

**ACTION MINUTES  
REGULAR MEETING OF THE PLANNING COMMISSION  
TUESDAY, JANUARY 19, 2016  
COUNCIL CHAMBERS, 215 EAST BRANCH STREET  
ARROYO GRANDE, CALIFORNIA**

**1. CALL TO ORDER**

Vice-Chair Keen called the Regular Planning Commission meeting to order at 6:00 p.m.

**2. ROLL CALL**

Planning Commission: Vice-Chair John Keen, Commissioners Glenn Martin, Terry Fowler-Payne, and John Mack, were present.

Absent: Chair Lan George

Staff Present: Community Development Director Teresa McClish, Associate Planner Kelly Heffernon, Associate Planner Matt Downing, and Secretary Jane Covert-Lannon were present.

**3. FLAG SALUTE**

Vice-Chair Keen led the flag salute.

**4. AGENDA REVIEW**

Commissioner Martin moved to begin with Item 8.b. followed with Item 8.a. to accommodate the applicant of 8.a. for a late arrival. Commissioner Mack seconded and the motion was approved by a voice vote.

**5. COMMUNITY COMMENTS AND SUGGESTIONS**

None

**6. WRITTEN COMMUNICATIONS**

None

**7. CONSENT AGENDA**

**7.a. Consideration of Approval of Minutes:** Approve the minutes of the Regular Planning Commission Meeting of December 1, 2015 and January 5, 2016 as submitted.

**Action:** Commissioner Mack moved to approve the minutes of the Regular Planning Commission Meeting of December 5, 2015, as submitted. Commissioner Martin seconded, and the motion passed on the following roll call vote:

**AYES:** Mack, Martin, Fowler-Payne, Keen

**NOES:** None

**ABSENT:** George

**Action:** Vice-Chair Keen moved to approve the minutes of the Regular Planning Commission Meeting of January 5, 2016, as submitted. Commissioner Mack seconded, and the motion passed on the following roll call vote:

**AYES:** Keen, Mack, Fowler-Payne, Martin  
**NOES:** None  
**ABSENT:** George

**8. PUBLIC HEARINGS**

**8.b. CONSIDERATION OF: 1) DRAFT HOUSING ELEMENT UPDATE FOR THE 2014-2019 REGIONAL HOUSING NEEDS ASSESSMENT (RHNA) CYCLE (GENERAL PLAN AMENDMENT 14-002) AND NEGATIVE DECLARATION AND 2) ORDINANCE AMENDING PORTIONS OF TITLE 16 OF THE ARROYO GRANDE MUNICIPAL CODE REGARDING EMERGENCY SHELTERS AND SUPPORTIVE AND TRANSITIONAL HOUSING (DEVELOPMENT CODE AMENDMENT 14-006); CITYWIDE**

Associate Planner Heffernon presented the staff report and recommended that the Planning Commission 1) Review and receive public comment on the Draft Housing Element Update for the 2014-2019 Regional Housing Needs Assessment (RHNA) Cycle (General Plan Amendment 14-002); Consider proposed amendments to portions of Title 16 of the Arroyo Grade Municipal Code to allow emergency shelters as a permitted use in the Industrial Mixed Use (IMU) and Highway Mixed Use (HMU) zoning districts pursuant to Housing Element Program K.2-1 and define supportive and transitional housing as residential uses subject to the same standards that apply to other housing in the same zone pursuant to Housing Element Program K.2-2 (Development Code Amendment 14-006); and 3) Continue this item to a date certain of March 1, 2016.

Associate Planner Heffernon and Community Development Director Teresa McClish responded to questions from the Commission.

Commissioner Mack asked if Emergency Shelters were restricted to 34 persons.

Associate Planner Heffernon stated that the restriction is consistent with the development standards of residential care facilities but the Planning Commission has discretion to recommend a change to this number.

Vice-Chair Keen asked how warming centers compare to emergency shelters or if they are the same.

Associate Planner Heffernon stated that they are different; warming centers are subject to a Temporary Use Permit (TUP) while emergency shelters require a Minor Use Permit as a permanent facility.

Commissioner Fowler-Payne asked if there is currently a warming center at the Social Services building on East Grand Avenue.

Associate Planner Heffernon stated that a warming center has been established at this location to serve the homeless this winter.

Commissioner Martin stated that he is concerned about the lack of public comment on this process as the only public workshop happened 14 months ago.

Community Development Director McClish said that Staff has the same concern and this is why it is being rolled out again. Staff feels that it is important to do additional outreach to the public and that is why staff is recommending a continuation until a date certain of March 1, 2016.

Vice-Chair Keen opened the public hearing. Hearing no public comments, Vice-Chair Keen closed the public hearing.

**Action:** Commissioner Martin moved for a continuance to a date certain of March 1, 2016, and Vice-Chair Keen seconded and the motion passed on the following roll call vote:

**AYES:** Martin, Keen, Fowler-Payne, Mack  
**NOES:** None  
**ABSENT:** George

**8.a. CONSIDERATION OF CONDITIONAL USE PERMIT NO. 15-002; LOCATION-HUEBNER LANE (RESERVOIR NO. 4); APPLICANT – VERIZON WIRELESS; REPRESENTATIVE – TRICIA KNIGHT**

Associate Planner Heffernon presented the staff report and recommended that the Planning Commission adopt a Resolution approving Conditional Use Permit No. 15-002.

Associate Planner Heffernon and Community Development Director McClish responded to questions from the Commission.

Commissioner Fowler-Payne asked if the Homeowner's Association owned the open space parcel adjacent to the water tank property. Commissioner Fowler-Payne also asked if there was an easement, and if not, would an easement have to be obtained? Commissioner Fowler-Payne asked about the existing lease agreement for this site.

Associate Planner Heffernon stated that the Homeowner's Association does own the open space area adjacent to the subject property and that all residents within a 300' radius were notified, including the Homeowner's Association. Associate Planner Heffernon said that there is a public utility easement along Huebner Lane. Associate Planner Heffernon said that the lease agreement is currently being negotiated and is with the City Attorney's office.

Commissioner Martin asked about how often the routine maintenance happens.

Associate Planner Heffernon said that it could be once a month or it could be a longer duration. She suggested asking the Applicant's Representative for a more definitive answer.

Tricia Knight, applicant's representative, said that once they are on line that they usually perform maintenance about once a year. Typically that is all that is required.

Commissioner Mack inquired how often the tanks are re-painted and who is responsible for the cost of removing the telecommunication equipment in order to paint.

Associate Planner Heffernon said that it is the carrier's responsibility to remove the equipment for painting and it is in the lease agreement.

Vice-Chair Keen opened the public hearing. Hearing no public comments, Vice-Chair Keen closed the public hearing.

**Action:** Commissioner Martin moved to adopt a resolution entitled “**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ARROYO GRANDE APPROVING CONDITIONAL USE PERMIT NO. 15-002, APPLIED FOR BY VERIZON WIRELESS, LOCATED ON HUEBNER LANE**”. Commissioner Mack seconded and the motion passed on the following roll call vote:

**AYES:** Martin, Mack, Fowler-Payne, Keen

**NOES:** None

**ABSENT:** George

**9. NON-PUBLIC HEARING ITEM**

**9.a. CONSIDERATION OF STAFF PROJECT 15-011; REVIEW OF PARKING STANDARDS; LOCATION – CITYWIDE.**

Associate Planner Downing gave the staff report presentation and recommended that the Planning Commission review City Policies related to parking and provide further direction on specific areas of parking concerns.

Associate Planner Downing and Community Development Director McClish responded to questions from the Commission.

Vice-Chair Keen commented that every project has required parking. Even though the projects meet the required parking, there is still not enough parking in town. He stated that his personal goal is to try to correct some of the parking issues within the City. He said he would like to see an equitable solution for what he sees as a big problem.

Commissioner Mack commented that he agrees with everything Vice-Chair Keen said. Commented that his area of concern regarding residences is the number of bedrooms, which would dictate how many cars could potentially be at one residence. Concern regarding commercial projects that meet the parking standards, but then the tenant turns over and it turns into a different business which would need more parking. He suggested that the City use a different way to determine parking standards for restaurants. Do not do a broad spectrum study, but rather focus on deficiencies.

Commissioner Martin commented that the higher density residential projects where the parcels are small are the highest priority with a large number of vehicles parked on the street. Commercially there are issues, but the higher priority would be the higher density residential projects. Does not want to spend a large amount of money on studies; would like to modernize the standards. He would like more time to review and work with staff on this subject.

Commissioner Fowler-Payne said that she attended two meetings this week where parking issues were the focus. She suggested that when the City evaluates the size of the projects that more parking be required. She said that she has heard of parking issues in commercial/industrial and residential areas.

Community Development Director, Teresa McClish said that the Commission’s comments are not that dissimilar to those of Staff. The purpose of discussion is to hone the primary focus of the study. The size of the City is challenging as it is not large enough to support robust transit systems. Electric cars and Uber type ride systems will also be forthcoming.

**10. NOTICE OF ADMINISTRATIVE DECISIONS SINCE JANUARY 5, 2016**

This is a notice of administrative decisions for Minor Use Permits, including any approvals, denials or referrals by the Community Development Director. An administrative decision must be appealed or called up for review by the Planning Commission by a majority vote.

<b>Case No.</b>	<b>Applicant</b>	<b>Address</b>	<b>Description</b>	<b>Action</b>	<b>Planner</b>
PPR 15-016 & ASP 15-018	Ken Starr	107 Nelson Street	Establishment of a new wellness group office and signage	A	S. Anderson
PPR 15-018	Joseph & Corinne Mercadante	219 Miller Way	Establishment of a 3 bedroom vacation rental in a residential district	A	S. Anderson

**11. COMMISSION COMMUNICATIONS**

Commissioner Fowler-Payne said that she attended the HRC meeting and gave an update on the projects reviewed.

Commissioner Fowler-Payne said she attended the East Branch Streetscape meeting and parking came up specifically at Paulding Circle. There will be another stakeholders meeting on April 3, 2016.

Commissioner Martin said that there is a short time period between receiving the packets and the meetings and requested additional review time when possible.

Vice-Chair Keen wanted staff to know that he really appreciates the PG&E installation of LED lighting, that it is a huge improvement for the City, and that the City should try to install the same type of lights on their street lights.

**12. STAFF COMMUNICATIONS**

Community Development Director McClish said that staff makes an effort to get the packet out by Thursday prior to meetings, but staff will provide information earlier when possible.

Associate Planner Downing discussed the "Notify Me" feature of the City's website, which can be used for notification when an agenda is posted.

**13. ADJOURNMENT**

On motion by Commissioner Martin, seconded by Commissioner Fowler-Payne and unanimously carried, the meeting adjourned 7:40 p.m.

**ATTEST:**

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**JANE COVERT-LANNON**  
**SECRETARY TO THE PLANNING COMMISSION**  
**(Approved PC Meeting )**

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**LAN GEORGE, CHAIR**