

# MINUTES

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## REGULAR MEETING LANCASTER ARCHITECTURAL AND DESIGN COMMISSION

August 29, 2008

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### CALL TO ORDER

Darren Parker, Chairman Pro Tem by consent of the Mayor, called the meeting to order at 2:31 p.m.

### ADMINISTER OATH OF OFFICE TO NEW ARCHITECTURAL AND DESIGN COMMISSION

Vice Mayor Ron Smith administered the oath of office to the new Architectural and Design Commissioners at the Council Chambers.

### ORGANIZATION OF THE ARCHITECTURAL AND DESIGN COMMISSION

#### Election of Chairman and Vice Chair

Open nominations for Chairman and Vice Chair of the Architectural and Design Commission

Chairman Pro Tem Parker brought up a suggestion of electing Co-Chairs. He stated that the General Plan Citizens Advisory Committee (GPCAC), of which he was a member, opted to do this which presented an opportunity to rotate the co-chairmanship among the members. Staff was requested to look into the viability of having a Co-Chair, should there be a mutual consensus among the Commissioners to do so.

Brian Ludicke clarified that Ordinance No. 892 relating to the Architectural and Design Planning Commission specifically states the selection of a chairman and a vice chair. To change the make-up of the Commission would require an action by the City Council. He stated that he will refer this matter to the City Attorney, and will inform the Commission on the City Attorney's recommendation at the next regularly scheduled meeting.

### INTRODUCTION OF COMMISSIONERS AND STAFF

Commissioners and staff introduced themselves.

Present: Commissioners Cook, Donlon, Hall, Harvey, Stallworth and Wiley and Chairman Pro Tem Parker.

Absent: None.

Also present were the following: Brian Ludicke (Planning Director), Silvia Donovan (Principal Planner), Chris Aune (Assistant Planner), Joy Reyes and Tess Epling (Recording Secretaries).

## **PURPOSE**

Discussion of the role program for the Architectural and Design Commission, and discussion of meeting dates and times.

Brian Ludicke cited the meeting dates and times of the following: City Council is held on the second and fourth Tuesday of the month at 5:00 pm; Planning Commission is on the third Monday of the month at 6:00 p.m.; Planning Commission Agenda Review is on the second Monday of the month at 5:30 p.m.; and Youth Commission meets on the first Thursday of the month. He advised that the ordinance requires the Commission to meet once a month and that the body has to reach a collective consensus as far as day and time most convenient to schedule the meeting.

Each commissioner gave their preferred day and time and it was agreed upon that Friday, from 4:00 p.m. to 6:00 p.m., would work well with everyone's schedule. The commissioners also decided that the regular meeting will be held every second Friday of the month. As an exception, the meeting for September 2008 will be held on the third Friday, September 19<sup>th</sup>, due to Silvia Donovan's attendance in an out-of-town conference.

It was moved by Commissioner Wiley and seconded by Commissioner Cook to schedule the regular meeting of the Architectural and Design Commission on the second Friday of the month, from 4:00 p.m. to 6:00 p.m. Motion carried with the following vote:

AYES: Commissioners Cook, Donlon, Hall, Harvey, Stallworth and Wiley and Chairman Pro Tem Parker.  
NOES: None.  
ABSTAIN: None.  
ABSENT: None.

Brian Ludicke discussed the role of the commission. He explained that the commission acts as a body to review, create and recommend design guidelines to the City Council and arbitrate disputes between staff and developers over the application of design guidelines, acting as an appeal board. Primary concern for guidelines would be requirements for residential design. Currently, there are no guidelines in place. For commercial design, developers seem more willing and open to ideas that staff recommends. Industrial projects are not an immediate area to explore.

Commissioner Donlon inquired if the commission will be approving elevations at some point. Brian Ludicke responded that design guidelines must be set in place first. Issues such as elevation may be dealt with at a time when there is disagreement between staff and developer.

Chairman Pro Tem Parker requested that staff put together a comparison of design guidelines of certain cities such as Santa Clarita and Simi Valley, and invite more prominent developers such as Gretchen Gutierrez, representing the Building Industry Association, who already have a great input in the community.

Chairman Pro Tem Parker requested that staff and commissioner contact information be disseminated to the Commission.

The commissioners and staff expressed their overall excitement about this endeavor and look forward to playing a major part in the enhancement of the City. Brian Ludicke requested the commissioners to familiarize themselves with design concepts, such as mass, scale, and pedestrian versus non-pedestrian; be observant and jot notes. Commissioner Hall inquired if they could take photos of building designs, and show it to the body, to which Brian Ludicke responded that he would encourage the Commission to do that. Chairman Pro Tem Parker requested that a design terminology guide sheet be put together for them.

Brian Ludicke requested the commissioners to be familiar with the Brown Act. Chairman Pro Tem Parker concurred and commented that he is a strict stickler for the Brown Act.

Commissioner Donlon asked if they can also attend Planning Commission special meetings. Brian Ludicke answered that he would highly encourage the commissioners to do so.

Chairman Pro Tem Parker noted that a meeting venue has not been decided yet. Brian Ludicke responded that for discussion of ideas, the Large Planning Conference Room is ideal to hold the meetings, and if a larger venue is required to accommodate more people, the EOC may be used. Chairman Pro Tem Parker commented that the Council Chambers would be more appropriate for resolving issues, and he would like to see the commissioners seated at the dais and have that image given out to the community.

It was moved by Chairman Pro Tem Parker and seconded by Commissioners Donlon and Wiley to hold the regular meetings of the Architectural and Design Commission in the Council Chambers. Motion carried with the following vote:

AYES: Commissioners Cook, Donlon, Hall, Harvey, Stallworth and Wiley and Chairman Pro Tem Parker.  
NOES: None.  
ABSTAIN: None.  
ABSENT: None.

**ADJOURNMENT**

Chairman Pro Tem Parker declared the meeting adjourned at 3:45 p.m. to Friday, September 19, 2008, at 4:00 p.m., in the Large Planning Conference Room, Lancaster City Hall.

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DARREN PARKER, Chairman Pro Tem  
Lancaster Architectural and Design Commission

ATTEST:

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BRIAN S. LUDICKE, Planning Director  
City of Lancaster