

# County of Santa Clara

## Department of Planning and Development

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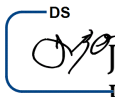
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### MEMORANDUM

DATE: November 30, 2020

TO: Members, Board of Supervisors  
Members, Planning Commission

FROM: <sup>DS</sup>  Jacqueline R. Onciano, Director, Dept. of Planning and Development  
Rob Eastwood, Planning Manager and Planning Commission Secretary  
Manira Sandhir, Principal Planner

SUBJECT: San Martin Planning Advisory Committee – Timing of Review of Land Use Projects

This memo is intended to inform the Board of Supervisors (Board) and Planning Commission on a change to the timing of the San Martin Planning Advisory Committee's (SMPAC) review of land use entitlement applications within the San Martin Planning Area.

The SMPAC is a seven-member committee established by the Board to serve as an advisory body to the Planning Commission and Board on land use matters within the San Martin Planning Area. Pursuant to County Ordinance Code section A6-250, SMPAC meets monthly on the Wednesday prior to scheduled Planning Commission meetings. SMPAC's duties are to (1) provide advisory recommendations on land use entitlements within the San Martin Planning Area, (2) review and make advisory recommendations on proposed Ordinance Code and General Plan amendments that will impact the San Martin Planning Area, and (3) provide review and comment on major County capital projects or plans for public facilities within the San Martin Planning Area.

As outlined in the County Code, SMPAC's review and advisory recommendation on land use projects occurs the Wednesday evening prior to the scheduled Planning Commission's public hearing. The Department of Planning and Development Director and SMPAC members have expressed concern that this review time frame does not allow the recommendations of SMPAC to adequately be addressed and/or considered.

On October 21, 2020, after reviewing several different alternatives presented by the Department of Planning and Development (Department), SMPAC voted to recommend that the Department implement a one-year pilot program commencing January 1, 2021 to present land use projects to the Committee for advisory recommendations within 60 days prior to applications being deemed complete. This change in timing will allow SMPAC to review a land use project earlier during the review process. (See attached October 21, 2020 SMPAC meeting minutes).

Under this pilot, SMPAC would be provided land use project application materials and a list of referral agencies, to deliberate on the project's consistency with the San Martin General Plan policies and the San Martin Integrated Design Plan and Guidelines, and identify any other community concerns that should be addressed during the environmental review process. SMPAC's recommendations would be memorialized in the meeting minutes, which would be attached to the Planning Commission staff report, along with a discussion in the staff report on how the recommendations, if any, were addressed.

Projects deemed complete prior to January 1, 2021 would continue to be agendized before SMPAC on the day before the Planning Commission hearing, consistent with current practice.

The governing documents (County Ordinance and By Laws) for SMPAC do not specify the time when SMPAC must provide advisory recommendations on land use projects, and this modification in timing of review is consistent with these documents.

### ***Next Steps***

Following the one-year pilot period, SMPAC will evaluate the review process in October 2021, to assess whether to continue the process beyond 2021, and, if so, to consider and make recommendations on options to codify the pilot program in the SMPAC governing documents. The Board and Planning Commission will be duly informed of any SMPAC action.

**Attachment:** October 21, 2020 SMPAC Meeting Minutes

cc: Megan Doyle, bosagenda@cob.sccgov.org

County of Santa Clara  
San Martin Planning Advisory Committee



**DATE:** October 21, 2020, Regular Meeting  
**TIME:** 6:00 PM  
**PLACE:** By Virtual Teleconference Only

### MINUTES

#### Opening

#### 1. Call to Order/Roll Call.

Chairperson Hineser called the meeting to order at 6:00 p.m. A quorum was present via teleconference, pursuant to the provisions of Executive Order N-29-20 issued on March 17, 2020 by the Governor of the State of California.

Attendee Name	Title	Status	Arrived
Trina Hineser	Chairperson, Seat No. 4	Remote	
James Poore	Vice Chairperson, Seat No. 6	Remote	
Sandra Hoskin	Member, Seat No. 1	Remote	
Diane Dean	Member, Seat No. 2	Remote	
Vanessa MacLaren-Wray	Member, Seat No. 3	Remote	
Michael Brookman	Member, Seat No. 5	Remote	
Monica Winders	Member, Seat No. 7	Remote	

#### 2. Pledge of Allegiance.

The Pledge of Allegiance was recited.

#### 3. Public Comment.

One individual addressed the Committee.

#### Regular Agenda - Items for Discussion

#### 4. Approve minutes of the September 23, 2020 Regular Meeting.

**4 RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Michael Brookman, Member, Seat No. 5  
**SECONDER:** James Poore, Vice Chairperson, Seat No. 6  
**AYES:** Hineser, Poore, Hoskin, Dean, MacLaren-Wray, Brookman, Winders

#### 5. Authorize the Department of Planning and Development to implement a one-year pilot program commencing January 1, 2021 to present land use projects to the Committee for advisory recommendations within 60 days of each application being deemed complete. (ID# 103177)

Manira Sandhir, Principal Planner, Department of Planning and Development, provided information relating to implementation of a one-year pilot program regarding a timeline for Committee reviews of land use applications, a report back on program efficacy after one year, and potential changes to Committee governing documents following the one-year review.

Discussion ensued relating to the timeline and implementation of the program, consistency of the program with Committee recommendations regarding desired pilot program features at the August 26, 2020 meeting, and impact of the program on the list of active projects in the San Martin Planning Area.

One individual addressed the Committee.

**5 RESULT: APPROVED [UNANIMOUS]**

**MOVER:** Trina Hineser, Chairperson, Seat No. 4

**SECONDER:** Vanessa MacLaren-Wray, Member, Seat No. 3

**AYES:** Hineser, Poore, Hoskin, Dean, MacLaren-Wray, Brookman, Winders

### Other Business

#### 6. Receive report from Chairperson.

No report was received.

#### 7. Receive reports from Committee members.

No reports were received.

#### 8. Receive report relating to activities of the Department of Planning and Development, Planning Commission, and Board of Supervisors.

Rob Eastwood, Planning Manager, Department of Planning and Development, stated the Department will provide an off-agenda report to the Planning Commission and the Board of Supervisors relating to the pilot program regarding Committee reviews of land use applications. Mr. Eastwood further reported that the Board of Supervisors recently adopted amendments to the County of Santa Clara Ordinance Code relating to Agricultural Employee Housing in unincorporated Santa Clara County.

**8 RESULT: RECEIVED**

#### 9. Propose future agenda items.

No items were proposed.

## Announcements

### 10. Announcements and correspondence:

- a. There are currently no vacancies on the Committee.
- b. The County of Santa Clara provides reimbursement to appointed Commissioners for family care expenses incurred during the time spent performing their official County duties. For additional information, please contact the Office of the Clerk of the Board at (408) 299-5001.

- c. Receive correspondence.

No correspondence was received.

## Adjourn

### 11. Adjourn to the next regular meeting on Wednesday, November 18, 2020, at 6:00 p.m. at the South County Office Building, 80 West Highland Avenue, San Martin, or by virtual teleconference.

Chairperson Hineser adjourned the meeting at 6:26 p.m.

Respectfully submitted,

Frank Soriano

Deputy Clerk