

**CITY OF MAN HATTAN BEACH
[DRAFT] PLANNING COMMISSION
MINUTES OF REGULAR MEETING
APRIL 24, 2019
(DRAFT)**

A Regular Meeting of the Planning Commission of the City of Manhattan Beach, California, was held on the 24th day of April, 2019, at the hour of 6:00 p.m., in the City Council Chambers, at 1400 Highland Avenue, in said City.

Chair Burkhalter called the meeting to order.

A. ROLL CALL

Present: Fournier, Morton, Thompson, Ungoco, Chairperson Burkhalter
Absent: None
Others Present: Anne McIntosh, Community Development Director
Rosemary Lackow, Recording Secretary

B. APPROVAL OF AGENDA

It was moved and seconded (Thompson/Fournier) to approve the agenda, no changes; hearing no objections, it was so ordered.

C. AUDIENCE PARTICIPATION (3-minute limit) - None

D. APPROVAL OF THE MINUTES

04/24/19-1. Regular Meeting – April 10, 2019

It was moved and seconded (Thompson/Morton), and unanimously approved by voice vote, to approve the minutes of April 10th, 2019 subject to two changes requested by Commissioner Thompson:

Page 5: 1) second paragraph under Public Input, second sentence: replace “entitlement” with “neighborhood”, strike “the” and add “ship” to “owner” to read: “He is concerned about protecting the ~~entitlement~~ neighborhood in the future even if ~~the ownership~~ changes.”; 2) last paragraph on the page: replace “applicant” with “proposed use”, insert “mainly” before “concerned”, strike “a” and replace “business operator” with “uses” to read: “Commissioner Thompson indicated he does not see there will be a problem with the ~~applicant~~ proposed use, and is mainly concerned about a possible future ~~business operator~~ uses.”

E. GENERAL BUSINESS

04/24/19-2 Discussion and Consideration of Work Plan Items for Upcoming Joint City Council, Planning Commission, and Public Improvement Commission Meeting Scheduled on June 19, 2019.

Chair Burkhalter announced the item and **Director McIntosh** proceeded with a verbal report, providing a brief background, and then guiding the Commission through projects - noting those that have been completed, those that are ongoing and will be carried over. The director invited the Commission to ask questions, discuss and suggest any additions – to those being carried over, or any new initiatives for discussion on June 19.

Director McIntosh noted that the completed projects include: Accessory Dwelling Units, Short-Term Rentals, and the Sepulveda Corridor Study. In the ongoing category she discussed and provided updates for seven programs including: 1) Manhattan Village Shopping Center Expansion; 2) Modernization of Parking Standards; 3) Pedestrian Safety Improvements; 4) Environmental Sustainability Work Plan 2018-2020; 5) Update on State Housing Laws; 6) Telecom Facilities with Updated Ordinance; and, 7) Shared Mobility Devices Regulations. Two new items are suggested to be added, having been mentioned in prior Commission discussions: 1) Mixed-Use Development Standards; and 2) Preventing Loss of Housing Units which has relevance to the state housing legislation update item.

Director McIntosh emphasized that this is the Commission's opportunity to discuss any existing ongoing and suggest any other new action items or initiatives and, upon reaching a consensus, the Commission's input will be forwarded to the City Council for consideration for the 2019-2020 Work Plan. The Director emphasized the importance of the Work Plan – that Staff will allocate resources only in accordance those projects included in the approved Plan.

In response to a question from Commissioner Ungoco, Director McIntosh explained that procedurally, the City Council can make a change or reverse a decision or recommendation made by the Commission for an action items that is related to a Work Plan item and for which the Planning Commission has oversight. In such cases, (as in the example of a change in the Metlox entitlement) where the Council has final decision, she tries to report the final action taken by Council back to the Commission.

Director McIntosh responded to Chair Burkhalter who noted that creating new policies add to the need for more enforcement, that the City Council has suggested an action item for next year's Work Plan that would analyze and do some prioritizing of enforcement.

The Planning Commission received the Director's report, and discussed briefly but did not suggest any new action items for: Manhattan Village Shopping Center Expansion; Pedestrian Safety Improvements; Update on State Housing Laws; Telecom Facilities/Updated Ordinance; and Shared Mobility Devices regulations.

The Planning Commission provided input and suggested adding new items in the Work Plan as follows:

- 1) **Modernizing Parking Standards (carried over):** The Commission noted that commercial parking standards are crucial to determining the density of development, while also have potential significant effect on neighborhoods and are related to mixed-use (another suggested Work Plan item) the following were suggested to be included in the scope of this item: 1) Commercial property: parking layout standards such as: space and aisle dimensions, valet parking, bike, motorcycle, scooters, beach carts, handicap spaces, accommodations for ride-sharing and ride-hailing (e.g. drop off and cueing areas), and shared parking between multiple uses on same property or by agreement on another property. 2) Public streets and public parking lots: parking space dimensions for cars (including compact), bikes, beach carts, and handicap spaces; 3) Construction management plans, focus on parking.
- 2) **Environmental Sustainability Work Plan (carried over):** Especially because of proximity to the ocean, and given technical advancements, the Commission suggested that the Council consider adopting permeable surface standards (e.g. net zero discharge).
- 3) **Residential encroachments**, including enforcement, in off-roadway right-of-way and the impact to public parking (e.g. Tree Section) (**new**)
- 4) **Mixed-Use Development Standards (new):** Suggested topics to be incorporated into this item include: defining mixed-use as distinct land use; use proportionality (including viability) of commercial to residential; consideration of whether to be encouraged in specific areas; parking standards and appropriate mix of uses; design standards to address functionality; how senior units are regulated; and research of lessons learned from other cities.
- 5) **Preventing a net loss in housing units (new):** Staff recommends to be incorporated into the Housing Element Update, this item would be to look at possible policies or strategies for addressing the net loss of housing units, consistent with state law, that often occurs when older buildings are upgraded or replaced (e.g. impact fee? minimum housing unit standard? Establish transfer development rights?).
- 6) **Establish/research options for off-setting economic impacts of certain types of development projects (new):** Research options or tools for recapturing lost commercial revenues due to residential or office developments (e.g. through Development Agreements? etc).
- 7) **Public notification of development projects (new):** Identify options for improving/changing notification: options include: increasing current 500-ft radius for larger projects (code change); or at staff level, make procedural changes (e.g. include photos in notices or to on-site signs, outreach via web-blast, newspaper, cable tv etc).

In summarizing the above topics, Director McIntosh noted that there would be joint discussion with the PPIC for all items that involve the public right-of-way.

F. DIRECTOR’S ITEMS

Director McIntosh noted that the meeting of May 8 will likely be canceled due to lack of business, but the tentative agenda for May 22 is very full; she confirmed full attendance at that meeting.

G. PLANNING COMMISSION ITEMS

Chair Burkhalter shared that he attended a meeting with the Director, City Clerk and City Attorney for the purpose of discussing how Commission business is conducted and ways to improve. It has been requested, to be consistent with the City Council, that all discussion of the hearing item be part of the public hearing. The suggestion is that public hearings be opened immediately after an item is announced and then closed only when the Commission is ready to take a vote. Other suggestions discussed include conveying more to the audience what their rights are and aren’t, and establishing ground rules in a welcoming and friendly way, and direct that public comments be made directly to the Chair and not in a conversational way.

Director McIntosh clarified that the only change is that the Chair will declare the public hearing open right after announcing the business item and then, after the staff report and questions and answers, the Chair will simply “invite public comment” not “open the public hearing” since the hearing will be already open.

There was brief discussion about procedures in re-opening hearings. The City Attorney advises that the person conducting the hearing try and note whether any audience members who had provided input in the hearing, have left the chambers after the hearing was closed, because if so, this can be an issue in re-opening. It was also recommended that the person conducting the hearing also ask the other Commissioners if they have any additional questions before proceeding to close the hearing.

Director McIntosh noted that if, in making a final decision, there is a need to reopen the public hearing – which is the right of the Commission - the best course is to keep the public hearing open and capture all discussion in the hearing, until the Commission is ready to actually vote.

H. TENTATIVE AGENDA – May 8, 2019 - See F. above (Director’s Items).

I. ADJOURNMENT - The meeting was adjourned at 7:37 p.m. to Wednesday, May 8, 2019 at 6:00 P.M. in the City Council Chambers, City Hall, 1400 Highland Avenue.

ROSEMARY LACKOW
Recording Secretary

BENJAMIN BURKHALTER
Chairperson

ATTEST:

ANNE MCINTOSH
Community Development Director