

**AGENDA SUMMARY
PLANNING COMMISSION MEETING
TUESDAY, JUNE 2, 2020
6:00 P.M.**

**ARROYO GRANDE CITY COUNCIL CHAMBERS
215 E. BRANCH STREET, ARROYO GRANDE**

In compliance with the State and County Shelter at Home Orders, and pursuant to the Governor's Executive Order N-29-20, which allows for a deviation of teleconference rules required by the Ralph M. Brown Act, Planning Commission meetings will be held by teleconference only until further notice. Meeting can be viewed on Channel 20 and are live-streamed on the City's website and on www.slo-span.org. Members of the public may provide public comment during the meeting by calling 1-833-493-5844 or by submitting written public comments to the Clerk of the Commission at pc-publiccomment@arroyogrande.org.

1. CALL TO ORDER:

2. ROLL CALL

3. FLAG SALUTE:

Vice Chair Schiro

4. AGENDA REVIEW:

The Commission may revise the order of agenda items depending on public interest and/or special presentations.

5. COMMUNITY COMMENTS AND SUGGESTIONS:

This public comment period is an invitation to members of the community to present issues, thoughts, or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters that are within the jurisdiction of the Planning Commission. The Brown Act restricts the Commission from taking formal action on matters not published on the agenda. The Commission requests that public comment be limited to three (3) minutes and be accompanied by voluntary submittal of a "speaker slip" to facilitate meeting organization and preparation of the minutes.

6. WRITTEN COMMUNICATIONS:

Correspondence or supplemental information for the Planning Commission received after Agenda preparation. In compliance with the Brown Act, the Commission will not take action on correspondence relating to items that are not listed on the Agenda, but may schedule such matters for discussion or hearing as part of future agenda consideration.

7. CONSENT AGENDA:

7.a. Consideration Of Approval Of Minutes

Recommended Action: Approve the minutes of the March 3, 2020 Regular Planning Commission meeting.

Documents:

[2020-06-02_7a Approval of Minutes.pdf](#)

7.b. Consideration Of Time Extension 20-001 For Conditional Use Permit No. 16-005; One Year Time Extension In Accordance With The Arroyo Grande Municipal

Code; Location -- 1495 El Camino Real; Applicant -- Scott Pace; Representative -- Greg Soto

Recommended Action: It is recommended that the Planning Commission adopt a Resolution approving a time extension for Conditional Use Permit 16-005.

Documents:

[2020-06-02_7b 1495 El Camino Real Time Ext..pdf](#)

8. PUBLIC HEARINGS:

None.

9. NON-PUBLIC HEARING ITEMS:

9.a. Election Of Chair And Vice Chair

Recommended Action: It is recommended that the Planning Commission elect a Chair and Vice Chair to serve effective the second meeting in June 2020, and continuing until its second regular meeting in March 2021.

Documents:

[PC 2020-06-02_09a Election of Officers.pdf](#)

10. NOTICE OF ADMINISTRATIVE DECISIONS SINCE MAY 19, 2020

Documents:

[2020-06-02 Administrative Decisions - Revised.pdf](#)

11. COMMISSION COMMUNICATIONS:

Correspondence/Comments as presented by the Planning Commission.

12. STAFF COMMUNICATIONS:

Correspondence/Comments as presented by the City Manager.

13. ADJOURNMENT

All staff reports or other written documentation, including any supplemental material distributed to a majority of the Planning Commission within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the Community Development Department, 300 E. Branch Street, Arroyo Grande. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. To make a request for disability-related modification or accommodation, contact the Legislative and Information Services Department at 805-473-5414 as soon as possible and at least 48 hours prior to the meeting date.

This agenda was prepared and posted pursuant to Government Code Section 54954.2. Agenda reports can be accessed and downloaded from the City's website at www.arroyogrande.org. If you would like to subscribe to receive email or text message notifications when agendas are posted, you can sign up online through our [Notify Me](#) feature.

Planning Commission meetings are cablecast live and videotaped for replay on Arroyo Grande's Government Access Channel 20. The rebroadcast schedule is published at www.slo-span.org.

**ACTION MINUTES
MEETING OF THE PLANNING COMMISSION
TUESDAY, MARCH 3, 2020
ARROYO GRANDE COUNCIL CHAMBERS
215 EAST BRANCH STREET
ARROYO GRANDE, CALIFORNIA**

1. CALL TO ORDER

Chair Martin called the Planning Commission meeting to order at 6:00 p.m.

2. ROLL CALL

Planning Commission: Commissioners Jamie Maraviglia, Andrea Montes, Ken Sage, and Chair Glenn Martin were present. Vice Chair Frank Schiro was absent.

Staff Present: Community Development Director Whitney McDonald, Assistant Planner Andrew Perez and Assistant Planner Patrick Holub were present.

3. FLAG SALUTE

Chair Martin led the flag salute.

4. AGENDA REVIEW

None.

5. COMMUNITY COMMENTS AND SUGGESTIONS

None.

6. WRITTEN COMMUNICATIONS

None.

7. CONSENT AGENDA

7.a. CONSIDERATION OF APPROVAL OF MINUTES

Recommended Action: Approve the minutes of the February 4, 2020 Regular Planning Commission meeting.

Action: Commissioner Montes moved, and Commissioner Sage seconded the motion to approve Consent Agenda item 7.a. with the recommended course of action. The motion passed on the following roll-call vote:

AYES: Montes, Sage, Maraviglia and Martin

NOES: None

ABSENT: Schiro

8. PUBLIC HEARINGS

None.

9. NON-PUBLIC HEARINGS

9.a. Consideration OF the 2019 GENERAL PLAN ANNUAL REPORT (Perez)

Recommended Action: It is recommended the Planning Commission receive and file the 2019 General Plan Annual Report for final acceptance by the City Council.

Assistant Planner Perez presented the staff report and responded to Commissioner questions regarding staffing levels, the definition of attainable housing, and RHNA numbers.

In response to a question regarding staffing levels, Community Development Director McDonald announced that Patrick Holub had been promoted to the position of Assistant Planner.

Chair Martin made a motion to confirm that the Planning Commission has received and filed the 2019 General Plan Annual Report. Commissioner Maraviglia seconded and the motion passed on the following roll-call vote.

AYES: Martin, Maraviglia, Montes and Sage
NOES: None
ABSENT: Schiro

9.b CONSIDERATION OF PLANNING COMMISSION APPOINTMENT TO THE JIM GUTHRIE COMMUNITY SERVICE GRANT COMMITTEE (Perez)

Recommended Action: It is recommended the Planning Commission appoint one Commissioner and one alternate to serve as a representative on the Jim Guthrie Community Service Grant Committee

Assistant Planner Perez presented the staff report and responded to Commissioner questions regarding the number of meetings and provided background on the history of the Grant Program.

The Commission unanimously agreed to nominate Commissioner Montes to serve as the Planning Commission's representative on the Jim Guthrie Community Service Grant Committee. The Commission unanimously agreed to nominate Commissioner Maraviglia to serve as alternate and Chair Martin to serve as second alternate.

10. ADMINISTRATIVE DECISIONS SINCE JANUARY 21, 2020

Case No.	Applicant	Address	Description	Action	Planner
PPR20-001	AT&T	300 Reservoir Road	Replacement of wireless communications equipment at an existing wireless facility.	A	A. Perez
PPR20-002	Ron Freeman	145 Tally Ho	Establishment of a homestay in an existing single-family residence.	A	A. Perez

11. COMMISSION COMMUNICATIONS

None.

12. STAFF COMMUNICATIONS

Community Development Director McDonald announced that on April 3rd, 2020 there would be a regional housing summit to identify regional goals for providing housing.

Community Development Director McDonald shared that staff had a Housing Element Update kickoff meeting with the consultant and that they are considering a joint Planning Commission and City Council workshop in either April or May.

In response to a question from Chair Martin, Community Development Director McDonald announced that the Chair and Vice Chair for the next year will be chosen at the next meeting on March 17th.

13. ADJOURNMENT

The meeting adjourned at 6:35 p.m.

ATTEST:

**PATRICK HOLUB
PERMIT TECHNICIAN
(Approved at PC Meeting _____)**

GLENN MARTIN, CHAIR

DRAFT



MEMORANDUM

TO: PLANNING COMMISSION

FROM: WHITNEY McDONALD, COMMUNITY DEVELOPMENT DIRECTOR

BY: ANDREW PEREZ, ASSISTANT PLANNER

SUBJECT: CONSIDERATION OF TIME EXTENSION 20-001 FOR CONDITIONAL USE PERMIT NO. 16-005; ONE YEAR TIME EXTENSION IN ACCORDANCE WITH THE ARROYO GRANDE MUNICIPAL CODE; LOCATION – 1495 EL CAMINO REAL; APPLICANT – SCOTT PACE; REPRESENTATIVE – GREG SOTO

DATE: JUNE 2, 2020

SUMMARY OF ACTION:

Approval of Time Extension No. 20-001 for Conditional Use Permit No. 16-005 would allow an additional twelve (12) months for the developer to obtain building permits to construct a new professional office building, accessory warehouse space, and two (2) second-floor residential units at 1495 El Camino Real. Approval of the time extension application would extend the expiration of the approval to March 6, 2021.

IMPACT TO FINANCIAL AND PERSONNEL RESOURCES:

None.

RECOMMENDATION:

It is recommended that the City Council adopt a Resolution approving Time Extension 20-001 for Conditional Use Permit No. 16-005.

BACKGROUND:

On March 6, 2018, the Planning Commission adopted Resolution No. 18-2299 approving Conditional Use Permit 16-005 for the construction of a new professional office building, accessory warehouse space, and two (2) second-floor residential units on the property located at 1495 El Camino Real. The applicant has been working toward obtaining appropriate permits for the construction of the approved development, but has found it necessary to request an extension of the approval to allow adequate time to address plan check corrections on the building permit application. Therefore, the applicant submitted a time extension request to extend the entitlement's approval for one year, which was due to expire on March 6, 2020.

**PLANNING COMMISSION
CONSIDERATION OF TIME EXTENSION 20-001
JUNE 2, 2020
PAGE 2**

ANALYSIS OF ISSUES:

Municipal Code Subsection 16.12.140.C allows the Planning Commission to grant a project up to three (3) one-year time extensions, only if it is found that there have been no significant changes in the General Plan, Municipal Code, or character of the area within which the project is located that would cause the approved project to be injurious to the public health, safety, or welfare. No such changes have been identified that would cause the proposed project to be injurious to the public health, safety, or welfare. The applicant states that the need for a time extension is the result of consultants that have not delivered information necessary to meet the conditions of approval, as well as delays stemming from difficulty in securing financing to construct the project. Despite the minor setbacks, the applicant is confident that they will be able to pull a building permit within the next six (6) months.

If approved, the one-year time extension would extend the expiration date of the project to March 6, 2021. Following approval of this extension, the applicant would be eligible to apply for two (2) additional one-year time extensions, in accordance with the provisions of the Municipal Code.

ALTERNATIVES:

The following alternatives are provided for the Planning Commission's consideration:

1. Adopt the attached Resolution approving Time Extension 20-001;
2. Modify and adopt the attached Resolution approving Time Extension 20-001;
3. Do not adopt the attached Resolution, provide specific findings and direct staff to return with a Resolution denying the time extension; or
4. Provide direction to staff.

ADVANTAGES:

Approving the requested time extension will maintain the viability of an approved project, will allow the applicant to continue to work toward obtaining building permits, and is consistent with the Municipal Code.

DISADVANTAGES:

No disadvantages associated with approval of the requested time extension have been identified.

ENVIRONMENTAL REVIEW:

Review of Conditional Use Permit 16-005 for compliance with the California Environmental Quality Act (CEQA) determined that the project was categorically exempt from environmental review pursuant to Section 15322 of the CEQA Guidelines regarding in-fill development in urban areas. The granting of a time extension is not anticipated to have any effect on that determination.

**PLANNING COMMISSION
CONSIDERATION OF TIME EXTENSION 20-001
JUNE 2, 2020
PAGE 3**

PUBLIC NOTICE AND COMMENT:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2. At the time of report publication, no comments had been received.

RESOLUTION NO.

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ARROYO GRANDE APPROVING A ONE-YEAR TIME EXTENSION FOR CONDITIONAL USE PERMIT NO. 16-005 (TIME EXTENSION 20-001); APPLIED FOR BY SCOTT PACE; LOCATED AT 1495 EL CAMINO REAL

WHEREAS, the Planning Commission adopted Resolution No. 18-2299 approving Conditional Use Permit 16-005 for the construction of a new professional office building, accessory warehouse space, and two (2) second-floor residential units (the "Project")

WHEREAS, the effective date of the decision was March 6, 2018; and

WHEREAS, the approval remained valid for two (2) years from the effective date of decision; and

WHEREAS, an application for Time Extension 20-001 was submitted to extend the expiration date of the Project by one (1) year; and

WHEREAS, the Planning Commission of the City of Arroyo Grande has considered the request for Time Extension 20-001 on June 2, 2020; and

WHEREAS, the Planning Commission reviewed Conditional Use Permit 16-005 for compliance with the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and the Arroyo Grande Rules and Procedures for Implementation of CEQA, and determined that the project was categorically exempt pursuant to Section 15322 of the CEQA Guidelines regarding in-fill development in urban areas; and

WHEREAS, the categorical exemption pursuant to Section 15322 of the CEQA Guidelines also applies to the application for a time extension; and

WHEREAS, the Planning Commission finds, after due study and deliberation, the following circumstances exist:

1. There have been no significant changes in the General Plan, Municipal Code or character of the area within which the project is located that would cause the approved project to be injurious to the public health, safety or welfare.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Arroyo Grande hereby approves Time Extension 20-001 for the first of three (3) available one-year extensions, subject to the above findings and the conditions as set forth in Exhibit "A" attached hereto and incorporated herein by this reference. Conditional Use Permit No. 20-001 shall now expire on March 6, 2021.

RESOLUTION NO.

PAGE 2

On motion by Commissioner _____, seconded by Commissioner _____ and by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

The foregoing Resolution was adopted this 2nd day of June 2020.

**RESOLUTION NO.
PAGE 3**

GLENN MARTIN, CHAIR

ATTEST:

**PATRICK HOLUB
SECRETARY TO THE COMMISSION**

APPROVED AS TO CONTENT:

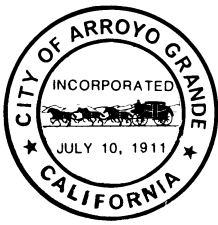
**WHITNEY McDONALD
COMMUNITY DEVELOPMENT DIRECTOR**

**EXHIBIT 'A'
CONDITIONS OF APPROVAL
TIME EXTENSION NO. 20-001 FOR
CONDITIONAL USE PERMIT NO. 16-005
1495 EL CAMINO REAL**

This approval authorizes a one (1) year time extension for Conditional Use Permit 16-005, which was originally approved by the Planning Commission on March 6, 2018.

GENERAL CONDITIONS:

1. The developer shall ascertain and comply with all Federal, State, County and City requirements that are applicable to this project.
2. Conditional Use Permit No. 16-005 shall expire on March 6, 2021, unless a building permit is issued prior to this date.
3. The developer shall comply with all conditions of approval for Conditional Use Permit No. 16-005.



MEMORANDUM

TO: PLANNING COMMISSION

FROM: ANDREW PEREZ, ASSISTANT PLANNER

SUBJECT: ELECTION OF CHAIR AND VICE CHAIR

DATE: JUNE 2, 2020

SUMMARY OF ACTION:

Annual appointment of a Chair and Vice Chair to serve for the next one-year period.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is no cost or staffing impact from this action.

RECOMMENDATION:

It is recommended that the Planning Commission elect a Chair and a Vice Chair to serve effective the second meeting in June 2020, and continuing until its second regular meeting in March 2021.

BACKGROUND:

City Council Resolution No. 09-2077 established by-laws that govern the Planning Commission organization and the conduct of its meetings. The by-laws state that at the second regular meeting in March, the members of the Planning Commission shall elect a Chair and Vice-chair, who shall hold office for one (1) year. Due in part to the COVID-19 pandemic and the lack of public hearing items the election has been postponed until now. The Chair and Vice-chair shall carry out the duties for those positions as described in the by-laws.

For the Commission's reference, an election protocol is outlined below. This is a suggested procedure and the Commission can vary from it in whatever manner is deemed appropriate, with the goal of having an orderly process to select the Chair and Vice Chair.

1. The Presiding Officer shall conduct the election of Commission Officers.
2. Call to select all nominations for Chair (no second necessary). Presiding Officer to repeat each nomination as it is made.
3. Call for motion to close nominations.
4. The Commission will vote, beginning with the first nominee, until a nominee receives a majority of votes and a Chair is selected.
5. Call to select all nominations for Vice Chair (no second necessary). Presiding Officer to repeat each nomination as it is made.
6. Call for motion to close nominations.
7. The Commission will vote, beginning with the first nominee, until a nominee receives a majority of votes and a Vice Chair is selected.

**PLANNING COMMISSION
ELECTION OF CHAIR AND VICE CHAIR
JUNE 2, 2020
PAGE 2**

ALTERNATIVES:

1. Elect a Commission Chair and Vice Chair;
2. Do not elect a Commission Chair and Vice Chair and provide staff with direction; or
3. Provide other direction to staff.

ADVANTAGES:

The current process provides an orderly and fair procedure for electing a Chair and Vice Chair.

DISADVANTAGES:

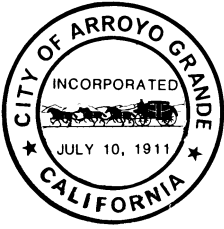
No disadvantages have been identified regarding this item.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted in front of City Hall and on the City's website in accordance with Government Code Section 54954.2.



**ADMINISTRATIVE ITEMS
PLANNING COMMISSION
JUNE 2, 2020**

(Decisions by the Community Development Director)

ITEM NO. 1: ADMINISTRATIVE SIGN PERMIT 20-005; ONE (1) NEW WALL SIGN AND ONE (1) NEW GROUND SIGN FOR A NEW BUSINESS; LOCATION – 1259 EAST GRAND AVENUE; APPLICANT – DUTCH BROS COFFEE; REPRESENTATIVE - STEVE FEAR, COAST MONUMENT SIGNS

After making the findings specified in Section 16.60.040 of the Municipal Code, the Community Development Director approved the above referenced project for two new signs for a new business.

ITEM NO. 2: ARCHITECTURAL REVIEW 20-002; CONSTRUCTION OF ONE (1) NEW 2,226 SQUARE FOOT SINGLE FAMILY HOME; LOCATION – 311 MYRTLE DRIVE; APPLICANT – DAVID POMEROY & ROBIN GREENE; REPRESENTATIVE – MARK VASQUEZ, DESIGN GRAPHICS

After making the findings specified in Section 16.16.130 of the Municipal code, the Community Development Director approved the above reference project for the construction of a new single-family residence in the Cherry Creek subdivision.

ITEM NO. 3: ARCHITECTURAL REVIEW 20-003; EXTERIOR ALTERATIONS TO AN EXISTING COMMERCIAL BUILDING; LOCATION – 1040 E. GRAND AVENUE; APPLICANT – DR. BRETT GARRETT; REPRESENTATIVE – MICHAEL DAMMEYER, STEVEN PUGLISI ARCHITECTS

After making the findings specified in Section 16.16.130 of the Municipal code, the Community Development Director approved the above reference project for an exterior remodel to an existing commercial structure.

ITEM NO. 4: ARCHITECTURAL REVIEW 20-004; EXTERIOR ALTERATIONS TO AN EXISTING COMMERCIAL BUILDING; LOCATION – 1054 E. GRAND AVENUE; APPLICANT – DR. PERRY PATEL; REPRESENTATIVE – MICHAEL DAMMEYER, STEVEN PUGLISI ARCHITECTS

After making the findings specified in Section 16.16.130 of the Municipal code, the Community Development Director approved the above reference project for an exterior remodel to an existing commercial structure.