

**TOWN OF SAN ANSELMO PLANNING COMMISSION MEETING**  
**Monday, October 5, 2015**

COMMISSIONERS PRESENT: Judy House, Matt Brasler, Kim Pipkin, Daniel Krebs, Susan Cronk

COMMISSIONERS ABSENT: David Swaim, Pascal Sisich

**1. CALL TO ORDER**

**2. OPEN TIME FOR PUBLIC EXPRESSION** Members of the public may address the Planning Commission regarding items not on the agenda.

Chair House opened the floor to public comment. No one wished to comment.

**3. PLANNING DIRECTOR'S REPORT**

Planning Director Elise Semonian presented the topics of the previous Town Council Meeting. Semonian updated the Commission on the upcoming meeting where the FAR exemption will be discussed. Commissioner Krebs suggested doing extensive outreach for that meeting.

**4. APPROVE MINUTES OF THE PLANNING COMMISSION MEETING  
SEPTEMBER 21, 2015**

M/s, Matt Brasler, Kim Pipkin, to approve the MINUTES OF THE PLANNING COMMISSION MEETING SEPTEMBER 21, 2015

AYES: Judy House, Matt Brasler, Kim Pipkin, Daniel Krebs. NOES: None. ABSENT: Pascal Sisich, David Swaim. ABSTAIN: Susan Cronk

**5. PUBLIC HEARINGS**

**A. 805 D SIR FRANCIS DRAKE, USE PERMIT** Owner: Arana Irrevocable Trust  
Applicant: Rhonda L. Rawson, for H&R Block Assessor's Parcel No.: 006-082-40  
Zoning: C-L Limited Commercial General Plan: Limited Commercial FIRM Flood Zone: Zone X (0.2% Annual Chance/500 year flood area) Request: Use Permit and sign permit for H&R Block tax preparation office use in a vacant space, previously occupied by a hair salon.

M/s, Daniel Krebs, Matt Brasler, to approve 805 SIR FRANCIS DRAKE, USE PERMIT subject to the recommendations and conditions in the staff report.

AYES: Judy House, Matt Brasler, Kim Pipkin, Daniel Krebs, Susan Cronk. NOES: None. ABSENT: Pascal Sisich, David Swaim.

**B. 146 MEADOWCROFT DRIVE, DESIGN REVIEW AND TREE PERMIT**

Owner: Jutta and Fred Ervell

Assessor's Parcel No.: 005-141-28

Zoning: R-1, Single Family Residential

General Plan: Single Family Residential

FIRM Flood Zone: Zone AE and X (creek area within Flood Hazard Area)

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Request: Design review for an approximately 800 square foot, two story, addition to the rear of the residence and 190 square feet of new deck area at the main (upper) level. Proposed materials include stucco siding at the lower level, to match the existing residence, and board and batten siding at the upper level. The addition would be approximately 20 feet tall with a flat roof. A tree permit is requested to remove a 23 inch diameter Live Oak (*Quercus agrifolia*) in the area of the proposed addition.

Public Works Director Sean Condry presented the public hearing for the 146 Meadowcroft Tree Permit.

Trish Ottens and Michael Du Bois, Meadowcroft, both spoke in opposition to the tree permit.

The applicant was not present at the meeting.

Condry made the determination that the tree permit should be denied due to the health of the tree and because the layout of the lot left other development options open. Planning Director Elise Semonian asked for feedback on the design of the addition.

Chair House opened the floor to public comment on design. No one wished to comment on the design.

The Commissioners discussed the proposed design of the project. A majority of the Commissioners thought that the design did not complement the main structure and that the design contrasted significantly from the neighborhood.

**C. 38 SAVANNAH AVENUE, DESIGN REVIEW, USE PERMIT FOR DEMOLITION, GRADING PERMIT**

Owner:	Kyle and Maria Thayer
Design Professional:	Kyle Thayer, Architect
Assessor's Parcel No.:	007-121-69
Zoning:	R-1, Single Family Residential, Above 150 Mean Sea Level
General Plan:	Single Family Conservation, Bald Hill Area Plan
FIRM Flood Zone:	Zone X (Minimal Flood Hazard Area)
Request:	Use permit and design review for the demolition of the existing structure and construction of a new single family residence with a detached two car garage. A grading permit is requested for 105 cubic yards of cut, 95 cubic yard fill, and 15 cubic yard off haul. The proposed materials include stucco siding and a composition shingle roof. The maximum building height would be 28 feet. The existing cottage, a legal second unit, will remain.

Planning Director Elise Semonian presented staff report.

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Commissioner Cronk asked about what impact the construction will have on the trees on the lot. Semonian explained that any work near a tree has potential to harm the tree (through the root system, drip system, or canopy).

Commissioner Pipkin asked if a construction management plan would be required. Public Works Director Sean Condry explained that during the building permit process, a construction management plan will be reviewed and approved by the Town.

Semonian explained that a fire turnaround was added in the course of a previous project at the property.

Applicant Kyle Thayer, 38 Savannah, presented the project and responded to neighbor concerns. Thayer agreed with the arborist condition in the staff report.

Chair House opened the floor to public comment.

Rich Sharp, Olive, spoke about his concerns about the impact of the project on the trees in the vicinity.

Commissioner Krebs asked Sharp to point out the trees he was referring to on the plans.

Al Russek and Katrina Russek, Hillcrest, spoke about their concerns about the trees on their property and the possibility of erosion.

Alan Mooers, Savannah, spoke in support of the project.

Applicant Maria Thayer responded to the public comment and explained that their intent is to protect the trees.

Commissioner Pipkin asked if the applicant had considered moving the placement of the house on the lot. Commissioner Cronk asked about the existing and proposed house footprint and placement.

The commission discussed continuing the item until an arborist report had been completed for the project. Kyle Thayer stated he would be fine with that option if the alternative to continuing the item is denial of the project.

Commissioner Cronk asked about fire department regulations on landscaping.

Commissioner House spoke about the impact of the fill and the retaining wall on the tree root system.

The Commissioners discussed requiring an arborist report, fire department review of the landscape plan, and public works review of the retaining wall before the item is voted on.

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Commissioner Pipkin asked if the plan can include the neighboring properties or if there was a way to include graphic representation of the neighboring building footprints.

The Commissioners approved of the design of the project other than the issues brought up by the proximity of the construction to the trees.

M/s, Daniel Krebs, Kim Pipkin, to continue 38 SAVANNAH DESIGN REVIEW, USE PERMIT AND GRADING PERMIT until the applicant can provide the requested information.

AYES: Judy House, Matt Brasler, Kim Pipkin, Daniel Krebs, Susan Cronk. NOES: None. ABSENT: Pascal Sisich, David Swaim.

6. **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.

Commissioner Pipkin asked about the chicken ordinance.

7. **ADJOURN** The next Planning  
Commission Meeting is scheduled for 7:00 P.M. October 19, 2015.

Respectfully submitted,  
Sarah Price