

**WORKSHOP MINUTES
PLANNING COMMISSION
GLENDALE CITY HALL
CONFERENCE ROOM 2-A
5850 WEST GLENDALE AVENUE**

**DECEMBER 3, 2015
5:15 p.m.**

CALL TO ORDER

The meeting was called to order at approximately 5:27 p.m.

ROLL CALL

Commissioners Present: Commissioners Dobbelaere (via telephone), Harper, Hirsch, Gallegos, Moreno, and Vice Chairperson Lenox and Chairperson Johnston were in attendance.

City Staff Present: Tabitha Perry, Assistant Planning Director, Jon Froke, AICP, Planning Director, Sam McAllen, Development Services Director, James Gruber, Assistant City Attorney, and Diana Figueroa, Recording Secretary.

ITEM:

ZONING ORDINANCE TEXT AMENDMENT (ZTA) – CITY-WIDE

A request by the City of Glendale to amend the Zoning Ordinance to establish the regulation of donation drop boxes and some amendments to the text to improve customer service. Staff Contact: Jon Froke, AICP, Planning Director.

Mr. Jon Froke, AICP, Planning Director, stated that this was a request to amend the Zoning Ordinance to regulate donation drop boxes throughout the city. He said the ZTA will also amend various sections of the Zoning Ordinance that will improve customer service and address topics of interest from stakeholders.

He explained that at the February 3, 2015 Council Workshop, Councilmember Aldama identified a Council item of Special Interest asking about the potential of regulating donation drop boxes. He stated that staff provided City Council with a presentation on this topic at their April 7, 2015 Council Workshop meeting. At their September 1, 2015 Council Workshop meeting, Planning Staff received guidance from Council to proceed with a Zoning Text Amendment to regulate donation drop boxes in Glendale.

Mr. Froke discussed other amendments intended to improve customer service and address common requests that Planning Staff receives from customer base and stakeholders. He noted that these amendments would be related to administrative functions, notification techniques and flagpole regulations. He stated that these ideas will be brought forward to the Planning Commission Workshops next year.

The Commission discussed flag pole size issues for both businesses and residences.

Commissioner Hirsh asked if staff will also be considering standards for the condition of flags in addition to the pole. He noted that there was nothing more offensive than looking at a very weathered flag in bad condition. Mr. Froke stated that they could also look into that issue.

Commissioner Harper stated that he agreed that donation drop boxes needed to be looked into since they seemed to be popping up everywhere without any regulation and some looked very dilapidated.

Vice Chairperson Lenox related that in California an individual was using a drop box to obtain swap meet merchandise.

Commissioner Hirsh stated that he has also heard of people picking through the items and taking what they needed.

Mr. Froke thanked the Commissioners for their input. He explained that the cities of Phoenix, Peoria and Surprise recently adopted regulations that will allow the placement of donation drop boxes in their cities using issuance of temporary use permits. He stated that the City of Glendale will look closely at what those cities have adopted and hope to have something in place soon.

Chairperson Johnston stated that they also want to keep it as an easy and convenient way to donate. Everyone agreed to move forward with this item.

REPORTS AND COMMENTS

Mr. Froke reported that staff has been working on the General Plan Update. He stated that the branding of the General Plan was called "Envision Glendale 2040." He distributed pens and bracelets with the logo.

ADJOURNMENT

With no further business, Vice Chairperson Lenox made a motion to adjourn the meeting. Commissioner Moreno seconded the motion, which was approved unanimously.

The meeting adjourned at 5:36 p.m.