A. CALL TO ORDER
B. FLAG SALUTE
C. ROLL CALL
D. REVIEW OF MINUTES: November 21, 2019

The Brown Act provides an opportunity for members of the public to directly address the Commission on any item of interest to the public, before or during the Commission's consideration of the item. If you wish to speak regarding an agenda item, please fill out a speaker's slip and give it to the minutes clerk who will forward it to the Chairman.

Electronic Media: Electronic media which members of the public wish to be used during any public comment period should be submitted to the Planning Division at least 24 hours prior to the meeting at which it is to be shown.

The electronic media will be subject to a virus scan and must be compatible with the City's existing system. The media must be labeled with the name of the speaker, the comment period during which the media is to be played and contact information for the person presenting the media.

The time necessary to present any electronic media is considered part of the maximum time limit provided to speakers. City staff will queue the electronic information when the public member is called upon to speak. Materials shown to the Commission during the meeting are part of the public record and may be retained by the City.

The City of Escondido is not responsible for the content of any material presented, and the presentation and content of electronic media shall be subject to the same responsibilities regarding decorum and presentation as are applicable to live presentations.

If you wish to speak concerning an item not on the agenda, you may do so under "Oral Communications" which is listed at the beginning and end of the agenda. All persons addressing the Historic Preservation Commission are asked to state their names for the public record.

Availability of supplemental materials after agenda posting: Any supplemental writings or documents provided to the Historic Preservation Commission regarding any item on this agenda will be made available for public inspection in the Planning Division located at 201 N. Broadway during normal business hours, or in the Council Chambers while the meeting is in session.

The City of Escondido recognizes its obligation to provide equal access to public services to individuals with disabilities. Please contact the A.D.A. Coordinator, (760) 839-4643, with any requests for reasonable accommodation, at least 24 hours prior to the meeting.
E. WRITTEN COMMUNICATION:
"Under State law, all items under Written Communications can have no action and will be referred to the staff for administrative action or scheduled on a subsequent agenda."

F. ORAL COMMUNICATION:
"Under State law, all items under Oral Communications can have no action and will be referred to the staff for administrative action or scheduled on a subsequent agenda." This is the opportunity for members of the public to address the Commission on any item of business within the jurisdiction of the Commission.

G. PUBLIC HEARINGS: None

H. CURRENT BUSINESS:

1. DESIGN REVIEW – Case No. ADM 19-0322
   REQUEST: Proposed Single Family Residence and Detached 2-Car Garage with ADU above in the OEN
   ZONING/LOCATION: R-1-6 / 243 East 10th Avenue
   APPLICANT: Robert Lackey
   STAFF: Jasmin Perunovich, Assistant Planner I
   STAFF RECOMMENDATION: Approval
   COMMISSION ACTION:

2. DISCUSSION ITEM – ACCESSORY DWELLING UNIT LEGISLATION
   REQUEST: Receive information on recent Accessory Dwelling Unit legislation
   STAFF: Adam Finestone, Principal Planner

3. DISCUSSION ITEM – DOWNTOWN SPECIFIC PLAN AD-HOC SUBCOMMITTEE
   REQUEST: Creation of ad-hoc subcommittee to study possible changes to the Downtown Specific Plan design review process
   STAFF: Adam Finestone, Principal Planner
   COMMISSION ACTION

4. DISCUSSION ITEM – 2020 HISTORIC PRESERVATION AWARDS
   REQUEST: Discussion of potential themes and/or recipients for 2020 Historic Preservation awards
   STAFF: Paul Bingham, Assistant Planner II

Note: Current Business items are those that under state law and local ordinances do not require either public notice or public hearings. Public comments may be limited to a maximum time of three minutes per person.

I. ORAL COMMUNICATION:
"Under State law, all items under Oral Communication can have no action, and will be referred to the staff for administrative action or scheduled on a subsequent agenda." This is the opportunity for members of the public to address the commission on any item of business within the jurisdiction of the Commission.

J. COMMISSIONER COMMENTS

K. ADJOURNMENT TO NEXT REGULARLY SCHEDULED HPC MEETING ON March 19, 2020
MINUTES:
Moved by Commissioner Cowan, seconded by Commissioner Hanlon, to approve the minutes of the September 19, 2019, meeting. Motion carried 5-0 (Correll absent; Hanlon absent on 9/19/19 meeting).

WRITTEN COMMUNICATION: None.

ORAL COMMUNICATION: None.

PUBLIC HEARINGS: None.

CURRENT BUSINESS:
1. **MILLS ACT - Case No. HP 19-0002**
   
   REQUEST: Mills Act request for 1915 California Craftsman
   
   ZONING/LOCATION: R-1-6 / 153 East 6th Avenue
   
   STAFF RECOMMENDATION: Approval
COMMISSION ACTION: Moved by Commissioner Purvis, seconded by Commissioner Rea to approve Case No. HP19-0002 with the condition that property owner Lori Hatley’s name be added to the chain of title document. Motion carried 6-0 (Correll absent).

2. **DISCUSSION ITEM – Downtown Specific Plan**

REQUEST: Receive information on the Downtown Specific Plan Design Review Process

ZONING/LOCATION: SP (Downtown Specific Plan)

STAFF: Adam Finestone, Principal Planner

COMMISSION ACTION: Commissioners directed staff to identify procedure to establish ad hoc subcommittee to study possible changes to project review procedures in the Downtown Specific Plan.

3. **DISCUSSION ITEM – Mills Act Visits:**

REQUEST: Receive information regarding Mills Act visits

STAFF: Adam Finestone, Principal Planner

COMMISSION ACTION: Commissioners discussed the possible reinstatement of fees associated with Mills Act requests, as well as other historic preservation-related applications, and directed staff to add this as a discussion item on the HPC’s next agenda.

**ORAL COMMUNICATION:** None.

**COMMISSIONER COMMENTS:** Vice-Chair Spann shared the release of the new Pioneer Room calendar.

**ADJOURNMENT:** The meeting was adjourned at 4:24 p.m. until the next regularly scheduled HPC Meeting on January 16, 2020.
TO: Historic Preservation Commission

FROM: Jasmin Perunovich, Assistant Planner I


LOCATION: 243 E. 10th Avenue

APPLICANT: Robert Lackey Construction and Design Inc.

PROJECT DESCRIPTION:

The 7,000 square foot vacant lot is located on the south side of E. 10th Avenue, between S. Broadway and S. Juniper Street, addressed as 243 E. 10th Avenue (APN 233-542-05-00). The property is located within the Old Escondido Historic District.

The applicant has proposed to build a 2,132 square foot house with three bedrooms and two bathrooms, along with a 480 square foot detached garage with a 480 square foot Accessory Dwelling Unit (ADU) above it. The garage and ADU would be located at the rear of the property and would take access from the alley. The structures will be in a Spanish revival style with cream color stucco walls and a terracotta color concrete tile roof.

DESIGN REVIEW: Design review for this project is required by Article 40 of the Escondido Zoning Code. Since this project involves new construction of a single-family residence within the Old Escondido Neighborhood historic district, design review is to be conducted by the Historic Preservation Commission (HPC).
TO: Historic Preservation Commission
FROM: Adam Finestone, Principal Planner
SUBJECT: Accessory Dwelling Unit Legislation

BACKGROUND:

During the 2019 legislative session, the State of California approved several bills related to Accessory Dwelling Units (ADUs) which became effective on January 1, 2020. Said bills partially preempt local jurisdictional authority to establish rules and regulations relating to the construction of ADUs. The City of Escondido Planning Division is in the process of updating the Escondido Zoning Code to comply with current State statutes.

The biggest change that may affect properties which are subject to regulations contained in Article 40 (Historical Resources) of the Escondido Zoning Code is related to the City’s design review authority. The new legislation states that the approval process for an ADU shall include "only ministerial provisions for the approval of accessory dwelling units and shall not include any discretionary processes, provisions, or requirements for those units" (Section 65852.2(a)(4) of the California Government Code). As such, ADUs proposed on properties in the Old Escondido Neighborhood, those on the City’s local register, and any other properties which may otherwise be regulated by the provisions contained in Article 40 will no longer be subject to design review by either City staff or the HPC.

Article 70 (Accessory Dwelling Units) of the Escondido Zoning Code currently contains regulations which require colors and materials of proposed ADUs to match those of the primary residence. As part of a pending Zoning Code Amendment being undertaken to comply with State legislation, the Planning Division will be exploring other possible regulations to help ensure that new ADUs are compatible with existing historic structures.

A few of the most noteworthy changes to the ADU regulations are as follows:
- There is no minimum lot size required for an ADU
- Owner-occupancy can no longer be required
- Minimum size for a detached ADU is 800 square feet
- Side and rear setbacks for detached ADUs are four feet
- Replacement parking cannot be required when a garages is converted into an ADU
- In some cases, one ADU and one Junior ADU may be placed on a property
- Timeframe for review and approval of an ADU is reduced from 120 days to 60 days

The Planning Division has created an Accessory Dwelling Unit handout to assist property owners who may desire to build an ADU on their property. As Planning Division staff’s familiarity with the new ADU legislation grows, the handout may be updated and additional resources may be provided for public consumption.

Additional information on ADU legislation can be found at the State of California Department of Housing and Community Development’s website: https://hed.ca.gov/policy-research/AccessoryDwellingUnits.shtml. It should be noted, however, that the website has not yet been updated to reflect the recently enacted legislation as of the date of publication of this report.
Many individual homeowners would like to help provide more housing. This publication can help you do your part. **Accessory dwelling units** (sometimes called “granny flats” or “second dwelling units”) have been identified as a way to increase housing in areas currently zoned for housing.

Over the last couple of years, the California Legislature enacted sets of reform bills seeking to reduce restrictions on accessory unit construction. As a result, the City of Escondido has worked to remove barriers that have impeded the development of accessory dwelling units. The changes include relaxed standards for parking requirements, utility connections, fees, lot density, unit size, and building permitting timelines for accessory dwelling units. High land costs and permitting concessions have made the thought of building an accessory dwelling unit popular among homeowners and want-to-be homeowners. If you have ever thought about building an accessory dwelling unit, then this handout should help you get started.

**WHAT IS AN ACCESSORY DWELLING UNIT?**
An accessory dwelling unit is broadly defined as a detached or attached dwelling unit that provides complete, independent living facilities for one or more persons and that includes permanent provisions for living, sleeping, eating, cooking, and sanitation on the parcel or parcels on which the primary unit is situated.

**WHAT IS A JUNIOR ACCESSORY DWELLING UNIT?**
A junior accessory dwelling unit is no more than 500 square feet in area and contained entirely within an existing single family residence, with one bedroom and separate or shared sanitation facilities. An accessory dwelling unit and junior accessory dwelling unit may occur on the same lot.

**TIPS ON HOW TO GET STARTED:**
1. Think about WHY you’re building an accessory dwelling unit.
2. Research the new zoning requirements to ensure that you can build an accessory dwelling unit. Some information about the varying restrictions is provided on the backside of this handout.
3. Understand your budget and resources.
4. After you determine what you can build, set realistic goals and priorities.
5. Learn about the permitting requirements and talk to City staff at 760-839-4671 to understand the process.
6. Hire an architect to help make smart decisions and to submit plans.
<table>
<thead>
<tr>
<th><strong>ACCESSORY DWELLING UNIT (ADU) DEVELOPMENT STANDARDS</strong></th>
<th><strong>JUNIOR ACCESSORY DWELLING UNIT (JADU) DEVELOPMENT STANDARDS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number</strong></td>
<td>One ADU may be allowed per single-family dwelling. An ADU may occur on the same lot as a JADU.</td>
</tr>
<tr>
<td><strong>Maximum Size Allowed</strong></td>
<td>Based on the size of the main residence, lot size, floor area ratio, and lot coverage. The total permissible square footage amount ranges from 800 to 1,000 square feet.</td>
</tr>
<tr>
<td><strong>Minimum Size Allowed</strong></td>
<td>Efficiency units for occupancy for no more than two persons with a minimum of 150 square feet.</td>
</tr>
<tr>
<td><strong>Height</strong></td>
<td>Based on existing zoning.</td>
</tr>
<tr>
<td><strong>Floor Area Ratio</strong></td>
<td>Based on existing zoning, but an 800 square foot ADU is permitted regardless of floor area ratio.</td>
</tr>
<tr>
<td><strong>Lot Coverage</strong></td>
<td>Based on existing zoning, but an 800 square foot ADU is permitted regardless of lot coverage.</td>
</tr>
<tr>
<td><strong>Conversion of an existing accessory structure</strong></td>
<td>Conversion of an accessory structure built prior to January 1, 2020 is allowed provided the structure received building permits.</td>
</tr>
<tr>
<td><strong>Side and Rear</strong></td>
<td>Same as existing zoning if attached. Four (4) feet if detached.</td>
</tr>
<tr>
<td><strong>Front Setbacks</strong></td>
<td>Same as existing zoning.</td>
</tr>
<tr>
<td><strong>Separate Entrance</strong></td>
<td>A separate exterior entrance is required. An interior entrance into or from the main residence is prohibited.</td>
</tr>
<tr>
<td><strong>Kitchen</strong></td>
<td>A full kitchen, separate from the primary residence is required.</td>
</tr>
<tr>
<td><strong>Sanitation</strong></td>
<td>An ADU has separate sanitation facilities from the primary residence.</td>
</tr>
<tr>
<td><strong>Deed Restriction</strong></td>
<td>N/A.</td>
</tr>
<tr>
<td><strong>Rental Allowance</strong></td>
<td>Can be rented for periods of 30 days or more.</td>
</tr>
<tr>
<td><strong>Owner-Occupancy Requirement</strong></td>
<td>Owner-occupancy is not required for the accessory dwelling unit or main residence.</td>
</tr>
<tr>
<td><strong>Planning Fees</strong></td>
<td>$1250.00</td>
</tr>
<tr>
<td><strong>Other Development Service Fees</strong></td>
<td>Building permit review fees are collected, but all other development service fees are waived.</td>
</tr>
</tbody>
</table>
TO: Historic Preservation Commission

FROM: Adam Finestone, Principal Planner

SUBJECT: Downtown Specific Plan – Ad-Hoc Committee

BACKGROUND:

The Downtown Specific Plan is a policy document which serves as the City’s primary zoning instrument for properties in the vicinity of downtown Escondido. The document addresses land use allowances and provides design policies, standards and guidelines for properties throughout the Downtown Specific Plan area. The document also addresses how it will be implemented and administered, including design review procedures, and contains a matrix identifying the review process required for various types of construction activity. A copy of that matrix has been attached hereto. The Downtown Specific Plan can be found in its entirety at the following link: https://www.escondido.org/Data/Sites/1/media/PDFs/Planning/DowntownSpecificPlan.pdf?v=4.

PREVIOUS ACTION:

At its November 21, 2019, meeting, the Historic Preservation Commission directed staff to identify procedures to establish ad-hoc subcommittee to study possible changes to project review procedures in the Downtown Specific Plan.

STAFF REQUEST:

Staff requests that the commission establish an ad-hoc subcommittee to study and recommend possible changes to the review procedures for projects proposed within the Downtown Specific Plan area. Per the Brown Act, an ad-hoc subcommittee must:

1. Be composed of less than a quorum of members of the whole committee or commission;
2. Serve a limited or singular purpose and be dissolved once that purpose is complete; and
3. Not exist in perpetuity.

Per direction from the city attorney’s office, it is expected that any ad-hoc subcommittee be dissolved within six months of its establishment. As such, the subcommittee will be tasked with providing a written recommendation to the full Commission no later than its July 16, 2020, meeting. Progress reports may be agendized for any regular meeting of the Commission prior to that date.
### FIGURE VIII-1
ACTIVITY CONSTRUCTION REVIEW PROCESS

<table>
<thead>
<tr>
<th>Type of Work to be Done:</th>
<th>COA Reviewed by:</th>
<th>Building Permit Issued by:</th>
<th>Engineering Permits Issued by:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Construction:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary Structure</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Accessory Structures</td>
<td>X</td>
<td>H</td>
<td>X</td>
</tr>
<tr>
<td>Additions (including porch enclosures, dormers, etc.)</td>
<td>X</td>
<td>H</td>
<td>X</td>
</tr>
<tr>
<td>Additions to Commercial Properties</td>
<td>X</td>
<td>H</td>
<td>X</td>
</tr>
<tr>
<td><strong>Removal, Demolition</strong></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Relocation</strong></td>
<td>X</td>
<td>H</td>
<td>X</td>
</tr>
</tbody>
</table>

**Exterior Changes to the structure and material restoration changes:**
- Architectural details and decorative elements:
  - Fish scale, shingles, dentils, shutters, siding, brick, stucco, metal, roof material, porches, columns, cornices, trim, railing, ornamentation, etc.)
  - X H X

- Painting – exterior
  - X

- Roofs (changes in shape, eaves, ornament)
  - X

- Staircases, steps (exterior)
  - X

- Doors
  - X

- Windows, skylights
  - X

- Mechanical systems (roof top and window units, exhaust fans, vents)
  - X

- Storm windows, doors, security grills
  - X

- Satellite dishes
  - X

- Solar collectors
  - X

**Changes and modifications to the site:**
- Grading
  - X

- Parking lots (pavement and landscaping)
  - X

- Surface paving
  - X

- Landscaping
  - X

- Public right-of-way improvements (curb & gutters, sidewalks, street paving, driveways, curb cuts, street furniture, outdoor dining areas, etc.)
  - X

- Swimming pools
  - X

- Light fixtures
  - X

- Removal of specimen vegetation
  - Pursuant to Article 55, Sections 33-1068A – 33-1069

**Signs**
- X

**Fencing walls, retaining walls**
- X

X = Review required for all buildings
H = Review required for properties listed on the City’s Historic Local Register only. If standard timeframes for review and consideration cannot be met, an expedited review may be accommodated subject to City approval.

1. Review required for all structures EXCEPT single-family residences NOT on the Historic Local Register.
2. Grading Plan Approval and Grading Permit required for over 1 foot of fill, over 2 feet of cut, or over 200 cubic yards.
4. Fences over 6’ high; retaining walls over 3’ high.
TO: Historic Preservation Commission

FROM: Paul Bingham, Assistant Planner II

SUBJECT: Nominations for this Year’s Historic Preservation Awards

Traditionally the City of Escondido recognizes deserving individuals, groups and properties each year for their historic preservation contributions. The Historic Preservation Commission selects nominees who are presented with historic preservation awards by the Mayor and City Council in May.

In recent years, the awards have often revolved around a theme, such as honoring our agricultural heritage, adobe structures, iconic signs, and commercial facades, amongst others. However, it is not required that a theme be specified. The awards can simply honor specific cases of historic preservation work.

Please be prepared to assist staff in creating a list of potential recipients for this year and perhaps suggesting a theme, if that is the Commission’s desire. Staff would ultimately like to keep the list of recipients to three. We will finalize the nominations at our next HPC meeting on March 19, 2020.