

## MEETING MINUTES

Minor Exception Permit Committee Meeting of the City of Redlands  
Thursday, March 9, 2023, at 9:00 a.m.

### I. ATTENDANCE & CALL TO ORDER

PRESENT: Karah Shaw, Planning Commissioner  
Maryn Wells, Planning Commissioner  
Brian Foote, City Planner/Planning Manager

STAFF: Brian Foote, City Planner/Planning Manager  
Laylee Hokmollahi, Junior Planner  
Jazmin Serrato, Junior Planner

The meeting came to order at 9:01 a.m. with a quorum of Committee members, located at 603 N. Lincoln Street.

### II. APPROVAL OF MINUTES

#### A. Minutes of December 7, 2022

Commissioner Shaw made a motion to approve the minutes of December 7, 2022, seconded by Commissioner Wells, and approved 3-0.

### III. PUBLIC COMMENT PERIOD

There were no public comments provided on any matters not on the agenda.

### IV. OLD BUSINESS

None.

### V. NEW BUSINESS

- A. Meeting Location: 603 N. Lincoln Street, Redlands, CA 92374  
Meeting Time: 9:00 a.m., or as soon thereafter as may be heard.

**PUBLIC HEARING** to consider **Minor Exception Permit No. 645** – A request to construct a 6-foot-high deck board fence within the street-side yard setback area adjacent to Sylvan Boulevard. The subject property is located at 603 N. Lincoln Street within the Single-family Residential (R-1) District (APN: 0170-374-11-0000). As defined by Section 18.08.585 of the Redlands Municipal Code (RMC), "A side yard adjacent to a street shall be the same as a front yard." Therefore, pursuant to RMC Section 18.168.020 (B), "Fences and walls not to exceed six feet (6') in height shall be permitted along the side and rear property lines, except that no fence or wall exceeding three feet (3') in height shall be located within any required front yard area." However, RMC Section 18.168.050 provides for the granting of minor exceptions to the fencing development standards.

**Discussion:** The Minor Exception Permit Committee met at the project location and opened the public hearing at 9:04 AM. The applicant Mr. Jonathon Lillie was present at the meeting. Jazmin Serrato, Junior Planner, read the project description for a proposal to construct a 6-foot-high deck board fence within the street-side yard setback area adjacent to Sylvan Boulevard, and Mr. Lillie provided additional description and explanation for the request.

The Minor Exception Permit Committee viewed and examined the proposed fence area and site characteristics. The Minor Exception Permit Committee asked the applicant questions in terms of the fence height, location, material, and setback requirements. Commissioner Shaw discussed the option to construct the fence 2'0" back from the public sidewalk along the Sylvan Boulevard side (i.e., property line) and provide a planter between the sidewalk and fence location.

There were no other persons in attendance and there were no public comments.

The applicant agreed to construct the fence 2'0" back from the public sidewalk along the Sylvan Boulevard side (i.e., property line) and provide a planter with drought-tolerant plants between the sidewalk and fence location. The right-of-way width along this segment of Sylvan Blvd. is approximately 60 feet total (with an offset street centerline), and approximately 25 feet from street centerline to the edge of sidewalk (on the northerly side) abutting 603 N. Lincoln St., and the public sidewalk on the north side of the street is approximately four feet wide.

Commissioner Shaw moved to approve the request, as amended, and seconded by Commissioner Wells. The applicant has agreed to construct the fence back 2'0" from the public sidewalk (along the Sylvan Blvd. side) and provide a planter with drought-tolerant plants between the sidewalk and fence location. This agenda item concluded at 9:27 AM.

**Decision:** The Minor Exception Committee voted 3 to 0 to approve the request, with the following added Conditions of Approval.

*Added condition of approval:* The applicant shall construct the fence along the Sylvan Blvd. side a minimum of two feet (2'0") back from the public sidewalk (i.e., property line) and provide a planter with landscaping between the sidewalk and fence location.

- B. Meeting Location: 232 W. Olive Avenue, Redlands, CA 92373  
Meeting Time: 9:30 a.m., or as soon thereafter as may be heard

**PUBLIC HEARING** to consider **Minor Exception Permit No. 643** – A request to legalize an existing 6-foot-high fence and a gate within the street-side setback along Grant Street. The subject property is located at 232 West Olive Avenue within the Multiple-Family Residential (R-3) District (APN: 0171-244-40-0000). As defined by Section 18.08.585 of the Redlands Municipal Code (RMC), "A side yard adjacent to a street shall be the same as a front yard." Therefore, pursuant to RMC Section

18.168.020 (B), "Fences and walls not to exceed six feet (6') in height shall be permitted along the side and rear property lines, except that no fence or wall exceeding three feet (3') in height shall be located within any required front yard area." However, RMC Section 18.168.050 provides for the granting of minor exceptions to the fencing development standards.

**Discussion:** The Minor Exception Permit Committee met at the project location and opened the public hearing at 9:35 AM. The applicant Mrs. Beverly Winchester was present at the meeting. Laylee Hokmollahi, Junior Planner, read the project description for a proposal to legalize a 6-foot-high vinyl board fence (previously constructed) within the street-side yard setback area adjacent to Grant Street. The applicant provided additional background information and explanation for the request, stated the fence contractor had previously told her she could build a 6'0" fence up to the sidewalk without any City permits or approvals, and her husband did not want to go back to the fence installer to discuss options to rectify the code violations.

Brian Foote explained the subject property is within the Smiley Park Historic and Scenic District, and the matter of the fence material will be decided by the Historic & Scenic Preservation Commission (HSPC). The issues for consideration by the Minor Exception Permit Committee are the fence placement, fence height, and traffic sight safety area. The HSPC initially reviewed the application for Minor Certificate of Appropriateness No. 665 on March 2, 2023, and continued the matter to a future meeting date.

There were no other persons in attendance and there were no public comments from any neighbors or other interested persons.

The Minor Exception Permit Committee viewed and examined the proposed fence area and site characteristics. The Minor Exception Permit Committee asked the applicant questions in terms of the fence height, location, setback requirements, and traffic sight safety area for the adjacent driveways on neighboring properties along Grant Street. The Committee observed the front yards along Grant Street and Commissioner Wells commented the existing fence really protrudes into the street scene of front yards along the Grant Street side.

Commissioner Shaw discussed the option to construct the fence 2'0" back from the public sidewalk along the Grant Street side (i.e., property line) and provide a planter area between the sidewalk and fence location. Commissioner Wells discussed the option to construct the fence approximately 6'0" back from the public sidewalk (i.e., to the next fence post back from the sidewalk, a distance of approximately six feet) along the Grant Street side to provide for a safe and sufficient traffic sight safety area so that neighbors may pull into the street and not collide with pedestrians or vehicles.

The applicant requested additional time to consider the design alternatives, such as the distance to pull the fence back from the sidewalk (2'0" or 3'0", or possibly up to 6'0" back) as well as landscape screening options, and also wanted additional time to be able to discuss the potential fence placement and landscape alternatives with the HSPC (as that may influence the Commission's decision about the fence material).

Brian Foote moved to continue the matter to a date uncertain, at the applicant's request (and with a decision not yet made by the Historic & Scenic Preservation Commission regarding Certificate of Appropriateness No. 665 for the fence material), and seconded by Commissioner Wells. This agenda item concluded at 9:55 AM.

**Decision:** The Minor Exception Committee voted 3 to 0 to continue the matter indefinitely to a date uncertain.

## VI. ADJOURNMENT

The meeting was adjourned at 9:56 AM.

*L. Hokmollahi*

City of Redlands  
Laylee Hokmollahi, Junior Planner

**NOTICE:** The Minor Exception Permit Committee visited the above-referenced property and made a decision on the application(s). If one wishes to appeal a decision, said Appeal must be submitted within ten days from the date of the decision (RMC Section 18.168.100). A formal Appeal, with the appropriate submittal fee, must be submitted to the Development Services Department within the 10-day appeal period. If no Appeal is received within ten days of the decision, then the Minor Exception Committee's action shall be final.