



## City of Sonoma Planning Commission AGENDA

Regular Meeting of February 11, 2016 -- 6:30 PM  
Community Meeting Room, 177 First Street West  
Sonoma, CA 95476

Meeting Length: No new items will be heard by the Planning Commission after 10:30 PM, unless the Commission, by majority vote, specifically decides to continue reviewing items. If an item is not heard due to the length of the meeting, the Commission will attempt to schedule a special meeting for the following week. If a special meeting is necessary, potential dates will be established at the close of this meeting, and a date set as soon as possible thereafter.

**CALL TO ORDER** – Chair, Robert Felder

Commissioners: Michael Coleman  
James Cribb  
Mark Heneveld  
Chip Roberson  
Ron Wellander  
Bill Willers  
Robert McDonald (Alternate)

*Be Courteous - TURN OFF your cell phones and pagers while the meeting is in session.*

### PLEDGE OF ALLEGIANCE

**COMMENTS FROM THE PUBLIC:** Presentations by audience members on items not appearing on the agenda.

**MINUTES:** Minutes from the meeting of January 14, 2016.

### CORRESPONDENCE

<b>ITEM #1 – CONSENT CALENDAR</b>	<b><u>REQUEST:</u></b>	<b><u>RECOMMENDED ACTION:</u></b>
These items will be acted upon in one motion unless removed from the Consent Calendar for discussion by Commissioners or any interested party.	Request for a one-year extension to the Planning approvals allowing a mixed-use development (Mission Square) at 165 East Spain Street (Applicant: Marcus & Willers Architects).	Grant one-year extension.
<b>ITEM #2 – PUBLIC HEARING</b>	<b><u>Project Location:</u></b> 78 Chase Street	<b><u>RECOMMENDED ACTION:</u></b>
<b><u>REQUEST:</u></b> Consideration of a Use Permit to allow a vacation rental use.	<b><u>General Plan Designation:</u></b> Mixed Use (MU)	Deny.
<b><u>Applicant/Property Owner:</u></b> Patrick and Barbara Collins	<b><u>Zoning:</u></b> <b>Planning Area:</b> Broadway Corridor	<b><u>CEQA Status:</u></b> Categorically Exempt
<b>Staff:</b> David Goodison	<b>Base:</b> Mixed Use (MX) <b>Overlay:</b> Historic (/H)	
<b>ITEM #3 – PUBLIC HEARING</b>	<b><u>Project Location:</u></b> 440 Lovall Valley Road	<b><u>RECOMMENDED ACTION:</u></b>
<b><u>REQUEST:</u></b> Consideration of an Exception to the fence height standards for perimeter fencing on a residential property.	<b><u>General Plan Designation:</u></b> Low Density Residential (LR)	Approve with conditions.
<b><u>Applicant/Property Owner:</u></b> Ted Wittig	<b><u>Zoning:</u></b> <b>Planning Area:</b> Northeast Area	<b><u>CEQA Status:</u></b> Categorically Exempt
<b>Staff:</b> Wendy Atkins	<b>Base:</b> Low Density Residential (R-L) <b>Overlay:</b> None	

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**ITEM #4 – DISCUSSION**

**RECOMMENDED ACTION:**

**ISSUE:**

Consideration of Development Code amendments updating provisions related to affordable housing and clarifying provisions related to the Mixed Use zone and Planned Developments.

Forward to City Council, with recommendations.

**CEQA Status:**

Not applicable

**Staff:** David Goodison

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**ITEM #5 – DISCUSSION**

**RECOMMENDED ACTION:**

**ISSUE:**

Parameters and conduct of study sessions.

Discuss.

**CEQA Status:**

Not applicable

**Staff:** David Goodison

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**ISSUES UPDATE**

**COMMENTS FROM THE COMMISSION**

**COMMENTS FROM THE AUDIENCE**

**ADJOURNMENT**

I do hereby certify that a copy of the foregoing agenda was posted on the City Hall bulletin board on February 5, 2016.

CRISTINA MORRIS, ADMINISTRATIVE ASSISTANT

**Rights of Appeal:** Any decision of the Planning Commission may be appealed to the City Council. Appeals must be filed with the City Clerk within fifteen (15) calendar days following the Planning Commission's decision, unless the fifteenth day falls on a weekend or a holiday, in which case the appeal period ends at the close of the next working day at City Hall. Appeals must be made in writing and must clearly state the reason for the appeal. Appeals will be set for hearing before the City Council on the earliest available agenda. A fee is charged for appeals.

*Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection the Monday before each regularly scheduled meeting at City Hall, located at No. 1 The Plaza, Sonoma CA, (707) 938-3681. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Planning Commission regarding any item on this agenda after the agenda has been distributed will be made available for inspection at the Administrative Assistant office, No. 1 The Plaza, Sonoma CA during regular business hours.*

*If you challenge the action of the Planning Commission in court, you may be limited to raising only those issues you or someone else raised at the public hearing described on the agenda, or in written correspondence delivered to the Administrative Assistant, at or prior to the public hearing.*

*In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk (707) 933-2216. Notification 48-hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.*

**CITY OF SONOMA  
PLANNING COMMISSION  
REGULAR MEETING  
January 14, 2016**

**Community Meeting Room, 177 First Street West, Sonoma, CA  
Draft MINUTES**

Chair Felder called the meeting to order at 6:30 p.m.

**Roll Call:**

Present: Chair Felder, Comms. Cribb, Wellander, Heneveld, Roberson, Coleman, Roberson, McDonald (Alternate)

Absent:

Others

Present: Planning Director Goodison, Administrative Assistant Morris

Chair Felder stated that no new items would be heard after 10:30 p.m. unless the Planning Commission so decides. Any decisions made by the Planning Commission can be appealed within 15 days to the City Council. He reminded everyone to turn off cell phones and pagers. Comm. Cribb led the Pledge of Allegiance.

**COMMENTS FROM THE PUBLIC: None**

**APPROVAL OF MINUTES:** Comm. Cribb made a motion to approve the minutes of October 8, 2015. Comm. Roberson seconded. The motion was unanimously adopted. (Comms. Willers and Heneveld abstained). Comm. Willers made a motion to approve the minutes of December 10, 2015. Comm. Heneveld seconded. The motion was unanimously adopted.

**CHANGES TO AGENDA ORDER:** None.

**CORRESPONDENCE:** Late mail was received for Items 1 and 2 .

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**Item #1 – Public Hearing – Consideration of a Use Permit to legalize an upper floor, detached guest room on a residential property at 344 Napa Road.**

**Applicant/Property Owner: Leonard Macedonio**

Planning Director Goodison presented staff's report.

**Chair Felder opened the item to public comment.**

The applicant was not present.

Nora Marshall, neighbor, questioned whether there was enough outreach by the applicant to address outstanding neighborhood compatibility concerns. She is concerned with the many cars parked on the street associated with the residence, which negatively impact visibility.

Comm. Wellander confirmed with Nora Marshall that cars are not parked in the private driveway.

**Chair Felder closed the item to public comment.**

Comm. Cribb is disappointed that land use issues associated with the proposed guest room are not discussed in the neighbor correspondence. He felt that having a guest room was not an unreasonable request.

Comm. Willers is concerned that because the guest house would be over the garage instead of attached to the home, it lends itself to being used as an illegal rental, which has occurred in the past. He opposed the proposal and preferred that the garage be converted back to its original use.

Comms. Roberson and Coleman echoed Comm. Willer's comments and noted that that legalizing the guest room would add to the use of a property that is already the intensively used.

Comm. Coleman stated that he shared the concerns expressed by neighbors.

Chair Felder opposed the intensification of use because he saw no resolution of the outstanding traffic safety issues expressed by the neighbors.

Comm. Cribb expressed the concern that much of the opposition to the use permit is based on hearsay and perceptions rather than compatibility issues associated with a potential guestroom.

Comm. Wellander explained that his decision to oppose the application is based on the intensification of the use of the site.

Comm. Willers made a motion to deny the garage conversion. Comm. Roberson seconded. The motion was unanimously adopted 6-1 (Comm. Cribb dissenting).

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**Item #2 – Study Session- Study session on a proposed to develop a 25-unit multi-family project on a 1.86-acre site at 870 Broadway.**

**Applicant/Property Owner: Olympic Residential Group**

Comm. Willers recused due to proximity and left the room. Comm. McDonald came to the dais.

Planning Director Goodison presented staff's report.

**Chair Felder opened the item to public comment.**

Alex Siebel, project architect/Olympic Residential Group, and Dan Diebel, Founder/Olympic Residential Group, reviewed the project concept and the changes made in response to previous comments.

Carol Marcus, resident, commended the commissioner's and developer's efforts to improve the project, but she does not support the revised proposal. In her opinion, there should be a majority of smaller unit sizes that would not necessitate three story buildings. She recommended that the inclusionary affordable units be spread among the different unit types.

Vic Conforti, resident, appreciated the developer responding to the comments expressed at the previous study sessions. He felt a separation in the buildings along the Broadway frontage will not be sufficiently apparent. He expressed concern that a significant portion of the site may be affected by the floodway along Nathanson Creek. He encouraged the developers to be sensitive to the historic contributors and guidelines in the Broadway Historic District.

Jamie Zukowski, neighbor, is primarily concerned with parking and preserving Nathanson Creek and she opposed granting any exceptions to the parking requirements.

Leslie Murphy, resident, appreciated the changes made by the developer.

Ms. Garcia, pre-school teacher/Flowery school, is an advocate for low income families and frequents the area daily. She is proud of the family friendly environment in Sonoma.

Matt Howarth, resident, met with the developer and felt a residential project could be appropriate for this mixed use zoned land along the Broadway corridor, but he continues to regret that the proposal does not include a commercial component. He appreciates the inclusionary affordable units for low/moderate income qualified tenants.

Kelso Barnett, resident, agreed with Carol Marcus and Matt Howarth's comments and questioned whether this proposal is the best use of the site.

Jack Wagner, resident, concurred with Kelso Barnett's comments and urged smaller units to accommodate single tenants.

**Chair Felder closed the item to public comment.**

Comm. Roberson noted that he met with the applicants. He stated that he appreciates the plan revisions based on the direction that has been given. However, he has a larger concern that the Mixed Use zoning designation may not allow for a 100% residential development and he would like this question to be resolved. In terms of the site plan, he feels that there should be greater separation between the buildings on the Broadway frontage. He appreciates the greater setback and reduced buildings heights along Broadway, but even at 27 feet, he wants to make sure that the massing of the buildings will fit in to the surroundings. He appreciates the use of underground parking, as that has led to improvements in the site plan. He is not convinced that the corner building . He noted that a lot of improvements had been made and the plan has gone in a good direction, but the mixed use question ends to be answered.

Comm. McDonald supported a 100% residential project. He stated that it seemed clear to him that the General Plan allowed for the option of 100% residential in the Mixed Use designation and he felt that the Development Code should be read in a manner consistent with that direction, since the General Plan is the guiding document. He applauded the developer for increasing the diversity of unit types. He noted that the Commission needed to find a balance between the community need for more affordable housing and the economic feasibility of the project. He is pleasantly surprised to see underground parking. He suggested that if the underground parking could be expanded, density could be further increased. He appreciated the increase in the building setbacks along Broadway and the reduced building heights, but agreed that it would be desirable to increase the separation of the buildings along the Broadway frontage. He preferred Option D and supported underground parking as long as it is in conformance with the floodplain regulations. He expressed some concern about the design of the loft building as it faced MacArthur Street. He felt that the façade of this building may need to be better articulated, with consideration of third-story setback.

Comm. Wellander bases his comments on the assumption that 100% residential is allowed in the mixed use zone, but he wants to ensure that this is the case. In terms of responsiveness to Commission comments, he feels that the higher density and greater diversity of unit types in Option D makes it superior. His concerns about massing have been lessened, but he does wish to see a massing study if the project proceeds through the review process. He appreciates the improvements made to the setbacks along Broadway, but he suggested that the two buildings should use different architectural styles rather than mimic each other, as he feels this is more consistent with conditions on Broadway. He expressed some concern about the elevation of the MacArthur loft buildings and he does not want it to feel like it turns its back to the street. He stated that the site plan has been improved and that open space is more inviting. Provided that a 100% residential project is allowable, he is open to seeing this concept proceed and be refined through the review process.

Comm. Cribb stated that while on a personal level he preferred the earlier concept, as it incorporated a commercial component, he wished to focus on the options that the applicants had put forward. Pending further discussion, he is inclined to believe that a 100% residential project is consistent in the Mixed Use zone. However, there is still a need for give and take, as in his view, Mixed Use development should engage the community. He feels that the project needs to incorporate some type of public component, such as the mini-plaza suggested in the previous iteration. Perhaps this could be accomplished by eliminating the corner building and intensifying the interior of the site. While it is too early to get into design details, he did like the use of stone for the Loft buildings. In his view, the building forms and massing seem consistent with the character of the area. He would like to see some form of quasi-public use in order to create a strong element of community engagement. In his view, that is the one big missing piece.

Comm. Heneveld agreed with many of the comments of Comms. McDonald and Roberson. He concurred that the potential flood zone issue need to be investigated. While the building heights have been reduced on Broadway, greater separation between the buildings would be desirable. In his view, smaller units are desirable. He supports the underground parking. He is concerned about the massing and appearance of the buildings adjoining MacArthur Street.

Comm. Coleman concurred with Comm. Roberson and he regrets that there is no commercial component. He stated that site is significant. He is concerned about the on-grade parking near Broadway and perhaps it could be located further to the east. He is also concerned with fire department access and the floodplain. He recommended more affordable housing opportunities. He asked about the design of the underground parking lot and noted that it would need to be properly vented.

Chair Felder commended the applicant/developer for increasing the density and diversifying the unit types, but he stated that it was clear based on the commented that more work was necessary as based on the circumstances of the site, any development would be held to the highest standards. He would prefer to see an even greater proportion of smaller units and that consideration should be given to further breaking up the massing of the building on Broadway. He wants to make sure that flood zone considerations have been addressed. All of that said, the site plan has made good progress. As the process moves forward, it would be desirable see a model of the project in the context of its surroundings or perhaps story poles.

Dan Diebel appreciated the feedback offered from the study session. He said the project civil engineer, Adobe Associates, explored the flood zone setback for the proposal and the

requirements were met. He noted that no parking Exception was needed in either of the options presented and that none would be requested.

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Comm. Willers returned to the dais.

**Issues Update:** Planning Director Goodison reported the following:

1. A special study session for the First Street East project at 216-254 First Street East/273-299 Second Street East will be held on January 28, 2016.
  2. Staff attended a Sonoma County meeting for the Affordable Housing site at Clay/Broadway. The developer, Satellite Affordable Housing Associates, was selected and recommendation will be made to the Board of Supervisors. There will be neighborhood and community outreach before a formal application is submitted.
  3. The Chateau/Sonoma Hotel Draft EIR will be available for public review shortly.
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**Commissioners Comments:**

Comm. Willers recommended placing a limitation on the number of study sessions allowed for a development project prior to an application.

Planning Director Goodison agreed the topic should be discussed. Study sessions are intended for broad contours of the project.

Comm. McDonald recommended more neighborhood meetings.

**Comments from the Audience:**

Matt Howarth, resident, suggested that story poles be incorporated into the planning review process for new developments.

**Adjournment:** Comm. Willers made a motion to adjourn. Comm. Roberson seconded. The motion was unanimously adopted. The meeting adjourned at 8:53 p.m. to the next regular meeting scheduled for 6:30 p.m. on Thursday, February 11, 2016.

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Sonoma Planning Commission on the day of , 2016.

Approved:

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Cristina Morris, Administrative Assistant

## MEMO

**To:** Planning Commission  
**From:** Senior Planner Gjestland  
**Subject:** Request of Marcus & Willers Architects for an extension of the Planning approvals allowing a mixed-use development (Mission Square) at 165 East Spain Street.

### Background

In November 2013, the Planning Commission approved a Use Permit, Site Design and Architectural Review, and Parking Exception for the Mission Square project, a mixed-use development at 165 East Spain Street that includes 3,514 sq. ft. of office space, 14 apartments, and associated parking and improvements. In review of an appeal, the City Council subsequently adopted Resolution No. 09-2014 on February 19, 2014, upholding the Planning Commission's decision.

Since that time, the applicants have gained the required approvals from the Design Review & Historic Preservation Commission and developed civil improvement plans for the project. While City review of the improvement plans is largely complete, the applicants encountered complications with the Sonoma County Water Agency regarding sewer lateral connections. This issue prompted an initial extension approved roughly a year ago and has delayed issuance of a building permit for site improvements. Since the initial extension is close to expiring, the applicants are requesting an additional extension in order to resolve the matter and exercise the permits (under Section of 19.56.040.A of the Development Code, a permit is not deemed "exercised" until a building permit is obtained). This would be the second extension given to the project, a request that is typically granted in cases where steps have been taken to implement the approval.

### Attachments

1. *Extension Request*
2. *Location Map*
3. *City Council Approved Site Plan*

cc: Carol Marcus (via email)  
Marcus & Willers Architects  
873 First Street West  
Sonoma, CA 95476

Marcus & Willers Architects  
873 First Street West  
Sonoma, CA 95476  
707-996-2396

January 5, 2016

Sonoma Planning Department  
Attn.: Rob Gjestland  
1 The Plaza  
Sonoma, CA 95476

Re: Mission Square Use Permit Extension Request

Dear Rob,

We are hereby requesting an extension of the Mission Square Use Permit. We have been actively working on permit submittals for the project. Unforeseen complications with the Sonoma County Water Agency have delayed finalization of these plans.

The required SCWA variance hearing has been tentatively scheduled for February 9, 2016. Once the variance has been approved, the permit documents for the project will be submitted shortly thereafter. Thank you for your consideration while we deal with this issue.

Sincerely,

Carol Marcus  
Marcus & Willers Architects

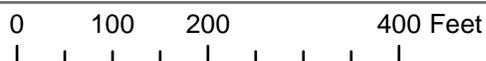
# Vicinity Map



## Project Summary

<i>Project Name:</i>	Mission Square Extension
<i>Property Address:</i>	165 East Spain Street
<i>Applicant:</i>	Marcus & Willers Architects
<i>Property Owner:</i>	Linda Detert
<i>General Plan Land Use:</i>	Mixed Use
<i>Zoning - Base:</i>	Mixed Use
<i>Zoning - Overlay:</i>	Historic
<i>Summary:</i>	

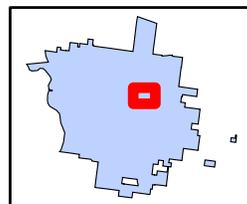
Consideration of an extension of the Planning approvals allowing a mixed-use development (Mission Square).



1 inch = 200 feet

## Zoning Designations

- R-HS Hillside Residential (1 D.U./10 acres, maximum)
- R-R Rural Residential (2 D.U./acre, maximum)
- R-L Low Density Residential (2-5 D.U./acre)
- R-S Sonoma Residential (3-8 D.U./acre)
- R-M Medium Density Residential (6-10 D.U./acre)
- R-H High Density (9-12 D.U./acre)
- R-O Housing Opportunity (15-20 D.U./acre)
- R-P Mobile Home Park (7 D.U./acre, maximum)
- MX Mixed Use (12 D.U./acre, maximum)
- C Commercial (15 D.U./acre, maximum)
- C-G Commercial-Gateway (15 D.U./acre, maximum)
- W Wine Production
- P Public Facility
- Pk Park
- A Agriculture



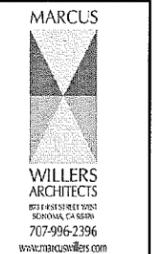
**PROJECT DESCRIPTION**

**Project Site**  
The Project site consists of a 1.13 acre parcel. The zoning for this parcel is MX Mixed Use.

**Existing Conditions**  
There is currently one existing residence on the parcel. This building will be retained and remodeled. The surrounding land uses are single family residences to the north and east with commercial uses to the south and west. The surrounding zoning is MX to the north, LDR to the east and CO to the west and south.

**Proposed Project**  
The proposed project consists of 14 studio, one-bedroom and two-bedroom apartments contained in 5 one and two-story buildings, two office buildings and a trash enclosure/laundry building. The apartments face onto the driveway access, or back to existing single family residences on Second Street East with rear yard setbacks of 20 feet to match the adjacent LDR zoning. The offices, which face onto East Spain Street, are contained in two buildings, one of which is the remodeled existing residence.

USE AND ZONING	GROSS BUILDING AREAS	PARKING REQUIREMENTS	SITE COVERAGE	OPEN SPACE
USE: MIXED USE - COMMERCIAL AND HOUSING ZONING: MX SITE AREA: 1.13 ACRES 44,294 S.F. DENSITY: 12.4 UNITS / ACRE	OFFICES (INCLUDING EXISTING HOUSE) 3514 S.F. 6 STUDIO APARTMENTS 2140 S.F. 6 ONE-BEDROOM APARTMENTS 4195 S.F. 2 TWO-BEDROOM APARTMENTS 1930 S.F. LAUNDRY ROOM 155 S.F. TRASH ENCLOSURE 164 S.F. TOTAL FLOOR AREA 12,908 S.F. FLOOR AREA RATIO .26 RESIDENTIAL TO BUILDING AREA RATIO 70%	OFFICE USE: 1 SPACE / 300 SF = 12 SPACES APARTMENT PARKING: 1.5 SPACE / UNIT = 21 SPACES 25% GUEST PARKING: 5 SPACES TOTAL PARKING REQUIRED: 38 SPACES COVERED PARKING 19 SPACES SURFACE PARKING 21 SPACES TOTAL PARKING PROVIDED: 40 SPACES	BUILDING COVERAGE: 10,908 S.F. CARPORT COVERAGE: 3,600 S.F. TOTAL SITE COVERAGE: 14,508 S.F. PERCENT OF SITE AREA COVERED 24%	SURFACE PARKING (NON COVERED INCL. DRIVEWAY) 14,985 S.F. COMMON OPEN SPACE PAVED, PEDESTRIAN AREA 4,002 S.F. LANDSCAPED AREA 14,066 S.F. PRIVATE OPEN SPACE 1,765 S.F. PRIVATE YARDS 3,474 S.F. PORCHES AND BALCONIES 29,507 S.F. TOTAL



LICENSED ARCHITECT  
WILLIAM J. WILLERS  
C-21505  
REN. DATE JULY 31 2015  
STATE OF CALIFORNIA

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MISSION SQUARE  
165 EAST SPAIN STREET  
SONOMA, CALIFORNIA

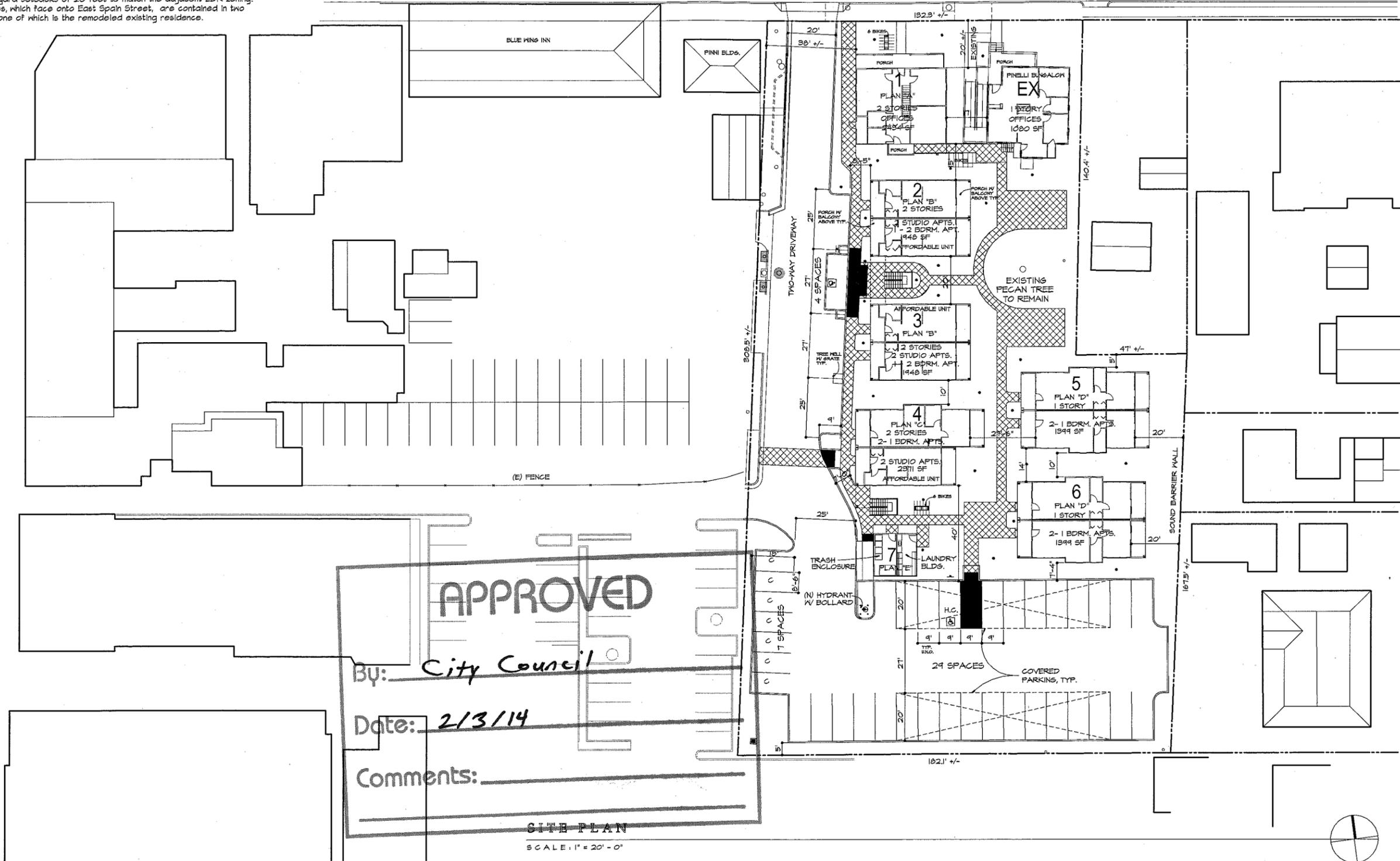
SITE PLAN  
PROJECT DESCRIPTION  
PROJECT DATA  
SCALE: 1" = 20'-0"

DATE: MARCH 10, 2008  
REVISIONS:  
SITE PLAN MAY 14, 2008  
PROJECT DATA NOV 14, 2009  
MISC. SITE PLAN REVS. 10-28-10  
MISC. SITE PLAN REVS. 4-27-13  
DESIGN REVIEW 10-18-13

SP1

**EAST SPAIN STREET**

**FIRST STREET EAST**



**APPROVED**  
By: City Council  
Date: 2/3/14  
Comments: \_\_\_\_\_  
\_\_\_\_\_

**SITE PLAN**  
SCALE: 1" = 20'-0"

**Agenda Item Title:** Application for a Use Permit to allow a residential unit to be operated as a vacation rental.

**Applicant/Owner:** Patrick and Barbara Collins

**Site Address/Location:** 78 Chase Street

**Staff Contact:** David Goodison, Planning Director  
Staff Report Prepared: 02/04/16

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**PROJECT SUMMARY**

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**Description:** Application of Patrick and Barbara Collins for a Use Permit to operate a residence as a vacation rental.

**General Plan Designation:** Mixed Use (MU)

**Planning Area:** Broadway Corridor

**Zoning:**                      **Base:** Mixed Use (MX)                      **Overlay:** Historic (/H)

**Site Characteristics:** The subject property is a ±11,400-square foot parcel located on the north side of Chase Street, just east of its intersection with Broadway. The property is developed with a single-family residence, a detached garage, and a barn. Nathanson Creek adjoins the property on the west.

**Surrounding Land Use/Zoning:**    **North:** Single-family home/Mixed Use  
   **South:** Single-family home/Low Density Residential  
   **East:** Single-family home/Low Density Residential  
   **West:** B&B/Studio/Office/Mixed Use

**Environmental Review:**                      Categorical Exemption                      Approved/Certified  
   Negative Declaration                      No Action Required  
   Environmental Impact Report                      Action Required  
   Not Applicable

**Staff Recommendation:** Deny.

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## ***PROJECT ANALYSIS***

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### ***DETAILED PROJECT DESCRIPTION***

The applicants are requesting approval to offer a bedroom within their residence as a short-term rental. As set forth in the project narrative, the applicants state that this allowance would only be exercised when they are on site. If approved, the applicants anticipate renting the room 10-12 days per year, mainly during the summer months. The maximum number of guests present at any one time would be two.

### ***GENERAL PLAN CONSISTENCY*** ( **Not Applicable to this Project**)

The property is designated Mixed Use by the General Plan. The Mixed Use land use designation is intended to accommodate uses that provide a transition between commercial and residential districts, to promote a pedestrian presence in adjacent commercial areas, and to provide neighborhood commercial services to adjacent residential areas. Vacation rentals are allowed in the corresponding Mixed Use zone with a Use Permit. The following goals and policies of the General Plan are applicable to the project:

### ***DEVELOPMENT CODE CONSISTENCY*** ( **Not Applicable to this Project**)

*Use:* The property is zoned Mixed Use (MX), which allows for a variety of residential and commercial uses, including vacation rentals, subject to review and approval of a Use Permit by the Planning Commission.

*Development Standards:* The application calls for the use of an existing bedroom within a single family residence as a vacation rental. No new construction is proposed. As a result, the project does not raise any issues in terms of compliance with building setback, FAR, lot coverage, open space, and building height standards.

*On-Site Parking:* One parking space is required for each bedroom within a vacation rental. Accordingly, two on-site parking spaces would be required: one for the vacation rental and one for the residential use. Between the garage and the garage apron parking, the required parking is available on-site

*Vacation Rental Standards and Definition:* The general standards and requirements pertaining to vacation rental set forth under Section 19.50.110 of the Development Code have been incorporated in the draft conditions of approval. These include requirements related to fire and life safety, maintaining a business license, payment of Transient Occupancy (TOT) taxes, and limitations on signs.

A more fundamental issue with respect to this application is whether the proposed use meets the definition of a vacation rental, as set forth in the Development Code: “*Vacation rental*” means the rental or letting of up to two complete residential units, containing bedrooms, kitchens, and bathrooms, for a period of less than 30 days. Typically, no on-site manager is present.” Staff has interpreted the phrase “up to two complete units” as meaning “one complete unit or two complete units.” The applicant suggests that the phrase should instead be interpreted as allowing a range extending from a bedroom within a unit to two complete units. This interpretation had not occurred to staff, but since it could arguably be made from the text of the definition, staff is bringing the question forward to the Planning Commission for its consideration.

By way of further background on the definition of the term “vacation rental”, in 2015, the City Council asked the Planning Commission to develop recommendations on the concept of a “boarding room license” that would have established regulations and permit process for the short-term rental of bedrooms within a home. As requested by the City Council, the Planning Commission developed a draft ordinance that would have implemented the boarding room license concept. However, the City Council ultimately

declined to proceed with the ordinance (which was consistent with the Planning Commission's recommendation). In staff's view, the fact that the boarding room license concept was aimed at addressing the short-term rental of a bedroom within a residence, supports the interpretation that the current vacation rental regulations and definition does not encompass the rental of a bedroom within a residence.

Note: The subject property is not eligible for consideration as a bed and breakfast, because the residence is not a historic structure or a replica of a historic structure, as required per Development Code section 19.50.050.C.

**CONSISTENCY WITH OTHER  
CITY ORDINANCES/POLICIES** (Not Applicable to this Project)

**ENVIRONMENTAL REVIEW** (Not Applicable to this Project)

Pursuant to Section of 15303 of the State CEQA Guidelines, conversion of an existing small structure from one use to another is considered Categorically Exempt from the provisions of CEQA (Class 3 – Conversion of Small Structures).

**DISCUSSION OF PROJECT ISSUES**

In and of itself, the application does not appear to raise any significant compatibility issues with respect to neighboring properties, especially as the owners would continue to reside in the home and would be present when the guest room is rented. However, the interpretation of the "vacation rental" definition put forward by the applicants is questionable in staff's view and, if supported by the Planning Commission, could lead to similar applications for other residences on properties within the Mixed Use zone.

**RECOMMENDATION**

Staff recommends that the application be denied, based on a determination by the Planning Commission that the definition of "vacation rental" does not encompass the short-term rental of a bedroom or guestroom within a single-family residence.

**Attachments**

1. Findings of Project Approval
2. Draft Conditions of Approval
3. Location map
4. Project Narrative
5. Site Plan

cc: Patrick and Barbara Collins  
78 Chase Street  
Sonoma, CA 95476

**DRAFT**

City of Sonoma Planning Commission  
**FINDINGS OF PROJECT APPROVAL**  
Collins Vacation Rental Use Permit – 78 Chase Street  
February 11, 2016

Based on substantial evidence in the record, including but not limited to the staff report, and upon consideration of all testimony received in the course of the public review, including the public review, the City of Sonoma Planning Commission finds and declares as follows:

**Use Permit Approval**

1. That the proposed use is consistent with the General Plan and any Specific Plan;
2. That the proposed use is allowed with a conditional Use Permit within the applicable zoning district and complies with all applicable standards and regulations of the Development Code (except for approved Variances and Exceptions).
3. The location, size, design, and operating characteristics of the proposed use are compatible with the existing and future land uses in the vicinity; and
4. The proposed use will not impair the architectural integrity and character of the zoning district in which it is to be located.

City of Sonoma Planning Commission  
**CONDITIONS OF PROJECT APPROVAL**  
Collins Vacation Rental Use Permit – 78 Chase Street  
February 11, 2016

1. The vacation rental unit shall be operated in conformance with the project narratives except as modified by these conditions and the following:
  - a. The vacation rental use shall be limited to a single bedroom.
  - b. This permit does not constitute an approval for a Special Event Venue as defined under Section 19.92.020 of the Development Code
  - c. The owners shall be present within the residence when the vacation rental is in use.

*Enforcement Responsibility: Planning Department*  
*Timing: Ongoing*

2. A minimum of two on-site parking spaces shall be maintained.

*Enforcement Responsibility: Planning, Department*  
*Timing: Ongoing*

3. The applicant/property owner shall obtain and maintain a business license from the City for the vacation rental use, and shall register with the City to pay associated Transient Occupancy Taxes (TOT) and Tourism Improvement District (TID) fees for the vacation rental unit.

*Enforcement Responsibility: Planning Department; Finance Department*  
*Timing: Prior to operating the vacation rentals and ongoing*

4. Fire and life safety requirements administered by the Fire Department and the Building Department shall be implemented. Minimum requirements shall include approved smoke detectors in the vacation rental bedroom, installation of an approved fire extinguisher in the structure, and the inclusion of an evacuation plan posted in the vacation rental bedroom.

*Enforcement Responsibility: Building Department; Fire Department*  
*Timing: Prior to operating the vacation rentals and ongoing*

5. The vacation rental unit shall comply with the annual fire and life safety certification procedures of the Fire Department.

*Enforcement Responsibility: Fire Department*  
*Timing: Ongoing*

7. Any signage proposed in association with the vacation rental shall be subject to review and approval by Planning Department staff or the Design Review & Historic Preservation Commission as applicable.

*Enforcement Responsibility: Planning Department; DRHPC*  
*Timing: Prior to installation of any signage for the vacation rental*

8. All Building Department requirements shall be met, including applicable Building Code requirements related to compliance with CALGreen standards, the change in use/occupancy of the structures, and ADA requirements (i.e. disabled access, disabled parking, accessible path of travel, bathrooms, etc.).

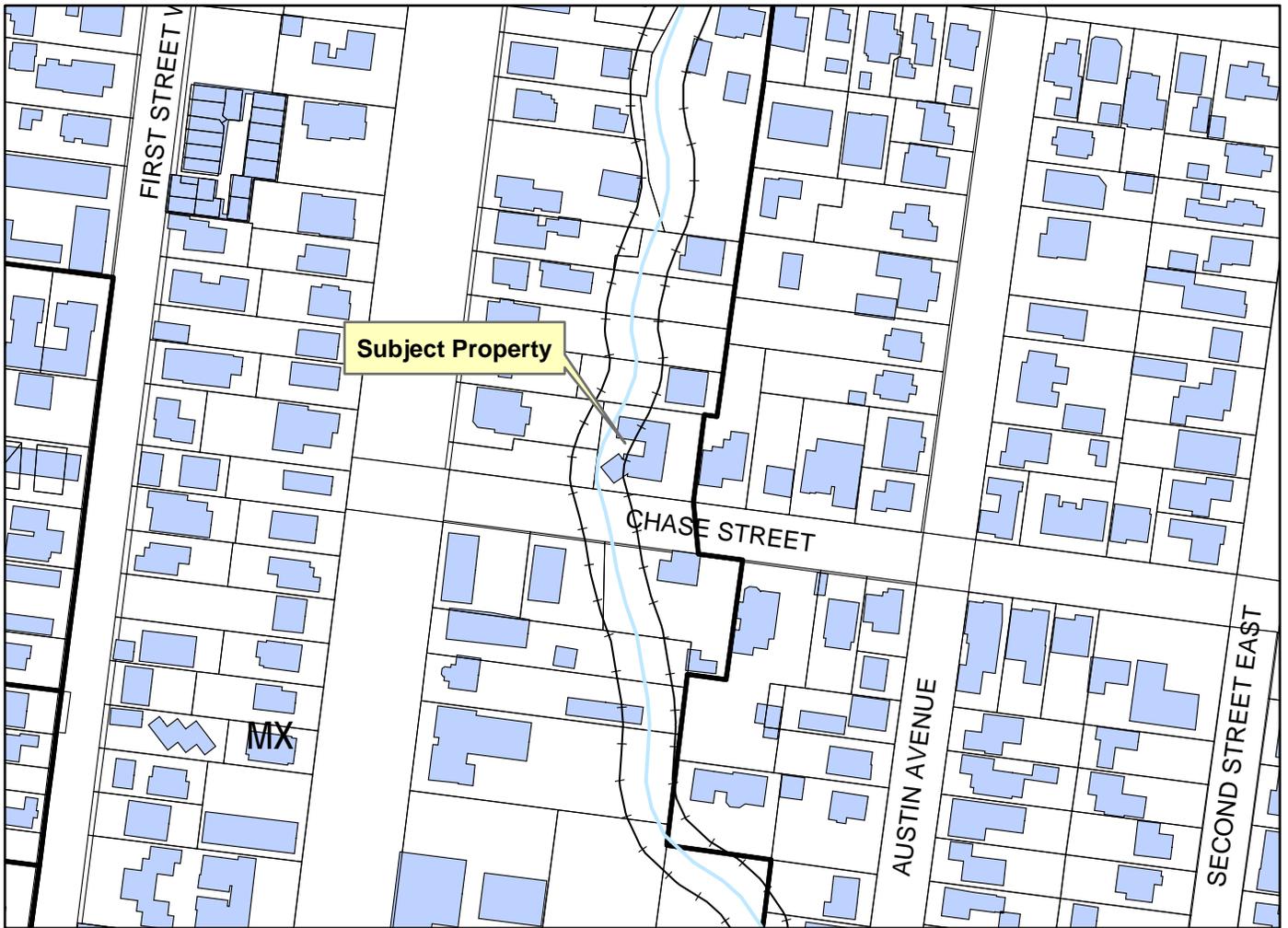
*Enforcement Responsibility: Building Department*  
*Timing: Prior to construction; Prior to operating the vacation rentals*

9. The applicant shall receive any necessary approvals/clearances from the Sonoma County Environmental Health Division and Sanitation Division of Sonoma County Planning & Management Resource Department before the bed and breakfast inn becomes operational.

*Enforcement Responsibility: Building Department*

*Timing: Prior to Issuance of Occupancy Permit*

# Vicinity Map

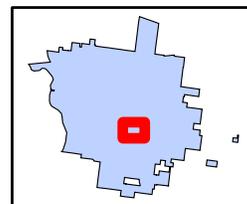


## Zoning Designations

### Project Summary

<i>Project Name:</i>	Collins Vacation rental
<i>Property Address:</i>	78 Chase Street
<i>Applicant:</i>	Patrick and Barbara Collins
<i>Property Owner:</i>	Same
<i>General Plan Land Use:</i>	Mix Use
<i>Zoning - Base:</i>	Mixed Use
<i>Zoning - Overlay:</i>	Historic
<i>Summary:</i>	
Application for a Use Permit to allow a vacation rental.	

- R-HS Hillside Residential (1 D.U./10 acres, maximum)
- R-R Rural Residential (2 D.U./acre, maximum)
- R-L Low Density Residential (2-5 D.U./acre)
- R-S Sonoma Residential (3-8 D.U./acre)
- R-M Medium Density Residential (6-10 D.U./acre)
- R-H High Density (9-12 D.U./acre)
- R-O Housing Opportunity (15-20 D.U./acre)
- R-P Mobile Home Park (7 D.U./acre, maximum)
- MX Mixed Use (12 D.U./acre, maximum)
- C Commercial (15 D.U./acre, maximum)
- C-G Commercial-Gateway (15 D.U./acre, maximum)
- W Wine Production
- P Public Facility
- Pk Park
- A Agriculture



1 inch = 200 feet

RECEIVED

DEC 28 2015

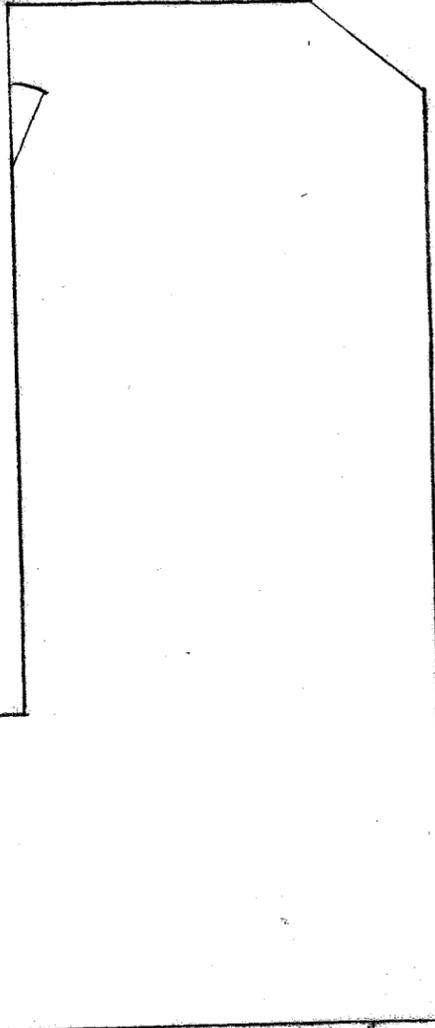
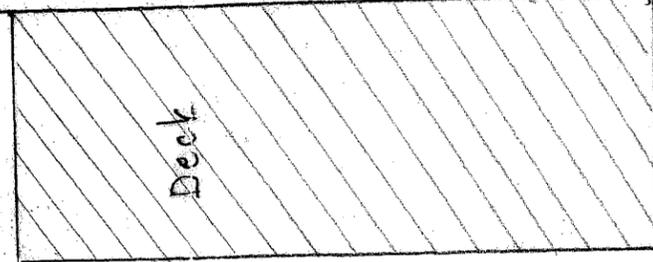
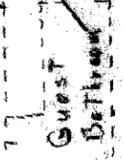
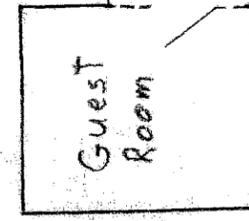
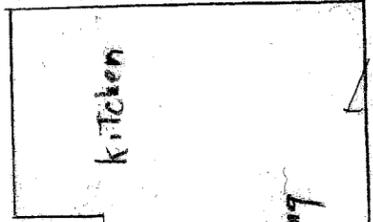
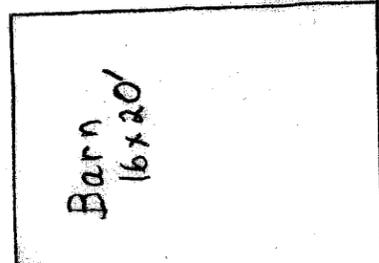
CITY OF SONOMA

## **Project Narrative**

We are requesting a use permit for a vacation room rental under City of Sonoma Code 19.50.110. We would like to do short term room rentals with AirBNB by renting our guest bedroom with private bathroom. We will only allow this when we are physically on the premises and anticipate to rent around 10-12 days per month primarily during the summer months. We will not be furnishing any meals but will offer kitchen privileges if requested. Maximum number of guests will be limited to 2 people. Our immediate neighbors are well aware of our intent and have not voiced any objections.

Chase St

NATHANSON Creek



90'

1/16" = 1'

**Agenda Item Title:** Application for an Exception from the fence design standards for fencing on the property.

**Applicant/Owner:** Ted and Pamela Wittig

**Site Address/Location:** 440 Lovall Valley Road

**Staff Contact:** Wendy Atkins, Associate Planner  
Staff Report Prepared: 02/02/16

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**PROJECT SUMMARY**

**Description:** Application of Ted Wittig for an Exception from the fence design standards for fencing on the property at 440 Lovall Valley Road.

**General Plan Designation:** Low Density Residential (LR)

**Zoning:** **Base:** Low Density Residential (R-L) **Overlay:** None

**Site Characteristics:** The property is a ±7,590-square foot lot located on the north side of Lovall Valley Road, midblock between Fourth Street East and Wilking Way. The property is currently developed with a single-family home.

**Surrounding Land Use/Zoning:** **North:** Single-family home /Low Density Residential  
**South:** Winery/Wine Projection  
**East:** Single-family home/Low Density Residential  
**West:** Single-family home/Low Density Residential

**Environmental Review:**

<input checked="" type="checkbox"/> Categorical Exemption	<input type="checkbox"/> Approved/Certified
<input type="checkbox"/> Negative Declaration	<input checked="" type="checkbox"/> No Action Required
<input type="checkbox"/> Environmental Impact Report	<input type="checkbox"/> Action Required
<input type="checkbox"/> Not Applicable	

**Staff Recommendation:** Staff recommends approval, subject to conditions.

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## **PROJECT ANALYSIS**

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### **BACKGROUND**

In December 2015, a complaint was filed with the City regarding the height of fencing constructed on the subject property. Upon investigation, staff found that the replacement fence under construction on the property did not comply with the fence design standards set forth in the City of Sonoma Development Code. Subsequently, a code enforcement letter was sent to the property owner identifying the violation and outlining options to address the matter. As a result, the property owner halted construction and filed an application for an exception to the fence height standards in order to complete the fencing as constructed.

### **DETAILED PROJECT DESCRIPTION**

The applicant is requesting an exception from the fence design standards in order to legalize an existing eight-foot tall fence constructed of solid material located along the west and the north portions of the property. The fence is comprised of wood with a length of 66 feet on the north property line and 80 feet on the west property line. The section of the fence along the east portion of the property is currently under construction and not yet complete. This section is 80 feet long and is proposed to match the design of the other fence segments. According to the applicant, the purpose of the fence is to provide privacy for a new deck at the rear of the house.

### **GENERAL PLAN CONSISTENCY** ( **Not Applicable to this Project**)

The property is designated Low Density Residential by the General Plan, which permits single-family homes and related accessory structures. The proposal does not raise any issues in terms of consistency with the goals and policies of the *City of Sonoma 2020 General Plan*.

### **DEVELOPMENT CODE CONSISTENCY** ( **Not Applicable to this Project**)

*Fence Height and Design Requirements:* Rear and interior setback fences are limited to a height of seven feet of solid material. An additional one foot of height is allowed (to a maximum of eight feet tall), but all fencing material above seven feet in height shall be open grill or latticework, or a similar open design allowing light and air to pass through at least 40 percent of the fencing material, unless the Planning Commission approves an Exception from the fence height standards. In order to approve an Exception, the Planning Commission must make the following findings:

1. *The fence will be compatible with the design, appearance, and physical characteristics of the site and other existing structures in the surrounding neighborhood;*

Staff observed one additional over height fence within a one-block radius of the subject property (along Wilking Way). There are also two properties in the neighborhood that make use of hedges taller than 3.5 feet within the required front yard setback (also along Wilking Way). In addition, the applicant has provided a list of properties elsewhere in the larger neighborhood that feature over-height fences, although in some cases these appear to be examples of fences that have been built back-to-back, with the result that the adjoining lattices do not provide 40% transparency

Although the fence would be not be taller than any other fence located within the rear and interior setback areas in the immediate neighborhood, the fence would be the only eight-foot fence constructed of a solid material in the immediate neighborhood. In staff's view, the proposed fence is generally compatible with neighborhood conditions in terms of its design. However, as discussed below, staff has some concern about the height of the fence.

2. *The height, orientation, and location of the fence is in proper relation to the physical characteristics of the site and surrounding properties;*

Since the house and the new deck on the subject property are constructed on a ten inch slab, it could be reasoned that the solid fence height on the west and north portions of the property should be allowed as means of enhancing privacy, not only for the subject property but for the properties adjoining on the north and west. However, staff does not see a necessity for a fence of eight feet of solid material on the east portion of the property. This portion of the fence does not provide privacy for the deck. In addition, because it adjoins a private drive, it is readily visible from the public street. Staff suggests that the design of the east fence segment comply with the normal standard of seven feet of solid material and one-foot of trellis.

3. *The fence is a planned architectural feature and does not dominate the site or overwhelm adjacent properties, structures, or passersby;*

The fence design has an attractive appearance. However, staff is concerned that an eight-foot tall fence constructed of solid material may appear to dominate the site. The length of the east section of fence at 80 feet contributes to this issue. In light of the length of the fence, staff suggests that the height of the east portion of the fence be reduced to seven feet of solid material and one-foot of trellis.

4. *The fence will be of sound construction and located so as not to cause a safety hazard.*

The fence is of sound construction. It does not appear that the fence would create a safety issue by obstructing vehicle or pedestrian sight lines at the street.

In summary, it is staff's view that the findings needed to support a fence height Exception can be made for the segments on the north and west, but that the height of the fence on the east portion of the property should be limited to a height of seven feet of solid material with an additional one-foot of trellis.

**CONSISTENCY WITH OTHER CITY ORDINANCES/POLICIES** (Not Applicable to this Project)

**ENVIRONMENTAL REVIEW** (Not Applicable to this Project)

Pursuant to Section of 15303 of the State CEQA Guidelines, the construction of accessory structures, including a fence, is Categorically Exempt from the provisions of CEQA (Class 3 – New Construction or Conversion of Small Structures).

**DISCUSSION OF PROJECT ISSUES**

The visibility of the fence from the sidewalk would be limited to a small portion on the west side and the entire portion on the east side. Staff is concerned that the proposed fencing along the east property line may appear to dominate the site due to its height and length. Although several neighbors have provided written support for the over height solid fence, staff is recommending that the height of the east portion of the fence be limited to seven feet of solid material and one-foot of trellis.

**RECOMMENDATION**

Staff recommends approval subject to the attached conditions including the requirement to construct the east segment of the fence with a height of seven feet of solid material and one-foot of trellis.

Attachments

1. *Findings of Project Approval*
2. *Draft Conditions of Approval*
3. *Vicinity Map*
4. *Site Plan*
5. *Project Narrative*
6. *Exhibit Locations*
7. *Picture of Proposed Fence*
8. *Letters of Support*
9. *Pictures of Former Fence*
10. *Pictures of Neighbor Fences*

cc: Ted Wittig  
440 Lovall Valley Road  
Sonoma, CA 95476

City of Sonoma Planning Commission  
**FINDINGS OF PROJECT APPROVAL**  
Wittig Fence Height Exception – 440 Lovall Valley Road

February 11, 2015

Based on substantial evidence in the record and upon consideration of all testimony received in the course of the public review, including the public review, the City of Sonoma Planning Commission finds and declares as follows:

**Findings for an Exception to the Fence Height Standards**

1. The fence will be compatible with the design, appearance, and physical characteristics of the site and other existing structures in the surrounding neighborhood;
2. The height, orientation, and location of the fence is in proper relation to the physical characteristics of the site and surrounding properties;
3. The fence is a planned architectural feature and does not dominate the site or overwhelm adjacent properties, structures, or passersby; and
4. The fence will be of sound construction and located so as not to cause a safety hazard.

City of Sonoma Planning Commission  
**FINDINGS OF PROJECT APPROVAL**  
Wittig Fence Height Exception – 440 Lovall Valley Road

February 11, 2015

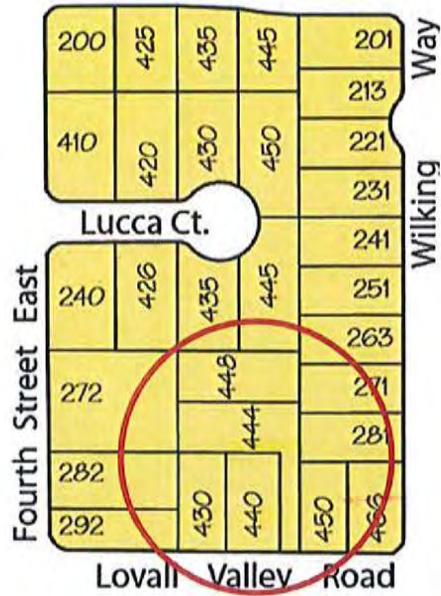
1. The project shall be constructed in conformance with the approved site plan and picture of existing conditions except as modified by these conditions.

*Enforcement Responsibility: Planning, Building and Public Works*  
*Timing: Ongoing*

2. The west and north portions of the fence shall not exceed a height of eight feet of solid material. The east portion of the fence shall not exceed a height of seven feet of solid material with an additional one foot of lattice having a minimum of 40% transparency.

*Enforcement Responsibility: Planning, Building and Public Works*  
*Timing: Ongoing*

Lot Map



Google Map



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### References

1. City of Sonoma Letter, "Over Height Fence-440 Lowell Valley Rd. (VPN 018 – 101 – 059), dated December 14, 2015
2. City of Sonoma Uniform Application, Revised 12/2/15

JAN 15 2015

## I. Description

The subject property, 440 Lovell Valley Rd., across from Sebastiani Winery, is being remodeled. When completed, this one story dwelling will be approximately 2000 sq. ft. A new deck at the rear of the house is set at the same height as the dwelling floor. Overall, the site is essentially level.

As shown in Exhibit A and Exhibit B, there are two adjoining properties. To the west is Lot 440. To the north and east are lots 444 and 448, and their 20 foot access road. There are no other adjoining properties. In

All existing fence on the property is being replaced (see Exhibit C - Site Plan). In order to build a neighbor friendly fence, owners of the adjoining lots were consulted. Our neighbor to the west (Lot 430) requested that we build a privacy fence between the two properties, similar to what was there at the time. Specifically, the owner of Lot 430 requested that the fence block line-of-sight up to 8 feet, like the existing fence at the time (see Exhibit H - Previous Fence (430 / 450 Property Line). This request was largely based on the fact that the back decks on both properties are set at the height of the dwelling floor. Our other adjoining neighbor, Lots 444/448 and the access road, hoped for an architecturally stunning design.

Accordingly, we began building the fence shown in Exhibit D - Proposed Fence, with the following features:

- Maximum 8 feet tall. The bottom 6 feet is horizontal, tongue and groove (T/G) redwood. At the top 2 feet, is a grill of 2 inch slats separated by 1/8 inch gaps
- 4 x 6 posts are spaced at 6 feet OC and are buried at least 2 feet in concrete
- 1 inch aluminum bars are spaced throughout the night to provide an architectural feature and to integrate with the planned aluminum trellis over the deck
- The 440 side of the fence is stained to coordinate with the inside and out house colors. The outside of the fences unstained... natural redwood
- At the front of the house (south), side setback fences are 6 feet high, with a gate on the west side. Both sides of the setback fencing will be stained to coordinate with the house colors

A letter from the contractor, David Straube, is enclosed (Exhibit G). It confirms that fence height does not exceed 8 feet.

Both adjoining neighbors have been supportive, as evidenced by the attached correspondence (see Exhibit E and Exhibit F).

Fence construction has been stopped pending resolution of the complaint prompting issuance of Reference 1.

## II. Proposed Exception

We are seeking an exception for this "good neighbor" fence to Section 19.40 6.030 of the City of Sonoma development code, which states:

*"Pursuant to the Development Code, fencing in rear and interior side setbacks is limited to a height of 7 feet. An additional 1 foot of height is allowed (to a maximum of 8 feet tall), but all fencing material above 7 feet in height shall be open grill or latticework, or a similar open design allowing light and air to pass through at least 40% of the fencing material."*

There appear to be two requirements in the above Section: [1] fence height, and [2] density in the top foot. Fence height complies with Code requirements, as documented by the Contractor's Letter (Exhibit G). We are therefore requesting an exception, specifically to the 40% "openness" requirement in the top foot.

### III. Justification for Proposal

The primary reasons for this requested exception to the 40% "openness" requirement are privacy (as requested by neighbor 430) and consistency with existing fences in the immediate area, as reflected in Exhibits H through M. Exhibit B - Google Map locates these existing fences.

Both adjoining neighbors support the fence design. It is a "good neighbor" fence.

### IV. For an Exception

Reference 2 guidance is that the proposed exception must satisfy three findings for approval. In the subsections below, each finding is captured in italics, followed by a response.

#### A. Finding 1

*The adjustment authorized by the Exception is consistent with the General Plan, any applicable specific Plan, and the overall objectives of the Development Code.*

- New fencing coordinates beautifully with the general plan. Color of the stain complements interior and exterior house colors. In addition, aluminum bars are spaced throughout the height of the fence in order to integrate the fence with aluminum grating mounted atop the deck trellis. This trellis feature will provide needed shade from the sun, thereby reducing air-conditioning demand.
- The grill at the top of the fence provides the same privacy as the previous fence between Lots 440 and 430 [Exhibit E]. The same level of privacy was specifically requested by our adjoining neighbor in lot 430.
- Fence design, including the grill, is supported by both adjoining neighbors [Exhibit E and Exhibit F].

#### B. Finding 2

*An exception to the normal standards of the Development Code is justified by environmental features or site conditions; historical development patterns of the property or neighborhood; or interest in promoting creativity and personal expression in site planning and development.*

- The proposed "privacy" fence is consistent with existing and previous fencing in the neighborhood [Exhibits H through M]. Three nearby fences are topped with double, overlapping lattice providing line-of-sight privacy [Exhibits H, I, J and K].
- The proposed "good neighbor" design satisfies adjoining neighbors wishes [Exhibit E and Exhibit F].

#### C. Finding 3

*Granting the exception will not be detrimental to the public health, safety, or welfare, or injurious to the property or improvements in the vicinity and in the same zoning district.*

- The proposed fence is not detrimental to the public health, safety or welfare or injurious to the property or improvements in the city and the same zoning district.
- Fence integrity is sound, as stated in the Contractor's letter [Exhibit G].
- The proposed fence satisfies requests of adjoining neighbors and provides privacy similar to fences in the nearby neighborhood.
- Fencing looks the same from both sides, except for stain.

City of Sonoma  
Uniform Application Exception

- Fencing enclosing the setbacks (facing the street) is 6 feet tall.

Thank you for this opportunity to present a case for constructing a good neighbor, privacy fence.

Sincerely,

Ted Wittig

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Exhibit A - Lot Map

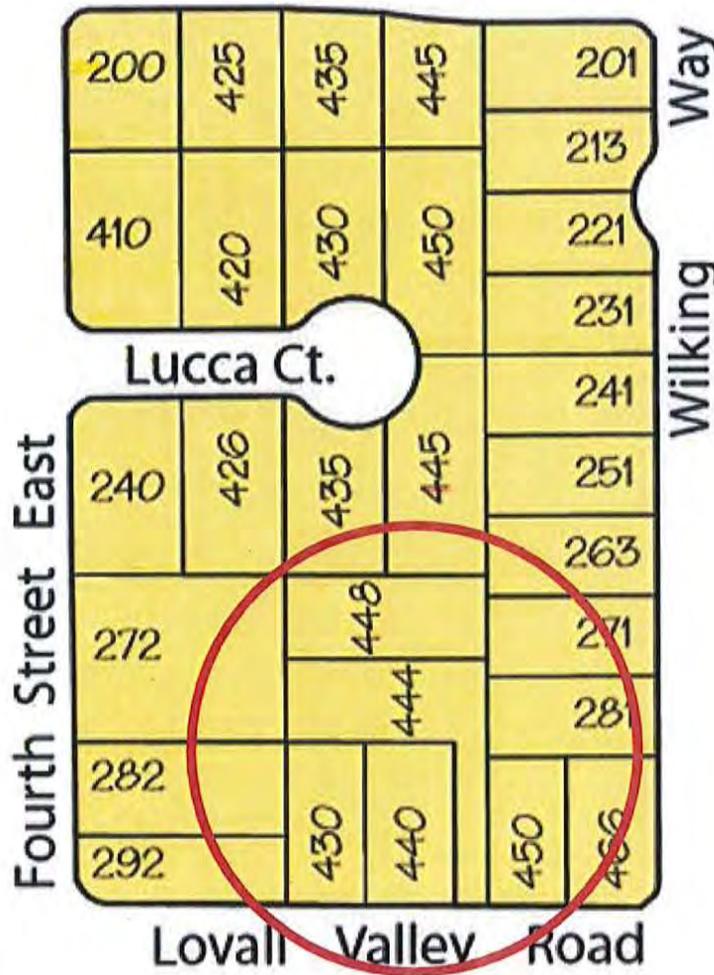


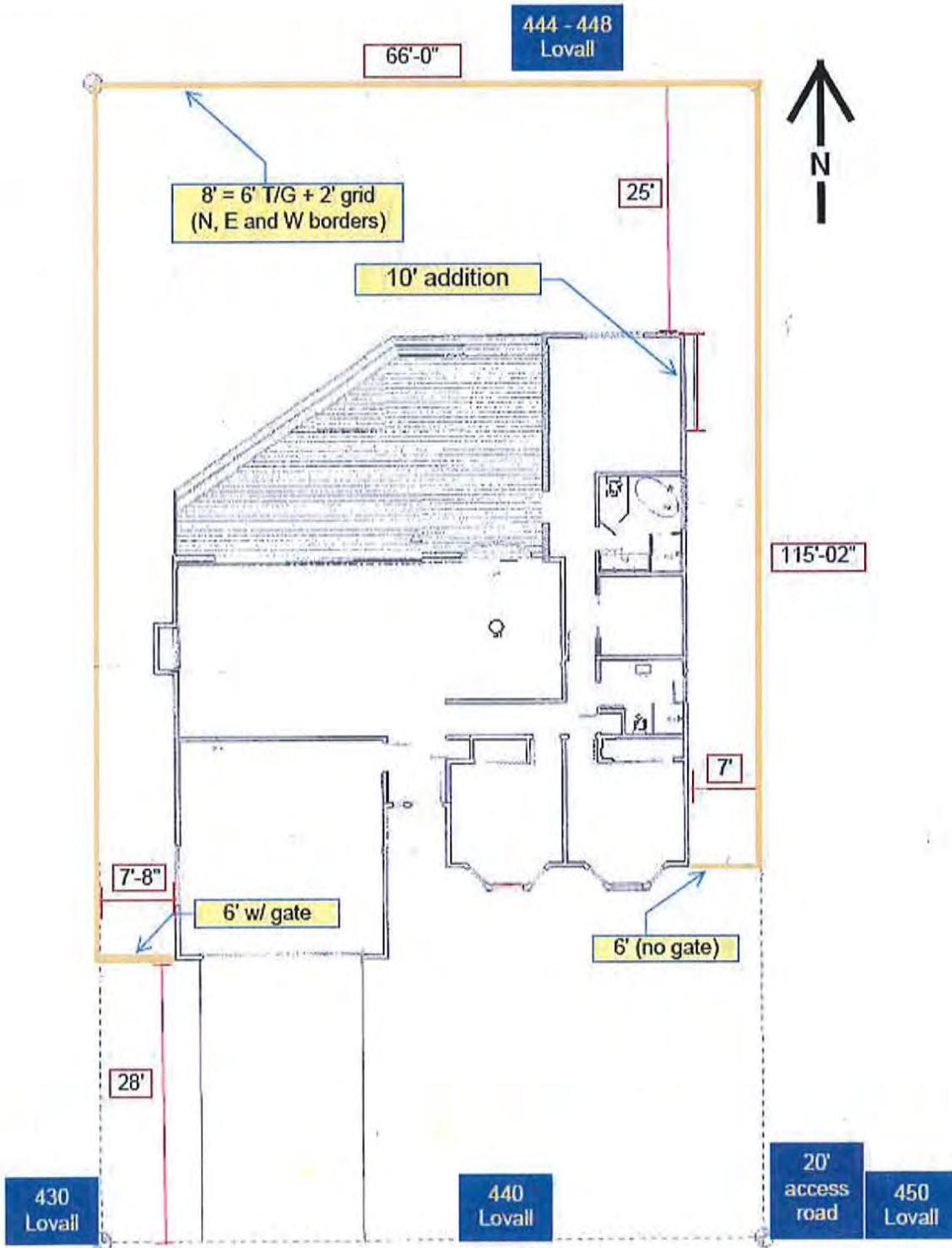
Exhibit B - Google Map



Exhibit Locations



Exhibit C - Site Plan



JAN 16 2016

Exhibit D - Proposed Fence



## Exhibit E - Cathy Murphy Letter (Lot 430)

Cathleen Murphy ~ 430 Lovall Valley Road, Sonoma, CA, 95476 ~ mobile #1.650.867.2345

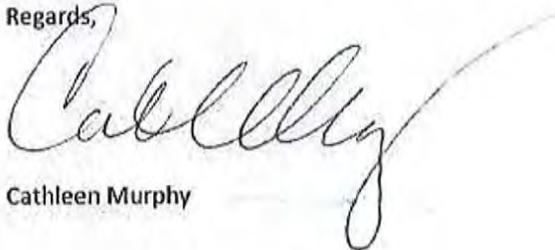
To: Ted and Pamela Wittig  
From: Cathleen Murphy  
Date: December 27, 2015  
RE: Adjoining Property Fence

In follow up to conversation regarding our adjoining fence, I want to thank you for incorporating my concerns for privacy in design of the replacement fence. As you know, the longstanding fence which you replaced, offered acceptable privacy to 8' via a commercially available closed lattice product on the top 2' of the fence. Although the new design is not completely solid, it achieves at least a reasonable level of privacy as adjoining neighbors.

Our similarly designed adjacent homes were built upon a foundation nearly 2' in elevation. The resultant direct line of sight into each other's homes from both exterior decks and interior windows/rooms demands that fence privacy be maintained to 8'. Without the privacy maintained to that level, there is essentially no privacy between the properties. In fact, without it, each of us can view not only the others' back yards but also the home interior from both the ground level deck and from all windows inside the homes. As discussed, your addition of a swimming pool, Jacuzzi and fire feature result in an *even greater* need for privacy. Frankly, without maintain what was the existing privacy, it has a very negative effect on not only the enjoyment, but also the property value of each of our homes.

Again, I'm grateful for your consultation with me and the one other adjoining neighbor early in your planning and design. Although the design allowing increased privacy between 6-8' affects only me on the west, I do appreciate that you considered my important privacy considerations in your construction. Quite a few fellow Sonoma residents have admired the fence, and are also, very supportive of the design, commenting that it tastefully serves the unique need for privacy between these 2 properties yet is not non-obtrusive nor does it negatively affect others.

Regards,



Cathleen Murphy

Exhibit F - Jeffrey Van Houten Email (Lots 444 / 448)

XFINITY Connect

tedwittig@comcast.net  
+ Font Size -

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**Re: Fencing Details**

---

**From :** jeffrey van houten <jeffreyvanh@yahoo.com> Wed, Jan 06, 2016 04:51 PM  
**Subject :** Re: Fencing Details  
**To :** tedwittig@comcast.net  
**Cc :** Philip Oggero <philipoggero@gmail.com>  
**Reply To :** jeffrey van houten <jeffreyvanh@yahoo.com>

Hi Ted -

We like your fence - in particular the quality and detailing - and we really appreciate you providing the details and information for our input. We have no objection whatsoever to the density of the top two feet.

I hope this helps with your approval efforts.

Thanks for giving us the opportunity to comment.

Regards,  
Jeff Van Houten

Exhibit G - Contractor Letter

To whom it may concern

The fence in the back yard of 440 Lovall Valley rd Sonoma was built using all construction heart or better redwood. The fence is built to be 8' tall at its highest points off of finish grade. It is built level on top with step downs as necessary to follow natural grade, maintaining minimum and maximum heights. The two sections that return to the home will be built at 6' tall off of finish grade. The posts are 4x6 Redwood vs standard 4x4 with the 5 1/2" dimension perpendicular to the fence to add strength for the 8' height. All posts are set in concrete not "fence post concrete" again for maximum strength. The post holes are 10" - 12" in diameter and 28" deep on average and we used 3 bags of concrete per post. It is a very stout fence I am confident in lasting a long time.

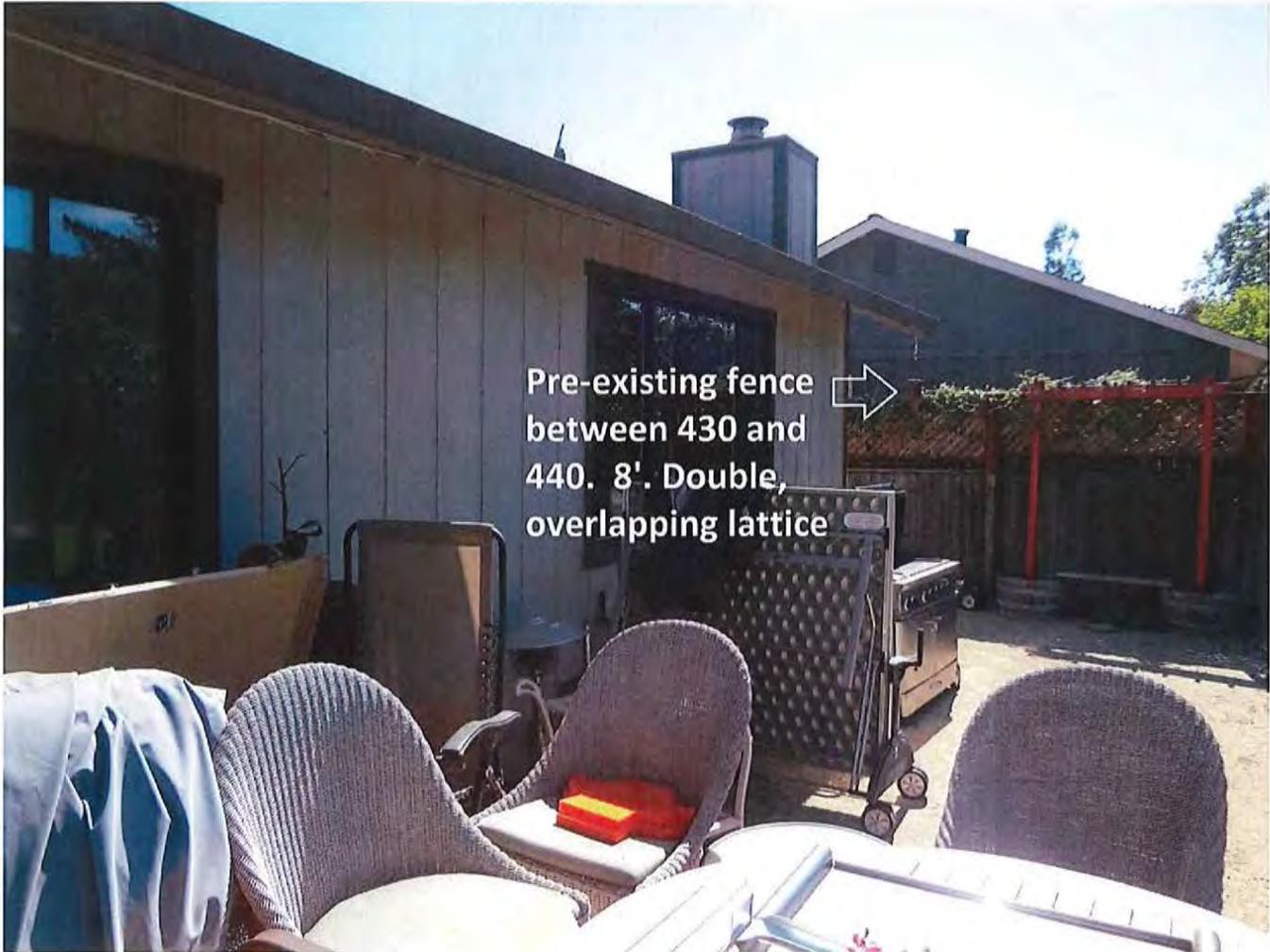
Dave Straube  
David Straube Construction  
lic#839881  
161 E Thomson Ave  
Sonoma CA  
95476



1-8-16

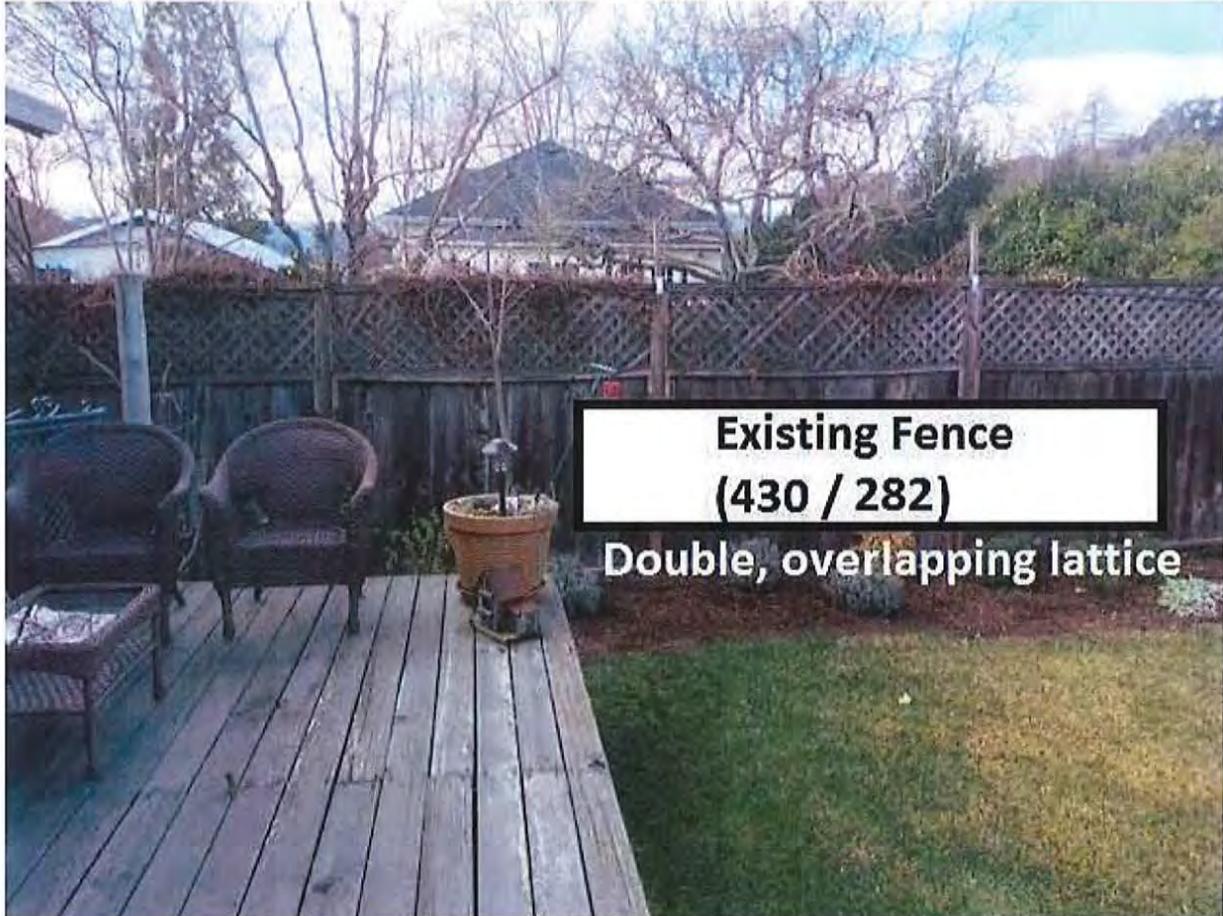
*Exhibit H - Previous Fence (430 / 440 Property Line)*

- 8' tall fence (max)
- Top 2' is double, overlapping lattice (privacy)



*Exhibit 1 - Existing Fence (430 and 282 / 292)*

- 8' fence
- Top 2' is double, overlapping lattice and ivy (privacy)



*Exhibit J - Existing Fence (450 / 281) – Elevation*

- 8' tall
- Top 2' is double, overlapping lattice (privacy)



*Exhibit K - Existing Fence (450 / 281) - Lattice Blowup*



**450 Lovall Valley Rd  
Top of rear fence (north)  
Double, overlapping lattice**

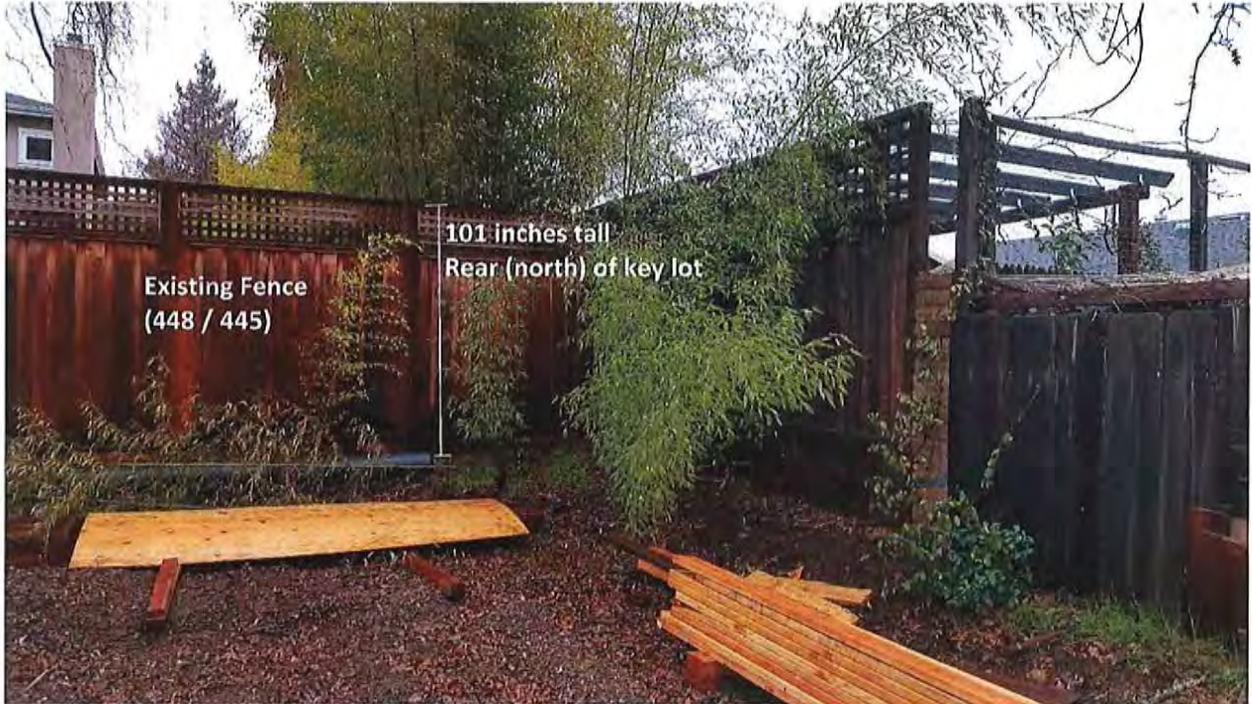
*Exhibit L- Existing Fence (444 / 281)*

- 90 inches tall
- Full privacy



Exhibit M - Existing Fence (448 / 445)

- 101 inches tall



**M E M O**

**To:** Planning Commission  
**From:** Planning Director Goodison  
**Re:** Review of proposed amendments to the Development Code implementing Housing Element directions and clarifying provisions related to the Mixed Use zone and Planned Development permits

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Staff has prepared a set of draft amendments to the Development Code addressing several issues that have been under discussion recently.

1. *Prohibition on the use of Second Units as Vacation Rentals*

The Housing Element includes two implementation measures that call for prohibiting the use of second units as vacation rentals. Implementation measure #4 relates to the adaptive re-use of historic structures and implementation measure #6 addresses second units generally. The attached ordinance would enact the restrictions called for in the Housing Element.

2. *Amending the description of the Mixed Use to make it clear that 100% residential development is an allowable use*

Recently, several members of the Planning Commission have raised the question of whether a 100% residential development may be applied for and approved in the Mixed Use zone. From staff's perspective, it has never been in question that the Mixed Use zone allows for 100% residential development, based on the following considerations:

A. With regard to the Mixed Use, the Housing Element of the General Plan expressly states "*Stand-alone residential development is permitted, as well as integrated residential/commercial mixed use.*" This has been the policy direction since at least 2003, when the Development Code was adopted, as the 2004 Housing Element includes the following passage: "*Stand-alone residential development is already permitted in the MU, C, and GC land use designations.*" Since the General Plan establishes the City's basic land use policies, in the event of ambiguity, provisions of the Development Code should be read and interpreted in a manner that is consistent with the General Plan.

B. The description of the Mixed Use zone in the Development Code may fairly be read as allowing 100% residential development. Section 19.10.020.C.1, of the Development Code, in which the Mixed Use zoning District is established, reads as follows:

*MX (Mixed Use) District. The MX zoning district is intended to allow for higher density housing types, such as apartments and condominiums, in conjunction with commercial and office development, in order to increase housing opportunities, reduce dependence on the automobile, and provide a pedestrian presence in commercial areas. Under this designation, long-standing commercial and industrial uses in otherwise residential areas may be preserved and, subject to use permit review, modified or intensified. The maximum residential density is*

*20 dwelling units per acre. The MX zoning district is consistent with the Mixed Use land use designation of the General Plan.*

In staff's view, as is the case with the other zoning district descriptions found in the Development Code, the language sets forth in broad strokes a range of examples of the types of uses that may be allowed in the Mixed Use zone. The description should not be read as defining a single type of use. This reading underscored by the fact that Table 2-3, which goes on to list each use that may be applied for in the Mixed Use zone, includes separate entries for different types of residential and commercial development. In other words, it is not contemplated that a single application could or should encompass the broad range of uses that are possible within the zoning district. The description of the Mixed Use zoning district goes on to specify that a housing component is normally required. In staff's view, this suggests that residential development is the default in the Mixed Use zone, rather than secondary.

- C. If an applications for 100% residential development is considered to be prohibited in the Mixed Use zone, that suggests that existing purely residential developments within the zone are non-conforming. There are a great many existing 100% residential developments in the Mixed Use and it is inconceivable to staff that it was the intent of the City Council and the Planning Commission to render them non-conforming.
- D. Over the years, the Planning Commission has approved a number of purely residential developments in the Mixed Use zone. Restricting examples to the Broadway corridor, staff has identified at least four separate project approvals for 100% residential, including a 6-unit condominium development approved in 2006 (not long after the Development Code was adopted) and the Merlo apartments at 830 Broadway, approved by this Planning Commission in 2015.

All of that said, if the Planning Commission believes that the language of the Development Code is ambiguous, then it should be clarified. The attached draft ordinance includes a proposed revision to addressing that issue.

### 3. *Planned Development Permit Clarification*

Although the Planning Commission has approved Planned Development permits on many properties having a Mixed Use zoning designation in the past, this allowance has been called into question. As set forth in section 19.54.070.B of the Development Code, residential and commercial zones are cited as being eligible for the Planned Development Permit, but the Mixed Use zone is not specifically mentioned. Until and unless this provision is modified, the City Attorney has recommended against processing applications Planned Development permit on properties having a zoning of Mixed Use. The Planned Development permit is a valuable tool that has particular relevance to potential developments in the Mixed Use zone. For example, with developments that combine residential and commercial uses, it is often desirable to separate those uses on lots that might not meet the normal lot size requirements. As with any discretionary permit, the Planned Commission is under no obligation to ever grant approval of a Planned Development permit. To the contrary, the findings for approval of a Planned Development permit set the highest standard of any of the discretionary permits in the Development Code. Staff would also note, stated in the attached memo to the Planning Commission from 2002, it was clearly the City's intent to extend the Planned Development permit allowance to the both the Mixed Use zone and the Commercial zones (as it had previously been restricted to residential zones). However, the language as adopted was not sufficiently clear and needs to be corrected.

## **Environmental Review**

The adoption of amendments to the Development Code implementing revisions that are called for in the Housing Element and that are necessary to comply with State law is exempt from environmental review, because there is no reasonably foreseeable likelihood that such actions would result in any significant environmental impact.

## **Recommendation**

Staff recommends that the Planning Commission hold a public hearing on the proposed amendments to the Development Code and recommend to the City Council that they be adopted.

### Attachments:

1. Draft Ordinance
2. Correspondence from Comm. Roberson
3. Memo to the Planning Commission dated February 27, 2002

# CITY OF SONOMA

## ORDINANCE NO. X - 2016

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SONOMA AMENDING TITLE 19 OF THE SONOMA MUNICIPAL CODE BY MAKING REVISIONS IN ACCORDANCE WITH IMPLEMENTATION MEASURES OF THE CITY'S HOUSING ELEMENT AND CLARIFYING PROVISIONS RELATED TO THE MIXED USE ZONE AND PLANNED DEVELOPMENT PERMITS

The City Council of the City of Sonoma does ordain as follows:

**Section 1.** Amendments to “Adaptive Reuse” (Title 19, Section 19.42.030) of the Sonoma Municipal Code.

Section 19.42.030 is hereby amended as set forth in Exhibit “A”.

**Section 2.** Amendments to “Vacation Rentals” (Title 19, Section 19.50.110) of the Sonoma Municipal Code.

Section 19.42.030 is hereby amended as set forth in Exhibit “B”.

**Section 3.** Amendments to “Zones and Allowable Use” (Title 19, Chapter 19.10) of the Sonoma Municipal Code.

Section 19.10.020.C.1 (MX (Mixed Use) District) is hereby amended as follows:

MX (Mixed Use) District. The MX zoning district is intended to allow for higher density housing types, such as apartments and condominiums, both separately and in conjunction with commercial and office development, in order to increase housing opportunities, reduce dependence on the automobile, and provide a pedestrian presence in commercial areas. Under this designation, long-standing commercial and industrial uses in otherwise residential areas may be preserved and, subject to use permit review, modified or intensified. The maximum residential density is 20 dwelling units per acre. The MX zoning district is consistent with the Mixed Use land use designation of the General Plan.

**Section 4.** Amendments to “Planned development permit” (Title 19, Section 19.54.070).

Section 19.54.070.B is hereby amended as follows:

B. Applicability. Planned development permits may be requested for any development project in any residential, mixed use, or commercial zoning district. Flexibility in the application of development standards may only be authorized with regard to the following requirements of Divisions II, III, and IV:

1. Structure location and setbacks, yard areas, and open spaces;
2. Parking and loading requirements, ingress and egress location;
3. Fences, walls and screening;
4. Landscaping requirements;

5. Lot area and dimensions.

The power to grant a planned development permit does not include allowed land uses or residential density regulations.

**Section 5.** Exemption from Environmental Review.

The amendments to the Municipal Code effected by this ordinance are exempt from environmental review pursuant to Section (b)(3) of title 14 of the California Code of Regulations, as it can be determined with certainty that there is no possibility that the proposed revisions to the Development Code, which are intended to implement directions set forth in the Housing Element and to clarify provisions related to planned development permits, will not have any significant impact on the environment.

**Section 6.** Effective Date.

This ordinance shall become effective thirty (30) days from and after the date of its passage.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Sonoma this XX day of XX, 2016.

## **Exhibit A**

### **19.42.030 Adaptive reuse.**

The adaptive reuse of historic structures within the historic overlay district, involving uses not otherwise allowed through the base zone, may be allowed subject to the approval of a conditional use permit, in compliance with SMC 19.54.040 and as set forth below.

A. Eligible Structures. The following types of structures are eligible for adaptive reuse:

1. Officially Designated Structures. Those structures of officially designated historical significance as indicated by (a) listing with the State Office of Historic Preservation, or (b) listing as a locally significant historic resource, regardless of whether they are located within the historic overlay zone.

2. Structures with Potential Historical Value. In addition to officially designated structures, there are other structures that may have historical value because of their age (usually more than 50 years old), and their contribution to the overall historic character of the community due to their unique architectural scale and style, use of design details, form, materials, or proportion, as may be documented through listing on the Sonoma League for Historic Preservation's inventory of historic structures. Such structures shall only be eligible for adaptive reuse if located within the historic overlay zone and shall not be eligible for consideration as a vacation rental.

B. Allowable Use. The following uses may be considered in an application for the adaptive reuse of a historic structure:

1. Residential Uses and Densities.

a. Allowable Residential Uses. Single- and multifamily dwellings and residential condominiums.

b. Allowable Residential Densities. The allowable residential density within the historic overlay district may exceed the normally allowable density under the subject general plan designation and zoning district, subject to the approval of the planning commission.

2. Nonresidential Uses.

a. Bed and breakfast inns;

b. Hotels;

c. Limited retail;

d. Mixed use (residential over commercial) developments;

e. Professional and service-oriented offices;

f. Restaurants (with or without outdoor dining facilities);

g. Vacation rentals (limited to structures listed or eligible for listing on the State Register of Historic Places), and

h. Wine tasting facilities.

C. Retention of Residential Character, Scale, and Style. Adaptive reuse projects shall retain a residential character, scale, and style (e.g., off-street parking areas would be prohibited in the front and street side setbacks, new construction would have a residential appearance, signs would be limited, etc.). The guidelines set forth in SMC 19.42.040 shall be considered by the planning commission in applications for adaptive reuse.

D. Compliance with Parking Standards. The above-listed uses shall be provided with suitable parking, in compliance with Chapter 19.48 SMC (Parking and Loading Standards).

E. Findings and Decision. The planning commission shall approve, with or without conditions, the adaptive reuse of an historic structure only if all of the following findings can be made, in addition to those identified in SMC 19.54.040 (Use permits). The alteration or adaptive reuse would:

1. Enhance, perpetuate, preserve, protect, and restore those historic districts, neighborhoods, sites, structures, and zoning districts which contribute to the aesthetic and cultural benefit of the city;
2. Stabilize and improve the economic value of historic districts, neighborhoods, sites, structures, and zoning districts;
3. Preserve diverse architectural design reflecting phases of the city's history, and encourage design styles and construction methods and materials that are compatible with the surrounding neighborhood(s);
4. Promote and encourage continued private ownership and utilization of structures now so owned and used; and
5. Substantially comply with the applicable Secretary of the Interior Standards and Guidelines for the Treatment of Historic Properties as well as the applicable requirements and guidelines of this chapter.

The following additional finding is required for applications for adaptive reuse as a vacation rental:

5. Restore and rehabilitate a historic structure and/or property, excluding second units, which is listed or eligible for listing on the State Register of Historic Places, that has fallen into such a level of disrepair that the economic benefits of adaptive reuse are necessary to stem further deterioration, correct deficient conditions, or avoid demolition as implemented in the conditions of project approval.

## **Exhibit B**

### 19.50.110 Vacation rentals.

This section sets forth requirements for the establishment and operation of vacation rental facilities.

A. Permit and Operational Requirements. The approval and operation of a vacation rental shall be subject to the following requirements and restrictions:

1. Conditional Use Permit Required. The establishment and operation of a vacation rental shall require the approval of a conditional use permit in compliance with SMC 19.54.040;
2. Maximum Number of Units. A vacation rental shall consist of no more than two complete residential units;
3. Business License Required. A business license is required for the establishment and operation of a vacation rental;
4. Transient Occupancy Tax. A transient occupancy tax registration form shall be completed, and the owner or manager shall pay transient occupancy tax;
5. Maximum Length of Stay. Visitor occupancy shall be limited to a maximum of 29 consecutive days;
6. Fire and Life Safety. Fire and life safety requirements as required by the fire department and the building division shall be implemented. Minimum requirements shall include approved smoke detectors in each lodging room, installation of an approved fire extinguisher in the structure, and the inclusion of an evacuation plan posted in each lodging room;
7. Annual Inspection. Each vacation rental shall comply with the annual fire and life safety certification procedures of the fire department;
8. Signs. One sign, with a maximum area of two square feet, shall be allowed subject to the approval of the city's design review and historic preservation commission;
9. Secondary Use. A vacation rental in the Commercial zone shall be allowed only in conjunction with an approved commercial use.
10. Second Units. Second units shall not be eligible for use as a vacation rental.

B. Licensed Vacation Rentals. Existing, licensed vacation rentals shall be allowed to continue as a legal, nonconforming use provided they comply with the requirements set forth in subsection (A)(4) through (A)(8) of this section. For the purpose of this section, "licensed" shall mean a vacation rental which as of November 3, 1999, has a valid business license and has registered to pay transient occupancy tax pursuant to SMC 3.16.060.

# Chip Roberson

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January 15, 2016

David Goodison  
No.1 The Plaza  
Sonoma, CA 95476

David,

In regard to item #2 from the January 14th, 2016 Planning Commission meeting, I wanted to document my interpretation of the application of Mixed-Use Zone designation in the Broadway Corridor.

In my review of the Development Code in preparation for last night's meeting, I found the following sections which informed my position that the code does not support an all-residential project on a parcel zoned Mixed-Use in the Broadway Corridor:

**19.92.020.M: *Mixed-Use Project.*** A project which combines both commercial and residential uses, where the residential component is typically located above the commercial.

The use of the conjunction “and” (without qualification) seems to imply that both commercial **and** residential are required in a project on a parcel zoned Mixed-Use.

**19.10.020.C.1 *MX (Mixed Use) District.*** The MX zoning district is intended to allow for higher density housing types, such as apartments and condominiums, in conjunction with commercial and office development, in order to increase housing opportunities, reduce dependence on the automobile, and provide a pedestrian presence in commercial areas. Under this designation, long-standing commercial and industrial uses in otherwise residential areas may be preserved and, subject to use permit review, modified or intensified. The maximum residential density is 20 dwelling units per acre. The MX zoning district is consistent with the Mixed Use land use designation of the General Plan.

Similarly, this area of the code seems to reinforce the “conjunction” (literally) of housing (residential) with commercial. While it does express an objective to “increase housing opportunities,” it places a maximum density on the residential while there appear to be few, if any, limitations on commercial. In fact, this section states that the commercial use may be “intensified.”

**19.10.020.C.2 Residential Component.** In applications for new development for which a discretionary permit is required, a residential component is required, unless waived by the Planning Commission. A residential component should normally comprise at least 50% of the total proposed building area.

Circumstances in which the residential component may be reduced or waived include, but are not limited to, the following:

- a. The replacement of a commercial use within an existing tenant space with another commercial use.
- b. The presence of uses or conditions incompatible with residential development on or adjacent to the property for which a new development is proposed.
- c. Property characteristics, including size limitations and environmental characteristics, that constrain opportunities for residential development or make it infeasible.
- d. Limitations imposed by other regulatory requirements, such as the Growth Management Ordinance.

This section of the code makes it clear that a residential component is “required” but that it can be “waived”. It does seem notable that the code fails to address whether the commercial component may be waived or not. Given the conjunctive statements outlined above, it’s hard for me to draw the conclusion that the commercial component can be waived.

**19.32.010.B Desired future.** Historic structures on Broadway will be pre-served, restored and re-used, while new development will respect and contribute to the character of the area. Mixed use development will be directed so as to retain the predominantly residential character of First Street West while enlivening Broadway with small-scale retail, office, and residential uses. With respect to the High School and the Middle School, careful placement of playing fields, parking and school uses will be required in order to assure compatibility with neighboring residential areas.

This section of the code only seems to reinforce the objective of the code that there be a commercial component in a parcel zoned Mixed-Use and that commercial component should front Broadway.

**19.02.030 – Procedures for Interpretation.** Whenever the City Planner determines that the meaning or applicability of any of the requirements of this Development Code are subject to interpretation generally or as applied to a specific case, the City Planner may issue an official interpretation. Interpretations may also be requested in compliance with this Section.

There is this section, which allows for interpretation by the City Planner but I'm struggling to find the basis which would allow for an interpretation that would allow for an all residential project on a parcel zoned Mixed-Use, specifically in the Broadway Corridor.

Lastly, there is section 19.02.020 D.2 which states:

***Applicable standards and permit requirements.*** When the City Planner determines that a proposed, but unlisted, use is equivalent to a listed use, the proposed use will be treated in the same manner as the listed use in determining where it is allowed, what permits are required and what other standards and requirements of this Development Code apply.

However, the preamble to this section appears to limit the scope of this clause to interpreting Article II, Section 19.10.050 (Allowable Land Uses and Permit Requirements).

I am hoping that I have overlooked some section of the code. However, barring such a revelation or an interpretation of the code by the City Planner, I do not see where I, as a member of the Planning Commission, can approve an all-residential project on a parcel zoned Mixed-Use in the Broadway Corridor.

Sincerely yours,

A handwritten signature in black ink that reads "Charles S. Roberson". The signature is written in a cursive, flowing style.

Charles S. "Chip" Roberson

## MEMO

**To:** Planning Commission  
**From:** City Planner Goodison  
**Subject:** Review of the draft Development Code—Article V (Planning Permit Procedures)

### Overview

In Article V, the various planning permits required for the use or development of property are defined, along with procedures and requirements for permit filing, processing, approval or disapproval, and expiration. Many of the permit types established in this Article are already in use by the City, but a few new permits are proposed. This Article does not address permits and procedures associated with the subdivision of land, as those are set forth in Article VI.

### **Applications: Filing and Processing (Chapter 19.52)**

This Chapter establishes the basic requirements and procedures applicable every planning application. The procedures set forth in this chapter are substantially similar to those currently in place. Based on previous direction from the Planning Commission, changes were made to the “Preapplication Review” section (19.52.040). The subsection describing the opportunity for Planning Commission study sessions was added at the suggestion of the Commission.

### **Planning Permit Approval or Disapproval (Chapter 19.54)**

In this chapter, the various planning permits are established, as follows:

- *Zoning Clearance:* This is a “new” permit but it reflects current practice. In essence, the Zoning Clearance is a way of documenting that a building permit or other non-discretionary permit has been checked for conformance with applicable requirements of the Development Code. For example, a building permit for a single-family residence is reviewed by Planning

staff in terms of height, coverage, and setbacks. There are no special submittal requirements and approval of the permit would normally consist of a signature on a building permit.

- *Temporary Use Permit:* Currently, there are many temporary activities that take place outside of the Municipal Code. Christmas Tree lots and temporary construction yards are two examples. The Temporary Use Permit recognizes this type of activity and establishes an administrative process for approving them. For uses that would exceed a certain time period, neighborhood notice of the activity would be required. Currently, this type of activity is regulated with a Zoning Permit, if at all (see Section 10 of the current Zoning Ordinance). However, there is no time restriction inherent to a Zoning Permit.
- *Use Permits:* The current Use Permit procedures are found in Section 13 of the Zoning Ordinance. Use Permits allow the Planning Commission to consider uses that may be desirable and appropriate within a certain Zoning District, yet have the potential to create conflicts with neighboring uses unless carefully regulated. The findings for approval are basically the same as those in place now, except that a fourth finding is added: *“The proposed use will not impair the architectural integrity and character of the of the Zoning District in which it is to be located.”*
- *Exceptions:* The “Exception” permit creates flexibility in the quantitative requirements of the Zoning Ordinance without the very restrictive findings associated with approving a Variance. In the current Zoning Ordinance, exceptions are defined in Section 13.B as a variant of a Use Permit. In the draft Development Code, new findings are provided, along with a limitation on the extent to which an Exception may vary from the normal requirement (30% is proposed).
- *Variances:* Variances allow the Planning Commission to authorize adjustments to the physical standards established by a Zoning Ordinance. The findings needed to approve a Variance are established by State law.
- *Planned Development Permit:* A Planned Development or Planned Unit Development process allows the Planning Commission to review a proposed development and allow changes in setbacks, coverage, and other quantified development standards (but not use or density). In the current Zoning Ordinance, PUD regulations are found on page B-7. Portions of this section were re-written in response to previous comments from the Planning Commission.

As a reminder, in a change from the provisions of the current Zoning Ordinance, the Planned Development process as set forth in the draft Development Code can be used for commercial and mixed use developments, as well as purely residential developments.

- *Site Design and Architectural Review.* Currently, many of the key provisions related to design review are found in Chapter 2.60 of the Municipal Code, in which the ARC is established. In the draft Development Code, the basic division of design review responsibilities between the Planning Commission and the ARC are retained.
- *Demolition Review:* Currently, the review of a discretionary demolition permit is only required for properties within the Historic District Overlay and the review is conducted by the ARC. The responsibility of the ARC to review applications for demolition is retained, but the findings for approval have been modified. The criteria for determining whether a structure is historically significant are new. Another difference between the draft code and current regulations is that, under the code, historically-significant structures located outside of the Historic District Overlay would be subject to demolition permit review requirements.

### **Permit Implementation, Time Limits, Extensions (Chapter 19.56)**

This chapter establishes generic requirements and procedures, applicable any planning permit, for performance guarantees, time limits and extensions, and revisions to approved project plans. The provisions addressing this last item are new to Sonoma, but this language has been previously reviewed by the Planning Commission.

### **Recommendation**

It is recommended that the Planning Commission review Article V of the draft Development Code and identify any final revisions prior to referring it to the City Council.

February 11, 2016  
Agenda Item 5

**M E M O**

**To:** Planning Commission

**From:** Planning Director Goodison

**Re:** Parameters and conduct of Study Sessions

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This item is intended as an opportunity for the Planning Commission to have an open ended discussion of study sessions, including objectives, desired submittal materials, possible limitations (e.g., number of study sessions on a given project, and any other topic of interest.