

MINUTES: of the Planning Commission Meeting of the City of Redlands held Tuesday, November 22, 2011, at 2:00 p.m. are as follows:

PRESENT: John James, Vice Chairman
Carol Dyer, Commissioner
Conrad Guzkowski, Commissioner
Jan Hudson, Commission
Ken Jeske, Commissioner
Julie Rock, Commissioner

ADVISORY STAFF Oscar Orci, Development Services Director
PRESENT: Robert Dalquest, Assistant Development Services Director
Sergio Madera, Associate Planner

I. CALL TO ORDER AND PUBLIC COMMENT PERIOD - 3 MINUTES

Vice Chairman James called the meeting to order, and opened up the Public Comment period. All members were present with the exception of Chairman Miller.

There were no Public Comments and the Public Comment period was closed.

II. WORKSHOP

A. Discussion on developing regulations for Single Room Occupancy (SRO) units.

Associate Planner Sergio Madera gave a brief overview on SRO units.

Commissioner Guzkowski inquired if staff can clarify the regional allocation numbers at the lower income levels, and if the SRO ordinance is critical at this time. Director Oscar Orci stated the SRO ordinance is one of the items needed to complete, as part of the Housing Element programs. Assistant Director Robert Dalquest and Associate Planner Madera clarified the allocations.

The consensus of the Commission was to move forward with an SRO ordinance, with discretion.

Director Orci stated a conditional use permit process would allow the City to impose conditions as projects are presented to mitigate any potential impacts.

Commissioner Hudson encouraged a fulltime onsite manager at the site. Associate Planner Madera stated staff could include an onsite manager as a requirement.

Commissioner Rock stated a conditional use permit would allow the City to better target specific populations.

Commissioner Guzkowski recommended that staff provide enough scale in order to rely on financing, and professional management. Director Orci inquired if the scale would preclude their location in certain zones. Commissioner Guzkowski confirmed it would orient the development to a certain zone. Assistant Director Dalquest stated the example ordinances are in commercial zones.

Commissioner Dyer recommended a preamble to explain the City's intention of the ordinance. Commissioner Dyer suggested a clear, purposeful ordinance that addresses the City's major concerns.

Commissioner Jeske stated the ordinance should address the different groups with their unique needs with specific conditions and strong management. Commissioner Jeske suggested a resident minimum target population.

Vice Chairman James agreed with the Commissioner's comments. Vice Chairman James recommended designating C-3 and C-4 as the appropriate zone for the SRO's near transit facilities.

Director Orci stated there are some communities that provide extensive details on the units and facility types. Director Orci recommended the Commission provide direction to staff whether they would like to provide details or what their vision of an SRO should be.

Commissioner Guzkowski recommended enough guidance that developers know what the City's vision is on SRO's.

Commissioner Rock concurred with Commissioner Guzkowski's comments and suggested a guidance document with a management plan separate from the ordinance.

Commissioner Jeske suggested a management facilities plan to address the needs of the SRO community.

Commissioner Dyer stated the ordinance should address the conversion of existing structures.

Assistant Director Dalquest stated the Salina's ordinance establishes findings to address the conversions of existing structures.

Commissioner Hudson inquired if staff had researched the average units within the existing motels. Associate Planner Madera stated he had not researched that information.

Commissioner Dyer stated she was not opposed to a smaller scale SRO.

Commissioner Jeske recommended an offsite management plan for smaller facilities.

Vice Chairman James requested staff use the models given on the room size and the number of occupants.

Commissioner Rock stated a single mother with children may not be a suitable fit for the SRO.

Associate Planner Madera said depending on the size of the unit the models given have a maximum of two occupants.

Director Orci asked the Commission if staff should require amenities on the larger scale projects. The Commission's desire is to include amenities as well as partner with services to help the occupants.

Commissioner Jeske stated the ordinance should include the minimum and maximum size on occupancy, room size, common area, and common kitchens areas.

Commissioner Rock stated the types of facilities and services should be addressed in the conditional use permit process.

There was discussion on facilities needed for the SRO's.

Director Orci stated the structure should be in the ordinance and to have the guidelines apart from the ordinance.

Vice Chairman James stated the ordinance should include what an SRO is, and the guidelines should include the operations of the SRO.

Commissioner Jeske stated staff should include the percentage of units to meet the affordability goal.

Commissioner Dyer concurred.

Commissioner Rock concurred and stated staff should be targeting very low income.

Director Orci inquired if the Commission would consider a mixed use SRO.

The Commission expressed concern on mixed use SRO's.

Commissioner Dyer recommended a tiered ordinance to address the needs of smaller SRO's as well as the larger SRO's.

Vice Chairman James opened up the Public Comment period. There were no Public Comments forthcoming and Public Comment period was closed.

Commissioner Hudson recommended the ordinance comply with the Americans with Disabilities Act (ADA).

Commissioner Rock concurred and stated an elevator can be required for multiple stories.

Assistant Director Dalquest stated the disabled access would be covered in the building code as well.

Associate Planner Madera read the bullet points of the Commission as follows:

Element	
CUP	Ability to target specific population; Process to determine # of units; Scale (institutional management nature);
Minimum Development Standards	Minimum # of Units; Minimum & Maximum size of unit; Common
Management	24 hr on-site or equivalent (to be defined at time of entitlement) details based on intended occupants; write in conditions of approval for specifically targeted projects; Two tiered approach; Detailed management plan;
Amenities	In part based on scale?
Location	Proximity to transportation, services, jobs (commercial in nature)
Purpose	What is the intention of the ordinance & who facilities should/will serve;
General requirements	Give decision makers enough flexibility to craft requirements to the needs of the target population of the proposed facility Enough guidance to provide potential developers enough information so that they know what decision makers expect.
Ordinance	An ordinance is necessary and will include a separate Guidance document with guidelines
Guidance document outside of ordinance	Flexible based on the needs of the development
Existing Structures	Establish findings to convert existing;
Management	Aggregation of facilities for purpose of management plan; tiered approach
Definition of an SRO	How does Redlands define this use?

Affordability	% of units dedicated for affordable housing
Scale	Small vs. large (scale tiered approach)
Accessibility	% of units to be accessible
Inspections/Reviews	Addressed with conditions of approval & as part of CUP? Or should/could they be yearly? Staff to further research and make recommendations

Commissioner Guzkowski expressed concern on converting existing units into SRO's.

There was discussion on conversions and management needed.

Director Orci stated a CUP addresses the potential impacts to a specific project and if the owner does not follow the conditions in the CUP then there is the potential of a revocation process; an annual review would not be needed.

Commissioner Rock asked how the City tracks CUP compliance. Director Orci stated the Quality of Life Department has an inspection process on rental properties and will get back to the Commission with the status of their process. Director Orci confirmed the City does not have a CUP monitor, and said the CUP serves more for the development than the operation of a project unless there is an annual review. Director Orci stated he would like to discuss the CUP process with the City Attorney to see if there is a mechanism to make the process more transparent which would include the housing element and annual review.

Commissioner Jeske stated the SRO's should be part of their inspection process.

Assistant Director stated the Huntington Beach ordinance has an annual review that their staff administers.

III. ADJOURN TO DECEMBER 13, 2011

Vice Chairman James adjourned the meeting at 3:25 p.m. to the December 13, 2011 meeting.

Linda McCasland
Senior Administrative Technician

Oscar Orci
Development Services Director