



**ARCADIA PLANNING COMMISSION  
REGULAR MEETING MINUTES  
TUESDAY, FEBRUARY 23, 2021**

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**CALL TO ORDER** Chair Wilander called the meeting to order at 7:00 p.m. on Zoom.

She informed the public of Zoom's "raise hand" feature for public comments.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

PRESENT: Chair Wilander  
PRESENT Vice Chair Lin, Chan, Thompson, and Tsoi  
ABSENT: None

**SUPPLEMENTAL INFORMATION FROM STAFF REGARDING AGENDA ITEMS**

Planning & Community Development Administrator Lisa Flores informed the Commission that we received two late correspondences for item no. 1 through email and that they will be read into the public record under public comments.

**PUBLIC COMMENTS (5 minute time limit per person)**

There were none.

**PUBLIC HEARING**

- Resolution No. 2072** – Text Amendment No. TA 20-01 to amend and update various sections of the City's Development Code and the Tree Preservation Ordinance with a Categorical Exemption under the California Environmental Quality Act ("CEQA")

**Recommendation:** Adopt Resolution No. 2072 and Recommend Approval to the City Council

Chair Wilander introduced the item and turned it over to Associate Planner Vanessa Quiroz to present the staff report.

Chair Wilander opened the public hearing.

There were no callers for the item; however, Ms. Flores read two emails that were received prior to the meeting. The first email was from Kirk Olsen, a resident who was opposed to the increase in size for real estate signs on residential properties; and the second was from the Downtown Arcadia Improvement Association (DAIA), who supported the proposed changes as long as it encourages personal service uses such as med-spa and day-spa services and does not allow massage uses standalone.

**MOTION- PUBLIC HEARING**

It was moved by Commissioner Thompson, seconded by Vice Chair Lin to close the public hearing. Without objection, the motion was approved.

## DISCUSSION

Commissioner Chan inquired as to whether standalone massage places would no longer be allowed per the request made by the Downtown Arcadia Improvement Association (DAIA).

Ms. Flores confirmed that the DAIA is not in favor of standalone uses such as a massage parlor, however if they are a day spa that provides other services and amenities then they would be supportive of this type of use.

**Commissioner Thompson** raised several questions related to floor area ratio and lot coverage as it pertains to Accessory Dwelling Units, the minimum density in the R-3 zone versus the General Plan, and the backup area to smaller multi-family lots.

Staff responded.

He commented that the larger garage sizes in multi-family units are a welcomed change. With regard to real estate signage, the average industry signage is 5 square feet; but it varies by City and the proposed 6 square feet regulation seems reasonable.

According to Table 3.3 under Off-Street Parking Requirements, the proposed text amendment requires one parking space per studio and one-bedroom unit. Commissioner Thompson recommended limiting the requirement to only studios.

In reference to Parking Area Design Standards Applicable to All Zones, the new 75-degree unobstructed back-up angle regulation for garage egress should be subject to the review and discretion of the Director or City Engineer to provide additional oversight, and to ensure developers do not take advantage of the regulation and reduce the backup area.

**Commissioner Tsoi** inquired about the setback requirement for real estate signs. The size of the sign seems relative to the distance it is set back; a larger sign that is set further back from the sidewalk may not look as big.

Ms. Quiroz responded that the City requires clearance from public sidewalks, the sign be setback from the sidewalk and comply with the visibility regulations. The City does have larger lots and the proposed amendment takes that into account.

Commissioner Tsoi agreed that the proposed change to increase the size of multi-family garages to 10 feet by 20 feet is a positive change and recommended that the required width of garage doors should be also increased to aid in vehicle maneuverability.

**Vice Chair Lin** stated that his questions were addressed, and he had no additional comments.

**Chair Wilander** inquired as to who is responsible for enforcing real estate size regulations.

Ms. Flores stated that the City enforces the regulation and if the signs are not in compliance the City's Code Services Division will enforce it. Mr. Kruckeberg, Assistant City Manager/Development Services Director also added that the City previously allowed 4 square feet signs with two additional 1-foot riders, which resulted in a general allowance for 6 square feet signs. Staff worked with the Board of Realtors to ensure the proposed change is consistent with standard industry signage and the allowable size in neighboring cities.

Chair Wilander inquired as to why a parking modification is not required when there is a change in use in the Downtown area.

Ms. Flores and Ms. Quiroz explained how the Downtown Parking Overlay is currently being applied to some of the businesses and how it will change under the text amendment. A parking modification would not be required as uses change over time, unless the development was approved with an environmental review that analyzed traffic and parking. The intent of this change is to promote active uses in the Downtown area, provide additional flexibility to small businesses, and allow new uses to utilize existing buildings.

Chair Wilander expressed concerns over the statements “the Director may modify, waive, increase, or reduce the tree replacement requirement” and “the cutting of root should be avoided” under the Division 10 Tree Preservation regulations. She recommended adding the words “When it is appropriate” to the end of the sentence since there are times when a replacement tree may not be necessary.

The Commission discussed the parking space requirements for studio and one-bedroom units in the Mixed Use Zone. Commissioner Thompson recommended limiting the one space requirement to studios only. There was no consensus to change this proposed amendment.

### **Recommendations**

Chair Wilander summarized the recommendations which were brought forward by the Commissioners. And Mr. Maurer read the recommendations into the record. There was a consensus that the following recommendations will be forwarded to the City Council:

- Chair Wilander’s recommendation to add “when it is appropriate” to the end of the sentence “the Director may modify, waive, increase, or reduce the tree replacement requirement.” (Section 9110.01.080.1.)
- Add “subject to the discretion of the Director” at the end of the sentence “if the site does not have a back-out clearance of 25 feet straight, it may be measured from a seventy-five (75) degree angle, as measured from the garage door, or opening, in the direction of the back-up (Section 9103.07.080 )
- Regarding the comment raised earlier in the meeting by Commissioner Tsoi, Ms. Flores stated that the Code currently limits the garage opening to 16 feet in width. The Commissioners recommended this be revised from a *maximum* to a *minimum* of 16 feet in length to aid in maneuverability into and out of garages (Section 9103.07.050)

Commissioner Thompson also made a recommendation to amend Table 3.3 under Off-Street Parking Requirements to limit the one space parking requirement to studios only, not one-bedroom units *and* studios as it is currently proposed. There was no consensus on this recommendation, therefore it will be put forth as an individual comment.

### **MOTION**

It was moved by Commissioner Chan, seconded by Vice Chair Lin to adopt Resolution No. 2072 and recommend approval with three (3) additional recommendations to the City Council:

1. **Section 9103.07.050 Off-Street Parking for Residential Uses:** Revise the garage door width regulation from a maximum to a minimum size of 16 feet in order to aid in maneuverability into and out of garages.

2. **Section 9103.07.080 Parking Area Design Standards Applicable to All Zones:** Add that the new 75-degree unobstructed back-up angle regulation for garage egress will be subject to the discretion of the Director.
3. **Section 9110.01.080.1 Tree Replacement:** Add “when it is appropriate” at the end of the sentence “the Director may modify, waive, increase, or reduce the tree replacement requirement.” Commissioner Thompson also made an individual recommendation to amend Table 3.3 under Off-Street Parking Requirements as it pertains to parking requirements for mixed use units and revise it to limit the one space parking requirement to studios only, not studios and one-bedroom units.

#### **ROLL CALL**

AYES: Chair Wilander, Vice Chair Lin, Chan, Thompson, and Tsoi  
NOES: None  
ABSENT: None

#### **CONSENT CALENDAR**

2. Minutes of the February 9, 2021 Regular Meeting of the Planning Commission

**Recommendation:** Approve

It was moved by Commissioner Tsoi, seconded by Vice Chair Lin to approve the minutes of the February 9, 2021 Planning Commission Regular Meeting.

#### **ROLL CALL**

AYES: Chair Wilander, Vice Chair Lin, Chan, Thompson, and Tsoi  
NOES: None  
ABSENT: None

#### **MATTERS FROM CITY COUNCIL LIAISON**

City Council Liaison Cheng reported that a total of 600 doses of Moderna vaccines will be arriving in Arcadia on Thursday and Friday. The City will prioritize those vaccines to Arcadia residents that are over 65 years old. Residents can contact City Hall or the Herald Christine Health Center at (626)557-5360 to reserve an appointment by tomorrow afternoon.

Additionally, there will be a mask and clothing donation event at the Santa Anita Convalescent Hospital located at 5522 Gracewood Drive on Thursday afternoon. Everyone is welcomed to participate.

#### **MATTERS FROM THE PLANNING COMMISSONERS**

Commissioner Chan inquired about the bill in the City of Sacramento that looks to eliminate R-1 zoning.

Mr. Maurer stated that eliminating R-1 zoning has been a growing trend and that Sacramento is the first City in California to pass such a bill.

Mr. Kruckeberg added that Mayor Chandler has signed a letter to be sent to the legislature to express opposition to SB 9, which would allow lot splits and by-right duplex and tri-plex developments on single family lots.

**MATTERS FROM ASSISTANT CITY ATTORNEY**

Assistant City Attorney Maurer reported two bills pertaining to virtual meetings and teleconferences, AB 361 and AB 703, are pending legislative approval. It will be interesting to see if this type of virtual meetings is still be an option going forward.

**MATTERS FROM STAFF INCLUDING UPCOMING AGENDA ITEMS**

Ms. Flores announced that there is one (1) item scheduled for the March 9, 2021 meeting and the Text Amendment is tentatively scheduled to appear before the City Council on March 16, 2021. There are three (3) items scheduled for the March 23, 2021 meeting, including a 13-unit condominium development, an appeal of Staff's decision on a single-family house, and a new mixed-use project on Live Oak Avenue.

**ADJOURNMENT**

The Planning Commission adjourned the meeting at 8:45 p.m. to Tuesday, March 9, 2021 at 7:00 p.m. on Zoom for the next virtual meeting.

  
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Marilynne Wilander  
Chair, Planning Commission

ATTEST:   
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Lisa Flores  
Secretary, Planning Commission