

# MINUTES - DRAFT

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## MEETING LANCASTER ARCHITECTURAL AND DESIGN COMMISSION

May 29, 2009

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### CALL TO ORDER

Chairperson Cook called the meeting to order at 4:06 p.m.

### PLEDGE OF ALLEGIANCE

Vice Chair Harvey led the Pledge of Allegiance to the flag of the United States of America.

### ROLL CALL

PRESENT: Commissioners Buchanan, Donlon and Stallworth, Vice Chair Harvey and Chairperson Cook.

ABSENT: Commissioners Hall and Wiley.

Also present were the following: Silvia Donovan (Principal Planner) and Tess Epling (Recording Secretary).

### CONSENT CALENDAR

#### **1. APPROVAL OF THE MINUTES**

Minutes from the Meeting of May 15, 2009.

It was moved by Vice Chair Harvey and seconded by Commissioner Buchanan to approve the minutes from the meeting of May 15, 2009.

AYES: Commissioners Buchanan, Donlon and Stallworth, Vice Chair Harvey and Chairperson Cook.

NOES: None.

ABSTAIN: None.

ABSENT: Commissioner Hall and Wiley.

## **2. CONTINUED ITEM**

Silvia Donovan asked the commissioners to look at the purpose and goal of the design guidelines and determine if this is what the committee would like to achieve, as this will give staff direction how to write the guidelines.

Commissioner Buchanan went over his comments on the Broadening Horizons AdHoc Committee document. He explained that he read through the recommendations of the committee and opined that some of them do not apply as they apply more to Downtown Specific Plan and the Landscaping Ordinance that have been accomplished and were already put in place since the creation of the document. The concept of vest pocket parks within developments is favorable but there is a question of need for it. The option for open space is something that can be looked into and incorporated if the commission wants to pursue it. The City may not want it because of maintenance issues. Putting up signages to create a community identity and to keep with the design of the area is ideal; and this is already addressed in the model document.

Other observations included the following: creating a CCR does not fall under architecture; and Plan for Community Design addresses a lot of things but it is only Section D that addresses design guidelines. The document is a good resource for the commission to use and refer to in terms of language and graphics.

Going over the model document with staff, some items that were not addressed in the Tucson document were: screening parking with berms, mailboxes, alleys and covering trash cans with trellises. One item that did not get addressed at all was cell towers. The City is encouraging wind turbines in residential zones. It would be good to look into the solar energy issue, which will probably fall under "All Development Section."

Commissioner Buchanan read through the Working Draft of the Design Guidelines and discussed his comments with fellow commissioners and staff. Some of his annotations were the following: Landscaping Ordinance needs to be referenced in sections where landscaping is discussed; encouraging the development of paseos and bike/walk trails where appropriate; articulating buildings and landscaping views to buildings from public ways and highways, etc.

The commission also read Commissioner Hall's emailed comments.

Silvia Donovan read the one page timeline for May 29, 2009 and mentioned that the web survey would probably come out sometime in July, but Chairperson Cook thought that it should be done sooner. Silvia Donovan explained that the contents of the survey should be determined first. Everyone agreed that an online survey would be better, instead of conducting a charrette, and that it should be published as soon as possible.

## **PUBLIC BUSINESS FROM THE FLOOR – NON-AGENDIZED ITEMS**

No one in the audience spoke.

**ADJOURNMENT**

The meeting was adjourned at 5:30 p.m. to Friday, June 12, 2009, at 4:00 p.m., at the Large Parks, Recreation & Arts Conference Room, Lancaster City Hall.

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DIANA COOK, Chairperson  
Lancaster Architectural and Design Commission

ATTEST:

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BRIAN S. LUDICKE, Planning Director  
City of Lancaster