

**MINUTES OF THE REGULAR PLANNING BOARD MEETING  
MONDAY, JANUARY 12, 2009  
COUNCIL CHAMBERS, CITY HALL  
2263 SANTA CLARA AVENUE – 7:00 PM**

President Kohlstrand called the meeting to order at 7:06 p.m.

FLAG SALUTE: Board member Cunningham led the flag salute.

ROLL CALL:  
PRESENT: President Kohlstrand, Vice-President Ezzy Ashcraft, Board members Autorino, Cook, Cunningham, Lynch and McNamara

STAFF PRESENT: Cathy Woodbury, Planning & Building Director, Andrew Thomas, Planning Services Manager/Secretary to the Planning Board; Assistant City Attorney Mohammed Hill, Simone Wolter, Planner I, Althea Carter, Executive Assistant/Recording Secretary

4. MINUTES:

Minutes from the meeting of August 11, 2008. Board member Cunningham moved/Vice President Ezzy Ashcraft seconded the motion to approve the minutes from August 11, 2008.

**Approved 5-0-2** (Autorino and Cook abstained).

Minutes from the meeting of November 24, 2008. Vice President Ezzy Ashcraft moved/Board member Cunningham seconded the motion to approve the minutes from November 24, 2008.

**Approved 6-0-1** (McNamara abstained).

Minutes from the meeting of December 8, 2008 (pending)

5. AGENDA CHANGES AND DISCUSSION:

Vice President Ezzy Ashcraft requested Item 8-A be moved from Consent to Regular Agenda.

6. STAFF COMMUNICATIONS:

**6-A.** Future Agendas- Staff presented the report.

**6-B.** Zoning Administrator Report – Meeting of January 6, 2009

### Oral Report

Alameda Point Update. Staff informed the Board that on December 19, 2008 SunCal submitted a Draft Redevelopment Master Plan containing SunCal's vision for the redevelopment of Alameda Point including design guidelines and transportation strategies. Last week SunCal presented the plan to ARRA for public comments. No action was taken by ARRA at the meeting. The draft plan submitted on December 19, 2008 is inconsistent with the City Charter and therefore Staff expects SunCal to pursue a ballot measure. Staff does not know the language the ballot measure will contain. In June 2009 SunCal must complete a new term sheet for conveyance of the land with the Navy. There was an existing term sheet with the previous master developer.. If a ballot measure does not pass the draft plan as written cannot be implemented.

President Kohlstrand inquired about preliminary dates for Planning Board discussion on the draft plan.

Staff suggested March or April when there will be a better idea of whether or not there will be a ballot measure.

Vice President Ezzy Ashcraft referred to a presentation by the Veterans Administration (VA) and the Navy regarding plans for locating a one-stop VA facility at Alameda Point. She asked how this proposal fits in with SunCal's development plans.

Staff responded that when a federal agency disposes of land other federal agencies are given first choice. This specific portion of Alameda Point was originally scheduled to be transferred from the Navy to the Department of Fish and Wildlife but an agreement was not reached. The Department of Veterans Affairs stated an interest in using a portion of this area for a cemetery, hospital, offices and a number of other veteran services. Prior to conveying the land to the VA a number of federal procedures must be adhered to. The City has several concerns regarding this site including the birds, the additional transportation pressure on the City, and the need for municipal services. As a Federal agency the City has no permitting authority with the VA, which is another concern. Council has adopted a fiscal neutral policy for Alameda Point and staff is unsure how this project will affect this policy.

President Kohlstrand asked if the VA and the Navy have been open to City input.

Staff stated that both federal agencies have listened to staff's concerns.

Board member McNamara asked for clarification on the ballot timeline.

Staff stated that a draft of the ballot measure must be submitted to the City Attorney's office for summary and title preparation. Signatures must be collected and are due by April. SunCal will confirm whether there are enough signatures and whether the ballot measure will move forward.

In response to a Board inquiry staff stated that the City would make a case about the impact this type of project would have on municipal services and transportation.

Board member Cook suggested that a thorough alternative site analysis could include Oak Knoll as an alternative site for the VA facility.

Board member Cunningham asked why the deal with the VA had only recently come up.

Staff responded that the Navy is interested in an all or nothing proposition. Either the VA takes all the proposed land or none of it. This proposal between the Navy and the VA has been in the works for several years.

Board member Cunningham asked how many signatures SunCal would need in order to get the measure on the ballot.

Vice President Ezzy Ashcraft stated that a percentage of the number of voters who turned out in the last general election would be required.

Board member Lynch stated that a VA facility is needed in the community and in the Bay Area. He approves of the site for this purpose. He would not support the VA becoming a tenant of the developer.

President Kohlstrand asked if the VA was proposing a below ground cemetery.

Staff stated the proposal is for a columbarium not a cemetery. Staff asked if the Board would like a presentation on the VA facility at a future meeting.

The Board responded affirmative.

7. ORAL COMMUNICATIONS:

- \* Anyone may address the Board on a topic not on the agenda under this item by submitting a speaker's information slip, subject to the 5-minute time limit.

B. Smith commented on solar power.

8. CONSENT CALENDAR:

*Consent Calendar items are considered routine and will be enacted, approved or adopted by one motion unless a request for removal for discussion or explanation is received from the Planning Board or a member of the public by submitting a speaker slip for that item.*

- 8-B. Recommendation to Endorse the Parking Management Plan for the Park Street and West Alameda Business Districts.** The applicant, the City of Alameda, is requesting that the Planning Board review and endorse a parking management plan for the Park Street and West Alameda Business Districts. The parking management plan outlines a series of actions that the City could take in the future to improve the supply and management of on and off street parking to support the business areas. (AT/EF). Continued from December 8, 2008.  
**Staff is requesting a continuance of this item to the meeting of January 26, 2009.**

Vice President Ezzy Ashcraft moved/Board member Cunningham seconded the motion to continue Item 8-B to the regularly scheduled meeting of January 26, 2009. The motion carried 7-0.

9. REGULAR AGENDA ITEMS:

- 8-A. Residential Condominium Conversion – PLN08-0264 –3215 Fernside.** The applicant is requesting a subdivision of ownership to condominium form for two detached single-family dwellings on one site. The site is located within an R-2, Two Family Residence Zoning District. (SW)

Staff presented the report.

Vice President Ezzy Ashcraft disclosed that she had visited the site. She expressed concern with the applicant's compliance regarding tenant relocation. She was concerned that the relocation plan submitted by the applicant was inadequate.

In response to a Board inquiry Directory Woodbury stated the City has bilingual and multilingual employees to assist with communicating with citizens in the Planning and Building department.

Board member Autorino asked how this project fits with previous Board discussions on the second unit ordinance.

President Kohlstrand stated that the second unit ordinance is not applicable to this project.

Vice President Ezzy Ashcraft moved/Board member Cunningham seconded the motion to approve the condominium conversion with the condition that the applicant comply with all applicable municipal code sections including but not limited to sections 30-8.3, 30-8.4, and 30-8.6. The motion passed 7-0.

B. Smith spoke on the housing market.

- 9-A. Workshop Regarding the Planning and Building Department Work Program for Fiscal Year 2009/2010.** A presentation and discussion of Planning and

Building Department work program priorities, resources, and items for future Planning Board consideration. (CW)

Director Woodbury reviewed projects completed last year. She presented the current work program report and asked for Board input on proposed projects.

Board member Cunningham asked if the Planning & Building department's move to the Carnegie building was still being planned.

Director Woodbury stated plans for the building have gone through design development but given the current economic climate, moving the department is not feasible at this time.

In response to a Board inquiry Director Woodbury stated that projects on the work program are scheduled for completion in fiscal year June 2010.

Board member Lynch asked if the City was conducting midyear budget revisions. He suggested that after the 09/10 budget is approved Staff overlay the approved budget with the work program and circulate an updated work program to the Planning Board that shows what projects are funded based on council prioritization.

In response to a Board inquiry Director Woodbury stated that certain projects listed on the work program would be completed by staff rather than consultants. Building projects are currently on the decline and this is an opportunity for Staff to work on advanced planning projects. Staff will advise the Planning Board once the budget has been adopted.

President Kohlstrand asked staff to clarify that some work program items would be accomplished with existing staff.

Director Woodbury responded affirmative.

President Kohlstrand appreciated the opportunity for the Planning Board to provide input on priorities and what projects can be accomplished with current resources. She asked if the land use element had a timeline.

Director Woodbury responded that it is a project being proposed to Council. Land use is the biggest element affecting planning and development.

Board member Cook stated that as projects become more complicated and more mixed-use projects come before the Board it is a good opportunity for the Board to consider priorities. She would like to see a distinction made between typical mixed use and waterfront mixed use projects. She wants waterfront design guidelines given a high priority in the work program.

Director Woodbury stated that this item is already on the work program for 2009/2010 and will be given priority.

Board member McNamara stated that at previous meetings when the Board discussed the work program, legal responsibilities were identified and given high priority. She asked beyond legal obligations what were other driving forces for identifying priorities.

Director Woodbury stated that projects where the City was not in compliance with state law were given priority. Projects related to sustainability, for example the green ordinance, were given priority. Waterfront and commercial design guidelines were considered important. She stated that when the economy turns around and development projects increase Staff wants to be prepared. If the Board has certain items that are perceived as a high priority Staff would appreciate receiving this information.

Vice President Ezzy Ashcraft stated she would like the Bay Friendly Ordinance expanded to include elements of green infrastructure. She asked if the historic preservation ordinance amendment would be presented to the Board.

Director Woodbury stated that the historic preservation ordinance is in a different section of the code and the ordinance will be presented to the Historical Advisory Board (HAB) then to Council. Staff could organize a workshop for the Board or members can attend the HAB workshop as private citizens.

Board member Lynch suggested the Board consider sending a representative to the HAB workshop.

A Board discussion ensued on a public art ordinance.

Board member Cook asked who in the City was responsible for fee policy and when did the last update occur.

Director Woodbury stated that a nexus study was done a few years ago for Planning and Building, Fire, and Public Works that led to an overhaul of the master fee schedule. A Consumer Price Index (CPI) escalator was also put in place. Every year in June the City Council adopts a resolution that includes the CPI increase.

Board member Cook asked if the school district was handled separately.

Director Woodbury stated she was not aware of the process for the school board.

President Kohlstrand stated that the last item on the work program has to do with the North of Lincoln strategic plan. She stated that Director Woodbury had mentioned looking at form based code amendments for this project but is not stated in the work program. She asked if it was an ongoing project listed elsewhere.

Directory Woodbury responded yes, it is shown under the Park Street district.

President Kohlstrand stated her priority is to incorporate green building structure codes into the green building codes. She asked if it was possible to accomplish with the new mitigation requirements proposed by CEQA. She stated that the design guidelines for the waterfront are a very high priority and the work program should reflect that. She mentioned legislation SB375 and AB32 which are related to sustainable communities, and asked if CEQA significant thresholds are incorporated into the work program.

Director Woodbury responded yes. She stated that Public Works and the Planning department are working on CEQA thresholds of significance for transportation. Staff will be attending a workshop on the two bills mentioned and will provide the Board with an update.

Board member Cunningham asked if the study included data on level of service (LOS).

President Kohlstrand stated that there is a proposal to eliminate LOS thresholds. A hearing on this issue has been scheduled. The proposal is to look at average daily traffic as a measure of transportation significance.

Board member Lynch suggested staff create a document listing pending legislation that impacts planning.

President Kohlstrand stated that MTC had identified priority development areas (PDA) and funding is being linked to these areas. She stated that Alameda is not listed as a PDA.

Directory Woodbury stated that Alameda Point has been designated as a PDA. The area has to be at least 100 acres.

President Kohlstrand would like staff to give a presentation to the Board on this topic and how it fits into funding, projections and the housing element.

A Board discussion ensued on potential funding sources and the relation to density.

Directory Woodbury stated that Staff could provide the Board with the council report on the Alameda Point PDA.

Board member McNamara asked how she could get information on continuing education for a non-planner.

Directory Woodbury responded that if there are subject areas the board would like presentations on or training in to let Staff know. She suggested ABAG could appear before the Board to discuss priority development areas.

Board member McNamara stated industry newsletters and magazines would be helpful.

Directory Woodbury stated Staff would provide the Board with information on upcoming seminars and conferences.

A Board discussion ensued on continuing education sources.

President Kohlstrand thanked Staff for providing the work program report.

10. WRITTEN COMMUNICATIONS:  
None.

11. BOARD COMMUNICATIONS:  
*Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, the Board may provide a referral to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning a City matter or, through the chair, direct staff to*

Vice President Ezzy Ashcraft provided an update on biodiesel fuel storage.

12. ADJOURNMENT: @ 8:56 p.m.

Respectfully submitted,

Cathy Woodbury, Planning and Building Director  
City Planning Board

This meeting was audio and video taped.