



## PLANNING COMMISSION AGENDA

7:00 p.m. February 12, 2018

San Anselmo Town Council Chambers  
525 San Anselmo Avenue, San Anselmo, CA 94960

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**1. CALL TO ORDER**

**2. OPEN TIME FOR PUBLIC EXPRESSION** - *Members of the public may address the Planning Commission regarding items not on the agenda.*

**3. PLANNING DIRECTORS REPORT**

**4. CONSENT AGENDA**

*The opportunity for public comment on consent agenda items will occur prior to Planning Commission vote on the consent agenda. There will be no separate discussion on these items before the vote. The Planning Commission may approve the entire consent agenda with one action. In the alternative, any Planning Commission or staff member may remove items on the consent agenda for separate discussion and vote.*

**A. APPROVAL OF DRAFT MINUTES JANUARY 22, 2018**

**B. 25 FOSS – LOT COVERAGE AND SETBACK VARIANCES**

**Owners:** Mary Glass  
**Project Address:** 25 Foss Avenue  
**Assessor's Parcel No.:** 007-263-21  
**Zoning:** R-1 Single Family Residential  
**General Plan:** Single Family Residential  
**FIRM Flood Zone:** X (outside Special Flood Hazard Area)

**Request:** Lot coverage and setback variance to replace a deck and stairs at the rear of the residence with a larger deck and stairs. The existing deck is approximately 3 feet from the west side property line and the proposed deck would be approximately 5 feet from the west side property line (6-foot setback required). A new parking space would be created under the proposed deck.

Lot size	3,389 sq. ft.	
Existing Lot Coverage	1,257 sq. ft.	37%
Proposed Lot Coverage	1,482 sq. ft.	44% (code: 35%)

**5. PUBLIC HEARING ON PLANNING APPLICATIONS**

**A. 49 CEDAR – DESIGN REVIEW, USE PERMIT, & GRADING PERMIT CONTINUATION**

**Owners:** David and Beth Borgeson  
**Project Address:** 49 Cedar Street

**Assessor’s Parcel No.:** 007-222-57  
**Zoning:** SPD – Specific Planned Development  
**General Plan:** Downtown Mixed Use Residential  
**FIRM Flood Zone:** X (outside Special Flood Hazard Area)

**Request:** Amendment to the Specific Planned Development (SPD), use permit, design review and grading permit for demolition of the existing residence and construction of a new residence and attached second unit. The structure is proposed with a 14-foot setback from the west property line, a 21 foot 7 inch setback from the east property line, 57-foot setback from the south property line and 28-foot setback from the north property line. A hot tub is proposed 6 feet from the west property line. The residence would be up to three stories. The maximum height of the existing residence is 23 feet 9 inches and the maximum height of the proposed residence is 29 feet 9 inches. The proposed materials include HardiePlank horizontal siding in “Deep Ocean” blue, HardiePlank “Arctic White” trim and light to medium gray asphalt shingle roofing, and stone veneer. The project would maintain the existing parking: one carport space and one uncovered space. The project would include approximately 157 cubic yards of grading.

Lot size	11,371 sq. ft.	
Existing Floor Area	1,193 sq. ft.	10.5%
Proposed Floor Area	3,378 sq. ft.	29.7% (includes “garage” area)
Existing Lot Coverage	1,950 sq. ft.	17%
Proposed Lot Coverage	2,443 sq. ft.	21.5%

**B. 260 CRESCENT – DESIGN REVIEW, USE PERMITS, & VARIANCE**

**Owners:** Charles and Ellen Jenkins  
**Design Professional:** Ken Linsteadt Architects  
**Project Address:** 260 Crescent Road  
**Assessor’s Parcel No.:** 007-221-10  
**Zoning:** R-1 Single Family Residential  
**General Plan:** Single Family Residential  
**FIRM Flood Zone:** X (outside Special Flood Hazard Area)

**Request:** Design Review and Conditional Use Permit to demolish existing residence and detached garage/accessory dwelling unit. Design review and Conditional Use Permit for a new two-story single-family residence, detached accessory dwelling unit and detached single-car garage. Variance to allow the second required parking space to be within the front setback. The new single family residence would include three bedrooms on the second floor, three bathrooms, a living room, dining room, family room, and one garage parking space. The height of the residence is increasing from 20 feet 9 inches to 28 feet 9 inches (max allowed by code: 30 feet). The project includes a lot line adjustment with the northern neighbor. The applicant requests a Conditional Use Permit to allow the second unit to exceed maximum permitted floor area by 211 square feet and to be in the side and rear setback (8 foot side and 20 foot rear setback required). A minor exception is requested to allow an approximately 20 foot long bump out on the north side of the property, which extends 2’ from the building wall

into the side-yard setback. Proposed materials include gray stained cedar shingles, painted wood doors and windows, gray standing seam metal roofing, and stone patios and walkways.

Existing Lot size	8,029 sq. ft.	
Proposed Lot size	9,227 sq. ft.	
Existing Adjusted Floor Area	2,881 sq. ft.	35.8%
Proposed Adjusted Floor Area	3,441 sq. ft.	37.3% (code: 35%)
Existing Lot Coverage	2,125 sq. ft.	
Proposed Lot Coverage	2,580.5 sq. ft.	28% (code: 35%)

**C. 625 SAN ANSELMO AVENUE – USE PERMIT, DESIGN REVIEW & PARKING VARIANCE**

**Owners:** Joshua Petersen  
**Project Address:** 625 San Anselmo Avenue  
**Assessor’s Parcel No.:** 007-212-26  
**Zoning:** C-2 Downtown Commercial  
**General Plan:** Central Commercial  
**FIRM Flood Zone:** AE and within Floodway (Special Flood Hazard Area, property has a 1% chance of flooding in any year and a 26% chance of flooding over the life of a 30-year mortgage)

**Request:** Conditional Use Permit, Design Review, and Parking Variance to demolish a substantial portion of the interior and exterior of the structure and construct a two-story structure for restaurant and retail use. The site was formerly used as a bakery/cafe. The applicant proposes to use front half of the building, adjacent to San Anselmo Avenue, as a café/restaurant with a 765 sq. ft. rooftop dining area and second story storage. The rear half of the building at ground level would be used for retail use. The proposed days of operation are Monday through Sunday from 7 AM – 10 PM with a maximum of 10 employees on site. The applicant estimates a maximum of 120 customers per day for both uses. Twelve parking spaces are required for the existing structure and no parking is provided on site. Thirteen parking spaces are required for the proposed structure and no parking is proposed. The height of the building will be raised from a maximum height of 17 feet to 25 feet 4 inches (30 feet permitted). Proposed exterior materials include stucco and painted shiplap.

Lot size	4,427 sq. ft.	
Existing Floor Area	4,087 sq. ft.	92.3%
Proposed Floor Area	4,668 sq. ft.	100.9% (code: 200%)

**D. 26 RUTHERFORD – RETROACTIVE GRADING PERMIT**

**Owner:** John Campbell and Debra Goodwin  
**Project Address:** 26 Rutherford Avenue  
**Assessor’s Parcel No.:** 005-126-04  
**Zoning/General Plan:** R-1 Single Family, above 150 Mean Sea Level

**FIRM Flood Zone:** Zone X (outside Flood Hazard Area)

**Request:** After-the-fact request for Planning Commission Grading Permit for over 100 cubic yards of grading associated with a remodel and addition project that falls below the threshold for design review. The grading, which has been substantially completed, is proposed for construction of a new foundation, modified garage level, and for parking and landscaping improvements.

**6. ITEMS FROM PLANNING COMMISSION**

*Planning Commissioners may make announcements or inquiries of staff and may recommend items that may be placed on future meetings of the Planning Commission.*

**7. ADJOURN**

*The next Planning Commission Meeting is scheduled for a regular meeting date of 7:00 P.M. March 5, 2018.*

**Order of Agenda and Continued Items** As some items may be taken out of order, all interested parties should be at the meeting promptly at 7 P.M. **Any item not under discussion before 11:00 P.M. may be continued to the next regular meeting.** If an item is continued, it is the responsibility of interested parties to note the new meeting date. Notices may not be mailed out for items continued to a specific date.

**Written Materials and Comments** To ensure the Commissioners have an opportunity to fully consider written materials, we suggest submitting them to staff by 12:00 p.m. on the Thursday prior to the meeting to be included in the Planning Commission agenda packet. Information received after that time may be provided to the Planning commission at the public meeting.

**Public Meetings and Broadcast** The Planning Commission welcomes the public to their meetings, which are regularly scheduled for the first and third Mondays of each month. Planning Commission meetings are videotaped and broadcast on Comcast Channel 27, AT&T Channel 99 and <http://cmcm.tv/livegov> and [townofsananselmo.org](http://townofsananselmo.org)

**Staff Reports and Other Information** Staff reports and project information is available for review in the Planning Department and at [townofsananselmo.org](http://townofsananselmo.org) under "Public Meeting Information."

**Public Hearing Format** Except as otherwise provided in the agenda, most public hearings on planning applications will be considered in the following order:

1. Staff report
2. Presentation by applicant (includes applicant, architects and other advisors) not to exceed a combined time of 15 minutes. Applicants may reserve some of this time to respond to public comments.
3. Public comment for and against the proposal. In order to give all interested persons an opportunity to be heard please: a.) speak directly into microphone; b.) state name and address (voluntary); c.) limit presentation to three minutes and state views/concerns succinctly; d.) always address the Chair; and e.) provide a copy of any written material submitted at the meeting to staff for the public record.
4. Discussion and action by the Planning Commission.

**Appeals and Challenges** Any action of the Planning Commission may be appealed to the Town Council by any person by filing a notice of appeal and the appeal fee with the Town Clerk within ten (10)

calendar days of the date of the decision of the Planning Commission (San Anselmo Municipal Code Section 10-1.06). If you challenge an action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in the notice, or in written correspondence delivered to the Planning Commission at, or prior to, the public hearing. (California Government Code Section 65009)

**In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at 415-258-4660 or email [ckacmar@townofsananselmo.org](mailto:ckacmar@townofsananselmo.org). Notification at least 48 hours prior to the meeting will enable the Town to make reasonable accommodation to help insure accessibility to this meeting.**