

Jackson Planning Commission
Minutes
Regular Meeting of January 18, 2005

COMMISSION MEMBERS PRESENT:

Dave Butow,
Warren Carleton, Vice-Chair
Rosemary Faulkner
Terri Works

CITY STAFF PRESENT:

Mike Daly, City Manager
Susan Peters, City Planner
Sandie Sproviero, Accounting Assistant

COMMISSION MEMBERS ABSENT:

Wayne Garibaldi, Chairman

CITY STAFF ABSENT:

None

Vice-Chair Carleton called the meeting to order at 6:00 p.m.

1. Public Matters Not on the Agenda.

None

2. Approval of Minutes of November 15, 2004, and December 6, 2004 meeting.

Motion moved and withdrawn by Commissioner Butow for several amendments requested by Vice-Chair Carleton to both November 15, 2004 Regular Meeting and December 6, 2004 Special Meeting.

Vice-Chair Carleton request for amendments to be done and resubmission for next regular schedule meeting, February 21, 2005.

3. Amador County New Administration Bldg, 810 Court Street tree removal and replacement plan.

City Planner Susan Peters stated in accordance with Section 17.31.060 of the Landscape Planning Ordinance, the County is requesting permission to remove fifteen cypress and pine trees ranging in size from 10 inches to 36 inches diameter breast height (DBH) to accommodate construction of a new Administrative Building and sidewalks at 810 Court Street (site of the old Sutter Amador Hospital). Thirteen of the fifteen trees are larger than sixteen inches DBH and will need to be replaced in accordance with the Landscape Planning Ordinance.

Should the Planning Commission choose to approve removal of trees, the following Conditions of Approval are recommended:

1. Applicant shall provide the Planning Department with a landscape plan, which includes a minimum of 39 fifteen-gallon trees.
2. Pursuant to the Landscape Planning Ordinance all trees to be saved shall be appropriately fenced and any tree maintenance shall be performed by a qualified arborist.

The following action is recommended:

1. Adopt a resolution approving the proposed tree removal plan for the County of Amador subject to the conditions of approval located in this report.

Commissioner Works asked for clarification of the tree location on map.

City Planner Susan Peters explained the location of the trees on the map and went over in detail the reason for removal. City Planner Susan Peters explained the DBH tree replacement process.

Commissioner Butow stated his concerns for a small pine tree shown on the map. This tree does not appear to interfere with the proposed project therefore should be left alone.

Commissioner Works asked what type of trees would be replacing the existing trees.

City Planner Susan Peters went over the list of tree species provided by the County of Amador. City Planner Susan Peters stated she was not aware of this oak tree. Clarification of the oak tree will be researched and brought back for the February 7, 2005, Special Meeting.

The following items were discussed in detail:

- Removal of trees
- Tree replacement
- Tree types
- Retaining walls
- Sidewalks, and
- Grading

After much discussion it was determined that the tree plan would be brought back to the Commissioners at the Special Planning Commission Meeting scheduled for February 7, 2005, for additional information and clarification of tree count.

3. Workshop – Resource Constraints and Priority Allocation Policy.

City Manager Daly stated his presence is to answer any questions, concerns or clarification in regards to water and sewer.

City Planner Susan Peters stated City Council adopted the Resource Constraints and Policy Allocation Policy per the Planning Commission's recommendation at the December 2004 City Council meeting. Now that the policy has been adopted, it's time for implementation.

The following schedule is set forth in the policy:

January – Planning Commission and City Council establish the Housing Equivalent Units (HEUs) available for the year and establish allocation criteria. Upon completion of HEU availability and the design criteria the City will advertise for Notice of Intent to Develop.

By March 31 – Notices of Intent to Develop are due to the Planning Department.

By April 30 – Planning Commission reviews Notices and recommends to the City Council which development projects should be awarded an allocation.

By May 31 – City Council reviews Planning Commission recommendations and award allocations.

Subsequently based on this schedule, the Planning Commission and City Council should have the HEU availability and design criteria completed this month. Considering the date that the Commission is reviewing the information to establish the HEUs and design criteria, it is likely that this step will not be completed until mid-February. Establishment of the HEUs and design criteria in mid-February would still allow for sufficient time (six weeks) for developers to complete a Notice of Intent to Develop. Since mid 2004, the City has been primarily discussing three resource constraints; sewer capacity, water supply, and road capacity.

City Planner Susan Peters went over in detail the sewer capacity and stated there are two issues with the City's Wastewater Treatment Plant.

First, the City is nearing the amount that they are allowed to discharge into the Jackson Creek. Depending upon whether the Regional Water Quality Control Board views permit capacity based upon the City's effluent or influent flows, the City has a remaining discharge capacity of approximately 270 to 580 dwelling units. The City is currently in the process of renewing its discharge permit, as the existing permit is due to expire June 2005. With some modification to the treatment plant, or implementation of other options (including a different source of potable water of downstream users) the discharge permit could be increased to accommodate approximately 1100 more dwelling units.

The second issue is plant capacity. The current plant is located on approximately four acres along the Jackson Creek in what can best be described as a small canyon. The majority of the property is being utilized for plant operations and room for expansion is minimal.

City Manager Daly added the wide range of numbers for discharge capacity is based on several factors:

- 1) How the City of Jackson existing flow rate is going to be calculated in determining what the dry weather flow is that matches with the dry weather flow design that the City has.
- 2) Measurements that are taken during the dry weather flow period. Typically the dry weather flow period is May through October of each year solution.

City Manager Daly went over the last 3-year measurements of flow coming into the plant and flow leaving the plant after the wastewater has been treated and processed.

City Planner Susan Peters stated subsequently the City would have to go elsewhere for wastewater treatment. The City along with the Water Agency and the Cities of Sutter Creek and Ione are currently studying a regional wastewater solution. Results from the regional study are expected by the middle of 2005.

The following items were discussed:

- Effluent flow
- Influent flow
- Remaining discharge capacity

- Current discharge capacity from sewer plant
- Storm Drains
- Discharge permit

City Planner Susan Peters stated the nearest term water supply would be reliant upon the outcome of the Amador Water Agency's pipeline project. Certification of their re-circulated Environmental Impact Report is anticipated to occur within the next few months with pipeline construction beginning shortly thereafter – barring any further litigation. Until such time that the Water Agency is able to construct the pipeline, water availability will have to be reviewed on a project-by-project basis.

Commissioner Butow asked if there has been any change in the disposition of the Amador Water Agency.

City Planner Susan Peters responded there has been no change.

City Manager Daly stated the City of Jackson did submit a comment letter in the response to the revised section of the Amador Water Agency. They are required to respond to the comments prior to the public hearing and certification. So far there has been no response.

City Planner Susan Peters stated available road capacity is based upon the existing level of service (LOS) on roadway segments and intersections. The Circulation Element of the General Plan has a policy threshold requiring that an LOS C be maintained on roadway segments and intersections. We have exceeded this threshold on two segments of Highway 49. Because we have exceeded this threshold, no new projects can be approved without an Environmental Impact Report and Statement of Overriding Considerations. Considering that the majority of the traffic in the City of Jackson is the result of the City's location in the County and the major highways, which segment the City, the traffic will continue to worsen regardless of the amount of development within the City. There are essentially three options for dealing with this issue:

- Option 1 - Do not allow any further growth until some sort of by-pass has been constructed.
- Option 2 - Amend the Circulation Element to accept a lower level of service (LOS). (currently LOS is C, change to LOS D), or
- Option 3 - Amend the Circulation Element to be consistent with the Amador County Regional Transportation Plan which requires a project to contribute to resolution of an existing circulation problem. (Contributions could take the form of fronting the cost for improvement projects and entering into reimbursement agreements for circulation infrastructure improvements. This would ensure that necessary transportation improvements are constructed prior to or simultaneously with development impacts.)

Commissioner Works acknowledged she would never vote to amend the Circulation Element to accept a lower level of service simply to accommodate road capacity. To lower it should not be an option.

Al Nunes suggested it would be a good idea for the Planning Commission to be put on the Amador County Board of Supervisors agenda to discuss the same road/traffic constraints that were discussed tonight. Mr. Nunes applauded the Commissioners for their work in fine-tuning the proposed policy and emphasized the importance of including the Amador County Board of Supervisors of this Resource Constraints and Priority Allocation Policy.

The following items were discussed:

- Increased traffic fees for the County of Amador scheduled to be implemented May 1st.
- Congested traffic in Jackson due to surrounding development projects in other cities.
- The hardship in evaluating projects from the city policy standpoint- due to all the concern factors.

Jeannie Plasse inquired if the Planning Commission has knowledge of the development goals of the County of Amador. Ms. Plasse emphasized the importance of communication between the County and City of Jackson.

City Planner Susan Peters responded there has been communication with the County. Susan Grijalva and Pat Blacklock stated they would like to have a meeting, however the timing has not worked out yet for everyone. City Planner Susan Peters expressed her opinions of the County's concerns changing considerably over the last couple of months.

City Manager Daly added the County is currently working with the City of Jackson; an increase of fees is an example of this.

City Planner Susan Peters stated the following is the minimum design criteria required by the Resource Constraints and Priority Allocation Policy:

- Economic benefits to the City of Jackson
- Improvements which help to alleviate infrastructure constraints including:
 - Traffic improvements
 - Recreational amenities (especially recreational fields)
 - Sewer treatment plant improvements or new facilities
 - Tree, wetland, open space, etc., preservation
- Affordable housing component
- Commercial use of commercially zoned property
- In-fill projects
- Environmental constraints
- Sensitivity to historic features

Vice-Chair Carleton asked if School facilities were still going to be added.

City Planner Susan Peters stated School Facilities would be added to the design criteria and apologized for not including it.

City Planner Susan Peters went over in detail the ministerial projects and articulated how the Resource Constraints and Priority Allocation Policy requires that a percentage of HEUs be available for ministerial projects (projects which already have entitlements to develop). Subsequently this percentage should be based on analysis of the likelihood that vacant properties

within the City of Jackson will develop given the historical growth rate of these types of properties. City Planner Susan Peters went over the number of lots for each zoning classification.

Vice-Chair Carleton called for a 5-minute recess.

Vice-Chair Carleton reconvened meeting.

City Planner Susan Peters stated the objective of tonight's meeting is to review the information in this memorandum, the recommendations of staff and provide direction to staff regarding how to proceed. Respectfully staff would like to hold a special meeting Monday, February 7, 2005 for Planning Commission to make a formal HEU availability and design criteria recommendation to the City Council for their consideration on February 14, 2005.

Commissioner Works stated her discomfort regarding the estimated number of HEUs available considering the sewer capacity. The 580 HEUs number minus 40 HEUs for ministerial projects seems to too high. Commissioner Works stated her opinion of lowering the HEU's by dividing the proposed number into 3 years. Commissioner Works added concerns regarding the option to change the LOS and stated in favor of not allowing further growth.

City Planner Susan Peters responded the 580 HEUs number is conservative and stated the available hook-ups essentially would be higher. When staff is considering the estimated number of HEUs available what should be considered is the increase of plants capacity in the near future. City Planner Susan Peters stated there are many issues to take into account when determining what the number will be.

Commissioner Butow stated his discomfort of the State renewing the permit and added this is why their needs to be caution when recommending the number of HEUs.

The following items were discussed:

- Circulation Element
- LOS
- By-pass
- Proposed stop light by Raley's
- Sewer Capacity
- Stop growth in Jackson
- Traffic
- HEU's

City Manager Daly stated there could be more detail brought back to the Planning Commission meeting regarding all the different circulation programs.

City Planner Susan Peters confirmed the following items would be brought back to the Planning Commission:

1. Removal of Option 2, Amend the Circulation Element - to accept a lower Level of Service (LOS).
 - Add School Facilities to Design Criteria for Project Review.
 - Additional Information on:

- By-pass
- Regional Transportation Plan
- Sewer System, capacity, etc.
- Explanation of why staff feels 580 HEUs is a reasonable number

Vice-Chair Carleton asked what the latest update is concerning the Pine Meadows project.

City Manager Daly responded City Technician Gary Urzik has been out on the job site on a daily basis. There is a tight watch in observing the work being done.

Adjourn 7:50 pm.

Attest:

Sandie Sproviero, Accounting Assistant

Date Approved: March 21, 2005