

**MINUTES OF THE REGULAR MEETING  
MARCH 13, 2012**

The meeting convened at 7:34 p.m. in the City of San Mateo Council Chambers and was called to order by Chair Whitaker, who led the Pledge of Allegiance.

Those present were Chair Whitaker, Commissioner Massey, Commissioner Hugg and Commissioner Moran.

Chair Whitaker welcomed back Gabrielle Whelan, Assistant City Attorney and introduced Karen Bertrand as substitute secretary.

Chair Whitaker made a brief statement – I am saddened to report the passing of Planning Commissioner Alex Feinman several days ago. Our thoughts and sympathies go out to his family. At the conclusion of tonight’s meeting we will have some additional remarks about Alex and adjourn in his memory.

A motion was made by Commissioner Massey, seconded by Commissioner Moran to approve the minutes of the Regular meeting of February 28, 2011.

Vote – Passed - 4 to 0

**\*\*\* PUBLIC COMMENT**

Chair Whittaker opened the public comment period.

(No persons wishing to speak, the Chair closed the public comment period.)

**ITEM 1**

**\*\* PUBLIC HEARING**

**PA 12-008 CITYWIDE PEDESTRIAN MASTER PLAN AND MINOR MODIFICATIONS TO THE BICYCLE MASTER PLAN**, review and recommendation of the Citywide Pedestrian Master Plan for adoption to the City Council for amendments to the City’s Zoning Code and General Plan associated with the *City of San Mateo Citywide Pedestrian Master Plan and Bicycle Master Plan*.

Pedestrian Master Plan recommended changes to the Zoning Code include modifications to the open space requirements, limiting entrance widths, prohibiting parking on sidewalks, restricting vegetation from obstructing the sidewalk, and outdoor seating requirements. Bicycle Master Plan recommended modifications to the Zoning Code included clean-up and clarification of the distinctions between short-term and long-term bicycle parking spaces. The City of San Mateo

General Plan amendments include an update to the Circulation Element to implement the Citywide Pedestrian Master Plan and Bicycle Master Plan.

**Required Approvals:**

- A. Mitigated Negative Declaration to Assess Environmental Impacts of the Pedestrian Master Plan
- B. Pedestrian Master Plan Amendments to the City of San Mateo Zoning Code
- C. Pedestrian Master Plan and Bicycle Master Plan Amendments to the City of San Mateo General Plan
- D. Bicycle Master Plan Amendments to the City of San Mateo Zoning Code
- E. Categorical Exemption for the Bicycle Master Plan Zoning Code Modifications (A Mitigated Negative Declaration for the Bicycle Master Plan was adopted by the City Council adopted on October 17, 2011)

**PROJECT APPLICANT:**

City of San Mateo  
Department of Public Works  
330 W. 20<sup>th</sup> Avenue  
San Mateo, CA 94403

City of San Mateo  
Planning Division  
330 W. 20<sup>th</sup> Avenue  
San Mateo, CA 94403

**PROJECT MANAGER:**

Kenneth Chin, Project Manager  
Public Works Department  
330 W 20<sup>th</sup> Avenue  
San Mateo CA 94403  
(650) 522-7313  
[kchin@cityofsanmateo.org](mailto:kchin@cityofsanmateo.org)

Ken Chin, Project Manager, Public Works gave the staff presentation including a Power Point presentation.

Jennifer Donlon was introduced as the City's consultant and author of the *Bicycle Parking Guide*.

The Planning Commission had the following questions for staff/applicant:

- Where are we as far as implementation and funding of Bicycle and Pedestrian plans?  
Staff: Last year we were awarded 4 grants to implement portions of the Bicycle Master Plan For the Pedestrian Master Plan, we are now submitting grants for specific projects.

- Will we actually see bicycle parking downtown this year? Staff: We are delayed due to other public entities running behind schedule, but striping on street will happen this year.
- Will the revisions to the open space requirements of the Zoning Code (27.38) apply to all buildings occupancies in the central business district? Staff: Yes, but only 20-30 lots will be affected. The 1% open space ratio to non-residential square footage was reduced to cover those with 20,000 sq. ft. of non-residential square footage, this is primarily for new buildings, and that was a reduction from 50,000 sq. ft.
- Has the intersection at 3rd and Delaware been considered as far as safety? Staff: Yes. The Pedestrian Safety Assessment recommended engineering improvements, but it is a complex intersection.
- When would we see implementation of the projects? Staff: Some of them will be incorporated into the normal maintenance plans of Public Works when striping or slurry coat is done – could also be dependent on grant funding.

Chair Whittaker opened the public comment period for this item.

The following people spoke: (street name, city only)

- Steve Dukas, Sunnybrae, San Mateo
- Rick Bonilla, 11<sup>th</sup> Ave, San Mateo, 94401

Their comments included the following:

- There's not enough bicycle parking, some businesses don't like them locked up around entrances or locked around trees. An additional problem is that cars are often parked up on sidewalks and cause damage to curbs that citizens pay to fix. Regarding the right turn North on Delaware to Sunnybrae – keep it open. Would like to see a bike lane on Delaware under 92. Staff: We are trying to address parking issues all over city. The current Delaware streetscape improvements do not include the elimination of the right turn from Delaware onto Sunnybrae. Regarding bike path under 92 – that is controlled by Caltrans. Improvements on Delaware will be made and we'd encourage you to try the county route rather than riding under 92 as an option.
- Happy to see changes will be implemented, glad to see pedestrian and bicycle encouragement to have fewer cars on road. Commendations to staff. Alex Feinman will be missed for his contribution to this work.

(No other persons wishing to speak, the Chair closed the public comment period.)

The Planning Commission requested clarification on the following issues:

- Are residents required to repair damaged curbs? And are they liable for falls? Staff: Yes, they are responsible for maintaining the sidewalk adjacent to their property. Regarding trip and falls, the Sidewalk Ordinance applies to defects in the sidewalk.

- The wording of Zoning Code 27.84.040 regarding branch extensions needs attention/modification. Needs to make more sense regarding “vertical” and “horizontal”. Staff: Yes, we can look at that change. And “whereby” should be changed to “rendering” for clarification. This wording is meant to indicate vertical clearance and also occurs in the Muni Code and we would advise being consistent.
- Performance plan is ambitious; we request that the city identify long term funding options or plan. Can we recommend that to Council? Staff: Yes, we can revise Goal 6.
- Happy about the inclusion of the Green Streets recommendation, but there needs to be a word modification from “sewer” to “storm drain”. Staff: Ok.
- What does “sharrow” mean? Staff: Term adopted from “shared lane marking” which is a bike stencil with chevrons on top.
- Bicycle Zoning Code (Exhibit F) Can two different racks be required? Make wording change to “shall”, so it is accessible to all. Staff: Yes, current code allows for a variety considering different bicycle sizes, styles or users. For example, the photo of double rack has a pull down handle for easier use. Staff would like to review adoption of a variety of rack types by project prior to making any additional changes. Would like to have flexibility in future and a change to “shall” would mean “must”, perhaps add “as recommended/determined by the Zoning Adm.”
- At recommended modifications to Bicycle Master Plan and Zoning Code regarding bicycle parking facilities, there are statements regarding “...required short-term bicycle parking spaces shall...support the bicycle in a stable horizontal position...” and “...required long-term bicycle parking spaces shall...support the bicycle in a stable position... Please explain the difference. Staff: The stable horizontal position referred to is intended to indicate an upright (riding) position with the bicycle being supported and secured.
- Will there be a second mid-block crossing improvement on 25<sup>th</sup> Avenue, perhaps adding flashers and yield signs? Staff: It will be relocated with additional curb extensions for better visibility.
- Section 5.54 should be “traffic calming” rather than “coal mining” – make note too change.
- North Central Community Based-Transportation Plan should be integrated into the Pedestrian and Bicycle Master Plans. Map 3-7 should have a closer exam of curbs related to parking in the area and for public transit to navigate the area between parked cars. Staff: The Community Based-Transportation Plan was included in the plan, but it also considers SamTrans, bus shelters, stops, hospital shuttle, etc. that are not in the plan because they’re not pedestrian oriented and/or within the City’s jurisdiction.
- How are we going to add public comments that continue to come in for refinements? Staff: There is a recommendation to update the plan every 5 years, we keep record of requests over time, we track comments and will take them into account for the next revision. Current comments are taken into account for current plan.

- There was a specific comment on Peninsula and 101. Staff: Yes, we have been to the site and an improvement study was added to the Plan.
- The rolled curbs near the Hillsdale Shopping Center are impassable, especially for wheelchairs. We need to change the environment perhaps add planter strips. There are cars parked on the rolled curbs limiting sidewalk space. Add a study to the plan to for this area, Staff: Amenable for an additional study or recommendation.

The Planning Commission made the following comments:

- Zoning Code regarding retail frontage – can we defer? Staff: Yes, it can be removed, we can review as part of the upcoming study of Required Retail Frontage Requirements.
- Like changes in allowing more time to cross streets, would urge staff to do more especially downtown, and when considering seniors.
- Closure of B Street – we should state that we won't close it until we look at it more thoroughly.
- The overall plan is forward looking and terrific, staff is to be commended. Parklets are inexpensive and a natural progression toward closing B street and using it for pedestrians.
- Regarding utility boxes in pedestrian realm: 1) esthetics are bad, and they get "tagged" which also detracts from the neighborhood, 2) they take up space, an example is at 25th & ECR. Can the City look at these installations and help with design? Staff: We are amendable to another study and can look at best practices- possibly guiding utility companies.
- Planning Commission names should be added to acknowledgements, Alex Feinman too Staff: Yes, definitely.

A motion was made by Commissioner Moran, seconded by Commissioner Massey to 1) Adopt Planning Commission Resolution No 2012-1, Recommending to the City Council the Adoption of the Citywide Pedestrian Master Plan, Mitigated Negative Declaration, General Plan revisions to the Pedestrian Master Plan and to the Bicycle Master Plan, Zoning Code Amendments related to the Pedestrian Master Plan, and Mitigation Monitoring and Reporting Program Associated with the Citywide Pedestrian Master Plan. 2) Adopt Planning Commission Resolution No. 2012-2, Recommending to the City Council the Adoption of the Minor Modifications to the Bicycle Master Plan, its associated Zoning Code revisions and Categorical Exemption – both as amended during the Planning Commission discussion.

Vote Passed – 4-0

## **COMMUNICATIONS/ANNOUNCEMENTS**

1. Communications from Staff

- a. Calendar Study Session March 27 on Ben Franklin hotel conversion.
- b. 4-2-12 City Council Study Session on retail frontage requirements.
- c. No firm agenda for April Planning Commission meetings yet.
- d. Moran & Massey absent for second Planning Commission meeting on April 27.

2. Communications from the Commissioners – Special notes/remembrances on the death of Commissioner Feinman.

The Commission noted Alex Feinman's contributions to the community, Planning Commission and the City, particularly given his tenure on the Public Works Commission. He was a great communicator and listener, and was a positive example of public service. Alex was always very gracious, personable and understanding, he will be missed.

## **ADJOURNMENT**

There being no further items before the Planning Commission, Chair Whittaker adjourned at 9:50 p.m. on Tuesday, March 13, 2012.

A moment of silence was observed in honor of the passing of Planning Commissioner Alex Feinman.