



# STAFF REPORT

## SAUSALITO CITY COUNCIL

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### AGENDA TITLE

Community Development Department Quarterly Report

### RECOMMENDED MOTION

Information Only – No Action Required

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### DISCUSSION

The attached materials include a listing of the various commissions, boards, and committees served by the Community Development Department staff; highlights of actions taken by staff and the associated commissions, boards, and committees in the October 2009 -- January 2010 timeframe; upcoming priorities for the Department; the Housing Element Committee work schedule, and a listing of the Planning Commission's actions from October 2009 to January 2010.

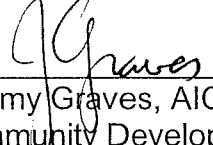
### STAFF RECOMMENDATION

Information Only – No Action Required

### ATTACHMENTS

Commissions & Committees  
Highlights  
Special Project Priorities  
Housing Element Committee Work Schedule  
Planning Commission Actions October – January

### SUBMITTED BY

  
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Jeremy Graves, AICP  
Community Development Director

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## Commissions & Committees

- City Council
- Planning Commission
- Historic Landmarks Board
- Business Advisory Committee
- Waterfront and Marinship Steering Committee
- Housing Element Committee
- Others as requested

## 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 Temporary Parking Permits and Temporary No Parking Signs
- Public assistance and research regarding planning, building, address, and general information inquiries

### Planning Division

- Adoption of Construction Time Limit Regulations – November
- Expanded posting of Agenda Packets on City's website
- Initiated Housing Element Committee meetings – December
- Mallya Warehouse project reviewed by Planning Commission – October & November. Project tabled indefinitely at applicant's request – December
- Presented Peet's Zoning Ordinance Amendment to City Council – November and January
- Business Advisory Committee membership selection procedures and terms of office revised by City Council – December
- Bruce Residence project reviewed by Planning Commission – October, November, & December. Approved in January.

### Building Division

- Public Safety Facilities -- Administer Building Inspection Contract with Contra Costa County
- 33 Miller Avenue – Staff met with property owner and provided comprehensive letter listing options to allow additional construction in basement area. Applicant is currently preparing revised plans.
- Review of actions to improve building permit processing procedures at weekly staff meetings

Commission, Board, and Committee Actions

- Planning Commission -- See attached summaries
  
- Historic Landmarks Board
  - Bank of America/750 Bridgeway (50-Year Review)- Approved
  - MacLaird Renovations/22 Atwood Avenue (50-Year Review)- Not Historic
  - Zwick Architects/535 Bridgeway (50-Year Review)- Approved
  - John Clark Architects/23 Atwood Avenue (50-Year Review)- Not Historic
  - Halawa-Ansari Modifications/317-319 Johnson Street (50-Year Review)- Not Historic
  - Historic Design Guidelines Review – On going
  
- Business Advisory Committee
  - BAC membership and procedures reviewed by City Council – February
  - Accepted presentation by Robert Eyler, Ph.D., on Marin Economic Forum – October
  - Accepted presentations from Finance Director Charlie Francis on City revenue trends – October
  - Reviewed proposal by Chamber of Commerce for funding of work by Marin Economic Forum – November
  
- Housing Element Committee
  - Review of housing element requirements
  - Review of affordable housing allocations assigned to City by ABAG
  - Meeting with staff from California Department of Housing and Community Development - February

## Special Project Priorities

### Upcoming Quarters

#### Public Service

- Application forms and brochures – Expand availability on website and in recently-installed brochure rack

#### Planning Division

- Historic Design Guidelines
  - Initiate public hearings by HLB, Planning Commission, and City Council
  - Prepare Zoning Ordinance updates for protection of historic resources
- Housing Element
  - Hold City Council/Planning Commission workshop on Existing Conditions section of draft Housing Element. See Housing Element Committee Work Schedule for additional scheduling information.
  - Support appointment of City residents to three vacant Housing Element Committee positions
- Code Enforcement
  - Institute schedule for regular code enforcement site inspections
  - Present code enforcement policy to City Council
  - Update Code Enforcement Tracking Software
- Continue logistical support for WAM. WAM's recommendations for update of Marinship Specific Plan expected in May-June timeframe
- Water Efficient Landscape Ordinance -- Initiate public hearings on adoption of Water Efficient Landscape Ordinance in accordance with AB 1881
- Omnibus Zoning Ordinance Update – Initiate amendment of Zoning Ordinance for clarification and clean-up modifications
- Local Economic Development Actions – As directed by City Council
- Recruit intern to conduct inventory of land uses and businesses in Marinship

#### Building Division

- Update Building Permit Tracking Software
- Building Permit Fee Schedule – Review options for updates
- Green Building Regulations – Initiate public hearings on model green building ordinance prepared by BERST Task Force
- Support appointment of qualified individuals to three vacant Building Board of Appeal positions

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**Housing Element C, Initiative Work Schedule  
Housing Element Update**

<b>Chapter</b>	<b>Task</b>	<b>Timeframe</b>	<b>Meetings</b>	<b>Meeting Objectives</b>
Housing Needs Analysis	Research and analysis of existing and projected housing needs; Special Needs	February and March 2010	March 8, 2010 March 22, 2010	Discuss element chapter/make revisions
Housing Constraints and Opportunities	Analyze housing constraints and opportunities; Opportunities for Energy Conservation	April 2010	April 12, 2010 April 26, 2010 Public Workshop #1 Housing Needs Analysis and Housing Constraints and Opportunities—TBD (May 2010)	Discuss element chapter/make revisions
Sites Inventory and Analysis	Conduct site inventory and analysis	May 2010	May 10, 2010 May 24, 2010 Public Workshop #2 Sites Inventory and Analysis—TBD (June 2010)	Site visits; Discuss sites inventory
Evaluation of the Previous Housing Element	Evaluation of the previous Housing Element	June 2010	June 14, 2010 June 28, 2010	Discuss element chapter/make revisions
Goals, Policies and Programs	Review the element's goals, policies and programs	July 2010	July 12, 2010 July 26, 2010 Public Workshop #3 Goals, Policies and Programs—TBD (September)	Review goals from the previous Housing Element/draft Housing Element and suggest possible revisions
Initial Study	CEQA Document/Initial Study	September 2010	September 13, 2010 September 27, 2010	Review CEQA Document
All chapters	Review and complete Housing Element and CEQA Document	October 2010	October 11, 2010 October 25, 2010	Discuss the entire Housing Element/ make revisions

I:\CDD\PROJECTS - NON-ADDRESS\Housing Element\Housing Element 2009\Work Schedules\Refined Work Schedule 2-18-10.docx  
Updated: February 18, 2010

<b>Planning Commission Actions – October</b>		
<b>Project</b>	<b>Action</b>	<b>Notes</b>
<i>DeSantis /46 Santa Rosa Avenue</i> Modification of DR Permit for addition to single-family residence	Approved	Project had been appealed to City Council. Applicant and appellant agreed to this compromise which resolved appeal.
<i>Peet's / 1250 Bridgeway</i> DR Permit and CUP locate a Formula Retail establishment	Approved, subject to COAs	Project requires City Council approval of Zoning Ordinance Text Amendment
<i>Peet's / 1250 Bridgeway</i> Zoning Ordinance Text Amendment to allow Formula Retail businesses in CW Zoning District, subject to issuance of CUP	Recmnd'd City Council approval	
<i>Bridgeway to Ferry Landing</i> Upgrade of sidewalks, curbs, and landscaping on Humboldt Avenue Bay Street and Anchor Street	Direction to staff and continued to November	
<i>Arrkaboff / 600a Locust</i> Review of a privacy solution for a DR Permit for addition to residence	Continued hearing to November	Project had been appealed to City Council. City Council referred project to P/C for suggestions on resolving privacy concerns of applicant and appellant.
<i>Mammone / 37 &amp; 39 Crescent</i> Design Review Permit for new duplex	Approved, subject to COAs	Project was approved by P/C in 2002 and approved by C/C on appeal in 2003. DR Permit expired in 2008. Applicant applied for re-approval in 2008.
<i>Mallya Warehouse/300 Locust</i> DR Permit and CUP for new warehouse	Continued hearing to November	Applicant revised project plans to delete improvements of Dunphy Park Expansion Parcels
<i>Currier/564 Sausalito Blvd</i> DR Permit and variance for carport on existing parking deck	Approved, subject to COAs	
<i>Chang/95 Cloudview</i> Parcel Map to subdivide one parcel into two parcels	Direction to staff and continued to November	

<b>Planning Commission Actions – November</b>		
<b>Project</b>	<b>Action</b>	<b>Notes</b>
<i>Bruce / 109-111 Marion Avenue</i> Env Rev for single-family residence	Took public comment and continued to December	Public Comment period on env document scheduled to close on 12/16/09.
<i>Fish Restaurant / 350 Harbor Drive</i> Appeal of Admin decisions regarding compliance with C/C Resolution regarding number of indoor and outdoor seats and width of seats	Took testimony and continued hearing to February	
<i>Peet's / 1250 Bridgeway</i> Zoning Ordinance Text Amendment to allow Formula Retail businesses in CW Zoning District, subject to issuance of CUP	Recmnd'd City Council approval	
<i>Bridgeway to Ferry Landing</i> Upgrade of sidewalks, curbs, and landscaping on Humboldt Avenue Bay Street and Anchor Street	Approved, subject to COAs	
<i>Arrkaboff / 600a Locust</i> Review of a privacy solution for a DR Permit for addition to residence	Continued hearing to December	Project had been appealed to City Council. City Council referred project to P/C for suggestions on resolving privacy concerns of applicant and appellant.
<i>Mallya Warehouse/300 Locust</i> Env Rev, DR Permit, and CUP for new warehouse	Continued hearings to December	
<i>Sausalito Optometry/33 Caledonia</i> CUP to operate a medical office in CR Zoning District	Approved, subject to COAs	
<i>Construction Time Limit Regulations</i> Zoning Ordinance Text Amendment to establish Construction Time Limit Regulations, amend expiration of permits, and allow Zoning Admin to grant time extensions,	Recmnd'd City Council approval	

<b>Planning Commission Actions – December</b>		
<b>Project</b>	<b>Action</b>	<b>Notes</b>
<i>Mallya Warehouse/300 Locust Street</i> Env Rev, DR Permit, and CUP for new warehouse	Tabled indefinitely at request of applicant	
<i>Bruce / 109-111 Marion Avenue</i> Env Rev for single-family residence	Took public comment on 12/2/09; and closed public comment on 12/16/09	Env consultant will prepare responses to comments received during comments period.
<i>Bruce / 109-111 Marion Avenue</i> Parcel Map, DR Permit, Encroach Agmt to divide one lot into two lots and construct new residence	Reviewed project and gave direction to applicant and staff on 12/2/09 and 12/16/09	
<i>Arrkaboff / 600a Locust Street</i> Review of a privacy solution for a DR Permit for addition to residence	Recommended C/C require planting of 2 loquat trees for privacy	Project had been appealed to C/C. C/C referred project to P/C for suggestions on resolving privacy concerns of applicant and appellant.
<i>Chang/95 Cloudview</i> Parcel Map to divide one lot into two lots	Approved, subject to COAs	
<i>Revilock/160 Curry Avenue</i> DR Permit for demo of single-family residence and construction of new single-family residence	Approved, subject to COAs	



<b>Planning Commission Actions – January</b>		
<b>Project</b>	<b>Action</b>	<b>Notes</b>
<i>Higgins/ McArdle/ 398 Sausalito Blvd</i> Minor Subdivision Map and Condo Conversion Permit to convert duplex into two one-family condo units.	Approved, subject to COAs	C/C approval required for encroach agmt for driveway
<i>Sausalito Restaurant/39 Caledonia</i> Conditional Use Permit/Minor Use Permit/ Sidewalk Dining Encroach Permit for an outdoor dining area in public right-of-way.	Approved, subject to COAs	C/C approval required for alcohol service in right-of-way
<i>Bruce / 109-111 Marion Avenue</i> Env Rev for single-family residence	Approved IES/MND	
<i>Bruce / 109-111 Marion Avenue</i> Parcel Map, DR Permit, Encroach Agmt to divide one lot into two lots, construct new residence, and install stairs in South St right-of-way	Approved, subject to COAs	C/C approval required for Encroach Agmt and stairs in South St right-of-way
<i>Clipper Yacht Harbor/KKMI</i> <i>500 Harbor Drive</i> DR Permit, Nonconformity Permit, & Sign Permit for continued use and relocation of storage containers, construction of 8 foot fence, and new wall sign	Approved, subject to COAs	Site was formerly occupied by Anderson Boat Yard

