

**CITY OF SAN PABLO
PLANNING COMMISSION MINUTES
DECEMBER 19, 2017
CITY COUNCIL CHAMBERS
ONE ALVARADO SQUARE
SAN PABLO, CA**

ROLL CALL

Chairperson Xavier called the meeting to order at 6:30 P.M. Call of the roll showed present: Chairperson Xavier, Commissioner Trujillo, and Commissioner Shi. Commissioner Inglis was absent, and Commission Feliciano arrived at 6:34 P.M. Staff present at the meeting included: Reina Schwartz, Assistant City Manager; Sandra Marquez, Assistant Planner; and Clare Gibson, Consultant Attorney.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Commissioner Xavier made a correction to the minutes for the meeting of November 28, 2017. She stated that she voted nay to adopt resolution 17-19 because the center courtyard in front of Buildings 2, 3 and 4 is not historical. The previous minutes read that the courtyard is in front of Building 5.

Commissioner Trujillo made a motion to approve the minutes as amended for the meeting of November 28, 2017. The motion was seconded by Commissioner Xavier and approved by a vote of 2-0-2-1, with Commissioner Shi abstaining, Commissioners Inglis absent from the meeting, and Commission Feliciano absent for the vote.

AYES: Trujillo, Xavier
NOES: None
ABSENT: Inglis, Feliciano
ABSTAIN: Shi

PUBLIC HEARINGS

PLAN1710-0034: County Health Annex General Plan Conformity. Consideration of a finding of General Plan Conformity for the construction of a County facility in the City limits, as required under Government Code section 65402. The purpose of this project is to expand the existing 53,000-square foot West County Health Center by adding an 18,000-square foot annex to provide additional outpatient services. The parcel is identified as APN 417-310-008 (13585 San Pablo Avenue, 2.7 acres). The proposed project has been determined to be exempt from the provisions of the California Environmental Quality Act, in accordance with CEQA guidelines 15332, Infill development.

By way of introduction of the project, Assistant Manager Schwartz reported that there is one minor numerical correction to resolution 17-20. The correction is the square footage of the expansion: the county Health Annex will be 20,700 square feet rather than 18,000 square feet.

Assistant Planner Marquez gave a presentation of the project, after which the Public Hearing was opened. There were no speakers from the public. Chairperson Xavier commented that the courtyard between the buildings currently floods and asked if there will be any actions to improve this issue. Architect Gary Crosman responded that the areas around both buildings are designed to improve drainage.

Planning Commissioner Feliciano asked whether the Design Review of the project would come before the Planning Commission in the future. Consultant Attorney Gibson answered that per Government Code section 65402, the Planning Commission's only role is to determine whether the project conforms with the City's General Plan, and that it is not subject to design review by the Commission. Assistant City Manager Schwartz also explained that because this was a County project, it is exempt from the City's design review process and only has to be in conformance with the City's General Plan, so this was the only action that would come before the Planning Commission. Commissioner Trujillo asked whether this use was originally envisioned for the parcel, and Assistant City Manager Schwartz responded that, yes, this additional use was contemplated. There being no further speakers, the Public Hearing was closed.

Commissioner Trujillo made a motion to adopt Resolution 17-20 (as amended to correct the square footage of the expansion) approving a finding of General Plan Conformity for the construction of a County facility in the City limits, as required under government code section 65402, APN 417-310-008. The motioned was seconded by Commissioner Shi and approved by a vote of 4-0-1, with Commissioner Inglis absent.

AYES: Xavier, Trujillo, Shi, Feliciano
NOES: None
ABSENT: Inglis
ABSTAIN: None

Amendment to the San Pablo Municipal Code to Change the Date of the Planning Commission's Regular Meetings (Chapter 2.28.040). Pursuant to Municipal Code section 2.28.040, the regular meetings of the Planning Commission are the third Tuesday of each month. Special meetings are called as necessary by the Chair or request of three members of the Commission. Due to workload issues with City Council meetings and Planning Commission meetings both falling on the third week of the month, staff requests that the Planning Commission consider moving its meeting to either the second or fourth Tuesday of the month. Staff is recommending the fourth Tuesday as likely having fewer conflicts, but the Planning Commissioners should consider their own calendars.

Assistant City Manager Schwartz gave an overview of the proposed amendment and outlined the process by which it would move through City Council toward eventual adoption if approved by the Planning Commission, becoming effective March 5, 2018.

Commission Trujillo made a motion to adopt Resolution 17-21 recommending the City Council amend *Municipal Code Section 2.28.040 regarding the date of regular meetings of the Planning Commission*, moving the regular meeting from the third week of the month to the fourth Tuesday of the month. The motion was seconded by Commissioner Feliciano and approved by a vote of 4-0-1, with Commissioner Inglis absent.

AYES: Xavier, Trujillo, Shi, Feliciano
NOES: None
ABSENT: Inglis

ABSTAIN: None

NEW BUSINESS/ ANNOUNCEMENTS

Assistant City Manager Schwartz reviewed the following items:

- Interim Planning Commission meeting schedule for Planning Commission consideration:
Cancel January 17, 2018 regularly scheduled Planning Commission meeting, approve Special Planning Commission meeting January 23, 2018.

Commission Trujillo made a motion to cancel the January 17, 2018 regularly scheduled Planning Commission meeting, and approve the Special Planning Commission meeting on January 23, 2018. The motion was seconded by Commissioner Shi and approved by a vote of 4-0-1, with Commissioner Inglis absent.

AYES: Xavier, Trujillo, Shi, Feliciano
NOES: None
ABSENT: Inglis
ABSTAIN: None

STAFF UPDATES

Assistant City Manager Schwartz reviewed the following items:

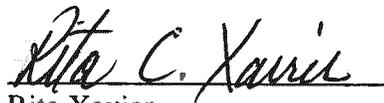
- Development Services Monthly Report
- Existing City Hall General Plan and Specific Plan Amendments and Adoption of a Mitigated Negative Declaration under CEQA to be heard at City Council meeting on Tuesday, January 16, 2018, at 6pm
- El Cuscatlan Restaurant, 14350 Laurie Lane (Noya re-use) Zoning Administrator approval

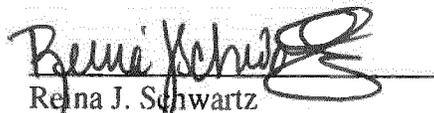
PLANNING COMMISSION REPORTS

None.

ADJOURNMENT

There being no further business, Chairperson Xavier adjourned the meeting at 6:50 P.M. to the January 23, 2018 meeting.


Rita Xavier
Chairperson


Regina J. Schwartz
Assistant City Manager