TOWN OF MORAGA
DESIGN REVIEW BOARD MEETING
MINUTES

October 13, 2009

I. CALL TO ORDER AND ROLL CALL

A special meeting of the Design Review Board (DRB) was called to order by Vice Chair Kuckuk at 7:00 P.M. in the La Sala Building, 2100 Donald Drive, Moraga, California.

Present:	Boardmembers Glover, Murray, Vice Chair Kuckuk
Absent:	Boardmember Sayles, Chair Kline
Staff:	Planning Director, Lori Salamack

Conflict of Interest

There was no reported conflict of interest.

II. PUBLIC COMMENTS

There were no comments from the public.

III. PLANNING COMMISSION LIAISON REPORT – Commissioner Driver

Planning Commissioner Driver reported that the Planning Commission had recently approved the Rancho Laguna project which had been appealed to the Town Council; denied an appeal and upheld the decision of the DRB for an addition to a home in the Moraga Country Club; and approved the recommended incorporation of some of the Design Review Guidelines in the Town's Scenic Corridor Guidelines, to be forwarded to the Town Council.

IV. ADOPTION OF THE CONSENT AGENDA

A. APPROVAL OF MINUTES for September 14, 2009

On motion by Boardmember Murray, seconded by Boardmember Glover to approve the minutes of the September 14, 2009 meeting, as submitted. The motion carried by the following vote:

Ayes:	Boardmembers Glover, Murray, Kuckuk
Noes:	None
Abstain:	None
Absent:	Boardmember Sayles, Chair Kline

V. DESIGN REVIEW STUDY SESSION

A. DRB 06-09 – Moraga Country Club (Applicant), 1600 Saint Andrews Drive: Discussion of draft proposal to replace the existing Moraga Country Club clubhouse with a new building and make related changes. This agenda item will consist of a presentation by the applicant and feedback from the board. Staff will be available to answer questions from the applicant, board and/or public. NO decision regarding this draft proposal will be made at this meeting. The property is zoned MOSO (Moraga Open Space Ordinance). APN 257-440-001.

Planning Director Lori Salamack described the Study Session as an opportunity that the Town Council had created through a revision to the fee schedule allowing an applicant to come in at an early stage for an informal consultation with the DRB. No decision would be made at this time. The existing Moraga County Club clubhouse had been proposed to be replaced in its present location and since it was located in a MOSO parcel, a use permit would be required to establish development standards. DRB review would also be required. Staff had yet to evaluate the plans to determine consistency or inconsistency with the design guidelines since the plans had not yet reached that level of detail.

Frank Melon, General Manager, Moraga Country Club, introduced the design team present in the audience.

Karl Danielson, Dahlin Group, Inc., 5865 Owens Drive, Pleasanton, explained that the existing clubhouse had been built in the 1970's for a nine-hole course and a smaller community. Since that time, the community had grown around the course and the clubhouse was in need of upgrades and repairs. The intent was to replace the clubhouse. During the evaluation of the site the property was found to be landlocked by a creek, the golf course, tennis courts, and a roadway. The intent was to maximize the existing space.

Mr. Danielson presented the initial concept to demolish the current two-story plus basement of the clubhouse and the construction of a new 20,000 square foot plus, two-story building with no basement in the same general location. With the elimination of the basement, the new floor level would be lowered to match the existing grade and allow Americans with Disabilities Act (ADA) access. The existing metal equipment building at the Maintenance Yard would be expanded to store approximately 45 electric golf carts. Restroom facilities would be provided at the driving range and a new snack shop at the pool. The existing tennis building and pool equipment building would remain.

The current in/only driveway would be converted to an in/out driveway with the elimination of the outbound lane and provide pedestrian and golf cart access only. A new drop off turnaround would be provided with ADA parking at the front entry.

The existing loop road on the southwest and northwest sides of the property would be eliminated to expand the pool deck. The swimming pool would not be changed. Additional parking would be provided on the north side of the pool with double loading of the existing parking lot. The children's wading pool would be removed and relocated in the pool area. A hammerhead turnaround in the new pool area on the northwest side would also be provided. The existing parking lot curb along the creek would be maintained and no creek or creek bank modifications had been planned.

When asked by the Vice Chair, Mr. Danielson verified that the proposal had been discussed with the Moraga-Orinda Fire District (MOFD), which had no issues with the proposal at this time.

Boardmember Glover asked whether or not the dining room would be partially open to the public, to which Mr. Melon stated that was not the intent.

Mr. Danielson detailed the proposed floor plan of the two-story clubhouse, access into the men's and women's locker rooms, wet trail out to the pool area, the preservation of the existing pool equipment, the expansion of the children's changing room and the addition of a family changing room with private shower and toilet facilities, along with an elevator to the upstairs area. The second floor would include a pre-function area with a gallery, a lounge with a bar, a dining room for 200 people with a folding wall, kitchen and decks off of the primary assembly areas, a kitchen, and decks off the primary assembly areas.

While a traditional Spanish influence style had been considered, Mr. Danielson advised that the design would consist of a contemporary Bay region style with a Craftsman character and Craftsman style elements with a tile roof to match the existing facility of the pool cabana and tennis building. The pre-function area would have a cantilever gallery which would not impact the existing homes in the area.

Boardmember Murray asked about the finished height of the building and whether or not the landscaping would be modified.

Mr. Danielson noted that the floor level would be dropped three to four feet and would match the roof of the existing building, or could be higher depending on the pitch and the mansard. Due to the topography the building may be higher at one end than the other. Landscape and hardscape would be changed in the front area which would be expanded. There were no plans to make adjustments to the creek bed.

Mr. Danielson clarified, when asked, that they were not seeking LEED certification. Title 24 requirements alone would lead them to a Silver LEED level and the building would be sustainable but would not be certified.

Mr. Danielson emphasized that the old building would be demolished, a new building would be constructed, and some greenery would be added. No greater impact than currently existed would be created. The windows would be high efficiency rated and some of the fundamentals of sustainable design would be utilized. He added that the applicant desired to commence with construction in the spring, although during construction the full benefits of the Country Club would not be able to be provided. The golf course would continue to operate during the construction period although there might be some down time of the swimming pool and the tennis courts due to safety and parking constraints. It was expected that the project would take 12 to 14 months to complete.

When asked by the Vice Chair, Mr. Danielson explained that he had discussed the parking with the Planning Director. There were currently 78 parking spaces with a potential for 10 additional parking spaces, if not more, at the perimeter. No parking had been proposed around the entry although it was currently being utilized. There were also plans to have parking at the driving range area. There was a great deal of curb parking adjacent to the facility. All efforts would be made to manage the parking. The Country Club had considered an area for temporary overflow parking near the driving range with valet parking.

Boardmember Murray inquired whether or not there were any plans to modify the existing lighting on the site. He also asked whether or not Moraga Country Club Boardmembers had approved the plans.

Mr. Danielson explained that there were no plans to modify the lighting in the parking lot although the night lighting detail had not yet been evaluated. He understood that County Club Boardmembers had not yet approved the plans, although the plans were in the process of evaluation with the Steering Committee.

Mr. Melon also clarified that the membership had approved the project in concept for a certain sum of money for the conceptual drawings. There would be continued dialogue with the focus groups. The Steering Committee and the Board would make the final decision based on the input from the member groups.

Mr. Melon also commented that discussions had already been held with the Directors of the Acalanes School District (ASD) in relation to the use of the swimming pool and the tennis courts and the concept had been supported.

Vice Chair Kuckuk liked how the site was being used without increasing the footprint. She found the design to be compatible with other designs in the Town. She asked for more detail on the maintenance yard and the materials to be used for the storage of the golf carts.

Mr. Danielson explained that the maintenance yard and golf cart storage would use a pre-fabricated metal building which would be screened by existing foliage and which would not be visible from the scenic corridor.

Boardmember Murray clarified with the applicant that the new restrooms at the driving range would consist of a pair of restrooms. He commented that there were efficiency opportunities related to the swimming pool since it would be closed for a time. He recommended consideration of a pool cover, update of the pool equipment, and suggested with the floor plan for the second floor there was opportunity for lighting controls for good energy use.

Boardmember Glover understood that the orientation of the clubhouse would not lend itself to the use of solar panels.

Mr. Danielson commented on the difficulty with respect to the installation of solar panels given the limited space. There could be some consideration for shade over parking, although that would be very expensive.

When asked about the concept for the service yard, Mr. Danielson commented that if they could place the carts in the maintenance yard that would free the clubhouse for demolition without taking golf out of play.

Ms. Salamack explained that the next step in the process would be for the applicant to submit a design and schedule a meeting with the Planning Commission to establish development standards and establish the building height since the project was located in MOSO. Story poles would be useful if the building were to be taller than the existing building. After consideration by the Planning Commission, the project would come back to the DRB for approval of the design and to ensure consistency of the physical characteristics to the established development standards. After those approvals, the applicant may file for a building permit.

Ms. Salamack commented that the facility served the residential community with the opportunity to reach the facility on foot, by bicycle and by motor vehicle, and was one of the considerations staff had discussed with the applicant. There was no desire to allow the creation of harder surface on the site than was necessary. All of the various elements, including the use of energy conservation devices and water conservation, should be considered including the recycled contents of materials. She added that the Town had not adopted LEED as a standard and the Build It Green standards could be identified in terms of what elements of that program the project may meet.

Mr. Danielson reported that they had met with PG&E's Sustainable Group to discuss various ideas on the sustainable topic and rebates, although they had not discussed that issue in depth. The intent was that the structure would be very green and sustainable.

Ms. Salamack asked whether or not there would be any opportunity during the demolition process to reuse or recycle some of the materials.

Mr. Danielson advised that they had been involved in a project located in the City of Dublin which had involved the demolition of a building and use of some of the recycled materials for benches. He noted that many contractors were up to speed on the recycling and separation of waste materials.

Boardmember Glover asked whether or not there were non-members that used the Moraga Country Club.

Mr. Melon clarified that there were some non-members in the club, with 120 private carts, which involved a license fee. There were 204 homes within a quarter mile of the club and many people walked the course or used a hand held cart. During swim meets, the Country Cub had a pervious area in the driving range that could be used for overflow parking. He acknowledged that there were swim meets and tennis events. He was uncertain the Town had ever received a parking complaint for the site. There were no plans to increase the membership at the club.

Ms. Salamack described the required submittal requirements for the applicant to submit a formal application for Planning Commission consideration. The application would not be considered by the DRB until the development standards had been established by the Planning Commission. She asked that the landscape plan, when submitted by the applicant, match the elevations.

Vice Chair Kuckuk thanked the applicant for the presentation. She looked forward to a formal submittal in the future.

VI. OTHER MATTERS

A. None

VII. STAFF REPORT

Ms. Salamack reported that the appeal of the Rancho Laguna project had been scheduled for consideration by the Town Council on October 28, November 12 and November 18. She explained that the meeting of October 28 would involve the presentation of information to the Town Council, November 12 would allow staff to respond to questions from the Council, and the meeting of November 18 would involve the consideration and adoption of a resolution. The Design Guidelines would be considered by the Town Council before the end of the year, likely in November. The next meeting of the DRB scheduled for October 26 would include the final landscaping plan for Palos Colorados. The Planning Commission meeting of October 17 had been canceled.

Ms. Salamack also updated the DRB on the status of the certification of the Housing Element and the hope that it would be approved by the Town Council before the end of the year.

VIII. BOARDMEMBER REPORTS

There were no Boardmember Reports.

IX. ADJOURNMENT

On motion by Boardmember Glover, seconded by Boardmember Murray, to adjourn the meeting at approximately 8:05 P.M. to a special meeting of the DRB on Monday, October 26, 2009 at 7:00 P.M. in the Moraga Library Meeting Room located at 1500 Saint Mary's Road, Moraga, CA 94556.

A Certified Correct Minutes Copy

Secretary of the Planning Commission