



**CITY OF SAN CARLOS**

**SAN CARLOS PLANNING COMMISSION**

**Monday, September 6th, 2022**

**7:00 PM**

**San Carlos City Hall, Council Chambers**

**600 Elm Street, San Carlos, CA 94070**

**[www.cityofsancarlos.org](http://www.cityofsancarlos.org)**

**DRAFT MINUTES**

**COMMISSIONERS**

Jim Iacoponi, Chair

Kristen Clements, Vice Chair

Ellen Garvey

**ADVISORY**

Lisa Porras, Advance Planning Manager

Connor Hyland, Deputy City Attorney

**1. MEETING CALLED TO ORDER**

The meeting was called to order at 7pm.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Commissioner Roof was excused

**4. PUBLIC COMMENT**

None

**5. APPROVAL OF MINUTES**

- a. Approval of the Minutes from the Planning Commission Meeting of August 1st, 2022

**M/S Clements/Garvey motioned to approve and seconded the minutes of August 1<sup>st</sup>, 2022, Planning Commission Meeting with the suggested amendments.**

**The motion passed 3-0 by the following roll call vote:**

**Ayes: Chair Iacoponi, Garvey, Clements,**

Noes: None

## 6. PUBLIC HEARING

- a. **1100 Industrial Road (APN: 112-420-110) PLN2022-00040** - For the Purpose of Hearing and Considering All Comments of All Persons Interested in or Concerned with the Application of Caroline Palmer and Allison Gonzalez Requesting a Conditional Use Permit for Professional/Medical Office for Physical Therapy Services and a Conditional Use Permit for Instructional Services for a Private Fitness Studio.

Meghan Riddlespurger, Assistant Planner presented the item.

Commissioner Garvey wanted clarification on parking. Meghan Riddlespurger, Assistant Planner clarified that 9 spaces are for 11 and 11b. Conservative estimate for 11b is 5 parking spaces if both instructors are driving and if a duet appoint brings separate vehicles.

Vice Chair Clements wanted to know if the City conducts regular checks with businesses to determine if they are conforming to their Conditional Use Permit. Lisa Porras, Advance Planning Manager shared that the City usually does not actively pursue operational Conditional Use Permit conditional of approval. In situation where the Planning Division hears about a non-conformity, the City will reach out to the business operator/ applicant and give them an opportunity to come to conformity. The Planning Commission can revoke a Conditional Use Permit if conditions of approval are not adhered to. This is spelled out in the zoning ordinance.

Meghan Riddlespurger, Assistant Planner added that the Business registration process requires the Planning Division to determine if there is Conditional Use Permit entitlement for the address before granting the business registration. For 1100 Industrial Road, it was through the business registration process that the Planning Division found out the item needed a Conditional Use Permit.

Commissioner Garvey asked if a change in business hours would require the applicant to come back to the Planning Commission for amendment. Meghan Riddlespurger, Assistant Planner explained any changes not spelled out in the Conditional Use Permit, even minor changes will need to be brought back to the Planning Commission.

### PUBLIC COMMENT

None

**M/S Garvey/Clements motioned to close and seconded the public comment.**

**The motion passed 3-0 by the following roll call vote:**

**Ayes: Garvey, Iacoponi, Clements**

**Noes: None**

### COMMISSIONER DISCUSSION

Vice Chair Clements shared that this is a very simple and straightforward item.

Commissioner Garvey shared that she liked the project. The project meets all the findings and contributes to the diverse mix of uses intended for the space. She was supportive of the project.

Chair Iacoponi shared the sentiments of both Commissioner Garvey and Vice Chair Clements. He appreciated entrepreneurs who bring their vocation to a business and doing it in San Carlos is a great thing to see. He was supportive of the project.

**M/S Garvey/Clements motioned to approve and seconded** the request for Caroline Palmer for a Conditional Use Permit to allow for Professional/Medical Office for Physical Therapy Services on 1100 Industrial Road, Suite 11b (APN: 112-420-110) PLN2022-00040 - based on the findings and the reasons incorporated in the staff report and as conditioned in the Conditional Use Permit.

**The motion passed 3-0 by the following roll call vote:**

**Ayes: Garvey, Iacoponi, Clements**

**Noes: none**

**M/S Clements/Iacoponi motioned to approve and seconded** the request for Allison Gonzalez for a Conditional Use Permit to allow for Instructional Services for a Private Fitness Studio on 1100 Industrial Road, Suite 11b (APN: 112-420-110) PLN2022-00040 - based on the findings and for the reasons incorporated in the staff report and as conditioned in the Conditional Use Permit.

**The motion passed 3-0 by the following roll call vote:**

**Ayes: Garvey, Iacoponi, Clements**

**Noes: none**

## **7. REPORTS, CORRESPONDENCE AND GENERAL INFORMATION**

a. Report on recent City Council actions - None

b. Planning Commission comments or reports

Vice Chair Clements congratulated Lisa Porras, Advance Planning Manager on the release of the Draft Housing Element on August 31<sup>st</sup>, 2022. She is looking forward to the upcoming study session.

c. Correspondence - None

d. Planning Staff comments, reports and updates of current projects

Lisa Porras, Advance Planning Manager shared the following updates:

The Public Draft Housing Element setting forth goals and policies addressing the housing needs over the next 8 years is now available. The Draft Housing Element can be found in the project website, [www.sancarlos2040.org](http://www.sancarlos2040.org). Copies are also available at the Civic Center; City Hall, Planning Service Counter, Adult Community Center, and couple copies in the San Carlos Library.

There will be two Study Sessions to take a deeper dive in the document with staff and consultant.

- Planning Commission: September 19<sup>th</sup>, 7 PM
- City Council: September 26<sup>th</sup>, 7pm

The Housing Element is a large document whereby the data is the most dense part of the document. Her recommendation is to put attention on Section 2 of the Draft Housing Element, which has the draft goals, policies, action items and programs that are proposed for the City. Another area to be aware of is that there are significant changes to the Zoning Ordinance. There is an action item under Section 2 that directs the City to update the density of certain zoning districts. This is important for the decision makers and the public to be aware of in terms of how the City is going to accommodate the growth of housing and what changes need to be made to the Zoning Ordinance.

Following the dissolution of Transportation and Circulation Commission, the roles and responsibilities of the Commission are now assigned to the Planning Commission per Council direction.

There will be a future item on the Planning Commission Agenda tentatively set for October 3rd, 7 PM where the Public Works Director and City Engineer will come to introduce themselves, talk about the roles and responsibilities and answer any questions the commissioners may have.

The first Downtown Specific Plan Workshop was held on August 31<sup>st</sup>. A recording is available on the project website at [www.sancarlosdowntownplan.com](http://www.sancarlosdowntownplan.com).

City Council appointed a new Planning Commissioner, Janet Castaneda. She will be joining the Planning Commission meeting on September 19<sup>th</sup>. There will be a meet and greet at 6:30pm to welcome her.

Given all the long-range planning initiatives both the Community & Economic Development Director and Advance Planning Manager agreed it is a good idea to establish the Planning Commission Subcommittees. These will be 2-member subcommittees meeting with the staff informally without standing meetings. Staff will wait until there is the full Planning Commission Committee is seated to allow equal opportunity for the committee to decide which subcommittees they want to be on. There will be subcommittees for the Housing Element, Downtown Specific Plan, Northeast Area Specific Plan and Large Developments.

The project planner for Large Development projects such as the pending 808 Alameda De Las Pulgas and the Alexandria projects will be providing individual project status update sheets. They will be available in the Agenda Packet on September 19.

The SB9 Permanent Ordinance schedule has been pushed back. The ordinance is set to expire at the end of the year, but it will be brought back with little gap. Meghan Riddlespurger, Assistant Planner shared that there is one SB9 application filed for a pre-existing structure.

Vice Chair Clements wanted to know the function of the Large Development Subcommittee. Lisa Porras, Advance Planning Manager explained that the Large Development Subcommittee allows the commission to follow along these large projects closely with status updates as opposed to just receiving the full packet coming to the commission the first time. Chair Iacoponi agreed that the subcommittee is a good.

## **8. ADJOURNMENT**

The meeting was adjourned at 7:35 pm.