



CITY of BRISBANE

Planning Commission Meeting Agenda

Thursday, January 14, 2021 at 7:30 PM • Virtual Meeting

This virtual meeting is compliant with the Governor's Executive Order N-29-20 issued on March 17, 2020 allowing for deviation of teleconference rules required by the Brown Act. Consistent with the Order, this virtual meeting provides a safe environment for staff, Planning Commissioners, and the public while allowing for public participation. The public may address the Commission using exclusively remote public comment options which are detailed below.

The Commission may take action on any item listed in the agenda.

The Planning Commission Meeting will be an exclusively virtual meeting. Members of the public may view the meeting by logging into the Zoom Meeting listed below or on Comcast Channel 27 and the City's YouTube channel at www.youtube.com/Brisbaneca. The agenda materials may be viewed online at www.brisbaneca.org/meetings.

Join Zoom Meeting:

<https://zoom.us/j/95645617043?pwd=aEhJOEJCXYlabzhEWVvkOWR0ZXc2UT09>

Meeting ID: 956 4561 7043

Passcode: 386781

TO ADDRESS THE COMMISSION:

Members of the public are encouraged to submit written comments before the meeting to the project planner. See posted public notices at <https://www.brisbaneca.org/cd/page/public-notices> for planner contact information. For items that are not public hearings, refer to the staff report for planner contact information. Members of the public who join the live Zoom meeting may address the Commission in the Zoom meeting when called upon by the Chairperson. Please use the "Chat" box in Zoom to alert staff that you want to address the Commission.

Members of the public watching the meeting on YouTube or Channel 27 may email or text comments **prior to the start of the particular agenda item** to the below email and text line:

Email: jswiecki@brisbaneca.org

Text: 415-713-9266

A call-in number is also available for those watching the meeting on YouTube or Channel 27 for oral communications and public hearing items:

Phone Number: +1 (669) 900-9128

Meeting ID: 956 4561 7043.

After entering the meeting ID and pressing #, simply press # a second time to enter the meeting waiting room. No participant code is required. Please wait to call until the Chairperson and/or

staff announces that the phone line is open. When you are let into the meeting, press *6 on your phone to unmute yourself before addressing the Commission. To avoid feedback, please turn off the volume of the meeting broadcast on your TV or computer. You will still be able to hear the Commissioners through your phone.

SPECIAL ASSISTANCE

If you need special assistance to participate in this meeting, please contact the Community Development Department at (415) 508-2120 in advance of the meeting. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Commissioners: Gomez, Gooding, Patel, and Sayasane

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

CONSENT CALENDAR

Please Note: Items listed here as Consent Calendar Items are considered routine and will be acted upon collectively by one motion adopting the Planning Department's recommendation unless a member of the public, the Commission, or its staff asks to remove an item to discuss it. Prior to the motion, the Chairperson will ask if anyone wishes to remove an item from the Consent Calendar.

- A. [Approval of draft meeting minutes of November 12, 2020](#)
- B. [Approval of draft meeting minutes of December 3, 2020](#)
- C. [Approval of draft findings of denial for Use Permit UP-1-20 and Grading Review EX-1-20. Note: While discussed and outlined during deliberation, findings of denial were not adopted at the December 3, 2020 Special Planning Commission meeting. The Planning Commission denied the application by a vote of 5-0.](#)
- D. [Approval of draft findings of denial for Use Permit UP-8-20. Note: While discussed and outlined during deliberation, findings of denial were not adopted at the December 3, 2020 Special Planning Commission meeting. The Planning Commission denied the application by a vote of 4-1.](#)

ORAL COMMUNICATIONS (Limited to a total of 15 minutes)

WRITTEN COMMUNICATIONS

OLD BUSINESS

NEW BUSINESS

ITEMS INITIATED BY STAFF

- E. [2021 Planning Commission Syllabus](#)

ITEMS INITIATED BY THE COMMISSION

ADJOURNMENT

F. Adjournment to the regular meeting of January 28, 2020

APPEALS PROCESS

Anyone may appeal the action of the Planning Commission to the City Council. Except where specified otherwise, appeals shall be filed with the City Clerk not later than 15 calendar days following the Planning Commission's decision. Exceptions to the 15 day filing period include the following: appeals shall be filed with the City Clerk within 6 calendar days of the Planning Commission's action for use permits and variances and 10 calendar days for tentative maps and advertising sign applications. An application form and fee is required to make a formal appeal. For additional information, please contact the City Clerk at 415-508-2110.

INTERNET & OTHER ACCESS

Agendas and adopted minutes for meetings of the Planning Commission are posted on the Internet at www.brisbaneca.org/meetings. Meetings are broadcast live on Comcast Channel 27 and by streaming video on the City's YouTube channel (www.youtube.com/Brisbaneca). Meeting video archives are available on the City's YouTube channel. Rebroadcasts on Channel 27 are during weeks following the meetings, on Fridays at 5 pm and Sundays at 1 pm. For a DVD copy, please contact the Community Development Department.

NOTICE OF DISCLOSURE

Written information or comments that may include a person's name, address, email address, etc. submitted to the City, Planning Commission, and/or City staff are public records under the California Public Records Act, are subject to disclosure and may appear on the City's website.

File Attachments for Item:

A. Approval of draft meeting minutes of November 12, 2020

DRAFT
BRISBANE PLANNING COMMISSION
Action Minutes of November 12, 2020
Virtual Regular Meeting

CALL TO ORDER

Chairperson Sayasane called the meeting to order at 7:30 p.m.

ROLL CALL

Present: Commissioners Gooding, Gomez, Mackin, and Sayasane.
Absent: Commissioner Patel
Staff Present: Community Development Director Swiecki, Senior Planner Ayres, Associate Planner Robbins

ADOPTION OF AGENDA

Commissioner Mackin moved to adopt the agenda. Commissioner Gooding seconded the motion and it was approved 4-0.

CONSENT CALENDAR

Commissioner Gooding moved to adopt the consent calendar (agenda item A). Commissioner Mackin seconded the motion and it was approved 4-0.

ORAL COMMUNICATIONS

There were no oral communications.

WRITTEN COMMUNICATIONS

There were no written communications.

NEW BUSINESS

- B. PUBLIC HEARING: 170 West Hill Place; Use Permit UP-6-20;** TC-1 Crocker Park Trade Commercial District; Use Permit to allow a cannabis distribution and retail delivery business within an existing 12,900 sq ft building; Jared Cohen, applicant; West Hill 170 Lp, owner.

Senior Planner Ayres gave the presentation.

The Planning Commission asked staff about odor and traffic complaints, as well as whether existing cannabis businesses in the district had generated parking issues since their establishment.

Chairperson Sayasane opened the public hearing.

Jared Cohen, the applicant, and Zachary Ein, the business owner, answered questions about the project including how parking, traffic flow, and driver routing would be managed to reduce congestion impacts.

Stella Chau, San Mateo County Alcohol and Other Drug Services Prevention Coordinator, spoke about strengthening enforcement and monitoring policies for cannabis businesses in general.

With no one else coming forward to address the Commission, Commissioner Gomez moved to close the public hearing. Commissioner Mackin seconded the motion and it was approved 4-0.

The Planning Commission discussed potential traffic volumes in residential areas and adding a condition of approval to disallow routing of delivery vehicles through such areas.

Commissioner Mackin moved to approve the application via adoption of Resolution UP-6-20 with an additional condition that delivery drivers access the site via Valley Drive and avoid all residential areas of Brisbane. Commissioner Gooding seconded the motion and it was approved 4-0.

ITEMS INITIATED BY STAFF

Director Swiecki informed the Commission that the Regional Water Quality Control Board noticed a public meeting regarding remedial action on a portion of the Baylands known as of OU-2 and action on the remaining portion, known as OU-SM, will be noticed in the near future. The Director also announced the City Council continued the grading ordinance update off calendar, and that a brief presentation regarding the status of short-term rental applications and enforcement issues will be made at an upcoming City Council meeting.

ITEMS INITIATED BY THE COMMISSION

There were none.

ADJOURNMENT

Commissioner Gooding moved to adjourn to the special meeting of Thursday, December 3, 2020. Commissioner Gomez seconded the motion and it was approved 4-0. The meeting adjourned at 8:25 p.m.

Attest:

John A. Swiecki, Community Development Director

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NOTE: A full video record of this meeting can be found on the City's YouTube channel at www.youtube.com/BrisbaneCA, on the City's website at <http://www.brisbaneca.org/meetings>, or on DVD (by request only) at City Hall.

File Attachments for Item:

B. Approval of draft meeting minutes of December 3, 2020

DRAFT
BRISBANE PLANNING COMMISSION
Action Minutes of December 3, 2020
Virtual Special Meeting

CALL TO ORDER

Chairperson Sayasane called the meeting to order at 7:30 p.m.

ROLL CALL

Present: Commissioners Gooding, Gomez, Mackin, Patel, and Sayasane.

Absent: None

Staff Present: Community Development Director Swiecki, Senior Planner Johnson, Senior Planner Ayres, and Associate Planner Robbins

ADOPTION OF AGENDA

Commissioner Gooding moved to adopt the agenda. Commissioner Gomez seconded the motion and it was approved 5-0.

CONSENT CALENDAR

Commissioner Mackin moved to adopt the consent calendar (agenda item A). Commissioner Gooding seconded the motion and it was approved 5-0.

ORAL COMMUNICATIONS

There were no oral communications.

WRITTEN COMMUNICATIONS

Chairperson Sayasane acknowledge one letter pertaining to the November 2020 draft feasibility remedial action for the Baylands, one communication in opposition of agenda item B, four communications in support and one opposed to agenda item C, and twelve communications in opposition and two in support of agenda item E.

OLD BUSINESS

- B. PUBLIC HEARING: 130 Sierra Point Road; Use Permit UP-1-20 and Grading Review EX-1-20;** R-1 Residential District; Use Permit modifying the parking regulations and grading review to allow two nonconforming covered parking spaces within an existing, detached garage, approximately 150 cubic yards of soil cut and export, and removal of six mature trees to allow construction of a new single-family home; Wilson Yu, applicant and owner.

Note: This item was continued from the October 22, 2020 Planning Commission meeting.

Associate Planner Robbins gave the presentation.

Senior Planner Ayres read a letter in opposition of the project from Terry O'Connell into the record.

The Planning Commission asked staff for clarification regarding conditions of approval pertaining to fire sprinklers and construction staking.

Wilson Yu, applicant, and Amy Adamson, project architect, answered questions about the project's overall grading plan and the quantities of soil cut required to accommodate a compliant garage, the relationship between the proposed home's foundation to that of the existing garage, and the engineer-of-record's opinion regarding the integrity of the nonconforming garage.

Chairperson Sayasane opened the public hearing.

Michelle Salmon spoke against the project.

Y.Y. Lee spoke against the project.

With no one else coming forward to address the Commission, Commissioner Mackin moved to close the public hearing. Commissioner Gomez seconded the motion and it was approved 5-0.

The Planning Commission discussed how the applicant's request for a use permit to modify the parking regulations related to the overall scope of the project which would construct a new and significantly larger home, particularly regarding whether the existing garage should be allowed to remain as nonconforming or be rebuilt to improve the general health, safety, and welfare of the neighborhood.

After deliberation, Commissioner Patel moved to deny the request for UP-1-20 and EX-1-20, determining that full compliance with parking regulations is reasonably feasible due to the overall scope of work proposed and the grading review is contingent upon approval of the request for the use permit. Commissioner Mackin seconded the motion and it was approved 5-0. (*Administrative note: while discussed and outlined during deliberation, no findings of denial were adopted; therefore, final action on this item must be continued to the next regular meeting.*)

- C. PUBLIC HEARING: 213 Visitacion Avenue; Use Permit UP-4-20 and Design Permit DP-2-20;** NCRO-2 Neighborhood Commercial District- Downtown Brisbane; Design Permit DP-2-20 and Use Permit UP-4-20 for a new 6,516 sq ft, three-story mixed-use building with four residential dwelling units, four on-site parking spaces in mechanical, and a 283 sq ft commercial storefront; Mark Topetcher, applicant; Arcus Housing LLC, owner.

Note: This item was continued from the August 27, 2020 Planning Commission meeting.

Senior Planner Ayres gave the presentation.

The Planning Commission asked staff whether the commercial space of the proposed live-work unit could be used as an additional residence, and how the City would enforce or regulate potential use violations.

Mark Topetcher, architect, answered questions about accessibility and functionality of the proposed mechanical parking lifts.

Chairperson Sayasane opened the public hearing.

Mary Rodgers, Brisbane resident, spoke against the project.

With no one else coming forward to address the Commission, Commissioner Mackin moved to close the public hearing. Commissioner Gooding seconded the motion and it was approved 5-0.

After deliberation, Commissioner Mackin moved to approve the application via adoption of Resolution UP-4-20 and DP-2-20. Commissioner Gomez seconded the motion and it was approved 5-0.

NEW BUSINESS

- D. PUBLIC HEARING: 515 Tunnel Avenue; Use Permit UP-7-20;** HC Heavy Commercial District; Use Permit to allow temporary storage of Christmas trees for recycling from December 13, 2020 through January 31, 2021; Brad Drda, applicant; Recology Properties, Inc., Sanitary Fill Company, owner.

Senior Planner Johnson gave the presentation.

Chairperson Sayasane opened the public hearing.

Brad Drda, the applicant, addressed the Commission in support of the application. He answered questions of the Commission regarding the timing of tree recycling activity on the site.

With no other members of the public wishing to address the Commission, Commissioner Gooding moved to close the public hearing. Commissioner Patel seconded the motion and it was approved 5-0.

Commissioner Gomez moved to approve the application via adoption of Resolution UP-7-20. Commissioner Patel seconded the motion and it was approved 5-0.

- E. PUBLIC HEARING: 470 Valley Drive; Use Permit UP-8-20;** TC-1 Trade Commercial District - Crocker Industrial Park; Use Permit to allow Night Operations within 300 feet of

residential uses, permitting food production in a new bakery from 10 pm until 3 am; Luke Vernon, applicant; CSHV Crocker LLC, owner.

Associate Planner Robbins gave the presentation.

The Planning Commission asked staff about the prior use at the subject location, the number of existing night operation use permits in the Crocker Park District, and the Brisbane Municipal Code's provisions for night operations within three hundred feet of residential areas.

Director Swiecki affirmed the Brisbane Municipal Code (BMC) allows for night operations within three hundred feet of a residential lot with the approval of a use permit.

Luke Vernon, the applicant, and his associates David Brogan and Taylor Keaton answered questions about the timing and number of employees arriving and leaving during night time hours and where the odor mitigation equipment would be located and how it would look.

Chairperson Sayasane opened the public hearing.

Kevin Fryer, board member of the Altamar at the Ridge Homeowners Association, spoke against the project.

Lynn Gifford, Brisbane resident, spoke against the project.

Michelle Salmon, Brisbane resident, spoke against the project

With no one else coming forward to address the Commission, Commissioner Mackin moved to close the public hearing. Commissioner Patel seconded the motion and it was approved 5-0.

The Planning Commission discussed the language within the BMC and how it relates to night operations within three hundred feet of residential uses and whether noise impacts from thirty-plus employees arriving and/or leaving during night time hours would be detrimental to health, safety, and comfort of nearby residents.

After deliberation, Commissioner Gooding moved to deny UP-8-20, determining that the request would be detrimental to health, safety, and comfort of nearby residents due to the noise resulting from employees arriving and leaving the site. Commissioner Patel seconded the motion and it was approved 4-1. *(Administrative note: while discussed and outlined during deliberation, no findings of denial were adopted; therefore, final action on this item must be continued to the next regular meeting.)*

ITEMS INITIATED BY STAFF

There were none.

ITEMS INITIATED BY THE COMMISSION

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Chairperson Sayasane read a proclamation honoring and thanking Commissioner Mackin for her service on the Commission. Commissioner Mackin thanked staff and her fellow Commissioners.

ADJOURNMENT

Commissioner Patel moved to adjourn to the regular meeting of Thursday, January 14, 2021. Commissioner Gooding seconded the motion and it was approved 5-0. The meeting adjourned at 10:55 p.m.

Attest:

John A. Swiecki, Community Development Director

NOTE: A full video record of this meeting can be found on the City's YouTube channel at www.youtube.com/BrisbaneCA, on the City's website at <http://www.brisbaneca.org/meetings>, or on DVD (by request only) at City Hall.

File Attachments for Item:

C. Approval of draft findings of denial for Use Permit UP-1-20 and Grading Review EX-1-20. *Note: While discussed and outlined during deliberation, findings of denial were not adopted at the December 3, 2020 Special Planning Commission meeting. The Planning Commission denied the application by a vote of 5-0.*



MEMORANDUM

DATE: January 14, 2021
TO: Planning Commission
FROM: Associate Planner Robbins, via John Swiecki, Community Development Director
SUBJECT: **Resolution of Denial - Use Permit UP-1-20 and Grading Permit EX-1-20**

Background

On December 3, 2020, the Planning Commission considered and denied the above-referenced applications. While the Commission's rationale for denial was articulated during the public hearing and reflected in the meeting minutes, a resolution for denial was not formally adopted. A resolution for denial reflecting the Commission's decision is attached for formal adoption.

Recommendation

Adopt Resolution UP-1-20/EX-1-20, containing the findings of denial for Use Permit UP-1-20 and Grading Permit EX-1-20 (Attachment A).

Attachments:

- A. Draft Resolution UP-1-20/EX-1-20 with Findings of Denial
- B. December 3, 2020 Draft Meeting Minutes (included in agenda packet)

DRAFT RESOLUTION UP-1-20/EX-1-20

A RESOLUTION OF THE PLANNING COMMISSION OF BRISBANE
DENYING USE PERMIT UP-1-20 AND GRADING PERMIT EX-1-20 TO MODIFY THE
PARKING REGULATIONS FOR A NEW SINGLE-FAMILY HOME WITH AN EXISTING
NONCONFORMING GARAGE AT 130 SIERRA POINT ROAD

WHEREAS, Wilson Yu applied to the City of Brisbane for a Use Permit to modify the parking regulations to allow nonconforming dimensions within an existing garage and Grading Permit review for construction of a new single-family dwelling at 130 Sierra Point Road that will require 150 cubic yards of soil export from the site, such application being identified as Use Permit UP-1-20 and Grading Permit EX-1-20; and

WHEREAS, on September 10, 2020, the Planning Commission continued the scheduled public hearing to a future meeting date at the request of the applicant; and

WHEREAS, on October 22, 2020, the Planning Commission conducted a hearing of the application, publicly noticed in compliance with the Brisbane Municipal Code Chapters 1.12 and 17.54, at which time any person interested in the matter was given an opportunity to be heard; and

WHEREAS, the Planning Commission continued the October 22, 2020 public hearing to a future meeting date so the applicant could examine alternative designs and further evaluate potential safety impacts the proposed grading would have on the existing garage; and

WHEREAS, on December 3, 2020, the Planning Commission conducted a hearing of the application, publicly noticed in compliance with Brisbane Municipal Code Chapters 1.12 and 17.54, at which time any person interested in the matter was given an opportunity to be heard; and

WHEREAS, the Planning Commission reviewed and considered the staff memorandums relating to said application of the October 22, 2020 and December 3, 2020 public hearings, and the written and oral evidence presented to the Planning Commission in support of and in opposition to the application at said public hearings; and

WHEREAS, the Planning Commission closed the December 3, 2020 public hearing and determined that full compliance with parking regulations is reasonably feasible due to the overall scope of work proposed and the proposed grading is contingent upon approval of the request for the use permit; and

WHEREAS, the Planning Commission of the City of Brisbane hereby makes the findings attached herein, as Exhibit A, in connection with the requested Use Permit and Grading Permit review;

NOW THEREFORE, based upon the findings set forth hereinabove, the Planning Commission of the City of Brisbane, at its meeting of January 14, 2021 did resolve as follows:

Use Permit UP-1-20 is denied per the findings attached herein as Exhibit A; and

Grading Permit review EX-1-20 is denied, and City Engineer issuance of the grading permit as proposed is not recommended.

ADOPTED this 14th day of January, 2021, by the following vote:

AYES: Gomez, Gooding, Mackin, Patel, Sayasane

NOES: None

ABSENT: None

PAMALA SAYASANE
Chairperson

ATTEST:

JOHN A. SWIECKI, Community Development Director

EXHIBIT A

Action Taken: Denial of Use Permit UP-1-20 and Grading Permit EX-1-20

Findings of Denial:

Use Permit UP-1-20

- A. Approval of the use permit will, under the circumstance of this particular case, be detrimental to the health, safety, and general welfare of persons residing in the neighborhood in that it would perpetuate a substandard, nonconforming garage where a compliant parking facility would otherwise be required per the BMC.
- B. Full compliance with the parking requirements is reasonably feasible due to the grading required to prepare the site for the demolition of the existing 900 square foot home and construction of a new 3,101 square foot home on a 33% slope. Any additional grading required to construct a fully compliant garage per BMC §17.34.040.G would be incidental to the overall grading and construction activity at the site and would provide compliant off-street parking.

Grading Permit EX-1-20 Findings:

- C. The applicant's grading plan is intrinsically linked to approval of the use permit and with denial of said use permit, approval of the grading plan is not warranted.

File Attachments for Item:

D. Approval of draft findings of denial for Use Permit UP-8-20. *Note: While discussed and outlined during deliberation, findings of denial were not adopted at the December 3, 2020 Special Planning Commission meeting. The Planning Commission denied the application by a vote of 4-1.*



MEMORANDUM

DATE: January 14, 2021
TO: Planning Commission
FROM: Associate Planner Robbins, via John Swiecki, Community Development Director
SUBJECT: **Resolution of Denial-Use Permit UP-8-20**

Background

On December 3, 2020, the Planning Commission considered and denied the above-referenced application. While the Commission discussed and outlined their basis for denial during deliberations as reflected in the meeting minutes, formal findings of denial were not adopted at the December 3, 2020 meeting. The revised resolution containing findings of denial is attached for the Commission's approval.

Recommendation

Adopt Resolution UP-8-20, containing the findings of denial for Use Permit UP-8-20 (Attachment A).

Attachments:

- A. Draft Resolution UP-8-20 with Findings of Denial
- B. December 3, 2020 Draft Meeting Minutes (included in agenda packet)

DRAFT RESOLUTION UP-8-20

A RESOLUTION OF THE PLANNING COMMISSION OF BRISBANE
DENYING USE PERMIT UP-8-20
 TO ALLOW NIGHT OPERATIONS FOR FOOD PRODUCTION AT 470 VALLEY DRIVE

WHEREAS, Luke Vernon, the applicant, applied to the City of Brisbane for Use Permit approval to establish night operations (between 10:00 pm and 5:00 am) at 470 Valley Drive for food production, such application being identified as Use Permit UP-8-20; and

WHEREAS, on December 3, 2020, the Planning Commission conducted a hearing of the application, publicly noticed in compliance with Brisbane Municipal Code Chapters 1.12 and 17.54, at which time any person interested in the matter was given an opportunity to be heard; and

WHEREAS, the Planning Commission reviewed and considered the agenda report relating to said application, the plans and photographs, the written and oral evidence presented to the Planning Commission in support of and in opposition to the application; and

WHEREAS, the Planning Commission closed the public hearing and determined that the request would be detrimental to health, safety, and comfort of nearby residents due to the noise resulting from employees arriving and leaving the site and

WHEREAS, the Planning Commission of the City of Brisbane hereby makes the findings attached herein as Exhibit A in connection with the Use Permit.

NOW THEREFORE, based upon the findings set forth hereinabove, the Planning Commission of the City of Brisbane, at its meeting of January 14, 2021 did resolve as follows:

Use Permit UP-8-20 is denied per the findings attached herein as Exhibit A.

ADOPTED this 14th day of January, 2021, by the following vote:

AYES: Gooding, Mackin, Patel, Sayasane

NOES: Gomes

ABSENT: None

 PAMALA SAYASANE
 Chairperson

ATTEST:

 JOHN A. SWIECKI, Community Development Director

EXHIBIT A

Action Taken: Deny Use Permit UP-8-20 per the staff memorandum with attachments, via adoption of Resolution UP-8-20.

Findings of Denial:

- A. The establishment, maintenance, or operation of the use applied for, under the circumstances of the particular case, would be detrimental to the health, safety, comfort, and general welfare of the persons residing in the residential condominiums located within 300 feet of the proposed use due to the noise generated by the requested night operations.
- B. The noise resulting from night operations conducted by the applicant, specifically vehicular activity in the outdoor parking lot for approximately thirty employees during nighttime hours, will create noise impacts that are likely to create a sleep disturbance for the occupants of neighboring residential properties.
- C. Anticipated noise related to the night operations will be caused by persons other than the applicant given that the applicant's application materials indicate approximately thirty employees would be congregating and leaving the site's parking lot at approximately 12:30 am and the applicant would not be able to effectively control and/or mitigate said impacts on a consistent and ongoing basis.

File Attachments for Item:

E. 2021 Planning Commission Syllabus



MEMORANDUM

DATE: 1/14/2021
 TO: Planning Commission
 FROM: John Swiecki, Community Development Director
 SUBJECT: **Tentative 2021 Planning Commission Work Program**

In 2020, the Commission requested that staff bring forward a “syllabus” for the Commission’s projected work program in the coming year. Staff has compiled the attached summary of anticipated topics of study, training, potential development proposals, and long-range planning projects that may come before the Commission in 2021. The Commission should note that potential development proposals are tentative and ultimately depend on applicants submitting applications to the City for processing.

Planning Commission Training

Early in this Commission’s tenure, staff provided basic training about the Commission’s role in the land use process and overview of the General Plan and zoning ordinances’ purpose and function relative to the Commission’s work. Building on that foundation, future training sessions are planned approximately once per month (subject to change depending on staff and/or Commission workload) on other topics relevant to the Commission’s work. These include an overview of the development process (from planning application to building permit to construction), and technical plan review literacy. This evening the Commission is also encouraged to discuss other topics of training interest.

Long-Range Planning and Policy Projects

The Commission’s 2021 work program will include two significant policy planning projects:

- **2023-2031 Housing Element/Regional Housing Needs Allocation (RHNA)/Plan Bay Area 2050**
 - o The City is mandated to update its General Plan Housing Element every 8-years, and the next update is due to the State of California at the end of 2022. Staff has already launched the planning process for the next Housing Element planning cycle. A key component of the Housing Element is for the City to identify adequate sites to meet its Regional Housing Needs Allocation (RHNA) as assigned by the Association of Bay Area Governments (ABAG). The regional process to determine RHNA is well underway. RHNA is also impacted by another regional planning effort known Plan Bay Area 2050, which is intended to align regional growth patterns and transportation investments to achieve state-established greenhouse gas reduction targets.

- **Objective Residential Development and Design Standards**

- The City received State grant funding under the SB2 Grant Program to update its zoning regulations applicable to new residential development to ensure all standards are objective, as required by state law (Housing Accountability Act and SB 35). The City has hired planning consultants Good City Co. to spearhead this effort. An introductory study session is planned for the Commission in February 2021 to provide a comprehensive overview of the work program, including community outreach.

Current Planning Applications

The attached work program highlights a handful of higher profile planning applications that may be considered by the Commission in 2021. These projects are listed as staff has had extensive conversations with the property owner and/or applicant that indicate an imminent application; however, it should be noted that until an actual application is received the listed projects remain speculative.

Attachments:

- A. 2021 Planning Commission work program

PC 2021 Work Program

- **PC Training: Monthly (frequency TBD as time allows; goal one meeting/month)**
 - Discretionary versus nondiscretionary projects
 - pre-application and entitlement process/plan reading and literacy
 - Building permit review and supplemental studies
 - Grading permit review and supplemental studies
 - Construction phase and associated studies/activities
 - CEQA- VMT vs. LOS
- **Long-Range/Policy Planning**
 - SB2 – Objective residential Standards, SCRO-1 HCP operating program
 - Introductory study session – Feb. 2021
 - Workshop(s) - Feb/March 2021 (Commission may or may not host)
 - Public hearings - Oct. 2021
 - Plan Bay Area 2050/ Regional Housing Needs Allocation (RHNA)
 - Housing Element Update Kickoff – Spring 2021 and following
 - Parking Ordinance Update: Update commercial use parking standards
- **Current Planning Projects**
 - Recology expansion
 - Baylands Specific Plan
 - Levinson Property Development (Battery Farm)*
 - Central Sierra Point Redevelopment*
 - Quarry Redevelopment*

* Denotes application not yet submitted; anticipated application