



Scenic Pacifica

Incorporated Nov. 22, 1957

ZONING ADMINISTRATOR Minutes

DATE: September 2, 2022
LOCATION: Zoom Meeting (Online): <https://us06web.zoom.us/j/83304031592> or Dial (669) 444-9171 and enter Webinar ID:
833 0403 1592
TIME: 12:00 PM

Zoning Administrator (ZA) Christian Murdock called the meeting to order at 12:00 PM.

Associate Planner Helen Gannon and Senior Planner Bonny O'Connor were present as City Staff.

ADMINISTRATIVE BUSINESS:

1. **Approval of Minutes** ZA Murdock approved the minutes from August 22, 2022 with a revision.
2. **Oral Communications** No public comments.

PUBLIC HEARINGS:

3. **UP-133-22** **FILE NO. 2022-024 FOR USE PERMIT UP-133-22** filed by San Mateo County Libraries to install an outdoor freestanding canopy and vending machine/kiosk for library users to check-out and return books adjacent to the existing Sanchez Library at 1111 Terra Nova Boulevard (APN 023-593-140) in Pacifica. The project site is located within the C-1 (Neighborhood Commercial) zoning district. Recommended California Environmental Quality Act (CEQA) status: Class 3 Categorical Exemption, CEQA Guidelines Section 15303 (New Construction or Conversion of Small Structures).
Proposed Action: Approve as conditioned.

- Associate Planner Gannon presented the staff report.
- ZA Murdock opened the public hearing, confirmed the representatives of the applicant, and asked the applicant representatives if they would like to present any information.
- Ms. Dawn Merkes and Ms. Danae Ramirez, representing the applicant, detailed the services that the kiosk will provide.
- ZA Murdock asked how many of these kiosks exist in San Mateo County.
- Ms. Ramirez detailed that this will be the first, but two more are expected to be placed in the area.
- ZA Murdock asked about the timeline for implementation.
- Ms. Merkes detailed the timeline as Q1 of 2023.
- ZA Murdock asked how the library staff will service the kiosk.
- Ms. Ramirez detailed that Pacifica library staff will maintain the collection in the kiosk. She added that in-house IT staff and facilities staff will be used as necessary.
- ZA Murdock asked how could the public or city make a maintenance request.
- Ms. Ramirez detailed that the public could communicate to library staff, additionally the public can provide input through the library's website, and the city can communicate through the existing library-city staff relationships.
- ZA Murdock confirmed that there were no members of the public who wished to speak and closed the public hearing.

- ZA Murdock asked the applicant if they reviewed the conditions of approval and if they had any questions or concerns.
- The applicant representatives confirmed that they had read the conditions of approval and had no issues.
- ZA Murdock acknowledged condition of approval no. 4 which as written would require the applicant to prepare a lighting plan. He noted he did not have concerns with the lighting and proposed to revise the condition of approval to read "Applicant shall revise the interior kiosk/canopy lighting upon request of the Planning Director if needed to reduce glare to adjacent properties or to increase illumination to address public safety concerns".
- The applicant representatives were amenable to this revision.
- ZA Murdock found the project exempt from the California Environmental Quality Act and approved Use Permit UP-133-22 by adopting the attached resolution, including conditions of approval in Exhibit A excepted as modified during the hearing; and, incorporate all maps and testimony into the record by reference.
- ZA Murdock clarified for the applicant that upon his approval today that the use permit will not take effect until after a 10-day appeal period.

ADJOURNMENT Meeting was adjourned 12:11 PM