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**DRAFT**

**MINUTES OF THE REGULAR  
PINOLE PLANNING COMMISSION**

**May 22, 2017**

**A. CALL TO ORDER: 7:01 P.M.**

**B. PLEDGE OF ALLEGIANCE AND ROLL CALL:**

Commissioners Present: Brooks, Kurrent, Martinez-Rubin, Tave, Wong, Chair  
Thompson

Commissioners Excused: Hartley

Staff Present: Winston Rhodes, Planning Manager  
Eric Casher, Legal Counsel

**C. CITIZENS TO BE HEARD:**

There were no citizens to be heard.

**D. CONSENT CALENDAR:**

1. Planning Commission Meeting Minutes from April 24, 2017

References to the new Vice Chair on Line 44 of Page 5 and Line 2 of Page 6 to be revised to reflect a time period of 2017-2018; and the date shown for the Selection of Development Review Subcommittee Members for 2016-2017 as shown on Lines 7 and 11 of Page 6 revised to read 2017-2018.

**MOTION** to approve the Planning Commission Meeting Minutes from April 24, 2017, as amended.

**MOTION: Kurrent                      SECONDED: Martinez-Rubin      APPROVED: 6-0-1**  
**ABSENT: Hartley**

**E. PUBLIC HEARINGS:**

1. Zoning Code Amendment 17-01: Accessory Dwelling Units

1 a civil action or through civil conjunction.

2  
3 PUBLIC HEARING OPENED

4  
5 There were no comments from the public.

6  
7 PUBLIC HEARING CLOSED

8  
9 The Planning Commission members discussed the Zoning Code Amendment  
10 and had the following comments:

- 11  
12 • Expressed concern that the development impact fees were too high,  
13 suggested the City Council reconsider the fees and consider the policy  
14 used by the City of Albany to encourage the development of accessory  
15 dwelling units; supported a one-year grace period for the owner  
16 occupancy requirement; and recommended that vacation rental  
17 requirements also be evaluated. (Wong)

18  
19 Mr. Rhodes affirmed as part of its recommendation the Planning Commission  
20 could recommend the City Council reconsider development impact fees,  
21 reporting the City's impact fees would be studied this year, and as part of that  
22 process the overall cost to accommodate growth and development to spread  
23 those costs would be taken into consideration.

- 24  
25 • Recommended a discussion of development impact fees be left to the City  
26 Council; thanked staff for the comparison table of information from  
27 neighboring cities; and appreciated the reduction in the proposed  
28 maximum size of an accessory dwelling unit to 750 square feet.  
29 (Martinez-Rubin)
- 30  
31 • Thanked staff for the information requested from the April 24 Planning  
32 Commission meeting; supported the reduction in the maximum size of the  
33 accessory dwelling unit to 750 square feet; and supported the  
34 amendments as proposed. (Tave)
- 35  
36 • Suggested the owner occupancy compliance supported the intent of State  
37 legislation; supported the reduction in size of the accessory dwelling unit  
38 to 750 square feet; and while supporting a requirement for the accessory  
39 dwelling unit to be owner occupied, suggested that could be burdensome  
40 to future homeowners desirous to sell a property, and supported a grace  
41 period similar to that used by the City of Berkeley; and supported City  
42 Council review of the development impact fees for accessory dwelling  
43 units. Stated that Airbnb was a wider issue than accessory dwelling units  
44 and should be evaluated by the City Council; and supported more  
45 enhanced inspection of accessory dwelling units. (Kurrent)

1 and should account for the lesser impact such as lower sewer or traffic  
2 impacts; and  
3

- 4 • Recommended the City Council consider offering an Amnesty Program for  
5 existing illegal accessory dwelling units previously constructed.  
6

7 **MOTION: Kurrent                      SECONDED: Martinez-Rubin    APPROVED: 6-0-1**  
8 **ABSENT: Hartley**  
9

10 Commissioner Kurrent expressed the willingness to attend the June 20, 2017  
11 City Council meeting on behalf of the Planning Commission when the item was to  
12 be presented given the Chair would be unavailable to attend that meeting.  
13

14 **F.    OLD BUSINESS: None**

15  
16 **G.    NEW BUSINESS: None**

17  
18 **H.    CITY PLANNER'S / COMMISSIONERS' REPORT:**

19  
20 Mr. Rhodes reported a Tree Removal Permit had been approved for property  
21 located at 2672 Enlow Court.  
22

23 Commissioner Martinez-Rubin provided an update on the annual Clean-Up Day.  
24

25 Mr. Rhodes provided an update on the parking at Sprouts; staff was unaware of  
26 any issues with customers' inability to park close to the store; issues with trucks  
27 parking on Henry Avenue facing east adjacent to the westbound lane was a  
28 vehicle code violation to be enforced by the Pinole Police Department. He also  
29 provided an update on the reconstruction and replacement of the trail near the  
30 creek in cooperation with the Contra Costa County Flood Control District.  
31

32 **I.    COMMUNICATIONS: None**

33  
34 **J.    NEXT MEETING:**

35  
36 The next meeting of the Planning Commission will be a Regular Meeting to be  
37 held on Monday, June 26, 2017 at 7:00 P.M.  
38

39 **K.    ADJOURNMENT: 8:44 P.M**

40  
41 Transcribed by:

42  
43  
44 Anita L. Tucci-Smith  
45 Transcriber