



**MINUTES OF THE REGULAR MEETING OF THE  
CITY OF HAYWARD PLANNING COMMISSION  
Council Chambers  
Thursday, October 20, 2016, 7:00 p.m.  
777 B Street, Hayward, CA 94541**

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**MEETING**

A regular meeting of the Hayward Planning Commission was called to order at 7:00 p.m. by Chair Parso-York.

**ROLL CALL**

Present: COMMISSIONERS: Willis Jr., Goldstein, Enders, Schott, McDermott, Faria  
CHAIRPERSON: Parso-York  
Absent: COMMISSIONER: None

**SALUTE TO FLAG**

Commissioner McDermott led in the Pledge of Allegiance.

Staff Members Present: Brick, Buizer, Chan, James, Rizk

General Public Present: 1

**PUBLIC COMMENT:**

There were none.

**ELECTION OF OFFICERS:**

The Planning Commission held their annual election of officers.

Commissioner McDermott made a motion to elect Commissioner Enders as Chair, Commissioner Schott as Vice Chair and Commissioner Willis Jr., as Secretary. Commissioner Faria seconded the motion.

The motion passed by the following vote:

AYES: Commissioners Willis Jr., Goldstein, Enders, Schott, McDermott, Faria  
Chair Parso-York  
NOES: None  
ABSENT: None  
ABSTAIN: None



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**PUBLIC HEARINGS:** For agenda item No. 1, the Planning Commission may make a recommendation to the City Council.

1. Review the 2016 Hayward Local Mitigation Plan (LHMP) and Recommend Adoption of the LHMP as an Amendment to the Hazards Element of the General Plan

Management Analyst James provided a synopsis of the staff report.

Commissioner Faria expressed concerns about the potential risks from flooding and tsunamis. Management Analyst James responded that currently Hayward's flood risk is relatively low.

Management Analyst James responded to Commissioner Willis that a requirement of the Local Hazard Mitigation Plan (LHMP) update is to recognize and consider the risks of climate change and how it can change hazard risks in the future. Ms. James said one of the mitigation strategies to address sea level rise is the Shoreline Realignment Plan, which will include a study of the shoreline and mile-by-mile strategies to address sea level rise along Hayward's shoreline, to both preserve housing and the cultural and environmental assets along the shoreline.

Commissioner Parso-York commended staff on the excellent report. In response to Mr. Parso-York, Management Analyst James said the City's goal is to ensure that City facilities are retrofitted and protected against an earthquake and especially the buildings that are considered critical facilities will have a higher level of retrofit. Ms. James said a high priority is to make sure employees are prepared in case of an emergency and said the Emergency Operations Center (EOC) organizational chart is being reexamined to consider the distance between employees' homes and work and to take into consideration employees' personal obligations. Development Services Director Rizk spoke about the EOC and how employees have been attending the EOC training sessions and acknowledged Battalion Chief Hobbs on Special Assignment in Emergency Management Special Projects and the Fire Department in getting the City prepared in how to respond in the event of a disaster. Mr. Rizk said this was a reflection of the leadership of Council and the City Manager that the City is taking a more active role in getting prepared and in working with the community. Mr. Rizk spoke about the infrastructure to streamline the process for permits to rebuild the City after a disaster. Ms. James said part of the elements of the LHMP is updating the Emergency Management Plan (EMP), which includes outreach to make sure businesses' EMPs conforms with the City. Mr. Parso-York spoke about the critical importance of planning and training; he said there has been a lot of progress with more Community Emergency Response Team (CERT) classes.



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Mr. Parso-York indicated he was glad to know that the CERT training was also offered in Spanish, and was very pleased with the progress on the LHMP as this document is very critical for the future of Hayward.

Commissioner McDermott, as a Hayward resident, said it gives her peace of mind that the City has a LHMP, and that training of employees and having an ongoing program in place for new employees is very critical. Ms. McDermott suggested a high priority is to train the community and that the City needs to reach out to the community and spend resources to educate and train the residents on what they need to do to prepare for a disaster. Management Analyst James noted the earthquake forecast in the LHMP is from the 2014-2015 Uniform California Earthquake Rupture Forecast. In response to Ms. Dermott's suggestion that older apartment buildings be given a higher priority because of the density of people living in apartment buildings, Ms. James spoke about the soft story retrofit program to reinforce the buildings to have a less risk of collapse in the event of an earthquake for apartment buildings built prior to 1979 that have five or more units and two or more stories. Ms. James said the City is working closely with California State University East Bay and the Earthquake Engineering Research Institute to put together an inventory of the properties that would be subject to retrofit. Ms. James shared that Battalion Chief Hobbs has been working closely with HUSD, Chabot College and CSUEB to make sure that all agencies are all on the same page in regards to emergency response. Ms. McDermott reiterated her suggestion to make community education and training a very high priority.

Commissioner Schott commented about the limited community outreach for the LHMP, suggested the City needs to work out a strategy to have education/training in several languages and suggested mail as a more conventional mode of communication. Management Analyst James explained the Federal Emergency Management Agency (FEMA) grant process and how it works. Development Services Director Rizk said there are multiple reasons to have an adopted LHMP in place in the case of an event, including reducing the City's matching costs to be reimbursed for costs that would come from FEMA, the City being in a better position to apply for grants, and the LHMP laying out the City's mitigation strategies.

Commissioner Goldstein was glad to see the LHMP is in place and commended staff on the great work. Mr. Goldstein said the recommended emergency communication equipment should have interoperability and be able to communicate with a mobile command. Mr. Goldstein added that the communication equipment used by community groups should be easy to learn and operate and have the ability to communicate with other groups, and he highly encouraged the City to participate in Urban Shield exercises. Management Analyst James shared that the City has purchased radios that will allow the City to join the East Bay Regional Interoperable Communications Systems Authority (EBRICS) which is a fully



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interoperable system with Alameda and Contra Costa Counties. Ms. James added that along with the Fire and Police Departments, the City also purchased radios for several departments, such as Maintenance Services, the Building Department, Code Enforcement, the Executive Airport, and the Water Pollution Control Facility.

Commissioner Faria mentioned that Urban Shield used the former Kaiser building for their exercises. Ms. Faria said it is very important to have interagency communication equipment.

Management Analyst James shared with Commissioner Parso-York that “Authorized Disaster Service Worker” is included on the back of City employee badges to allow employees access to areas in the event of an emergency. Mr. Parso-York agreed with Commissioner McDermott’s comments about training and is a strong advocate of everyone attending the CERT training. Development Services Director Rizk agreed on the benefits of the CERT training and also encouraged everyone to attend this training and become CERT-certified.

Management Analyst James responded to Chair Enders’ questions of the timeframe of what takes priority in the event of a disaster. Ms. James said there are two strategies in the LHMP that are priorities, the first being the update of the Comprehensive Emergency Management Plan, which addresses the community’s immediate needs in responding to an emergency. The second is the Recovery Plan which is a holistic view of how the City will recover from a major emergency. Ms. James said both strategies are currently in the works and since both plans are a part of the LHMP, they are eligible for funding. Development Services Director Rizk added that in the event of an emergency, the EOC will develop an Incident Action Plan. Ms. Enders expressed concerns about how the human factor becomes the non-natural hazard and will the City have enough resources to address this possibility. Ms. Enders also expressed concerns about getting communication out in different languages in the event of a disaster. Mr. Rizk responded that community education is vital and also noted that both the Police and Fire Departments already have mutual aid agreements with other agencies and if necessary mutual aid can be brought in from outside resources. Mr. Rizk said in the event of a disaster, communication will be accomplished any way that it can, such as through the networks of churches, social media, and the neighborhood partnership program. Mr. Rizk pointed out the importance of planning and preparation. Ms. Enders commended staff on the excellent presentation.

Chair Enders opened and closed the public hearing at 7:59 p.m.

Commissioner Parso-York made a motion to recommend to City Council to adopt the Hayward Local Mitigation Plan (LHMP) as an Amendment to the Hazards Element of the



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General Plan, with an amendment to Council to give a higher priority to funding community education and training.

Commissioner Willis Jr. seconded the motion.

Commissioner Schott made the recommendation that the motion also include giving a higher priority to communication plans and pointed out the City's slow response to a flood event this past weekend.

Commissioner Parso-York made an amendment to include Commissioner Schott's recommendation to give communications plans a higher priority. Commissioner Willis seconded the amendment.

Management Analyst James said if there are amendments to the LHMP, then the document would need to be returned to FEMA for approval. Ms. James pointed out there is not a lot of difference between 'high' and 'higher' priorities as both are currently being discussed and addressed and explained that priorities given the 'higher' rating is because only the City can provide and address certain priorities such as employee education training and Emergency Plan Updates, as opposed to community preparedness which other organizations can also provide. Development Services Director Rizk said both FEMA and the Governor's Office of Emergency Services (CalOES) have reviewed the LHMP and given their approvals, if changes are submitted then the LHMP would have to be returned to FEMA for approval.

Commissioner Parso-York modified his motion to recommend approval of the staff recommendation to City Council to adopt the Hayward Local Mitigation Plan (LHMP) as an Amendment to the Hazards Element of the General Plan.

Commissioner Parso-York suggested the City obtain resources to be able to conduct community outreach, education and training, especially the CERT training in order to prepare the community in the event of a disaster. Mr. Paso-York also added to assign communication planning a higher priority.

Commissioner Willis seconded the motion.

The motion passed with the following vote:

AYES:	Commissioners Willis Jr., Goldstein, Parso-York, Schott, McDermott, Faria Chair Enders
NOES:	None



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ABSENT: None  
ABSTAIN: None

**COMMISSION REPORTS:**

2. Oral Report on Planning and Zoning Matters  
There were none.

3. Commissioners' Announcements and Referrals  
Commissioner McDermott announced that Fremont Bank has donated \$100,000 to Friends of the Library for the Community Library.

**APPROVAL OF MINUTES:**

4. Approval of the Minutes of the Planning Commission Meeting on July 28, 2016  
**Commissioner Schott made a motion, seconded by Commissioner McDermott, to approve the minutes of the Planning Commission Meeting on July 28, 2016. The motion passed with the following vote:  
6:0:1 (AYES: Willis Jr., Goldstein, Parso-York, Enders, Schott, McDermott;  
ABSTAIN: Faria)**

5. Approval of Minutes of the Planning Commission Meeting on September 15, 2016.

**The minutes were approved with modifications, as recommended by Chair Enders. Commissioner McDermott made a motion, seconded by Commissioner Willis, to approve the minutes of the Planning Commission Meeting on September 15, 2016. The motion passed with the following vote:  
5:0:2 (AYES: Willis Jr., Parso-York, Enders, Schott, McDermott; ABSTAIN: Goldstein, Faria)**

**ADJOURNMENT**

Chair Enders dedicated the meeting in the memory of Jose Hernandez who lost his life in a bicycle accident this week in the City of Hayward. Ms. Enders wanted to assure Hayward's residents and Mr. Hernandez's family that staff works diligently to ensure the safety and health of all of Hayward's residents.

Chair Enders adjourned the meeting at 8:10 p.m.



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**APPROVED:**

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Julius Willis Jr., Secretary  
Planning Commission

**ATTEST:**

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Denise Chan, Senior Secretary  
Office of the City Clerk