making impertinent derogatory or slanderous remarks or who becomes boisterous while addressing a City Commission or while attending a City Commission meeting, may be removed from the room if the Presiding Officer so directs the Sergeant-At-Arms and such person may be barred from further audience before the City Commission.

PUBLIC STATEMENTS – WRITTEN/ORAL

Members of the public may submit comments by email to MDeSantiago@sfcity.org no later than **4:00 p.m. the day of the meeting**, to ensure distribution to the Planning and Preservation Commission prior to consideration of the agenda. Comments received via email will be distributed to the Planning and Preservation Commission, read into the record, limited to three minutes, and made part of the official public record of the meeting. Callers interested in providing a **live public comment** may **call-in between 6:30 p.m. and 6:45 p.m.** and will be limited to three minutes. The call-in period may be extended by the Chair.

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CONSENT CALENDAR

Items on the Consent Calendar are considered routine and may be disposed of by a single motion to adopt staff recommendation. If the Planning and Preservation Commission wishes to discuss any item, it should first be removed from the Consent Calendar.

ADMINISTRATIVE REPORTS

1. **PRESENTATION AND UPDATE REGARDING THE CITYWIDE PARKING MANAGEMENT PLAN.**
 - a. Staff recommends that the Planning and Preservation Commission receive and file a presentation from KOA Corporation.
2. **PRESENTATION REGARDING THE ROLE OF THE PLANNING AND PRESERVATION COMMISSION AS THE CITY'S TREE COMMISSION AND PROVIDE RELATED UPDATES.**
 - a. Staff recommends that the Planning and Preservation Commission receive and file a presentation from Matt Baumgardner.
3. **DISCUSSION REGARDING THE PLANNING AND PRESERVATION COMMISSION'S 2021-2022 GOALS AND OBJECTIVES**
 - a. This item has been requested to be placed on the Agenda by Chair Joel Fajardo

GENERAL COMMISSION COMMENTS

STAFF COMMUNICATION

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Michelle De Santiago, Community Development Technician

Signed and Posted: June 10, 2021 – 4:10 p.m.

Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site (www.sfcity.org). These are also available for public reviewing prior to a meeting at the Community Development Department Public Counter. Any public writings distributed by the Planning and Preservation Commission to at least a majority of the Commissioners regarding any item on this regular meeting agenda will also be made available at the Community Development Department Public Counter located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's Web Site at www.sfcity.org. In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/ accommodation to attend or participate in this meeting, including auxiliary aids or services please call the Community Development Department Office at (818) 898-1227 at least 48 hours prior to the meeting.

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Join the conversation

PARKING SOLUTIONS for a Livable San Fernando



Frequently Asked Questions

What is the San Fernando Citywide Parking Management Master Plan?

In fall 2020, the City of San Fernando is launching a Citywide Parking Management Master Plan. A parking management plan is a helpful tool to assist jurisdictions comprehensively address both the location and amount of parking in specified locations. Generally, a parking management plan serves as a road map for how cities can maximize the efficiency of existing parking and support future parking needs.

Why is the Parking Management Master Plan important?

The plan will allow the City of San Fernando to:

- Make parking more convenient for community members, visitors and local businesses by engaging community members in problem-solving for parking solutions
- Promote more efficient use of existing parking
- Support future parking needs
- Explore options to stimulate the local economy by making commercial districts more inviting for walkers, bicyclists and people who use public transportation
- Position the city to capture the full benefit of potential transit-oriented development
- Support the San Fernando Corridors Specific Plan

What areas will be included in the plan?

The project area includes all on-street parking areas within the City of San Fernando as well as off-street parking lots in major corridors. (See map on the back).

As a resident, will this parking study address parking issues on my street?

A goal of the project is to address both neighborhood issues and Citywide issues, creating a balance

between improvements to local conditions and area-wide conditions. An improvement on one roadway might create problems on the next roadway, by shifting demand and creating new impacts. Therefore, a system-wide view of improvements also needs to be applied.

As a business owner, will this parking study address parking issues for my customers and employees?

A goal of this project is to support economic development, and provide a parking supply that works well with the demand generated by local businesses for customers, employees, and deliveries. Tools that could provide improved parking availability in commercial areas will be reviewed as part of the project. If you have a specific location of concern, please contact us. We'd like to hear from you.

How does the Parking Management Master Plan work?

- The first step is a parking utilization study to collect data to analyze and evaluate the current parking situation on weekday and weekends.
- This data will provide parking management (time limits, use limitations, or other measures) and parking pricing (meters or pay stations) solutions as feasible and if beneficial to the parking system.
- Community members will be invited to provide input on parking through interviews, meetings and workshops, which will be held virtually if needed to comply with current health measures.
- The draft Parking Management Master Plan will be shared with the community for feedback before being finalized.

What's the timeline for the plan?

The current project schedule:

- **January-May 2021**
 - Conduct the parking utilization study
 - Define special district requirements
 - Public Outreach
- **Summer 2021**
 - Define parking meter pricing/On-street parking management solutions
 - Present final Parking Management Master Plan

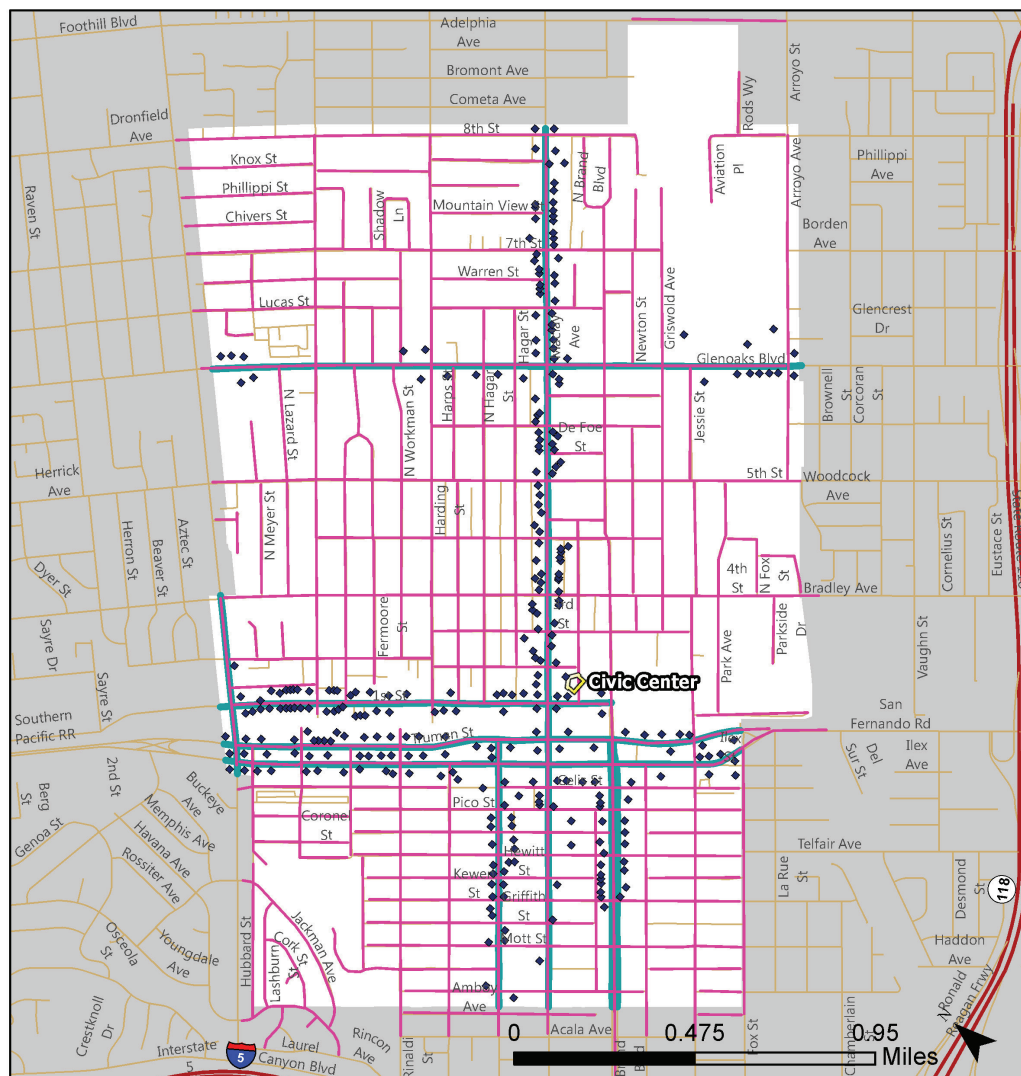
How can I get involved?

Attend community meetings, which will be held later this fall and winter, to share your observations and opinions and take our online survey to be released later this year. Request to be added to the email list to stay informed or connect with Parking Management Master Plan Outreach Team Member Thelma Herrera by emailing therrera@katherinepadilla.com or calling 626.798.4400.

How can I get more information?

Visit the project website at ci.san-fernando.ca.us/SFParkingStudy for the latest information, to submit comments, and to add your contact information to the project's email list.

Study Area: On- and Off- Street Parking Locations



- Civic Center
- Off-Street Parking Study Area
- On-Street Parking Study Area
- Off-Street Parking





AGENDA REPORT

To: Chair Joel Fajardo and Planning and Preservation Commission

From: Matt Baumgardner, Director of Public Works

Date: June 14, 2021

Subject: Discussion Regarding the Role of the Planning and Preservation Commission as the City's Tree Commission and Related Updates

RECOMMENDATION:

It is recommended that the Planning and Preservation Commission:

- a) Receive and file a report on the responsibilities of the Tree Commission;
- b) Receive an update on recent tree-related work in the City; and
- c) Provide related direction, as appropriate.

BACKGROUND:

1. On June 6, 2016, the City Council discussed recommendations from the City Commissions Ad Hoc Committee (Vice Mayor Ballin and Councilmember Gonzales) and approved changes to a number of City Commissions.
2. As part of that action, the City Council approved eliminating the Tree Commission and transferring the former Tree Commission responsibilities to the Planning and Preservation Commission (PPC).

ANALYSIS:

Since the action taken by the City Council on June 6, 2016 to transfer the responsibilities of the Tree Commission to the PPC, no action items or business related to trees have been considered by the PPC. It also does not appear that an update to the City's Code was made to effectuate the City Council's action. Staff will be preparing a City Council Agenda Report and ordinance for City Council consideration in the Summer of 2021 to formally transfer the responsibility over to the PPC. These roles and responsibilities of the former Tree Commission are shown in

Discussion Regarding the Role of the Planning and Preservation Commission as the City's Tree Commission and Related Updates

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Attachment A. Additional information regarding the roles and responsibilities of the PPC as it relates to City trees will be presented by staff during the meeting.

Below are a number of general updates regarding recent tree work in the City.

Tree City USA: The City obtained designation from the Arbor Day Foundation as a Tree City for the thirteenth year. There are a four standards that a City must meet in order to obtain this designation, which are provided below. More detailed information on the Tree City USA program can be found at <http://arborday.org/programs/treecityusa/standards.cfm>.

- 1) Having a tree board or department;
- 2) Having a public tree care ordinance;
- 3) Having a Community Forestry Program with an annual budget of at least \$2 per capita; and
- 4) Having an annual Arbor Day Observance and Proclamation.

Urban Forestry Management Plan (UFMP): The City is currently pursuing funding for the development of a UFMP through a grant opportunity with Cal Fire. The UFMP would help to establish a thorough inventory of the City's trees, a standard of care for maintenance of City trees, and a holistic plan and vision for the overall tree canopy in the City. Cal Fire is accepting conceptual plan applications from municipalities in July, with formal applications due in October 2021 for qualifying applicants from the conceptual phase.

Recent projects:

- 1) The City and Tree People collaborated to plant 72 trees along both sides of Glenoaks Boulevard between Hubbard Avenue and Harding Avenue during April 2021.
- 2) As part of its continuing collaboration in the Calles Verdes Project, the City and Tree People held two planting events in the City during April and May in which 25-30 new trees were planted in City-owned parkways. The project had been on hold due to COVID-19 related restrictions. It will return during the fall for further planting events.
- 3) During its Arbor Day event on April 28, 2021, the City planted three new trees donated by Republic Services at Recreation Park.

Discussion Regarding the Role of the Planning and Preservation Commission as the City's Tree Commission and Related Updates

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Tree Maintenance:

- 1) Starting in FY 2021-2022, the Public Works Department doubled its annual budget for tree maintenance with the current tree care contractor, West Coast Arborist (WCA). Through this contract, WCA provides pruning of City trees on an 8-year cycle. WCA also provides the ability to support staff by responding to work orders related to tree trimming, tree removal, and emergency call-outs during heavy windstorms. As part of the proposed FY 2021-22 annual budget, City Council is considering investing an additional \$25,000 to go toward tree planting and tree care.
- 2) During FY2020-21, public works staff has responded to over 500 requests from the community in regards to tree trimming, fallen trees and limbs, requests for tree planting, and requests for stump grinding and tree removals.

Additional information related to the City's tree activities will be provided during the meeting. Staff will continue track tree related data and provide regular updates to the PPC.

CONCLUSION:

Staff recommends that the Planning and Preservation Commission receive and file this informational report on Tree Commission responsibilities and recent tree activities in the City.

ATTACHMENTS:

- A. Ordinate No. 1531 – Tree Commission

DIVISION 7. - TREE COMMISSION

Sec. 2-600. - Created.

There is established a tree commission in and for the city.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-601. - Composition and appointment of members.

The tree commission shall consist of five members. The commission shall include one councilmember, the public works director, the community development director, a certified arborist, horticulturist, landscape architect or other similarly-trained professional (the "professional"), and one at-large member from the community (the "at-large member").

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-602. - Terms of members.

Terms of office of the councilmember, the professional, and the at-large member shall be three-years, at the will of the city council. The public works director and community development director shall serve indefinitely at the will of the city council.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-603. - Vacancies; removal.

- (a) If a vacancy occurs in the tree commission for any reason, such vacancy shall be filled by appointment by the city council.
- (b) Whenever, in the discretion of the city council, the best interests of the city will be served thereby, any member of the tree commission may be removed from office by the city council.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-604. - Officers generally.

- (a) *Chair*. The members of the tree commission shall annually in June elect one of its number as chair to serve for a one-year term or until a successor is elected.
- (b) *Vice-chair*. The members of the tree commission shall annually in June elect one of its number as vice-chair to serve for a one-year term or until a successor is elected.
- (c) *Secretary*. The public works director or his or her designee shall serve as secretary to the commission.
- (d) *Absence of chair, vice-chair and/or secretary*. In the absence of the chair, the vice-chair, and/or the secretary, any other member shall call the meeting to order, whereupon a chair and/or a secretary shall be elected from the members present to preside for that meeting.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-605. - Compensation.

The city council shall fix the amount of compensation, if any, to be paid to the members of the tree commission.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-606. - Meetings generally.

The members of the tree commission shall meet at least once a quarter at such time and place as it may fix by resolution. Special meetings may be called at any time by the chair of the commission or four members thereof by written notice served upon each member of the commission at least 48 hours before the time for the proposed meeting. Proper posting and Brown Act procedures will be followed.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-607. - Quorum.

Three members of the tree commission shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time for want of a quorum until a quorum can be obtained.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-608. - Absence from meetings.

- (a) Absence from three consecutive regular meetings of the tree commission by a member with or without consent of the commission shall be deemed to constitute a retirement of such member, and his office shall become vacant. The vacancy thus created shall thereafter be filled by appointment by the city council of a successor to fill the unexpired term of office.
- (b) Absence from three regular meetings of the commission in a 12-month period by a member without consent of the commission or absence from four regular meetings of the commission within a 12-month period by a member with the consent of the commission shall be deemed to constitute a retirement of such member, and his office shall become vacant. The vacancy thus created shall thereafter be filled by appointment by the city council of a successor to fill the unexpired term of office.
- (c) Any member whose absences from regular meetings of the commission are deemed to constitute a retirement of such member under this section shall have the right to appeal the deemed retirement. The city council may overturn the deemed retirement if it determines that the absences of the member were the result of unusual circumstances.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-609. - Powers and duties generally.

The powers and duties of the tree commission shall be as follows:

- (1) To act in an advisory capacity to the city council on matters pertaining to the improvement and beautification of the city's urban forest, and to provide an official entity through which the city may organize and implement plans.
- (2) To establish procedures and rules of operation, as it deems necessary to give effect to the intent and purpose of this ordinance, subject to the approval of the city council, and to perform such other duties as may be prescribed by the city council.
- (3) To oversee the preparation of, the reviewing of, and the recommendation of a city-owned tree inventory, master plan, and work plan/budget to the city council for implementation.

- (4) To be instrumental in evaluating needs, setting goals, and establishing policies for the community forestry program.
- (5) To recommend legislation to the city council regarding the urban forest.
- (6) To provide information regarding the selection, planning and maintenance of trees on public property.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-610. - Rules and regulations.

Subject to the approval of the city council, the tree commission may make and alter such rules and regulations for its organization and procedure as are consistent with this chapter, other city ordinances and state law.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-611. - Reports and records.

The tree commission shall keep an accurate record of all its proceedings and transactions and shall render annually, on a calendar basis, a full report of the commission's transactions and recommendations to city council.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-612. - Cooperation by other officers and departments.

All city officers, departments and department heads shall cooperate and render all reasonable and necessary assistance to the tree commission.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-613. - Incurring financial liability.

Neither the tree commission nor any person connected with the commission shall incur any financial liability in the name of the city.

(Ord. No. 1531, § 2, 5-20-2002)

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To: Planning and Preservation Commission

From: Chair Joel Fajardo

Date: June 14, 2021

Subject: Discussion Regarding the Planning and Preservation Commission's 2021-2022 Goals and Objectives

RECOMMENDATION:

I would like to recommend that the Planning and Preservation Commission develop Goals and Objectives for the upcoming Fiscal Year 2021-2022.

BACKGROUND/ANALYSIS:

This item was originally included on the May 10, 2021 Planning and Preservation Commission meeting and tabled to the June 14, 2021 meeting for discussion.

STAFF COMMENTS:

Goals and Objectives should be closely related to the Commission's area of responsibility, which include:

- The powers and duties prescribed by the City Council and by state law for Planning Commissions established pursuant to Government Code § 65101 (i.e. primarily zoning and entitlement review); and
- Act in an advisory capacity to the City Council on matters pertaining to the improvement and beautification of the City's urban forest.

Goals and Objectives not directly related to the Commission's area of responsibility may require review and approval by the City Council.