

**TOWN OF MORAGA
PLANNING COMMISSION MEETING**

Moraga Library
1500 St. Mary's Road
Moraga, CA 94556

May 4, 2015

7:00 P.M.

MINUTES

1. CALL TO ORDER

Chairperson Marnane called the Regular Meeting of the Planning Commission to order at 7:00 P.M.

A. ROLL CALL

Present: Commissioners Carr, D'Arcy, Kovac, Kuckuk, Mallela, Woehleke,
Chairperson Marnane

Absent: None

Staff: Ellen Clark, Planning Director

B. Conflict of Interest

There was no reported conflict of interest.

C. Contact with Applicant(s)

There was no reported contact with applicant(s).

2. PUBLIC COMMENTS

There were no comments from the public.

3. ADOPTION OF CONSENT AGENDA

A. Minutes of April 6, 2015

Commissioner Kuckuk requested an amendment to the last sentence of the second paragraph on Page 7, as follows:

She [Commissioner Kuckuk] supported that modification to the plan and the approval of the PDP.

On motion by Commissioner Woehleke, seconded by Commissioner Kuckuk to adopt the Consent Agenda, as amended. The motion carried by the following vote:

Ayes: Carr, D'Arcy, Kovac, Kuckuk, Woehleke, Marnane
Noes: None
Abstain: Mallela
Absent: None

4. ADOPTION OF MEETING AGENDA

On motion by Commissioner Woehleke, seconded by Commissioner Kuckuk to adopt the Meeting Agenda, as shown. The motion carried by the following vote:

Ayes: Carr, D'Arcy, Kovac, Kuckuk, Mallela, Woehleke, Marnane
Noes: None
Abstain: None
Absent: None

5. PUBLIC HEARING

There were no public hearing items.

6. ROUTINE AND OTHER MATTERS

A. **Consider Appointment of One Planning Commission Representative to the Moraga Pedestrian and Bicycle Master Plan Update and Wayfinding Plan Citizens Advisory Committee**

Planning Director Ellen Clark presented the staff report dated May 4, 2015, and asked the Planning Commission to consider the appointment of one Planning Commission Representative to the Moraga Pedestrian and Bicycle Master Plan Update and Wayfinding Plan Citizens Advisory Committee. She reported that a total of six meetings were anticipated for the duration of the Committee; the project would comprehensively update the 2004 Pedestrian and Bicycle Master Plan and incorporate local standards; and combined with a new plan the project would develop municipal wayfinding throughout the Town.

Commissioner Kovac expressed the willingness to serve on the Committee.

PUBLIC COMMENTS OPENED

Graig Crossley, Moraga, inquired who would appoint the at-large members for the Committee.

Ms. Clark advised that the Town Council would select the at-large members. An application had been posted on the Town's website and in the About Town Newsletter.

On motion by Commissioner Kuckuk, seconded by Commissioner Woehleke to appoint Commissioner Kovac to serve as the Planning Commission representative to the Moraga Pedestrian and Bicycle Master Plan Update and Wayfinding Plan Citizens Advisory Committee. The motion carried by the following vote:

Ayes: Carr, D'Arcy, Kovac, Kuckuk, Mallela, Woehleke, Marnane
Noes: None
Abstain: None
Absent: None

B. Review Proposed Capital Improvement Program (CIP) for Consistency with General Plan

Ms. Clark presented the staff report dated May 4, 2015, and asked the Planning Commission to review the Capital Improvement Program (CIP) for consistency with the General Plan, provide comments, and take the following action:

Find the Proposed Five-Year Capital Improvement Program is consistent with the General Plan provided:

- a. Future CIPs continue to consolidate related projects to ensure projects are comprehensively planned and designed, consistent with General Plan policies;
- b. New development projects may be required to construct, repair, or install improvements identified in the CIP as part of the development review process; and

Recommend that the Town Council approve the proposed Five-Year CIP with the abovementioned rules.

Commissioner D'Arcy inquired how the projects in the CIP had been prioritized, and asked for clarification on the Town's Development Impact Fees and the Asset Management Fund.

Ms. Clark explained that the projects identified for the near term had been designated as priorities, particularly if they had been funded. Unfunded projects were reviewed annually pursuant to the budget. Development Impact Fees were collected through several different categories including transportation. Some trail projects were eligible for transportation funding although road related projects had been prioritized over trails. The list of trails would be updated as part of the Pedestrian and Bicycle Master Plan update. Most of the trails shown in the CIP were located on private properties to be developed when the private property was developed. When moving forward, she expected more of a focus on the in-Town network, on-street trails and connections, and the possibility to build over time.

Ms. Clark advised that the Asset Management Fund identified Town-owned facilities and how those facilities would be maintained over time, with a focus on deferred maintenance, and the intention to prioritize those projects with the most urgent need. Funding for the Asset Management Fund involved political commitments as part of the Measure K Initiative, with more needs than funds available, which the Town Council would discuss with the community in terms of prioritizing needs.

Ms. Clark clarified that a portion of Palos Colorado funds had been paid to the Town as part of the Settlement Agreement for that project, with timing for additional payments that would come in at the time grading permits were issued.

Commissioner Kuckuk referenced CIP Transportation #46, 15-103, Moraga Road Pedestrian Improvements, and the project objective and description as shown in the Draft Five-Year CIP. She stated that if a sidewalk was extended south from Devin Drive on the west side to Draeger Drive, as the description had noted, it would connect to nothing, with no crossing at Draeger Drive, which was illogical and unsafe unless it was part of another project.

Ms. Clark explained that the Town had received an allocation of non-competitive funds from Safe Routes to School (SR2S) funds. The intent of the project was to close a gap from Moraga Road and there would be more focus on the area through the Livable Moraga Road Project. The goal was to ultimately provide a connection all the way through.

Commissioner Kovac referenced Page 2-3 of the General Plan and Guiding Principle #11, which he suggested related to the project to remodel the restrooms at the Moraga Library. He expressed concern the project would not address non-compliance with Americans with Disabilities Act (ADA) requirements, which he found a poor use of the Town's limited resources. He also requested further clarification of the intent of CIP #46, as discussed. Again citing General Plan Guiding Principle #11, he questioned who would determine the need for a roundabout at Bollinger Canyon Road. He also noted that St. Mary's Road and the traffic into Saint Mary's College (SMC) had not been addressed.

Ms. Clark understood that the Moraga Library restroom upgrades were intended to make the restrooms ADA compliant. She again described the purpose of CIP #46 and clarified that existing utility poles would be placed underground at the time the sidewalk was installed. She added that there was a known safety problem at Rheem Boulevard/St. Mary's Road and Bollinger Canyon/St. Mary's Road given issues with the existing sight distance, an S-curve, and two intersections within close proximity. The St. Mary's Road/SMC intersection had not been identified as a failing intersection and SMC would consider that intersection as part of its Master Plan Update which may be identified as a need in the future. Traffic studies had projected traffic issues at Bollinger Canyon Road/St. Mary's Road and Rheem Boulevard/St. Mary's Road.

Commissioner Kovac also asked for clarification of creek maintenance in that not all creeks had been identified in the CIP, to which Ms. Clark advised that some creeks were within the jurisdiction of Contra Costa County while others were within the Town's jurisdiction. She suggested the Public Works Director could be contacted off-line to clarify the creeks within close proximity to the City of Orinda, to identify the maintenance responsibility.

Commissioner Mallela asked that the staff report be modified to include the total dollar amount of unscheduled funding needs, and clarified with the Planning Director the numbers in the staff report might be out of date but would be defined when the parameters of the project were better known.

Commissioner Mallela understood that some of the CIP projects were dependent upon other CIP projects. He asked for better clarification as to what improvement programs had been tied to creek restoration, with better information on timing and budgeting.

PUBLIC COMMENTS OPENED

Graig Crossley, Moraga, asked whether the Planning Commission continued to impose park dedication fees on new development. He urged the collection of park dedication fees, particularly to pay for ongoing maintenance of the amenities provided.

Ms. Clark affirmed that the Town collected Development Impact Fees unless, and in those cases, in which the Town waived those fees. She cited the Camino Ricardo Subdivision which had involved a fee waiver since the developer had provided a park in-lieu of the payment of fees.

Commissioner Kovac related a discussion he had with the Public Works Director/Town Engineer on how Measure K funds were expended.

Ms. Clark explained the Town Council's political commitment as to how Measure K funds would be prioritized and allocated towards road repairs.

Mr. Crossley identified other trails on the pylon power rights-of-way cutting through the Town that would be susceptible to trail development and which would connect disparate parts of the Town.

PUBLIC COMMENTS CLOSED

Chairperson Marnane stated that comments from the Planning Commission could also be accepted in writing after the meeting, provided to staff, and be forwarded to the Town Council.

Commissioner Carr commented that she had no comments on the CIP at this time since she was still studying the document and would provide any comments in writing to staff.

Commissioner Kovac expressed concern with some of the projects that were ongoing that could be piecemealed absent input from the Moraga Center Specific Plan (MCSP) Steering Committee, and the Complete Streets Project. He questioned proceeding with some projects that were not ready to proceed.

Ms. Clark saw no glaring issues with those projects and the ongoing planning efforts.

Commissioner Kuckuk found the list of CIPs to be in conformance with the General Plan, with the funding source and timing under the discretion of the Town Council.

Commissioner Mallela agreed with Commissioner Kuckuk's assessment, and commented that when he had reviewed the CIP he saw the value of some of the items such as refurbishing the kitchen at the Hacienda. He too could find the CIP in conformance with the General Plan.

Commissioner D'Arcy also found the CIP in compliance with the General Plan, although she expressed concern with the Hacienda lawn replacement project in light of the current drought. She expressed her hope that whatever was planted would respect the current water shortage.

Commissioner Woehleke found the CIP to be consistent with the General Plan. He otherwise referenced the Town's current efforts to determine what to do with the Hacienda, which he hoped would be taken into account prior to the expenditure of significant funds; the same concern applied to projects along Moraga Road and in terms of how the Livable Moraga Road Project would affect those projects in the long term. He was pleased the paving on Moraga Road between St. Mary's Road and Draeger Drive would occur after PG&E lines were underground, and expressed his hope that as part of the underground effort, sloughing into the creek would be taken into account. He asked that the bike lane project on Rheem Boulevard between Moraga Road and the City of Orinda be coordinated with the City of Orinda. He also cited the bike lane project between Rheem Boulevard and St. Mary's Road to be incongruous as part of the Rancho Laguna II project since it would result in a dead-end. He questioned the formation of a Pedestrian and Bicycle Master Plan Update and Wayfinding Plan Citizens Advisory Committee when the Town had no money to do anything and where most projects had been listed as unscheduled.

Ms. Clark explained that having a good plan in place was the first step to obtain funding. The first step in the process was to update the Pedestrian and Bicycle Master Plan which would put the Town in a better position to receive monies.

Commissioner Woehleke noted that CIP #62, 15-302, Electronic Community Informational Sign had shown a period of three years to install the new sign, and staff clarified that the sign would be installed in the next month.

Chairperson Marnane found the CIP to be in conformance with the General Plan. He asked staff to ensure that a copy of the meeting minutes be forwarded to the Public Works Department to allow the Department to be apprised of the Commission's comments.

Commissioner Carr stated that she too could find the CIP to be in conformance with the General Plan.

On motion by Commissioner D'Arcy, seconded by Commissioner Woehleke to find the Proposed Five-Year Capital Improvement Program is consistent with the General Plan provided: a) Future CIPs continue to consolidate related projects to ensure projects are comprehensively planned and designed, consistent with General Plan policies; b) New development projects may be required to construct, repair, or install improvements identified in the CIP as part of the development review process; and recommend that the Town Council approve the proposed Five-Year CIP with the abovementioned rules. The motion carried by the following vote:

Ayes:	Carr, D'Arcy, Kovac, Kuckuk, Mallela, Woehleke, Marnane
Noes:	None
Abstain:	None

Absent: None

7. **REPORTS**

A. Planning Commission

Commissioner Kovac reported that he had attended the Association of Bay Area Governments (ABAG) and Metropolitan Transportation Commission (MTC) Plan Bay Area 2040 discussion and Open House on April 29, and detailed some of the discussions.

Commissioner Woehleke reported that he had attended the April 28 Town Council Boards/Committees Training Session when a broad range of topics had been discussed, and commended staff for setting up the session.

Chairperson Marnane also reported that he had attended the April 28 Town Council Boards/Committees Training Session, and highlighted the discussion.

Ms. Clark provided copies of the notes from the facilitator of the April 28 training session, acknowledged a desire for some follow-ups on some of the items, and welcomed input from the Commission on any items the Commission would like to see considered for follow-up, which could be agendized as a workshop or study session.

Chairperson Marnane reported that he met monthly with the Mayor and the Chairs of the various Town Boards/Committees and would forward comments from those sessions to the Planning Commission.

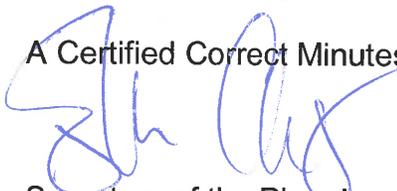
B. Staff

Ms. Clark reported that upcoming Town Council agenda items included the City Ventures Appeal on May 13; consideration of SMC's lights at a special meeting of the Town Council on May 20; and budget discussions with the Town Council to occur over the next few weeks.

8. **ADJOURNMENT**

On motion by Commissioner Kuckuk, seconded by Commissioner D'Arcy and carried unanimously to adjourn the Planning Commission meeting at approximately 8:00 P.M.

A Certified Correct Minutes Copy



Secretary of the Planning Commission

