



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

**Wednesday, September 2, 2015
6:30 p.m. – Council Chamber
1950 Parkside Drive, Concord**

****Please note new start time****

Planning Commission Members:

Robert Hoag, Chair

Ernesto A. Avila, Vice Chair

Jason Laub, Commissioner

Carlyn Obringer, Commissioner

**REGULAR MEETING
6:30 p.m. – Council Chamber**

I. ROLL CALL

II. PLEDGE TO THE FLAG

III. PUBLIC COMMENT PERIOD

IV. COMMISSION APPOINTMENTS

1. Nomination and designation of TRANSPAC Liaison and Alternate for 2015/16.

V. ADDITIONS / CONTINUANCES / WITHDRAWALS

VI. CONSENT CALENDAR

1. 7/15/15 Meeting Minutes

VII. PUBLIC HEARINGS – None

STUDY SESSION

1. Planning Division Annual Goals and Work Program – Laura Simpson, Planning Manager @ (925) 671-3369

VIII. COMMISSION CONSIDERATIONS

IX. STAFF REPORTS / ANNOUNCEMENTS

X. COMMISSION REPORTS / ANNOUNCEMENTS

XI. FUTURE PUBLIC HEARING ITEMS**XII. ADJOURNMENT**

NOTICE TO PUBLIC

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) 671-3031, 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.

If you challenge any of the foregoing described actions in court, an appeal first of said actions to the Zoning Administrator, Planning Commission, and/or City Council (as applicable) in the manner and within the time period established in Development Code Chapter 18.510 (Appeals and Calls for Review) is required, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Zoning Administrator and/or Planning Commission (as applicable) at, or prior to, said public hearing.

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

Planning Commission meetings are available for viewing on the City's website, www.cityofconcord.org and at the Concord Public Library. Copies of DVDs of the Planning Commission Meeting are available for purchase. Contact the Planning Division 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.

NEXT PLANNING COMMISSION MEETINGS:

September 17, 2015: 6:30 pm – Special Meeting Date

October 7, 2015: 6:30 pm – Council Chambers



REPORT TO PLANNING COMMISSION

DATE: September 2, 2015

SUBJECT: STUDY SESSION REGARDING PLANNING DIVISION'S WORK PROGRAM

Recommendation: Staff will provide an update on the current work program for Planning Commission review and feedback.

I. Introduction

This study session is intended to provide the Planning Commission with an update on the status of the Planning division's Work Program for Fiscal Year 2015-2016 and to provide the Commissioners with an opportunity to discuss their interests and priorities. During the hearing, staff will also present a summary of the accomplishments over the past fiscal year.

II. Background

On August 20, 2014, the Planning Commission held a study session to discuss the Planning division work program and implementation of the Development Code. Many projects on the work program were initiated and some were completed during the past year. The projects in the work program below are large scale projects, typically long range or policy oriented in nature. These projects are managed by staff in addition to the many current planning projects that are taken through the entitlement process, ranging from Zoning Clearances, Administrative Permits, and Use Permits, to Code Amendments. At the mid-way point of 2015, staff has handled 285 planning projects. Several larger projects are anticipated as well, including the Chevron site. The Work Program projects below are underway for Fiscal Year 2015-2016.

III. Work Program for Fiscal Year 2015-2016

A. The Bicycle, Pedestrian and Safe Routes to Transit Citywide Master Plan. The City received \$250,000 from MTC toward a citywide plan in 2014. Public outreach began for this project in 2014. The Project Advisory Committee was formed in 2015 and the project is one-third complete, with drafting of the policies working paper to occur in the next few months. The administrative draft of the plan will be prepared this fall in 2015 and public hearings will be held in early 2016. The project is anticipated to be completed in Summer 2016.

B. Downtown Corridor Study to implement the Downtown Specific Plan. With Grant funds of \$200,000 from CCTA, staff will prepare a Corridor Study to implement the Downtown Specific Plan using consulting services from ARUP. The corridor study will include streetscape designs and sections for Salvio, Grant and Oak Streets. Staff resources are required to meet the in-kind match requirement. A kickoff meeting for this project was recently held in August. This project is anticipated to be completed in late Summer 2016.

C. Early Californian Architecture Design Guidance. Staff is providing preliminary research on Early Californian architecture to the Housing and Economic Development Council Subcommittee on September 28, 2015, and inviting representatives from the Planning Commission and the Design Review Board and developers to provide feedback to staff in order to clarify architectural design guidance for future Downtown projects. This is an implementation measure of the Downtown Specific Plan that was adopted in June 2014. It is expected to be completed in 2016.

D. Freeway Oriented Electronic Readerboard. Staff has been asked to bring forward for consideration by the Housing and Economic Development Subcommittee on September 28th, a process to amend the Sign Ordinance in the Development Code to allow a freeway oriented electronic readerboard on private property in proximity to Interstate 680. Staff will prepare a report to address the aesthetic, legal and economic development issues related to this topic.

E. Coordinate with the LRA for Concord Community Reuse Plan Development through the Specific Plan Process. After the selection of the Master Developer for the CNWS by the City Council in Fall 2015, Planning will recruit a new Principal Planner to be hired by November 2015 to lead the specific plan process, to report to the Planning Manager and work in coordination with the Director of Community Reuse Planning.

F. Work in collaboration with the Coast Guard to facilitate a negotiated sale and transfer of the 60-acre Coast Guard property to the City and develop a specific plan for the site. The Coast Guard is completing the environmental study for the site, after which they will prepare an appraisal for the site to negotiate a sales price with the City. The Coast Guard is offering the City the right of first refusal to purchase the site for the development of market rate housing, with a minimum of 25% affordable housing. The sale and transfer is estimated to occur in the spring or summer of 2016. A developer will be selected through an evaluation process and staff will proceed to work with the selected developer on a specific plan for the site.

G. Finalize Park-n-Shop Design Guidelines. In 2010, Redevelopment funds initiated the development of draft Design Guidelines for Park-n-Shop Center. The project was put on hold when Redevelopment Agencies were dissolved in 2012. In 2015, funds are budgeted to allow for the completion of the draft Design Guidelines document. Community outreach meetings will occur in October 2015 for review of the draft guidelines. In late 2015 and early 2016 public hearings will be held with the Design Review Board, Planning Commission and City Council. These Design Guidelines are unique to the Park 'n Shop Center and are tailored to address incremental property upgrades in a consistent and streamlined fashion.

H. Finalize the Local California Environmental Quality Act (CEQA) Guidelines. In collaboration with the City Attorney's Office, staff will update the City's environmental document forms and templates to comply with current CEQA regulations, and establish environmental thresholds to aid in determining levels of significance. This will assist staff in completing timely environmental review and will also provide more certainty and direction for the development community.

I. Update the City's Subdivision Ordinance. The City's Development Code was adopted in July 2012, after a lengthy process. The Subdivision Ordinance must now be updated to ensure consistency with the Development Code and to provide uniform development standards. The Ordinances set requirements for major and minor subdivisions and improvement and design standards for development as well as development standards for condominium developments. The last update to the Ordinance was in 2008, and it will be reviewed for compatibility with other regional standards, as well as consistency with the City's own Development Code. This effort will assist in streamlining processes and timing for developers by reducing internal conflicts on varying policy guidance between divisions, and is anticipated to be completed in mid-2016.

J. Housing Fee Nexus Study. Staff has hired the consultant firm, Keyser Marston Associates, to prepare a nexus study to determine what level of fee might be applied to new rental or ownership development. The fee study will be developed with stakeholder and staff input by October 2015. The study will be brought forward to the Council Housing and Economic Development subcommittee for consideration in late October. This is an implementation measure within the City's Housing Element.

K. Secondary Unit fee reductions for City and the Contra Costa Water District. In July, planning staff met with staff from the Contra Costa Water District (CCWD) to discuss the cost of water meters for secondary dwelling units, the District's fee study, and the need for continued coordination on future utility planning. CCWD indicated they are willing to look into a connection fee decrease for detached secondary units of 640 square feet or smaller. City staff is recommending a reduction in secondary unit parkland dedication fees and OSIP fees for second units 640 square feet or smaller. This policy will be drafted and reviewed by the Council Policy Development and Infrastructure and Franchise Committee later this fall. This is an implementation measure within the Housing Element.

L. New Development Code Updates. Development Code update priorities are generally set by the City Council, based upon consideration and input given from Boards and Commissions and policy direction set forth in the General Plan and related documents such as the Downtown Specific Plan. The highest priority Development Code updates are generally given to those mandated by State law or have an urgent need related to life-safety or legal issues. The planned updates include a revised Water Efficiency Landscape Ordinance and an update to the Wireless Ordinance.

M. Climate Action Plan implementation. The monitoring of the Climate Action Plan (CAP) was transferred from the City Manager's office in 2015 to the planning division. Staff will be providing annual updates to City Council on the progress of various measures citywide within the CAP.

N. Salvio Street Streetscape Project. Planning was awarded a \$49,300 Priority Development Area (PDA) Technical Assistance Grant from the Metropolitan Transportation Commission (MTC) to plan and develop construction drawings for the redevelopment of a portion of streetscape in front of Salvio Pacheco Square. The project will remove the 13 existing angled parking stalls along the frontage of the Salvio Pacheco Square building and widen the sidewalk to improve accessibility for pedestrians, extend the street frontage to mirror the eastern half of the block, and accommodate stormwater runoff and ADA improvements near the corner of Mt. Diablo and Salvio Streets. Initial

plans have been drafted and reviewed by the Todos Santos Business Association. Plans are anticipated to be completed in 2016; however, grant funding has not been obtained yet for project construction.

IV. Accomplishments for Fiscal Year 2014-2015

Attachment 1 of this staff report is a listing of the Planning Division's achievements from Fiscal Year 2014-15. This information was included in the recent annual budget report to City Council. One work program item from the past year, an update of the parking ordinance, will be moved into the next fiscal year due to staff being at capacity with the existing and anticipated workload this fiscal year.

IV. Fiscal Impact


A number of individual long-range planning projects are made possible by grant funding or support from the City's General Plan and Zoning Ordinance Reimbursement Fee. The Planning division's long range work program is primarily supported by the City's General Fund.

V. Public Contact

All appropriate public notices of this agenda item have been posted.

VI. Summary and Recommendations

There is no recommendation or call for approval for the Commission. However, staff requests that the Commission provide comments and suggestions on the information presented.

Prepared by: 
Laura Simpson, Planning Manager

Attachments:

1. Fiscal Year 2014-15 Planning Division Accomplishments

Fiscal Year 2014-2015 Accomplishments**Planning Division (7 FTE)**

1. Completed the Concord Downtown Specific Plan (DSP) and associated environmental review for the Downtown BART Priority Development Area, achieving Council adoption in June 2014.
2. Prepared and achieved City Council adoption of the State-mandated 2015-2022 Housing Element of the General Plan. The Housing Element was certified by the State Housing and Community Development Department (HCD) in January 2015.
3. Secured \$550,000 in regional grant funds for long range planning projects, including \$250,000 from the Metropolitan Transportation Commission (MTC) toward the Bicycle and Pedestrian Master Plan, and \$250,000 from the Contra Costa Transit Authority for the Downtown Corridor Plan, as well as \$50,000 for Salvio Streetscape Project design phase from MTC.
4. Kicked off the Bicycle and Pedestrian Master Plan process through significant outreach to the community, including several capacity building and outreach workshops in the Monument Corridor, in the summer of 2014 and spring 2015.
5. Initiated the Subdivision Ordinance update, which was approved as part of the 2014 CIP budget.
6. Amended the IMX Zoning District and drafted an amendment to the WMX Zoning District.
7. Achieved approximately 60% cost recovery through managing over 477 land use applications through permitting and entitlement processes, and/or condition compliance during construction, including such developments as:
 - a. De La Salle Master Plan
 - b. De La Salle Academy
 - c. Oakmont Senior Living Facility
 - d. Willows Shopping Center remodel
 - e. Meridian Square
 - f. Olive Drive Subdivision
 - g. Starbucks, Clayton Road
 - h. Minor Subdivision at 3041 Cowell Road
 - i. Willow Pass Apartments at East Street
 - j. Chalomar subdivision

8. Supported Economic Development goals by providing excellent customer service to the business community, developers, and residents by both improving customer self-service with website improvements and handout materials and by serving the following numbers:
 - a. Received 477 planning applications in 2014, and on pace to average 40 new applications per month in 2015.
 - b. Issued 400 business licenses and 154 home based business permits.
 - c. Answered approximately 2300 phone calls, and assisted 1400 customers at permit center.
 - d. In 2014, held 41 public hearings including, Zoning Administrator hearings, neighborhood meetings, Design Review Board meetings, and Planning Commission meetings.
9. Completed Development Code amendments correcting or revising use regulations, including, micro-breweries/micro-distilleries, mobile food truck group sites, banning roosters, temporary signage, zoning for transitional housing, video games and smoking prohibitions.
10. Managed the City's franchise agreement with Concord Disposal Service.
11. Began management and implementation of the City's Climate Action Plan.