



PLANNING COMMISSION AGENDA January 12, 2023

**PUBLIC ADVISORY:
THE CITY COUNCIL CHAMBER IS NOW OPEN TO THE PUBLIC.**

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.

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

For Public Communications, members of the public may provide comments in the Lobby and/or Council Chamber. For in person comments, please fill out a Speaker Card located in the Chamber Lobby. *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.*

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. ***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.

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.*

DATE: Thursday, January 12, 2023
TIME: 5:30 p.m.
PLACE: City Council Chamber, City Hall
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 discuss, deliberate, or 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 Community Development 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 Development Services Department and on the City's website, 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 may enable the City to make reasonable arrangements to ensure accessibility to this meeting.

- A. **Call to Order**
- B. **Pledge of Allegiance**
- C. **Roll Call**
- D. **Public Communications** (Related to matters within the Planning Commission’s subject matter jurisdiction or items on the agenda only—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 discuss, deliberate, or 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.

1. Approval of Planning Commission Meeting Minutes:

- February 10, 2022
- November 10, 2022
- December 8, 2022

RECOMMENDED ACTION: Approve the minutes.

G. Continued Business – Public Hearing

2. Environmental Assessment No. EA-971, Revision A, amending the original approvals to allow for additional emergency backup generators. (BM)

Applicant: Sam Brown, representing Serverfarm, LLC
Property Owner: Serverfarm, LLC
Project Address: 444 N. Nash Street

Environmental Determination: In accordance with the State of California Public Resources Code § 21092 and §§ of Title 14 of the California Code of Regulations Guidelines pertaining to the California Environmental Quality Act ("CEQA"), and the El Segundo Municipal Code, an Initial Study/Mitigated Negative Declaration of environmental impacts has been prepared for the proposed project.

RECOMMENDED ACTION: Continue the item to the January 26, 2023, Planning Commission meeting.

3. Environmental Assessment No. EA-1315 and Zone Text Amendment No. ZTA 21-05 (PS)

Applicant: City of El Segundo
Address: City wide

Project Description: An Ordinance adding Chapter 15-13C (Micro-Unit Regulations) to ESMC Title 15.

Environmental Determination: The zone text amendment is exempt from further review under CEQA pursuant to CEQA Guidelines § 15061(b)(3)), because it consists only of minor revisions to existing zoning regulations and related procedures and does not have the potential for causing a significant effect on the environment.

RECOMMENDED ACTION: Adopt Resolution No. 2928, recommending City Council approve adding Chapter 15-13C (Micro-Unit Regulations) to the municipal code.

H. New Public Hearings

I. New Business:

4. Smoky Hollow Specific Plan Update Planning Commission Study Session (PS)

J. Report from Community Development Director or designee

5. PC Forecast, First Quarter 2023

K. Report from the City Attorney's office

L. Planning Commissioners' Comments

M. Adjournment—next special scheduled meeting for January 26, 2023, at 5:30 p.m.

POSTED: *Jazmin Farias*
(Signature)

01/05/2023 10:34 a.m.
(Date and time)



**MINUTES OF THE
EL SEGUNDO PLANNING COMMISSION
Regularly Scheduled Meeting
February 10, 2022**

A. Call to Order

Chair Baldino virtually called the meeting to order at 5:30 p.m.

B. Pledge of Allegiance

Chair Baldino led the pledge.

C. Roll Call

Present: Chair Baldino

Present: Vice Chair Newman

Present: Commissioner Keldorf

Present via teleconferencing: Commissioner Hoeschler

Present via teleconferencing: Commissioner Maggay

D. Public Communications

Resident Paul Morrison informed the Planning Commission of noise nuisance that occurred Sunday morning involving a woodchipper and chainsaws. Development Services Director Michael Allen stated that he will follow up on the matter.

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

Planning Manager Eduardo Schonborn shared that eight public communications were received; five letters addressed the Pacific Coast Commons item; one letter addressed the Standard Work item, and two late correspondence that address both items.

F. Consent Calendar

1. Authorize teleconferencing meeting pursuant to Assembly Bill 361(JV)

City Attorney Joaquin Vazquez inquired if the Planning Commission would consider as part of the motion for approval a modification to the AB 361 resolution to add language in section 2 clarifying the ability of Planning Commissioners and Staff to attend the meetings in person, and updating the date, and executive order number that are mentioned in section 2. The dais provided consensus.

MOTION: Approve the consent calendar with agenda item F1 as modified by Planning Commission.

Moved by Chair Baldino, seconded by Vice Chair Newman.

Motion carried by the following vote (5-0):

Ayes: Baldino, Newman, Hoeschler, Keldorf, and Maggay

2. Approval of the Planning Commission Meeting Minutes:

- September 30, 2021
- October 18, 2021
- November 18, 2021
- December 13, 2021

MOTION: Approve the minutes.

Moved by Chair Baldino, seconded by Vice Chair Newman.

Motion carried by the following vote (5-0):

Ayes: Baldino, Newman, Hoeschler, Keldorf, and Maggay

G. Call items from Consent Calendar.

None.

H. Continued Business – Public Hearing

3. Environmental Assessment Nos. EA-1281 and EA-1282, Proposed Smoky Hollow Specific Plan Amendment No. 21-01, Tier II Community Benefits Plans No. 19-02 and 19-03, Site Plan Review No. SPR 21-02 and SPR 21-03, Master Sign Program No. 21-01, and Offsite Parking Covenant for the construction of substantial additions to the existing buildings located at 1475 East El Segundo Boulevard and 1320-1330 East Franklin Street. (BM/ES)

Applicant: Mark Telesz, representing Smoky Hollow Industries, LLC

Address: 1475 East El Segundo Boulevard and 1320-1330 East Franklin Steet

Chair Baldino disclosed that he met with the applicant Mark Tellez and his architect David Balian on June 22, 2021, as the applicant inquired why the process was taking so long with the city.

Planning Manager Eduardo Schonborn introduced Project Manager Brad Misner who presented the staff report.

- Planning Commission and staff discussed the proposed Community Benefits Plan and the Smoky Hollow Specific Plan amendment.

Chair Baldino opened public communication.

- Applicant Mark Tellez and architect David Balian were present via teleconferencing to answer any questions.
- David Balian provided context of how height is measured and why the additional flexibility is desired.
- Rafael Pimental Special Representative with the Southwest Regional Council of Carpenters discussed the benefit of hiring local skilled residents to work on the project and suggested to include this requirement as part of the Community Benefit Plan.

Chair Baldino closed public communication.

- Chair Baldino had questions regarding traffic mitigation payment on page 50 for intersection improvements. Mr. Miser stated that all traffic improvements that were identified in the original EIR which calls out total value and fair share.
- Planning Commission further discussed the concerns with the size and scale of the sub area.
- Dais provided consensus to change the maximum building height to 60 feet.
- Commissioner Hoeschler asked when the community benefit street improvements, such as public pedestrian areas will start to get incorporated into the plan and when the residential aspect in Smoky Hollow can be revisited. Principal Planner Paul Samaras stated that at the time the specific plan outreach occurred the residential topic was not one of the key concepts that much interest was expressed in.
- Dais provided consensus to reduce the size of the subzone, such subzone should be east of Oregon Street through Pacific Coast Highway.

MOTION: Approve Resolution No. 2912, 2913, 2914, and 2915 with an amended sub-area.

Moved by Commissioner Keldorf, seconded by Vice Chair Newman Chair Baldino. Motion carried by the following vote (5-0):

Ayes: Baldino, Newman, Keldorf, Maggay and Hoeschler

I. New Public Hearings

4. Pacific Coast Commons Project - Street dedication waiver notice (PS)

Applicant: Nick Browne, representing BRE El Segundo Holdco LLC

Address: 475-629 North Pacific Coast Highway

Principal Planner Paul Samaras presented the power point presentation regarding the redevelopment of the existing surface parking lots and a portion of the Fairfield Inn and Suites Hotel property within the Project site through the adoption of a Specific Plan.

Chair Baldino opened public communication.

- Lionel Yuri applicant representative was present to answer any questions.
- Residents shared their concerns via Zoom regarding the parking waiver for Indiana Street, the proposed area for parking permits, the proposed improvements on Mariposa Street, and with the Vehicle Miles Traveled (VMT) study.
- Residents expressed their support via Zoom for the project.

Chair Baldino closed public communication.

- 10-minute Planning Commission recess.
- Chair Baldino inquired about the dedications on Indiana Street and Palm Avenue. Paul advised that the width of Indiana Street is 26 feet and Palm Avenue is narrower, so the applicant is dedicating 12 feet of their property to potentially help widen the street in the future.
- Chair Baldino inquired about the quantity of water the project would use and how preferential parking zone would come into play. Public Works Director Elias

advised that the infrastructure could accommodate these additional units. He added that parking zones will combat the problem of people parking in areas they are not supposed to as parked cars will need to display a parking permit. Homeowners will be able to obtain parking permits; if no parking permit is displayed, police will be able to issue a citation.

- Commissioner Keldorf inquired if the entrances that lead to the parking structures are gated as it could create queuing problems. Paul advised that they are, and a ticket would be provided upon entering the gate. Lionel clarified that only the exits would be gated if desired by the Commission. Lionel advised that residents will not have to pay for parking as the cost is included in the rent. The commercial units will have a validation system with free parking for the first 1-2 hours. There will be a ticketing system at the parking structure that will allow people to exit, residents will be given a device that automatically activates the arm to open.
- Planning Commission further discussed areas of concern such as the gated entrances, cueing, CCNR's, impact fees, circulation, signage, and if the city has the recreational uses to accommodate new residents the project would bring.
- Dais provided consensus to recommend the below changes to City Council:
 - Right turn only at Palm Avenue.
 - No gates on Mariposa and Palm to enter but provide gates at the exits.
 - Community room to be maintained by the residential owner.
 - Implementation of wayfinding signs directing people to parking.
 - Staff will monitor the development and once 80-90% of the building is occupied staff will bring a staff report back to the Planning Commission that addresses traffic, circulation, and parking impacts. City Attorney Joaquin Vazquez suggests for this to be added to the Development Agreement.

MOTION: Adopt Resolution No. 2905, recommending City Council certify the EIR Environmental Assessment No. EA-1248 for the Pacific Coast Commons Specific Plan and Development Project; adopt Resolution No. 2905, recommending City Council approve General Plan Amendment No. GPA 19-01, Specific Plan No. SP 19-01, Zone Change and Zoning Map Amendment No. ZC 19-01, and Zone Text Amendment No. ZTA 19-08; adopt Resolution No. 2905, recommending City Council approve Development Agreement No. DA 19-02, Subdivision No. SUB 19-03, Site Plan Review No. 19-01, Parking Demand Study, and Waiver of public right-of-way dedications for the Pacific Coast Commons Specific Plan and mixed-use development project; adopt Resolution No. 2906, recommending that the City Council approve modifications to Conditional Use Permit No. 14-01 for the Aloft Hotel; and adopt Resolution No. 2907, recommending that the City Council approve modifications to Conditional Use Permit No. 14-02 for the Fairfield Inn and Suites Hotel; as modified by the Planning Commission with those five conditions previously discussed.

Moved by Chair Baldino, seconded by Commissioner Maggay.

Motion carried by the following vote (5-0):

Ayes: Baldino, Newman, Keldorf, Maggay and Hoeschler

J. New Business:

None.

K. Report from Director of Development Services or designee

Michael Allen informed the Commission that Many Mansions will come back to the Commission addressing affordable housing program. The Housing Element was submitted to HCD and we are waiting to hear back. Lastly the SB9 ordinance will go back to City Council for reintroduction and adoption.

L. Report from the City Attorney's office

None.

M. Planning Commissioner's Comments

Chair Baldino thanked Councilmember Lance Giroux for temporarily reappointing Commissioner Hoeschler until interviews are held again.

N. Adjournment – meeting adjourned at 10:49 pm.
Next regular scheduled meeting for March 10, 2022 at 5:30 pm

Michael Allen, Director of Development Services

Ryan Baldino, Planning Commission



**MINUTES OF THE
EL SEGUNDO PLANNING COMMISSION
Regularly Scheduled Meeting**

November 10, 2022

A. Call to Order

Chair Baldino called the meeting to order at 5:33 p.m.

B. Pledge of Allegiance

Chair Baldino led the pledge.

C. Roll Call

Present: Chair Baldino
Present: Vice Chair Newman
Present: Commissioner Keldorf
Present: Commissioner Hoeschler
Present Commissioner Maggay

D. Public Communications

None.

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

The dais received copies of all three written communications related to item F2, I3, and J4.

F. Consent Calendar

1. Approval of Planning Commission Meeting Minutes:

- August 13, 2015
- August 27, 2015

MOTION: Approve the minutes.

Moved by Vice Chair Newman, second by Commissioner Keldorf.

Motion carried, 5-0, by the following vote:

Ayes: Baldino, Newman, Keldorf, Hoeschler, and Maggay

2. Environmental Assessment No. EA-709 Revision A and Administrative Use Permit No. AUP 06-06 Revision A for Alcohol Service at Sauced BBQ & Spirits Restaurant (JF)

Project Address: 2015 East Park Place

MOTION: Item pulled from consent calendar by Chair Baldino.

G. Call items from Consent Calendar

Item F2.

Planning Technician Jazmin Farias presented the staff report which reviewed the applicants request to expand the areas of on-site sale and consumption of beer, wine, and distilled spirits (Type 47 ABC License) at an existing restaurant (Sauced BBQ & Spirits). The expanded areas consist of two new outdoor recreational areas comprised of a 1,841 square-foot outdoor BOCCE ball court no.1 in the front between the restaurant and parking lot, and a 1,002 square-foot outdoor BOCCE ball court no.2 along the west side of the restaurant.

MOTION: Receive and file the Community Development Director's approval of Environmental Assessment No. EA-709 Revision A and Administrative Use Permit No. AUP 06-06 Revision A

Moved by Chair Baldino, second by Commissioner Maggay.

Motion carried, 5-0, by the following vote:

Ayes: Baldino, Newman, Keldorf, Hoeschler, and Maggay

H. Continued Business—Public Hearing

None.

I. New Public Hearings

3. Assessment No. EA-1332 and Coastal Development Permit No. CDP 22-01 (MB)

Address: 301 Vista Del Mar

Assistant Planner Maria Baldenegro presented the staff report regarding the proposed demolition of boiler units 3 and 4 and associated ancillary equipment and structures at the El Segundo Generating Station. All proposed activities will occur within the property of the power plant.

- Chair Baldino inquired if the resolution contains noise and air quality requirements. Maria advised that the resolution does contain such requirements.
- Planning Manager Eduardo Schonborn explained that every coastal city has a certified local coastal plan may issue their own coastal development permits independently of the coastal commission.

Chair Baldino opened public communication.

- George Piantka represents El Segundo Power (applicant and owner) was present to answer any questions.
- Commissioner Maggay inquired what route the trucks would take. George advised that trucks would go north and use Imperial Hwy.
- Chair Baldino inquired if the project can comply with the ESMC noise ordinance, George states they can and will comply.

Chair Baldino closed public communication.

- Commissioner Hoeschler inquired what the monitoring enforcement will be and what the process will be if there are complaints. Eduardo advised that depending on the type of violation Code Enforcement can get involved.
- Commissioner Hoeschler inquired why this project qualified as an exemption from the CEQA process. Eduardo advised that this project is exempt from the CEQA process because it is an existing structure that is going to be removed and its criteria fits the CEQA exemptions list.

MOTION: Adopt Resolution No. 2917, conditionally approving Environmental Assessment No. Environmental Assessment No. EA-1332 and Coastal Development Permit CDP No. 22-01.

Moved by Commissioner Maggay, second by Hoeschler.

Motion carried, 5-0, by the following vote:

Ayes: Baldino, Newman, Keldorf, Hoeschler, and Maggay

J. New Business

4. Downtown Specific Plan Update Planning Commission Study Session (PS)

Planning Manager Eduardo Schonborn stated that staff's goal is to obtain direction from the Planning Commission and from the public regarding the preliminary concepts that were worked on for Downtown Specific Plan update. A Zoom link was made available for those wishing to participate in the discussion and the login information can be found in the Planning Commission Agenda. Principal Planner Paul Samaras introduced consultant Jamie Williams who led the study session.

Jamie presented the first part of the PowerPoint presentation which touched base on market demand in the downtown districts.

- Commissioner Keldorf inquired how implementing mixed-use in the downtown districts can encourage office use. Jamie advised that the question is tailored for the economist to answer however the amount of office demand for the City of El Segundo is very high even when factoring in the pandemic, hybrid workplaces, and other forces.
- Commissioner Hoeschler inquired if higher density close to the refinery was studied. Jamie advised that it was looked at and if we can create an opportunity that connects it to downtown higher density in that area can work.
- Commissioner Maggay inquired if there is a primary access point and where it would be located. Jamie advised that proposed gateways will be address in the third part of the presentation. These gateways are an opportunity to brand the downtown area as a whole and land use will distinguish the different districts within downtown.

Chair Baldino opened public communication.

- Resident Bridget expressed her support for bike usage infrastructure and for native plants to be planted so the El Segundo Blue Butterfly can return to the city. She added that the native plants do not need fertilizer as they are native to this area.

- Resident Barbara would like to see gardens at the civic center area that require minimal water and attract the El Segundo Blue Butterfly.
- Resident Mark inquired if there are other specific plans that border the downtown area. Chair Baldino stated that only the Smoky Hollow Specific Plan borders some areas of downtown.
- A resident via Zoom inquired if the update is specific to each district or downtown as a whole. Chair Baldino advised that we want to bring more life to the downtown area, however each district has different qualities based on land use and lot size and implementation can be different but having a universal characteristic can tie it all together.
- Resident Monica expressed her support to conserve the El Segundo Blue Butterfly by building and preserving habitat that attracts them. Monica stated that the city should set money and space aside for an endangered species that is named after our city. Chair Baldino asked if there is a size requirement for an area to work. Monica stated that if every other house has it would be enough to attract them and having bushes throughout an entire area in Main Street can get them to come back.

Chair Baldino closed public communication.

Jamie presented the second part of the PowerPoint presentation which touched base on redesigning areas within the civic center district. Areas for redevelopment are the civic center plaza, lawn areas on either the north side or the southwest side of City Hall, and the parking area at the southeast side of City Hall.

- Commissioner Keldorf inquired if the surplus Land Act issue that got in the way of us developing the civic center previously would affect us now. Jamie advised that the community expressed tolerance for building heights in this area and that can allow flexibility for redeveloping. Community Development Director Michael Allen informed that the previous process involved selling the land to a private developer to redevelop. In essence it was going to be a separate development that triggered the surplus land act which required to offer the land for development of affordable housing to anybody who develops affordable housing as a first right of refusal. Secondly there are parks organizations, senior housing organizations that also get first rights of refusal and other contingencies on the land, such as bond debt on the land. Although there is some interest in redeveloping the civic center for the most part these two concepts are what the community prefers.

Chair Baldino opened public communication.

- Resident Chris stated that what he would like to see developed at the civic center plaza depends on how many driving lanes remain on Main Street.
- Resident Marisha via Zoom shared her support for a green space, specifically incorporating native plants and conserving water.
- Resident Mark and Resident Bridget are also in favor of the green space idea.
- Resident Bridget shared suggestions to reduce vehicle usage in the area such as incorporating parking meters, adding more biking lanes, adding drop off locations throughout the city for city shuttles, and advertising the option to utilize dial a ride more.

Chair Baldino closed public communication.

- Commissioner Hoeschler shared his thoughts about incorporating vibrant opportunities like live music to downtown area and stated that reducing driving lanes makes more opportunities for pedestrians.
- Commissioner Maggay and Chair Baldino shared their support for open green space.

Jamie presented the last section of the PowerPoint presentation which touched base on public realm and streetscape improvements such as right of way/infrastructure and analysis on sewer water and public utilities.

- Commissioner Maggay expressed his support for expanding outdoor dining, incorporating a shared bike lane, and stated that incorporating two driving lanes will allow us to use the additional space in better ways.
- Vice Chair Newman shared her support for diagonal parking on Main Street as it contributes to a village type feel.
- Commissioner Keldorf stated that most people do not want paid parking in the city, and she is not opposed to a bike lane if it is safe. She inquired which option is less expensive and how funds would be raised. Michael advised that most of these projects would be funded by state or federal funding, and we can also seek additional tax funds. Jamie advised that it is more expensive to reduce sidewalks.

Chair Baldino opened public communication.

- Residents shared their support for reducing driving lanes and widening sidewalks.

Chair Baldino closed public communication.

Jamie concluded the presentation, thanked the public and commissioners for the input. Staff aims to come back to the commission with an updated specific plan draft in the winter. Jamie advised that the public could continue to provide input by reaching out to planning staff. The PowerPoint, graphs, and illustrations will be published online. The public was encouraged to sign up for city email notifications.

K. Report from Community Development Director or designee

Michael Allen reminded the commissioners of a special planning commission meeting taking place December 15, 2022.

L. Report from City Attorney’s Office

None.

M. Planning Commissioners’ Comments

Commissioner Hoeschler congratulated Chair Baldino and Commissioner Keldorf on their city council campaign. Dais wished everyone a Happy Thanksgiving.

N. Adjournment—the meeting adjourned at 8:03 p.m.

The next meeting is scheduled for December 15, 2022 at 5:30 p.m.

Michael Allen, Community Development Director

Ryan Baldino, Planning Commission Chair



**MINUTES OF THE
EL SEGUNDO PLANNING COMMISSION
Regularly Scheduled Meeting**

December 08, 2022

A. Call to Order

Chair Baldino called the meeting to order at 5:33 p.m.

B. Pledge of Allegiance

Chair Baldino led the pledge.

C. Roll Call

Present: Chair Baldino
Present: Vice Chair Newman
Present: Commissioner Keldorf
Absent: Commissioner Hoeschler
Absent Commissioner Maggay

D. Public Communications

None.

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

The dais received copies of all written communications related to item H.2 and H.3.

F. Consent Calendar

1. Approval of Planning Commission Meeting Minutes:

- October 27, 2022

MOTION: Approve the minutes.

Moved by Vice Chair Newman, second by Commissioner Keldorf.

Motion carried, 3-0, by the following vote:

Ayes: Baldino, Newman, and Keldorf

G. Continued Business—Public Hearing

None.

H. New Public Hearings

- 2. Environmental Assessment No. EA-1331, Conditional Use Permit No. CUP 22- 02, and Adjustment No. ADJ 22-02 (MB)**

Applicant: Stacey Paliombay on behalf of the Lin Family
Address: 206 West Oak Avenue

Assistant Planner Maria Baldenegro presented the staff report regarding a Conditional Use Permit to Install Two Vehicle Lifts Inside a New Two-Car Garage, and an Adjustment to Reduce the Minimum Dimensions Required for Vehicle Lifts for a New Residence Located at 206 West Oak Avenue.

Chair Baldino opened public communication.

- Applicant Stacey Paliombay was present to answer any questions.
- Resident who lives across the street from the development shared her concerns regarding showing, the construction on how it would all impact the neighborhood.

Chair Baldino closed public communication.

MOTION: Adopt Resolution No. 2930, conditionally approving Environmental Assessment No. EA-1331, Conditional Use Permit No. CUP 22-02, and Adjustment No. ADJ 22-02.

Moved by Chair Baldino, second by Commissioner Keldorf.

Motion carried, 3-0, by the following vote:

Ayes: Baldino, Newman, and Keldorf

2. Environmental Assessment No. EA-1323 and Subdivision No. SUB 22-01 for Vesting Tentative Tract Map No. VTTM 83776. (MB)

Applicant: Craig Maples on behalf of Villas on West Palm, LLC c/o Lyle Maul, Manager

Address: 301 and 305 West Palm Avenue

Planning Manager Eduardo Schonborn stated that what is before the commission is the actual subdivision component for an eight-unit condominium project. The Design and actual building itself are not part of the approval as it can be separately approved on its own since it meets all the development code standards.

Chair Baldino disclosed that he had a conversation with Matthew Lubes who lives next door and had question about the project. Chair Baldino sent him the agenda packet.

Assistant Planner Maria Baldenegro presented the staff report regarding Subdivision No. 22-01, to subdivide two existing contiguous lots and create eight new land parcels for eight residential condominium units with subterranean parking at 301 and 305 West Palm Avenue in the Multi-Family Residential (R-3) zone. The site is currently developed with six residential dwelling units, which will be demolished to accommodate the proposed condominium project.

Chair Baldino opened public communication.

- Applicant Craig Maples was present to answer any questions.
- Multiple residents expressed their concerns with the project and requested for the item to not be approved during this meeting as they did not have enough

time to review the plans and come to agreements with the developer.

Chair Baldino closed public communication.

Chair Baldino reinstated that the role of the dais is to rule what is before them which is the subdivision component for an eight-unit condominium project.

MOTION: Adopt Resolution No. 2931, conditionally approving Environmental Assessment No. EA-1323 and Subdivision No. SUB 22-01 for Vesting Tentative Tract Map No. VTTM 83776.

Moved by Vice Chair Newman second by Commissioner Keldorf.

Motion carried, 3-0, by the following vote:

Ayes: Baldino, Newman, and Keldorf

3. Environmental Assessment No. EA-971, Revision A, amending the original approvals to allow for additional emergency backup generators. (BM)

Applicant: Sam Brown, representing Serverfarm, LLC

Project Address: 444 N. Nash Street

Planning Manager Eduardo Schonborn informed Planning Commission of the applicants request to continue the item. One of the agencies who was notified of the amended initial study submitted comments and the consultant is preparing a response to properly address comments.

MOTION: Continue the item to the December 15, 2022, special Planning Commission meeting.

Moved by Chair Baldino, second by Vice Chair Newman.

Motion carried, 3-0, by the following vote:

Ayes: Baldino, Newman, and Keldorf

I. New Business

4. Adopt Amended Bylaws (ES)

Consideration and possible action to amend the Planning Commission Bylaws in accordance with El Segundo Municipal Code § 2-1-8.

Planning Manager Eduardo Schonborn stated that the Planning Commission Bylaws were last amended in 2017, and per City Council direction earlier this year staff has updated bylaws for all boards, committees, and commissions within the City of El Segundo, to ensure consistency with council direction.

- Chair Baldino expressed his concerns regarding the removal of a board member if they are absent three times or more and the proposed new language on section B1 Pg. 87. City Attorney Joaquin Vazquez advised that the new language and old language on pg. 87 can coexist and does not think there is a way around the number of absences or period of time without going back to the council.
- The dais continued to discuss amongst themselves.

MOTION: Adopt Resolution No. 2933 adopting amendments to the Planning Commission bylaws with the modifications as explained in B1.

Moved by Chair Baldino, second by Commissioner Keldorf.

Motion carried, 3-0, by the following vote:

Ayes: Baldino, Newman, and Keldorf

5. Election of Planning Commission Chair and Vice Chair (ES)

MOTION: Vice Chair Newman nominated Michelle Keldorf for Chairperson of the Planning Commission.

Moved by Chair Baldino, second by Commissioner Keldorf.

Motion carried, 3-0, by the following vote:

Ayes: Baldino, Newman, and Keldorf

MOTION: Vice Chair Newman nominated Jay Hoeschler for Vice Chair of the Planning Commission.

Moved by Chair Baldino, second by Commissioner Keldorf.

Motion carried, 3-0, by the following vote:

Ayes: Baldino, Newman, and Keldorf

J. Report from Community Development Director or designee

Community Development Director Michael Allen congratulated Chair Baldino on his election win and commissioner Keldorf for her campaign.

Staff thanked Chair Baldino for his service.

K. Report from City Attorney's Office

City Attorney Vazquez thanked Chair Baldino for his service.

L. Planning Commissioners' Comments

Vice Chair Newman thanked Chair Baldino for his service and congratulated Commissioner Keldorf and Hoeschler.

M. Adjournment—the meeting adjourned at 6:36 p.m.

The next meeting is scheduled for December 15, 2022, at 5:30 p.m.

Michael Allen, Community Development Director

Chair Baldino, Planning Commission Chair



Planning Commission Agenda Statement

Meeting Date: January 12, 2023

Agenda Heading: Continued Public Hearing

Item No.: G.2

TITLE:

Environmental Assessment No. EA-971, Revision A, Amending the Original Approval to Allow for Additional Emergency Backup Generators at 444 N Nash Street

RECOMMENDATION:

1. Continue the item to the January 26, 2023, Planning Commission meeting.
-

BACKGROUND

This item was duly noticed for the December 8, 2022, Planning Commission meeting. An Initial Study/Mitigated Negative Declaration was prepared for the proposed project, which resulted in two comments received by staff from Los Angeles County Sanitation District and Air Quality Management District (AQMD). To allow time to coordinate with AQMD officials and provide responses or modifications, the Planning Commission continued the item to January 12, 2023. The applicant continues to work with AQMD personnel. Thus, to respond to comments and provide the agencies with adequate notice, staff recommends continuing the item to the next Planning Commission meeting scheduled for January 26, 2023.

ORIGINATED BY: Eduardo Schonborn, AICP, Planning Manager *EAS*

REVIEWED BY: Michael Allen, AICP, Community Development Director *MA*

APPROVED BY: Michael Allen, AICP, Community Development Director

ATTACHED DOCUMENT

none



Planning Commission Agenda Statement

Meeting Date: January 12, 2023

Agenda Heading: Public Hearing

Item Number: G.3

TITLE:

An Ordinance Adding Chapter 15-13C (Micro-Unit Regulations) to El Segundo Municipal Code (ESMC) Title 15.

RECOMMENDATION:

1. Adopt Resolution No. 2928, recommending City Council approve adding Chapter 15-13C (Micro-Unit Regulations) to the ESMC.

BACKGROUND:

Micro-unit Definition and Characteristics

Micro-units, sometimes called single-room occupancy units (SROs), are smaller dwelling units, typically 150-400 square feet. They often include shared amenities and communal spaces to make up for the lack of space in individual units. They are typically part of higher density developments and are generally subject to lower parking ratios compared to conventional, larger unit development projects.

Regulatory Framework

The ESMC does not currently address the topic of Micro-Units, and otherwise does not establish any minimum unit sizes. State Law does not require that cities permit/regulate micro-units. However, provided the significantly reduced footprint of a micro-unit, they can provide a more affordable housing option for various population groups as well as a means for making higher density development more feasible in built-out cities with limited housing sites, such as El Segundo. A code amendment would establish minimum unit sizes, permit micro-unit developments subject to a discretionary permit, and establish development standards, location requirements, and/or incentives for these units.

Planning Commission Study Sessions and Subcommittee

The Planning Commission conducted two study sessions to discuss a potential Micro-Unit ordinance on April 28, 2022, and June 23, 2022. On June 23, 2022, the Planning Commission gave general direction to staff and appointed a subcommittee (comprised of Commissioners Keldorf and Hoeschler) to work with staff in drafting a Micro-Unit ordinance. Staff met with the subcommittee twice to review research on Micro-units and discuss potential regulations. In addition, the subcommittee reviewed and commented on draft development standards before staff finalized the ordinance for the full Commission's consideration.

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DISCUSSION

The discussion below summarizes the provisions and standards in the proposed ordinance and explains the reasons for incorporating each provision or standard.

- **Applicability.** The ordinance defines a Micro-unit development as a residential development that contains at least five units that are between 250 and 450 square feet. Units less than 250 square feet are prohibited.

The applicability section establishes which developments are subject to the City's micro-unit regulations. Smaller developments involving fewer than five smaller units would need to comply with the standards of the zoning district where they are proposed.

- **Locations.** Micro-unit developments are permitted in the following zones, overlays, and specific plans:
 1. Multi-family Residential (R-3) Zone
 2. Housing Overlay (HO) District
 3. Mixed-Use Overlay (MU-O) District
 4. Pacific Coast Commons Specific Plan (PCCSP)
 5. Downtown Specific Plan (DSP)

The above-listed overlay districts are currently not part of the Municipal Code or Zoning map. However, they are included in the ordinance in anticipation of implementing the amendments identified in the City's 2021-2029 Housing Element that is pending certification by the California State Department of Housing and Community Development (HCD). Further, the current density limits in the R-3 Zone and the DSP are relatively low, but will increase after certification of the Housing Element and the adoption of the updated DSP. Staff anticipates presenting the amendments and overlays in summer 2023.

- **Unit size.** Micro-units must be at least 250 square feet and must not exceed 450 square feet.

The proposed minimum size reflects the minimum necessary for a unit to be self-sufficient (with its own full bathroom and kitchen). The minimum unit size applies to all residential zones and units even if they are not part of a micro-unit development.

- **Unit mix.** Micro-units may not exceed 25% of the total residential units in a development.

The maximum percentage of micro-units in a residential development is intended to

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reduce the potential over concentration of micro-units and preserve a variety of housing types in any City neighborhood.

- Development Agreement requirement. Micro-unit developments require review and approval of a development agreement when:
 - a) a development exceeds 40 total units, or
 - b) the micro-units in a development exceed 25% of the total residential units
or
 - c) a development does not comply with the limitations and standards in the micro-unit regulations chapter

Micro-unit developments consisting of more than 40 total units benefit substantially from the ability to develop properties at higher densities and providing less parking than other residential developments. In exchange for those benefits, the City can - through the development agreement process - require improvements to public infrastructure, funding for public infrastructure, or other community benefits to minimize potential development impacts and/or improve the quality of life for its residents.

Micro-unit developments consisting of 40 total units or less would not require a use permit or a development agreement. However, they would be subject to a Site Plan Review discretionary application and environmental review pursuant to the California Environmental Quality Act (CEQA). Therefore, for developments that comply with all the micro-unit regulations, the potential negative impacts would be low and a development agreement would be less necessary.

- Operational standards. The operational standards include:
 - a) A requirement for an onsite manager for micro unit developments over a certain size
 - b) a minimum length of stay of 31 days (no short-term rentals)
 - c) an occupancy limit of two persons per unit
 - d) review and approval of a management plan before the City issues building permits or approves a Development Agreement

The above operational standards aim to ensure the quality of life for residents of micro-unit developments, prevent overcrowding, and ensure adequate property maintenance.

- In-unit amenities. The ordinance establishes minimum requirements for the kitchen, bathroom, and storage to make each micro-unit self-sufficient and ensure an adequate living standard for micro-unit residents.

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- Development standards. The development standards include:
 - a) Parking space requirement of 1 space per studio or 1-bedroom unit and 1.5 spaces for 2-bedroom units
 - b) Other parking area standards
 - c) Bicycle parking
 - d) Parking demand study and development agreement requirement for deviations from the required number of parking spaces
 - e) Mobility amenity requirements and incentives will be considered and required for projects as part of parking demand study or development agreement review
 - f) Security

The above development standards reduce parking space requirements and the cost for micro-unit construction, while promoting the use of alternative means of transportation.

- Common onsite amenities.
 - a) Private open space minimum area of 50 square feet
 - b) Common open space minimum of 400 square feet, plus 15 square feet per unit above 30
 - c) Common indoor space 10 square feet per unit with a minimum of 200 square feet
 - d) Minimum laundry facilities of one washer and dryer per 10 units

The above common onsite amenities help ensure that micro-unit developments are afforded a minimum amount of recreational space and other amenities onsite to augment the minimal living space provided.

- Design.
 - a) Unit configuration to facilitate future combination into larger units
 - b) Minimum ceiling height of nine feet
 - c) Must have direct access to natural light via openings, including windows doors and skylights
 - d) Minimum window size equal to 15 percent of floor area
- The design standard regarding unit configuration will provide property owners flexibility to potentially combine micro-units into larger units in the future if needed due to changes in market conditions. The standards regarding ceiling height, access to natural light, and window size will help increase the perceived size and livability of micro-units.

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- Prohibition of condominium subdivisions.

Prohibiting condominium subdivisions for the micro-units in residential developments, will help preserve rental units in the city, which are naturally more affordable than for-sale condominium units.

Zone Text Amendment Findings

Pursuant to ESMC § 15-27-3, the Planning Commission must make the following findings to recommend approval of zone text amendment:

1. *That the amendment is consistent with the General Plan.*

The zone text amendment is consistent with and implements several Housing Element goals and programs. Specifically, the zone text amendment is consistent with Goal No. 4 to remove governmental constraints on housing development, in that it will remove development restrictions that limit the number of affordable housing units that can be produced in the City. In addition, the zone text amendment is consistent with Goal No. 2 to provide sufficient new, affordable housing opportunities in the City. Further, the Ordinance is consistent with Program 7e, (Zoning Revisions) to consider an amendment to the ESMC to establish regulations for Single Room Occupancy (SRO) or Micro-unit Housing.

2. *The amendment is necessary to serve the public health, safety, and general welfare.*

The zone text amendment will facilitate the construction of smaller unit types resulting in more affordable housing units ranging from 250 to 450 square feet, which will meet the needs of certain groups with special requirements, including the needs of lower and moderate- income households as identified in the 2021-2029 Housing Element.

ENVIRONMENTAL REVIEW

The zone text amendment is exempt from further review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines § 15061(b)(3)), because it consists only of minor revisions to existing zoning regulations and related procedures and does not have the potential for causing a significant effect on the environment.

CONCLUSION

The proposed micro-unit regulations intend to provide an alternative affordable housing type in the City while addressing potential negative impacts and ensuring that the City and the community benefit from the approval and construction of micro-unit developments. The proposed ordinance is consistent with the direction previously

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provided by the Planning Commission and the Commission subcommittee. Staff recommends that Planning Commission adopt the attached resolution recommending City Council approve adding Chapter 15-13C (Micro-Unit Regulations) to the municipal code.

PREPARED BY: Paul Samaras, AICP, Principal Planner 
REVIEWED BY: Eduardo Schonborn, AICP, Planning Manager 
APPROVED BY: Michael Allen, AICP, Community Development Director 

ATTACHED SUPPORTING DOCUMENTS:

1. Draft resolution
 - a. Draft ordinance

RESOLUTION NO. 2928

A RESOLUTION RECOMMENDING THAT THE CITY COUNCIL APPROVE ENVIRONMENTAL ASSESSMENT NO. EA-1315 AND ZONE TEXT AMENDMENT NO. ZTA 21-05 ADDING CHAPTER 15-13C (MICRO-UNITS) TO THE EL SEGUNDO MUNICIPAL CODE TITLE 15 (ZONING CODE).

The Planning Commission of the City of El Segundo does resolve as follows:

SECTION 1: The Planning Commission finds and declares that:

- A. The State Legislature has declared that the lack of housing, including providing for a variety of housing types for all income levels and special needs groups, is a critical problem that threatens the economic, environmental, and social quality of life in California.
- B. Government Code Section 65583 requires that the City's Housing Element address governmental constraints to the development of housing, including providing for a variety of housing types for all income levels.
- C. The City Council of the City of El Segundo adopted the City's 2021-2029 Housing Element on February 1, 2022.
- D. Program 8 of the City's 2021-2029 Housing Element provides that the City will establish regulations for micro-units.
- E. On October 7, 2021, the City initiated an application for Environmental Assessment No. EA 1315 and Zone Text Amendment No. ZTA 21-05 to add chapter 15-35 to the ESMC implementing micro-unit development regulations;
- F. On April 28, 2022 and June 23, 2022, the Planning Commission held study sessions to receive public testimony and provide direction to staff on drafting a micro-unit ordinance. The Planning Commission appointed a subcommittee of two Commissioners to work with staff on drafting an ordinance.
- G. The City reviewed the project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, *et seq.*, the "CEQA Guidelines");
- H. On January 12, 2023, the Planning Commission held a duly noticed public hearing to receive public testimony and other evidence regarding the proposed ordinance, including, without limitation, information provided to the Planning Commission by City staff and public testimony; and,

- I. This Resolution and its findings are made based upon the evidence presented to the Commission at its January 12, 2023, hearing including, without limitation, the staff report submitted by the Community Development Department and the totality of the evidence in the administrative record.

SECTION 2: *Factual Findings and Conclusions.* The Planning Commission finds, without limitation, that the proposed Zone Text Amendment ordinance ("Ordinance") to add ESMC Chapter 15-13C (Micro-Units) will amend the City's municipal code to establish:

- A. a minimum unit size in the City's residential zones;
- B. a definition for Micro-Unit developments;
- C. development, design, and operational standards; and
- D. ministerial and discretionary review and approval processes for micro-unit developments.

SECTION 3: *General Plan Consistency Findings.* As required under Government Code § 65454 the proposed Ordinance is consistent with the City's General Plan as follows:

- A. The proposed zone text amendment is consistent with the Housing Element goals, objectives and policies. Specifically, the zone text amendment is consistent with Goal No. 4 to remove governmental constraints on housing development, in that it will remove development restrictions that limit the number of affordable housing units that can be produced in the City. In addition, the zone text amendment is consistent with Goal No. 2 to provide sufficient new, affordable housing opportunities in the City. Further, the Ordinance is consistent with Program 7e, (Zoning Revisions) to consider an amendment to the ESMC to establish regulations for Single Room Occupancy (SRO) or Micro-unit Housing.

SECTION 4: *Zone Text Amendment Findings.* In accordance with ESMC § 15-27-3 and based on the findings set forth in Section 3, the proposed amendment is consistent with the goals, policies, and objectives of the ESMC as follows:

- A. The amendment is consistent with the General Plan, in that it is consistent with and implements several Housing Element goals and programs as set forth in Section 3 above.
- B. The amendment is necessary to serve the public health, safety, and general welfare in that it will facilitate the construction of new affordable housing units ranging from 250 to 450 square feet, which will meet the needs of certain groups with special requirements, including the needs of lower and moderate- income households as identified in the 2021-2029 Housing Element.

SECTION 5: *Environmental Assessment.* Based on the facts set forth in Section 2, the City Council finds that the Ordinance is exempt from the California Environmental Quality Act (“CEQA”) (Pub. Resources Code, § 21000 et seq.) pursuant to CEQA Guidelines § 15061(b)(3)), because it consists only of minor revisions to existing zoning regulations and related procedures, and, therefore, it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment. Furthermore, the Ordinance does not approve any specific project, and City staff will conduct discrete environmental review for any project proposed under this Ordinance’s provisions.

SECTION 6: *Recommendations.* The Planning Commission recommends that the City Council adopt the Ordinance attached as Exhibit “A” which would implement the Zone Text Amendment.

SECTION 7: *Reliance on Record.* Each and every one of the findings and determination in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the Planning Commission in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 8: *Limitations.* The Planning Commission’s analysis and evaluation of the project is based on information available at the time of the decision. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. In all instances, best efforts have been made to form accurate assumptions.

SECTION 9: This Resolution will remain effective unless and until superseded by a subsequent resolution.

SECTION 10: The Commission secretary is directed to mail a copy of this Resolution to any person requesting a copy.

PASSED AND ADOPTED this 12th day of January 2023.

Chair
City of El Segundo Planning Commission

ATTEST:

Michael Allen, Secretary and
Community Development Director

- Newman -
- Keldorf -
- Hoeschler -
- Maggay -

APPROVED AS TO FORM:
Mark D. Hensley, City Attorney

By: _____
Joaquin Vazquez, Deputy City Attorney

ORDINANCE NO. ____

AN ORDINANCE ADDING CHAPTER 15-13C (MICRO-UNITS) TO EL SEGUNDO MUNICIPAL CODE TITLE 15 TO IMPLEMENT THE 2021-2029 EL SEGUNDO HOUSING ELEMENT

The City Council of the city of El Segundo does ordain as follows:

SECTION 1: The City Council finds and declares as follows:

- A. The State Legislature has declared that the lack of housing, including providing for a variety of housing types for all income levels and special needs groups, is a critical problem that threatens the economic, environmental, and social quality of life in California.
- B. Government Code Section 65583 requires that the City’s Housing Element address governmental constraints to the development of housing, including providing for a variety of housing types for all income levels.
- C. The City Council of the City of El Segundo adopted the City’s 2021-2029 Housing Element on February 1, 2022.
- D. Program 8 of the City’s 2021-2029 Housing Element provides that the City will establish regulations for micro-units.
- E. On June 23, 2022, the Planning Commission held a study session to receive public testimony and provide direction to staff on drafting a micro-unit ordinance. The Planning Commission appointed a subcommittee of two Commissioners to work with staff on drafting the proposed ordinance (“Ordinance”).
- F. On January 12, 2023, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the Ordinance and adopted Resolution No. 2928 recommending that the City Council introduce and adopt the micro-unit Ordinance.

SECTION 2: *Factual Findings and Conclusions.* The City Council finds that introducing and adopting the Ordinance will amend the City’s municipal code to establish:

- A. a minimum unit size in the City’s residential zones;
- B. a definition for Micro-Unit developments;
- C. development, design, and operational standards; and

- D. ministerial and discretionary review and approval processes for micro-unit developments.

SECTION 3: General Plan Findings. As required under Government Code § 65855 the proposed Ordinance is consistent with the City’s General Plan as follows:

- A. The proposed zone text amendment is consistent with the Housing Element goals, objectives and policies. Specifically, the zone text amendment is consistent with Goal No. 4 to remove governmental constraints on housing development, in that it will remove development restrictions that limit the number of affordable housing units that can be produced in the City. In addition, the zone text amendment is consistent with Goal No. 2 to provide sufficient new, affordable housing opportunities in the City. Further, the Ordinance is consistent with Program 7e, (Zoning Revisions) to consider an amendment to the ESMC to establish regulations for Single Room Occupancy (SRO) or Micro-unit Housing.

SECTION 4: Zone Text Amendment Findings. In accordance with ESMC § 15-27-3, the Planning Commission finds that:

- A. The amendment is consistent with the General Plan, in that it is consistent with and implements several Housing Element goals and programs as set forth in Section 3 above.
- B. The amendment is necessary to serve the public health, safety, and general welfare in that it will facilitate the construction of new affordable housing units ranging from 250 to 450 square feet, which will meet the needs of certain groups with special requirements, including the needs of lower and moderate- income households as identified in the 2021-2029 Housing Element.

SECTION 5: Environmental Assessment. Based on the facts set forth in Section 2, the City Council finds that the Ordinance is exempt from the California Environmental Quality Act (“CEQA”) (Pub. Resources Code, § 21000 et seq.) pursuant to CEQA Guidelines § 15061(b)(3)), because it consists only of minor revisions to existing zoning regulations and related procedures, and, therefore, it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment. Furthermore, the Ordinance does not approve any specific project, and City staff will conduct discrete environmental review for any project proposed under this Ordinance’s provisions.

SECTION 6: ESMC Subsection 15-4A-6(F) regarding the R-1 zone Floor Area Ratio for lots wider than 25 feet is amended to read as follows:

- F. **Minimum Unit Size and** Floor Area Ratio:

The minimum dwelling unit size shall be 250 square feet and the floor area ratio shall be as follows:

1. The maximum total building area on the lot shall not exceed an overall floor area ratio (FAR) of 0.60. There is no minimum building size.
2. The maximum FAR for the second floor of the primary structure shall not exceed 0.25.
3. In calculating the overall FAR, floor area is measured to the interior of a building's perimeter walls and shall include all floors of the primary dwelling (i.e., main structure), attached and detached accessory dwelling units, habitable attic space, accessory buildings, and balconies, decks, verandas and porches.
4. Areas where the vertical measurement between the floor and ceiling directly above is fourteen feet (14') or more shall be counted on both the first and second stories for FAR calculations (areas such as rotundas, spaces with vaulted ceilings, and other similar areas with volume).
5. Stairs and elevators are counted once and are applied to the first floor.
6. For purposes of calculating floor area, the following are not included:
 - a. Basements as defined in section [15-1-6](#) of this title;
 - b. Up to five hundred (500) square feet of interior floor area of an attached or detached garage;
 - c. Detached accessory structures measuring not more than one hundred twenty (120) square feet;
 - d. Up to five hundred (500) square feet cumulative of first floor decks, verandas and porches, covered or uncovered, attached or detached, and at least thirty inches (30") in height (as measured from adjacent grade to the walking surface), provided that the deck, veranda or porch is at least fifty percent (50%) open on the sides.
 - e. Second floor balconies and decks that are not covered.
 - f. Up to twelve (12) square feet of second floor decks and balconies that are covered by roof, lattice, or trellis.
 - g. The area of decks, balconies, verandas or porches covered by eave projections up to eighteen inches (18").
7. In cases of uncertainty or ambiguity, the director will determine whether an area is counted toward FAR.

SECTION 7: ESMC Subsection 15-4A-6-1(F) regarding the R-1 zone Building Area for lots 25 feet wide or less is amended to read as follows:

F. ~~Building Area: No minimum requirement.~~ **Minimum Unit Size:**

The minimum dwelling unit size shall be 250 square feet.

SECTION 8: ESMC Subsection 15-4B-6(F) regarding the R-2 zone Building Area is amended to read as follows:

F. ~~Building Area: No minimum requirement.~~ **Minimum Unit Size:**

The minimum dwelling unit size shall be 250 square feet.

SECTION 9: ESMC Subsection 15-4C-5(F) regarding the R-3 zone Building Area is amended to read as follows:

F. ~~Building Area: The minimum lot area per dwelling unit shall be as follows:~~ **Minimum Unit Size and Density:**

The minimum dwelling unit size shall be 250 square feet and the density shall be as follows:

1. On property of ~~fifteen thousand (15,000)~~ square feet or less in size, one unit for every ~~one thousand six hundred thirteen (1,613)~~ square feet of lot area is allowed. A fraction of a lot greater than ~~one thousand seventy five (1,075)~~ square feet will allow an additional unit.
2. On property greater than ~~fifteen thousand (15,000)~~ square feet in size, one ~~(1)~~ unit for every ~~two thousand four hundred twenty (2,420)~~ square feet of lot area is allowed. A fraction of a lot greater than ~~one thousand six hundred thirteen (1,613)~~ square feet will allow an additional unit.

SECTION 10: A new Chapter 15-13C (Micro-Units) is added to ESMC Title 15 to read as follows:

**CHAPTER 15-13C
Micro-Units**

- 15-13C-1: Purpose**
- 15-13C-2: Applicability; Locations**
- 15-13C-3: Unit size; Unit size mix**
- 15-13C-4: Concentration; Unit mix**
- 15-13C-5: Development agreement required**
- 15-13C-6: Operational standards**
- 15-13C-7: In-unit amenities**
- 15-13C-8: Development standards**
- 15-13C-9: Common onsite amenities**
- 15-13C-10: Design standards**
- 15-13C-11: Prohibition of condominium subdivisions**
- 15-13C-12: Development impact mitigation fees**
- 15-13C-13: Administration and enforcement**

15-13C-1: Purpose

It is the purpose of this chapter to encourage the production of a more diverse housing stock and more affordable housing options. In enacting this chapter, it is also the intent

of the City to implement the goals, objectives, and policies of the Housing Element of the City's General Plan.

15-13C-2: Applicability; Locations

- A. Housing developments containing 5 or more units 250 to 450 square feet shall be considered "Micro-Unit developments" and be subject to the standards in the underlying zoning district, specific plan or overlay and the standards in this chapter. If the standards in this chapter conflict with the underlying zoning, the standards in this chapter will take precedence. Housing developments containing fewer than 5 units 250 to 450 square feet shall not be considered Micro-Unit developments and shall be subject only to the standards in the underlying zoning district, specific plan or overlay.
- B. Micro-Unit developments are permitted in the following zones, overlays, specific plans, and other locations that the City Council may designate:
 - 1. Multi-family Residential (R-3) Zone
 - 2. Housing Overlay (HO) District
 - 3. Mixed-Use Overlay (MU-O) District
 - 4. Pacific Coast Commons Specific Plan (PCCSP)
 - 5. Downtown Specific Plan (DSP)

15-13C-3: Unit size; Unit size mix

- A. *Unit size.* Each unit must be at least 250 square feet in floor area but cannot exceed 450 square feet in floor area.
- B. *Unit size mix.* 50% of the micro-units in a project must be at least 350 square feet in floor area.

15-13C-4: Concentration; Unit mix

A maximum 25% of residential units in a development may be micro-units, unless otherwise agreed to via development agreement under section 15-13C-6.

15-13C-5: Development agreement required

- A. A development agreement pursuant to Government Code § 65854 et seq. is required for a micro-unit development proposing more than 40 total units or in excess of the 25% micro-unit limit set forth in section 15-13C-4. The foregoing notwithstanding, no development may not exceed a maximum of 75% micro-units of the total number of residential units in a development.

- B. A development agreement is required for projects with 40 or fewer total units that do not comply with the required standards, amenities, or unit mix specified in this chapter.
- C. The Community Development Director, or designee, may require the person requesting the development agreement to include reasonable information or documentation as part of the development agreement application process.

15-13C-6: Operational standards

Projects subject to this chapter must comply with this section's operational standards, unless otherwise provided in a development agreement pursuant to section 15-13C-6:

- A. Onsite manager required for projects pursuant to California Code of Regulations Title 25 section 42.
- B. The minimum length of stay shall be 30 days; short-term rentals are prohibited.
- C. Occupancy is limited to two persons, not including children up to three years of age.
- D. A management plan must be submitted to the Community Development Director before the City issues building permits or before a development agreement is approved for review and approval and must, without limitation, provide for the following:
 - 1. Security;
 - 2. Rental periods;
 - 3. Tenant screening and residency requirements;
 - 4. Parking; and
 - 5. Occupancy limits.

15-13C-7: In-unit amenities

Each micro-unit must contain the following amenities, unless otherwise provided in a development agreement pursuant to section 15-13C-6:

- A. One kitchen in every unit, including the following minimums:
 - 1. 30-inch sink;
 - 2. 18-inch by 24-inch counter;
 - 3. Stove and/or oven feature;
 - 4. 24-inch wide, full height refrigerator; and
 - 5. Microwave

B. One bathroom, including the following minimums:

1. Toilet;
2. Sink; and
3. Bathtub or shower.

C. A minimum 48 square feet of storage space in a closet.

15-3C-8: Development standards

Projects subject to this chapter must comply with this section's development standards for micro-units, unless otherwise provided in a development agreement pursuant to section 15-13C-6:

A. Vehicle parking. One space for studio and one-bedroom units or 1.5 spaces for two-bedroom units.

B. Other parking standards in Chapter 15-15 (Off-street parking)

C. Bicycle parking – 1 rack (two-bike capacity) for every 3 units

D. Deviation from parking standards. Any person requesting deviation from the vehicle parking requirements in section 15-3C-9 must submit a parking demand study and Transportation Demand Management (TDM) program to the City with its development agreement application, or at a later time, for review and approval by the Community Development Director or designee. The Community Development Director or designee will consider the following mobility amenities and incentives in reviewing the TDM program and proposed deviations from the parking requirements in this section:

1. Bicycle parking/storage beyond minimum code requirements;
2. Onsite bike-share station;
3. Onsite car-share stop;
4. Shuttle service to major hubs;
5. Onsite childcare service;
6. Subsidized transit passes for residents;
7. Unbundling parking spots from the regular rent; or
8. Use of point system or consideration of proximity to public transit.

E. Security.

1. Minimum lighting of 1.25 foot-candles is required in all parking areas.
2. Projects must comply with all applicable security code provisions in this code.

15-13C-9: Common onsite amenities

- A. *Private Open Space*. All units must have a minimum of 50 square feet of private open space.
- B. *Common Open Space*. There must be a minimum of 400 square feet of common open space for the first 30 project units overall, plus 15 square feet per each unit above the first 30 project units.
- C. *Common Indoor Space*.
 - 1. Projects must include common indoor space equal to at least the greater of 10 square feet per unit or 200 square feet.
 - 2. Common indoor space must consist of the following amenities:
 - a. Communal kitchen. Projects with more than 30 units must incorporate at least one common full kitchen and
 - b. Multipurpose space. Projects must incorporate multipurpose space on each floor that may include any of the following:
 - i. Office/meeting room;
 - ii. Fitness room/gym;
 - iii. Game/craft room;
 - iv. Living room; or
 - v. Other similar uses.
 - 3. Required common indoor space excludes janitorial storage, laundry facilities, and common hallways.
- D. *Laundry*. Projects must provide one washer and dryer per 10 units or fraction thereof.

15-13C-10: Design Standards

Projects subject to this chapter must comply with the following design standards, unless otherwise provided in a development agreement pursuant to section 15-13C-6:

- A. *Unit configuration*. Project configuration must facilitate the future combination of micro-units into larger units.
- B. *Ceiling height*. Micro-unit ceiling height must be at least nine feet.
- C. *Access to natural light*. Micro-units must have direct access to natural light.

D. *Window size.* The total square-foot area of windows in a micro-unit must equal at least 15% of the unit's floor area.

15-13C-11: Prohibition of condominium subdivisions

The subdivision or individual sale of micro-units is prohibited.

15-13C-12: Development impact mitigation fees

Micro-units are subject to the same development impact mitigation fees as other multi-family residential units.

15-13C-13: Administration and enforcement.

- A. The City Council may establish fees by resolution for the City's ongoing administration of this chapter.
- B. The Community Development Director, or designee, may promulgate regulations to facilitate the City's ongoing administration of this chapter, and such regulations will become effective upon publication on the City's website.

SECTION 11: *Electronic Signatures.* This Ordinance 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 12: *Construction.* This Ordinance must be broadly construed to achieve the purposes stated in this Ordinance. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 13: *Severability.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 14: *Recordation.* The City Clerk, or designee, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 15: Effective Date. This Ordinance will become effective 30 days following its passage and adoption.

PASSED AND ADOPTED this ___ day of _____, 2023.

Drew Boyles, Mayor

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF EL SEGUNDO)

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. _____ was duly introduced by said City Council at a regular meeting held on the ___ day of _____ 2023, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ___ day of _____, 2023, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tracy Weaver, City Clerk

2023 Planning Commission Forecast

2023 PC Date	Project	Planner
1/12/2023	EA-1330: Discuss scope of SHSP amendment	Paul & MIG
	EA-1311: micro unit ordinance	Paul
	EA-971, Revision A: Increase the total number of allowable generators from 14 to 15 at 444 Nash	Eduardo
1/26/2023	EA-1230: Zoning Code Clean-up (Residential)	Paul
2/9/2023	EA-1230: Zoning Code Clean-up (Non-Residential)	Paul
	EA-1337: AUP for onsite alcohol at restaurant (Pizza Time, 150 S PCH)	Jazmin
2/23/2023	EA-1230: Zoning Code Clean-up (Other Standards)	Paul
	Annual General Plan Housing Element progress report	Paul
3/9/2023		
3/23/2023		
4/13/2023		
4/27/2023		
5/11/2023		
5/25/2023		
6/8/2023		
6/22/2023		
7/13/2023		
7/27/2023		
8/10/2023		
8/24/2023		
9/14/2023		
9/28/2023		
10/12/2023		
10/26/2023		
11/9/2023		
11/23/2023	cancel for Thanksgiving Holiday	
12/14/2023	Election of PC Chair and Vice Chair	Eduardo
	State Legislation ZTA Clean Up	
12/28/2023	Possible cancellation	