

**A REGULAR MEETING OF THE CITY OF SIGNAL HILL  
PLANNING COMMISSION  
September 20, 2016  
7:00 P.M.**

**CALL TO ORDER**

Chair Austin called the meeting to order at 7:01 p.m.

**ROLL CALL**

The Commission Secretary conducted roll call.

Present:      Chair Devon Austin  
                 Vice Chair Shannon Murphy  
                 Commissioner Tom Benson  
                 Commissioner Jane Fallon  
                 Commissioner Rose Richárd

Staff present:

- 1)      Community Development Director Scott Charney
- 2)      Associate Planner Selena Alanis
- 3)      Assistant City Attorney Gina Chung
- 4)      Senior Engineering Technician Anthony Caraveo

In addition, there was 1 person in attendance.

**PLEDGE OF ALLEGIANCE**

Chair Austin led the audience in reciting the Pledge of Allegiance.

**PUBLIC BUSINESS FROM THE FLOOR**

There was no public business from the floor.

**PUBLIC HEARING**

- a.      Zoning Ordinance Amendment 16-06 Codifying Reasonable Accommodation Procedures to Ensure Equal Access to Housing for Persons With Disabilities

Community Development Director Scott Charney read the form of notice and Associate Planner Selena Alanis gave the staff report.

Chair Austin asked about the regulations of installing an elevator at a residential unit. Staff clarified that individuals do not have to demonstrate a need for

reasonable accommodation in order to install an elevator and a building permit would be required.

Commissioner Benson asked about the appeal process, whether the applicant is the only person who can appeal the decision. Staff responded that minor adjustments to the language of the resolution will be made to clarify the appeal process and staff will work with the City Attorney.

Commissioner Benson commented that illness is not entirely addressed in the definition of "person with a disability". Staff responded that the applicant must submit documentation of the reasons for requesting reasonable accommodations and staff will review applications with the City Attorney. Assistant City Attorney Gina Chung added that the definition of disability comes from the federal Acts and an illness would be reviewed and determined by staff whether accommodations are necessary.

Chair Austin opened the public hearing.

There being no public testimony, Chair Austin closed the public hearing.

It was moved by Commissioner Fallon and seconded by Commissioner Richárd to waive further reading and adopt the following resolution:

Assistant City Attorney Gina Chung read the title of Resolution No. 794-09-16 (subject to minor modifications):

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIGNAL HILL, CALIFORNIA, RECOMMENDING CITY COUNCIL APPROVAL OF ZONING ORDINANCE AMENDMENT 16-06, ADDING CHAPTER 20.65 TO TITLE 20 OF THE SIGNAL HILL MUNICIPAL CODE TO INCLUDE REASONABLE ACCOMMODATION PROCEDURES TO ENSURE EQUAL ACCESS TO HOUSING FOR PERSONS WITH DISABILITIES IN ACCORDANCE WITH STATE AND FEDERAL LAW

The following vote resulted:

AYES: CHAIR AUSTIN; VICE CHAIR MURPHY; COMMISSIONERS BENSON, FALLON AND RICHÁRD

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

Motion carried 5/0.

## **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**

### a. A Neighbor's Guide to Development

Associate Planner Selena Alanis gave the staff report.

Chair Austin asked about the sequence of the flow chart. Staff responded the flow chart is designed to offer a general idea of how the planning process works and therefore might not cover some of the details.

Chair Austin asked if the guide will be interactive. Staff responded the guide will be available as handouts and on the website; the Community Development Department phone number is provided on the guide should the public need more information.

Staff explained that the guide is helpful in giving the public a better understanding of each step of the process and emphasized that there are many layers of outreach, done by the developer, staff, and community meetings, to ensure opportunities for public involvement.

Commissioner Benson stressed the importance of keeping the explanation of the planning process simple and transparent.

The Commission would like to see technology integrated with the City operation in the future, making information and materials more available and accessible through the internet.

Commissioner Richárd commented that she liked the guide.

The Commission approved the report.

## **CONSENT CALENDAR**

Vice Chair Murphy requested that Item No. 7a be pulled for discussion.

### **Commission Received and Filed Consent Calendar Item Nos. 7b to 7d.**

It was moved by Commissioner Benson and seconded by Commissioner Fallon to receive and file Consent Calendar Item Nos. 7b to 7d.

The motion carried 5/0.

### **Commission Received and Filed Consent Calendar Item No. 7a.**

Vice Chair Murphy was not present at the September 6, 2016 Special Joint Meeting, therefore abstained from approving the minutes of the Special Joint Meeting.

The motion carried 4/0.

The Commission approved the minutes of the August 16, 2016 regular Planning Commission Meeting.

The motion carried 5/0.

### **COMMISSION NEW BUSINESS**

Vice Chair Murphy asked about the construction at Willow Ridge Condominiums. Staff responded that a permit and plans are on file.

Vice Chair Murphy expressed her appreciation of the courtesy notice she received advising maintenance work on Signal Hill Petroleum's tanks.

Commissioner Richárd shared her ethics certification training and asked about the public's right to request email records. Assistant City Attorney Gina Chung described the types of emails and text messages that would be considered public records.

The Commission and staff joined in a conversation about the technicalities of public record requests.

Commissioner Benson shared his thoughts on the tours he recently attended (Gundry Hill, 2H Construction and Signal Hill Petroleum Drill Site #2 tours). He also commended Signal Hill Petroleum for organizing the tour and for installing new and efficient gas processing equipment.

Commissioner Benson expressed his disappointment in the state of the City trees on Skyline Drive that he had previously commented on.

Commissioner Benson reminded the public that there are three events scheduled on September 24, 2016: Historical Society's annual pancake breakfast, the CERT training, and Mayor's Clean-Up event.

Chair Austin asked about the homeless encampment on Spring Street in Long Beach and if there are any solutions to help with the situation. Staff responded that the Police Departments of Signal Hill and Long Beach are aware of the homeless encampment.

## **ADJOURNMENT**

It was moved by Vice Chair Murphy and seconded by Commissioner Richárd to adjourn to the next regular meeting of the Planning Commission to be held on Tuesday, October 18, 2016, at 7:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA, 90755.

The motion carried 5/0.

Chair Austin adjourned the meeting at 8:03 p.m.

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Devon Austin  
Chair

Attest:

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Scott Charney  
Commission Secretary