

Alamo Municipal Advisory Council

Sharon Burke, Chair

Heather Chaput, Vice-Chair

Anne Struthers

Cecily Barclay

Michaela Straznicka

Robert Brannan

Robert Mowat

Michelle Parkinson, Alternate

Nicolas Angel-Ordonez, Youth Member



Candace Andersen, Supervisor

Contra Costa County, District 2

309 Diablo Road

Danville, CA 94526

925.655.2300

cameron.collins@bos.cccounty.us

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

MEETING AGENDA

Tuesday, October 3rd, 2023

6:00 p.m.

Alamo Women's Club

1401 Danville Blvd., Alamo

1. **CALL TO ORDER - PLEDGE OF ALLEGIANCE - ROLL CALL**
 - a. Introduce New Youth Representative Nico Angel-Ordonez

2. **STAFF/AGENCY REPORTS** (15 minutes)
 - a. Alamo Tree Lighting Festival Budget
 - b. LAFCO Update
 - c. Danville Blvd. Tree Work
 - d. County Findings Information

3. **PUBLIC COMMENT** (3 minutes/speaker)

4. **PRESENTATIONS** (15 minutes)
 - a. PG&E (Sarah Yoell)
 - b. Contra Costa County Public Works/Special Districts (Jerry Fahy and Monish Sen)
 - c. ~~East Bay Regional Parks District (Board Member, John Mercurio)~~

5. **NEW BUSINESS**
 - a. Livorna Park Recommendation to Supervisor Andersen and Public Works/Special Districts
 - i. Action requested: accept report, take public comment, discuss.
 - ii. Make recommendation to Supervisor Andersen, if applicable.

6. **SUBCOMMITTEE REPORTS** (20 minutes)

Alamo Subcommittee for Schools: Parkinson
Alamo AOB/Roundabout: Struthers
Land Use Planning Subcommittee: Barclay (Chair), Brannan, Mowat
Iron Horse Corridor Subcommittee: Struthers
Parks and Recreation Subcommittee: Chaput (Chair), Struthers, Burke
Public Safety (Police P-2, Fire, Emergency): Brannan, Chaput
Trees and Landscape Subcommittee: Mowat, Burke

7. **OLD BUSINESS**

8. CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered by the Alamo MAC to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Alamo MAC or a member of the public prior to the time the Alamo MAC votes on the motion to adopt.

- a. Approve September 5th Record of Actions.
 - i. Action requested: accept report, take public comment, discuss.
 - ii. Make recommendation to Supervisor Andersen, if applicable.

9. COMMENTS BY MEMBERS OF THE ALAMO MAC

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

Adjourn to the Alamo MAC meeting on November 7th at 6:00 P.M at the Alamo Women's Club.

The Alamo Municipal Advisory Council will provide reasonable accommodations for persons with disabilities planning to attend the meeting who contact Supervisor Candace Andersen's office at least 72 hours before the meeting at 925.655.2300.

Materials distributed for the meeting are available for viewing at the District 2 Office at 309 Diablo Road, Danville, CA 94526. To receive a copy of the Alamo MAC agenda via mail or email, please submit your request in writing using a speaker card or by contacting Supervisor Andersen's office at 925.655.2300. Complete name and address must be submitted to be added to the list.

Andrew H Young Tree Lighting	
Description	FY 23/24 Proposed Budget
Lights	\$ 2,000
Public Works Staff (Administration)	\$ 300
Total	\$ 2,300

Alamo MAC Findings Information

The following are the findings/standards that the County makes for various development projects; listed below are findings for;

- 1. Land Use Permit**
 - 2. Variance**
 - 3. Small Lot Review / Development Plan**
 - 4. Tree Permit**
 - 5. Subdivisions**
 - 6. Rezoning**
 - 7. Findings for a Preliminary or Final Development Plan when rezoning to P-1,**
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1. Findings for a Land Use Permit:

County Code 26-2.2008

An application for a conditional use permit, also known as a land use permit, is an application to establish a conditional land use within a land use district which does not allow establishment by right, but does allow the granting of a land use permit after a public hearing. The division of the planning agency hearing the matter either initially or on appeal, shall find the following before granting the permit:

- (1) That the proposed conditional land use shall not be detrimental to the health, safety and general welfare of the county;
- (2) That it shall not adversely affect the orderly development of property within the county;
- (3) That it shall not adversely affect the preservation of property values and the protection of the tax base within the county;
- (4) That it shall not adversely affect the policy and goals as set by the general plan;
- (5) That it shall not create a nuisance and/or enforcement problem within the neighborhood or community;

- (6) That it shall not encourage marginal development within the neighborhood;
- (7) That special conditions or unique characteristics of the subject property and its location or surroundings are established. Failure to so find shall result in a denial.

2. Findings for a Variance

County Code 26-2.2006

An application for a variance permit is an application to modify zoning regulations as they pertain to lot area, lot building coverage, average lot width, side yard, rear yard setback, auto parking space, building or structure height, or any other regulation pertaining to the size, dimension, shape or design of a lot, parcel, building or structure, or the placement of a building or structure on a lot or parcel. The division of the planning agency hearing the matter either initially or on appeal shall find the following conditions that must exist prior to approval of an application:

- (1) That any variance authorized shall not constitute a grant of special privilege inconsistent with the limitations on other properties in the vicinity and the respective land use district in which the subject property is located;
- (2) That because of special circumstances applicable to the subject property because of its size, shape, topography, location or surroundings, the strict application of the respective zoning regulations is found to deprive the subject property of rights enjoyed by other properties in the vicinity and within the identical land use district;
- (3) That any variance authorized shall substantially meet the intent and purpose of the respective land use district in which the subject property is located. Failure to so find shall result in a denial.

3. Findings for a Small Lot Development Plan

County Code 82.10.002 (c)

Small Lot Review. If a lot does not meet the required area or width required by the Zoning Code it is considered a Small Lot. If a small lot qualifies for occupancy by a single-family dwelling or other structure, then a building permit cannot be issued unless the zoning administrator determines that the proposed dwelling or structure appears to be compatible with the surrounding neighborhood. If the zoning administrator makes that determination, the zoning administrator may, but is not required to, schedule a public hearing to review the proposed **dwelling's or structure's compatibility with and impact on the surrounding neighborhood, in terms of its location, size, height and design.** If a public hearing is scheduled, the notice provisions of Section 26-2.2004 shall

apply. After such determination, at the conclusion of the hearing, or if no hearing is held, the zoning administrator may deny, approve or conditionally approve the proposed dwelling in order to provide neighborhood compatibility.

4. Findings for a Tree Permit

County Code 816-6.8010

The following are, A, findings for granting a tree permit and B, findings for denying a tree permit.

- A. **Required Factors for Granting Permit.** The Zoning Administrator is satisfied that the following factors as provided by County Code Section 816-6.8010 for granting a tree permit have been satisfied as marked:
1. The arborist report indicates that the subject tree is in poor health and cannot be saved.
 2. The tree is a public nuisance and is causing damage to public utilities or streets and sidewalks that cannot be mitigated by some other means.
 3. The tree is in danger of falling and cannot be saved by some other means.
 4. The tree is damaging existing private improvements on the lot such as a building foundation, walls, patios, decks, roofs, retaining walls, etc.
 5. The tree is a species known to be highly combustible and is determined to be a fire hazard.
 6. The proposed tree species or the form of the tree does not merit saving.
 7. Reasonable development of the property would require the alteration or removal of the trees and this development could not be reasonably accommodated on another area of the lot.
 8. The tree is a species known to develop weaknesses that affect the health of the tree or the safety of people and property. These species characteristics include but are not limited to short-lived, weak wooded and subject to limb breakage, shallow rooted and subject to toppling.
 9. Where the arborist or forester report has been required, and the Director is satisfied that the issuance of a permit will not negatively affect the sustainability of the resource.
 10. None of the above factors apply.

B. **Required Factors for Denying a Tree Permit.** The Zoning Administrator is satisfied that the following factors as provided by County Code Section 816-6.8010 for denying (or modifying) a tree permit application have been satisfied as marked:

1. The applicant seeks permission for the alteration or removal of a healthy tree that can be avoided by reasonable redesign of the site plan prior to project approval (for non-discretionary permits).
2. It is reasonably likely that alteration or removal of a healthy tree will cause problems with drainage, erosion control, land suitability, windscreen, visual screening, and/or privacy and said problems cannot be mitigated as part of the proposed removal of the tree.
3. The tree to be removed is a member of a group of trees in which each tree is dependent upon the others for survival.
4. The value of the tree to the neighborhood in terms of visual effect, wind screening, privacy and neighboring vegetation is greater than the hardship to the owner.
5. If the permit involves trenching or grading and there are other reasonable alternatives including an alternate route, use of retaining walls, use of pier and grade beam foundations and/or relocating site improvements.
6. Any other reasonable and relevant factors specified by the Community Development Director.
7. None of the above factors apply.

5. Findings for a Subdivision

County Code 94-2.806

The following findings shall be made for approval of both Parcel and Tentative Maps; A Parcel Map, or Minor Subdivision, is 4 lots or less and a Tentative Map, or Major Subdivision, is 5 or more lots

- (1) The advisory agency shall not approve a Parcel or Tentative map unless it shall find that the proposed subdivision, together with the provisions for its design and improvement, is consistent with the applicable general and specific plans required by law.
- (2) When approving the Parcel or Tentative map, the advisory agency shall make findings as required concerning the fulfillment of construction requirements.

Also, the following Growth Management Standards, as found in Chapter 4 of the County General Plan apply to both Parcel and Tentative Maps as well as Land Use Permits.

Traffic: The project is required to provide a traffic study if the project generates more than 100 peak hours trips in accordance with Measure C.

Water: The County shall require new development to demonstrate that adequate water quantity and quality can be provided.

Sanitary Sewer: The County shall require new development to demonstrate that adequate sewer quantity and quality can be provided.

Fire Protection : Fire stations shall be located within one and one-half miles of developments in urban, suburban and central business district areas. Automatic fire sprinkler systems may be used to satisfy this standard.

Public Protection: The Growth Management Element standard is 155 square feet of Sheriff facility station per 1,000 population.

Parks and Recreation: A park dedication fee will be collected prior to issuance of building permits on the newly created lots to mitigate impacts on parks and recreation in the area.

Flood Control and Drainage: Compliance with the Public Works Department drainage requirements is required.

6. Findings for a Rezoning

County Code 26-2.1806

An application for rezoning is a request for change of the land use district applicable to the subject property or to amend the uses permitted in a land use district. Before ordering such change the planning agency shall determine that:

- (1) The change proposed will substantially comply with the general plan;
- (2) The uses authorized or proposed in the land use district are compatible within the district and to uses authorized in adjacent districts;

(3) Community need has been demonstrated for the use proposed, but this does not require demonstration of future financial success.

7. Findings for a Preliminary or Final Development Plan when Rezoning to P-1, Planned Unit District - County Code 84-66.1406

When approving and adopting the rezoning application to P-1, Planned Unit District with a preliminary development plan or the final development plan, the planning commission and/or board of supervisors as the case may be, shall be satisfied that:

- (1) The applicant intends to start construction within two and one-half years from effective date of zoning change and plan approval;
- (2) The proposed planned unit development is consistent with the county general plan;
- (3) In the case of residential development, it will constitute a residential environment of sustained desirability and stability, and will be in harmony with the character of the surrounding neighborhood and community;
- (4) In the case of the commercial development, it is needed at the proposed location to provide adequate commercial facilities of the type proposed, and that traffic congestion will not likely be created by the proposed center, or will be obviated by presently projected improvements and by demonstrable provisions in the plan for proper entrances and exits, and by internal provisions for traffic and parking, and that the development will be an attractive and efficient center which will fit harmoniously into and will have no adverse effects upon the adjacent or surrounding development;
- (5) In the case of proposed industrial development, it is fully in conformity with the applicable performance standards; and will constitute an efficient and well organized development, with adequate provisions for railroad and/or truck access service and necessary storage, and that such development will have no adverse effect upon adjacent or surrounding development; and
- (6) The development of a harmonious, integrated plan justifies exceptions from the normal application of this code.

Definition of a Home Occupation Permit per Contra Costa County Code

82-4.240 - Home occupation.

"Home occupation" is an activity customarily conducted entirely within a residential dwelling, by a person residing in the dwelling unit, which is clearly a secondary and incidental use of such dwelling as a residence. The use must not change the residential character of the dwelling or area and shall meet the following conditions:

- (1) There shall be no merchandise or services for sale except that produced from or made on the premises.
- (2) The use shall not generate vehicular traffic in excess of that normally associated with single family residential use.
- (3) Not more than one room or twenty-five percent of the habitable floor area of the principal structure, whichever is greater, shall be used for the home occupation. Garage areas and areas within accessory buildings shall not be considered as being habitable floor area.
- (4) There shall be no exterior indication of the home occupation.
- (5) No exterior signs shall be used.
- (6) No noise, odor, dust, fumes, vibration, smoke, electrical interference or other interference with the residential use of adjacent properties shall be created.
- (7) No persons shall be employed, except the applicant, in the conduct of the home occupation.

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October 2, 2023

Public Works Department
255 Glacier Drive
Martinez, CA 94553

Dear Carl and Rochelle,

The Alamo Municipal Advisory Council (MAC) has discussed the proposed Livorna Park Renovation several times over the last two years and held a special meeting onsite at the park on Tuesday, August 15, 2023.

Alamo MAC members have carefully considered what the community would like and have spent time considering their own personal priorities as well as those of the community. After reviewing the survey conducted by the Contra Costa County Public Works Department at the beginning of 2023 as well as visiting the park several times, the MAC has the following priorities:

- Water Feature – replace the "eastern most playground area" (the area with the zip line) install a splashpad for a range of ages (i.e. toddlers to 12 years old);
- Shade (i.e. shade sails and trees) – shade would be most desirable in the areas by the playground;
- Additional Parking – explore maximum possible additional parking by expanding pavement of existing parking lot into the flat planting areas to the north and to the south of existing parking lot;
- Pour in Place – new surfacing is desirable for safety and park performance;
- New Play Structure – install playground equipment that is usable for all age levels.

The MAC also considers the following to be desirable upgrades that could be made to the park: additional seating, benches and tables, full court basketball with a pickleball option, renovating the restrooms, amphitheater seating, new light standards and refreshing landscape. The MAC would also like Public Works to consider removing the grass area near the restrooms and replacing with perennials, adding more barbeque's, moving the location of the trash receptacles and replacing furnishings at the park.

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Last, each MAC Member provided their recommendation for a budget. There was a wide range of numbers from \$1.5 million to \$3.3 million. The MAC hopes that Public Works/Special Districts will present several options for park upgrades with different budgets associated with each project.

We look forward to working with you on the renovations at Livorna Park.

Best,

Sharon Burke

Sharon Burke
Alamo MAC Chair

DRAFT

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Anne Struthers
Cecily Barclay
Michaela Straznicka
Robert Brannan
Robert Mowat
Michelle Parkinson, Alternate
Ronald Kan, Youth Member



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MEETING AGENDA

Tuesday, September 5th, 2023

6:00 p.m.

Alamo Women's Club

1401 Danville Blvd., Alamo

- 1. CALL TO ORDER - PLEDGE OF ALLEGIANCE - ROLL CALL**
- 2. STAFF/AGENCY REPORTS (15 minutes)**
 - a. Alamo Elementary School Field Update
 - b. Summer Series 2024 Handouts
Members will email their suggestions.
 - c. Youth Representative Recognition
- 3. PUBLIC COMMENT (3 minutes/speaker)**

Mike Gibson, AIA – crossings at the Iron Horse Trail
Derene Allen, AIA
- 4. NEW BUSINESS**
 - a. **CDVR23-01035** – The applicant seeks Variance approval authorizing a lot line adjustment between two contiguous parcels resulting in a parcel having 105-foot average width (where 120' is the minimum required). The address is 40 Via Robles. (Planner: Branka Tatarevic)
Applicant:
Craig Hornsby, Applicant
Motion to recommend approval by Member Brannan, second by Vice Chair Chaput. Unanimous approval.
 - b. **CDVR23-01044** – The applicant requests approval of a Variance for a 17-foot principal frontage setback, where 20 feet is the minimum, for the construction of a new home entryway cover. The address is: 289 Bolla Avenue. (Planner: Nai Saephan)
Applicant:
Ching Hai Chang, Owner (son of owner)
Motion to recommend approval by Member Brannan, second by Member Barclay. Unanimous approval.
 - c. **CDVR23-01027** – The applicant requests a Variance and small lot design review application for the construction of an attached outdoor pavilion with a 9' secondary frontage setback (where 20' is the required minimum). The address is 109 Regent Place. (Planner: Maria Lara-Lemus)
Applicant:

Colin Fleming, Applicant

Philip Volkmann, Architect

Motion to approve by Member Brannan, second by Member Mowat. Unanimous approval.

- d. **CDLP23-02037** – The applicant requests a Land Use Permit modification to modify County File CDLP12-02110 to allow for the installation of two new 51.4 sq ft monument signs, a variance permit for a 0-foot front setback (where 25 feet is required) and a tree permit to allow for the work within the dripline of four Magnolia trees. The address is 902 Danville Blvd. (Planner: Everett Louie)

Public Comment:

Gary Swanson, SRVUMC

Mike Gibson, AIA

Motion to recommend approval by Member Struthers with the recommendation that lighting be designed with the least impact to the community (refer to AIA letter – see attached). Second by Member Barclay. Member Mowat opposed.

- e. **CDTP22-00094** – The applicant requests approval of a Tree Permit to remove 6 code protected Coast Redwood trees (ranging from 12" to 33 " in diameter) for a proposed pool and landscaping improvements. A Small Lot Design Review is not required for a swimming pool. The address is: 125 Camille Court, Alamo. (Planner: Maria Lara-Lemus)

Public Comment:

Mike Branagh, Applicant

Earl Sacerdoti, Neighbor

Mike Gibson, AIA

Motion to continue the item by Member Struthers. Second by Member Brannan. Unanimous approval.

5. **SUBCOMMITTEE REPORTS** (20 minutes)

Alamo Subcommittee for Schools: Kan, Parkinson

Alamo AOB/Roundabout: Struthers

Land Use Planning Subcommittee: Barclay (Chair), Brannan, Mowat

Iron Horse Corridor Subcommittee: Struthers

Parks and Recreation Subcommittee: Chaput (Chair), Struthers, Burke

Public Safety (Police P-2, Fire, Emergency): Brannan, Chaput

Trees and Landscape Subcommittee: Mowat, Burke

6. **OLD BUSINESS**

- a. **CDDP23-03015** – The applicant requests approval of a Development Plan for a small lot design review for a 490 sq. ft. covered patio that received a request for a hearing. The address is 132 Via Serena. (Planner: Maria Lara-Lemus)

Public Comment:

Mike Gibson, AIA

Sandra Parke, Neighbor

Motion by Member Barclay to recommend approval with the condition that the applicant plant no less than 12 acacia bushes, centered from the center of the center of structure. Additionally, eliminate the August 1st recommendation that the structure be limited to 20 feet. Second by Member Struthers. Member Mowat oppose.

- b. **Livorna Park Renovation Letter**

- i. Action requested: accept report, take public comment, discuss.
- ii. Make recommendation to Supervisor Andersen, if applicable.

7. CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered by the Alamo MAC to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Alamo MAC or a member of the public prior to the time the Alamo MAC votes on the motion to adopt.

- a. Approve August 1st Record of Actions.

Motion by Member Struthers to approve. Second by Vice Chair Chaput. Make edits to the the 132 Via Serena letter. Unanimous approval.

8. COMMENTS BY MEMBERS OF THE ALAMO MAC

9. FUTURE AGENDA ITEMS

- a. Public Works/Transportation Team (October 2023)
- b. PG&E (October 2023)

10. ADJOURNMENT

Adjourn at 9:20pm to the Alamo MAC meeting on October 3 at 6:00 P.M at the Alamo Women's Club – 1401 Danville Blvd, Alamo, CA 94507.

The Alamo Municipal Advisory Council will provide reasonable accommodations for persons with disabilities planning to attend the meeting who contact Supervisor Candace Andersen's office at least 72 hours before the meeting at 925.655.2300.

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