



**Design Committee Meeting  
December 21, 2017 – 4:30 p.m.  
Draft Minutes**

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**I. ROLL CALL – *Silent***

**Committee Members Present**

Tracy Mendonsa, Chair  
Michael Motroni, Vice-Chair  
Daniel Wesp

**Committee Members Absent**

None

**Staff Present**

Derek Ogden, Senior Planner  
Kinnie Shallow, Assistant Planner  
Matt Todd, Senior Engineer  
Joe Mandell, Sr. Deputy City Attorney  
Lupe Nelson, Recording Secretary

**II. CONSENT CALENDAR**

Chair Mendonsa asked if anyone wished to remove any of the items from the Consent Calendar for discussion.

Hearing none, Chair Mendonsa asked for a motion to approve the Consent Calendar as listed below:

**A. MINUTES OF SEPTEMBER 21, 2017**

**MOTION**

Committee Member Wesp made the motion, which was seconded by Committee Member Motroni, to approve the Consent Calendar item as submitted.

**The motion passed with the following vote:**

Ayes: Motroni, Wesp, Mendonsa

Noes: None

Abstain: None

**III. NEW BUSINESS**

**A. INFILL PCL 174 – SIERRA FOOD AND GAS – 999 SUNRISE AVE – FILE #PL17-0125**

Assistant Planner, Kinnie Shallow, presented the staff report and responded to questions.

Chair Mendonsa opened the public hearing and invited comments from the applicant and/or audience.

Applicant, Jesse Kent, Smith Development & Construction, addressed the Committee and responded to questions. He stated he had received a copy of the staff report and was in agreement with staff's recommendations.

Public Comment:

- None

Committee Discussion:

- Elevations of columns?

- Parapets discussion.
- Project timeframe.
- Will the site continue to be a Union 76 gas station with propel fuel?
- Landscaping discussion regarding the corner of Sunrise Avenue and Cirby Way.
- Will the existing signage – height and size – remain the same?
- Is it possible to choose landscaping that would help dissuade congregating at the corner of Sunrise Avenue and Cirby Way?

Chair Mendonsa closed the public hearing and asked for a motion.

**MOTION**

Committee Member Motroni made the motion, which was seconded by Committee Member Wesp, to:

- A. Adopt the four (4) findings of fact for the Design Review Permit and approve the Design Review Permit subject to seventy-four (74) conditions of approval with the following additions to:
  - i. Condition #2a. added to read: *The tower element on the south and east side of the convenient store shall be modified to wrap around the building to screen the tower element. The screening shall be modified to the satisfaction of the Planning Division.*
  - ii. Condition #11f. added to read: *The applicant shall install plant materials that discourage the public from congregating at the corner of Cirby Way and Sunrise Avenue.*
- B. Adopt the two (2) findings of fact for the Administrative Permit and approve the Administrative Permit subject to two (2) conditions of approval.

**The motion passed with the following vote:**

Ayes: Motroni, Wesp, Mendonsa

Noes: None

Abstain: None

**IV. REPORTS: COMMISSION/STAFF**

Staff Reports:

- Staff anticipates there will be a January 18, 2018 Design Committee Meeting.

**V. ORAL COMMUNICATION**

Chair Mendonsa opened the Oral Communication. Hearing none, Chair Mendonsa closed the Oral Communication.

**VI. ADJOURNMENT**

Chair Mendonsa asked for a motion to adjourn the meeting.

**MOTION**

Committee Member Wesp made the motion, which was seconded by Committee Member Motroni, to adjourn the meeting.

The motion passed unanimously at 4:59 p.m.