



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 - Tuesday, September 2, 2014
Veteran's Memorial Building – 6:00 P.M.
209 Surf Street, Morro Bay, CA**

Chairperson Robert Tefft
Vice-Chairperson Gerald Luhr
Commissioner Michael Lucas
Commissioner John Fennacy
Commissioner Richard Sadowski

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 not on the agenda may do so at this time. In a continual attempt to make the public process open to members of the public, the City also invites public comment before each agenda item. 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' Office Assistant at (805) 772-6264. 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 the Planning Commission meeting of August 19, 2014

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.:** #CP0-419 & UP0-383 Coastal Development Permit & Conditional Use Permit

Site Location: 3420 Toro Lane, Morro Bay, CA

Project Description: The applicant proposes to construct a 2,065 square-foot dwelling, a 656 square-foot garage, and approximately 300 square feet of patio and deck area on a vacant beach front parcel. The project will require disturbance of approximately 9,000 square feet including approximately 360 cubic yards of grading, landscaping, and driveway improvements within the Public Right-of-Way. The project is located in the Single Family Residential zone with an S.2.A special treatment overlay zone. The height of the structure is limited to a maximum of 17 feet by the overlay zone. The site is also covered by an Environmental Sensitive Habitat overlay zone due the presence of a stream drainage and associated habitat. The project is in the City's ocean bluff review area and located within the Coastal Commission appeal jurisdiction.

CEQA Determination: A Mitigated Negative Declaration (MND) has been prepared for the project pursuant to the requirements of the California Environmental Quality Act. The document can be viewed at the Public Services Dept. and on the City's website <http://www.morro-bay.ca.us/index.aspx?nid=771>. The MND recommends mitigation measures to ensure environmental impacts are reduced to a less-than-significant level. Adoption of the MND will also be considered at the hearing.

Staff Recommendation: Hear public testimony on the project and continue review to a date uncertain.

Staff Contact: Whitney McIlvaine, Contract Planner, (805) 772-6211

C. UNFINISHED BUSINESS

C-1 Current and Advanced Planning Processing List

Staff Recommendation: Receive and file.

D. NEW BUSINESS

D-1 Interpretation of Site Development Standards for Accessory Structures and Buildings

Staff Recommendation: Review and adopt Planning Commission Resolution 21-14.

D-2 Discussion of Neighborhood Compatibility and Design Guideline Options

Staff Recommendation: Review, comment, and provide direction.

E. DECLARATION OF FUTURE AGENDA ITEMS

F. ADJOURNMENT

Adjourn to the regular Planning Commission meeting at the Veteran's Memorial Building, 209 Surf Street, on September 16, 2014, 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.

MOTION: Vice Chairperson Luhr moved to approve the consent calendar with the correction to the August 5 minutes as noted by Chairperson Tefft. Commissioner Sadowski seconded the motion and the motion passed unanimously. (4-0)

PUBLIC HEARINGS

B-1 **Case No.:** #CP0-417

Site Location: 505 Walnut Street, Morro Bay, CA

Applicant: Mel & Marilyn Wammack

Project Description: Request for a Coastal Development Permit to construct a two-story, 2,120 square-foot primary dwelling, and an attached 442 square-foot secondary unit over a 460 square foot garage on a vacant 4,534 square-foot lot at the corner of Walnut and Main Streets. This project is located in the Coastal Commission appeal jurisdiction on property zoned Single Family Residential (R-1).

CEQA Determination: Categorically Exempt, Section 15303(a), Class 3

Staff Recommendation: Conditional Approval

Staff Contact: Whitney McIlvaine, Contract Planner, (805) 772-6211

Chairperson Tefft stated he has a conflict of interest, noting he will be stepping down and turn the meeting over to Vice Chairperson Luhr. Chairperson Tefft left the dais.

McIlvaine presented the staff report.

Commissioner Lucas and McIlvaine discussed the cantilevers in relation to rear yard setback and lot coverage.

Commissioner Sadowski asked if there are cantilevers on only three sides of the building. McIlvaine replied yes.

Vice Chairperson Luhr and McIlvaine discussed the secondary unit parking and where in the setbacks it is allowed.

Vice Chairperson Luhr and McIlvaine discussed the property to the north and if it would be developed.

Vice Chairperson Luhr and McIlvaine discussed the policies used to review the project.

Vice Chairperson Luhr opened Public Comment period.

Mel Wammack, Applicant, stated the Architect, Builder and he are available for questions.

Jeff Fuller, Morro Bay resident, stated the project is not compatible with the neighborhood, noting it is too large and allows for a secondary unit.

Alex Beady, Morro Bay resident, stated the secondary unit is substandard in size for low income housing and believes it functions as a duplex according to how they are defined in the code.

Martin Moje, Morro Bay resident, expressed concern with parking congestion, EMS access, the secondary unit and size of the building.

Dorothy Cutter, Morro Bay resident, expressed concerns with parking congestion and the house color.

SYNOPSIS MINUTES – MORRO BAY PLANNING COMMISSION
REGULAR MEETING –AUGUST 19, 2014

Cathy Kellit, Morro Bay resident, stated she supports the bonus room, but expressed concern with the second unit parking space as configured.

Betty DeRosa, Morro Bay resident, stated the house is too big for the neighborhood and expressed concern with the parking as traffic goes too fast in the area.

Jacob Volcough, Morro Bay resident, expressed concerns with parking and street access, height mass and bulk of the project, and the secondary unit.

Jeff Schneidereit, Architect, stated the Applicant should not be penalized for parking issues from other properties, the massing of the house is consistent with other developed lots in the area, and the height will be offset by site grading.

Mel Wammack, Applicant, stated they have complied with the regulations for the project, and with regard to parking, he suggested painting the curb red.

Marilyn Wammack, Applicant, stated the secondary unit is not intended to be a rental unit but a place to use when family visits, and they are open to changing the house color.

Vice Chairperson Luhr closed Public Comment period.

Commissioner Lucas stated the Applicant has made the front yard setback as large as possible and the parking issues are a legacy of this area. He noted the Walnut side of the house looks fine but the Main Street side is big.

Commissioner Sadowski concurred with Commissioner Lucas regarding the Main Street elevation.

Commissioner Sadowski and McIlvaine discussed how the secondary unit name changed from bonus room to secondary unit.

Vice Chairperson Luhr and McIlvaine discussed minimum lot size for granny units.

Vice Chairperson Luhr, McIlvaine and Livick discussed the setbacks in relation to the 5 foot dedication from the property to Main Street and future public improvements.

Vice Chairperson Luhr stated he would like to see more variation in the material and cladding, noting that if a skirting of stonework were used it would break down the mass and visual height of the building.

Vice Chairperson Luhr expressed concern with sight distance and stated he would like a condition of a no parking zone of 25-30 feet from corner on Walnut and Cypress.

Commissioner Lucas and Livick discussed how Walnut might enter Main when future public improvements are designed for installation.

Commissioner Lucas stated he would be supportive of the 20 feet off the original property line and if there was a porch along the lower level as it would cut the building façade.

Commissioner Lucas stated support to request reconsideration of Main Street elevation and continue the project.

Vice Chairperson Luhr re-opened Public Comment period.

Vice Chairperson Luhr, McIlvaine, Wammack, and Schneidereit discussed the setback off of Main Street.

Vice Chairperson Luhr closed Public Comment period.

MOTION: Commissioner Lucas moved to continue the project to the September 16, 2014 Planning Commission meeting with a recommendation the Applicant redesign the Main Street façade taking into account the setbacks and testimony from tonight. Commissioner Sadowski seconded the motion.

Vice Chairperson Luhr clarified to the Applicant and Architect the Commission is looking for more articulation, not more size and bulk.

Vice Chairperson Luhr stated staff should consider no parking zones from the corners of Walnut and Cypress to alleviate some of the traffic hazard.

The motion passed unanimously. (3-0)

Chairperson Tefft returned to the dais and Vice Chairperson Luhr turned the meeting over the Chairperson Tefft.

UNFINISHED BUSINESS

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

Graham reviewed the work program with the Commissioners.

D. NEW BUSINESS

D-1 Rear-yard Setback Interpretation

Graham presented the staff report.

Chairperson Tefft clarified that this would be guidance for future staff unless the Commission modifies the interpretation.

MOTION: Vice Chairperson Luhr moved to adopt PC Resolution No. 20-14. Commissioner Lucas seconded the motion and the motion passed unanimously. (4-0)

D-2 Centennial Stairway Project Concepts

Livick presented the staff report.

Chairperson Tefft, Vice Chairperson Luhr, and Livick discussed the sales agreement relating to who approves what type of lift station to be installed.

Chairperson Tefft clarified the drawings being reviewed are concept only.

Chairperson Tefft and Livick discussed the mid-level landing area and ADA requirements.

Commissioner Sadowski and Livick discussed the timing of installation of the lift in relation to the sale of the property.

Vice Chairperson Luhr stated this has been talked about since the 1970's as being the connection point between the Embarcadero and Downtown and has always been talked about as being a funicular, noting he does not support the concepts brought forward.

Commissioner Lucas stated the idea of a funicular is an event that would draw people, noting that if it has to be an elevator, to make it the most basic steel and glass type, focusing on the view and not another architectural piece in what is one of the best view corridors we have.

Commissioner Sadowski stated we are a tourist area and it should be an event, not a box.

Chairperson Tefft agreed with the other Commissioners regarding the funicular, noting that the design in Exhibit A needs a lot of improvement, and there should be no stop at the mid-level landing.

Chairperson Tefft stated if the City has to go with an elevator that it be somewhere between Exhibit B and C, noting the Centennial Stairway should be preserved.

Livick clarified there was consensus from the Commission:

- A funicular is preferred as this is an important connection between the Downtown and the Embarcadero that should be an event, not a ride in a box;
- If the City had to do an elevator, a minimal approach is best and incorporate the Centennial Stairway; and
- Make sure it is a public feature and does not give the appearance of being part of a private building.

E. DECLARATION OF FURTUE AGENDA ITEMS

- Accessory Structure Setbacks

F. ADJOURNMENT

The meeting adjourned at 8:00 p.m. to the next regularly scheduled Planning Commission meeting at the Veteran's Memorial Building, 209 Surf Street, on Tuesday, September 2, 2014 at 6:00 p.m.

Robert Tefft, Chairperson

ATTEST:

Rob Livick, Secretary



AGENDA NO: B-1

MEETING DATE: September 2, 2014

Staff Report

TO: Planning Commissioners

DATE: September 2, 2014

FROM: Whitney McIlvaine, Contract Planner

SUBJECT: Coastal Development Permit CP0-417 and Conditional Use Permit UP0-383: Request to construct a 2,721 square-foot single-family residence (including garage) and approximately 300 square feet of deck and patio areas on a vacant parcel in the coastal bluff review area at 3420 Toro Lane.

RECOMMENDATION:

Staff recommends that the Planning Commission hear public testimony on the project and continue review to a date uncertain.

REASON FOR CONTINUANCE:

A draft mitigated negative declaration (MND) was prepared for the project and forwarded to the State Clearinghouse and potentially interested agencies for review. A notice of availability was also published in the San Luis Obispo Tribune on July 23, 2014. The public review period for comments on the MND was from July 23, 2014 until August 20, 2014. Response to comments received from the California Coastal Commission (at 5:17p.m. on 8/20/14) and from the U.S. Department of Fish and Wildlife (at 3:22p.m. on 8/22/14) will require the preparation of additional studies and reports related to site biology and geology. The project architect may also wish to submit additional exhibits related to potential visual impacts and buildable area. Those reports and exhibits will be used to revise the MND, which will then be re-circulated for another 30-day public comment period. Staff will review any further comments and then re-schedule the project for Planning Commission hearing.

The required 10-day notice of a public hearing before the Planning Commission on this project was published in the San Luis Obispo Tribune on August 22, 2014. Since the hearing has been publicly noticed, staff recommends that the Commission open the hearing for testimony by interested persons wishing to speak about the project before continuing review to a date uncertain.

Prepared By: _____

Department Review: _____



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

This tracking sheet shows the status of the work being processed by the Planning Division
New Planning items or items recently updated are highlighted in yellow. Building items highlighted in green are pending action from the applicant.

Approved projects are deleted on next version of log.

Agenda No: C-1

Meeting Date: September 2, 2014

#	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	Frye	3420 Toro Lane	1/13/14	CP0-419 & UP0-383	Coastal Development Permit and Conditional Use Permit for New 2,209sf SFR and 551sf garage w/ approx. 300 sf of decking on vacant lot.	Under initial review. Met w/ Applicant 1-17-14 re Incomplete Submittal of Plans. Resubmitted 1-23-14. Correction letter sent 2-20-14 CJ Met w/ Applicant 2-28-14 to review process - CJ. Correction letter sent 3-28-14. Met w/ environmental consultant 4/7. Draft initial study under review and plans resubmitted 6/25/14. WM. Project subject to Bluff Development Standards. Mitigated Negative Declaration routed to State Clearinghouse with tentative PC hearing date for 9/2/14. Correspondence received from Coastal Commission and Ca Dept of Fish and Wildlife regarding environmental.	BC-disapproved- need geologic and engineering geology report.FD/TP Approve2/24/14	RS/DH 7/22/14 under review	
30 -Day Review, Incomplete or Additional Submittal Review									
2	Verizon / Knight	750 Radcliffe	8/13/14	CP0-449	CDP and CUP for upgrades to telecommunications facility	Under review			
3	Salin	845 Ridgeway	8/8/14	CP0-448	Admin Coastal Development Permit for new SFR	Correction letter sent 8-28-14. CJ.		DH- Approved 8/28/14	
4	Hibbard	990 Balboa	7/28/14	UP0-384 & AD0-092	Conditional Use Permit and Parking Exception to allow addition to existing non conforming SFR	380 sf addition to 966sf non conforming SFR. Under review.	BC- conditionally approved.		
5	Wordeman	2900 Alder	7/28/14	CP0-447	Administrative Coastal Development Permit for new construction of duplex in R-4 zone.	Proposed Duplex unit A at 1965sf w/ 605 sf garage and unit B at 1,714sf w/ 605sf garage. Under Review. Correction letter sent 8-27-14. CJ.	BC- conditionally approved.		
6	Romeiro	219 Marina	7/22/14	CP0-446	Addition to Non conforming SFR in Coastal Appeals Jurisdiction	Addition that exceeds 10% in appeals area requires CDP.	BC- conditionally approved.		
7	Najarian	471 Nevis	7/22/14	CP0-445	Administrative Coastal Development Permit for new 1,686 SFR with 507sf garage and 192sf of decking	Under Review	BC- conditionally approved.	JSW- conditionally approved.	
8	McCallister	176 Java St.	7/21/14	CP0-444	Coastal Development Permit for addition to existing SFR within coastal appeals jurisdiction.	Addition that exceeds 10% in appeals area requires CDP. Correction letter sent 8-25-14. JG			

#	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
9	Sotelo & Chanley	420 Island	7/17/14	CP0-443	CDP for construction of new 1,678sf SFR w/ 482sf garage adjacent to ESH	Under Review. Correction letter sent 8-15-14. SG.	BC- conditionally approved.		
10	Davis	625 Harbor	7/2/14	CP0-441	Admin CDP for Library Fence	Project to enclosed outdoor Library courtyard area with a fence. Correction letter sent 8-21-14. JG.	BC- conditionally approved.		
11	Johnson	301 Little Morro Creek Rd	6/26/14	CP0-442 & UP0-081	CDP and Special/Interim Use Permit for new BMX Bike Park	Under Review. Comment letter sent 8-26-14. CJ.		BCR- Conditionally improved with stormwater exemption. Needs floodplain dev. Permit	
12	Dennis	290 Piney Ln	6/26/14	CP0-440	Administrative Coastal Development Permit for new 3,108 SFR with 591sf garage and 316sf balcony	Under Review	BC- conditionally approved.	BCR/DH drainage plan under review	
13	Dennis	270 Piney Ln	6/26/14	CP0-439	Administrative Coastal Development Permit for new 3,108 SFR with 591sf garage and 316sf balcony	Under Review	BC- conditionally approved.	BCR/DH drainage plan under review	
14	Dennis	280 Piney Ln	6/26/14	CP0-438	Administrative Coastal Development Permit for new 3,108 SFR with 591sf garage and 316sf balcony	Under Review	BC- conditionally approved.	BCR/DH drainage plan under review	
15	Frye	250 & 244 Shasta Street	6/17/14		Amendment to CP0-213 & Variance Request	Amendment to Administrative Coastal Permit CP0-213 and Variance Request to allow a north side yard setback of less than the required 5 feet at 244 Shasta. Including encroachment of garage into required side yard setback and allow home at 0 ft. setback. Correction letter sent 8-28-14. CJ.		BCR_ 7/8/13 cond appr. Complete frontage improvements required	
16	Hauser	501 Zanzibar	5/23/14	UP0-380/ AD0-090	Conditional Use Permit & Parking Exception	Single Family Addition of more than 25% to a non-conforming SFR. Parking Exception	BC- incomplete	RPS- Conditions established in Memo of 3/21/14 for B-30133	
17	Strasburg/Oehler	371 Piney	3/20/14	CP0-427	New SFR - Admin CDP	Received 3/25/14. Under Initial review. CJ. Correction letter sent 4/25 NC. Resubmittal received 5/21. Corrections sent 6-3-14 and 7-10-14. WM	BC- conditionally approved.	JSW- conditionally approved.	
18	Romero	2931 Ironwood	3/6/14	CP0-428	New 2,496 SFR with 64 sf garage- Admin CDP	Correction letter sent 4/25 NC. Resubmitted 5/23. Requested plan corrections 6-24-14. Resubmittal received 8-15-14. CJ.	BC- conditionally approved.	BCR- cond. Appr. w/ SW requirements	
19	Carver	431 Kern	2/5/14	CP0-426	Demo 1100sf SFR / Reconstruct 2274sf SFR	correction letter sent 4/10. Resubmitted 5/23. Requested corrections 7-18-14. WM	BC- corrections/ incomplete	RS- cond appr. w/ frontage improvements	

#	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
20	AT&T	590 Morro	1/16/14	CP0-126 / UP0-084	Upgrade of unmanned telecommunications facility	Under initial review. Emailed update to Applicant 3-3-14. Correction letter sent 3-19-14. WM	BC- conditionally approved.	BCR- ADA ramp upgrade required	
21	Fowler	1185-1215 Embarcadero	1/9/14	UP0-058	Floating Docks - Phase 2	Under review. Met with environmental consultant regarding CEQA requirements 4-17-14. CJ. Reviewing environmental proposal. Status update sent via email 5-23-14. Met with applicant 6/9/14. Received clarification request 6-12-14. CJ	BC-under review.		Is-changed Leage to Fowler 8/7/14
22	Hough	289 Main	10/16/13	CP0-410 & UP0-369	CDP and CUP to construct a 2,578sf single family home on vacant lot	CJ- under review. Met with Applicant's representative 11-21-13. Project subject to bluff development standards. Met w/ Applicant representative 3-3-14 regarding bluff determination per LCP maps. Letter sent 4-1-14 re completeness and bluff standards. CJ.	BC- conditionally approved. TP-Disapprove 12/6/13.	BCR: Conditionally approved: ECP and sewer video required per memo of 10/28/13	
23	Redican	725 Embarcadero Rd.	6/26/13	UP0-359	Use Permit for seven boat slips and gangway	Under review. Incomplete letter sent 7-23-13. Resubmittal received on October 1, 2013. Additional info requested and resubmittal received 12-2-13. Incomplete letter sent 12-30. Meeting with Applicant on 2-13-14. Emailed Applicant 2-26-14 to clarify eelgrass study requirements for environmental review. CJ. Met with environmental consultant to review CEQA requirements 4-17-14. Seeking additional fee estimate for CEQA review. Met with consultant 7-2-14. Revised fee estimate provided to applicant 7-25-14. CJ.	Bldg -- Review complete, applicant to obtain building permit prior to construction. Disapproved 4/21/14TP-Disapprove 11/19/13.	N/R	Harbor conditions: 1. one slip to be reserved for public use; 2. southern-most end tie to remain vacant in order to not encroach on neighboring lease site. Note-water lease line will need to be extended out to accommodate slips. EE 12/16/13
24	Goodwin	2920 Juniper	5/21/13	CP0-399	Coastal Development Permit for new 3,645sf SFR with 1,028sf garage on vacant lot	CJ- Application deemed incomplete. Requested corrections 6/10/13.	BC-please route to building.	RS&DH-Plan revisions rqd per memo 5/29/13	
Continued projects									
25	Wammack	505 Walnut	12/31/13	CP0-417	Coastal Development Permit for new 3,236sf SFR including 489sf garage on vacant lot - concurrent permitting for Building Permit	GN - Incomplete letter sent 1/31/14. Resubmittal received 4-1-14. GN - 2nd incomplete letter sent 4/15/14. Waiting on plan changes to identify second unit and required parking. Resubmittal received. Planning Commission hearing project at 8/19 meeting and continued with direction for resubmittal	BC- conditionally approved.	BCR-approved with deferral of frontage improvements	
25	Gonzalez	481 Java	12/30/13	UP0-374	Conditional Use Permit for Non conforming single family residence	KM - Under initial review. GN - Incomplete letter sent 1/30/14. Met w/ applicant 4/3 WM/GN. Applicant resubmitted 4/3/14. GN - Third incomplete letter sent 4/8/14. Project does not conform to standards. Applicant responded 5/1/14 wishes to proceed to PC w/ project as submitted. WM. Noticed 5/23 NC. Continued to a date uncertain by Planning Commission at the 6/3 meeting to address parking non-conformities. CJ.	BC- conditionally approved.	N/R	

#	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
25	City of Morro Bay	End of Nutmeg	1/18/12	UP0-344	Environmental documents for Nutmeg Tanks. 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. MR-Reviewed MND and met with SWCA to make corrections. In contact with County Environmental Division for their review. MND received by SWCA on 10/7/12. MND out for public notice and 30 day review as of 11/19/12. 30 day review ends on 12/25/12. No comments received. Scheduled for 1/16/13 Planning Commission meeting and then to be referred back to SLO County. Planning Commission continued this item to address concerns regarding traffic generated from the removal of soil. In applicant's court, they are addressing issues brought up by neighbors during initial P.C. meeting. Project has been redesigned and will be going forward with concrete tanks. Modifications to the MND are in process. Neighborhood meeting conducted with Engineering on 9/27/2013.	No review performed.	BCR- New design concept completed. Needs new MND for concrete tank, less truck trips. Neighborhood mtg held 9/27. Neighbors generally support new design that reduces truck trips by 80%. Concrete batch plant set up on site will further reduce impact. 5/5/14 - Cannon contract signed to finish permit phase. Construction will be delayed to FY15/16	
Projects in Process									
26	Frye	244 Shasta	3/6/13	CP0-396 and AD0-081	Secondary Unit and Parking Exception.	Proposed creation of secondary unit from garage. Parking exception. First Noticed 5-16-13. Setbacks noted on plan incorrect, therefore project required to be re-noticed on 6/26/13. Applicant now required to comply with or amend existing permit #CP0-013 before proceeding with proposed project. Met with applicant's representative regarding previously approved permit. Waiting for applicant's resubmittal. Wayne Adams submitted a letter 1/6/14 requesting that the City determine the remaining permit considered abandoned. Letter sent re permit amendment request on 3-31. CJ	No review performed.	N/R	
Environmental Review									
27	Sonic	1840 Main St.	8/14/13	UP0-364 & CP0-404	Conditional Use Permit and Coastal Development Permit to develop Sonic restaurant.	Under initial review. Comment letter sent 9/10/13. CJ. Spoke w/ applicant 10/3 re: traffic study. CJ. Public Works & Fire comments received & forwarded 10/8/13 to applicant. Comments from Cal Trans received 10/31 and forwarded to Applicant. Applicant requested meeting w/ City staff & Cal Trans to review project requirements. Had project meeting-discussed traffic study requirements on 11-21-13. Requested fee estimate from environmental consultant for CEQA purposes. CJ. Resubmitted 5/27. Environmental Review in process. Correction letter based on environmental review sent 8-6-14. CJ	Bldg -- Review complete, applicant to obtain building permit prior to construction. FD-Disapprove UPO 364/CPO 404 9/11/13	RPS: Initial conditions provide by memos of 9/10/13 and 10/14. Met with Caltrans on 10/17. 7/22/14 Resubmittal review underway	
28	Turner	356 Yerba Buena	10/30/13	CP0-412	Single Family Addition & Remodel to a total of 2,767sf with 599sf garage	Property located within ESH area. Wetlands delineation study received. Incomplete letter sent 11-26-13. CJ. Resubmittal received. Draft initial study under review.	BC- conditionally approved. TP-Cond Approve 11/25/13.	JW-Conditionally Approved	

#	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
29	City of Morro Bay	N/A			MND for Chorro Creek Stream Gauges	Applicant requesting meeting for week of 9/9/13. SWCA performing the environmental review-tentatively scheduled for 10/14/2013.	No review performed.	N/R	
30	Lucky 7	1860 Main	3/12/13	CP0-394	Construct Fuel Island Canopy	CJ- Requested additional info. 3-29-13 Resubmittal received 7-22. Project deemed not exempt from CEQA. Initial Study in process. Requested photometric plan for new lighting of canopy via phone 1-28-14 for initial study. Photometric plan and revised plans received 2-10-14. Reviewing new material submitted for inclusion in Initial Study. Initial Study complete and ready for signature 5/1/14. Reviewed with applicant 5/12. Waiting on Applicant to sign mitigations. WM	Review complete, applicant to obtain building permit prior to construction. FD Approval CPO 394 8/23/13	Approved BCR 3/18/13	
31	Sequoia Court Estates	670 Sequoia	4/3/12	UP0-349 & S00-112	Parcel Map. 3 parcels and an open space parcel. A revised subdivision map was submitted for review on August 6, 2012.	Incomplete letter sent to applicant/agent. Project submitted without necessary materials for processing. Applicant submitted a revised plan reducing the number of lots, and is providing additional information as requested addressing City requested information. Additional information submitted; waiting for biological report. Report should be submitted in September 2012. Needs drainage plans. MR: Second incomplete letter sent 11/13/12. MND in preparation. Susan Craig, Coastal Commission staff confirmed property is entirely outside coastal zone. Met with applicant on 1/30/2013 project moving ahead, staff waiting on resubmittal. Applicant directed to obtain wetland determination. Project waiting on applicant. Resubmittal received 9-10-13. Corrections sent to applicant. Project still does not meet code requirements. Subdivision Review Committee to review project 2/11/14.	Review complete, applicant to obtain building permit prior to construction. TP/FD Disapprove SOO-112 w/corrections 10/18/13. FD Disapprove 1/31/14.	BCR- comments submitted 4/17/12. Drainage issues need to be addressed. 1/17/14 Drainage report incomplete. Developer needs to show how water quality requirements will be addressed. Peak flow mitigation not required at this phase.	

#	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
32	LaPlante	3093 Beachcomber	11/3/11	CP0-365	New SFR. Resubmittal and Phase 1 Arch report 2/6/12.	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. Applicant has requested a meeting on August 9, 2012 to review environmental study request. MR-Met with Applicant and discussed potential impacts of project and CEQA information requested to complete MND. Applicant will provide MND fees with submittal of Biological report. 8/9/12 MR met with applicant and owner to discuss environmental issues. Would require a detailed MND. Applicant is still considering preparation of Biological Report. Staff met with applicant and his agent, discussed elements of the project especially the Biological report needs to be prepared. Draft biological report received and under review. Project referred to environmental consultant and Coastal. MND in process. Applicant revising bio report and snail study. Spoke w/ Applicant Representative 3-13-14. Snail study complete and sent to Dept of Fish and Wildlife for concurrence review. Spoke w/ environmental consultant re completion of environmental 4/7 C.J. Met with application 7-18-14 to request addendum to bio report in order to complete CEQA. Bluff determination and snowy plover report submitted 8-14-14. C.J.	Review complete, applicant to obtain building permit prior to construction.	DH comments submitted 1/18/2012. Provide EC, drainage report, SW mgmt.	No Comments to date
Grants									
33	Coastal Conservancy, California Coastal Commission, California Ocean Protection Council	City-wide			\$250,000 Grant Opportunity for funding for LCP update to address sea-level rise and climate change impacts.	Application submitted July 15, 2013. Awaiting results. Agency requested additional information and submitted 10-7-13. Notice received application was successful for amount requested. City funded \$250,000. Staff in contact with CA Ocean Protection Council staff to commence grant contract.	No review performed.	N/A	
34	City of Morro Bay	City-wide			CDBG funding to CAPSLO for operation of the Prado Day Center & Homeless Shelter, & Senior Nutrition Program and ADA Pedestrian Accessibility project.	Staff has ongoing responsibilities for contract management. 2012 contracts in progress. 2013 contracts in progress. City Council approval 6/10/14 for City participation in Urban County consortium for Fiscal Years 2015-2017. Upon approval, agreement to be forwarded to County Board of Supervisors for 7/8/14 meeting. HUD monitoring visit conducted 7/17/14 for Fair Housing and Public Participation federal compliance. Needs Assessment Workshop scheduled for 9/11/14 in tandem with Cities of Atascadero and Paso Robles at Atascadero City Hall 5pm.	No review performed.	N/R	
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
35	City of Morro Bay	Outfall			Original jurisdiction CDP for the outfall and for the associated wells	Coastal staff is working with staff. Coastal letter received 4/29/2013.	No review performed.	City provided response to CCC on 7/12/13. Per Qtrly Conference Call CCC will take 30days to respond	
36	City of Morro Bay Desal Plant	170 Atascadero			Project requires a Coastal Development Permit for upgrades at the Plant. Final action taken Sent to CCC but pursuant to their request the City has rescinded the action.	Waiting for outcome from the CDP application for the outfall	No review performed.	BCR- Phase 1 Maint and Repair project is underway. Desal plant start-up scheduled for 10/15/13. Phase 1 complete and finalized. Phase 2 on hold as of 7/22/14.	
Preapplication projects - None currently									
Final Map Under Review									
37	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. MR- Received letters from biologist regarding revegetation on 9/2/12. Letter sent to biologist. Recent Submittal reviewed and memo sent to PW regarding deficiencies. Initial review shows resubmitted map does not meet the 50 foot ESH boundary.	No review preformed.	DH - resubmitted map and Biological study on Dec 19th 2012. PW has completed their review. Received a letter from Medina's lawyer and preparing response. PW comments sent to RS to be included with his response letter. RS said to process map for CC. Letter being prepared to send to applicant to submit mylars for CC meeting.	
Projects Continued Indefinitely, No Response to Date on Incomplete Letter or inactive									
38	Maritime Museum Association (Larry Newland)	Embarcadero	11/21/05	UP0-092 & CP0-139	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. Resubmitted additional material on 9/30/09. Applicant working with City Staff regarding lease for subject site. Applicants enter into agreement with City Council on project. Applicant to provide revised site plan. Staff processing a "Summary Vacation (abandonment)" for a portion of Surf Street. Staff waiting on applicant's resubmittal. Meeting held with applicant 2/23/2011. Staff met with applicant 1/27/11 and reviewed new drawings, left meeting with applicant indicating they would be resubmitting new plans based on our discussions.	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.	Please route project to Building upon resubmittal.	An abandonment of Front street necessary. To be scheduled for CC mtg.	

#	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
39	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.MR: Received letter from applicant's rep 11/15/12 requesting project remain open. Called B. Elster for further information. Six month extension granted.	Please route project to Building upon resubmittal.	N/A	
Projects going forward to Coastal Commission for review (Pending LCP Amendments) / State Department of Housing									
40	City of Morro Bay	Citywide	4/18/14	A00-021	2014-2019 Housing Element Update / Council Resolution 41-14	Sent to Department of Housing and Community Development for review and certification on 4/18/14. Initial Study/ Negative Declaration routed to State Clearinghouse 5/12/14. Final Housing Element to be agendized for 6/17/14 PC mtg and 6/24/14 Council meeting. Adopted by Council with amendments on 6/24/14. Resubmitted to HCD for final 90 day review period on 7/3/14.	No review preformed.		
41	City of Morro Bay	Citywide	10/16/13	A00-013	Zoning Text Amendment - Second Unit	Secondary Unit Ordinance Amendment. Ordinance 576 passed by City Council in 2012. 6-11-13 City Council direction to staff to bring back to Planning Commission for review of ordinance. At 10-16-13 PC meeting, Commission recommended changes to maximum unit size and tandem parking design where units over 900 sf and/or tandem parking design of second unit triggers a CUP process. Council accepted PC recommendation at 2-11-14 meeting and directed staff to bring back revised ordinance for a first reading and introduction. Item continued to 4/22/14 Council meeting to allow time for Coastal staff comment regarding proposed changes. Council approved Into and First Reading on 4/22/14. Final Adoption of Ord. 585 at 5/13/14 Council meeting. Ordinance to be sent as an LCP Amendment for certification by Coastal Commission.	No review performed.		
42	City of Morro Bay	Citywide		LCP-3-MRB-14-0409	Housing Element Implementation	Ordinance 584 sent as LCP Amendment to Coastal Commission. Coastal letter received 4-28-14. City response letter sent 5-21-14. C.J. Received Coastal response via consultant 7-30-14. LCP Amendment tentatively scheduled for August Coastal Commission hearing.	No review preformed.		

#	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
43	City of Morro Bay	Citywide	2/1/13	Ordinance 556	Wireless Amendment - LCP Amendment CHAPTER 17.27 Amendment for "Antennas and Wireless Telecommunications Facilities" AND MODIFYING CHAPTER 17.12 TO INCORPORATE NEW DEFINITIONS, 17.24 to MODIFY primary district matrices to incorporate the text changes , 17.30 to eliminate section 17.30.030.F "antennas", 17.48 modify to eliminate section 17.48.340 "Satellite dish antennas" and Modify THE TITLE PAGE TO REFLECT THE NEW CHAPTER.	Application for Wireless Amendment submitted to Coastal Commission 9-11-13. Received comments back from CCC 11-27-13, working on addressing issues.	No review preformed.	N/A	
	City of Morro Bay	Citywide	6/12/12	Ordinance 578 / A00-014	North Main Commercial Parking. LCP Amendment to Zoning Ordinance. Title 17 Section 17.44.020 Parking Facilities.	LCP Amendment to Zoning Ordinance, 17.44.020 submitted to Coastal 9-2013. Amend ordinance to exempt the North Main Street Commercial Area from the provisions required by 17.44.02 A.1 which would allow businesses to change use intensity without providing additional parking. Comments received back from Coastal 11-2013., working on addressing outstanding items requested by Coastal.			
Projects Appealed or Forwarded to City Council									

#	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
44	City of Morro Bay	Citywide	6/19/13	A00-015	Sign Ordinance Update. Text Amendment Modifying Section 17.68 "Signs"	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. PC made recommendations and forwarded to Council. 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 to be back to City Council first meeting in Nov. Workshops scheduled 9/29/11 & 10/6/11. -Workshop results going to City Council 12/13/11. Continued to 1/10/12 CC meeting. Staff Report to PC. Project went to 5/2/2012. Currently an intern is working on the Sign Ordinance. Update due to City Council in June 2013. Draft Sign Ordinance reviewed by PC on 6/19/13. Continued to 7/3/13 PC meeting for further review. PC has reviewed Downtown, Embarcadero, and Quintana Districts as well as the Tourist-Oriented Directional Sign Plan. 8/21/13 PC meeting scheduled to review North Main Street District. Final Draft of Sign Ordinance approved at 9/4/13 PC meeting with recommendation to forward to City Council. Council directed staff to do further research with local businesses. First workshop held 11/14 with approx. 12 Quintana area businesses. Downtown workshop held March 2014, North Main business workshop held 4/28/14 and Embarcadero business workshop to be held 5/19/14. Result of sign workshops to be agendized for Planning Commission.	No review performed.	N/R	
45	Perry	3202 Beachcomber	9/8/2011 & 10/25/2012	AD0-067 / CP0-381	Variance. Demo/Reconstruct. New home with basement in S2.A overlay. Variance approved for deck only; the issue of stories was resolved due to inconsistencies in Zoning Ordinance.	Variance approved at 8/15/12 PC meeting. Appealed by 3 parties to City Council. Appeal to be heard. City Attorney reviewing. Appeal in abeyance until coastal application complete. Incomplete letter for CDP sent 12/13/12. No response since 2012.	Review complete, applicant to obtain building permit prior to construction.	See above	
Projects in Building Plan Check									
45	Fraker	575 Acacia	7/2/14	B-30201	SFR Patio Cover	Requested corrections 1/9/13. CJ. Resubmittal received and under review (November 14, 2013). Denial letter sent 4/24/14 GN. Resubmitted and approved 7-15-14	BC- Issued 7/23/14.	N/A	
46	Sangren	675 Anchor	11/28/12	B-29813	SFR Addition	Requested corrections 1/9/13. CJ. Resubmittal received and under review (November 14, 2013). Denial letter sent 4/24/14 GN	BC- Returned for corrections 1/9/13.	N/A	
47	Sherrod	938 Anchor	11/8/13	B-30053	SFR Add/ Remodel	KM -Under review. Corrections returned 12-9-13. Variance granted by PC for rear yard. Front yard setback non-conforming.	BC- on hold pending planning process.	DH-7/22/14 needs sewer video	
48	Hill	445 Arcadia	7/8/14	B-30204	SFR Carport/ Deck	CJ - Corrections sent 7-14-14.	BC- out for corrections.	JW-Disapproved, Correction Memo filed 7/18/2014	
49	Cockrill	3031 Beachcomber	12/16/13	B-30068	SFR Add/ Remodel	Addition exceeds 10% in appeals area. CDP Approved. CJ	BC-Issued- 8/7/14.	JW- Aproved	
50	LaPlante	3093 Beachcomber	11/3/11	B-29586	New SFR	SD--Incomplete Letter 12/12/11. Phase 1 Arch Report required and Environmental Document. Incomplete letter sent 2/2012. MR: Met with applicant to go over environmental issues.	BC- Application on hold during planning process	DH- Provide SW mgmt, drainage rpt, EC.	
51	Granite Ranch	2720 Elm	4/30/14	B-30161	SFR Remodel	WM - Approved 5-5-14.	BC- Issued 7/23/14.	RS- Approved 07-17-2014	
52	Jeffers	2740 Elm	3/12/14	B-30126	SFR Demo/ Reconstruct	GN - Needs CDP; Correction memo sent 4/10/14	BC-returned for corrections 4/15/14.	JW- 4/7/14 corrections needed	
53	GAFCO	1185 Embarcadero	7/11/14	B-30186	Dock and Gangway	CJ - Approved 7-28-14	BC- returned for corrections 8/11/14.	Return for correction per memo of 7/20/14	

#	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
54	PG&E	1290 Embarcadero	10/2/13	G-040	Soil Removal	CJ- Monitoring Well location partially in Coastal original jurisdiction. Coastal Commission processing consolidated permit. Waiver granted by Coastal 9-14-1491-W	BC- on hold pending planning process.	Memo of 11/29/13. CDP application should address soil revegetation or stabilization of excavated area	
55	Craig	561 Estero	5/6/14	B-30162	SFR Remodel	Under review.	BC- under review.		
56	Buquet	647 Estero	3/14/14	B-30129	New SFR	GN- conditionally approved, need to add conditions as a separate plan sheet. 3/27/14	BC- RTI 5/12/14.	DH - approved 5.8.14	
57	Govers	404 Fairview	5/23/14	B-30177	SFR Remodel	CJ - Approved 5-27-14	BC- under review.		
58	Mendonca	2831 Fir	5/22/14	B-30093	SF Addition	NC - Correction letter sent 5/30/14. Approved 7-14-14. CJ.	BC-Returned for corrections 6/17/14.	ME-needs sewer video 6/12/2014	
59	Appleby	381 Fresno	7/31/14	B-30227	Carport & Storage Shed	Correction sent 8-7-14. WM.	BC- under review.		
60	Montecalvo	510 Fresno	5/16/14	B-30212	New 2car garage w/ storage	Corrections sent 8-11-14. WM.	BC- under review.	Assigned to ME/DH for review	
61	Harbor/ Stilts	1196 Front	6/23/14	B-30187	Oil Recovery Building	Approved. WM	BC- returned for corrections 6/23/14.		
62	Conrad	2820 Greenwood	12/30/13	B-30079	SFR Add/ Second Unit	Under review. 2nd unit will require CDP.	BC- returned for corrections 2/28/14.		
63	Meissner	1387 Hillcrest	7/31/14	B-30226	New SFR	Corrections sent 8-22-14. WM.	BC- under review		
64	Groom	3039 Ironwood	1/15/14	B-30084	New SFR	Needs CDP.	BC-Returned for corrections 3/17/14.	BCR-7/1/14 approved. SW O&M plan rec'd 7/10/14	
65	Sotello	420 Island	6/30/14	B-30192	New SFR	Needs CDP.	BC- under review		
66	McCallister	176 Java	6/3/14	B-30179	SFR Remodel	Project exceeds 10% in coastal appeals area. Will require a CDP prior to Building. CJ	BC-Returned for corrections 6/18/14.	BCR- under review	
67	Gonzalez	481 Java	10/6/13	B-30029	SFR Addition/ Remodel	KM - Disapproved due to nonconforming issues 10/22/13. GN - Sent out incomplete letter 1/30/14 with revisions. Resubmitted 4/3/14. Third incomplete letter sent 4/8/14.	BC- on hold pending planning process.	Plans returned w/o comment until PIng issue resolved	
68	Ramsay/ Chivens	431 Kern	3/11/14	B-30078	SFR Demo/ Reconstruct	Needs CDP prior to Building Permit	BC-Resubmitted 6/4/14.	RS 3/24/14 Cond Appr. w/ frontage Improvements	
69	Gannon	2571 Laurel	5/9/14	B-30168	SF Addition	NC-Correction memo sent 5/9/14. 2nd correction sent 7-14-14. CJ	BC- Returned for corrections 5/12/14.		
70	Gong	217 Main	2/27/14	B-30115	New SFR	Correction memo sent 4/24/14 GN.	BC- Returned for corrections 4/24/14.	BCR- 2nd review complete, several items from first review not addressed	
71	Senior Appartments	555 Main	6/30/14	B-30190	21 Unit Senior Apartments	Corrections sent 8-5-14. CJ.	BC-under review.	To BCR for review 7/17/14	
72	AT&T	788 Main	6/23/14	B-30194	Recycling Facility and Site Improvements	Correction sent 7-14-14. WM	BC-under review.		
73	Naran	2176 Main	5/13/13	B-29918	Partial change of occupancy	CJ - Corrections sent 5-29. Resubmittal received 11-20 and corrections sent 12-10-13.	BC-returned for corrections 12/16/13.	N/R	
74	MB Napa LLC.	501 Morro Bay Blvd.	7/14/14	B-30207	Fascade Improvements	Approved. 7-31-14. CJ			
75	Shine Café	525 Morro Bay Blvd	7/14/14	B-30208	Juice Bar Tenant Improvements	Approved 7-31-14. WM	BC-under review.	Original comments haven't been addresses. Revision required.	
76	T-Mobile	750 Radcliffe	7/25/14	B-30221	Fiber Utility Connection	Under review.	BC-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
77	Adamson	1000 Ridgeway	9/11/13	B-30008	New SFR	CJ - on hold until CDP approval. CDP under appeal. CDP denied by Planning Commission 6/17. Council denied appeal 8-12-14 thus denying project.	BC- on hold pending planning process.	BCR: Revise plans per memo of 10/14/13	
78	Frye	244 Shasta	5/7/13	B-29910	Garage to Second Unit conversion	KM - Needs to comply with or amend existing CDP. Wayne Adams submitted a letter 1/6/14 requesting that the City determine the remaining permit considered abandoned.	BC- on hold pending planning process.	BCR-approved 5/13/13	
79	Inn at MB	60 State Park	6/27/13	B-29884	Main Building Remodel	CJ- Corrections sent 7-17 including need to modify planning permit. Resubmittal received and response sent 12-18 to amend planning permit. Minor amendment necessary. Waiting on easement as of 6/24/14. Approved 7-30-14. CJ	BC- RTI 7/30/14.	RS - Referred to State Parks for comment on frontage imprvmts. See PS memo of 7/14 for unresolved issue. Resubmittal approved pending completion of State Park easement before	
80	Williams	320 Trinidad	7/24/14	B-30220	Convert Existing Storage Space to Guest House	Deed restriction required prior to issuance. CJ.	BC-under review.		
81	Wammack	505 Walnut	12/31/13	B-30076	New SFR	CJ - needs CDP	BC-under review.	BCR sidewalk deferral agreement	
82	Najarian	325 Zanzibar	4/2/14	B-30142	New SFR	WM - Needs signed Acceptance of Conditions Form. 4/8	BC-Issued 8/4/14.	RPS- Corrections noted in memo of 3/17/14 and email of	
83	Haeuser	501 Zanzibar	3/21/14	B-30133	SF Addition	NC - Corrections sent 4/25	BC-Returned for corrections 4/28/14.	RS: Comments provided 3/21/14	
83	Prewitt	8 Zanzibar Terrace	7/15/14	B-30209	Interior remodel	Approved 7-31-14. WM		JSW-Approved. 2014-08-05	
84	Foor	537 Zanzibar	7/22/14	B-30217	Retaining Wall		BC-Returned for corrections 8/4/14.		
Projects & Permits with Final Action									
1	Sherrod	938 Anchor	7/10/14	AD0-091	Variance to allow a reduced rear yard setback to accommodate an addition to a non-conforming residence.	Original application made for building permit 11/8/13 for addition to nonconforming SFR. Project reviewed and routed. Project Noticed and to be heard by Planning Commission 8/5/14. WM	BC- conditionally approved.		
2	Adamson	1000 Ridgeway	9/12/13	CP0-408	Admin Coastal Development Permit for Demo/Reconstruct of 4,829sf SFR with 1,201sf garage. Size of home revised April 2014 to be 3,725sf SFR w/ 1,142sf garage.	Parking Exception previously granted by Planning Commission for reduced driveway length Oct. 2012. CJ. KM - Correction letter sent 10/11/13. Corrections received 11/18/13. Permit issued on 12/20/13 and project appealed on 12/30/13. Contacted applicant to request additional info for appeal hearing. Appeal to be heard by PC on or before 2/19/14. Continued to the 3/5/14 PC mtg. Project continued for 60 days to allow for project revisions. Project to be heard at the 6/3/14 PC meeting. Appeal Upheld, Project Denied. Resolution adopted at 6/17/14 meeting. Project Appealed to City Council on 6/25/14 and scheduled for hearing on 8/12/14 Council meeting.	BC- conditionally approved.	BCR: Resubmit plans to address comments noted in memo of 10/14/13 - drainage report and street widening required	
2	Rodgers	445 Shasta	5/23/14	CP0-436	Administrative Coastal Development Permit for 2,343sf new SFR with 622sf garage and 424 sf of decking	New SFR on vacant lot. Under review. Project Noticed and permit ready to issue on 7-28-14. WM.	BC- conditionally approved.	JSW- conditionally approved.	

#	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	James	341 Vashon	6/2/14	CP0-437	Administrative Coastal Development Permit for 1,486sf new SFR with 446sf garage and 176sf of decking	New SFR on vacant lot. Under review. Project complete and ready to be noticed 7-31-14. CJ.	BC- conditionally approved.	JSW- conditionally approved.	



AGENDA NO: D-1

MEETING DATE: September 2, 2014

Staff Report

TO: Planning Commissioners

DATE: September 2, 2014

FROM: Whitney McIlvaine, Contract Planner

SUBJECT: Interpretation of Site Development Standards for Accessory Structures and Buildings

RECOMMENDATION:

Staff recommends the Planning Commission review the interpretation for small accessory structures and buildings and adopt the attached Planning Commission Resolution 21-14 (Exhibit A) approving the interpretation.

INTERPRETATION DESCRIPTION:

The Planning Commission, at their regularly scheduled meeting of August 19, 2014, directed staff to return with an interpretation resolution clarifying the ambiguity of the setback requirement for small accessory structures in residential districts. The Planning Commission and City Council have received requests for the setback standards for small garden and storage sheds to be reviewed in light of the ambiguity created by standards applied to similar architectural structures and elements and to detached garages.

The Planning Commission is authorized, by the Morro Bay City Zoning Ordinance, (the “Zoning Ordinance”) section 17.48.020, to make interpretations of ambiguities found in the Zoning Ordinance. Pursuant to that section, through a reference to section 17.08.020, the Planning Commission shall consider the following factors as criteria for their determination:

- A. Effect upon the public health, safety and general welfare of the neighborhood involved and the city at large,
- B. Effect upon traffic conditions, and
- C. Effect upon the orderly development of the area in question and the city at large in regard to general planning of the whole community.

Several sections of the Zoning Ordinance are applicable for consideration regarding the subject

Prepared By: _____

Department Review: _____

ambiguity:

17.12.015 Accessory structures.

"Accessory structures" means a building, part of a building or structure that is detached from the main building and the use of which is incidental to the main building, such as but not limited to detached garages, detached decks, storage buildings and gazebos.

17.12.080 Building.

"Building" means any structure having a roof supported by columns or by walls and designed for the shelter or housing of any person, animal or property.

17.12.090 Building, accessory.

"Accessory building" means a subordinate building, including, shelters or pools, of which is incidental to that of the main building on the same lot and/or building site.

17.12.620 Structure.

"Structure" means anything constructed or erected including, but not limited to, any building, road, pipe, flume, conduit, siphon, aqueduct, telephone line and electrical power transmission and distribution line, the use of which requires location on or in the ground or attachment to something having location on the ground, including swimming pools, excluding driveways, open patios or parking spaces.

17.48.040 Accessory buildings.

- A. Construction Timing. Accessory buildings shall be constructed with or subsequent to the construction of the main building.
- B. Attachment. Where an accessory building is attached to the main building, it shall be made structurally a part of and have a common roof system with the main building, and shall comply in all respects with the requirements of this title applicable to the main building. Unless so attached, an accessory building in an R district shall meet the setback, height and coverage requirements of the zone and be at least six feet from any dwelling existing or under construction on the same lot or any adjacent lot, except temporary, nonpermanent buildings.

17.48.042 Building separation.

- A. Minimum Distance. Except as indicated in subsection B of this section, the minimum distance between primary buildings on the same site shall be ten feet.
- B. Exceptions.
 - 1. Separation of Accessory Structures. The minimum distance between accessory buildings and other buildings on the same lot shall be as provided in Section 17.48.040.

17.48.045 Garage buildings—General requirements.

- A. Setbacks and Interiors. A garage shall not be located within five feet of any alley. Detached garages only may extend to within one foot of the property line along the rear yard or interior side yard. Each garage space shall have a clear interior dimension of a

minimum of ten feet in width by twenty feet in depth. Single vehicle garages shall have a minimum width of eleven feet. Detached garages shall be a minimum of six feet from residence (see Section 17.48.040).

17.48.120 Porch, landing place or stairway projections.

A. Open, uncovered, raised porches, landing places or outside stairways in excess of thirty inches above ground elevation may project not closer than three feet to any interior side yard or rear lot line and not exceeding five feet into any required front yard or street side yard setback and no closer than five feet to said lot line.

17.48.110 Architectural extensions on residential structures.

Architectural features on the residential structures, such as cornices, eaves and canopies may not extend closer than two feet to any lot line. Eaves and canopies may extend a maximum of four feet into the required front or street side setback, but not more than forty percent into required setback. Fireplaces, not exceeding eight feet in breadth and flying buttresses, may extend not closer than three feet to any side lot line or two feet into any front, rear, or street side setbacks. Oriel-type (bay windows supported only by a corbel or bracket) windows may extend not more than two feet into a required setback.

Past Ordinance Regulations:

Prior to 1995, detached accessory buildings in residential zones were allowed on the rear half of a lot provided they were no closer than 6 feet from any dwelling on or off site. (Earlier versions required a separation of only 5 feet.) There was no mention of compliance with residential setbacks, height, and coverage. Detached garages were allowed within one foot of an interior side or rear property line, but not allowed within the front or exterior yard setback.

In 1995, a definition for “Accessory Structure” was added and the current language in Section 17.48.040 was adopted requiring conformance with residential zoning standards for height, setback and coverage, except for “temporary, nonpermanent buildings.”

The proposed 2005 zoning ordinance, which was never adopted, had the provisions for accessory structure/buildings similar to the current ordinance, but removed the clause, “except for temporary, nonpermanent buildings” and proposed to specifically exempt pre-fabricated sheds less than 7 feet in height with an aggregate area of less than 120 square feet.

Current Code Enforcement

The City has one active administrative code enforcement action pending regarding the placement of a storage shed. The persons who are the subject of that action have until October 31, 2014, to comply with the provisions of section 17.48.040 of the Zoning Ordinance. If the Planning

Commission follows the Staff recommendation on this matter, then that action would be dismissed. If the Planning Commission decides it needs more time to make a determination regarding the subject interpretation, then that current code enforcement matter would be held in abeyance until the Planning Commission makes a determination about the subject interpretation.

Recommended Interpretation: Considering the standards applied to architectural extensions, second-story decks, porches, outdoor stairways and detached garages, it would seem consistent to interpret the Zoning Ordinance to allow a similar setback for small accessory structures and buildings. Until such time as the Zoning Ordinance is updated, or an amendment is processed, staff recommends the exception for “temporary nonpermanent buildings” be applied to non-habitable structures which are 120 square-feet or smaller in size and 12 feet or less in height. Such structures would still be required to meet front and exterior yard setbacks and be a minimum of 3 feet from the rear or interior yard property line. The floor area of the structure would be included in the lot coverage calculation for the property.

Staff also recommends the Planning Commission adopt the proposed Resolution 21-14 to memorialize the above recommended interpretation.

EXHIBIT:

Exhibit A – Planning Commission Resolution 21-14

EXHIBIT A
RESOLUTION NO. PC 21-14

A RESOLUTION OF THE MORRO BAY PLANNING COMMISSION AFFIRMING THE COMMISSION'S INTERPRETATION OF AN AMBIGUITY IN THE MORRO BAY CITY ZONING ORDINANCE REGARDING TEMPORARY, NONPERMANENT ACCESSORY BUILDING REQUIREMENTS IN RESIDENTIAL ZONING DISTRICTS

WHEREAS, the Planning Commission is authorized, by the Morro Bay City Zoning Ordinance, section 17.48.020, to make interpretations of ambiguities found in the Zoning Ordinance; and

WHEREAS, the Planning Commission of the City of Morro Bay reviewed the temporary, non-permanent accessory building requirements in residential zoning districts at their regularly scheduled meeting of September 2, 2014; and

WHEREAS, the Planning Commission acknowledged the policy language applicable to the requirements for accessory structures and buildings in residential zones is somewhat ambiguous and inconsistent with standards for similar structures and architectural elements, and to avoid confusion in the future, requested staff return with a policy resolution clarifying site development standards for accessory structures and buildings which do not require a building permit; and

WHEREAS, the City's Zoning standards applicable to accessory buildings are found in Morro Bay Municipal Code Chapter 17.12 **Definitions**, and in Chapter 17.48 **General Regulations Conditions and Exceptions**. Subsection B of 17.48.040 **Accessory Buildings**. states,

“B. Attachment. Where an accessory building is attached to the main building, it shall be made structurally a part of and have a common roof system with the main building, and shall comply in all respects with requirements of this title applicable to the main building. Unless so attached, an accessory building in an R district shall meet the setback, height and coverage requirements of the zone and be at least six feet from any dwelling existing or under construction on the same lot or any adjacent lot, except temporary, nonpermanent buildings.”

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Morro Bay as follows:

Section 1. The reference to “temporary, nonpermanent buildings” shall be interpreted to mean any non-habitable structure with an enclosed floor area of no more than 120 square feet and a maximum height of 12 feet. Such structures shall meet front and exterior yard setbacks, be subject to a minimum rear and interior side yard setback of three (3) feet, and shall meet requirements for building separation. The floor area of any such structure shall be included in the lot coverage calculation for the property.

Section 2. Based upon the staff report and other evidence and information considered by the Planning Commission regarding this matter, the foregoing interpretation (i) will not negatively

impact the public health, safety and general welfare of neighborhoods that do or may contain storage sheds or the City at large, (ii) will not have any effect upon traffic conditions within the City and (iii) will have a positive effect upon the orderly development of the areas in which storage sheds do and may exist and the City at large in regard to general planning of the whole community.

PASSED AND ADOPTED by the Morro Bay Planning Commission at a regular meeting thereof held on this 2nd day of September, 2014 on the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Robert Tefft, Chairperson

ATTEST

Rob Livick, Planning Secretary

The foregoing resolution was passed and adopted this 2nd day of September 2014.



AGENDA NO: D-2

MEETING DATE: September 2, 2014

Staff Report

TO: Planning Commissioners

DATE: August 28, 2014

FROM: Scot Graham, Planning Manager

SUBJECT: Design Guidelines

RECOMMENDATION:

Staff recommends that the Planning Commission review the proposed design guidelines for single family homes and provide direction to staff.

DISCUSSION:

Both the Planning Commission and City Council have expressed a desire to implement neighborhood compatibility policies, including design guidelines. This type of undertaking can be quite time consuming and is usually undertaken through implementation of new policies within the City's land use documents consisting of the General Plan, Local Coastal Program and Zoning Ordinance.

As the Commission is aware, the City is embarking on a process that will both update and combine the City's General Plan and Local Coastal Program into a single comprehensive and hopefully user friendly document. The update process will include an exhaustive analysis related to neighborhood compatibility and design guidelines likely resulting in preparation of a Design Element whose policies will be implemented through the an update to the City's Zoning Code. That being said, the City does have the ability to adopt interim policies that support existing General Plan and Local Coastal Plan policies that encourage protection of Neighborhood Character.

Both the General Plan and Local Coastal Plan contain the following identical policy language in support of neighborhood compatibility:

Prepared By: _____

Department Review: _____

General Plan & Local Coastal Plan Policies

Protection of Neighborhood Character: One of the priorities of the Coastal Act is the protection of the character of the community and its neighborhoods. Morro Bay recognizes the need to preserve the unique character of its varied neighborhoods and to create a higher quality visual environment within them. Among some of the issues that predicate the establishment of policy to preserve neighborhood character are the following:

(1) New residences and new residential additions are often out of scale and character with other residences in the vicinity.

(2) The current allowable height and bulk for residential development is not appropriate for some portions of the community. Such buildings would in many cases block important views and conflict with the character of individual neighborhoods.

(3) Standards or guidelines are needed to create buffers between conflicting land uses;

(4) There is a need for a balancing formula governing the allowable height and bulk of residential and commercial buildings.

Neighborhood Compatibility

Neighborhood compatibility can be a somewhat nebulous concept, but in general, the idea is represented by how a neighborhood looks and feels. The basic features that help define a neighborhood include: landscaping, pedestrian routes, street improvements, building material, architectural style, home size, scale, bulk, proximity of homes to one another, building height, and setbacks.

A majority of the neighborhoods in Morro Bay contain a wide variety of architectural styles, which means it is probably more critical to focus on policy language that addresses scale, height and bulk. To that end staff has reviewed single family residential Architectural Design Guidelines from many sources in order to development the list provided below.

The intent behind implementation of design guidelines is to conduct design review on all single family residential construction. The guidelines are meant to implement the above referenced General Plan and Local Coastal Plan Policies and as such, serve as a basis to provide consistent design review by both City Staff and the Planning Commission.

The policies are not meant to discourage innovative designs nor encourage any specific style or design concept. The guidelines are intended to help property owners, architects, designers and developers to submit high quality development proposals which meet the City's goals and objectives of maintaining and improving the quality of the City's neighborhoods.

Residential Design Guideline Options

The design guidelines noted below are to be applied to new single family homes and additions to existing single family homes. The guidelines are not meant to encompass the entire range of design possibilities, but instead are meant to provide basic guidance as to what is expected when development is proposed. Variations from these guidelines should be considered when proposed project elements provide for a better project than would be possible adhering to the strict direction provided by the guidelines.

The proposed guidelines are broken into two categories; 1. General Design Guidelines, 2. Specific Design Guidelines.

General Design Guidelines

1. **Second Floor Massing.** To avoid "boxy" structures that have unrelieved exterior wall planes extending in height for two or more stories, and to promote vertical articulation of wall planes, the second floor living area shall be set back from the ground floor building footprint on the street sides of the house as much as determined by the review authority to be feasible.
2. **Neighborhood Character.** In order to attain compatibility with the existing scale and character of the surrounding neighborhood, the development of new single-family dwellings and the alteration of existing dwellings shall include design features or elements that are similar or complementary to nearby homes, including building form and mass, exterior materials, roof form and style, and window shape and style
3. **Facade Articulation.** Long expanses of uninterrupted exterior wall planes should be avoided. Exterior wall planes should be relieved by: the provision of off-sets in wall planes; placement of windows; incorporation of porches, balconies, trellises, or decks; incorporation of trim, ornamentation or architectural detailing appropriate to the building style; use of varied textures and colors; and the use of other design accents to soften the architecture.
4. **Roof Articulation.** Long expanses of uninterrupted roof planes should be avoided. Roof heights, planes, and lines should be varied. Traditional roof forms, especially gable and hip designs, should be used unless infeasible. Roof features including dormers and clerestories are encouraged. If flat or low-slope roof forms are proposed, special care should be taken to ensure compatibility with, and minimize shading of, adjacent structures.

Specific Design Guidelines

A. *Relationship to Adjacent Homes*

1. The overall design of the home should be visually compatible with the adjacent homes.
2. When replacing or changing the exterior materials, use materials compatible with homes in the surrounding area.
3. Entryways or features, such as front doors and porches should be visible from the street. Use of tall walls or fences that block view of entry features should be avoided.

B. *Scale and Mass*

Building scale refers to the proportional relationship of a structure to objects/structures next to it. Mass is basically the size of a structure.

1. The perceived scale and mass of a proposed addition to an existing residence should be of similar form and shape as those of the original home.
2. The perceived scale and mass of the resulting home should also be compatible with homes in the nearby area. Features that accentuate the size of the home should be minimized so that it does not appear significantly larger than adjacent homes.
3. Blocks where single story houses or small two story houses are the predominant block pattern, a second story may require special attention. Scale may be minimized by employing one or more of the following techniques:
 - a. Limit the house profile of the expanded or new home to an area generally consistent with the profiles of the existing homes.
 - b. Setting the second floor back from the front and sides of the first story a distance sufficient to reduce apparent overall scale of the building.
 - c. Significantly limit the size of the second story relative to the first story.
 - d. Significantly increasing the front and/or side setbacks for the entire structure

- e. Place at least 60 to 70 percent of the second floor area over the back half of the first story.
- f. Sloping the new roof away from the adjacent homes.

C. Surface Articulation

Residences should be designed with relief in building facades. Long unarticulated wall and roof planes should be avoided, especially on two story elevations.

- 1. Changes within the wall and roof planes can be accomplished when one of the forms is setback several feet or when a gable end fronts the street and through the use of porches that run across the street facing elevation of the home.
- 2. Changes within the wall and roof planes can also be achieved through the use of various textures and materials. This can be seen in the use of horizontal wood lap siding, wood trim around windows and doors and shingle textures on the roof.

D. Building Orientation

- 1. Residences should contain visible front entryways oriented toward the public street.
- 2. Homes should be located on the lot in a similar manner as adjacent homes and within the applicable setback requirements.

E. Garage Placement

The living area of a home should be the most prominent feature of the front façade. To reduce the prominence of garages, home designs should incorporate a least one of the measures below.

- 1. Garages placed along the front elevation of a home should not exceed 50% of the linear front elevation width. The remainder of the front elevation should be devoted to living area or a porch.
- 2. Garages exceeding 50% of the linear front elevation should include one of the following design options:
 - a. Recess garage from the front wall of the house a minimum of 5'
 - b. Provide an entry porch trellis extending in front of the face of the garage.
- 3. Orient garage entry away from the street.
- 4. Other similar features as approved by the review authority.

F. Building Materials

Building materials should be consistently applied and shall be harmonious with adjacent materials. Changes in materials or colors should not occur on the same wall plane. Piecemeal and frequent changes in building materials should be avoided.

G. Architectural Elements

The architectural elements of a building include building openings, doors, windows and architectural features such as roof elements, columns and dormers.

1. Architectural Elements within the design should be in proportion to the overall home design.
2. Architectural Elements should also be balanced on the building elevation. This can be accompanied by vertical and horizontal alignment of the elements.

H. Additions to Existing Homes

1. The design of the addition should be consistent with the materials and architectural elements utilized in the existing home.
2. Second floor additions should integrate seamlessly into the overall design of the home. The addition should look like an original part of the home.
3. Rooflines of the addition should be compatible with the roof slope of the existing house.
4. Exterior materials of an addition should match or be harmonious with the materials used on the remainder of the structure
5. New windows and other architectural elements should compatible with the shape, pattern, style, color and materials of the original architectural elements. If all windows are replaced, the new windows should be compatible with the architectural style of the home.

Staff Recommendation

The Commission should discuss whether general or specific design guidelines are desired. Once the preferred format for design guidelines is chosen, the discussion should transition to the actual content of the guidelines themselves and what if any changes or alterations are needed.

Hopefully, the direction provided will allow Staff to bring back a list of guidelines to the Commission at the September 16, 2014 meeting, along with a resolution recommending approval of the guidelines to City Council.

The guidelines are intended to be interim in nature, lasting for a one year time period from adoption by the Council. At the end of the one year period, staff will report back to both the Planning Commission and Council on the effectiveness of the guidelines and to receive additional direction related to continuation of their use. The hope is that the interim guidelines can help bridge the gap between today and when the City adopts permanent guidelines through the General Plan/Local Coastal Plan update process.