

**SAN ANSELMO PLANNING COMMISSION
MINUTES OF FEBRUARY 20, 2001**

CALL TO ORDER

Commissioners Present: Chair House, Vice Chair Jochum, Commissioners Couture, Wittenkeller and Zwick.

Staff Present: Planning Director Feagans, Senior Planner Wight and Planning Technician Chambers

OPEN TIME FOR PUBLIC EXPRESSION

No one spoke during this time.

CONTINUED ITEMS

1. **V-0105/DR-0107 – John Vantress, 72 Nokomis, APN 6-073-08, Design Review** to raise the existing house and add a 1,100 square foot addition underneath. Side yard setback variance to construct a 1-car garage within 2 feet of the side property line; and a front yard variance setback to allow the second parking space to be within 11 feet of the front property line (Code: 20' required), located within the R-1 Zoning District. (Staff person: Feagans) **CONTINUED TO MARCH 5, 2001**
2. **V-0108/DR-0113 – Pam and Matt Morton, 412 Greenfield Avenue, APN 6-213-04,** third story variance to construct a 784 square foot unexcavated lower area, a 780 square foot main story addition, and a 615 square foot upper story addition; design review of 780 square foot main story and 615 square foot upper story additions within 5' of the east side property line, located within the R-1 Zoning District. (Staff person: Wight) **CONTINUED TO MARCH 5, 2001**
3. **DR-0110/V-0106 - Keith Platte and Leslie Grizzel, 44 Bennitt Avenue, APN – 5-092-20,** Design Review to add a 1,104 square foot addition to an existing 1,541 square foot house. Variance to have two tandem parking spaces within 0' of the front property line (1 space will encroach by 4' into the public right-of-way) (Code: required 3 spaces). (Staff person: Feagans) **CONTINUED TO MARCH 5, 2001**

WORKSHOP 7:00 p.m. to 7:30 p.m.

1. Downtown Design Guidelines

Historic Survey

A discussion ensued by the Commission regarding how to define the historic buildings in town. Consensus by the Commission was for staff to talk with the Historical Commission and then do a survey of each building in the downtown area. The criteria is to use age, character and distinction.

Define a study area

Commissioner Jochum stated that there is really not much diversity in the Historical District guidelines from town to town despite the fact that their architectural heritage may vary considerably. He suggested that San Anselmo begin by developing a general set of guidelines zoning districts, then address each specific district one-by-one.

Commissioner Zwick proposed that staff solicit an architectural intern during the summer to do the graphics.

Chair House said she liked the City of Arcadia Historical District plan because it has sketches of what is good and bad, which would help a lay person.

Commissioner Zwick said he also liked Arcadia's plan because it was pretty thoughtful.

Commissioner Couture concurred with the other commissioners about the Arcadia plan.

Commissioner Jochum thought the Hanford Historical plan was interesting but written more as a textbook and too detailed. Commissioner Zwick and Chair House concurred.

Noticing

Commissioner Zwick suggested noticing the entire commercial district but before that is done, get input from the Council as to what they want.

Commissioner Couture suggested noticing all commercial zones but felt the purple and blue colored (on the map) commercial districts have more drive by traffic.

Commissioner Wittenkeller felt that all commercial zoning districts should be addressed as a whole.

Establishing a Theme-

Commissioner Wittenkeller felt it was important to leave the door open for something that is different even if we create a theme. He does not want the town to become uniform.

**SAN ANSELMO PLANNING COMMISSION
MINUTES OF FEBRUARY 20, 2001**

Consider the architectural Heritage

Commissioner Zwick felt there should catalog past historic buildings in the study area. This can be done by a staff survey or by a consultant.

Commissioner Wittenkeller said that if the Town hires someone we would have to be careful to make sure they take into consideration all the buildings and have an understanding of San Anselmo.

What kind of environment should be created

Consensus by the Commission to consider all areas mentioned in the staff report.

Chair House opened the public hearing.

Drew Mc Eachern, Antique Timepieces located at 574 San Anselmo Avenue, would like the Commission to communicate directly with the property owners. About 90 percent of the commercial buildings are managed by property managers, not owners. He stressed that communicating will not be easy because the property managers do not have the same interest as the property owners. As an aside, he said that his building started out as a creamery in the 1920's before it became a watch making business.

Ms. Wight asked if the merchants should be notified, to which Mr. Mc Eachern stated that the merchants might have a different outlook than the owners and felt it was important to get the property owners involved.

Louise Matthews, Foothill Road, asked if the intent of the historical district was going to end up in what would be considered commercial district design review, or is there the intent to go to the Americana intent of historic district. She also asked if Greenfield Avenue was really considered downtown area. She stated that when the Town structures the notification to the public, notification should be extremely widespread. Meetings should be held to make it accessible to the public and should not be held in the morning or in the afternoon.

Chair House noted that at this time staff is only looking for guidelines for the commercial district for the down. When it becomes definitive, the Town will have adequate noticing.

CONSENT AGENDA

1. **Minutes – February 5, 2001**
2. **V-0107/DR-0109, Jaime Dillon, 30 Santa Barbara Avenue, APN 5-204-22, Variance for a side yard fence up to a maximum height of 10' and Design Review to add a 2 story 1,640 square foot addition to an existing 719 square foot house. Addition will maintain 5' side yard setback of existing structure, located within the R-1 Zoning District. (Staff person: Feagans)**
3. **U-0103 – Ron Jacobs for Fleet Feet – 649 San Anselmo Avenue, APN 7-212-22, Use Permit for a change in occupancy. The new tenant will be a running and walking specialty store to replace the existing apparel shop in the 1,700 square foot space, located within the C-2 Zoning District. (Staff person: Feagans)**
4. **DR-0112 – Lisa and Allan Euphrat, 250 Crescent Road, APN 7-221-51, Design Review for 1,509 square foot addition of which 599 square feet will be a second story above the existing garage and within 6'-4" of the side yard property line, located within the R-1 Zoning District. (Staff person: Feagans)**
5. **V-0110 – Richard and Laura Townsley, 88 Elm Avenue, APN 7-054-03, Variance to allow parking in existing non-conforming 1-car garage and in front yard setback. Garage is located 4' from side yard setback (Code: 8') and 18' from front property line (Code: 20'), located within the R-1 Zoning District. (Staff person: Feagans)**

Commissioner Zwick asked to pull Item 3 from Consent and open it for discussion.

M/s Jochum/Couture, and unanimously passed (5-0), to approve Consent Items 1,2,4 and 5, based on the findings and conditions as set forth in the staff report.

Chair House advised all parties of interest of the ten-day appeal period.

Taken From Consent for Discussion – 649 San Anselmo Avenue

Commissioner Zwick asked staff for clarification as to why this item is on the agenda. He noted that signage was included in the plan but was not discussed in the staff report.

Ms. Feagans responded that a recent change in the Zoning Ordinance requires any business that has changed hands, and is renting a space that exceeds 1,200 square feet, is required to apply for a use permit. With regard to signage, there was no mention of it in the staff report because the signage meets the Town's requirements and no Planning Commission review was necessary.

**SAN ANSELMO PLANNING COMMISSION
MINUTES OF FEBRUARY 20, 2001**

Commissioner Zwick stated that he felt signage should be part of the overall analysis and the was consistent with the intent of the ordinance. He added that he does not have any problem with the signage but wanted clarification on this because this appears to be the first application since the ordinance was adopted,

M/s Zwick/Jochum, and unanimously passed (5-0), to approve U-0103 – 649 San Anselmo Avenue based on the findings and conditions as setforth in the staff report.

Staff to look at the Council minutes regarding signage.

Chair House advised all parties of interest of the ten-day appeal period.

PUBLIC HEARING

1. **DR-0035 – Laura Merrill, 285 Redwood Road, APN 7-097-06, design review to construct a new 3,613 square foot house and 500 square foot garage, located within the R-1 Zoning District (Above 150' msl). (Staff person: Feagans)**

Ms. Feagans presented the staff report.

In response to Commissioner Zwick, Ms. Feagans stated that the frontage improvements were called out in the Boesell and Dwyer projects.

Laurel Merrill, applicant, explained the changes made since the last meeting. They also worked with the Public Works Director and their engineer to come up with a drainage solution. The soils engineer has reviewed and approved the 1:1 cut and the plans have also been reviewed and approved by the Fire Department.

Commissioner Wittenkeller stated that he could support the proposed landscape plan.

Consensus by the Commission was to approve the project and they thanked the applicant for her efforts in making the changes asked for by the Commission and the public.

M/s Zwick/Jochum, and unanimously passed (5-0), to approve the application based on the findings and conditions as setforth in the staff report.

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

2. **U-0104/V0109/DR-0111 - Fred and Elaine LeDrew, 45 Suffield Avenue, APN 5-121-11, use permit for a second living unit; design review of a 461 square foot second story addition (second unit); setback variance for uncovered stairs to be within 4' of the west side property line; parking variance for the third required parking space to be within 0' of the front and west side property lines, on property located within the R-1 Zoning District. (Staff person: Wight)**

Ms. Wight presented the staff report.

Fred Divine, architect representing the applicant, stated that they placed the exterior stairs at the rear side of the building because they were trying to protect the privacy of the next door neighbors and they wanted the units to work separately. They also wanted to create a little patio area for the second unit. Their preference is to leave the stairs in this location. With regard to staff's suggested alternatives, he is opposed to placing the stairs at the rear of the building because it would cause a privacy issue with the rear yard neighbor and he did not want to design the stairs to go the length of the side property because it would mean windows would have to be changed. If you agreed with staff's proposal to move the parking back from the street it would still need a variance for the side yard setback. He noted that there are two letters of support from the neighbors across the street.

Chair House stated that there are no windows shown on the first story under the proposed addition and asked if a window could be placed there. Mr. Divine responded that they are not proposing any change in that area but could discuss changing windows.

In response to Commissioner Zwick, Mr. Divine said that even though the stairs are in close proximity to the property line he felt that the stairs would be in compliance with the UBC.

For the record, Ms. Wight stated that this unit is subject to rent control if it is rented out and not used by a family member.

Margarita Honey, 106 Hawthorne, stated that she backs up to this property, with a distance of approximately 45 feet. She really does not like the idea of having a second story because it is too close to her and it takes her view away. She is also concerned about the noise. She will however, compromise but will not have the stairs in the backyard facing her because they look clumsy and would be too close to her property. She suggested the stairs remain on the side of the house but have a narrower turnaround. She already sees the roofline and is requesting the applicant's plant some trees that would help screen the properties. She has discussed Lillian cypress with the applicant, and she wants somewhat mature trees that also let light and air through.

**SAN ANSELMO PLANNING COMMISSION
MINUTES OF FEBRUARY 20, 2001**

Colleen LeDrew, applicant's daughter, stated that they have discussed the privacy issues with the owner of 106 Hawthorne but the exact trees have not been decided yet,

Commissioner Jochum stated that this house is perceived as the biggest house on the street. He was concerned about the façade of the house to the street and the horizontal siding. The first addition was just a block stuck on the house. This addition, while better than the first, is even higher than the first addition and has a very vertical presence in the street. He does not like the idea of an exterior stair and would much prefer to see an interior stair, although that would probably increase the horizontal presence even more. He does not see how the findings can be made for the front yard parking variance.

Commissioner Couture stated that he agreed with Commissioner Jochum about the nature and size of the addition in the past. This addition is aggravating the first addition. The exterior stairs is an obvious indication that this is a second unit and it needs to be handled better than what has been designed. With regard to the parking variance, if the parking were moved farther back they would have room to park two cars and would not have as much landscaping. Regarding use permit – it is hard to make findings to grant unless the second unit is handled differently.

Commissioner Wittenkeller said he was intrigued with the idea of having the stairway internally. It would give the applicants the opportunity to make a more interesting façade. He concurs with his colleagues that this design needs more study.

Commissioner Zwick agreed that the design needs more study.

Chair House stated that she was in favor of the second unit to accommodate low income housing in San Anselmo. When the project does go forward staff can incorporate a condition about the trees. She is in agreement with the Commissioners about the unrelieved façade on the left side. She does not like the idea of a car so close to the road but if there were an interior stair perhaps she would agree to a compromise.

Mr. Divine responded to the Commission's comments by stating the house is one of the wider houses because of the wide frontage. He understands what the Commission is asking and he will make changes, incorporating the comments of the neighbor as well.

M/c Zwick/Couture, and unanimously passed (5-0), to continue the application to the meeting of March 19, 2001.

GENERAL DISCUSSION

- Commissioner Couture submitted a letter to each Commissioner to advise them he will be stepping down from the Commission effective March 5, 2001 so he could devote more time to his architectural practice, many of his clients being San Anselmo residents.
- Chair House asked if staff would research what the Town's policy is with regard to wood burning fireplaces and what the impact would be to air quality. The consensus of most of the Commission and staff was that if it was discussed, it should be brought forward to the Quality of Life Commission. Commissioner Wittenkeller stated that he does not want anyone to over-react on this issue and noted that there are other more important issues to address. Commissioners' Zwick and Jochum said they were against a prohibition on wood burning fireplaces. Chair House concluded that she is not opposed to the concept of the wood fireplace but is in favor of banning pollution.
- Referring to the flatland design review application heard earlier in the meeting, Ms. Wight noted that the findings for design review in the flatlands are not as comprehensive as hillside design review. The difference in required findings was acknowledged by the Commission and they requested another workshop with the Council.

REPORT OF UPCOMING APPEALS TO TOWN COUNCIL

- 853 San Anselmo Avenue has been appealed and will be heard at the Town Council on February 27, 2001.
- 181 Morningside was appealed but then the appellants called to say they were going to withdraw the appeal. Staff has not received a letter of withdraw yet.

ADJOURNMENT TO MONDAY, MARCH 5, 2001

The meeting was adjourned at 8:40 p.m.

BARBARA CHAMBERS