



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

**Wednesday, October 19, 2016
6:30 p.m. – Council Chamber
1950 Parkside Drive, Concord**

Planning Commission Members:

Carlyn Obringer, Chair

Jason Laub, Vice Chair

Dominic Aliano, Commissioner

LaMar Anderson, Commissioner

Ray Barbour, Commissioner

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

I. ROLL CALL

II. PLEDGE TO THE FLAG

III. PUBLIC COMMENT PERIOD

IV. ADDITIONS / CONTINUANCES / WITHDRAWALS

V. CONSENT CALENDAR

1. [10/05/16 Meeting Minutes](#)

VI. PUBLIC HEARINGS

- 1. [2111 Kirker Pass Road – Vacation Right of Way](#) – Application to vacate a 26 ft. by 310 ft. section of street right-of-way located westerly of the property at 2111 Kirker Pass Road, that represents the easterly half of a 52 ft. wide section of right-of-way serving two adjacent parcels. The right-of-way vacation is classified under the California Environmental Quality Act (CEQA) as categorically exempt pursuant to Sections 15304, “Minor Alterations to Land;” therefore, no further environmental review is required. **Project Contact: Kevin Marstall @ (925) 671-3257****

VII. COMMISSION CONSIDERATIONS

- 1. [Planning Division Work Program](#) – Update on the accomplishments of the Planning Division’s Work Program for Fiscal Year 2015-2016 and an overview of the Work Program for 2016-2017. **Staff Contact: Laura Simpson, Planning Manager @ (925) 671-3369****

VIII. STAFF REPORTS / ANNOUNCEMENTS**IX. COMMISSION REPORTS / ANNOUNCEMENTS****X. FUTURE PUBLIC HEARING ITEMS****XI. 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) 671-3021, 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

Adoption of the Consent Calendar may be made by one motion of the Planning Commission, provided that any Commissioner, individual, or organization may request removal of an item from the Consent Calendar for separate consideration. If a request for removal of an item from the Consent Calendar has been received, the Chair may defer action on the particular item and place the same on the regular agenda for consideration in any order s/he deems appropriate.

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:

November 2, 2016: 6:30 pm – Council Chamber
November 16, 2016: 6:30 pm – Council Chamber

REGULAR MEETING OF THE
CITY OF CONCORD PLANNING COMMISSION
COUNCIL CHAMBER, 1950 PARKSIDE DRIVE
CONCORD, CALIFORNIA

Wednesday, October 5, 2016

A regular meeting of the Planning Commission, City of Concord, was called to order by Chair Obringer at 6:30 P.M., October 5, 2016, in the City Council Chamber.

I. ROLL CALL

COMMISSIONERS PRESENT: Chair Carlyn Obringer
Vice Chair Jason Laub
Commissioner Dominic Aliano
Commissioner LaMar Anderson
Commissioner Ray Barbour

STAFF PRESENT: Laura Simpson, Planning Manager
Margaret Kotzebue, Senior Assistant City Attorney
Afshan Hamid, Senior Planner
Kevin Marstall, Senior Civil Engineer

II. PLEDGE TO THE FLAG

Commissioner Aliano led the pledge.

III. PUBLIC COMMENT PERIOD

None was heard.

IV. ADDITIONS / CONTINUANCES / WITHDRAWALS

None were announced.

V. CONSENT CALENDAR

No public comment was heard.

APPROVAL OF MINUTES

Motion was made by Vice Chair Laub, and seconded by Commissioner Anderson to approve the meeting minutes of September 21, 2016 with a change to a “masonry wall” rather than a “fence” on The Tire Shop motion. The motion was passed by the following vote:

AYES: Laub, Anderson, Aliano, Barbour, Obringer
NOES: None
ABSTAIN: None
ABSENT: None

VI. COMMISSION CONSIDERATIONS

There were none.

VII. PUBLIC HEARINGS

There were none.

VIII. STUDY SESSION

Argent Concord (PL16333 – UP, DR) – Study Session for a new high density residential building with approximately 171 new residential units, and podium and subterranean parking on a 1.57-acre site at 2400 Willow Pass Road. The General Plan designation is Downtown Mixed Use; Zoning classification is DMX (Downtown Mixed Use, 10,000 sq. ft. minimum lot area); APN 126-082-008. **Project Planner: Afshan Hamid @ (925) 671-3281**

Senior Planner, Afshan Hamid, presented the project and answered questions from the Planning Commission.

Lily Ciammaichella, of KTG Architects, described the details of the project and answered questions from the Planning Commission.

Scott Brown, President of American Trash Management, explained the details of trash management proposed for the project and answered a question from the Planning Commission.

Scott Hartstein, Civil Engineer at DK Consulting, explained storm drains, lights and striping for the project.

The applicant, David Jones of Argent Concord LLC, answered questions from the Planning Commission.

Public Comment

Dan Torres, Business Agent for the Sprinkler Fitters Local 483, commented on his hopes that the developer would consider hiring local workers when constructing the project.

Dave Kamlin, of Bike Concord commented on bike safety and ensuring that pedestrian safety is considered on this project. He also mentioned that Concord Boulevard is in the Bike Plan for future study for a bike lane and pedestrian enhancements.

IX. STAFF REPORTS / ANNOUNCEMENTS

There were none.

X. COMMISSION REPORTS/ANNOUNCEMENTS

Chair Obringer announced that Commissioner Anderson is participating in a program, Community Policing through Environmental Design, and there will be an open house soon.

XI. FUTURE PUBLIC HEARING ITEMS

Planning Manager Laura Simpson announced at the next Planning Commission meeting, October 19th, there will be a review of the Planning Division Work Program from the past fiscal year and what will be worked on during the upcoming fiscal year and there will be a new Principal Planner overseeing long range and sustainability policy within the City and at the November 2nd Planning Commission meeting there will be Study Session of the final draft for the Subdivision Ordinance.

XII. ADJOURNMENT

Commissioner Aliano moved to adjourn at 9:00 P.M. Vice Chair Laub seconded the motion. Motion to adjourn was passed by unanimous vote of the Commissioners present.

APPROVED:

Laura Simpson, AICP
Planning Manager

Transcribed by Grant Spilman,
Administrative Coordinator



REPORT TO PLANNING COMMISSION

DATE: October 19, 2016

SUBJECT: 2111 KIRKER PASS ROAD – VACATION OF RIGHT-OF-WAY

Recommendation: Adopt Resolution No. 16-27PC, finding the proposed vacation of excess public right-of-way consistent with the Concord 2030 General Plan, pursuant to Government Code Section 65402, and recommending that Council approve the vacation of the excess public right-of-way located at 2111 Kirker Pass Road

I. Introduction

A. Applicant Request:

Application to vacate an irrevocable offer of dedication for a 26 ft. by 310 ft. section of street right-of-way located westerly of the property at 2111 Kirker Pass Road.

B. Location:

The site is located westerly of 2111 Kirker Pass Road. APN: 117-070-027.



Vicinity Map

C. Applicant

Thomas & Mindee Spear
2111 Kirker Pass Road
Concord, CA 94521
(510) 459-5328

Owner(s)

Same as Applicant

II. Background and Discussion

On October 15, 1971, a Parcel Map was filed with Contra Costa County, as shown in Book 18 of parcel Maps, Page 50. That map included an Offer of Dedication for Street and Highway purposes, dated December 28, 1971, and recorded on January 11, 1972 in Book 6561 of Official Records, Page 95 under Recorder's Serial Number 2194. The Offer of Dedication affected the southwesterly 26 feet of 2111 Kirker Pass Road owned by Thomas & Mindee Spear ("Applicant"), APN 117-070-027, as described in Exhibit A and shown on Exhibit B, constituting a total of 8,060 square feet.

The Parcel Map by which the original offer of dedication was made included both a 26 ft. dedication on property owned by St. Demetrios Greek Orthodox Church and the Applicant's 26 ft. for a total of 52 ft. of right-of-way intended for the construction of a public road to provide access for a potential subsequent subdivision creating additional lots. However, no further subdivision of land occurred, nor is currently proposed, by the Applicant. Accordingly, in October 2015 the Applicant first approached the City regarding the possible vacation, for which they subsequently applied in April 2016. St. Demetrios received approval for a Parcel Map, earlier this year, to divide that parcel further into two (2) parcels, with a condition to construct a private access road located entirely within the 26ft. portion offered for dedication. St. Demetrios has also had conversations with the City of Concord regarding the logical vacation of the offer of dedication for the westerly 26ft of right-of-way, though no application has been received to date.

Vacation of Excess Public Right-of-Way

City's Administrative Directive No. 93 provides a process for individuals to submit an application to vacate or abandon City streets, alleys, public services easements (utilities) and other non-fee interests in which the City may have in real property.

As part of that process, the proposal to vacate the public property is to be presented to the Planning Commission for consideration to forward its recommendation for action by the City Council. Section 65402 of the California Government Code also requires the Planning Commission to make a finding of consistency with the General Plan in any instance in which a public street is vacated.

Section 8334(a) of the California Streets and Highway Code allows for the summary vacation of an excess right-of-way of a street or highway that is no longer required for street or highway purposes. Pursuant to Section 8335, the City may summarily vacate the right-of-way by resolution by City Council.

Staff has reviewed the request for summary vacation of the roadway right-of-way with the City Engineer and the City Attorney's office. The City's Engineering Division determined that the vacation of the offer of dedication would be consistent with the Concord 2030 General Plan.

The Transportation and Circulation Element of the General Plan sets forth the provisions for vehicular, transit, pedestrian and bicycle modes and has identified the roadway network required for circulation. The right of way for which the offer of dedication was made is not included in the Transportation and Circulation Element of the General Plan, and does not serve a public benefit. The subject 26 ft. of right-of-way is currently unimproved and used only by the Applicant to access the rear of their

property. The counterpart westerly 26 ft. of right-of-way accommodates a private unimproved access road that serves only St. Demetrios' property, and for which a tentative Parcel Map has been approved which is conditioned to construct an access road located entirely within the westerly 26 ft.

III. Environmental Review

The summary vacation of the right-of-way is exempt from the requirements of the California Environmental Quality Act (CEQA), as categorically exempt pursuant to CEQA Guidelines Section 15305 "Minor Alterations in Land Use Limitations."

IV. Public Contact

Notification was mailed to the utilities who had been given a 30-day opportunity to request that the City reserve any existing utility easement. No such request was received. This item has also been posted at the Civic Center and at the subject site at least 10 days prior to the public hearing.

V. Summary and Recommendations

Staff finds that the proposed summary vacation of the offer of dedication is consistent with the Concord 2030 General Plan. The Transportation and Circulation Element of the General Plan sets forth the provisions for vehicular, transit, pedestrian and bicycle modes and has identified the roadway network required for circulation. The offer of dedication for street and highway purposes is for excess right-of-way and is no longer needed.

Staff recommends the Planning Commission open the public hearing, consider the staff report and public testimony, and close the hearing upon completion of public testimony. Staff recommends the Commission adopt Resolution No. 16-27PC (see Attachment A) approving the vacation of a roadway right-of-way.

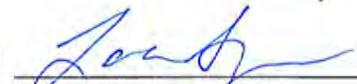
VI. Motion

I (Comm. _____) hereby move that the Planning Commission adopt Resolution No. 16-27PC finding the vacation of a roadway right-of-way consisting of 8,060 sq. ft. area and located at 2111 Kirker Pass Road is consistent with the Concord 2030 General Plan, and recommend that the City Council approve the vacation of the subject right-of-way. (Seconded by Comm. _____.)

Prepared by:


Kevin Marstall, P.E.
Current Development Manager
Engineering Division
(925) 671-3257
kevin.marstall@cityofconcord.org

Reviewed by:


Laura Simpson, AICP
Planning Manager
Planning Division
(925) 671-3369
laura.simpson@cityofconcord.org

Attachments:

A – Resolution 16-27PC with Exhibit A: Legal Description and Exhibit B: Plat Map

BEFORE THE PLANNING COMMISSION
OF THE CITY OF CONCORD,
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA

A RESOLUTION BY THE PLANNING
COMMISSION RECOMMENDING SUMMARY
VACATION OF EXCESS PUBLIC RIGHT-OF-
WAY OF 8,060 SQ. FT. LOCATED AT 2111
KIRKER PASS ROAD (APN 117-070-027) AND
FINDING THAT SUMMARY VACATION IS
CONSISTENT WITH THE 2030 GENERAL PLAN.

Resolution No. 16-27PC

WHEREAS, an Offer of Dedication to Contra Costa County for Street and Highway purposes was recorded January 11, 1972 in Book 6561 of Official Records, Page 95 under Recorder's Serial Number 2194; and

WHEREAS, on May 26, 1987, the City Council of the City of Concord adopted Resolution 87-83 annexing approximately 127 acres of property, including the subject parcel APN 117-070-027, otherwise commonly known as 2111 Kirker Pass Road; and

WHEREAS, on April 19, 2016, Thomas & Mindee Spear submitted an application for Vacation of Excess Public Right-of-Way; and

WHEREAS, on June 27, 2016, the application was deemed complete for processing; and

WHEREAS, pursuant to the provisions of the California Environmental Quality Act (CEQA) of 1970, as amended, the project is classified as Categorically Exempt pursuant to Section 15305, "Minor Alterations to Land Limitations" and therefore no further environmental review is required; and

WHEREAS, pursuant to Streets and Highway Code Section 8334(a), the City Council may summarily vacate an excess right-of-way of a street or highway not required for street or highway purposes.

WHEREAS, the City of Concord has determined that said offer of dedication is no longer required for street or highway purposes and is in excess of the City's needs; and

WHEREAS, utilities have been notified, given an opportunity to maintain any existing easement and have made no such request of the City; and

WHEREAS, pursuant to Government Code Section 65402, prior to the summary vacation of a

1 public right-of-way, the Planning Commission must make a finding that the vacation is consistent
2 with Concord 2030 General Plan.

3 **WHEREAS**, the Planning Commission, after giving all public notices required by State law
4 and the Concord Municipal Code, held a duly noticed public hearing on October 19, 2016 the subject
5 proposal; and

6 **WHEREAS**, the Planning Commission considered testimony and information received at the
7 public hearing and the oral and written reports from City staff dated October 19, 2016, as well as other
8 documents contained in the record of proceedings relating to the proposed project, which are
9 maintained at the offices of the City of Concord Planning Division; and

10 **WHEREAS**, on October 19, 2016 the Planning Commission, after consideration of all
11 pertinent plans, documents and testimony, determined that the summary vacation of the right-of-way
12 at 2111 Kirker Pass Road is consistent with Concord 2030 General Plan and recommended that the
13 City Council approve the vacation of the subject right-of-way.

14 **NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:** that the Planning Commission
15 does hereby: 1) Find the Vacation of Right-of-way consistent with the City's 2030 General Plan, and
16 further makes the following findings:

17 Vacation of Right-of-Way.

18 **Section 1.** Finds that the right of way offered for dedication is in excess of the City's needs
19 for street or highway purposes.

20 **Section 2.** Finds that there is no immediate or future need for the portion of excess right-of-
21 way as further described in attached Exhibits "A" and "B", and recommends to City Council that it
22 may be summarily vacated as excess right-of-way, pursuant to Streets and Highways Code, Section
23 8334 (a).

24 **Section 3.** Finds that the proposed vacation is consistent with the Concord 2030 General Plan.

25 **Section 4.** This resolution shall become effective immediately upon its passage and adoption.
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1 **PASSED AND ADOPTED** this 19th day of October, 2016, by the following vote:

2 **AYES:**

3 **NOES:**

4 **ABSTAIN:**

5 **ABSENT:**

6 _____
7 Laura Simpson, AICP
8 Planning Manager

8 Exhibits:

9 A – Legal Description
10 B – Plat Map
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EXHIBIT "A"

Property to be Vacated

APN 117-070-027

All that certain real property situated in the City of Concord, County of Contra Costa, State of California, described as follows:

Being a portion of Parcel 'B', as said Parcel is shown on Parcel Map MS 76-71, filed October 15, 1971, in Book 18 of Parcel Maps, at Page 50, Contra Costa County Records, further described as follows:

BEGINNING at the most westerly corner of said Parcel 'B', said Point of Beginning also lies on the Easterly line of Parcel 'A', as shown on said map;

THENCE leaving said Point of Beginning, along the Northwesterly line of said Parcel 'B', North 45° 38' 30" East, 26.00 feet:

THENCE South 44° 21' 30" East, 310.00 feet, to a point on the northwesterly right-of way line of Kirker Pass Road, as shown on said map:

THENCE along said Right-of-Way line, South 45° 38' 30" West, 26.00 feet, to a point on the line common to Parcels 'A' and 'B', as shown on said map (18 PM 50)

THENCE along said common line, North 44° 21' 30" West, 310.00 feet, to said Point of Beginning.

Containing an area of 8,060 square feet of land, more or less.

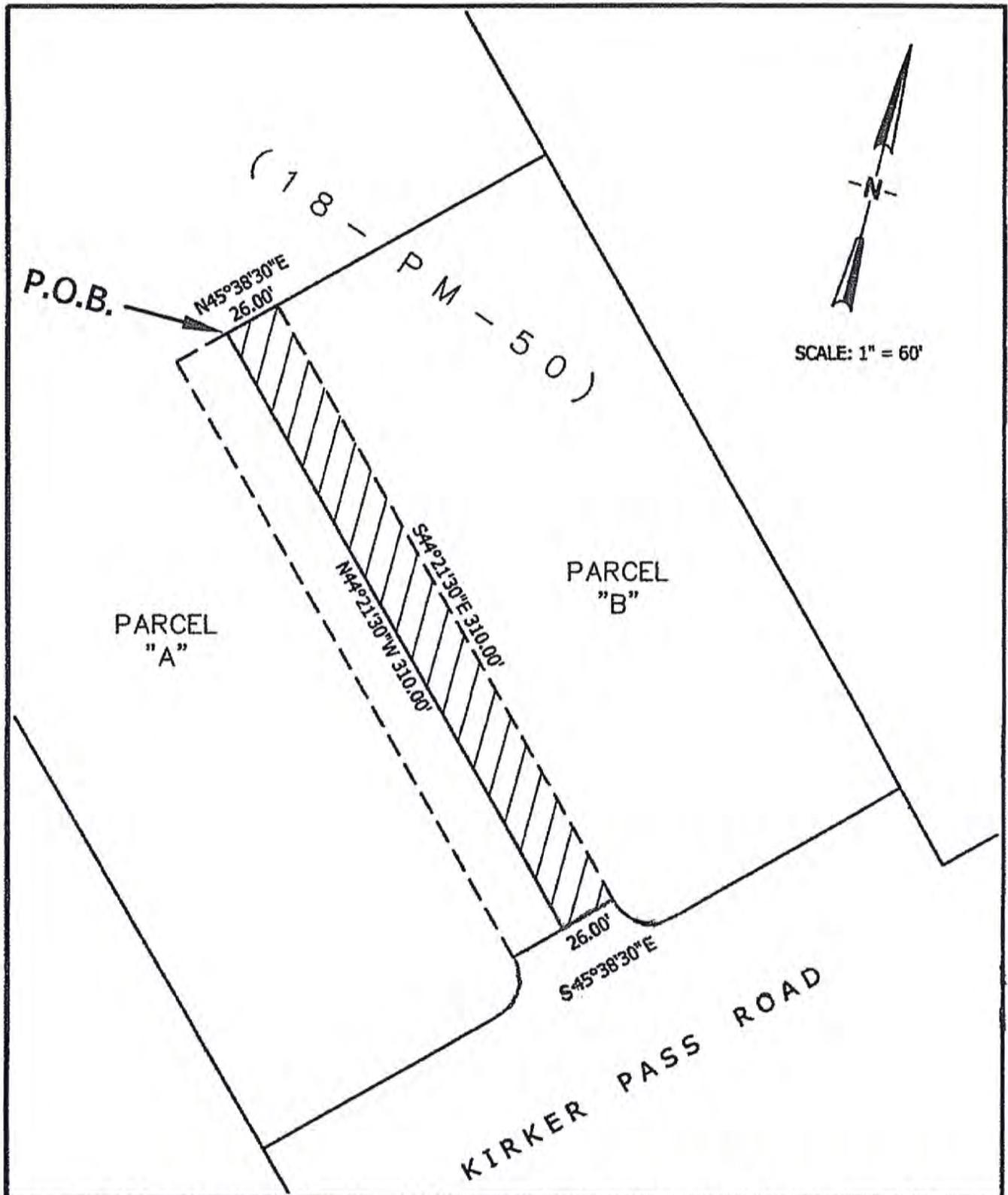


EXHIBIT "B"
 PLAT TO ACCOMPANY
 LEGAL DESCRIPTION

PROPERTY TO BE VACATED



DeBolt Civil Engineering
 811 San Ramon Valley Boulevard
 Danville, California 94526
 925/837-3780

Date: 3/25/2016
 Scale: 1" = 60'
 By: JED/adv
 Job No.: 16156



REPORT TO PLANNING COMMISSION

DATE: October 19, 2016

SUBJECT: PLANNING DIVISION'S WORK PROGRAM

Recommendation: Staff Report on 2015-2016 accomplishments and the 2016-2017 Work Program for Planning Commission review and feedback.

I. Introduction

This report is intended to provide the Planning Commission with an update on the accomplishments of the Planning Division's Work Program for Fiscal Year 2015-2016 and an overview of the Work Program for 2016-2017, and to provide the Commissioners with an opportunity to discuss their interests and priorities.

II. Background

In September 2015, the Planning Commission held a study session to discuss the Planning division work program for 2015-2016. This past year was a very productive one for Planning and the following list highlights the primary accomplishments.

III. Accomplishments for Fiscal Year 2015-2016

A. Downtown Corridor Study to implement the Downtown Specific Plan. With Grant funds of \$200,000 from CCTA, staff, and consulting firm ARUP, prepared a Corridor Study to implement the Downtown Specific Plan. The Downtown Corridors Plan was adopted by City Council on September 13, 2016. The Plan provided streetscape designs and sections for Salvio, Grant and Oak Streets, that may be applicable to other streets in the downtown area. Staff has applied for \$4 million toward implementation of improvements in the plan.

B. The Bicycle, Pedestrian and Safe Routes to Transit Citywide Plan. The City received \$250,000 from MTC toward a citywide plan in 2014, and began the community outreach at that time. The PAC was selected in 2015 and, after a two-year process of outreach and plan development, the City Council adopted the Citywide Plan on September 27, 2016. The Plan includes three tiers of projects totaling \$146 million. Staff is now in the process of applying for over \$15 million to implement Plan projects.

C. 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 was to design for the removal of 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. The design has been completed and grant funding is being sought to construct the project.

D. Housing Fee Nexus Study. Staff 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 study and recommended impact and in-lieu fees were heard by the Council Housing and Economic Development (HED) subcommittee twice and recommended by the HED Committee to City Council for adoption; however, at the City Council meeting on September 27th, three City Council members requested that it go back to the HED Committee for further information and review, including study for a commercial linkage fee. The item is rescheduled for the HED Committee on October 27th, 2016, and for City Council on November 29, 2016.

E. Secondary Unit fee reductions for City and the Contra Costa Water District. Staff worked with the Water District to achieve fee reductions for small secondary unit and also recommended reductions in City fees for parkland dedication and OSIP fees for second units 640 square feet or smaller. A Secondary Unit pilot project was approved by City Council on April 12th 2016 and is now in effect.

F. Finalize Park & Shop Design Guidelines. In 2010, Redevelopment funds were used to initiate the development of draft Design Guidelines for the Park & Shop Center. The project was put on hold when Redevelopment Agencies were dissolved in 2012. Staff re-initiated this project in 2015 and the Final Draft Guidelines have been reviewed by the Park & Shop owners and the Design Review Board (DRB). They will be brought forward to the Planning Commission for review and recommendation to the City Council in December. These Design Guidelines are unique to the Park & Shop Center and are tailored to address incremental property upgrades in a consistent and streamlined fashion.

G. Update the City's Subdivision Ordinance. The Subdivision Ordinance was updated to ensure consistency with the Development Code and to provide uniform development standards. The Draft Ordinance has been reviewed by staff and will be before the Planning Commission for review in a study session on November 2, 2016, with adoption anticipated in early 2017.

H. Todos Santos Design Guidelines (Early Californian Architecture Review (ECAR)). As an implementation measure of the Downtown Specific Plan adopted in June 2014, and at the direction of City Council, staff has prepared draft Design Guidelines, now at 66% completion for the Inner and Outer Core of the downtown. Staff will be taking the final 100% draft guidelines to the ECAR Committee on November 16th 2016. If approved, they will be taken forward to DRB, Planning Commission and City Council for final approval early in 2017.

I. 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. One key achievement this year was the participation of the City in an MOU with Contra Costa County to provide data and assist in funding for a countywide technical study to consider a Community Choice Energy program. The results of the study will be available by the end of 2016 and reported to the City Council. Participation in CCE may greatly facilitate the implementation of GHG reductions pursuant to the

Climate Action Plan. In addition, the division received a \$20,000 grant to host California Youth Energy Services Program over the summer of 2016. Youth served hundreds of homes in Concord, providing energy efficiency materials, and supplies, such as LED lights, and water conservation devices. They also removed e-waste for residents.

J. 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 May 2016, Planning received approval for and recruited a Community Reuse Area Planner to lead the specific plan process for the City. Joan Ryan was promoted to this position in Spring 2016. The Specific Plan process kick-off meeting with Fivepoint (Lennar) was held in September 2016.

K. Model Water Efficiency Landscape Ordinance. Staff revised the Development Code to be consistent with new State requirements for Water Efficiency which went into effect in December 2015.

L. 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. This process was placed on hold while the Coast Guard re-evaluates whether they wish to sell or retain the site.

In addition to the Work Program items above, the Planning Division achieved entitlement on the following projects, which are a sample representation:

- The Veranda, 300,000 sf retail center
- Ridge Park Subdivision
- Autumn Brook Subdivision
- Calitho Warehouse
- Buffalo Wild Wings
- Starbucks on Treat/Clayton
- Conco Commercial Building
- Ordaz Minor Subdivision
- Anova Center for Education
- Shiva Muguran Temple
- Façade improvements at various locations.

IV. Work Program for 2016-2017

For the fiscal year beginning July 2016 through June 2017, staff is continuing to complete several projects that were underway in 2015-2016, as well as beginning several new initiatives. In particular, in the Downtown, several large multifamily rental developments are nearing the end of the entitlement process. The City also is issuing a Request for Proposals for development of a 5-acre site on Oak Street near the BART Station. These projects are implementing the vision created in the Concord Downtown Specific Plan.

In terms of staffing in the division, Planning has successfully filled two new positions, the Principal Planner supervising Long Range Planning and Sustainability Policy, and a new Assistant Planner. In

addition, positions were filled that were vacated by Joan Ryan and Frank Abejo and Afshan Hamid, as a result of each receiving a promotion. Planning staff, as of the end of October 2016, consists of 10 full-time staff, including the Planning Manager, one Base Reuse Planner, two Principal Planners, two Seniors, one Associate, two Assistant Planners, and an Administrative Coordinator. During 2016-2017, the City's Housing and CDBG programs will also transition to the Planning Division.

Planning fees have also been established by City Council to allow full cost recovery on most applications.

- A. **Prepare Local Procedures to implement 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.

- B. **New Development Code Updates.** 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 re-vamped Wireless Ordinance, a Transitional Housing update, and revision of the Sign Ordinance. Staff will also prepare some development code clean up items. Mid-year, staff will also update the fee schedule to correct for some errors including subdivision fees and notification fees. Staff will also be updating the code related to large family daycares and reviewing the childcare fee policy.

- C. **Achieve Adoption of Park & Shop Design Guidelines.** Bring forward the drafted Design Guidelines to Design Review Board, Planning Commission and City Council for adoption.

- D. **Update the City's Subdivision Ordinance.** The Subdivision Ordinance was updated to ensure consistency with the Development Code and to provide uniform development standards. The Draft Ordinance will be before the Planning Commission for review in a study session on November 2, 2016, and then to City Council in December for a study session. The ordinance is anticipated to be adopted in early 2017.

- E. **Todos Santos Design Guidelines (Early Californian Architecture Review (ECAR)).** Staff will be taking the final 100% draft guidelines to the ECAR Committee on November 16th 2016. If approved, they will be scheduled for a hearing with the DRB, Planning Commission and City Council for final approval early in 2017.

- F. **Climate Action Plan (CAP) implementation.** A new Principal Planner position has been created which will manage Long Range Planning and Sustainability Policy. This position will facilitate implementation of measures in the CAP, continue with the exploration of joining Community Choice Energy, and monitor and report on progress.

- G. **Coordinate with the LRA for Concord Community Reuse Plan Development through the Specific Plan Process.** The Base Reuse Planner will be preparing to hire a CEQA consultant and

working with the Master Developer on the Specific Plan process as the Citizens' Advisory Committee is selected in November. Public meetings are anticipated to begin in early 2017.

H. 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. This process was placed on hold while the Coast Guard re-evaluates whether they wish to sell or retain the site. Staff anticipates hearing by November 2016 whether the City can proceed to negotiate a purchase agreement with the Coast Guard.

V 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. A portion of long range planning and policy work is funded through the General Fund.

VI. Public Contact

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

VII. 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