

# **City of South San Francisco**

P.O. Box 711 (City Hall, 400 Grand Avenue)  
South San Francisco, CA



## **Regular Meeting Agenda**

**Thursday, December 19, 2024**

**2:00 PM**

**Annex Conference Room,  
315 Maple Avenue, South San Francisco**

**Zoning Administrator**

## WELCOME

If this is the first time you have been to a Zoning Administrator meeting, perhaps you'd like to know a little about our procedure.

Please note that this meeting is being conducted in-person only.

## PUBLIC COMMENTS:

Members of the public wishing to participate are encouraged to submit public comments in writing in advance of the meeting. Please email comments to [pcomments@ssf.net](mailto:pcomments@ssf.net). The City encourages the submission of comments by 1:00 p.m. on the date of the meeting to facilitate inclusion in the meeting record. Written or recorded comments received prior to 1:00pm on the day of the meeting will be included as part of the meeting record but will not be read aloud at the meeting. Written or recorded comments received after 1:00pm on the day of the meeting will not be included as a part of the meeting record and will not be read aloud at the meeting.

How to provide Public Comment during the meeting:

### COMMENTS ARE LIMITED TO THREE (3) MINUTES PER SPEAKER

During a meeting, comments can only be made in person: Complete a Speaker Card. Be sure to indicate the Agenda Item # you wish to address or the topic of your public comment. When your name is called, please state your name and address (optional) for the Minutes.

Any interested party will have 15 calendar days from the date of an action or decision taken by the Zoning Administrator to appeal that action or decision to the Planning Commission by filing a written appeal with the Planning Division as provided under Chapter 20.570 of the South San Francisco Municipal Code. In the event an appeal period ends on a Saturday, Sunday, or any other day the City is closed, the appeal period shall end at the close of business on the next consecutive business day.

If any interested party, other than the applicant, wishes to obtain a copy of a Notice of Action for any Zoning Administrator action or decision at a hearing, the interested party must file a written request of such notification with the Planning Division in advance of that Zoning Administrator hearing. If you challenge in court the action taken by the Zoning Administrator regarding the items described below, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice or in written correspondence delivered to the Zoning Administrator at, or prior to, the public hearing. When the meeting is not in session, staff is available to answer your questions during normal business hours at the Planning Division Public Counter, City Hall Annex, 315 Maple Avenue by telephone at (650) 877-8535 or by e-mail at [planning@ssf.net](mailto:planning@ssf.net).

### American with Disabilities Act

The City Clerk will provide materials in appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to City Clerk Rosa Govea Acosta at 400 Grand Avenue, South San Francisco, CA 94080, or email at [all-cc@ssf.net](mailto:all-cc@ssf.net). Include your name, address, phone number, a brief description of the requested materials, and preferred alternative format service at least 72-hours before the meeting.

Accommodations: Individuals who require special assistance of a disability-related modification or accommodation to participate in the meeting, including Interpretation Services, should contact the Office of the City Clerk by email at [all-cc@ssf.net](mailto:all-cc@ssf.net), 72-hours before the meeting.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the City Clerk's Office located at City Hall. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The address of City Hall is 400 Grand Avenue, South San Francisco, California 94080.

**Please turn off Cellular Phones, Pagers and other electronic equipment.**

CALL TO ORDERPUBLIC COMMENT

Members of the public may speak on any item not listed on the Agenda, and on any items listed under the Consent Calendar. Pursuant to the provisions of the Brown Act, no action may be taken on a matter unless it is written on the agenda, or unless certain emergency or special circumstances exist. Written comments received prior to 1:00 pm on the day of the meeting will be included as part of the meeting record, but will not be read aloud.

PUBLIC HEARING

- 1 [Report regarding consideration of a Minor Use Permit to allow six-foot-tall fencing and gates at 1333 Lowrie Avenue in the Mixed Industrial High \(MIH\) Zoning District in accordance with Title 20 of the South San Francisco Municipal Code \(SSFMC\) and determination that the project is categorically exempt from CEQA, per Class 1, Section 15301.](#)  
[\(Victoria Kim, Associate Planner\)](#)

**Attachments:** [Attachment 1 Draft Findings](#)  
[Attachment 2 Conditions of Approval](#)  
[Attachment 3 Project Plans](#)

- 2 [Report regarding consideration of a Minor Use Permit to allow handicraft/custom manufacturing and clean technology uses at 619 Airport Boulevard and 111 Pine Avenue in the T3 Corridor \(T3C\) Zoning District in accordance with Title 20 of the South San Francisco Municipal Code, and determination that the project is categorically exempt from CEQA. \(Stephanie Skangos, Senior Planner\)](#)

**Attachments:** [Attachment 1 - Draft Findings of Approval](#)  
[Attachment 2 - Draft Conditions of Approval](#)  
[Attachment 3 - Project Plans](#)

ADJOURNMENT