



A G E N D A
PLANNING COMMISSION
REGULAR MEETING
TUESDAY, JANUARY 21, 2025

6:00 P.M. PUBLIC MEETING/PUBLIC HEARINGS

CIVIC CENTER, CITY COUNCIL CHAMBERS
14000 CITY CENTER DRIVE, CHINO HILLS, CALIFORNIA

PLANNING COMMISSION MEMBERS

JERRY BLUM, CHAIR
MELISSA DEMIRCI, VICE CHAIR
PETER PIRRITANO
MICHAEL STOVER
SHERAN VOIGT

NICHOLAS LIGUORI, COMMUNITY DEVELOPMENT DIRECTOR
ELIZABETH M. CALCIANO, ASSISTANT CITY ATTORNEY
EMILY ORTIZ, SECRETARY

This agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda unless the Planning Commission makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the City subsequent to the posting of the agenda. The Commission Secretary has on file copies of written documentation relating to each item of business on this Agenda available for public inspection in the Community Development Department, in the public binder located at the entrance to the Council Chambers while the meeting is in session, and on the City's website at www.chinohills.org/Agendas. Materials related to an item on this Agenda submitted to the Planning Commission after distribution of the agenda packet are available for public inspection in the Community Development Department at 14000 City Center Drive, Chino Hills, CA during normal business hours and on the City's website at www.chinohills.org/Agendas as soon as practicable.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in the Planning Commission meeting, please contact the Community Development Department, (909) 364-2740, at least 48 hours prior to the meeting to enable the City to make reasonable arrangements. [Click here](#) to view the City's Reasonable Accommodations Policy or contact the City Clerk's office to obtain a copy.

Emails and documents submitted by the public to the City will be considered a public document subject to posting on the City's website and are subject to the Public Records Act.

PLEASE SILENCE ALL ELECTRONIC DEVICES WHILE COMMISSION IS IN SESSION.

Speaker Cards - Those persons wishing to address the Planning Commission on any City matter, whether or not it appears on the agenda, must complete and submit to the Commission Secretary a "Request to Speak" form available at the entrance to the City Council Chambers. In accordance with the Public Records Act, any information you provide on this form is available to the public. **You are not required to provide your name or other personal information in order to speak. The Commission Secretary will explain how you will be called to speak if you decline to provide your name.** Comments will be limited to a maximum of three minutes per speaker for agendized items and a maximum of one minute for non-agendized items. Only one speaker card per person per comment period may be submitted. Individuals must submit their own speaker card. Public comment periods will generally be limited to 30 minutes per meeting and/or the maximum time limits for speaking may be reduced, so not all members of the public may have the opportunity to speak at every council meeting. If you want to communicate information to the City you can also do so via email at planningcommission@chinohills.org. All public comments must address matters within the subject matter jurisdiction of the Planning Commission, which is considered "City business." Failure to adhere to the prohibition against public comments on non-city business, will result in the speaker losing their opportunity to provide public comments at that meeting.

"City business" includes matters over which the City has been granted authority pursuant to state law, subject to state and federal legal and constitutional limitations. These matters include the construction, maintenance and repair of streets, parks and public facilities; providing water, sewer and trash services; providing recreation services and programs; overseeing land development except to the extent the City's authority has been pre-empted by federal and state law; providing public safety services, including police and fire/paramedic services which the City does by contracting with the San Bernardino County Sheriff's Department and working with the Chino Valley Fire District and through its own code enforcement personnel; imposing regulations over conduct and activities in the City to protect the health, safety and welfare of the community; and the City also has the right to hire and manage personnel, the responsibility to maintain public records and the authority to impose fees and taxes and provide the financial services necessary to provide the above services.

"Signs", banners, flags or other symbolic material (except those that are emblazoned on clothing) are prohibited within the Council Chambers because they may obstruct the view of other attendees, obstruct the passage of other attendees, create a fire or safety hazard, or otherwise disturb the business of the meeting. However, signs no larger than 12X24 inches are permitted in the overflow community room located in the southeast corner of the Council Chambers. These signs, banners, flags and other symbolic objects must be left in the overflow area when approaching the dais for public comments or otherwise leaving that area except to leave the Council Chambers. Signs with any type of stick, pole or similar object are prohibited in the Council Chambers.

Levine Act Disclosure: Parties to a proceeding are required to disclose if they made contributions over \$500 within the prior 12 months to a Planning Commissioner. If a Commissioner accepted more than \$500 during the 12 months preceding the decision, the Planning Commissioner is required to recuse themselves from the decision. Parties and participants with a financial interest are prohibited from making more than \$500 in contributions to a Planning Commissioner for the 12 months after the final decision is rendered on the proceeding. The above contribution disclosures and restrictions do not apply when the proceeding is competitively bid, or involves a personnel or labor contract. For more information, see Government Code Section 84308.

TIPS FOR PUBLIC SPEAKING AT A COMMISSION MEETING

- If you have filled out a speaker card with or without your name and/or contact information, please hand it to the Commission Secretary.
- A speaker may not relinquish his/her time to another speaker.
- Be prepared to come forward to the speaker's podium when your name is called.
- As you begin to speak, state your name clearly for the record (although this is not required) and city of residence. If you represent a group or organization, please state that information as well.
- Don't be nervous. It may help to take a deep breath and exhale slowly before you speak.
- Please show courtesy to others and direct all comments to the Chairperson and Commission.
- Do not address comments to the audience or staff members.
- Make your position known at the beginning, then present supporting information.
- Identify your main points. Writing them down ahead of time will help you organize your thoughts at the podium.
- Don't repeat yourself. If a previous speaker has already made the point you planned to make, simply refer to that speaker and emphasize your support for that position.
- Handouts summarizing your position may be distributed to the Commission Secretary before or after your presentation.
- Close your comments with an action statement such as, "Adopt this resolution" or "I urge you to vote 'yes' (or 'no') on this item."
- Any person who disrupts the orderly conduct of the Commission's business may be barred from making

further comments and shall be subject to removal from the Chambers.

6:00 P.M. - CONVENE MEETING / ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

PRESENTATIONS

PUBLIC COMMENTS - AGENDIZED ITEMS

1. **PUBLIC COMMENTS:** At this time, members of the public may address the Planning Commission regarding any item appearing on the agenda, except that testimony on Public Hearing items must be provided during those hearings. Those persons wishing to address the Planning Commission must complete and submit to the Commission Secretary a "Request to Speak" card available at the entrance to the City Council Chambers. Comments will be limited to a maximum of three minutes per speaker. The time allotted per person may vary depending on the total number of speaker cards received. This comment period will generally be limited to 30 minutes per meeting, so not all members of the public may have the opportunity to speak at every Planning Commission meeting.

CONFLICT OF INTEREST / EX PARTE COMMUNICATION ANNOUNCEMENTS:

For conflicts of interest, Commissioner abstentions shall be stated at this time for recordation on the appropriate item. For ex parte communications, Commissioners shall state their intent to report on any ex parte communications applicable to public hearings on the current agenda.

CONSENT CALENDAR: *All matters listed on the Consent Calendar are considered routine by the Planning Commission and may be enacted by one motion in the form listed below. There will be no separate discussion of these items unless, before the Planning Commission votes on the motion to adopt, Members of the Planning Commission or staff request the matter to be removed from the Consent Calendar for separate action. Removed consent items will be discussed immediately after the adoption of the balance of the Consent Calendar.*

2. **CONSIDERATION OF THE MINUTES OF THE DECEMBER 3, 2024, REGULAR MEETING**

RECOMMENDED ACTION: Approve as submitted.

DISCUSSION CALENDAR

3. **AGENDA FORMAT UPDATE**
4. **DIRECTOR'S AGENDA FORECAST FOR 2025**

PUBLIC HEARING - *This portion of the Planning Commission Agenda is for all matters that legally require an opportunity for public input. Please complete and submit a speaker card to the Planning Commission Secretary. Comments will be limited to three minutes per speaker.*

None.

PUBLIC COMMENTS - NON-AGENDIZED ITEMS

5. **PUBLIC COMMENTS:** *At this time, members of the public may address the Planning Commission regarding any items within the subject matter jurisdiction of the Commission that do not appear on the agenda. Please complete and submit to the Commission Secretary a "Request to Speak" card. Comments will be limited to a maximum of one minute per speaker. The time allotted per person may vary depending on the total number of speaker cards received. This comment period will generally be limited to 30 minutes per meeting, so not all members of the public may have the opportunity to speak at every commission meeting.*

All Planning Commission decisions may be appealed to the City Council. An appeal of a Planning Commission decision must be filed with the City Clerk within ten (10) working days of the meeting. Please contact the City Clerk at (909) 364-2620 for further information about filing an appeal or obtaining an appeal application.

STAFF INFORMATION AND AGENDA FORECAST

COMMISSION COMMENTS

ADJOURNMENT:

MINUTES

PLANNING COMMISSION CITY OF CHINO HILLS

DECEMBER 3, 2024
REGULAR MEETING

CONVENE MEETING AND ROLL CALL

Chair Blum called the Regular Meeting of the Planning Commission of the City of Chino Hills to order at 6:00 P.M. and requested Commission Secretary Ortiz to call the roll.

PRESENT COMMISSIONERS: JERRY L. BLUM
MELISSA DEMIRCI
PETER PIRRITANO
MICHAEL STOVER
SHERAN VOIGT

ALSO PRESENT: NICHOLAS LIGUORI, COMMUNITY DEVELOPMENT DIRECTOR
ELIZABETH M. CALCIANO, ASSISTANT CITY ATTORNEY
MICHAEL HOFFLINGER, PLANNING MANAGER
RYAN GACKSTETTER, SENIOR PLANNER
EMILY ORTIZ, COMMISSION SECRETARY

PLEDGE OF ALLEGIANCE TO THE FLAG

Led by Commissioner Stover.

1. PUBLIC COMMENTS

None.

CONFLICT OF INTEREST / EX PARTE ANNOUNCEMENTS

None.

CONSENT CALENDAR

2. MINUTES OF NOVEMBER 19, 2024, REGULAR MEETING - APPROVED

Motion was made by Commissioner Voigt and seconded by Commissioner Stover to approve the meeting minutes as submitted.

Motion carried by electronic vote as follows:

AYES: COMMISSIONERS: BLUM, DEMIRCI, PIRRITANO
STOVER, VOIGT

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

DISCUSSION

3. DRAFT CHAPTER 16.15 – HOUSING PRIORITY ZONING DISTRICTS WORKSHOP #2

Planning Manager, Michael Hofflinger, briefed the Commission on the staff report, which is on file in the Community Development Department.

Commission discussed the following items with staff:

- State required ministerial reviews of development applications and the impact on staff
- The ability of an applicant to appeal a denial to the Planning Commission
- The role of public comments during the review period
- The ability of staff to generate standardized conditions of approval
- The final approving authority is the City Manager with no appeal ability
- The increase in other permit review times due to statutory requirements to meet specified project review times
- The “shot clock” only applies to Housing Plan Approval projects that meet the 20% low income threshold which may not have a high likelihood of occurring in our community
- Housing Plan Approval projects are exempt from CEQA review
- Updating the text in Chapter 16.15 to reflect the code section where the City Manager title is defined
- The standard appeal procedure is not applicable to Housing Plan Approvals

PUBLIC HEARING

4. MUNICIPAL CODE AMENDMENT NO. MCA-0003-2024 – ACCESSORY DWELLING UNIT REGULATIONS UPDATE - APPROVED

Senior Planner, Ryan Gackstetter, briefed the Commission on the staff report, which is on file in the Community Development Department.

Commission discussed the following items with staff:

- The potential effect on parking and landscaping of multifamily developments with the allowed addition of 8 ADUs
- Unpermitted ADUs in the city
- Staff has not received any communications from neighbors of ADU development expressing concern or appreciation
- The absence of state or local requirements to enforce the use of ADUs as a dwelling unit as opposed to non-living spaces
- The number of ADUs projected to be built is used as a buffer to the city’s RHNA requirements
- The potential for state law to allow the conversion of a multi-family project’s recreation area to ADUs

- Staff has not received any information regarding issues with insurance coverage for ADUs

Chair Blum opened the public hearing. There were no public comments and he closed the public hearing.

Other Commissioner comments on the matter:

- Request for staff to create a photo gallery of completed ADUs
- Request for staff to share with the Planning Commission any feedback received from neighbors regarding ADUs
- Request for staff to monitor the applicant’s experience with the ADU development process
- Support for offering 5 or 6 pre-approved ADU designs

Motion was made by Commissioner Stover and seconded by Commissioner Voigt to approve RESOLUTION NO. PC 2024-15 OF THE PLANNING COMMISSION OF THE CITY OF CHINO HILLS RECOMMENDING TO THE CITY COUNCIL THE APPROVAL OF MUNICIPAL CODE AMENDMENT NO. MCA-0003-2024 AMENDING TITLE 16 OF THE CHINO HILLS MUNICIPAL CODE TO UPDATE ACCESSORY DWELLING UNIT REGULATIONS AND FINDING THE PROPOSED MUNICIPAL CODE AMENDMENT EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

Motion carried by electronic vote as follows:

AYES: COMMISSIONERS: BLUM, DEMIRCI, PIRRITANO
STOVER, VOIGT

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

STAFF INFORMATION AND AGENDA FORECAST

December 17 – Dark

January 7 – Dark

January 21

- 2 Custom Home Design Reviews
- SB9 Standards – urban lot splits and urban infill development
- PrimeWash project modification

The City’s General Plan update to be brought to Commission in March and the draft EIR 45-day review period to begin in January.

COMMISSION COMMENTS

Commissioner Pirritano commended staff on their efforts.

Vice Chair Demirci also commended staff on their efforts.

Commissioner Voigt wished all a Merry Christmas and Happy New Year.

Commissioner Stover wished Chair Blum a happy birthday.

Chair Blum thanked Peter for his leadership over the last year as Chair. He also said he was looking forward to working with everyone. He said the Commission is not necessarily a reactionary body, has a responsibility to bring forward relevant issues, would like to have discussions rather than cancel meetings, and will speak with Commissioners to come up with discussion topics.

Commissioner Stover stated that a City Attorney training related to new legislation would be an important discussion item. He also suggested having discussions with the business community and the development community.

ADJOURNMENT

Chair Blum adjourned the meeting at 7:34 p.m.

Respectfully submitted,

Emily Ortiz
Commission Secretary