



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

TOWN OF CORTE MADERA PLANNING COMMISSION AGENDA

Tuesday, June 23, 2015 - Revised

Council Chambers, 300 Tamalpais Drive, Corte Madera, California

7:30 P.M. REGULAR MEETING

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
-

6. OTHER BUSINESS ITEMS

- ~~A. Informational presentation from American Solar Corporation on residential and commercial installations including: status of tax deductions and credits, process of evaluating properties, limits of solar appropriateness, rates of recovery, types of systems, etc.~~
- B. Informational study session regarding a Design Review and Variance Application for a new 3,809 square foot two-story residence at 52 Summit Drive. (Phil Boyle, Senior Planner).
-

7. ROUTINE AND OTHER MATTERS

A. REPORTS, ANNOUNCEMENTS AND REQUESTS

- i. Commissioners
- ii. Planning Director

B. MINUTES

- i. **Planning Commission Meeting Minutes of May 12, 2015**
-

8. ADJOURNMENT

To the next Planning Commission Regular Meeting which will be held on **July 14, 2015 at 7:30 p.m.** in the Corte Madera Council Chambers, 300 Tamalpais Drive.

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. 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 12:00 A.M.

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.

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THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

CORTE MADERA PLANNING COMMISSION STAFF REPORT

REPORT DATE: JUNE 18, 2015

MEETING DATE: JUNE 23, 2015

TO: PLANNING COMMISSIONERS

FROM: PHIL BOYLE, SENIOR PLANNER

SUBJECT: INFORMATIONAL STUDY SESSION REGARDING A DESIGN REVIEW AND VARIANCE APPLICATION FOR A NEW 3,809 SQUARE FOOT TWO-STORY RESIDENCE AT 52 SUMMIT DRIVE

PURPOSE AND PROJECT DESCRIPTION:

The purpose of this informational meeting is to provide the Planning Commission and the public with an informal opportunity to better understand the applicant's proposal to demolish the existing single family home and build a new 3,809 square foot two-story residence. The proposed residence includes 4 bedrooms, 3 baths, 2 half baths, living room, dining room, kitchen, media room and garage. Pursuant to the Corte Madera Zoning Ordinance, only 2,943 square feet is required to be counted toward the allowable floor area. The maximum floor area allowed per the code is 3,033 square feet. The residence includes an interior elevator from the garage level to the lower level. The application also includes a request for three variances: 1) a front setback variance (3.5 feet proposed, minimum 15 feet required); 2) a rear setback variance (7 feet proposed, minimum 25 feet required) and; 3) a lot coverage variance (44% proposed, maximum 31% allowed). The maximum height of the proposed residence is 23 feet.

BACKGROUND:

The existing residence was constructed in 1910 and is approximately 1,520 square feet with 5 bedrooms and 2 baths. There are no records of previous planning entitlements on the property.

STUDY SESSION:

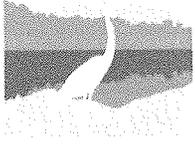
Bill O'Callaghan, the project designer, representing the property owners, will make a presentation to the Commission describing the project, the goals and the objectives associated with the proposed site

plan, massing, and design. He and the property owners will also be available to answer questions about the application. This meeting is intended to help create the necessary context for informed discussion and decision-making when this proposal returns to the Planning Commission for a formal public hearing. No actions or decisions will be made by the Planning Commission at this meeting.

Attachments:

1. Application
2. Applicant's letter

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THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

PLANNING AND BUILDING DEPARTMENT
300 TAMALPAIS DRIVE
CORTE MADERA, CA 94925

RECEIVED

JUN 17 2015

TOWN OF CORTE MADERA

APPLICATION FOR DEVELOPMENT REVIEW

I. CHECK TYPE OF PERMIT(S) BEING REQUESTED

<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Large Family Day Care Home	<input type="checkbox"/> Tentative Map (See Muni. Ch. 17.20)
<input type="checkbox"/> Design Review – Minor Project	<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Tree Permit
<input checked="" type="checkbox"/> Design Review – Major Project	<input type="checkbox"/> Preliminary Dev. Plan (Zoning Ch. 18.18)	<input type="checkbox"/> Variance – Minor
<input type="checkbox"/> Encroachment Permit – Private Parking Facilities in Right of Way	<input type="checkbox"/> Precise Dev. Plan (See Zoning Ch. 18.18)	<input checked="" type="checkbox"/> Variance – Major
<input type="checkbox"/> Environmental Assessment	<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Zoning Ordinance Amendment
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Sign Program, Master	
	<input type="checkbox"/> Second Unit Permit	

II. GENERAL DATA

A. Address or Location of Property: 52 SUMMIT DRIVE

B. Assessor's Parcel No.: 029-022-29 C. Existing Total Floor Area: _____

D. Zoning Designation: CTH E. Existing Lot Coverage: _____

F. Site Area in square feet: 7,327 G. Number of off-street parking spaces: _____

H. Description of project or request: NEW 2 STORY RESIDENCE W/ ATTACHED
GARAGE AND MEDIA ROOM. continue on separate sheets if necessary)

III. OWNER/APPLICANT INFORMATION

A. Property Owner: MIKE & LESLIE CUNNINGHAM Daytime Phone: 415-847-9222
Mailing Address: 3 SUNRISE LAKE
LARKSPUR, CA. 94939

B. Applicant (other than owner): — Daytime Phone: _____
Mailing Address: _____

C. Architect, Designer or Engineer: BILL O'CALLAGHAN Daytime Phone: 415-456-3467
Mailing Address: PO BOX 24
SAN ANSELMO, CA. 94979

IV. AUTHORIZATION

I, the authorized owner; or authorized agent of owner with a letter of approval from property owner stating that said agent may act on owner's behalf, hereby agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period. I further testify that information and exhibits submitted are true and correct.

Signature: Leslie Cunningham

Date: 6/15/15

APPLICATION TITLE	APPLICATION NUMBER	FEE	DATE	RECEIVED BY
MAJOR DESIGN REV	15-016	2000	6/17/15	Jch.

**Bill R. O'Callaghan
Designer
San Anselmo Ca.**

June 18, 2015

**Phil Boyle Senior Planner,
Corte Madera Planning Commission.**

**Re: New Residence at 52 Summit Drive Corte Madera.
Applicants: Mike & Leslie Cunningham 3 Sunrise Lane
Designer: Bill R. O'Callaghan**

Phil,

Mike & Leslie have lived at 3 Sunrise Lane in Larkspur since 2003. Their home is directly up hill and behind 52 Summit Drive. In 2007 the owner living at 52 Summit Drive, Tim Vinson, informed them he was going to sell the property. They quickly made an offer and purchased the property. Their first interest was in preserving the view that they enjoy at 3 Sunrise Lane looking over the 52 Summit Drive property. They began the design process to remodel or replace the old house in 2007 but put it on hold due to high cost of construction and then came the economic down turn in 2008. In 2014 Mike & Leslie decided it was time to restart the project and begin preliminary designs. They intend to design and build the new residence for their daughter Melissa and her fiancé Bill who are getting married this summer (2015).

The design program was to replace the existing 2 story residence with a new 2 story home. Due to the steep site conditions and elevation rise from street to house 30- 40', Mike & Leslie asked me to include a new garage and incorporate an elevator from the street level that could reach the lower level of the new home. This would provide more off street parking on 52 Summit Drive and provide an all-weather protected/ safer access to the new house. They felt this was absolutely important if they were going to go through the trouble and cost to build a new house.

The proposed design includes the new 2 car garage and elevator. A 308 sq. ft. media room will be built above the garage. An exterior stair on grade to the lower level entry has been designed into the project as well. The proposed house will be stepped back away from adjacent neighbors and embedded into the hill in order to reduce the height and mass that exists with current house. Front yard, rear yard and lot coverage variances are being requested due to the special circumstances of the property, including lot slope and existing restraints on the property.

Thank you for your consideration of the project,

**Sincerely,
Bill O'Callaghan**

**DRAFT MINUTES
REGULAR PLANNING COMMISSION MEETING
MAY 12, 2015
CORTE MADERA TOWN HALL
CORTE MADERA**

COMMISSIONERS PRESENT: Chair Peter Chase
Vice-Chair Phyllis Metcalfe
Commissioner Dan McCadden
Commissioner Tom McHugh

COMMISSIONERS ASENT: Commissioner Peter Schwartz

STAFF PRESENT: Adam Wolff, Planning Director
Phil Boyle, Senior Planner
Joanne O'Hehir, Minutes Recorder

1. OPENING:

- A. **Call to Order** – The meeting was called to order at 7:30 p.m.
- B. **Pledge of Allegiance** – Chair Chase led in the Pledge of Allegiance.
- C. **Roll Call** – Commissioner Schwartz absent.

2. PUBLIC COMMENT – NONE

3. CONSENT CALENDAR – NONE

4. CONTINUED HEARINGS – NONE

5. NEW HEARINGS

- A. **148 PRINCE ROYAL DRIVE, DESIGN REVIEW PERMIT NO. 15-006** – For an 885 square foot second floor addition which includes three bedrooms, two bedrooms and a laundry room, and determining that the project is exempt from California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines 15301(e)(2) – Existing Facilities. (Senior Planner Phil Boyle).

Senior Planner Boyle presented the staff report. He discussed the proposal for a second story. Mr. Boyle noted that the second floor setbacks will be met, in addition to the FAR, height and lot coverage requirements. He discussed the first floor, which he said would be reconfigured with the removal of an unpermitted bay window.

Mr. Boyle discussed the second floor in more detail, which he noted would consist of a master suite, two bedrooms, a bathroom and laundry room. He said that the second floor would be set back on either side to minimize impacts on the neighborhood.

Mr. Boyle discussed neighborhood outreach, when the applicant invited neighbors to review the plans. He said that approximately 10 neighbors attended and a letter of support from the residents of 6 Enterprise Drive has been received, and another neighbor from across the street requested information on the project but did not submit a letter.

Mr. Boyle noted that the property has been empty and is neglected. He discussed building activity that has occurred, and said it is hoped the property will be improved and occupied. Staff asked the applicant to incorporate sustainable aspects into the project, but Mr. Boyle noted that none have been provided on the plans or listed in the project description.

Mr. Boyle noted that the majority of the homes in the area are 2-story, and he discussed a pedestrian way close to the property, which connects Prince Royal Drive to Granada School. He discussed the reasons why staff did not think a shade study and privacy study are necessary and confirmed that there would not be significant light or privacy impacts.

Overall, Mr. Boyle said that staff can make the findings to support the project. He said the design is compatible with the neighborhood, with appropriate massing and scale. He noted that a color board has been provided.

Commissioner McHugh and Mr. Boyle discussed the retaining walls on the west portion of the property, which Commissioner McHugh said appear to be failing, and a fence that is in need of repair. Mr. Boyle said a low deck is proposed in the rear but that no specific reference has been made to repairing the walls. He suggested the applicant could address the retaining walls and that the commissioners could add condition(s) of approval if necessary.

In response to Commissioner McCadden, Mr. Wolff noted that a permit has been issued for demolition work and, as a result of neighborhood complaints, the Building Official visited the property and found that the work had exceeded the permit limitations. However, Mr. Wolff confirmed that only permitted work is now ongoing.

Garett Burdick, applicant, said their goal is to make the house beautiful again and then to sell the property. He discussed the original state of the dwelling, which he said they have cleaned up in readiness for the project. Mr. Burdick also discussed aspects of sustainability that they intend incorporating into the design, including the use of energy star appliances, high value insulation and possibly artificial grass in the rear. Mr. Burdick also discussed re-using wood and using rock from the property for landscaping.

Chair Chase asked if they had considered other sustainable sources in addition to what is required by the Building Code, including different roofing materials. Mr. Burdick said they would install drought-resistant landscaping and could use cotton insulation.

Bob Mavis, co-owner, said they intend to install skylights and he suggested installing a gray water underground. Mr. Mavis said that they have an engineering plan for the retaining wall.

Chair Chase noted that the Town does not have regulations to insist on solar panels and Mr. Burdick said they could make the roof solar-ready.

Vice-Chair Metcalfe and Mr. Mavis discussed the retaining wall plans. Vice-Chair Metcalfe said the project design is attractive, that she likes the landscaping and that she approves of the roof being made solar-ready. They discussed exterior lighting, which Mr. Mavis said would be downlight. He also said they would repair the sidewalks. Vice-Chair Metcalfe said she thought the trim color should be changed.

Commissioner McHugh said it is a nice design and he discussed his concerns that the retaining walls would remain in their dilapidated state. Mr. Boyle suggested that a condition of approval is added to ensure the walls are fixed as part of the project.

Commissioner McCadden and Mr. Burdick discussed with Mr. Mavis whether or not they would volunteer to make the roof solar-ready and install the water-collection tank. Mr. Mavis expressed concern that there might be insufficient room due to the retaining walls. Commissioner McCadden asked the applicants to use their best efforts.

Chair Chase opened the public comment period.

Doug Smuckler, 144 Prince Royal, said that he supports the project but he asked for clarification about the trees with overhanging branches next to the public pathway and whether they would be removed. In response, Mr. Boyle confirmed the trees are on a town easement. Mr. Smuckler commented on the motion-sensors, and he noted that the sidewalk near the walkway is eroding and floods when it rains.

Chair Chase closed the public comment period.

Commissioner McCadden and Mr. Boyle discussed the skylights. Commissioner McCadden expressed his concern that they were not on the plans. Mr. Boyle said that the building plans must be in substantial conformance to those approved by the Planning Commission. If the skylights are relatively small, and do not impact the neighbors, staff would consider the plans to be in substantial conformance. Otherwise, substantial changes will need to be reviewed by the Planning Commission.

Planning Director Wolff noted that the application could be continued in order for the commissioners to review more information on the project, such as the landscaping, retaining wall design and skylights.

Commissioner McHugh said he would like assurance that the walls will be rectified since they appear to be a safety issue. Mr. Boyle suggested that a condition is added that the retaining walls are repaired to a standard that meets the California Building Code and that the plans must be reviewed by the Public Works Department.

Chair Chase noted that the walls would need to be engineered and drainage would need to be routed away from the property so that it would not negatively impact the wall.

Vice-Chair Metcalfe said that she would like skylights included in future applications and she would prefer that the roof be made solar-ready.

Chair Chase said that the house is dilapidated and that the property looks worse following demolition. He requested the applicants clean up the site before the permits are approved.

Chair Chase commented on the grade and easement. In response to Chair Chase, Mr. Burdick said they would address the dilapidated fence. Chair Chase noted that clear glass skylights could cause a glare issue for the neighbors above and he said they should have been included in the plans. He said that a retaining wall plan is needed for the west side walls and some of the walls on the south and north-east corner of the property. He also commented on the need to show sidewalks on the building plans, which address grade issues on the north side.

MOTION: Motioned by Commissioner McHugh, seconded by Commissioner Metcalfe, to approve Design Review Permit No. 15-006, for an 855 square foot second floor addition which includes three bedrooms, two bathrooms and a laundry rooms, with the following conditions of approval:

- A retaining wall plan must be included in the building permit application.
- Plans submitted for building permit shall include modifications to the walkways around the house that are undermined or in need of repair.
- The plans submitted for building permit shall show skylights, to be approved by staff.
- Best efforts will be used to incorporate a gray water system into the project.

Ayes:	Chase, Metcalfe, McCadden, McHugh
Noes:	None
Abstain:	None
Absent:	Schwartz

Mr. Boyle read the appeal rights.

B. THE VILLAGE AT CORTE MADERA, 1618 REDWOOD HIGHWAY , PRECISE DEVELOPMENT PLAN AMENDMENT PERMIT NO. 15-001 – This application is an amendment to the approved Village at Corte Madera Precise Development Plan from October 2013. The proposed landscape plan includes the removal of some of the recently-added landscaping and the installation of trees, shrubs, perennials and ground covers between the Village at Corte Madera’s west parking lot and Highway 101. Staff recommends that the Planning Commission determine that the project is exempt from California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines under Categorical Exemption Class 4, Minor Alterations to Land (Section 15304) (Senior Planner Phil Boyle).

Senior Planner Boyle presented the staff report. He said that the project needs to be reviewed by the Planning Commission because it is a request to amend the Precise Development Plan for The Village shopping center. He noted that the findings are the same as those for design review.

Mr. Boyle explained that the applicant is proposing landscaping improvements in the area between the west parking lot and Highway 101 to provide short and long-term screening of vehicles and structures. Mr. Boyle discussed the long and short-term screening proposed, which includes moderately fast-growing evergreen trees and drought-tolerant plants. He noted that, since over 1000 square feet of landscaping is proposed, the applicants must meet MMWD’s water-efficiency standards before a building permit can be issued.

Mr. Boyle discussed previous landscaping installation on the site that had not been successful in providing adequate screening. He said that Councilmember Lappert expressed the Town’s concerns in a letter to the managers of The Village in June 2014, and an application was filed in April 2015. Mr. Boyle said that the Public Works Department reviewed the plans and a local nursery and that the plans were adequate.

Mr. Boyle said that staff received a letter from the applicants stating their intentions about maintenance, which he discussed. In conclusion, Mr. Boyle said that staff feels a good effort has been made to provide planting material that will provide the screening the Town is requesting and that staff suggests the Commissioners approve the application.

Stephen Logan, representing Macerich, agreed that the plantings installed in 2012 and 2013 did not work and that they want to fix the problem. He said they want to ensure the new planting covers the automobile grilles and that they are committed to making the plan work.

Pete Pedersen, Applicant, discussed the previous landscaping. He said they want to establish a long-term sustainable screening solution, using peppers and live oak trees, which he discussed. Mr. Pedersen said that multi-trunk trees withstand wind elements, unlike previous species which have been planted, and he suggested that *escalonia* is planted, which he said is a robust, evergreen shrub, to screen cars before the oaks

grow to maturity. Thus, there will be immediate screening and long-term screening from the oak and pepper trees. Mr. Pedersen discussed maintenance and the areas where the shrubs will be placed to soften the mechanical enclosures.

In response to Vice-Chair Metcalfe, Mr. Pedersen confirmed that a drip system will be used. He said that the escalonia, a low-branching shrub, will take 3 – 5 years to mature to the level that is desired, but that it is a tough shrub and he recommends it is used in the areas where other plant varieties have failed.

Commissioner McHugh and Mr. Pedersen discussed escalonia, which Mr. Pedersen said he would recommend to hide the parked vehicles' grilles. He provided examples of where it could be found and discussed other reasons why he would recommend this plant variety. Commissioner McHugh and Mr. Pedersen discussed pruning and the live oaks, which Mr. Pedersen said would be 15 feet tall in about 10 years. They also discussed the tree height at planting.

In response to Chair Chase, Mr. Boyle said he did not know whether the two previous landscape plans were reviewed by a third party. They discussed the peer review of the landscape plan and Mr. Boyle said that the nursery that reviewed the landscape plan did not provide a written report.

Mr. Logan suggested they hired a consultant to oversee the planting. Planning Director Wolff noted that the goals of the landscape plan is to ensure the grilles are covered and to have an attractive, green landscaping and he thought that that there is a good-faith effort towards accomplishing these goals.

Commissioner McHugh said that the nature of the nursery's input is unclear, that the goals still needs to be defined, and that they have to trust the execution of the plan will meet those goals.

Commissioner McCadden commented on the need for a checking mechanism to ensure the landscape plan is achieving the goals.

Chair Chase said that he would like the landscape architect to personally check the plants and trees that are being purchased and he discussed the possible application of a bond at the building permit stage with Mr. Wolff. Mr. Wolff noted that bonds are usually applied to projects that require a Certificate of Occupancy, which he discussed. Mr. Boyle noted that the landscaping application does not require a Certificate of Occupancy on completion.

In response to Chair Chase, Mr. Boyle said that a building permit will be required for the irrigation system and that a more detailed plan for the landscaping installation will be required.

Vice-Chair Metcalfe and Mr. Boyle discussed the Town's policy on fines, when Vice-Chair Metcalfe asked for assurance that maintenance will take place. Mr. Wolff suggested that the applicant address these concerns.

Chair Chase and Mr. Petersen discussed the timeframe for installing the landscaping. Mr. Petersen suggested they returned to the Planning Commission one year after installation to review the landscaping.

Mr. Logan and Chair Chase discussed the reasons why the landscaping has not been successful in comparison to landscaping around the Nordstrom buildings. Mr. Logan said that a slope makes it more difficult to maintain the landscaping. Chair Chase and Mr. Pedersen discussed drainage and grading, and Chair Chase said that supervision and oversight for the installation are necessary, which he discussed. He said that an outside third party is not necessary to oversee the landscaping if the landscape architect verifies the correct plant materials are used.

Commissioner McHugh suggested additional reporting by the landscape architect, which he discussed with Mr. Pedersen and Commissioner McCadden. There was general agreement that the landscape architect should oversee the purchase of the landscape materials, confirm that they are correctly delivered and report to the commissioners after 90 days. Additional inspections were discussed and a commitment by the applicant to replace any failed plant materials.

MOTION: Motioned by Commissioner McHugh, seconded by Vice-Chair Metcalfe, to approve Resolution No. 15-006, Revised Precise Plan Amendment No. 15-001, to amend the approved Corte Madera Precise Development Plan from October 2013, with the additional conditions of approval:

1. The applicant shall confirm that the existing conditions in the location of the proposed landscape plan conform to the grading and drainage plans originally approved with the parking lot expansion.
2. If necessary, the applicant shall modify the existing grades of the proposed landscape area.
3. The applicant shall provide a detailed irrigation plan.
4. The applicant shall provide a signed letter stating that a licensed landscape professional personally supervised the purchase, delivery and installation of all of the plant materials.
5. The applicant shall provide a signed letter stating that a licensed landscape professional personally supervised and accepted the installation of the irrigation system.
6. All plant material and irrigation work shall be installed by October 15, 2015.
7. Ninety (90) days from the date of the installation acceptance letter the applicant shall

provide a signed letter stating that a licensed landscape professional has inspected the entire project area shown on the approved plan set and that the plant material is growing at an acceptable rate and the irrigation system is working properly.

8. One year from the date of the installation acceptance letter, the applicant shall provide a signed letter stating that a licensed landscape professional has inspected the entire project area shown on the approved plan set and that the plant material is growing at an acceptable rate and the irrigation system is working properly.
9. In the month of October, 2017 the applicant shall provide a signed letter stating that a licensed landscape professional has inspected the entire project area shown on the approved plan set and that the plant material is growing at an acceptable rate and the irrigation system is working properly. All replacement plants shall be installed prior to December 1, 2017.

Ayes:	Chase, Metcalfe, McCadden, McHugh
Noes:	None
Abstain:	None
Absent:	Schwartz

Mr. Boyle read the appeal rights and Chair Chase announced a 10-minute break at 9:35 p.m.

6. ROUTINE AND OTHER MATTERS

A. REPORTS, ANNOUNCEMENTS AND REQUESTS

i. Commissioners

Chair Chase reported on his attendance of the May 5th Town Council meeting, when there was a discussion on LAFCO. Mr. Wolff noted that LAFCO can mandate water restrictions and he said they are gathering information about how many more housing units can be sustained by the water supply.

Chair Chase said that Cheryl Longinotti of the Bicycle and Pedestrian Advisory Committee (BPAC) discussed the Walk-Friendly Community Recognition Program. Planning Director Wolff said that BPAC is coordinating efforts for the Town to join the program and will make their recommendations to the Town Council.

Chair Chase reported that a discussion on fees took place at the Town Council meeting and a discussion on sustainable programs, particularly in relation to solar and gray water systems. He said that councilmembers indicated they would support the retention of a consultant to develop a program for the Town.

ii. Planning Director

Planning Director Wolff reported that the Planning Commission Meeting on May 26th will be cancelled due to lack of items.

B. MINUTES

i. Planning Commission Meeting Minutes of April 22, 2015

Commissioner Schwartz was absent.

Page 5, paragraph 6: Add “Orth” after “Ms.”

Page 7, paragraph: “Commissioner McHugh sought clarification.... ”, changed to “Commissioner McCadden sought clarification.....”.

ii. Planning Commission Meeting Minutes of April 28, 2015

Commissioner Schwartz was present.

Page 7, paragraph 8: “Chair Chase read the appeal rights” changed to “Mr. Wolff read the appeal rights”.

Page 11, paragraph 4: “....Commissioner McHugh recused himself”, changed to “....Commissioner McHugh stepped down for the remainder of the meeting”.

MOTION: Motioned by Vice-Chair Metcalfe, seconded by Commissioner McHugh, to approve the meeting minutes of April 22, 2015 and April 28, 2015 as corrected:

Ayes:	Metcalfe, McHugh, Chase, McCadden,
Noes:	None
Abstain:	None
Absent:	Schwartz

9. ADJOURNMENT

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