

MINUTES
TOWN OF SAN ANSELMO PLANNING COMMISSION
Monday, December 19, 2022
This meeting was conducted via Zoom.

Commissioners Present: Chair Thomas Tunny
Jennifer Asselstine
Tim Heiman
Danny Krebs
Kim Pipkin
Gary Smith

Commissioners Absent: Peter Strauss

Staff Present: Planning Director Heidi Scoble

1. Call to Order

Chair Tunny opened the meeting at 7:00 p.m.

2. Open Time for Public Expression

There were no comments.

3. Planning Directors Report

- Director Scoble gave a year-end report: the Commission reviewed 23 land-use entitlement projects; two Zoning Ordinance Amendments; received updates on Advanced Planning projects including the Objective Development and Design Standards (ODDS); received three information sessions including a legislative update, the Brown Act, and Conflict of Interest guidelines. She thanked the Commission for a job well done!
- Director Scoble gave an update on the ODDS and stated staff is working on getting this project up to speed. The subcommittee will be meeting with consultants and staff in January.
- Director Scoble thanked Commissioner Krebs for his devotion to the Town and 17 years of service on the Commission. The Commission also thanked Commissioner Krebs.

4. Approval of Minutes- November 21, 2022 Draft Minutes

M/s, Krebs/Heiman, motion to approve the November 21, 2022 minutes as submitted.

Ayes: Asselstine, Heiman, Krebs, Pipkin, Smith, Chair Tunny

Absent: Strauss

5. Public Hearings

A. Review of the 6th Cycle Draft Housing Element

Commissioner Heiman recused himself because he lives on Woodland Avenue on a property that is a part of the Draft Housing Element. He will participate as a member of the public.

Director Scoble presented a PowerPoint presentation that included the following:

1) What is a Housing Element?; 2) Why are Housing Elements Updated?; 3) What is RHNA (Regional Housing Needs Allocation)?; 4) San Anselmo's RHNA 6 Allocation; 5) Units Already Accounted for; 6) 20% No Net Loss Buffer; 7) Update Process To Date; 8) Public Review Draft Housing Element Overview; 9) Housing Element Outline; 10) Main Housing Element Pieces; 11) Housing Opportunity Sites Identification Methodology; 12) Housing Opportunity Sites Identification Process; 13) Housing Opportunity Sites; 14) Policies, Programs, and Actions; 15) Next Steps; 16) Planning Commission Output.

Director Scoble answered questions from the Commission regarding milestones and deadlines including when the document must be adopted; the absolute drop-dead deadline for acceptance of the document by the State; review period for the State; input from members of the community and if they were representative of the demographics that would be supported by the programs; how the Element relates to the school districts and if there were plans included in the document with respect to potential family impacts; the reference to the barriers of housing discrimination and if there have been any complaints; if the Town is reaching out to the real estate industry with respect to discrimination and fair housing opportunities; if there is a parallel process in place for the Hub with respect to infrastructure improvements; if the traffic study is a part of the Safety Element; when the public comments period will begin for environmental review; if the approve document would serve as a basis for zoning changes at the end of 2023; if adding sites in the future would be less of a hurdle; if staff prepared a graphic of the end result, as an aggregate, of the potential zoning changes in the downtown; a definition of the term "refinements"; barriers to development; the consequences of not getting some of this done.

Chair Tunny opened the meeting to public comments.

Mr. Tim Heiman made the following comments:

- He thanked the Housing Element Advisory Committee (HEAC) for its good work.
- There are two types of opportunity sites- commercial along arterial streets and the residential parcels. The majority of those are in the downtown area.
- Most of the downtown lots are small and nonconforming with a mix of housing types (single family, some duplexes and some multi-family).
- This is already one of the most congested and dense areas in Town.
- He understood the value of cleaning up the zoning and making a more uniform type of zoning.
- He does not agree with the proposal to increase the density to 30 units per acre.
- It is not feasible given the constraints of the development standards.
- The proposed solution is to increase the allowable lot coverage, Floor Area Ratio (FAR), and height limits.
- He is concerned that this will change the character of the neighborhoods which would violate the General Plan.
- This area is in an AE Flood Zone which could require an increase in the building height.
- He would like the HEAC to consider capping this area to the current 20 units per acre near the downtown.
- There are opportunities for other residential areas in Town to be rezoned to increase density.
- One of the Goals of the Housing Element is to create diversity of housing types with the Town and not just the downtown.

Chair Tunny closed the meeting to public comments.

Chair Tunney provided the following comments:

- He asked what would be the reduction in numbers given Commissioner Heiman's suggestion. Planning Director Scoble stated she would provide this information at the next meeting.

Commissioner Asselstine provided the following comments:

- She asked Planning Director Scoble to talk about the math with respect to Commissioner Heiman's proposal.
- She asked if Commissioner Heiman's suggestion would change the number of net new units.

Commissioner Pipkin provided the following comments:

- She would like to create housing that does not impact the character of neighborhoods..
- Many of the sites that are being discussed are very tight.
- The burden of meeting the housing requirements seems to be falling to a particular area.

Commissioner Asselstine provided the following comments:

- There was an initial wide spread search for opportunity sites and the proposal has consolidated the sites to certain areas.
- She wondered if the selection of these areas was due to the proximity to transit.
- She was interested in the forecasts regarding impacts to traffic.
- She is sensitive to the potential of changing the character of the Town.

Commissioner Pipkin provided the following comments:

- Traffic is always an issue along with tree removals.
- It is important to be reminded of the consequences of falling short of the housing goals.
- Whatever happens should be in keeping with the character of what they want the Town to exhibit.

Commissioner Asselstine provided the following comment:

- She noticed several of the sites were inclusive of current gas stations and whether that is a potential impediment.

Director Scoble thanked the Commission for the input.

Commissioner Heiman returned to the meeting.

B. Proposed 2023 Planning Commission Meeting Calendar

Director Scoble presented a staff report.

Commissioner Smith asked if staff had a forecast or the work flow. Planning Director Scoble noted the Department is currently caught up with three incomplete projects on hold. Commissioner Smith asked if the Commission could address the meeting schedule at each meeting. Planning Director Scoble stated "yes" but she would like to get the first couple of meetings on the docket.

Commissioner Asselstine appreciated having an overall calendar while remaining flexible.

Chair Tunny opened the meeting to public comments.

There were no comments.

Chair Tunny closed the meeting to public comments.

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Chair Tunny supported scheduling a meeting on January 23, 2023. The Commission and staff can decide to cancel a meeting if necessary. He supported the staff recommended schedule.

Commissioner Heiman supported the proposed January through March dates.

M/s, Asselstine/Krebs, motion to approve the proposed calendar and revisit it in March.

Ayes: Asselstine, Heiman, Krebs, Pipkin, Smith, Chair Tunny

Absent: Strauss

6. Planning Commission Reports and Future Agenda Items

There were no reports.

7. Adjournment- Chair Tunny adjourned the meeting at 8:51 p.m.

Respectfully submitted,

Toni DeFrancis

Recording Secretary