

**MINUTES**

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

April 3, 2023

7:00 p.m.

Chair Berman called the meeting to order at 7:03 p.m.

**ROLL CALL:**

Present: Commissioners Devine, Godwin, Wright and  
Chair Berman

Absent: Commissioner Ferguson, Hauser and Leal

**STAFF PRESENT:**

Planning Director Murdock  
Asst. City Attorney Sharma  
Asst. Planner Snodgrass  
Contract Planner Garcia

**SALUTE TO FLAG:**

Led by Commissioner Godwin

Chair Berman gave information on how to present public comments participating by Zoom or phone.

Chair Berman opened public comment on administrative business and, seeing no one, closed public comment.

**APPROVAL OF ORDER  
OF AGENDA**

Commissioner Wright moved approval of the Order of Agenda; Commissioner Godwin seconded the motion.

The motion carried 4-0.

Ayes: Commissioners Devine, Godwin, Wright and  
Chair Berman

Noes: None

**APPROVAL OF  
MINUTES:  
FEBRUARY 21, 2023  
MARCH 20, 2023**

Commissioner Godwin moved approval of the minutes of February 21, 2023 and March 20, 2023; Commissioner Devine seconded the motion.

The motion carried 4-0.

Ayes: Commissioners Devine, Godwin, Wright and  
Chair Berman

Noes: None

**DESIGNATION OF LIAISON TO CITY COUNCIL MEETING OF APRIL 24, 2023:**

Chair Berman stated that they require a liaison on item 930 Oddstad Blvd. Workforce Housing Project and asked if they can have some background on the request.

Planning Director Murdock stated that the Planning Commission conducted a public hearing on the project, mentioning various housing requirements, as well as public access to fields.

Chair Berman asked for a volunteer as a liaison, and Commissioner Devine volunteered.

**ORAL COMMUNICATIONS:**

None.

**CONSENT ITEMS:**

None

**PUBLIC HEARINGS:**

**CDP-434-21**

**File No. 2021-025 – Coastal Development Permit CDP-434-21** for construction of a 312-square foot (sf) two-story addition, 88-sf deck, 57-sf front porch, 312-sf single-car garage addition and renovation to an existing 1,076-sf single family residence at 315 Olympian Way (APN 023-023-030). Recommended CEQA Action: Class 1 Categorical Exemption, Section 15301.

Contract Planner Garcia presented the staff report.

Caroline Pan, applicant, stated they bought the house when they returned from living in Guam and their adult children have moved to Pacifica as well, so to accommodate larger family gatherings, they wanted to expand the living space by redesigning the kitchen/dining/living room space, to have a separate living room, as well as adding a bathroom in the master bedroom, and more space for his muscle cars. They look forward to staying in Pacifica and enjoying their forever home.

Chair Berman stated they may call her back for any questions.

Ms. Pan stated that Brian Brinkman was going to be on Zoom and available for any technical questions.

Chair Berman asked if he had anything to add on behalf of the applicant.

Mr. Brinkman stated he didn't have anything but would be happy to answer any questions.

Commissioner Wright wanted to back up as he wanted to make a comment with the public comment period about what happened with all the storms and what happened with staff's emergency response with some of the landslides. He asked if it was okay to make a brief comment.

Chair Berman wondered if this would be appropriate for Commission communications as that will come later.

Commissioner Wright stated he will reserve that comment for then but he does have some questions. He asked Contract Planner Garcia what he considers the minimum size for an interior parking spot.

Contract Planner Garcia thought it was a 10 ft x 20 ft dimension.

Planning Director Murdock stated that, in the municipal code, it is 9 ft x 19 ft for a required off street covered parking space, such as in a garage.

Commissioner Wright noticed, when he drove by the project, that it was not the applicant's responsibility but the road is in horrible shape and he had concerns about concrete trucks driving up there and what would happen to the road, as well as lumber trucks coming up with a lot of weight. He wondered if they considered how they were going to stage the project and drop off

the lumber without obstructing emergency vehicle access, and what they would do to avoid those problems.

Planning Director Murdock stated that they all know the streets in Pedro Point are very narrow and typically more public right-of-way than the built street which provides opportunities for addressing that in the future but today it is not wide enough to be adequate two-way vehicular traffic, let alone a construction project. He stated that, in the building permit phase, there is coordination between city staff and the applicant once they identify the contractor who has the plan on how the project will be constructed. He stated that, if concerned, they have an opportunity to add a condition of approval to ensure that it is required as part of the project and be sure the city implements that at the building permit phase. They can discuss those options further, if there is interest by Commission.

Commissioner Wright asked if they have an example of something similar from the past.

Planning Director Murdock was sure he could find one given some time, as what it does is require a traffic control plan to be reviewed for the city engineer accounting for not only day to day labor, but equipment and material deliveries, etc.

Commissioner Wright added parking for their workers.

Planning Director Murdock agreed.

Commissioner Wright referred to comments about it being a minor or negligible project. He wondered what percentage is the cutoff between minor and negligible and what is major, for the future, not so much regarding this project.

Planning Director Murdock thought it depends on the dimension through which they are analyzing it as there are criteria in CEQA for a project to remain subject to a categorical exemption. He stated that they are relatively generous in terms of the amount of development that can be undertaken for a single family residence and still remain subject to that exemption from further environmental review. He stated that, for coastal development permitting, there are established threshold criteria, such as in this project's location, 10% increases in height for a floor area and it is another useful threshold. He added that there could be other criteria and sometimes subjective as a 500-sf addition on one property is minor and on another it is significant if it is a small or narrow lot. He stated that there are rules of thumb for environmental review or coastal development permitting and in certain other contexts it is more subjective or qualitative based on the site context.

Commissioner Devine stated that traffic was her biggest concern as well. She stated it wasn't the applicant's responsibility, but Pedro Point is a highly developed neighborhood with very narrow roads. She noticed, when there, that she didn't want to pull over as there were so many cars parked during the normal weekday. She didn't know if that was typical, as Commissioner Wright mentioned, with large concrete vehicles, etc.. She asked if it is a one-way street and dead ends.

Ms. Pan stated that it was two ways, but it was a dead end and they come in and out. She stated that, going past her property, there is a little rise to keep the water from coming straight down, but after that rise, there is quite a bit of driveway space and they will be using some of that driveway

space for the addition, but they are lucky to have a lot of driveway space and they can probably put 6-7 cars on it and she thought there was quite a bit of room to stage lumber, etc.. When they are dropping things off, there may be a momentary stop, but they have room in the driveway for additional cars and equipment.

Commissioner Devine stated that is a condition she would like to explore with the Commission and staff.

Planning Director Murdock asked one more time.

Chair Berman stated that Commissioner Devine was interested in making the conditions around traffic control and construction staging more robust, given the street and they wondered about staff's thoughts.

Planning Director Murdock stated he had some example language that might work and they can read it for the Commission. He would propose, prior to issuance of a building permit, applicant shall submit and abide by a traffic control plan which shall be subject to review and approval by the city engineer. The plan shall address construction phase vehicle operation, parking, material staging and shall ensure continued vehicular and pedestrian access through and along Olympian Way.

Commissioner Devine thought that was sufficient for her.

Chair Berman agreed as well. She had a question regarding the site work adjacent to the driveway where there is a pretty significant slope and a wood beam in the existing condition. She stated it sounds like a fence will be installed, and thought it might be a question for Mr. Brinkman. She was wondering if the fence that will be installed along the northwest side of the driveway will have any retention properties i.e., is it going to be a retaining wall given the slope and exposed landscaping.

Mr. Brinkman stated that the fence is only a requirement for the new tree ordinance when tree protection required fencing specified is to protect the trees. He stated that the arborist didn't feel it was necessary in this case because of the slope, but to abide by the ordinance, he stated they needed to install the fencing there. He stated that there are no retaining properties and no desire to alter the slope at all.

Chair Berman didn't know if there was a civil engineer on the project, but she asked if there is any concern with slope erosion, given the intense winter storms.

Mr. Brinkman stated Ms. Pan could answer that, but he knows they have lived there for quite a while. That is exposed bedrock and they haven't had any erosions since they have lived there.

Ms. Pan stated that, on the exposed slope, they had a geotechnical report done and he came out and determined it is rock, not dirt, and what is exposed has always been exposed and there has been no movement. She stated that the type of rock should be in the geological report that she believes was submitted and he did not feel there was any danger of erosion.

Chair Berman felt that alleviated her concerns. She referred to vehicular access, knowing it is a narrow street and narrow driveway being proposed, and wondered if any vehicular studies were performed to confirm that a car can access and turn around in the driveway.

Mr. Brinkman stated not a professional traffic study but the homeowners have maneuvered in the manner they are proposing all the time. He had that concern but they demonstrated it to him and he doesn't have any concerns that they will have an issue accessing the garage.

Chair Berman understood it was on private property and the homeowner is company with the space allocated, that is fine by her.

Chair Berman opened the Public Hearing and, seeing no one, closed the Public Hearing.

Commissioner Wright asked if chair would be opposed to a motion with a contingency that they mentioned earlier.

Chair Berman stated she had no opposition.

Commissioner Wright moved that the Planning Commission FINDS the project is exempt from the California Environmental Quality Act; APPROVES Coastal Development Permit CDP-434-21 by adopting the attached resolution, including conditions of approval in Exhibit A and condition read by Planning Director; and incorporate all maps and testimony into the record by reference.

Planning Director read the condition again, i.e., "prior to issuance of a building permit, applicant shall submit and abide by a traffic control plan which plan shall be subject to review and approval by the city engineer. The plan shall address construction phase vehicle operation, parking, material staging and shall ensure continued vehicular and pedestrian access through and along Olympian Way.

Commissioner Godwin seconded the motion.

The motion carried **4-0**.

Ayes: Commissioners Devine, Godwin, Wright and  
Chair Berman  
Noes: None

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

**COMMISSION COMMUNICATIONS:**

Commissioner Wright stated, with all the storms, there were a number of ground movements that necessitated emergency response and he was impressed with how all city staff got together, saw Planning Director Murdock with his kids on a weekend evening, a city council person there, a crew from the city, an arborist, soil engineer on the weekend late afternoon and he was impressed how well our small community bound together and worked professionally, took their responsibility seriously and how giving they were outside of their normal business hours. He feels lucky to be a part of this community and he thanked them all for that.

Chair Berman agreed and was sure all the commissioners, both present and not present. She appreciated all city staff's hard work on this challenging winter. She welcomed Commissioner Devine. She was excited to have her on the Commission and looked forward to the rest of her term.

**STAFF COMMUNICATIONS:**

Planning Director Murdock thanked the Planning Commission for their time on March 21's joint study session with City Council on the housing element. He stated it was a very productive session from staff's perspective with a lot of important public and decision making feedback. He stated that they are taking the feedback and processing it along with the multiple public comments they received during the public comment period. They are working hard to turn that document around, make necessary revisions in response to comments to transmit the draft housing element to the state by the middle of April. They are trying to push the timeline to get the state's feedback and turn it around to see if there is another opportunity for further public or decision maker input depending on the nature of the comments they receive from the state. He thanked the community, Commission and Council for the joint study session.

**ADJOURNMENT:**

There being no further business for discussion, Chair Berman moved to adjourn the meeting at 7:36 p.m.; Commissioner Godwin seconded the motion.

The motion carried **4-0**.

Ayes: Commissioners Devine, Godwin, Wright and  
Chair Berman  
Noes: None

Respectfully submitted,

Barbara Medina  
Public Meeting Stenographer

APPROVED:

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Planning Director Murdock