

**From:** [DCD APCplanning](#)  
**To:** [anna.shane](#)  
**Subject:** RE: cds125-00116  
**Date:** Monday, January 5, 2026 07:36:02 AM  
**Attachments:** [image001.png](#)

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Anna:

Good morning.

1. To answer the question from your prior email, we unfortunately do not know at this time when the public hearing will take place for the project. This is because it all depends on when the home owner submits the application and how long it takes the assigned planner to review the proposal and prepare a full staff report. Please be advised that the assigned planner will contact you prior to scheduling the matter to ensure that you are available to attend.
2. Once a hearing is requested we do advise the applicant that there is a possibility to avoid a public hearing if the requestor rescinds their request. This is an opportunity for them to work with you and potentially address any concerns that you may have.
3. I am sorry if the applicant's attempt to reach out to you at your home caused you any concern. However, as stated on the original notice that was sent out, a request for public hearing must include the name and address of the requestor.

**SEAN TULLY**  
**PERMIT CENTER PLANNING MANAGER**  
**PRINCIPAL PLANNER**  
**CONTRA COSTA COUNTY**  
**DEPARTMENT OF CONSERVATION AND DEVELOPMENT**  
**30 MUIR ROAD**  
**MARTINEZ, CA 94553**  
**(925) 655-2878 DIRECT**  
**(925) 655-2700 OFFICE**

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**From:** anna shane <annashane1946@gmail.com>  
**Sent:** Saturday, January 3, 2026 1:52 PM  
**To:** DCD APCplanning <apcplanning@dcd.cccounty.us>  
**Subject:** Re: cds125-00116

**This Message Is From an External Sender**

This email originated from outside of Contra Costa County. Please do not click links or open attachments unless you are expecting this email.

Teressa and Sean,

The applicant showed up at my Kensington home a few minutes ago to pressure me into rescinding my request. I told him he ought not to have come to my home, and he said you gave him my address and suggested he approach me. He said if I didn't retract my request it would cost him thousands of dollars and asked if that was "okay" with me.

Hearings are normal. Even if i did not own a home near enough to have received a notification, anyone has the right to ask for a public hearing, and while we are not obligated to provide our reasons, I choose to explain, to tell you precisely why.

What made you think it was reasonable to give an adult man the address of a 79-year old woman and suggest he just show up at her front door?

I also received a phone message and a text message from one of his neighbors, asking my reason and telling me it will cost him thousands of dollars. Why didn't you tell him my reason?

Please let me know the time and date of the hearing as soon as it is scheduled.

Anna Shane

On Wed, Dec 17, 2025 at 3:24 PM DCD APCplanning <[apcplanning@dcd.cccounty.us](mailto:apcplanning@dcd.cccounty.us)> wrote:

Anna:

Good afternoon.

1. The submitted site plan provides planning staff with the location and use of the existing building/structures on the site. Additionally, the site plan provides the proposed use and location (setbacks from property lines) for the proposed accessory building. This is sufficient for staff to determine if the proposed structure is compliant with the allowed uses and the required minimum setback and yard requirements for the respective zoning district.

2. The additional elevation drawings provide the details and structure dimensions needed to identify the proposed design and size of the proposed structure.
  
3. The accuracy of the building's placement on the property is verified by a County Building Inspector after issuance of a building permit and prior to a final inspection. Often times a survey letter from a licensed professional or other formal documentation is required at the time of our inspector's visit at the site.

If you have any additional questions or concerns, please feel free to contact me at (925) 655-2878.

**SEAN TULLY**  
**PERMIT CENTER PLANNING MANAGER**  
**PRINCIPAL PLANNER**  
**CONTRA COSTA COUNTY**  
**DEPARTMENT OF CONSERVATION AND DEVELOPMENT**  
**30 MUIR ROAD**  
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**From:** anna shane <[annashane1946@gmail.com](mailto:annashane1946@gmail.com)>  
**Sent:** Wednesday, December 17, 2025 2:45 PM  
**To:** DCD APCplanning <[apcplanning@dcd.cccounty.us](mailto:apcplanning@dcd.cccounty.us)>  
**Subject:** Re: cds125-00116

I mean if you intend to approve the design without a code complaint site plan and incomplete submittal documents then i will ask the commissioners to require that you follow and enforce the law.

On Wed, Dec 17, 2025 at 2:39 PM anna shane <[annashane1946@gmail.com](mailto:annashane1946@gmail.com)> wrote:

you need to require they submit a code complaint site plan, and until they do you may not begin the design approval process. look up the code on submittal documents, it's 107.something. it is not possible to determine if it's acceptable without knowing how close to the property line based on an accurate boundary survey and how near to buildings on adjacent lots. A lot more is required under the state codes for public safety reasons. If you intend to approve an incomplete application please schedule a public meeting before the planning commissioners

so I may ask them to require their staff you to enforce the codes on submittal documents.

On Tue, Dec 16, 2025 at 4:59 PM DCD APCplanning

<[apcplanning@dcd.cccounty.us](mailto:apcplanning@dcd.cccounty.us)> wrote:

Anna:

Good afternoon. The site plan provided to you is the site plan that was provided by the applicant for this design review process. As we are simply conducting a design review, the submitted architectural-level site plan suffices for our review. If you have any additional questions, please do not hesitate to reach out to us again.

**SEAN TULLY**  
**PERMIT CENTER PLANNING MANAGER**  
**PRINCIPAL PLANNER**  
**CONTRA COSTA COUNTY**  
**DEPARTMENT OF CONSERVATION AND DEVELOPMENT**  
**30 MUIR ROAD**  
**MARTINEZ, CA 94553**  
**(925) 655-2700 OFFICE**

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**From:** anna shane <[annashane1946@gmail.com](mailto:annashane1946@gmail.com)>

**Sent:** Tuesday, December 16, 2025 3:39 PM

**To:** DCD APCplanning <[apcplanning@dcd.cccounty.us](mailto:apcplanning@dcd.cccounty.us)>

**Subject:** Re: cds125-00116

i mean a code compliant site plan, not just something labeled 'site plan.'

On Tue, Dec 16, 2025 at 3:23 PM anna shane <[annashane1946@gmail.com](mailto:annashane1946@gmail.com)>

wrote:

i want to see the site plan based on a boundary survey and the application.

On Tue, Dec 16, 2025 at 3:21 PM DCD APCplanning

<[apcplanning@dcd.cccounty.us](mailto:apcplanning@dcd.cccounty.us)> wrote:

Hi Anna,

Apologies for the additional email, attached are the plans for CDSL26-00116.  
Please don't hesitate to reach out if you have any additional questions.

Thank you,

**Teresa Datar**  
Planning Technician  
Contra Costa County|Department of Conservation & Development



*"The Department of Conservation and Development serves the public with expertise and integrity. We guide land use and construction, protect the environment, and work to create communities that are thriving, equitable, safe, and sustainable."*

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**From:** anna shane <[annashane1946@gmail.com](mailto:annashane1946@gmail.com)>  
**Sent:** Tuesday, December 16, 2025 10:17 AM  
**To:** DCD APCplanning <[apcplanning@dcd.cccounty.us](mailto:apcplanning@dcd.cccounty.us)>  
**Subject:** cds125-00116

re 6418 claremont garage design

received letter but no attached plans,

please forward completed application and plans to  
[annashane1946@gmail.com](mailto:annashane1946@gmail.com).