



CITY OF SEASIDE
PLANNING COMMISSION

A G E N D A

REGULAR MEETING
COUNCIL CHAMBER
440 Harcourt Avenue
Wednesday, March 28, 2018
7:00 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**

John Owens	Chair
Michael Lechman	Vice Chair
Keith Dodson	Commissioner
Denise Ross	Commissioner
Arlington La Mica	Commissioner
Michael Spalletta	Commissioner
Ian Oglesby	Commissioner

2. **ROLL CALL - ESTABLISHMENT OF QUORUM**

3. **PUBLIC COMMENT**

Members of the public wishing to address the City Council on matters within the jurisdiction of the City of Seaside, but not on this agenda, may do so during the Public Comment period for up to three minutes. Public Comments on specific agenda items are heard under that item. For the public record, please state your name.

4. **REVIEW OF AGENDA**

If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required).

5. **APPROVAL OF MINUTES**

A. **FEBRUARY 28, 2018**

6. **BUSINESS ITEMS**

A. REVIEW, DISCUSS, PROVIDE DIRECTION AND MAKE A RECCOMENDATIONS ON THE PLANNING COMMISSION ANNUAL WORK PLAN FOR ADOPTION BY THE CITY COUNCIL

PURPOSE & RECOMMENDATION: To review, discuss and provide direction on the draft Planning Commission work plan and make a reccomendation for approval to the City Council.

- 7. REPORTS FROM COMMISSIONERS**
- 8. REPORTS FROM STAFF**
- 9. ADJOURNMENT**

Next Regularly Scheduled Meeting:
April 11, 2018
Seaside City Hall
7:00 PM

The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, they are asked to contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. The City Council chamber is equipped with a portable microphone and assisted listening devices are available at all meetings.

City Council Meetings that are held in the City Council Chambers are broadcast live to all Seaside residents on Comcast Channel 25 and U-verse Channel 99. Meetings are also available through live streaming at:
<http://cvp.telvue.com/player?id=T01629&video=52314&noplaylistskin=1&width=400&height=300>
Videos of past meetings are available on demand through the City's website: <http://www.ci.seaside.ca.us>

Agenda-related writings or documents provided during public meetings are available for public inspection during the meeting or from the office of the City Clerk. This agenda is posted in compliance with California Government Code Section 54954.2(a) or Section 54956.



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.A.

TO: Planning Commission

BY: Rick Medina, Senior Planner

DATE: March 28, 2018

**SUBJECT: REVIEW, DISCUSS, PROVIDE DIRECTION AND MAKE A
RECOMMENDATIONS ON THE PLANNING COMMISSION
ANNUAL WORK PLAN FOR ADOPTION BY THE CITY COUNCIL**

PURPOSE

To review, discuss and provide direction on the draft Planning Commission work plan and make a recommendation for approval to the City Council.

RECOMMENDATION

To review, discuss and provide direction to staff.

BACKGROUND

In 2017 the City Council adopted a revised Boards, Commissions and Committees handbook. Included within the handbook is the requirement that all Boards, Commissions and Committees complete and present an annual work plan to the City Council prior to May of each year.

Attached is a draft work plan for discussion by the Commission.

Staff recommends that the Commission review the draft work plan, discuss the elements and provide direction to staff for any modifications, additions or deletions to the proposed document.

FISCAL IMPACT

There is no fiscal impact associated with this item.

ATTACHMENTS

- 1.
 1. BCC Workplan Instructions
 2. Seaside Planning Commission work plan
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Reviewed for Submission to the
City Council by:



Craig Malin, City Manager



ANNUAL WORK PLAN TEMPLATE AND INSTRUCTIONS

This is a standard template for use by Boards and Commissions in completing their annual Work Plans. Work Plans are based on a fiscal year rather than a calendar year. Work Plans are to be completed by each Board and Commission and approved at a regular Board or Commission meeting no later than April 1 of each year. The Office of the Clerk will then transmit the Work Plans to the City Council for approval in May.

Please use the following instructions when completing the Work Plan:

Cover Sheet (Page 1): This area should include the name of the Board or Commission, the timeframe covered by the Work Plan (i.e. Fiscal Year 2016, July 1, 2015 – June 30, 2016), members' names, Chairperson's name, and vacancies as of April 1. Do not list Commissioner addresses or phone numbers on the Work Plan. This page will need to be updated each year.

Mission Statement (Page 2): This area of the Work Plan should clearly state the mission of the Board or Commission. The mission may be extracted from the enabling legislation (i.e. Ordinance, Board action, Resolution) that formed the Board or Commission or may be a purpose statement approved by the Board or Commission and derived from the enabling legislation. This section may also contain the roles and responsibilities of the Board or Commission. This page may not need to be updated each year.

Historical Background (Page 2): This area should provide the reader with some historical information about the Board or Commission (i.e. when it was formed, issues of focus in years' past, significant outcomes of work by the Board or Commission). NOTE: Accomplishments from the previous year should not be discussed here – there is another area on the Work Plan where this is done. This page may not need to be updated each year.

Fiscal Year Work Plan (Page 3): This area should provide the goals/objectives (no more than five) of the Work Plan, the activities planned to accomplish the goals, the priority ranking of each goal and the timeline anticipated to accomplish the goal. This page will need to be updated each year.

Prior Year Accomplishments (Page 4): This area should address the prior year Work Plan accomplishments including each goal/objective, activities that supported the successful completion of the goal and the status of the goal. The status column should inform the reader whether the goal was a) completed, b) not started and why, c) in process and expected completion date, or d) eliminated and why. This page will need to be updated each year.

Ongoing Projects: (Page 5) This area provides the Board or Commission with an opportunity to inform the reader of ongoing projects that the Board or Commission is continuing to work on. This page may not need to be updated each year.

Seaside Planning Commission

Fiscal Work Plan

July 1, 2018 – June 30, 2018

John Owens, Chair

Michael Spalletta, Vice-Chair

Denis Ross

Keith Dodson

Arly Lamica

Ian Oglesby

Mission Statement

The Planning Commission is a seven-member body of community representatives appointed by the by the City Council. The appointed members shall hold office for four years. The Planning Commission is the primary decision-making authority for certain development applications, and it advises the City Council on various land-use policy matters.

Historical Background

State law and local ordinance prescribe the roles and responsibilities of the Planning Commission. In general, state law defines a planning commission as a committee appointed by the elected legislative body (City Council) to review matters related to planning and development and a general advisory body on land use planning.

Powers and Duties of the Planning Commission include:

- The planning commission shall have all the powers and perform duties as provided in Government Code Section 65103 (See Link to Government Code)
http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=65103
- It shall be the function and duty of the planning commission to prepare, periodically review and revise, as necessary, the general plan of the city and to implement the general plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances. (Ord. 773 § 1 (Exh. A), 1990)

Fiscal Year Work Plan

1. Hold public hearings and make recommendations to the City regarding the following amendments to the Seaside Municipal Code:

- Amend itinerant vendor regulations to allow mobile food trucks to park for specified time periods within certain areas of the community (August 2018),
- Amend Fence Height regulations to allow for fence construction to blend within the existing built environment of older neighborhoods within the City (August 2018).
- Establish regulations for short-term rentals within existing residential dwellings (July 2018).
- Provide recommendation to the City Council on certain updates to the West Broadway Urban Village Specific Plan Development Standards (August 2018).
- Complete Sign Code Business Survey (September 2018).
- Zoning Code Clean-Up – Update site planning, design and operational standards.(December 2018).
- Participate in General Plan Update and Zoning Code Update (September 2018).

2. Increase Citizen Participation in planning process

- Work with the Neighborhood Improvement Program Commission to make a recommendation to the City Council to publically acknowledge citizen participation in urban planning (December 2018 and July 2019)

3. Planning Commission Training Opportunities

- Explore free training opportunities – Use American Planning Association (APA) Membership to hold APA sponsored webinar sessions with Planning Commission (Ongoing).
- Utilize City Attorney and local land use professionals to hold workshops on planning related topics (e.g CEQA Training, Architectural Design, Transportation/Bicycle Design, Open Space Trails)) (Ongoing).

Ongoing Projects

The Planning Commission will continue to meet at least once a month on the second and fourth Wednesday to consider active discretionary development permit applications and appeals from the Zoning Administrator and/or Board of Architectural Review.