

**MINUTES**

**CITY OF PACIFICA  
PLANNING COMMISSION  
COUNCIL CHAMBERS  
2212 BEACH BOULEVARD**

February 21, 2023

7:00 p.m.

Chair Berman called the meeting to order at 7:04 p.m.

Planning Director Murdock took a verbal roll call.

**ROLL CALL:** Present: Commissioners Godwin, Hauser, Leal, Wright and  
Chair Berman  
Absent: Commissioner Ferguson

**STAFF PRESENT:** Planning Director Murdock  
Asst. Planner Snodgrass

**SALUTE TO FLAG:** Led by Commissioner Godwin

Chair Berman opened public comments and, seeing no one, closed public comments.

**APPROVAL OF ORDER  
OF AGENDA** Vice Chair Hauser moved approval of the Order of  
Agenda; Commissioner Wright seconded the motion.

The motion carried **5-0**.

Ayes: Commissioners Godwin, Hauser, Leal, Wright and  
Chair Berman  
Noes: None

**APPROVAL OF  
MINUTES:  
FEBRUARY 6, 2023** Vice Chair Hauser moved approval of the minutes of  
February 6, 2023; Commissioner Leal seconded the  
motion.

The motion carried **5-0**.

Ayes: Commissioners Godwin, Hauser, Leal, Wright and  
Chair Berman  
Noes: None

**DESIGNATION OF LIAISON TO CITY COUNCIL MEETING OF FEBRUARY 27, 2023:**

None

**ORAL COMMUNICATIONS:**

None.

**CONSENT ITEM:**

**CDP-443-22**

**File No. 2022-025** – Report on Planning Director Approval of an Administrative Coastal Development Permit CDP-443-22, filed by applicant Thomas Clifford, to convert 452 square feet of existing storage area into an attachment accessory dwelling unit at 243 Sterling Avenue (APN 023-019-320). Recommended CEQA Action: N/A.

Planning Director Murdock presented the staff report.

Chair Berman opened public comments and, seeing no one, closed public comments.

Vice Chair Hauser moved that the Planning Commission approve the consent calendar; Commissioner Wright seconded the motion.

The motion carried **5-0**.

Ayes: Commissioners Godwin, Hauser, Leal, Wright and  
and Chair Berman

Noes: None

Chair Berman declared that anyone aggrieved by the action of the Planning Commission has ten (10) calendar days to appeal the decision in writing to the City Council.

**PUBLIC HEARING:**

None

**CONSIDERATION:**

None

**COMMISSION COMMUNICATIONS:**

Vice Chair Hauser asked if Planning Director Murdock could update the Commission on the short-term rental item at Council's meeting that Planning Commission reviewed.

Planning Director Murdock stated that he could provide the information now or during staff communications.

Chair Berman stated it could be provide during his staff communications.

**STAFF COMMUNICATIONS:**

Planning Director Murdock referred to Vice Chair Hauser's comment, and stated that Commissioner Ferguson was the Planning Commission's liaison but is absent at this meeting. He stated that there was a public hearing to consider introduction of the short-term rental ordinance which the Commission had considered and recommended approval with future study of additional items as part of a broader ordinance amendment at some point to be prioritized by Council. He stated that it was a lengthy meeting, i.e., about three hours, with a lot of deliberation and discussion. They ultimately endorsed the ordinance recommended by Planning Commission, with one minor amendment which was granting authorization to the short-term rental administrator as defined in the ordinance to adopt regulations to implement the ordinance, such as taking steps to ensure that the cap is applied during the renewal process. There was a lot of discussion about what happens in the coastal zone if more short-term rental permits are issued than the cap will allow in the interim period between likely adoption of the ordinance by Council at its next meeting and certification by the Coastal Commission which is a process that can take months or even years. He stated, as such, they don't have a timeline for how long it will take, but they hope that, as it is a relatively simple amendment, it should be a shorter length of time. He stated that the intent of the amendment was to allow administrative regulations and, if they can craft them correctly during the annual renewal process, they could non-renew certain permits to bring them back in accordance with the cap. If something unusual comes up, or it is an excessive number of permits, they may have to consider other interventions. That was the only change that Council made to the ordinance considered by the Planning Commission.

Commissioner Wright asked him for an answer to a question he had. He referred to the current proposal by Council, and asked if it is by unit or by building, i.e., is a 10-unit building one permit or is it ten permits.

Planning Director Murdock stated that the short-term rental ordinance as structured now and has been applied since adoption in 2018, is one permit per property and multiple units can operate under that same permit. He stated that, as in his example, the 10-unit apartment building would

be one permit as the ordinance is structured currently. He stated that the Council discussed revising that for clarification as Planning Commission had recommended, and that would result in a different program than has been in place since 2018. He stated that it would also result immediately in more permits being issued, and how that relates to the cap and whether it would increase or not are more complicated policy questions and discussions that need to occur as part of the broader short-term rental ordinance process to amend it and update it.

**ADJOURNMENT:**

There being no further business for discussion, Commissioner Wright moved to adjourn the meeting at 7:18 p.m.; Commissioner Leal seconded the motion.

The motion carried **5-0**.

Ayes: Commissioners Godwin, Hauser, Leal, Wright and  
Chair Berman

Noes: None

Respectfully submitted,

Barbara Medina  
Public Meeting Stenographer

APPROVED:

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Planning Director Murdock