

## **\* COVID-19 NOTICE \***

**Consistent with Executive Orders N-25-20 and No. N-29-20 from the Executive Department of the State of California and the San Luis Obispo County Health Official's March 18, 2020 Shelter at Home Order, the City Council Meeting will not be physically open to the public and Planning Commissioners will be teleconferencing into the meeting.**

### **HOW TO SUBMIT PUBLIC COMMENT:**

Members of the public are highly encouraged to call **805-538-2888** to listen and provide public comment via phone, or submit written public comments to [pc-comments@atascadero.org](mailto:pc-comments@atascadero.org) by 5:00 pm on the day of the meeting. Such email **comments must identify the Agenda Item Number in the subject line of the email**. The comments will be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Chairperson's discretion. All comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting but will not be read into the record.

### **AMERICAN DISABILITY ACT ACCOMMODATIONS:**

Any member of the public who needs accommodations should contact the City Clerk's Office at [cityclerk@atascadero.org](mailto:cityclerk@atascadero.org) or by calling 805-470-3400 at least 48 hours prior to the meeting or time when services are needed. The City will use their best efforts to provide reasonable accommodations to afford as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

Planning Commission agendas and minutes may be viewed on the City's website: [www.atascadero.org](http://www.atascadero.org).

Copies of the staff reports or other documentation relating to each item of business referred to on the Agenda are on file in the Community Development Department and are available for public inspection on our website, [www.atascadero.org](http://www.atascadero.org). Contracts, Resolutions and Ordinances will be allocated a number once they are approved by the Planning Commission. The Minutes of this meeting will reflect these numbers. All documents submitted by the public during Planning Commission meetings that are either read into the record or referred to in their statement will be noted in the Minutes and available for review by contacting the Community Development Department. All documents will be available for public inspection during City Hall business hours once City Hall is open to the public following the termination of the Shelter at Home Order.



# **CITY OF ATASCADERO PLANNING COMMISSION AGENDA**

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**REGULAR MEETING**  
**Tuesday, April 21, 2020**  
**6:00 P.M.**

**City Hall Council Chambers**  
**6500 Palma Avenue, 4<sup>th</sup> Floor**  
**Atascadero, California 93422**

## **CALL TO ORDER**

Pledge of Allegiance

Roll Call: Chairperson Mark Dariz  
Vice Chairperson Jeff van den Eikhof  
Commissioner Duane Anderson  
Commissioner Tori Keen  
Commissioner Michael Shaw  
Commissioner Jan Wolff  
Commissioner Tom Zirk

## **APPROVAL OF AGENDA**

**PUBLIC COMMENT** (This portion of the meeting is reserved for persons wishing to address the Commission on any matter not on this agenda and over which the Commission has jurisdiction. Speakers are limited to three minutes. Please state your name for the record before making your presentation. The Commission may take action to direct the staff to place a matter of business on a future agenda.)

**CONSENT CALENDAR** (All items on the consent calendar are considered to be routine and non-controversial by City staff and will be approved by one motion if no member of the Commission or public wishes to comment or ask questions.)

1. **DRAFT MINUTES OF MARCH 3, 2020**
  - Recommendation: Commission approve the March 3, 2020 Minutes.
2. **DRAFT MINUTES OF MARCH 17, 2020**
  - Recommendation: Commission approve the March 17, 2020 Minutes.

### **WEBSITE:**



[www.atascadero.org](http://www.atascadero.org)

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[@atownplanning](https://twitter.com/atownplanning)

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Commission Website.



**COMMUNITY DEVELOPMENT STAFF REPORTS**

None

**PUBLIC HEARINGS**

(For each of the following items, the public will be given an opportunity to speak. After a staff report, the Chair will open the public hearing and invite the applicant or applicant's representative to make any comments. Members of the public will be invited to provide testimony to the Commission following the applicant. Speakers should state their name for the record and can address the Commission for three minutes. After all public comments have been received, the public hearing will be closed, and the Commission will discuss the item and take appropriate action(s).

**DISCLOSURE OF EX PARTE COMMUNICATIONS:**

Prior to a project hearing Planning Commission Members must disclose any communications they have had on any quasi-judicial agenda items. This includes, but is not limited to, Tentative Subdivision Maps, Parcel Maps, Variances, Conditional Use Permits, and Planned Development Permits. This does not disqualify the Planning Commission Member from participating and voting on the matter, but gives the public and applicant an opportunity to comment on the ex parte communication.

**3. AMENDMENT TO EL CAMINO VETERINARY HOSPITAL AT 1380 EL CAMINO REAL**

The proposed project consists of an expansion of the veterinary hospital. The expansion will add 2,927 square feet to the existing 4,583 square foot facility. Due to the size of the project, frontage improvements will be required. The project is exempt from the California Environmental Quality Act (CEQA).

**Ex-Parte Communications:**

- **Recommendation:** Approve the project with conditions (AMND19-0092)

**COMMISSIONER COMMENTS AND REPORTS****DIRECTOR'S REPORT****4. GENERAL PLAN & HOUSING ELEMENT ANNUAL PROGRESS REPORT**

- **Recommendation:** Review and receive report of State housing goals for 2019.

**ADJOURNMENT**

*The next regular meeting will be held on May 5, 2020, at 6:00 p.m.*

*Please note: Should anyone challenge in court any proposed development entitlement listed on this Agenda, that person may be limited to raising those issues addressed at the public hearing described in this notice or in written correspondence delivered to the Planning Commission at, or prior to, this public hearing.*

**WEBSITE:** [www.atascadero.org](http://www.atascadero.org)



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Commission Website.





## **CITY OF ATASCADERO PLANNING COMMISSION**

# **DRAFT MINUTES**

**Regular Meeting – Tuesday, March 3, 2020 – 6:00 P.M.**

**City Hall Council Chambers**

**6500 Palma Avenue, Atascadero, California**

### **CALL TO ORDER - 6:00 p.m.**

Chairperson Dariz called the meeting to order at 6:00 p.m. and Commissioner Anderson led the Pledge of Allegiance.

### **ROLL CALL**

Present: Commissioners Anderson, Shaw, Wolff, Keen, Zirk, Vice Chairperson van den Eikhof and Chairperson Dariz

Absent: None

Others Present: Recording Secretary, Annette Manier

Staff Present: Community Development Director, Phil Dunsmore  
Assistant Planner, Mariah Gasch  
Planning Intern, Nicholas Johnston

### **APPROVAL OF AGENDA**

**MOTION: By Commissioner Zirk and seconded by Commissioner Anderson to approve the Agenda.**

***Motion passed 7:0 by a roll-call vote.***

### **PUBLIC COMMENT**

None.

***Chairperson Dariz closed the Public Comment period.***

### **CONSENT CALENDAR**

#### **1. DRAFT MINUTES OF FEBRUARY 18, 2020**

- **Recommendation:** Commission approve the February 18, 2020 Minutes.

**MOTION: By Commissioner Shaw and seconded by Commissioner Wolff to approve the Consent Calendar.**

***Motion passed 7:0 by a roll-call vote.***

## **COMMUNITY DEVELOPMENT STAFF REPORTS**

None

## **PUBLIC HEARINGS**

(For each of the following items, the public will be given an opportunity to speak. After a staff report, the Chair will open the public hearing and invite the applicant or applicant's representative to make any comments. Members of the public will be invited to provide testimony to the Commission following the applicant. Speakers should state their name for the record and can address the Commission for three minutes. After all public comments have been received, the public hearing will be closed, and the Commission will discuss the item and take appropriate action(s).)

## **DISCLOSURE OF EX PARTE COMMUNICATIONS:**

Prior to a project hearing Planning Commission Members must disclose any communications they have had on any quasi-judicial agenda items. This includes, but is not limited to, Tentative Subdivision Maps, Parcel Maps, Variances, Conditional Use Permits, and Planned Development Permits. This does not disqualify the Planning Commission Member from participating and voting on the matter, but gives the public and applicant an opportunity to comment on the ex parte communication.

### **2. CONDITIONAL USE PERMIT FOR 655 N. FERROCARRIL ROAD**

The proposed project consists of an oversized accessory structure. The Conditional Use Permit proposes a 960 square-foot structure that would serve as a carport and garage. The project qualifies for a Class 3 exemption under the California Environmental Quality Act.

#### **Ex-Parte Communications:**

- Recommendation: Approve the project with conditions (USE20-0007)

## **EX-PARTE COMMUNICATIONS**

None

Director Dunsmore introduced Intern Nicholas Johnston, who will be presenting the project before the Commission.

Intern Johnston presented the staff report. Planner Gasch, Director Dunsmore and Intern Johnston answered questions from the Commission.

## **PUBLIC COMMENT**

The following members of the public spoke during public comment: Lisa Joy and Cody Joy. The applicants answered questions from the Commission.

***Chairperson Dariz closed the Public Comment period.***

**MOTION:** By Commissioner Zirk and seconded by Commissioner Anderson to approve the Draft Resolution 2020 approving Conditional Use Permit USE20-0007 allowing the construction of a 960 square foot detached accessory structure at 655 N. Ferrocarril Ave. on APN 049-044-033, based on findings and subject to conditions of approval.

*Motion passed 7:0 by a roll-call vote.*

#### **COMMISSIONER COMMENTS AND REPORTS**

None

#### **DIRECTOR'S REPORT**

Director Dunsmore stated that we would review the Downtown Infrastructure Enhancement Plan at the next meeting. Director Dunsmore distributed flyers to the Commission (Exhibit A). Staff will be passing these flyers out to downtown businesses.

Commissioner Wolff stated for the record that she believes a signal should go in now to prevent future accidents on El Camino Real, rather than wait for the Downtown Infrastructure Enhancement Plan to go through the process.

#### **ADJOURNMENT – 6:31 p.m.**

The next regular meeting is scheduled for **March 17, 2020**, at City Hall, Council Chambers, 6500 Palma Avenue, Atascadero.

#### **MINUTES PREPARED BY:**

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Annette Manier, Recording Secretary  
Administrative Assistant

The following Exhibit is available in the Community Development Department:

Exhibit A – Downtown Flyer



## **CITY OF ATASCADERO PLANNING COMMISSION**

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### **DRAFT MINUTES**

**Regular Meeting – Tuesday, March 17, 2020 – 6:00 P.M.  
City Hall Council Chambers  
6500 Palma Avenue, Atascadero, California**

Director Dunsmore announced that due to a lack of quorum, the meeting would be postponed the next regular meeting scheduled for **April 17, 2020**.

Present: Commissioner Anderson and Chairperson Dariz

Absent: Commissioners Shaw, Wolff, Keen, Zirk, and Vice Chairperson van den Eikhof

Others Present: Recording Secretary, Annette Manier

Staff Present: Community Development Director, Phil Dunsmore

### **ADJOURNMENT**

Due to a lack of quorum, the meeting will be postponed the next regular meeting scheduled for **April 17, 2020**. In light of the rapidly evolving and unprecedented emergency situation concerning the spread of the COVID-19 virus, and due to the COVID-19 pandemic, the Downtown Infrastructure Enhancement Meeting will be postponed to a date uncertain.

### **MINUTES PREPARED BY:**

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Annette Manier, Recording Secretary  
Administrative Assistant



# Atascadero Planning Commission

## Staff Report – Community Development Department

### AMND 19-0092 El Camino Veterinary Hospital Expansion

#### RECOMMENDATION(S):

Staff recommends the Planning Commission approve the Draft Resolution allowing an amendment to the use permit and the expansion of the El Camino Veterinary Hospital by 2,927 square feet.

#### Project Info In-Brief:

PROJECT ADDRESS:	1380 El Camino Real	Atascadero, CA	APN	049-131-022
PROJECT PLANNER	John Holder, Associate Planner	805-470-3448	jholder@atascadero.org	
APPLICANT	Steve Robinson, El Camino Veterinary Hospital			
PROPERTY OWNER	Steve Robinson, El Camino Veterinary Hospital			
GENERAL PLAN DESIGNATION:	ZONING DISTRICT:	SITE AREA	EXISTING USE	PROPOSED USE
Commercial Park (CPK)	Commercial Park (CPK)	1.4 acres	4,583 Private Veterinary Hospital	7,510 Private Veterinary Hospital
ENVIRONMENTAL DETERMINATION				
<input type="checkbox"/> Environmental Impact Report SCH: _____				
<input type="checkbox"/> Negative / Mitigated Negative Declaration No. _____				
<input checked="" type="checkbox"/> Categorical Exemption CEQA – Guidelines Section 15301 Class 1 Existing Facilities____				
<input type="checkbox"/> Statutory Exemption §§ 21000, et seq & _____				
<input type="checkbox"/> No Project – Ministerial Project				

ADDITIONAL INFORMATION MAY BE OBTAINED BY CONTACTING THE ATASCADERO  
COMMUNITY DEVELOPMENT DEPARTMENT AT

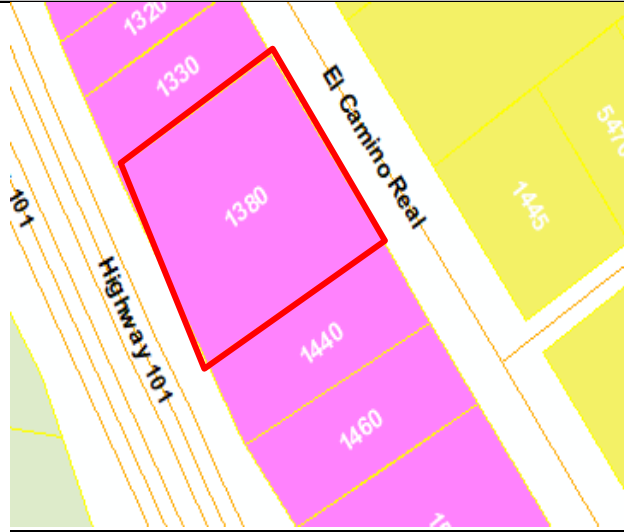

<http://www.atascadero.org>  
6500 PALMA AVENUE | ATASCADERO, CA 93422 | (805) 461-5000

## REPORT-IN-BRIEF:

The applicant is proposing to expand the existing veterinary hospital (facility) located at 1380 El Camino Real. The property is located on El Camino Real in the Commercial Park (CPK) zone. The expansion will add 2,927 square feet to the existing 4,583 square facility. The Design Review Committee (DRC) has reviewed the design of the expansion and has provided recommendations. Due to the size of the additions, public road frontage improvements and minor site improvements are required. Frontage improvements may be deferred with a covenant on the property to the satisfaction of the Public Works Director. The design of road improvements at this location requires a much larger portion of El Camino Real to be designed (by the City or others) and would require an El Camino Real storm drain system to coincide with the installation of frontage improvements. Therefore, at this time, the Public Works Director finds that deferral of the improvements is appropriate.

## DISCUSSION:

### Existing Surrounding Uses / Parcel Configurations:

Existing Zoning		Existing Aerial / Surrounding	
			
		Existing Veterinary Hospital	
North:	South:	East:	West:
CPK	CPK	El Camino Real/RSF X	Highway 101

### Background:

The original animal hospital was approved by the San Luis Obispo County Planning Department on February 23, 1977 under departmental review (R770113:2), prior to City



incorporation. In 1986, an application for a Conditional Use Permit was made to the City of Atascadero to expand the facility to allow for a 2,000 square foot addition to the animal hospital and establish a 7,500 square foot caretaker's residence. This CUP (16-86) was approved; however, the caretaker's residence was not constructed. Since 1986, minor additions to the facility have been made, including a detached crematory, a new septic system, and repair to the crematory damaged by fire. In 2019, the applicant applied to expand the facility by 2,927 square feet to allow for increased capacity to treat patients, triggering an amendment to the Use Permit. In November of 2019, the Design Review Committee recommended the project be continued to Planning Commission with minor changes.

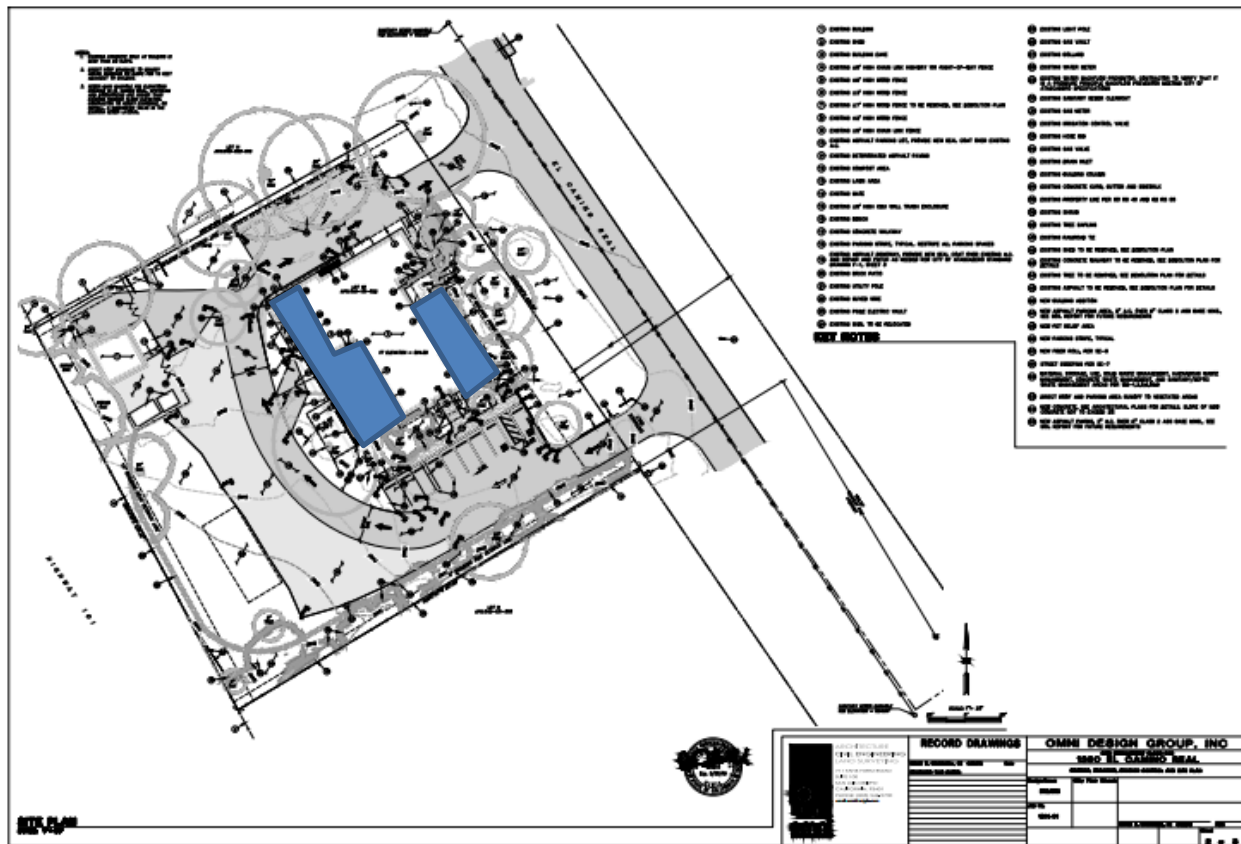
**Summary:**

The proposed addition will allow the facility to increase service capacity by expansion of facilities and equipment. The facility is currently 4,583 square feet and the expansion will add 2,927 square feet of additional space to the facility, for a total of 7,510 square feet. The subject parcel is approximately 1.4 acres and is located in between El Camino Real and Highway 101.

The property contains a veterinary hospital, a building with an incinerator, and landscaped areas. The proposed improvements trigger frontage improvements along El Camino Real, as required by the Atascadero Municipal Code 9-4.159 and 9-4.160. The frontage improvements may include curb, gutter, sidewalk, street widening, street trees, parking, and accessibility improvement and will be deferred upon agreement with the Public Works Department. The expansion will include new hospital facilities, new asphalt for parking, increased landscaping throughout the site, and new pet relief areas. The facility expansion areas are highlighted in blue on the site plan below.



## Site Plan



Analysis:

## Site Design

The facility is visible along El Camino Real and from Highway 101. The facility is accessed from El Camino Real through two existing driveway entrances. The expansion of the facility will retain the existing landscape buffer along El Camino Real that includes grass and trees. The landscape plan proposes additional landscaped areas around the building, along El Camino Real, and in the rear setback area to increase screening of the facility and comply with current code standards. The physical expansion of the existing facility will be located at the front and rear of the building. A new driveway will be expanded for fire department access and will have a one-way circulation with clearly defined entry and exit points. The existing buildings located at the rear of the property along the rear setback line will remain.



## **Fencing and Screening**

There is an existing 5-foot vinyl-coated chain link fence on the south side of the property, a 5-foot chain link fence on the rear setback line, and a 6-foot and 3-foot wooden fence extending for a portion of the north side property line. AMC 9-4.128 requires that residential areas adjacent to commercial uses be screened. The applicant has discussed screening with the adjacent property owners on the south side of the property and it was determined at the Design Review Committee that the new fencing is not necessary, and existing trees and landscaping provide adequate screening. The existing fence on the south side of the property line will remain. On the north side of the property, the applicant is proposing landscape screening pursuant to Section AMC 9-4.128(4)(i). Conditions will be added to ensure sufficient landscaped screening maintenance. The existing chain link fence on the rear property line will remain as it borders US highway 101 and is controlled by Cal Trans. A seven foot tall wooden fence located on the rear side of the existing will be removed. A 6-foot high metal picket fence is proposed for the front off-leash dog relief area, and the 6-foot chain link fence is proposed for the off-leash dog area on the rear of the property. The rear off-leash dog area will not be visible from the public right-of-way.

## **Architectural Design**

The facility expansion will maintain the existing stucco, clay roof tiles, and trim. The expansion will include the use of varying stucco colors and black metal exterior light fixtures. The existing and proposed architectural design of the facility is considered to be compatible with the Commercial Park zone use and the City's Appearance Review Manual. The DRC review the proposed architecture and recommended approval.

## **Parking**

AMC 9-4.118 outlines the required number of parking spaces required for land uses in the City. The facility is classified as an office use, which requires 1 space per 400 square feet of building, and contains 15 existing parking spaces. Based on the proposed size of the expansion, the hospital will require at least 19 parking spaces. The proposed expansion includes 5 new parking spaces, which will create 20 total parking spaces. Additionally, there is 1 handicapped parking space existing on site that will remain, and the applicant will be adding an additional handicapped parking space. The Design Review Committee recommended angle parking for better circulation. However, the applicant has decided to keep the parking non-angled in order to maintain the amount of parking spaces.

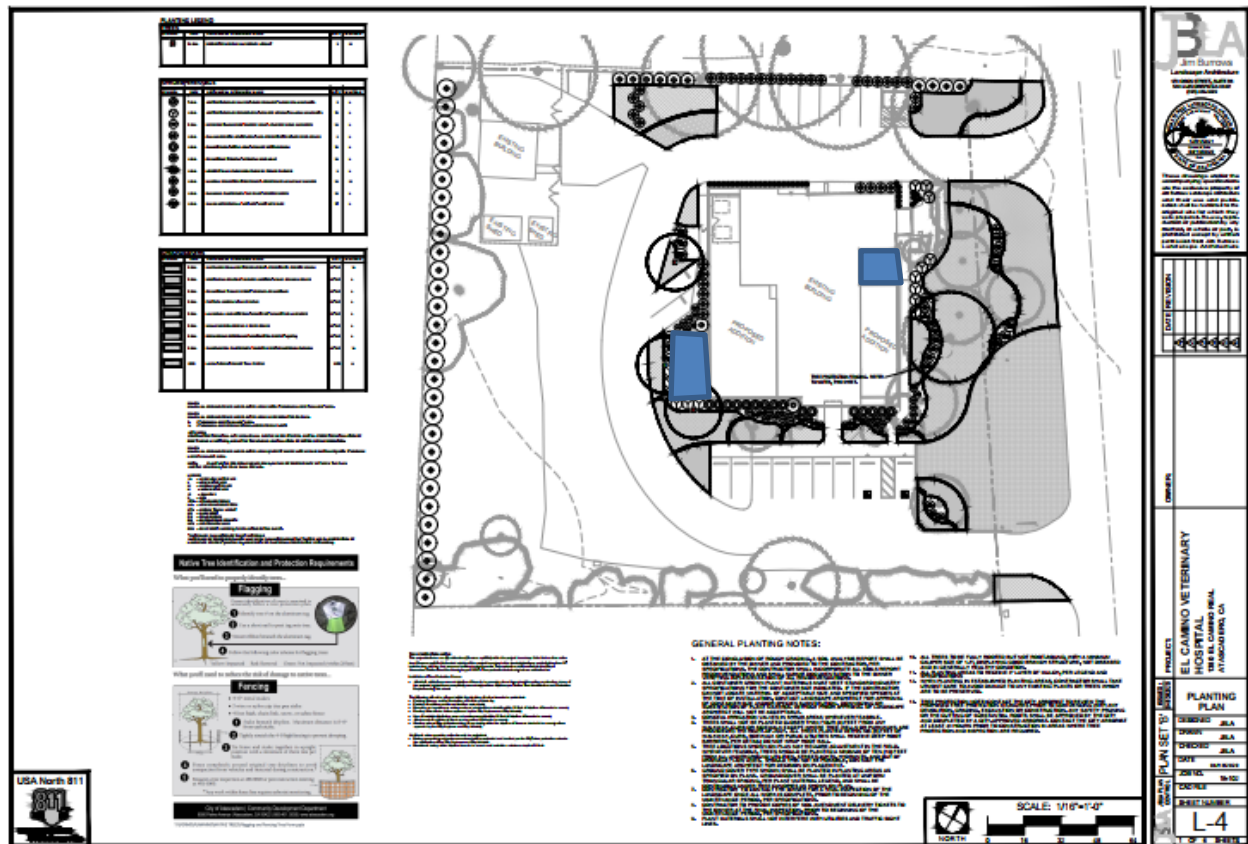
## **Landscaping**

The applicant is required to submit a landscape plan pursuant to AMC 9-4.125. The plan includes off-leash dog areas in the front and rear of the facility screened by landscaping (highlighted in blue in the Landscape Plan below), trash enclosures screened with landscaping, a 10-foot rear landscape buffer, and landscaping with native/drought tolerant plants in areas not covered by pavement or buildings (unused areas) that is visible from



the public right-of-way. Additionally, AMC 9-4.125 also requires 10 percent landscaping in commercial zones. With the addition of the landscaping proposed in the expansion of the facility, the total site landscaped area will be 16,752 square feet, for a total of 27.5 percent of landscape coverage area. The existing site contains native oak trees that will be preserved. However, one pine tree will be removed as part of the expansion.

## Landscape Plan



### Conclusion:

The proposed facility expansion and site improvements are designed to be compatible with the CPK zoning district and architectural design of the expansion is compatible with the existing facility and the City's Appearance Review Manual.

## ENVIRONMENTAL DETERMINATION:

The proposed project is Categorically Exempt (Class 1) from the provisions of the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., “CEQA”) and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.) CEQA pursuant to CEQA Guidelines Section 15301, which exempts minor modifications to existing facilities, including expansions or additions under 10,000 square



feet. The proposed addition to the facility is less than 10,000 square feet. This exemption is included in the draft resolution (Attachment 1).

## **FINDINGS:**

To approve AMND 19-0092, the Planning Commission must make the following findings. These findings and the facts to support these findings are included in the attached resolution (Attachment 1).

### *Conditional Use Permit (AMC Section 9-2.110)*

1. The proposed project or use is consistent with the General Plan.
2. The proposed project or use satisfies all applicable provisions of the Zoning Ordinance.
3. The establishment, and subsequent operation or conduct of the use will not, because of the circumstances and conditions applied in the particular case, be detrimental to the health, safety or welfare of the general public or persons residing or working in the neighborhood of the use, or be detrimental or injurious to property or improvements in the vicinity of the use.
4. That the proposed project or use will not be inconsistent with the character of the immediate neighborhood or contrary to its orderly development.
5. That the proposed use or project will not generate a volume of traffic beyond the safe capacity of all roads providing access to the project, either existing or to be improved in conjunction with the project, or beyond the normal traffic volume of the surrounding neighborhood that would result from full development in accordance with the land use element.

## **ALTERNATIVES:**

1. The Planning Commission may include modifications to the project and/or conditions of approval for the project. Any proposed modifications including conditions of approval, should be clearly re-stated in any vote on any of the attached resolutions.
2. The Planning Commission may determine that more information is needed on some aspect of the project and may refer the item back to the applicant and staff to develop the additional information. The Commission should clearly state the type of information that is required. A motion, and approval of that motion, is required to continue the item to a future date.



3. The Planning Commission may deny the project. The Commission must specify what findings cannot be made, and provide a brief oral statement, based on the Staff Report, oral testimony, site visit, correspondence, or any other rationale introduced and deliberated by the Planning Commission.

**ATTACHMENTS:**

1. Draft Resolution
2. Site Photos



**Attachment 1: Draft Resolution  
AMND 19-0092**

**DRAFT PC RESOLUTION**

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF  
ATASCADERO, CALIFORNIA, APPROVING AN EXPANSION TO THE  
EXISTING EL CAMINO VETERINARY HOSPITAL**

**EL CAMINO VETERINARY HOSPITAL EXPANSION  
1380 El Camino Real  
(AMND19-0021)**

**WHEREAS**, an application has been received from Steve Robinson, El Camino Veterinary Hospital (applicant/owner) to consider an amendment to Conditional Use Permit 16-86 to allow for an increase of the existing Veterinary Hospital at 1380 El Camino Real (APN 049-131-022); and

**WHEREAS**, the site's current General Plan Land Use Designation is Commercial Park Zone (CPK); and

**WHEREAS**, the site's current Zoning District is Commercial Park Zone (CPK); and

**WHEREAS**, Veterinary Hospitals require approval in the form of a Conditional Use Permit in the CPK zone; and

**WHEREAS**, the Planning Commission approved Conditional Use Permit 16-86; and

**WHEREAS**, the Design Review Committee reviewed the design of the project at a timely and properly noticed meeting on November 13, 2019; and

**WHEREAS**, the laws and regulations relating to the preparation and public notice of environmental documents, as set forth in the State and local guidelines for implementation of the California Environmental Quality Act (CEQA) have been adhered to; and

**WHEREAS**, a timely and properly noticed public hearing was held by the Planning Commission of the City of Atascadero at which hearing evidence, oral and documentary, was admitted on behalf of said amendment; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Planning Commission of the City of Atascadero:



**SECTION 1. CEQA.** The proposed project is categorically exempt from the provisions of the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., “CEQA”) and CEQA Guidelines (Title 14 California Code of Regulations §§ 15000, et seq.) pursuant to CEQA Guidelines Section 15301, as it relates to Class 1 minor modifications to an existing facility not resulting in additional environmental impacts.

**SECTION 2. Facts and Findings.** The Planning Commission makes the following findings, determinations and approvals with respect to the Zone Text Amendment:

**A. Findings for Approval of a Conditional Use Permit Amendment**

**FINDING:** The proposed project or use is consistent with the General Plan.

**FACT:** A veterinary hospital is consistent with the General Plan. The expansion is part of an existing veterinary hospital located adjacent to the Highway 101 corridor and El Camino Real.

**FINDING:** The proposed project or use satisfies all applicable provisions of the Zoning Regulations of the Atascadero Municipal Code.

**FACT:** The proposed tower facility meets all applicable provisions of the Zoning Ordinance as a conditionally allowed use in the zoning district.

**FINDING:** The establishment, and subsequent operation or conduct of the use will not, because of the circumstances and conditions applied in the particular case, be detrimental to the health, safety or welfare of the general public or persons residing or working in the neighborhood of the use, or be detrimental or injurious to property or improvements in the vicinity of the use.

**FACT:** The proposed modifications to the existing veterinary facility include an expansion of the facility and minor improvements to the property. The expansion of the facility will not be detrimental to the health, safety, or welfare of the general public or nearby residences.

**FINDING:** The proposed project or use will not be inconsistent with the character of the immediate neighborhood or contrary to its orderly development.

**FACT:** The existing facility is designed to be consistent with the character of the immediate neighborhood. The facility is located on a property adjacent to Highway 101 and El Camino Real and surrounded by moderate vegetation and screening. The proposed expansion will not be inconsistent with the character of the surrounding area.

**FINDING:** The proposed use or project will not generate a volume of traffic beyond the safe capacity of all roads providing access to the project, either existing or to be improved in conjunction with the project, or beyond the normal traffic volume of the surrounding neighborhood that would result from full development in accordance with the land use element.

**FACT:** The expansion of the existing facility does not generate any traffic beyond the normal traffic volume of the surrounding neighborhood.



**SECTION 3. Approval of Use Permit Amendment.** The Planning Commission of the City of Atascadero, in a regular session assembled on April 21, 2020, resolved to approve use permit amendment AMND19-0092 to Conditional Use Permit 16-86, subject to the following:

1. EXHIBIT A: Conditions of Approval
2. EXHIBIT B: Site Plan
3. EXHIBIT C: Elevations
4. EXHIBIT D: Landscape Plan

On motion by \_\_\_\_\_, and seconded by \_\_\_\_\_, the foregoing resolution is hereby adopted in its entirety by the following roll call vote:

AYES: (0)

NOES: (0)

ABSTAIN: (0)

ABSENT: (0)

ADOPTED: April 21, 2020

CITY OF ATASCADERO, CA

\_\_\_\_\_  
Mark Dariz  
Planning Commission Chairperson

Attest:

\_\_\_\_\_  
Phil Dunsmore  
Planning Commission Secretary

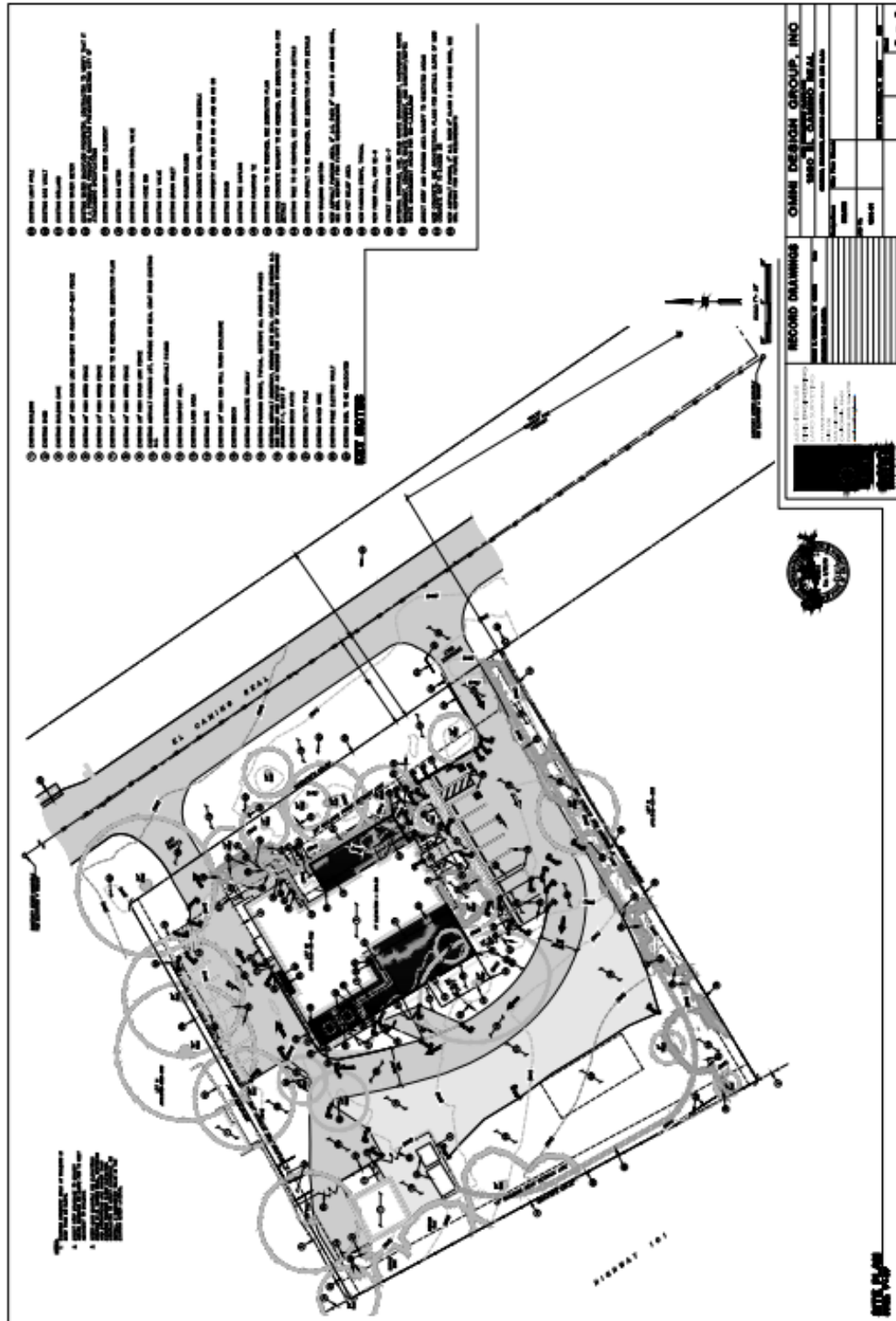


**Exhibit A: Conditions of Approval**  
**AMND 19-0092**

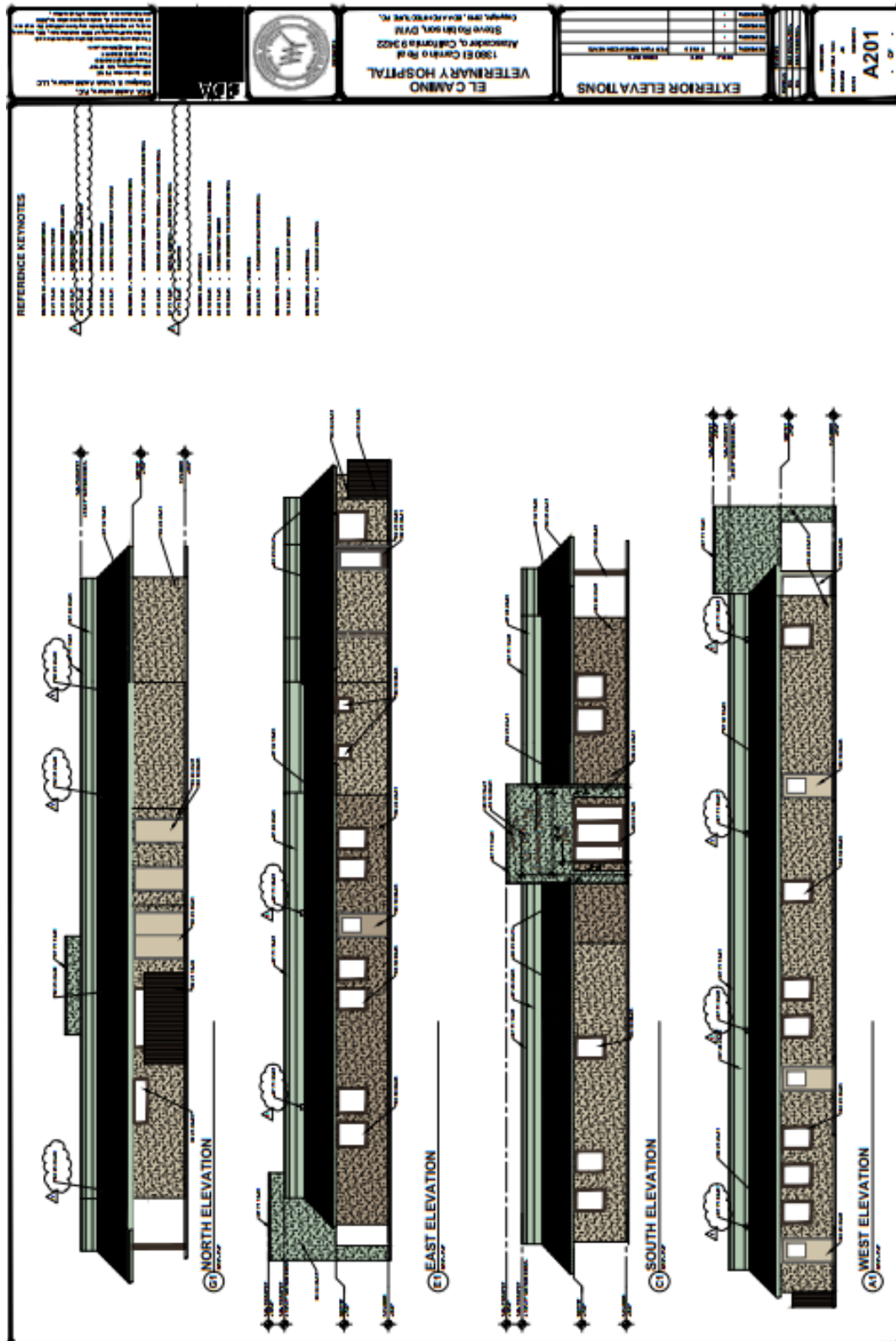
<b>Conditions of Approval</b> <b>AMND 19-0092</b>  <b>1380 El Camino Real</b>  <b>El Camino Veterinary Hospital</b>	<b>Timing</b>  BL: Business License GP: Grading Permit BP: Building Permit FI: Final Inspection TO: Temporary Occupancy FO: Final Occupancy	<b>Responsibility /Monitoring</b>  PS: Planning Services BS: Building Services FD: Fire Department PD: Police Department CE: City Engineer WW: Wastewater CA: City Attorney
<b>Standard Conditions</b>		
1. Conditional Use Permit 16-86 shall be amended to allow for expansion of 2,927 square feet as described in Exhibit B-D located at 1380 El Camino Real (assessor's parcel number 049-131-022), regardless of owner.		
2. The amendment of this use permit shall become final and effective for the purposes of issuing building permits, provided the required conditions of approval have been satisfied, fourteen (14) days following the Planning Commission approval unless prior to the time, an appeal to the decision is filed as set forth in Section 9-1.111(b) of the Zoning Ordinance.	<b>BP</b>	<b>PS</b>
3. Approval of this use permit amendment shall be valid for twenty-four (24) months after its effective date. At the end of the period, the approval shall expire and become null and void unless the applicant has received a building permit or applied for an extension of entitlement.	<b>BP</b>	<b>PS</b>
4. The Community Development Department shall have the authority to approve minor changes to the project that (1) increase the square footage of the project by less than 10%, (2) result in a superior site design or appearance, and/or (3) address a construction design issue that is not substantive to the Conditional Use Permit.	<b>BP</b>	<b>PS</b>
5. The applicant shall install landscaped screening on the north side of the property to achieve one hundred percent (100%) visual screening within thirty-six (36) months of planting.	<b>FI</b>	<b>PS</b>
<b>PUBLIC WORKS CONDITIONS</b>		
6. All street tree and vegetation requirements for frontages are to be located on private property and outside the City right-of-way unless specifically approved by the City Engineer as part of an Encroachment Permit.	<b>BP</b>	<b>CE</b>
7. The applicant shall construct frontage improvements in accordance with City Standard Specifications and drawings and to the satisfaction of the City Engineer. Frontage improvements shall include an integral 6-foot wide curb, gutter, and sidewalk, street pavement widening to accommodate three 12-foot travel lanes (one southbound, one northbound, one two-way left turn lane), an 8-foot wide parking lane, and a 5-foot bike lane. The frontage improvements may be deferred upon the execution of a covenant, to be recorded against the subject property.	<b>BP</b>	<b>CE</b>



**Exhibit B: Site Plan**  
**AMND 19-0092**

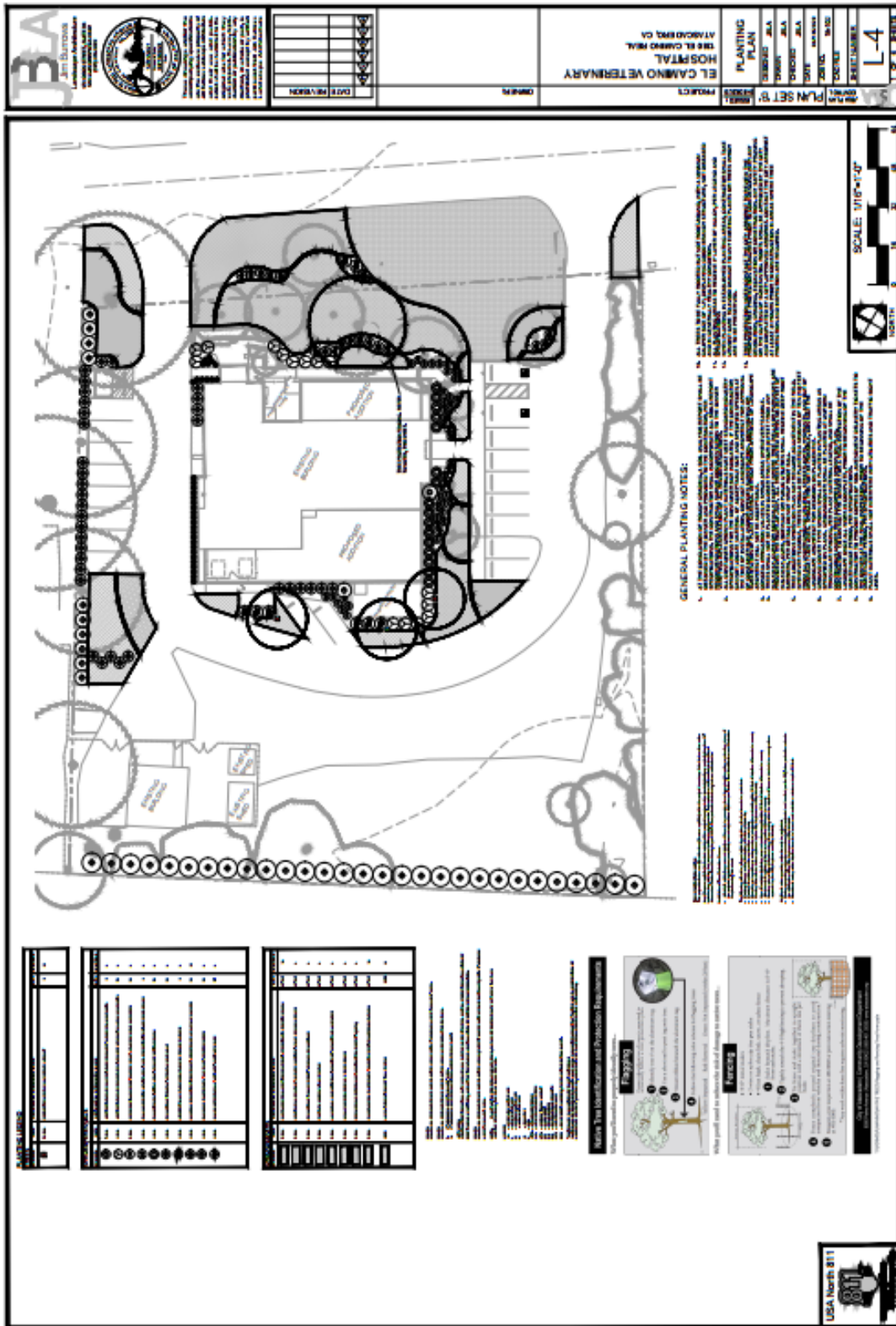


**Exhibit C: Elevations**  
**AMND 19-0092**



## Exhibit D: Landscape Plan

### AMND 19-0092



**ATTACHMENT 2: Site Photos**  
**AMND 19-0092**





# ***Atascadero Planning Commission***

## ***Director Report – Community Development Department***

### **General Plan & Housing Element Annual Progress Report 2019 (CPP 20-0022)**

#### **RECOMMENDATION:**

Receive report of State housing goals, General Plan progress, and progress on housing unit production through 2019.

#### **DISCUSSION:**

##### Background:

The State of California requires cities to file an Annual General Plan Progress Report to the Office of Planning and Research (OPR) and a Housing Element Annual Progress Report (APR) to the Department of Housing and Community Development (HCD). The purpose of this report is to monitor the City's implementation of the City's General Plan including the City's Housing Element. Additionally, this report will serve as an update to the Department's yearly activities and housing unit production.

##### Analysis:

The following is a summary of the Community Development Department's activities in 2019. The Report (Attachment #1) contains a full documentation of the department's activities and the HCD APR (Attachment #2) contains details on housing production for 2019, as well as previous years.

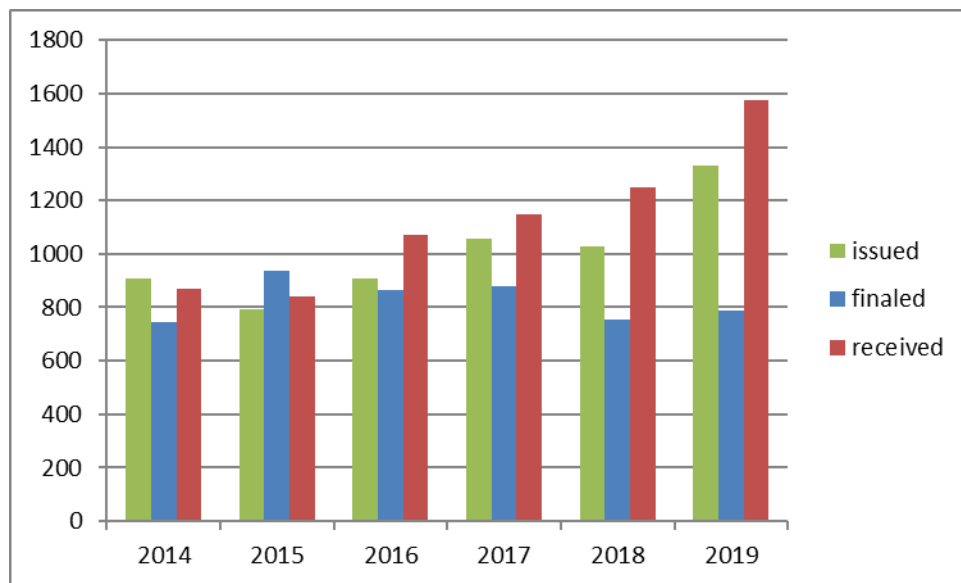
Since 2015, the department processes approximately 1,079 construction permits per year; however, the past years have continued to be above average.

- In 2018, the department processed 1,247 permits, 86 planning projects, and completed 755 final inspections for building permits.
- In 2019, the department processed 1,577 building permits, 77 planning projects, and completed 789 final inspections for building permits. There was a significant increase of building permit activity, particularly towards the end of 2019, due to the California Building Code changes that came into effect January 1, 2020.

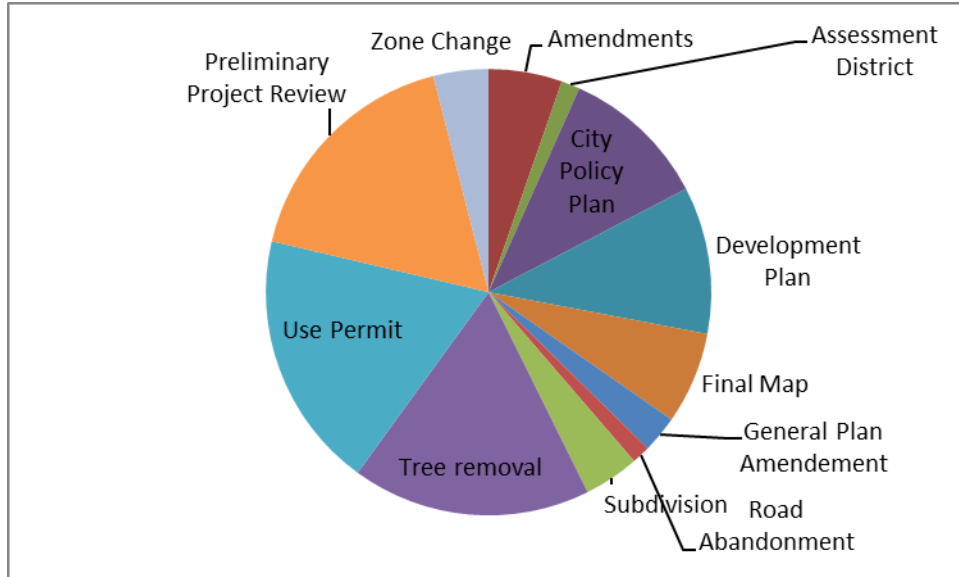
Some of the significant projects that were received, completed, or began construction in 2019 included the following:

- Grand Oaks Micro Community (Entitlement)
- Emerald Ridge Apartments (Construction)
- People Self Help Housing Project (Entitlement)
- El Camino Mixed Use (Entitlement)
- ECHO Shelter Major Tenant Improvements (Construction)
- Halcon Road Construction Office (Construction)
- Morro Rd Mixed-Use (Construction)
- La Plaza (Construction)
- Principal Mixed-Use Amendment (Entitled)
- Hartberg Residential Development (In review)
- Jamba Juice and Auntie Anne's (Construction)
- Human Bean Coffee shop (entitlement)

### 2019 Building Division by the Numbers



## 2019 Planning Division by the numbers



### *General Plan Background:*

California planning law requires the City to adopt a “comprehensive, long-term General Plan for physical development” (Government Code 65300). The City’s General Plan was adopted in 2002. The 2002 General Plan adopts policies for the City’s distribution and character of land uses and development. The General Plan goals, policies, and programs guide short- and long-range decision making through 2025. This annual report will reflect the activities that the department has done in 2019 in meeting those goals and objectives outlined by the General Plan. It is important to note that the City is currently contemplating the next Citywide General Plan update. This update is anticipated to commence in 2021.

### *2019 Housing Activities and Report:*

The purpose of the Housing Report is to monitor the implementation of the City’s General Plan Housing Element and progress toward meeting the City’s Regional Housing Needs Allocation (RHNA). The allocations are targets for the production of affordable housing for various income groups throughout the City for a five-year period (2015-2019). These regional housing allocations are required to be used by the City when updating the Housing Element. They are the basis for assuring that adequate sites are zoned and available to accommodate at minimum the number of units allocated. These housing allocation numbers are not housing unit quotas that the City must achieve within the time frame of their next Housing Element update, but instead are housing targets that the City must plan for, through targeted zoning, site identification, and reduction of obstacles to development. The next Housing Element update process began in late 2019 and will be completed in 2020. The next RHNA cycle will run from 2019 through to 2028 and is actually a 10-year cycle.



For the period from 2014 to 2019, there have been 169 more units built than the overall RHNA targets; however, these units have been in the moderate and above moderate categories. The City fell short of meeting the RHNA goals by 79 units in the very low and low categories for the 2014-2019 RHNA cycle.

<b>RHNA Housing Target and Totals 2014-2019</b>					
	<b>Very Low Income</b> (50% of Median)	<b>Lower Income</b> (80% of Median)	<b>Moderate Income</b> (120% of Median)	<b>Above Moderate</b> (Greater than 120% of Median)	<b>TOTAL</b>
Target	98	62	69	164	393
Completed	<b>48</b>	<b>33</b>	<b>184</b>	<b>297</b>	<b>562</b>
Remaining needed	<b>50</b>	<b>29</b>	<b>0 (-115)</b>	<b>0 (-133)</b>	<b>-169</b>

*San Luis Obispo County Median Household Income: \$70,699 (2014-2018ACS)*

#### *2019 Housing Production:*

In 2019, the City issued building permits to construct 73 new residential units, 11 of which were secondary units, or accessory dwelling units. This is a considerable increase from 2018 when 19 residential permits were issued and four were accessory dwelling units. In 2020, the Housing Element update will complete a vacant land inventory to identify and evaluate housing capacity with existing land use and zoning, to meet the City's new housing allocation. Preliminary results from that inventory show that the City still has sufficient land inventory to meet our next RHNA cycle which will require the City to illustrate that we have capacity to accommodate up to 843 new residential units, many of which need to be in the low and very low income affordability categories.. However, many of the larger vacant sites that remain in the City have significant constraints such as steep slopes, lack of access, and sewer infrastructure, which make site development more challenging and costly.

#### **FISCAL IMPACT:**

None.

#### **ATTACHMENTS:**

- 1: 2019 General Plan and Housing Annual Report
- 2: 2019 HCD Annual Progress Report



# **2019 Annual General Plan and Housing Element Progress Report**





**“Dedicated to enhancing, and preserving Atascadero’s character and safety by helping people plan, and build quality projects.”**



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## **Section 1 – Introduction**

### **1.1 Introduction**

Every year, the City produces a report on the status of its General Plan and provides an overview of actions taken to implement this comprehensive plan during the past year, consistent with California Government Code section 65400, subdivision (a)(2). This report is provided to the City Council as well as residents and other interested parties to assist in gauging the progress the City is making on the programs that are being implemented. The annual report fulfills State law requirements and evaluates the number of housing units that have been approved and completed. Additionally, the report has been updated for 2019 to include requirements related to the Housing Element and Annual Progress Report (APR). The APR, along with a General Plan Progress report, must be reported to the Department of Housing and Community Development (HCD) and the Office of Planning and Research (OPR).

## **Section 2 – General Plan Activities**

### **2.1 General Plan Activities**

The General Plan states the community's goals, objectives, policies, and implementation measures (i.e., ways to achieve the goals and objectives). As a policy document, the General Plan establishes goals and policies for decision makers. Using these policies, City staff, the City Council, and Planning Commission take steps toward achieving the larger goals of the City. The City focuses implementation programs contained in the General Plan through daily operations of the City.

The City's General Plan was adopted in June 2002. The City's last major update of the General Plan was undertaken in January 2015 with the City's adoption and certification of the 2014-2019 Housing Element Update and concurrent required updates to the Safety element. The City began updating its Housing Element Update early in 2020.

### **2.2 General Plan Element Progress**

#### *Land Use, Open Space and Conservation Element*

The Land, Open Space, and Conservation Element (LOC) was adopted in 2002 and last updated in 2016, when a land use change was approved (GPA 2014-0030). The purpose of the Land, Open Space, and Conservation Element is to manage growth and development, and shape the future physical development of the City while maintaining community character. No amendments were made in 2019, however the following actions helped implement General Plan policies related to Land Use, Open Space and Conservation Element.



The following implementation progress was made in 2019:

- **Adoption of Drive-Through Business, Fuel Station, and Other High Traffic Producing Uses Policy (LOC Goal 1, Policy 1.3).** In 2019, the City Council expressed concern regarding the transportation impacts, air quality, and community character of Drive Through businesses in the City. At the November 26, 2019 City Council meeting, the City Council adopted a policy to address the potential impacts of future drive through businesses. This will help enhance commercial corridors and gateways by ensuring orderly development on land uses and help the City address impacts of Drive-Through Business in the City.
  - **Adoption of 2019 Zoning Code update (LOC Goal 1, Policy 1.3).** In 2019, the Community Development Department led the 2019 zoning code update for Title 4 Public Safety, Title 8 Building Code, Title 9 Planning and Zoning, and Title 11 Subdivision. The Title 9 update involved significant changes to land uses related to outdoor storage, particularly to Contract Construction Services and Vehicle and Equipment Storage. The changes will limit the allowance of outdoor storage uses in certain zoning districts, prevent outdoors storage uses without office spaces, and align Title 9 more closely with the General Plan definition of Commercial Park (CPK) zone.
  - **Implement Appearance Review Manual (LOC Goal 3, Policy 3.1).** The Community Development department recommended numerous projects for review at the Design Review Committee in 2019. As the Design Review Committee ensures that new development complies with the Appearance Review Manual, these recommendations to the DRC ensured neighborhood compatibility and appropriate design for new development projects.
  - **Implement Native Tree Ordinance (LOC Goal 7, Policy 7.1 and 7.2).** The department approved 12 native tree removal permits for development projects in 2019. The native tree removal permits will ensure appropriate tree removal mitigation through payments to the native tree mitigation fund or the planting and restoration of native trees at removal ratios outlined in the native tree ordinance. Additionally, for each single family home built in the City, at least one native tree was planted.

### ***Circulation Element***

The Circulation Element the General Plan was adopted in 2002, and has not been amended. The purpose of Circulation Element is to plan for and accommodate the transportation of people, and maintain circulation as a result of traffic generation associated with future development. No amendments were made in 2019, however the



following actions helped implement General Plan policies related to the Circulation Element.

The following implementation progress was made in 2019:

- **El Camino Plan Outreach (CIR Goal 1, Policy 1.2).** In 2019, the City received a California Department of Transportation Sustainable Transportation Planning Grant in order to identify future improvements and land uses, and transform the corridor from an auto-oriented, regional corridor to a multimodal economic hub. The City completed outreach meetings and the Existing Conditions Assessment in 2019.
- **Salinas River Trail Master Plan. (CIR Goal 2, Policy 2.1).** In 2019, City has staff has continued to work with stakeholders in the development of a Salinas River Trail Master Plan. This includes hosting community stakeholder meetings and coordination with key stakeholders, including San Luis Obispo Council of Governments, Atascadero Land Preservation Society, and the City of Paso Robles.

### ***Safety and Noise Element***

The Safety and Noise Element was adopted in 2002, and was amended in coordination with the Housing Element in 2014, pursuant to state law. The Safety Element policies were generally adopted from the 2000 County General Plan Safety Element and includes policies for local conditions. The Noise Element provides for a policy framework for addressing noise impacts in the planning process. No amendments were made in 2019; however, the following actions helped implement General Plan policies related to the Safety and Noise Element.

No significant progress was made towards implementation in 2019.

### ***Housing Element***

The Housing Element was last updated in 2014. The Housing Element covers the planning period from 2014-2019. The 2019 Annual Progress Report (attached) summarized progress in meeting housing goals outlined in the Regional Housing Needs Assessment.

The following implementation progress was made in 2019:

- **Residential construction activity (HOS Goal 1, Policy 1.1).** In 2019, the City approved the construction 73 new residential units, 11 of which were secondary units, or accessory dwelling units.



- **Housing Element Update.** Currently, the City is in the process of updating the Housing Element for the 6th Cycle (2020-2028).

## Section 3 – Planning & Building Yearly Activities

### **3.1 2019 Planning Division Applications & Entitlements**

#### The Planning Division Highlights

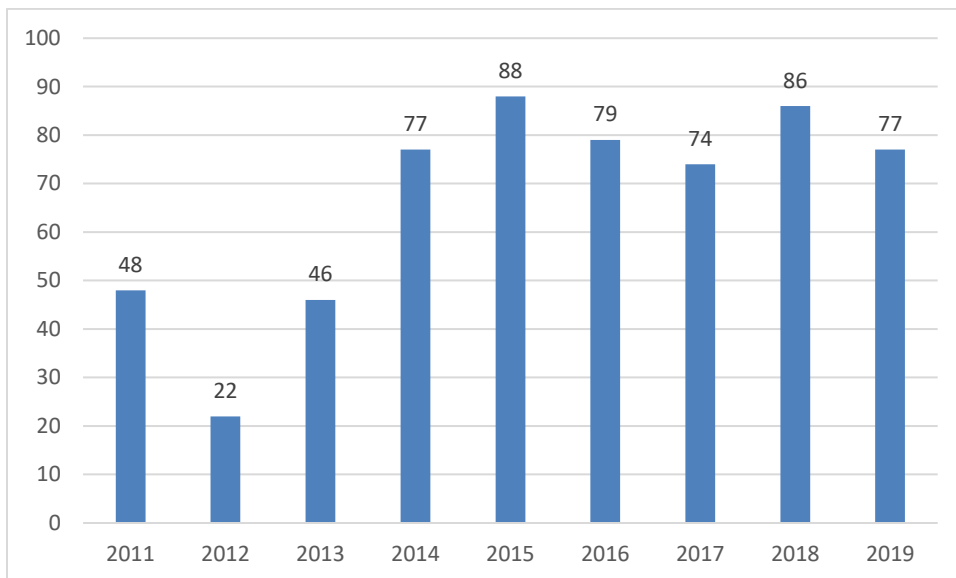
- 77 applications processed in 2019

Some of the more significant projects included:

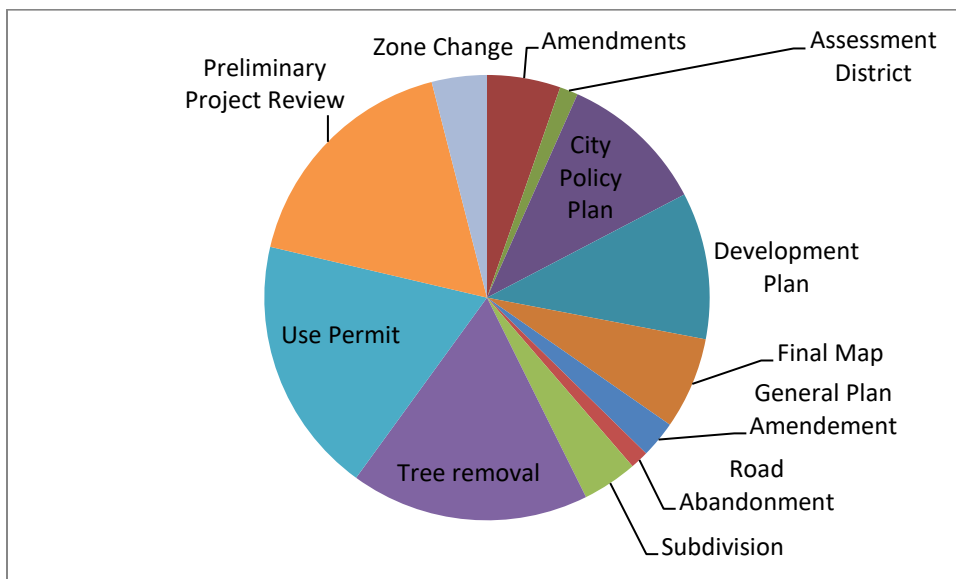
- **Grand Oaks Micro Community:** The Planning Department processed an amendment to Planned Development 27, which will allow for up to 30 affordable by design units in a “micro home” community and commercial space along El Camino Real.
- **2019 Fire, Building and Zoning Code Update:** The Planning Department led the 2019 Code Update that included updates for the City, including Title 9 (Planning and Zoning). Significant changes to Title 9 involved new land use definitions for outdoor storage uses and limiting most outdoor storage uses to the industrial zone. This will align the zoning code with the General Plan definitions commercial land uses, and also implement land uses as defined in the General Plan.



## Annual Planning Applications Since 2011



## 2019 Planning Projects



### 3.2 2019 Building Division Applications & Inspections

#### 2019 Highlights

- Received and processed **1,577** building permit applications
- In 2019, City building inspectors made **3,689** construction and safety-related inspections associated with building permit activity.
- The Building Division “finaled” or completed **789** building permits.



### 3.3 Housing & Residential Growth

The 2019 California Department of Finance data estimates that the City's population is 30,405 residents and a 12,283 housing units as of January 1, 2019. This is an estimated increase of 6.7 percent and 7.4 percent growth, respectively, since the 2010 census.

<b>Housing &amp; Population 2019 Update</b>				
<b>Housing &amp; Population</b>	<b>2010 Census</b>	<b>2019</b>	<b>Percentage Increase from 2010</b>	
Total Housing Units (DOF)	11,505	12,283	<b>6.7%</b>	
Total Population (DOF)	28,310	30,405	<b>7.4%</b>	

The following table shows residential projects of significance under construction or entitlement 2019, along with the number of affordable units in the project.

Major Residential (Application and Construction) Activity in 2019					
Project Name	Address	Housing Type	Number of Units	Number of affordable or accessible units	
People Self Help Housing	2455 El Camino Real	Apartments	42	42	
Grand Oaks Micro Community	4177 El Camino Real	Detached Single-Family	30		
El Camino Mixed Use	5730 El Camino Real	Mixed-use	5	1	
Principal Road Housing	9019 Principal and 9300 Pino Solo	Attached and Detached Single-Family, mixed-use condominium units, and affordable rental units	52	6	
Annex Residential Subdivision	S. Mirasol Way	Detached Single-Family with ADUs	12	6	
Hartberg Residential Development	10850 El Camino Real	Attached and Detached Single-Family, Senior Apartments	75	9	
Emerald Ridge Apartments	2705 El Camino Real	Apartments	208		
* Units deemed moderate based on sales price as established by the San Luis Obispo County Previously approved project List					

### **RHNA 2014-2019**

State housing law requires that each municipality establish quantified objectives for their fair share of regional housing needs by income group. Deed-restricted affordable housing, count towards meeting the quantified objectives. The quantified objectives are for the period of 2014-2019 Housing Element.



2014-2019 Atascadero Share of Regional Housing Need (RHNA)						
		Very Low	Low	Moderate	Above Moderate	Total
2014-2019 Reporting Period Totals		98	62	69	164	393
2014	Permitted Units Issued	2	1	76	106	185
	Secondary Units Issued	0	0	0	0	0
	Subtotal	2	1	76	106	185
2015	Permitted Units Issued	1	0	56	27	84
	Secondary Units Issued	0	0	2	2	4
	Subtotal	1	0	58	29	88
2016	Permitted Units Issued	45	25	29	19	118
	Secondary Units Issued	0	0	0	2	2
	Subtotal	45	25	29	21	120
2017	Permitted Units Issued	0	0	1	76	77
	Secondary Units Issued	0	0	0	0	0
	Subtotal	0	0	1	76	77
2018	Permitted Units Issued	0	0	3	12	15
	Secondary Units Issued	0	0	4	0	4
	Subtotal	0	0	7	12	19
2019	Permitted Units Issued	0	2	7	53	62
	Secondary Units Issued	0	5	6	0	11
	Subtotal	0	7	13	53	73
Total Units Issued 2014-2019		48	33	184	297	562
Remaining RHNA		50	29	-115	-133	-169
		49%	53%	267%	181%	143%

The RHNA for the next cycle housing element (6<sup>th</sup> Cycle) has also been released. The City of Atascadero future RHNA requirements will be used in the development of the next housing element, 2020-2028.

2020-2028 Atascadero Share of Regional Housing Need (RHNA)					
	Very Low	Low	Moderate	Above Moderate	Total
<b>2020-2028 Adopted RHNA Requirement</b>	<b>207</b>	<b>131</b>	<b>151</b>	<b>354</b>	<b>843</b>

### 3.4 Non-Residential Development

The following table shows non-residential permits of significance that were issued in 2019, along with the project valuation that was provided as a part of building permit issuance.



<b>2019 Non-Residential Building Permits Issued and Processing</b>				
<b>Business Name</b>	<b>Permit Status</b>	<b>Address</b>	<b>Project Type</b>	<b>Valuation</b>
La Plaza Mixed Use Building 1	Under Construction	6500 El Camino Real	New Construction	\$6,925,269
Halcon Road Office	Under Construction	11505 Halcon	New Construction	\$392,838
Jamba Juice and Auntie Ann's	Complete	6994 El Camino Real	Major Tenant Improvements	\$500,000
Convenience Station and Drive Through	Application under review	9590 El Camino Real	New Construction	\$509,992.6
El Camino Homeless Organization (ECHO)	Under Construction	6370 Atascadero Mall	Major Tenant Improvements	\$120,000
Starbucks	Complete	9002 West Front	Major Tenant Improvements	\$190,000
Morro Road Mixed Use	Under construction	8120 Morro Road	New Construction	\$724,815





Please Start Here

General Information	
Jurisdiction Name	Atascadero
Reporting Calendar Year	2019
Contact Information	
First Name	Kelly
Last Name	Gleason
Title	Senior Planner
Email	<a href="mailto:kgleason@atascadero.org">kgleason@atascadero.org</a>
Phone	8054703446
Mailing Address	
Street Address	6500 Palma Ave
City	Atascadero
Zipcode	93422

**Optional:** Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated.

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Jurisdiction	Atascadero	
Reporting Year	2019	(Jan. 1 - Dec. 31)

# **ANNUAL ELEMENT PROGRESS REPORT** **Housing Element Implementation**

(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A																				
Housing Development Applications Submitted																				
Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Notes	
1					2	3	4	5								6	7	8	9	10
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA/SFD, 2 to 4, 5+, ADU, MH)	Tenure R=Renter O=Owner	Date Application Submitted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project (Auto-calculated Can Be Overwritten)	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Notes*	
Summary Row: Start Data Entry Below								0	0	0	0	0	0	17	17	0	17	0		
	049-151-046	2455 El Camino Real	People's Self Help Housing Project	PRE18-0093	5+	R	8/23/2018	30		10						40		40	No	
	030-121-003	7298 Santa Ysabel	Ferguson RMF	PRE19-0126	2 to 4	R	12/17/2019								11	11		11	No	
	049-221-016	3710 El Camino Real	Industrial MU	DEV19-0124	2 to 4	R	12/10/2019								6	6		6	No	
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Jurisdiction	Atascadero	
Reporting Year	2019	(Jan. 1 - Dec. 31)

**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**  
 (CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.  
 Please contact HCD if your data is different than the material supplied here

Table B												
Regional Housing Needs Allocation Progress												
Permitted Units Issued by Affordability												
		1	2								3	4
Income Level		RHNA Allocation by Income Level	2014	2015	2016	2017	2018	2019			Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	98	2	1	45						48	50
	Non-Deed Restricted											
Low	Deed Restricted	62	1		25						28	34
	Non-Deed Restricted							2				
Moderate	Deed Restricted	69						1			178	
	Non-Deed Restricted		76	58	29	1	7	6				
Above Moderate		164	106	29	21	76	12	64			308	
Total RHNA		393										
Total Units			185	88	120	77	19	73			562	84

Note: units serving extremely low-income households are included in the very low-income permitted units totals  
 Cells in grey contain auto-calculation formulas



# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction		Atascadero	
Reporting Year		2019 (Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program 1.1 - 1 Continue street and infrastructure improvement projects to benefit existing high density residential areas.	N/A	Ongoing	Ongoing on a per project basis.
Program 1.1 - 2. Continue to require the use of specific plans for residential projects of 100 or more units.	N/A	Ongoing	The city continues to review each project to determine the most efficient and effective process to meet our housing and development goals.
Program 1.1 - 3. Continue to allow manufactured housing and group housing in accordance with State law.	20 units	Within 2 years of the adopted housing element	17 modular homes have been installed as permanent residences since housing element update in 2014. The City updated definiitions for clarity and consistency with State law. Group housing is provided throughout the City but is not tracked at this time.
Program 1.1 - 4. Support the extension and expansion of sewer service for the Eagle Ranch annexation area by allocating the funding necessary	100 affordable units	Ongoing	The City is currently updating our facilities plan for the wastewater treatment plant. The eagle Ranch project has been withdrawn at this time but continues to be an area identified in the City's sphere of influence.

<p>Program 1.1 - 5. Continue to allow mixed residential and commercial development and promote second- and third-story residential development in the City's downtown zoning districts. Taking into account market conditions and development costs, the City will provide, when possible, developer incentives such as expedited permit processing and fee deferrals for units that are affordable to lower income households. The City will publicize these incentives on the City's website (<a href="http://www.atascadero.org">www.atascadero.org</a>) within one week of a confirmed decision to make them available in a timely fashion.</p>	<p>20 units</p>	<p>Ongoing</p>	<p>The La Plaza project was approved in 2017 and includes 42 residential units, 38 of which are studio and one-bedroom units equating to affordable-by-design units. The city has also approved 2 other mixed use developments containign a total of 6 units. To date, the City has met it's projected unit goal for mixed-use development.</p>
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1.1-6. Adopt a Rural Residential Zone in the Zoning Ordinance consistent with its designation on the Zoning Map and standards that distinguish it from the Residential Suburban zone (to facilitate the development of a variety of housing types).	N/A	2017	The city is reviewing all zoning designations in preparation for the upcoming comprehensive General Plan Update.
Program 1.1 - 7. Continue to encourage, where suitable, Planned Unit Development (PD) Overlay Zones, particularly the PD-25 zone of small lot subdivisions, for higher density attached or row-house style housing in the RMF-10 and RMF-16 zoning districts.	75 units	Ongoing	Staff continues to encourage use of PDs for high quality design and flexibility of developmetn standards. Staff is looking at allowing smal lot subdivisions by right as part of the next General Plan Update. Since 2014, over 80 units have been approved through the PD overlay process.
Program 1.1 - 8.Continue to maintain an affordable housing density bonus ordinance that establishes procedures for obtaining and monitoring density bonuses in compliance with State law. Following adoption the City shall regularly update the ordinance to be in compliance with Government Code §65915	25	ordinance adoption by 2016, ongoing updates as needed	The City has adopted an ordinance for State Density Bonus projects and continues to monitor changes in the law so as to provide updates as needed. The City issued over 60 residential units in accordance with State density Bonus law.

Program 1.1 - 9. Continue to monitor the impact of the City's current inclusionary housing policy on production of market rate housing in response to market conditions. If the policy presents an obstacle to the development of the City's fair share of regional housing needs, the City will revise the policy accordingly	N/A	Ongoing	The City is reviewing the inclusionary housing policy and looking at ways to encourage the development of residential units that are affordable-by-design, including reducing impact fees for smaller units and capping unit sizes for high density residential projects. There are economic challenges to requirements for affordable housing production for smaller projects and infill development, especially units that are deed restricted and allow for minimal equity gains at the low and very-low income level. The State is also focused on streamlining housing projects limiting the ability of City's to apply increased affordability standards to housing projects through discretionary action. As part of the City's Housing Element Update, options for affordable impact fees and restructuring of the existing Inclusionary Housing Policy are being contemplated
Program 1.1 - 10. Adopt an inclusionary housing ordinance that requires residential developments to provide deed-restricted, affordable units or an in-lieu fee. The inclusionary ordinance shall be consistent with State rent control laws for rental housing	70	2017	The City Council may direct Staff to craft affordable housing ordinance as a part of its strategic planning initiatives. The current policy allows for use of the State Density Bonus program in-lieu of the city's more stringent affordable housing requirement. Because density bonus law requires only moderate level deed restriction of for sale units, the City is limited in our ability to require low or very-low income units at this time.

Program 1.1 - 11. To encourage the development of second units, the City will evaluate the development standards and update the Zoning Ordinance for second units (secondary residential units). For example, the City will explore incentives such as eliminating the covered parking requirement for a secondary residential unit	10 units	2016	The city is in the process of updating the ordinance to be consistent with new State law. Since 2014 the City has issued over 25 permits for ADUs.
Program 1.1 - 12.To encourage the development of second units, the City should consider reduced development impact fees for second units as part of an AB 1600 study. The City will also work with Atascadero Mutual Water Company to investigate the possibility of reductions to water connection fees for second units	15	2015	Part of the City's current development impact fee study efforts include examining development impact fees in relation to second units and units size to provide incentives for the development of units that are affordable-by-design. It is also the city's understanding that the Atascadero Mutual Water Company continues to evaluate and reduce water meter fees for accessory dwelling units.
Program 1.1 - 13 The City will consider an amnesty program that would reduce or eliminate fees for unpermitted second units	15	2017	The City's fees for unpermitted construction continue to be nominal. A majority of permits submitted to legalize unpermitted second units relate to the conversion of a permitted guesthouse to a second unit. Fees for these permits are relatively low as development impact fees were paid for all guesthouse upon initial construction. Since 2014, the City has legalized approximately 7 previously unpermitted ADUs.

Program 1.1 - 14. Continue to maintain Chapter 12 of the Zoning Ordinance (Condo Conversion Ordinance) in order to reduce the impacts of condo conversions on lower cost rental housing.	N/A	ongoing	The city intends to maintain this ordinance
Program 1.1 - 15. Continue to work with non-profit agencies, such as the County Housing Authority, Habitat for Humanity, the San Luis Obispo County Housing Trust Fund and Peoples' Self-Help Housing, to preserve existing affordable housing and to pursue funding for new units for extremely low-, very low-, low-, and moderate-income families.	50 units	Ongoing	Staff has worked with PSHH and produced 11 low income units and worked with Corporation for a Better Housing to produce 60 very low and low income units since 2014. The city continues to work with non-profit organizations to provide opportunities for extremely-low, very-low, low, and moderate income families. The city utilizes funds from our inclusionary housing fund to assist with these projects.

<p>Program 1.1 - 16. Continue to encourage developers to work with agencies such as the California Housing Finance Authority (CHFA) and the Department of Housing and Urban Development (HUD) to obtain loans for development of new multifamily rental housing for low income households. This will be accomplished by working with appropriate non-profit organizations, such as People's Self Help Housing and the San Luis Obispo County Housing Trust Fund to identify opportunities.</p>	N/A	Ongoing	Staff provides necessary assistance in completing applications for funds.
<p>Program 1.1 - 17. Continue to contract with the San Luis Obispo Housing Authority for administration of the Section 8 housing voucher program. The City utilizes this relationship for program implementation and income verifications, and will apply for additional Section 8 vouchers, as appropriate.</p>	N/A	Ongoing	The City continues its contract with the San Luis Obispo Housing Agency.

<p>Program 1.1 - 18. Amend the Zoning Ordinance to allow a waiver of the two story height limit in the RMF Zone through the Minor Use Permit process. This option applies to projects that are not using the Planned Development option.</p>	N/A	2016	<p>Staff has yet to commence this ordinance. This will be reviewed and carry over into next housing element cycle. Currently height waivers require a Major CUP application.</p>
<p>Program 1.1 - 19. To encourage and facilitate development of a variety of housing types, the City should consider amending the Zoning Ordinance to establish standards, policies, and procedures for efficiency or micro detached units consistent with the California Building Code. The ordinance should provide a definition of efficiency or micro detached unit as a single habitable living unit, separate from and not including a single-room occupancy unit.</p>	N/A	2017	<p>The building code was updated to include minimum standards for efficiency units. As part of the current Housing Element Update process, the City is considering objective design standards that encourage a variety of housing types and limiting the size of residential units on multi-family zoned properties to encourage units that are affordable by design.</p>

<p>Program 1.1 - 20. To reduce constraints to multi-family housing production the City will amend the zoning ordinance to modify Conditional Use Permit requirements for multi-family housing. A CUP will be required only for multi-family projects greater than 50 units. This will not affect the 'by right' approval of multi-family projects in the RMF-20 zone, which are not subject to a CUP or a Specific Plan. The City will periodically evaluate the approval process for projects requiring a CUP and monitor the impact the requirement has on project certainty, cost, and approval time.</p>	<p>N/A</p>	<p>2016</p>	<p>Staff has yet to commence this ordinance. This will be reviewed and carry over into next housing element cycle.</p>
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<p>Program 1.1-21. The housing needs of persons with disabilities, including persons with developmental disabilities are typically not specifically addressed by Title 9 Regulations. The housing needs of persons with disabilities, in addition to basic affordability, range from slightly modifying existing units to requiring a varying range of supportive housing facilities. In order to assist in the housing needs for persons with Developmental Disabilities, the City will implement the following programs:</p> <ul style="list-style-type: none"><li>• The City shall seek State and Federal monies, as funding becomes available, in support of housing construction and rehabilitation targeted for persons with disabilities, including persons with developmental disabilities.</li><li>• The City shall provide regulatory incentives, such as expedited permit processing and reduced fee, to projects targeted for</li></ul>	10 units	<p>Apply for funding - at least once during the planning period; develop informational material- within two years of Housing Element adoption; provide incentives for development of housing for persons with disabilities- on-going</p>	<p>The City works dilligently to identify grant and other funding opportunities to support housing rehabilitation. The city is also in contact with multiple non-profit organizations and makes available to them pre-planning and other services to streamling these types of projects.</p>
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<p>Program 2.1 – 1. As new projects, code enforcement actions, and other opportunities arise, the City will investigate ways to meet its housing needs through rehabilitation and preservation of existing units (see also Program 4.3.3 for potential rehabilitation funding). Utilize code enforcement to identify housing maintenance issues and expedite rehabilitation of substandard and deteriorating housing by offering technical assistance to homeowners and occupants.</p>	30 units	Ongoing	While this is on-going, the City has lost its primary funding tool when the RDA was dissolved. The City will continue to find ways to rehabilitate structures. City Staff will be exploring Block grants and other funding mechanisms to achieve this goal.
<p>Program 2.1 – 2. Continue to participate in federal grant programs, such as Community Development Block Grants (CDBG), to obtain loans and/or grants for housing rehabilitation. Apply an appropriate amount of the City's annual share of CDBG funds toward rehabilitation of existing housing units</p>	25 units	Ongoing	The City will continue to participate in obtaining these funds and will seek how to gain additional grants with the loss of the RDA.
<p>Program 2.1 – 3. Continue to maintain the sliding density scale for sloped lots in the Zoning Ordinance.</p>	N/A	Ongoing	The City will continue to maintain its sliding scale of density for sloped lots.

<p>Program 2.1 – 4. The City shall continue to monitor the status of subsidized affordable projects, rental projects, and mobile homes in the City and provide technical and financial assistance, when possible, to ensure long-term affordability. This will involve contacting owner/operators of subsidized projects annually to determine the status of the units and their potential to convert to market-rate. If projects are at-risk, the City will maintain contact with local organizations and housing providers who may have an interest in acquiring at-risk units, and, when feasible, keep track of and apply for funding opportunities to preserve at-risk units, and assist other organizations in applying for funding to acquire at-risk units.</p>	N/A	Ongoing	City Staff continues to monitor the status of affordable housing rental units and for sale units in partnership with the SLO County Housing Authority
<p>Program 2.2 – 1. Continue to implement the Historic Site (HS) overlay zone to help preserve and protect historic Colony homes.</p>	N/A	Ongoing	The City will continue to maintain this overlay zone to preserve and protect historic colony homes.
<p>Program 2.2 – 2. Continue to maintain a GIS based map of historic buildings and sites.</p>	N/A	Ongoing	The City continues to maintain GIS data in regards to historic buildings and sites.

Program 3.1 – 1. Promote environmentally sustainable building practices that provide cost savings to homeowners and developers	N/A	Ongoing	City staff continues to work with developers and homeowners to avoid environmental impacts and promote sustainable building practices.
Program 3.1 – 2. Make available in the Community Development Department brochures from PG&E and others that detail energy conservation measures for new and existing buildings.	N/A	Ongoing	In partnership with PG&E and San Luis Obispo Green Build, there are various brochures available to homeowners that detail energy conservation.
Program 3.1- 3. Continue to strictly enforce the State energy standards of Title 24.	N/A	Ongoing	The City's Building Department continues to enforce Title 24 requirements upon review of building plans that require energy reports.
Program 3.1- 4. Enhance partnerships with Solar Providers for installation of PV panels and other alternative electrical services for low-income households.	N/A	Ongoing	The City will continue to partner with non-profits by providing housing lists and affordable unit locations to assist in targeting these income groups.
Program 4.1 – 1. Cooperate with non-profit groups and local religious organizations to allow the temporary use of churches as homeless shelters.	N/A	Ongoing	The City continues to encourage local churches to provide temporary shelters for the homeless population. The City adopted Appendix O for emergency shelters during the latest Building Code Update cycle.

<p>Program 4.1 – 2. Continue to support local motel voucher programs for temporarily displaced and extremely low-income persons. The motel voucher program is funded through the City’s CDBG funding. Motel vouchers are available to aid residents experiencing emergency situations, such as a house fire, in finding temporary housing. The City works with non-profit organizations (such as Loaves and Fishes) to aid the residents in need and provide technical support for the motel voucher program.</p>	N/A	Ongoing	The City will continue to work with local non-profits and obtain CDBG grant funding for this program
<p>Program 4.1 – 3. Continue to allow small (6 or fewer) group housing (residential care facilities) by right in all residential zones and large (7 or more) residential care facilities in the Residential Multi Family (RMF) zone. The City should also consider allowing large residential care facilities by right in additional residential, commercial, public, and/or industrial zones, such as LSFx and RSFx zones, where sewer is available</p>	N/A	Ongoing	The City continues to support proper permitting of group housing in accordance with State law. The City completed changes to the RMF Zoning that clarifies that both small and large residential care facilities are permitted by right.

Program 4.1 – 4. Consider amending the Zoning Ordinance to expand the Emergency Shelter (ES) Overlay Zone to other appropriate properties, subject to the same or similar, as appropriate, locational and operational criteria as outlined in the Zoning Ordinance	N/A	2015	City Staff will continue to monitor the City's Homeless shelter for consistency with State Housing Policy.
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Program 4.1 – 5 Continue to provide information and complaint referral services for those persons who believe they have been denied access to housing because of their race, religion, sex, marital status, ancestry, national origin, color, or disability, family status, sexual orientation, source of income, or political affiliation. The City will educate Community Development Department staff on how to respond to complaints received regarding potential claims of housing discrimination. Staff will be trained to provide the person with an informational handout detailing the process of reporting and filing a claim through the California Department of Fair Employment and Housing. The staff will notify the City Manager and the City Attorney's office of the intent to file a claim and will be available to provide assistance to the person filing a claim, as needed.

N/A

Information is provided at City Hall.

2016

Program 4.1 – 6 The City will amend the Zoning Ordinance to ensure that permit processing procedures for farmworker housing do not conflict with Health and Safety Code Sections 17021.5, which states that farmworker housing for six or fewer employees should be “deemed a single-family structure with a residential land use designation”, and 17021.6 which states that for "employee housing consisting of no more than 36 beds in a group quarters or 12 units or spaces designed for use by a single family or household...no conditional use permit, zoning variance, or other zoning clearance shall be required of employee housing of this employee housing that is not required of any other agricultural activity in the same zone”.

N/A

This was completed as a part of the Land Use definition update in 2017.

2016

<p>Program 4.2 – 1. Continue to ensure full compliance with the California Disability Guidelines and enforce the complementary provisions of the Uniform Building Code. The Zoning Ordinance will be evaluated on an ongoing basis and amended as necessary, to ensure ADA compliance and remove governmental constraints on the production of housing for persons with disabilities.</p>	N/A	Ongoing	City Staff continues to comply with ADA standards for new and change of occupancy building projects.
<p>Program 4.3 – 1 Adopt a policy to determine allocation of the City Affordable Housing In-Lieu funds to support the creation of new affordable housing units in Atascadero.</p>	N/A	2015	This has not yet been completed.
<p>Program 4.3 – 2. Work with nonprofits and identify funding to address the housing needs of extremely low-income households and totally and permanently disabled persons.</p>	5 units	Ongoing	RDA funds are no longer available. City Staff will work with non-profits for any grant funding opportunities.

Program 5.1 – 1. Continue to facilitate understanding of the impacts of economic issues, employment, and growth on housing needs among financial, real estate, and development professionals in formalized settings, such as the Economic Round Table.	N/A	Ongoing	City Staff attend economic roundtables and other events as continuing education of these impacts.
Program 5.1 – 2. Continue to work with development community to identify and mitigate any constraints on access to financing for multi-family development. The City will conduct regular stakeholder meetings with members of the development community including representatives from local non-profit housing organizations, developers, and real estate brokers to solicit feedback.	N/A	Ongoing	City Staff continues to work with developers, key stakeholders, and property owners on overcoming constraints in project design to help facilitate financing.
Program 5.2 – 1. Continue to monitor and evaluate development standards and advances in housing construction methods.	N/A	Ongoing	As City staff identifies issues with the municipal code and advance construction methods, the City will amend the code as necessary.

Program 5.2 – 2. Continue to track the affordability of housing projects and progress toward meeting regional housing needs. Reports should be provided semi-annually to the Planning Commission and annually to the City Council and the California Department of Housing and Community Development.	N/A	Ongoing	The City tracks all housing projects and provides status updates to both the Council and Planning Commission.
Program 6.1 –1.Continue to consolidate all actions relating to a specific project on the same Council or Commission agenda	N/A	Ongoing	Staff continues this practice for ease of tracking.
Program 6.1 – 2. Continue to review minor project modifications through the Design Review Committee and more substantial changes through a conditional use process.	N/A	Ongoing	Staff utilizes the DRC to make determinationson minor project changes.
Program 6.1 – 3. Continue to review and revise local review procedures to streamline the process	N/A	Ongoing	The City created the Design Review Committee in 2010 to help with project streamlining and review. The DRC has been helpful in working out issues that normally would have been dealt by Planning Commission.
Program 6.1 – 4. Continue to maintain pre-approved stock development plans to streamline the plan check process.	N/A	Ongoing	Stock plans are available for projects that include the construction of 3 or more of the same unit. This process allows for cost and time savings through the process.

Program 6.1 – 5. Provide pre-application technical assistance to affordable housing providers to determine project feasibility and address zoning compliance issues in the most cost-effective and expeditious manner possible.	N/A	Ongoing	Staff provides pre-application and technical assistance to all projects when requested.
Program 6.1 – 6. Provide, when possible, developer incentives such as expedited permit processing and fee deferrals for units that are affordable to lower income households. Atascadero will promote these incentives to developers on the City's website ( <a href="http://www.atascadero.org">http://www.atascadero.org</a> ) and during the application process.	N/A	Ongoing	The City's process streamlining is already expediting projects. Developers can defer development impact fees until final occupancy.
Program 6.1 – 7 The City should consider amending the zoning ordinance to allow single-room occupancy units (SROs) by right in the Residential Multi-Family (RMF) zone	N/A	2015	This will be completed with future Zoning Ordinance Work Plans

Program 6.1 –8. To encourage affordability by design, the City shall modify the Capital Facility Fee schedule to index fees based on size of unit, providing lower rates for small units. Indexed rate shall apply to apartments and second units.	N/A	Ongoing	City Staff solicited a proposal for completion of this. Expected adoption of 2019.
Program 6.1 –9. The City shall continue to monitor impact fees and the Capital Facility Fee schedule to identify barriers to housing development, particularly affordable units. If constraints are identified, the City shall revise the fee schedule accordingly.	N/A	Ongoing	City Staff solicited a proposal for completion of this. The consultant will look at proposals for encouraging residential units that are affordable-by-design.
6.2.1 1. Following amendment of the General Plan Conservation and Safety Elements to comply with AB 162 related to floodplain mapping, the City will amend the Housing Element, if needed, for consistency	N/A	2023	This has been completed as a part of the 2014-2019 Housing Element update.



Jurisdiction	Atascadero	
Reporting Period	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)(2)									
This table is optional. Jurisdictions may list (for informational purposes only) units that do not count toward RHNA, but were substantially rehabilitated, acquired or preserved. To enter units in this table as progress toward RHNA, please contact HCD at APR@hcd.ca.gov. HCD will provide a password to unlock the grey fields. Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in Government Code section 65583.1(c)(2).									
Activity Type	Units that Do Not Count Towards RHNA <sup>+</sup> Listed for Informational Purposes Only				Units that Count Towards RHNA <sup>+</sup> Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1 <sup>+</sup>
	Extremely Low-Income <sup>+</sup>	Very Low-Income <sup>+</sup>	Low-Income <sup>+</sup>	TOTAL UNITS <sup>+</sup>	Extremely Low-Income <sup>+</sup>	Very Low-Income <sup>+</sup>	Low-Income <sup>+</sup>	TOTAL UNITS <sup>+</sup>	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Total Units by Income									

Jurisdiction	Atascadero	
Reporting Year	2019	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	2
Moderate	Deed Restricted	1
	Non-Deed Restricted	2
Above Moderate		64
Total Units		69

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Housing Applications Summary	
Total Housing Applications Submitted:	2
Number of Proposed Units in All Applications Received:	17
Total Housing Units Approved:	0
Total Housing Units Disapproved:	17

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas