PLANNING COMMISSION AGENDA REPORT

MEETING DATE: April 14, 2014 **ITEM NUMBER: NB-1**

SUBJECT: REPORT ON THE STATUS OF THE PLANNING COMMISSION 2013 GOALS

DATE: APRIL 4, 2014

FROM: PLANNING DIVISION/DEVELOPMENT SERVICES DEPARTMENT

PRESENTATION BY: JERRY GUARRACINO, AICP
INTERIM ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES

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BACKGROUND

Prior Consideration

This item was previously scheduled for Planning Commission consideration on March 24, 2014, but was continued, without discussion, due to time constraints.

Prior Goal Setting

In 2013 the City Council approved a list of ten Planning Commission Goals for the year. This list was established based on recommendations from and consultation with the Planning Commission and staff. Establishing goals for major commissions and their support staff is an effective way of setting priorities for the allocation of resources. This is particularly important when the potential work program far exceed the constraints on Commissioner's time and the budget and resources of the City staff assigned to support those commissions.

This is a good time, as the City begins to prepare its budget for Fiscal Year (FY) 2014-15, to assess the progress made on the current Planning Commission Goals and to formulate recommendation for the upcoming year. This report will primarily focus on the status of the 2013 Goals and begin the discussion about potential Planning Commission Goals for FY 2014-15. Over the next few week staff will work with the Planning Commission to prioritize the work program for the Commission; ultimately resulting in a set of recommended FY 2014-15 Goals for City Council Consideration.

ANALYSIS

Planning Commission Goals 2013

The approved Planning Commission Goals 2013 are provided as Attachment A to this report. The Commission and staff have completed six of the original ten goals; these include Goals 1, 2, 5, 8, 9 & 10. Two ongoing Code Enforcement activities have resulted from these efforts, they include follow up sweeps of Convenience Markets and Liquor Stores (Goal 2) and Enhanced Code Enforcement for targeted neighborhoods (Goal 8). The Planning Division is still pursuing two goals, including the Motel Solutions and Enforcement (Goal 4) and improved coordination with the Fire Prevention Development standards (Goal 3). Substantial progress has been made on these goals with the cooperation of the City Attorney's Office and Costa Mesa Fire Department respectively. The other outstanding goals, updating entry signage (Goal 6) and developing landscape pallets for market windows and arterials (Goal 7) will be completed by Public Services staff. The following is a brief status for each of the original Goals.

Goal No.1 - Adoption of a Small Lot Subdivision Ordinance.
Status is Complete.
The Planning Commission recommended approval of the Small Lot Ordnance to the City Council on January 27, 2014. The Council gave first reading to the Ordinance on March 4, 2014 and has scheduled second reading of the Ordinance for March 18, 2014; if approved the ordinance will become effective 30 days later.

Goal No. 2 - Proactive Enforcement of Convenience Markets and Liquor Stores.
Status is Complete with regard to original target effort, but ongoing Code Enforcement continues.
The Planning Commission expressed concern regarding convenience/liquor stores throughout the City. To that end, Code Enforcement conducted pro-active enforcement of the following locations last year:

Circle K	111 Del Mar Ave.
7-Eleven	2683 Harbor Bl.
7-Eleven	2150 Placentia Ave.
Monrovia Liquor Mart	1895 Monrovia Ave.
Sunrise Liquor	2205 Fairview Rd.
Sunshine Liquor	724 W. 19th St.

Violations included excessive window signage, deteriorated building exteriors, unmaintained landscaping, and deteriorated parking lots. The six locations were included in Code Enforcement's monthly update to the Planning Commission; all have complied and the cases have been closed.

Next Steps
There are another 14 convenience/liquor stores throughout the City that could benefit from the same type of proactive initiative. This type of proactive "mini-sweep" is best conducted by our newly hired part-time Code Enforcement Officers. They will be assigned to the proactive enforcement of the remaining

convenience/liquor stores, among other duties. It is anticipate that they will be fully trained and ready to begin this enforcement effort in March 2014.

Goal No. 3 - Modification of Fire Prevention Turnaround requirements in site planning for properties.

Status: Pending release of Fire Department development standards.

A recent inter-departmental meeting was conducted on March 4, 2014 that included representatives from the Fire Department, Planning and Transportation. The purpose of that meeting was to establish better communication between Departments as it relates to development standards and project review for new development projects. A number of overlapping issues were discussed including hose run length for the street, private drive aisle width, gated entry standards, secondary access, and standardized templates for hammer heads and turnaround areas.

Next Steps

The Fire Department is currently preparing development standards and templates that cover many of the situation discussed at the inter-departmental meeting. Those standards should be ready in 30-60 days. A follow-up meeting will be scheduled when that material is available.

Goal No. 4 - Motel Solutions and Enforcement

Status: Ongoing

This is by far the most ambitious of all the Planning Commission Goals and although not complete substantial progress has been made on a variety of tasks. To address deferred maintenance and code violations the City has established the Neighborhood Improvement Task Force (NITF) to conduct targeted sweeps and room by room inspections of the most deteriorated motel properties. These inspections have resulted in some shocking findings of neglect or mismanagement. However, they have also resulted in major improvements to public health and safety issues at these properties. There is still some concern that violations fixed during the initial sweeps will simply reoccur, therefore this strategy will continue with annual (or as needed) inspections. The results of the NITF's efforts are well documented in their Quarterly Reports.

Another area for concern for the City is Long-Term Occupancy at motels, which is allowed by Zoning Code up to 25 percent of the total number of motel rooms or at an even higher rate with the approval of a CUP (Costa Mesa Motor Inn and Sandpiper Inn). An ordinance, to reduce the allowed number of long-term occupants at motels to zero, has been drafted and is being reviewed internally. A public review draft is expected to be presented to the Planning Commission for discussion and consideration in the next 30 to 60 days.

The Planning Commission has requested that the Long Term Occupancy CUP's for Costa Mesa Motor Inn (CMMI) and Sandpiper Inn be brought forward for their review, together with documentation about code complaints, Code Enforcement inspection results and CUP compliance information. This evidence has been compiled by the City Attorney's Office and those CUP reviews are anticipated to be brought before the Planning Commission in April for the Sandpiper Inn and May for CMMI.

Goal No. 5 - Additional parking requirements for nightclubs, coffee shops with Wi-Fi access, and small food & beverage establishments.

Status: Complete

Over the past year the following activities to address this Goal have taken place:

- Monitoring parking issues at various locations, including the small retail centers at the corners of Newport and Del Mar, and E.17th Street and Irvine, that have greater than 50% of floor area for eating establishments.
- Strict application of parking standards on new projects.
- An updated shared parking calculation table was prepared, based on the parking study LLG prepared for The Triangle, assessing different parking counts for nightclubs and family restaurants, but any actual change in the parking requirements would need to be adopted by resolution.

Ultimately, it was determined that the parking shortfalls that generated this goal were isolated occurrences and increasing the commercial parking requirements would be detrimental to the overall economic strategy of the City.

Goal No. 6 - Updating of sign standards and requirements; and
Goal No. 7 - Develop landscape pallets for market windows and arterials.

Status: To be addressed by Public Services

The target of this Goal is neighborhood monument/entry signage and not commercial signage. The Public Services Department has been authorized to hire a new staff person to work on community design projects such as neighborhood monument signage and developing public landscape pallet. They will be taking the lead on this activity in the future.

Goal No. 8 - Review "Enhanced Code Enforcement Project" Did it accomplish goals? Were hardship cases treated respectfully? Were there many hardship cases?

Status: Original Target Area Complete (This has become an ongoing program with rotating target neighborhoods)

This program has been very successful and has produced some very dramatic improvement in the neighborhoods targeted for Enhanced Code Enforcement. The latest target area is located in the Wilson Street and Placentia Avenue area. The NITF and other associated Code Enforcement staff have been nominated by the Planning Commission for a Design Award.

Goal No. 9 - Commissioner Participation in the General Plan Meetings....How many?

Status: Complete

Significant and extended public outreach effort (Great Reach) for General Plan input has been established. As part of that effort Commissioner Participation opportunities have been incorporated throughout the entire process leading up to a recommendation on the General Plan Amendment to the City Council.

Goal No. 10 - With the liquor store, bars, restaurants morphing into night spots, does Costa Mesa have alcohol related arrests/problems due to these establishments?

Status: Complete

This effort has resulted in consultation with community and industry leaders and ultimately to new Conditions of Approval requiring Responsible Beverage Service (RBS)

training for food and beverage servers. The following steps were undertaken to address this goal:

- Look at what SLO has done to curb alcohol related issues.
- Major effort to encourage ABC training for staff of these establishments
- Training for Intervention Procedures (TIPS) and RBS Training provided to alcohol severing establishments through Community Service Programs, Inc. (see below).
- On August 29, 2013, staff met with Council Member Leece, Lt. Greg Scott, and two representatives from Community Services Programs Inc., which has been provided a grant by the County of Orange to provide Responsible Beverage Service (RBS) training to various ABC licensed establishments in the City. In July, they conducted such training for the restaurants at the Triangle.
- (Former Shark Club owner) Gregg Hanour is a former club owner and member of the OC DUI Task Force – Staff has his contact information should an establishment wish to reach out to him for RBS training similar to what is provided by CSP, Inc.
- New Condition of Approval to require Responsible Beverage Service training has been implemented. The new conditions reads as follows:

  > "All sales and service staff (within 90 days of hire) shall complete Responsible Beverage Service training with a provider approved by the California Department of Alcoholic Beverage Control. A copy of the training certificates shall be kept on premises and presented to any authorized City official upon request"

Setting FY 2014-15 Planning Commission Goals

Having completed or made substantial progress on the Goals established for 2013 it is appropriate that we look forward to setting now goals for FY 2014-15. This would be accomplished by beginning the discussion about potential future goals at the March 24th meeting. Staff will review the initial list and come back with a report at the next Planning Commission meeting that will attempt to refine and prioritize the initial list. Once the recommendations have been agreed to by the Commission, a joint session with the City Council will be convened to seek their input and approval of the new Goals.

Goal Suggestions

The following suggestions for FY 2014-15 Planning Commission Goals are presented to get the discussion going.

- Revise the Sign Ordinance
- Adopt a new Ordinance regarding Hookah and Vaping Lounges
- Revise/update/consolidate the Urban Master Plans
- Complete Motel Solution and Enforcement efforts

RECOMMENDATION

Staff recommends that the Planning Commission take the following action:

1. Discuss and provide direction to Staff about potential future Goals; and
2. Receive and File Staff's Report

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Interim Assistant Director of Development Services

Attachments: A Planning Commission Goals 2013

Distribution: Director of Economic & Development/Deputy CEO
Assistant Development Services Director
Sr. Deputy City Attorney
Public Services Director
City Engineer
Transportation Services Manager
Fire Protection Analyst
Staff (6)
File (2)

Attachment "A"

Planning Commission Goals 2013

1. **Adoption of a Small Lot Subdivision Ordinance**.
   This is intended to promote development of single family detached homes and ownership housing by providing flexible development standards for lot size, open space, etc. and allowing forming a maintenance association instead of a homeowners association.

2. **Proactive Enforcement of Convenience Markets and Liquor stores.**
   This is to address most markets and liquor stores that were established decades ago, that are non-conforming and not operating under a conditional use permit. Zoning Code includes extensive conditions that apply to new and expanded businesses.

3. **Modification of Fire Prevention Turnaround requirements in site planning for properties.**
   The intent is to comply with all safety requirements and provide most flexible site planning tools for lots that are up to 300 feet deep consistent with other agencies and the Orange County Fire Authority.

4. **"Motel Solutions and Enforcement"**
   Incentives and flexible development and land use standards to promote and encourage motel conversions and redevelopment.

5. **Additional parking requirements for nightclubs, coffee shops with wifi access, and small food & beverage establishments.**
   Evaluate the parking demand to address these uses and develop standard operational conditions to regulate the parking.

6. **Updating of sign standards and requirements.**

7. **Develop landscape pallets for market windows and arterials.**

8. **Review "Enhanced Code Enforcement Project"**
   Did it accomplish goals? Were hardship cases treated respectfully? Were there many hardship cases?

9. **Commissioner participation in the General Plan meetings.**

10. **With the liquor store, bars, restaurants morphing into night spots, does Costa Mesa have alcohol related arrests/problems due to these establishments?**