

Jackson Planning Commission

Minutes

Regular Meeting of January 19, 2010

COMMISSION MEMBERS PRESENT:

Dave Butow, Vice-Chairman
Kathryn Devlin
Walt Hoeser
Leticia Sexton, Chairman

CITY STAFF PRESENT:

Susan Peters, City Planner
Michael Daly, City Manager
Gisele Cangelosi, City Clerk

COMMISSION MEMBERS ABSENT:

Darek Selman

Note: The Staff Report Packet prepared for the Planning Commission is hereby incorporated into these minutes by reference as though set forth in full. Any Staff Report, recommended findings, mitigation measures, conditions, or recommendations which are referred to by Commissioners in their action motions on project decisions, which are contained in the Staff Reports, are part of these minutes. Any written materials, petitions, packets or comments received at the hearing also become part of these minutes. The recording tapes of this meeting are hereby incorporated into these minutes by reference and are stored in the City of Jackson Planning Department.

Chairman Sexton called the meeting to order at 6:00 p.m.

1. Public Matters Not on the Agenda.

None.

2. Approval of Minutes. Minutes from the December 21, 2009 Regular Meeting.

Moved by Commissioner Devlin, seconded by Commissioner Hoeser and unanimously carried to approve the Minutes of the December 21, 2009 meeting as presented.

3. Election of Chairman and Vice-Chairman.

Commissioner Hoeser moved to reappoint Letitia Sexton as Chairman. Commissioner Sexton stated she has served two terms as Chairman and felt it was time for another Commissioner to serve as Chairman. The motion died for lack of a second.

Moved by Commissioner Butow, seconded by Commissioner Sexton, and unanimously carried to appoint Walter Hoeser as Chairman and Kathryn Devlin as Vice-Chairman.

4. Public Hearing - Tentative Parcel Map 2814, George Stutler, Jackson Gate Road, APN 020-020-034 & 020-020-035.

City Planner Peters reported the applicants are proposing to divide the two Residential Medium Density zoned properties on Jackson Gate Road northwest of Raggio Road into four lots ranging in size from 15,802 square feet to 30,231 square feet. The proposed parcels would be accessed via an improved creek crossing and cul-de-sac. The property is currently vacant. A portion of this property is within the floodway of the North Fork Jackson Creek. This application has been

submitted by the applicant's representative, Gene Weatherby of Weatherby-Reynolds-Fritson Engineering and Design.

The City of Jackson General Plan designation and zoning is Residential Medium Density (RMD). In accordance with the California Environmental Quality Act (CEQA) an Initial Study was prepared for this project. The Initial Study did not reveal any significant adverse environmental impacts that could not be mitigated. For this reason, the project qualifies for a Mitigated Negative Declaration. Comments were received from the City Engineer and the Fire Chief, which have been incorporated into the Conditions of Approval in this report.

Should the Planning Commission choose to approve this project, the following findings should be made:

1. The proposed Tentative Parcel Map is consistent with surrounding land uses.
2. The proposed land division will not be a detriment to the public health, safety, or general welfare of this community.
3. The proposed use will not have a significant adverse effect upon the environment.

Should the Planning Commission choose to approve this project, the following conditions of approval should be made:

1. All Standards for Development shall apply to this project. This condition shall be implemented to the satisfaction of the City Engineer.
2. Structural section proposed is 2" of asphalt concrete over 4" of aggregate base which must be verified by "R" value tests and compliance with geotechnical recommendations. This condition shall be implemented to the satisfaction of the City Engineer.
3. Developer shall construct a 16 foot wide half width road section across the subdivision frontage with 50' tapers to transition back to existing edge of pavement. The additional road section shall be constructed to City Standards absent curb, gutter, and sidewalk. This increased road width would require box culvert modifications to accommodate 20 foot radius curb returns. This condition shall be implemented to the satisfaction of the City Engineer.
4. Road section and culvert crossing shall be designed to support H2O loading (to accommodate emergency vehicles) per AASHTO. This condition shall be implemented to the satisfaction of the City Engineer.
5. Cul-de-sac radius shall be designed and constructed to accommodate emergency vehicle access and turn-around. This condition shall be implemented to the satisfaction of the City Engineer.
6. Developer shall construct cut and fill slopes and fills over native materials per the preliminary geotechnical investigation or a new geotechnical report will be required. This condition shall be implemented to the satisfaction of the City Engineer.
7. Eiko Court shall be designed and constructed with a minimum slope of 2% percent or concrete curb and gutter will be required. This condition shall be implemented to the satisfaction of the City Engineer.

8. A drainage study shall be prepared which includes analysis of the existing down gradient facilities, swales, and proposed culvert at the creek crossing. The drainage study shall identify deficiencies in the existing system (if any) and impacts to North Fork Jackson Creek. Substandard conditions shall be mitigated by offsite storm drain improvements or onsite retention. This condition shall be implemented to the satisfaction of the City Engineer.
9. Grading adjacent to North Fork Jackson Creek shall be subject to Building Official and Department of fish & Game review and written approval. This condition shall be implemented to the satisfaction of the City Planner.
10. Any runoff increase caused by site development shall be directed to the cul-de-sac where it can discharge to North Fork Jackson Creek via established drainage patterns. This condition shall be implemented to the satisfaction of the City Engineer.
11. Hillside drainage shall comply with the City's Development Code.
12. A fire hydrant shall be installed at the end of water main in Eiko Court to accommodate line flushing. This condition shall be implemented to the satisfaction of the City Engineer.
13. Sanitary sewer system design shall be subject to review and approval of the Public Works Department and the City Engineer. Developer shall be required to fund all offsite sewer collection system improvements if needed.
14. Public utility and public facility easements shall be required over Right-of-Way limits of Eiko Court and shall be dedicated to the City of Jackson on the Parcel Map.

Should the Planning Commission choose to approve Tentative Parcel Map 2814 for George & Eiko Stutler, the following actions are recommended:

1. Approve a Mitigated Negative Declaration and instruct Staff to file a Notice of Determination; and
2. Adopt a resolution approving Tentative Parcel Map 2814 for George & Eiko Stutler based on the Findings and subject to the Condition of Approval in this report.

Chairman Hoeser opened the public hearing. Hearing no comments from the public regarding Tentative Parcel Map 2814 for George & Eiko Stutler, Chairman Hoeser closed the public hearing.

Gene Weatherby, Weatherby-Reynolds-Fritson Engineering and Design, representing applicants, was present to answer questions of the Planning Commission. He reviewed the Conditions of Approval with the property owners and felt the conditions were very reasonable.

After considerable discussion among the Planning Commission and staff the following motion was made:

Moved by Commissioner Sexton, seconded by Commissioner Devlin, and carried by a 3 to 1 (Commissioner Butow dissenting) to:

- 1. Approve a Mitigated Negative Declaration and instruct Staff to file a Notice of Determination; and**
- 2. Adopt a resolution approving Tentative Parcel Map 2814 for George & Eiko Stutler based on the Findings and subject to the Condition of Approval in this report with as amended.**

Commissioner Butow's dissension was based on the plans submitted by the applicant reflected an average slope of +/- 34% which deviated from Development Code Section 17.36.040 - Standards for Hillside Development, C. Preservation of steep slopes.

City Planner Peters reiterated the only action before the Planning Commission tonight was to divide two Residential Medium Density zoned properties on Jackson Gate Road. The information provided was just a typical layout and not the actual building plans that would be submitted. She explained the slope on the submitted building plans have to be on 30 % slopes or greater to comply with the Development Code Section 17.36.040 - Standards for Hillside Development, C. Preservation of steep slopes.

City Planner Susan Peters stated this action is appealable to the City Council with a written request and a \$200.00 fee to the City Clerk within 10 calendar days.

5. Workshop – Implementation of the Resource Constraints and Priority Allocation Policy.

City Planner Peters reported December 2004 the City Council adopted the Resource Constraints and Priority Allocation Policy. Since 2004 the Planning Commission and City Council have established the following HEU's:

- 2005 - 116 Housing Equivalent Units
- 2006 - Zero Housing Equivalent Units
- 2007 - 68 Housing Equivalent Units
- 2008 - Zero Housing Equivalent Units
- 2009 - 150 Housing Equivalent Units

At their January 11, 2009 meeting, the City Council extended the HEU allocations for the Shealor Trust Property - 26 HEUs, Fuller Family Partnership - 20 HEUs and St. Patrick's Church - 86 HEUs. The design evaluation criteria recommended by the Planning Commission is what is listed in the Resource Constraints and Priority Allocation Policy. A copy of the ordinance was provided. The list of resource constraints included: Sewer capacity, Water supply, Road capacity, Fire Protection, Police Protection, Schools and Childcare. The Resource Constraints and Priority Allocation Policy sets due dates for tasks to be completed by both the Planning Commission and the City Council. Upon establishing the HEU availability and the design criteria the following is the schedule dates set forth in the policy:

- January – Planning Commission and City Council establish the Housing Equivalent Units (HEUs) available for the year and establishes allocation criteria. Upon Completion of HEU availability and the design criteria the City will advertise for Notices of Intent to Develop.
- 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 awards allocations.

The Planning Commission reported in previous years the allocation was based on dividing the remaining HEUs by three years. Because of the time it is taking for developments to apply and

complete the development process, the Planning Commission determined that spreading the HEUs over five years was more realistic.

Moved by Commissioner Sexton, seconded by Commissioner Butow, and unanimously carried to recommend to the City Council that the Housing Equivalent Units allocation of 140 be set in conformance with the Resource Constraints and Priority Allocation Policy for 2010.

6. ACTC Revised 2010 RTP Update Stakeholder Roundtable Process.

City Planner Peters reported the Amador County Transportation Commission (ACTC) is in the process of updating the County's Regional Transportation Plan (RTP). The update includes a process to include comments from various stakeholders in the County. The ACTC is proposing a revision to the RTP stakeholder process that would include an appointee from each city's Planning Commission, as noted in the provided ACTC memorandum dated December 12, 2009. The ACTC will be finalizing the process update at their January 20, 2010 meeting. So the City of Jackson is prepared in the event that the ACTC does implement the recommended changes, the Planning Commission should determine if any of the members are interested in being appointed by the City Council to represent the City. Vice-Chairman Devlin volunteer to serve as the City's representative. She stated her husband was also on the committee and inquired if there was a conflict of interest if they were both served on the committee. Commissioner Butow volunteered to serve as the alternate. City Manager Daly stated there would not be a conflict.

7. Housing Element Update.

City Planner Peters reported at the December 20, 2009 meeting, staff asked the Planning Commission to participate in the preparation of the Housing Element Update. To date staff has not heard from any of the Planning Commissioners regarding their ability to participate. Specifically staff asked if any of the Planning Commissioners (or groups of two) could complete any of the following work products:

- Completion of the analysis of effectiveness of the existing housing element
- Summary of the affordable housing achievements in the City of Jackson
- Compilation of the statistical information for the housing needs assessment
- Research the resources to accomplish housing goals
- Research the constraints to the housing goals
- Identify goals, policies, and programs that are consistent with the Land Use Element

Vice-Chairman Devlin reported she and Commissioner Butow had met and discussed the some of the documentation that was provided at the last meeting. They both felt the Petaluma Housing Element did not met the City's needs because they are a larger city.

After considerable discussion among the Planning Commissioners and staff, City Planner Peters suggested she meet with Vice-Chairman Devlin and Commissioner Butow on Thursday, January 21 at 11:00 a.m. and with Chairman Hoeser and Commissioner Sexton on Tuesday, January 26 at 11:00 a.m. to assist them in the preparation of the Housing Element Update.

8. Administrative Reports.

City Planner Peters reported the Architectural Regulations Committee met January 5 and 19 and have diligently been working on the Draft Architectural Regulations.

Adjourn 7:48 p.m.

Attest:

Gisele L. Cangelosi, City Clerk

Date Approved: February 16, 2010