
AGENDA

LAND USE SUBCOMMITTEE

Friday, April 21, 2023
1:30 PM

City Hall
First Floor Conference Room, 4B
65 Civic Avenue
Pittsburg, CA 94565

Subcommittee Members

Juan Banales, Vice Mayor
Dionne Adams, Council Member
Elissa Robinson, Planning Commissioner
Ivelina Popova, Planning Commissioner

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1. **Public Comment for Non-Agenda Items** Members of the audience who wish to speak on issues that are not scheduled for the agenda are able to do so at this time.
 2. **Objective Design Standards (ODS) for multifamily and mixed-use housing projects** The ODS sets forth objective standards for neighborhood design, building form, and uses within ODS zones. City Staff is requesting feedback from the Land Use Subcommittee Members on the Objective Design Standards (ODS). *Subcommittee feedback requested.*
 3. **Accessory Dwelling Guidebook and Preapproved ADU Prototype Plan Set** City Staff is requesting feedback from the Land Use Subcommittee Members on the proposed ADU Guidebook. Staff is interested in whether there are particular items of interest to the Land Use Subcommittee that should be reviewed or discussed in the ADU Guidebook. City Staff is also requesting feedback from the Land Use Subcommittee on the ADU prototype plan set. *Subcommittee feedback requested.*
 4. **Massage Establishments** Staff and the Subcommittee will discuss potential limitations on the number of massage establishments within the City. *Subcommittee feedback requested.*
 5. **Non-Agenda Items**
 6. **Adjournment**



City of Pittsburg

Community and Economic Development Department – Planning Division
65 Civic Avenue, Pittsburg, CA 94565 | Tel: (925) 252-4920 | Fax: (925) 252-4814

MEMO: April 21, 2023
TO: Land Use Subcommittee Members
FROM: Kelsey Gunter, Associate Planner
RE: Objective Design Standards for City of Pittsburg

Proposed Project: The Objective Design Standards (ODS) for the City of Pittsburg are intended to encourage housing production and streamline project review while promoting a high-quality built environment. The ODS sets forth objective standards for neighborhood design, building form, and uses within ODS zones. These standards are established to execute the intent of the City of Pittsburg’s General Plan Goals and Policies to facilitate housing production and specifically infill housing production, through development that reinforces the character and scale of the City’s walkable centers, neighborhoods, and corridors.

The ODS will apply as an Overlay District for qualifying projects within areas of the City that are currently zoned to allow for multifamily residential and mixed-use development. Overlays are effective when adding standards to multiple zoning districts that share certain needs and/or common standards. The ODS will be included in the Pittsburg Municipal Code, Title 18, Zoning, as Section 18.84.986. Areas where the ODS apply are shown in the attachment to this memo in Section 2 of the ODS, Figure 2.020.1, ODS Overlay Map. ODS applicability is summarized in Table 1.030.A, shown below:

Table 1.030.A: Applicability

Development Type	ODS Applies
Objective Residential Development ¹	
Single-Unit Residential	No
Two-Unit Residential	Yes
Multi-Unit Residential	Yes
Affordable Housing ²	Yes
Objective Mixed-Use Development ¹	
At least 2/3 of square footage designated for residential units	Yes
At least 2/3 of square footage designated for Affordable Housing ²	Yes
Less than 2/3 of square footage designated for residential units	No
Other Development	
Non-Residential	No
Non-Objective Residential Development ³	No
Non-Objective Mixed-Use Development ³	No

Relevant Background: The City of Pittsburg's preliminary ODS have been developed in compliance with California State Laws which require local jurisdictions to have ODS for projects involving affordable housing, farmworker housing, and emergency shelters. Specifically, Senate Bill 35 (SB-35) requires ODS for qualifying projects that include affordable housing and Senate Bill 330 (SB-330) requires timely processing of housing projects that meet zoning requirements.

In summary, establishing ODS eliminates the ability for a local jurisdiction to impose subjective standards on development projects. For example, a local jurisdiction may require new development to be "in-keeping" in terms of design with the surrounding neighborhood, which is a very subjective statement and does not provide specific requirements for development. Rather, it gives the local jurisdiction the authority to approve or disapprove a project based on subjectivity, which is what SB-35 and SB-330 are negating.

The ODS document is in a Final Draft form and has been circulated for public review. The ODS Document previously underwent a review by the Planning Commission (10/25/2022) and the Land Use Subcommittee (11/18/2022), with the majority of the Members and Commissioners in support of the Document. Staff finds that the Final Draft of the ODS Document, included as Attachment 1 of this Memo, is ready for recommendation and subsequent adoption by the City Council. As such, the project will be presented to the Planning Commission for a recommendation to the City Council in late Spring 2023.

Discussion Items: City Staff is preparing to present the Final Draft of the Objective Design Standards Document to the Planning Commission for a recommendation to the City Council. City Staff is interested in whether any of the Land Use Subcommittee Members have any additional outstanding questions regarding ODS and the final ODS Document.

1. City Staff is requesting confirmation from the members of the Land Use Subcommittee that the addition of Chapter 5 of the ODS Document: "Massing and Façade Articulation Standards" addresses any remaining concern regarding building massing.
2. City Staff is requesting feedback from the Land Use Subcommittee Members on any additional items in the Final Draft of the Objective Design Standards (ODS).

Attachments

1. Final Draft of Objective Design Standards (ODS), March 2023



City of Pittsburg

Community and Economic Development Department – Planning Division
65 Civic Avenue, Pittsburg, CA 94565 | Tel: (925) 252-4920 | Fax: (925) 252-4814

MEMO: April 21, 2023
TO: Land Use Subcommittee Members
FROM: Kelsey Gunter, Associate Planner
RE: ADU Guidebook and Preapproved ADU Prototype Plan

Proposed Project: This memo discusses two components pertaining to Accessory Dwelling Units. The first is a proposed ADU Guidebook and the second is a Preapproved ADU Prototype Plan.

Accessory Dwelling Unit Guidebook: An Accessory Dwelling Unit (ADU) Guidebook is being developed to better serve the Pittsburg community with their inquiries and interest in maximizing the potential development on property for an ADU. Accessory Dwelling Units are permitted within all residential zoning districts. This ADU Guidebook acts as a very helpful tool for the public to reference when considering additional construction on their property. The current draft document of the ADU Guidebook contains the following chapters:

- a. What is an ADU?
- b. How can ADUs help the Pittsburg community?
- c. What are the different types of ADUs?
- d. How can I ass an ADU to my property?
- e. Which ADU type should I choose?
- f. Comparison of ADU types
- g. Summary of Zoning Standards for ADUs
- h. ADUs from start to finish
- i. ADU Brainstorming Checklist
- j. Helpful Resources for ADUs
- k. Frequently Asked Questions

The ADU Guidebook is intended to encourage housing development and to provide clear, step-by-step guidance for all ADU projects. There are three types of Accessory Dwelling Units: 1) Detached Accessory Dwelling Unit, 2) Attached Accessory Dwelling Unit, and 3) Junior Accessory Dwelling Unit. These are described in more detail on page 6 of the ADU Guidebook, included as Attachment 1 to this memo, for reference. Accessory Dwelling Units are typically used for extended family to live near one another (e.g., “in-law unit” or “granny flat”). Some property owners will opt to use the Accessory Dwelling Unit as a rental unit to generate additional income. There is no owner-occupancy requirement for Accessory Dwelling Units.

Owner-occupancy is only required for Junior Accessory Dwelling Units, which is a unit within the existing floor plan of the primary residence. A recorded Deed Restriction is required prior to Building Permit issuance for a Junior Accessory Dwelling Unit.

Once the ADU Guidebook is complete, it will be presented to the Planning Commission and City Council. The proposed ADU Guidebook is a manual (reference document) only and no discretionary action for publication is required by either the City Council or Planning Commission. The Guidebook will be made available for public use electronically on the City's Planning Division webpage and hard copies will be available in person at the Community and Economic Development Department public counter (City Hall – First Floor).

Preapproved ADU Prototype Plan: A Preapproved ADU prototype plan is also being developed and will ultimately be made available to the public, free of charge. Staff is also discussing other permitting fees with the implementation of a preapproved, pre-reviewed, and “City-created” ADU prototype plan. The ADU prototype plan set is intended to encourage housing production and streamline building permit review while simultaneously providing valued engineering and architectural design.

City Staff have used their knowledge of the City's ADU permitting process to develop both the ADU Guidebook and the ADU Prototype plan. For example, California State Law allows for the construction of an Accessory Dwelling Unit *up to* 1,200 square feet. California State Law also provides exceptions to certain impact fees and school fees if the total square footage of the unit remains less than 750 square feet. It is with that knowledge that the City has requested Opticos Design, Inc. to develop a plan set that is less than 750 square feet in size. To maximize the use of the ADU, City staff requested that the unit contain two bedrooms, and, to create privacy within the unit, we requested that the plans be drafted in a way that the two bedrooms do not have a common wall. Privacy on the exterior of the structure has been provided by modifying window placement so that larger windows are likely located away from the primary residence on site.

In addition, the entry to the ADU has also been relocated to the side of the structure to create an additional privacy measure. Some State Laws allow for the ADU to be as tall as 18', but only if the project site is within a certain distance to public transit. To ensure that this ADU Plan can be used by the majority of communities within the City, including those that may reside farther away from public transit, we have selected a plan that does not exceed 16' in total height.

Once the ADU prototype plan set is complete and approved by the City's Building Division, it will be presented to the Planning Commission and City Council. No discretionary action for publication of the plan set is required by either the City Council or Planning Commission. The plan set will be made available for public use electronically on the City's Planning Division webpage.

Relevant Background: On March 28, 2019, the California Department of Housing and Community Development (HCD) released a Notice of Funding Availability (NOFA) for the Senate Bill (SB) 2 Planning Grants Program (“Program”) for approximately \$123 million dollars for local government planning grants. The development of this Program was a response to the ongoing California housing crisis. Local governments are using the grant awards to accelerate housing production by streamlining the approval of affordable housing and promoting development consistent with the State’s planning priorities. Upon direction from the City Council, City Staff applied for the grant and was awarded \$310,000. The preparation of the ADU Guidebook and the ADU prototype plan set is a project funded by the SB 2 Planning Grants Program.

The project began with site surveys, lot testing, lot analysis, and background data review of which specific ADU plan would be most viable for the majority of the City of Pittsburg. Items of consideration in this review were lot size, lot slope, and the overall characteristics of the lots within the City of Pittsburg. The characteristics of the majority of the lots within the City were identified in three categories:

1. RS-5, Single-Family Residential, 5,000 square foot lot size minimum
 - a. Rectilinear Development Pattern
 - b. Examples of subdivisions within this development pattern include Stoneridge Subdivision, Pitt Heights, Westwood Gardens, Stone Harbour, and Peppertree.
2. RS-6, Single-Family Residential, 6,000 square foot lot size minimum
 - a. Suburban Development Pattern
 - b. Examples of subdivisions within this development pattern include Country Club Park, Hillsdale, Woodside, and Highland Meadows.
3. Higher Density Residential, Planned Development Districts in west Pittsburg
 - a. Compact Suburban Development Pattern
 - b. Examples of subdivisions within this development pattern include Oak Hills, Oak Hills South, Vista Del Mar, San Marco, and Alves Ranch.

The ADU Guidebook and ADU prototype plan set documents are both in an Administrative Draft form and will be updated following feedback from the Land Use Subcommittee and interdepartmental City staff members. Both items will be presented to the Planning Commission and City Council in late Spring/early Summer 2023.

Discussion Items: City Staff is requesting feedback from the Land Use Subcommittee on the proposed ADU Guidebook. Staff is interested in whether there are particular items of interest to the Land Use Subcommittee that should be reviewed or discussed in the ADU Guidebook. City Staff is also requesting feedback from the Land Use Subcommittee on the ADU prototype plan set.

Attachments

1. Administrative Draft of the ADU Guidebook
2. (DRAFT) Internal Review – ADU Plan Set – 75% Complete
3. ADU Lot Testing Analysis