



# **PLANNING COMMISSION AGENDA**

## **SPECIAL MEETING**

**May 31, 2018**

\*Pre-Meeting Agenda Review begins at **5:30 p.m.** in Conference Room 1A

\*\*Planning Commission Meeting begins at **6:00 p.m.** in the Council Chambers

### **CALL TO ORDER.**

### **PLEDGE OF ALLEGIANCE TO THE FLAG.**

**ROLL CALL:** Chair Stephan Andranian  
Vice Chair Byron de Arakal  
Commissioners: Jeffrey Harlan, Carla Navarro Woods

### **ANNOUNCEMENTS AND PRESENTATIONS:**

### **PUBLIC COMMENTS:**

To ensure fair and equal treatment of all who appear before the Planning Commission, and to expedite City business, speakers may be limited to three minutes during Public Comments to speak on any item within the Planning Commission's jurisdiction, which is not listed on the Agenda. This time may be extended for good cause by the Chair or by majority vote of the Planning Commission. In accordance with Costa Mesa Municipal Code, Sec. 2-64 (1): No person in the audience shall engage in disorderly, disruptive, disturbing, delaying or boisterous conduct.

### **PLANNING COMMISSIONER COMMENTS AND SUGGESTIONS:**

### **CONSENT CALENDAR:**

All matters listed under the Consent Calendar are considered to be routine and will be acted upon in one motion. There will be no separate discussion of these items unless members of the Planning Commission, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for discussion. Items removed from the Consent Calendar will be discussed and voted upon immediately following Planning Commission action on the remainder of the Consent Calendar. Members of the public who wish to discuss Consent Calendar items should come forward to the microphone upon invitation by the Chair, state their name (optional), and item number to be addressed.

**CONSENT CALENDAR:**

1. **MINUTES FOR THE MEETING OF APRIL 23, 2018**

**Recommended Action:** Approve the minutes of a regular meeting of the Planning Commission held on April 23, 2018.

**PUBLIC HEARINGS:**

*PROCEDURE: Announcement of Public Hearing Item, Report of Ex Parte Communications, Staff Report Presentation, Commission Questions for Staff, Open Public Hearing, Close Public Hearing, Motion*

1. **PLANNING APPLICATION 18-06 FOR A MEDICAL MARIJUANA MANUFACTURING FACILITY (LEAF CONCEPTS, LLC) AT 3505 CADILLAC AVENUE, BUILDING E**

**Project Description:** Planning Application 18-06 is a request for a Conditional Use Permit for a Medical Marijuana manufacturing facility (Leaf Concepts, LLC) within a 7,783-square-foot tenant space in an existing industrial building. The proposed facility will include preparation, extraction, manufacturing and processing (e.g. distillation, oven, mixing and commercial kitchen), packaging, storage, and ancillary offices. The facility will be staffed by at least 12 employees. The initial hours of operation are proposed to be from 7 AM to 4 PM with a possible second shift from 4 PM to 1 AM, daily, increasing to 24-hour-a-day operation if demand warrants. The facility will have security systems (card readers, security cameras, etc.) throughout the facility. No cultivation of marijuana, or medical marijuana dispensary, is permitted. This item was continued from the April 9, 2018 Planning Commission meeting.

**Environmental Determination:** The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (Class 1), Existing Facilities.

**Recommended Action:** Staff recommends that the Planning Commission adopt a Resolution to:

1. Find that the project is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (Class 1), Existing Facilities; and
2. Adopt a Resolution to approve Planning Application 18-06, subject to conditions of approval.

2. **AN ORDINANCE TO ADOPT CODE AMENDMENT CO-18-02 AMENDING TITLE 13, ARTICLE 2.5 OF CHAPTER V OF THE COSTA MESA MUNICIPAL CODE RELATED TO SMALL LOT SUBDIVISIONS**

**Project Description:** This code amendment is a follow up to direction provided by the City Council on a work plan presented at the February 6, 2018 Council meeting. The City Council approved the work plan and directed staff to proceed with a code amendment to modify the Small Lot Residential standards to be consistent with the

Common Interest Development standards; and to notify all affected property owners of multiple-family zoned parcels by mail. This item was continued from the April 9, 2018, Planning Commission meeting.

**Environmental Determination:** The proposed ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) (General Rule exemption).

**Recommended Action:** Staff is recommending that:

- 1) The Planning Commission find this code amendment to be statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (General Rule exemption); and
- 2) The Planning Commission recommends approval to City Council of one of the following options:
  - Option 1- As directed by the City Council, recommend approval of a Code Amendment that modifies the Small Lot Ordinance development standards to be consistent with Common Interest Development (CID) standards as presented in “Draft Ordinance Option 1”; and,
  - Option 2- Recommend approval of a Code Amendment, which modifies the following Small Lot Ordinance standards as follows:
    - a) Revise the 30 percent minimum open space requirement to 35 percent
    - b) Revise the minimum rear yard setback from 10 feet to 15 feet for both first and second floors
    - c) Revise the minimum private open space requirement from 200 square feet to 300 square feet with a minimum 15-foot dimension
    - d) Revise the parking standards to require two garage spaces for two bedroom units.
    - e) Revise the Small Lot Ordinance Standards to require a minimum 16-foot wide driveway for flag lots, a minimum frontage of eight feet for street address for alley lots and prohibit full frontage on a public alley.
    - f) Revise the minimum distance between buildings to 6 feet.
    - g) Revise the Zoning Code to prohibit applying SLO standards in the Urban Plan areas.

Additional modifications to the SLO development standards would be made as part of a future phase of work.

3. [\*\*PLANNING APPLICATION 18-12 FOR A CONDITIONAL USE PERMIT TO OPERATE AN ESCAPE ROOM \(LEGACY ESCAPE ROOMS\) AT 1525 MESA VERDE DRIVE EAST, UNIT 212\*\*](#)

**Project Description:** Planning Application 18-12 is a request for a Conditional Use Permit to operate an escape room use (Legacy Escape Rooms) within an existing 1,262-square-foot tenant space at 1525 Mesa Verde Drive East, Unit 212 (Mesa Verde Plaza). The request includes the following:

1. Conditional Use Permit to operate an escape room use within Unit 212 at Mesa Verde Plaza; and
2. Minor Conditional Use Permit to allow a deviation from parking requirements.

**Environmental Determination:** The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (Class 1), Existing Facilities.

**Recommended Action:** Staff recommends that the Planning Commission adopt a Resolution to:

1. Find that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301 (Class 1), Existing Facilities; and
2. Approve Planning Application 18-12, subject to conditions of approval.

4. **A RESOLUTION ADOPTING SMALL CELL TELECOMMUNICATION FACILITY DESIGN GUIDELINES AND APPROVING AN ORDINANCE (CODE AMENDMENT CO-18-03) AMENDING COSTA MESA MUNICIPAL CODE SECTION 19-15 TO REFERENCE THE PROPOSED DESIGN GUIDELINES**

**Project Description:** Staff has developed design guidelines applicable to small cell telecommunication facilities in public right-of-way. The design guidelines provide design criteria in the areas of location, material, color, form, and placement. In addition, a Code Amendment is proposed amending the Costa Mesa Municipal Code to reference the proposed design guidelines. The intent of the proposed design guidelines is to assure a greater degree of visual compatibility and consistency in the design of wireless telecommunication facilities proposed within the public right-of-way.

**Environmental Determination:** The proposed ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) (General Rule exemption).

**Recommended Action:** Staff recommends that the Planning Commission adopt a Resolution to:

1. Find that the project is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3)(General Rule exemption); and
2. Recommend that the City Council approve design guidelines for Small Cell Telecommunications Facilities and approve Code Amendment CO-18-03, revising Title 19, Article 4, Section 19-15 of the Municipal Code with respect to wireless telecommunications services in the public right-of-way.

**DEPARTMENTAL REPORTS:**

1. **Public Services Report**  
**Recommended Action:** Receive and file
2. **Development Services Report**  
**Recommended Action:** Receive and file

**CITY ATTORNEY'S OFFICE REPORT:**

1. **City Attorney**  
**Recommended Action:** Receive and file

**ADJOURNMENT**

## ADDITIONAL INFORMATION

### **PLANNING COMMISSION MEETINGS:**

Costa Mesa Planning Commission meets the second and fourth Monday of each month at 6:00 p.m. in the Council Chambers at City Hall, 77 Fair Drive. All Planning Commission meetings are open to the public.

The Planning Commission and staff hold an Agenda Review Study Session at 5:30 p.m., prior to the regular meeting, in Conference Room 1A. This session is open to the public. Each member of the public will be given the opportunity to speak for one (1) minute on study session items.

### **PUBLIC COMMENTS – MATTER LISTED ON THE AGENDA:**

Members of the public desiring to speak during the Public Comments period on a matter listed on the agenda are not required to submit a speaker card but may choose to voluntarily complete a card for facilitation of the minutes and possible follow-up to their comments. Each speaker is limited to three minutes.

1. Any written communications, photos, or other material for copying and distribution to the Planning Commission must be submitted to the Planning Division staff **NO LATER THAN 3:00 P.M.** If the public wishes to submit written communication, photos, or other material for distribution to the Planning Commission at the meeting **AFTER 3:00 p.m.**, 10 copies will need to be provided for distribution. Please note that **NO** copies of written communication will be made **AFTER 3:00 p.m.** Any materials to be displayed on the overhead projector at the Planning Commission Meeting must be submitted to the Planning Department **NO LATER THAN 15 MINUTES PRIOR TO THE START OF THE MEETING.**
2. **All cell phones and other electronic devices are to be turned off or set to vibrate.** Members of the audience are requested to step outside the Council Chambers to conduct a phone conversation.
3. In accordance with City Council Policy 000-11, and among other requirements, any video submitted for display at a public meeting must have been previously reviewed by staff to verify appropriateness for general audiences. A copy of this policy is available at City Hall during normal office hours.
4. Free Wi-Fi is available in the Council Chamber during the meetings. Two networks are available: council1 and council2. The password for either network is: cmcouncil.

In compliance with the Americans with Disabilities Act of 1990, Assistive Listening headphones located inside the Council Chambers are available at all Costa Mesa City Council meetings and can be checked out from the City Clerk. If you need special assistance to participate in this meeting, please contact the City Clerk at (714) 754-5225. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102.35.104 ADA Title II]. Language translation services are available for this meeting by calling (714) 754-5225 at least 48 hours in advance. Habrá servicio de interpretación disponible para éstas juntas llamando al (714) 754-5225 por lo menos con 48 horas de anticipación.

**AGENDA REPORTS:**

Reports may be obtained on the City's web site at [www.costamesaca.gov](http://www.costamesaca.gov). Agenda Packets are available for public review in three-ring binders located at the Planning Division Counter at City Hall located on the second floor during normal business hours and at the Council Chambers entrance during the meeting. In addition, such writings and documents may be posted, whenever possible, as part of the agenda, on the City's website at [www.costamesaca.gov](http://www.costamesaca.gov).

**APPEAL PROCEDURE:**

Unless otherwise indicated, the decision of the Planning Commission is final at 5:00 p.m., seven (7) days following the action, unless an aggrieved party files: (1) an application for rehearing by the Planning Commission, or (2) an appeal to the City Council, or (3) a member of City Council requests a review of the action. Applications for appeals or re-hearings are available in the Planning Division and in the City Clerk's office.

**CONTACT US:**

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