AGENDA
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
JANUARY 8, 2014

CALL TO ORDER: 7:00 p.m.

ROLL CALL:

STAFF PRESENT:

PLEDGE OF ALLEGIANCE: Commission Member Henderson

1. APPEAL NOTICE: In the event that you disagree with the action taken by the Planning Commission in regards to your application, or with any condition for approval of the application which is not a specific requirement of the Norco Municipal Code, you are entitled to appeal such determination or conditions to the Norco City Council, provided that such appeal is filed with the Norco City Clerk within ten calendar days after the requirements for appeals, inclusive of payment of an appeal fee. Please contact City planning staff at (951) 270-5661 if you have any questions regarding any item you may wish to appeal.

2. PUBLIC COMMENTS: Hearing from the audience on items not listed on the agenda. Please limit your comments to three (3) minutes. If you have an item that will require extended discussion, please request that the time be scheduled on a regular agenda.

3. APPROVAL OF MINUTES:
   - Minutes of Regular Meeting on November 13, 2013
   Due to a lack of quorum on December 11, 2013, these minutes must be approved. **Recommended Action: Approval** (Deputy City Clerk)

   - Minutes of Regular Meeting on December 11, 2013
   Recommended Action: Approval (Deputy City Clerk)

4. PUBLIC HEARINGS:

   A. **Zone Code Amendment 2013-16 (City):** A request to amend Title 18 (Zoning) of the Norco Municipal Code regarding the definitions and/or regulations for second units, emergency shelters, transitional housing, and supportive housing in accordance with state Government Code requirements. **Recommended Action: Approval** (Planning Director)

5. BUSINESS ITEMS: NONE

6. CITY COUNCIL MINUTES:

- City Council Special Meeting Minutes of December 3, 2013
- City Council Regular Meeting Minutes of December 4, 2013

7. PLANNING COMMISSION:

a. Oral Reports from Various Committees

b. Request for Items on Future Agenda (within the purview of the Commission)

8. ADJOURNMENT

Staff reports are on file in the Planning Division.

Additionally, any writings or documents provided after distribution of the Planning Commission's agenda packet to a majority of the Planning Commission regarding any item on this agenda will be made available for public inspection at the Planning Division counter at City Hall located at 2870 Clark Avenue.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (951) 270-5623. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II)

/di

MINUTES
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
NOVEMBER 13, 2013

CALL TO ORDER: **7:00 PM**

ROLL CALL: **Chair Hedges, Vice Chair Leonard, Commission Member Jaffarian; Commission Member Henderson Absent.**

STAFF PRESENT: **Planning Director King, Senior Planner Robles and Deputy City Clerk Germain**

PLEDGE OF ALLEGIANCE: **Chair Hedges**

1. APPEAL NOTICE: **Read by Planning Director King**

2. PUBLIC COMMENTS: **NONE**

3. APPROVAL OF MINUTES:
   - Minutes of Regular Meeting on October 9, 2013

   Recommended Action: Approval (Deputy City Clerk)

M/S Leonard/Hedges to approve the minutes of Planning Commission regular meeting of October 9, 2013, as written

AYES: Hedges, Leonard **Motion Passed**
ABSTAIN: Jaffarian
ABSENT: Henderson

4. CONTINUED PUBLIC HEARINGS:

   A. **Conditional Use Permit 2012-03 (Planck/International Fellowship of Churches, Inc.; IMF World Missions & International Missions Fellowship)**: A request for approval to allow a church campus to include the construction of a 6,136 square-foot main church building and the use of an existing building, on four parcels (APN 129-180-010, -011, -012, -013. All parcels are located on the south side of Second Street, between Parkridge and Western Avenues within the A-1-20 Zone. **Application Withdrawn** (Senior Planner)

Senior Planner Robles stated that a letter was received from the applicant, dated October 29, 2013, withdrawing their application for this project.

   B. **Zone Code Amendment 2013-03 (City of Norco):** A city-initiated proposal to amend Title 18 "Zoning" of the Norco Municipal code, Chapter 18.02 – Definitions", Section 18.31.08 - "Yard Requirements – Walls, Fences and Structures in Setback Areas" and Section 18.38.22 - "On-site Location of Parking Facilities", to address/revise the definitions of non-commercial vehicle and trailer parking in residential zones. **Recommended Action: Adoption** (Planning Director)

Planning Director King presented the staff report on file in the Planning Department. He noted that although this zone code amendment has previously been reviewed by the

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

Scott Shank, applicant: Mr. Shank explained that the height request is so that the accessory building is at the same height as the home, adding that the building will be used to park a motor home and a boat.

Chair Hedges CLOSED the public hearing, bringing the discussion back to the Commission.

M/S Jaffarian/Leonard to adopt Resolution 2013-44, to approve Conditional Use Permit 2013-10, to allow a detached accessory building consisting of a 1,620 square-foot storage garage at 2615 Corydon Avenue; adding a condition to have existing shade structure removed.

AYES: Hedges, Leonard, Jaffarian **Motion Passed**
ABSENT: Henderson

B. **Conditional Use Permit 2013-11 (Rafiq):** A request for approval to allow an increase in the number of students allowed for an existing tutoring center located at 1161 Hidden Valley Parkway, Unit 103, within the Norco Hills Specific Plan (NHSP), Neighborhood Commercial District. **Recommended Action: Approval** (Senior Planner)

Senior Planner Robles presented the staff report on file in the Planning Department. Staff recommends approval of 20 students, instead of 30, due to the parking spaces issue, and for a lower impact on center.

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

Fawad Rafiq, applicant: Mr. Rafiq stated that as the business owner of fifteen years, he wants to help and serve the local community to grow and be better students.

Chair Hedges CLOSED the public hearing, bringing the discussion back to the Commission.

Vice Chair Leonard agreed with staff on the smaller number of students, noting his concern with the mid-day hours as the center may be busy.

Commission Member Jaffarian stated that he would like a six month review to see if the neighboring tenants were affected.

M/S Jaffarian/Hedges to adopt Resolution 2013-43, to approve Conditional Use Permit 2013-11, to allow an increase in the number of students to 20 students for an existing tutoring center at 1161 Hidden Valley Parkway, Unite 103; amend Condition 18 to note the first evaluation at six months followed by annual audits.

AYES: Hedges, Leonard, Jaffarian **Motion Passed**
ABSENT: Henderson

D. **Conditional Use Permit 2013-13 (Norco Retail Group):** A request to allow a temporary modular unit for use as a construction office and interim sales office for an existing RV rental business located at 2185 Hamner Avenue in the Norco Auto Mall Specific Plan. **Recommended Action: Approval** (Planning Director)

Planning Director King presented the staff report on file in the Planning Department. He noted that the applicant was unable to attend due to unforeseen circumstances. Staff recommends approval.

Director King confirmed that the current building on site will be torn down once this modular unit is approved.

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

Karen Leonard: Mrs. Leonard questioned if the RV business on site was approved. In response, Director King stated it was allowed as an ancillary business.

Chair Hedges CLOSED the public hearing, bringing the discussion back to the Commission.

Discussion ensued.

M/S Jaffarian/Leonard to adopt Resolution 2013-48, to approve Conditional Use Permit 2013-13, to allow an existing recreational (RV) business to remain and the installation of a 1,440 square-foot temporary modular unit to be used as an office for the RV business and a construction project at 2185 Hamner Avenue; modify Condition 14 to include a one-year time limit or when a Certificate of Occupancy is issued for the Tractor business.

AYES:	**Hedges, Leonard, Jaffarian**	**Motion Passed**
ABSENT:	**Henderson**	

E. **Zone Code Amendment 2013-16 (City):** A request to amend Title 18 (Zoning) of the Norco Municipal Code regarding the definitions and/or regulations for second units, emergency shelters, transitional housing, and supportive housing in accordance with State Government Code requirements. **Recommended Action: Approval** (Planning Director)

Planning Director King presented the staff report on file in the Planning Department. He explained that this zone code amendment is to be consistent with State law. He reviewed the three types of emergency housing which the State requires from all municipalities, emergency housing, transitional housing and supportive housing.

In response to Vice Chair Leonard, Director King stated that this type of housing would be allowed to be built on permanent foundations, and confirming that "granny-flats" are not.

M/S Hedges/Jaffarian to adopt Resolution 2013-42, to approve Site Plan 2013-22, to allow an accessory building consisting of an 816 square-foot addition to an existing detached accessory storage barn located at 3181 Shadow Canyon Circle, at the maximum height of 14 feet per the Municipal Code.

AYES: Hedges, Leonard, Jaffarian **Motion Passed**
ABSENT: Henderson

B. **Site Plan 2013-23 (Tuff Shed):** A request for approval to allow a detached accessory building consisting of a 384 square-foot garage at 2984 Temescal Avenue located within the A-1-20 (Agricultural Low-Density) zone. **Recommended Action: Approval** (Senior Planner)

Senior Planner Robles presented the staff report on file in the Planning Department. Staff recommends approval.

M/S Jaffarian/Hedges to adopt Resolution 2013-45, to approve Site Plan 2013-23, to allow a detached accessory building consisting of a 384 square-foot garage at 2984 Temescal Avenue; adding a Condition requiring the removal of an existing building before permits are issued.

AYES: Hedges, Jaffarian **Motion Passed**
NOES: Leonard
ABSENT: Henderson

7. CITY COUNCIL MINUTES: **Received and Filed**

- City Council Special Meeting Minutes of September 25, 2013
- City Council Regular Meeting Minutes of October 2, 2013
- City Council Regular Meeting Minutes of October 16, 2013

8. PLANNING COMMISSION: **NONE**

a. Oral Reports from Various Committees

b. Request for Items on Future Agenda (within the purview of the Commission)

- Commission Member Jaffarian asked staff to present a report on front-yard restrictions and an element that can be realistically applied.

9. ADJOURNMENT: Chair Hedges adjourned the meeting at **8:34 PM**

Respectfully submitted,

_____
Steve King
Secretary
Planning Commission

MINUTES
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
DECEMBER 11, 2013

CALL TO ORDER: **7:05 PM**

ROLL CALL: **Chair Hedges, Vice Chair Leonard, Commission Members Henderson and Hoffman; Commission Member Jaffarian absent**

STAFF PRESENT: **Planning Director King, Senior Planner Robles and Deputy City Clerk Germain**

PLEDGE OF ALLEGIANCE: **Vice Chair Leonard**

1. APPEAL NOTICE: **Read by Director King**

2. PUBLIC COMMENTS:

Glen Hedges: Mr. Hedges stated his concerns with the new sign regulations, noting that local groups are having a difficulty posting and advertising their special events. He suggested that a permanent location be chosen for temporary posting of the special events. Deputy City Clerk Germain shared that the Economic Development Advisory Council is currently working on such a sign program in collaboration with the Norco Area Chamber of Commerce.

3. APPROVAL OF MINUTES:
   - Minutes of Regular Meeting on November 13, 2013
   Recommended Action: Approval *(Deputy City Clerk)*

M/S __/__ to approve the Planning Commission Minutes of regular meeting of November 13, 2013, as written
AYES: Hedges, Leonard
ABSTAIN: Henderson, Hoffman
ABSENT: Jaffarian
Approval of the November 13, 2013 Planning Commission minutes is continued to the next regular meeting due to a lack of quorum.

4. PUBLIC HEARINGS: **NONE**

5. BUSINESS ITEMS:

   A. Site Plan 2013-18, Modification 1 (Espinosa): A request for approval to allow an accessory building consisting of an 864 square-foot garage/workshop at 2114 First Street located within the Commercial District of the Gateway Specific Plan. **Recommended Action: Approval** *(Senior Planner)*

Senior Planner Robles presented the staff report on file in the Planning Department. She provided a review of what had been previously approved by the Commission. Staff recommends approval of the modification.

Chair Hedges invited the appearance of those wishing to speak.

Steven Espinosa, applicant: Mr. Espinosa answered a few questions from the Commission. He confirmed that access to the garage/workshop will not cross over the designated horse area.

Director King assured the Commission that permit fees are doubled when building without a permit occurs.

M/S Leonard/Henderson to adopt Resolution 2013-50, to approve Site Plan 2013-24, to allow a detached accessory building consisting of an 864 square-foot barn at 3017 Ponderosa Lane, adding a condition requiring that the double fees be paid prior to permit approvals.
AYES: Hedges, Leonard, Henderson, Hoffman **Motion Passed**
ABSENT: Jaffarian

D. Site Plan 2013-25 (McLuckey): A request for approval to allow an accessory building consisting of a 400 square-foot freestanding patio cover at 3498 California Avenue located within the A-1-20 (Agricultural Low-Density) Zone. **Recommended Action: Approval** *(Senior Planner)*

Planning Director King presented the staff report on file in the Planning Department. Staff recommends approval.

M/S Henderson/Leonard to adopt Resolution 2013-53, to approve Site Plan 2013-25, to allow an accessory building consisting of a 400 square-foot freestanding patio cover at 3498 California Avenue.
AYES: Hedges, Leonard, Henderson, Hoffman **Motion Passed**
ABSENT: Jaffarian

6. CITY COUNCIL MINUTES: **Received and Filed**

- City Council Special Meeting Minutes of November 6, 2013
- City Council Regular Meeting Minutes of November 20, 2013

7. PLANNING COMMISSION:

a. Oral Reports from Various Committees: **NONE**

b. Request for Items on Future Agenda (within the purview of the Commission): **NONE**

8. ADJOURNMENT: Chair Hedges adjourned the meeting at **7:40 PM**

Respectfully submitted,

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Steve King
Secretary
Planning Commission

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MINUTES
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
NOVEMBER 13, 2013

CALL TO ORDER: **7:00 PM**

ROLL CALL: **Chair Hedges, Vice Chair Leonard, Commission Member Jaffarian; Commission Member Henderson Absent.**

STAFF PRESENT: **Planning Director King, Senior Planner Robles and Deputy City Clerk Germain**

PLEDGE OF ALLEGIANCE: **Chair Hedges**

1. APPEAL NOTICE: **Read by Planning Director King**

2. PUBLIC COMMENTS: **NONE**

3. APPROVAL OF MINUTES:
   - Minutes of Regular Meeting on October 9, 2013

   Recommended Action: Approval (Deputy City Clerk)

M/S Leonard/Hedges to approve the minutes of Planning Commission regular meeting of October 9, 2013, as written

AYES: Hedges, Leonard **Motion Passed**
ABSTAIN: Jaffarian
ABSENT: Henderson

4. CONTINUED PUBLIC HEARINGS:

   A. **Conditional Use Permit 2012-03 (Planck/International Fellowship of Churches, Inc.; IMF World Missions & International Missions Fellowship)**: A request for approval to allow a church campus to include the construction of a 6,136 square-foot main church building and the use of an existing building, on four parcels (APN 129-180-010, -011, -012, -013. All parcels are located on the south side of Second Street, between Parkridge and Western Avenues within the A-1-20 Zone. **Application Withdrawn** (Senior Planner)

Senior Planner Robles stated that a letter was received from the applicant, dated October 29, 2013, withdrawing their application for this project.

   B. **Zone Code Amendment 2013-03 (City of Norco):** A city-initiated proposal to amend Title 18 "Zoning" of the Norco Municipal code, Chapter 18.02 – Definitions", Section 18.31.08 - "Yard Requirements – Walls, Fences and Structures in Setback Areas" and Section 18.38.22 - "On-site Location of Parking Facilities", to address/revise the definitions of non-commercial vehicle and trailer parking in residential zones. **Recommended Action: Adoption** (Planning Director)

Planning Director King presented the staff report on file in the Planning Department. He noted that although this zone code amendment has previously been reviewed by the

Commission, the City Council has asked for it to be reviewed further asking for clarification on parking in the front yard and adding additional area description for allowed parking.

Chair Hedges OPENED the public hearing, indicating that proper notification had been made and asked for the appearance of those wishing to speak. With no one wishing to speak, Chair Hedges CLOSED the public hearing, bringing the discussion back to the Commission.

Chair Hedges suggested adding a restriction to limit the number of vehicles and restrict to a designated parking area.

Director King suggested adding a definition stating that the designated parking area cannot cover more than a percentage of the front or back yards.

Commission Member Jaffarian noted his concern on restricting designated parking areas due to the different lot set ups throughout Norco.

In response to Vice Chair Leonard, Director King confirmed that per the Municipal Code, circular driveways are no longer allowed as such neither is parking in the front yard.

Discussion included suggestions including a designated parking area for one vehicle, using a driveway defined as a paved area in front of the property, and parking is not to take up more than 40% of the front of the property.

M/S Jaffarian/Leonard to adopt Resolution 2013-19, recommending to the City Council that Zone Code Amendment 2013-03 be approved to amend Title 18 "Zoning" of the Norco Municipal code, Chapter 18.02 – "Definitions", Section 18.31.08 – "Yard Requirements – Walls, Fences and Structures in Setback Areas", and Section 18.38.22 – "On-Site Location of Parking Facilities", to address/revise the definitions pertaining to vehicles, and to address vehicle parking in residential zones.

AYES: Leonard, Jaffarian **Motion Passed**
NOES: Hedges (wants to add restriction on number of vehicles allowed)
ABSENT: Henderson

5. PUBLIC HEARINGS:

A. **Conditional Use Permit 2013-10 (Shank):** A request for approval to allow a detached accessory building consisting of a 1,620 square-foot storage garage at 2615 Corydon Avenue located within the A-1-20 (Agricultural Low-Density) zone. **Recommended Action: Approval** (Senior Planner)

Senior Planner Robles presented the staff report on file in the Planning Department. She stated that the Architectural Review Committee had concerns on the proposed height of the structure, adding that the Commission has discretion to approve at the higher height. Staff recommends approval at a maximum height of 20 feet.

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

Scott Shank, applicant: Mr. Shank explained that the height request is so that the accessory building is at the same height as the home, adding that the building will be used to park a motor home and a boat.

Chair Hedges CLOSED the public hearing, bringing the discussion back to the Commission.

M/S Jaffarian/Leonard to adopt Resolution 2013-44, to approve Conditional Use Permit 2013-10, to allow a detached accessory building consisting of a 1,620 square-foot storage garage at 2615 Corydon Avenue; adding a condition to have existing shade structure removed.

AYES: Hedges, Leonard, Jaffarian **Motion Passed**
ABSENT: Henderson

B. **Conditional Use Permit 2013-11 (Rafiq):** A request for approval to allow an increase in the number of students allowed for an existing tutoring center located at 1161 Hidden Valley Parkway, Unit 103, within the Norco Hills Specific Plan (NHSP), Neighborhood Commercial District. **Recommended Action: Approval** (Senior Planner)

Senior Planner Robles presented the staff report on file in the Planning Department. Staff recommends approval of 20 students, instead of 30, due to the parking spaces issue, and for a lower impact on center.

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

Fawad Rafiq, applicant: Mr. Rafiq stated that as the business owner of fifteen years, he wants to help and serve the local community to grow and be better students.

Chair Hedges CLOSED the public hearing, bringing the discussion back to the Commission.

Vice Chair Leonard agreed with staff on the smaller number of students, noting his concern with the mid-day hours as the center may be busy.

Commission Member Jaffarian stated that he would like a six month review to see if the neighboring tenants were affected.

M/S Jaffarian/Hedges to adopt Resolution 2013-43, to approve Conditional Use Permit 2013-11, to allow an increase in the number of students to 20 students for an existing tutoring center at 1161 Hidden Valley Parkway, Unite 103; amend Condition 18 to note the first evaluation at six months followed by annual audits.

AYES: Hedges, Leonard, Jaffarian **Motion Passed**
ABSENT: Henderson

C. **Conditional Use Permit 2013-12 (Brother's Towing):** A request to expand the operation of an existing towing company, a non-conforming use, to allow the parking of tow trucks on-site when not in use, on property located at 1674 Elm Drive in the Commercial General (C-G) zone. **Recommended Action: Approval** (Planning Director)

Planning Director King presented the staff report on file in the Planning Department. Staff recommends approval.

In response to Vice Chair Leonard, Director King stated that Elm Drive is a private street, as such, the City is not responsible for its condition, but that paving of the street was a requirement with its original approval. He added that a block wall had been an approved condition by the Planning Commission but the City Council changed it to a chain link fence as a temporary condition so that the property can be easily altered for a new owner.

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

Karen Leonard: Mrs. Leonard questioned size of trucks allowed and activity of service.

Chair Hedges CLOSED the public hearing, bringing the discussion back to the Commission.

Vice Chair Leonard asked for a block wall to buffer noise for the neighbors, and would like a limit on the number of vehicles and trucks on the property.

A representative of the applicant, Brothers Towing, answered a few questions for the Commission. He explained that, per CHP requirement, the business is on call 24/7; as such, drivers are on scheduled shifts and do not require to sleep at the location. He stated that the business currently has five trucks running, noting that two of each class would be sufficient to run their business.

Commission Member Jaffarian suggested limiting to two of each of the lower three classes of trucks and one of the super-heavy duty.

Chair Hedges and Vice Chair Leonard agreed to no super-heavy duty trucks and only one of the lower classes.

M/S Jaffarian/Leonard to adopt Resolution 2013-47, to approve Conditional Use Permit 2013-12 and Site Plan 2000-01, Modification No. 1, to expand a non-conforming use to expand the area of the business and to allow the parking of tow trucks on-site needed for the operation of the business at 1674 Elm Drive; modify Condition 5 to allow one of each A, B, & C categories only and none of the super-heavy class.

AYES: Hedges, Leonard, Jaffarian **Motion Passed**
ABSENT: Henderson

D. **Conditional Use Permit 2013-13 (Norco Retail Group):** A request to allow a temporary modular unit for use as a construction office and interim sales office for an existing RV rental business located at 2185 Hamner Avenue in the Norco Auto Mall Specific Plan. **Recommended Action: Approval** (Planning Director)

Planning Director King presented the staff report on file in the Planning Department. He noted that the applicant was unable to attend due to unforeseen circumstances. Staff recommends approval.

Director King confirmed that the current building on site will be torn down once this modular unit is approved.

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

Karen Leonard: Mrs. Leonard questioned if the RV business on site was approved. In response, Director King stated it was allowed as an ancillary business.

Chair Hedges CLOSED the public hearing, bringing the discussion back to the Commission.

Discussion ensued.

M/S Jaffarian/Leonard to adopt Resolution 2013-48, to approve Conditional Use Permit 2013-13, to allow an existing recreational (RV) business to remain and the installation of a 1,440 square-foot temporary modular unit to be used as an office for the RV business and a construction project at 2185 Hamner Avenue; modify Condition 14 to include a one-year time limit or when a Certificate of Occupancy is issued for the Tractor business.

AYES: Hedges, Leonard, Jaffarian **Motion Passed**
ABSENT: Henderson

E. **Zone Code Amendment 2013-16 (City):** A request to amend Title 18 (Zoning) of the Norco Municipal Code regarding the definitions and/or regulations for second units, emergency shelters, transitional housing, and supportive housing in accordance with State Government Code requirements. **Recommended Action: Approval** (Planning Director)

Planning Director King presented the staff report on file in the Planning Department. He explained that this zone code amendment is to be consistent with State law. He reviewed the three types of emergency housing which the State requires from all municipalities, emergency housing, transitional housing and supportive housing.

In response to Vice Chair Leonard, Director King stated that this type of housing would be allowed to be built on permanent foundations, and confirming that "granny-flats" are not.

Chair Hedges OPENED the public hearing, indicating that proper notification had been made and asked for the appearance of those wishing to speak. With no one wishing to speak, Chair Hedges CLOSED the public hearing, bringing the discussion back to the Commission.

M/S Jaffarian/Hedges to adopt Resolution 2013-49, recommending that the City Council approve Zone Code Amendment 2013-16 amending Section 18.30.46 - "Second Units" and Section 18.24.06 – "Permitted Uses M-1 Zone".
AYES: Hedges, Leonard, Jaffarian **Motion Passed**
ABSENT: Henderson

6. BUSINESS ITEMS:

A. **Site Plan 2013-22 (White):** A request for approval to allow an 816 square-foot addition to an existing detached accessory storage barn located at 3181 Shadow Canyon Circle located within the A-E (Agricultural Estate) zone. **Recommended Action: Approval** (Senior Planner)

Senior Planner Robles presented the staff report on file in the Planning Department. Staff recommends approval at its requested height for architectural compatibility.

Commission Member Jaffarian questioned the toilet facility provided on the plan.

Chair Hedges invited the appearance of those wishing to speak.

Mike Cardinas, general contractor: Mr. Cardinas explained that the property was purchased with the existing restroom, which was installed by a previous property owner. He stated that the height requested is to match the existing structures.

Chair Hedges brought discussions back to the Commission.

Discussion followed concerning the requested height of 19'7" and potential limit of space for animal keeping.

Commission Member Jaffarian noted that the lot coverage will be below 40% limit and that the neighboring lot is empty so that the height would not be an issue.

M/S Jaffarian/____ to adopt Resolution 2013-42, to approve Site Plan 2013-22, to allow an accessory building consisting of an 816 square-foot addition, at a height of 19'17", to an existing detached accessory storage barn located at 3181 Shadow Canyon Circle.
Motion died, due to lack of a second.

M/S Hedges/Jaffarian to adopt Resolution 2013-42, to approve Site Plan 2013-22, to allow an accessory building consisting of an 816 square-foot addition to an existing detached accessory storage barn located at 3181 Shadow Canyon Circle, at the maximum height of 14 feet per the Municipal Code.

AYES: Hedges, Leonard, Jaffarian **Motion Passed**
ABSENT: Henderson

B. **Site Plan 2013-23 (Tuff Shed):** A request for approval to allow a detached accessory building consisting of a 384 square-foot garage at 2984 Temescal Avenue located within the A-1-20 (Agricultural Low-Density) zone. **Recommended Action: Approval** (Senior Planner)

Senior Planner Robles presented the staff report on file in the Planning Department. Staff recommends approval.

M/S Jaffarian/Hedges to adopt Resolution 2013-45, to approve Site Plan 2013-23, to allow a detached accessory building consisting of a 384 square-foot garage at 2984 Temescal Avenue; adding a Condition requiring the removal of an existing building before permits are issued.

AYES: Hedges, Jaffarian **Motion Passed**
NOES: Leonard
ABSENT: Henderson

7. CITY COUNCIL MINUTES: **Received and Filed**

- City Council Special Meeting Minutes of September 25, 2013
- City Council Regular Meeting Minutes of October 2, 2013
- City Council Regular Meeting Minutes of October 16, 2013

8. PLANNING COMMISSION: **NONE**

a. Oral Reports from Various Committees

b. Request for Items on Future Agenda (within the purview of the Commission)

- Commission Member Jaffarian asked staff to present a report on front-yard restrictions and an element that can be realistically applied.

9. ADJOURNMENT: Chair Hedges adjourned the meeting at **8:34 PM**

Respectfully submitted,

_____
Steve King
Secretary
Planning Commission

MINUTES
CITY OF NORCO
PLANNING COMMISSION
CITY COUNCIL CHAMBERS – 2820 CLARK AVENUE
REGULAR MEETING
DECEMBER 11, 2013

CALL TO ORDER: **7:05 PM**

ROLL CALL: **Chair Hedges, Vice Chair Leonard, Commission Members Henderson and Hoffman; Commission Member Jaffarian absent**

STAFF PRESENT: **Planning Director King, Senior Planner Robles and Deputy City Clerk Germain**

PLEDGE OF ALLEGIANCE: **Vice Chair Leonard**

1. APPEAL NOTICE: **Read by Director King**

2. PUBLIC COMMENTS:

Glen Hedges: Mr. Hedges stated his concerns with the new sign regulations, noting that local groups are having a difficulty posting and advertising their special events. He suggested that a permanent location be chosen for temporary posting of the special events. Deputy City Clerk Germain shared that the Economic Development Advisory Council is currently working on such a sign program in collaboration with the Norco Area Chamber of Commerce.

3. APPROVAL OF MINUTES:
   - Minutes of Regular Meeting on November 13, 2013
   Recommended Action: Approval *(Deputy City Clerk)*

M/S __/__ to approve the Planning Commission Minutes of regular meeting of November 13, 2013, as written
AYES: Hedges, Leonard
ABSTAIN: Henderson, Hoffman
ABSENT: Jaffarian
Approval of the November 13, 2013 Planning Commission minutes is continued to the next regular meeting due to a lack of quorum.

4. PUBLIC HEARINGS: **NONE**

5. BUSINESS ITEMS:

   A. Site Plan 2013-18, Modification 1 (Espinosa): A request for approval to allow an accessory building consisting of an 864 square-foot garage/workshop at 2114 First Street located within the Commercial District of the Gateway Specific Plan. **Recommended Action: Approval** *(Senior Planner)*

Senior Planner Robles presented the staff report on file in the Planning Department. She provided a review of what had been previously approved by the Commission. Staff recommends approval of the modification.

Chair Hedges invited the appearance of those wishing to speak.

Steven Espinosa, applicant: Mr. Espinosa answered a few questions from the Commission. He confirmed that access to the garage/workshop will not cross over the designated horse area.

Chair Hedges brought discussions back to the Commission.

Vice Chair Leonard stated his concern with the optional infill wall, noting that this structure can easily be converted to living space.

Commission Member Henderson asked the applicant about a driveway to the workshop, in response, Mr. Espinosa stated that he is still working on the layout but assured that it would not be within or through the animal keeping area. Commission Member Henderson suggested adding a condition stating that the building cannot, now or in the future, be used as living quarters.

M/S Leonard/Hoffman to adopt Resolution 2013-51, to approve Site Plan 2013-18 Modification No. 1, to allow an accessory building consisting of an 864 square-foot garage/workshop at 2114 First Street, adding a condition that applicant cannot infill the center wall.
AYES: Hedges, Leonard, Henderson, Hoffman **Motion Passed**
ABSENT: Jaffarian

B. Site Plan 2013-26 (Di Benedetto): A request for approval to allow a detached accessory building consisting of a 480 square-foot Recreational Vehicle (RV) garage at 199 Wild Horse Lane located within the Norco Ridge Ranch Specific Plan (NRRSP) **Recommended Action: Approval** *(Senior Planner)*

Senior Planner Robles presented the staff report on file in the Planning Department. All requirements have been met. Staff recommends approval.

In response to Vice Chair Leonard, Senior Planner Robles stated that the concrete slab noted on the plans have a permit.

Chair Hedges noted her concern that the door height noted on the plans may not be high enough to allow an RV to enter into garage.

In response to Commission Member Henderson, Director King stated that a deed restriction will be recorded and that a condition can be added concerning access to the PAKA.

M/S Henderson/Hoffman to adopt Resolution 2013-52, to approve Site Plan 2013-26, to allow an accessory building consisting of a 480 square-foot recreational vehicle (RV) garage at 199 Wild Horse Lane, adding a condition that a 15-foot access to the PAKA, adjacent to the left of the accessory building, be permanently open.
AYES: Hedges, Leonard, Henderson, Hoffman **Motion Passed**
ABSENT: Jaffarian

C. Site Plan 2013-24 (Giovannetti): A request for approval to allow a detached accessory building consisting of an 864 square-foot barn at 3017 Ponderosa Lane located within the A-1-20 (Agricultural Low-Density) Zone. **Recommended Action: Approval** *(Senior Planner)*

Director King presented the staff report on file in the Planning Department. He stated that this item is being presented to the Commission as a result of a code compliance case. He noted that all allowances per the code are met, adding that although the animal keeping area is triangular due to the odd shape of the lot, the area exceeds required size. Staff recommends approval.

Director King assured the Commission that permit fees are doubled when building without a permit occurs.

M/S Leonard/Henderson to adopt Resolution 2013-50, to approve Site Plan 2013-24, to allow a detached accessory building consisting of an 864 square-foot barn at 3017 Ponderosa Lane, adding a condition requiring that the double fees be paid prior to permit approvals.
AYES: Hedges, Leonard, Henderson, Hoffman **Motion Passed**
ABSENT: Jaffarian

D. Site Plan 2013-25 (McLuckey): A request for approval to allow an accessory building consisting of a 400 square-foot freestanding patio cover at 3498 California Avenue located within the A-1-20 (Agricultural Low-Density) Zone. **Recommended Action: Approval** *(Senior Planner)*

Planning Director King presented the staff report on file in the Planning Department. Staff recommends approval.

M/S Henderson/Leonard to adopt Resolution 2013-53, to approve Site Plan 2013-25, to allow an accessory building consisting of a 400 square-foot freestanding patio cover at 3498 California Avenue.
AYES: Hedges, Leonard, Henderson, Hoffman **Motion Passed**
ABSENT: Jaffarian

6. CITY COUNCIL MINUTES: **Received and Filed**

- City Council Special Meeting Minutes of November 6, 2013
- City Council Regular Meeting Minutes of November 20, 2013

7. PLANNING COMMISSION:

a. Oral Reports from Various Committees: **NONE**

b. Request for Items on Future Agenda (within the purview of the Commission): **NONE**

8. ADJOURNMENT: Chair Hedges adjourned the meeting at **7:40 PM**

Respectfully submitted,

_____
Steve King
Secretary
Planning Commission

/di

CITY OF NORCO
STAFF REPORT

TO:	Chair and Members of the Planning Commission
FROM:	Planning Division
PREPARED BY:	Steve King, Planning Director
DATE:	January 8, 2014
SUBJECT:	(Reconsideration) Zone Code Amendment 2013-16: Amend Title 18, Zoning, of the Norco Municipal Code, and amend Norco Hills Specific Plan (SP 91-02, Amd. 7), and Norco Ridge Ranch Specific Plan (SP 99-01, Amd. 5) regarding the definitions and/or regulations for second units, emergency shelters, and transitional, supportive, and single-resident occupancy housing in accordance with State Government Code requirements.
RECOMMENDATION:	Adopt Resolution 2014-01 recommending that the City Council approves Zone Code Amendment 2013-16 as amended.

SUMMARY: This is a reconsideration of Zone Code Amendment 2013-16 which is the final implementation measure of the 2008-2014 Housing Element Update that was certified by the state last year. The amendment needs to be adopted in order to receive the final certification of the 2014-2021 update from the Department of Housing and Community Development (HCD). The Planning Commission already recommended that the City Council approve Zone Code Amendment 2013-16, but the wrong chapter of the Zoning Code was identified, and amendments to the Norco Hills and Norco Ridge Ranch Specific Plans were not included. This new hearing is to present to the Planning Commission the needed corrections.

BACKGROUND: HCD in its certification of the 2008-2014 Housing Element required follow-up implementation actions by the City. In its pre-certification letter for the 2014-2021 Housing Element HCD stated that these measures need to be implemented to finalize the certification (ref. Exhbit "A" – Letter from HCD). The implementation measures are:

1) Adopt the Housing Development Overlay (HDO) zone text. ***COMPLETED***

2) Rezone the five implementation areas identified in the Housing Element to the HDO zone. ***COMPLETED***

3) Adopt a density bonus ordinance. ***COMPLETED***

4) Revise second unit regulations to be consistent with state requirements. ***ZCA 2013-16***

5) Adopt regulations for emergency, transitional, supportive, and single-resident occupancy housing, consistent with state requirements. ***ZCA 2013-16***

HCD has indicated that with adoption of ZCA 2013-16, the certification of the 2014-2021 Housing Element can be finalled. The changes to what was originally considered by the Planning Commission on November 13, 2013 are discussed below with the changes shown in red. The changes are also shown in red on Exhibit "B" in the context of the NMC. The clean version, with the changes incorporated, is contained in Resolution 2014-01.

SECOND UNIT REGULATIONS:

Section 18.30.46 regulates second units and there are two amendments needed to bring the requirements consistent with state requirements. The first is that the approval needs to occur at staff level and not require an approval by the Planning Commission. The second is the requirement that a second unit be attached to the main dwelling is seen as a constraint to the development of housing and is not accepted by HCD. Currently Section 18.30.46 (2, 3) reads:

(2) Definition: For the purposes of this section, second unit shall mean a subordinate dwelling unit with complete and independent living facilities attached to or contained within a primary single-family dwelling.

(3) Development Requirements: A single second unit is permitted on any lot which is zoned or designated to permit residential uses provided the following is met:
(a) A Minor Site Plan is approved pursuant to all requirements contained in Chapter 18.40 (Site Plan Review).

The Planning Commission has already approved the following changes (underlined) and these are again carried forward in Resolution 2014-01:

(2) Definition: For the purposes of this section, second unit shall mean a subordinate dwelling unit with complete and independent living facilities <u>that can either be</u> attached to or contained within a primary single-family dwelling <u>or detached from the primary dwelling with a maximum 10-foot separation between the two buildings</u>.

(3) Development Requirements: A single second unit is permitted on any lot which is zoned or designated to permit residential uses provided the following is met:
(a) A Minor Site Plan is approved <u>at staff level, after approval of the proposed architecture by the Architectural Review Subcommittee (ARC),</u> pursuant to all requirements contained in Chapter 18.40 (Site Plan Review).

(6) Progress Report: Upon approval of a Second Unit the Planning Commission shall be provided a housing attainment progress report.

(7) Conflict Resolution: When an applicant for a second unit and City staff are in disagreement over consistency of the proposed structure to the intent of this Section of the Code, the matter shall be resolved on appeal to the Planning Commission.

EMERGENCY SHELTER, SUPPORTIVE, TRANSITIONAL, AND SINGLE-RESIDENT OCCUPANCY HOUSING REGULATIONS:

The state also requires that cities provide for emergency shelter housing for the temporary homeless; and supportive, transitional, and single-resident occupancy housing. In the original recommendation from staff to the Planning Commission with ZCA 2013-16, the recommendation incorrectly stated that the NMC should be amended to allow these uses as permitted uses in the M-1 zone. Whereas emergency housing can be restricted only to the M-1 zone, state laws require that supportive, transitional, and single-resident occupancy housing be permitted uses in all residential zones, including specific plans. It needs to be noted, however, that supportive, transitional, and single-resident occupancy housing is limited to the same density as the underlying residential zone.

These housing types provide temporary housing services for homeless persons, or persons transitioning from a homeless situation. Again, as with affordable housing requirements, the state does not require jurisdictions to provide the housing, but only that provisions be made so that the opportunity for others to provide the housing is there.

On November 13, 2013, based on staff's recommendation, the following changes were adopted by the Planning Commission in the" Permitted Uses" section of the M-1 zone:

Permitted Use	M1 Zone
Other Uses	
Emergency Housing for the Homeless: * The facilities listed below are permitted uses only in the M-1 zone on property that does not have the Housing Development Overlay Zone applied to it. * The facilities listed below can be single-room occupancy (SRO) or efficiency units of not less than 400 square feet each. * The facilities listed below cannot be located closer than 300 feet to another such facility.	
Emergency Shelter: immediate and short-term housing with minimal supportive services for homeless persons or families that is limited to occupancy of six months or less that cannot be denied based on an inability to pay.	p

Supportive Housing: permanent rental housing linked to a range of support services designed to enable residents to maintain stable housing and lead fuller lives for a targeted population (such as low-income persons with disabilities and certain other disabled persons) with no limit on length of stay. This type of housing is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.	p
Transitional Housing: rental housing used to assist the movement of homeless individuals and families to independent living under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time. Allowed residency shall be not less than six months and not more than two years while receiving supportive services.	p

As stated this was incorrect and the change to the M-1 zone, "Permitted Uses" should be as follows (corrections to the November 13th version are shown in red):

Permitted Use	M1 Zone
Other Uses	
Emergency Housing for the Homeless: * ~~The facilities listed below are permitted uses only in the M-1 zone on property that does not have the Housing Development Overlay Zone applied to it.~~ * ~~The facilities listed below can be single-room occupancy (SRO) or efficiency units of not less than 400 square feet each.~~ * ~~The facilities listed below cannot be located closer than 300 feet to another such facility.~~	
~~**Emergency Shelter:** immediate and short-term housing with minimal supportive services for homeless persons or families that is limited to occupancy of six months or less that cannot be denied based on an inability to pay.~~	~~p~~
~~**Supportive Housing:** permanent rental housing linked to a range of support services designed to enable residents to maintain stable housing and lead fuller lives for a targeted population (such as low-income persons with disabilities and certain other disabled persons) with no limit on length of stay. This type of housing is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.~~	~~p~~
~~**Transitional Housing:** rental housing used to assist the movement of homeless individuals and families to independent living under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time. Allowed residency shall be not less than six months and not more than two years while receiving supportive services.~~	~~p~~
Emergency Shelter: as defined in Chapter 18.02 per the standards set forth in Section 18.65.04	p

The corrected version contained in Resolution 2014-01 now reads:

Permitted Use	M1 Zone
Other Uses	
Emergency Housing for the Homeless:	
Emergency Shelter: as defined in Chapter 18.02 per the standards set forth in Section 18.65.04	p

Accordingly, all residential zones, including specific plans, need to be amended to allow as permitted uses, transitional, supportive, and single-resident occupancy units as required by state law:

NMC, Section 18.12.06 Permitted Uses (A-E Zone)

J. Supportive housing as defined in Chapter 18.02.
K. Transitional housing as defined in Chapter 18.02.
L. Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

NMC, Section 18.13.06 Permitted Uses (A-1 Zone)

K. Supportive housing as defined in Chapter 18.02.
L. Transitional housing as defined in Chapter 18.02.
M. Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

NMC, Section 18.14.06 Permitted Uses (A-2 Zone)

(16) Supportive housing as defined in Chapter 18.02.
(17) Transitional housing as defined in Chapter 18.02.
(18) Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

NMC, Section 18.15.06 Permitted Uses (R-1 Zone)

(9) Supportive housing as defined in Chapter 18.02.
(10) Transitional housing as defined in Chapter 18.02.
(11) Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

NMC, Section 18.17.06 Permitted Uses (R-3 Zone)

(8) Supportive housing as defined in Chapter 18.02.
(9) Transitional housing as defined in Chapter 18.02.
(10) Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

NMC, Section 18.26.06 Permitted Uses (HS Zone)

(6) Supportive housing as defined in Chapter 18.02.
(7) Transitional housing as defined in Chapter 18.02.
(8) Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

NMC, Section 18.64.08 Uses (HDO Zone)

A(4) Residential development may include supportive and transitional housing as defined in Chapter 18.02 and single-resident occupancy units as defined in Chapter 18.02 and regulated by Section 18.65.06.

Norco Hills SP, IIIC1c Permitted Uses (Equestrian Residential District)

(6) Supportive housing as defined in Chapter 18.02.
(7) Transitional housing as defined in Chapter 18.02.
(8) Single Resident Occupancy as defined in NMC Chapter 18.02 and regulated by NMC Section 18.65.06

Norco Ridge Ranch SP, IIIB1a Permitted Uses (Equestrian Residential District)

(6) Supportive housing as defined in Chapter 18.02.
(7) Transitional housing as defined in Chapter 18.02.
(8) Single Resident Occupancy as defined in NMC Chapter 18.02 and regulated by NMC Section 18.65.06

On November 13, 2013, the following definitions were included with each item under the "Permitted Uses" section of the M-1 zone (which as stated was incorrect). The revised definition for each item is shown and is now included Section 18.30.02 "Definitions":

~~**Emergency Shelter:** immediate and short-term housing with minimal supportive services for homeless persons or families that is limited to occupancy of six months or less that cannot be denied based on an inability to pay.~~

(23a) Emergency Shelter. Housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less. No individual or household may be denied emergency shelter because of an inability to pay..

~~**Supportive Housing:** permanent rental housing linked to a range of support services designed to enable residents to maintain stable housing and lead fuller lives for a targeted population (such as low-income persons with disabilities and certain other disabled persons) with no limit on length of stay. This type of housing is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.~~

(77a) Supportive housing. Housing with no limit on length of stay, that is occupied by the target population, and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

~~**Transitional Housing:** rental housing used to assist the movement of homeless individuals and families to independent living under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time. Allowed residency shall be not less than six months and not more than two years while receiving supportive services.~~

(79a) Transitional housing. Buildings configured as rental housing developments, but operated under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time, which shall be no less than six months.

The definition for single-resident occupancy units is also added to Section 18.30.02 which was not included in the November 13, 2013 version:

(70a1) Single Resident Occupancy Unit. Housing consisting of single resident dwelling units, typically with no more than 400 square feet of habitable space, that is the primary residence of its occupant or occupants. The unit must contain either food preparation or sanitary facilities (and may contain both). An accessory structure such as a garage, storage room, play room, pool house or rumpus room does not qualify as an SRO.

Lastly, in order for HCD to finalize the certification of the 2014-2021 Housing Element, the regulations for emergency shelters (which includes the regulations for single-resident occupancy units) as required by the state, have to be written in each jurisdiction's municipal code as opposed to simply referring to the state requirements. So the corrected resolution for Zone Code Amendment 2013-06 now includes the state requirements for emergency shelters added as Chapter 18.65 in the NMC (ref. Exhibit "B" and Resolution 2014-01).

Attached: Exhibit "A" – HCD Pre-certification Letter
Exhibit "B" – Draft Resolution 2014-01 (with changes shown in red)
Resolution 2014-01

STATE OF CALIFORNIA BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY EDMUND G. BROWN JR., Governor
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT
2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911/ FAX (916) 263-7453
www.hcd.ca.gov

RECEIVED
OCT 07 2013
By

October 1, 2013

Mr. Steve King
Planning Manager
City of Norco
2870 Clark Avenue
Norco, CA 92860

Dear Mr. King:

RE: Review of the City of Norco 5th Cycle (2014-2021) Draft Housing Element Update

Thank you for submitting the City of Norco draft housing element update received for review on August 2, 2013 and revisions received September 4 and September 18, 2013. Pursuant to Government Code Section 65585(b), the Department is reporting the results of its review.

The Department conducted a streamlined review of the draft housing element based on the City meeting eligibility criteria detailed in the Department's Housing Element Update Guidance. The review was facilitated by communication on August 7 and September 5, 2013 with Ms. Alexa Washburn and Ms. Sarah Walker, the City's consultants. The draft element meets the statutory requirements of State housing element law.

We are pleased to find the draft element meets the statutory requirements of State housing element law (Article 10.6 of the Government Code). However, the Department cannot find the element in full compliance until Norco amends its zoning ordinance to permit year-round emergency shelter(s) without discretionary action pursuant to GC Section 65583(a)(4)(A), amended by Senate Bill 2 (Chapter 633, Statutes of 2007). Based on communication, the Department understands various zoning amendments are pending, including zoning for emergency shelters. The element will comply with housing element law once the City has completed these zoning amendments and submitted the adopted element to the Department pursuant to GC Section 65585(g).

Please note, the Department's finding is based on the City's commitment to amend its "Affordable Housing Overlay" to allow multifamily and mixed-use development at densities of 20 to 30 units per acre by right to accommodate the City's regional need for lower-income households.

Exhibit "A"

The City must monitor and report on the implementation of this action as well as other programs through the annual progress report, required pursuant to GC Section 65400. If existing incentives and programs are not effective in encouraging and facilitating the development of identified sites to provide sufficient opportunities to accommodate the City's share of the regional housing need for lower-income households throughout the planning period, the City should identify additional sites and/or additional incentives, as appropriate.

Senate Bill 375 (Chapter 728, Statutes of 2008) added Section 65588(e)(4) regarding timely adoption of the housing element. Localities on an eight-year planning period that do not adopt the housing element within 120 calendar days from the statutory due date (October 15, 2013 for SCAG localities) are required to revise the housing element every four years until adopting at least two consecutive revisions by the statutory deadline. For more information on adoption requirements, please visit the Department's website at: http://www.hcd.ca.gov/hpd/hrc/plan/he/he_review_adoptionsteps110812.pdf.

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the City should continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate.

The Department is pleased to inform the City that prior 4th cycle housing element compliance makes the City eligible to meet one of the threshold requirements of the Housing Related Parks (HRP) Program that rewards local governments for approving housing affordable to lower-income households. The HRP Program, funded by Proposition 1C, provides grant funds to eligible local governments for every qualifying unit permitted since 2010. Grant awards can be used to fund park-related capital asset projects. More specific information about the Program is available on the Department's website at http://www.hcd.ca.gov/hpd/hrpp/.

The Department looks forward to receiving the City of Norco adopted housing element. If you have any questions or need additional technical assistance, please Janet Myles, of our staff, at (916) 263-7423.

Sincerely,

Jennifer Seeger
Housing Policy Manager

RESOLUTION 2014-01

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NORCO RECOMMENDING THAT THE CITY COUNCIL APPROVE ZONE CODE AMENDMENT 2013-16 AMENDING THE FOLLOWING CHAPTERS: 18.02, "DEFINITIONS"; 18.12, "A-E ZONE"; 18.13," A-1 ZONE"; 18.14, "A-2 ZONE"; 18.15, "R-1 ZONE"; 18.17 "R-3 ZONE"; 18.24, "M-1 ZONE"; AND ADDING CHAPTER 18.65 "EMERGENCY SHELTERS" OF THE NORCO MUNICIPAL CODE, AND INCLUDES AMENDMENTS TO NORCO HILLS SPECIFIC PLAN (SP 91-02, AMENDMENT 7) AND NORCO RIDGE RANCH SPECIFIC PLAN (SP 99-01, AMENDMENT 5); TO IMPLEMENT THE GENERAL PLAN HOUSING ELEMENT IN ACCORDANCE WITH STATE HOUSING REGULATIONS. ZONE CODE AMENDMENT 2013-16; SPECIFIC PLAN 91-02 AMENDMENT 7; SPECIFIC PLAN 99-01 AMENDMENT 5.

WHEREAS, the CITY OF NORCO initiated Zone Code Amendment 2013-16 to Norco Municipal Code Title 18, Specific Plan 91-02 Amendment 7, and Specific Plan 99-01 Amendment 5, to amend regulations regarding second units; and emergency, supportive, transitional, and single-resident occupancy housing; and

WHEREAS, the Zone Code Amendment was duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, the Zone Code Amendment was scheduled for public hearing on November 13, 2013 on or about 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, at the time set, the Planning Commission held a public hearing and received both oral and written testimony pertaining to the Zone Code Amendment; and

WHEREAS, the Planning Commission adopted Resolution 2013-49 recommending that the City Council approve Zone Code Amendment 2013-16; and

WHEREAS, prior to the City Council hearing of said zone code amendment it was determined that incorrect Chapters in the Municipal Code had been identified for change in said Zone Code Amendment; and

WHEREAS, the City Council hearing of said Zone Code Amendment was cancelled to allow for re-advertising with the corrected chapter references for a new Planning Commission hearing; and

WHEREAS, the Zone Code Amendment, including amendments to the Norco Hills Specific Plan and Norco Ridge Ranch Specific Plan, was duly re-submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

Exhibit **"B"**

WHEREAS, the Zone Code Amendment was scheduled for public hearing on January 8, 2014 on or about 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, at the time set, the Planning Commission held a public hearing and received both oral and written testimony pertaining to the revised Zone Code Amendment; and

WHEREAS, Resolution 2014-01 supersedes Resolution 2013-49; and

WHEREAS, the City of Norco acting as the Lead Agency has determined that the project is within the parameters of an adopted Negative Declaration prepared pursuant to the California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines and an addendum to the Negative Declaration is adopted.

NOW, THEREFORE, the Planning Commission of the City of Norco does hereby make the following FINDINGS AND DETERMINATIONS:

I. FINDINGS:

A. The proposed Zone Code Amendment will not be inconsistent with, or contrary to, the General Plan or the Zoning Code since the project clarifies and updates existing regulations regarding emergency, supportive, and transitional housing and second units to be consistent with state housing laws.

B. The project (proposed amendment) has been determined to be within the parameters of an adopted Negative Declaration pursuant to the California Environmental Quality Act and the City of Norco Environmental Guidelines and an addendum to the Negative Declaration is adopted.

II. DETERMINATION: NOW THEREFORE, the Planning Commission for the City of Norco assembled January 8, 2014 does hereby recommend to the City Council of the City of Norco that Zone Code Amendment 2013-16, be adopted as amended, thereby amending the Norco Municipal Code as follows:

Section 18.30.02 Specific Definitions

(23a) Emergency Shelter. Housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less. No individual or household may be denied emergency shelter because of an inability to pay..

(26) Family. ~~An individual or two (2) or more persons related by blood or marriage, or a group of not more than five (5) persons, excluding servants, who are not related by blood, marriage, or adoption, living together as single housekeeping unit in a dwelling~~

~~unit~~. One or more persons, related or unrelated, living together as a single integrated household in a dwelling unit.

(70a1) Single Resident Occupancy Unit. Housing consisting of single resident dwelling units, typically with no more than 400 square feet of habitable space, that is the primary residence of its occupant or occupants. The unit must contain either food preparation or sanitary facilities (and may contain both). An accessory structure such as a garage, storage room, play room, pool house or rumpus room does not qualify as an SRO.

(77a) Supportive housing. Housing with no limit on length of stay, that is occupied by the target population, and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

(79a) Transitional housing. Buildings configured as rental housing developments, but operated under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time, which shall be no less than six months.

Section 18.12.06 Permitted Uses (A-E Zone)

J. Supportive housing as defined in Chapter 18.02.
K. Transitional housing as defined in Chapter 18.02.
L. Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

Section 18.13.06 Permitted Uses (A-1 Zone)

K. Supportive housing as defined in Chapter 18.02.
L. Transitional housing as defined in Chapter 18.02.
M. Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

Section 18.14.06 Permitted Uses (A-2 Zone)

(16) Supportive housing as defined in Chapter 18.02.
(17) Transitional housing as defined in Chapter 18.02.
(18) Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

Section 18.15.06 Permitted Uses (R-1 Zone)

(9) Supportive housing as defined in Chapter 18.02.
(10) Transitional housing as defined in Chapter 18.02.
(11) Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

Section 18.17.06 Permitted Uses (R-3 Zone)

(8) Supportive housing as defined in Chapter 18.02.
(9) Transitional housing as defined in Chapter 18.02.
(10) Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

NMC, Section 18.26.06 Permitted Uses (HS Zone)

(6) Supportive housing as defined in Chapter 18.02.
(7) Transitional housing as defined in Chapter 18.02.
(8) Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

NMC, Section 18.64.08 Uses (HDO Zone)

A(4) Residential development may include supportive and transitional housing as defined in Chapter 18.02 and single-resident occupancy units as defined in Chapter 18.02 and regulated by Section 18.65.06.

Norco Hills SP, IIIC1c Permitted Uses (Equestrian Residential District)

(6) Supportive housing as defined in Chapter 18.02.
(7) Transitional housing as defined in Chapter 18.02.
(8) Single Resident Occupancy as defined in NMC Chapter 18.02 and regulated by NMC Section 18.65.06

Norco Ridge Ranch SP, IIIB1a Permitted Uses (Equestrian Residential District)

(6) Supportive housing as defined in Chapter 18.02.
(7) Transitional housing as defined in Chapter 18.02.
(8) Single Resident Occupancy as defined in NMC Chapter 18.02 and regulated by NMC Section 18.65.06

Section 18.30.46 Second Units

(2) Definition: For the purposes of this section, second unit shall mean a subordinate dwelling unit with complete and independent living facilities that can either be attached to or contained within a primary single-family dwelling or detached from the primary dwelling with a maximum 10-foot separation between the two buildings.

(3) Development Requirements: A single second unit is permitted on any lot which is zoned or designated to permit residential uses provided the following is met:
(a) A Minor Site Plan is approved at staff level, after approval of the proposed architecture by the Architectural Review Subcommittee (ARC), pursuant to all requirements contained in Chapter 18.40 (Site Plan Review).

(6) Progress Report: Upon approval of a Second Unit the Planning Commission shall be provided a housing attainment progress report.

(7) Conflict Resolution: When an applicant for a second unit and City staff are in disagreement over consistency of the proposed structure to the intent of this Section of the Code, the matter shall be resolved on appeal to the Planning Commission.

Section 18.24.06 Permitted Uses (M-1 Zone)

Table 1: Permitted Uses

Permitted Use	M1 Zone
Other Uses	

Emergency Housing for the Homeless * The facilities listed below are permitted uses only in the M-1 zone on property that does not have the Housing Development Overlay Zone applied to it. * The facilities listed below can be single-room occupancy (SRO) or efficiency units of not less than 400 square feet each. * The facilities listed below cannot be located closer than 300 feet to another such facility.	
Emergency Shelter: immediate and short-term housing with minimal supportive services for homeless persons or families that is limited to occupancy of six months or less that cannot be denied based on an inability to pay.	p
Supportive Housing: permanent rental housing linked to a range of support services designed to enable residents to maintain stable housing and lead fuller lives for a targeted population (such as low income persons with disabilities and certain other disabled persons) with no limit on length of stay. This type of housing is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.	p
Transitional Housing: rental housing used to assist the movement of homeless individuals and families to independent living under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time. Allowed residency shall be not less than six months and not more than two years while receiving supportive services.	p
Emergency Shelter: as defined in Chapter 18.02 per the standards set forth in Section 18.65.04	p

Chapter 18.65
EMERGENCY SHELTERS

Sections:

18.65.02 Intent and Purpose
18.65.04 Emergency Shelter Standards and Regulations
18.65.06 Single Resident Occupancy Units/Efficiency Units Standards and Regulations
18.65.08 Notification

18.65.02 Intent and Purpose

This division sets forth a uniform set of standards for emergency shelters to provide temporary housing for the homeless pursuant to California Government Code Section.

18.65.04 Emergency Shelter Standards and Regulations

Emergency shelters for homeless persons shall be subject to and comply with the following standards and regulations.

(1) A single Emergency Shelter for 30 occupants, or a combination of multiple shelters with a combined capacity not to exceed 30 occupants, shall be allowed as a permitted use in the M-1 zone consistent with section 65583(4)(A) of the State Government Code. All Emergency Shelters, regardless of the number of occupants, shall meet all applicable development standards to the zoning districts in which they are permitted by-right and minimum standards contained herein below. Any Emergency Shelter with a capacity

greater than 30 occupants shall require approval of a conditional use permit as set forth in Chapter 18.45 of the NMC.

(2) The facility shall operate on a first-come, first serve basis with clients only permitted on-site and admitted to the facility between 6:00 p.m. and 7:00 a.m. during Pacific Daylight Time, and 5:00 p.m. and 7:00. a.m. during Pacific Standard Time. Clients must vacate the facility by 8:00 a.m. and have no guaranteed bed for the next night. A curfew of 10:00 p.m. (or earlier) shall be established and strictly enforced and clients shall not be admitted after the curfew.

(3) Emergency Shelter facilities are required to be not more than 300 feet from any other Emergency Shelter, as measured from the property line.

(4) Emergency Shelters shall not be located within 1,000 feet of a public or private school (pre-school through twelfth grade), universities, colleges, student housing, senior housing, child care facilities, public parks, businesses licensed for on- or off-site sales of alcoholic beverages or parolee/probationer home as defined in Chapter 18.02 (Definitions) and as measured from the property line.

(5) Service providers shall provide sufficient numbers of male and female toilets - restrooms for clients and prospective clients to have access to use on a twenty-four (24) hour basis. For group housing and other similar shelter programs, adequate private male and female showers shall be provided along with lockers for clients to temporarily store their belongings.

(6) Any outdoor storage, including, but not limited to, items brought on-site by clients for overnight stays, shall be screened from public view by a minimum six foot tall decorative wall or fence. Pets and shopping carts are not permitted on-site.

(7) Adequate waiting areas must be provided within the premises for clients and prospective clients including 10 square feet per bed, minimum 100 square feet to ensure that public sidewalks or private walkways are not used as queuing or waiting areas.

(8) Facility improvements shall comply with the Norco Municipal Code and the most current adopted Building and Safety Code, specific to the establishment of dormitories and shall additionally provide:

(a) A minimum of 1 toilet for every 8 beds per gender.
(b) A minimum of 1 shower for every 8 beds per gender.
(c) Private shower and toilet facility for each area designated for use by individual families.

(9) An emergency shelter facility shall provide off-street parking at the ratio of 1 space per 4 beds and/or 0.5 per bedroom designated as a family unit with children, plus 1 space per staff member. Service providers are responsible to provide and maintain adequate parking and freight loading facilities for employees, clients and other visitors who drive to the premises.

(10) Bike rack parking shall be provided at the facility.

(11) Exterior lighting shall be provided for the entire outdoor and parking area of the property.

(12) The facility may provide the following services in a designated area separate from sleeping areas:

(a) A recreation area inside the shelter or in an outdoor area visually separated from public view by a minimum six foot tall visually screening decorative wall or fence.
(b) A counseling center for job placement, educational, health care, legal services, or mental health services.
(c) Laundry facilities to serve the number of clients at the shelter.
(d) Kitchen and dining area.
(e) Client storage area.

(13) Similar types of facilities to address the needs of homeless clients, as determined by the Planning Director. A shelter management plan shall be submitted as a part of the permit application, which addresses all of the following:

(a) Service providers shall maintain sufficient monetary resources to enable them to operate the facility per the shelter management plan, and shall demonstrate to the city prior to approval of the permit application that such funds shall be available for use upon first occupancy of the proposed project and shall reasonably be expected to be available for the life of the project.

(b) A minimum of one staff member per 15 beds shall be awake and on duty when the facility is open. Facility staff shall be trained in operating procedures, safety plans, and assisting clients. The facility shall not employ staff who has been convicted of a felony or who are required to register as a sex registrant under Penal Code 290.
(c) Service providers shall maintain up-to-date information and referral sheets to give clients and other persons who, for any reason, cannot be served by the establishment.

(d) Service providers shall provide criteria to screen clients for admittance eligibility, with the objective to provide first service to individuals with connections to the City of Norco.

(e) Service providers will maintain information on individuals utilizing the facility and will ensure that the maximum stay at the facility shall not exceed 120 days in a 365-day period.

(f) Service providers shall continuously monitor waiting areas to inform prospective clients whether they can be served within a reasonable time. If they cannot be served by the provider because of time or resource constraints, the monitor shall inform the client of alternative programs and locations where he or she may seek similar service.

(f) Service providers will educate on-site staff to provide adequate knowledge and skills to assist clients in obtaining permanent shelter and income, including referrals to outside assistance agencies. An annual report on this activity shall be provided to the City.

(g) Service providers shall provide for the timely removal of litter attributable to clients within the vicinity of the facility every 24-hour period.

(h) Service providers will maintain good communication and have procedures in place to respond to operational issues which may arise from the neighborhood, City staff, or the general public.

(i) Service providers shall establish standards for responding to emergencies and incidents involving the expelling of clients from the facility. Re-admittance policies for clients who have previously been expelled from the facility shall also be established.

(j) Alcohol and illegal drug use is prohibited on-site. Service providers shall expel clients from the facility if found to be using alcohol or illegal drugs.

(k) The establishment shall implement other conditions and/or measures as determined by the city, in consultation with other city/county agencies necessary to ensure that management and/or clients of the establishment maintain the quiet, safety and cleanliness of the premises and the vicinity of the use.

(l) Other requirements as deemed necessary by the city to ensure that the facility does not create an adverse impact to surrounding properties.

(m) On a monthly basis, provide an updated list of Emergency Shelter residents to the Sherriff's Department.

(n) All graffiti on the premises shall be removed by the business operator within 24 hours.

(o) Installation of anti-loitering signs.

(q) If there is conflict between code requirements, the most restrictive one shall apply.

(14) The facility shall comply with all other laws, rules, and regulations that apply including, but not limited to, Building and Fire Codes. The facility shall be subject to City inspections prior to the commencement of operation. In addition, the City may inspect the facility at any time for compliance with the facility's Management Plan and other applicable laws and standards.

(15) Emergency Shelter operator shall obtain a City Business License.

18.65.06 Single Resident Occupancy Units/Efficiency Units Standards and Regulations

Single resident occupancy (SRO) units, also known as efficiency units, shall be subject to and comply with the following standards and regulations. Similar programs used in "transitional housing" programs can be used in the operation of SRO's.

(1) Tenancy of SRO (efficiency) units shall not be less than 30 days and maximum period of 12 months.

(2) Each facility shall comply with all applicable development standards for the applicable zoning district and minimum standards contained herein below.

(3) Units shall have a minimum size of 150 square feet and a maximum of 400 square feet.

(4) Each unit shall accommodate a maximum of two persons.

(5) Exterior lighting shall be provided for the entire outdoor and parking area of the property.

(6) Laundry facilities must be provided in a separate enclosed room at the ratio of one washer and one dryer for every twenty units of fractional number thereof, with at least one washer and dryer per floor, which shall be enclosed.

(7) A cleaning supply room or utility closet with a wash tub with hot and cold running water shall be provided on each floor of the SRO (efficiency) unit facility.

(8) Each unit shall be required to provide a separate bathroom containing a water closet, lavatory and bathtub or shower.

(9) Each unit shall be provided with a kitchen sink, functioning cooking appliance and a refrigerator, each having a clear working space of not less than 30 inches in front.

(10) Each unit shall have a separate closet.

(11) Units shall comply with all requirements of the California Building Code and all other codes. All units shall comply with all applicable accessibility and adaptability requirements. All common areas shall be fully accessible.

(12) An SRO (efficiency) unit project shall not be located within five hundred (500) feet of any other SRO (efficiency) unit project, emergency shelter, or other similar program, unless such program is located within the same building or on the same lot.

(13) An SRO (efficiency) unit project with 10 or more units shall provide on-site management. A project with less than 10 units may provide a management office on-site. The City Manager or their designee may reduce this standard as necessary.

(14) Off-street parking shall be provided for an SRO facility at a rate of one uncovered parking space per unit plus an additional space for the on-site manager and each employee.

(15) Each efficiency unit shall be provided at least one (1) lockable bicycle parking space in a location that is adjacent to that SRO (efficiency) unit.

18.65.08 Notification

In addition to the notification required by the Norco Municipal Code, representatives of the Sheriff's department shall be apprised of the proposed project in a timely fashion so that the department may respond to any concerns they may have regarding the proposed project.

PASSED AND ADOPTED by the Planning Commission of the City of Norco at a regular meeting held January 8, 2014.

_____
Patricia Hedges, Chair
Planning Commission
City of Norco, California

ATTEST:

_____
Steve King, Secretary
Planning Commission
City of Norco, California

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly passed and adopted by the Planning Commission of the City of Norco at a regular adjourned meeting held January 8, 2014 by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Steve King, Secretary
Planning Commission

RESOLUTION 2014-01

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NORCO RECOMMENDING THAT THE CITY COUNCIL APPROVE ZONE CODE AMENDMENT 2013-16 AMENDING THE FOLLOWING CHAPTERS: 18.02, "DEFINITIONS"; 18.12, "A-E ZONE"; 18.13," A-1 ZONE"; 18.14, "A-2 ZONE"; 18.15, "R-1 ZONE"; 18.17 "R-3 ZONE"; 18.24, "M-1 ZONE"; AND ADDING CHAPTER 18.65 "EMERGENCY SHELTERS" OF THE NORCO MUNICIPAL CODE, AND INCLUDES AMENDMENTS TO NORCO HILLS SPECIFIC PLAN (SP 91-02, AMENDMENT 7) AND NORCO RIDGE RANCH SPECIFIC PLAN (SP 99-01, AMENDMENT 5); TO IMPLEMENT THE GENERAL PLAN HOUSING ELEMENT IN ACCORDANCE WITH STATE HOUSING REGULATIONS. ZONE CODE AMENDMENT 2013-16; SPECIFIC PLAN 91-02 AMENDMENT 7; SPECIFIC PLAN 99-01 AMENDMENT 5.

WHEREAS, the CITY OF NORCO initiated Zone Code Amendment 2013-16 to Norco Municipal Code Title 18, Specific Plan 91-02 Amendment 7, and Specific Plan 99-01 Amendment 5, to amend regulations regarding second units; and emergency, supportive, transitional, and single-resident occupancy housing; and

WHEREAS, the Zone Code Amendment was duly submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, the Zone Code Amendment was scheduled for public hearing on November 13, 2013 on or about 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, at the time set, the Planning Commission held a public hearing and received both oral and written testimony pertaining to the Zone Code Amendment; and

WHEREAS, the Planning Commission adopted Resolution 2013-49 recommending that the City Council approve Zone Code Amendment 2013-16; and

WHEREAS, prior to the City Council hearing of said zone code amendment it was determined that incorrect Chapters in the Municipal Code had been identified for change in said Zone Code Amendment; and

WHEREAS, the City Council hearing of said Zone Code Amendment was cancelled to allow for re-advertising with the corrected chapter references for a new Planning Commission hearing; and

WHEREAS, the Zone Code Amendment, including amendments to the Norco Hills Specific Plan and Norco Ridge Ranch Specific Plan, was duly re-submitted to said City's Planning Commission for decision at a public hearing for which proper notice was given; and

WHEREAS, the Zone Code Amendment was scheduled for public hearing on January 8, 2014 on or about 7 p.m. in the Council Chambers at 2820 Clark Avenue, Norco, California 92860; and

WHEREAS, at the time set, the Planning Commission held a public hearing and received both oral and written testimony pertaining to the revised Zone Code Amendment; and

WHEREAS, Resolution 2014-01 supersedes Resolution 2013-49; and

WHEREAS, the City of Norco acting as the Lead Agency has determined that the project is within the parameters of an adopted Negative Declaration prepared pursuant to the California Environmental Quality Act (CEQA) and the City of Norco Environmental Guidelines and an addendum to the Negative Declaration is adopted.

NOW, THEREFORE, the Planning Commission of the City of Norco does hereby make the following FINDINGS AND DETERMINATIONS:

I. FINDINGS:

A. The proposed Zone Code Amendment will not be inconsistent with, or contrary to, the General Plan or the Zoning Code since the project clarifies and updates existing regulations regarding emergency, supportive, and transitional housing and second units to be consistent with state housing laws.

B. The project (proposed amendment) has been determined to be within the parameters of an adopted Negative Declaration pursuant to the California Environmental Quality Act and the City of Norco Environmental Guidelines and an addendum to the Negative Declaration is adopted.

II. DETERMINATION: NOW THEREFORE, the Planning Commission for the City of Norco assembled January 8, 2014 does hereby recommend to the City Council of the City of Norco that Zone Code Amendment 2013-16, be adopted as amended, thereby amending the Norco Municipal Code as follows:

Section 18.30.02 Specific Definitions

(23a) Emergency Shelter. Housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less. No individual or household may be denied emergency shelter because of an inability to pay.

(26) Family. One or more persons, related or unrelated, living together as a single integrated household in a dwelling unit.

(70a1) Single Resident Occupancy Unit. Housing consisting of single resident dwelling units, typically with no more than 400 square feet of habitable space, that is the primary residence of its occupant or occupants. The unit must contain either food preparation or sanitary facilities (and may contain both). An accessory structure such as a garage, storage room, play room, pool house or rumpus room does not qualify as an SRO.

(77a) Supportive housing. Housing with no limit on length of stay, that is occupied by the target population, and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

(79a) Transitional housing. Buildings configured as rental housing developments, but operated under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time, which shall be no less than six months.

Section 18.12.06 Permitted Uses (A-E Zone)

J. Supportive housing as defined in Chapter 18.02.
K. Transitional housing as defined in Chapter 18.02.
L. Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

Section 18.13.06 Permitted Uses (A-1 Zone)

K. Supportive housing as defined in Chapter 18.02.
L. Transitional housing as defined in Chapter 18.02.
M. Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

Section 18.14.06 Permitted Uses (A-2 Zone)

(16) Supportive housing as defined in Chapter 18.02.
(17) Transitional housing as defined in Chapter 18.02.
(18) Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

Section 18.15.06 Permitted Uses (R-1 Zone)

(9) Supportive housing as defined in Chapter 18.02.

(10) Transitional housing as defined in Chapter 18.02.
(11) Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

Section 18.17.06 Permitted Uses (R-3 Zone)

(8) Supportive housing as defined in Chapter 18.02.
(9) Transitional housing as defined in Chapter 18.02.
(10) Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

NMC, Section 18.26.06 Permitted Uses (HS Zone)

(6) Supportive housing as defined in Chapter 18.02.
(7) Transitional housing as defined in Chapter 18.02.
(8) Single Resident Occupancy as defined in Chapter 18.02 and regulated by Section 18.65.06

NMC, Section 18.64.08 Uses (HDO Zone)

A(4) Residential development may include supportive and transitional housing as defined in Chapter 18.02 and single-resident occupancy units as defined in Chapter 18.02 and regulated by Section 18.65.06.

Norco Hills SP, IIIC1c Permitted Uses (Equestrian Residential District)

(6) Supportive housing as defined in Chapter 18.02.
(7) Transitional housing as defined in Chapter 18.02.
(8) Single Resident Occupancy as defined in NMC Chapter 18.02 and regulated by NMC Section 18.65.06

Norco Ridge Ranch SP, IIIB1a Permitted Uses (Equestrian Residential District)

(6) Supportive housing as defined in Chapter 18.02.
(7) Transitional housing as defined in Chapter 18.02.
(8) Single Resident Occupancy as defined in NMC Chapter 18.02 and regulated by NMC Section 18.65.06

Section 18.30.46 Second Units

(2) Definition: For the purposes of this section, "second unit" shall mean a subordinate dwelling unit with complete and independent living facilities that can either be attached to or contained within a primary single-family dwelling or detached from the primary dwelling with a maximum 10-foot separation between the two buildings.

(3) Development Requirements: A single second unit is permitted on any lot which is zoned or designated to permit residential uses provided the following is met:

(6) Progress Report: Upon approval of a Second Unit the Planning Commission shall be provided a housing attainment progress report.

(7) Conflict Resolution: When an applicant for a second unit and City staff are in disagreement over consistency of the proposed structure to the intent of this Section of the Code, the matter shall be resolved on appeal to the Planning Commission.

Section 18.24.06 Permitted Uses (M-1 Zone)

Table 1: Permitted Uses

Permitted Use	M1 Zone
Other Uses	
Emergency Housing for the Homeless	
Emergency Shelter: as defined in Chapter 18.02 per the standards set forth in Section 18.65.04	p

Chapter 18.65
EMERGENCY SHELTERS

Sections:
18.65.02 Intent and Purpose
18.65.04 Emergency Shelter Standards and Regulations
18.65.06 Single Resident Occupancy Units/Efficiency Units Standards and Regulations
18.65.08 Notification

18.65.02 Intent and Purpose

This division sets forth a uniform set of standards for emergency shelters to provide temporary housing for the homeless pursuant to California Government Code Section.

18.65.04 Emergency Shelter Standards and Regulations

Emergency shelters for homeless persons shall be subject to and comply with the following standards and regulations.

(1) A single Emergency Shelter for 30 occupants, or a combination of multiple shelters with a combined capacity not to exceed 30 occupants, shall be allowed as a permitted use in the M-1 zone consistent with

section 65583(4)(A) of the State Government Code. All Emergency Shelters, regardless of the number of occupants, shall meet all applicable development standards to the zoning districts in which they are permitted by-right and minimum standards contained herein below. Any Emergency Shelter with a capacity greater than 30 occupants shall require approval of a conditional use permit as set forth in Chapter 18.45 of the NMC.

(2) The facility shall operate on a first-come, first serve basis with clients only permitted on-site and admitted to the facility between 6:00 p.m. and 7:00 a.m. during Pacific Daylight Time, and 5:00 p.m. and 7:00. a.m. during Pacific Standard Time. Clients must vacate the facility by 8:00 a.m. and have no guaranteed bed for the next night. A curfew of 10:00 p.m. (or earlier) shall be established and strictly enforced and clients shall not be admitted after the curfew.

(3) Emergency Shelter facilities are required to be not more than 300 feet from any other Emergency Shelter, as measured from the property line.

(4) Emergency Shelters shall not be located within 1,000 feet of a public or private school (pre-school through twelfth grade), universities, colleges, student housing, senior housing, child care facilities, public parks, businesses licensed for on- or off-site sales of alcoholic beverages or parolee/probationer home as defined in Chapter 18.02 (Definitions) and as measured from the property line.

(5) Service providers shall provide sufficient numbers of male and female toilets - restrooms for clients and prospective clients to have access to use on a twenty-four (24) hour basis. For group housing and other similar shelter programs, adequate private male and female showers shall be provided along with lockers for clients to temporarily store their belongings.

(6) Any outdoor storage, including, but not limited to, items brought on-site by clients for overnight stays, shall be screened from public view by a minimum six foot tall decorative wall or fence. Pets and shopping carts are not permitted on-site.

(7) Adequate waiting areas must be provided within the premises for clients and prospective clients including 10 square feet per bed, minimum 100 square feet to ensure that public sidewalks or private walkways are not used as queuing or waiting areas.

(8) Facility improvements shall comply with the Norco Municipal Code and the most current adopted Building and Safety Code, specific to the establishment of dormitories and shall additionally provide:

(a) A minimum of 1 toilet for every 8 beds per gender.
(b) A minimum of 1 shower for every 8 beds per gender.
(c) Private shower and toilet facility for each area designated for use by individual families.

(9) An emergency shelter facility shall provide off-street parking at the ratio of 1 space per 4 beds and/or 0.5 per bedroom designated as a family unit with children, plus 1 space per staff member. Service providers are responsible to provide and maintain adequate parking and freight loading facilities for employees, clients and other visitors who drive to the premises.

(10) Bike rack parking shall be provided at the facility.

(11) Exterior lighting shall be provided for the entire outdoor and parking area of the property.

(12) The facility may provide the following services in a designated area separate from sleeping areas:

(a) A recreation area inside the shelter or in an outdoor area visually separated from public view by a minimum six foot tall visually screening decorative wall or fence.
(b) A counseling center for job placement, educational, health care, legal services, or mental health services.
(c) Laundry facilities to serve the number of clients at the shelter.
(d) Kitchen and dining area.
(e) Client storage area.

(13) Similar types of facilities to address the needs of homeless clients, as determined by the Planning Director. A shelter management plan shall be submitted as a part of the permit application, which addresses all of the following:

(a) Service providers shall maintain sufficient monetary resources to enable them to operate the facility per the shelter management plan, and shall demonstrate to the city prior to approval of the permit application that such funds shall be available for use upon first occupancy of the proposed project and shall reasonably be expected to be available for the life of the project.

(b) A minimum of one staff member per 15 beds shall be awake and on duty when the facility is open. Facility staff shall be trained in operating procedures, safety plans, and assisting clients. The facility shall not employ staff who has been convicted of a felony or who are required to register as a sex registrant under Penal Code 290.

(c) Service providers shall maintain up-to-date information and referral sheets to give clients and other persons who, for any reason, cannot be served by the establishment.

(d) Service providers shall provide criteria to screen clients for admittance eligibility, with the objective to provide first service to individuals with connections to the City of Norco.

(e) Service providers will maintain information on individuals utilizing the facility and will ensure that the maximum stay at the facility shall not exceed 120 days in a 365-day period.

(f) Service providers shall continuously monitor waiting areas to inform prospective clients whether they can be served within a reasonable time. If they cannot be served by the provider because of time or resource constraints, the monitor shall inform the client of alternative programs and locations where he or she may seek similar service.

(f) Service providers will educate on-site staff to provide adequate knowledge and skills to assist clients in obtaining permanent shelter and income, including referrals to outside assistance agencies. An annual report on this activity shall be provided to the City.

(g) Service providers shall provide for the timely removal of litter attributable to clients within the vicinity of the facility every 24-hour period.

(h) Service providers will maintain good communication and have procedures in place to respond to operational issues which may arise from the neighborhood, City staff, or the general public.

(i) Service providers shall establish standards for responding to emergencies and incidents involving the expelling of clients from the facility. Re-admittance policies for clients who have previously been expelled from the facility shall also be established.

(j) Alcohol and illegal drug use is prohibited on-site. Service providers shall expel clients from the facility if found to be using alcohol or illegal drugs.

(k) The establishment shall implement other conditions and/or measures as determined by the city, in consultation with other city/county agencies necessary to ensure that management and/or clients of the establishment maintain the quiet, safety and cleanliness of the premises and the vicinity of the use.

(l) Other requirements as deemed necessary by the city to ensure that the facility does not create an adverse impact to surrounding properties.

(m)On a monthly basis, provide an updated list of Emergency Shelter residents to the Sherriff's Department.

(n) All graffiti on the premises shall be removed by the business operator within 24 hours.

(o) Installation of anti-loitering signs.

(q) If there is conflict between code requirements, the most restrictive one shall apply.

(14) The facility shall comply with all other laws, rules, and regulations that apply including, but not limited to, Building and Fire Codes. The facility shall be subject to City inspections prior to the commencement of operation. In addition, the City may inspect the facility at any time for compliance with the facility's Management Plan and other applicable laws and standards.

(15) Emergency Shelter operator shall obtain a City Business License.

18.65.06 Single Resident Occupancy Units/Efficiency Units Standards and Regulations

Single resident occupancy (SRO) units as defined in Chapter 18.02 shall be subject to and comply with the following standards and regulations.

(1) Tenancy of SRO (efficiency) units shall not be less than 30 days and maximum period of 12 months.

(2) Each facility shall comply with all applicable development standards for the applicable zoning district and minimum standards contained herein below.

(3) Units shall have a minimum size of 150 square feet and a maximum of 400 square feet.

(4) Each unit shall accommodate a maximum of two persons.

(5) Exterior lighting shall be provided for the entire outdoor and parking area of the property.

(6) Laundry facilities must be provided in a separate enclosed room at the ratio of one washer and one dryer for every twenty units of fractional number thereof, with at least one washer and dryer per floor, which shall be enclosed.

(7) A cleaning supply room or utility closet with a wash tub with hot and cold running water shall be provided on each floor of the SRO (efficiency) unit facility.

(8) Each unit shall be required to provide a separate bathroom containing a water closet, lavatory and bathtub or shower.

(9) Each unit shall be provided with a kitchen sink, functioning cooking appliance and a refrigerator, each having a clear working space of not less than 30 inches in front.

(10) Each unit shall have a separate closet.

(11) Units shall comply with all requirements of the California Building Code and all other codes. All units shall comply with all applicable accessibility and adaptability requirements. All common areas shall be fully accessible.

(12) An SRO (efficiency) unit project shall not be located within five hundred (500) feet of any other SRO (efficiency) unit project, emergency shelter, or other similar program, unless such program is located within the same building or on the same lot.

(13) An SRO (efficiency) unit project with 10 or more units shall provide on-site management. A project with less than 10 units may provide a management office on-site. The City Manager or their designee may reduce this standard as necessary.

(14) Off-street parking shall be provided for an SRO facility at a rate of one uncovered parking space per unit plus an additional space for the on-site manager and each employee.

(15) Each efficiency unit shall be provided at least one (1) lockable bicycle parking space in a location that is adjacent to that SRO (efficiency) unit.

18.65.08 Notification

In addition to the notification required by the Norco Municipal Code, representatives of the Sheriff's department shall be apprised of the proposed project in a timely fashion so that the department may respond to any concerns they may have regarding the proposed project.

PASSED AND ADOPTED by the Planning Commission of the City of Norco at a regular meeting held January 8, 2014.

_____
Patricia Hedges, Chair
Planning Commission
City of Norco, California

ATTEST:

_____
Steve King, Secretary
Planning Commission
City of Norco, California

I HEREBY CERTIFY that the foregoing Resolution was duly and regularly passed and adopted by the Planning Commission of the City of Norco at a regular adjourned meeting held January 8, 2014 by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Steve King, Secretary
Planning Commission