

**Exhibit A**  
(Adopted by Planning Commission on June 1, 2000)

*Planning Commission Policy*

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**ROOM ADDITION IMPACT EVALUATION FOR WATERFRONT  
PROPERTIES**

Subject: Evaluation of Room Additions and Impacts to Neighboring Properties

Policy No.: 1-2000

Date of Planning Commission Approval: June 1, 2000

Effective Date of Policy: July 1, 2000

Background and/or Problem Statement: City residents often request Architectural Review/Use Permit approvals for property improvements (such as room additions) that generate controversy between the applicant and adjacent neighbors, or which raise design concerns by the Community Development Director. Controversy often results due to the potential impacts that a room addition creates to a neighboring property, such as blocking views to the lagoon or reducing interior sunlight. In these cases, it is very important that staff be able to demonstrate that its evaluation of a proposal was fair and unbiased, and that there is evidence that supports the recommendation to the Planning Commission.

Purpose of Policy: To establish a fair and unbiased review procedure for property improvements that may have a significant and adverse view or solar impact to a surrounding property, and to minimize criticism of the City regarding how room additions are assessed and evaluated, and how information is gathered and used to reach a decision.

Policy: When Planning/Code Enforcement Division staff evaluates room additions or similar property improvements that, in the opinion of the Community Development Director, may have significant and adverse view or solar impacts to *any* adjacent property, the project applicant should be directed to do the following:

1. Using inexpensive stakes and construction netting (or similar materials as specified in the table below), create a full scale mock-up of the proposed addition(s) on the subject property. The mock-up should illustrate the full scope of the proposed addition(s), including all exterior building walls and roof forms, and should be sized, located, and massed in a way that accurately reflects the proposed addition(s) on the property. The applicant shall leave the mock-up in place until such time as City staff, Planning Commissioners, and other interested parties have had an opportunity to review the mock-up.

<b>Mock-Up to Demonstrate Visual Impacts</b>	<b>Required Materials</b>
1. Building Walls 2. Roof	Wood; construction netting or tennis court netting
<b>Mock-Up to Demonstrate Solar Impacts</b>	<b>Required Materials</b>
1. Windows 2. Outdoor Yard Areas	Wood; tightly woven tennis court netting

2. Prior to review by the Planning Commission, staff will measure the mock-up's dimensions to ensure its accuracy and will use video and camera resources to document the location of the mock-up, including all views possible from the subject and adjacent properties.
3. In order to minimize possible concerns regarding ex-parte communications, staff will arrange to have interested members of the Planning Commission visit the site to review the mock-up. The purpose of this review is for the Commissioners to gather information. No official action will be taken. Up to two Commissioners can be invited to visit the site at the same time as staff, consistent with the requirements of the Brown Act. This may require two to three site visits by staff. Adjacent property owners will also be invited to the site with the Commissioners for this review and will be allowed to verify the accuracy of the mock-up.

After the above steps are completed, staff will use the information gathered to provide direction to the applicant or to assist in preparing a recommendation to the Planning Commission