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TOWN OF SAN ANSELMO  
PLANNING, BLDG, PUBLICWORKS



PLANNING DEPARTMENT

Planning Division, 525 San Anselmo Avenue, San Anselmo, California 94960  
Tel. (415)-258-4616/FAX 454-4683/email: [planning@townofsananselmo.net](mailto:planning@townofsananselmo.net)

GENERAL PLANNING APPLICATION FORM

Job Site Address: 105 Seminary Rd., San Anselmo	Assessor Parcel No.: 007-292-03	Zone: SP-D
Property Owner(s) Name: The San Francisco Theological Seminary	Phone Numbers: Home: Work: 415.451.2817	Fax Number: 415.451.2852 Cell Phone: E-Mail: <a href="mailto:bbrenner@SFTS.edu">bbrenner@SFTS.edu</a>
Mailing Address: 105 Seminary Rd.	City: San Anselmo	State/Zip: CA, 94960
Applicant(s) Name (contact person): HartWest; Rob Hart/Brian Swartz	Phone Numbers: Home: Work: 415.897.4400	Fax Number: Cell Phone: 925.334.2727 / 415.272.6897 E-Mail: <a href="mailto:rob@hartwestsa.com">rob@hartwestsa.com</a> / <a href="mailto:brian@hartwestsa.com">brian@hartwestsa.com</a>
Mailing Address: One Union St, Fl. 3	City: San Francisco	State/Zip: CA, 94111

TYPE OF APPLICATION/FEE	ACCOUNT	FEE
<i>Grading Permit</i> Planning Commission Action Applications: Annexation, General Plan Amendment, Rezoning, Design Review*, Use Permit, Variance*, Subdivision, Parcel Split, Lot Line Adjustment* Illuminated Sign Review, FAR Exception	01.00.4805	\$ 1,200 <sup>(1)(2)</sup> <i>\$600</i> <i>\$600</i>
Environmental Review/Negative Declarations/ Environmental Impact Reports	01.00.48057 01.00.20312	\$ 1,920 <sup>(3)(4)</sup> Consultant cost plus 20%
Administrative Design Review (commercial)	01.00.48057	\$ 360
Administrative Design Review (residential)	01.00.48057	\$ 600
Ministerial Residential Second Unit	01.00.48057	\$ 720 <sup>(5)</sup>
Administrative Variance	01.00.48057	\$ 720
Administrative Minor Exception	01.00.48057	\$ 238
Administrative Sign Review (conforming)	01.00.48057	\$ 119
Administrative Lot Line Adjustment	01.00.48057	\$1,200
Administrative Lot Merger	01.00.48057	\$ 238
Administrative Temporary Outdoor Display	01.00.48057	\$ 100
Certificate of Compliance	01.00.48057	\$ 1,200
Peer Review	01.00.20327	Consultant cost plus 20%
Plan Storage	01.00.20313	\$ <i>2 per sheet</i>
General Plan Maintenance Fee	01.00.48012	10% of application fee
Planning Technology Fee	01.0048058	5% of application fee
Planning Training Fee	01.0048059	5% of application fee
Appeal (to Planning Commission or Town Council)	01.00.48057	\$ 504
Additional Planning Deposit and Research Fee	01.00.20312	\$ 119/hour <i>\$2,776</i>
<b>TOTAL APPLICATION FEE</b>		<b>\$ 5,000.00</b>

1/2/13

1/2/13

*\$60*  
*\$30*  
*\$30*

*\$2,776*  
*\$180*  
*\$90*  
*\$90*

Notes: See Planning Division Acknowledgement of Application Fees

1/2/13 *\$720*



Receipt number: 00004645

Cashier Name: CKK

Terminal Number: 1

Receipt Date: 11/14/2012 10:40:37 AM

525 San Anselmo Avenue  
San Anselmo, CA 94960  
(415)258-4600

**Transaction Code: PA - Planning Application**

**\$5,000.00**

**Name: 105 SEMINARY RD**

Product: Planning Fees	Description: Planning Fees	Amount:	1,800.00
GL Account: 01.00.48057 - PLANNING FEES			
Product: Plan Storage Fee	Description: Plan Storage Fee	Amount:	64.00
GL Account: 01.00.20313 - PLAN STORAGE FEE			
Product: Planning Technology Fee	Description: Planning Technology Fee	Amount:	90.00
GL Account: 01.00.48058 - PLANNING TECHNOLOGY FEE			
Product: Planning Training Fee	Description: Planning Training Fee	Amount:	90.00
GL Account: 01.00.48059 - PLANNING TRAINING FEE			
Product: General Plan Maintenance Fee	Description: General Plant Maintenance Fee	Amount:	180.00
GL Account: 01.00.48012 - GENERAL PLAN MAINT FEE			
Product: Planning: Deposit	Description: Planning: Deposit	Amount:	2,776.00
GL Account: 01.00.20312 - PLANNING: DEPOSIT			

**Total Balance Due: \$5,000.00**

Payment Method: Checks      Reference: 049114      Amount: \$5,000.00

**Total Payment Received: \$5,000.00**



Robert L. Hart, AIA, AICP  
David P. Howerton, ASLA, AICP  
Craig Roberts  
A. James Tinson, AIA

One Union Street  
San Francisco, California 94111  
Tel: 415 439 2200 Fax: 415 439 2201  
www.harthowerton.com

## MEMORANDUM

Date: November 5th, 2012  
To: Town of San Anselmo  
From: Hart Howerton  
Project: San Francisco Theological Seminary  
Re: Design Review Supplemental Questionnaire (DRSQ)

Please refer to the Image Book (Attachment 1 to this application) for our vision for how proposed development will fit into the surrounding context.

***For R1, R2 and R3 (3 or fewer units) zoned properties below 150 foot mean sea level elevation (Pg 3, DRSQ).***

Answer to question 1:

The project will not unreasonably impair access to light and air of structures on neighboring properties for the following reasons: The proposed F1 and F2 buildings are further away from neighboring properties than existing SFTS buildings proposed for removal (108 Bolinas, 130 Bolinas, 25 Kensington Ct, 30 Kensington Rd.). The proposed Storage Building is setback the same amount as the existing storage building to be removed. Additionally, the new buildings will meet all setback and height requirements of the surrounding residential neighborhoods as listed in Table 4A of the Town of San Anselmo's Zoning Ordinance.

Answer to question 2:

The project will not unreasonably affect the privacy of neighboring properties because all proposed building will be a significant distance away from neighboring properties, and have fencing and landscape appropriately designed to create a visual buffer. The proposed residential buildings are further away from all neighboring properties than existing SFTS buildings proposed for removal (108 Bolinas, 130 Bolinas, 25 Kensington Ct, 30 Kensington Rd.). The proposed storage building is within the setback of the existing building to be removed.

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Answer to question 3:

Great attention was paid to the bulk, mass, and design of proposed structures within the project. As shown in our Image Book (Attachment 1 to this application), style, materials, roof form and profile, fenestration, landscape design, are all designed to blend with style of the surrounding area.

Answer to question 4:

The proposed improvements will follow all applicable codes, the purpose of which is to protect the health and safety of the people using the improvements. In addition, the proposed stormwater management systems designed by the Civil Engineer and implemented into our landscape plans is designed to conform to applicable Marin County policies regarding stormwater management. The proposed stormwater management systems laid out by the Civil Engineer, Firma Design Group, and implemented into our landscape plans are designed to conform to applicable Marin County policies regarding stormwater management (both stormwater quality and quantity). The proposed improvements at SFTS will vastly improve the quality of stormwater and drainage runoff from the site as described in the conclusions of the Hyrdology report produced by Firma.

***For Commercial, Professional, Multi Family R-3 (four or more units), churches and convalescent homes (Pg 4, DRSQ).***

Answer to question 1:

In our conceptual design phase, great attention was paid to developing a style of architecture which resonated - both in style, scale, and massing- with the surrounding area. Several fine examples of shingle style reside in the immediate area, including a home designed by Julia Morgan. The proposed buildings are also designed to blend into the surrounding wooded landscape, a dominant feature of this area. Please refer to our image book for some of the reference materials we were working from.

Answer to question 2:

The proposed buildings along Bolinas are set back further than existing homes to be removed along the north side of Bolinas Ave (108 and 130 Bolinas). Also, vehicular access to proposed F1 and F2 homes is moved to the rear along Seminary Rd. This will create a more pleasing experience both for pedestrians along Bolinas as well as adjacent neighbors. The proposed homes are also outside of the 100 yr flood zone, and the Civil and Landscape design extensively addressed storm water management. Please refer to the Design Review drawing set for more details. Also please refer to the Mitigated Negative Declaration approved as part of the Master Plan Amendment which found there to be no negative impacts.

Answer to question 3:

In addition to the reasons stated above, we believe that the proposed designs will add to the appearance and value of the neighborhood. We are proposing the removal of homes which do not conform to the front setback requirements for the neighborhood and do not blend with the neighborhood character. We are replacing them with buildings that are scaled and designed to complement the surrounding area. Also please refer to the Mitigated Negative Declaration approved as part of the Master Plan Amendment which found there to be no negative impacts.

Answer to question 4:

We are removing existing curb cuts at 108 and 130 Bolinas Ave and moving them to Seminary Rd, a private road belonging to SFTS. Also please refer to the Mitigated Negative Declaration approved as part of the Master Plan Amendment which included a traffic study, and found there to be no negative impacts.

Answer to question 5:

The proposed improvements will follow all applicable codes, the purpose of which is to protect the health and safety of the people using the improvements. In addition, the proposed stormwater management systems designed by the Civil Engineer and implemented into our landscape plans is designed to conform to applicable Marin County policies regarding stormwater management. The proposed stormwater management systems laid out by the Civil Engineer, Firma Design Group, and implemented into our landscape plans are designed to conform to applicable Marin County policies regarding stormwater management (both stormwater quality and quantity). The proposed improvements at SFTS will vastly improve the quality of stormwater and drainage runoff from the site as described in the conclusions of the Hyrdology report produced by Firma.





PLANNING AND BUILDING DEPARTMENT

Planning Division, 525 San Anselmo Avenue, San Anselmo, California 94960  
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**USE PERMIT SUPPLEMENTAL QUESTIONNAIRE**

**Administrative Review** (Planning and Building Director): 1) Accessory use that is very low in scale, will not cause a significant increase in intensity of use of the property, and will not alter the primary use of the facility; and 2) Outdoor storage and display of merchandise, plants, and street furniture based upon one of the following: a) within all the commercial (C) districts: outdoor display and sale of merchandise for a limited time period, not exceeding thirty (30) consecutive days and not exceeding more than thirty (30) days in any one calendar year; and b) within all zoning districts: outdoor placement of plants and street furniture on public or private property in limited quantity which, in the opinion of the Planning and Building Director will not hinder the free use of the public sidewalk. Such plants and street furniture shall not bear signs, price tags, or other indications that the plants or street furniture is for sale or rent.

**Planning Commission Review:** The following applications are acted upon by the Planning Commission: 1) Any of the above applications referred by the Planning and Building Director; 2) All other use permit applications not identified above; and 3) Should a property require more than one planning application, and should any of those applications require Planning Commission review, then all planning applications associated with the property shall require Planning Commission review.

Complete the information below:

**What is the most recent use of the building/tenant space prior to your occupancy? If this is an expansion of your existing use, so indicate.**

**PROPOSED USE:** \_\_\_\_\_

**Number of employees associated with the use who would work on-site:** \_\_\_\_\_

	Day of Operation? (Yes or No)	Hours of Operation	Maximum no. of employees on-site at any one time	No. of vehicular trips typically expected (include deliveries/pick ups)	Number of clients/customers typically expected
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

If this space in this table is inadequate for complete answers, attach this information.



Type of machines, equipment, materials used for business: \_\_\_\_\_

Floor Area (square footage) of portion of the building intended for subject use:

Basement: \_\_\_\_\_ 1<sup>st</sup> Floor: \_\_\_\_\_ 2<sup>nd</sup> Floor: \_\_\_\_\_ 3<sup>rd</sup> Floor: \_\_\_\_\_

**For Second Living Units in Single Family Residential Zoning Districts:**

What was the date the unit was established? \_\_\_\_\_

**For All Use Permit Applications:**

List why the establishment, maintenance, or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort, and general welfare of persons residing or working in the neighborhood of the proposed use, or be detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the Town: \_\_\_\_\_

**For Gasoline Stations In All Commercial (C) Zoning Districts:**

1) For Full Serve and Self-Service Gasoline Stations: Will all operations including storage, excepting service with gasoline, oil, air, and water be conducted within a closed building, as required by Code? \_\_\_\_\_ (yes or no).

2) For Self-Service Gasoline Stations: List why the granting of the use permit will not adversely affect the public health, safety, or welfare by either diminishing the availability of minor emergency health and safety services, including rest rooms and minor automobile repair: \_\_\_\_\_

**For Uses in Limited Commercial (C-L) Zoning District:**

1) Will the use generate traffic at a rate greater than: fifty (50) vehicle trip ends for each 1,000 gross square feet of gross leasable building area? \_\_\_\_\_

**-OR-**

2) Will the use generate traffic at a rate greater than the existing number of trips during the a.m. and p.m. peak hours generated by the existing use as of July 22, 1997 (the determination for vacant buildings will be the most recent use between February 26, 1991 and July 22, 1997) on Sir Francis Drake Boulevard (those numbers of traffic trips typically generated for existing and proposed uses shall be obtained from the current edition of Trip Generation, Institute of Transportation Engineers)? \_\_\_\_\_

**For On-Sale and Off-Sale of Beer and Wine in Conjunction with the Sale of Motor Fuel:**

List the substantial evidence in view of the whole record to justify the granting of a use permit: \_\_\_\_\_

Note that in addition to the standards listed in the state Business and Professions Code Licensing Restrictions, the Town has the authority to further condition this type of use permit.





**Demolitions of Commercial, Professional, and/or Residential Dwelling Structures:**

The Town encourages the preservation, maintenance, restoration, rehabilitation, moving or continued use of all structures of historic, cultural, or aesthetic value.

1) List why the failure to approve a demolition permit will cause immediate and substantial hardship because of the conditions peculiar to a particular structure, and such hardship has not been created by an act of the owner in anticipation of action under this use permit requirement (examples of hardship include health and safety hazards that cause the building to be unsafe. Personal, family, financing difficulties, loss of prospective profits and neighboring violations are not justifiable hardships):

**SFTS has been identified as a potential historic district. The buildings in question stand out as poor examples of dated over-sized ranch housing and are non-conforming with current zoning and the historic nature of the property. SFTS proposes to replace these buildings with attractive historic-appearing homes with a more space-efficient and green layout in conformance with all rules and regulations and in accordance with an approved Master Plan Amendment.**

2) List why it is necessary to reveal previous architectural features covered up, such features that would be functionally and aesthetically compatible with the existing improvements and the natural elements of the area:

**Please see the above. The buildings in question proposed for demolition have no architectural merit and are non-conforming.**

**Conversion of a Residential Use to Another Use for Buildings Constructed on or before May 22, 1997:**

The Town encourages the preservation, maintenance, restoration, rehabilitation, moving or continued use of all structures of historic, cultural, or aesthetic value.

1) List why the failure to approve a demolition permit will cause immediate and substantial hardship because of the conditions peculiar to a particular structure, and such hardship has not been created by an act of the owner in anticipation of action under this use permit requirement (examples of hardship include health and safety hazards that cause the building to be unsafe. Personal, family, financing difficulties, loss of prospective profits and neighboring violations are not justifiable hardships): \_\_\_\_\_

2) List why it is necessary to reveal previous architectural features covered up, such features that would be functionally and aesthetically compatible with the existing improvements and the natural elements of the area: \_\_\_\_\_

**Animal Boarding Use in Commercial (C) Zoning Districts:**

Are all exterior walls soundproofed to eliminate potential animal noise to the exterior of the building? \_\_\_\_\_

**Light Manufacturing Use in Commercial (C) Zoning Districts:**

1) List why the use will not cause odors, noise, and other factors which make the environment less desirable: \_\_\_\_\_

Note: Approval of a use permit may include the imposition of conditions of use

S:Planning Division/Forms/Use Permit Supplemental 2009