

**LAND USE COMMITTEE
OF THE CRESCENTA VALLEY TOWN COUNCIL**

**MEETING MINUTES
January 7, 2021 6:30 P.M.**

Zoom Meeting (Zoom Meeting ID: 975 8957 0194)

CALL TO ORDER: 6:30 p.m.

OPENING BUSINESS

1. Flag Salute – Frank Beyt led the LUC in the Flag Salute.
2. Roll Call: Present: F. Beyt, J. Bodnar, I. Chessum, C. Davis, K. Hales, C. Hoffman, N. England (6:40 pm) A. Ordubegian and P. Rabinov
3. Approval of Agenda for January 7, 2021 – FB JB 8:0
4. Approval of Land Use Committee Meeting Minutes December 2, 2020 – FB KH 8:0
5. Public Comments – non agenda items.

Others in Attendance: Jo-Ann Stupakis CVTC, Harry Leon CVTC, Victor, Chris Patrick, Kyle Studebaker, Joe K, Elizabeth Stasuc, Sherri Mudd, Mary Gant., and.

INFORMATION ITEMS

6. 2212 Maurice Subdivision – CVTC letter is written and will be forwarded to the interested parties.

PUBLIC HEARING & ACTION ITEMS

7. LUC Terms – From the 11/7/2019 Minutes, with terms extended and approved by the CVTC in 2020:

At the CVTC January 17, 2019 General meeting, LUC Terms were each extended one year to:

Dec 2019, now **Dec 2020** - Cheryl, Frank, Aram – must be re-elected for 2020 term.

Dec 2020, now **Dec 2021** - Paul, Nicole, James

Dec 2021, now **Dec 2022** – Carin Hoffman (replaced Mike Claessens), Ines, Kendall

Land Use Committee Purpose, Member Qualification Requirements, and Member Submission Requirements are from 2/5/2014

From the January 16, 2020 CVTC meeting notes: 12.f.- LUC Terms for Cheryl, Frank and Nicole were extended for 3 more years. (A subsequent e-mail dated January 17, 20 from IC to CVTC DK, HL and AO clarifies that it is not Nicole, but Aram who will have the term extended - this change was never done to the CVTC meeting minutes.

The current terms are as follows:

Dec 2020 - P. Rabinov, N. Englund, James Bodnar

Dec 2021 – C. Hoffman (replaced M. Claessens), I. Chessum, K. Hales

Dec 2022 – C. Davis, F. Beyt, and A. Odubegian

Land Use Committee Purpose, Member Qualification Requirements, and Member Submission

C. Davis found the latest CVTC Bylaws that indicated that the Land Use Committee is a Standing Committee with nine members that include two members from the CVTC. The members will serve 3-year terms. Positions of Chair and Co-Chair are appointed by the CVTC Executive Committee, currently the positions are:

C. Davis – Chair

F. Beyt & I. Chessum – Co-Chairs

J. Bodnar, Recording Secretary

The latest CVTC Bylaws that were discussed were from January 2017.

Originally the LUC was composed of the entire town council. The composition of the LUC created issues because the committee composed of only CVTC members ended up making recommendations to itself, the same body. The LUC was subsequently changed to get more community involvement that would make recommendations to the CVTC. The LUC scheduled meeting date was also changed to have two weeks rather than one before the CVTC meetings, making the LUC meetings the first Thursday of the month.

The LUC discussed the terms of P. Rabinov, J. Bodnar, and N. Englund ending December 2020. P. Rabinov, J. Bodnar, and N. Englund were polled on their interest in continuing their service on the committee. Each expressed an interest in continuing in serving, but also thought it would be good for other community members to have an opportunity to serve.

The LUC discussed the process to fill the terms expiring with the understanding the LUC members would remain in their position until new members were installed.

Next steps:

- Notification to the community (CVTC email blast, postings, and inform CVWeekly)
- Accept applications.
- Interview process (Current LUC Chair, LUC Co-Chairs, and one CVTC member.
- Recommendation to full CVTC
- CVTC makes final appointment of members to LUC

The current plan is to have the process completed in February, but may need to be delayed if needed.

FUTURE PUBLIC HEARING ITEMS

8. None

EARLY NOTIFICATION / APPLICATIONS FILED AT DEPT. REGIONAL PLANNING

9. 2413 Foothill & 4521 Briggs (NW corner of Foothill & Briggs) - RPPL2019006557 housing permit associated with Conditional Use Permit RPPL2019006553 to establish a Mixed-use 40 unit, 52 feet tall, 5 stories (4 units affordable at 50% AMI) ground floor 2,500 sf commercial, 1,700 sf multipurpose room and 3 levels of underground parking (103 standard spaces) in the C-2-DP-BE zone. Requested 35% density bonus and 2 incentives (10 feet height increase and FAR) via Discretionary Housing Permit. RPPL 2019006559 is housing project next to it.

Frank spoke to the architect and he said the process is ongoing. The architect has resubmitted documents.

Due to future Ordinances, there is a possibility that the level of involvement of the LUC on multi-family housing projects may change. The CVTC will be informed should any such Ordinances be approved. LUC members expressed concern that if the project proceeds without community input, the community may express frustration with the LUC and CVTC.

From the DRP planner: 1/11/2021

I just got off the telephone with our architect, Varoogh Saroian, regarding the subject projects. As you know, there were extensive refinements required by the County in order for our projects to continue to be processed. Some of the revisions have been completed, however we need the property owners to further authorize hiring engineers and consultants to complete the remaining revisions.

I will keep you informed as we make progress on the revisions.

Rodney

10. 2434 Foothill Blvd (SE corner of Sunset) – Project PRJ2020-001576; Plan RPPL2020005035 filed 8/10/2020. 4-story 31-unit apartment building with 2-level sub-garage. Providing three affordable units at 50% AMI and requesting 1 incentive - 10 feet height. Planner Elsa Rodriguez (Zoned C-2-BE)
I.C. contacted the planner on 1/11/21, but no response yet.

UPDATES/ANNOUNCEMENTS

11. Next LUC meeting is February 4, 2021 – The agenda will be posted on bulletin board at the Crescenta Commons.
12. Kendal Hales provided an update on his project. At his hearing he had technical problems and the hearing is rescheduled for February 2nd. A few comments and questions were made but Kendall could not respond because of internet technical issues.
13. Kyle Studebaker – asked any update on project next to Walgreens. (3043 Foothill Blvd. Mixed Use development, Commercial/Residential) Response: The project has been approved by DRP.

After the meeting, I.C. checked on the website for permits, and there has been no building permit issued for this property as of 1/11/2021

ADJOURNMENT: Adjourned 7:50 pm

Excerpt from the CVTC BYLAWS:

8. The Land Use Committee shall provide a public forum to review and deliberate discretionary* projects in the unincorporated areas of La Crescenta and Montrose. Oak tree permits will not be heard unless it involves a Heritage Oak tree. The Committee is not a Design Review Board. The Committee takes instruction from the Town Council, reports to the Town Council after each Land Use meeting, and makes written recommendations to the Town Council, who then makes recommendations in writing to the appropriate Hearing Officer or Department of Regional Planning prior to any upcoming hearings. Prior to starting a project, the Land Use Committee shall present to Town Council and the Town Council shall vote whether or not the Land Use Committee has instruction to work on the project.

There will be nine members on this Committee, two shall be current Town Council members, and a quorum requires five members. Members of this committee will serve a three year term and should consider the commitment involved including time, attendance at Land Use meetings, attendance at Hearing Officer/Regional Planning hearings, site visits, and the need to do significant community outreach including notifying and speaking with neighbors affected by a proposed project prior to a Land Use Meeting or Hearing Officer/Regional Planning meeting. A term is defined as the period from installation to installation. Land Use meetings will be held the first Thursday of the month starting at 6:30 PM, with a written recommendation being prepared and presented to the Town Council one week later at its monthly General meeting.

Member Qualification Requirements include:

- Land Use candidates must be interviewed by the Interview Committee which includes the Land Use Chair and Co-Chairs. At least one current Town Council member shall be on the Interview Committee.
- The Interview Committee will make recommendations to the Town Council to fill the Land Use Committee.
- One committee member will be appointed Recording Secretary who is the custodian of the Committee's records and minutes. The Recording Secretary shall call the rolls; ensure that minutes are taken and certify the correctness of the minutes of each regular meeting and enter them in the official minute book. In the event of their absence, the Recording Secretary is responsible for finding another Committee member to assume their responsibilities.
- Absenteeism amounting to two out of any six consecutive Land Use meetings without an excuse acceptable to the Land Use Chair shall indicate a lack of interest in serving. The Land Use Committee's Recording Secretary shall be responsible for keeping attendance records.
- The committee members must be approved by the regular Town Council

membership at a General Meeting.

- In the event that a regular member of the Committee does not complete his/her term, including, but not limited to resignation, discipline, or removal from the Town Council or Land Use Committee, a replacement shall be appointed by the Land Use Chair and ratified by a majority vote of the regular members of the Town Council.
- The regular Town Council will appoint a minimum of one regular member to represent the Town Council at Regional Planning/Hearing Officer Hearings.

**Discretionary: All items which require a hearing by either the Regional Planning Commission or Hearing Officer.*