



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

[22-029](#)

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). [22-020](#)

Attachments: [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) [22-021](#)

Attachments: [Attachment 1 Findings for Design Review and Variance](#)
[Attachment 2 Project Plans](#)
[Attachment 3 Correspondence x](#)
[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.



Town of San Anselmo

Staff Report

525 San Anselmo Avenue
San Anselmo, CA 94960

TO: Planning Commission

Meeting of 1/10/2022

DRAFT MINUTES
TOWN OF SAN ANSELMO PLANNING COMMISSION
Monday, November 15, 2021

This meeting was conducted via Zoom.

COMMISSIONERS PRESENT: Chair David Swaim, Vice Chair Thomas Tunny, Tim Heiman, Leyla Hilmi, Daniel Krebs, Gary Smith, Jennifer Asselstine.

COMMISSIONERS ABSENT: Commissioners Swaim, Hilmi and Heiman left after item 5B.

1. CALL TO ORDER

Chair Swaim called the meeting to order at 7:00 p.m. and announced how the public may participate in the meeting.

2. OPEN TIME FOR PUBLIC EXPRESSION

No one wished to speak during open time.

3. PLANNING DIRECTORS REPORT

Planning Director Elise Semonian had nothing to report.

4. APPROVAL OF MINUTES

The Planning Commission unanimously approved the July 19, 2021, minutes with a correction to the spelling of Commissioner Heiman's name.

5. PUBLIC HEARINGS

- A. ORDINANCE TO IMPLEMENT SB 478 AND AB 970** - Consider "An Ordinance of the Town Council of the Town of San Anselmo Amending Title 10 of the Town of San Anselmo Municipal Code to Comply with 2021 Senate Bill 478 and AB 970" and make a recommendation to the Town Council. The ordinance increases floor area in the commercial zoning districts for housing development projects and allows required parking to be reduced for an electric vehicle charging station and any associated equipment.

Elise Semonian presented the staff report and recommended that the Planning Commission recommend the Town Council adopt the draft ordinance. In response to a question, she confirmed there is currently no floor area limit in the multifamily zoning districts.

Chair Swaim opened the public hearing. No one from the public wished to comment.

The Consensus of the Commission was that the changes are appropriate to comply with the State law and recommended the Town Council adopt the ordinances.

It was moved/seconded Krebs/Asselstine to approve the staff report recommendation to recommend that the Town Council adopt the ordinance. The motion carried unanimously.

- B. ORDINANCE TO IMPLEMENT AB 345** - Consider “An Ordinance of the Town Council of the Town of San Anselmo Amending Title 10 of the Town of San Anselmo Municipal Code (Planning and Zoning), Chapter 6 (Accessory Dwelling Units), adding new Section 10-6.209 Sale of Accessory Dwelling Units for Low and Moderate Income Housing” to comply with AB-345, which requires local agencies to allow certain nonprofit corporations to sell an accessory dwelling unit to families of low or moderate income if certain conditions are met.

Elise Semonian presented the staff report and recommended that the Planning Commission recommend the Town Council adopt the draft ordinance. She answered commissioner questions.

Swaim questioned if the ownership would be like a condominium where the owner does not own the land and just the structure. Staff and the town attorney indicated that the sale may be set up like a condominium, but ownership could take other forms. Semonian noted that since SB 9 passed it is unlikely that anyone will use this provision, since SB 9 it is more lenient. However, it may be useful in a multifamily or commercial zone where SB 9 does not apply.

Staff clarified that the buyer must be lower income.

Chair Swaim opened the public hearing. No one wished to comment.

Commissioner Hilmi asked what the concerns were regarding the ordinance the first time it was heard by the Commission. She had no objections to the ordinance.

Swaim indicated he had been concerned with ownership and if there would be any requirements for maintenance. Krebs believed there may have been concern regarding the general impact on the Town with more lots and neighbors and the inability to impose conditions, but they would like to promote affordable housing. Staff believed the Planning Commissioners had been concerned that anyone could form a nonprofit and had questions about enforcement.

The Commission asked how value would be calculated and who would calculate value and price. Staff indicated the State defines affordable income levels and the Town will be adopting the State definitions with adoption of the SB 9 ordinance. Marin Housing is typically retained to value units for the Town based on the income level and size of the household that is purchasing the unit. The unit is restricted at resale and could not be resold for market rate, but some appreciation is allowed. For sale units are typically for moderate income households, as lower income households may not qualify for a loan. But there could be a special loan program. Purchasers must obtain their own financing. Regarding enforcement, currently San Anselmo contracts with Marin Housing to do enforcement. A nonprofit like Habitat for Humanity may do their own enforcement. Staff would need to ensure there is some provisions for enforcement of the conditions in the agreement.

Commissioner Krebs could not see anything in the ordinance about controlling the pricing on the sale of the unit. Town Attorney Acevedo indicated details would have to be worked out and the Town would need to review the agreements and ensure there are provisions in the transaction agreement. She did not have any other recommendations for giving the town greater control or enforcement, or incentives. A conditional use permit would be required from the Planning Director and conditions may be imposed.

Chair Swaim suggested the town could allow owners to partner with nonprofits to build the unit itself, and then sell it to someone, to encourage more ADUs to be built.

Commissioner Hilmi questioned how often it would be used for affordable housing by nonprofits, given the cost of construction in Marin. Semonian responded that Habitat for Humanity has been doing these projects in other places and the addition of the ADU is what helps the project financially, where a single unit is not feasible.

Commissioner Asselstine suggested the Town consider having an ordinance in line with SB 9, as that may be used more frequently, to make investment by nonprofits more palatable and more attractive.

It was moved/seconded Heiman/Krebs to approve the staff report recommendation and recommend the Town Council adopt the ordinance. The motion carried unanimously.

C. 75 Jones – Demolition Permit/Amendment to Specific Planned Development.

Consider an amendment to a Specific Planned Development at 75 Jones that allowed conversion of a preschool into single family residence and a second story addition. The amendment is requested for a demolition permit to exceed 50% wall demolition and to construct the approved structure.

Commissioner Hilmi recused as she lives within five hundred feet of the site. Commissioner Heiman recused as he owns property within five hundred feet of the site. Chair Swaim recused, as he did with the initial application, as the applicants were clients and his wife represented the sale of 101 Ross. The three Commissioners left the meeting.

Elise Semonian presented the staff report and a history of the project. She indicated that she stopped work at the site in August since the project exceeded the demolition that was approved by the Planning Commission. She noted that the demolition that was approved did show that there would be new openings on every wall on the lower level, that all interior walls would be demolished, and that the slab foundation would remain. Wall area was removed for new footings. The Town Director of Building and Public Works and the Building Official supported the proposed demolition as necessary based on the site conditions and they recommended not preserving the remaining small areas of wall. The site is in an SPD zoning district, which gives the Planning Commission much discretion as to what to approve, subject to design review and a conditional use permit. The Planning Commission can make the finding that what has taken place is consistent with the approved plan and allow the project to continue as

designed and approved before. The other extreme is to find the project is no longer a remodel but a full demolition and require the project to meet the 20-foot rear setback required for the adjacent zoning districts and require parking to meet the 20-foot front and 8-foot side setbacks. Or, the Planning Commission has discretion to apply different standards to the site, including more restrictive standards such as those for single family residences. She noted that a lot of time and funds have been invested into the project and there is some value in the foundation that is retained. The Planning Commission may also find that this is a new residence but allow the proposed setbacks based on the unusual situation at the site and how existing buildings are situated. Or, the Planning Commission may approve the project with modifications, such as reduction in window area or massing. Staff did not make a recommendation since there are so many options for the Planning Commission to consider. Staff recommended that the Planning Commission hold a public hearing, give staff direction, and continue the item to December 6, assuming there is a quorum for the hearing, so staff may return with written findings in support of the Planning Commission direction.

Building Official Erica Freeman and Town Attorney Megan Acevedo were present.

In response to a question by Commissioner Smith staff indicated that the wall placement and design matches the approved project and there has been no material changes beyond removal of walls.

Commissioner Smith questioned why the contractor removed the walls. Building Official Freeman indicated that she looked at the foundation plans and structural drawings and she believed they tried their best to keep what was there and existing and that nothing has changed other than removing framing. She believed the contractor removed the framing because it was rotten.

Commissioner Smith asked if she would have called in the structural engineer to validate that the building materials that were in existence could not be retained because they no longer had ductility. He asked if her opinion that they could not support the structure was just an on-site evaluation based upon apparent rot and other deterioration. Freeman indicated there were only a few walls remaining. Director Condry looked at the framing and agreed that it needed to be removed. It is not ductility and wood but, it would be a concern to keep moist material, pests, and dry rot in a new wall that could erode over time. The inspector did ask an engineer to come out when they changed some of the strong wall placements. So, the strong walls were added in addition to the existing foundation, and there were variations from what they were building compared to the approved plans.

Ronan O Dea, project general contractor for 75 Jones, indicated that by June 30 the majority of the demolition had been completed. He indicated that on July 15 Town inspector DeWayne Starnes conducted a foundation inspection, reviewed the plans with him and identified no issues with the demolition or construction. On July 26 they had another foundation inspection and Starnes requested some additional information on the foundations, but again did not raise issues with the demolition. On August 20, Inspector Lisa Sarto called the job site and informed him that she had been instructed to red tag the job and cease construction immediately. She

indicated that they were in conformance with the approved plans and the discovered site conditions. The discovered site conditions included severe areas of dry rot and substandard framing that had been removed. Pictures of these conditions were submitted to the Town on September 2. Freeman and Condry reviewed the as built conditions, and both agreed that the building was in conformance with the approved plans and that any demolition that was performed was necessary. Mr. Condry advised them to amend the demolition permit to include the removal of all the remaining exterior walls. The project has approximately 163 linear feet of exterior wall. The approved structural drawings call for new framing and sheathing for approximately 107 linear feet of the walls, or more than 50%, prior to discovering additional dry rot. As the general contractor for the project, he is responsible to construct a building that is in conformance with state and local jurisdiction codes, approved structural plans and calculations, and approved architectural drawings. He believed the demolition facilitated this and was not illegal demolition.

Luke Clark Tyler, project architect, believed the issue under consideration was the extent of the demolition and not real estate disclosures or design review, and the design was approved in February 2020. In February he demonstrated that creating a single-family home would be a benefit to all surrounding properties as opposed to a commercial or multifamily unit. It would reduce the amount of traffic on the street from when it was a preschool and be the best development type for surrounding property values. The additional square footage would best be accommodated as a second story above the existing building footprint, since the current location provided the most light and air for all the surrounding properties. The structure is located at the corners of all the surrounding structures, which means that everyone has the opportunity for lighting on all sides of their home. The change of use also provided more privacy, which was augmented by new trees along the north edge that borders 101 Ross. Adding the second story above the existing footprint was intended to be a quicker build and a shorter period of disruption for the neighborhood. The style of the home was attempting to transform the oddly shaped conical structure into a more residential structure that can bridge the numerous two-story box duplexes in the surrounding neighborhood with the single-family vibe that also exists in that area. The project is in a unique SPD zone which meant it had no specific zoning code. Because they took the single-family route, they kept closely in line with the standard residential requirements just to ensure that it would fit in. The structural plans submitted to the building department showed new footings and strong walls required for the new openings, which meant an increase in demolition. The demolition plan he submitted for the building permit application was the same as the Design Review demolition plan with the addition of some notes, the first of which said, "see the structural plans for more info and demo." That note was added because the structural plans show the information about the required footings and strong walls. When they talked with contractors they suggested they replace the entire structure for the sake of cost. He reached out to the planning department in January and found out they would have to return for Design Review if they rebuilt and replaced the slab. They decided on extra construction costs to retain the design of the project, all the engineering that had been done. It would generate less waste and save on concrete, which has a significant carbon footprint. They encountered additional issues with raw and insufficient sheathing, which did require replacement for health and safety of the final product. There are always unknowns in construction, and extensive remodels are especially prone to this as things

are uncovered. He noted that he had prior Planning Commission approved projects with similar conditions that were not returned to the Planning Commission. As the general contractor noted, there were two building inspections on site after demolition that did not raise any flags. The general contractor reviewed the rotten sheathing issues with the building department. The project was put on hold once the building was almost entirely framed. The Building Official and Director of Public Works recommended replacing the remaining portions of wall. The design is the same, the old slab is the same, the footprint is the same, the finished product and landscaping will be the same. The owner has offered to add more trees to address the complaints of 101 Ross. He requested approval of the project at this meeting so construction can resume, or at least provide direction to resolve the issues administratively.

Erin Heath, with Jim Rivera, owners of 75 Jones, indicated they felt extremely vulnerable going through the process at a distance from London. She indicated it was stressful and financially destabilizing to have the project stopped several months into building just after their family made a difficult and hurried move. They were confused that they had to return to the Planning Commission due to their contractor demolishing a wall and a quarter to address health and safety issues that the building department deemed necessary. They paid significant fines, fees for new architectural plans and are worried their project is in jeopardy. They had support from their neighbors for the original project, who welcomed the aesthetic improvement and decrease in traffic and noise. They were determined to salvage and reuse what they could and work with existing conditions to minimize the environmental impact, as well as the impact of construction on the neighbors. Using the existing structure meant that there would be more light, air and privacy for 101 Ross and 75 Jones. They are building the approved design within the existing footprint on the original slab. The structure has already been framed, and the windows and doors have already been purchased. Nothing about the project has materially changed. If a missed procedural technicality were to result in the demolition of the structure, the financial impact would be devastating and the environmental impact would be significant. It would also mean a longer overall project time frame creating further disruption for their neighbors and it would set a potentially perilous precedent for development in the Town going forward. They asked the Planning Commission to approve the demolition plan at the meeting so as not to further delay the project or compromise the integrity of the work that has been completed to date.

Vice Chair Tunny opened the public hearing.

Elizabeth Brekhus, attorney for Kalie Roberts and Michael Greer, submitted a letter to the Planning Commission. The Commission confirmed receipt of the letter. Her clients asked the seller's realtor about the plan for the property before the close of escrow and were told the project was conceptual. They bought the property with no knowledge the design was approved. She reviewed a PowerPoint presentation that illustrated the views from 101 Ross Avenue towards the project under construction. They were concerned with a 20-foot-tall window opening for a wing that extends very close to their backyard, outside deck, upper deck, kitchen, a bedroom and family room and dominates the view from the backyard. She pointed out second story windows and decks at 75 Jones. She requested the upper floor area that is not living area to be removed and elimination of the 20-foot-tall windows to reduce the huge mass

and scale of the home. This would not eliminate any usable floor area for the applicants and just eliminates a grand living room with two story ceilings. They requested this because it is so close to her client's residence and was approved with no objection since the applicants owned 101 Ross Avenue at the time. She acknowledged that an after-the-fact approval is difficult, and it is hard to know what to believe about whether it could be foreseen or not. Here, the applicants did foresee that it was going to be a lot easier and that there could be problems. The circumstances are now different. Now neighbors are objecting and it is new construction. The site received a square footage bonus because it was a remodel. She contended the construction is for a single family and should meet single family regulations. She believed the Commission would not have approved 20-foot-tall windows overlooking the backyard of a neighbor if the applicants did not own 101 Ross. She believed they would have scaled it back and approached a compromise position to eliminate the second story wing that extends close to 101 Ross, scaled back the windows, and required trees. She did not believe they could make findings seven, eight and nine as stated in their letter.

Annelise Bauer, resident, struggled to understand how a project that was approved by the Planning Commission over a year ago can be subject to a de novo review when the only change of plans was immaterial and was necessitated by rot and the need for health and safety and was met with the building departments approval. People may not invest in the town if latent defects after plan approval can subjected homeowners to the possibility of completely uprooting their plans and investment. The applicants relied to their detriment on the planning commission approval based on the approved findings, none of which is impacted by the minor change and demolition. She believed findings seven, eight and nine clearly indicate that impact on the neighborhood was considered and decided. In addition to stifling development, it will enable neighbor discord and discredit a process intended to support a homeowner right to develop their own property in accordance with the planning commission approval. She urged the Planning Commission to uphold the past approval of the project.

Chris Nelson spoke in support of the application. He believed it would add beauty to the street and is in keeping with the surrounding development and reduces noise, traffic and parking issues and makes the area safer for children walking or biking to and from school. He indicated at least three children have been hit on bikes over the last few years by cars hurrying to and from school, and one of them was his own son. The applicants are conservation minded and have restored other projects in the town. She recalled her similar experience with a Planning Commission approval where they were forced to hire a lawyer because the neighbors wanted to stop their project. She did not believe the project is about a small section of rotted wall demolished but over a disgruntled neighbor disputing a project that was approved after thorough review and approval by the Planning Commission. Rather than supporting the homeowners who have a long track record of careful thoughtful development, the Planning Department has reopened consideration of the already approved project after the homeowners have spent incredible sums of money. She recommended approval of the project.

Applicant Erin Heath indicated they are trying to resolve the concerns with the neighbors. The trees planted on the fence line will grow up to 30-feet tall and will help obscure the window. The window does not overlook anything and is a design element. There is no privacy concern.

She offered to do whatever they can to address any issues of impact that might happen because of the window. They responded to the neighbor through their lawyer and had never heard back. They offered to plant additional evergreen trees to address privacy and view concerns. She felt that this was an issue between homeowners and a private real estate issue. The landscaping plan has not been implemented due to construction. There will still be several trees installed.

Vice Chair Tunny closed the public hearing.

Commissioner Tunny asked about the town's obligation and rights with respect to changes in circumstances where it leads to additional demolition, and the level of assessment.

Semonian indicated that everything in the SPD district requires design review and a use permit, unlike most single-family districts. The town did not have a specific demolition permit process at the time this project was approved. The issue here was that they just strayed from the plan that the Planning Commission approved and exceeded the demolition. The project's status as a remodel was important to the Planning Commission when they considered the project. But the Planning Commission can make the determination that the demolition is in conformance with the approved plan.

He questioned if they have to reconsider the design review approval since the design is the same, other than having additional footings and shear walls and other things to strengthen the project.

Town Attorney Acevedo indicated that the Planning Commission may rely on the original findings if they believe that all the findings that were made with the original approval still stand. The SPD approval would just be amended to reflect the change in the demolition. The original conditions limited demolition to what was in the approved drawings. They can consider if it has been exceeded to an extent that they should revisit the project as a new project. The SPD zoning allows much discretion.

Commissioner Krebs indicated that the Planning Commission sometimes requires a project to comply with setbacks when a house is demolished. He voted against the project initially, but he was the only one. He wondered what kind of review was required at this stage.

Semonian indicated this project was unique in that the existing residence would not be considered nonconforming due to the SPD zoning district status. It is unlike a typical single-family residence in a setback, which would be required to be brought into conformance with current standards if demolished. Here the Planning Commission is not required to do that and can just amend the development plan.

Commissioner Asselstine indicated she was not on the Commission for the initial review. She read the minutes, looked at the plans and visited the site. She indicated the house is an anomaly because of the previous position of the preschool. The applicant described their commitment to keeping as much as they could. She noted the architect described that the

location had a benefit to 75 Jones and 101 Ross by bringing light into both structures. She imagined if the rear setback had been required the two houses would have been much closer together and there would have been exterior walls facing exterior walls. The Victorian house has a lot of glass on the side and a lot of light comes in from the south side. So, she believed the current placement of the structure was a benefit to 101 Ross. She said it would not be insignificant to request a change to the approved design at this point as there has been an investment, materials have been purchased, and there is a structural and architectural design. The actual design has not changed. The living space on the second floor is about 17 or 18 feet back from the 20-foot glass wall. No one will be standing at the window like if there was a floor adjacent to the window. She believed there are still some issues that could be ameliorated by additional trees that keep their leaves throughout the year. She did not believe it mattered if she liked the design, but she believed it is in keeping with the height of the multi-unit structures on either side of it and is shorter than 101 Ross. Both sites will benefit from additional screening as they have balconies facing each other. They could put coatings on the windows to create translucency until the vegetation grows taller.

Commissioner Smith agreed with Commissioner Asselstine's assessment of the current site conditions. He would not review the previous decision that was made by the Planning Commission. He believed elements of the original design were problematic. However, at this stage, this is a project that was approved. He believed many of the circumstances that had occurred during demolition were unforeseen and often happen with older structures. Since they have not deviated from the design that was approved, he would not request any significant changes to the structure. He noted the timeline is complex and it may not be an issue for the Planning Commission. The approval was on February 3, 2020, they do not know the actual dates for the closing and sale of 101 Ross or when construction started at 75 Jones. He questioned the window of time between the approval and the actual work and when the new occupants took possession of 101 Ross.

Commissioner Krebs acknowledged that projects are difficult when they come in after the fact. He felt they should take into consideration that the homeowners have invested a lot of time and money into building and the approval by the Planning Commission. He considers unforeseen circumstances versus something that was under the control of the applicant. He believes these were unforeseen circumstances, acknowledging that in hindsight one could say an old house will have dry rot they should investigate. He would give them the benefit of the doubt and believed that they acted in good faith and it was not done with the intention of trying to avoid greater scrutiny at the initial project approval process. He would not comment on the disclosures related to the purchase of 101 Ross. Commissioner Krebs was concerned with health and safety and the quality of construction. Nothing has changed that would have a material impact to the neighbors. He opposed the project previously because it was too close to the property line, and he did not believe findings could be made for a special exception to exceed the floor area ratio. But he believes there is no significant impact on privacy since, even though there is a 20-foot window, there is not a floor that would allow views out. So, he does not see the window as a material impact. The structure is close to the property line, but the setback has not changed. He leaned towards approving the project.

Acting Chair Tunny agreed that the real estate transaction is irrelevant. He believed 101 Ross benefits from the design of the project, which minimizes impacts on privacy, light and air. There would be different issues raised with moving the house forward. He is inclined to approve the project. He questioned what screening is in the landscape plan.

Semonian reviewed the approve landscaping. The Commission could require major trees if they do not believe the plan is adequate. She noted that Marin Water will not allow trees to be planted during the drought and Ross Valley Fire must review the plan and will not allow planting within five feet of the house. They may allow additional landscaping at the border if it is not pyrophytic. She noted all the existing landscaping is likely on the 75 Jones site, because it appears the fence is not located on the property line. A new tree is proposed.

The Commissioners supported additional trees to increase year-round screening at the site, subject to fire department approval.

Town Attorney Acevedo clarified that they are making an amendment to the original plan. They are acknowledging that there has been additional demolition beyond what was originally approved. The original findings can still be made, despite the changes.

Commissioner Krebs moved to approve the amendments for additional demolition based on the findings that were articulated originally for both the Conditional Use Permit and the Design Review and based on the prior conditions of approval since the Commission has determined that there has been no material changes to the project and the same findings and conditions of approval can be made today as made for the first approval with an additional condition of approval that the applicant develop a landscape plan that would be approved by the Planning Director that would provide for year-round screening by trees or other plants approved by the Planning Director and with input by both the applicant and any neighbors. Commissioner Asselstine seconded the motion and it carried 4-0-3 (Commissioners Swaim, Heiman and Hilmi abstaining due to conflict of interests and not present at the meeting).

Elise Semonian announced that the approval is subject to appeal if the appeal is filed within ten calendar days and filed with the town clerk with the appeal fee.

6. ITEMS FROM PLANNING COMMISSION

None.

7. ADJOURN

Vice Chair Tunny adjourned the meeting at 9:04 p.m.



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Planning Commission

Meeting of 1/10/2022

Design Professional:	Jeff Kroot, Architect
Project Address:	24 Woodland Avenue
Assessor's Parcel No.:	007-252-21
Zoning:	R-2 Medium Density Residential (12 units/acre)
General Plan:	Downtown Mixed Residential (6-20 Units/Gross Acre)
FIRM Flood Zone:	AE (Special Flood Hazard Area)

Request

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).

Recommendation

That the Planning Commission direct the applicant to eliminate the setback variance for the new construction, as the special circumstance variance finding cannot be made, and continue the application to the February 7, 2022, Planning Commission meeting.

Alternatives available to the Planning Commission:

1. Find the project categorically exempt from review under the California Environmental Quality Act under Section 15301 as an addition to an existing structure and approve the application as proposed based on the Applicant's Findings in Attachment 1, Standard Conditions of Approval in Attachment 7, and special conditions in the staff report, and require the story poles to be removed in 11 days unless and appeal is filed; or
 2. Deny the project for the reasons set forth in the staff report.
-

PROJECT SUMMARY

Timing

Pursuant to the Permit Streamlining Act (California Government Code Section 65950 et. seq.) the Planning Commission must approve or disapprove the project by within 60 days of the project being deemed complete and exempt from CEQA. Findings for a CEQA exemption are above.

Existing and Proposed Conditions

	Existing	Proposed	Code
Zoning	R-2, Medium Density Residential	Same	
General Plan	Downtown Mixed Residential	Same	
Flood Zone	AE (a flood zone)	Same	
Lot Size (sq. ft.)	4,875 sq. ft.	4,875 sq. ft.	7,500 sq. ft.
Lot Coverage (%)	28.3%	33%	35%
Lot Coverage	1,381 sq. ft.	1,607 sq. ft.	1,706 sq. ft.
Floor Area	19.7%	45.7%	no limit
Floor Area (sq. ft.)	1st Floor Gara, 961.0 2nd Floor Total 256.0 1,017.0	1st Floor Garage 2 nd 1,135.0 Floor Total 256.0 1,093 2,484.0	No limit in R-2 District
Setbacks	Front: 16 feet (approx.) Rear: Sides: 9' (west side) 15' (east side)	Front: 16 feet (approx.) Rear: 27' 0" to rear deck Sides: 12' 6" to house east side 11' to porch on east side 14' to house on west side	Front: 20 feet Rear: 20 feet Sides: 8 feet
On-Site Parking	1 garage (9' x 16' space) 2 driveway spaces	1 garage (9' x 16' space) 2 driveway spaces	2 9' x 19' on site spaces
Stories	1	2	2
Maximum height above average existing grade	15' 5-1/2"	26' 6"	30 feet

Public Notice

A notice was mailed to all property owners within 300 feet of the site and posted in three places. Correspondence received is attached (Attachment 3). As of the date of this report, no concerns have been expressed to staff regarding the project.

Background

The project site is Lot 21 of an unrecorded Linda Vista Subdivision, subdivided prior to 1919. The site is adjacent to sites developed with single family residences on all sides. The lots in the subdivision are small and do not meet current standards for subdivision (7,500 square foot minimum lot size). The project site is rectangular in shape and measures 50 feet wide by 97.5 feet deep.

According to County Assessor data, the single-family residential lots in the subdivision range in size from 3,880 to 4,875 square feet, with an average lot size of 3,965 square feet and the median lot size of 4,420 square feet. The County Assessor has average floor area for the single-family residential development in the subdivision at 1,426 square feet, with a median floor area of 1,321 square feet. Many of the sites have not maximized their floor area and have more development potential.

The site is an interior lot on Woodland Avenue between San Anselmo Avenue and Cedar Street. The existing house is a single story 2-bedroom house with a detached single-car garage. According to the County Assessor, the site was developed in 1924 when the required front setback was 15-feet, and the side setbacks could be 4 feet. At that time, no setback was required for garages up to 12 feet tall. The existing residence is now considered legal nonconforming in front yard setback (20-foot front setback required from Woodland Avenue property line) and the detached garage is setback 1 foot from side yard setback (5-foot east side setback required).

Project Description

See project plans and Applicant's statement (Attachment 2).

The applicants' project description:

This project is an addition/remodel of the owner's residence at 24 Woodland Ave., San Anselmo, CA. The existing residence is 961 square feet. The lower floor addition is located at the back of the residence and is 174 square feet. The upper floor addition is 1,093 square feet for a total residence area of 2,228 square feet. There will also be a new back deck off the family room of 52 square feet and an upper floor roof deck off the master bedroom of 77 square feet. The existing residence intrudes 4'-0" into the front yard setback. The upper floor addition is directly above the existing residence and will require a front yard variance.

The proposed addition will maintain the hardiplank horizontal siding exterior finish and light yellow color with composition shingle roofing, and wood frame windows, and paint color to match existing siding. The overall building height will increase from 14 feet and 7 inches to 26 feet and 6 inches high. The lower-level floor would be elevated 1' 9" to comply with Town flood prevention regulations.

The entitlements requested:

- **Design Review** for second story addition and new first story and second story decks.
- **Variance** to allow 4-foot encroachment into the 20-foot front yard setback for new upper level to allow the upper level to be flush with the lower level.

Design Review is required based on the extent of the demolition and for a second story addition, including deck area at the rear of the house. The project creates 1,093 square feet of new living space on the upper level plus a 77 square foot upper-level covered deck with solid railings. Only 33.6% (546 sq. ft. out of a total of 1,627 sq. ft.) is proposed for demolition of the existing residence.

Front Setback Variance for Upper Level

About 69 square feet of each the existing lower level and proposed upper level would extend into the front yard setback for 138 square feet in total. As only 33.6% of the exterior walls would be demolished, the house does not need to be brought into conformance with the 20-foot front setback if findings can be made for a front setback variance. See variance discussion in the next section below. [SAMC §10-3.1505\(d\)](https://library.municode.com/ca/san_anselmo/codes/code_of_ordinances?nodeId=TIT10PLZO_CH3ZO_ART15DERE_10-3.1505PRSUDERE)

[\(2\)](https://library.municode.com/ca/san_anselmo/codes/code_of_ordinances?nodeId=TIT10PLZO_CH3ZO_ART15DERE_10-3.1505PRSUDERE)

I. DISCUSSION OF REQUIRED FINDINGS

General Plan Consistency

The project is consistent with the Town General Plan as the improvements with recommended design modifications do not detract from neighborhood character. The addition of an upper floor does not change the use of the parcel or violate any policy in the General Plan.

Design Review

The purpose of design review is to “minimize adverse effects of poor or inappropriate exterior design” that “adversely affects the health, safety, and welfare of the residents of the Town by creating conditions which: (a) Endanger the lives of persons using adjacent streets and property; (b) Decrease property values in the surrounding area or the Town as a whole; (c) Impair the comfort and well-being of the persons using such real property; and/or (d) Are aesthetically incompatible with adjacent real property.” The intent of design review is to ensure these adverse effects are eliminated or minimized through the imposition of conditions, if necessary. “The Town shall seek to encourage creativity and variety in design...”

For privacy of adjacent neighbors, the applicant provided window-sill heights in a manner to not view into adjacent sites as shown on Sheet 2 on the upper floor at above 3 feet on the south and west sides; above 3.5 feet adjacent to the stairs and children bedroom and above 5 feet at the walk-in closet on the east side; and above 3.5 feet at the master bedroom. The applicant provides a shade study on Sheet 5 to show the impact the addition has on the adjacent neighbors. The applicant has stated that at 3pm is the only time a shadow caused by 24 Woodland can reach the adjacent house at 20 Woodland Avenue.

Two story buildings are allowed and building heights vary from one to two stories in the neighborhood. The area has a mix of architectural styles and staff believes the proposed building design would be compatible with the mixed visual character of the area. While the first and proposed second story would be flush at the front (south) elevation with the guest bedroom on the upper level above the living room on the lower level, the second story has been recessed back 12 feet above the first story entry porch. This change in plane at the front building elevation breaks up the mass and bulk in a pleasing manner compatible with the architecture of the home.

The bulk and mass of the rear (north) building elevation is broken up at the upper level with two hipped roofs and a 7-foot deep by 11-foot-wide upper-level deck off the recessed master bedroom.

The side elevations (east and west) are stacked, the upper level on the east elevation has a dormer near the center of the elevation to break up the mass.

The overall lower-level plate height is 9'-4" while the upper-level plate height is 9 feet.

[SAMC §10-3.1501 Purpose and intent <https://library.municode.com/ca/san_anselmo/codes/code_of_ordinances?nodeId=TIT10PLZO_CH3ZO_ART15DERE_10-3.1501PUIN>](https://library.municode.com/ca/san_anselmo/codes/code_of_ordinances?nodeId=TIT10PLZO_CH3ZO_ART15DERE_10-3.1501PUIN)

Variance Findings - Front Yard Setback Variance for Upper Level

The Planning Commission is required to make findings to approve the front yard setback variance under SAMC Section 10-3.1405. Staff is unable to make the first finding related to special circumstances as the site is physically similar to others as it is flat and is a small lot that does not have unique circumstances that differ from others on this blockface. If the Commission would like to approve the project you may approve it based on the applicant's Findings attached and Standard Conditions of Approval (refer to Attachments 1 and 7, respectively).

The second finding can be made in the positive as the proposed design does not impact the surrounding neighborhood. The upper floor of the house is proposed to be flush with the lower level and continues the 16-foot front yard setback with landscape behind the property line fence fronting Woodland Avenue. Other residences in the area have similar circumstances as the properties were developed before the zoning standards were adopted. The driveway access is not changing, and two vehicles may continue to park on the driveway and, as recommended in the condition of approval, one car can park in the detached garage structure. Therefore, there is no impact on the street frontage. The materials are compatible with the existing development of the parcel.

II. CONDITIONS OF APPROVAL

Should the Commission wish to approve the project, staff recommends that the Commission approve the design review and variance based on the findings based on the applicant's findings and subject to conditions:

1. Planning Commission approval is for the plans for 24 Woodland Avenue prepared by Jeff Kroot Architect and Associates, revised and received on November 10, 2021, as reviewed by the Planning Commission on January 10, 2022.
2. Two 9' x 19' parking spaces that comply with the front and rear setback requirements shall be maintained. No fencing is allowed that will preclude access to these parking spaces. The project shall be subject to Attachment 4 the Standard Conditions of Planning Approval.
3. Demolition of exterior walls shall not exceed 50% of existing exterior walls, measured in square feet. The approved demolition plan shall be included with the plans submitted for a building permit. The project structural engineer shall verify in writing that the proposed demolition plan prepared by the project architect is consistent with the structural plans. The Town will stop work at the site if project demolition 50% of the existing exterior walls and a Planning Commission demolition permit and variances from the setback and parking requirements shall be required.

Prepared By:

Lorraine Weiss, Contract Planner

Attachment 1 - Applicant's Design Review and Variance Findings

Attachment 2 - Project Plans

Attachment 3 - Correspondence and Acknowledgements

Attachment 4 - Surrounding lot sizes, floor area

Attachment 5 - Photos of neighboring structures

Attachment 6 - Photos of existing residence

Attachment 7 - Standard Conditions of Approval

PROPERTY INFORMATION

APPLICANT NAME Jeff Kroot Architect

PROPERTY ADDRESS 24 Woodland Ave., San Anselmo, CA

ASSESSOR PARCEL NUMBER(S) 007-252-21

FINDINGS FOR DESIGN REVIEW APPLICATIONS

Provide the Town with written facts to support the following conclusions the Planning Director or Planning Commission must make to approve the Design Review application. Please provide facts in support of each conclusion so they can make a logical connection between the facts and the conclusion.

Residential R-1, R-2, and R-3 (three (3) or fewer units) below 150 feet Mean Sea Level (flatland).

1. Is functionally and aesthetically compatible with the existing improvements and the natural elements in the surrounding area

The addition is in the 'craftsman' style of the original residence, as well as several other residences in the neighborhood. The siding is a horizontal boards, the windows are multi-pane, detailing and overhangs are in the style of the original residence and several other residences in the neighborhood.

2. Provides for protection against noise, odors, and other factors which may make the environment less desirable

The proposed addition will remain a single family residence. There are no issues of noise, odors and other factor which may make the environment less desirable.

3. Will not tend to cause the surrounding area to depreciate materially in appearance or value or otherwise discourage occupancy, investment, or orderly development in such area

To the contrary, the addition to 24 Woodland Ave. should cause the surrounding area to appreciate in appearance or value. The house will be raised above the flood plane and will have new siding, windows and roofing.

4. Will not create unnecessary traffic hazards due to congestion, distraction of motorists, or other factors and provides for satisfactory access by emergency vehicles and personnel

The residence will remain a single family residence after the remodel / addition. It will not increase unnecessary traffic hazards due to congestion, distraction of motorists and will provide satisfactory access by emergency vehicles and personnel.

5. Will not adversely affect the health or safety of persons using the improvement or endanger property located in the surrounding area

The remodel / addition will not adversely affect the health or safety of persons using the improvement or endanger property located in the surrounding area.

6. Is consistent with the Town General Plan

The project is consistent with the Town General Plan. The addition is of a style, mass and bulk that is compatible with the neighborhood.

7. Will not unreasonably impair access to light and air of structures on neighboring properties

The project will not unreasonably impair access to light and air of structures on the neighboring properties. The property to the east is separated by landscaping and the property to the west is in complete support of the project.

8. Will not unreasonably affect the privacy of neighboring properties including not unreasonably affecting such privacy by the placement of windows, skylights and decks

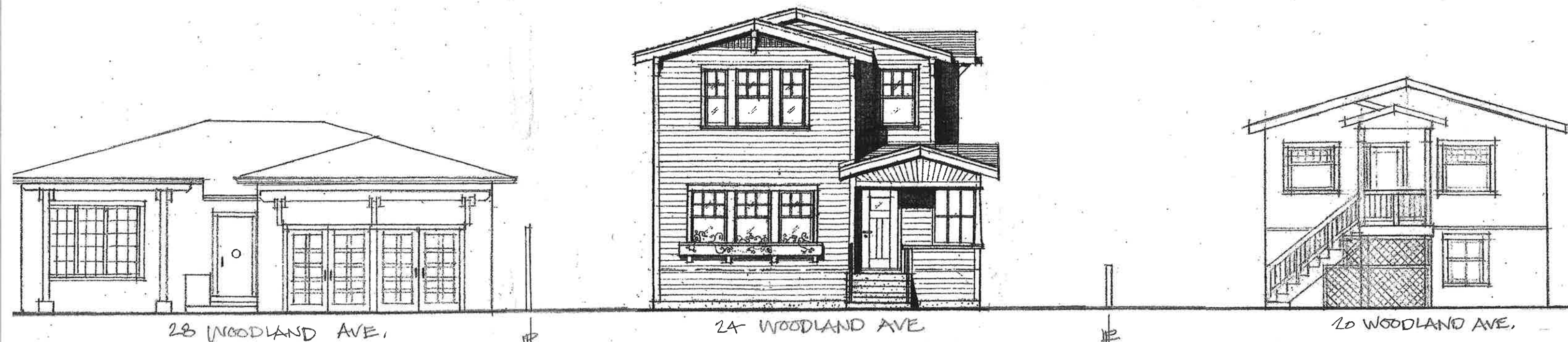
The project will not unreasonably affect the privacy of neighboring properties including not unreasonably affecting such privacy by the placement of windows, skylights and decks. The property to the east is separated by landscaping and the property to the west is in complete support of the project.

9. Will be of a bulk, mass and design that complements the existing character of the surrounding neighborhood

The bulk, mass and design of the project complements the existing character of the surrounding neighborhood. The aesthetic of the project is 'craftsman' and will compliment the other 'craftsman' style residences in the neighborhood.

10. Will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood.

The proposed addition will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property and will not be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood.

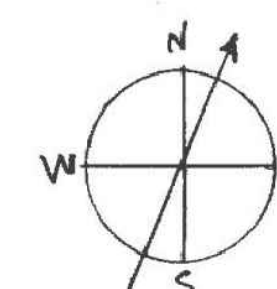
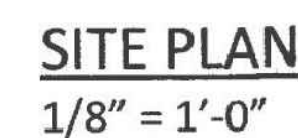
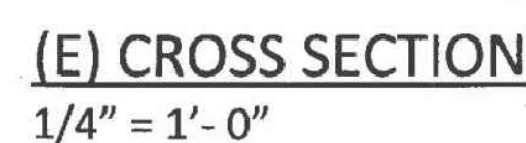
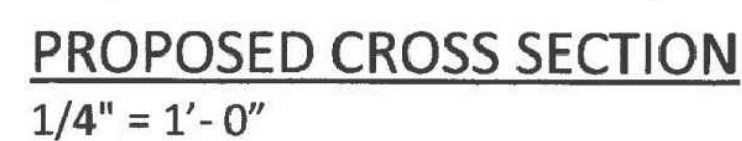


WOODLAND AVE. ELEVATION

1/8" = 1'-0"

ADDITION/REMODEL FOR:
THE GREEN/BALL FAMILY
24 WOODLAND AVE.
SAN ANSELMO, CA

JEFF KROOT ARCHITECT
(415) 456-5531 10/21



Hand-drawn map showing the intersection of Pine St., Anselmo Ave., and Francis Drake. The map includes labels for Pine St., Anselmo Ave., Francis Drake, Ross Ave., and Woodland Ave. A black rectangle labeled "SITE" with an arrow pointing to it is located on Pine St. between Anselmo Ave. and Woodland Ave. The word "THROTTLE" is written in the bottom right corner.

1. SITE PLAN, SITE INFORMATION, SECTIONS
2. FLOOR PLANS
3. EXTERIOR ELEVATIONS
4. EXTERIOR ELEVATIONS
5. SHADE STUDY, STREET ELEVATION
6. DEMOLITION DIAGRAM

AB-1. AS-BUILT SITE DATA

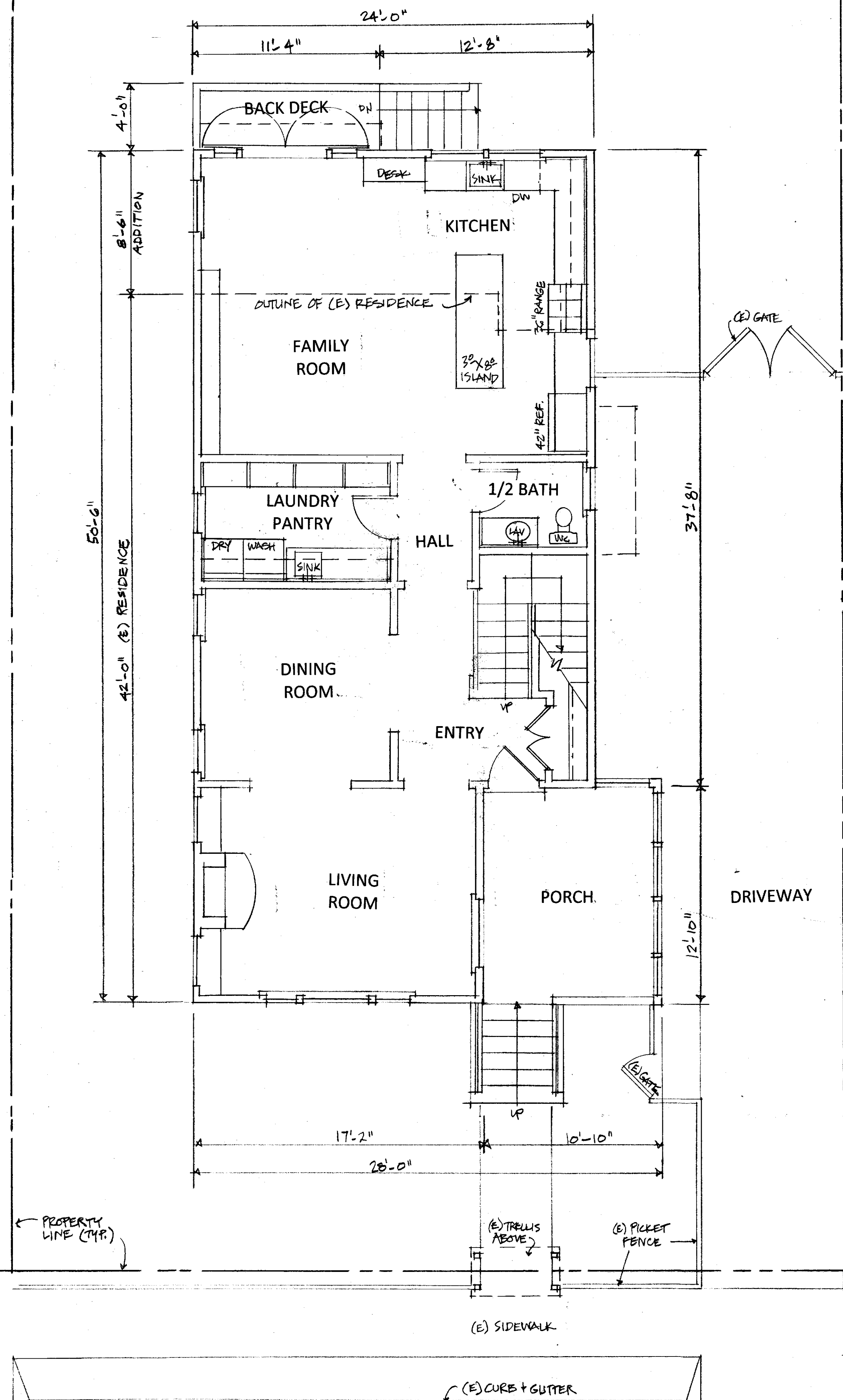
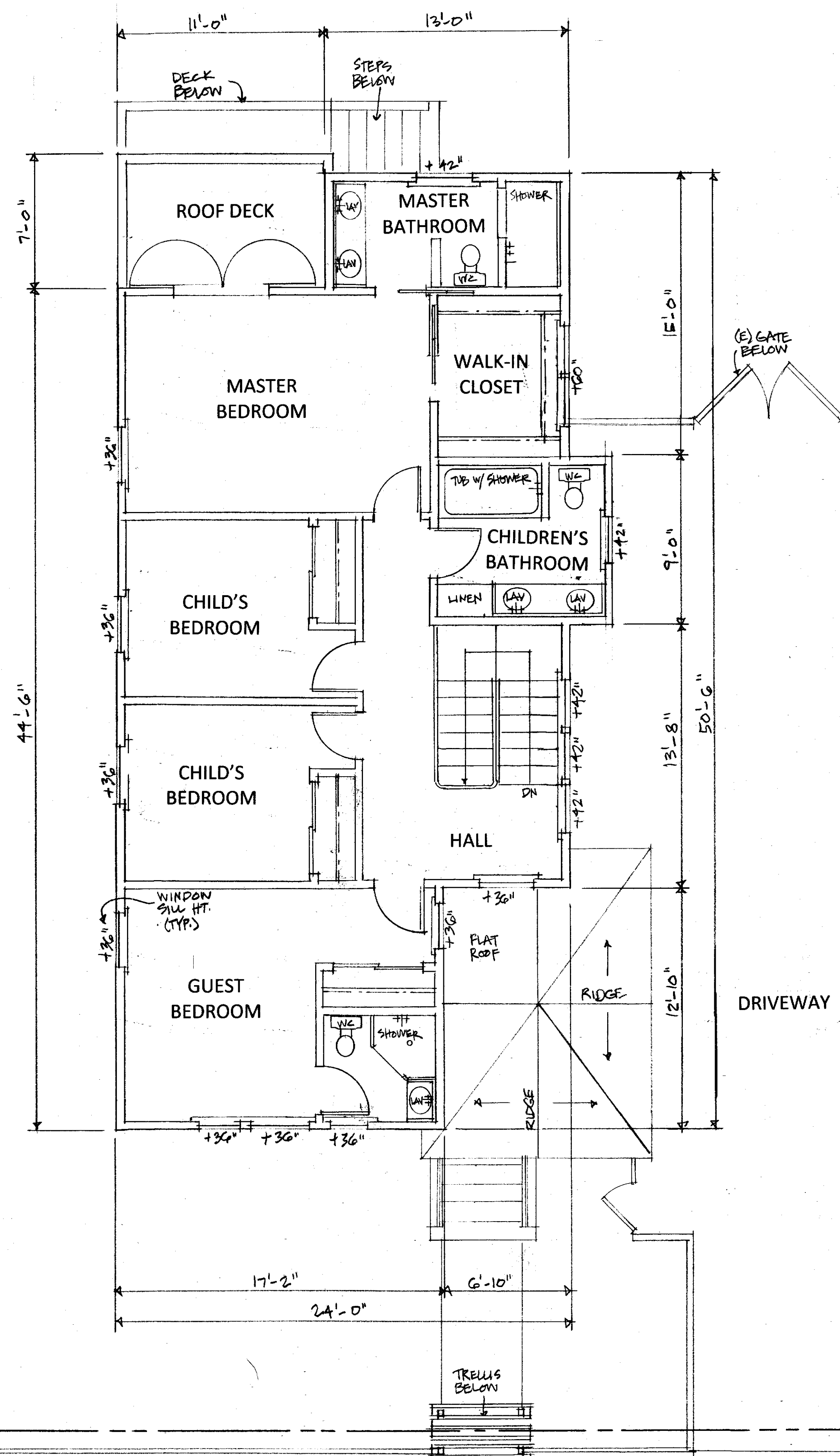
AB-2. AS-BUILT FLOOR PLAN

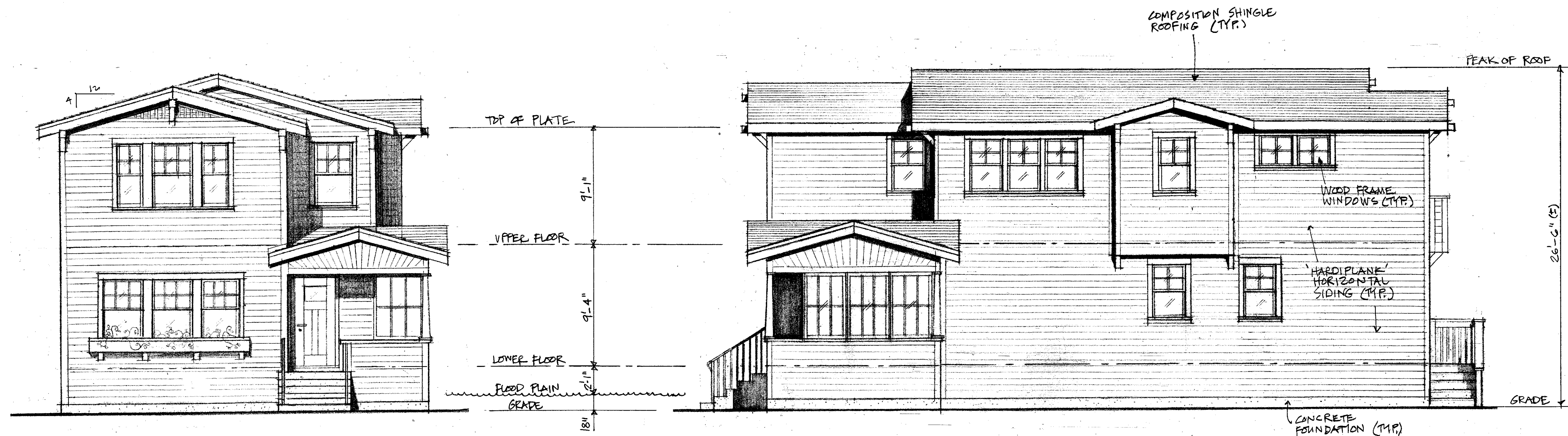
AB-3. AS-BUILT ELEVATIONS

AB-4. AS-BUILT SECTIONS

REVISIONS		B
DISTANCE TO NEIGHBORS LOT 1		JL
1	PLANNING 11/8/2021	DM
JEFF KROOT ARCHITECT & ASSOCIATES P.O. BOX 246 • SAN ANSELMO, CALIFORNIA 94079 • 415/466-6531		
<h1>SITE PLAN</h1> <h1>SITE INFORMATION</h1> <h1>SECTION</h1>		
ADDITION / REMODEL FOR: <u>The GREEN / BALL FAMILY</u> 24 WOODLAND AVE., SAN ANSELMO, CA APN 007-252-21		
Date	AUG 4, 2021	
Scale	1/8" = 1'-0"	
Drawn	JK	
Job	GREEN/BALL	
Sheet	I	

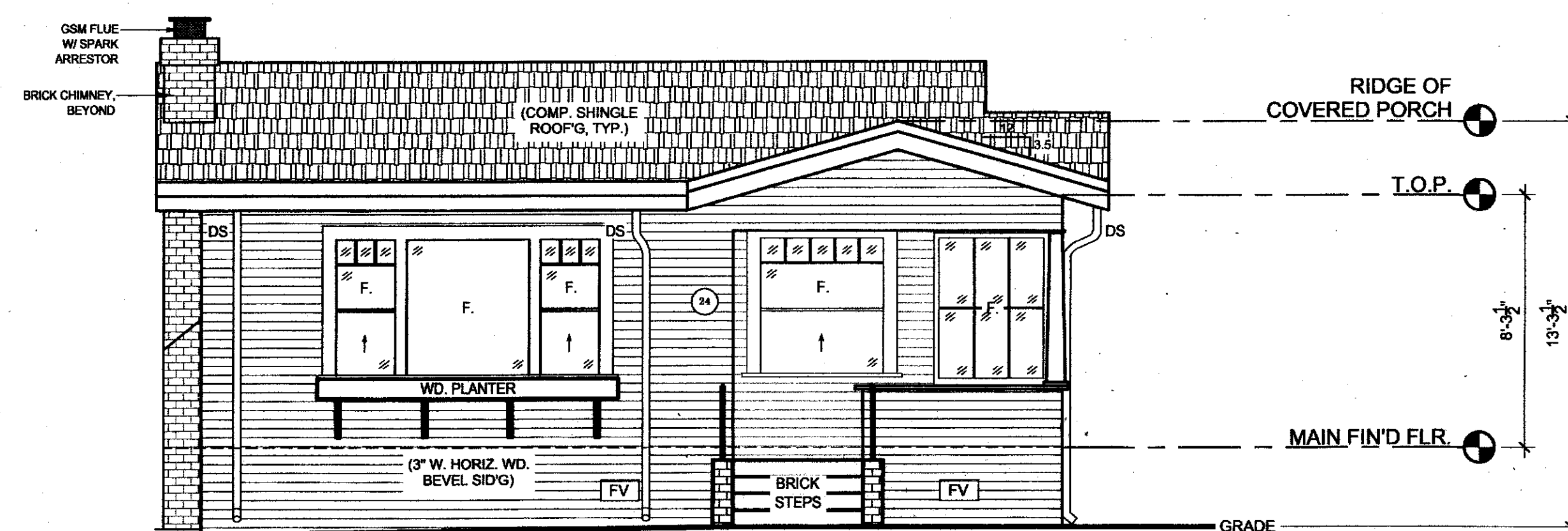
Of 10 Sheets

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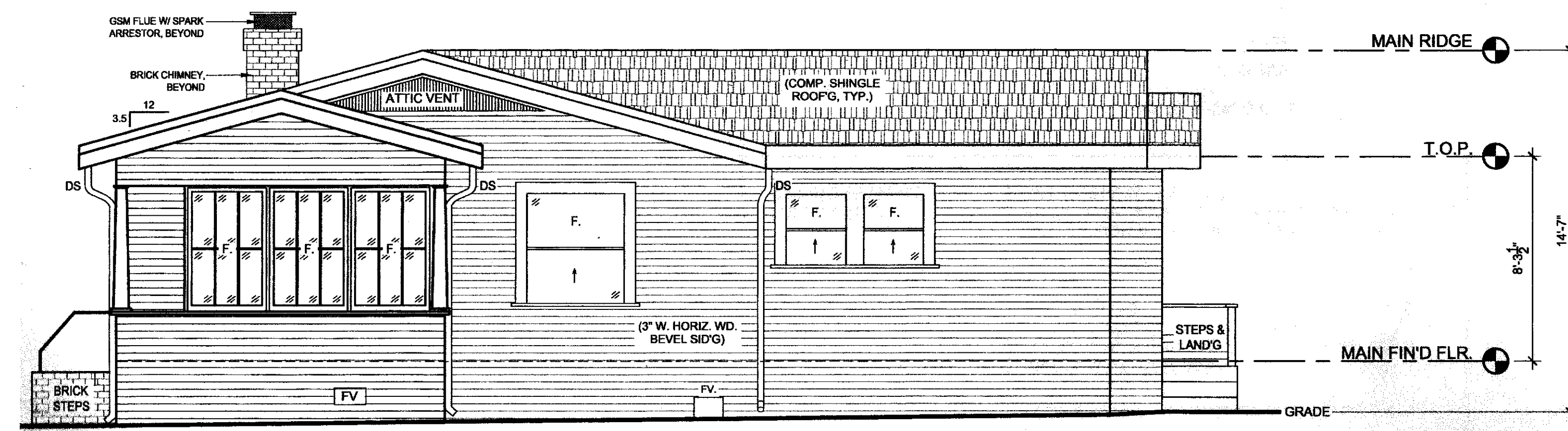


PROPOSED SOUTH ELEVATION
1/4" = 1'-0"

PROPOSED EAST ELEVATION
1/4" = 1'-0"

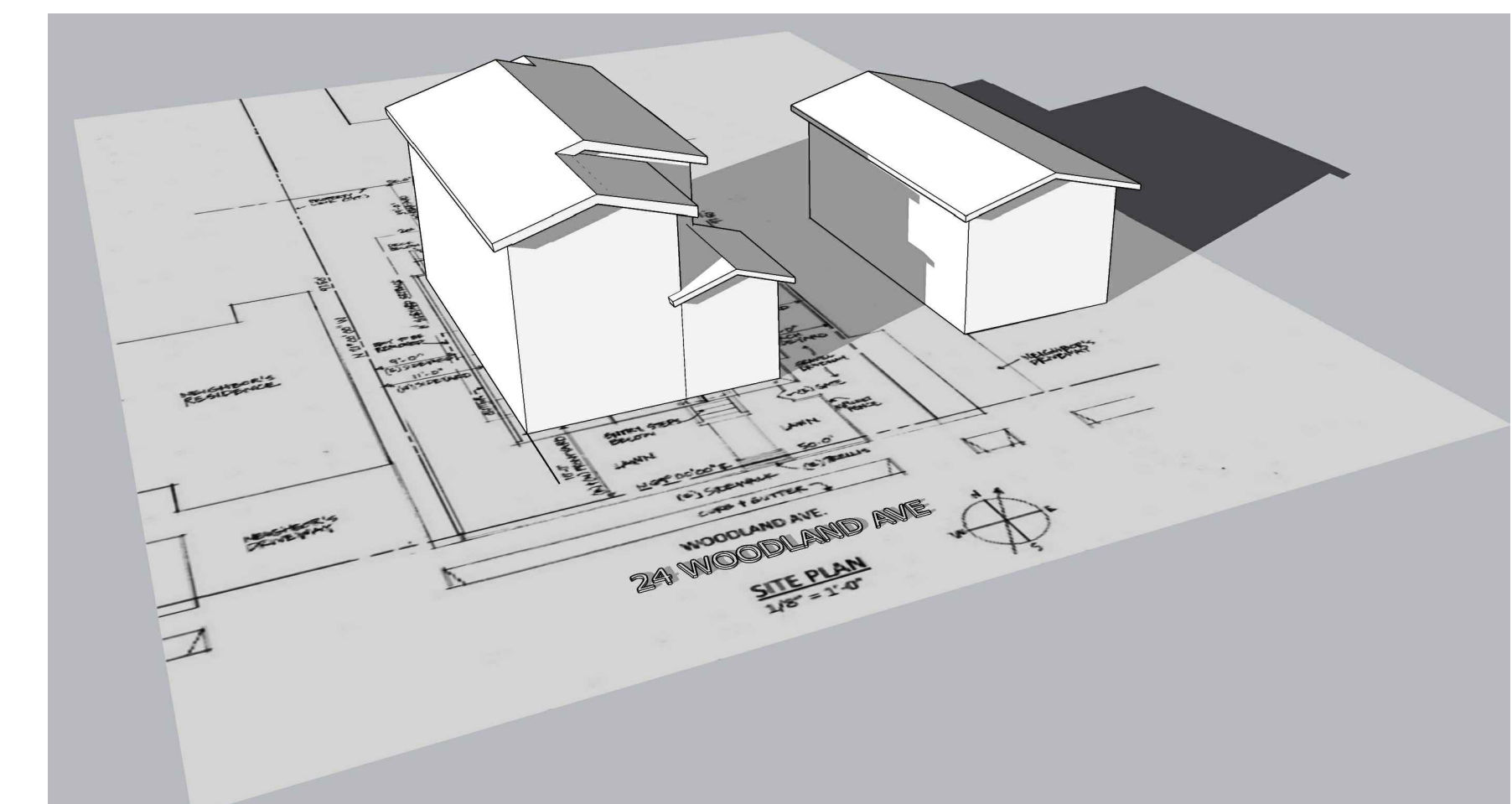
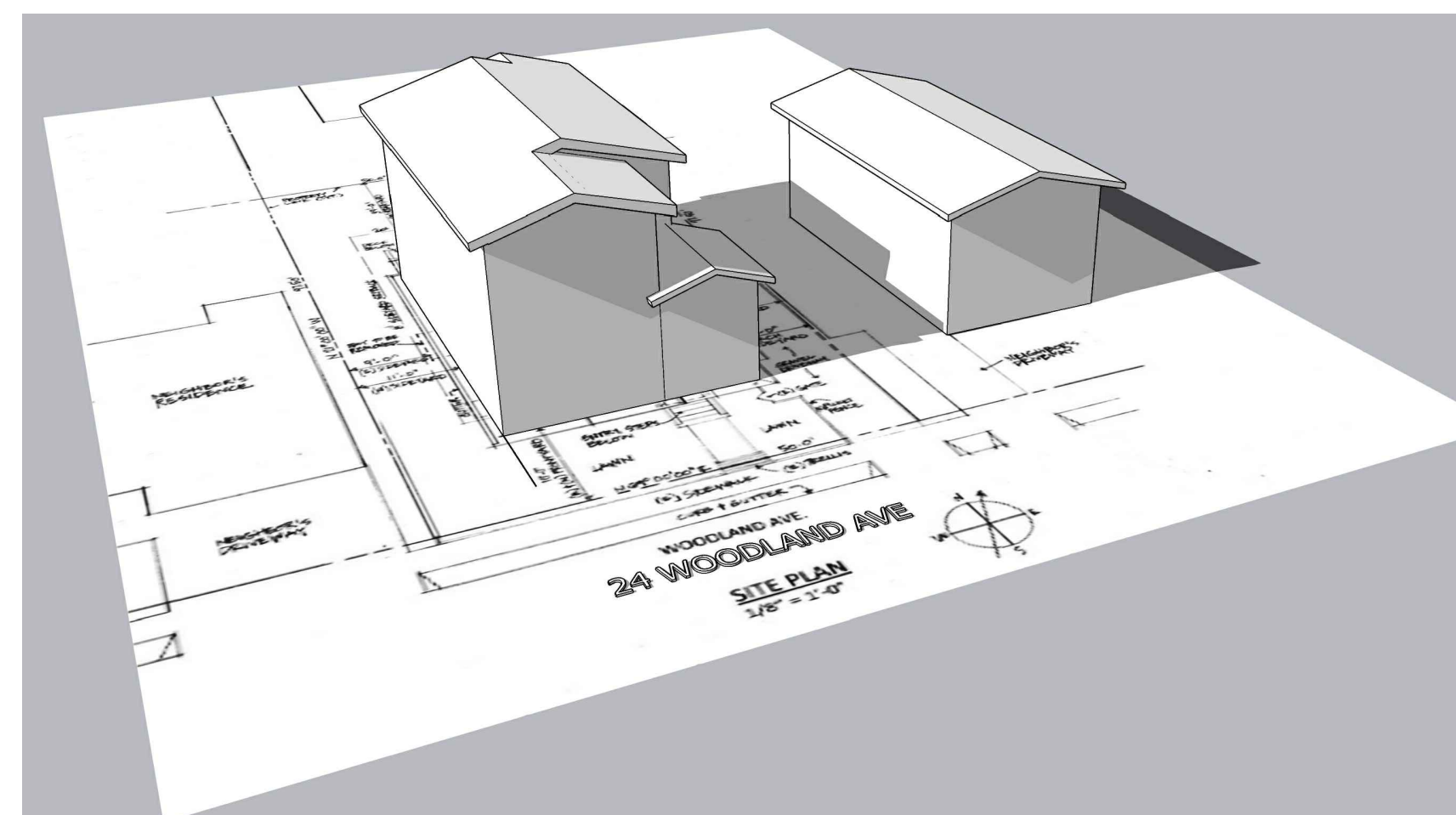
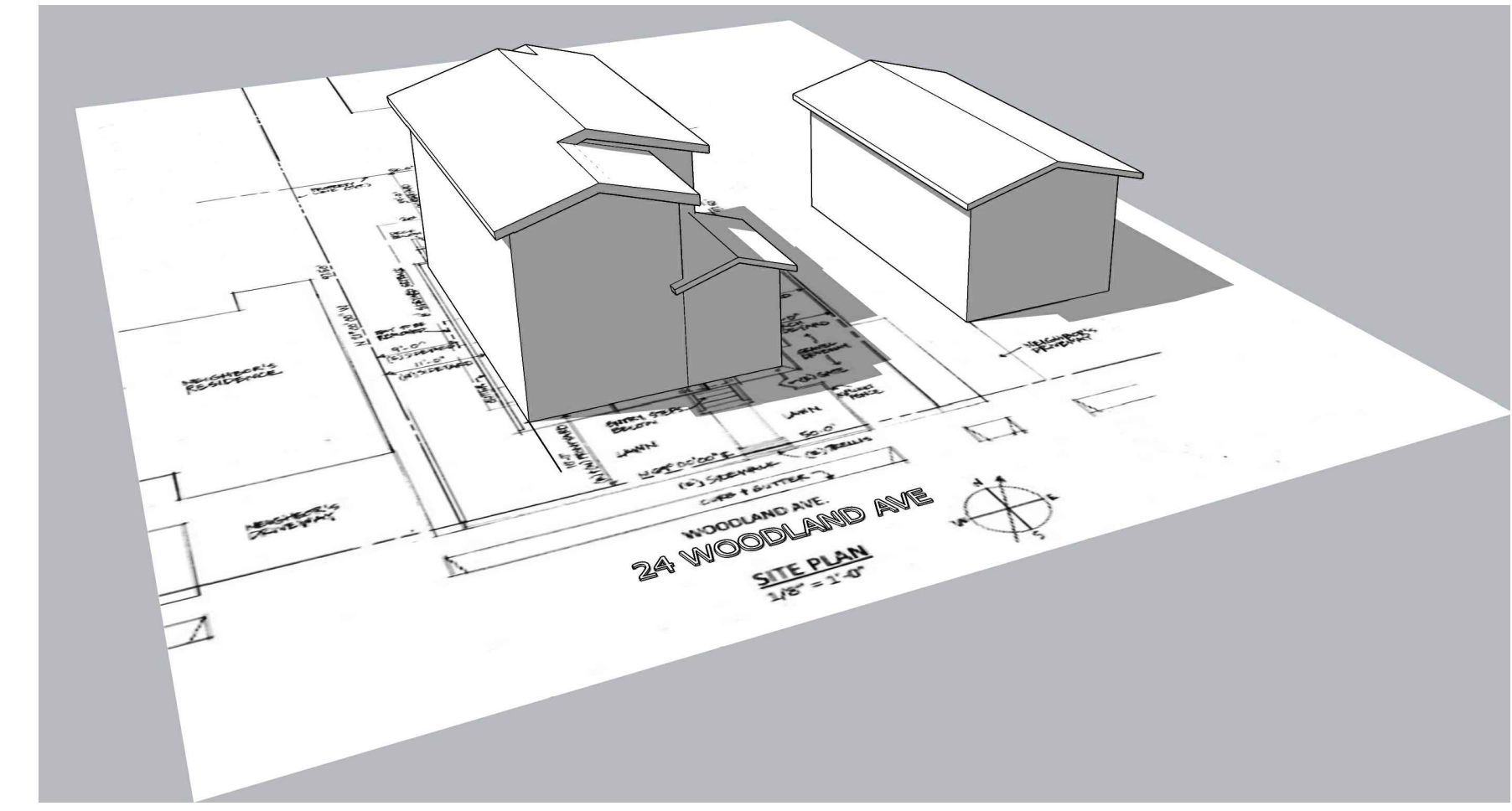
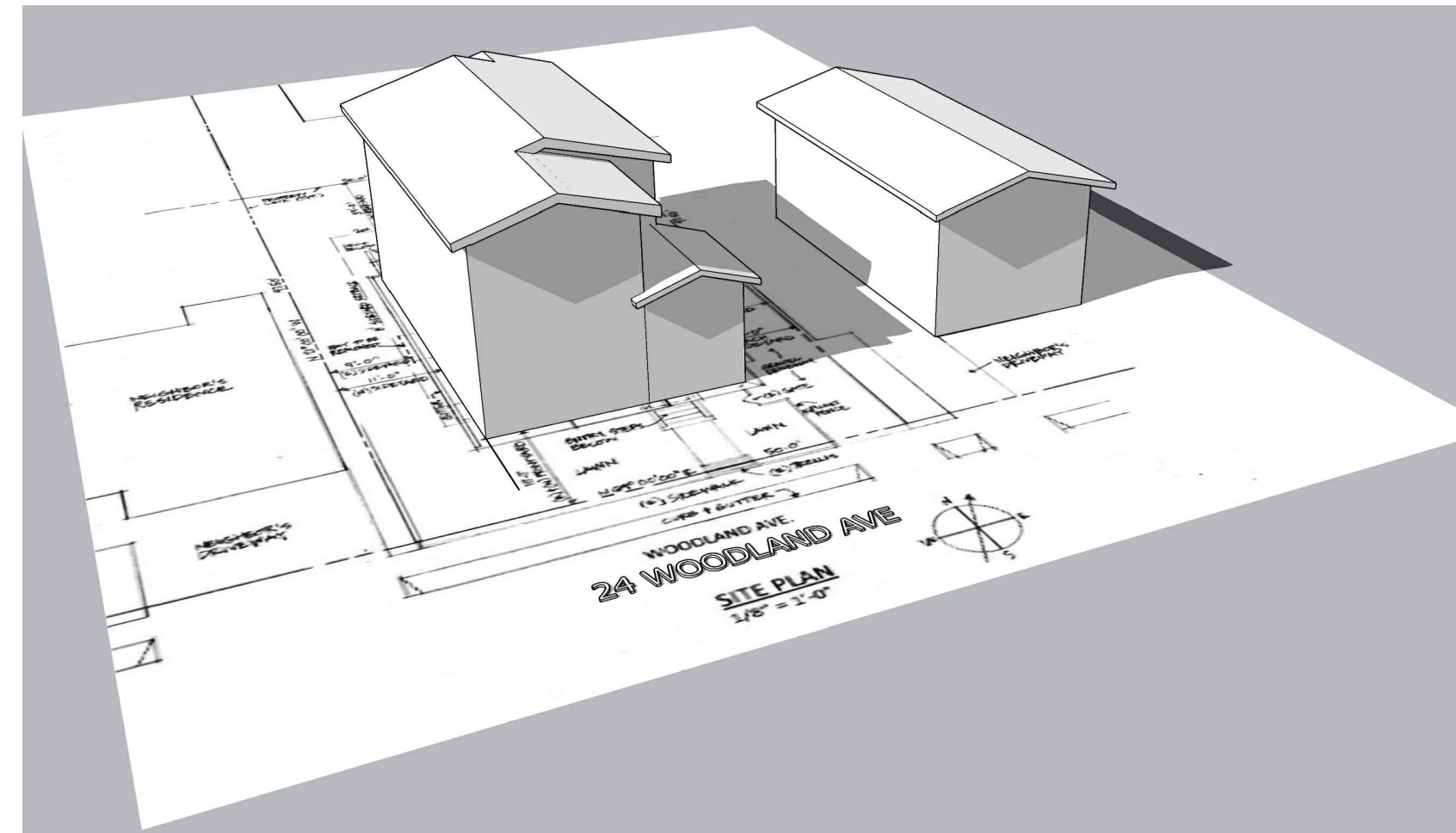


EXISTING SOUTH ELEVATION
1/4" = 1'-0"



EXISTING EAST ELEVATION
1/4" = 1'-0"

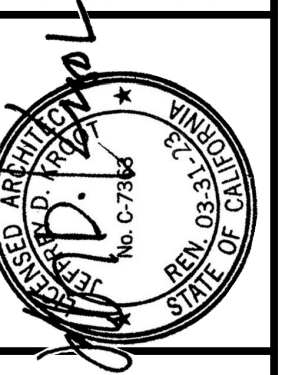
Date	AUG., 2021
Scale	$1/4" = 1'-0"$
Drawn	JK
Job	GREEN/BALL
Sheet	4
Of 10	Sheets



SHADE STUDY (NO SCALE)



STREET ELEVATION (NO SCALE)

[illegible]SHADE STUDY
STREET ELEVATION

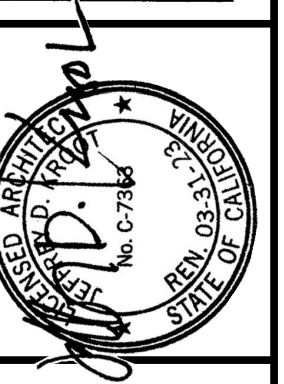
The GREEN / BALL FAMILY
24 WOODLAND AVE., SAN ANSELMO, CA
APN 007-252-21

Date	AUG 2021
Scale	1/4" = 1'-0"
Drawn	DMS
Job	GREEN/BALL ADDITION
Sheet	5



EXISTING EXTERIOR WALL AREA TO BE REMOVED	
WEST	147 SF
SOUTH	29 SF
EAST	49 SF
NORTH	<u>321 SF</u>
	546 SF

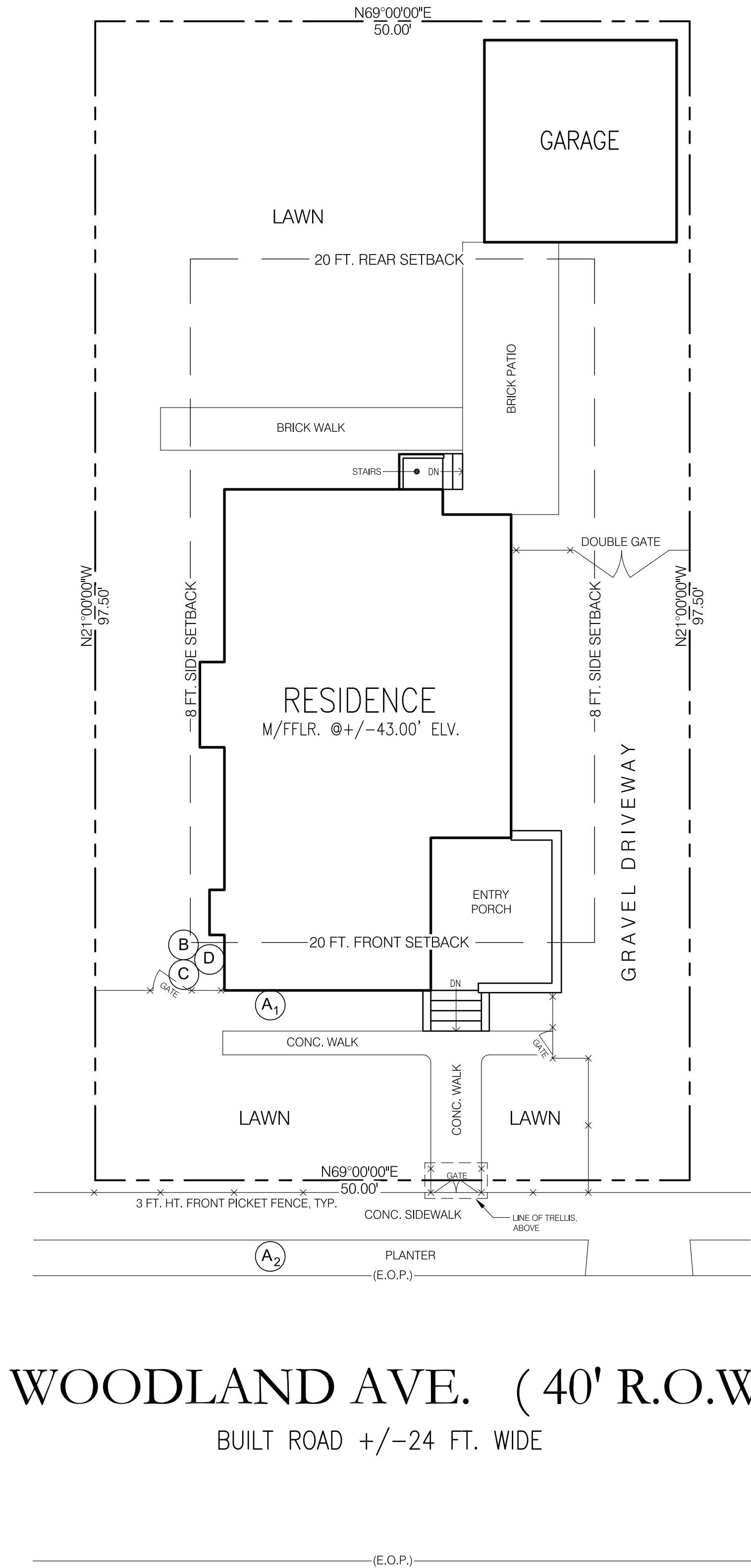
EXISTING SOUTH ELEVATION
1/4" = 1'-0"

[illegible]

DEMOLITION DIAGRAM

ADDITION / REMODEL FOR:
The GREEN / BALL FAMILY
24 WOODLAND AVE., SAN ANSELMO, CA
APN 007-252-21

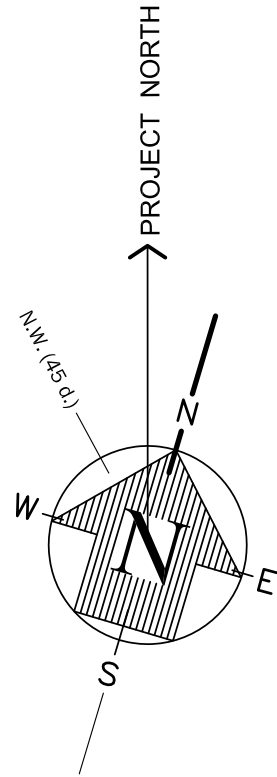
Date	OCT 2021
Scale	1/4" = 1'-0"
Drawn	DMS
Job	GREEN/BALL ADDITION
Sheet	6
OF 10	



WOODLAND AVE. (40' R.O.W.)
BUILT ROAD +/-24 FT. WIDE

UTILITY-EQUIPMENT LEGEND	
(A ₁)	WATER INLET / SHUTOFF
(A ₂)	WATER METER
(B)	ELECTRICAL METER-MAIN(100 AMP, 120-240 VAC)
(C)	NATURAL GAS METER
(D)	CABLE TV AND INTERNET

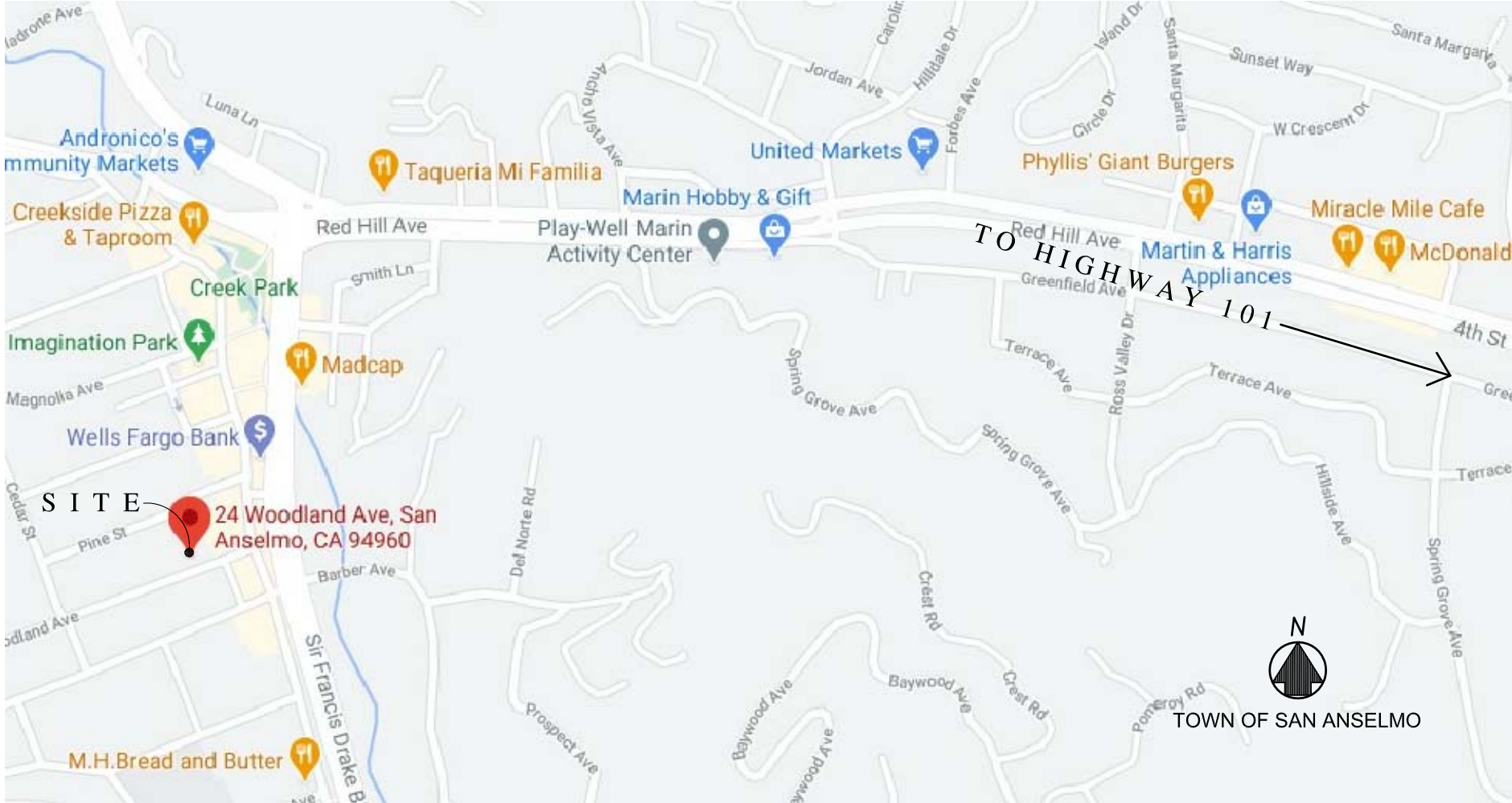
THIS IS NOT AN OFFICIAL OR RECORDED SURVEY, AND MAY NOT BE USED FOR ANY SUBMITTAL. THE PROPERTY LINES SHOWN ABOVE ARE DEPICTED FOR GENERAL PLANNING PURPOSES ONLY, BASED ON AVAILABLE COUNTY PUBLIC RECORDS, AND ARE THEREFORE SHOWN POSITIONED IN THE PROXIMITY OF FENCELINES. THEY ARE NOT TO BE CONSTRUED AS THE LEGAL DESCRIPTION OR AS THE ACTUAL PROPERTY LINE LOCATIONS FOR THIS LOT. THE SERVICES OF A LICENSED CIVIL ENGINEER OR SURVEYOR MAY BE REQUIRED BY YOUR PLANNING AND BUILDING DEPARTMENT JURISDICTION IN THE EVENT YOU SEEK APPROVAL FOR FUTURE CONSTRUCTION. - PLEASE REFER TO DEED REFERENCE ID# [19-021085] FOR A LEGAL DESCRIPTION OF THIS PROPERTY. - THE MAIN FINISHED FLOOR ELEVATION IS APPROXIMATE AND DERIVED FROM UNOFFICIAL ONLINE MAPPING RESOURCES.



COMMON ABBREVIATIONS	
A.	AWNING
ADJ.	ADJACENT
APN	ASSESSOR'S PARCEL NUMBER
C.	CASEMENT
CONC.	CONCRETE
DN	DOWN
DR.	DOOR
DS	DOWNSPOUT
E.O.P.	EDGE OF PAVEMENT (APPROXIMATE)
ELV.	ELEVATION (ABOVE SEA LEVEL, APPROX.)
F.	FIXED
HT.	HEIGHT
M/F.F.L.R.	MAIN FINISHED FLOOR (LEVEL)
F.V.	FOUNDATION VENT
R.O.W.	RIGHT-OF-WAY
S.G.	SINGLE GLAZED
S.H.	SINGLE HUNG
TLD	TIGHT-LINE DRAIN
T.O.P.	TOP OF PLATE
2868 DR.	2'-8" WIDE X 6'-8" HIGH DOOR
4040 AF. DG. SL.	4'-0" W. X 4'-0" H. ALUMINUM-FRAME'D DBL.-GLAZED SLIDER WINDOW (SINGLE HUNG-S.H., CASEMENT-C., ETC.)

GREEN RESIDENCE	
24 WOODLAND AVE. SAN ANSELMO, CA 94960 1 BEDROOMS, 1 BATHS CONSTRUCTION YEAR 1924	
PUBLIC RECORDS	
APN.....	007-252-21
DEED NO.....	19-021085
JURISDICTION.....	TOWN OF SAN ANSELMO
ZONE.....	R-2 (SINGLE FAMILY RESIDENTIAL)
BUILD'G. CODES.....	2019 CRC, AND CBC, ETC.
AREA CALCS	
MAIN FLOOR LIVING AREA.....	961 S.F.
COVERED ENTRY PORCH.....	164 S.F.
ENTRY TRELLIS.....	16 S.F.
GARAGE (DETACHED).....	256 S.F.
TOTAL AREA.....	1,397 S.F.
LOT SIZE (.09 ACRES).....	4,850 S.F.
LOT COV'G. (1,397/4,850).....	29% (35% MAX)
SETBACKS	
FRONT	20'
SIDES	8'
REAR	20'
HEIGHT	30' MAX.
LOCATION (BY GOOGLE EARTH)	
LATITUDE.....	37° 58' 22" N.
LONGITUDE.....	122° 33' 46" W.

SHEET INDEX	
AB-1	SITE DATA AND AREA CALCS
AB-2	FLOOR PLAN
AB-3	BUILDING ELEVATIONS
AB-4	BUILDING SECTIONS AND FRAMING ASSEMBLY NOTES



VICINITY MAP, N.T.S.

SITE DATA (FOR OWNER PLANNING ONLY)

THIS IS NOT A SURVEY. LOT BOUNDARY AS SHOWN ON RECORDED MAP BK 7 - PG 25

SCALE 1/8"=1'-0"

DRAFTTECH (of Marin County)

15 SCHOOL TERRACE
NOVATO, CA. 94945
drafttechinfo@yahoo.com ph. (415) 897-0042

signature

SITE DATA

WITH AREA CALCULATIONS
(FOR OWNER'S GENERAL PLANNING ONLY)

AS-BUILT DRAWINGS FOR THE:
GREEN RESIDENCE

24 WOODLAND AVE
SAN ANSELMO, CALIFORNIA 94960

(415) 887-0905 APN 007-252-21

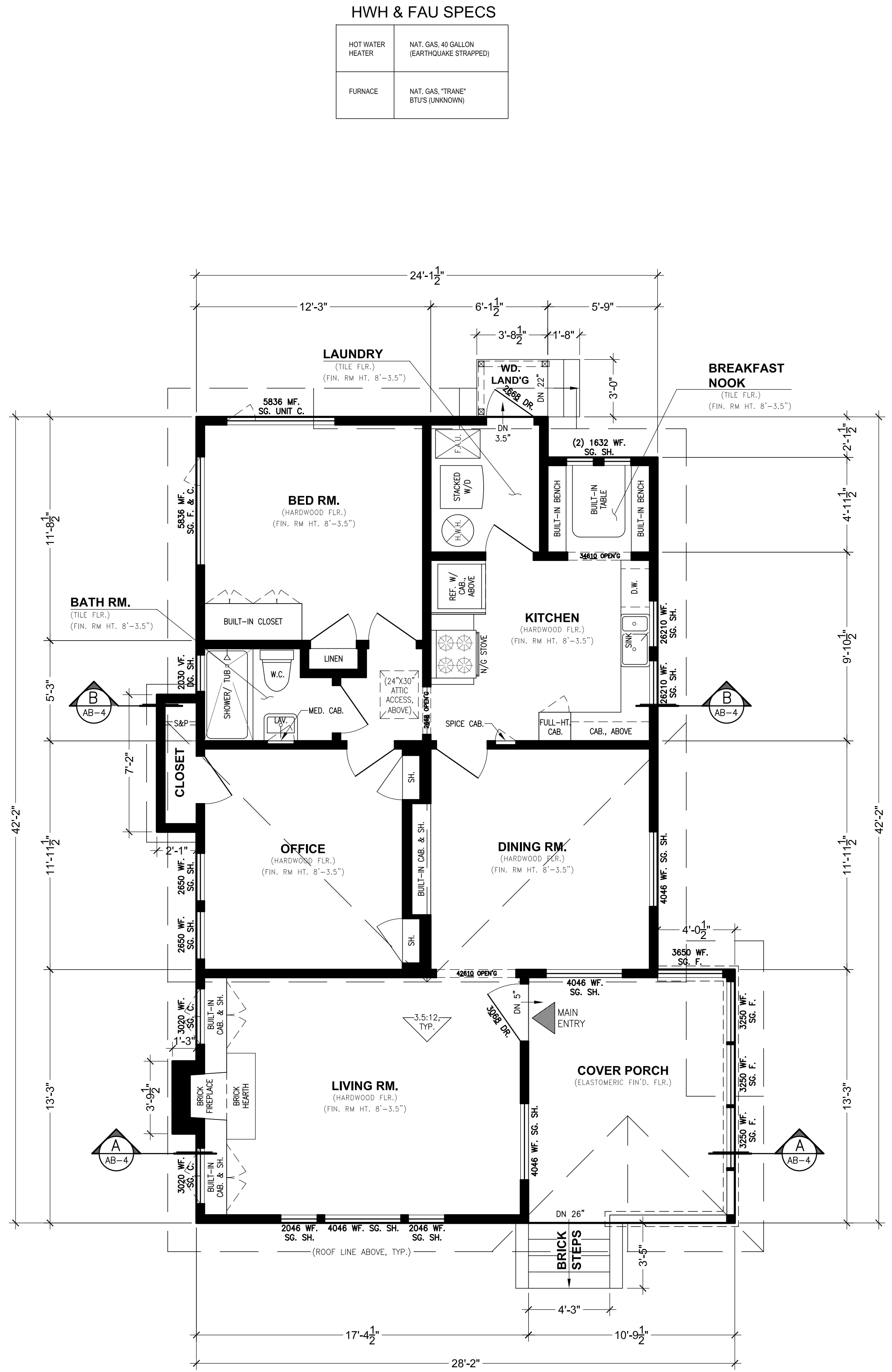
Date	04/30/21
Scale	1/8"=1'-0"
Drawn by	SRT/VGT
Project	GREEN

AS-BUILT PLAN

AB-1

sheet 1 of 4

REFERENCE - NOT FOR SUBMITTAL
ADDITIONAL COPIES AVAILABLE BY REQUEST



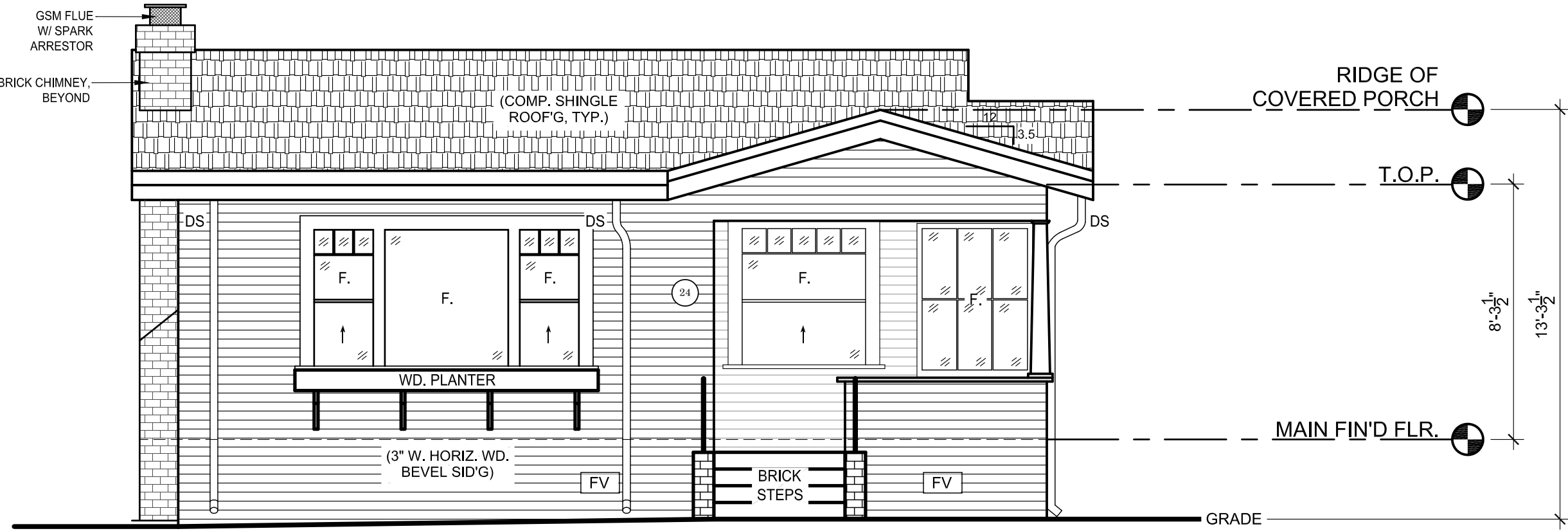
FLOOR PLAN

961 S.F. HEATED LIVING SPACE

SCALE : 1/4"=1'-0"

REFERENCE - NOT FOR SUBMITTAL
ADDITIONAL COPIES AVAILABLE BY REQUEST

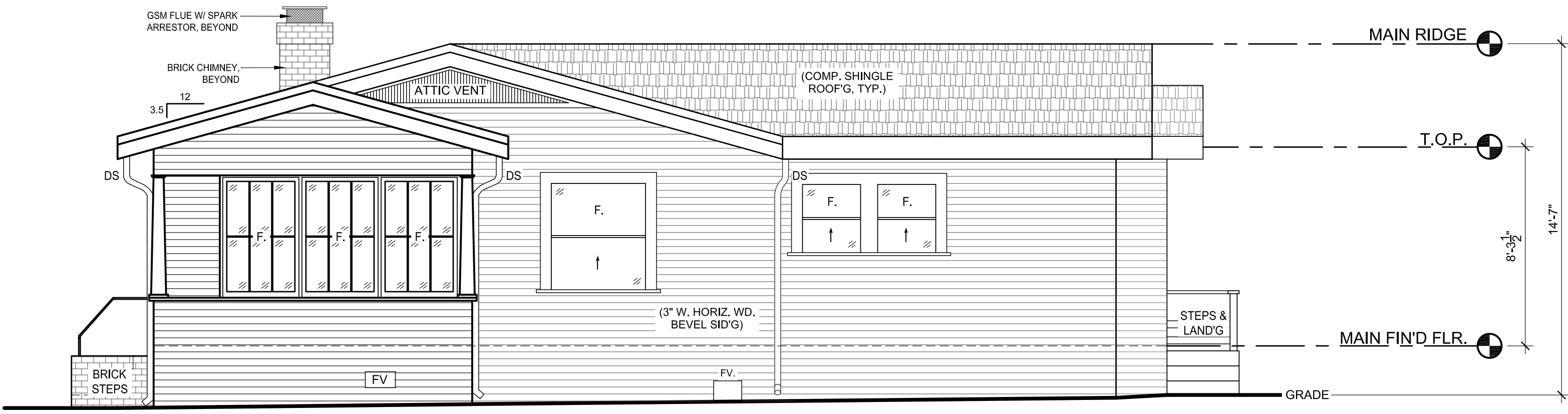
REVISION	BY
DRAFTTECH (of Marin County) 15 SCHOOL TERRACE NOVATO, CA. 94945 drafttechps@yahoo.com ph. (415) 897-0042 <i>signature</i>	
FLOOR PLAN	
AS-BUILT DRAWINGS FOR THE: GREEN RESIDENCE 24 WOODLAND AVE. SAN ANSELMO, CALIFORNIA 94960 (415) 897-0905 APN 007-252-21	
Date	04/30/21
Scale	1/4"=1'-0"
Drawn by	SRT/VGT
Project	GREEN
AS-BUILT AB-2	
sheet 2 of 4	



SOUTH ELEVATION

SCALE : 1/4"=1'-0"

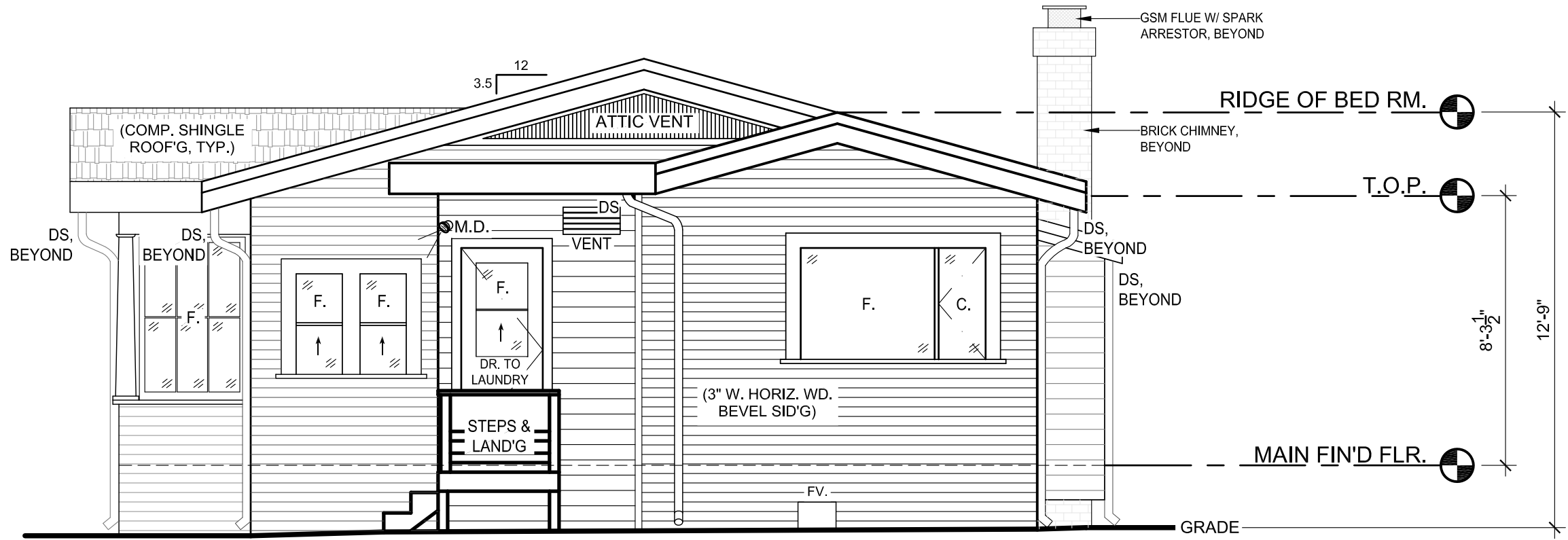
VIEW FROM FRONT LOT



EAST ELEVATION

SCALE : 1/4"=1'-0"

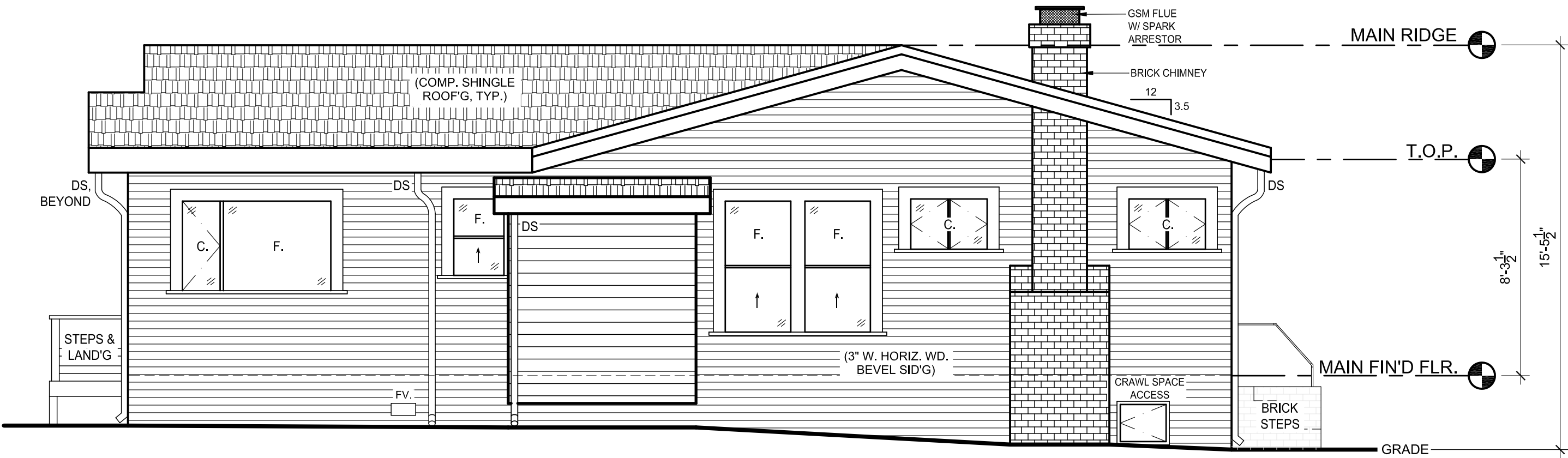
VIEW FROM SIDE LOT



NORTH ELEVATION

SCALE : 1/4"=1'-0"

VIEW FROM REAR LOT



WEST ELEVATION

SCALE : 1/4"=1'-0"

VIEW FROM SIDE LOT

REVISION	BY

DRAFTECH (of Marin County)
15 SCHOOL TERRACE
NOVATO, CA. 94945
draftechup@yahoo.com ph. (415) 897-0042

signature

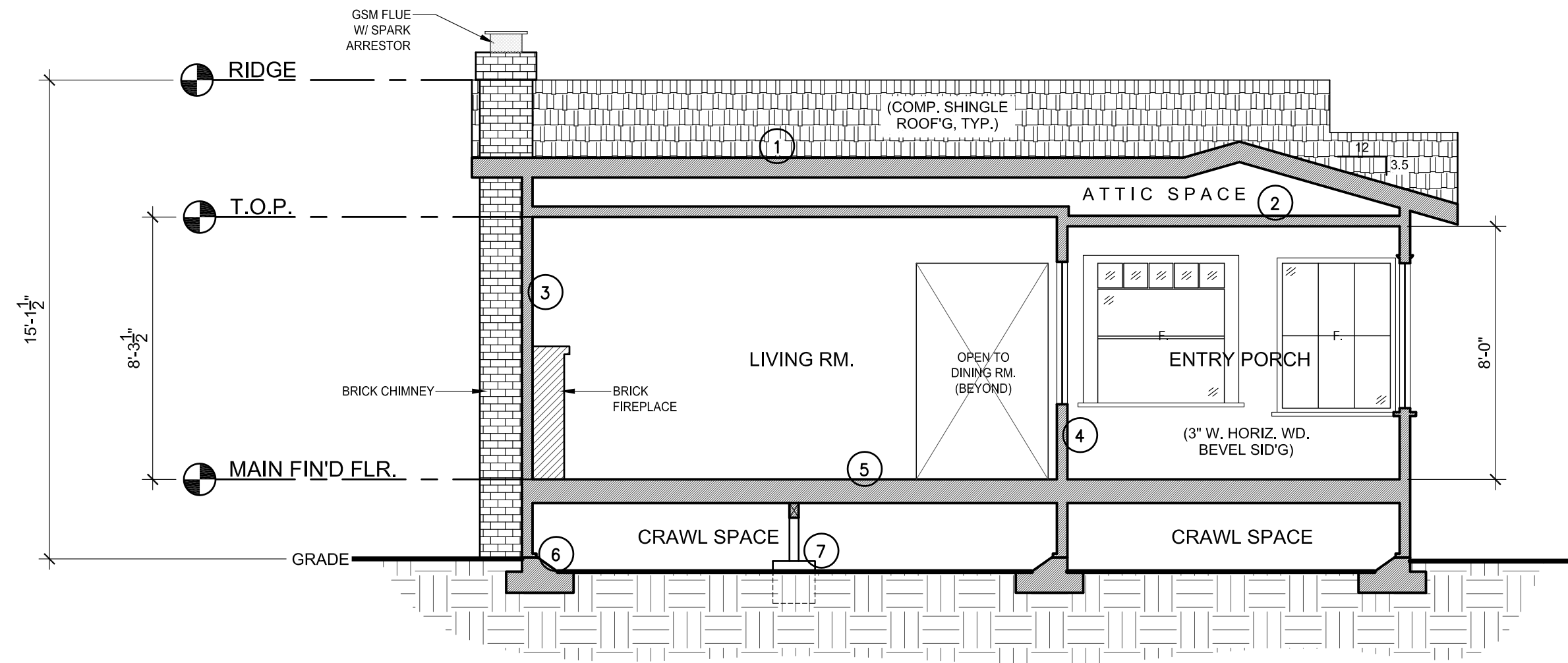
BUILDING ELEVATIONS

AS-BUILT DRAWINGS FOR THE:
GREEN RESIDENCE
24 WOODLAND AVE.
SAN ANSELMO, CALIFORNIA 94960
(415) 897-0905 APN 007-262-21

Date	04/30/21
Scale	1/4"=1'-0"
Drawn by	SRT/VGT
Project	GREEN

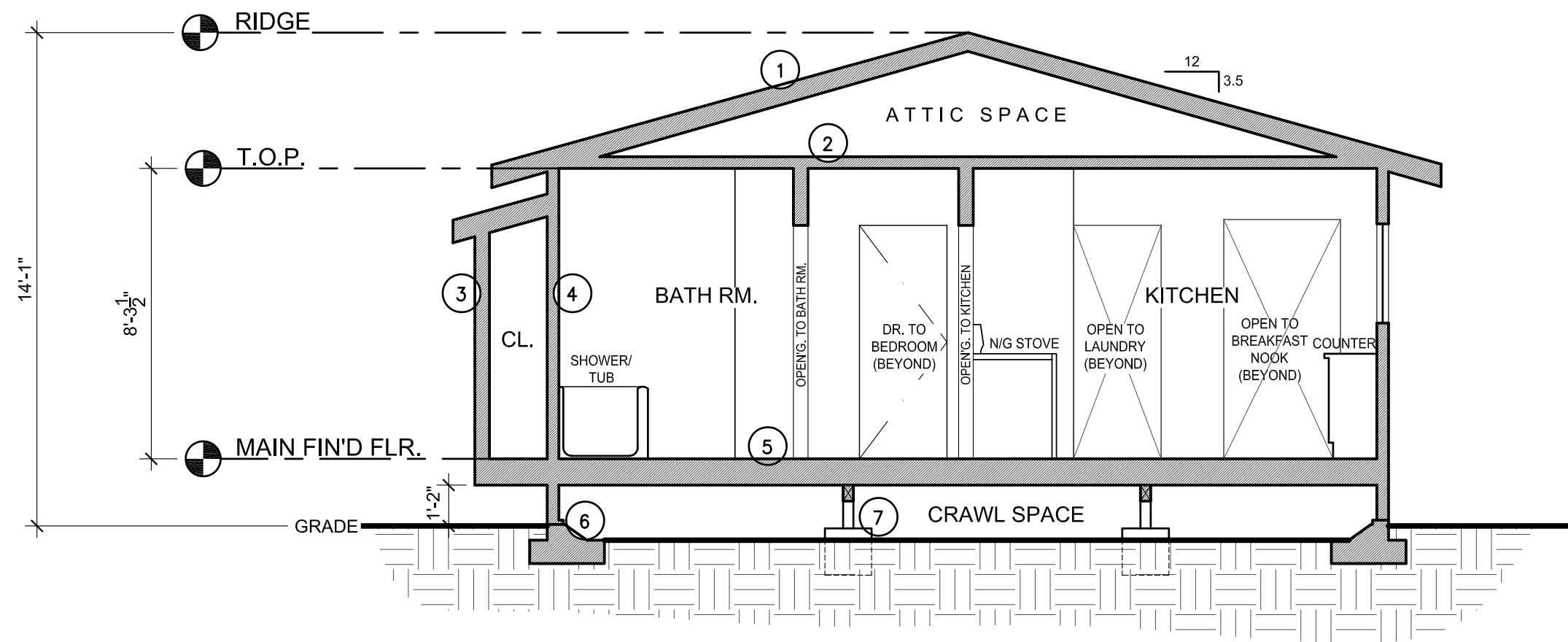
AS-BUILT
AB-3

REFERENCE - NOT FOR SUBMITTAL
ADDITIONAL COPIES AVAILABLE BY REQUEST



CROSS SECTION 'A'

SCALE : 1/4"=1'-0"



CROSS SECTION 'B'

SCALE : 1/4"=1'-0"

FRAMING ASSEMBLY NOTES		
1	ROOF FRAMING (AS EVIDENT)	COMP. SHINGLE ROOF'G O/ BUILD'G. PAPER O/ 1X SHEATH'G. O/ 2X4 RAFTERS @ +/-24" O.C., TYP.
2	CEILING FRAMING (AS EVIDENT)	2X4 JOISTS @ +/-24" O.C. W/ 5/8" GYP. BD. FINISH AT CEIL'G., TYP. (INSULATION VALUE UNKNOWN)
3	EXTERIOR WALLS (AS EVIDENT)	3" WIDE BEVEL WOOD SID'G. O/ BUILD'G. PAPER O/ 2X4 STUDS @ 16" O.C. (ASSUM'D.) W/ 1/2" GYP. BD. FIN. AT INTERIOR, TYP., (R-13 INSULATION, ASSUMED)
4	INTERIOR WALLS (AS EVIDENT)	1/2" GYP. BD. O/ 2X4 STUDS @ 16" O.C. (ASSUMED)
5	MAIN FLR. - FLOOR FRAMING (AS EVIDENT)	FIN'D. FLOOR PER PLAN O/ 1X SUBFLOOR O/ 2X8 JOISTS @ +/-16" O.C. (INSULATION VALUE UNKNOWN)
6	PERIMETER FOUNDATION WALLS (AS EVIDENT)	2X6 MUD SILL O/ 8" WIDE BATTERED CONC. FOUNDATION WALL, NO ANCHOR BOLTS EVIDENT (PROFILE BELOW GRADE UNKNOWN)
7	INTERIOR FOUNDATION -POST AND FOOTING (AS EVIDENT)	4X6 BEAM O/ 4X6 POST O/ 16" SQ. CONC. FOOT'G. (PROFILE BELOW GRADE UNKNOWN)

REVISION	BY

DRAFTTECH (of Marin County)
15 SCHOOL TERRACE
NOVATO, CA. 94945
drafttechinfo@yahoo.com ph. (415) 897-0042

**BUILDING SECTIONS AND
FRAMING ASSEMBLY NOTES**

AS-BUILT DRAWINGS FOR THE:
GREEN RESIDENCE
24 WOODLAND AVE.
SAN ANSELMO, CALIFORNIA 94960
(415) 897-0905 APN 007-252-21

Date 04/30/21
Scale 1/4"=1'-0"
Drawn by SRT/VGT
Project GREEN

AS-BUILT
AB-4

REFERENCE - NOT FOR SUBMITTAL
ADDITIONAL COPIES AVAILABLE BY REQUEST

From: [Bartley Crocker Green, Green Ventures, Inc](#)
To: [jkarch2@comcast.net](#); [Elise Semonian](#)
Cc: [kcrockerball@gmail.com](#); [wtball22@gmail.com](#)
Subject: Final neighbor support of 24 Woodland Ave, SA project
Date: Thursday, November 11, 2021 11:19:30 AM

CAUTION: External Sender

Hi everyone,

I spoke again with Thelma Columbo who owns both of the properties (30 & 34 Woodland Ave) next to our two homes (24/28).

In addition to the neighbor adjacent on the other side (20 Woodland) we now have 100% support from neighbors on both sides, down the street and behind the house on Pine Street. In addition, we have received support and encouragement from both apartment buildings across the street, so it appears like we have 100% agreement for the plans from every neighbor, with zero opposition.

Here is Thelma's support email (she owns 30 & 34 Woodland). It clearly states her enthusiasm for the project. I can also ask her to sign something, which she is willing to do, but she lives in San Rafael so it may take awhile to get her letter (this email below however shows her support very clearly). I want to go on record that everyone who could possibly be impacted by our proposed remodel, is enthusiastically supporting the project.

**Elise: I do not have Lorraine's email address, so would you kindly forward this email to her? Many thanks!*

Bart Green

-----Original Message-----

From: Thelma Colombo <thelmco33@gmail.com>
To: Bartley Crocker Green, Green Ventures, Inc <bartleycgreen@aol.com>
Sent: Sun, Nov 7, 2021 9:12 pm
Subject: Re: Neighbor outreach/ follow-up to phone conversation

Hi Bart,

I'm sorry to have taken so long to get back to you. It was nice talking with you a couple weeks ago about your plans to remodel your house at 24 Woodland Avenue.
Feel free to let me know if there's anything I can do to further support you on this exciting project.

Sincerely,
Thelma Colombo
(415) 407-9254

To the San Anselmo Planning Dept.

I / We are the owners of a residence that is near, or borders the property of Kate and Taylor Ball. We have reviewed the plans for the proposed second story addition. We understand that the existing residence and the new second story will encroach 4'-0" into the 20'-0" front yard setback and will require a front yard setback variance. We also understand that the proposed structure requires a design review to show that it is compatible with the existing neighborhood.

I / We are in support of the project.

Name: Shalini Swarup & Deepak Mathuram

Address: 152 Woodland Ave.
San Anselmo, CA 94960

Date: 10/27/21

To the San Anselmo Planning Dept.

We are the owners of a residence that is near, or borders the property of Kate and Taylor Green Ball. We have reviewed the plans for the proposed second story addition. We understand that the existing residence and the new second story will encroach 4'-0" into the 20'-0" front yard setback. We also understand that the proposed structure requires a design review to show that it is compatible with the existing neighborhood.

We are in support of the project.

Name: SUSAN L. FITZSIMMONS, TTE

Address: 20 Woodland

Date: October 25, 2021

Susan L. Fitzsimmons
TTE

To the San Anselmo Planning Dept.

I / We are the owners of a residence that is near, or borders the property of Kate and Taylor Green Ball. We have reviewed the plans for the proposed second story addition. We understand that the existing residence and the new second story will encroach 4'-0" into the 20'-0" front yard setback and will require a front yard setback variance. We also understand that the proposed structure requires a design review to show that it is compatible with the existing neighborhood.

I / We are in support of the project. *Nice project.*

Name: *Karl H. Baeck*

Address: *36 Ross Ave # 9*
San Anselmo, CA 94960

Date: *August 31, 2021*

To the San Anselmo Planning Dept.

I / We are the owners of a residence that is near, or borders the property of Kate and Taylor Green Ball. We have reviewed the plans for the proposed second story addition. We understand that the existing residence and the new second story will encroach 4'-0" into the 20'-0" front yard setback and will require a front yard setback variance. We also understand that the proposed structure requires a design review to show that it is compatible with the existing neighborhood.

I / ~~We~~ are in support of the project.

Name: Leslie + Joe Anderson

Address: 129 Pine Street

Date: 10/7/21

Note: If bamboo is removed, please maintain the screening. Thank you!

To the San Anselmo Planning Dept.

I / We are the owners of a residence that is near, or borders the property of Kate and Taylor Green Ball. We have reviewed the plans for the proposed second story addition. We understand that the existing residence and the new second story will encroach 4'-0" into the 20'-0" front yard setback and will require a front yard setback variance. We also understand that the proposed structure requires a design review to show that it is compatible with the existing neighborhood.

I / We are in support of the project.

Name: *J.F.O. Sullivan*

Address: *24 Ross Ave San Anselmo.*

Date: *10/21/2021.*

To the San Anselmo Planning Dept.

We are the owners of a residence that is near, or borders the property of Kate and Taylor Green Ball. We have reviewed the plans for the proposed second story addition. We understand that the existing residence and the new second story will encroach 4'-0" into the 20'-0" front yard setback. We also understand that the proposed structure requires a design review to show that it is compatible with the existing neighborhood.

We are in support of the project.

Name: Thelma Colombo [REDACTED]

Address: 34 Woodland Ave, SA.

Date: Nov. 12, 2021

X Thelma Colombo

[Sent from the all new AOL app for iOS](#)

On Friday, December 3, 2021, 10:47 AM, Elise Semonian
<esemonian@townofsananselmo.org> wrote:

Was there an attachment to open with this? Neither of us could open an IMG file that was attached. But, maybe that wasn't a document to open.

-Elise

From: Bartley Crocker Green, Green Ventures, Inc
<bartleycgreen@aol.com>

Sent: Thursday, November 25, 2021 9:51 AM

To: Elise Semonian

<esemonian@townofsananselmo.org>

Cc: jeffkrootarchitect@gmail.com

Subject: Fwd: Checking in/follow-up

CAUTION: External Sender

24 Woodland and Surrounding Properties

[illegible]

From: [Jeff Kroot](#)
To: [Elise Semonian](#)
Subject: Green/Ball Addition, 24 Woodland Ave., SA, Photos of houses on north side of Woodland Ave. for Planning Application
Date: Monday, October 25, 2021 11:21:51 AM

CAUTION: External Sender









From: [Jeff Kroot](#)
To: [Elise Semonian](#)
Subject: Green/Ball Addition, 24 Woodland Ave., SA, photos of houses on south side of Woodland for Planning Application
Date: Monday, October 25, 2021 11:21:42 AM

CAUTION: External Sender









From: [Jeff Kroot](#)
To: [Elise Semonian](#)
Subject: Green/Ball 24 Woodland Ave., SA, Photos of existing residence.
Date: Monday, October 25, 2021 11:12:07 AM

CAUTION: External Sender







app

EXHIBIT A

Town of San Anselmo

Standard Conditions of Planning Approval

1. All conditions of approval shall be included on the first sheet after the cover sheet of the construction drawings submitted for a building permit.
2. Except as otherwise noted in these conditions of approval, the plans submitted to the Building Department for plan check shall be identical to those approved by the Planning Commission or Planning Director. If any changes are made to the approved plans the applicant is responsible for clearly identifying all such changes and reviewing them with the Planning Department prior to submitting for a Building Permit or a revision to the Building and/or Grading Permit. All changes made to the Design Review Plans approved by the Planning Commission/Planning Director and the Building Permit construction document submittal must be clearly highlighted with a “bubble” or “cloud” on plans and marked with a “Delta ‘P’” at the time of initial Building Permit submittal. A list describing in detail all such changes shall be submitted and attached to the plans. Any changes that have not been clouded on the plans and noted in a transmittal memo and explicitly approved by staff are not approved. Construction, demolition or grading that does not conform to the Planning Commission/Planning Director approval is not valid and shall be subject to stop work orders and may require removal.
3. Site landscaping shall be generally consistent with any approved landscape plan. Plans for any irrigation of the site shall be incorporated into the landscape plan. All planting shown on the approved plan shall be installed prior to occupancy and project final, whichever occurs first, except during the Water Shortage Emergency when Marin Water may require landscaping irrigated with potable water to be deferred until after the termination of the Water Shortage Emergency. During the Water Shortage Emergency, rehabilitated landscapes shall only be watered on days approved by Marin Water. Upon the request of an applicant to receive a Temporary Certificate of Occupancy or defer landscaping due to the drought, and at the discretion of the Planning Director, landscape installation may be guaranteed by posting a cash bond equal to 100% of the cost and installation of any landscape improvements. As required by San Anselmo Municipal Code Section 10-3.604 “Landscape Maintenance,” all landscaping shall be maintained in a healthy condition in accordance with approved landscaping plans.
4. Acceptance of the construction drawings and specifications does not release the applicant and owner from correction of mistakes, errors, or omissions contained therein. If, during the course of construction, the public interest requires a modification or a departure from these

accepted plans, the Town shall have the authority to require such modifications or departure and specify the manner in which the same is to be made.

5. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with the Town Council and Town boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding ("action") against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or alleging any other liability or damages based upon, caused by, or related to the approval of the project. The Town shall promptly notify the applicants and/or owners of any action. The Town, in its sole discretion, may tender the defense of the action to the applicants and/or owners or the Town may defend the action with attorneys of the Town's choice, with all attorneys fees and litigation costs incurred by the Town in either case paid for by the applicant and/or owners.

Planning Department Standard Conditions of Approval:

6. This approval shall be final either 10 calendar days following the date of action by the Planning Director, Planning Commission, or Town Council, whichever is last. This approval is effective from the date of approval until the building permit is issued and shall expire one year after approval should a building permit not be issued. If building permits are issued during the effective life of the approval, the expiration date of the approval shall be automatically extended to concur with the expiration date of the building permit. The approval may be renewed once by the Planning Director for one year if the applicant submits a written statement to the Planning Director showing good cause prior to expiration of the application.
7. Prior to issuance of a building permit, the applicants shall reimburse the Town for any known unpaid costs associated with the project, including work done by consultants and the Town Attorney. Prior to project final the applicants shall reimburse the Town for any other unpaid costs associated with the project, including work done by consultants and the Town Attorney.
8. The light source for all exterior lighting fixtures shall be shielded from adjacent properties. Cut sheets for all exterior lighting shall be submitted as part of the building permit. Lighting shall be designed to focus the light onto only the areas necessary to be illuminated and minimize overflow of lighting off-site. Exterior lighting shall not include unnecessary illumination of building or site walls. Town staff will review compliance with this condition after installation of the lighting and reserves the right to require adjustment or elimination of lighting that violates this condition.

Department of Public Works Standard Conditions of Approval:

9. For all improvements within the public right of way, the applicant shall submit plans to adequately describe the work. Plans shall include but not be limited to drainage details, cross-sections, driveway/roadway grades and utility locations as necessary.

10. The project shall comply with the Town of San Anselmo Urban Runoff Pollution Prevention Ordinance. If the project paves or otherwise creates more than 150 square feet of impervious surface, a Flatwork Permit is required from the Public Works Department. In addition to the site design measures and Flatwork Permit required for small projects, new and redeveloped projects that create or replace more than 500 square feet of impervious surface may require bioretention or permanent stormwater controls designed to remove sediment and other pollutants and to mimic the pre-project site hydrology by controlling the flow rates and/or the volume of stormwater runoff from the project's added and/or replaced impervious surfaces and a Stormwater Control Plan (SCP) (San Anselmo Municipal Code Section 5-8.11).
11. Appropriate Best Management Practices (BMPs) shall be implemented to prevent the discharge of construction wastes or contaminants from construction materials, tools, and equipment from entering storm drains or watercourses. Plans for adequate BMPs to be installed, implemented, and maintained during construction and after final stabilization shall be submitted with the building permit application. The combination of BMPs used, and their execution in the field, must be customized to each site using up-to-date standards and practices. The Town will provide references to current guidance manuals and BMP information on request. (San Anselmo Municipal Code Section 5-8.10)
12. The Director of Public Works may require dedication of street rights-of-way or improvements. No permit for the development of any parcel of land abutting a public street shall be issued until the Director certifies that frontage improvements in accordance with the current Town specifications in use by the Department of Public Works and at the location prescribed by the Town Engineer in accordance with the Streets and Highways Plan of the Town: 1.) have been installed at no cost to the Town; or 2.) will be installed as a part of the development and prior to occupancy; or 3.) that in lieu of the improvements the applicant has deposited the estimated cost of the improvements with the Town. (San Anselmo Municipal Code Section 7-10.101)
13. Any improvements, public or private, damaged during construction shall be replaced, by the applicant, in-kind or with new improvements. All cracked, broken, or uplifted sidewalk, driveway and/or curb and gutter fronting the property shall be replaced. Applicant shall coordinate with the Department of Public Works prior to the start of the project improvements to identify the extents and limits of replacement.
14. All construction materials, debris and equipment shall be stored on site. If that is not physically possible, an encroachment permit shall be obtained from the Department of Public Works prior to placing any construction materials, debris, debris boxes or unlicensed equipment in the right-of-way. A minimum of 12' passable auto traffic clearance (paved travel way) shall be maintained at all times along the roadway. The placing of portable restroom facilities in the Town right-of-way will not be permitted unless there is not an appropriate location on the subject property and Public Works approves placement in the right of way.
15. If a permeable paving system is to be used as a part of the site development strategy, the analysis shall include but not be limited to the following:

- a. For drainage purposes, the underlying intent, either retention or detention, shall be fully quantified. If retention is to be used, a soils report, including percolation of the soils shall be submitted as a part of the plans. If detention is to be used, peak runoff quantities, storage capacity of the system, discharge rates, discharge points, impacts to existing facilities etc. shall be included. For small to medium projects, the Town and County prescriptive method outlined in the Homeowner's Guide to Stormwater Management may be used if approved by Public Works.
 - b. The structural adequacy of the system that accommodates vehicle loading including emergency response vehicles (i.e. fire trucks) if the access is to be designated for that purpose.
 - c. Provisions for ongoing maintenance of the pavers shall be included in the submittal package.
16. Drainage improvements shall implement Low Impact Development standards, including but not limited to:
- a. No increase in stormwater runoff as compared to existing conditions
 - b. Maintain natural drainage patterns
 - c. No concentration of flows, allowing drainage to flow naturally and to percolate and mimic existing and sheet flow conditions.
 - d. Rock rip-rap outfalls shall be located as far from property lines as possible and shall be designed to mimic existing drainage conditions (i.e. sheet flow, velocity dissipater, etc.)
 - e. All stormwater runoff lines (such as building downspout lines, landscape drain lines, etc.) must be discharged in a manner that conforms to the current stormwater discharge practices in Marin County and as outlined in the Town's Homeowner's Guide to Stormwater Management on the Town website.
17. A Construction Management Plan (CMP) shall be submitted to the Town as part of the Building Permit and/or Grading Permit and shall be incorporated into the plans. This plan shall be a binding document. Failure to adhere to the plan may result in a "Stop Work Notice" being placed on the project. An electronic copy of the APPROVED CMP shall be submitted to the Town and may be posted to the Town's website. This plan shall be updated as project conditions warrant. Updates to the plan shall be provided to the Town for review and approval. The CMP shall include but not be limited to:
- a. Work schedule (start of construction date, road or lane closure intent/dates, important milestones and proposed final dates).
 - b. A video of the right of way in front of and adjacent to the property and the haul route as required by Public Works before any work commences.
 - c. Construction Hours-Construction hours may be changed before or during construction as needed and determined by Public Works.
 - d. Construction Waste Management Plan
 - e. Staging/storage type and location
 - f. Travel routes and turn-around locations

- g. Road and/or lane closures (Applicant to provide information on how many anticipated road closures, and the reasons for each road closure).
- h. Worker auto parking space locations/construction parking
- i. Phasing (if applicable)
- j. If construction improvements are in areas of steep slopes, the Contractor shall provide safe temporary hard surface stair access to the improvements. This access shall be shown on the CMP.

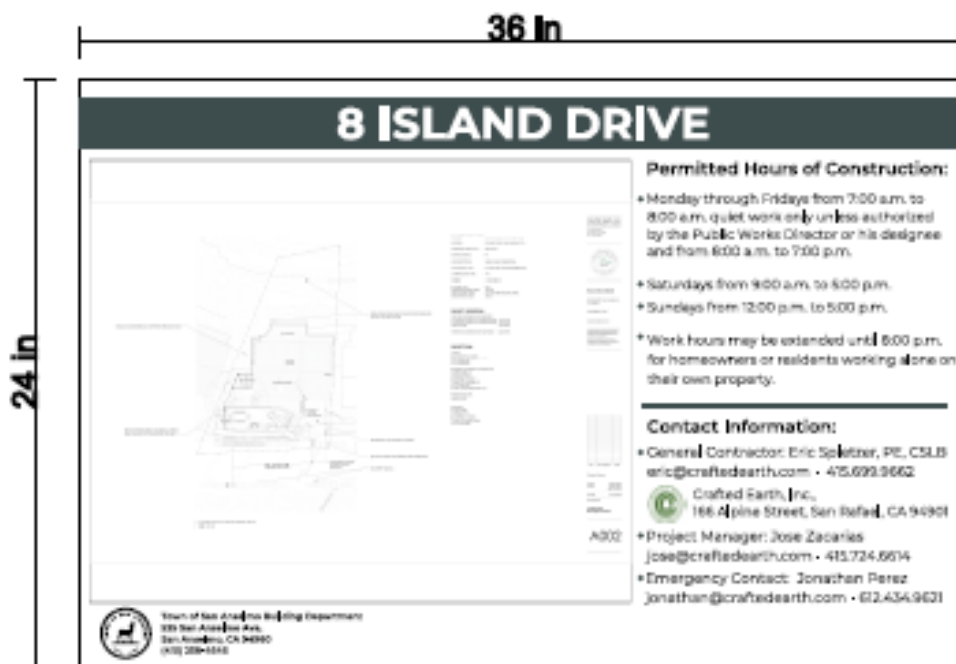
The CMP may be more stringent if the project is located close to schools or in impacted neighborhoods. A CMP may be required to be modified if a neighborhood becomes “impacted” during the construction. Impacted neighborhoods are defined as areas in geographic proximity (i.e. using the same streets for access) with a significant number of simultaneous construction projects.

Delivery times shall be determined at the time of Building Permit review and included on the Construction Management Plan sign.

Prior to issuance of a building permit, the applicant shall post a sign during construction in a location clearly readable from the public right of way, substantially in the same format at the image below. When approving the Construction Management Plan, the Department of Building or Public Works may require the plan to be incorporated on the sign.

The sign shall include the following information:

- a. Address of the project site.
- b. Permitted hours of construction and of deliveries/off-haul.
- c. Name, e-mail address and direct phone number of the General Contractor.
- d. Name, e-mail address and direct phone number of the person responsible for managing the project.
- e. Name and direct phone number of the party to call in case of an emergency.
- f. Town of San Anselmo Building Department contact information.



Building Department – Standard Conditions of Approval:

18. All construction shall comply with the California Building Code, Plumbing Code, Electrical Code, and Mechanical Code, and other applicable Title 24 Codes in effect at the time of building permit submittal.
19. It is the responsibility of the designer(s) to ensure that all of the above Title 24 codes, as well as any applicable San Anselmo Municipal Codes are incorporated into the design.
20. The hours of construction activity shall be limited to 7:00 a.m. to 7:00 p.m. Monday through Friday, 9:00 a.m. to 5:00 p.m. on Saturdays and 12:00 p.m. to 5:00 p.m. on Sundays. These hours may be changed as required by Public Works or Building.
21. A mechanical permit is required for any exterior mechanical equipment. Prior to the issuance of a mechanical or building permit for mechanical equipment, the applicant shall provide adequate information, reports and data to the Building Department demonstrating that the noise level from any exterior mechanical equipment or exterior vents, when measured at the property line boundary, complies with Town Noise Ordinance decibel limits.
22. All portions of the job site shall be maintained in an organized and professional condition. All trash, debris, construction scraps and broken/deteriorated machinery shall be removed from the site by the end of each week. If off loaded construction materials are not used within 2 weeks, they shall be screened from public view. All sidewalks, driveways and public/private roadways fronting the subject site shall be broom cleaned at the end of each business day.
23. **A Pre-Construction Meeting is required.** Unless waived by the Building Official, prior to initiation of any work on the proposed project, the applicant shall arrange a pre-construction meeting that shall be attended by Town of San Anselmo staff, the owner, general contractor, and sub-contractors responsible for demolition, foundation and excavations, framing, roofing and major deliveries to review these conditions of approval, permitted hours of operation, etc. Staff may require additional subcontractors depending on project scope. The general contractor is responsible for ensuring that all contractors adhere to the Construction Management Plan and all Conditions of Project Approval and Conditions of all permits (Building, Grading, Encroachment, etc.).
24. All required construction signage and any required tree-protection shall be posted and available for Town inspection at the time of the Pre-construction meeting. If these measures are not in place at the time of the pre-construction meeting, a re-inspection fee will be required and issuance of building permit will be delayed.
25. Any project within a Special Flood Hazard Area shall comply with the standards of construction and standards for utilities in San Anselmo Municipal Code Title 7, Chapter 11.
26. All electrical and communication service laterals, including those for cable television service, to any new building or structure or building or structure undergoing a substantial

improvement as defined by California Building Code Chapter 2 shall be placed underground from the main service equipment within the building or structure to a location designated by the supplying utility in accordance with the supplying utility's applicable rules, regulations and tariffs on file with the Public Utilities Commission of the State or other competent jurisdiction. The Building Official may grant an exception to this condition when it is found that the undergrounding of the utility service laterals will cause an unnecessary hardship or results inconsistent with the intent of San Anselmo Municipal Code Title 9, Chapter 4. (SAMC Sec. 9-4.01-9.4.03)

27. Every building shall be numbered by placing the appropriate number on or adjacent to the main entrance to the building so as to be readily seen from the street. Address numbers must be Arabic numerals or alphabetical letters with a minimum stroke width of one-half inch. Numbers on residential buildings shall be self-illuminated, internally-illuminated or placed adjacent to a light which is controlled by a photocell and switched only by a breaker so it will remain illuminated all night. Building numbers shall be a color that clearly contrasts with the color of the background upon which they are placed. Residential building numbers shall be not less than four inches in height and non-residential /commercial building numbers shall be not less than six inches in height. All numbers shall be of proportionate width to the height, shall be made of permanent material, and shall be placed in a manner as to not be easily defaced or removed. (San Anselmo Municipal Code Sections 9-5.03 and 9-5.06).
28. Building plans shall include a green building program description and completed checklist that demonstrate the project shall comply with the applicable Green Building Standards adopted by the Town Council including the green building rating system(s); minimum compliance thresholds; and methods for verification of compliance with the adopted standards. The checklist shall be incorporated onto a separate full-sized plan sheet included with the building plans. A qualified green building rater, if required, shall provide evidence that the project, as indicated by the project plans and green building program description, will achieve the applicable Green Building Standards prior to issuance of a building permit. The green building rating system in effect at the time of building permit submittal shall be that which is applicable to the development project throughout the project construction. During the construction process, alternate green building measures may be substituted, provided that the qualified green building rater or applicable individual provides documentation of the proposed change and the project's continued ability to achieve the Green Building Standards to the Chief Building Official. Prior to final building inspection and occupancy, a qualified green building rater, if required, shall provide evidence that project construction has achieved the required compliance. Where certification through GreenPoint Rated or Leadership in Energy and Environmental Design (LEED) is required and such certification is only available subsequent to occupancy of the completed building, the applicant shall provide documentation of such certification within one (1) year of the date of the final building inspection for the project. (San Anselmo Municipal Code Section 9-19.040)
29. The applicant shall submit a Construction and Demolition Diversion Report to the Building Department prior to final inspection of the project and granting of occupancy. Prior to

obtaining any final inspection and grant of occupancy from the Building Department, the person who has obtained a building permit shall pay an Avoided Disposal Regulatory Fee if the Building Official determines that the applicant has not satisfied the diversion requirements. (San Anselmo Municipal Code Section 9-20.02)

30. All permits and/or inspection fees required shall be paid in full prior to final occupancy being granted.

Fire Dept. Standard Conditions of Approval:

31. The project shall comply with the Ross Valley Fire Department Plan Review memorandum for the project. The memo details items required for compliance and required inspections.
32. Final occupancy approval shall not be granted by the Fire Department unless all conditions have been met.
33. Fire Department and Town personnel shall be granted access to private driveways and private roadways in order to enforce applicable ordinances related to fire codes, municipal and penal codes pertaining to maintaining road access for emergency vehicles.

Ross Valley Sanitary District – Standard Conditions of Approval:

34. The project shall comply with all requirements of the Ross Valley Sanitary District prior to project final. Any private sewer lateral may be required to be tested, repaired or replaced prior to project final. Evidence of compliance shall be submitted to the Building Department prior to project final.

Marin Water – Standard Conditions of Approval:

35. The applicant shall comply with all requirements of the Marin Municipal Water District (MMWD) for water service prior to project final including compliance with all indoor and outdoor requirements of MMWD District Code Title 13 – Water Conservation.
36. All landscape and irrigation plans must be designed in accordance with the most current Marin Municipal Water District (MMWD) landscape requirements. New construction and rehabilitated (renovations or changes made to sites with an existing irrigation system) landscape projects will be affected by these requirements if the altered landscape area is greater than 500 square feet. The Code requires a landscape plan, an irrigation plan, and a grading plan. Evidence of compliance (compliance letter or exemption) shall be submitted to the Building Department as part of the building permit review process. Any question regarding the MMWD's current water conservation and landscape Ordinance should be directed to (415) 945-1497 or plancheck@marinwater.org.
37. Indoor plumbing fixtures must meet specific efficiency requirements.

38. Installation of a gray water recycling system is required for all projects that require installation of new water service and existing structures undergoing “substantial remodel” that necessitates an enlarged water service in compliance with MMWD Ordinance No. 429.
39. Backflow protection may be required as a condition of water service.
40. Prior to project final inspection, the applicant shall provide evidence to the Town Building Department that the project has received final approval (or is exempt from review) from the following three MMWD departments: Water Efficient Landscaping, Engineering, and Backflow Prevention.
41. NEW FOR DROUGHT: During the Water Shortage Emergency the project shall comply with Marin Water restrictions, which may include a requirement that applicant submit a written acknowledgement to Marin Wter that no new landscaping that will be irrigated with potable water will be installed in connection with the proposed project until after the termination of the Water Shortage Emergency. Existing and rehabilitated landscapes shall only be watered on limited irrigation watering days.

END OF STANDARD CONDITIONS OF APPROVAL



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Planning Commission

Meeting of 1/10/2022

Design Professional: Jeff Kroot, Architect
Project Address: 4 Myrtle Lane
Assessor's Parcel No.: 007-161-16
Zoning: R-1 Single Family Residential
General Plan: Single Family
FIRM Flood Zone: X (Outside Special Flood Hazard Area)

Request

Design review 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 Adjusted Floor Area	1,646 sq. ft. 22.3%
Proposed Floor Area	2,551 sq. ft. 34.5% (up to 39% allowed)

Recommendation

Approve the project subject to the Findings in the staff report and the Applicant's findings attached (Attachment 1) and subject to the Standard Conditions of Planning Approval (Attachment 5).

PROJECT SUMMARY

Timing

Pursuant to the Permit Streamlining Act (California Government Code Section 65950 et. seq.) the Planning Commission must approve or disapprove the project by within 60 days of the project being deemed complete and exempt from CEQA. Findings for a CEQA exemption are below.

Existing and Proposed Conditions

	Existing	Proposed	Code
Zoning	R-1 Single Family, Below 150 MSL	Same	Same
General Plan	Single Family	Same	Same
Flood Zone	X (Outside Special Flood Hazard Area)	Same	Same

Lot Size (sq. ft.)	7,386 sq. ft.	Same	7,500
Lot Coverage (sq. ft.)	1,928 sq. ft.	1,928 sq. ft.	2,585 sq. ft. 1,826 sq. ft.
Lot Coverage (%)	26.1%	26.1%	35%
Adjusted Floor Area	1 st floor 1,646 2 nd floor 0 Total 1,646 sq. ft.	1 st floor 1,646 2 nd floor 905 Total 2,551 sq. ft.	2,881 sq. ft.
Adjusted Floor Area Ratio sq. ft. (%)	22.3%	34.5%	39%
Setbacks	Front: 6' 6" Rear: 80+' East Side: 10' 4" West Side: 6'	Same	Front: 20' Rear: 20' Sides: 8'
On-Site Parking	3	3	2
Stories	1	2	2
Maximum Height Above Average Existing Grade	21' 7"	28'	30'

Public Notice

A notice was posted in three places and mailed to all property owners within 300 feet of the project site. No comments have been received as of the date of the staff report. Neighbor acknowledgements are attached.

Background

The site is Lot 109 of the 1903 Ross Valley Park Subdivision No. 2. The site received a side setback variance to enclose a carport into a garage in 1987.

Project Description

The applicants seek design review and a variance for a two bedroom, two bath, 905 sq. ft. second story addition. The project includes a remodel of the kitchen, family room, laundry and powder room on the main floor and the removal of the pyramid roof structure above the living room, to be replaced by a gable roof. The project involves less than 10% exterior wall demolition on the lower level.

A variance is requested to allow the pyramid roof structure to be replaced by a gable roof in the front setback area, since the roof increases the height of the nonconforming structure within the setback.

I. REQUIRED FINDINGS

Staff believes the Planning Commission can make the following findings to approve the project based on the applicant's Design Review and Variance findings, attached, and the following additional findings.

Design Review and Variance

See Applicants' findings, Attachment 1

The upper-level addition complies with all town development regulations. It is a modest addition, and the aesthetics will be consistent with the existing residence and the design is well articulated with no large

expanses of material on a single plane. The upper-level plate height is limited to 8 feet. The windows along the west side have been raised to protect neighbor privacy and are windows for closets and a bathroom. The upper-level windows on the east side are for two bedrooms and a bathroom and are set back 10 feet or more from the side property line and even further from the adjacent residence. Based on the street elevation on Sheet 7, the massing of the proposed design is compatible with the mass and height of adjacent structures. The addition will not shade adjacent structures.

The removal of the pyramid structure above the living room will be an improvement to the design of existing structure within the setback and reduces the overall height of the structure within the front setback.

CEQA

Categorically Exempt: Section 15301 - Existing Facilities as an addition to an existing single-family residence. No exception set forth in Section 15300.2 of the CEQA Guidelines applies to the project including, but not limited to, Subsection (a), which relates to impacts on environmental resources (all work in previously disturbed areas of the site); (b), which relates to cumulative impacts (no other projects anticipated to be under construction at the same time in the area close to the residence. A construction management plan will be required to minimize impacts.); Subsection (c), which relates to unusual circumstances (no unusual circumstances, house size is within the range of typical single-family home development); or Subsection (f), which relates to historical resources (structure would not qualify for state or federal listing and no excavation is proposed).

II. CONDITIONS OF APPROVAL

Staff recommends that the Commission approve the application based on the findings and subject to the following conditions:

1. Planning Commission approval is for the plans for Sobral Residence 4 Myrtle Lane dated December 2021, approved by the Planning Commission on January 10, 2022.
2. The project shall be subject to Attachment 5 the Standard Conditions of Planning Approval.

Prepared By:

Elise Semonian

Planning Director

Attachment 1 Findings

Attachment 2 Project Plans

Attachment 3 Neighbor acknowledgments

Attachment 4 Color Board

Attachment 5 Standard Conditions of Planning Approval

PROPERTY INFORMATION

APPLICANT NAME Jeff Kroot Architect

PROPERTY ADDRESS 4 Myrtle Lane

ASSESSOR PARCEL NUMBER(S) 007-161-16

FINDINGS FOR DESIGN REVIEW APPLICATIONS

Provide the Town with written facts to support the following conclusions the Planning Director or Planning Commission must make to approve the Design Review application. Please provide facts in support of each conclusion so they can make a logical connection between the facts and the conclusion.

Residential R-1, R-2, and R-3 (three (3) or fewer units) below 150 feet Mean Sea Level (flatland).

1. Is functionally and aesthetically compatible with the existing improvements and the natural elements in the surrounding area

The proposal is for a second story addition to an existing one story residence. The existing residence is surrounded by two story residences. The addition is modest in size and meets all of the required setbacks. The aesthetics of the addition will be consistent with the existing residence. Windows along the west side of the residence have been raised to protect the neighbors privacy. The neighbor to the east is screened and has expressed no concern about privacy being an issue.

2. Provides for protection against noise, odors, and other factors which may make the environment less desirable

The proposal will not in any way make the environment less desirable.

3. Will not tend to cause the surrounding area to depreciate materially in appearance or value or otherwise discourage occupancy, investment, or orderly development in such area

The addition will be part of a make over of the entire house and will be aesthetically consistent with other homes in the neighborhood. The pyramid will be removed from the living room ceiling and replaced by a gable roof. The finished project should be a benefit to the neighborhood.

4. Will not create unnecessary traffic hazards due to congestion, distraction of motorists, or other factors and provides for satisfactory access by emergency vehicles and personnel

The project will remain a single family residence. The driveway will not change and the number of cars will remain the same. No traffic hazards will be created and satisfactory access by emergency vehicles and personnel will remain.

5. Will not adversely affect the health or safety of persons using the improvement or endanger property located in the surrounding area

The project will not adversely affect the health or safety of persons using the improvement or endanger property located in the surrounding area.

6. Is consistent with the Town General Plan

The project is consistent with the Town General Plan. It is an addition to a single family residence in the R-1 zone.

7. Will not unreasonably impair access to light and air of structures on neighboring properties

The project is far enough away from the neighboring structures that it will not unreasonably impair access to light and air of those structures.

8. Will not unreasonably affect the privacy of neighboring properties including not unreasonably affecting such privacy by the placement of windows, skylights and decks

The windows have been minimized on the upper floor of the west side of the residence and all of the upper floor window sills have been raised to maintain privacy to the west. The neighbor to the east has not expressed concern about privacy and the two homes are well screened from each other.

9. Will be of a bulk, mass and design that complements the existing character of the surrounding neighborhood

The craftsman aesthetic is similar to several other homes in the neighborhood. The two story addition is also the same as many other homes in the neighborhood. The removal of the awkward pyramid structure above the living room at the front of the house will be a plus for the neighborhood.

10. Will not materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant and will not be materially detrimental to the public welfare or injurious to property or improvements in such neighborhood.

The proposed addition will not adversely affect the health or safety of persons residing or working the neighborhood and will not be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.



PLANNING DEPARTMENT

Planning Division, 525 San Anselmo Avenue, San Anselmo, California 94960
Tel. (415)-258-4616/FAX 454-4683

VARIANCE SUPPLEMENTAL QUESTIONNAIRE

Complete the information below:

Setback Variance:

7'-0" foot front yard variance to construct a gable roof within 13'-0" feet of the front property line.

_____ foot rear yard variance to construct a _____ within _____ feet of the rear property line.

_____ foot side yard variance to construct a _____ within _____ feet of the side property line.

Other Variance Requests:

Fence height: _____

Building Height: _____

Lot Coverage: _____

Floor Area Ratio (FAR): _____

Parking number and/or size: _____

For All Variance Applications (does not include Sign Variance):

1. List below special circumstances applicable to the property, including size, shape, topography, location, or surroundings, to show why the variance should be granted, and why the granting of the variance will not be a granting of special privileges inconsistent with the limitations upon other properties in the vicinity and zone (you may attach a statement).

There is a pyramid roof over the living room at the front of the residence. The pyramid roof is aesthetically awkward and unattractive. The owners would like to replace it with a much lower gable roof that is aesthetically consistent with the residence. The existing living room is located in the front yard setback so a small part of the proposed gable roof extends into the front yard setback. There is a diagram on page 6 of the plans that shows the small area of the roof that will require a variance.

2. List below your reasons why the variance will not materially affect adversely the health or safety of persons residing or working in the neighborhood or be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood (you may attach a statement).

The new gable roof will have no negative impacts to the health or safety of persons residing or working in the neighborhood.

For Sign Variance Applications Please see other questionnaire.

APN:	007-161-16
JURISDICTION:	TOWN OF SAN ANSELMO
ZONING:	R-1
LOT AREA:	7,386 SF
FLOOR AREA:	
EXISTING:	1,646 SF
SECOND STORY ADDITION:	905 SF
TOTAL FLOOR AREA:	2,551 SF
DECK < 30" ABOVE GRADE:	281 SF
DECK TO BE REMOVED:	(32 SF)
TOTAL DECK:	249 SF
ENTRY PORCH:	22 SF
GARAGE:	260 SF
EXISTING SITE COVERAGE:	26.1 %
NEW SITE COVERAGE:	26.1 %
EXISTING FLOOR AREA RATIO:	22.3 %
NEW FLOOR AREA RATIO:	34.5 %

OCCUPANCY GROUP: R-3,U
TYPE OF CONSTRUCTION: VB
STORIES: 2
SPRINKLERS: TO BE INSTALLED
OCCUPANT LOAD: 13

San Anselmo Ave

Center Blvd

Hub Law Offices of Ford Greene

San Anselmo Co-Op Nursery School

4 Myrtle Ln, San Anselmo, CA 94960

6 min walk - work

Robson Park

Imagin

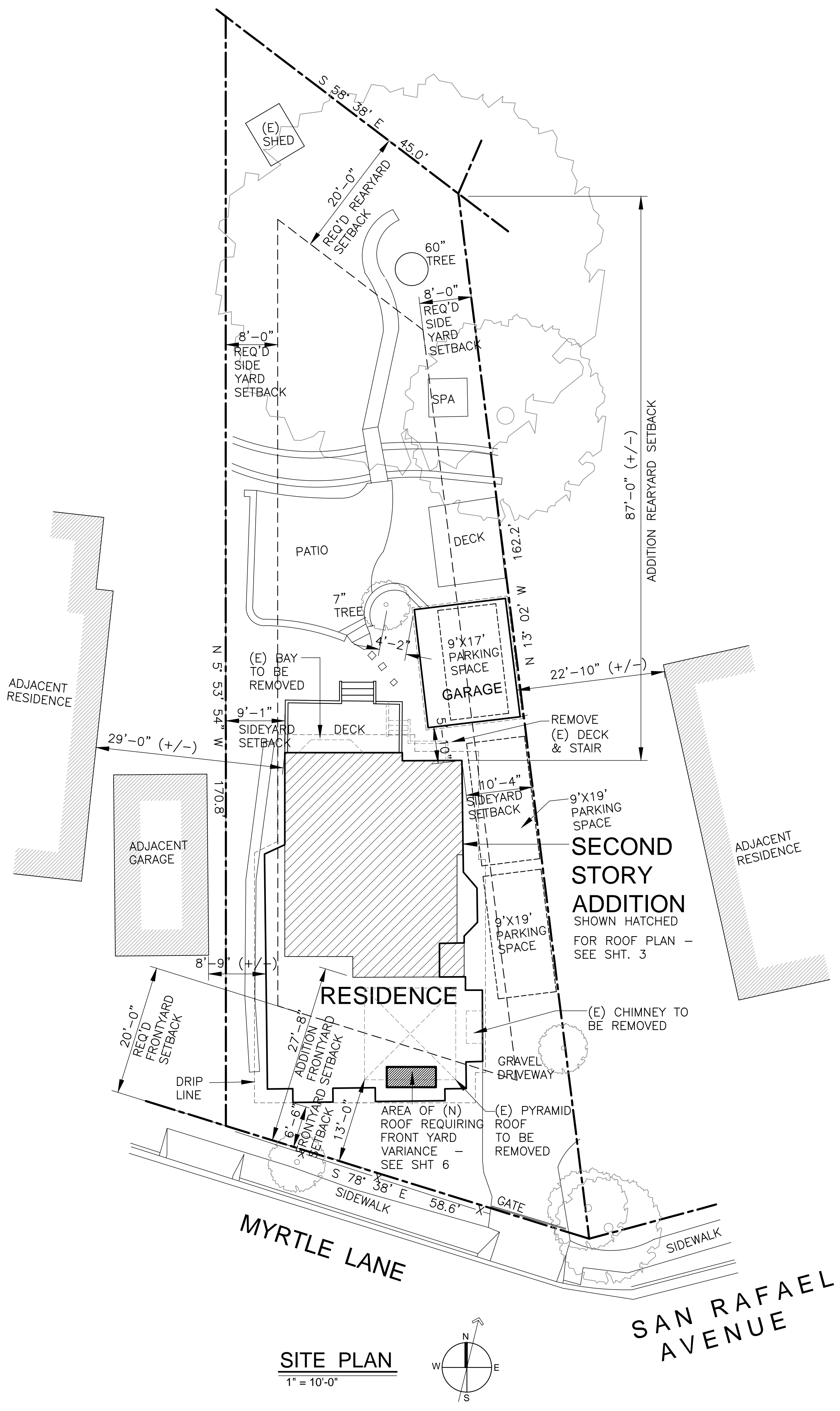
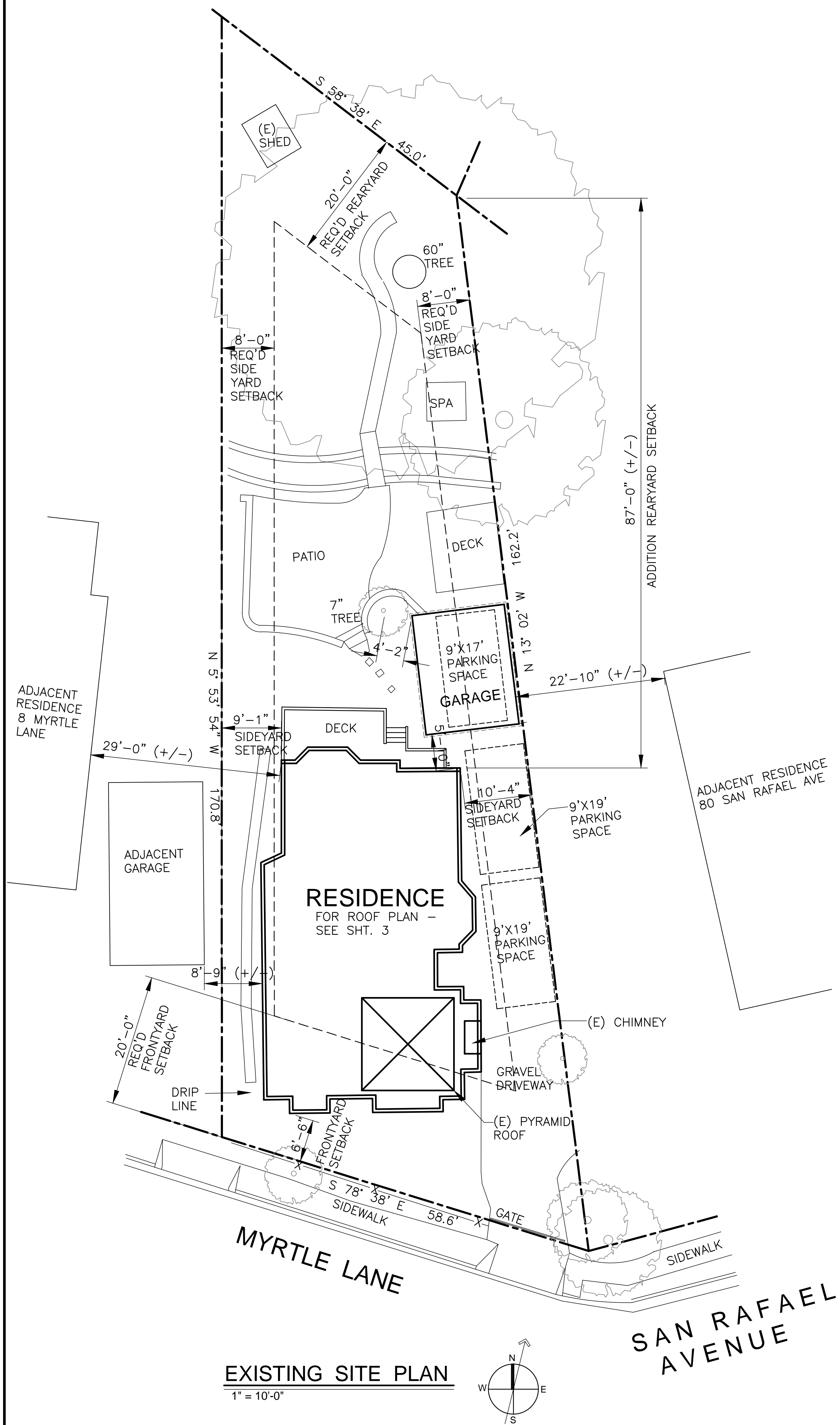
1 SITE PLAN, EXISTING SITE PLAN, SITE INFORMATION
2 FLOOR PLANS
3 SECTIONS, (N) AND (E) ROOF PLANS
4 SOUTH AND EAST EXTERIOR ELEVATIONS - (N) & (E)
5 NORTH AND WEST EXTERIOR ELEVATIONS - (N) & (E)
6 EXISTING FLOOR PLAN, DIAGRAM - NEW ROOF IN
FRONTYARD SETBACK, STORY POLE PLAN
7 SHADE STUDY, STREETSCAPE ELEVATION

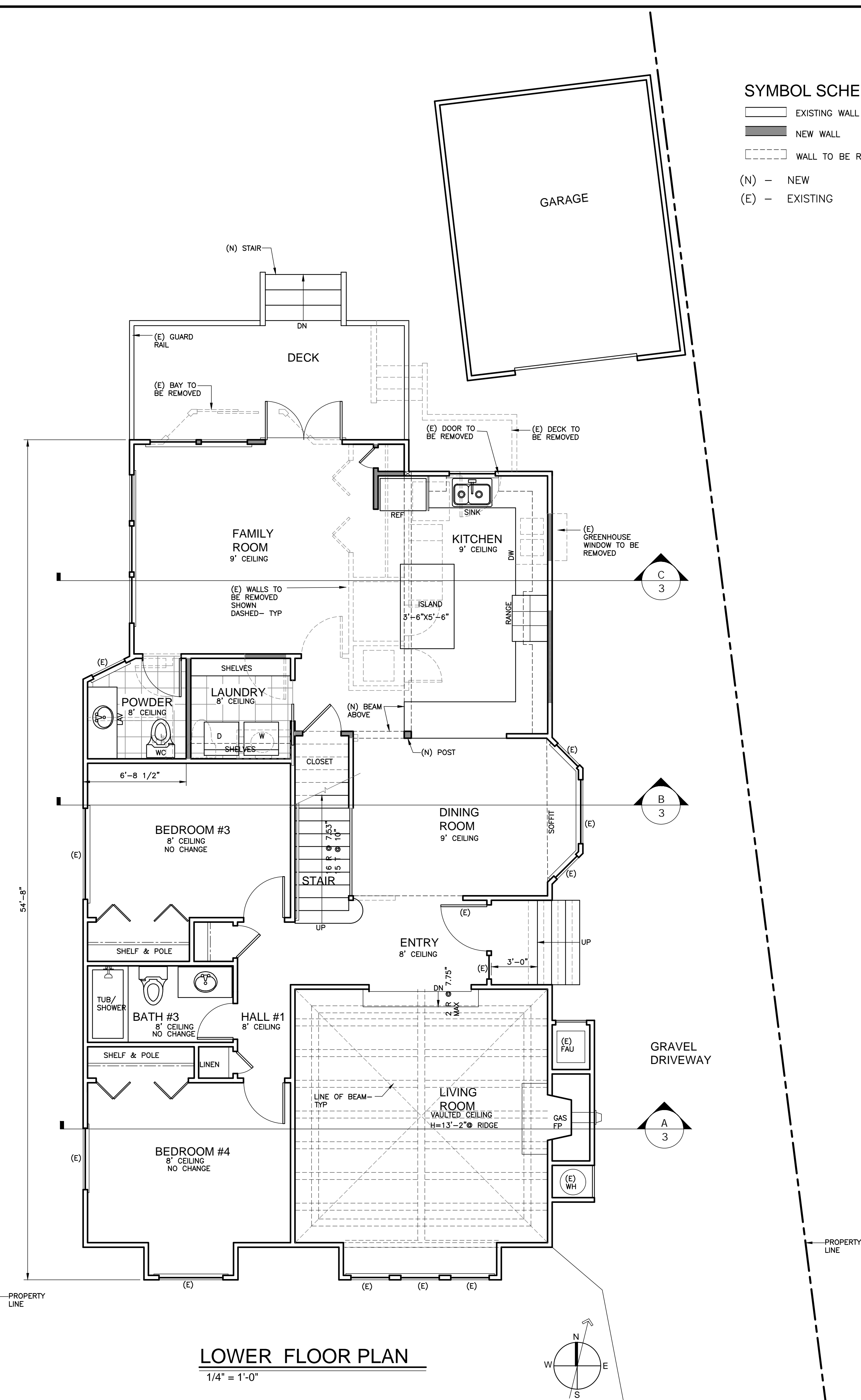
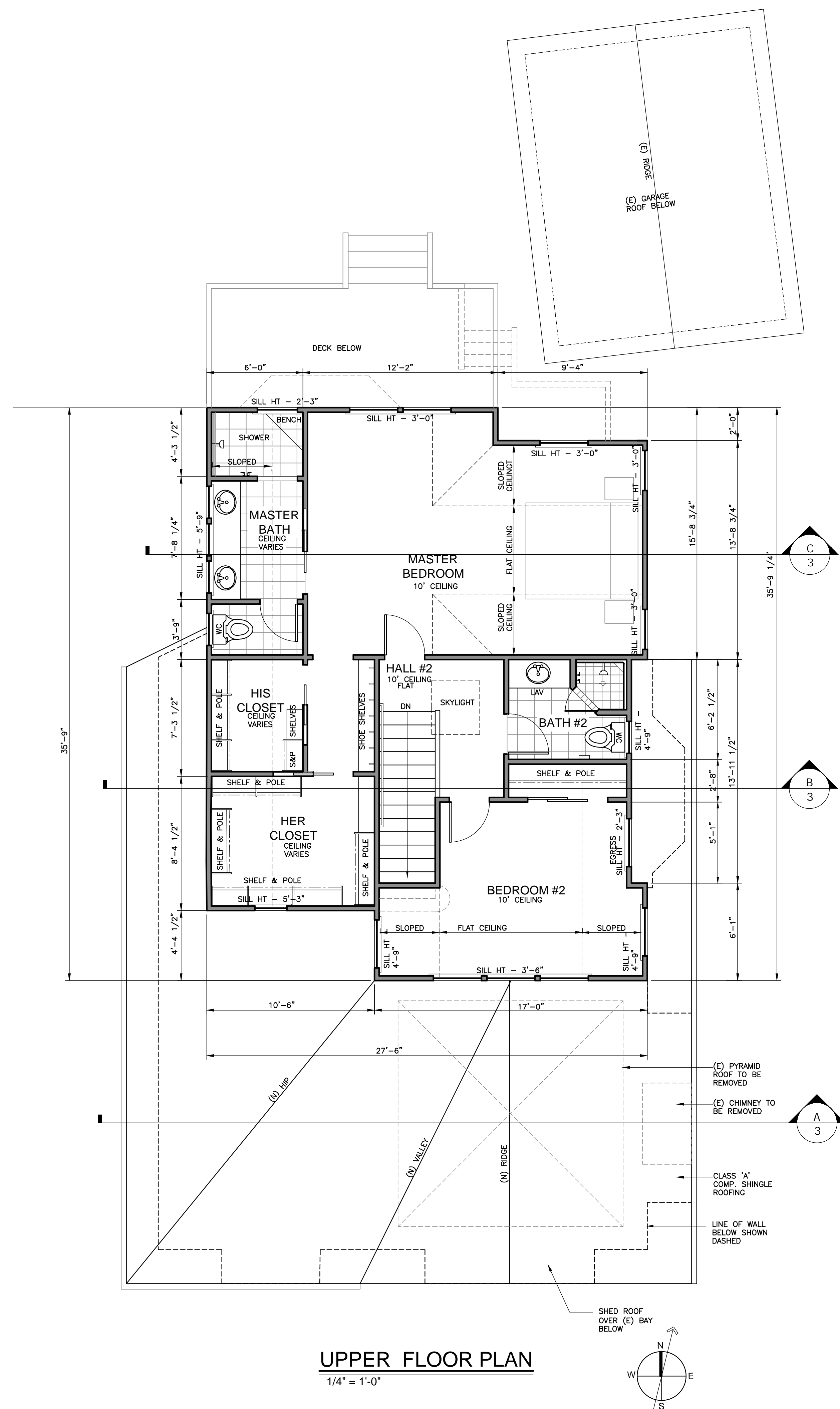
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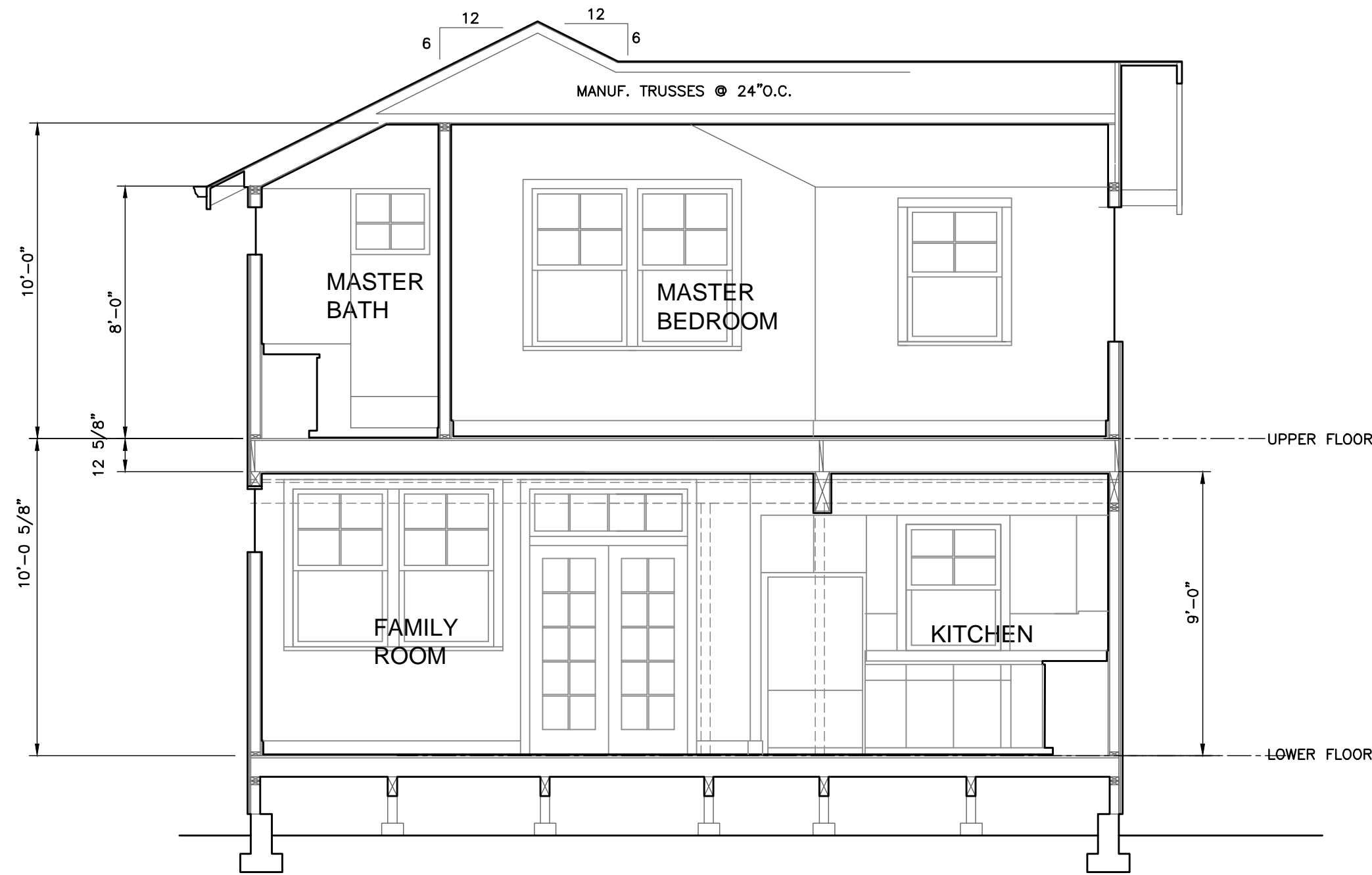
SITE PLAN, (E) SITE PLAN
SITE INFORMATION

4 Myrtle Lane, Anselmo, CA
APN 007-161-16

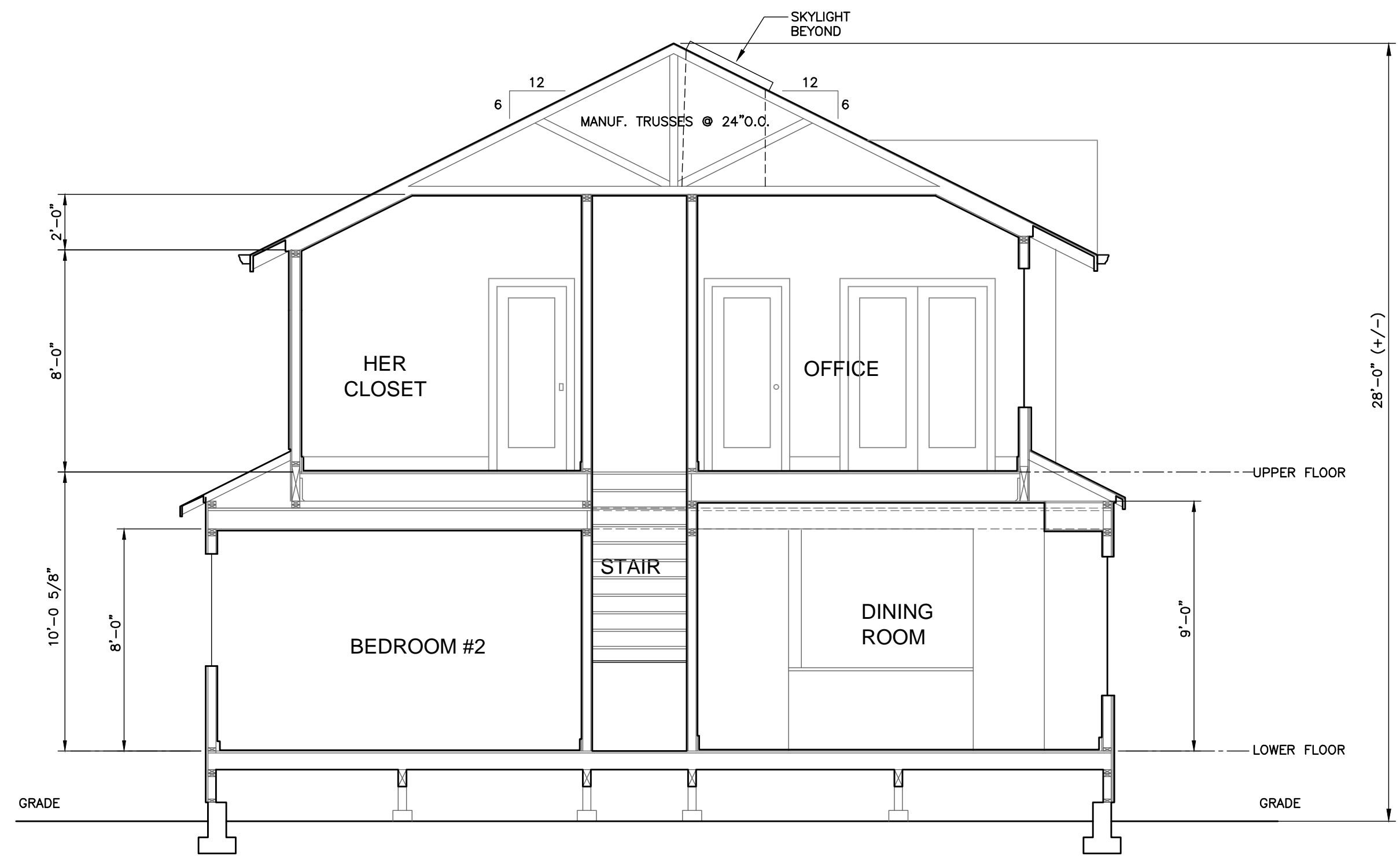
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Drawn	DMS
Job	SOBRAL
Sheet	1
OF	7



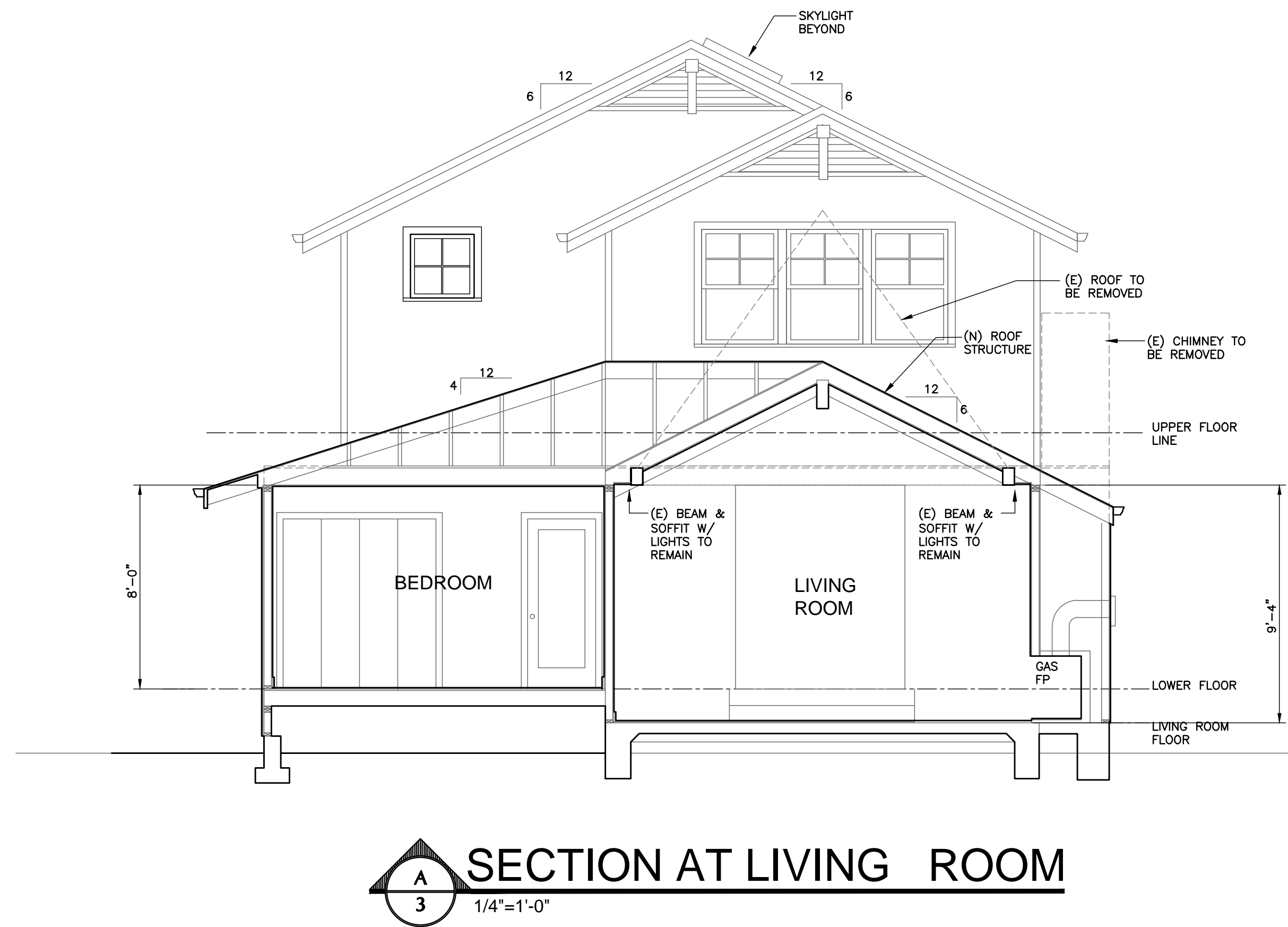
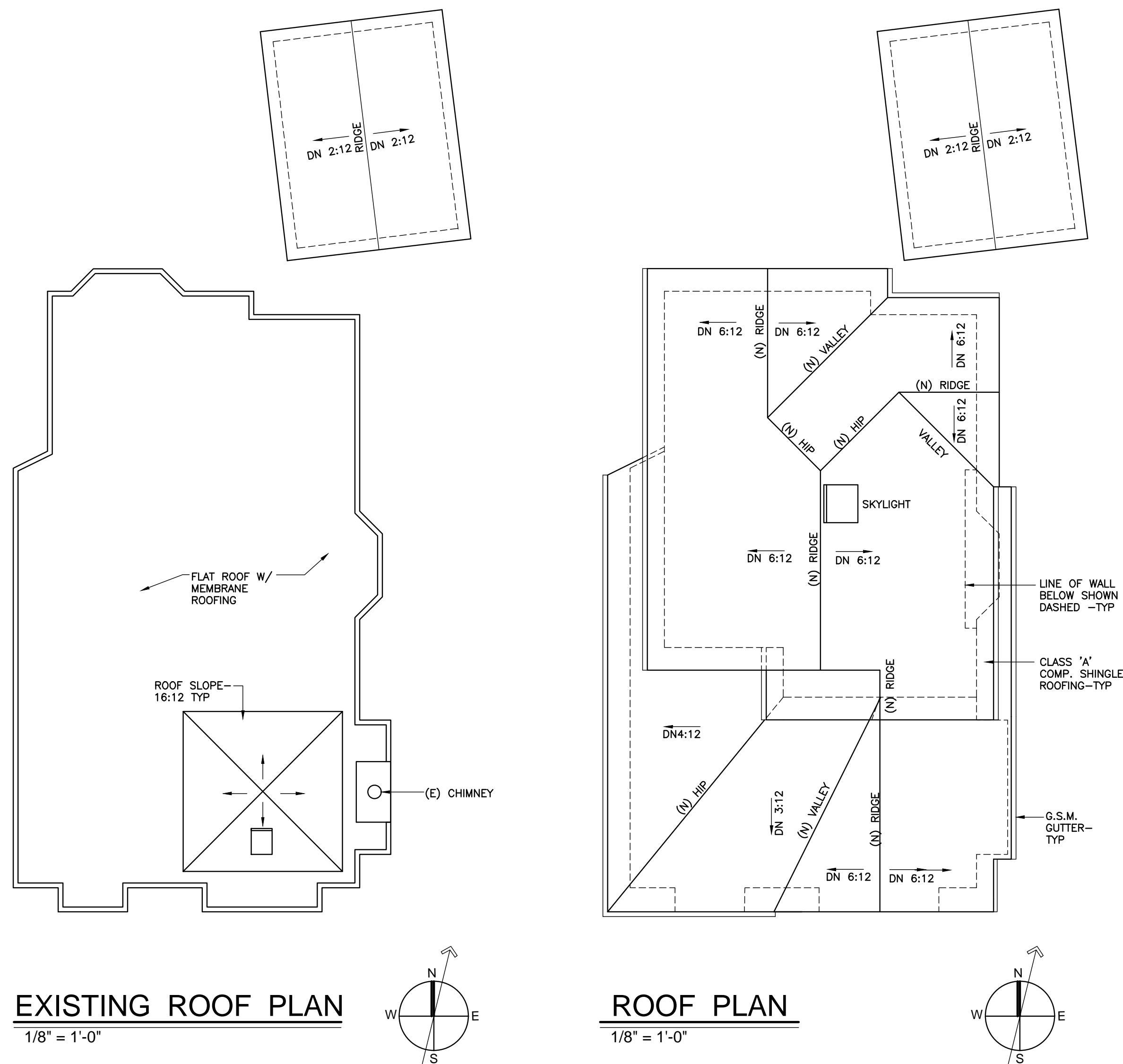
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SECTION AT MASTER BEDROOM
1/4"=1'-0"



SECTION AT DINING ROOM
1/4"=1'-0"



SECTION AT LIVING ROOM
1/4"=1'-0"

REVISIONS	BY

JEFF KROOT ARCHITECT & ASSOCIATES
 P.O. BOX 246 • SAN ANSELMO, CALIFORNIA 94079 • 415/455-5531

SECTIONS
ROOF PLANS

Addition and Remodel to the
SOBRAL RESIDENCE
 4 Myrtle Lane, Anselmo, CA
 APN 007-161-16

Date DEC 2021
 Scale AS SHOWN
 Drawn DMS
 Job SOBRAL
 Sheet **3**
 of 7



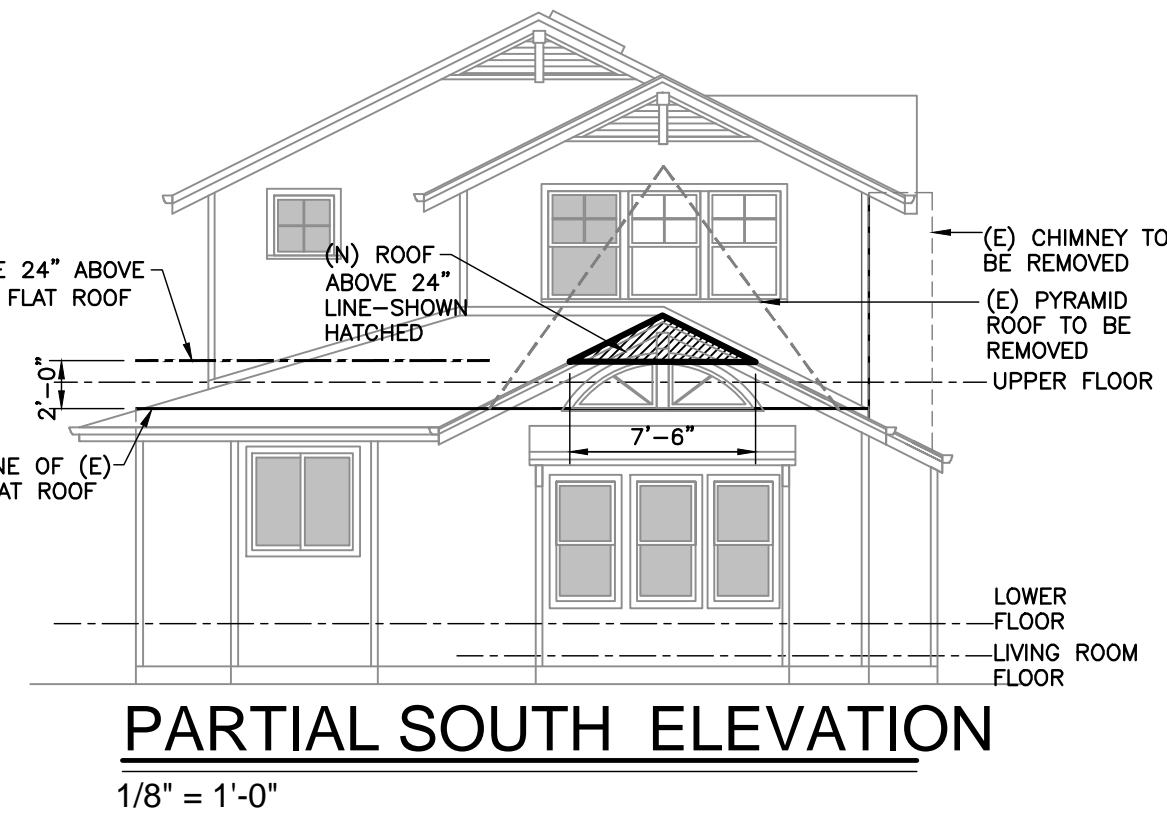
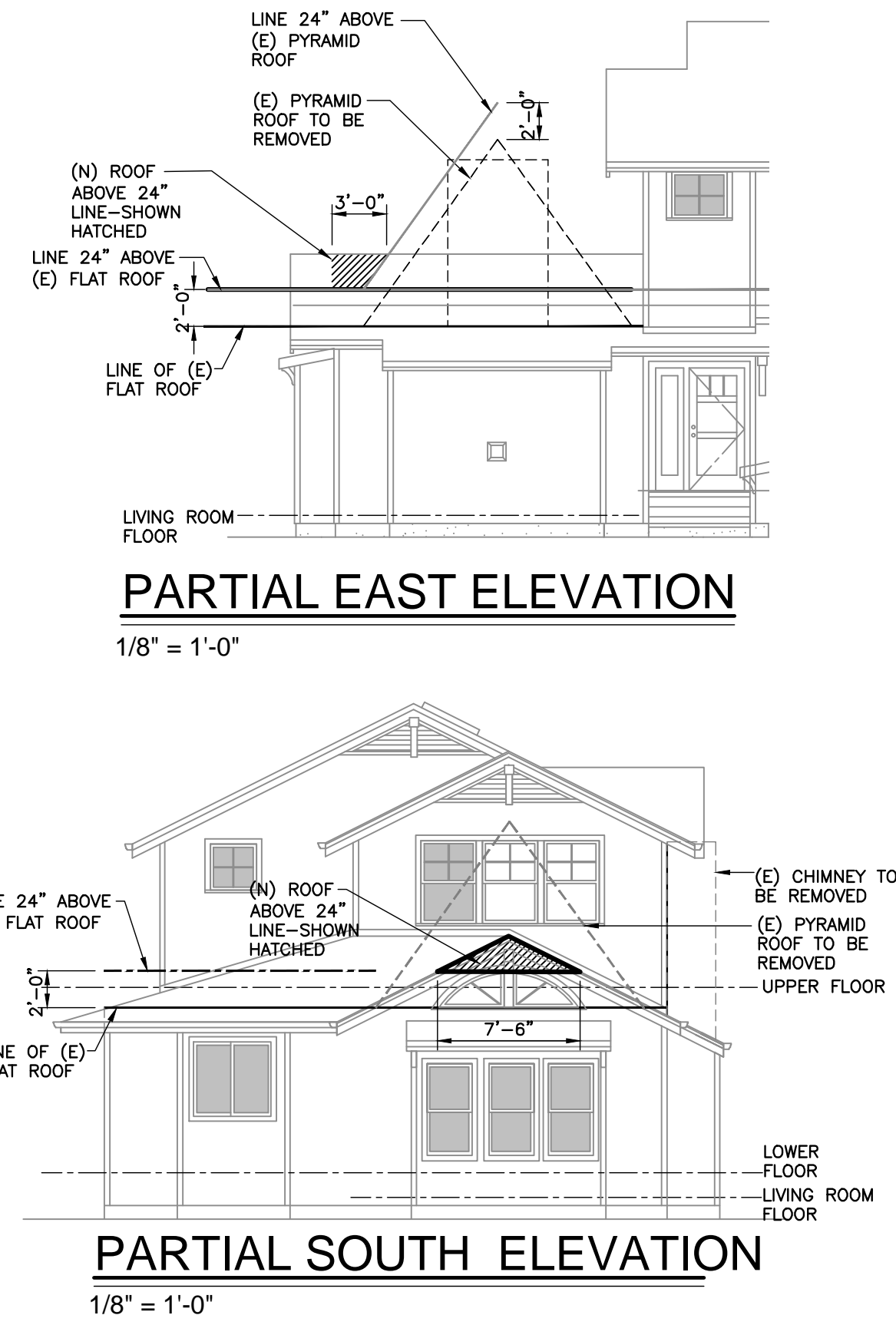
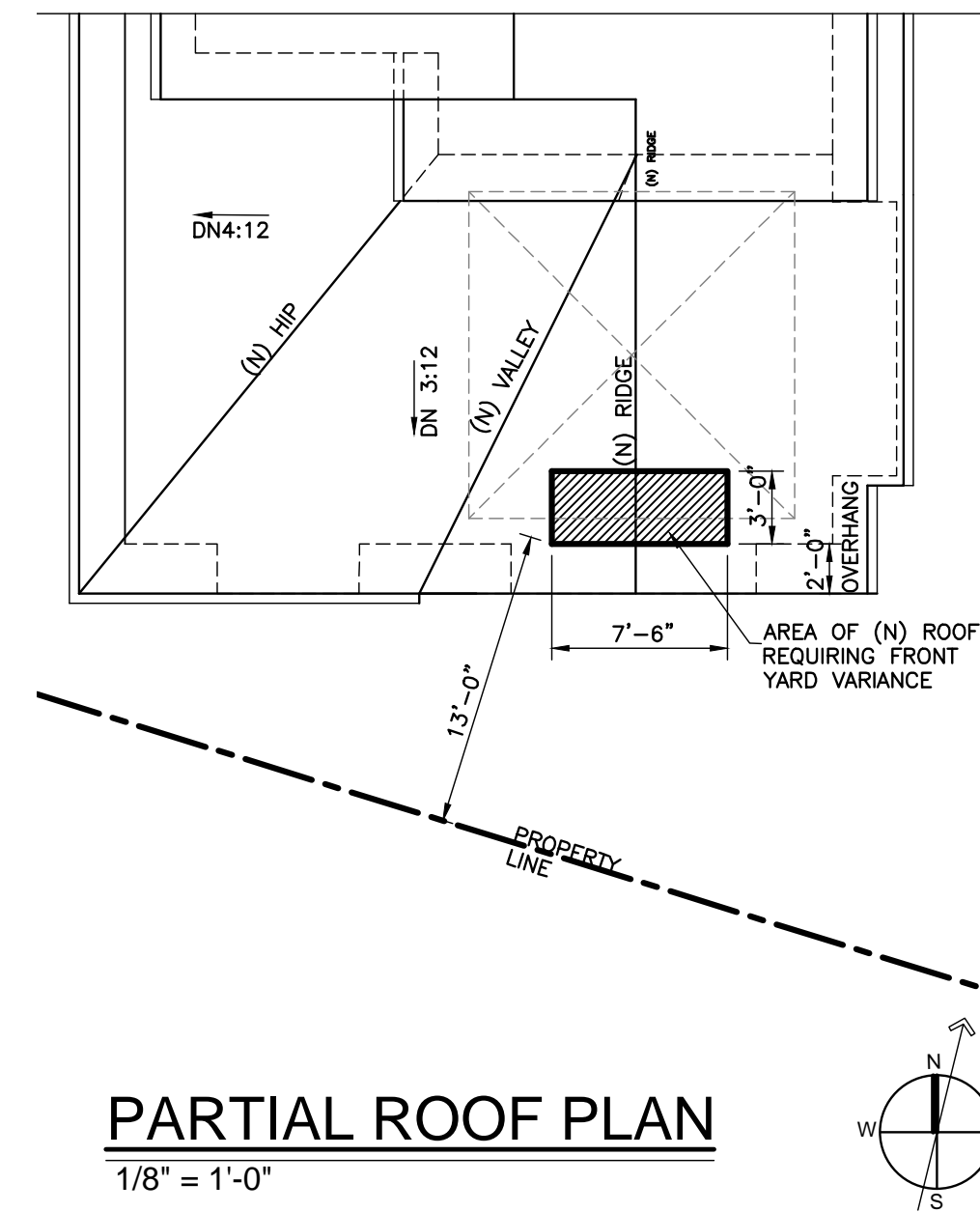
EXTERIOR LIGHT FIXTURES

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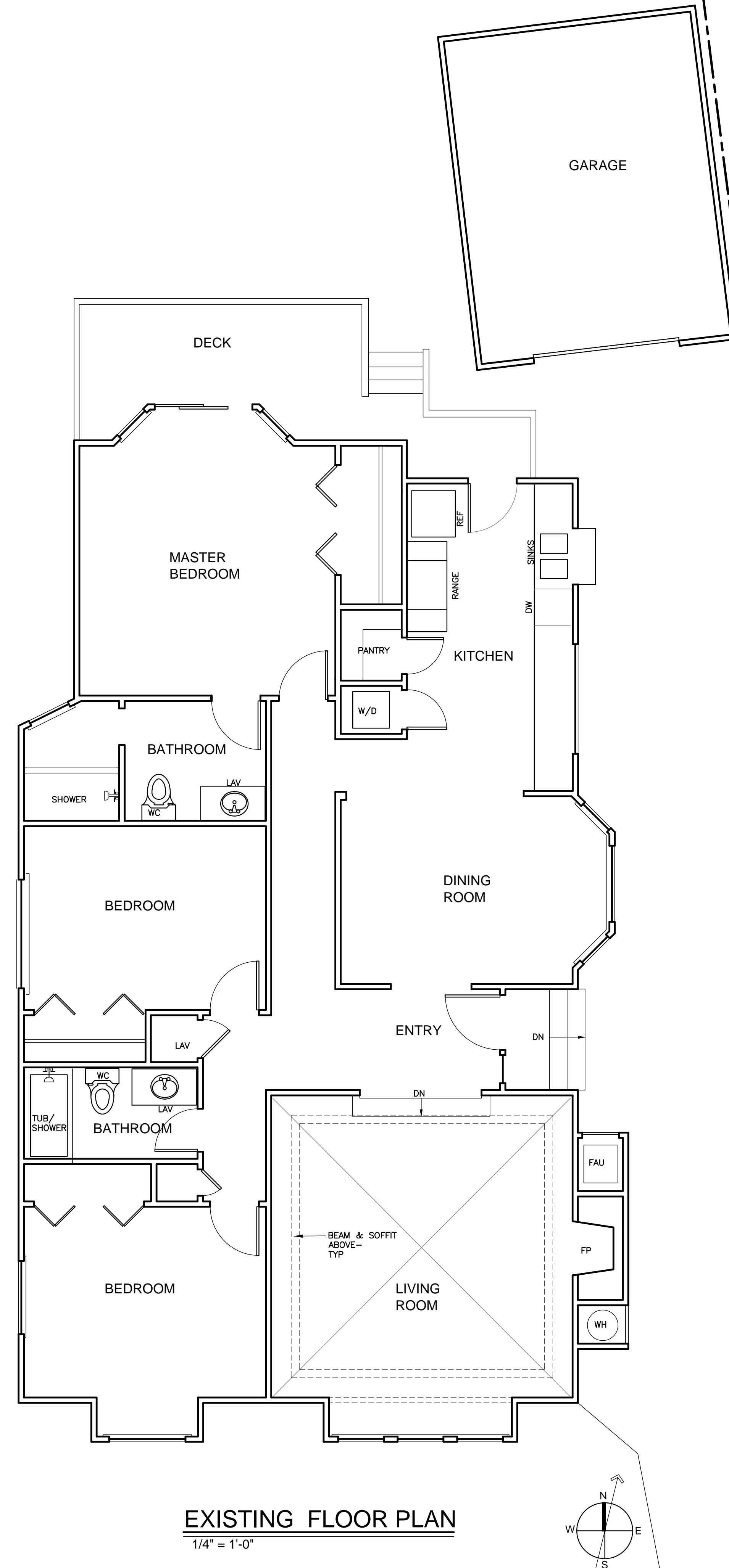
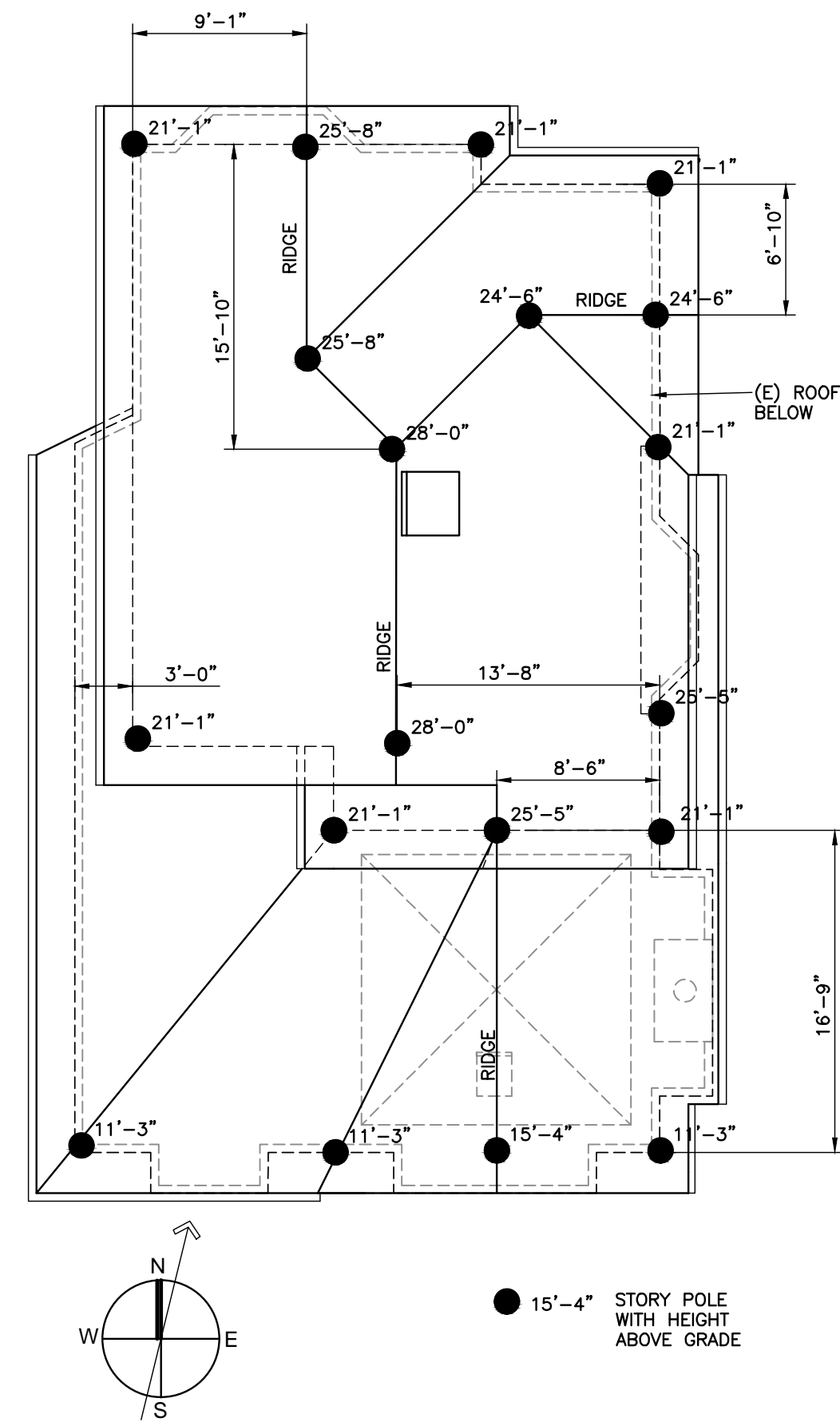



Addition and Remodel to the SOBRAL RESIDENCE 4 Myrtle Lane, Anselmo, CA APN 007-161-16		NORTH & WEST EXTERIOR ELEVATIONS		<div> <div> JEFF KROOT ARCHITECT & ASSOCIATES </div> <div> P.O. BOX 246 • SAN ANSELMO, CALIFORNIA 94979 - 415/456-5531 </div> </div>		REVISIONS	BY
Date NOV 2021	Scale 1/4"=1'-0"	Drawn DMS	Job SOBRAL	Sheet 5	OF 7		

NEW ROOF IN FRONT YARD SETBACK



STORY POLE PLAN
1/8" = 1'-0"



Addition and Remodel to the SOBRAL RESIDENCE 4 Myrtle Lane, Anselmo, CA APN 007-161-16		EXISTING FLOOR PLAN NEW ROOF IN FRONT YARD SETBACK STORY POLE PLAN				<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">JEFF KROOT ARCHITECT & ASSOCIATES</p> <p style="text-align: center;">P.O. BOX 246 • SAN ANSELMO, CALIFORNIA 94979 • 415/466-5531</p> </div>		REVISIONS	BY
Date DEC 2021		Scale AS SHOWN		Drawn DMS		Job SOBRAL		Sheet	
of 7		6							



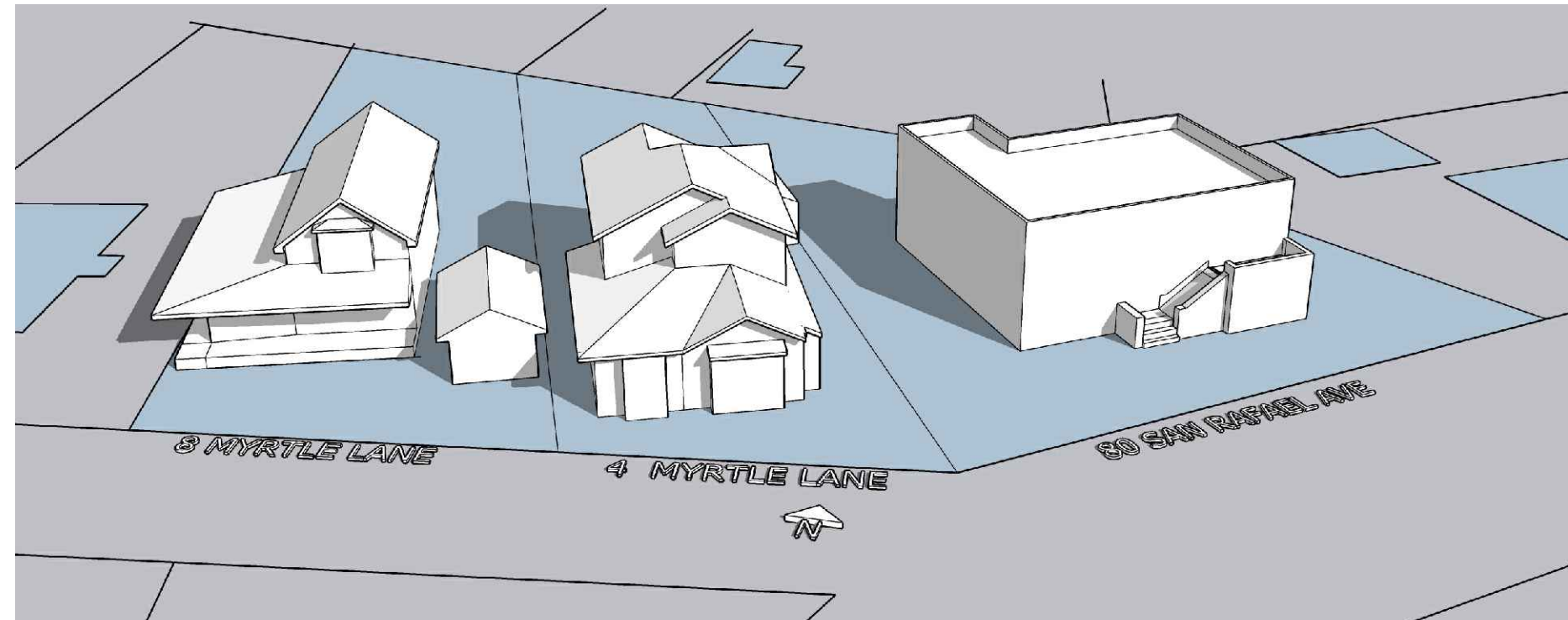
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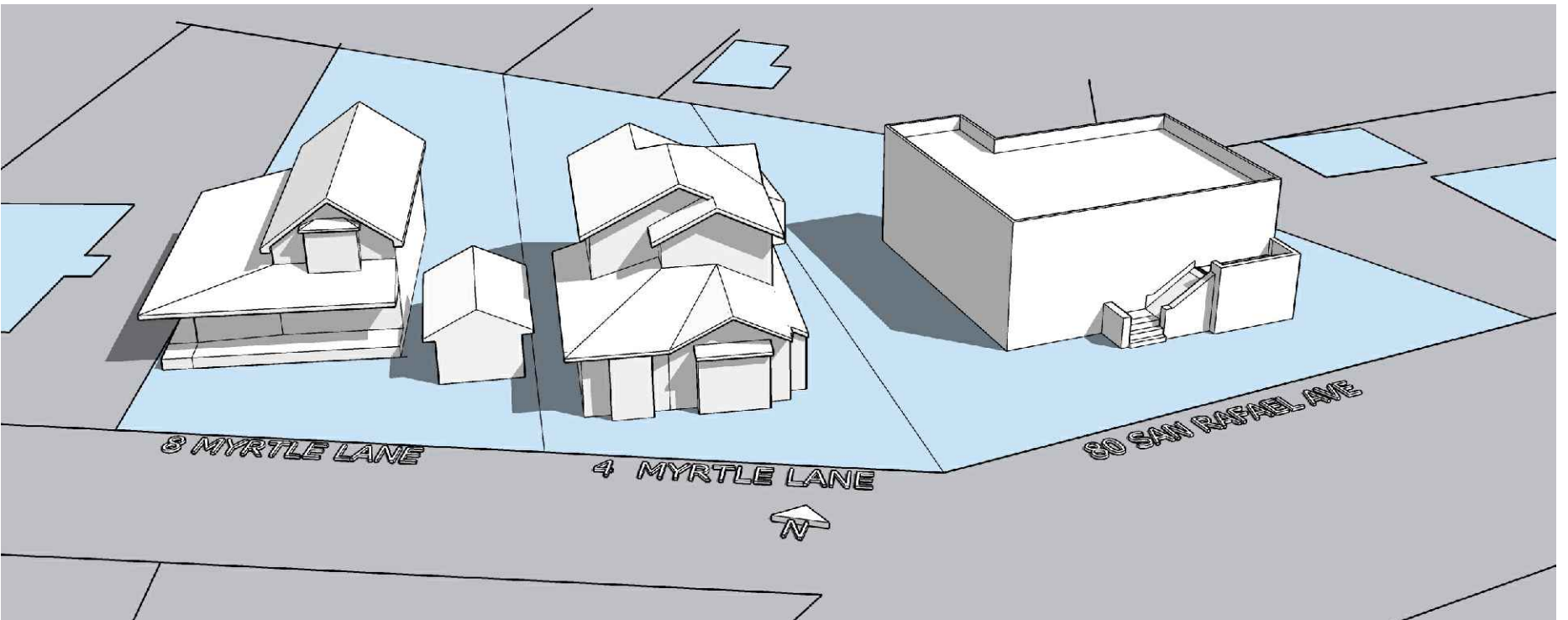
4 MYRTLE LANE
NO SCALE



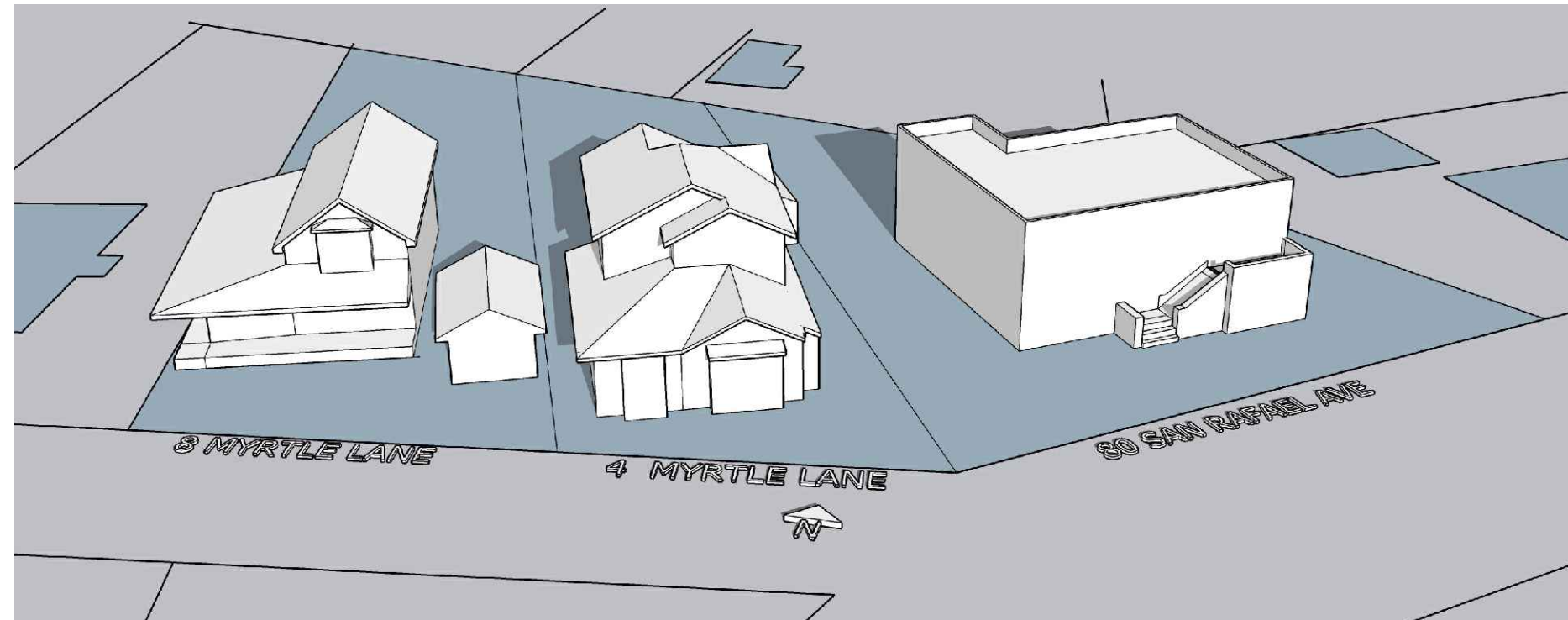
80 SAN RAFAEL AVE.



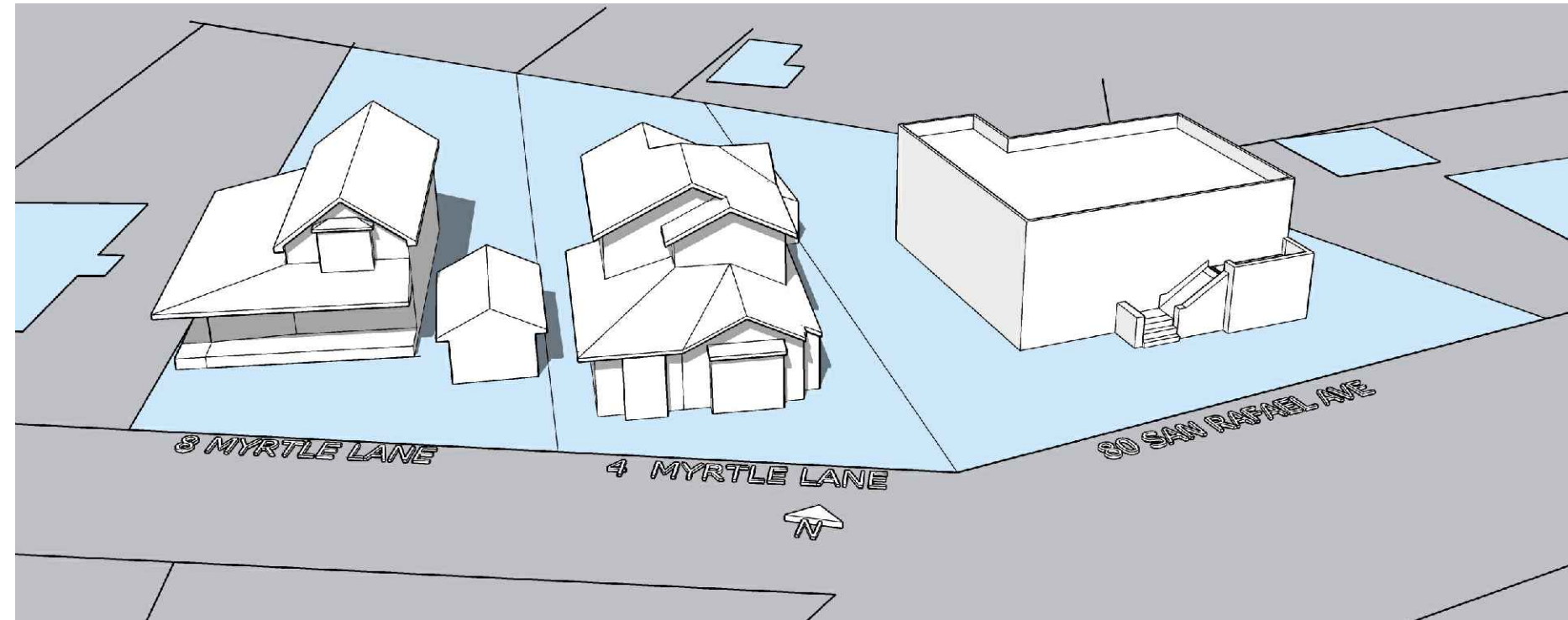
3/21 & 9/21 9 AM



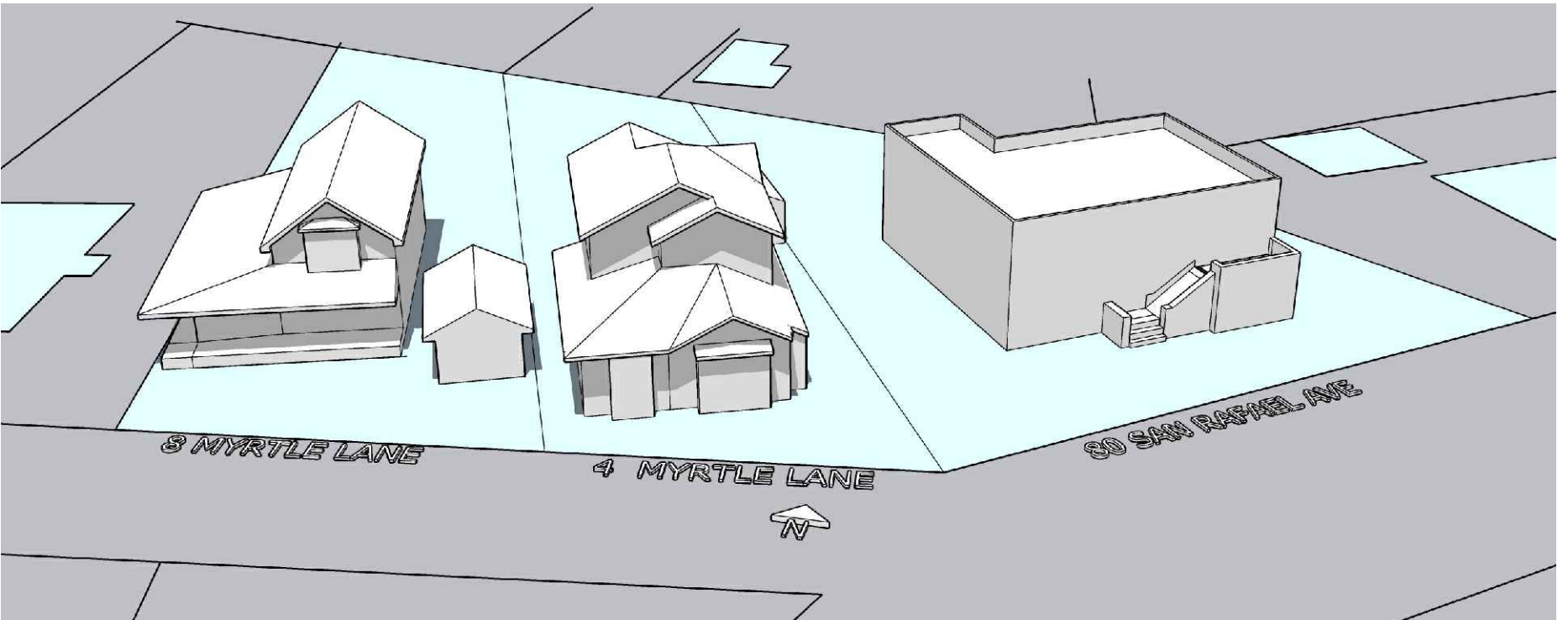
6/21 9 AM



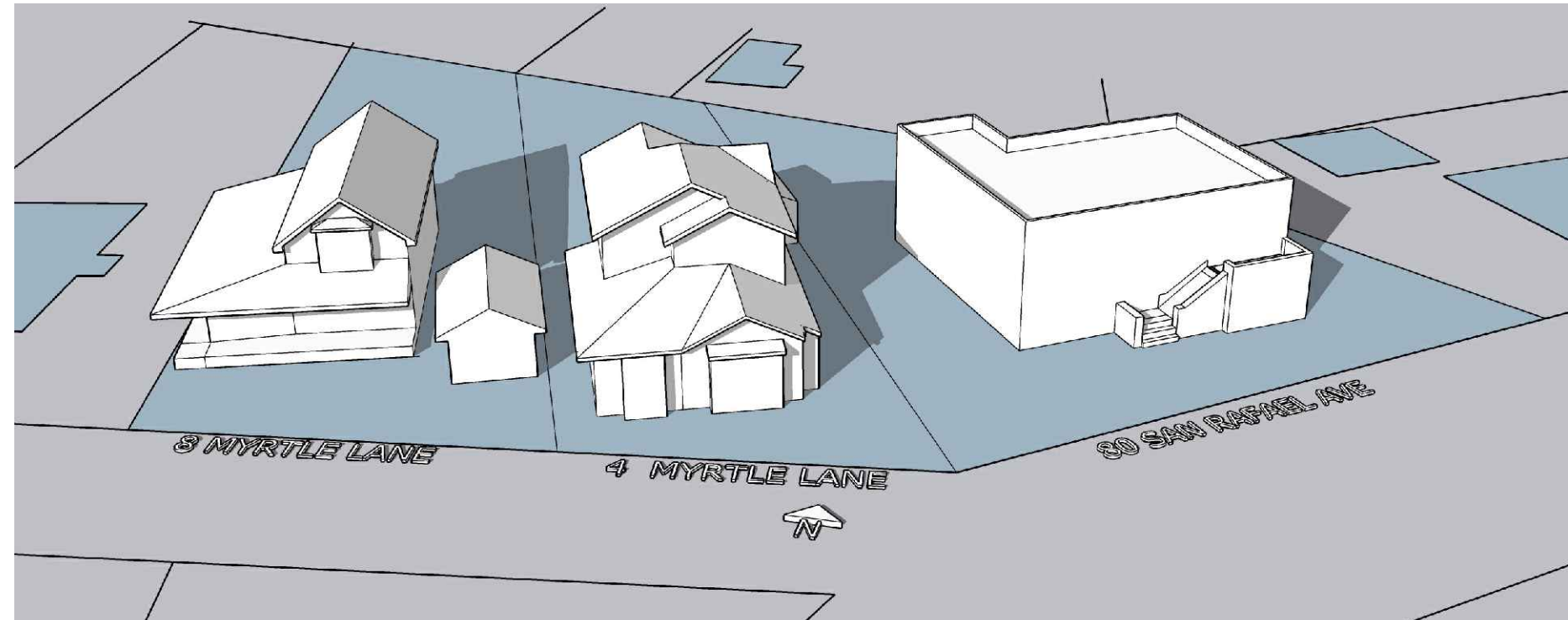
12/21 9 AM



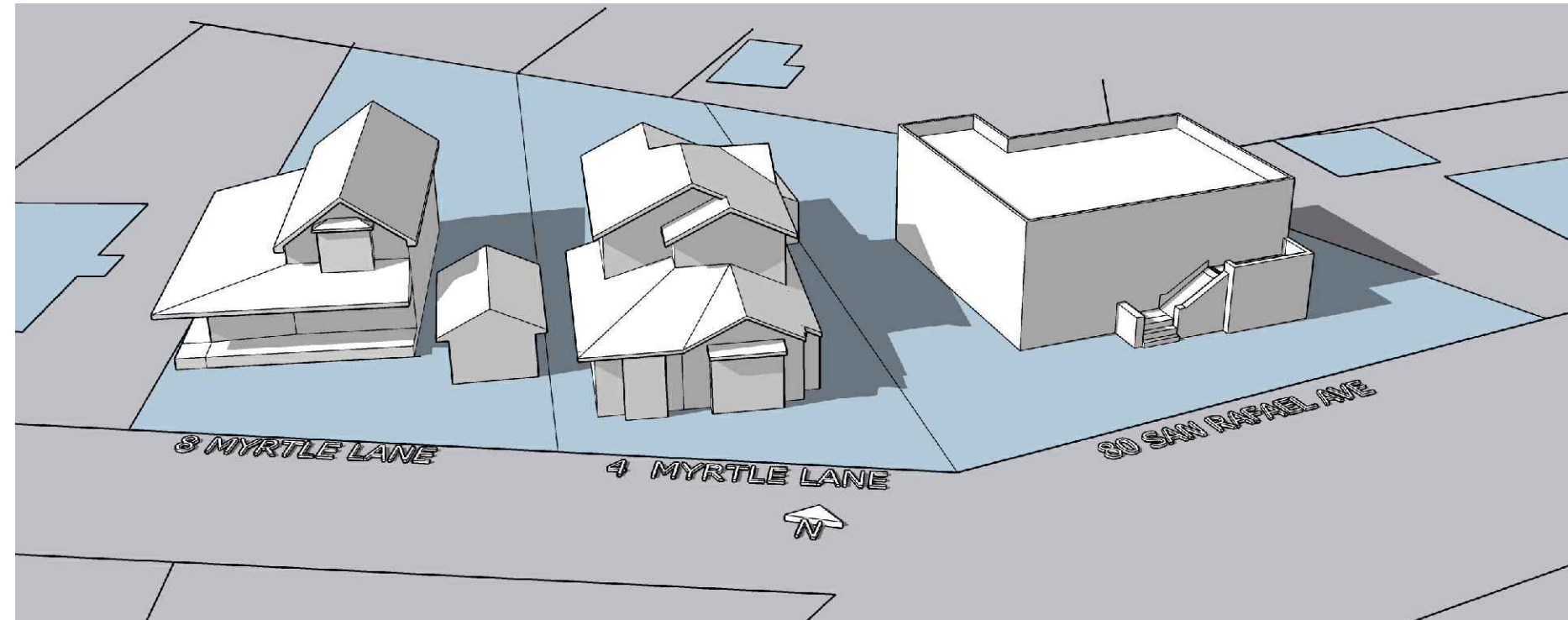
3/21 & 9/21 NOON



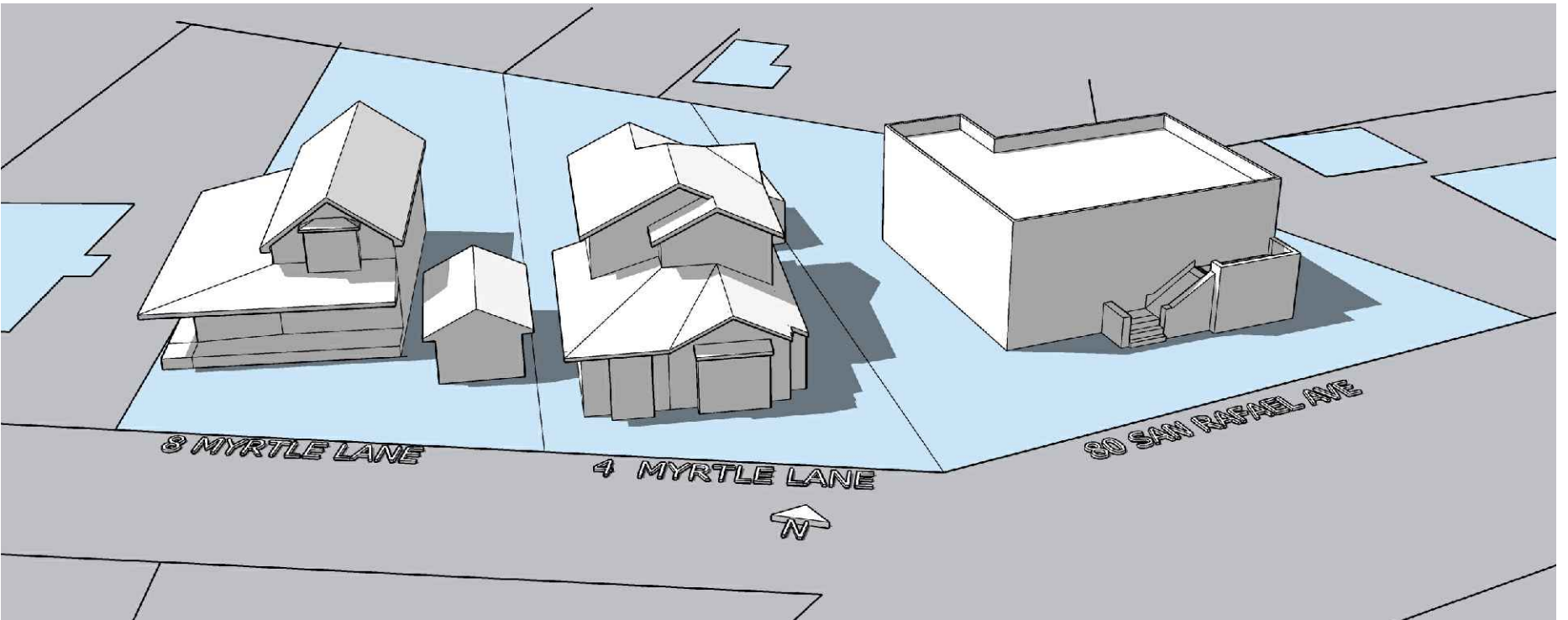
6/21 NOON



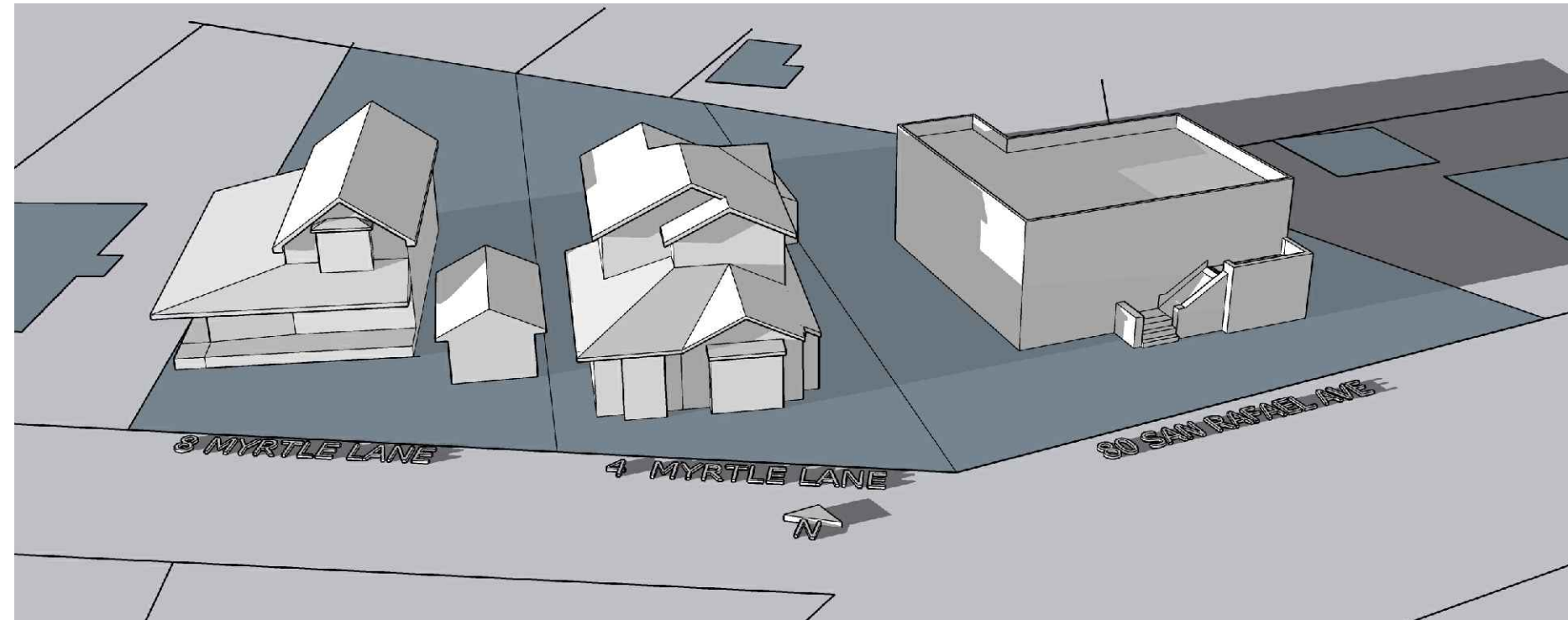
12/21 NOON



3/21 & 9/21 3 PM



6/21 3 PM



12/21 3 PM

NOTE: DUE TO TERRAIN AND FOLIAGE SHADOWS WILL NOT BE PRESENT AT THIS LOCATION AT THIS TIME

SHADE STUDY

MODEL CREATED WITH SKETCHUP 2021

REVISIONS	BY

JEFF KROOT ARCHITECT & ASSOCIATES
P.O. BOX 246 - SAN ANSELMO, CALIFORNIA 94979 - 415/455-5531

STREETSCAPE ELEVATION SHADE STUDY

Addition and Remodel to the
SOBRAL RESIDENCE
4 Myrtle Lane, Anselmo, CA
APN 007-161-16

Date	DEC 2021
Scale	NO SCALE
Drawn	DMS
Job	SOBRAL
Sheet	7
of	7

To the San Anselmo Planning Dept.

We are neighbors of B. and Elise Sobral who live at 4 Myrtle Ave., San Anselmo. The Sobrals' have informed us that they are planning on adding a 905 sf second story to their home, replacing the pyramid structure at the roof of their living room with a much lower gable roof. We understand that a small amount of the gable roof will require the approval of a variance for the new structure. We also understand that the proposed second story will require Design Review approval.

The Sobrals have show us the drawings for the new work.

Print name: Theodore Jankc

Print address: 80 San Rafael Ave
San Anselmo

Date: 12/26/21

Signature: 

To the San Anselmo Planning Dept.

We are neighbors of B. and Elise Sobral who live at 4 Myrtle Ave., San Anselmo. The Sobrals' have informed us that they are planning on adding a 905 sf second story to their home, replacing the pyramid structure at the roof of their living room with a much lower gable roof. We understand that a small amount of the gable roof will require the approval of a variance for the new structure. We also understand that the proposed second story will require Design Review approval.

The Sobrals have show us the drawings for the new work.

Print name: JILL SEE

Print address: 125 TAMALPAIS AVE SAN ANSELMO

Date: 12.26.2021

Signature: 

To the San Anselmo Planning Dept.

We are neighbors of B. and Elise Sobral who live at 4 Myrtle Ave., San Anselmo. The Sobrals' have informed us that they are planning on adding a 905 sf second story to their home, replacing the pyramid structure at the roof of their living room with a much lower gable roof. We understand that a small amount of the gable roof will require the approval of a variance for the new structure. We also understand that the proposed second story will require Design Review approval.

The Sobrals have show us the drawings for the new work.

Print name: MARK + DALE HILLARD

Print address: 8 MYRTLE LANE

Date: 12/26/2021

Signature:

Mark + Dale Hillard
Mark C Hillard

To the San Anselmo Planning Dept.

We are neighbors of B. and Elise Sobral who live at 4 Myrtle Ave., San Anselmo. The Sobrals' have informed us that they are planning on adding a 905 sf second story to their home, replacing the pyramid structure at the roof of their living room with a much lower gable roof. We understand that a small amount of the gable roof will require the approval of a variance for the new structure. We also understand that the proposed second story will require Design Review approval.

The Sobrals have show us the drawings for the new work.

Print name: Sally Thompson Durkan
Terence Gabriel Durkan

Print address:
126 Tarnalpais Ave. San Anselmo. CA 94960

Date: 12-26-2021

Signature:

Sally Thompson Durkan
TERENCE GABRIEL DURKAN.

To the San Anselmo Planning Dept.

We are neighbors of B. and Elise Sobral who live at 4 Myrtle Ave., San Anselmo. The Sobrals' have informed us that they are planning on adding a 905 sf second story to their home, replacing the pyramid structure at the roof of their living room with a much lower gable roof. We understand that a small amount of the gable roof will require the approval of a variance for the new structure. We also understand that the proposed second story will require Design Review approval.

The Sobrals have show us the drawings for the new work.

Print name: NANCY GROVER

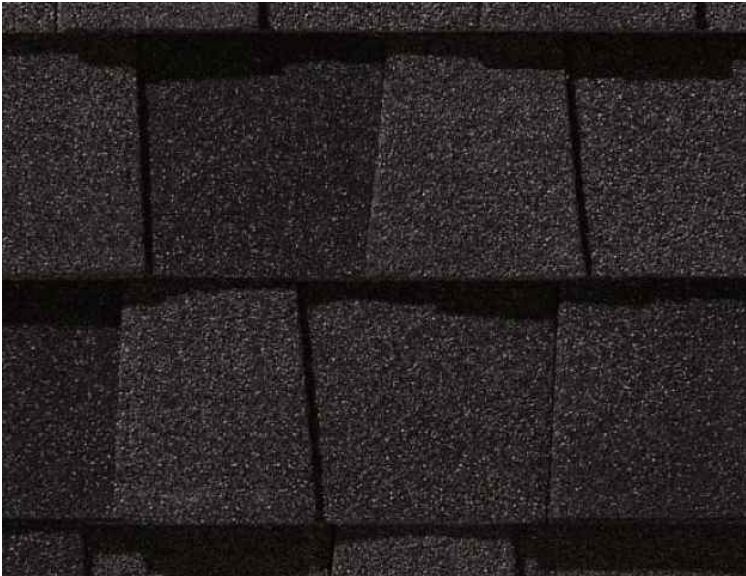
Print address: 36 GROVE LANE

Date: December 26, 2021

Signature: Nancy Grover

SOBRAL ADDITION COLOR BOARD

4 MYRTLE LANE SAN ANSELMO



ROOFING

CERTAINTED
LANDMARK TL

MOIRE BLACK



SIDING

CEDAR SHINGLE SIDING
PAINTED TO MATCH
(E) SIDING COLOR



EXHIBIT A

Town of San Anselmo

Standard Conditions of Planning Approval

1. All conditions of approval shall be included on the first sheet after the cover sheet of the construction drawings submitted for a building permit.
2. Except as otherwise noted in these conditions of approval, the plans submitted to the Building Department for plan check shall be identical to those approved by the Planning Commission or Planning Director. If any changes are made to the approved plans the applicant is responsible for clearly identifying all such changes and reviewing them with the Planning Department prior to submitting for a Building Permit or a revision to the Building and/or Grading Permit. All changes made to the Design Review Plans approved by the Planning Commission/Planning Director and the Building Permit construction document submittal must be clearly highlighted with a “bubble” or “cloud” on plans and marked with a “Delta ‘P’” at the time of initial Building Permit submittal. A list describing in detail all such changes shall be submitted and attached to the plans. Any changes that have not been clouded on the plans and noted in a transmittal memo and explicitly approved by staff are not approved. Construction, demolition or grading that does not conform to the Planning Commission/Planning Director approval is not valid and shall be subject to stop work orders and may require removal.
3. Site landscaping shall be generally consistent with any approved landscape plan. Plans for any irrigation of the site shall be incorporated into the landscape plan. All planting shown on the approved plan shall be installed prior to occupancy and project final, whichever occurs first, except during the Water Shortage Emergency when Marin Water may require landscaping irrigated with potable water to be deferred until after the termination of the Water Shortage Emergency. During the Water Shortage Emergency, rehabilitated landscapes shall only be watered on days approved by Marin Water. Upon the request of an applicant to receive a Temporary Certificate of Occupancy or defer landscaping due to the drought, and at the discretion of the Planning Director, landscape installation may be guaranteed by posting a cash bond equal to 100% of the cost and installation of any landscape improvements. As required by San Anselmo Municipal Code Section 10-3.604 “Landscape Maintenance,” all landscaping shall be maintained in a healthy condition in accordance with approved landscaping plans.
4. Acceptance of the construction drawings and specifications does not release the applicant and owner from correction of mistakes, errors, or omissions contained therein. If, during the course of construction, the public interest requires a modification or a departure from these

accepted plans, the Town shall have the authority to require such modifications or departure and specify the manner in which the same is to be made.

5. The applicants and/or owners shall defend, indemnify, and hold the Town harmless along with the Town Council and Town boards, commissions, agents, officers, employees, and consultants from any claim, action, or proceeding ("action") against the Town, its boards, commissions, agents, officers, employees, and consultants attacking or seeking to set aside, declare void, or annul the approval(s) of the project or alleging any other liability or damages based upon, caused by, or related to the approval of the project. The Town shall promptly notify the applicants and/or owners of any action. The Town, in its sole discretion, may tender the defense of the action to the applicants and/or owners or the Town may defend the action with attorneys of the Town's choice, with all attorneys fees and litigation costs incurred by the Town in either case paid for by the applicant and/or owners.

Planning Department Standard Conditions of Approval:

6. This approval shall be final either 10 calendar days following the date of action by the Planning Director, Planning Commission, or Town Council, whichever is last. This approval is effective from the date of approval until the building permit is issued and shall expire one year after approval should a building permit not be issued. If building permits are issued during the effective life of the approval, the expiration date of the approval shall be automatically extended to concur with the expiration date of the building permit. The approval may be renewed once by the Planning Director for one year if the applicant submits a written statement to the Planning Director showing good cause prior to expiration of the application.
7. Prior to issuance of a building permit, the applicants shall reimburse the Town for any known unpaid costs associated with the project, including work done by consultants and the Town Attorney. Prior to project final the applicants shall reimburse the Town for any other unpaid costs associated with the project, including work done by consultants and the Town Attorney.
8. The light source for all exterior lighting fixtures shall be shielded from adjacent properties. Cut sheets for all exterior lighting shall be submitted as part of the building permit. Lighting shall be designed to focus the light onto only the areas necessary to be illuminated and minimize overflow of lighting off-site. Exterior lighting shall not include unnecessary illumination of building or site walls. Town staff will review compliance with this condition after installation of the lighting and reserves the right to require adjustment or elimination of lighting that violates this condition.

Department of Public Works Standard Conditions of Approval:

9. For all improvements within the public right of way, the applicant shall submit plans to adequately describe the work. Plans shall include but not be limited to drainage details, cross-sections, driveway/roadway grades and utility locations as necessary.

10. The project shall comply with the Town of San Anselmo Urban Runoff Pollution Prevention Ordinance. If the project paves or otherwise creates more than 150 square feet of impervious surface, a Flatwork Permit is required from the Public Works Department. In addition to the site design measures and Flatwork Permit required for small projects, new and redeveloped projects that create or replace more than 500 square feet of impervious surface may require bioretention or permanent stormwater controls designed to remove sediment and other pollutants and to mimic the pre-project site hydrology by controlling the flow rates and/or the volume of stormwater runoff from the project's added and/or replaced impervious surfaces and a Stormwater Control Plan (SCP) (San Anselmo Municipal Code Section 5-8.11).
11. Appropriate Best Management Practices (BMPs) shall be implemented to prevent the discharge of construction wastes or contaminants from construction materials, tools, and equipment from entering storm drains or watercourses. Plans for adequate BMPs to be installed, implemented, and maintained during construction and after final stabilization shall be submitted with the building permit application. The combination of BMPs used, and their execution in the field, must be customized to each site using up-to-date standards and practices. The Town will provide references to current guidance manuals and BMP information on request. (San Anselmo Municipal Code Section 5-8.10)
12. The Director of Public Works may require dedication of street rights-of-way or improvements. No permit for the development of any parcel of land abutting a public street shall be issued until the Director certifies that frontage improvements in accordance with the current Town specifications in use by the Department of Public Works and at the location prescribed by the Town Engineer in accordance with the Streets and Highways Plan of the Town: 1.) have been installed at no cost to the Town; or 2.) will be installed as a part of the development and prior to occupancy; or 3.) that in lieu of the improvements the applicant has deposited the estimated cost of the improvements with the Town. (San Anselmo Municipal Code Section 7-10.101)
13. Any improvements, public or private, damaged during construction shall be replaced, by the applicant, in-kind or with new improvements. All cracked, broken, or uplifted sidewalk, driveway and/or curb and gutter fronting the property shall be replaced. Applicant shall coordinate with the Department of Public Works prior to the start of the project improvements to identify the extents and limits of replacement.
14. All construction materials, debris and equipment shall be stored on site. If that is not physically possible, an encroachment permit shall be obtained from the Department of Public Works prior to placing any construction materials, debris, debris boxes or unlicensed equipment in the right-of-way. A minimum of 12' passable auto traffic clearance (paved travel way) shall be maintained at all times along the roadway. The placing of portable restroom facilities in the Town right-of-way will not be permitted unless there is not an appropriate location on the subject property and Public Works approves placement in the right of way.
15. If a permeable paving system is to be used as a part of the site development strategy, the analysis shall include but not be limited to the following:

- a. For drainage purposes, the underlying intent, either retention or detention, shall be fully quantified. If retention is to be used, a soils report, including percolation of the soils shall be submitted as a part of the plans. If detention is to be used, peak runoff quantities, storage capacity of the system, discharge rates, discharge points, impacts to existing facilities etc. shall be included. For small to medium projects, the Town and County prescriptive method outlined in the Homeowner's Guide to Stormwater Management may be used if approved by Public Works.
 - b. The structural adequacy of the system that accommodates vehicle loading including emergency response vehicles (i.e. fire trucks) if the access is to be designated for that purpose.
 - c. Provisions for ongoing maintenance of the pavers shall be included in the submittal package.
16. Drainage improvements shall implement Low Impact Development standards, including but not limited to:
- a. No increase in stormwater runoff as compared to existing conditions
 - b. Maintain natural drainage patterns
 - c. No concentration of flows, allowing drainage to flow naturally and to percolate and mimic existing and sheet flow conditions.
 - d. Rock rip-rap outfalls shall be located as far from property lines as possible and shall be designed to mimic existing drainage conditions (i.e. sheet flow, velocity dissipater, etc.)
 - e. All stormwater runoff lines (such as building downspout lines, landscape drain lines, etc.) must be discharged in a manner that conforms to the current stormwater discharge practices in Marin County and as outlined in the Town's Homeowner's Guide to Stormwater Management on the Town website.
17. A Construction Management Plan (CMP) shall be submitted to the Town as part of the Building Permit and/or Grading Permit and shall be incorporated into the plans. This plan shall be a binding document. Failure to adhere to the plan may result in a "Stop Work Notice" being placed on the project. An electronic copy of the APPROVED CMP shall be submitted to the Town and may be posted to the Town's website. This plan shall be updated as project conditions warrant. Updates to the plan shall be provided to the Town for review and approval. The CMP shall include but not be limited to:
- a. Work schedule (start of construction date, road or lane closure intent/dates, important milestones and proposed final dates).
 - b. A video of the right of way in front of and adjacent to the property and the haul route as required by Public Works before any work commences.
 - c. Construction Hours-Construction hours may be changed before or during construction as needed and determined by Public Works.
 - d. Construction Waste Management Plan
 - e. Staging/storage type and location
 - f. Travel routes and turn-around locations

- g. Road and/or lane closures (Applicant to provide information on how many anticipated road closures, and the reasons for each road closure).
- h. Worker auto parking space locations/construction parking
- i. Phasing (if applicable)
- j. If construction improvements are in areas of steep slopes, the Contractor shall provide safe temporary hard surface stair access to the improvements. This access shall be shown on the CMP.

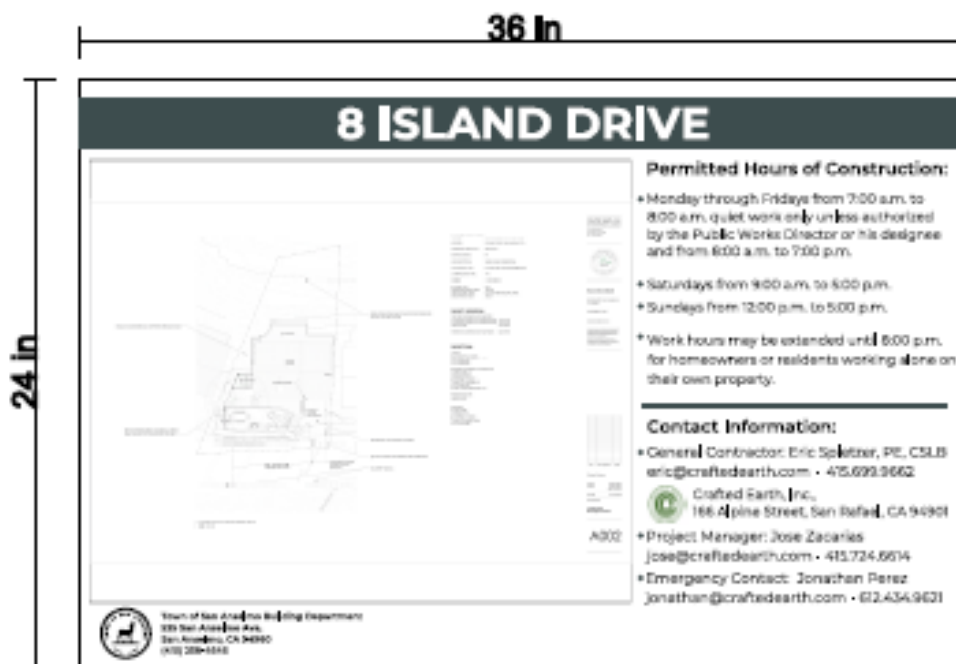
The CMP may be more stringent if the project is located close to schools or in impacted neighborhoods. A CMP may be required to be modified if a neighborhood becomes “impacted” during the construction. Impacted neighborhoods are defined as areas in geographic proximity (i.e. using the same streets for access) with a significant number of simultaneous construction projects.

Delivery times shall be determined at the time of Building Permit review and included on the Construction Management Plan sign.

Prior to issuance of a building permit, the applicant shall post a sign during construction in a location clearly readable from the public right of way, substantially in the same format at the image below. When approving the Construction Management Plan, the Department of Building or Public Works may require the plan to be incorporated on the sign.

The sign shall include the following information:

- a. Address of the project site.
- b. Permitted hours of construction and of deliveries/off-haul.
- c. Name, e-mail address and direct phone number of the General Contractor.
- d. Name, e-mail address and direct phone number of the person responsible for managing the project.
- e. Name and direct phone number of the party to call in case of an emergency.
- f. Town of San Anselmo Building Department contact information.



Building Department – Standard Conditions of Approval:

18. All construction shall comply with the California Building Code, Plumbing Code, Electrical Code, and Mechanical Code, and other applicable Title 24 Codes in effect at the time of building permit submittal.
19. It is the responsibility of the designer(s) to ensure that all of the above Title 24 codes, as well as any applicable San Anselmo Municipal Codes are incorporated into the design.
20. The hours of construction activity shall be limited to 7:00 a.m. to 7:00 p.m. Monday through Friday, 9:00 a.m. to 5:00 p.m. on Saturdays and 12:00 p.m. to 5:00 p.m. on Sundays. These hours may be changed as required by Public Works or Building.
21. A mechanical permit is required for any exterior mechanical equipment. Prior to the issuance of a mechanical or building permit for mechanical equipment, the applicant shall provide adequate information, reports and data to the Building Department demonstrating that the noise level from any exterior mechanical equipment or exterior vents, when measured at the property line boundary, complies with Town Noise Ordinance decibel limits.
22. All portions of the job site shall be maintained in an organized and professional condition. All trash, debris, construction scraps and broken/deteriorated machinery shall be removed from the site by the end of each week. If off loaded construction materials are not used within 2 weeks, they shall be screened from public view. All sidewalks, driveways and public/private roadways fronting the subject site shall be broom cleaned at the end of each business day.
23. **A Pre-Construction Meeting is required.** Unless waived by the Building Official, prior to initiation of any work on the proposed project, the applicant shall arrange a pre-construction meeting that shall be attended by Town of San Anselmo staff, the owner, general contractor, and sub-contractors responsible for demolition, foundation and excavations, framing, roofing and major deliveries to review these conditions of approval, permitted hours of operation, etc. Staff may require additional subcontractors depending on project scope. The general contractor is responsible for ensuring that all contractors adhere to the Construction Management Plan and all Conditions of Project Approval and Conditions of all permits (Building, Grading, Encroachment, etc.).
24. All required construction signage and any required tree-protection shall be posted and available for Town inspection at the time of the Pre-construction meeting. If these measures are not in place at the time of the pre-construction meeting, a re-inspection fee will be required and issuance of building permit will be delayed.
25. Any project within a Special Flood Hazard Area shall comply with the standards of construction and standards for utilities in San Anselmo Municipal Code Title 7, Chapter 11.
26. All electrical and communication service laterals, including those for cable television service, to any new building or structure or building or structure undergoing a substantial

improvement as defined by California Building Code Chapter 2 shall be placed underground from the main service equipment within the building or structure to a location designated by the supplying utility in accordance with the supplying utility's applicable rules, regulations and tariffs on file with the Public Utilities Commission of the State or other competent jurisdiction. The Building Official may grant an exception to this condition when it is found that the undergrounding of the utility service laterals will cause an unnecessary hardship or results inconsistent with the intent of San Anselmo Municipal Code Title 9, Chapter 4. (SAMC Sec. 9-4.01-9.4.03)

27. Every building shall be numbered by placing the appropriate number on or adjacent to the main entrance to the building so as to be readily seen from the street. Address numbers must be Arabic numerals or alphabetical letters with a minimum stroke width of one-half inch. Numbers on residential buildings shall be self-illuminated, internally-illuminated or placed adjacent to a light which is controlled by a photocell and switched only by a breaker so it will remain illuminated all night. Building numbers shall be a color that clearly contrasts with the color of the background upon which they are placed. Residential building numbers shall be not less than four inches in height and non-residential /commercial building numbers shall be not less than six inches in height. All numbers shall be of proportionate width to the height, shall be made of permanent material, and shall be placed in a manner as to not be easily defaced or removed. (San Anselmo Municipal Code Sections 9-5.03 and 9-5.06).
28. Building plans shall include a green building program description and completed checklist that demonstrate the project shall comply with the applicable Green Building Standards adopted by the Town Council including the green building rating system(s); minimum compliance thresholds; and methods for verification of compliance with the adopted standards. The checklist shall be incorporated onto a separate full-sized plan sheet included with the building plans. A qualified green building rater, if required, shall provide evidence that the project, as indicated by the project plans and green building program description, will achieve the applicable Green Building Standards prior to issuance of a building permit. The green building rating system in effect at the time of building permit submittal shall be that which is applicable to the development project throughout the project construction. During the construction process, alternate green building measures may be substituted, provided that the qualified green building rater or applicable individual provides documentation of the proposed change and the project's continued ability to achieve the Green Building Standards to the Chief Building Official. Prior to final building inspection and occupancy, a qualified green building rater, if required, shall provide evidence that project construction has achieved the required compliance. Where certification through GreenPoint Rated or Leadership in Energy and Environmental Design (LEED) is required and such certification is only available subsequent to occupancy of the completed building, the applicant shall provide documentation of such certification within one (1) year of the date of the final building inspection for the project. (San Anselmo Municipal Code Section 9-19.040)
29. The applicant shall submit a Construction and Demolition Diversion Report to the Building Department prior to final inspection of the project and granting of occupancy. Prior to

obtaining any final inspection and grant of occupancy from the Building Department, the person who has obtained a building permit shall pay an Avoided Disposal Regulatory Fee if the Building Official determines that the applicant has not satisfied the diversion requirements. (San Anselmo Municipal Code Section 9-20.02)

30. All permits and/or inspection fees required shall be paid in full prior to final occupancy being granted.

Fire Dept. Standard Conditions of Approval:

31. The project shall comply with the Ross Valley Fire Department Plan Review memorandum for the project. The memo details items required for compliance and required inspections.
32. Final occupancy approval shall not be granted by the Fire Department unless all conditions have been met.
33. Fire Department and Town personnel shall be granted access to private driveways and private roadways in order to enforce applicable ordinances related to fire codes, municipal and penal codes pertaining to maintaining road access for emergency vehicles.

Ross Valley Sanitary District – Standard Conditions of Approval:

34. The project shall comply with all requirements of the Ross Valley Sanitary District prior to project final. Any private sewer lateral may be required to be tested, repaired or replaced prior to project final. Evidence of compliance shall be submitted to the Building Department prior to project final.

Marin Water – Standard Conditions of Approval:

35. The applicant shall comply with all requirements of the Marin Municipal Water District (MMWD) for water service prior to project final including compliance with all indoor and outdoor requirements of MMWD District Code Title 13 – Water Conservation.
36. All landscape and irrigation plans must be designed in accordance with the most current Marin Municipal Water District (MMWD) landscape requirements. New construction and rehabilitated (renovations or changes made to sites with an existing irrigation system) landscape projects will be affected by these requirements if the altered landscape area is greater than 500 square feet. The Code requires a landscape plan, an irrigation plan, and a grading plan. Evidence of compliance (compliance letter or exemption) shall be submitted to the Building Department as part of the building permit review process. Any question regarding the MMWD's current water conservation and landscape Ordinance should be directed to (415) 945-1497 or plancheck@marinwater.org.
37. Indoor plumbing fixtures must meet specific efficiency requirements.

38. Installation of a gray water recycling system is required for all projects that require installation of new water service and existing structures undergoing “substantial remodel” that necessitates an enlarged water service in compliance with MMWD Ordinance No. 429.
39. Backflow protection may be required as a condition of water service.
40. Prior to project final inspection, the applicant shall provide evidence to the Town Building Department that the project has received final approval (or is exempt from review) from the following three MMWD departments: Water Efficient Landscaping, Engineering, and Backflow Prevention.
41. NEW FOR DROUGHT: During the Water Shortage Emergency the project shall comply with Marin Water restrictions, which may include a requirement that applicant submit a written acknowledgement to Marin Wter that no new landscaping that will be irrigated with potable water will be installed in connection with the proposed project until after the termination of the Water Shortage Emergency. Existing and rehabilitated landscapes shall only be watered on limited irrigation watering days.

END OF STANDARD CONDITIONS OF APPROVAL