



Scenic Pacifica
Incorporated Nov. 22, 1957

PLANNING COMMISSION Agenda

DATE: Tuesday, January 19, 2016
LOCATION: Council Chambers, 2212 Beach Boulevard
TIME: 7:00 PM

ROLL CALL:

SALUTE TO FLAG:

ADMINISTRATIVE BUSINESS:

Approval of Order of Agenda

Approval of Minutes: January 4, 2016

Designation of Liaison to City Council Meeting: January 25, 2016 – Appeal and Council Member call-up of wireless communications facilities in Vallemar.

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.

CONSENT ITEMS: None

PUBLIC HEARING: None

CONSIDERATION ITEM:

1. **An Overview of Principals Governing Findings, Effective Conditions of Approval, and Land Use Decisions.** *Proposed Action:* Receive and file.
2. **Library Advisory Committee Appointment.** *Proposed Action:* Appoint one Planning Commissioner to sit on the Library Advisory Committee.

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.



**CITY OF PACIFICA
AGENDA MEMO**

DATE: January 19, 2016

TO: Planning Commission

FROM: Tina Wehrmeister, Planning Director

SUBJECT: Agenda Item No. 1: An Overview of Principals Governing Findings, Effective Conditions of Approval, and Land Use Decisions.

This item will be an oral presentation to the Planning Commission.

COMMISSION ACTION REQUESTED

Motion to receive and file.



**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

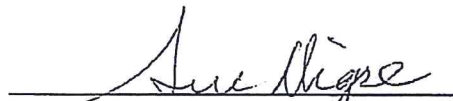
WHEREAS, the LAC duties, membership, terms, and general provisions shall be as described in Exhibit A.

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).

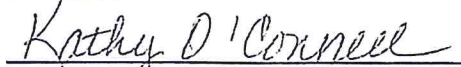
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Passed and adopted at a regular meeting of the City Council of the City of Pacifica on January 11, 2015, by the following vote of the members thereof:

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:

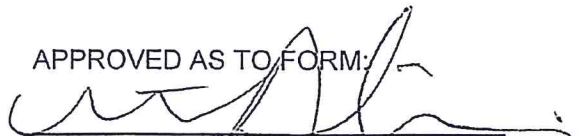

Matthew Visick, Acting City Attorney

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.

Appointed by City committees and commissions; and community boards and organizations (1 appointment each)	At-large Community members (Up to 5 Council appointments)
	At-large appointment shall represent the following segments of the community:
➤ Planning Commission	➤ Families with children
➤ Economic Development Commission	➤ Seniors
➤ Parks, Beaches, and Rec. Commission	➤ Sharp Park Resident
➤ Pacifica Library Foundation	➤ Service Organizations
➤ Pacifica Friends of the Library	➤ Environmental Organizations
➤ Chamber of Commerce	
➤ Pacifica School District	
➤ Jefferson School District	
➤ Citizens Bond Oversight Committee (future)	

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.