

**MINUTES
REGULAR PLANNING COMMISSION MEETING
FEBRUARY 27, 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

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 7:00 p.m.
- B. Pledge of Allegiance** – Chair Chase led in the Pledge of Allegiance.
- C. Roll Call** – All the commissioners were present.

2. PUBLIC COMMENT - None

3. CONSENT CALENDAR – None

4. CONTINUED HEARINGS – None

5. NEW HEARINGS

- A. 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. (Associate Planner Doug Bush)

The commissioners confirmed they had visited the property and Associate Planner Doug Bush presented the staff report. Mr. Bush discussed the upper and lower level additions, the need for a parking variance, the lots in the vicinity, (which he said were flat with varying setbacks), and he noted that significant space existed between the properties to the west and rear sides of 406 Manzanita. Mr. Bush discussed the proposal to add a 500 square foot master bedroom addition to the second floor, and 100 square feet to the first floor of a 1,246 square foot dwelling. He noted that the second floor addition would result in three upper floor bedrooms, inclusive of a master suite.

Mr. Bush discussed a previous application to raise the roofline to create taller ceiling heights on the second floor. He also discussed a new front porch that staff believes would add articulation, and he confirmed that the existing architectural design would be maintained.

Mr. Bush addressed the scale and massing of the proposed additions, noting that there is diversity in design, size and colors of dwellings in the neighborhood. He discussed the existing non-confirming garage and said that it is neither feasible nor desirable to meet the code's requirement to provide 2 parking spaces, which would impact adjacent properties for reasons he discussed.

Mr. Bush discussed letters of opposition, including correspondence from the owner of 217 Chapman, who is concerned about view blockage. He discussed the reasons why staff could support the project, noting that the second floor addition is modest and compatible with the current dwelling and the neighborhood, and that the rear and side yard setbacks would be maintained. Mr. Bush noted that the materials of the additions would match those of the existing dwelling, and he discussed additional letters of support that have been submitted since the packet was issued.

Commissioner Bundy and Mr. Bush discussed view blockage. Mr. Bush explained that the commissioners should consider whether a neighbor's change in view due to the second story is sufficiently adverse or significant.

Mr. Wolff explained that the commissioners should balance the effects of an addition on a neighbor with an owner's need to invest and improve their property, and that such projects are evaluated individually.

In response to Chair Chase, Mr. Wolff confirmed that the lot is of a sufficient size to accommodate the proposed additions on a single level.

Michael Harlock, Project Architect, discussed their desire to preserve as much of the original dwelling as possible and create a master suite on the second floor. He discussed neighborhood outreach and said the shading effects on their neighbors would be marginal. Mr. Harlock discussed the second story windows, which he said are designed to respect the neighbors' privacy.

Kevin Krumwiede, Owner, discussed their need for more space and the practicality of adding a master bedroom to the second floor.

Chair Chase and Mr. Harlock discussed the chimney height, which Mr. Harlock confirmed they did not intend to change. Chair Chase suggested an addition of a brow or bellyband on the west elevation, which Vice-Chair Metcalfe said she would not support, noting that the straight sidewalls are a feature of the original design.

Mr. Krumwiede confirmed they would replace the shingles on the garage roof.

Scott Hafer, 218 Chapman, said the proposed addition would deprive his tenant of early morning sunlight and affect his rental income. Mr. Hafer confirmed he did not support the project.

Gary Cloud, neighbor, presented materials to the commissioners. Mr. Cloud stated that their kitchen area is shaded following the first addition, and that the proposed addition would further affect light to their property.

Heidi Hafer, 400 Manzanita, said they have a small lot and that sunlight to their deck and a room has already been affected and would be exacerbated by the proposed second floor addition. Ms. Hafer said she would support the project if she had reassurance there would not be further expansion in the future.

Al Selby, 217 Chapman, provided materials to the commissioners. Mr. Selby explained that he opposes the project because the second story will remove a portion of their view for much of the year from different rooms in their home. Mr. Selby said that his view impacts would be significant.

Mr. Wolff explained that if sufficient floor area exists and setbacks are maintained, applications for design changes and additions could be made in the future, which would most likely need reviewing by the Planning Commission. Mr. Wolff said he would not recommend the commissioners condition a deed restriction.

Chair Chase closed the public comment period.

In response to Commissioner Bundy, Mr. Bush confirmed that effects of a project on property values are not part of the findings.

Commissioner Lee commented on the historical design of the current structure, his belief the additions emulate that design and he said that he would not support a band to break up the west wall. He noted that designers try to mitigate shading issues and that reflective light will still exist. Commissioner Lee stated that he did not believe the second floor addition will cause significant view impacts. He

confirmed he could support the design review findings and variance findings because the garage was constructed a long time ago and there appears to be sufficient street parking.

Commissioner Freedman agrees that the additions match the architecture of the dwelling, and she discussed her belief that the impacts would not be significant or adverse to the neighbors. She said that some impact would be felt because of the way the lots to the west were split, but that she does not believe the application to improve the home should be impeded, and that she can support the design review findings. Commissioner Freedman said she could also support the findings for the variance because the single car garage is an existing condition.

Vice-Chair Metcalfe said that she would support the variance for the garage for the same reason as Commissioner Freedman, and that she believes the additions complement the existing house. Vice-Chair Metcalfe stated that second floor addition would not be a good fit if it were moved to the first floor. She confirmed she supported the project, albeit that the addition will affect the three homes to the west side that could not be built on such small lots today.

Commissioner Bundy commented on there being little difference to the design from the front, and that he believes the project will improve some of the property values in the vicinity. He said it is regrettable there will be impacts on certain neighbors, but that on balance he can make the findings to support the project.

Chair Chase and Mr. Bush discussed the neighboring 2,000 square foot lots, which Mr. Bush confirmed are unbuildable based on the required setbacks. Planning Director Wolff commented on the unique lots, noting that the original subdivision was unwise.

Chair Chase stated that the owners have a right to develop their property. He said the property should not be conditioned for future development; that the proposed project is appropriate for the lot and the neighborhood, and that there are comparable second story homes in the area. Chair Chase said the second floor is very small and that the proposed addition is well designed and less impactful on the sunlight and views of neighboring properties than some projects that have been reviewed by the Planning Commission. Chair Chase confirmed he could support the design review and variance findings for the project.

MOTION: Motioned by Commissioner Freedman, seconded by Commissioner Lee, to approve Resolution No. 18-004, Design Review Application PL-2017-0123 and Variance Application PL-2017-0124 for 647 square feet of additions to an existing two story dwelling and a variance to maintain one on-site parking space where two are required at 406 Manzanita:

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

Mr. Bush read the appeal rights.

6. BUSINESS ITEMS – None

7. ROUTINE AND OTHER MATTERS

A. REPORTS, ANNOUNCEMENTS AND REQUESTS

i. Commissioners

Chair Chase reported on the Town Council Meeting on February 20, 2018, when discussions took place on a proposed ordinance for a $\frac{3}{4}\%$ increase in sales tax, which the Council supported, and a discussion on land use regulations relating to hotel uses.

Commissioner Bundy explained that the Council proposed to rescind the flood tax that expires in 2023 and increase the sales tax, which would require a two-thirds majority at the ballot.

In response to Chair Chase, Mr. Wolff confirmed that a proposal to expand Town Hall would be heard by the Planning Commission.

ii. Planning Director

Planning Director Wolff reported on the Town Council item relating to the existing land use regulations for hotels. Mr. Wolff said there was consensus amongst the councilmembers to encourage hotel businesses for reasons he discussed and that staff has been given instruction to explore incentives or bonuses to increase FAR. He confirmed that any discussions would need public meetings before the Planning Commission and Town Council.

Vice-Chair Metcalfe and Mr. Wolff discussed time limits on hotel applications. In response to Commissioner Lee, Mr. Wolff said staff could agendize a discussion on the zoning requirements for hotel applications.

ii. Future Agenda Items (*PROPOSED ITEMS, AND ORDER, ARE SUBJECT TO CHANGE*)

- Tentative Agenda Items for March 13, 2018 Planning Commission Meeting

A. 109 GOLDEN HIND PASSAGE – CONTINUED PUBLIC HEARING FOR 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.

B. MINUTES

i. Planning Commission Meeting Minutes of February 13, 2018

MOTION: Motioned by Vice-Chair Metcalfe, seconded by Commissioner Lee, to approve the minutes of February 13, 2018:

AYES: Chase, Lee, Metcalfe

ABSTAIN: Bundy, Freedman

8. ADJOURNMENT

A Motion was made, seconded and unanimously approved to adjourn the meeting at 8:50 p.m.