



**DRAFT
ADU WORKING GROUP ACTION MINUTES**

**6:45pm in the Conference Room, City Hall
420 Litho Street, Sausalito, CA**

Monday, July 30, 2012

6:48 P.M. CALL TO ORDER

Attendance:

Working Group: Chair Joan Cox, Vice Chair Ray Withy

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

Public: Michael Rex, Jann Johnson, Susan Samols

A. Action Minutes: *Vice Chair Withy moved and Chair Cox seconded a motion to approve the action minutes of July 16, 2012. The minutes were approved unanimously.*

B. Discussion Items-

1- Existing ADUs:

- *Deed Restriction- Existing Units. The Working Group reviewed the removal of the deed restriction requirement for existing ADUs exceeding 700 square feet.*
- *Access. The Working Group felt comfortable with the language which would allow for the ADU to be accessed through a foyer.*

2- New ADUs:

- *Access. The Working Group felt comfortable with the language which would allow for the ADU to be accessed through a foyer.*
- *Owner Restriction. The Working Group modified the owner restriction language such that the period for an owner occupying either the primary unit or ADU should be up to 12 consecutive months during any 36 month period.*
- *Height—Detached Units. The Working Group felt comfortable with the recommend language regarding the height requirements and provided direction regarding some typos.*
- *Deed Restriction- New Units. The Working Group reviewed Staff's recommended approach regarding deed restrictions. The Group directed staff to work with the City Attorney to express concerns regarding making the deed restriction optional and providing an exchange for the deed restriction.*
- *Parking. The Working Group decided to require that any exception from parking which requires a parking study be reviewed by the Planning Commission. Additionally, the Working Group felt comfortable that the*

"applicable" parking requirements for the main unit(s) must be met prior to providing a parking exception.

- *Application Process. The Working Group directed staff to include a requirement for story poles, and an annotated note regarding the recommended fee waivers in the application process section.*
- *Building Coverage/Impervious Surface/Setbacks. The Working Group directed staff to modify the finding language for exceptions to include mechanical equipment compliance with the noise regulations.*
- *Views. The Working Group directed staff to expand this section to cover Light issues. A shadow study should be required in order for staff to make a determination. Additionally, Group directed staff to tighten up the noticing requirements so that there is no less than 20 days for public review (10 day "pre-notice" and 10 day notice with story poles). The Working Group also directed staff to add language referencing the Design Review findings.*
- *Privacy. The Working Group directed staff to modify the language such that the design of the ADU "is not directly opposite" any other unit's living spaces.*

E. Adjournment. *Chair Cox moved and Vice-Chair Withy seconded a motion to adjourn the meeting. The meeting was adjourned at 8:16pm.*