

**SAN ANSELMO PLANNING COMMISSION  
MINUTES OF MAY 3, 1999**

Vice Chair Cronk convened the meeting to order at 7:30 p.m. in the Council Chamber, 525 San Anselmo Avenue, San Anselmo, CA 94960

**CALL TO ORDER**

**Commissioners present:** Vice Chair Cronk, Commissioners Israel, House, Dowd, and Wittenkeller

**Commissioners absent:** Chair Zwick

**Staff Present:** Senior Planner Wight and Associate Planner Griffin

**OPEN TIME FOR PUBLIC EXPRESSION**

No one spoke.

**CONSENT AGENDA**

1. Minutes – April 19, 1999

2. Review of U-9803- Ted Janko, 218 Sir Francis Drake Boulevard, A/P 6-525-02, Review of Use Permit for possible violation related to required improvements and use of the front "patio" area, on property located within the C-3 Zoning District. (Staff person: Griffin).

In response to Commissioner Cronk, Mr. Griffin stated that there are five or six parking spaces and the manner in which the lot has been painted is accepted by the Public Works Department.

M/s Cronk/Israel, and unanimously passed (5-0), to approve the project based on the following conditions of approval as represented in the staff report:

1. That the request for a Design Review be granted in accordance with the plans date stamped February 17, 1998, received by the Town of San Anselmo Planning Department with the exception of the patio and parking space dimensions. The as built patio dimension is subject to review should there be any incidents to passersby caused by the expanded patio dimensions.
2. A revised, "as-built" site plan shall be submitted to the Public Works Department with a revised revocable encroachment permit application prior to the end of May. The plans shall include the railing revision(s).
3. This outdoor area shall be maintained and in good condition at all times. Lack of proper maintenance shall cause for reevaluation of this entitlement.
4. The revocable encroachment permit shall be notarized and recorded with the Marin County Recorder's Office within a reasonable amount of time to the satisfaction of the Public Works Director.
5. Applicant shall apply for and pay all appropriate fees for building permits, plan checks and inspections.
6. This permit and each condition contained shall be binding upon applicant and any transferor, or successor in interest.
7. If construction is not commenced within one year from the date of final action, the permit becomes null and void. However, this discretionary action may be renewed by the Planning Director for a maximum period of one (1) year provided the applicant places such a request in writing to the Planning Director showing good cause prior to the expiration of the discretionary action.

Vice Chair Cronk advised all parties of interest of the ten day appeal period.

3. V-9917 – Frank and Jenny Snodgrass, 155 Camino de Herrera, A/P 5-031-01 A Parking Variance to allow a reduced width of 4' for the third required on-site parking space due to the conversion of the basement area into conditioned space, (Code requires 3: 9'x19' parking spaces) on property located within the R-1 Zoning District (above 150' msl) (Staff person: Wight)

M/s Cronk/Israel, and unanimously passed (5-0), to approve the parking variance based on the following conditions of approval as represented in the staff report:

1. Approval is based on the plans date stamped received by the Town on February 26, 1999.
2. Should construction not begin within one year from the date of this approval, the approval shall be considered null and void. A one-time-only, one-year extension can be requested in writing to the Planning Director prior to the expiration date.

M/s House/Israel, and unanimously passed (5-0) to approve the Consent Agenda.

Vice Chair Cronk advised all parties of interest of the ten day appeal period.

**PUBLIC HEARINGS**

1. V-9916/DR-9916 – Tom and Courtney Graves, 7 Beverly Way, A/P 5-224-14, Design Review to build a 521 square foot second story addition to an existing two-story house. Project also includes a 559 square foot first story addition. 2. Variance to build: a) a second story covered balcony within 17' of the rear property line; b) a first story room addition within 17' from the rear property line; c) a covered porch/main entry addition within 6' of the rear property line (20' required for all); and d) a parking variance to allow a reduced parking space of around 9' x 14' (9' x 20' required). The remainder of the space extends into the right-of-way. (Staff person: Griffin)

Mr. Griffin presented the staff report and made the following correction: the staff report should read "b) a first story room addition within 10' from the rear property line" instead of "b) a first story room addition within 17' from the rear property line" on page 1, paragraph 2.

SAN ANSELMO PLANNING COMMISSION  
MINUTES OF MAY 3, 1999

In response to Commissioner Israel, Mr. Griffin and Margaret Williams (architect for the applicant) stated that the net gain of the floor area ratio of the first floor addition is approximately 400 square feet. Because of the removal of the shed in the back of the property, the square foot addition of 559 will not apply as mentioned in the staff report.

In response to Commissioner Israel, Mr. Griffin stated that due to the removal of the shed, the proposed lot coverage is 25%, not 38%, as mentioned in the staff report and the change would not affect the noticing.

Margaret Williams, architect for the applicant, tried to address the privacy issue by reducing windows on the side of the property and placing the windows at the rear of the property in the renovation. The project will be made of natural cedar siding, cedar shingles, white downspouts and trim, dark gray composition shingles on the roof. The design provided more of a roof pitch than the existing.

Commissioner Dowd supported the staff recommendation.

Commissioner Wittenkeller concurred with Commissioner Dowd and liked the addition as it is nicely done.

M/s Israel/Wittenkeller, and unanimously passed (5-0) to approve the application based on the corrections of the proposed lot coverage of 25%, the first story room addition within 10' of the property line and the addition of approximately 400 square feet and based on the following conditions of approval as represented in the staff report:

1. That the request for Design Review and Variance be granted to build first and second story additions and allow one substandard parking spaces in accordance with the plans date stamped April 19, 1999, received by the Town of San Anselmo Planning Department.
2. Applicant shall apply for and pay all appropriate fees for building permits, plan checks and inspections. A revocable-encroachment permit may also be required by the Public Works Department.
3. This permit and each condition contained herein shall be binding upon applicant and any transferor, or successor in interest.
4. If construction is not commenced within one year from the date of final action, the permit becomes null and void. However, this discretionary action may be renewed by the Planning Director for a maximum period of one (1) year provided the applicant places such a request in writing to the Planning Director showing good cause prior to the expiration of the discretionary action.

Vice Chair Cronk advised all parties of interest of the ten day appeal period.

2. **DR-9918 – Elizabeth Moore, 13 Bay Tree Lane, A/P 5-022-57, Design Review** to add 1,198 square feet of space to the existing house. Additions include 126 square feet to the first story, 408 square feet to the second story and a new 664 square foot third story, on property located within the R-1 Zoning District. (Staff person: Wight)

Ms. Wight presented the staff report.

Elizabeth Moore, applicant, stated that she tried to have the least amount of impact on the neighborhood by proposing to build the house into the hill and not on hill.

Van Den Brock Henk, 12 Bay Tree Lane, liked the plan and color very much.

M/s House/Dowd, and unanimously passed (5-0) to approve the application based on the following conditions of approval as represented in the staff report:

1. The exterior materials shall be as follows:  
Roof: Grey shingles to match existing or darker  
Siding: Wood Board and Batten  
Trim: Wood  
Windows: Dark Green

Exterior colors of the siding and trim will be subject to administrative approval. Prior to selection of exterior colors, the applicant shall provide staff with: 1) samples of the trim and siding colors; 2) paint a 4' by 8' swatch of the proposed color on the framed building prior to the Planning Director's determination on color. The intent of allowing staff to view a large painted section prior to painting the entire building is so that staff can make the determination that the selected color will blend with its environment; and 3) obtain administrative approval.

2. Should construction not begin within one year from the date of this approval, the approval shall be considered null and void. A one-time-only, one-year extension can be requested in writing to the Planning Director prior to the expiration date.
3. Prior to issuance of a Certificate of Occupancy, the applicant shall sign, have notarized and have recorded at the County, a deed restriction listing the above condition Nos. 1 (listing the specific colors) and 2.

Vice Chair Cronk advised all parties of interest of the ten day appeal period.

3. **V-9919 – Trace and Tracy Gallagher, 132 Suffield, A/P 5-121-10, Variance** to build a bathroom addition within 19' of the rear property line (20' required) and to allow 36% lot coverage (35% maximum allowed), on property located within the R-1 Zoning District. (Staff person: Griffin)

Although the applicants, Trace and Tracy Gallagher were not present and neither was an audience for this application, Vice Chair Cronk proposed to hear the presentation.

Mr. Griffin presented the staff report.

**SAN ANSELMO PLANNING COMMISSION  
MINUTES OF MAY 3, 1999**

Vice Chair Cronk questioned the house behind the property in relation to the house at 132 Suffield as it appeared closer than 20', plus it's own setback.

In response to Vice Chair Cronk, Mr. Griffin presented photographs to show the relativity. He stated that the shed will be removed (as a condition of approval), however, the lot has many trees and the distance is not really clear, even in the photographs.

In response to Commissioner Wittenkeller, Mr. Griffin stated that the proposed change in the staff report should read 1,517 square feet, not "no change". The net addition is 158 square feet.

M/s Wittenkeller/Israel, and unanimously passed (5-0), to approve the application based on the following conditions of approval as represented in the staff report:

1. That the request for a Variance be granted to build a bathroom addition in accordance with the plans dated March 18, 1999 received by the Town of San Anselmo Planning Department.
2. Applicant shall completely remove the detached accessory structure in the rear yard from the property prior to issuance of building permits.
3. Applicant shall apply for and pay all appropriate fees for building permits, plan checks and inspections.
4. This permit and each condition contained herein shall be binding upon applicant and any transferor, or successor in interest.
5. If construction is not commenced within one year from the date of final action, the permit becomes null and void. However, this discretionary action may be renewed by the Planning Director for a maximum period of one (1) year provided the applicant places such a request in writing to the Planning Director showing good cause prior to the expiration of the discretionary action.

Vice Chair Cronk advised all parties of interest of the ten day appeal period.

**CONTINUED ITEMS**

1. **DR-9842/PDP-9805/V-9904** – Chris Albrick, 370 Redwood Road, A/P 7-360-05, (Old Lot A) Precise Development Plan building envelope amendment, Design Review of a single family residential dwelling, and Variances for: 1) height of chimney to be 41.25' above grade and the roof peak to be 39.75' above grade (35' Code maximum); and 2) dwelling size to be 4,488 square feet (4,045 square feet Code maximum) on property located within the R-1-H Zoning District (above 150' msl) (Staff person: Wight) **CONTINUED TO 5/17/99**
2. **DR-9843/PDP-9806** – Chris Albrick, 376 Redwood Road, A/P 7-360-06, (Old Lot B) Precise Development Plan building envelope amendment and Design Review of a single family residential dwelling, on property located within the R-1-H Zoning District (above 150' msl) (Staff person: Wight) **CONTINUED TO 5/17/99**
3. **DR-9844/PDP-9807** – Chris Albrick, 398 Redwood Road, A/P 7-360-07, (Old Lot C) Precise Development Plan building envelope amendment and Design Review of a single family residential dwelling, on property located within the R-1-H Zoning District (above 150' msl) (Staff person: Wight) **CONTINUED TO 5/17/99**
4. **DR-9845/PDP-9808** – Chris Albrick, 392 Redwood Road, A/P 7-360-01, (Old Lot 1) Precise Development Plan building envelope amendment and Design Review of a single family residential dwelling, on property located within the R-1-H Zoning District (above 150' msl) (Staff person: Wight) **CONTINUED TO 5/17/99**
5. **DR-9846/PDP-9809** – Chris Albrick, 394 Redwood Road, A/P 7-360-02, (Old Lot 2) Precise Development Plan building envelope amendment and Design Review of a single family residential dwelling, on property located within the R-1-Zoning District (above 150' msl) (Staff person: Wight) **CONTINUED TO 5/17/99**
6. **DR-9847/PDP-9810** – Chris Albrick, 396 Redwood Road, A/P 7-360-03, (Old Lot 3) Precise Development Plan building envelope amendment and Design Review of a single family residential dwelling, on property located within the R-1-H Zoning District (above 150' msl) (Staff person: Wight) **CONTINUED TO 5/17/99**
7. **V-9861/DR-9850** – Jeff & Diane Ramsey, 14 Spruce Avenue, A/P 7-024-05, Design Review and Variance to build a new 2,014 square foot, three-story house and a 423 square foot attached garage. Variances are requested as follows: 1) To build the house and garage within 11' from the front property line (20' required) this request also includes the allowance of all parking spaces within the front setback area, 2) to allow a 36'-5" building height (35' allowed), and 3) build an elevated driveway within 0' of the front property line, on property located within the R-1 Zoning District. (Staff person: Griffin) **CONTINUED TO 5/17/99**
8. **DR-9912V-9912** - Dan Kelly, 580 Redwood Road, A/P 7-181-10, design review of a single family dwelling and front and west side yard variances to construct a driveway retaining wall up to 9.75' high within 9' of the front property line and within 2' of the west side property line (20' front and 8' Code required) on property located within the R-1 Zoning District. (Staff person: Wight) **CONTINUED TO 5/17/99**
9. **S-9901/V-9915** - Charles Schwab, 201 San Anselmo Avenue, A/P 7-284-39, Sign review and variances to permit: 1) 4 window decal signs measuring a total of 9 square feet; and 2) 4 awning signs measuring a total of 35 square feet and internally illuminated, on property located within the C-3 Zoning District. (Staff person: Wight) **CONTINUED TO 5/17/99**

**F. GENERAL DISCUSSION**

**SAN ANSELMO PLANNING COMMISSION  
MINUTES OF MAY 3, 1999**

**Mr. Griffin stated that this could be his last meeting as he is considering taking a position for the City of Moraga as a Senior Planner.**

**The Planning Commission thanked Mr. Griffin for his efforts, sincerity and that he will be missed.**

**Mr. Griffin also announced that Amy Faegans, the Towns new Planning Director, will be coming on board Monday, May 17, 1999.**

**The Andrew Bachichs project, 541 Oak Ave, passed appeal.**

**The Paul Nave project, 545 Oak Ave, will be heard by the Town Council on May 25, 1999.**

**Vice Chair Cronk mentioned that the Commission would like to purchase an honorary tree for Oliver Harle. Mr. Griffin stated that as far as combining memorials, Beth Pollard requested that donations be kept separate from the Towns budget. Commissioner Dowd stated that he heard memorial trees are approximately \$2,500.00. Mr. Griffin stated that past Planning Commissioners may want to assist also and contribute to their own fund.**

**The San Anselmo Planning Commission was adjourned at 8:01 p.m.**

**Margie Cuitti**