

**MINUTES**

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

May 7, 2018

7:00 p.m.

Chair Campbell called the meeting to order at 7:00 p.m.

**ROLL CALL:** Present: Commissioners Rubinstein, Stegink, Clifford, Gordon,  
Kraske, Nibbelin and Chair Campbell  
Absent: None

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

**STAFF PRESENT:** Sr. Planner Murdock  
PB&R Director Perez  
Police Chief Steidle  
Wastewater Asst. Supt. Aguilar  
Sr. Civil Engr. Donguines  
Assoc. Engr. Marquez  
Asst. Planner O'Connor  
Asst. City Attorney Sharma

**APPROVAL OF ORDER  
OF AGENDA** Commissioner Gordon moved approval of the Order  
of Agenda; Commissioner Kraske seconded the motion.

The motion carried **7-0**.

Ayes: Commissioners Rubinstein, Stegink, Clifford, Gordon,  
Kraske, Nibbelin and Chair Campbell  
Noes: None

**APPROVAL OF  
MINUTES:  
APRIL 2, 2018** Commissioner Nibbelin moved approval of minutes of  
April 2, 2018; Commissioner Gordon seconded the  
motion.

The motion carried **7-0**.

Ayes: Commissioners Rubinstein, Stegink, Clifford, Gordon,  
Kraske, Nibbelin and Chair Campbell  
Noes: None

**APPROVAL OF  
MINUTES:  
APRIL 16, 2018** Commissioner Clifford moved approval of minutes of  
April 16, 2018; Commissioner Nibbelin seconded the  
motion.

The motion carried **7-0**.

Ayes: Commissioners Rubinstein, Stegink, Clifford, Gordon,  
Kraske, Nibbelin and Chair Campbell  
Noes: None

**DESIGNATION OF LIAISON TO CITY COUNCIL MEETING OF MAY 14, 2018:**

Vice Chair Clifford stated that he had previously volunteered to be the liaison for the 801 Fassler item.

Senior Planner Murdock stated that they were trying to work through an issue with the voting machines and he thanked him for resolving the 801 Fassler call-up liaison with Vice Chair Clifford. He stated that he will reserve the annual report to City Council for staff communications.

**ORAL COMMUNICATIONS:**

None.

**CONSIDERATION:**

**Review of the 2018-2023 Capital Improvement Program (CIP) For Consistency with the General Plan and Local Coastal Plan (LCLUP). Recommended CEQA Action: Exempt under CEQA Guidelines Section 15378(b)(4).**

Asst. Planner O'Connor presented the staff report.

Vice Chair Clifford referred to page 35-1 regarding door replacement for \$30,000 which will take two years on the bathrooms down at Linda Mar Beach and stated he was astounded at the amount of money and length of time taken to replace a few doors.

Sr. Civil Engr. Donguines stated that they started the project several years ago, but hadn't gotten the funding for it. This year, Council has approved the funding which accounts for the length of time. As far as the \$30,000 for the doors, he explained that they are made of stainless steel with a magnetic mechanism to allow them to put the doors on timers.

Vice Chair Clifford thanked him for that explanation as he was puzzled.

Commissioner Stegink stated that he took a look at that and thought the number seemed very high. He asked how many doors there are.

Sr. Civil Engr. Donguines thought there were four at DeAnza and two at the Linda Mar pump station.

Commissioner Stegink concluded that we are paying \$5,000 per door.

Sr. Civil Engr. Donguines stated that was the estimate but it could be lower. He stated that the high cost was because construction was high now as well as the Department of Industrial Relations cost for public contracts and the city's prevailing wages.

Commissioner Stegink asked if it was the stall dividers, door frames and everything, including sinks.

Sr. Civil Engr. Donguines stated that it was just the doors.

Commissioner Stegink asked if they had competitive bids.

Sr. Civil Engr. Donguines responded affirmatively, clarifying that on any public project over a certain amount they have a minimum of three bids or quotes as advertised.

There were no public comments.

Vice Chair Clifford thought the overall report was fine and he didn't see any problems with it in terms of the General Plan. He did want to comment on the graphs set up on pages 8-18. He stated that they are too small and very difficult to read. He suggested a possible foldout page for each one so they can see the numbers and follow across the lines without having to get a ruler out. He then referred to the capital cost outlays, stating that on some pages they are thousands of dollars, but there are other pages where they have decimal points and down to as much as \$30. He would like it to be consistent all the way through. He thought the thousands was sufficient, rather than throwing in a decimal point. He stated that, when looking at the decimal point, he was thinking dollars and cents. He reiterated that he would like to see consistency in that line item.

Commissioner Stegink stated he was looking on the trails and trying to correlate if there is any planning for the coastal trail going from Oregon to Mexico. He asked if that was the 12-4 San Pedro Headlands Multipurpose trail at \$5.75 million on packet page 12-4.

Sr. Civil Engr. Donguines stated that is the San Pedro Headlands Trail, the one behind Ace Hardware from San Pedro Terrace Road and will eventually connect to the trailhead at the Caltrans Devil Slide tunnel.

Commissioner Stegink asked if it was Tom Lantos Tunnel.

Sr. Civil Engr. Donguines responded affirmatively.

Commissioner Stegink concluded that it was the Oregon Coastal Trail.

Commissioner Gordon thanked and appreciated the police chief, PB&R Director, Ray and the wastewater treatment plant who came to the meeting. He stated that the scope of their review was limited to whether the CIP is consistent with the General Plan and Local Coastal Land Use Plan. He felt that it was and was prepared to make a motion unless there are more comments.

Chair Campbell stated that he didn't see any more comments.

Commissioner Gordon moved that the Planning Commission adopt the Resolution, including Attachment A, finding that the Proposed 2018-2023 Capital Improvement Program is Consistent with the General Plan and LCLUP.

Asst. City Attorney Sharma asked if it was as amended.

Commissioner Gordon agreed it was as amended; Commissioner Nibbelin seconded the motion.

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The motion carried **7-0**.

Ayes: Commissioners Rubinstein, Stegink, Clifford, Gordon,  
Kraske, Nibbelin and Chair Campbell

Noes: None

Sr. Planner Murdock asked if they can confirm Commissioner Rubinstein's vote as they were still having problems with the voting machine.

Chair Campbell stated that it was confirmed, adding that it was unanimous among the lights he saw.

**COMMISSION COMMUNICATIONS:**

Commissioner Stegink referred to the Wednesday cannabis license lottery, asking when it starts and what form it will take and where.

Sr. Planner Murdock stated that it starts at 4:00 p.m. at the Community Center in the auditorium in the front of the building. He stated that they will be using a bingo machine that will already be set up for the weekly senior bingo event and they will be sliding in once that's concluded and conduct the marijuana use permit lottery.

Commissioner Stegink jokingly asked if any seniors will be receiving that marijuana license as a prize.

Commissioner Rubinstein asked what the date was.

Sr. Planner Murdock stated that it was on Wednesday, May 9.

Commissioner Stegink mentioned that we are one of the few cities that are doing recreational and manufacturing on the coast, and he asked if they alerted the media and any press release or sliding under the radar.

Sr. Planner Murdock stated that they have notified the applicants and anyone else who has contacted the city, as well as being on the city's cannabis business permit web page.

Commissioner Stegink concluded there is no media press release.

Sr. Planner Murdock stated that we have not provided a press release.

Commissioner Stegink asked how many applicants they currently have.

Sr. Planner Murdock stated that we have 12 valid applications and a smaller number of unique applicants. He stated that one applicant has multiple active applications.

Commissioner Stegink thought they have 5 or 9.

Sr. Planner Murdock stated that it was 8 individuals, one of which with multiple applications.

Commissioner Rubinstein asked if it was for eight separate facilities.

Sr. Planner Murdock stated that at least one of the facilities has two applications and one applicant has multiple unique locations, adding that there is a little bit of overlap in some of the applicants and/or application sites.

Commissioner Stegink had questions on the shopping center master plans and how they work. He asked under what circumstance would any of the shopping center stuff come under Planning Commission purview.

Sr. Planner Murdock stated that the concept of a shopping center master plan, assuming he understands his question correctly, was a menu or list of uses that could be approved up front so future business owners would not have to individually come to the Planning Commission.

Commissioner Stegink acknowledged that was his question.

Sr. Planner Murdock stated that the city doesn't have something of that name but in the P-D zone, they have something called the development plan which, at the time of development, would be approved and serve as the master plan for the shopping center and identifying which uses are permissible. He added that, outside of the P-D zone in the typical C-1 or C-2 zoning districts, there was something called a master use permit. He explained that it was not a master plan but a shopping center owner could obtain approval of a single use permit with a whole menu of different conditional uses up front at one time. He stated that, upon the request of the property owner, the Commission would have jurisdiction over that application.

Commissioner Stegink asked, when it doesn't come to the PC for review, who does it go to for purview.

Sr. Planner Murdock stated that it would either be a ministerial act by the staff determining whether it is permitted under the basic zoning or some other use permit, individual or master use permit. He stated that, if not accounted for in either the basic zoning or another use permit, the applicant would have to file an application that would come before the Planning Commission.

Commissioner Stegink stated that he was thinking about the size of the sign at Grocery Outlet which was non-conforming. He asked who approved that.

Sr. Planner Murdock stated that he didn't have the particulars but he imagined it was a ministerial permit approved by staff as part of the building permit process.

Commissioner Stegink asked how old most of the P-D areas are.

Sr. Planner Murdock stated, if he was asking with respect to shopping centers, he thought there was only one shopping center in the P-D zoning district, the Fairmont Shopping Center. He didn't have the exact age of the center but he believes it is of the vintage of the mid to late 1960s. He added that the P-D zoning today took effect sometime after that.

Commissioner Stegink referred to someone with an active plan that wasn't coming before the Commission who wanted to build a building 45 feet tall at the mall, and asked what would prevent them from doing that.

Sr. Planner Murdock stated that, if he understands the project correctly, to build a new structure that is 45 feet tall, the P-D zoning has the first part, the development plan, which he explained sets the uses such as customized zoning. The second part of the P-D zoning is called the specific plan, not to be confused with the specific plan in California planning law which is different, but as a site plan or an architectural review plan, that is a requirement of the P-D zoning and any new construction is first verified for consistency with the development plan and then subject to Planning Commission review for site design. He concluded that the P-D zoning would require the Planning Commission to review and approve that.

Commissioner Stegink stated that he saw the Beach Boulevard sea wall had a projected value of \$25 million and he asked if that was a current estimate on that project.

Sr. Planner Murdock stated that he was not prepared to speak on the cost of the Beach Boulevard replacement, adding that it was a better question for the Public Works Director and he can relay that to him.

Commissioner Stegink then referred to the Library Advisory Committee including Vice Chair Clifford, stating that at the last Advisory Committee meeting they voted on designs for the new library and he was curious if any of those designs will come in front of the Planning Commission.

Vice Chair Clifford stated that he can give him some form of an answer. He stated that they voted, not on a specific plan, but several plans and selected some they liked better than others. He stated that they were not choosing the plan specifically to put in front of the City Council or the public, just narrowing it down to some choices. He stated that ultimately the Planning Commission will get to weigh in on that when it is brought before the Planning Commission.

Sr. Planner Murdock added that he didn't have the date but the Planning Director was intending to schedule a library update for the Planning Commission in the near future and more details on the process will be forthcoming.

Commissioner Stegink thanked them for the information.

Vice Chair Clifford asked when the "wonderful devices" in front of them will be turned on.

Sr. Planner Murdock stated that he had no idea and will find out. He stated that was the first he knew about them.

Commissioner Gordon stated that he received a letter from a long time resident of Pacifica who was complaining about several properties in her neighborhood that have been converted to short term vacation rentals and the impact it has had on her neighborhood in terms of increased noise, traffic, parking, garbage, etc., and was concerned about the problem. He stated that that issue came before the Commission and thought it either came before Council or was going to be before them.

Sr. Planner Murdock stated that it will be at an upcoming meeting.

Commissioner Gordon stated that he handed the letter to Sr. Planner Murdock before the meeting who will make a copy of it.

Sr. Planner Murdock stated that the letter was addressed to Sherman Frederick of the Pacifica Tribune with a cc: to Jane Northrop, also with the Tribune, Asst. City Manager Hines, Commissioner Gordon and Jamie Monozon, Pacifica Chamber of Commerce president.

Commissioner Gordon didn't know why it was only addressed to him and not the others. He stated that there were no addresses listed in terms of the properties causing disruption to the neighborhood, but he intended to follow up with the resident and see if he can find out some addresses.

Commissioner Stegink stated that, at the last meeting, Chamber CEO Jamie Monozon said she had a list of 335 short term rentals that were active in Pacifica. He asked if she ever submitted that list of 335 short term rentals.

Sr. Planner Murdock stated that she has not submitted it to him or the Planning Director. He stated that they reached out to other staff to enquire if it may have been sent to them but they haven't heard back yet.

Commissioner Stegink stated that he didn't know the accuracy of that list or that number but if you take 335 short term rentals at the 21 Elements average cost listed, it comes to about \$361,000 a year that the city is currently not receiving.

**STAFF COMMUNICATIONS:**

Sr. Planner Murdock stated that, in addition to the 801 Fassler call up for which Vice Chair Clifford has been designated as a liaison on the May 14 City Council meeting, the annual reports for all the city's commissions and committees will be presented. He stated that the meeting will start at 5:45 p.m. and the Planning Commission is to be first on the list. He stated that they are hoping all the commissioners can attend as it would be great to have a unified presence. He stated that it is customary for the chair to present it and staff will be in touch to coordinate those details with Chair Campbell if he is available.

Chair Campbell stated that he is available.

**ADJOURNMENT:**

There being no further business for discussion, Commissioner Nibbelin moved to adjourn the meeting at 7:26 p.m.; Commissioner Gordon seconded the motion.

The motion carried **7-0**.

Ayes: Commissioners Rubinstein, Stegink, Clifford, Gordon,  
Kraske, Nibbelin and Chair Campbell  
Noes: None

Respectfully submitted,

Barbara Medina  
Public Meeting Stenographer

APPROVED:

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Planning Director Wehrmeister