



# PLANNING COMMISSION AGENDA October 28, 2021

**PUBLIC ADVISORY:**  
**THE CITY COUNCIL CHAMBER AND/OR LOBBY WILL ONLY BE OPEN TO THE  
PUBLIC FOR PUBLIC COMMUNICATIONS.**  
**(Face masks/coverings are required to be worn inside City facilities)**

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## ***How Can Members of the Public Observe the Meeting?***

The meeting may be viewed via Spectrum Channel 3 and 22, AT&T U-verse Channel 99, and/or El Segundo TV at YouTube.com.

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## ***How Can Members of the Public Participate in the Meeting and/or Provide Public Comments?***

Join via Zoom from a PC, Mac, iPad, iPhone, or Android device, or by phone.  
Please use this URL

<https://us06web.zoom.us/j/88911192446?pwd=S0doTW5GYkpydWpZdi9DOEk3ckp0dz09>

If you do not wish for your name to appear on the screen, then use the drop-down menu and click on "rename" to rename yourself to be anonymous.

OR

Join by phone: **1 669 900 9128 US**  
Enter Meeting ID: **889 1119 2446**  
Passcode: **639820**

Your phone number is captured by the zoom software and is subject to the Public Records Act unless you first dial "\*67" before dialing the number as shown above to remain anonymous.

For Public Communications, members of the public may provide comments in the Lobby and/or Council Chamber or via Zoom. For in person comments, please fill out a Speaker Card located in the Chamber Lobby and for Zoom comments, notify meeting host by raising your virtual hand (see hand icon located in the "Reactions" button at bottom of screen) and you will be invited to speak. *The time limit for comments is five (5) minutes per person. Before speaking to the Commission, please state: your name and residence or the organization you represent. Please respect the time limits.*

For Public Hearings, public comments will be via zoom only.

Members of the public may also provide comments electronically by sending an email to the following address prior to the start of the meeting: [planning@elsegundo.org](mailto:planning@elsegundo.org). **Please include the meeting date and item number in the subject line.** If you would like to request that your emailed comment be read into the record, please include that request at the top of your email, limit your comments to 150 words or less, and email your comments at least 30 minutes prior to the start of

the meeting. Depending on the volume of communications, the emails may be read to Commission at the appropriate time. Please note that all emailed comments are public records subject to disclosure under the Public Records Act.

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*Additional Information:*

**Unless otherwise noted in the agenda, the public can only comment on City-related business that is within the jurisdiction of the Planning Commission and/or items listed on the agenda during the public communications portions of the meeting. Additionally, the public can comment on any public hearing item on the agenda during the public hearing portion of such item. The time limit for comments is five (5) minutes per person. *Before speaking to the Planning Commission, please state your name and residence and the organization you represent, if desired. Please respect the time limits.***

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DATE: Thursday, October 28, 2021

TIME: 5:30 p.m.

PLACE: Teleconference/Videoconference and limited in-person at:  
  
City Council Chambers  
350 Main Street, El Segundo, CA 90245

VIDEO: El Segundo Cable Channel 3 (Live).  
Replayed Friday following Thursday's meeting  
at 1:00 pm and 7:00 pm on Channel 3.  
(Schedule subject to change)

All files related to this agenda are available for public review by appointment in the Planning Division office, Monday through Thursday 7:00 am to 5:00 pm and on Fridays until 4:00 pm, beginning at 7:00 am on the Monday prior to the Planning Commission meeting.

The Planning Commission, with certain statutory exceptions, can only take action upon properly posted and listed agenda items.

Unless otherwise noted in the agenda, the public can only comment on City-related business that is within the subject-matter jurisdiction of the Planning Commission and items listed on the Agenda during the public communications portion of the meeting. Additionally, the public can comment on any public hearing item on the Agenda during the public hearing portion of such item. The time limit for comments is generally five minutes per person.

Playing of video tapes or use of visual aids may be permitted during meetings if they are submitted to the Planning and Building Safety Director a minimum of two working days before the meeting and they do not exceed five minutes in length. Written materials distributed to the Planning Commission within 72 hours of the Planning Commission meeting are available for public inspection immediately upon distribution in the City Clerk's office and on the City's website, [www.elsegundo.org](http://www.elsegundo.org).

**In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact City Clerk, (310) 524-2307. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.**

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**A. Call to Order**

**B. Pledge of Allegiance**

**C. Roll Call**

**D. Public Communications** (Related to City Business only and for which the Planning Commission is responsible—5 minutes per person; 30 minutes total).

Individuals who received value of \$50 or more to communicate to the Planning Commission on another's behalf, and employees speaking on their employer's behalf, must so identify themselves before addressing the Commission. Failure to do so is a misdemeanor. While all comments are welcome, the Brown Act does not allow the Commission to take action on any item not on the agenda. The Commission may respond to comments after public communications is closed.

**E. Written Communications** (other than what is included in Agenda packets)

**F. Consent Calendar**

All items are to be adopted by one motion without discussion. If a request for discussion of an item is made, the items should be considered individually under the next Agenda heading.

None.

**G. Continued Business – Public Hearing**

None.

**H. New Public Hearings**

None.

**I. New Business:**

**1. Authorize teleconferencing meetings pursuant to Assembly Bill 361. (GK)**

**Project Description:** Pursuant to Assembly Bill No. 361, the City Council directed all legislative bodies of the City to consider adopting a resolution that authorizes the use of teleconferenced meetings pursuant to Government Code § 54953(e).

**Environmental Determination:** N/A.

**RECOMMENDED ACTION:** Adopt PC Resolution No. 2901, making specified findings and authorizing the use of teleconferenced meetings pursuant to Government Code section 54953(e).

**2. Update on Accessory Dwelling Units. (MB/ES)**

**Project Description:** Report from staff regarding the number of ADU applications and permits issued since November 1, 2020.

**RECOMMENDED ACTION:** Receive and file.

**3. Water and Sewer Infrastructure age. (PW)**

**Project Description:** Report from Public Works staff regarding the age of the City's water and sewer infrastructure.

**RECOMMENDED ACTION:** Receive and file.

**4. Update on new affordable housing consultant, Many Mansions (ES/MA)**

**Project Description:** Introduction of Many Mansions, the City's new affordable housing consultant.

**J. Report from Director of Development Services or designee**

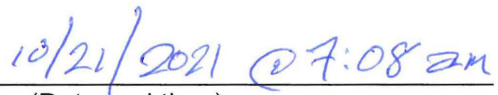
**K. Report from the City Attorney's office**

**L. Planning Commissioners' Comments**

**M. Adjournment**—next meeting scheduled as a Special Meeting for November 18, 2021, 5:30 pm.

POSTED:

  
\_\_\_\_\_  
(Signature)

  
\_\_\_\_\_  
(Date and time)

**TITLE:**

Authorize teleconferencing meetings pursuant to Assembly Bill 361.

**RECOMMENDATION:**

Adopt Resolution No. 2901, making specified findings and authorizing the use of teleconferenced meetings pursuant to Government Code section 54953(e).


**BACKGROUND AND DISCUSSION:**

On September 16, 2021, Assembly Bill No. 361 ("AB 361") took effect. Among other things, AB 361 amended certain provisions of the Ralph M. Brown Act governing open meetings to allow teleconferencing, including internet-based video conferencing, in a manner similar to previously-issued gubernatorial executive orders. AB 361 allows a legislative body to continue utilizing teleconferencing to conduct public meetings under certain circumstances, provided it makes certain findings.

On October 5, 2021, the City Council adopted Resolution No. 5275 prohibiting other City legislative bodies from meeting exclusively in person, except as determined by the City Manager or until the City Council provides further direction, and directed all legislative bodies of the City to consider the adoption of a resolution authorizing the use of teleconferenced meetings pursuant to Government Code § 54953(e).

Thus, in accordance with City Council direction, staff recommends Planning Commission adopt PC Resolution No. 2901, thereby authorizing the use of teleconferenced meetings pursuant to Government Code Section 54953(e).

**PREPARED BY:** Eduardo Schonborn, AICP, Planning Manager 

**REVIEWED BY:** Gregg Kovacevich, Assistant City Attorney  FOR G.K.

**APPROVED BY:** Michael Allen, AICP, Development Services Director  FOR M.A.

**ATTACHED SUPPORTING DOCUMENTS:**

PC Resolution No. 2901

## RESOLUTION NO. 2901

### **A RESOLUTION OF THE PLANNING COMMISSION FINDING THAT CERTAIN CONDITIONS EXIST TO CONTINUE CONDUCTING PUBLIC MEETINGS VIA TELECONFERENCING PURSUANT TO GOVERNMENT CODE SECTION 54953(e)**

The Planning Commission of the City of El Segundo hereby resolves as follows:

SECTION 1: The Planning Commission finds as follows:

- A. On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California due to the threat of the COVID-19 pandemic. This gubernatorial proclamation, among other things, suspended local government emergency declaration, reporting, and extension requirements of Government Code § 8630 for the duration of the COVID-19 pandemic.
- B. On September 16, 2021, Assembly Bill No. 361 ("AB 361") took effect. Among other things, AB 361 amended certain provisions of the Ralph M. Brown Act governing open meetings to allow teleconferencing, including internet-based video conferencing, in a manner similar to previously-issued gubernatorial executive orders.
- C. During a proclaimed state of emergency, AB 361 allows a legislative body to continue utilizing teleconferencing to conduct public meetings under certain circumstances, provided the legislative body makes certain findings.
- D. After an initial meeting in which certain findings are made, to continue meeting pursuant to AB 361, the legislative body must, every 30 days thereafter, declare that it has reconsidered the circumstances of the state of emergency and either: (1) the state of emergency continues to directly impact the ability of the members to meet safely in person; or (2) state or local officials continue to impose or recommend measures to promote social distancing.
- E. On October 5, 2021, the City Council adopted Resolution No. 5275 prohibiting other City legislative bodies from meeting exclusively in person, except as determined by the City Manager or until the City Council provides further direction. The City Council Resolution directed all legislative bodies of the City to consider the adoption of a resolution authorizing the use of teleconferenced meetings pursuant to Government Code § 54953(e).

SECTION 2: Teleconferencing. Pursuant to Government Code § 54953(e), the Planning Commission finds as follows:

- A. The state of California continues to be in a declared state of emergency pursuant to Government Code § 8625 (the California Emergency Services Act; see Government Code § 54953(e)(3); see *also* Governor's Proclamation dated March 4, 2020);
- B. Based upon the most recent Order of the Health Officer for the County of Los Angeles Department of Public Health (dated September 17, 2021 and effective October 7, 2021), masks and social distancing continue to be necessary to curb the spread of COVID-19 (Government Code § 54953(e)(3)(B)(ii));
- C. The circumstances continue to directly impact the ability of the members of the Planning Commission to meet safely in person;
- D. Accordingly, to protect public health, the Planning Commission finds that it is in the public interest to conduct its public meetings via teleconference as defined by Government Code § 54953;
- E. The Planning Commission will adhere to all requirements of Government Code § 54953(e) governing teleconferencing during the emergency.

SECTION 3: Reporting. Every 30 days following adoption of this Resolution, the Planning Commission will reconsider the extension of the teleconferencing method of public meetings in accordance with Government Code § 54953(e)(3). Such determinations may take the form of a minute order and be placed on the consent calendar.

SECTION 4: Electronic Signatures. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 5: Recordation. The Chairperson is authorized to sign this Resolution signifying its adoption by the Planning Commission of the City of El Segundo and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 6: Effective Date. This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this \_\_\_\_ day of October, 2021.

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Ryan Baldino, Chair

ATTEST:

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Michael Allen, AICP, Secretary

APPROVED AS TO FORM:

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Gregg Kovacevich  
Assistance City Attorney





**Planning Commission Agenda Statement**

**Meeting Date:** October 28, 2021  
**Agenda Heading:** Other Business

**TITLE:**

Update on Accessory Dwelling Unit (ADU) permit applications and information regarding the permitting process and ADU impacts.

**RECOMMENDATION:**

Receive and file.

**BACKGROUND AND DISCUSSION:**

The Planning Commission recently asked Staff to provide an update on the total number of ADUs approved by the City since 2017, and to provide information related to any challenges staff have experienced in reviewing and approving ADU permit applications for the City.

The tables below summarize the raw data in accordance with Commission’s request (detailed spreadsheet attached), illustrating the number of permits and applications since November 1, 2020 through September 30, 2021.

<b>ADU APPLICATIONS RECEIVED</b> (BETWEEN 11/1/20 – 9/30/21)		
<b>NEW CONSTRUCTION</b>	<b>CONVERSIONS</b>	<b>TOTAL ADU APPLICATIONS</b>
17	14	31

<b>ADU PERMITS ISSUED</b> (BETWEEN 11/1/20 – 9/30/21)		
<b>NEW CONSTRUCTION</b>	<b>CONVERSIONS</b>	<b>TOTAL ADU PERMITS</b>
5	7	12

In December 2020, staff reported to the Planning Commission that a total of 70 ADU applications had been received and 43 permits had been issued since 2017. Since November 2020, a total of 31 new applications have been received and 12 permits have been issued.

### Zoning Requirements for ADUs

Consistent with State Law, El Segundo allows ADUs in all residential zoning districts in the City. Further, ADUs are allowed as new construction and are allowed by converting a portion of the primary dwelling unit or by converting an existing permitted accessory structure, such as an existing permitted recreation room, pool house, office, carport, workshop, or garage. The minimum required side and rear yard setback for the construction of a new detached ADU is 4 feet; while conversions can maintain an existing non-conforming setback.

El Segundo's Zoning Code also limits the size of ADUs. For example, ADUs attached to the primary dwelling unit cannot exceed 49% of the primary dwelling unit's floor area or 1,200 square feet, whichever is less. With some limitations, a detached ADU cannot exceed 1,200 square feet. In the R-1 zone, the combined total area of the primary dwelling unit and an ADU must not exceed 60% of the lot area. However, in accordance with State Law, no regulations in the zoning code can be used to prohibit an ADU up to 850 square feet, or 1,000 square feet for a two-bedroom ADU.

An ADU within ½-mile of a transit stop is not required to provide separate onsite parking. If an existing garage is converted to an ADU, the City may not require that the garage or parking space(s) be replaced.

Lastly, in accordance with State Law, the zoning code also allows for junior ADUs (JADUs) within the R-1 zone. The regulations for a JADU are that it must be constructed within the proposed or existing single-family residence and is limited to 500 square feet. As a result, in the R-1 zone, it is possible that a property could contain a total of three residential dwelling units, comprised of the main residence, an ADU, and a JADU. For R-2 and R-3 zones, the total number of ADUs would be limited to 25% of the existing multi-family dwelling units.

As such, if the ADU complies with the zoning regulations contained in ESMC 15-4E, then no discretionary action or entitlement is required, and may be approved ministerially with a building permit. However, prior to building permit final, a covenant must be recorded on the property stating that, a) the ADU may not be used in violation of this chapter; b) any rental of the ADU be for a term of 30 days or longer; and 3) after January 1, 2025, the primary unit or ADU must be the primary residence of the property owner of the lot.

### Issues and Concerns Raised by the Public

Generally, accessory structures have created friction with neighboring residents shortly after permits are issued and construction begins. Neighboring property owners call or come immediately to speak to Planning and Building staff often times seeking information about the project, regulations that allowed the project approval, whether permits were issued by the City for the construction, and request to view the plans on record with the City.


Issues and concerns raised to staff about ADUs are typically about density, increase in traffic, loss of street parking, noise, and the overall changes in a neighborhood's single-family residential character. For two-story ADUs or ADUs constructed over an existing or new garage, neighboring residents have expressed concerns about loss of privacy, and about the structures being too close to the property line.

Homeowner Motivations to Construct an ADU

Property owners have expressed to staff the following motivations to build an ADU:

- Extra income.
- For a family member which could be a grandparent or an adult child.
- To move in after their kids are grown up, and to rent the main house for income during their retirement years.

Staff will continue to monitor ADU permitting and concerns that are raised. In the event any issued or concerns can be resolved with a zone text amendment, subject to compliance with State law, staff will prepare for consideration by the Planning Commission.

**PREPARED BY:** Maria Baldenegro, Assistant Planner   
**REVIEWED BY:** Eduardo Schonborn, AICP, Planning Manager   
**APPROVED BY:** Michael Allen, AICP, Development Services Director  for M.A.

**ATTACHED SUPPORTING DOCUMENTS:**

ADU Tracker.

C0237-20	Josette Murphy	406 1/2 Maryland St	New 1-story detached ADU	346	11/23/2020		
C0250-20	Ali Keenan	420 Illinois	convert carport to 4 ADUs	376 each (4 units)	12/14/2020	7/21/2021	
C0250-20	Ali Keenan	420 Illinois	convert carport to 4 ADUs	376 each (4 units)	12/14/2020	7/21/2021	
C0250-20	Ali Keenan	420 Illinois	convert carport to 4 ADUs	376 each (4 units)	12/14/2020	7/21/2021	
C0250-20	Ali Keenan	420 Illinois	convert carport to 4 ADUs	376 each (4 units)	12/14/2020	7/21/2021	
C0254-20	Joseph Edin	1203 1/2 E Acacia	New ADU over existing detached garage	533	1/13/2021		
C0255-20	Joseph Edin	1203 E Acacia	JADU to existing detached garage and addition	635	1/13/2021		
C0253-20	Daniel Heck	1450 1/2 E Palm	Convert existing detached garage to ADU	1194	12/21/2020	4/15/2021	
C0035-20	Karen Wolcott	945 1/2 Sheldon	Convert (E) garage & rec room to ADU	578	2/14/2020	4/21/2021	9/27/2021
C0054-20	Tyler Turpin	1210 1/2 Mariposa	Convert garage to ADU	520	3/2/2020	1/21/2021	
C0001-21	Scott & Lacey Middough	745 W Mariposa	New ADU over existing detached garage	1128	1/13/2021		
C0014-21	Matt Cano	631 Loma Vista	New attached ADU on second floor	309	1/25/2021		
C0033-21	Jeffery Wilnon	1503 E Walnut	New detached ADU over	700	2/24/2021		
C0018-21	Valerie Green	746 1/2 Virginia	Convert existing detached garage to ADU	460	2/21/2021		
C0032-21	Nicholas & Anita Saitta	507 E Sycamore	Convert existing detached garage to ADU	607	2/23/2021		
C0033-21	Jeffery & Karen Wilson	1503 1/2 E Walnut	New detached, 2-story ADU	725	2/24/2021		
C0046-21	Mark & Brandi Parsonneault	429 Center St	New 2nd story ADU over existing garage	363	3/6/2021		
C0060-21	Betty Domschot	1524 Mariposa	Convert existing garage to ADU	405	3/16/2021		
C0084-21	Angela Vondetten	733 1/2 W Mariposa	New detached ADU	667	4/1/2021	9/3/2021	
C0097-21	Dave & Pat Johnson	801 Center	New adu attached to garage	1000	4/15/2021		
C0125-21	Wade & Catherine Stevens	1430 E Mariposa	Attached ADU	721	4/29/2021		
C0109-21	Mette & Erik Hansen	608 Lomita	Convert existing garage and addition to create ADU	424	4/30/2021		
C0110-21	Craig & Rebecca Carr	740 1/2 Eucalyptus	New detached 2-story ADU (653sf) and Office (520sf)	653	5/4/2021		
C0129-21	Diy-Gordon	921 Hillcrest	Convert existing 2nd story family room to ADU	924	5/6/2021		
C0139-21	R M Olivares	435 W Acacia	New one-story, detached ADU	1007	5/13/2021	7/8/2021	
C0177-21	Del Monaco	742 Eucalyptus	convert existing garage to ADU	400	6/22/2021		
C0063-21	Jeremy Rudnick & Anne Luptrawan	637 1/2 W Pine	Add to existing attached garage and convert to ADU	753	3/17/2021	5/5/2021	U/C
C0125-21	Hannah Dominick	1430 E Mariposa	Attached (N) ADU to SFR above garage		4/21/2021		
C0210-21	Rick Brown	510 1/2 E Oak	Expanding and converting attached rumpus room to an ADU	446	7/21/2021		
C0156-21	Edel Vera	1107 1/2 E Walnut	(N) 2-story ADU attached to 1-car garage	1191	5/28/2021	8/19/2021	
C0063-21	Jeremy Rudnick	637 W Pine Ave	(N) attached ADU	753	3/17/2021	5/5/2021	

**TITLE:**

Water and Sewer Infrastructure age.

**RECOMMENDATION:**

Receive and file.

**DISCUSSION:**

On July 8, 2021, the Planning Commission adopted PC Resolution No. 2899, determining that the FY2021-2022 Capital Improvement Program is consistent with the El Segundo General Plan. During the meeting, the Planning Commission requested that Public Works staff provide information about the age of the City's water and sewer infrastructure. Public Works staff has provided the attached information in response to Planning Commission's request. Public Works staff will be available at the meeting to answer questions and elaborate on the information.

**PREPARED BY:** Eduardo Schonborn, AICP, Planning Manager 

**REVIEWED BY:** Michael Allen, AICP, Development Services Director 

**APPROVED BY:** Michael Allen, AICP, Development Services Director 

**ATTACHED SUPPORTING DOCUMENTS:**

Inter-Departmental Correspondence regarding Water and Sewer Infrastructure Age, dated October 12, 2021

# City of El Segundo

## INTER-DEPARTMENTAL CORRESPONDENCE

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**TO:** Michael Allen, Development Services Director  
Eduardo Schonborn, Planning Manager

**FROM:** James Rice, Associate Engineer  
Lifan Xu, City Engineer  
Elias Sassoon, Public Works Director

**DATE:** October 12, 2021

**SUBJECT:** City of El Segundo – Water and Sewer Infrastructure Age

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Per the Planning Commission’s request, the Public Works Department has analyzed the existing water and sewer pipe infrastructure and has compiled the following data on pipe age.

Table 1 – Water Main Pipe Age

Water	Built before 1950	Built in 50s, 60s and 70s	Built after 1980
Percentage	8.5%	63.5%	28%

Approximately half of the water main have been replaced based on age and maintenance record. In the next 10 years, all the water pipes dated before 1950 will be replaced.

Table 2 – Sewer Main Pipe Age

Sewer	Built before 1950	Built in 50s, 60s and 70s	Built or rehab. after 1980
Percentage	44.4%	42.4%	13.2%

The sewer main are cleaned annually and video-inspected approximately every 10 years. The last citywide video inspection was performed 10 years ago and the identified defects have been repaired. The next citywide video inspection is scheduled in 2022 and a new repair list and schedule will be established based on video inspection results.