

**MINUTES**  
**SPECIAL JOINT CITY COUNCIL / PLANNING COMMISSION MEETING**  
**SATURDAY, AUGUST 1, 2009**

**CALL TO ORDER** Mayor Shoals called the meeting to order at 9:00 a.m. in the City Hall Council Chambers, 154 South Eighth Street, Grover Beach, California.

**ROLL CALL**

City Council: Council Members Mires, Peterson, Mayor Pro Tem Nicolls, and Mayor Shoals were present. Council Member Bright was absent.

Commission: Commissioners Alex, Blum, Marshall, Nielsen, Roberson, Vice Chair Long, and Chair Coleman were present.

City Staff: City Manager Perrault, City Attorney Koczanowicz, City Clerk McMahon, Interim Community Development Director Beck, Economic Development Specialist Buckingham, and Planner II Reese were also present.

**PUBLIC COMMUNICATIONS**

The Mayor opened the floor to any member of the public for comment on any item described in this agenda. No public comments were received at this time. Mayor Shoals recognized the following individuals who were seated in the audience: San Luis Obispo County Assistant Director of Building and Planning Kami Griffin and recently appointed Parks, Recreation & Beautification Commissioner Jeff Lee.

**REGULAR BUSINESS**

**1. Joint City Council / Planning Commission Workshop.**

Mayor Shoals provided a brief overview of discussion points for the workshop, including an overview of the development review process and timelines, the Grover Beach Community Vision, implementing that Vision, roles and responsibilities, and opportunities for improvement.

A roundtable discussion was held among members of the City Council and Planning Commission regarding how:

- The Planning Commission could further assist the City Council with implementing the Grover Beach Community Vision;
- Design elements identified in the Vision could be incorporated into: (a) the review process for current permit applications, and (b) the General Plan, i.e., determining whether the downtown corridor was the appropriate location for certain types of businesses;
- A more expedient and cost-efficient permit review process could be developed, such as authorizing certain types of permits to be processed by staff instead of requiring formal review by the Planning Commission; and
- The City might assist local businesses during the recent economic downturn.

Interim Community Development Director Beck distributed materials regarding the development review process and described the various steps that occurred when an applicant or the applicant's representative initially met with staff, issues often discussed during subsequent meetings, and information gathered by staff during field visits. She also pointed out that, prior to determining whether a proposed project conformed to the City's regulations, an applicant might be required to provide special studies, such as noise, traffic, or biological studies, that could extend the entitlement process. She stated that once an application was deemed complete, the matter was scheduled for review before the Planning Commission. She then described the steps taken if an appeal of the Commission's decision was filed to the City Council as well as the process for staff to confirm project compliance for conditions of approval.

Brief discussion was held regarding the staff-level review process that included representatives from each department, referred to as the "Development Review Committee". Additional discussion was held regarding how that process could be improved to assist applicants with: 1) clearly understanding what the City's standards and requirements were and how they related to the City's Vision, and 2) determining at the initial

phase of a project whether design changes were required that could affect the project's final costs.

At this time the Mayor invited comments from the public.

Jeff Lee, Parks, Recreation & Beautification Commissioner, suggested establishing an informal review process that included members of the Planning Commission.

Tom Rehder, Grover Beach restaurant owner, requested that the City add a requirement for all future street rehabilitation projects to provide more advance notification and coordination with local business owners when a project included street closures during normal business hours.

There were no further public comments received at this time.

City Attorney Koczanowicz briefly reviewed legal requirements of the Brown Act and the prohibition against serial meetings among a majority of either the Planning Commission or City Council. He emphasized that the appropriate time to review and deliberate upon the merits of a proposed project was at a noticed, public meeting.

Brief discussion was held regarding the various types of presentation materials an applicant could present to assist the Commission and/or Council with visualizing a proposed project within the context of the surrounding neighborhood.

Recess: Upon consensus of the City Council and Planning Commission, the meeting recessed at 10:30 a.m.

Reconvene: At 10:45 a.m., the meeting reconvened with all members of the City Council (except for Council Member Bright) and the Planning Commission present.

Mayor Shoals reviewed the process that had occurred in developing the Grover Beach Community Vision, summarized design elements described in the Vision, and displayed photographs of what he considered were examples of preferred architectural styles. He also displayed photographs of potential locations along West Grand Avenue for future mixed-use developments. Mayor Shoals then reviewed a list of upcoming scheduled activities that would further assist in the development review process, such as completion of the Land Use Element Update and a signage program.

Brief discussion was held regarding the authority of the Planning Commission and staff to apply the Community Vision when reviewing proposed projects. For those circumstances where application of a specific standard was deemed unclear, having the matter scheduled before the City Council to either provide clarification or modify the standard. Additional discussion was held regarding input needed from Commissioners for the update of the Land Use Element and the upcoming public review process to encourage community input on the next draft document.

At this time the Mayor invited comments from the public.

Kami Griffin, San Luis Obispo County Assistant Director of Building and Planning, praised the workshop format for holding a discussion between the Council, Commission, and staff regarding the development review process.

There were no further public comments received.

In reference to earlier comments regarding the economic downturn, City Manager Perrault provided a brief overview of the City budget. He described the decrease in local sales tax revenues compared to the previous year and the negative fiscal consequences to the budget as a result of recent actions by the State. He then reviewed a list of Council-approved programs developed by City staff in an effort to stimulate the local economy.

Mayor Shoals described significant capital improvement projects scheduled to begin over the next fiscal year that would further stimulate the local economy. He then summarized the following list of action items as a result of the morning's workshop discussions:

- streamline the permit and administrative review process to be more user-friendly;
- increase communication between the Council, Planning Commission, applicants, and property owners;
- develop an architectural review process; and
- develop a Downtown Master Plan after completion of the Land Use Element Update.

He then emphasized the authority the Council had vested in the Planning Commission to determine whether a project met the City's architectural standards and development goals as identified in the Grover Beach Community Vision.

There being no further business to come before the City Council / Planning Commission, Mayor Shoals adjourned the meeting at 12:43 p.m.

/s/ JOHN P. SHOALS, MAYOR

Attest:

/s/ DONNA L. McMAHON, CITY CLERK  
(Approved at CC Mtg 01/04/10)