

**CITY OF MANHATTAN BEACH  
DEPARTMENT OF COMMUNITY DEVELOPMENT**

**TO:** Planning Commission

**FROM:** Richard Thompson, Director of Community Development Department

**BY:** Laurie B. Jester, Planning Manager

**DATE:** March 27, 2013

**SUBJECT:** Consideration of Use Permit, Coastal Development Permit, and Lot Line Adjustment, and related utility easement, and to allow demolition of the existing library and construction of a new public County Library and related improvements at the 1320 Highland Avenue.

**RECOMMENDATION**

Staff recommends that the Planning Commission **CONDUCT** the Public Hearing and **APPROVE** the request for a Use Permit, Coastal Development Permit and Lot Line Adjustment, and **RECOMMEND** that the City Council accept the exchange of land through the Lot Line Adjustment, and the related utility easement.

**APPLICANT**

County of Los Angeles  
Jason I. Kim, Project Manager  
900 S. Fremont Avenue, 5th Floor  
Alhambra, CA 91802-1460

**OWNER**

County of Los Angeles  
William T. Fujioka, County Representative  
500 W. Temple Street  
Los Angeles, CA 90012

**BACKGROUND**

The County of Los Angeles Manhattan Beach Library project involves the demolition and replacement of the existing public library with a new two-story, 21,500-square foot building that includes a larger community space and more advanced technological resources. On March 12, 2013, the Los Angeles County Board of Supervisors certified an EIR Addendum, approved quitclaims and a grant of easement, approved a budget, and awarded a contract for the Library Project.

**Role of the Planning Commission**

The City and the Planning Commission have limited authority over the County Library project. The new Library project requires that the City make the findings for approval of a Use Permit, Coastal Development Permit, and a Lot Line Adjustment. The Planning Commission must adopt Findings that the project is consistent with the goals and policies of the General Plan, the Local Coastal Plan, as well as, the purposes of Zoning Code. The Commission will make recommendations to the City Council who will take final action on the project.

## **Project History**

The County of Los Angeles owns and operates the existing 35-year old, 12,188-square foot Manhattan Beach Library. The reconstruction of the public Library resulted from discussions held with Los Angeles County that the City initiated in the 1990s to implement the City's Facilities Strategic Plan. In 2008, conceptual plans were submitted and in 2010, City Staff proceeded with refining the Library design. By 2011, the location, size, floor plan, and approximate building height for the new Library were established. At meetings in October 2011, the design team, City staff, and County representatives sought input regarding the design of the building's exterior, including the landscape materials, and public art component.

### ***Public Input***

The County has been working cooperatively with the City and the community to develop the design of the Library, and to consider everyone's input and address their needs. On December 8, 2010 the Planning Commission received a status report on the scope and a general design approach of the project. Community meetings were held in September and October 2011, to provide updates on the project budget and schedule as well as solicit public input on the proposed Library project. The Library Commission provided input on the initial layout and floor plan of the proposed library as well as the programs, interior furnishings and aesthetics, and the use of the outside space on the east side of the proposed Library facing the Civic Center Plaza. The Manhattan Beach Cultural Arts Commission and Los Angeles County Arts Commission are working cooperatively to develop an artistic component for the new Library. The existing mosaic mural located at the entrance of the building will be preserved intact and relocated to another site. At the October 12, 2011 Planning Commission meeting, the architect provided information on the building placement, exterior walkways and open spaces, design concept, interior layout and programming, and the relationship to its surroundings including the Civic Center and parking lots. The Planning Commission and community discussed and provided input the building height and its effect on existing views, the exterior cladding, availability/accessibility of parking, and design of the open space on the east side of the building.

### ***Project Description***

The overall design of the proposed library responds to input from the community. The placement of the Library and building shape take into account views from residences along 15<sup>th</sup> Street. The building was designed with a mechanical room on the second floor so that the roof would be streamlined and uncluttered. Simulations of the building show the relationship to and views over, the Civic Center plaza, City Hall and adjacent commercial buildings. The main entry was placed at the Northeast corner of the building to create a positive interface with City Hall and the space between the new Library and City Hall will be redesigned to connect the sites. The palm trees along Highland Avenue will be removed and some replaced once the project is near completion. The large Coral tree adjacent to Highland Avenue will be removed as it is within the building footprint of the new Library and the City arborist does not recommend relocation of the tree, and the County has reviewed and approved this recommendation. This will open up some views from residents along 15<sup>th</sup> Street. The new library is located further to the west on the property, closer to Highland Avenue which continues the streetscape of building facades along the edge of the sidewalk, as well as opens up a large public park-like open space at the rear, to the east, of the new Library

The easterly portion of the site is designed to create a transitional space from the Civic Center plaza to the public Library. This area is designed as a public open space with new stairways and a ramp leading down from the plaza to the Library. The park space will be designed as an open area that could accommodate small community events. The area is about half paving next to the building and half is lawn area with large Sycamore trees around the perimeter.

Building placement also considered linkages to the community including, vehicle, bicycle, transit and pedestrian modes of transportation. Specifically, pedestrian paths and ramps lead down from the surface parking at the Civic Center plaza level down to the library entrance. The entrance aligns with the proposed relocated crosswalk on Highland Avenue that connects the library to the public parking lot at the corner of 14<sup>th</sup> Street. The setback from the building to the south is designed as a walk street and would also be used as service entry for deliveries.

The interior layout of the Library is designed to meet the needs of the community. The children’s area is located prominently near the entrance on the first floor. A large community meeting room and ‘back of house’ operations are placed along the southerly half of the first floor that runs parallel to the adjacent commercial building. The Library’s teen and adult collections are housed on the second level as well as study rooms, public access computers, staff areas and a mechanical room. From the second floor, the glass-clad exterior capitalizes on ocean views to the west. Partially transparent rolling shades will help minimize solar glare on the interior of the building and reduce reflected glare.

***Site and Surrounding Area Overview***

Location

1320 Highland Avenue

Existing Land Use

Cultural Institution

Coastal Zone

Non-Appealable

General Plan

Public Facilities

Zoning District

Public and Semi-Public District, Area District III

Neighboring Zoning

North	RM, PS – Medium Density Residential and Public and Semi-Public Districts (across 15 <sup>th</sup> Street)
West	CD, RH – Downtown Commercial and High Density Residential Districts (across Highland Avenue)
East	OS, RS – Open Space, Single Family Residential Districts (across Valley/Ardmore)
South	CD – Downtown Commercial District

Legal Description(s)

Portions of Lots A, B and C (Vacated Alley), Lots 58 thru 62, and 81, and all of Lots 75 thru 80 of Tract 2541, as shown on Map Book 24, Page 86

## **DISCUSSION:**

### ***Budget & Schedule***

The County of Los Angeles owns and operates the Manhattan Beach Public Library. On March 12, 2013, the Board of Supervisors approved a budget of \$26,270,496 for the demolition and construction of the project (Attachment F). The total project cost includes the design-build contract (\$18,448,919), awarded to C.W. Driver, Inc. The project is funded through property taxes in the amount of \$12,170,496; and bonds in the amount of \$14,100,000. On February 11, 2013, the City Council executed a Memorandum of Understanding with the County committing the City's Library property taxes to completion and ongoing operation of the project, including repayment of bonds issued to complete the project. A total of \$6.2 million in Surplus Library Taxes has been accumulated to fund the project and an additional \$6.0 million is anticipated to be available to fund construction costs. The Library is scheduled to close in June 2013, demolition is set to begin in July 2013, and construction is set to begin in October and last approximately one year with completion in Spring of 2015.

### ***Temporary Services***

As soon as the Library closes, and throughout construction of the new Library, temporary library services will be provided. Interim services will include: children's services, express library services (bookmobile) and a variety of online services. County Library representatives assured Staff that the following programs and services can be adjusted or modified to meet the needs of the community.

Children's Services will include the popular children's storytime program, maintaining the current service level of two days per week. The Children's Librarian will be dedicating 40 hours per week of service to a variety of programs in Manhattan Beach.

Express library services (bookmobile) will include 20 hours per week and allow users to reserve, pick up and checkout books. There will also be a small browsing collection of popular books, periodicals, newspapers, and the ability to perform any business transaction such as signing up for a library card or paying fines.

Online services will include a variety of resources including: accessing databases, downloadable eBooks, audiobooks and music, online tutor assistance, reference services, and Ed2Go (free online learning courses). These services may be accessed from computer workstations at the Joslyn Center, City Hall, or from home. For smartphone users, the LA County Library has a phone application that enables users to review library location and hours, search the catalogue, reserve a book, join a summer reading program, ask a librarian a question, view upcoming events and classes, and download eBooks and eAudiobooks and links to Twitter and Facebook.

In addition to these services, the City will provide a dedicated reading room at the Joslyn Center and Dial-A-Ride transportation to the Redondo Beach Main Library (which provides reciprocal services for County of Los Angeles Public Library cardholders) and the County's Hermosa Beach Library.

***Land Use Entitlements***

The City and the Planning Commission have limited authority over the County Library project. The new Library project requires the approval of a Use Permit, Coastal Development Permit, and a Lot Line Adjustment. The General Plan designation of the project site is Public Facilities and the zoning classification is Public and Semi-Public District (PS Zone). The Public Facilities land use category refers to uses operated for public benefit, including public schools, government offices, and public facilities such as libraries, cultural centers, and neighborhood/community centers. Chapter 10.28 of the Manhattan Beach Municipal Code (MBMC) requires a Use Permit for a library because it is classified as Cultural Institutions use in a PS zone. The Planning Commission will adopt Findings that the project is consistent with the goals and policies of the General Plan, the Local Coastal Plan, as well as, the purposes of Zoning Code, and make recommendations to the City Council.

***Development Standards***

The Zoning Code indicates that the development standards for the site are established through the Use Permit review process. The development standards regulate the mass and bulk of proposed buildings through height and setbacks. The following are the proposed height and setbacks from property lines:

<b>Height</b>		32 feet, 10 inches*
<b>Setbacks</b>	North	10 feet
	East	10 feet
	West	8 feet, 2 inches
	South	11 feet, 11 inches

\*Measured from finished floor level at the front entrance.

The Planning Commission is required to make all of the following four findings in order to approve a Use Permit (MBMC 10.84.060):

- 1. The proposed location of the use is in accord with the objectives of this title and the purposes of the district in which the site is located;*
- 2. The proposed location of the use and the proposed conditions under which it would be operated or maintained will be consistent with the General Plan; will not be detrimental to the public health, safety or welfare of persons residing or working on the proposed project site or in or adjacent to the neighborhood of such use; and will not be detrimental to properties or improvements in the vicinity or to the general welfare of the city;*
- 3. The proposed use will comply with the provisions of this title, including any specific condition required for the proposed use in the district in which it would be located; and*

4. *The proposed use will not adversely impact nor be adversely impacted by nearby properties. Potential impacts are related but not necessarily limited to: traffic, parking, noise, vibration, odors, resident security and personal safety, and aesthetics, or create demands exceeding the capacity of public services and facilities which cannot be mitigated.*

The Use Permit Findings, findings for consistency with the purpose of the PS Zone, as well as the goals and policies of the General Plan, are included in the draft Resolution (Attachment A).

#### *Lot Line Adjustment*

Lot line adjustments may be granted administratively so long as the parcels resulting from the adjustment conform to local zoning code and building code requirements. As previously mentioned, the Zoning Code does not include prescriptive development standards specifying minimum lot size, lot width or setbacks for properties in the PS zone. Los Angeles County will be issuing the building permit for the proposed public Library and will ensure that the proposed structure meets the requirements of the California Building Code, Los Angeles County Construction Codes, the California Fire Code (with the City of Manhattan Beach amendments) and California Green Building Code (with the City of Manhattan Beach amendments). The lot line adjustments involve quitclaim exchanges of 629 square feet of real property between the County of Los Angeles and the City of Manhattan Beach. In addition, the County will grant a utility easement to the City for existing underground utilities that serve the Civic Center and surrounding area. The City Council will need to accept the land through the Lot Line Adjustment and the utility easement through a grant deed.

#### *Coastal Development Permit*

The City of Manhattan Beach has a certified Local Coastal Program (LCP) and is therefore able to issue our own Coastal Development Permits. The project is not located in the Appealable Area of the Coastal Zone and therefore is not appealable to the California Coastal Commission. Chapter A.96 of the LCP details the requirements for the Coastal Permit including the required findings. The adopted Coastal Policies and Implementation Measures are found in Chapter 4 of the LCP. The draft Resolution includes a listing of the applicable coastal access, transit, and parking policies.

#### *Environmental Determination*

On March 12, 2013, the Los Angeles County Board of Supervisors certified an Addendum to the Environmental Impact Report (EIR) for the Civic Center/ Metlox project (State Clearinghouse No. 99121090) in accordance with the requirements of the California Environmental Quality Act. The project description in the Certified EIR included the demolition and reconstruction of the library as part of the Civic Center component of the project. The proposed facility in the certified EIR was approximately 40,000 square feet. The refined public Library project with an area of approximately 21,500 square feet is approximately 46 percent smaller than the previously approved library. The EIR Addendum confirms that the current project adheres to the Facts and Findings of the certified EIR, and includes a mitigation monitoring and reporting program that identifies measures to reduce potential significant impacts associated with the previously approved project.

### ***Public Notice***

A public notice for the project was mailed to the property owners within 500 feet of the site and published in the Beach Reporter newspaper. Staff did not receive any comments at the writing of this report. A series of community meetings were held with the Cultural Arts, Planning, and Library Commissions, and the City Council in December 2010 and September and October 2011, to solicit public input on the project (Attachments B and C). Public input was taken into account in terms of site planning and building design as previously discussed.

### **CONCLUSION**

Staff recommends that the Planning Commission review the information presented in the report, open the public hearing, discuss the project, close the public hearing, and adopt the draft resolution approving the project with conditions. Representatives from the County's architectural team will provide a presentation on the proposed Library project and Los Angeles County staff will be available to answer questions.

#### Attachments:

- A. Draft Resolution No. PC 13-02
- B. Staff report and attachments for Cultural Arts Commission, Planning Commission, and Library Commission (October 10, 11, 12, 2011)
- C. Planning Commission meeting minutes for October 12, 2011
- D. Chapter 10.28
- E. Master Application Form
- F. Link to Los Angeles County Board of Supervisors, Board Letter- Agenda Item 27 (March 12, 2013) and attachments: <http://www.citymb.info/Index.aspx?page=2045>
- G. Links to Civic Center/Metlox Certified EIR- 2001: <http://www.citymb.info/Index.aspx?page=2027> and Addendum to Certified Environmental Impact Report 2013-Prepared for the Los Angeles County Board of Supervisors: <http://www.citymb.info/Index.aspx?page=2045>

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RESOLUTION NO. 13-02

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MANHATTAN BEACH APPROVING A USE PERMIT, COASTAL DEVELOPMENT PERMIT, AND LOT LINE ADJUSTMENT, AND RECOMMENDING THAT THE CITY COUNCIL ACCEPT A UTILITY EASEMENT AND THE QUITCLAIMS FOR THE LOT LINE ADJUSTMENT, TO ALLOW THE DEMOLITION OF THE EXISTING PUBLIC LIBRARY AND CONSTRUCTION OF A NEW PUBLIC LIBRARY AND RELATED IMPROVEMENTS, AT THE CIVIC CENTER SITE- 1320 HIGHLAND AVENUE. (County of Los Angeles and City of Manhattan Beach)

THE PLANNING COMMISSION OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The Planning Commission of the City of Manhattan Beach, California, hereby makes the following findings:

- A. The County and City are seeking approval of a Use Permit and Coastal Development Permit, to allow the demolition of the existing public Library and construction of a new public Library and related improvements, at 1320 Highland Avenue in the City of Manhattan Beach.
- B. In accordance with the Manhattan Beach Local Coastal Program MBLCP (Section A.28.030) a Library is classified as a Cultural Institution (Section A.08.040 C.) and a Use Permit approval is required for the project in the Public and Semi-Public (PS) Zone.
- C. The subject property is located within the City of Manhattan Beach Coastal Zone, in the non-appealable area, and is subject to a Coastal Development Permit (Section A.96.040).
- D. The applicant/property owner is the County of Los Angeles and the City of Manhattan Beach is a co-applicant as some of the related improvements are on the adjacent Civic Center property owned by the City of Manhattan Beach at 1400 Highland Avenue.
- E. The Planning Commission of the City of Manhattan Beach conducted a public hearing regarding the project at their regular scheduled meeting of March 27, 2013. The public hearing was advertised pursuant to applicable law and testimony was invited and received.
- F. An Environmental Impact Report for the Civic Center/ Metlox project was certified by the City of Manhattan Beach City Council on April 17, 2001 (State Clearinghouse No. 99121090), which includes the environmental clearance for the public Library project. The Library portion of the project described in the EIR was a 30,018-square foot Library plus a 10,000-square foot, 99-seat Cultural Arts Center, in addition to the Public Safety Facility and Metlox commercial developments. The Environmental Impact Report is on file and available for public review for the 2013 Planning Commission and City Council hearings at the City of Manhattan Beach Community Development Department, City Clerks office, public Library and on the City's website. The County prepared an Addendum to the Environmental Impact Report to confirm that the current project will not result in any new or increased impacts from those identified in the certified Environmental Impact Report. On March 12, 2013 the Los Angeles County Board of Supervisors adopted and certified the Addendum to the Civic Center/Metlox EIR and a Statement of Overriding Considerations. The Addendum to the Environmental Impact Report is on file and available for public review at the City of Manhattan Beach Community Development Department, City Clerk's office, public Library and on the City's website.

- G. On March 12, 2013 the Los Angeles County Board of Supervisors approved the project budget, awarded the contract, and approved a utility easement and a quitclaim for the Lot Line Adjustment.
- H. The property is located within Area District III and is zoned Public and Semipublic District. The properties to the west and south are zoned Downtown Commercial, the Civic Center property to the north and east is also zoned Public and Semi Public, properties further to the north across 15<sup>th</sup> Street are zoned Medium Density Residential, and the properties to the east across Valley Drive are zoned Open Space.
- I. The General Plan designation for the property is Public Facilities.
- J. The proposed project is to implement a portion of the Facilities Strategic Plan by demolishing the existing single-story, 12,188-square foot Manhattan Beach County Library and constructing a new two-story, 21,500-square foot Manhattan Beach County Library, on a 0.69 acre (30,056 square feet) County-owned site. The project also includes hardscape and landscape improvements to the existing adjacent Civic Center site at 1400 Highland Avenue, to blend the sites together. A Lot Line Adjustment is necessary for the exterior improvements between the Civic Center and Library sites, as well as to provide minimum distances between the building and property lines. The Lot Line Adjustment will not result in an increase or decrease in the square footage of either the Civic Center (City) property or the Library (County) property. The utility easement to the City across County property is necessary to accommodate existing City and other utilities located on County property.
- K. Construction of the project is currently estimated to span a total of one year and ten months from start to finish, and the project schedule is categorized by project activity. The current schedule anticipates that the Library will close in Summer 2013, demolition to begin July 2013, and construction to begin September 2013 with the new Library Grand Opening scheduled for Spring 2015.
- L. During construction of the new Library, temporary services will continue to be provided, beginning when the Library closes in the summer 2013. A bookmobile will be provided within the Downtown area at a site mutually agreed to by the City and the County. Customers will be able to order books and other materials on-line and pick them up at the temporary facility. Children's' story time will continue to be provided on a regular basis. Additionally, there are a number of other County and other public libraries that participate in the State Library's universal borrowing program that Manhattan Beach residents are able to use. County Libraries in Hermosa Beach and Lawndale and the El Segundo public Library are all within 2 to 3 ½ miles of the existing Manhattan Beach Library.
- M. The project will not individually nor cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.
- N. This Resolution, upon its effectiveness, constitutes the Use Permit and Coastal Development Permit for the subject property.
- O. Based upon State law, and MBLCP Section A.84.060, relating to the Use Permit application for the proposed project, the following findings are hereby made:
  - 1. The proposed location of the use is in accord with the objectives of this title and the purposes of the district in which the site is located since, the proposed public Library project is consistent with the MBLCP Section A.01.030, Purposes, as the project will:

- a) Foster convenient, harmonious, and workable relationships among land uses.
- b) Achieve progressively the arrangement of land uses described in the Local Coastal Plan since the new public Library will replace the existing public Library with a modern, full service facility that will continue to be an integral part of the Downtown Civic Center complex.
- c) Prevent excessive overcrowding of land or buildings, since the project will be a two-story building, providing a large public open space area to the rear that will tie in with the existing Civic Center Plaza, as well as integrate the Civic Center site along Highland Avenue with a new Plaza.
- d) Ensure the provision of adequate open space for light, air, and fire safety, since the project will provide the open space described above as well as a wide setback on the south side for pedestrian and delivery vehicle access, as well as fire safety access.
- e) Require the provision of adequate off street parking and loading facilities, and promote a safe, effective traffic circulation system, since the Civic Center provides over 200 existing public parking spaces (many free) immediately adjacent to the site and additionally over 700 public spaces within a few blocks, loading and unloading for deliveries is provided adjacent to the Library . Book returns are provided in the on-site parking lot as well as adjacent to the entrance, short-term parking is provided adjacent to the Library, the pedestrian crosswalk at Highland Avenue and 14<sup>th</sup> Street will be relocated south of the intersection to provide direct access from the public parking lot across Highland Avenue directly to the Library entrance, two public transit stops are directly in front of City Hall adjacent to the Library, and bicycle and stroller parking will be provided on-site.
- f) Ensure that service demands of new development will not exceed the capacities of existing streets, utilities, or public services, since the Certified EIR evaluated all of these service demands and concluded that all capacities could be met and has been confirmed in the subsequent EIR addendum. The most current 2011 traffic volume counts are less than the traffic volumes anticipated in 2005, as identified in the 2000 EIR, with a 4 to 46% reduction. Additionally, the proposed Library project is 1/3 smaller in building area than approved in the EIR and the 99-seat Cultural Arts Center was eliminated from the project, so the impacts are further reduced.
- g) Conserve and enhance the Coastal Zone's architectural and cultural resources, since the new public Library will be a new modern design that is comparable with the eclectic and diverse architecture of the Downtown, will incorporate design elements and materials to integrate the building with the existing Civic Center site, and existing art elements will be addressed.
- h) Conserve and enhance key visual features of Manhattan Beach's coastal setting, including its low profile character consistent with the Local Coastal Plan, since the new public Library will be lower in height than the existing adjacent City Hall building by about 4 feet, and about 12.75 feet lower than the hose tower on the adjacent Fire Station site, and there will be no rooftop equipment, it will all be incorporated into the building, so neighbors looking down on the site will see a clean rooftop. Additionally, the project will be compatible with other objectives and provisions of the Zoning

Code in that the project will provide shielded lighting, minimal signage, landscaping and irrigation, underground utilities and other applicable code standards will be met.

2. The proposed location of the use and the proposed conditions under which it would be operated or maintained will be consistent with the General Plan; will not be detrimental to the public health, safety or welfare of persons residing or working on the proposed project site or in or adjacent to the neighborhood of such use; and will not be detrimental to properties or improvements in the vicinity or to the general welfare of the City. Since the project is consistent with the Local Coastal Program (LCP), as discussed below, and the LCP is consistent with the General Plan, the project is also consistent with the General Plan. The Library is consistent with the following General Plan Goals and Policies:

### **LAND USE**

Goal LU-1: Maintain the low-profile development and small town atmosphere of Manhattan Beach.

Policy LU 1.2: Require the design of all new construction to utilize notches, balconies, rooflines, open space, setbacks, landscaping, or other architectural details to reduce the bulk of buildings and to add visual interest to the streetscape.

Goal LU-2: Encourage the provision and retention of private landscaped open space.

Goal LU-3: Achieve a strong, positive community aesthetic.

Policy LU-3.1: Continue to encourage quality design in all new construction.

Policy LU-3.2: Promote the use of adopted design guidelines for new construction in Downtown, along Sepulveda Boulevard, and other areas to which guidelines apply.

Goal LU-7: Continue to support and encourage the viability of the Downtown area of Manhattan Beach.

Policy LU-7.1: Encourage the upgrading and growth of businesses in the Downtown area to serve as a center for the community and to meet the needs of local residents and visitors.

Policy LU-7.2: Encourage the use of the Downtown Design Guidelines to improve the Downtown's visual identification as a unique commercial area.

Policy LU-7.3: Support pedestrian-oriented improvements to increase accessibility in and around Downtown.

### **INFRASTRUCTURE**

Goal I-1: Provide a balanced transportation system that allows the safe and efficient movement of people, goods and services throughout the City.

Policy I- 2.7: Monitor and minimize traffic issues associated with construction activities.

Goal I-3: Ensure that adequate parking and loading facilities are available to support both residential and commercial needs.

Policy I-3.4: Review development proposals to ensure potential adverse parking impacts are minimized or avoided.

Policy I-3.9: Work to retain on-street parking in the Beach Area, particularly on Highland Avenue.

Goal I-6: Create well-marked pedestrian and bicycle networks that facilitate these modes of circulation.

Policy I-6.6: Incorporate bikeways and pedestrian ways as part of the City's circulation system where safe and appropriate to do so.

Policy I-6.7: Encourage features that accommodate the use of bicycles in the design of new development, as appropriate.

## **COMMUNITY RESOURCES**

Goal CR-1: Maintain a park, recreation, and open space system that provides a variety of recreational opportunities accessible to all residents and meets the needs of all residents.

Goal CR-2: Enhance cultural arts programs in the community.

Policy CR-2.2: Continue to encourage and support cultural arts programs and events.

Policy CR-2.6: Provide cultural arts programs that offer a variety of opportunities to all age groups.

Policy CR-4.3: Recognize that landscaping, and particularly trees, provide valuable protection against air pollution, noise, soil erosion, excessive heat, and water runoff, and that they promote a healthy environment.

Goal CR-5: Conserve and protect the remaining natural resources in Manhattan Beach.

Policy CR-5.1: Employ principles of a sustainable environment in the development, operation, and maintenance of the community, emphasizing the importance of respecting and conserving the natural resources.

Policy CR-5.3: Encourage water conservation, including landscaping with drought-tolerant plants, use of reclaimed water, and recycling of cooling system water, in all development.

Policy CR-5.6: Encourage drainage designs which retain or detain stormwater run-off to minimize volume and pollutant concentrations.

Policy CR-5.7: Encourage the use of energy-saving designs and devices in all new construction and reconstruction.

Policy CR-5.8: Encourage utilization of "green" approaches to building design and construction, including use of environmentally friendly interior improvements.

Policy CR-5.11: Support sustainable building practices.

## **COMMUNITY SAFETY**

Goal CS-1: Minimize the risks to public health, safety, and welfare resulting from natural and human caused hazards.

Policy CS-1.5: Require that new developments minimize stormwater and urban runoff into drainage facilities by incorporating design features such as detention basins, on-site water features, or other strategies.

## **NOISE**

Goal N-2: Incorporate noise considerations into land use planning decisions.

Policy N-2.4: Encourage acoustical design in new construction.

Goal N-3: Minimize the impact of non-transportation noise sources.

Policy N-3.6: Monitor and minimize noise impacts associated with construction activities on residential neighborhoods.

Additionally, the public Library will not be detrimental to the public health, safety or welfare of persons residing or working on the proposed project site or in or adjacent to the neighborhood in that the proposed facility is replacing an existing public Library with minimal expansion of personnel and the design and conditions of the project ensure that any potential impacts will be minimized. The project will not be detrimental to properties or improvements in the vicinity or to the general welfare of the City, in that the facility will be designed to meet the public Library needs of the community for the next 25+ years. Mitigation Measures in the EIR and conditions of approval will ensure that project impacts are minimized.

3. The proposed use will comply with the provisions of this title, including any specific condition required for the proposed use in the district in which it would be located since, the required notice and public hearing requirements have been met, all of the required findings have been addressed, and conditions will be required to be met prior to the County's completion of the project.
4. The proposed use will not adversely impact nor be adversely impacted by nearby properties. Potential impacts are related but not necessarily limited to: traffic, parking, noise, vibration, odors, and aesthetics, or create demands exceeding the capacity of public services and facilities which cannot be mitigated. All of the potential impacts related to the proposed project were evaluated and addressed in the Certified EIR and have been confirmed in the EIR addendum. The Mitigation Measures applicable to the public Library portion of the EIR will all be complied with. Conditions to conform to applicable Code standards will apply. A temporary construction plan will ensure that construction impacts will be minimized to the extent feasible. The project will expand Public Facilities and services in order to meet current and future demands.

P. Based on the MBLCP Sections A.96.150, relating to the Coastal Development Permit application for the proposed public Library project, the following findings are made:

1. The project, as described in the application and accompanying materials, as modified by any conditions of approval, conforms to the certified Manhattan Beach Local Coastal

Program. The Certified EIR for the Civic Center/Metlox project provides a discussion on consistency with the policies of the LCP. The proposed public Library is consistent with the following applicable policies from Chapter 4 of the Local Coastal Program, as follows:

**Access Policies**

Policy I.A.1: The City shall maintain the existing vertical and horizontal accessways in the Manhattan Beach Coastal Zone.

Policy I.A.2: The City shall encourage, maintain, and implement safe and efficient traffic flow patterns to permit sufficient beach and parking access.

Policy I.A.3: The City shall preserve pedestrian access systems including the Spider Web park concept (Spider Web park concept: a linear park system linking the Santa Fe railroad right-of-way jogging trail to the beach with a network of walkstreets and public open spaces.

**Transit Policies**

Policy I.B.3: The City shall encourage pedestrian and bicycle modes as a transportation means to the beach.

Policy I.B.4: The City shall maintain the use of the Santa Fe right-of-way as a non-automobile transportation corridor between the northern city boundary and the intersection of Valley-Ardmore and Manhattan Beach Boulevard, as the closest link to the commercial business district and beach use.

Policy I.B.5: The City shall maintain a pathway to facilitate jogging and pedestrian usage along the Santa Fe right-of-way.

**Parking Policies**

Policy I.C.2: The City shall maximize the opportunities for using available parking for weekend beach use.

Policy I.C.3: The City shall encourage additional off-street parking to be concentrated for efficiency relative to the parking and traffic system.

Policy I.C.10: Concentrate new parking in the Downtown Commercial District to facilitate joint use opportunities (office and weekend beach parking uses).

Policy I.C.11: Maintain the existing public parking system in the vicinity of Valley/Ardmore/Manhattan Beach Boulevard to provide parking out of the downtown area.

Policy I.C.15: Continue management of existing parking facilities through enforcement to improve efficiency by keeping on-street spaces available for short-term users and encouraging the long-term parkers to use off-street parking lots.

Policy I.C.16: Improve information management of the off-street parking system through improved signing, graphics and public information and maps.

Policy I.C.17: Provide signing and distribution of information for use of the Civic Center parking for beach parking on weekend days.

**Coastal Locating and Planning New Development Policies**

Policy II.1: Control Development within the Manhattan Beach coastal zone.

2. The public Library project is not located between the first public road and the sea. The public Library project is consistent with the public access and recreation policies of Chapter 3 of the California Coastal Act of 1976, because the proposed structure does not impact public access to the shoreline and adequate public access is provided and shall be maintained along Highland Avenue, 13<sup>th</sup> Street, 15<sup>th</sup> Street, and Valley Drive/Ardmore Avenue.

The Certified Final EIR for the Civic Center/Metlox project also provides a discussion on consistency with the policies of the LCP.

- Q. In accordance with Californian Government Code Section 66412 (Subdivision Map Act), the parcels resulting from the lot line adjustments will conform to local zoning and building ordinances since the lot line adjustment involves quitclaim exchanges of exactly 629 square feet of real property between the County of Los Angeles and the City of Manhattan Beach. In addition, the County will grant a utility easement to the City for existing underground utilities that serve the Civic Center and surrounding area.
- R. The project, as described in the application and accompanying materials, as modified by any conditions of approval, conforms with the Downtown Design Guidelines. Although the Guidelines are primarily applicable to development in the Downtown Commercial (CD) Zone, the Library project is within the area defined by the Guidelines and it is therefore important to consider the Guidelines. The project is consistent with the following applicable Goals and Guidelines:

Goals:

- Goal 1: Preserve the small-town village character of downtown Manhattan Beach.
- Goal 2: Preserve and enhance the pedestrian orientation of downtown Manhattan Beach.
- Goal 3: Protect and encourage streetscape amenities.

Guidelines:

1.2 The first occupiable floor of non-residential development should be located at the sidewalk's general elevation;

1.3 Driveways should be located on alley frontages in order to conserve existing on street parking.

2.1 Compatibility with neighboring development should be given strong consideration in the design of new structures. The relationship between existing and new development should demonstrate contextual consistency and attempt to create positive relationships. The degree to which existing development should be considered will depend upon the following characteristics:

1. Architectural quality of existing development; and,
2. Estimated tenure of existing development.

2.2 New development should complement adjacent structures. Architectural diversity is encouraged, however common elements should be recognized. Elements, such as wall



heights, eaves, parapets, awnings, entryways, and/or window styles could be adjusted to compliment adjacent development.

4.1 On larger width lots the inclusion of public plazas and courtyards can extend the continuity of pedestrian activity internally.

4.2 Well-defined entries at street-facing building elevations should be used to facilitate public access.

5.1 Where feasible, incorporate landscaped areas into new development and existing development. Such landscaped areas could utilize window boxes and similar landscape amenities.

5.2 Landscaping should be designed to enhance and accentuate the architecture of the development.

Section 2. The Planning Commission of the City of Manhattan Beach hereby APPROVES the subject Use Permit, Coastal Development Permit and Lot Line Adjustment, and RECOMMENDS that the City Council accept a utility easement and quitclaims for the Lot Line Adjustment, subject to the following conditions.

**General Conditions**

1. The proposed project shall be in substantial conformance with the plans submitted and the project description, as approved by the Planning Commission on March 27, 2013. Any substantial deviation from the approved plans must be reviewed by the Director of Community Development to determine if Planning Commission review is required.

**Site Preparation/Construction**

2. A Traffic and Parking Management and Construction Plan shall be submitted in conjunction with any construction and other building plans for review by the Police and Public Works Departments prior to the County's issuance of building permits. The plan shall provide for the management of all construction related traffic during all phases of construction, including but not limited to delivery of materials and parking of construction related vehicles.
3. During the demolition and construction phases of development, a daily clean-up program for all areas affected by the project shall occur, including the pickup of all debris (utilizing an approved trash dumpster or other trash control method) at day's end and the sweeping and continued watering down of the site to assist in mitigating the movement of dirt and dust upon adjoining properties.

**Operational**

4. Operations shall comply with all South Coast Air Quality Management District Regulations and shall not transmit excessive emissions or odors across property lines.

**Noise**

5. Post construction (operational) noise emanating from the site shall be in compliance with the Manhattan Beach Municipal Code Noise Ordinance, Chapter 5.48.

**Signage**

6. A sign program shall be submitted for review of the Director of Community Development in accordance with the MBMC requirements. Signs shall be installed per the approved plans.

**Lighting**

7. An outdoor lighting program shall be submitted for review of the Director of Community Development. Outdoor lighting shall be shielded and meet all other requirements of the MBMC. Lighting shall be installed per the approved plans.

**Public Works**

8. The plans shall be reviewed by the City Public Works Department prior to the County's issuance of building permits. Right of way permits will be issued by the City.
9. The use of the adjacent Civic Center trash enclosure(s) shall meet all Public Works requirements. Trash must be picked up by a refuse company as often as necessary to ensure that the trash enclosure has adequate space to accommodate the needs of the entire site. No trash storage/disposal shall take place in the public right-of-way on Highland Avenue, 15th Street, 13<sup>th</sup> Street or Valley Drive.

**Landscaping/Irrigation**

10. A site landscaping plan, utilizing drought tolerant plants to the extent feasible, shall be submitted for review. The landscaping shall be in substantial compliance with the June 15, 2012 concept planting plan, and the requirements of the MBMC. All plants shall be identified on the plan by the Latin and common names. The current edition of the Sunset Western Garden Book contains a list and description of drought tolerant plants suitable for this area. This plan shall be reviewed by the Public Works and Community Development Departments. Landscaping shall be installed per the approved plans.
12. A low pressure, drip or other low water use irrigation system shall be installed in landscaped areas. Details of the irrigation system shall be noted on the landscape plans. The type and design shall be subject to review by the Public Works and Community Development Departments. Irrigation shall be installed per the approved plans.

**Procedural**

13. Unless appealed to the City Council, the subject Use Permit and Coastal Development Permit shall become effective after expiration of the time limits established by Manhattan Beach Municipal Code and Local Coastal Program.
14. Pursuant to Public Resources Code Section 21089 (b) and Fish and Game Code Section 711.4 (c), the project is not operative, vested, or final until the required filing fees are paid.

**Design Review**

15. Plans, material boards, color samples, renderings, and other visual displays have been submitted for review to the Community Development Department, prior to the County's issuance of building permits. The plans and details addressed linkage to the Downtown, the Civic Center,

and public parking, pedestrian orientation, the Downtown Design Guidelines, and other design details of the project. The plans addressed the following design issues and details:

- Facades/elevations
- Colors, textures, and materials
- Landscaping, lighting, signage, and public art
- Civic Center linkage, relationship and compatibility
- Streetscape design- pavement treatment, sidewalks, pedestrian crosswalks, street furniture
- Pedestrian orientation

The general location of the building footprint, as shown on the plans approved by the Planning Commission on March 27, 2013, are approved with this Use Permit, Coastal Development Permit and Lot Line Adjustment and are not subject to Design Review.

***Indemnification***

16. The County shall defend, indemnify, and hold harmless the City, its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void, or annul these permit approvals, which action is brought within the applicable limitation period. The City shall notify the County of any such claim, action, or proceeding and the City shall reasonably cooperate in the defense. If the City fails to notify the County of any claim, action, or proceeding, or the City fails to reasonably cooperate in the defense, the County shall not thereafter be responsible to defend, indemnify, or hold harmless the County.

Section 3. The time within which judicial review of the decision reflected in this resolution, if available, must be sought is governed by Section 1094.6 of the California Code of Civil Procedure and other applicable short periods of limitation. The City Clerk shall send a certified copy of this resolution to the applicant, and if any, the appellant at the address of said person set forth in the record of the proceedings and such mailing shall constitute the notice required by California Code of Civil Procedure Section 1094.6.

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution as adopted by the Planning Commission at its regular meeting of March 27, 2013 and that said Resolution was adopted by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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**RICHARD THOMPSON,**

Secretary to the Planning Commission

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**ROSIE LACKOW**  
Recording Secretary

**CITY OF MANHATTAN BEACH  
STAFF REPORT**

**TO:** Cultural Arts Commission, Planning Commission, and Library Commission

**FROM:** Jim Arndt, Public Works Director  
Richard Thompson, Community Development Director  
Richard Gill, Parks and Recreation Director

**DATES:** October 11, 12, and 13, 2011

**SUBJECT:** Status Report of the Manhattan Beach County Library Project (City of Manhattan Beach/Los Angeles County)

**RECOMMENDATION**

Staff recommends that the Commission(s) **ACCEPT THE PRESENTATION, DISCUSS, and PROVIDE COMMENTS.**

**BACKGROUND**

Project History

The County of Los Angeles *owns and operates* the existing 35-year old, 12,188 square feet Manhattan Beach Library located at 1320 Highland Avenue in Manhattan Beach. This location in the County's Library system is extremely popular. Because of its high use, the motivation increased over the years for a greater square footage, more modern design, larger community space, and more advanced technological resources.

As part of its Facilities Strategic Plan which began development in the 1990s and concluded in 2007, the City of Manhattan Beach held discussions with Los Angeles County regarding the renovation or reconstruction of the Library. Conceptual plans were submitted in 2008 by MDA Johnson-Favaro and in 2010 the Manhattan Beach City Council directed city Staff to resume discussions with the Library and hired MDA Johnson-Favaro and Linda Demmers to oversee Pre-Design.

Many Pre-Design decisions have been made including the Library's floor plan, size (21,500 square feet), location (Highland Ave. & Civic Plaza), approximate building height and constructing the Library to a new two-story structure.

The City of Manhattan Beach held a Community meeting on September 13, 2011. The purpose of the meeting was to provide a detailed update on the project status and solicit input on items still undetermined. The September 13, 2011 meeting summary is listed as Attachment 1 of this Commission report.

### Project Input

Although some areas have been decided upon, there are still several items which need further discussion and decisions. Items allowing for additional input are as follows:

1. Building exterior- windows, treatments are part of Johnson-Favaro schematics, but still accepting comment
2. Building location- basically set relative to Highland and Civic plaza-not much room for comment
3. Landscaping, exterior tie to adjacent facilities-open and available for comment, although architect will have an option at the October 11, 12, and 13<sup>th</sup> Commission meetings.
4. Ceiling heights are set at 14'-first floor and 10'-second floor. Some input about change of ceiling height is available for input, although changing ceiling height will increase building height.
5. Interim library services- some input available, up to ~\$150,000/year. Likely include a bookmobile (20 hrs./week) and children's story time (waiting for costs from Los Angeles County)
6. Overall building use permit will be reviewed by Planning Commission at a later date

### Project Budget and Schedule

#### *Budget*

Los Angeles County has established the total project budget at \$22,571,000. This amount will be funded through two sources: funding set-aside from Manhattan Beach property taxes collected for operations/improvements to the Library in the amount of \$11,141,000; and bonding against future tax collections (handled by Los Angeles County Library) in the amount of \$11,430,000.

As decisions are made, the annual Operating budget evolves. In FY2009-2010, the annual Library Operating budget was estimated at \$1,521,000. It is now projected that when the Library project is complete, the annual Operating budget will be \$1,881,000. Revenues are in excess of \$2,600,000 with a balance of revenues and operating costs being put towards project capital.

#### *Schedule*

Currently estimated to span a total of three years and four months from start to finish, the project schedule is categorized by project activity. For example, construction is set to begin March 2013 with the new Library Grand Opening scheduled for New Year's Eve 2014.

The complete budget and project schedule may be found in Attachment 2 of this Commission report, under "Attachment A" of the LA County document.

## **DISCUSSION**

The Agenda for the Cultural Arts, Planning, and Library Commission meetings scheduled to be held on either October 11, 12, and 13, 2011 is listed as Attachment 3 in this Commission report. In addition, the Planning Commission minutes from the December 8, 2010 meeting are included as Attachment 4.

### Cultural Arts Commission

Los Angeles County requires that 1% of the building construction costs and architectural fees (estimated to be \$13,700,000) be spent on an art component for the new building. The art component can be worked into the architecture of the building or it can be a stand-alone piece in or near the building or a combination of the two. The Los Angeles County Public Library and the Los Angeles County Arts Commission are willing to work with the City of Manhattan Beach to develop an artistic component for the proposed new Library. Representatives from the Los Angeles County Arts Commission will discuss with the City of Manhattan Beach Cultural Arts Commission 1) how the County Arts Commission process works; 2) how the Manhattan Beach Cultural Arts Commission will be involved; and 3) visual examples of how it has worked on other recent County library projects.

This is the first step to developing an art component for the City's new library. The County will continue to work with the City of Manhattan Beach Cultural Arts Commission over the next 6 to 12 months for full implementation of the process for the new Library.

### Planning Commission

The City of Manhattan Beach Zoning Code requires the approval of a Use Permit and a Coastal Development Permit for the new Library project. Both applications require noticed public hearings before the Planning Commission, and the public hearings will be held concurrently. The site is zoned Public and Semi-Public, and the General Plan designation for the site is Public Facilities. Findings that the project is consistent with the purpose of the Zone, as well as the goals and policies of the General Plan, will be required. Libraries are classified as Cultural Institution and Chapter 10.28 of the Manhattan Beach Municipal Code (MBMC), listed as Attachment 5 of this report, requires a Use Permit for a library. This Chapter also indicates that the Use Permit establishes the development standards for the site.

Use Permits are regulated by Chapter 10.84 of the MBMC. This Chapter has Sections that detail the requirements for a Use Permit including the purpose, authority of the Planning Commission, notice and public hearing requirements, duties of the Planning Commission and required findings. Section 10.84.060 - Required Findings of the MBMC requires that the Planning Commission make all of the following four findings in order to approve a Use Permit:

1. *The proposed location of the use is in accord with the objectives of this title and the purposes of the district in which the site is located;*
2. *The proposed location of the use and the proposed conditions under which it would be operated or maintained will be consistent with the General Plan; will not be detrimental to the public health, safety or welfare of persons residing or working on the proposed project site or in or adjacent to the neighborhood of such use; and will not be detrimental to properties or improvements in the vicinity or to the general welfare of the city;*
3. *The proposed use will comply with the provisions of this title, including any specific condition required for the proposed use in the district in which it would be located; and*
4. *The proposed use will not adversely impact nor be adversely impacted by nearby properties. Potential impacts are related but not necessarily limited to: traffic, parking, noise, vibration, odors, resident security and personal safety, and aesthetics, or create demands exceeding the capacity of public services and facilities which cannot be mitigated.*

The City of Manhattan Beach has a certified Local Coastal Program (LCP) and is therefore able to issue our own Coastal Development Permits. The project is not located in the appealable area of the Coastal Zone and therefore is not appealable to the California Coastal Commission. Chapter A.96 of the LCP details the requirements for the Coastal Permit including the required findings. The adopted Coastal Policies and Implementation Measures are found in Chapter 4 of the LCP.

Through the Use Permit and Coastal Permit process the Commission will evaluate the site plan, circulation; including vehicular, pedestrian and bicycle as well as parking, relationship of the Library to the Civic Center complex and the surrounding neighborhood and environment, exterior site features and building finishes.

An Environmental Impact Report (EIR) for the Metlox/Civic Center project, including the Library component, was certified by the City of Manhattan Beach City Council on April 17, 2001, in accordance with the requirements of the California Environmental Quality Act (CEQA). The City of Manhattan Beach and the County are working together to determine the appropriate environmental review for the Library project. CEQA defines the County as the Lead Agency for the project and they will therefore be responsible for the environmental review. The City as a responsible agency will rely on the environmental documentation prepared by the County.

#### Library Commission

As the floor plan for the new Library has been established, the role of the Library Commission will focus on programs, the interior furnishings and aesthetics of the building and temporary library services during construction.



The Commission has had an ongoing dialogue with County staff regarding program ideas to meet the community's needs. The program areas have primarily focused on teen and children's areas. They have also discussed the look and feel of the interior of the building. This has been of particular interest to the Commission providing a theme and messages that reflect the culture of Manhattan Beach. One additional programming area to be discussed is the outdoor space on the east side of the Library that opens to the civic center plaza.

Due to the high circulation of materials and overflowing children's story time, the Commission has recommended temporary services during construction of the new library. The Commission will be making recommendations on the staffing levels and frequency of the children's story time program, currently estimated to be \$26,000. This maintains the current service level of two story times per week. They are also considering the use of a temporary bookmobile, at 20 hours per week, to provide a pick-up location for books that are reserved online during construction, estimated to be \$133,000. The total budgeted amount for temporary services is \$150,000.

The Library Commission will be soliciting input from the Friends of the Library to discuss the most effective use of their space and the possibility of continuing their book sales during construction.

County staff, architects Johnson-Favaro, and library consultant Linda Demmers will be discussing these items with the Library Commission at the October 13<sup>th</sup> Library Commission Meeting.

**Attachments:**

1. Summary for September 13, 2011 Library Project Community Meeting
2. August 9, 2011 Adopted LA County Project Approval
3. Meeting Agenda for Cultural Arts, Planning, and Library Commissions
4. Minutes for the December 8, 2010 Planning Commission Meeting
5. Chapter 10.28 MBMC – PS – Public and Semi-Public District



**MANHATTAN BEACH LIBRARY  
COMMUNITY KICK-OFF MEETING  
September 13, 2011  
6:30-8:30pm  
PD/FD Community Room**

**SUMMARY OF MEETING**

Public Works Director, Jim Arndt, opened the meeting by welcoming everyone to the meeting. He then moved in to a brief introduction of the team that has brought the project to where it is to date and those presenting to the community tonight. They included, Architects, Library Consultant, LA County Library Staff, LA County Public Works Staff, Council Sub-Committee Councilmembers, City Staff, and the City Manager.

Arndt spoke briefly about the role of the City Staff, the current status of the project, and how the project came about. Arndt stated the project was a product of ten years of work leading up to where the project is today.

Arndt recapped decisions City Council made previously regarding the cost effectiveness of removing the existing building completely and constructing a brand new building which would be two stories but no higher than existing City Hall.

Arndt addressed briefly the interim service which would be provided during the construction and stated limited budgetary funds would likely provide for a book exchange and drop-off as well as story time for the children.

Arndt then turned the floor over to LA County Library Director, Margaret Todd.

Margaret Todd stated the project was a partnership based on community feedback. She went on to state the County would not be telling residents how the inside of the library would appear, the color palettes used, or exterior colors. She said the County is involved to dictate safety of the building, and ensure the durability of materials suggested for installation. Todd then turned the presentation over to her associate and Assistant Director, Miguel Acosta.

Miguel Acosta presented an overview of some of the new features the library will have including meeting rooms both inside and outside of the building. Acosta went on to say that the libraries of today are no longer musty, old buildings that simply house books and periodicals. Acosta said there goal is to assist in providing a family placed practice which maximizes space usage while providing children's librarians, computers pre-loaded with software for all age groups, including spaces and equipment sized for various ages of children. Acosta indicated there would be a teen area which provides acoustic separation to minimize noise to the other library users as well as community meeting

rooms and study rooms. Acosta envisions a place where an individual could use a workspace or study room for telecommuting a day for their work. Acosta shared a plan to have a laptop vending kiosk for use while in the library. Visitors could check out a laptop using a credit card or their library card, use a laptop, and then return it once done.

Acosta then introduced Library Consultant, Linda Demmers.

Linda Demmers presented a Power Point slideshow which outlines the “Needs Assessment Programming Trends”. She reviewed a timeline from 1995-2012. The outline included such items as the approximate library usage, city population, previous decisions and meeting outcomes regarding the construction of a new library to name a few.

Demmers then went on to discuss what has changed through the years and the core services needed. Demmers expressed a desire to have the library be a magical space for children, a family destination which encompasses a sustainable facility with sustainable materials used in the construction.

Demmers presented a slide showing a “thumbnail” image comparing various existing items to items the new library would have.

Demmers then invited Architect, Jim Favaro to speak.

Jim Favaro introduced himself and his partner, Steve Johnson. Favaro presented a Power Point slideshow beginning with a brief history of where we are today. Favaro indicated multiple meetings with City Staff, City Council, and the community led up to where the project is to date. Favaro indicated a key component of the library project was the Facilities Strategic Plan (FSP) which can be viewed on the City webpage.

Favaro presented an extensive schematic site plan of the existing Library and Civic Center footprint, including building square footage compared to the proposed new footprint and square footage.

Favaro then went on to discuss and present slides showing architecture of other cities such as Santa Barbara, Pasadena, and Palm Springs. He did this to so the community could actually see how some cities have definite architectural styles. Favaro then showed slides of various homes and businesses in Manhattan Beach, while discussing how the city has a great variety of architectural styles.

Favaro then presented actual schematic design slides showing the various elevation levels of the existing land space or footprint, all from a variety of angles and locations, i.e. Civic Plaza level, Highland Avenue, 15<sup>th</sup> Street, etc.

Favaro spoke briefly about the design thought process and how the team approached and decided the pre-design. Favaro went on to speak on the firm's desire to create a building that is open, light inviting, and part of the community. Favaro showed various slides of

“study models” his staff has constructed. The study models present various options of architectural design. Favaro closed with saying the models were merely options that would enable the creative thinking process to begin.

Jim Arndt then provided a few closing remarks and informed the community it would be open to Q&A.

Vice Chairperson of the Senior Advisory Committee, Dick Zeif

Q: What is the seating capacity of the Public Meeting Room?

A: Approximately 100 people

Q: Is there a prohibition of use of the roof completely?

A: There has been no discussion to date to use the roof space. Neighboring homes along 15<sup>th</sup> Street have requested their views not be obstructed by equipment or use of the roof space.

Stephanie Chase

Q: Will there be a library entrance on the east side as well?

A: No. The main entrances will be on Highland at the north and south sides. However, the Community Room will have an entrance on the east side.

Madonna Newberg requested the library team includes space not only for caregivers and children but for the adult caregivers as well.

Charles Kohn

Q: Are provisions being made for a temporary library during the two years of construction?

A: Due to budget funds, minimal services at best will be provided; those discussed are a book drop off and pick up location as well as story time. The community will be referred to use neighboring city libraries for that time.

Pete DeMaria

Q: What is the current age of the existing library?

A: It is approximately 45 years old.

Comment: DeMaria believes the building should be iconic. He feels the architects are doing wonderful things. DeMaria suggests letting the library be what it can be and not what a library was in the past. He did express his concerns about the Community Room not being large enough. DeMaria encourages the use of outdoor meeting spaces but he is not in favor of the current Civic Plaza. He said although it is maintained very well and the landscaping is nice, he feels the space is under-utilized. DeMaria urges the team to not construct just a box but to plan for the use of the library 20-30 years from now. His final suggestion was to set the building back 10 feet further than the commercial building to the south.

Jerry O'Connor comment he is thankful for first meeting. He expressed concern over having a two story building. He said the current programs in the City would not warrant the need for that much space. O'Connor felt the walking distance to the library from various parking lots and the need to let light in to the building should not be deciding factors in constructing a two story building. O'Connor went on to say years ago it was determined the citizens were overpaying the County. He said it was the decision of City Council to allow the County to hold on to those funds and use the money for a new library. He urges the City to look at or discussing the need to set aside additional funds for operational costs. O'Connor's final request was to have a discussion at the next Community Meeting about funding, how much there is, where it coming from, etc.

Jim Arndt agreed budget was important information they would share at the next meeting.

George Kauffman commented he loves libraries because they are a place for books. He expressed concern over where the use of physical books would be in the future. Kauffman asked if there was concern on the part of the team about it being able to remain oriented for books.

Margaret Todd responded the library would be a Community Center with books and space to do a variety of things. She went on to say there has been several debates regarding publishing of books, publisher rights, digitizing, etc. Todd said the City should create a place where book lovers can come to talk about books, enjoy books, as well as participate in a wide variety of community events and programs.

Patrick McBride expressed concern over the space being used as a telecommuter's office. He finds this concept worrisome.

Stephanie Chase

Q: How was the design decided?

A: The building footprint was established by LA County Library. The City Council decided the building should be two stories to accommodate the space needed for the various rooms. The City is entering two design phases, the Schematic Design which will conclude in December and the Design Development which will entail a detailed study of the look of the actual building.

Q: Will the new building be sustainable in 40 years?

A: The building will be a LEED Gold building but with the various aspects we are discussing we will likely receive a higher rating.

Gary McAully urges the team and LA County Library to retain the function of preserving rare materials or one of a kind items. McAully requested a room for local history collections or a space to preserve those materials.

Margaret Todd indicated the County does not have staff trained to preserve such materials or a room that is set up to climatically control temperatures to not damage such valuable materials. Todd suggested such materials be sent to a University where they

could be preserved by specially trained individuals in rooms that are environmentally set up to hold this material. Todd said many universities will scan those items to a disk so it can be used by the community it came from. Todd suggested a spate meeting with McAully be arranged to discuss this topic further.

Jack Tarr:

Q: What is the total cost of the project and isn't LEED Gold Certification costly?

A: The project overall cost is \$22 Million. The construction portion is \$12.5 Million. The funds for the Gold Certification have already been built into the budget.

Pete DeMaria

Q: Who determined the entrance placement?

A: The decision was based on recommendation from architects, Johnson Favaro.

Jerry O'Connor requested the presentation material be made available on webpage prior to next Community Meeting so he could study it and better prepare questions and comments.

Jim Arndt noted his request.

Unknown individual commented she would like to see the building pushed back some from Highland Avenue. She is not in favor of buildings that are up next to the sidewalk. She feels this takes away from the look of a building. She is also not in favor of a completely glass building. She would like to see a softer façade.

Councilmember Wayne Powell stated the budget for the library project was discussed during the recent Library Commission meeting. Powell suggested those minutes be posted to the Library Project webpage as well.

Jim Arndt noted his suggestion.

Jim Arndt then closed the meeting and asked the community note the upcoming October 11, 12, and 13 meetings related to the library. He went on to say tonight's slideshow presentation materials by Linda Demmers and Johnson Favaro would be posted to the City Library webpage as well as a summary of the meeting. Arndt indicated the next Community Meeting would likely be held the first week of November and posted to the webpage. Arndt thanked everyone for attending and closed the meeting.







# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
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MICHAEL D. ANTONOVICH  
Fifth District

August 9, 2011

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

20 August 9, 2011

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

### **PUBLIC LIBRARY: MANHATTAN BEACH LIBRARY PROJECT ESTABLISH PROJECT, APPROVE BUDGET AND RELATED APPROPRIATION ADJUSTMENT CAPITAL PROJECT NO. 69571 (FOURTH DISTRICT) (4 VOTES)**

#### SUBJECT

Approval of the recommended actions will establish a capital project for the Manhattan Beach Library Project and approve the related appropriation adjustment.

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find these administrative actions exempt from the California Environmental Quality Act Section 15378(b)(5) of the State Guidelines, because the proposed actions are considered a governmental administrative activity exempt from the definition of a project that will not result in the direct or indirect changes to the environment.
2. Establish the Manhattan Beach Library Project, Capital Project No. 69571 and approve a total budget of \$22,571,000.
3. Approve the appropriation adjustment to transfer \$5,141,000 from Public Library Designation for Program Expansion, to the Capital Project/Refurbishment Budget to fund the Manhattan Beach Library Project.

*"To Enrich Lives Through Effective And Caring Service"*

*Please Conserve Paper – This Document and Copies are Two-Sided  
Intra-County Correspondence Sent Electronically Only*

The Honorable Board of Supervisors  
August 9, 2011  
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4. Instruct the Chief Executive Officer, in collaboration with the Treasurer and Tax Collector, to develop financing recommendations to fund the remaining cost for the Manhattan Beach Library Project.
5. Approve and delegate authority to the Director of Public Works, or her designee, to accept the assignment and the implementation of a Professional Services Agreement from the City of Manhattan Beach for architectural and engineering services for the Manhattan Beach Library Project for a not-to-exceed fee of \$1,200,000.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will allow the Department of Public Works (Public Works) to proceed with the development of a scoping document for the Manhattan Beach Library Project (Project).

#### **Background**

The County owns and operates the existing 12,188 square feet Manhattan Beach Library, which is located at 1320 Highland Avenue in the City of Manhattan Beach (City). The Public Library has been in discussion with the City regarding improvements to this 35-year old facility for many years. In 2008, as a part of the City's Facilities Strategic Plan process, a feasibility study was completed to explore a range of options for the renovation and expansion of the Manhattan Beach Library.

On September 28, 2010, your Board delegated authority to the County Librarian to execute an agreement with the City for the cost reimbursement of City's pre-design work on the improvement and enhancement of the Manhattan Beach Library, given the conceptual library options which resulted from the 2008 feasibility study. The Public Library, in conjunction with the City, reviewed the age and condition of the existing building and determined that the construction of a new facility was the most practical option and would allow full implementation of program requirements and sustainability features.

#### **Proposed Project**

The proposed Project scope entails consideration of the demolition of the existing library and the construction of a new 21,500 square feet library facility on the same site. If the new library is ultimately built, it will include adult reading areas, a teen area, and a juvenile/early childhood area with dedicated programming space, a homework center; group study/tutoring rooms; a 100-seat community meeting room; express-service

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check-out machines at the lobby; information services desks; public access computers; staff areas; public restrooms; and associated site improvements, including landscaping, walkways, and security lighting.

The Project scope will also include a portion of the furniture, fixtures, and equipment (tables, chairs, built-in casework, book shelving, modular work stations, staff lockers, and book self check-out units) to expedite procurement and installation by the general contractor in coordination with the other finish trades. The remaining furniture, fixtures, and equipment (computers, printers, fax machines, and copier machines), and interior signage will be procured separately by the County with purchase orders through the Internal Services Department.

If the new library is ultimately built, the County and the City will cooperatively work on the implementation of the proposed Project. The City will assist the County by conducting the solicitation of and awarding an architectural and engineering services contract to develop the scoping document for the proposed Project and developing the appropriate environmental documentation on the County's behalf. The County will award and oversee the construction contract and provide overall management of the Project.

The proposed Project will be delivered using the design-build project delivery method. The demolition of the existing library building will be accomplished through a Public Works' Job Order Contract.

Prior to award of the construction contract to a design-build entity, we will return to your Board to obtain approval of the Project scope and budget, and financing recommendations.

#### **Green Building/Sustainable Design Program**

The Project will comply with the County's Energy and Environmental Policy. As requested by the City, the Project will be designed and constructed to achieve the United States Green Building Council Leadership in Energy and Environmental Design (LEED) Gold level certification by incorporating sustainable design features to optimize energy and water use efficiency, enhance the sustainability of the site, improve indoor environmental quality, and maximize the use and reuse of sustainable and local resources.

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### **Implementation of Strategic Plan Goals**

The proposed Project supports the County's Strategic Plan Goals of Operational Effectiveness (Goal 1), Children, Family, and Adult Well-Being (Goal 2), and Community and Municipal Services (Goal 3) by investing in public infrastructure that will enhance cultural, recreational, and lifelong learning opportunities for County residents.

### **FISCAL IMPACT/FINANCING**

The total Project cost, based on conceptual design, including scoping documents, plans and specifications, jurisdictional reviews, consultant services, construction costs, civic art, and County services, is currently estimated at \$22,571,000 (Attachment A).

The proposed Project will be funded by Set Aside Funds in the Public Library Operating Budget designated for the Manhattan Beach Library and long-term bond proceeds. As of July 2011, the total amount of Set Aside Funds in a Designation for Program Expansion in the Public Library's Operating Budget for Proposed Project is \$5,141,000. The Set Aside Funds represent the accumulated difference between annual property tax collected from the City for library services and the actual cost of providing library services in the area, plus operating savings from the closure of the library during construction (Set Aside Funds).

Approval of the attached appropriation adjustment (Attachment B) will transfer \$5,141,000 from the Library Operating budget by reducing the Designation for Program Expansion to Manhattan Beach Library Project, Capital Project 69571.

During the period of the Project's design and construction (August 2011 through December 2014), Public Library will transfer future available Set Aside Funds into the Project Budget. It is anticipated that an additional \$6,000,000 will be directed to offset Project costs during the time period, increasing the total amount of Set Aside Fund commitment to the Project to \$11,141,000.

Once the final Project budget has been determined and prior to the award of the construction contract for the proposed Project, we will develop a financing plan with the Treasurer and Tax Collector recommendations for the balance of the Project budget and return to your Board with recommendations. Debt services on such bonds will be repaid from annual property taxes collected from the City for library services.

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### **Operating Budget**

The Public Library's Fiscal Year (FY) 2009-10 operating budget for the Manhattan Beach Library was \$1,521,000. It is anticipated that the new library will begin operation in FY 2014-15. The annual operating budget for the new Manhattan Beach Library is estimated at \$1,881,000 based on increased staffing, support, facility maintenance, and other operating costs that will be required. This represents a net increase of approximately \$360,000. The Public Library projects that the City will have sufficient property tax revenues to cover the increased operating costs for the new Library.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On September 28, 2010, your Board delegated authority to the County Librarian to execute a Memorandum of Understanding (MOU) with the City, which will govern the use of property tax dollars apportioned to the County from property within the City for the purpose of providing library services at the Manhattan Beach Library. The final MOU was executed by the parties on March 31, 2011.

Pursuant to your Board's Civic Art policy adopted on December 7, 2004, the Project budget includes 1 percent of design and construction costs to be allocated to fund Civic Art for the Project.

### **ENVIRONMENTAL DOCUMENTATION**

It can be seen with certainty that approval of these recommended actions will have no potential environmental impact and accordingly are not subject to the California Environmental Quality Act (CEQA) according to Section 15378(b)(5) of the State CEQA Guidelines. The appropriate environmental documentation will be prepared by the County in conjunction with the City and provided for your Board's consideration when we return to your Board for approval of the Project and to award a design-build contract for the Project.

### **CONTRACTING PROCESS**

On August 2, 2011, the City awarded a Professional Services Agreement to Johnson Favaro to provide architectural and engineering design services for the Project for a not-to-exceed fee of \$1,200,000.

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**IMPACT ON CURRENT SERVICES**

The Public Library will develop a plan, in consultation with the City, to provide temporary library services during construction. Any operating cost savings, resulted from the closure of the library during construction, will be allocated to the Manhattan Beach Library Project, Capital Project 69571.

**CONCLUSION**

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division; Public Library; and Department of Public Works, Project Management Division I.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTR:RLR:DJT  
DKM:AC:cvb

Attachments (2)

c: Executive Office, Board of Supervisors  
County Counsel  
Arts Commission  
Auditor-Controller  
Public Library  
Public Works  
Treasurer and Tax Collector

**ATTACHMENT A****PUBLIC LIBRARY: MANHATTAN BEACH LIBRARY PROJECT  
ESTABLISH PROJECT, APPROVE BUDGET AND  
RELATED APPROPRIATION ADJUSTMENT  
CAPITAL PROJECT NO. 69571****I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Scoping Document Contract Award	08/31/2011
Prequalify Design-Builders	01/31/2012
Project Scoping Documents	06/29/2012
Award Design-Build Contract	08/31/2012
Construction Documents	11/30/2012
Jurisdictional Approvals	01/31/2013
Library Demolition	01/31/2013
Construction Start	02/28/2013
Substantial Completion	06/30/2014
Final Acceptance	09/30/2014
Library Grand Opening	12/31/2014

## II. PROJECT BUDGET SUMMARY

<b>Budget Category</b>	<b>Proposed Budget</b>
Land Acquisition	\$ 0
Construction	
Design-Build Contract	\$ 12,500,000
Job Order Contract (demolition & site remediation)	500,000
Change Orders	2,500,000
Telecommunication Equip-Affixed to Building	750,000
Civic Art	137,000
Other: Utility connections	100,000
Subtotal	\$ 16,487,000
Programming/Development	\$ 0
Plans and Specifications (Scoping Documents)	\$ 1,200,000
Plan Check and Jurisdictional Review	\$ 79,000
Consultant Services	
Site Planning (Phase I Site Assessment)	\$ 0
Hazardous Materials (Survey and Monitoring)	75,000
Materials Testing and Deputy Inspection	200,000
Cost Estimating	0
Topographic Surveys	10,000
Constructability Review	50,000
Consultant Services (Library Consultant)	50,000
Geotechnical Survey	10,000
Environmental Documents (EIR/ND/CE)	400,000
Other (Building Commissioning)	75,000
Subtotal	\$ 870,000
Furniture, Fixtures, and Equipment	\$ 1,640,000
Miscellaneous Expenditures	\$ 115,000
County Services	
Code Compliance and Quality Control Inspection	\$ 550,000
Design Review	100,000
Contract Administration	80,000
Project Management	1,218,000
Project Management Support Services	0
ISD ITS Communications	70,000
Project Technical Support	60,000
Consultant Contract Recovery	72,000
Office of Affirmative Action	20,000
PM/CM As-Needed Contract	10,000
Subtotal	\$ 2,180,000
<b>Total Project Budget</b>	<b>\$ 22,571,000</b>



**ATTACHMENT B**

**PUBLIC LIBRARY: MANHATTAN BEACH LIBRARY PROJECT  
ESTABLISH PROJECT, APPROVE BUDGET AND  
RELATED APPROPRIATION ADJUSTMENT  
CAPITAL PROJECT NO. 69571**

**APPROPRIATION ADJUSTMENT  
4-VOTE MATTER**

**FINANCIAL SOURCES:****PUBLIC LIBRARY**

B06-3017  
Designation for Program Expansion  
DECREASE APPROPRIATION                      \$5,141,000

Capital Projects-Public Library  
Manhattan Beach  
A01-CP-96-9919-65044-69571  
Operating Transfer In/CP  
INCREASE REVENUE                              \$5,141,000

**FINANCIAL SOURCES TOTAL:**              \$10,282,000

**FINANCIAL USES:**

Public Library  
Operating Budget  
B06-PL-6100-41200  
Other Financing Uses  
INCREASE APPROPRIATION    \$5,141,000

Capital Projects- Public Library  
Manhattan Beach  
A01-CP-6014-65044-69571  
Capital Asset – Building & Improvement  
INCREASE APPROPRIATION    \$5,141,000

**FINANCIAL USES TOTAL:**              \$10,282,000

**JUSTIFICATION:**

To transfer funds currently in Manhattan Beach Designation account in the Public Library's operating budget, into the Capital Project/Refurbishment Budget to fund the Manhattan Beach Library Project.

PINK (1)

BA FORM 09/09

BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENT  
DEPARTMENT OF PUBLIC LIBRARY

DEPT'S. NO. 461

July 20, 2011

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2011-2012

<u>SOURCES</u>	4 - VOTES	<u>USES</u>
PUBLIC LIBRARY		
B06-3017 Designation for Program Expansion DECREASE APPROPRIATION	\$5,141,000	Public Library Operating Budget B06-PL-6100-41200 Other Financing Uses INCREASE APPROPRIATION
		\$5,141,000
Capital Projects- Public Library Manhattan Beach A01-CP-96-9919-65044-69571 Operating Transfer In/CP INCREASE REVENUE	\$5,141,000	Capital Projects- Public Library Manhattan Beach A01-CP-6014-65044-69571 Capital Assets - Building & Improvement INCREASE APPROPRIATION
		\$5,141,000

SOURCES TOTAL: \$ 10,282,000

USES TOTAL: \$ 10,282,000

JUSTIFICATION

To transfer funds currently in Manhattan Beach Designation account in the Public Library's operating budget, to the Capital Project/ Refurbishment Budget to fund the Manhattan Beach Library Project.

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

20 AUG 9 2011

*[Signature]*  
AUTHORIZED SIGNATURE [NAME]

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ...

- ACTION
- RECOMMENDATION

- APPROVED AS REQUESTED
- APPROVED AS REVISED

AUDITOR-CONTROLLER

BY *Karen Sukima*

CHIEF EXECUTIVE OFFICER

BY *[Signature]*

B.A. NO. 006

*July 21* 20 11

*July 27* 20 11

## **AGENDA**

**CULTURAL ARTS COMMISSION:** October 11, 2011 at 6:00 p.m. in the City Council Chambers

**PLANNING COMMISSION:** October 12, 2011 at 6:30 p.m. in the City Council Chambers

**LIBRARY COMMISSION:** October 13, 2011 at 6:30 p.m. in the City Council Chambers

INTRODUCTION: Jim Arndt, Public Works Director – 5 min.

COMMISSION ROLE/RESPONSIBILITY: Richard Thompson (Planning Commission) *or* Richard Gill  
(Library Commission) – 5 min.

BUDGET/SCHEDULE: LA County Library Representative – 10 min.

PROJECT STATUS: Johnson-Favaro – 20 min.

OPERATIONAL/PROGRAMS: Linda Demmers – 10 min.

COMMISSION DISCUSSION: Richard Thompson (Planning Commission) *or* Richard Gill (Library  
Commission) – 35 min.

PUBLIC COMMENT: 30 min.

CLOSE/NEXT MEETINGS: Jim Arndt, Public Works Director – 5 min.

**MEETING ADJOURNED**



**CITY OF MANHATTAN BEACH  
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 not 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.

#### Attachment 4

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:

\_\_\_\_\_  
LAURIE JESTER  
Acting Community Development Director





## Chapter 10.28 - PS PUBLIC AND SEMIPUBLIC DISTRICT

### Sections:

[10.28.010 - Specific purposes.](#)

[10.28.020 - Applicability.](#)

[10.28.030 - Land use regulations.](#)

[10.28.040 - Development regulations.](#)

### 10.28.010 - Specific purposes.

In addition to the general purposes listed in Chapter 10.01, the specific purposes of the PS Public and Semipublic District are to:

- A. Allow consideration of a large public or semipublic use separately from regulations for an underlying base zoning that may or may not be appropriate in combination with the public or semipublic use.
- B. Allow consideration of establishment or expansion of a large public or semipublic use at rezoning hearings rather than at use permit hearings only, and give notice to all of the extent of a site approved for a large public or semipublic use by delineating it on the zoning map.
- C. Allow the Planning Commission and City Council to consider the most appropriate use of a site following discontinuance of a large public or semipublic use without the encumbrance of a base zoning district that may or may not provide appropriate regulations for reuse of the site.

(Ord. No. 1832, Amended, 01/17/91; Ord. No. 1838, Renumbered, 07/05/91)

### 10.28.020 - Applicability.

The regulations of the PS District shall preclude the regulations of any base district for the use classifications listed in Section 10.28.030, where these uses are permitted in the base district, and have a contiguous site area of 2 acres or more, including alleys, streets, or other rights-of-way. Public and semipublic use classifications on sites of less than 2 acres shall be subject to the regulations of the base and overlay districts in which they are located.

(Ord. No. 1832, Amended, 01/17/91; Ord. No. 1838, Renumbered, 07/05/91; Ord. No. 1864, Amended, 02/18/93)

### 10.28.030 - Land use regulations.

In the following schedule, the letter "P" designates use classifications permitted in PS districts. The letter "L" designates use classifications subject to certain limitations prescribed by the "Additional Use Regulations" which follow. The letter "U" designates use classifications permitted on approval of a use permit, as provided in Chapter 10.84. The letters "P/U" for an accessory use mean that the use is permitted on the site of a permitted use but requires a use permit on the site of a conditional use. Letters in parentheses in the "Additional Regulations" column reference regulations following the schedule.

.....		
<b>PS DISTRICT: LAND USE REGULATIONS</b>		
	<b>P — Permitted</b>  U — Use Permit <b>L — Limited (See Additional Use Regulations)</b>	
	PS	Additional Regulations
.....		
<b>Public and Semipublic</b>		
Cultural Institutions	U	
Day Care, General	U	
Farmers' Market	U	
Government Offices	L-16	
Hospitals	U	
Maintenance & Service Facilities	L-16	
Park & Recreation Facilities	L-16	
Public Safety Facilities	L-16	
Religious Assembly	L-20	
Residential Care, General	U	
Schools, Public or Private	U	
Utilities, Major	U	
Utilities, Minor	P	
<b>Commercial Uses</b>		
Eating and Drinking Establishments	L-17	
Offices, Business and Professional	L-18	
Vehicle/Equipment Sales and Services Commercial Parking Facility	L-19	
<b>Accessory Uses</b>		
Accessory Uses and Structures	P/U	
<b>Temporary Uses</b>		
Animal Shows	U	(A)
Christmas Tree/Pumpkin Sales	P	
Circuses and Carnivals	U	
Commercial Filming, Limited	U	
Trade Fairs	U	
<b>Nonconforming Uses</b>		
		(B)

.....

**PS District: Additional Use Regulations**

.....

L-16 City-owned facilities are permitted; all other facilities require a use permit.

L-17 Permitted as an accessory use in a cultural, educational, hospital, or medical institution occupying no more than 5,000 square feet, only if there is no separate entrance or sign.

L-18 Allowed on surplus school sites with a use permit subject to the following limitations:

1. No new structure, including temporary or mobile, shall be built or moved to the site for office purposes.
2. Adequate parking, or required by Chapter 10.64, shall be provided.
3. No clients or customers shall be permitted on the site except on an occasional basis.
4. Hours of business operation shall not exceed 7:00 a.m. to 7:00 p.m. and weekend and holiday use of the office facilities shall not be permitted except under specific time limitations established as a condition of approval of the use permit.
5. The Community Development Director shall review compliance with conditions of approval annually.
6. The permit may be revoked upon application of the property owner with six months notice to the office tenant.

L-19 Public parking permitted, but commercial parking facilities on City-owned land require a use permit.

L-20 A use permit is required, except for existing church facilities, including private schools contained therein, which do not exceed an overall floor area factor greater than half of the maximum floor area factor permitted by the development standards of the base district. Such excepted facilities shall be subject to the following standards:

1. The depth of the required front yard shall be the same as that required in the zone and area district in which it is located.
2. Buildings and structures on the site shall not be closer than 25 feet to any residential boundary property line, except that a detached single-family dwelling on such site shall conform to the yard requirements, height, and required distance between buildings as prescribed in the zone and area district in which the site is located.
3. No portion of any building or structure shall exceed a height of 30 feet as measured from the average of the finished ground level at the center of all walls, except that steeples or other architectural features containing no floor space may exceed such height limit.
4. All off-street parking requirements shall be conformed to, except that on interior lots the required side yards may be used to provide off-street parking areas and, on corner lots, the interior side yard may be similarly used. Under no circumstances may the required front yard or side yard on the side street side be used for off-street parking.

5. All lights provided to illuminate any parking area or building on such site shall be arranged so as to direct the light away from any premises upon which a dwelling unit is located.
6. All bounding streets and/or alleys shall be improved to the dimensions indicated on any formally-adopted plans therefor, and to the City's specifications pertaining to materials, design and construction. Where no official plan for street alignment or widths has been adopted, the plan shall be submitted to the Planning Commission for report and recommendation.
7. The following signs only are permitted:
  - (i) One sign area on the outside wall of the main building and parallel thereto, having an area not greater than twenty (20) square feet; and
  - (ii) A detached sign having dimensions totaling not more than twenty (20) square feet and on which both faces may be utilized, such sign being securely mounted on the ground on supports and the top of which sign shall not be more than six (6) feet above the natural level of the ground upon which it rests.
8. Loading and unloading of school buses shall be on the school site and no storage or servicing of school buses or automotive equipment shall be permitted on the site.

(A) See Section 10.84.110: Temporary use permits.

(B) See Chapter 10.68: Nonconforming uses and structures.

(Ord. No. 1832, Amended, 01/17/91; Ord. No. 1838, Renumbered, 07/05/91, ; Ord. No. 1860, Amended, 10/29/92; Ord. No. 1864, Amended, 02/18/93; Ord. No. 1883, Amended, 07/15/93)

#### **10.28.040 - Development regulations.**

Development regulations shall be as specified by the use permit, provided that if the use permit fails to regulate an element regulated by an abutting base district, or a use permit is not required, the regulations of the nearest base district shall apply to each portion of a PS district.

(Ord. No. 1832, Amended, 01/17/91; Ord. No. 1838, Renumbered, 07/05/91)

**CITY OF MANHATTAN BEACH  
PLANNING COMMISSION  
MINUTES OF REGULAR MEETING  
OCTOBER 12, 2011**

A Regular Meeting of the Planning Commission of the City of Manhattan Beach, California, was held on the 12th day of October, 2011, 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: Conaway, Gross, Seville-Jones, Vice-Chair Andreani  
Absent: Chairperson Paralusz  
Staff Present: Richard Thompson, Director of Community Development  
Laurie Jester, Planning Manager  
Jim Arndt, Public Works Director  
Recording Secretary, Sarah Boeschen

**2. APPROVAL OF MINUTES – September 28, 2011**

Commissioner Conaway requested that “thee” be corrected to “three” in the first paragraph under “Commission Discussion” on page 4 of the September 28 minutes.

Commissioner Gross requested that wording be added after the first sentence of the fourth paragraph on page 5 of the minutes to state: “Commissioner Gross commented that he strongly supports the project. He expressed agreement with Commissioner Seville-Jones’ comments encouraging community comments and concerns but recognizing rights of applicants to lawful use of the land.”

Commissioner Gross requested that the last paragraph of page 7 of the minutes be revised to read: “Commissioner Gross pointed out that there is not a commercial district that is located within 1,000 feet ~~from a school~~ of public schools.”

Commissioner Gross requested that wording be added at the end of the first paragraph on page 10 of the minutes to read: “Commissioner Gross indicated that he would prefer that tattoo studios be permitted in the CD zone rather than in the CG zone. He said the draft Resolution does not provide a process where residents near a proposed tattoo studio would be notified or have recourse.”

A motion was MADE and SECONDED (Seville-Jones/Conaway) to **APPROVE** the minutes of September 28, 2011, as amended.

AYES: Conaway, Gross, Seville-Jones, Vice-Chair Andreani  
NOES: None  
ABSENT: Chairperson Paralusz  
ABSTAIN: None

**3. AUDIENCE PARTICIPATION**

None.

#### **4. BUSINESS ITEMS**

##### **10/12/11-2 Presentation and Status Report of Manhattan Beach County Library Project**

Public Works Director Jim Arndt summarized the staff report. He commented that the agenda that was given to the Commission is the same as was given to the Cultural Arts Commission and the Library Commission. He stated that Linda Demmers, Library consultant, was not able to attend the meeting. He pointed out that information regarding the project is on the City's website. He indicated that there was a public meeting regarding the project on September 13, and there will be a further public meeting in early November. He commented that the date of the meeting will be posted on the City's website. He indicated that decisions regarding the location, overall size of the library, and floor plan have been determined. He said that the library will be 21,500 square feet. He indicated that decisions have not been finalized regarding the exterior of the building and landscaping. He commented that story time may be provided two to four times a week and a bookmobile will be in the area for 20 to 40 hours per week while the library is under construction. He stated that up to \$150,000 per year will be budgeted for interim services.

Director Thompson pointed out that the Planning Commission's main responsibility is to approve the Use Permit and Coastal Development Permit. He pointed out that a list of the required findings that must be made to approve the project is included in the staff report. He said that the decision of the City cannot be appealed to the Coastal Commission. He said that the Commissioners also should look at the project as residents. He stated that it is important for the Commissioners to consider the relationship of the Library to the Civic Center complex and the surrounding neighborhood. He commented the plans for the project are changing almost daily, and they will be given to the Commission before the next meeting. He stated that there was a community meeting held on September 13 regarding the project.

Jason Kim presented the project budget and project schedule for the new library. He stated that the total project budget is \$22,571,000. He stated that the new library is scheduled to open in December of 2014.

In response to a question from Commissioner Seville-Jones, Public Works Director Arndt indicated that the \$137,000 budgeted for art for the project has been dedicated from County rather than City funds, although the City does have a separate public art fund. He stated that no money from the City's General Fund would be used for the project.

In response to a question from Commissioner Seville-Jones, Mr. Kim indicated that they have forecast the number of hours that would be needed for county inspectors and project managers and contract administrators for the duration of the project in arriving at the figure of \$2,180,000 that is budgeted for county services.

Gil Garcia said that Johnson Favaro has been contracted with the County to prepare the scoping documents but would be precluded from participating in the design build procurement process for the library. He said that they will continue to be under contract with the County and will provide support services and will help to review the documents prepared by the design builder.

In response to a question from Vice-Chair Andreani, Mr. Garcia commented that \$400,000 is budgeted under "consultant services" for preparation of an Environmental Impact Report (EIR). He indicated, however, that an EIR was prepared previously as part of the City's Civic Center/Metlox Plan that included a library. He said that they are working with staff to determine if it can be utilized for the project.

Vice-Chair Andreani indicated that she is pleased that a budget and project schedule have been prepared that allow for public comments.

In response to a question from Commissioner Gross, Mr. Garcia stated that Johnson Favaro will be retained by the County to review the plans from the design builder to ensure that they comply with the scoping documents.

**Jim Favaro**, the project architect, gave an overview of the project design. He said that the smaller configuration of the library will allow the library to be run efficiently with creating more open space, requiring less heating, and requiring less staff costs. He stated that there would be the opportunity in the future of adding onto the library or adding other uses in the Civic Center. He pointed out that the more compact design also allows for more daylight to enter the building. He said that they are concerned with respecting the views of the neighboring properties along 15<sup>th</sup> Street and the homes on the hill beyond Valley Ardmore. He indicated that the maximum height was a major consideration in the design. He commented that four parking lots potentially can serve the library, including the lot for City Hall, a small lot with approximately 10 parking spaces next to the driveway into the Civic Center parking garage, the lot under the Civic Center, and the public parking lot across Highland Avenue. He indicated, however, that only the City Hall parking lot adequately serves the library in its current configuration. He indicated that they plan to eliminate the benches and planters on the south side and the west of City Hall next to the Human Resources entry. He commented that they will grade the site to the level of Highland Avenue. He indicated that they are proposing to place the main entrance closer to Highland Avenue. He commented that the new location of the entrance would allow easy access from the parking lot across Highland Avenue. He said that the building would be set back about 20 feet from the curb and 10 feet from the edge of the sidewalk. He commented that direct access would also be provided to the library with ramps from the 15<sup>th</sup> Street parking lot and the underground parking lot.

**Mr. Favaro** said that there is an opportunity to provide a small park on the east side of the library. He commented that the intent is to keep the park area as open without benches, walkways, or planters. He indicated that the area could be used for community events. He stated that the intent is for functions of the library like storytime to spill out into the park area. He said that there would be a walk street along the south side of the library that would allow for service vehicle and pedestrian access. He said that the walk street would become a walkway for pedestrians when not being used for deliveries to the library.

**Mr. Favaro** commented that the two entrances would converge into one room at the front of the building. He indicated that the community room for the library would be larger than the community room that is located in the Police and Fire Facility. He commented that the community room would overlook the park area. He indicated that the more active and noisier areas of the library would be on the ground level, and the quiet area with the book stacks and reference library would be on the second level. He said that glass doors could open to connect the children's area with the outdoor pocket park. He indicated that the community room could be used for children's story time during the day and for meetings during the evenings. He said that a dedicated area would be provided for mechanical equipment on the second floor in order to eliminate the need to place equipment on the roof to preserve the views of the neighbors. He said that the maximum height of the structure would be 4 feet below the height of City Hall.

**Mr. Favaro** commented that the City does not have a single architectural style, and the structures are a large mix of styles. He described possibilities for the design of the exterior of the building. He stated that they are considering the use of a second layer of glass along the exterior of the building to provide a barrier to protect from the glare of the sun. He commented

that they would like for the building to have a transparent look with the use of glass. He said that the current technologies with glass would animate the design of the building. He commented that putting the protective layer inside of the transparent layer of glass would allow the building to maintain a transparent appearance. He stated that the gap between the layers could be sealed to help to keep heat inside the building in the winter to reduce heating costs. He indicated that the inner layer could also be opened up to allow the hot air to circulate out of the building. He indicated that the extra layer of glass would also help to provide an acoustical barrier from the outside of the building.

Commissioner Conaway said that he is concerned with the lower height of the second story. He stated that he understands that there are concerns with views from the properties on 15<sup>th</sup> Street. He suggested the possibility of granting a variance to increase the height of the structure. He indicated that having more height would allow more natural daylight to enter into the structure. He commented that there is potential for the second floor to be a great space, and he is concerned with sacrificing a couple feet of height for a handful of properties that may or may not have issues regarding the view. He asked if an additional 1 or 2 feet of height would impact the views of the neighbors.

**Mr. Favaro** said that three adjacent neighbors on 15<sup>th</sup> Street did have an issue with the blocking of their views of the ocean and the base of Palos Verdes. He said that the view from inside the building through the windows would provide the grandeur of the space. He said that they are confident that they can provide a good reading area with the height of the second story as planned.

In response to a question from Vice-Chair Andreani, Director Thompson pointed out that the height is determined by the Use Permit. He indicated that staff evaluated the area to determine the most appropriate maximum height considering all of the factors.

Commissioner Conaway indicated that he likes the approach with using glass for the exterior. He commented that all City buildings will meet the LEED gold standard, and he would hope the County would match the same standard.

**Mr. Favaro** indicated that the structure would be commissioned gold. He commented that they are looking into using glass that acts as solar panels.

Commissioner Conaway stated that he has a concern with having sufficient funds to maintain and keep the glass clean on the exterior of the building.

**Mr. Favaro** pointed out that glass may be preferable to using plaster on the exterior of the building because it is more resistant to corrosion with the moisture in the air from the ocean.

Commissioner Conaway said that he would hope the pocket park could help to activate the Civic Center plaza and that it would be utilized.

Commissioner Seville-Jones commented that she likes the idea of doors that would open to the pocket park, as she had a concern previously regarding a lack of fresh air circulating in the building. She indicated that she is not certain of the activities that would take place in the park. She said that she is not certain of ideas to make the park more usable for performance groups or other organizations for activities or performances. She suggested that a grass be used that is drought resistant for the park.

Vice-Chair Andreani asked about establishing a reservation system for use of the pocket park and making the park available for different types of uses in addition to the library.



**Mr. Favaro** commented that he would imagine that the Parks and Recreation Department and Library would come together to program events in the space.

Commissioner Seville-Jones said that the coordination of the Parks and Recreation Department with the County for use of the Library is important, as events could be scheduled during times that the Library is closed. She indicated that the pocket park would be on County property, and it would be important to include language in the Use Permit that the park is allowed for use by the City. She asked whether the City would be able to participate in any decision by the County to sell the property in the future.

Director Thompson indicated that he can bring back further information regarding the authority of the City in the event the County decides to sell the property. He said that he will also provide the Commissioners with further information regarding the programming that is envisioned with the park. He commented that a presentation regarding the library project was given to high school students at the Police Fire Facility, and they were very excited about the possibility of using the pocket park for activities.

Commissioner Seville-Jones indicated that she would like further information as to whether the Use Permit can include language that the City would have the first right of refusal in the event that the County decides to sell the property.

Vice-Chair Andreani also suggested including language in the Use Permit regarding which group or groups would manage programming for the park area.

Commissioner Gross commented that the water play area in the open space of the Metlox center attracts people. He suggested that some thought be given to attracting people to the park. He indicated that having a place for performance art would be a great benefit and would be used at night. He said that consideration should be given to utilizing the space during the day. He commented that he has rebuilt his house on The Strand several times over the years and has struggled with the best way to utilize glass with tinting and shades. He commented that the colors of the ocean vary greatly and are beautiful during all times of the year. He said that he currently has glass in his home that is designed for windshields which helps protect against ultra violet rays but is not effective in shielding heat. He indicated that that tinted glass blocks the beautiful shades of gray of the ocean. He said he is concerned that that the layer of protection that is being suggested for the Library would eliminate the transparency of the structure.

**Mr. Favaro** indicated that the layer of protective glass would not be dark. He commented that they would use shades to block sunlight regardless of the type of glass that is used.

Commissioner Gross commented that blocking heat from the sun is a definite problem with large windows. He commented that he is worried that the view of the ocean with all of its colors would be lost from inside the building if tinted glass is used.

**Mr. Favaro** indicated that they are more interested with the reflectivity of the interior layer of glass rather than with using tinting.

In response to a question from Commissioner Gross, Mr. Favaro commented that the south side of the structure would not be all glass. He indicated that they are not certain of the design for the south side of the structure. He commented that there is an opportunity for generating solar power on the south side.

Vice Chair Andreani said that it is necessary to allocate sufficient space for books and computers in the library. She stated that using all glass for the exterior would take away wall space that could be used for shelving.

**Mr. Favaro** said that there have been detailed discussions regarding the functionality of the space as a library.

Vice-Chair Andreani commented that she feels it is important for the library to be functional. She indicated that she feels a completely glass structure would not fit in with the architectural style of the adjacent buildings, and she would like to see additional stucco, plaster, or wood used in the design.

Commissioner Gross stated that the architectural style of the City is very eclectic, and he is not concerned that the style of the library may not match the surrounding buildings. He suggested possibly using patinaed copper, which has a beautiful look as it ages. He indicated that the copper matches well with glass, is very durable under the elements, and requires no maintenance.

Commissioner Seville-Jones commented that having an entrance to the library off of the Civic Center plaza would help to bring people into the plaza area.

**Mr. Favaro** stated that a great deal of consideration was given to the appropriate location for the library entrance. He said that the placement of the entrance determines the placement of many features on the first floor. He said that they made the determination of the best configuration for the first level, and it seemed more natural for the entrance to be placed off of the main street. He commented that they also felt the design was the best balance for providing access from the different parking lots.

Commissioner Seville-Jones stated that she would want the Use Permit to include language to ensure that no features are added to the roof in order to preserve the views over the building.

Commissioner Conaway suggested adding skylights, sculpting or slope to the roof to provide some articulation and prevent it from being one continuous flat surface. He commented that he does not feel adding a small amount of height would significantly impact views, as it is a small area.

**Mr. Favaro** said that they had not thought about adding articulation to the roof. He commented that their concept was to design the roof to be as minimal as possible to make it almost seamless with the plane of the ocean.

Vice-Chair Andreani suggested including a system for validating parking for the library at the parking lot across Highland Avenue.

In response to a question from Vice-Chair Andreani, **Mr. Favaro** said that the walk-street on the south side of the library would have bollards and would not be used by vehicles except for limited deliveries to the library.

Commissioner Seville-Jones commented that she would like for language to be included in the Use Permit regarding deliveries and the use of the walk-street. She indicated that there is a concern if pedestrians are not anticipating that cars would use the walk-street.

Director Thompson said that staff always anticipated that the walk-street would primarily be used as a walkway. He commented that more study is needed to determine how it is designed to accommodate a delivery truck.

Commissioner Seville-Jones indicated that she would like more information regarding the anticipated use of the walk-street and regarding the type, number and timing of deliveries that would be made to the library.

In response to a question from Commissioner Gross, **Fred Hungerford**, Chief Deputy of the County Library, commented that the story time program is offered four times a week. He commented that there has not been an issue with a large number of children arriving and accessing the library at one time. He indicated that they have accommodated additional room inside the library for stroller parking. He pointed out that the design of the library is primarily intended to meet public service needs. He commented that they would increase their collection and seating with the new library. He said that the library would include self check-out stations. He indicated that the library would increase from 15 to 46 computers. He stated that their current meeting room is 766 square feet, and it would be increased with the new library to 1,220 square feet. He commented that their primary deliveries occur at night. He indicated that their primary use of the walk-street during the day would be for maintenance crews.

In response to a question from Commissioner Seville-Jones, **Mr. Hungerford** said that it is the practice of the County to adhere to their budget. He indicated that they will reduce the scope of the project in order to remain within their budget if necessary.

In response to a question from Commissioner Seville-Jones, **Mr. Hungerford** commented that they plan to have storytime four times a week and to have a book-mobile parked in the Civic Center 20-40 hours a week in the transition period while the new library is being constructed. He indicated that customers can also place their requests for books online and the items would be delivered each day that they are open. He commented that there are also book loans from other libraries that would be available to Manhattan Beach residents.

In response to a question from Commissioner Conaway, Public Works Director Arndt indicated that construction of the exterior hardscape and landscape area of the building is budgeted, although it is not a large amount. He said that the intent is to tie the project in with the surrounding buildings.

In response to a question from Commissioner Seville-Jones, Director Thompson said that the time line for the project would be longer if a new EIR is needed. He indicated that staff is confident that the existing EIR provides the necessary documentation for the project.

Public Works Director Arndt pointed out that the City Council has directed that none of the City's general fund would be used for the project. He stated that money from property taxes that is received by the County will be used for the project. He pointed out that property taxes to residents will not increase as a result of the project.

Commissioner Seville-Jones commented that she is concerned that cost overruns could result in features that are planned for the library not being included because of the budget.

In response to a question from Commissioner Gross, **Mr. Hungeford** indicated that the community room would be used for library programming, storytime, and author talks. He said that the room would also be available for community use and would be fully equipped with assisted listening, an audio visual projector, sound system, wireless internet access, and

computer jacks. He commented that there would also be a system to check out laptop computers for use in the library.

Vice-Chair Andreani stated that she would like for the roof to have some articulation and not be completely flat. She commented that the setback from Highland Avenue could also reduce the appearance of bulk.

Commissioner Conaway said that he supports the use of glass to provide a transparent feel to the structure. He suggested that consideration be given to both passive and active uses for the pocket park. He indicated that he would encourage the architect to also include fun colors and themes from the beach in their design of the interior. He said that he is concerned with the transition of the design from Johnson Favaro to another firm after 90 percent of the design is completed. He commented that he is concerned with the budget for the project and that the design of the structure as imagined is able to actually be constructed.

## **5. DIRECTORS ITEMS**

Director Thompson commented that the City Council agreed with the recommendation of the Planning Commission to gather further information regarding the number of liquor licenses that are issued in the City. He indicated that the item will be brought back to the City Council in March of 2012.

## **6. PLANNING COMMISSION ITEMS**

### **7. TENTATIVE AGENDA October 26, 2011**

- a. Chase Bank- Master Use Permit Amendment, 1130 N. Sepulveda Boulevard**
- b. Food Truck Code Amendment Discussion**

## **8. ADJOURNMENT**

The meeting was adjourned at 8:55 p.m. to Wednesday, October 26, 2011, in the City Council Chambers, City Hall, 1400 Highland Avenue

SARAH BOESCHEN  
Recording Secretary

ATTEST:

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RICHARD THOMPSON  
Community Development Director

## Chapter 10.28 - PS PUBLIC AND SEMIPUBLIC DISTRICT

### Sections:

- [10.28.010 - Specific purposes.](#)
- [10.28.020 - Applicability.](#)
- [10.28.030 - Land use regulations.](#)
- [10.28.040 - Development regulations.](#)

### **10.28.010 - Specific purposes.**

In addition to the general purposes listed in Chapter 10.01, the specific purposes of the PS Public and Semipublic District are to:

- A. Allow consideration of a large public or semipublic use separately from regulations for an underlying base zoning that may or may not be appropriate in combination with the public or semipublic use.
- B. Allow consideration of establishment or expansion of a large public or semipublic use at rezoning hearings rather than at use permit hearings only, and give notice to all of the extent of a site approved for a large public or semipublic use by delineating it on the zoning map.
- C. Allow the Planning Commission and City Council to consider the most appropriate use of a site following discontinuance of a large public or semipublic use without the encumbrance of a base zoning district that may or may not provide appropriate regulations for reuse of the site.

(Ord. No. 1832, Amended, 01/17/91; Ord. No. 1838, Renumbered, 07/05/91)

### **10.28.020 - Applicability.**

The regulations of the PS District shall preclude the regulations of any base district for the use classifications listed in Section 10.28.030, where these uses are permitted in the base district, and have a contiguous site area of 2 acres or more, including alleys, streets, or other rights-of-way. Public and semipublic use classifications on sites of less than 2 acres shall be subject to the regulations of the base and overlay districts in which they are located.

(Ord. No. 1832, Amended, 01/17/91; Ord. No. 1838, Renumbered, 07/05/91; Ord. No. 1864, Amended, 02/18/93)

### **10.28.030 - Land use regulations.**

In the following schedule, the letter "P" designates use classifications permitted in PS districts. The letter "L" designates use classifications subject to certain limitations prescribed by the "Additional Use Regulations" which follow. The letter "U" designates use classifications permitted on approval of a use permit, as provided in Chapter 10.84. The letters "P/U" for an accessory use mean that the use is permitted on the site of a permitted use but requires a use permit on the site of a conditional use.

Title 10 - PLANNING AND ZONING  
 PART II - BASE DISTRICT REGULATIONS  
 Chapter 10.28 - PS PUBLIC AND SEMIPUBLIC DISTRICT

Letters in parentheses in the "Additional Regulations" column reference regulations following the schedule.

.....		
<b>PS DISTRICT: LAND USE REGULATIONS</b>		
	<b>P — Permitted</b>  U — Use Permit <b>L — Limited (See Additional Use Regulations)</b>	
	PS	Additional Regulations
.....		
<b>Public and Semipublic</b>		
Cultural Institutions	U	
Day Care, General	U	
Farmers' Market	U	
Government Offices	L-16	
Hospitals	U	
Maintenance & Service Facilities	L-16	
Park & Recreation Facilities	L-16	
Public Safety Facilities	L-16	
Religious Assembly	L-20	
Residential Care, General	U	
Schools, Public or Private	U	
Utilities, Major	U	
Utilities, Minor	P	
<b>Commercial Uses</b>		
Eating and Drinking Establishments	L-17	
Offices, Business and Professional	L-18	
Vehicle/Equipment Sales and Services Commercial Parking Facility	L-19	
<b>Accessory Uses</b>		
Accessory Uses and Structures	P/U	
<b>Temporary Uses</b>		(A)
Animal Shows	U	
Christmas Tree/Pumpkin Sales	P	
Circuses and Carnivals	U	
Commercial Filming, Limited	U	
Trade Fairs	U	
<b>Nonconforming Uses</b>		(B)

.....

**PS District: Additional Use Regulations**

.....

L-16 City-owned facilities are permitted; all other facilities require a use permit.

L-17 Permitted as an accessory use in a cultural, educational, hospital, or medical institution occupying no more than 5,000 square feet, only if there is no separate entrance or sign.

L-18 Allowed on surplus school sites with a use permit subject to the following limitations:

1. No new structure, including temporary or mobile, shall be built or moved to the site for office purposes.
2. Adequate parking, or required by Chapter 10.64, shall be provided.
3. No clients or customers shall be permitted on the site except on an occasional basis.
4. Hours of business operation shall not exceed 7:00 a.m. to 7:00 p.m. and weekend and holiday use of the office facilities shall not be permitted except under specific time limitations established as a condition of approval of the use permit.
5. The Community Development Director shall review compliance with conditions of approval annually.
6. The permit may be revoked upon application of the property owner with six months notice to the office tenant.

L-19 Public parking permitted, but commercial parking facilities on City-owned land require a use permit.

L-20 A use permit is required, except for existing church facilities, including private schools contained therein, which do not exceed an overall floor area factor greater than half of the maximum floor area factor permitted by the development standards of the base district. Such excepted facilities shall be subject to the following standards:

1. The depth of the required front yard shall be the same as that required in the zone and area district in which it is located.
2. Buildings and structures on the site shall not be closer than 25 feet to any residential boundary property line, except that a detached single-family dwelling on such site shall conform to the yard requirements, height, and required distance between buildings as prescribed in the zone and area district in which the site is located.
3. No portion of any building or structure shall exceed a height of 30 feet as measured from the average of the finished ground level at the center of all walls, except that steeples or other architectural features containing no floor space may exceed such height limit.
4. All off-street parking requirements shall be conformed to, except that on interior lots the required side yards may be used to provide off-street parking areas and, on corner lots, the interior side yard may be similarly used. Under no circumstances may the required front yard

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or side yard on the side street side be used for off-street parking.

5. All lights provided to illuminate any parking area or building on such site shall be arranged so as to direct the light away from any premises upon which a dwelling unit is located.

6. All bounding streets and/or alleys shall be improved to the dimensions indicated on any formally-adopted plans therefor, and to the City's specifications pertaining to materials, design and construction. Where no official plan for street alignment or widths has been adopted, the plan shall be submitted to the Planning Commission for report and recommendation.

7. The following signs only are permitted:

(i) One sign area on the outside wall of the main building and parallel thereto, having an area not greater than twenty (20) square feet; and

(ii) A detached sign having dimensions totaling not more than twenty (20) square feet and on which both faces may be utilized, such sign being securely mounted on the ground on supports and the top of which sign shall not be more than six (6) feet above the natural level of the ground upon which it rests.

8. Loading and unloading of school buses shall be on the school site and no storage or servicing of school buses or automotive equipment shall be permitted on the site.

(A) See Section 10.84.110: Temporary use permits.

(B) See Chapter 10.68: Nonconforming uses and structures.

(Ord. No. 1832, Amended, 01/17/91; Ord. No. 1838, Renumbered, 07/05/91, ; Ord. No. 1860, Amended, 10/29/92; Ord. No. 1864, Amended, 02/18/93; Ord. No. 1883, Amended, 07/15/93)

**10.28.040 - Development regulations.**

Development regulations shall be as specified by the use permit, provided that if the use permit fails to regulate an element regulated by an abutting base district, or a use permit is not required, the regulations of the nearest base district shall apply to each portion of a PS district.

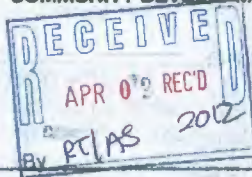
(Ord. No. 1832, Amended, 01/17/91; Ord. No. 1838, Renumbered, 07/05/91)





# MASTER APPLICATION FORM

CITY OF MANHATTAN BEACH  
COMMUNITY DEVELOPMENT DEPARTMENT



**Office Use Only**  
Date Submitted:  
Received By:  
F&G Check Submitted:

1320 HIGHLAND  
Project Address

1-12-12

**Legal Description**

Public Facilities  
General Plan Designation

PS Semi-Public Zone  
Zoning Designation Area District

For projects requiring a Coastal Development Permit, select one of the following determinations<sup>1</sup>:

Project located in Appeal Jurisdiction

- Major Development (Public Hearing required)
- Minor Development (Public Hearing, if requested)

Project not located in Appeal Jurisdiction

- Public Hearing Required (due to UP, Var., etc.)
- No Public Hearing Required

**Submitted Application (check all that apply)**

NO FEE

- |   |  |
|---|--|
| <input type="checkbox"/> Appeal to PC/PWC/BBA/CC                      | <input type="checkbox"/> Use Permit (Residential)            |
| <input checked="" type="checkbox"/> Coastal Development Permit        | <input checked="" type="checkbox"/> Use Permit (Commercial)  |
| <input type="checkbox"/> Environmental Assessment                     | <input type="checkbox"/> Use Permit Amendment                |
| <input type="checkbox"/> Minor Exception                              | <input type="checkbox"/> Variance                            |
| <input type="checkbox"/> Subdivision (Map Deposit)4300                | <input type="checkbox"/> Public Notification Fee / \$85      |
| <input type="checkbox"/> Subdivision (Tentative Map)                  | <input type="checkbox"/> Park/Rec Quimby Fee 4425            |
| <input type="checkbox"/> Subdivision (Final)                          | <input type="checkbox"/> Lot Merger/Adjustment/\$15 rec. fee |
| <input checked="" type="checkbox"/> Subdivision (Lot Line Adjustment) | <input type="checkbox"/> Other                               |

\* 02/21/13

**Fee Summary:** Account No. 4225 (calculate fees on reverse) NO FEE

Pre-Application Conference: Yes \_\_\_ No \_\_\_ Date: \_\_\_ Fee: \_\_\_

Amount Due: \$ \_\_\_ (less Pre-Application Fee if submitted within past 3 months)

Receipt Number: \_\_\_ Date Paid: \_\_\_ Cashier: \_\_\_

**Applicant(s)/Appellant(s) Information**

JASON I. KIM  
Name

P.O. BOX 1460 ALHAMBRA, CA 91802-1460  
Mailing Address

LA COUNTY PROJECT MANAGER (DEPT OF PUBLIC WORKS)  
Applicant(s)/Appellant(s) Relationship to Property

JASON I. KIM (PROJECT MANAGER) 626-300-2326 jikim@dpw.lacounty.gov  
Contact Person (include relation to applicant/appellant) Phone number / e-mail

900 SOUTH FREMONT AVE. 5TH FLR ALHAMBRA, CA 91803-1331  
Address

[Signature] 626-300-2326  
Applicant(s)/Appellant(s) Signature Phone number

**Complete Project Description- including any demolition (attach additional pages if necessary)**

DEMOLITION OF EXISTING PUBLIC LIBRARY AND CONSTRUCTION OF A NEW PUBLIC LIBRARY AND RELATED IMPROVEMENTS LOT LINE ADJUSTMENT FOR THE CONSTRUCTION OF A NEW LIBRARY. \* 02/21/13

<sup>1</sup> An Application for a Coastal Development Permit shall be made prior to, or concurrent with, an application for any other permit or approvals required for the project by the City of Manhattan Beach Municipal Code. (Continued on reverse)

# OWNER'S AFFIDAVIT

STATE OF CALIFORNIA  
 COUNTY OF LOS ANGELES

I, WILLIAM T FUJIOKA being duly sworn, depose and say that I am  the owner of the property involved in this application and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

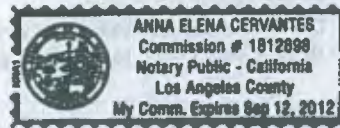
Signature of Property Owner(s)  (Not Owner in Escrow or Lessee)

WILLIAM T FUJIOKA  
 Print Name

Mailing Address

Telephone

Subscribed and sworn to before me, this 26TH day of MARCH, 2012 in and for the County of LOS ANGELES State of CALIFORNIA



Notary Public

## Fee Schedule Summary

*NO FEE*

Below are the fees typically associated with the corresponding applications. Additional fees not shown on this sheet may apply – refer to current City Fee Resolution (contact the Planning Department for assistance.) Fees are subject to annual adjustment.

**Submitted Application (circle applicable fees, apply total to Fee Summary on application)**

<b>Coastal Development Permit</b>	
Filing Fee (public hearing – no other discretionary approval required):	\$ 4,615
Filing Fee (public hearing – other discretionary approvals required):	1,660
Filing Fee (no public hearing required – administrative):	920
<b>Use Permit</b>	
Use Permit Filing Fee:	\$ 5,200
Master Use Permit Filing Fee:	8,255
Master Use Permit Amendment Filing Fee:	4,740
Master Use Permit Conversion:	4,075
<b>Variance</b>	
Filing Fee:	\$ 5,160
<b>Minor Exception</b>	
Filing Fee (without notice):	\$ 1,775
Filing Fee (with notice):	2,020
<b>Subdivision</b>	
Certificate of Compliance:	\$ 1,560
Final Parcel Map + mapping deposit:	515
Final Tract Map + mapping deposit:	595
Mapping Deposit (paid with Final Map application):	500
Merger of Parcels or Lot Line Adjustment:	1,155
Quimby (Parks & Recreation) fee (per unit/lot):	1,817
Tentative Parcel Map (4 or less lots / units) No Public Hearing:	915
Tentative Parcel Map (4 or less lots / units) Public Hearing:	3,325
Tentative Tract Map (5 or more lots / units):	4,080
<b>Environmental Review (contact Planning Division for applicable fee)</b>	
Environmental Assessment (no Initial Study prepared):	\$ 215
Environmental Assessment (if Initial Study is prepared):	2,260
Fish and Game/CEQA Exemption County Clerk Posting Fee <sup>2</sup> :	50
Public Notification Fee applies to all projects with public hearings and covers the city's costs of envelopes, postage and handling the mailing of public notices. Add this to filing fees above, as applicable:	\$ 85

<sup>2</sup>Make a separate \$50 check payable to LA County Clerk, (DO NOT PUT DATE ON CHECK)

**EXHIBITS**  
**F & G**  
**AVAILABLE**  
**ONLINE**

<http://www.citymb.info/Index.aspx?page=2045>