



# MINUTES

## REGULAR MEETING OF THE PLANNING COMMISSION

**7:30 p.m.**  
**Wednesday, March 20, 2019**  
**El Cerrito City Hall**  
Council Chambers  
10890 San Pablo Avenue, El Cerrito

**This Meeting Place Is Wheelchair Accessible**

**Roll Call** – Chair: Carla Hansen; Commissioners: Brendan Bloom, Greg Crump, Erin Gillett, Andrea Lucas, Leslie Mendez, and Joy Navarrete.

**1. Council Liaison Report**

Councilmember Gabe Quinto updated the Commission regarding Arbor Day, fire safety, and other City Council matters.

**2. Comments from the Public**

No speakers addressed the Commission.

**3. Approval of Minutes**

Motion to approve the January 16, 2019 meeting minutes: Crump; second: Mendez.

Vote:

Ayes: Crump, Gillett, Hansen, Mendez, Navarrete

Noes: None

Abstain: Bloom, Lucas

Absent: None

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

Commissioners Mendez and Gillett reported that they had met with the applicant for 978 Arlington Blvd.

**5. Public Hearing – 10300 San Pablo Avenue**

Application: PL18-0098

Applicant: Little Hill LLC.

Location: 10300 San Pablo Avenue

APN: 503-392-028

Zoning: Transit Oriented Mid-Intensity Mixed Use (TOMIMU)

General Plan: Transit Oriented Mid-Intensity Mixed Use (TOMIMU)

### COMMUNICATION ACCESS INFORMATION

*To request a meeting agenda in large print, Braille, or on cassette, or to request a sign language interpreter for the meeting, call Sean Moss, Staff Liaison at (510) 215-4330 (voice) at least FIVE (5) WORKING DAYS NOTICE PRIOR TO THE MEETING to ensure availability.*

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

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City of El Cerrito  
Planning Commission Meeting Minutes

Request: Planning Commission consideration of a Final Parcel Map for one parcel, APN 503-392-028 (Chapter 18.16, ECMC).  
CEQA: This project is categorically exempt from the provisions of CEQA pursuant to Section 15315 of the CEQA Guidelines, Class 15: Minor Land Subdivisions.

Consulting Planner, Julian Bobilev, presented the staff report and answered questions from the Commission.

Lisa Vilhauer, of Branagh Development presented the project and answered questions from the Commission.

The public hearing was opened.

The public hearing was closed.

Motion to recommend approval to the City Council of a Final Parcel Map for one parcel at 10300 San Pablo Avenue: Lucas; second: Bloom.

Vote:

Ayes: Bloom, Crump, Gillett, Hansen, Lucas, Mendez, Navarrete

Noes: None

Abstain: None

Absent: None

**6. Public Hearing – 2603 Tassajara Avenue**

Application: PL18-0179  
Applicant: Janice Yeh, Adaptive Architecture  
Location: 2603 Tassajara Avenue  
APN: 500-100-001  
Zoning: PS (Public and Semipublic)  
General Plan: Institutional and Utility  
Request: Planning Commission consideration of a Conditional Use Permit Amendment for site improvements and allowing for pre-school at the existing school facility at 2603 Tassajara Avenue (Chapter 19.34, ECMC)  
CEQA: This project is categorically exempt from the provisions of CEQA pursuant to Section 15314 of the CEQA Guidelines, Class 14: Minor Additions to Schools.

Associate Planner, Jeff Ballantine, presented the staff report and answered questions from the Commission.

Jackie Funk and Janice Yeh, of Little Tree Montessori presented the project and answered questions from the Commission.

The public hearing was opened.

The following speakers addressed the Commission:

Steve Magyary, 2615 Francisco Way

The public hearing was closed.

Motion to approve a Conditional Use Permit Amendment for site improvements and allowing for pre-school at the existing school facility at 2603 Tassajara Avenue, with the following modifications to Conditions of Approval 7, 10 and 23.

7. Community Meeting. Sometime between 8 months and 12 months after the Day Care Center begins operations or when the Day Care Center reaches 270 students, whichever occurs first, the Day Care Center shall hold a community meeting on the project site to provide property owners within 300 feet of the project site with the opportunity to raise any concerns. The Day Care Center shall distribute a notification of the meeting to all owners of property within 300 feet of the project site a minimum of 14 days prior to the meeting.
  
10. Evening/Weekend Use. Activities on weekends or after 7:00 p.m., Monday through Friday, shall conclude by 9:00 p.m. All evening activity shall be confined to the interior of buildings, with the exception of pedestrian traffic related to such activities. The Day Care Center shall provide property owners within 300 feet of the project site notification of all special events and their anticipated duration. This notification may be distributed annually or more periodically, as determined by the Day Care Center, but shall be distributed a minimum of 14 days prior to any event.
  
23. The maximum number of Day Care Center employees onsite at any one time shall not exceed 30, unless the Day Care Center provides clear demonstration to the satisfaction of the City Engineer and the Zoning Administrator that any increase will not cause a corresponding increase in parking demand.

Motion: Bloom; second: Lucas.

Vote:

Ayes: Bloom, Crump, Gillett, Lucas, Mendez, Navarrete

Noes: Hansen

Abstain: None

Absent: None

#### **7. Public Hearing – 978 Arlington Boulevard**

Application: PL18-0084

Applicant: Joseph Timar Jr.

Location: 978 Arlington Boulevard

APN: 505-321-010

Zoning: RS-10 (Single Family Residential)

General Plan: Very Low Density Residential

Request: Planning Commission consideration of a Conditional Use Permit to allow a fence taller than 6 feet (19.06.030.U.1, ECMC)

CEQA: This project is categorically exempt from the provisions of CEQA pursuant to Section 15301 of the CEQA Guidelines, Class 1: Existing Facilities.

Associate Planner, Jeff Ballantine, presented the staff report and answered questions from the Commission.

Joe Timar, the applicant, presented the project and answered questions from the Commission.

The public hearing was opened.

The following speakers addressed the Commission:  
Elaine Alexander, 8631 Arbor Dr.

The public hearing was closed.

Motion to approve a Conditional Use Permit to allow a fence taller than 6 feet at 978 Arlington Blvd, with the addition of the following conditions of approval:

- Prior to issuance of building permit, applicant shall remove the portion of the posts that extend above the lattice and this change shall be reflected on the building permit plans.
- If the applicant wishes to replace a portion of fencing on the northern property line that is not shown in the approved plans, the Zoning Administrator may approve plans for such fencing that exceed 6 feet tall as long as such fencing is not in the required front yard setback and that the proposed fencing is consistent with the fencing shown on the approved plans presented to Planning Commission on March 20, 2019.

Motion: Mendez; second: Navarrete.

Vote:

Ayes: Crump, Gillett, Hansen, Lucas, Mendez, Navarrete

Noes: None

Abstain: Bloom

Absent: None

#### **8. Public Hearing – 922 Clark Place**

Application: PL17-0109

Applicant: Kazuo Negishi

Location: 922 Clark Place

APN: 505-301-033

Zoning: RS-5 (Single Family Residential)

General Plan: Low Density Residential

Request: Planning Commission consideration of an exception to Title 18 of the City's Municipal Code for minor subdivisions in which frontage on a public street is not provided for all parcels (18.32.050, ECMC).

CEQA: This project is categorically exempt from the provisions of CEQA pursuant to Section 15332 of the CEQA Guidelines, Class 32: In-fill Development Projects.

Associate Planner, Jeff Ballantine, presented the staff report and answered questions from the Commission.

The public hearing was opened.

The following speakers addressed the Commission:  
David Helfant

The public hearing was closed.

Motion to recommend approval to the City Council for consideration of an exception to Title 18 of the City's Municipal Code at 922 Clark Place, with the addition of the following condition of approval:

- Prior to issuance of any Certificate of Occupancy for proposed Parcel B, signage approved by the Planning Division shall be installed on the improved private access road informing vehicles not to back out of the driveway.

Motion: Bloom; second: Navarrete.

Vote:

Ayes: Bloom, Crump, Gillett, Hansen, Lucas, Mendez, Navarrete

Noes: None

Abstain: None

Absent: None

#### **9. Election of Chair and Vice Chair**

Motion to elect Leslie Mendez as Chair: Lucas; second: Bloom.

Vote:

Ayes: Bloom, Crump, Gillett, Hansen, Lucas, Mendez, Navarrete

Noes: None

Abstain: None

Absent: None

Motion to elect Andrea Lucas as Vice Chair: Crump; second: Mendez.

Vote:

Ayes: Bloom, Crump, Gillett, Hansen, Mendez, Navarrete

Noes: None

Abstain: Lucas

Absent: None

#### **10. Staff Communications**

Staff updated the Commission regarding the General Plan Annual Progress Report, San Pablo Avenue Specific Plan update process, and an appeal of the Polaris Apartments project.

#### **11. Adjournment**

10:06 p.m.