

**TOWN OF SAN ANSELMO  
PLANNING COMMISSION MINUTES OF APRIL 2, 2012**

Commissioners Present: Chair Sisich, Vice-Chair Brasler, Commissioners Brown, Krebs, Overberger, Schinner, Zwick  
Commissioners Absent: None

**CALL TO ORDER**

Chair Sisich called the meeting to order at 7:00 p.m.

**OPEN TIME FOR PUBLIC EXPRESSION**

No one spoke.

**PLANNING DIRECTOR REPORT**

Interim Planning Director Diane Henderson advised that the Town Council held the second reading for the San Francisco Theological Seminary and approved the project. Council also introduced and held the first reading for the Spaulding Street/Luna Lane parking lot; the second reading will occur next week.

Henderson further advised that the Draft Housing Element has returned to the State for further review and that she will check in with those reviewing the project next week.

**PUBLIC HEARING ITEMS**

**CONSENT AGENDA**

**Minutes of Planning Commission Meeting February 6, 2012**

M/s, Brasler/ Overberger to approve the minutes of February 6, 2012.

AYES: Brasler, Brown, Krebs, Overberger, Schinner, Sisich, Zwick

NOES: None

ABSTAIN: None

**REGULAR AGENDA**

**GP-1201, Lansdale Fish Passage Project, Lansdale Avenue and San Anselmo Avenue, APN 007-012-59:** Grading Permit to cut and fill over 100 cubic yards of material for the development of the Lansdale Fish Passage Improvement Project. The project proposes to modify the existing crossing to improve passage for steelhead and rainbow trout. (Staff person: Condry)

Public Works Director Sean Condry introduced Hydrologist and Project Manager Gerhard Epke and presented the staff report. Condry also introduced Sandra Goldman, President of Friends of Corte Madera Creek Watershed.

**TOWN OF SAN ANSELMO  
PLANNING COMMISSION MINUTES OF APRIL 2, 2012**

In response to a question from Commissioner Zwick, Condry clarified that this project does not address flood control.

In response to Zwick's question about a comment by the geotechnical engineers, Goldman described the sequence of work to take place on the project, including tying the carport supports into the hill at 510 Center Boulevard, the work on the chute and drop fishway, and construction of a retaining wall in front of the carport supports.

Zwick observed that the solution for tying the pillars into the hill has not been clarified in the plans; further, the plans call for ¼ ton rip rap. If placed boulders will be used instead, the plans need to be revised in this regard.

Overberger asked who owns the properties adjoining the creek in the project area.

Goldman described ownership of the adjoining properties and noted that all but one property owner are very supportive of the project.

Condry clarified that the Town has rights of entry.

Overberger clarified that she was most interested in the financial responsibilities of the owners.

Condry explained that the matter is being handled as a public project. Goldman secured a grant from the U. S. Department of Fish and Game for the funding of the project. Overall maintenance of the creek and keeping it clear are responsibilities of the adjacent property owners.

Commissioner Schinner asked if the fish are currently swimming there now and how far they've been traveling.

Goldman noted that recently spawners have been spotted at the Marin Town and Country Club site behind the Fairfax Post Office.

Schinner asked how far they will be able to travel once the project is completed.

Goldman explained that currently three or four fish may be able to complete the journey. Once the ladders are built, ninety percent of the fish who get to the bottom at fish flows should be able to complete the course.

Commissioner Brown observed that the completion date noted in the conditions of approval needs to be revised to 2012.

As there were no further questions, Sisich opened the public hearing.

There was no one to speak and the public hearing was closed. Discussion returned to the Planning Commission.

**TOWN OF SAN ANSELMO  
PLANNING COMMISSION MINUTES OF APRIL 2, 2012**

M/s, Overberger/Zwick, that the staff report with requested correction of the date under the second condition of approval be moved.

AYES: Brasler, Brown, Krebs, Overberger, Schinner, Sisich, Zwick  
NOES: None  
ABSTAIN: None

Sisich reminded all of the ten-day appeal period.

Henderson thanked Guldman for her efforts.

**ITEMS FROM PLANNING COMMISSION**

Brasler asked for a status report on discussions taking place regarding review of second story additions.

Henderson advised that on February 28 she presented a proposal to the Town Council regarding possible design review of all second story additions. Such a measure would insure that all neighbors would receive notices of the proposed projects. There was no obvious consensus among the councilmembers who asked Henderson to return to a future meeting with more information.

Zwick asked if there are other municipalities in which second story additions can be built without notices being sent to neighbors.

Henderson replied that there are a number of such municipalities.

Sisich asked if the review specified would be administrative or would require Planning Commission approval.

Henderson noted that the specific parameters have not been defined, observing that the greatest concern among neighbors is that they would like to receive notification of proposed second story additions and that is the aspect she is addressing.

Discussion ensued regarding the efficacy of the current code, the potential effect of more Town requirements on local development, and the policies in adjoining jurisdictions.

Brown asked how the Green Building ordinance is being received by the public at the Planning and Building counter.

Senior Planner Phil Boyle responded that he has been keeping a log of all green building projects and reported that no one has been significantly delayed by the requirements or expressed concerns so far. Further, there is no indication that any one has avoided procuring a permit for a project because of Green Building requirements.

**TOWN OF SAN ANSELMO  
PLANNING COMMISSION MINUTES OF APRIL 2, 2012**

Sisich advised that the Ross Valley Sanitary District is making changes to the way in which charges are calculated. Charges will be calculated based on water usage. Individuals contemplating remodeling projects should be advised to consider installing water efficient appliances.

Brasler asked if utility companies such as the Ross Valley Sanitary District and Marin Municipal Water District are required to secure permits from the Town before making street cuts for projects.

Condry responded that not only do the companies need to secure encroachment permits from the Town but they also must adhere to strict conditions he imposes. He also noted that there are a substantial number of such projects slated for the near future.

Brasler asked if the utility companies warranty their work once their projects are closed. He is concerned about the new road surfaces in Town that are disturbed by utility company projects.

Condry advised that the utility companies have been good about returning to make repairs when roads fail as a result of their work. He doesn't know if requesting formal warranties is feasible, but can report that the utilities have been attempting to schedule their work so as to be completed before his five-year capital improvement plan takes effect. Further, the companies have been cooperating with the Town by turning funds over for the repairs to the road surface necessitated by their trenching.

Henderson noted that Condry has increased encroachment permit fee collections from the utility companies dramatically in his tenure. The companies once received a blanket permit for a very nominal fee but are now contributing more equitably.

Sisich mentioned the replacement of sewer laterals and resulting patches to the asphalt in the streets.

Condry advised that he had approached the Ross Valley Sanitary District in regard to these repairs at Tamal and Park specifically before the street was paved; the utility, however, was not responsible for the repairs, as lateral repair is the responsibility of each individual property owner. Condry has been considering requiring individuals to take video of their sewer laterals before they begin work. There is also a plan for the Town to video storm drains in an effort to devise a long-term plan for repair of the drains.

**ADJOURN TO THE MEETING OF MAY 7, 2012**

Sisich adjourned the meeting at 7:35 p.m.

Respectfully submitted, Nancy Harris