

**MINUTES  
REGULAR PLANNING COMMISSION MEETING  
FEBRUARY 13, 2018  
CORTE MADERA TOWN HALL  
CORTE MADERA**

**COMMISSIONERS PRESENT:** Chair Peter Chase  
Vice-Chair Phyllis Metcalfe  
Commissioner Bob Bundy  
Commissioner Jennifer Freedman  
Commissioner Charles Lee

**COMMISSIONERS ABSENT:** Commissioner Jennifer Freedman

**STAFF PRESENT:** Adam Wolff, Planning Director  
Doug Bush, Associate Planner  
Judith Propp, Assistant Town Attorney  
Joanne O'Hehir, Minutes Recorder

**1. OPENING:**

**A. Call to Order** – The meeting was called to order at 7:05 p.m.

**B. Pledge of Allegiance** – Chair Chase led in the Pledge of Allegiance.

**C. Roll Call** – All the commissioners were present with the exception of Commissioner Freedman.

**2. PUBLIC COMMENT - None**

**3. CONSENT CALENDAR – None**

**4. CONTINUED HEARINGS**

**A. 8 WESTWARD DRIVE** – DESIGN REVIEW APPLICATION PL-2017-0045 FOR A NEW 4,360 SQUARE FOOT TWO LEVEL, SINGLE FAMILY DWELLING AT 8 WESTWARD DRIVE (Associate Planner Douglas Bush)

Associate Planner Bush presented the staff report. Mr. Bush explained that the applicant has revised the northwest upper floor plan in order reduce the view blockage of the neighbor at 10 Westward.

Mr. Bush noted that the owner of 10 Westward submitted additional documents this afternoon that have been given to the commissioners and made available for the public. Mr. Wolff confirmed that the applicant has also submitted additional materials that have been provided.

Chris Skelton, Applicant's representative, discussed photographic materials that were previously presented, the relocation of a pole indicating the edge of the playroom, guidance provided by the commissioners at the last hearing, and the finding relating to view impacts. Mr. Skelton stated that they do not believe the view impacts would be significant or adverse.

Mr. Skelton clarified the position of the poles for Commissioner Bundy, and he confirmed they did not discuss changes the neighbor could make to their own property to improve the view.

Chair Chase opened and then closed the public comment period when no one from the public came forward to speak.

Vice-Chair Metcalfe said significant changes have been made since the original design. She noted that a story pole has been moved to indicate the playroom would be constructed in line with the chimney, which she had requested at the previous hearing.

Commissioner Bundy said that he does not believe the view blockage would be significant and that he could support the project.

Commissioner Lee commended the applicant for working with the neighbor and he stated that the view blockage issue has been resolved to the point that he could make the findings to support the project.

Chair Chase stated that the applicant has made an effort to reduce the impact of the project and have followed instructions from the Planning Commission. He noted that they have reduced the size of the playroom and that he could make the findings to support the project. He said that he did not wish staff's conditions to be supplemented by conditions suggested by the Applicant's representative for reasons he discussed.

**MOTION:** Motioned by Commissioner Bundy, seconded by Vice-Chair Metcalfe, to approve Resolution, 18-002, Design Review Application PL-2017-0045 for a new 4,360 square foot two level, single family dwelling at 8 Westward Drive:

**AYES:** Metcalfe, Bundy, Chase, Lee  
**NOES:** None  
**ABSENT:** Freedman

Mr. Bush read the appeal rights.

## 5. NEW HEARINGS

**A. 109 GOLDEN HIND PASSAGE – DESIGN REVIEW APPLICATION PL-2017-0127 FOR THE ADDITION OF A NEW SECOND STORY TO AN EXISTING SINGLE STORY DWELLING AT 109 GOLDEN HIND PASSAGE. (Associate Planner Doug Bush)**

Commissioner Bundy recused himself because he lives within 500 square feet of the subject property and he did not return to the podium.

The commissioners stated they had visited 109 Golden Hind Passage and Associate Planner Bush presented the staff report. He provided photographic materials of other homes in the neighborhood that had built second story additions, noting that there were a variety of designs.

Mr. Bush explained that the purpose of the design is to maintain a similar lower floor plan with necessary changes relating to the addition to a stairway, and that a porch element addition is proposed.

Mr. Bush discussed the second story addition, which would consist of a master suite and office room. He also discussed the setbacks and the need to raise the home by 2.5 to meet the requirements of the Town and FEMA. Mr. Bush noted that the garage would not be raised because it is not a requirement. He discussed the windows, noting that those on the north and south side would be clerestory so as not to cause privacy impacts to adjacent neighbors.

Mr. Bush discussed shading impacts to the neighbor to the north, and noted that the shading would fall on areas that are not in active use. Furthermore, the neighbor has provided a letter of support and staff does not believe the impact would be significant.

Mr. Bush summarized the project, and confirmed staff's belief that the addition has been set back appropriately from all elevations; that the rooflines are articulated, and that clerestory windows have also been suitably located. Mr. Bush drew the commissioners' attention to additional letters of support and confirmed that staff is recommending project approval.

Commissioner Lee and Mr. Bush discussed landscaping, and Mr. Bush noted the intent is to maintain the existing landscaping.

Maureen Jochum, Architect, discussed the project and the reasons for locating the second floor addition on the north side of the house. She explained how the use of hip roofs has kept the height down, with the maximum height of 28 feet occurring in a 1-foot section of the roof only. Ms. Jochum noted that the roof on the back of the house would be replaced in order to raise the ceiling height of the living/dining and kitchen area, and she discussed the window design in relation to privacy issues.

In response to Commissioner Lee, Ms. Jochum confirmed the whole of the dwelling is being raised, but not the garage. They discussed the difference between the design of the siding on the first and second floors.

Vice-Chair Metcalfe commented on the second story lap siding design adding to the vertical appearance of the dwelling, and stated that she would find a lower pitched roof for the office and master suite less imposing, particularly since the house would be raised.

Chair Chase and Ms. Jochum discussed the proposed ceiling height for the living room and master bedroom, and the reasons why they are not considering elevating the garage. Chair Chase noted that the second floor ceiling height adds significant elevation to the house.

General discussion occurred relating to the design of the use of a narrower board on the exterior upper level, and Mr. Bush confirmed that staff did not require a materials board because the materials of the second floor would match those of the first floor.

Chair Chase opened the public comment period.

David Johnson, 94 Golden Hind Passage, commented on raising the dwelling. Mr. Johnson said the second floor design is disproportionate and that the massing on the street side should be mitigated.

Mark Hewlette, owner, stated that they would like a second floor design that is best for the neighborhood.

Margaret Deedy, 110 Golden Hind Passage, said the proposed addition is high, intrusive and unattractive. Ms. Deedy discussed her concern that the second floor windows would look directly into her bedroom windows, and that their morning light would be reduced. She discussed the negative consequences on the design in relation to home sales, and she asked for the addition to be reduced in size and height.

Chair Chase closed the public comment period.

Vice-Chair Metcalfe said the design is not harmonious with other dwellings in the neighborhood or with the current dwelling, that the ceiling heights are too high, and that the addition would appear too tall. Vice-Chair Metcalfe said she would not comment on the window size until the current design has been changed; that she believes the garage should also be raised, and the siding of the second floor should match the design of the first floor.

Commissioner Lee agreed with Vice-Chair Metcalfe that the vertical siding of the upper story should match the lower level, and that the verticality in the front is accentuated by not raising the garage. He said the design at the rear is acceptable and that more complete drawings would have been helpful.

Planning Director Wolff noted that renderings are not a requirement.

Chair Chase commented on the existence of other dwellings with second stories in the neighborhood that do not have the same visual impact. He suggested the garage should be raised to be consistent with other homes in the vicinity, that the overall height is lowered by 1 foot and that the second floor addition windows are of a similar design to the first floor. Chair Chase stated that landscaping, exterior lighting and front porch details are necessary, in addition to a materials board.

Commissioner Lee discussed the roof design on the back of the kitchen area, which he believes is not harmonious with the design of the remaining roofs.

Ms. Jochum discussed the height issue in relation to the need to raise the dwelling. She said the roof design is relatively low and that the second floor would not appear as tall as the commissioners believe. She discussed the design with the commissioners and Chair Chase confirmed his belief that the second level is imposing.

**MOTION:** Motioned by Vice-Chair Metcalfe, seconded by Commissioner Lee, to continue to continue Design Review Application PL-2017-0127 for the addition of a new second story to an existing single story dwelling at 109 Golden Hind Passage to the hearing on March 13, 2018,

**AYES:** Metcalfe, Chase, Lee

**NOES:** None

**ABSENT:** Bundy, Freedman

## **6. BUSINESS ITEMS - None**

## **7. ROUTINE AND OTHER MATTERS**

### **A. REPORTS, ANNOUNCEMENTS AND REQUESTS**

#### **i. Commissioners**

Commissioner Lee reported on the February 6<sup>th</sup> Town Council meeting. He noted that the Council unanimously upheld a decision by the Planning Commission that was appealed; that the Council also unanimously approved a recommendation by the Planning Commission to amend the Zoning Ordinance and General Plan, with the addition of an FAR of .4 for the MX-1 zoning district; a presentation on a proposal to continue ½% sales tax and perhaps consider an increase to ¾%.

## ii. Planning Director

Planning Director Wolff provided information on a discussion at the Town Council meeting that related to requirements by the State for jurisdictions to report on the progress they make towards the provision of housing relating to the Housing Element. Mr. Wolff confirmed that Corte Madera is one of four jurisdictions in the Bay area that are on target to meet the requirements for housing needs, and that the Town would not currently be subject to a possible streamlining process for applicants that want to build multi-housing projects for reasons he discussed.

Mr. Wolff noted that the Town Council has endorsed correspondence to the Department of Housing and Community Development that raises concerns that future legislation might overrule the Town on height and density limits.

## iii. Tentative Agenda Items for February 27, 2018 Planning Commission Meeting

### ***PROPOSED ITEMS, AND ORDER, ARE SUBJECT TO CHANGE***

**A. PLANNING COMMISSION RULES AND PROCEDURES – REVIEW AND CONSIDERATION OF PROPOSED REVISIONS AND AMENDMENTS TO THE PLANNING COMMISSION RULES AND PROCEDURES.**

**B. 406 MANZANITA AVENUE – PUBLIC HEARING FOR DESIGN REVIEW APPLICATION PL-2017-0123 AND VARIANCE APPLICATION PL-2017-0124 FOR ADDITIONS TO THE LOWER AND UPPER FLOORS OF AN EXISTING TWO-STORY HOUSE. A VARIANCE IS REQUESTED TO ALLOW MAINTENANCE OF EXISTING NON-CONFORMING PARKING.**

## **B. MINUTES**

### **i. Planning Commission Meeting Minutes of January 9, 2018**

**MOTION:** Motioned by Vice-Chair Metcalfe, seconded by Commissioner Lee, to approve the minutes of January 9, 2018 with the following amendment:

Page 4, last paragraph: "...Vice-Chair Metcalfe discussed view, lighting and privacy impacts.....losing an hour of morning sunlight is not a burden...", amended to read:

"...Vice-Chair Metcalfe discussed view, lighting and privacy impacts.....losing an hour of morning sunlight around the pool during the winter is not a burden..."

**AYES:** Metcalfe, Chase, Lee  
**NOES:** None  
**ABSENT:** Bundy, Freedman

**ii. Planning Commission Meeting Minutes of January 23, 2018**

**MOTION:** Motioned by Vice-Chair Metcalfe, seconded by Commissioner Lee, to approve the minutes of January 23, 2018.

**AYES:** Metcalfe, Chase, Lee  
**NOES:** None  
**ABSENT:** Bundy, Freedman

**8. ADJOURNMENT**

A motion was made, seconded and unanimously approved to adjourn the meeting at 9 p.m.