



CITY OF MORRO BAY PLANNING COMMISSION AGENDA

*The City of Morro Bay is dedicated to the preservation and enhancement of the quality of life.
The City shall be committed to this purpose and will provide a level of municipal service and safety
consistent with and responsive to the needs of the public.*

**Regular Meeting - Wednesday, July 18, 2012
Veteran's Memorial Building - 6:00 P.M.
209 Surf Street, Morro Bay, CA**

Chairperson Rick Grantham

Vice-Chairperson John Solu
Commissioner Paul Nagy

Commissioner John Fennacy
Commissioner Jessica Napier

ESTABLISH QUORUM AND CALL TO ORDER
MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE
PLANNING COMMISSIONER ANNOUNCEMENTS

PUBLIC COMMENT PERIOD

Members of the audience wishing to address the Commission on matters other than scheduled hearing items may do so at this time. Commission hearings often involve highly emotional issues. It is important that all participants conduct themselves with courtesy, dignity and respect. All persons who wish to present comments must observe the following rules to increase the effectiveness of the Public Comment Period:

- When recognized by the Chair, please come forward to the podium and state your name and address for the record. Commission meetings are audio and video recorded and this information is voluntary and desired for the preparation of minutes.
- Comments are to be limited to three minutes so keep your comments brief and to the point.
- All remarks shall be addressed to the Commission, as a whole, and not to any individual member thereof. Conversation or debate between a speaker at the podium and a member of the audience is not permitted.
- The Commission respectfully requests that you refrain from making slanderous, profane or personal remarks against any elected official, commission and/or staff.
- Please refrain from public displays or outbursts such as unsolicited applause, comments or cheering.
- Any disruptive activities that substantially interfere with the ability of the Commission to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.
- Your participation in Commission meetings is welcome and your courtesy will be appreciated.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Services' Administrative Technician at (805) 772-6261. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. There are devices for the hearing impaired available upon request at the staff's table.

PRESENTATIONS

Informational presentations are made to the Commission by individuals, groups or organizations, which are of a civic nature and relate to public planning issues that warrant a longer time than Public Comment will provide. Based on the presentation received, any Planning Commissioner may declare the matter as a future agenda item in accordance with the General Rules and Procedures. Presentations should normally be limited to 15-20 minutes.

A. CONSENT CALENDAR

- A-1 Approval of minutes from Planning Commission meeting of June 20, 2012
Staff Recommendation: Approve minutes as submitted.

B. PUBLIC HEARINGS

Public testimony given for Public Hearing items will adhere to the rules noted above under the Public Comment Period. In addition, speak about the proposal and not about individuals, focusing testimony on the important parts of the proposal; not repeating points made by others.

- B-1 **Case No.:** Time Extension for UP0-120 and AD0-024.
Site Location: 1170 Front Street
Proposal: Concept Plan approved in December 2006 for a 6 unit motel and manager’s unit and subterranean parking lot. A Minor Amendment was approved to convert manager’s unit to a guest unit.
CEQA Determination: Mitigated Negative Declaration adopted.
Staff Recommendation: Grant time extension for one year.
Staff Contact: Kathleen Wold, Planning and Building Manager, (805) 772-6211

- B-2 **Applicant has requested a continuation of the item to the August 15, 2012 meeting.**
Case No.: AD0-067.
Site Location: 3202 Beachcomber Drive
Proposal: The applicant is requesting a variance to construct a new single family residence with intermediate floors and a roof deck in the beach tract. At this time the applicant is not requesting permits to demolish or construct the residence; however plans have been submitted representing the proposed residence.
CEQA Determination: Categorically Exempt Section 15305, Class 5.
Staff Recommendation: Deny request for variance.
Staff Contact: Kathleen Wold, Planning and Building Manager, (805) 772-6211

C. UNFINISHED BUSINESS

- C-1 Current and Advanced Planning Processing List
Staff Recommendation: Receive and file.

D. NEW BUSINESS

- D-1 Present and take action on the findings of the Subdivision Ordinance subcommittee.
Recommendation: Forward findings of the Subdivision Ordinance subcommittee to the City Council.

- D-2 Discuss whether or not to have a noticed Planning Commission meeting that is a walking trip for the purpose of looking at current signs at their place of business.
Recommendation: Decide whether a walking meeting is necessary.

E. DECLARATION OF FUTURE AGENDA ITEMS

F. ADJOURNMENT

Adjourn to the next regularly scheduled Planning Commission meeting at the Veteran’s Memorial Building, 209 Surf Street, on Wednesday, August 1, 2012 at 6:00 p.m.

PLANNING COMMISSION MEETING PROCEDURES

This Agenda is subject to amendment up to 72 hours prior to the date and time set for the meeting. Please refer to the Agenda posted at the Public Services Department, 955 Shasta Avenue, for any revisions or call the department at 772-6261 for further information.

Written testimony is encouraged so it can be distributed in the Agenda packet to the Commission. Material submitted by the public for Commission review prior to a scheduled hearing should be received by the Planning Division at the Public Services Department, 955 Shasta Avenue, no later than 5:00 P.M. the Tuesday (eight days) prior to the scheduled public hearing. Written testimony provided after the Agenda packet is published will be distributed to the Commission but there may not be enough time to fully consider the information. Mail should be directed to the Public Services Department, Planning Division. Materials related to an item on this Agenda are available for public inspection during normal business hours in the Public Services Department, at Mill’s/ASAP, 495 Morro Bay Boulevard, or the Morro Bay Library, 695 Harbor, Morro Bay, CA 93442. Materials related to an item on this Agenda submitted to the Planning Commission after publication of the Agenda packet are available for inspection at the Public Services Department during normal business hours or at the scheduled meeting.

This Agenda may be found on the Internet at: www.morro-bay.ca.us/planningcommission or you can subscribe to Notify Me for email notification when the Agenda is posted on the City’s website. To subscribe, go to www.morro-bay.ca.us/notifyme and follow the instructions.

The Brown Act forbids the Commission from taking action or discussing any item not appearing on the agenda, including those items raised at Public Comment. In response to Public Comment, the Commission is limited to:

1. Responding to statements made or questions posed by members of the public; or
2. Requesting staff to report back on a matter at a subsequent meeting; or
3. Directing staff to place the item on a future agenda. (Government Code Section 54954.2(a))

Commission meetings are conducted under the authority of the Chair who may modify the procedures outlined below. The Chair will announce each item. Thereafter, the hearing will be conducted as follows:

1. The Planning Division staff will present the staff report and recommendation on the proposal being heard and respond to questions from Commissioners.
2. The Chair will open the public hearing by first asking the project applicant/agent to present any points necessary for the Commission, as well as the public, to fully understand the proposal.

3. The Chair will then ask other interested persons to come to the podium to present testimony either in support of or in opposition to the proposal.
4. Finally, the Chair may invite the applicant/agent back to the podium to respond to the public testimony. Thereafter, the Chair will close the public testimony portion of the hearing and limit further discussion to the Commission and staff prior to the Commission taking action on a decision.

APPEALS

If you are dissatisfied with an approval or denial of a project, you have the right to appeal this decision to the City Council up to 10 calendar days after the date of action. Pursuant to Government Code §65009, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Commission, at, or prior to, the public hearing. The appeal form is available at the Public Services Department and on the City's web site. If legitimate coastal resource issues related to our Local Coastal Program are raised in the appeal, there is no fee if the subject property is located within the Coastal Appeal Area. If the property is located outside the Coastal Appeal Area, the fee is \$250 flat fee. If a fee is required, the appeal will not be considered complete if the fee is not paid. If the City decides in the appellant's favor then the fee will be refunded.

City Council decisions may also be appealed to the California Coastal Commission pursuant to the Coastal Act Section 30603 for those projects that are in their appeals jurisdiction. Exhaustion of appeals at the City is required prior to appealing the matter to the California Coastal Commission. The appeal to the City Council must be made to the City and the appeal to the California Coastal Commission must be made directly to the California Coastal Commission Office. These regulations provide the California Coastal Commission 10 working days following the expiration of the City appeal period to appeal the decision. This means that no construction permit shall be issued until both the City and Coastal Commission appeal period have expired without an appeal being filed. The Coastal Commission's Santa Cruz Office at (831) 427-4863 may be contacted for further information on appeal procedures.

AGENDA ITEM: A- 1

DATE: July 18, 2012

ACTION: _____

SYNOPSIS MINUTES - MORRO BAY PLANNING COMMISSION
REGULAR MEETING – JUNE 20, 2012
VETERANS MEMORIAL HALL – 6:00 P.M.

Chairperson Grantham called the meeting to order at 6:00 p.m.

PRESENT:	Rick Grantham	Chairperson
	John Solu	Vice-Chairperson
	Paul Nagy	Commissioner
	Jessica Napier	Commissioner
	John Fennacy	Commissioner
STAFF:	Rob Livick	Public Services Director
	Kathleen Wold	Planning and Building Manager
	Sierra Davis	Assistant Planner

ESTABLISH QUORUM AND CALL TO ORDER
MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE
PLANNING COMMISSIONER ANNOUNCEMENTS

PUBLIC COMMENT

Chairperson Grantham opened Public Comment period and hearing none, closed Public Comment period.

PRESENTATIONS – None.

Unless an item is pulled for separate action by the Planning Commission, the following actions are approved without discussion.

A. CONSENT CALENDAR

A-1 Approval of minutes from Planning Commission meeting of June 6, 2012
Staff Recommendation: Approve minutes as submitted.

MOTION: Commissioner Fennacy moved to approve the Consent Calendar. Commissioner Solu seconded and the motion passed unanimously. (5-0).

B. PUBLIC HEARINGS

SYNOPSIS MINUTES – MORRO BAY PLANNING COMMISSION
REGULAR MEETING – JUNE 20, 2012

- B-1 **Case No.:** Major Modification to Conditional Use Permit #UP0-039 and Coastal Development Permit #CDP-061.
Site Location: 2768 Alder
Request: Major modification to an existing CDP and CUP for a single family residential unit. The modification is for a roof deck.
CEQA Determination: Previous environmental approved for community housing project.
Staff Recommendation: Conditionally approve.
Staff Contact: Sierra Davis, Assistant Planner, (805) 772-6270

Davis presented the staff report.

Chairperson Grantham opened Public Comment period.

Roger Ewing expressed concern about the project height. He questioned the chimney height and the previous approvals at 28 feet. He wanted to register a complaint against the height of the project which could block views.

Chairperson Grantham closed Public Comment period.

Commissioner Fennacy stated support for the project.

Commissioner Solu stated support for the project and noted this project was previously approved at a higher height.

Commissioner Napier and Nagy also stated support for the project.

Wold clarified that chimneys are allowed to exceed the height limit as long as they do not exceed six feet in width.

MOTION: Commissioner Nagy moved to adopt the findings included in Exhibit “A” and approve the modifications to the Minor Use Permit #UP0-039, Coastal Development Permit #CP0-061 and subject to the Conditions included as Exhibit “B” and the site development plans dated June 7, 2012.

The motion was seconded by Chairperson Grantham and the motion passed unanimously. (5-0).

- B-2 **Public hearing continued from May 18, 2012 to June 20, 2012.**
Case No.: Zoning Text Amendment #A00-015 (continued from May 2, 2012 meeting)
Site Location: Citywide
Request: The City of Morro Bay is proposing a Municipal Code Amendment modifying Section 17.68 “Signs”. Recommendations from the previous sign workshops, sign survey results, previous work for the 2004 Planning Commission report and direction from City Council (2012) will be presented at the May 2, 2012 meeting. The Planning Commission will review these items, take public testimony and provide direction to staff.
CEQA Determination: To be determined.
Staff Recommendation: Review documentation, take public testimony and provide

SYNOPSIS MINUTES – MORRO BAY PLANNING COMMISSION
REGULAR MEETING – JUNE 20, 2012

direction to staff.

Staff Contact: Kathleen Wold, Planning and Building Manager, 805-772-6211

Wold presented the staff report summarizing Commission direction from the last Planning Commission meeting on this continued public hearing.

Livick noted that the sign matrix is a tool for Commissioner's work use and not intended to be codified in its present form.

Chairperson Grantham opened Public Comment period.

Gary Ryan, resident of Morro Bay and owner of a sign business, commended the Commission for working on this difficult task. He encouraged keeping this as generic as possible, legislation of aesthetics is unconstitutional which violates the freedom of expression.

Nicole Foster, booth renter at Catch a Wave Salon, stated they have been operating there for five years with sandwich board signs. However, since they removed the sandwich board signs, business has decreased dramatically and stated that due to low visibility in their location, they need effective signs to promote their business.

Roger Ewing, resident of Morro Bay, spoke in agreement with Nicole Foster, stating that the businesses in the Quintana center where Catch a Wave is located are in an area of low visibility and stated there should be exceptions to the rule.

Chairperson Grantham closed Public Comment period.

Commissioner Fennacy stated support for local businesses which should be the driving force of our sign ordinance. He stated that the ordinance should not be overreaching – it should be as simple as possible and not be putting limitations on businesses while also satisfying aesthetics.

Commissioner Napier asked staff if the Quintana shopping center is utilizing all the signage space they are allowed. Wold clarified that shopping centers have an aggregate amount of sign space which they are at the maximum. The code does have a process that allows for sign exceptions, although there is a cost to apply.

Commissioners discussed the sign exception process and the fee of \$600 which is for anything that is not allowed in the sign code. Findings would need to be made to support a sign exception request.

Commissioners reviewed the definitions on the sign matrix and agreed on the definitions of the various sign types with discussion on the definition of a shopping center and whether five is the appropriate threshold for number of tenancies in a shopping center.

Chairperson Grantham requested that the “encourage” and “discourage” columns be deleted from the sign matrix. Commissioners agreed to have three columns: allow, prohibit and revisit (for future discussion).

SYNOPSIS MINUTES – MORRO BAY PLANNING COMMISSION
REGULAR MEETING – JUNE 20, 2012

It was agreed to discuss one area at a time starting with the Quintana zone since each zone has unique sign needs. The Quintana zone is defined as from South Bay Boulevard to the highway overpass.

Commissioners agreed to allow the following type of signs in the Quintana zone district:

Advertising Statuary; Announcement Signs; Automatic Teller Signs; Canopy/Awning, Changeable Copy; Commemorative Plaque; Construction Sign; Directional Informational Signs; Freestanding Signs; Government Flags; Holiday Window Displays; Identification Signs; Illuminated Signs; Incidental Signs; Legal Notices; Marquee Signs; Monument Signs; Mural Signs; Nameplate Signs; Neon Signs; Pole; Political Campaign; Projecting (Pub); Public Bus Shelter; Public Sign Kiosk; Public Signs; Real Estate (Open House); Restaurant Menu Boards; Subdivision; Temporary Sign; Tire Stack; Traffic Direction; Vending Machine and Wall Signs.

Commissioners agreed to allow with restrictions the following type of signs in the Quintana zone district:

- Attraction boards - to include that at any time that a hotel/motel/RV park uses an attraction board, the inclusion of advertised rates are not allowed;
- Banners as allowed under the current regulations and the current time limits of twice a year for no more than 30 days at a time.
- Fence signs with restrictions. Fence signs intended to allow for advertising temporary community and non-profit events. Commissioners agreed to recommend to City Council to be more effective to recommend having a consistent place to advertise community events.
- Wind Signs with limits; and
- Window Signs with limits.

Commissioners agreed to revisit for further discussion the following type of signs in the Quintana zone district:

- Animated;
- Benches;
- Billboards with Commission direction to staff to consult with the City Attorney;
- Feather signs with the allowance of one type of sign per business;
- Festoons signs with limitations;
- Inflatable;
- Persons or Animals signs;
- Portable (A-frame) signs with limits on size, location and number of A-frame signs per business. Commissioner Solu was not in support of A-frame signs; and
- Roof signs.

Wold clarified that for the revisit items, staff will come back with what the current codes for limits are and also the language on temporary and permanent signs for further development of the matrix. Fennacy asked for staff feedback in order to consider the information.

SYNOPSIS MINUTES – MORRO BAY PLANNING COMMISSION
REGULAR MEETING – JUNE 20, 2012

Commissioners agreed to prohibit the following type of signs in the Quintana zone district:
Emissions; Garage Sale signs except on one's own property; Obscenities; Obstruction to Exits;
Obstruction to Ventilation; Snipe; Traffic Hazard; and Vehicle Signs.

Staff clarified examples of vehicle sign code specifying when vehicle signs are allowed.
Instances where vehicle signs are not allowed are when the primary purpose is to advertise a
business, not for transportation purposes.

Commissioners agreed that Dock signs are not applicable in the Quintana zone district and
Shopping Center is not a type of sign but rather just a definition.

Livick stated that staff will come back with specific code language that addresses the Quintana
district for Commission consideration. Commissioners agreed.

UNFINISHED BUSINESS

C-1 Current and Advanced Planning Processing List
Staff Recommendation: Receive and file.

Wold reviewed the Work Program with Commissioners.

NEW BUSINESS – None

DECLARATION OF FUTURE AGENDA ITEMS

Commissioner Nagy stated he would like to agendize the findings of the Subdivision Ordinance
subcommittee to be then forwarded to City Council. Commissioners agreed.

Commissioner Napier stated she would like to propose a noticed Planning Commission meeting
that is a walking trip to look at current signs in place. Commissioners agreed to discuss this at the
next meeting.

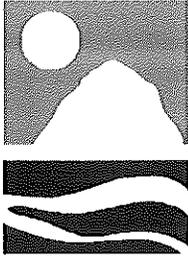
ADJOURNMENT

The meeting adjourned at 8:15 pm to the next regularly scheduled Planning Commission meeting
at the Veteran's Hall, 209 Surf Street, on Wednesday, July 18, 2012 at 6:00 pm.

Rick Grantham, Chairperson

ATTEST:

Rob Livick, Secretary



Memorandum

TO: PLANNING COMMISSION **DATE:** DECEMBER 6, 2010

FROM: KATHLEEN WOLD, PLANNING MANAGER

SUBJECT: REQUEST FOR A ONE EXTENSION FOR USE PERMIT UP0-120 AND VARIANCE AD0-024 AT 1170 FRONT STREET.

BACKGROUND/DISCUSSION

The Morro Bay Municipal Code Section 17.60.140 states that a project may only receive two administrative extensions and that any further extension of the project must be granted by the Planning Commission. The subject project was approved by the Planning Commission on December 2006 and subsequent to that approval a Minor Amendment was approved in December 2006 which provided for the manager's unit to become a rental unit. Then in 2008 a Major Modification was approved by the Planning Commission. This modification altered the project proposal to make in consistent with the California Coastal Commission's approval. The original approval of the Major Modification was valid for two years or July 8, 2010. A one year extension was granted in 2010 modifying the expiration date to July 8, 2011. Then a second administrative extension was granted modifying the expiration date to July 8, 2012. As such the applicant has exhausted all administrative extension and must receive an additional time extension from the Planning Commission.

Due to the state of the economy and its effect on development, staff recommends that the Planning Commission grant a one year extension.

RECOMMENDATION

Staff recommends that the Planning Commission approve a one year extension for UP0-120/AD0-024 modifying the expiration to July 8, 2013.

Prepared By: _____

Dept Review: _____

CATHY • NOVAK

consulting

June 22, 2012

Ms. Kathy Wold
City of Morro Bay Public Services Department
955 Shasta Street
Morro Bay, CA 93442

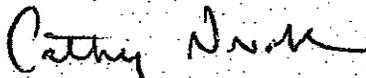
RE: 1170 Front Street Conditional Use Permit

Dear Kathy,

The Conditional Use Permit, UPO-120/ADO-024, for the 1170 Front Street Hotel project is due to expire on July 7, 2012. Due to the difficulties with obtaining financing for projects nowadays, the project applicants would like to respectfully request that the City grant a one year time extension for the Conditional Use Permit.

Thanks for your time and consideration in this matter. Please let me know if you have any questions.

Sincerely,



Cathy Novak
Project Representative

GOVERNMENTAL & COMMUNITY RELATIONS • PLANNING

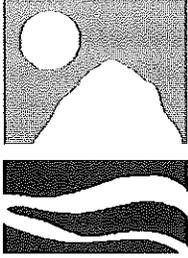
CELL 805.441.7581 • PHONE & FAX 805.772.9499

POST OFFICE BOX 296 • MORRO BAY, CA 93443

NOVAKCONSULTING@CHARTER.NET

AGENDA NO: B-2

MEETING DATE: July 18,2012



Memorandum

TO: PLANNING COMMISSION **DATE:** JULY 12, 2012
FROM: KATHLEEN WOLD, PLANNING AND BUILDING MANAGER
SUBJECT: REQUEST FOR A VARIANCE (AD0-067) FOR 3202 BEACHCOMBER

DISCUSSION

The applicant's agent has informed staff that he cannot be present to attend this hearing and therefore has requested that the item be continued until the August 15, 2012 meeting.

RECOMMENDATION

Staff recommends that the Planning Commission open the Public Hearing and continue this item to the August 15, 2012 meeting.

Prepared By: _____

Dept Review: _____



City of Morro Bay
Public Services/Planning Division
Current Project Tracking Sheet

This tracking sheet shows the status of the work being processed by the Planning Division
New items or items which have been recently updated are italicized. Approved projects are deleted on next version of log.

Agenda No: <u>C-1</u>
Meeting
Date: <u>7/18/12</u>

#	Applicant/ Property Owner	Project Address	Date	Permit Numbers	Project Description/Status	Planning Comments and Notations	Building/Fire Comments and Notations	Engineering Comments and Notations	Harbor/Admin Comments and Notations
Hearing or Action Ready									
1	City of Morro Bay	<i>Citywide</i>	<i>5/1/2010</i>	<i>AD0-047</i>	<i>Text Amendment Modifying Section 17.68 "Signs". Planning Commission placed the ordinance on hold pending additional work on definitions and temporary signs. 5/17/2010. Planning Commission made recommendations and forwarded to Council. Anticipate a City Council public hearing on the draft ordinance on May 2011. Scheduled for 5/10/11 CC meeting, item was continued. Item heard at 5/24/11 City Council Meeting. Interim Urgency Ordinance approved to allow projecting signs. A report on the status of this project brought to PC on 2/7/2011. The item shall be brought back to City Council first meeting in November. Workshops scheduled September 29, 2011 and October 6, 2011.-Workshop results going to City Council December 13, 2011. Continued to 1/10/12 CC meeting. Staff Report to PC. Project went to 5/2/2012</i>	<i>Project went to P.C. on May 16, 2012. At this meeting staff was given several tasks to accomplish prior to the June 20, 2012 meeting including the following: bring back survey results differentiating between the surveys, a new matrix with all definitions including those new definitions provided by the Commission, bring back pictures of signs, clarification of the difference between internally and externally illuminated signs, limitations on materials, encourage increase in window signs, add a column for staff recommendations, define shopping center, enlarge the downtown area.</i>	<i>Not applicable</i>	<i>Not applicable</i>	
2	<i>Pina Noran</i>	<i>2176 Main</i>	<i>10/3/08</i>	<i>CUP-35-99 & CDP-66-99R</i>	<i>Convert commercial space to residential use. Submitted 10/03/08. Resubmitted 2/5/09. Applicant is considering a redesign of the project. Planning Commission Denied Request 6/6/12. Applicant appealed PC decision June 14, 2012.</i>	<i>KW--Incomplete Letter 10/22/08. Project still missing vital information for processing 11/30/09. Called applicant 3/22/10 and requested information. Application terminated. Applicant resubmitted on May 3, 2012. Project taken to P.C. on June xx 2012 and P.C. denied the project. The applicant has appealed. Appeal scheduled for 8/14/2012</i>			

#	Applicant/ Property Owner	Project Address	Date	Permit Numbers	Project Description/Status	Planning Comments and Notations	Building/Fire Comments and Notations	Engineering Comments and Notations	Harbor/Admin Comments and Notations
3	Perry	3202 Beachcomber	9/8/11	AD0-067	<i>Variance. Demo/Reconstruct. New home with basement in S2.A overlay.</i>	<i>KW--Planning requested status of CDP for house and LLA for parcels. Item scheduled for July 18 2012. Applicant requested a continuance to August 15, 2012.</i>	<i>Fire comments 10/24/2011, Building 12/23/11</i>	<i>BR--Public Works requested flood study. Flood study received and comments sent to engineer 4/13/12; Flood study approved 6/18/12</i>	<i>No Comments to date</i>
4	McDonalds	780 Quintana	10/31/11	CP0-364 & UP0-341	Remodel and Addition. Applicant resubmitted 4/18/2012	<i>SD--Incomplete letter 1/19/12. still incomplete. Applicant resubmitted 4/18/2012. Applicant did not address comments/corrections in resubmittal, incomplete letter 5/24/12. Applicant resubmitted July 6, 2012.</i>	<i>Fire comments- 11/8/11. Building comments 11/21/11</i>	<i>comments received 11/29/11</i>	<i>No Comments to date</i>
30 -Day Review, Incomplete or Additional Submittal Review									
5	LaPlante	3093 Beachcomber	11/3/11	CP0-365	New SFR. Resubmittal and Phase 1 Arch report 2/6/12.	<i>SD-- Incomplete Letter 12/12/11. Phase 1 Arch Report required and Environmental Document. Environmental in process. Letter sent 4/11/2012 requesting environmental study.</i>	<i>No Comments to date</i>	<i>comments submitted 1/18/2012</i>	<i>No Comments to date</i>
6	Dynergy	1290 Embarcadero	12/21/11		<i>Permit Well</i>	<i>KW-Project had previous problems with Coastal Commission and withdrew application. Applicant conducted studies required by CCC and is returning with a new submittal. Planning staff waiting for studies. Met with applicant on May 2, 2012</i>			
7	Sequoia Court Estates	670 Sequoia	4/3/12	UP0-349 & S00-112	Tract Map and Use Permit for 5 Lot Subdivision.	<i>Incomplete letter sent to applicant/agent. Project submitted without necessary materials for processing.</i>			

#	Applicant/ Property Owner	Project Address	Date	Permit Numbers	Project Description/Status	Planning Comments and Notations	Building/Fire Comments and Notations	Engineering Comments and Notations	Harbor/Admin Comments and Notations
8	Truesdale	331 Kodiak	4/25/12	AD0-072	Parking Exception for Second story addition	SD-Incomplete 6/5/12. Staff worked with applicant on items on correction, awaiting resubmittal			
9	Greenley/Kocher	370 Bonita	6/11/12	S00-114	Lot Line Adjustment.				
Projects in Process									
10	Chevron Pipeline	4600 Hwy1	7/11/11	S00-110	Certificate of Compliance.	KW-- Waiting on applicant to submit property owner authorization. Received authorization 3/22/12. Application needed signed legals.	Not applicable	No Comments to date	Not applicable
11	Held	901-915 Embarcadero	7/21/11	UP0-342	Application for improvements to existing building. Proposes new unit, bathroom and water improvements. Project routed for initial review.	SD--Met with applicant on September 2011 and again in November 2011. Letter sent to applicant with corrections. 4/3/12 letter sent to applicant indicating that the project is still incomplete. Applicant resubmitted on 5/15/12. Asked applicant to submit request to have SWCA produce environmental document in writing.	Building comments 3/7/12-disapproved. Fire comments 3/12/12 conditional approval	Comments submitted 3/8/12	No Comments to date
12	City of Morro Bay	Nutmeg	1/18/12	UP0-344	Environmental. Permit number for tracking purposes only County issuing permit. Demo existing and replace with two larger reservoirs. City handling environmental review	KW--Environmental contracted out to SWCA estimated to be complete on 4/27/2012. SWCA submitted draft I.S. to City on May 1, 2012.	Not applicable	Not applicable	Not applicable
13	Randell	300 Piney	7/20/2011-- New submittal date 4/25/2012	S00-111	Tentative Parcel Map. 4 lot subdivision.	SD--SRB. Incomplete letter 10/4/11. Applicant resubmitted on April 25, 2012, new plans route to staff for review. Letter to applicant 5/21/12. SRB meeting June 21, 2012.			No Comments to date
14	Morro Mist	2400 Main Street	1/0/2012		Applicant requested compliance check to conditions of approval. Minor Amendment Required.	KW--Project modified beyond conditions of approval	Deemed in substantial conformance to original approvals. Fire indicated insufficient number of hydrants	indicated submittal was OK	No Comments to date
15	Leage	1205 Embarcadero	5/2/12	Amending CUP 02-01	Remodel office and storage of Harbor Hut	Project under review			

#	Applicant/ Property Owner	Project Address	Date	Permit Numbers	Project Description/Status	Planning Comments and Notations	Building/Fire Comments and Notations	Engineering Comments and Notations	Harbor/Admin Comments and Notations
Environmental Review									
15	Larry Newland	Embarcadero	11/21/05	UP0-092 & CP0-139	<i>Embarcadero-Maritime Museum (Larry Newland) . Submitted 11/21/05. Resubmitted 10/5/06, tentative CC for landowner consent 1/22/07 Landowner consent granted. Resubmitted 5/25/07. Applicant resubmitted additional material on 9/30/2009. Applicant working with City Staff regarding an lease for the subject site. Applicants enter into an agreement with City Council on project. Applicant to provide revised site plan. Staff is processing a "Summary Vacation (abandonment)" for a portion of Surf Street. Staff waiting on applicant's resubmittal. Meeting held with applicant on 2/23/2011. Staff met with applicant on January 27, 2011 and reviewed new drawings, left meeting with the applicant indicating they would be resubmitting new plans based on our discussions.</i>	KW--Incomplete 12/15/05. Incomplete 3/7/07. Incomplete Letter sent 6/27/07. Met to discuss status 10/4/07 Incomplete 2/4/08. Met with applicants on 3/3/09 regarding inc. later. Met with applicants on 2/19/2010. Environmental documents being prepared. Meeting held with city staff and applicants on 2/3/2011.	Not applicable	An abandonment of Front street necessary. To be scheduled for CC mtg.	Not applicable

#	Applicant/ Property Owner	Project Address	Date	Permit Numbers	Project Description/Status	Planning Comments and Notations	Building/Fire Comments and Notations	Engineering Comments and Notations	Harbor/Admin Comments and Notations
16	Chevron	3072 Main (West of Del Mar Park)	12/31/08	CP0-301	<i>Remove Underground Pipes. Submitted 12/31/08, environmental reports submitted for review 5/8/09. Project under review. Project routed to other agencies for comment. Environmental being processed. Requested Information submitted 2/9/11. Submitted requested documents 2/9/11. Applicant returned comments 12/7/11. Staff will address comments. Document to applicant for review 1/19/12. Agent said Chevron is working on how to address alternative fuel mitigation measures, 2/22/12. They will follow up with the City.</i>	SD--Requested additional documentation 4/29/10. Contacted consulting firm to process environmental document. Consulting firm responded in the process of putting together proposal 6/20/11. Accepted proposal 6/29/11. Staff mail request letter for fees 7/19/11. Received Environmental Document and is under review 9/16/11. Sent document back for comments and corrections 10/14/11. Consulting firm making final changes and corrections 10/24/11. APCD submitted comments 11/1/2011. Sent to applicant for review 11/7/11. Comments sent to consultant 1/10/12. Document returned to staff 1/12/12. Applicant challenging the environmental mitigations.	Not applicable	Not applicable	Not applicable
Project requiring coordination with another jurisdiction									

#	Applicant/ Property Owner	Project Address	Date	Permit Numbers	Project Description/Status	Planning Comments and Notations	Building/Fire Comments and Notations	Engineering Comments and Notations	Harbor/Admin Comments and Notations
17	City of Morro Bay & Cayucos	160 Atascadero	7/1/08	EIR	<i>WWTP Upgrade. Submitted 7/1/08, Preparing Notice of Preparation, Staff reviewing Ad Min Draft EIR. Modifications to project description underway and subsequent renoticing. Staff reviewing screencheck document. Public draft out for review and comments. Comment period open until 11/4/2010. Project scheduled for 12-6-2010 P.C. Project rescheduled for 12/20/2010. City Council Meeting on January 11, 2011. Project heard before CCC on March 11, 2011, and additional studies and materials are required. City working with consultant to provide information. Workshops held on 6/27/2011 and 6/28/2011 to receive comments on the proposed Wastewater Treatment Plant (WWTP) Upgrade Project alternatives analysis process, candidate evaluation criteria, and preliminary site identification. Adm. draft of fine screen analysis completed. Staff and consultants currently working with CCC staff for De Novo hearing tentatively scheduled for an August 2012 CCC meeting.</i>	Planning portion of project complete	Not applicable	BCR-Flood analysis shows no impact of sea level rise and storm surge on 100-year flood levels. Results reported to Coastal Commission	No Comments to date
Projects Continued Indefinitely, No Response to Date on Incomplete Letter or inactive									

#	Applicant/ Property Owner	Project Address	Date	Permit Numbers	Project Description/Status	Planning Comments and Notations	Building/Fire Comments and Notations	Engineering Comments and Notations	Harbor/Admin Comments and Notations
18	Nicki Fazio	360 Cerrito	08/15/07	CP0-246	Appeal of Demo/Rebuild SFR and 2 trees removal. Planning Commission continued to a date uncertain. Project folder given to Rob S.				
19	Burt Caldwell, (Embarcadero 801 LLC)	801 Embarcadero	5/15/08	UP0-212	Conference Center.	KW--Submitted 5/15/08. Resubmitted MND Circulating 7/15/08 PC 9/2 Approved, CC 9/22/08 Approved, CDP granted by CCC. Waiting for Precise Plan submittal. Applicant has submitted a request for a time extension on November 4, 2010. Extension granted, now expires 12/11/11. No active submittal. Applicant has requested a second one year extension which is scheduled for action at the 12/7/2011 P.C. meeting. Planning Commission approved time extension, will expire on December 11, 2012.			
20	Ron McIntosh	190 Olive	8/26/08	UP0-232 &CP0-288	New SFR. Submitted 8/26/08. Resubmitted 12/10/08. Applicant resubmitted on 2/06/09. Environmental under review. Applicant and City agree to continuance. Applicant put project on hold.	KW--Inc. Letter 9/24/08. 1/9/09 request for more information.			

#	Applicant/ Property Owner	Project Address	Date	Permit Numbers	Project Description/Status	Planning Comments and Notations	Building/Fire Comments and Notations	Engineering Comments and Notations	Harbor/Admin Comments and Notations
21	James Maul	530, 532, Morro Ave 534	3/12/10	SP0-323 & UP0-282	Parcel Map. CDP & CUP for 3 townhomes. Resubmittal 11/8/10. Resubmittal did not address all issues identified in correction letter.	KW-Incomplete letter sent 4/20/10. Met with applicant 5/25/10. Letter sent to applicant/agent indicating the City's intent to terminate the application based on inactivity. City advised there will be a new applicant and to keep the application viable.			
22	Frantz	499 Nevis	9/27/2010, resubmittal date of 1/3/12	CP0-337	New SFR. Applicant has indicated that he is redesigning project-project, placed on hold. Applicant resubmitted building permit plans but has not completed the submittal for the Coastal Development Permit 11/14/11. Payment received 1/3/12. Plans received 1/3/12.	SD--Incomplete Letter 10/7/10. Meeting with applicant's representative on 11/16/2010. Incomplete letter, applicant needs to submit for CDP and pay associated fees 12/13/11. Comment letter sent 2/6/2012. Applicant indicated to staff no longer using Agent Novak	BC- spoke with TF 6/7/2012, sent copy of planning corrections and ANG handout. TF to check in with SD before resubmitting.	Comments submitted 1/18/2011	
23	Hoover/Hough	301 Main	7/6/11	S00-108	Lot Line Adjustment. Received letter from agent requesting to place project on hold.	KW--Letter sent indicating project can not be supported as submittal advised to redesign 9/21/11.			
24	Valley	460 Olive	10/24/11	CP0-363	Demo/Rebuild. Resubmittal 11/11/11.	SD-- Incomplete letter 1/18/11. Need Phase 1 Arch Report.	No Comments to date	comments submitted 11/22/11	No Comments to date
25	Loomis	660 Bay	10/27/11	UP0-340 & AD0-069	Remodel and Addition with a Parking Exception.	SD--Incomplete letter 11/23/11. 3/28/2012 still incomplete for processing	Fire-11/23/11 conditional approval	conditional approval 11/29/11	
Projects in Building Plan Check									
26	Hoover	301 Main	9/13/11	Building	Single Family Addition to a non-conforming property. Lot Line adjustment in process, not shown on plans. Resubmittal 11/9/11. Multiple additions to a non-conforming property, CUP required.	SD--Incomplete memo 10/18/11. Met with the applicant and agent to discuss project 2/17/12. Needs to be redesigned.			
27	LaPlante	3093 Beachcomber	11/3/11	Building	New SFR.	SD--Incomplete Letter 12/12/11. Phase 1 Arch Report required and Environmental Document. Incomplete letter sent 2/2012			

#	Applicant/ Property Owner	Project Address	Date	Permit Numbers	Project Description/Status	Planning Comments and Notations	Building/Fire Comments and Notations	Engineering Comments and Notations	Harbor/Admin Comments and Notations
28	Moscardi	2768 Alder	11/10/11	Building	New SFR. Applicant resubmitted on 2/28/2012. Submittal only included a few sheets	SD-- Incomplete memo 1/18/11. Incomplete memo 3/16/12. Applicant indicated they were going to resubmit without roof deck, to date they have not. Applicant spoke at Public Comment during 5/16/2012 Planning Commission meeting asking that they (P.C.) direct staff to process their project administratively.			
29	Burger King	781 Quintana	11/29/11	Building	Parking Lot. Resubmittal 4/5/12.	SD--Incomplete Memo 12/19/11.			
30	Swanson	690 Sequoia	12/7/11	Building	6ft Extension to an Existing Upper and Lower Deck.	SD--Requested 2 sets of the most recent plans in order to issue permit 2/21/12.			
31	Romero	291 Shasta Ave	12/29/11	Building	New single family residence. Applicant resubmitted on 12/29/2011. Ready to be noticed 2/22/12.	SD--Incomplete Letter 2/18/12.			
32	Fennacy	500 Morro Bay	3/15/12	Building	Applicant adding walk up window to existing building.	SD-under review. Project needs planning permit. Been in contact with applicant. Incomplete letter requesting use permit modification 5/24/12.			
33	Imani	571 Embarcadero	4/23/12	Building	Commercial alteration and addition	SD - Incomplete memo 6/5/12.			
34	Storm	1029 Monterey	5/3/12	Building	Multi-family residential	KW-under review			
35	Truesdale	331 Kodiak	4/25/12	Building	Second story addition	SD-Incomplete 6/5/12.			
36	Harper	999 Main	5/16/12	Building	Commercial addition	KW - Incomplete Memo 5/29/12.			
37	Patel	590 Morro	5/24/12	Building	Commercial addition	KW- Incomplete 6/5/12.			
38	Ellis	120 Main	6/12/12	Building	Single Family Addition				
Aging Building Permits - No response from applicant in more than 90 days.									
39	Valori	2800 Birch Ave	2/10/10	Building	Remodel/Repair. Sunroom, garage, and study.	SD--Comments sent 2/24/10			
40	Colhover	2800 Dogwood	3/8/10	Building	New SFR.	SD--Comments sent 3/25/10.			
41	Hall	2234 Emerald Circle	12/2/10	Building	New SFR.	SD--Incomplete Memo 12/21/10.			

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42	Markowity	589 Morro Avenue	8/17/11	Building	Roof Deck. Resubmittal 9/20/11. A major modification shall be pursued.	SD--Plans returned to Brian, because the plans were incomplete. Incomplete memo 10/3/11.			
43	Frantz	499 Nevis	9/27/10	Building	New SFR. Resubmitted 11/14/11. Resubmitted CDP plans and paid monies.	KW--Incomplete Memo 10/7/10. Coastal Development Permit Required. Incomplete Letter sent 12/13/11 requesting CDP submittal.			
44	Rowland	2630 Maple	4/14/11	Building	Elevator. Resubmittal 5/25/11.	SD--Denied project because elevator was located in 20'x20' garage, where 2 covered and enclosed parking spaces are required, letter sent 4/18/11. Incomplete memo 6/9/11.			
45	Williams	2920 Cedar	10/27/11	Building	SFR Addition. Does not conform to existing approvals/permits on file.	SD--Incomplete Memo 11/14/11.			
Final Map Under Review									
46	Zinngarde	1305 Teresa	5/9/11	Map	Final Map. Public Works review of the final map, CCR's and conditions of approval. Plans 8/5/11. Applicant resubmitted CCRS. Incomplete submittal as of 1/23/12. Resubmitted 4/4/2012	KW--Comments given to applicant, held meeting on 9/27/2011 regarding comments. Biological being review by applicant to address drainage issues. Biological Report approved by Planning as well as the CCRs.			

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47	Medina	3390 Main	10/7/11	Map	Final Map. Issues with ESH restoration. Applicant placed processing of final map on hold by proposing an amendment to the approved tentative map and coastal development permit. Applicant proposed administrative amendment. Elevated to PC, approved 1/4/12. Appealed, scheduled for 2/14/12 CC Meeting. Appeal upheld by City Council, and project with denied 2/14/12. map check returning for corrections on 3/9/12	SD--Meeting with applicant regarding ESH Area and Biological Study.			
Projects & Permits with Final Action									



City of Morro Bay

Public Services/Planning Division

Advanced Planning Work Program

Work Item	Requested by	Date Requested	Comments	Estimated Staff Hours	Planning Commission	City Council	Coastal Commission
Updating the Strategic plan matrix for managing the greening process	City Council	2009	Original green matrix went to P.C. on 7/6/09 and then to C.C. on 12/14/09. Now subject to annual updates	20 to 40	Annual Updates	Annual Updates	
Draft Urban Forest Management Plan	City Council	2007		200 to 300	TBD	TBD	
CEQA Implementation Guidelines	City Council	2006		120 to 160	TBD	TBD	NA
Downtown Visioning	City Council	2010		120 to 160	TBD	TBD	
PD Overlay	City Council	2006		80	TBD	TBD	
Annexation Proceeding for Public Facilities (Chorro Valley well sites)	City Council	2007		TBD		TBD	
North Main Street Parking Plan	City Council	2011	Text amendment to be review by Planning Commission and PC to make recommendation to City Council 4/18/12 PC mtg.	100	4/18/2012	TBD	TBD
Sign Ordinance Update	City Council	2010	Workshops Scheduled for September 29 and October 6, 2011. Update on the sign workshops and sign survey results brought to Council on January 24, 2012	150 to 250 + consultant hrs	2/16/11	11/1/11	
Pedestrian Plan	Planning Commission	2008	City of Morro Bay Bicycle and Pedestrian Master Plan. City hired consultant to draft the plan. Administrative Draft Plan was reviewed during a Public Workshop on August 30, 2011. The 2nd draft plan is currently on the October 21, 2011 PWAB agenda. Project is now being revised. Revised document submitted 1/10/2012 to Planning Department for review. Scheduled for February 15, 2012 P.C. meeting.	550 Hours	TBD		
Subdivision Ordinance Clean up	Planning Commission	2011	Commissioner Irons is lead. Two meeting held on identifying issues. Irons/Nagy/Wold. Commissioner Napier replaced Irons.	100-150	TBD	TBD	TBD
Updated Zoning Ordinance	CC based on CCC letter	2010		1,800	TBD	TBD	TBD
Updated General Plan/LCP	CC based on CCC letter	2010	Subcommittee formed. Meetings held are: 11/9/11 to develop plan of action recreation Element, 12/7/11 to review Access & Recreation Element. Changes were made but not yet finalized. 1/9/12 to review Harbor Resources Element Next meeting scheduled for 1/30/12 to discuss Visual Resources	1,800	TBD	TBD	TBD

June 6, 2012

SUBDIVISION ORDINANCE COMMITTEE FINDINGS

Committee Origin:

City Council asked the Planning Commission to form a subcommittee to review the Subdivision Ordinance to find ways to streamline the permit process. Commissioners Nagy and Irons were appointed to the Committee originally. When Commissioner Irons left the Planning Commission, Commissioner Napier continued in his place.

Committee Process:

Our subcommittee studied the ordinance and met with staff, Councilmember Johnson, applicants and applicants representatives, in order to identify inconsistencies and problems in the Subdivision Ordinances, which is Chapter 16 of the City of Morro Bay Municipal Code.

Early Brainstorming:

R-1 and R-4 requirements differ

Affordable Housing (Zoning) and Compact Infill Development (Subdivision) sections have inconsistencies
Municipal Code (Zoning and Subdivision) differ from the Housing Elements (General Plan)

Parking and open space requirements should be examined

Affordable housing requirements and in-lieu fees, especially understanding what percentage the in-lieu fee needs to be in order to exceed the 10%. It should not simply be \$10.00 over the fee, or .01% over the fee- a greater threshold should be met

Look at base parking ratios for each zone or use

Minimum lot size of 6000 square feet is too large, since 4000 to 5000 square feet is a more typical size in the City.

Committee Conclusions:

For specific Chapter 16 comments, please see the section "Review of Subdivision Ordinance"

While researching in the community, it became apparent that streamlining may have more to do with setting reasonable timelines for permits, and also clarifying the process for applicants. We heard stories of projects receiving three rounds or more of plan review comments, unexpected fees, and lack of timely staff response. There is a possible disconnect between staff and applicants, where staff indicated that the project permit process should be understood by applicants through use of city permit lists and guidelines. However, planning commission has frequently heard that there are problems with clarity and understanding the process in the opinion of the applicants.

Therefore, although reading though Chapter 16 and discussing it was fruitful, the "streamlining" of projects will most likely come from staff and applicants understanding each other better.

Committee Recommendations:

We (at least one planning commissioner and perhaps one councilmember) should walk through the permit process with applicants, on ordinary projects (not one that is subject to a planning commission hearing, and most likely not a subdivision). Identification of permit delays, and reasons for those delays should be recorded. Materials given to applicants should be examined for their clarity in explaining the permit requirements and the permit process.

The Planning Study Committee findings should also be read by council members. A copy of the "What is not Working" workshop can be found at the end of this submittal.

As far as Chapter 16 recommendations, please see the next section of this document.

Review of Subdivision Ordinance:

16.16.050 Change from 20 days to 5 or 10 days

16.16.090 Why not allow original applicant to continue?

16.16.100 Change from 50 to 25 days

16.20.050 12 copies is excessive. What is actually necessary?

16.36.040 Depth to width ratio not less than 3:1 or 40'x60', which yields a minimum lot size of 2400 sf. See next comment.

16.36.050 minimum lot sizes are too large for Morro Bay. Consider changing, here are some suggestions:

R-1, 3000 sf

R-2, 2900 sf

R-3, 2500 sf

R-4, 1500 sf

16.36.060 Allow steeper lot slopes; we live in a hilly area.

16.36.070

A.1 Why not include accessway and/or staff portion of the flag lot in the required lot area?

Owner of the lot does pay taxes on this portion of property. Possibly provide exceptions for flag lot minimum sizes, if part of the lot is not included in the lot area calculation.

A.4 10' setback is required. Is this arbitrary? If so, 5' might be better. Also, the fire department requires a 20' driveway and turn around areas.

16.36.150 Why are blocks not defined as occurring from one street to the next, or in other words, from street to street?

16.40.010

- C. Suggest the following verbiage change: remove "...lot coverage, yards and building setbacks requirements..." and replace with "lot coverage, yards, and building setback requirements..."

16.40.020

- B. Suggest the following verbiage change: remove "...subsections (A)(1) through (A)(3) and replace with "subsections (A)(1) through (A)(4).

16.40.030

- A. What is a "qualified commercial district"?
- B. 8,700 sf is too large.
- D.3 Consider revising this verbiage. The latest building code is considered to be a big step in the right direction as far as requiring sustainable elements in construction, including limiting the consumption of natural resources. We should encourage forward-thinking design, but this section reads like it is out of date. Also, the requirements of D.3 should be defined and quantified better.
- E. 1. A 40 ft width seems inconsistent with 2900 sf lot size, as well as 25 ft width and 1500 sf lot size. Also, per the building code "townhomes" are not allowed to be attached. "Condominiums" might be a better term to use here.
- G. Common open space requirements are too restrictive for small developments. If one reads through the 16.40.010, Subdivision Ordinance – Intent and Purpose, compact infill developments should "encourage creativity and innovation", "provide for more efficient use of land", and etc. The common open space requirements are restrictive in the sense that the ability to combine living space and also establish "more creative use of open space and urban design" is difficult when restricted to the requirements of this section, unless a large piece of property is being developed.
- L. "Secondary living unit(s) shall not be allowed." Is this statement contrary to state law?
- N. Guest parking at ½ parking space per unit does not match the Zoning Ordinance, Chapter 17.44.020.C.1, sections f, g, h, and i.