

**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](http://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:

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John Ebnetter, Chair

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Ashley Snodgrass, Administrative Assistant