



PLANNING COMMISSION MEETING ACTION REPORT

MEETING DATE:	Thursday, September 26, 2013
MEETING TIME:	5:30 p.m.
MEETING PLACE:	City Council Chambers, City Hall 350 Main Street El Segundo, California 90245-0989
VIDEO:	El Segundo Cable Channel 3 (Live). Replayed on Friday following Thursday's Meeting at: 1:00 p.m. and 7:00 p.m., Channel 3.

The Planning Commission, with certain statutory exceptions, can only take action upon properly posted and listed agenda items.

Unless otherwise noted in the Agenda, the public can only comment on City-related business that is within the subject-matter jurisdiction of the Planning Commission and items listed on the Agenda during the **Public Communications** portion of the meeting. Additionally, the public can comment on any public hearing item on the Agenda during the public hearing portion of such item. The time limit for comments is generally limited to five minutes per person.

Members of the public may request that items be placed on the Agenda by submitting a **Written Request** to the Planning and Building Safety Director at least ten days before the Planning Commission Meeting (by 10:00 a.m. the Monday of the prior week). The request must include a brief general description of the business to be transacted or discussed at the meeting. Playing of video tapes or use of visual aids may be permitted during meetings if they are submitted to the Planning and Building Safety Director a minimum of two working days before the meeting and they do not exceed five minutes in length.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact City Clerk, (310) 524-2306. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

- A. **Call to Order** – 5:30 p.m.
- B. **Pledge of Allegiance** – Commissioner Newman
- C. **Roll Call** – present: Wagner, Baldino, Nisley, Nicol, and Newman.
- D. **Public Communications (Related to City Business only and for which the Planning Commission is responsible – 5 minutes per person; 30 minutes total).** *Individuals who received value of \$50 or more to communicate to the Planning Commission on another's behalf, and employees speaking on their employer's behalf, must so identify themselves before addressing the Commission. Failure to do so is a misdemeanor. While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may respond to comments after public communications is closed.*

E. Consent Calendar

- 1. Consideration and possible other action regarding approval of the August 15, 2013 Special Planning Commission Meeting Minutes.

ACTION: Approved as amended (5-0).

- 2. **Director Decisions for Administrative Adjustments, Adjustments, and Administrative Determinations**

- A. **Environmental Assessment No. EA-1028 and Adjustment No. ADJ 13-05 Administrative Adjustment by the Director of Planning and Building Safety to allow widening of an existing 24 feet and 9 inch curb cut and driveway to a maximum of 33 feet and 5 inches, an expansion of 8 feet and 8 inches to accommodate a new required parking garage.**

Address: 509-511 Penn Street
Applicant: Tim Hovland
Property Owner: Tim Hovland

The project is located in an existing lot with a two-unit building, Unit A and Unit B, and with an existing two-car garage in the R-2 (Two Family Residential) Zone. The project involves the addition to an existing unit, Unit B. The existing square footage of Unit A and Unit B is 863.5 square feet each. Unit A and Unit B are provided one parking space each in an existing two-car garage. Only Unit B will be expanded by adding 1,578 square feet of living space; the square footage for Unit A will remain 863.5 square feet. The project also involves the addition of a one-car garage since ESMC § 15-15-3(G)(2) requires that additions greater than 1,000 square feet comply with the current requirement of two-car enclosed garage per unit. Since only Unit B is expanding, only one additional car garage is required so that Unit B will have the minimum required of two parking spaces. The required additional parking garage will require the widening of the existing 24 feet and 9 inch driveway and curb cut to a maximum of 33 feet and 5 inches, an expansion of 8 feet and 8 inches to accommodate the new garage. The addition of the one-car garage will bring the total number of garaged parking spaces to three. The 214-square-foot

garage will require the widening of the existing 24 feet and 9 inch driveway and curb cut to a maximum of 33 feet and 5 inches, an expansion of 8 feet and 8 inches to accommodate the new garage. The widening is necessary since the proposed parking garage is approximately 8 feet and 8 inches in width. In the R-2 Zone, the maximum allowable driveway width is 20 feet and the maximum allowable curb cut width is also 20 feet. Although the widening of the curb cut will reduce available on-street parking, the addition of the garage alleviates the situation by allowing residents of Unit B to park off-street.

The project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations §15301 as a Class 1 categorical exemption (Existing Facilities), and § 15303 as a Class 3 categorical exemption (New Construction or Conversion of Small Structures).

ACTION: Planning Commission Received and Filed Planning and Building Safety Director's approval of Environmental Assessment No. EA-1028 and Administrative Adjustment Determination No. ADJ 13-05. Approved (5-0).

B. Environmental Assessment No 1035 and Administrative Determination No. AD 13-02: Administrative Determination by the Director of Planning and Building Safety finding that accessory film and photography studio uses are a permitted use in the Small Business (SB) Zone within the Smoky Hollow Specific Plan.

Address: 110-114 Sheldon Street
Applicant: Max Yoffe, Big Door Productions
Property Owner: Max Yoffe, Big Door Productions

The project applicant is requesting that the Director of Planning Building Safety review El Segundo Municipal Code (ESMC) § 15-6C-3, regulating Permitted Accessory Uses within the Small Business (SB) Zone, and make a determination regarding the film and photography studio uses as accessory to existing permitted uses in the SB Zone. The requested determination will expand an existing administrative determination for the MM Zone, which is located in the eastern half of smoky hollow, to also apply to the SB zone. If both zones allow this accessory use, then the accessory filming and photography studio use would be allowed within the entire Smoky Hollow Specific Plan area. Director of Planning and Building Safety has determined that a film and photography studio uses are a permitted accessory use in accordance with ESMC § 15-6C-3(l) in the SB Zone. Such uses must be located indoors and not occupy more than twenty-five (25) percent or 5,000 square feet, whichever is less, of the total building floor area on a lot.

The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption (Existing Facilities) and § 15305 Class 5 categorical exemption (Minor Alterations in Land Use Limitations). The project involves a determination that accessory film and photography studio uses are similar to other permitted accessory uses in the SB Zone of the Smoky Hollow Specific Plan. The determination will result in a minor alteration in the operation of existing private structures and facilities involving a negligible expansion of the existing uses.

ACTION: Planning Commission Received and Filed Planning and Building Safety Director's approval of Environmental Assessment No. EA-1035 and Administrative Determination No. AD 13-02. Approved (5-0).

C. **Environmental Assessment No. EA-1031 and Administrative Determination No. AD 13-03: Administrative Determination by the Director of Planning and Building Safety to allow tutoring and educational counseling services to fall under the definition of "General Office, Professional".**

Address: Citywide
Applicant: James Juo

The Director has determined that tutoring services and educational counseling services that provide clients with individualized instruction, no group/classroom instruction, and grants no degree(s) and/or certification(s) can be considered as "General Office", specifically under the "Professional" category. No accreditation to operate as a school must be sought or obtained by any tutoring and educational counseling service in order to qualify as a "General Office" land use. The business must not engage in any activity or combination of activities that would fall under the definition of "School, Private". Clients may be of any age.

The proposed administrative determination to allow tutoring and educational counseling services to fall under the definition of "General Office, Professional" is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines § 15305 (Minor Alterations in Land Use Limitations). The project is classified as a Class 5 exemption consisting of an alteration/interpretation of land use limitations that does not result in any changes in land use or density.

ACTION: Planning Commission Received and Filed Planning and Building Safety Director's approval of Environmental Assessment No. EA-1031 and Administrative Determination No. ADJ 13-03. Approved (5-0).

D. **Environmental Assessment No. EA-1026 and Administrative Determination No. 13-01 Administrative Determination by the Director of Planning and Building Safety finding that Administrative Offices for Schools and Educational Institutions are a permitted use in the Urban Mixed Use North (MU-N) Zone.**

Address: 201 North Douglas Street
Applicant: Wiseburn School District
Property Owner: Wiseburn School District

The Wiseburn School District intends to locate its administrative offices in El Segundo at 201 North Douglas Street. The subject location is in the Urban Mixed Use North (MU-N), which does not list administrative offices for schools and educational institutions as a permitted use. However, other general office uses for commercial, financial or industrial establishments are permitted uses. The Director has determined that administrative offices for schools and educational institutions are permitted uses as similar to other general office uses permitted in the MU-N Zone.

The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15305 as a Class 5 categorical exemption (Minor Alterations in Land Use Limitations). The project involves a determination that administrative office uses for schools and educational institutions are similar to other permitted uses in the MU-N Zone. The determination will result in a minor alteration in the operation of existing private structures and facilities involving a negligible expansion of the existing uses.

ACTION: Planning Commission Received and Filed Planning and Building Safety Director's approval of Environmental Assessment No. EA-1026 and Administrative Determination No. ADJ 13-01. Approved (5-0).

F. Call Items from Consent Calendar

None.

G. Written Communications (other than what is included in Agenda packets)

None.

H. New Business – Public Hearing

3. Environmental Assessment No. EA-1002 and Zoning Text Amendment No. ZTA 12-06 Zone Text Amendment to amend the El Segundo Municipal Code (ESMC) §15-1-6 definition of "Setback" and amend the ESMC §15-15-5(N)(1) table "Drive Aisle Width and Parking Space Depth."

Address: Citywide
Applicant: City of El Segundo
Property Owners: Various

The proposed project is an Environmental Assessment and a Zone Text Amendment to modify El Segundo Municipal Code (ESMC) regulations to clarify the City's definition of setback and to correct errors in the current standards for parking space width and depth. This ordinance is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, "CEQA") and CEQA regulations (14 California Code of Regulations §§ 15000, *et seq.*) consists only of minor revisions and clarifications to existing regulations and specification of procedures related thereto; and consists of actions taken to assure the maintenance, protection and enhancement of the environment. This ordinance, therefore, does not have the potential to cause significant effects on the environment. Consequently, it is categorically exempt from further CEQA review under 14 Cal. Code Regs. §§ 15305 and 15308.

ACTION: Planning Commission adopted Resolution No. 2738. Approved (5-0).

4. Environmental Assessment No. EA-1034 and Smoky Hollow Site Plan Review SHSPR 13-03

Address: 212 Eucalyptus Drive
Applicant: Drew Boyles
Property Owner: Drew Boyles

The applicant is requesting Smoky Hollow Site Plan Review for a new multi-tenant commercial pole sign associated with businesses located at 212 Eucalyptus Drive. Pursuant to ESMC §15-18-8E one "free-standing or pole sign" is allowed per property street frontage. This pole sign is allowed to be up to 150 square-feet per sign face and have a maximum height of 25 feet. The applicant is proposing a pole sign with 96 square-feet of sign area per sign face and 20 feet tall. Pursuant to ESMC §15-11-3H, the Planning Commission can review exterior alterations to a site in the Smoky Hollow Specific Plan area through the Smoky Hollow site plan review process. The mandatory findings for site plan review include compatibility with the intent and purpose of the specific plan; adverse impacts on public health, safety, interest, convenience or the general welfare; and, compatibility with the intent and purpose of the regulations and design guidelines of the specific plan.

The project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations §15311 as a Class 11 categorical exemption (Accessory Structure) which involves the construction of a new on-premise pole sign.

ACTION: Planning Commission Received and Filed Planning and Building Safety Director's approval of Assessment No. EA-1034 and Smoky Hollow Site Plan Review SHSPR 13-03. Approved (5-0).

I. Continued Business - Public Hearing

None.

J. Report from Planning and Building Safety Director or designee

Planning and Building Safety Director Sam Lee stated that the October 10th meeting is cancelled and that there will be a special meeting on October 17th.

K. Planning Commissioners' Comments

Commissioners welcomed back Kimberly Christensen. Chair Wagner invited everyone to attend the Richmond Street Fair.

L. Other Business

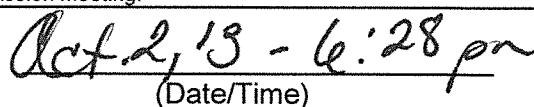
5. Planning Manager Kimberly Christensen presented a PowerPoint presentation on update to the Smoky Hollow Specific Plan Area Study.

M. Adjournment: 6:43 p.m. – Next special meeting scheduled for October 17, 2013, 5:30 p.m.

NOTE: The related files are available for public review in the Planning Division, Monday through Thursday 7:00 a.m. to 6:00 p.m. City Hall is closed on Fridays. Agenda packets, including Staff Reports, are also available in the Planning Division beginning at 5:00 p.m. Thursday of the week prior to the Planning Commission meeting.

POSTED:


(Signature)


(Date/Time)

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