

Alamo Municipal Advisory Council



Office of Supervisor
Mary Nejedly Piepho
District III

Jennifer Quallick, Field Representative
309 Diablo Road, Danville, CA 94526
925-820-8683

*The Alamo Municipal Advisory Council serves as an advisory body to the
Contra Costa County Board of Supervisors and the County Planning Agency.*

Record of Actions

Meeting start time: 7:00PM

Tuesday, January 5, 2010

Members Present: David Bowlby, Janet Miller Evans, Nancy Dommes, Steve Mick, David Barclay, Ed Best, Michael McDonald

1.) Meeting called to order by David Bowlby at 7:00PM

Recommendation to continue item 5 c & e – appointments. Motion moved, seconded. Motion passed unanimously.

2.) **Accept public comment on any issue not included on the agenda:**

- a.) Alicia Watson Tree over near Alamo Creek by Hemme and La Serena – huge tree is next to pipe filled with liquid gasoline. Turns out is the Kinder-Morgan pipeline
- b.) Nancy Wolski – concerned about Alamo Creek

Record of Action – Nancy Dommes asks that near bottom of page indicate date and page number. Other note is item #3 (b). annual filing of Form 700 due 30 days from swearing in and annual form due each year April 1st 2010.

Janet Miller Evans requests that agenda follow roman numeral system

Ed Best questioned 5(b) – 12/15/09 ROA: at end of first paragraph, last sentence reads “MAC agrees to either scenario” on Kinder-Morgan tree issue. Request to have that sentence struck from minutes.

Nancy Motion moved to pass ROA; motion 2nd – passed unanimously.

3.) **Community Organization Reports:**

Community organizations can contact Jen Quallick to provide committee updates. Jen to send e-mail to various groups about speaking at 3rd Tuesday meeting.

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4.) Agency Introduction/Reports:

a). **Department of Conservation and Development:** Catherine Kutsuris, Director, was on-hand to discuss DCD process/issues:

- 60% drop in building permit activity in last 2 years and 25% drop in general applications. East CC County area has been really hard hit by times. Working on levels of department efficiencies. Commercial/industrial sector has been steady in business. Have received some stimulus dollars. Throughout county we have some good programs for those in low income situations.
- Weatherization Programs: repair door:
- Neighborhood preservation Program:

Process as presented by Catherine: One standard base to start which with was est. by the Board should not slow down any land development process. Maintain flexibility. There will be special cases that for one reason or another MAC might wish to handle quicker, differently, etc.

When applications first come in they get distributed right away to District office. Information may/may not be complete. MAC will get Agency Comment Request Form. Reason for this is the form is designed for public agencies not necessarily MAC's. It allows the Planner to know whether or not something is formerly missing from the application; i.e. drainage, roads, something significant.

Projects handled administratively will not come before the MAC. MAC will review those applications slated for public hearing. About 500 projects per year go to public hearing.

Four stage process:

Stage 1 - Is application complete (30 days)

Stage 2 – environmental review (project and nature specific)

Stage 3 – Staff Report and Public hearing. Can take one month to several months; if appeal – goes through more scrutiny.

Should MAC wait to review applications once complete? Downside is there may be some early input that would be helpful for planner to know. Also sometimes process can be very condensed, not allowing MAC and or community ample time to feel review was thorough. Can MAC provide comments more than once? Yes.

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Home occupation requests require Land Use Permit. That process being looked into by DCD.

Ed Best - Q: MAC's obligation is to reflect interest of community not as individuals. How do we get info. out to community v. acting as individuals? A: There is a public hearing process and neighbors within 300' get formal notice of such hearing. When a MAC is formed it is formed as an advisory body to the BOS. DCD does wish to know what the MAC collectively thinks regarding projects. MAC would listen to a variety of concerns as most communities are not shy in relaying their thoughts. DCD cannot replicate individual knowledge of those people living within the community. Again this is the pro/con of waiting until applications are v. are not complete. There might be cases where there are two phases of review. Most that will come before the MAC will be pretty straight forward.

Michael McDonald – Q: is the stuff in the application pretty cut and dry? Are there things that MAC can say that will impact the application? A: less likely MAC would affect the completeness of application; more likely MAC would affect the environmental review. MAC allows for less formal process and good public venue.

David Barclay – Q: How does MAC determine which applications will be reviewed and on what agenda? A: only those going to public hearing

David Barclay - Q: Where does AIA fit into process? A: They are interest groups that have asked to be notified of public applications.

Nancy Dommies – Q: When other MAC provide comments does MAC provide formal recommendation (letter)? A: some MAC's provide comment form other s provide copy of ROA, etc.

b.) Office of Supervisor Mary Nejedly Piepho:

- 1.) Jen Quallick reminded MAC about Form 700 filing by January 31, 2010. Questions on form should be directed to Ms. Rosa Mena, Clerk of the Record at 925-

6. Items for Action and/or Discussion

- a.) Kinder-Morgan update: Staff is currently working with PW to come up with what they believe are approved conditions. Not permit approved yet. Does

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Kinder-Morgan have any imminent concern of the tree falling? Kinder-Morgan's response has been no. No immediate concern. Director of DCD can make immediate decision in the event of an emergency. An arborist has stated that no immediate danger is apparent. CK asked it be re-looked into.

Catherine Kutsuris provided update. It is a case by case basis. Typically the circumference of the tree determines how many trees are used to mitigate. Location, age is also played into decision.

Ed Best – Should it be required? If being removed for safety issue and Kinder-Morgan is paying to do it, they are helping the community avoid potential danger. Isn't that all ready considered a contribution? A: it depends on individual planner. Is there a reasonable way to ensure that the replacement trees be maintained and viable and associated costs. There is no exemption in the County that states if tree is being removed for safety purposes mitigation is not required.

Nancy Dommes – item was given to MAC in error. If it comes up that there would be trees coming to Alamo, does MAC help determine where trees to be palced? A: if permit is issued and mitigation is required, at that time MAC would receive tree placement referral.

Michael McDonald– DCD planner will make recommendation of where mitigated trees will/might be placed.

Public comment: Mike Gibson – add to comments from last meeting. Is it appropriate to request mitigation although it was a safety issue? The purpose is to protect tree cover. It is because of the pipeline Kinder-Morgan has to remove tree.

b.) Cell tower applications: cell tower applications require public hearings regardless of private v. public property. New law passed that requires much quicker review/timeline for co-locations. Those applications come to Jennifer and distribute to MAC members and they are placed on the agenda and comment is then provided back to DCD.

8. Presentations

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1. CERT: Danielle Bell with San Ramon Valley Fire District presented MAC outline of programs. Currently 10 fire stations in the 160 square miles the district covers. 648 residents (only 35 in Alamo) involved in the CERT program. They provide classes for emergency preparedness. Teach a little about psychology and the essence of positive thinking. CERT provides realistic goals of how to prepare for a variety of emergencies. Q: Nancy Domes – is CERT group actively outreaching various groups, HOA’s, etc. A: yes, CERT volunteer of the year, Herbert Cole, is reaching out to different venues of groups. Targeting school district. Citizen Core Council is reaching out to schools. Alamo has Family Radiance Service Group (RSG). Q: Nancy Wolski – isn’t it the school district’s responsibility to release children in the event of an emergency? A: There is heavy coordination between school, community/citizens and fire district. Classes are at corporate offices on Bollinger Canyon Road and also at local schools. Q: Janet Miller Evans – are some schools designated as emergency shelters? Yes and no. Red Cross does their own status report to determine which school they might use in the event of an emergency. Q: Steve Mick – what can MAC do to help? A. get word out and talk about the program to people.
2. R-7A Report: Nancy Domes – last meeting packet had overview provided of R-7A. Each year the annual report has a required filing. Current annual report to go before the BOS for review and approval. Revenue stream is heavy. Hundreds of thousands of dollars. Money issue is big issue.

Report runs 13 months ending December 31. November 2008 to December 2009 is report period. This is a current fiscal year budget. New fiscal budget will start approximately December/January.

Will financial update include all projects? No, some money is just “place holders”. Proposed project group does not know how much items will cost. MAC will have to evaluate those projects that come in and make assessment accordingly.

Nancy Domes asks that MAC members visit local Alamo parks and see the wonderful amenities each park has.

County Staff handles all accounting of funds.

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Ed Best requested “actual” of previous year. Also requests that MAC receive copies of JPOC Agreement for review.

3. Zone 36: Alicia Watson reported on Zone 36 and its few (Steve to send to Jen via e-mail). 106k at start of committee disappeared.

Janet – how do we get to the root cause of what happens and is there resolution?

Michael – impressed by letters and found County’s response to be totally non-responsive and feels MAC needs to go after resolution.

Nancy – of the \$10k left over are there on-going projects that affect how that money is used? What is paid for each year? Watering, maintenance. Did Zone 36 committee ever question about getting rid of said tax? Does Alamo have to partake in report? Can MAC get a copy of “wish list” as requested by Zone 36? Can Alamo eliminate parcel tax?

Alicia asks that

Public speaker: Vicki Koc spoke to Zone 36 – she was Chair prior to 2005 and the problems the committee has had pre-dates that time. At that time in 2005 Alamo was not charged for the report. Administrative and Staff charges have always been levied against engineers report. This has been a long standing problem. Alamo has been doubled charged. In order to appeal parcel tax, there must be a vote.

Smitty Schmidt – update of the Capital Road Improvement Program?

Transportation issue?

11. Correspondence:

- a. Second Unit Ordinance review. Should be placed on agenda for further review and discussion. CK will ask for a one month extension. Look at them and see if MAC agrees.

Ed Best – the general drift was the help ease the nature of requirements.

David Barclay – how does County address architectural requirements? A: County reviews siding, roofing materials, etc. Should be compatible with existing structure.

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Steve Mick – how much impact does 2nd unit structures have on affordable housing in Alamo? County promotes 2nd units and looks for ways that it makes sense and that it fits into the existing structure.

Council reports/member reports:

Steve Mick – Supervisor has on her website community links. Alamore.org website is on her website.

7. Future Agenda Items:

- a. JPOC Agreement review – Jen to e-mail out
- b. R-7A budget review ** 1 deadline February???? Jen ask Tomi/Lea
- c. Monte Vista Pool Board Order – Jen to e-mail out
- d. Zone 36 budget review and further discussion
- e. MAC by-laws (February)
- f. Fire house update ** 2
- g. Roads Update
- h. 2nd unit ordinance

9. Adjourned at 9:26PM until next meeting: January 19, 2010