

**OFFICIAL MINUTES
MONTEREY PARK DESIGN REVIEW BOARD
REGULAR MEETING
AUGUST 15, 2017**

The Design Review Board of the City of Monterey Park held a regular meeting of the Board in the Council Chambers, located at 320 West Newmark Avenue in the City of Monterey Park, Tuesday, August 15, 2017 at 7:00 p.m.

CALL TO ORDER:

Chair Elizabeth Yang called the Design Review Board meeting to order at 7:05 p.m.

ROLL CALL:

Planner Luna called the roll:

Board Members Present: Chair Elizabeth Yang, Vice-Chair Gay Q. Yuen, and Member Ivan Lam

Board Members Absent: None

ALSO PRESENT: Samantha Tewasart, Senior Planner, and Harald Luna, Assistant Planner

AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS: None

ORAL AND WRITTEN COMMUNICATIONS: None

[1.] PRESENTATIONS: None

[2.] CONSENT CALENDAR:

2-A APPROVAL OF MINUTES

June 6, 2017,

Action Taken: The Design Review Board approved the minutes from the regular meeting of June 6, 2017

Motion: Moved by Vice-Chair Yuen and seconded by Member Lam, motion carried by the following vote:

Ayes:	Members: Yang, Yuen, and Lam
Noes:	Members: None
Absent:	Members: None
Abstain:	Members: None

[3.] PUBLIC HEARING:

3-A TIME EXTENSION (EX-17-03) TO ALLOW FOR NEW CONSTRUCTION GREATER THAN 10,000 SQUARE FEET – 120 WEST HELLMAN AVENUE (DRB-15-24)

The applicant, Tony Zeng, is requesting approval for a one-year time extension for Design Review Board (DRB-15-24) application to allow for the construction of a new three-story, 27,583 square foot 12-unit medical office condominium development (Citizen's Medical Plaza) at 120 West Hellman Avenue in the C-P (Commercial Professional) Zone.

Action Taken: The Design Review Board (1) opened the public hearing; (2) received documentary and testimonial evidence; (3) closed the public hearing; and (4) approved the requested Time Extension (EX-17-03) application, subject to the conditions of approval as stated in the staff report.

Motion: Moved by Vice-Chair Yuen and seconded by Member Lam, motion carried by the following vote:

Ayes: Members: Yang, Yuen, and Lam
Noes: Members: None
Absent: Members: None
Abstain: Members: None

3-B NEW CONSTRUCTION LESS THAN 10,000 SQUARE FEET – 2-UNIT RESIDENTIAL DEVELOPMENT – 128 GLADYS AVENUE (DRB-17-01)

The applicant, Tien Chu, on behalf of the property owners, Alex and Ray Liu, is requesting design review approval for the construction of a 2-unit residential development at 128 Gladys Avenue in the R-2 (Medium-Density Residential) Zone.

Action Taken: The Design Review Board (1) opened the public hearing; (2) received documentary and testimonial evidence; (3) closed the public hearing; and (4) approved the requested Design Review Board (DRB-17-01) application, subject to the conditions of approval as stated in the staff report with an added condition.

Added:

1) Condition 11. At the time of plan check, on the North Elevation and floor plan of the front unit, either change the den window to a door or add a door between the den and bathroom windows, subject to the review and approval of the planner.

Motion: Moved by Member Lam and seconded by Vice-Chair Yuen, motion carried by the following vote:

Ayes: Members: Yang, Yuen, and Lam
Noes: Members: None
Absent: Members: None

Abstain: Members: None

3-C NEW 2-STORY SINGLE-FAMILY RESIDENTIAL DWELLING AND A DETACHED SECOND DWELLING UNIT – 319 FLORENCE AVENUE (DRB-17-13)

The applicant, Kamen Lai of Elite Design Development Inc., on behalf of the property owner, is requesting design review approval for the construction of a new 2-story (4-bedroom) single-family residential dwelling with an attached 2-car garage and a detached single-story second dwelling unit with an attached 2-car garage at 319 Florence Avenue in the R-2 (Medium Density Residential) Zone.

Action Taken: The Design Review Board (1) opened the public hearing; (2) received documentary and testimonial evidence; (3) closed the public hearing; and (4) approved the requested Design Review Board (DRB-17-13) application, subject to the conditions of approval as stated in the staff report.

Motion: Moved by Vice-Chair Yuen and seconded by Member Lam, motion carried by the following vote:

Ayes: Members: Yang, Yuen, and Lam
Noes: Members: None
Absent: Members: None
Abstain: Members: None

[4.] OLD BUSINESS: None.

[5.] NEW BUSINESS: None.

[6.] BOARD MEMBERS COMMUNICATIONS AND MATTERS:

Vice-Chair Yuen inquired about her on-going concern of greenery and old trees. She inquired if there is a policy that the city has in regards to preservation of trees and plants. Planner Tewasart replied that currently there is not. However, with the projects that come before the Design Review Board, it is something that can be conditioned as part of the project. If the board notices a mature tree on site, or if the tree contributes to the design of project in some way, there can be a recommended condition either for relocation or protection of the tree to be preserved, as a condition of approval. However, currently there is no written regulation or policy in place for that.

Vice-Chair Yuen stated that if there was some kind of policy or recommendation that existed, and as the project applicants work with staff in the various stages of the design process, it can be dealt with then, before it comes to the board. Planner Tewasart acknowledged Vice-Chair Yuen's request for staff to pay more attention to this matter, and work on it with the project applicants before it comes to the board. Vice-Chair Yuen mentioned that there have been recent happenings in our neighboring cities in regards to tree removal, in this era we need to be more conscious of our footprint and it is important for us to come up with something. Planner Tewasart agreed with Vice-Chair Yuen.

[7.] STAFF COMMUNICATIONS AND MATTERS:

Planner Tewasart stated that staff would like to thank the board for attending the meetings, considering that we are always looking for a quorum now, and discussed prior to the meeting, if there are any professionals with design background and that the board believes that they may be a good addition to the board, please have them submit an application to the City Clerk's office for the City Council to consider. On a regular basis, Director Huntley is constantly reminding the City Manager, as well as the City Clerk's office to appoint if there are any qualified individuals. Planner Tewasart inquired if there was a confirmation of full attendance for the next meeting. The items for next meeting involve a Master Sign Program, as well as the property located at Nicholson and Garvey that had burned down; they are coming through and staff would like to take them through expeditiously as well. Also, depending on the outcome of tomorrow evening's City Council meeting, the modification of the Best Western project may be part of the next Design Review Board meeting. Vice-Chair Yuen inquired on the date for the meeting. Planner Tewasart stated that it would be September 5th. Chair Yang, Vice-Chair Yuen, and Member Lam all confirmed attendance for the next Design Review Board meeting on September 5th.

Member Lam inquired on the potential of the vacancies being filled for the board. He also inquired if the applicant has to be a resident of the city. He stated that he was confused by what it states in paper and what it states online because online it does not state the requirement of residency to apply. Planner Tewasart replied that staff would have to check with the City Clerk's office. She mentioned that in the past, she believes that it was not just residents who could apply, but also professionals who have worked within the city. This is because it is important to have someone who is familiar with the city and familiar with the styles that exist in Monterey Park. However, staff can confirm that with the City Clerk's office. Member Lam inquired if any applications have been submitted so far. Planner Tewasart replied that there have been a couple, but the City Council wants to make sure that they are going to contribute as part of the board; they are really looking into the qualifications of the applicants. Vice-Chair Yuen agreed that there is a lot of work involved, especially when it comes to reading the project packets and understanding what is presented ahead of time. Chair Yang mentioned that she knows someone who would be qualified, so she will recommend to him that he apply.

ADJOURNMENT:

There being no further business for consideration, the Design Review Board meeting was adjourned at 7:47 p.m.

Next regular scheduled meeting on September 5, 2017 at 7:00 p.m. in the Council Chambers.

Michael A. Huntley
Director of Community and Economic Development