



PLANNING COMMISSION AGENDA

7:00 p.m. March 5, 2018

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

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

A Public hearing is required for the following planning application but staff will not present an oral staff report and does not anticipate Planning Commission discussion of the item. The Planning Commission will act on each item separately and will provide an opportunity for public comment.

A. APPROVAL OF DRAFT MINUTES FEBRUARY 12, 2018

B. 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 restaurant/storage room. The rear half of the building at ground level would be used for office or retail use. Twelve parking spaces are required for the existing and proposed building area and no parking is provided on site. 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.

This application was continued at the February 12, 2018 Planning Commission meeting. The application has been amended to request that the rear portion of the proposed building be approved for either office or retail use.

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%)

5. PUBLIC HEARING ON PLANNING APPLICATIONS

A. 260 CRESCENT ROAD– CONTINUED APPLICATION FOR CONDITIONAL USE PERMITS, VARIANCE, MINOR EXCEPTION & DESIGN REVIEW

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, two and 1/2 bathrooms, a living room, dining room, family room, and one garage parking space with attached storage. The height of the residence is increasing from 20 feet 9 inches to 27 feet 3 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 a new single story second unit to be located in the area of the existing second unit, within the side and rear setbacks (8-foot side and 20-foot rear setback required, 5-foot side and 3-foot rear setback proposed). 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	3,227.5 sq. ft.	35.0% (code: 35%)
Existing Lot Coverage	2,125 sq. ft.	
Proposed Lot Coverage	2,580.5 sq. ft.	28% (code: 35%)

B. 31 LINCOLN PARK – FLOOR AREA EXCEPTION, DESIGN REVIEW & MINOR EXCEPTION

Owners: Karin Swenson
Project Address: 31 Lincoln Park
Assessor's Parcel No.: 006-254-07
Zoning: R-1 Single Family Residential
General Plan: Single Family Residential
FIRM Flood Zone: X

Request: Design Review, Floor Area Exception and Minor Exception for an addition to an existing single-family residence. The project includes demolition of the carport and family room on the south side of the residence and construction of a new garage, family room, and master bedroom addition. The project expands the existing floor area by approximately 850 square feet, including a new upper level. The project requires the Planning Commission to approve 237 square feet of floor area over what is normally allowed for the lot size (code allows the Planning Commission to approve up to 325 square feet of floor area above the maximum when certain findings are made). A Minor Exception is requested for a window bay up to 12 feet in length that extends into the south side yard setback. The materials for the addition will match the existing residence. The applicants request approval for a new 5-foot-tall front yard fence (consisting of 2 feet of stone wall and 3 feet of wrought iron fence material) within the public right-of-way and east of the sidewalk.

Lot size	11,227 sq. ft.	
Existing Adjusted Floor Area	3,316 sq. ft.	29.5%
Proposed Adjusted Floor Area	4,166 sq. ft.	37.1% (code: 35% + 325 sq. ft. = 4,254 sq. ft.)
Existing Lot Coverage	2,401 sq. ft.	21%
Proposed Lot Coverage	2,794 sq. ft.	24.9% (code: 35%)

C. 98 HUMBOLDT AVE – VARIANCE

Continued by request of applicant

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 19, 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

Staff Reports and Other Information Staff reports and project information is available for review in the Planning Department and at 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. Notification at least 48 hours prior to the meeting will enable the Town to make reasonable accommodation to help insure accessibility to this meeting.