



# AGENDA 08/09/12 PLANNING COMMISSION Meeting

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<b>MEETING DATE:</b>	Thursday, August 9, 2012
<b>MEETING TIME:</b>	5:30 p.m.
<b>MEETING PLACE:</b>	City Council Chambers, City Hall 350 Main Street El Segundo, California 90245-0989
<b>VIDEO:</b>	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.

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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. Written materials distributed to the Planning Commission within 72 hours of the Planning Commission meeting are available for public inspection immediately upon distribution in the City Clerk's office.

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**In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact City Clerk, (310) 524-2307. 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**
- B. **Pledge of Allegiance**
- C. **Roll Call**
- 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**

All items are to be adopted by one motion without discussion and passed unanimously. If a request for discussion of an item is made, the item(s) should be considered individually under the next Agenda heading.

- 1. Consideration and possible other action regarding approval of the July 12, 2012, Planning Commission Meeting Minutes.

**RECOMMENDED ACTION:** The recommended action is for the Planning Commission to approve the Minutes.

- 2. **Environmental Assessment No. EA-982 and Parking Demand Study 12-04 – Request to establish a required parking rate for a 21,178 square-foot call center.**

**Address:** 390 Sepulveda Boulevard  
**Applicant:** Kathleen J. Arndt  
**Property Owner:** 300 N. Sepulveda Owner, LLC

The applicant seeks to obtain a determination from the Planning and Building Safety Director regarding the appropriate parking spaces needed to accommodate a "call center" pursuant to El Segundo Municipal Code (ESMC) § 15-15-6.

**RECOMMENDED ACTION:** The recommended action is for the Planning Commission to: (1) Receive and File the Director of Planning and Building Safety's approval of Environmental Assessment No. EA-982 and Parking Demand Study (PDS) No. 12-04; and/or (2) discuss and take any other action related to this item.

- F. **Call Items from Consent Calendar**
- G. **Written Communications (other than what is included in Agenda packets)**

None.

**H. New Business – Public Hearing**

**3. Environmental Assessment No. EA-951, Conditional Use Permit No. 12-06, and Coastal Development Permit CDP No. 11-02**

**Address: 105 Vista Del Mar**  
**Applicant: Rob Searcy, CES**  
**Property Owner: City of El Segundo Public Right-of-way (Vista Del Mar); Edison (Utility pole in the City’s public Right-of-way)**

The proposed project involves the removal of an existing 30-foot tall (Class 7) utility wood pole that is located in the public right-of-way (at 105 Vista Del Mar) that will be replaced with a new 39-foot tall (Class 3) utility wood pole for a Wireless Communications Facility. The location is along the frontage of the Chevron Marine Terminal approximately 1,844 feet south of the centerline of Grand Avenue. Two (2) antennas mounted on two (2) 6'-0" wide extension arms, one 12.15" by 50.2" by 10.13" cabinet, and one breaker/disconnect box will be mounted on the wood utility pole. A 20" by 22" by 8" concrete pad with an 18" by 50" by 16" pedestal for an electric meter is proposed in the parkway portion of the public right-of-way. This project is classified as a "Major Wireless Communication Facility" ("WCF") pursuant to ESMC § 15-19-7(A) and requires approval of a Conditional Use Permit pursuant to ESMC § 15-23-6. The project site is located within the Marine Terminal Land Use District within the Coastal Zone Specific Plan Map of the City of El Segundo's Local Coastal Plan, and in the Heavy Industrial (M-2) Zone. The project is within the portion of the Coastal Zone where the City has permitting authority. However, the City's decision is appealable to the California Coastal Commission and the project requires a Coastal Development Permit. The project site is bounded by Grand Avenue to the north, 45<sup>th</sup> Street to the south (City of Manhattan Beach), Vista del Mar to the east, and the El Segundo Beach, and Pacific Ocean to the west.

The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15303 as a Class 3 categorical exemption (New Construction or Conversion of Small Structures). The proposed facility is surrounded by industrial uses, including a power plant, Edison electrical transmission lines and related utility structures. The project is not anticipated to have any significant impacts with regard to traffic, noise, air quality, or water quality. Furthermore, there are no environmentally sensitive habitat areas for endangered, rare, or threatened species at the project site. There are adequate utilities and public services to serve the project.

**RECOMMENDED ACTION:** That the Planning Commission: (1) open the public hearing and take documentary and testimonial evidence; (2) continue the public hearing to August 23, 2012; and/or (3) discuss and take any other action related to this item.

**I. Continued Business**

None.

**J. Report from Planning and Building Safety Director or designee**

**K. Planning Commissioners' Comments**

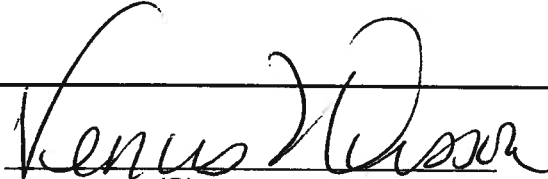
**L. Other Business**

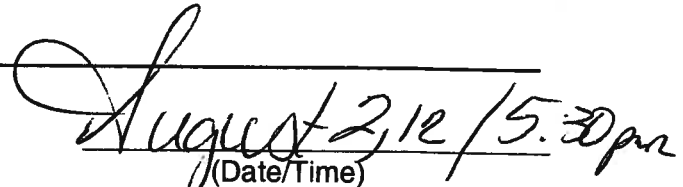
None.

**M. Adjournment – next meeting scheduled for August 23, 2012, 5:30 p.m.**

**NOTE:** The related files are available for public review in the Planning Division, Monday through Thursday between 7:00 a.m. to 6:00 p.m. City Hall is closed every Friday. 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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**MINUTES OF THE MEETING  
OF THE PLANNING COMMISSION  
OF THE CITY OF EL SEGUNDO, CALIFORNIA**

**July 12, 2012**

Chair Wagner called the El Segundo Planning Commission meeting to order at 5:30 p.m. in the El Segundo City Hall's Council Chambers, 350 Main Street, El Segundo, California. **CALL TO ORDER**

Vice Chair Baldino led the Pledge of Allegiance to the Flag. **PLEDGE TO FLAG**

PRESENT: WAGNER, BALDINO, NISLEY, and NEWMAN **ROLL CALL**

None. **PUBLIC COMMUNICATIONS**

Chair Wagner presented the Consent Calendar. **CONSENT CALENDAR**

Chair Wagner pulled Item E1 Planning Commission Minutes. Planning Manager read three revisions into the record. **CALL ITEMS FROM CONSENT**

Vice Chair Baldino moved, seconded by Commissioner Newman, to approve the June 28, 2012 Minutes as amended. Motion carried (4-0). **MOTION**

Planning Manager Kimberly Christensen indicated that revised documents were provided as follows: 1) Agenda Item E-1 revised Planning Commission Minutes; 2) three items for Agenda Item I-3 that include revised Resolution No. 2721, revised specific plan and draft development agreement, and a copy of the PowerPoint Presentation. **WRITTEN COMMUNICATIONS**

None. **NEW BUSINESS – PUBLIC HEARING**

Chair Wagner presented Agenda Item I-2, Environmental Assessment No. EA-954 and Off-site Parking Covenant MISC 11-09. Applicant: Beach City Baseball Academy. Address: 423 and 427 East Grand Avenue. Property Owner: Beach City Baseball Academy. **PUBLIC HEARING CONTINUED BUSINESS EA-954; MISC 11-09**

Contract Planner Trayci Nelson presented the staff report (of record.)

Commissioner Newman shared her concerns about the wireless crosswalk flashers.

Ms. Nelson stated that the Public Works Department is coordinating with staff and the applicant to ensure that a workable system is installed.

Vice Chair Baldino moved seconded by Commissioner Nisley, to approve Environmental Assessment No. EA-954 and Off-site Parking Covenant MISC 11-09. Motion carried (4-0). **MOTION**

Chair Wagner presented Agenda Item I-3, Environmental Assessment No. EA-959; General Plan Amendment No. GPA 12-01, Specific Plan Amendment No. SPA No.12-01, Zone Change No. ZC 12-01, Zone Text Amendment No. ZTA 12-01, Development Agreement No. DA 12-01, Subdivision No. SUB 12-02, and Site **EA-959; GPA12-01, SPA 12-01, ZC 12-01, ZTA 12-01, DA 12-01, SUB 12-02, AND SPR 12-01**

Plan Review No. SPR 12-01. Applicant: Mar Ventures, Inc. – William Messori.  
Address: 222 Kansas Street. Property Owner: SMPO Lab, LLC – Steve Williams.

Principal Planner Paul Samaras presented the staff report (of record.)

Planning Manager Kimberly Christensen proposed changes to several conditions of approval in the draft Resolution and correction of one typographical error in the Resolutions as follows: 1) Section 1-A on Stamped Page 43-the last sentence should read as follows; “the proposed floor area ratio (FAR)” and not “ration” 2) Section 1-C on Stamped Page 44 the language should read as follows: “The applications from Mar Ventures, Inc. on behalf of SMPO Lab, LLC”, and not “The application for the City of El Segundo”; 3) language should be added to Condition No. 12 on Stamped Page 62 that should read as follows in the first sentence: “Before the City issues a Certificate of Occupancy “for Phase 2 buildings,” and at the end of the fourth and fifth sentences new language should be added to read as follows: “for Phase 2 buildings”; 4) in Condition No. 23 on Stamped Page 64 the language should be revised to read as follows in the third sentence: “A covenant and agreement or equivalent instrument must be recorded to allow the use of disabled parking spaces on Lot 3” and the words “and 4” should be removed; 5) the following language should be added to the end of the second sentence for Condition No. 46 on Stamped Page 66 which should read as follows: “to the satisfaction of the Public Works Department”; 6) language added to the end of the paragraph for Condition No. 48 on Stamped Page 67 should read as follows: “to the satisfaction of the Public Works Department”; 7) language to be stricken and replaced on Stamped Page 134 to “In Lieu Payment for USDA Facility Section 5.7.1” to read “Within 10 days of the Effective Date, SMPO shall deposit \$225,000 with the City in lieu of the taxes. SMPO shall deposit an additional \$225,000 with the City in lieu of the taxes before the City issues any Certificate of Occupancy. 8) language being stricken and replace on Stamped Page 134 “Section 5.7.3 removing “within 12 months” to read as follows “within 24 months”; 9) language to be stricken on Stamped Page 152 “3 Library Service Mitigation Fee Per City Council Resolution No. 4678 adopted on October 5, 2010”.

#### **Carrie Garlett, Atkins Environmental Consultant**

Ms. Garlett prepared the Addendum to the MND, the Errata and the Mitigation Monitoring and Reporting Program. She stated that she is available to answer any questions.

#### **Russell Taylor; applicant Taylor Teter Partnership**

Mr. Taylor presented a PowerPoint presentation regarding the architectural design of the USDA facility. He stated that he is available to answer any questions.

#### **Marla Cazier-Mosley, United States Department of Agriculture (USDA)**

Ms. Cazier-Mosley presented a PowerPoint Presentation regarding the USDA functions and responsibilities. She stated that she is available to answer any questions.

**Dr. Gary Brickler, Area Veterinarian (CA/HI/NV)**

Mr. Brickler Presented a PowerPoint Presentation regarding the USDA veterinary service program. He stated that he is available to answer any questions.

Vice Chair Baldino inquired about the number of employees in the facility.

Ms. Cazier-Mosley stated that there would be approximately 50 employees in the facility.

**William Messori, Mar Ventures**

Mr. Messori stated that there will be a total of 90 employees for the two sites. He presented a PowerPoint presentation for 222 Kansas and indicated that he is available to answer any questions. Mr. Messori stated that he has some concerns regarding conditions of approval specifically Condition No. 46 regarding new curb and gutter; Condition No. 48 to resurface 1/2 of Kansas and Franklin; and Condition No. 49 regarding the location of the 5-foot wide parkway.

Mr. Baldino inquired about the estimated timeline for completion.

Mr. Messori stated that he believed it would be early 2013.

Vice Chair Baldino moved, seconded by Commissioner Newman, to approve **MOTION** Resolution No. 2721 approving Environmental Assessment No. EA-959, General Plan Amendment No. GPA 12-01, Specific Plan Amendment No. SPA 12-01, Zone Change No. ZC 12-01, Zone Text Amendment No. ZTA 12-01, Development Agreement No. DA 12-01, Subdivision No. SUB 12-02, and Site Plan Review No. SPR 12-01 as amended per staff's requested modified conditions. Motion carried (4-0).

Planning and Building Safety Director Sam Lee informed the Commission that the July 26, 2012 meeting will be cancelled and the next meeting would be on August 9, 2012. **REPORT FROM PLANNING AND BUILDING SAFETY DIRECTOR**

None. **PLANNING COMMISSIONERS COMMENTS**

None. **OTHER BUSINESS**

Chair Wagner adjourned the meeting. Motion carried (4-0). **MOTION**

The meeting adjourned at 7:00 p.m. **ADJOURNMENT**

**PASSED AND APPROVED ON THIS 12 DAY OF JULY 2012.**

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**Sam Lee, Secretary of  
the Planning Commission  
and Director of the  
Planning and Building Safety  
Department**

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**David Wagner, Chairman  
Planning Commission  
City of El Segundo, California**

# CITY OF EL SEGUNDO

## PLANNING COMMISSION STAFF REPORT

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**PLANNING COMMISSION:**

**MEETING:** August 9, 2012

**SUBJECT:** Director of Planning and Building Safety Decisions for Parking Demand Studies.

**REQUEST:** Receive and File Director of Planning and Building Safety Decision(s).

**APPLICATION(S)/  
ADDRESS(ES):**

Environmental Assessment No. EA-982 and  
Parking Demand Study (PDS) 12-04  
390 N. Sepulveda Boulevard

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### I. INTRODUCTION

The Director of Planning and Building Safety issued the following decisions:

- 1) **Approved – Environmental Assessment No. EA-982 and Parking Demand Study 12-04 – Determination by the Director of Planning and Building Safety regarding a request to establish a required parking rate for a 21,178 square-foot call center for Pinnacle Travel Services proposed in a 101,579 square-foot office building located within the Gateway El Segundo office complex, in the Corporate Office (CO) Zone.**

Address: 390 Sepulveda Boulevard  
Applicant: Kathleen J. Arndt  
Property Owner: 300 N. Sepulveda Owner, LLC

The applicant's request is for the Planning and Building Safety Director to determine the parking spaces required to accommodate a "call center" in accordance with El Segundo Municipal Code ("ESMC") ESMC § 15-15-6 .

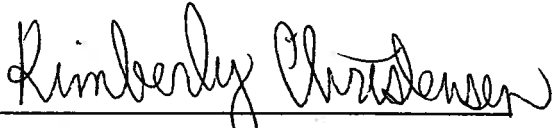
### II. RECOMMENDATION

Receive and File.




III. **EXHIBITS**

A. EA-982, PDS No. 12-04 Director Decision Letter dated July 30, 2012 for the property at 390 N. Sepulveda Boulevard.



**Kimberly Christensen, AICP, Planning Manager**  
Department of Planning & Building Safety



**Sam Lee, Director**  
Department of Planning & Building Safety

P:\Planning & Building Safety\0 Planning - Old\PROJECTS (Planning)\976-1000\EA 982\Receipt and File Staff Report  
08.09.2012.ParkingDemandStudies.doc



# City of El Segundo

## Planning & Building Safety Department

**Elected Officials:**

*Carl Jacobson,*  
Mayor  
*Suzanne Fuentes,*  
Mayor Pro Tem  
*Bill Fisher,*  
Council Member  
*Dave Atkinson,*  
Council Member  
*Marie Fellhauer,*  
Council Member  
*Tracy Weaver,*  
City Clerk  
*Chris Powell,*  
City Treasurer

July 31, 2012

Kathleen J. Arndt  
360 N. Sepulveda Boulevard  
Ste 1010  
El Segundo, CA 90245

RE: **Environmental Assessment No. EA-982 and Parking Demand Study PDS 12-04**

**Parking Demand Study to establish a required parking rate for a 21,178 square-foot call center for Pinnacle Travel Services proposed in a 101,579 square-foot office building within the Corporate Office (CO) Zone.**

**Address: 390 N. Sepulveda Boulevard**

**Appointed Officials:**

*Greg Carpenter,*  
City Manager  
*Mark D. Hensley,*  
City Attorney

Dear Ms. Arndt:

The purpose of this letter is to inform you that the Planning Division reviewed your application for the above-referenced project and the Director of Planning and Building Safety **APPROVED** Environmental Assessment No. EA-982 and Parking Demand Study 12-04 to establish a required parking rate of 141 spaces for the proposed 21,178 square-foot call center at 390 North Sepulveda Boulevard. The following are the findings and facts in support of each finding for this decision:

**FINDINGS AND FACTS IN SUPPORT OF FINDINGS:**

**Environmental Assessment No. EA-982**

**Finding 1**

- The proposed project is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA

[www.elsegundo.org](http://www.elsegundo.org)

Guidelines § 15301 as a Class 1 categorical exemption (Existing Facilities).

### **Facts in Support of Finding 1**

1. The applicant requests approval of a Parking Demand Study to allow a 21,178 square-foot call center in an existing 101,579 square-foot office building located in the Corporate Office (CO) Zone at 390 North Sepulveda Boulevard. The project involves interior alterations such as new partitions, doors, ceiling, and lighting for a new call center. The call center will operate similarly to the existing office uses onsite. It is not expected to generate more traffic than other office uses. The maximum number of employees will not exceed the permitted occupancy for offices at any time. Adequate parking will be provided on a surface parking lot and a single-level parking structure onsite. The site is not in an area that is environmentally sensitive. Therefore, the project is not anticipated to have any significant impacts with regard to traffic, noise, air quality, or water quality.

### **Parking Demand Study**

#### **Finding 1**

- The subject site has a sufficient number of parking spaces for all the existing uses onsite, and for the proposed call center.

### **Facts in Support of Finding 1**

1. The subject site is approximately 12.3 acres and is currently developed with three (3), three-story office buildings for a total of 305,920 net square feet (nsf). The site also has two (2), one-story retail buildings containing six (6) individual suites for a total of 11,177 nsf, a total of 408 underground parking spaces, and a 737 space surface parking lot for a total of 1,145 spaces.
2. The applicant is proposing tenant improvements for the purpose of locating a new 21,178 square-foot call center on the third floor of the 101,579 square-foot office building at 390 North Sepulveda Boulevard.
3. The existing office, retail uses, and the vacant office space require 908 parking spaces excluding the proposed 21,178 square-foot call center require 908 parking spaces and 1,145 parking spaces are provided. Therefore, the property has 237 parking spaces available for use by the proposed call center.
4. The call center is required to maintain a minimum of 141 parking spaces at the established ratio of one parking space for every 150 square-feet of floor area based upon the information submitted in Parking Demand Study No. 12-04.

Therefore, the property will have a surplus of 96 parking spaces available for the remaining uses onsite.

5. The proposed call center will operate 20 hours a day in 24 shifts. The maximum number of employees on site during the peak period of operation from 12:30 p.m. to 1:00 p.m. will be 179 employees.
6. The subject site is served by multiple bus lines, the Metrolink Green Line and a shuttle. In addition, approximately 30 bicycle spaces are located onsite. The applicant estimates that approximately twenty-four percent (24%) or 42 of the 179 call center employees will travel to the site using alternative transportation means.

### **DIRECTOR OF PLANNING AND BUILDING SAFETY DEPARTMENT ACTION**

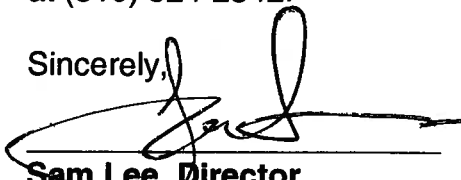
Based on these findings and facts in support of these findings, the Director of Planning and Building Safety **APPROVES** the proposed project, subject to the following conditions:

1. Before building permits are issued, the applicant must submit tenant improvement plans that demonstrate substantial compliance with the conditions of approval contained in this Letter on file with the Planning and Building Safety Department. Any subsequent modification to the project as approved, including the site plan, floor plan, elevations, landscaping, materials, size of the tenant space, total number of employees, or the total number of employees onsite concurrently at any time, must be referred to the Planning and Building Safety Director to determine whether additional parking may be needed or if the Planning Commission should review the proposed modification.
2. Before building permits are issued, the applicant must obtain all the necessary approvals, licenses and permits and pay all the appropriate fees as required by the City.
3. The call center is limited to 21,178 square-feet.
4. A minimum of 141 parking spaces must be reserved onsite for the call center use.
5. The maximum number of employees for the Pinnacle Travel Service call center use onsite cannot exceed 179 at any one time.
6. The Applicant agrees to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of Environmental Assessment No. 982 for Parking Demand Study No. PDS 12-04 except for such loss or damage arising from the City's sole negligence or willful misconduct. Should the

City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City approval of EA-982 or PDS 12-04, the Applicant agrees to defend the City (at the City's request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "the City" includes the City of El Segundo's elected officials, appointed officials, officers, and employees.

Should you have any questions, please contact Trayci Nelson, Senior Contract Planner, at (310) 524-2342.

Sincerely,

A handwritten signature in black ink, appearing to read "Sam Lee", written over a horizontal line.

**Sam Lee, Director**

Department of Planning and Building Safety