



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

**Monday, December 5, 2016
City Hall Conference Rooms A & B
2870 Clark Avenue, Norco, CA 92860**

CALL TO ORDER: **4:30 p.m.**

ROLL CALL: **Present:**
Phil Jaffarian, Planning Commission - Chair
Greg Newton, Mayor Pro Tem – Vice Chair
Ted Hoffman, Council Member
Patricia Hedges, Planning Commission (alternate)

Absent:
Robert Leonard, Planning Commission

STAFF: Andy Okoro, City Manager
Steve King, Planning Director
Alma Robles, Senior Planner
John Harper, City Attorney

PLEDGE OF ALLEGIANCE: **Commission Member Hedges**

1. PUBLIC COMMENTS: **None**

2. APPROVAL OF MINUTES:

A. Regular Meeting Minutes of October 31, 2016. **Recommendation: Approval**
M/S NEWTON/HOFFMAN to approve the regular meeting minutes of October 31, 2016, as written; the motion passed by the following roll call vote:

AYES: JAFFARIAN, NEWTON, HOFFMAN

NOES: NONE

ABSENT: LEONARD

ABSTAIN: HEDGES

3. DISCUSSION ITEM:

A. Second Units (Accessory Dwelling Units), Permitted Zones. **Recommended Action:**
Discuss and provide direction (Planning Director)

Planning Director King presented the staff report on file in the City Clerk's office. Director King stated that staff and the City Attorney have reviewed the new state laws for regulating second units which go into effect January 1, 2017. Each jurisdiction in the State is required to adopt those changes into the respective Code of Regulations (Norco Municipal Code) (NMC). Staff recommends that the verbiage "Second unit" be replaced with "Accessory Dwelling Unit". Said units would not be required to establish a sewer connection if service is available within 200 feet and would be required to provide one parking space per bedroom.

The Committee discussed how this new law would only apply to properties zoned R-1. Design details such as size, materials and architectural elements were also discussed.

Mayor Pro Tem Newton indicated that with regards to the R-1 zoning and accessory dwelling units, the current law is written to allow up to a size of 1200 square feet. He would like the Municipal Code to read “50% of the existing residence up to a maximum of 1200 square feet”.

M/S NEWTON/HEDGES recommending that the discussion on the issue of accessory dwelling units be returned to the Planning Commission for a Zone Code Amendment, including the size limitation of “50% of the existing residence up to a maximum of 1200 square feet”; the motion passed by the following roll call vote:

AYES: JAFFARIAN, NEWTON, HEDGES, HOFFMAN

NOES: NONE

ABSENT: LEONARD

ABSTAIN: NONE

B. Accessory Building Permit Processing and Impact Analysis. **Recommended Action: Discuss and provide direction** (Planning Director)

Planning Director King presented the staff report on file in the City Clerk’s office. Director King stated that the current information being required in the application for an Accessory Building is a Conditional Use Permit (CUP) and how that should change. He would like the Committee to help establish the criteria and findings needed for the Planning Commission to make its decisions; and how to identify what potential impacts there could be from accessory buildings and what information needs to be requested in the application.

It was agreed that the current CUP process is not sufficient for the approval of accessory buildings.

Director King recommended that an application process be created that sets out very specific criteria for three types of accessory buildings:

- 1) Recreational/agricultural vehicle parking
- 2) Animal-Keeping Shelter
- 3) Garage/Shop/All Others

Chair Jaffarian stated that there may be a need to separate the Animal Keeping into two categories; for rest and activity areas.

City Manager Okoro suggested the Committee create a set of criteria for each type of building including specific details that would help staff and the Planning Commission in approving accessory buildings.

Committee Members discussed many factors that need to be covered in the criteria: building use, size, height, architectural design, and material usage.

All Members agreed that the properties’ Primary Animal Keeping Area (PAKA) must be maintained in tack to approve any accessory building.

The Committee asked staff to pull a couple of random accessory building plans that had been submitted in the past to review at the next meeting.

Chair Jaffarian invited those who wish to speak:

Mike Thompson noted that he had reviewed the Planning Commission staff reports for the last 12 months and has noticed that applications to build animal keeping accessory buildings have declined.

Chair Jaffarian brought discussions back to the Committee.

COMMITTEE AND STAFF COMMENTS:

- Mayor Pro Tem Newton noted that Commission Member Leonard has missed a couple of Ad-Hoc Committee meetings and would like to recommend to the Planning Commission that Alternate Committee Member Hedges take his place on the Ad-Hoc Committee.

- Next meeting is scheduled for **Monday, December 19, 2016 at 4:30 p.m.**

ADJOURNMENT: Chair Jaffarian adjourned the meeting at **6:33 p.m.**