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**REGULAR MEETING OF THE  
CITY OF CONCORD  
PLANNING COMMISSION**

**Wednesday, January 15, 2014  
7:00 p.m. – Council Chamber  
1950 Parkside Drive, Concord**

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Planning Commission Members:  
Tim McGallian, Chair  
Carlyn Obringer, Vice Chair  
Ernesto A. Avila, Commissioner

Robert Hoag, Commissioner  
John Mercurio, Commissioner

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**REGULAR MEETING  
7:00 p.m. – Council Chamber**

**I. ROLL CALL**

**II. PLEDGE TO THE FLAG**

**III. PUBLIC COMMENT PERIOD**

**IV. ADDITIONS / CONTINUANCES / WITHDRAWALS**

**V. CONSENT CALENDAR**

**1. 12/04/13 Meeting Minutes**

**VI. PUBLIC HEARINGS**

- 1. [Parkhaven Head Start](#) (PL131343 – UP, DR) – Application for a Use Permit and Administrative Design Review to establish a Head Start program that provides child care and youth education services to children up to age 5 from a 6,405 sq. ft. portable building at 1187 Meadow Lane. The General Plan designation is Medium Density Residential; Zoning classification is RM (Residential, Medium Density); APN 128-120-078. Pursuant to the provisions of the California Environmental Quality Act (CEQA) of 1970, as amended, and pursuant to Section 15332 “In-Fill Development Projects,” the project is classified as a Class 32 Categorical Exemption, and therefore, no further environmental review is required. **Project Planner: G. Ryan Lenhardt (925) 671-3162.****

**VII. COMMISSION CONSIDERATIONS**

**VIII. STAFF REPORTS / ANNOUNCEMENTS**

1. [Downtown Steering Committee Update](#) – Project Planner: Joan Ryan @ (925) 671-3370.

**IX. COMMISSION REPORTS / ANNOUNCEMENTS****X. FUTURE PUBLIC HEARING ITEMS****XI. ADJOURNMENT**

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**NOTICE TO PUBLIC**

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**ADA ACCOMMODATION**

In accordance with the Americans With Disabilities Act and California Law, it is the policy of the City of Concord to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require a copy of a public hearing notice, or an agenda and/or agenda packet in an appropriate alternative format; or if you require other accommodation, please contact the ADA Coordinator at (925) 671-3257, at least five (5) days in advance of the hearing. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

**APPEALS**

Decisions of the Planning Commission on use permits, variances, major subdivisions, appeals taken from decisions of the Zoning Administrator or staff interpretations of the Zoning Code may be appealed to the City Council. Appeals and the required filing fee must be filed with the City Clerk within ten (10) days of the decision.

**APPLICANT'S SUBMITTAL OF INFORMATION**

Submittal of information by a project applicant subsequent to the distribution of the agenda packet but prior to the public hearing may result in a continuance of the subject agenda item to the next regularly scheduled Planning Commission meeting, if the Commission determines that such late submittal compromises its ability to fully consider and evaluate the project at the time of the public hearing.

**CONSENT CALENDAR**

All matters listed under CONSENT CALENDAR are considered by the Commission to be routing and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Commissioner prior to the time Commission votes on the motion to adopt.

**CORRESPONDENCE**

Correspondence and writings received within 72 hours of the scheduled Planning Commission meeting that constitute a public record under the Public Records Act concerning any matter on the agenda is available for inspection during normal business hours at the Permit Center located at 1950 Parkside Drive, Concord. For additional information contact the Planning Division at (925) 671-3152.

**HEARINGS**

Persons who wish to speak on hearings listed on the agenda will be heard when the hearing is opened, except on hearing items previously heard and closed to public comment. Each public speaker should limit their comments to three (3) minutes or less. The Chair may grant additional time. The project applicant normally shall be the first person to make a presentation when a hearing is opened for public comment. The project applicant's presentation should not exceed ten (10) minutes unless the Chair grants permission for a longer presentation. After the public has commented, the item is closed to further public comment and brought to the Planning Commission level for discussion and action. Further comment from the audience will not be received unless requested by the Commission. No public hearing or hearing shall commence after 11:00 p.m. unless this rule is waived by majority vote of the Commission.

**MEETING RECORDS**

Cassette tapes and videotapes of each Planning Commission meeting are available for listening or viewing at the Planning Division office. Copies of the videotapes may be purchased. Contact the Planning Division Administrative Coordinator at (925) 671-3152 for further information.

**NOTICE TO THE HEARING IMPAIRED**

The Council Chamber is equipped with Easy Listener Sound Amplifier units for use by the hearing impaired. The units operate in conjunction with the Chamber's sound system. You may request the Easy Listener Phonic Ear Personal Sound Amplifier from the staff for personal use during Commission meetings.

**ROUTINE AGENDA ITEMS AND CONTINUED ITEMS**

All routine and continued items will be considered by the Planning Commission at the beginning of the meeting. There will not be separate discussions of these items unless a request is made prior to the time the Planning Commission considers the motions.

**SPEAKER'S CARD**

Members of the audience who wish to address the Planning Commission should complete a speaker's card available in the lobby or at the front bench. Submit the completed card to staff before the item is called, preferably before the meeting begins.

**TELEVISED MEETINGS**

All Planning Commission meetings are broadcast live on Astound Broadband channel 29 and Comcast channel 28. The meeting is replayed on the Thursday following the meeting at 8:00 a.m., 2:00 p.m. and 8:00 p.m. Replays are also broadcast on Fridays and Saturdays. Please check the City website, <http://www.cityofconcord.org/about/citynews/tvlistings.pdf> or check the channels for broadcast times.

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**NEXT PLANNING COMMISSION MEETINGS:**

February 5, 2014:	7:00 pm – Council Chambers
February 19, 2014:	7:00 pm – Council Chambers
March 5, 2014:	7:00 pm – Council Chambers

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**REPORT TO PLANNING COMMISSION**

DATE: January 15, 2014

**SUBJECT: HEAD START (PL131343 - UP, DR)**

**Recommendation: Adopt Resolution No. 14-01PC, approving Use Permit and Administrative Design Review (PL131343 - UP, DR) for Head Start.**

**I. Introduction**

**A. Application Request**

Application for a Use Permit and Administrative Design Review for a Head Start social service program for children up to age five from a 6,405 sq. ft. modular building on a 1.94-acre site.

**B. Location**

The project site is located at 1187 Meadow Lane, APN 128-120-078.



**C. Applicant**

Unity Council  
Attn: Elizabeth Acosta-Crocker  
1155 35th Avenue  
Oakland CA 94601  
(510) 535-6949

**Owner**

Parkhaven Baptist Church  
Attn: Bernard Steve Simonson  
1187 Meadow Lane  
Concord CA 94520  
(925) 671-0702

**II. Background**

A church has been at the project site since the 1950's. In 1970, the Planning Commission approved a Use Permit (UP 4-70) for the location of a new Sunday school and classroom building and the expansion of the church parking lot.

In 1984, the Zoning Administrator approved a Zoning Administrator Permit (ZAP 6-84) for a 1,440 sq. ft. modular building for use as a Sunday school classroom. In 1985, the Planning Commission approved a Use Permit Amendment (UP 4-70) for a second 2,160 sq. ft. modular building for use as a Sunday school classroom for a period of seven years.

In 1992, the Planning Commission approved a Use Permit Extension (UP 4-70) to allow the 2,160 sq. ft. modular building for an additional "eight or more years anticipated to redevelop the site." In 1994, the Church withdrew their plans to redevelop the site and expand the church; the Sunday school use remained.

On October 17, 2013, the Unity Council on behalf of Head Start submitted an application for a Use Permit and Administrative Design Review to install a 6,405 sq. ft. modular building for a social service program for children up to age five. The building will be in addition to the other buildings onsite. The Development Advisory Committee (DAC) deemed the application complete on December 20, 2013.

The applicant conducted a neighborhood meeting on November 20, 2013 and approximately 50 people attended. The attendees had questions about the scope of services offered by Head Start and their anticipated opening date. The applicant responded to the questions.

**III. General Information**

**A. General Plan**

The General Plan designation is Medium Density Residential.

**B. Zoning**

The site is zoned RM (Residential, Medium Density).

**C. CEQA Status**

Pursuant to the provisions of the California Environmental Quality Act (CEQA) of 1970, as amended, and pursuant to Section 15332 “In-Fill Development Projects,” the project is classified as a Class 32 Categorical Exemption, and therefore, no further environmental review is required.

**D. Site Description**

<b>Lot Size and Dimensions</b>	76,721 sq. ft. (net)	257 ft. x 339 ft. (approx.)
<b>Existing Improvements</b>	Five buildings including a church, child day care facility, an office, youth ministry building, a vacant building, outdoor play yard, parking lot, and landscaping.	
<b>Topography</b>	The parcel is flat and sits at the same level as the adjacent properties.	
<b>Existing Vegetation</b>	Trees along the perimeter of the site and in the parking lot and lawn adjacent to Meadow Lane.	

**E. Surrounding Land Use**

The site is surrounded by the following uses:

	<b>Land Use</b>	<b>General Plan Designation</b>	<b>Zoning</b>
<b>North</b>	Single-Family Residential	Low Density Residential	RS6
<b>West, South, East</b>	Single-Family and Multi-Family Residential	Low and Medium Density Residential	RS6 and RM

**IV. Detailed Project Description**

**A. Development Regulations**

The following table lists the RM district regulations compared to the proposed project. The project complies with the development standards.

<b>Standards</b>	<b>Required</b>	<b>Provided</b>
<b>Lot Area</b> (minimum net square feet)	5,000	76,721
<b>Lot Width</b> (minimum feet)	50	256
<b>Lot Depth</b> (minimum feet)	100	319
<b>Lot Coverage</b> (maximum percentage)	60	13
<b>Setbacks</b> (minimum feet)		
Front yard	Defined by permit	309
Side yards	Defined by permit	10 and 150
Rear yard	Defined by permit	10
<b>Building height</b> (maximum feet)	Defined by permit	15’-8”
<b>Parking spaces</b>	39	41

**B. Description of Business**

The Unity Council proposes a new modular building on a vacant portion of the Parkhaven Church property to operate its Head Start childcare and youth education programs. Head Start is a social service program that provides low-income families with early childhood development services. Head Start provides individualized early learning experiences, comprehensive family services, and opportunities for family and community participation. All programs offer educational and early childhood development services, health and nutrition education, advocacy, social services, and assistance with community resources.

The proposed modular building will accommodate a maximum of 41 children a day supervised by 10 teachers and supported by eight managers and family service workers shared with the existing Cambridge childcare facility to the north and under The Unity Council’s management.

**Head Start Schedule of Activities**

Days	Hours	Number of Children
Monday – Friday	8:00 a.m. – 5:00 p.m.	16
Monday	9:00 a.m. – 12:30 p.m.	17
Tuesday – Friday	9:00 a.m. – 12:30 p.m.	25
Tuesday – Friday	1:00 p.m. – 4:30 p.m.	17

Drop-offs will occur in the morning between 8:00 a.m. – 9:15 a.m. and 1:00 p.m. – 1:30 p.m. and pick-ups will occur between 12:30 p.m. – 1:00 p.m. and 4:30 p.m. – 5:00 p.m. Monday through Friday. One company vehicle will be parked onsite. Head Start will use existing play areas and equipment for outdoor activities to develop fine and gross motor skills.

**V. Discussion**

**A. General Plan**

The site’s General Plan land use designation of Medium Density Residential allows residential development, a variety of housing types, and community serving uses.

The project is consistent with policies contained in the General Plan. The project will result in the expansion of the existing Cambridge childcare facility with the installation of a new modular building that reflects the character of the neighborhood and fosters amenities and services that make Concord’s neighborhoods desirable places to live as required by General Plan Policy LU-1.2.3. The applicant proposes new landscaping between the modular building and the neighboring residential use, which is consistent with Policy LU-2.1.4 that encourages standards to address the transition between new and existing uses to mitigate impacts. Staff’s administrative approval of the modular building supports Policy LU-1.1.7 that encourages design upgrades for new construction. For these reasons, staff finds the proposed project consistent with the Medium Density Residential land use designation and the policies within the General Plan.

**B. Site Planning/Circulation/Parking**

The project includes the installation of a 6,405 sq. ft. modular building in a vacant corner of the Parkhaven church property. Site circulation will remain unchanged with ingress via a one-way in driveway and egress via a separate one-way out driveway along Meadow Lane. Onsite circulation will be two-way and provide access to parking for the church and childcare uses. The site will be resurfaced and restriped to include compact, parallel, and a loading space. Perimeter landscaping will be rehabilitated and a proposed hedgerow and wood rail fence is proposed along a portion of the Meadow Lane frontage.

Discussion

Parking

The addition of a modular represents the sixth building onsite, each with different functions and peak hours of operation. The following table identifies the mix of current uses (and proposed future use of Bldg. 2) and corresponding peak parking demand.

Time	Mon-Fri 8am - 1pm	Mon-Fri 1pm - 5pm	Mon-Fri 6pm - 10pm	Weekends
<b>Bldg. 1 (1 space/6 children)</b>	7	7	0	0
<b>Bldg. 2 (1 space/250 sq. ft.)</b>	9	9	0	0
<b>Bldg. 3 (1 space/300 sq. ft.)</b>	5	5	0	0
<b>Bldg. 4 (1 space/250 sq. ft.)</b>	0	0	4	4
<b>Bldg. 5 (1 space/4 fixed seats)</b>	0	0	35	35
<b>Bldg. 6 (1 space/6 children)</b>	7	6	0	0
<b>Required Spaces</b>	<b>28</b>	<b>27</b>	<b>39</b>	<b>39</b>

According to Section 122-386(c) of the parking regulations, “a reduction in the required number of parking spaces may be allowed where two or more adjacent non-residential uses have distinct and different peak hours of parking demand. The parking reduction shall be allowed when a) the amount of reduction can be quantified with information from the applicant, b) the approval is recorded against the property, guaranteeing that the required parking will be maintained exclusively for the specified uses, c) changes to the uses or the hours of operation shall be subject to City approval, and d) the City may require parking facilities in addition to those originally approved for the project.”

Staff has determined the applicant qualifies for a reduction in the required number of parking spaces because each of the non-residential uses has distinct and different peak hours of

parking demand. The Transportation Division recommends removing one of the 41 proposed parking spaces to facilitate onsite circulation, which results in a surplus of one parking stall. Staff is proposing a condition of approval memorializing the requirements of Section 122-386(c) above to ensure there is adequate onsite parking for the mix of uses.

#### Circulation

The Transportation Division reviewed the site plan and circulation pattern and recommended two revisions. Staff recommended the removal of one parking space adjacent to the outdoor play yard due to its potential to cause conflicts with cars backing into the drive aisle. The applicant removed the space and striped the area to prohibit parking.

The Transportation Division also recommended the removal of the parallel parking space adjacent to the loading area at the rear of Building #2 to facilitate circulation and loading and unloading activities. Staff is proposing a condition of approval to remove the parallel space and revise the site plan.

### C. Building Design

The proposed modular building measures 72' x 96' and includes classrooms, offices, activity areas, a kitchen, and restrooms. Engineered wood siding, matching skirting, window trim, and aluminum windows are proposed. The colors will match the adjacent Cambridge childcare building with a white body color and green trim.

#### Discussion

The proposed modular building will reflect the materials and colors of the adjacent childcare building and other accessory buildings onsite. The massing and scale of the building is consistent with the existing buildings and is oriented toward Meadow Lane to mitigate impacts to adjacent neighbors.

### D. Landscaping/Walls/Fencing

A 3'-6" wood rail fence and hedgerow are proposed along the north half of the Meadow Lane frontage. Trees and low shrubs are proposed along the rear of the modular building between the adjacent residence and a tubular steel fence and gate is proposed at the corners of the building to secure the rear yard.

#### Discussion

The City's transitional requirements provide standards for additional setbacks, screening, and landscaping to provide an appropriate transition between abutting properties. The transitional fence and wall requirements section of the code requires all uses with "outdoor operations to provide a six to eight foot wall unless otherwise approved by the Review Authority."

Head Start proposes to share the existing outdoor play area with Cambridge childcare facility. The play area is screened on the west side by a six-foot tall wood fence. A single-story detached home sits slightly north of the play area and a two-story detached home sits south of the play area at the end of the Premier Place cul-de-sac on the opposite side of the fence. A portion of the single-story home's side yard and garage are oriented toward the play area however, there are no openings (e.g., windows) along that portion of the home to let noise into the home, nor is the side yard considered the primary outdoor living space for the residence. A small portion of the two-story home's front yard and driveway is shared with the outdoor space however the home is setback approximately 50 feet from the south edge of the play area and there are no openings on the building's side yard elevation. Constructing a wall to screen the outdoor play area would not mitigate noise impacts on neighboring properties because they are setback from the play area and there are no openings along the side yard elevations, therefore staff is not recommending a condition of approval. Staff will monitor the use and investigate neighborhood complaints if necessary however there is no history of objections from the adjacent subdivision nor did they attend the neighborhood meeting and raise concerns.

The Police Department requested the modular building's rear yard be fenced to deter trespassing, theft, and improve surveillance around the building. The Police Department proposed a condition of approval to relocate the fence at the southwest corner of the building to the southeast corner of the building to secure the entire rear yard prior to the issuance of a building permit.

Staff is also proposing a condition of approval requiring the applicant to relocate the wood rail fence outside the visibility triangle at the intersection of the driveway and Meadow Lane or reduce the height to three feet.

#### **VI. Fiscal Impact**

The proposed project would have a negligible fiscal impact on the City.

#### **VII. Public Contact**

Notification was mailed to all owners and occupants of property within three-hundred (300) feet of the subject parcel, and has been published in the Contra Costa Times, as required by the Concord Municipal Code. This item has also been posted at the Civic Center and at the subject site at least 10 days prior to the public hearing.

#### **VIII. Summary and Recommendations**

The proposed Head Start project will improve the vacant portion of the site with the addition of a modular building that will be compatible with the character of the existing buildings and adjacent residential development. The building will be oriented toward Meadow Lane to minimize the impact on the surrounding residential neighborhood. Furthermore, the project will not be detrimental to the

health, safety and general welfare of persons residing or working in the neighborhood of such project as conditioned.

Staff recommends the Planning Commission open the public hearing, consider the staff report and presentation by the applicant, the public testimony, and close the hearing upon completion of public testimony. Staff recommends the Commission adopt Resolution No. 14-01PC approving a Use Permit and Administrative Design Review for Head Start.

**IX. Motion**

**Project Approvals**

I (Comm. \_\_\_\_\_) hereby move that the Planning Commission adopt Resolution 14-01PC approving Head Start Use Permit and Administrative Design Review (PL131343 – UP, DR), subject to the Conditions of Approval set forth in Attachment A to Resolution 14-01PC. (Seconded by Comm. \_\_\_\_\_.)

Prepared by:



G. Ryan Lenhardt  
Senior Planner  
(925) 671-3162  
ryan.lenhardt@cityofconcord.org

Reviewed by:



Carol Johnson, AICP  
Planning Manager  
(925) 671-3369  
carol.johnson@cityofconcord.org

**Exhibits:**

- A - PC Resolution No. 14-01PC, Conditions of Approval (Attachment A)
- B - Applicant's written statements date stamp received October 17, 2013 and November 26, 2013
- C - Project plans date stamp received November 26, 2013
- D - Letter from Senator DeSaulnier and Assemblywoman Bonilla dated December 23, 2013



1 CEQA

2 1. The project is not subject to additional environmental review pursuant to the provisions  
3 of the California Environmental Quality Act (CEQA) of 1970, as amended, and pursuant to Section  
4 15332 "In-Fill Development Projects," the project is classified as a Class 32 Categorical Exemption.

5 General Plan

6 2. The proposed child care facility use is consistent with the Medium Density Residential  
7 General Plan land use designation. The project is compatible with surrounding uses in the area.

8 3. The maintenance of the buildings, parking lot, paving, landscaping, lighting, and  
9 fencing will be secured through a separate maintenance agreement.

10 4. The project improves the underutilized condition of the subject site.

11 Use Permit

12 5. The proposed child care facility is a conditionally permitted use within the RM  
13 (Residential, Medium Density) Zoning District and complies with all other applicable provisions of  
14 the Development Code and the Concord Municipal Code.

15 6. The proposed use is consistent with the Medium Density Residential General Plan land  
16 use designation and policies that promote amenities and services that make Concord's neighborhoods  
17 desirable places to live.

18 7. The design, location, size, and operating characteristics of the project are compatible  
19 with existing uses onsite and in the vicinity. The proposed child care facility is similar to other uses  
20 existing on the property, which have demonstrated compatibility with the residential neighborhood.

21 8. The site has no physical constraints and is ideally suited for the type, density, and  
22 intensity of the proposed use with access from an arterial roadway, buffering from adjacent residential  
23 areas with appropriate setbacks, and landscaping between uses.

24 9. Granting the permit would not be detrimental to the public health, safety, or welfare of  
25 the persons residing or working in the subject neighborhood or materially detrimental or injurious to  
26 property or improvements in the vicinity and the Zoning District where the property is located.

1           10.     Project conditions and requirements will ensure the on-going operation of the child  
2 care facility will not impact residential neighbors by limiting the hours of operation.

3 Administrative Design Review

4           11.     The building design and landscaping supports public safety and security by allowing  
5 for surveillance of the street by people inside the building and elsewhere on the site as landscaping is  
6 designed to protect views from the building, and the rear of the building will be enclosed with a  
7 security fence to discourage trespassing.

8           12.     The proposed lighting and fixtures are designed to complement on-site buildings, are of  
9 an appropriate scale for the development, and provide adequate light for safety and security while  
10 minimizing glare by incorporating shields that direct light downward and away from adjacent  
11 properties.

12          13.     All mechanical, electrical, and utility equipment is located, screened, or incorporated  
13 into the design of the building so as not to be visible from off-site, and screening devices such as the  
14 air conditioning cabinets are consistent with the exterior colors and materials of the building.

15          14.     The overall design of the project is consistent with the scale, massing, site plan,  
16 exterior design, and landscaping of the existing structures and enhances the overall site and  
17 surrounding natural and built environment.

18          15.     The project design is appropriate to the function of the project and will provide an  
19 attractive and comfortable environment for occupants, visitors, and the general community.

20          16.     The architectural details, colors, materials, and landscaping are internally consistent,  
21 fully integrated with one another, and used in a manner that is visually consistent with the proposed  
22 architectural design and the existing improvements onsite.

23          17.     The project is compatible with neighboring development in the same Zoning District  
24 by avoiding large differences in building scale and character and provides a harmonious transition  
25 between the proposed project and surrounding development.

26          18.     The project creates an attractive built environment with a building style, design, façade,  
27 and roofline that mimic the existing buildings creating a unified context.

1           19.     The landscaping is compatible with and enhances the architectural character of the  
2 building and site features, and blends with the surrounding landscape. Landscape elements  
3 complement the building and roofline through color, texture, density, and form. Landscaping is in  
4 scale with on-site and off-site buildings, and plantings have been selected and located to avoid  
5 conflicts with views, lighting, infrastructure, utilities, and visibility triangles.

6           20.     Stormwater treatment areas have been integrated into the landscape design.

7 Transitional Requirements

8           21.     The existing six-foot tall wood fence adjacent to the outdoor play area provides  
9 adequate screening and buffering between properties and constructing a wall in its place would not  
10 mitigate noise impacts on neighboring properties because they are setback from the play area and  
11 there are no openings along the side yard elevations.

12           22.     This resolution shall become effective immediately upon its passage and adoption.

13           **PASSED AND ADOPTED** this 15th day of January, 2014, by the following vote:

14 **AYES:**       Commissioner -

15 **NOES:**       Commissioner -

16 **ABSTAIN:**   Commissioner -

17 **ABSENT:**    Commissioner -

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Carol Johnson, AICP  
Secretary to the Planning Commission

Attachment:

A – Draft Conditions of Approval

cc:   Dan Sequeira, Public Works-Engineering Services  
      Robert Woods, Building Division  
      Captain Robert Marshall, Contra Costa County Fire Protection District

**ATTACHMENT A**  
**DRAFT**  
**CONDITIONS OF APPROVAL**  
**PARKHAVEN HEAD START**  
**PL131343 - UP, DR**  
**1187 Meadow Lane**  
**APN 128-120-078**

**PERMIT DESCRIPTION**

1. These Conditions apply to and constitute the approval of a **Use Permit (PL131343 - UP)** to **operate a child care and youth education services facility for children up to age 5.**
2. These Conditions apply to and constitute **Administrative Design Review (PL131343 – DR)** for a **6,405 sq. ft. modular building including architecture, landscaping, lighting, fencing, and other site improvements.**
3. **This approval rescinds and replaces the previously approved Conditions of Approval for Use Permit (UP 4-70). (PLNG)**
4. The following Exhibits date stamped received by the City of Concord on **November 26, 2013** and last revision date listed below are approved and shall be incorporated as Conditions of Approval.

<u>Plan</u>	<u>Date Prepared</u>	<u>Prepared by</u>	<u>Sheet</u>
Title Sheet & Topographic & Boundary Survey	July 2013	Luk and Associates	C-1
Dimensional Site Plan	July 2013	Luk and Associates	C-2
Grading and Utility Plan	August 2013	Luk and Associates	C-3
Cross Sections	August 2013	Luk and Associates	C-4
Roof Plan and Floor Plan	9/26/13	Peter B. Harmon, A.I.A.	A1
Elevations	9/26/13	Peter B. Harmon, A.I.A.	A2
Planting Plan	11/26/13	Thomas Baak & Associates L.L.P.	L-1
Planting Details and Notes	11/26/13	Thomas Baak & Associates L.L.P.	L-2
Irrigation Plan	11/26/13	Thomas Baak & Associates L.L.P.	L-3
Irrigation Notes and Details	11/26/13	Thomas Baak & Associates L.L.P.	L-4

1 5. **Parkhaven Head Start shall establish a procedure to address neighborhood complaints**  
2 **related to construction activities, noise, lighting, etc. including the following as approved**  
3 **by staff prior to the issuance of the first permit. (PLNG)**

4 a. **Establish the name of a contact person who can respond to complaint's within 24**  
5 **hours and immediately during construction.**

6 **GENERAL CONDITIONS**

7 6. **Business hours shall be Monday through Friday from 8:00 a.m. to 5:30 p.m. (PLNG)**

8 7. The Conditions are the responsibility of the applicant and all contractors. Compliance shall  
9 occur as specified in the Conditions or at one of the following project milestones:

- 10 a. With the submittal of Grading, Improvement, Landscape, or Building Plans.  
11 b. Prior to issuance of Encroachment, Grading, or Building Permits, whichever comes  
12 first.  
13 c. Prior to Construction.  
14 d. On-going during Construction.  
15 e. Prior to occupancy approval.

16 If timing for compliance is not specified, it shall be determined by the Divisions listed after the  
17 Condition. **(PLNG, BLDG, ENGR)**

18 8. Where a plan or further information is required, it is subject to review and approval by the  
19 applicable City Department/Division, as noted at the end of each Condition. The Division  
20 listed first shall be the primary contact for implementation of that Condition. **(PLNG, BLDG,**  
21 **ENGR)**

22 9. The project shall comply with all applicable Federal and State laws and Concord Municipal  
23 Code (CMC) requirements. **(PLNG, BLDG, ENGR)**

24 10. Minor modifications that are found to be in substantial conformance with the approved plans  
25 such as building materials and colors, plant materials, or minor lot line adjustments, may be  
26 approved administratively. Major modifications shall be approved by the applicable decision  
27 making body. **(PLNG, ENGR, BLDG)**

28 11. The Conditions of Approval shall be listed on a plan sheet that is included in the construction  
plan set (Grading, Utility, Building, and Landscape Plans). **(PLNG, ENGR)**

12. Two annotated copies of the Conditions of Approval specifying how each applicable condition  
has been satisfied, shall be submitted as follows:

- a. At the time Grading, Utility, Building, and/or Landscape Plans are submitted for plan  
check, whichever comes first; and  
b. Prior to occupancy approval. **(PLNG, ENGR)**

- 1 13. Submit three signed copies, one notarized, of the City’s “Property Maintenance Agreement”,  
2 to ensure on-going repair, replacement and maintenance of all exterior improvements  
3 including the buildings, parking areas, walkways, landscaping, irrigation, lighting, signs,  
4 fences, and other privately maintained improvements, prior to building occupancy. *(PLNG)*

5 **ARCHITECTURAL**

- 6 14. Vents, gutters, downspouts, flashing, electrical conduits, air conditioning units and cages, etc.,  
7 shall be painted to match the color of the adjacent surface, unless otherwise approved by the  
8 Planning Division. *(PLNG)*

9 **LANDSCAPING**

- 10 15. **The applicant shall relocate the fence at the southwest corner of the modular building to  
11 the southeast corner of the building and incorporate a gate as directed by the Building  
12 Division and Fire District and show the revision on the plans prior to the issuance of a  
13 building permit. *(PLNG, BLDG, POLICE)***

- 14 16. **The applicant shall reduce the height of the wood rail fence along Meadow Lane to three  
15 feet and/or relocate the fence so it does not encroach in the visibility triangle at the  
16 intersection of the driveway and the sidewalk. *(PLNG, ENGR, TRANS)***

- 17 17. **The applicant shall submit a detail of the tubular steel fence and gate at the corners of  
18 the modular building to the Planning Division and Police Department for review and  
19 approval prior to the issuance of a building permit. *(PLNG, POLICE)***

- 20 18. **The applicant shall submit Final Landscape Plans prepared by a licensed Landscape  
21 Architect, registered by the State of California, for review and approval with the  
22 Grading, Improvement, or Building Plans, whichever comes first, prior to the issuance of  
23 any permit. The Plan shall be drawn on or consistent with the Site Plan prepared by the  
24 Civil Engineer, with the following information:**

- 25 a. A legend that lists all plant species (Latin and common name), including size,  
26 quantities, spacing, and ultimate height and width.
- 27 b. Specifications and details for planting, including staking of trees and planting in bio-  
28 swales or other stormwater treatment areas.
- 29 c. Utility information on the base map, screened back.
- 30 d. Existing trees to be saved and identification of all replacement trees.
- 31 e. Trees (minimum size 24-inch box) and shrubs (minimum 5-gallon; accent or sub-  
32 shrubs may be 1-gallon).
- 33 f. Six-inch vertical concrete curbs around landscaped areas. *(PLNG)*

- 34 19. **Irrigation Plans shall include a drip irrigation system and be submitted with the Final  
35 Landscape Plans in compliance with the requirements of the Regional Landscape Water  
36 Conservation Ordinance adopted by Contra Costa Water District in compliance with the  
37 current State laws. *(PLNG)***

1 20. All landscaping shall be installed prior to occupancy approval. Contact the Planning Division  
2 at least two weeks prior to Occupancy, to request a site inspection of all exterior improvements  
3 including buildings, driveways, parking lots, landscaping, irrigation, lighting, and fences.  
(PLNG)

4 21. Prior to occupancy approval, the licensed Landscape Architect shall submit a Landscape  
5 Documentation Package with the following mandated elements:

- 6 a. Application
- 7 b. Certification of Compliance for Landscape Design
- 8 c. Certification of Compliance for Landscape Installation
- 9 d. Certification of Compliance for Landscape Audit
- 10 e. Certification of Compliance for Landscape Maintenance
- f. Water Budget work sheets (if applicable)
- g. Landscape Plans
- h. Landscape and Maintenance Schedule (PLNG)

#### 11 TREE PRESERVATION

12 22. Prior to demolition, site preparation, grading, or construction activity on a site with trees to be  
13 preserved, the applicant shall comply with the General Requirements for the Tree Protection  
14 Zone as specified in Section 122-829 of the Development Code. (PLNG, PARKS, ENGR)  
CMC

#### 15 LIGHTING

16 23. **Light fixtures shall not exceed 16 feet in height. The height of light fixtures shall be**  
17 **measured from ground level to the highest point, including the base. (PLNG)**

18 24. **Outdoor light fixtures shall be directed so there is no objectionable direct glare source**  
19 **visible above a height of five feet from any property. Light fixtures adjacent to**  
20 **residential properties may require special shielding devices to prevent light trespass as**  
21 **determined by the City. (PLNG) CMC**

22 All new outdoor light fixtures for non-residential uses that are adjacent to residential  
23 developments shall remain off or set on a motion sensor between 10 p.m. and 6 a.m., except  
24 when:

- 25 a. The hours of operation of the associated use extend beyond the required off-hour;
- 26 b. Illuminating flags representing country, state, or other civic entity and that are not  
27 located in residential areas; or
- 28 c. Outdoor lighting is functioning as security lighting such as illuminating a pathway or  
building entry.

25 25. Show all exterior lighting including: building fixtures, walkway lighting, parking lot lighting,  
26 and street lights on the Site, Utility, Landscape, and Building Plans, prior to the issuance of  
27 any permits. Energy-saving fixtures shall be used and noted on the plans. (PLNG, ENGR,  
28 TRANS, BLDG)

1 26. All exterior building and parking lot lighting shall provide illumination for safety and shall be  
2 installed in a manner that is glare shielded and directed away from adjacent properties and  
3 right-of-ways. *(PLNG)*

4 27. Prior to the issuance of a site improvement permit and/or building permit, the applicant shall  
5 submit a photometric plan for review and approval by the Planning Division, Building  
6 Division, Engineering Division, and Police Department. The photometric analysis shall be  
7 reviewed by Engineering Services for the determination of streetlight spacing as applicable.  
8 *(PLNG, BLDG, ENGR)*

9 **SIGNAGE**

10 28. **Signage is not approved as part of this application. *(PLNG)***

11 **PARKING**

12 29. **The applicant shall record a restriction running with the land, guaranteeing that the  
13 required parking will be maintained exclusively for the specified uses identified at the  
14 time of project approval by the Planning Commission. Evidence of said recording shall  
15 be submitted to the Planning Division for approval by the City Attorney's office prior to  
16 the issuance of a certificate of occupancy for the modular building. *(PLNG, CA)***

17 30. **Any change to the uses or the hours of operation or peak demand shall be subject to City  
18 approval and additional parking facilities may be required if the change to a use will  
19 create a greater demand for parking. *(PLNG)***

20 31. **The applicant shall remove the parallel parking space adjacent to the loading space at  
21 the rear of Building #2 from the plans prior to the issuance of the first permit. *(PLNG,  
22 ENGR, BLDG, TRAN)***

23 32. **Parking shall comply with Division 3 of the Development Code, "Parking, Loading, and  
24 Access" including parking spaces, drive aisle and parking space dimensions, turning radii,  
25 back-out dimensions, driveway clearances, landscape median dimensions, and other relevant  
26 information. *(ENGR, TRANS, PLNG) CMC***

27 33. **Handicapped parking spaces shall comply with Chapter 11 "Site Development Requirements  
28 for Handicapped Accessibility" of Title 24 of the California Code of Regulations, and be  
located as close as possible to the primary entrance. *(BLDG)***

34. **A maximum of *(50 percent)* of the required parking spaces may be compact. Compact stalls  
shall be clearly identified. *(PLNG, TRANS, ENGR) CMC***

35. **All parking spaces shall be striped; full-size spaces shall be 9 ft. by 19 ft.; compact spaces  
shall be 8 ft. by 16 ft. Wheel stops shall be provided, except when parking spaces abut a  
concrete curb for a landscaped planter, then a two-foot overhang is allowed. *(PLNG, TRANS)  
CMC***

1 **STREET IMPROVEMENTS**

2 36. Construct all public facilities in accordance with City of Concord Standard Plans and  
3 Specifications. *(ENGR)*

4 **CONSTRUCTION HOURS**

5 37. Noise producing site preparation and construction activities shall be limited to the days and  
6 hours as set forth below:

7 **Monday through Friday .....7:30 a.m. to 6:00 p.m.**

8 Construction on Saturdays may be allowed only upon prior approval by the Building,  
9 Engineering, and Planning Divisions. No changes to these construction hours shall be allowed  
10 without the prior written consent of the City. A contact person shall be available during all  
11 construction activities in the evening and on weekends to respond to complaints and take  
12 actions necessary to reduce noise. *(BLDG, ENGR, PLNG)*

13 38. Construction equipment shall not be serviced at the site at any time. During construction, no  
14 deliveries shall be made to the site and no delivery vehicles (including gasoline tanker trucks)  
15 shall enter the site between 6:00 p.m. and 7:30 a.m. on weekdays, and between 5:00 p.m. and  
16 8:00 a.m. on weekends and federal holidays. Delivery vehicles shall have their engines turned  
17 off during unloading. *(BLDG, ENGR, PLNG)*

18 39. No equipment shall be started or staging area be established on the streets or the site before or  
19 after the specified hours of construction. *(ENGR, BLDG)*

20 **CONSTRUCTION ACTIVITIES**

21 40. Contact Engineering Services to arrange for a Pre-Construction Meeting prior to issuance of  
22 Grading or Building Permits, whichever comes first. *(ENGR)*

23 41. Implement a dust and construction noise control plan. Submit the plan to Engineering  
24 Services for review and approval prior to issuance of the Grading Permit. *(ENGR)*

25 42. Employ the quietest construction equipment available, to muffle noise from construction  
26 equipment and keep all mufflers in good working order in accordance with State law. *(BLDG,  
27 ENGR, PLNG)*

28 43. Implement the following measures during construction:

- a. Gather all construction debris on a regular basis and place them in a dumpster or other container that is emptied or removed on a weekly basis. When appropriate, use tarps on the ground to collect fallen debris or splatters that could contribute to storm water pollution.
- b. Remove all dirt, gravel, rubbish, refuse, and green waste from the street pavement, and storm drains adjoining the project site. During wet weather, avoid driving vehicles off paved areas.

- c. Broom sweep the public street pavement and gutter adjoining the project site on a daily basis. Caked-on mud or dirt shall be scraped from these areas before sweeping.
- d. Install filter materials (e.g., sandbags and filter fabric) at the storm drain inlet nearest the downstream side of the site in order to preclude any debris or dirt from flowing into the City storm drain system. Filter materials shall be maintained and/or replaced as necessary to ensure effectiveness and to prevent street flooding. Dispose of filter particles in an approved trash receptacle.
- e. Create a contained and covered area on the site for the storage of bags, cement, paints, flammable, oils, fertilizers, pesticides, or any other materials used on the site that have the potential for being discharged to the storm drain system by being windblown or in the event of a material spill.
- f. Never clean items such as machinery, tools, and brushes or rinse containers in a street, gutter, or storm drain.
- g. Ensure that concrete, gunite, plaster, or similar supply trucks do not discharge wash water into street gutters or drains. **(ENGR, BLDG)**

44. Ensure that no debris or construction scrap material is placed on any adjoining lot, open space area, or street, and that any such material stored on an adjoining site shall be completely removed and the site cleaned, prior to occupancy approval. **(ENGR, BLDG)**

45. There shall be no parking of construction equipment or construction worker's vehicles on residential streets at any time; all vehicles shall be maintained on-site. **(ENGR, BLDG)**

46. Portable toilets used during construction shall be kept as far as possible from adjacent properties and the street and shall be emptied on a regular basis as necessary to prevent odor. **(ENGR, BLDG)**

47. In the event of the encounter of subsurface materials suspected to be of an archaeological or paleontological nature, all grading and/or excavation shall cease, the find shall be left untouched, and the City Planning Division shall be immediately notified. The County Coroner and the Native American Heritage Commission shall also be notified and the procedures required in CEQA §15064.5 shall be followed. This requirement shall be noted on the Grading and Building Plans, prior to issuance of permits. **(PLNG, ENGR, BLDG)**

48. In the above event, retain a qualified professional archaeologist certified by the Register of Professional Archaeologists or paleontologist with a degree(s) in paleontology or geology, to evaluate and make recommendations as to disposition, mitigation and/or salvage. The recommendation shall be implemented before work may proceed. The applicant shall be responsible for all costs associated with the professional investigation and implementation. **(PLNG, ENGR, BLDG)**

#### **CONSTRUCTION PLAN REVIEW/PRE-PERMIT REQUIREMENTS**

49. The *preliminary Civil Plans* prepared by and date stamped received *July and August 2013* by the Planning Division are not approved for construction. Submit Grading, Erosion Control, Improvement, Stormwater Pollution Prevention Plans (SWPPP), and Stormwater Control Plans prepared by a Registered Civil Engineer to Engineering Services for review and approval prior to issuance of an Encroachment Permit and Grading Permit. **(ENGR)**

1 50. Obtain an Encroachment Permit from the City prior to performing any work within the public  
2 right-of-way or public easements. *(ENGR) CMC*

3 **GRADING/EROSION CONTROL/GEOLOGIC**

4 51. Submit a Geotechnical Report with the Grading Plans and Building Plans, pursuant to CMC  
5 Section 86-73 that addresses and provides recommendations for grading, drainage, walls,  
6 building foundations, and pavement structural sections and demonstrates that proposed  
7 buildings will not be constructed across active faults. A licensed geologist must prepare an  
8 evaluation and written report. If an active fault is found, a structure for human occupancy  
cannot be placed over the trace of the fault and must be set back from the fault (generally 50  
feet). *(ENGR, BLDG)*

9 52. All grading shall require a Grading and Drainage Plan prepared by a licensed Civil Engineer, a  
10 Soils Report prepared by a registered Geotechnical Engineer and receipt of a Grading Permit  
approved by the City Engineer. The Grading Plans and Soils Report shall require review by  
11 the City's Geotechnical consultant with all costs to be borne by the applicant. *(ENGR)*

12 53. The project engineer shall inspect the finished grading and certify that it conforms to the  
13 compaction and elevations shown on the Grading Plan and Soils Report. *(ENGR, BLDG)*  
*CMC*

14 54. At all times seasonally appropriate erosion control measures shall be implemented per plans  
15 approved by the City Engineer for all grading work at all times. Wet season measures shall be  
16 in place October through April at a minimum and when rain is otherwise predicted. At the  
time of approval of the Improvement and/or Grading Plans, an approved Erosion Control Plan  
17 prepared by a registered Civil Engineer shall be filed with the City Engineer. *(ENGR)*

18 55. All graded slopes and stockpiles of loose soil shall be hydromulched/hydroseeded by October  
19 of any given year. During grading work between October and April, if rain is forecast, stop all  
grading work two days before the rain forecast and implement BMPs to insure that the site is  
protected from erosion. *(ENGR)*

20 56. Submit Grading, Erosion Control, Improvement, Stormwater Pollution Prevention Plan  
21 (SWPPP), and Stormwater Control Plans to Engineering Services for review and approval  
22 prior to the issuance of Grading, Encroachment, and Building Permits. Where applicable,  
evidence of compliance with the State General Construction Permit shall be provided. *(ENGR)*  
*CMC*

23 **UTILITIES**

24 57. New electrical transformers and utilities shall be placed underground or screened from view as  
25 approved by the Planning Division. *(PLNG)*

26 58. No above ground utility facilities/structures shall be located between the face of curb and back  
27 of sidewalk in the public right-of-way. *(ENGR)*

- 1 59. Comply with the City of Concord sewer design flow criteria and sewer construction  
2 requirements of the Central Contra Costa Sanitary District. Submit to Engineering Services  
3 sanitary sewer calculations with the Improvement Plans stamped and signed by a licensed  
4 Civil Engineer for review and approval. *(ENGR)*
- 5 60. All existing sanitary sewer pipes to be abandoned shall be removed; those to remain shall be  
6 tested. Details for the pipe removal shall be submitted to Engineering Services prior to the  
7 issuance of Construction Permits. Any property presently served by this sewer line shall be  
8 provided a side sewer connected to the sewer system with no interruption of service.  
9 Necessary rights-of-entry shall be obtained from the affected property owners. *(ENGR)*
- 10 61. Submit to Engineering Services a sewer fixture count and square footage of the existing  
11 buildings for possible fee credit purposes, prior to demolition. *(ENGR)*
- 12 62. Connect all buildings to the sanitary sewer collection facilities of the City, and pay all current  
13 sewer connection and service fees prior to occupancy approval. *(ENGR) CMC*
- 14 63. Coordinate all facility adjustments, relocations, or additions to utility services with the  
15 appropriate utility companies. *(ENGR)*
- 16 64. Submit proof acceptable to Engineering Services that all work within the existing (new)  
17 private waterline easement(s) are reviewed and approved by the easement owner of record.  
18 *(ENGR)*

### 14 DRAINAGE/STORMWATER C.3 REQUIREMENTS

- 15 65. Submit a Stormwater Control Plan (SWCP) prepared in accordance with the current Contra  
16 Costa Clean Water Program Stormwater C.3 Guidebook for review and approval by  
17 Engineering Services prior to issuance of any permit. The SWCP shall be prepared and  
18 certified by a Civil Engineer, registered in the State of California, demonstrating an  
19 understanding of the design of treatment measures for water quality and groundwater  
20 protection principles applicable to the project site. *(ENGR)*
- 21 66. Prior to issuance of permits for building, site improvements, or landscaping, applicant shall  
22 submit a permit application consistent with the applicant's approved Stormwater Control Plan  
23 (SWCP), and include drawings and specifications necessary for construction of site design  
24 features, measures to limit directly connected impervious area, pervious pavements, self-  
25 retaining areas, treatment BMP's, permanent source control BMP's, and other features that  
26 control stormwater flow and potential stormwater pollutants. The Contra Costa Clean Water  
27 Program permit application shall include a completed "Construction Plan C.3 Checklist" as  
28 described in the Stormwater C.3 Guidebook, and a detailed draft Stormwater BMP Operation  
and Maintenance Plan consistent with the general O&M plan included in the applicant's  
approved Stormwater Control Plan. Guidelines for the preparation of Stormwater BMP  
Operation and Maintenance Plans are in Appendix F of the Stormwater C.3 Guidebook.  
*(ENGR)*
67. Construct stormwater treatment measures per the approved SWCP prior to occupancy  
approval. *(ENGR)*

- 1 68. Submit a final Stormwater BMP Operation and Maintenance Plan (O&M Plan) in accordance  
2 with City of Concord Guidelines, for review and approval by Engineering Services, prior to  
3 occupancy approval. This O&M Plan shall incorporate City comments on the draft O&M Plan  
4 and any revisions resulting from changes made during construction. **(ENGR)**
- 5 69. Execute any agreements identified in the SWCP that pertain to the transfer of ownership, right-  
6 of-entry for inspection or abatement, and/or long-term maintenance of stormwater treatment or  
7 hydrograph modification BMPs, prior to occupancy approval. **(ENGR)**
- 8 70. Prevent site drainage from draining across sidewalks and driveways in a concentrated manner.  
9 **(ENGR)**
- 10 71. Collect and convey all stormwater entering and/or originating from the site to an adequate  
11 downstream drainage facility. Submit hydrologic and hydraulic calculations for a 10-year  
12 storm with the Improvement Plans to Engineering Services for review and approval. **(ENGR)**
- 13 72. Install City of Concord “No Dumping, Drains to Creek” curb marker (English and Spanish  
14 version) on all catch basins. **(ENGR)**
- 15 73. Submit a Construction Best Management Practice (BMP) Program for review and approval by  
16 the Engineering Development Services Department prior to issuance of a Building and/or  
17 Grading Permit. The general contractor and all subcontractors and suppliers of materials and  
18 equipment shall implement these BMPs. Construction site cleanup and control of construction  
19 debris shall also be addressed in this program. Failure to comply with the approved  
20 construction BMP may result in the issuance of correction notices, citations, or a project stop  
21 work order. **(ENGR)**
- 22 74. Sweep or vacuum the parking lot(s) a minimum of once a month and prevent the accumulation  
23 of litter and debris on the site. Corners and hard to reach areas shall be swept manually. If  
24 sidewalks and/or the parking lot are pressure washed, debris must be trapped and collected to  
25 prevent entry into the storm drain system. No cleaning agent may be discharged into the storm  
26 drain. If any cleaning agent or degreaser is used, wash water shall be collected and discharged  
27 to the sanitary sewer, subject to the approval of the Central Contra Costa Sanitary District.  
28 **(ENGR)**
75. Ensure that the area surrounding the project such as the streets stay free and clear of  
construction debris such as silt, dirt, dust, and tracked mud coming in from or in any way  
related to project construction. Areas that are exposed for extended periods shall be watered  
regularly to reduce wind erosion. Paved areas and access roads shall be swept on a regular  
basis. All trucks shall be covered. **(ENGR)**
76. Clean all on-site stormdrain facilities a minimum of twice a year, once immediately prior to  
October 15 and once in January. Additional cleaning may be required if found necessary by  
the City Engineer/Director of Building Inspection. **(ENGR, BLDG)**

1 **SOLID WASTE/RECYCLING**

- 2 77. Comply with CMC Chapter 82, Solid Waste, Article V, Construction and Demolition (C&D)  
Waste Recycling, Sections 82-114 through 82-126, as applicable. *(BLDG)*
- 3
- 4 78. Design and implement City approved Source Reduction/Recycling Plan and demonstrate that  
interior and exterior refuse enclosures have been sufficiently designed and located for the  
5 storage and pick up of recyclable materials in accordance with CMC Section 82-83, Source  
Reduction and Recycling, prior to issuance of a Building Permit. *(PW)*
- 6
- 7 79. Trash bins and refuse shall be stored within approved trash enclosure and the doors shall be  
closed at all times except when the bins are being emptied. *(NS)*
- 8
- 9 80. Comply with the provisions of the CMC, Central Contra Costa Sanitary District and the  
disposal service regarding enclosure design, access requirements, and the number of required  
10 individual refuse receptacles based upon waste pickup schedules. Trash enclosures shall  
incorporate the following features:
- 11 a. A concrete pad to prevent damage to asphalt paving.
- 12 b. A roof and sanitary sewer cleanout, designed to prevent rainwater from penetrating the  
interior of the enclosure and preclude trash from being blown outside of the bins.
- 13 c. The cleanout shall connect to a sanitary sewer to prevent contaminated water from  
entering the storm drain system.
- 14 d. If any cleaning agent or degreaser is used, wash water must be collected and  
discharged to the sanitary sewer, subject to the approval of the City of Concord  
15 Building and Engineering Department and Central Contra Costa Sanitary District.  
*(CCCSD, BLDG, ENGR)*
- 16

17 **AGREEMENTS, FEES, BONDS**

- 18 81. All fees noted below are the fees currently in effect as of July 1, 2013 per the Resolution of  
Fees and Charges. The fees and charges are reviewed annually as part of the budget public  
19 hearing process. Fee adjustments are based on a number of factors and vary depending on the  
type of fee:
- 20

21 **Service-based fees** are adjusted annually based on the San Francisco-San Jose-  
Oakland Area Consumer Price Index;

22 **Improvement based fees** (also called impact fees) are adjusted annually based on  
23 Engineering News Record Construction Cost Index (San Francisco Bay Area); and the

24 **Parkland Fee** is adjusted per Section 78-95 of the Concord Municipal Code.

25 The fees become effective as of the date set forth in Exhibit A of Resolution No. 78-6042,  
26 Fees and Charges for Various Municipal Services, as most recently amended and approved by  
the City Council. Persons interested in how a particular fee is calculated should contact the  
27 City Department administering the fee or the Finance Department. *(ENGR)*

28

1 82. Provide a **\$1,000** cash deposit to the Planning Division to cover Condition Compliance costs  
2 and Document Imaging Fees, prior to issuance of Grading or Building Permits. Planning  
3 staff's time will be charged to this deposit for work performed to implement the Conditions of  
4 Approval, from the time of project approval to occupancy approval. The deposit will be  
5 placed in a refundable account and any unused funds will be returned upon completion. If the  
6 initial deposit is insufficient to cover actual costs, an additional deposit will be required.  
7 **(PLNG)**

8 83. All improvement agreements required in connection with said plans shall be submitted to and  
9 approved by the City and other agencies having jurisdiction over said project prior to issuance  
10 of the Building or Grading Permit, whichever comes first. **(ENGR)**

11 84. All required faithful performance bonds and labor materials bonds in a penal amount equal to  
12 100 percent of the approved estimates of construction costs of improvements shall be  
13 submitted to and approved by the City and other agencies having jurisdiction prior to issuance  
14 of the Building or Grading Permit, whichever comes first. **(ENGR)**

15 85. Encroachment Permit Application:

- 16 a. Pay the Filing Fee at the time of submittal of permit application, Improvement plans  
17 and supporting documents to City Engineering Services for review. The current fee is  
18 **\$86.00**.
- 19 b. Provide a restoration security before issuance of the Encroachment Permit. The  
20 security shall be in an amount sufficient to restore existing public improvements to a  
21 serviceable condition should development improvement activity cause damage. The  
22 amount of the security shall be determined by, and be in a form acceptable to the City  
23 Engineer.
- 24 c. Provide a **\$5,000.00** cash deposit to cover Condition Compliance costs at the time of  
25 submittal of plans and documents to Engineering Services for review. The deposit will  
26 be placed in a refundable account. Condition Compliance costs will be charged to this  
27 deposit over the life of the project permit and mitigation requirements. Any unused  
28 funds will be returned at project completion. If the initial deposit is insufficient to  
cover actual costs, an additional deposit in an amount determined by the City Engineer  
will be required. **(ENGR)**

86. Grading Permit Application:

- a. Pay Grading Permit Fees at submittal of a Grading Permit application. The current fee  
is determined based on cubic yardage of cut and fill combined, or at the hourly rate of  
**\$172.00** if the hourly rate is used.
- b. Provide a **\$5,000.00** cash deposit for Erosion Control prior to issuance of Grading  
Permit. The deposit will be placed in a refundable account. Any unused funds will be  
returned at project completion. If the initial deposit is insufficient to cover actual costs,  
an additional deposit in an amount determined by the City Engineer will be required.
- c. Pay Stockpile and Erosion Control Monitoring fee prior to issuance of Grading Permit.  
The stockpile and erosion control monitoring fee is currently **\$23.00** per calendar day  
and is collected for the life of the Grading Permit activity. **(ENGR)**

1 87. Sewer Connection Permit:

- 2 a. Pay Sanitary Sewer connection fee. The current sewer connection fee is **\$1,009.00** per  
3 fixture and shall be paid prior to issuance of the Building Permit.  
4 b. Pay the current sewer service fee prior to issuance of the building permit. The current  
5 fee is **\$363.00** per year and is pro-rated by the month that connection is made.  
6 **(ENGR)**

7 88. Traffic Mitigation Fee:

- 8 a. Pay Offsite Street Improvement Program (OSIP) fee. The OSIP fee shall be the fee in  
9 effect at the time of the issuance of the Building Permit. **(ENGR, TRANS)**

10 **OTHER/MISCELLANEOUS**

11 89. Comply with the requirements of the Contra Costa County Health Department for the  
12 abandonment of existing septic tanks or wells. **(ENGR) CMC**

13 90. Comply with the requirements of the Contra Costa Fire Protection District. Submit complete  
14 sets of plans and specifications to the Fire District for review and approval at:

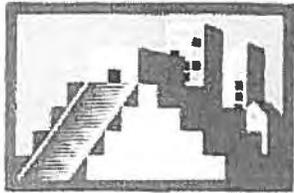
15 Contra Costa County Fire Protection District  
16 2010 Geary Road  
17 Pleasant Hill, CA 94523

18 Plan review fees are assessed at that time. The City is not responsible for the collection of fees  
19 or enforcement of requirements imposed by the Fire District. **(CCCFPD)**

20 91. The applicant shall defend, indemnify and hold harmless the City, its agents, officials, and  
21 employees from any claim, action or proceeding brought by a third party to set aside, annul,  
22 attack or otherwise void the permit. **(PLNG)**

23 92. The permit and approval shall expire in **one** year from the date on which they became effective  
24 unless a building permit is obtained and construction begun. The effective date of the permit  
25 and approval is **January 28, 2014**. **(PLNG)**

26 93. A request for a time extension from the expiration date of **January 28, 2015** can be considered  
27 if an application with required fee is filed at least 10 days before the original expiration date,  
28 otherwise a new application is required. A public hearing will be required for all extension  
applications, except those involving only Design Review. Extensions are not automatically  
approved. Changes in conditions, City policies, surrounding neighborhood, and other factors  
permitted to be considered under the law, may require, or permit denial. **(PLNG)**



THE  
UNITY  
COUNCIL

RECEIVED

OCT 17 2013

PLANNING

September 17, 2013

Planning & Economic Development Department  
1950 Parkside Drive, M/S 53  
Concord, CA 94519 – 2578

**RE: Parkhaven Head Start Project – Use Permit Request and Background**

Dear City of Concord Planning Division:

The Unity Council is pleased to request from the City of Concord a Use Change Permit for the property at 1187 Meadow Lane, Concord, CA (also referred to as the Parkhaven Headstart). Below you will find background on the Unity Council, description of the Head Start programs, and planned use of the facility including a note on the support from local community groups for such expanded use at this site.

**Unity Council Background:**

The Unity Council (officially known as the Spanish Speaking Unity Council) was founded in 1964, incorporated in 1967, and received 501(c)(3) tax-exempt status in 1968. The Unity Council is a non-profit community development corporation committed to enriching the quality of life of families primarily in the Fruitvale District of Oakland (and now expanding into Concord with its Head Start Program). Its mission is to help families and individuals build wealth and assets through comprehensive programs of sustainable economic, social, and neighborhood development.

The Unity Council serves families, individuals, and business owners in the East Bay through our community, social, and economic development programs. We offer programs in over 12 languages, at multiple sites throughout the East Bay and to any level of income. Our social services include Head Start programs, low-income senior residences and activity center, school-based support for young men of color, and an AmeriCorps youth program. Our economic services include a One-Stop Career Center and employment counseling, a social enterprise that gives people second-chance employment, maintenance and activities in the Fruitvale Business Improvement District, and homeownership and financial empowerment workshops. Finally, we build vibrant, sustainable neighborhoods through façade improvements, working with local parks and schools to improve playgrounds, and our landmark Fruitvale Transit Village, a mixed-use development, located at Fruitvale BART station.

### **Head Start Background:**

The Head Start program is one of many of the growing social service programs managed by the Unity Council. Other programs include the AmeriCorps, Peralta Service Corporation, Senior Center, Work Force Development, Public Market, and Youth Services. The Head Start program now also includes an Early Head Start program. The Unity Council's Head Start and Early Head Start programs operate at five sites located throughout Oakland and one in Concord. This provides over 850 low-income families with early childhood development services. Both Head Start and Early Head Start programs provide individualized early learning experiences, comprehensive family services, and opportunities for family and community participation. Services are available beginning at pregnancy and continue through to preschool or kindergarten. The Head Start, Early Head Start, and Pre-K programs provide a relationship-based multilingual and multicultural curriculum designed to meet each child's full potential. The parent involvement component provides extensive training and shared governance to prepare parents to advocate for their children, family and community as a whole. Comprehensive services are provided by content area specialists and through extensive connection to community resources. All programs offer educational and early childhood development services, health and nutrition education, advocacy, social services and assistance with community resources. The programs are located at:

Fruitvale Head Start, 1900 Fruitvale Avenue, Suite 1C, Oakland, CA 94601

De Colores Head Start, Pre-K, and Early Head Start, 1155 35th Avenue, Oakland, CA 94601

Thurgood Early Head Start, 1117 10th Street, Oakland, CA 94607

Foothill Square Early Head Start, 10700 MacArthur Boulevard, Oakland, CA 94605

Cal-SAFE Teen Parent Early Head Start, 2615 E 15th Street, Oakland, CA 94610

Cambridge (formerly managed by Contra Costa Co.), 1187 Meadow Lane, Concord, CA 94520

### **Purpose and Description of Use change:**

The Unity Council seeks to return expanded child care/youth education activities and services by replacing a portable building with a temporary removable structure. The site used to have two portables providing Head Start service on site. The replacement structure would house a child development center and restore the Head Start programs for the younger group, now not able to be provided by the existing portable run by Cambridge that was formerly managed by the County of Contra Costa. The management of such facility has been transferred to the Unity Council. It is the Unity Council's intent to use the services offered by Cambridge to staff the new portable structure.

The 6 employees at the existing child care site serve 40 children (ages 3-5) from 8:00-4:30 Monday through Friday. The second (proposed) portable will serve 16 children (ages 0-3) from 8:00 AM to 5:00 PM Monday through Friday; 17 children (ages 3-5) from 9:00 AM to 12:30 PM and 17 children (ages 3-5) from 1:00 PM to 4:30 PM on Monday; 25 children (ages 0-5) from 9:00 AM to 12:30 PM and 17 from 1:00 PM to 4:30 PM Tuesday through Friday.

The second (proposed) portable will also house 20 administrative and direct service staff members. Parents will drop-off children between 8:00-9:15AM and 1:00-1:30PM daily; pick-up times will be 4:30-5:00PM daily and some auto and pedestrian traffic is to be expected around those times. The agency will also have one company vehicle parked at the location. The program would use existing play spaces and equipment for outdoor activities for children in order to develop fine and gross motor skills.

**Community Partnerships:**

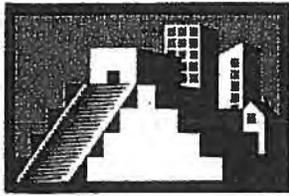
The Unity Council has developed for this facility and Head Start operation a broad community support consisting of local non-profits partners, including the Parkhaven Church, La Clinca, Monument Community Partnerships, and United Latino Voices. This operation will create numerous jobs and retain and expand needed services for underrepresented community groups. We understand the Church Food Pantry has light use the parking lot from 3:00 PM to 4:00 PM on Thursdays.

Sincerely,



Chris Iglesias  
Chief Executive Officer

Attachments: Application and Required Materials



# THE UNITY COUNCIL™

Planning & Economic Development Department  
1950 Parkside Drive, M/S 53  
Concord, CA 94519 – 2578

**RE: Parkhaven Head Start Project – Use Permit Update**

Dear City of Concord Planning Division:

The Unity Council is sending an update to our request to the City of Concord a Use Change Permit for the property at 1187 Meadow Lane, Concord, CA (also referred to as the Park haven Head Start) in response to the completeness review.

We realize our earlier detailed description of the staffing pattern and service hours for the children made it appear that more people would occupy the building than planned. The new building will provide services to a maximum of 41 children taught by 10 teachers, and supported by 8 managers/family service workers at any given time. The teachers will be on site from the hours of 8:00 to 5:30, and the managers/family service workers are expected to be on site from 8:00 to 5:30.

Sincerely,

Elizabeth Crocker  
Director of Children and Family Services

Attachments: Application and Required Materials

November 26, 2013

RECEIVED

NOV 26 2013

PLANNING

RECEIVED

NOV 26 2013

PLANNING

PARKING ANALYSIS  
November 26, 2013

There are 5 existing buildings located on the property, labeled Buildings 1 through 5 on the attached Sheet C-1.

- Building 1 is an existing child day care facility serving 40 students. The hours of operation are Monday to Friday, 8:00 AM to 4:30 PM. Drop offs occur between 8:00 to 8:30 AM and pickups occur from 4:00 to 4:30 PM.
- Building 2 is currently vacant.
- Building 3 is mostly vacant but occasionally used as office space for 3 church staff. It also holds a food pantry on Thursdays from 4:00 to 5:00 PM.
- Building 4 is a youth ministry building that is also mainly vacant, but is occasionally used from 6:00 to 10:00 PM on evenings and weekends.
- Building 5 is the main church building. It holds services on Sunday and also has occasional use on weekdays after 6 PM. It holds 140 fixed seats.

The proposed facility, Parkhaven Head Start, Building 6, will serve 16 children from 8:00 AM to 5:00 PM Monday through Friday. It will also serve:

- 16 children from 8:00 AM to 5:00 PM on Mondays through Fridays
- 17 children from 9:00 AM to 12:30 PM on Mondays
- 25 children from 9:00 AM to 12:30 PM on Tuesdays through Fridays
- 17 children from 1:00 PM to 4:30 PM on Mondays through Fridays.

Therefore, the maximum number of students is 41 children (16 + 25) from 9:00 AM to 12:30 PM, and 33 children (16 + 17) in the afternoon. Parents will drop off children between 8:00 to 9:15 AM and 1:00 to 1:30 PM daily, and pick up children around 4:30 to 5:00 PM daily.

Below is a summary of the parking requirements:

Building	Classification	Requirement	# of Spaces Required
1	Child Day Care for 40 children	1 space / 6 children	7 spaces
2	Social Service Use; 2,174 S.F.	1 space / 250 s.f.	9 spaces
3	Offices, 1,460 S.F.	1 space / 300 s.f.	5 spaces
4	Social Service Use; 942 S.F.	1 space / 250 s.f.	4 spaces
5	Religious Facilities; 140 fixed seats	1 space / 4 fixed seats	35 spaces
6	Child Day Care for 41 children	1 space / 6 children	7 spaces

The uses in the various buildings are sporadic, and the heaviest uses do not overlap. Below is a summary of the parking required at given points in time:

Time	Bldg 1	Bldg 2	Bldg 3	Bldg 4	Bldg 5	Bldg 6	Total Required Spaces
Mon-Fri 8am-1pm	7	9	5	0	0	7	28
Mon-Fri 1pm-5pm	7	9	5	0	0	6	27
Mon-Fri 6pm-10pm	0	0	0	4	35	0	39
Weekends	0	0	0	4	35	0	39

Therefore, a total of 39 spaces are required for the site. We are proposing to reseal and restripe the parking lot to provide a total of 43 spaces as reflected on Sheet C-2 of the use permit plans.



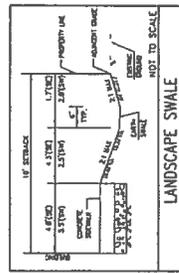
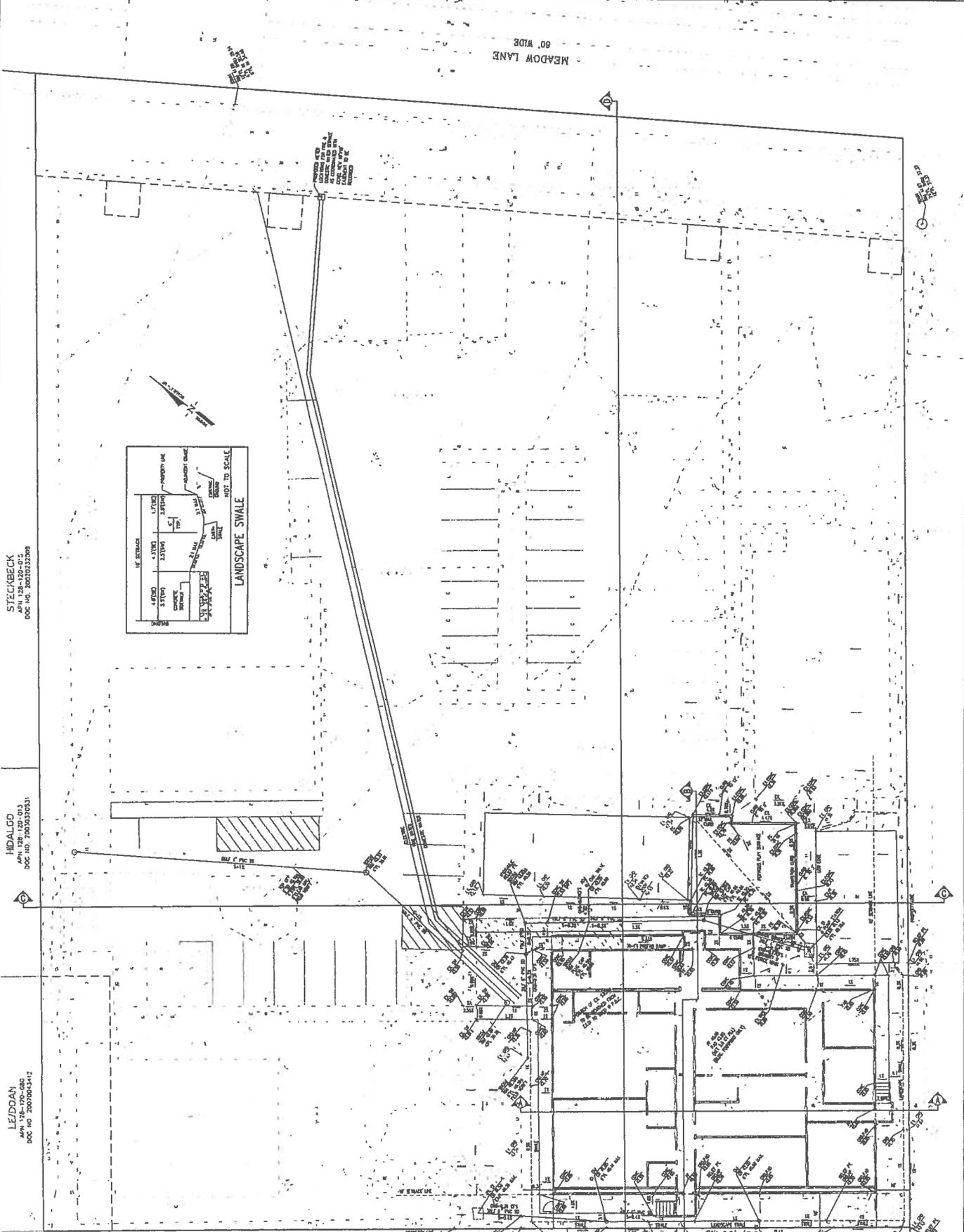


**Jan and Associates**  
 Civil Engineering  
 Land Planning  
 Land Surveying  
 738 Alfred Head Drive  
 Hercules, CA 94547  
 Phone (907) 724-3388  
 Fax (907) 724-3383  
 email: jan@janandassociates.com



**PARKHAVEN HEAD START  
 IMPROVEMENT PLAN  
 1187 MEADOW LANE  
 CONCORD, CA**

DATE: AUGUST 2003	SCALE: 1" = 40'	DRAWN BY: D.A.D.	CHECKED BY: C.A.L.	APR NO: B030403	PROJECT NO: 000000000000000000	PERMIT NO: NOVEMBER 26, 2003	SHEET NO: C-3
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 APN 128-120-012  
 DOC NO. 20020322008

HIDALGO  
 APN 128-120-013  
 DOC NO. 20020322031

LEIDIAN  
 APN 128-120-012  
 DOC NO. 2002032412

GALLERSON  
 APN 128-120-012  
 DOC NO. 20020321221

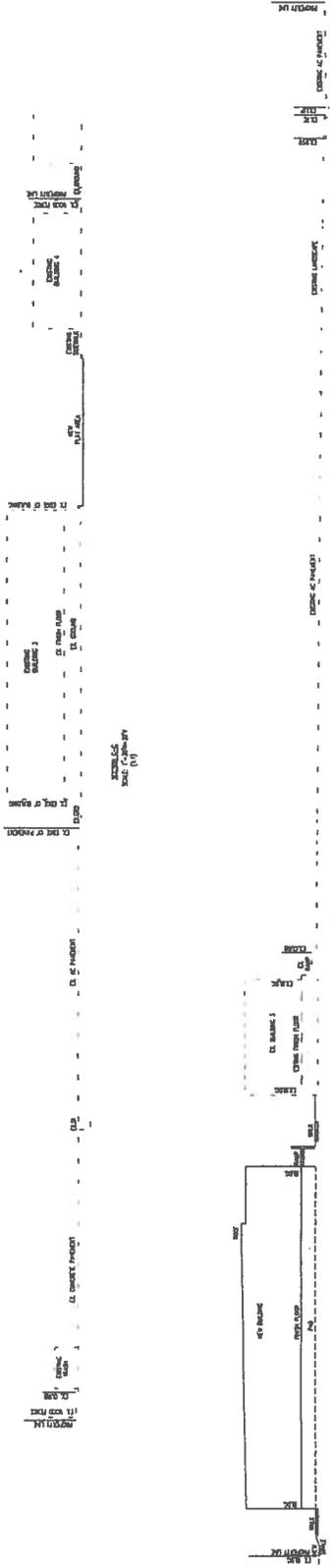
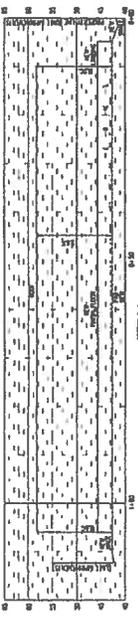
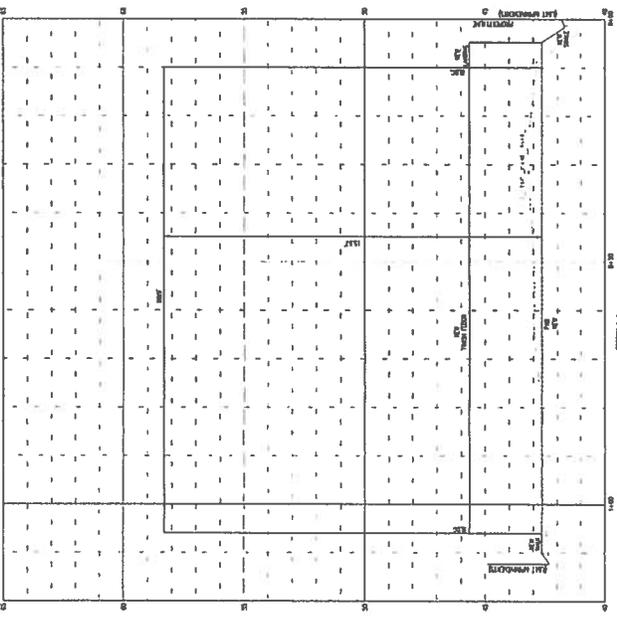
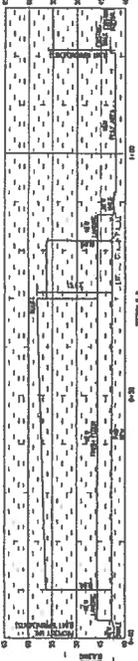
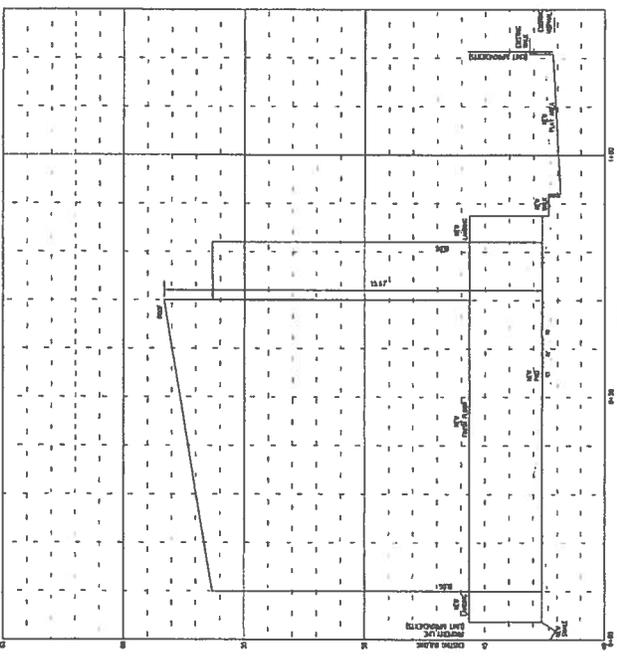
YANG  
 APN 128-120-073-1  
 DOC NO. 20020277800

DATE	08/24/2010
TIME	10:58:10 AM
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TIME	10:58:10 AM
PROJECT	PARKHAVEN HEAD START

**PARKHAVEN HEAD START**  
**IMPROVEMENT PLAN**  
**1187 MEADOW LANE**  
**CONCORD, CA**



**Lat & Associates**  
 Civil Engineering  
 Land Planning  
 Land Surveying  
 730 Alford Road Drive  
 Hercules, CA 94547  
 Phone: (925) 776-3300  
 Fax: (925) 776-3301  
 email: info@latand.com



SECTION C-4  
 SCALE: 1" = 10'

C-4  
 OF 1 SHEET













CAPITOL OFFICE  
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DISTRICT OFFICE  
1350 TREAT BLVD SUITE 240  
WALNUT CREEK CA 94597  
TEL 925 942 6082  
FAX (925) 942 6087

SENATOR.DESAULNIER@SEN.CA.GOV  
WWW.SEN.CA.GOV/DESAULNIER

# California State Senate

SENATOR  
MARK DESAULNIER  
SEVENTH SENATE DISTRICT



CHAIR  
TRANSPORTATION & HOUSING

COMMITTEES  
BUDGET & FISCAL REVIEW  
ENERGY UTILITIES &  
COMMUNICATIONS  
BUDGET SUBCOMMITTEE NO 3  
ON HEALTH & HUMAN SERVICES  
GOVERNANCE & FINANCE  
HEALTH

December 23, 2013

The Honorable ~~Tim~~ Grayson  
City of Concord  
1950 Parkside Drive, MS 01  
Concord, CA 94519

Dear Mayor Grayson:

We write in support of the expansion of Head Start Services in the Monument Corridor, provided by the Unity Council. The expansion of service includes 69 new Head Start slots and 62 new Early Head Start slots for families in the Monument Corridor. In total, 266 families will be served in the City of Concord.

The majority of these children and families will be served at the Cambridge and Concord partner sites at Park Haven. The Unity Council is currently working with the City of Concord on permitting for a new portable facility next to Cambridge at Park Haven to accommodate this expansion in service. We look forward to seeing the center up and running soon.

The return on investment is impressive for early learning. We can save more than \$7 for every \$1 spent on early learning, by having fewer students being held back a grade or becoming involved in the legal and corrections systems throughout their lifetimes. In California, half of low-income preschool students do not have access to Head Start or other subsidized early learning programs. We are pleased that Head Start will be a part of the solution to expand access to these vital services to more residents of Concord through this partnership.

Again, we support the expansion of Head Start Services through the Monument Corridor and we appreciate the City of Concord's support of these efforts. If we may be of assistance to you in the future, please do not hesitate to contact Senator DeSaulnier's district director at (925) 942-6082, or Assemblywoman Bonilla's district director at (925) 521-1511.

Sincerely,

MARK DESAULNIER  
SENATOR, 7<sup>TH</sup> DISTRICT

SUSAN BONILLA  
ASSEMBLYMEMBER, 14<sup>TH</sup> DISTRICT

cc: Valerie Barone, City Manager



## REPORT TO PLANNING COMMISSION

DATE: January 15, 2014

**SUBJECT: DOWNTOWN CONCORD SPECIFIC PLAN UPDATE**

**Recommendation:** Provide comments and inquiries regarding the progress of the Downtown Concord Specific Plan

**I. Introduction**

The development of a Specific Plan for the Downtown Concord BART Station Priority Development Area (PDA), funded primarily through a grant from the Metropolitan Transportation Commission (MTC), has been progressing since January 2013. Staff last provided an update on the project on June 19<sup>th</sup>. The project team has now completed Tasks 1 through 5 (see Exhibit A) of the project and is currently working on Task 6 (Draft Addendum to the General Plan EIR).

The purpose of this report on the Specific Plan project is to present to the Planning Commission progress on the project, for review and comment. One additional check-in point with the Commission is planned to occur in March 2014, prior to the requested adoption of the Final Specific Plan and environmental documentation, anticipated in June/July 2014.

**II. Background**

There are many benefits associated with the PDA Program and the development of a Specific Plan for the City's Downtown PDA. The Specific Plan will assist in leveraging grant funding, ensuring Concord's eligibility for future state and regional grants and enabling the City to comply with other State mandates. Areas designated as PDAs are eligible for technical assistance and funding for certain types of planning studies and capital projects.

The Specific Plan is a document that includes policies, measures, and strategies to develop a defined geographic area. The Plan can serve as an economic development tool because it will enable streamlined CEQA review for future development projects and other activities. This planning tool has the advantage of combining the land use plan, specific zoning, context specific regulations to address unique conditions and infrastructure financing into one comprehensive package. The Plan is similar to a zoning ordinance since it regulates land use through development standards; however, there is flexibility to tailor the standards to a specific area.

Since staff's last update, additional Downtown Steering Committee meetings have been held in July, August, September and October, and Community Workshop #2 was held on October 7. Staff has most recently been at work on Tasks 5, 6 and 8 in preparation of the draft Specific Plan, initiation of the Draft Addendum to the General Plan EIR and furthering the implementation strategies for the Plan.

**III. Discussion**

The focused aspects of the Specific Plan process to date have included:

- 1) Development of a downtown vision;
- 2) A community engagement process to further the preparation of the Specific Plan;
- 3) Preparation of objectives to promote enhanced pedestrian and bicycle access to and from the Station, attractive high-density infill, affordable housing, and improved transit opportunities; and
- 4) Strategies for financing infrastructure and new development.

### Downtown Vision

Through a series of meetings, the Downtown Steering Committee developed the following Downtown Vision:

*The Downtown is distinguished by its authenticity and historic assets, preserved and strengthened by the strategic infill of new high quality development that links the past with a vibrant future. The origins of Concord, beginning in 1834 as Rancho Monte del Diablo, are evident throughout Downtown. The central plaza, which retains the City's original name of Todos Santos, is a rare example of the 16<sup>th</sup> Century Law of the Indies which once dictated the planning and design of Spanish colonial cities. New buildings demonstrate their respect for the City's heritage through modern interpretations of early California architecture. Thoughtfully blending the old with the new, Downtown Concord is constantly evolving and growing in an organic and sustainable manner.*

*Downtown Concord is dynamic, safe and attractive to families, businesses, and visitors. It supports a thriving local economy by providing a variety of living, employment, and entertainment opportunities for multiple generations. A mix of boutique shops, restaurants, cafes, and cultural destinations are integrated by a lush green network of pedestrian-friendly streets which ensure activity both day and night. Grant Street, anchored by Todos Santos Plaza, connects the Downtown to the rest of the Bay Area via the BART Station. It is just one example of the many distinctive streets that have been designed to integrate walking, biking, transit use, green infrastructure, and active storefronts. The synergy created by the diverse mix of ages, incomes, and housing types promotes healthy, active lifestyles and a prosperous community.*

### Community Outreach

A community engagement process to obtain feedback on the future of the downtown has been at the forefront of discussions since the PDA grant was submitted. Staff has focused on implementing an Outreach Plan that obtains input from a variety of community members including residents, businesses, local and regional stakeholders and transportation partners. This will continue to remain a focus throughout the project process. In addition, staff has expanded the involvement of the DSC from the four meetings initially planned to 11 meetings over the course of the project. To date, the following meetings have been held:

- One Ideas Fair - To obtain input from residents & stakeholders in the downtown (Sept. 22, 2012)
- Four Technical Advisory Committee meetings (March 13<sup>th</sup>, April 3<sup>rd</sup>, June 3<sup>rd</sup>, Sept. 9<sup>th</sup>)
- Nine Downtown Steering Committee meetings (March 13<sup>th</sup>, April 18<sup>th</sup>, June 3<sup>rd</sup>, July 1<sup>st</sup>, July 22<sup>nd</sup>, Aug. 5<sup>th</sup>, Sept. 9<sup>th</sup>, Oct. 15<sup>th</sup>, and upcoming **Jan. 13, 2014**, and tentative Feb. 24, Mar. 31 and Apr. 28)
- Three Community Workshops (May 6<sup>th</sup>, October 7<sup>th</sup>, and upcoming **Jan. 27, 2014**)
- Stakeholder meetings and individual outreach meetings (Feb. 27 – affordable housing interests, July 5<sup>th</sup> – developer panel, and August 27<sup>th</sup> – Doris Court neighborhood, as well as a variety of one on one meetings)

These meetings were focused on providing background information; developing the existing conditions report; conducting public outreach; and obtaining feedback from the community, the technical advisory committee and the downtown steering committee in order to formulate three preliminary alternatives for study and subsequently selecting an alternative for further development and analysis.

Relevant Goals

The overarching goals envision the PDA as a bustling, transit-oriented, urban space serving as both a magnet of activity for the City and a regional commuter hub for the County. The relevant goals for the Specific Plan discussed within the City's grant application for the PDA Planning Program include:

- Increasing BART ridership and efficiency of multi-modal connections;
- Intensification of uses and densities from current built levels;
- Promoting mid and high-density housing;
- Constructing housing projects for a mix of housing types and income levels;
- Increasing job creation;
- Enhancing a strong business climate and expanding the City's economic base; and
- Implementing strategies to foster a vibrant downtown prior to initiation of construction within the Concord Reuse Plan Area.

Completed and Remaining Tasks

The City has completed the following Tasks toward the preparation of the Downtown Concord Specific Plan and associated environmental documentation:

- Task 1 – Project Initiation and Project Schedule
- Task 2 – Existing Conditions Report
- Task 3 – Community Outreach Plan
- Task 4 – Development of Alternative Plan Concepts; and
- Task 5 – Development of Preferred Plan and First Draft of the Specific Plan.

The Project team is currently working toward the completion of:

- Task 6 - Environmental review and Draft Addendum to the General Plan EIR

The two final tasks are anticipated to be completed in the Spring of 2014 with adoption of the plan anticipated in June 2014.

- Task 7 - Final Specific Plan and Final Addendum to the General Plan EIR
- Task 8 – Implementation and Phasing Strategy

All of the documents associated with the above tasks can be found on the webpage for the Specific Plan project at [www.cityofconcord.org/downtownplan](http://www.cityofconcord.org/downtownplan) In addition, agendas and meeting minutes for recent and upcoming meetings are updated to the site.

Highlights based on Community Feedback

Based on the Downtown Steering Committee meetings and Community Workshops that have been held, there are a number of highlights that have been discussed for inclusion within the Specific Plan. It is important to note that the Specific Plan does not propose any rezoning as a part of the plan, but rather focuses on implementation strategies to encourage the full potential of growth possible within the PDA by:

- Providing a stronger connection along Grant Street between Todos Santos Plaza and BART.
- Offering a looping shuttle to easily transport residents and commuters from BART to Todos Santos Plaza and major office and retail uses.
- Providing a greenway (consisting of streetscape/landscape improvements within the current right-of-way) to improve access and walkability while facilitating access to the major destinations within the downtown. This includes a greenway under the BART tracks to connect existing trails/walkways.
- Providing traffic smoothing/management at key locations within the downtown.
- Creating a range of implementation strategies to facilitate growth, economic development and a move toward complete streets at key locations within the downtown.
- Highlighting the City’s historic connections and providing an emphasis on Early California architecture.
- Developing performance measures for tracking and performance monitoring to assure implementation of the Plan over time, and checks and balances to provide steady and balanced development into the 2035-2040 horizon.

A summary of the development planned for the downtown over the next 20 to 25 years is summarized below in two phases, with information regarding the existing development within the PDA for comparison. This level of development is consistent with the land use designations provided for within the General Plan and more recently by the Development Code adopted in July 2012.

**Summary of Development for  
Downtown PDA**

	<b>Housing Units<sup>1</sup></b>	<b>Residents</b>	<b>Office</b>	<b>Retail</b>	<b>Jobs</b>
<b>Existing</b>	4,429	10,700	2,840,000	1,500,000	<i>Approx. 13,800</i>
<b>Phase I</b>	3,465	8,680	586,400	281,200	2,900
<b>Phase I+II</b>	4,020	10,100	1,567,900	743,200	7,720

<sup>1</sup> Assumes average 1,000 sq. ft. unit

Looking forward, the project team expects to complete the Final Specific Plan and Final Addendum to the Specific Plan and the Implementation and Phasing Strategy in the Spring. The Downtown Long Range Property Management Plan, addressing the City’s four downtown vacant sites, was approved by Council on December 10<sup>th</sup>, and scheduled for review by the Successor Agency Oversight Board on January 16<sup>th</sup>, upon which, if approved, the Plan will be submitted to the State for review.

The Downtown Specific Plan, once adopted, will be used to inform the Housing Element Update 2014-22, currently under preparation.

**IV. Fiscal Impact**

The completion of the *Downtown Concord Specific Plan* will have a beneficial fiscal impact on the City by enabling the City to be eligible for future awards from State and regional agencies and will streamline future development by providing specific policies, strategies and an implementation and financing plan.

**V. Public Contact**

This item has been posted at the Civic Center at least 7 days prior to the public hearing.

**VI. Summary and Recommendations**

This is a staff report, and while no formal approval is required, staff requests that the Commission provide comments on the materials and give direction to staff on the report.

Prepared by:

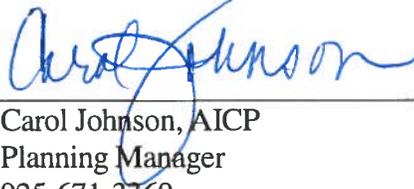
  
Joan Ryan, AICP

Senior Planner

925-671-3370

[Joan.ryan@cityofconcord.org](mailto:Joan.ryan@cityofconcord.org)

Reviewed by:

  
Carol Johnson, AICP

Planning Manager

925-671-3369

[Carol.Johnson@cityofconcord.org](mailto:Carol.Johnson@cityofconcord.org)

**EXHIBITS**

Exhibit A: Current Schedule

