

**MINUTES
PLANNING COMMISSION MEETING
APRIL 23, 2019
CORTE MADERA TOWN HALL
CORTE MADERA**

COMMISSIONERS PRESENT: Chair Peter Chase
Vice-Chair Phyllis Metcalfe
Commissioner Bob Bundy
Commissioner Margaret Bandel

COMMISSIONERS ABSENT: Commissioner Charles Lee

STAFF PRESENT: Adam Wolff, Planning Director
Phil Boyle, Senior Planner

1. OPENING:

A. Call to Order – The meeting was called to order at 7:00 p.m.

B. Pledge of Allegiance – Commissioner Chase led in the Pledge of Allegiance.

C. Roll Call – All the commissioners were present with the exception of Commissioner Lee, who was recused because he lives within 500 feet of Corte Madera Town Center.

2. PUBLIC COMMENT - None

3. CONSENT CALENDAR – None

4. CONTINUED HEARINGS – None

5. NEW HEARINGS

A. CORTE MADERA TOWN CENTER MONUMENT SIGN – SIGN PERMIT AND PRECISE PLAN AMENDMENT APPLICATION FOR AN ILLUMINATED HIGHWAY MONUMENT SIGN AT THE SOUTHEAST CORNER OF THE TOWN CENTER (Senior Planner Phil Boyle)

Senior Planner Boyle presented the staff report. Mr. Boyle discussed the application for a modification to the exterior of Town Center, and he provided information on a previous building project at Town Center that included changes to the exterior, rooflines and paving. Mr. Boyle noted that the proposed sign at

the southeast corner would be identical to the monument sign at the southern entrance and that the sign would be backlit with a total area of 22.5 square feet. He stated that the maximum size allowed under the Town's code would be 40 square feet.

Mr. Boyle confirmed that staff has reviewed the plans for compliance with the Municipal Code and the Sign Ordinance, and he noted that dimmers and timers would be included. He stated that a materials board has been provided. Mr. Boyle discussed the findings, which he confirmed staff could support and were recommending approval of the application.

Carl Okazaki, Project Architect, stated that the sign was the final piece of the renovation project, and that it would be almost identical to the sign at the southern entrance, albeit slightly longer. Mr. Okazaki explained that there was a desire for the signage and branding to be consistent.

Commissioner Bundy stated that he supported the application and thought it would be appropriate for the sign to be lighted all night if the lumens were sufficiently low.

Vice-Chair Metcalfe stated that she would not support the sign being lighted all night because she would not want a precedence to be set. Chair Chase noted that the conditions stipulate the light should be eliminated at 11 p.m., which he supported. Commissioner Bundy explained that the light should be exempt from the usual rules of being extinguished because the sign bore the name "Corte Madera".

Commissioner Bandel stated that the sign was beautiful, tasteful and that she would support the application. However, she explained why she would not support the sign being lighted all night.

MOTION: Motioned by Commissioner Bundy, seconded by Vice-Chair Metcalfe, to approve Resolution No. 19-016, Sign Permit and Precise Plan Amendment Application No. PL-2019-0025 for an illuminated monument sign at the southeast corner of the Town Center:

AYES: Metcalfe, Bundy, Chase, Bandel

RECUSED: Lee

Mr. Boyle read the appeal rights.

6. BUSINESS ITEMS – None

7. ROUTINE AND OTHER MATTERS

A. REPORTS, ANNOUNCEMENTS AND REQUESTS

i. Commissioner

Chair Chase commented on an article in The San Francisco Chronicle on Accessory Dwelling Units (ADUs). Planning Director Wolff stated that the commissioners would be reviewing the ADU ordinance at the next meeting on May 14, 2019.

Commissioner Bandel provided materials to the commissioners and staff that related to ADUs.

Commissioner Bundy discussed an article in National Geographic magazine relating to cities.

ii. Planning Director

Planning Director Wolff reported on his attendance of the April 16th Town Council meeting, during which there were discussions on the Greenway Bike Closure project by the Public Works Department. Mr. Wolff noted that funds would be necessary in order for the project to proceed.

Mr. Wolff reported on his attendance of the 2019 National Planning Conference in San Francisco. Mr. Wolff explained that the most common subjects were resilience, sea level rise, and climate change. Another notable topic was equity with workshops on how it could be addressed through housing and land use.

Mr. Wolff discussed a presentation by the City of Norfolk, Virginia, which is severely impacted by sea level rise. He explained how the city has planned a resilient zoning code with emphasis on the educational component about the inevitability of sea level rise.

Mr. Wolff also reported on his tour of San Francisco Airport's Shoreline Protection Program, which included the evaluation of different engineering solutions for various aspects of the shoreline. He noted that the program was under environmental review.

Senior Planner Boyle also reported on his attendance of the Planning Conference, which included a discussion on the use of horizontal levies as protection from sea level rise, and the future of retail. Mr. Boyle discussed the possible use of drones for food deliveries, and a workshop he attended with a consulting firm that audits and improves zoning ordinances.

In response to Chair Chase, Mr. Boyle explained that solutions to revitalizing retail establishments were related to specific regions, but he noted that there were discussions on turning dying malls into mixed use districts with housing and offices.

iii. Tentative Agenda Items for the Tuesday, May 14, 2019 Planning Commission Meeting

(PROPOSED ITEMS, AND ORDER, ARE SUBJECT TO CHANGE)

- A. REVIEW AND DISCUSSION OF CORTE MADERA'S EXISTING REGULATIONS RELATED TO ACCESSORY DWELLING UNITS AND THE POLICY OPTIONS AVAILABLE TO THE TOWN IN PROCEEDING WITH A ZONING ORDINANCE AMENDMENT**

iv. Future Agenda Items

(PROPOSED ITEMS, AND ORDER, ARE SUBJECT TO CHANGE)

B. MINUTES

i. Planning Commission Meeting Minutes of March 26, 2019

The minutes were continued to the meeting of May 14, 2019, due to a lack of a quorum.

ii. Planning Commission Meeting Minutes of April 9, 2019

MOTION: Motioned by Vice-Chair Metcalfe, seconded by Commissioner Bandel, to approve the Planning Commission Meeting Minutes of April 9, 2019:

AYES: Metcalfe, Bundy, Chase, Bandel

RECUSED: Lee

8. ADJOURNMENT

A motion was made, seconded and unanimously approved to adjourn the meeting at 7:50 p.m.