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**MINUTES OF THE  
REGULAR MEETING OF THE  
PINOLE PLANNING COMMISSION and  
PLANNING COMMISSION ACTING AS THE STEERING COMMITTEE FOR THE  
GENERAL PLAN UPDATE PROCESS**

January 12, 2009

**PLANNING COMMISSION REGULAR MEETING**

15 **A. CALL TO ORDER:** 6:00 P.M.

16  
17 **B. PLEDGE OF ALLEGIANCE AND ROLL CALL:**

18  
19 Commissioners Present: Banuelos, Bender, Brooks, Kurrent, McGoldrick,  
20 Sekins, and Chairperson Toms

21  
22 Commissioners Absent: None

23  
24 Staff Present: Planning Manager, Winston Rhodes  
25 Associate Planner, Anne Hersch

26  
27 **C. CITIZENS TO BE HEARD:**

28  
29 There were no citizens to be heard.

30  
31 **D. CONSENT CALENDAR:**

32  
33 1. Meeting Minutes of December 8, 2008 Planning Commission Meeting

34  
35 2. **Design Review 08-18: Pampering Faces New Business Sign:**  
36 Consideration of a new business sign for Pampering Faces Skincare.  
37 Applicant: Ching Sarmiento, 1890 San Pablo Avenue, Second Floor, Pinole,  
38 CA 94564. Location: 1890 San Pablo Avenue, APN 401-092-009.

39  
40 **MOTION** to adopt the Consent Calendar, as shown.

41  
42 **MOTION: Sekins**

**SECONDED: Brooks**

**APPROVED: 7-0**

43  
44 **E. OLD BUSINESS:** None

1 **F. PUBLIC HEARINGS:** None

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3 **G. NEW BUSINESS:** None

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6 **PLANNING COMMISSION ACTING AS THE STEERING COMMITTEE**  
7 **FOR THE GENERAL PLAN UPDATE PROCESS**  
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10 **H. CITY PLANNER'S/COMMISSIONER'S REPORT:**

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12 Chair Toms noted that Walgreens had stopped the flashing light after the receipt of  
13 a number of complaints.

14  
15 When asked by Commissioner Brooks if staff had done anything to follow up to  
16 prohibit those types of flashing lights, Planning Manager Winston Rhodes explained  
17 that the flashing light had been brought to the attention of the property manager who  
18 had taken steps to stop it. He suggested in the review of the Zoning Ordinance  
19 Update that the Commission might want to be very explicit about flashing lights to  
20 avoid a recurrence of the problem.

21  
22 Commissioner Sekins reported that people were still taking their dogs to the youth  
23 soccer field and allowing them to run. He suggested those people were entering  
24 from the far parking lot where there was no signage prohibiting that practice.

25  
26 Associate Planner Anne Hersch stated that she would follow up on that situation.

27  
28 Commissioner Kurrent reported that he and Commissioner Banuelos had attended  
29 the Kaiser opening this date, which had been well attended. He took this  
30 opportunity to request an updated meeting schedule for the Commission.

31  
32 Mr. Rhodes advised that the regular meeting on February 10 had been cancelled.  
33 He requested a placeholder for a special meeting on January 26, to be confirmed  
34 prior to that time, to allow a review of the revised Administrative Draft of the Specific  
35 Plan.

36  
37 Mr. Rhodes spoke to the three areas where there would be the most potential land  
38 use change in the City, explained that the Specific Plan had been prepared to allow  
39 detailed land use planning including zoning information such as identification of  
40 permitted uses, conditionally permitted uses and development standards for the  
41 various Specific Plan areas. Mr. Rhodes stated it would be important for the  
42 Commission to carefully consider the Specific Plan information as the General Plan  
43 update process continued. Information related to General Plan requirements would  
44 also be presented to the Commission to identify what the State requires in  
45 conjunction with the review of the Draft Specific Plan.

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2 In response to the Chair, Mr. Rhodes affirmed that February 23 should also be a  
3 placeholder for a Commission meeting. He stated that in 2009 there would be a  
4 large volume of long range planning work coming to the Planning Commission as  
5 the Steering Committee and there would probably be additional meetings to get  
6 through that work.

7  
8 Commissioner Sekins requested a new list of meetings for 2009 and requested that  
9 be identified on the City's website as well.

10  
11 Chair Toms noted that in the last Community/Recreation Guide Planning  
12 Commission meetings were still listed as 7:30 P.M.

13  
14 Commissioner Banuelos asked why the process had not come sooner to the  
15 Commission, to which Mr. Rhodes stated that for the Specific Plan there was a  
16 desire to make sure that the material provided publicly addressed the concerns and  
17 feedback received. In terms of timeliness, he stated that the Specific Plan would  
18 take quite a bit of time. Given the change in the City Manager position and the need  
19 to provide all information and provide the information in a solid form to the public, he  
20 stated that while it should have been out last year, when the first Administrative  
21 Draft had been received a lot more additional work had been needed.

22  
23 Commissioner Banuelos urged more pressure on the consultants to ensure a timely  
24 process given the need to have extra meetings. He suggested that the Commission  
25 was out of synch with its normal progression of meetings. For the record, he urged  
26 a more timely presentation and more timely responses from the Specific Plan  
27 consultants.

28  
29 In response to Commissioner Sekins, Mr. Rhodes explained that General Plans  
30 usually cover a 20-year period with the exception of the Housing Element that is  
31 required to be updated more frequently. The last comprehensive General Plan  
32 Update for the City was in 1995. He explained that the Housing Element was the  
33 exception. Initially in State law Housing Elements had been anticipated to be five  
34 year plans although based on the State resources provided to the Association of  
35 Bay Area Governments (ABAG) that had turned out to be seven years. The City's  
36 last Housing Element had been completed in 2003. He added that new regional  
37 housing need allocation numbers had been received from ABAG and the Specific  
38 Plan includes land use changes to help plan for how the numbers could be met.

39  
40 Chair Toms expressed her understanding that a draft would have to be submitted to  
41 the State Department of Housing and Community Development (HCD) by June 30,  
42 2009.

43  
44 Mr. Rhodes affirmed that there is a requirement that the City adopt a Housing  
45 Element by June 30, 2009 and that there is a mandatory State review of draft

1 Housing Elements prior to adoption. With the General Plan revision in progress, he  
2 suggested that a draft of the Housing Element only could be submitted by June 30,  
3 2009 to HCD for review.  
4

5 Mr. Rhodes added that the State did not review the contents of other elements of  
6 the General Plan. The State required a review and analysis of the Housing Element  
7 to ensure compliance with State law prior to its adoption.  
8

9 In response to the Chair, Mr. Rhodes explained that the nine counties of the Bay  
10 Area were on the same Housing Element Update timeframe. The statutory deadline  
11 for Housing Element approval is June 30, 2009. He explained that when Housing  
12 Elements were sent to the State there were often comments that took time to  
13 address. He added that the scope of work with PMC included the Housing Element.  
14

15 **I. COMMUNICATIONS:**

16 There were no communications.  
17

18  
19 **J. NEXT MEETING: Special Meeting, January 26, 2009 at 7:00 PM.**  
20

21 **K. ADJOURNMENT: 6:15 P.M.**  
22

23 Transcribed by:  
24

25  
26 Anita L. Tucci-Smith  
27 Transcriber  
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