



**APPROVED  
ADU WORKING GROUP ACTION MINUTES**

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

**Monday, April 23, 2012**

**5:32 P.M. CALL TO ORDER**

**A. Attendance:**

*Working Group: Chair Joan Cox, Vice Chair Ray Withy (arrived at 5:35pm), Member Kim Stoddard*

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

*Public: Michael Rex, Jeff Whisennand*

**B. Action Minutes:** *Chair Cox moved and Member Stoddard seconded a motion to approve the action minutes of April 9, 2012. The minutes were approved unanimously.*

**C. Discussion Items- ADU Amnesty Program**

- 1- Follow-up from 4/9/12 Meeting  
*Chair Cox requested that a discussion of penalty fees be added to a future agenda.*
- 2- Application Process  
*The working group discussed the need to decide what a minimum amount of acceptable information would be for documenting the date of construction of the ADU. The working group requested more information from staff regarding what building code the amnesty ADU would need to conform to.*
- 3- Program Length  
*The working group decided that the program should run through June 2014 (to coincide with the RHNA). The working group discussed a potential clause which would allow the amnesty program to renew for a certain period of time by City Council resolution. A discussion of what findings the Council would need to make for renewal is to be added to a future agenda.*
- 4- Locations allowed  
*After discussion of parity with the new ADU regulations, the working group decided that ADUs in the R-1, R-2 and R-3 districts could apply for amnesty.*
- 5- Exemptions from Parking, other development standards

*The working group decided that compliance with parking does not need to be demonstrated for an amnesty ADU. A discount of 500 square feet from Floor Area is to be given for the amnesty ADU (identical to the new ADU regulations). It was decided that there would be no discounts given on building coverage/impervious surface/setbacks, however, if the ADU violates any development standards it will be considered non-conforming and fall under SMC Chapter 10.62.*

6- Safety Inspections

*The working group requested more information from staff regarding what building code the amnesty ADU would need to conform to.*

7- Maximum Size

*The working group decided to limit to maximum size of new ADU (e.g., currently maximum 700 square feet) to control affordability. Existing larger units (e.g., greater than 700 square feet) would be required to be deed restricted to maintain affordability in order to receive amnesty. The group directed staff to return with options for deed restricting for affordability, such as a sliding scale approach.*

8- Number of ADUs per parcel

*The working group decided to only allow one amnesty ADU per parcel*

9- Occupancy Requirements

*The working group decided that owner occupancy would be required for the amnesty ADU—the owner would be required to reside in either primary or accessory unit. There could be allowances for 1 year for an absentee owner*

10- Waiver of annual fees (business license fee)

*The working group decided that the amnesty ADU would be given relief from any retroactive business license fee, but would need to pay future business licensing fees.*

11- Waiver of building permit fees

*The working group asked staff how the building permit valuation is determined. The group expressed concern with a retroactive building permit. It was suggested that any work needed to bring the unit up to standard would be subject to the building permit at 50% of the building permit fee.*

12- Future agenda topics

- *Documentation required (i.e., plans, surveys, etc.) to submit an application*
- *Discussion of lofts (Michael Rex)*
- *Sunset provision: add a note about code enforcement to be pursued after expiration of amnesty period.*

### **C. Adjournment**

*Vice-Chair Withy moved and Chair Cox seconded a motion to adjourn the meeting. The meeting was adjourned at 7:08pm.*