



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

**DATE:** November 18, 2020

**TO:** Planning Commission

**FROM:** Carrie Tai, AICP, Director of Community Development

**SUBJECT:** Discussion of Work Plan Items for Joint City Council / Planning Commission Meeting

**RECOMMENDATION**

Staff recommends that the Planning Commission RECEIVE a report on the status of work plan items and PROVIDE INPUT regarding discussion items for the upcoming joint session with the City Council.

**BACKGROUND**

The Planning Commission is a quasi-judicial Commission established by both State and Local ordinance to render decisions on discretionary land use matters, such as use permits, variances, appeals of the Director's decisions, and recommendations to the City Council regarding the City's General Plan, Zoning Ordinance, and other long-range planning documents pertaining to land use.

The Work Plan is a guiding document that provides direction and discussion items to the Commission for the upcoming year. For the Planning Commission, the Work Plan is generally pre-established because the Planning Commission's business is regulatory in nature and primarily mandated by State and Local codes. However, from time to time, amendments to the City's regulations will be required due to changes in law. The Planning Commission may be asked provide recommendations to City Council on Work Plan items that involve review and update of policy documents or legislative matters. In addition, Commissioners may require training and education to remain current with the technical information that governs their work.

On August 4, 2020 the City Council discussed and approved the Work Plan for the coming fiscal year. On January 20, 2020, the Planning Commission will meet with City Council to discuss work plan items as well as suggested discussion topics.

## DISCUSSION

The current Work Plan for the Planning Division includes items that have been either State mandated or established as a priority by the City Council. These items are described below, including this year's accomplishments as well as the status.

- Updated State Housing Laws and Housing Element
  - Staff applied for and was granted \$150,000 by the State of California for development of the 2021-2029 Housing Element.
  - Staff has provided updates to the Planning Commission and City Council on the City's Regional Housing Needs Assessment.
  - The Planning Commission received a training session on housing laws.
  - The Planning Commission has conducted three study sessions and one public hearing on Accessory Dwelling Units and has forwarded a draft ordinance to the City Council.
  - Staff intends on conducting community forums to provide information and respond to concerns about State-level housing regulations, such as SB 330.
- Modernize Parking Standards to Facilitate Commercial Activity - (Sepulveda Corridor Action Item)
  - Staff developed preliminary work product in early 2020. However, due to vacancies and staffing limitations, progress is slated to resume in early 2021.
  - The final work product will be a draft ordinance with revisions to the City's parking regulations, to be presented the Planning Commission this year.
- Manhattan Village Mall - Expansion project (ongoing)
  - The Planning Division continues to assist on construction activity on the mall renovation project. Thus far, there have been no subsequent discretionary applications necessitating Planning Commission review.
- Wireless Telecommunications Program - Community Information / Staff Training
  - Staff has reformed internal procedures and tracking systems to implement new regulations passed the Federal Communications Commission.
  - Due to staffing limitations, the Division will resume a Community Information effort this year.
- Climate Resiliency Program (in concert with the Environmental Sustainability Division)
  - The City's Local Coastal Program (LCP) and portions of the General Plan will be updated to reflect a new Climate Resiliency Program that includes a Climate Action and Adaptation Plan and Sea-Level Rise Vulnerability Assessment. The LCP update will incorporate these documents, which demonstrate how the City can respond to

the effects of climate change. LCP updates are reviewed by the Planning Commission for recommendation to the City Council.

#### Planning Commission Input – Discussion Items

As discussed above, the Planning Commission's work plan is largely structured by land use applications, legislative matters, and training. However, there is always opportunity to further the Commission and Planning Division's contribution to the community's needs. For example, at a prior meeting, Planning Commissioners expressed desire to review the City's notification protocol for land use applications. Should the Planning Commission be interested in pursuing in this, or other similar other topics during this next year, the Joint Session with the City Council is an appropriate place to propose those. Staff recommends that the Planning Commission conduct a discussion and provide input on such topics.