



MINUTES
CITY COUNCIL
CITY OF SOUTH SAN FRANCISCO

REGULAR MEETING
MUNICIPAL SERVICES BUILDING
COUNCIL CHAMBERS
33 ARROYO DRIVE
SOUTH SAN FRANCISCO, CA

WEDNESDAY, JULY 10, 2019
7:00 p.m.

CALL TO ORDER

7:09 p.m.

ROLL CALL

Present: Councilmembers Addiego, Nagales and Nicolas, Vice Mayor Garbarino, and Mayor Matsumoto.

PLEDGE OF ALLEGIANCE

Mayor Matsumoto led the Pledge of Allegiance.

AGENDA REVIEW

No changes.

ANNOUNCEMENTS FROM STAFF

None.

ADMINISTRATIVE BUSINESS

Communications Director Arroyo invited members of the public to KTVU's Zip Trip event on Friday, July 12, 2019, at 8:30 a.m. She stated the event was free and there would be many activities for families. In addition, the Parks and Recreation Commission will host many free activities including Bocci Breakfast, Zumba and Yoga. KTVU will broadcast in the park.

City Manager Futrell introduced Janet Salisbury, the City's new Finance Director. Finance Director Salisbury expressed her gratitude for the opportunity.

PRESENTATIONS

1. Presentation of a proclamation designating July as Parks and Recreation Month in South San Francisco (Mayor Matsumoto, Mayor)

Councilmember Nagales read into the record a proclamation designating July as Parks and Recreation month and presented the proclamation to Parks and Recreation Commissioner Battaglia. Commissioner Battaglia indicated that the Parks and Recreation Commission would be hosting

several events for the community and encouraged community participation. A list of the activities posted on the City's website at www.ssf.net.

2. Presentation of Certificates of Achievement to the members of the City of South San Francisco's inaugural Youth Advisory Council, who represented the voices of our community's youth ages 14 to 21 and worked collaboratively with the City Council and South San Francisco Unified School District Board of Trustees to affect positive change. (Mayor Matsumoto, Mayor)

Mayor Matsumoto provided clarification on the title of the report and indicated that the South San Francisco Unified School District Board of Trustees were not involved with the committee. She introduced former Executive Assistant, Heather Enders with the certificate and thanked her for her efforts. Ms. Enders thanked the Council for the opportunity to participate in the program and indicated the participants had provided thoughtful input and their time.

Members of the City of SSF Youth Advisory Council:

- Megan Conklin
- Angelica Ng
- Kayla Lujan
- Dekaye Haile
- Melissa Hua
- Christine Rahm
- Nola Vu
- Monique Ray
- Jiancarlo Ray
- Russell Lee
- Cheska Ibasan
- Ethan Mizzi
- Nelli-Anne Reverente
- Chelsea Hare
- Grace Mercado
- Hailey Center

Jiancarlo Ray thanked the Council for forming the committee and allowing him the opportunity to serve.

Dekaye Haile thanked Mayor Matsumoto for her help with past projects and for allowing the members to express their ideas.

Monique Ray thanked the Council for the opportunity to join the Youth Advisory Council.

Cheska Ibasan thanked the Mayor and staff for allowing the youth to participate and for giving them the platform to become active agents of change.

Kayla Lujan thanked the Council for allowing her to participate and indicated that this opportunity has allowed her to understand local government.

Mayor Matsumoto thanked the youth for their participation and presented the youth to the community.

3. Presentation of a certificate of recognition to Irene Silva, longtime South San Francisco resident, in celebration of her 85th birthday on July 5, 2019. (Mayor Matsumoto, Mayor)

Councilmember Nicolas presented a certificate of recognition to Irene Silva, longtime resident of South San Francisco.

Ms. Silva's son thanked the Council for their recognition and discussed the family's deep roots in the City. Ms. Silva shared with Council her history with the City and indicated that she recently celebrated her 65th wedding anniversary. Ms. Silva thanked the Council and stated that it was an honor to be recognized.

4. Presentation of a Certificate of Recognition for Shane Looper, Cultural Arts Commissioner, for being sworn in as President of the California Garden Clubs. (Sharon Ranals, Director of Parks and Recreation)

Mayor Matsumoto read into the record and presented a certificate of recognition to Commissioner Looper for her participation in numerous community events and for her service to the community and invited the community to a garden workshop on Friday, October 18, 2019. Commissioner Looper thanked the Council for their recognition and indicated that South San Francisco was where she took a floral design class that led her to a 40-year involvement in garden club activities.

PUBLIC COMMENTS

Greg Brown expressed his concern with Climate Change and indicated that it was progressing quickly. He encouraged the City to use its resources such as utilizing rainwater for watering. He mentioned the PG&E program that benefits residents by helping them cut power and water use. He suggested establishing a global warming committee similar to Palo Alto that outreaches to residents.

Liza Normandy, Chief Executive Officer South San Francisco Chamber of Commerce, addressed the Council and wished Councilmember Nicolas a Happy Birthday. She thanked the Council for their participation in SSF Chamber of Commerce events. She indicated that she has not received an invitation to participate in the City's outreach efforts to discuss minimum wage and requested future notifications.

Lynn Gersich expressed concern with the passage of AB-967, Human remains disposal: alkaline hydrolysis, and requested citizens to express their concerns to their appointed representatives.

COUNCIL COMMENTS/REQUESTS

Vice Mayor Garbarino invited members of the community to apply for the Caltrain Bicycle Advisory committee, which serves as the primary venue for interests and perspectives of bicyclists to be integrated into the Caltrain planning process. Applications are due Friday, August 9, 2019 and are available at www.caltrain.com/bac or by calling (650)508-6391.

Councilmember Nagales thanked the City's first responders for their prompt action to the incident at Tanforan Mall, San Bruno, CA. He requested an update on the Centennial Village project. City Manager Futrell indicated that there had been communication with the owner requesting clarification on the project timeline. Economic and Community Development Director Greenwood

addressed the Council and indicated that the property owner was in the process of submitting an application. Councilmember Nagales requested guidance on how the City can address vacant storefronts. City Manager Futrell indicated that property owners must keep the property clean. He indicated that other cities have enacted a blight ordinance to address vacant storefronts with an extra tax incentive for property owners to occupy the site.

Mayor Matsumoto indicated that the City and Council began working with the property owner in 2003 to no avail. City Manager Futrell stated staff would continue to pursue other compliance enforcement options.

Councilmember Addiego indicated that the City of Oakland drafted an ordinance to address vacant storefronts. He indicated that property owners should bear the responsibility for their properties.

Vice Mayor Garbarino, indicated support for an ordinance to addresses vacant properties. He inquired if Safeway signed a lease. Economic and Community Development Director Greenwood indicated that Safeway confirmed their lease renewal.

City Manager Futrell explained that the property owner refused to sell the property although he had had numerous offers. He stated he would work with City Attorney Rosenberg to draft an ordinance to address blighted and unoccupied properties throughout the City.

Councilmember Addiego discussed the vacant storefront on the 300 block of Grand Avenue and stated that other cities encourage owners to rent properties.

Mayor Matsumoto requested staff to contact the property owner to ensure the sidewalk remains clear for pedestrian access at the Centennial Village Spruce/ECR.

Councilmember Nagales expressed concern with tenants suffering from drastic rent increases. He suggested mandatory mediation when drafting the tenant protection ordinance. Mayor Matsumoto stated the City needed to protect residents and tenants of the City.

Councilmember Nicolas also expressed her concern with the drastic rent increases throughout the City and indicated the need for tenant assistance and protection.

Councilmember Addiego shared his experience about a recent visit with Consul General of Japan, Tomochika Uyama and Council. He requested adjourning in memory of Theodore "Ted" Cerruti, a Community Garden tenant.

Mayor Matsumoto requested notices be sent to SAMCAR and San Francisco Real Estate Association to address both the sign placement along the City's medians and the sign ordinance. She shared with Council an email sent to Public Works Director Kim regarding contractors inconveniencing residents in the Westborough (Appian Way) area. She requested staff monitor contractors to ensure proper cleanup of work sites and allow for resident parking. She expressed concern with older buildings, given the recent earthquakes, and requested staff check the structural vulnerability of City buildings. City Manager Futrell indicated that future City buildings would be seismically retrofitted. He explained that Police and Fire perform immediate area surveys in the event of an earthquake. There is a set of procedures in place to assess damages. City Manager Futrell will have Fire Chief and Emergency Services Director present a report to Council in an upcoming meeting.

CONSENT CALENDAR

The City Clerk duly read the Consent Calendar, after which Council voted and engaged in discussion of specific items as follows:

5. Motion to approve the Minutes for the meetings of May 8, 2019 and May 22, 2019.
6. Motion confirming payment registers for July 10, 2019. (Janet Salisbury, Director of Finance)
7. Report regarding Resolution No. 88-2019 authorizing the acceptance of \$11,111.74 in donations to support the Library's Summer Learning Challenge and the Community Learning Center, and approving Budget Amendments 20.004 and 20.005. (Valerie Sommer, Library Director)
8. Report regarding adoption of Ordinance No. 1579-2019 repealing and replacing Title 8, Chapter 8.20 of the South San Francisco Municipal Code relating to illegal dumping and littering. (Sara Henricks, Management Analyst II).
9. Report regarding adoption of Ordinance No. 1580-2019 amending Chapter 8.67 of the South San Francisco Municipal Code revising the method of calculation for the Parkland Acquisition Fee and a Park Construction Fee for new development projects and revising the timing for calculation of Fees, and a resolution setting the Fees (Sharon Ranals, Director of Parks and Recreation)
- 9b. Resolution No. 89-2019 setting the Parkland Acquisition Fee and Park Construction Fee to reflect amendments to Chapter 8.67 to mitigate the impact of new development on park and recreational facilities pursuant to Chapter 8.67 of the South San Francisco Municipal Code

Motion – Councilmember Nagales /Second –Vice Mayor Garbarino: approving Items 5-9b. Unanimously approved by roll call vote.

PUBLIC HEARING

10. Report regarding consideration of applications for Design Review, a Subdivision Map and a Minor Use Permit to construct eight condominium units and to allow a fence taller than three feet within the front setback at 645 Baden Avenue, and determination that the project is categorically exempt from CEQA. (Justin Shiu, Consultant Planner and Sailesh Mehra, Planning Manager)
- 10a. Resolution No. 90-2019 making findings and approving the construction of eight condominium units located at 645 Baden Avenue, including Design Review, Subdivision Map, and Minor Use Permit, and determination that the Project is categorically exempt from CEQA.

Public Hearing Opened: 8:09 p.m.

Planning Manager Mehra introduced Justin Shiu, Consultant Planner and provided professional background information about Mr. Shiu.

Consultant Planner Shiu presented the report and indicated that the project is located in the downtown construction median. The applicants (Gabe Gonzales, Pradeep Gandhi and Hayes Shair) are seeking entitlements to construct condominium units at 645 Baden Avenue. The project (P18-0034) proposes eight condominium units accommodated by two three-story buildings for a total floor area of 12,836 square feet on a 10,500 square foot parcel (FAR of 1.22). The property is currently occupied by an existing 930 square foot single-family residence that would be demolished to construct the project. The project proposes the development of eight units.

The proposed eight units split between two buildings that are each 6,470 square feet in gross area. The project provides for four 3-bedroom/2.5-bath units and four 4-bedroom/3-bath units. Unit sizes range from approximately 1,000 square feet to 1,600 square feet of living space. The site would serve by a one-way driveway that allows entry from Baden Avenue, access to parking in the middle of the site, and exit onto Second Lane. The Applicants' proposal, design approach, and neighborhood compatibility considerations summarized in their project description. The site is zoned Downtown Residential Medium (DRM). Multi-unit residential permitted under the DRM zoning district. The project complies with applicable development standards and has requested deviations from certain standards, permitted as described in the staff report section below entitled "Affordable Housing and Density Bonus Provisions."

He indicated that the two buildings allow for the configuration of four units along the Baden Avenue side of the property and four units along the Second Lane side. The proposed townhome style design allows the four units in each building to appear as three units from the facades. The project complies with the height limit of 35 feet for the DRM zoning district and building setback requirements for the ground floor.

The design would be more modern than the existing buildings along the block and the structure is a different style from the two neighboring residences. However, the block consisting of Baden Avenue between Magnolia Avenue and Orange Avenue does not have a single prevailing architectural style or scale of development. The project design is generally comparable to some of the multi-family developments with flat roofs on Baden Avenue.

The project proposes two units of below market rate housing with six units of market rate housing. Chapter 20.380 of the Municipal Code requires the provision of affordable housing for a residential development of four or more units.

The City's inclusionary housing ordinance applies to for-sale units of five units or more and requires a minimum of 15 percent be inclusionary units. (SSFMC § 20.380.005(B)(1).) Of the 15 percent inclusionary units, 50 percent of the units designated for low-income households and 50 percent designated for moderate-income households. As applied here, 15 percent of the six units permitted by the base density is equal to a minimum of one affordable unit (0.9 to be precise). Where the calculation of designated affordability level results in a fractional number (i.e., one required affordable unit results in 0.5 low income and 0.5 moderate income units), the number of units must be rounded to the higher income level. (SSFMC § 20.380.005(C).) In other words, the one required inclusionary unit designated for moderate-income City of South San Francisco words; the one required inclusionary unit designated for moderate-income households.

Although the City's inclusionary housing ordinance requires only one inclusionary unit for moderate income households, the Applicants propose two inclusionary units for moderate income

households pursuant to the City's density bonus ordinance and (SSFMC Ch. 20.390 "Bonus Residential Density") and State Density Bonus provisions (Gov. Code § 65915, et seq.). These density bonus provisions permit the project to develop eight units on the site, two of which must be for moderate-income households. The City's density bonus ordinance states that the City shall grant a density bonus and incentives/concessions when a project contains at least five units and to the extent required under State Density Bonus Law. (SSFMC § 20.380.006(A).) The State provisions allow for additional density exceeding the maximum base density established for the zoning district. State Density Bonus Law determines that with a provision of 33 percent moderate income units, excluding units added by the bonus (i.e., 33 percent equals two proposed moderate income divided by six base units), a density bonus of 28 percent is provided and two additional units are allowed as a result (i.e., 28 percent times six units equals 1.68 units, which is rounded up to two units).

With approval of the requested Design Review, Subdivision Map, and Minor Use Permit, the Applicants will continue the next step in establishing affordability of the units. The Applicants will prepare an Affordable Housing Agreement reviewed and considered at the administrative level, as the project does not request special offsets and incentives other than those permitted by right. (SSFMC § 20.380.014) The City Manager or his designee will make approval of the affordable housing agreement.

The project proposes 12 parking spaces and requests exceptions regarding the dimensional requirements of spaces. SSFMC Section 20.330.007 "Downtown Parking" establishes the minimum parking requirement as 1.5 spaces per unit, with a minimum of one covered space for each unit. The proposal of eight units complemented by the provision of 12 parking spaces through a combination of general garage spaces, tandem garage spaces, and covered carport spaces. Each unit has access to at least one parking space.

The City's General Plan designates the parcel as Downtown Medium Density Residential (DMR), which is intended for medium density residential development. The proposed use is therefore consistent with the City's vision for downtown residential units and is appropriately sited.

The Design Review Board (DRB) reviewed the project on June 19, 2018 and August 21, 2018. At the June 19th DRB meeting, the Board believed that the project did not fit with the site. Concerns that were raised included that the project was too large for the site, was too boxy, and did not offer sufficient outdoor area.

The Applicants worked with Staff in exploring alternatives using traditional design elements such as gabled roofs and stone veneer and explored a style using similar elements from the Magnolia Plaza Senior Apartments. However, the alternatives increased the perceived bulk and mass of the structure. The Applicants and Staff believed that the general concept of the initial design was preferable in that it had a more cohesive design and less imposing appearance compared to the alternatives. The Applicants then sought to revise the original design to better incorporate traditional materials, minimize the massing while maintaining comfortable living space, and create improved usable open space area on site. At the August 21st DRB meeting, the Board again expressed concerns about the size of the project at this site, massing, height, and usable open space.

The Applicants hosted a neighborhood outreach meeting at 645 Baden Avenue on Friday, September 7, 2018 from 4:00pm to 6:00pm. Several members of the Applicant team shared the design and discussed the project with persons who stopped by the table. Staff attended to observe and respond to questions. Of the conversations heard by Staff, there were comments about vehicles

using on-street parking and desire for the Applicants to hold off construction until 2019 or later. The Applicants conveyed that twelve parking spaces were provided on site, with at least one per unit, and explained that construction would not begin until 2019 at the earliest if the project were approved. There did not appear to be objections to the design of the building.

The Applicants presented the proposal to the Housing Subcommittee on September 17, 2018. The Housing Subcommittee favorably viewed the design of the proposal and recommended that the project continue to proceed through to the next review process. The Planning Commission considered the proposal at a public hearing on May 16, 2019. The project received praise for the design of the buildings, the creativity in developing the site to accommodate the proposed amount of parking and living area, and the provision of affordable ownership units. Planning Commission complimented the Applicants in their work on creating the affordable units in the proposed design and encouraged them to consider whether even greater levels of affordability would be possible.

One speaker from the public commented on the project. The speaker was the adjacent neighbor with concerns about fencing location due to previous fence disputes with another neighbor. The Applicants expressed willingness to communicate with the neighbor privately on potential fencing concerns, and the neighbor responded with willingness to have further discussions with the Applicant. As a fence dispute is a private matter between neighbors, where the City typically does not become involved, private discussions between the property owners outside of the public hearing setting are appropriate for resolution of these potential concerns. The Planning Commission directed the project to move onto City Council for consideration with a recommendation to approve the project.

The proposed project has been determined to be categorically exempt under the provisions of CEQA, Class 32, Section 15332, and In-Fill Development Project. The project is consistent with the general plan and zoning code, is on a site surrounded by urban uses and not more than five acres, does not have value as a habitat, does not result in any significant effects as supported by trip generation estimates projecting minimal additional trips, does not result in loss of historically significant structures as supported by historic review of the site, and can be served by utilities in place that adequately serve the neighborhood.

Councilmember Addiego inquired about the third floor side not requiring a 10-foot setback. Planning Manager Mehra explained that the setback was a daylight plane to allow more light and air into the sides of the properties, including the neighbors. Councilmember Addiego inquired as to why the City was accommodating three bedroom units and reducing setbacks. Consultant Planner Shiu indicated that the property owner was requesting additional living space. Councilmember Addiego expressed concern with the impact on neighboring properties.

Mr. Hayes Shair, applicant, expressed his understanding of Councilmember Nagales' ability to make South San Francisco his home due to the First-Time Homebuyers project. He provided an overview of the proposed project, including the goal of providing affordable housing for eight families.

Speakers

Oleda Alcada, resident at 643 Baden Avenue, neighbor of the proposed property, expressed her support for the project.

Christine Walie, resident at 651 Baden Avenue, expressed her support of the project, indicating it would be a great addition to the neighborhood.

Public Hearing Closed: 8:40 p.m.

Councilmember Addiego expressed his appreciation for the elements that would be brought to the neighborhood. He expressed concern with the driveway possibly affecting the adjacent neighbors but expressed his satisfaction with the neighbors being present and expressing their support.

Councilmember Nagales suggested a shadow study to determine the impact on the neighbors. Haze Chair, Architect, explained the building setback of 5-feet and stated the shadow fell mostly on the rooftop. He stated the goal is to protect the neighbors' views and requested that future projects include a shadowing report. Councilmember Nagales requested that future projects include the DRB's concerns about design and requested clarification from staff if DRB's concerns were addressed in the report. Staff indicated that the concerns were addressed and included in the report.

Mayor Matsumoto also inquired if DRB's concerns were met. Mr. Shair addressed those concerns and provided copies of the DRB concerns to the Council, including consideration of traditional architecture, which was determined to be too bulky. He explained the design iterations.

Planning Manager Mehra discussed the DRB's comments and inclusion in the proposed plans.

Councilmember Nagales inquired about the proposed construction schedule. Mr. Gabe Gonzalez, Builder, explained the proposed construction staging and access. He stated construction would adhere to the hours allowed in the Code and weekend construction would be limited.

Vice Mayor Garbarino stated his support of parking and affordable housing although he was not enamored with the design. He expressed frustration with the DRB comments not being included in the staff report. He inquired about the location of trash receptacles. Mr. Gonzalez indicated there were closets in the side setback of the property for proper storage. Mr. Shair explained that each unit designed to feel like a home with each unit having its own trash area. The areas were marked in the floor plan and requirements met. In response to Vice Mayor Garbarino, Mr. Shair discussed the limited cut and fill required for the project. Planning Manager Mehra clarified that the DRB comments were included in the packet. Vice Mayor Garbarino reiterated that he liked the parking, two affordable housing units and support from the neighbors.

Councilmember Addiego shared the history of the property including its former owners, such as Romolo Braschi, a Sunshine Gardens Elementary School Principal and Terry Mirri, a former Councilmember in the 1970's.

Mayor Matsumoto expressed her need for reassurance of the landscape plan, including the groundcover plants, which she felt were too low to the ground. She discussed the DRB comments regarding landscaping.

Councilmember Addiego inquired if there would be a Homeowner's Association (HOA). Mr. Shair confirmed there would be an HOA with CC&Rs. He explained the general landscape concept. A landscape designer is onboard to create a plan.

Mayor Matsumoto requested trees in the front and back of the property. Mr. Gonzalez stated they worked with the Fire and Police Departments on the landscape design. Planning Manager Mehra

indicated that staff could work with the applicant to bring back a landscape design for Council's review. She inquired about the two AMI units, which will be BMR, priced at 110 AMR. She requested clarification on the meaning relative to an applicant's income. Economic and Community Development Director Greenwood stated that an AMR for a family of four is \$119k in income. A family of two could have a low \$90k annual income to qualify. He anticipated the units would be 30-35% below market rate.

Mayor Matsumoto inquired about the garage sizes and if they would accommodate large SUV's. The applicant explained that the garages would be built with existing garage requirements and parking enforcement from the HOA. Mayor Matsumoto thanked the applicant for enforcing the "No Smoking" ordinance. She inquired about the existing onsite property and tenants. The applicant indicated that the property is vacant.

Motion – Vice Mayor Garbarino/Second –Councilmember Nicolas: Adopting Resolution No. 90-2019 making findings and approving the construction of eight condominium units located at 645 Baden Avenue, including Design Review, Subdivision Map, and Minor Use Permit, and determination that the Project is categorically exempt from CEQA. Unanimously approved by roll call vote.

11. Report regarding consideration of a Zoning Text Amendment to amend the South San Francisco Municipal Code Title 20 to reduce the minimum lot size in the Downtown Residential Districts. (Adena Friedman, Senior Planner)
- 11a. Ordinance amending South San Francisco Municipal Code Title 20 (Zoning) to reduce the minimum lot size in the Downtown Residential Districts.

Councilmember Addiego recused himself from discussion of this item due to a conflict of interest and left the dais at 9:15 p.m.

Public Hearing Opened: 9:15 p.m.

Senior Planner Friedman presented the report and indicated that the minimum lot size in each of the Downtown districts is currently 5,000 square feet (sq. ft.). While the other development standards (floor area ratio, density, height) allow for a range of housing densities, the minimum lot size requirement limits the ability to maximize residential development potential in these districts, specifically opportunities for ownership housing. Reducing the minimum lot size in these districts would give existing homeowners the ability to subdivide and sell property to others, an option that could allow those on limited income to remain in their homes.

Current densities permit multiple units on a 5,000 sq. ft. lot. For example, 2.86 units - rounded up to three - are permitted on a 5,000 sq. ft. lot in the DRM District. However, the minimum lot size requirement prevents these units from being constructed or sold as for-sale housing, with the exception of a Tenancy-in-Common (TIC). A TIC can be a less desirable ownership option than condominium or fee-simple ownership. Members of the development community have indicated that the minimum lot size requirement in the Downtown districts is an obstacle to providing ownership opportunities.

The proposed Zoning Text Amendment does not consider increasing residential densities or heights. The proposed changes focus on reducing the minimum lot size, to allow subdivision of a single lot

into two smaller lots. Any new development on a subdivided lot would have to meet all required development standards and design guidelines, including height, Floor Area Ratio (FAR), lot coverage, and minimum parking requirements. A newly created lot would also have to meet all required City standards regarding infrastructure and street access. In some cases, that may require the property owner to obtain an easement to connect to infrastructure and utilities.

The Planning Division contracted the consulting firm PlaceWorks to analyze the feasibility and implications of the proposed changes to minimum lot size, assess existing development standards for potential changes to address compatibility, test development prototypes for each of the districts, and complete required California Environmental Quality Act (CEQA) analysis. PlaceWorks provided a memo analyzing the opportunities and development constraints associated with reducing the minimum lot size to permit subdivision of existing lots. Senior Planner Friedman discussed findings and staff recommendations.

The South San Francisco Housing Standing Committee (HSC) reviewed the proposed text zoning amendments related to minimum lot size and provided feedback and direction at their November 19, 2018 meeting. The HSC directed staff to conduct community outreach to gather feedback and input on reducing the minimum lot size.

The Planning Division hosted two community workshops (February 26 and March 5, 2019) to discuss reducing the minimum lot size. Both workshops took place at the City Hall Annex, and were open house format. Interested community members could drop in at their convenience, ask questions, and provide feedback to staff and the consultant team. Approximately 25-30 community members attended each workshop. Staff asked meeting attendees to fill out comment cards and provide written feedback on the proposed zoning changes.

Many workshop attendees generally supported the idea of reducing the minimum lot size to allow subdivisions, as it would provide flexibility to property owners without allowing additional density or height. However, there was significant community concern about the amount of development in Downtown in general, as well as concern about existing overcrowding, construction impacts, parking impacts, and traffic congestion. While the proposal to reduce the minimum lot size does not permit additional density beyond current regulations, it is important to note general community feedback and concern about Downtown development and construction as background and context.

The Planning Commission reviewed the proposed Zoning Text Amendments relating to minimum lot size at the May 16, 2019 hearing. Commissioners had questions about development standards including setbacks, and the review process and standards for subdividing a lot. Several community members also spoke during the public hearing; some members of the public supported the amendments in terms of providing flexibility for property owners, and other residents voiced concerns about development in Downtown and crowding on the lanes. The Planning Commission recommended that the City Council adopt an ordinance reducing the minimum lot size in the Downtown Residential districts.

The proposed zoning text amendments to reduce the minimum lot size in the Downtown Residential districts and associated minor changes to design standards do not increase the development potential, as the maximum density would not change. Since there is no new development potential (no increase in the overall number of units that could be built under existing conditions), the proposed amendments qualify for a Class 5 Categorical Exemption pursuant to CEQA Guidelines Section 15305 (Minor Alterations in Land Use Limitations). The Class 5 exemption consists of

minor alternations in land use limitations with an average slope of less than 20 percent, which do not result in any changes in land use or density.

Public Hearing Closed: 9:24 p.m.

Vice Mayor Garbarino inquired about the number of lots impacted. Senior Planner Friedman indicated the downtown residential count is 216 units and there would be 35-40 lots possibly subdivided. Vice Mayor Garbarino discussed an example of a prior successful lot subdivision, complimented the project, and indicated this property subdivision design can be the role model of future developments.

Vice Mayor Garbarino inquired about ADU's. City Manager Futrell indicated that the item would be brought to Council once the State decides how to move forward.

Councilmember Nagales inquired about parking requirements. Senior Planner Friedman summarized the requirements and stated tandem parking to accommodate two cars was allowed, no changes to parking.

Mayor Matsumoto requested clarification on a 2,500-square foot lot size. Senior Planner Friedman indicated the typical lot size was 4,800 or 5,000 square feet. Vice Mayor Garbarino indicated that lot sizes vary throughout the City.

Motion – Vice Mayor Garbarino/Second –Councilmember Nicolas: Introduce and conduct first reading of an ordinance amending South San Francisco Municipal Code Title 20 (Zoning) to reduce the minimum lot size in the Downtown Residential Districts. Approved by the following roll call vote: AYES: Councilmember Nagales, Councilmember Nicolas, Vice Mayor Garbarino and Mayor Matsumoto; NAYS: None ABSENT: Councilmember Addiego.

Councilmember Addiego returned to the dais at 9:28 p.m.

ADMINISTRATIVE BUSINESS

12. Report regarding Resolution No. 91-2019 authorizing an agreement between the City of South San Francisco and the South San Francisco Public Library Foundation for Community Civic Campus project fundraising (Valerie Sommer, Library Director)

Mayor Matsumoto recused herself from discussion of this item due to a conflict of interest due to her membership with the Library Foundation and left the dais at 9:31 p.m.

Library Director Sommers presented the report and provided an overview of the proposed agreement for the Community Civic Campus project fundraising. She explained that the foundation was a 501(c)(3) non-profit organization whose original purpose was to raise funds for the library.

Motion – Councilmember Addiego /Second –Councilmember Nicolas: Adopt Resolution No. 91-2019 approving an agreement between the City of South San Francisco and the South San Francisco Public Library Foundation for Community Civic Campus project fundraising. Approved by the following roll call vote: AYES: Councilmember Addiego, Councilmember Nagales, Councilmember Nicolas, and Vice Mayor Garbarino; NAYS: None ABSENT: Mayor Matsumoto.

Mayor Matsumoto returned to the dais at 9:37 p.m.

13. Report Regarding Resolution No. 92-2019 amending the Salary Schedule for the City of South San Francisco for Fiscal Year 2019-2020 and Approving Budget Amendment 20.007 to the City's Fiscal Year 2019-2020 Operating Budget to add the position of Director of Capital Projects (Leah Lockhart, Human Resources Director)

Human Resources Director Lockhart presented the report, indicating that the Salary Schedule is updated annually at the beginning of each fiscal year, and as needed to implement negotiated rate increases or other recommended changes to classifications and wages. In 2017, staff completed negotiations with each of the City's seven (7) bargaining groups, and a successor Memorandum of Understanding for each group was approved by City Council in June 2017. As described within the agreements, each unit agreed to general wage increase of three percent (3%) effective the first full pay period of July 2019 (Pay period beginning July 12, 2019). In addition, agreements with the City's three public safety groups (Police Association, IAFF Local 1507, and Public Safety Managers) and the approved compensation plan for the Executive Management group include provisions for a market adjustment based on the results of a total compensation survey.

However, as the survey utilizes benchmark agency data as of July 1, 2019, the results and analysis remain under review and any further adjustments determined will be brought before City Council for approval at a future meeting. In accordance City Council actions in prior fiscal years, the recommended salary plan also includes a 3% general wage adjustment for unrepresented hourly classifications.

During a study session on April 8, 2019, Council provided direction to staff to adjust the minimum wage for City employees to fifteen dollars (\$15) per hour effective July 2019. Currently, the City follows the State of California minimum wage requirements, with the lowest paid positions starting at twelve dollars (\$12) per hour. Per Council direction, the proposed increases were applied to classifications that currently start below \$15 per hour. In addition, classifications within a progressive series were adjusted by the same dollar amount in order to maintain the relative wage differential among levels. These changes, to be effective July 12, 2019 are also included in the full salary schedule for City employees only

Human Resources Director Lockhart stated that in mid-June, Assistant City Manager Marian Lee announced her departure from the City as of July 26, 2019. During Ms. Lee's tenure, the role of the Assistant City Manager became significantly involved in providing executive leadership and oversight of the planning and development of the Community Civic Campus. Given the need for continued executive leadership as the development of the Civic Campus proceeds, and the foreseeable need for this leadership for other planned projects requiring stakeholder engagement and interdepartmental coordination, staff recommends the addition of a dedicated Director of Capital Projects. A copy of the proposed job description was provided to Council. The recommended salary, with a control point of \$209,810 annually (\$100.87 hourly), is set equivalent to the City's Communications Director Position, and is included in the proposed salary schedule.

She indicated that if approved, the City Manager intends to offer the position to a qualified candidate currently employed with the City's Parks and Recreation Department as a Landscape Architect. The Landscape Architect position would then be defunded for the remainder of the year, yielding a net annual cost of approximately \$108,541. Plans for further changes to anticipated vacancies and organizational structure in the Parks and Recreation Department are also in development, and expected to yield a net savings to offset the cost of the Director of Capital

Projects position. These proposed changes will be brought before Council for consideration at a future meeting.

Councilmember Addiego inquired about the minimum wage and possible compaction. Human Resources Director Lockhart indicated that the increase was not done by percentage. City Manager Futrell indicated that the consensus of Council was to implement the change.

Mayor Matsumoto inquired if the Director of Capital Projects duties include larger projects that require management in addition to transportation items. City Manager Futrell indicated the position would be a permanent position and clarified that the Public Works Department would continue to manage Capital Projects. He stated the Capital Project Director would manage the Parks 11 program, Orange Park Pool, the Caltrain Plaza and Caltrain Station, and the new parks at Oyster Point.

Motion – Councilmember Nicolas /Second –Councilmember Nagales: Adopt Resolution No. 92-2019 amending the Salary Schedule for the City of South San Francisco for Fiscal Year 2019-2020 and Approving Budget Amendment 20.007 to the City’s Fiscal Year 2019-2020 Operating Budget to add the position of Director of Capital Projects. Unanimously approved by roll call vote.

ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTS

Mayor Matsumoto announced that the City Council met on July 9, 2019, during Closed Session to discuss options for City Attorney services. The Council recommended continuing service with Meyers/Nave and appointing Sky Woodruff as the City Attorney. She stated City Attorney Rosenberg would be leaving the City on July 26, 2019.

Councilmember Addiego expressed his satisfaction with the recruitment process and his disappointment in losing City Attorney Rosenberg.

The Council thanked City Attorney Rosenberg for his years of service and wished him much success in his future endeavors.

ADJOURNMENT

Being no further business Mayor Matsumoto adjourned the meeting at 9:50 p.m. in memory of Theodore “Ted” Cerruti.

Submitted by:



Rosa Govea Acosta, CMC, CPMC
City Clerk

Approved by:

Karyl Matsumoto
Mayor

Approved by the City Council: ____ / ____ / ____