



MINUTES
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
SEPTEMBER 8, 2010

1. CALL TO ORDER: 7:03 PM
2. ROLL CALL: **Chair Hedges, Vice Chair Wright, Commissioners Henderson, Jaffarian and Newton**
3. STAFF PRESENT: **Planning Director King, Deputy City Clerk Germain**
4. PLEDGE OF ALLEGIANCE: **Commissioner Jaffarian**
5. APPEAL NOTICE: **Read by PD King**
6. HEARING FROM THE AUDIENCE ON ITEMS NOT LISTED ON THE AGENDA:

Pat Overstreet: Mrs. Overstreet shared that the Norco Fair was a great success. She shared her concern regarding the City's enforcement of the codes currently in place in light of the recent Council approved new Zoning Ordinances. Mrs. Overstreet asked if the City could follow-up on the infraction on the accessory building that was changed from a barn, as was stated on the building application, to a gymnasium after the Certificate of Occupation was issued.

7. APPROVAL OF MINUTES: Minutes of August 25, 2010
PC Newton asked for a minor correction

M/S WRIGHT/JAFFARIAN to approve the minutes of August 25, 2010:

AYES: Unanimous Motion Carried

8. CONTINUED ITEMS: **NONE**
9. PUBLIC HEARINGS: **NONE**
10. BUSINESS ITEM: Accessory Buildings Policy Manual (No Staff Report)
Recommendation: Review and Comment (Planning Director King)

PD King opened the discussion regarding an Accessory Building Policy Manual. He stated that in light of the recently approved Zone Code Amendments by City Council a policy guideline needed to be developed to assist residents and staff, and provide the Planning Commission a procedure to follow. He asked for direction on how to proceed.

PC Henderson stated that he would like the Planning Commission to establish a work group by appointing two of its members and staff to come up with a general outline and bring it back to the entire Planning Commission and eventually to the City Council.

PC Jaffarian agreed with PC Henderson; he added that the policy should be simple to understand and follow and should also include a check list and diagrams.

Vice Chair Wright was also in agreement and added that the public should not be involved with the sub-committee but definitely would want the public involved with the full Commission.

PC Newton stated that he liked the work group suggestion; he recommended that two residents be added to the group.

Vice Chair Wright suggested that members of the local groups, such as the Norco Horsemen's Association and/or R.U.R.A. L., be invited to the group.

In response to **Chair Hedges**, PC Henderson stated that the CUP process allows for input from neighbors which should open up discussions and allow any interested parties to join in the process of development. He added that another goal to be considered is timeliness in getting this done.

Discussions continued.

Chair Hedges OPENED the public hearing, indicating that proper notification had been made and asking for the appearance of those wishing to speak.

Jodie Webber: Ms. Weber stated her concerns with the Planning Commission's new authority and added that the guidelines should include parameters to prohibit abuse by future Planning Commissions not familiar with the intent and background of the new regulations for accessory buildings.

Chair Hedges CLOSED the public hearing.

Discussions ensued concerning process, acceptable usage, and the drafting of the conditions to be followed.

Chair Hedges appointed PC Newton and PC Henderson to serve on the sub-committee and asked for status reports to the full Commission throughout the process.

Further discussion was deferred to the work group.

11. CITY COUNCIL: **Received and Filed**

A. Recap of Actions Taken at the September 1, 2010 City Council / Community Redevelopment Agency Meeting.

B. City Council Minutes dated August 18, 2010

12. PLANNING COMMISSION: Oral Reports from Various Committees: **NONE**

13. STAFF: Current Work Program dated September 2, 2010: **Received and Filed**

PC Newton questioned the reference of "CH" throughout the report; in response, **PD King** will verify with staff and report back. **PC Newton** also inquired about PF 2010-10, which notes "development of property north of Snipes Park". **PD King** explained that this item can not be discussed at this time as the applicant has yet to turn in his application and fees.

14. OTHER MATTERS:

- o **PC Newton** reported that the unfinished office building next to Circle K on Fourth Street has all the doors and windows wide open.

15. ADJOURNMENT: Chair Hedges adjourned the meeting at **7:55 PM**

Respectfully submitted,

Steve King
Planning Secretary

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