



**DRAFT
ADU WORKING GROUP ACTION MINUTES**

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

Monday, May 21, 2012

5:35 P.M. CALL TO ORDER

Attendance:

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

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

Public: Jeff Whisennand

- A. Action Minutes:** *Vice Chair Withy moved and Member Stoddard seconded a motion to approve the action minutes of April 23, 2012. The minutes were approved unanimously.*

B. Discussion Item- ADU Regulations (new units)

- 1- Height.** *The Working Group decided that the following standards for new ADUs were to be imposed:*

Attached/Converted ADUs: Same standard as primary residence

Detached ADUs:

Property Slope	ADU Max Height
Slope of less than 10 degrees as measured from the highest and lowest points of ADU contact with the grade	Maximum of 15' from the average natural grade
Slope of 10 degrees or greater as measured from the highest and lowest points of ADU contact with the grade	Maximum of 18' from the average natural grade

- 2- Views.** *The Working Group decided that a small proportion of view obstruction will be allowed. Up to ten percent of a primary view from a neighboring property may be impacted by a new accessory dwelling unit. A "view" is defined by Chapter 10.88 of the Zoning Ordinance. In order to determine view impact story poles will be required to be erected and notices will be sent out to properties within 100' inviting staff to visit the site. Staff will determine where the primary views in a neighboring property are and if the new ADU will impact greater than 10% of the view. The method for determining 10% (i.e., lineal vs. area) will be determined by staff.*
- 3- Privacy.** *The Working Group decided that new attached or detached accessory dwelling units shall be designed so that its exterior windows, decks and doors do not overlook directly the exterior living areas or interior living areas of adjoining*

properties. For interior conversion ADUs which do not involve new windows, decks, doors or similar features, this privacy standard is waived.

- 4- Undergrounding.** *The Working Group decided to leave the existing underground ordinance intact.*

<i>Attached/Incorporated</i>	<i>Utility undergrounding required when the main electrical service panel is replaced (load rating increased) or relocated</i>
<i>Detached</i>	<i>Undergrounding required</i>

- 5- Setbacks.** *The Working Group decided that new construction of an attached or detached Accessory Dwelling Unit shall conform with the setback regulations applicable to the parcel upon which the unit is located. At its discretion, the Planning Commission may grant exceptions to setback regulations with a Conditional Use Permit. Even with an exception the ADU must maintain a minimum three foot distance from the side property lines.*
- 6- Building Codes.** *The Working Group decided that the ADU must conform to current building codes. The Group directed staff to make sure that it is clear in the brochure materials that only the area of construction is required to be brought up to code.*
- 7- Submittal Requirements.** *The Working Group directed staff to make sure that view, privacy, undergrounding and the CUP concept were discussed in the brochure. In addition, the Group directed staff to create example diagrams for the submittal requirements information handout.*
- 8- Other Discussion Items.** *The Working Group directed staff to:*
- o Consider Light and Air standards.*
 - o Lower the minimum square footage amount for ADUs from 500 to 300 square feet.*
 - o Provide a response to Betty Pagett's statements (#1,2 and 4).*
 - o Add a provision for the submittal of contractor's receipts for documentation purposes.*

Adjournment - *Vice-Chair Withy moved and Member Stoddard seconded a motion to adjourn the meeting. The meeting was adjourned at 7:05pm.*