

TOWN OF SAN ANSELMO

Minutes of the Town Council Meeting of July 10, 1990

1. CALL TO ORDER.

Mayor Chignell convened the regular meeting at 8:00 p.m., following a closed session regarding personnel matters beginning at 7:30 p.m., with Councilmembers Colteaux, Kanis, Walsh and Zaharoff present.

2. OPEN TIME FOR PUBLIC EXPRESSION

There was no public comment.

3. CONSENT AGENDA.

- (a) Approve Minutes: June 26, 1990.
- (b) Discussion regarding regulation of dry cleaning establishments: CONTINUE TO JULY 24, 1990.
- (c) Public hearing on an appeal of the Planning Commission's approval of a preliminary development plan, precise development plan, and design review for a single family detached residential unit to be constructed at 10 Fernwood Drive: CONTINUE TO JULY 24, 1990.

Item (b) was removed from the consent agenda, to be discussed after item (4).

M/S, Colteaux/Kanis, to approve the consent agenda, with the removal of (b). Motion passed unanimously.

4. APPEAL OF PLANNING COMMISSION'S APPROVAL OF USE PERMIT 9002 AND USE PERMIT 9003 ALLOWING THE ESTABLISHMENT OF A DRY CLEANING PLANT/RETAIL STORE AND SELF-SERVE LAUNDRY AT LA MANCHA PLAZA, LOCATED AT 805 SIR FRANCIS DRAKE BOULEVARD.

Assistant Planning Director Anderson reported on the issues that Council directed staff to research at its meeting of May 8. Staff contacted the Federal Occupational Safety and Health Administration, California OSHA, County of Marin Environmental Health, and the Bay Area Air Quality Management District (BAAQMD). Neither FedOSHA nor CalOSHA inspect dry cleaning plants except by complaint and their emphasis is on worker safety. BAAQMD has an inspection and permit program for dry cleaning equipment. The County's staff member for issues related to dry cleaning was not available. None of the agencies were aware of any study done or being done on the effects of the chemical perchloroethylene.

Dry cleaning equipment manufacturers will verify that the equipment meets BAAQMD standards, and BAAQMD tests the equipment after it is installed. Contrary to information suggested at the prior meeting, Tiburon has no limit on the number of dry cleaners allowed per square mile.

Colteaux expressed concern about equipment being installed and being allowed to operate even if it does not meet standards.

In response to a question from Walsh, Anderson explained that FedOSHA would inspect the business upon receiving complaints that the operation of the equipment is a danger to workers. Walsh inquired about the Town placing a condition of approval that OSHA will regularly inspect the equipment.

Kanis expressed concern about any impacts on the

neighborhood from the dry cleaning operation.

John Wolohan, representing the applicant, said testing for level of perchloroethylene in the air was a simple procedure that an independent lab could perform.

Linnard Lane, owner of the subject property, noted that no appellants were present. He said that the equipment being installed in this establishment is the newest, most highly regulated equipment and yet the other dry cleaners in town, who have an open system, do not get this level of scrutiny.

M/S, Colteaux/Walsh, to deny the appeal of the Planning Commission's approval of Use Permit 9003, of a dry cleaning plant and retail store at La Mancha Plaza, located at 805 Sir Francis Drake Boulevard, with the following conditions:

1. The plant is limited to a retail store on the site. Wholesale operations are not allowed.
2. That all dry cleaning equipment installed in the dry cleaning plant reflect the current state of the art technology incorporating a closed system design.
3. That the applicant, prior to commencing operation of the dry cleaning plant, submit to the Director of Public Works and Planning, evidence that all necessary permit and approvals required by Federal, State, County and regional agencies have been obtained.

Motion passed by the following vote:

AYES: Colteaux, Walsh, Chignell

NOES: Kanis, Zaharoff

Kanis noted that the appellants submitted their complaints in writing, and that there had been concerns by a number of people of potential danger to children. He said he was concerned about traffic and the impacts of this type of development.

Colteaux commented that he was concerned about traffic, but the town had approve this business, and it was in an area serviced by automobile, and was not a walking area.

Zaharoff stated that the Limited Commercial designation was to establish minimal traffic due to the proximity to the neighborhood, and dry cleaners are used most often at peak hours. She expressed concern about drivers making left turns onto Sir Francis Drake Boulevard, and cars existing through the Bella Vista neighborhood. she said that retail hours of 10 a.m. to 6 p.m. would be more appropriate for this location.

M/S, Colteaux/Walsh, to deny the appeal of the Planning Commission's approval of Use Permit 9003, thereby allowing the establishment of a self-serve laundromat at La Mancha Plaza, located at 805 Sir Francis Drake Boulevard, with the following conditions:

1. Hours of operation for the self-serve laundromat be limited to 7:00 a.m. to 10:00 p.m., seven days a week.
2. Operation of the self-serve laundromat shall be limited to those activities which are directly related to the washing and drying of clothes and shall not include any form of entertainment, retail sales, or rental of any products or services not directly associated with the washing and drying of clothes, and shall not include wholesale services most typically defined as "wash and fold."

Motion passed by the following vote:

AYES: Colteaux, Walsh, Chignell

NOES: Kanis, Zaharoff

(b) DISCUSSION REGARDING REGULATION OF DRY CLEANING ESTABLISHMENTS.

Assistant Planning Director Anderson reported that any collection of data on dry cleaning equipment and chemicals would have to be done by Town staff. It was the consensus of the Council that this issue was in the jurisdiction of other agencies, and that due to more pressing business, this issue be deferred unless or until information comes to the attention of Town staff.

5. INTRODUCE PROVISIONAL ORDINANCE AMENDING MUNICIPAL CODE SECTION 9-7.303(A)(1) TO ALLOW PLACEMENT OF UP TO FOUR REAL ESTATE OPEN HOUSE DIRECTIONAL SIGNS ON PRIVATE PROPERTY ON SUNDAYS BETWEEN 1 P.M. AND 4 P.M.

Kanis reported that other agencies were considering including a limitation on the proportion of the directional sign that can be used for advertising.

M/S, Zaharoff/Walsh, to continue this item to July 24 for more information. Motion passed unanimously.

6. PRESENTATION OF LONG-TERM FINANCE COMMITTEE REPORT.

William Jelinek, Chairman of the Long-Term Finance Committee, read the Committee's charge and reported that the Committee met twice a month since its formation in July 1989. The Committee met the department heads, the Council, attending budget hearings, reviewed other Marin city budgets, and studied research information on this issue. The Committee's report includes recommendations on nine aspects of the Town's finances. Jelinek said the Committee concludes that the Town is underfinanced and is in need of an additional \$800,000 to \$1,000,000 a year to maintain services and do capital improvements. The revenue measures that the Committee recommends San Anselmo employ are the utility user's tax and SB 975, a street and storm drain assessment. The Committee recommends these measures be put to an advisory vote, which the members thought the community would support if they understood the Town's needs.

Committee member Cynthia Barrows suggested there be a joint Council-Committee meeting. Committee member Ken Anderson said that the federal government takes too big a piece of the pie. Committee member George Buckle praised Chairman Jelinek for holding the Committee together for a year.

Sarah Nome, 77 Alder Avenue, said the Town has fine fire and police departments, but there are obvious savings in other departments.

The Council thanked the Committee for all of its work and supported having a joint meeting after the end of August, with staff to submit comments on the report in writing.

7. PUBLIC HEARING ON 1990-91 PROPOSED BUDGET:

(a) Planning

Public Works/Planning Director Kottage reported that the 1990-91 planning budget and program was a continuation of the work done last year, with the difference being having Assistant Director for a full year. There was a request

for funding in outside services to provide outside consultants to work with in-house staff on the update to the housing element. The consultant would have experience and expertise in preparation of the element, but it would be much more costly if all of the element work was done by an outside consultant. Staff also recommended expansion of the allocation for a student intern beyond what was in the proposed budget. Staff has discovered that the intern is the most cost effective way to add planning services, and an additional allocation for 40 hours per week during the summer would be a tremendous help.

Kanis asked whether the intern would provide additional service to the public, or would just fill in doing work that is already currently done.

Planner Lisa Wight explained that the intern was able to do code enforcement, review building plans for zoning compliance, and help at the counter, thereby improving service to the public. Kottage added that the intern frees up Wight to do a higher level of work, which in turn frees up Assistant Planning Director Anderson to do a higher level of work.

Colteaux inquired about funds being paid to Planning Consultant Roberto for update of the General Plan and Zoning Ordinance. Kottage explained that Roberto has been fully paid for the work completed on the General Plan, and will be paid for the zoning ordinance work upon its completion with funds encumbered for that purpose from the 1988-89 fiscal year.

Colteaux said he would like to know what is going on, who is getting paid and where the money is coming from.

Camuglia explained that the budget provides a snapshot with some historical data, and the encumbrances are described in more detail in the Town's financial report.

Colteaux responded that it was not just for the benefit of the Council, but also for the public, that he wanted complete and clear information included in the budget.

Chignell asked that information be provided on all of the funds that are being encumbered.

Planning Commissioner Julin supported the idea of funding an intern position, noting that many communities employ an intern as a cost effective means of providing planning services.

Sarah Nome, 77 Alder Avenue, asked why there were no funds budgeted for building maintenance in the planning budget given the need identified by the Long Term Finance Committee for maintaining public property. Staff explained that since the Planning Department shares space with Public Works, the building maintenance costs for both divisions are in the 441 budget.

(b) Engineering and Inspection

Public Works/Planning Director Kottage reported that the Assistant Public Works Director position has remained unfilled, but he feels the Town needs to come up with a quality person who would be willing to fill the position for one year. The slack of not having the position filled has been taken up by consultants and by Kottage. Staff has made the allocation for an assistant director on the assumption that the this allocation will be equal to the cost of consultants.

Council requested information on the consultants hired by the Town, what work they did, and to which budget their costs were charged.

Kottage stated that consultants operate on a limited basis, with a narrow focus, whereas Fred Braun, the prior assistant director, did a variety of tasks. Kottage has been spending more of his time on engineering matters since Braun left, and has less time for management of the department as a whole and long range capital planning or street maintenance management. However, Kottage's expertise is in civil engineering, specifically drainage, while Braun was an expert in structural engineering. Since Braun's departure, more building plans are given to consultants and therefore the turnaround time for building permits has showed down. In estimating the breakdown of Braun's time, Kottage estimated that one half of his time was spent on structural engineering, one quarter on capital reconstruction, and one quarter miscellaneous projects and duties.

Building Inspector Tony DeSousa said the Assistant Director is very much needed, noting that the department does not have anybody there to answer the public's questions, which Braun previous did, and it is taking a longer time to do plan checking.

Administrative Secretary/Technician Barbara Chambers noted that Braun spent a considerable time working on nuisance abatements. She said the department does not like to keep the public waiting, but that happens many times since the loss of the assistant director.

Colteaux said he was not inclined to approve either the Planning or the Engineering and Inspection budget until more information was received and organizational issues were resolved. He wanted to know what relief the Town has had from hiring an Assistant Planning Director.

Town Administrator Camuglia reported that she and Kottage had discussed the department's workload and organizational structure, noting that it was an awkward configuration not duplicated elsewhere in the County. The department has been in a state of flux with one new assistant director and one leaving, and staff could put together some information prior to budget adoption.

Colteaux suggested quarterly budget reviews to keep the Council's feet to the fire. Camuglia said it was not uncommon to meet on a quarterly or twice a year basis.

Walsh said she wanted clear job descriptions on who is doing what, and whether the Assistant Planning Director improved the overall operations of the department.

Kanis suggested considering hiring an outside consultant to come in and do an overview of the Town's organizational structure and to write job descriptions.

Camuglia noted that the capital items proposed for the department included engineering and inspection computer software. Colteaux expressed concern about having an overall computerization plan.

Nome said computers were supposed to save money, wanted to know the total cost of all hardware and software in the last six years, and supported providing an in-house payroll service.

(c) Street Maintenance

Kottage reported that the proposed budget increased between 4 and 5 percent. Since the Town was not able to have an annual spraying program this year, the outside services line item was less than budgeted.

Walsh and Colteaux thanked the department, notable Street Maintenance Supervisor Johansen, for all the work done with the CLASS group on median landscaping, and on the parking plan for Greenfield Avenue.

Chignell said he wanted to see an update on personnel procedures, to prevent criticism with respect to fairness in hiring and firing.

(d) Parks

Camuglia reported that as with the other departments, this was a hold-the-line budget. The proposed capital items were a mower and funds towards play equipment at Lansdale Park.

Acting Parks Director Nyberg noted that he felt that department services could greatly benefit from an additional employee. Camuglia said staff will gather cost effectiveness data over the next year, noting that it has become apparent during the last year that the department is very shorthanded, particularly when an employee is sick, and in its busy season.

Nyberg explained that the department has expanded its volunteer program in the department over the last year, and what was needed was personnel with expertise.

Camuglia commended Nyberg for his budget preparation and the five year package of capital improvements.

In response to a question about the mower, Nyberg explained that its current mower is a unit attached to a tractor. However, the tractor's weight compacts the soil, causing more water to be needed for irrigation, and requiring more frequent aeration and fertilization. Furthermore, it shreds the grass instead of cutting it, which increases disease. The department would hold onto the tractor as serves as a utility vehicle for other purposes. Approximately \$2,500 was spent last year on tractor repairs, but by reducing its usage, its life could be extended.

Chignell thanked Nyberg for his presence at community events. He asked Camuglia for a timeline for final disposition of the two departments. Camuglia responded that this was another organizational issue to be addressed at the beginning of the fiscal year.

In response to questions by Kanis regarding Sorich Park, Nyberg explained that students from Spectrum at Drake High School are irradiating the fennel as part of the plan to change the park to a wildlife meadow. The park is also limited by the availability of water, and irrigation will have to be extended from the Corporation Yard.

8. SCHEDULE INTERVIEWS FOR SEATS ON THE PARKS AND RECREATION COMMISSION AND SOLID WASTE AND RECYCLING ADVISORY COMMITTEE.

It was the consensus of the Council to schedule a special meeting in July.

9. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS, COMMENTS AND DIRECTIONS TO STAFF; STAFF MISCELLANEOUS ITEMS.

63 Nokomis - Walsh expressed concern about the inspection of the premises not taking place until July 26.

Countywide Planning Committee - Zaharoff offered to fill in for Kanis at the July 26 meeting.

Homeless Committee - Colteaux volunteered to represent the Council on a county Homeless Committee.

10. ADJOURNMENT.

The meeting was adjourned at 10:45 p.m. to July 17 at 7:00 p.m.

Beth Pollard