

LARKSPUR PLANNING COMMISSION
REGULAR MEETING MINUTES OF SEPTEMBER 22, 2020

The Larkspur Planning Commission was convened at 7:00 p.m. by Acting Chair Wagstaff via teleconference due to the Coronavirus (COVID-19).

Commissioners Present: Acting Chair Brock Wagstaff, Natasha Chalmers,
Daniel Kunstler, Jeffrey Swisher

Commissioners Absent: Chair Laura Tauber

Staff Present: Planning Director Neal Toft
Senior Planner Kristin Teiche
Assistant Planner Aaron Matthews

OPEN TIME FOR PUBLIC EXPRESSION

There were no comments.

PLANNING DIRECTOR'S REPORT

- The Town Council recently discussed the disposition of the Larkspur Community Facility Parcel and negotiations with the fundraising committee including the goal of meeting certain funding levels. The Council decided not to engage with consultants who had responded to a Request for Qualifications (RFQ) until certain fund raising levels are met. The Council is exploring options for a potential mixed-use on the site.
- The Ross Valley Sanitary District has announced they completed the clean-up phase of their Larkspur Landing site and will begin exploring options. They are working on a Request for Proposal (RFP) to potentially sell or lease the property.
- Staff has been receiving requests for outdoor dining which is currently granted by the City Manager under an Emergency Order adopted by the City Council. The order allows the temporary superseding of the Zoning Ordinance with respect to use of the right-of-way and parking regulations. Staff is trying to be flexible.
- The Planning Department has taken on the role of managing Heritage Tree Removal Applications due to the consolidation of the Library and Recreation Departments into the Community Services Department. The Parks and Recreation Commission will hold Public Hearings for applications that are not a part of a development proposal.
- He has been working with the General Plan Steering Committee on the completion of the update. They are in the process of putting together maps, diagrams, and graphics for the draft text. The Committee will be trying to complete its review of the Land Use Element in October. Staff would like to present the draft document to the Council in late October along with a timeline for the Environmental Impact Report (EIR), scoping session, and preparation of the DEIR.

Acting Chair Wagstaff asked if the Council is holding off on a decision about the Library/Community Center property for a certain amount of time. Planning Director Toft stated he was not sure about the timeline. The Council is giving the fundraising committee time to meet its goals of raising \$5 million towards the facility. He would get more information for the Commission.

CONSENT CALENDAR ITEMS

- 1. DR #20-19; 143 King Street, (APN: 021-101-02); Margaret and Michael Meinberg, Owners/Applicants; R-3 (Third Residential) Zoning District. Applicant requesting Design Review to allow demolition of the existing front yard carport and deck, and construction of a new two-car garage with attached single-car carport, new driveway transition, second floor entryway and a covered front deck on the building. New additions will add approximately 304 sq. ft. above existing conditions**

Acting Chair Wagstaff stated he would like to pull this item off of the Consent Calendar for discussion.

M/s, Kunstler/Swisher, motioned and the Commission voted 4-0 (Chair Tauber absent) to pull DR #20-19, 143 King Street, off of the Consent Calendar for discussion.

Senior Planner Teiche stated the applicants are having trouble joining the Zoom meeting. Planning Director Toft stated the applicant could call in. The applicants joined the meeting and the hearing commenced.

Commissioner Wagstaff stated the drawings do not match the elevations and he was not sure what they are proposing. He pointed to the proposed upper level, as indicated on the site plan, and the roof plan of the garage and stated the elevation was not accurate. Sheet A3 does not match Sheet A5. He did not want to end up with a funky shed on one side. Perhaps the Planning Department should review the final drawings.

Acting Chair Wagstaff opened the Public Hearing.

Mr. Michael Meinberg, applicant, made the following comments:

- The design origin was that the hip roof would come down behind the garage end where a little storage area was behind the garage. It will have a little bit of a sloped roof attached to it.
- They decided to hip the back of the carport so the unit downstairs would have more light.
- Both the back sides would be hipped.

Ms. Margaret Meinberg, applicant, made the following comments:

- They do not want the shed to overshoot the other roof. That is not the intent.

Acting Chair Wagstaff closed the Public Hearing.

Planning Director Toft stated there seemed to be a minor error in Sheet A3 (a line is missing). This can be fixed during the permit process.

M/s, Kunstler/Swisher, motioned and the Commission voted 4-0 (Chair Tauber absent) to approve DR #20-19, 143 King Street, subject to the findings and conditions set forth in the staff report and the correction to Sheet A3 as discussed by the Commission.

Acting Chair Wagstaff stated there was a 10-day appeal period.

PUBLIC HEARING ITEMS

- 2. TEXT AMEND #20-25; City of Larkspur, Applicant; Zoning Ordinance Amendments to Chapters 18.06 (Zoning Administrator) 18.34 (Slope and Hillside) 18.35 (Residential Floor Area Ratios) and 18.64 (Design Review) of the Larkspur Municipal Code; Citywide. Public Hearing to consider amendments to the City's Zoning Ordinance intended to expand the range of projects reviewed by the Zoning Administrator, clarify current practices, improve readability, and amend the criteria for projects that are exempt, and projects that are subject to Design Review by the Zoning Administrator and Planning Commission.**

Senior Planner Teiche presented the staff report. She noted the Draft Ordinance includes the revisions suggested by the Commission during the September 8, 2020 hearing.

Commissioner Kunstler referred to Exhibit A, the Draft Ordinance, the first "Whereas" and asked that the year 2020 be added to that section. On page 2, Section 18.06.020, Powers and Duties, (G) should read: "Interpretation of this title, *when such* interpretations...". On page 6, Section 18.68.025, Review by Zoning Administrator, A (2), the first word ("An") should be deleted. On page 7, Section 18.64.030, Review by the Planning Commission, A (7), shall read: "Any business... commercial, *or industrial building or structure*", and A (9) shall read: "Any proposed... *building or structure*". On page 8, Section 8 shall read: "This ordinance... thirty (30) *days* after the date..."

Commissioner Kunstler read into the record a response to a letter received.

Acting Chair Wagstaff opened the Public Hearing.

There were no comments.

Acting Chair Wagstaff closed the Public Hearing.

M/s, Swisher/Chalmers motioned and the Commission voted 4-0 (Chair Tauber absent) to adopt Resolution No. 20-01 with the amendments made by Commissioner Kunstler.

BUSINESS ITEMS

1. Approval of the September 8, 2020 draft meeting minutes

M/s, Kunstler/Swisher, motioned and the Commission voted 4-0 (Chari Tauber) to continue approval of the minutes from the meeting of September 8, 2020 meeting.

2. Planning Commissioners' Reports

There were no reports.

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Toni DeFrancis,
Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Larkspur Planning Commission on October 13, 2020.



Neal Toft, Planning Director