

MINUTES
REGULAR MEETING OF THE PLANNING COMMISSION
OF THE CITY OF COMMERCE HELD OF SEPTEMBER 25, 2019 AT 6:30 P.M.,
IN THE CITY HALL COUNCIL CHAMBERS,
5655 JILLSON STREET, COMMERCE, CA 90040

CALL TO ORDER The meeting was called to order by Chairperson Lainez at 6:33 p.m.

ROLL CALL Commissioners: Lainez, Gonzalez, Grajeda, Peraza, and Serfozo

Staff: Associate Planner Sonia Griego, Contract Planner Manuel Acosta, Contract Planner Knarik Vizcarra, and City Attorney Noel Tapia

PUBLIC COMMENT Daniel Hernandez, Sandy Gonzalez, and Sharon L. Basic addressed the Commission with comments.

SCHEDULED
MATTERS
Status Update

Presentation on the Bicycle and Pedestrian Master Plan given by consultant Carlos Velasquez with KOA Corp.

The Commission directed some questions to the consultant and staff. Discussion ensued.

The Commission received and filed the presentation.

PUBLIC HEARINGS

Zoning Text
Amendment
(Citywide) – Home
Occupation Permits

This item was continued by the Planning Commission at the meeting of August 21, 2019

Approval to change the review authority for Home Occupation Permits, and provide clarification on the applicability of Home Occupation Permit and the uses considered appropriate for such permits. Current Commerce Municipal Code Section 19.39.820 (Initiation) and 19.39.830 (Proceedings) will be replaced in their entirety with 19.39.820 Authority and 19.39.830 (Applicability). The proposed amendments will be applicable citywide.

At the August 21, 2019 meeting of the Planning Commission, staff presented amendments to the Home Occupation Permit sections of the code that would remove the need for review by the Planning Commission and the need for noticing to neighboring properties. The Commission expressed concern regarding removal of the notification requirements and requested that staff keep the mandatory noticing in connection with the proposed streamlined permitting process. Additionally, there were concerns about the cost of an appeal to the public who,

Zoning Text
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Cont'd

with the code as it is currently written, would be able to attend a meeting to express concerns. Accordingly, staff was directed to make changes to the proposed ordinance to address these issues/concerns.

In order to address the Commission's concern regarding the public's ability to be notified, express concern or ask questions about a new Home Occupation Permit (HOP) application, the proposed ordinance has been revised. It would now include an administrative review process that has a built in comment/question/appeal period. The new process would require that a letter be sent out to the applicant as well as all properties within a two hundred foot radius (existing radius requirements for HOP applications) with the findings of fact and the draft decision. This letter would have to be sent out the same day it is dated and provide contact information to which potential questions, or concerns would be directed. During the 14 day comment/question/appeal period, should the Director discover new facts that would alter the decision provided the criteria set forth in the Home Occupation Permit Section, the Director may change the decision. In such cases, new letters would be sent out restarting the 14 day appeal period. Otherwise, the Director's decision would be deemed final on the 15th day following the date of letter.

There were also questions posed by the Commission as to the burden that would be placed on a concerned neighbor by having to pay a fee to be appeal a decision made by the Director to the Planning Commission. In reviewing the city's existing fee schedule, there is not specific fee for line item for appeal of Director's decision; however, there is one for "Appeals of Planning Commission Decision." The cost of the appeal is simply whatever the application fee was originally paid by the applicant. Since the intent of the appeal fees are to cover the cost of processing an appeal by staff, the same would apply to appeals of the Director's Decision. The current Home Occupation Permit fee is \$100.

The Commission asked some questions of staff. Discussion ensued.

The Public Hearing was opened.

Richard Hernandez addressed the Commission on this item.

The Public Hearing was closed.

Zoning Text Amendment (Citywide) – Home Occupation Permits Cont'd	<p>A motion was made to approve the Zoning Text Amendment. The motion carried by the following vote:</p> <p>AYES: Chairperson Lainez, Vice-Chairperson Gonzalez, Commissioners Grajeda (3)</p> <p>NOES: Commissioner Serfozo (1)</p> <p>ABSTAIN: Commissioner Peraza (1)</p>
COMMISSION REPORTS	<p>The Commission reported the following: 1) Would like to know the status of the Citadel Project. 2) The future 7-Eleven site at the corner of Washington Boulevard and Atlantic Boulevard is messy and has overgrown weeds. 3) There are overgrown weeds at the vacant property on south east corner of Washington Boulevard and Eastern Avenue 4) Asked about new developments along Atlantic Boulevard, Washington Boulevard, and Telegraph Road.</p>
STAFF REPORTS	<p>None.</p>
ADJOURNMENT	<p>A motion was made to adjourn the meeting in memory of long-time resident Richard Gutierrez. The motion carried by the following vote:</p> <p>AYES: Chairperson Lainez, Vice-Chairperson Gonzalez Commissioners Grajeda, Peraza and Serfozo (5)</p> <p>Meeting adjourned at 8:01 p.m.</p>