

# AGENDA

## LAND USE AND DESIGN REVIEW COMMITTEE

September 10, 2009  
9:00 A.M.

**Laguna Woods City Hall  
Council Chambers  
24264 El Toro Road  
Laguna Woods, CA 92637**

**AGENDA DESCRIPTION:** The Agenda descriptions are intended to give notice, to members of the public, of a general summary of items of business to be transacted or discussed.

Any person wishing to address the Land Use and Design Review Committee on any matter, whether or not it appears on this agenda, may do so under the appropriate section of the agenda. Whenever possible, lengthy testimony should be presented to the Committee in writing (12 copies) and only pertinent points presented orally. Requests to speak to items on the agenda shall be heard at the appropriate point on the agenda; requests to speak about subjects not on the agenda will be heard during the **Public Comment** section of the meeting.

### **I. CALL TO ORDER**

### **II. ROLL CALL**

### **III. COMMITTEE BUSINESS**

#### **A. Overview of the Local Planning and Development Review Process**

**RECOMMENDED ACTION:** This will be a presentation and discussion only; no action will be taken.

#### **B. Saddleback Golf Cars, 23252 Via Campo Verde (ZC 09-01, UP-559)**

**RECOMMENDED ACTION:** Review the proposed Zone Change and Use Permit and make a recommendation to City Council.

### **IV. PENDING PROJECTS UPDATE**

#### **A. Local Environmental Guidelines**

**B. San Sebastian Condominium Project**

RECOMMENDED ACTION: Staff will provide an update on the above projects; there may be committee discussion and requests for future action, but no action will be taken at this meeting.

**V. COMMITTEE MEMBER COMMENTS**

**VI. PUBLIC COMMENTS**

**IX. ADJOURN**

Next regularly scheduled meeting at 9:00 a.m., Thursday, October 8, 2009

**RECAP  
AGENDA  
LAND USE AND DESIGN REVIEW COMMITTEE**

August 13, 2009  
9:00 A.M.

**I. CALL TO ORDER** – meeting called to order at 9:00 a.m.

**II. ROLL CALL**

**Present:** DeBelles, Hatch, Heilbronner, Joss, Lindstrom, Miller, Morton, Preli, Sortino, Vogt

**Absent:** None

**III. COMMITTEE BUSINESS**

**A. Alternative Vehicle Parking Space Standards**

City Planner Gutierrez presented the proposal to modify the City's offsite parking regulations. Upon a motion and second, the staff recommendation to establish a new category of allowed parking spaces for alternative vehicles. Property owners whose are required to have 10 or more parking spaces would have the ability to convert 10% of the required number of spaces to alternative vehicle spaces. The program is voluntary – no alternative parking spaces would be required. Property owners wishing to convert a larger number of spaces would be able to request a Use Permit from. Upon a motion, the Committee unanimously recommended that the City Council proceed with an ordinance to allow alternative vehicle parking spaces.

**B. Local Environmental Guidelines**

The City manager discussed the proposed modification to the City's local CEQA guidelines to meet new state law requirements.

**IV. PENDING PROJECTS UPDATE**

- A. Saddleback Golf Cars
- B. San Sebastian Condominium Project
- C. Rite Aid Sign Program
- D. Laguna Hills General Plan

The City manager provided information and answered questions about the above projects.

**V. COMMITTEE MEMBER COMMENTS**

**VI. PUBLIC COMMENTS**

None

**IX. ADJOURN** – the meeting adjourned at 10:30 a.m.

City of Laguna Woods  
Agenda Report

DATE: September 10, 2009 Land Use and Design Review  
Committee Meeting

TO: Land Use and Design Review Committee

FROM: Alex Gutierrez, City Planner 

AGENDA ITEM: Saddleback Golf Cars, 23252 Via Campo Verde  
(ZC 09-01, UP-559)

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**Recommendation**

Review the proposed Zone Change and Use Permit and make a recommendation to City Council.

**Background**

The applicant is requesting approval of a Zone Change and Use Permit to allow the operation of a golf car/cart retail sales and services business in an existing 20,133 square foot building. The proposal includes the sale of golf cars/carts and accessories to the general public and the repair and upgrade of golf cars/carts, which will include electrical work, welding and parts installation, cart painting, cart detailing, and cart washing.

The property is located at 23252 Via Campo Verde, the former Los Angeles Times Distribution Center. The project site is generally bounded to the north by Moulton Parkway and to the west by Via Campo Verde. Properties to the south and west are designated as Urban Activities Center District (UAC), the property to the northwest is designated Professional and Administrative Office District (PA) and the properties located to the northeast are designated Community Commercial. A detention basin is located to the southeast of the project site. A vacant parcel abuts the southwest property line. To the west, across Via Campo Verde, is a garden center, RV storage lot and maintenance yard and to the northwest, also across Via Campo Verde, is a two-story office complex. To the north and northeast, across

Moulton Parkway, is a shopping center. The site is accessible from a private street, Via Campo Verde, which serves as the entrance to the Garden Center and the Laguna Woods Village Maintenance Facility.

Surrounding Land Uses:

<u>Direction</u>	<u>GP Designation</u>	<u>Zoning</u>	<u>Land Use</u>
Northwest	Commercial	Professional and Administrative Office	Two story office complex
Northeast	Commercial	Community Commercial	Willow Tree Shopping Center
Southwest	Urban Activities Center	Urban Activities Center	Garden Center/vacant
Southeast	Urban Activities Center	Urban Activities Center	Detention basin

The site is currently fully developed with a 20,133 square foot industrial building that once operated as the LA Times Distribution Center. The facility is no longer in use and is currently vacant.

**Discussion**

Zone Change

The subject 1.23 acre site is zoned Professional and Administrative Office (PA). The PA zone is one of the more restrictive of the Commercial land use designations. The zone allows for administrative offices, civic and government uses, financial institutions, libraries and museums. The applicant is requesting a zone change from Professional and Administrative Office to Community Commercial (CC). The proposed Community Commercial zone is consistent with the existing General Plan land use designation.

The Community Commercial District is intended to provide for the development and preservation of high intensity commercial uses which serve the local community and regional area, including retail, grocery stores, fast food restaurants, and other general commercial uses. The proposed Zone Change is complementary to and compatible with the surrounding land uses. The proposed commercial zone is buffered from surrounding residential land uses, and is accessible to the local community and regional area.

Use Permit

The applicant is proposing to operate a golf car/cart retail and service store in an existing 20,133 square foot industrial building. The retail component of the project will sell golf carts and accessories to the general public. As part of the proposal, the applicant proposes to operate a facility for service and washing of golf car/carts, which requires the approval of a Use Permit. The service component will repair and upgrade golf carts, which will include electrical work, welding and parts installation, cart painting, cart detailing, and cart washing.

Proposed improvements to the property include installation of a sidewalk along the north and east portions of the building and the replacement of glass along the frontage of the building. The proposed sidewalk will allow for pedestrian access to the front of the building. Additional sidewalk improvements may be required in order for the site to be compliant with the Americans with Disabilities Act. Landscaping will primarily remain as it currently exists, with the exception of the area surrounding the sidewalk. In areas where the proposed sidewalk is exposed due to slope, a new 5-gallon evergreen hedge is proposed. The applicant is also proposing to cover the existing chain-link fence along the southern property boundary with vines consistent with the existing vines on the building.

Interior improvements include the removal of two non-bearing, full height partition walls and installation of a new full height, non-bearing partition wall. Additionally, the applicant has proposed the installation of a 10 foot by 8 foot paint spray booth and a hazardous materials storage cabinet. The spray booth will be utilized to paint golf carts. The storage cabinet will be used to store various hazardous materials (such as mechanical fluids).

As part of the application review, impacts to adjacent properties were analyzed. A trip generation comparison study was prepared by Kimley-Horn and Associates, Inc., to compare the trips generated from the proposed use and the previous use as an LA Times distribution center. The analysis found that the proposed use would generate an average of 100 trips per day, which is less than the previous user which generated an average of 182 trips per day.

Traffic for the site was also addressed in the General Plan Environmental Impact Report, which analyzed this site as a Commercial land use

designation. The EIR identified Moulton Parkway as having a capacity of 56,300 daily two-way trips. During the General Plan process, the City identified the remaining capacity of Moulton Parkway as 7,426 vehicles per day, minus the 700 daily trips for a then-proposed Clubhouse 7 of Laguna Woods Village. Clubhouse 7 has since been built and is operational. The Golden Rain Foundation of Laguna Woods Village had proposed an Urban Activities Center that would use the entire remaining capacity of Moulton Parkway (6,726 vehicles per day). While the capacity of Moulton Parkway was analyzed, the site was utilized as an LA Times Distribution Center. The trips generated by this use contributed to determining the capacity of Moulton Parkway. The proposed use will generate less trips than the previous use, and will not utilize any of the 7,426 trips established for the Urban Activity Center use. The proposed use or other feasible uses within the Community Commercial zone will not increase Moulton Parkway beyond the established threshold.

Conditions are proposed for this project, including both general and those related to the specific use. These conditions include consultation from Orange County Fire Authority and El Toro Water District, as well as landscaping and site requirements consistent with the City's Development Code.

**Fiscal Impact:**

The City recovers application processing expenses through the collection of established permit fees. The proposed use of a vacant property could potentially impact City services and infrastructure. After project completion, the occupancy of the vacant property is anticipated to generate approximately \$30,000 in tax dollars annually. This amount is based on the average sales volume of \$4,000,000 generated by the existing location in Laguna Hills. The proposed use could result in additional need for emergency services, but the amount is not quantifiable at this time, nor is it expected to be significant.

**Environmental Review:**

Consistent with the California Environmental Quality Act and the recently revised City of Laguna Woods Local California Environmental Quality Act procedures, potential impacts associated with the proposed project were analyzed. These impacts include but are not limited to air quality, hazardous



materials, water quality, and traffic. Greenhouse gases are required to be analyzed as part of the City of Laguna Woods Local California Environmental Quality Act. Due to the project decreasing the amount of vehicular trips and consumption of fossil fuels, the use is not anticipated to increase greenhouse gas emissions. Furthermore, the use supports alternative vehicles while reducing air pollution and fossil fuel consumption, which is consistent with the alternative transportation goals of the City.

Based on this analysis, a Negative Declaration (ND09-01) has been prepared. The ND has been made available from August 26, 2009 to September 15, 2009 for public review and comment and is posted on the City Website at [www.lagunawoodscity.org](http://www.lagunawoodscity.org). The comment period is currently open.

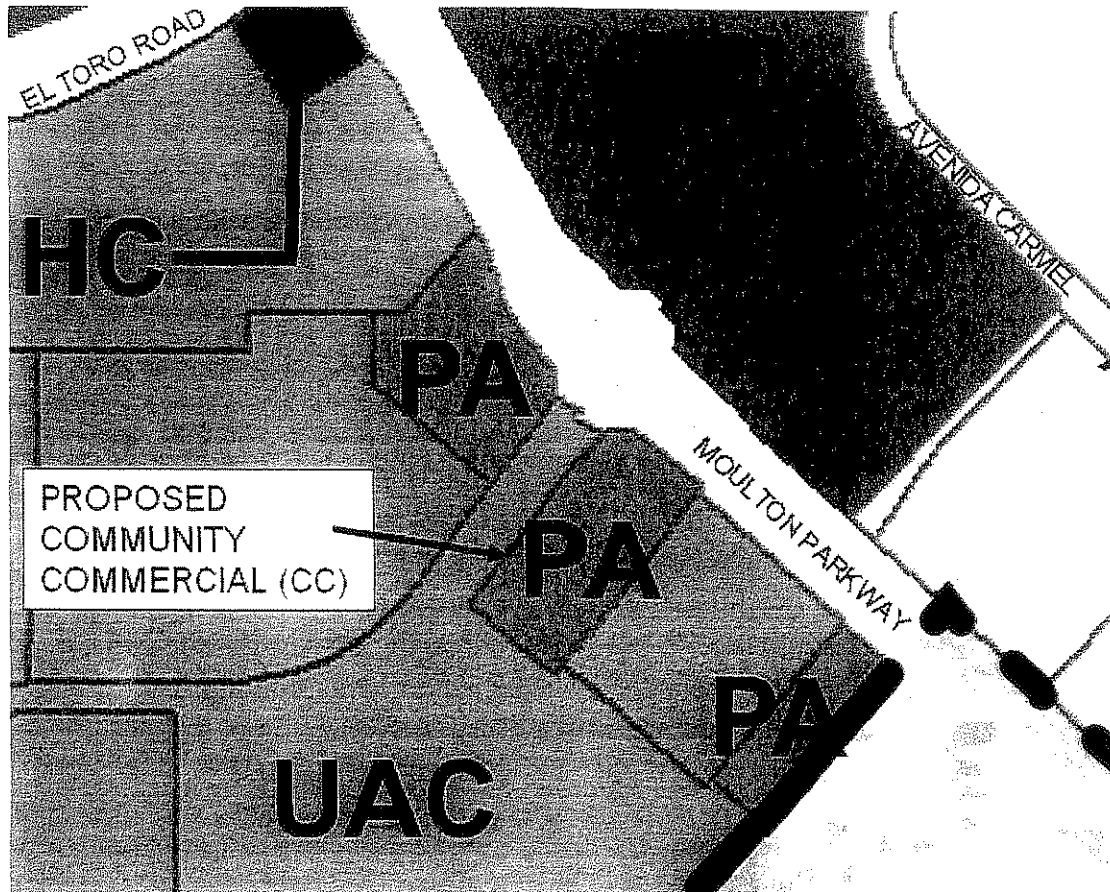
**Conclusion:**

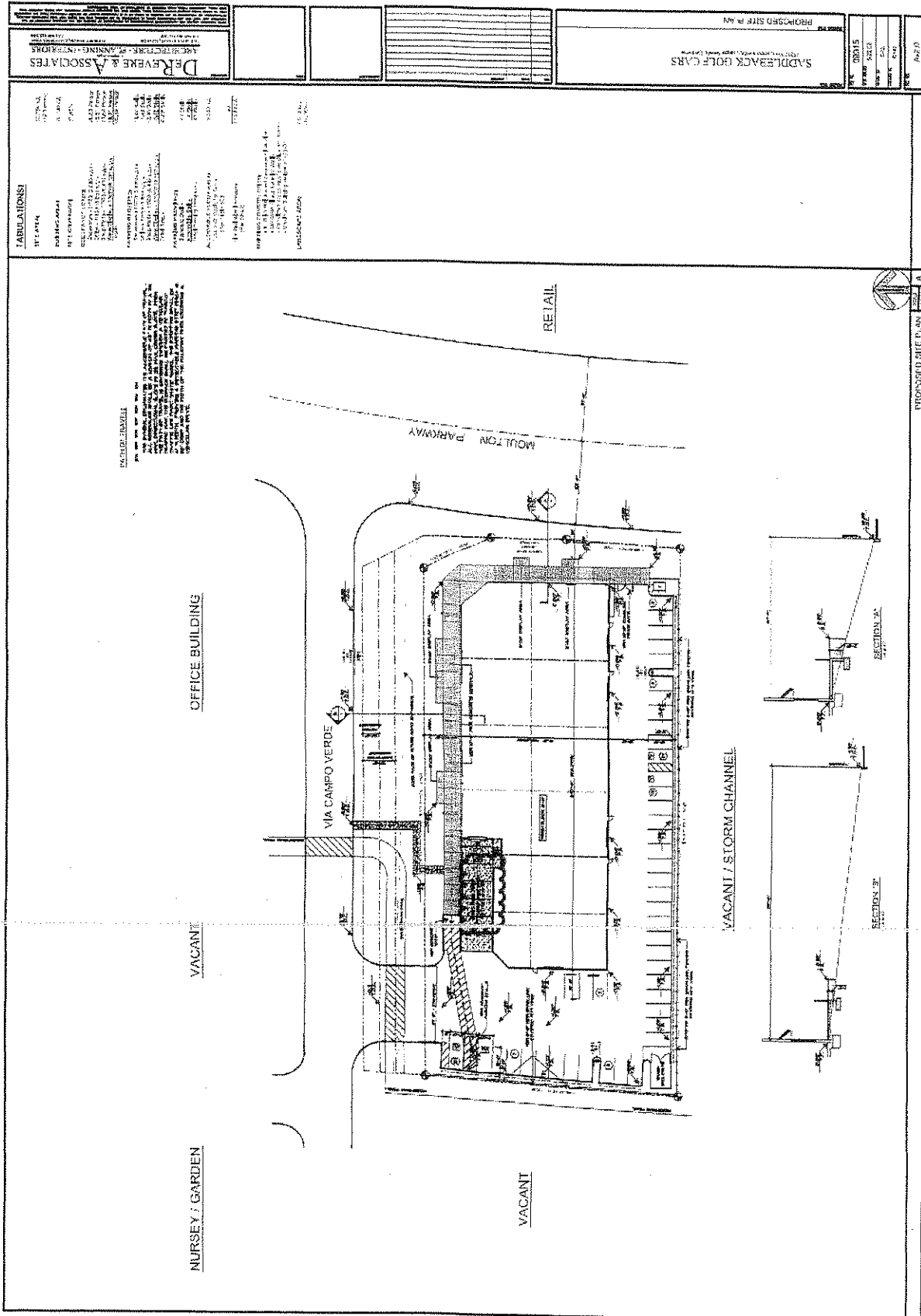
Approval of the proposed project will result in a commercial use of a currently vacant building. The Zone Change is required to allow for the proposed use to locate on the property. Proposed improvements to the existing facility are minimal. Improvements are minimal to the existing facility. The Negative Declaration prepared for the project has analyzed and addressed the environmental concerns through standard conditions of approval. The document availability was advertised and made available. The proposed use will serve the community and contribute to the City's alternative transportation goals.

Attached: Zone Change Exhibit  
Site Plan  
Floor Plan  
Elevations  
Landscaping Plan  
Conditions of Approval

# EXHIBIT 1

## ZONE CHANGE 09-01

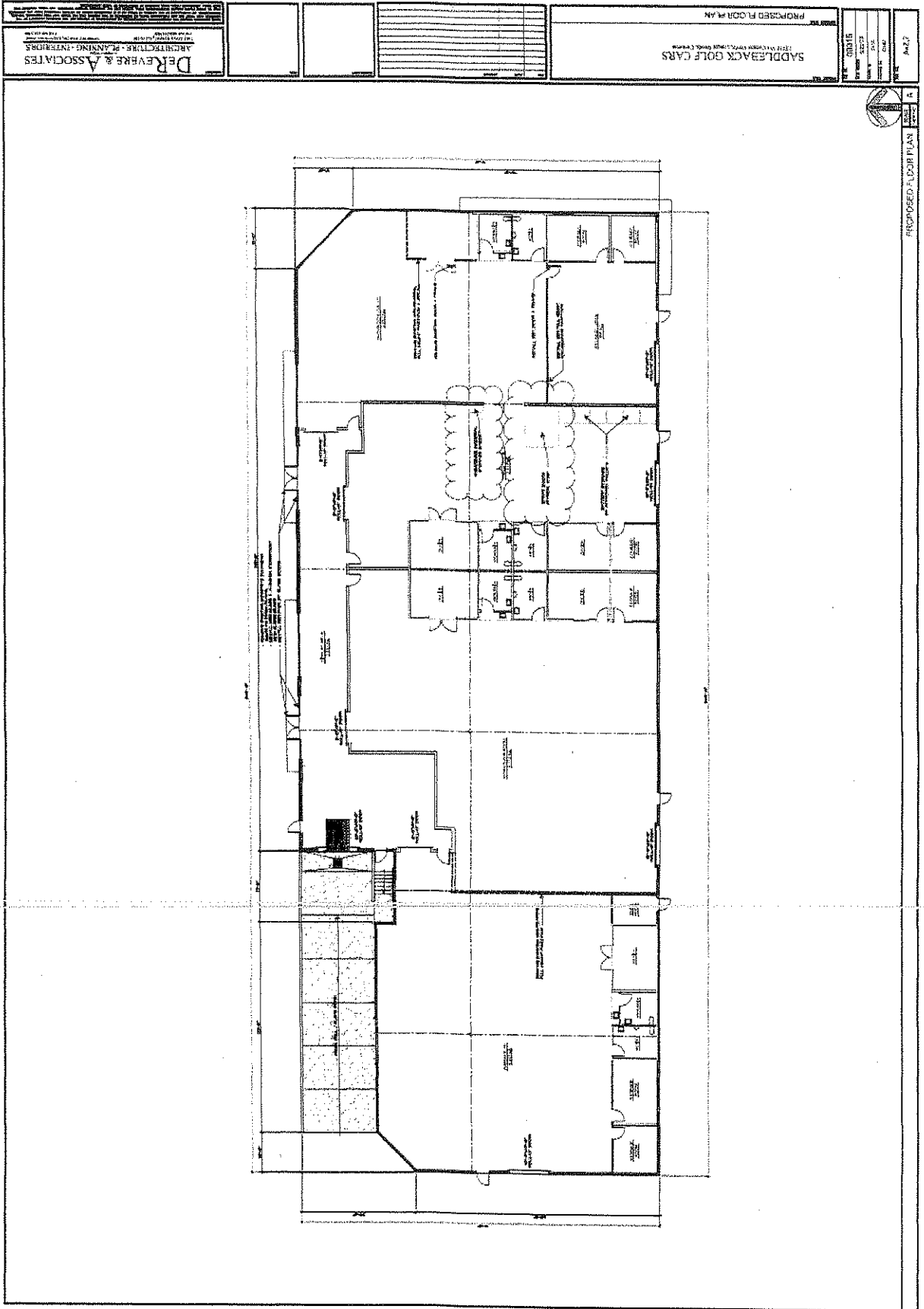




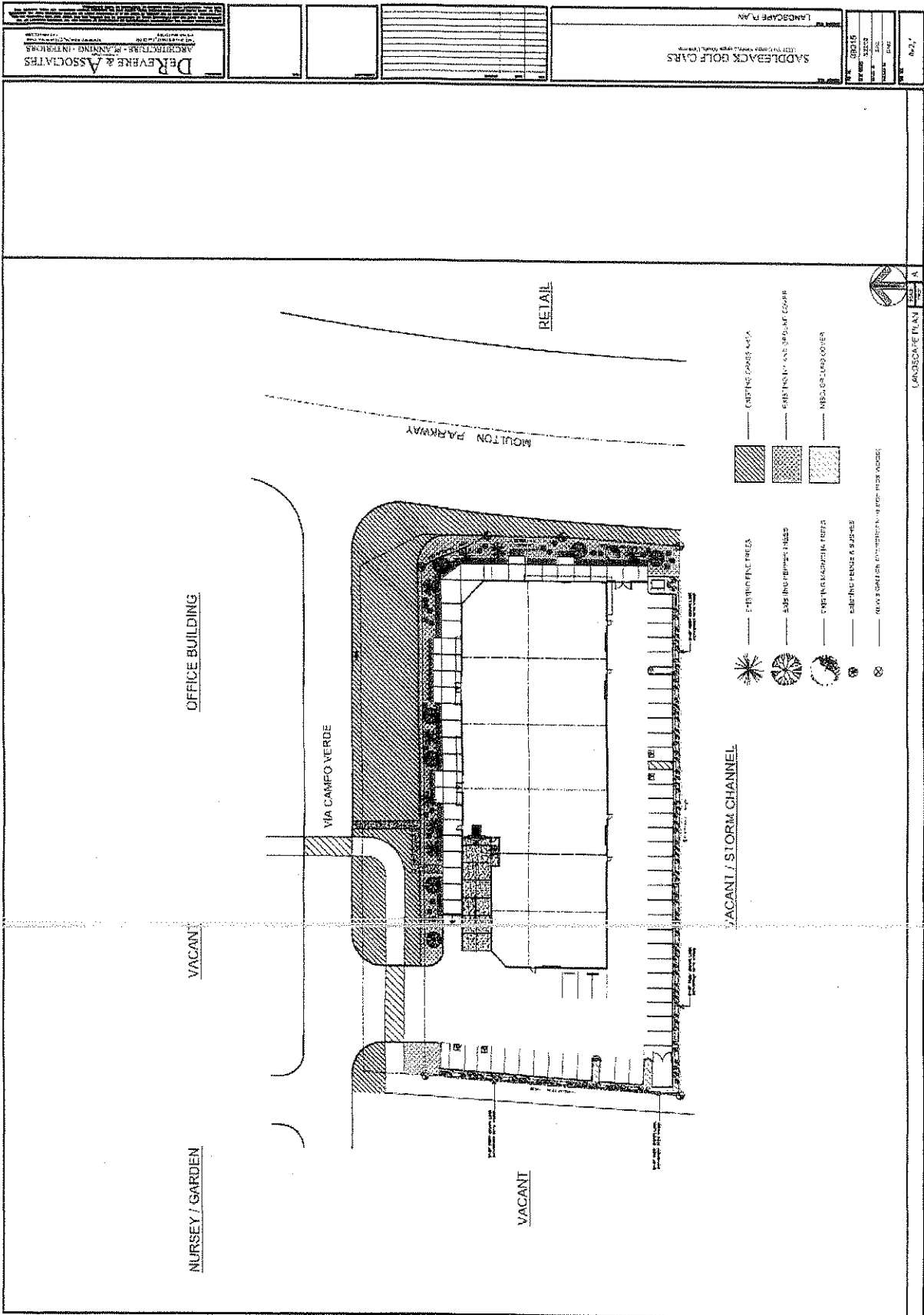
**LABORATIONS:**  
 DREVIERE & ASSOCIATES  
 ARCHITECTS & ENGINEERS  
 1000 ...  
 ...

**LEGEND:**  
 ...  
 ...

PROJECT: SADDLEBACK GOLF CARS	PROPOSED SITE PLAN
DATE: ...	SCALE: ...
DRAWN BY: ...	CHECKED BY: ...
PROJECT NO. ...	SHEET NO. ...



<p>DATE: 01/05/15          DRAWN BY: [Name]          CHECKED BY: [Name]          SHEET NO. 042</p>	<p>PROPOSED EXTERIOR ELEVATIONS  <b>SADDLEBACK GOLF CARS</b>          1275 W. GOLF COURSE ROAD, SUITE 100, GOLF COURSE, WYOMING</p>	<p>PROJECT NO. [Number]          SHEET NO. [Number]</p>	<p><b>DEWEY &amp; ASSOCIATES</b>          ARCHITECTURE - PLANNING - INTERIORS          1225 W. GOLF COURSE ROAD, SUITE 100, GOLF COURSE, WYOMING</p>
<p><b>NORTH EXTERIOR ELEVATION</b></p> <p>1. 1/4" = 1'-0" (As Shown)          2. 1/8" = 1'-0" (As Shown)          3. 1/4" = 1'-0" (As Shown)          4. 1/8" = 1'-0" (As Shown)          5. 1/4" = 1'-0" (As Shown)          6. 1/8" = 1'-0" (As Shown)</p>	<p><b>EAST EXTERIOR ELEVATION</b></p> <p>1. 1/4" = 1'-0" (As Shown)          2. 1/8" = 1'-0" (As Shown)          3. 1/4" = 1'-0" (As Shown)          4. 1/8" = 1'-0" (As Shown)          5. 1/4" = 1'-0" (As Shown)          6. 1/8" = 1'-0" (As Shown)</p>	<p><b>SOUTH EXTERIOR ELEVATION</b></p> <p>1. 1/4" = 1'-0" (As Shown)          2. 1/8" = 1'-0" (As Shown)          3. 1/4" = 1'-0" (As Shown)          4. 1/8" = 1'-0" (As Shown)          5. 1/4" = 1'-0" (As Shown)          6. 1/8" = 1'-0" (As Shown)</p>	<p><b>WEST EXTERIOR ELEVATION</b></p> <p>1. 1/4" = 1'-0" (As Shown)          2. 1/8" = 1'-0" (As Shown)          3. 1/4" = 1'-0" (As Shown)          4. 1/8" = 1'-0" (As Shown)          5. 1/4" = 1'-0" (As Shown)          6. 1/8" = 1'-0" (As Shown)</p>



**SPECIAL PLANNING CONDITIONS**

1. The applicant shall submit a check to the City in the amount of \$2,043.00 payable to the Orange County Clerk-Recorder to enable the filing of a Notice of Determination within five working days of approval.
2. The outdoor storage of any items is not permitted at any time. All products/materials shall be contained entirely within the existing structure. Outside parking spaces shall remain open and available to employees and customers at all times.

**PLANNING STANDARD CONDITIONS**

3. The use permit is issued for the operation of a golf car/cart sales and service business and pertains only to the plans stamped approved on September 16, 2009. All applicable City standards and conditions shall be complied with unless specifically superseded by more restrictive project conditions referenced within.
4. No building permits shall be issued until Zone Change 09-01 has been approved and adopted by the City Council and have been made effective 30 days after second reading by City Council.
5. The applicant, or successor in interest, shall abide by and faithfully comply with any and all conditions of this permit. Failure to comply with the conditions of this permit constitutes grounds for revocation of said permit by the City of Laguna Woods City Council.
6. The applicant, or successor in interest, shall agree, as a condition of issuance of this permit, to at its sole expense, defend, indemnify, and hold harmless the City, its officers, employees, agents and consultants from any claim, action, or proceeding against the City, its officers, agents, and employees to attach, set aside, void or annul an approval of the City Council, Planning Agency, or other decision-making body, or staff action concerning this project. The applicant shall pay the City's defense costs and shall reimburse the City for court costs and attorney fees that the City may be required by a court to pay as a result of such defense. The applicant may at its sole discretion participate in the defense of any such action under this condition.

7. In the event a legal challenge to the discretionary approval is successful, and an award of attorney fees is made the challenger, the applicant shall be responsible to pay the full amount of such an award.
8. The use permit is granted for the property as described in the application and shall not be transferable from one parcel to another.
9. This conditional use shall become null and void within 24 months from the date of its issuance, unless the proposed development or use has been diligently pursued to completion. The issuance of a grading, foundation, or building permit for structural construction shall be a minimum requirement for evidence of diligent pursuit.
10. The construction or use by the applicant or successor in interest of any activity or structure authorized by this approval shall constitute acceptance of all of the conditions and obligations imposed by the City on this permit. The Applicant by said acceptance waives any challenge as to the validity of these conditions.
11. The applicant and successor in interest shall be fully responsible for knowing and complying with all conditions of approval, including making known the conditions to City staff for future governmental permits or actions on the project site.
12. The applicant and applicant's successors in interest shall be responsible for payment of all charges related to the processing of this discretionary case application or enforcement of project conditions within 30 days of the issuance of the final invoice or prior to the issuance of building permits for this project, whichever occurs first.
13. This approval constitutes approval of the project only to the extent that it complies with the City Zoning Code and any other applicable City standards. Approval does not eliminate the need for building permits or include any action or finding as to compliance with any other applicable Federal, State or Local ordinance, regulation or requirements.
14. Except as otherwise provided herein, this permit is approved as a precise plan for the location and design of the uses, structures, features, and materials shown on the approved plans. After an application has been approved, a change plan may be submitted to the City's Community Development Director for any relocation, alteration, or addition to any use, structure, feature, or material not specifically



approved in the original application. If the Community Development Director determines that the proposed change complies with the provisions, spirit and intent of this approval action, and that the action would have been the same for the changed plan as for the approved plot plan, he may approve the changed plan without requiring a new public hearing.

15. The cover sheet of the construction documents shall contain the City's conditions of approval and it shall be attached to each set of plans submitted for City approval or shall be printed on the title sheet verbatim.
16. The site must be maintained free of trash; debris and refuse, all graffiti must be removed within 72 hours.
17. If exterior lighting is proposed, all exterior lighting shall be designed in such a manner that direct lighting is confined to the property and oriented to minimize visual glare. Prior to issuance of a building permit the applicant shall demonstrate through the submittal of an electrical engineer's photometric survey that the lighting system on site is designed and maintained in such a manner as to conceal light sources and to minimize light spillage, glare, and intensity effects to the adjacent land uses.
18. This project will result in new construction that will generate solid waste. Prior to the issuance of precise grading permits, the applicant shall show on the site plans the location of receptacle(s) to accumulate on-site generated solid waste for recycling purposes.

### **LANDSCAPE STANDARD CONDITIONS**

19. The applicant, or successor in interest, shall provide three (3) sets of landscape and irrigation construction documents for review and approval by the Community Development Director prior to the issuance of a building permit. All submitted landscape plans shall be prepared by a licensed landscape architect and installation completed prior to final building occupancy.
20. All surface runoff shall be directed to landscape areas, whenever practical, to minimize stormwater runoff.
21. All irrigation systems shall be installed with an irrigation timer and an automatic rain shutoff device.

22. In the event mature trees are removed, the applicant, or successor in interest, shall provide replacement trees, suited for longevity in the region at a ratio of 3 to 1 in order to offset the number of significant trees removed. Tree size shall be a minimum of 36" box size. The Community Development Director may consider a reduction in the replacement ratio in exchange for larger specimen sizes. Prior to site demolition the, applicant shall submit an inventory of significant trees to the Community Development director for review and approval.

### **BUILDING AND ENGINEERING**

23. All proposed construction and modification associated with the approved project shall comply with the provisions of the California Building Code for new buildings and structures applicable at time of construction.
24. All flatwork subject to ADA provisions shall be submitted to the Building Department for approval. Construction plans shall comply with all ADA requirements at time of construction.
25. During project construction the applicant shall provide appropriate construction site fencing.
26. During the demolition and construction phases the applicant will be required to submit solid waste tonnage reports to the Director of Public Works on City approved forms, accompanied by "weight ticket" receipts from state-certified disposal, non-disposal, or transformation facilities, to demonstrate that solid waste diversion has occurred in accordance with these required conditions and in a manner that is consistent with, and not detrimental to, the efforts of the City of Laguna Woods to comply with AB939.
27. Prior to the final occupancy or exoneration of any security, the applicant shall submit one (1) set of computerized data, which is compatible with the City ARC/INFO system or DXF (Autocad) system, of the record drawings of landscape and improvement plans to, and in a manner acceptable to, the City Engineer. Maps should be tied to County of Orange control points (latest revision). Refer to Specifications for Digital Submission as maintained by the Surveyor's Office of the County of Orange for specific requirements of individual submittal. When requested by the City Engineer, the applicant shall submit one

(1) set of computerized data of computer generated structural analysis and calculations.

### **STORMWATER CONDITIONS**

28. Prior to issuance of grading permits, the applicant shall develop and submit for City review, a WQMP in accordance with the requirements of the City's Stormwater Local Implementation Plan and the DAMP. The City shall accept the WQMP as complete prior to the granting of the precise grading permit for the proposed development.
29. Discharging of groundwater produced by dewatering activities requires a National Pollutant Discharge Elimination System (NPDES) short term discharge permit from the Regional Water Quality Control Board.
30. The City retains the right to inspect the premises for compliance with the City's storm water programs and NPDES permit requirements.
31. Prior to the issuance of grading permits, the applicant shall include a note on all grading plans that indicates all required BMP's required to be implemented by the construction contractor. These measures shall also be discussed at the pre-grade conference.

### **FIRE CONDITIONS**

32. Project shall comply with the requirements of the Orange County Fire Authority. Plans shall be submitted for review by the OCFA when required by the OCFA Plan Review Submittal Criteria form or as otherwise necessary. Contact OCFA at 714-573-6100 to verify project requirements.

