

ALAMO IMPROVEMENT ASSOCIATION  
P.O. BOX 271  
ALAMO, CALIFORNIA 94507  
(925) 866-3606

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FACSIMILE TRANSMITTAL SHEET

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TO:	Jack Mahoney, General Manager	FROM:	Roger Smith, Chairman, Planning Committee
COMPANY:	Round Hill Country Club	DATE:	8/11/2003
FAX NUMBER:	925-831-8291	TOTAL NO. OF PAGES INCLUDING COVER:	6
PHONE NUMBER:		SENDER'S REFERENCE NUMBER:	
RE:	76 St. Andrews Lane	YOUR REFERENCE NUMBER:	

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URGENT     FOR REVIEW     PLEASE COMMENT     PLEASE REPLY     PLEASE RECYCLE

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NOTES/COMMENTS:

Hi, Jack:

Attached per our conversation. Let me know if I need to include any additional information.

Karen McPherson's phone number is 837-0238. I will contact her to have her review alternative wireless antennae designs.

Roger

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For Fine Country Living

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August 10, 2003

Mr. Jack Mahoney  
General Manager  
ROUND HILL COUNTRY CLUB  
3169 Round Hill Road  
Alamo, California 94507

RE: 76 St. Andrews Lane  
County File VR 03-1032

Dear Jack:

As a Round Hill member and Chairman of the AIA Planning Committee, I wanted to provide you with information on our review of the above application and the County's Planning process.

During our May and June public meetings, Hal Reiland's application for 76 St. Andrews Place was reviewed in detail. The important facts regarding this parcel include the following:

- 1) It is a legal, build able lot established during approval of the subdivision and taxed by the County on that basis.
- 2) As many parcels in Alamo, it has topographical uniqueness.
- 3) Upon review by the various County Departments, the Fire District for Alamo has determined the roadway access needs to be no more than a 20-degree slope for their fire fighting vehicles to serve this parcel and its building pad.
- 4) The Variance permit application is to allow a roadway access to be established to serve this parcel. It involves a small easement across Round Hill property. It also provides for the location and height of retaining walls necessary to support the roadway design required by the Fire District.
- 5) This parcel has more than 100 trees of which 6 trees are designated to be removed to establish the access and building pad.
- 6) The County has a tree replacement policy to provide for replanting whenever trees are removed.

After a detailed review of this application, our recommendation to the County was for approval of the application with several conditions – one of which was to require replacement of any trees removed from the property on a 3:1 ratio. A copy of our letter to the County is attached for your reference.

The County's process for building and planning is extensive and involves several layers of review.

In addition to AIA's two public meetings, I would like to provide you a more detailed explanation of the entire application process

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First, upon determining a project involves more than a simple building permit, the applicant meets with the County Planning Department, is assigned a County Planner, reviews their project in detail and completes an application for the project. One part of this initial process requires the applicant to provide complete copies of the project drawings (to be sent by the County before their public hearing) for all neighbors within 300 feet of the property address.

Also, copies of the application including all drawings, maps, etc. are routed to County Departments including Fire, Flood, Engineering, Traffic, Sanitary, School, Sheriff and Sanitary Districts for review and comments. AIA is included within this listing for review of the application and comment.

For those parcels within organized subdivisions with Home Owner's Associations (HOAs), Architectural Committees (AC's), etc. or when the application involves actions required of a neighboring property, the application is sent to those entities for review and comment and, if necessary, action.

It is AIA's policy to allow local HOA's, AC's to comment first upon the application so that we may consider their recommendation within our review. During our review, which occurs during public meetings, any concerns regarding an application are discussed in detail with most applications subject to review over a series of two or more meetings to allow applicants (and their representatives) time to provide additional information as necessary. Our meetings involve lengthy public comment by any and all interested parties. Our agendas are published. All AIA members receive a copy of our agendas prior to our meeting dates. We make a good faith effort to notice all neighbors of property with an application on our agenda of our meetings.

Following our review and the review of the various County Departments and Special Districts, County Planning Staff formulates a recommendation to the County Zoning Administrator. Throughout this process, County Planners are available to the public for consultation about an application. Due to their work requirements, Planners do not have unlimited amounts of time for this, however can and do provide the public with access to the application, updates and resources. During the County Public Meeting, time is allotted for public comment and input. Before reaching a decision on an application, the Zoning Administrator makes a practice of visiting each site to ascertain the relevant impacts and concerns.

After this level of review, the Zoning Administrator makes a decision on the application. Should interested parties, neighbors and/or the applicant object to the decision, the decision can be appealed to the San Ramon Valley Regional Planning Commission by filing the necessary forms and a fee of \$125.

Review by the San Ramon Valley Regional Planning Commission involves a thorough review of the previous process and consideration of any additional information relevant and applicable. After detailed deliberation and public comment, they reach an independent decision on the application. Should interested parties, neighbors and/or the applicant object to the decision, the decision can then be

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appealed to the Contra Costa Board of Supervisors. During this process, it is typical for our local Supervisor and/or their staff to become involved so our Supervisor can be informed about the important aspects of the application and its previous review before it becomes before the Board.

I hope this information is of help to Round Hill. The purpose of detailing the application process in this letter is to make sure everyone knows that all interested parties have numerous and ample opportunities to make sure their concerns are known and considered before an application is approved and action can be taken by the applicant.

Should legal action be contemplated, an interested party, neighbor and/or applicant need to exhaust their legal rights through the process first. To my knowledge, the process is so comprehensive; it is virtually unknown for a legal action to be necessary at the conclusion of the complete review process.

Sincerely,



Roger F. Smith, Chairman  
AIA Planning Committee

Cc: AIA Secretary