



City of San Pablo Planning Commission AGENDA

Tuesday, September 25, 2018 at 6:30 pm
City Hall Council Chambers, Building 2
13831 San Pablo Avenue, San Pablo, CA 94806

- Roll Call** Rita Xavier, Chairperson
Roberta Feliciano, Vice-Chair
Yuhong Shi
Dorothy Gantt
Dr. Charlene Harlan-Ogbeide
- Pledge of Allegiance**
- Introductions** Introduction of staff members.
- Public Comment** This is the time for comments on any item within the Planning Commission’s jurisdiction, if such item is NOT listed on the agenda. Anyone who wishes to address the Planning Commission on a topic that is not on the agenda is requested to give a speaker form to staff. There is a 3-minute limit on public comments (6-minute limit w/translation). Comments on agenda items will be heard when that item is called.
- Meeting Procedures** Members of the public attending a Planning Commission meeting for the first time are encouraged to read the “Meeting Procedures” information following the agenda.
- Consent Calendar** The Consent Calendar includes routine items that are to be enacted by one motion. There will be no separate discussion of these items. If discussion is requested, the item will be removed from the Consent Calendar and considered separately.
- Item number(s):**
1. **Approval of Minutes**
From the meeting held on August 28, 2018
- Appeal Date** The appeal date for actions taken by the Board at this meeting is no later than 6:00 p.m. on **Tuesday, October 9, 2018.**

Public Hearing(s)

1. PLAN1808-0024

GENERAL PLAN CONFORMANCE FOR 2395 ROLLINGWOOD, SAN PABLO, CA

Consideration of a finding of General Plan conformance for the acquisition of a parcel by the City of San Pablo, as required under Government Code Section 65402. This is a City initiated project. The parcel is identified as 2395 Rollingwood Drive, APN 416-074-004. The proposed findings have been determined to be exempt from the provisions of the California Environmental Quality Act, in accordance with CEQA guidelines 15061(b)(3), no potential for causing a significant effect on the environment.

Location	2395 Rollingwood Drive, San Pablo
APN	416-074-004
Zoning	R-6, Single-Family Residential (Contra Costa County Zoning Designation)
CEQA	Categorical exemption pursuant to California Environmental Quality Act §15061(b)(3), no potential for causing a significant effect on the environment.
Owner	Contra Costa County
Applicant	City of San Pablo
Agent for Applicant	Charles Ching
Staff Contact	Elizabeth Dunn, Planning Manager
Recommendation	CONDITIONAL APPROVAL

Study Session/ Discussion

- A. **Zoning Ordinance Update Study Session: Residential On-Site Parking Requirements**
Presented by Elizabeth Dunn, Planning Manager
- B. **Overview of CEQA (California Environmental Quality Act)**
Presented by Lynn Tracy Nerland, City Attorney

Staff Updates

- A. Announcements
- B. Community & Economic Development Department project status

Commissioner Updates

- A. Commission member reports regarding meetings or conferences
- B. Announcements

Adjournment

The next meeting of the City of San Pablo Planning Commission is scheduled on **Tuesday, October 23, 2018.**

ADA In accordance with the Americans with Disabilities Act, persons requiring assistance or auxiliary aids in order to participate should contact the Planning Division at 13831 San Pablo Avenue, Building 3, San Pablo, CA 94806, telephone (510) 215-3030, email ElizabethD@SanPabloCA.gov, as soon as possible prior to the meeting. The City will give such requirements primary consideration, taking into account undue financial and administrative burdens or fundamental alterations in the City service, program or activity.

Records Copies of this agenda and non-exempt records relating to an open session item on this agenda will be available for public review at the City Clerk’s office, 13831 San Pablo Avenue, Building 1, at the same time they are distributed or made available to the Commission.

Meeting Procedures **Function of a Public Hearing** A public hearing is intended to inform the public of pending proposals and to enable members of the public to present relevant information and viewpoints before any Planning Commission action. The Planning Commission encourages community participation at its meetings and has established procedures that are intended to accommodate public input in a timely manner as follows.

Speaker Registration Persons wishing to speak on a particular item on the agenda are requested to submit a speaker form with the staff prior to the Planning Commission’s consideration of the item. The Planning Commission Chairperson will invite you to speak at the appropriate time when the matter is being considered.

Consent Calendar Applications that are considered routine by the Staff have been placed on the consent calendar with a recommendation to approve, conditionally approve, or continue the item to a date certain. The Planning Commission may act in one motion to adopt the staff recommendations on those items.

Prior to voting on the consent calendar, the Chair will ask if any member of the public wishes to speak on any of the items listed on the consent calendar. If you wish to speak, please rise and request that the agenda item be removed from the consent calendar. Items removed will be discussed in the numerical order listed on the agenda.

Public Hearing Procedure

1. Chair identifies the agenda item and explains any deviation from the standard speaker rules.
 2. Staff presents a brief project summary and makes a preliminary recommendation.
 3. Planning Commission members may ask questions of Staff regarding the proposal.
 4. Chair opens the public hearing.
 5. Applicant is invited to describe and explain the proposal..... 5 minute limit*
 6. Registered speakers..... 5 minute limit*
 7. Applicant may make rebuttal comments..... 3 minute limit*
- *All time limits shall be doubled if translation is needed.
8. Planning Commission members may ask follow-up questions of the speakers at any time.
 9. Staff presents a final summary and recommendation.
 10. Planning Commission members discuss the proposal and vote either to close or to continue the public hearing to a specific date.
 11. If the public hearing is closed, Planning Commission members further discuss the proposal and vote to approve, to approve with conditions, or to deny the application.
 12. Chair informs the audience of the Planning Commission’s action and appeal process.

Appeals Decisions of the Planning Commission may be appealed to the City Council within ten (10) days. Appeals must be submitted to the City Clerk's office in writing and must indicate the reasons that the Planning Commission's action should be reversed.

Legal Challenge Notice If you challenge a decision on any of the items on this agenda in court, you may be limited to only those issues you or someone else raised at any public hearing on the item challenged, or in written correspondence delivered to the public entity conducting the hearing at, or prior to, the public hearing.

Meeting Time Limits If all of the agenda items are not completed by 9:00 PM, the items remaining shall be continued to the next regular meeting unless the Planning Commission votes to extend the meeting.

Staff Reports and Tentative Recommendations Copies of the staff reports for the public hearing items on this agenda can be viewed on the City of San Pablo's website at:

<http://www.ci.san-pablo.ca.us/875/Planning-Commission>

Go to: Agendas>Most Recent Agenda (for current agenda)

Cell Phones Please silence all cell phones, pagers, and other electronic devices during the meeting.

Assistance

Any questions related to the Planning Commission hearing, Zoning, or related planning activities can be directed to the San Pablo City Planning Division at (510) 215-3030.

- * **If you need Spanish language assistance, please contact the Community & Economic Development Department at (510) 215-3030.**
- * **Si necesita asistencia en español, por favor contacte al Departamento de Desarrollo Comunitario y Económico al (510) 215-3030.**



City of San Pablo Planning Commission MINUTES

Tuesday, August 28, 2018 at 6:30 pm
City Hall Council Chambers, Building 2
13831 San Pablo Avenue, San Pablo, CA 94806

Roll Call

Chairperson Xavier called the meeting to order at 6:30 p.m. Call of the roll showed present: Commissioner Harlan-Ogbeide, Commissioner Shi, Chairperson Xavier, Vice Chair Feliciano, and Commissioner Gantt. Staff present at the meeting included: Sarah Maroof, Secretary to the City Attorney; Sandra Marquez, Assistant Planner; Elizabeth Dunn, Planning Manager; Lynn Tracy Nerland, City Attorney; Amanda Booth, Senior Management Analyst; and Charles Ching, Community & Economic Development Director.

Public Comment

None.

Meeting Procedures

Members of the public attending a Planning Commission meeting for the first time were encouraged to read the "Meeting Procedures" information following the agenda.

Consent Calendar

1. Approval of the Minutes

Commissioner Harlan-Ogbeide made a motion to approve the minutes for the meeting of June 26, 2018. The motion was seconded by Commissioner Gantt and approved by a vote of 5-0.

2. Approval of the Agenda

Commissioner Feliciano made a motion to approve the Agenda for the meeting of August 28, 2018. The motion was seconded by Commissioner Gantt and approved by a vote of 5-0.

Appeal Date

Chairperson Xavier announced that the appeal date for actions taken by the Board at this meeting would be no later than 6:00 p.m. on **Monday, September 10, 2018.**

Public Hearing(s)

1. PLAN1804-0022

Description

Location

APN

Zoning

CEQA

CONDITIONAL USE PERMIT & DESIGN REVIEW, CALIFORNIA AVE AT 21ST STREET

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 single-story residence of 1,431 square feet, which includes a single-car garage on a substandard lot of 3,180 square feet at California Ave, San Pablo, CA (APN 410-161-006).

(No assigned address yet) 275 feet west of the intersection of California and 21st Street.

410-161-006

R-1 Single-Family Residential

Categorical exemption pursuant to California Environmental Quality Act §15303, Class 3a, construction of a new small facility or structure

Owner	Malalai Momand
Applicant	Malalai Momand
Agent for Applicant	Rasul Rasuli
Staff Contact	Sandra Marquez, Assistant Planner
Recommendation	CONDITIONAL APPROVAL

Assistant Planner Marquez clarified that the project under consideration was a single-story residence, not a double-story residence as erroneously indicated in the legal notice and PowerPoint presentation. Marquez gave a presentation of the project and staff recommendations, after which the Planning Commissioners were invited to ask questions of staff. Commissioners had no questions of staff.

The Public Hearing was opened. Ms. Malalai Momand introduced herself as the property owner and applicant, indicated that she accepted the conditions of approval, and requested that the Commissioners approve the project as presented.

Ms. Toni Alves introduced herself as living in an adjoining property and voiced concerns about parking and garbage. She indicated that street was already crowded with parked cars and junk cars that needed to be towed. She also mentioned concerns about trash in the area of the proposed development and the general condition of the neighborhood. She suggested that the Planning Commission consider making California Avenue a one-way street as a possible remedy for traffic congestion.

Commissioner Shi also voiced concerns about crowded street conditions and lack of available street parking for residents. Planning Manager Elizabeth Dunn commented that issues related to parking would be considered more fully at the Zoning Ordinance Update Study Session, which would address parking regulations for standard and substandard lots, currently planned for the September Planning Commission meeting.

Mr. Rasul Rasuli of Global investment introduced himself as agent for the applicant. In reply to concerns regarding crowded street parking conditions, Mr. Rasuli commented that the proposed project, as a single-story house with three bedrooms, would impact parking less than a double-story house with more bedrooms, and the proposed project would improve the general condition of the neighborhood by bringing new construction to the area.

Commissioner Gantt made a motion, seconded by Commissioner Harlan-Ogbeide, to approve Resolution 18-09 of the Planning Commission of the City of San Pablo approving a Conditional Use Permit for tandem parking on a lot less than 50 feet in width, and design review to allow a single-story residence that includes a single-car garage on a substandard lot of 3,180 square feet at California Avenue, San Pablo, CA (APN 410-161-006), and the motion was approved by a vote of 5-0, with no changes to the conditions of approval presented by staff.

AYES: Harlan-Ogbeide, Shi, Xavier, Feliciano, Gantt
 NOES: None
 ABSENT: None
 ABSTAIN: None

Study Session/Discussion

A. Storm Drain Master Plan Presentation

Senior Management Amanda Booth gave a presentation on the *Storm Drain Master Plan*, and responded to questions and comments by the Commissioners.

Commissioner Feliciano inquired about timeline and funding. Ms. Booth responded that some of the projects identified would take approximately one year to design and another year to install, and would be funded primarily by grant funding, but the overall Storm Drain Master Plan may take more than 10 years to implement.

There were several questions regarding current trash capture and the adequacy of such trash capture. Ms. Booth gave further details regarding the current trash capture systems in place, current and future requirements for trash capture, and potential future requirements for businesses with contiguous lands in high trash areas to install trash capture devices.

Commissioner Shi had questions regarding extreme events. Ms. Booth responded that the creek and storm drain network modeling as presented covered 10-year and 25-year events, but not 100-year events.

Commissioner Harlan-Ogbeide inquired about cooperation with other communities. Ms. Booth responded that each community is responsible for its own storm drain systems.

B. Zoning Ordinance Update Study Session: Tiny Homes/Landscaping

Planning Manager Elizabeth Dunn led a Study Session on potential updates to the Zoning Ordinance related to *Tiny Homes and Landscaping*.

Planning Manager Dunn outlined proposed development standards for tiny homes, which was a priority work plan item identified by the City Council for FY2018-19. These standards would apply to lots of at least 3,000 square feet in size, with a maximum home size of 400 square feet, with one bedroom, and height of 12 feet, and lot coverage requirement of 45% maximum. The standards would require owner occupancy in one of the units and require a deed restriction to that effect. Parking would not be required for the tiny home, but parking for the existing single family home may need to be brought into compliance. Permanent cooking facilities would be required; at least six feet would be required between structures on the same lot; and design and style would need to be similar to the existing single family home.

Proposed Landscaping updates to the Zoning Code were discussed in order to address current inconsistencies in the Zoning Code, including revising Section 17.48.010(B) to require: landscape materials for new homes or residential additions drought tolerant or native landscape species, and installation of drip irrigation systems for front and side yard areas.

Planning Manager Dunn wrapped up the study session as follows:

1. Although parking is known to be a problem, particularly on Old Town, we cannot require additional off-street parking for tiny homes, as State law prevails as to accessory dwelling units.
2. Costs of building tiny homes, while noted to be relatively high, are not the purview of the Planning Commission and/or Zoning Code.
3. Commissioner Feliciano endorsed the proposed requirement for landscaping, including drought tolerant and native species, but not the requirement for drip irrigation.
4. Commissioner Feliciano suggested there be one landscape standard applicable to all lots, so that all lots would be required to have permeable surface of at least 50% of the front and side setback area excluding driveway and walkway, rather than separate requirements for standard lots and substandard lots.

Staff Updates

Time limits for public comment and for speaking at Public Hearings was briefly discussed and will remain at 3 minutes for Public Comment (6 minutes if translation is needed), and 5 minutes for Public Hearing speakers (10 minutes if translation is needed).

Director Ching formally introduced Elizabeth Dunn to the Planning Commission as the new Planning Manager for the Community and Economic Development Department.

Planning Manager Dunn gave an overview of upcoming projects, including Zoning Ordinance and General Plan updates. She reported that there would be continuing monthly Zoning Ordinance Update Study Sessions to address different topics currently under review, and the topics to be addressed at the September Planning Commission meeting would include air quality and parking.

Commissioner Updates

There were no Commission member reports or announcements.

Adjournment

There being no further business, Chair Xavier adjourned the meeting at 8:00 p.m. to the September 25, 2018, meeting.

Rita Xavier, Chairperson

Charles Ching, Secretary

Planning Commission Staff Report

PREPARED BY: Elizabeth Dunn, Planning Manager

DATE: September 25, 2018

SUBJECT: **PLAN1808-0024: CONSIDERATION OF A FINDING OF GENERAL PLAN CONFORMANCE FOR THE ACQUISITION OF A PARCEL BY THE CITY OF SAN PABLO, AS REQUIRED UNDER GOVERNMENT CODE SECTION 65402. THIS IS A CITY INITIATED PROJECT. THE PARCEL IS IDENTIFIED AS 2395 ROLLINGWOOD DRIVE, APN 416-074-004, AT THE NORTHEAST CORNER OF ROLLINGWOOD AND GREENWOOD DRIVES. THE PROPOSED FINDINGS HAVE BEEN DETERMINED TO BE EXEMPT FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, IN ACCORDANCE WITH CEQA GUIDELINES 15061(B)(3), NO POTENTIAL FOR CAUSING A SIGNIFICANT EFFECT ON THE ENVIRONMENT.**

STAFF RECOMMENDATION

Adopt Resolution 18-10 (Attachment A) finding that the acquisition of 2395 Rollingwood Drive, APN 416-074-004, at the northeast corner of Rollingwood and Greenwood Drives, by the City of San Pablo, to be in conformance with the City of San Pablo General Plan. The property is regulated by Contra Costa County, as this is unincorporated land. The Rollingwood neighborhood is within the City of San Pablo's Sphere of Influence, and would not be annexed to the City of San Pablo. The property would become a community asset for the City of San Pablo.

BACKGROUND

Applicant:	City of San Pablo
Location:	2395 Rollingwood Drive
Parcel Number:	416-074-004
Contra Costa County General Plan Designation:	SH, Single Family Residential High (5.0 – 7.2 units per acre)
Contra Costa County Zoning District:	R-6, 6,000 square feet per lot

SITE AND PROJECT DESCRIPTION

This is a City initiated project involving acquisition of a parcel that is adjacent to the City of

San Pablo, outside the jurisdictional boundary of the City of San Pablo, and within the City's Sphere of Influence. Contra Costa County will retain land use authority and regulation of this parcel, and this property will not be annexed into the City of San Pablo. The property is developed with a two-story building, as shown in Figure 1, and is 9,152 square feet (.21 acres). Staff is requesting that the Planning Commission make a General Plan conformance finding for the acquisition of this parcel.

FIGURE 1: ROLLINGWOOD RECREATION BUILDING



ANALYSIS

The property at 2395 Rollingwood Drive, the Rollingwood Recreation Center, is in the Rollingwood-Wilart Recreation and Park District (RWRPD). Currently, the RWRPD boundaries consist of approximately 670 housing units, 644 households, with a population of 2,832 residents within a 109-acre area (see Attachment B, the San Pablo Boundary and Sphere of Influence Map). This area is one of sixteen (16) areas of unincorporated lands within Contra Costa County.

The RWRPD boundaries are currently located within the City's Sphere of Influence (SOI), which is defined as a probable physical boundary and service area of a local agency. Factors that are considered in determining a SOI are:

- The present and planned land uses, including agricultural and open space lands
- The present and probable needs for public facilities and services in the area
- The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide
- The existence of any social or economic communities of interest in the area if the Commission determines that they are relevant to the agency.

The City of San Pablo intends to acquire the Rollingwood Recreation Center as a community asset for the City of San Pablo. There is no intention to annex this parcel into the City of San Pablo at this time.

City staff inspected the Rollingwood Recreation Center and found the building to be structurally sound; restrooms in good shape; the interior, including the kitchen, needs rehabilitation; some ADA compliance improvements are needed, and the parking lot needs attention and may not provide an adequate number of parking spaces. At a previous City Council Subcommittee meeting, the Subcommittee put forward a recommendation to the City Council that the City proceed with further analysis of acquiring this property as a community asset for the City of San Pablo.

GENERAL PLAN FINDINGS FOR CONFORMANCE

There are guiding and implementing policies that are incorporated into all of the elements of the City's General Plan. The relevant guiding and implementing policies are from the Growth Management and Parks, Schools, Community Facilities & Utilities elements of the General Plan. These policies, for the acquisition of property for a community asset for land that is in the City's Sphere of Influence, are listed below:

***Guiding Policy GME-G-2:** Provide adequate infrastructure and facilities to meet the demands of new development and population growth.*

***Guiding Policy PSGU-G-2:** Facilitate the provision of a broad range of community serving facilities to meet local needs, including, but not limited to, schools, community centers, and libraries.*

***Guiding Policy PSGU-G-4:** Promote equitable distribution of and access to community-serving facilities throughout San Pablo.*

***Implementing Policy PSCU-I-18:** Promote sustainable practices in the design, construction and renovation of both public and private community-serving facilities.*

***Implementing Policy PSCU-I-22:** Prioritize the development of new, upgraded, or revitalized community facilities and infrastructure in neighborhoods that are currently underserved or where they can be put to maximum use.*

***HEA-I-10:** Encourage businesses or non-profit organizations to offer indoor recreational facilities and programs compatible with existing commercial structures and zones, such as batting cages, rock climbing walls basketball/indoor soccer courts, and studios offering martial arts, aerobics, and yoga classes.*

ZONING FINDINGS FOR CONFORMANCE

As stated earlier, the property at 2395 Rollingwood Drive is and will continue to be regulated by Contra Costa County for land use authority. Community buildings, clubs, and activities of a quasi-public, social, fraternal or recreational character, such as golf, tennis, and swimming clubs, and veterans' and fraternal organizations, are allowed in the R-6, Single Family zoning district, with a Land Use Permit (LUP). There would be no change to the use, or County land use provisions, with the acquisition of this property.

ENVIRONMENTAL DETERMINATION

Pursuant to the California Environmental Quality Act (CEQA), the proposed project has been determined to be exempt from the provisions of CEQA, in accordance with CEQA Guidelines 15061(b)(3), no potential for causing a significant effect on the environment.

PUBLIC HEARING NOTICE

Notices were mailed to owners of properties within a 300-foot radius of the site. The notices were mailed on Wednesday, September 12, 2018. In addition, a public hearing notice was delivered to the West County Times newspaper on Monday, September 10, 2018, and published on Friday, September 14, 2018.

RECOMMENDED ACTION

Open the Public Hearing and consider public comment. Close the Public Hearing and adopt Resolution 18-10 finding that the acquisition of 2395 Rollingwood Drive, APN 416-074-004, by the City of San Pablo to be in conformance with the City of San Pablo General Plan.

ATTACHMENTS

- A) Resolution 18-10
- B) San Pablo Boundary and Sphere of Influence Map
- C) Notice of Public Hearing

RESOLUTION 18-010

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN PABLO FOR THE ACQUISITION OF A PARCEL BY THE CITY OF SAN PABLO, AS REQUIRED UNDER GOVERNMENT CODE 65402. THIS IS A CITY INITIATED PROJECT. THE PARCEL IS IDENTIFIED AS 2395 ROLLINGWOOD DRIVE, AT THE NORTHEAST CORNER OF ROLLINGWOOD AND GREENWOOD DRIVES.

WHEREAS, the City of San Pablo has initiated the acquisition of 2395 Rollingwood Drive, located approximately 200 feet north of El Portal Drive, and at the northeast corner of Rollingwood and Greenwood Drives; and

WHEREAS, the parcel is identified as APN 416-074-004 (0.21 acres); and

WHEREAS, California Government Code Section 65402 requires that the acquisition of properties by local agencies be found in conformance with the City's General Plan by the Planning Commission; and

WHEREAS, California Government Code Section 65402 also requires the reporting of the purpose and extent of such acquisitions; and

WHEREAS, on April 18, 2011, the City Council adopted the San Pablo General Plan 2030, which contains a Public/Institutional designation; and

WHEREAS, the parcel identified as APN 416-074-004 is within unincorporated Contra Costa County; and

WHEREAS, this parcel has the Contra Costa County Land Use designation of Single Family High (SH), and the Zoning designation of R-6 (6,000 square feet per lot); and

WHEREAS, this parcel is being acquired as a community benefit for the City of San Pablo, and that the proposed use is an allowed use within the R-6 zoning district; and

WHEREAS, this parcel will not be annexed into the City of San Pablo at this time; and

WHEREAS, the use for the parcel identified above is consistent with the following General Plan policies:

Guiding Policy GME-G-2: Provide adequate infrastructure and facilities to meet the demands of new development and population growth.

Guiding Policy PSGU-G-2: Facilitate the provision of a broad range of community serving facilities to meet local needs, including, but not limited to, schools, community centers, and libraries.

Guiding Policy PSGU-G-4: Promote equitable distribution of and access to community-serving facilities throughout San Pablo.

Implementing Policy PSCU-I-18: Promote sustainable practices in the design, construction and renovation of both public and private community-serving facilities.

Implementing Policy PSCU-I-22: Prioritize the development of new, upgraded, or revitalized community facilities and infrastructure in neighborhoods that are currently underserved or where they can be put to maximum use.

HEA-I-10: Encourage businesses or non-profit organizations to offer indoor recreational facilities and programs compatible with existing commercial structures and zones, such as batting cages, rock climbing walls basketball/indoor soccer courts, and studios offering martial arts, aerobics, and yoga classes.

WHEREAS, pursuant to the California Environmental Quality Act (CEQA), the project has been determined to be exempt from the provisions of CEQA, in accordance with CEQA Guidelines 15061(b)(3), no potential for causing a significant effect on the environment; and

WHEREAS, a Public Hearing Notice has been published in the West County Times in accordance with the requirements of Section 65090 of the Government Code, and mailed to owners of properties within a 300-foot radius of the sites.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of San Pablo hereby finds that the foregoing recitations are true and correct, and are included herein by reference as findings.

BE IT FURTHER RESOLVED that the Planning Commission of the City of San Pablo hereby finds that the acquisition of APN 416-074-004 by the City of San Pablo to be in conformance with the General Plan.

Adopted this 25th day of September, 2018, by the following vote:

AYES: Commissioner (s)
NOES: Commissioner (s)
ABSENT: Commissioner (s)
ABSTAIN: Commissioner (s)
ATTEST: Commissioner (s)

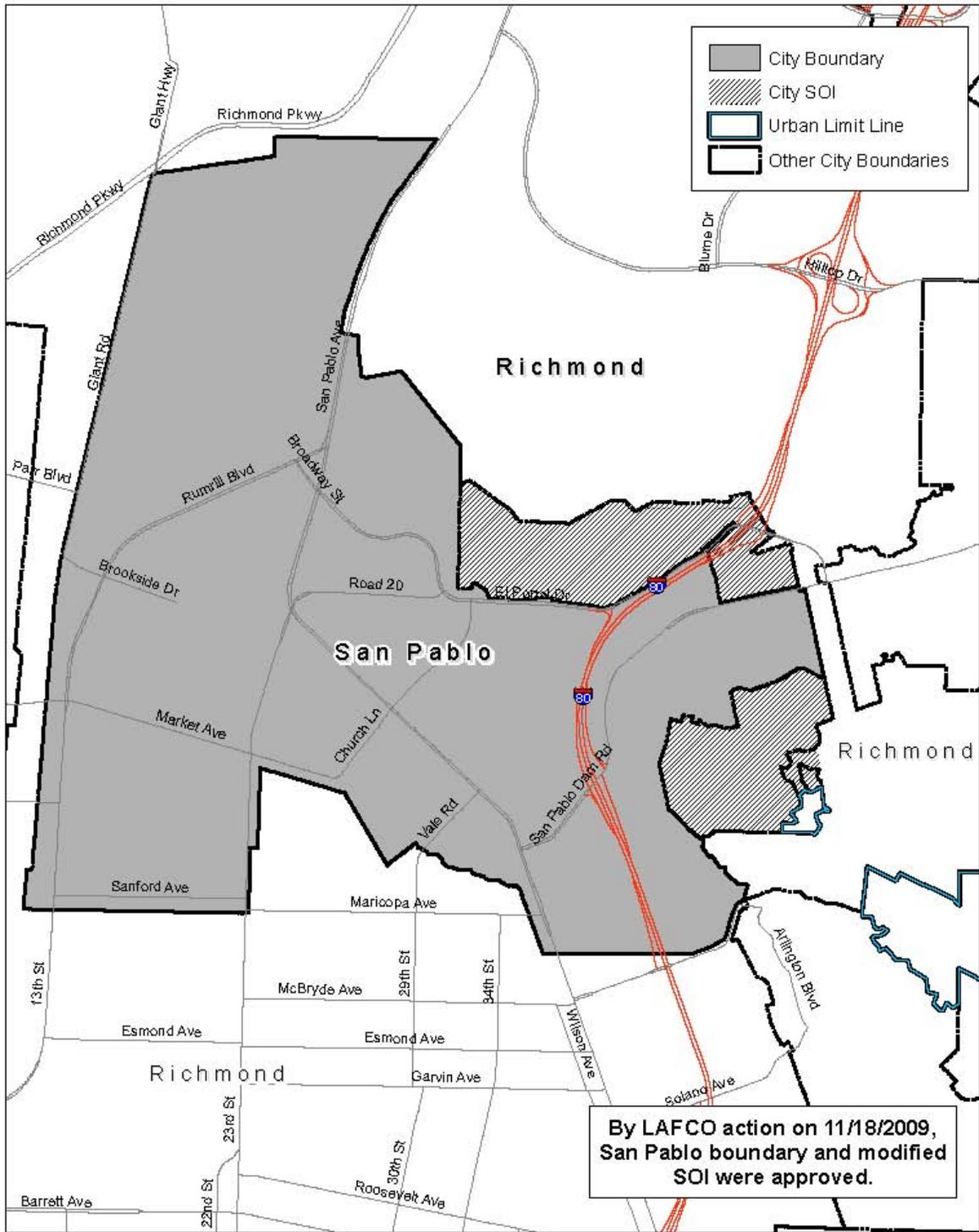
ATTEST:

Charles Ching, Secretary

APPROVED:

Rita Xavier, Chairperson

City of San Pablo Boundary and Sphere of Influence



Map created 1/26/2009
 by Contra Costa County Development, GIS Group
 at 1900 Lakeside Blvd., Hayward, CA 94541-0002
 3750044.5208 12226112.1814W

This map was created by the Contra Costa County Community Development Department with assistance from the Contra Costa County GIS Program. Some boundaries, primarily City Limits, in central Contra Costa County are shown for informational purposes only. While the County has no responsibility for accuracy, this map contains copyright information for the City of San Pablo. It may be reproduced for use in other maps or documents, but users will be responsible for any copyright or other legal issues that may arise.



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West County Times

1050 Marina Way S
Richmond, CA 94804
(510) 262-2740

2015901

SAN PABLO CITY OF
CITY CLERK OFFICE
LEHNY CORBIN
13831 SAN PABLO AV BLDG #1
SAN PABLO, CA 94806

PROOF OF PUBLICATION

FILE NO. 9/25 HEARING-PLAN1808-0024

In the matter of

West County Times

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter.

I am the Principal Legal Clerk of the West County Times, a newspaper of general circulation, printed and published in the City of Walnut Creek, County of Contra Costa, 94598

And which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Contra Costa, State of California, under the date of August 29, 1978. Case Number 188884.

The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

09/14/2018

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 14th day of September, 2018.



Signature

Legal No.

0006219698



CITY OF SAN PABLO
City of New Directions

**CITY OF SAN PABLO
NOTICE OF PUBLIC HEARING
PLAN1808-0024 General Plan Conformance
APN# 416-074-004**

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of San Pablo, State of California, will hold a public hearing on the following item:

PLAN1808-0024: Consideration of a finding of General Plan conformance for the acquisition of a parcel by the City of San Pablo, as required under Government Code Section 65402. This is a City initiated project. The parcel is identified as 2395 Rollingwood Drive, APN 416-074-004. The proposed findings have been determined to be exempt from the provisions of the California Environmental Quality Act, in accordance with CEQA guidelines 15061(b)(3), no potential for causing a significant effect on the environment.

NOTICE IS HEREBY FURTHER GIVEN that the hearing will be held at the Planning Commission meeting on Tuesday, September 25, 2018 at 6:30 p.m. The meeting will take place in the City Council Chambers located at One Alvarado Square, 13831 San Pablo Avenue, San Pablo, CA. 94806 at which time and place all persons interested may be heard. Questions may be directed to the City of San Pablo Community and Economic Development Department at (510) 215-3030.

NOTE: If you challenge this item in court, you may be limited to raising only those issues raised at the public hearing described in this notice, or in written correspondence delivered to the Planning Commission at, or prior to, the public hearing.

If you need Spanish language assistance, please contact the Development Services Department at (510) 215-3030. Si necesita asistencia en español, por favor contacte al Departamento de Servicios de Desarrollo al (510) 215-3030.

**Elizabeth Dunn, Planning Manager
Community and Economic Development
Department**

WCT 6219698 September 14, 2018

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Planning Commission Staff Report

PREPARED BY: Elizabeth Dunn, Planning Manager

DATE: September 25, 2018

SUBJECT: PLAN1808-0016: STUDY SESSION ON UPDATES TO THE SAN PABLO ZONING ORDINANCE: STREAMLINING THE ON-SITE PARKING REQUIREMENTS FOR TANDEM PARKING FOR SINGLE FAMILY RESIDENTIAL LOTS, REGARDLESS OF LOT WIDTH

STAFF RECOMMENDATION

Conduct study session and provide comments.

BACKGROUND

In May 2015, a revised Zoning Ordinance went into effect for the City of San Pablo. This Zoning Ordinance incorporated the land use changes to the City's General Plan and San Pablo Avenue Specific Plan, which were both adopted in 2011 by the City Council, and new zoning designations were established for the City of San Pablo.

Over the course of the past few years when using the new Zoning Code, staff has found areas where there are: 1) internal inconsistencies between sections in the Zoning Code; 2) language that could use further clarification; 3) duplication of some information between sections of the Zoning Code; and 4) minor typographic errors. Additionally, there are topic areas in the Zoning Code that can benefit from additional language that clarifies the criteria for the topic, such as the Hillside Overlay zone, or topics that continue to be refined with new language state legislation, such as Accessory Dwelling Units (ADUs).

The purpose of these study sessions is to discuss these more substantive topic areas with the Planning Commission and San Pablo residents in order to help refine and clarify the implementation of the Zoning Code. Over the next few months, a number of topics will be brought to the Planning Commission for discussion. These topics include:

- 1) adding language to the City's Accessory Dwelling Unit provisions to incorporate the criteria and development standards for smaller ADUs or "Tiny Homes";
- 2) strengthening front yard landscaping provisions;
- 3) clarification of residential off-street parking requirements; and
- 4) establishing specific development standards for two zoning overlay districts (the Hillside Overlay, and Air Quality Health Risk Overlay).

The topic to be discussed at the September 2018 meeting will be: streamlining the on-site parking requirements for tandem parking for single family residential lots, regardless of lot width.

DISCUSSION

Language in Municipal Code Section 17.54.020, Residential off-street parking requirements, allows tandem parking for single family residential lots (see below). This language establishes a Conditional Use Permit process for tandem parking for lots that are less than 50 feet in width. This standard is applied to requests to develop vacant lots, or residential additions to lots that are developed with single-family residential structures. A conditional use permit (sometimes just called a use permit) process includes a public hearing before the Planning Commission with notice published and mailed in advance to property owners and residents within 300 feet of the subject property.

For lots that are 50 feet or more in width, this process is an Administrative Use Permit, which is processed by Planning staff. In particular, the Zoning Administrator (staff) makes the decision on the Administrative Use Permit, which may be appealed within 10 days of the decision, but there is no notice provided to the surrounding property owners. Written notice of the decision is provided to the applicant, interested parties, and the City Council pursuant to Municipal Code Section 17.16.060(A).

17.54.020 Residential off-street parking requirements.

A. Residential off-street parking requirements for automobiles and similar vehicles shall be regulated by the type of use associated with the land. The following off-street parking requirements shall apply in all zoning districts:

E. Dwellings, Single-Family. The following provisions apply to attached and detached single-family dwellings:

1. For single-family dwellings located on a lot with a width **of at least fifty feet**, two enclosed parking spaces are required. If the spaces are located in the front half of the property, the required spaces must be garage spaces with garage doors. If located on the rear half of the property, the spaces may be either garage spaces or carport spaces. Tandem spaces may be allowed subject to an administrative review. (*boldface/emphasis added*)

2. For single-family dwellings located on a lot with a width of **less than fifty feet**, two enclosed parking spaces are required. Alternatively, subject to approval by a use permit, one space in a garage located in the front half of the lot and one uncovered space in the driveway may be provided. (*boldface/emphasis added*)

RATIONALE FOR THE LANGUAGE MODIFICATION

Staff recommends that the lot width criteria be removed from these two sections, and that an Administrative Use Permit process be used to review any request for on-site tandem parking. This will allow a streamlined process for residential property owners who are building a new home, or renovating an existing residential structure, regardless of lot width. There would be a minor cost savings to the applicant if this request were approved. Staff would prefer to have one process to apply for all requests for tandem parking, and the costs saving by going through the Administrative

Use Permit process can be incorporated into the project. The requirement for two off-street parking spaces is not changing with a change to the process to review new construction or additions to existing residential units. However, it will change whether neighbors within 300 feet of the subject property are noticed in advance about the tandem parking request.

This year, the Planning Commission reviewed and approved three Conditional Use Permits for tandem parking on lots less than 50 feet in width. These were all substandard lots, ranging between 2,500 and 3,108 square feet, and included a tandem parking arrangement with one covered, garaged parking space, and one uncovered parking space in the driveway. Two of the proposed homes were two-story; one home was single-story. Staff processes Administrative Use Permits (AUPs) for tandem parking for lots at least 50 feet wide on a regular basis: six AUPs have been processed to date in 2018. All of these AUPs were triggered by a residential addition to the single family home.

Additionally, staff recommends that the words “similar vehicles” be removed from this and other sections of Section 17.54 (for example, Section 17.54. 030, Nonresidential off-street parking requirements). While staff appreciates flexibility in the language in the Zoning Code, this term is not common in Zoning Codes. Additionally, there is specific language in Section 17.60.050 that identifies where mobile homes, recreational vehicles or boats can be parked. So there is no confusion about the term “similar vehicles”, staff recommends this language be removed from the Zoning Code.

CONCLUSION

The purpose of the workshop is to provide an opportunity for the Planning Commission and public to review the proposed ordinance and make comments as necessary. No action or decision is requested at this time. A public hearing will be set later in 2018 or early 2019 for all of revisions to the Zoning Ordinance for consideration by the Planning Commission for a recommendation to the City Council.

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ABOUT THE ENVIRONMENTAL REVIEW PROCESS (Also Called "the CEQA Process")

Cities and counties weigh a variety of factors when deciding whether to approve a proposed land use or other project. One such factor is what kind of effect a project would have on the environment.

The California Environmental Quality Act guides the process of gathering such information. A nickname for this law is "CEQA" (pronounced "See-Kwa"). The process is quite complex and technical. This sheet provides an overview of some basic concepts though.

The term "environment" includes natural and man-made elements of our surroundings. This includes land, air, water, minerals, plants, animals and noise. It also includes things like historic buildings.

Determining the Level of Environmental Review

In some cases, state-level decision-makers have decided that no environmental review is necessary. Some kinds of projects are exempt from the environmental review process. There are two sources of exemptions. One source is the CEQA statute (these are known as "statutory exemptions"). The Legislature makes this decision. The other source of exemptions is the CEQA Guidelines. These are adopted by the state's Resources Agency to provide guidance on implementing CEQA. These are known as "categorical exemptions."

The "Initial Study"

If a project is not exempt, the next step is to prepare an initial study. Such a study asks the question "are there facts that indicate that a project could have a significant effect on the environment?"

"Negative Declarations"

If the answer is "no," then a "negative declaration" occurs. When an agency uses a negative declaration, it is saying two things. It is reaching a conclusion (or making a "declaration") that an environmental impact report is not necessary (the "negative"). An environmental impact report is a more detailed analysis of a project's effects on the environment.

There are two situations in which a "negative declaration" is used. One is when decision-makers conclude that a project will not have a significant effect on the environment. The other is when the project has potentially significant effects, but they can be reduced or avoided by imposing certain conditions on the project. This type of negative declaration is known as a "mitigated negative declaration."

Evaluating Information in the CEQA Process

Decision-makers receive lots of information through the CEQA process. Some of this information can also be technical. Reasonable people can disagree about how much weight to give to pieces of information. Indeed even experts can disagree.

What if it is not clear whether a project will have an effect on the environment? If there is a "fair argument" that a project may have a significant effect, decision-makers will usually direct that an environmental impact report be prepared.

There can be other points in the environmental review process when reasonable people can disagree about how information should be evaluated. Recognizing this, the law gives decision-makers a fair amount of latitude in determining what information is the most persuasive.

ABOUT THE ENVIRONMENTAL REVIEW PROCESS (Also Called "the CEQA Process")

"Environmental Impact Reports"

If the initial study shows that the project may have a significant effect on the environment, the next step is to prepare the more extensive environmental impact report. Such reports are often referred to by the initials "EIR."

Such reports contain a number of items. It describes the proposed project. It identifies and analyzes each significant environmental impact expected to result from the proposed project. The report also recommends steps to avoid or minimize those impacts. These actions are called "mitigation measures." Possible alternative projects are considered too, including the option of no project.

Impact on the Decision-Making Process

The information from the environmental review process helps decision-makers decide whether to approve a project. The report also helps them decide whether putting conditions on a project's approval helps. But the ultimate decision on whether to approve a project is up to decision-makers (after complying with CEQA).

If the project approval includes mitigation measures, the agency must adopt a reporting or monitoring program to assure those measures occur.

Thinking Ahead When It Comes to Environmental Review

The process of evaluating environmental effects on a project-by-project basis can be both time-consuming and expensive. The California Environmental Quality Act gives decision-makers a number of options to address this.

For example, "master" and "program" environmental impact reports can consider the environmental impacts of major policy decisions (for example, the decision to adopt a general plan). When projects come along that are consistent with these policies, the need for further environmental review and analysis is reduced or eliminated.

CEQA also allows agencies to build upon prior environmental reviews. This avoids unnecessarily repeating analysis which has already occurred and is still current. This is called "tiering" off of earlier reviews. It enables the agency to focus the current environmental review on issues that were not analyzed in the earlier review.

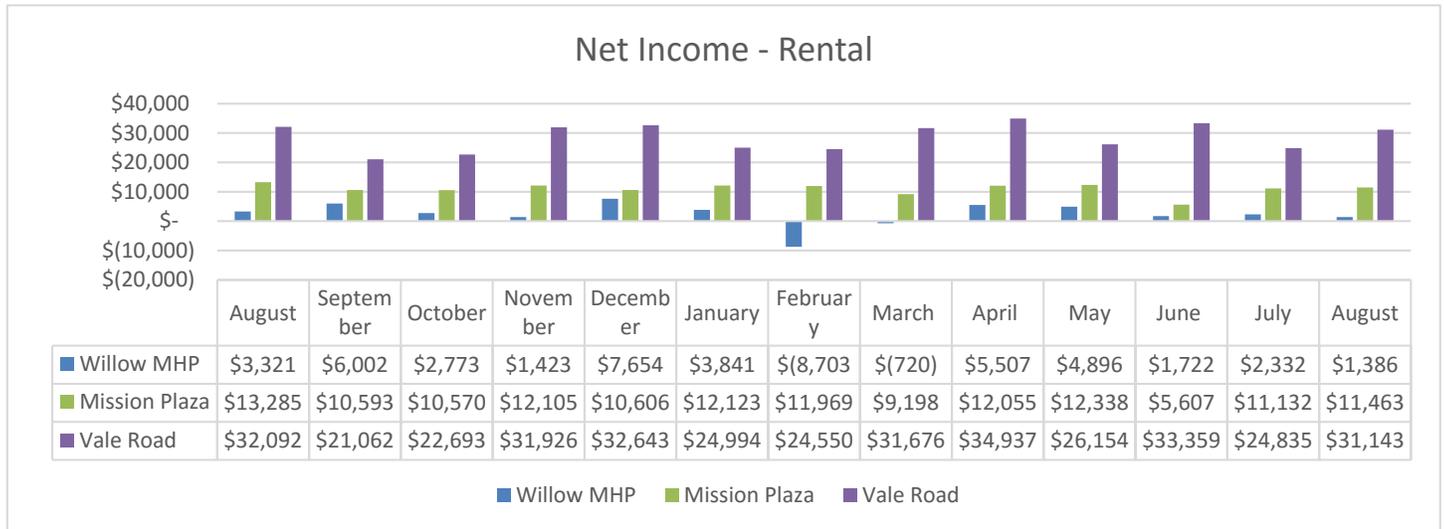
To Learn More

- State of California website on California Environmental Quality Act:
<http://ceres.ca.gov/ceqa/>
- *The Planning Commissioner's Handbook*, League of California Cities, 2005, Chapter 4: The Planning Framework (www.ca-ilg.org/pch4)
- California Public Resources Code Section 21000 and following (accessible from www.leginfo.ca.gov/calaw)
- Solano Press (www.solano.com) has a number of land use-related publications, including one on the California Environmental Quality Act, available for purchase

COMMUNITY & ECONOMIC DEVELOPMENT

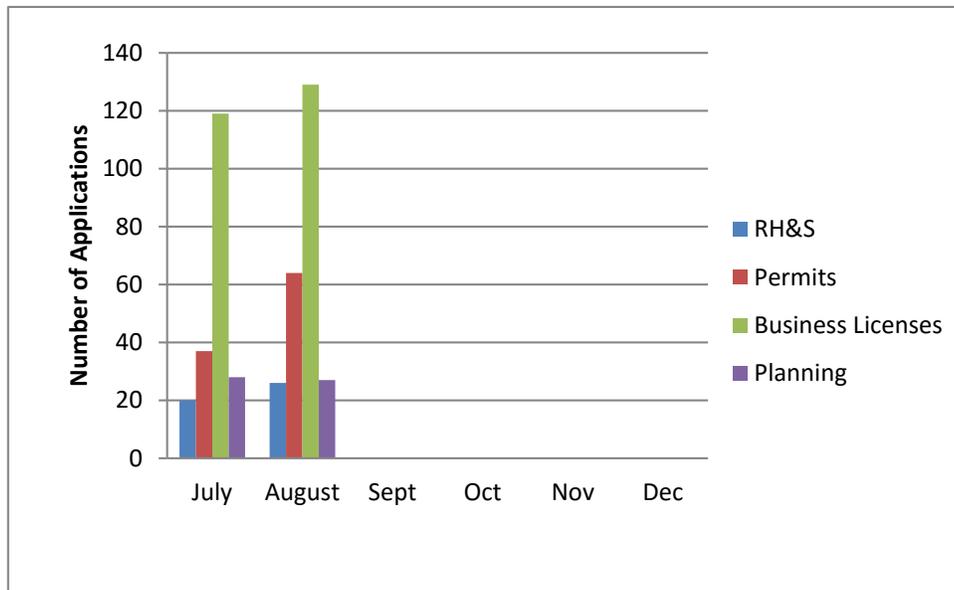
Statistical Data

ECONOMIC DEVELOPMENT STATISTICAL DATA*



*Note: Data is always several months behind

BUILDING AND PLANNING STATISTICAL DATA



Applications Received: Residential Health & Safety, Building Permits, Business Licenses & Community Planning (July 2018 – December 2018)

FYTD Total Applications Received - 450 FYTD Total Fees Collected - \$202,119.71

FYTD Total Number of Customers Assisted – 884

Total # of applications received in August: 246
Total # of customers assisted at counter in August: 424

Residential Health & Safety Program August summary:

Total fees collected – \$9618.00 plus Imaging - \$376.00, Technology - \$484.00

- Single Family Resale: \$5865.00
- Single Family Rental: \$3910.00
- Multi-Family Resale/Rental: \$703.00
- Total units inspected: 85
- Total Certificates of Compliance issued: 17
- Customer Counter Assistance: 33

Building Permit August summary:

Total fees collected \$45,169.73

- Building Permits: \$23,086.49
- Electrical Permits: \$2,758.00
- Plumbing permits: \$2,514.00
- Mechanical permits: \$1,615.00
- Plancheck fees: \$11,062.68
- Imaging fees: \$1,837.04
- Technology fees: \$2,296.52
- Total Permits finalized:
- Fee Estimates provided:
- Customer Counter Assistance: 126

Business License August summary:

Total fees collected: \$41,318.84

- Business licenses issued: 129
- Customer Counter Assistance: 76

Community Planning August summary:

- Total Fees Collected: \$ 5125.00 for (1) Pre-Application, (13) Info./Misc. (13), Home Occupation (1), Contact Made (4), Design Review (1), Zoning Ordinance (1), Sign Review (3), general Plan (1), Use Permit Admin review (1).
- Customer Counter Assistance: 61

Planning Commission:

The regularly scheduled Planning Commission meeting was held on August 28, 2018.

Public Hearing

PLAN1804-0002 CONDITIONAL USE PERMIT & DESIGN REVIEW, CALIFORNIA AVE AT 21ST St.
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 single family residence of 1,431 square feet, which includes a single-car garage on a substandard lot of 3,180 square feet at California Avenue, San Pablo, CA (APN 410-161-006).

Location (No assigned address yet) 275 feet west of the intersection of California and 21st St.
APN 10-161-006
Zoning R-1 Single-Family Residential
CEQA Categorical exemption pursuant to California Environmental Quality Act §15303, Class 3a, construction of a new small facility or structure
Owner Malalai Momand
Applicant Malalai Momand
Applicant's Agent Rasul Rasuli
Staff Contact Sandra Marquez, Assistant Planner
Recommendation Conditional Approval

RESULT: Planning Commission Resolution 18-09 was passed by a vote of 5-0, approving a Conditional Use Permit for tandem parking on a lot less than 50 feet in width, and Design Review to allow a single-story residence that includes a single-car garage on a substandard lot of 3,180 square feet at California Avenue, San Pablo, CA (APN 410-161-006).

Study Session/Discussion

- A. *Storm Drain Master Plan Presentation* by Amanda Booth, Senior Management Analyst
- B. *Zoning Ordinance Update Study Session: Tiny Homes/Landscaping* led by Elizabeth Dunn, Planning Manager

The next regularly scheduled Planning Commission meeting is set for September 25, 2018, at 6:30 p.m.

Customer Counter Assistance for One-Stop Shop Service:

- Dump Vouchers: 45
- Public Works: 43
- Code Enforcement: 16
- Miscellaneous: 24 (public records, questions, inspections, Maple Hall rental, tenant issues, meetings, job questions, appointments, visitor, curb painting, loan payment, alarm, homeless encampment, etc.)

Significant Events / Work Plan Accomplishments

CITYWIDE

- Two (2) staff members participated in ongoing interdepartmental collaborative effort to develop uniform file naming conventions, departmental electronic file organization and protocols.
- Participated in Safe Driving training provided by Brickmore Risk Control.

DEPARTMENTAL

- RH&S scanned program records cleaned out by intern and prepared for destruction per Records Retention Schedule.
- 16 boxes of RH&S and Business License records approved for on-site destruction on 8/16/18 per Records Retention Schedule.
- Departmental electronic file re-organization initiated.

PLANNING DIVISION

- A regular meeting of the Planning Commission was held on August 28, 2018.
- A study session was prepared for the Planning Commission encompassing Tiny Homes and Landscaping, to gather input for future Zoning Ordinance updates.
- A possible Flavored Tobacco Ordinance was presented to the City Council for input and direction.

BUILDING DIVISION

- Collaboration with Code Enforcement staff to coordinate cases and procedures.
- Intradepartmental collaboration to finalize plan checks.
- Farm Fresh/Nutrition Fundamental has begun tenant improvements at the subleased space at the Library.
- Plan Check process initiated for Fire Station 70.
- New City Hall rough grading and storm drain permits issued.

ECONOMIC DEVELOPMENT

Significant Events / Work Plan Accomplishments

PR and Marketing Efforts

- Continued *Putting San Pablo to Work*-themed e-blasts and bilingual social media marketing campaigns
 - Putting San Pablo to Work (two editions: job opportunities and career training)
 - Removing Barriers (e.g., clinics, grants and employment support services, financial literacy, computer literacy)
 - Particular hiring or training events
- Conducted regular outreach for all services, campaigns, and grants: *use web presence, eBlast, City's eNews, social media (e.g., Facebook, Twitter, Instagram), as well as print, in addition to direct 1:1 engagement*
 - Grant funding and awards to support San Pablo, West Contra Costa, and Northern Alameda Counties high-needs populations
 - Grand openings and business milestone events
 - Workforce Initiative Subsidy for Homeownership (WISH) program
 - EDC member highlights
 - National days or events (e.g., NNO) tied to local business offerings
 - Monthly business and workforce workshops, mixers, & special events
 - Shopping incentive and community engagement campaigns (e.g., ad share publication, Where's Pablo?)

Programs & Services Delivered, and Event Participation

- Piloted ad share direct mail with 14 businesses participating
- Worked with San Pablo PD and 30 local businesses to advance "Where's Pablo?" Campaign; secured locations and prizes
- Submitted first-year grant report to the Leshner Foundation
- Continued KP grant enrollment
- Provided one-on-one workforce support and case management
- Delivered member/sponsor benefits, constant recruitment, and managed renewals
- Provided individual technical assistance for small business owners and entrepreneurs
- Added 5 new members, and renewed 2 members and 1 sponsor
- Continued Local Economic Opportunity Policy collaboration with city colleagues; recruited additionally licensed/bonded/insured, reputable contractors
- Delivered Workforce and Business workshops, events, and training
- Met with job training partners and case managed workforce
- Scheduled September Business Watch with PD, secured logistics, and initiated outreach and marketing
- Regular service delivery and events:
 - August 7: National Night Out community outreach event
 - August 8: Nerdy Mixer in El Sobrante (Nerd Crossing)
 - August 13: Class start of Microsoft Office Suite
 - August 15: Maya Thai Laos Restaurant Grand Opening
 - August 18: Removing Barriers Clinic
 - ❖ 47 clients treated

- August 20: Attended “Get Certified for Contracts with Anchor Institutions” workshop at Catholic Charities of the East Bay
- August 20: hosted Travis Credit Union Workshop: Identity Theft Prevention
- August 21: tabled at Career Education Info Night at Contra Costa College
- August 27: hosted Curacubby Company On-site recruitment

Other Critical Projects

- Advanced planning with West County Partners to assume East Bay Works “One Stop” AJCC responsibilities as part of the Contra Costa Workforce Collaborative
- Began management responsibilities and outreach at Mission Plaza
- Attended BED Committee Meeting (CCC Workforce Development Board) and joined Strategy and Communications sub-committee
- Hired new Program Coordinator for Workforce Team
- Continued pursuing grants and relationships that advance the San Pablo EDC’s Strategic Fund Development Plan (Awarded second KP grant)
- Continued to improve and update Salesforce CRM database
- Participated in media interviews
- Discussed partnership opportunities and support desired in San Pablo with East Bay EDA and the East Bay Leadership Council
- Followed up on all D.C. meetings with electeds
- Completely revised Workforce Enrollment protocol and forms