

**PLANNING COMMISSION MEETING
AUGUST 29, 1988**

The special meeting of the San Anselmo Planning Commission was called to order on August 29, 1988, at 7:00 p.m. in the Council Chamber by Vice Chairman Sias. Staff present: John Kottage, Director of Public Works and John Roberto, Planning Consultant.

A. ROLL CALL

Commissioners present: Sias, Harle, Julin, Yarish, Kroot
Commissioners absent: Manning,

B. COMMISSION DISCUSSION AND TAKING OF PUBLIC COMMENT ON THE LAND USE, CIRCULATION AND OPEN SPACE ELEMENTS OF THE DRAFT AMENDMENTS TO THE SAN ANSELMO GENERAL PLAN.

At the last General Plan hearing, the Commission finished discussion of the items included in John Roberto's memo of June 27, 1988. There however were a few questions that remain unanswered. These questions were addressed to John Roberto.

Commissioner Julin said there was some question about the labeling of streets as either local, collector or arterial. She asked why there needed to be a distinction between the streets.

John Roberto said that there are roads in Town which carry higher volumes of traffic and this carrying of higher volumes of traffic needs to be recognized.

Commissioner Harle did not want to imply in the General Plan that certain streets could handle additional traffic. He felt this may act as an inducement to developers. If the only purpose of labeling is for informational purposes, then the definitions should be dropped.

Commissioner Kroot asked if the streets need to be classified a definition to accomplish some general plan policy or is the classification simply a reflection of actual use. He noted that San Anselmo Avenue and Center Blvd function as arterial between 7:00 a.m. and 8:00 a.m. by use.

Commissioner Yarish stated that in the Circulation element there are references to arterial and collector streets, and perhaps that is why they need to be defined.

John Roberto said the Objectives and Policy Section recognizes that certain streets have a heavier flow of traffic because of actual use. He read Page 32 of the proposed General Plan, stating the objectives recognize that the existing character of the streets should not be changed.

Commissioner Harle thought there should be wording in the revised General Plan which states that although streets have a certain classification, the classification should not imply that the Town will allow increase traffic on these streets in the future.

*M/S Harle, Kroot, on page 33, policy 3.4 of the proposed General Plan, delete the word "residential" and add the word "local and collector".

Discussion

Commissioner Yarish said there is a proposal to add another left turn lane to Butterfield Road at the intersection with Sir Francis Drake Blvd. Will this have any effect on the wording of policy 3.4?

All ayes.

PLANNING COMMISSION MEETING
AUGUST 29, 1988

Commissioner Sias thought that defining the street types will be helpful for future planning.

Commissioner Harle was not in favor of leaving the definitions in if the definitions are not qualified. He does however feel that the changes just agreed to adequately qualify policy 3.4.

Johnathan Braun, 479 Scenic noted that Objective 3 on page 32 of the proposed General Plan states that the level of service in the Town was "D" or better. He thought it was at service level "A".

John Roberto explained that the level of service on Sir Francis Drake has not been measured since the 1986 traffic mitigation project, however prior to the project, service level was "F". The reason the original policy 3.3 was included was to protect the Town from an automatic demand for a project if the level of service did drop below "D" for a short period of time.

Johnathan Braun asked if it was in the Town's best interest to set a level of service that has not been verified?

Mr. Kottage stated that since the expansion on Sir Francis Drake Blvd he believes the level of service on Sir Francis Drake Blvd in the project area is clearly "D" or better.

Commissioner Sias said the Commission did look at the level of service and said it should not fall below "D". That is why 3.3 was deleted at a previous meeting. However if the service level was raised to "C" the Town would be asking for a level that perhaps we could not achieve.

Commissioner Harle said it was impossible to control the level of existing traffic on Sir Francis Drake Blvd because the primary development that will determine future traffic levels are located outside of Town.

John Roberto said the intent was to state the level of service that the Town has, and then to make a statement of what is acceptable to the Town. If the Commission does not want to go below service level "D" then there should be a statement of what level is acceptable. Mr. Roberto stated the Town has received a letter from Mr. Neil Sorensen addressing the fact that the Town has no studies to back up the statement of Objective 3. This type of challenge is why policy 3.3 on page 33 was included in the original, proposed amendment to the General Plan. He added that to date the Town Attorney has not reviewed Mr. Sorensen's letter.

Commissioner Yarish wondered if perhaps policy 3.3 on page 33 should be reinstated.

Commissioner Sias was very much against the wording "short duration" as stated in policy 3.3. He would like to maintain the strict service level "D" limit.

John Roberto said the Planning Commission and the Town Council are the people who interpret the words of the General Plan. He questioned whether or not including the original 3.3 policy would really jeopardize the other policies? This wording was put in to allow the Town some flexibility.

Commissioner Harle suggested adding wording to Objective 3 on page 32 of the proposed General Plan ... "by means other than making improvements to the arterials".

John Kottage said that the Commission should set policies that will allow some improvements to traffic flow otherwise

PLANNING COMMISSION MEETING
AUGUST 29, 1988

future excess traffic will seek relief by diverting on to the residential streets thereby changing adversely the nature of those streets.

Commissioner Harle said the Town of Ross will not allow widening of Drake through their Town and he was in favor of the same policy for San Anselmo.

M/ Harle, to withdraw the proposed change to Objective 3.

*M/S Harle, Yarish, to change wording on policy 3.4 to read as follows: "...to local, collector and arterial streets. Improvements to intersections such as signal changes and channeling of traffic are not considered major roadway improvements.

All ayes.

Chairman Hayes arrived late after meeting business obligations in Los Angeles.

Commissioner Yarish again asked if policy 3.3 should be added back in because of the comments of Mr. Roberto.

Commissioner Sias reiterated his concerns with reinstating policy 3.3 especially the wording "short duration".

John Kottage suggested that the Commission take a few minutes to read the letter from Mr. Sorensen.

Commissioner Sias said the letter has not yet been reviewed by the Town Attorney and the Commission should concentrate on planning issues involving traffic service levels not legal issues brought up by this letter. He said if the level gets below "D" then there would have to be a General Plan amendment if there is desire for a project to restore level of service "D"..

Mr. Roberto said a General Plan amendment would be a costly and time consuming method of handling this problem.

Commissioner Harle reiterated that the origin of any increase in traffic would be from the towns west of San Anselmo. If there is a statement that specifies there will be no added lanes on Sir Francis Drake Blvd or Center Blvd then he would feel comfortable allowing the level of service to fall below "D" and he would allow policy 3.3 to be reinstated.

Commissioner Yarish said he feels comfortable leaving in the original policy 3.3 and sees this policy as protecting the Town from being forced into a project due to a development that occurs outside of the Town.

Commissioner Kroot echoed Commissioner Yarish.

Commissioner Sias would like to see the policy stay deleted. People in Town do not want to live with a service level below "D". It is a loop hole that will allow more development.

Commissioner Harle thought it was fine to reinstate the original policy as long as there was a proviso which limited improvements.

Chairman Hayes suggested the following wording for policy 3.3: "The Town will not allow the level of service to drop below 'D' unless such deterioration in service is only for a short duration of time and occurs infrequently and is judged to be in the public interest and in accord with the other provisions of the General Plan."

PLANNING COMMISSION MEETING
AUGUST 29, 1988

M/S Harle, Yarish, to incorporate the wording suggested by Chairman Hayes.

Ayes: Yarish, Kroot, Harle, Julin, Hayes
Noes: Sias

Commissioner Harle said that the purpose of the wording is to discourage development by the Town not allowing the roads to be widened.

M/S Harle, Julin, move reconsideration of the last motion.

All ayes.

*M/S Harle, Yarish, to reword policy 3.3 follows: "The Town will not allow the level of service to drop below 'D' unless the deterioration is judged to be in the public interest and is in accord with the other provisions of this General Plan."

Ayes: Yarish, Julin, Harle, Hayes
Noes: Sias

*M/S Sias, Julin, to delete the words "...and will be designed accordingly." from policy 2.1 on page 32 of the proposed General Plan.

All Ayes.

Robert Epifanio, 83 The Alameda said the street he lives on has unique features including close proximity to open space. He did not think The Alameda should be designated a collector street.

John Kottage was in agreement with Mr. Epifanio.

*M/S Sias, Julin, to remove The Alameda as a collector street.

All ayes.

*M/S Sias, Julin, to designate Forbes Avenue as a collector street.

All ayes.

Mr. Kottage suggested that the General Plan's intentions be clarified by stating that the Plan's policies refer to both accepted and non accepted streets.

*M/S Sias, Julin, that a statement be added to the General Plan indicating that policies in the proposed General Plan apply to both accepted and unaccepted streets.

All ayes.

John Roberto said a decision should be made as to whether or not the summary section needs to be included in the General Plan amendments when it is finally approved..

*The consensus of the Commission was to delete the summary section of the proposed General Plan from the final document.

All ayes.

At this time the Commission began going to go through the Preliminary Draft of Amended General Plan page by page to discuss any remaining concerns.

On page 3, first paragraph, the Commission asked what the correct percentages were.

PLANNING COMMISSION MEETING
AUGUST 29, 1988

Mr. Roberto said the proper ratio is 77% single family units to 23% multi family units.

On page 5, policy 1.3, Commissioner Sias would like to delete "Encourage in-fill development and the intensification of use in the area designated for high-density residential development..."

Commissioner Yarish suggested changing the wording from "Encourage" to "Allow".

Julin suggested that policy 1.3 should read "Rather than development of annexed lands".

Commissioner Harle said future growth may be best managed by eliminating policy 1.3

Mr. Roberto suggested dropping policy 1.3.

*M/S Harle, Sias to drop policy 1.3 on page 5 from the proposed General Plan.

All ayes.

Johnathan Braun asked what was intended by the word "Open space" in policy 2.3 on page 6. His feeling is that the words should be "Undeveloped lands" instead of "Open space"..

Mr. Roberto referred the Planning Commission to the Open Space Element.

*M/S Sias, Harle, to change wording on page 6, policy 2.3 from "Open space" to read "Undeveloped lands".

All ayes.

Johnathan Braun suggested adding wording to policy 7.3 on page 7 to read "... or recreational value".

*M/S Yarish, Kroot, to add wording to policy 7.3 on page 7 to read"or recreational value".

All ayes.

Johnathan Braun suggested adding reference to Open Space Element in policy 7.4 on page 8.

*M/S Sias, Julin, to add "(See Open Space Element Objective 4)" to policy 7.4 on page 8.

All ayes.

Commissioner Harle asked how policy 7.4 relates to the creeks and whether it would lead to pedestrian easements through peoples' backyards.

Johnathan Braun did not think the intention of policy 7.4 was to create easements through peoples' backyards..

Commissioner Kroot suggested wording for policy 7.4 to read "Encourage the creation of..."

Chairman Hayes thought it was a good idea to have policy 7.4 in the General Plan to function as a goal in the future.

*Mr. Roberto suggested wording as follows for policy 7.4: "Encourage Open Space corridors along easements and streams, including the provision of public access where appropriate for bicycling, walking, and equestrian access. (See Open Space objective 4)."

PLANNING COMMISSION MEETING
AUGUST 29, 1988

*M/S Kroot, Julin to use wording as stated by John Roberto.

All eyes.

Commissioner Julin wanted to change the wording from "shall" to "may" in policy 9.4 on page 9.

Commissioner Harle thought policies 9.3 and 9.4 create too many limitations and that the Commission does not have the ethical right to dictate building square footage.

Johnathan Braun thought policy 9.4 could be modified by stating that: "development will be situated in such a way as to provide the maximum natural screening available on the property".

John Roberto said that the residents in the Quarry Mountain area were against large homes however there was no General Plan policy to preclude large homes.

Commissioner Julin was in favor of retaining policy 9.3.

Commissioner Harle felt it was unfair to put a square foot limitation on the building if the lot features can handle it.

Chairman Hayes cited the house on South Oak that recently came before the Commission. It was massive, however there was no policy on square footage that allowed the Planning Commission to limit the size of the building.

Commissioner Harle thought that the purpose of the design review process was to reduce the visual impact, not limit building size.

Commissioner Sias was unable to stay for the rest of the meeting.

M/ Yarish to add..."if this will decrease visual impact." to the end of the first sentence on policy 9.4.

Motion died for lack of a second.

*John Roberto said the underlying objective is to screen hillside development and suggested a wording change for policy 9.4 as follows: "Development on hillside and ridge parcels shall be located so as to be screened by the existing woodlands or by portions of the site topography. Development within existing woodlands may be allowed providing that tree removal is minimal.

*M/S Yarish, Julin, to revise wording as suggested by John Roberto.

Ayes: Julin, Kroot, Yarish, Hayes
Abstain: Harle

Commissioner Julin asked if there was any unique or endangered species in the hillsides.

John Roberto was not sure at this time however that issue would be brought up during the R-1H process for each parcel.

*There was no decision made regarding changing policy 9.3 on page 9.

chairman Hayes said there should be a limitation placed on grading of the hillside lands.

*M/S Hayes, Julin to agree in concept to a new policy 9.7 which limits grading and disturbance of the natural contours

PLANNING COMMISSION MEETING
AUGUST 29, 1988

of hillside land (make statement similar to the statement found in the old R-1H ordinance).

All ayes.

With regard to policy 13.2 on page 11, John Kottage said some Towns do not allow water supply by private wells. This restriction on the use of private wells is included in the existing subdivision section of San Anselmo's Municipal Code i.e. all water supply must be secured by MMWD hookup. He felt that this policy should be extended to all lots in the Town and he therefore was not in favor of policy 13.2

Commissioner Julin said it was her experience that most communities do not allow wells if the lot is near the Town.

Johnathan Braun said that policy 12.2 is related to policy 13.2 and should also be reworded.

*M/S Kroot, Julin, to change the wording on policy 13.2 from "which cannot" to "shall" (staff suggests that it was the intention of the Commission to delete all portions of this policy that allow water supply by private wells. Therefore the rest of the policy be modified accordingly).

All ayes.

*Mr. Roberto suggested rewording policy 12.2 as follows: "To require, all new development within Town to be served by both the public water supply agency and the public fire protection agency and where viable by the public sewer system agency".

M/S Kroot, Julin to adopt the wording as proposed by John Roberto.

All ayes.

John Kottage said policy 15.2 is consistent with the existing subdivision requirements in the Municipal Code.

Chairman Hayes wanted to change the wording for Objective 17 to acknowledge the present location of the Police Department and Fire Department in the flood plain.

*John Roberto suggested adding wording under Objective 17 to say"or if no other choice, that they be designed so that they can function adequately in a disaster".

M/S Kroot, Yarish, to adopt the wording as stated by John Robert.

All ayes.

John Roberto presented a memorandum to the Commission proposing 2 new issues: (1) the preservation and restoration of local historic buildings, features and sites (2) Reuse of Private School and Church Sites.

*M/S Kroot, Yarish to adopt the issue related to preservation and restoration of local historic buildings, features and sites as new Objective 19 for the proposed General Plan as stated in the Memorandum written by John Roberto dated August 29, 1988.

All ayes.

*With regards to the new issue related to reuse of private school and church sites, Chairman Hayes would like to change the wording on policy number 3 from"visual" to"community".

**PLANNING COMMISSION MEETING
AUGUST 29, 1988**

*M/S Julin, Kroot, to adopt the wording of John Roberto as stated in his Memorandum dated August 28, 1988 with the revision as suggested by Chairman Hayes.

All ayes.

*Commissioner Julin suggested creating additional wording on page 19 of the proposed General Plan to incorporate the concepts related to "Historic" described in new Objective #19.

The Planning Commission requested that Julin prepare appropriate language for the next General Plan meeting.

Commissioner Julin did not feel that "takeout" food facilities should be allowed as a primary use in the C-2 zone and cited Lococo's on San Anselmo Avenue as an example.

No Planning Commission consensus was reached on this point.

Chairman Hayes questioned the meaning and the need for floor area ratio as used on page 20. Mr. Roberto read the State Guidelines on this item to the Commission. The figures F.A.R. were derived from a combination of actual use in the Town and the height limit for various zones.

John Kottage said the floor area ratio figures were consistent with the existing zoning ordinance.

*M/S Julin, Kroot, to approve the floor area ratio concept with the understanding that it does not exceed limits of the existing code.

All ayes.

John Kottage said John Roberto is going to put together the revised draft General Plan with the agreed upon changes. Once this is done he suggested a Planning Commission Oversight Committee review it, prior to it coming to the full Planning Commission. He wondered if there would be 2 or 3 Commissioners that would like to be on this Committee.

Chairman Hayes, Commissioner Julin and Commissioner Yarish volunteered.

John Kottage was hopeful that the Commission could meet again on September 12 to review the revised draft General Plan. Perhaps the environmental document could be handled at the following regularly scheduled Planning Commission meeting.

John Roberto said he would prefer to handle the environmental document at the September 12th meeting and if necessary, and do an errata to the revised General Plan at the Town Council level.

*Johnathan Braun asked if wording could be added on page 23, number 3 Parks and Open Space, 3rd to the last sentence"... To conform with Objective 3 of policy 3.1 of the Open Space Element.

M/S Julin, Kroot, to approve wording as stated by Johnathan Braun.

all ayes.

Johnathan Braun thought an allowance of one unit per acre was too great and recommended one unit per 10 acres in designated Open Space areas.

PLANNING COMMISSION MEETING
AUGUST 29, 1988

Chairman Hayes suggested deleting the second to last sentence on page 23, item 3 and then make reference in item 3 to the hillside density policy.

*John Roberto suggested wording for page 23, item 3, second to last sentence as follows: "Residential developments in those areas within the Town limits, will be no greater than one unit per acre."

M/S Hayes, Julin to approve wording as suggested by John Roberto.

all Ayes.

Commissioner Harle stated that the wording on page 28, last paragraph is not consistent with the changes that have been made earlier. We do not want to send the message that we are considering improvements to Sir Francis Drake and Center Blvd to accommodate for future development.

John Roberto said the statement was left in so that the Town can require outside funding if it was necessary to make improvements to those roadways.

Chairman Hayes suggested deleting it.

Commissioner Yarish stated that removing this item would remove the format for improving the roads.

*M/S Harle, Julin to delete "San Anselmo may consider limited improvements to Sir Francis Drake Blvd and Center Blvd if new development in other communities continues. San Anselmo and other communities in the area should share in paying the cost of these improvements. Furthermore, other communities should not increase their development potential because of the improvement to traffic flow in San Anselmo."

all Ayes.

On page 35, policy 10.5, Mr. Roberto said the purpose of this policy was to give the Town a structure around which to require funding.

Chairman Hayes thought that this policy should be deleted as it is pro active.

John Roberto stated that there are non maintained roads in the hillside area and this policy will clarify and make uniform requirements for improvement to these roads should those improvements prove necessary. He cited the proposed development on Redwood road as an example. Mr. Roberto sees the policy reflected in 10.5 as a means for obtaining the kinds of improvements the Town wants.

Commissioner Kroot thought it might not be possible to make a decision on the funding prior to hearing a development .

Commissioner Yarish said that if this statement was in the General Plan the Town could have had the proposed Palamino Meadows project repair The Alameda.

Johnathan Braun thought policy 10.5 leaves the door open for developing land to the maximum density.

*John Kottage suggested wording as follows for policy 10.5: "Landowners who wish to improve or subdivide their hillside property may be required to make roadway studies, submit fees or make improvements as recommended in the roadway studies. The Town will adopt criterion for funding the improvements required on roadways serving hillside and ridge properties."

**PLANNING COMMISSION MEETING
AUGUST 29, 1988**

M/S Kroot, Yarish to adopt wording for policy 10.5 as suggesting by John Kottage.

M/S Hayes, Harle, amend to substitute a full deletion.

Commissioner Kroot felt that the roadway issue was separate from number of units allocated to hillside units.

John Roberto said that under policy 10.4 the Town preserves its improvement requirement options. Policy 10.5 is limited to establishing a means to fund the requirements.

John Kottage said this statement will allow for consistent application of policy for each development.

*The voting on the motion by Chairman Hayes and Harle was as follows:

Ayes: Hayes
Noes: Harle, Yarish, Kroot, Julin

Motion denied.

*The voting for the main motion by Commissioner Kroot and Yarish was as follows:

Ayes: Harle, Yarish, Julin, Kroot
Noes: Hayes

Motion carried.

*Johnathan Braun would like to include on page 40, under Item C a number 4. "Provide recreational areas for the residents".

M/S Yarish, Julin to adopt the wording as suggested by Johnathan Braun.

all ayes.

Johnathan Braun presented a new Open Space Map to the Commission, stating it was the product of the Mt. Baldy steering Committee. He said it contains additions to and deletions from the current General Plan Open Space Conservation Map. Mr. Braun also asked if the Conservation Map was going to be updated.

John Roberto said that the only maps that have been budgeted for are the Land Use Element Maps

Johnathan Braun thought it important to also include the Conservation Map because among other reasons, it shows trails.

John Roberto thought that he could also include the updated County trails map in the amended General Plan to provide this information.

It was decided that the next meeting related to the General Plan will take place on September 12, 1988 at 7:00 p.m. John Roberto will have the new proposed General Plan ready for review at that time and that staff will advertise the public notice.

The special meeting was adjourned at 12:15 a.m. to the next special meeting of September 12, 1988.

BARBARA CHAMBERS
ADMINISTRATIVE SECRETARY/TECHNICIAN