



**MINUTES
CITY OF NORCO
AD-HOC COMMITTEE ON LOT COVERAGE AND ACCESSORY BUILDINGS**

**Monday, October 10, 2016
City Hall Conference Rooms A & B
2870 Clark Avenue, Norco, CA 92860**

CALL TO ORDER: **4:31 p.m.**

ROLL CALL: **Present:**
Greg Newton, Mayor Pro Tem
Ted Hoffman, Council Member
Robert Leonard, Planning Commission Chair
Philip Jaffarian, Planning Commission Member

Andy Okoro, City Manager
Steve King, Planning Director

PLEDGE OF ALLEGIANCE: **Mayor Pro Tem Newton**

City Manager Okoro asked that Agenda Item 2.A. be discussed to set grounds for future meetings before the setting of meetings and the appointment of a Chair and Vice Chair.

1. BUSINESS ITEMS:

A. Selection of Chair and Vice Chair:

M/S NEWTON/HOFFMAN to appoint Planning Commission Member Phil Jaffarian as Chair; the motion was carried by the following roll call vote:

AYES: NEWTON, HOFFMAN, LEONARD, JAFFARIAN

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

M/S LEONARD/JAFFARIAN to appoint Mayor Pro Tem Greg Newton as Vice Chair; the motion was carried by the following roll call vote:

AYES: NEWTON, HOFFMAN, LEONARD, JAFFARIAN

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

B. Selection of Meeting Days, Time, and Location:

Chair Jaffarian asked staff for its input on their availability to schedule future meetings; Planning Director King stated that Monday afternoons are best.

As all present were in agreement, Chair Jaffarian stated the next meeting will be set for Monday, October 17, 2016, at 4:30 p.m.; he suggested skipping Monday, October 24th due to the scheduled Town Hall Meeting that evening; continuing on Monday, October 31, 2016, at 4:30 p.m.

Planning Commission Chair Leonard stated that he will be out of town on Monday, October 31, 2016, but noted that the group can proceed without him with this meeting.

2. DISCUSSION ITEM:

A. Overview, Purpose and Time Frame of the Ad-Hoc Committee on Lot Coverage and Accessory Buildings. (City Manager)

City Manager Okoro provided an overview of the purpose of this Council created Ad-Hoc Committee, stating that based on recent accessory building approvals by Planning Commission, followed by numerous appeals, the City Council asked that an Ad-Hoc be created to review, discuss and potentially make necessary changes on the aspects of lot coverages and accessory buildings. A recent report to Council recommending a maximum lot coverage change from the current 40% to 30% had sparked discussions, as well as other issues that have come up in recent weeks.

Planning Director King reviewed some of the concerns that had been discussed with the Planning Commission regarding adding pools and coping to the lot coverage. He stated that the Norco Hills Specific Plan (NHSP) has many lots that have an overlay to allow animals, but limits have never been set.

Council Member Hoffman stated that NHSP lots were never set to accommodate large animals due to the lay out of the properties, but many of the lots have been graded to add a flat area, and suggested that a provision be added to the specific plan to require a minimum animal keeping area on these properties.

Planning Commission Member Jaffarian noted that although a few areas do not have or require either a PAKA or an animal keeping area, the Planning Commission will require an area based on the lot, and if grading has occurred. He shared that the Commission also looks at the impact to neighboring lots, if has residence or open area, size of the proposed building and keeping in mind the preservation of animal keeping.

Mayor Pro Tem Newton noted concerns, which have occurred for many years, that City Council does not clearly communicate or provide clear guidelines to the Planning Commission as to its wishes or needs.

Member Jaffarian explained massing, what it consist of and covers; basically a two dimensional floor plans, which goes straight up, and can be very tall covered area. An example of such a building that has been reviewed by the Commission is RV buildings. He stated that the Ad-Hoc needs to come up with criteria to make sure that what is being requested and used is strictly for animal keeping.

The group discussed and reviewed different examples of current lots and accessory buildings, keeping in mind property rights and keeps massing at a minimum.

City Manager Okoro asked that topics be identified for further discussions at future meetings; noting that he hopes that this group can come to a consensus and recommendation within a few months.

Mike Thompson asked the Committee that land use be considered as well.

Member Hoffman stated that Conditional Use Permits (CUPs) process is being abused; impact on neighborhood is not being looked at, or researched; a CUP should not be an automatic approval or a given. He further suggested that policing approved CUPs should be required.

Mayor Pro Tem Newton stated that Code Enforcement must be involved once structures are completed, to enforce approved uses.

Members Jaffarian and Leonard concurred; requesting that the new policy needs to have “teeth” for when approvals are abused, not built as approved or incorrect uses.

Other regulations to be considered are CEQA requirements (under 5 acres lot does not require); grading done to property; scale of different properties (1/2 acre as opposed to 5 acres) should have different requirements; provide discretion when it’s needed; and height relation to setbacks.

Geoff Kahan suggested that they look at an angular perspective as well, which at times may provide a discretionary approval if the end of the building is far back on the lot and slopes up or down.

Director King suggested that the group review A-1 Zone prior to making any recommendations to the NHSP, as the A-1 Zone justifications could potentially apply to NHSP.

COMMITTEE AND STAFF COMMENTS: None

PUBLIC COMMENTS: None

ADJOURNMENT: Chair Jaffarian adjourned the meeting at **5:52 p.m.**