



TOWN OF TIBURON  
1505 Tiburon Boulevard  
Tiburon, CA 94920

Planning Commission Meeting  
January 25, 2012  
Agenda Item: /.

## STAFF REPORT

**To:** Members of the Planning Commission  
**From:** Community Development Department  
**Subject:** 14 Cecilia Court; File #31103; Adoption of Resolution Denying a Request to Amend the Tiburon Highlands Precise Plan (PD #15) to Increase the Maximum Allowable Floor Area for Lot, Owners; David and Dipanwita Reis, Owners; Greg LeDoux & Associates, Inc., Applicant; Assessor's Parcel No. 034-360-30 (Continued from January 11, 2012)  
**Reviewed By:** \_\_\_\_\_

### SUMMARY

On January 11, 2012, the Planning Commission held a public hearing on an application to amend the Tiburon Highlands Precise Plan for property located at 14 Cecilia Court. After considering the application, the Commission directed Staff to prepare a resolution denying the precise plan amendment for consideration at its next meeting. The requested resolution has been prepared and is attached as Exhibit 1.

### FUTURE ACTIONS

The Commission's action to deny the amendment would be final unless appealed to the Town Council within ten (10) calendar days of the decision.

### RECOMMENDATION

Staff recommends that the Planning Commission adopt the draft resolution denying the amendment to the Tiburon Highlands Precise Plan for property located at 14 Cecilia Court.

Exhibit: 1. Draft Resolution

Prepared By: Daniel M. Watrous, Planning Manager

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## RESOLUTION NO. 2012-(Draft)

### A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF TIBURON DENYING AN AMENDMENT TO THE TIBURON HIGHLANDS PRECISE PLAN (PD #15) FOR PROPERTY LOCATED AT 14 CECILIA COURT

ASSESSOR PARCEL NO. 034-360-30

WHEREAS, the Planning Commission of the Town of Tiburon does resolve as follows:

#### Section 1. Findings.

- A. The Town has received and considered an application (File #31103) filed by David and Dipanwita Reis for an amendment to the Tiburon Highlands Precise Plan (PD #15) to increase the maximum allowable floor area from 3,500 square feet to 3,884 square feet for the property at 14 Cecilia Court. The application consists of the following:
1. Application form and supplemental materials, dated November 3, 2011 and December 8, 2011
  2. Site Plan and Elevations, dated November 3, 2011
- B. The Planning Commission held a duly-noticed public hearing on January 11, 2012, and heard and considered any correspondence and/or testimony from interested persons.
- C. The Planning Commission finds, based upon application materials and analysis presented in the January 11, 2012 Staff Report, as well as visits to the area and other evidence in the record, that the project is inconsistent with the intentions of the Tiburon Highlands Precise Plan, and inconsistent with the Development Agreement provision from which the Precise Plan condition of approval originated.
- D. The Planning Commission finds that the Tiburon Highlands project approvals, including the Development Agreement and the Precise Plan, collectively called the "Highlands Approvals," were the product of a contentious seven-year public process that involved an initial master plan approval, development moratoria, a lawsuit, and eventual settlement of the lawsuit with a development agreement to set in place the major elements of the project. Among the provisions specified in the Development Agreement were maximum house size limitations on several lots immediately upslope from existing homes in the Reedlands subdivision. Specifically, the Development Agreement limited the maximum living area of homes to be constructed on Highlands Lots 3-11 to a not-to-exceed figure of 3,500 square feet. For all other lots in the subdivision, the Development Agreement specified a minimum living area square footage guaranteed to the developer that could not be unilaterally denied or withheld by the Town. The Development Agreement included other highly specific provisions, such as setback minimums and height limits, intended to provide permanent benefit to the properties and residents living in the Reedlands subdivision below Lots 3-11 of the Tiburon Highlands.

- E. The Planning Commission finds that the requested amendment would be inconsistent with the Tiburon Highlands project history and the good faith obligations memorialized in the detailed provisions contained in the Highlands approvals. The Planning Commission finds that the emphasis placed within the Highlands approvals, pertaining specifically to limitations on Lots 3-11, demonstrates that the benefits accorded to Reedlands lots located below these lots were a significant and material consideration given great weight in the formulation of said approvals, and finds that the mere passage of time is not sufficient cause for the removal or weakening of these limitations, which continue to benefit the affected Reedlands lots, several of whose owners have written in opposition to the applicant's request.
- F. The Planning Commission finds that the approval of this request would have the potential to affect eight (8) other lots within the Highlands subdivision (Lots 3-6 and 8-11) and would likely establish a precedent for future removal or weakening of the provisions of the Highlands approvals with respect to these eight (8) other lots.
- G. The Planning Commission finds that the unique history and circumstances surrounding the formulation and adoption of the Highlands Precise Plan easily distinguish it from other Precise Plan amendment applications in which the Town has modified house size limitations to allow larger homes.
- H. The Planning Commission bases its decision on the above and makes no judgment on the merits or design of the physical improvements proposed by the applicant in association with the Precise Plan amendment request.

Section 2. Denial.

NOW, THEREFORE, BE IT RESOLVED that based on the above findings, the Planning Commission hereby denies the Precise Plan amendment request for 14 Cecilia Court, also known as Lot 7 of the Tiburon Highlands subdivision, Planned Development #15 (File #31103).

PASSED AND ADOPTED at a regular meeting of the Tiburon Planning Commission on January 25, 2012, by the following vote:

AYES:	COMMISSIONERS:
NOES:	COMMISSIONERS:
ABSENT:	COMMISSIONERS:

\_\_\_\_\_  
 JOHN CORCORAN, CHAIRMAN  
 Tiburon Planning Commission

ATTEST:

\_\_\_\_\_  
 DANIEL M. WATROUS, SECRETARY



## STAFF REPORT

**To:** Members of the Planning Commission  
**From:** Community Development Department  
**Subject:** 215 Blackfield Drive: Review of Conditional Use Permit for Kol Shofar Synagogue and Appurtenant Day School; File # 10404; Assessor's Parcel No. 038-351-34  
**Reviewed By:** \_\_\_\_\_

### BACKGROUND

On February 21, 2007, the Town Council approved on appeal a conditional use permit to remodel and expand the facilities and operations of the existing synagogue (Congregation Kol Shofar) and private day school uses on property located at 215 Blackfield Drive. The application approval process was highly charged, contentious, and eventually resulted in litigation. The applicant and Town prevailed in the litigation.

Fully aware of the extreme controversy and complexity of the permit approval, the Town Council imposed Condition No. 8 (A) of Resolution No. 15-2007, which reads as follows:

“The CUP shall be reviewed by the Planning Commission at a public hearing six (6) months after occupancy of the MPB [Multi-Purpose Building]. Additional reviews shall occur once every six (6) months for the next two and one-half (2 ½) years thereafter, and annually after the first three (3) years. The Planning Commission shall have the authority to modify the restrictions of this CUP. However, the Town Council intends that the effectiveness of the project design, mitigations, conditions, and restrictions of the use permit should be tested over a substantial period of time before the Planning Commission entertains any proposal to relax conditions or restrictions.”

The Building Official granted occupancy of the Multi-Purpose Building on August 29, 2010. The first scheduled review was held on March 23, 2011. This is the second scheduled review of the conditional use permit.

A brief synopsis of the evolution of the CKS approvals and the implementation of the current conditional use permit is as follows:

1984: The County of Marin approves a CUP for a synagogue and day school on the former Reedland Woods Middle School site; the property is annexed into the Town of Tiburon shortly thereafter.

1985: The Town Council approves a CUP for a synagogue and day school; few operational conditions of approval are applied, although the permit is made “subject to annual review” on an as-needed basis.

1997: Neighborhood complaints result in the CUP being reviewed for the first time. It is substantially revised (Resolution No. 97-1) to reflect changed conditions, both in terms of a greatly increased membership and more intensive activity at the synagogue, as well as the fact that a new residential development had been constructed adjacent to the site.

2001: The use permit is amended (Resolution No. 2001-07) in response to a change in day school tenancy to a high school. The high school remained only one year before moving out of the county.

2004: The use permit is revised (Resolution No. 2004-10) to require annual updating of the member database for carpooling, coordination of responses to neighbor issues or complaints that involve the day school, annual inspections of certain eucalyptus trees on the property and traffic controls for all major events and peak period usage.

2004-2007: Kol Shofar applies for a conditional use permit (File # 10404) to remodel and expand facilities on the site. The primary additions are a 8,300 square foot multi-purpose building and a 3,662 square foot classroom building.

2007: The Town Council adopts Resolution No. 15-2007 (**Exhibit 1**) approving the current conditional use permit. Most of the conditions of approval of this resolution pertain to the new facilities on the site or usage of the property once the new facilities have been constructed. Additional events are authorized beyond those historically conducted on the site.

2007: The Design Review Board approves a Site Plan and Architectural Review application for the multi-purpose building and classroom building.

2008: The Town Council adopts Resolution No. 12-2008 partially granting the appeal of the Tiburon Neighborhood Coalition of the Design Review Board’s approval of Site Plan and Architectural Review for the expansion project. The Council added several conditions of approval to those set forth by the Design Review Board.

2009: The Planning Commission approves an amendment to the use permit to reduce the maximum day school enrollment from 150 children to the pre-2007 level of 100 children.

2010: Construction is completed on the multi-purpose room addition and remodeling of the main building and annex building on the site. The classroom addition is not constructed as part of the first phase of the expansion.

2011: On March 23, 2011, the Planning Commission conducted its first review of the conditional use permit. Minutes of that discussion are attached as **Exhibit 2**.

## REVIEW OF APPLICABLE USE PERMIT CONDITIONS

Below is a listing of the conditions of approval from the applicable resolutions, and a brief staff discussion of compliance based upon unannounced monitoring reports, neighbor communications, the Kol Shofar's CUP review notes received January 12, 2012 (**Exhibit 3**), and from meetings and site visits conducted by staff.

1. Physical Plant Improvements. The approved physical improvements for Congregation Kol Shofar (CKS) are depicted on the Proposed Site Plan Diagram (Sheet A1.1) dated 4/16/2004 prepared by Herman & Coliver and as further detailed on Sheets, A0.1-0.3, A1.2, A2.0, A3.0, A3.1, L1.0, L1.0, C2.0, and C3.0 (all dated 4/16/2004); and Sheets A1.3 and A-3.2 (revised 11/04/05), as modified herein and summarized below:

A. Construction of a new one-story, 3,662 square foot, 20-foot high classroom building consisting of four (4) classrooms and a service building.

*Discussion: The classroom building has not yet been built.*

B. Construction of a new one-story, approximately 8,300 square foot, 23-foot high Multi-Purpose Building (MPB), which represents a 15% reduction from that shown on the referenced drawing. The MPB shall be pulled back from the hill-slope to a distance at least five (5) feet from the top of slope and appropriately landscaped. The multi-purpose room portion of the MPB shall not exceed 4,500 square feet of net usable area. In addition to the approximately 8,300 square feet of MBP, an attached facility is approved that shall consist of a fully enclosed eight hundred (800) square foot one-story loading/unloading area for catering, clean-up and related purposes at the western edge of the MPB, as shown on Exhibit A, attached hereto and incorporated herein.

*Discussion: The multi-purpose building was constructed in compliance with these requirements. The approved multi-purpose building contains 8,420 square feet of space, including approximately 4,100 square feet of net usable area. The building is set back 5 feet from the top of the slope at the closest point, with a series of shrubs and Coast Live Oak trees planted on the slope below. An 815 square foot enclosed loading area is attached to the building. The maximum height of the addition is 23 feet.*

C. Interior remodeling of the existing main building and annex building on the site.

*Discussion: The interior of the existing main building and the annex building on the site were extensively remodeled as part of the construction project.*

D. CKS shall modify the primary parking lot layout to optimize circulation and provide a minimum of one hundred fifty-six (156) total on-site parking spaces, including handicapped spaces. The primary parking lot shall be designed as "enter only" from Via Los Altos and "exit only" onto Reedland Woods Way. The exit from the primary parking lot onto Reedland Woods Way shall be as narrow as practicable to the satisfaction of the Town Engineer. No parking structure is

approved herein. Improvements to the existing service parking lot (accessed from the upper driveway on Via Los Altos) shall provide staff parking, handicapped parking and service access. This lot shall not be available to the public as a parking area, except for those needing handicapped parking (see also Mitigation Measure 3.3-B.1).

*Discussion: A total of 156 parking spaces have been provided on the site. The primary parking lot was redesigned as “enter-only” from Via Los Altos and “exit only” onto Reedland Woods Way. The exit from the primary parking lot onto Reedland Woods Way was narrowed to a width of 20 feet. The upper parking lot provides staff parking, handicapped parking and service access and is not available to the public as a parking area, except for those needing handicapped parking.*

- E. Landscape improvements as shown on Sheets A1.1 and L1.0 are subject to further refinement at the Design Review application phase to implement mitigation measures and conditions of approval herein. Approved landscaping shall be professionally-maintained at all times in a healthy, weed-free and litter-free condition. Dead or dying plants shall be promptly replaced. A landscape maintenance bond for a term of three years beyond occupancy of the MPB shall be required prior to occupancy of the MPB. The landscape plan shall call for the removal of invasive plant species such as French broom and pampas grass from the site.

*Discussion: The landscape plans were reviewed and approved by the Design Review Board. Kol Shofar has submitted the required landscape maintenance bond. Prior to the previous CUP review in 2011, the Town received complaints from neighboring property owners about the maintenance of landscaping on the site, including concerns about dead or dying plants and stumps on the property. At the March 23, 2011 meeting, Kol Shofar representatives indicated that they had contracted with a landscape and maintenance contractor for the purpose of removing and replanting dead and failing plants, and had also requested a proposal for cleanup of fallen debris and weed management along Via Los Altos. The Planning Commission encouraged Kol Shofar to move ahead with the required landscaping management as soon as reasonably possible.*

*Staff has visually inspected the site and found that although most of the landscaping has been kept in good condition, there are portions of the site where the vegetation is dead, in poor condition or sparse. The Commission is encouraged to visit the site to view the current condition of the landscaping.*

- F. The reconstruction and expansion plans approved as part of the Conditional Use Permit provide a framework, in terms of the site plan “footprint” and established maximum development intensity, which will be subject to further refinement during the Design Review Permit process. Plans submitted for Design Review shall provide detailed design information, particularly for the facilities that are identified for further study and modification, as noted above, such as the MPB, parking lot design, and landscape plans. The Design Review Board shall not have

the authority to unilaterally further reduce the square footage of the MPB or classroom additions.

*Discussion: The plans approved by the Design Review Board were consistent with the requirements of the conditional use permit.*

2. Uses Regulated.

- A. The project will accommodate greater intensity of use than the site would support at present and accordingly could cause increased impacts to the neighborhood. In imposing the conditions herein, the Town intends to ameliorate the potential for such increased impacts. The Town does not intend that this use permit impose new attendance restrictions on the existing events and activities that have been conducted at CKS since the inception of its operation in 1984. The Town has not previously limited attendance at these events and activities. The types and times of these events and activities and the number typically attending these events and activities, based on information provided by the applicant, are set forth in Table A, attached hereto as Exhibit C. This list is not exhaustive, but establishes a general baseline for this permit. Any substantial increase in use from that already established that creates identifiable adverse neighborhood impacts shall require an amendment to the CUP, as determined by the Planning Commission.

*Discussion: Staff's general observations indicate that the synagogue appears to be operating at a somewhat reduced level of activity from that which existed prior to the remodel. The day school is operating at an enrollment of only 73 students. Kol Shofar currently has 440 membership units, a substantial decrease from 598 membership units in 2004.*

- B. CKS has applied for an increase in the number of Friday evening congregational dinners from twenty-five (25) annually to thirty (30) annually. According to CKS, such dinners are held until 9:00 pm and have a maximum attendance of approximately one hundred (100) persons. CKS has also applied for added adult education classes for approximately twenty (20) to thirty (30) persons on Monday evenings from 7:00 pm to 9:00 pm approximately twenty-five (25) to thirty (30) weeks per year. The requested increase in the number of Friday evening congregational dinners and added Monday evening adult education classes are hereby approved. No member-sponsored events have been applied for, are currently held according to the applicant, or are authorized by this use permit for Monday through Friday. Existing parameters of activity during Monday through Friday are set forth in the baseline (Exhibit C).

*Discussion: Kol Shofar has indicated that they have been in compliance with this requirement. Five (5) Friday evening congregational dinners following services were held in 2011, each ending by 9:00 p.m. At this time, no Monday evening classes have been scheduled.*

- C. This permit authorizes and regulates member-sponsored weekend evening events on Saturday and Sunday. A member-sponsored event is defined as a private function pursuant to an agreement between the member and the synagogue, at

which a sponsoring member must be present at the event for substantially the entire event. Member-sponsored weekend evening events shall be limited as follows:

- (i) Saturday member-sponsored events shall be limited to sixteen (16) total annually (six (6) existing plus ten (10) new): eight (8) events with a maximum attendance of one hundred fifty (150) people; six (6) events with a maximum attendance of two hundred (200) people; one (1) event with a maximum of two hundred fifty (250) people, and one (1) event with no specified attendance limit provided that all conditions applying to an event expected to exceed ninety percent (90%) of on-site parking capacity, as set forth below, are met. All events must end by 10:00 pm.

*Discussion: Kol Shofar has indicated that they have been in compliance with this requirement. The only member-sponsored event held in 2011 was an event held on December 3, 2011. An annual fundraising event on March 27, 2011, sponsored by the Board of Directors, was the only other such event held in 2011.*

- (ii) Sunday member-sponsored events shall be limited to seven (7) total annually (all new): four (4) with a maximum attendance of one hundred (100) people; two (2) with a maximum attendance of one hundred fifty (150) people; and one (1) with a maximum attendance of two hundred (200) people. All events must end by 8:00 pm.

*Discussion: Kol Shofar has indicated that no Sunday member-sponsored events have been held.*

3. The Mitigation Monitoring Program, attached hereto as Exhibit B and made a part of this resolution, is hereby adopted and its provisions shall be implemented.

*Discussion: All of the mitigation measures contained in the Mitigation Monitoring Program either pertain to requirements completed during the construction of the expansion project or are duplicated in Resolution No. 15-2007, with the following two exceptions:*

Mitigation Measure 3.3-C.5 & 3.9-A.1-2: All events or combinations of events/activities at CKS with a cumulative attendance expected to exceed ninety percent (90%) of the on-site parking capacity, calculated at 2.3 persons per vehicle (except for Sunday School programs) will require trained traffic control monitors provided to the satisfaction of the Tiburon Police Department, located as follows: 1) at the corner of Blackfield Drive/Via Los Altos; 2) CKS driveway at Reedland Woods Way; and 3) at the CKS parking lot entrance on Via Los Altos. Additional monitors may be necessary to adequately direct traffic and parking, to be determined by CKS based upon need. CKS shall inform the Tiburon Police Department five (5) days in advance of any such event.

*Discussion: This mitigation measure applies to all events/activities with a cumulative attendance that equates to 323 or more. As noted in the response to Condition No. 5.B.i.c. below, the monitoring report for the October 7, 2011 Yom Kippur Eve services indicated that the monitors*

were in place at all three required locations. The monitor at the corner of Blackfield Drive/Via Los Altos held a sign pointing to the Kol Shofar parking lot, but did not actively direct traffic.

Mitigation Measure 3.5-C.2: The Town will have the right to monitor the project once the new circulation improvements are completed and require additional measures to confirm that headlight intrusion into residences is minimized. In addition, MM 3.5-A.2 requires that landscaping on the site be enhanced to reduce impacts from headlight intrusion into residences.

*Discussion: The Town has not found active monitoring of headlights to be necessary. The Town has not received any complaints regarding headlight impacts.*

4. Facilities:

A. The following conditions shall apply to all facilities at the site:

- (i) CKS facilities shall not be rented out to non-member public or private entities, except for the classroom facilities that are rented to an entity operating a private day school on the site.

*Discussion: Kol Shofar has indicated that facilities have not been rented out to non-member entities, with the exception of the private day school.*

- (ii) All HVAC units shall be baffled to reduce noise to surrounding residents. HVAC units shall not be operated after the facility is closed each day. The Building Permit application specifications shall include best practices for minimizing sound from all ventilation and air circulation equipment.

*Discussion: The installed HVAC units are baffled to reduce noise. Kol Shofar has indicated that the HVAC units have been operated in compliance with this requirement. The building permit included appropriate best practices for minimizing sound from all ventilation and air circulation equipment.*

- (iii) No outdoor amplification will be allowed except for the annual Sunday School opening and closing ceremonies, at which time audio speakers shall be faced toward the CKS facility and away from surrounding residential uses. No loud bells or buzzers associated with any use on the site shall be allowed. Any system employed to alert students as to class times should not be clearly audible beyond the property boundary. Landscaping shall be enhanced to reduce noise to the surrounding neighborhood.

*Discussion: Kol Shofar has indicated that they have operated in compliance with these requirements, with the exception of an animal blessing ceremony on October 30, 2011, where the rabbi used an outdoor amplification system for approximately 15 minutes before stopping after receiving a complaint from a neighboring resident. Landscaping was reviewed by the Design Review Board for enhancement of noise reduction.*

- B. The following conditions pertain specifically to the Multi-Purpose Building (MPB) and its Courtyard:
- (i) The MPB lobby shall not be used for event seating except for High Holy Day services.

*Discussion: Kol Shofar has indicated that they have operated in compliance with this requirement.*

- (ii) Doors and windows of the MPB shall remain in the closed position during functions of one hundred (100) or more persons and during amplified indoor events (such as life-cycle events) except for High Holy Day services (when the doors and windows can be left open only during the services), and those events listed in 4(B)(iv) below.

*Discussion: Kol Shofar has indicated that they have operated in compliance with this requirement.*

- (iii) Windows and doors of the MPB shall be designed to minimize noise leakage to outside areas.

*Discussion: The windows and doors of the MPB were reviewed during the building permit process for compliance with this requirement and were installed as approved.*

- (iv) Use of the Courtyard area for events is authorized only for High Holy Day events, opening and closing Sunday School ceremonies, Sukkot, and Saturday Kiddush lunches. Outdoor use of the Courtyard during events, other than the High Holy Days, Sunday School opening and closing ceremonies, Sukkot, and Saturday Kiddush lunches, shall be limited to people stepping out for air and casual conversation. Except for Sukkot and the Kiddush lunches, no food or drinks shall be served in the Courtyard. No organized activities, other than those listed in this condition, will be held in the Courtyard.

*Discussion: Kol Shofar has indicated that they have operated in compliance with these requirements. The only scheduled use of the courtyard is the closing Sunday School ceremonies and celebration scheduled for May 20, 2012.*

- (v) The Design Review Permit application drawings for the MPB shall include a design for a fully enclosed, heavily sound-insulated area connecting to kitchens wherein catering vehicles would be loaded and unloaded and for storage of garbage and recyclables. This area shall be large enough to accommodate van-type catering vehicles, and no catering or supply vehicles such as equipment rental trucks shall be permitted unless they load and unload within the enclosed area with the doors closed. To the extent practicable, use of “back-up warning devices” on vehicles using this loading and unloading area shall be minimized.

*Discussion: An 815 square foot enclosed loading area is attached to the MPB in compliance with this requirement.*

C. The following specific conditions pertain to the Classrooms:

- (i) Total day school use of the site (tenant day school attendance in combination with any CKS-operated pre-school attendance) shall not exceed one hundred (100) school children on weekdays. The educational spaces may be used for religious study and for religious educational instruction by the congregation. Total day school use of the site (tenant day school attendance in combination with any CKS-operated pre-school attendance) shall not exceed one hundred (100) school children on weekdays. The educational spaces may be used for religious study and for religious educational instruction by the congregation.

*Discussion: This condition of approval was modified by the Planning Commission on June 24, 2009 by the adoption of Resolution No. 2009-05. Resolution No. 15-2007 originally allowed a maximum total day school attendance of 150 children. Kol Shofar has indicated that the tenant day school currently has an enrollment of 73 students.*

- (ii) Weekday school start and end times at the CKS site shall be separated by a minimum of fifteen (15) minutes from the start and end times of the Bel Aire public school.

*Discussion: Kol Shofar has indicated that they have operated in compliance with this requirement.*

D. The following specific conditions apply to the Annex Building:

- (i) The Annex Building is approved for accessibility upgrades and fire sprinkler and other safety upgrades.

*Discussion: Minor upgrades to the annex building were performed during the construction of the expansion project.*

- (ii) Use of the Annex Building shall be limited to storage and religious and educational activities.

*Discussion: The use of the annex building has been in compliance with this requirement.*

5. The following Traffic and Parking Management program shall be implemented:

A. Physical Improvements

- (i) Fencing or a landscaping barrier shall be installed along or near the CKS frontage of Reedland Woods Way to effectively discourage pedestrian access to the site from Reedland Woods Way.

*Discussion: A 2 foot tall wooden barrier fence has been installed along the Reedland Woods Way frontage to discourage pedestrian access to the site from this street. Landscaping was first installed along the sidewalk for this stretch of Reedland Woods Way, but left an open section that allowed pedestrian access from the sidewalk to the new parking lot above. Staff required the installation of the barrier fence to discourage use of this access point.*

- (ii) A minimum of one hundred fifty-six (156) total on-site parking spaces shall be provided, including handicapped parking spaces. Finalized parking lot design, circulation and layout shall be provided as part of the Design Review application.

*Discussion: A total of 156 parking spaces have been provided on the site, as approved by the Design Review Board and Town Council.*

- (iii) A lighted directional sign to be reviewed by the Design Review Board shall be required at the corner of Blackfield Drive and Via Los Altos to direct vehicles to the CKS parking lot entrance on Via Los Altos and to discourage use of Reedland Woods Way by CKS-related inbound traffic. The sign shall be constructed of natural materials with low-impact lighting.

*Discussion: On August 5, 2010, the Design Review Board approved a sign permit for the installation of a wooden directional sign mounted on top of the existing monument sign near the intersection of Blackfield Drive and Via Los Altos. The sign is illuminated by an upward-facing ground-mounted light fixture in front of the sign, set to an electronic timer.*

*Prior to the previous CUP review in 2011, the Town received complaints from several neighboring residents that the light for the sign has been left on throughout the night. The Southern Marin Fire Protection District has required that the monument sign be illuminated during all nighttime hours so that the attached address plate is visible to emergency vehicles. At the March 23, 2011 meeting, the Planning Commission requested that Kol Shofar redirect the light for the directional sign to focus solely on the address plate. The light fixture has since been modified to shine directly onto the address and parking direction on the sign. Since the previous review, the Town has received no further complaints regarding the lighting of the sign.*

- (iv) Red “No Parking” curbs shall be painted at the following locations:
  - (a) along both sides of Via Los Altos from Blackfield Drive to the curve below 32 Via Los Altos;
  - (b) along the northwest side of Blackfield Drive from Via Los Altos to the property at 231 Blackfield Drive;

- (c) along the east side of Reedland Woods Way to the property line with 20 Reedland Woods Way;
- (d) along the west side of Reedland Woods Way to the CKS property line with 35 Reedland Woods Way.

*Discussion: Red curbs have been painted at the required locations. Several nearby property owners have complained that the extent of the red curbs has substantially limited the amount of on-street parking available to residents and their guests. Prior to the previous CUP review in 2011, the owner of the residence at 201 Blackfield Drive (at the southwest corner of the intersection of Blackfield Drive and Via Los Altos) requested that the red curbs adjacent to his home along Via Los Altos be eliminated. At that time, Kol Shofar requested the elimination of red curbs from several other locations.*

*At the March 23, 2011 meeting, the Planning Commission noted the history of the CUP review and determined that more time was needed before exploring any substantial elimination of the red curbed areas. The Commission directed staff to work with the owner of 201 Blackfield Drive to relieve the red curb situation at that property. Since that time, the Public Works Department has eliminated the red curbs as requested by that property owner.*

*Prior to the current review, Kol Shofar representatives indicated to Town staff that they wished to again request elimination of most or all of the red curb requirements for the streets surrounding the site. Staff informed Kol Shofar that, in addition to the CUP requirements, the red curbing was a CEQA mitigation measure contained in the certified EIR and would need to be reviewed from an environmental impact standpoint prior to substantial relaxation or elimination of this requirement. A proposed change of that magnitude would require a formal amendment to the CUP and would be beyond the scope of a "periodic review."*

- (v) "No U-turn" signs shall be placed along Blackfield Drive above the Via Los Altos intersection and on Via Los Altos below 32 Via Los Altos, with precise number and placement to be determined by the Town Engineer. Tiburon Police shall be authorized to ticket drivers who make U-turns in these areas.

*Discussion: The required signage has been installed.*

- (vi) The Town Engineer shall review the condition of the "hump" at the upper Via Los Altos driveway to CKS and determine whether minor modifications are necessary to enhance circulation in and out of that driveway.

*Discussion: The Town Engineer reviewed this situation and required removal of some vegetation uphill from the driveway to improve visibility for vehicles exiting onto Via Los Altos. More substantial mitigation was deemed infeasible.*

## B. Management

- (i) The following traffic and parking management measures shall be imposed for events or combinations of events/activities at CKS with a cumulative attendance expected to exceed ninety percent (90%) of the on-site parking capacity, calculated at 2.3 persons per vehicle (except for Sunday School programs):

*Discussion: Since the occupancy of the MPB, the only events or activities that have been held that have triggered this requirement have been the “grand opening” of the MPB on August 29, 2010 and the 2010 & 2011 High Holy Days services. Kol Shofar underestimated the attendance at the grand opening and, as a result, did not implement the required traffic and parking management measures for that event.*

*The Town hired a consultant (Crane Transportation Group) to perform unannounced monitoring of the October 7, 2011 Yom Kippur Eve services for compliance with the parking, traffic and noise requirements for an event of that size. A monitoring report (**Exhibit 4**) was prepared that summarizes the compliance with these requirements as described below:*

- (a) “Resident Traffic Only” temporary signs placed on Reedland Woods Way and Via Los Altos.

*Discussion: Temporary signs were in place as required.*

- (b) “No Parking” temporary signs placed on the southeast side of Blackfield Drive between Corte San Fernando and Karen Way.

*Discussion: Temporary no parking signs were in place along the east side of Blackfield Drive, between Via Los Altos and just northeast of Reedland Woods Way, as well as along the east (south) side of Blackfield Drive between Reedland Woods Way and Via San Fernando. Staff received a complaint from a neighboring resident that the required signs were not in place at several locations during the September 28, 2011 Rosh Hashanah services.*

- (c) Trained traffic control monitors/controllers provided to the satisfaction of the Tiburon Police Department, located as follows: 1) at the corner of Blackfield Drive/Via Los Altos; 2) CKS driveway at Reedland Woods Way; and 3) at the CKS parking lot entrance on Via Los Altos. Additional monitors may be necessary to adequately direct traffic and parking, to be determined by CKS based upon need. CKS shall inform the Tiburon Police Department five (5) days in advance of any such event.

*Discussion: Monitors were in place at all three required locations. The monitor at the corner of Blackfield Drive/Via Los Altos held a sign pointing to the Kol Shofar parking lot, but did not actively direct traffic.*

- (d) Total minimum event/service parking shall be calculated by dividing the expected number of attendees by 2.3 (attendees per vehicle). Adequate off-site parking spaces shall be secured at a

remote parking lot or lots in advance for any event, function, or combination thereof that is expected to exceed the on-site parking capacity. Written verification of the off-site parking lot availability must be presented to a CKS-designated person by contract, letter or e-mail from a remote lot owner or operator at least five (5) days prior to an event/activity or service. If such verification is not timely presented, or is subsequently withdrawn, the event shall be relocated, rescheduled, or reduced in magnitude unless sufficient substitute off-site parking can be found and verified in writing prior to the event. Such written verification is to be kept on file at CKS and made available to the Director of Community Development upon request. Parking lot locations shall be pre-assigned and notification provided by mail or e-mail. CKS will issue parking passes to attendees indicating their assigned parking lot. Attendees should display their parking passes in the windshield during the event or service.

*Discussion: Kol Shofar obtained the use of the parking lots at Westminster Church, Tiburon Baptist Church, St. Stephen's Episcopal Church and the Golden Gate Seminary in Strawberry. Parking permits were observed on display in the remote parking lots. The shuttle service appeared to be operating more smoothly than had been observed during the 2010 High Holy Days services.*

- (e) Shuttle service to and from the remote parking lot or lots shall be required. A traffic control monitor shall be provided by CKS at the remote parking lot or lots to facilitate parking and use of the shuttle by attendees. CKS shall develop a detailed shuttle program for review and approval by the Director of Community Development at least one hundred twenty (120) days prior to issuance of the Certificate of Occupancy for the MPB. Shuttle runs shall begin at least thirty (30) minutes prior to the start of an event or service and shall end no earlier than one (1) hour after the end of the event or service. A minimum of two (2) shuttle buses shall be in operation at all such times. Shuttles shall not be diesel powered and shuttle engines shall not idle except when loading or unloading.

*Discussion: Shuttle service was provided to and from the remote parking lots and monitors were observed at each lot. Kol Shofar submitted a parking plan (**Exhibit 5**) for review and approval by the Director of Community Development on September 14, 2011, before this year's High Holy Days services. The first shuttle was observed at least 30 minutes prior to the start of the event and the shuttle ended at least one hour after the end of the service. Two marked shuttles were in use.*

- (f) To the extent practicable, attendees shall be issued parking passes and maps with directions sent by mail or e-mail two (2) weeks prior to the event indicating the assigned parking lot (on-site or off-site) with a copy of the mailed information (map, directions, sample

parking pass) sent to the Neighborhood Advisory Committee, Tiburon Police Department, and Director of Community Development. Invitations to events shall include traffic, noise and circulation reminders as well as a reminder to please limit noise in the CKS parking lot and grounds upon arrival and upon leaving an event.

*Discussion: As noted above, parking permits were utilized for attendees at the remote parking lots, although observations were not made for vehicles in the main Kol Shofar parking lot.*

- (g) CKS shall be responsible for implementing all required traffic controls.

*Discussion: The compliance with the required traffic controls is summarized above.*

- (ii) For the High Holy Days services, the following shall apply in addition to the measures identified in B(i) above:
  - (a) CKS shall provide a courtesy mailing or e-mailing to all property addresses within three hundred (300) feet of the CKS property at least ten (10) days but no more than twenty-one (21) days before the start of High Holy Days services;

*Discussion: Kol Shofar has indicated that the required courtesy notice was sent prior to the High Holy Days services (Exhibit 6). Courtesy e-mails have also been sent to neighboring residents for other religious events, such as funerals, when a sizable crowd has been expected.*

- (b) Carpool/shuttle/parking permit/information and map shall be distributed to members at least twenty-one (21) days before the start of High Holy Days services. This distribution shall include traffic, noise and circulation reminders as well as a reminder to please limit noise in the parking lot and grounds upon arrival and upon leaving an event.

*Discussion: Kol Shofar has indicated that the parking information was distributed as required.*

#### C. Monitoring, Education, and Enforcement

- (i) In order to enforce the use, traffic and parking management provisions, a minimum of three (3) unannounced traffic and parking monitoring events per year shall be performed by Town-retained independent observers for at least the first two (2) years following occupancy of the MPB. The cost of the independent observers shall be paid by CKS. The purpose of the monitoring events shall be to ensure that the use and traffic and parking provisions, including off-site parking, shuttle service, and the use of on-site parking have been complied with and become routine. To assist with the selection of unannounced monitoring times, CKS shall provide the

Director of Community Development a list of all known events or combination of events/activities with the estimated cumulative number of attendees on site in excess of three hundred (300) persons on a quarterly basis, with said list to be provided at least ten (10) days prior to the first event on each quarterly list.

*Discussion: As noted above, the Town hired a consultant to conduct an unannounced monitoring event for the October 7, 2011 Yom Kippur Eve services. Kol Shofar paid for the cost of the monitoring. Kol Shofar has indicated that there have been no events/activities since the High Holy Days that have had more than 300 attendees. This lack of large events has limited the Town's need and opportunities to conduct additional unannounced monitoring.*

*The monitoring report for the Yom Kippur Eve services indicated that the Kol Shofar parking lot was full and a maximum of 67 cars were noted in the remote parking lots combined. The monitors observed up to 196 vehicles from likely event attendees parked on surface streets surrounding Kol Shofar, mostly on Blackfield Drive and elsewhere in the Bel Aire neighborhood.*

*The monitors also reported the following potentially hazardous vehicular and pedestrian movements associated with the services:*

- *U-turns while searching for on-street parking were observed throughout the on-street parking areas.*
- *Drivers seeking on-street parking were observed to make u-turns upon encountering the police blockade at the south end of Reedland Woods Way. The u-turns created potentially dangerous conditions for oncoming traffic. The police officer on duty observed one near-collision (broadside) on Blackfield Drive just north of Reedland Woods Way due to these u-turns.*
- *Numerous u-turns were made on Blackfield Drive at the Via San Fernando intersection in order that cars might park facing downhill on the north side of Blackfield Drive, or in order to reverse direction in search of other on-street parking spaces.*
- *Drivers were observed to pull over against the Blackfield Drive red curb zone (between Reedland Woods Way and Via Los Altos) to pick up pedestrians walking on Blackfield Drive after the event.*
- *A few attendees were observed to exit the Kol Shofar parking lot and grounds, and cross Blackfield Drive mid-block between Reedland Woods Way and Via Los Altos in an area with poor street lighting for pedestrian safety. Many pedestrians were observed to carry flashlights provided at the event.*
- *Poor visibility at the crosswalk at the intersection of Blackfield Drive and Via Los Altos, also due primarily to limited street lighting.*

- (ii) Results of each traffic and parking monitoring event shall be forwarded by the Director of Community Development to CKS and to the Neighborhood Advisory Committee (see Condition #9) within fourteen (14) days of receipt, and will be made available to the Planning Commission for each CUP review. If a traffic and parking monitoring event results in a finding of non-compliance, the Director of Community Development shall first

inform CKS and the Neighborhood Advisory Committee in writing about the non-compliance issues and require immediate correction. If subsequent monitoring results in a second finding of non-compliance within one (1) year of the previous finding of non-compliance, the Director of Community Development shall refer the matter to the Planning Commission for review of the CUP provisions and recommendation of corrective action.

*Discussion: The monitoring report was forwarded to Kol Shofar and the Neighborhood Advisory Committee within fourteen (14) days of receipt. Based on the overall findings of the monitoring report, the Town did not make a finding of non-compliance, but Town staff did meet with Kol Shofar to discuss areas where Kol Shofar was apparently not in strict compliance with the requirements of the conditional use permit for the event and where there was room for improvement. As a whole, the monitoring report indicates that Kol Shofar's compliance with these requirements appeared to be improved from that observed during the 2010 High Holy Days.*

- (iii) CKS shall conduct a multi-part educational program concerning traffic control and parking. The program shall include:
  - (a) The strong discouragement of any parking in the surrounding neighborhoods (including Bel Aire neighborhood streets) when there are available spaces in the on-site parking lot. CKS shall advise event attendees to avoid parking in surrounding neighborhood streets.
  - (b) CKS shall mail or e-mail written reminders at least twice annually to all congregants that they should park in CKS on-site parking lots or at pre-approved and identified off-site parking lots associated with the shuttle program.
  - (c) Diagrams showing parking locations and circulation patterns, including entrances and exits from on-site and any assigned off-site parking lots shall be included. A statement encouraging courteous conduct toward neighbors shall also be included.
  - (d) CKS shall conduct an ongoing educational program for its members and for attendees of CKS events concerning traffic and parking, including a statement that Reedland Woods Way is not to be used by inbound CKS-related traffic and that U-turns and turn-arounds using residential driveways are not to be made in the surrounding streets and will be enforced by the Tiburon Police Department.
  - (e) CKS shall maintain an up-to-date database of its members to facilitate and encourage carpooling. The carpool database shall be updated annually and confirmation of the update (but not the

database itself) shall be submitted with the periodic review application information. The information from this database shall be used by CKS to provide information to its members about potential carpool partners and will be targeted to members for whom carpooling may be a viable means of reaching the property.

- (f) CKS shall maintain a log of all events/activities that have exceeded ninety percent (90%) of the on-site parking capacity.
- (g) The CKS log shall be made available to the Neighborhood Advisory Committee and the Director of Community Development upon reasonable notice of a request to review the log.
- (h) CKS shall maintain a website available to the neighborhood, the congregation, and the Town to provide regular information on events, activities, parking and traffic. The website shall provide an e-mail address for written comment from interested persons.

*Discussion: Kol Shofar has indicated that they have conducted the required educational program in compliance with this requirement. There have been no programmed events/activities that have exceeded ninety percent (90%) of the on-site parking capacity other than the grand opening event and the High Holy Days services. A page of the Kol Shofar website ([www.kolshofar.org](http://www.kolshofar.org)) is updated regularly and explains all parking regulations and is attached as **Exhibit 7**.*

6. Lighting, Parking Lot Lighting, and Landscaping:

- A. Parking lot lighting shall be on timers to turn off no later than 10:00 pm on weekdays. The duration of lighting may be extended by manual override device when occasions demand, but in no event shall be kept on later than 10:30 pm except for High Holy Days, Selichot, Shavuot, the second night of Passover, or other religious observances, at which times the parking lot lighting shall remain on until no later than thirty (30) minutes after event ending time.

*Discussion: The Town received several complaints from neighbors shortly after the completion of the MPB that the parking lot lights were being left on beyond the proscribed hours. Kol Shofar adjusted the timer for the lights and now appears to be in compliance with this requirement. The Town has received no recent complaints regarding lighting issues.*

- B. Landscaping shall be enhanced in the Design Review application drawings to achieve the goals of reducing off-site noise, light and glare impacts.

*Discussion: The Design Review Board determined that the project landscape plans achieved these goals.*

- C. Eucalyptus trees located on the CKS property in the immediate vicinity of the area below 32 Via Los Altos shall be inspected annually by a certified arborist or

registered professional forester who shall file a report as to the tree health and safety. Said report shall be submitted to the Town annually.

*Discussion: The first annual inspection report regarding the eucalyptus trees that has been submitted to the Town was completed on February 24, 2011 and is attached as **Exhibit 8**. The report recommended trimming of some trees and removing smaller "volunteer" trees.*

- D. All skylights shall have blackout blinds to be closed at sunset whenever the facility is in use.

*Discussion: Blackout blinds have been installed for all skylights. The Town has received no complaints regarding the operation of the blackout blinds.*

- 7. Noise Controls: (see Condition No. 4 and Exhibit B of this Resolution).

*Discussion: See discussion under Condition Nos. 3 & 4 above.*

- 8. CUP Review:

- A. The CUP shall be reviewed by the Planning Commission at a public hearing six (6) months after occupancy of the MPB. Additional reviews shall occur once every six (6) months for the next two and one-half (2 ½) years thereafter, and annually after the first three (3) years. The Planning Commission shall have the authority to modify the restrictions of this CUP. However, the Town Council intends that the effectiveness of the project design, mitigations, conditions, and restrictions of the use permit should be tested over a substantial period of time before the Planning Commission entertains any proposal to relax conditions or restrictions.

*Discussion: The MPB was granted occupancy on August 29, 2010. This hearing constitutes the second review under this condition of approval.*

- B. CKS shall be responsible for submitting, at least forty-five (45) days prior to the periodic review date, a detailed narrative report of the current use and operation of the synagogue and day school and supporting documentation to demonstrate compliance with conditions of approval of this permit, including adopted mitigation measures. The Director of Community Development shall review the report for completeness and may request clarification or additional documentation as necessary. CKS shall be responsible for all Town processing costs associated with the review and shall deposit in advance sufficient funds to cover such cost.

*Discussion: Kol Shofar submitted the required narrative (**Exhibit 3**) on January 12, 2012, less than 45 days before the review date for the use permit.*

- C. CKS will advise and educate its tenant (the day school) concerning provisions of this CUP, with special emphasis on minimizing traffic, noise, light and glare, providing courtesy to neighbors, and other issues addressed in these use permit

conditions of approval. CKS shall coordinate closely with the tenant day school regarding securing all required Town permits prior to making physical improvements at the site, and shall coordinate timely responses to neighbor issues or complaints that involve the day school.

*Discussion: Kol Shofar has indicated that they have conducted the required educational program and coordination in compliance with this condition.*

9. Neighborhood Advisory Committee:
  - A. CKS shall support the formation and operation of a Neighborhood Advisory Committee (NAC), which shall be composed of the CKS Executive Director, a Board Member, a Congregation Member and three neighborhood members selected by the surrounding neighborhood.
  - B. The NAC shall have two co-chairs (one from CKS and one neighborhood representative) responsible for agendas and acting as committee liaison to the Town. The NAC shall provide a brief, written report to the Director of Community Development annually or as deemed useful by the committee.
  - C. The NAC shall meet periodically; initially once a month but not less than twice a year.
  - D. The primary purpose of the NAC is to foster communication and discussion and recognize and resolve issues before they escalate or result in CUP compliance problems. The NAC shall be advisory in nature for the purpose of discussing matters related to CKS operations such as, but not limited to, CUP compliance issues, traffic management, coordination before and analysis following special events, ongoing operations and activities of the school(s), noise, landscaping and lighting. The Town shall have sole and ultimate authority over CUP compliance determinations and enforcement matters.
  - E. CKS shall advise the NAC at least two weeks in advance of events/activities or combinations thereof that are anticipated to exceed ninety percent (90%) of the on-site parking capacity (except the Sunday School program).
  - F. NAC meetings shall be held where the public may observe in a space to be provided by CKS. Persons who place their name on a mailing or e-mailing list maintained by the NAC shall be notified by CKS of all meeting dates, times and locations. CKS shall maintain agendas and summary notes describing the nature of NAC discussions and recommendations during meetings.
  - G. NAC meetings shall not be considered member-sponsored events.

*Discussion: The NAC has met twice: on August 22, 2010, shortly before the grand opening ceremonies, and on October 22, 2010. The NAC has not met since the March 23, 2011 CUP review.*

*At the March 23, 2011 meeting, the Planning Commission acknowledged the difficulty in conducting NAC meetings, particularly due to the lack of officially “selected” neighborhood representatives. The Commission chose not to modify this condition of approval at that time, but instead encouraged more informal participation for the committee and hoped that email and direct mail communications from the applicants could be very helpful in encouraging residents to do so.*

10. An encroachment permit shall be secured from the Tiburon Public Works Department for any work on Town streets, rights-of-way, or land over which the Town holds a real property interest.

*Discussion: An encroachment permit was obtained for all work done on Town streets and rights-of-way.*

11. Applicable traffic mitigation fees shall be paid at the time of building permit issuance.

*Discussion: Kol Shofar paid any applicable traffic mitigation fees for the expansion project.*

12. The Town of Tiburon reserves the right to amend or revoke this CUP for cause, in accordance with regulations of the Town.

*Discussion: No need for review.*

13. The Town intends the conditions of approval of this permit to ameliorate the project’s impacts on the neighborhood without imposing a substantial burden on CKS’s religious exercise. In the event that the implementation of these conditions imposes a substantial burden on CKS’ religious exercise, the Town will, upon application by CKS, amend the conditions to reduce that burden to a less than substantial level. Notwithstanding the foregoing, the Town will not approve any such amendment request that is contrary to a compelling Town interest.

*Discussion: No need for review.*

## **PUBLIC COMMENT**

As of the writing of this report, one letter has been received regarding the review of the CKS use permit, attached as **Exhibit 9**. The Town has received additional correspondence from a neighboring resident regarding Kol Shofar operations since the previous CUP review; copies of this correspondence are attached as **Exhibit 10**.

## CONCLUSION

Staff's concludes that it appears that the synagogue and day school uses are operating in substantial compliance with the conditions of approval of their conditional use permit. As noted in the report above, Staff believes that there has been ongoing improvement in the management of the few large events held at the facility. Areas where there is continued room for improvement are as follows:

1. Kol Shofar should continue to refine and improve its implementation of the required parking and traffic controls for large events. There should be more consistent placement of temporary "no parking" signs and parking needs to be assigned for vehicles in remote parking lots;
2. The location and extent of any proposed substantive red curb changes must be fully evaluated prior to approval and would require a CUP amendment;
3. Kol Shofar should make better efforts to properly maintain all landscaping and vegetation on the site; and
4. Kol Shofar needs to make and submit the required reports on trees and events on a more timely basis.

As noted in Condition No. 8 (A) of Resolution No. 15-2007, the Planning Commission has the authority to modify the restrictions of this CUP. However, the resolution clearly states that:

"The Town Council intends that the effectiveness of the project design, mitigations, conditions, and restrictions of the use permit should be tested over a substantial period of time before the Planning Commission entertains any proposal to relax conditions or restrictions."

Staff notes the substantial good faith efforts that have been made by Kol Shofar thus far to comply with the complex requirements of their use permit. Staff believes that additional observations of Kol Shofar events and operations are warranted before consideration of more substantial changes to the conditions of approval of the conditional use permit. The next review of this use permit would be six months from now, before the 2012 High Holy Days services, which would allow for continuing Staff observations of ongoing operations.

## RECOMMENDATION

Staff recommends that the Planning Commission take public testimony on this item, close the public hearing, and conclude that Kol Shofar is in substantial compliance with its conditional use permit. The Commission should provide direction regarding areas where improvement is warranted and may consider whether any modifications should be made to the adopted conditions of approval for this use permit at this time.

## EXHIBITS

1. Town Council Resolution No. 15-2007
2. Minutes of the March 23, 2011 Planning Commission meeting
3. Kol Shofar notes for CUP review, dated January 12, 2012
4. Monitoring Report for Yom Kippur event, dated October 7, 2011
5. Kol Shofar parking plan
6. Courtesy notice for High Holy Days
7. Kol Shofar website parking information
8. Arborist report prepared by Treemasters, dated February 24, 2011
9. Letter from Christianna Seidel, dated January 18, 2012
10. Correspondence from Logan Boles, dated September 28, September 30 and October 11, 2011

Prepared By: Daniel M. Watrous, Planning Manager

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