TOWN OF ROSS

Agenda Item No. 16.

Staff Report

Date: April 5, 2018

To: Mayor Robbins and Councilmembers

From: Heidi Scoble, Planning Manager

Subject: Branson School Use Permit Amendment, 39 Fernhill Avenue, File No. 2018-003

Recommendation

Town Council approval of Resolution 2050 conditionally approving a Use Permit Amendment to allow for the use of the existing corporation yard for parking and the temporary use of the tennis courts and front lawn adjacent to the Blue Atlas Cedar for special event parking related to the current approved Use Permit for the school.

Project Summary

Owner:	The Branson School
Applicant:	The Branson School, Attn: Ned Pinger or David Schneider
Location:	39 Fernhill Avenue
A.P. Numbers:	73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05
Zoning:	R-1:B-A (Single Family Residence, One Acre Minimum Lot Size)
General Plan:	Limited Quasi-Public/Private Service
Flood Zone:	Zone X (outside the 1-percent annual chance floodplain)
Project No.:	2018-003

Project Description

The Branson School is requesting a Use Permit Amendment to address long-term and short-term parking associated with the Branson School use. Specifically, the Branson School is requesting the use of the corporation yard to accommodate 28 parking spaces for school owned vehicles, facilities crew, and part-time faculty and staff. The cumulative on-site parking spaces would increase from 136 parking spaces to 164 on-site parking spaces. Although frequently used for parking as demonstrated by photographic evidence from 1997 through 2014, the use of the corporation yard for parking purposes have never been addressed formally in any Use Permit or Use Permit Amendment approvals.

The project also includes a request to the allow the temporary use of the tennis courts and front lawn adjacent to the Blue Atlas Cedar for special event parking related to the current approved Use Permit for the school. The tennis court would be able to accommodate up to 44 parking spaces and the lawn would accommodate up to 28 parking spaces. The special event parking would provide for a maximum of 70 additional on-site parking spaces for school related special events. The Branson School hosts the following events throughout the year:

1. Parent's Day
2. (2) Open houses
3. Spring Fundraiser
4. Graduation
5. Monthly morning Parent Association Meetings
6. Spring Fundraiser Committee Meetings or similar type school related meetings
7. Athletic Events
8. Fine Arts at Branson (FAB)
9. Plays and Concerts

No other physical improvements to landscaping or hardscape are proposed.

Background

The Branson School is located on Fernhill Avenue between Norwood and Glenwood Avenues. The school has been in operation in Ross in 1922. The site is located in the R-1:B:A single-family residential zoning district. The single-family zoning district regulations permit public and private schools with up to 320 students with a Use Permit. The school operates under a use permit first approved in 1978. The 1978 Use Permit includes conditions of approval which discourages parking on streets adjacent to the school (COA No. 8), discourages access to the school from Hillgirt Drive (COA No. 9), and to allow the school to provide temporary on-site parking on the athletic field for special events (COA No. 10). The Branson School Use Permit allows 136 on-site parking spaces. Of these spaces, 89 parking spaces are accessed from the main campus via Circle Drive and 47 parking spaces are accessed from Fernhill Avenue and located adjacent to the tennis courts.

Since 1978, the campus has been updated. Specifically, notable changes to the campus occurred on August 12, 1993, the Town Council approved a Use Permit Amendment, Design Review, a Demolition Permit, Floor Area Variance, and Tree Removal Permit to allow the new construction of a 4,646 square foot new classroom and 2,054 square feet of covered porches, reduced setbacks, and the removal of existing oak trees and the demolition of "Stairway" buildings.

On March 14, 1996, the Town Council then proceeded to approve a Design Review, Variance, and Use Permit Amendment to allow for modifications and additions to an existing gymnasium facility. The subject applicant included a Traffic and Parking Study for the school prepared Traffic and Parking Study prepared for the Branson School by Robert Harrison Transportation Planning and Project Management dated April 1996.

Another notable change occurred on September 11, 2007 when the Town Council approved Use Permit Amendment, Design Review, and a Demolition Permit to allow the new construction of a 7,550 square feet student commons building to be used for a new dining hall, bookstore, kitchen, offices, restroom, and a student lounge, widening the road to the lower campus to provide adequate fire access, new construction of retaining walls to accommodate the widened road, demolition of the 550 square foot "Newhouse" (fine arts) building, construction of an accessible lift and steps at the main entry gate, new construction of a 3,278 square foot fine arts center, demolition of a 400 square foot bookstore, tree removal, and a lot line adjustment. The subject applicant included an updated Traffic and Parking Study for the school prepared Traffic and Parking Study prepared for the Branson School by Robert Harrison Transportation Planning and Project Management dated November 2007.

On May 10, 2012, the Town Council was scheduled to approve a Use Permit Amendment to allow the Branson School to use the Tennis Courts for additional parking for a one-time fundraising auction. The item was pulled from the agenda and never formally vetted by the Town Council. Lastly, on September 10, 2015, the Town Council approved a Design Review to allow for the installation of a new artificial turf field.

A complete timeline of past Town Council approvals and corresponding Ordinances, Resolution, and minutes are attached to this staff report.

Discussion

In order to grant a Use Permit, the Council must find that the establishment, maintenance, or conducting of the use for which the use permit is sought will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort, convenience, or general welfare of persons residing or working in the neighborhood of the use and will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in the neighborhood. In granting any Use Permit, the Town Council must apply conditions to ensure the protection of the public welfare and property or improvements. (R.M.C. §18.44.030).

Although the record is unclear how long the corporation yard has been used for parking related to school vehicles and school staff and why this issue was never addressed with the past projects that occurred in 2007 to the present, there is photographic evidence (see attachment 9) that the corporation yard has been being used for parking purposes since at least 1997. As such, staff recommends the Council approve the Use Permit Amendment for the use of the corporation yard for the following reasons:

- The project would not result in an increase in enrollment, faculty, or staff, thus consistent with the former approved traffic and parking studies.

- The use of the corporation yard for parking would not be visible from passers-by due to the heavy screening and dense vegetation planted along the property line.

- The Town has not received any formal complaints regarding the use of the corporation yard. The Town has received inquiries regarding the approvals regarding the use of the corporation yard for parking purposes.

If the Council concurs the additional on-site parking spaces can be approved, then staff recommends a condition of approval that would limit the parking spaces to be utilized for school owned vehicles, facilities crew, and part-time faculty and staff only.

Staff also recommends support in approving the use of the tennis courts for temporary events for the following reasons:

- The tennis courts would only be temporarily used for parking during a scheduled event and would not interfere with the approved use of the tennis court. The use of the tennis courts is limited as referenced in condition of approval number 14 of Resolution 1042 approved in 1978, therefore it is not anticipated that there would be a conflict in the use of the tennis courts for special event parking.

- The tennis courts are heavily screened from the public right-of-way and would not create any adverse visual impacts to the neighborhood beyond what currently exists today.

- The use of the tennis courts would be consistent with the 1978 Use Permit which discourages the use of on-street parking for any school related events (COA No. 8 of Resolution 1042 approved in 1978).

- With the new construction of the turf athletic field, it would be impractical and detrimental to the integrity of the fields if the fields would be used for event parking as allowed by condition of approval number 10 of the 1978 Use Permit. Therefore, providing other on-site parking options for special events is encouraged.

- The special events for the school would occur during non-school hours and would not exacerbate the parking and traffic conditions associated with the school site.

Public Comment
Public Notices were mailed to property owners within 500 feet of the project site. One comment email has been received as of the writing of the staff report.

Fiscal, resource and timeline impacts
There would be no operating or funding impacts associated with the project as the project applicant would be required to pay the necessary fees for Town staff's time to process the Use Permit Amendment application or any future building permit plan check and inspection fees accordingly.

Alternative actions
1. Continue the project for modifications; or
2. Make findings to deny the application.

Environmental review (if applicable)

The project is categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guideline Section 15301 –*Existing Facilities*, because adding designated parking spaces to an already improved area and under CEQA Guideline Section 15304(e) –*Minor Alterations to Land*, because the approval would include a minor temporary use of land to accommodate the special event parking that would have a negligible or no permanent effect on the environment. No exception set forth in Section 15301.2 of the CEQA Guidelines applies to the project including, but not limited to, Subsection (a), which relates to impacts on environmental resources; (b), which relates to cumulative impacts; Subsection (c), which relates to unusual circumstances; or Subsection (f), which relates to historical resources.

Attachments

1. Resolution 2050
2. Project Description prepared by the applicant
3. Timeline of the Branson School's approval and corresponding project history
4. Traffic and Parking Study prepared for the Branson School prepared by Robert Harrison Transportation Planning and Project Management dated November 2007
5. Traffic and Parking Study prepared for the Branson School prepared by Robert Harrison Transportation Planning and Project Management dated April 1996
6. The Branson School Traffic and parking Handbook 2017-2018
7. Aerial Photographs from 1997 through 2014
8. Comment Letters

ATTACHMENT 1

TOWN OF ROSS

RESOLUTION NO. 2050
A RESOLUTION OF THE TOWN OF ROSS APPROVING A USE PERMIT AMENDMENT TO ALLOW THE CORPORATION YARD FOR PARKING AND TO ALLOW FOR THE TENNIS COURTSTO BE USED FOR PARKING ON SPECIAL EVENTS AT 39 FERNHILL AVENUE
APNS 73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05

WHEREAS, The Branson School is requesting a Use Permit Amendment to allow for the use of the existing corporation yard for parking and the temporary use of the tennis courts and front lawn adjacent to the Blue Atlas Cedar for special event parking related to the current approved Use Permit for the school located at 39 Fernhill Avenue, Assessor's Parcel Numbers 73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05 (the "project"); and

WHEREAS, the project was determined to be categorically exempt from further environmental review pursuant to the California Environmental Quality Act (CEQA) Guideline Section 15301, Class 1 –Existing Facilities and Section 15304(e), Class 4 - Minor Alterations to Land; and no exception set forth in Section 15301.2 of the CEQA Guidelines (including but not limited to subsection (a) which relates to impacts on environmental resources; subsection (b) which relates to cumulative impacts, subsection (c) which relates to unusual circumstances; or subsection (f) which relates to historical resources) was found to apply to the project; and

WHEREAS, on April 5, 2018, the Town Council held a duly noticed public hearing to consider the proposed project; and

WHEREAS, the Town Council has carefully reviewed and considered the staff reports, correspondence, and other information contained in the project file, and has received public comment; and

NOW, THEREFORE, BE IT RESOLVED the Town Council of the Town of Ross hereby incorporates the recitals above; makes the findings set forth in Exhibit "A"; and approves the project described herein located at 39 Fernhill Avenue, subject to the Conditions of Approval attached as Exhibit "B".

The foregoing resolution was duly and regularly adopted by the Ross Town Council at its regular meeting held on the 5th day of April 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Elizabeth Robbins, Mayor

ATTEST:

_____

Linda Lopez, Town Clerk

EXHIBIT "A"
FINDINGS
39 FERNHILL AVENUE
APNS 73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05

A. Finding

I. Use Permit (RMC § 18.50.030) Before granting any use permit, the council must find that the establishment, maintenance, or conducting of the use for which the use permit is sought will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort, convenience, or general welfare of persons residing or working in the neighborhood of the use and will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

The Town Council finds that the project would not be detrimental to the health, safety, morals, comfort, convenience, or general welfare of persons residing or working in the neighborhood of the use and will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in the neighborhood as follows:

1. The Use Permit Amendment for the use of the corporation yard for school vehicles, maintenance workers, and part-time faculty and staff can be supported because:

   - The project would not result in an increase in enrollment, faculty, or staff, thus consistent with the former approved traffic and parking studies.

   - The use of the corporation yard for parking would not nominally to not visible from passers-by due to the heavy screening and dense vegetation planted along the property line.

   - The Town has not received any formal complaints regarding the use of the corporation yard. The Town has received inquiries regarding the approvals regarding the use of the corporation yard for parking purposes.

2. The Use Permit Amendment for the use of temporary use of the tennis courts for special event purposes can be supported because:

   - The tennis courts would only be temporarily used for parking during a scheduled event and would not interfere with the approved use of the tennis court. The use of the tennis courts is limited as referenced in condition of approval number 14 of Resolution 1042

approved in 1978, therefore it is not anticipated that there would be a conflict in the use of the tennis courts for special event parking.

- The tennis courts are heavily screened from the public right-of-way and would not create any adverse visual impacts to the neighborhood beyond what currently exists today.

- The use of the tennis courts would be consistent with the 1978 Use Permit which discourages the use of on-street parking for any school related events (COA No. 8 of Resolution 1042 approved in 1978).

- With the new construction of the turf athletic field, it would be impractical and detrimental to the integrity of the fields if the fields would be used for event parking as allowed by condition of approval number 10 of the 1978 Use Permit. Therefore, providing other on-site parking options for special events is encouraged.

- The special events for the school would occur during non-school hours and would not exacerbate the parking and traffic conditions associated with the school site.

EXHIBIT "B"
CONDITIONS OF APPROVAL
39 FERNHILL AVENUE
APNS 73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05

In granting any use permit under the provisions of this chapter, the town council shall designate such conditions in connection therewith, as will, in its opinion, secure substantially the objectives of protection to the public welfare and property or improvements as hereinbefore set forth.

1. This approval authorizes a Use Permit Amendment to allow for the use of the existing corporation yard for parking and the temporary use of the tennis courts and front lawn adjacent to the Blue Atlas Cedar for special event parking related to the current approved Use Permit for the school located at 39 Fernhill Avenue.

2. The use of the corporation yard for parking is limited to school owned vehicles, facilities crew, and part-time faculty and staff only. All other users are prohibited from parking in the corporation yard.

3. No changes from the approved plans, before or after project final, including changes to the materials and material colors, shall be permitted without prior Town approval. Red-lined plans showing any proposed changes shall be submitted to the Town for review and approval prior to any change. The applicant is advised that changes made to the design during construction may delay the completion of the project and will not extend the permitted construction period.

4. The Branson School shall be subject to all conditions of approval associated with Town Council Resolution 1042 approved on May 11, 1978, in addition to all conditions of approval associated with subsequent Use Permit Amendments approved to date.

5. The Branson School shall provide valet parking for all authorized events consistent with the Use Permit.

6. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with the Town Council and Town boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding ("action") against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or alleging any other liability or damages based upon, caused by, or related to the approval of the project. The Town shall promptly notify the applicants and/or owners of any action. The Town, in its sole discretion, may tender the defense of the action to the applicants and/or owners or the Town may defend

the action with its attorneys with all attorneys fees and litigation costs incurred by the Town in either case paid for by the applicant and/or owners.

ATTACHMENT 2

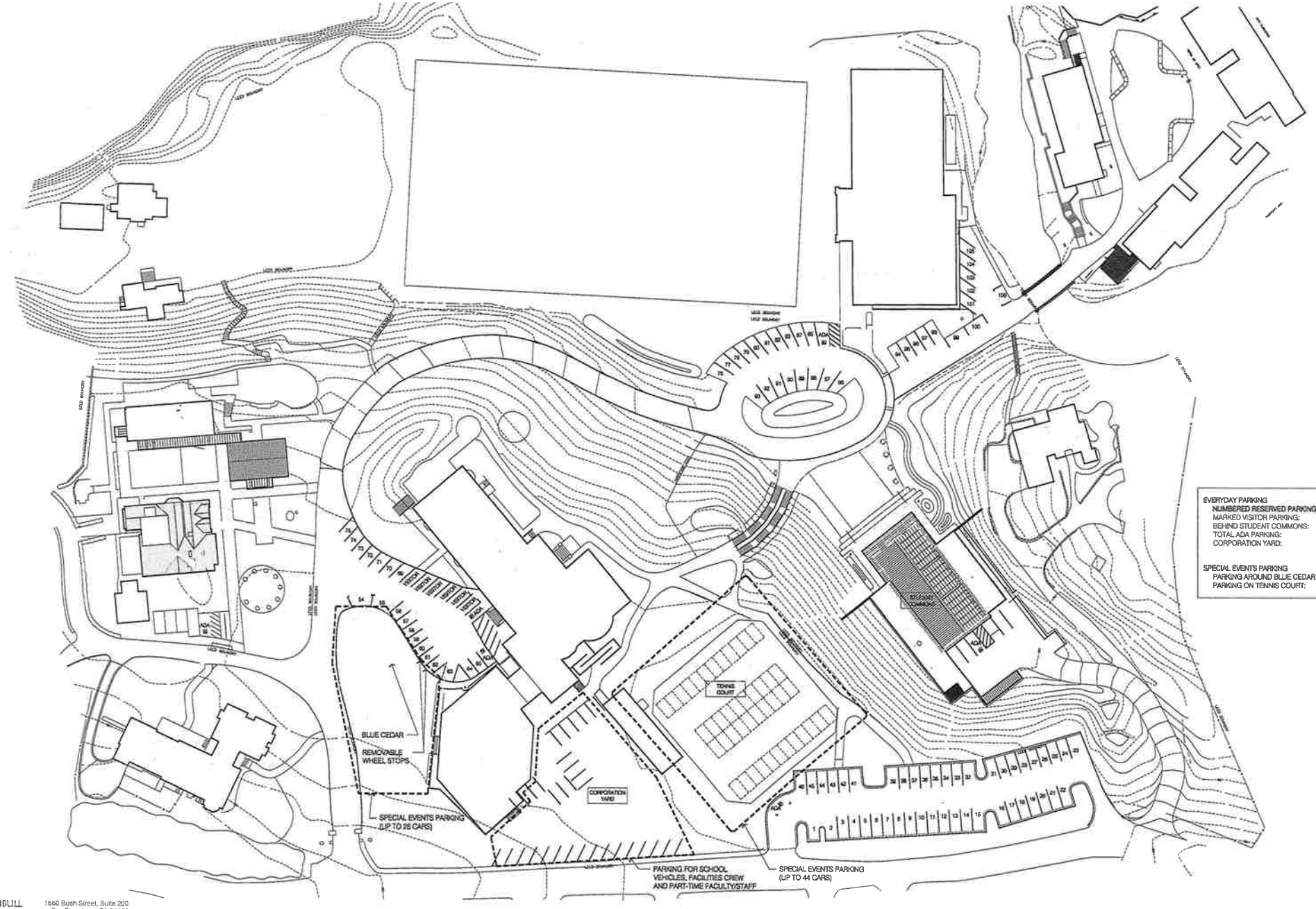
The Branson School
Use Permit Amendment for Campus Parking 2018
Project Description Letter

The Branson School is filing for a Use Permit Amendment to allow for the use of the corporation yard for parking, as well as the temporary use of the tennis courts and lawn around the Blue Atlas Cedar for special event parking.

The corporation yard has historically been used for parking of Branson owned school vehicles, facilities crew, part-time faculty and part-time staff. Branson would like to continue this parking use of this space. In conformance with condition 9, Exhibit A, in the 1978 Use Permit, Branson discourages parking on the streets adjacent to the school by faculty, staff, students and visitors. This Use Permit Amendment allows Branson to keep a significant number of cars parked in the corporation yard and off adjacent streets.

In the Fall of 2015 the Branson School installed an artificial turf athletic field on campus. Prior to the artificial turf athletic field, Branson parked cars on the grass athletic field during special events in conformance with condition 10, Exhibit A, in the 1978 Use Permit with the Town. Branson now parks cars on the tennis courts and on the lawn around the Blue Atlas Cedar during special events in lieu of the athletic field. See attached Branson School Campus Parking plan dated 1/26/18 for parking location identification.

1996 and 2007 Traffic and Parking Studies by Robert L. Harrison Transportation Planning which describe traffic, parking and mitigation measures at those times are attached.



EVERYDAY PARKING	
NUMBERED RESERVED PARKING:	103
MARKED VISITOR PARKING:	8
BEHIND STUDENT COMMONS:	3
TOTAL ADA PARKING:	6
CORPORATION YARD:	28

SPECIAL EVENTS PARKING	
PARKING AROUND BLUE CEDAR:	26
PARKING ON TENNIS COURT:	44

TURNBULL GRIFFIN & HAESLOOP
1660 Bush Street, Suite 200
San Francisco, CA 94109
415.441.2300
www.tgharchitects.com

BRANSON SCHOOL CAMPUS PARKING
SCALE: 1/32" = 1'-0"

01.26.2018

ATTACHMENT 3

The Branson School
Timeline of Town Council Actions

February 11, 2016:	Resolution 1987 approving a Use Permit Amendment to allow for the after-the-fact approval of an internally illuminated outdoor scoreboard.
September 10, 2015:	Design Review to allow for the installation of a new artificial turf field.
March 2, 2015:	Use Permit Amendment to allow the Ross School to host a fundraising event.
May 10, 2012:	Use Permit Amendment to allow the Branson School to use the Tennis Courts for additional parking for a one-time fundraising auction. The project was pulled form the agenda.
December 13, 2012:	Use Permit Amendment to allow the Ross School to host a fundraising event.
November 4, 2010:	Use Permit Amendment to allow the Ross School to host a fundraising event.
July 15, 2010:	Use Permit Amendment to allow for a new 650 square foot apartment within an existing building near the Newhouse building.
October 8, 2009:	Design Review and Variance Amendment to allow modifications to a previously approved landscape plan, new entry columns, new lighting on the entry columns, and lighting for the signage that would be placed on the entry columns. The project also included the removal of an elm tree located where the columns would be constructed.
July 9, 2009:	Design Review Amendment to September 11, 2007 approved plans in order to allow new landscaping in an area between the lower campus buildings. The project resulted in 270 cubic yards of fill.

March 12, 2009:	Design Review Amendment to September 11, 2007 approved plans in order to allow a change in roof material from simulated slate tiles to a standing seam metal roof for the new Student Commons and Fine Arts Center building.
September 11, 2007:	Use Permit Amendment, Design Review, and a Demolition Permit to allow the new construction of a 7,550 square feet student commons building to be used for a new dining hall, bookstore, kitchen, offices, restroom, and a student lounge, widening the road to the lower campus to provide adequate fire access, new construction of retaining walls to accommodate the widened road, demolition of the 550 square foot "Newhouse" (fine arts) building, construction of an accessible lift and steps at the main entry gate, new construction of a 3,278 square foot fine arts center, demolition of a 400 square foot bookstore, tree removal, and a lot line adjustment.
June 14, 2007:	Design Review Amendment to allow for modifications to the previously approved creek stabilization project and Negative Declaration.
April 17, 2006:	Design Review and Adoption of a Negative Declaration for the approval of a creek stabilization project.
June 10, 1999:	Design Review and a Variance to allow for a new landscape plan, new entry columns, new lighting on the entry columns, and lighting for the signage that would be placed on the entry columns.
August 14, 1997:	Design Review and Variance to allow a 439 square foot addition to the Upper Story of the Headmaster's Residence at 1 Circle Drive.
March 14, 1996:	Design Review, Variance, and Use Permit Amendment to allow for modifications and additions to an existing gymnasium facility.
August 12, 1993:	Use Permit Amendment, Design Review, a Demolition Permit, Floor Area Variance, and Tree Removal Permit to allow the new construction of a 4,646 square foot new classroom and 2,054 square feet of covered porches, reduced setbacks, and the removal of existing oak trees and the demolition of "Stairway" buildings.

March 12, 1992:	Use Permit Amendment to allow Branson School parking at St. Anselm's Church.
June 8, 1978:	Ordinance 396 adopted to prohibit on-street parking on the easterly side of the entrance road to the Branson School commencing at the easterly gate abutment at Fernhill Avenue and running 300 feet southerly on a curve to the left.
May 11, 1978:	Resolution 1042 adopted granting a Use Permit for the Branson School.
March 14, 1978:	Town Council adopts Ordinance 394 declaring the vote of the ballot initiative controlling the issuance of permits for Public and Private Schools in the R-1 zoning district and limiting the size of the school to 320 students.
June 13, 1974:	Use Permit to allow the demolition of carports, storage area, house, and incinerator for the construction of two tennis courts and a paved parking area.

TOWN OF ROSS

RESOLUTION NO. 1937
A RESOLUTION OF THE TOWN OF ROSS APPROVING A USE PERMIT AMENDMENT TO ALLOW THE RETROACTIVE APPROVAL OF AN INTERNALLY ILLUMINATED SCOREBOARD IN ASSOCIATION WITH THE ATHLETIC FIELD USE AT 39 FERNHILL AVENUE
APNS 73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05

WHEREAS, The Branson School is requesting a Use Permit amendment and retroactive approval to allow the installation and use of an internally illuminated scoreboard for the use of the Branson School's sports related activities located at 39 Fernhill Avenue, Assessor's Parcel Numbers 73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05 (the "project"); and

WHEREAS, the project was determined to be categorically exempt from further environmental review pursuant to the California Environmental Quality Act (CEQA) Guideline Section 15301, Class 1 –Existing Facilities; and no exception set forth in Section 15301.2 of the CEQA Guidelines (including but not limited to subsection (a) which relates to impacts on environmental resources; subsection (b) which relates to cumulative impacts, subsection (c) which relates to unusual circumstances; or subsection (f) which relates to historical resources) was found to apply to the project; and

WHEREAS, on February 11, 2016, the Town Council held a duly noticed public hearing to consider the proposed project; and

WHEREAS, the Town Council has carefully reviewed and considered the staff reports, correspondence, and other information contained in the project file, and has received public comment; and

NOW, THEREFORE, BE IT RESOLVED the Town Council of the Town of Ross hereby incorporates the recitals above; makes the findings set forth in Exhibit "A"; and approves Design Review for the project described herein located at 39 Fernhill Avenue, subject to the Conditions of Approval attached as Exhibit "B".

The foregoing resolution was duly and regularly adopted by the Ross Town Council at its regular meeting held on the 11th day of February 2016, by the following vote:

AYES: Council Members Hoertkorn, Kuhl, Robbins, Small

NOES: Council Member Brekhus

ABSENT:

ABSTAIN:

Kathleen Hoertkorn, Mayor

ATTEST:

Linda Lopez, Town Clerk

EXHIBIT "A"
Findings in Support of Project Approval
39 Fernhill Avenue
APNS 73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05

A. Finding

I. Use Permit (RMC § 18.50.030) Before granting any use permit, the council must find that the establishment, maintenance, or conducting of the use for which the use permit is sought will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort, convenience, or general welfare of persons residing or working in the neighborhood of the use and will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

The Use Permit amendment request to allow the retroactive approval of an internally illuminated scoreboard would not be detrimental to any neighboring properties due to the location of the scoreboard relative to the topography and proximity of the scoreboard to any developed properties. Specifically, the scoreboard would not directly shine onto and/or into any developed property. Although the scoreboard would be visible from the end of Hillgirt Drive facing towards the Branson School, the scoreboard would be utilizing its lowest setting and would be located approximately 100 feet to the property line abutting Hillgirt Drive, thus reducing any adverse illumination and/or glare impacts. Furthermore, because the athletic field does not have any lighting fixtures to light the sports field at night, the use of the scoreboard would be during daylight and twilight hours, thus further reducing any potential illumination and/or glare impacts. Lastly, the use of the scoreboard would be ancillary to the athletic field use and would not exacerbate any of the existing conditions (i.e, parking, traffic, student capacity, etc.) and use of the site beyond its 1978 approval which allows for the field to be used for inter-scholastic athletic events, thus ensuring the project would not be detrimental to the convenience, or general welfare of persons residing or working in the neighborhood. Conditions of approval would require the Branson School to secure a building permit and electrical permit for the scoreboard to ensure all matters pertaining to health and safety are addressed, and that no field lights are permitted to ensure no adverse impacts on surrounding properties.

EXHIBIT "B"
Conditions of Approval
39 Fernhill Avenue
APNS 73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05

In granting any use permit under the provisions of this chapter, the town council shall designate such conditions in connection therewith, as will, in its opinion, secure substantially the objectives of protection to the public welfare and property or improvements as hereinbefore set forth.

1. This approval authorizes retroactively the location and use of the scoreboard at 39 Fernhill Avenue. The use of the scoreboard is limited to three games per week for a total of approximately two hours per game associated with the approved uses allowed on the athletic field per condition number 11 of Resolution 1042 approved by the Town Council on May 11, 1978. The scoreboard illumination shall always remain at the lowest setting.

2. Immediately following Town Council approval of the scoreboard, the Branson School shall secure a retroactive building and electrical permit for the installation of the scoreboard on the east wall of the gym building and any electrical wiring that is necessary to illuminate the scoreboard.

3. A landscape plan shall be submitted to the Planning Manager within 30-days of the date of this approval. The landscape plan shall show the planting of Marin native screening trees that shall be placed at the foot of Hilgirt Drive on APN 073-082-12 (AKA Branson School property) in order to screen the scoreboard from passers-by utilizing Hilgirt Drive. The landscaping shall be installed within 90 days of the Town of Ross approved landscaping plan. All approved landscaping shall be maintained by the property owner of APN 073-082-12.

4. No changes from the approved plans, before or after project final, including changes to the materials and material colors, shall be permitted without prior Town approval. Red-lined plans showing any proposed changes shall be submitted to the Town for review and approval prior to any change. The applicant is advised that changes made to the design during construction may delay the completion of the project and will not extend the permitted construction period.

5. No field lighting is permitted with the Use Permit amendment to allow the retroactive use of the scoreboard.

6. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with the Town Council and Town boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding ("action") against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside,

declare void, or annul the approval(s) of the project or alleging any other liability or damages based upon, caused by, or related to the approval of the project. The Town shall promptly notify the applicants and/or owners of any action. The Town, in its sole discretion, may tender the defense of the action to the applicants and/or owners or the Town may defend the action with its attorneys with all attorneys fees and litigation costs incurred by the Town in either case paid for by the applicant and/or owners.

TOWN OF ROSS

RESOLUTION NO. 1913
A RESOLUTION OF THE TOWN OF ROSS APPROVING DESIGN REVIEW TO ALLOW THE RENOVATION OF A SPORTS FIELD FACILITY THROUGH THE REPLACEMENT OF A GRASS SPORTS FIELD WITH AN ARTIFICIAL TURF FIELD, AND ASSOCIATED DRAINAGE AND ADA IMPROVEMENTS AT 39 FERNHILL AVENUE, 73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05.

WHEREAS, The Branson School submitted an application for a Design Review pursuant to Ross Municipal Code Chapter 18.41.020(c) to allow grading of over 50 cubic yards; per 18.41.020 to allow new impervious surface; and pursuant to 18.41.020(d) for site work within 25 feet of a waterway at 38 Fernhill Avenue, Assessor's Parcel Numbers 73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05 (the "project"); and

WHEREAS, the project was determined to be categorically exempt from further environmental review pursuant to the California Environmental Quality Act (CEQA) Guideline Section 15304 - categorical exemption for minor alterations to land; and

WHEREAS, no exception set forth in Section 15301.2 of the CEQA Guidelines (including but not limited to subsection (a) which relates to impacts on environmental resources; subsection (b) which relates to cumulative impacts, subsection (c) which relates to unusual circumstances; or subsection (f) which relates to historical resources) was found to apply to the project; and

WHEREAS, on September 10, 2015, the Town Council held a duly noticed public hearing to consider the proposed project; and

WHEREAS, the Town Council has carefully reviewed and considered the staff reports, correspondence, and other information contained in the project file, and has received public comment; and

NOW, THEREFORE, BE IT RESOLVED the Town Council of the Town of Ross hereby incorporates the recitals above; makes the findings set forth in Exhibit "A"; and approves Design Review for the project described herein located at 39 Fernhill Avenue, subject to the Conditions of Approval attached as Exhibit "B".

The foregoing resolution was duly and regularly adopted by the Ross Town Council at its regular meeting held on the 10th day of September 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kathleen Hoertkorn, Mayor

ATTEST:

Linda Lopez, Town Clerk

vegetated depressions, bioretention areas, or rain gardens, to decrease the velocity of runoff and allow for stormwater infiltration on-site. Avoid connecting impervious areas directly to the storm drain system.

(3) Include Small-Scale Stormwater Controls and Storage Facilities. As appropriate based on the scale of the development, projects should incorporate small-scale controls to store stormwater runoff for reuse or slow release, including vegetated swales, rooftop gardens or "green roofs", catch-basins retro-fitted with below-grade storage culverts, rain barrels, cisterns and dry wells. Such facilities may be necessary to meet minimum stormwater peak flow management standards, such as the no net increase standard. Facilities should be designed to minimize mosquito production.

The drainage proposed by the project has been designed to not result in any stormwater impacts. A bioswale is included in the project design.

c) **The project is consistent with the Ross general plan and zoning ordinance.**

(1) Ross General Plan Policy (RGP) 1.1 Protection of Environmental Resources. Protect environmental resources, such as hillsides, ridgelines, creeks, drainage ways, trees and tree groves, threatened and endangered species habitat, riparian vegetation, cultural places, and other resources. These resources are unique in the planning area because of their scarcity, scientific value, aesthetic quality and cultural significance.

The project would not adversely affect environmental resources.

(2) RGP 1.2 Tree Canopy Preservation. Protect and expand the tree canopy of Ross to enhance the beauty of the natural landscape. Recognize that the tree canopy is critical to provide shade, reduce ambient temperatures, improve the uptake of carbon dioxide, prevent erosion and excess stormwater runoff, provide habitat for wildlife and birds, and protect the ecosystem of the under-story vegetation.

The existing vegetation will be maintained.

(3) RGP 1.3 Tree Maintenance and Replacement. Assure proper tree maintenance and replacement.

See (2) above.

(4) RGP 1.4 Natural Areas Retention. Maximize the amount of land retained in its natural state. Wherever possible, residential development should be designed to preserve, protect and restore native site vegetation and habitat. In addition, where possible and appropriate, invasive vegetation should be removed.

See (2) above.

(5) RGP 2.1 Sustainable Practices. Support measures to reduce resource consumption and improve energy efficiency through all elements of the Ross General Plan and Town regulations and practices, including:

(a) Conserve water, especially in landscaping.

The project would result in a substantial amount of water savings, over current usage.

(6) RGP 2.2 Incorporation of Resource Conservation Measures. To the extent consistent with other design considerations, public and private projects should be designed to be efficient and innovative in their use of materials, site construction, and water irrigation standards for new landscaping to minimize resource consumption, including energy and water.

The project would result in a substantial amount of water savings, over current usage.

(7) RGP 2.3 Reduction in the Use of Chemicals and Non-Natural Substances. Support efforts to use chemical-free and toxic-free building materials, reduce waste and recycle building waste and residential garbage. Encourage landscape designs that minimize pesticide and herbicide use.

The artificial turf would not require the use of pesticides or herbicides.

(8) RGP 3.8 Driveways and Parking Areas. Driveways and parking areas should be designed to minimize visibility from the street and to provide safe access, minimal grading and/or retaining walls, and to protect water quality. Permeable materials should be used to increase water infiltration. Driveways and parking areas should be graded to minimize stormwater runoff.

Parking would remain the same.

(9) RGP 4.5 Archaeological Resources. Implement measures to preserve and protect archaeological resources. Whenever possible, identify archaeological resources and potential impacts on such resources. Provide information and direction to property owners in order to make them aware of these resources. Require archaeological surveys, conducted by an archaeologist who appears on the Northwest Information Center's list of archaeologists qualified to do historic preservation fieldwork in Marin County, in areas of documented archaeological sensitivity. Develop design review standards for projects that may potentially impact cultural resources.

The discovery of cultural resources is unlikely due to the location of the site and known archaeological areas.

(10) RGP 6.4 Runoff and Drainage. Stormwater runoff should be maintained in its natural path. Water should not be concentrated and flow onto adjacent property. Instead, runoff should be directed toward storm drains or, preferably to other areas where it can be retained, detained, and/or absorbed into the ground.

The drainage proposed by the project has been designed to not result in any stormwater impacts.

(11) RGP 6.5 Permeable Surfaces. To the greatest extent possible, development should use permeable surfaces and other techniques to minimize runoff into underground drain systems and to allow water to percolate into the ground. Landscaped areas should be designed to provide potential runoff absorption and infiltration.

The drainage proposed by the project has been designed to not result in any stormwater impacts.

(14) RGP · 6.6 Creek and Drainageway Setbacks, Maintenance and Restoration. Keep development away from creeks and drainageways. Setbacks from creeks shall be maximized to protect riparian areas and to protect residents from flooding and other hazards. Encourage restoration of runoff areas, to include but not be limited to such actions as sloping banks, providing native Creek access vegetation, protecting habitat, etc., and work with property owners to identify means of keeping debris from blocking drainageways.

The project would not adversely affect the creek areas.

EXHIBIT "B"
The Branson School - 39 Fernhill Avenue
Conditions of Approval

1. The following conditions of approval shall be reproduced on the cover sheet of the plans submitted for a building permit.

2. Except as otherwise provided in these conditions, the project shall conform with the plans approved by the Town Council on September 10, 2015. Plans submitted for the building permit shall reflect any modifications required by the Town Council and these conditions.

3. Parking and vehicular drop-offs by users of the facilities at Branson School shall be restricted to the parking areas located on the school property, or other approved parking areas, such as the St. Anselm Church Parking, as allowed. Adjacent streets, such as Hillgirt Drive, shall not be used for parking or vehicular drop-offs. The users of the sports field shall be informed of the routes to be used to access the parking for the field. No construction staging shall take place off of the Branson School property located within the Town limits.

4. The applicant and future property owners shall notify all future property owners of their obligation to comply with conditions of project approval.

4. No changes from the approved plans, before or after project final, including changes to the materials and material colors, shall be permitted without prior Town approval. Red-lined plans showing any proposed changes shall be submitted to the Town for review and approval prior to any change. The applicant is advised that changes made to the design during construction may delay the completion of the project and will not extend the permitted construction period.

5. The applicant and contractor should note the Town of Ross working Hours are limited to Monday to Friday 8:00 a.m. to 5:00 p.m. Construction is not permitted at any time on Saturday and Sunday or the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the holiday falls on a Sunday, the following Monday shall be considered the holiday. If the holiday falls on a Saturday, the Friday immediately preceding shall be considered the holiday. Exceptions: 1.) Work done solely in the interior of a building or structure which does not create any noise which is audible from the exterior; or 2.) Work actually physically performed solely by the owner of the property, on Saturday between the hours of 10:00 a.m. and 4:00 p.m. and not at any time on Sundays or the holidays listed above. (RMC Sec. 9.20.035 and 9.20.060).

6. Any person engaging in business within the Town of Ross must first obtain a business license from the Town and pay the business license fee.

7. A Grading Permit is required from Department of Public Works for site grading. The applicant shall comply with the requirements of Chapter 15.24 of the Ross Municipal Code by providing the Department of Public Works with the following:

a. A completed Grading Permit Application.

b. A site map, including plans and grading plan.

c. Submit 3 copies of the soil engineers report, 2 copies of the site plan showing the outline of the proposed project, and a deposit to cover actual cost of peer review by City-retained soils engineer.

d. A construction schedule.

8. The applicant shall provide the Town with a deposit in the amount, to be determined, prior to grading permit issuance to cover the anticipated cost for any Town consultants, such as the town hydrologist, review of the project. Any additional costs incurred by the Town, including costs to inspect or review the project, shall be paid as incurred and prior to project final.

9. A grading security in an amount determined by the Town Engineer's office shall be submitted in the form of a Certificate of Deposit (CD) or cash to cover grading, drainage, and erosion control. Contact the Department of Public Works for details.

10. No grading shall be permitted during the rainy season between October 15 and April 15 unless permitted in writing by the Director of Public Works. Grading is considered to be any movement of earthen materials necessary for the completion of the project. This includes, but is not limited to cutting, filling, excavation for foundations, and the drilling of pier holes. It does not include the boring or test excavations necessary for a soils engineering investigation. All temporary and permanent erosion control measures shall be in place prior to October 1.

11. The drainage design shall comply with the Town's storm water ordinance (Ross Municipal Code Chapter 15.54). A drainage plan and hydrologic/hydraulic analysis shall be submitted with the grading permit application for review and approval by the public works director, who may consult with the town hydrologist at the applicants' expense (a deposit may be required). The plan shall be designed, at a minimum, to produce no net increase in peak runoff from the site compared to pre-project conditions (no net increase standard). As far as practically feasible, the plan shall be designed to produce a net decrease in peak runoff from the site compared to pre-project conditions. Applicants are encouraged to submit a drainage plan designed to produce peak runoff from the site that is the same or less than estimated natural, predevelopment conditions which existed at the site prior to installation of impermeable surfaces and other landscape changes (natural predevelopment rate standard). Construction of the drainage system shall be supervised, inspected and accepted by

a professional engineer and certified as-built drawings of the constructed facilities and a letter of certification shall be provided to the Town building department prior to project final.

a. Stormwater Control Plan (SCP) is required per the Statewide Phase II Municipal Stormwater NPDES permit as re-issued by the California State Water Resources Control Board (CSWRCB) in 2013, including:

b. Exhibit

c. Must demonstrate adequately-sized bioretention facilities

d. Construction Checklist (items to be followed up during final design)

e. Statement accepting responsibility for maintaining treatment facilities

f. SCP must be followed during design and construction

g. Draft Operations & Maintenance Plan (O&M Plan) which directs and records maintenance of bioretention/treatment facilities and identifies responsible individuals

12. Development and implementation of a Stormwater Pollution Prevention Plan (SWPPP) is required per the Construction General Permit by the CSWRCB for projects disturbing over one acre of soil, refer to following link: Construction General Permit – Proposed NEL Amendments Incorporated – June 25, 2012

13. An encroachment permit is required from the Department of Public Works prior to any work within a public right-of-way.

14. The plans submitted for permit shall include a detailed construction and traffic management plan for review and approval. The plan shall include as a minimum: tree protection, management of worker vehicle parking, location of portable toilets, areas for material storage, traffic control, method of hauling and haul routes, size of vehicles, and washout areas.

15. The applicant shall submit a schedule that outlines the scheduling of the site development to the Director of Public Works. The schedule should clearly show completion of all site grading activities prior to the winter storm season and include implementation of an erosion control plan. The construction schedule shall detail how the project will be completed within the construction completion date provided for in the construction completion chapter of the Ross Municipal Code (Chapter 15.50).

16. A preconstruction meeting with the property owner, project contractor, project architect, project arborist, representatives of the Town Planning, Building and Public Works and Ross Valley Fire Department and the Town building inspector is required prior to issuance of the permit to review conditions of approval for the project and the construction management plan.

17. Town staff shall have the right to enter the property at all times during construction to review or inspect construction, progress, compliance with the approved plans and applicable codes.

(e) Drives, Parking and Circulation.

(1) Good access, circulation and off-street parking should be provided consistent with the natural features of the site. Walkways, driveways, curb cuts and off-street parking should allow smooth traffic flow and provide for safe ingress and egress to a site.

Parking would remain the same.

(2) Access ways and parking areas should be in scale with the design of buildings and structures on the site. They should be sited to minimize physical impacts on adjacent properties related to noise, light and emissions and be visually compatible with development on the site and on neighboring properties. Off-street parking should be screened from view. The area devoted to driveways, parking pads and parking facilities should be minimized through careful site planning.

The project would not change access to the site or propose changes to parking existing driveway materials.

(3) Incorporate natural drainage ways and vegetated channels, rather than the standard concrete curb and gutter configuration to decrease flow velocity and allow for stormwater infiltration, percolation and absorption.

The drainage proposed by the project has been designed to not result in any stormwater impacts.

(f) Exterior Lighting. Exterior lighting should not create glare, hazard or annoyance to adjacent property owners or passersby. Lighting should be shielded and directed downward, with the location of lights coordinated with the approved landscape plan. Lamps should be low wattage and should be incandescent.

No lighting is proposed by the project.

(i) Natural Environment.

(1) The high-quality and fragile natural environment should be preserved and maintained through protecting scenic resources (ridgelands, hillsides, trees and tree groves), vegetation and wildlife habitat, creeks, drainageways threatened and endangered species habitat, open space and areas necessary to protect community health and safety.

The project would not result in adverse effects to the natural environment.

(2) Development in upland areas shall maintain a setback from creeks or drainageways. The setback shall be maximized to protect the natural resource value of riparian areas and to protect residents from geologic and other hazards.

The project would not result in adverse effects to the creeks or riparian areas.

(3) Development in low-lying areas shall maintain a setback from creeks or drainageways consistent with the existing development pattern and intensity in the area and on the site, the riparian value along the site, geologic stability, and the development alternatives available on the site. The setback should be maximized to protect the natural resource value of the riparian area and to protect residents from geologic and flood hazards.

The project would not result in adverse effects to the creeks or riparian areas.

(4) The filling and development of land areas within the one-hundred-year flood plain is discouraged. Modification of natural channels of creeks is discouraged. Any modification shall retain and protect creekside vegetation in its natural state as much as possible. Reseeding or replanting with native plants of the habitat and removal of broom and other aggressive exotic plants should occur as soon as possible if vegetation removal or soil disturbance occurs.

The creek and channel would not be modified and the project would not affect the creek vegetation.

(5) Safe and adequate drainage capacity should be provided for all watercourses.

The project would not affect the nearby creek and is not in a flood zone.

(s) Setbacks. All development shall maintain a setback from creeks, waterways and drainageways. The setback shall be maximized to protect the natural resource value of riparian areas and to protect residents from geologic and other hazards. A minimum fifty-foot setback from the top of bank is recommended for all new buildings. At least twenty-five feet from the top of bank should be provided for all improvements, when feasible. The area along the top of bank of a creek or waterway should be maintained in a natural state or restored to a natural condition, when feasible.

The project would not result in any adverse effects to the creek and the top of the bank of the creek would remain in a natural state.

(t) Low Impact Development for Stormwater Management. Development plans should strive to replicate natural, predevelopment hydrology. To the maximum extent possible, the post-development stormwater runoff rates from the site should be no greater than pre-project rates. Development should include plans to manage stormwater runoff to maintain the natural drainage patterns and infiltrate runoff to the maximum extent practical given the site's soil characteristics, slope, and other relevant factors. An applicant may be required to provide a full justification and demonstrate why the use of Low Impact Development (LID) design approaches is not possible before proposing to use conventional structural stormwater management measures which channel stormwater away from the development site.

The drainage proposed by the project has been designed to not result in any stormwater impacts.

(1) Maximize Permeability and Reduce Impervious Surfaces. Use permeable materials for driveways, parking areas, patios and paths. Reduce building footprints by using more than one floor level. Pre-existing impervious surfaces should be reduced. The width and length of streets, turnaround areas, and driveways should be limited as much as possible, while conforming with traffic and safety concerns and requirements. Common driveways are encouraged. Projects should include appropriate subsurface conditions and plan for future maintenance to maintain the infiltration performance.

(2) Disperse Runoff On Site. Use drainage as a design element and design the landscaping to function as part of the stormwater management system. Discharge runoff from downspouts to landscaped areas. Include vegetative and landscaping controls, such as

18. Inspections shall not be provided unless the Town-approved permit plans are available on site.

19. Working Hours are limited to Monday to Friday 8:00 a.m. to 5:00 p.m. Construction is not permitted at any time on Saturday and Sunday or the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If the holiday falls on a Sunday, the following Monday shall be considered the holiday. If the holiday falls on a Saturday, the Friday immediately preceding shall be considered the holiday. Exceptions: 1.) Work done solely in the interior of a building or structure which does not create any noise which is audible from the exterior; or 2.) Work actually physically performed solely by the owner of the property, on Saturday between the hours of 10:00 a.m. and 4:00 p.m. and not at any time on Sundays or the holidays listed above. (RMC Sec. 9.20.035 and 9.20.060).

20. Failure to comply in any respect with the conditions or approved plans constitutes grounds for Town staff to immediately stop work related to the noncompliance until the matter is resolved. (Ross Municipal Code Section 18.39.100). The violations may be subject to additional penalties as provided in the Ross Municipal Code and State law. If a stop work order is issued, the Town may retain an independent site monitor at the expense of the property owner prior to allowing any further grading and/or construction activities at the site.

21. If deemed necessary by the Public Works Director, a geotechnical engineering report, containing all recommended geotechnical design criteria for the project, shall be submitted with the permit plans for review. All geotechnical aspects of the proposed project and preliminary development of plans shall continue to be evaluated by the project geotechnical consultant. A letter from the project geotechnical consultant shall be prepared that approves all geotechnical aspects of the proposed site development layout, verifies project geotechnical feasibility, and verifies conformance with the geotechnical consultant's design recommendations.

22. Materials shall not be stored in the public right-of-way. The project owners and contractors shall be responsible for maintaining all roadways and right-of-ways free of their construction-related debris. All construction debris, including dirt and mud, shall be cleaned and cleared immediately. All loads carried to and from the site shall be securely covered, and the public right-of-way must be kept free of dirt and debris at all times. Dust control using reclaimed water shall be required as necessary on the site or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas and staging areas at site. Cover stockpiles of debris, soil, sand or other materials that can be blown by the wind.

23. The applicant shall work with the Public Works Department to repair any road damage caused by the construction. Applicant is advised that, absent clear video evidence to the contrary, road damage must be repaired to the satisfaction of the Town prior to project

final. Damage assessment will be at the sole discretion of the Town, and neighborhood Input will be considered in making that assessment.

24. This project is subject to the conditions of the Town of Ross Construction Completion Ordinance (copies available at www.townofross.org). If construction is not completed by the construction completion date provided for in that ordinance, the owner will be subject to automatic penalties with no further notice. As provided in the Town of Ross Municipal Code Section 15.50.040, construction shall be complete upon the final performance of all construction work, including: exterior repairs and remodeling; total compliance with all conditions of application approval, including required landscaping; and the clearing and cleaning of all construction-related materials and debris from the site. Final inspection and written approval of the applicable work by Town Building, Planning and Fire Department staff shall mark the date of construction completion.

25. A qualified engineer shall prepare a report on the condition of Fernhill Avenue for construction vehicles that shall be submitted prior to issuance of the building permit for review. The Town Engineer may limit the size and/or weight of construction vehicles and may require the applicant to make any repairs necessary to ensure road stability for construction vehicles or to post a bond, in an amount to be fixed by the Town Engineer, guaranteeing that the applicant will repair damage to the roadway. The Town may require bonding to protect the public infrastructure in case of contractor damage, depending on the method of hauling and likely impact on the street. The Town may also require as a condition to the granting of a permit that the applicant submit a certificate of a responsible insurance company showing that the applicant is insured in an amount to be fixed by the Town against any loss or damage to persons or property arising directly or indirectly from the construction project.

a. After issuance of the grading permit by the Town, the applicant is responsible for obtaining permits, if such permits are required to be issued by any state or federal regulatory agencies, such as the U.S. Army Corps of Engineers (Section 404 permit), the California Regional Water Quality Control Board (Section 401 certification), and the California Department of Fish & Game (Streambed Alteration Agreements.) The applicant shall comply with any additional requirements of those agencies, if required.

26. The following conditions relate to protection of the creek during all phases of construction:

b. The creek shall be protected during construction to ensure no soil, concrete, cement, slurry, or other construction debris is permitted to enter the creek. If any soil, concrete, cement, slurry, or other debris inadvertently enters the creek, the material shall be cleaned up and removed from the channel immediately.

c. Staging/storage areas for equipment, materials, fuels, lubricants and solvents, shall be located outside of the creek channel and associated riparian area.

d. Spoil sites shall not be located within the stream channel, where spoil may be washed back into the creek. Building materials and construction equipment shall not be stored where materials could fall or be washed into the creek.

e. The applicant is responsible for obtaining any Federal, State and local permits necessary for the project. The applicant shall comply with any additional requirements of the agencies.

f. The applicant shall submit an erosion control plan with the building permit application for review by the building official/director of public works. The plan shall include a signed statement by the soils engineer that erosion control is in accordance with Marin County Storm water Pollution Prevention Program (MCSTOPPP) standards. The erosion control plan shall demonstrate protection of disturbed soil from rain and surface runoff and demonstrate sediments controls as a "back-up" system. (Temporary seeding and mulching or straw matting are effective controls.)

27. The Soils Engineer shall provide a letter to the Department of Public Works certifying that all grading and drainage has been constructed according to plans filed with the grading permit and his/her recommendations. Any changes in the approved grading and drainage plans shall be certified by the Soils Engineer and approved by the Department of Public Works. No modifications to the approved plans shall be made without approval of the Soils Engineer and the Department of Public Works.

28. The Town requests the applicant to voluntarily measure on an approximately monthly basis the depth to groundwater in the well(s) and periodically report the well head elevation and monthly depth to groundwater data to the Friends of Corte Madera Creek or the Marin County Department of Public Works.

29. The existing vegetation shall not be disturbed until landscaping is installed or erosion control measures, such as straw matting, hydroseeding, etc., are implemented.

30. The construction management plan shall be submitted in time to be incorporated into the job set of plans. The construction management plan shall become a binding document, and failure to adhere to the plan may result in stoppage of the project.

31. All construction materials, debris and equipment shall be stored on site. If that is not physically possible, an encroachment permit shall be obtained from the Department of Public Works prior to placing any construction materials, debris, debris boxes or unlicensed equipment in the right-of-way.

32. All tree protection conditions recommended by the project arborist shall be included on those plans to ensure compliance with the conditions.

33. Tree protection fencing should be installed prior to permit issuance to minimize damage to root systems of preserved trees. Tree Protection fencing shall designate the Non Intrusion Zones and will be constructed of at least 4-foot high plastic and attached to metal stakes no less than 12 inches into ground and at 6-foot centers. Signs shall be posted to identify the tree protection fencing.

34. Failure to comply in any respect with the conditions or approved plans constitutes grounds for Town staff to immediately stop work related to the noncompliance until the matter is resolved. (Ross Municipal Code Section 18.39.100). The violations may be subject to additional penalties as provided in the Ross Municipal Code and State law. If a stop work order is issued, the Town may retain an independent site monitor at the expense of the property owner prior to allowing any further grading and/or construction activities at the site.

35. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with the Town Council and Town boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding ("action") against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or alleging any other liability or damages based upon, caused by, or related to the approval of the project. The Town shall promptly notify the applicants and/or owners of any action. The Town, in its sole discretion, may tender the defense of the action to the applicants and/or owners or the Town may defend the action with its attorneys with all attorneys' fees and litigation costs incurred by the Town in either case paid for by the applicant and/or owners.

(6) Discourage the development of individual buildings which dominate the townscape or attract attention through color, mass or inappropriate architectural expression;

(7) Preserve buildings and areas with historic or aesthetic value and maintain the historic character and scale. Ensure that new construction respects and is compatible with historic character and architecture both within the site and neighborhood;

(8) Upgrade the appearance, quality and condition of existing improvements in conjunction with new development or remodeling of a site.

(9) Preserve natural hydrology and drainage patterns and reduce stormwater runoff associated with development to reduce flooding, streambank erosion, sediment in stormwater drainage systems and creeks, and minimize damage to public and private facilities. Ensure that existing site features that naturally aid in stormwater management are protected and enhanced. Recognize that every site is in a watershed and stormwater management is important on both small and large sites to improve stormwater quality and reduce overall runoff.

The project will not change the scale and character of the existing development. The project would maintain the existing drainage pattern. The proposed project would not result in tree removal.

b) **The project is in substantial compliance with the design criteria of Ross Municipal Code Section 18.41.100.**

(a) Preservation of Natural Areas and Existing Site Conditions.

(1) The existing landscape should be preserved in its natural state by keeping the removal of trees, vegetation, rocks and soil to a minimum. Development should minimize the amount of native vegetation clearing, grading, cutting and filling and maximize the retention and preservation of natural elevations, ridgelands and natural features, including lands too steep for development, geologically unstable areas, wooded canyons, areas containing significant native flora and fauna, rock outcroppings, view sites, watersheds and watercourses, considering zones of defensible space appropriate to prevent the spread of fire.

The project proposes to keep existing trees and shrubs. The project would not affect biological resources or watercourses.

(2) Sites should be kept in harmony with the general appearance of neighboring landscape. All disturbed areas should be finished to a natural-appearing configuration and planted or seeded to prevent erosion.

The appearance of the existing landscaping will be maintained.

(3) Lot coverage and building footprints should be minimized where feasible, and development clustered, to minimize site disturbance area and preserve large areas of undisturbed space. Environmentally sensitive areas, such as areas along streams, forested areas, and steep slopes shall be a priority for preservation and open space.

Lot coverage and building footprints will not change.

EXHIBIT "A"
Findings In Support Of Project Approval
39 Fernhill Avenue

73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05

A. Findings

I. Design Review is required pursuant to Ross Municipal Code Chapter 18.41.020(c) to allow grading of over 50 cubic yards; per 18.41.020 to allow new impervious surface; and pursuant to 18.41.020(d) for site work within 25 feet of a waterway.

1. **Design Review (RMC § 18.41.020(c), 18.41.020(h), 18.41.020(d) - Approval of Design Review for the replacement of a grass sports field with an artificial turf field, and associated drainage and ADA improvements is based on the findings outlined in the Ross Municipal Code Section 18.41.070(b) as described below:**

a) **The project is consistent with the purposes of the Design Review chapter as outlined in Ross Municipal Code Section 18.41.010**:

(a) To preserve and enhance the "small town" feel and the serene, quiet character of its neighborhoods are special qualities to the town. The existing scale and quality of architecture, the low density of development, the open and tree-covered hills, winding creeks and graciously landscaped streets and yards contribute to this ambience and to the beauty of a community in which the man-made and natural environment co-exist in harmony and to sustain the beauty of the town's environment.

(1) Provide excellence of design for all new development which harmonizes style, intensity and type of construction with the natural environment and respects the unique needs and features of each site and area. Promote high-quality design that enhances the community, is consistent with the scale and quality of existing development and is harmoniously integrated with the natural environment;

(2) Preserve and enhance the historical "small town," low-density character and identity that is unique to the Town of Ross, and maintain the serene, quiet character of the town's neighborhoods through maintaining historic design character and scale, preserving natural features, minimizing overbuilding of existing lots and retaining densities consistent with existing development in Ross and in the surrounding area;

(3) Preserve lands which are unique environmental resources including scenic resources (ridgelines, hillsides and trees), vegetation and wildlife habitat, creeks, threatened and endangered species habitat, open space and areas necessary to protect community health and safety. Ensure that site design and intensity recognize site constraints and resources, preserve natural landforms and existing vegetation, and prevent excessive and unsightly hillside grading;

(4) Enhance important community entryways, local travel corridors and the area in which the project is located;

(5) Promote and implement the design goals, policies and criteria of the Ross general plan;

SPECIAL MEETING of the ROSS TOWN COUNCIL
MONDAY, MARCH 2, 2015

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1. 7:33 a.m. Commencement.

Present: Mayor Elizabeth Brekhus; Mayor Pro Tempore Hoertkorn *(arrived at 7:36 a.m.)*; Council Member P. Beach Kuhl; Council Member Carla Small; Council Member Elizabeth Robbins *(participated via teleconference call from 7680 Granite Loop Road, Room 720, Teton Village, Wyoming)*

2. Posting of agenda.

Town Manager Rob Braulik reported the agenda was posted according to government requirements.

3. Open Time for Public Expression. None

4. 39 Fernhill Avenue, Use Permit No. 1983

The Branson School, 39 Fernhill Avenue, A. P. Nos. 73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05, R-1:B-A (Single Family Residence, One Acre Minimum Lot Size), Limited Quasi-Public/Private Service. An amendment to the Branson School Use Permit to allow the Ross School PTA to hold a fundraising auction event in the Branson Student Commons building on Saturday March 21, 2015 from 6:00 p.m. to 11:00 p.m. Approximately 250 guests are anticipated. On site valet parking would be provided. Planning department staff is recommending the Town Council amend the Branson School use permit to allow Ross School to hold one similar event per year on the Branson school campus, subject to conditions to minimize neighborhood impacts. The use of the site for the Ross School event could be revoked if the conditions are violated. The Council will also consider waiving all or part of the $1,571.95 use permit amendment application fee.

Senior Planner Elise Semonian summarized the staff report and recommended the Council approve the amendment to the use permit for Ross School PTA to use the Branson site for their auction event once every two years, subject to the findings and conditions outlined in the staff report.

Council member Robbins inquired whether the permit could be approved for ten years. Council member Small agreed. Senior Planner Semonian indicated the use permit could be limited in time.

Town Manager Braulik reminded the Council the non-profit fee waiver policy is on the agenda for the March 12th Council meeting and the fee waiver portion could be postponed until then. Senior Planner Semonian expressed concern they would not qualify under the proposed fee waiver policy.

Mayor Brekhus opened the public hearing on this item.

Tallie Fishburne, Ross School parent and former PTA President, reported the PTA was set up as a 501C(3), but there is currently a glitch with the nonprofit tax ID number which was created by the State PTA. Their volunteers have been working to solve this issue, now in its second year. She liked the Town Manager's suggestion of having the fee waiver considered under the fee waiver policy. She further commented on the notice that was sent out allowed the Ross School to hold one event per year, yet the recommendation Council is considering is for an event every other year. This change is based on one complaint. There are many families who she spoke with who are in favor of the event. The PTA does not plan to host more than one event every year, but if something changed, they may find themselves before the Council again in an odd-numbered year. She hopes Council will consider approving what was proposed on the notice sent.

Senior Planner Semonian did not see any harm with it being approved on an annual basis since, if particular neighbors have any concerns about it, Branson does not have to permit the event.

Mayor closed the public portion and brought the matter back to the Council for action.

Mayor Brekhus asked for a motion.

Council Member Kuhl moved and Mayor Pro Tempore Hoertkorn seconded, to approve 39 Fernhill Avenue, Use Permit No. 1983, for one event per year for 10 years, subject to the findings and conditions outlined in the staff report. Motion carried unanimously.

5. **Open time for matters pertaining to the closed session item in agenda item 6.** None

6. **Closed session.**
   Public Employee Appointment
   Title: Interim Town Manager

7. **Open Session. Council will return to open session and announce action taken, if any.**
The Council gave staff direction to proceed with negotiations to obtain an Interim Town Manager.

8. **Adjournment.**
Mayor Brekhus moved to adjourn the meeting at 8:30 a.m.

_____
Elizabeth Brekhus, Mayor

ATTEST:

_____
Linda Lopez, Town Clerk

REGULAR MEETING of the ROSS TOWN COUNCIL
THURSDAY, DECEMBER 13, 2012
EXCERPT

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1. 4:30 p.m. Commencement.

Present: Mayor Rupert Russell; Mayor Pro Tempore P. Beach Kuhl; Council Member Elizabeth Brekhus; Council Member Katie Hoertkorn; Council Member Carla Small; and Town Attorney Greg Stepanicich

a. 39 Fernhill Avenue, Amendment to Use Permit, No. 1789

The Branson School, Property Owner, The Ross School, Applicant, 39 Fernhill Avenue, A. P. Nos. 73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05, R-1:B-A (Single Family Residence, One Acre Minimum Lot Size), Limited Quasi-Public/Private Service, Zones A and C (areas of minimal flooding, creek is in area of 100 year flood). Application for an amendment to The Branson School use permit to allow Ross School to hold a fundraising auction event in the Branson Student Commons building on Saturday March 16, 2013 from 6:00 p.m. to 11:00 p.m. The school anticipates approximately 300 guests. Valet parking would be provided.

Mayor Russell asked for a motion.

Mayor Pro Tempore Kuhl moved and Council Member Hoertkorn seconded, to approve Consent Calendar Item "g" as submitted by staff. Motion carried unanimously.

<u>39 Fernhill Avenue Conditions:</u>

1. This use permit conditionally permits the Ross School (the "School") to hold a fundraising auction event for approximately 300 guests at the Branson Student Commons building and adjacent school area on Saturday March 16, 2013, from 6:00 p.m. to 11:00 p.m. as described in their application letter.
2. The school may set up for the event on Friday March 15, 2013, and may clean up after the event on Sunday March 17. The Ross School shall use the Branson campus for drop off or pick up of materials and event equipment and not public streets. Care should be taken to minimize disturbance and noise impacts to the residential neighbors, particularly on Sunday morning.
3. As provided in Ross Municipal Code Section 9.20.040, musical instruments, or any device, machine, apparatus, or instrument for the intensification or amplification of the human voice or any sound or noise, shall be ceased after 11:00 p.m. on Saturday March 16.
4. The Ross School shall have valet parking for the event. Branson parking lots shall be utilized for event parking so that street parking is minimized to the greatest extent possible. If valet parking is not possible, the school shall find alternative means of providing transportation for event patrons so that neighboring streets are not used for event parking. The Ross School shall make its best efforts to discourage parking on residential streets in the area of Branson School.

5. The applicant and/or owners shall defend, indemnify, and hold the Town harmless along with its boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or because of any claimed liability based upon or caused by the approval of the project. The Town shall promptly notify the applicant and/or owners of any such claim, action, or proceeding, tendering the defense to the applicant and/or owners. The Town shall assist in the defense; however, nothing contained in this condition shall prohibit the Town from participating in the defense of any such claim, action, or proceeding so long as the Town agrees to bear its own attorney's fees and costs and participates in the defense in good faith.

End of Consent agenda.

g. 39 Fernhill Avenue, Amendment to Use Permit No. 1875
The Branson School, 39 Fernhill Avenue, A.P. Nos. 73-072-04, 73-082-01, 73-082-12, 73-141-03, and 73-151-05, R-1:B-A (Single Family Residence, One Acre Minimum Lot Size), Limited Quasi-Public/Private Service, Zones A and C (areas of minimal flooding, creek is in area of 100 year flood). Application for an amendment to The Branson School use permit to allow temporary use of the tennis courts for additional parking for a one-time fundraising auction that will be held on campus on May 12, 2012, from 6:00 p.m. to 11:00 p.m. The school would provide valet parking.

This item was pulled from the agenda.
End of Consent agenda.

Item No 15e. - Town Council consideration/approval of updated job description of Town Clerk/Administrative Manager and salary recommendation.
Interim Town Manager Patricia Thompson summarized the staff report and recommended that the Council approve the new job description and salary for the position of Town Clerk/Administrative Manager with an annual salary of $78,896 effective July 1, 2012 and authorize the Town Manager to make the permanent appointment and remove the "*Interim*" from the title.

Council Member Strauss discussed procedure and intent. When the Council gave the Administrative Manager the "*Interim*" position as Town Clerk that was to sign checks and other matters handled by the Town Manager. He thought the Council was going to hold off on that title until they had the new Town Manager on board. He is very surprised to see this on the agenda. They are talking about a 10% increase in salary and did not believe the duties have changed that much. It was his understanding that it was "*Interim*" until they had a new Town Manager on board. Interim Town Manager Thompson was not present when the "*Interim*" title was assigned and thought it was one of her duties in regard to the budget. It was one of many personnel items she tried to resolve. Basically, the origination of town clerks goes way back in the 40s, 50s and 60s. Cities and towns did not have professional managers. They mostly had a town clerk, police chief, fire chief, and a public works director. The town clerk often handled all the administration work and record management. Over time most cities gravitated away from that and it has become a high level administrative technical position. It is a mid management position and a highly skilled professional position. The town clerk is responsible for records management, public notices, elections, payroll, employee benefits and IT coordination and that is why staff recommended retaining the Administrative Manager/Town Clerk. Linda Lopez has been acting in that position for six months with the understanding that the Council wanted to make that transition. Interim Town Clerk Lopez is a more specialized Town Clerk and has been interacting with other towns. It would be appropriate for her to continue with the training in the clerk's position. Staff conducted a salary survey, and as indicated in the staff report, the salaries range from $70,000 to $90,000. Interim Town Clerk Lopez has been dealing with all assignments, but never had the title, so placing her in the mid category would be appropriate. Currently Ross does not have salary ranges.

Interim Town Manager Thompson noted that education continues to evolve and Interim Town Clerk Lopez can attend regional meetings to better understand noticing, elections, agenda and contracts. Once she has the title of "*Town Clerk*," she can intermix with colleagues and grow. On her own, she has learned quite a bit.

SPECIAL MEETING of the ROSS TOWN COUNCIL
THURSDAY, NOVEMBER 4, 2010
EXCERPT

1. 6:30 P.M. Commencement.

Present: Mayor Martin; Mayor Pro Tempore Small; Council Member Hunter, Council Member Russell; Council Member Strauss; and Town Attorney Hadden Roth

a. 39 Fernhill Avenue, Use Permit No. 1789

The Branson School, Property Owner, The Ross School, Applicant, 39 Fernhill Avenue, A. P. Nos. 73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05, R-1:B-A (Single Family Residence, One Acre Minimum Lot Size), Limited Quasi-Public/Private Service, Zones A and C (areas of minimal flooding, creek is in area of 100 year flood). hold a fundraising auction event in the Branson Student Commons building on Saturday May 14, 2011 from 6:00 p.m. to 11:00 p.m. The school anticipates approximately 350 guests. Valet parking is proposed on the soccer field and parking would also be available in the Branson parking lot.

Mayor Martin asked for a motion.

Council Member Hunter moved and Council Member Russell seconded, to approve Consent Calendar Item "e" as submitted by staff. Motion carried unanimously.

<u>Conditions - Ross School use of Branson School</u>:

1. This use permit conditionally permits the Ross School (the "School") to hold a fundraising auction event for approximately 350 guests at the Branson Student Commons building and adjacent school area on Saturday May 14, 2011 from 6:00 p.m. to 11:00 p.m. as described in their application letter.
2. The school may set up for the event on Friday May 13, 2011, and may clean up after the event on Sunday May 15. The Ross School shall use the Branson campus for drop off or pick up of tents and other event equipment and not public streets. Care should be taken to minimize disturbance and noise impacts to the residential neighbors, particularly on Sunday morning.
3. As provided in Ross Municipal Code Section 9.20.040, musical instruments, or any device, machine, apparatus, or instrument for the intensification or amplification of the human voice or any sound or noise, shall be ceased after 11:00 p.m. on Saturday May 14.
4. The Ross School shall have valet parking for the event on the Branson soccer field. Branson parking lots shall be utilized for event parking so that street parking is minimized to the greatest extent possible. If valet parking is not possible, the school shall find alternative means of providing transportation for event patrons so that neighboring streets are not used for event parking.
5. The applicant and/or owners shall defend, indemnify, and hold the Town harmless along with its boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or because of any claimed liability based upon or caused by the approval of the project. The Town shall promptly notify the applicant

and/or owners of any such claim, action, or proceeding, tendering the defense to the applicant and/or owners. The Town shall assist in the defense; however, nothing contained in this condition shall prohibit the Town from participating in the defense of any such claim, action, or proceeding so long as the Town agrees to bear its own attorney's fees and costs and participates in the defense in good faith.

End of Consent agenda.

long as the Town agrees to bear its own attorney's fees and costs and participates in the defense in good faith.

27. 39 Fernhill Avenue, No. 1789

This item has been continued to the August 12, 2010 meeting.

The Branson School, 39 Fernhill Avenue, A.P. Nos. 73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05, R-1:B-A (Single Family Residence, One Acre Minimum Lot Size), Limited Quasi-Public/Private Service, Zones A and C (areas of minimal flooding, creek is in area of 100 year flood). Request for an amendment to school use permit for a new, approximately 650 square foot, one-bedroom apartment to be created within an existing building near the Newhouse building with the addition of a kitchen and shower. The unit would be used by a household associated with the school. The school would dedicate one existing parking space adjacent to the building to the unit. The addition of the new unit would bring the total units associated with the school site up to 10.

Existing and proposed conditions for all Branson-owned parcels:

Lot area	707,897 square feet	
Existing Floor Area Ratio	15.0%	
Proposed Floor Area Ratio	15.0%	(15% permitted)
Existing Lot Coverage	11.1%	
Proposed Lot Coverage	11.1%	(15% permitted)

28. 57 Laurel Grove Avenue, No. 1758

Jennifer Maxwell, 57 Laurel Grove Avenue, A.P. No. 72-181-08, R-1:B-A (Single Family Residence, 1-acre minimum lot size), Very Low Density (.1 - 1 units per acre). Design review of a new catchment wall, up to 4 feet tall, with a stone finish to match the existing columns and walls, on the uphill side of the roadway below the residence and for a 6-foot tall, front yard, fence and gate. The applicants propose modified exterior materials for the project including grey black slate roof shingles with a royal purple slate accent, black painted wood trim, and cut stone. The applicant will also present a construction management plan for the project. The approved project allows demolition of the existing 5,746 square foot residence and construction of a new residence consisting of 3,978 square feet of living area on two stories over a 1,800 square foot basement/storage level and an attached, 593 square foot, two-car garage. Total development of 6,371 square feet of floor area is approved.

Gross lot area	52,609 sq. ft.	
Effective lot area	44,721 sq. ft.	
Existing Floor Area	12.9%	
Approved Floor Area	14.3%	(15% permitted)
Existing Lot Coverage	7.5%	
Approved Lot Coverage	7.2%	(15% permitted)

* The slope of the site is 38%, the hillside lot design standards would recommend a guideline floor area of 3,592 square feet.

Senior Planner Elise Semonian summarized the staff report and believed the revisions to the materials and the fence and the wall project are, on a whole, in substantial compliance with

at anytime. Also, notices are mailed out for ADR meetings, which gives a little more advanced notice of certain items.

Mayor Pro Tempore Hunter asked staff if 30 days is standard. Town Manager Broad indicated that 30 days is State law. Town Manager Broad noted at one time it was a 21-day period, since the process is geared toward moving applications through quickly. As proposed, it will make for a smoother and better process. Staff is very excited about this change. With this rolling timeframe, applicants will be able to submit material on a better pace.

Mayor Pro Tempore Hunter opened the public hearing on this item.

Carla Small, Duff Lane resident, questioned if all information will be turned in 30-days before the public hearing. Mayor Pro Tempore Hunter explained that once all material is submitted then the matter is placed on the agenda. Ms. Small believed the public must be clearly educated in this regard because it is very confusing. Mayor Pro Tempore Hunter noted that an item would not be placed on an agenda until the application is complete. Senior Planner Semonian pointed out that she is human and mistakes may sometimes be made when reviewing an application for completeness.

Council Member Cahill believed if minor detail is missing, staff should have discretion in judging what material is required for an application so that an applicant is not unfairly delayed.

There being no further public testimony on this item, the Mayor Pro Tempore closed the public portion and brought the matter back to the Council for discussion.

The Council reached consensus and agreed that planning items should only be scheduled for Town Council meetings after the applications have been determined to be complete, with all required materials submitted. Incomplete applications will not be scheduled for Town Council review. Similarly, items continued by the Town Council will be reviewed for completeness before they are rescheduled and not automatically placed on the next Council agenda. Staff and the Council believe the more formal review timeline will create a smoother process for both the applicant and neighbors.

The Council took a short recess at 10:29 p.m. and reconvened at 10:36 p.m.

10.8.09

25. **39 Fernhill Avenue, Amendment to Variance, Design Review No. 1661**
The Branson School, 39 Fernhill Avenue, A.P. Nos: 73-082-01, 73-082-12, 73-141-03 and 73-151-05, R-1:B-A (Single Family Residence, One Acre Minimum Lot Size), Limited Quasi-Public/Private Service. Amendment to plans approved by the Town Council on June 11, 2009, for new entry columns near the intersection of Fernhill Avenue and Circle Drive. The applicant requests approval of modifications to the landscape plan, new lighting to illuminate the signage on the columns, and the addition of lights at the top of each column, which would increase the height of each column to 11.5 feet. Tree removal permit to remove the elm tree located to the right of the entry columns.

Senior Planner Elise Semonian summarized the staff report and recommended that the Council approve the application subject to the findings and conditions outlined in the staff report.

Council Member Cahill asked staff if the lighting complied with the Town regulation. Senior Planner Semonian indicated that she believed the lighting complied with the regulations, but that down lights could certainly be specified.

Council Member Martin stated that the elm tree is stressed due to the lack of water. Senior Planner Semonian noted that the Town Arborist had inspected he trees the day of the hearing and indicated that the tree has poor form, was probably stressed from lack of water, and she did not object to its removal.

Branson School representative desired the tree to be removed since it is in the middle of a hedge and that particular elm tree is within a 74-foot radius of already diseased elm trees. Also, they are further willing to entertain a down light configuration, if so desired.

Mayor Pro Tempore Hunter opened the public hearing on this item, and seeing no one wishing to speak, the Mayor Pro Tempore closed the public portion and brought the matter back to the Council for discussion and action.

Council Member Cahill had no objection. He desired, as a policy only, to approve down lighting for outdoor lighting.

Council Member Martin wanted to preserve the tree and provide the appropriate amount of water, so the tree can thrive. He felt it is bad precedent to remove any type of mature tree.

Council Member Skall had no objection to the plans and supported down lighting as well.

Mayor Pro Tempore Hunter appreciated Council Member Martin's comments in regard to the tree. He also believed the down lighting is a good idea. If the tree has a chance of surviving, especially if it received the appropriate amount of water, he wanted it preserved. Branson School Representative pointed out that their arborist stated that due to the tree being located in the middle of the design plan that it would end up with a disease and should be replaced with a maple along with the three street trees. As far as a continuance, that is a bigger problem due to the extent their project is 95% complete and a continuance would be more costly. They want to proceed with work. He asked the Council to think about ways to move forward with a decision. The diameter of that tree is around 12 to 14 in. and it is 25 ft. tall. The replacement will not be as tall, but a big presence will be known. They intend on planting one tree, but if the elm is removed they would, at staff's direction, plant three 48 in. box street trees.

Council Member Cahill felt it would be much more attractive if they moved forward with their design without elm tree, but he also hates to remove mature trees. Council Member Martin reiterated that it is bad precedent to remove mature elm trees.

Mayor Pro Tempore Hunter agreed to move the project as presented given the fact that they will replace the elm tree as well as plant three street trees.

Mayor Pro Tempore Hunter asked for a motion.

Council Member Cahill moved and Council Member Skall seconded, to approve the Branson School project with the findings and conditions outlined in staff report with an additional condition that the lighting on the columns be down lighting. Motion carried 3-1-1. Martin abstained. Strauss absent.

Conditions for 39 Fernhill:

1. This approval allows for modifications to the entry structure, landscaping and new lighting as proposed on the plans dated September 2009 except as otherwise provided in these conditions.
2. No uplighting is approved. The columns may be lit by low-wattage lighting that is directed downward.
3. The tree removal request is approved. The applicant shall plant at least three 48" box size trees (species to be determined by the Public Works Department) along Fernhill Avenue (exact locations to be determined by the Public Works Department). The applicant shall be responsible for irrigating the trees until established.
4. The unimproved areas in front of the entry, within the right-of-way, shall be landscaped to preclude parking.
5. The location of the stop sign and street markings shall be reviewed and approved by the Public Works Department prior to installation.
6. A recorded revocable encroachment permit may be required from the public works department for all improvements within the Town right-of-way.
7. The project shall be subject to all conditions of the September 11, 2009, Town Council approval.
8. This project is subject to the conditions of the Town of Ross Construction Completion Ordinance. No extension of the construction time is granted by this approval and the proposed modifications shall fall under the existing building permit for the project. If construction is not completed by the construction completion date provided for in that ordinance, the owner will be subject to automatic penalties with no further notice. As detailed in Municipal Code Section 15.50.040 construction shall be complete upon the final performance of all construction work, including: exterior repairs and remodeling; total compliance with all conditions of application approval, including required landscaping; and the clearing and cleaning of all construction-related materials and debris from the site. Final inspection and written approval of the applicable work by Town Building, Planning and Fire Department staff shall mark the date of construction completion.
9. The Town Council reserves the right to require additional landscape screening for up to three (3) years from project final.
10. NO CHANGES FROM THE APPROVED PLANS, BEFORE OR AFTER PROJECT FINAL, SHALL BE PERMITTED WITHOUT PRIOR TOWN APPROVAL. RED-LINED PLANS SHOWING ANY PROPOSED CHANGES SHALL BE SUBMITTED TO THE TOWN PLANNER FOR REVIEW AND APPROVAL PRIOR TO ANY CHANGE.
11. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with its boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or because of any claimed liability based upon or caused by the approval of the project. The Town shall promptly notify the applicants

and/or owners of any such claim, action, or proceeding, tendering the defense to the applicants and/or owners. The Town shall assist in the defense; however, nothing contained in this condition shall prohibit the Town from participating in the defense of any such claim, action, or proceeding so long as the Town agrees to bear its own attorney's fees and costs and participates in the defense in good faith.

26. **21 Fernhill Avenue, Variance and Design Review No. 1753**
Brian and Rachel Wells, 21 Fernhill Avenue, A.P. No. 73-091-37, R-1:B-20 (Single Family Residence, 20,000 sq. ft. minimum lot size), Low Density (1 - 3 units per acre). Proposal for redevelopment of the site including applications for design review, variance, demolition permit and second unit permit. The project includes demolition of the existing residence and construction of a 4,082 square foot new residence, 469 square foot detached garage, 160 square foot pool house and landscape improvements including a 16-foot by 32-foot pool. The exterior materials for the French country style residence include cement plaster siding, slate roofing and painted wood windows and doors. A floor area ratio variance is requested for 541 square feet of a 613 square foot, attached, second unit. A side setback variance is requested to permit 25 square feet of terrace area within the west side yard setback (20 feet required, 16 feet proposed). Setback variances are requested to maintain the play structure within the front yard setback (25 feet required, 16 feet proposed) and east side yard setback (20 feet required, 10 feet proposed).

Lot area	27,802 sq. ft.	
Existing Floor Area	13.5%	
Proposed Floor Area	16.9%	(15% permitted)
Existing Lot Coverage	11.1%	
Proposed Lot Coverage	9.7%	(15% permitted)

Senior Planner Elise Semonian summarized the staff report and recommended that the Council approve the application subject to the findings and conditions outlined in the staff report. Staff noted that additional letters were received in support of the project since the staff report was prepared. She allowed the Council time to read a letter received by the owner of 15 Fernhill.

Greg Johnson, architect, discussed the key components. They met with ADR and the overall sense was favorable. They reduced impervious surfaces, reduced the lot coverage and reduced the FAR to 15%. They have special circumstances in terms of needs for locating the second unit above the garage. They are balancing needs of the family and the location of the second unit above the garage in the front yard or back yard. They reduced the square-footage within the building as much as possible. The delineation of that space has been made very clear. In terms of the one variance for the small encroachment of the patio into the side yard, they will modify to not encroach into the side yard setback. They believe as stated in the staff report, the findings can be made for the 1.9% variance request. The project has wonderful merits to it. They will do a rainwater collection system in terms of cisterns under the structure of the garage. As a goal, they would like to achieve 60 or higher in terms of the Green Point Rating system. Even though it is not a requirement, he is using such rating system on all his projects throughout the Bay Area for sensible design and taking advantage of some innovations, which would include solar. The project received unanimous support from the neighbors and there is very little impact. It is a design they all can be proud of. It is

Council Member Cahill moved and Mayor Pro Tempore Hunter seconded, to approve Consent Calendar Item "a" as submitted by staff. Motion carried unanimously.

b. Town Council consideration of MCSTOPPP JEPA revisions.

Mayor Strauss asked for a motion.

Council Member Cahill moved and Mayor Pro Tempore Hunter seconded, to approve Consent Calendar Item "b" as submitted by staff. Motion carried unanimously.

c. 39 Fernhill Avenue, Amendment to Design Review No. 1661
The Branson School, 39 Fernhill Avenue, A.P. Nos. 73-082-01, 73-082-12, 73-141-03 and 73-151-05, R-1:B-A (Single Family Residence, One Acre Minimum Lot Size), Limited Quasi-Public/ Private Service Amendment to plans approved by the Town Council on September 11, 2007, for new buildings and related site improvements at the private high school campus. The applicant requests design review approval to re-landscape between the buildings in the "Quad" area (the lower area of the campus), which involves 270 cubic yards of fill.

Mayor Strauss asked for a motion.

Council Member Cahill moved and Mayor Pro Tempore Hunter seconded, to approve Consent Calendar Item "c" based on the findings in the staff report and subject to the following conditions. Motion carried unanimously.

Conditions:

1. This approval allows for re-landscaping the "Quad" area between the lower campus buildings as shown on the plants dated 6/1/09 on file with the Ross Planning Department.
2. The existing well at the site shall be relocated and the pump installed underground prior to project final in order to eliminate neighbor concerns regarding the noise generated by the existing pump equipment.
3. The Town Council reserves the right to require additional landscape screening for up to three (3) years from project final.
4. The project shall be subject to all conditions of the September 11, 2009, Town Council approval.
5. This project is subject to the conditions of the Town of Ross Construction Completion Ordinance. No extension of the construction time is granted by this approval and the proposed modifications shall fall under the existing building permit for the project. If construction is not completed by the construction completion date provided for in that ordinance, the owner will be subject to automatic penalties with no further notice. As detailed in Municipal Code Section 15.50.040 construction shall be complete upon the final performance of all construction work, including: exterior repairs and remodeling; total compliance with all conditions of application approval, including required landscaping; and the clearing and cleaning of all construction-related materials and debris from the site. Final inspection and written approval of the applicable work by Town Building, Planning and Fire Department staff shall mark the date of construction completion.

6. NO CHANGES FROM THE APPROVED PLANS, BEFORE OR AFTER PROJECT FINAL, SHALL BE PERMITTED WITHOUT PRIOR TOWN APPROVAL. RED-LINED PLANS SHOWING ANY PROPOSED CHANGES SHALL BE SUBMITTED TO THE TOWN PLANNER FOR REVIEW AND APPROVAL PRIOR TO ANY CHANGE.
7. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with its boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or because of any claimed liability based upon or caused by the approval of the project. The Town shall promptly notify the applicants and/or owners of any such claim, action, or proceeding, tendering the defense to the applicants and/or owners. The Town shall assist in the defense; however, nothing contained in this condition shall prohibit the Town from participating in the defense of any such claim, action, or proceeding so long as the Town agrees to bear its own attorney's fees and costs and participates in the defense in good faith.

Mayor Strauss recused himself from Consent Agenda Item d in order to avoid the appearance of a conflict.

d. 2 Chestnut Avenue, Variance and Design Review No. 1743
Daniel & Iris Winey, 2 Chestnut Avenue, A.P. No. 73-301-04, R-1:B-10 (Single Family Residential), Medium Low Density (3-6 Units/Acre). Application for design review and variance for a new one-car garage to replace the existing garage within the side yard setback (15 feet required, 0 feet proposed) and rear yard setback (40 feet required, 0 feet proposed). The garage would have a maximum ridge height of 19 feet (30 feet permitted).

Lot area	4,560 sq. ft.	
Existing Floor Area	48.5%	
Proposed Floor Area	48.5%	(20% permitted)
Existing Lot Coverage	25.6%	
Proposed Lot Coverage	25.6%	(20% permitted)

The existing structure is nonconforming in setbacks

Mayor Pro Tempore Hunter asked for a motion.

Council Member Cahill moved and Council Member Martin seconded, to approve Consent Calendar Item "d" based on the findings in the staff report and subject to the following conditions. Motion carried 4-0-1. Strauss absent.

The project shall be subject to the following conditions, which shall be reproduced on the first page(s) of the project plans:

1 This approval is for the plans dated March 31, 2009, on file with the Planning Department. No changes from the approved plans, before or after project final, shall be permitted without prior Town approval. Red-lined plans showing any proposed changes shall be submitted to the Town Planner for review and approval prior to any change.
2 A recorded revocable encroachment permit shall be required from the public works

4. This project shall comply with all requirements of the Department of Public Safety. A street number must be posted (minimum 4 inches on contrasting background.
5. The Town Council reserves the right to require additional landscape screening for up to three (3) years from project final.
6. Any person engaging in business within the Town of Ross must first obtain a business license from the Town and pay the business license fee. Prior to the issuance of a building permit, the owner or general contractor shall submit a complete list of contractors, subcontractors, architects, engineers and any other people providing project services within the Town, including names, addresses and phone numbers. All such people shall file for a business license. A final list shall be submitted to the Town prior to project final.
7. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with its boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or because of any claimed liability based upon or caused by the approval of the project. The Town shall promptly notify the applicants and/or owners of any such claim, action, or proceeding, tendering the defense to the applicants and/or owners. The Town shall assist in the defense; however, nothing contained in this condition shall prohibit the Town from participating in the defense of any such claim, action, or proceeding so long as the Town agrees to bear its own attorney's fees and costs and participates in the defense in good faith.

b. 39 Fernhill Avenue, Variance No. 1661

The Branson School, 39 Fernhill Avenue, A.P. Nos. 73-082-01, 73-082-12, 73-141-03 and 73-151-05, R-1:B-A (Single Family Residence, One Acre Minimum Lot Size). Amendment to plans approved by the Town Council on September 11, 2007, for new buildings and related site improvements at the private high school campus to modify the approved roof material on the new Student Commons and Fine Arts Center buildings from simulated slate to grey standing seam metal.

The applicant has withdrawn their request to demolish the entry structure at Circle Drive and Fernhill Avenue (described in the mailed notice).

Mayor Cahill asked for a motion.

Council Member Martin moved and Council Member Skall seconded, to approve Consent Calendar Item "b" as submitted by staff. Motion carried unanimously.

Conditions Branson 39 Fernhill

1. This approval allows a modification of the approved roof material to standing seam metal. The request to demolish the entry structure has been withdrawn by the applicants.
2. The project shall be subject to all conditions of the September 11, 2009, Town Council approval.
3. This project is subject to the conditions of the Town of Ross Construction Completion Ordinance. No extension of the construction time is granted by this approval and the proposed modifications shall fall under the existing building permit for the project. If construction is not completed by the construction completion date provided for in that ordinance, the owner will be subject to automatic penalties with no further notice. As

detailed in Municipal Code Section 15.50.040 construction shall be complete upon the final performance of all construction work, including: exterior repairs and remodeling; total compliance with all conditions of application approval, including required landscaping; and the clearing and cleaning of all construction-related materials and debris from the site. Final inspection and written approval of the applicable work by Town Building, Planning and Fire Department staff shall mark the date of construction completion.

4. The Town Council reserves the right to require additional landscape screening for up to three (3) years from project final.
5. NO CHANGES FROM THE APPROVED PLANS, BEFORE OR AFTER PROJECT FINAL, SHALL BE PERMITTED WITHOUT PRIOR TOWN APPROVAL. RED-LINED PLANS SHOWING ANY PROPOSED CHANGES SHALL BE SUBMITTED TO THE TOWN PLANNER FOR REVIEW AND APPROVAL PRIOR TO ANY CHANGE.
6. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with its boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or because of any claimed liability based upon or caused by the approval of the project. The Town shall promptly notify the applicants and/or owners of any such claim, action, or proceeding, tendering the defense to the applicants and/or owners. The Town shall assist in the defense; however, nothing contained in this condition shall prohibit the Town from participating in the defense of any such claim, action, or proceeding so long as the Town agrees to bear its own attorney's fees and costs and participates in the defense in good faith.

End of Planning Consent Agenda.

Town Attorney Hadden Roth excused himself from the Town Council meeting at 9:01pm.

c. 109 Bolinas Avenue, Variance and Design Review No. 1727
Mark Millstein, 109 Bolinas Avenue, A.P. No. 73-041-34, R-1 (Single Family Residence, 5,000 Sq. Ft. Minimum Lot Size), Medium Density (6-10 Units/Acre). Design review and variances for the following: 1.) a 275 square foot addition to an existing residence for a pool equipment shed, family room, and master bedroom expansion within the side setbacks (15 feet required, 7 feet proposed); and 2.) a new 36-foot by 20 foot swimming pool and deck area within the rear yard setback (40 feet required, 25 feet proposed) and northeast side yard setback (15 feet required, 6 feet proposed).

Lot area	9,600 square feet
Existing Floor Area Ratio	20.9%
Proposed Floor Area Ratio	23.7% (20% permitted)
Existing Lot Coverage	20.9%
Proposed Lot Coverage	23.7% (20% permitted)

The existing residence is nonconforming in setbacks.

Mayor Pro Tempore Strauss was surprised to see this item on the consent agenda since there was so much discussion at their last meeting, and he wanted to explore the matter in more detail as well as provide Council Member Hunter an opportunity to comment.

18. **68 Bridge Road, Design Review No. 1666**
Janell Hobart, applicant, 68 Bridge Road, Ross, A.P. No. 73-302-11, R-1:B-20 (Single Family Residence, 20,000 sq. ft. Minimum Lot Size). Design review to allow replacement of the existing 6 foot 10 inch automobile gate on Bridge Road, in the front yard, with a 6 foot tall, solid wood, gate.

For the benefit of people arriving late to the meeting, Mayor Hunter re-announced that the item had been withdrawn from the agenda by the applicant.

19. **39 Fernhill Avenue, Variance, Design Review, Use Permit Amendment, Demolition, Lot Line Adjustment, Conditional Exception to Subdivision Ordinance, and Tree Removal No. 1661**
The Branson School, 39 and 71 Fernhill Avenue, A.P. Nos. 73-072-04, 73-082-01, 73-082-12, 73-141-03 and 73-151-05, R-1:B-A (Single Family Residential, 1 Acre Minimum Lot Size). Amendment to use permit, design review and demolition permit to allow new buildings and related site improvements on existing private high school campus including: 1.) construction of new 7,550 sq. ft. student commons building, in area down slope of tennis court and parking lot, to be used for a new dining hall, bookstore, kitchen, offices, restrooms and lounge; 2.) widening road to the lower campus to 18 feet for fire access, which includes construction of new retaining walls; 3.) demolition of 550 sq. ft. of fine arts building ("Newhouse") and construction of accessible lift and steps at the main entry; 4.) construction of 3,278 sq. ft. fine arts center; 5.) demolition of 400 sq. ft. bookstore; 6.) various retaining walls up to 4 feet in height; 7.) 1,162 cubic yards of cut and 1,274 cubic yards of fill; 8.) tree removal, including removal of a 16 inch diameter birch, 24 inch diameter liquid ambar, and 14 inch diameter tulip tree.

Lot line adjustment to transfer 3,652 square feet from 71 Fernhill Avenue to the main school lot so that a side setback variance is not necessary for the new student commons building. The 71 Fernhill Avenue lot area would be reduced from 58,973 sq. ft. to 55,321 sq. ft., increasing the floor area ratio from 6.0% to 6.4%, and reducing the average width from 147 to 138 feet (150 feet required). The main school lot area would increase from 591,304 sq. ft. to 587,652 sq. ft. and the floor area would increase from 13.5% to 15.3% with the new construction.

No change in student enrollment or number of on-site parking spaces is proposed.

Existing and proposed conditions for all Branson-owned parcels:

Lot area	707,897 square feet	
Existing Floor Area Ratio	13.6%	
Proposed Floor Area Ratio	15.0%	(15% permitted)
Existing Lot Coverage	9.6%	
Proposed Lot Coverage	11.1%	(15% permitted)

Town Manager Broad announced that due to his daughter attending Branson School, he has had no involvement with this application and Senior Planner Elise Semonian had prepared and would present the staff report.

Senior Planner Elise Semonian gave the staff report, stating the application is to construct two new buildings including a new student commons building in the lower campus area and a fine arts building in the upper part of the campus. Staff is supportive of the design. The new student commons building is proposing green building elements and the school may be seeking LEED certification. They are widening the driveway to 18 feet, adding a service access, re-arranging some parking spaces, and no additional student enrollment would occur, as the school was set at 320 students by initiative and does not intend to increase the faculty. The cafeteria would turn into small group classes, and if they are not changing the use of the space staff does not see a problem reviewing the interior plans at a staff level.

In addressing issues, the applicants have done an excellent job in talking and meeting with neighbors. There are a variety of interests and changes have been made in response to concerns. Issues involve circulation, which has been improved, construction impacts, and the applicant has prepared a construction management plan with the intent to construct the driveway and use the access, and then allow construction vehicles through the main gates for access to the fine arts building. They would allow vehicles to park on the tennis courts and staff directed all staging to take place on-site and not on public streets.

Concerns have been raised using the main gate for access, but staff feels that there should be no problems if it is timed when there is no student drop-off or pick-up. Ms. Semonian said it is typical for Public Works to review the construction management plan, the intent is to not have all construction vehicles using Bolinas Avenue for every trip, and Branson school officials have volunteered to update their school traffic and parking plan after construction. The traffic and parking generated by the school use has been a long time concern for residents. Some efforts have been made to reduce impacts on neighbors, but this is still a concern. There may be things that could be done, so they recommend a traffic study be done after construction to identify improvements and they can look at the traffic plan to see if components can be put into place. However, staff does not feel it should be tied into this project and does not expect the traffic to increase from what it is today.

Staff did not recommend a modification to the speed bumps, but believed new signage to alert drivers of the Circle Drive residential area would be appropriate. She noted one neighbor was concerned with screening and landscaping on Circle Drive, which she pointed out on the plans. Branson School has proposed to install landscaping consistent with Circle Drive, as well as a fence/wall for additional privacy, but staff felt landscaping would be sufficient and is recommending approval with conditions outlined in the staff report.

Woody Price, Head of School, echoed comments of Ms. Semonian, said they have made major modifications in response to neighbor's concerns, are still listening to on-going concerns and said they would try their best to meet them. He noted Ross residents were present who served on the task force, as well as Mary Griffin, Branson's Architect, who would present the plans.

Mary Griffin, architect, said they have been working primarily on enhancing facilities and locating them so as not to impact the surrounding communities. She said Branson used to be a residential school with dorms, but over the years dorms no longer existed, the dining hall is removed and accessed from the rear, and because it is a closed campus, students do not leave for lunch. There has been an increasing need for a student commons area and one proposal is to develop a new commons dining hall in the Glen with new technologies, a courtyard and with building that open up to the Glen. The road will be widened, they will rework the parking at the bottom of the hill in order for two cars to safely pass, will improve the turn-around and vehicular pattern and a drive would be added off the current driveway which would allow emergency vehicles to get to the back side of the building and service vehicles to access it.

Ms. Griffin said the glen side is 35 feet below the tennis courts, and therefore, the building could not be seen especially given all of the mature trees. The student commons building is proposed at 7,500 square feet and the other building is attached to the formal residence called New House. It has a flat one-story addition and they are proposing taking it off and adding a 3,200 square foot building with a new ceramic sculpture studio and rehearsal room. They currently only use the living room and it is not large enough.

Story poles are up, they will improve the front entry and add an accessible lift, a new courtyard will be added between the two buildings along the front and side and the projects fit within the FAR that Branson has negotiated over the last several years. She also noted they would be built simultaneously, a construction management plan has been developed, and noted the building's green features included photovoltaic panels, recycled roofing, passive cooling, radiant heat, and living roof on the two lower sections which will allow for rain and runoff to be absorbed. She presented the art building, which is one-story, a new house with revised entry, large music rooms, restrooms, a digital media room, the ceramic studio, and it will be designed to go with the new house.

Mayor Pro Tempore Cahill asked for Ms. Griffin's opinion regarding the need for a fence or wall adjacent to the arts building, which was requested by a neighbor. Ms. Griffin said they have had multiple meetings with neighbors. In response to one meeting, they had the landscape architects review it and the school had cleaned up some of the landscaping behind the new house. Their initial response was the character of Circle Drive was one of hedges, so if they could get the hedges to prosper, it would be more in keeping to see hedge than wall. But, if hedges do not prosper, they could implement a fence/wall in the area.

Public Comments:

Martin Shore, resident at 11 Circle Drive, thanked the school for being very amenable to the neighbors and their concerns and said his concerns involved the construction management plan and the wall. The plan shows for a new courtyard area which is close to Circle Drive and the proximity of the new building. He lives on Circle Drive and wants planting and hedging to be consistent, but the reasoning for the wall is to create separation from the new congregating area, which will be close to Circle Drive and from the residential area and school area noise. He said they are concerned with the idea of

only landscaping, stating planting can vary in height and bulk, the new building is 3,200 square feet, they would see it every day and all five neighbors on Circle Drive are also concerned. Additionally, part of the reasoning for having planting and the wall is to discourage foot traffic which would spill out on Circle Drive. He noted the existence of illegal parking that occurs in the area and they would want this discouraged because it would now become an attractive place to access the new building from the back. Regarding the idea of using the main gate for construction vehicles and traffic, he felt this was their only way of access to and from the property. He felt with construction vehicles entering and exiting such a tight area, it would be difficult getting through the archway and felt it would be a problem. He hoped that the construction management plan looked at this, and said his thought was that given the cost of making a construction road to access the bottom building, all construction should go through the new temporary road and come up the hill to access the new arts building instead of using the main entry. He also said there is a blind spot on Circle Drive when making a right-hand turn onto Fernhill. It is difficult in the mornings, after school, and with activities, buses going in and out, they are concerned about the variety of construction vehicles and their timing. Otherwise, he said the school has done a wonderful job trying to work through the process and thanked them for modifying plans to address other concerns as well.

Pat Moody Fields, resident at 40 Glenwood Avenue, said she has seen the expansion of the school over time, noted traffic increases, blind curves, and very recent episodes of people speeding and stopping to pick-up and drop-off students. She appreciates the cooperation the school has shown in the plans and in working with neighbors, but the one thing not addressed was the construction management plan. She hoped Glenwood Avenue and its 7 houses are not totally impacted 100% by all the traffic coming and going, as there were already problems. The no left-turn onto Bolinas Lane increases their neighborhood traffic. There are young children on the street, she has had cats killed in the past, it is impossible to get out of their driveways in the morning due to the blind curve, she has been personally side-swiped at Fernhill and Glenwood by a student, students and parents speed when they are late to school and felt the situation was extremely hazardous. She hoped for a safe and effective construction management plan and requested mitigating traffic problems on Glenwood Avenue.

Frank Malin, resident at 6 Fernhill, thinks Branson School is a great place and the new plans would enhance student facilities. He is concerned about flooding because the project would add another 12,000 square feet of structure and hardscape on the campus. The student commons is a huge catchment for water, the water will go into the creek and flood and he felt this was the kind of project where one must start thinking about impacts of flooding, runoff, covering over Ross Valley with concrete and other non-permeable surfaces, and he felt it was a big problem, difficult to deal with, and hoped the Council would consider runoff effects when considering other projects.

Council Member Skall felt the architect has done a wonderful job, thinks they worked with neighbors very well and he is sure other concerns could be further addressed. He felt it would be a big project with some impacts but the school will be open and operating at the same time. He felt that part of living in Ross is recognizing the Town is almost 200 years old and things must be improved. People should recognize that

facilities need upgrade, there will be an inconvenience, but it will be done right and thinks the Council should move forward with approving the project.

Council Member Strauss felt it was a great project; he walked the area and felt the Architect had done a great job. He liked the green building aspects and hoped the water retention issues could be addressed and for Public Works to work out issues relating to the construction management plan.

Mayor Pro Tempore Cahill agreed the architect did a terrific job, supports the project, feels the project's green elements are excellent, working with the neighbors has been a model, acknowledged Mr. Malin's comment as important but he believed the matter would be addressed through conditions of staff.

Ms. Semonian said it would be their intent to retain all water on site and the water does go into the commons area, but there is a great distance where it could be diverted off the site. She noted Hydrologist Matt Smeltzer would be reviewing the drainage plans on the Town's behalf,

Council Member Durst said she loves the plan. Regarding comments about the traffic concerns, she was impressed with Dr. Field's letter to the parents and their traffic and parking handbook, which represents a significant change in how they are treating getting students on campus. There are things that should be undertaken to pull cars out of the area so that the students are less tempted to park on Bolinas Avenue. She said she was sympathetic as she lives on Upper Road, her husband has been hit by a Branson student, and the students do pick up their friends in the middle of the road, it is annoying, there are things the Town can do to be more clever about how we plan for parking in the area and suggested permits being issued, She felt the design worked nicely, likes the amount of green building and felt the plan was terrific.

Mayor Hunter echoed Council Member Durst's comments, felt the process has been exemplary, said over a year ago certain comments were made about what was being planned and it is great to see a re-thinking of the situation had taken place. He felt the concerns regarding the construction management plan were real, there are also two houses under heavy construction with pickup trucks on Fernwood and he would recommend that when the plan is ready to be finalized, allow interested members of the public to review it prior to its finalization. Senior Planner Semonian noted Condition 4 requires the plan to include construction routes, so when they are submitted, they can be available for public review.

Mayor Pro Tempore Cahill suggested modifying Condition 5 that would require Branson to provide irrigation for any trees added by the street tree committee.

Council Member Durst referred to the fence/wall request and said she would like to have a wait and see approach after the building is completed. Staff can look at how to screen it from the street and how it provides privacy for Circle Drive. Regarding landscaping, she suggested Dazzle berry between the main building and the road and the new building landscaping be planted more aggressively so it retains more water. Rather than

grass, she suggested taking a look at other methods for getting the hillside to hold more water .

Mayor Hunter reminded public speakers that the Town has the right to revisit any project during a three-year period of time, should it turn out to be a problem.

ACTION: Council Member Durst moved, Council Member Skall seconded, to approve the request at 39 Fernhill Avenue for Variance, Design Review, Use Permit Amendment, Demolition, Lot Line Adjustment, Conditional Exception to Subdivision Ordinance, and Tree Removal No. 1661 subject to the conditions listed below, with the additional request to modify Condition 5 to indicate that the applicant provide irrigation for any added street trees; and that the construction management plan (condition 4) be available for public review, motion carried unanimously.

1. The Branson school use shall be subject to all conditions as approved by the Town Council on May 11, 1978, except as modified by these conditions.
2. Staff may approve minor modifications to the plans in order to preserve the oak tree at the southeast corner of the proposed student commons building.
3. The demolition, design and construction of the buildings and related site improvements shall substantially conform with the plans approved by the Town Council on September 11, 2007, except as otherwise provided in these conditions of approval.
4. The construction and traffic management plan, construction routes, and rules shall be attached to the project plans and submitted to the building department for review and approval prior to the issuance of a building permit. All construction materials, debris and equipment shall be stored on site. Road closures and delays are not permitted. The applicant shall provide sufficient area on site for all construction related vehicles. Staff shall provide neighbors with the opportunity to review and comment on the construction management plan and construction routes prior to issuance of the building permit.
5. The screening landscaping proposed along the Circle Drive property line shall be installed prior to commencement of construction and irrigated until established.
6. Prior to issuance of a building permit, a sign shall be installed near the Circle Drive residential area that indicates it is a residential district and not part of the Branson School Campus. The size, text and design of the sign shall be reviewed and approved by planning department staff.
7. The applicant shall update the traffic and parking study for the school after construction is complete and when school is in session. Results of the traffic study shall be submitted to planning department staff. The Town Council reserves the right to require traffic and safety improvements if warranted to ensure the school use is not detrimental to the health, safety, morals, comfort, convenience, or general welfare of persons residing in the neighborhood.
8. The new buildings proposed on the main school site (APN Nos. 073-141-03 and 073-082-12) will bring the site over the maximum permitted floor area of 15%. In exchange for granting a variance for this site, the Town will limit the combined floor area on all Branson School parcels, identified on the project plans, to a

maximum of 15% of the combined lot sizes. If any of the lots is sold, the seller is responsible for notifying the new owner of this restriction.

9. The applicant shall provide the planning department with a copy of the recorded lot line adjustment documents before the building permit is issued for the student commons project. The applicant shall also perfect the lot merger for the main Branson campus lots prior to issuance of the building permit.
10. A building permit is required for the proposed work. The design and construction of all site alterations shall comply with all applicable codes and regulations in effect at the time of plan submittal and building permit issuance, including all disabled access regulations.
11. The applicant shall obtain any necessary air quality permits for demolition prior to issuance of the building permit.
12. No changes from the approved plans shall be permitted without prior Town approval. Plans submitted to the Building Department for the building permit shall be identical to those approved by the Council, except as otherwise noted in this approval. If any changes are made to the approved plans, the applicant is responsible for clearly identifying all such changes and submitting them for review and approval by the planning department. Such changes must be clearly highlighted with a "bubble" or "cloud".
13. The applicant shall submit a drainage plan for review and approval by the building department prior to issuance of the building permit. All site drainage shall be dissipated in a manner that prevents erosion and conforms to current storm water discharge practices in Marin County. The applicant is responsible for ensuring storm water runoff is maintained in its natural path.
14. The applicant is responsible for obtaining any approvals necessary from Marin Sanitary Service, the Public Health Department, Marin Municipal Water District, and any other agency that may have jurisdiction over the project. The Town shall require the applicant to comply with any conditions imposed by those agencies prior to project final.
15. Property lines must be physically identified (string line or equal) and must be certified by a surveyor at the time of the first foundation-related inspection.
16. Any person engaging in business within the Town of Ross must first obtain a business license from the Town and pay the business license fee. Prior to the issuance of a building permit, the owner or general contractor shall submit a complete list of contractors, subcontractors, architects, engineers and any other people providing project services within the Town, including names, addresses and phone numbers. All such people shall file for a business license. A final list shall be submitted to the Town prior to project final.
17. Exterior lighting must consist of low wattage fixtures, and must be directed downward and shielded. The Building Plans shall include specifications (cut sheet) for all exterior lights.
18. This project is subject to the conditions of the Town of Ross Construction Completion Ordinance. If construction is not completed by the construction completion date provided for in that ordinance, the owner will be subject to automatic penalties with no further notice.
19. The project owners and contractors shall be responsible for maintaining all roadways and right-of-ways free of their construction-related debris. All construction debris, including dirt and mud, shall be cleaned and cleared immediately.

20. The Town Council reserves the right to require additional landscape screening for up to three (3) years from project final, including construction of a screening fence or wall on Circle Drive.
21. In order to confirm that the project complies with the approved plans, the applicant shall submit a letter or certificate from a surveyor confirming the height of the roof and finished grade elevations prior to project final.
22. There is the possibility that buried archaeological deposits could be present, and accidental discovery could occur. In keeping with the CEQA guidelines, if archaeological remains are uncovered, work at the place of discovery shall be halted immediately until a qualified archaeologist can evaluate the finds (CEQA Guidelines §15064.5 (f)). If the find is determined to be an historical or unique archaeological resource, contingency funding and a time allotment sufficient to allow for implementation of avoidance measures or appropriate mitigation should be available. Work may continue on other parts of the building site while historical or unique archaeological resource mitigation takes place.
23. The applicant shall comply with all requirements of the Marin Municipal Water District (contact Joseph Eischens (415) 945-1531)
    a. Complete a Water Service Application
    b. Submit a copy of the building permit
    c. Pay appropriate fees
    d. Comply with the District's rules and regulations
24. This project shall comply with the following requirements of the Department of Public Safety: 1.) Clear all brush impinging on access roadway; 2.) Roadway must have a vertical clearance of 14 feet; 3.) The property must be cleared of all dead or dying flammable materials; 4.) Access roadway must be increased to 18 feet wide to provide adequate fire or rescue operations; 5.) sprinkers are required for all new construction; and 6.) A 24-hour monitored alarm system is required.
25. The applicant shall complete installation of landscaping prior to occupancy (whether temporary or permanent) of the buildings. A final sign off on the building permit shall not be granted until the landscaping is installed.
26. Failure to secure required building permits and/or begin construction by September 11, 2008 will cause the approval to lapse without further notice.
27. The applicant and/or owners shall defend, indemnify, and hold the Town harmless along with its boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or because of any claimed liability based upon or caused by the approval of the project. The Town shall promptly notify the applicant and/or owners of any such claim, action, or proceeding, tendering the defense to the applicant and/or owners. The Town shall assist in the defense; however, nothing contained in this condition shall prohibit the Town from participating in the defense of any such claim, action, or proceeding so long as the Town agrees to bear its own attorney's fees and costs and participates in the defense in good faith.

Mayor Hunter called for a break at 8:46 p.m. and the Town Council reconvened the regular meeting at 8:55 p.m.

20. 63 Ivy Drive, Variance and Design Review No. 1667

22. Planning Application Consent Agenda.

Item 22c was removed from the Consent Agenda at the request of the applicant. The following three items were approved in a single motion:

a. 39 Fernhill Avenue, Amendment to Design Review No. 493
The Branson School, 39 Fernhill Avenue, A.P. No. 73-082-12 and 73-141-03, R-1:B-A (Single Family Residence, One Acre Minimum Lot Size). Amendment to the April 17, 2006 Town Council design review and tree removal approval to allow creek bank stabilization at the lower campus area. The project includes construction of 140 linear feet of shotcrete wall, finished to model nearby exposed bedrock, within guideline watercourse setbacks (25 feet recommended, 0 feet proposed.) The amendment is requested to permit diversion of water around the project area under the supervision of biologists, if necessary.

Based on an initial study, staff has concluded that the project will not have a significant effect on the environment and has recommended that the Town Council adopt a Mitigated Negative Declaration of Environmental Impact.

Council Member Strauss desired a landscape plan to be required and submitted to staff for review. Council and staff agreed.

Mayor Hunter asked for a motion.

Council Member Durst moved and Council Member Skall seconded, to approve Consent Calendar Item "a" as amended with a landscape plan to be submitted for staff review. Motion carried unanimously.

Branson School, Amendment to Watercourse Design Review and Negative Declaration of Environmental Impact, File DR493, 39 Fernhill Avenue

Based on the documents attached, staff believes that the project will not have a significant effect on the environment and recommends that Council adopt a Mitigated Negative Declaration of Environmental Impact for the project. Council approves the project based on the findings in the staff report and the following conditions:

1. A landscape plan shall be submitted to staff for review and approval and installed prior to project final.
2. Mitigation measures shall be implemented as stated in the mitigated negative declaration.
2. The applicant is responsible for obtaining all appropriate Federal, State and local permits prior to issuance of a building permit, including a Streambed Alteration Agreement from the Department of Fish & Game, permit from the U.S. Army Corps of Engineers and the Regional Water Quality Control Board. The applicant shall comply with any additional requirements of the agencies.
3. Prior to the issuance of a building permit, the applicant shall submit a final drainage plan for the review and approval of the Director of Public Works.
4. A construction and traffic management plan shall be submitted for the review and approval of the Director of Public Works prior to the issuance of a building permit.
5. No tree removal shall be permitted until a building permit for project construction has been issued by the Town of Ross.
6. The applicants shall pay required Town fees of $3 for every cubic yard of off-haul resulting from this project. Final off-haul amounts shall be calculated by the project

civil engineer with calculations submitted to the Director of Public Works prior to the issuance of a building permit.

7. Any person engaging in business within the Town of Ross must first obtain a business license from the Town and pay the business license fee. Prior to the issuance of a building permit, the owner or general contractor shall submit a complete list of contractors, subcontractors, architects, engineers and any other people providing project services within the Town, including names, addresses and phone numbers. All such people shall file for a business license. A final list shall be submitted to the Town prior to project final.
8. This project is subject to the conditions of the Town of Ross Construction Completion Ordinance. If construction is not completed by the construction completion date provided for in that ordinance, the owner will be subject to automatic penalties with no further notice.
9. No changes from the approved plans shall be permitted without prior Town approval. Red-lined plans showing any proposed changes shall be submitted to the Town Planner prior to the issuance of any building permits.
10. Failure to secure required building permits and/or begin construction by June 14, 2008 will cause the approval to lapse without further notice.
11. The project owners and contractors shall be responsible for maintaining all roadways and right-of-ways free of their construction-related debris. All construction debris, including dirt and mud, shall be cleaned and cleared immediately.
12. The Town Council reserves the right to require additional landscape screening for up to three (3) years from project final.
13. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with its boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or because of any claimed liability based upon or caused by the approval of the project. The Town shall promptly notify the applicants and/or owners of any such claim, action, or proceeding, tendering the defense to the applicants and/or owners. The Town shall assist in the defense; however, nothing contained in this condition shall prohibit the Town from participating in the defense of any such claim, action, or proceeding so long as the Town agrees to bear its own attorney's fees and costs and participates in the defense in good faith.

b. 22 Chestnut Avenue, Variance and Design Review No. 1571

Suzanne and Joe Galuszka, 22 Chestnut Avenue, A.P. No. 73-301-15, R-1:B-20 (Single Family Residence, 20,000 Square Foot Minimum). Variance and design review for landscape improvements including: 1.) a 20 foot by 24 foot pergola at the upper end of the driveway within a side yard setback (20 feet required, 2 feet proposed); 2.) new and replacement retaining walls up to 5 feet tall between the residence and the street; and 3.) new pedestrian path and landings within the east side yard setback.

Lot area	22,651 square feet
Existing Floor Area Ratio	8.8%
Proposed Floor Area Ration	11.3% (15% permitted)
Existing Lot Coverage	19.2%
Proposed Lot Coverage	19.2% (15% permitted)

c. Town Council Consideration of Resolution No. 1595 Adopting a Risk Management Program. (Broad)

d. Town Council Consideration of Resolution No. 1596 Adopting Paychex Employee Benefit Plan. (Broad)

e. Demolition Permit UP No. 333DEM

The Town of Ross, 37 Sir Francis Drake Boulevard, A.P. No. 73-191-16, C-D (Civic District). Demolition permit to allow the demolition of an existing approximately 2,000 square foot single-story residence with a two-car garage. No replacement structure is proposed at this time.

Conditions

1. Any person engaging in business within the Town of Ross must first obtain a business license from the Town and pay the business license fee. Prior to the issuance of a building permit, the owner or general contractor shall submit a complete list of contractors, subcontractors, architects, engineers and any other people providing project services within the Town, including names, addresses and phone numbers. All such people shall file for a business license. A final list shall be submitted to the Town prior to project final.
2. Any portable toilets shall be placed off of the street and out of public view.
3. No changes from the approved plans shall be permitted without prior Town approval. Red-lined plans showing any proposed changes shall be submitted to the Town Planner prior to the issuance of any demolition permit.
4. Failure to secure required building permits and/or begin Demolition by April 17, 2007 will cause the approval to lapse without further notice.
5. The project owners and contractors shall be responsible for maintaining all roadways and right-of-ways free of their construction-related debris. All debris, including dirt and mud, shall be cleaned and cleared immediately.
6. The applicant shall continue to pursue plans to redevelop the site to provide replacement units for at least the single family residence being demolished.

f. Design Review No. 493 and Tree Removal

The Branson School, 39 Fernhill Avenue, A.P. No. 73-082-12, R-1:B-A (Single Family Residence, One Acre Minimum). Design review to allow the following: 1.) creek bank stabilization at the rear of the Branson gymnasium incorporating a boulder toe, fabric reinforced earth fill, and willow plantings within guideline watercourse setbacks (25 feet recommended, 0 feet proposed); and 2.) creek bank stabilization at the rear of the reading room incorporating a 15 foot tall, 140 linear foot, earth-anchored shot Crete retaining wall within guideline watercourse setbacks (25 feet recommended, 0 feet proposed.) Tree permit approval is additionally requested to allow the associated removal of 6 trees, including 3 live oaks with diameters of 16, 18, and 24 inches, 2 bays with 18 inch diameters, and a 16 inch big leaf maple.

Conditions

1. Prior to the issuance of a building permit, the applicant shall submit a final drainage plan for the review and approval of the Director of Public Works.
2. This project shall comply fully with all requirements of the JARPA review agencies.

3. **A construction and traffic management plan shall be submitted for the review and approval of the Director of Public Works prior to the issuance of a building permit.**
4. No tree removal shall be permitted until a building permit for project construction has been issued by the Town of Ross.
5. The applicants shall pay required Town fees of $3 for every cubic yard of off-haul resulting from this project. Final off-haul amounts shall be calculated by the project civil engineer with calculations submitted to the Director of Public Works prior to the issuance of a building permit.
6. **Any person engaging in business within the Town of Ross must first obtain a business license from the Town and pay the business license fee.** Prior to the issuance of a building permit, the owner or general contractor shall submit a complete list of contractors, subcontractors, architects, engineers and any other people providing project services within the Town, including names, addresses and phone numbers. All such people shall file for a business license. A final list shall be submitted to the Town prior to project final.
7. This project is subject to the conditions of the Town of Ross Construction Completion Ordinance. If construction is not completed by the construction completion date provided for in that ordinance, the owner will be subject to automatic penalties with no further notice.
8. **No changes from the approved plans shall be permitted without prior Town approval.** Red-lined plans showing any proposed changes shall be submitted to the Town Planner prior to the issuance of any building permits.
9. **Failure to secure required building permits and/or begin construction by April 17, 2007 will cause the approval to lapse without further notice.**
10. The project owners and contractors shall be responsible for maintaining all roadways and right-of-ways free of their construction-related debris. All construction debris, including dirt and mud, shall be cleaned and cleared immediately.
11. The Town Council reserves the right to require additional landscape screening for up to three (3) years from project final.
12. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with its boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or because of any claimed liability based upon or caused by the approval of the project. The Town shall promptly notify the applicants and/or owners of any such claim, action, or proceeding, tendering the defense to the applicants and/or owners. The Town shall assist in the defense; however, nothing contained in this condition shall prohibit the Town from participating in the defense of any such claim, action, or proceeding so long as the Town agrees to bear its own attorney's fees and costs and participates in the defense in good faith.

g. **Design Review No. 494, Hillside Lot UP No. 112, and Amendment to Approved Plans (Hillside Lot UP No. 103)**

Marlou and Hans Ploos Van Amstel, 20 Upper Road West, A.P. No. 73-321-02, R-1:B-5A (Single Family Residence, Five Acre Minimum). Design review and hazard zone 4 use

Mr. Broad said that staff had no objections - a deck was approved in 1989 but it was not built and the current FAR is 23.9%.
Councilmember Hart said that in a previous project done by the applicants' architect, the drawings presented were a little different in terms of elevation then what was built. He asked that architect Steve Wisenbaker endeavor to have the working drawings reflect what is to be done on this project.
Councilmember Gray moved approval with the findings in the staff report and the following conditions.

1. A smoke detector shall be provided as required by the Building Department. All dead or dying flammable materials shall be cleared and removed per Ross Municipal Code Chapter 12.12.
2. A 12-foot roadway clearance shall be maintained during construction.
3. The Town Council reserves the right to require landscape screening for up to two years from project final.
4. Any new exterior lighting shall not create glare, hazard or annoyance to adjacent property owners. Lighting shall be shielded and directed downward.
5. No changes from the approved plans shall be permitted without prior Town approval. Red-lined plans showing any proposed changes shall be submitted to the Town Planner prior to the issuance of any building permits.
6. The project owners and contractors shall be responsible for maintaining Town roadways and right-of-ways free of their construction-related debris. All construction debris, including dirt and mud, shall be cleaned and cleared immediately.
7. Any portable chemical toilets shall be placed off the street and out of public view.
8. The applicants and/or owners shall defend, indemnify and hold the Town harmless along with its boards, commissions, agents, officers, employees and consultants from any claim, action or proceeding against the Town, its boards, commissions, agents, officers, employees and consultants attacking or seeking to set aside, declare void or annul the approval(s) of the project or because of any claimed liability based upon or caused by the approval of the project. The Town shall promptly notify the applicants and/or owners of any such claim, action or proceeding, tendering the defense to the applicants and/or owners. The Town shall assist in the defense, however, nothing contained in this condition shall prohibit the Town from participating in the defense of any such claim, action or proceeding so long as the Town agrees to bear its own attorney's fees and costs and participates in the defense in good faith.

This was seconded by Councilmember Delanty Brown and passed unanimously.
Mayor Goodman reminded the applicant and architect that was presented is what is to be built and any changes must be brought back to the Council.

MAYOR GOODMAN CALLED FOR A RECESS AT 9:15 P.M. AND THE MEETING RECONVENED AT 9:25 P.M. WITH EVERYONE IN ATTENDANCE.

#1303 #209

22. **VARIANCE AND DESIGN REVIEW.**
The Branson School, 39 Fernhill Ave., A.P. 73-082-12 and 73-141-03, R-1:B-A (Single Family Residence, One acre minimum) Variance and design review to allow the following: 1.) rebuild the brick pathway connecting the library and gymnasium and add a 252 square foot landscape trellis; and 2.) expand the second level of the library with 1,111 square feet of study areas,

6-10-99 #

balconies and stairway access. The expansion will be directly above the library's main level footprint. 254 square feet of existing "high ceiling floor area" will be eliminated.

Lot Area	**627,264 sq. ft.**
Present Lot Coverage	**13.2%**
Proposed Lot Coverage	**13.7% (15% permitted)**
Present Floor Area Ratio	**26.8%**
Proposed Floor Area Ratio	**27.0% (15% permitted)**

COUNCILMEMBER HART STEPPED DOWN FROM THE COUNCIL CHAMBERS AND TOOK A SEAT IN THE AUDIENCE

Mr. Broad said that the one proposed exterior stairway was not particularly attractive and the applicant wanted to present an alternative design. Council and Mr. Broad then studied the alternative stairway design.

Mr. Fitzgerald, Headmaster of Branson School, said that they need the extra space for the computer center and they are taking this opportunity to have a balcony and a double staircase. They planned to rebuild the brick stairs from the library to the gym and construct a trellis on which to grow vines.

Mayor Goodman pointed out that the gymnasium has a great amount of ceiling height thus adding to the FAR. The Mayor felt that he could support the plans for excellence of design.

Mr. Fitzgerald said that the pump house and the pool house will be removed resulting in less square footage. Mr. Fitzgerald said that they would measure the buildings the following day. Councilmember Gray asked that removal of these structures be a condition of approval.

Councilmember Gray then moved approval with the following conditions:

1. The Town Council reserves the right to require landscape screening for up to two years from project final.
2. The existing sprinkler system shall be extended and a 24-hour monitored alarm system shall be provided as required by the Ross Public Safety Department. A second legal exit shall be provided subject to Public Safety and Building Department approval. The design of the exit shall be subject to Town Planner approval.
3. Exterior lighting shall not create glare, hazard or annoyance to adjacent property owners or passersby. Lighting shall be shielded and directed downward.
4. The project owners and contractors shall be responsible for maintaining Town roadways and right-of-ways free of their construction-related debris. All construction debris, including dirt and mud, shall be cleaned and cleared immediately.
5. No changes from the approved plans shall be permitted without prior Town approval. Red-lined plans showing any proposed changes shall be submitted to the Town Planner prior to the issuance of any building permits.
6. The 120 square foot pump house and the 1,200 square foot poolhouse shall be removed in order to eliminate any net increase in floor area from this project.
7. The applicants and/or owners shall defend, indemnify and hold the Town harmless along with its boards, commissions, agents, officers, employees and consultants from any claim, action or proceeding against the Town, its boards, commissions, agents, officers, employees and consultants attacking or seeking to set aside, declare void or annul the approval(s) of the project or because of any claimed liability based upon or caused by the approval of the project. The Town shall promptly notify the applicants and/or owners of any such claim, action or proceeding, tendering the defense to the applicants and/or owners. The Town shall assist in the defense, however, nothing contained in this condition shall

prohibit the Town from participating in the defense of any such claim, action or proceeding so long as the Town agrees to bear its own attorney's fees and costs and participates in the defense in good faith.

Seconded by Mayor Pro Tempore Curtiss and passed with four affirmative votes. Councilmember Hart had stepped down. Mayor Goodman said that the approval is based on the new submittal for the circular staircase and he reminded the applicant that any changes must come back before the Council.

COUNCILMEMBER HART RETURNED TO THE COUNCIL CHAMBERS.

#1304

23. **VARIANCE AND DESIGN REVIEW.** #210

George Stameroff, 63 Sir Francis Drake Boulevard, A.P. 73-101-19, R-1:B-20 (Single Family Residence, 20,000 sq. ft. minimum.). Variance and design review to allow the following: 1.) addition of a 241 square foot lower level deck within the side yard setback (15 feet required, 5 feet proposed.) A new roof of corrugated metal or fiberglass is proposed above the deck and below the existing deck above; and 2.) addition of joists and plywood floor and plywood sheathing on the walls to create a 381 square foot lower level storage room with a ceiling height of 7 feet 5 inches within the side yard setback (15 feet required, 5 feet proposed.)

6-10-99

Lot Area	**14,212 sq. ft.**	
Present Lot Coverage	**18.0%**	
Proposed Lot Coverage	**18.0%**	**(15% permitted)**
Present Floor Area Ratio	**34.6%**	
Proposed Floor Area Ratio	**36.3%**	**(15% permitted)**

The existing residence and garage are nonconforming in side yard setbacks. The residence is nonconforming in height and number of stories.

Town Planner Broad said that there would be no impact to the adjoining neighbors and felt that the deck would improve the aesthetics. In regard to the storage area, the applicants proposed several limitations on the property including a deed restriction. Applicants requested a 7 ft. 5 inch ceiling but staff recommended 7 ft. Mr. Broad said that there would be no increase in bulk/mass.

Mayor Goodman said that there was an application on this property in 1988. He said that the house already enjoys a third story, a garage on the property line and it is over the FAR. He said that in 1988 he felt it was excessive and he did not want to see additional development. Mr. Stameroff said that the proposed deck area fills up with water in the winter time and he said that the storage area will only be used for storage. He added that the house was built before the Town's zoning ordinances were adopted.

Councilwoman Brown said that the Council has allowed decks for hardships on hillsides and if the deck were a patio it would not increase the FAR.

Mr. Broad said that the Council has permitted decks in flood areas because the patio is unusable in the winter months.

After some discussion, the applicants offered to make it a patio and withdraw the deck proposal.

Mr. Broad said that if the deck were less than 18 inches from grade, it would not require a variance if it were not roofed.

Councilmember Gray moved approval with the finding in the staff report and the following conditions:

1. A smoke detector shall be provided as required by the Building Department. An alarm shall be provided to sound from the storage to the main residence, subject to Public Safety Department approval.
2. The understory area below the residence may used for storage only and may never be used as living space. The following conditions shall be complied with:

replacement of an existing 296 square foot deck with a 165 square foot deck; an entry level deck/porch/living room bay/bedroom addition; and an upper level master bedroom/bathroom addition, resulting in a three story structure (2 stories permitted) with a 31 foot height (30 feet permitted.) The additions will encroach to within 5 feet of the El Camino Bueno front yard setback (25 feet required.)

Lot Area	**18,375 sq. ft.**	
Present Lot Coverage	**9.0%**	
Proposed Lot Coverage	**6.0%**	**(15% permitted)**
Present Floor Area Ratio	**13.2%**	
Proposed Floor Area Ratio	**15.0%**	**(15% permitted*)**

(*The Ross Hillside Lot Ordinance guidelines recommend a maximum 5% floor area ratio based on the 47% lot slope.)
At the request of the applicant, the matter was continued.

22. VARIANCE NO. 1213.
Margaret Ellis, 4 Fernhill Avenue, AP 73-051-15, R-1:B-10 (Single Family Residence, 10,000 square foot minimum) Variance to allow the construction of an 18 square foot kitchen bay addition to the west elevation.

12.14.97

Lot Area	**12,947 sq. ft.**	
Present Lot Coverage	**24.8%**	
Proposed Lot Coverage	**24.8%**	**(20% permitted)**
Present Floor Area Ratio	**21.2%**	
Proposed Floor Area Ratio	**21.3%**	**(20% permitted)**

Councilmember Gray moved approval with the findings in the staff report and the following conditions:
1. A smoke detector shall be provided as required.
2. The Town Council reserves the right to require landscape screening for up to one year from project final.
3. No changes from the approved plans shall be permitted without prior Town approval.

This was seconded by Councilmember Goodman and passed unanimously.

23. VARIANCE NO. 1214.
Craig and Mimi McCarty, 59 Poplar Avenue, AP 73-313-04, R-1:B-7.5 (Single Family Residence, 7,500 square foot minimum). Variance to allow the construction of a solid wood fence along the rear property line with a maximum height of 8 feet (6 feet permitted.) The fence will be within 3 feet of an existing 2.5 foot high retaining wall, resulting in an effective height of 10 feet (6 feet permitted.)

12.14.97

Councilmember Gray moved approval with the findings in the staff report and the following conditions:
1. The Town Council reserves the right to require landscape screening for up to one year from project final.
2. No changes from the approved plans shall be permitted without prior Town approval.

This was seconded by Councilmember Goodman and passed unanimously.

COUNCILMEMBER CURTISS STEPPED DOWN FROM THE COUNCIL CHAMBERS AND TOOK A SEAT IN THE AUDIENCE.

24. VARIANCE NO. 1215 AND DESIGN REVIEW NO. 127.
The Branson School, 1 Circle Drive, A.P. 73-082-12 and 73-141-03, R-1:B-A (Single Family Residence, One acre minimum.) Variance and design review requests to allow the following: A 439 square foot addition to the upper story of Headmaster's Residence at 1 Circle Drive. The residence presently has 2,698 square feet of floor area, plus 576 square feet of deck area.

8.14.97

Lot Area	**627,264 sq. ft.**
Present Lot Coverage	**13.7%**
Proposed Lot Coverage	**13.7% (15% permitted)**
Present Floor Area Ratio	**26.8%**
Proposed Floor Area Ratio	**26.9% (15% permitted)**

Mr. Chase said that he met with Mr. Gallagher and there is no possibility of trading the properties at this time. He said that they did not wish to make the lot line adjustment because it would go through the historical garden and therefore diminish the school property.
Town Planner Broad explained that the issues raised last month became moot because there is no transfer of land contemplated. Last month the Council discussed the FAR issue and whether the Council was comfortable with the additional square feet proposed. There was also concern for the overall campus FAR. Mr. Broad said that in order to have a parcel transfer the applicants would have to come before the Council.
Councilmember Curtiss was concerned that the tree canopy be retained and felt an arborist should review this.

Councilmember Gray moved approval of the project with the following findings and conditions:

FINDINGS:

1. This is a private institution, located within a residential district, with buildings scattered across the campus, the FAR is increased by the existing gymnasium.
2. This project shall not grant a special privilege. other nonconforming parcels have been permitted variances to allow modifications to nonconforming structures that do not raise existing floor area ratios.
3. The project will not be detrimental to the public welfare nor injurious to other properties in the neighborhood.
4. No concerns from other property owners
5. This project shall upgrade and provide continued use of an existing residential structure.
6. This project is consistent with the Town of Ross Zoning Ordinance and General Plan.
7. This project is a CEQA Class 5 categorical exemption, minor alterations in land use limitations.

CONDITIONS:

1. The Council reserves the right to require further landscaping for up to one year from project final.
2. Existing vegetation screening to the rear of the house as well as the tree canopy shall be retained and maintained as necessary to provide a buffer between the house and properties on Hillgirt. An arborist shall be consulted.
3. Portable toilets shall be off the street and out of public view.

This was seconded by Councilmember Reid.
Councilmember Goodman felt that the applicants were imposing their own hardship.
Mr. Fitzgerald said that they plan to keep the cottage if the transfer of property occurred - it would be in the interest of the school to increase the campus size.
Councilmember Goodman asked that if the house was sold, would the applicants make the argument that the lot size would be smaller because of the historic garden?
Mr. Rick Fitzgerald, Headmaster, responded that bringing the lot into conformity vs. retaining the historic garden would be a matter of discussion.
Mayor Brown called for a vote an the motion passed. YEAS: Mayor Brown, Mayor Pro Tempore Gray and Councilmember Reid. NOES: Councilmember Goodman. ABSTAIN: Councilmember Curtiss.

32. VARIANCE NO> 1157, DESIGN REVIEW NO. 87 AND USE PERMIT AMENDMENT NO. 214.
The Branson School. 39 Fernhill Ave., A.P. 73-082-12 and 73-141-03, R-1:B-A (Single Family Residence, One acre minimum.) Variance, design review and use permit amendment to allow modifications and additions to an existing gymnasium facility including a first floor reconstruction and second floor addition to the existing single-story gymnasium support facility located between the two existing gymnasiums. The project will provide new locker room facilities, offices, weight room, equipment storage and mechanical systems. The project will add 678 sq. ft. to the main level, 2,955 sq. ft. to the second level and 2,323 sq. ft. of covered walkways.

Lot Area	627,264 sq. ft.	
Present Lot Coverage	13.2%	
Proposed Lot Coverage	13.7%	(15% permitted)
Present Floor Area Ratio	25.9%	
Proposed Floor Area Ratio	26.8%	(15% permitted)

3-14-96

Mr. Richard Burlin, architect from Pacific Design Group, said that they had addressed the concerns of Mr. Gallagher, the adjoining neighbor.
Mrs. Garril Page of Shady Lane said that this is a nice old building and recommended that they retain the old doorway and use it as a focal point; she felt it would be a nice piece of history for the students. The architect indicated that they were willing to do this.
Mayor Goodman said that he spoke to Headmaster Fitzpatrick about the high FAR and said he would support this project but asked the school to consider whether they should go ahead with this project or save the FAR for a library or some other need at a later time. Mr. Fitzpatrick indicated that they wanted to build the gym.
Councilmember Barry informed Mr. Fitzgerald that the school was using up some of their wishes.
Councilwoman Brown moved approval with the findings in the staff report and the following conditions:
1. The Town Council reserves the right to require landscape screening for up to one year from project final.
2. Sprinklers and a 24-hour monitored alarm system shall be provided as required by the Ross Public Safety Department. The fire lane shall be painted red subject to the approval of Public Safety.
3. Any exterior lighting shall not create glare, hazard or annoyance to adjacent property owners or passersby. Lighting shall be shielded and directed downward.
4. No changes from the Council approved plans are permitted without prior Town approval.

This was seconded by Councilmember Scott and passed unanimously.

33. Approval of Plans and Authorization of Construction for Gazebo at Ross common Park.
The matter was continued.

34. Claim: Berg vs. Town of Ross.
Councilmember Barry moved to deny, seconded by Councilwoman Brown and passed unanimously.

35. Other Business.
- Approval request for $1500 payment for damaged fence wall at 2 Glenwood Avenue, Donlon Gabrielsen, AP No. 073-131-21.
Mr. Elias explained that a tree fell on the fence/wall at the Gabrielsen residence. Councilmember Scott moved approval, seconded by Councilmember Reid and passed with four affirmative votes. Councilwoman Brown voted against.

3-14-96.

Mayor Goodman said that the parked car in the driveway on Lagunitas Road has not been removed, as per a condition of the Use Permit approval.

TOWN OF ROSS

RESOLUTION NO. 1326

Findings in Support of Approval of Application of the Branson School, Legal Owner, 39 Fernhill Avenue (A.P. Nos. 073-082-01, 073-151-05, 073-141-03, 073-143-19, 073-082-12)

WHEREAS, at the regular meetings of the Town Council of the Town of Ross held at the Town Hall on May 13, 1993 and June 10, 1993, application for: 1) an amendment to an approved master plan use permit; 2) a demolition permit to allow the demolition of the existing Oaks and Stairways buildings; 3) design review approval to allow the construction of a 4,646 square foot new classroom building and 2,054 square feet of covered front porches; and 4) variance to allow a floor area ratio increase from 25.4% to 25.9% (15% permitted) and for a reduced setback of 15 feet came on for hearing;

The Council heard a presentation from Mr. Peter Lillevand, member of the Board of Trustees for the Branson School in support of the application at the May meeting. Mr. Lillevand gave a brief history of the buildings and indicated that both buildings proposed for demolition had been substantially altered. Mr. Lillevand distributed a report from Glenn Storek, architect, who did not recommend that the buildings be restored.

The Council also received comments from Garril Page of Shady Lane. Mrs. Page pointed out that the demolition ordinance requires that the applicant must include information necessary to allow the Town Council to review the building replacing the demolished structure and that this had not been done. She also pointed out that the plans had been submitted late, resulting in two procedural errors. She urged the Council not to make exceptions from their processing requirements. She agreed that the Stairways building was not salvageable but felt that Oaks Hall is valuable and worth moving.

Mr. Lillevand then indicated that the adjacent neighbors, Mr. and Mrs. Tozzi, had approved the plans. He then read a letter in support of the application from Helen Britt, the Director of College Counseling.

Town Planner Gary Broad then spoke in opposition to the proposed demolition of the Oaks building, indicating that a historic architect had evaluated the building and found it to be of local historic significance.

Mayor Brekhus then pointed out that Section 18.50.060 allows the Town Council to approve any application provided the Council can make certain necessary findings. Town Planner Broad agreed that the Council could approve any requested demolition provided the Council could make the necessary findings.

Councilman Goodman indicated that he does not currently have any children attending the school, nor does he see his younger

children attending the school. He felt that the buildings had been significantly changed and noted that the new building would be lower in height.

Councilman Reid indicated that he would agree to the demolition of Stairways but felt that Oaks Hall should be preserved. Councilman Barry indicated that he agreed with Councilman Reid.

Mayor Brekhus said that this is a valuable institution and some institutions fail because the cannot keep up with the times. He felt he could make the findings to approve the request.

Councilman Scott felt the applicant should submit the proposed plans as required by the ordinance.

After further discussion, Councilman Barry moved that the item be continued to the special meeting of June 3, 1993. This was seconded by Councilman Reid and passed unanimously.

At the June 10, 1993 meeting, Mayor Brekhus indicated that the Council was aware that there was concern re the parking and traffic conditions and that this item would be put on the agenda for next month.

Councilman Barry asked if the application was complete and Town Planner Broad responded that the Town Arborist, Peter Andreucci, felt the submitted recommendations were inadequate as a tree protection plan because they would not adequately regulate construction activity. However, he felt that the construction could be accomplished without adversely impacting the two adjacent trees. A more detailed tree protection plan will be provided by the Town Arborist. Mr. Broad noted that the school will be responsible for adhering to the protection plan of Mr. Trees as well as the Town Arborist.

Councilman Reid referred to the letter from the Sanitary District and Mr. Lillevand responded that he would work out satisfactory setbacks with the District. Mr. Ned Ongaro, Ross Valley Sanitary District Manager, said he just found out about the development and stated that the District cannot allow any additional or new construction to be placed over the permanent public sewer lines as there must be access to the lines for maintenance and repair.

In response to a question by Mayor Brekhus, Mr. Lillevand stated that the schoolis prepared to comply with all conditions of the Town arborist. Mayor Brekhus also pointed out that acceptable conditions must be worked out with the Sanitary District. Mr. Lillevand indicated that he understood this.
Mr. Broad pointed out that if the sewer line is going to be changed, then the Town arborist should be contacted to review the area again. He further recommended that the two large lots be merged, thus allowing the Town to retain authority over future lot divisions. Mr. Broad said that any other nonschool use of the property would require a General Plan amendment.

Mr. Lillevand said he would have to speak to the Board before committing to this condition.

The Council heard from the architect, Bob Arrigoni who explained the plans and stated that the style was mission

revival.

Mayor Brekhus requested that the renderings as shown at this meeting be left with the Town until after construction. The applicants agreed to do this.

Mr. Arrigoni said the proposed building would be less than the aggregate area of the existing Oaks and Stairways buildings; the height would be lower and setbacks greater. He felt that the Town's ordinances addressed single family residences and not an institution such as a school.

In response to a question by Mayor Brekhus, Mr. Lillevand responded that all concerns had been worked out with the neighbors.

Mrs. Page of the Ross Historical Society urged the Council not to give up on the merger as this would clarify front and side setbacks. Mrs. Page asked that if the School does not merge the lots, or if the sewer lines cannot be resolved and if there is any modification, does the applicant have to come back before the Council. Mayor Brekhus responded that is correct.

Councilman Goodman did not feel that the buildings had the architectural values they once had. Councilman Scott agreed. Councilman Reid agreed to the demolition of Stairways but felt that after reading the report from the agreed upon historical architect, Oaks should be maintained.

Mayor Brekhus said that it was a tough decision but because of the changes and the many powerful letters he had received, he favored approval with all the recommendations as outlined in the staff report.

Mr. Roth pointed out that Condition No. 13 should refer to the Town Council approval.

For the sake of discussion, Councilman Barry moved for approval of the demolition permit, amended master plan use permit, design review and variance with the conditions in the staff report and as amended in the meeting. This was seconded by Councilman Goodman and passed with three affirmative votes. Councilmembers Barry and Reid voted no. Town Attorney Roth was directed to submit a resolution of findings at the next meeting. It was the consensus of the Council that the application with the required conditions was granted effective this date rather than upon the adoption of the Town Attorney's findings. It was also the consensus of the Council that these conditions be attached to the use permit, variance, demolition permit and design review applications.

Findings

The Council makes the following findings in support of the application for: 1) an amendment to an approved master plan use permit; 2) a demolition permit to allow the demolition of the existing Oaks and Stairways buildings; 3) design review approval to allow the construction of a 4,646 square foot new classroom building and 2,054 square feet of covered front porches on the new building; and 4) variance to allow a floor area ratio

increase from 25.4% to 25.9% (15% permitted) and for a reduced setback of 15 feet:

A. Environmental Review

1. This project is categorically exempt from the requirement for the preparation of environmental documents under California Environmental Quality Act Section 15302, Replacement or Reconstruction of Existing Structures and Facilities. This exemption applies to the replacement or reconstruction of structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced. This exemption allows for the replacement or reconstruction of existing schools to provide earthquake resistant structures which do not increase capacity more than 50 percent. This proposal will allow for a new campus classroom building to replacement existing school buildings no longer adequate for the needs of the school. No increase in campus enrollment will result from this project. The new building will meet current seismic requirements and handicapped requirements. The existing buildings do not.

2. Because of the extensive alterations which have occurred to both the Stairways and Oaks buildings, the structures are no longer of local architectural, historical, cultural or aesthetic value. (See also finding B.1.)

B. Demolition Permit

1. The demolition will not remove from the neighborhood or Town, nor adversely affect, buildings of historical, architectural, cultural or aesthetic value. The demolition will not adversely affect nor diminish the character or qualities of the site, the neighborhood or the community. The Council makes this finding based on the following facts: The building in question is located on a remote corner of the Katherine Branson campus, far removed from any local street or public way. It is not commonly viewed by the public. Its presence is not known about by a substantial portion of the community. It is not and has not been considered a building of historical, architectural, cultural or aesthetic value by the community because of its location and extensive alterations. Because of the extensive alterations which have occurred to both the Stairways and Oaks buildings, the structures are no longer of local architectural, historical, cultural or aesthetic value. Alterations which have occurred to the buildings from their original appearance include the enclosure of the open porch of Oaks, the addition of doorways and windows to the exterior, and the addition of fire escapes and exits. Although the buildings were part of the Martin estate and were constructed in approximately 1900, the extensive physical modifications which have occurred over the past 90

years have obscured, compromised and lost the cultural, aesthetic, architectural and historical value these buildings might otherwise possess.

The construction of other buildings in the quadrangle unsympathetic to the history of the site, such as the Arts and Sciences Building, has further impaired the historic and cultural sense of the area. The buildings do not meet current seismic standards mandated for their use as classroom structures. Other buildings on the campus, including Richardson Hall, will be retained which were part of the Martin estate.

2. The proposed redevelopment of the site protects the attributes, integrity, historical character and design scale of the neighborhood and preserves the "small town" qualities and feeling of the Town. The proposed new classroom building offers mission revival architecture which complements the early architecture of the Town and the architecture found on the Branson School campus. The new building is located in a remote corner of the campus where it is primarily visible only to Branson School users and will not compromise the attributes, integrity, historical character and design scale of either the neighborhood or the Town.

3. The project is consistent with the Ross Zoning Ordinance. The project complies with the regulations of the Town of Ross Zoning Ordinance, including the regulations within the R-1, single family residential district. It complies with the requirement that a variance be obtained to allow any deviation from the standards of the zoning ordinance.

The project is consistent with the Ross General Plan. The classroom construction is consistent with the Limited Quasi-Public/Private Service designation which allows uses such as private schools. The project is consistent with the general plan limit of development to an intensity of less than 1.0 floor area ratio (FAR) within this designation. The proposed FAR is only .26.

This project is consistent with the goals, policies and objectives of the general plan. The new classroom building offers excellence of design consistent with the historic design character and scale of the community. Sited in a removed corner of the campus, this project will not have any adverse impact on either the neighborhood or community. This project is consistent with the many goals and policies of the general plan designed to provide for high quality development which maintains the character of the Town. (See also B-1 for a discussion of why this project is consistent with General Plan policies for preserving buildings with

special and recognized historic or aesthetic value.)

4. The project will not, under the circumstances of the particular case, be detrimental to the health, safety or general welfare of persons residing or working in the neighborhood and will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood. The proposed new classroom building is located in the far corner of the campus and is visible only from on the campus itself and from the adjacent property to the west. The new building is screened from view from the adjacent property by an existing hedge and will be further screened through the planting of an additional hedge to the rear of the building on the school property. The proposed new classroom building offers attractive mission revival architecture which complements the style of both historic and more recent campus buildings. The new classroom building will be lower in height than the existing Oaks and Stairways buildings and will be more conforming in setback than the existing buildings. The new classroom building will not result in an intensification of use of the campus nor increase the student enrollment above 320 students.

C. Amendment to an approved master plan use permit

1. This project will not allow an expansion in the size of the Branson School beyond the maximum permitted enrollment of 320 students. No additional student enrollment will result from this project. This project will result in the construction of new classroom space to replace classroom and office space currently provided in buildings which were designed for other purposes.

2. The establishment, maintenance or conducting of this use will not be detrimental to the health, safety, morals, comfort, convenience or general welfare of persons residing or working in the neighborhood and will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood. No increase in enrollment will occur from this project. The classroom will be located in a remote corner of the campus where it is proximate to only a single residential parcel. No adverse impacts will occur to this adjacent property from the project as proposed. The new classroom building offers a positive amenity to the community and the many children in the community that attend the Branson School. (See also finding B-4.)

3. Conditions of approval have been placed on this project to substantially secure the objectives of protection to the public welfare and property. The adopted conditions include limitations on exterior lighting, landscape requirements and

measures to protect mature on-site vegetation.

D. Design Review

1. The project is consistent with the purpose of the design review ordinance. The construction of this new classroom building in the mission revival style is consistent with the character of the school and Town. The building cannot be viewed from public roadways or from off the campus itself and will not adversely affect the "small town" feel and the quiet character of neighborhoods nor create a building which dominates the townscape. The project provides excellence of design integrated into the site. The building siting protects both adjacent trees and the creek. The construction of a new building will upgrade the appearance from that of Oaks and Stairways which have fallen into disrepair. (See also finding B.1.).

2. The project is in substantial compliance with the design criteria of section 18.041.100 of the design review ordinance. The project will:

   a. Preserve on-site natural vegetation including two mature oak trees adjacent to the new building.
   b. Have a balanced and harmonious relationship with the site and other structures on the site and will tie together existing buildings in the quadrangle.
   c. Not be out of character with the size of other buildings on the campus and will be compatible with campus architecture.
   d. Offer high quality building material compatible with other structures on the campus and not draw attention to itself. The cement plaster exterior is consistent with the architectural style of the building and with surrounding campus buildings.
   d. Require that new exterior lighting not create glare, hazard or annoyance to adjacent property owners.
   e. Be setback from the creek consistent with the setback for the existing Oaks building and existing campus buildings. Riparian plantings have been required along west side of the classroom building adjacent to the creek.
   f. Provide a landscape plan for Town staff review and approval. Meet the requirements of the Ross Public Safety Department including the provision of sprinklers.
   g. Offer a one-story structure to protect the privacy of the adjacent property owner. An additional hedge will be planted on the school property to the rear of the building to augment the hedge on the neighboring parcel. The new building will encroach less into the setback than the existing Oaks and Stairways structures and be lower than both structures.

This project is in substantial conformance with all the applicable design criteria outlined above and is consistent with the design review ordinance.

3. The project is consistent with the Ross General Plan and Zoning Ordinance (see discussion in B-3 above).

E. Variance

1. Special circumstances are applicable to this property which would deprive it of privileges enjoyed by other property in the vicinity and identical zoning district if the zoning ordinance were strictly applied. The topography of the campus, particularly its hillside features, limits the areas available for construction of a new classroom building. Siting a new classroom building where it will not require any tree removal and will preserve open areas of the campus important in retaining the charm of the school and providing gathering areas for students necessitates an encroachment into a setback area. The required encroachment will be less than the encroachment by existing buildings and will locate new development in areas of the site which have already been disturbed by existing development.

   This variance is also required to allow a minor increase in floor area to provide covered walkways. This campus is sited on an unusually large parcel with limited access to the academic quadrangle via a narrow bridge over a creek. No automobile traffic is permitted in this academic area. The large parcel size and limited access due to the creek warrant a minor increase in floor area to provide sheltered passage within this area of the site.

2. This variance is necessary for the preservation and enjoyment of substantial property rights. The Town of Ross General Plan has recognized that this site should be used for limited quasi-public/private service uses including private schools. This variance is necessary to allow for the construction of a new classroom building critical to the use of this site for a private school. The encroachment into the side yard setback is less than the encroachment of current buildings and is required to preserve a central courtyard area within the academic quadrangle to provide usable outdoor area appropriate for a campus with up to 320 students.

   The General Plan further recognizes that the intensity of development should be limited to a floor area ratio of 1.0. Both the existing floor area ratio of .254 and the proposed floor area ratio of .259 are far below the maximum amount allowed within the General Plan. The small increase in floor area permitted by this variance allows the construction of covered walkways important to an

institutional use of this site. The walkways are important to provide for protected passage between the many buildings which compose a campus environment.

3. The granting of this variance will not be detrimental to the public welfare or injurious to other property in the neighborhood in which the property is located. The variance will allow a 10 foot encroachment into the required side yard setback. The new building provides a greater setback from this property line than currently exists for the Oaks and Stairways buildings. The new classroom building will be a one-story structure with a lower height than the existing two-story Oaks and Stairways structures. Residential development on the adjacent property is sited far from the common property line, is screened by existing vegetation, and the adjacent property owners have indicated no objections to this project. The new classroom building cannot be seen from any other off-site vantage points.

4. This variance does not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which the subject property is situated. Other properties within the community have been granted variances for new development which is more conforming in setback than existing development. Other properties in town have been granted variances to allow encroachment into setbacks when existing site development patterns make compliance with setback regulations difficult. Other properties in town have been granted minor floor area increases when no adverse impacts will occur to surrounding properties.

Conditions

1. This use permit amendment shall allow a revised master development plan for a private school with an enrollment not to exceed 320 students. This amendment shall allow the demolition of the Oaks and Stairways buildings and the construction of a new 4,646 square foot classroom building.
2. All conditions of approval as approved by the Town Council on May 11, 1978 shall have full force and effect except as modified by these conditions of approval.
3. Prior to any demolition activity or issuance of any permits for demolition of Oaks or Stairways, black and white photos (4 inch X 5 inch size printed on fiber-based paper) shall be taken of the interior of all rooms and the exterior of both buildings and provided to the Ross Historical Society, subject to the approval of Town staff. The Historical Society shall be given an opportunity to inspect both buildings prior to demolition and salvage items of historical value for their archives.
4. Prior to the issuance of any permits for demolition of Oaks

or Stairways, or the issuance of any building permits for the new classroom structure, the applicant shall obtain approval from the Ross Valley Sanitary District for this project with respect to public sewer line locations and easements and revisions adjacent to the trees shall be subject to Town Arborist approval.

5. All demolition activity, including work hours, staging areas, roadways used by demolition related traffic, etc., shall be subject to approval by the Director of Public Works.
6. Lots 73-141-03 and 73-082-12 shall be merged into a single lot of legal record by a recorded instrument which will merge all the paper lots within these parcel numbers (voluntary merger and/or reversion to acreage) subject to the approval of the Town of Ross. The voluntary merger/reversion to acreage shall be recorded prior to the issuance of building permits for the new classroom building.
7. The recommendations of Mr. Trees in their report of June 4, 1993 and the tree protection plan prepared by the Town Arborist for this project shall be complied with. The walkway and roof over the walkway shall be eliminated as proposed by the project architect in his June 8, 1993, letter.
   Existing asphalt adjacent to the trees west of the new building shall be removed and the area planted to discourage pedestrian traffic, subject to Town staff approval.
8. The attic shall not be improved or developed as finished floor area.
9. This project shall comply with the requirements of the Ross Public Safety Department for sprinklers and a 24-hour monitored alarm system.
10. A landscape plan shall be submitted for Town staff review and approval prior to issuance of a building final. The landscaping shall provide a screen along the south of the building and be native riparian plantings along the west side adjacent to the creek.
11. The Town Council reserves the right to require additional landscape plantings.
12. New exterior lighting shall not create glare, hazard or annoyance to adjacent property owners.
13. The approved site plans and elevations for this project may not be changed without Town Council approval.

RESOLVED, the Town Council of the Town of Ross adopts the findings above.

I HEREBY CERTIFY the foregoing Resolution was duly and regularly adopted by the Town Council of the Town of Ross at a regular meeting held on the 12th day of August, 1993, by the following vote:

AYES:

AYES: COUNCILMEMBERS BARRY, GOODMAN, SCOTT AND BREKHUS

NOES: NONE

ABSENT: COUNCILMEMBER REID

VIRGINIA STOTT
Town Clerk

expired, considering both local and state regulations affecting parcel map duration. If the map is found to be valid, the Council will consider granting a time extension for map recordation.

b. Reconsideration of Town Council action taken on November 8, 1990 in approving tentative map to allow the division of 3.0 acres into two parcels, a 2.0 acre parcel including the main house, the cottage, studio, caretaker's house, and a 1.0 acre undeveloped parcel.

Town Attorney Roth stated that it is his opinion that the map had not expired because State law provides that it is valid for two years without extension. However, he said, there is a unique procedure in Ross where a parcel map must be recorded within 90 days or it expires. Mr. Roth stated that findings had not been made in regard to the consistency of the map with the general plan. However, since this parcel is in Hazard Zone No. 3, under the zoning requirements of the Town, any development requires a use permit. Accordingly, Mr. Roth stated that he would recommend that the Council not reconsider the action taken in November 1990. He recommended that the council grant the extension request so the recordation would be consistent with the taxing of the property, not requiring an advance payment.

Mr. John Gray said that the subdivision was started before he purchased the property. He said as far as estate value, it adds to the property but he said he did not propose to develop the site. He added that the only possible building site would be where the tepee currently sits.

Town Engineer, Roy Hoffman, requested that since the property is located in Hazard Zone No. 3, this fact should be noted on the final map and additionally that trees cannot be removed without Council approval.

Mr. Gray agreed the parcel map should include these statements.

After further discussion, Councilman Brekhus moved approval of the request for extension of time, with the following conditions:

1. Council approval is required for removal of any trees on the property.

2. A Use Permit for construction in a hazard zone is required for any construction on the property.

3. Applicant is granted a one-year extension of time to March 12, 1993, for recordation of the parcel map.

This was seconded by Councilman Reid and passed unanimously.

COUNCILMAN BREKHUS STEPPED DOWN FROM THE COUNCIL CHAMBERS AND TOOK A SEAT IN THE AUDIENCE.

18. <u>USE PERMIT</u>
St. Anselm Church, Bolinas Avenue and Sir Francis Drake Boulevard (9 Bolinas Avenue), AP 73-052-25, R-1 and R-1:B-10 (Single Family Residence). Request is to allow:

Use permit (amendment) to allow use of existing parking lot Monday through Friday for Branson School student vehicle parking. (Continued church use of parking lot on Sundays and Roman Catholic holidays allowed.)

3.12.92

The Town Council will consider the adoption of a mitigated negative declaration of environmental impact with the finding that this project, as conditioned, will not result in any significant adverse environmental impacts.
Consideration of this mitigated negative declaration and use permit (amendment) application was continued from the regular Council meeting of January 9, 1992. This continued application will be heard, and environmental determination made.

Mayor Goodman explained that at the January meeting the Council agreed to meet separately at the parking lot and monitor the Branson School parking. Each Councilmember had done this and it was felt that all matters were conducted in an orderly and quiet manner. The students parked their cars in the area closest to SFDB, moved quickly into a waiting van and when another van arrived, the first van left to transport the students to school. Mayor Goodman felt it had been handled well.
Councilman Lill felt the students' attitude was very good.
Councilman Barry said he is a member of St. Anselm's Church and he reminded the Council that the school was to look for other parking alternatives. He said he was sympathetic to the neighbors.
Mr. Richard Burgess, representing Branson, responded that College of Marin was already over burdened and Marin Art and Garden Center was very much against it on a continuing basis.
Councilman Reid pointed out that at the January meeting the Council directed the School and Church to review landscaping alternatives.
Mr. Daniel Maguire, attorney representing St. Anselm's Church, did not feel the landscaping would be feasible because of the watering. He also stated that the Church is reviewing the parking area under the current master plan.
Mr. Eglin, the contiguous neighbor, felt that landscaping should be installed. He added that when he originally lived there in 1974, there was no seven-day-a-week parking. He said he would like a visual barrier and offered to water the landscaping but said he would not pay for the water.
Mr. Mike McCormac, representing St. Anselm's Church, said he would recommend to the Church whatever will make the neighbors happy.
There was some feeling from the Council that the matter should be continued and Mr. Brekhus speaking from the audience urged the Council to move approval and make the landscaping a condition of approval. He said he had already spent hours with the school and neighbors trying to work out a solution.
Mr. McCormac said that at the last meeting they talked about landscaping but not what kind of landscaping. He also expressed concern over moving the parking area and questioned putting in landscaping for one citizen.
Councilman Barry moved to continue the issue. This motion died for lack of a second.
Councilman Lill favored landscaping, adding that this is often required as a condition of approval.
Mr. Burgess of Branson School felt the landscaping might be too expensive, since the Church receives a set fee for just eight or nine months per year.
After further discussion, Councilman Reid moved approval of the mitigation negative declaration of environmental impact with findings 1 through 7 in the staff's report dated January 6, 1992. This was seconded by Councilman Lill and passed with four affirmative votes. Councilman Brekhus had stepped down from the Council chambers.
Councilman Reid also moved approval of the amendment to the Use Permit with the findings in the staff report, the two findings in the staff memo of January 9, 1992 and with the following conditions:

1. Parking be allowed for the Branson School Monday through Friday for Branson School student vehicle parking until June 1993 at which time the use permit will expire and be subject for renewal.

2. Landscaping must be in place by September 1992.

3. This use permit (amendment) shall allow the use of the existing St. Anselm Church parking for Branson School vehicles parking. The lot shall also be used for continued parking by the church. The conditions of the original use permit regulating church use of this lot shall remain in effect with the following amendments:

   a. Parking to be allowed only on Sundays and Roman Catholic holidays.
   b. Permit to be subject to review in 5 years.
   c. Permit to be revoked in case of change of ownership.

4. Use of this parking facility by Branson School shall comply with the following requirements as incorporated into the project description by the project proponents:

   a. Branson School shall use the parking lot for student cars, Monday through Friday only, during the school year only.
   b. The number of cars parking at the facility shall be limited to one half the number of parking spaces, a total of 24 cars.
   c. Parking shall be restricted to the two east rows of spaces closest to the Sir Francis Drake side of the lot, with no parking in the western two rows.
   d. No shuttle buses or Branson cars shall arrive at the lot prior to 7:40 a.m.
   e. Adult supervision in the parking lot shall begin at 7:40 a.m. and remain constant during the pick-up time.
   f. Students shall move immediately from their cars, once parked, to the waiting school van.
   g. No excess noise, no car radios or sound systems shall be allowed at any time by students using the lot.
   h. No student loitering or "hanging-out" shall be allowed at any time during the school's use of the lot.
   i. The use of this lot shall be overseen on a regular basis by the Branson School, and reviewed by the Church on an annual basis.
   j. No other use of the lot for non-church activities shall be allowed except as permitted by the Ross Town Council.

5. Operation of this parking facility for student parking shall comply with the following mitigation measure (noise):

   a. No on-site idling of parked student cars or vans shall be permitted. Vans shall remain on the site only long enough to pick-up students who have already arrived and not wait for additional arrivals. Vans that remain on-site to provide necessary adult monitoring shall not keep their engines idling.
   b. The staging area for vans shall be in the eastern half of the parking lot closer to Sir Francis Drake Boulevard.
   c. All shuttle buses shall be kept properly tuned-up and maintained mechanically.

6. Operation of this parking facility for student parking shall comply with the following mitigation measure (land use):

   a. This site shall be used for Branson School student parking only, Monday through Friday, during the school year.
   b. School parking shall be limited to use of the site during normal school daytime hours. No evening use of the site shall be permitted.

7. Student parking at the lot shall be regulated through the issuance of parking permits. A maximum of 24 parking permits shall be issued. Students shall receive written notification of these use permit regulations, and their requested compliance with these terms, in conjunction with the issuance of said parking permits. (mitigation monitoring)

8. This site shall be maintained free of weeds, litter, and other debris. The fence surrounding the site shall be repaired/replaced as necessary. Landscaping shall be maintained on Bolinas Avenue and Sir Francis Drake Boulevard and augmented as deemed necessary by the City Council within one year of project approval. Landscaping shall be provided between the parking lot and the adjacent residents to the west subject to Council approval. The Council reserves the right to request suitable and vegetative screening within year of implementation of landscaping.

9. The annual statement which the Branson School must file by October 15 of each year with the Town shall include reference to how this parking facility is being operated to ensure compliance with these conditions of approval, including all required mitigation measures. (mitigation monitoring)

10. Saint Anselm's Church shall be responsible for monitoring the use of this facility by the school to ensure that parking lot operations comply with the adopted conditions of approval. Failure to comply with mitigation measures shall result in Council consideration of a revocation or modification of this use permit in accordance with Zoning Ordinance Section 18.48.050. (mitigation monitoring)

11. This amendment to the use permit shall be reviewed by the Town Council in 1992 either in conjunction with the Town's review of the Branson School enrollment or prior to the end of the year. Periodic review of the operation of this facility, the scheduling as determined appropriate by the Council, may be required. This parking facility shall be included as part of any revised master plan for the Branson School. In reviewing such master plan, the Town Council may place conditions amending, or prohibiting, the use of this site for school parking.

12. Mr. Eglin, St. Anselm's Church and Branson School must meet and confer over the landscaping and determine who should pay for it and who should water it. Mr. Rabi Elias will be present at the meeting and he will approve the landscaping.

This was seconded by Councilman Lill and passed with four affirmative votes.

COUNCILMAN BREKHUS RETURNED TO THE COUNCIL CHAMBERS

19. VARIANCES.

a. Walter Connolly, 55 Bolinas Avenue, AP 73-051-05, R-1, Single Family Residence, 5,000 square foot minimum. Request is to allow:

(1) Revision to approved skylight pattern to allow placement of 2.5 X 4 foot skylights, 3 X 3 foot skylight, and 2 X 2 foot skylights on roof.

(2) Revised front elevation including new second story window pattern, reduced width front entry steps, and construction of roof over front entry steps within the front yard setback.

(3) Revised side elevations to allow partial enclosure of the east front porch elevation and enclosure of the west elevation with multi-paned windows. (An open porch with columns on the front elevation and partially open east elevation is proposed.)

(4) Revision to approved steps from rear deck to rear yard.

(5) Revisions to approved window pattern on residence including conversion to multi-light windows, changed sizes and locations.

(6) Addition of 8 X 6 foot trellis with column over rear yard deck.

(7) Construction of 6 and 4 foot high lattice fencing along front property line.

This variance has been requested to allow changes from the application approved by the Town Council in July, 1991. The existing residence is nonconforming in front yard setback (20 feet existing, 25 required) and side yard setback (11 and 6 feet existing, 15 feet required.) The parcel is nonconforming in floor area ratio (42.3%) and lot coverage (29.5%).

Mr. Connolly explained that the Council had requested that the porch be opened up and, he felt, he had done this. He said that he also moved back the stairs four feet from the sidewalks and proposed landscape screening on the side as agreed upon with the neighbors.

In response to a question by Councilman Lill, Mr. Connolly stated that the sides of the porch were closed in the original house but he had opened up the front of the porch.

Mr. Fred Peterson, attorney for Mr. Connolly, said he and his applicant were asking for Council direction.

Dan Thomas, AIA, gave a brief presentation of the plans.

Councilman Reid expressed concern over the crawl space in the rear. He felt it was originally lower.

Mr. Connolly explained he had dug out debris from under the house.

Mr. Peterson said that the Council could restrict the deed not to allow living space nor installation of windows in the basement.

The Council heard from Town Planner Broad. He expressed concern over several items that had varied from the approved design; i.e, size of windows, fish scale shingles, skylights, and the requirement of the Council that the window be obscure glass. He recommended that several of the skylights be removed.

Mr. Connolly stated that the window had to be opened up for ventilation as per the UBC.

Mr. Thomas stated that the window in the library was not designed for viewing as the sill was 5 ft. to 6 ft. high.

Mr. Broad felt that landscaping plans should be submitted and he felt that the new plans had been submitted too late for staff and Council review.

The Council was extremely concerned re the many diversions from the original plans.

Councilman Brekhus said he wished to be reasonable to the applicant and to the Town and questioned how much would be needed to put the house back into compliance. He suggested the Town hire an architect at the applicant's expense to go

TOWN OF ROSS

ORDINANCE NO. 396

AN ORDINANCE AMENDING SECTION 10.28.070
OF THE ROSS MUNICIPAL CODE
PROHIBITING PARKING ON CERTAIN STREETS

THE TOWN COUNCIL OF THE TOWN OF ROSS DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 10.28.070 of the Ross Municipal Code is hereby amended by adding, at the end thereof, a new subparagraph to be numbered and to read as follows:

(39) The easterly side of the entrance road to the Katharine Branson School/Mount Tamalpais School commencing at easterly gate abutment at Farnhill Avenue and running 300 southerly on a curve to the left, feet from said abutment.

SECTION 2. The penalty and severability provisions contained in Title 1 of the Ross Municipal Code shall be applicable to this ordinance.

SECTION 3. This ordinance shall be posted in three (3) public places within the Town of Ross and shall be in full force and effect immediately upon adoption. It is hereby declared to be an urgency ordinance and the facts constituting the urgency are as follows: Vehicular parking in the above area is preventing access of fire and police vehicles to Circle Drive and, thus, said restriction is necessary for the protection of the public health and safety.

* * *

The foregoing ordinance was introduced at a regular meeting of the Ross Town Council held on the 8th day of June

RIEDE, ELLIOTT & RIEDE
ATTORNEYS AT LAW
1000 FOURTH STREET
SAN RAFAEL, CALIF. 94901
454-5656

1978, and was thereafter read in full and also thereafter adopted by the following vote of the Council:

AYES: Councilmen Allen, Chase, Maginis, Brekhus

NOES: Councilmen None

ABSENT: Councilmen Osterloh

MAYOR

A T T E S T:

Virginia Stott
Clerk

RIEDE, ELLIOTT & RIEDE
ATTORNEYS AT LAW
1000 FOURTH STREET
SAN RAFAEL, CALIF. 94901
454-5656

TOWN OF ROSS

RESOLUTION NO. 1042

A RESOLUTION OF THE TOWN OF ROSS GRANTING USE PERMIT NO. 50 TO THE KATHERINE BRANSON SCHOOL/MOUNT TAMALPAIS SCHOOL

WHEREAS, The Katherine Branson School/Mount Tamalpais School (hereinafter "the School") has made an application for a use permit to allow in a R-1 district, a private, coeducational secondary school having an enrollment not exceeding 320 students; and

WHEREAS, due notice of a public hearing on such application was given as required by law by publication of notice in the INDEPENDENT JOURNAL and by mailing notice to property owners in accordance with Section 18.44.020 of the Ross Municipal Code (hereinafter "the Code"); and

WHEREAS, a final Environmental Impact Report (hereinafter "EIR") concerning the Master Plan for the School was prepared pursuant to the provisions of the California Environmental Quality Act of 1970, as amended, and the State EIR Guidelines, and has been certified in Resolution No. 1023;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The application of the School is for the use specified in the preamble above. The location of the site, the present and proposed buildings, and the other improvements thereon, are more particularly described and delineated in the documents entitled Draft EIR (March 1977) and Final EIR (July 1977).

2. It is hereby found and determined that the establishment, maintenance and conducting of the use for which the above use permit is sought will not, under the circumstances of this particular case and the conditions imposed herein, be detrimental to the health, safety, morals, comfort, convenience, or general welfare of persons residing or

working in the neighborhood of the use and will not, under the circumstances of this particular case and the conditions imposed herein, be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

3. Specifically, the present zoning of the property is R-1: B-A (single family residence with minimum permitted area of one acre). One of the permitted uses in a R-1 district is that of a private school. The adopted General Plan of the Town classifies the property of the School as PS-L (Public Service, Limited). Listed uses in such classification include that of a private school. Accordingly, the use for which the use permit is sought is in conformity and compatible with both the zoning law and the General Plan of the Town.

4. The use of the property as a private school predated the adoption of the Code and the School is therefore a legal nonconforming use. Such nonconforming use is required to be removed or altered or converted to a conforming use in accordance with the time periods specified in Section 18.52.010(c) of the Code. Since the use for which the use permit is sought is identical to the existing use of the property, consideration of the nonconforming status of the School is appropriate at this time.

5. The present enrollment at the School is approximately 320 students and the application is for a private school with an enrollment not to exceed 320 students. Section 18.16.030(b) of the Code, as adopted by the voters at the March 7, 1978 General Municipal Election, permits the issuance of a use permit for a public or private school whose total full and part-time enrollment does not exceed 320 students. As a result thereof, there will be no increase or intensification of the existing use to which the property is made.

No increase in police and fire protection will be required nor will there be any increase in any other municipal services.

6. The granting of the use permit will remedy the nonconforming status of the property, maintain its existing usage and, with the conditions imposed herein, will result in no change to the health, safety, comfort, convenience or general welfare of the persons residing or working in the neighborhood of the School and no injury will occur to property or improvements in the neighborhood.

7. Over the years the School and its Board of Trustees have been generally responsive to the concerns of the Town and those residing in the neighborhood and have instituted and maintained numerous programs and policies to harmonize its activities with the general welfare of persons residing or working in the Town. Such cooperation of the School and its past and present Board of Trustees constitutes an important consideration for the issuance of this use permit.

8. A use permit is hereby granted to the School to allow a private, coeducation secondary school upon each and all of the conditions set forth in Exhibit A which is attached hereto and incorporated herein.

PASSED AND ADOPTED at a meeting of the Town Council of the Town of Ross at a meeting thereof duly held on the 11th day of May, 1978 by the following vote:

AYES: Councilmen Allen, Osterloh, Maginis, Brekhus

NOES: Councilmen None

ABSENT OR NOT VOTING:

Councilmen Chase

MAYOR

ATTEST:

TOWN CLERK

EXHIBIT A

1. That the total full and part-time student enrollment of the School shall at no time exceed 320 students.

2. That no building permit (except as a permit may be required for the ordinary maintenance or repair of existing facilities) shall be issued for any construction at the property which is not described and identified in the master plan for the School, as amended on April 3, 1978.

3. That such permit shall terminate upon the sale, lease or disposition by KBS/MTS of the present campus site or a change in the corporate structure of KBS/MTS from a non-profit institution, provided that the relocation of MTS will not cause a termination.

4. That the School use its best efforts to operate the School in such a manner as to prevent disruption or disturbance of the peace, quiet, comfort and safety of the immediate neighborhood.

5. That by October 15th of each year, the School shall provide and file with the Town a statement indicating the number of students enrolled in the School and the number of said students who are residents of the Town, a schedule of the approximate dates of all special events planned for the School year, and for the summer, insofar as they are known, and a scholastic games schedule insofar as known, and a copy of a memorandum, letter or directive to students, employees and parents, advising them of the terms of this Use Permit, insofar as applicable, and requesting their compliance with each of the terms of said permit.

6. That the School construct not more than ten (10) additional parking spaces, in accordance with a plan to be submitted to and approved by the Town.

7. That the School mark and clearly designate at least five (5) spaces for visitor's parking only, on campus.

8. That the School continue to use its best efforts to discourage parking on streets adjacent to the School by students, employees and faculty.

9. That the School use its best efforts to discourage access to the School by Hillgirt Drive through memorandum and communications to students, parents and guests advising them of such policy.

10. That weather permitting, the School provide temporary on-campus parking on the playing field for all special events expected to draw a large number of visitors to the campus through the use of special officers or traffic monitors to direct traffic to those areas through the School's main entrance.

11. That the use of the KBS/MTS athletic facilities for practice or play at all times during any calendar year be limited to KBS/MTS students, faculty and staff; visiting teams engaged in regularly scheduled, inter-scholastic events with KBS/MTS and official athletic teams sponsored by the Ross Recreation Association, Ross Little League and Ross Soccer Program

and other groups which have previously used these facilities, provided that the number of events or amount of use by such groups shall not exceed in any calendar year any such uses or events in any year prior to 1978.

12. That any other use of the School's athletic facilities by any other group or individuals be by Town permission.

13. That no temporary or permanent grandstands or bleachers, amplifying equipment or outside lighting be constructed, maintained or used in connection with any athletic events held on campus.

14. That the new tennis courts constructed adjacent to the parking lot be restricted to use by students and faculty of KBS/MTS, officially sponsored groups or teams of the Ross Recreation Association, Ross Little League or Ross Soccer League, between the hours of 8:15 A.M. and 8:00 P.M. and that the appropriate signs be constructed and maintained on said tennis courts regarding this.

15. That the auditorium be restricted to use for School assemblies, special alumni, faculty, parents and friends of the School, but in no event, for the scheduling of special events to which the public or outside guests unassociated with KBS/MTS are invited.

TOWN OF ROSS

ORDINANCE NO. 394

AN ORDINANCE CONTROLLING THE ISSUANCE OF USE PERMITS, VARIANCES, BUILDING PERMITS AND GRADING PERMITS FOR PUBLIC AND PRIVATE SCHOOLS IN THE TOWN OF ROSS, AMENDING SECTION 18.16.030(b) OF THE ROSS MUNICIPAL CODE

THE PEOPLE OF THE TOWN OF ROSS DO ORDAIN AS FOLLOWS:

SECTION 1. The people of the Town of Ross hereby find and declare that:

(a) The maintenance within the Town of public and private schools which provide qualify education, enriches our lives and the lives of our children.

(b) Notwithstanding the predominantly residential character of our Town, it is desirable to continue to accommodate within our residential neighborhoods those schools of limited enrollment which have for many years contributed to our unique cultural heritage.

SECTION 2. The people of the Town of Ross do therefore hereby amend the Ross Municipal Code Section 18.16.030(b) (which states the authority for granting use permits for schools in the residential zone in the Town of Ross) to read as follows (additions to existing Code Section are underlined):

18.16.030(b). Uses permitted but requiring use permits are: public and private schools, parks, churches and religious institutions, nonprofit social and recreational clubs, guesthouses and servants' quarters, home occupations, public buildings, private stables (on sites of less than one acre), and nighttime use and lighting of tennis courts provided that no use permit nor variance shall be issued for any public or private school whose total full and part-time public enrollment - together with the total enrollment of any affiliate school or coordinate program regularly using the same premises - exceeds 320 students.

RIEDE, ELLIOTT & RIEDE
ATTORNEYS AT LAW
1000 FOURTH STREET
SAN RAFAEL, CALIF. 94901
454-5656

SECTION 3. This ordinance can only be amended or repealed by the voters at a regular municipal election.

SECTION 4. If any portion of this ordinance is declared invalid, the remaining portions are to be considered valid. The penalty and severability provisions contained in Title 1 of the Ross Municipal Code shall be applicable to this ordinance.

Note: The above ordinance was an initiative ordinance passed by voters at an election held 3/7/78, adopted as of the date the Ross Town Council declared the vote, viz. 3/14/78, and the ordinance was thus in effect as of 3/24/78 pursuant to California Elections Code Section 4013.

RIEDE, ELLIOTT & RIEDE
ATTORNEYS AT LAW
1000 FOURTH STREET
SAN RAFAEL, CALIF. 94901
454-5656

Variance No. 414 Mr. and Mrs. David C. Bradford 12 Fernhill Ave. (73-051-19) 20,000 sq. ft. zone. Request to allow addition of bathroom, closet, bedroom extension and laundry to existing non-conforming house 5' from side property line.

Lot Area	19,864 sq. ft.
Present lot coverage	9.3%
Proposed " "	10 %

Stating that the additions would cure inherent obsolescence, Mr. Jones moved approval of the variance request, seconded by Mr. Maginis and unanimously passed.

Variance No. 415 Mr. and Mrs. Theodoric Bland Rogers, 15 Fernhill Ave. (73-091-36) 20,000 sq. ft. zone. Request to allow construction of 23' x 23' garage. Existing house and cabana are non-conforming.

Lot Area	17,557 sq. ft.
Present lot coverage	17%
Proposed " "	22%

Mr. Rogers explained that the present garage, which will be used as a cabana, is not accessable. The proposed two-car garage will be built with the same roof pitch as the house and will blend in perfectly. Following discussion on the excessive amount of lot coverage, Mr. Maginis moved granting the variance with the condition that the present garage (shown as cabana on the plans)will be razed, thereby not increasing the present 17% lot coverage. Mr. Rogers assured the Council that the size of the proposed garage and the cabana are exactly the same. Mr. Jones seconded the motion, which was unanimously passed.

Tennis Courts * 6.13.74

17. Use Permit No. 40 The Katharine Branson School, Fernhill Avenue (73-082-12) Acre Zone. Request to allow demolition of carports, storage area, house, incinerator and replace by garage, storage area and two tennis courts and pave parking area.
Mr. Leonard Richardson explained that paving the parkin area would alleviate dust problem and allow 50 cars inside grounds, thereby freeing Fernhill Avenue from school cars. The new tennis courts are much needed. Mayor Allen read a letter from Sanford Paganucci, signed by Dr. and Mrs. Dawson, Mr. and Mrs. David Faskin and Mr. and Mrs. Russell G. Smith Jr., asking the Council to defer action on the use permit until school reveals KBS master plan and Council can make study of environmental impact on community.

Mr. Wm. Stapp stated that paving the parking are should solve the parking problem, but felt the school should police the area and prohibit speeding, parking on Fernhill and limit the number of cars. Mr. Richardson assured the Council and audience that it is easy to control the number of students allowed to drive cars, and indicated that the school wishes to maintain the rural feeling of the Town and to maintain the integrity of the neighborhood. He agreed that a stop sign at the exit or bumps inside the parking area would be considered.

Dr. Dawson expressed concern regarding the many cars and the speeding. Miss Joy Paganucci stated that the noise is offensive and asked that the Council consider people density. She said the school was built for a maximum of 150 students and is now overcrowded. Mr. Richardson said 272 students attend at present -- the maximum would be 300.

Mr. Chase stated that as a trustee of the school he will not vote, but wished to explain that the plan tries to resolve a serious parking problem.

Dr. Dawson suggested using the area between Bill Richardson's house and the field for the tennis courts. Mr. Richardson explained that this is a graduation field which has been used for 54 years. Mr. Stapp further stated he thought the tennis courts would upgrade the area since the old house, open carport and incinerator would be torn down.

Attorney Vincent Mullins, representing the Faskins, urged the Council to defer action on the request to allow themselves time to study long range growth plans of the school, environmental impact and other new problems which may be injected into the Ross Valley.

The Clerk reported that Town staff had made an environmental impact assessment and filed a negative declaration with the County Clerk on June 3d.

Mr. Jones suggested the Council consider the possibility the project might have a significant effect on the environment. Mayor Allen, Mrs. Osterloh and Mr. Maginis discussed the matter and determined that it would not.

Mayor Allen moved granting the Use Permit, contingent on installation of a stop sign or bumps in the parking area. Mrs. Osterloh seconded the motion, which passed by a three to one vote, Mr. Jones dissenting, Mr. Chase abstaining.

The Clerk was directed to file a Notice of Determination indicating that the project will not have a significant effect on the environment.

ATTACHMENT 4

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The Branson School

Traffic and Parking Study

Prepared For
The Branson School
Prepared By
Robert L. Harrison Transportation Planning
November 2007

Table of Contents

1. Introduction

This report presents an analysis of the traffic and parking issues at The Branson School. This report complements the report titled ***Traffic and Parking Study for The Branson School*** dated April 1996. Many of the issues presented in the 1996 report are discussed again in this study.

This report is organized as follows. Following the summary of findings and recommendations, the second section of the report describes the existing conditions on the local street system that serves the School. The School trip generation is compared to total traffic counts on local streets in the third section of the report. Parking issues at the School are discussed in the fourth report section. Recommendations with regard to traffic, parking and on-campus circulation are provided in the last report section.

Summary of Findings and Recommendations

Findings

1 -- Existing traffic on the streets that serve The Branson School is characterized by low volumes and almost no congestion throughout the day.

2 -- Short periods of congestion exist on Fernhill Avenue immediately in front of the School and on the campus roadways for two short time periods each school day.

3 -- The speed of traffic is a concern on both Ross and San Anselmo streets. Of particular concern is speeding on Bolinas Avenue where a radar speed survey found that 70% of drivers exceed the posted 25 mph speed limit.

4 -- The Branson School generated traffic represents a significant share of total daily traffic on Fernhill Avenue. The Branson School traffic is a lower share of total traffic on all other streets.

5 -- The Branson School management of parking demand has resulted in an acceptable 80% to 85% peak use rate of on-campus parking spaces. Student parking demand has been restricted by permitting mostly seniors to park on campus. Faculty and staff parking needs are satisfied by available on-campus parking.

Recommendations

The following is a synopsis of the mitigation measures recommended in this report. Each mitigation is fully described in the last section of the report. The Branson School should:

1 -- Work with the neighborhoods near the campus and with the Towns of Ross and San Anselmo to seek agreement on:

- A program to reduce the problem of speeding on local streets.
- The installation of a stop sign on westbound Fernhill Avenue at Norwood Avenue and stop signs on Bolinas Avenue at Richmond and/or Kensington Roads.
- Improvement of the intersection of Bolinas Avenue with Richmond Road.
- Improved delineation and signage on all local streets.

2 -- Explore ways to reduce parking demand by increasing carpool rates and increasing the use of the existing bus and van programs.

3 -- Consider on-campus improvements including:

- A one-way loop road in the upper campus area.
- A wider main gate expanded from the existing 14 feet 6 inches to 20 feet.
- A new roadway from the lower campus to the back parking lot.

2. Existing Conditions

The Branson School is located on Fernhill Avenue between Norwood and Glenwood Avenues in Ross. The streets nearest to the School are characterized by typically low traffic volume conditions, two traffic lanes, limited shoulder areas and no curbs nor sidewalks.

Fernhill and Glenwood Avenues and Shady Lane operate with 25 mile per hour (mph) posted speed limits. Norwood Avenue has very narrow lanes, a high center crown and a 20 mph speed limit. Residents report concern with speeding on some of the streets near the School.

Bolinas Avenue is wider and serves a higher traffic volume than the streets nearest to the School. Bolinas Avenue is about 38 feet wide curb to curb with sidewalks on both sides of the street. Parking is permitted, except near intersections, on both sides of Bolinas Avenue between Shady Lane and Glenwood Avenue. The speed limit is posted as a radar enforced 25 mph. A survey found 91% of residents on Bolinas Avenue reporting that speeding is a serious problem.[1]

In the morning, inbound traffic to the School uses either the Bolinas Avenue to Glenwood Avenue to Fernhill Avenue route or the Shady Lane from the south to Fernhill Avenue route. Almost all outbound traffic goes down the hill on Fernhill Avenue to Shady Lane. In the afternoon at School dismissal hour most School traffic uses the Shady Lane to Fernhill Avenue route to enter and to leave the campus.

Existing Street Operations

Traffic was counted on the streets that serve The Branson School in late September 2007, on days when the School was in regular session. Traffic turning movement counts were made at the intersections of Fernhill Avenue with Shady Lane, with Norwood Avenue and with Glenwood Avenue. Traffic was also counted at the main entrance to the School and at the School parking lot located west of the main entrance. Detailed traffic count data is provided in the Appendix to this report.

1 John Martin-Jill Baker. *Bolinas Avenue Survey*. September 19, 2007.

Intersection Level of Service

The best measure of how well a city or town street system is working is to determine the amount of congestion or delay experienced by motorists at important intersections. The quality of traffic movement is reported in terms of Level of Service (LOS) ranging from a letter grade of A to a grade of F. At LOS A or B an intersection experiences little or no congestion while LOS E and F indicate long and unacceptable delays for drivers.

LOS is measured in terms of average stopped delay per vehicle for a fixed study period. The time periods selected for study in this report are the two times of the day when the School traffic is at its highest level. These are the morning arrival and afternoon dismissal hours. LOS was also measured in the late afternoon typical commuter peak hour at the intersection of Fernhill Avenue with Shady Lane. A description of Level of Service is given in Table 1.

Table 1
Description of Level of Service (LOS)
Stop Sign Controlled Intersections

Level of Service	Vehicle Delay[1] (Seconds)	Description
A	0-10	Little or no delay.
B	>10-15	Short traffic delay.
C	>15-25	Average traffic delay.
D	>25-35	Long traffic delay.
E	>35-50	Very long traffic delays.
F	>50	Excessive traffic delays.

Note 1: Average control delay per vehicle.

Source: Transportation Research Board, *Highway Capacity Manual 2000,* HCM2000.

The existing intersection LOS for the three intersections studied is shown in Table 2. From the LOS results shown on Table 2 it is clear that even at the times of day when traffic volumes are highest there is limited congestion and delay encountered at the intersections nearest to the School. All intersections operate at LOS A or B. The calculation of LOS is provided in the Appendix to this report.

Most of the perceived traffic issues associated with The Branson School appear to be caused by fact that the School generates a relatively large share of the total traffic found on nearby streets and that School traffic is particularly intense at two times each day. The relatively intense School arrival and departure traffic contrast with the typically very low traffic volumes found on the residential streets in Ross.

The School trip generation is discussed in detail in the next section of this report.

Table 2
Existing Intersection Level of Service (LOS)

	Morning Pk Hr[1]		Mid-Afternoon Pk Hr[1]		Late Afternoon Pk Hr[1]	
	LOS	Delay[2]	LOS	Delay[2]	LOS	Delay[2]
Fernhill Avenue with:						
Shady Lane[3]	B	11.5	B	11.4	B	10.4
Norwood Avenue[3]	A	9.7	A	9.6	N/A	N/A
Glenwood Avenue[4]	A	7.6	A	7.7	N/A	N/A

Notes:
1 - Morning Peak Hour - 7:30 a.m. to 8:30 a.m.; Mid-Afternoon Peak Hour - 3:00 p.m. to 4:00 p.m.; Late Afternoon Peak Hour - 4:30 p.m. to 5:30 p.m.
2 - Average delay per vehicle in seconds.
3 - LOS and delay shown for traffic that is required to stop. There is no delay for all other traffic.
4 - LOS and delay shown as an average for all traffic at this all-way stop intersection.

Source: Robert L. Harrison Transportation Planning

Traffic Speed

As indicated above, residents near the School in both Ross and San Anselmo have reported that speeding is a problem in their neighborhood. The Bolinas Avenue Survey cited above concludes "we have observed motor vehicles speeding and breaking traffic laws many times every day for years." The Bolinas Avenue Survey is available on the internet at jmartin@opentable.com.

In response to these concerns traffic speed surveys were conducted for this report on both Fernhill and Bolinas Avenues. The detailed results of the speed surveys are provided in the Appendix to this report.

Fernhill Avenue Traffic Speed. The Fernhill survey was conducted between Shady Lane and Norwood Avenue. The speed limit posted in this section of street is 25 mph. The average speed observed on Fernhill Avenue was 23.5 mph. The speed typically used by traffic engineers to design streets and set speed limits, the 85th percentile speed, was 27 mph. The highest speed observed was 36 mph. A total of three vehicles out of 75 observed, or 4% of the total traffic volume, were found to be traveling at 35 mph or 36 mph.

The posted 25 mph speed limit on Fernhill Avenue is supported by the 85th percentile speed data. It appears that the great majority, about 75%, of drivers on Fernhill Avenue drive at speeds at or below the posted speed limit. However, the few drivers that exceed the limit can be of concern to local residents. Measures to deal with the problem of traffic speed are discussed in the final section of this report.

Bolinas Avenue Traffic Speed. The speed of traffic on Bolinas Avenue was observed following a period when the San Anselmo speed display radar trailer had been regularly assigned to the street. The neighborhood was also aware of the speeding problem as indicated by the results of the survey of residents referenced above. Despite these measures, as indicated below, a significant portion of drivers were found to exceed the posted 25 mph speed limit.

The speed on Bolinas Avenue was observed at two different times of the day. The initial survey was conducted at midday when traffic volumes were not at peak loads. Traffic was observed between Richmond and Kensington Roads. This survey found that the average speed was higher on Bolinas Avenue as compared to Fernhill Avenue, 27.5 mph vs 23.5 mph. The 85th percentile speed was also higher, 31 mph vs 27 mph, and the and maximum speed was 38 mph on Bolinas as compared to 36 on Fernhill. Of the 111 vehicles observed on Bolinas Avenue, three vehicles, or about 3%, were found to travel at speeds of 35 mph or greater.

A second speed survey was conducted on Bolinas Avenue between Richmond and Kensington Roads during the morning peak traffic period, 7:00 a.m. to 8:00 a.m. The average speed at this hour was slightly higher as compared to the midday survey, 27.6 mph vs 27.5 mph. However, the 85th percentile speed was the same in the morning rush hour as at midday, 31 mph and the highest speed observed in the morning, 36 mph, was lower than the 38 mph maximum speed observed at midday. Of the 160 vehicles observed in the early morning, two vehicles, or about 1.3%, were found to travel at speeds of 35 mph or greater.

It appears that the existing 25 mph speed limit on Bolinas Avenue is exceeded by a significant majority, about 70%, of drivers. A 30 mph speed is exceeded by 25% of drivers. Strict enforcement of the existing 25 mph speed limit would result in at least one-quarter of all drivers cited for speeding. In the case of Bolinas Avenue, where the majority of drivers travel in excess of the speed limit, engineers would need to develop a comprehensive analysis of the factors other than existing traffic speed in order to recommend enforcement of a speed limit lower than the existing 85th percentile speed.

To determine the appropriate speed limit for Bolinas Avenue, a traffic engineering study would be needed to consider the speed of traffic as well as collision history, traffic volume, pedestrian and bicycle traffic, roadway characteristics such as width and curvature, parking, and adjacent development. Such a comprehensive traffic engineering study is beyond the scope of this report. However, measures that may help to limit traffic speed are discussed in the last section of this report.

3. The Branson School Vehicle Traffic

The Branson School prepares a ***Traffic and Parking Handbook*** for each School year. The rules for vehicle access to the School are carefully described including: speed limits; routes to School; parking; student drop-offs and carpooling. The Handbook indicates that Branson School citations will be issued to those who do not follow the rules and regulations. In particular, driving on Norwood Avenue is prohibited and parking is prohibited on Fernhill, Glenwood and Hillgirt Avenues. Only students with current parking permits are allowed to drive and park on campus. The rules for campus access have been successfully implemented in recent years. The resultant vehicle trip making as found in September 2007 is documented in this section of the report.

Vehicle Trip Generation

The trip generation at The Branson School was developed from traffic counts taken at the School on September 24, 2007. In addition, the School conducted a traffic and parking survey of faculty, staff and students. The results of the survey are presented at the end of this section.

Traffic was counted at the main entrance to the School, at the parking lot located just west of the main gate and on the street in front of the School. The traffic counts were made for 15 minute intervals during the hours from 7:00 a.m. until 6:00 p.m. A detailed listing of the traffic counted at the School is provided in the Appendix to this report.

The peak one hour of trip generation in the morning and afternoon was established from the 15 minute count data. A summary of The Branson School peak hour trip generation is shown in Table 3.

The morning peak hour at the School is between 7:30 a.m. and 8:30 a.m. In the morning peak hour the School generates 236 trip ends (inbound plus outbound trips). Of the total trips generated, 51% of inbound traffic approaches the School from the west (Glenwood Avenue) and 49% comes up the hill from Shady Lane. About 95% of departing School traffic leaves the campus down the hill on Fernhill Avenue to Shady Lane.

Table 3
The Branson School
Peak Hour Vehicle Trip Generation
Tuesday September 24, 2007

	Main Gate		Parking Lot		On-Street		Totals		Total Trip
	Ins	Outs	Ins	Outs	Ins	Outs	Ins	Outs	Generation
Morning Peak Hour									
7:30 to 7:45 a.m.	9	2	10	8	1	1	20	11	31
7:45 to 8:00 a.m.	42	9	50	37	10	10	102	56	158
8:00 to 8:15 a.m.	10	5	13	2	1	0	24	7	31
8:15 to 8:30 a.m.	6	2	4	3	1	0	11	5	16
Totals	67	18	77	50	13	11	157	79	**236**
Afternoon Peak Hour									
2:45 to 3:00 p.m.	7	6	9	7	0	1	16	14	30
3:00 to 3:15 p.m.	8	26	11	26	11	12	30	64	94
3:15 to 3:30 p.m.	8	9	4	7	4	4	16	20	36
3:30 to 3:45 p.m.	7	12	1	0	1	2	9	14	23
Totals	30	53	25	40	16	19	71	112	**183**

Source: Robert L. Harrison Transportation Planning

Near the School, the time of School dismissal sets the time of afternoon peak traffic flow. The School dismissal hour does not coincide with the typical late afternoon commute traffic peak hour. The afternoon peak hour occurs at School dismissal hour between 2:45 p.m. and 3:45 p.m. The mid-afternoon peak hour trip generation is 183 trips. In the afternoon dismissal hour just 25% of School traffic comes from Glenwood Avenue and 75% of School traffic arrives from the east up Fernhill Avenue from Shady Lane. About 82% of afternoon departing traffic leaves to the east down Fernhill Avenue toward Shady Lane.

Total daily trip generation at the School is estimated by factoring from the 7:00 a.m. to 6:00 p.m. main gate count and from peak hour counts at the main gate, rear parking lot and on-street drop-offs and parking. Daily traffic at The Branson School is estimated to be about 1,000 vehicle trips. In addition, up to 50 trips per day are generated by the School at the St. Anselms church parking lot.

The relatively intense concentration of School trip generation is apparent in Table 3. The 158 trips counted in the peak 15 minutes between 7:45 a.m. and 8:00 a.m. represent two-thirds of the morning peak hour trip generation. Similarly, the afternoon peak 15 minutes between 3:00 p.m. and 3:15 p.m. when 94 trips are generated is more than half of the afternoon peak hour trip generation. At all other times of the day the 15 minute traffic counts are less than half, and usually significantly less than half, of the peak 15 minute traffic. The two peak periods of concentrated trip generation contribute to the perception that the School is the source of traffic problems in its neighborhood.

The Branson School Trip Generation Compared to Total Traffic Counts

The vehicle trips generated by The Branson School represent a significant portion of the total traffic using the local street system near the School. On a daily basis the School's trips are 70% of the total traffic on Fernhill Avenue at the School main gate, 62% of the total traffic at the Fernhill / Norwood Avenue intersection, 40% of the total traffic at the Fernhill / Shady Lane intersection and 35% of the total traffic at the Fernhill / Glenwood Avenue intersection.

The School's trips as a proportion of total traffic varies dependent on the time of day considered. As would be expected, the School's impact on traffic is greatest at the peak morning arrival and afternoon dismissal hours. The preferred routes to and from the School vary with the time of day. The Branson School vehicle trips as a portion of total traffic at various times and at several intersections along Fernhill Avenue are shown in Table 4.

Table 4
The Branson School Vehicle Trips vs Total Trips
At Various Intersections Along Fernhill Avenue

	Branson School Main Gate	Norwood Ave.	Shady Lane	Glenwood Ave.
Daily Traffic				
Total Traffic	1,430	1,130	1,690	1,020
Branson School Traffic	1,000	700	670	360
Branson School Traffic as PerCent of Total Traffic	70%	62%	40%	35%
Morning Peak Hour				
Total Traffic	209	191	244	154
Branson School Traffic	166	148	142	88
Branson School Traffic as PerCent of Total Traffic	79%	77%	58%	57%
Afternoon Peak Hour				
Total Traffic	155	199	380	83
The Branson School Traffic	137	132	125	56
Branson School Traffic as PerCent of Total Traffic	88%	66%	33%	67%

Source: Robert L. Harrison Transportation Planning

Much of the concern expressed with regard to traffic in the neighborhood of the School is related to the relatively large share of total traffic that is generated by the School. While traffic conditions overall are very good as compared to neighborhoods in other communities, they are worse near the School than they are in other residential areas of the Town of Ross.

The Branson School Traffic and Parking Survey

In the Fall 2007 The Branson School conducted a survey of faculty, staff and students to determine basic data on access and parking. The detailed results of the survey are included in the Appendix to this report. A summary of the results of the survey is given in Table 5.

Table 5
Summary of The Branson School Traffic and Parking Survey
Students / Faculty / Staff

Primary Mode of Access		
1 - Drive myself and park on-campus		32%
2 - Drive myself and park at St. Anselms		8%
3 - Ride with staff who parks on-campus		6%
4 - Ride with staff who parks St. Anselms		0%
5 - Ride with student who parks on-campus		21%
6 - Ride with student who parks St. Anselms		0%
7 - Ride with student who parks off-campus		2%
8 - Drop-off / Pick-up by parent or friend		8%
9 - CYO bus service		8%
10 - Bicycle		4%
11 - Public Transportation		3%
12 - Walked		7%
13 - Other		1%
	Totals	100%
Usual Arrival Time on-campus		
1 - 7:00 a.m. to 7:30 a.m.		9%
2 - 7:30 a.m. to 7:45 a.m.		28%
3 - 7:45 a.m. to 8:00 a.m.		53%
4 - 8:00 a.m. to 8:15 a.m.		4%
5 - 8:15 a.m. to 8:30 a.m.		1%
6 - 8:30 a.m. to 9:00 a.m.		5%
	Totals	100%
Usual Departure Time from Campus		
1 - 2:30 p.m. to 3:00 p.m.		1%
2 - 3:00 p.m. to 3:30 p.m.		45%
3 - 3:30 p.m. to 4:00 p.m.		19%
4 - 4:00 p.m. to 4:30 p.m.		8%
5 - 4:30 p.m. to 5:00 p.m.		9%
6 - 5:00 p.m. to 5:30 p.m.		9%
7 - 5:30 p.m. to 6:00 p.m.		9%
	Totals	100%

Source: The Branson School Traffic and Parking Questionnaire, Fall 2007.

The survey clearly demonstrates how important driving to the campus is as compared to other access modes. In total, 77% of trips to the School use some form of private vehicle to reach the campus. Just 23% of the faculty, staff and students do not use an automobile in any way to reach the campus.

The CYO bus service is used by 8% and public transit is used by 3% of respondents. Walking access was reported by 7% of those returning surveys.

The survey further confirmed the concentrated nature of arrival time on campus. Over half, 53%, of all those surveyed arrive on campus in the 15 minute period just before 8:00 a.m. Over 80% arrive in the half hour between 7:30 a.m. and 8:00 a.m.

Departure times are somewhat more dispersed than is the morning arrival times. The greatest concentration of departures occurs between 3:00 p.m. and 3:30 p.m. when 45% of faculty and students leave the campus. Another 19% leave between 3:30 p.m. and 4:00 p.m.

4. The Branson School Parking

Parking at The Branson School was surveyed at several times in September 2007. The parking surveys included on the main campus, in the School parking lot, on Fernhill Avenue near the School and in the lot at St. Anselms church.

There are 136 designated parking spaces on the campus. The on campus spaces are located with 89 on the main campus and 47 in the School parking lot directly accessed from Fernhill Avenue. Of these, 70 are assigned to student drivers, 55 are assigned to faculty or staff, 8 are designated for visitors and 3 are reserved for disabled individuals.

The School has made a strong effort to manage the existing parking situation through a comprehensive on-campus parking permit program. The student parking permit program is restricted to seniors only and uses carpools to establish priorities for assignment of parking permits. The parking program defines rules and regulations not only for on-campus parking but also provides guidelines on where to park and where not to park off-campus as well. Enforcement of parking guidelines is by issuing Branson School citations that require payment of parking fines. Each parking permit cost $250 per year.

For students that do not have a on-campus parking permit, they are encouraged to park in the St. Anselms church parking lot. There is no charge for parking at St. Anselms. The School provides a shuttle bus from this lot to the School at morning arrival hour and returning in the afternoon dismissal hour. Surveys of the St. Anselms lot indicated that between 12 and 20 vehicles used the lot in September 2007.

The effect of the parking management program has been to relieve the excess parking demand found at the School in previous surveys. A summary of parking at selected hours is shown in Table 6. An hour by hour survey of campus parking is provided in the Appendix to this report.

Table 6
The Branson School Parking

Time of Day	On Campus Parked	On Campus % Occup'd	Parking Lot Parked	Parking Lot % Occup'd	On Street Parked	Total Parked
8:00 a.m.	50	56%	37	79%	1	88
10:00 a.m.	71	80%	40	85%	3	114
12 noon	65	73%	41	87%	3	109
2:00 p.m.	63	71%	37	79%	3	103
4:00 p.m.	33	37%	13	28%	0	46

Source: Robert L. Harrison Transportation Planning

The peak parking demand was found to occur at 10:00 a.m. to 11:00 a.m. when 114 vehicles were parked on the campus and on Fernhill Avenue. Of these, 71 were parked on the main campus resulting in a 80% occupancy rate, 40 were parked in the School parking lot meaning that lot was 85% occupied and 3 vehicles were parked on Fernhill Avenue.

The existing 80% to 85% occupancy rate for on campus parking is a reasonable level for peak conditions. There were fewer concerns with parking expressed in the Fall 2007 survey of faculty, staff and students as compared to the responses to a similar survey conducted in 1996. It appears that the parking management program has resulted in a generally successful parking situation at the School. All of the comments are recorded in the copies of the traffic and parking surveys provided in the Appendix to this report.

5. Recommendations

The following are recommendations to assist in resolving the on going traffic issues found on the streets near the School and on the campus. The recommendations are provided in the following categories: Traffic Speed; Traffic Management; Parking; and On-campus Improvements.

Traffic Speed

S-1. Speeding on Fernhill Avenue. The majority of drivers obey the 25 mph speed limit on Fernhill Avenue. To deal with the limited number of drivers who exceed the speed limit, increased enforcement would be the most effective measure. In addition, the westbound (up-hill) stop sign, recommended below in measure TM-2, may reduce the speed of some drivers.

Recommendation. The Branson School should work with the neighborhood and the Town of Ross to seek increased enforcement by the police department.

S-2. Speeding on Bolinas Avenue. The majority of drivers do not obey the 25 mph speed limit on Bolinas Avenue. Several measures are potentially available to deal with this issue:

- A traffic engineering study of Bolinas Avenue that would consider the speed of traffic as well as accident history, traffic volume, pedestrian and bicycle traffic, roadway characteristics such as width, grade and curvature, parking, and adjacent development could be pursued by the Towns of Ross and San Anselmo. Such a comprehensive traffic engineering study is beyond the scope of this report.
- Installation of a permanent radar speed display device as has been provided on Poplar / Kent Avenue in Kentfield.
- Installation of stop signs on Bolinas Avenue at intersections. (See measure TM-3 below).
- Installation of speed humps on Bolinas Avenue.
- Increased enforcement of the speed limit by the San Anselmo police department and continued use of the San Anselmo police radar speed display trailer.

Recommendation. The Branson School should support the Bolinas Avenue neighborhood in its work with the Towns of Ross and San Anselmo to deal with the problem of speeding on Bolinas Avenue.

Traffic Management

TM-1. Centerline Stripe on Fernhill Avenue. A double yellow centerline stripe on Fernhill Avenue is provided between Norwood Avenue and the School gate. There is no centerline provided on the new pavement between Norwood Avenue and Shady Lane. A centerline stripe appears to reduce the available width of each driving lane to motorists. The perception of less available space could cause some drivers to increase their watchfulness and reduce their speed. A possible disadvantage of the centerline stripe is that it would encourage drivers to stay on the right side of the pavement and, in an area where there are no sidewalks, this could leave less space on the roadway for pedestrians and bicyclists.

Recommendation. The Branson School should work with the neighborhood and the Town of Ross to seek agreement on the installation of a centerline stripe on Fernhill Avenue between Norwood Avenue and Shady Lane.

TM-2. Westbound (Up Hill) Stop Sign on Fernhill Avenue at Norwood Avenue The three legged intersection of Fernhill and Norwood Avenues is controlled by stop signs on Norwood Avenue and on the eastbound (downhill) leg of Fernhill Avenue. The up hill or westbound Fernhill Avenue leg of the intersection is not controlled by a stop sign. This is a nonstandard type of intersection control.

Unusual traffic controls are of little concern for those familiar with local conditions but can pose a safety problem for drivers not acquainted with the area. The addition of a stop sign on Fernhill Avenue at this intersection would provide a more standard kind of intersection control, could reduce traffic speed on Fernhill Avenue, and would make the Fernhill Avenue route to the School slightly less convenient.

Recommendation. The Branson School should work with the neighborhood to seek agreement on the installation of a stop sign on westbound Fernhill Avenue at Norwood Avenue.

TM-3. Stop signs at intersections on Bolinas Avenue. The survey of the residents of the Bolinas Avenue neighborhood referenced above found strong support for the installation of stop signs on Bolinas Avenue at the Richmond and Kensington Road intersections. While stop signs are not generally recommended on a major street where the volume of traffic on the minor street is low, strong support by the local neighborhood is frequently sufficient to convince elected officials to approve the stop signs without the usual traffic volume warrants.

Recommendation. The Branson School should support the Bolinas Avenue neighborhood in its work with the Towns of Ross and San Anselmo to study the installation of stop signs on Bolinas Avenue at Richmond and/or Kensington Roads.

TM-4. Redesign of the intersection of Bolinas Avenue with Richmond Road. Richmond Road is approximately 84 feet wide at its intersection with Bolinas Avenue. This extra wide street encourages unusual and unsafe turning movements at its intersection with Bolinas Avenue. To resolve this problem the traveled way portion of the street should be narrowed to no more than 30 feet. The remaining pavement could continue to provide 90 degree parking. This could be done by either establishing a wide landscaped median on Richmond Road or by establishing curb bulbs on Bolinas Avenue to reduce the width of the entry to the side street to no more than 30 feet. With the curb bulb approach the existing 90 degree parking could be maintained on both sides of Richmond Road and one row of tandem 90 degree parking would also be available to support special events at the Seminary.

Recommendation. The Branson School should support the Bolinas Avenue neighborhood in its work with the Town of San Anselmo to redesign the intersection of Bolinas Avenue with Richmond Road.

TM-5. Improved signage and roadway delineation on Bolinas Avenue. The survey of the Bolinas Avenue neighborhood found strong support for improving the signage, crosswalks and roadway delineation on Bolinas Avenue. Such improvements can enhance the overall safety of the street.

Recommendation. The Branson School should support the Bolinas Avenue neighborhood in its work with the Towns of Ross and San Anselmo to improve the delineation of crosswalks and roadway limits on Bolinas Avenue.

Parking

Additional on-campus parking is not possible under the School's current use permit from the Town of Ross. Further improvements to parking must, therefore, be limited to making the current parking supply more efficient. With these guidelines in mind, the following are recommended for consideration by the School:

P-1. Explore programs to reduce parking demand.

Recommendation. The Branson School should expand its program to prioritize carpools when assigning student parking permits. This program could incorporate additional priorities based on any or all of the following factors:

- The size of each carpool. The School gives larger carpools higher priority when assigning parking permits and specific spaces.
- The location of the parking spaces assigned. Some parking spaces are much more convenient and accessible than others. The best spaces should be reserved for the largest and most effective carpools.
- The potential to provide economic benefit to carpool drivers and riders. The School may wish to consider the economic benefit of each carpool in terms of reducing the total demand for parking on-campus. Based on this approach the cost of a parking permit for carpool vehicles could be made less expensive than a single driver permit. A sliding scale could be established where the largest carpools would receive permits for the lowest fees.
- A program of academic or extracurricular benefit. The School should consider a reward program for the largest carpools with the greatest number of seniors and juniors based on academic or extracurricular activities. The details of this program would have to worked out by School staff but would presumably be based on providing some kind of reward that is known to be highly prized by students.
- The carpool program could be expanded to include faculty and staff. Some of the above incentives may also apply for the faculty and staff and could increase carpooling.
- In coordination with the Parents Association, the School should establish an incentive program that would encourage parents dropping students off at School to carpool. This would be particularly important for the 9th and 10th grade students who are most reliant on being driven to School. Incentive programs could be of the same kind of as recommended above for those who drive and park on-campus.
- To the extent additional students can be encouraged to use the bus and van program the potential for driving to campus would be reduced. The School should carefully review this service in terms of areas served and the potential for expansion to additional areas.

P-2. Improve the existing parking signage and pavement markings.

Recommendation. The Branson School should maintain parking signs and pavement markings are a regular basis.

- Visitor Parking. Signs that indicate the very limited on-campus visitor parking should be provided at the main gate. The eight designated visitor parking spaces should be clearly marked.

- Faculty/Staff and Student Parking Spaces. Pavement markings should be repainted on a regular basis. Existing parking spaces should be surveyed to ensure the layout and space available is adequate and works well with the surrounding roadway situation. Strict enforcement of specific parking space assignments is needed in order to assure the parking program works efficiently.

On-Campus Improvements

On-campus traffic is restricted by the layout of the street system and by the narrow widths of campus streets. Campus roadways are typically less than 20 feet wide to serve two-way traffic. Where parallel parking is also allowed, the space available for two-way traffic may be as narrow as 12 feet. It is not possible for two-way traffic to flow efficiently on a roadway just 12 feet wide. As a comparison, the standard for a public street is 12 feet of width for each direction of traffic flow. Many of the streets In Ross are less than 24 feet wide but the most important two-way streets, even in Ross, are at least 20 feet wide.

In addition to the narrow traffic lanes, the layout of campus streets, particularly inside the main gate and at the access to Residence and Dining Hall buildings, is awkward and requires added vehicle turning movements that further compound the inefficiency of the system. The narrow streets and tight parking areas down the hill at the Gym also create a choked traffic condition.

For most of the typical day traffic is very light on-campus streets and the narrow or awkward features of these roadways are not a significant problem. However, at the times of day when traffic flow is highest, just before the morning start and just after the afternoon end of classes, considerable traffic congestion exists both inside and just outside the campus. The width of the main gate, 14 feet 6 inches, restricts two-way traffic operation. On-campus congestion spills out onto Fernhill Avenue for short periods of time.

A major increase in the capacity of the campus street system would have significant impact on the School and is assumed not to be possible. There are, however, less significant changes that could be made to the street system while still maintaining the existing intimate atmosphere of the campus.

Recommendation. The Branson School consider the following on-campus changes to the street system.

C-1. Provide a one-way loop road in the upper campus area. A one-way loop roadway could improve both campus circulation and the efficiency of the student drop-off and pick-up. As shown on the map of the campus in the Appendix to this report, a one-way loop roadway on the upper campus could be established by constructing a short section of new roadway from just inside the main gate to the existing parking area at the Residence ("Res").

This roadway would run from existing parking space #48 to spaces #63 and #64. These three spaces could be replaced as parallel parking on the south side and four new parking spaces could be added on the north side of the new roadway. The new roadway would fit between the first and second elm trees on the west side of the main drive and should be 24 feet wide

The operation of the new roadway would require almost all traffic entering the campus at the main gate to turn right toward the Dining Hall, pass in front of Residence and return to the main campus road. Traffic destined for Circle Drive or Crossways would not be required to turn right from the main road but would use the current inbound traffic routes. A traffic direction sign should be established inside the main gate directing all but Crossways and Circle Drive traffic to turn right into the new roadway.

An alternative street operation could also be evaluated. Under the alternative scheme all traffic including the Circle Drive and Crossways vehicles would use the loop. This would make the inbound trip for these two destinations slightly longer but would improve the outbound traffic flow on the main road between Circle Drive and the main gate.

Either operating scheme for the proposed one-way traffic loop would eliminate the narrowest portion of two-way roadway that now exists just to the south of the intersection of the main campus road with Circle Drive. This location forms a significant bottleneck in the current campus street system. The existing stop sign for outbound traffic would continue to exist at the Circle Drive intersection.

The north side of the new road would provide for approximately 80 feet of added curb space for either four additional parking spaces or for drop-off and pick-up activities. (An engineered map of the campus was not available for this report so all dimensions should be considered as estimates).

C-2. Widen and/or Move the Main Gate. The existing main gate provides just 14 feet 6 inches of pavement width for vehicles. To ensure that traffic moves to and from Fernhill Avenue as efficiently as possible the width of the traffic lanes at the main gate should be increased. A minimum width of 20 feet is recommended for the gate. The roadway inside the main gate should also be widened to match the new lanes at the gate. This widening would take place on the east side of the entry roadway.

An alternative to just widening the gate would be to widen and also move it back from Fernhill Avenue. This would establish an area in front of the gate that could be used as a limited capacity drop-off area and would provide space for a significant landscaping program.

The existing areas on either side of the driveway approaching the gate from Fernhill Avenue should be formalized and landscaped whether or not the gate is widened or moved. The informality of these areas produce disorganized parking arrangements that tend to add confusion to the traffic patterns at the intersection of the main campus driveway and Fernhill Avenue.

C-3. New roadway to the lower campus. Consider the construction of a new roadway from the lower campus to the back parking lot. To more effectively relieve existing congestion in the lower campus area a new roadway could be constructed from the lower campus parking area up past the pool to the back parking lot. This would be a major construction project, far larger than the loop road project recommended for the upper campus area. Such a new roadway would permit a one-way traffic flow over the entire campus from the main gate to the lower campus and up to the back parking lot. The existing narrow campus roadways would operate much more efficiently with one-way traffic.

The scope of the of this project is so large that it should be considered only if the School determines that more complete congestion relief, particularly for the lower campus area, is an essential goal for the operation of campus streets.

APPENDIX

The Branson School Trip Generation

Tuesday September 24, 2007

	Main Gate			Back Parking Lot			On-Street		Parked On-Street		Total Trip Generation		
Hour	Ins	Outs	Totals	Ins	Outs	Totals	Drop-Off	Pick-Up	Arrivals	Departures	Ins	Outs	Totals
7:00AM	3	0	3	3	0	3					6	0	6
:15	5	3	8	2	2	4					7	5	12
:30	9	2	11	10	8	18	1				21	12	33
:45	42	9	51	50	37	87	10				112	66	178
8:00AM	10	5	15	13	2	15			1		24	7	31
:15	6	2	8	4	3	7			1		11	5	16
:30	3	0	3	1	0	1					4	0	4
7:00AM to 9:00AM Peak Period – Peak Hour 7:30AM to 8:30AM = 236 Trip Ends (Ins +Outs)													
:45	9	3	12	2	1	3			1	1	12	5	17
9:00AM	2	3	5	0	0	0					2	3	5
:15	6	4	10	0	0	0	1				8	6	14
:30	3	0	3	0	0	0					3	0	3
:45	6	2	8	0	0	0			1		7	2	9
10:00AM	2	2	4	0	0	0					2	2	4
:15	3	4	7	0	0	0		1			5	6	11
:30	2	2	4	0	1	1					2	3	5
:45	6	3	9	0	0	0				1	6	4	10
11:00AM	0	0	0	0	0	0					0	0	0
:15	0	4	4	0	0	0				1	0	5	5
:30	2	2	4	1	1	2					3	3	6
:45	2	3	5	2	1	3					4	4	8
Noon	2	5	7	1	0	1			2		5	5	10
:15	2	8	10	0	1	1				1	2	10	12
:30	5	3	8	0	0	0					5	3	8
:45	4	1	5	0	0	0					4	1	5
1:00PM	4	4	8	2	2	4					6	6	12
:15	4	2	6	0	0	0			1	1	5	3	8
:30	3	5	8	1	2	3					4	7	11
:45	2	2	4	1	0	1			1	1	4	3	7
2:00PM	6	7	13	0	3	3			1		7	10	17
:15	5	10	15	1	5	6			1		7	15	22
:30	4	3	7	1	1	2					5	4	9
:45	7	6	13	9	7	16				1	16	14	30
3:00PM	8	26	34	11	26	37		11		1	41	75	116
:15	8	9	17	4	7	11		4			20	24	44
:30	7	12	19	1	0	1	1			1	10	15	25
:45	4	9	13	1	6	7				1	5	16	21
2:00PM to 4:00PM Peak Period – Peak Hour 2:45PM to 3:45PM = 183 Trip Ends (Ins + Outs)													
4:00PM	5	3	8	3	3	6		1			10	8	18
:15	9	2	11	2	6	8					11	8	19
:30	7	11	18	1	1	2					8	12	20
:45	6	5	11	1	7	8		1			9	14	23
5:00PM	10	8	18	0	2	2					10	10	20
:15	13	13	26	0	1	1					13	14	27
:30	8	19	27	0	0	0					8	19	27
:45	5	9	14	0	0	0	1				7	11	18
Totals	259	235	494	128	136	264	28	36	10	10	461	445	906

The Branson School Parking

Tuesday September 24, 2007

Peak Parking Demand = 114 Cars at 10:00AM and 11:00AM

	On Campus			% of 89 Spaces	Back Parking Lot			% of 47 Spaces	Parked On-Street			Total	% of 136 Spaces
Hour	Ins	Outs	Parked	Occu'd	Ins	Outs	Parked	Occu'd	Arrivals	Departures	Parked	Parked	Occup'd
7:00AM	3	0	3	3.4%	3	0	3	6.4%			0	6	4.4%
:15	5	3	5	5.6%	2	2	3	6.4%			0	8	5.9%
:30	9	2	12	13.5%	10	8	5	10.6%			0	17	12.5%
:45	42	9	45	50.6%	50	37	26	55.3%			0	71	52.2%
8:00AM	10	5	50	56.2%	13	2	37	78.7%	1		1	88	64.7%
:15	6	2	54	60.7%	4	3	38	80.9%	1		2	94	69.1%
:30	3	0	57	64.0%	1	0	39	83.0%			2	98	72.1%
:45	9	3	63	70.8%	2	1	40	85.1%	1	1	2	105	77.2%
9:00AM	2	3	62	69.7%	0	0	40	85.1%			2	104	76.5%
:15	6	4	64	71.9%	0	0	40	85.1%			2	106	77.9%
:30	3	0	67	75.3%	0	0	40	85.1%			2	109	80.1%
:45	6	2	71	79.8%	0	0	40	85.1%	1		3	114	83.8%
10:00AM	2	2	71	79.8%	0	0	40	85.1%			3	114	83.8%
:15	3	4	70	78.7%	0	0	40	85.1%			3	113	83.1%
:30	2	2	70	78.7%	0	1	39	83.0%			3	112	82.4%
:45	6	3	73	82.0%	0	0	39	83.0%		1	2	114	83.8%
11:00AM	0	0	73	82.0%	0	0	39	83.0%			2	114	83.8%
:15	0	4	69	77.5%	0	0	39	83.0%		1	1	109	80.1%
:30	2	2	69	77.5%	1	1	39	83.0%			1	109	80.1%
:45	2	3	68	76.4%	2	1	40	85.1%			1	109	80.1%
Noon	2	5	65	73.0%	1	0	41	87.2%	2		3	109	80.1%
:15	2	8	59	66.3%	0	1	40	85.1%		1	2	101	74.3%
:30	5	3	61	68.5%	0	0	40	85.1%			2	103	75.7%
:45	4	1	64	71.9%	0	0	40	85.1%			2	106	77.9%
1:00PM	4	4	64	71.9%	2	2	40	85.1%			2	106	77.9%
:15	4	2	66	74.2%	0	0	40	85.1%	1	1	2	108	79.4%
:30	3	5	64	71.9%	1	2	39	83.0%			2	105	77.2%
:45	2	2	64	71.9%	1	0	40	85.1%	1	1	2	106	77.9%
2:00PM	6	7	63	70.8%	0	3	37	78.7%	1		3	103	75.7%
:15	5	10	58	65.2%	1	5	33	70.2%	1		4	95	69.9%
:30	4	3	59	66.3%	1	1	33	70.2%			4	96	70.6%
:45	7	6	60	67.4%	9	7	35	74.5%		1	3	98	72.1%
3:00PM	8	26	42	47.2%	11	26	20	42.6%		1	2	64	47.1%
:15	8	9	41	46.1%	4	7	17	36.2%			2	60	44.1%
:30	7	12	36	40.4%	1	0	18	38.3%		1	1	55	40.4%
:45	4	9	31	34.8%	1	6	13	27.7%		1	0	44	32.4%
4:00PM	5	3	33	37.1%	3	3	13	27.7%			0	46	33.8%
:15	9	2	40	44.9%	2	6	9	19.1%			0	49	36.0%
:30	7	11	36	40.4%	1	1	9	19.1%			0	45	33.1%
:45	6	5	37	41.6%	1	7	3	6.4%			0	40	29.4%
5:00PM	10	8	39	43.8%	0	2	1	2.1%			0	40	29.4%
:15	13	13	39	43.8%	0	1	0	0.0%			0	39	28.7%
:30	8	19	28	31.5%	0	0	0	0.0%			0	28	20.6%
:45	5	9	24	27.0%	0	0	0	0.0%			0	24	17.6%

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The Branson School: Traffic and Parking Questionnaire - Fall of 2007 Edit Title

design survey | collect responses | analyze results

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- Download Responses
- Share Responses

Response Summary

Total Started Survey: 109
Total Completed Survey: 109 (100%)

Page: Default Section

1. Are you a staff member or a student? Please choose the appropriate response.

	Response Percent	Response Count
Staff Member	38.5%	42
Student	**61.5%**	67
	answered question	109
	skipped question	0

2. How do you usually get to school? Please choose the one response which represents your primary mode of transportation.

	Response Percent	Response Count
Rode with another staff member who parked on campus	5.5%	6
Rode with another staff member who parked at St. Anselm's parking lot	0.0%	0
Drove myself and parked on campus	**32.1%**	35
Drove myself and parked in the St. Anselm's parking lot	8.3%	9
Rode with another student who parked on campus	21.1%	23
Rode with another student who parked in the St. Anselm's parking lot	0.0%	0
Rode with another student who parked off campus	1.8%	2

Dropped off by a parent/relative/friend	8.3%	9
CYO bus service	8.3%	9
Rode my bicycle	3.7%	4
Public Transportation	2.8%	3
Walked	7.3%	8
Other	0.9%	1
	answered question	109
	skipped question	0

3. About what time do you usually arrive on campus? (Excluding Wednesdays). Please choose one response.

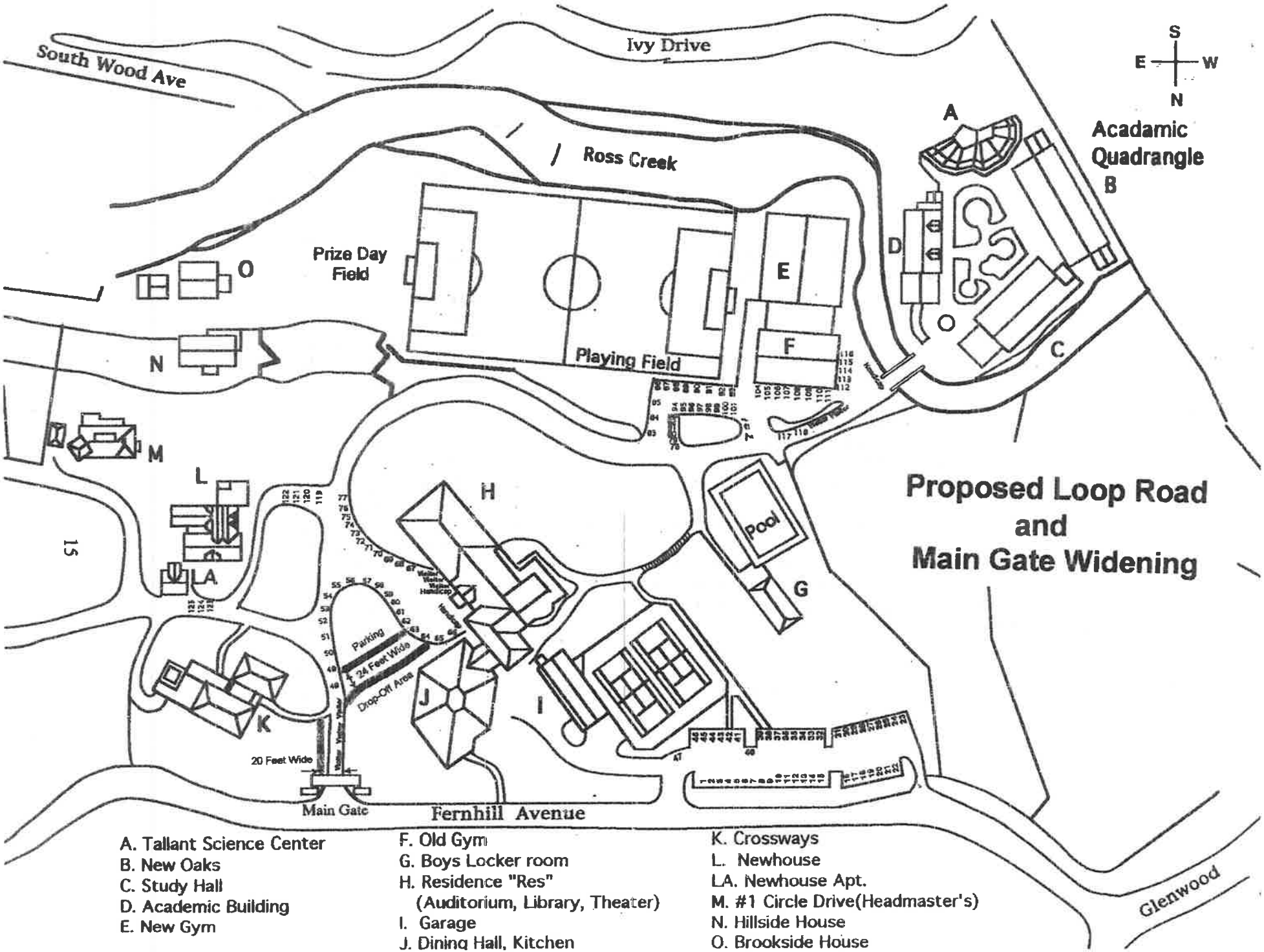
	Response Percent	Response Count
7:00 a.m. to 7:30 a.m.	9.2%	10
7:30 a.m. to 7:45 a.m.	28.4%	31
7:45 a.m. to 8:00 a.m.	**53.2%**	58
8:00 a.m. to 8:15 a.m.	3.7%	4
8:15 a.m. to 8:30 a.m.	0.9%	1
8:30 a.m. to 9:00 a.m.	4.6%	5
answered question		109
skipped question		0

4. About what time do you usually leave campus? Please choose one response.

	Response Percent	Response Count
2:30 p.m. to 3:00 p.m.	0.9%	1
3:00 p.m. to 3:30 p.m.	**45.8%**	49
3:30 p.m. to 4:00 p.m.	18.7%	20
4:00 p.m. to 4:30 p.m.	8.4%	9
4:30 p.m. to 5:00 p.m.	9.4%	10
5:00 p.m. to 5:30 p.m.	9.4%	10
5:30 p.m. to 6:00 p.m.	9.4%	10
answered question		~~107~~ 109

Please indicate any additional comments below.	
1	There should be more parking spots on campus--very inconvenient timewise being parked down the hill
2	Before the start of the school day I would strongly encourage parents not to drive to the lower campus to drop off their children. Also, I think that it would be worthwhile to solicit ideas within our community about how we could reduce traffic and parking demand on and near campus.
3	I ride my electric scooter unless the weather is bad. When I ride in, Linda Armao, part time Italian teacher, usually parks in my spot.
4	the afternoon suburban that goes to the lot really needs to be on times infact can we have an afternoon suburban that comes a little sooner. it's suppose to come at 3:15, but then it's late, if it just comes at like 3:05 and makes a couple of trips then everyone would be fine if it were a little late sometimes and if not, that's great too
5	I walk home everyday.
6	Occasionally park at St. Anselm's when good timing permits.
7	There's no I drive to school with a carpool and park on campus option
8	I love being able to take the CYO for free! I'm saving money, gas, and wear and tear on my car all in one. Plus I get lots of grading done during the ride.
9	I try to carpool and or take public transit a min of twice a week.
10	I do park off campus two days a week. I try to leave campus early because I often come back in the evenings.
11	I try to park st. san anselm when possible.
12	I carpool with at least one of my children.
13	I try to walk when I can. I live close by.
14	Parking is a huge problem at branson. students should be allowed to park right outside of branson and not get ticketed because there are only about 4 other houses on the block and they all have driveways where they can park their cars in. Students should also be allowed to pick other students up if they have to walk up the hill, not being able to do so is completely ridiculous and just makes people late in the morning because it takes so long to walk up the hill. it is also very inconveinient because of all of the sports equipment and school books we all have to bring to school everyday. there needs to be more parking on campus it it should be more available to juniors as well as seniors. people with big carpools who have their year up should get priority over everyone in the school because they are transporting more kids TO the school.
15	i always carpool to school (except wednesdays), and i usually take the bus home
16	It seems that the shuttle going down to st. anselms after school is non exsistant. I always have to either walk down myself or try to catch a ride. Please please organize it to leave at periodic intervals after school
17	When I have time in the morning I park off campus and walk. Since there is not a shuttle when I am going to the lot it is only when I can afford to give up 20 minutes a day.
18	My leaving time varies widely from 3:30 to as late as 8:30 or 9 pm, depending upon rehearsals and events.

19	Can someone please unlock the gym before 7:45 so that bike riders like me can access their lockers before school?□ Also, can the cafeteria stay open during the afternoon, just for about 30 minutes? It is very frustrating to have to buy a drink just because other people who you cannot control don't throw their stuff away. Also, I have noticed an extrodinary number of student drivers turing left on Bolinas (or whichever street you aren't supposed to turn left on), and pissing everyone around them off...w Also, student drivers are very, very bad a passing me on my bike- they tend to not give me enough room, and speed by me, forcing me off the road.□ Also, can the bike rack be moved out of the rain? It is rather annoying to get onto a wet bike and put on a wet helmet when you are dry.
20	I try to ride my bike to school whenever there are designated "Bike-to-school-Wednesdays," and I really enjoy getting to school in this way. I would be happy to participate in more bike-to-school days, and it would be helpful if Branson could continue plan them ahead of time (otherwise I tend to be too lazy to choose to ride my bike on my own). I'd like to see more bike-to-school days!
21	I actually get in at around 6.30-6.45 in the morning. I like the quiet at this time. Leaving depends on whether I have a sport to coach--if so, then I leave campus around 5.20 in that time frame.
22	I bike almost every day, unless it is pouring rain.
23	when the weather is warm I ride my bike
24	I drive and bring a student with me to school.
25	Angela and I commute together 50% of time. Other times we take separate cars because of scheduling conflicts with our home life. On occasion (1X-2X/month) we carpool with another E Bay fac member.! □ Steve B.
26	Some times I leave early for sports



A. Tallant Science Center
B. New Oaks
C. Study Hall
D. Academic Building
E. New Gym
F. Old Gym
G. Boys Locker room
H. Residence "Res"
(Auditorium, Library, Theater)
I. Garage
J. Dining Hall, Kitchen
K. Crossways
L. Newhouse
LA. Newhouse Apt.
M. #1 Circle Drive(Headmaster's)
N. Hillside House
O. Brookside House

MARKS TRAFFIC DATA

TOWN OF ROSS
The Branson School
RLH
Mietek 916-806-0250

File Name : fernhill-school-all
Site Code : 1
Start Date : 9/25/2007
Page No : 1

Groups Printed- Vehicles Only

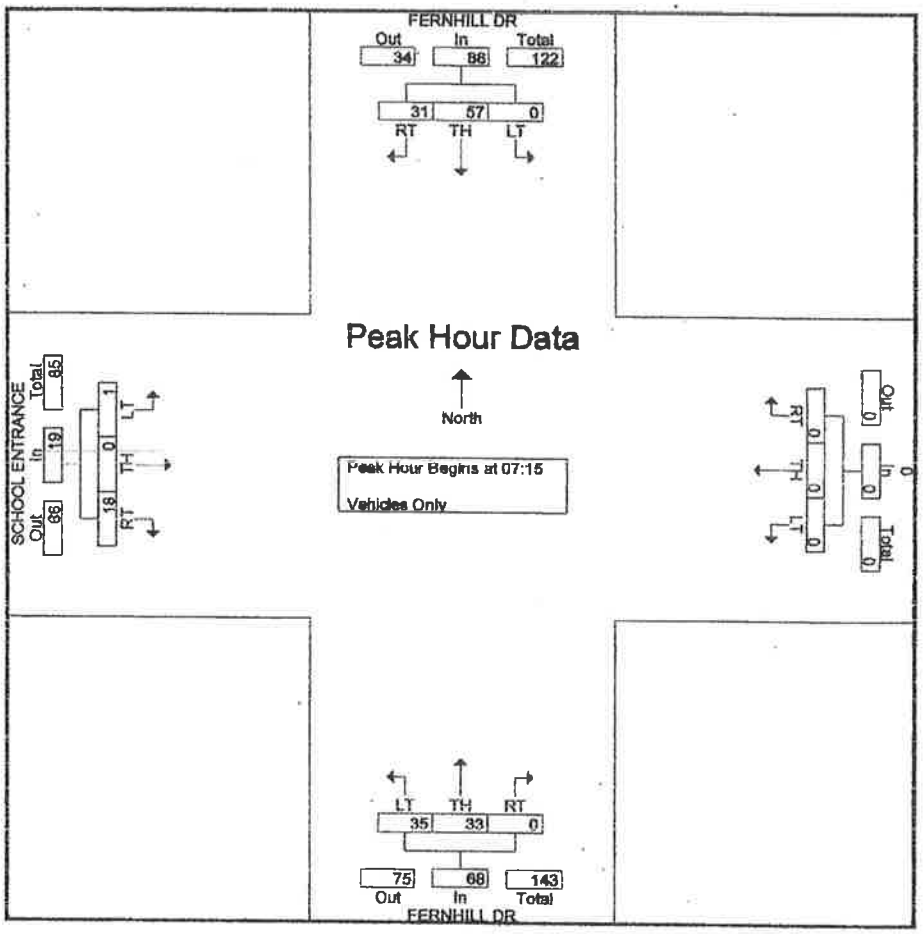
	FERNHILL DR Southbound				0 Westbound				FERNHILL DR Northbound				SCHOOL ENTRANCE Eastbound				
Start Time	RT	TH	LT	App. Total	RT	TH	LT	App. Total	RT	TH	LT	App. Total	RT	TH	LT	App. Total	Int. Total
07:00	1	0	0	1	0	0	0	0	0	0	2	2	0	0	0	0	3
07:15	4	2	0	6	0	0	0	0	0	3	1	4	3	0	0	3	13
07:30	7	12	0	19	0	0	0	0	0	7	2	9	2	0	0	2	30
07:45	15	33	0	48	0	0	0	0	0	19	27	46	9	0	0	9	103
Total	27	47	0	74	0	0	0	0	0	29	32	61	14	0	0	14	149
08:00	5	10	0	15	0	0	0	0	0	4	5	9	4	0	1	5	29
08:15	1	4	0	5	0	0	0	0	0	1	5	6	2	0	0	2	13
08:30	0	4	0	4	0	0	0	0	0	7	3	10	0	0	0	0	14
08:45	5	4	0	9	0	0	0	0	0	7	4	11	3	0	0	3	23
Total	11	22	0	33	0	0	0	0	0	19	17	36	9	0	1	10	79
09:00	0	4	0	4	0	0	0	0	0	2	2	4	2	0	1	3	11
09:15	1	3	0	4	0	0	0	0	0	0	5	5	3	0	1	4	13
09:30	0	3	0	3	0	0	0	0	0	4	3	7	0	0	0	0	10
09:45	0	1	0	1	0	0	0	0	0	2	6	8	2	0	0	2	11
Total	1	11	0	12	0	0	0	0	0	8	16	24	7	0	2	9	45
10:00	0	1	0	1	0	0	0	0	0	2	2	4	2	0	0	2	7
10:15	0	2	0	2	0	0	0	0	0	3	3	6	4	0	0	4	12
10:30	1	2	0	3	0	0	0	0	0	5	1	6	2	0	0	2	11
10:45	0	3	0	3	0	0	0	0	0	0	6	6	1	0	2	3	12
Total	1	8	0	9	0	0	0	0	0	10	12	22	9	0	2	11	42
11:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:15	0	2	0	2	0	0	0	0	0	0	0	0	4	0	0	4	6
11:30	0	3	0	3	0	0	0	0	0	3	2	5	2	0	0	2	10
11:45	0	3	0	3	0	0	0	0	0	4	2	6	3	0	0	3	12
Total	0	8	0	8	0	0	0	0	0	7	4	11	9	0	0	9	28
12:00	1	6	0	7	0	0	0	0	0	5	1	6	5	0	0	5	18
12:15	1	5	0	6	0	0	0	0	0	4	1	5	7	0	1	8	19
12:30	0	1	0	1	0	0	0	0	0	3	5	8	3	0	0	3	12
12:45	0	1	0	1	0	0	0	0	0	1	4	5	1	0	0	1	7
Total	2	13	0	15	0	0	0	0	0	13	11	24	16	0	1	17	56
13:00	1	4	0	5	0	0	0	0	0	5	3	8	4	0	0	4	17
13:15	1	3	0	4	0	0	0	0	0	1	3	4	1	0	1	2	10
13:30	0	4	0	4	0	0	0	0	0	2	3	5	5	0	0	5	14
13:45	0	0	0	0	0	0	0	0	0	2	2	4	1	0	1	2	6
Total	2	11	0	13	0	0	0	0	0	10	11	21	11	0	2	13	47
14:00	1	6	0	7	0	0	0	0	0	5	5	10	6	0	1	7	24
14:15	0	7	0	7	0	0	0	0	0	2	5	7	9	0	1	10	24
14:30	0	3	0	3	0	0	0	0	0	2	4	6	2	0	1	3	12
14:45	2	8	0	10	0	0	0	0	0	7	5	12	4	0	2	6	28
Total	3	24	0	27	0	0	0	0	0	16	19	35	21	0	5	26	88
15:00	4	27	0	31	0	0	0	0	0	6	4	10	17	0	9	26	67
15:15	2	8	0	10	0	0	0	0	0	4	6	10	8	0	1	9	29
15:30	0	7	0	7	0	0	0	0	0	5	7	12	12	0	0	12	31
15:45	1	3	0	4	0	0	0	0	0	3	3	6	7	0	2	9	19
Total	7	45	0	52	0	0	0	0	0	18	20	38	44	0	12	56	146
16:00	3	9	0	12	0	0	0	0	0	2	2	4	1	0	2	3	19
16:15	1	4	0	5	0	0	0	0	0	4	8	12	2	0	0	2	19
16:30	2	10	0	12	0	0	0	0	0	2	5	7	9	0	2	11	30
16:45	1	4	0	5	0	0	0	0	0	5	5	10	5	0	0	5	20
Total	7	27	0	34	0	0	0	0	0	13	20	33	17	0	4	21	88
17:00	1	9	0	10	0	0	0	0	0	3	9	12	8	0	0	8	30
17:15	3	1	0	4	0	0	0	0	0	2	10	12	10	0	3	13	29
17:30	2	3	0	5	0	0	0	0	0	2	6	8	19	0	0	19	32
17:45	1	0	0	1	0	0	0	0	0	1	4	5	9	0	0	9	15
Total	7	13	0	20	0	0	0	0	0	8	29	37	46	0	3	49	106
Grand Total	68	229	0	297	0	0	0	0	0	151	191	342	203	0	32	235	874
Apprch %	22.9	77.1	0		0	0	0		0	44.2	55.8		86.4	0	13.6		
Total %	7.8	26.2	0	34	0	0	0	0	0	17.3	21.9	39.1	23.2	0	3.7	26.9	

MARKS TRAFFIC DATA

TOWN OF ROSS
The Branson School
RLH
Mietek 916-806-0250

File Name : fernhill-school-all
Site Code : 1
Start Date : 9/25/2007
Page No : 2

	FERNHILL DR Southbound				0 Westbound				FERNHILL DR Northbound				SCHOOL ENTRANCE Eastbound				
Start Time	RT	TH	LT	App. Total	RT	TH	LT	App. Total	RT	TH	LT	App. Total	RT	TH	LT	App. Total	Int. Total
Peak Hour Analysis From 07:00 to 08:45 - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:15																	
07:15	4	2	0	6	0	0	0	0	0	3	1	4	3	0	0	3	13
07:30	7	12	0	19	0	0	0	0	0	7	2	9	2	0	0	2	30
07:45	15	33	0	48	0	0	0	0	0	19	27	46	9	0	0	9	103
08:00	5	10	0	15	0	0	0	0	0	4	5	9	4	0	1	5	29
Total Volume	31	57	0	88	0	0	0	0	0	33	35	68	18	0	1	19	175
% App. Total	35.2	64.8	0		0	0	0		0	48.5	51.5		94.7	0	5.3		
PHF	.517	.432	.000	.458	.000	.000	.000	.000	.000	.434	.324	.370	.500	.000	.250	.528	.425

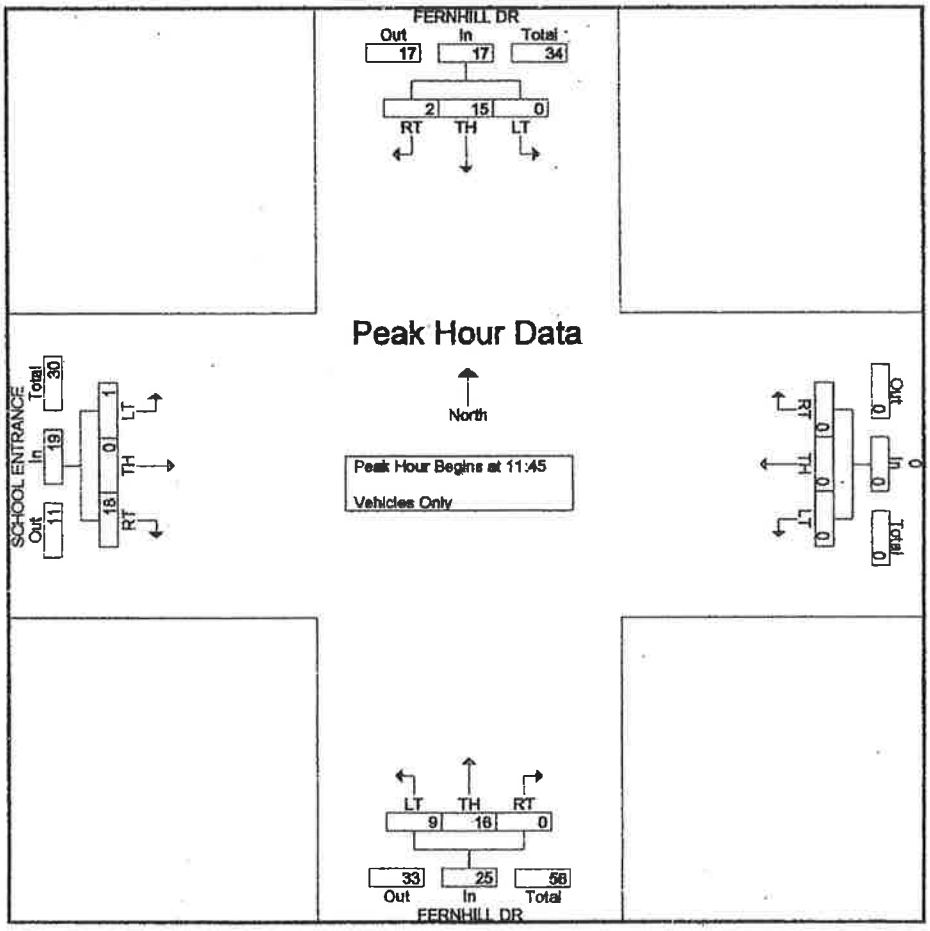


MARKS TRAFFIC DATA

TOWN OF ROSS
The Branson School
RLH
Mietek 916-806-0250

File Name : fernhill-school-all
Site Code : 1
Start Date : 9/25/2007
Page No : 3

	FERNHILL DR Southbound				0 Westbound				FERNHILL DR Northbound				SCHOOL ENTRANCE Eastbound				
Start Time	RT	TH	LT	App. Total	RT	TH	LT	App. Total	RT	TH	LT	App. Total	RT	TH	LT	App. Total	Int. Total
Peak Hour Analysis From 11:00 to 12:45 - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 11:45																	
11:45	0	3	0	3	0	0	0	0	0	4	2	6	3	0	0	3	12
12:00	1	6	0	7	0	0	0	0	0	5	1	6	5	0	0	5	18
12:15	1	5	0	6	0	0	0	0	0	4	1	5	7	0	1	8	19
12:30	0	1	0	1	0	0	0	0	0	3	5	8	3	0	0	3	12
Total Volume	2	15	0	17	0	0	0	0	0	16	9	25	18	0	1	19	61
% App. Total	11.8	88.2	0		0	0	0		0	64	36		94.7	0	5.3		
PHF	.500	.625	.000	.607	.000	.000	.000	.000	.000	.800	.450	.781	.643	.000	.250	.594	.803

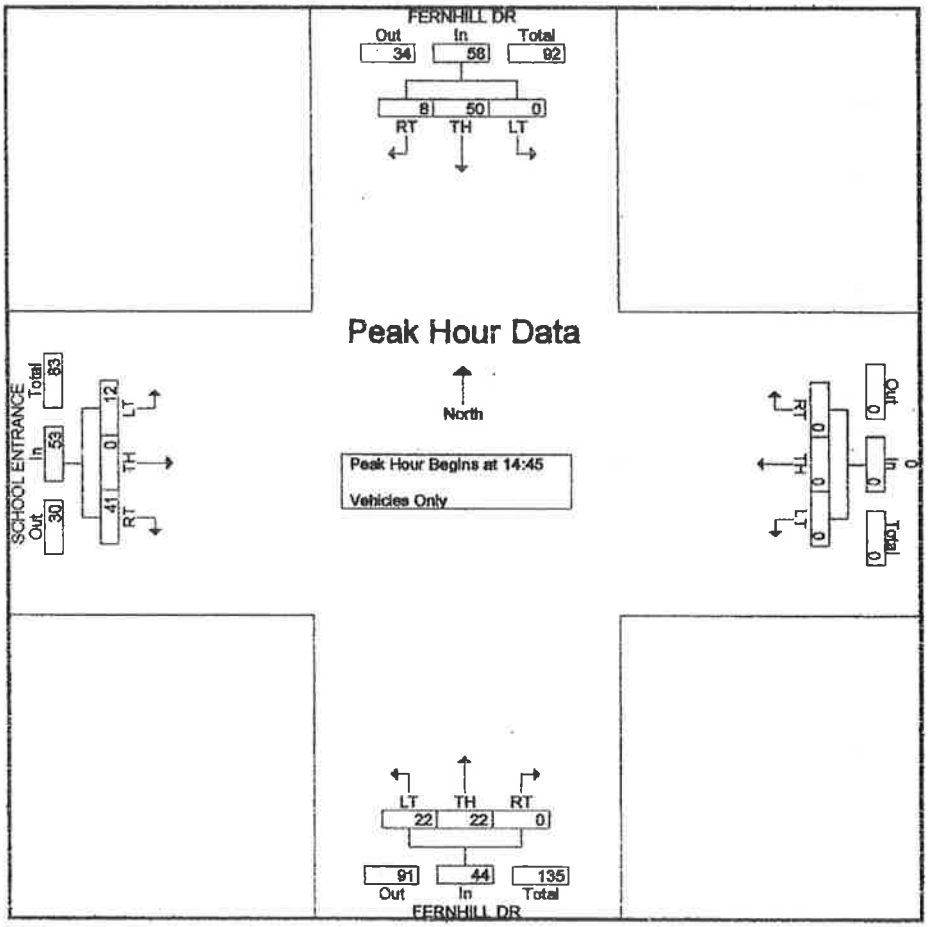


MARKS TRAFFIC DATA

TOWN OF ROSS
The Branson School
RLH
Mietek 916-806-0250

File Name : fernhill-school-all
Site Code : 1
Start Date : 9/25/2007
Page No : 4

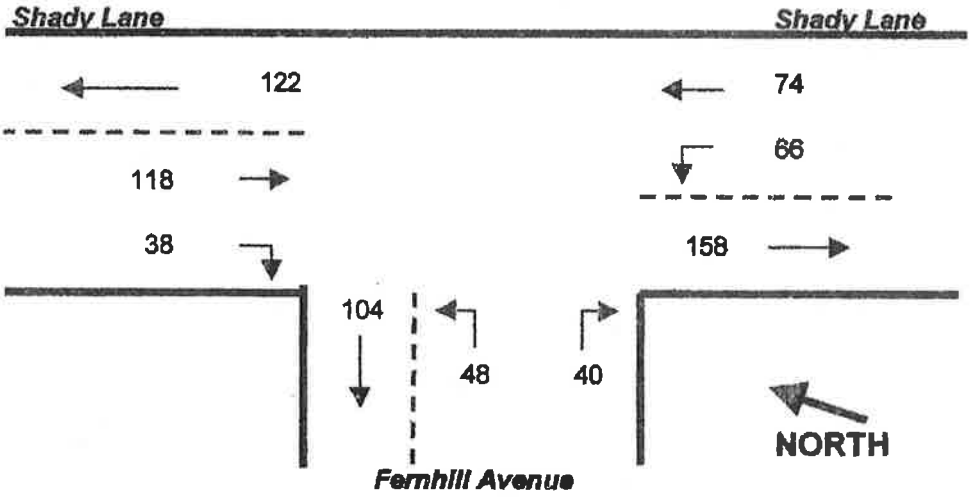
	FERNHILL DR Southbound				0 Westbound				FERNHILL DR Northbound				SCHOOL ENTRANCE Eastbound				
Start Time	RT	TH	LT	App. Total	RT	TH	LT	App. Total	RT	TH	LT	App. Total	RT	TH	LT	App. Total	Int. Total
Peak Hour Analysis From 14:00 to 17:45 - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 14:45																	
14:45	2	6	0	10	0	0	0	0	0	7	5	12	4	0	2	6	28
15:00	4	27	0	31	0	0	0	0	0	6	4	10	17	0	9	26	67
15:15	2	8	0	10	0	0	0	0	0	4	6	10	8	0	1	9	29
15:30	0	7	0	7	0	0	0	0	0	5	7	12	12	0	0	12	31
Total Volume	8	50	0	58	0	0	0	0	0	22	22	44	41	0	12	53	155
% App. Total	13.8	86.2	0		0	0	0		0	50	50		77.4	0	22.6		
PHF	.500	.463	.000	.468	.000	.000	.000	.000	.000	.786	.786	.917	.603	.000	.333	.510	.578



INTERSECTION TURN MOVEMENT COUNT SUMMARY

Intersection **Shady Lane** **at** **Fernhill Avenue**
Date: Sep 19, 2007 (Wed) Time Period: 7:00-10:00 AM

PEAK HOUR SUMMARY



Turn Movements (by 15 minute segments)

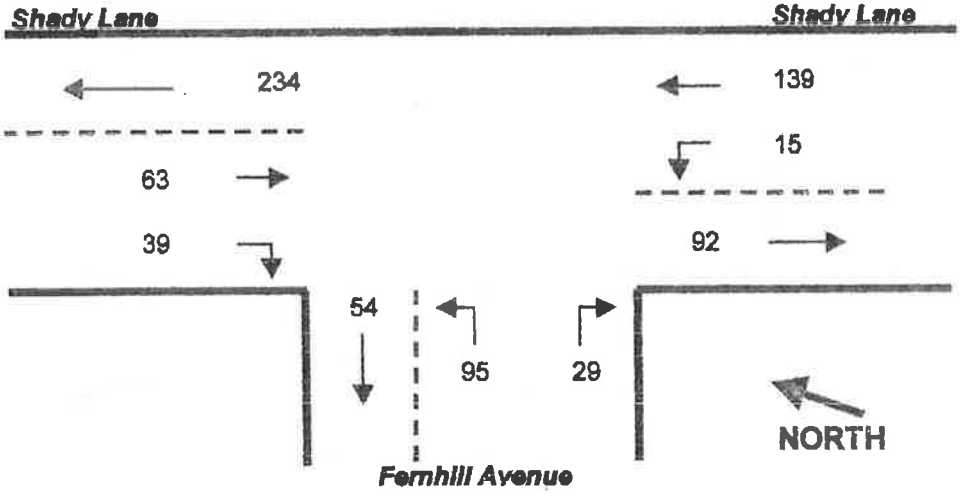
Time:	Shady Lane		Shady Lane		Fernhill Avenue		
	SBR	SBT	NBT	NBL	EBR	EBL	Total
7:00-7:15	5	11	31	1	0	2	50
7:15-7:30	3	19	9	3	0	1	35
7:30-7:45	4	31	9	6	2	7	59
7:45-8:00	5	37	13	4	1	2	62
8:00-8:15	11	39	16	4	4	3	77
8:15-8:30	11	29	15	9	4	8	76
8:30-8:45	6	23	25	46	25	28	153
8:45-9:00	10	27	18	7	7	9	78
9:00-9:15	8	14	1	9	4	4	40
9:15-9:30	10	22	18	1	1	7	59
9:30-9:45	4	17	4	3	1	5	34
9:45-10:00	5	5	11	4	4	7	36
Peak Hour (8:00-9:00)	**38**	**118**	**74**	**66**	**40**	**48**	**384**
Peak Hour Factor		**0.627**					

Source: Robert L. Harrison Transportation Planning

INTERSECTION TURN MOVEMENT COUNT SUMMARY

Intersection **Shady Lane** **at** **Fernhill Avenue**
Date: Sep 18, 2007 (Tue) Time Period: 2:00-6:00 PM

PEAK HOUR SUMMARY



Turn Movements (by 15 minute segments)

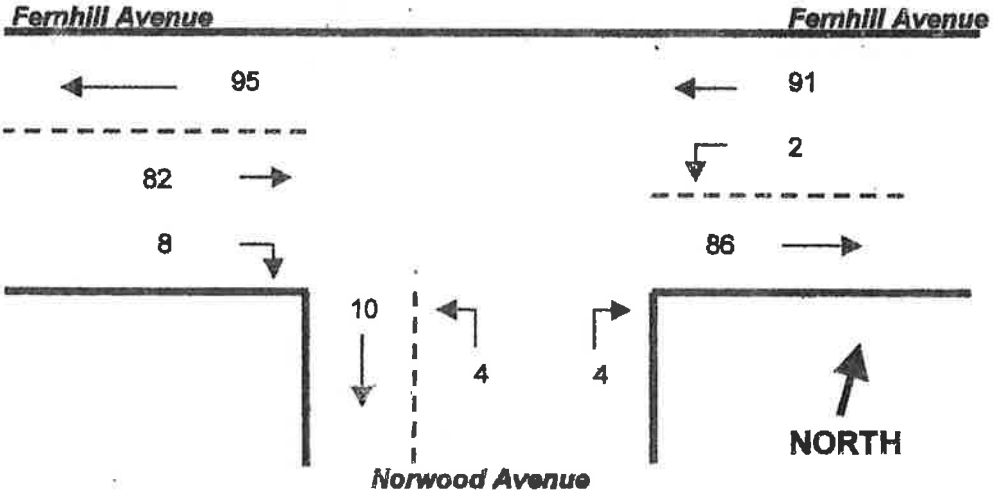
Time:	Shady Lane SBR	Shady Lane SBT	Shady Lane NBT	Shady Lane NBL	Fernhill Avenue EBR	Fernhill Avenue EBL	Total
2:00-2:15	4	17	16	2	1	6	46
2:15-2:30	3	18	23	5	6	1	56
2:30-2:45	2	14	26	4	0	5	51
2:45-3:00	0	18	15	1	1	5	40
3:00-3:15	13	23	31	5	12	39	123
3:15-3:30	12	15	21	5	9	31	93
3:30-3:45	8	13	41	3	4	13	82
3:45-4:00	6	12	46	2	4	12	82
4:00-4:15	5	14	36	4	5	6	70
4:15-4:30	8	12	39	1	1	2	63
4:30-4:45	8	19	38	4	4	27	100
4:45-5:00	3	16	37	2	5	4	67
5:00-5:15	7	10	36	0	1	4	58
5:15-5:30	6	8	32	3	1	4	54
5:30-5:45	0	8	39	0	2	3	52
5:45-6:00	0	6	32	1	2	0	41
Peak Hour (3:00-4:00)	**39**	**63**	**139**	**15**	**29**	**95**	**380**
Peak Hour Factor		**0.772**					

Source: Robert L. Harrison Transportation Planning

INTERSECTION TURN MOVEMENT COUNT SUMMARY

Intersection **Fernhill Avenue** **at** **Norwood Avenue**
Date: Sep 18, 2007 (Tue) Time Period: 7:00-9:00 AM

PEAK HOUR SUMMARY



Turn Movements (by 15 minute segments)

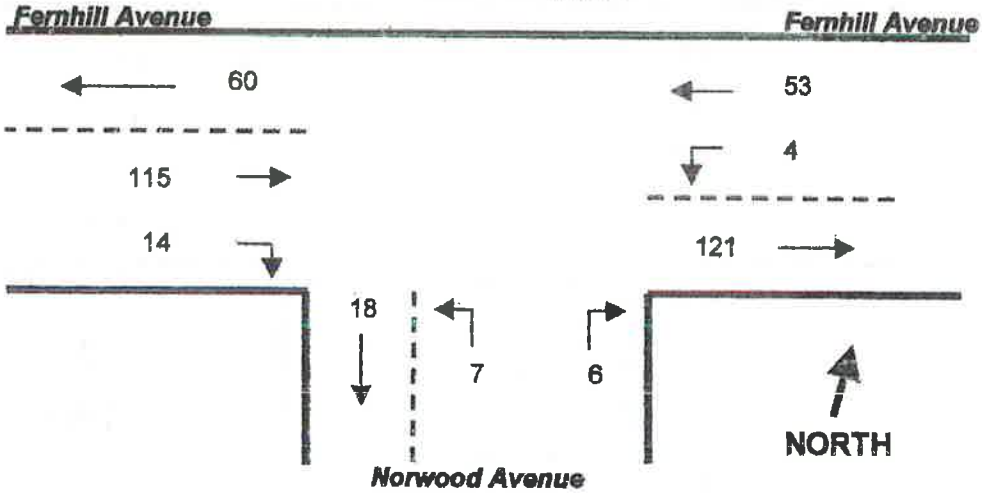
Time:	Fernhill Avenue EBR	Fernhill Avenue EBT	Fernhill Avenue WBT	Fernhill Avenue WBL	Norwood Avenue NBR	Norwood Avenue NBL	Total
7:00-7:15	2	1	1	0	0	1	5
7:15-7:30	1	4	2	0	0	3	10
7:30-7:45	4	11	12	0	0	1	28
7:45-8:00	1	43	48	1	4	1	98
8:00-8:15	2	23	16	1	0	1	43
8:15-8:30	1	5	15	0	0	1	22
8:30-8:45	0	4	10	1	0	1	16
8:45-9:00	0	3	9	1	0	0	13
Peak Hour (7:30-8:30)	**8**	**82**	**91**	**2**	**4**	**4**	**191**
Peak Hour Factor		**0.487**					

Source: Robert L. Harrison Transportation Planning

INTERSECTION TURN MOVEMENT COUNT SUMMARY

Intersection **Fernhill Avenue** **at** **Norwood Avenue**
Date: Sep 18, 2007 (Tue) Time Period: 2:00-4:00 PM

PEAK HOUR SUMMARY



Turn Movements (by 15 minute segments)

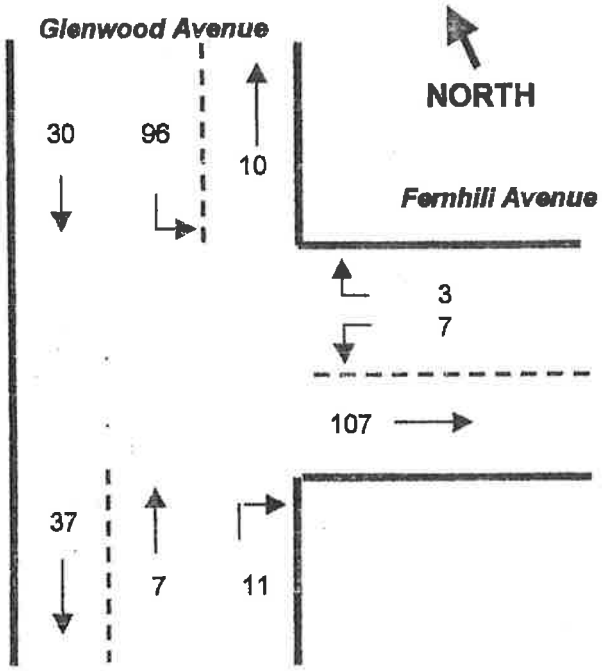
Time:	Fernhill Avenue EBR	Fernhill Avenue EBT	Fernhill Avenue WBT	Fernhill Avenue WBL	Norwood Avenue NBR	Norwood Avenue NBL	Total
2:00-2:15	1	5	4	1	0	0	11
2:15-2:30	0	6	6	1	0	1	14
2:30-2:45	0	10	13	1	1	3	28
2:45-3:00	1	4	11	1	0	2	19
3:00-3:15	3	49	18	1	3	3	77
3:15-3:30	4	39	16	1	0	2	62
3:30-3:45	3	15	11	1	1	2	33
3:45-4:00	4	12	8	1	2	0	27
Peak Hour (3:00-4:00)	**14**	**115**	**53**	**4**	**6**	**7**	**199**
Peak Hour Factor		**0.646**					

Source: Robert L. Harrison Transportation Planning

INTERSECTION TURN MOVEMENT COUNT SUMMARY

Intersection **Glenwood Avenue** **at** **Fernhill Avenue**
Date: Sep 20, 2007 (Thurs) Time Period 7:00-9:00 AM

PEAK HOUR SUMMARY



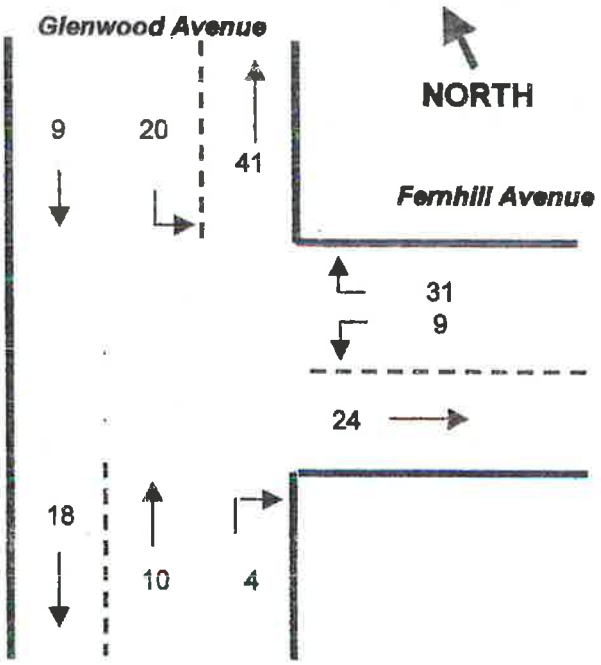
Time:	Glenwood Aven SBL	SBT	Fernhill Avenue WBR	WBL	Glenwood Aven NBR	NBT	Total
7:00-7:15	1	0	0	1	1	0	3
7:15-7:30	8	2	1	0	0	0	11
7:30-7:45	25	3	0	0	1	1	30
7:45-8:00	49	6	0	2	8	4	69
8:00-8:15	19	9	2	2	1	1	34
8:15-8:30	3	10	1	3	1	1	19
8:30-8:45	9	5	2	1	0	1	18
8:45-9:00	5	4	1	1	1	2	14
Peak Hour (7:30-8:30am)	**96**	**30**	**3**	**7**	**11**	**7**	**152**
Peak Hour Factor		**0.551**					

Source: Robert L. Harrison Transportation Planning

INTERSECTION TURN MOVEMENT COUNT SUMMARY

Intersection **Glenwood Avenue at Fernhill Avenue**
Date: Sep 20, 2007 (Thurs) Time Period 2:00-4:00 PM

PEAK HOUR SUMMARY



Time:	Glenwood Aven SBL	SBT		Fernhill Avenue WBR	WBL		Glenwood Aven NBR	NBT		Total
2:00-2:15	2	2		1	1		0	3		9
2:15-2:30	1	3		2	1		2	1		10
2:30-2:45	1	2		1	2		2	0		8
2:45-3:00	2	0		2	4		1	5		14
3:00-3:15	5	5		10	1		1	1		23
3:15-3:30	9	1		13	3		1	1		28
3:30-3:45	4	3		6	1		1	3		18
3:45-4:00	2	4		1	1		1	3		12
Peak Hour (2:45-3:45)	**20**	**9**	**0**	**31**	**9**	**0**	**4**	**10**	**0**	**83**
Peak Hour Factor			**0.741**							

Source: Robert L. Harrison Transportation Planning

The Branson School Traffic Study
Existing - AM Peak Hour

Level Of Service Computation Report
2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #1 Shady Lane at Fernhill Avenue

Average Delay (sec/veh): 11.5 Worst Case Level Of Service: B

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Uncontrolled			Uncontrolled			Stop Sign			Stop Sign		
Rights:	Include			Include			Include			Include		
Lanes:	0 1 0	0	0	0	0 0 1	0	0	0 1! 0	0	0	0 0 0	0 0
Volume Module: >> Count Date: 19 Sep 2007 << 7:45-8:45 AM												
Base Vol:	66	74	0	0	118	38	48	0	40	0	0	0
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	66	74	0	0	118	38	48	0	40	0	0	0
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80
PHF Volume:	83	93	0	0	148	48	60	0	50	0	0	0
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Final Vol.:	83	93	0	0	148	48	60	0	50	0	0	0
Critical Gap Module:												
Critical Gp:	4.1	xxxx	xxxxx	xxxxx	xxxx	xxxxx	6.4	xxxx	6.2	xxxxx	xxxx	xxxxx
FollowUpTim:	2.2	xxxx	xxxxx	xxxxx	xxxx	xxxxx	3.5	xxxx	3.3	xxxxx	xxxx	xxxxx
Capacity Module:												
Cnflict Vol:	195	xxxx	xxxxx	xxxx	xxxx	xxxxx	434	xxxx	171	xxxx	xxxx	xxxxx
Potent Cap.:	1390	xxxx	xxxxx	xxxx	xxxx	xxxxx	583	xxxx	878	xxxx	xxxx	xxxxx
Move Cap.:	1390	xxxx	xxxxx	xxxx	xxxx	xxxxx	553	xxxx	878	xxxx	xxxx	xxxxx
Level Of Service Module:												
Stopped Del:	7.6	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx
LOS by Move:	A	*	*	*	*	*	*	*	*	*	*	*
Movement:	LT	LTR	RT	LT	LTR	RT	LT	LTR	RT	LT	LTR	RT
Shared Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	665	xxxxx	xxxx	xxxx	xxxxx
Shrd StpDel:	7.8	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	11.5	xxxxx	xxxxx	xxxx	xxxxx
Shared LOS:	A	*	*	*	*	*	*	B	*	*	*	*
ApproachDel:	xxxxxx			xxxxxx			11.5			xxxxxx		
ApproachLOS:	*			*			B			*		

The Branson School Traffic Study
Mid-Afternoon Peak Hour

Level Of Service Computation Report
2000 HCM Unsignalized Method (Base Volume Alternative)

****

Intersection #1 Shady Lane at Fernhill Avenue

****

Average Delay (sec/veh): 11.4 Worst Case Level Of Service: B

****

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Uncontrolled			Uncontrolled			Stop Sign			Stop Sign		
Rights:	Include			Include			Include			Include		
Lanes:	0 1 0	0 0	0	0 0 0	1 0		0 0 1!	0 0		0 0 0	0 0	
Volume Module: >> Count Date: 18 Sep 2007 << 3:00-4:00 PM												
Base Vol:	15	139	0	0	63	39	95	0	29	0	0	0
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	15	139	0	0	63	39	95	0	29	0	0	0
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80
PHF Volume:	19	174	0	0	79	49	119	0	36	0	0	0
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Final Vol.:	19	174	0	0	79	49	119	0	36	0	0	0
Critical Gap Module:												
Critical Gp:	4.1	xxxx	xxxxx	xxxxx	xxxx	xxxxx	6.4	xxxx	6.2	xxxxx	xxxx	xxxxx
FollowUpTim:	2.2	xxxx	xxxxx	xxxxx	xxxx	xxxxx	3.5	xxxx	3.3	xxxxx	xxxx	xxxxx
Capacity Module:												
Cnflict Vol:	128	xxxx	xxxxx	xxxx	xxxx	xxxxx	319	xxxx	103	xxxx	xxxx	xxxxx
Potent Cap.:	1471	xxxx	xxxxx	xxxx	xxxx	xxxxx	678	xxxx	957	xxxx	xxxx	xxxxx
Move Cap.:	1471	xxxx	xxxxx	xxxx	xxxx	xxxxx	669	xxxx	957	xxxx	xxxx	xxxxx
Level Of Service Module:												
Stopped Del:	7.4	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx
LOS by Move:	A	*	*	*	*	*	*	*	*	*	*	*
Movement:	LT - LTR - RT			LT - LTR - RT			LT - LTR - RT			LT - LTR - RT		
Shared Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	719	xxxxx	xxxx	xxxx	xxxxx
Shrd StpDel:	7.5	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	11.4	xxxxx	xxxxx	xxxx	xxxxx
Shared LOS:	A	*	*	*	*	*	*	B	*	*	*	*
ApproachDel:	xxxxxx			xxxxxx			11.4			xxxxxx		
ApproachLOS:	*			*			B			*		

The Branson School Traffic Study
Existing - PM Peak Hour

Level Of Service Computation Report
2000 HCM Unsignalized Method (Base Volume Alternative)

Intersection #1 Shady Lane at Fernhill Avenue

Average Delay (sec/veh): 10.4 Worst Case Level Of Service: B

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Uncontrolled			Uncontrolled			Stop Sign			Stop Sign		
Rights:	Include			Include			Include			Include		
Lanes:	0 1	0	0 0	0	0 0	1 0	0	0 1!	0 0	0	0 0	0 0 0
Volume Module: >> Count Date: 18 Sep 2007 << 4:00-5:00 PM												
Base Vol:	11	150	0	0	61	24	39	0	15	0	0	0
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	11	150	0	0	61	24	39	0	15	0	0	0
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80
PHF Volume:	14	188	0	0	76	30	49	0	19	0	0	0
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Final Vol.:	14	188	0	0	76	30	49	0	19	0	0	0
Critical Gap Module:												
Critical Gp:	4.1	xxxx	xxxxx	xxxxx	xxxx	xxxxx	6.4	xxxx	6.2	xxxxx	xxxx	xxxxx
FollowUpTim:	2.2	xxxx	xxxxx	xxxxx	xxxx	xxxxx	3.5	xxxx	3.3	xxxxx	xxxx	xxxxx
Capacity Module:												
Cnflict Vol:	106	xxxx	xxxxx	xxxx	xxxx	xxxxx	311	xxxx	91	xxxx	xxxx	xxxxx
Potent Cap.:	1497	xxxx	xxxxx	xxxx	xxxx	xxxxx	685	xxxx	972	xxxx	xxxx	xxxxx
Move Cap.:	1497	xxxx	xxxxx	xxxx	xxxx	xxxxx	678	xxxx	972	xxxx	xxxx	xxxxx
Level Of Service Module:												
Stopped Del:	7.4	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx
LOS by Move:	A	*	*	*	*	*	*	*	*	*	*	*
Movement:	LT	LTR	RT	LT	LTR	RT	LT	LTR	RT	LT	LTR	RT
Shared Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	740	xxxxx	xxxx	xxxx	xxxxx
Shrd StpDel:	7.4	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	10.4	xxxxx	xxxxx	xxxx	xxxxx
Shared LOS:	A	*	*	*	*	*	*	B	*	*	*	*
ApproachDel:	xxxxxx			xxxxxx			10.4			xxxxxx		
ApproachLOS:	*			*			B			*		

The Branson School Traffic Study
Existing - AM Peak Hour

Level Of Service Computation Report
2000 HCM Unsignalized Method (Base Volume Alternative)

****

Intersection #2 Fernhill Avenue at Norwood Avenue

****

Average Delay (sec/veh): 9.7 Worst Case Level Of Service: A

****

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Uncontrolled			Uncontrolled			Stop Sign			Stop Sign		
Rights:	Include			Include			Include			Ignore		
Lanes:	0 0 1!	0	0	0 0 1!	0	0	0 1	0	0	0 0	0	1 0
Volume Module: >> Count Date: 18 Sep 2007 << 7:30-8:30 AM												
Base Vol:	0	0	0	2	0	91	82	8	0	0	4	4
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	0	0	2	0	91	82	8	0	0	4	4
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
PHF Adj:	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.00
PHF Volume:	0	0	0	3	0	121	109	11	0	0	5	0
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Final Vol.:	0	0	0	3	0	121	109	11	0	0	5	0
Critical Gap Module:												
Critical Gp:	xxxxx	xxxx	xxxxx	4.1	xxxx	xxxxx	7.1	6.5	xxxxx	xxxxx	6.5	xxxxx
FollowUpTim:	xxxxx	xxxx	xxxxx	2.2	xxxx	xxxxx	3.5	4.0	xxxxx	xxxxx	4.0	xxxxx
Capacity Module:												
Cnflict Vol:	xxxx	xxxx	xxxxx	0	xxxx	xxxxx	69	66	xxxxx	xxxx	127	xxxxx
Potent Cap.:	xxxx	xxxx	xxxxx	0	xxxx	xxxxx	929	829	xxxxx	xxxx	768	xxxxx
Move Cap.:	xxxx	xxxx	xxxxx	0	xxxx	xxxxx	924	829	xxxxx	xxxx	768	xxxxx
Level Of Service Module:												
Stopped Del:	xxxxx	xxxx	xxxxx	0.0	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx
LOS by Move:	*	*	*	*	*	*	*	*	*	*	*	*
Movement:	LT - LTR - RT			LT - LTR - RT			LT - LTR - RT			LT - LTR - RT		
Shared Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	914	xxxx	xxxxx	xxxx	xxxx	768
Shrd StpDel:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	9.5	xxxx	xxxxx	xxxxx	xxxx	9.7
Shared LOS:	*	*	*	*	*	*	A	*	*	*	*	A
ApproachDel:	xxxxxx			xxxxxx			9.5			9.7		
ApproachLOS:	*			*			A			A		

The Branson School Traffic Study
Mid-Afternoon Peak Hour

Level Of Service Computation Report
2000 HCM Unsignalized Method (Base Volume Alternative)

****

Intersection #2 Fernhill Avenue at Norwood Avenue

****

Average Delay (sec/veh): 9.6 Worst Case Level Of Service: A

****

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Uncontrolled			Uncontrolled			Stop Sign			Stop Sign		
Rights:	Include			Include			Include			Ignore		
Lanes:	0 0 1! 0 0			0 0 1! 0 0			0 0 1! 0 0			0 0 0 1 0		
Volume Module: >> Count Date: 18 Sep 2007 << 3:00-4:00 PM												
Base Vol:	0	0	0	4	0	53	115	0	14	0	7	6
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	0	0	4	0	53	115	0	14	0	7	6
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
PHF Adj:	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.00
PHF Volume:	0	0	0	5	0	71	153	0	19	0	9	0
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Final Vol.:	0	0	0	5	0	71	153	0	19	0	9	0
Critical Gap Module:												
Critical Gp:	xxxxx	xxxx	xxxxx	4.1	xxxx	xxxxx	7.1	xxxx	6.2	xxxxx	6.5	xxxxx
FollowUpTim:	xxxxx	xxxx	xxxxx	2.2	xxxx	xxxxx	3.5	xxxx	3.3	xxxxx	4.0	xxxxx
Capacity Module:												
Cnflict Vol:	xxxx	xxxx	xxxxx	0	xxxx	xxxxx	51	xxxx	35	xxxx	81	xxxxx
Potent Cap.:	xxxx	xxxx	xxxxx	0	xxxx	xxxxx	954	xxxx	1043	xxxx	813	xxxxx
Move Cap.:	xxxx	xxxx	xxxxx	0	xxxx	xxxxx	946	xxxx	1043	xxxx	813	xxxxx
Level Of Service Module:												
Stopped Del:	xxxxx	xxxx	xxxxx	0.0	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx
LOS by Move:	*	*	*	*	*	*	*	*	*	*	*	*
Movement:	LT - LTR - RT			LT - LTR - RT			LT - LTR - RT			LT - LTR - RT		
Shared Cap.:	xxxx	xxxx	xxxxx	xxxx	xxxx	xxxxx	xxxx	955	xxxxx	xxxx	xxxx	813
Shrd StpDel:	xxxxx	xxxx	xxxxx	xxxxx	xxxx	xxxxx	xxxxx	9.6	xxxxx	xxxxx	xxxx	9.5
Shared LOS:	*	*	*	*	*	*	*	A	*	*	*	A
ApproachDel:	xxxxxx			xxxxxx			9.6			9.5		
ApproachLOS:	*			*			A			A		

The Branson School Traffic Study
Existing - AM Peak Hour

Level Of Service Computation Report
2000 HCM 4-Way Stop Method (Base Volume Alternative)

****

Intersection #22 Fernhill Avenue at Norwood Avenue

****

Cycle (sec): 100 Critical Vol./Cap. (X): 0.132
Loss Time (sec): 0 (Y+R = 4 sec) Average Delay (sec/veh): 7.6
Optimal Cycle: 0 Level Of Service: A

****

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Stop Sign			Stop Sign			Stop Sign			Stop Sign		
Rights:	Include			Include			Include			Include		
Min. Green:	0	0	0	0	0	0	0	0	0	0	0	0
Lanes:	0 0	1! 0	0	0 0	0 0	0	0 0	0 1	0	0 1	0 0	0
Volume Module: >> Count Date: 18 Sep 2007 << 7:30-8:30 AM												
Base Vol:	4	0	4	0	0	0	0	82	8	2	91	0
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	4	0	4	0	0	0	0	82	8	2	91	0
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80
PHF Volume:	5	0	5	0	0	0	0	103	10	3	114	0
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	5	0	5	0	0	0	0	103	10	3	114	0
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Vol.:	5	0	5	0	0	0	0	103	10	3	114	0
Saturation Flow Module:												
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	0.50	0.00	0.50	0.00	0.00	0.00	0.00	0.91	0.09	0.03	0.97	0.00
Final Sat.:	413	0	413	0	0	0	0	820	80	23	865	0
Capacity Analysis Module:												
Vol/Sat:	0.01	xxxx	0.01	xxxx	xxxx	xxxx	xxxx	0.13	0.13	0.13	0.13	xxxx
Crit Moves:	****							****			****	
Delay/Veh:	7.2	0.0	7.2	0.0	0.0	0.0	0.0	7.5	7.5	7.6	7.6	0.0
Delay Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	7.2	0.0	7.2	0.0	0.0	0.0	0.0	7.5	7.5	7.6	7.6	0.0
LOS by Move:	A	*	A	*	*	*	*	A	A	A	A	*
ApproachDel:		7.2			xxxxxx			7.5			7.6	
Delay Adj:		1.00			xxxxx			1.00			1.00	
ApprAdjDel:		7.2			xxxxxx			7.5			7.6	
LOS by Appr:		A			*			A			A	

****

The Branson School Traffic Study
Mid-Afternoon Peak Hour

Level Of Service Computation Report
2000 HCM 4-Way Stop Method (Base Volume Alternative)

Intersection #22 Fernhill Avenue at Norwood Avenue

Cycle (sec): 100 Critical Vol./Cap. (X): 0.178
Loss Time (sec): 0 (Y+R = 4 sec) Average Delay (sec/veh): 7.7
Optimal Cycle: 0 Level Of Service: A

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Stop Sign			Stop Sign			Stop Sign			Stop Sign		
Rights:	Include			Include			Include			Include		
Min. Green:	0	0	0	0	0	0	0	0	0	0	0	0
Lanes:	0 0	1! 0	0	0 0	0 0	0	0 0	0 1	0	0 1	0 0	0
Volume Module: >> Count Date: 18 Sep 2007 << 3:00-4:00 PM												
Base Vol:	7	0	6	0	0	0	0	115	14	4	53	0
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	7	0	6	0	0	0	0	115	14	4	53	0
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80
PHF Volume:	9	0	8	0	0	0	0	144	18	5	66	0
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	9	0	8	0	0	0	0	144	18	5	66	0
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Vol.:	9	0	8	0	0	0	0	144	18	5	66	0
Saturation Flow Module:												
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	0.53	0.00	0.47	0.00	0.00	0.00	0.00	0.89	0.11	0.07	0.93	0.00
Final Sat.:	434	0	386	0	0	0	0	808	101	61	809	0
Capacity Analysis Module:												
Vol/Sat:	0.02	xxxx	0.02	xxxx	xxxx	xxxx	xxxx	0.18	0.18	0.08	0.08	xxxx
Crit Moves:	****							****			****	
Delay/Veh:	7.3	0.0	7.3	0.0	0.0	0.0	0.0	7.8	7.8	7.5	7.5	0.0
Delay Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	7.3	0.0	7.3	0.0	0.0	0.0	0.0	7.8	7.8	7.5	7.5	0.0
LOS by Move:	A	*	A	*	*	*	*	A	A	A	A	*
ApproachDel:		7.3			xxxxxx			7.8			7.5	
Delay Adj:		1.00			xxxxx			1.00			1.00	
ApprAdjDel:		7.3			xxxxxx			7.8			7.5	
LOS by Appr:		A			*			A			A	

The Branson School Traffic Study
Existing - AM Peak Hour

Level Of Service Computation Report
2000 HCM 4-Way Stop Method (Base Volume Alternative)

Intersection #3 Glenwood Avenue at Fernhill Avenue

Cycle (sec):	100	Critical Vol./Cap. (X):	0.192
Loss Time (sec):	0 (Y+R = 4 sec)	Average Delay (sec/veh):	7.9
Optimal Cycle:	0	Level Of Service:	A

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Stop Sign			Stop Sign			Stop Sign			Stop Sign		
Rights:	Include			Include			Include			Include		
Min. Green:	0	0	0	0	0	0	0	0	0	0	0	0
Lanes:	0 0	0 1	0	0	1 0	0 0	0 0	0 0	0 0	0	0 1!	0 0
Volume Module: >> Count Date: 20 Sep 2007 <<												
Base Vol:	0	7	11	96	30	0	0	0	0	7	0	3
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	7	11	96	30	0	0	0	0	7	0	3
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
PHF Volume:	0	9	15	128	40	0	0	0	0	9	0	4
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	0	9	15	128	40	0	0	0	0	9	0	4
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Vol.:	0	9	15	128	40	0	0	0	0	9	0	4
Saturation Flow Module:												
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	0.00	0.37	0.63	0.76	0.24	0.00	0.00	0.00	0.00	0.69	0.00	0.31
Final Sat.:	0	360	600	667	208	0	0	0	0	564	0	251
Capacity Analysis Module:												
Vol/Sat:	xxxx	0.02	0.02	0.19	0.19	xxxx	xxxx	xxxx	xxxx	0.02	xxxx	0.02
Crit Moves:			****	****						****		
Delay/Veh:	0.0	6.8	6.8	8.1	8.1	0.0	0.0	0.0	0.0	7.3	0.0	7.3
Delay Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	0.0	6.8	6.8	8.1	8.1	0.0	0.0	0.0	0.0	7.3	0.0	7.3
LOS by Move:	*	A	A	A	A	*	*	*	*	A	*	A
ApproachDel:		6.8			8.1			xxxxxx			7.3	
Delay Adj:		1.00			1.00			xxxxx			1.00	
ApprAdjDel:		6.8			8.1			xxxxxx			7.3	
LOS by Appr:		A			A			*			A	

The Branson School Traffic Study
Mid-Afternoon Peak Hour

Level Of Service Computation Report
2000 HCM 4-Way Stop Method (Base Volume Alternative)

Intersection #3 Glenwood Avenue at Fernhill Avenue

Cycle (sec):	100	Critical Vol./Cap. (X):	0.054
Loss Time (sec):	0 (Y+R = 4 sec)	Average Delay (sec/veh):	7.0
Optimal Cycle:	0	Level Of Service:	A

Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Stop Sign			Stop Sign			Stop Sign			Stop Sign		
Rights:	Include			Include			Include			Include		
Min. Green:	0	0	0	0	0	0	0	0	0	0	0	0
Lanes:	0 0	0 1	0	0	1 0	0 0	0 0	0 0	0 0	0	0 1!	0 0
Volume Module: >> Count Date: 20 Sep 2007 <<												
Base Vol:	0	10	4	20	9	0	0	0	0	9	0	31
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	0	10	4	20	9	0	0	0	0	9	0	31
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
PHF Volume:	0	13	5	27	12	0	0	0	0	12	0	41
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	0	13	5	27	12	0	0	0	0	12	0	41
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Vol.:	0	13	5	27	12	0	0	0	0	12	0	41
Saturation Flow Module:												
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	0.00	0.72	0.28	0.69	0.31	0.00	0.00	0.00	0.00	0.23	0.00	0.77
Final Sat.:	0	663	255	594	264	0	0	0	0	224	0	764
Capacity Analysis Module:												
Vol/Sat:	xxxx	0.02	0.02	0.05	0.05	xxxx	xxxx	xxxx	xxxx	0.05	xxxx	0.05
Crit Moves:		****		****						****		
Delay/Veh:	0.0	6.9	6.9	7.3	7.3	0.0	0.0	0.0	0.0	6.8	0.0	6.8
Delay Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	0.0	6.9	6.9	7.3	7.3	0.0	0.0	0.0	0.0	6.8	0.0	6.8
LOS by Move:	*	A	A	A	A	*	*	*	*	A	*	A
ApproachDel:		6.9			7.3			xxxxxx			6.8	
Delay Adj:		1.00			1.00			xxxxx			1.00	
ApprAdjDel:		6.9			7.3			xxxxxx			6.8	
LOS by Appr:		A			A			*			A	

Spot Speed Study - Town of Ross

Prepared by: Marks Traffic Data

Fernhill Ave.

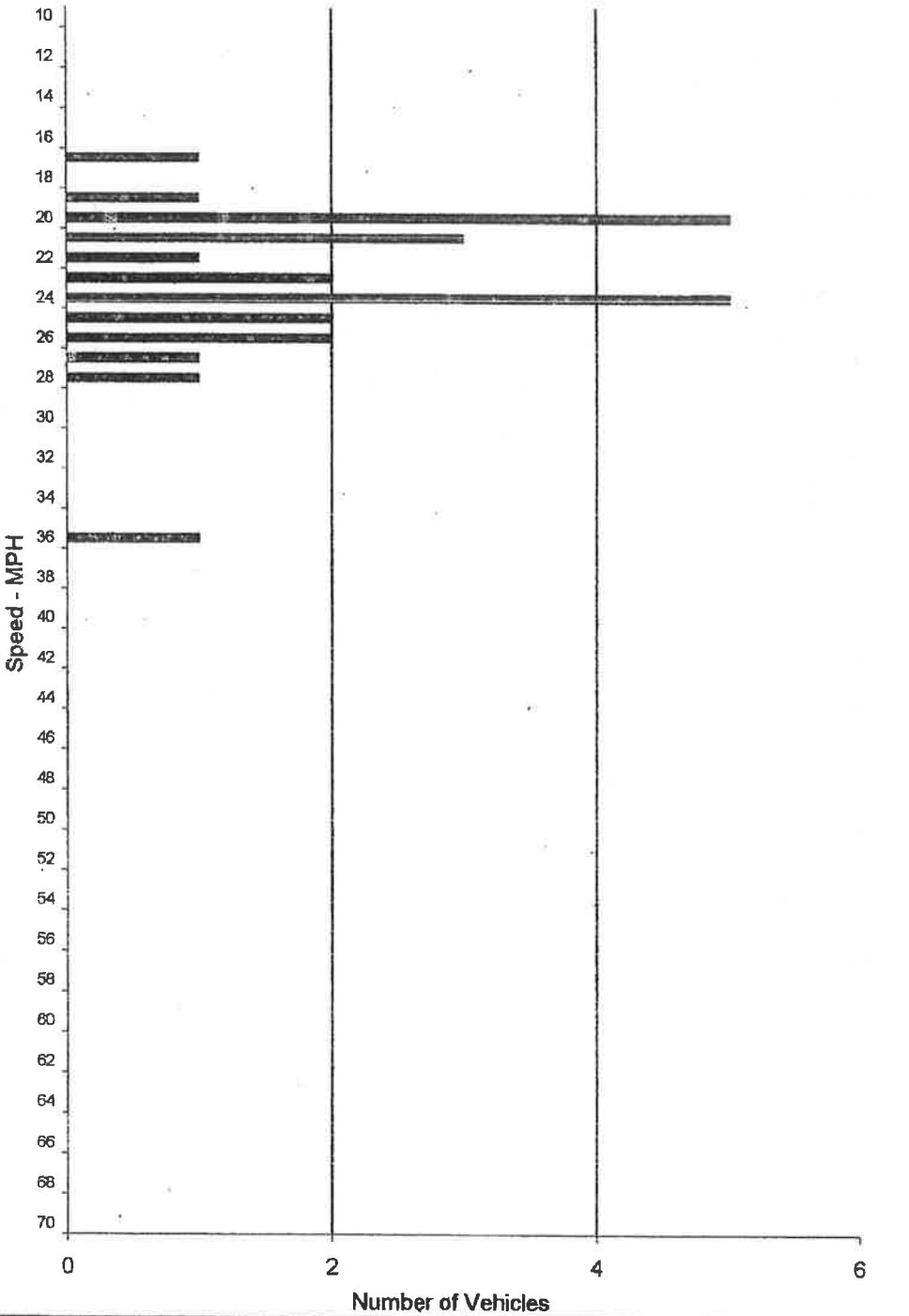
DATE: 9/27/07 **Location:** between Shady Ln. & Norwood Ave. **Observer:** Mietek

Start Time: 11:00 am **End Time:** 12:12 pm **Weather:** Overcast **Calibration:** DONE

DAY: Thursday **Posted Speed:** 25 MPH **Direction:** W **Project #:**

Speed mph	ALL Vehicles
<=10	0
11	0
12	0
13	0
14	0
15	0
16	0
17	1
18	0
19	1
20	5
21	3
22	1
23	2
24	5
25	2
26	2
27	1
28	1
29	0
30	0
31	0
32	0
33	0
34	0
35	0
36	1
37	0
38	0
39	0
40	0
41	0
42	0
43	0
44	0
45	0
46	0
47	0
48	0
49	0
50	0
51	0
52	0
53	0
54	0
55	0
56	0
57	0
58	0
59	0
60	0
61	
62	
63	
64	
65	
66	
67	
68	
69	
>=70	

Spot Speeds



SPEED PARAMETERS										
Class	Count	Average Speed	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	25	23.2	17 - 36	23 mph	26 mph	19 - 28	23	92%	4% / 1	4% / 1

Spot Speed Study - City of

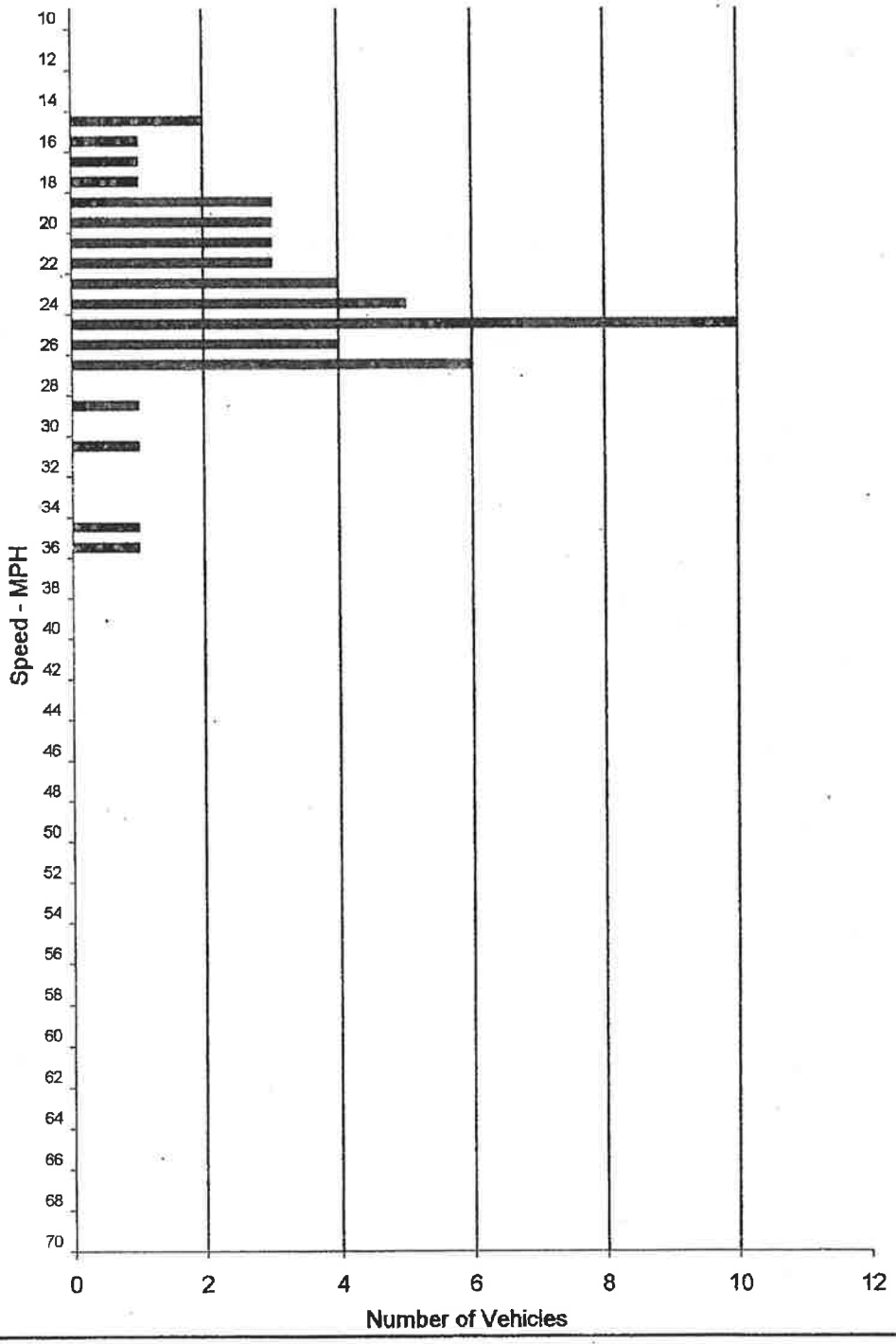
Prepared by: Marks Traffic Data

Fernhill Ave.

DATE: 9/27/07 **Location:** between Shady Ln. & Norwood Ave. **Observer:** Mietek
Start Time: 11:00 am **End Time:** 12:12 pm **Weather:** Overcast **Calibration:** DONE
DAY: Thursday **Posted Speed:** 25 MPH **Direction:** E **Project #:** 0-Jan

Spot Speeds

Speed mph	ALL Vehicles
<=10	0
11	0
12	0
13	0
14	0
15	2
16	1
17	1
18	1
19	3
20	3
21	3
22	3
23	4
24	5
25	10
26	4
27	6
28	0
29	1
30	0
31	1
32	0
33	0
34	0
35	1
36	1
37	0
38	0
39	0
40	0
41	0
42	0
43	0
44	0
45	0
46	0
47	0
48	0
49	0
50	0
51	0
52	0
53	0
54	0
55	0
56	0
57	0
58	0
59	0
60	0
61	0
62	0
63	0
64	
65	
66	
67	
68	
69	
>=70	



SPEED PARAMETERS										
Class	Count	Average Speed	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	50	23.7	15 - 36	24 mph	27 mph	18 - 27	42	84%	8% / 4	8% / 4

Spot Speed Study - City of

Prepared by: Marks Traffic Data

Fernhill Ave.

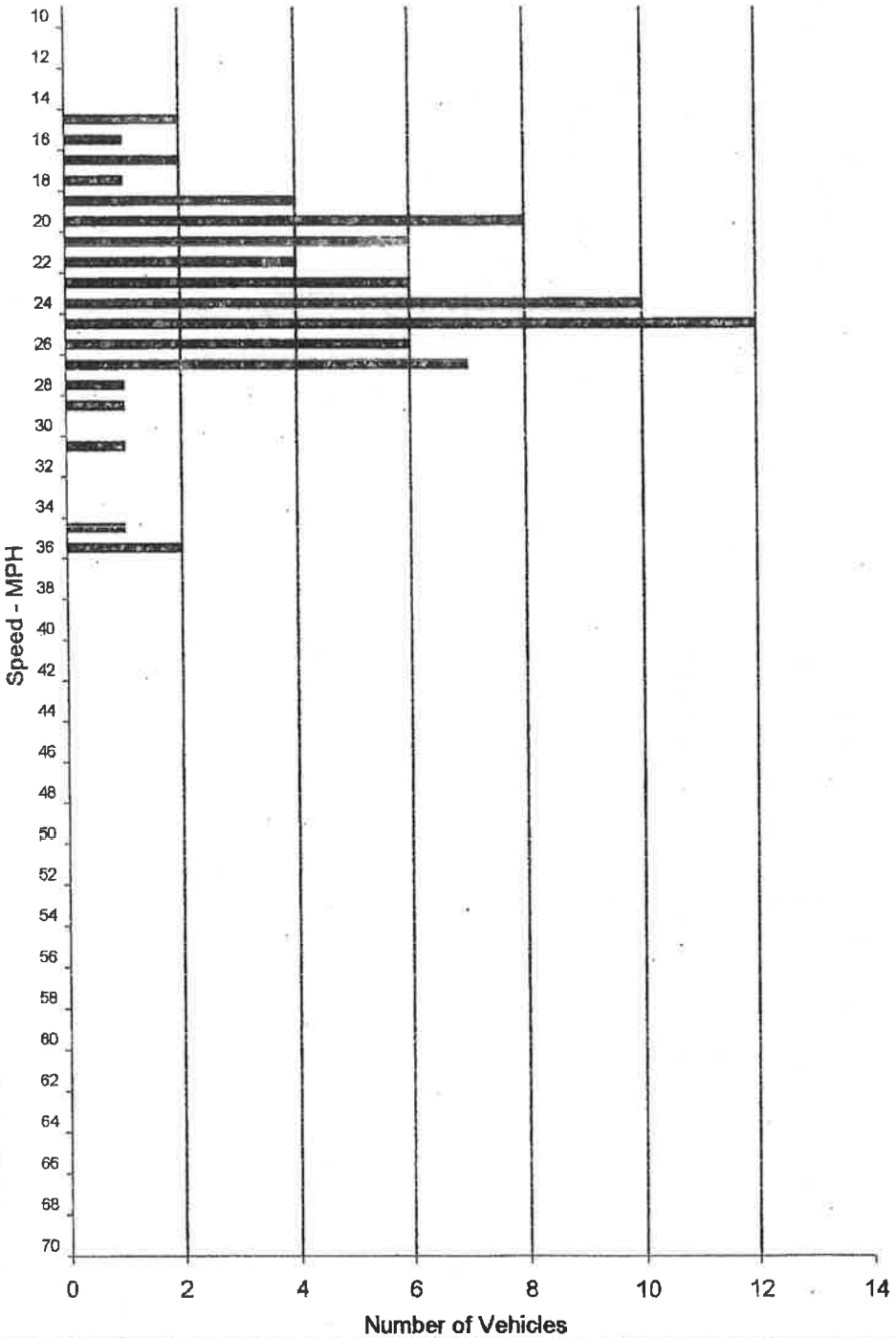
DATE: 9/27/07 **Location:** between Shady Ln. & Norwood Ave. **Observer:** Mietek

Start Time: 11:00 am **End Time:** 12:12 pm **Weather:** Overcast **Calibration:** DONE

DAY: Thursday **Posted Speed:** 25 MPH **Direction:** W/E **Project #:** 0-Jan

Speed mph	ALL Vehicles
<=10	0
11	0
12	0
13	0
14	0
15	2
16	1
17	2
18	1
19	4
20	8
21	6
22	4
23	6
24	10
25	12
26	6
27	7
28	1
29	1
30	0
31	1
32	0
33	0
34	0
35	1
36	2
37	0
38	0
39	0
40	0
41	0
42	0
43	0
44	0
45	0
46	0
47	0
48	0
49	0
50	0
51	0
52	0
53	0
54	0
55	0
56	0
57	0
58	0
59	0
60	0
61	0
62	0
63	0
64	0
65	0
66	0
67	0
68	0
69	0
>=70	0

Spot Speeds



SPEED PARAMETERS										
Class	Count	Average Speed	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	75	23.5	15 - 36	24 mph	27 mph	18 - 27	64	85%	6% / 5	8% / 6

Spot Speed Study - Town of San Anselmo

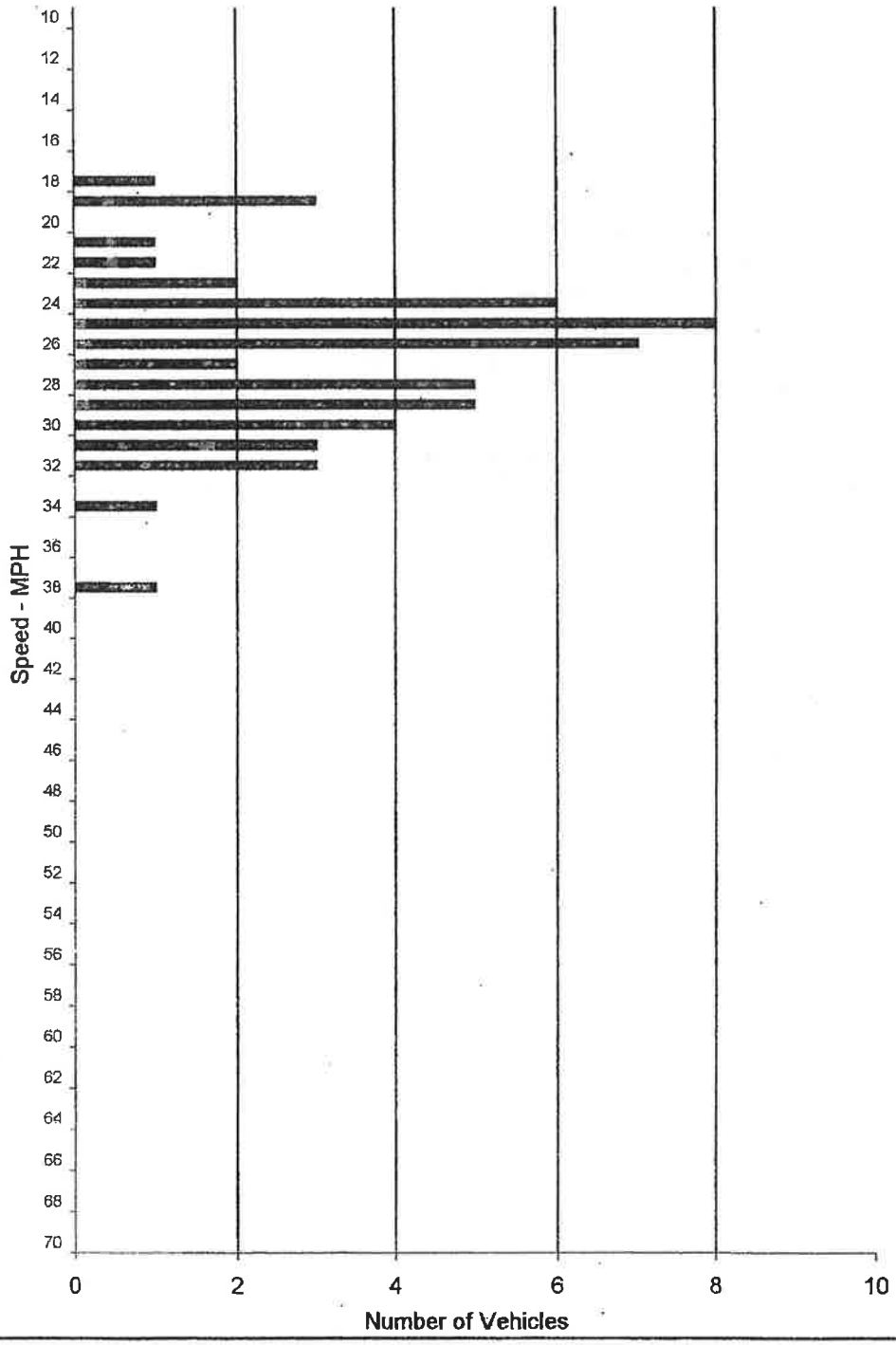
Prepared by: Marks Traffic Data

Bolinas Ave.

DATE: 9/27/07 **Location:** between Richmond Rd. & Kensington Rd. **Observer:** Mietek
Start Time: 12:15 pm **End Time:** 13:00 **Weather:** Overcast **Calibration:** DONE
DAY: Thursday **Posted Speed:** 25 MPH **Direction:** W **Project #:**

Speed mph	ALL Vehicles
<=10	0
11	0
12	0
13	0
14	0
15	0
16	0
17	0
18	1
19	3
20	0
21	1
22	1
23	2
24	6
25	8
26	7
27	2
28	5
29	5
30	4
31	3
32	3
33	0
34	1
35	0
36	0
37	0
38	1
39	0
40	0
41	0
42	0
43	0
44	0
45	0
46	0
47	0
48	0
49	0
50	0
51	0
52	0
53	0
54	0
55	0
56	0
57	0
58	0
59	0
60	0
61	
62	
63	
64	
65	
66	
67	
68	
69	
>=70	

Spot Speeds



SPEED PARAMETERS										
Class	Count	Average Speed	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	53	26.6	18 - 38	26 mph	31 mph	23 - 32	45	85%	11% / 6	4% / 2

Spot Speed Study - City of

Prepared by: Marks Traffic Data

Bolinas Ave.

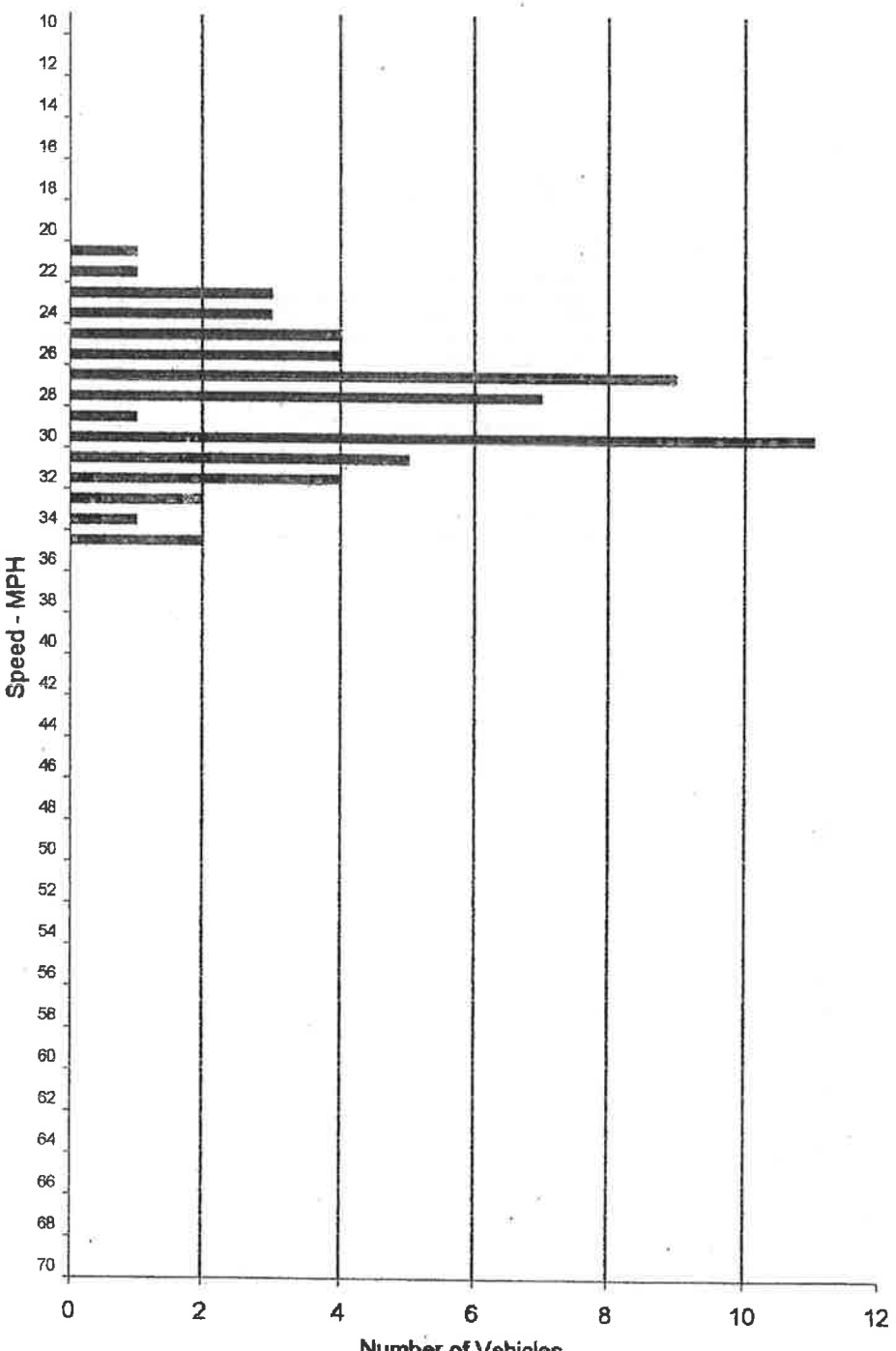
DATE: 9/27/07 **Location:** between Richmond Rd. & Kensington Rd. **Observer:** Mietek

Start Time: 12:15 pm **End Time:** 13:00 **Weather:** Overcast **Calibration:** DONE

DAY: Thursday **Posted Speed:** 25 MPH **Direction:** EB **Project #:** 0-Jan

Speed mph	ALL Vehicles
<=10	0
11	0
12	0
13	0
14	0
15	0
16	0
17	0
18	0
19	0
20	0
21	1
22	1
23	3
24	3
25	4
26	4
27	9
28	7
29	1
30	11
31	5
32	4
33	2
34	1
35	2
36	0
37	0
38	0
39	0
40	0
41	0
42	0
43	0
44	0
45	0
46	0
47	0
48	0
49	0
50	0
51	0
52	0
53	0
54	0
55	0
56	0
57	0
58	0
59	0
60	0
61	0
62	0
63	0
64	
65	
66	
67	
68	
69	
>=70	

Spot Speeds



SPEED PARAMETERS										
Class	Count	Average Speed	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	58	28.3	21 - 35	28 mph	32 mph	23 - 32	51	88%	3% / 2	9% / 5

Spot Speed Study - City of

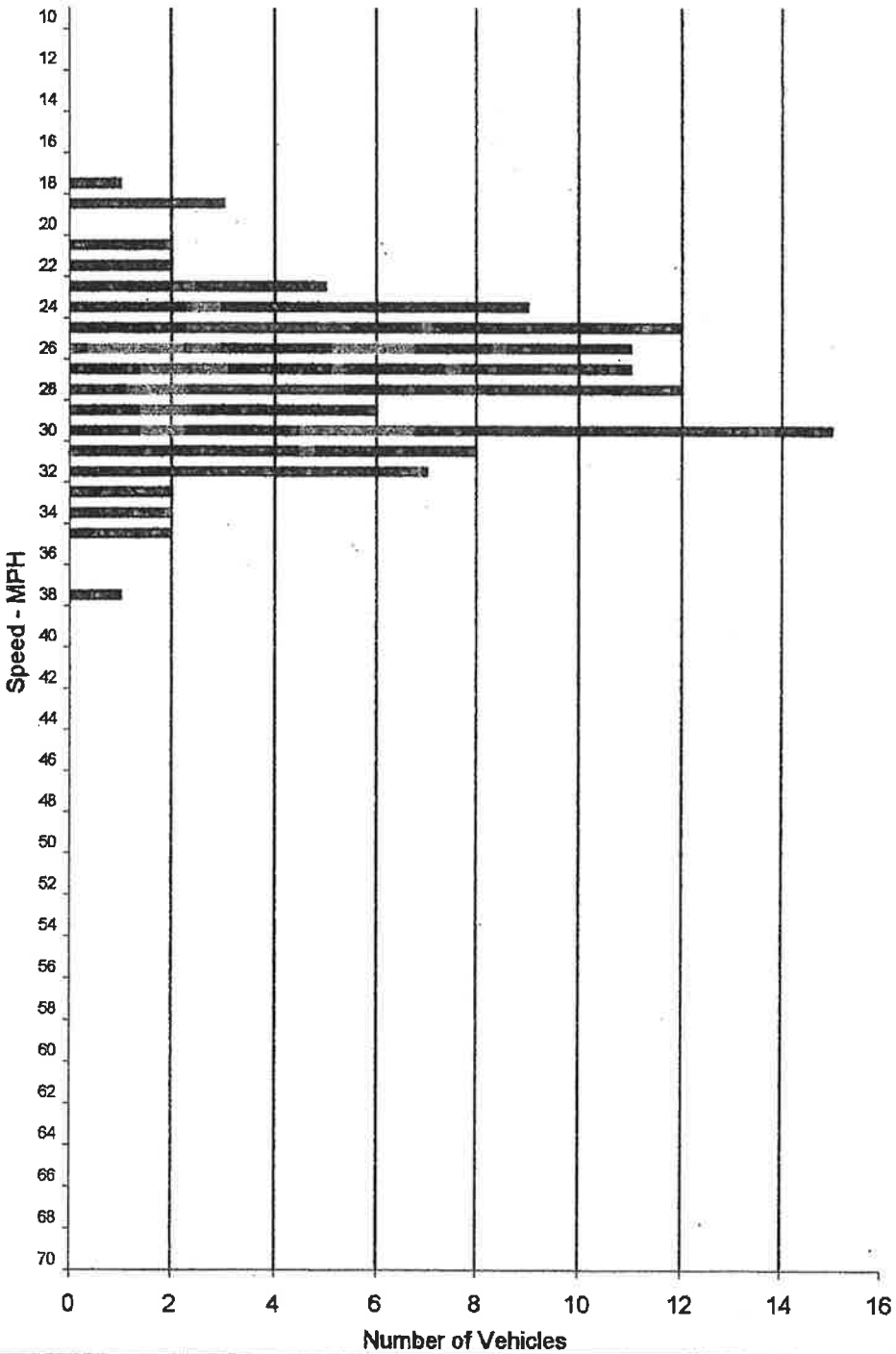
Prepared by: Marks Traffic Data

Bolinas Ave.

DATE: 9/27/07 **Location:** between Richmond Rd. & Kensington Rd. **Observer:** Mietek
Start Time: 12:15 pm **End Time:** 13:00 **Weather:** Overcast **Calibration:** DONE
DAY: Thursday **Posted Speed:** 25 MPH **Direction:** N/S W/E **Project #:** 0-Jan

Speed mph	ALL Vehicles
<=10	0
11	0
12	0
13	0
14	0
15	0
16	0
17	0
18	1
19	3
20	0
21	2
22	2
23	5
24	9
25	12
26	11
27	11
28	12
29	6
30	15
31	8
32	7
33	2
34	2
35	2
36	0
37	0
38	1
39	0
40	0
41	0
42	0
43	0
44	0
45	0
46	0
47	0
48	0
49	0
50	0
51	0
52	0
53	0
54	0
55	0
56	0
57	0
58	0
59	0
60	0
61	0
62	0
63	0
64	0
65	0
66	0
67	0
68	0
69	0
>=70	0

Spot Speeds



SPEED PARAMETERS										
Class	Count	Average Speed	Range	50th Percentile	85th Percentile	10 MPH Pace	# In Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	111	27.5	18 - 38	27 mph	31 mph	23 - 32	96	86%	7% / 8	7% / 7

Spot Speed Study - Town of San Anselmo

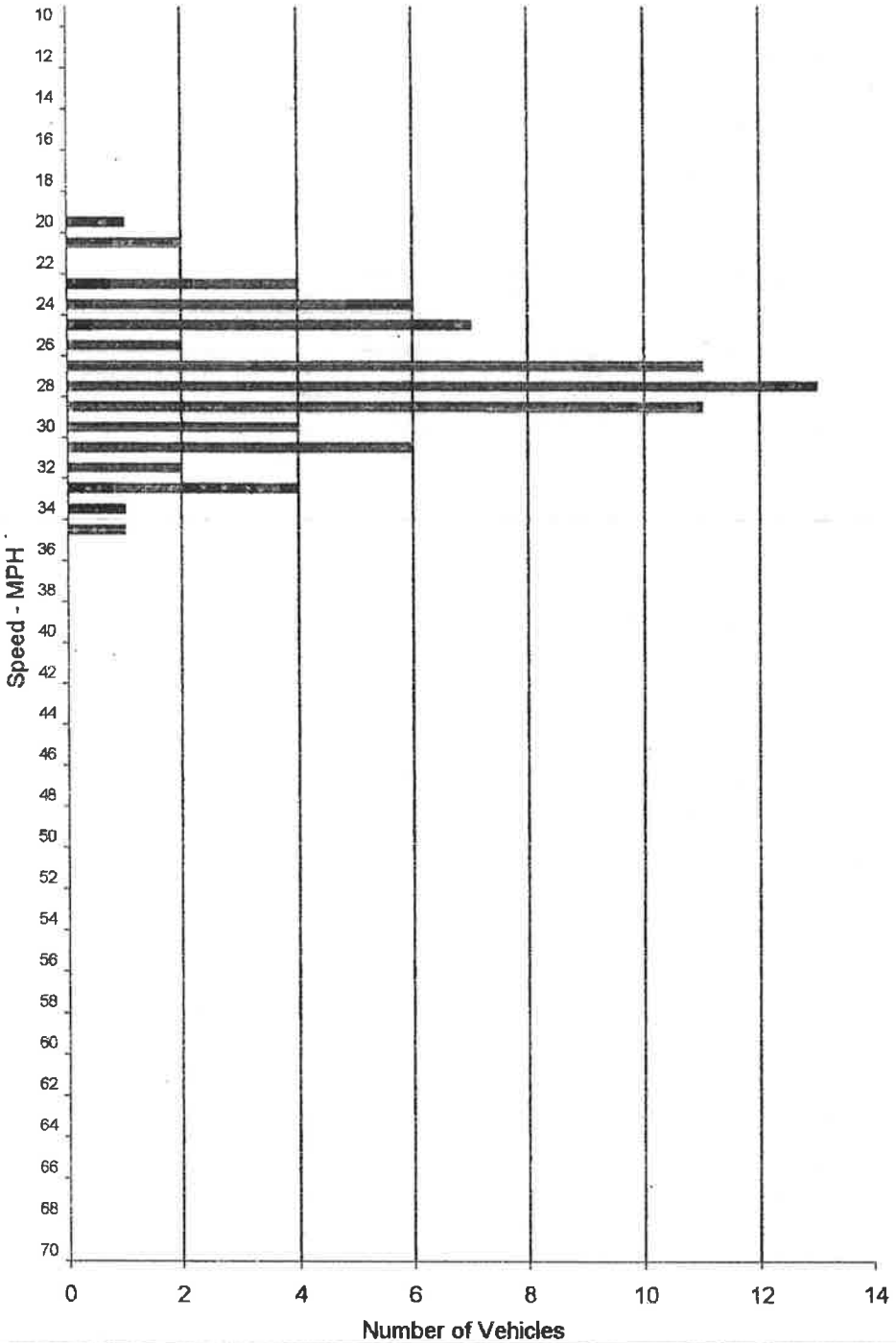
Prepared by: Marks Traffic Data

Bolinas Ave.

DATE: 10/29/07 **Location:** btwn Richmond Rd. & Kensington Rd.(at 73 Bolinas) **Observer:** Mietek
Start Time: 7:00 am **End Time:** 8:00 am **Weather:** Overcast **Calibration:** DONE
DAY: Monday **Posted Speed:** 25 MPH **Direction:** E **Project #:**

Speed mph	ALL Vehicles
<=10	0
11	0
12	0
13	0
14	0
15	0
16	0
17	0
18	0
19	0
20	1
21	2
22	0
23	4
24	5
25	7
26	2
27	11
28	13
29	11
30	4
31	6
32	2
33	4
34	1
35	1
36	0
37	0
38	0
39	0
40	0
41	0
42	0
43	0
44	0
45	0
46	0
47	0
48	0
49	0
50	0
51	0
52	0
53	0
54	0
55	0
56	0
57	0
58	0
59	0
60	0
61	0
62	0
63	0
64	
65	
66	
67	
68	
69	
>=70	

Spot Speeds



SPEED PARAMETERS										
Class	Count	Average Speed	Range	50th Percentile	85th Percentile	10 MPH Pace	# In Pace	Percent In Pace	% / # Below Pace	% / # Above Pace
ALL	75	27.7	20 - 35	28 mph	31 mph	23 - 32	66	88%	4% / 3	8% / 6

Spot Speed Study - City of Los Altos

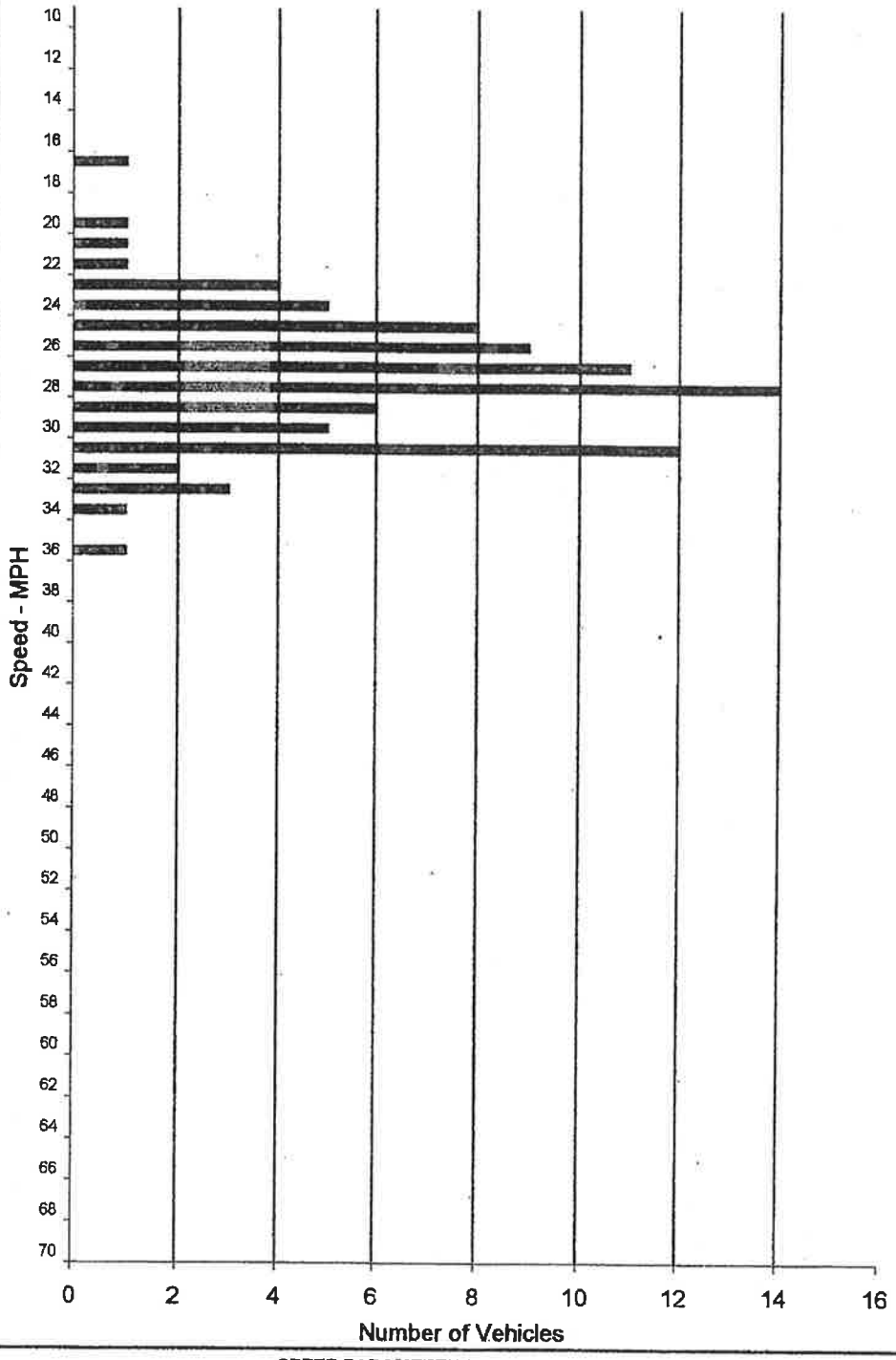
Prepared by: Marks Traffic Data

Bolinas Ave.

DATE: 10/29/07 **Location:** btwn Richmond Rd. & Kensington Rd.(at 73 Bolinas) **Observer:** Mietek
Start Time: 7:00 am **End Time:** 8:00 am **Weather:** Overcast **Calibration:** DONE
DAY: Monday **Posted Speed:** 25 MPH **Direction:** W **Project #:**

Speed mph	ALL Vehicles
<=10	0
11	0
12	0
13	0
14	0
15	0
16	0
17	1
18	0
19	0
20	1
21	1
22	1
23	4
24	5
25	8
26	9
27	11
28	14
29	6
30	5
31	12
32	2
33	3
34	1
35	0
36	1
37	0
38	0
39	0
40	0
41	0
42	0
43	0
44	0
45	0
46	0
47	0
48	0
49	0
50	0
51	0
52	0
53	0
54	0
55	0
56	0
57	0
58	0
59	0
60	0
61	
62	
63	
64	
65	
66	
67	
68	
69	
>=70	

Spot Speeds



SPEED PARAMETERS										
Class	Count	Average Speed	Range	50th Percentile	85th Percentile	10 MPH Pace	# in Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	85	27.6	17 - 36	28 mph	31 mph	23 - 32	76	89%	4% / 4	6% / 5

Spot Speed Study - City of

Prepared by: Marks Traffic Data

Bolinas Ave.

DATE: 10/29/07 **Location:** btwn Richmond Rd. & Kensington Rd.(at 73 Bolinas) **Observer:** Mietek
Start Time: 7:00 am **End Time:** 8:00 am **Weather:** Overcast **Calibration:** DONE
DAY: Monday **Posted Speed:** 25 MPH **Direction:** W/E **Project #:**

Spot Speeds

Speed mph	ALL Vehicles
<=10	0
11	0
12	0
13	0
14	0
15	0
16	0
17	1
18	0
19	0
20	2
21	3
22	1
23	8
24	11
25	15
26	11
27	22
28	27
29	17
30	9
31	18
32	4
33	7
34	2
35	1
36	1
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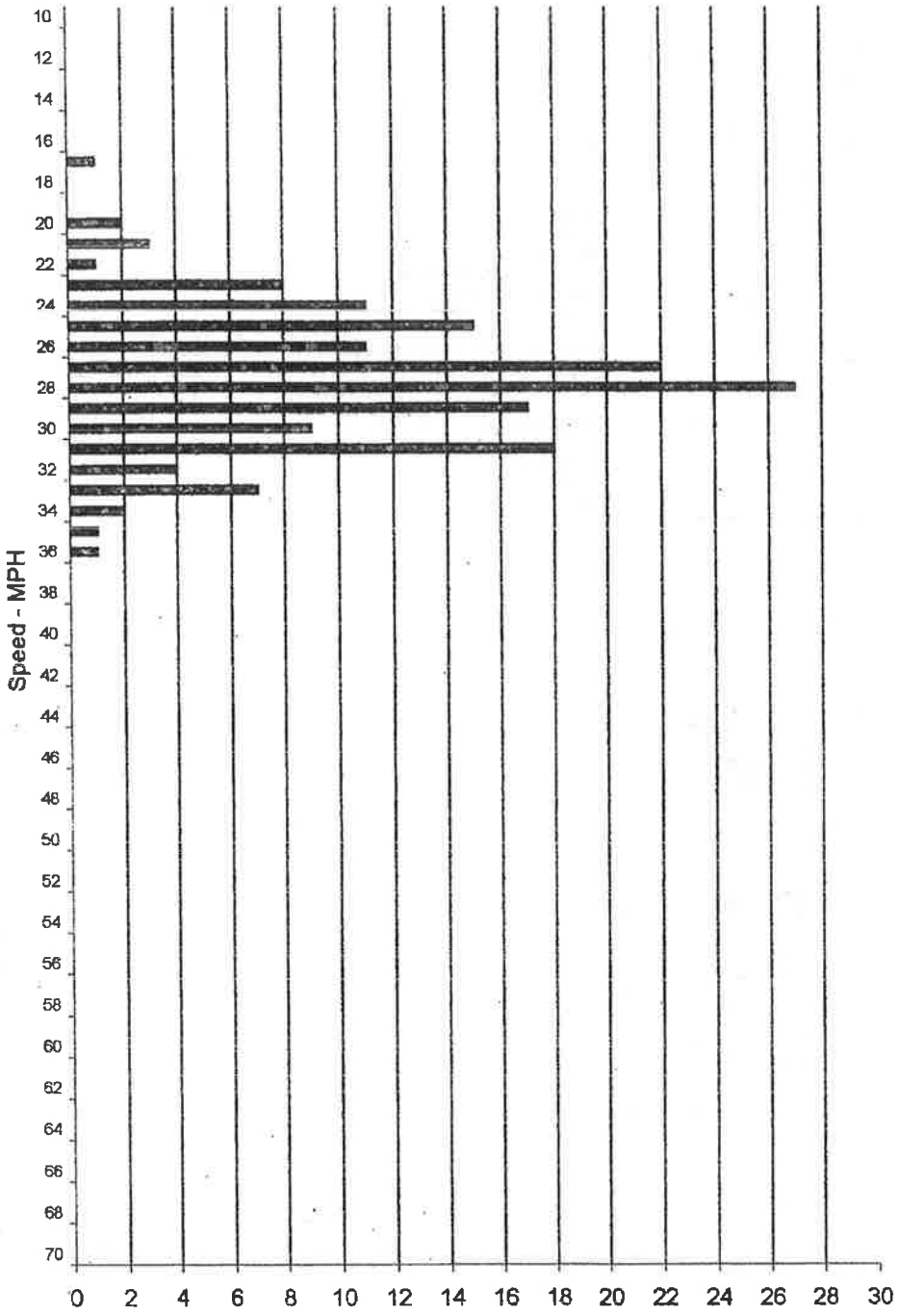

SPEED PARAMETERS										
Class	Count	Average Speed	Range	50th Percentile	85th Percentile	10 MPH Pace	# In Pace	Percent in Pace	% / # Below Pace	% / # Above Pace
ALL	160	27.6	17 - 36	28 mph	31 mph	23 - 32	142	89%	4% / 7	7% / 11

ATTACHMENT 5

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Traffic and Parking Study

for

The Branson School

Prepared By:

Robert L. Harrison

April 1996

Table of Contents

Introduction

This report presents an analysis of the impacts caused by The Branson School traffic on surrounding local streets and recommends ways to mitigate the impact of the School's traffic. The operation of the streets and parking on-campus is also analyzed and recommendations to improve on-campus circulation are presented.

This report is organized as follows. Following the summary of findings and recommendations, the initial section of the report describes the existing conditions on the local street system that serves the School. The School trip generation is compared to total traffic counts on local streets in the second section of the report. Issues and recommendations with regard to the impact of School traffic on the Town of Ross street system are discussed in the third section of the report. Parking and on-campus circulation issues and recommendations are discussed in the concluding section of the report.

If all of the recommendations on mitigating the impact of traffic generated by The Branson School were implemented, the effect of the School traffic on the local neighborhood would be significantly reduced.

Summary of Findings and Recommendations

Findings

1 -- Existing traffic on the streets that serve The Branson School is characterized by low volumes and almost no congestion throughout the day.

2 -- Short periods of congestion exist on Fernhill Avenue immediately in front of the School and on the campus roadways for two short time periods each school day. For 15 minutes before classes begin and again when classes end, congestion is caused by vehicles driven by faculty, staff and students and by parents dropping-off or picking-up students.

3 -- The Branson School generated traffic represents a significant share of total daily traffic on Fernhill Avenue and on the block of Glenwood Avenue between Fernhill and Bolinas Avenues. The Branson School traffic is a lower share of total traffic on all other streets.

4 -- The demand for student parking exceeds the available on-campus parking supply by at least 30 vehicles on a daily basis. Visitors to the campus create additional parking space requirements. Faculty and staff parking needs are satisfied by available on-campus parking.

Recommendations

The following is a synopsis of the mitigation measures recommended in this report. Each mitigation is fully described in the body of the report. The Branson School should:

1 -- Work with the neighborhood near the campus and with the Town of Ross to seek agreement on:

a. The installation of a centerline stripe on Fernhill Avenue.
b. The installation of a stop sign on westbound Fernhill Avenue at Norwood Avenue.
c. The extension of the time when left turns are prohibited from Bolinas Avenue onto Shady Lane.

2 -- Continue to discourage the use of Norwood Avenue.

3 -- Explore ways to reduce parking demand by increasing carpool rates and increasing the use of the existing van program.

4 -- Improve and properly maintain existing parking signs and pavement markings throughout the School year.

5 -- Construct a one-way loop road in the upper campus area to improve campus circulation and the efficiency of student drop-off and pick-up.

6 -- Widen the traffic lanes at the main gate from the existing 14 feet 6 inches to 20 feet in order to ensure efficient traffic movement from Fernhill Avenue on and off the campus.

7-- Restrict all student drop-off and pick-up to the upper campus area.

8 -- Consider the construction of a new roadway from the lower campus to the back parking lot. The scope of the of this project is so large that it should be considered only if the School determines that complete congestion relief, including the lower campus area, is an essential goal for the operation of campus streets.

9 -- Consider adjusting class schedules so not all students and faculty need arrive or depart at the same time.

The following proposals are not recommended for consideration by The Branson School. The explanation of why they are not recommended is provided in the main body of this report.

1 -- The longer more indirect Lagunitas Road to Glenwood Avenue route to the School should not be considered because of the difficulty of encouraging drivers to select out of the way routes and because the longer route would expose a greater number of homes and residents to an added traffic impact.

2 -- The Branson School not attempt to establish a one-way system for School traffic due to its lack of authority to enforce traffic regulations off the campus and because there is the likelihood for significant violation of such as system.

Existing Conditions

The Branson School is located on Fernhill Avenue between Norwood and Glenwood Avenues in Ross. The most heavily used access routes to and from the School vary dependent on the time of day considered. In the morning peak traffic hour, 7:30 a.m. to 8:30 a.m., inbound traffic uses either the Bolinas Avenue to Glenwood Avenue to Fernhill Avenue route or the Shady Lane from the south to Fernhill Avenue route. Almost all outbound traffic goes down the hill on Fernhill Avenue to Shady Lane.

The afternoon peak hour near the School occurs in mid-afternoon from 3:00 p.m. to 4:00 p.m. This is different from the typical afternoon peak traffic hour which occurs in the late afternoon. Near the School, the time of School dismissal sets the time of peak traffic flow. In the afternoon most School traffic uses the Shady Lane to Fernhill Avenue route to enter and to leave the campus.

The streets that serve the School are characterized by typically low traffic volume conditions, two traffic lanes, limited shoulder areas and no curbs. Glenwood Avenue and Shady Lane operate with 25 mile per hour posted speed limits. Norwood Avenue has very narrow lanes, a high center crown and a 20 mile per hour speed limit. The block of Fernhill Avenue between Norwood Avenue and Shady Lane has recently been posted for 15 miles per hour.

Traffic was counted on the streets that serve The Branson School in November 1995 and again in January 1996. Traffic was also counted at the main entrance to the School and at the parking lot just west of the main entrance. In the morning peak hour 51% of inbound traffic approaches the School from the west (Glenwood Avenue) and 49% comes up the hill from Shady Lane. About 90% of departing School traffic leaves the campus down the hill on Fernhill Avenue to Shady Lane.

In the afternoon dismissal hour just 23% of School traffic comes from Glenwood Avenue and 77% of School traffic arrives from the east up Fernhill Avenue from Shady Lane. About 85% of afternoon departing traffic leaves to the east down Fernhill Avenue toward Shady Lane.

Existing Street Operations and Intersection Level of Service

The best measure of how well a city or town street system is working is to determine the amount of congestion or delay experienced by motorists at important intersections. The quality of traffic movement is reported in terms of Level of Service (LOS) ranging from a letter grade of A to a grade of F. At LOS A an intersection experiences little or no congestion while LOS E and F indicate long and unacceptable delays for drivers.

LOS is measured in terms of average stopped delay per vehicle for a fixed study period. The time periods selected for study in this report are the two times of the day when the School traffic is at its highest level. These are the morning arrival and afternoon dismissal hours. A description of Level of Service is given in Table 1.

Table 1
DESCRIPTION OF INTERSECTION LEVEL OF SERVICE

Stop Sign Controlled Intersections

Level of Service	Vehicle Delay (Seconds)	Description
A	0 - 5.0	Little or no delay.
B	5.1-10.0	Short traffic delay.
C	10.1-20.0	Average acceptable traffic delay.
D	20.1-30.0	Long but tolerable traffic delay.
E	30.1-45.0	Very long unacceptable traffic delay.
F	>45.0	Excessive traffic delay.

Source: Transportation Research Board, *Highway Capacity Manual*, Third Edition, 1994.

Intersection turning movement traffic counts were conducted at the intersections of Fernhill Avenue with Shady Lane, with Norwood Avenue and with Glenwood Avenue. Counts were conducted in November 1995 and January 1996 for both the morning and afternoon traffic peak hours. The existing intersection LOS for the three intersections studied is shown in Table 2. The calculation of LOS is provided in the Appendix to this report.

From the LOS results shown on Table 2 it is clear that even at the times of day when traffic volumes are highest there is limited congestion and delay encountered at the intersections nearest to the School. All intersections studied operate with no more than 6 seconds of delay per vehicle. All intersections operate at LOS A or B.

Table 2
Existing Intersection Level of Service (LOS)

	Morning Peak Hour(1)		Afternoon Peak Hour(1)	
	LOS	Sec. of Delay	LOS	Sec. of Delay
Intersection				
Fernhill Avenue with:				
Shady Lane(2)	B	6.0	A	5.0
Norwood Avenue(2)	A	3.5	A	4.1
Glenwood Avenue(3)	A	3.4	A	1.4

Notes: 1 - Morning Peak Hour - 7:30 a.m. to 8:30 a.m.; Afternoon Peak Hour - 3:00 p.m. to 4:00 p.m.
2 - LOS and delay shown for traffic that is required to stop. There is no delay for all other traffic.
3 - LOS and delay shown for all traffic at this all-way stop intersection.

Source: Robert L. Harrison Transportation Planning

Most of the perceived traffic issues associated with The Branson School appear to be caused by fact that the School generates a relatively large share of the total traffic found on nearby streets and that School traffic is particularly intense at two times each day. The relatively intense School arrival and departure traffic contrasts with the typically very low traffic volumes found on the residential streets in Ross. The School trip generation is discussed in detail in the next section of this report.

The Branson School Trip Generation

The trip generation at The Branson School was developed from two sources. The primary source of data was the traffic counts taken at the School in November 1995 and January 1996. In addition, the School conducted a traffic and parking survey of faculty, staff and students. The survey was used to augment the results of the traffic counts.

Traffic was counted at the main entrance to the School, at the "back" parking lot and on the street in front of the School. The traffic counts were made for 15 minute intervals during the peak morning arrival time and during the peak afternoon departure time. The peak one hour of trip generation in the morning and afternoon was established from the 15 minute count data. The morning peak hour at the School is between 7:30 a.m. and 8:30 a.m. The afternoon peak hour occurs from 3:00 p.m. to 4:00 p.m.

The result of the traffic counts taken at the School is shown in Table 3. In summary, the School generates 208 morning peak hour vehicle trips and 230 afternoon peak hour vehicle trips. Total daily trip generation at the School is estimated by factoring from the peak hour counts. Daily traffic at The Branson School is estimated to be 1,040 vehicle trips.

Table 3
The Branson School Vehicle Trip Generation

	Main Gate		Parking Lot		On-Street		Totals		Total Trip
	Ins	Outs	Ins	Outs	Ins	Outs	Ins	Outs	Generation
Morning Peak Hour									
7:30 to 7:45 a.m.	9	5	10	3	0	0	19	8	27
7:45 to 8:00 a.m.	48	13	31	11	2	2	81	26	107
8:00 to 8:15 a.m.	36	10	13	5	1	1	50	16	66
8:15 to 8:30 a.m.	5	3	0	0	0	0	5	3	8
Totals	98	31	54	19	3	3	155	53	208
Afternoon Peak Hour									
3:00 to 3:15 p.m.	33	39	1	5	13	15	47	59	106
3:15 to 3:30 p.m.	15	18	2	6	3	3	20	27	47
3:30 to 3:45 p.m.	11	13	0	8	6	7	17	28	45
3:45 to 4:00 p.m.	18	10	2	2	0	0	20	12	32
Totals	77	80	5	21	22	25	104	126	230

Source: Robert L. Harrison Transportation Planning

The relatively intense concentration of School trip generation is apparent in Table 3. The 107 trips counted in the peak 15 minutes between 7:45 a.m. and 8:00 a.m. represent over half of the morning peak hour trip generation. Similarly, the afternoon peak 15 minutes between 3:00 p.m. and 3:15 p.m. when 106 trips are generated is nearly half of the afternoon peak hour trip generation. At all other times of the day the 15 minute traffic counts are always (with one exception) less than half, and usually significantly less than half, of the peak 15 minute traffic. These two periods of concentrated trip generation contribute to the perception that the School is the source of serious traffic problems in its neighborhood.

The Branson School Trip Generation Compared to Total Traffic Counts

The vehicle trips generated by The Branson School represent a significant portion of the total traffic using the local street system near the School. On a daily basis the School's trips are 86% of the total traffic on Fernhill Avenue at the School main gate, 46% of the total traffic on Glenwood Avenue between Fernhill and Bolinas Avenues, 33% of the total traffic on Norwood Avenue just south of Fernhill Avenue and 18% of total traffic on Shady Lane just north of its intersection with Fernhill Avenue.

The School's trips as a proportion of total traffic varies dependent on the time of day considered. As would be expected, the School's impact on traffic is greatest at the peak morning arrival and afternoon dismissal hours. The preferred routes to and from the School vary with the time of day. As shown in Table 4, the Glenwood Avenue route is more heavily impacted by School traffic in the morning arrival hour as compared to the afternoon dismissal hour or as compared to daily traffic. At Shady Lane and on Norwood Avenue the School traffic is the largest proportion of total traffic in the afternoon dismissal hour.

Table 4
The Branson School Vehicle Trips vs Total Trips

	Fernhill Avenue (At the Main Gate)	Glenwood Avenue	Norwood Avenue	Shady Lane
Daily Traffic				
Total Traffic	1,090	700	240	2,000
The Branson School Traffic	940	320	80	350
Branson School Traffic as PerCent of Total Traffic	86%	46%	33%	18%
Morning Peak Hour				
Total Traffic	142	131	34	300
The Branson School Traffic	123	84	16	69
Branson School Traffic as PerCent of Total Traffic	87%	64%	47%	23%
Afternoon Peak Hour				
Total Traffic	206	73	53	305
The Branson School Traffic	187	43	30	100
Branson School Traffic as PerCent of Total Traffic	91%	59%	57%	33%

Source: Robert L. Harrison Transportation Planning

Much of the concern expressed with regard to traffic in the neighborhood of the School is related to the large share of total traffic that is generated by the School. While traffic conditions are very good relative to neighborhoods in other communities they are worse near the School than they are in other residential areas of Ross.

The Branson School Traffic and Parking Survey

In November 1995 The Branson School conducted a survey of faculty, staff and students to determine basic data on access and parking. The detailed results of the survey are included in the Appendix to this report. A summary of the results of the survey is given in Table 5.

Table 5
Summary of The Branson School Traffic and Parking Survey

		Faculty / Staff	Students
Primary Mode of Access			
1 - Drive myself and park on-campus		77%	22%
2 - Drive myself and park off-campus		1%	9%
3 - Ride with another who parks on-campus		6%	33%
4 - Ride with another who parks off-campus		0%	3%
5 - Drop-off / Pick-up by parent or friend		0%	15%
6 - Van Service (Kids on the move)		0%	8%
7 - Walked		16%	4%
8 - Bicycle		0%	3%
9 - Public Transportation		0%	2%
10 - Other		0%	(Skateboard) <1%
	Totals	100%	100%
Usual Arrival Time on-campus			
1 - 7:00 a.m. to 7:30 a.m.		15%	1%
2 - 7:30 a.m. to 8:00 a.m.		64%	94%
3 - 8:00 a.m. to 8:30 a.m.		15%	4%
4 - 8:30 a.m. to 9:00 a.m.		6%	1%
	Totals	100%	100%
Usual Departure Time from Campus			
1 - 2:30 p.m. to 3:00 p.m.		0%	1%
2 - 3:00 p.m. to 3:30 p.m.		13%	50%
3 - 3:30 p.m. to 4:00 p.m.		15%	16%
4 - 4:00 p.m. to 4:30 p.m.		24%	7%
5 - 4:30 p.m. to 5:00 p.m.		15%	5%
6 - 5:00 p.m. to 5:30 p.m.		20%	6%
7 - 5:30 p.m. to 6:00 p.m.		4%	3%
8 - 6:00 p.m. to 6:30 p.m.		4%	<1%
9 - Other		5%	12%
	Totals	100%	100%

Source: The Branson School Traffic and Parking Questionnaire, November 1995.

The survey clearly demonstrates how important driving to the campus is as compared to other access modes. For the faculty and staff driving alone represents nearly three quarters of all access modes. A small portion of the faculty and staff, 6%, rides or carpools with someone. Just 16% of the faculty and staff do not use an automobile in any way to reach the campus. These non-auto trips are made by walking.

Driving to School is also an important access mode for students with 22% driving to the campus and another 9% driving and parking off-campus. Over one-third of students ride with someone to School. Another 15% of students are dropped-off by a parent or friend. In total, 82% of students make some use of an automobile to reach the campus. The remaining 18% of students use other access modes including the van service (Kids on the Move), walking, bicycling and public transportation. One respondent indicated a primary access mode by skateboard.

The survey indicates that 29 student vehicles and 1 faculty or staff vehicle are parked off-campus on a daily basis. While some vehicles were observed to be parked on Fernhill Avenue in front of the campus, the great majority of off-campus vehicles park on Bolinas Avenue and Waverly Road in San Anselmo. A limited number of students use the parking lot at St. Anselm church. Campus parking issues are discussed in more detail below.

The survey further confirmed the concentrated nature of arrival time on campus. Nearly two-thirds of the faculty and staff and over 90% of the students arrive on campus just before the 8:00 a.m. start of classes.

Departure times are somewhat more dispersed than is the morning arrival times. The greatest concentration of departures occurs between 3:00 p.m. and 3:30 p.m. when one half of the students and 13% of the faculty and staff leave the campus.

Circulation Issues on the Access Routes to The Branson School

Traffic generated by The Branson School makes up a significant portion of the total traffic on the streets that provide access to the School. As was shown on Table 4, most trips generated by the School use Fernhill Avenue followed by Shady Lane, Glenwood Avenue and Norwood Avenue. In order to determine how to reduce the impact of School traffic, the School has requested the study of several proposals that have been suggested to reduce the impact of the existing traffic patterns. Each of these proposals is described and evaluated below.

One-Way School Traffic Pattern

It has been suggested that the impact of School traffic could be more evenly distributed if a one-way pattern for School trips could be established. This proposal would require all inbound School traffic to use Bolinas Avenue to reach Glenwood Avenue, turn south on Glenwood to Fernhill Avenue, and enter either of the School driveways on Fernhill Avenue. All traffic leaving the School would turn right onto Fernhill Avenue and travel down the hill to Shady Lane.

The one-way traffic pattern would increase daily School traffic on Bolinas and Glenwood Avenues and decrease School traffic on Fernhill and Norwood Avenues. The increase on Glenwood Avenue would be relatively greater than the decreases on either Fernhill or Norwood Avenues. The impact of the one-way traffic system is shown in Table 6 below.

Table 6
Impact of One-Way Traffic System on Daily Traffic Counts

Street Segment	The Branson School Daily Traffic Existing	One-Way System	Change	Total Existing Daily Traffic	Impact on Total Traffic
Glenwood Avenue between Bolinas and Fernhill Avenues	320	520	+200	700	+29%
Fernhill Avenue between Norwood Avenue and Shady Lane	700	480	-220	900	-24%
Norwood Avenue between Fernhill Avenue and Shady Lane	80	40	-40	240	-17%

Source: Robert L. Harrison Transportation Planning

The one-way Branson School traffic system would change traffic volumes as shown in Table 6. However, the implementation of the one-way system would be difficult to achieve. The Branson School has no jurisdiction over the operation of the Ross street system. As long as the city streets are designated for two-way traffic any driver with a valid California driver license and current vehicle registration has the right to operate a vehicle in either direction on these streets.

The School could ask its faculty, staff, students and parents to comply with a specific traffic routing system but would have no authority to enforce such a traffic system. A partial compliance with the one-way system would reduce its impact from that as shown in Table 6. In order to implement the one-way system, the city streets would have to be designated as one-way for all traffic by action of the Town Council. Ross police would then have the authority to enforce the one-way system.

Recommendation. The Branson School should not attempt to establish a one-way system for School traffic due to its lack of authority to enforce traffic regulations off the campus and because there is the likelihood for significant violation of such as system.

Access via Lagunitas Road to Glenwood Avenue

It has been suggested that in order to disperse the impact of School trips, a portion of The Branson School traffic should use the Lagunitas Road to Glenwood Avenue to Fernhill Avenue route to reach the School. From the Ross Common this route is 0.3 miles (1.2 miles vs. 0.9 miles) or 33% longer than the route using Shady Lane to Fernhill Avenue. Drivers tend to avoid any route that is perceived to be longer or out of the way.

Because the route is longer it would add School traffic to more miles of local streets in Ross and thus increase the number of home and residents that would be impacted by this traffic. Added vehicle-miles of travel would also increase all other impacts associated with auto use such as air pollution and noise.

Recommendation. The longer more indirect Lagunitas Road to Glenwood Avenue route should not be considered for access to the School because of the difficulty of encouraging drivers to go out of their way and because the longer route would expose a greater number of homes and residents to an added traffic impact.

Use of Norwood Avenue

The Branson School has been discouraging the use of Norwood Avenue and most School traffic does avoid use of this street. A small portion of School trips, between five and ten per cent, use Norwood Avenue despite the requests from the School administration. Norwood Avenue is not recommended for School traffic because it is narrow, has a high center crown, and includes a narrow bridge with limited sight distance. Despite these driving hazards, Norwood Avenue provides the shortest and quickest route between the School and the Ross Common area. It is 0.2 miles and about 15 seconds shorter driving time than the recommended route using Fernhill Avenue and Shady Lane. Greater use of Norwood Avenue would reduce School traffic on Fernhill Avenue between Norwood Avenue and Shady Lane.

Recommendation. The traffic hazards on Norwood Avenue reduce its capacity to move traffic safely as compared to the other local streets. The Branson School should continue to discourage the use of Norwood Avenue.

Centerline Stripe on Fernhill Avenue

The installation of a centerline stripe on Fernhill Avenue would encourage drivers to remain in their lane on the right side of the street. The centerline stripe would appear to the motorist to reduce the available width of each driving lane. The perception of less available space could cause some drivers to increase their watchfulness and reduce their speed. The centerline stripe would also tend to separate opposing traffic flow and reduce the potential for a head-on collision. A possible disadvantage of the centerline stripe is that it would encourage drivers to stay on the right side of the pavement and, in an area where there are no sidewalks, this could leave less space on the roadway for pedestrians and bicyclists.

Recommendation. The Branson School should work with the neighborhood and the Town of Ross to seek agreement on the installation of a centerline stripe on Fernhill Avenue.

Westbound (Up Hill) Stop Sign on Fernhill Avenue at Norwood Avenue

The three legged intersection of Fernhill and Norwood Avenues is controlled by stop signs on Norwood Avenue and on the eastbound (downhill) leg of Fernhill Avenue. The up hill or

westbound Fernhill Avenue leg of the intersection is not controlled by a stop sign. This is a non-standard type of intersection control. Unusual traffic controls are of little concern for those familiar with local conditions but can pose a safety problem for drivers not acquainted with the area. The addition of a stop sign on Fernhill Avenue at this intersection would provide a more standard kind of intersection control, could reduce traffic speed on Fernhill Avenue, and would make the Fernhill Avenue route to the School slightly less convenient. A small diversion of traffic from Fernhill Avenue may result due to the installation of the stop sign.

Recommendation. The Branson School should work with the neighborhood to seek agreement on the installation of a stop sign on westbound Fernhill Avenue at Norwood Avenue.

Extend the Time Period of the No Left Turn Prohibition on Bolinas Avenue at Shady Lane.

Left turns from Bolinas Avenue to Shady Lane are prohibited in the morning peak hours. This traffic control means that a large portion of traffic inbound to The Branson School drives west on Bolinas Avenue to make a left turn onto Glenwood Avenue thus relieving the traffic load on Fernhill Avenue between Shady Lane and the campus. If this left turn prohibition were extended to other hours it would provide added relief to the portion of Fernhill Avenue between Shady Lane and the School but would add traffic to Glenwood Avenue. In addition to the morning peak hours when the left turn prohibition is currently in effect, the next greatest time of School trip generation would be at School dismissal hour. The addition of a one hour period from 2:45 p.m. to 3:45 p.m. when left turns are prohibited would divert approximately 35 Branson School trips each day from Fernhill Avenue to Bolinas and Glenwood Avenues.

Recommendation. The Branson School should work with the neighborhood to determine if there is agreement on extending the time when left turns are prohibited from Bolinas Avenue onto Shady Lane.

Parking and On-Campus Circulation at The Branson School

Parking

There are 136 designated parking spaces on the campus. Of these, 70 are assigned to student drivers, 55 are assigned to faculty or staff, 8 are designated for visitors and 3 are reserved for physically impaired individuals.

Existing parking demand exceeds the available on-campus parking supply. Based on the result of the traffic and parking survey there are at least 30 drivers who park off-campus on a daily basis. In addition to these students and faculty/staff who drive and park off-campus on a daily basis, visitors frequently are unable to find parking on the campus. On the days observed in November 1995 and January 1996 up to ten vehicles were parked on Fernhill Avenue between the main gate and the back parking lot.

The School has made a strong effort to manage the existing parking situation through a comprehensive on-campus parking permit program. The student parking permit program is restricted to seniors and juniors only and uses carpools to establish priorities for assignment of parking permits. The parking program defines rules and regulations not only for on-campus parking but also provides guidelines on where to park and where not to park off-campus as well. Enforcement of parking guidelines is by issuing "tickets" which require payment of parking fines. Each parking permit cost $250 per year.

The comments received on the traffic and parking survey indicated considerable concern with regard to parking. About one half of the comments from students expressed some problem with the availability or cost of parking. There was far less concern with regard to parking expressed by faculty and staff. Several of the parking comments related to the lack of clarity of the current parking signs and pavement markings. All of the comments are recorded in the copies of the traffic and parking surveys provided in the Appendix to this report.

Recommendations. Additional on-campus parking is not possible under the School's current use permit from the Town of Ross. Improvements to parking must, therefore, be limited to making the current parking supply more efficient. With these guidelines in mind the following are recommended for consideration by the School:

1 -- Explore programs to reduce parking demand.

a. Increased carpool activity. The School already uses carpools to assign student parking permits. This program could be expanded to incorporate additional priorities based on any or all of the following factors:

(1). The size of each carpool. Three or four person carpools should get higher priority than smaller carpools. The School may wish to explore student operated vanpools. Where several students live in a single neighborhood a pool might be formed larger than could use a typical automobile. Such a larger pool should be given the highest priority for parking assignment.

(2). The location of the parking spaces assigned. Some parking spaces are much more convenient and accessible than others. The best spaces should be reserved for the largest and most effective carpools.

(3). The potential to reduce the number of drivers coming to School. Carpools that are made up of primarily junior or seniors have the greatest potential to reduce the demand for driving to School and should get higher priority.

(4). The potential to provide economic benefit to carpool drivers and riders. The School may wish to consider the economic benefit of each carpool in terms of reducing the total demand for parking on-campus. Based on this approach the cost of a parking permit for carpool vehicles could be made less expensive than a single driver permit. A sliding scale could be established where the largest carpools would receive permits for the lowest fees.

(5). A program of academic or extracurricular benefit. The School should consider a reward program for the largest carpools with the greatest number of seniors and juniors based on academic or extracurricular activities. The details of this program would have to worked out by School staff but would presumably be based on providing some kind of reward that is known to be highly prized by students.

(6). The carpool program could be expanded to include faculty and staff. Some of the above incentives may also apply for the faculty and staff and would increase carpooling from the very low 6% rate that was reported by the faculty/staff in the parking and traffic survey.

(7). In coordination with the Parents Association, the School should establish an incentive program that would encourage parents dropping students off at School to carpool. This would be particularly important for the 9th and 10th grade students who are most reliant on being driven to School. Incentive programs could be of the same kind of as recommended above for those who drive and park on-campus.

(8). For those parents or friends who drive just one student to School, a drop-off point some distance from the campus should be established. The Kwik Stop store could designated as the point where all single student drop-offs should take place. The removal of all single student drop-offs from the campus area would reduce the existing peak period traffic congestion both on and off the campus.

b. Increased School bus/van activity. To the extent additional students can be encouraged to use the van program the potential for driving to campus would be reduced. Current use of the van service is low, about 8% of students. The School should carefully review this service in terms of areas served and the potential for expansion to additional areas.

2 -- Improve the existing parking signs and pavement markings.

a. Visitor Parking. Signs that indicate the very limited on-campus visitor parking should be provided at the main gate. The eight designated visitor parking spaces should be clearly marked. The School should make a strong effort to restrict faculty/staff and student parking in these eight spaces in order to ensure these spaces remain available for visitors. The recommended location for visitors to park and where not to park when all on-campus visitor spaces are used should be provided on the entry area sign and on School information and brochures.

b. Faculty/Staff and Student Parking Spaces. Pavement markings should be repainted on a regular basis. Existing parking spaces should be surveyed to ensure the layout and space available is adequate and works well with the surrounding roadway situation. Strict enforcement of specific parking space assignments is needed in order to assure the parking program works efficiently.

On-Campus Circulation

On-campus traffic is restricted by the layout of the street system and by the narrow widths of campus streets. Campus roadways are typically less than 20 feet wide to serve two-way traffic. Where parallel parking is also allowed, the space available for two-way traffic may be as narrow as 12 feet. It is not possible for two-way traffic to flow efficiently on a roadway just 12 feet wide. As a comparison, the standard for a public street is 12 feet of width for each direction of traffic flow. Many of the streets In Ross are less than 24 feet wide but the most important two-way streets, even in Ross, are at least 20 feet wide.

In addition to the narrow traffic lanes, the layout of campus streets, particularly inside the main gate and at the access to Residence and Dining Hall buildings, is awkward and requires added vehicle turning movements that further compound the inefficiency of the system. The narrow streets and tight parking areas down the hill at the Gym also create a choked traffic condition.

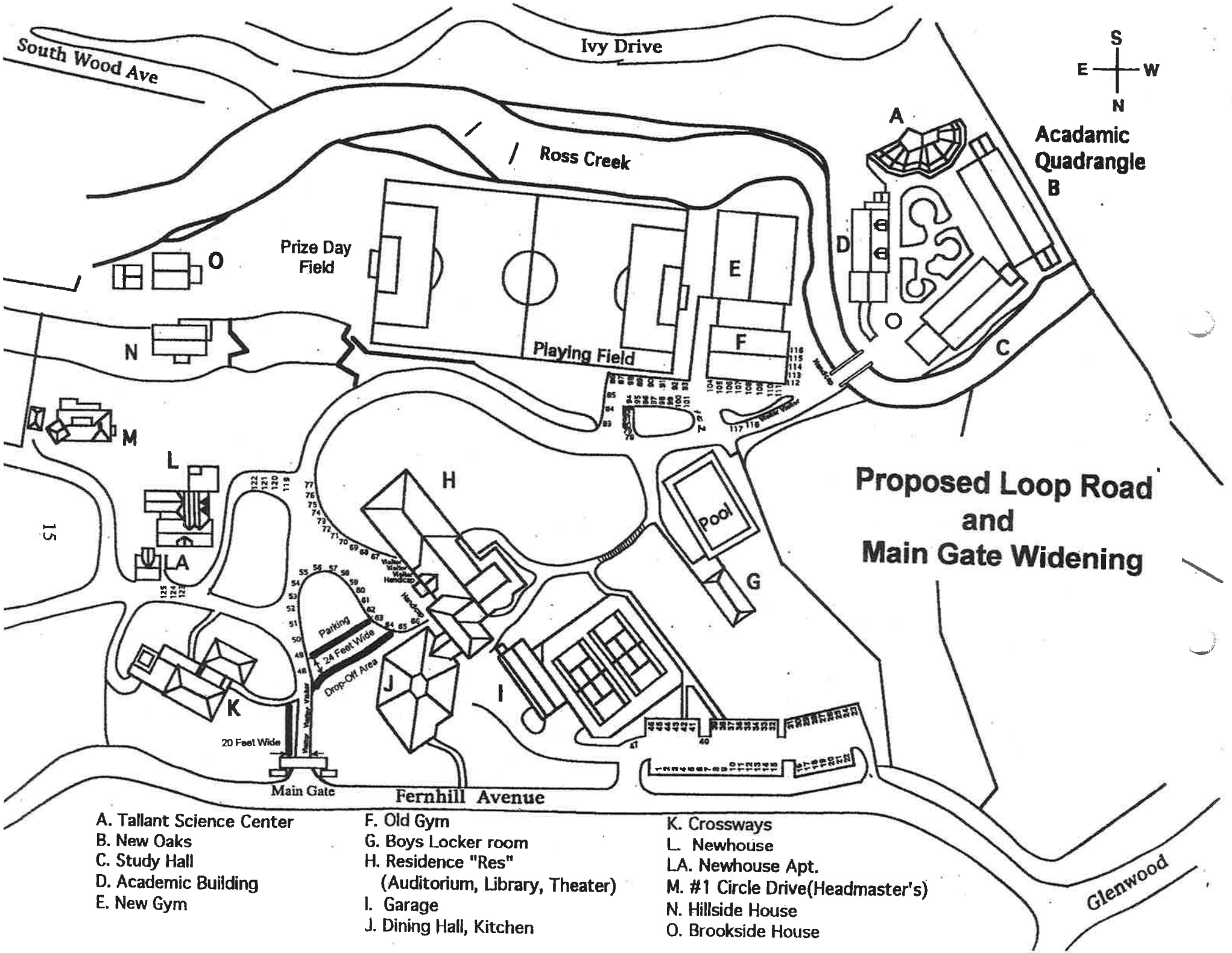
For most of the typical day traffic is very light on-campus streets and the narrow or awkward features of these roadways are not a significant problem. However, at the times of day when traffic flow is highest, just before the morning start and just after the afternoon end of classes, considerable traffic congestion exists both inside and just outside the campus. The inefficient nature of the campus roadways results in slow drop-off or pick-up of students. The width of the main gate, 14 feet 6 inches, restricts two-way traffic operation. On-campus congestion spills out onto Fernhill Avenue for short periods of time.

Recommendations. A major increase in the capacity of the campus street system would have significant impact on the School and is assumed not to be possible. There are, however, less significant changes that could be made to the street system while still maintaining the existing intimate atmosphere of the campus.

The single most significant traffic problem facing the School is the concentration of traffic just before and just after classes and the inefficient system of student drop-off and pick-up that exacerbates the peak traffic flows. The following are recommended for consideration by the School as mitigation to these current problems.

1. Provide a one-way loop road in the upper campus area. A one-way loop roadway could improve both campus circulation and the efficiency of the student drop-off and pick-up.

As shown on the following map of the campus, a one-way loop roadway on the upper campus could be established by constructing a short section of new roadway from just inside the main gate to the existing parking area at Residence and the Dining Hall. This roadway would run from existing parking space #48 to spaces #63 and #64. These three spaces could be replaced as parallel parking on the south side of the new roadway. The new roadway would fit between the first and second elm trees on the west side of the main drive and should be 24 feet wide



A. Tallant Science Center
B. New Oaks
C. Study Hall
D. Academic Building
E. New Gym
F. Old Gym
G. Boys Locker room
H. Residence "Res"
(Auditorium, Library, Theater)
I. Garage
J. Dining Hall, Kitchen
K. Crossways
L. Newhouse
LA. Newhouse Apt.
M. #1 Circle Drive(Headmaster's)
N. Hillside House
O. Brookside House

The operation of the new roadway would require almost all traffic entering the campus at the main gate to turn right toward the Dining Hall, pass in front of Residence and return to the main campus road. Traffic destined for Circle Drive or Crossways would not be required to turn right from the main road but would use the current inbound traffic routes. A traffic direction sign should be established inside the main gate directing all but Crossways and Circle Drive traffic to turn right into the new roadway.

An alternative street operation could also be evaluated. Under the alternative scheme all traffic including the Circle Drive and Crossways vehicles would use the loop. This would make the inbound trip for these two destinations slightly longer but would improve the outbound traffic flow on the main road between Circle Drive and the main gate.

Either operating scheme for the proposed one-way traffic loop would eliminate the narrowest portion of two-way roadway that now exists just to the south of the intersection of the main campus road with Circle Drive. This location forms a significant bottleneck in the current campus street system. The existing stop sign for outbound traffic would continue to exist at the Circle Drive intersection.

An important advantage of the proposed loop road would be its impact on student drop-off and pick-up. The new road would eliminate the in and out movements now required in front of Residence.

The new road would provide for approximately 80 feet of added curb space for drop-off and pick-up activities. (An engineered map of the campus was not available for this report so all dimensions should be considered as estimates). This new curb space, in conjunction with the space that one-way traffic would make available in front of Residence, would significantly increase the total space available for student drop-off and pick-up.

2. Widen and/or Move the Main Gate. The existing main gate provides just 14 feet 6 inches of pavement width for vehicles. To ensure that traffic moves to and from Fernhill Avenue as efficiently as possible the width of the traffic lanes at the main gate should be increased. A minimum width of 20 feet is recommended for the gate. The roadway inside the main gate should also be widened to match the new lanes at the gate. This widening would take place on the east side of the entry roadway.

An alternative to just widening the gate would be to widen and also move it back from Fernhill Avenue. This would establish an area in front of the gate that could be used as a limited capacity drop-off area and would provide space for a significant landscaping program.

The existing areas on either side of the driveway approaching the gate from Fernhill Avenue should be formalized and landscaped whether or not the gate is widened or moved. Currently these areas tend to attract overflow parking and/or students waiting to be picked-up. The informality of these areas produce disorganized parking arrangements that tend to add confusion to the traffic patterns at the intersection of the main campus driveway and Fernhill Avenue.

3. Restrict all student drop-off and pick-up activities to the upper campus area. With the additional drop-off and pick-up curb space provided by the one-way loop there should be no need for any traffic to the lower campus except for vehicles with parking stickers in that area, deliveries and some visitors. The elimination of all student drop-off and pick-up in the lower area of campus would improve but not eliminate the congestion that is inherent to that area.

4. Consider the construction of a new roadway from the lower campus to the back parking lot. To more effectively relieve existing congestion in the lower campus area a new roadway could be constructed from the lower campus parking area up past the pool to the back parking lot. This would be a major construction project, far larger than the loop road project recommended for the upper campus area. Such a new roadway would permit a one-way traffic flow over the entire campus from the main gate to the lower campus and up to the back parking lot. The existing narrow campus roadways would operate much more efficiently with one-way traffic.

The scope of the of this project is so large that it should be considered only if the School determines that more complete congestion relief, particularly for the lower campus area, is an essential goal for the operation of campus streets.

5. Consider a change to the daily schedule. As has been noted in this report, much of the congestion found at the School happens in just two short periods each School day. These are the 15 minute before classes begin and the 15 minutes after classes end each day. The traffic that is now concentrated into these two time periods could be spread over several different time periods if all students and almost all faculty and staff did not have to arrive at School at the same time. Staggering the start of School would also permit the dismissal of classes to be staggered over several time periods.

If a staggered class schedule is considered feasible there are other transportation concerns that should be taken into account as planning goes forward. Staggered classes could have a detrimental effect on the use of carpools and the van service. From the transportation impact perspective it should be clear that there would be a net reduction in vehicle trip generation before the staggered class schedule is adopted.

APPENDIX

THE BRANSON SCHOOL
Traffic and Parking Questionnaire
FACULTY/STAFF REPONSES

The Branson School is conducting a traffic and parking study aimed at minimizing the impact of the School on the community and improving campus access and parking. Please assist in this study by completing this questionnaire. Thanks for your assistance.

1. How did you get to school today? Circle the number of your primary mode of access.

Automobile Modes:

1)	Drove myself and parked on campus	**42**
2)	Drove myself and parked off campus	**1**
3)	Rode with another who parked on campus	**3**
4)	Drive with another who parked off campus	**0**
5)	Dropped off by parent or friend	**0**

Other Modes:

6)	Van Service (Kids on the Move)		
7)	Walking		**9**
8)	Bicycle		**0**
9)	Public transportation		**0**
10)	Other	Please explain	**Carpool**_____

2. Is the way you got to school today your usual travel mode? Yes **48** No **2**

If not, what numbered mode under Question 1 is your usual travel mode? # **0**

3. How will you leave school today? Circle the number of your primary mode of egress from the campus.

Automobile Modes:

1)	Will drive myself from campus	**42**
2)	Will walk to my car parked off campus	**1**
3)	Will ride with another from campus	**2**
4)	Will walk to another's car parked off campus	**0**
5)	Will be picked up by parent or friend	**0**

Other Modes:

6)	Van service (Kids on the Move)		**0**
7)	Walking		**6**
8)	Bicycle		**0**
9)	Public transportation		**0**
10)	Other	Please explain	_____

4. About what time do you usually arrive on campus?

7:00 a.m. to 7:30 a.m.	**7**
7:30 a.m. to 8:00 a.m.	**30**
8:00 a.m. to 8:30 a.m.	**7**
8:30 a.m. to 9:00 a.m.	**3**

5. About what time do you usually leave campus?

2:30 p.m. to 3:00 p.m.	**0**
3:00 p.m. to 3:30 p.m.	**6**
3:30 p.m. to 4:00 p.m.	**7**
4:00 p.m. to 4:30 p.m.	**11**
4:30 p.m. to 5:00 p.m.	**7**
5:00 p.m. to 5:30 p.m.	**9**
5:30 p.m. to 6:00 p.m.	**2**
6:00 p.m. to 6:30 p.m.	**2**
Other	**2**

6. Comments on access or parking at The Branson School

- Parking has always been an issue at every school I've worked at -- the parking areas need to be repainted so that those who do have the "gift" of a space can always use it and others aren't confused because they couldn't read the dulled white paint.
- I have been pleased with my parking situation. It would be nice to have a one-way route through the campus.
- How nice it would be to have no traffic "down" the hill.
- Because I drive on campus during off hours access and parking really aren't a problem.
- No problems or complaints.
- The speed of cars in the morning is scary -- whereas students obey parking laws for the most part, parents sometimes not.
- I bring three students to campus every day.
- Parents should be prevented from driving their kids down the hill in the morning!
- I like the idea of a driveway circle by the pool.
- Sometimes congested in the morning and after school with two way traffic in and out the front gate.
- I drive to campus without any problem -- Bolinas to Glenwood to Fernhill - I have a parking place on campus and leave at the end of the day. I almost never drive on or off campus during the day.
- Since I arrive/leave during non-peak hours it is not a problem for me.
- I find the "no left turn" on Shady Lane in the morning absurd because (a) a greater number of Bolinas/Glenwood inhabitants must suffer the morning traffic; and (b) [Glenwood] becomes windy and dangerous, as there are many students walking toward Branson; and because there are no sidewalks, it would be easy to hit a student or oncoming car.
- I have had only an occasional problem with a parent or visitor taking my space. Generally, no problems at all.
- We need a designated drop-off area that will not impede or impact drivers trying to park -- in the lot by the Library and the back parking lot. A "loop" would be great.
- It's a major, on-going issue.
- Not bad considering our space constraints.

- I hate when parents or visitors park in my assigned spot. I hate the stop signs on Shady Lane. Would you remove them please.
- It would be wonderful to figure out some new and effective ways to persuade/discourage students and parents from driving to school.
- My space is usually taken when I get to school.
- I don't think it is clear for visitors that most spaces are assigned. Why don't more students get assigned to the St. Anselm lot and free up more spaces for visitors.
- Upper campus is very hard to negotiate -- no flow-- everyone is turning every which way.
- Way too many vehicles arriving/leaving in the a.m. Parents dropping students on lower campus is major problem.
- Parking is adequate.

THE BRANSON SCHOOL
Traffic and Parking Questionnaire
STUDENT REPONSES

The Branson School is conducting a traffic and parking study aimed at minimizing the impact of the School on the community and improving campus access and parking. Please assist in this study by completing this questionnaire. Thanks for your assistance.

1. How did you get to school today? Circle the number of your primary mode of access.

Automobile Modes:

1)	Drove myself and parked on campus	**57**
2)	Drove myself and parked off campus	**24**
3)	Rode with another who parked on campus	**87**
4)	Drive with another who parked off campus	**9**
5)	Dropped off by parent or friend	**40**

Other Modes:

6)	Van Service (Kids on the Move)	**20**
7)	Walking	**11**
8)	Bicycle	**9**
9)	Public transportation	**5**
10)	Other Please explain	**Skateboard**_____

2. Is the way you got to school today your usual travel mode? Yes **231** No **15**

If not, what numbered mode under Question 1 is your usual travel mode? #_____

#1	**2**
#2	**2**
#3	**5**
#5	**2**
#6	**1**
#9	**1**

3. How will you leave school today? Circle the number of your primary mode of egress from the campus.

Automobile Modes:

1)	Will drive myself from campus	**57**
2)	Will walk to my car parked off campus	**26**
3)	Will ride with another from campus	**37**
4)	Will walk to another's car parked off campus	**3**
5)	Will be picked up by parent or friend	**82**

Other Modes:

6)	Van service (Kids on the Move)	**29**
7)	Walking	**7**
8)	Bicycle	**9**
9)	Public transportation	**12**
10)	Other Please explain	**Skateboard**_____

4. About what time do you usually arrive on campus?

7:00 a.m. to 7:30 a.m.	**1**
7:30 a.m. to 8:00 a.m.	**232**
8:00 a.m. to 8:30 a.m.	**10**
8:30 a.m. to 9:00 a.m.	**3**

5. About what time do you usually leave campus?

2:30 p.m. to 3:00 p.m.	**2**
3:00 p.m. to 3:30 p.m.	**129**
3:30 p.m. to 4:00 p.m.	**40**
4:00 p.m. to 4:30 p.m.	**17**
4:30 p.m. to 5:00 p.m.	**13**
5:00 p.m. to 5:30 p.m.	**16**
5:30 p.m. to 6:00 p.m.	**9**
6:00 p.m. to 6:30 p.m.	**1**
Other	**31**

6. Comments on access or parking at The Branson School

- Parking is good and efficient.
- I don't think we should get Branson tickets when parking in legal off campus spots.
- For me its worked out really well and having a spot on campus has made it a lot more convenient to get myself and my carpool to school.
- It gets very congested at both parking lots.
- Should be more parking spaces.
- People from San Francisco and East Bay should have <u>some</u> priority. They have to travel farther and deserve not to walk too far.
- Too crowded. Many parking jams at the gate.
- We need more parking space[s]. A lot of kids park in the streets of Ross and I'm sure the neighbors don't appreciate it.
- People tend to park in my spot.
- Need more parking and less expensive parking spots.
- The parking spaces need to be bigger. People parking in my spaces should get a ticket.
- Where do you get the power to ticket me on Glenwood? What about the non-Branson cars that park there? Are they ticketed too? No one tells them they can't park there. If we really weren't supposed to park there there would be a sign.
- Maybe there should be a way for people who still would like rides to school (who don't have a carpool) to be able to find a driver. I know I could give more people a ride - if they need one.
- I think the speed limit's too low. I also think that people really block my way to my spot.
- It is not good. We need more parking spots and end the stupid ticket thing.
- The upper parking lot isn't exactly designed well for parking.
- People who have a lot of people in their carpool should get the cost of their space discounted. They are way to expensive.
- It's a bitch! Why pay?

- I was disappointed that people who live closer to school or don't have big carpools got parking spaces which were more accessible than mine. I come from Tiburon with three people besides myself.
- Too many cars! Not enough spots.
- More parking.
- Limited parking on campus so school should be more tolerant of off campus parking.
- Parking and dropping off in [the] top parking lot is hard.
- It's fine.
- The cost of parking is far too much.
- Not too much traffic, but Shady Lane is always crowded.
- Gets congested at 8:00 a.m., sometimes dangerous.
- Lot of cars. Kind of strange with such a small school.
- Too many parents dropping kids off and people parking illegally.
- Too delicate of an ecosystem.
- I wish there were more parking spaces closer to campus because it is really annoying to have to walk off and on campus to get my car so I can go off campus for lunch. If this is not feasible, which I doubt it is, I think that parking across the street and rear back parking lot would not require getting a parking ticket from the school. That's silly.
- Too many parents cause traffic on campus and there are too many illegally parked cars.
- It is annoying when [a] parent drive[s] down to the bottom of the hill to drop off their kids. It causes a lot of [problems].
- Too many illegally parked cars on campus. Also, excessive traffic caused by parents dropping their kids off inside/outside gates and down the hill in the lower parking lot.
- I wish we would be warned of road work in Ross a few days in advance -- its made me late because I didn't plan in advance.
- Softball players should be able to park down hill. School should recommend to new students who they can carpool with.
- I have had several problems with people parking in my place before I get to school.
- The juniors should be able to park in seniors spots when we go to internships. It will take many people off the other roads to park and is ridiculous to have empty spots.
- Make it free.
- More people (drivers) deserve spots on campus than who get them. Some spots are too tight. Traffic in the morning and afternoon is too MUCH.
- Parents dropping students off at the bottom of the hill. Causes traffic tie ups.
- Parents sometimes seem to be the worst driving offenders and create congestion.
- Other students do not drive carefully around other people's cars. Parking permits are expensive.
- The roads are too narrow and the traffic is terrible.
- Don't remove the down hill parking spots.
- People should be able to drive to school and park wherever they want to.
- It's very difficult to get to school on time. Since we can't go on so many different roads.
- Parking spaces should be awarded with more attention to where people come from. People from farther way should have priority.

- I want a parking spot. Carpools are tough to get with all the competition and I live in Mill Valley and teachers who live next door have spots. That is stupid! Why does Mr. Fitzgerald drive to school?
- I would like to see more parking spots opened up.
- I wish there were more parking. Also, why do we pay for parking -- if it is to pay for renting the St. Anselm's lot - no one parks there. Why do we not have the right to drive on public roads [Norwood].
- No space. I feel I have to come early to park.
- More parking spaces would make coming to school more convenient.
- The situation regarding parking outside is bad. I think you guys misled us about tickets and that you have no right to charge money for them.

****

File Name FHSLEXA.HC0
Streets: (N-S) Shady Lane (E-W) Fernhill Avenue
Major Street Direction.... NS
Length of Time Analyzed... 60 (min)
Analyst..... RLH
Date of Analysis..... 1/20/96
Other Information..... Existing - 7:30am - 8:30am

Two-way Stop-controlled Intersection

	Northbound			Southbound			Eastbound			Westbound		
	L	T	R	L	T	R	L	T	R	L	T	R
No. Lanes	0>	1<	0	0>	1<	0	0>	1<	0	0	0	0
Stop/Yield			N			N						
Volumes	70	83	0	0	126	15	39	0	21			
PHF	.37	.68	.95	.95	.7	.78	.6	.66	.95			
Grade		0			0			0			0	
MC's (%)	0	0	0	0	0	0	0	0	0			
SU/RV's (%)	0	0	0	0	0	0	0	0	0			
CV's (%)	0	0	0	0	0	0	0	0	0			
PCE's	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1			

Adjustment Factors

Vehicle Maneuver	Critical Gap (tg)	Follow-up Time (tf)
Left Turn Major Road	5.00	2.10
Right Turn Minor Road	5.50	2.60
Through Traffic Minor Road	6.00	3.30
Left Turn Minor Road	6.50	3.40

WorkSheet for TWSC Intersection

Step 1: RT from Minor Street	WB	EB
Conflicting Flows: (vph)		134
Potential Capacity: (pcph)		1184
Movement Capacity: (pcph)		1184
Prob. of Queue-free State:		0.98

Step 2: LT from Major Street	SB	NB
Conflicting Flows: (vph)	83	141
Potential Capacity: (pcph)	1565	1469
Movement Capacity: (pcph)	1565	1469
Prob. of Queue-free State:	1.00	0.86
TH Saturation Flow Rate: (pcphpl)	1700	1700
RT Saturation Flow Rate: (pcphpl)	1700	1700
Major LT Shared Lane Prob. of Queue-free State:	1.00	0.85

Step 3: TH from Minor Street	WB	EB
Conflicting Flows: (vph)		286
Potential Capacity: (pcph)		772
Capacity Adjustment Factor due to Impeding Movements		0.85
Movement Capacity: (pcph)		653
Prob. of Queue-free State:		1.00

Step 4: LT from Minor Street	WB	EB
Conflicting Flows: (vph)		286
Potential Capacity: (pcph)		723
Major LT, Minor TH Impedance Factor:		0.85
Adjusted Impedance Factor:		0.85
Capacity Adjustment Factor due to Impeding Movements		0.85
Movement Capacity: (pcph)		612

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Intersection Performance Summary

Movement		FlowRate v(pcph)	MoveCap Cm(pcph)	SharedCap Csh(pcph)	Avg.Total Delay	LOS	Delay By App
EB	L	72	612	696	6.0	B	6.0
EB	R	24	1184				
NB	L	208	1469		2.9	A	1.3

Intersection Delay = 1.6

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File Name FHSLEXP.HC0
Streets: (N-S) Shady Lane (E-W) Fernhill Avenue
Major Street Direction.... NS
Length of Time Analyzed... 60 (min)
Analyst..... RLH
Date of Analysis..... 1/20/96
Other Information..... Existing - 3:00pm - 4:00pm

Two-way Stop-controlled Intersection

	Northbound			Southbound			Eastbound			Westbound		
	L	T	R	L	T	R	L	T	R	L	T	R
No. Lanes	0>	1<	0	0>	1<	0	0>	1<	0	0	0	0
Stop/Yield			N			N						
Volumes	24	110	0	0	72	53	70	0	46			
PHF	.64	.74	.95	.95	.72	.78	.78	.95	.79			
Grade		0			0			0			0	
MC's (%)	0	0	0	0	0	0	0	0	0			
SU/RV's (%)	0	0	0	0	0	0	0	0	0			
CV's (%)	0	0	0	0	0	0	0	0	0			
PCE's	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1	1.1			

Adjustment Factors

Vehicle Maneuver	Critical Gap (tg)	Follow-up Time (tf)
Left Turn Major Road	5.00	2.10
Right Turn Minor Road	5.50	2.60
Through Traffic Minor Road	6.00	3.30
Left Turn Minor Road	6.50	3.40

WorkSheet for TWSC Intersection

Step 1: RT from Minor Street	WB	EB
Conflicting Flows: (vph)		98
Potential Capacity: (pcph)		1235
Movement Capacity: (pcph)		1235
Prob. of Queue-free State:		0.95

Step 2: LT from Major Street	SB	NB
Conflicting Flows: (vph)	110	125
Potential Capacity: (pcph)	1519	1495
Movement Capacity: (pcph)	1519	1495
Prob. of Queue-free State:	1.00	0.97
TH Saturation Flow Rate: (pcphpl)	1700	1700
RT Saturation Flow Rate: (pcphpl)	1700	1700
Major LT Shared Lane Prob. of Queue-free State:	1.00	0.97

Step 3: TH from Minor Street	WB	EB
Conflicting Flows: (vph)		232
Potential Capacity: (pcph)		824
Capacity Adjustment Factor due to Impeding Movements		0.97
Movement Capacity: (pcph)		798
Prob. of Queue-free State:		1.00

Step 4: LT from Minor Street	WB	EB
Conflicting Flows: (vph)		232
Potential Capacity: (pcph)		777
Major LT, Minor TH Impedance Factor:		0.97
Adjusted Impedance Factor:		0.97
Capacity Adjustment Factor due to Impeding Movements		0.97
Movement Capacity: (pcph)		753

Intersection Performance Summary

Movement		FlowRate v(pcph)	MoveCap Cm(pcph)		SharedCap Csh(pcph)	Avg.Total Delay	LOS	Delay By App
EB	L	99	753	>		>	>	
					889	5.0	A	5.0
EB	R	64	1235	>		>	>	
NB	L	42	1495			2.5	A	0.4

Intersection Delay = 1.7

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File Name FHNOEXA.HC0
Streets: (N-S) Norwood Avenue (E-W) Fernhill Avenue
Major Street Direction.... EW
Length of Time Analyzed... 60 (min)
Analyst..... RLH
Date of Analysis..... 1/20/96
Other Information..... Existing - 7:30am - 8:30am

Two-way Stop-controlled Intersection

	Eastbound			Westbound			Northbound			Southbound		
	L	T	R	L	T	R	L	T	R	L	T	R
No. Lanes	0>	1<	0	0>	1<	0	0>	1<	0	0	0	0
Stop/Yield			N			N						
Volumes	0	50	12	10	73	0	7	0	5			
PHF	.95	.52	.54	.67	.51	.95	.83	.95	.63			
Grade		-2			2			0			0	
MC's (%)	0	0	0	0	0	0	0	0	0			
SU/RV's (%)	0	0	0	0	0	0	0	0	0			
CV's (%)	0	0	0	0	0	0	0	0	0			
PCE's	1	1	1	1.4	1.4	1.4	1.1	1.1	1.1			

Adjustment Factors

Vehicle Maneuver	Critical Gap (tg)	Follow-up Time (tf)
Left Turn Major Road	5.00	2.10
Right Turn Minor Road	5.50	2.60
Through Traffic Minor Road	6.00	3.30
Left Turn Minor Road	6.50	3.40

WorkSheet for TWSC Intersection

Step 1: RT from Minor Street	NB	SB
Conflicting Flows: (vph)	56	
Potential Capacity: (pcph)	1297	
Movement Capacity: (pcph)	1297	
Prob. of Queue-free State:	0.99	

Step 2: LT from Major Street	WB	EB
Conflicting Flows: (vph)	62	73
Potential Capacity: (pcph)	1602	1582
Movement Capacity: (pcph)	1602	1582
Prob. of Queue-free State:	0.99	1.00
TH Saturation Flow Rate: (pcphpl)	1700	1700
RT Saturation Flow Rate: (pcphpl)	1700	1700
Major LT Shared Lane Prob. of Queue-free State:	0.99	1.00

Step 3: TH from Minor Street	NB	SB
Conflicting Flows: (vph)	139	
Potential Capacity: (pcph)	922	
Capacity Adjustment Factor due to Impeding Movements	0.99	
Movement Capacity: (pcph)	908	
Prob. of Queue-free State:	1.00	

Step 4: LT from Minor Street	NB	SB
Conflicting Flows: (vph)	139	
Potential Capacity: (pcph)	880	
Major LT, Minor TH Impedance Factor:	0.99	
Adjusted Impedance Factor:	0.99	
Capacity Adjustment Factor due to Impeding Movements	0.99	
Movement Capacity: (pcph)	867	

Intersection Performance Summary

Movement	FlowRate v(pcph)	MoveCap Cm(pcph)	SharedCap Csh(pcph)	Avg.Total Delay	LOS	Delay By App
NB L	9	867	1039	3.5	A	3.5
NB R	9	1297				
WB L	21	1602		2.3	A	0.3

Intersection Delay = 0.4

****

File Name FHNOEXP.HC0
Streets: (N-S) Norwood Avenue (E-W) Fernhill Avenue
Major Street Direction.... EW
Length of Time Analyzed... 60 (min)
Analyst..... RLH
Date of Analysis..... 1/20/96
Other Information..... Existing - 3:00pm - 4:00pm

Two-way Stop-controlled Intersection

	Eastbound			Westbound			Northbound			Southbound		
	L	T	R	L	T	R	L	T	R	L	T	R
No. Lanes	0>	1<	0	0>	1<	0	0>	1<	0	0	0	0
Stop/Yield			N			N						
Volumes	0	102	15	8	68	0	17	0	7			
PHF	.95	.84	.85	.63	.84	.95	.75	.95	.63			
Grade		-2			2			0			0	
MC's (%)	0	0	0	0	0	0	0	0	0			
SU/RV's (%)	0	0	0	0	0	0	0	0	0			
CV's (%)	0	0	0	0	0	0	0	0	0			
PCE's	1	1	1	1.4	1.4	1.4	1.1	1.1	1.1			

Adjustment Factors

Vehicle Maneuver	Critical Gap (tg)	Follow-up Time (tf)
Left Turn Major Road	5.00	2.10
Right Turn Minor Road	5.50	2.60
Through Traffic Minor Road	6.00	3.30
Left Turn Minor Road	6.50	3.40

****

WorkSheet for TWSC Intersection

Step 1: RT from Minor Street	NB	SB
Conflicting Flows: (vph)	110	
Potential Capacity: (pcph)	1218	
Movement Capacity: (pcph)	1218	
Prob. of Queue-free State:	0.99	

Step 2: LT from Major Street	WB	EB
Conflicting Flows: (vph)	117	68
Potential Capacity: (pcph)	1508	1591
Movement Capacity: (pcph)	1508	1591
Prob. of Queue-free State:	0.99	1.00
TH Saturation Flow Rate: (pcphpl)	1700	1700
RT Saturation Flow Rate: (pcphpl)	1700	1700
Major LT Shared Lane Prob. of Queue-free State:	0.99	1.00

Step 3: TH from Minor Street	NB	SB
Conflicting Flows: (vph)	186	
Potential Capacity: (pcph)	871	
Capacity Adjustment Factor due to Impeding Movements	0.99	
Movement Capacity: (pcph)	860	
Prob. of Queue-free State:	1.00	

Step 4: LT from Minor Street	NB	SB
Conflicting Flows: (vph)	186	
Potential Capacity: (pcph)	826	
Major LT, Minor TH Impedance Factor:	0.99	
Adjusted Impedance Factor:	0.99	
Capacity Adjustment Factor due to Impeding Movements	0.99	
Movement Capacity: (pcph)	815	

****

Intersection Performance Summary

Movement		FlowRate v(pcph)	MoveCap Cm(pcph)	SharedCap Csh(pcph)	Avg.Total Delay	LOS	Delay By App
NB	L	25	815	913	4.1	A	4.1
NB	R	12	1218				
WB	L	18	1508		2.4	A	0.3

Intersection Delay = 0.5

Center For Microcomputers In Transportation
HCS: Unsignalized Intersection Release 2.1 Page 1
****

File Name FHGLEXA.HC0
Streets: (N-S) Glenwood Avenue (E-W) Fernhill Avenue
Analyst..... RLH
Date of Analysis..... 1/20/96
Other Information..... Existing - 7:30am - 8:30am

All-way Stop-controlled Intersection

	Eastbound			Westbound			Northbound			Southbound		
	L	T	R	L	T	R	L	T	R	L	T	R
No. Lanes	0	0	0	0>	1<	0	0>	1<	0	0>	1<	0
Volumes				9	0	2	0	12	6	83	29	0
PHF				.25	.95	.56	.95	.25	.75	.4	.73	.95
Grade		-2			2			0			0	
MC's (%)				0	0	0	0	0	0	0	0	0
SU/RV's (%)				0	0	0	0	0	0	0	0	0
CV's (%)				0	0	0	0	0	0	0	0	0
PCE's				1.4	1.4	1.4	1.1	1.1	1.1	1.1	1.1	1.1

Volume Summary and Capacity Analysis WorkSheet

	EB	WB	NB	SB
LT Flow Rate		36	0	207
RT Flow Rate		4	8	0
Approach Flow Rate		40	56	247
Proportion LT		0.90	0.00	0.84
Proportion RT		0.10	0.14	0.00
Opposing Approach Flow Rate		0	247	56
Conflicting Approaches Flow Rate		303	40	40
Proportion, Subject Approach Flow Rate		0.12	0.16	0.72
Proportion, Opposing Approach Flow Rate		0.00	0.72	0.16
Lanes on Subject Approach		1	1	1
Lanes on Opposing Approach		0	1	1
LT, Opposing Approach		0	207	0
RT, Opposing Approach		0	0	8
LT, Conflicting Approaches		207	36	36
RT, Conflicting Approaches		8	4	4
Proportion LT, Opposing Approach		0.00	0.84	0.00
Proportion RT, Opposing Approach		0.00	0.00	0.14
Proportion LT, Conflicting Approaches		0.68	0.90	0.90
Proportion RT, Conflicting Approaches		0.03	0.10	0.10
Approach Capacity		120	276	723

****

Intersection Performance Summary

Movement	Approach Flow Rate	Approach Capacity	V/C Ratio	Average Total Delay	LOS
WB	40	120	0.33	3.6	A
NB	56	276	0.20	2.2	A
SB	247	723	0.34	3.7	A

Intersection Delay = 3.41
Level of Service (Intersection) = A

****

File Name FHGLEXP.HC0
Streets: (N-S) Glenwood Avenue (E-W) Fernhill Avenue
Analyst..... RLH
Date of Analysis..... 1/20/96
Other Information..... Existing - 3:00pm - 4:00pm

All-way Stop-controlled Intersection

	Eastbound			Westbound			Northbound			Southbound		
	L	T	R	L	T	R	L	T	R	L	T	R
No. Lanes	0	0	0	0>	1<	0	0>	1<	0	0>	1<	0
Volumes				8	0	21	0	15	10	20	11	0
PHF				.67	.95	.5	.95	.67	.42	.63	.55	.95
Grade		-2			2			0			0	
MC's (%)				0	0	0	0	0	0	0	0	0
SU/RV's (%)				0	0	0	0	0	0	0	0	0
CV's (%)				0	0	0	0	0	0	0	0	0
PCE's				1.4	1.4	1.4	1.1	1.1	1.1	1.1	1.1	1.1

Volume Summary and Capacity Analysis WorkSheet

	EB	WB	NB	SB
LT Flow Rate		12	0	32
RT Flow Rate		42	24	0
Approach Flow Rate		54	46	52
Proportion LT		0.22	0.00	0.62
Proportion RT		0.78	0.52	0.00
Opposing Approach Flow Rate		0	52	46
Conflicting Approaches Flow Rate		98	54	54
Proportion, Subject Approach Flow Rate		0.36	0.30	0.34
Proportion, Opposing Approach Flow Rate		0.00	0.34	0.30
Lanes on Subject Approach		1	1	1
Lanes on Opposing Approach		0	1	1
LT, Opposing Approach		0	32	0
RT, Opposing Approach		0	0	24
LT, Conflicting Approaches		32	12	12
RT, Conflicting Approaches		24	42	42
Proportion LT, Opposing Approach		0.00	0.62	0.00
Proportion RT, Opposing Approach		0.00	0.00	0.52
Proportion LT, Conflicting Approaches		0.33	0.22	0.22
Proportion RT, Conflicting Approaches		0.24	0.78	0.78
Approach Capacity		531	624	925

****

Intersection Performance Summary

Movement	Approach Flow Rate	Approach Capacity	V/C Ratio	Average Total Delay	LOS
WB	54	531	0.10	1.5	A
NB	46	624	0.07	1.3	A
SB	52	925	0.06	1.2	A

Intersection Delay = 1.35
Level of Service (Intersection) = A

ATTACHMENT 6

THE BRANSON SCHOOL

TRAFFIC AND PARKING HANDBOOK

2017-2018

INTRODUCTION

The Branson School is grateful for its beautiful and bucolic location in the heart of Ross. For almost a hundred years the school has maintained a strong and positive relationship with the Town, working closely with the Town Council and local agencies to address issues as they arise. It is important to understand that our neighbors have genuine concerns about the impact of vehicular traffic on their community. Their concerns focus on safety, noise, and disruption to this ordinarily quiet community. We encourage neighbors to report any inappropriate driving behavior directly to the Business Office or through the Branson website in the "Contact Us" section.

Branson also emphasizes the importance of modeling sustainable environmental practices. As part of this commitment the school continues to explore commuting and travel alternatives, which reduce the number of vehicles traveling to and from the School. The school emphasizes the use of private and public buses, carpooling, biking and walking, whenever possible. Concurrently, the school discourages parent drop-offs and single driver vehicles. Students residing within 2 miles of Branson are encouraged to ride their bikes to and from the campus, weather permitting. Bike racks are provided on campus.

DRIVING PRIVILEGES & PARKING

Driving privileges are granted only to Juniors and Seniors. Underclassmen, 9th & 10th graders, should arrange bus transportation or join carpools organized by seniors and juniors, who have been licensed beyond their probationary year.

On-campus parking permits will be issued to student carpools of 3 or more riders. Strong preference for the most desirable parking spots will be given to carpools with the most riders. The annual fees for an on-campus student parking permit are $550 for 3 riders, $275 for 4 riders and waived for 5 or more riders.

- Only students with current parking permits are allowed to drive and park on campus during the school day.
- Students are required to park in their assigned spaces on

campus and display a 2017-2018 parking permit at all times.

- If a student with an assigned space on campus discovers that someone has parked in his or her space, s/he should temporarily park in a Visitor's spot. Next, s/he should contact Assistant Head of School Ned Pinger at once so that appropriate steps can be taken.

- Student carpools will be monitored regularly for compliance. Lack of compliance with carpool guidelines may result in loss of campus parking privileges.

- Students living within two miles of the Branson campus and applying for a parking space on campus must present a compelling reason for the request.

- During the time period when seniors are involved in their capstone projects (the Spring of 2018) seniors who have a space on campus will work with Ned Pinger to transfer their space to an eligible driver.

- 10th grader drivers may apply for a parking permit at the St. Anselm's parking lot only during the Spring after seniors have left campus and begun their capstone projects.

Off-campus parking permits at the St. Anselm's Parking lot located at the intersection of Bolinas Avenue and Sir Francis Drake are available for Juniors and Seniors. Permits are free for carpools of 3 or more, $275 for two riders and $550 for single drivers. Juniors and Seniors may park for free at the St. Anselm's lot, if they are still in their probationary year of driving and unable to drive a carpool. Once the probationary year is completed, students are charged on a pro-rata basis for the permit based on the rates listed above.

- The School provides a shuttle from the St. Anselm's Lot. Shuttle buses run a continuous loop from campus to the St. Anselm's parking lot from 7:30-8:10 a.m. except on Wednesdays, when they will run 8:15-8:55 a.m.

Students are not permitted at any time to park on local streets around Branson; the restricted streets include but are not limited to Fernhill, Glenwood, Waverly, Norwood, Hillgirt, and Bolinas. There are no exceptions to this policy; students should expect the school's neighbors to report vehicles parked on the restricted side streets.

Students not adhering to these expectations receive parking citations from the school. These tickets have the following financial penalties:

- first offense results in the receipt of a $50 citation;
- citations 2 to 4 carry a fine of $100 each; and,
- citations 5 and above carry a fine of $250 each.

After a third citation a conference is scheduled among Ned Pinger, the appropriate Class Dean, the student and his/her parents. Parking privileges will be revoked if a student accumulates more than 5 citations.

The total number of citations a student receives during the course of a school year is factored into determining that student's future eligibility for an on-campus parking space.

Parents and guardians attending a meeting or event on campus are asked to park in a Visitor's space, if available. Otherwise, please park on Fernhill -- on the Branson side of the street **only**. As a final note, please do not park in a reserved space on campus or on the non-Branson side of the street.

SPEED LIMITS

You are urged, in the strongest possible terms, to drive responsibly at all times, including when you are traveling to and from the Branson campus. Also, keep in mind that the posted 25 m.p.h. speed limit is strictly enforced by the Ross and San Anselmo police departments.

- The speed limit on the Branson campus is 10 m.p.h.

ROUTES TO SCHOOL

- ***Students, parents, faculty and staff may not use Norwood Avenue as a route to School.*** The traffic hazards on this road

severely reduce its capacity to accommodate traffic safely, as compared to other local streets. The following sanctions have been implemented to deter student traffic on Norwood:

- The first time a student is observed by school personnel or a neighbor driving on Norwood, s/he will receive a $100 Branson citation.

- The second time a student is observed by school personnel or a neighbor driving on Norwood, his or her campus parking privileges will be terminated for the remainder of the school year.

    - If a student does not currently have campus parking privileges, he or she will be eliminated from consideration for a space in future years.

- Please plan to reach School by using either the Bolinas/Glenwood route or the Shady Lane/Fernhill route.

    - Glenwood is a narrow, twisting road, and ***extreme*** caution should be exercised when negotiating it. Also, keep in mind that while Fernhill may appear to be an easier and safer street on which to drive, houses are close to the street. There are a number of families with young children who live on both of these streets. ***Extreme caution*** is advised. Do not stop to pick up students who are walking on Glenwood or Fernhill. This increases the danger and causes traffic to back up.

    - It is ***illegal*** to make a left turn onto Shady Lane from Bolinas in the mornings from 7:00 a.m. to 9:00 a.m. The Ross Police Department and California Highway Patrol frequently post officers near that intersection to ticket offenders.

STUDENT DROP-OFFS AND PICK-UPS

It is important that we make every effort to reduce the number of cars traveling to and from our campus. One way to do this is to cut the impact of morning and afternoon drop-offs and pick-ups.

Mornings

- Parents/guardians are required to drop-off students at the ***St. Anselm's parking lot*** at Bolinas Avenue/Sir Francis Drake Boulevard in the mornings or in the back parking lot area (please do so quickly so you do not block parking spaces of arriving students and teachers). Shuttles run continuously between 7:30 a.m. and 8:10 a.m. from the St. Anselm's parking lot to the campus every day except Wednesday. On Wednesdays the shuttles operate between 8:15 a.m. and 8:55 a.m. The shuttles do not stop *en route* to pick-up passengers.

- Parents/guardians driving one student to school should drop-off at the ***St. Anselm's parking lot***.

- Parents/Guardians – out of consideration for the safety of our students, faculty, and staff, please do not drive onto the campus in the mornings to drop off your child. If you must drive your student to campus, please drop them off in the back parking lot.

- Only automobiles with lower campus parking stickers are permitted to drive to the lower campus.

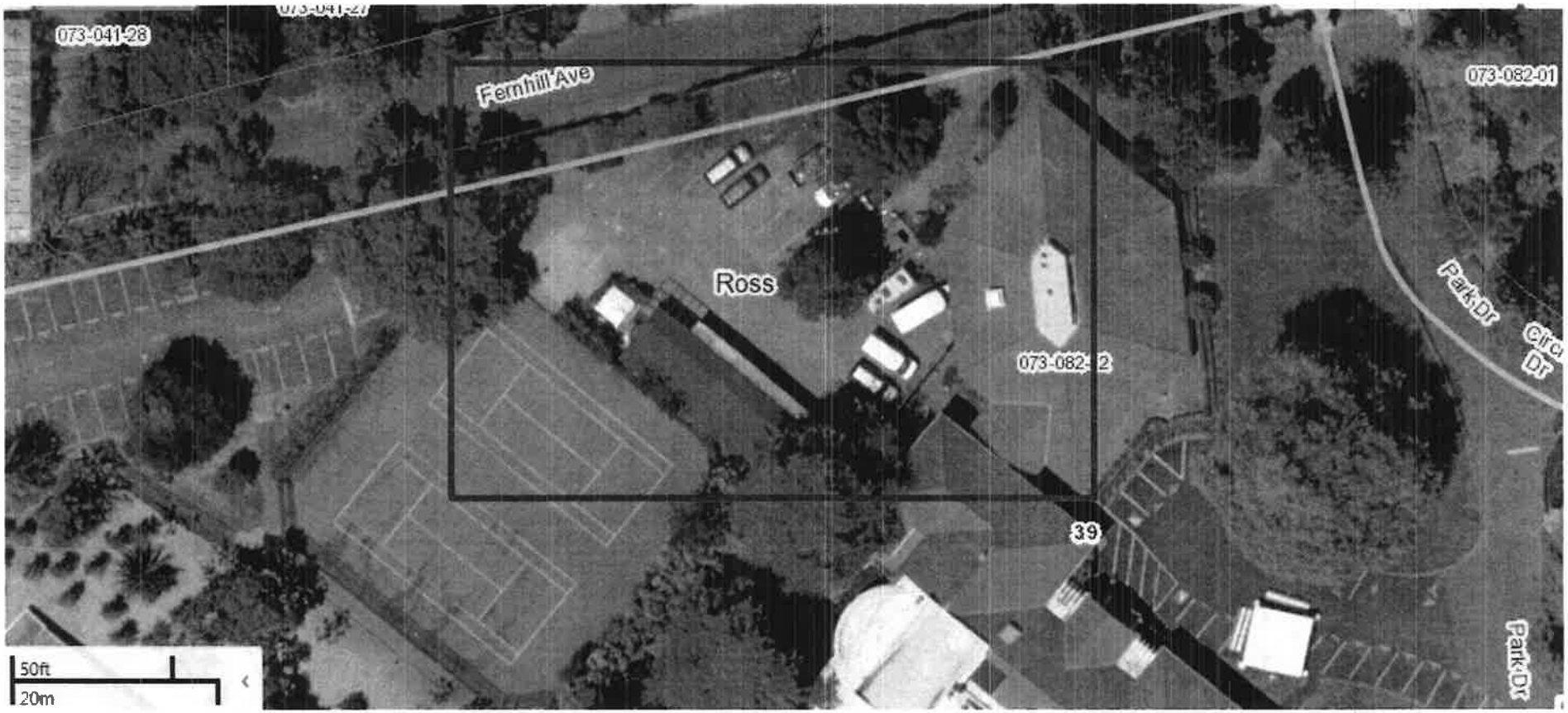
Afternoons

- Afternoon student pick-up spans a number of hours each day and is complicated by numerous school activities. Parents and guardians are therefore urged to use caution when approaching and leaving the school. Additionally:

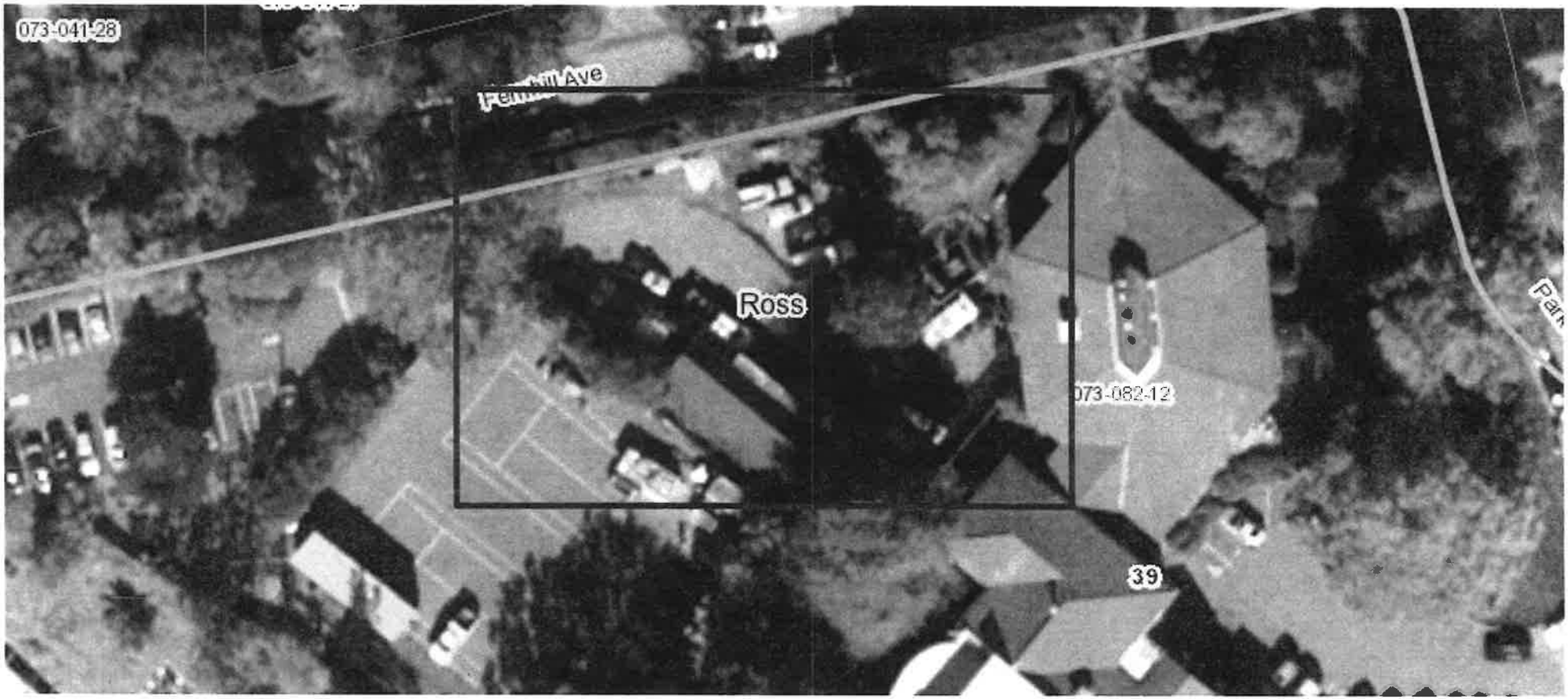
    - For pick-ups between 2:30 p.m. and 4:30 p.m., please arrange a regular pick-up point with your student at one of three locations -- the front gate, the back parking lot or the St. Anselm's parking lot.
    - The lower parking lot should be used ***only*** when picking up students involved in athletic activities. During scheduled games, traffic on campus is very heavy and parking is limited.

ATTACHMENT 7

2014

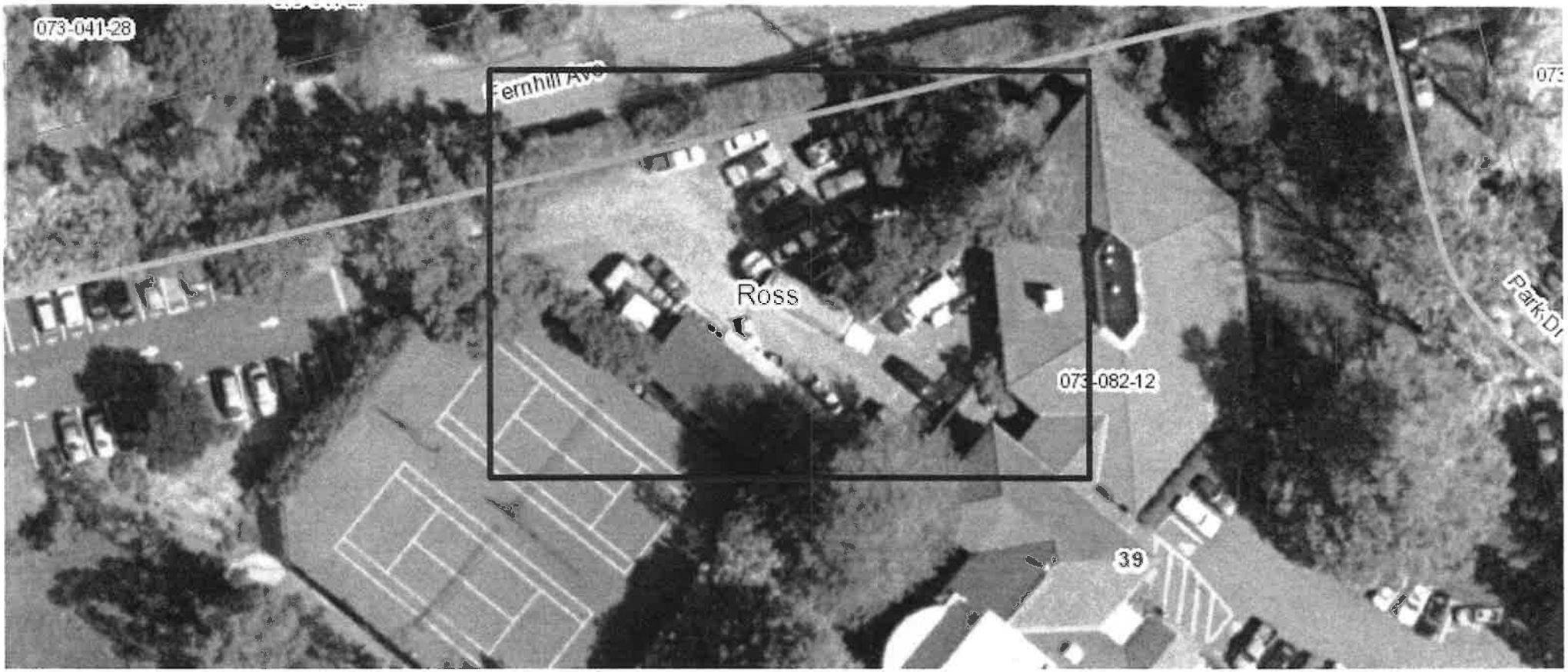

073-041-28
Fernhill Ave
073-082-01
Ross
Park Dr
073-082-2
39
50ft
20m

2011



2008

2007



2004

1997

ATTACHMENT 8

Heidi Scoble

From: Tim Wood <twood@terramb.com>
Sent: Wednesday, March 28, 2018 12:44 PM
To: CouncilAll
Cc: Heidi Scoble
Subject: The Branson School Use Permit Amendment request

Dear Ross Town Council, I am writing to address The Branson School's Use Permit Amendment request. I apologize for not writing earlier. I receive the notice of public hearing yesterday.

My family and I live across the street from The Branson School at 42 Fernhill Avenue. They are kind and considerate neighbors.

For an extended period of time they have been and continue to use their corporate yard, tennis court and front lawn for parking without permission. Very rarely are the tennis court nets in place. It is unfortunate their courts are used only as a parking lot. The number of on campus events and visitors during and after school hours has increasing over the last few years from my subjective observations while the school's student population has remained steady. The Branson School Traffic and Parking Handbook is extremely limited with recommendations to after school activities. The Branson School related increase in traffic on Fernhill, Bolinas, Glenwood and Shady Lane has become considerably worse over the last several years from my observations. I fear the day they ask for an increase in student population.

If the amendment is requesting a permanent increase to the number vehicle parking on campus, I am against it. I encourage you to count their existing campus parking spaces today and compare it to their permitted spaces. I hope you will help them abide by the Town of Ross rules and their existing use permit. As it is, the Town records show that Branson has an existing Floor Area Ratio of 27%, where 15% is typically allowed. Enough is enough from my perspective.

Sincerely,

Tim Wood
Direct: (415) 464-1374, Cell: (415) 518-1985

Heidi Scoble

From: Joe Chinn - Town Manager
Sent: Thursday, March 29, 2018 11:46 AM
To: Heidi Scoble; Linda Lopez
Subject: FW: Branson Expansion and Bolinas

From: John Martin <johnmartin512a@gmail.com>
Sent: Thursday, March 29, 2018 11:26 AM
To: CouncilAll <towncouncil@townofross.org>; Joe Chinn - Town Manager <jchinn@townofross.org>; Sean Condry <scondry@townofsananselmo.org>
Subject: Branson Expansion and Bolinas

To the Town Council Members,
I have led the Bolinas Ave Neighborhood Committee (BANC) for 11 years in an effort to make the street safer, drain better and look beautiful. I have put a thousand hours and personal money into making the street a better one. We still have a long way to go but I will outline those desired changes below in case the only way to get them done is as a part of the Branson expansion. I am writing about Branson's proposed expansion.
There are 5 institutions that use Bolinas for entry to their campuses (Cedars, Branson, Seminary, St Anselm's school, St Ansem's church) Branson has always been the most responsive to the needs of the community. My guess is that the neighbors over on Glenwood and Fernhill are going to have a NIMBY (Not in my backyard) response to the school's expansion. I am in favor of the expansion for one basic reason, more kid will get a better education if the school expands and I like schools. They are good for communities. This vote for expansion does not come without its conditions.

1. Branson Student Handbook - the student and adult parking/driving conditions laid out by the Town of Ross in any approved expansion ought to be required by Branson to outline in their student handbook with real consequences to drivers if breached (Loss of on-campus driving privileges). They did this years ago when they moved their off-campus parking from the western side of Bolinas to the ST Anselm's parking lot and now they bus students to the school. Students no longer park on Bolinas, and its because the school is responsible, they published that rule in their handbook, spoke about it in orientations and enforced it. This is a responsible institution that will handle rules properly.
2. Branson expansion (Plan A) - The Seminary in their master plan amendment can handle up to 210 or 212 students on their campus (can't remember the exact number). They have ample parking spaces on their campus. Their 2011 parking study showed campus occupancy for parking spaces at 62%, why not use their campus for expansion? Space already exists for expansion. They would simply need to safely transport kids back and forth between the 2 campuses when required (bus or walking). Walking would require sidewalks up to the campus which can easily be designed and built keeping kids off the roads. This would actually benefit the entire community as walking on upper Fernhill and Glenwood are dangerous given the steep curvy roads and the speeds cars travel.
3. Branson expansion (Plan B) - If the Seminary is not an option, I would still support the expansion, but only as a last resort.
4. Bolinas Traffic conditions as a part of the expansion - If you don't approve these proposed changes for Bolinas sooner, then these conditions would need to be required as a part of the Branson expansion. But I repeat, these should be approved this year without the Branson project. I am simply proposing a backup plan if it takes another 11 years to solve the problems on Bolinas. Bolinas has been a mess for 50 years. We need the following - 1- finish the drainage project (I think that was just approved). 2- add one more island midway down Bolinas as was previously approved and supported by Parisi and associates (

I am told the traffic study data shows that the 2 islands that were installed a few years back on eastern Bolinas moved the 85th percentile of traffic speed from 28.5 MPH to below 25 MPH) In other words, they solved the problem and the now the posted 25 MPH speed limit signs are enforceable by Police. 3- repave the street - Bolinas has been the worst street in our town for about 20 years. The roadway condition is terrible (try riding your bike down the street) This street should be paved before any other street in the town is paved. The index makes that obvious. 4- When repaving happens, raise the parking areas (7 feet of parking width on both Ross and San Anselmo side of the street) with raised stamped concrete by 3 inches from the paved roadway. This would effectively narrow the current 36-foot wide street to 22 feet. The island in combination with the raised stamped concrete will change Bolinas from a raceway for the residents and students who live "Up the hill" into a residential street. It's time to complete these changes.

Thank you for getting through this if you did.
Best,
John

John Martin
415-516-6586

Heidi Scoble

From: elika rosenbaum <elika.rosenbaum@gmail.com>
Sent: Thursday, March 29, 2018 11:27 AM
To: Heidi Scoble
Subject: Support for Branson School request for more parking and school use

This email is regarding the upcoming request made by The Branson School to be considered at the April 5th Council meeting.

I wanted to express my support for The Branson School's request for additional permitted parking and use of their lawn and tennis courts for event parking.

This school has been a part of our community since the 1920s and it, like all schools, community clubs, churches and facilities make this community vibrant. While usage of a facility brings traffic and some noise, we are served as a whole by the facility. This includes occasional overflow for events and holidays.

While I live where this particular school's use does not impact me, we are impacted by other facilities nearer by. I understood this when I bought my house here, and know others would have taken this into consideration as well. The price of my home reflected any adverse nature of the inconveniences around it and I do not feel that Branson's request is unreasonable.

Sincerely,

Elika Rosenbaum
elika.rosenbaum@gmail.com