

**TOWN OF SAN ANSELMO
PLANNING COMMISSION STAFF REPORT**

For the meeting March 3, 2014

Agenda Item D-2

Property Owner / Project Address:

Case No.

Town of San Anselmo
Memorial Park
1000 Sir Francis Drake Boulevard
San Anselmo, CA 94960
APN 006-032-19

DR-1401

Applicant

Town of San Anselmo
David Donery, Director of Community Services
1000 Sir Francis Drake Boulevard
San Anselmo, CA 94960

Request

Design review for Skate Plaza in Memorial Park (between the Isabel Cook Center and the baseball fields), 1000 Sir Francis Drake Boulevard. The project site is located in the Public Facilities (PF) Zoning District.

Recommendation

Conditional approval

I. PROJECT SUMMARY

Previous Actions

2000 - Approval of Millennium Playground at Memorial Park

Environmental Determination

Categorically Exempt: CEQA Section 15303 – New construction or conversion of small structures.

Authority

San Anselmo Municipal Code, Article 15 Design Review.

Timing

A determination must be made within 60 days of the project being deemed complete which is April 22, 2014.

II. STAFF ANALYSIS

Background

The area of the proposed skate plaza between Isabel Cook Center and the baseball fields of Memorial Park has been used and envisioned for a number of years as an area for recreational skateboarding. David Donery, Director of Community Services, has had numerous discussions with Community Services staff, the Department of Public Works, the Central Marin Police Authority and has held public meetings with the Parks and Recreation Commission regarding various skate plaza proposals.

In late 2000, the Town began discussions with community members regarding the potential development of a skateboard facility that would be located at Memorial Park in the underutilized basketball court area. This group worked for several years on a design that included an entryway to the park from the Isabel Cook Center parking lot area and a skate park facility. A final design was approved by the Town and cost estimates were developed. Fundraising efforts fell short, and the group gradually disbanded.

In 2010, the Recreation Department began offering a summer instructional skateboard camp. Equipment used for the camp, which was held on the basketball court area at Memorial Park, consisted of a temporary half pipe skate structure and a small portable metal ramp. The temporary half pipe has been allowed to remain in the park and available for public use for several weeks after the camps have ended. The structure saw consistent use during this time each year. Community Services and Public Works staff regularly inspected the structure and, in past years, have had it dismantled once it was determined to no longer be structurally safe for use.

In October of 2013, a group of residents, including young skaters and parents, presented a plan for a Skate Plaza to the Parks and Recreation Commission. The plaza would be located in the basketball court and consist of a half-pipe, two quarter-pipes, a middle, two grinding boxes and a rail. The Parks and Recreation Commission requested additional information on several issues including proposed hours of operation, suggested rules/code of conduct, potential Police Department concerns, ADA concerns, ongoing maintenance, and potential conflicts with existing uses. The Commission appointed a subcommittee to work with the group to address these concerns and return to the Commission with an update. The subcommittee met with representatives from the Central Marin Police Authority and the Public Works Director and worked through the issues that had been raised. The revised proposal was reviewed again by the Parks and Recreation Commission on January 21, 2014, and a unanimous recommendation of approval was forwarded to the Planning Commission.

Community Services staff mailed and posted notices regarding the October meeting to all neighbors living adjacent the proposed plaza including each unit at the Isabel Cook Homes complex. These notices included a flier indicating that a proposal was being reviewed regarding the installation of a skate plaza at Memorial Park, along with a meeting agenda. Staff was not contacted by any of the neighbors nor did anyone from the neighborhood attend the meeting. Staff again mailed out notices regarding the January meeting and no one from the public spoke or submitted comments.

Project Description

The proposed skate plaza would be located on the basketball courts between Isabel Cook Center and the baseball fields (Attachment 2 - Aerial Photo and Attachment 3 - Plans). The blacktop area would be resurfaced and skating components manufactured by SkateLite Pro would be installed. The components would consist of a half-pipe (± 350 square feet), two quarter-pipes (each ± 32 square feet), a middle (± 114 square feet), two griding boxes (each ± 10 square feet) and a rail (± 8 square feet). The tallest components would be the half-pipe and two quarter-pipes, each approximately 3.5 feet in height. The components have wooden bases, are designed to be used by a varied age group and can be painted. The color of the components has not yet been determined; however, once a color is proposed it will be reviewed by Planning Department staff. The location of each of the components is shown on the proposed plan (Attachment 3 - Plans). The location of the components was chosen to allow the western half of the basketball court to continue to be available for basketball use. The proposed hours of the plaza are 9 am to dusk and the rules/code of conduct would be posted at a location(s) determined by the Director of Community Services (Attachment 5 - Rules/code of conduct).

Project Analysis

The proposed skate plaza is consistent with the Public Facilities (PF) zoning district. The PF district is generally applied to all existing major public land uses, including the Town Corporation Yard, Town Hall, the Police Department, the Public Library, the Fire Service buildings, public parking lots, parks and public schools. The skate plaza is a permitted use within the park and no use permit is required. Town staff is bringing the project before the Planning Commission to determine whether or not the project meets the required design review findings. The hearing before the Planning Commission also gives the public the opportunity to provide input.

The proposed skate plaza has been reviewed and recommended for approval by the Parks and Recreation Commission, the Department of Public Works and Building, and the Central Marin Police Authority.

An email was submitted to the Town in response to the public notice sent to all property owners and tenants within 300 feet of the project site (Attachment 6 - Email from resident). The email is from a nearby resident who questions why a temporary skate plaza is being proposed when in 2006 the Town Council approved a skate park with no temporary structures. The resident also questions why a skate plaza is being proposed if it is to be excavated in a year or two. Staff responded to the email and explained that the proposed skate plaza has been designed with the

understanding that it may be removed if the Memorial Park Detention Basin Project moves forward. Furthermore, the skate plaza project is funded completely through fundraising efforts and will not impact the planning or implementation of the Memorial Park Detention Basin Park.

III. REQUIRED FINDINGS

Design Review:

In order for the Planning Commission to approve the Design Review application, each of the following findings must be made:

1. *The project will not unreasonably impair access to light and air of structures on neighboring properties;*

The proposed skate plaza will have a number of components. The tallest components will be the half pipe and two quarter pipes each approximately 3.5 feet in height. The half pipe and nearest quarter pipe will be approximately 35 to 50 feet to the north of the nearest residential unit and will not unreasonably impair access to light or air.

2. *The project will not unreasonably affect the privacy of neighboring properties including not unreasonably affecting such privacy by the placement of windows, skylights and decks;*

The components of the plaza will be approximately 35 to 50 feet away from the nearest residence and the plaza hours of operation will be restricted to 9 am to dusk. Rules/code of conduct will be posted on site. The project will not unreasonably affect the privacy of neighboring properties. The skate plaza will not change the use of the park site.

3. *The project will be of a bulk, mass and design that complements the existing character of the surrounding neighborhood;*

The project will be of a bulk, mass and design that will fit into the existing park and complement other park uses. The components, with a maximum height of 3.5 feet and ranging in size from approximately 10 square feet to 310 square feet will not be out of scale with the surrounding park structures or nearby buildings.

4. *The project will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood.*

Construction will be required to be in compliance with all adopted building codes, thereby ensuring the health and safety of persons in or near the property. The skate plaza will be regularly inspected by Community Services and Public Works Department staff.

IV. CONDITIONS OF APPROVAL

1. Approval is based on the plans and materials titled San Anselmo Skate Plaza and date stamped received by the Town on February 10, 2014.
2. All conditions of approval shall be printed at the top of Sheet 1 of the building permit drawings and titled "Planning Conditions of Approval".
3. The proposed hours of the plaza (9 am to dusk) and the rules/code of conduct shall be posted at a location determined by the Director of Community Services.
4. The proposed color(s) of the skate plaza components shall be reviewed and approved by Planning staff.
5. A completed building permit application must be submitted to the Town for this project within one year from the date of this approval. If an application is not submitted, the approval shall be considered null and void. A one-time-only, one-year extension can be requested in writing to the Planning Director prior to the expiration date.
6. A building permit must be obtained prior to the start of any construction work that requires a permit per the Town of San Anselmo regulations. Please contact the San Anselmo Building Department at 415-258-4616 or townofsananselmo.org/building for requirements and further information.

Prepared By:



Phil Boyle
Senior Planner

Attachments:

1. Application
2. Aerial photo
3. Plans
4. Memorial Skate Program Proposal
5. Rules/code of conduct
6. Email from resident

c: David P. Donery, Director of Community Services

