



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

TOWN OF CORTE MADERA PLANNING COMMISSION AGENDA

Tuesday, November 10, 2020, 7:00 PM

VIA VIDEOCONFERENCE ONLY

NOTICE TO PUBLIC Due to Coronavirus (COVID-19), the regular Planning Commission meeting will occur via videoconference only. All Commissioners will be participating remotely. As allowed under the Governor's Executive Order N-29-20 (March 17, 2020), during the duration of the COVID emergency the Town of Corte Madera will no longer offer an in-person meeting location for the public to attend. Members of the public may view and participate in the meeting remotely through the following link:

<https://tinyurl.com/yakte53f> or use Zoom webinar ID: 930 6738 2315

(No pre-registration needed - click on link at meeting start time, or enter the Zoom webinar ID)

Or call in using the following phone number: (408) 638-0968 If you call in to the meeting, you will need to dial *9 in order to add yourself to the speaker queue during the meeting. Note: dial *67 before dialing in in order to not have your phone number appear to the public when you give public comment.

Submit public comment remotely by:

1. Emailing PublicComment@tcmmail.org prior to 5:00 P.M. on the day of the meeting.
2. Emailing PublicComment@tcmmail.org during the meeting.
3. Join the meeting using the link above and select the "Raise Hand" icon during the meeting, or press *9 to add yourself to the speaker queue if calling into the meeting.

Anyone with a disability needing further assistance with public comment should contact the Planning Department at least 2 hours before the beginning of the meeting to make alternative arrangements at thegarty@tcmmail.org or call 415-927-5064.

[Click here](#) for more information on how to register to watch the meeting and submit public comment remotely.

1. OPENING

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call

2. PUBLIC COMMENT

The public is invited to address the Planning Commission on any matter in the Commission's jurisdiction, except for items scheduled for continued or new hearings. Comments are limited to three minutes per speaker.

3. CONSENT CALENDAR

All items placed on the consent calendar may be acted on collectively on a motion by any Commissioner, and each shall be deemed to have received the action recommended by staff. Any Commissioner or member of the public may request the removal of any item from the consent calendar and it will then be considered last under "New Hearings".

- A. None

4. CONTINUED HEARINGS

- A. None

5. NEW HEARINGS

- A. None
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6. BUSINESS ITEMS

- A. [ADU MARIN PROJECT](#) – REVIEW AND DISCUSSION OF THE ADU MARIN PROJECT AND RECENTLY LAUNCHED ADU MARIN WEBPAGE (Senior Planner Martha Battaglia)
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7. ROUTINE AND OTHER MATTERS

A. REPORTS, ANNOUNCEMENTS AND REQUESTS

- i. Commissioners
- ii. Planning Director
- iii. Tentative Agenda Items for the Tuesday, December 8, 2020 Planning Commission Meeting
(PROPOSED ITEMS, AND ORDER, ARE SUBJECT TO CHANGE)
 - a. None
- iv. Future Agenda Items
(PROPOSED ITEMS, AND ORDER, ARE SUBJECT TO CHANGE)
 - a. [FUTURE AGENDA ITEM REQUEST](#) – CONSTRUCTION HOURS (COMMISSIONER BUNDY)

B. MINUTES

- i. [Planning Commission Meeting Minutes of October 13, 2020](#)
 - ii. [Planning Commission Meeting Minutes of October 27, 2020](#)
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8. ADJOURNMENT

To the next Planning Commission Meeting which will be held on Tuesday, December 8, 2020 at 7pm via videoconference. The Tuesday, November 24, 2020 at 7:00 p.m. will be cancelled.

TO ACCESS PLANNING COMMISSION PACKET MATERIALS, VISIT:
<http://www.townofcortemadera.org/Archive.aspx?AMID=41>

PROCEDURAL NOTES

1. ALL DOCUMENTS RELATING TO AGENDA ITEMS ARE AVAILABLE FOR PUBLIC REVIEW IN THE PLANNING DEPARTMENT OF THE TOWN OF CORTE MADERA OFFICES AT 300 TAMALPAIS DRIVE, BETWEEN THE HOURS OF 8:00 A.M. TO 5:00 P.M., MONDAY THROUGH FRIDAY, VIA APPOINTMENT. STAFF REPORTS ARE NORMALLY AVAILABLE ON FRIDAY AFTERNOON PRECEDING THE TUESDAY MEETINGS. IT IS RECOMMENDED THAT YOU CONTACT THE PLANNING DEPARTMENT FOR AVAILABILITY.
2. EACH PERSON DESIRING TO SPEAK ON A PUBLIC HEARING ITEM WILL BE GIVEN AN OPPORTUNITY AT THE APPROPRIATE TIME. PLEASE STATE YOUR NAME AND ADDRESS AS THE MEETING IS BEING RECORDED.
3. **APPEAL** - FOLLOWING ACTION BY THE PLANNING COMMISSION AT A PUBLIC HEARING OR MEETING, ANY DECISION OF THE PLANNING COMMISSION MAY BE APPEALED TO THE TOWN COUNCIL WITHIN TEN (10) CALENDAR DAYS. APPEAL FORMS ARE AVAILABLE AT THE PLANNING DEPARTMENT, CORTE MADERA TOWN HALL. A \$300 FILING FEE IS REQUIRED.
4. IF YOU CHALLENGE THE ACTION OF THE PLANNING COMMISSION IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE PUBLIC HEARING DESCRIBED IN THIS AGENDA, OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE TOWN AT OR PRIOR TO THE PUBLIC HEARING.
5. IT IS THE PLANNING COMMISSION'S POLICY TO ADJOURN ALL MEETINGS BY 10:00 P.M. UNLESS THE COMMISSION VOTES TO EXTEND THE MEETING

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (415) 927-5064. For auxiliary aids or services or other reasonable accommodations to be provided by the Town at or before the meeting, please notify the Planning Department at least 3 business days (the Thursday before the meeting) in advance of the meeting date. If the Town does not receive timely notification of your reasonable request, the Town may not be able to make the necessary arrangements by the time of the meeting.

ITEM NO. 6.A.

**ADU MARIN PROJECT – REVIEW AND DISCUSSION OF THE
ADU MARIN PROJECT AND RECENTLY LAUNCHED ADU MARIN
WEBPAGE**

**Planning Commission Meeting
November 10, 2020**



CORTE MADERA PLANNING COMMISSION STAFF REPORT

REPORT DATE: November 6, 2020
MEETING DATE: November 10, 2020

TO: Planning Commissioners

FROM: Martha Battaglia, Senior Planner *mb*

SUBJECT: Review and Discussion of the ADU Marin Project and recently launched ADU Marin webpage



RECOMMENDED ACTION:

Receive information and public comment on the ADU Marin Project and the ADU Marin webpage. The Planning Commission will not be taking any action on this item.

BACKGROUND:

In March 2019, the Department of Housing and Community Development (HCD) issued a Notice of Funding availability for approximately \$123 million under the SB 2 Planning Grants Program. Under this grant program, local governments are provided an eligibility allowance based on community population. As a small jurisdiction, the Town of Corte Madera applied for and received \$160,000 in non-competitive grant funding.

The Marin County Housing Working Group applied for the SB 2 Grant as a group effort. The grant money has been utilized to jointly hire a consultant team for several different projects, including 1) the creation of objective design and development standards; 2) development of an accessory dwelling unit workbook and website; and 3) completion of a Marin County inclusionary zoning study.

The primary goal of the ADU project is to provide information and hands-on resources to motivate homeowners to develop ADUs on their properties. Marin County jurisdictions worked together to hire a consultant for this project (Baird + Driskell). The consultant developed the ADU Marin website and provided additional web based and print material to encourage the development of these units.

Ten Marin County jurisdictions participated in this project and the cost was approximately \$9,000 per jurisdiction.

DISCUSSION:

ADU Marin, which is a partnership between 10 local cities and towns and the County of Marin, recently launched a webpage (<https://adumarin.org>) to guide people step by step through the process of building an Accessory Dwelling Unit (ADU). The website covers each step of the process, from thinking about building an ADU to permits and construction. It features stories from homeowners who have built an ADU and renters now living and working in Marin. The webpage also includes more than a dozen floor plans and a calculator to figure out what it might cost to build an ADU. An ADU workbook is also being developed and will be available to homeowners in the next few weeks. The workbook is a guide to planning an ADU in Marin. The workbook includes information on getting started, budgeting & finance, design, permitting, construction and move-in.

Three webinars were recently held to introduce these new ADU resources. The webinars were broken down by geographical region and included the following:

- October 26th for Belvedere, Tiburon & Sausalito (approximately 75 people)
- October 29th for Larkspur, Corte Madera, San Anselmo & West Marin (approximately 150 people).
- November 5th for Mill Valley, Ross & Fairfax (approximately 130 people).

The project consultant – Baird + Driskell – provided an overview of the webpage and the new tools. Presenters included Lindsay Moon, who has design and finance experience with ADUs in Marin, and Ruth Lopez from CLAM who manages the Real Community Rentals program and discussed renting and managing an ADU. Corte Madera staff attended the October 29th webinar and answered questions about the rules and regulations in Corte Madera.

FISCAL IMPACT:

The Town utilized a portion of its SB 2 Planning Grant for the ADU Marin Project. Collaborating on the ADU project resulted in cost savings since the County provided project management and the Town was able to share consultant services with the other participating jurisdictions.

ENVIRONMENTAL IMPACT:

This is a discussion item with no action being taken and therefore is not a project pursuant to the California Environmental Quality Act (CEQA).

ITEM NO. 7.A.iv.a.

**FUTURE AGENDA ITEM REQUEST – CONSTRUCTION HOURS
(COMMISSIONER BUNDY)**

**Planning Commission Meeting
November 10, 2020**



**TOWN OF CORTE MADERA
PLANNING AND BUILDING DEPARTMENT**

MEMORANDUM

November 6, 2020

TO: Corte Madera Planning Commissioners

FROM: Adam Wolff, Director, Planning and Building

SUBJECT: Future Agenda Item Request – Construction Hours

Pursuant to the Planning Commission Rules and Procedures (Amended May 15, 2018), Section 4.4.2, Planning Commissioners may request an item be placed on a future Planning Commission agenda by submitting such request in writing to the Planning Director, who then places the request on the Future Agenda Items section of the agenda. At its November 10, 2020 meeting, the Planning Commission will consider whether to place Commissioner Bundy's request to discuss potential changes to permitted construction hours on an upcoming Planning Commission agenda.

Planning Commission Rules and Procedures Section 4.2.2 is copied below and Commissioner Bundy's written request regarding construction hours is included as Attachment 1 to this memo.

4.2.2 Placing an Item on the Agenda Members of the public and/or Commissioners may request to add an item to the agenda that is directly related to the business of the Commission as defined under Article 1.1 Purpose of Commission by submitting a request to the Planning Director or his/her designee. Such requests are to be submitted in writing (including appropriate supporting documents and information, if desired), at least twenty-eight (28) days prior to the meeting during which the item is sought to be considered. The item will be placed on the agenda under the Commission's discussion of Future Agenda Items. The Commission shall have the discretion to determine whether to place the item on a future agenda.

In addition to reviewing Commissioner Bundy's written request in Attachment 1, Staff requests that the Planning Commission review the Corte Madera Town Council's discussion and related to construction hours and noise at its October 1, 2019 Town Council meeting and its final policy determination related to the introduction of an amended Noise Ordinance on October 15, 2020. Video of the October 1, 2019 meeting can be accessed via the following link: <https://www.youtube.com/watch?v=BeNkNw2LTpQ> and the meeting can be accessed here: <https://www.youtube.com/watch?v=mgu4MdV-jUE&t=735s>. (see approx. 35 minute mark).

Attachment 1
Commissioner Bundy's Email

From: [Robert Bundy](#)
To: [Adam Wolff](#)
Cc: [Peter Chase](#)
Subject: work hours
Date: Saturday, October 31, 2020 2:50:13 PM

Adam, I would like to put work hours on the agenda for future projects so we have the same work hours for every project. One of the reasons I thought Sunday was not a work day was because I have not really seen projects being worked on Sunday. My recommendation would be to eliminate work on Sunday unless it was totally quiet such as painting or drywall work without air compressors or drills. Bob

ITEM NO. 7.B.i.

**PLANNING COMMISSION MEETING MINUTES OF
OCTOBER 13, 2020**

**Planning Commission Meeting
November 10, 2020**

**DRAFT MINUTES
PLANNING COMMISSION MEETING
VIA TELECONFERENCE
OCTOBER 13, 2020
CORTE MADERA TOWN HALL
CORTE MADERA**

COMMISSIONERS PRESENT: Chair Peter Chase
Vice-Chair Phyllis Metcalfe
Commissioner Bob Bundy
Commissioner James Rizzo
Commissioner Margaret Bandel

STAFF PRESENT: Adam Wolff, Planning Director
Martha Battaglia, Senior Planner
Tracy Hegarty, Administrative Analyst

1. OPENING:

- A. Call to Order** – The meeting was called to order at 7:00 p.m.
- B. Pledge of Allegiance** – Commissioner 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. 403 CHAPMAN DRIVE - DESIGN REVIEW APPLICATION PL-2020-0018 FOR THE DEMOLITION OF TWO EXISTING RESIDENCES AND A CARPORT WITH A ROOF DECK AND THE CONSTRUCTION OF A NEW 2,582 SQUARE FOOT TWO-STORY RESIDENCE WITH A 626 SQUARE FOOT ATTACHED GARAGE AND STORAGE AREA AT 403 CHAPMAN DRIVE (Senior Planner Martha Battaglia)**

Senior Planner Battaglia presented the staff report and answered questions from the commissioners.

Public comment was received from the following neighbors:

Brent Harrison commented on grading relating to the Accessory Dwelling Unit (ADU), and expressed a wish that the applicants would consider a remodel of the current dwelling.

Susan Huberty, 407 Chapman Drive, discussed concerns that included privacy and construction noise and the preservation of the coast redwood tree.

Alton Lo, Peter Schwartz, and Lisa Vogel, Chapman Drive, expressed their support for the project.

MOTION: Motioned by Vice-Chair Metcalfe, seconded by Commissioner Rizzo, to approve Resolution No. 20-010, Design Review Application No. PL-2020-0018 for the demolition of two existing residences and carport and the construction of a new 2,582 square foot two-story residence with a 626 square foot attached garage and storage area at 403 Chapman Drive with the following changes to the hours of construction: Monday through Friday: 7:30 a.m. to 5 p.m.; Saturday: 10 a.m. to 5 p.m. with construction prohibited on Sundays and legal holidays.

AYES: Bundy, Bandel, Chase, Metcalfe, Rizzo

NOES: None

Ms. Battaglia read the appeal rights and Chair Chase announced a 15-minute break at 9:30 p.m.

A motion was made, seconded and approved, with Commissioner Bandel opposing the motion, to start a new item after 9:30 p.m.

6. BUSINESS ITEMS

A. 645 TAMALPAIS APARTMENTS - PRELIMINARY REVIEW APPLICATION FOR A 2,560 SQUARE FOOT THREE UNIT APARTMENT BUILDING AT 645 TAMALPAIS DRIVE (PL-2020-0062) (Senior Planner Martha Battaglia)

Senior Planner Battaglia presented the staff report and Mr. Wolff and Ms. Battaglia answered questions from the commissioners.

A motion was made, seconded and approved, with Commissioner Bandel opposing the motion, to continue the meeting until 10:30 p.m.

B. ORDINANCE NO. 999 - REVIEW AND DISCUSSION OF RECENTLY-ADOPTED ORDINANCE NO. 999 ESTABLISHING A NEW PLANNING AND APPROVAL PROCESS FOR TOWN PROJECTS CURRENTLY SUBJECT TO

TITLE 18 OF THE CORTE MADERA MUNICIPAL CODE (Planning Director Adam Wolff)

Discussion of Ordinance No. 999 did not occur due to the lateness of the hour. The item was rescheduled for the October 27, 2020 Planning Commission meeting.

7. ROUTINE AND OTHER MATTERS

A. REPORTS, ANNOUNCEMENTS AND REQUESTS

- i. Commissioners**
- ii. Planning Director**
- iii. Tentative Agenda Items for the Tuesday, October 27, 2020 Planning Commission Meeting**
(PROPOSED ITEMS, AND ORDER, ARE SUBJECT TO CHANGE)
 - a. TOWN HALL REMODEL AND ADDITION, 300 TAMALPAIS DR – PUBLIC HEARING FOR DESIGN REVIEW, VARIANCE CONDITIONAL USE PERMIT, AND LOT MERGER APPLICATIONS FOR CORTE MADERA’S TOWN HALL REMODEL AND ADDITION PROJECT AT 300 TAMALAPAIS DRIVE (Senior Planner Phil Boyle)**
- iv. Future Agenda Items**
(PROPOSED ITEMS, AND ORDER, ARE SUBJECT TO CHANGE)

B. MINUTES

- i. Planning Commission Meeting Minutes of September 22, 2020 will be reviewed at the next Planning Commission meeting.**

8. ADJOURNMENT

A motion was made, seconded and approved by Commissioner Bundy to adjourn the meeting at 10:30 p.m., which required no further approval from the remaining commissioners.

ITEM NO. 7.B.ii.

**PLANNING COMMISSION MEETING MINUTES OF
OCTOBER 27, 2020**

**Planning Commission Meeting
November 10, 2020**

**DRAFT MINUTES
PLANNING COMMISSION MEETING
VIA TELECONFERENCE
OCTOBER 27, 2020
CORTE MADERA TOWN HALL
CORTE MADERA**

COMMISSIONERS PRESENT: Chair Peter Chase
Vice-Chair Phyllis Metcalfe
Commissioner Bob Bundy
Commissioner James Rizzo
Commissioner Margaret Bandel

STAFF PRESENT: Adam Wolff, Planning Director
Phil Boyle, Senior Planner
Tracy Hegarty, Administrative Analyst
Todd Cusimano, Town Manager (Joined 7:10 p.m.)

1. OPENING:

- A. Call to Order** – The meeting was called to order at 7:00 p.m.
- B. Pledge of Allegiance** – Commissioner 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 – None

6. BUSINESS ITEMS

- A. ORDINANCE NO. 999** - REVIEW AND DISCUSSION OF RECENTLY-ADOPTED ORDINANCE NO. 999 ESTABLISHING A NEW PLANNING AND APPROVAL PROCESS FOR TOWN PROJECTS CURRENTLY SUBJECT TO TITLE 18 OF THE CORTE MADERA MUNICIPAL CODE (Planning Director Adam Wolff)

Planning Director Wolff presented the staff report and answered questions from the commissioners.

There was no public comment.

B. TOWN HALL REMODEL AND ADDITION, 300 TAMALPAIS DR – REVIEW AND POSSIBLE RECOMMENDATION TO THE TOWN COUNCIL TO APPROVE THE TOWN PROJECT REPORT AND THE INITIAL STUDY AND MITIGATED NEGATIVE DECLARATION RELATED TO THE PROPOSED TOWN HALL REMODEL AND ADDITION PROJECT 300 TAMALPAIS DR. PL-2020-0083-RPT AND PL-2020-0084-EA (APNS 24-136-13, 14 & 15) (Senior Planner Phil Boyle)

Commissioner Rizzo recused himself because he lives within 500 feet of 300 Tamalpais Drive and Senior Planner Boyle presented the staff report. Mr. Boyle answered questions from the commissioners.

Public comment was taken from the following residents:

Peter Hensel discussed the inadequacy of the parking study and his concerns relating to the public plaza;

Michael Harlock discussed his concerns regarding the Negative Declaration, fiscal impacts and a project with limited aesthetic appeal;

John & Lisa Mylan discussed their concerns relating to insufficient parking spaces, traffic studies that were performed during the Shelter-in-Place Order and opposition to remodeling the existing building;

Ed Conti asked the Town to consider a carbon-neutral building, a design more in keeping with the history of the area, and he commented on the parking study;

Steve Hoffmire discussed his concerns relating to the planning process, privacy and location of the proposed project.

Michelle Miller discussed her concerns about traffic, parking and public use of space.

Mr. Boyle announced the receipt of an email from Mr. Hensel, who expressed his concern relating to the expansion project and inadequate parking.

MOTION: Motioned by Vice-Chair Metcalfe, seconded by Commissioner Bundy, to approve Resolution No. 20-011Permit/No. PL-2020-0083-RPT, a recommendation by the Planning Commission to the Town of Corte Madera Town Council to review and accept the Town Project Report for the Town Hall Remodel and Addition Project at 300 Tamalpais Drive to renovate the existing facility and add a new council chambers/community room, public permitting center and administrative offices as well as upgrade the entire facility of meet current building, seismic and fire codes; and

Resolution No. 20-012/Permit No. PL-2020-0084-EA, recommending that the Town of Corte Madera Town Council approve of a Resolution certifying an Initial Study and Mitigated Negative Declaration and Mitigation Monitoring and Reporting Plan for the Town Hall Remodel and Addition Project at 300 Tamalpais Drive submitted by the Town of Corte Madera to renovate the existing facility and add a new community room/council chambers, public permitting center and administrative offices as well as upgrade the entire facility of meet current building, seismic and fire codes.

AYES: Bundy, Chase, Metcalfe
NOES: Bandel
RECUSED: Rizzo

Commissioner Rizzo returned to the hearing.

7. ROUTINE AND OTHER MATTERS

A. REPORTS, ANNOUNCEMENTS AND REQUESTS

i. Commissioners

Commissioner Bandel reported on the Town Council Meeting of October 6, 2020, and Commissioner Bundy reported on the Town Council Meeting of October 20, 2020.

ii. Planning Director

Planning Director Wolff led a short discussion on discussion items for future meetings and announced the cancellation of the meeting of November 24, 2020.

iii. Tentative Agenda Items for the Tuesday, November 10, 2020 Planning Commission Meeting

(PROPOSED ITEMS, AND ORDER, ARE SUBJECT TO CHANGE)

a. None

iv. Future Agenda Items

(PROPOSED ITEMS, AND ORDER, ARE SUBJECT TO CHANGE)

B. MINUTES

i. Planning Commission Meeting Minutes of September 22, 2020

MOTION: Motioned by Vice-Chair Metcalfe, seconded by Commissioner Bundy, to approve the Minutes of September 22, 2020:

AYES: Bandel, Bundy, Chase, Metcalfe, Rizzo
NOES: None

8. ADJOURNMENT

A motion was made, seconded and unanimously approved to adjourn the meeting at 10 p.m.