

**CITY OF MANHATTAN BEACH  
[DRAFT] PLANNING COMMISSION  
MINUTES OF REGULAR MEETING  
JULY 12, 2017**

(DRAFT)

A Regular Meeting of the Planning Commission of the City of Manhattan Beach, California, was held on the 12<sup>th</sup> day of July, 2017, at the hour of 6:30 p.m., in the City Council Chambers, at 1400 Highland Avenue, in said City.

**1. ROLL CALL**

Present: Burkhalter, Morton, Seville-Jones, Chairperson Apostol  
Absent: Ortmann  
Staff Present: Anne McIntosh, Director of Community Development  
Rosemary Lackow, Recording Secretary

**2. AUDIENCE PARTICIPATION (3-minute limit) – None**

**3. APPROVAL OF THE MINUTES**

07/12/17-1. Special Meeting – April 19, 2017  
07/12/17-2. Regular Meeting – May 24, 2017  
07/12/17-3. Regular meeting – June 14, 2017

Chair Apostol affirmed that there were no changes needed to the minutes for April 19<sup>th</sup> and the other present Commissioners affirmed that they had no changes to the May or June meeting minutes. It was moved and seconded (Morton/Seville-Jones) to approve all of the above minutes with no changes.

Roll Call:

AYES: Burkhalter, Morton, Seville-Jones, Chairperson Apostol  
NOES: None  
ABSENT: Ortmann  
ABSTAIN: None

**4. GENERAL BUSINESS**

07/12/17-4 Historic Preservation Update

Director McIntosh gave a brief background of the Historic Preservation Ordinance adopted in February 2016, and noted that recently the City Council directed that the duties of the program to be handled by a new Historic Preservation Commission are to be reassigned to the Planning Commission which requires adoption of an amending Ordinance. The main purpose tonight is to go over the program and explain those duties. She noted that the main thinking in reassigning the Historic Preservation duties is that the historic duties are fairly similar to the zoning related business already being handled by the Planning Commission.

Using a slide presentation, Director McIntosh covered the following broad topics: Background: public hearings and actions taken 2015 – 2017; Criteria and Designation Process - Landmarks; Criteria and Designation Process - Historic Districts; Criteria and Designation Process - Conservation Districts, Certificates of Appropriateness; Demolition Permits and Economic Hardship; and Preservation Incentives. Highlights of the presentation and points made include:

- There are 4 primary actions that the Commission will be involved in, including review and recommendations to the City Council for 1) applications for landmark status; 2) applications for district status; 3) review of recommendations for conservation districts; and 4) review and approval of Certificates of Appropriateness for demolition, alterations and additions to landmarks.
- Structures eligible for status must be over 45 years old and have historic merit in one or more categories: historic event, important people, style or type of construction; artistic or aesthetic merit;

architecture or information related to history or pre-history of local or regional area, state or nation.

- Owner consent is not required for considering and making a recommendation for designation of a landmark site, however consent is required for the actual designation. For Historic Districts, 60% of owners must agree to the designation.
- Incentives in the program to create and maintain properties as landmarks or within a historic district include historic variances, property tax reductions (Mills Act) and the Historic Building Code.
- The Program includes a process for reviewing alterations or additions to landmarks including rehabilitation and restoration.
- The schedule for implementation is: Submittal of Ordinance Amendment to City Council 8/1/2017; Launch of Program 9/5/17; Release of an RFP for Preparation of Historic Context Statement 11/2017; and Adoption of new Mills Act Ordinance 2/2018 (current one has expired).
- Staff will assist the Commission in providing access to training and a wealth of information that is available and needed to carry out their duties.

In response to questions and comments made by the Commissioners, Director McIntosh provided the following information or clarifications:

- The Planning Commission will have the role of evaluating Certificates of Appropriateness submitted for alteration or additions to an existing landmark. To understand the criteria that will be applicable, staff will provide the Commission with technical training and education as needed.
- While the Commission will have a primary role in reviewing applications, others in the public realm may be very involved. For example, the Conservancy may come forward in submitting for the Veteran's Parkway, for which there is already much documentation. The Planning Commission will likely be very involved in discussions regarding qualifications of sites and the roles will be more clearly defined once the program is launched.
- In the Mills Act ordinance, there is a limit on the number of Mills Act applications that can be approved by the City over a period of time due to the fiscal impact to the City associated with reduced property taxes. This will be reviewed in detail next year when the Mills Act Ordinance is updated.

**Jane Guthrie**, Manhattan Beach Conservancy, addressed the Commission. She invited the Commissioners and public to visit their website and noted that Jan Dennis would have been present tonight, if she were not leading a bicycle tour of historic Strand properties this evening. Information including maps will help give a sense of how the city developed and provide a context for historic criteria. She noted that there are already 3 state landmarks in the city: the Pier, a beach bungalow, and a Strand home. She suggested starting the preservation program by submitting the Pier as a local landmark, and clarified that, in maintaining the Mills Act benefit, it is the exterior at the front that is critical in maintaining character defining elements, and that additions are possible at the rear of the homes. She is not sure what the inventory is for Mills Act eligible properties but there are a few interested owners. While a great incentive, helping people maintain and keep their homes, it involves entering into a contract for a minimum amount of time.

The Commission thanked Ms. Guthrie for her hard work.

Director McIntosh concluded that Staff will be thoughtful as the program is implemented, to assess it and make sure it is following set goals.

07/12/17-5      Work Plan Update

Director McIntosh noted that there were a lot of good comments at the joint meeting with City Council for example regarding parking standards and possible enhancements for improving properties. She has reviewed the tape and documented all points. The report in this meeting's packet is a statement as to what items will be presented to the City Council for their confirmation. However, there is one additional item to be added which is the fact that the state legislature has adopted a new law that requires that cities remove constraints in the

development standard to encourage additional housing units.

There were no other persons present who wished to comment on the Work Plan item.

**6. DIRECTOR'S ITEMS**

Director McIntosh advised regarding the following upcoming meetings:

- July 26: Conditional Use Permit application for a veterinary clinic. Meeting (and all subsequent) will start at 6:00 P.M.
- August 9: No scheduled items; it is expected that this meeting will be cancelled.
- Aug 23: Metlox Master Use Permit Amendment

**7. PLANNING COMMISSION ITEMS** – None.

**8. TENTATIVE AGENDA** – July 26, 2017 - See Director's items.

**9. ADJOURNMENT**

The meeting was adjourned at 7:18 P.M. to Wednesday, June 26, 2017 at 6:00 P.M. in the City Council Chambers, City Hall, 1400 Highland Avenue.

ROSEMARY LACKOW  
Recording Secretary

ATTEST:

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ANNE MCINTOSH  
Community Development Director