



# STAFF REPORT

## SAUSALITO CITY COUNCIL

---

### AGENDA TITLE

Community Development Department Quarterly Report

### RECOMMENDED MOTION

Information Only – No Action Required

---

### DISCUSSION

The attached materials include a Community Development Department organizational chart, listing of the various commissions, boards, and committees served by the Department staff, highlights of actions taken by staff and the associated commissions, boards, and committees in the January – March 2009 timeframe, and upcoming priorities for the Department. In addition, a status report of code enforcement actions prepared by Associate Planner Lilly Schinsing is attached. The status report reviews the code enforcement procedures and includes a log of code enforcement complaints as well as staff notifications sent to the property owners.

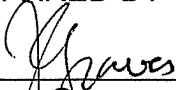
### STAFF RECOMMENDATION

Information Only – No Action Required

### ATTACHMENTS

Organizational Chart  
Commissions & Committees  
Highlights  
Special Project Priorities  
Code Enforcement Status Report

### PREPARED BY

  
\_\_\_\_\_  
Jeremy Graves, AICP  
Community Development Director

### SUBMITTED BY

\_\_\_\_\_  
Adam W. Politzer  
City Manager

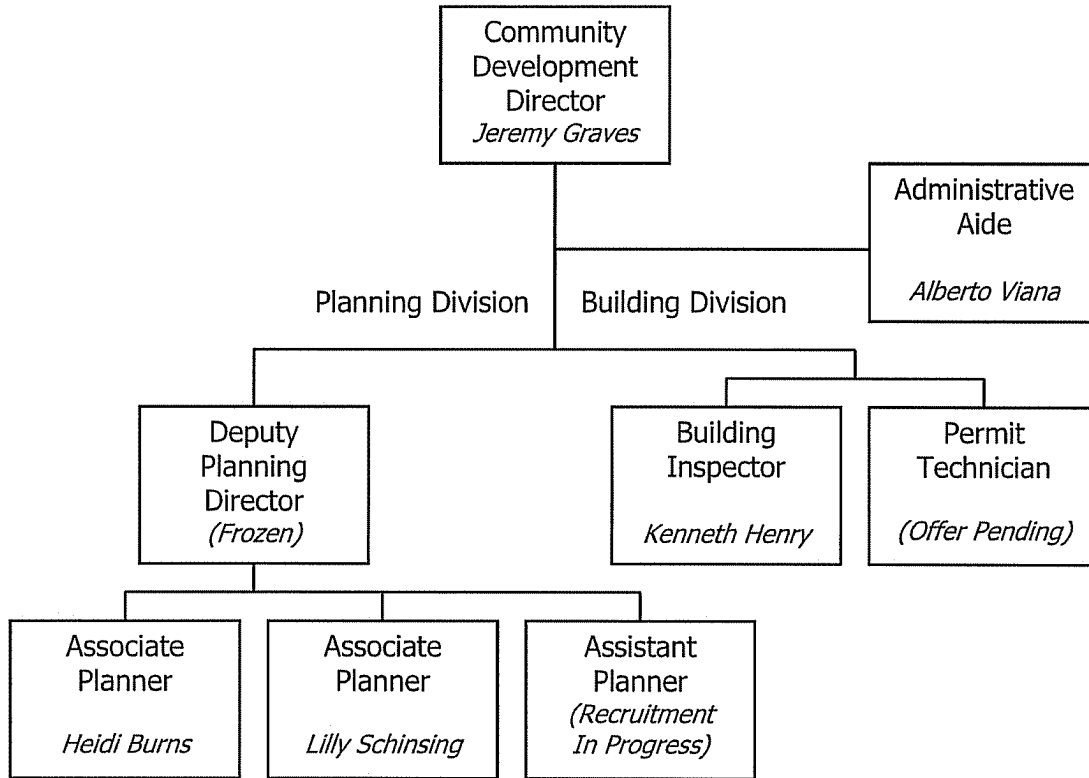
CDD\Admin\Monthly Reports\2009\1<sup>st</sup> Quarter – CCSR

---

Item	<u>6a</u>
Meeting Date	<u>4/7/2009</u>
Page	<u>1</u>

6B  
4-21-09  
1  
~~LATE MAIL~~

Community Development Department



CDD\Admin\Org Chart 04/01/2009

6B  
2

---

## Commissions & Committees

- City Council
- Planning Commission
- Historic Landmarks Board
- Business Advisory Committee
  - Waterfront and Maranship Steering Committee
  - Transportation Action Committee (as needed)
  - Tele-Communications Action Committee (as needed)
  - Downtown and Harbor Action Committee (as needed)
- Sustainability Committee (as needed)
- Housing Element Committee
- Others as requested

6B  
3

## Highlights

### Public Service

- Competent and qualified Planning and Building staff
- Emphasis on communication via community interactions, staff reports, and website
- Actions to improve public service reviewed at weekly staff meetings
- Issuance of Business Licenses and Occupational Permits
- Issuance of Parking Permits (Jan – Feb issued at CDD counter; March transferred to Police)
- Public assistance and research regarding planning, building, address, and general information inquiries

### Planning Division

- Time & Materials Fee Procedures reviewed by Finance Committee
- Hotel Condominium Conversion Regulations
- Appointed Heidi Burns to Associate Planner
- Promoted Lilly Schinsing as Associate Planner
- Initiated Recruitment of an Assistant Planner
- Expanded posting of Agenda Packets on City's website
- Housing Element coordination with Marin jurisdictions
- Support for Purchase Bid on Sausalito Marine
- City Council received Housing Element Update status report and established Housing Element Committee – February 2009
- Presented Subway Appeal to City Council – March 2009
- Presentation to City Council of final report on Way To Go Sausalito – January 2009
- Wireless Compliance Study (95% complete)

### Building Division

- Public Safety Facilities -- Administer Building Inspection Contract with Contra Costa County
- Updated Master Fee Schedule to add State-Mandated Surcharge for State Building Standards Commission – February 2009
- Conducted interviews for Permit Technician and made job offer
- Survey for updated ADA signage in City Hall
- Review of actions to improve building permit processing procedures at weekly staff meetings

### Commission, Board, and Committee Actions

- Planning Commission
  - Ondine Restaurant / 558 Bridgeway Design Review Permit -- Approved
  - Gibbs Residence / 42-44 Cazneau Design Review Permit -- Approved
  - Subway / 1907 Bridgeway Conditional Use Permit – Denied
  - T-Mobile / 50 Crescenta Conditional Use Permit & Design Review Permit – Approved

- T-Mobile / 1000 Bridgeway Conditional Use Permit & Design Review Permit – Approved
  
- T-Mobile / 180 Harbor Conditional Use Permit & Design Review Permit – Approved
- Metro PCS / 99 Hecht Conditional Use Permit & Design Review Permit – Approved
- Zoning Ordinance Interpretation re: Wireless Facilities – Approved
- Tan & DeMattei / 58 Miller Design Review Permit – Approved
- Chris Henry Offices / 660 Bridgeway – Approved
- Fish Restaurant / 350 Harbor Conditional Use Permit & Design Review Permit – Approved
- Meek / 194-196 Cazneau – Minor Subdivision (2 condominiums) – Approved
- Van Alst & Moore – 311 South Street – Non-Conformity Permit – Approved
- Patel / 7 Cloudview Design Review Permit & Variance – Continued for revisions
- Binkley / 55 Santa Rosa Extension of Design Review – Continued for additional info
- Lanyadoo / 565 Bridgeway Design Review Permit – Approved
- DeSantis 46 Santa Rosa Design Review Permit – Approved
- Woodrow / 9 Edwards Design Review Permit & Variance – Continued for additional information
  
- Historic Landmarks Board
  - Ondine Restaurant / 558 Bridgeway Design Review Permit (Noteworthy Structure) – Approved
  - Roman Remodel / 237-238 San Carlos Avenue 50-Year Review – Continued
  - Patel / 7 Cloudview 50-Year Review – Recommended Planning Commission Approval
  - DeSantis 46 Santa Rosa Design Review Permit (Noteworthy Structure) – Approved
  - Lanyadoo / 565 Bridgeway Design Review Permit (Historic District) – Approved
  - Sedaghatfar/ 673 Bridgeway Design Review Permit (Noteworthy Structure) – Continued
  
- Business Advisory Committee
  - Interviewed economic development consulting firms – January & February
  - BAC membership and procedures reviewed by City Council – February
  - Presented Quarterly Economic Report to City Council – March
  - Accepted presentation by Supervisor McGlashan on County’s Economic Development Plan -- March

6B  
5

---

## Special Project Priorities

Upcoming Quarter

### Public Service

- Install brochure racks in public hall
- Application forms and brochures – Expand availability on brochure racks and website

### Planning Division

- Historic Design Guidelines – Select consultant
- Housing Element – Convene Housing Element Committee; Initiate Review of Draft Text
- Appoint Assistant Planner
- Construction Time Limits Regulations – Conduct Public Hearing and Adopt Ordinance
- Expand Code Enforcement Program
- Continue support for WAM and identification of options for update of Marinship Specific Plan
- Marin Climate & Energy Partnership
- Greenhouse Gas Emissions Inventory / Climate Action Plan

### Building Division

- 2007 California Construction Codes – Prepare ordinance for review and adoption
- Update Building Permit Tracking Software
- Train Permit Technician
- Building Permit Fee Schedule – Review options for updates
- Green Building Regulations – Coordinate with other Marin jurisdictions on draft regulations

## Code Enforcement Status Report

January-March 2009

The Code Enforcement process begins with a complaint being filed regarding possible Municipal Code violations. After receiving a complaint Staff investigates the allegation by reviewing the Municipal Code and conducting a site visit, contacting the property owner(s) and/or examining the property file. If a Code Violation has occurred Staff is in the practice of sending out a courtesy notice notifying the property owner of a Code violation and informing them of the actions necessary to resolve the issue. If no response is received from the property owner within the timeframe set in the letter (typically ten days), Staff will send out a Compliance Order establishing a period of time that the Code violation is to be resolved and informing the property owner of monetary penalties that would be incurred if actions to resolve the code violation are not taken. If the Code violation has not been corrected within the time period set forth in that Compliance Order, an Administrative Citation is issued. The Administrative Citation is a monetary fine and an order prohibiting the continuation or repeated occurrence of the violation.

Staff has been pursuing Code Enforcement violations since December 2008. From July 2008 through March 2009 Staff received 24 Code violation complaints. Although there has been limited staffing devoted to Code Enforcement complaints, eight of these complaints have been resolved and seven are on-going.

The resolved complaints involved compliance with conditions of approval, illegal signage, privacy concerns and accessory structures. The on-going code violations involve issues including heights, accessory structures built without permits, garage conversions, structures constructed over property lines and non-permitted businesses. Since March, 2009 six courtesy notices and four compliance orders have been sent to property owners. The remaining nine complaints are pending review.

A table listing resolved, on-going and pending Code violations is provided in the attached **Exhibit**.

Exhibit: Code Enforcement Log, January-March 2009

**Code Enforcement Log  
January- March 2009**

CE No.	Street	Complaint	Date Complaint Received	Status	Staff	Notifications		
						Courtesy Notice	Compliance Order	Admin. Citation
CE09-001	Lower Crescent	Violation of Condition of Approval 36 in Resolution 2006-06	12/1/2008	On-going	Schinsing	1/12/2009	1/23/2009	
CE09-002	Miller Ave	Violation of Section 10.44.020, fences on property lines	12/10/2008	Resolved. Received a call from owners representative on March 12, 2009 who stated that the owners lowered the trellis to 5'5 to 6' and trimmed the hedge to not block the view of neighbors.	Schinsing	1/12/2009	3/2/2009	--
CE09-003	Bridgeway	Operating a Spa/ Massage Parlor in a Neighborhood Commercial District	12/1/2008	On-going	Schinsing	drafted 12-4-08		
CE09-004	Princess Street	Illegal signage	1/22/2009	Resolved. Signs removed (as of 2-26-09)	Schinsing	1/26/2009	2/3/2009	--
CE09-005	Napa	Violation of Noise Ordinance	7/23/2008	Pending	Schinsing			
CE09-006	Napa	Housing is not allowed	7/23/2008	Pending	Schinsing			

96B



CE No.	Street	Complaint	Date Complaint Received	Status	Staff	Notifications		
						Courtesy Notice	Compliance Order	Admin. Citation
CE09-007	Bridgeway	Illegal outdoor display of merchandise	7/29/2008	Pending	Schinsing			
CE09-008	Napa	A statement of its non-profit activities as required by a lease	8/1/2008	Pending	Schinsing			
CE09-009	Woodward Ave	Owner has been hand dumping excavated soil onto adjoining City property	9/10/2008	Pending	Schinsing			
CE09-010	Bridgeway	Encroachment on sidewalk-- minimizes walking space and forcing people in to the street	9/16/2008	Pending	Schinsing			
CE09-011	Gate 5 Road	Property maintained as a nuisance in an abandoned and filthy condition	10/27/2008	Pending	Schinsing			
CE09-012	Napa	Violates California liquor law	8/12/2008	Pending	Schinsing			

6B  
UB

CE No.	Street	Complaint	Date Complaint Received	Status	Staff	Notifications		
						Courtesy Notice	Compliance Order	Admin. Citation
CE09-013	Lower Crescent	Cypress tree not removed as per a condition of approval	11/21/2008	Resolved. Complainant confirmed compliance the week of February 17th	Schinsing	--	--	--
CE09-014	Sausalito Boulevard	Home rented as a vacation rental	2/11/2009	Pending	Schinsing			
CE09-015	Libertyship Way	Restaurant has enclosed an outdoor eating area with windcreens	2/11/2009	Pending	Schinsing			
CE09-016	Miller Ave	A newly-permitted window should not be allowed on an existing garage structure	12/8/2008	Resolved. Window was legally permitted and is allowed on the garage structure. Complainant notified	Schinsing	--	--	--
CE09-017	Harbor Drive	Operating a Nightclub which is not permitted in the Industrial Zone of the Marinship	2/17/2009	On-going	Schinsing	2-17-09 letter drafted		

68  
=

CE No.	Street	Complaint	Date Complaint Received	Status	Staff	Notifications		
						Courtesy Notice	Compliance Order	Admin. Citation
CE09-018	Edwards	Converted garage into living space without appropriate permits	2/20/2009	On-going. Owner given 3 months to return the garage to its pre-conversion condition.	Schinsing	Correction notice issued 12-8-08; Spoke at counter 12-12-08	2/23/2009	
CE09-019	Johnson	New structure in back yard built without permits; used as living quarters	1/9/2009	Resolved. Staff found during a site visit on February 4, 2009 that the accessory structure is less than 120 square feet and does not require a permit	Henry	--	--	--
CE09-020	Pine Street	A structure is being reconstructed on another property without the property owner's permission	2/20/2009	On-going. Stop work order was posted on the property on 2-26-09.	Henry			
CE09-021	Fourth Street	Inquiring as to a limitation to build an accessory building in a year yard	1/26/2009	Resolved. Determined to not be a Code Violation-- only a request for information.	Schinsing	--	--	--

6B  
12

CE No.	Street	Complaint	Date Complaint Received	Status	Staff	Notifications		
						Courtesy Notice	Compliance Order	Admin. Citation
CE09-022	Bridgeway	A business is operating in a residential neighborhood and using several parking spaces.	1/8/2009	On-going	Schinsing	3/25/2009		
CE09-023	Cooper Lane	Repair of deck without appropriate permits	3/4/2009	Pending	Henry	Correction Notice Issue 3-23-09 by Henry		
CE09-024	Cloudview Road	Story poles have been placed on property since July of 2008 and are an eyesore	2/10/2009	Resolved. Property owner confirmed on March 2, 2009 that the story poles have been taken down. Property owner informed that story poles may only be erected 10 days in advance of an assigned hearing date.	Schinsing	--	--	--

WB 6B