



## City of San Pablo Planning Commission MINUTES

Tuesday, September 25, 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 Shi, Chairperson Xavier, and Vice Chair Feliciano. Commissioner Harlan-Ogbeide and Commissioner Gantt were absent. Staff present at the meeting included: Sarah Maroof, Secretary to the City Attorney; Michelle Chavez, Administrative Secretary; Elizabeth Dunn, Planning Manager; Lynn Tracy Nerland, City Attorney; 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 Feliciano made a motion to approve the minutes for the meeting of August 28, 2018. The motion was seconded by Commissioner Shi and approved by a vote of 3-0-2.

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

### 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 **Tuesday, October 9, 2018.**

### Public Hearing(s)

#### 1. PLAN1808-0024

Description

#### 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

416-074-0004

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 Cost County
Applicant	City of San Pablo
Agent for Applicant	Charles Ching
Staff Contact	Elizabeth Dunn, Planning Manager
Recommendation	<b>CONDITIONAL APPROVAL</b>

Planning Manager Dunn gave a presentation of the project and staff recommendations, after which the Planning Commissioners were invited to ask questions of staff. Commissioner Shi inquired about the cost for the acquisition. Director Community & Economic Development Ching responded that the City and County have not yet discussed price and terms of purchase. Commissioner Feliciano inquired if the building would be used as a recreation center. Mr. Ching commented that the use of the property is currently undetermined.

Commissioner Feliciano made a motion, seconded by Commissioner Shi, to approve Resolution 18-10 of the Planning Commission of the City of San Pablo approving 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 Drive. The motion was approved by a vote of 3-0-2, with no changes to the conditions of approval presented by staff.

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

**Study Session/Discussion**

**A. Zoning ordinance Update Study Session: Residential On-Site Parking Requirements**

Planning Manager Dunn led a Study Session on potential updates to the Zoning Ordinance related to Residential On-Site Parking Requirements and responded to questions and comments by the Commissioners.

Planning Mangaer Dunn outlined the language in the current Zoning Code, which establishes a two-tiered system of review for on-site tandem parking: 1) Conditional Use Permits for tandem parking on lots less than 50 feet wide, with required review by the Planning Commission; and 2) Administrative Use Permits (staff review) for tandem parking on lots of at least 50 feet in width. The two-tiered system adds additional time (2+ months vs 1 month) and fees when projects are required to go before the Planning Commission. Staff recommends streamlining the process so that permits for tandem parking on lots less than 50 feet wide would not be required to be reviewed by the Planning Commission. Both the Conditional and Administrative Use permits would only require staff review.

Staff also recommends removing language in Section 17.54.020 and 17.54.030 about “similar vehicles,” as this is confusing. There is language in Section 17.60.050 discussing that recreational vehicles and boats (20 feet or less in length) can locate in the rear of a residential parcel.

Commissioner Shi requested clarification of the current review requirements for Conditional Use Permits for tandem parking. Planning Manager Dunn responded that there isn’t a difference in the kind of review staff is doing, just the process, specifically Planning Commission review if the lot is less than 50 feet wide versus administrative review if the lot is 50 feet or greater in width.

Commissioner Feliciano inquired if staff has received many comments or concerns from the community regarding tandem parking. Planning Manager Dunn responded that the City has not received many comments or concerns, and the City has not received many Conditional Use Permit requests for tandem parking. Planning Manager Dunn further explained that Administrative Use Permits take around four weeks to process, whereas Conditional Use permits could take two or more months to process as they need to come before the Planning Commission. Commissioner Feliciano also asked if there is a difference in cost between the Conditional Use Permit and Administrative Use Permit. Planning Manager Dunn stated the difference in fees charged to the applicant is around \$600.

Commissioner Feliciano asked if 300-ft notices are sent to adjoining properties for projects applying for Administrative Use Permits. Planning Manager Dunn responded that notices are not sent out for Administrative Use Permits. Commissioner Feliciano also inquired whether a brand new house on a lot less than 50 feet wide would need to go to the Planning Commission. Planning Manager Dunn stated that this would be considered a minor design review and would not need Planning Commission review, unless it was a 2-story structure or had other issues that would trigger Planning Commission review. Planning Manager Dunn reported that, this year, three Conditional Use Permits were brought before the Planning Commission, and in that same time frame, staff completed seven Administrative Use Permit reviews.

Commissioners Feliciano, Shi and Xavier voiced no objection to staff proceeding with the recommended updates to the Zoning Ordinance regarding residential on-site parking requirements, specifically to streamline the Conditional Use Permits process to allow for staff review instead of Planning Commission review, with the understanding that the matter would be brought back to the Planning Commission for formal consideration and recommendation to the City Council.

**B. Overview of CEQA (California Environmental Quality Act)**

City Attorney Lynn Tracy Nerland gave a presentation on CEQA (California Environmental Quality Act) and the environmental review process, and responded to questions and comments by the Commissioners.

**Staff Updates**

Director Ching formally introduced Michelle Chavez to the Planning Commission as the new Administrative Secretary for the Community and Economic Development Department. On September 19, 2018, the City held an informational session for candidates running for City office in the November election, with presentations given by the City Manager and Department Directors. Director Ching also reported that the WIC (Women Infant Children) building is near completion and is scheduled to open in November, and grading has begun at the new City Hall site.

Planning Manager Dunn gave an overview of upcoming projects, including proposed 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.

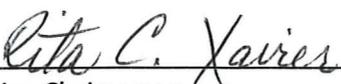
**Commissioner Updates**

There were no Commission member reports or announcements.

**Adjournment**

There being no further business, Commissioner Feliciano made a motion, seconded by Commissioner Shi and passed by a vote of 3-0, to adjourn the meeting.

Chair Xavier adjourned the meeting at 7:25 p.m. to the October 23, 2018 meeting.

  
\_\_\_\_\_  
Rita Xavier, Chairperson

  
\_\_\_\_\_  
Charles Ching, Secretary