



San Carlos City Planning and Transportation Commission
Regular Meeting
Council Chambers, City Hall
600 Elm Street, San Carlos, CA 94070
September 5, 2023 7:00 PM

MINUTES

1. CALL TO ORDER – Call to order at 7:01pm
2. ASSEMBLY BILL 2449 TELECONFERENCE REQUESTS - None
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL
Commissioners Present:
Ellen Garvey (Acting Chair)
Janet Castaneda
David Roof

Commissioners Absent:
Jim Iacoponi, Chair (Excused)
Kristen Clements, Vice Chair (Excused)

Staff Present:
Andrea Mardesich, Assistant Community Development Director
Megan Woolly-Ousdahl, Principal Planner
5. PUBLIC COMMENT - None
6. APPROVAL OF MINUTES
 - a. Approval of the August 21, 2023 Planning and Transportation Commission Meeting Minutes

MOTION:	Approve the Minutes from the Planning and Transportation Commission Special Meeting of August 21, 2023
MOVER:	Janet Castaneda
SECONDER:	David Roof
AYES:	Castaneda, Roof, Garvey
NAYS:	None
ABSENT:	Clements, Iacoponi
RESULT:	Motion Passed 3 – 0 – 2

7. PUBLIC HEARING
 - a. Proposed Amendments to San Carlos Municipal Code Section 18.23.210 Accessory Dwelling Units/Junior Accessory Dwelling Units and Sections 18.03 (Rules of Measurement), 18.12 (Hillside Overlay District), 18.29 (Design Review), and 18.40 (Use Classifications)

Andrea Mardesich, Assistant Community Development Director presented the proposed amendments.

Commissioners asked clarifying questions.

Commissioner Roof wanted clarification on the changes applied to the Statewide and Non-Statewide Exemption Adjacent Dwelling Units (ADU)s.

Commissioner Roof suggested making the application of the law more explicit for the Statewide and Non-Statewide Exemption ADUs to provide clarification for the City Council and the public.

Commissioner Garvey wanted to know how the balcony plays into the development standards and wanted clarification on the no minimum front setback in relations to distance to transit.

Commissioner Castaneda wanted to know how the Statewide Exemption ADUs get under the City's review?

Andrea Mardesich clarified all the Commissioners questions.

Public Comment – None

MOTION:	Close Public Comment
MOVER:	Ellen Garvey
SECONDER:	Janet Castaneda
AYES:	Castaneda, Roof, Garvey
NAYS:	None
ABSENT:	Clements, Iacoponi
RESULT:	Motion Passed 3 – 0 – 2

Commissioner Comment

Commissioner Garvey wanted to know how the submittal of the proposed Amendments to the State relates to the City's recent submission of the Housing Element.

Andrea Mardesich explained that one of the action items in the Housing Element is to update the ADU Ordinance and by doing such, the City is meeting one of their program requirements.

Commissioner Roof wanted to know what mechanism is in place to prevent people from taking advantage of building a Junior Adjacent Dwelling Unit (JADU) and once a building permit is obtained, remove the elements of the JADU therefore it is no longer an independent living space.

Andrea Mardesich shared that currently there is no code enforcement on this other than a complaint basis only but there are discussions on this subject, and they are being considered county-wide. She added that the City needs to figure out how to monitor them because the ADUs and JADUs are counted in the housing numbers.

Commissioner Castaneda asked if the City could remove the subjective phrase “depending on existing and proposed condition needs” and leave the second story ADU windows requirement to be obscure or have a 5-foot sill.

Andrea Mardesich stated that if the subjective phrase is removed, then only the objective language remains, and it is a matter if the Commissioner wants to make that as a requirement for the second floor.

Commissioner Garvey asked about the logic behind setting the maximum size of the ADU and SB9 Lot Split.

Andrea Mardesich explained that it is about finding the right objective balance and taking every circumstance into consideration.

Commissioner Roof wanted to know why under garage JADUs are not allowed?

Andrea Mardesich explained that if the garage is attached to the house, then and under garage JADU is allowed.

Commissioner Roof wanted to know if the infrequent school bus route on Melendy is considered a fixed bus route. He quoted the State law's definition of bus route.

Andrea Mardesich explained that there are two definitions in separate parts of the code. She clarified that Commissioner Roof read the State law definition which has a more liberal definition that only applies to the ADUs.

Commissioner Castaneda proposed to add the definition of Standard Refrigerator in the definition section and add "and/ or" cubic feet capacity to eliminate any future amendments.

Commissioner Roof wanted to know why Standard Refrigerator definition does not apply to JADUs.

Andrea Mardesich explained that the Standard Refrigerator requirement was added for ADU to deter owners from putting in a small beverage fridge instead. She added that Staff will explore adding a standard refrigerator definition for JADUs.

Commissioner Roof wanted to know if Staff could change the Owner-Occupied Requirement to be a finite time instead of indefinite.

Andrea Mardesich shared that current code on Owner-Occupied Requirement expires on Jan 1, 2025 and should the Commission wish to remove the requirement, that is a possibility. She added that for JADUs, the Owner-Occupied Requirement must remain as that is the State law.

Andrea Mardesich referred to an earlier question from Commissioner Roof and shared the State law definition of public transit provided by Sajuti Hoque, Senior Management Analyst.

Commissioner Castaneda wanted to know which section in the document talks about allowing ADU to extend beyond the slope.

Andrea Mardesich stated Staff will clarify the location and making clear the allowance rule.

Commissioner Garvey wanted to know if the State law allows the City to carve out exceptions to ADU parking exemption.

Andrea Mardesich read a few exceptions where the City could not require ADU parking. She added that in effect the City does not require new parking spaces for ADUs.

Commissioner Garvey wanted clarification on fee requirements.

Andrea Mardesich explained and listed various fees requirements.

Commissioners commend Staff for doing a great job in implementing the State ADU rules and modifying them to suit the City and they support the motion.

MOTION:	Adopt the resolution recommending the City Council adopt amendments to Title 18 of the San Carlos Municipal Code to update the Accessory Dwelling Unit (ADU) and Junior Accessory Dwelling Unit (JADU) Ordinance.
MOVER:	David Roof
SECONDER:	Janet Castaneda
AYES:	Castaneda, Roof, Garvey
NAYS:	None
ABSENT:	Clements, Iacoponi
RESULT:	Motion Passed 3 – 0 – 2

8. REPORTS, CORRESPONDENCE AND GENERAL INFORMATION

a. Report on Recent City Council Actions

Andrea Mardesich shared that on August 28, 2023 the City Council approved the new contract with the Downtown Specific Plan Consulting firm, WRT. She also shared that the Council asked the developer of 841 Old County Road to come back with more clarifying items on community benefits.

- b. Planning and Transportation Commission comments or reports - None
- c. Correspondence - None
- d. Planning Staff comments, reports, and updates on current projects

Megan Wooley-Ousdahl gave the following updates on the September 18, 2023 PTC Agenda:

- Study Session on the Northeast Specific Plan Draft Options.
- 11 El Camino Real
- Traffic calming for pedestrian crossings on Alameda de las Pulgas.

Megan Wooley-Ousdahl gave an update of the recent Northeast Specific Plan Virtual Community Workshop on August 30, 2023 and Pop-up event at the San Carlos Library on August 31, 2021. She added that there will be another Pop-up event at Auto Vino on September 8, 2023, and there is an online survey for public to share their input.

ADJOURNMENT – The meeting was adjourned at 8:15pm

Lisa Porras,
Planning Manager