

**City Council Adjourned Regular Meeting**  
**Joint City Council/Planning Commission and Parking and Public**  
**Improvements Commission Meeting**  
**Wednesday, June 20, 2018**  
**6:00 PM**  
**Police/Fire Conference Room**  
**400/420 15th Street Manhattan Beach, CA 90266**



**Mayor Amy Howorth**  
**Mayor Pro Tem Steve Napolitano**  
**Councilmember Nancy Hersman**  
**Councilmember Richard Montgomery**  
**Councilmember David Lesser**

Executive Team

Bruce Moe, City Manager  
Quinn Barrow, City Attorney

Derrick Abell, Police Chief  
Derrick Abell, Acting Fire Chief  
Steve Charelian, Interim Finance Director  
Stephanie Katsouleas, Public Works Director  
Mark Leyman, Parks & Recreation Director

Anne McIntosh, Community Development Director  
Liza Tamura, City Clerk  
Sanford Taylor, Information Technology Director  
Teresia Zadroga-Haase, Human Resources Director

**MISSION STATEMENT:**

**Our mission is to provide excellent municipal services,  
preserve our small beach town character, and enhance the quality of life for our  
residents, businesses and visitors.**

## **MANHATTAN BEACH'S CITY COUNCIL WELCOMES YOU!**

*Your presence and participation contribute to good city government.*

*By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, this agenda provides an early opportunity for public comments under "Public Comments," at which time speakers may comment on any matter within the subject matter jurisdiction of the City Council, including items on the agenda.*

*Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City's website at [www.citymb.info](http://www.citymb.info), the Police Department located at 420 15th Street, and are also on file in the Office of the City Clerk for public inspection. Any person who has any question concerning any agenda item may call the City Clerk's office at (310) 802-5056.*

*Meetings are broadcast live through Manhattan Beach Local Community Cable, Channel 8 (Chapter Spectrum), Channel 35 (Frontier Communications), and live streaming via the City's website.*

*In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Office of the City Clerk at (310) 802-5056 (voice) or (310) 546-3501 (TDD). The City also provides closed captioning of all its Regular City Council Meetings for the hearing impaired.*

## **CERTIFICATION OF MEETING NOTICE AND AGENDA POSTING**

*I, Liza Tamura, City Clerk of the City of Manhattan Beach, California, state under penalty of perjury that this notice/agenda was posted on Thursday, June 14, 2018, on the City's Website and on the bulletin boards of City Hall, Joslyn Community Center and Manhattan Heights.*

## **BELOW ARE THE AGENDA ITEMS TO BE CONSIDERED.**

### **A. CALL MEETING TO ORDER**

### **B. PLEDGE TO THE FLAG**

### **C. ROLL CALL**

### **D. PUBLIC COMMENTS (3 MINUTES PER PERSON)**

*Speakers may provide public comments on any matter that is within the subject matter jurisdiction of the City Council, including items on the agenda. The Mayor may determine whether an item is within the subject matter jurisdiction of the City Council. While all comments are welcome, the Brown Act does not allow City Council to take action on any item not on the agenda. Each speaker may speak for up to 3 minutes.*

*Please complete the "Request to Address the City Council" card by filling out your name, city of residence, the item(s) you would like to offer public comment, and returning it to the City Clerk.*

**E. GENERAL BUSINESS**

1. Review Work Plan items for the Fiscal Year 2018-2019 that will be before the Planning and Parking and Public Improvements Commissions (Community Development Director McIntosh).  
**DISCUSS AND PROVIDE DIRECTION**

[18-0288](#)

**F. ADJOURNMENT**

**Agenda Date:** 6/20/2018

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**TO:**

Honorable Mayor and Members of the City Council  
Members of the Planning Commission  
Members of the Parking and Public Improvements Commission

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Anne McIntosh, Community Development Director  
Eric Haaland, Acting Planning Manager  
Erik Zandvliet, Traffic Engineer

**SUBJECT:**

Review Work Plan items for the Fiscal Year 2018-2019 that will be before the Planning and Parking and Public Improvements Commissions (Community Development Director McIntosh).

**DISCUSS AND PROVIDE DIRECTION**

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**RECOMMENDATION:**

Review Work Plan items for the Fiscal Year 2018-2019 that will be before the Planning and Parking and Public Improvements Commissions.

**FISCAL IMPLICATIONS:**

No fiscal implications associated with the recommended action.

**BACKGROUND:**

At the City Council Regular Meeting of April 18, 2017, a modernized and updated Boards and Commissions Handbook was presented for City Council review and approval.

Among the motions made by City Council, City Council approved the Work Plan Process and directed staff to make a variety of revisions for final approval of the Boards and Commissions Handbook at the July 5, 2017 City Council meeting.

The Work Plan section of the Boards and Commissions Handbook states:

“Prior to the annually scheduled Joint City Council/Commission meeting, the Staff Liaison

will develop a list of ideas to discuss with City Council. At the Joint meeting, the commission will receive direction and prioritize ideas from the City Council. Subsequently, at the next regularly scheduled commission meeting, the commission will further develop a Draft Work Plan based on City Council direction. Ideas will then be filtered to be consistent with City Policies and develop fiscal implications. Following the approved Draft Work Plan, Staff Liaisons shall provide a cover memo indicating whether the Commission's Draft Work Plan corresponds with the Department's Work Plan. The process allows staff and commissioners to draft a Commission Work Plan that properly accounts for their priorities and requests funding to meet their goals.

The work of the Planning Commission and Parking and Public Improvements Commission is primarily directed by applications submitted by property owners and community petitioners. However, the commissions also provide direction on Work Plan items regarding policy matters that come before the City Council. Some of these are mandated by State Law, but others are issues of local concern.

In 2017, two projects that were identified by City Council as priorities were: 1) completion of the Mobility Plan (also known as the General Plan Circulation Element), and 2) initiatives to address development on the Sepulveda corridor. These were the matters discussed at last year's Joint Meeting. The Mobility Plan was adopted on May 15, 2018. The Sepulveda Initiatives have been before the Planning Commission, and additional meetings will be scheduled on this topic with both Commissions in the coming months.

#### **DISCUSSION:**

The following items are included in the Work Plan for the Community Development Department in the coming year:

##### **1. Short-Term Rentals**

- a. Background:** On June 16, 2015, City Council reinforced the City's current code, which prohibits transient uses, i.e. rentals less than 30 days. At their meeting on March 6, 2018, City Council directed staff to return with additional data on the issue, including insurance, enforcement, revenue, etc.
- b. Status:** In Progress
- c. Next City Council Action:** Review additional information presented by staff and discuss possible updates to the current code at a City Council Study Session on July 19, 2018.
- d. Action Items:**
  - i. Gather additional information as requested by City Council, including insurance, enforcement, revenue, etc.
  - ii. Present this information at a City Council Study Session on July 19, 2018.
  - iii. Based on City Council direction, updated City Municipal Code and conduct outreach to educate public on possible changes.
- e. Target Due Date:** Summer 2018

## 2. Accessory Dwelling Unit

- a. **Background:** Replace IZO regarding Accessory Dwelling Units with City ordinance prior to the IZO's expiration on December 19, 2018.
- b. **Status:** In Progress
- c. **Next City Council Action:** Conduct a public hearing to adopt final regulations, meeting date TBD.
- d. **Action Items:**
  - i. Conduct public hearings at Planning Commission and City Council meetings to adopt final regulations.
  - ii. Update City Municipal Code as necessary.
- e. **Target Due Date:** Fall 2018

## 3. Sepulveda Corridor Study

- a. **Background:** On September 19, 2017, City Council approved the Sepulveda Planning Initiatives Project and Work Plan, which included the formation of an Ad Hoc Working Group, and provided direction in moving forward. The group met five times to discuss and craft recommendations related to economic vitality, planning, parking, traffic and corridor beautification. Staff presented the Working Group's recommendations to the Planning Commission on April 25, 2018, and will conduct a public hearing before the Planning Commission on May 23, 2018.
- b. **Status:** In Progress
- c. **Next City Council Action:** Accept a presentation on the Sepulveda Corridor Working Group and their recommendations at a City Council meeting and provide direction. Then, conduct a public hearing, adopt ordinance and provide direction on recommendations.
- d. **Action Items:**
  - i. Conduct public hearing at Planning Commission on May 23, 2018.
  - ii. Provide presentation and conduct public hearing at City Council meeting on June 19, 2018.
  - iii. Continue public hearing to July 3, 2018, and introduce ordinance.
  - iv. Second reading of ordinance at City Council meeting on July 17, 2018.
  - v. Implement recommendations approved by City Council.
- e. **Target Due Date:** August 2018

## 4. Manhattan Village Mall Expansion Project

- a. **Background:** In December 2014, City Council approved a proposed expansion of the Manhattan Village Mall and associated EIR. Litigation was filed and a settlement agreement approved in November 2016. City Council approved a height variance for the enclosed Mall on December 6, 2016. New litigation was filed in late December 2016, on the Community Development Director's approval of the site plan, as endorsed by City Council on December 20, 2016. Project Manager's agreement with Willdan was completed in September 2016; the applicant approved the Reimbursement Agreement and submitted funding in February 2017. The Plan Check/Inspection Agreement was completed in March 2017. Finance has been invoicing all staff time on a monthly basis and ensuring

Trust Fund account has adequate funding to reimburse the City.

- b. Status:** In Progress
- c. Next City Council Action:** Review, discuss and approve Phase III of project, meeting date TBD.
- d. Action Items:**
  - i. Provide presentation on Phase III of the Manhattan Village Mall Expansion Project to Planning Commission, meeting date TBD.
  - ii. Provide presentation on Phase III of the Manhattan Village Mall Expansion Project to City Council, meeting date TBD.
- e. Target Due Date:** Fiscal Year 2021
- f. Target Due Date:** May 2018

## 5. Modernize Parking Standards

- a. Background:** At their Retreat on May 3, 2017, City Council requested staff evaluate and propose modern parking standards. During the discussion regarding Sepulveda Corridor on September 19, 2017, City Council directed staff to incorporate modern parking standards in the dialogue of the Sepulveda Planning Initiatives Project.
- b. Status:** In Progress
- c. Next City Council Action:** Accept a presentation on the Sepulveda Corridor Working Group and their recommendations, which will include parking standards, at the City Council meeting on June 19, 2018. Due to the unique issues related to parking requirements, staff recommended to the Planning Commission and will recommend to the City Council to bifurcate the suggested parking code revisions and amendments from the Sepulveda Planning Initiatives Project and present to the Parking and Public Improvements Commission and Planning Commission in Fall 2018, after the other Sepulveda Initiatives have been implemented.
- d. Action Items:**
  - i. Provide presentation at City Council meeting on June 19, 2018.
  - ii. Present suggested parking code revisions and amendments to the Parking and Public Improvements Commission and Planning Commission, meeting dates TBD.
  - iii. Conduct a Public Hearing at Planning Commission and City Council, meeting dates TBD.
  - iv. Implement recommendations approved by City Council.
- e. Target Due Date:** Fall 2018

## 6. Pedestrian Safety Improvements

- a. Background:** At their retreat on May 3, 2017, City Council discussed possible pedestrian safety improvements and directed staff to provide additional information on possible enhancements. On March 20, 2018 staff provided the City Council with a pedestrian crossing enhancement evaluation. The City Council directed staff to move forward with prioritizing pedestrian enhancements included in various planning documents such as the Downtown Specific Plan, Mobility Plan, Veterans Parkway Master Plan and other pedestrian plans, as appropriate, and include this evaluation in a future CIP discussion.

- b. **Status:** In Progress
- c. **Next City Council Action:** Review information presented by staff at a future meeting, date TBD.
- d. **Action Items:**
  - i. Present information to City Council for review and prioritization at future CIP discussion, meeting date TBD.
  - ii. Work to implement City Council directives.
- e. **Target Due Date:** TBD

## 7. Environmental Sustainability Work Plan for 2018-2020

- a. **Background:** A new Environmental Manager was hired in August 2017. Staff explored environmental program trends from other leading communities and identified best practices; laid out upcoming potential environmental initiatives for City Council discussion and approval; and provided updates on ongoing environmental programs. The work plan was presented to City Council on 11/7/2017 for discussion and 1/31/2018 for additional review. City Council approved the creation of a Sustainability Task Force to research and recommend environmental policies or programs. Their first meeting was on April 20, 2018, and they are scheduled to occur on a monthly basis.
- b. **Status:** In Progress  
Completed - Adopted plastic pollution policy update (straws, utensils, stirrers, polystyrene packing materials, polystyrene egg cartons) on May 15, 2018.
- c. **Next City Council Action:** Adopt plastic pollution policy update (straws, utensils, stirrers, polystyrene packing materials, polystyrene egg cartons) at City Council meeting in May or June 2018.
- d. **Action Items:**
  - i. Convene regular meetings of Sustainability Task Force and conduct research and analysis on environmental issues to create recommendations for City Council.
  - ii. Create a report about Manhattan Beach's environmental accomplishments.
  - iii. Continue to research and identify long-term Sustainability Goals for the City.
  - iv. Continue working in the six priority areas, which are:
    - Pollution Prevention Policy- June 2018 and November 2018
    - Climate Change & Energy - Climate Action Plan (2018-2019) & Clean Power Alliance (ongoing)
    - Climate Resiliency - Sea Level Rise Vulnerability Study (2018-2019) & Climate Adaptation Planning (2019-)
    - Smart Water Management
    - Community Partnerships and Outreach
    - Emerging Environmental Issues
- e. **Target Due Date:** FY 2020 (objectives within the plan may be completed before Target Due Date).

## 8. Update on State Housing Laws



- a. **Background:** In order to maintain accordance with updated California State Housing Laws, the City will need to reevaluate its current housing ordinances and make adjustments as necessary.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review recommendations from staff in order to maintain accordance with State Housing Laws at their meeting in January 2019.
- d. **Action Items:**
  - i. Review City's Housing Element and other relevant documents or policies.
  - ii. Present recommendations to City Council at a meeting in January 2019.
  - iii. Implement recommendations approved by City Council.
- e. **Target Due Date:** 2019

**9. Downtown Business Employees Overflow Parking**

- a. **Background:** At the City Council meeting on March 9, 2018, there was a request from a member of the public to discuss opportunities for employee overflow parking in the Downtown area. Staff will review possible options and current conditions and bring that information back to City Council.
- b. **Status:** In Progress
- c. **Next City Council Action:** Receive presentation on possible options and current conditions of overflow employee parking in the Downtown area and provide direction at City Council meeting on June 19, 2018.
- d. **Action Items:**
  - i. Review current conditions of employee parking in Downtown area, best practices in other jurisdictions and estimated impact of recommendations.
  - ii. Present recommendations to City Council at their meeting on June 19, 2018, in conjunction with extending parking meter time.
  - iii. Implement recommendations approved by City Council.
- e. **Target Due Date:** Summer 2018

**10. Telecom Facilities with an Updated Ordinance**

- a. **Background:** In response to new federal telecom permit legislation, staff identified shortcomings in the existing Telecom ordinance and is working with Information Technology and the City Attorney's Office to research options to amend the City's current ordinance.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review recommendations from staff at a future City Council meeting, meeting date TBD.
- d. **Action Items:**
  - i. Present recommendations to the Parking and Public Improvements Commission and/or Planning Commission, date TBD.
  - ii. Present recommendations to the City Council, date TBD.
- e. **Target Due Date:** Spring 2019

**11. Parking Management (Parking Meter Solution)**

- a. **Background:** The City's parking meters are nearing the end of their useful life, primarily due to the phasing out of 3G communications. City Council directed staff to investigate various meter technologies. This includes conducting a pilot project of approximately 50 meters in the downtown area to investigate customer usage, vacancy, turnover rates, etc. Those findings will be gathered for up to 6 months (through the busy summer and fall period when Manhattan Beach has the most events in the downtown area). Staff is also working toward adjusting the meter time to allow for 3 hours after 6pm in the downtown area.
- b. **Status:** In Progress
- c. **Next City Council Action:** Approve time change for downtown meters after 6:00 p.m. at City Council meeting on June 19, 2018.
- d. **Action Items:**
  - i. Conduct pilot program through December 2018.
  - ii. Revise signage downtown to allow for 3-hour parking after 6:00 p.m.
  - iii. Consider roll out of new meters in 2019 with enhanced capabilities for revenue generation.
- e. **Target Due Date:** TBD

## 12. Pedestrian Security Improvements

- a. **Background:** Discussed possible Pedestrian Safety and Security Improvements at City Council Retreat on May 3, 2017, specifically involving street security measures. In light of recent violent events enacted in public streetscapes, City Council expressed interest in exploring options to provide enhanced security measures for the public in Downtown, including the possibility of installing additional safety bollards at the intersection of Manhattan Beach Boulevard and Manhattan Avenue.
- b. **Status:** In Progress
- c. **Next City Council Action:** Review proposed security measures for Downtown and provide direction at the meeting on June 5, 2018.
- d. **Action Items:**
  - i. In coordination with the Police Department, research best practices and options for enhanced security in Downtown, including financial information.
  - ii. Present findings and recommendations to City Council on June 5, 2018.
- e. **Target Due Date:** TBD

## 13. Automated Permitting Software Solution

- a. **Background:** Staff identified a need for electronic permitting services and presented a status update to City Council on November 1, 2016, and an RFP was approved. After reviewing the responses, staff conducted site visits and reviewed proposed software modules, project cost and scope of work.

- b. Status:** In Progress
- c. Next City Council Action:** Review and discuss staff recommended vendor to provide automated permitting software at their meeting on June 5, 2018.
- d. Action Items:**
  - i. Evaluate needs of the City and department and the proposals received.
  - ii. Present recommendation to City Council for review.
  - iii. If approved by City Council, implement solution.
- e. Target Due Date:** Fall 2019

In addition to existing Work Plan items, the Planning Commission identified two items that warrant future discussion:

- 1) Use permit conditions and enforcement;
- 2) Review of land use definitions to make sure they are reflective of recent trends, e.g. types of senior housing, new trends in office space (WeWork etc.), personal fitness salons, and new forms of retail uses.