

**TOWN OF SAN ANSELMO  
PLANNING COMMISSION MEETING MONDAY, March 31, 2015**

COMMISSIONERS PRESENT: Chair House, Co-Chair Swaim, Commissioners Cronk,  
Krebs, Pipkin,  
COMMISSIONERS ABSENT: Commissioners Brasler, Sisich

**CALL TO ORDER**

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

**OPEN TIME FOR PUBLIC EXPRESSION**

Michael Glasner, Magnolia Avenue, expressed some concern with regard to the potential for small children to be accidentally pushed into the rose bushes in Imagination Park. Glasner added that a proposed skate park would be built in close proximity to low income housing; there is some concern among residents about noise from the park.

House explained that the park is owned by a foundation and that Chamber of Commerce President Connie Rodgers is the individual to contact with regard to safety concerns.

Public Works Director Sean Condry agreed to relay Mr. Glasner's concerns to Ms. Rodgers.

Interim Planning Director Diane Henderson reminded all present that the Central Marin Police Authority enforces the noise element of the Municipal Code and that all noise-related complaints should be directed to them.

**PLANNING DIRECTOR'S REPORT**

Henderson announced that the state has accepted the Town's proposed housing element, which will return to the Planning Commission with minor revisions on May 4. Planning Director Elise Semonian will begin work on April 13. There is no Planning Commission meeting scheduled for April 16.

**CONSENT AGENDA**

UP-1405, DR-1404, GP-1404, Michael Weiss, 476-482 Laurel Avenue, APN 007-131-10 and 007-131-46: Use permit to demolish the existing single family residence, hillside design review for a new 3,494 square foot, three story, single family residence and a grading permit to excavate 440 cubic yards, fill 103 cubic yards and off-haul 337 cubic yards at 476 Laurel Avenue. The proposed new house will be sited entirely on the lot at 476 Laurel Avenue (APN 007-131-46). The lot at 482 Laurel Avenue (APN 007-131-10) is proposed as a separate lot with pool and garden. The project site is located in the R-1 Zoning District and within the Bald Hill Area Plan. (Staff person: Jonckheer) (TO BE CONTINUED)

Minutes of the Planning Commission Meeting of March 16, 2015

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Continuation of UP-1405, DR-1404, GP-1404, Michael Weiss, 476-482 Laurel Avenue, APN 007-131-10 and 007-131-46

M/s, Krebs/Swaim, to continue the Laurel Avenue project.

AYES: Cronk, House, Krebs, Pipkin, Swaim

NOES: None

ABSTAIN: None

ABSENT: Brasler, Sisich

Minutes of the Planning Commission Meeting of March 16, 2015

M/s, Krebs/Pipkin, to approve the minutes of the Planning Commission Meeting of March 16.

AYES: Cronk, House, Krebs, Pipkin

NOES: None

ABSTAIN: Swaim

ABSENT: Brasler, Sisich

**PUBLIC HEARINGS**

Review of the Town of San Anselmo 7-Year Capital Improvement Plan (FY 2015-2023) for consistency with the Town of San Anselmo General Plan and California Environmental Quality Act (CEQA). The role of the Planning Commission is to make a recommendation to the Town Council. (Staff person: Condry)

Commissioner Sisich joined the meeting.

Public Works Director Sean Condry presented the staff report and a PowerPoint display.

Commissioner Pipkin asked what facility is located near Draper Farms and the Mt. Tamalpais Cemetery.

Condry advised that it is Cedars of Marin, an organization for developmentally disabled adults.

Commissioner Cronk asked for clarification as to why deferred road maintenance figures are increasing.

Condry advised that his department is taking a hybrid approach to road maintenance. This approach is based on a combination of asset preservation priorities along with repairs to roads in very bad condition that correspond with very low Pavement Condition Index (PCI) numbers.

Condry added that it is important to keep in mind that the figures generated for deferred maintenance are based on a computer model that does not take into consideration the flexibility

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afforded staff in the field. He noted that the hybrid approach has been very successful: while the computer model predicted in 2011 that Town roads would see a decrease from a PCI of 59 to a PCI of 58, the PCI actually increased to 63—a 4-point increase in three years which is significant and supports the approach the Town has been taking.

Cronk noted that some recently repaired streets are once again in poor shape.

Condry explained that his department is seeking longer-term fixes with a technique called full depth reclamation (FDR). He urged Cronk to look at what's being done now as opposed to past practices such as grind and overlay processes. Grind and overlay does not consider base failure and shallow utilities, resulting in a 5-10 year fix as opposed to the expected 30 year fix achieved with FDR.

Pipkin asked how the Town insures that contractors doing sewer line work are performing the work to Town standards.

Condry advised that contractors must meet a Marin County standard. If repairs are not made correctly, the contractor can be advised to return and correct their work.

Commissioner Swaim asked if there is a program in place for seeking private donations for road repairs.

Condry advised that most private monies received are related to frontage improvements required during building. Some donate more than required. Other individuals come forward with donations. Non-Town maintained streets are repaired with 75% private funds and 25% Town funds.

Swaim observed that non-Town maintained streets aren't addressed in Condry's staff report. Condry noted that most non-Town maintained streets are excluded from the PCI because they are not maintained by the Town. However, encroachment permits are required for work in these streets and if a non-Town maintained street becomes impassable, residents are required to make repairs.

Sisich asked why non-Town maintained streets exist.

Condry explained that non-Town maintained streets came about when developers did not wish to put in curbs and gutters, sidewalks, and approved base materials. The Town agreed, stipulating that the streets would be public rights of way, but that the Town would not maintain them.

Sisich asked if a property owner on a non-Town maintained street wishing to make improvements would be required to do curbs, gutters, and sidewalks.

Condry said that frontage improvements would be required because the street is a public right of way. If the same requirements enforced for properties on Town-maintained streets are not enforced for non-Town maintained streets, the Town is not complying with rules set forth in the

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complete streets policy, the Americans with Disabilities Act (ADA) transition plan, or Safe Routes to Schools.

Steve Lamb, Laurel Avenue, asked why the 7 Year Capital Improvement Plan is heard by the Planning Commission. He further asked if the Town is losing ground in light of the annual increase to deferred maintenance projected by the computer model-generated chart in Condry's report. Lamb supports the idea of exploring roundabouts for the Town and asked if the Town was considering purchase of 800 San Anselmo Avenue in anticipation of constructing a roundabout or making other traffic flow improvements there.

Henderson explained that state law requires that the Planning Commission review the capital improvements program. After the Planning Commission's review, Condry will take the proposal to the Town Council for approval.

Condry acknowledged that deferred maintenance is increasing based on the computer model's figures; however, the model has proven inaccurate over the last three years. In fact the Town's PCI index actually increased as opposed to decreasing as the model predicted. Condry is hopeful the PCI index will continue its upward trend.

With regard to building a roundabout, funds would be made available for the Town to purchase property for the project as necessary.

M/s, Cronk/Swaim, to recommend the proposed 7 Year Capital Improvement Plan to the Town Council.

AYES: Cronk, House, Krebs, Pipkin, Sisich

NOES: None

ABSTAIN: None

ABSENT: Brasler

**ITEMS FROM PLANNING COMMISSION**

There were no items from the Planning Commission.

**ADJOURN TO THE MEETING OF APRIL 20, 2015**

House adjourned the meeting at 8:40 p.m.

Respectfully submitted,  
Nancy Harris