



Community Development Department

**MINUTES**  
**REGULAR MEETING**  
**OF THE**  
**PLANNING COMMISSION**

**7:30 p.m.**  
**Wednesday, April 15, 2015**  
**El Cerrito City Hall**  
Council Chambers  
10890 San Pablo Avenue, El Cerrito

**This Meeting Place Is Wheelchair Accessible**

**Roll Call** - Chair: Andrea Lucas; Commissioners: Kevin Colin, Carla Hansen, Michael Iswalt, Bill Kuhlman, and Tim Pine. Commissioner Motoyama had an excused absence.

**1. Comments from the Public**

No comments were received.

**2. Approval of Minutes**

Motion to approve the March 18, 2015 meeting minutes: Hansen, 2<sup>nd</sup>: Pine.

Vote:

Ayes: Hansen, Iswalt, Kuhlman, Pine, Lucas, Colin

Noes: None

Abstain: None

Absent: Motoyama

**3. Commissioner Communication/Conflict of Interest Disclosure**

No disclosures or conflicts of interest were stated about the items on the agenda.

**4. Public Hearing - 1800 Elm Street**

Application: PL14-0168

Applicant: Doug Giffin

Location: 1800 Elm Street

Zoning: PS (Public/Semi Public)

General Plan: Institutional Utility

APN: 502-122-041

Request: Planning Commission consideration of requested modifications to the conditions of approval:

**COMMUNICATION ACCESS INFORMATION**

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10890 San Pablo Avenue, El Cerrito, CA 94530 Tel: (510) 215-4330

E-mail: smoss@ci.el-cerrito.ca.us

- Amend the start of the school year to align with the start of the public school year calendar. The proposed school year would be revised to “mid-August until June”.
- Allow for one start time of 8:00 am for all classes. Currently, the school’s entitlements allow for a staggered start time of 8:00 am and 8:30 am.

CEQA: This project is categorically exempt from the provisions of CEQA pursuant to Section 15301 of the CEQA Guidelines (“Existing Facilities”).

Development Services Manager Margaret Kavanaugh-Lynch presented the staff report and answered questions from the Commission.

The public hearing was opened.

The following speakers addressed the Commission:

Tom Panas, 7345 Fairmount Ave  
Doug Giffin, Educational Ventures  
Kelly Garcia, Summit Schools

The public hearing was closed.

Motion to approve application PL14-0168 with the requested modifications to the conditions of approval: Kuhlman; 2<sup>nd</sup>: Colin.

Vote:

Ayes: Colin, Hansen, Iswalt, Kuhlman, Lucas, Pine

Noes: None

Abstain: None

Absent: Motoyama

#### **5. Public Hearing - 305 Pomona Daylight Plane (Inclined Setback) Exception**

Application: PL15-0001

Applicant: Paul Wong

Location: 305 Pomona Ave

Zoning: RS-5 (Single Family Residential)

General Plan: Low Density Residential

APN: 504-231-011

Request: Planning Commission consideration of a conditional use permit to allow a single family residence to extend above the allowed building envelope (height increase.)

CEQA: This project is categorically exempt from the provisions of CEQA pursuant to Section 15303 of the CEQA Guidelines (“New Construction and Conversion of Small Structures”).

Senior Planner Sean Moss presented the staff report and answered questions from the Commission.

The applicant, Paul Wong addressed the Commission.

The public hearing was opened.

The following speakers addressed the Commission:  
Debbie Bellush, 310 Pomona Ave

The public hearing was closed.

Motion to approve application PL15-0001: Lucas; 2<sup>nd</sup>: Kuhlman.

Vote:

Ayes: Colin, Iswalt, Kuhlman, Lucas, Pine

Noes: Hansen

Abstain: None

Absent: Motoyama

## **6. Public Hearing – Tobacco Retailer License Program**

The Planning Commission consideration of a recommendation regarding a new ordinance amending Title 6 (Business Permits and Regulations) and Title 19 (Zoning) of the El Cerrito Municipal Code to the City Council. The purpose of the ordinance is to combat the public health problems associated with tobacco use by regulating the sale of tobacco products, including electronic smoking devices.

Community Outreach Specialist Suzanne Iarla presented the staff report and answered questions from the Commission.

The public hearing was opened.

The following speakers addressed the Commission:

Linda Myers, El Cerrito resident

Tom Panas, 7345 Fairmount Avenue

Denice Dennis, Contra Costa Health Services, Tobacco Prevention Project

Mary Jacobine, Contra Costa Tobacco Prevention Coalition

The public hearing was closed

Motion to recommend adoption of the ordinance with edits: Lucas, 2<sup>nd</sup>: Pine.

Vote:

Ayes: Lucas, Pine

Noes: Colin, Hansen, Iswalt, Kuhlman,

Abstain: None

Absent: Motoyama

Motion to continue the item to a date uncertain: Kuhlman, 2<sup>nd</sup>: Hansen.

Vote:

Ayes: Colin, Hansen, Iswalt, Kuhlman, Lucas, Pine

Noes: None

Abstain: None

Absent: Motoyama

## **7. General Plan Annual Progress Report**

City of El Cerrito  
Planning Commission Meeting Minutes

As required by Government Code Section 65400 (b), every city must submit an annual progress report to their legislative body, the Governor's Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD) on the implementation status of their General Plan. The annual report must also include discussion on the City's progress in providing its required share of affordable housing pursuant to Government Code Section 65584 and its efforts to remove governmental constraints for the maintenance, improvement and development of affordable housing per Section 65583.c(3) of the California Government Code.

This General Plan Annual Progress Report covers the period from January 1, 2014 to December 31, 2014.

Motion to recommend submission of the General Plan Annual Progress Report : Lucas; 2<sup>nd</sup>: Kuhlman.

Vote:

Ayes: Colin, Hansen, Iswalt, Kuhlman, Lucas, Pine

Noes: None

Abstain: None

Absent: Motoyama

**8. Staff Communications**

Staff updated the Commission regarding staffing changes in the Community Development Department.

**9. Adjournment**

10:46 p.m.