



City of San Leandro

Meeting Date: December 5, 2016

Minute Order - Council

File Number: 16-665

Agenda Section: CONSENT CALENDAR

Agenda Number: 8.B.

TO: City Council

FROM: Chris Zapata
City Manager

BY: Cynthia Battenberg
Community Development Director

FINANCE REVIEW: Not Applicable

TITLE: MOTION ratifying the appointment of Board of Zoning Adjustments member Tom Fitzsimmons to the Site Development Sub-Commission for a two-year term through December 1, 2018

The City recently received an application which requires appointment and reconvening of the Site Development Sub-Commission. Pursuant to Title 1, Chapter 1-3, Article 12 of the Municipal Code, and Article 3 of the Zoning Code, the Sub-Commission shall consist of three members, one appointed by the Chair of the Planning Commission (PC), one appointed by the Chair of the Board of Zoning Adjustments (BZA) and one appointed by the Mayor who is a member of either the PC or BZA.

The Site Development Sub-Commission is convened only as needed and has not been convened since 2008 due to a lack of projects requiring review. The responsibilities of the Sub-Commission include:

- Reviewing request for Site Plan, Residential Site Plan, and View Preservation/Site Plan approval that have been referred by the Zoning Enforcement Official;
- Reviewing requests for approval of signs as required by Article 18 and others that have been referred by the Zoning Enforcement Official;
- Reviewing claims of business' noncompliance with the performance standards applying to Parcels Adjoining residential Districts;
- Reviewing anything required under a prior entitlement.

On November 17, 2016, Ken Pon, Chair of the Planning Commission, appointed Denise Abero. The Chair of the Board of Zoning Adjustments is scheduled to make an appointment at the December 1, 2016 BZA meeting. Mayor Pauline Russo-Cutter recommends the Council make a motion to ratify the appointment of Tom Fitzsimmons, member of the BZA, to the Sub-Commission.

PREPARED BY: Cynthia Battenberg, Community Development Director