



## AGENDA LA MESA PLANNING COMMISSION

Wednesday, May 18, 2016  
7:00 PM

La Mesa City Hall Council Chambers, 8130 Allison Avenue, La Mesa

1. Call Meeting to Order
2. Invocation and Pledge of Allegiance
3. Deletions from the Agenda / Urgent Additions to the Agenda / Additions to the next Agenda
4. Public Comments (non-agenda items)

Note: In accordance with State Law, an item not scheduled on the Agenda may be brought forward by the general public for discussion; however, the Commission will not be able to take any action at this meeting. If appropriate, the item will be referred to staff or placed on a future agenda.

5. Procedural Rules for Conduct of Hearings

6. **HEARINGS**

- a. **Variance V 16-02 (Reyes)** – Consideration of a variance to construct accessory structures within setbacks at 4520 Glen Street in the R1S-P (Suburban Residential / Scenic Preservation Overlay) zone.

7. **BUSINESS**

- a. Approval of the minutes from the May 4, 2016 Planning Commission meeting.
  - b. Climate Action Plan Status Report
  - c. Assignment of next invocation
8. Informational Items
  9. Adjournment

Materials related to an item on this agenda submitted to the Planning Commission after distribution of the agenda packet are available for public inspection in the Community Development Department located at La Mesa City Hall, 8130 Allison Avenue, La Mesa, California, during normal business hours.

The City of La Mesa encourages the participation of disabled individuals in the services, activities and programs provided by the City. Individuals with disabilities, who require reasonable accommodation in order to participate in the Planning Commission meetings, should contact the City's Americans with Disabilities Act (ADA) Coordinator, Rida Freeman, Human Resources Manager, 48 hours prior to the meeting at 619.667.1175, fax 619.667.1163, or [rfreeman@ci.la-mesa.ca.us](mailto:rfreeman@ci.la-mesa.ca.us).

Hearing assisted devices are available for the hearing impaired. A City staff member is available to provide these devices upon entry to City Council meetings, commission meetings or public hearings held in the City Council Chambers. A photo i.d. or signature will be required to secure a device for the meeting.

Citizens who wish to make an audio/visual presentation pertaining to an item at a public meeting of the City should contact Cheryl Davis at 619.667.1190, no later than 12:00 noon, one business day prior to the start of the meeting. Advance notification will ensure compatibility with City equipment and allow meeting presentations to progress smoothly and in a consistent and equitable manner. Please note that all presentations/digital materials are considered part of the maximum time limit provided to speakers.

### **NOTICE OF APPEAL PROCEDURES**

Actions taken by the Planning Commission may be appealed to the City Council. If you disagree with any action of the Commission and wish to file an appeal, you must do so within ten working days of tonight's meeting. **In order to file an appeal, you must submit an appeal letter stating why you disagree with the Commission's action to the Office of the City Clerk, City Hall, 8130 Allison Avenue along with a \$100.00 appeal fee. If no appeal is filed within this period, the action becomes final.**

Once the appeal is filed, the item will be scheduled for the next available City Council meeting. If the item was previously noticed to the neighborhood, new notices of the City Council meeting will be mailed out ten days prior to the hearing date. The Council will then hold a public hearing to consider the appeal. Planning Commission actions involving a General Plan amendment, rezoning, or changes to the Zoning Ordinance regulations are advisory actions, which will automatically proceed for a hearing before the City Council. Any questions regarding the appeal process should be directed to either the Office of the City Clerk at 619.667.1120 or the Community Development Department at 619.667.1177.

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## REPORT TO LA MESA PLANNING COMMISSION

DATE: May 18, 2016

SUBJECT: **Variance V 16-02 (Reyes)** – Consideration of a variance to construct accessory structures within setbacks at 4520 Glen Street in the R1S-P (Suburban Residential / Scenic Preservation Overlay) zone.

ISSUING DEPARTMENT: Community Development

### SUMMARY

Issues: Are there sufficient facts to support the required findings for approval of a variance?

Recommendation: Hold the public hearing to consider the variance, and decide if sufficient facts exist to support making the required findings. Draft resolutions for either approval or denial are provided in **Attachment C**.

### La Mesa Zoning Ordinance Code Sections:

Section 24.02.040 lists the requirements for approval of variances.

Section 24.05.030.B provides building setback requirements for the R1S zone. Footnote 5 states the setbacks for panhandle lots.

### Environmental Review:

The project is Categorically Exempt from review under the California Environmental Quality Act, Class 1. A Class 1 exemption may be applied to the permitting of accessory structures serving an existing residence.

### BACKGROUND:

The subject property is a 12,810 square foot lot on Glen Street within the Suburban Residential / Scenic Preservation Overlay Zone (**Attachment A**). A 2,482 square-foot, one-story, single family residence at 4520 Glen Street is currently in construction. The neighborhood is noteworthy for its suburban atmosphere which is demonstrated by a mature canopy of trees and single-family homes. The site is located within a single-family residential neighborhood known as La Mesa Highlands. Photos of the site and surrounding development are shown on **Attachment B**.

The subject property was subdivided in 1924 as a panhandle lot, with the 15-foot wide "handle" portion of the property extending west from Glen Street a distance of about 115 feet. From there, the lot is generally rectangular in shape, being approximately 83 feet wide along the north boundary by 133 feet in length along the west boundary. The panhandle site is sloped from north to south, 614 feet above mean sea level to 588 feet.

In July 2015, Site Development Plan DAB 15-06 was approved by the La Mesa Planning Commission to construct a new single family dwelling at the subject site. In October 2015, permits were issued for the construction of the new single family residence, driveway, site walls, grading, and other site improvements (**Attachment D**). Since then, the applicant initiated construction of unpermitted accessory structures and within the panhandle setback. The application for a variance application was submitted in April 2016.

The City of La Mesa residential development standards require that all front, side and rear setbacks for panhandle and easement access lots (those without frontage on a public street) in single-family zones be equal to the front setback dimension required under the lot's zoning designation. The R1S minimum panhandle lot setback is 20 feet. The setback is measured from all property lines.

In 1991, the City of La Mesa Zoning Ordinance was amended to increase lot sizes and setback requirements with regard to panhandle and easement access lots in single-family residential zones in order to provide adequate separation of structures between properties. Prior to that time, panhandle lots were subject to front, side, and rear setback requirements similar to conventional street-fronting lots. This method of regulating minimum setbacks proved inadequate because development on panhandle lots is irregularly shaped. The 1991 amendment assigned a minimum front setback dimension from all property lines on panhandle/easement lots with the intent of siting structures away from site boundaries.

The minimum lot size in the R1S zone is 10,000 square feet for street fronting lots and 15,000 square feet and 20,000 square feet for panhandle or easement access lots. The subject property would require a minimum 20,000 square feet if it were a new subdivision subject to current development standards. The Bailey/Chamberlin Subdivision Map 10029 was recorded in 1924. The subject property has a lot area of 12,810 square feet and is considered a substandard lot.

#### DISCUSSION:

Encroachment into the 20-foot minimum setback area requires the approval of a variance. Front yard requirements extend around all sides of panhandle lots to mitigate the impact of yards, driveways, and buildings on adjacent lots. Consequently, the rear and side setback exceptions allowed in sections 24.05.030.F and 24.10.010.F of the zoning ordinance typically do not apply to panhandle or easement access lots. For example, sub-grade swimming pools are allowed to be located within side and rear setbacks on street-fronting properties, but must observe the required setback on panhandle lots. Similarly, detached accessory buildings such as garages and sheds are also subject to the setback requirements when constructed on panhandle or easement access lots.

The following are previously approved variances in the same zone and vicinity:

1. 4511 Glen Street: A-12-1985 (reduced front setback and expired) and A-4-1984 (reduced front setback)
2. 4555 Glen Street: A-14-1989 (reduced lot width, approved at Planning Commission and an appeal to City Council overturned)
3. 4654 Glen Street (panhandle site): A-03-1993 (administrative adjustment on a substandard lot; approved and expired).
4. 4670 Glen Street: A-10-1993, (building height) and A-11-1992 (side yard setback)
5. 4736 Glen Street: A-16-2003, (rear setback and building height), and A-09-2005 (building height, modified from previous)
6. 4481 Panorama: A-06-1999 (building height)
7. 8735 Springview: A-18-1990 (building height)
8. 8750 Springview: A-10-1985 (front setback) and A-02-2002 (rear setback)

As shown, the cited variances were approved predominantly for properties with street fronting lots for setbacks and building height. In 1993, a variance was administratively approved at 4654 Glen Street to add a second story to an existing one-story garage, which encroached into the panhandle setback. This project expired and was not constructed.

Proposed accessory structures include a new 280 square foot garage and storage building, 126 square foot garden shed, in ground spa, air conditioning unit, and 320 square foot gazebo. The additional structures encroach into the required 20 foot panhandle setback. The footprint of the new home covers 3,022.5 square feet of the subject lot. The additional accessory structures cover 726 square feet increasing the total building footprint to 3,748 square feet. Building lot coverage would increase from 28% to 34% where the maximum lot coverage limit is 40% in the R1S zone. If the variance is denied, structures that were built in the setback would be required to be demolished. The proposed accessory structures would otherwise comply with the zoning height limitation of one-story and 15 feet measured to the top of the roof. Since the yard area is enclosed with fencing, this setback reduction may not impact the privacy of neighboring properties.

### **Variance Application**

Variances may be authorized to reduce, modify, or waive development standards when, because of special circumstances applicable to the property, the strict application of the zoning ordinance deprives the property of privileges enjoyed by other properties in the same zone and vicinity. In this case, the request is to reduce the panhandle setback from the minimum 20-foot requirement to allow accessory structures for the enjoyment of the residents.

Accessory structure	Proposed setback	Required setback	Compliant
Garden Shed	2'-0"	20'-0"	No
Garage	3'-0"	20'-0"	No
Gazebo	2'-6"	20'-0"	No
Spa	10'-0"	20'-0"	No

To grant a variance, the following three findings are required. Staff has provided a draft response to each of the required findings if the Planning Commission chooses to approve this application:

1. Will the strict application of the development standards for which the variance is requested deprive the building site of a development privilege enjoyed by other properties in the same zone and vicinity?

Yes. The strict application of the development standards for which the variance is requested would deprive the building site of a development privilege enjoyed by other properties in the same zone and vicinity because other properties with street frontage conform to City of La Mesa residential development standards and have enough yard area for accessory structures. In 1993, a variance was administratively approved at 4654 Glen Street to add a second story to an existing one-story garage, which encroached into the panhandle setback. This project expired and was not constructed.

2. Are there special circumstances such as size, shape, topography, location or surroundings which affect the building site and cause the deprivation of development privileges?

Yes. There are special circumstances which affect the building site and cause deprivation of development privileges. The subject site slopes from north to south and is part of an existing single family residential neighborhood that has similar sloped conditions. The subject lot is a legal lot subdivided in 1924. The minimum lot size for a panhandle lot in the R1S zone is 20,000 square feet. The subject property has a lot area of 12,810 square feet and is considered a substandard lot. Therefore, there are special circumstances due to the substandard lot size and existing topographic conditions.

3. Will granting the variance constitute a special privilege inconsistent with the limitations upon other properties in the same zone and vicinity?

Yes. The granting of the variance would constitute a special privilege inconsistent with the limitations upon other properties in the same zone and vicinity. Although there are other sites in the same zone and vicinity that have been approved of variances, none relate to encroachment into the panhandle setback for new development. New construction requires compliance with residential development standards.

RECOMMENDATION:

Staff recommends that the Planning Commission consider Variance V 16-02 to reduce the panhandle setback to allow accessory structures at 4520 Glen Street, as shown on the plans provided (**Attachment D**). Given the intent of the setback provisions amended in 1991—to create more space without structures between properties, it may be difficult to find that all findings can be made. If approved or denied, draft resolutions, shown on **Attachment C**, are provided for the Planning Commission to consider after taking public testimony.

Submitted by:



Howard Lee  
Associate Planner

- Attachments:
- A. Vicinity map/aerial photograph
  - B. Site Photographs
  - C. Draft Planning Commission Resolutions
  - D. Development Plans



**Variance  
V 16-02**

**PROPERTY INFORMATION**

Applicant	Mike & Marsi Reyes
Site Address	4520 Glen Street La Mesa, CA 91941
APN	494-700-28-00
Lot Size	.78 acres
General Plan	Suburban Residential
Zoning	R1S-P Suburban Residential; Scenic Preservation Overlay Zone



DATA SOURCES:  
City boundary, SanGIS, 2011  
Roads, SanGIS, 2011

A B C D E F G H I



**Vicinity Map**





**Variance  
V 16-02**

**PROPERTY INFORMATION**

Applicant	Mike & Marsi Reyes
Site Address	4520 Glen Street La Mesa, CA 91941
APN	494-700-28-00
Lot Size	.78 acres
General Plan	Suburban Residential
Zoning	R1S-P Suburban Residential; Scenic Preservation Overlay Zone

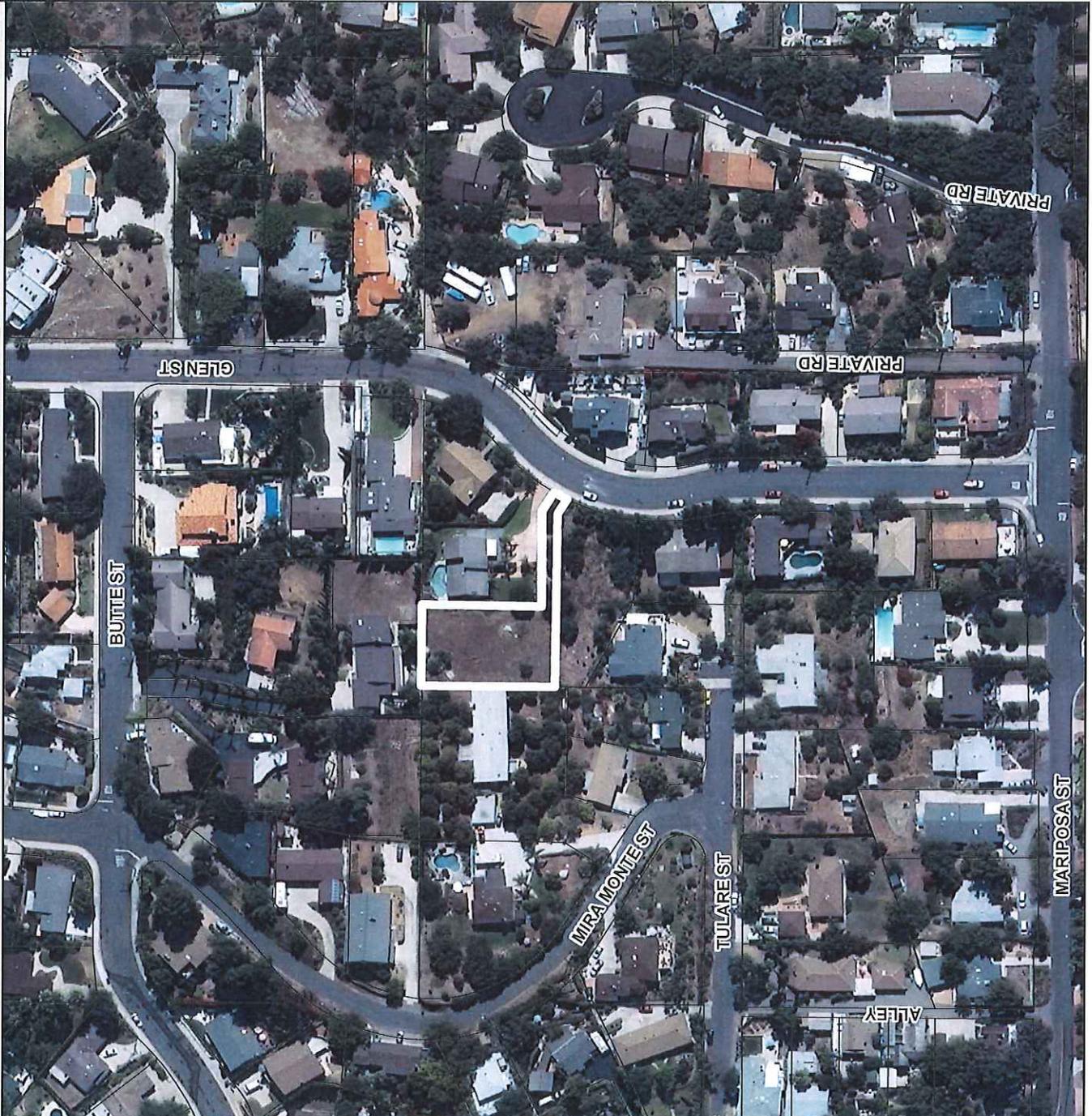


DATA SOURCES:  
City boundary, SanGIS, 2011  
Roads, SanGIS, 2011

A B C D E F G H I



**Aerial Map**





Subject site facing west toward the driveway,  
panhandle access from Glen Street.



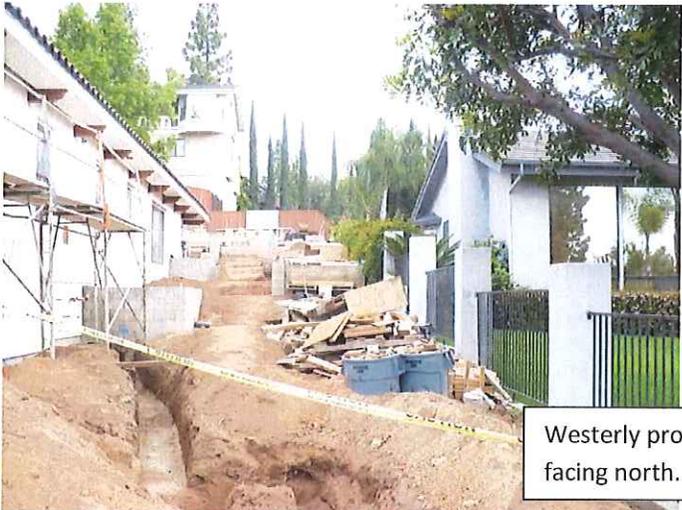
Neighboring single family residence,  
4530 Glen Street, to the east.



Neighboring single family residence,  
4540 Glen Street, to the east.



Driveway access facing east toward Glen Street.



Westerly property edge facing north.



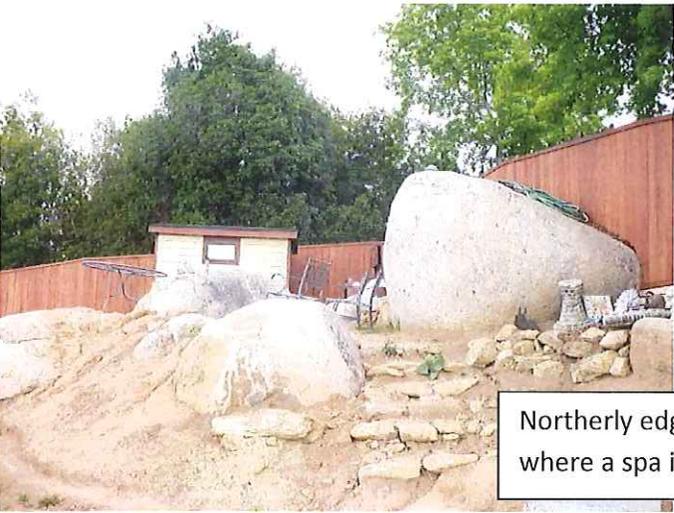
Southerly property edge facing west.



Existing westerly property edge facing north.



Existing northerly edge facing east.



Northerly edge of property where a spa is proposed.

DRAFT RESOLUTION NO. PC-2016-XX

RESOLUTION APPROVING VARIANCE V 16-02 (REYES) - A REQUEST  
TO REDUCE THE PANHANDLE SETBACK REQUIREMENT AT 4520  
GLEN STREET IN THE R1S-P ZONE

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WHEREAS, the Planning Commission of the City of La Mesa did hold a duly noticed public hearing on May 18, 2016, and accepted public testimony in considering Variance V 16-02, a request to reduce the panhandle setback at 4520 Glen Street in the R1S-P (Suburban Residential / Scenic Preservation Overlay) zone;

WHEREAS, a new 2,482 square-foot, one-story, single family residence at 4520 Glen Street is currently in construction;

WHEREAS, the City of La Mesa Residential Development Standards requires that all front, side and rear setbacks for panhandle and easement access lots (those without frontage on a public street) in single-family zones be equal to the front setback dimension required under the lot's zoning designation. The R1S minimum panhandle lot setback is 20 feet.

WHEREAS, in 1991, the City of La Mesa Zoning Ordinance was amended to increase lot sizes and setback requirements with regard to panhandle and easement access lots in single-family residential zones in order to provide adequate separation of structures between properties;

WHEREAS, the applicant proposes to build accessory structures within the panhandle setback area;

WHEREAS, in July 2015, Site Development Plan DAB 15-06 was approved to construct a new single family dwelling on the vacant lot at the subject site;

WHEREAS, in October 2015, permits were issued to begin construction of the new single family residence, driveway, site walls, grading, and other site improvements;

WHEREAS, the location and height of the accessory structures will not significantly impact privacy of adjacent properties because the yard area is enclosed with fencing;

WHEREAS, given the character of the surrounding development pattern consisting of single family residences, and the La Mesa General Plan designation of the property for single family land use, the project is consistent with the La Mesa General Plan and design objectives established as policy of the City Council;

WHEREAS, this project is categorically exempt from review under the California Environmental Quality Act, Class 1; and

WHEREAS, the Planning Commission did receive and consider a staff report and public testimony on the proposal.

## THE PLANNING COMMISSION FINDS AND DETERMINES AS FOLLOWS:

## Variance Findings:

1. The strict application of the development standard(s) for which the variance is requested would deprive the building site of a development privilege enjoyed by other properties in the same zone and vicinity.

That the strict application of the development standards for which the variance is requested would deprive the building site of a development privilege enjoyed by other properties in the same zone and vicinity because other properties have substandard lot areas and required variances to conform to City of La Mesa residential development standards. In 1993, a variance was administratively approved at 4654 Glen Street to add a second story to an existing one-story garage, which encroached into the panhandle setback. This project expired and was not constructed.

2. There are special circumstances such as size, shape, topography, location or surroundings which affect the building site and cause the deprivation of development privilege.

That there are special circumstances which affect the building site and cause deprivation of development privileges including the substandard lot size and location of the house. The subject site slopes from north to south and is part of an existing single family residential neighborhood that has similar sloped conditions. The subject lot was legally subdivided in 1924. The minimum lot size for a panhandle lot in the R1S zone is 20,000 square feet. The subject property has a gross lot area of 12,810 square feet and is considered a substandard lot. Therefore, there are special circumstances due the substandard lot size and existing topographic conditions.

3. Granting the variance would not constitute a grant of special privileges inconsistent with the limitations upon other properties in the same vicinity and zone.

That the granting of the variance would not constitute a special privilege inconsistent with the limitations upon other properties in the same zone and vicinity because there are other sites in the same zone and vicinity that have approved variances. The following are previously approved variances in the same zone and vicinity:

- a. 4511 Glen Street: A-12-1985 (reduced front setback and expired) and A-4-1984 (reduced front setback)
- b. 4555 Glen Street: A-14-1989 (reduced lot width, approved at Planning Commission and an appeal to City Council overturned)

- c. 4654 Glen Street (panhandle site): A-03-1993 (administrative adjustment on a substandard lot; approved and expired).
- d. 4670 Glen Street: A-10-1993, (building height) and A-11-1992 (side yard)
- e. 4736 Glen Street: A-16-2003, (rear setback and building height), and A-09-2005 (building height, modified from previous)
- f. 4481 Panorama: A-06-1999 (building height)
- g. 8735 Springview: A-18-1990 (building height)
- h. 8750 Springview: A-10-1985 (front setback) and A-02-2002 (rear setback)

In 1993, a variance was administratively approved at 4654 Glen Street to add a second story to an existing one-story garage, which encroached into the panhandle setback. The referenced variance expired and addition not constructed.

- 4. That the proposal is consistent with Section 24.02.040 of the La Mesa Zoning Ordinance.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF LA MESA AS FOLLOWS:

- 1. The foregoing findings of fact and determinations are true and hereby made a part hereof.
- 2. The Planning Commission approves Variance V 16-02, a request to reduce the panhandle setback at 4520 Glen Street in the R1S-P (Suburban Residential / Scenic Preservation Overlay) zone, subject to the following conditions:
  - A. The applicant shall obtain building permits and final inspections in general conformance with the plans submitted on April 12, 2016. The variance shall only apply to the panhandle setback for accessory structures as shown on the submitted plans.
  - B. If after one year the discretionary permit has not been exercised, the applicant may upon written request at least 30 days prior to the date of expiration request an extension as set forth in Section 24.02.070 of the Zoning Ordinance.

PASSED AND ADOPTED at a regular meeting of the Planning Commission of the City of La Mesa, California, held the 18<sup>th</sup> day of May 2016, by the following vote, to wit:

AYES:  
NOES:  
ABSENT:

**ABSTAIN:**

I, Howard Lee, Deputy Secretary of the City of La Mesa Planning Commission, do hereby certify the foregoing to be a true and exact copy of Resolution PC-2016-xx, duly passed and adopted by the Planning Commission.

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Howard Lee, Deputy Secretary  
La Mesa Planning Commission

DRAFT RESOLUTION NO. PC-2016-XX

RESOLUTION DENYING VARIANCE V 16-02 (REYES) - A REQUEST TO  
REDUCE THE PANHANDLE SETBACK REQUIREMENT AT 4520 GLEN  
STREET IN THE R1S-P ZONE

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WHEREAS, the Planning Commission of the City of La Mesa did hold a duly noticed public hearing on May 18, 2016, and accepted public testimony in considering Variance V 16-02, a request to reduce the panhandle setback at 4520 Glen Street in the R1S-P (Suburban Residential / Scenic Preservation Overlay) zone;

WHEREAS, a new 2,482 square-foot, one-story, single family residence at 4520 Glen Street is currently in construction;

WHEREAS, the applicant proposes to build accessory structures within the panhandle setback area;

WHEREAS, the City of La Mesa Residential Development Standards requires that all front, side and rear setbacks for panhandle and easement access lots (those without frontage on a public street) in single-family zones be equal to the front setback dimension required under the lot's zoning designation. The R1S minimum panhandle lot setback is 20 feet.

WHEREAS, in 1991, the City of La Mesa Zoning Ordinance was amended to increase lot sizes and setback requirements with regard to panhandle and easement access lots in single-family residential zones in order to provide adequate separation of structures between properties;

WHEREAS, in July 2015, Site Development Plan DAB 15-06 was approved to construct a new single family dwelling on the vacant lot at the subject site;

WHEREAS, in October 2015, permits were issued to begin construction of the new single family residence, driveway, site walls, grading, and other site improvements;

WHEREAS, after permit issuance to construct the single family residence, the applicant initiated construction of accessory structures without permits and within the panhandle setback;

WHEREAS, this project is categorically exempt from review under the California Environmental Quality Act, Class 1; and

WHEREAS, the Planning Commission did receive and consider a staff report and public testimony on the proposal.

## THE PLANNING COMMISSION FINDS AND DETERMINES AS FOLLOWS:

## Variance Findings:

1. The strict application of the development standard(s) for which the variance is requested would deprive the building site of a development privilege enjoyed by other properties in the same zone and vicinity.

That the strict application of the development standards for which the variance is requested would not deprive the building site of a development privilege enjoyed by other properties in the same zone and vicinity because other properties are required to conform to City of La Mesa residential development standards. In 1993, a variance was administratively approved at 4654 Glen Street to add a second story to an existing one-story garage, which encroached into the panhandle setback. This project expired and was not built. The proposed accessory structures at the subject site are new and not an addition to existing legal non-conforming structures.

2. There are special circumstances such as size, shape, topography, location or surroundings which affect the building site and cause the deprivation of development privilege.

There are special circumstances which affect the building site and cause deprivation of development privileges including the substandard lot size and location of the house. The subject site slopes from north to south and is part of an existing single family residential neighborhood that has similar sloped conditions. The subject lot is a legal lot subdivided in 1924. The minimum lot size for a panhandle lot in the R1S zone is 20,000 square feet. The subject property has a gross lot area of 12,810 square feet and is considered a substandard lot. Therefore, there are special circumstances due to the substandard lot size and existing topographic conditions.

3. Granting the variance would not constitute a grant of special privileges inconsistent with the limitations upon other properties in the same vicinity and zone.

The granting of the variance would constitute a special privilege inconsistent with the limitations upon other properties in the same zone and vicinity. Although there are other sites in the same zone and vicinity that have been approved of variances, none relate to encroachment into the panhandle setback for new development. New construction requires compliance with residential development standards.

4. That the proposal is not consistent with Section 24.02.040 of the La Mesa Zoning Ordinance.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF LA MESA AS FOLLOWS:

1. The foregoing findings of fact and determinations are true and hereby made a part hereof.
2. The Planning Commission denies Variance V 16-02, a request to reduce the panhandle setback at 4520 Glen Street in the R1S-P (Suburban Residential / Scenic Preservation Overlay) zone.

PASSED AND ADOPTED at a regular meeting of the Planning Commission of the City of La Mesa, California, held the 18<sup>th</sup> day of May 2016, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, Howard Lee, Deputy Secretary of the City of La Mesa Planning Commission, do hereby certify the foregoing to be a true and exact copy of Resolution PC-2016-xx, duly passed and adopted by the Planning Commission.

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Howard Lee, Deputy Secretary  
La Mesa Planning Commission

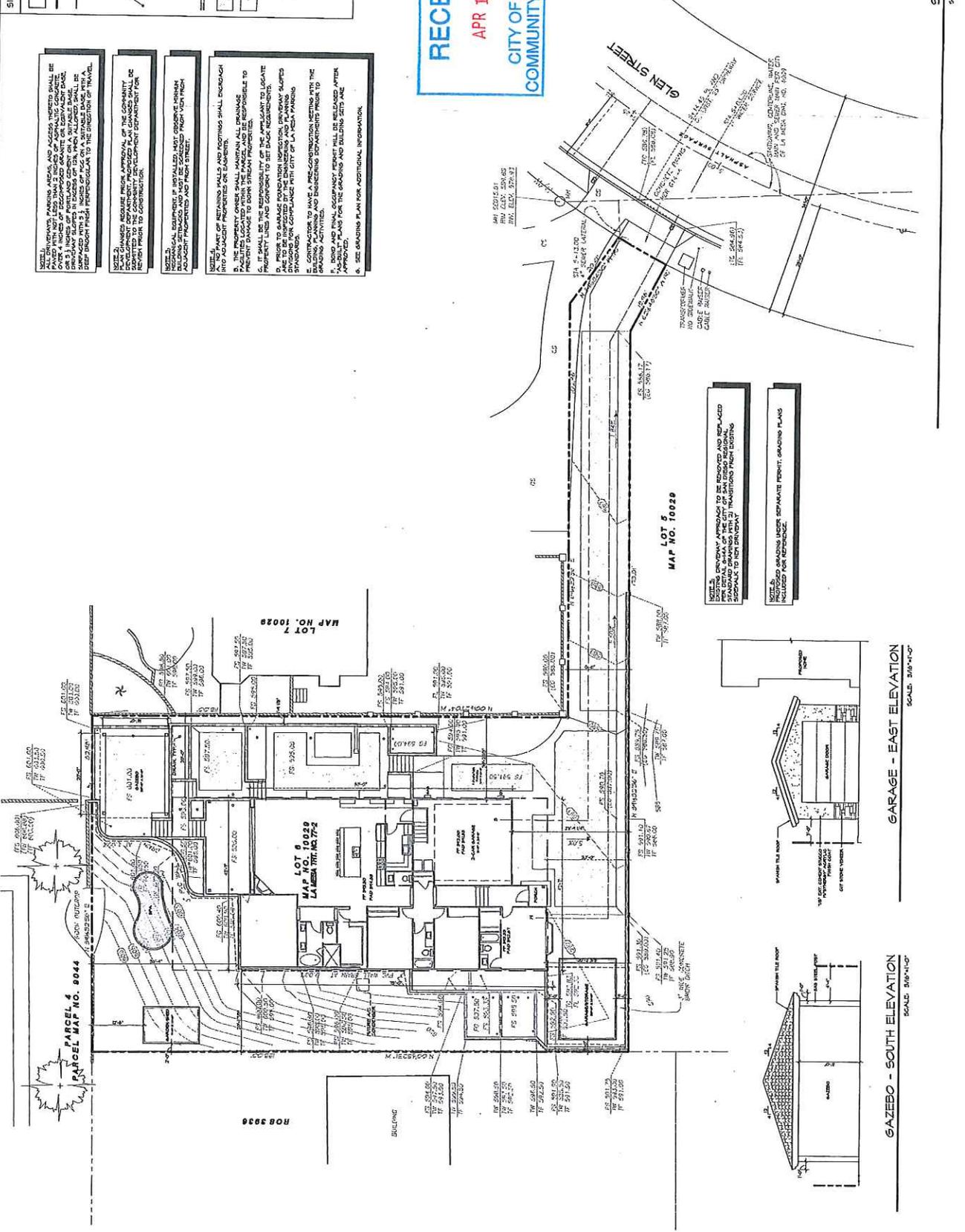


**SITE KEY:**

[Symbol]	AREA OF PROPOSED RESIDENCE
[Symbol]	INDICATES PROPERTY LINE
[Symbol]	INDICATES SETBACK
[Symbol]	ELECTRIC METER
[Symbol]	GAS METER
[Symbol]	ELEVATION SPOTS
[Symbol]	FINISH FLOOR
[Symbol]	EXISTING DRIVE
[Symbol]	EXISTING GRACE
[Symbol]	T.P. TOP OF FOOTING
[Symbol]	T.P. TOP OF WALL
[Symbol]	HALL PER CIVIL PLANS
[Symbol]	BRICK SURFACE
[Symbol]	CONCRETE SURFACE
[Symbol]	YARD DRAIN PER CIVIL DRAWINGS
[Symbol]	CONSTRAINT CONDITIONS
[Symbol]	LEVEL PERMANENT (NOT LESS THAN 1/4" BELOW FINISH FLOOR)
[Symbol]	ANCHORED TO CONCRETE AND NOT TO BE REMOVED OR MOVED OR TO BE RELOCATED AND RECONSTRUCTED AND NOT TO BE RELOCATED AND RECONSTRUCTED AND NOT TO BE RELOCATED AND RECONSTRUCTED

- NOTE 1:** EXISTING DRIVEWAY AREAS AND ACCESS WAYS SHALL BE PAVED WITH NOT LESS THAN 2 INCHES OF ASPHALT CONCRETE OR 3 INCHES OF PORTLAND CEMENT ON A CRUSHED STONE DUNE. SURFACES SHALL BE FINISHED WITH 3/4 INCHES OF CRACK AND JOINT SEALANT. DEEP DRAIN HIGH PERPENDICULAR TO THE DIRECTION OF TRAVEL.
- NOTE 2:** ALL NEW DRIVEWAYS SHALL BE PAVED WITH ASPHALT CONCRETE OR PORTLAND CEMENT ON A CRUSHED STONE DUNE. FINISH FROM THE CONSTRUCTION.
- NOTE 3:** MECHANICAL EQUIPMENT IF INSTALLED MUST OBSERVE MINIMUM CLEARANCES AND BE PROTECTED BY A PROTECTIVE ENCLOSURE ADJACENT TO HIGH VOLTAGE.
- NOTE 4:** ALL NEW RETAINING WALLS AND FOOTINGS SHALL ENCOMPASS AND BE PROTECTED BY A PROTECTIVE ENCLOSURE ADJACENT TO HIGH VOLTAGE.
- NOTE 5:** THE PROPERTY OWNER SHALL MAINTAIN ALL DRAINAGE FACILITIES LOCATED WITHIN THE PARCEL, AND IS RESPONSIBLE TO MAINTAIN THEM IN GOOD WORKING ORDER.
- NOTE 6:** IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE PROPERTY LINES AND CONFORM TO SET BACK REQUIREMENTS.
- NOTE 7:** WORK TO GARAGE FOUNDATION IMPROVEMENT DRIVEWAY SHALL BE DIVIDED FOR COMPLIANCE WITH CITY OF LA MESA PARKING DIVISION.
- NOTE 8:** CONTRACTOR TO HAVE A PRE-CONSTRUCTION MEETING WITH THE BUILDING PLANNING AND ENGINEERING DEPARTMENT PRIOR TO COMMENCING ANY WORK.
- NOTE 9:** ALL NEW DRIVEWAYS SHALL BE PAVED WITH ASPHALT CONCRETE OR PORTLAND CEMENT ON A CRUSHED STONE DUNE. FINISH FROM THE CONSTRUCTION.
- NOTE 10:** ALL NEW DRIVEWAYS SHALL BE PAVED WITH ASPHALT CONCRETE OR PORTLAND CEMENT ON A CRUSHED STONE DUNE. FINISH FROM THE CONSTRUCTION.
- NOTE 11:** ALL NEW DRIVEWAYS SHALL BE PAVED WITH ASPHALT CONCRETE OR PORTLAND CEMENT ON A CRUSHED STONE DUNE. FINISH FROM THE CONSTRUCTION.
- NOTE 12:** ALL NEW DRIVEWAYS SHALL BE PAVED WITH ASPHALT CONCRETE OR PORTLAND CEMENT ON A CRUSHED STONE DUNE. FINISH FROM THE CONSTRUCTION.

**RECEIVED**  
 APR 1 2 2016  
 CITY OF LA MESA  
 COMMUNITY DEV. DEPT.



**NOTE 13:** DRIVEWAY APPROACH TO BE RELOCATED AND REPLACED STANDARD DRIVEWAY WITH (2) TRANSITION POINT LIGHTS. SEE 10 FOR DRIVEWAY.

**NOTE 14:** PROPOSED DRIVEWAYS UNDER SEPARATE PERMIT. GRADING PLANS INCLUDED FOR REFERENCE.

ATTACHMENT D

SITE PLAN  
 SCALE: 3/32"=1'-0"

GARAGE - EAST ELEVATION  
 SCALE: 3/16"=1'-0"

GAZEBO - SOUTH ELEVATION  
 SCALE: 3/16"=1'-0"



DATE: May 18, 2016  
TO: La Mesa Planning Commission  
FROM: Chris Jacobs, Senior Planner  
SUBJECT: **Climate Action Plan (City of La Mesa)** – Status of a Climate Action Plan (CAP) for the City of La Mesa

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On June 3, 2015, the Planning Commission considered a staff report, accepted public testimony and provided direction to staff regarding the City of La Mesa Climate Action Plan project. The Planning Commission directed staff to consider concerns regarding CEQA, incentives, Community Choice Aggregation, expanding the scope of the CAP, and all other input brought forth by the public.

Subsequent to the Planning Commission hearing, the City of La Mesa hosted the Connect La Mesa Block Party event on November 14, 2015 held at the Farmers Market. **Attachment A** is the summary of the event and the survey results, which included public outreach, education, and survey opportunities regarding the proposed Climate Action Plan.

On March 22, 2016, the City Council approved Resolution 2016-016 and 2016-017 to authorize the appropriation of funds to complete the City's Climate Action Plan and amend the contract to AECOM for professional services. Attached is the change in project schedule (**Attachment B**). From May to June 2016, it is anticipated that AECOM will prepare business as usual emissions forecasts / targets involving the collection of demographic data, analyze Vehicle Miles Traveled data, perform forecast calculations and review inventory forecasts, and consider mandatory emissions reduction measures. Following the preparation of emission forecasts, 2035 statewide reductions will be considered. The quantification of local reduction measures will be made and an updated draft Climate Action Plan will be presented to the Planning Commission in late 2016.

ATTACHMENTS:

- A. January 27, 2016 Summary Report
- B. Change in Project Schedule

## Memorandum

**To:** Howard Lee  
**From:** Joshua Lathan  
**CC:** Chris Jacobs, Matthew Gerken  
**Date:** January 27, 2016  
**Subject:** La Mesa Block Party

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### INTRODUCTION

The City of La Mesa prepared a draft Climate Action Plan (CAP) in 2015 with grant funding provided by the San Diego Gas & Electric Company (SDG&E). City staff and their consultant team presented the draft CAP to the La Mesa Planning Commission in June 2015. At that meeting, the Planning Commission directed staff to solicit additional input to understand if the CAP's voluntary focus on emissions reduction strategies had broad community support. In response to that direction, City staff presented the draft CAP at the Connect La Mesa Block Party on Saturday November 14, 2015 to leverage a related community-wide engagement effort developed as part of the City's ongoing urban trails planning work. The Block Party was advertised to more than 27,000 residents (see Attachment A), and was successful in attracting participation and comments on the draft CAP from more than 200 individuals. The following memorandum describes the City's efforts to present the draft CAP at the Block Party, and the results of public comments solicited during the event.

### LA MESA BLOCK PARTY

The Block Party was held at the Farmer's Market parking lot from 10:00 am to 1:00 pm, and included informational booths, games, activities, demonstration projects, and food trucks to engage the entire community on a range of sustainable and healthy living-oriented topics.

Several community organizations participated, with presentation booths that included informational materials, games, giveaways, and product samples and sales, including:

- the Park and Recreation Foundation,
- La Mesa Beautiful,
- I Love a Clean San Diego,
- California Center for Sustainable Energy (CSE),
- Helix Water District,
- San Diego Gas and Electric (SDG&E),
- the La Mesa Library,

- the La Mesa Police Department, and
- the Arts Alliance.

In addition, there were a variety of ongoing activities throughout the Block Party to engage deeper participation, entertain, and increase participants' physical activity, including:

- geocaching exercises,
- boot camp demonstrations,
- a bike rodeo and track,
- chalk art drawings, and
- an art contest.

City staff took advantage of the strong overlap between the Block Party's topical focus and the strategies presented in the draft CAP, and leveraged the event to reach a wider audience, as directed by the Planning Commission. The CAP team, including City staff and their AECOM partners, was on hand to informally present and discuss components of the plan and solicit additional community comments and ideas, as described in the following sections.

#### **Climate Action Plan Booth**

The CAP booth presented highlights of the draft plan through informational posters, engaged visitors in identifying priority actions for the City and individuals to take, and provided a brief questionnaire to gather additional input related to proposed CAP strategies.

#### ***Informational Posters***

The CAP team presented three informational posters at the CAP booth. The first illustrated the community's total emissions and 2020 growth forecast by sector (see Figure 1 on the following page). The growth forecasts also illustrated the City's 2020 emissions target to reduce community emissions 15% below 2010 levels by 2020. To help participants visualize such an abstract idea as tons of greenhouse gases, the poster represented the scale of one metric ton of carbon dioxide in comparison to a two-story house. The community's total emissions were also represented in alternative ways to reinforce the scale of La Mesa's emissions contributions, even though it is a relatively small community. For example, it would take a forest 34 times larger than the city's area to sequester the community's annual emissions. Similarly, nearly 6.5 million incandescent lightbulbs would have to be replaced with LEDs to reduce an amount equal to La Mesa's annual emissions.

Figure 1 – Community-Wide Emissions Sources and Comparisons

*City of La Mesa*  
**Climate Action Plan**

- ENERGY
- TRANSPORTATION
- SOLID WASTE
- POTABLE WATER
- WASTEWATER

Figure 1.  
Emissions by Source

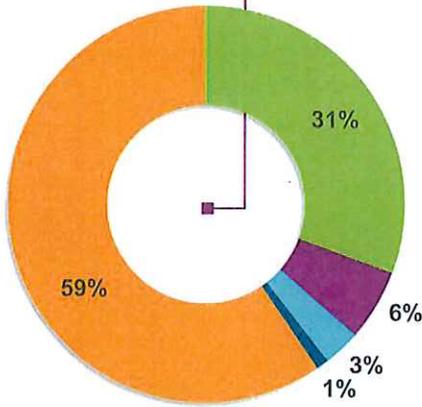
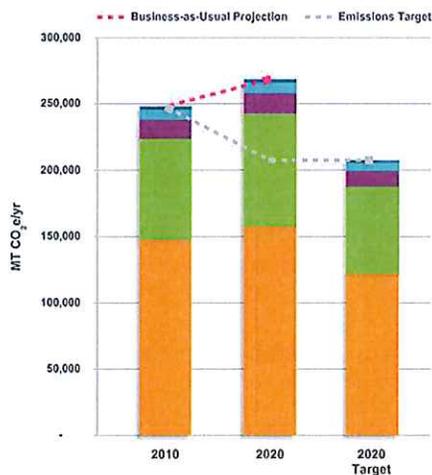


Figure 2.  
Community Emissions Growth and Target

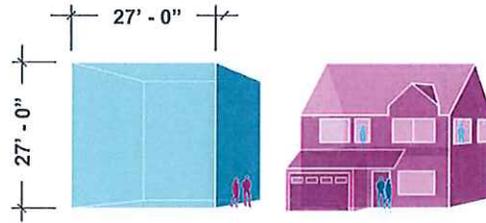


**Total Community Emissions**

**247,801 MT CO<sub>2</sub>e/yr**

(metric tons carbon dioxide equivalent per year)

Figure 3.  
How much is one ton of carbon dioxide?



One metric ton would fill a cube 27-foot tall!  
That's about the size of a two-story home, totaling more than 1,400 square feet.

Figure 4.  
How much is 247,801 MT CO<sub>2</sub>e?



590,002,381 miles driven by an average passenger vehicle!  
That's almost 10,300 miles per year for each La Mesa resident.



Carbon sequestered in 1 year from 203,116 acres of U.S. forest!  
The resulting forest would be more than 34-times larger than La Mesa.



12,701 garbage trucks of waste recycled instead of landfilled!  
The trucks would connect La Mesa to Riverside when lined up end-to-end.



6,481,847 light bulbs switched to compact fluorescents!  
That's enough energy to power all of La Mesa's homes for 3 years.

Source:  
<http://www.epa.gov/cleanenergy/energyresources/calculator>

**EMISSIONS**

The second poster was used to describe how the CAP proposes to address the emissions reductions needed to achieve the 2020 target (see Figure 2 on the following page). The poster briefly and simply described four of the most impactful statewide initiatives designed to reduce statewide emissions in alignment with the goals of Assembly Bill 32. The Renewable Portfolio Standard, Lighting Efficiency regulations, Clean Car Standards, and Low Carbon Fuel Standard were each summarized and then represented with regard to their impact on local emissions reductions. Those four statewide initiatives combined provide 76% of reductions estimated in the CAP and 81% of reductions needed to achieve the City's reduction target.

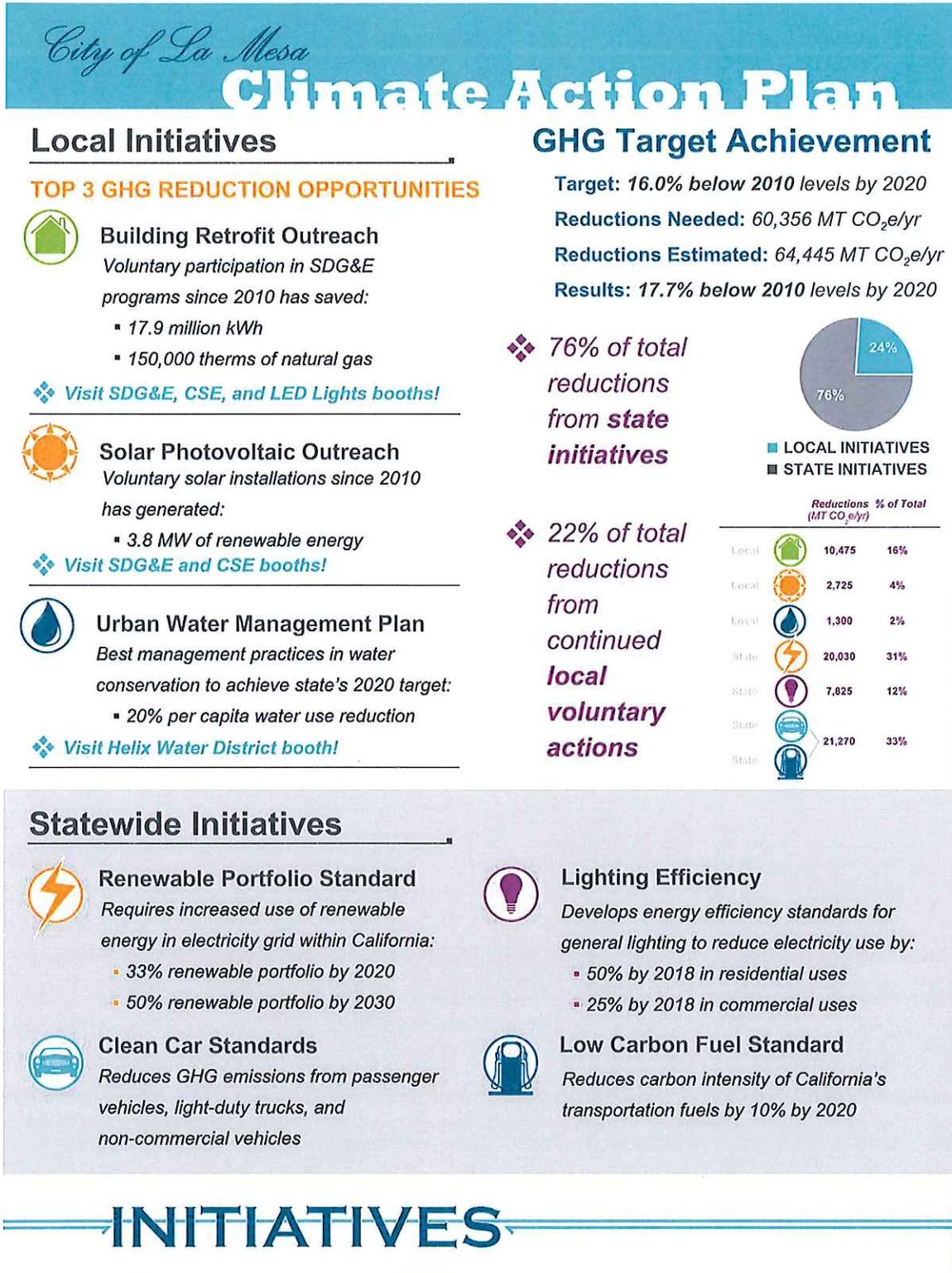
The poster then presented the top three local initiatives from the CAP that would help to close the remaining emissions reduction gap between the statewide initiatives and the City's target. The CAP's Building Retrofit Outreach, Solar Photovoltaic Outreach, and Urban Water Management Plan initiatives were summarized, along with their estimated emissions reduction contributions. After the statewide initiatives, these three strategies provide the greatest source of emissions reduction in the CAP, which highlights the notable impact of voluntary participation since the 2010 inventory base year. These three local strategies together account for 22% of total CAP emissions reductions and 24% of reductions needed to achieve the City's 2020 target.

The poster also directed visitors to other related Block Party booths, including those of SGD&E, CSE, Helix Water District, and the LED lighting booth, for further information on energy- and water-conservation programs.



*Block party participants visit booths presented by SGD&E, Techniart LED Lightbulbs, and the Climate Action Plan team.*

Figure 2 – Statewide and Local GHG Reduction Actions



The third poster was designed to engage participants further in dialogue through an interactive exercise (see Figure 3 on the following page). It presented a range of emissions reduction strategies within the CAP's five focus areas: energy, transportation and land use, water, green infrastructure, and solid waste. Pictures illustrated each of the strategy options, which were generally aligned with the CAP's proposed strategies. Participants were asked to identify priority actions that should be taken by the local government, as well as individual residents. Each participant was given four blue dots to identify top actions that the City should take towards emissions reductions and four green dots to identify top actions that the participant is already doing or feels empowered to do now. The exercise was more about beginning a qualitative dialogue on the topics addressed in the CAP than about quantitatively determining the community's priorities. However, the results are presented below. Thirty two individuals participated in the exercise.

In general, individuals prioritized water conservation and solid waste diversion as actions that they can undertake personally to reduce local emissions, while transportation and energy-related strategies were identified as priority local government actions.

The top three personal action strategies were:

- Rain collection/graywater systems (13%),
- Backyard composting (12%), and
- Indoor water efficiency (11%).

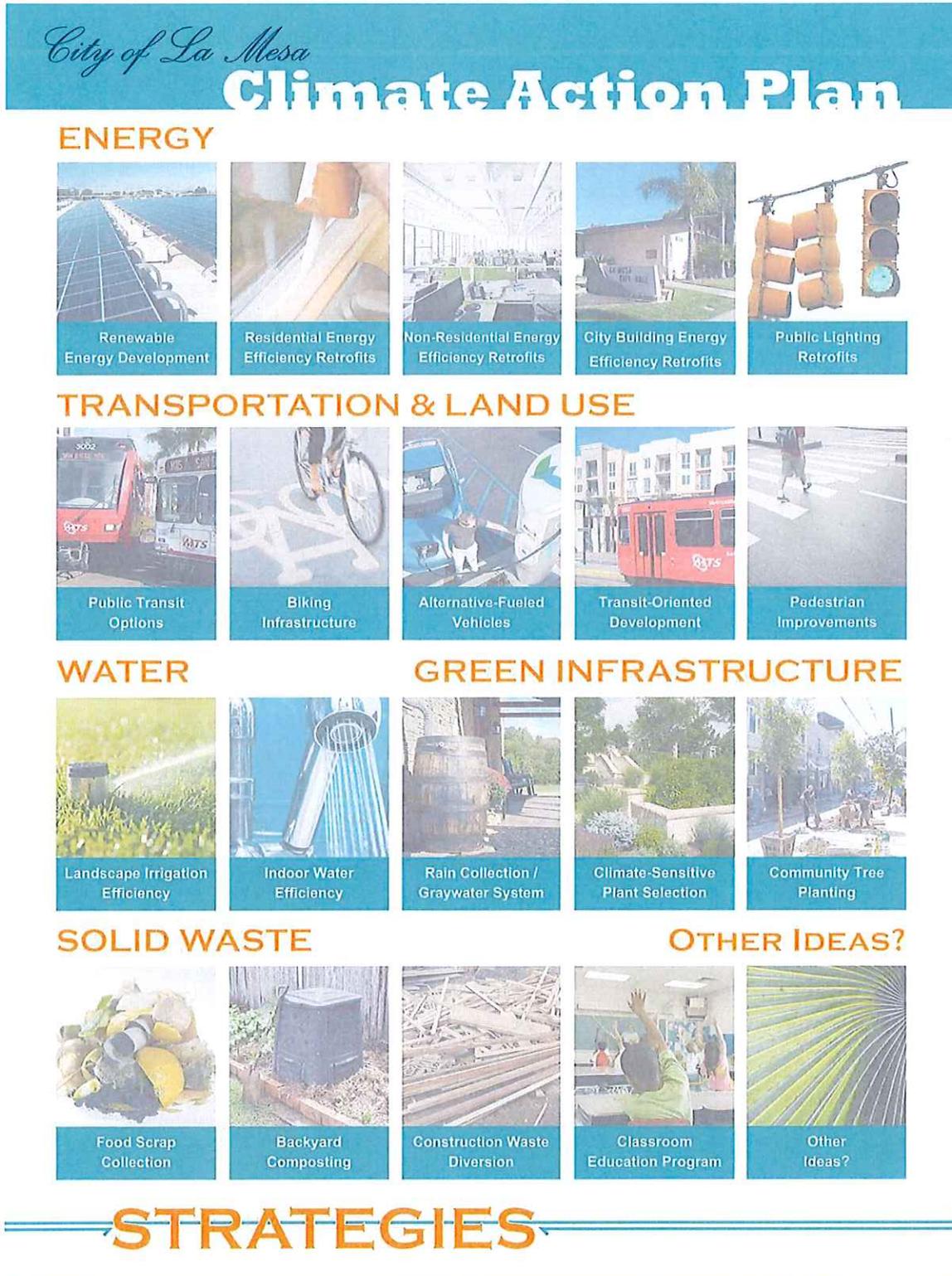
The top three local government actions identified were:

- Public transit options (12%),
- Community tree planting (11%), and
- Pedestrian improvements (10%).

The poster included a space to provide additional ideas or other comments for strategies that were not already represented. Participants noted that:

- Community choice energy is a must to bring the community to 100% clean energy, and is allowed under the Community Choice Aggregation Law,
- Irrigation should cease along interstates,
- Assistance for seniors should be provided with regards to rain barrels and other household strategies, and
- Traffic lights at the University Ave. and Spring St. intersection should be synchronized.

Figure 3 – Potential GHG Reduction Strategies



**Questionnaire**

The City prepared an online questionnaire to solicit community input on topics related to the CAP and provided a link to this questionnaire on the City's website. Approximately 90 respondents completed the questionnaire prior to the Block Party. The questionnaire was also available at the Block Party on iPads and hardcopy printouts, with staff on hand to answer questions and prompt additional discussion. Approximately 130 participants completed the CAP questionnaire during the Block Party, for total participation of about 220 individuals.

The questionnaire included 12 questions. Total responses from online participation and Block Party visitors are summarized are on the following pages.

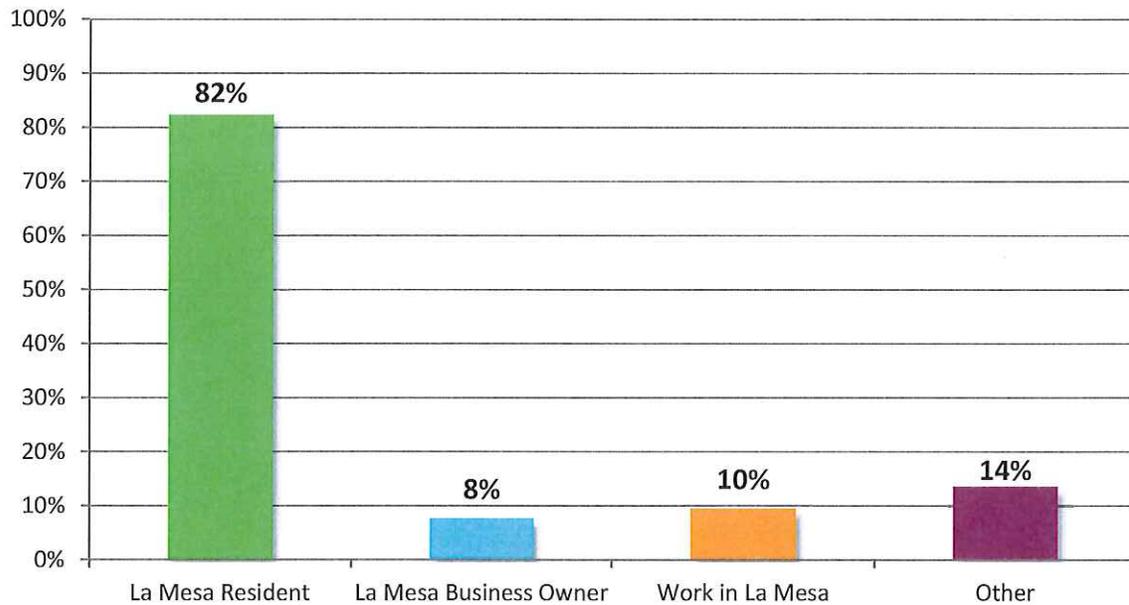


*The CAP team assists participants in completing the Climate Action Plan questionnaire during the La Mesa Block Party.*

**Question 1 – Which of the following best describes you (select all that apply)?**

- Resident of La Mesa
- Owner of a business in La Mesa
- Employee of an organization that operates in La Mesa
- Other (please specify)

**More than 80% of respondents were residents of La Mesa, 8% own a local business in La Mesa, and 10% work in La Mesa.**

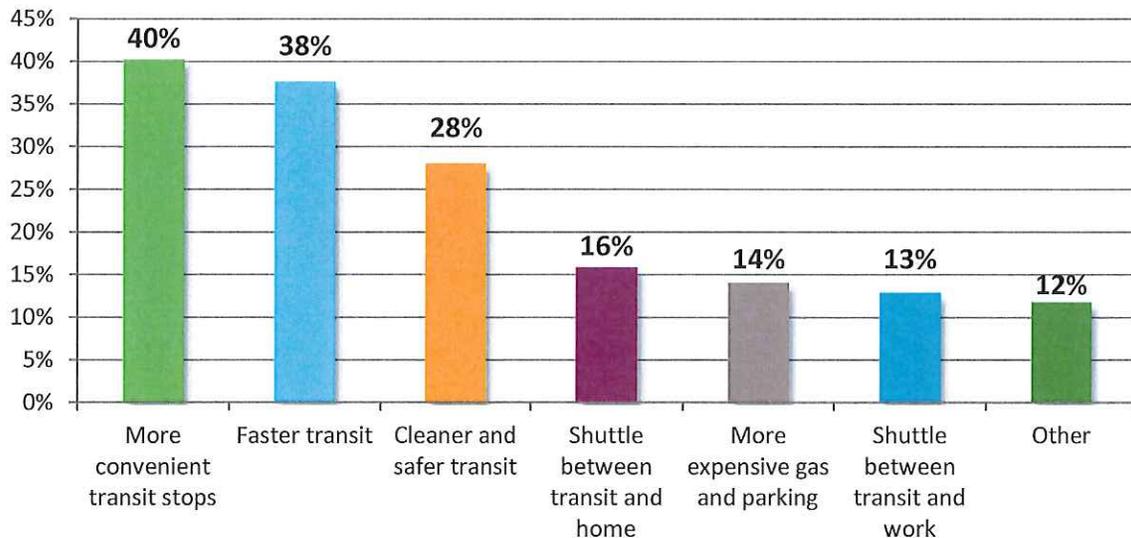


In general, other participants worked for agencies that offer programs to La Mesa residents, have family who live or work in La Mesa, or are residents in the greater San Diego region, including university students.

**Question 2 – Which of the following would make you consider using transit more often?**

- More convenient transit stops closer to home, work, shopping, and recreation
- More expensive gas and parking
- Cleaner and safer transit
- A shuttle from transit stations to work
- A shuttle to and from transit stations and home
- If using transit was faster than driving in traffic
- Other (please specify)

**Participants would use transit more if it were more convenient and faster than their current travel options.**



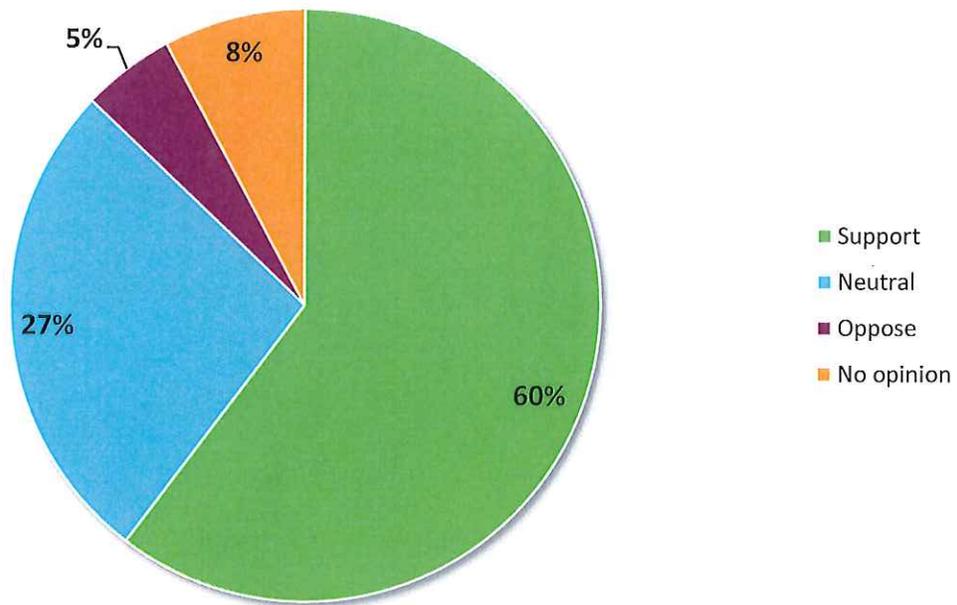
In addition to the options provided in the question, respondents would also consider using transit more often if:

- Stations were available near houses in the hills
- Trolley extensions to UTC were completed
- Restrooms facilities were available at trolley stations
- More buses were available, including smaller ones during non-peak hours
- Fares were lower
- A personal vehicle is unavailable
- Shorter paths were available to transit stops/stations

**Question 3 – What level of support would you have if the City were to increase the number of alternative fuel vehicle (e.g., electric, CNG, biodiesel) charging stations in the city?**

- Support
- Neutral
- Oppose
- No Opinion

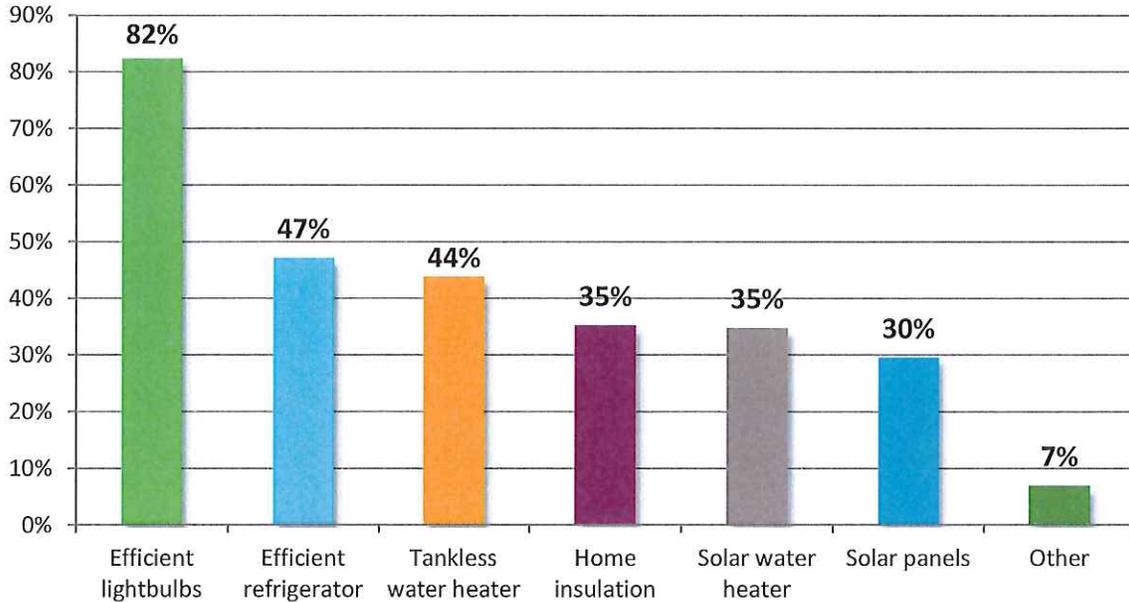
**60% of respondents would support the City's efforts to increase alternative vehicle refueling options within La Mesa. Only 5% of respondents would oppose such an action.**



**Question 4 – Which of the following would you be willing to do in your home to reduce your energy usage? (Select all that apply; includes estimated cost for each item)**

- Change light bulbs to more energy efficient alternatives (\$5 per bulb)
- Replace refrigerator with more energy efficient model (\$900)
- Install tankless water heater (\$2,000)
- Insulate home (\$4,000)
- Install solar hot water heater (\$5,000)
- Install Photovoltaic Solar Panels on the roof (\$18,000)
- Other (please specify)

**Respondents’ interest in energy-related home strategies was inversely related to implementation cost. More than 80% of respondents would use energy efficient lightbulbs (the lowest cost option) in their home.**



In addition to the options provided in the question, respondents would also consider implementing the following energy efficiency improvements at home:

- Planting shade trees
- Adding small-scale wind power
- Reducing water use
- Turning off appliances/electronics
- Replacing windows
- Using graywater irrigation

Several respondents also provided rationale for why the suggested energy conservation options are not currently viable for them:

- They rent their home or apartment
- All cost-effective improvements have already been implemented
- Options are cost prohibitive

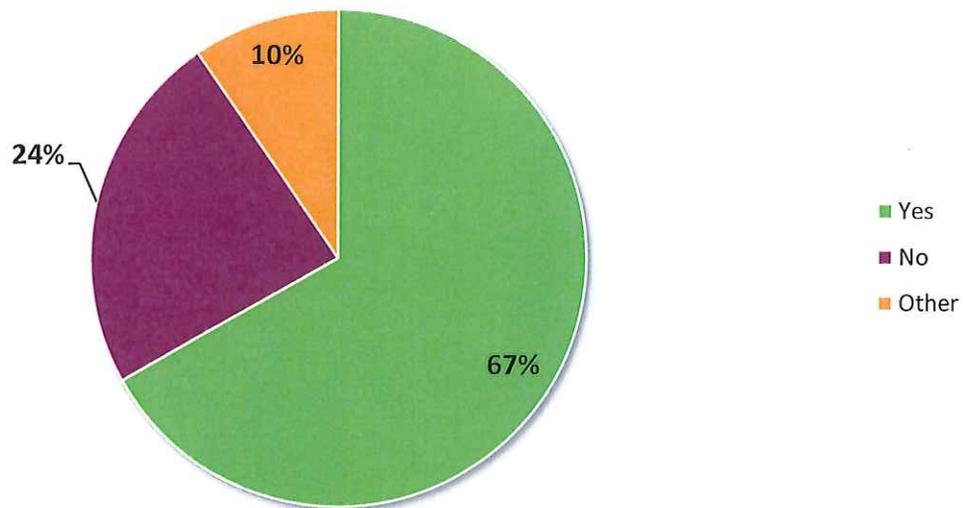


*The CAP station is filled with participants taking the Climate Action Plan questionnaire and learning more about the plan.*

**Question 5 – Would you participate in a no-cost home or business energy audit that could demonstrate easy ways to reduce your energy consumption?**

- Yes
- No
- Other (please specify)

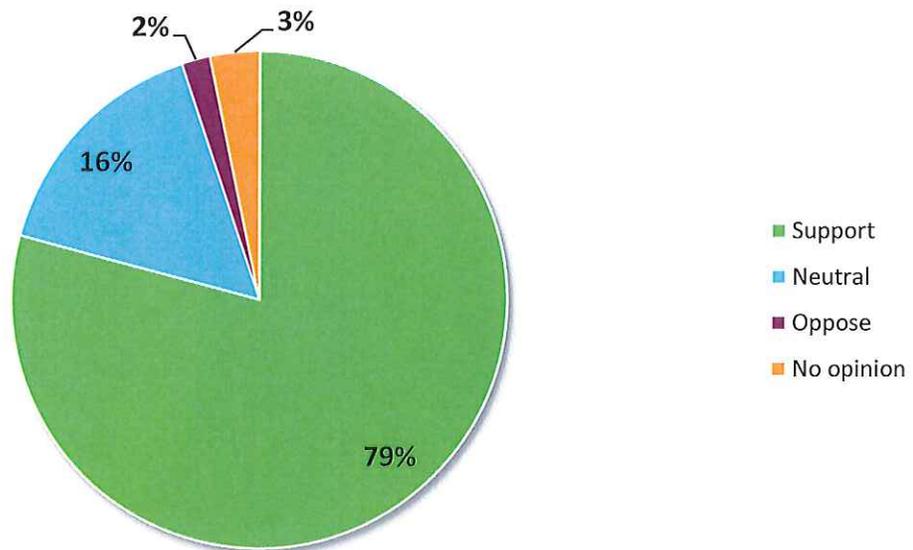
**Two-thirds of respondents would participate in a free home or business energy audit.**



**Question 6 – What level of support would you have if the City decided to implement the following strategy? Provide information to residents and businesses on existing voluntary energy efficiency programs that offer financial incentives, rebates, tax credits, and free product give-a-ways.**

- Support
- Neutral
- Oppose
- No opinion

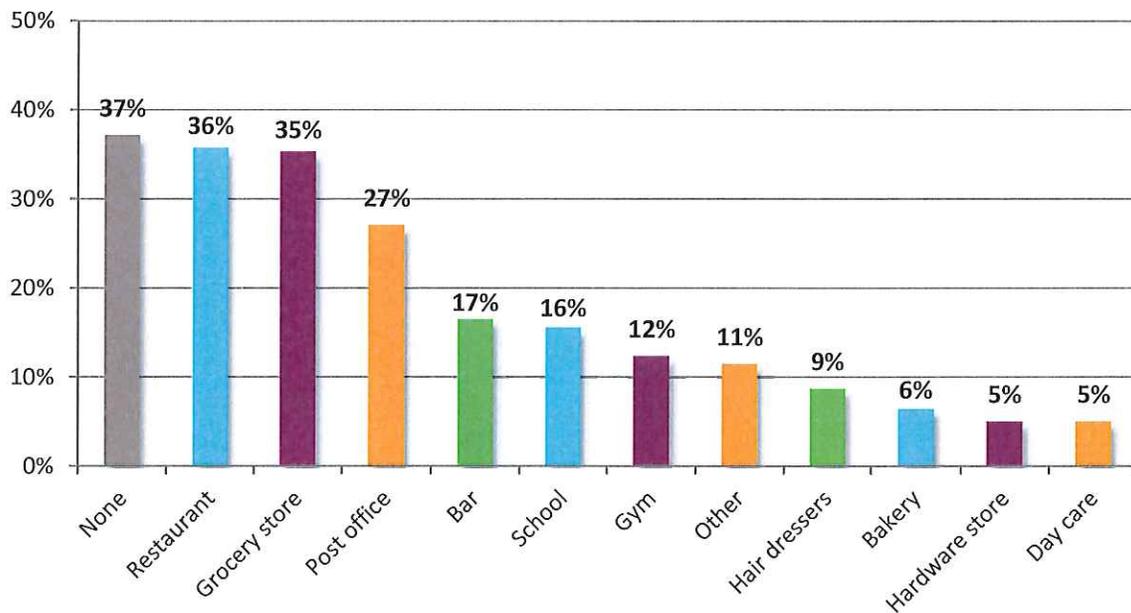
**Nearly 80% of respondents would support City efforts to provide information on incentives and financing options for energy efficiency programs. Only 2% of respondents oppose such an action.**



**Question 7 – Which of the following stores and services do you regularly walk to rather than drive?**

- Grocery store
- Restaurant
- Bar
- Bakery
- Post office
- Hair dressers
- Gym
- Hardware store
- Day care
- School
- None of the above
- Other (please specify)

**The most popular walking destinations are restaurants, grocery stores, and the post office.**



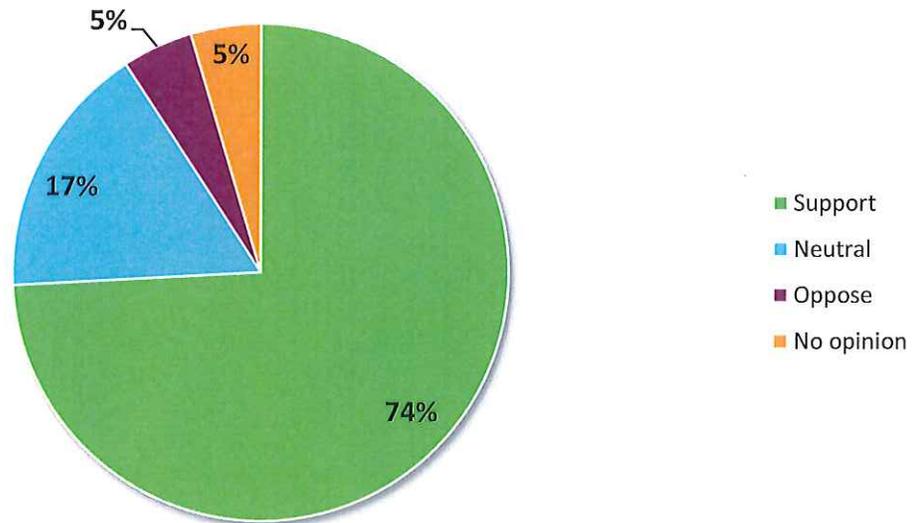
In addition to the options provided in the question, respondents also regularly walk to the following destinations:

- Work
- Coffee shops
- Library
- Shopping mall
- Parks

**Question 8 – What level of support would you have if the City decided to implement the following strategy? Educate property owners on financing options for the voluntary installation of renewable energy systems, such as solar photovoltaic systems and solar hot water heaters.**

- Support
- Neutral
- Oppose
- No opinion

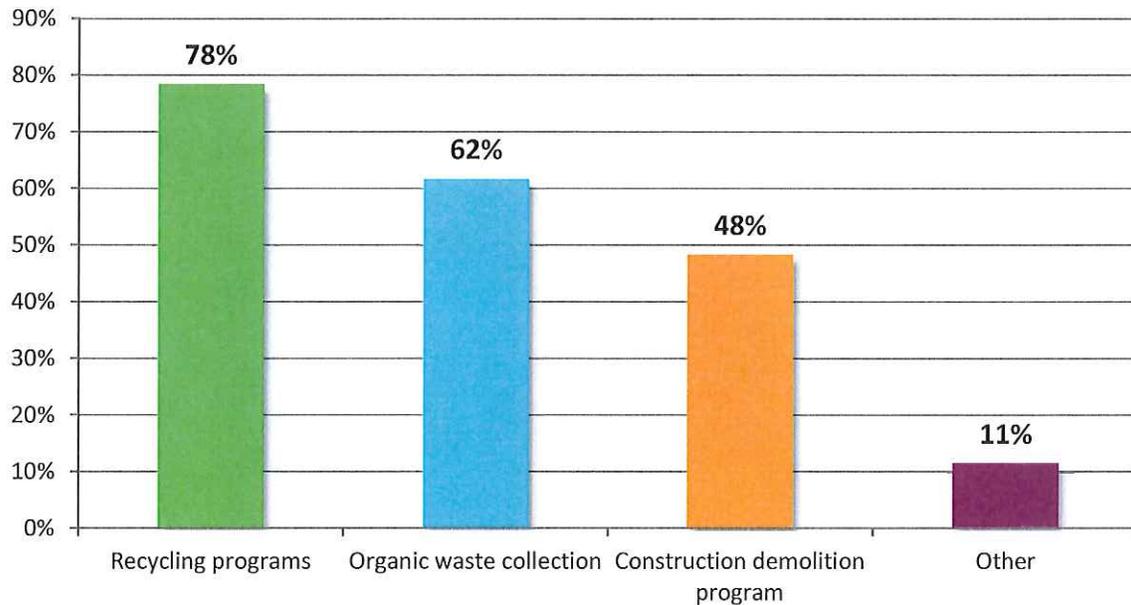
**Nearly 75% of respondents support the City offering additional education to property owners on renewable energy financing programs. Only 5% of respondents oppose such an action.**



**Question 9 – What types of programs would you be most interested in participating in and learning more about?**

- Recycling programs to increase the rate of recyclable waste diverted from the landfill
- Organic waste composting from residences and businesses to reduce waste sent to the landfill
- Promote and educate the public on an optimized, cost-effective approach to deconstructing (and recycling demolished) buildings
- Other (please specify)

**More than half of respondents were interested in learning more about recycling and organic waste collection.**



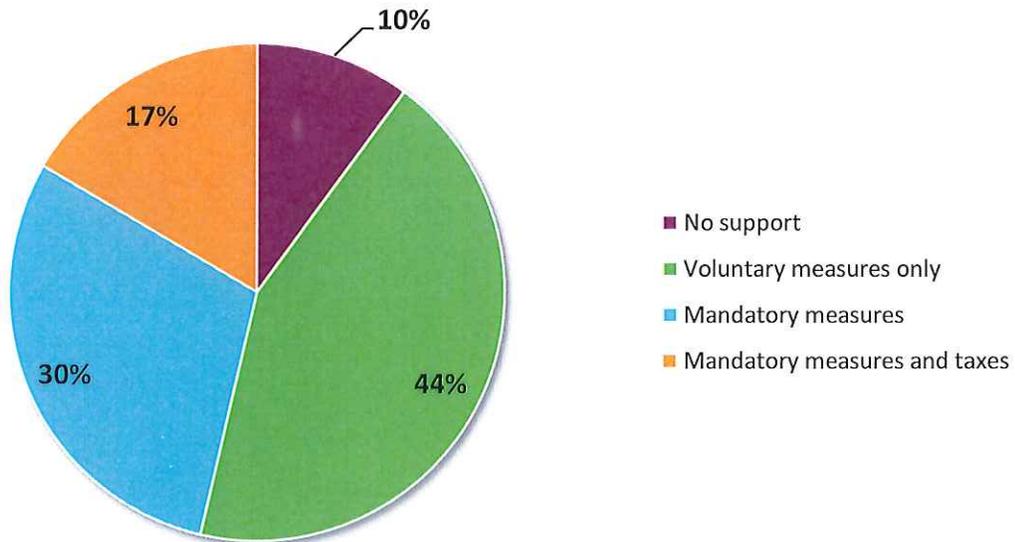
In addition to the options provided in the question, respondents are also interested to learn more about:

- Composting opportunities for multi-family/apartment buildings
- Free mulch giveaways
- At-home composting

**Question 10 – To what extent would you support City-led efforts to help meet State-mandated greenhouse gas emissions reduction targets?**

- I would not support the efforts at all.
- I would support voluntary incentive-based measures, but that is all.
- I would support the City in creating mandatory requirements in order to meet the targets.
- I would support mandatory requirements and increased taxes in order to meet the targets.

**Nearly half (47%) of respondents would support some form of mandatory measures to help achieve the City’s greenhouse gas target. A similar percentage (44%) would support only voluntary measures. Ten percent do not support any local action on the issue.**

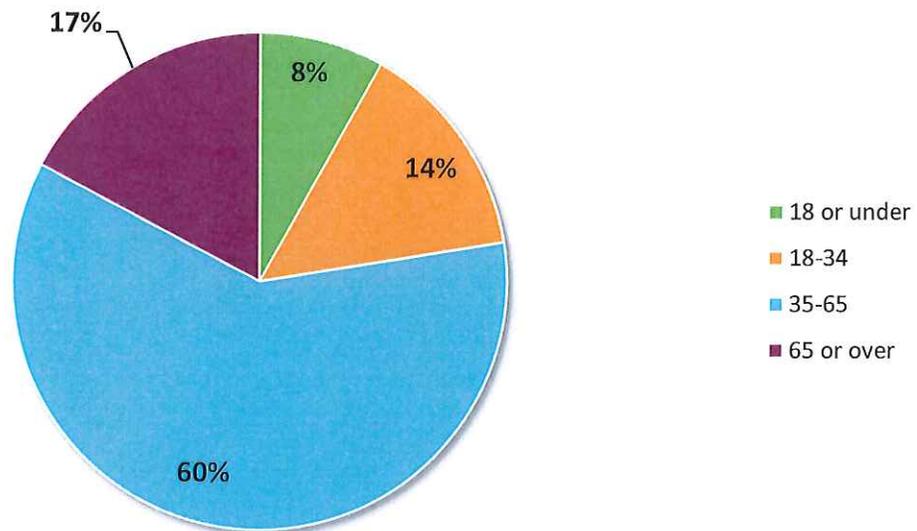


More than 40% of respondents only support a voluntary approach to local emissions reductions, as currently outlined in the draft CAP. Thirty percent of respondents would support mandatory measures, while an additional 17% would support increased taxes to help achieve the targets.

**Question 11 – What is your age?**

- 18 or under
- 18-34
- 35-65
- 65 or over

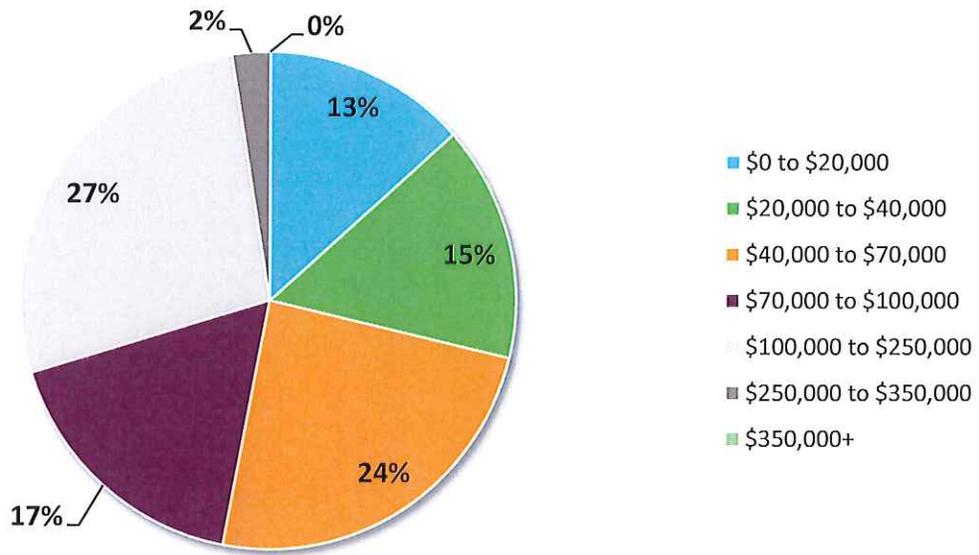
**The majority (60%) of respondents were 35-65 years old. 17% were 65 years old or older.**



**Question 12 – What is your household’s annual income?**

- \$0-\$20,000
- \$20,000-\$40,000
- \$40,000-\$70,000
- \$70,000-\$100,000
- \$100,000-\$250,000
- \$250,000-\$350,000
- \$350,000+

**Seventy percent of respondents have household incomes of less than \$100,000. Approximately one-quarter have household incomes between \$100,000 and \$250,000. Two-percent of respondents reported household incomes greater than \$250,000.**



**CONCLUSION**

The La Mesa Planning Commission directed City staff to solicit broader community input on the voluntary approach to emissions reduction proposed in the draft CAP. The City hosted a CAP information booth at the La Mesa Block Party in November 2015 to achieve this objective, where City staff successfully engaged more than 200 participants on the CAP's purpose, findings, and proposed strategies. City staff and their consultant team presented informational boards describing the community's emissions inventory and 2020 emissions forecasts, the City's adopted emissions reduction target, and the emissions reduction strategies proposed in the CAP. The local impact from statewide emissions reduction programs was presented to show how much of the City's target will be achieved without additional local action. The remaining reductions needed were shown to be addressed primarily through existing, voluntary implementation programs, such as local participations in SDG&E's building energy retrofit programs and voluntary installation of solar photovoltaic systems.

The CAP booth also included a questionnaire to solicit comments and thoughts on specific aspects of the proposed CAP approach. Block Party participants indicated that they would overwhelmingly support the City's efforts to provide additional information on renewable energy financing programs and energy efficiency rebate programs, and more than half said they would support City efforts to increase alternative fuel vehicle refueling stations in the city. Nearly half of the participants said they would support development of mandatory CAP measures to achieve the City's emissions targets, while an approximately equal number of participants said they will only support voluntary measures. These results seem to indicate broad support for the proposed approach in the draft CAP, and the potential support for more aggressive emissions reduction strategies in future CAP updates.





The La Mesa Block Party was well attended by residents and visitors alike, and provided an excellent venue to share insights and direction of the City's draft Climate Action Plan.



Informational booths and activities engaged participants in a range of topics related to the environment and public health.



Participants helped to identify priority actions for the local government and residents alike.

Attachment A  
**Block Party Outreach Summary**

# CONNECT LA MESA BLOCK PARTY OUTREACH

		Minimum # reached
Circulate San Diego	Social media and websites	500
City	Flyers	200
City	Notify Me CS	1,050
City	Notify Me AEC	800
City	News and Announcements	1,400
City	Meetup	600
City	Website	100
City	Press Release	
City	Focus Article	900
East County Magazine	Online and print	
Fitness 101	Flyers and online newsletter	30
Food Trucks (3)	Social media	
Helix Water	Social media and websites	
HHS A	Emails	300
KTU+A	Social media and websites	500
La Mesa Courier	Online and print	
Library	Flyers	200
Library	Social media	200
LMPD	NextDoor and Social Media	200
LMSVSD	Flyers	5,000
LMSVSD	Emails	2,000
LMSVSD	RoboCall	12,000
MTS	Social media	500
MTS	Social media and websites	
P&RF	Emails	30
P&RF	Social media	100
Performance Bike	Social media	
SDG&E	Social Media	500
SDG&E	Social media and websites	
TransForm	Website	
Union Tribune x 2 wks	South/East County	

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27,110

# Attachment B

## Change in Project Schedule

Task	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Task 1 Kickoff</b>	■								
<b>Task 2 - Prepare 2035 BAU Emissions Forecasts / Target</b>		■	■	■					
Collect demographic inputs		■							
Collect and analyze VMT data		■							
Perform Forecast Calculations			■						
Review Inventory Forecasts			■						
<b>Task 3 - 2035 Statewide Reductions</b>				■					
Traditional Statewide Calcs				■					
Aggressive Statewide Calcs				■					
<b>Task 4 - 2035 CAP Strategy Reductions</b>					■				
Quantify Local Reductions					■				
<b>Task 5 - Additional CAP Reductions</b>					■	■			
Develop up to 3 new measures					■	■			
<b>Task 6 - Update Admin Draft CAP</b>						■	■	■	■
Revised Admin Draft CAP and Appendices						■	■		
Final Admin Draft CAP and Appendices								■	
Prepare for 1 Public Meeting								■	
Attend 1 Public Meeting									■



## MINUTES LA MESA PLANNING COMMISSION

Wednesday, May 4, 2016

The La Mesa Planning Commission held a meeting on Wednesday, May 4, 2016, in the La Mesa City Council Chambers located at 8130 Allison Avenue, La Mesa, California.

The Agenda for this meeting was posted on April 30, 2016, at 1:30 p.m., on the Bulletin Board next to the entrance to the City Council Chambers, 8130 Allison Avenue, La Mesa, California.

Planning Commission members present were Chairman Alvey, Vice Chair Hottel, Commissioners Levy, Hawkins, Hurd Glenn, Newland, and Keene.

Staff members present were Director of Community Development Carol Dick, Senior Planner Chris Jacobs, Associate Planner Allyson Kinnard, Associate Planner Howard Lee, and Assistant City Attorney Gregory Lusitana.

Item 1. The meeting was called to order at 7:00 pm.

Item 2. Commissioner Levy gave the Invocation and led the Pledge of Allegiance.

Item 3. Deletions from Agenda/Urgent Additions to the Agenda/Additions to the Next Agenda  
None.

Item 4. Public Discussion and Audience Participation.

None.

Item 5. Procedural Rules of Conduct for Hearings.

Commissioner Hottel read the procedures for public hearings.

### Item 6. HEARINGS

6a. **Conditional Use Permit CUP 16-01 and Special Permit 16-01 (Campagna)** – Consideration of a new coffee shop including a drive-thru and outdoor seating area at 7330-7354 University Avenue. The site is split zoned with the westerly portion zoned C-D-F-MU (General Commercial / Urban Design Overlay / Floodway Overlay/ Mixed-Use Overlay) and the easterly portion zoned RB-D-MU (Residential Business / Urban Design Overlay / Mixed-Use Overlay).

Mr. Lee presented the staff report.

The public hearing was opened.

Those in favor:

- Al Di Donato – Project Architect
- Jeff Cannon – Neighborhood resident

Those in opposition:

- None

The public hearing was closed.

The Commissioners discussed the project.

**ACTION:** Commissioner Newland made a motion to approve the draft resolution with an additional recital related to the historical analysis conducted by staff. The motion was seconded by Commissioner Levy. Motion carried 7 in favor and 0 opposed.

Ms. Dick read the appeal procedures into the record.

- 6b. **Variance V-16-01 (Okonski)** – Consideration of a variance for an exception to the building height limit for a two-story addition to a single-family residence at 4171 Merritt Boulevard in the R1R-P (Semi-Rural Residential / Scenic Preservation Overlay) zone.

Ms. Kinnard presented the staff report.

The public hearing was opened.

Those in favor:

- Keith Okonski – Property Owner
- Lisa Boyd – Property Resident

Those in opposition:

- Vera Skop - Neighbor

The public hearing was closed.

The Commissioners discussed the project.

**ACTION:** Commissioner Hurd Glenn made a motion to approve the draft resolution. The motion was seconded by Commissioner Newland. Motion carried with 7 in favor and 0 opposed.

Ms. Dick read the appeal procedures into the record.

Item 7. BUSINESS

7a. Approval of the minutes from the April 6, 2016 Planning Commission meeting.

**ACTION:** Commissioner Keene made a motion to approve the minutes as written. The motion was seconded by Commissioner Hottel. Motion carried 5 in favor and 2 abstentions by Commissioners. Newland and Hurd Glenn abstained.

**Item 8. INFORMATIONAL ITEMS**

Commissioner Newland provided comments regarding the Historic Society meeting that he attended and newly placed historical plaques.

Commissioner Keene requested that assignment of invocation and procedural rules be added to Informational Items.

Commissioner Hawkins volunteered to give the invocation at the next meeting. Commissioner Alvey volunteered to read the procedural rules at the next meeting. There being no further business before the Commission, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,  
Cheryl Davis  
Administrative Coordinator