

**CITY OF MANHATTAN BEACH  
[DRAFT] PLANNING COMMISSION  
MINUTES OF REGULAR MEETING  
DECEMBER 8, 2010**

A Regular Meeting of the Planning Commission of the City of Manhattan Beach, California, was held on the 8th day of December, 2010, at the hour of 6:30 p.m., in the City Council Chambers of City Hall, at 1400 Highland Avenue, in said City.

**1. ROLL CALL**

Present: Andreani, Lesser, Paralusz, Seville-Jones, Chairman Fasola  
Absent: None  
Staff Present: Laurie Jester, Acting Director of Community Development  
Eric Haaland, Associate Planner  
Recording Secretary, Sarah Boeschen

**2. APPROVAL OF MINUTES – November 23, 2010**

A motion was MADE and SECONDED (Seville-Jones/Paralusz) to **APPROVE** the minutes of November 10, 2010.

AYES: Andreani, Paralusz, Seville-Jones, Chairman Fasola  
NOES: None  
ABSENT: None  
ABSTAIN: Lesser

Commissioner Lesser said that he was sorry to miss the November 23 special meeting, and it is the only meeting he has ever missed. He indicated that he was unable to attend because he was on vacation that day.

**3. GENERAL CONSENT**

**4. BUSINESS ITEMS**

**12/08/10-2 Presentation and Status Report of Preliminary Manhattan Beach County Library Project (City of Manhattan Beach/Los Angeles County)**

Acting Director Jester stated that it was determined through the Facilities Strategic Plan that the existing library is not accommodating the needs of the City. She indicated that Steve Johnson and Jim Favaro are the architects who are working on the project and will be introducing the project to the Commission. She indicated that a formal public hearing regarding the project will occur before the Commission next spring.

**Jim Favaro**, the project architect, stated that the reconstruction of the library is the first major civic project that has been considered in a generation. He pointed out that the new library will be funded by County tax funds, and no money will be taken from the City's General Fund to pay for the project. He said that the Library Commission is considering how library service will be maintained during construction of the project, and they are reaching out for input, particularly to the seniors and parents with children who use the library the most. He stated that they currently are near completion of the pre-design phase, and after City Council approval, they will move the project into the design phase. He indicated that the pre-design phase establishes the scope of the project and a general approach to the design. He said that the

cost and scope of the project must be determined prior to the design in order to ensure that it can be funded and built on time. He stated that the design will be refined from January through to the summer of 2011, and the project will come back before the Commission after the first phase of the design. He indicated that construction would occur in March of 2012 if the schedule is met. He indicated that the main concerns expressed have been regarding the look of the library and how much it will cost.

**Mr. Favaro** commented that the parking lots across Highland Avenue; underneath the civic plaza; and at the surface level of City Hall would service the library. He pointed out that the location of the parking in relation to the front door is an important issue to the viability of the library. He indicated that the slope of Highland Avenue changes 4 feet along the library. He indicated that approximately 40,000 square feet could be built in two stories for the new structure using Downtown Commercial standards, and the existing library is approximately 12,000 square feet. He stated that they feel they can build a 20,000 square foot building that will suit the needs of the City. He indicated that the intent is to have a two story rather than a single story structure. He commented that having a two story building would liberate space on the site for other possibilities such as expanding the civic center plaza with open space. He said that there would also be the possibility in the future of a community theater, a visual arts facility, or further expansion of the library or City Hall. He commented that the project could also help to connect Highland Avenue to the civic center plaza. He also stated that building a single story rather than two story structure would take away valuable land. He said that open space is an important component of any community or civic project.

**Mr. Favaro** described the initial site plan. He indicated that the main door would face City Hall and would be clearly visible and accessible from the north side off Highland Avenue, and a second entrance would face the downtown area. He indicated that the children's area and community room would be on the first level, and the seating areas, computers and book collections would be on the second level. He commented that a librarian would be located at the center of the structure at the top of the staircase who would have visual access to the entire floor.

Commissioner Lesser asked how the civic plaza could become more of an active space with the library project; it may be more difficult to achieve if the entrance to the library does not open to the plaza.

**Mr. Favaro** commented that the mechanical room would sit within the second floor rather than on top of the building, and there would also be a mezzanine between the first and second floor with the electrical room and technology room. He pointed out that they are within the guidelines that were presented to the steering committee for the Facilities Strategic Plan. He said that the design of buildings in the City is very eclectic, and there is not an overriding type of architectural style. He commented that the glass that would be used for the windows of the structure can change as the sun shifts position to block more of the ultra violet rays. He said that they want to achieve integration of the inside and outside. He stated that the technology of glass has also advanced. He commented that there are a variety of choices for the architectural style of the building, and the intent is to integrate the City's identity in the design. He indicated that they feel the design should be transparent, open, engaging with the sidewalk, and compatible with the surrounding area.

Commissioner Lesser asked about placing further information on the City's website to encourage public participation in the design process. He commented that he has received many questions from people regarding the project. He encouraged more outreach for public participation. He stated that the civic plaza currently is not an active space aside from the

lunch hour and occasional special events, and there were discussions in the Facilities Strategic Plan meetings regarding the new library being an opportunity to engage the plaza.

Acting Director Jester pointed out that there are meetings regarding the project scheduled before the Cultural Arts, Library Commission, Planning Commission and City Council. She stated that the dates of the meetings regarding the project will be posted on the website. She said that there will also be a tour and community meeting presenting the project.

In response to a question from Commissioner Lesser, **Mr. Favaro** said that a budget has been established for the project. He commented that the library must have one controlled entrance, and the idea was to choose the location that would maximize the potential of the entrance. He said that they decided to choose a location for the entrance that was neither facing Highland Avenue or the plaza but rather facing north toward City Hall, but clearly visible and accessible from Highland Avenue.

Commissioner Andreani said that there is more potential for a pedestrian feel with an entry off of the plaza. She asked about whether allowing for a view on the second level would interfere with incorporating the functional features of the library such as shelves and study areas.

**Mr. Favaro** commented that he feels the library can be functional at the same time as allowing for a view. He said that one of the most important features of a library is to provide daylight for reading. He indicated that a view of the ocean would be a unique and great City asset.

In response to a question from Commissioner Andreani, **Mr. Favaro** stated that the comments of the Library Commission have been incorporated into their presentation. He said that the focus of the Library Commission is with the functioning of the library.

In response to a question from Commissioner Paralusz, **Mr. Favaro** said that the children's area would be approximately 4,000 square feet and the community room would be approximately 1,200 to 1,300 square feet.

Commissioner Paralusz commented that she is excited that the children's area would be a large focus of the library.

In response to a question from Commissioner Paralusz, **Mr. Favaro** said that the exterior open space on the site would be approximately 10,000 square feet.

Commissioner Fasola commented that the Police and Fire facility is surrounded entirely by concrete, and he would like for the library to have more of a connection with the earth.

In response to a question from Commissioner Paralusz, **Mr. Favaro** stated that construction of the library would take approximately 18 months.

In response to a question from Commissioner Paralusz, **Mr. Favaro** said that the technology of glass regarding insulation has improved, and the budget does allow for a high level of technology for the building.

Commissioner Seville-Jones asked about the possibility of the windows opening.

**Mr. Favaro** said that there are security concerns with allowing the windows to open in a library as well as concerns with dust collection.

Commissioner Seville-Jones asked about the width of the walkway/vehicle loading area between the library and the adjacent commercial structure to the south. She said that there is a concern with security at night with dark cavernous corridors.

**Mr. Favaro** commented that a concern had been raised that people would use the area illegally for parking. He indicated that bollards could be used to limit access.

Commissioner Seville-Jones commented that she would want to ensure that the walkway would not become a dark corridor at night.

In response to a question from Commissioner Seville-Jones, **Mr. Favaro** indicated that there will be an area of the library for computers.

In response to a question from Commissioner Seville-Jones, **Mr. Favaro** stated that the height of the structure would be approximately 31 feet.

Commissioner Seville-Jones said that she would have a concern that the activity of people outside would be distracting to people reading inside the library if the walls are all glass. She asked if there were other libraries that have been built using glass walls.

**Mr. Favaro** commented that the library in Lawndale has been built with all glass and does have issues regarding sunlight coming into the library, and Manhattan Beach can learn from that project.

In response to a question from Commissioner Seville-Jones, **Mr. Favaro** said that the glass that would be used for the library and the angle that they would be installed would prevent sunlight from reflecting back onto the adjacent properties.

In response to a question from Commissioner Seville-Jones, **Mr. Favaro** indicated that the library would not include a restaurant use. He commented, however, that there would be a setback on the ground level next to Highland Avenue that would provide an area for a newspaper stand.

In response to a question from Commissioner Seville-Jones, **Mr. Favaro** said that there will be a dedicated space for Friends of the Library to have book sales.

Commissioner Seville-Jones asked regarding how the determination was made as to the appropriate amount of space for children's use.

**Mr. Favaro** said that extensive programming would occur for the children's area. He said that the story time program has been so successful with the current library that there is not space to have a special room dedicated for it with the new library. He commented that they have arranged the community room to be accessible from the children's area so that it can be used for story time also. He said that the County and Library Commission have provided their input that 4,000 square feet would be appropriate for the children's area.

In response to a question from Chairman Fasola, **Steve Johnson**, the architect for the project, said that the first floor ceiling height would be 13'6" and the second floor ceiling height would be 10'.

Chairman Fasola said that he likes that the building would be oriented toward the street. He said that he would support having one main entrance and would prefer not to have the secondary entrance to the south. He commented that he would like for the main reading area

on the second floor to become a great space. He said that he would be receptive to approving a Variance to allow for a greater height for the library ceiling in order to allow the structure to stand out.

**Mr. Favaro** said that the comments from the community are that the height of the building should reach above that of City Hall.

Chairman Fasola commented that he hopes the children's area and main room can become terrific, grand spaces. He said that most libraries are internalized spaces, and he does not feel that it is that important to him that a view be incorporated.

In response to a question from Commissioner Lesser, **Mr. Favaro** said that the budget for the project is \$16.9 million. He indicated that City would not have any financial obligation for the project, and the funding will come from excess tax payments that have been made to the County.

In response to a question from Commissioner Lesser, **Mr. Favaro** said that the existing coral tree in front of the library will need to be removed or relocated.

In response to a question from Commissioner Lesser, **Mr. Favaro** indicated that libraries are adapting to new technologies and are able to provide for the sharing of information. He indicated that they need to allow flexibility to allow for new technologies.

In response to a question from Commissioner Lesser, **Mr. Favaro** indicated that the perimeter of the building will be outfitted with screens to help protect the books from being damaged by sunlight.

Commissioner Lesser indicated that a feature he likes is to allow spillover into the community room for story time.

**Mr. Favaro** commented that there will be space in the adjacent open space area for an outdoor amphitheater which could accommodate story time for children.

In response to a question from Commissioner Lesser, Acting Director Jester said that the City Council will have a hearing on the project on January 18, and the Cultural Arts Commission will have a hearing on January 11. She indicated that the Commission will have a hearing regarding the project in April and the City Council will have an additional hearing in May. She indicated that there is not a date for the next Library Commission hearing on the issue, but it will take place in February.

Commissioner Paralusz said that it would be very nice to have an outside view while reading in the library. She indicated that the windows as suggested would make the structure much more inviting than the existing building. She said that bringing people into the Civic Center Plaza is a wonderful part of the concept.

Commissioner Seville-Jones commented that she feels that providing a view for the library is important, as there is a value in being able to gaze out of the window. She pointed out that there would be an ocean view over the parking lot that would not be blocked.

In response to a question from Commissioner Andreani regarding a donation of materials from a City historian, **Mr. Favaro** indicated that such collections are managed by the Library Commission.

In response to a question from Chairman Fasola, **Mr. Favaro** said that they feel they have arrived at the best configuration for maximizing the use of the site while minimizing the impacts to the neighbors. He said that they are confident that they can create a great room while restricting ceiling height.

**Fred Hungerford**, the chief deputy County librarian, said that the new library will have 36 public access computers as well as wireless internet access. He indicated that they also have online resources on their website. He stated that they will place the adult area on the upper level to provide an area that is quieter for reading and studying. He commented that they will be sure that the computer screens are oriented to avoid the glare of the sun.

In response to a question from Commissioner Lesser, Interim City Manager Richard Thompson said that parking was evaluated through the Facilities Strategic Plan. He stated that the amount of available parking was considered for the site. He indicated that there are options for operating the parking lots to allow for additional library parking. He commented that it is not anticipated that the new library would result in a much greater parking demand.

Jim Arndt, Director of Public Works, pointed out that the project would not require any money out of the City's General Fund. He said that there is a target amount for the project's budget; however, there are several factors that are yet to be determined. He stated that the project is partially being funded by money in reserve that the residents have paid to the County for the library. He said that the fund is at \$4.25 million and is increasing by \$900,000 per year. He said that a bond would be necessary to fund additional cost, which factors into the size of the project. He indicated that the City Council has directed that they do not want money from the City's general fund to be used for the library. He indicated that the costs will become further clarified as the design progresses.

**Mr. Hungerford** commented that there would be some additional operating costs with the new structure, as they would need to hire additional library staff and would have additional utility costs with a larger two story building.

Acting Director Jester indicated that the Planning Commission comments would be forwarded to the City Council. The Planning Commission will formally hear the library project at a public hearing in the spring.

At 8:25 a 10 minute recess was taken.

## **5. PUBLIC HEARINGS**

### **12/8/10-3 Consideration of a Use Permit Amendment to Reduce the Requirement for a Satellite Parking Facility; Give the Hotel the Option to Charge Overnight Guests for Overnight valet Parking, and Implement a Neighborhood Directional/Parking Signage Program at 3501 North Sepulveda Boulevard (Belamar Hotel)**

Acting Director Jester summarized the staff report. She said that staff is recommending that the Commission adopt the draft Resolution approving the proposal. She commented that the hotel has 127 rooms with a lounge, conference room and restaurant. She indicated that there are 74 onsite parking spaces as well as spaces for valet parking in the aisles. She said that there are 17 off-site parking spaces immediately to the north of the subject site as well as an additional 48 offsite satellite parking spaces that are available for use by the hotel. She indicated that the current Use Permit requires that the hotel provide complementary valet parking to all of the patrons and provide for 50 off-site satellite parking spaces. She

commented that the applicant is proposing to eliminate the requirement to provide for the additional 50 spaces, as that many spaces are not needed in order to accommodate the parking demand. She stated that the applicant is also proposing to change the permit to allow them to charge overnight registered guests for valet parking. She said that complimentary valet service would be provided for guests that are visiting or attending events at the hotel. She said that the applicant is also proposing to add some parking and directional signs. She commented that they would like to add signs off of Valley to direct drivers to the hotel. She indicated that the applicant has an agreement with the adjacent property owner for the use of 17 spaces, and they currently have an agreement to use 48 additional satellite spaces. She commented that there was a detailed parking analysis provided by the applicant. She indicated that the City's Traffic Engineer agreed with the analysis provided by the applicant that the parking as proposed would satisfy the needs of the hotel. She commented that the applicant is suggesting that 18 satellite spaces would still be provided.

Acting Director Jester stated that all of the onsite parking is valet, and patrons who are visiting but not staying overnight at the hotel would continue to receive complimentary valet service. She indicated that the Traffic Engineer felt that charging for overnight guests would not change the parking habits of the overnight guests and that it is typical for hotels to charge overnight guests for parking. She pointed out that staff received two letters from residents with concerns that charging overnight guests for parking would result in more people parking in the adjacent neighborhood. She said that the intent of the additional signage is to provide directional signs to the hotel and not to provide advertising. She commented that the signage is specific to the subject use because it is immediately adjacent to residences and there are neighborhood concerns with hotel patrons and employees parking in the adjacent neighborhood. She said that many of the signs would be collocated on existing sign poles to minimize the visual impact. She indicated that the applicant has included information on their website and brochure that complimentary valet parking for events is available. She commented that the hotel subsidizes an employee transit system which has been very successful in reducing the onsite parking demand for employees.

In response to a question from Commissioner Lesser, Acting Director Jester stated that 50 satellite parking spaces are required under the existing permit and the proposal is to require 17 satellite parking spaces.

Commissioner Lesser commented that the Institute of Transportation Engineers (ITE) standard would be to allow for 18 satellite spaces based on the traffic study.

Acting Director Jester said that the ITE standards for the subject site with the mixture of uses at the hotel would be for 18 satellite parking spaces. She indicated that the City's Traffic Engineer, however, felt that 17 spaces would be adequate.

Chairman Fasola commented that his understanding from the traffic count included with the staff report is that the onsite parking has not been fully utilized.

In response to a comment from Commissioner Lesser, Acting Director Jester said that staff wanted to ensure that the signs proposed by the applicant would be simply directional signs and not be used as advertising for the hotel. She commented that the hotel entrance is not visible for cars travelling southbound on Valley from Sepulveda Boulevard, and the signs would help to provide direction to the hotel to avoid people from having to turn around on the adjacent residential streets.

Commissioner Andreani said that the staff report indicates that the hotel has 127 rooms; however, Section 1(B) of the Resolution indicated that the hotel has 128 rooms. She also stated

that page 3 of the staff report indicates that there are 48 satellite parking spaces that are available for use by the hotel; however, 14 spaces at 3405 Sepulveda Boulevard, 8 spaces at 3313 Sepulveda Boulevard and 25 spaces at 3215 Sepulveda Boulevard add up to 47 spaces.

Acting Director Jester commented that the applicant can clarify the number of rooms and satellite spaces that are available for use by the hotel.

In response to a question from Commissioner Seville-Jones, Acting Director Jester said that the Commissioners felt that they could support allowing a reduction in the number of satellite parking spaces at the last hearing for this project. She indicated that a resolution was not adopted after the last hearing, and language allowing the reduction is included in the subject draft Resolution.

In response to a question from Commissioner Seville-Jones, Acting Director Jester indicated that staff was not able to support providing permit parking in the adjacent neighborhood after discussing the possibility with the City's Traffic Engineer and representatives of the Police Department and Public Works. She said that staff does not feel the neighborhood is appropriate for establishing a permit parking district.

In response to a question from Chairman Fasola, Acting Director Jester said that staff has worked with the applicant to make sure that the directional signage that would be used would be simple and minimize the number and size of the signs. She commented that the hotel is unique in that it is located adjacent to the residential area and staff felt the signs would not set a precedent for other businesses.

Chairman Fasola said that he would have a concern that other businesses would request similar signs if they are allowed for the applicant.

Acting Director Jester said that they feel the subject site is unique because it is immediately adjacent to the residential neighborhood and the signs would address concerns that have been raised by the adjacent residents.

Chairman Fasola opened the public hearing.

**Tim McOsker**, an attorney with the Mayer Brown law firm, representing the applicant, said that the ITE standard is to provide 145 parking spaces. He commented that they are proposing to meet the ITE standard by providing 127 onsite spaces and an additional 18 satellite spaces. He said that they have proposed to add signage directing people to the hotel and stating that hotel guests are not to park overnight in the adjacent neighborhood. He commented that the intent of the signage is not to provide advertising but rather to prevent hotel guests from driving into the adjacent neighborhood and to discourage hotel guests from parking on the adjacent street. He pointed out that the City would have the discretion to require that the signs be removed at any time, and the applicant would not claim any vested right to the signs.

**Mr. McOsker** indicated that their main request is to have the ability to charge overnight guests for valet parking. He commented that the staff report supports the request, and the Traffic Engineer has indicated his opinion that charging for parking would not result in overnight guests choosing to park on the adjacent street. He pointed out that most of their customers are business travelers and would have the information that they would be charged for parking from the hotel's website before they arrive at the hotel. He commented that valet parking is a convenience, and most visitors also would not be familiar with the area to know about parking on the adjacent street to avoid the charge. He stated that the concern is people who are attending events park on the street.



**Mr. McOsker** pointed out that 20 of their employees participate in a rideshare program. He commented that they also prohibit their employees from parking on the street, and they have the ability to discipline employees who violate the rule. He said that guests and event coordinators that are planning functions at the hotel are given information that parking is to be on site. He said that there is currently a sign at the entrance that valet parking is complimentary. He commented that there will still be customers who chose to park on the adjacent streets, and they will continue to address the concern. He requested that condition 3 of the draft Resolution be changed to state that complimentary valet parking is provided for daytime customers and event patrons and that hotel parking is not permitted in the residential neighborhood. He also requested adding a condition that a valet parking fee may only be charged to overnight guests and that the parking fee shall only be collected at the time that the room charges are collected.

**Mr. McOsker** suggested allowing a six month trial period to allow the hotel to charge overnight guests for parking. He indicated that there could be an analysis after six months to determine whether charging overnight guests has negatively impacted parking in the adjacent neighborhood. He said that the issue could then come back before the Commission for consideration of modification to the Use Permit if it is determined to be a negative impact. He commented that they would ask for relief from the requirement to provide signage initially if it is decided to allow a six month trial period.

Commissioner Paralusz commented that she would like to hear additional public input but is pleased that the applicant is receptive to a trial period.

In response to a question from Chairman Fasola, **Mr. McOsker** said that the signage would be a significant cost to the applicant. He indicated that if they are required to add the signage in exchange for the ability to charge for overnight guest parking, they would not want to invest in the signs if after six months the allowance to charge for overnight guest parking is taken away.

Commissioner Seville-Jones commented that she would think that the directional signs would be helpful to the applicant and neighbors regardless of whether or not they have the ability to charge for overnight guest parking.

**Mr. McOsker** commented that they feel they currently are doing a great job of directing hotel guests and employees from parking on the street.

In response to a question from Commissioner Seville-Jones, **Mr. McOsker** said that the fee for overnight guest parking has not been established.

**John Mackel**, general counsel for Larkspur Hotels and Restaurants, representing the applicant, said that it will take some analysis before they arrive at the appropriate amount to charge for overnight guest parking. He commented that the charge would most likely be in the range of \$5.00 to \$15.00 per night.

Commissioner Andreani commented that she does not feel charging for overnight guest parking would result in people choosing to park on the adjacent residential streets. She pointed out that it would be an inconvenience for people to park on the adjacent street and then carry their luggage to the hotel or to unload their bags at the hotel and then park on the street in order to avoid the charge. She commented that paying a reasonable rate for valet overnight parking is almost expected at hotels.

In response to a question from Commissioner Andreani, **Mr. McOsker** indicated that they routinely monitor to ensure that their employees do not park on the adjacent streets.

**Jason Love**, a resident of the 3500 block of Oak Avenue, said that the applicant has been a good neighbor and has done a great deal to mitigate parking issues and to ensure that their employees do not park on the adjacent streets. He indicated, however, that a future operator of the hotel may not be as diligent at enforcing the employee parking on site which should be a consideration in allowing the subject Use Permit amendment. He suggested the possibility of tying the proposed amendments to the current operator. He requested that the signage that is posted along the east side as well as the west side of Oak Avenue indicate “no hotel parking” rather than “no hotel overnight parking.” He commented that signage stating “no hotel overnight parking” would not discourage people who are visiting the hotel for an event from parking on the street. He stated that he would be in favor of establishing a six month trial review period and requested that there be an opportunity for public input at the end of the period.

In response to a question from Chairman Fasola, Acting Director Jester commented that staff did work with the applicant on the wording of the signage. She indicated that it was felt that there was a difference on the east and west sides of Oak Avenue. She commented that staff would not encourage hotel parking on the east side of Oak Avenue, but they felt that there is a difference in allowing parking on the two sides of the street.

**Mark Sasway**, a resident of the 3500 block of Elm Avenue, said that hotel staff being present to direct people to park for events at the hotel is a big help. He commented that the hotel has done a good job in ensuring that their employees do not park on the adjacent streets. He said, however, that the only method to enforce that hotel guests do not park on the adjacent street is by establishing permit parking for the adjacent residents. He stated that they are concerned with managing the parking on the adjacent street.

**Ann Rose**, a resident of the 3500 block of Elm Avenue, commented that she is concerned that there would be a need to provide the additional 50 satellite parking spaces when the economy improves and business at the hotel increases. She said that charging hotel guests for overnight parking would encourage people to park for the hotel on the street. She commented that repeat customers of the hotel would become aware that free parking is available on the adjacent streets and would park there to avoid the valet charge. She commented that signage directing guests to the hotel are crucial, as finding the hotel is confusing once drivers turn from Sepulveda Boulevard.

**Josh Cooperman**, a resident of the 3500 block of Elm, said that there are some initial signs that have been put in place which have helped. He said that the hotel having staff direct people who are attending events away from parking on the adjacent streets has also helped. He stated that he realizes that it is not possible to prevent all visitors to the hotel from parking on the adjacent streets. He commented, however, that there is a greater issue during larger events. He indicated that many cars were parked along the adjacent streets for a Chamber of Commerce meeting which occurred at the hotel. He said that the additional signage would provide a reminder to people that they are not to park for the hotel on the adjacent streets. He commented that the applicant has solved issues with employees parking on the street. He indicated that he feels the applicant has managed their onsite parking effectively and should not be required to pay for additional satellite parking spaces that are not used. He said that there is an issue with charging overnight guests for parking. He pointed out that posts on travel websites would advise people who are planning to stay at the hotel that the valet fee can be avoided by parking on the adjacent streets. He said that the only way to avoid overnight guests

from parking on the street to avoid the parking charge would be to establish permit parking for the adjacent residents.

**Mr. Cooperman** commented that he would support allowing a trial period for the applicant to be allowed to charge for overnight guest parking, but he would like for standards to be specified in order to determine any impact to the neighbors during that period. He indicated that he would support the trial period on the stipulation that the hotel no longer charge for overnight parking if at the end of the period it is determined that there is a significant impact to the neighbors. He suggested that a group consisting of the adjacent residents, staff and representatives of the hotel be formed that would work together. He said that he feels the additional signage as proposed is very important. He also requested that any changes to the conditions apply to the current operators of the hotel.

Acting Director Jester pointed out that Use Permits are attached to the property and cannot be limited to apply to a specific business operator. She said that Use Permits include certain conditions that apply which must be reviewed if they are proposed to be significantly changed by a future operator.

**Mr. Mackel** stated that they had proposed wording for the signs on the east side of Oak Avenue to state “no overnight hotel parking” rather than “no hotel parking” because they felt that they should not be strictly prohibited from allowing hotel visitors to park on the east side of Oak Avenue. He stated, however, that they would be willing to place signs on both sides of Oak to state “no hotel parking.” He commented that they do not feel the additional signage is necessary with regard to managing the perceived risk of charging for overnight valet parking. He indicated that they are confident that charging for overnight guest parking would not have an impact to the neighborhood. He said that they would be willing to install the signs if a six month trial period were implemented.

Chairman Fasola closed the public hearing.

In response to a question from Commissioner Lesser, Acting Director Jester indicated that she believes the hotel has a good relationship with the neighbors and would not disagree if the neighbors feel that charging guests for overnight parking has impacted parking on the adjacent streets.

Commissioner Lesser asked about how a six month trial period would be implemented if the Use Permit is adopted.

Acting Director Jester indicated that language could be added to state that the condition will be reviewed in six months.

Commissioner Paralusz suggested that the permit be reviewed periodically so that any impacts could be determined if there is a change in ownership.

Acting Director Jester pointed out that staff reviews Use Permits on an annual basis to determine if there are any issues regarding compliance with the conditions. She said that requiring additional hearings before the Commission would be a different type of review process and would be burdensome. She commented that she would have a concern with requiring an annual review before the Commission as a condition of the Resolution.

Commissioner Paralusz indicated that she would like for some type of periodic review process to be considered. She commented that the current operator has a good relationship with the

neighbors, but she would want the Commission to have the opportunity to review the permit if the ownership of the hotel changes.

Commissioner Andreani said that there has been collaboration between the applicant and the neighbors. She suggested that the satellite parking requirement be reduced; that valet parking remain complementary for all hotel patrons including overnight guests; and that an appropriate signage program be implemented. She commented that if the conditions are placed in the Use Permit, any future operators of the hotel would need to meet the conditions or else would be in violation.

Commissioner Paralusz stated that she would support a pilot program to allow the applicant to have the ability to charge overnight guests for parking. She indicated that she believes that the hotel guests would choose to pay for valet parking for convenience rather than park on the adjacent streets. She said that she would have more concern if the allowance for the applicant to charge for overnight parking were permanent and did not include an opportunity for review.

Chairman Fasola commented that he feels allowing a private business to place signage on City sign posts would set a precedent. He commented that the City should have the funds to put up directional signs. He indicated that he would want for the signs to be red and white and to only provide directions. He commented that he would not want to set a precedent of allowing private businesses to place signs on City sign posts. He indicated that other businesses in the City may want similar signage if they are approved for the applicant. He commented that he does feel that the applicant should place signs on their property to direct people to the hotel from Valley.

Commissioner Seville-Jones commented that the applicant is willing to pay for the signage, and the City is currently in a budget crisis. She commented that she also feels that the number of signs should be reduced.

Commissioner Paralusz indicated that she would like for the signs to be generic, and she is pleased that they would be paid for by the applicant.

Commissioner Andreani said that she also would like for the signs to be generic and likes that the applicant would pay for them. She indicated that she feels there are too many signs. She commented that she does not feel that any signs should be placed on Sepulveda Boulevard.

Acting Director Jester stated that staff will work with the City's Traffic Engineer to determine the appropriate locations for the signs.

Commissioner Lesser said that he would prefer for the signs to be placed on the hotel's property rather than on public property.

Commissioner Seville-Jones commented that incorporating generic signs would mitigate the concern regarding allowing a private business to place signs on City sign posts.

Acting Director Jester said that her understanding is that the Commission would support generic signage; reducing the number of signs; and requiring that the hotel pay for the signage. She indicated that staff will utilize opportunities to place the signs on the hotel's property.

Commissioner Andreani commented that she would agree to a reduction in the satellite parking requirement but would ask whether the number should be greater than 18 in order to prevent the hotel from having to come back to the City in the future if more parking is needed.

Commissioner Seville-Jones pointed out that the applicant would only need 18 satellite parking spaces to meet the ITE standards. She said that the parking count also demonstrates that the hotel would be able to manage the demand for parking with 18 additional spaces.

The Commissioners agreed to allow a reduction in the number of required satellite parking spaces to 18.

Commissioner Paralusz said that she would not object to allowing a six month trial period for the applicant to have the ability to charge for overnight guest parking.

Commissioner Seville-Jones commented that she is not in support of allowing the applicant to have the ability to charge for overnight guest parking. She commented that charging hotel guests for overnight parking would add to the number of cars that park in the adjacent neighborhood. She said that it would be difficult to measure the impact to the neighborhood with a six month trial period. She said that there is also a concern with future operators of the hotel having the ability to charge overnight guests. She commented that there currently is a problem with parking in the neighborhood, and allowing the charge for overnight hotel guest parking would add to the problem. She indicated that business travelers may choose to use the valet service; however, guests of local residents who stay at the hotel may choose to park on the street. She said that she would not support allowing a six month trial period for the hotel to have the ability to charge for overnight guest parking.

Commissioner Lesser stated that there was a reason that the original Use Permit required complimentary valet parking for the hotel. He indicated that the current owner has been very responsible; however, the conditions would also apply to all future owners. He said that he would also want for criteria to be established for determining any impacts to the neighbors if a six month trial period were allowed. He said that he would be reluctant to allow the applicant to charge for overnight guest parking.

Commissioner Andreani stated that she would like for the applicant to have the opportunity to receive additional revenue by charging for overnight parking. She indicated, however, that she would prefer that valet parking remain complimentary for all hotel guests, which has been a longstanding benefit of the hotel. She commented that discouraging parking for the hotel in the adjacent neighborhood and having complimentary valet service for all hotel guests minimizes the impacts to the neighborhood.

Commissioner Seville-Jones said that she could accept allowing the applicant to charge for overnight guest parking if permit parking were established in the adjacent neighborhood. She commented that she is not clear on the reason why a parking overlay would not be appropriate for the subject neighborhood. She said that there is no City enforcement of the signs indicating that guests of the hotel are not to park on the street.

Chairman Fasola indicated that charging overnight guests for valet parking would result in more cars parking on the adjacent streets. He indicated that he understands that charging guests for overnight parking would result in a great increase in revenue for the hotel. He commented that he would much prefer that the rate of the hotel rooms be increased rather than having a charge for valet parking. He indicated that he would not support allowing a trial period for the applicant to have the ability to charge for overnight guest valet parking.

Commissioner Paralusz said that she will defer to the position of the other Commissioners to not support allowing the applicant the ability to charge guests for overnight valet parking.

Acting Director Jester indicated that staff was clear that the parking directional signs should be generic design and colors, as few as possible, and on private property not in the public right-of-way whenever possible.

A motion was MADE and SECONDED (Andreani/Fasola) to **APPROVE** draft Resolution PC 10-XX for a Conditional Use Permit Amendment for an Existing Hotel Located at 3501 Sepulveda Boulevard.

AYES: Andreani, Lesser, Paralusz, Seville-Jones, Chairman Fasola  
NOES: None  
ABSENT: None  
ABSTAIN: None

Acting Director Jester explained the appeal process and indicated that the item will be placed on the City Council's Consent Calendar for their meeting of January 18, 2011.

## **6. AUDIENCE PARTICIPATION**

## **7. DIRECTORS ITEMS**

Acting Director Jester said that the remodel project at 3404 The Strand/3405 Ocean Drive has been appealed to the City Council by the neighboring resident and will be heard at their meeting of December 21.

Acting Director Jester indicated that David Carmany has been selected as the new City Manager, and his contract has been approved by the City Council. She indicated that he will start with the City on January 10, 2011.

Chairman Fasola commented that it has been a pleasure working with Acting Director Jester this past year during the selection process for the new City Manager, and this is her last meeting as Acting Director.

## **8. PLANNING COMMISSION ITEMS**

Commissioner Paralusz indicated that the holiday fireworks show will take place at 7:00 p.m. on the pier on Sunday, December 12. She said that the event begins at 4:00 p.m.

Commissioner Paralusz said that the toy drive is currently taking place. She said that items can be dropped off at the Fire Department. She commented that there is also a toy drive wrapping party at Joslyn Center on Saturday, December 18 at 11:00 a.m.

Acting Director Jester commented that there are also boxes for donations to the toy drive and food drive at City Hall.

## **9. TENTATIVE AGENDA December 22, 2010**

This meeting is to be cancelled.

## **10. ADJOURNMENT**

The meeting was adjourned at 10:20 p.m. to Wednesday, December 22 2010, in the City

Council Chambers, City Hall, 1400 Highland Avenue.

SARAH BOESCHEN  
Recording Secretary

ATTEST:

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LAURIE JESTER  
Acting Community Development Director