

PLANNING COMMISSION

John Ebnetter, Chair
Seema Patel, Vice Chair
Adam Nugent
Martin Wiggins
Margaret Williams

SUSTAINABILITY &

INFRASTRUCTURE COMMISSION

Susan Rowinski, Chair
Kimiko Narita, Vice Chair
Sigalle Michael
Pam Rittelmeyer
Clifford Robbins

**City of San Mateo
Joint Session Meeting Minutes
Planning Commission/
Sustainability and Infrastructure
Commission**

City Hall
330 W. 20th Avenue
San Mateo CA 94403
www.cityofsanmateo.org

**Tuesday, April 9, 2024
Hybrid 7:00 PM
Special Joint Meeting**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: **Planning Commission:** Chair John Ebnetter, Vice Chair Seema Patel, Commissioners Margaret Williams, Adam Nugent, and Martin Wiggins
Sustainability and Infrastructure Commission: Chair Susan Rowinski, Vice Chair Kimiko Narita, Commissioners Sigalle Michael and Clifford Robbins
Absent: Commissioner Pam Rittelmeyer

PUBLIC COMMENT:

None.

STUDY SESSION

1. Citywide Transportation Demand Management Ordinance – Proposed Ordinance and Policy Manual

Principal Transportation Planner, Sue-Ellen Atkinson, and Principal of Fehr & Peers, Matt Goynes, presented an overview of the Citywide Transportation Demand Management Ordinance.

Commissioner Questions:

Commissioners asked clarifying questions on significant changes in use, triggers for small business implementation of pre-tax transit benefits, triggers for Transportation Demand Management (TDM), flexibility of TDM programs, City/County Association of Governments (C/CAG) penalties, monitoring fees, monitoring process, four-year grace period, and attendees from the developer focus group. Commissioners also asked clarifying questions on parking space requirements in leases, ride matching services, multi-modal network improvements, sufficient quantity of improvements, goal of 15% trip reduction, Vehicle Miles Traveled (VMT) reduction, baseline year for trip reduction, success rate of bicycle repair workshop and bicycle safety workshop in other jurisdictions, 50% affordable unit exemption, policy impact on affordable unit exemption, and minimum densities for new development.

Public Comments:

None.

Commissioner Comments:

Commissioners agreed that the thresholds and requirements for projects are reasonable, but raised concern for significant changes in use, a pre-tax benefit requirement for small businesses, and the 50% affordable or more exemption. Commissioners suggested having requirements for existing residential units, adding a timeline for existing commercial compliance, and changing existing non-residential users with employees from 0 - 99 to be under exemptions.

Commissioners expressed concern for the efficacy of required Transportation Demand Management (TDM) measures, the point system, required measures for existing residential users, flexibility of TDM measures for larger projects, effects on small businesses, efficacy of providing onsite delivery amenities, the strategy of reducing on-site vehicle parking, and the points total for an onsite bike library. Commissioners suggested requiring shared parking for non-residential parking, charging for onsite parking, large residential projects to provide bike repair workshops or clinics, non-residential projects to implement multimodal network improvements, large residential projects to have a bike repair station, and large residential projects to provide onsite family supported amenities for TDM measures. Commissioners also suggested using whole numbers rather than half points for the point system and adding amenities such as a bike sharing membership or station, onsite childcare, and workspaces in residential areas.

Commissioners expressed concern with the penalty structure, monitoring fees, and grace period. Commissioners suggested shortening the penalty structure's grace period by one year.

Most Commissioners supported the policy manual but suggested making the manual more user-friendly.

REPORTS AND ANNOUNCEMENTS

Planning Manager, Manira Sandhir, provided updates on items for future Planning Commission meetings and announced a Planning Commission vacancy in June. There were no other reports from Commissioners or the City Attorney.

ADJOURNMENT

The meeting adjourned at 9:20 pm.

APPROVED BY:

SUBMITTED BY:

John Ebnetter, Chair

Ashley Snodgrass, Administrative Assistant