

**REGULAR MEETING OF THE CITY OF
COSTA MESA PLANNING COMMISSION**

July 14, 2014

These meeting minutes represent an "action minute" format with a concise summary of the meeting. A video of the meeting may be viewed on the City's website at www.costamesaca.gov or purchased on DVD upon request.

City Attorney Yolanda Summerhill led in the Pledge of Allegiance.

ROLL CALL:

Present: Chair Jim Fitzpatrick
Vice-Chair Robert Dickson
Commissioner Colin McCarthy
Commissioner Jeff Mathews
Commissioner Tim Sesler

Staff: Jerry Guarracino, Interim Assistant Development Services Director
Yolanda Summerhill, Planning Commission Counsel
Greg Palmer, Acting City Prosecutor
Bart Mejia, Parks Project Manager
Minoo Ashabi, Principal Planner
Mel Lee, Senior Planner
Jon Neal, Code Enforcement Officer
Mandy Wadsworth, LEX Court Reporter
Martha Rosales, Recording Secretary

PUBLIC COMMENTS

Teresa Drain, Costa Mesa resident, asked the Commission to work with OCTA and consider adding bus turnouts to bus stops that did not have them to ensure that traffic flows accordingly.

PLANNING COMMISSIONER COMMENTS AND SUGGESTIONS

Commissioner McCarthy encouraged everyone to go to the Orange County Fair. Regarding the City Council-Planning Commission Study Session, he volunteered to work with staff on the Minor Conditional Use Permit project to come up with more issues regarding said topic.

Vice-Chair Dickson asked how bus cut-outs on new developments were handled. Parks Project Manager Bart Mejia explained that Master Plan of Streets and existing right-of-ways on new projects were reviewed on a case-by-case basis by staff to determine if it is necessary to dedicate additional right-of-way for street improvements including bus turnouts.

Commissioner Sesler reported on the Concerts in the Park series held on Tuesdays in July at Fairview Park. He also encouraged the public to visit the City's website and check out the 38-page report from Public Services to learn more about construction projects going on in the City.

CONSENT CALENDAR:

1. Minutes for the meeting of June 23, 2014.
2. Code Enforcement Update

MOTION: Approve both Consent Calendar items. Moved by Commissioner McCarthy, seconded by Vice-Chair Dickson.

The motion carried by the following roll call vote:

Ayes: Fitzpatrick, Dickson, McCarthy, Mathews, Sesler
Noes: None
Absent: None
Abstained: None

Chair Fitzpatrick moved New Business Item No. 2 to the top of the Agenda.

NEW BUSINESS ITEMS:

- 2. Informational presentation by Orange Coast College (OCC) regarding their Vision 2020 Master Plan and associated Program Environmental Impact Report (PEIR). The College is the Lead Agency for this project and not the City of Costa Mesa. The presentation is to provide information to the community outreach effort during the public comment period for the PEIR. The Planning Commission will not be taking any action on this project. Three representatives from the College will be presenting or available to answer questions about the project including: Dennis R. Harkins, Ph.D., President; Richard T. Pagel, Ed.D., Vice President Administrative Services; and Mike Carey, LEED AP, Sustainability Coordinator.**

Interim Assistant Development Services Director Jerry Guarracino thanked Orange Coast College staff for providing information regarding their Vision 2020 Master Plan and Program Environmental Impact Report (PEIR) that was being circulated for review and comments. He announced that the Planning Commission would not be taking action on the item and if the public wanted their comments to be included as part of the public record for the PEIR, they would need to attend the July 15th Informational Meeting or submit their comments in writing to the District Office during the comment period.

Dr. Dennis R. Harkins thanked the Commission for the opportunity and gave his presentation. He reported that the Orange Coast College Vision 2020 meeting on July 15, 2014 would begin at 6 p.m. in the library and the CEQA (California Environmental Quality Act) meeting for the environmental study would follow at 7 p.m. Dr. Harkins stated the CEQA public comment period ended on Friday, August 1, 2014. He gave directions for getting to the library, provided website addresses – www.cccd.edu/news/publications.aspx and www.orangecoastcollege.edu and stated their EIR was also posted on Costa Mesa’s website (www.costamesaca.gov).

At the request of Chair Fitzpatrick Mr. Mike Carey provided an overview of the remodel/expansion for the Orange Coast College Recycling Center.

Chair Fitzpatrick reminded the public that the Planning Commission would not be taking action on the matter and any comments from the public would not be part of the public record.

PUBLIC COMMENTS

Teresa Drain, Costa Mesa resident, asked to view the site plan. She commented on Building F (renamed “OCC Village”), relocating the mixed-use building (3-story retail specialty hotel building) closer to the sports fields and the dormitories to accommodate outside students which she said was against the Community College Charter.

Jay Humphrey, Costa Mesa resident, hoped the City would appropriately mitigate any impacts that construction and subsequent facilities created for Costa Mesa in an effort to

protect its neighborhoods, residents and travelers. Mr. Humphrey addressed concern with the Orange Coast College Community Meeting coinciding with the Council Meeting and asked that the College finds ways to prevent timing conflicts.

Beth Refakes, East Side resident, was happy with the improvements to the Recycling Center and that the Captain's Table was going to expand and open as a restaurant. She addressed traffic concerns and asked that Council meetings be taken into consideration when the College schedules community meetings.

PUBLIC HEARINGS:

- 1. **Application No.** PA-14-15 & PM 2014-15
Applicant: Thomas St. Clair
Site Address: 270 Palmer Street
Zone: R2-MC
Project Planner: Mino Ashabi
Environmental Determination: Exempt-per Section 15303 New Construction or Conversion of Small Structures and 15315 Minor Land Divisions

Description:

- 1. Design Review to construct two, 2-story, detached residential units on a 7,705 square foot lot, and a minor modification to reduce side yard setback (5 feet required, 4 feet proposed).
- 2. Tentative Parcel Map for subdivision of the property into two, fee simple lots, in accordance with the standards of the small lot subdivision ordinance.

Mino Ashabi, Principal Planner, reported the item was continued from the June 9th meeting due to the Commission's request for additional information on the landscape/fence plan, pedestrian access from Palmer Street, alley access to the rear unit and exterior elevations. Ms. Ashabi summarized the staff report and stated the project met the requirements of the Small Lot Subdivision Ordinance, R2-MD zoning standards and the recommendations of the Residential Design Guidelines.

Chair Fitzpatrick said he did not see a condition for the tree removal. Ms. Ashabi referred him to Condition No. 20 on handwritten Page 14. Chair Fitzpatrick stated tree removals fell under the purview of the Parks & Recreation Committee (PRC) and there was a requirement when removing a tree to replace it with another. He asked Mr. Mejia to think of how the PRC would handle Condition No. 20 and introduce language pertaining to it. Ms. Ashabi reported that an inspection revealed the tree was not in the public right-of-way so only the trees within the private property would be replaced.

Applicant Thomas St. Clair with Rincon Realty Group had read the Conditions of Approval and was in agreement. Mr. St. Clair took the Commission through a Power Point presentation of the project concerns and changes. Mr. St. Clair believed in detached products vs. attached – he wanted the homes to be for sale, owner-occupied.

PUBLIC COMMENTS

Garth Holbrook, Costa Mesa resident, was very pleased with the project and did not have a problem with the setback going from 5 feet to 4 feet. The rental property had been maintained at a less than acceptable standard for the past 10 years so even though it would be a little crowded, it was going to be exciting to have permanent homeowners taking pride in their property for the first time in a long time. Mr. Holbrook

stated the City had removed two trees from his front yard without any problem; removing the tree which is on the nuisance list should not be a problem.

Peter Boyd, Costa Mesa resident, expressed appreciation for reorienting the property with regards to the tree. Mr. Boyd walked his children to school every day and knew the tree was in the public right-of-way - removing the tree was going to make a huge difference. Mr. Boyd thanked the Commission for their careful deliberation and said the modified project was far superior to what was originally proposed.

The Commission felt the process produced a better project and enthusiastically supported the project

MOTION: Approve PA-14-15 and PM-2014-125 for a two-unit residential development at 270 Palmer Street, based on the evidence of the record, findings set forth in Exhibit A and subject to the Conditions set forth in Exhibit B including Supplemental Planning Commission Memorandum dated July 10, 2014. Moved by Commissioner McCarthy, seconded by Commissioner Mathews with comment.

Chair Fitzpatrick asked if Recommendation No. 1 (CEQA findings) had to be part of the motion. Staff confirmed that the CEQA findings had to be part of the motion.

Commissioner McCarthy added the inclusion of Recommendation No. 1 – find that the project is exempt from further CEQA review per Section 15303 New Construction or Conversion of Small Lot Structures and Section 15315 Minor Land Division. The second of the motion (Commissioner Mathews) agreed to the addition. (PC Resolution 14-33).

Commissioner Mathews thanked the applicant for working with the neighbors and staff and bringing forward a high quality design.

The motion carried by the following roll call vote:

Ayes: Fitzpatrick, Dickson, McCarthy, Mathews, Sesler
Noes: None
Absent: None
Abstained: None

The Chair explained the appeal process.

2. **Application No.:** PA-88-134 A2
Applicant: Dennis Flynn Architects
Site Address: 2600 Harbor Boulevard
Zone: C1
Project Planner: Mel Lee
Environmental Determination: Exempt- per Section 15332 In-fill Development

Description:

1. Second amendment to Planning Application PA-88-134 for the Orange Coast Buick/GMC/Cadillac dealership to construct a 34,000 square foot second floor parking deck over a portion of the previously permitted 52,779 square foot automotive dealership building, as well as a portion of the proposed parking lot, for storage of vehicle inventory.
2. Administrative adjustment to deviate from rear yard setback requirements for the proposed second floor parking deck (50-foot rear yard setback required; 32-foot setback proposed). A previous variance for a 0 foot rear setback was approved

under PA-88-134. A 32-foot rear yard setback for the dealership building was approved under PA-88-134 A1.

Mel Lee, Senior Planner, presented the staff report. Staff recommended approval of the application but if the Planning Commission denied the second amendment request, the applicant would not be able to submit an application of the same type for six months. The applicant would be allowed to continue construction of the new dealership building without the deck as approved under the first amendment by the Zoning Administrator in October 2013. Mr. Lee reported that 5 pieces of correspondence were received by residents along Princeton expressing opposition to the approval of the proposed deck for the development.

Mr. Lee provided an explanation of Page 6 regarding setbacks as well as what could the dealership do regarding the deck in its ability as a matter of right vs. discretionary. Commissioner McCarthy struggled to understand how in 1988 the Planning Commission made findings to support a variance for a 0-foot setback between a commercial space and a residential neighborhood.

Dennis Flynn with Dennis Flynn Architects, applicant, had read the Conditions of Approval and was in agreement with them. Mr. Flynn thanked staff and Mr. Lee for presenting their project in a professional manner. He reported they wanted to be good neighbors and that staff was on hand to answer any questions.

Mr. Flynn responded to questions from the Commission regarding outreach, if any, to the neighbors, concerns raised by the residents, a Construction Management Plan, compliance regarding noise and peace and quiet conditions and issues with signage (applying for a temporary sign).

PUBLIC COMMENTS

Margaret C. Engard, Costa Mesa resident, submitted correspondence opposing the second amendment. She read a letter expressing concern with the roof-top parking because it would have a negative impact on the quality of life by creating unnecessary noise and parking light issues as well as a loss of privacy.

David Huber, Costa Mesa resident, was in favor of growth and development when in the right capacity. Mr. Huber worked in the industrial and safety industry and had \$8-\$10,000 damage to his home as a result of the demolition from the project. He was in pre-litigation and was curious as to what Mr. Flynn's comment about being a good neighbor meant. Concerns with lighting spillage and the deck were also raised.

Allan Engard, Costa Mesa resident, said the second amendment was not transparent, in good faith, a good way to do business or good for Costa Mesa residents. The direction the project had taken was not good for the residents due to issues with lighting, noise and the obtrusiveness of having a second-story so close to residential neighborhoods.

Leslie Sterrett, Costa Mesa resident, submitted a letter of opposition to the Commission. Mr. Sterrett read a letter that delineated his as well as his wife's opposition to the second deck storage structure because it impacted their quality of life and privacy.

Jay Humphrey, Costa Mesa resident, spoke of ongoing issues and solutions that have been occurring since 1988. Mr. Humphrey did not think the roof deck was appropriate because it was an infringement on the privacy of residents. In order to be a good neighbor, the applicant needed to do what they said they were going to do.

Barbara Rattigan, Costa Mesa resident, was concerned with traffic issues increasing because she had a small 5-year-old daughter. She requested footage clarification for setbacks, asked that the deck was going to be used for and addressed concerns with the noise and pollution from the lighting. Ms. Rattigan thought it was gross negligence on part of the dealership when they tore down the walls because her neighbor's dog got out and was run over.

Chau Vuong, Costa Mesa resident, submitted an email to the Commission. Ms. Vuong read the email which gave a chronological overview of the dealership's negligence during the process. On May 10th she was contacted by Costa Mesa Animal Shelter and told that her dog had escaped, was run over and killed. Ms. Vuong said she would not support the project because it had affected her home physically, financially and emotionally.

Scott Nguyen, Costa Mesa resident, submitted an email to the Commission. He stated his home had gone from being a dream home to an upside down nightmare. In March and without notice, he came home to find his back wall being demolished; his fish, pond, backyard and his mother's landscape and figurines were all broken. He had video footage of construction workers trespassing into his property without his permission. His home experienced thousands of dollars in damages due to the dealership's negligence. The entire process had affected him and the community emotionally.

Cindy Brenneman, Costa Mesa resident, owned property in College Park. She said the renderings in the staff report were deceiving and asked why there were no examples of what the project would look like from the College Park side. She also spoke about cut-through and dealership traffic and how the City would enforce it and said the resident at 463 Princeton had no desire to see the sign come back up. She urged the Commission to include more Conditions of Approval that would help mitigate the neighbor's concerns or deny the request.

Diane Liang, Costa Mesa resident, submitted before and after pictures of 458 Princeton Drive when the wall was demolished. Ms. Liang felt there could have been ways to prevent the damages caused by the dealership and spoke of alternative solutions. Her family installed security cameras and lighting because they did not feel safe in their home and were afraid that people on Harbor Blvd. might trespass. Ms. Vuong wanted to know why the dealership was expanding and why they had not communicated with the neighbors. She urged the Commission to deny the project.

Beth Refakes, East Side resident, stated the dealership was not being a good neighbor; they needed to work and meet with the residents to resolve issues and have a good product. The public should be able to see the landscape documents clearly – pages 23 through 25 were unprofessional and illegible. She spoke about the roof-top deck being a total disregard for the residents' quality of life, the entry sign, the possibility of an enclosed storage area to mitigate some of the noise and light spillage.

Brad Doane, Costa Mesa resident; introduced his wife Jennifer who had 17 years of contracting experience as a Senior Project Manager for Casco. The Doanes submitted correspondence to the Commission opposing the project. Mr. Doan stated the second amendment to PA-88-134 would have a very negative affect on their quality of life and property value. Using the dealerships' drawings, Mr. Doane pointed out inaccuracies which he felt was a poor drawing by an architectural firm or a poor attempt to mislead the Commission and the residents. He presented the same illustration that his wife had reverse-engineered and brought back to proper scale that included their site line. Mr. Doane presented pictures of steel uprights that were conducive to light pollution. He hoped the Commission would weigh the long-term benefits to the City to any possible negatives to the City and its citizens.

Teresa Drain, Costa Mesa resident, asked the Commission to look at who owned the properties that gave the variance to the 0-foot lot line. Ms. Drain has been a College Park home owner since 1998 and has seen the problems with the original parking structures at the property lines of her neighbors. Ms. Drain read a letter containing issues that had transpired throughout the years as well as inaccuracies in the Conditions of Approval.

Janice Mullis, Costa Mesa resident, submitted correspondence to the Commission in opposition of the project. Ms. Mullis thanked all the Princeton Drive residents for their enthusiasm. She had faith in the Commission and the new residents on Princeton Drive that everyone would do the right thing for the residents on Princeton. They did not want the dealership to go away only to be a good neighbor.

Elizabeth Rutledge, Costa Mesa resident, asked the Commission to consider the lighting situation and asked the dealership to be considerate of their neighbors.

Allan Croall, representing the builder, read an email he sent to Attorney Devon Lucas on 4/24/14 in response to a Cease and Desist letter they received on 4/23/14 prohibiting them from touching Mr. Nguyen's property fence. Mr. Croall was not to contact Mr. Nguyen in any shape or form and has been waiting to resolve the fence issue since 5/7/14 (when he received the last email from Mr. Lucas). Mr. Croall gave an overview of events that had transpired and said they gave all of the neighbors 48-hours written notification (some received a week's notice); Mr. Nguyen was the exception because he was difficult to reach. Mr. Croall said they would do everything to work with the neighbors.

Mr. Flynn addressed the concerns raised by the neighbors regarding setbacks and the second amendment. He answered questions from the Commission regarding lighting (ballard vs. overhead), landscape screening for roof deck and requiring a wall.

Mr. Lee advised that if it was the Commission's desire to incorporate some type of a parapet wall along the second-story deck it would impact the corresponding setback (setback would increase depending on the height of the parapet wall).

The Commission was not prepared to make a decision based on the myriad of concerns.

MOTION: Deny PA-88-134 A2. Moved by Commissioner McCarthy. Motion failed to due lack of a second.

SUBSTITUTE MOTION: Continue PA-88-134 A2 off calendar and staff to work with the applicant to facilitate a community outreach that involves the option for meetings with the surrounding neighborhood facilitated by City staff at a convenient location and time; noticing provisions to the satisfaction of the Development Services Director; and the project be brought back with renderings of the proposed project as built from Princeton, Harbor and Merrimac and further depiction of the lighting impacts (perhaps a lighting study) and a screening of the second-deck on the deck itself (parapet or another type of screening) as well as a study or understanding of lighting for the deck. Moved by Vice-Chair Dickson, seconded by Chair Fitzpatrick.

Commissioner McCarthy would not be supporting the motion because he felt it was the applicant's responsibility to do the work the Commission was asking staff to do prior to bringing the project before the Planning Commission.

Commissioner Sesler said Commissioner McCarthy raised valid point. Given the anger amongst the residents, he considered this an excellent opportunity for the dealership to

make it right and suggested more dialogue between the neighborhood and the dealership.

Chair Fitzpatrick asked for the inclusion of Code Enforcement and Police Department complaints. Interim Assistant Director Jerry Guarracino pointed out this was not the same operator who operated the previous dealership that had been demolished; therefore, past complaints about operational issues may not have any bearing on what would happen. Chair Fitzpatrick wanted the current operators to understand the impacts that the historical property has had on the neighborhood.

The motion carried by the following roll call vote:

Ayes: Fitzpatrick, Dickson, Mathews, Sesler
Noes: McCarthy
Absent: None
Abstained: None

3. **Application No.:** PA-98-73 (Review/Modification/Revocation)
Applicant: City of Costa Mesa
Site Address: 2277 Harbor Boulevard
Zone: C1
Project Planner: Mel Lee
Environmental Determination: Exempt- per Section 15321 (A)(2) Enforcement Action by Regulatory Agencies

Description:

Review of Conditional Use Permit PA-98-73 allowing the Costa Mesa Motor Inn to rent more than 25% of the rooms for long-term occupancy, i.e., more than 28 consecutive days. A maximum of 40% long-term occupancy units was approved in 1999, subject to conditions of approval. The purpose of this review is to determine if modification or revocation of Conditional Use Permit PA-98-73 is warranted based on non-compliance with the conditions of approval.

Mel Lee, Senior Planner reported that Gregory Palmer of the City Attorney's Office would be making the presentation for Public Hearing No. 3. Mandy Wadsworth, Court Reporter with LEX Reporting & Interpreting was also present at the hearing.

Chair Fitzpatrick announced that anyone giving testimony on behalf of the City or the applicant/project owner would be sworn-in.

Yolanda Summerhill, Planning Commission Counsel, stated it would be beneficial to have the City Prosecutor give his argument first and have the property owner give his cross-examination afterwards. She agreed to swear-in City staff first and any witnesses for the property owner afterwards. Mr. Palmer asked that Senior Planner Mel Lee also be sworn-in.

City staff members Mel Lee and Jon Neal were sworn-in by Martha Rosales, Recording Secretary/Notary Public.

Greg Palmer, Acting City Prosecutor, stated he would be presenting evidence and requesting the Planning Commission revoke the extended-stay conditional use permit issued to the Costa Mesa Motor Inn. Jon Neal, Code Enforcement Officer would be the primary witness and Mel Lee, Senior Planner, would answer questions if need be the case.

Mr. Palmer presented the evidence package (Tabs 1 thru 18 and Tab 19 under separate cover) that included background information, pictures taken by Mr. Neal of violations noted during his inspections, the Conditions of Approval breached by the Costa Motor Inn (primarily No. 5, 8 and 9) that were now creating a public nuisance and warranted revocation of the conditional use permit.

Commissioner Mathews asked if the Conditional Use Permit was revoked would the Costa Mesa Municipal Code kick-in and allow the motel to have up to 25% of long-term stays or would they be reduced to 0%. Mr. Palmer stated they would still be allowed to have 25%.

Mr. Neal answered questions regarding the number of staff hours spent on the Conditional Use Permit, calls of service, letter from the Illumination Foundation and events that transpired during a 5-month period (March through August).

Chair Fitzpatrick shared ex-parte communications he had regarding the Costa Mesa Motor Inn at meetings and inspections he attended. He asked staff if the Conditional Use Permit was revoked, does the City still have the ability to monitor conditions at the said property. Mr. Neal stated they could request an inspection warrant if the Costa Mesa Motor Inn refused an inspection.

Vice-Chair Dickson asked if the resolution needed a severability clause. Ms. Summerhill recommended adding a severability provision and said she would provide the verbiage.

Chair Fitzpatrick requested adding provisions to the resolution for maintaining long-term stay for existing residents.

PUBLIC COMMENTS

Lionel Levy, Chief Operations Officer of Century Quality Management, was asked by Management to get personally involved with the Costa Mesa Motor Inn because they were losing money and report back any thoughts, input and any recommendations. Mr. Levy wished he had seen the pictures that were presented because the conditions were unacceptable. Mr. Levy spoke about a proposed high-quality apartment complex with larger units, fully-compliant parking and excellent amenities that was presented to the City Council. The final apartment design plans are expected to be completed in early August with a full Planning Application submittal to the City in the next few weeks. The proposed project would include a limited number of affordable units. Mr. Levy humbly apologized for the conditions and said they wanted to replace what existed with something new and beautiful that the community would be proud of.

Jay Humphrey, Costa Mesa resident, addressed two things – 1) Council's approval of 59 units per acre (high density) with a couple of stipulations and 2) the General Plan that addressed affordable housing. Mr. Humphrey stated the last two approved projects had no affordable housing. He asked the Planning Commission to recognize the rules of the General Plan which depicts what the City should be doing in the next 20 years and the affordability areas.

Mr. Levy had been told that their motel (the 236 rooms) had not been taken into consideration when determining the number of units required by Costa Mesa's affordable housing component but they welcomed discussions on affordable housing. Chair Fitzpatrick also recollected that the motel's long term stay was no longer part of Costa Mesa's Housing Element.

The Commission was glad the Costa Mesa Motor Inn was interested in resolving the issues and that an affordability component was in the works. It was time to reduce the Conditional Use Permit's long-term stays from 40% to 25%.

MOTION: Based on the evidence of the record and findings contained in the resolution, revoke Conditional Use Permit PA-98-73 with respect to the property located at 2277 Harbor Boulevard; that the resolution include the following clause: "Severability Clause - if any section, division, sentence, clause, phrase or portion of this resolution is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions."; and provision stating "this resolution and revocation shall not cause the displacement of any current long-term resident at the Costa Mesa Motor Inn." Moved by Vice-Chair Dickson, seconded by Chair Fitzpatrick with comment.

Chair Fitzpatrick said the facts and the evidence supported concerns about problem motels in the community. He was pleased to see the Commission taking action and the property owner considering a change that would have a positive outcome on the community. He would be supporting the motion and encouraging the rapid future discussions to occur.

Mr. Guarracino asked how staff would implement the grandfathering clause when if the Conditional Use Permit is revoked. Chair Fitzpatrick understood that no new long-term tenants would be allowed and the City would not require any of the long-term tenants to be removed. A lengthy discussion ensued regarding why having a particular number was material. Mr. Palmer offered an alternate suggestion to keep the Conditional Use Permit clean (they revert back to 25%) and **instruct Code Enforcement staff through Mr. Neal to exercise their discretion if they run into tenants who have been there a long time.**

The Maker of the Motion agreed to include the verbiage suggested by Mr. Palmer. The Second of the Motion was also in agreement.

The motion carried by the following roll call vote:

Ayes: Fitzpatrick, Dickson, McCarthy, Mathews, Sesler
Noes: None
Absent: None
Abstained: None

The Chair explained the appeal process.

NEW BUSINESS ITEM(S):

- 1. Revise Bylaws to allow the Development Services Director to appoint the Secretary and Assistant Secretary; revise the meeting start time to 6:00 p.m.; add Announcements and Presentations/Old and New Business items to the Order of Business and update language as to signature on official papers and Bylaw amendments.**

Interim Assistant Director Jerry Guarracino presented the staff report and advised that the amendment would designate the Development Services Director to appoint a replacement Secretary and update standard practices such as providing for New and Old Business; inclusion of the Departmental Reports and a placeholder for Announcements and Presentations which are not part of the regular Order of Business.

MOTION: Adopt Staff's recommended Bylaw amendments. Moved by Chair Fitzpatrick, seconded by Commissioner McCarthy.

Vice-Chair Dickson thanked Mr. Guarracino and Mr. Armstrong for bringing the amendments forward and added he would love to see the Secretary, Ms. Flynn, back at

some point. Mr. Guarracino reported Ms. Flynn would perhaps be returning on September 2nd.

The motion carried by the following roll call vote:

Ayes: Fitzpatrick, Dickson, McCarthy, Mathews, Sesler
Noes: None
Absent: None
Abstained: None

DEPARTMENTAL REPORT(S):

1. Public Services – None
2. Economic and Development Services – None

ADJOURNMENT: NEXT PLANNING COMMISSION MEETING AT 6:00 P.M. ON MONDAY, JULY 28, 2014.

Submitted by:

Claire Flynn for:

CLAIRE FLYNN, SECRETARY
COSTA MESA PLANNING COMMISSION