

**CITY OF SAN PABLO  
PLANNING COMMISSION MINUTES  
JANUARY 23, 2018  
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, Vice Chair Trujillo, Commissioner Shi, and Commissioner Feliciano. Commissioner Inglis arrived at 6:35 p.m. Staff present at the meeting included: Rod Simpson, Consulting Planner; Lynn Tracy Nerland, City Attorney; Sandra Marquez, Assistant Planner; Reina Schwartz, Assistant City Manager; and Sarah Maroof, Administrative Secretary.

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

Commissioner Trujillo made a motion to approve the minutes for the meeting of December 19, 2017. The motion was seconded by Commissioner Shi and approved by a vote of 4-0-1-0, with Commissioner Inglis absent for the vote.

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

**PUBLIC HEARINGS**

**PLAN1710-0027:** Consideration of a Conditional Use Permit for tandem parking on a lot less than 50 feet in width, and Design Review to allow a new two-story single family residence of 2,084 square feet, which includes a single-car garage on a substandard lot of 2,500 square feet at 2800 11th Street, San Pablo, CA (APN 412-090-001). The property is zoned R-1 Single-Family Residential. It has been determined that the proposed project qualifies for an exemption from the California Environmental Quality Act (CEQA), consistent with the provisions of CEQA Guidelines Section 15303(a), which allows for the construction of a new single family residence.

Assistant Planner Marquez gave a presentation of the project and staff recommendations, after which the Planning Commissioners were invited to ask questions of staff and/or the applicant. Commissioner Trujillo inquired as to whether there were nearby parks or other outdoor space. Assistant Planner Marquez responded that Lake Elementary School was located approximately two blocks from the proposed project.

Commissioner Feliciano requested clarification regarding the street-facing windows; namely, the front elevation shown on the plans included in Attachment C to the Staff Report showed a double window above the front door and a single window at the balcony, whereas the front elevation shown in Attachment E to the Staff report showed a double window at the balcony and a single window above the front door. The

applicant indicated that the project would be consistent with front elevation shown in Attachment E to the Staff Report, showing a double window at the balcony and a single window above the front door.

Chairperson Xavier questioned why the Letter of Explanation, Attachment B to the Staff Report, referenced a vacant lot at 2200 Pine Street, San Pablo, as well as the project address of 2800 11<sup>th</sup> Street, San Pablo. Assistant Planner Marquez responded that this was an error in the letter from the architect and that the current project under consideration was located at 2800 11<sup>th</sup> Street in San Pablo; a prior project by the same architect was located at 2200 Pine Street, but that project had no relation to the current project under consideration.

Commissioner Trujillo questioned whether the size of the house at 2084 square feet on a lot size of 2500 square feet would result in a relative lack of outdoor space that may be detrimental to quality of life. Assistant Planner Marquez responded that, since the proposed project was two stories, the footprint of the proposed new house was only 42% of the lot size, which was under the maximum 45% lot coverage limit. She also indicated that there was no specific open space requirement in the R1 zoning district in which this project was located. Consulting Planner Simpson added that health and safety and quality of life were discretionary issues that could be considered by the Planning Commission when considering a project for approval.

The Public Hearing was opened. The applicant, Majid Kolahdooz, gave further details regarding the proposed project and answered questions posed by the Planning Commissioners. Commissioner Shi asked about the challenges of building a house on a narrow lot. Mr. Kolahdooz responded that the biggest challenges included maximization of space and avoidance of narrow hallways. There being no further speakers, the Public Hearing was closed.

Commissioner Shi made a motion to adopt Resolution 18-01 approving PLAN1710-0027, a Conditional Use Permit for tandem parking on a lot less than 50 feet in width, and Design Review to allow a new two-story single-family residence that includes a single-car garage on a substandard lot on 2,500 square feet at 2800 11<sup>th</sup> Street, San Pablo, (APN412-090-001), with the added condition that the front-facing windows shall be consistent with Attachment E (Front Elevation) to the Staff Report, which shows a double window at the balcony and a single window above the front door. The motion was seconded by Commissioner Inglis and passed by a vote of 5-0.

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

## **REORGANIZATION**

Commissioner Trujillo nominated Commissioner Shi to the position of Chairperson of the Planning Commission. Commissioner Shi did not accept the nomination, and the nomination was withdrawn.

Commissioner Inglis nominated Commissioner Trujillo to the position of Chairperson of the Planning Commission. Commissioner Trujillo did not accept the nomination, and the nomination was withdrawn. Commissioner Trujillo reported that, since he recently bought a house in Richmond, he will resign from the Planning Commission at such time as he changes his domicile outside of the City of San Pablo, which is planned for February of 2018.

Commissioner Feliciano made a motion to re-appoint Commissioner Xavier to the position of Chairperson of the Planning Commission. The motion was seconded by Commissioner Trujillo. The Commission voted in favor 5-0.

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

Commissioner Inglis made a motion to appoint Commissioner Feliciano to the position of Vice Chair of the Planning Commission. The motion was seconded by Commissioner Trujillo. The Commission voted in favor 5-0.

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

#### **NEW BUSINESS**

City Attorney Nerland reviewed the following items:

- Interim Planning Commission meeting schedule for Planning Commission consideration:  
The City Council introduced the ordinance to change the meeting date of the Planning Commission to the fourth Tuesday of the month. The ordinance will be scheduled for adoption on February 5, 2018 and if passed, then effective 30 days later. In the interim, staff recommends that the Planning Commission cancel the February 21, 2018 regularly scheduled Planning Commission meeting; approve Special Planning Commission meeting February 27, 2018.

Commissioner Inglis made a motion to cancel the February 21, 2018 regularly scheduled Planning Commission meeting, and approve the Special Planning Commission meeting on February 27, 2018. The motion was seconded by Commissioner Trujillo and approved by a vote of 5-0.

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

#### **STAFF UPDATES**

Consulting Planner Rod Simpson reviewed the following items:

- Development Services Monthly Report
- Planning Commissioners Academy, April 4-6, 2018, in Monterey. The Planning Commissioners were reminded to complete their AB 1234 Ethics training before submitting reimbursement requests for the Academy.

**PLANNING COMMISSION REPORTS**

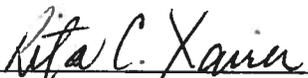
Commissioner Inglis reported on the OneWater Project sponsored by the Water Research Foundation, and indicated he would provide further information to interested parties.

Commissioner Xavier reported on the most recent Hazardous Materials Operations Committee meeting, at which there was no quorum.

Commissioner Xavier announced that the League of Women Voters Bay Area would be holding its Annual League Day on February 3, 2018, at a cost of \$35 per person (with breakfast and lunch included), and suggested that interested parties contact her if they would like further information regarding this event.

**ADJOURNMENT**

There being no further business, Chairperson Xavier adjourned the meeting at 7:02 p.m. to the February 27, 2018 meeting.

  
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Rita Xavier  
Chairperson

  
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Reina J. Schwartz  
Assistant City Manager