



**TOWN OF TIBURON**  
Tiburon Town Hall  
1505 Tiburon Boulevard  
Tiburon, CA 94920

Regular Meeting  
Design Review Board  
November 2, 2016  
7:00 p.m.

**AGENDA**  
**TIBURON DESIGN REVIEW BOARD**

**CALL TO ORDER AND ROLL CALL**

**Chair Kricensky, Vice Chair Emberson, Boardmembers Chong,  
Cousins And Tollini**

**ORAL COMMUNICATIONS**

Persons wishing to address the Design Review Board on any subject not on the agenda may do so under this portion of the agenda. Please note that the Design Review Board is not able to undertake extended discussion, or take action on, items that do not appear on this agenda. Matters requiring action will be referred to Town Staff for consideration and/or placed on a future Design Review Board agenda. Please limit your comments to no more than three (3) minutes. Any communications regarding an item not on the agenda will not be considered part of the administrative record for that item.

**STAFF BRIEFING (If Any)**

**PUBLIC HEARINGS & NEW BUSINESS**

**1. 85 EAST VIEW AVENUE**

File Nos. DR2016091, VAR2016026, VAR2016027, VAR2016028, VAR2016029, VAR2016030 & FAE2016009; David and Tandy Ford, Owners; Site Plan and Architectural Review for construction of a new single-family dwelling, with Variances for reduced front and side yard setbacks, excess lot coverage and excess building height, and a Floor Area Exception. The applicant proposes to construct a new four-story, 1,966 square foot house, which would result in a floor area ratio of 99.9%, which is greater than the 35.0% maximum for a lot of this size. The front yard setback would be zero feet in lieu of the minimum 15 feet. The east side setback would be 3 feet and the west side yard setback would be 3 feet, 4 inches, in lieu of the minimum 8 feet. The lot coverage of the house would be 1,231 square feet (62.5%), which is greater than the 30.0% maximum lot coverage permitted in the R-1 zone. The house would be 42 feet, 11 inches tall, in lieu of the maximum building height of 30 feet. Assessor's Parcel No. 060-105-67. [DW]

Documents:

[85 EAST VIEW AVENUE.PDF](#)

## **2. 6 VIA CAPISTRANO**

File Nos. DR2016105/VAR2016036; Top Tier Group, Inc., Owner; Site Plan and Architectural Review for construction of additions to an existing single-family dwelling, with a Variance for reduced side setback. The project would increase the floor area of the house by 661 square feet to a total of 4,026 square feet and would increase the lot coverage on the site by 108 square feet to a total of 2,281 square feet (11.1%). A portion of one addition would extend to within 10 feet, 1 inch of the west (left) side property line, in lieu of the minimum side setback of 15 feet. Assessor's Parcel No. 038-312-02 [DW] **WITHDRAWN**

Documents:

[6 VIA CAPISTRANO WITHDRAWAL.PDF](#)

## **ACTION ITEMS**

### **3. 150 AVENIDA MIRAFLORES**

File Nos. TREE2016001/TREE2016017; Edwin and Nancy Clock, Owners/Applicants/Appellants; Firuze Hariri, Applicant; Appeal of Planning staff approval of Tree Permit to permit the removal of one (1) Italian Stone Pine Tree and one (1) Cajeput tree, and appeal of Planning staff denial of Tree Permit to permit the after-the-fact- planting of one (1) Italian Stone Pine Tree, one (1) Cajeput Tree, one (1) Cotoneaster Tree and one (1) Privet Tree; Assessor's Parcel No. 039-111-09. [DW]

Documents:

[150 AVENIDA MIRAFLORES.PDF](#)

### **4. 22 RACCOON LANE**

File Nos. DR2016119/FAE2016013; Michael and Erin Tollini, Owners; Site Plan and Architectural Review for construction of additions to an existing single-family dwelling, with a Floor Area Exception. The project would convert 1,089 square foot of existing crawlspace into living space on the lower level. The total floor area of 3,523 square feet would be greater than the 2,829 square foot floor area ratio for this site. Assessor's Parcel No. 059-071-35. [KO]

Documents:

[22 RACCOON LN.PDF](#)

### **5. MINUTES**

Consider adoption of minutes of meeting of October 20, 2016.

## **ADJOURNMENT**

### **GENERAL PUBLIC INFORMATION**

#### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Division Secretary at (415) 435-7390. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

## **AVAILABILITY OF INFORMATION**

Copies of Design Review Board Agendas, Staff Reports, project files and other supporting data are available for viewing and inspection at Town Hall during business hours. Agendas and Staff Reports are also available at the Belvedere-Tiburon Public Library and on the Town of Tiburon website ([www.ci.tiburon.ca.us](http://www.ci.tiburon.ca.us)) after 5:00 PM on the Friday prior to the regularly scheduled meeting.

Any documents produced by the Town and distributed to a majority of the Design Review Board regarding any item on this agenda, including agenda-related documents produced by the Town after distribution of the agenda packet at least 72 hours in advance of the Board meeting, will be available for public inspection at Town Hall, 1505 Tiburon Boulevard, Tiburon, CA 94920.

Upon request, the Town will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please deliver or cause to be delivered a written request (including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service) at least five (5) days before the meeting to the Planning Division Secretary at the above address.

## **PUBLIC HEARING ITEMS AND BUSINESS ITEMS**

Public Hearing items and Business items provide the general public and interested parties an opportunity to speak regarding items that typically involve an action or decision made by the Board. If you challenge any decision in court, you may be limited to raising only those issues you or someone else raised at the meeting, or in written correspondence delivered to the Board at, or prior to, the meeting.

## **GENERAL PROCEDURE ON ITEMS AND TIME LIMIT GUIDELINES FOR SPEAKERS**

The Design Review Board's general procedure on items and time limit guidelines for speakers are:

- ❖ Staff Update on Item (if any)
- ❖ Applicant Presentation – 5 to 20 minutes
- ❖ Design Review Board questions of staff and/or applicant
- ❖ Public Testimony (depending on the number of speakers) – 3 to 5 minutes for each speaker; members of the audience may not allocate their testimony time to other speakers
- ❖ Applicant may respond to public comments – 3 minutes
- ❖ Design Review Board closes the public testimony period, deliberates and votes (as warranted)
- ❖ Time limits and procedures may be modified in the reasonable discretion of the Chairman

Interested members of the public may address the Design Review Board on any item on the agenda.

## **ORDER AND TIMING OF ITEMS**

No set times are assigned to items appearing on the Design Review Board agenda. While the Design Review Board attempts to hear all items in order as stated on the agenda, it reserves the right to take items out of order without notice.

*NOTE: ALL DESIGN REVIEW BOARD MEETINGS ARE AUDIO RECORDED*

## **TOWN OF TIBURON LATE MAIL POLICY**

**(Adopted and Effective 11/7/2007)**

The following policy shall be used by the Town Council and its standing boards and commissions, and by staff of the Town of Tiburon, in the identification, distribution and consideration of late mail.

**DEFINITION**

“Late Mail” is defined as correspondence or other materials that are received by the Town after completion of the written staff report on an agenda item, in such a manner as to preclude such correspondence or other materials from being addressed in or attached to the staff report as an exhibit.

**IDENTIFICATION OF LATE MAIL**

All late mail received by Town Staff in advance of a meeting shall be marked “Late Mail” and shall be date-stamped or marked with the date of receipt by the Town. Late mail received at a meeting shall be marked as “Received at Meeting” with a date-stamp or handwritten note.

**POLICY**

For regular meetings of the Town Council and its standing boards and commissions:

- (1) All late mail that is received on an agenda item prior to distribution of the agenda packet to the reviewing authority shall be stamped or marked as “Late Mail” and shall be distributed to the reviewing authority with the agenda packet.
- (2) All late mail received on an agenda item before 5:00 PM on the Monday prior to the meeting shall be date-stamped and marked as “Late Mail” and distributed to the reviewing authority as soon as practicable. Such mail shall be read and considered by the reviewing authority whenever possible. If the Monday, or Monday and Tuesday, prior to the meeting are a Town-recognized holiday, the deadline shall be extended to the following day at Noon.
- (3) Any late mail received on an agenda item after the deadline established in paragraph (2) above shall be date-stamped, marked as “Late Mail” and distributed to the reviewing authority as soon as reasonably possible, but may not be read or considered by the reviewing authority. There should be no expectation of, nor shall the reviewing authority have any obligation to, read or consider any such late mail, and therefore such late mail may not become part of the administrative record for the item before the reviewing authority.

These provisions shall also apply to special and adjourned meetings when sufficient lead time exists to implement these provisions. If sufficient lead time does not exist, the Town Manager shall exercise discretion in establishing a reasonable cut-off time for late mail. For controversial items or at any meeting where a high volume of correspondence is anticipated, Town staff shall have the option to require an earlier late mail deadline, provided that the written public notice for any such item clearly communicates the specifics of the early late mail deadline, and the deadline corresponds appropriately to any earlier availability of the agenda packet.

Pursuant to state law, copies of all late mail shall be available in a timely fashion for public inspection at Tiburon Town Hall, 1505 Tiburon Boulevard, Tiburon.