



COMMUNITY DEVELOPMENT AGENCY  
**PLANNING DIVISION**

October 28, 2014

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**SUBJECT:** Page Appeal of the Planning Commission's Approval of the Sleepy Hollow Homes Association Design Review 14-48  
1317 Butterfield Road, San Anselmo  
Assessor's Parcel 176-162-07

**RECOMMENDATION**

On September 8, 2014, the Marin County Planning Commission approved (4-2) the Sleepy Hollow Homes Association Design Review to demolish the existing clubhouse and pool house, and to construct a 6,700 square foot clubhouse, 290 square foot detached accessory structure and other various site improvements. On behalf of the Planning Commission, staff recommends the Board deny the appeal filed by Garril Page and sustain the Planning Commission's action by adopting the attached resolution to approve the project.

**SUMMARY:**

The property is located along the westerly side of Butterfield Road across from Irving Drive in the northernmost reaches of Sleepy Hollow. The surrounding community is developed with single-family residences of varying architectural styles, sizes and heights generally consistent with the development standards for the Sleepy Hollow-specific R1:BD zoning district (25 foot front yard setback, 10 foot side yard setbacks, 30 foot height limit, 15 foot height limit for detached accessory structures, and 30% floor area ratio maximum).

The 37,728 square foot property is generally flat with the front quarter of the property draining towards Butterfield Road and the rear three-quarters of the property draining towards Sleepy Hollow Creek. Although Sleepy Hollow Creek flows along the rear of the property, the proposed project is located outside of the 50-foot Stream Conservation Area buffer zone. Design Review is required as a condition of the Use Permit granted in 1950 which established the legal, conforming use of the property for a community center.

The project is located generally within the footprint of the existing clubhouse and will result in a net decrease of impervious surface area at the site from 27,451 square feet to 17,147 square feet. The project incorporates articulated building forms, limited fenestration along the upper floor, and an architectural theme that blends the proposed development into the surrounding built environment while minimizing the visual mass and bulk of the structure. The Planning Commission approved the

clubhouse with a maximum height of 29 feet as proposed, but reduced the height of the proposed detached accessory structure ("water tower") from 27 feet to 15 feet. With the exception of the detached structure's height, the Planning Commission's action is consistent with Planning staff's original administrative approval.

A number of individuals expressed concerns about the source of funding for the Sleepy Hollow Homes Association (SHHA) clubhouse project during the processing of the Design Review application. The question of project sponsorship and funding is outside of the regulatory scope of the Design Review process. The matter of how the project is funded is civil in nature and the County does not have the authority through its land use control to resolve issues between the SHHA and the community residents regarding this aspect of the project.

The appellant asserts the project does not comply with: (1) the requirements of the California Environmental Quality Act (CEQA); (2) the policies and programs of the Marin Countywide Plan; (3) the standards of the Marin County Development Code; and (4) the procedural requirements for the processing of a discretionary entitlement. Responses to these points are set out in the attached Board of Supervisors Resolution (see Attachment 1).

In summary, staff has not been presented with any evidence that would overturn the Planning Commission's determination, and maintains that the Planning Commission correctly followed the procedures of CEQA and made proper findings for approval of the project based on the Countywide Plan and Development Code.

**REVIEWED BY:**      *(These boxes must be checked)*

<input type="checkbox"/> Department of Finance	<input checked="" type="checkbox"/> N/A
<input checked="" type="checkbox"/> County Counsel	<input type="checkbox"/> N/A
<input type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> N/A

**SIGNATURE:**

Curtis Havel  
Senior Planner

**REVIEWED BY:**

Brian C. Crawford  
Director

**ATTACHMENTS**

1. Recommended Resolution Denying the Page Appeal and Conditionally Approving the Sleepy Hollow Homes Association Design Review
2. Garril Page Petition for Appeal, September 22, 2014
3. Letter from Evelyn Messinger, October 21, 2014
4. Letter from Catherine Davis, October 5, 2014

*Note: In order to conserve resources, the following documents have been provided only to the Board of Supervisors. These documents are available for public review on line at [www.marincounty.org/depts/cd/divisions/planning/projects](http://www.marincounty.org/depts/cd/divisions/planning/projects) and at the Community Development Agency, Planning Division during regular business hours: Monday through Thursday, 8:00 am to 4:00 pm.*

5. Minutes and approved Resolution PC 14-011 from the Planning Commission Hearing on September 8, 2014
6. Staff Report to the Planning Commission, September 8, 2014