



525 San Anselmo Avenue
San Anselmo, CA 94960

Planning Commission

Agenda

Monday, January 10, 2022

7:00 PM

Zoom <https://zoom.us/join>

Webinar ID: 841 6631 8432

<https://us02web.zoom.us/j/8416631843>

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This meeting will be conducted via Zoom (<https://zoom.us/join>). Public comments will be accepted during the meeting. Members of the public are encouraged to participate remotely via Zoom by using the following link or calling the number below (press *9 to comment by phone). The meeting will be opened at 6:45 p.m. to test your connection. Please contact staff for assistance prior to the meeting at (415) 258-4636 or planning@townofsananselmo.org.

Or call in with webinar ID above to participate in the meeting by telephone:
(669) 900-6833 (San Jose Area Code)

CALL TO ORDER

OPEN TIME FOR PUBLIC EXPRESSION

Members of the public may address the Planning Commission regarding items not on the agenda.

PLANNING DIRECTORS REPORT

APPROVAL OF MINUTES

1. Minutes of November 15, 2022

Attachments: [November 15, 2021, draft minutes](#)

PUBLIC HEARINGS

24 Woodland Avenue Design Review and Variance

2. 24 Woodland Avenue. Applications for design review and a variance to construct a 164 square foot first story addition and 1,093 square foot second story addition to an existing legal non-conforming single-family residence in an R-2 Medium Density Multifamily Zoning District. A variance is requested to allow the second story to encroach into the front yard setback with a 16-foot setback (20-foot front setback required). The lower-level floor would be elevated 1' 9" to comply with Town flood prevention regulations. The maximum building height would be 26'-6" (up to 30 feet allowed).

Attachments: [Staff Report](#)
[Attachment 1 Design Review and Variance Findings](#)
[Attachment 2 Project Plans](#)
[Attachment 3 Correspondence and Acknowledgements](#)
[Attachment 4 Surrounding Lot Size Areas](#)
[Attachment 5 Photos of neighboring structures](#)
[Attachment 6 Photos of existing residence](#)
[Attachment 7 Standard Conditions of Planning Approval](#)

4 Myrtle Lane Design Review and Variance

3. 4 Myrtle Lane design review and variance for a remodel and two-bedroom, two bath, 905 sq. ft. second story addition. A setback variance is requested to remove the pyramid roof structure above the living room, to be replaced by a gable roof. Lot Size 7,386 sq. ft., Existing/Proposed Lot Coverage 26.1% (up to 35% allowed), Existing/Proposed Adjusted Floor Area 1,646 sq. ft. 22.3%/2,551 sq. ft. 34.5% (up to 39% allowed)

Attachments: [Staff Report](#)
[Attachment 1 Findings for Design Review and Variance](#)
[Attachment 2 Project Plans](#)
[Attachment 3 Correspondence](#)
[Attachment 4 Color Board](#)
[Attachment 5 Standard Conditions of Planning Approval](#)

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.

Adjourn

Order of Agenda and Continued Items Some items may be taken out of order. 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 at 525 San Anselmo Avenue, San Anselmo, CA 94960 or planning@townofsananselmo.org 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 the recordings are posted online at <https://www.townofsananselmo.org/779/Town-Council-Meeting-Packets>.

Staff Reports and Other Information Staff reports and project information is available for review at <https://www.townofsananselmo.org/779/Town-Council-Meeting-Packets>. Plans area also are available for review at <https://www.townofsananselmo.org/1020/Pending-Development-Applications>.

To Comment During the Zoom Meeting

The raise hand feature allows attendees to raise their hand to indicate that they would like to comment. Click Raise Hand in the webinar controls. The host will be notified that you have raised your hand and will notify you when it is your time to talk and you may be prompted to unmute yourself. While unmuted, your profile picture and name are displayed to the host and panelists. Only your name is displayed to other attendees. If you join the webinar by phone, dial star 9 (*9) to raise your hand.

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. To give all interested persons an opportunity to be heard please: a.) state name and address (voluntary); b.) limit presentation to three minutes and state views/concerns succinctly; c.) always address the Chair and Planning Commission and not the applicant or members of the audience; and d.) 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)

Reasonable Accommodations. 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.

Questions. Please contact staff (415) 258-4636 or planning@townofsananselmo.org.