



**AGENDA**  
**CITY OF EL SEGUNDO**  
PLANNING COMMISSION  
5:30 PM  
CITY COUNCIL CHAMBER  
350 MAIN STREET  
EL SEGUNDO, CA 90245  
APRIL 10, 2025

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MEMBERS OF PLANNING COMMISSION

Kevin Maggay, Chairperson  
Mario Inga, Vice Chairperson  
Mark Christian  
Melissa McCaverty  
Steve Taylor

The Planning Commission, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Any writings or documents given to a majority of the Planning Commission, regarding any matter on this agenda, that the City received after issuing the agenda packet are available for public inspection in the Community Development Department, during normal business hours. Such documents may be posted on the City's website at [www.elsegundo.org](http://www.elsegundo.org) and additional copies will be available at the meeting.

Unless otherwise noted in the agenda, the public can only comment on city-related business that is within the jurisdiction of the Planning Commission and/or items listed on the agenda during the Public Communications portion of the Meeting. ***Additionally, members of the public can comment on any Public Hearing item on the agenda during the Public Hearing portion of such item.*** The time limit for comments is five (5) minutes per person. Before speaking to the Planning Commission, please fill out a speaker card located in the Chamber Lobby. It is not required to provide personal information in order to speak, except to the extent necessary to be called upon, properly record your name in meeting minutes and to provide contact information for later staff follow-up, if appropriate. Please respect the time limits.

***REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act and Government Code Section 54953(g), the City Council has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can also be found on the City's website at <https://www.elsegundo.org/government/departments/city-clerk>. Please contact the City Clerk's Office at (310) 524-2308 to make an accommodation request or to obtain a copy of the policy.***

**CALL TO ORDER/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMUNICATION – (Related to City Business Only – 5-minute limit per person, 30-minute limit total)** *Individuals who have received value of \$50 or more to communicate to the **Planning Commission** on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the **Planning Commission**. Failure to do so shall be a misdemeanor and punishable by a fine of \$250. While all comments are welcome, the Brown Act does not allow action on any item not on the agenda.*

**A. CONSENT**

1. **Approve March 27, 2025 Planning Commission Meeting Minutes**

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Recommendation -

1. Approve March 27, 2025 Planning Commission Meeting Minutes

**B. PUBLIC HEARINGS**

**C. NEW BUSINESS**

2. **Presentation of Community Development Department Structure and Functions**

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Recommendation -

1. Receive and file the Community Development Department Structure and Functions presentation.

3. **Land Use Element Primer and Selection of Planning Commissioners to Serve on the General Plan Land Use Element Technical Advisory Committee.**

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Recommendation -

1. Select a Planning Commissioner to serve on the General Plan Land Use Element Technical Advisory Committee, and select an additional Commissioner as an alternate/back-up.

**D. UNFINISHED BUSINESS**

**E. REPORTS – COMMUNITY DEVELOPMENT DIRECTOR**

**F. REPORTS - COMMISSIONERS**

**G. REPORTS – CITY ATTORNEY**

**ADJOURNMENT**

POSTED:

DATE:

April 4, 2025

TIME:

2:22 P.M.

BY:

Jazmin Farias, Assistant Planner



**MINUTES OF THE  
EL SEGUNDO PLANNING COMMISSION  
Regularly Scheduled Meeting**

**March 27, 2025**

**CALL TO ORDER**

Vice Chair Inga called the meeting to order at 5:31 p.m.

**ROLL CALL**

Absent: Chair Maggay  
Present: Vice Chair Inga  
Absent: Commissioner Christian  
Present: Commissioner McCaverty  
Present: Commissioner Taylor

Also present: Michael Allen, AICP, Community Development Director  
Also present: Eduardo Schonborn, AICP, Planning Manager  
Also present: Joaquin Vazquez, City Attorney  
Also present: Paul Samaras, AICP, Principal Planner  
Also present: Jazmin Farias, Assistant Planner

**PLEDGE OF ALLEGIANCE**

Vice Chair Inga led the pledge.

**PUBLIC/WRITTEN COMMUNICATIONS**

Eric Petterson resident and former restaurant owner shared with the commission that his restaurant closed earlier this year and Jackson will be taking over the lease. He made suggestions as to how the Downtown Specific Plan area can improve such as making lighting upgrades, façade upgrades to the existing storefronts in the area to attract more foot traffic.

**A. CONSENT**

**1. Approval of Planning Commission Meeting Minutes:**

- March 13, 2025

**MOTION:** Approve the minutes.

**Moved by Vice Chair Inga, second by Commissioner Taylor.  
Motion carried, 3-0, by the following vote:**

**Ayes:** Inga, McCaverty, and Taylor

## **B. NEW PUBLIC HEARINGS**

### **2. An Ordinance Amending the El Segundo Municipal Code (“ESMC”) Title 15, Chapter 35 (Development Impact Fees) Regarding the Timing of When Development Impact Fees are Paid. (Environmental Assessment No. EA-1384 and Zone Text Amendment No. ZTA 25-03)**

Community Development Director Michael Allen presented the staff report regarding the proposed ordinance to amend the El Segundo Municipal code regarding the timing of when Development Impact Fees (DIF) are paid. He explained that the amendment would allow the collection of DIF at any time during the building permit process, at the time a final inspection is approved, and/or when the city issues a certificate of occupancy provided the applicant enters into an agreement with the city to memorialize how they opt for pay the applicable DIF.

- Commissioner Taylor inquired what the default would be and how fees would be collected. Michael stated that fees could be collected up front as the default but that the applicant would have an option to enter into an agreement with the city that could be recorded, spelling out what the terms of when the payment would be made; such as prior to final inspection.
- Commissioner McCaverty inquired what happens when a resident runs out of money and if a study was made on that and how other cities have had issues collecting fees. Michael advised that they reached out to a few cities who have DIF deferral programs, and they did not hear feedback regarding difficulties collecting fees. Originally the ordinance was drafted so that a covenant would be recorded on the property, but council did not provide consensus on that, so it was removed. He added that it is still a tool that can be used, and he is less concerned about the fee payment as DIF does not pay for services provided on the front end rather it is meant to pay for future services. If we were to file a lean on the property, we would collect those fees if there was ever a refinance, change of ownership, or sale of the property. Commissioner McCaverty shared that although a written agreement would be in place, the lean process is difficult to enforce but thinks that deferral is a good idea. Michael shared that he does not think residential properties will opt for this option. The best leverage the city will have will be with commercial projects as they would not be able to have occupancy if they cannot move in and start running the business without paying DIF.
- Commissioners provided consensus and agreed that incentivizing residents and being able to treat each project as a case-by-case basis is important and efficient.

**Vice Chair Inga opened public communications.**

- None

**Vice Chair Inga closed public communications.**

**MOTION:** Adopt Resolution No. 2962, recommending City Council adopt an Ordinance amending El Segundo Municipal Code (“ESMC”) Chapter 15-32 (Development Impact Fees).

**Moved by Commissioner Taylor, second by Commissioner McCaverty.**

**Motion carried, 3-0, by the following vote:**

**Ayes:** Inga, McCaverty, and Taylor

**3. An Ordinance Amending the El Segundo Municipal Code (“ESMC”), Specifically the Development Standards for the Single-Family Residential (R-1) Zone, Including the Standards Applicable to Two-Unit Residential Developments and Urban Lot Splits Pursuant to Senate Bill No. 450.**

Planning manager Eduardo Schonborn provided a brief synopsis on the state mandates regarding SB 9 and how staff has implemented these mandates at that time. Fast-forward to 2024 the state has passed SB 450 as a supplement to SB 9 which prohibits cities from having different development standards and design standards that are different from R-1 zones versus these urban lot splits. Since the City adopted an ordinance for SB 9 it needs to be cleaned up.

Principal Planner Paul Samaras presented the staff report regarding the proposed amendments for the El Segundo Municipal Code (“ESMC”), Specifically the Development Standards for the Single-Family Residential (R-1) Zone, Including the Standards Applicable to Two-Unit Residential Developments and Urban Lot Splits Pursuant to Senate Bill No. 450.

- Commissioner Taylor inquired if removing the affordability requirement will affect the city, and what the tree requirement is. Paul stated that there will be no repercussions with respect to the housing element or compliance with the housing element and shared that the minimum size requirement for a tree is a 24-inch box.

**Vice Chair Inga opened public communications.**

- None

**Vice Chair Inga closed public communications.**

**MOTION:** Adopt Resolution No. 2963, recommending City Council adopt an Ordinance amending El Segundo Municipal Code (“ESMC”) regarding development standards for the Single-Family Residential (R-1) Zone, including standards applicable to Two-Unit Residential Developments and Urban Lot Splits

pursuant to Senate Bill No. 450.

**Moved by Vice Chair Inga, second by Commissioner Taylor.**

**Motion carried, 3-0, by the following vote:**

**Ayes:** Inga, McCaverty, and Taylor

**C. NEW BUSINESS**

None.

**D. UNFINISHED BUSINESS**

None.

**E. REPORTS – COMMUNITY DEVELOPMENT DIRECTOR OR DESIGNEE**

Michael and Eduardo welcomed Commissioners McCaverty and Taylor. Michael shared that at the next meeting a commissioner will be appointed as a member to the Land Use Technical Committee.

**F. REPORTS – PLANNING COMMISSIONERS**

Vice Chair Inga welcomed Commissioners McCaverty and Taylor.

**G. REPORTS – CITY ATTORNEY**

City Attorney Joaquin Vazquez welcomed Commissioners McCaverty and Taylor.

**ADJOURNMENT** — the meeting adjourned at 6:23 p.m.  
The next meeting is scheduled for April 10, 2025 at 5:30 p.m.

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Michael Allen, Community Development Director

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Kevin Maggay, Planning Commission Chair



## **Planning Commission Agenda Statement**

**Meeting Date:** April 10, 2025

**Agenda Heading:** NEW BUSINESS

**Item Number:** C.3

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### **TITLE:**

Land Use Element Primer and Selection of Planning Commissioners to Serve on the General Plan Land Use Element Technical Advisory Committee.

### **RECOMMENDATION:**

1. Select a Planning Commissioner to serve on the General Plan Land Use Element Technical Advisory Committee, and select an additional Commissioner as an alternate/back-up.

### **FISCAL IMPACT:**

None.

### **BACKGROUND:**

California state law mandates that every city and county include a land use element as one of the seven required components of their general plan. The land use element, which has the broadest scope of all general plan elements, designates the distribution, location, and extent of land use, including housing, business, industry, agriculture, open space, public facilities, and other public and private uses. It also establishes standards for population density and building intensity. El Segundo's current land use element was last updated in 1992. The current land use element no longer reflects current population trends, economic conditions, or development patterns, and provides for limited or no growth opportunities moving into the twenty-first century.

On February 18, 2025, the City Council approved a contract with MIG to update the City's General Plan Land Use Element. At staff's recommendation, the City Council approved the formation of a Technical Advisory Committee (TAC) comprised of key city staff members from various City Departments (i.e. Community Development, Public Works, Economic Development, Police, Fire Prevention, and Recreation, Parks and Library), members from existing commissions and committees (i.e. Environmental Committee, Planning Commission, Recreation and Parks Commission), and Council Member Keldorf.

## **General Plan Land Use Element Technical Advisory Committee**

**April 10, 2025**

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### **DISCUSSION:**

Once formed, the TAC will include members that possess technical knowledge in their relevant fields, who can contribute to data analysis, policy recommendations, and the development of implementation strategies consistent with the City Council's Strategic Plan and existing policy direction. Ultimately, by providing their expertise, ensuring inclusivity of City representation vested in their respective specialty areas, and enhancing the quality of the plan, the TAC will contribute to the creation of a land use framework that serves the best interests of the community.

At the February 18th meeting, City Council suggested that TAC members from commissions and committees include the Chairs and Vice Chairs of each commission and committee. In accordance with the purpose of the TAC, the Planning Commission must select two members to serve on the TAC, one primary and one alternate/backup.

### **CITY STRATEGIC PLAN COMPLIANCE:**

None.

### **PREPARED BY:**

Eduardo Schonborn, AICP, Planning Manager

### **REVIEWED BY:**

Michael Allen, AICP, Community Development Director

### **APPROVED BY:**

Michael Allen, AICP, Community Development Director

### **ATTACHED SUPPORTING DOCUMENTS:**

None.