

**AGENDA SUMMARY
PLANNING COMMISSION MEETING
TUESDAY, MARCH 2, 2021
6:00 P.M.
ZOOM WEBINAR**

Please click the link below to join the Zoom Meeting:

<https://us02web.zoom.us/j/89129208197>

Webinar ID: 891 2920 8197

Or by Telephone: 1-669-900-6833; 1-346-248-7799; 1-253-215-8782

In compliance with 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 conducted by video and teleconferencing through Zoom Webinar until further notice. Meetings will be broadcast live on Channel 20 and streamed on the City's [website](#) and www.slo-span.org. Members of the public may participate and provide public comment on agenda items during the meeting by joining the Zoom meeting or by submitting written public comments to the Clerk of the Council at pc-publiccomment@arroyogrande.org.

1. CALL TO ORDER:

2. ROLL CALL

3. FLAG SALUTE:

Chair Martin

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. Members of the public may provide public comment remotely by joining the Zoom meeting utilizing one of the methods provided below. Please use the "raise hand" feature to indicate your desire to provide public comment.

Click the link below to join the webinar:

- <https://us02web.zoom.us/j/89129208197>; Webinar ID: 891 2920 8197
- Or Telephone Attendee: 1-669-900-6833; 1-346-248-7799; 1-253-215-8782; Press * 9 to "raise hand" for public comment

The Brown Act restricts the Commission from taking formal action on matters not published on the agenda. In response to your comments, the Chair or presiding official may:

- Direct City staff to assist or coordinate with you.
- A Commissioner may state a desire to meet with you.
- It may be the desire of the Commission to place your issue or matter on a future agenda.

Please adhere to the following procedures when addressing the Commission:

- Comments should be limited to 3 minutes or less.

- Your comments should be directed to the Commission as a whole and not directed to an individual Commissioner.
- Slanderous, profane or personal remarks against any Commissioner or member of the audience shall not be permitted.

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 February 2, 2021 Regular Planning Commission Meeting.

Documents:

[2021-03-02_7a Minutes for Approval.pdf](#)

8. PUBLIC HEARINGS:

9. NON-PUBLIC HEARING ITEMS:

9.a. CONSIDERATION OF THE 2020 GENERAL PLAN ANNUAL REPORT

Recommended Action: It is recommended the Planning Commission receive and file the 2020 General Plan Annual Report for final acceptance by the City Council.

Documents:

[2021-03-02_09a 2020 General Plan Annual Progress Report.pdf](#)

9.b. ELECTION OF CHAIR AND VICE CHAIR

Recommended Action: It is recommended that the Planning Commission elect a Chair and a Vice Chair to serve effective the second meeting in March 2021, and continuing until its second regular meeting in March 2022.

Documents:

[2021-03-02_09b Election of Officers.pdf](#)

10. NOTICE OF ADMINISTRATIVE DECISIONS SINCE FEBRUARY 16, 2021

Documents:

[2021-03-02 Administrative Decisions.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, FEBRUARY 2, 2021
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, Ken Sage, Jim Guthrie, Vice Chair Frank Schiro and Chair Glenn Martin were present.

Staff Present: City Manager / Acting Community Development Director Whitney McDonald, Associate 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

The Commission received three supplemental memorandums regarding item 8.a.

7. CONSENT AGENDA

7.a. CONSIDERATION OF APPROVAL OF MINUTES

Recommended Action: Approve the minutes of the January 5, 2021 Regular Planning Commission meeting.

8. PUBLIC HEARINGS

8.a. CONSIDERATION OF CONDITIONAL USE PERMIT 20-003; ESTABLISHMENT OF A NEW CONFERENCE FACILITY AND COMMERCIAL OFFICES IN AN EXISTING STRUCTURE; LOCATION – 1164 E. GRAND AVENUE; APPLICANT – JOEL RILEY; REPRESENTATIVE – BRYCE ENGSTROM (Perez)

Associate Planner Perez presented the staff report and responded to Commissioner questions regarding parking agreements.

Bryce Engstrom, architect, spoke in support of the project and responded to Commissioner questions regarding intended capacity and event end times.

Joel Riley, applicant, spoke in support of the project and responded to Commissioner questions regarding future alcohol sales and trash pickup.

Chair Martin opened the Public Hearing.

James Lundy, 1170 E Grand Ave, spoke against the project stating that he is concerned about potential impacts related to traffic, parking and maintenance costs.

Hearing no further comment, Chair Martin closed the Public Hearing.

Action: Chair Martin moved and Vice Chair Schiro seconded the motion to adopt a Resolution approving Conditional Use Permit Np. 20-003 located at 1164 E. Grand Avenue with the following added conditions:

1. The number of event guests shall be limited to the maximum occupancy allowed by the Building Code based on the number of plumbing fixtures proposed.
2. The applicant shall place temporary signage near the property entrance to direct patrons to available off-site parking in advance of any event;
3. All events shall end no later than 10:00pm; and
4. A parking monitor shall be on-site 30 minutes prior to any event with more than 20 people.

The motion passed on the following roll-call vote:

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

9. NON-PUBLIC HEARINGS

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

Associate Planner Perez presented the staff report.

Vice Chair Schiro made a motion to nominate Commissioner Guthrie as the Planning Commission's representative on the Community Service Grant Committee.

Chair Martin volunteered to serve as the Planning Commission's alternate on the Community Service Grant Committee.

Action: Chair Martin moved and Vice Chair Schiro seconded the motion to nominate Commissioner Guthrie as the Planning Commission's representative on the Community Service Grant Committee and Chair Martin to serve as the alternate.

The motion passed on the following roll-call vote

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

10. ADMINISTRATIVE DECISIONS SINCE JANUARY 19, 2021

Case No.	Applicant	Address	Description	Action	Appeal Deadline
PPR 21-001	Jamie Tyler	246 Garden Street	Establishment of a Homestay	A	2/8/2021
PPR 21-002	Pepe Fonseca, La Parilla Taqueria	1421 E. Grand Avenue	Establishment of a restaurant in an existing commercial tenant space	A	2/8/2021

**PLANNING COMMISSION
MINUTES
FEBRUARY 2, 2021**

PPR20-030	Jeanne Peterson	1201 Russ Court	Establishment of a vacation rental in the Single Family zoning district	A	2/8/2021
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11. COMMISSION COMMUNICATIONS

Vice Chair Schiro welcomed Commissioner Guthrie to the Commission. Commissioner Sage seconded these comments.

12. STAFF COMMUNICATIONS

City Manager / Acting Community Development Director McDonald:

1. Announced that the City Council reviewed and adopted the updated Housing Element;
2. Announced that the City's new Community Development Director will be starting February 11th;
3. Welcomed new Commissioner Jim Guthrie; and
4. Thanked outgoing Commissioner Andrea Montes for her service on the Commission

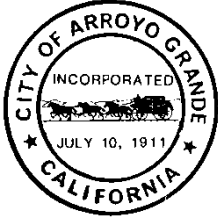
13. ADJOURNMENT

The meeting adjourned at 7:24 p.m.

ATTEST:

PATRICK HOLUB
ASSISTANT PLANNER
(Approved at PC Meeting _____)

GLENN MARTIN, CHAIR



MEMORANDUM

TO: PLANNING COMMISSION

FROM: ROB FITZROY, COMMUNITY DEVELOPMENT DIRECTOR

BY: ANDREW PEREZ, ASSOCIATE PLANNER

SUBJECT: CONSIDERATION OF THE 2020 GENERAL PLAN ANNUAL REPORT

DATE: MARCH 2, 2020

SUMMARY OF ACTION:

The General Plan Annual Report is an informational document identifying work completed in the previous year to implement the City's General Plan. It is an informational document only and once received and filed by the City Council is filed with the Governor's Office of Planning and Research and California Department of Housing and Community Development.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

Financial impacts include staff time and resources to prepare the Annual Report.

RECOMMENDATION:

It is recommended the Planning Commission receive and file the 2020 General Plan Annual Report (the "Annual Report" or "Report") for final acceptance by the City Council.

BACKGROUND:

California Government Code Section 65400 requires all cities to file a General Plan Annual Report to the Governor's Office of Planning and Research (OPR). The purpose of the Report is to monitor the City's implementation of the General Plan over time, to help identify statewide trends, document progress in meeting the City's share of regional housing needs, and inform local decision makers. Prior to submittal to the state, the Annual Report must be presented to the City Council for review and acceptance. As a procedural matter, the Annual Report is being brought to the Planning Commission for receipt and acceptance prior to the Council given the role of the Commission as one of the "keepers" of the General Plan.

The City's General Plan was adopted in October 2001. A number of activities have been undertaken that implement the goals and policies of the General Plan since that time, including the optional elements adopted by the City.

**PLANNING COMMISSION
CONSIDERATION OF 2020 GENERAL PLAN ANNUAL REPORT
MARCH 2, 2021
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ANALYSIS OF ISSUES:

The Annual Report provides an overview of the activities completed or currently being undertaken during 2020 to implement or update the General Plan. During the 2020 calendar year, no amendments to the General Plan were adopted. However, the vast majority of work to update the Housing Element was completed in 2020. Leading up to conditional certification obtained from HCD on December 10, 2020, the draft Housing Element was reviewed by the Planning Commission in October, and again in January. City Council adopted the Housing Element on January 26, 2021.

Work towards updating the Circulation Element continued in 2020. The Planning Commission reviewed a background conditions report and draft Traffic Impact Analysis Report guidelines during their November study session. Additionally, to maintain compliance with State law, City Council adopted a policy establishing thresholds of significance for evaluating transportation impacts using vehicle miles travelled, rather than level of service, as was previously used. A draft of the Circulation Element is expected to be released later this year. Staff also continued the update to the Parks and Recreation Element by beginning the environmental review process and circulating an administrative draft of the element for review and comments.

The City's Annual Report is formatted into two (2) sections:

- Section 1: Introduction, including the legal requirements of the Annual Report and status of the adopted Elements of the General Plan; and
- Section 2: Summary of Activity for 2020.

Please note that the tables reporting housing data are derived from spreadsheets provided by the State, with limited formatting functionality. These digital spreadsheets will be submitted in their native file format, resolving blurry image issues.

ALTERNATIVES:

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

1. Receive and file the General Plan Annual Report for final acceptance by the City Council; or
2. Provide direction to staff.

ADVANTAGES:

The City will be providing the State with data in compliance with the California Government Code.

DISADVANTAGES:

There are no disadvantages identified with filing the Annual Report.

ENVIRONMENTAL REVIEW:

In accordance with the California Environmental Quality Act (CEQA) and the State CEQA Guidelines, it has been determined that this item is not subject to CEQA Per Section 15061(b)(3) of the Guidelines, regarding the common sense rule that where it can be

**PLANNING COMMISSION
CONSIDERATION OF 2020 GENERAL PLAN ANNUAL REPORT
MARCH 2, 2021
PAGE 3**

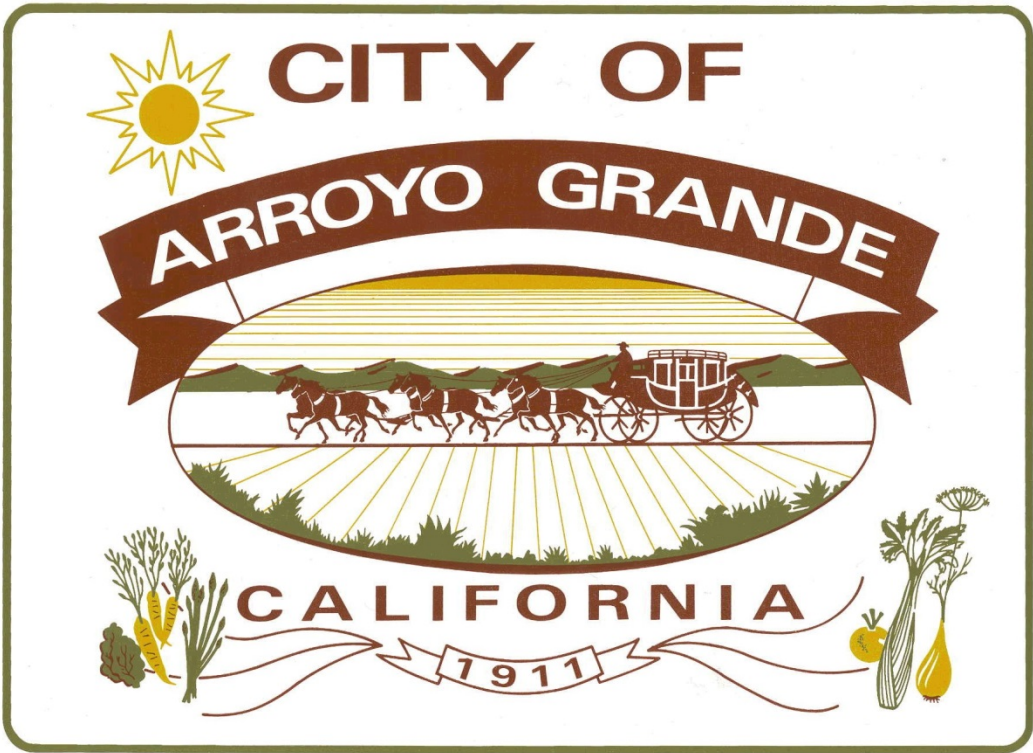
seen with certainty that there is no possibility of a significant effect on the environment, an activity is not subject to CEQA.

PUBLIC NOTIFICATION AND COMMENTS:

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 have been received.

Attachment:

1. 2020 General Plan Annual Report



General Plan Annual Report
2020

CITY OF ARROYO GRANDE

City Council

Caren Ray Russom, Mayor
Jimmy Paulding, Mayor Pro Tem
Kristen Barneich
Keith Storton
Lan George

Planning Commission

Glenn Martin, Chair
Frank Schiro, Vice Chair
Jamie Maraviglia
Jim Guthrie
Ken Sage

Community Development Department

Whitney McDonald, City Manager
Bill Robeson, Assistant City Manager
Rob Fitzroy, Community Development Director
Andrew Perez, Associate Planner
Patrick Holub, Assistant Planner

Contact Information

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300 E. Branch Street
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Section 1 - Introduction

A. Purpose of the Annual Report

This report reviews the activities that took place to implement the Arroyo Grande General Plan between January 1, 2020 and December 31, 2020. This report fulfills the requirements of Section 65400 of the California Government Code, which requires the City to file an annual report addressing the status of the General Plan and progress made toward goals and objectives. This annual report provides a means to monitor the success of implementing the General Plan and determine if changes need to be made in the plan or its implementation programs. The City is required to file the annual report with the Office of Planning and Research (OPR), as well as to their legislative bodies. The legislative body for Arroyo Grande is the City Council.

B. Purpose of the General Plan

The General Plan is the foundational development policy document of the City of Arroyo Grande. It defines the framework by which the physical, economic and human resources of the City are to be managed and utilized over time. The General Plan is available for public review at City Hall and on the City's website.

The General Plan acts to clarify and articulate the intentions of the City with respect to the rights and expectations of the public, property owners, and prospective investors and business interests.

C. Status of the Adopted Elements of the City's General Plan

State law requires that the General Plan include seven elements. These mandatory elements must cover the following topics: Land Use, Circulation, Housing, Safety, Noise, Conservation, and Open Space. State law allows the City to adopt any additional general plan elements that the City deems necessary. The City has adopted the Parks and Recreation, Agriculture, and Economic Development Elements as optional elements, which have the same decision making weight as the mandatory elements. Additionally, the elements of the general plan may combine elements as it deems necessary. The City of Arroyo Grande General Plan combines Agriculture, Open Space, and Conservation elements into a single element. The following is a breakdown of the City's General Plan:

Arroyo Grande GP Elements	Required GP Elements	Examples of Topics Covered
Agriculture, Conservation and Open Space Element	Agriculture (Optional)	Define policy for the protection of significant natural resources, providing the setting or context for urban land use development and incorporated City areas.
	Conservation	
	Open Space	
Fringe and Urban Area Land Use Element	Land Use	Provides for the types, density or intensity, design and distribution of existing and potential City areas.
Circulation/Transportation Element	Circulation	Identifies the street pattern and other circulation infrastructure and transportation

Arroyo Grande GP Elements	Required GP Elements	Examples of Topics Covered
		systems needed to support the uses identified Land Use Element.
Housing Element	Housing	Identifies and provides an analysis of existing and projected housing needs, an evaluation of housing constraints, a statement of goals, policies, quantifiable objectives and financial resources, and scheduled programs for the preservation, improvement, and development of housing.
Safety Element	Safety	Provides for the protection of lives and property from the adverse effects of natural and man-caused hazards.
Noise Element	Noise	Identifies the sources and outlines policy to protect land uses against adverse noise levels associated with necessary circulation and related activity.
Economic Development Element	Economic Development (Optional)	Defines the objectives, policies and proposals for improved employment, business retention and expansion, and fiscal growth of the community.
Park and Recreation Element	Parks and Recreation (Optional)	Outlines these public facilities and services desired to support the City and area residents, businesses, and visitors' leisure-time activities.

The City's General Plan was comprehensively updated in October 2001. The City's last major update of the General plan was completed in January 2017, with the City's approval of the E. Cherry Avenue Specific Plan project. The following is a list of updates to the General Plan since the document's adoption:

Amendment No.	Date	Type	Project
GPA 02-001	November 2003	Land Use Map	Parkside Residences
GPA 02-002	June 2003	Land Use Map	Berry Gardens Subarea 2
GPA 03-001	April 2003	Land Use Map	Village Core Extension
GPA 03-002	September 2003	Land Use Map	Agriculture Designations
GPA 03-003	March 2004	AG/C/OS	Conversion of Prime Ag Land, Farmworker Housing, and Ag Conservation Easements
GPA 04-001	Withdrawn by applicant	Land Use Map	Alder House
GPA 04-002	August 2004	Land Use Map	Noyes Road Properties

Amendment No.	Date	Type	Project
GPA 04-003	March 2005	Housing Element	Housing Element Update
GPA 06-001	August 2006	Land Use Map	Castillo Del Mar
GPA 06-002	November 2006	Circ & Parks and Rec Elements	Bike and Pedestrian Plan
GPA 06-003	November 2007	Land Use Map	S. Elm Multi-Family Designation
GPA 06-004	February 2007	Land Use Map	Sunset Drive
GPA 07-001	June 2007	AG/C/OS	Creek Protection Policies
GPA 07-002	November 2007	Housing Element	Affordable Housing Requirements
GPA 07-003	Placed on hold due to competing priorities	AG/C/OS	Conservation Element Update
GPA 09-001	September 2009	Land Use Map	2009 Land Use Map Cleanup
GPA 09-001B	October 2009	Land Use Map	Pearwood Annexation
GPA 11-001	Withdrawn by applicant	Land Use Map	Hillcrest
GPA 11-002	October 2013	Housing Element	2007-15 Housing Element
GPA 12-001	Withdrawn by applicant	Land Use Map	Alder House
GPA 12-002	July 2012	Circulation Element	Bicycle and Trails Master Plan
GPA 12-003	October 2012	Economic Development	2012 Economic Development Element
GPA 14-001	March 2014	Land Use Map	Heights at Vista Del Mar Annexation
GPA 14-002	October 2015	Land Use Element	Courtland/Grand
GPA 14-003	March 2016	Housing Element	2014-19 Housing Element
GPA 15-001	January 2017	AG/C/OS Creek Map Land Use Map	E. Cherry Avenue Specific Plan

The following is a brief overview of actions taken in 2020 relative to each individual Element:

Land Use Element (Adopted October 2001)

No text amendments to the Land Use Element occurred in 2020.

Circulation Element (Adopted October 2001)

No text amendments to the Circulation Element occurred in 2020. The Community Development Department is currently working with a consultant to update the Circulation Element. In

November 2020, staff presented the Existing Conditions and Background Report, draft policies and maps, including Traffic Impact Analysis Report Guidelines, to the Planning Commission in a study session. The feedback from the public and the Planning Commission will be incorporated into the public draft, which is anticipated for release in Spring 2021. City Council adopted a policy establishing thresholds of significance for evaluating transportation impacts using vehicle miles travelled as the metric, consistent with SB 743.

Housing Element (Adopted March 2016)

No text amendments to the Housing Element occurred in 2020, however, the City completed the majority of the 6th cycle Housing Element update in 2020. In a letter dated December 10, 2020, the Department of Housing and Community Development deemed that the draft Housing Element would comply with state law once the element was adopted and submitted. The City Council adopted the Housing Element update on January 26, 2021 and the adopted element was submitted to HCD for its final 90-day review. Upon acceptance by HCD, the update will bring the Housing Element into compliance through 2028.

Staff applied for grant funds to implement programs that result in accelerated housing production. The City obtained \$104,053 from the Regional Early Action Planning (REAP) grant program to be used towards drafting and adopting objective design standards for multi-family housing. The City also partnered with the cities of Atascadero, Morro Bay, and Grover Beach to submit a multi-jurisdictional application for REAP funding to develop a pre-approved ADU program. Both programs will help implement programs identified in the 6th cycle Housing Element.

Table 1 reflects the number of units that were entitled, permitted, and/or finalized in 2020. This is compared to the number of units permitted in 2019. With changes in reporting requirements for the State, future Annual Reports will have comparable data between the current and previous years:

Table 1: Entitled, Permitted, & Finalized Units – 2019 vs. 2020

Income Level	Entitled		Permitted		Finalized	
	2019	2020	2019	2020	2019	2020
Very Low	2	0	0	0	0	0
Low	4	0	31	0	4	20
Moderate	0	0	0	0	0	0
Above Moderate	62	1	34	54	20	63
Total	68	1	64	54	24	83

The year 2020 was the first year of the 6th cycle for purposes of reporting progress towards the Regional Housing Needs Allocation (RHNA). Table 2 reflects the number of units permitted during 2020 that count towards the 6th cycle RHNA.

Table 2: 6th Cycle Regional Housing Needs Allocation

Income Level	RHNA by Income	Units Permitted 2020 – 2028
Very Low	170	0
Low	107	0
Moderate	124	0
Above Moderate	291	54
Total	692	54

Agriculture, Conservation, and Open Space Element (Adopted October 2001, Amended June 2007)

No text amendments to the Agriculture, Conservation, and Open Space Element occurred in 2020.

Safety Element (Adopted October 2001)

No text amendments to the Safety Element occurred in 2020. The City is part of a countywide team, which successfully obtained grant funding to produce a countywide Hazard Mitigation Plan. The Plan was adopted by City Council in September. The Plan will be incorporated into the Safety Element; however, the timeframe for doing so has not been established.

Noise Element (Adopted October 2001)

No text amendments to the Noise Element occurred in 2020.

Economic Development Element (Adopted October 2012)

No text amendments to the Economic Development Element occurred in 2020. The City is currently working on the East Grand Avenue Master Plan in order to increase implementation of the plan and investment by property owners.

Parks and Recreation Element (Adopted October 2001)

No text or map amendments to the Parks and Recreation Element occurred in 2020.

Section 2 – Summary of Activity – 2020

The City of Arroyo Grande policies and programs identified in the General Plan include tools already in place and used on a day-to-day basis in the City. Some of the various tools available to further the City’s goals and objectives include the City Council’s annual goals and priorities, Budget/Capital Improvement Program, Specific Plans and Master Plans of Development, Zoning and Subdivision Regulations, CDBG Funds, etc.

Planning Commission

The City of Arroyo Grande Planning Commission is designated as the "Planning Agency", as authorized by Section 65100 of the Government Code. The Commission has the discretionary and advisory responsibilities that are authorized by Chapters 2.18, 16.04, and 16.08 of the Arroyo Grande Municipal Code.

During 2020, the Planning Commission took action on the following:

- One (1) conditional use permit;
- Five (5) time extensions;
- Two (2) lot line adjustments; and
- One (1) certificate of compliance.

Building and Life Safety Division

The City’s Building and Life Safety Division reviews project plans, issues permits, and provides inspection services for compliance with California's building, fire, mechanical, electrical, plumbing, energy, and disabled access codes, as well as City ordinances.

In 2020, the Building Division received 565 building permit applications and issued 548 building permits. During the past year, City building inspectors made 2,065 construction and safety-related inspections associated with building permit activity. The Building Division finalized and completed 428 building permits in the same period.

Engineering Division

The City’s Engineering Division ensures all construction in the public right-of-way related to land development entitlements comply with adopted codes and engineering standards. Additionally, the Engineering Division, in partnership with the Public Works Department, is responsible for coordinating the implementation of the City’s Stormwater Management Program.

In 2020, the Engineering Division received 145 applications for encroachment permits, 15 grading permit applications, and 58 stormwater permit applications for a total of 218 permit applications received, and 221 permits were issued. Major work efforts include the Brisco Interchange Project and environmental review and Bridge Street Bridge and Traffic Way Bridge rehabilitation and replacement projects, and Circulation Element update.

Planning Division

The Planning Division assists the community, the City Council, and the Planning Commission in preparing for the City's future growth and development, as well as reviews current development plans for consistency with local ordinances. The Planning Division administers the Development Code and deals with transportation, housing, community facilities, public safety, open space, design, and the use of land.

The Planning Division provides support staff to the Planning Commission, Architectural Review Committee, and Downtown Parking Advisory Board. Administrative functions include the scheduling of meetings, preparation of agendas, posting of hearing notices, and preparation of minutes.

The Planning Division provides land use analysis, environmental review as required under the California Environmental Quality Act, and prepares staff reports for the aforementioned Commissions and Committees, including the City Council. In 2020, the Planning Division received 96 applications for various land use entitlements (permits), including, land divisions, Conditional Use Permits, Minor Use Permits, and Sign permits. In 2020, the Planning Division spent time working on a number of work items. These work items included:

- 6th cycle Housing Element update;
- Submission of applications for Regional Early Action Planning and Local Early Action Planning grant programs to provide financial assistance to accelerate housing production and implement Housing Element programs;
- Permitting of a 120-bed assisted living facility for seniors;
- Participation in a regional effort to develop a stock accessory dwelling unit program; and
- Participation in the Regional Housing Action Team working group.

General Plan Policies and Programs

Community Development Department staff is currently working on a number of items specifically related to the General Plan, as referenced above. Prioritized work efforts for the General Plan include the Circulation Element Update, the East Grand Avenue Master Plan (ED7-1.1, LU5-7), the Halcyon Road Complete Streets Plan, and the Economic Development Strategic Plan (ED6).

Appendix A - Housing Element Reporting Forms

Table A

Table A																			
Housing Development Applications Submitted																			
Project Identifier					Unit Type	Data Application Submitted	Prepared Units - Affordability by Household Income									Total Approved Units by Project	Total Disapproved Units by Project	Streamlined	Notes
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
Project APN	General APN	Street Address	Project Name	Local Jurisdiction Tracking ID	Unit Category (SFA, SFD, SIA, S, RDU, MH)	Transit E-Reader 0-Owner	Date Application Submitted (see jurisdiction)	Very Low Income Devt Evaluated	Very Low Income Non Devt Evaluated	Low Income Devt Evaluated	Low Income Non Devt Evaluated	Moderate Income Devt Evaluated	Moderate Income Non Devt Evaluated	Above Moderate Income	Total PROPOSED Units by Project	Total APPROVED Units by Project	Total DISAPPROVED Units by Project	Was APPLICATION SUBMITTED Processed in CC 65511.4147 (S0 55 Streamlined)	Notes
Summary Row: Start Data Entry Below																			
	007-252-004	531 Hwy St.			ADU	R	1/7/2020								1	1			No
	077-179-029	1866 Maple St			ADU	R	1/17/2020								1	1	0		No
	007-224-016	246 Casserman			ADU	R	2/12/2020								1	1			No
	007-051-014	668 Equestrian			ADU	R	2/25/2020								1	1			No
	077-151-009	1207 Poplar St.			ADU	R	2/11/2020								1	1			No
	007-706-012	195 Refugee Pl.			ADU	R	4/27/2020								1	1			No
	007-785-022	534 Calle Carran			SFD	O	5/1/2020								1	1			No
	077-032-019	229 Rakles Rd.			ADU	R	5/7/2020								1	1			No
	007-572-036	511 Magella Dr.			SFD	O	5/14/2020								1	1			No
	006-037-004	015 Castilla Del Mar			SFD	O	7/18/2020								1	1			No
	007-574-007	795 E. Channing			SFD	O	7/29/2020								1	1			No
	006-562-045	565 Woodland Dr.			ADU	R	9/1/2020								1	1			No
	007-062-004	327 Miller Way BC			ADU	R	9/9/2020								1	1			No
	006-540-012	001 Dodson			ADU	R	10/21/2020								1	1			No
	007-001-019	192 Deirdre St.			SFA	R	10/26/2020								1	1			No
	007-582-012	216 Garden St.			ADU	R	11/14/2020								1	1			No
	006-037-002	049 Castilla Del Mar			SFD	O	11/19/2020								1	1			No
	007-011-012	282 Miller Way			ADU	R	11/30/2020								1	1			No
	07-051-005	190 Peacock			ADU	R	1/29/2020								1	1			No
	077-172-019	100 Walnut			ADU	R	7/7/2020								1	1			No
	006-511-072	115 S. Alpine St.			ADU	R	9/22/2020								1	1			No
	007-041-011	1019 Ruess			ADU	R	9/29/2020								1	1			No

Table A2 (Part 2)

Table A2 Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units											
Project Identifier			Affordability by Household Income - Building Permits								
Current APN	Street Address	Project Name*	7							8	9
			Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Building Permits Date Issued	# of Units Issued Building Permits
007-572-036	311 Myrtle Dr.		0	0	0	0	0	0	0	54	54
006-007-004	815 Castillo Del Mar										
007-481-019	132 Bridge St.										
006-007-002	840 Castillo Del Mar										
077-096-013	189 Brioso Rd #A								1	1/6/2020	
077-096-014	189 Brioso Rd #B								1	1/6/2020	
077-096-015	189 Brioso Rd #C								1	1/6/2020	
077-096-016	189 Brioso Rd #D								1	1/6/2020	
007-622-006	248 E. Cherry Ave.								1	1/30/2020	
007-622-025	282 Seward Pk Ct.								1	1/30/2020	
007-622-048	543 Leadham Pl.								1	1/30/2020	
007-622-015	283 Seward Pk Ct.								1	2/3/2020	
007-622-047	384 Haven Ct.								1	2/3/2020	
007-622-020	340 Seward Pk Ct.								1	2/19/2020	
007-622-021	324 Seward Pk Ct.								1	2/19/2020	
007-622-007	228 E. Cherry Ave.								1	2/19/2020	
007-622-036	248 Haven Ct.								1	2/27/2020	
007-622-008	204 E. Cherry Ave.								1	3/2/2020	
007-622-039	234 Haven Ct.								1	3/2/2020	
007-622-040	288 Haven Ct.								1	3/3/2020	
077-288-013	661 La Vista Ct.								1	3/10/2020	
007-622-038	220 Haven Ct.								1	3/11/2020	
006-007-014	480 Del Mar								2	3/12/2020	
007-031-048	229 Corbett Canyon Rd.								1	3/19/2020	
077-332-014	1203 Russ Ct.								1	3/24/2020	
007-622-032	286 Haven Ct.								1	4/15/2020	
007-622-033	283 Haven Ct.								1	4/15/2020	
007-622-034	281 Haven Ct.								1	4/15/2020	
077-081-011	1230 Madison St.								1	5/6/2020	
007-622-031	311 Haven Ct.								1	5/6/2020	
007-622-042	294 Haven Ct.								1	5/6/2020	
007-622-041	272 Haven Ct.								1	5/6/2020	
007-622-024	274 Seward Pk Ct.								1	5/6/2020	
007-481-015	130 Peanwood Ave.								1	5/6/2020	
007-022-023	181 Tully Ho Rd.								1	5/21/2020	
007-622-019	352 Seward Pk Ct.								1	6/3/2020	
007-622-009	194 E. Cherry Ave.								1	6/3/2020	
007-622-036	236 Haven Ct.								1	6/3/2020	
007-622-043	310 Haven Ct.								1	6/3/2020	
007-288-013	827 Palis Rd.								1	6/17/2020	
007-622-046	368 Haven Ct.								1	6/17/2020	
007-622-045	346 Haven Ct.								1	6/17/2020	
007-622-030	343 Haven Ct.								1	7/8/2020	
007-622-044	330 Haven Ct.								1	7/8/2020	
007-622-029	367 Haven Ct.								1	7/16/2020	
007-786-012	195 Refugio Pl.								1	7/20/2020	
007-572-014	301 Stillwell Dr.								1	8/5/2020	
007-571-007	795 E. Cherry Ave.								1	8/19/2020	
007-622-018	197 Seward Pk Ct.								1	9/22/2020	
006-007-003	831 Castillo Del Mar								2	9/23/2020	
006-581-042	802 Taylor Pl.								1	10/14/2020	
007-786-022	534 Calle Cuervo								1	10/28/2020	
007-082-004	327 Miller Way #C								1	10/29/2020	
007-572-036	311 Myrtle Dr.								1	11/2/2020	
006-007-004	815 Castillo Del Mar								1	11/3/2020	
007-481-019	132 Bridge St.								1	12/1/2020	

Table A2 (Part 3)

Table A2												
Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units												
Project Identifier			Affordability by Household Income - Certificates of Occupancy									
Current APN	Street Address	Project Name*	10							11	12	
			Very Low-Income Deed Restricted	Very Low-Income Non-Deed Restricted	Low-Income Deed Restricted	Low-Income Non-Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non-Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see Instructions) <u>Date Issued</u>	# of Units Issued Certificates of Occupancy or other forms of readiness	
			0	0	20	0	0	0	0	63		63
077-192-077	1047 Ash St									1	1/9/2020	1
077-192-078	1045 Ash St									1	1/9/2020	1
077-191-048	1194 Ash St									4	1/19/2020	4
007-822-051	519 Leedham Pl									1	1/22/2020	1
077-204-042	373 Alder St									1	2/12/2020	1
077-204-043	375 Alder St									1	2/12/2020	1
077-204-044	377 Alder St									1	2/12/2020	1
077-153-034	192 S. Elm St									1	2/26/2020	1
007-021-015	285 James Way									1	2/29/2020	1
007-822-049	535 Leedham Pl									1	3/2/2020	1
007-822-050	527 Leedham Pl									1	3/18/2020	1
007-822-013	285 Sweet Pea Ct									1	3/25/2020	1
007-822-012	305 Sweet Pea Ct									1	3/25/2020	1
077-204-045	379 Alder St									1	4/17/2020	1
008-067-021	439 Del Sur									2	4/27/2020	2
008-067-011	704 Castillo Del Mar									1	4/30/2020	1
007-822-053	503 Leedham Pl									1	5/1/2020	1
007-822-052	511 Leedham Pl									1	5/1/2020	1
007-822-005	270 E. Cherry Ave									1	5/13/2020	1
007-822-014	271 Sweet Pea Ct									1	5/13/2020	1
007-822-003	324 E. Cherry Ave									1	5/27/2020	1
007-822-004	296 E. Cherry Ave									1	8/1/2020	1
007-822-022	300 Sweet Pea Ct									1	8/15/2020	1
077-151-015	1288 Cedar St									1	8/18/2020	1
007-011-048	120 Talb Ho Rd									1	8/18/2020	1
007-572-024	319 Myrtle Dr									1	8/28/2020	1
008-067-008	741 Castillo Del Mar									1	8/29/2020	1
007-781-050	743 Prinz Rd									1	7/2/2020	1
007-822-048	543 Leedham Pl									1	7/13/2020	1
007-822-047	984 Haven Ct									1	7/13/2020	1
007-822-008	248 E. Cherry Ave									1	7/17/2020	1
077-201-012	224 S. Halcyon Ave				20						7/17/2020	20
007-441-088	217 Pinewood Ave									1	7/29/2020	1
007-571-018	835 E. Cherry Ave									1	8/4/2020	1
007-822-008	204 E. Cherry Ave									1	8/7/2020	1
007-822-007	226 E. Cherry Ave									1	8/11/2020	1
007-822-039	234 Haven Ct									1	8/25/2020	1
007-822-040	258 Haven Ct									1	8/25/2020	1
007-822-021	324 Sweet Pea Ct									1	8/1/2020	1
007-822-035	249 Haven Ct									1	8/17/2020	1
007-822-029	274 Sweet Pea Ct									1	9/23/2020	1
007-822-032	295 Haven Ct									1	9/24/2020	1
007-822-023	282 Sweet Pea Ct									1	9/25/2020	1
007-822-020	340 Sweet Pea Ct									1	9/25/2020	1
007-781-051	747 Prinz Rd									1	9/28/2020	1
007-822-041	272 Haven Ct									1	10/7/2020	1
007-822-042	294 Haven Ct									1	10/15/2020	1
007-822-038	220 Haven Ct									1	10/22/2020	1
007-822-033	283 Haven Ct									1	11/2/2020	1
007-822-034	281 Haven Ct									1	11/5/2020	1
007-822-036	235 Haven Ct									1	11/18/2020	1
077-180-007	1181/1183 Ash									4	12/1/2020	4
007-822-031	311 Haven Ct									1	12/2/2020	1
007-822-019	352 Sweet Pea Ct									1	12/10/2020	1
007-293-013	827 Plata Rd									1	12/17/2020	1
007-822-030	343 Haven Ct									1	12/22/2020	1
007-822-045	348 Haven Ct									1	12/23/2020	1

Table B

Table B												
Regional Housing Needs Allocation Progress												
Permitted Units Issued by Affordability												
Income Level	1	2									3	4
	RHNA Allocation by Income Level	2014	2015	2016	2017	2018	2019				Total Units to Date (all years)	Total Remaining RHNA by Income Level
Deed Restricted	60											60
Non-Deed Restricted												
Deed Restricted	38				4	13	20				37	1
Non-Deed Restricted												
Deed Restricted	43											43
Non-Deed Restricted												
	101				37	22	49				108	
	242											
					41	35	69				145	104

Table D

Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program A.1: Adopt policies, programs, and procedures to attempt to meet the present and future needs of residents of the City, and to aim at providing their fair share regional housing need allocated for each income classification, within identified governmental, market, economic and natural constraints.	A.1-1. Establish a five-year schedule of actions to implement the goals and policies of the H.E.	Ongoing	An implementation schedule of goals and policies are outlined in the Housing Element but many of the programs associated with these goals and policies have not yet been implemented due to staff constraints. This program will continue to be implemented
Program A.1 (cont.)	A.1-2. Report annually on progress in meeting its fair share housing targets, and provide the collected information to HCD, development community, and non-profit housing developers.	Annually	The program is on-going. Housing numbers are reported to HCD annually through the Housing Element Annual Progress Report. This program will be continued.
Program A.1 (cont.)	A.1-3. Amend the Development Code to revise the requirements for the T'WMU District to remove the limitation of only live-work residential uses. A mix of residential use types shall be allowed consistent with all of the mixed use zoning districts (except IMU). The Development Code shall also be amended to allow residential projects at densities up to 20 units per acre in the T'WMU District.	Within 1 year of H.E. adoption	The City has not amended the Development Code regarding the limitations on uses nor the density in the Traffic Way Mixed Use District due to staff constraints. This program will continue to be implemented.

<p>Program A.2: Continue to utilize the following incentives for the production of affordable housing: a) allowing secondary dwelling units under specified criteria; b) allowing manufactured housing on legal parcels in all residential zones; c) allowing density bonuses for very low and low-income housing and senior housing projects.</p>	<p>A.2-1. Continue to encourage and publicize on the City's website the secondary dwelling program to increase public awareness.</p>	<p>Ongoing</p>	<p>The Development Code was updated October 2017 regarding accessory dwelling units (ADUs) for compliance with State law (Ordinance No. 688). The City has continued to monitor impacts to accessory dwelling units from short-term rentals. Currently, the City provides information about accessory dwelling units on the city's website, including development standards, procedures, and fees. This program will be continued and will include further amendments to the ordinance to address recent updates to state law.</p>
<p>Program A.3: Give priority to processing housing projects that provide for affordable housing, and lower development impact fees shall be charged as an incentive for low, very low, and extremely low-</p>	<p>A.3-1. Amend the Municipal Code to provide incentives for the development of affordable housing projects, including expedited permitting, providing financial assistance through the City's In-Lieu Affordable Housing Fund, requiring lot consolidation, and providing greater flexibility in development standards.</p>	<p>Within 2 years of H.E. adoption</p>	<p>The Municipal Code has not yet been amended to include these incentives for affordable housing projects. However, impact fees have been reduced for affordable housing projects. In addition, the City has received funding through Senate Bill 2 to revise zoning to streamline review of affordable housing projects. This program has not successfully been implemented due to staff constraints and will be continued.</p>
<p>Program A.3 (cont.)</p>	<p>A.3-2. Amend the Development Code to include the definition of "Extremely Low-Income" as defined by Section 50093 of the California Health and Safety Code.</p>	<p>Within 1 year of H.E. adoption</p>	<p>The definition of "Extremely Low-income" has not yet been included in the Development Code. Extremely low-income households earn 30 percent or less of the median household income. The city relies on the County of San Luis Obispo's affordable housing standards, which define extremely low income households. This does not need inclusion in the City's Development Code therefore this program will not be continued in the next Housing Element.</p>
<p>Program A.3 (cont.)</p>	<p>A.3-3. Amend the Development Code to provide additional incentives specific for extremely low-income housing projects. Incentives may include flexible standards for on- and off-site improvements such as reduced parking requirements, reduced curb, gutter, and sidewalk requirements; reduced or deferred water and/or sewer connection fees; development review and permit streamlining procedures; or financial incentives and</p>	<p>Ongoing</p>	<p>The City has not yet amended the Development Code regarding additional incentives for extremely low-income housing projects. The City continues to monitor evolving State legislation associated with housing to ensure this has not been addressed or preempted. This program will be continued</p>

Program A.10: Review and revise development regulations, standards, and procedures to encourage increased housing supply as needed.	A.10-1. Comply with State Density Bonus Law and update Development Code Chapter 16.82 to comply with AB 2280.	Within 1 year of H.E. adoption and then ongoing	The City has not completed the Development Code amendment to comply with recent changes to State Density Bonus Law due to staff constraints. The City continues to comply with state law and offers density bonuses to eligible projects under state law. This program will be continued.
Program A.10 (cont.)	A.10-2. Evaluate and amend the Planned Unit Development Permit procedures in Development Code Section 16.16.060 to provide more predictable options for small lot infill projects in the City's Residential land use designations.	Within 2 years of H.E. adoption	The Development Code has not been amended regarding the PUD permit procedures due to staff constraints. This program will be addressed as needed through other programs and will not be continued.
Program A.10 (cont.)	A.10-3. Amend the Development Code to allow densities up to 20 du/ac in the OMU District for 100% multi-family housing projects with a Minor Use Permit subject to design review through the Architectural Review Committee.	Within 2 years of H.E. adoption	The City has not completed the Development Code amendment to allow for increased density in the OMU District due to staff constraints. This program will be continued.
Program A.12: Establish a system to inventory vacant and underutilized land.	A.12-1. Continue to maintain its GIS mapping and planning database inventory of vacant and underutilized "opportunity sites".	Ongoing	The City maintains a GIS database inventory of vacant and underutilized "opportunity sites". This program has been successfully implemented and will be continued.
Program A.14: The City shall promote infill housing opportunities through an attainable housing program.	A.14-1. Amend the development Code to define and provide incentives for "attainable housing".	Within 2 years of H.E. adoption	The Development Code has not yet been amended to include the definition of "Attainable housing". This effort will be achieved through an "Affordable Housing" program. The City envisions assessing whether proposed projects include "Attainable Housing" as applications are submitted. This amendment to the Development Code is not needed to further affordable housing objectives therefore this program will be continued in the next Housing Element.
Program A.15: Pursue program assistance for first-time home buyers.	A.15-1. Establish a program to provide assistance to first-time home buyers.	Within 2 years of H.E. adoption	Many of the units originally restricted to families earning a moderate income are being sold at market rate because the formula used to determine sales price is such that market rate prices are higher than income-restricted prices. By default, the program acts like a first-time home buyers program. However, a formal first-time home buyer program has not been established. This program will be continued.

<p>Program B.1: All residential projects that receive additional densities or other City incentives to include affordable housing shall be placed into a City-approved program to maintain the affordability for at least 45 (owner-occupied) or 55 years (rental units).</p>	<p>B.1-1. Continue tracking residential projects that include affordable housing to ensure that the affordability is maintained for at least 45 years for owner-occupied units and 55 years for rental units, and that any sale or change of ownership of these affordable units prior to satisfying the 45 or 55-year restriction shall be "rolled over" for another 45 or 55 years.</p>	<p>Ongoing</p>	<p>The City tracks all affordable projects through a database, inputting any updates regarding ownership or affordability when they occur. This program will be continued.</p>
<p>Program B.2: Continue monitoring affordable units to ensure ongoing compliance with the sales limits or rental rates established by agreement between the City and the developer.</p>	<p>B.2-1. The City may contract with the Housing Authority of San Luis Obispo (HASLO) or a regional monitoring agency for the monitoring of affordable units to ensure compliance with terms of the development agreement.</p>	<p>Ongoing</p>	<p>The City has an Agreement with the Housing Authority of San Luis Obispo (HASLO) for affordable housing eligibility verification and compliance. The City is also a member of the San Luis Obispo Housing Trust Fund (SLOCHTF), which provides ongoing technical assistance. This program will be continued.</p>
<p>Program B.6: Continue to regulate the use of existing residences on residentially zoned properties for vacation rentals.</p>	<p>B.6-1. The City shall monitor the loss of permanent workforce housing from vacation rentals and consider modifying the Development Code to adjust for this loss.</p>	<p>Ongoing</p>	<p>The Development Code prohibits homestays and vacation rentals to be within 300 feet of an existing homestay or vacation rental on the same street. To date, the City has approved 36 homestays and 51 vacation rental applications. The City has an increased interest in monitoring rental loss due to State housing legislation. The City will continue to monitor the number of permits issued for homestays and vacation rentals to determine impacts to workforce housing. This program will be continued.</p>
<p>Program C.1: Establish criterion for allocating financial resources from its In-lieu Affordable Housing Fund to augment extremely, very low, and low-income housing development.</p>	<p>C.1-1. The City shall continue to allocate financial resources to augment extremely low, very low, and low-income housing development based on the financial projection of the In-Lieu Affordable Housing Fund.</p>	<p>Ongoing</p>	<p>The Inclusionary Affordable Housing Trust Fund will continue to devote funds to affordable housing projects for people of extremely low, very low and low income. For instance, the Affordable Housing Trust Fund was used to offset impact fees for a Habitat for Humanity project approved in 2018. This program will be continued.</p>

Program C.4: Consider cooperation with non-profit organizations and other developers for loan and/or grant applications to provide extremely, very low, and low-income housing.	C.4-1. The City shall continue to meet with local non-profit and private developers semi-annually to promote extremely low, very low, and low-income housing programs outlined in the H.E. The City shall direct private housing developers to funding sources to promote affordable housing as outlined in the policies of Goal C.	Semi-annually	The City will continue to promote the development of affordable housing opportunities for people of extremely low, very low and low income, including through its relationships with HASLO and SLOCHTF. This program will be continued.
Program C.4 (cont.)	C.4-2. The City shall continue to participate in financial incentive programs established by the San Luis Obispo County Housing Trust Fund (SLOCHTF), such as a revolving loan program.	Ongoing	The City continues to receive local housing funding through the SLOCHTF. This program will be continued.
Program D.1: Relax parking standards for apartments containing extremely, very low, low, and/or senior housing.	D.1-1. The City shall encourage specific plans for land within its Sphere of Influence that include increased residential capacity for multiple-family development.	Ongoing	Multiple family developments will continue to be encouraged through specific plans. This program will continue to be implemented.
Program E.4: Residential condo conversion units shall remain affordable through a 45-year deed restriction.	E.4-1. When necessary, the City shall continue to work with property owners of deed restricted affordable units who need to sell within 45 years of initial sale. When the seller is unable to sell to an eligible buyer within a specified time period, equity sharing provisions are established. Funds generate would then be used to develop additional affordable housing within the City.	Ongoing	The City will continue to support the affordable housing agreement of properties, working with property owners, as needed, who need to sell of deed restricted affordable units. This program will be continued.
Program F.1: Require housing projects greater than six units to meet inclusionary housing requirements by 1) payment of in-lieu fee, 2) on-site construction of affordable units, or 3) dedication of land.	F.1-1. The City shall evaluate and consider amending the inclusionary affordable housing requirements in the Development Code based on experience using the requirements in producing affordable units.	Within 4 years of H.E. adoption (2020)	The City has not amended the Development Code regarding the inclusionary affordable housing requirements. This program will be continued.

Program F.1 (cont.)	F.1-3. The City shall amend the in-lieu fee as called for in the inclusionary affordable housing requirements in the Development Code.	Within 2 years of H.E. adoption	The City has not amended the Development Code due to staff constraints, but has developed a preliminary methodology to amending this in-lieu fee. This program will be continued.
Program G.1: Review and periodically amend the Development Code and design review regulations and procedures to streamline permit processing for affordable housing projects and minimize application and development review	G.1-1. The City shall work with non-profit organizations to maintain a mailing list of persons interested in development projects containing affordable housing. Agendas for all City meetings related to these projects shall be mailed to persons on the mailing list. The City shall also continue to post the agendas on the City's website.	Ongoing	The City publishes all meeting materials on its website and encourages everyone to sign up for notification when new agendas are published. The City utilizes its contacts at HASLO and SLOCHTF to help inform interested individuals. This program will be continued
Program G.1 (cont.)	G.1-2. The City shall encourage construction and/or rehabilitation of housing units for low, very-low, and extremely low income households by developing and implementing incentive-based programs such as fee reductions, fee waivers, flexible development standards, updating the City's second unit ordinance to reduce barriers to second units development in residential zones, and similar programs.	Ongoing	The City updated its accessory dwelling unit ordinance and will adopt amendments consistent with changes in State law. The City has not developed incentive-based programs due to staff constraints. This program overlaps with several other programs and is not needed in the updated housing element. This program will not be continued.
Program G.1 (cont.)	G.1-3. The City shall amend the Development Code to allow development for up to 15 multiple-family attached units in the MF and MFA zoning districts with a Minor Use Permit (MUP) subject to design review through the Architectural Review Committee. Development of over 15 multiple-family attached units in the MF and MFA zoning districts shall require a Conditional Use Permit (CUP).	Within 2 years of H.E. adoption	The City has not amended the Development Code. This program will be continued.
Program H.1: Encourage private and public financing of affordable housing rehabilitation.	H.1-1. The City shall continue to coordinate with HASLO to maintain and expand Section 8 rental housing assistance to qualified households.	Ongoing, when eligible	The City coordinates with HASLO regarding Section 8 housing assistance when needed. This program will continue to be implemented.

Program H.1 (cont.)	H.1-2. The City shall develop a program to offer housing developers an alternative to meet affordable housing requirements by contributing some "sweat equity" on projects where existing housing units will be rehabilitated as affordable.	Within 2 years of H.E. adoption	Opportunities are evaluated on a case-by-case basis. This program will be continued.
Program H.2: Ensure zoning compatibility when integrating public affordable housing projects into existing residential neighborhoods. All impacts relating to neighborhood stability and quality of life issues shall also be considered.	H.2-1. The City shall continue to consider abatement of unsafe or unsanitary structures, including buildings or rooms inappropriately used for housing, contrary to adopted health and safety codes. Where feasible, the City will encourage rehabilitation and allow reasonable notice and time to correct deficiencies. Where necessary and feasible, extremely low, very low and low-income residents displaced by abatement action shall be eligible for relocation assistance, subject to	Ongoing	This is evaluated on a case-by-case basis. This program will be continued.
Program I.1: Establish a notification procedure to occupants of affordable housing units of conversion to market rate units.	I.1-1. Written notice shall be required prior to the conversion of any units for low-income households to market rate units in any of the following circumstances: The units are constructed with the aid of government funding The units were required by an inclusionary zoning ordinance The project was granted a density bonus The project received other incentives The property owner should work with the City and HASLO, to identify qualified buyers and/or funding prior to conversion. In cases where conversions occur, notice shall at a minimum be given to the following: The City of Arroyo Grande State Department of Housing and Community Development	Ongoing	The City maintains a database of restricted units that is leveraged to determine when these situations arise. This program will be continued.

<p>Program I.2: Assist in the preservation of affordable units at risk of conversion to market rate.</p>	<p>I.2-1. The City shall annually monitor the status of affordable housing developments. If any property owners indicate plans to convert affordable units to market rate pricing, or if the City identifies market conditions indicating potential for "at risk" unit conversion, the City will contact qualified non-profit organizations or other agencies and explore opportunities to assist and facilitate the transfer ownership of "at risk"</p>	<p>Ongoing</p>	<p>The City monitors the development of affordable housing, classifying the development of new units based on income brackets of very low, low, moderate and above moderate. The City will continue to ensure the availability of affordable housing units for people of very low and low income. This program will be continued.</p>
<p>Program J.1: Encourage and seek funding to assist in the development of low and moderate-income senior rentals.</p>	<p>J.1-1. The City shall continue to promote housing opportunities for seniors and other special needs groups by identifying sites suitable for senior and transitional housing and considering other incentives to promote senior and transitional housing. Single-room occupancy units (SROs) shall be added to the use tables in the Development Code as allowed in all Mixed-Use zones with a conditional use permit. SROs shall be allowed in the MFVH zone district with a minor use</p>	<p>Ongoing</p>	<p>A project consisting of an assisted living facility for seniors was approved in 2020. The program will be continued.</p>

<p>Program J.5: Encourage the development of housing for farmworkers.</p>	<p>J.5-1. To encourage farmworker housing, the City will amend the zoning ordinance to identify farmworker housing as a residential use in the use tables. The City Zoning Ordinance will be amended to ensure that permit processing procedures for farmworker housing do not conflict with Health and Safety Code Sections 17021.5, which states that farmworker housing for six or fewer employees should be "deemed a single-family structure with a residential land use designation", and 17021.6 which states that for "employee housing consisting of no more than 36 beds in a group quarters or 12 units or spaces designed for use by a single family or household...no conditional use permit, zoning variance, or other zoning clearance shall be required of employee housing of this employee housing that is not required of any other agricultural activity in the same zone".</p>	<p>Within 1 year of H.E. adoption</p>	<p>The City has not amended the Development Code due to staff constraints. This program will be continued.</p>
<p>Program K.1: Consider joint powers development and cooperation agreements to develop homeless shelters and related services, or participate in the operations and maintenance of countywide or south county regional homeless shelter facilities.</p>	<p>K.1-1. The City shall continue to participate in the South San Luis Obispo County working group cooperating with other cities, the county and other agencies in the development of programs aimed at providing homeless shelters and related services.</p>	<p>Ongoing</p>	<p>The City continues to work the county and other relevant agencies in providing homeless shelters and related services. The City provides grant funding to the 5Cities Homeless Coalition through its allocation of Community Development Block Grant federal funds and through the City's Community Service Grant Program. This program will be continued.</p>

<p>Program J.5: Encourage the development of housing for farmworkers.</p>	<p>J.5-1. To encourage farmworker housing, the City will amend the zoning ordinance to identify farmworker housing as a residential use in the use tables. The City Zoning Ordinance will be amended to ensure that permit processing procedures for farmworker housing do not conflict with Health and Safety Code Sections 17021.5, which states that farmworker housing for six or fewer employees should be "deemed a single-family structure with a residential land use designation", and 17021.6 which states that for "employee housing consisting of no more than 36 beds in a group quarters or 12 units or spaces designed for use by a single family or household...no conditional use permit, zoning variance, or other zoning clearance shall be required of employee housing of this employee housing that is not required of any other agricultural activity in the same zone".</p>	<p>Within 1 year of H.E. adoption</p>	<p>The City has not amended the Development Code due to staff constraints. This program will be continued.</p>
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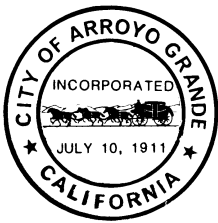
Program K.2: Allow emergency shelters for overnight lodging in appropriate zoning districts as part of the Development Code Update in compliance with State law.	K.2-1. The City shall amend the Development Code to allow emergency shelters without a conditional use permit or other discretionary permits in compliance with SB 2, the "Fair Share Zoning" law.	Concurrent with H.E. adoption	Ordinance No. 677 was adopted in April 2016 to amend the Development Code regarding Emergency Shelters And Supportive And Transitional Housing. This program has been implemented.
Program K.2 (cont.)	K.2-2. The City shall amend the Development Code to define transitional and supportive housing as residential uses per Section 65582 of the Government Code subject to the same standards that apply to other housing in the same zone.	Within 1 year of H.E. adoption	Ordinance No. 677 was adopted in April 2016 to amend the Development Code regarding Emergency Shelters And Supportive And Transitional Housing. This program has been implemented.
Program K.2 (cont.)	K.2-3. The City may consider implementing an overnight parking program, or a similar program, for the homeless in appropriate zoning districts.	Within 1 year of H.E. adoption.	An overnight parking program has not yet been established. This program will be continued.
Program L.1: Encourage housing development that meets the special needs of disabled persons, including developmentally disabled individuals, and ensure that all new multiple family developments comply with the handicapped provisions of the California Building Code and ADA.	L.1-1. The City shall explore models to encourage the creation of housing for persons with disabilities, including developmental disabilities. Such models could include coordinating with the Tri-County Regional Center and other local agencies in encouraging affordable housing projects to dedicate a percent of housing for disabled individuals; assisting in housing development; providing housing services that educate, advocate, inform, and assist people to locate and maintain housing; and models to assist in the maintenance and repair of housing for persons with developmental disabilities.	Within 2 years of H.E. adoption	The City has not coordinated with the Tri-Counties Regional Center. However, the City will continue to explore models to encourage development of housing for persons with disabilities. This program will continue to be implemented.

<p>Program L.2: Ensure, through the design review process for multiple housing projects, that project design, parking locations, pedestrian walkways, and direct access to the housing units accommodates handicapped or disabled access.</p>	<p>L.2-1. The City shall create a policy or amend the Development Code to provide persons with disabilities seeking equal access to housing an opportunity to request reasonable accommodation in the application of City building and zoning laws.</p>	<p>Within 1 year of H.E. adoption</p>	<p>The City has not amended the Development Code to provide an opportunity to request reasonable accommodation for persons with disabilities due to staff constraints. This program will be continued.</p>
<p>Program L.2 (cont.)</p>	<p>L.2-2. The City will have brochures on universal design available at the Community Development Department front counter. The City will also consider updating the building code to encourage use of universal design in home design. Universal design is based on the precept that throughout life, all people experience changes in their abilities. The goal of universal design is to provide environments that are usable by all people, to the greatest extent possible, without the need for specialization in design and construction and /or facilitate change in occupancy over time.</p>	<p>Within 1 year of H.E. adoption</p>	<p>The City has not yet made progress promoting the universal design concept, but discusses the topic with residential developers when the opportunity presents itself. This program will be continued.</p>
<p>Program M.1: All new dwelling units shall be required to meet current State and local requirements for energy efficiency. The retrofiting of existing units shall be encouraged.</p>	<p>M.1-1. The City shall continue working to implement a water and electrical retrofit program for existing housing units. A plumbing retrofit program was established in 2004, and water conservation rebate programs were established in 2003. The City will continue to work with PG&E and other agencies to establish an electrical retrofit program.</p>	<p>Ongoing</p>	<p>The City has continued to promote Water Conservation Incentive programs, including the Plumbing Retrofit Program as well as rebate and education programs. The City has also been involved in the San Luis Obispo County Energy Watch, a joint project between San Luis Obispo County, Pacific Gas and Electric Company and Southern California Gas Company. In 2013 the City adopted a Climate Action Plan and partnered with San Luis Obispo County jurisdictions to receive a California Strategic Growth Council grant to develop an implementation and monitoring program. The program provides tools and best practices for implementing all CAP programs, such as the energy audit and retrofit program. This program will be modified and continued.</p>

Program M.1 (cont.)	M.1-2. Consistent with Measure E-4 of the City's Climate Action Plan, the City shall establish a program to allow residential projects to receive minor exceptions if they meet 25% of items on the Tier 1 list of the California Green Building Code (Title 24) or 15% of items on the Tier 2 list of that code.	Within 1 year of H.E. adoption	The City has yet to establish a program regarding minor exceptions for residential projects that meet a minimum number of items from the California Green Building Code. This program will be continued.
Program N.1: The City declares that all persons, regardless of race, religion, age, or sex, shall have equal access to sound and affordable housing.	N.1-1. The City will continue to promote the enforcement of policies of the State Fair Employment and Housing Commission, and shall resolve housing discrimination complaints through assistance from HUD, and/or local, regional private fair housing organizations. The City will develop a fair housing program to implement San Luis Obispo County's Urban County Team's fair housing program, "Fair Housing Analysis of Impediments" and prepare a brochure that promotes equal housing opportunities and addresses discrimination. The brochure will be available at the Community Development Department and a link to download the brochure will be placed on the City's website. In addition the City shall disseminate information in one or more of the following ways to ensure the public is aware of Fair	Ongoing	The City has not yet prepared a brochure to promote equal housing opportunities and address discrimination or disseminated information about the Fair Housing Law to the public. This program will be continued.
Program O.1: Encourage the participation of all residents of Arroyo Grande in the development of housing policies for the City.	O.1-1. Prior to any public hearing where the City is considering amending or updating its Housing Element or housing policies, the City will notify all local housing organizations, as well as social service agencies, and post notices at significant locations.	Ongoing	The City will continue to notify the necessary organizations, agencies and other parties when amending or updating the Housing Element or housing policies. This program will be continued.
Program P.1: Update the Development Code and General Plan to maintain consistency and compatibility between documents.	P.1-1. Following amendment of the General Plan Conservation and Safety Elements to comply with AB 162 related to floodplain mapping, the City will amend the Housing Element if needed for consistency.	Within 1 year of H.E. adoption	The City has not yet amended the General Plan Conservation and Safety Elements to comply with AB 162 due to staff constraints. Following any amendments, the Housing Element will be modified, as necessary. This program will be implemented when those elements are updated but will not be continued as a Housing Element program.

Summary

Jurisdiction		Arroyo Grande	
Reporting Year		2020 (Jan. 1 - Dec. 31)	
Building Permits Issued by Affordability Summary			
Income Level			Current Year
Very Low	Deed Restricted		0
	Restricted		0
Low	Deed Restricted		0
	Restricted		0
Moderate	Deed Restricted		0
	Restricted		0
Above Moderate			54
Total Units			54
Note: Units serving extremely low-income households are included in the very low-income permitted units totals			
Housing Applications Summary			
Total Housing Applications Submitted:			22
Number of Proposed Units in All Applications Received:			22
Total Housing Units Approved:			1
Total Housing Units Disapproved:			0
Use of SB 35 Streamlining Provisions			
Number of Applications for Streamlining			0
Number of Streamlining Applications Approved			0
Total Developments Approved with Streamlining			0
Total Units Constructed with Streamlining			0
Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Moderate	0	0	0
Total	0	0	0
Cells in grey contain auto-calculation formulas			



MEMORANDUM

TO: PLANNING COMMISSION

FROM: ANDREW PEREZ, ASSOCIATE PLANNER

SUBJECT: ELECTION OF CHAIR AND VICE CHAIR

DATE: MARCH 2, 2021

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 March 2021, and continuing until its second regular meeting in March 2022.

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. The Chair and Vice-chair shall carry out the duties for those positions as described in the by-laws (Attachment 1).

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.

ALTERNATIVES:

1. Elect a Commission Chair and Vice Chair;

**PLANNING COMMISSION
ELECTION OF CHAIR AND VICE CHAIR
MARCH 2, 2021
PAGE 2**

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.

Attachment:

1. Resolution 09-2077 - Planning Commission by-laws

RESOLUTION NO. 09-2077

A RESOLUTION OF THE CITY OF ARROYO GRANDE
PLANNING COMMISSION AMENDING THE BY-LAWSSECTION I

WHEREAS. the City Council of the City of Arroyo Grande, pursuant to Sections 65000 through 65906 of the Government Code, appointed the Planning Commission and provided the powers and duties as outlined in Title 9, Chapter 1, Section 110 of the Municipal Code; and

SECTION II

NOW, THEREFORE, the Planning Commission of the City of Arroyo Grande resolves that the following amended By-laws are hereby adopted, governing the organization of the Planning Commission and the conduct of Planning Commission meetings:

BY-LAWS**A. Attendance of Members:**

Absence from three (3) consecutive regular meetings or 25% of the regular meetings during any one-year period, without formal consent of the City Council may be deemed to constitute the resignation of such member and the position declared vacant.

B. Officers:

1. Selection

- a. At its second regular meeting in March the members of the Planning Commission (hereinafter the "Commission") shall elect a Chair and a Vice-chair, who shall hold office for one year. Their duties shall be such as are usually carried out by such officers.

2. Duties

a. Chair

The Chair shall:

- 1) Preside at all meetings;
- 2) Call special meetings except as provided in C.2.a.;
- 3) Appoint persons to all committees subject to confirmation by the Commission;
- 4) Execute documents on behalf of the Commission;

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PLANNING COMMISSION BY-LAWS
PAGE 2

- 5) Ensure that all Commission business is conducted in accordance with law;
 - 6) Assist staff in determining agenda items; and
 - 7) Perform such other duties as are assigned by the Commission.
- b. Vice-Chair
The Vice-Chair shall:
- 1) Preside at meetings in the absence of the Chair; and
 - 2) Perform such other duties as are assigned by the Chair or Commission.
- c. Secretary to the Commission
The Secretary to the Commission shall:
- 1) Keep permanent and complete records of the proceedings of the Commission;
 - 2) Join with the Chair in executing all instruments of writing requiring formal execution on the part of the Commission;
 - 3) Post Commission agendas in the manner required by law.
- d. Secretary to the Commission
The Secretary to the Commission may be designated by the Community Development Director to fulfill such duties as assigned by the Commission.

C. Meetings:

1. Regular Meetings

- a. The regular meetings of the Commission shall be held on the first and third Tuesday of each month at 6:00 p.m. in the City Council Chambers, Arroyo Grande, California.
- b. A motion will be required to continue discussion of agenda items after 10:00 p.m.

2. Special Meetings

- a. A special meeting may be called by the Chair or by the Secretary to the Commission at the written request of at least three members; provided that written notice of such special meeting so called shall be received by each member of the Commission at least 24 hours in advance of the time fixed for the meeting, and which notice shall

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PLANNING COMMISSION BY-LAWS
PAGE 3

contain the time, the place, and shall set out the business to be transacted. Notice may be dispensed with by written waiver of each member.

- b. The Secretary of the Commission shall notify the public and the press of all special meetings of the Commission, pursuant to the Brown Act.

3. **Adjournment**

The Commission may at any meeting adjourn over to the next regular meeting by a majority vote, or, may recess to a stated time, date and place for continuance of the meeting.

The Commission may, by Resolution, amend these By-laws and designate a different day, time or place on which to hold regular meetings; notice of such change of regular meetings must be posted on the door of the present hearing place and given to each local newspaper of general circulation, radio or television station requesting written notice at least 5 days prior to the next meeting.

D. Quorum:

1. Three members of the Commission shall constitute a quorum for the transaction of Commission business.
2. Should there not be a quorum present, the members present may adjourn to a later date, or adjourn to a Workshop/Study Session.
3. In the absence of both the Chair and Vice-Chair at any meeting, but a quorum existing, a chair shall be selected Pro Tem by the Commissioners present and the business transacted as though the regular officers were present.
4. If an item is continued for more than two consecutive Commission meetings due to a lack of a quorum, it may be referred to the City Council by the Chair.

E. Committees:

1. Special committees for particular purposes may be created by the presiding officer with consent of the Commission.

F. Voting:

1. The Chair of the Commission, or presiding officer if another Commissioner presides, shall be entitled to vote with the other Commissioners in the transaction of any business and in all matters coming before the Commission.

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PLANNING COMMISSION BY-LAWS
PAGE 4

2. Commission action for adoption or amendment to the General Plan, Development Code, Specific Plan, and Planned Development (PD) Ordinance projects shall require the affirmative vote of at least three members.
3. The affirmative vote of a majority of the Commission present shall be required for the approval of all other Commission business.
4. One member may demand a roll call of the ayes and noes on any question.
5. When a member of the Commission abstains from voting on any matter before it because of a potential conflict of interest, said abstention shall not constitute nor be considered as either a vote in favor of or opposition to the matter being considered.
6. The order of voting shall be that the motion maker shall vote first, the Commissioner seconding the motion shall vote second, the remaining Commissioners alphabetical with the Chair always voting last.
7. The minutes of the Commission's proceeding shall show the vote of each member for roll call votes, including if they were absent or abstained to vote on a matter considered.
8. A member shall disqualify himself/herself from voting in accordance with the Conflict of Interest Law. When a person disqualifies himself/herself, he/she shall state prior to the consideration of such matter by the Commission that he/she is disqualifying himself/herself due to a possible conflict of interest, state the general nature of the conflict of interest, and shall then leave the voting area.

G. Minutes:

All motions, orders, and resolutions, and such other matters as the Commission orders shall be entered into the minutes.

H. Conduct of Meetings:

All business of the Commission shall be conducted according to "Robert's Rules of Order."

I. Resolutions:

Resolutions shall be numbered consecutively and must be signed by the Chair and Secretary to the Commission and shall be kept in a resolution file, and may be referred to by number.

J. Order of Meetings:

1. Unless the Chair directs, the order of business shall be as follows:

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PLANNING COMMISSION BY-LAWS
PAGE 5

- a. The Chair shall take the chair precisely at the time appointed for the meeting and shall immediately call the Commission to order.
- b. Members present and absent shall be recorded.
- c. The minutes of any preceding meeting shall be submitted for approval.
- d. Any member of the audience may comment on any matter that is not listed on the agenda. A time limit of 3 minutes may be imposed on each individual speaker if the Chair so directs.
- e. The public shall be advised of the procedures to be followed in the meeting.
- f. The Commission shall then hear and act upon those items outlined on the agenda.
- g. Agenda Item for Approved Minor Use Permits: All approved Minor Use Permits listed on the Agenda for Commission and Public Information shall be subject to a 10-day appeal period.
- h. Planning Commission/Community Development Director Comments and Items.
- i. Adjournment

K. Presentation or Hearing of Proposals:

The following shall be the order of procedure for public hearings or other proposals concerning City matters, unless the Chair in his/her discretion shall otherwise direct.

1. The Chair shall announce the item listed on the agenda.
2. If a request is made for continuance, a motion may be made and voted upon to continue the item to a definite time and date, or continue indefinitely. If a previously advertised public hearing item is continued indefinitely, the item must be legally re-advertised.
3. The staff shall be asked to present the substance of the agenda item, staff report, recommendation, and answer technical questions of the Commission.
4. Order of Testimony:

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PLANNING COMMISSION BY-LAWS
PAGE 6

- a. Applicant's statement
- b. Statements from the public
- c. If determined by the Chair to be necessary, a rebuttal from the applicant
- d. Public hearing closed
- e. The Commission shall then deliberate and either take action on the matter or continue the matter to another date and time certain, or indefinitely.

L. Rules of Testimony:

1. Persons presenting testimony to the Commission are requested to give their name and address for the record. They may also be requested to voluntarily sign the attendance sheet.
2. If there are numerous people in the audience who wish to participate on an issue, and it is known that all represent the same opinion, a spokesperson should be selected to speak for the entire group. The spokesperson will have the opportunity of speaking for a reasonable length of time and of presenting a complete case.
3. To avoid unnecessary cumulative evidence, the Chair may limit the individual and/or total amount of time allocated for public testimony on a particular issue.
4. Irrelevant and off-the-subject comments will be ruled out of order.
5. The Chair will not permit personal remarks regarding the staff or individual Commissioners during a public hearing. Complaints should be submitted in writing or presented verbally as a separate item on the agenda.
6. No person shall address the Commission without first securing the permission of the Chair to do so.

M. Review and Amendments Procedure:

1. These By-laws may be reviewed at the second meeting in July of each year by a subcommittee with members appointed by the Chair with the consent of the Commission. The review subcommittee shall present their recommendation for amending or not amending these Rules to the Commission.

**RESOLUTION 09-2077
PLANNING COMMISSION BY-LAWS
PAGE 7**

2. In addition, the By-laws may be amended at any meeting of the Planning Commission by a majority (3 affirmative votes) of the Commission provided that notice of the proposed amendment is received by each Commissioner not less than five (5) days prior to said meeting.

BE IT FURTHER RESOLVED that the Community Development Director shall furnish copies of this Resolution to the Planning Commission and copies of these By-laws shall be available for public inspection at City Hall.

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

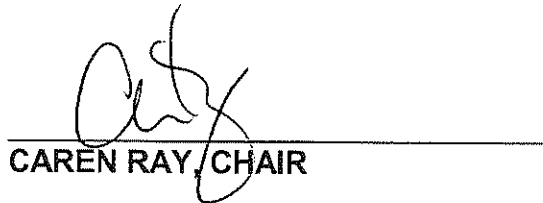
AYES: Commissioners Keen, Ruth and Chair Ray
NOES: Commissioners Barneich and Brown
ABSENT: None

the foregoing Resolution was passed and adopted this 3rd day of February 2009 and becomes effective immediately.

ATTEST:



**LYN REARDON-SMITH
SECRETARY TO THE COMMISSION**

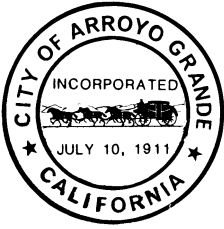


CAREN RAY, CHAIR

AS TO CONTENT:



**ROB STRONG
COMMUNITY DEVELOPMENT DIRECTOR**



**ADMINISTRATIVE ITEMS
PLANNING COMMISSION
MARCH 2, 2021**

(Decisions by the Community Development Director)

ITEM NO. 1: PLOT PLAN REVIEW 21-003; ESTABLISHMENT OF A COFFEE SHOP AND CONSTRUCTION OF AN OUTDOOR DINING AREA AT AN EXISTING COMMERCIAL LOCATION; LOCATION – 1064 EAST GRAND AVENUE; APPLICANT – MARK PERRY, RESTORE CAFÉ

After making the findings specified in Section 16.16.080 of the Municipal Code, the Community Development Director approved the above referenced project for the establishment of a coffee shop and construction of an outdoor dining area at an existing commercial location.