



## Staff Report

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File #: REPORT 22-0628, Version: 1

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### Honorable Chair and Members of the Hermosa Beach Planning Commission Special Meeting of November 2, 2022

Supplemental  
Information

#### **COMPREHENSIVE ZONING CODE UPDATE: ADMINISTRATIVE PROCEDURES** (Associate Planner Maricela Guilleán)

#### **Recommended Action:**

Staff recommends Planning Commission:

1. Receive presentation;
2. Solicit public comments; and
3. Provide comments as appropriate on the Comprehensive Zoning Code Update: Administrative Procedures. No formal Planning Commission actions or decisions are required at this meeting.

#### **Executive Summary:**

The draft Administrative Provisions are one part of the Comprehensive Zoning Code update. The Administrative Provisions aim to provide clear procedures for processing zoning applications and that are understandable and clear to both staff and an applicant. Each section is organized to clearly outline application requirements and procedures as well as identify the relevant decision-making body for the various ministerial and discretionary applications.

#### **Background:**

On August 22, 2017, the Hermosa Beach City Council unanimously adopted the first general plan update since 1979, PLAN Hermosa. PLAN Hermosa is the culmination of a multi-year community-wide effort to reflect on the community and its future and articulates a shared vision.

Zoning and subdivision regulations are one of the primary tools a city has for implementation of its general plan. Zoning and subdivision regulations translate the policies of a general plan into parcel specific regulations, including land use regulations and development standards. The type and intensity of land uses that are permitted and how they perform is critical to achieving PLAN Hermosa's vision for neighborhood preservation and enhancement, economic development, coastal resource protection, environmental sustainability, and community health. The comprehensive zoning code update (ZCU) would result in updated zoning and subdivision ordinances that:

- Are consistent with and implements the General Plan/Coastal Land Use Plan;
- Are modern and reflects the City's current uses, practices, and development patterns;
- Provide clear decision-making protocols and streamlined review processes, where appropriate;
- Retain the character and scale of the community's neighborhoods, districts, and corridors;
- Add to the economic vitality and promotes adaptive reuse and reinvestment of properties;
- Address previously created nonconforming situations and balances whether to allow their continuance or bring them into compliance; and
- Are clear, concise, understandable, and easy to use.

### ***Past Meetings***

<b>Meeting Date</b>	<b>Description</b>
March 4, 2020	Joint City Council/Planning Commission Study Session - Introduction to the Zoning and Subdivision Ordinance Assessment for Feedback
May 19, 2020	Planning Commission - The Final Zoning and Subdivision Ordinance Assessment Presentation
February 17, 2021	Economic Development Stakeholders Advisory Working Group - Introduction to the Targeted Parking Amendments to Receive Feedback
March 1, 2021	Economic Development Committee - Introduction to the Targeted Parking Amendments to Receive Feedback
March 3, 2021	Joint City Council/Planning Commission Study Session - Introduction to the Comprehensive Zoning and Subdivision Ordinance for Feedback
April 20, 2021	Planning Commission - Commissioner Item to Provide Input as a Follow-up to the March 3 <sup>rd</sup> Study Session
July 20, 2021	Planning Commission - Unanimous Recommendation to the City to Approve the Text Amendments to Hermosa Beach Municipal Code Section 17.26.050, Chapter 17.44, and Section 17.52.035
August 10, 2021	City Council - Approval of Parking Text Amendments
February 2, 2022	Special Planning Commission Meeting to discuss Draft Land Use Regulations
April 6, 2022	Special Planning Commission Meeting to discuss Draft Land Use Regulations
June 7, 2022	Special Planning Commission Meeting to discuss Draft District and Design Standards

July 8, 2022	Special Planning Commission Meeting to discuss Draft District and Design Standards
September 22, 2022	Special Planning Commission Meeting to discuss Citywide Standards
October 3, 2022	Special Planning Commission Meeting to discuss Citywide Standards

### **Discussion:**

The Preliminary Administrative Provisions presents draft provisions for the procedures regulating zoning applications in the Zoning Ordinance. Most existing zoning application sections are carried forward but have been clarified and refined to be in compliance with State Law.

The Modification section is proposed to replace the Administrative Variance section that is currently established. The applicability for a Modification application has been revised to provide an alternate means of granting limited relief from code requirements. As proposed, the Director of Community Development is the review authority unless the Modification is associated with a project that requires Planning Commission approval.

The Precise Development Plan (PDP) section has been revised to exclude residential development from the application scope. The updated findings emphasize a focus on the physical elements of a project rather than the use of a project. The Planning Commission has authority to review PDP applications for all nonresidential development except for additions less than 1,500 square feet.

Minor Use Permits are introduced as a new application in order to provide a more streamlined process for a project that warrants public notice and discretionary review but are generally limited in scope and impacts. As proposed, a Minor Use Permit application would require public noticing and the Director of Community Development has authority to review and consider an application unless the Director refers the application to the Planning Commission.

### **Conclusion**

After receiving direction from the Planning Commission, Staff will incorporate comments into a revised draft and prior to final adoption of the Comprehensive Zoning Code Update, whereby, a subsequent public hearing will be held by the Planning Commission.

### **Attachments:**

1. Draft Administrative Provisions
2. Link to March 4, 2020 Joint City Council/Planning Commission Study Session staff report

3. Link to May 19, 2020 Planning Commission staff report
4. February 17, 2021 Economic Development Stakeholders Advisory Working Group minutes
5. March 1, 2021 Economic Development Committee staff report
6. Link to March 3, 2021 Joint City Council/Planning Commission Study Session staff report
7. Link: April 20, 2021 Video - Agenda Item 9.a Commission input as follow-up to Zoning Code Update Study Session
8. Link to July 20, 2021 Planning Commission staff report
9. Link to February 2, 2022 Special Planning Commission Meeting staff report
10. Link to April 6, 2022 Special Planning Commission Meeting staff report
11. Link to June 7, 2022 Special Planning Commission Meeting staff report
12. Link to August 8, 2022 Special Planning Commission Meeting staff report
13. Link to September 22, 2022 Special Planning Commission Meeting staff report
14. Link to October 3, 2022 Special Planning Commission Meeting staff report
15. SUPPLEMENTAL - Email from Laura Pena 11/2/22
16. SUPPLEMENTAL - Email from Jon David 11/2/22
17. SUPPLEMENTAL - Email from Raymond Dussault 11/2/22

**Respectfully Submitted by:** Maricela Guilleán, Associate Planner

**Approved:** Jeannie Naughton, Community Development Director