



**APPROVED
ADU WORKING GROUP ACTION MINUTES**

5:30pm in the Conference Room, City Hall
420 Litho Street, Sausalito, CA

Monday, April 9, 2012

5:30 P.M. CALL TO ORDER

A. Attendance:

Working Group: Chair Joan Cox, Vice Chair Ray Withy, Member Kim Stoddard

Staff: Community Development Director Jeremy Graves, Associate Planner Lilly Schinsing

Public: Michael Rex

B. Action Minutes: *Chair Cox moved and Vice Chair Withy seconded a motion to approve the action minutes of March 19, 2012. The minutes were approved unanimously.*

C. Discussion Items

1- Size of Units (from March 19, 2012 agenda).

A discussion was held on the size of ADUs. The Working Group was concerned that size of an ADU at 1,000 was very large and could be unaffordable. Member Stoddard moved and Chair Cox seconded a motion to modify the allowed size of the ADU for interior conversions to a 700 square foot maximum. The motion was approved unanimously (see below):

	Ministerial Review min/max size max # bedrooms parking requirements	Discretionary Review¹ max size max # of bedrooms parking requirements
<i>Interior Conversions</i>	<i>500 square feet²/40% of primary unit up to 1,000 700 square feet 2 bedroom maximum 1 parking space/bedroom</i>	<i>No Discretionary Review</i>
<i>Attached Units</i>	<i>500 square feet /30% of primary unit up to 700 square feet</i>	<i>40% of primary unit, up to a max of 1,000 square feet</i>
<i>Detached Units</i>	<i>1 bedroom maximum 1 parking space/bedroom</i>	<i>2 bedroom max 2 parking spaces</i>

¹ CUP on lot greater than or equal to 8,000 square feet

² Research State Minimum Standards

2- Attached/Detached Height Limitations

The Working Group discussed ideas suggested by Michael Rex. The group decided to provide the following regulations:

	<i>Maximum Height</i>
<i>Attached ADU</i>	<i>Building Height of the ADU conforms to the same Building Height standard as the primary residence.</i>
<i>Detached ADU</i>	<i>Maximum height of 20 feet, measured from the average natural grade. The height of the ADU shall not exceed the height of the primary residence.</i>
<i>ADU over Detached Garage</i>	<i>Maximum height of 24 feet, measured from the average natural grade OR floor plate of the garage [not decided—TBD]</i>

3- Attached/Detached Design Regulations

The Working Group decided to work on language which would do the following: Attached and Detached ADU's shall have a roof slope, window arrangement, siding materials, colors and architectural style compatible with the primary residence. The Planning Commission may consider applications for Conditional Use Permits for Detached ADU's which have an architectural style, exterior materials and colors a roof slope, window arrangement, siding materials, colors and architectural style which differs from the primary residence.

4- Owner Occupation Restrictions

The Working Group decided to require the property owner to live on site in either one of the units in all zoning districts which allows ADUs. A grace period could be granted to allow the property owner to live off-site for up to a year.

5- Program Publicity

The Working Group directed staff to publicize the ADU program in the Marinscope/IJ newspapers, send a postcard notice to all property owners in affected zoning districts, and publish the meetings in the Sausalito Currents.

6- Incentives Offered by the City

Staff requested to bring this item back at a future meeting.

7- Fees (Zoning, Building, Water, Sewer)

The Working Group directed staff to provide a more in-depth breakdown on building permit fees in order for the group to determine which fees were revenue generators or out of pocket expenses.

C. Adjournment

Vice-Chair Withy moved and Chair Cox seconded a motion to adjourn the meeting. The meeting was adjourned at 7:10pm.