



**DRAFT
ADU WORKING GROUP ACTION MINUTES**

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

Monday, June 25, 2012

5:35 P.M. CALL TO ORDER

Attendance:

Working Group: Chair Joan Cox (via teleconference), Vice Chair Ray Withy, Member Kim Stoddard (arrived at 5:40pm)

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

Public: Lisa Wells, Jann Johnson, Chuck Ruby, Nancy Osborn, Charlotte Mastrangelo, Michael Rex, Vernel Larner, Brian Bacino, Jeni Flynn, Barbara Nelson

- A. Action Minutes:** *Chair Cox moved and Vice-Chair Withy seconded a motion to approve the action minutes of June 18, 2012. The minutes were approved unanimously.*

B. Discussion Items-

1. Regulations for Existing ADUs

- Conversion of Amnesty Units. *The Working Group agreed to add the following clause to the ordinance:*

"In order to maintain its legal non-conforming status an amnesty ADU shall remain an ADU. Elimination of the separate entrance, kitchen and/or bathroom facilities will require the property owner to (1) demonstrate compliance of the main residence with all applicable development standards in the Zoning Ordinance and (2) re-apply any Floor Area waiver previously received on floor area for the ADU back to the parcel."

The Working Group also directed staff to incorporate the following language into the clause:

- a. The property would be entitled to take credit for any pre-existing legal non-conformities if the ADU was removed*
- b. Any deed restriction would be rescinded if the ADU was removed*
- c. If the property owner does not comply with any deed restriction it would not be entitled to a non-conforming status*

2. Regulations for New ADUs

- Exceptions to Building Coverage/Impervious Surfaces
Vice Chair Withy and Chair Cox agreed to incorporate the following language (Member Stoddard dissented):

"With the approval of a Conditional Use Permit, the Planning Commission may grant an exception to the allowable building coverage permitted on a parcel to permit an accessory dwelling unit, provided the exception does not allow the total building coverage on the parcel to exceed 5% of the maximum allowable building coverage on the parcel."

"With the approval of a Conditional Use Permit, the Planning Commission may grant an exception to the allowable impervious surfaces permitted on a parcel to permit an accessory dwelling unit, provided the exception does not allow the total impervious surfaces on the parcel to exceed 5% of the maximum allowable impervious surfaces on the parcel."

The Working Group directed staff to agendaize the ADU size for the 7/16 meeting.

- **Light and Air**

The Working Group agreed that light and air need not be a topic addressed in the ordinance. The Working Group directed staff to agendaize the ADU height for the 7/16 meeting.

- **Views**

The Working Group decided that a "no view obstruction" standard be established for ministerial review of an ADU. If a view is determined to be obstructed, then the ADU project would have to be heard by the Planning Commission. The view determination process would occur as follows:

- *Story poles erected*
- *Staff sends out a "pre-notice" to property owners/residents within 300 feet informing them of the ADU project and inviting comments related to view obstruction – 10 day notice*
- *Staff sends out a 10-day notice to property owners/residents within 300 feet reminding them of the ADU project and inviting comments related to view obstruction. There would be a statement in the notice indicating that if no comments are received on the project by a certain date then staff will determine that there are no view obstructions. If there are view concerns staff will visit the site and make a view determination as currently allowed by the Zoning Ordinance. If a view is determined to be obstructed the ADU project would be sent to the Planning Commission for review.*

E. Adjournment. *Chair Cox moved and Member Stoddard seconded a motion to adjourn the meeting. The meeting was adjourned at 6:55pm.*