



Scenic Pacifica  
Incorporated Nov. 22, 1957

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## PLANNING COMMISSION Agenda

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**DATE** Monday, April 18, 2016  
**LOCATION** Council Chambers, 2212 Beach Boulevard  
**REGULAR SESSION** 7:00 PM

### ROLL CALL

### SALUTE TO FLAG

### ADMINISTRATIVE BUSINESS

**Approval of Order of Agenda**

**Approval of Minutes:** March 21, 2016

**Designation of Liaison to City Council Meeting:** April 25, 2015

**Oral Communications:** This portion of the agenda is available to the public to address the Planning Commission on any issue within the subject matter jurisdiction of the Commission that is not on the agenda. The time allowed for any speaker will be three minutes.

### PUBLIC HEARINGS:

- PSD-807-16**  
**UP-73-16**  
**CDP-363-16**  
**PE-165-16**  
**SITE DEVELOPMENT PERMIT, USE PERMIT, COASTAL DEVELOPMENT PERMIT, and PARKING EXCEPTION**, filed by applicant Gordon Tannura on behalf of property owner, Shirlee Gibbs, to place a one-story 840 square feet modular structure and 225 square feet of decking onto an existing 5,600 square feet lot with an existing 1,667 square feet structure at 1809 Palmetto Avenue (APN 016-042-240), Pacifica, at the site commonly known as the Pacifica Resource Center. Recommended California Environmental Quality Act (CEQA) status: Categorical Exemption, CEQA Guidelines Sections 15303. **Proposed Action:** Approve as conditioned.
- SUB-232-16**  
**SUBDIVISION**, filed by Mike O'Connell, agent for property owner Don Creasman, for a vesting tentative map to subdivide one existing 11,975 square feet lot, located on the 500 block of Brighton Road and identified by APNs 016-345-020 and 016-345-200, into two lots of 6,006 square feet and 5,969 square feet. Recommended California Environmental Quality Act (CEQA) status: Categorical Exemption, CEQA Guidelines Sections 15315. **Proposed Action:** Approve as conditioned.

### CONSIDERATION ITEMS:

- Library Advisory Committee Appointment.** **Proposed Action:** Appoint one Planning Commissioner to the Library Advisory Committee.
- Reorganization of the Planning Commission.** **Proposed Action:** Motion to elect a Chair and Vice Chair.

### COMMUNICATIONS:

**Commission Communications:**  
**Staff Communications:**

### ADJOURNMENT

Anyone aggrieved by the action of the Planning Commission has 10 calendar days to appeal the decision in writing to the City Council. If any of the above actions are challenged in court, issues which may be raised are limited to those raised at the public hearing or in written correspondence delivered to the City at, or prior to, the public hearing. Judicial review of any City administrative decision may be had only if a petition is filed with the court not later than the 90th day following the date upon which the decision becomes final. Judicial review of

environmental determinations may be subject to a shorter time period for litigation, in certain cases 30 days following the date of final decision.

The City of Pacifica will provide special assistance for persons with disabilities upon 24 hours advance notice to the City Manager's office at (650) 738-7301, including requests for sign language assistance, written material printed in a larger font, or audio recordings of written material. All meeting rooms are accessible to persons with disabilities.

***NOTE: Off-street parking is allowed by permit for attendance at official public meetings. Vehicles parked without permits are subject to citation. You should obtain a permit from the rack in the lobby and place it on the dashboard of your vehicle in such a manner as is visible to law enforcement personnel.***



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## PLANNING COMMISSION Staff Report

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**DATE:** April 18, 2016

**FILE:** PSD-807-16  
CDP-363-16  
UP-73-16  
PE-165-16

**ITEM:** 1

**PUBLIC NOTICE:** Notice of Public Hearing was published in the Pacifica Tribune on April 6, 2016, mailed to 147 surrounding property owners and occupants, and posted in three locations in the vicinity of the site.

**APPLICANT:** Gordon Tannura, Board Member  
Pacifica Resource Center  
1809 Palmetto Avenue  
Pacifica, CA 94044

**OWNER:** Shirlee Lorraine Gibbs Trust  
404 Brighton Road  
Pacifica, CA 94044

**PROJECT LOCATION:** 1809 Palmetto Avenue (APN 016-042-240) – West Sharp Park Neighborhood

**PROJECT DESCRIPTION:** Place a one-story 840 square feet modular structure and 225 square feet of decking onto a 5,600 square feet lot with an existing 1,667 square feet structure at 1809 Palmetto Avenue, commonly known as the Pacifica Resource Center.

**SITE DESIGNATIONS:**

General Plan: Commercial  
Zoning: C-1/CZ (Neighborhood Commercial/Coastal Zone)

**RECOMMENDED CEQA STATUS:** Class 3 Categorical Exemption, CEQA Guidelines Section 15303(c).

**ADDITIONAL REQUIRED APPROVALS:** Subject to appeal to the City Council. Project is not appealable to the Coastal Commission because the site is located outside the Appeal Jurisdiction.

**RECOMMENDED ACTION:** Approval with conditions. Project is appealable to the City Council.

**PREPARED BY:** Kathryn Farbstein, Assistant Planner

**PROJECT SUMMARY, RECOMMENDATION, AND FINDINGS**

***ZONING STANDARDS CONFORMANCE:***

<b><u>Major Standards</u></b>	<b><u>Required</u></b>	<b><u>Existing Building</u></b>	<b><u>Proposed Modular Structure</u></b>
Lot Size	5,000 square feet	5,600 square feet	No Change
Lot Width	50 feet	81 feet on Palmetto Avenue	No Change
Setbacks	None, unless established by the site development permit	0 feet from Santa Maria Avenue, 5 feet from Palmetto Avenue, 6 feet on the east side and 28 feet to the south	Minimum 5 feet of setback around structure and 20 feet on the east side of the structure
Height	35' max	18 feet	No Change
Landscaping	10% min	9% landscaped and approximately 40% planted with lawn	24% of the site will be landscaped with native, drought tolerant plans as shown on the landscaping plan
Parking	6 spaces	None	None*

\*Note: Parking Exception requested for one additional parking space required for the modular structure.

**PROJECT SUMMARY**

**1. Background:** Based on information from the applicant, the Pacifica Resource Center has been in operation at this site for more than 40 years starting with an existing single family residence located closest to Santa Maria Avenue that was converted to office use. The City Council on August 27, 1990 approved on appeal Site Development Permit PSD-530-90, Coastal Development Permit CDP-46-90, and Parking Exception PE-13-90 to expand the Pacifica Resource Center by placing a modular structure south of the existing building and attaching the two structures to form one building. The Coastal Commission reviewed and approved the Pacifica Resource Center expansion on appeal on December 12, 1990. The project was able to be appealed in 1990 because the Local Coastal Program implementation plan for the City of Pacifica had not been submitted yet to the Coastal Commission and all Coastal Development Permits issued by the City of Pacifica were therefore appealable. However, the City of Pacifica's Local Coastal Plan was certified in 1993 by the Coastal Commission which established the Coastal Commission's current Appeal Jurisdiction. The subject site is outside the Coastal Commission's Appeal Jurisdiction.

**2. Project Description:** Proposed is the placement of a one-story modular structure of 840 square feet to be located on the vacant portion of an existing corner lot of 5,600 square feet at 1809 Palmetto Avenue (see Attachment E Plans). Decking area of 225 square feet is also

proposed which will connect the proposed modular structure to the existing building of 1,667 square feet. The decking area will be used as a waiting area for clients and a maximum of 5 clients with one employee will use the new building.

The Pacifica Resource Center has operated out of the existing building for more than 40 years to provide a safety net of food, housing assistance, homeless shelter advocacy, counseling, referral services, financial coaching, free tax preparation service and other critical family services to Pacifica residents (see Attachment C). The Pacifica Resource Center recently received funding from the Second Harvest Food Bank to increase capacity to provide food to Pacifica residents in need. Pacifica Resource Center will utilize the funding to expand the storage and servicing capacities by adding the modular structure as proposed. The funding from the Second Harvest Food Bank is promised through the end of June 2016; therefore, the Pacifica Resource Center needs to initiate installation by that date.

The proposed modular structure is 14 feet in width by 60 feet in length for a total of 840 square feet. The proposed modular structure will be approximately 13 feet in height and the existing structures on site are approximately 18 feet in height. Minimal grading of less than 30 cubic yards of earth removal will be necessary to smooth out the property and to provide space for the foundation. The modular structure will be in compliance with the State of California Building Code requirements for prefabricated structures; however, a foundation to support the structure will be reviewed and approved by the Building Official as part of the building permit process to ensure Code compliance.

The space within the modular structure will be utilized to house the food pantry, an Americans with Disabilities Act (ADA) compliant bathroom, a small office and reception area. All the new facilities will be ADA accessible. The structure will have windows and skylights for natural lighting and ventilation. The proposed siding and colors will match the existing buildings. New landscaping for the entire site is proposed that will be consistent with the Palmetto Avenue Streetscape Guidelines and the landscaping will include native, drought tolerant plants. The recycling and waste bins will be relocated behind the modular structure.

**3. General Plan, Zoning, and Surrounding Land Use:** The subject site General Plan land use designation is Commercial and it is the same designation for surrounding properties located to the north, south and west (across Palmetto Avenue). The adjacent property to the east has a General Plan designation of Low Density Residential.

The Zoning classification for the subject site is C-1/CZ (Neighborhood Commercial/Coastal Zone) and it is the same designation for the properties to the north, south and west. The property to the east is zoned R-1/CZ. As explained previously, the subject site and adjacent areas are within the CZ but not within the Appeal Jurisdiction of the Coastal Commission established in 1993. Thus, the project cannot be reviewed by the Coastal Commission on appeal.

There is a mixture of existing land uses surrounding the subject site. A commercial business known as the Pacifica Café exists to the south of the subject site and a mixed use center exists across Santa Maria Avenue to the north. Commercial enterprises and a vacant lot are located



across Palmetto Avenue to the west of the subject site. Single family and multiple family residences presently exist east of the subject site.

**4. Municipal Code:** Pacifica Municipal Code (PMC) Section 9-4.3201 (a) requires approval of a Site Development Permit for any project in a Commercial zone that increases a structure's square footage by 50% or more. The proposed 840 square foot modular structure is an increase of 50% to the existing square footage of 1,667 for the current building that comprises the Pacifica Resource Center. PMC Section 9-4.1002 (i) requires approval of a Use Permit for all new construction projects that abut an R district. Because the subject site is adjacent to an R-1 zoned property to the east which has been developed with residential uses, approval of a use permit is necessary. In addition, PMC Section 9-4.1002 (j) requires approval of a Use Permit for a change of use for projects located in the Coastal Zone. In this case, although the Pacifica Resource Center has been in operation for more than 40 years, the modular structure will provide better organized and more convenient space for groups of clients to utilize for food and other services which may be considered a change of use or change in intensity of use. PMC Section 9-4.4303(a) requires approval of a Coastal Development Permit by the Planning Commission for development within the Coastal Zone such as this project site. Lastly, approval of a Parking Exception is needed to eliminate the one off street parking space required for the proposed modular structure which is allowed pursuant to PMC Section 9-4.2824(a).

**5. CEQA Recommendation:** Staff recommends that the Planning Commission find the project categorically exempt from the California Environmental Quality Act (CEQA) per CEQA Guideline Sections 15303 (c) as discussed below in pertinent part:

Section 15303. New Construction or Conversion of Small Structures. Class 3 consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. The numbers of structures described in this section are the maximum allowable on any legal parcel. Examples of this exemption include, but are not limited to:

(c) A store, motel, office, restaurant or similar structure not involving the use of significant amounts of hazardous substances, and not exceeding 2500 square feet in floor area. In urbanized areas, the exemption also applies to up to four such commercial buildings not exceeding 10,000 square feet in floor area on sites zoned for such use if not involving the use of significant amounts of hazardous substances where all necessary public services and facilities are available and the surrounding area is not environmentally sensitive.

The proposal to place a one-story modular structure on the subject site fits within the scope of a Class 3 categorical exemption. Specifically, the project (1) includes construction (placement of a new modular structure building) of an office or similar structure; (2) the proposed building of 840 square feet does not exceed the 2,500 square feet threshold; (3) the project does not exceed 10,000 square feet in total floor area because even with the existing buildings, the total square footage on the site would be 2,507 square feet; (4) the site is located within the C-1

(Neighborhood Commercial)/CZ (Coastal Zone Combining District) zoning district where the zoning regulations allow a change of use upon approval of a Use Permit; (3) does not involve the use of hazardous substances; (4) will be undertaken within an urbanized area; (5) will be undertaken in an area where all necessary public services and facilities are available; and, (6) is not located in an environmentally sensitive area.

The project proposes to place a modular structure of 840 square feet of floor area on a lot with an existing building of 1,667 square feet. PMC Section 9-4.1002 (i) requires approval of a use permit to allow a change of use for a use that is not visitor serving. In this case, the existing use assisting Pacifica residents in need is changing by providing a food pantry area along with other services within the proposed modular structure. It is not customary for a food pantry and other services proposed within the modular structure to involve the use of hazardous substances, and there is no evidence in the record to indicate the subject use will involve hazardous substances. All areas within the City Limits of the City of Pacifica qualify as an urbanized area for the purposes of CEQA pursuant to Public Resources Code Section 21071 because (1) Pacifica is an incorporated city; (2) Pacifica had a population of 37,234 persons as of the 2010 U.S. Census; and, (3) the population of Pacifica combined with contiguous incorporated cities equals at least 100,000 persons. All public services are available on the subject site for the existing buildings and can be easily extended to the modular structure, including utilities such as water, electrical, and sewer utilities.

**6. Required Findings/Analysis:** The PMC sets forth required findings for each permit considered by the Planning Commission. The findings required for approval of a Site Development Permit, Coastal Development Permit, Use Permit and Parking Exception are included in the following sections.

*A. Site Development Permit.* Section 9-4.3204 of the PMC states that a site development permit shall not be issued if the Commission makes any of the following findings:

1. *That the location, size, and intensity of the proposed operation will create a hazardous or inconvenient vehicular or pedestrian traffic pattern, taking into account the proposed use as compared with the general character and intensity of the neighborhood.*

Discussion: The expansion of the Pacifica Resource Center will not create a hazardous or inconvenient vehicular or traffic pattern, taking into account the proposed use as compared to the neighborhood. The proposed use is to expand the Pacifica Resource Center by 840 square feet to provide more efficient and organized space for the food pantry and other services offered. No parking presently exists on site and no parking is proposed for the expansion which means that no additional driveways are proposed to access off street parking; thus, the current traffic pattern remains unchanged. The proposed expansion is to accommodate the current number of clients in a more efficient and organized way. The Pacifica Resource Center does not anticipate a substantial increase in the number of clients utilizing the resources at the Center; thus, the existing street parking should be adequate for the proposed expansion.

The Pacifica Resource Center estimates that 25% of the clients they serve walk to the site, 25% take public transportation and the remaining 50% drive. Of those that drive to the Pacifica Resource Center, many of the clients carpool such as senior citizens living in collective housing. Thus, the Pacifica Resource Center anticipates fewer vehicles needing to park at the Center and not a substantial increase in the number of cars visiting the site.

In addition to the modular structure, 225 square feet of decking adjacent to the structure is proposed which will serve as a waiting area for clients. However, currently clients wait for services on the nearby sidewalks and can sometimes partially block pedestrians but the new waiting area deck will provide space on site for clients to wait instead of congregating on the sidewalk area.

2. *That the accessibility of off-street parking areas and the relation of parking areas with respect to traffic on adjacent streets will create a hazardous or inconvenient condition to adjacent or surrounding uses.*

Discussion: The accessibility of off-street parking areas and the relation of parking areas with respect to traffic on adjacent streets will not create a hazardous or inconvenient condition to adjacent and surrounding uses. No off-street parking areas either presently exist or are proposed as part of the expansion of the Pacifica Resource Center. Thus, this finding regarding accessibility of off-street parking areas and relation of off-street parking areas with respect to traffic on adjacent streets does not apply.

3. *That insufficient landscaped areas have been reserved for the purposes of separating or screening service and storage areas from the street and adjoining building sites, breaking up large expanses of paved areas, and separating or screening parking lots from the street and adjoining building areas from paved areas to provide access from buildings to open areas.*

Discussion: Sufficient landscaped areas have been provided on the site. As part of the project, the existing landscaping will be upgraded and an additional 15% of the lot area will be landscaped appropriately as determined by a professional landscape designer. Staff has recommended a condition of approval that requires a final landscape plan with plants that are native and drought tolerant, and that the landscaping is maintained. The proposed landscaping for this project will exceed the requirements for onsite appropriately landscaped area.

No onsite parking, paved areas, storage areas or service areas are proposed for this project; and therefore, no screening of service areas, storage areas or large expanses of paved areas and parking lots is needed. The subject site is private property and no public access to open spaces is permitted.

4. *That the proposed development, as set forth on the plans, will unreasonably restrict or cut out light and air on the property and on other property in the neighborhood, or will*



*hinder or discourage the appropriate development and use of land and buildings in the neighborhood, or impair the value thereof.*

Discussion: The proposed development will not unreasonably restrict light and air on the property and on property in the neighborhood. The project will not hinder or discourage the appropriate development and use of land and buildings in the neighborhood and will not impair the value thereof. No setbacks are required for development on commercially zoned property such as the subject site; however, more than 5 foot side setbacks are proposed on the north and south sides, and more than a 20 foot setback on the east side are proposed for the modular structure. These setbacks as proposed will ensure that the project does not unreasonably restrict or cut out light and air on the subject site, and on other property in the neighborhood. The proposed expansion of the Pacifica Resource Center to add a modular structure of 840 square feet and decking fronting onto Palmetto Avenue will not hinder or discourage appropriate development, and use of land and buildings in the neighborhood in that the proposed structure will match the existing one-story commercial buildings on the site and along Palmetto Avenue. The additional landscaped area will improve the appearance of the site and add to the value of the neighboring buildings instead of impairing the value of the neighboring properties.

5. *That the improvement of any commercial or industrial structure, as shown on the elevations as submitted, is substantially detrimental to the character or value of an adjacent R District area.*

Discussion: The proposed expansion of the Pacifica Resource Center as shown on the submitted elevations is not substantially detrimental to the character or value of the adjacent R District area. The proposed development is on a commercial lot that is adjacent to residential uses on the north and east sides of the site where placement of the modular structure is proposed. Commercial development does not require setbacks but the project as designed will provide setbacks of more than 5 feet on the north side and more than 20 feet on the east side. The one-story building with the setbacks as proposed will not be substantially detrimental to the character or value of the adjacent residential districts due to the lower profile similar to the adjacent commercial buildings and to the setbacks provided.

6. *That the proposed development will excessively damage or destroy natural features, including trees, shrubs, creeks, and rocks, and the natural grade of the site, except as provided in the subdivision regulations as set forth in Chapter 1 of Title 10 of this Code.*

Discussion: The proposed development will not excessively damage or destroy natural features, including trees, shrubs, creeks, and rocks, and the natural grade of the site. The subject site is completely surrounded by development and has been maintained as a grassy lawn area for many years. No natural features such as trees, shrubs creeks or rocks exist on the subject site; and therefore, no natural features will be damaged or destroyed as a result of this project. The applicant estimates that less than 30 cubic yards of earth will be removed in order to smooth out the lot surface and provide space for the

foundation. The grade of the site, which is fairly level, will not be significantly changed for the placement of the modular structure.

7. *That there is insufficient variety in the design of the structure and grounds to avoid monotony in the external appearance.*

Discussion: There is sufficient variety in design of the structure and grounds to avoid monotony in the external appearance. The proposed modular structure to be placed on the subject site will have a different shaped peak roof and long, narrow building design distinct from the existing building on site which creates variety in the design between the existing and proposed buildings. The proposed modular structure will have a lower height and will be separated from the existing building on site which avoids creating a monotonous appearance for the structures on the site that are very visible from Palmetto Avenue.

8. *That the proposed development is inconsistent with the City's adopted Design Guidelines.*

Discussion: The proposed addition of a modular structure to the Pacifica Resource Center site is consistent with the City's adopted Design Guidelines for several reasons. In the Design Guidelines B. Building Design starting on page 4, the design of new buildings should be in character with that of the surrounding neighborhood, in scale with other nearby buildings, and contain compatible and consistent materials for the exterior of the building. In this case, the design of the proposed modular structure is similar to other commercial and residential buildings in the neighborhood with peaked roofs and decks. The new structure is one story in size which is the same as other commercial buildings along Palmetto Avenue, and several beach cottages existing along the side streets such as Santa Maria Avenue. The proposed materials are board and batten siding with composition shingles to match the existing onsite building that was approved by the City Council and Coastal Commission in 1990. Thus, the proposed modular structure to expand the area of the Pacifica Resource Center as designed is consistent with the Design Guidelines.

9. *That the proposed development is inconsistent with the General Plan, Local Coastal Plan, or other applicable laws of the City.*

Discussion: The proposed addition of a modular structure to the subject site is consistent with the General Plan, Local Coastal Plan and other applicable laws of the City. The site is designated in the General Plan for commercial use and the current use by Pacifica Resource Center is considered a commercial use as an office. Upon approval of a Use Permit, the proposed change of use to relocate the food pantry and other activities from the existing building at the Pacifica Resource Center to the modular structure will be consistent with the Local Coastal Plan, which will be discussed in the next section of the staff report. Upon approval of the Parking Exception, the project is consistent with all the development standards required for new buildings on a C-1 zoned lot. In summary, the proposed placement of the modular structure at the Pacifica Resource Center is consistent with the General Plan Commercial designation, the Local Coastal Plan upon

approval of a Use Permit and the other applicable laws upon approval of a Parking Exception.

B. *Coastal Development Permit.* Section 9-4304(k) of the PMC allows the Planning Commission to issue a Coastal Development Permit based on the findings specified below in the Local Coastal Program (LCP):

- i. *The proposed development is in conformity with the City's certified Local Coastal Program.*

Discussion: The Pacifica Resource Center expansion is consistent with two Coastal Act Policies as identified in the Local Coastal Program, Land Use Plan. Policy Number 5 on page C-5 states that "Lower cost visitor and recreational facilities and housing opportunities for persons of low and moderate income shall be protected, encouraged, and, where feasible, provided." In this case, the Pacifica Resource Center provides a safety net of housing assistance, homeless shelter advocacy, and referral services for low and moderate residents of Pacifica that need help in obtaining housing. Coastal Act Policy #23 on page C-9 states that new development should be located within existing developed areas able to accommodate it. Specifically, the proposed modular structure will be located within a developed neighborhood in West Sharp Park and all utilities are available to service the site.

- ii. *Where the Coastal Development Permit is issued for a development between the nearest public road and the shoreline, the development is in conformity with the public recreation policies of Chapter 3 of the California Coastal Act Public Resources Code Division 20.*

Discussion: The subject site is not located between the nearest public road and the shoreline; therefore, this Coastal Development Permit finding does not apply in this case.

C. *Use Permit.* Section 9-4.3303 of the PMC states that the Planning Commission shall grant a use permit only upon making all of the following findings:

1. That the establishment, maintenance, or operation of the use or building applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, and welfare of the persons residing or working in the neighborhood or to the general welfare of the City.

Discussion: The placement of a modular structure on the subject site will not in this particular case be detrimental to the health, safety, and welfare of persons residing or working in the neighborhood nor will the development negatively impact the general welfare of the City. The site is located within a neighborhood of commercial uses along Palmetto Avenue and residential uses on the interior of the side streets such as Santa Maria Avenue. Setbacks are provided between the

proposed modular structure and the adjacent residential uses to provide additional space between the expanded commercial use at the Pacifica Resource Center and residential uses to the north and east. The expansion of the Pacifica Resource Center will provide much needed room to better serve the community.

2. That the use or building applied for is consistent with the applicable provisions of the General Plan and other applicable laws of the City and, where applicable, the local Coastal Plan.

Discussion: The proposed addition of a modular structure to the subject site is consistent with the General Plan, Local Coastal Plan and other applicable laws of the City. The site is designated in the General Plan for commercial use and the current use by Pacifica Resource Center is considered a commercial use as an office. Upon approval of a Use Permit, the proposed change of use to relocate the food pantry and other activities from the existing building at the Pacifica Resource Center to the modular structure will be consistent with the Local Coastal Plan, which was discussed previously in the staff report. Upon approval of the Parking Exception, the project is consistent with all the development standards required for new buildings on a C-1 zoned lot. In summary, the proposed placement of the modular structure at the Pacifica Resource Center is consistent with the General Plan Commercial designation, the Local Coastal Plan upon approval of a Use Permit and the other applicable laws upon approval of a Parking Exception.

3. Where applicable, that the use or building applied for is consistent with the City's adopted Design Guidelines.

Discussion: The proposed addition of a modular structure to the Pacifica Resource Center site is consistent with the City's adopted Design Guidelines for several reasons. In the Design Guidelines B. Building Design starting on page 4, the design of new buildings should be in character with that of the surrounding neighborhood, in scale with other nearby buildings, and contain compatible and consistent materials for the exterior of the building. In this case, the design of the proposed modular structure is similar to other commercial and residential buildings in the neighborhood with peaked roofs and decks. The new structure is one story in size which is the same as other commercial buildings along Palmetto Avenue, and several beach cottages existing along the side streets such as Santa Maria Avenue. The proposed materials are board and batten siding with composition shingles to match the existing onsite building that was approved by the City Council and Coastal Commission in 1990. Thus, the proposed modular structure to expand the area of the Pacifica Resource Center as designed is consistent with the Design Guidelines.

*D. Parking Exception.* PMC Section 9-4.2824 Exception (a) states that in the event of practical difficulties and unusual hardship, the Commission may grant a parking exception. The findings to support the exception are that the establishment, maintenance, and/or conducting of the off-street parking facilities as proposed are as nearly in compliance with the requirements set forth in Article 28 Off-Street Parking and Loading as are reasonably possible.



Discussion: As described previously, the applicant is seeking approval of a Parking Exception to allow the modular structure to be placed on a site with no existing parking provided and no parking proposed as part of this project. The Pacifica Resource Center has been operating at that location for more than 40 years without onsite parking.

When the Pacifica Resource Center was expanded in 1990 a Parking Exception was granted to not require on-site parking. The analysis stated that this exception was warranted due to site constraints (limited size) and the amount of clients that walk, take public transit, and carpool (see below).

The intended use of the proposed modular structure is to accommodate current clients and food pantry items in a more efficient and organized way. The Pacifica Resource Center does not anticipate or intend to increase the number of clients served as a result of the proposed project.

The Pacifica Resource Center also provided information regarding how clients access the site. It is estimated that 25% of the clients walk to the site, 25% take public transportation, and the remaining 50% drive. Of those that drive to the Pacifica Resource Center, many of the clients carpool such as senior citizens living in collective housing.

## **7. Additional Staff Analysis:**

Palmetto Avenue Streetscape Project – The Palmetto Avenue Streetscape Project to pave and improve the public right-of-way along Palmetto Avenue is tentatively scheduled to start construction in early spring of 2017. The applicant anticipates that placement of the modular structure on the Pacifica Resource Center site would be completely installed by August of 2016. The placement of the modular structure at the Pacifica Resource Center will be completed prior to work starting on the Palmetto Avenue Streetscape Project.

Enclosure for Bins – In the Project Description under the Landscaping Section on page 3, the applicant stated that the recycling and garbage bins will be relocated behind the proposed modular structure. Staff is recommending a standard condition of approval #3 that an enclosure be constructed over the bins to ensure that stormwater does not become contaminated from waste products stored in the bins.

Lot Merger – A lot merger was processed in 1985 resulting in the three original small lots being merged into one parcel as currently shown on the plans which specifies a total lot area of 5,600 square feet. The project location is a vacant portion of the existing site but is not considered a separate lot.

**8. Summary:** The Pacifica Resource Center serves an important function for the residents within the City of Pacifica that need help to obtain food, find shelter, and satisfy other needs. Staff believes, as conditioned, the project satisfies all the Zoning Code development standards and it is consistent with the General Plan, Local Coastal Plan and the Design Guidelines. The expansion of the Pacifica Resource Center is a commercial use which is consistent with the General Plan



designation of Commercial and the zoning designation of C-1 upon approval of a Use Permit. The proposed modular structure will be similar in design to the existing structure, and will have the same type of siding and colors to match the existing buildings. Staff supports granting Site Development Permit PSD-807-16, Coastal Development Permit CDP-363-16, Use Permit UP-73-16 and Parking Exception PE-165-16. Thus, staff recommends approval of the project subject to the conditions in Attachment B.

### **COMMISSION ACTION**

#### **MOTION FOR APPROVAL:**

Move that the Planning Commission find that the project is exempt from CEQA; **APPROVE** Site Development Permit, PSD-807-16, Coastal Development Permit, CDP-363-16, Use Permit UP-73-16 and Parking Exception PE-165-16 by ADOPTING the attached resolution for the proposed placement of a modular structure with attached decking at 1809 Palmetto Avenue for the Pacifica Resource Center, including conditions of approval in Exhibit A; and incorporate all maps and testimony into the record by reference.

#### Attachments:

- A. Resolution
- B. Exhibit A Conditions of Approval
- C. Project Description Provided by Applicant
- D. Land Use and Zoning Exhibit
- E. Plans

# RESOLUTION NO.

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF PACIFICA APPROVING SITE DEVELOPMENT PERMIT PSD-807-16, COASTAL DEVELOPMENT PERMIT CDP-363-16, USE PERMIT UP-73-16 AND PARKING EXCEPTION PE-165-16, SUBJECT TO CONDITIONS, TO PLACE A ONE-STORY MODULAR STRUCTURE AND DECKING AT 1809 PALMETTO AVENUE, PACIFICA RESOURCE CENTER (APN 016-042-240).**

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Initiated by: Gordon Tannura (“Applicant”)

**WHEREAS**, an application has been submitted to place a one-story modular structure of 840 square feet and 225 square feet of decking onto an existing 5,600 square feet lot with an existing 1,667 square feet structure at 1809 Palmetto Avenue, commonly known as the Pacifica Resource Center; and

**WHEREAS**, a notice of public hearing to consider the project was sent to all property owners and occupants within a 300 foot distance of the project via US Mail; and

**WHEREAS**, notice of the public hearing was posted in three places within the vicinity of the site as necessary for projects seeking approval of a Coastal Development Permit; and

**WHEREAS**, the project requires approval of a Site Development Permit because the project site is within the commercial C-1 zone and will increase floor area of the existing structures by more than 50%; and

**WHEREAS**, the project requires approval of a Coastal Development Permit because the project site is within the Coastal Zone and will increase building height, bulk, or floor area of the existing structures by 10 percent or more; and

**WHEREAS**, the project requires approval of a Use Permit because the project site abuts a residential district and it is a change of use in the Coastal Zone; and

**WHEREAS**, the project requires approval of a Parking Exception to allow the modular structure to be placed onsite without providing the additional parking space required; and

**WHEREAS**, the Planning Commission has determined, based on the analysis contained in the staff report, that the project is exempt from the California Environmental Quality Act (CEQA) as a Class 3 “New Construction or Conversion of Small Structures” categorical exemption per Section 15303 (c) of the CEQA Guidelines.

**Attachment A**

**WHEREAS**, the Planning Commission of the City of Pacifica did hold a duly noticed public hearing on April 18, 2016, at which time it considered all oral and documentary evidence presented, and incorporated all testimony and documents into the record by reference;

**NOW, THEREFORE BE IT RESOLVED** by the Planning Commission of the City of Pacifica as follows:

- A. The above recitals are true and correct and material to this Resolution.
- B. In making its findings, the Planning Commission relied upon and hereby incorporates by reference all correspondence, staff reports, and other related materials.
- C. The Project is categorically exempt from the requirements of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines 15303 (c) (14 Cal. Code Regs. §15303) and therefore directs staff to file a Notice of Exemption for the Project.

**BE IT FURTHER RESOLVED** that the Planning Commission of the City of Pacifica does make the following findings:

A. *Site Development Permit.* Section 9-4.3204 of the PMC states that a site development permit shall not be issued if the Commission makes any of the following findings:

- 1. *That the location, size, and intensity of the proposed operation will create a hazardous or inconvenient vehicular or pedestrian traffic pattern, taking into account the proposed use as compared with the general character and intensity of the neighborhood.*

Discussion: The expansion of the Pacifica Resource Center will not create a hazardous or inconvenient vehicular or traffic pattern, taking into account the proposed use as compared to the neighborhood. The proposed use is to expand the Pacifica Resource Center by 840 square feet to provide more efficient and organized space for the food pantry and other services offered. No parking presently exists on site and no parking is proposed for the expansion which means that no additional driveways are proposed to access off street parking; thus, the current traffic pattern remains unchanged. The proposed expansion is to accommodate the current number of clients in a more efficient and organized way. The Pacifica Resource Center does not anticipate a substantial increase in the number of clients utilizing the resources at the Center; thus, the existing street parking should be adequate for the proposed expansion.

The Pacifica Resource Center estimates that 25% of the clients they serve walk to the site, 25% take public transportation and the remaining 50% drive. Of those that drive to the Pacifica Resource Center, many of the clients carpool such as senior citizens living in collective housing. Thus, the Pacifica Resource Center

anticipates fewer vehicles needing to park at the Center and not a substantial increase in the number of cars visiting the site.

In addition to the modular structure, 225 square feet of decking adjacent to the structure is proposed which will serve as a waiting area for clients. However, currently clients wait for services on the nearby sidewalks and can sometimes partially block pedestrians but the new waiting area deck will provide space on site for clients to wait instead of congregating on the sidewalk area.

2. *That the accessibility of off-street parking areas and the relation of parking areas with respect to traffic on adjacent streets will create a hazardous or inconvenient condition to adjacent or surrounding uses.*

Discussion: The accessibility of off-street parking areas and the relation of parking areas with respect to traffic on adjacent streets will not create a hazardous or inconvenient condition to adjacent and surrounding uses. No off-street parking areas either presently exist or are proposed as part of the expansion of the Pacifica Resource Center. Thus, this finding regarding accessibility of off-street parking areas and relation of off-street parking areas with respect to traffic on adjacent streets does not apply.

3. *That insufficient landscaped areas have been reserved for the purposes of separating or screening service and storage areas from the street and adjoining building sites, breaking up large expanses of paved areas, and separating or screening parking lots from the street and adjoining building areas from paved areas to provide access from buildings to open areas.*

Discussion: Sufficient landscaped areas have been provided on the site. As part of the project, the existing landscaping will be upgraded and an additional 15% of the lot area will be landscaped appropriately as determined by a professional landscape designer. Staff has recommended a condition of approval that requires a final landscape plan with plants that are native and drought tolerant, and that the landscaping is maintained. The proposed landscaping for this project will exceed the requirements for onsite appropriately landscaped area.

No onsite parking, paved areas, storage areas or service areas are proposed for this project; and therefore, no screening of service areas, storage areas or large expanses of paved areas and parking lots is needed. The subject site is private property and no public access to open spaces is permitted.

4. *That the proposed development, as set forth on the plans, will unreasonably restrict or cut out light and air on the property and on other property in the neighborhood, or will hinder or discourage the appropriate development and use of land and buildings in the neighborhood, or impair the value thereof.*

Discussion: The proposed development will not unreasonably restrict light and air on the property and on property in the neighborhood. The project will not hinder

or discourage the appropriate development and use of land and buildings in the neighborhood and will not impair the value thereof. No setbacks are required for development on commercially zoned property such as the subject site; however, more than 5 foot side setbacks are proposed on the north and south sides, and more than a 20 foot setback on the east side are proposed for the modular structure. These setbacks as proposed will ensure that the project does not unreasonably restrict or cut out light and air on the subject site, and on other property in the neighborhood. The proposed expansion of the Pacifica Resource Center to add a modular structure of 840 square feet and decking fronting onto Palmetto Avenue will not hinder or discourage appropriate development, and use of land and buildings in the neighborhood in that the proposed structure will match the existing one-story commercial buildings on the site and along Palmetto Avenue. The additional landscaped area will improve the appearance of the site and add to the value of the neighboring buildings instead of impairing the value of the neighboring properties.

5. *That the improvement of any commercial or industrial structure, as shown on the elevations as submitted, is substantially detrimental to the character or value of an adjacent R District area.*

Discussion: The proposed expansion of the Pacifica Resource Center as shown on the submitted elevations is not substantially detrimental to the character or value of the adjacent R District area. The proposed development is on a commercial lot that is adjacent to residential uses on the north and east sides of the site where placement of the modular structure is proposed. Commercial development does not require setbacks but the project as designed will provide setbacks of more than 5 feet on the north side and more than 20 feet on the east side. The one-story building with the setbacks as proposed will not be substantially detrimental to the character or value of the adjacent residential districts due to the lower profile similar to the adjacent commercial buildings and to the setbacks provided.

6. *That the proposed development will excessively damage or destroy natural features, including trees, shrubs, creeks, and rocks, and the natural grade of the site, except as provided in the subdivision regulations as set forth in Chapter 1 of Title 10 of this Code.*

Discussion: The proposed development will not excessively damage or destroy natural features, including trees, shrubs, creeks, and rocks, and the natural grade of the site. The subject site is completely surrounded by development and has been maintained as a grassy lawn area for many years. No natural features such as trees, shrubs creeks or rocks exist on the subject site; and therefore, no natural features will be damaged or destroyed as a result of this project. The applicant estimates that less than 30 cubic yards of earth will be removed in order to smooth out the lot surface and provide space for the foundation. The grade of the site, which is fairly level, will not be significantly changed for the placement of the modular structure.



7. *That there is insufficient variety in the design of the structure and grounds to avoid monotony in the external appearance.*

Discussion: There is sufficient variety in design of the structure and grounds to avoid monotony in the external appearance. The proposed modular structure to be placed on the subject site will have a different shaped peak roof and long, narrow building design distinct from the existing building on site which creates variety in the design between the existing and proposed buildings. The proposed modular structure will have a lower height and will be separated from the existing building on site which avoids creating a monotonous appearance for the structures on the site that are very visible from Palmetto Avenue.

8. *That the proposed development is inconsistent with the City's adopted Design Guidelines.*

Discussion: The proposed addition of a modular structure to the Pacifica Resource Center site is consistent with the City's adopted Design Guidelines for several reasons. In the Design Guidelines B. Building Design starting on page 4, the design of new buildings should be in character with that of the surrounding neighborhood, in scale with other nearby buildings, and contain compatible and consistent materials for the exterior of the building. In this case, the design of the proposed modular structure is similar to other commercial and residential buildings in the neighborhood with peaked roofs and decks. The new structure is one story in size which is the same as other commercial buildings along Palmetto Avenue, and several beach cottages existing along the side streets such as Santa Maria Avenue. The proposed materials are board and batten siding with composition shingles to match the existing onsite building that was approved by the City Council and Coastal Commission in 1990. Thus, the proposed modular structure to expand the area of the Pacifica Resource Center as designed is consistent with the Design Guidelines.

9. *That the proposed development is inconsistent with the General Plan, Local Coastal Plan, or other applicable laws of the City.*

Discussion: The proposed addition of a modular structure to the subject site is consistent with the General Plan, Local Coastal Plan and other applicable laws of the City. The site is designated in the General Plan for commercial use and the current use by Pacifica Resource Center is considered a commercial use as an office. Upon approval of a Use Permit, the proposed change of use to relocate the food pantry and other activities from the existing building at the Pacifica Resource Center to the modular structure will be consistent with the Local Coastal Plan, which will be discussed in the next section of the staff report. Upon approval of the Parking Exception, the project is consistent with all the development standards required for new buildings on a C-1 zoned lot. In summary, the proposed placement of the modular structure at the Pacifica Resource Center is consistent with the General Plan Commercial designation, the

Local Coastal Plan upon approval of a Use Permit and the other applicable laws upon approval of a Parking Exception.

B. *Coastal Development Permit.* Section 9-4304(k) of the PMC allows the Planning Commission to issue a Coastal Development Permit based on the findings specified below in the Local Coastal Program (LCP):

- i. *The proposed development is in conformity with the City's certified Local Coastal Program.*

Discussion: The Pacifica Resource Center expansion is consistent with two Coastal Act Policies as identified in the Local Coastal Program, Land Use Plan. Policy Number 5 on page C-5 states that "Lower cost visitor and recreational facilities and housing opportunities for persons of low and moderate income shall be protected, encouraged, and, where feasible, provided." In this case, the Pacifica Resource Center provides a safety net of housing assistance, homeless shelter advocacy, and referral services for low and moderate residents of Pacifica that need help in obtaining housing. Coastal Act Policy #23 on page C-9 states that new development should be located within existing developed areas able to accommodate it. Specifically, the proposed modular structure will be located within a developed neighborhood in West Sharp Park and all utilities are available to service the site.

- ii. *Where the Coastal Development Permit is issued for a development between the nearest public road and the shoreline, the development is in conformity with the public recreation policies of Chapter 3 of the California Coastal Act Public Resources Code Division 20.*

Discussion: The subject site is not located between the nearest public road and the shoreline; therefore, this Coastal Development Permit finding does not apply in this case.

C. *Use Permit.* Section 9-4.3303 of the PMC states that the Planning Commission shall grant a use permit only upon making all of the following findings:

1. That the establishment, maintenance, or operation of the use or building applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, and welfare of the persons residing or working in the neighborhood or to the general welfare of the City.

Discussion: The placement of a modular structure on the subject site will not in this particular case be detrimental to the health, safety, and welfare of persons residing or working in the neighborhood nor will the development negatively impact the general welfare of the City. The site is located within a neighborhood of commercial uses along Palmetto Avenue and residential uses on the interior of the side streets such as Santa Maria Avenue. Setbacks are provided between the proposed modular structure

and the adjacent residential uses to provide additional space between the expanded commercial use at the Pacifica Resource Center and residential uses to the north and east. The expansion of the Pacifica Resource Center will provide much needed room to better serve the community.

2. That the use or building applied for is consistent with the applicable provisions of the General Plan and other applicable laws of the City and, where applicable, the local Coastal Plan.

Discussion: The proposed addition of a modular structure to the subject site is consistent with the General Plan, Local Coastal Plan and other applicable laws of the City. The site is designated in the General Plan for commercial use and the current use by Pacifica Resource Center is considered a commercial use as an office. Upon approval of a Use Permit, the proposed change of use to relocate the food pantry and other activities from the existing building at the Pacifica Resource Center to the modular structure will be consistent with the Local Coastal Plan, which was discussed previously in the staff report. Upon approval of the Parking Exception, the project is consistent with all the development standards required for new buildings on a C-1 zoned lot. In summary, the proposed placement of the modular structure at the Pacifica Resource Center is consistent with the General Plan Commercial designation, the Local Coastal Plan upon approval of a Use Permit and the other applicable laws upon approval of a Parking Exception.

3. Where applicable, that the use or building applied for is consistent with the City's adopted Design Guidelines.

Discussion: The proposed addition of a modular structure to the Pacifica Resource Center site is consistent with the City's adopted Design Guidelines for several reasons. In the Design Guidelines B. Building Design starting on page 4, the design of new buildings should be in character with that of the surrounding neighborhood, in scale with other nearby buildings, and contain compatible and consistent materials for the exterior of the building. In this case, the design of the proposed modular structure is similar to other commercial and residential buildings in the neighborhood with peaked roofs and decks. The new structure is one story in size which is the same as other commercial buildings along Palmetto Avenue, and several beach cottages existing along the side streets such as Santa Maria Avenue. The proposed materials are board and batten siding with composition shingles to match the existing onsite building that was approved by the City Council and Coastal Commission in 1990. Thus, the proposed modular structure to expand the area of the Pacifica Resource Center as designed is consistent with the Design Guidelines.

D. *Parking Exception.* PMC Section 9-4.2824 Exception (a) states that in the event of practical difficulties and unusual hardship, the Commission may grant a parking exception. The findings to support the exception are that the establishment, maintenance,

and/or conducting of the off-street parking facilities as proposed are as nearly in compliance with the requirements set forth in Article 28 Off-Street Parking and Loading as are reasonably possible.

Discussion: The Pacifica Resource Center has been operating without on-site parking under a previously approved Parking Exception. The intended use of the proposed modular structure is to accommodate current clients and food pantry items in a more efficient and organized way. The Pacifica Resource Center does not anticipate or intend to increase the number of clients served as a result of the proposed project. Further, the Pacifica Resource Center has gathered data on how clients access the site and found that they generate less parking demand than would be typically expected. It is estimated that 25% of the clients walk to the site, 25% take public transportation, and the remaining 50% drive. Of those that drive to the Pacifica Resource Center, many of the clients carpool such as senior citizens living in collective housing.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the Planning Commission of the City of Pacifica approves the Site Development Permit PSD-807-16, Coastal Development Permit CDP-363-16, Use Permit UP-73-16, and Parking Exception PE-165-16 to place a one-story modular structure with decking at 1809 Palmetto Avenue, Pacifica Resource Center (APN 016-042-240), subject to conditions of approval attached as Exhibit A.

\* \* \* \* \*

**PASSED AND ADOPTED** at a regular meeting of the Planning Commission of the City of Pacifica, California, held on the 18<sup>th</sup> day of April, 2016.

**AYES**, Commissioners:

**NOES**, Commissioners:

**ABSENT**, Commissioners:

**ABSTAIN**, Commissioners:

\_\_\_\_\_  
Richard Campbell, Chair

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Tina Wehrmeister, Planning Director

\_\_\_\_\_  
Michelle Kenyon, City Attorney



## **Exhibit A**

### **Conditions of Approval: Site Development Permit PSD-807-16, Coastal Development Permit CDP-363-16, Use Permit, UP-73-16, and Parking Exception PE-165-16 to Place a One-Story Modular Unit of 840 Square Feet with 225 Square Feet of Decking at 1809 Palmetto Ave., Pacifica Resource Center (APN 016-042-240)**

### **Planning Commission Meeting of April 18, 2016**

#### **Planning Department**

1. Development shall be substantially in accord with the plans entitled “Facility Expansion Pacifica Resource Center,” consisting of 4 (four) sheets, dated March 1, 2016 except as modified by the following conditions.
2. The applicant shall submit a final landscape plan for approval by the Planning Director prior to the issuance of a building permit. The landscape plan shall show each type, size, and location of plant materials. Landscaping materials included on the plan shall be coastal compatible, drought tolerant and shall be predominantly native. All landscaping shall be completed consistent with the final landscape plans prior to occupancy. In addition, the landscaping shall be maintained and shall be designed to incorporate efficient irrigation to reduce runoff, promote surface filtration, and minimize the use of fertilizers, herbicides, and pesticides. Landscaping on the site shall be adequately maintained and replaced when necessary as determined by the Planning Director.
3. All trash and recycling materials, if stored outdoors, shall be fully contained and screened from public view within the proposed enclosure. The enclosure design shall be consistent with the adjacent and/or surrounding building materials, and shall be sufficient in size to contain all trash and recycling materials, as may be recommended by Recology of the Coast. Trash enclosure and dumpster areas shall be covered and protected from roof and surface drainage. If water cannot be diverted from these areas, self-contained drainage systems that drain to sand filters shall be installed. The property owner/homeowner’s association shall inspect and clean the filters as needed. Applicant shall provide construction details for the enclosure for review and approval by the Planning Director, prior to building permit issuance.
4. All transformers, HVAC units, backflow preventors and other ground-mounted utility equipment shall be shown on the landscape and irrigation plans and shall be located out of public view and/or adequately screened through the use or combination of walls or fencing, berming, painting, and/or landscaping, to the satisfaction of the Planning Director.

## **Attachment B**

5. Applicant shall submit a roof plan with spot elevations showing the location of all roof equipment including vents, stacks and skylights, prior to building permit issuance. All roof equipment shall be screened to the Planning Director's satisfaction.
6. All vents, gutters, downspouts, flashing, and conduits shall be painted to match the colors of adjacent building surfaces. In addition, any mechanical or other equipment such as HVAC attached to or protruding from the building shall be appropriately housed and/or screened to the Planning Director's satisfaction.
7. Roof drains shall discharge and drain away from the building foundation to an unpaved area wherever possible.
8. All outstanding and applicable fees associated with the processing of this project shall be paid prior to the issuance of a building permit.
9. A detailed on-site exterior lighting plan shall be submitted for review and approval by the Planning Director prior to the issuance of a building permit. Said plan shall indicate fixture design, illumination, location, height, and method of shielding so as not to adversely affect adjacent properties. Lighting shall be directed away from adjacent residences. Buffering techniques to reduce light and glare impacts to residences shall be required. Building lighting shall be architecturally integrated with the building style, materials and colors and shall be designed to minimize glare. Show fixture locations, where applicable, on all building elevations.
10. The applicant shall indemnify, defend and hold harmless the City, its Council, Planning Commission, advisory boards, officers, employees, consultants and agents (hereinafter "City") from any claim, action or proceeding (hereinafter "Proceeding") brought against the City to attack, set aside, void or annul the City's actions regarding any development or land use permit, application, license, denial, approval or authorization, including, but not limited to, variances, use permits, developments plans, specific plans, general plan amendments, zoning amendments, approvals and certifications pursuant to the California Environmental Quality Act, and /or any mitigation monitoring program, or brought against the City due to actions or omissions in any way connected to the applicant's project, but excluding any approvals governed by California Government Code Section 66474.9. This indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the City, if any, and costs of suit, attorney's fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by the applicant, City, and /or parties initiating or bringing such Proceeding. If the applicant is required to defend the City as set forth above, the City shall retain the right to select the counsel who shall defend the City.
11. The applicant shall clearly indicate compliance with all conditions of approval on the plans and/or provide written explanations to the Planning Director's satisfaction prior to approval of a building permit.

**Wastewater Division of Public Works**

12. No wastewater (including equipment cleaning wash water, vehicle wash water, cooling water, air conditioner condensate, and floor cleaning wash water) shall be discharged to the storm drain system, the street or gutter. New storm drain inlets shall be protected from being blocked by large debris to the Public Work Director's satisfaction.

**Engineering Division of Public Works**

13. Construction shall be in conformance with the San Mateo Countywide Storm Water Pollution Prevention Program. Best Management Practices shall be implemented.
14. Add a note on the Site Plan that says, "Existing curb and sidewalk adjacent to property frontage that is damaged or displaced shall be repaired or replaced even if damage or displacement occurred prior to any work performed for this project."
15. Add a note on the Site Plan that says, "Any damage to improvements within the city right-of-way or to any private property, whether adjacent to subject property or not, that is determined by the City Engineer to have resulted from construction activities related to this project shall be repaired or replaced as directed by the City Engineer."
16. All utilities shall be installed underground from the nearest joint pole.
17. Roadways shall be maintained clear of construction materials and debris, especially mud and dirt tracked onto Palmetto Avenue. Dust control and daily road cleanup will be strictly enforced.
18. A City of Pacifica Encroachment Permit shall be obtained for all work undertaken in the public right-of-way. All work shall be done in accordance with City Standards, Standard Specifications for Public Works Construction (Green Book) or Caltrans Standard Specifications, Pacifica Municipal Code, Administrative Policies and to the satisfaction of the City Engineer or his designee and shall be completed prior issuance of the Certificate of Occupancy. Permit fees shall be determined per the current adopted fee schedule at the time of permit issuance.

**North County Fire Authority (NCFA)**

19. Fire Flows. Applicant shall ensure that the project complies with fire flows per 2013 CFC Appendix B for buildings with fire sprinklers and obtain a fire flow report from the local water provider showing a flow per Table B105.1 to the satisfaction of the Fire Chief or designee.
20. Premises Identification. Applicant shall ensure that the project complies with 2013 CFC Chapter 5, Section 505.1 and 2 to the satisfaction of the Fire Chief or designee.

21. Sprinkler system supervision and alarms. Applicant shall ensure that the project complies with 2013 CFC Section 903.4 and 903.4.2 Alarms to provide a horn/strobe on the address side of the building to the satisfaction of the Fire Chief or designee.
22. Fire Safety. Applicant shall ensure that the project complies with the 2013 CFC Chapter 33 – Fire Safety During Construction and Demolition to the satisfaction of the Fire Chief or designee.
23. Key Box. Applicant shall provide and install a key box and prior to final provide key for entry to the building per 2013 CFC Chapter 5 Section 506 to the satisfaction of the Fire Chief or designee. Application for a Key Box (Knox Box) can be obtained at NCFCA, Fire Administration, 10 Wembley Drive, Daly City.
24. Fire Safety Inspection. Applicant shall contact NCFCA Fire Administration at 650-991-8138 to request and schedule a fire safety inspection. The applicant shall maintain a current yearly fire safety inspection to the satisfaction of the Fire Chief or designee.
25. Fire Sprinklers. Applicant shall provide fire sprinklers as required per PMC, and 2013 CFC Chapter 9 Section 903 to the satisfaction of the Fire Chief or designee. This is a “B” occupancy and does not fall under the umbrella of either an R3 residence or a public school building; and therefore, the modular unit must comply with full NFPA 13 sprinkler design. Applicant shall provide additional corrosion resistant fire sprinkler heads at the north side of the modular unit, under the eaves and within 5 feet of the property line to the satisfaction of the Fire Chief or designee.
26. Fire Sprinkler Underground. Applicant shall submit the fire sprinkler underground supply mains on a separate permit or in conjunction with fire sprinkler submittal to the satisfaction of the Fire Chief or designee. Applicant shall ensure that the North Coast County Water District approves the design.

**\*\*End\*\***

RECEIVED

APR 04 2016

City of Pacifica

Background

For over 40 years, the Pacifica Resource Center (PRC) has provided strong support for the residents of Pacifica by providing a safety net of food, housing assistance, homeless shelter advocacy and referral, counseling and referral services, financial coaching, free tax preparation service, and other critical family services. From July 2014 through June 2015, the PRC assisted 1 in 10 Pacifica residents, stabilizing and fostering our healthy community. Specifically, the PRC:

- Provided food to benefit over 13,000 Pacifica children, adults and seniors
- Prevented homelessness and sheltered 200 Pacifica families
- Prepared taxes for 181 households, generating over \$225,000 in refunds and saving taxpayers over \$40,000 in tax preparation fees
- Helped prepare 150 Pacifica youth for the new school year with **grade-appropriate** school supplies
- Provided happy holidays to 232 children through our Adopt a Family program, as well as Thanksgiving help to 500 Pacificans

The PRC was approved for funding from the Second Harvest Food Bank (SHFB) to increase our capacity to provide food to Pacificans who need it. Currently, the PRC is the only food pantry in Pacifica, serving Pacifica residents. We plan to use this funding to expand PRC's storage and servicing capabilities. Obtaining such additional storage will not only help to better serve the PRC food program and better satisfy the needs of the community, but also relieve the space restrictions within the current facilities. After examining several options, and with the support of the current property landlord (the Gibbs family), we are currently focused on procuring and installing a portable modular unit on the space adjacent to the current PRC structures.

As a vital member of the Pacifica community, we recognize the need to perform this expansion with full engagement of planning and permitting processes. Time is a constraining factor - the funding from SHFB is only promised through the end of June 2016. However, we believe at this time, with determination, support, and expert assistance, we can put forth the effort to at least initiate the installation by that date.

The major function supported by this project will be the PRC food programs. This project will provide more space to more effectively and efficiently provide food to Pacifica residents. The proposed improvements will significantly improve the PRC's food safety, storage, and handling and will allow the PRC to increase its ability to replenish food in the pantry and keep shelves stocked year round. It would create the space needed to move PRC's pantry from 2 small rooms to 1 large room, as well as enough space to run its weekly drop in program, supplied primarily with grocery rescue items, produce, and other perishable items. At least one staff member will be present in the unit at all times, and client access will be less than 5 at any given time. Ramps and access (to ADA standards and as required for food loading) will be specified for the modular unit and otherwise built on-site.



Existing Structures

Today, the PRC, located at 1809 Palmetto Ave, consists of two structures that have been in place for many years. The original structure was a home that was converted to office space, and a portable unit was added and attached to that structure over 25 years ago. In the oldest converted home section, two small rooms serve as the pantry for today's food program and a small reception area. The current portable unit contains three private offices used by the Executive Director, the Direct Services Manager, 2 case managers, and 2 administrative assistants, and an additional multi-purpose room serves as ad-hoc space, storage, and our Tuesday drop in food program. Volunteers, as needed, also utilize the space, and, of course, clients are supported throughout the Center. A restroom is located in each structure, as is a small and inadequate amount of closet and storage space. Total square footage of the existing Center structure is approximately 1725 square feet.

Adjacent to the structures is vacant undeveloped space of approximately 2150 square feet. Originally an independent parcel, in 1985 this space and the other small parcels where the existing structures are located were merged into a single property. The proposed expansion, described below, is intended to occupy this vacant space.

Proposed Expansion

To provide much needed room to better serve the community, a new portable modular unit is proposed to occupy the vacant space. The unit will be 14' by 60' (840 square feet) and obtained through a competitive bidding process from a California manufacturer. As such, it will adhere to all of the latest California standard for such units and will be inspected to meet all standards before its arrival onsite.

Inside, the space will be divided into a large space to house the food pantry, an ADA compliant restroom, a small office, and a reception area. It is intended that the entirety of the food program be serviced from this new structure. Three doors, sized to facilitate food delivery, will also allow for an efficient process flow and privacy for clients. Ramps, decking, and all facilities will be built to ADA standards for access.

The unit will have several windows and skylights for natural lighting and ventilation (although HVAC facilities will also be provided with the unit). It will have siding similar to the existing portable unit and the entire PRC structures (old and new) will be painted to match (note - the existing PRC is a candidate for the Rebuilding Together program and thus is expected to also be repainted in the Spring or Summer).

The new unit will not be attached to the existing structure, although the new unit will be placed, and ramps and decking constructed, so that passage between the two is facilitated.

No additional parking spaces are incorporated in the plan. Today, it is estimated that 25 percent of the clients walk to the center, another 25 percent use public transportation, and the balance use automobiles, although many clients carpool (e.g., senior citizens living in collective housing). The primary intent of adding the additional space is to better serve the existing programs and not greatly expand those except that might naturally occur given changing economic conditions. The size of the vacant space also does not allow safe, practical off-street parking.

Landscaping

A landscape plan has been developed that considers the guidelines from the Palmetto Streetscape plan and is based on current practices for drought tolerance and low levels of maintenance. The PRC will take this opportunity to refresh the landscape for the entire property. In addition, the current location of the recycling and waste bins (in a narrow space between the original structure and the adjacent home on Santa Maria Avenue) will be moved to behind the existing portable structure.

Staffing and Operational Impact

No additional staff will be hired to support the new unit. One staff member will be present in the new unit during open hours.

The new unit will allow for a much more efficient flow for clients and staff. For example, clients can enter the front door, be greeted and assisted by a staff member, and proceed, in privacy, to the pantry for their food selection. A door at the rear of the unit will facilitate food delivery without affecting clients and staff.

With the efficiencies and space gained with the new unit, the food program will not only better support the current client base, but can also better absorb new clients as needed. No estimate can be provided as to the extent of new clients that the program might attract, as there are many factors that contribute to the extent of client needs. Certainly the economic conditions of the area, where the cost of living continues to rise faster than incomes, suggest additional needs for food assistance in the community.

The space currently used to support the food program will be re-purposed to better support client services, providing the program staff and the Executive Director with better and more appropriate meeting facilities. The multi-purpose room will be relieved of its storage use and will become the new entrance to the PRC; a dedicated meeting space will be created that can double as temporary storage for our Adopt A Family and Back to School programs; a back up meeting room will also be created in the new portable that can be used for community meetings; and, there will be a dedicated computer lab staffed by volunteers to support clients' job and housing searches, supplementing the current limited availability of the Pacifica library computers. As a result, PRC will become a more vibrant, efficient, and effective community resource for Pacifica residents.

# Zoning & Land Use Exhibit

City of Pacifica  
Planning Department

## General Plan Diagram

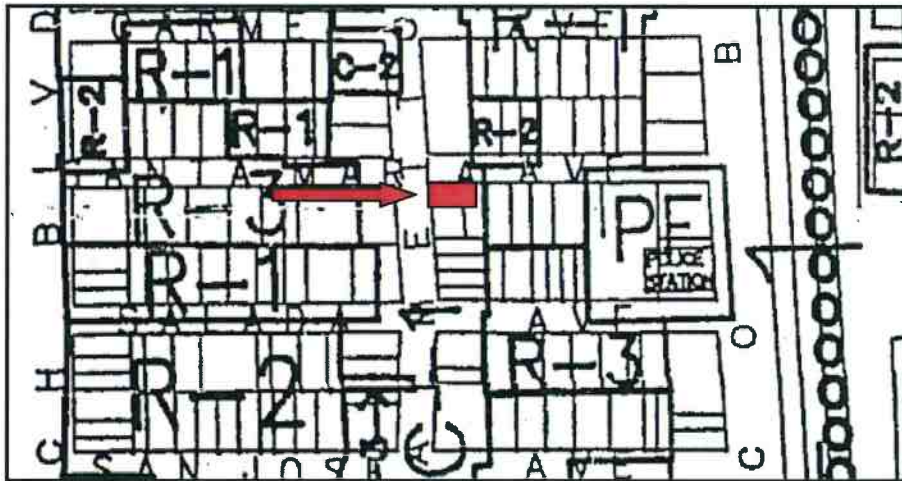
Neighborhood: West Sharp Park Neighborhood

Land Use Designation: Commercial



## Zoning Map Diagram

Existing Zoning District: C-1/CZ (Neighborhood Commercial/Coastal Zone)



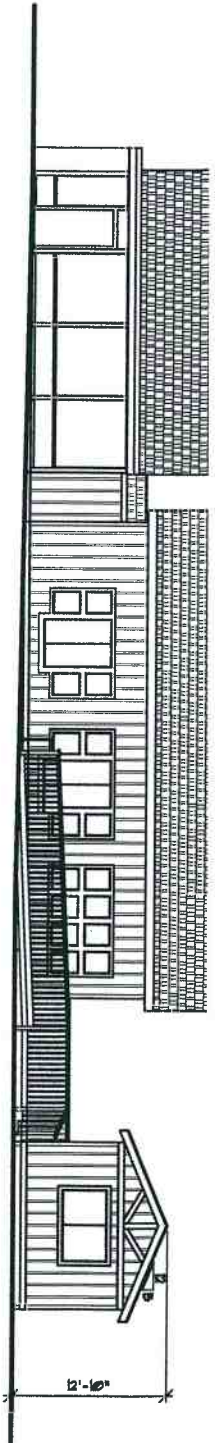
North Arrow



Maps Not to Scale

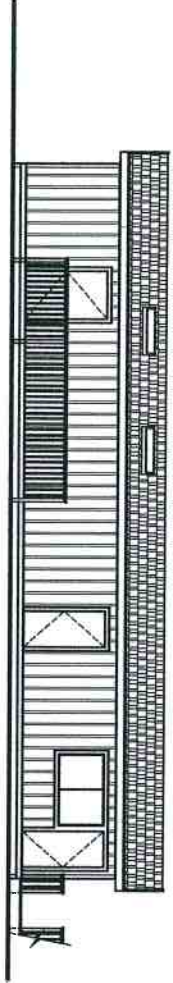






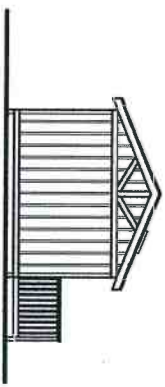
PALMETTO AVENUE (19517) ELEVATION

SCALE: 1/8"=1'-0"



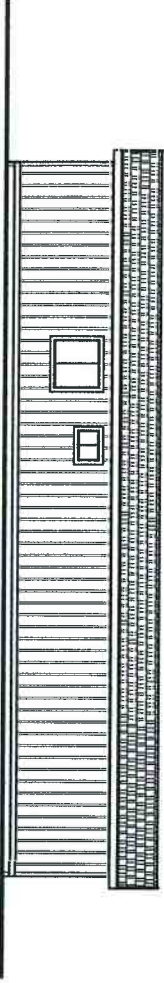
NORTH ELEVATION

SCALE: 1/8"=1'-0"



EAST ELEVATION

SCALE: 1/8"=1'-0"



SOUTH ELEVATION

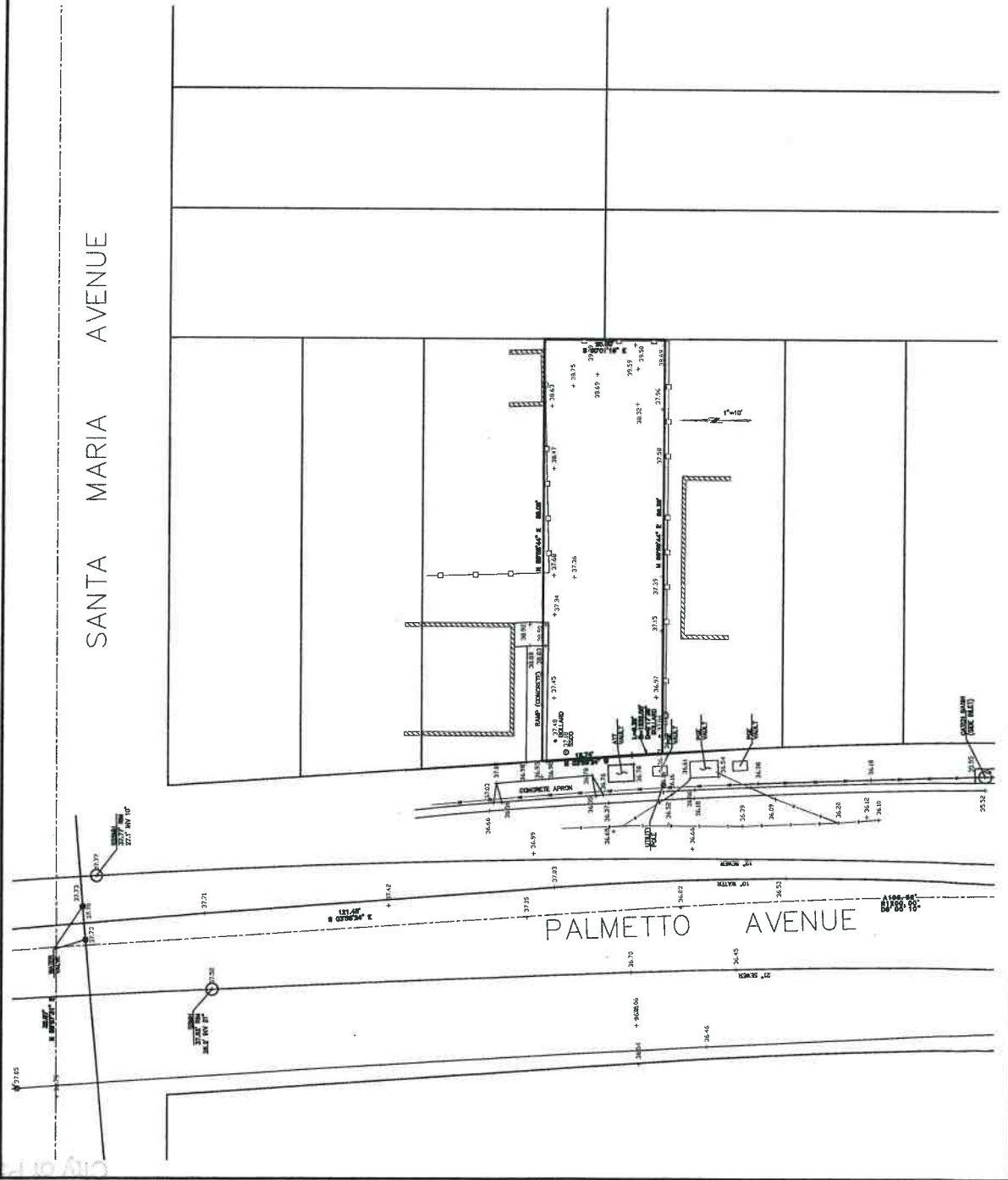
SCALE: 1/8"=1'-0"

RECEIVED  
 MAR 09 2016  
 City of Paducah





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 MAR 09 2015  
 City of Palmdale



City of Palmdale	City of Palmdale
San Mateo County	San Mateo County
California	California
Book 5 Maps Page 20, APN 016-042-230	Book 5 Maps Page 20, APN 016-042-230
Site Survey of Lot 4, Block 18	Site Survey of Lot 4, Block 18
Scale: 1" = 10'	Scale: 1" = 10'
Date: 02-12-18	Date: 02-12-18
Drawn by: [Name]	Drawn by: [Name]
Checked by: [Name]	Checked by: [Name]
Approved: [Signature]	Approved: [Signature]

SAVON P. MCALPINE LAND SURVEYING  
 421 WILBROOK DRIVE  
 SOUTH SAN FRANCISCO, CA 94080  
 805/708-2423



Scenic Pacifica  
Incorporated Nov. 22, 1957

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## PLANNING COMMISSION Staff Report

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**DATE:** April 18, 2016

**FILE:** SUB-232-16

**ITEM:** 2

**PUBLIC NOTICE:** Notice of Public Hearing was published in the Pacifica Tribune on April 6, 2016, and mailed to 109 surrounding property owners and occupants.

**APPLICANT** Don Creasman  
**AND OWNER:** 1625 Palmetto Ave. #4  
Pacifica, CA 94044

**PROJECT LOCATION:** Vacant lot at northeast intersection of Brighton Road and Scenic Way (APN 016-345-020 and 016-345-200) – East Sharp Park Neighborhood

**PROJECT DESCRIPTION:** Subdivide one 11,975 square foot (sq. ft.) parcel, consisting of one lot and a portion of another lot, into two lots of 5,619 sq. ft. and 6,356 sq. ft. with a Vesting Tentative Map.

**SITE DESIGNATIONS:** General Plan: Low Density Residential

Zoning: R-1 (Single-Family Residential)

**RECOMMENDED CEQA STATUS:** Class 15 Categorical Exemption, Section 15315.

**ADDITIONAL REQUIRED APPROVALS:** None. Subject to appeal to the City Council.

**RECOMMENDED ACTION:** Approval with conditions.

**PREPARED BY:** Christian Murdock, Associate Planner

**ZONING STANDARDS CONFORMANCE: Lot 1**

<u>Development Standards</u>	<u>Standard</u>	<u>Existing</u>	<u>Proposed</u>
Lot Size (sq. ft.)	5,000	11,975	5,619
Minimum Lot Width (ft.)	50'	84.64	69.87
Off-street Parking	2 garage 2 driveway	N/A	Lot design can accommodate required off-street parking in future development
On-street Parking	1	2	2 <sup>1</sup>

**ZONING STANDARDS CONFORMANCE: Lot 2**

<u>Development Standards</u>	<u>Standard</u>	<u>Existing</u>	<u>Proposed</u>
Lot Size (sq. ft.)	5,000	11,975	6,356
Minimum Lot Width (ft.)	50	84.64	84.64
Off-street Parking (spaces)	2 garage 2 driveway	N/A	Lot design can accommodate required off-street parking in future development
On-street Parking (spaces)	1	2	0 <sup>2</sup>

**PROJECT SUMMARY:**

**1. Municipal Code:** Title 10 of the Pacifica Municipal Code (PMC) regulates subdivisions of land within the City. PMC Sec. 10-1.103 provides that “no land shall be subdivided and developed for any purpose which is not in conformity with the General Plan, Local Coastal Program, and any Specific Plan of the City or permitted by the zoning provisions or other applicable provisions of this Code.” In the subject case, the applicable considerations include consistency with the General Plan, zoning provisions, and other applicable provisions such as the subdivision regulations in Article 10 of the PMC because the site is not located within the Coastal Zone or the boundaries of a specific plan area.

The procedural and substantive requirements for review of a subdivision vary depending on the nature of the subdivision, including the number of lots proposed, and whether the subdivision will be accomplished with a tentative map or vesting tentative map. In the subject case, the proposed subdivision involves four or fewer lots and will be accomplished with a vesting tentative map.

PMC Sec. 10-1.604 grants authority to the City Engineer to approve subdivisions of four or fewer lots. However, the City Engineer may defer review to the Planning Commission, as is the case with this subdivision. The reviewer of a subdivision application for four or fewer lots, whether the City Engineer or Planning Commission, may only approve a subdivision “if it finds that the proposed subdivision, together with the provisions for its design and improvement, is consistent with the General Plan, any Specific Plan, the Local Coastal Program, and the zoning provisions” (PMC Sec. 10-1-407(c)). Because

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<sup>1</sup> Lot 1 will provide the on-street parking required for Lot 2. It is infeasible for Lot 2 to provide the required on-street parking because of the narrow street frontage resulting from its flag lot configuration. Staff has recommended a condition of approval to ensure appropriate design of future on- and off-street parking areas to accomplish this arrangement.

<sup>2</sup> See Footnote 1, above.

the subject application is for a vesting tentative map, there are additional substantive requirements as part of the subdivision application as listed in PMC Sec. 10-1.706 and more thoroughly discussed later in the staff report.

**2. Background:** The subject site consists of a single parcel measuring 11,975 square feet (sq. ft.) in area. The site was originally subdivided as part of the Brighton Beach Subdivision No. 1 in 1907. Specifically, the site consists of the original Lots 2 and 3 in their entirety and a portion of Lot 4. In 1985, the City of Pacifica merged Lots 2 and 3 into one lot due to nonconformity of the original lots created in 1907 with the City's zoning standards (30 feet lot widths). The portion of Lot 4 subject of this subdivision was also subject of a lot merger by the City in 1985, which created a single lot from the original Lots 4 through 7 of the Brighton Beach Subdivision No. 1. Subsequent to the aforementioned lot mergers, the applicant gained possession of Lot 2 (consisting of merged Lots 2 and 3) and the westerly 25 feet of Lot 4 (consisting of merged Lots 4 through 7).

The property in its current state consists of one entire lot and a portion of another lot. In order to clarify the status of the underlying property, and to create two distinct building sites, the property owner is seeking a subdivision of the property. The subdivision, if approved, will supersede the original Brighton Beach Subdivision No. 1 and create two new lots. Each lot, having met the City's zoning standards applicable to subdivisions, will become a distinct buildable site eligible for development consistent with the standards of the underlying zoning district.

The subject application is for the subdivision of land only. The site is located within the R-1 (Single-Family Residential) zoning district, in which construction of most structures is not subject to discretionary review. The most common type of structure within the R-1 zoning district is a single-family home, which would require City approval of a building permit only prior to construction (without returning to the Planning Commission). Therefore, the proposal before the Planning Commission does not include specific details for the architectural design of future buildings, except as described in the following section.

**3. Project Description:** The property owner has proposed to perform a subdivision with a vesting tentative map. A vesting tentative map, under state law, allows a subdivider to vest its rights in a subdivision to provide certainty during the development process. Once a vesting tentative map is approved, the subdivider may pursue the development under the local laws in place at the time the subdivision was approved. Such regulations include, but are not necessarily limited to, zoning and building codes. The vested right to develop under the regulations in place at the time of vesting tentative map approval remains in place as long as the map is valid and not expired.

The design of the proposed subdivision shows the two lots in what is known as a "flag lot" configuration. A flag lot includes a traditionally-situated lot at the front of a site, with a flag lot positioned to the side and the rear. A flag lot features a narrow street frontage, often wide enough only for vehicular access (the "flag pole"), and a wider portion at the rear of the site, behind the street-oriented lot, that functions as the building site (the "flag"). In the case of the subject site, the 11,975 sq. ft. parcel to be subdivided is large enough for two lots under the R-1 zoning regulations (the minimum size is 5,000 sq. ft.), but at 84.64 feet wide is not wide enough for a traditional side-by-side configuration (each lot



requires a width of 50 feet). In such a case, the Planning Commission may consider a flag lot as stated in PMC Sec. 10-1.911.<sup>3</sup>

As proposed, both lots conform to the R-1 zoning standards applicable to the subdivision; namely, lot size, lot width, and on- and off-street parking. Since no construction is proposed in conjunction with this subdivision, other typical R-1 zoning standards such as setbacks, lot coverage, and height are not under review. Similarly, since the property in question was subdivided as part of a larger subdivision in 1907, which included the significant infrastructure components typical of a large-scale subdivision development such as street rights-of-way, those aspects of the City's subdivision standards also are not part of this review. Notwithstanding the preceding statements, however, the PMC does require the Planning Commission to consider certain additional information.

Since the property owner has applied for a vesting tentative map without a concurrent application for a site development permit (since a site development permit is not required to permit construction within the R-1 zoning district), PMC Section 10-1.706 requires the application to include the following additional information to ensure eventual development of the lots is feasible:

- The building lines, including the height, size, and location of buildings;
- Conceptual design plans and elevations; and
- Detailed grading plans.

The above information has been provided in Attachments C and D. It indicates that development of each proposed lot with a single-family residence, detached garage, and driveway – in accordance with R-1 zoning standards – is feasible. The preliminary site plan shown on Sheet C3.01 of Attachment C demonstrates how building sites for the dwelling units are feasible while maintaining minimum front, side, and rear setbacks of 15 feet, 5 feet, and 20 feet, respectively. Similarly, Sheet C3.01 shows how construction of detached garages for off-street parking is feasible while maintaining minimum front, side, and rear setbacks of 20 feet, 1 ½ feet, and 1 ½ feet, respectively. The preliminary site plan also demonstrates it is feasible to construct a single-family residence on each lot without exceeding the 35 feet height limit of the R-1 zone. The 7 percent average slope of the lot means the development site is relatively flat, avoiding potential complications with excess building height. Sheet C4.01 includes detailed grading plans for the site, and reflects a minor amount of grading to make the site feasible for development. Lastly, Attachment D depicts conceptual design plans and elevations for future structures at the site. The structures identified can feasibly be built if the subdivision is approved.

Although Attachments C and D demonstrate building lines, including height, size, and location of buildings; conceptual design plans and elevations; and, detailed grading plans; it is important to note that any potential approval granted for the subdivision will not necessarily limit development to these parameters or conceptual designs, except as explicitly stated in the conditions of approval. Any future development at the two lots subject of the subdivision will be guided by the general provisions of the R-1 zoning district standards. As an exception to the foregoing, staff has recommended specific conditions of approval related to off- and on-street parking and utilities.

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<sup>3</sup> The terms "lot width" and "frontage" as used in the applicable regulations are similar, but different. Lot width pertains to the width of a lot as measured at the front setback line (PMC Sec. 9-4.257), while frontage is a term used in PMC Sec. 10-1.911 to describe the length of the front property line abutting the public right-of-way.

#### A. Parking and Utilities

Sheet C3.01 of Attachment C depicts a common/shared driveway approach and driveway to provide access to the required off-street parking facilities at both lots. Staff does not support the proposal for a common/shared driveway due to concerns related to long-term property maintenance and potential conflicts related to use of the driveway. Without a homeowners association to coordinate financial contributions towards maintenance of the common infrastructure, staff perceives a risk of conflict between future property owners related to funding and timing of maintenance. This conflict could lead to long-term neglect and disinvestment in the common driveway. Additionally, any vehicle inadvertently parked in the common portion of the driveway closest to the street would render the driveway impassible for accessing both properties. A common driveway design is not necessary to feasibly provide access to off-street parking facilities on both lots, in staff's assessment. Rather, staff recommends that each lot have a private driveway that can be maintained and controlled by the property owner or occupant of each lot. Staff has included a condition of approval requiring separate driveways with specific standards for their design, including a landscaped planter for aesthetics and zoning compliance. Staff has proposed to limit the height of landscaping in this planter to three feet to ensure unobstructed lines-of-sight when backing out from each driveway.

On-street parking considerations are related to the design of the off-street parking facilities, namely the design and placement of the driveways for each lot. Driveways require cuts in the street curb ("curb cuts") to allow convenient vehicular access from the public right-of-way onto private property. The curb cut and associated ramp at a property is known as a "driveway approach." Wherever a driveway approach provides access to a privately-owned lot, it renders the street space immediately adjacent to it unsuitable for on-street parking. Zoning district standards, particularly in PMC Sec. 9-4.2813(f), require that wherever feasible, driveways shall be designed to provide at least one on-street parking space. Since Lot 2 has a street frontage too narrow for provision of an on-street parking space, staff has determined that it is appropriate and feasible to provide the on-street parking space for Lot 2 in front of Lot 1. The parking standards set forth in PMC Sec. 9-4.2817(c) require 24 feet in length for an in-line parallel parking space and 20 feet in length for a parking space at the end of a row of parallel parking spaces. Therefore, the overall length of continuous curb required to provide two on-street parking spaces in front of Lot 1 is 44 feet. The condition of approval proposed by staff to address driveway design at Lots 1 and 2 also takes this into account, and will ensure a design that achieves the intent of the City's parking standards. Accordingly, in order to reduce curb cuts, the condition permits a shared driveway apron to both driveways such that there will be only one wider curb cut and a single transition at either side of the driveway approach.

Staff has concerns similar to those related to off-street parking facilities with respect to certain joint infrastructure proposed with the subdivision. The property owner has proposed to share, at a minimum, certain storm drain piping with a common outfall into the public right-of-way. Without an appropriate mechanism in place, such as a homeowners association, to provide for common maintenance of the infrastructure, staff is concerned about the long-term viability of the infrastructure when repairs are needed. In order to address this potential future conflict, staff has proposed a condition of approval requiring all utilities and associated infrastructure to be designed such that it will independently service and support each lot.

#### **4. General Plan, Zoning, and Surrounding Land Use:**

##### A. General Plan

The General Plan designation for the subject site is Low Density Residential. The Low Density Residential land use designation allows three to nine dwelling units per acre. Based upon this standard and a project area of 11,975 sq. ft. (approximately .275 acres), the allowable density for the site is one to two dwelling units. Because the project proposal will allow development of not more than two dwelling units, it is consistent with the General Plan standard for density. The project is additionally consistent with the following General Plan policies:

- Community Design Element, Policy No. 5: *Require underground utilities in all new development.*
  - A condition of approval will require that all utilities shall be installed underground from the nearest joint pole.
- Land Use Element, Policy No. 8: *Land use and development shall protect and enhance the individual character of each neighborhood.*
  - Development on two lots of 5,619 sq. ft. and 6,356 sq. ft. is consistent with the development pattern of the surrounding neighborhood. Development exists on parcels adjacent to the site which range in size from 4,650 sq. ft. to 23,430 sq. ft. Because the scale and intensity of development proposed with the subdivision fits with the scale and intensity of development existing in the immediately vicinity surrounding the project site, the proposed subdivision will protect and enhance the character of the neighborhood.

##### B. Zoning

The zoning classification for the subject site is R-1 (Single-Family Residential). The R-1 zone contains standards for lot area and lot width, in addition to other standards. The minimum lot size is 5,000 sq. ft. and the minimum lot width is 50 feet. Lot 1 has a proposed lot size of 5,619 sq. ft. and Lot 2 has a proposed lot size of 6,356 sq. ft. Both lots exceed the 5,000 sq. ft. minimum lot size standard. Regarding lot width, Lot 1 has a lot width of 69.39 feet when measured at the 15 feet front setback line. Lot 2 has a nontraditional “flag lot” configuration, which requires additional analysis to determine the location of the front property line, and thereby, the lot width. As the preceding and following paragraphs demonstrate, both Lots 1 and 2 meet the minimum lot width standard.

Staff has interpreted the front property line of Lot 2 as beginning at the westerly base of the “pole” portion of the flag lot where it meets the public right of way. From there, it extends easterly 15.10 feet before turning northerly for 80.99 feet. Just beyond half-way towards the rear of the lot, the front property line turns to the east for 69.87 feet before terminating at the right side property line. Given the narrowness of the “pole” portion of the flag lot, the area is considered unbuildable for a dwelling unit, leading staff to measure the lot width within the “flag” portion of the lot. Applying the 15 feet

front setback to the 69.87 feet segment of the front property line (which abuts the rear property line of Lot 1), the resulting lot width is 84.64 feet.

### C. Surrounding Land Use

The properties surrounding the subject site are predominantly single-family homes and have the same General Plan and zoning designations. There is a small park approximately 40 feet west of the subject site.

**5. CEQA Recommendation:** Staff analysis of the proposed project supports a Planning Commission finding that it qualifies for a categorical exemption from the California Environmental Quality Act (CEQA). The project qualifies as a Class 15 exemption provided in Section 15315 of the CEQA Guidelines (Minor Land Divisions). Section 15315 states:

Class 15 consists of the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent.

The subject proposal to subdivide one lot into two lots fits within the scope of a Class 15 categorical exemption. As identified in the staff report above and the attachments thereto, the project (1) involves a division of property, specifically the subdivision of one lot into two lots; (2) is located within an existing urbanized area zoned R-1 (Single-Family Residential), which is surrounded by existing single-family residential developments; (3) is in conformance with the General Plan and zoning; (4) complies with all zoning and other development standards, and thus, requires no variances or exemptions; (5) has access to all services, including but not limited to water, sewer, electricity, telecommunications, trash removal, police, fire, and emergency medical; (6) provides direct access to a public right-of-way for all lots in accordance with zoning and other standards; (7) is proposed on a property that was subdivided in 1907, and thus, has not been involved in a subdivision of a larger parcel within the previous two years; and, (8) is proposed on a site where the average slope is 7 percent, which is less than 20 percent. Furthermore, none of the exceptions to application of the exemption contained in Section 15300.2 of the CEQA Guidelines apply to this project. Therefore, there is substantial evidence in the record to support a finding that the project is categorically exempt from CEQA.

**6. Staff Analysis:** Staff's review of the proposed subdivision has found sufficient evidence to support a finding by the Planning Commission that the project is consistent with the General Plan, zoning regulations, and subdivision regulations, and furthermore, that the project is exempt from CEQA. As specifically addressed by the conditions of approval recommended by staff, the subdivision can include off- and on-street parking and utilities for future development that is consistent with the spirit and intent of all applicable City regulations. Staff therefore recommends Planning Commission approval of the subdivision subject to the conditions of approval included in the attached resolution.

**COMMISSION ACTION**

MOTION FOR APPROVAL:

Move that the Planning Commission 1) finds that the project is exempt from the California Environmental Quality Act; 2) approves Vesting Tentative Map SUB-232-16 by adopting the attached resolution, including conditions of approval in Exhibit A; and, 3) incorporates all maps and testimony into the record by reference.

Attachments:

- A. Land Use and Zoning Exhibit
- B. Resolution and Conditions of Approval
- C. Proposed Vesting Tentative Map
- D. Conceptual Elevations and Floorplans

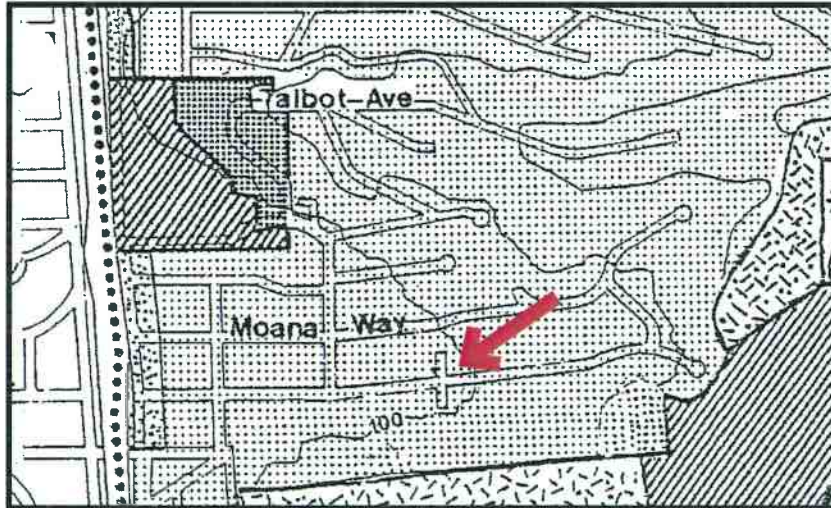


# Land Use & Zoning Exhibit

City of Pacifica Planning Department

## General Plan Diagram

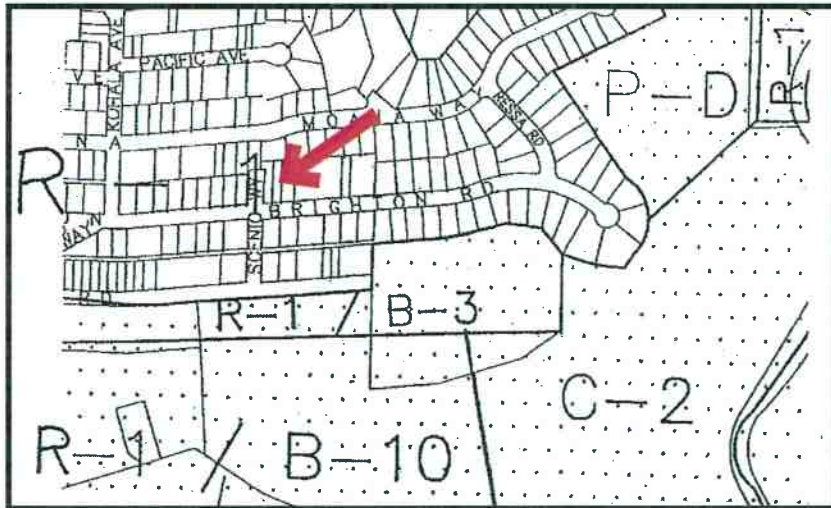
Land Use Designation: Low Density Residential



LOW-DENSITY  
RESIDENTIAL

## Zoning Map Diagram

Zoning District: R-1 (Single-Family Residential)



(Maps Not to Scale)

**Attachment A**

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF PACIFICA APPROVING SUBDIVISION SUB-232-16, SUBJECT TO CONDITIONS, FOR A VESTING TENTATIVE MAP TO SUBDIVIDE ONE 11,975 SQUARE FEET PARCEL INTO TWO LOTS OF 5,619 SQUARE FEET AND 6,356 SQUARE FEET, THE PROJECT SITE BEING LOCATED NORTHEAST OF THE INTERSECTION OF BRIGHTON ROAD AND SCENIC WAY (APN 016-345-020 AND 016-345-200) WITHIN THE R-1 (SINGLE-FAMILY RESIDENTIAL) ZONING DISTRICT, AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA).**

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Initiated by: Don Creasman (“Applicant”).

**WHEREAS**, the Applicant submitted an application for a vesting tentative map on October 27, 2015, seeking approval to subdivide one 11,975 square feet (sq. ft.) parcel into two lots of 5,619 sq. ft. and 6,356 sq. ft. northeast of the intersection of Brighton Road and Scenic Way (APN 016-345-020 and 016-345-200) within the R-1 (Single-Family Residential) zoning district; and

**WHEREAS**, the project requires approval of a tentative subdivision map in accordance with Article 1 of Title 10 of the Pacifica Municipal Code (PMC); and

**WHEREAS**, Title 10 of the PMC establishes the procedural and substantive requirements for review and approval of a vesting tentative map for the subdivision of land; and

**WHEREAS**, the Planning Commission of the City of Pacifica did hold a duly noticed public hearing on April 18, 2016, at which time it considered all oral and documentary evidence presented, and incorporated all testimony and documents into the record by reference.

**NOW, THEREFORE BE IT RESOLVED** by the Planning Commission of the City of Pacifica as follows:

1. The above recitals are true and correct and material to this Resolution.
2. In making its findings, the Planning Commission relied upon and hereby incorporates by reference all correspondence, staff reports, and other related materials.
3. The Project is categorically exempt from the requirements of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines 15315 (14 Cal. Code Regs. §15315) and therefore directs staff to file a Notice of Exemption for the Project.

**BE IT FURTHER RESOLVED** that the Planning Commission of the City of Pacifica does hereby make the following findings pertaining to Subdivision SUB-232-16 for a vesting tentative map to subdivide one parcel into two lots:

**ATTACHMENT B**

1. The proposed development is in conformity with the City's General Plan.
  - A. The project is consistent with the following General Plan policies:
    - i. The project site is located within the Low Density Residential (LDR) land use designation within the Land Use Element. The LDR designation allows three to nine dwelling units per acre. Based upon this standard and a project area of 11,975 sq. ft. (approximately .275 acres), the allowable density for the site is one to two dwelling units. Because the project proposal will allow development of not more than two dwelling units, it is consistent with the General Plan standard for density.
    - ii. Community Design Element, Policy No. 5: *Require underground utilities in all new development.*
      - a. A condition of approval will require that all utilities shall be installed underground from the nearest joint pole.
    - iii. Land Use Element, Policy No. 8: *Land use and development shall protect and enhance the individual character of each neighborhood.*
      - a. Development on two lots of 5,619 sq. ft. and 6,356 sq. ft. is consistent with the development pattern of the surrounding neighborhood. Development exists on parcels adjacent to the site which range in size from 4,650 sq. ft. to 23,430 sq. ft. Because the scale and intensity of development proposed with the subdivision fits with the scale and intensity of development existing in the immediately vicinity surrounding the project site, the proposed subdivision will protect and enhance the character of the neighborhood.
      - b. In order to be able to find General Plan consistency with this policy, the Planning Commission must prohibit construction of a joint/common use driveway within the subdivision. Moreover, the Planning Commission must specify the design of the driveways to adequately provide for both off- and on-street parking in the subdivision.

As more fully described in the staff report, the Planning Commission has concern related to long-term property maintenance and potential conflicts related to use of a joint/common use driveway. With potential multiple property owners in the future, and without a homeowners association to coordinate financial contributions towards maintenance of the common infrastructure, the Planning Commission perceives an

unacceptable risk of conflict between future property owners related to funding and timing of maintenance. This conflict could lead to long-term neglect and disinvestment in the common driveway. Additionally, any vehicle inadvertently parked in the common portion of the driveway closest to the street would render the driveway impassible for accessing both properties.

The Planning Commission finds that a joint/common use driveway is not necessary to feasibly provide access to off-street parking facilities on both lots, and that without careful control over the design of the driveways on both lots, there could be negative impacts to the neighborhood character with respect to off- and on-street parking.

- c. In order to be able to find General Plan consistency with this policy, the Planning Commission must prohibit construction of shared utilities within the subdivision.

As more fully described in the staff report, the Planning Commission has concern related to long-term property maintenance and potential conflicts related to use of common utilities within the subdivision. With potential multiple property owners in the future, and without a homeowners association to coordinate financial contributions towards maintenance of the common infrastructure, the Planning Commission perceives an unacceptable risk of conflict between future property owners related to funding and timing of maintenance. This conflict could lead to long-term neglect and disinvestment in the common infrastructure.

The Planning Commission finds that common infrastructure is not necessary to feasibly provide services, including but not limited to storm water management, on both lots, and that without careful control over the design of utilities for the subdivision, there could be negative impacts to the neighborhood character with respect to the function of utilities and other services.

2. The proposed development is in conformity with the City's zoning provisions contained in Chapter 4 of Title 9 of the PMC.
  - A. The zoning classification for the subject site is R-1 (Single-Family Residential). The R-1 zone contains standards for lot area and lot width, in addition to other standards. The minimum lot size is 5,000 sq. ft. and the minimum lot width is 50 feet.







has access to all services, including but not limited to water, sewer, electricity, telecommunications, trash removal, police, fire, and emergency medical; (6) provides direct access to a public right-of-way for all lots in accordance with zoning and other standards; (7) is proposed on a property that was subdivided in 1907, and thus, has not been involved in a subdivision of a larger parcel within the previous two years; and, (8) is proposed on a site where the average slope is 7 percent, which is less than 20 percent. Furthermore, none of the exceptions to application of the exemption contained in Section 15300.2 of the CEQA Guidelines apply to this project. Therefore, there is substantial evidence in the record to support a finding that the project is categorically exempt from CEQA.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Planning Commission of the City of Pacifica approves Subdivision SUB-232-16 for a vesting tentative map to subdivide one parcel into two lots northeast of the intersection of Brighton Road and Scenic Way (APN 016-345-020 and 016-345-200), subject to conditions of approval included as Exhibit A to this resolution.

\* \* \* \* \*

Passed and adopted at a regular meeting of the Planning Commission of the City of Pacifica, California, held on the 18th day of April 2016.

AYES, Commissioners:

NOES, Commissioners:

ABSENT, Commissioners:

ABSTAIN, Commissioners:

\_\_\_\_\_  
Richard Campbell, Chair

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Tina Wehrmeister, Planning Director

\_\_\_\_\_  
Michelle Kenyon, City Attorney

## **Exhibit A**

### **Conditions of Approval: Subdivision SUB-232-16 for a vesting tentative map to subdivide one parcel into two lots northeast of the intersection of Brighton Road and Scenic Way (APN 016-345-020 and 016-345-200)**

#### **Planning Commission Meeting of April 18, 2016**

#### **Planning Division of the Planning Department**

1. The subdivision shall be substantially in accord with the plans entitled “Vesting Tentative Map, Brighton Road, City of Pacifica, San Mateo County, California,” dated January 3, 2016, and stamped received by the City of Pacifica on April 11, 2016, 2015, except as modified by the following conditions.
2. That the vesting tentative map is valid for a period of two years from the date of final determination. If a final map is not recorded within this time, the vesting tentative map approval shall expire unless Applicant submits a written request for an extension, stating the reasons for requesting the extension, and applicable fee to the Planning Director at least 30 days prior to the expiration date as provided in Pacifica Municipal Code Section 10-1.412. The Planning Director shall process an extension request in accordance with Section 10-1.412 and submit it for consideration by the Planning Commission. The Planning Commission may grant an extension request for a period not exceeding three years beyond the expiration date of the original vesting tentative map approval.
3. The vested rights conferred by this vesting tentative map shall last for two years beyond the recording of the final map in accordance with Government Code Section 66498.5(b).
4. All outstanding and applicable fees associated with the processing of this project shall be paid prior to final map approval.
5. Prior to final map approval, Applicant shall clearly indicate compliance with all conditions of approval on the plans and/or provide written explanations to the Planning Director’s satisfaction.
6. The applicant shall indemnify, defend and hold harmless the City, its Council, Planning Commission, advisory boards, officers, employees, consultants and agents (hereinafter “City”) from any claim, action or proceeding (hereinafter “Proceeding”) brought against the City to attack, set aside, void or annul the City’s actions regarding any development or land use permit, application, license, denial, approval or authorization, including, but not limited to, variances, use permits, developments plans, specific plans, general plan amendments, zoning amendments, approvals and certifications pursuant to the California Environmental Quality Act, and/or any mitigation monitoring program, or brought against the City due to actions or omissions in any way connected to the applicant’s project, but excluding any approvals governed by California Government Code Section 66474.9. This indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the City, if

any, and costs of suit, attorney's fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by the applicant, City, and/or parties initiating or bringing such Proceeding. If the applicant is required to defend the City as set forth above, the City shall retain the right to select the counsel who shall defend the City.

7. Construction and/or use of a joint driveway on the lots subject of this subdivision is prohibited. Each lot shall have an independent driveway providing access between the public right-of-way and off-street parking facilities.

Lot 1 shall provide a driveway parallel to the west (left) property line at a width not less than 18 feet and not greater than 20 feet. The property owner shall install and maintain on Lot 1 a landscaped buffer area not less than four feet in width between the westerly property line and the Lot 1 driveway, with such landscaped buffer extending continuously from the front property line to the side yard between the westerly property line and the garage. Landscaping installed in this landscaped buffer shall not exceed three feet in height.

Lot 2, a flag lot, shall provide a driveway along the entire "pole" segment of the lot not less than 10 feet and not greater than 12 feet in width. The property owner shall install and maintain landscaping throughout any remainder portion of the "pole" segment not paved for driveway use. At which point the driveway reaches the "flag" portion of the lot approximately 81 feet north of the front property line, the driveway shall transition to a width of not less than 18 feet and not greater than 20 feet, such that it achieves full width at a point not less than 20 feet from the entrance to the garage.

Due to the flag lot configuration of Lot 2, it is infeasible for the driveway on this lot to be designed to provide an on-street parking space as described in Pacifica Municipal Code (PMC) Section 9-4.2813(f). In order to achieve the spirit of this zoning provision, the driveway for Lot 1 shall be constructed in such a manner as to retain a continuous curb of not less than 44 feet within the public right-of-way between the easterly property line and the driveway to the west, thereby allowing on-street parking for one vehicle each for Lots 1 and 2 (a total of two vehicles). In order to maximize available space for on-street parking, the driveways for Lots 1 and 2 may utilize a joint driveway apron within the public right-of-way such that the driveway apron will be continuous from the eastern edge of the driveway for Lot 1 to the western edge of the driveway for Lot 2.

Driveway widths as specified in this condition of approval pertain to the width of the paved driveway area on private property, and are exclusive of the widths of driveway approaches constructed in the public right-of-way.

### **Building Division of the Planning Department**

8. Future construction and grading, including grading not associated with building construction, on the lots subject to this subdivision shall require review and approval of a building permit and/or grading permit by the Building Official. Applicant shall apply for

and receive approval of a building permit and/or grading permit prior to commencing any construction or grading activity.

**Engineering Division of Public Works Department**

9. All recorded survey points, monuments, railroad spikes, pins, cross cuts on top of sidewalks and tags on top of culvert headwalls or end walls whether within private property or public right-of-way shall be protected and preserved. If survey point/s are altered, removed or destroyed, the applicant shall be responsible for obtaining the services of a licensed surveyor or qualified Civil Engineer to restore or replace the survey points and record the required map prior to occupancy of the first unit.
10. Existing curb, sidewalk or other street improvements adjacent to the property frontage that is/are damaged or displaced shall be repaired or replaced as determined by the City Engineer at the applicant's expense even if damage or displacement occurred prior to any work performed for this project.
11. All new installation of concrete sidewalk and/or curb and gutter shall be per City Standards. New sidewalk shall extend to an existing score line or expansion joint, which may be beyond the property line. Utility boxes or vaults shall not be located within the sidewalk.
12. All new driveway approach ramps shall be designed to be compliant with Americans with Disabilities Act (ADA) and any other applicable accessibility requirements, and shall be constructed per City Standards. If two driveways are placed side-by-side, such that there is not sufficient room for the sidewalk between them to return to standard 4' width and 6" curb height, the ADA accommodation can span the width of the two driveways.
13. Separate driveways for each parcel shall be laid out to minimize the reduction of on-street parking.
14. Applicant shall overlay the existing asphalt pavement with minimum 2 inches of hot mix asphalt concrete (per Caltrans 1/2" medium type-A) across the entire property frontage on Brighton Road (or beyond, to the extent of new curb and gutter) out to the extent of the farthest utility connection trench or to the street centerline, whichever is greater. All edges shall be wedge-ground at least 6 feet wide. All pavement markings and markers shall be replaced in kind.
15. All wired utilities shall be installed underground from the nearest joint pole or boxes.
16. Utilities services to the separate lots shall be entirely independent for each lot from the points of connection to the utilities main lines, and service laterals or lines for either lot shall not cross beneath any portion of the other lot.

17. Storm water run-off that is conveyed to the street or the City storm drain system shall not flow across the sidewalk. In addition, each lot shall have a separate stormwater collection and conveyance system.
18. The applicant shall submit a final map to the Engineering Division for approval by the City Engineer.
  - A. All required monumentation must be shown on the map and shall be set prior to recording the map.
  - B. The final map must be substantially in conformance with the approved vesting tentative map for the project.
  - C. Any significant changes may require revision of the approved vesting tentative map.
19. Applicant shall enter into a Subdivision Improvement Agreement with the City of Pacifica (subject to the approval of the City Attorney and City Engineer) to construct all on-site and off-site improvements, as depicted on the approved vesting tentative map and any conditions and mitigations imposed on this project, prior to approval of the final map. Should the applicant desire to obtain final map approval prior to completion and acceptance of improvements, any necessary bonds and fees in an amount determined by the City Engineer must be provided. The bond maybe in the form of cash, instrument of credit or surety bond, as determined by the City Engineer.
20. Prior to the execution of the Subdivision Improvement Agreement, applicant shall submit to the Engineering Division the construction plans and necessary reports and engineering calculations for all on-site and off-site improvements to the satisfaction of the City Engineer. Such plans and reports shall include but are not limited to:
  - A. Design Geotechnical Report analyzing the proposed on-site and off-site improvements.
  - B. A hydrology study showing storm water runoff for the 100-year 24-hour storm, including pre-construction and post-construction peak flow and recommendations for on-site detention.
  - C. An accurate survey plan, showing:
    - i. survey marks and identifying the reference marks or monuments used to establish the property lines;
    - ii. property lines labeled with bearings and distances;
    - iii. edge of public right-of-way
    - iv. any easements



- D. A title report prepared within 180 days documenting ownership of the property and any existing easements.
  - E. A site plan, showing:
    - i. the whole width of right-of-way of adjacent streets, including existing and proposed improvements such as, but not limited to, pavement overlay or slurry seal (as required), under-sidewalk drainage, driveway approaches, sidewalk, curb & gutter, ADA-compliant curb ramps, existing underground utilities and trenches for proposed connections, boxes for underground utility connections and meters, existing power poles and any ground-mounted equipment, any existing or proposed street markings and signage; existing and requested traffic control devices, existing and proposed street lights; existing and proposed street monuments
    - ii. measurements to adjacent driveways within 25' of the project limits;
    - iii. any existing fences, and any structures on adjacent properties within 10' of the property lines;
    - iv. any existing trees that might be affected by the project;
    - v. any creeks or seasonal drainage swales or ditches on the property or near enough to be affected by the project
  - F. Details for construction within the public right-of-way or public easements such as, but not limited to:
    - i. structural sections for pavements, sidewalks, driveways;
    - ii. water, storm drainage and sanitary sewer pipes and structures;
    - iii. gas, electric and communications facilities;
    - iv. retaining walls, fences, planters, steps or stairways, or any other fixed structures;
  - G. All plans and reports must be signed and stamped by a California licensed professional.
  - H. All site improvements including utilities and connections to existing mains must be designed according to the City Standards and to the satisfaction of the City Engineer.
21. Prior to approval of the final map, the applicant shall verify that all public and private utilities have been provided to serve the subdivision. Approvals and/or agreements shall be obtained from all utilities.
22. Prior to issuance of an encroachment permit, a traffic control plan must be approved by the City Engineer. Lane closures shall be requested 72 hours in advance of schedule and coordinated with Pacifica Police and Fire Departments. Through traffic shall be maintained at all times along Brighton Road.

23. Per the “Rules and Regulations for Excavation and Occupancy in City Streets” no construction may be performed within the public right-of-way except between 9:00 AM and 4:00 PM without the prior written approval of the City Engineer.
24. Construction shall be in conformance with the San Mateo Countywide Storm Water Pollution Prevention Program. Best Management Practices shall be implemented. The construction BMPs plans sheet from the Countywide Program shall be included in the project plans.
25. Roadways shall be maintained clear of construction equipment, materials, debris and especially mud, soil and rock. Dust control and daily road cleanup will be strictly enforced. To the greatest extent possible worker parking shall be provided in a stabilized area on the site.
26. A City of Pacifica Encroachment Permit shall be obtained for all work undertaken in the public right-of-way. All work shall be done in accordance with City Standards, the Pacifica Municipal Code, City Administrative Policies and to the satisfaction of the City Engineer or his designee. Where the City has no established standards, work shall be done in accordance with the State of California (Caltrans) Standard Plans and Standard Specifications, or the APWA Standard Plans and Standard Specifications. All public improvements shall be completed and all requirements of the Encroachment Permit shall be fulfilled prior issuance of the Certificate of Occupancy. Permit fees shall be determined per the current adopted fee schedule at the time of permit issuance.

#### **North County Fire Authority**

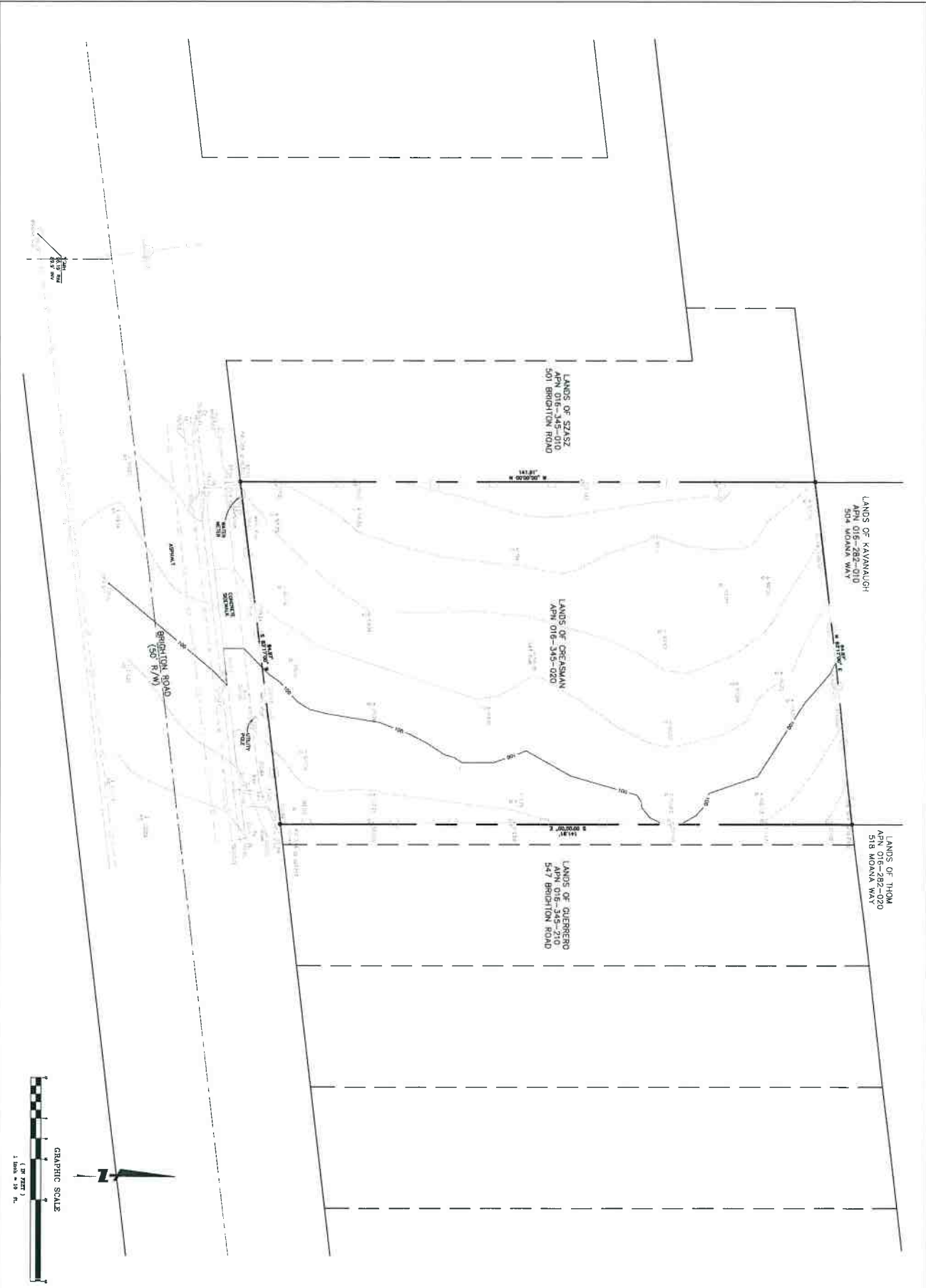
27. A Fire Flow of 750 gallons per minute (GPM) is required for houses over 3600 sq. ft. or 500 GPM for houses less than 3600 sq. ft. per 2013 CFC Appendix B Table B105.1.
28. The water supply shall conform to 2013 CFC Chapter 5 Section 507 Water supply.
29. Fire sprinklers are required according to the requirements of 2013 CFC 903 as amended by Pacifica Municipal Code. If the design is to be a Passive Purge/Flow Through system it shall be a completely looped design with no dead-ends except for the vertical sprinkler drops. The alarm for the system shall be a horn strobe mounted on the exterior of the building on the address/street side of the structure.
30. All future structures at the site shall include an address sign clearly visible and internally or externally illuminated per CFC 505.1 Address Identification and 505.2 Street and road sign.
31. Project will comply with the 2013 CFC Chapter 33 – Fire Safety During Construction and Demolition.

Conditions of Approval: Subdivision SUB-232-16 (Vesting Tentative Map)  
Brighton Road and Scenic Way (APN 016-345-020 and 016-345-200)  
April 18, 2016  
Page 7

32. Smoke detectors and carbon monoxide monitors required per CBC.

\*\*\*END\*\*\*





DATE: 1.3.18  
 SCALE: 1"=10'  
 DRAWN: [Signature]  
 2015-038  
 SHEET: C2.01

VESTING TENTATIVE PARCEL MAP  
 BRIGHTON ROAD  
 2-LOT SUBDIVISION  
 BASIS OF BEARINGS: SOUTH 83°17'00" WEST OF THE NORTHERLY LINE OF  
 BRIGHTON ROAD AS SHOWN IN BOOK 5 OF MAPS AT PAGE 29  
 CITY OF PACIFICA, SAN MATEO COUNTY

PROPERTY OWNER: DON CREASMAN  
 1625 PALMETTO AVENUE, #4  
 PACIFICA, CA 94044

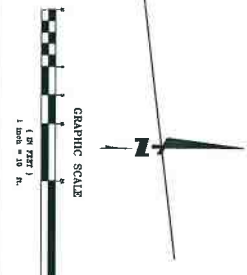
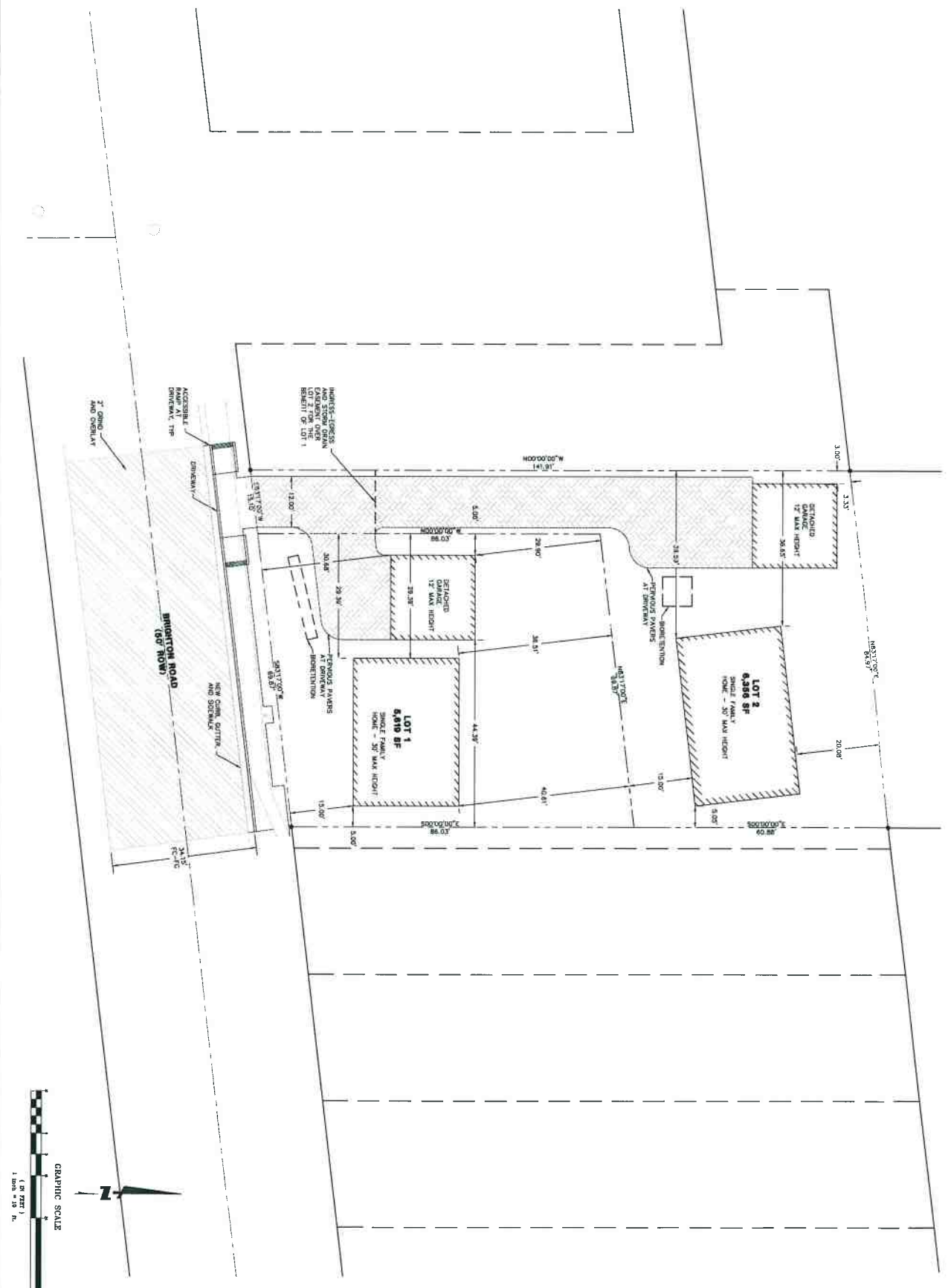
SUBDIVIDER: DON CREASMAN  
 MAP PREPARER: MICHAEL O'CONNELL, PE C75811

**EXISTING CONDITIONS**

No.	Revisions	Approved

**MIKE O'CONNELL, P.E.**  
**900 ROSITA ROAD**  
**PACIFICA, CA 94044**  
**650.303.0495**





DATE: 1.3.16  
 SCALE: 1"=10'  
 DRAWN: ON

VESTING TENTATIVE PARCEL MAP  
 BRIGHTON ROAD  
 2-LOT SUBDIVISION  
 BASIS OF BEARINGS: SOUTH 83°17'00" WEST OF THE NORTHERLY LINE OF  
 BRIGHTON ROAD AS SHOWN IN BOOK 5 OF MAPS AT PAGE 29  
 CITY OF PACIFICA, SAN MATEO COUNTY

PROPERTY OWNER: DON CREASMAN  
 1625 PALMETTO AVENUE, #4  
 PACIFICA, CA 94044  
 DON CREASMAN

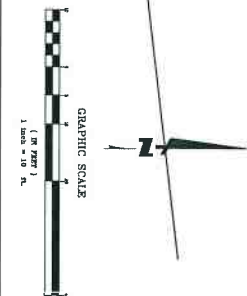
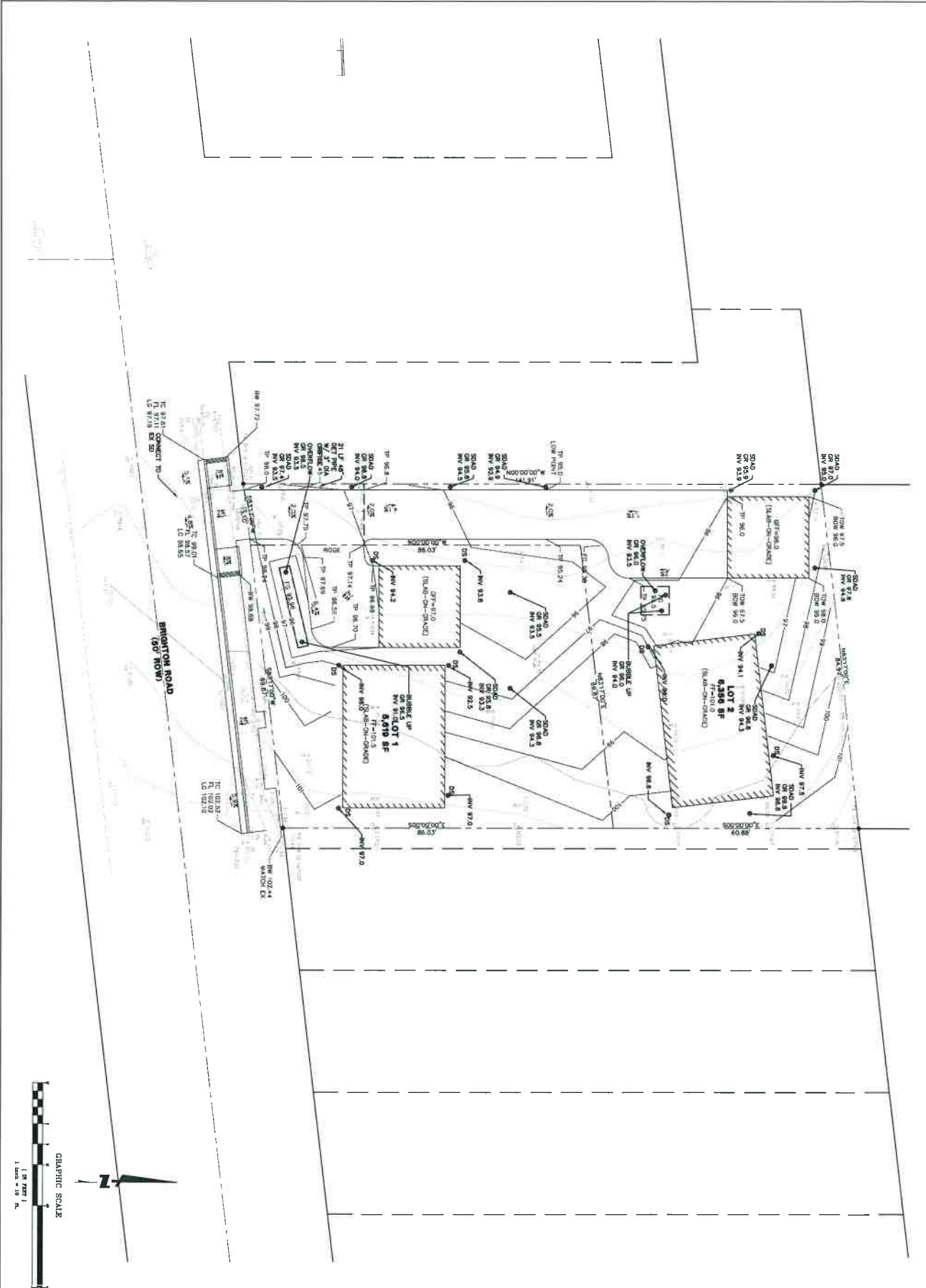
SUBDIVIDER:  
 MAP PREPARER: MICHAEL O'CONNELL, PE C75811

**PRELIMINARY SITE PLAN**

No.	Revisions	Approved

**MIKE O'CONNELL, P.E.**  
 900 ROSITA ROAD  
 PACIFICA, CA 94044  
 650.303.0495

**C3.01**



**C4.01**

SHEET

JOB NO. 2015-038

DATE 1.1.18

SCALE 1"=10'

DATE 1.1.18



VESTING TENTATIVE PARCEL MAP  
 BRIGHTON ROAD  
 2-LOT SUBDIVISION  
 BASIS OF BEARINGS: SOUTH 83°17'00" WEST OF THE NORTHERLY LINE OF  
 BRIGHTON ROAD AS SHOWN IN BOOK 5 OF MAPS AT PAGE 29  
 CITY OF PACIFICA, SAN MATEO COUNTY

PROPERTY OWNER: DON CREASMAN  
 1625 PALMETTO AVENUE, #4  
 PACIFICA, CA 94044

SUBDIVIDER: DON CREASMAN

MAP PREPARER: MICHAEL O'CONNELL, P.E. C75811

**PRELIMINARY GRADING PLAN**

No.	Revisions	Approved

**MIKE O'CONNELL, P.E.**  
 900 ROSITA ROAD  
 PACIFICA, CA 94044  
 650.303.0495



**C5.01**

SHEET

TOWN NO. 205-018

DATE: 1.3.18

SCALE: 1"=10'

TOWN NO. 205-018



VESTING TENTATIVE PARCEL MAP  
 BRIGHTON ROAD  
 2-LOT SUBDIVISION  
 BASIS OF BEARINGS: SOUTH 83°17'00" WEST OF THE NORTHERLY LINE OF  
 BRIGHTON ROAD AS SHOWN IN BOOK 3 OF MAPS AT PAGE 29  
 CITY OF PACIFICA, SAN MATEO COUNTY

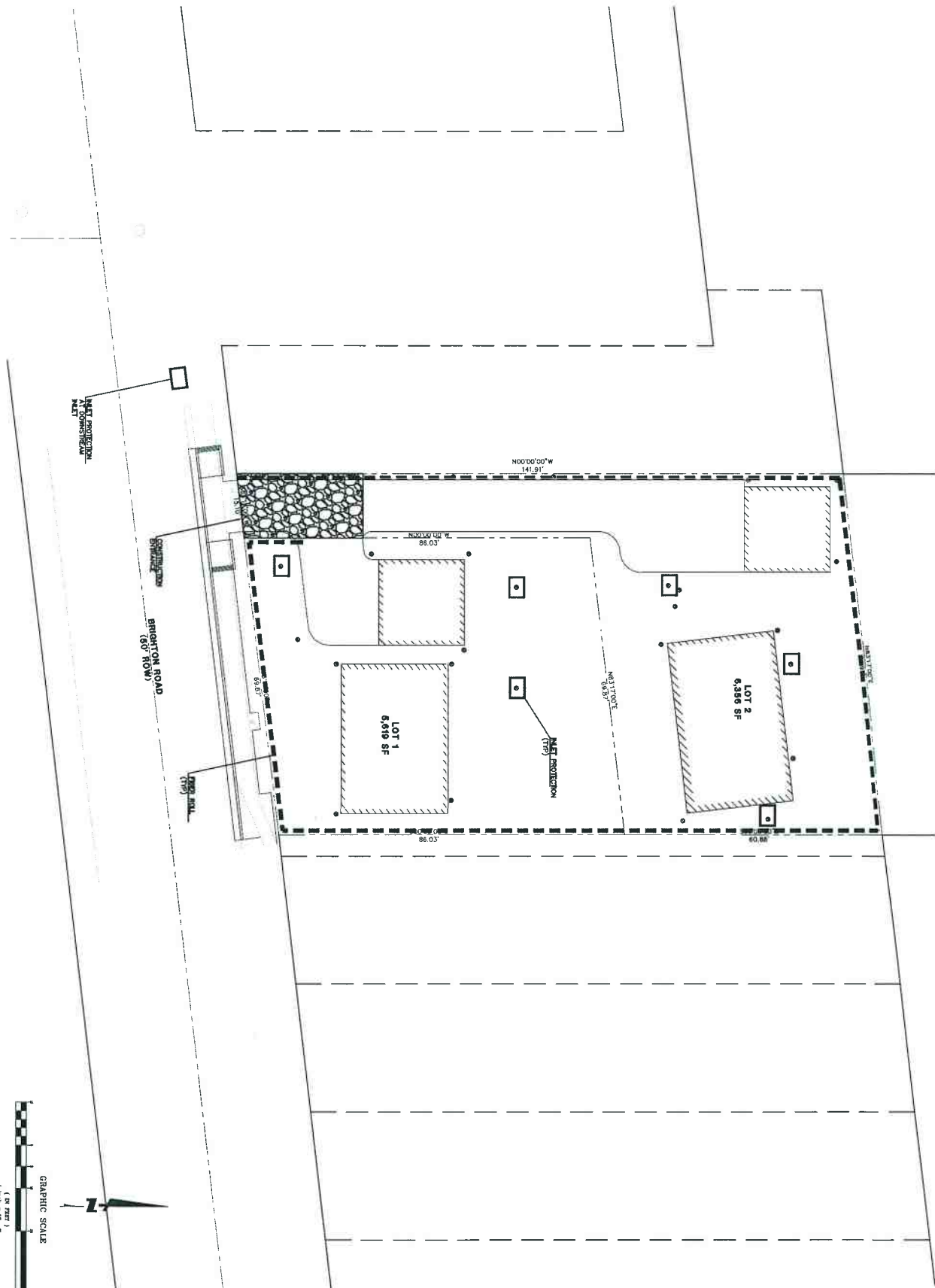
PROPERTY OWNER: DON CREAMAN  
 1625 PALMETTO AVENUE, #4  
 PACIFICA, CA 94044

SUBDIVIDER: DON CREAMAN  
 MAP PREPARER: MICHAEL O'CONNELL, PE C75811

**PRELIMINARY UTILITY PLAN**

No.	Revisions	Approved

**MIKE O'CONNELL, P.E.**  
 900 ROSITA ROAD  
 PACIFICA, CA 94044  
 650.303.0495



**C6.01**

DATE: 1.31.18

SCALE: 1" = 10'

TITLE: 2015-018



VESTING TENTATIVE PARCEL MAP  
 BRIGHTON ROAD  
 2-LOT SUBDIVISION  
 BASIS OF BEARINGS: SOUTH 65°17'00" WEST OF THE NORTHERLY LINE OF  
 BRIGHTON ROAD AS SHOWN IN BOOK 5 OF MAPS AT PAGE 29  
 CITY OF PACIFICA, SAN MATEO COUNTY

PROPERTY OWNER: DON CREAMAN  
 1625 PALMETTO AVENUE, #4  
 PACIFICA, CA 94044

SUBDIVIDER: DON CREAMAN

MAP PREPARER: MICHAEL O'CONNELL, PE C75811

**PERLIMINARY EROSION & SEDIMENT CONTROL PLAN**

No.	Revisions	Approved

**MIKE O'CONNELL, P.E.**  
 900 ROSITA ROAD  
 PACIFICA, CA 94044  
 650.303.0495

## Homes on Brighton Flag Lots

The designs have been chosen deliberately to minimize impact and to fit nicely with the style and size of existing surrounding homes. We seek to build two modest beach cottages, reasonably priced homes that will enhance the neighborhood and help with the density of Pacifica. I plan to live on the front lot.

I have attached just rough drafts on the design selection. We are going with the Katrina floor plan as they are designed for efficiency of materials and of foot print size

Both houses will have similar interiors with the slight change that the back house will enter from the west rather than the south (the front home will enter from the south as the diagram shows). I have attached an elevation pic of a home that gives an example of how the side entrance might look (the pink home for example only).

Locations of all buildings are included in the previous drawings. The homes will not exceed a foot print of 25'x35' for the front lot and 25'x40' for the back lot. Both are well below the allowable size for a lot over 5000' sq. ft. And they will both not exceed 30' in height.

The detached garages will be approximately 20'x20' and will not exceed 12' in height. All structures will comply with standard set backs and all other codes.

The floor plans attached are for a 25'x35' footprint which shows that the homes can clearly be built within the slightly larger foot prints designated. The contractor felt a little extra room might be more realistic.

The Architect is using the attached floor plan on pages 2 and 3 to create construction plans.

Thank you for your consideration, and please let me know if you have any questions or if there is anything else that I might help with.

Don Creasman  
1625 Palmetto Ave. #4  
Pacifica CA 94044  
tel. 415-519 5556

RECEIVED

APR 11 2016

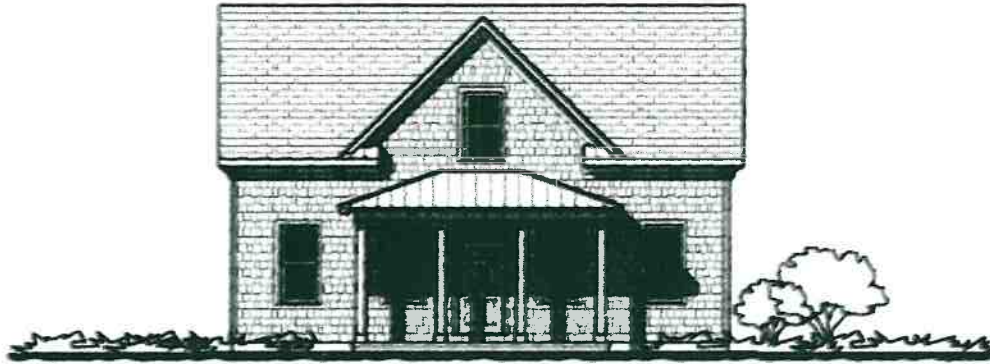
City of Pacifica

ATTACHMENT D



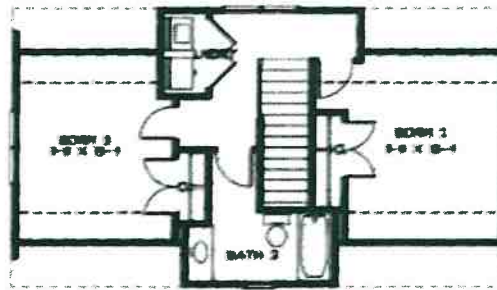
# GMF + ASSOCIATES

© G. M. FRECH & ASSOC. 2008

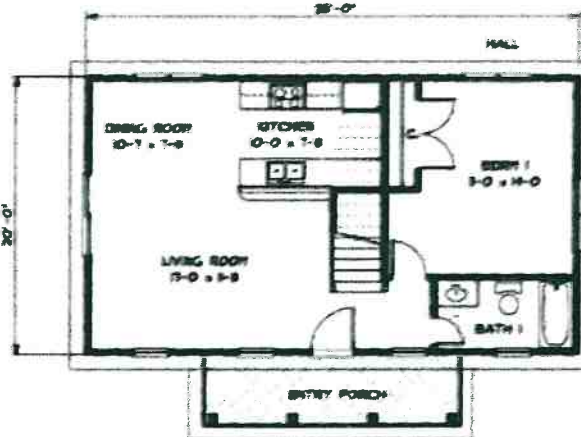


## The KATRINA COTTAGE I (1,198 s.f.)

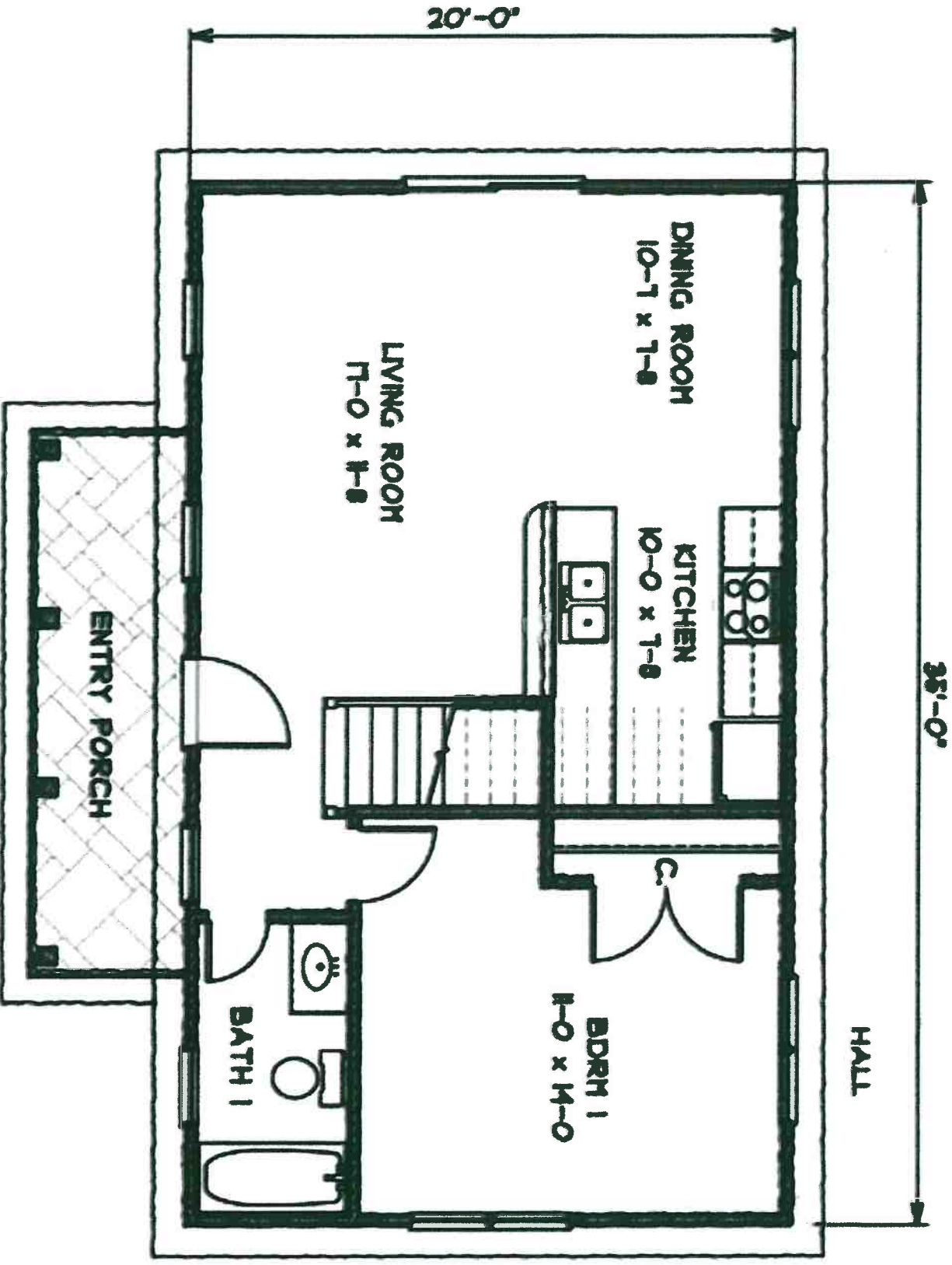
BUILDING SUMMARY	
PLAN NUMBER	PS07011-3
BEDROOMS	3
BATHROOMS	2
LEVELS	2
BLDG. WIDTH	35'00"
BLDG. DEPTH	20'00"
TOTAL BLDG. HEIGHT	25'00"
BUILDING AREA	
FIRST FLOOR	664.00 S.F.
SECOND FLOOR	534.00 S.F.
TOTAL LIVING AREA	1,198.00 S.F.
COVERED PORCH	143.00 S.F.
TOTAL BLDG AREA	1,341.00 S.F.

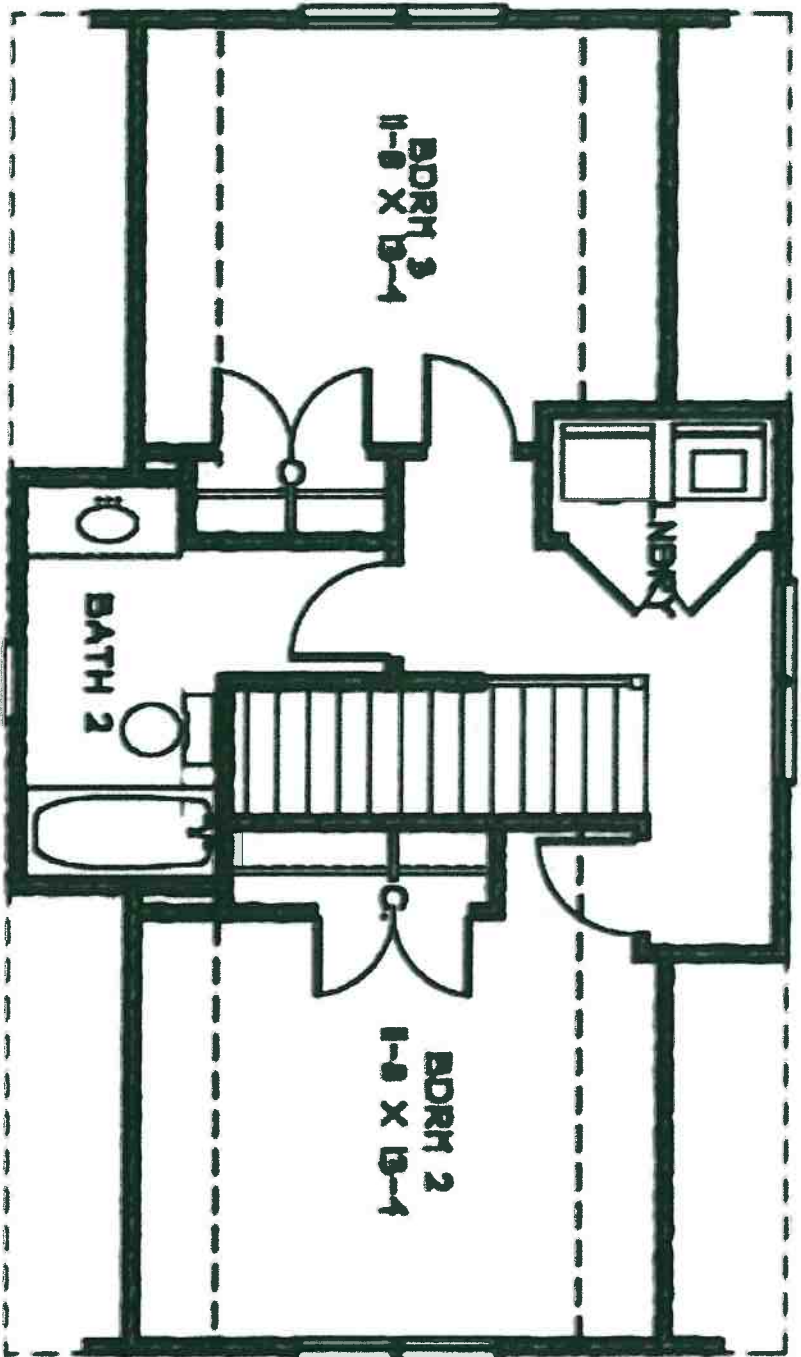


Second Floor Plan



First Floor Plan













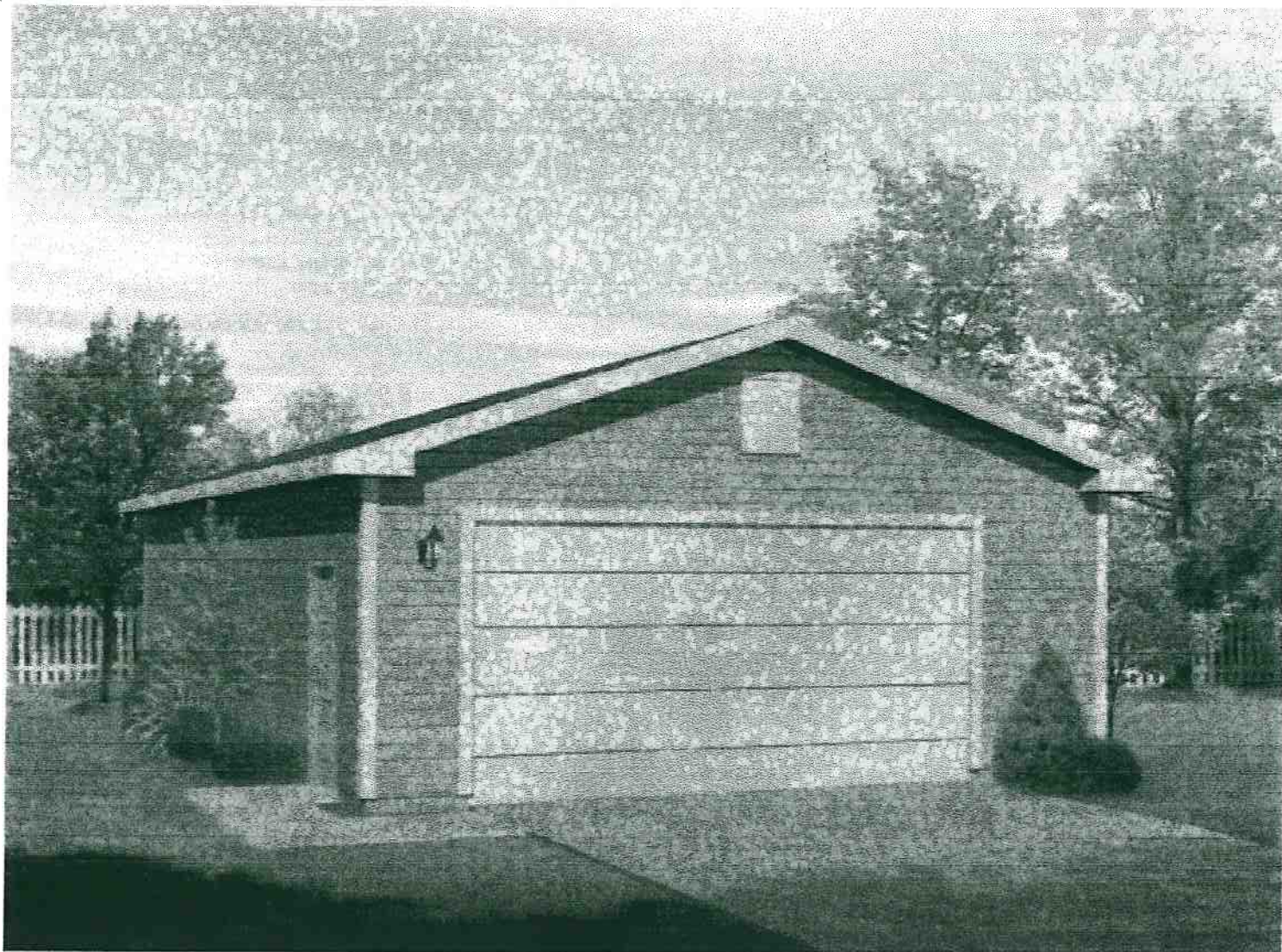














**CITY OF PACIFICA  
AGENDA MEMO**

**DATE:** April 18, 2016  
**TO:** Planning Commission  
**FROM:** Tina Wehrmeister  
**SUBJECT:** **Agenda Item No. 3:** Appointment of one Planning Commissioner to the Library Advisory Committee

---

Due to recent Planning Commission appointments, it is requested that the Commission re-appoint one member to the Library Advisory Committee. The January 19, 2016 staff report with Committee background and information is attached.

**RECOMMENDED COMMISSION ACTION**

Appoint one member of the Planning Commission to the Library Advisory Committee.



**CITY OF PACIFICA  
AGENDA MEMO**

**DATE:** January 19, 2016  
**TO:** Planning Commission  
**FROM:** Tina Wehrmeister  
**SUBJECT:** **Agenda Item No. 2:** Appointment of one Planning Commissioner to the Library Advisory Committee

---

On January 11, 2016 the City Council created the Library Advisory Committee (LAC). The LAC will serve in an advisory capacity to staff and will assist staff in making recommendations to the City Council. Specific Committee duties are as follows:

The LAC will serve to involve a large cross-section of the community in the Library project planning and design and will facilitate transparency and communication. The proposed LAC duties are as follows:

1. Increase project transparency by holding meetings open to the community and subject to Brown Act requirements.
2. Assist City staff by providing feedback on project priorities, direction, and selection of professional consultants such as architects.
3. Facilitate communication between the City and community in various ways including engaging in public outreach to solicit feedback and opinions on the Library project. Most Committee members are appointed as representatives of other community stakeholder groups. As representatives of those groups, Committee members are expected to share information, gather feedback and to report back to the Library Advisory Committee.

Committee Membership: The LAC will have up to 14 members including nine members of existing City commissions and committees and community boards and organizations. Up to five members will be at-large appointments made by the City Council to represent families with children, seniors, sharp park area residents, service organizations, and environmental organizations.



The LAC will also have two City Council liaison members. Meetings will be attended by County Library and JPA staff. Meetings will be organized and facilitated by City staff and, when appropriate, project design professionals and consultants.

Membership Terms and General Committee Provisions:

- Except for the At-large community members, who shall be appointed by the City Council, each community commission, committee, board, or organization listed above shall appoint one person to serve on the LAC as their representative.
- There are no set terms except that appointees shall be replaced if they are no longer representing or serving the designated community group.
- No compensation is awarded to members for their services.
- Members shall be over 18 years of age.
- When the specific purpose for the Committee is accomplished, or no later than one year after the library opens, the Committee will be disbanded unless extended by action of the City Council.
- The Committee shall select one of its members to act as a Chair and another to act as Vice Chair on an annual cycle as of date of establishment.
- The Planning Department serves as secretary to the Committee.
- Two members of the City Council are appointed as liaisons to the Committee.
- The Committee shall hold open meetings subject to the Brown Act and shall abide by the rules set out in the Commission and Committee Handbook as amended from time to time.
- The Council may remove at any time by majority vote any committee member.

**COMMISSION ACTION REQUESTED**

Appoint one member of the Planning Commission to the Library Advisory Committee.

**ATTACHMENT**

City Council resolution creating the Library Advisory Committee

RESOLUTION NO. 02-2016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA  
CREATING THE LIBRARY ADVISORY COMMITTEE

WHEREAS, on November 23, 2015 the City Council directed staff to move forward with several actions toward constructing a new Pacifica Library including creation of a Library Advisory Committee (LAC); and

WHEREAS, the LAC will serve in an advisory capacity to staff; and

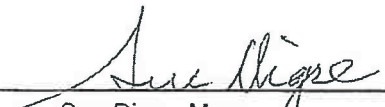
WHEREAS, the LAC duties, membership, terms, and general provisions shall be as described in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pacifica does hereby authorize the creation of the Library Advisory Committee (LAC).

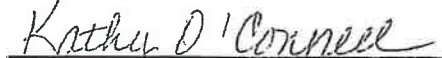
\* \* \*

Passed and adopted at a regular meeting of the City Council of the City of Pacifica on January 11, 2015, by the following vote of the members thereof:


AYES, Councilmembers: Keener, Nihart, Ervin, O'Neill, Digre  
NOES, Councilmembers: None  
ABSENT, Councilmembers: None  
ABSTAIN, Councilmembers: None

  
Sue Digre, Mayor

ATTEST:

  
Kathy O'Connell, City Clerk

APPROVED AS TO FORM:

  
Matthew Visick, Acting City Attorney

# EXHIBIT A

## Pacifica Library Advisory Committee

### Duties

The Library Advisory Committee (LAC) shall:

1. Increase project transparency by holding meetings open to the community and in compliance with Brown Act requirements.
2. Assist City staff by providing feedback on various elements of the project such as project priorities, direction, and selection of professional consultants as needed.
3. Facilitate communication between the City and community in various ways including engaging in public outreach to solicit feedback and opinions on the Library project. Most Committee members are appointed as representatives of other community stakeholder groups. As representatives of those groups, Committee members are expected to share information, gather feedback and to report back to the Library Advisory Committee and otherwise foster two-way communication.

### Membership

The LAC shall be made up of 14 individuals as shown in the table below. Two Council members shall be appointed as Committee liaisons.

<b>Appointed by City committees and commissions; and community boards and organizations (1 appointment each)</b>	<b>At-large Community members (Up to 5 Council appointments)</b>
<ul style="list-style-type: none"><li>➤ Planning Commission</li><li>➤ Economic Development Commission</li><li>➤ Parks, Beaches, and Rec. Commission</li><li>➤ Pacifica Library Foundation</li><li>➤ Pacifica Friends of the Library</li><li>➤ Chamber of Commerce</li><li>➤ Pacifica School District</li><li>➤ Jefferson School District</li><li>➤ Citizens Bond Oversight Committee (future)</li></ul>	<p>At-large appointment shall represent the following segments of the community:</p> <ul style="list-style-type: none"><li>➤ Families with children</li><li>➤ Seniors</li><li>➤ Sharp Park Resident</li><li>➤ Service Organizations</li><li>➤ Environmental Organizations</li></ul>

### Terms and General Provisions

The LAC shall include representatives of the commissions, committees, and community groups listed above. Except for the at-large community members, who shall be appointed by the City Council, each commission, committee, or group shall appoint one person to serve on the LAC as their representative. There are no set terms except that the appointees shall be replaced if they are no longer representing or serving the designated community group. No compensation is awarded to members for their services. When the specific purpose for the Committee is accomplished, or no later than one year after the library opens, the Committee will be disbanded unless extended by action of the City Council.

The Committee shall select one of its members to act as a Chair and another to act as Vice Chair on an annual cycle as of date of establishment. The Planning Department serves as secretary to the Committee. Two members of the City Council are appointed as liaisons to the Committee.

The Committee shall hold open meetings subject to the Brown Act and shall abide by the rules set out in the Commission and Committee Handbook as amended from time to time.

The Council may remove at any time by majority vote any committee member.



**CITY OF PACIFICA  
AGENDA MEMO**

**DATE:** April 18, 2016  
**TO:** Planning Commission  
**FROM:** Tina Wehrmeister  
**SUBJECT:** **Agenda Item No. 4:** Annual reorganization of the Planning Commission

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Section 2-2.118 of the Pacifica Municipal Code requires that all commissions and committees reorganize annually as follows:

**Sec. 2-2.118. - Organization and officers.**

All commissions, and to the extent applicable, all committees, shall reorganize annually by electing one of their members to serve as chairman and one of their members to serve as vice-chairman. The position of chairman and vice-chairman shall be rotated among commission members on an annual basis.

**RECOMMENDED COMMISSION ACTION**

It is recommended that the Planning Commission elect a Chair and Vice Chair. The Commission may choose to split the motions for each position or elect both positions in one motion.