

MINUTES

CITY OF CARSON REGULAR MEETING OF THE PLANNING COMMISSION

*Executive Conference Room, 2ND Floor
701 East Carson Street, Carson, CA 90745*

February 23, 2016 – 6:30 P.M.

1. **CALL TO ORDER** Chairman Diaz called the meeting to order at 6:30 P.M.
 2. **PLEDGE OF ALLEGIANCE** Monique Thomas led the Salute to the Flag.
 3. **ROLL CALL**

Planning Commissioners Present:
*Andrews, Diaz, Fe'esago, Guidry, Madrigal, *Mitoma, Pimentel, Post, *Thomas

*(Mitoma arrived at 6:38 P.M. and Palmer arrived at 7:15 P.M.)

*(Thomas departed the meeting at 6:41 P.M. and Mitoma departed the meeting at 7:38 P.M.)

Alternates Present: Palmer

Planning Staff Present: Planning Manager Naaseh, Assistant City Attorney Gerli, Senior Planner Rojas, Recording Secretary Bothe
 4. **AGENDA POSTING CERTIFICATION** Recording Secretary Bothe indicated that all posting requirements had been met.
 5. **AGENDA APPROVAL** Vice-Chairman Madrigal moved, seconded by Commissioner Thomas, to approve the Agenda as submitted. Motion carried, 8-0 (Mitoma had not yet arrived).
 6. **ORAL COMMUNICATIONS** For items **NOT** on the agenda. Speakers are limited to three minutes. None
 7. **CONSENT CALENDAR**

A) December 8, 2015 Minutes; January 12, 2016; and January 26, 2016

Vice-Chairman Madrigal moved, seconded by Chairman Diaz, to approve the Minutes of December 8, 2015, January 12th and 26th, 2016, as presented. Motion carried (Mitoma had not yet arrived; Post abstained on the January 26th Minutes).
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8.	CONTINUED PUBLIC HEARING	None
9.	PUBLIC HEARING	None
10.	NEW BUSINESS DISCUSSION	

A) Community Meeting Guidelines for New Projects

Planning Manager Naaseh presented staff report. He advised that staff has encouraged developers to conduct community meetings early in the planning process if it is believed their project may have an impact on a neighborhood, thereby helping to address what, if any, issues might be of concern to the neighbors prior to that final project coming before the Planning Commission for consideration; and added that not all developers have followed staff's advice in meeting with the neighbors. He advised that the subcommittee (Commissioners Mitoma, Palmer, and Thomas) met with staff to talk about the need to adopt a policy that sets in place some guidelines to present to all developers in this regard, pointing out the importance of conducting these community meetings early on in the planning process rather than at the end of the process. He noted these community meetings would not be necessary for every case, but that they would be done for large projects, zone changes, general plan amendments, and most conditional use permits. He pointed out these community meeting guidelines would be a policy and not a requirement, noting a code amendment would be necessary to make it a requirement; and he added that many of these cases would be at the discretion of the Planning Manager to determine if a community meeting is necessary because not every case needs to have neighborhood input. He advised that the subcommittee only addressed impacts to neighborhoods and not to businesses, noting the Planning Manager would decide whether a community meeting is necessary for business proposals.

Chairman Diaz and Commissioner Mitoma suggested adding environmental impact reports to the recommendation for community meetings.

Vice-Chairman Madrigal suggested the radius for notification be increased from 300/500 feet to 1,000 feet.

Planning Manager Naaseh stated that 1,000 feet would be too large of an area for each case, noting the discretion would be with the Planning Manager; explained that state law requires a minimum 300-foot radius for notification, notice erected on site or notice in the newspaper; and pointed out that this City sends out notices from 300 feet to 500 feet and a larger radius if staff believes it's necessary and that the notice is also posted on site and sometimes in the newspaper. Addressing the Commission's input regarding noticing, he stated that community meeting notices would be sent out by staff at the beginning phase of the project and that another notice would be sent out when the final proposed project is going before the Planning Commission for consideration.

The Commission noted its support of the proposed guidelines, for early planning phase community meetings on projects that may impact an area, noticing at the beginning of the planning phase and just before the public hearing, and support for the Planning Manager to have discretion over these matters discussed. They added it would be more accommodating for the residents if these community meetings are conducted somewhere in their neighborhoods rather than people having to meet at City Hall.

Commissioner Post suggested that a member of staff and/or a member of the Planning Commission be in attendance at the community meetings.

Chairman Diaz thanked the members of the subcommittee for their efforts in this matter, expressing his belief the proposed guidelines are on target with the Commission's desire for extended outreach.

Planning Manager Naaseh stated that staff will apprise the Commission of upcoming projects that warrant community meetings.

B) Summary of Planning Commission subcommittee meeting discussion regarding small lots and traffic/parking issues

Senior Planner Rojas presented staff report. He explained that a subcommittee (Commissioners Guidry, Madrigal, Pimentel, and Thomas) was put together following the concerns by some of the Commissioners that a recent second-story addition was too large in a neighborhood that had predominately single-story homes on 40-foot wide lots, narrow streets and that it would have an impact on parking and traffic circulation. He explained that typically, with 40-foot wide lots and 50-foot wide streets, there is very limited space on site to accommodate a large driveway and only enough space in front of the house on the street to accommodate one vehicle because of the narrow street. He added that if parking is allowed on both sides of the narrow street, only one car can pass at a time. He stated that neighborhoods with larger lots and wider streets typically don't have these parking issues; and pointed out that the speed of vehicles on a narrow street tends to be slower and safer than they are on a wider street.

Senior Planner Rojas highlighted the subcommittee's three options for consideration:

- 1) Create a parking management plan which is seen in newer planned developments; and advised that there is a significant investment in a parking enforcement program if permitted parking is regulated.
- 2) Enhanced code enforcement that will rid neighborhoods of non-operable vehicles, trash, or anything else that is not allowed in their driveways, yards, and garages; and he pointed out that this type of enforcement in the past has been very problematic for the City.
- 3) Volunteer neighborhood clean-up events.

Commissioner Guidry highlighted her experience as a code enforcement officer in another city wherein a concerted effort is made each year to bring in many volunteers from various groups, nonprofits, and local businesses that donate needed supplies and labor to help with the cleanup day activities. She stated that lack of property maintenance is a larger problem than parking issues; and she explained that these cleanup events are more acceptable than issuing citations and that they help to promote more property and neighborhood pride. She added that these large clean-up events help to free up space so that people can park their vehicles in their garages and driveways and not solely rely on street parking.

Commissioner Fe'esago asked staff to more widely advertise Waste Management's obligation to offer two free, annual large item trash pickups for each household.

Commissioner Post suggested the free Waste Management large trash pickups be advertised in the Carson Reports circular.

Commissioner Guidry explained that these neighborhood cleanups go beyond trash pickups in that these volunteers, which may include church groups, social clubs, students seeking to fulfill required community hours, go into these neighborhoods to paint, garden, mend fences, perform small household repairs, etc.; that local hardware and home improvement stores donate supplies; and that in one day, these 100 to 200 volunteers work on these houses, noting it does make a big difference in these 30 to 40 homes in a neighborhood. She added it can be a low-cost effort for the City if done right.

Planning Manager Naaseh agreed that traffic speeds are slower on narrow streets as opposed to wider streets, making them safer. He explained that many cities are running out of land and that instead of the streets becoming wider, they are now making them more narrow because cities can no longer afford to waste valuable land. He added that on average, traffic is not increased with room additions.

Commissioner Guidry pointed out that Traffic Engineer Garland was also present in the subcommittee workshop; that he talked extensively about traffic impacts on these type of small developments with additions, noting there is insignificant to no measurable impacts; and she added that the options presented this evening were based on that input from the Traffic Engineer.

Vice-Chairman Madrigal suggested that residential speed humps help to manage speeding residential traffic.

Chairman Diaz stated that neighborhood cleanup events should be explored, noting he would reach out to his HOA members if a collaborative effort with other groups and volunteers were put in place; and he added there is a dire need for these events in various parts of Carson.

Commissioner Andrews noted that in his experience with neighborhood cleanups, they do help to increase the pride people take in maintaining their properties and he added that this concerted effort gets work accomplished without feeling the pressure of official enforcement.

Vice-Chairman Madrigal stated there is a definite need for these events in Carson, especially for senior homeowners who are on fixed incomes.

Chairman Diaz thanked the subcommittee members for their efforts.

11. MANAGER'S REPORT

- **Second Unit Statistics**

Planning Manager Naaseh stated that several years ago, staff had identified 130 second units in Carson; that out of those 130 units, approximately 30 were found to be illegal units which were referred to code enforcement for action; that the remaining 100 property owners were required to obtain conditional use permits (CUPs); and advised

that half of those did come in and were approved, but the remaining 50 have yet to come in for a CUP. He advised that notices were sent out twice since the adoption of the ordinance and that staff will once again need to send out another notice to the remaining 50 property owners. He explained that these second units help to fulfill the state's mandate for housing; and that in trying to meet the state's mandate, he believes there should be some give and take when it comes to parking issues with second-unit properties.

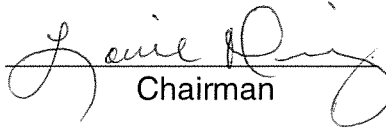
Commissioner Guidry added that the second unit ordinance has given the City an opportunity to gain compliance and to address maintenance issues.

12. COMMISSIONERS' REPORTS


None

13. ADJOURNMENT

At 7:57 P.M., the meeting was formally adjourned to Tuesday, March 8, 2016, 6:30 P.M., Helen Kawagoe Council Chambers.


Chairman

Attest By:


Secretary

