

MINUTES

MEETING LANCASTER ARCHITECTURAL AND DESIGN COMMISSION

September 11, 2009

CALL TO ORDER

Chairperson Cook called the meeting to order at 4:03 p.m.

PLEDGE OF ALLEGIANCE

Sean Donlon led the Pledge of Allegiance to the flag of the United States of America. Chairperson Cook asked for a moment of silence in remembrance of those who lost their lives on September 11, 2002.

ROLL CALL

PRESENT: Commissioners Bartlett, Buchanan, Donlon, Hall, Stallworth and Wiley and Chairperson Cook.

ABSENT: None.

Also present were the following: Silvia Donovan (Principal Planner), Chris Aune (Assistant Planner), Kurt Gunzel (Redevelopment Agency) and Shirley Corder (Recording Secretary).

CONSENT CALENDAR

1. APPROVAL OF MINUTES

Minutes from the Regular Meeting of August 14, 2009.

It was moved by Commissioner Buchanan and seconded by Commissioner Hall to approve the minutes from the regular Meeting of August 14, 2009.

AYES: Commissioners Buchanan, Bartlett, Donlon, Hall, Wiley, and Chairperson Cook.

NOES: None.

ABSTAIN: Commissioner Stallworth.

ABSENT: None.

Chairperson Cook called for nominations for the position of Vice Chairman. Commissioner Buchanan nominated Commissioner Randy Hall. The nomination was seconded by Commissioner Wiley. The vote was then taken as follows:

AYES: Commissioners Buchanan, Bartlett, Donlon, Stallworth, Wiley, and Chairperson Cook.
NOES: None.
ABSTAIN: Commissioner Hall.
ABSENT: None.

CONTINUED ITEM

SURVEY UPDATE

Mr. Aune informed the Committee that approximately 6,000 surveys were sent out via e-mail on September 3, 2009 and as of September 11, 2009 approximately 230 responses have been received. The Committee was surprised at the low response rate. Discussion ensued on how to solicit additional comments. Mr. Aune stated that typically there is a 20-30 percent response rate to surveys. Chairperson Cook asked if the deadline for the survey could be extended as public input was needed. Mrs. Donovan pointed out that the Committee was the voice of the Community and that their responses were representative of the community-at-large. Additionally, Mrs. Donovan indicated that the extension would delay meeting the Timeline that has been set in place. The public would have opportunity to review the draft Design Guidelines on the webpage.

NEW BUSINESS

TIMELINE

Mrs. Donovan asked the Commissioners to refer to the Timeline handout in their folders and discussion of the Timeline ensued. Commissioner Buchanan wanted the draft design guidelines to be provided to the Traffic Engineering and Public Works departments to ensure that the guidelines are in conformance to the requirements. Commissioner Donlon asked who would give the Staff Report to City Council. Mrs. Donovan stated that it was possible that she and Mr. Aune would most likely present the guidelines to the City Council on December 8, 2009. To accomplish the deadline she stated it is critical that the Timeline be adhered to as set forth. Commissioner Donlon asked if the Consultant would get the information to us to meet the Timeline dates and Mrs. Donovan said she felt confident that they could.

OUTLINE OF INTRODUCTION AND PROCESS

Mrs. Donovan asked the Committee to refer to the flow chart in their packets that outlines the development review process and incorporates procedures for design review. The Committee discussed modifications to the flow chart which would enhance the process. Mrs. Donovan stated that staff working on the steps for the Appeal process should a project design be denied by the Architectural Design Planning Commission.

RESIDENTIAL SECTION

Mr. Aune led the PowerPoint discussion for the Residential section of the Guidelines. Commissioner Buchanan suggested that the Committee read through the design document to ensure the language is consistent. During the open space discussion, Commissioner Hall asked that consideration be given to providing dog fountains in parks and public open space. On this same topic, the Commissioners wanted to know how developers would be required to provide community amenities. What benchmarks would be set to ensure that developers provided amenities in typical residential developments? The Commissioners stated they preferred alley connections and did not want long dead-end alleys as depicted in the slide; they preferred the safe by design concepts to ensure that trail systems, and entryways were well lit.

During the discussion of the multiple family section the following recommendations were made; modify the alley to meet the City's 26 foot standard width requirement, recess the garage 12 inches from the wall frame, ensure varied rooflines and step massing along the street and the mass should fit the neighborhood. The Commissioners further agreed that the materials used should be appropriate to withstand the High Desert environment. Discussion continued regarding residential features such as the addition of block walls in front of trash enclosures, recessed garage doors and articulation.

Mrs. Donovan stated that the Industrial and Commercial Zones were being forwarded to the Committee members and she asked the members to send any comments to Recording Secretary Shirley Corder. All comments will be forward to the Consultant to incorporate into the draft guidelines.

PUBLIC BUSINESS FROM THE FLOOR – NON-AGENDIZED ITEMS

None.

ADJOURNMENT

The meeting was adjourned at 5:57 p.m. to Friday, September 25, 2009, at 4:00 p.m., at the Large Parks, Recreation & Arts Conference Room, Lancaster City Hall.

DIANA COOK, Chairperson
Lancaster Architectural and Design Commission

ATTEST:

BRIAN S. LUDICKE, Planning Director
City of Lancaster