



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

Regular Meeting
Design Review Board
August 4, 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)

OLD BUSINESS

1. 65 HARRIET WAY

File No. DR2016032; J.R. Begg, Owner; Site Plan and Architectural Review for construction of additions to a single-family dwelling. The floor area of the proposed house would be 2,181 square feet and the house would cover 2,650 square feet (29.2%) of the site. Assessor's Parcel No. 034-212 -12. [KO]

Documents:

[65 HARRIET WAY.PDF](#)

PUBLIC HEARINGS & NEW BUSINESS

2. 2051 VISTAZO EAST STREET

File No. DR2016046; David Godfrey, Owner; Site Plan and Architectural Review for construction of additions to an existing single-family dwelling. The project would add a one-story wing to the upper level of the existing house, including a

family room, guest bedroom, office, bathroom and powder room. The floor area of the house would be increased by 1,190 square feet to a total of 4,412 square feet and the lot coverage would be increased by 1,310 square feet to a total of 3,913 square feet (9.1%). Assessor's Parcel No. 059-082-26. [DW]

Documents:

[2051 VISTAZO EAST STREET.PDF](#)

3. 8 APOLLO ROAD

File Nos. DR2016080 & VAR2016021; Cedric Barringer, Owner; Site Plan and Architectural Review for construction of additions to an existing single-family dwelling, with a Variance for excess lot coverage. The floor area and the lot coverage of the house would be increased by 726 square feet for a lot coverage of 35.3%, which is greater than the 30.0% maximum lot coverage allowed in the R-1 zone. Assessor's Parcel No. 034-301-14. [DW] **CONTINUED TO AUGUST 18, 2016**

Documents:

[8 APOLLO ROAD CONTINUANCE.PDF](#)

MINUTES

4. Regular Meeting Of July 21, 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) 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.



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Design Review Board Meeting
August 4, 2016
Agenda Item: **1**

STAFF REPORT

To: **Members of the Design Review Board**

From: **Community Development Department**

Subject: **65 Harriet Way; File No. DR2016032; Site Plan and Architectural Review for Construction of Additions to an Existing Single-Family Dwelling.**
Continued from July 21, 2016

BACKGROUND

At the July 21, 2016 Design Review Board meeting, the Board considered an application for the construction of additions to an existing single-family dwelling, on property located at 65 Harriet Way in the Bel Aire neighborhood. During the meeting, the neighbors at 50 Harriet Way voiced their opposition to the higher rooflines of the addition because the proposed roofline would be out of character with the other homes in the cul-de-sac and in the neighborhood and would have the appearance of a two-story design.

The Design Review Board determined that the roofline needed to be reduced in height to maintain the same scale as the other homes in the Bel Aire neighborhood and the Board and neighbors needed to see the revised story poles before a final decision can be made on the application. The Board provided direction to the applicant to design the home with modifications and continued the project to the August 4, 2016 Design Review Board meeting.

The applicant has submitted revised plans for the project which include the reduction of the overall height from 22 feet, 11 inches to 16 feet, 3 inches. All other improvements would remain the same as the previous submitted plans.

ANALYSIS

Design Issues

The modifications made by the application would appear to respond to the issues raised by the Design Review Board. The height of the proposed home would be reduced by approximately 6 feet, 6 inches. The design of proposed roofline would be similar to the existing roofline from the front elevation and would be consistent with the other homes in the neighborhood.

The existing story poles remain, but the revised roof pitch is shown with a string. The Design Review Board is encouraged to view the revised story poles to determine if the proposed roofline would create any visual impact on the adjacent homes.

As mentioned in the previous staff report, an existing shed is currently located on the southeast side of the property and it is unclear if the shed would remain or be removed from the property. Staff added a condition of approval for the property owner to remove the shed from the property.

Zoning

Staff has reviewed the proposal and finds that it is in conformance with the development standards for the R-1-B-A zone.

Public Comment

As of the date of this report, no letters have been received regarding the subject application since the July 21, 2016 meeting.

RECOMMENDATION

Staff recommends that the Board:

The Board should review this project with respect to Zoning Ordinance Section 16-52.020 (H) [Guiding Principles], and determine that the project is exempt from the provisions of the California Environmental Quality Act (CEQA) as specified in Section 15303. If the Design Review Board wishes to approve the application, it is recommended that the attached conditions of approval be applied.

- | | |
|--------------|--|
| Attachments: | <ol style="list-style-type: none">1. Draft Conditions of Approval2. Application and Supplemental Materials3. Design Review Staff Report dated July 21, 20164. Draft minutes from the July 21, 2016 Design Review Board Meeting5. Submitted Plans |
|--------------|--|

Prepared By: Kyra O'Malley, Associate Planner

ATTACHMENT 1

**DRAFT CONDITIONS OF APPROVAL
65 HARRIET WAY
FILE NO. DR2016032**

1. This approval shall be used within three (3) years of the approval date, and shall become null and void unless a building permit has been issued.
2. Construction shall conform to the application and plans dated by the Town of Tiburon on March 17, 2016 as amended by these conditions of approval. Any modifications to the plans dated July 25, 2016 must receive Design Review approval.
3. Project elements shown on construction drawings submitted to the Building Division for plan check shall be essentially identical to those project elements shown on drawings approved by the Design Review Board. The permit holder is responsible for clearly identifying on construction drawings any and all changes to project elements. Such changes must be clearly highlighted (with a “bubble” or “cloud”) on the construction drawings. A list describing in detail all such changes shall be submitted and attached to the construction drawings, with a signature block to be signed by the Planning Division Staff member indicating whether these changes have been reviewed and are approved, or will require additional Design Review approval. All such changes that have not been explicitly approved by the Town are not “deemed approved” if not highlighted and listed on construction drawings. Construction of any such un-approved project elements is in violation of permit approvals and shall be subject to Stop Work Orders and removal.
4. If this approval is challenged by a third party, the property owner/applicant will be responsible for defending against this challenge, with defense counsel subject to the Town’s approval. The property owner/applicant agrees to defend, indemnify and hold the Town of Tiburon harmless from any costs, claims or liabilities arising from the approval, including, without limitations, any award of attorney’s fees that might result from the third party challenge.
5. The applicant must meet all requirements of other agencies prior to the issuance of a building permit for this project.
6. All exterior lighting fixtures other than those approved by the Design Review Board must be down-light-type fixtures.
7. The project shall comply with the requirements of the California Fire Code and the Southern Marin Fire Protection District prior to issuance of a building permit.
8. All requirements of the Marin Municipal Water District shall be met prior to issuances of a building permit.
9. All requirements of the Richardson Bay Sanitary District shall be met prior to issuances of a building permit.

10. A construction sign shall be posted on the site during construction of the project, in a location plainly visible to the public. The sign shall be 24" x 24" in size and shall be made of durable, weather-resistant materials intended to survive the life of the construction period. The sign shall contain the following information: job street address; work hours allowed per Chapter 13 of the Tiburon Municipal Code; builder (company name, city, state, ZIP code); project manager (name and phone number); and emergency contact (name and phone number reachable at all times). The sign shall be posted at the commencement of work and shall remain posted until the contractor has vacated the site.
11. A copy of the Planning Division's "Notice of Action" including the attached "Conditions of Approval" for this project shall be copied onto a plan sheet at the beginning of the plan set(s) submitted for building permits.
12. The shed in the backyard shall be removed prior to issuances of building permits.



TOWN OF TIBURON LAND DEVELOPMENT APPLICATION



TYPE OF APPLICATION

- ☐ Conditional Use Permit
- ☐ Precise Development Plan
- ☐ Secondary Dwelling Unit
- ☐ Zoning Text Amendment
- ☐ Rezoning or Prezoning
- ☐ General Plan Amendment
- ☐ Temporary Use Permit

- ☒ Design Review (DRB)
- ☐ Design Review (Staff Level)
- ☐ Variance(s) _____ #
- ☐ Floor Area Exception
- ☐ Tidelands Permit
- ☐ Sign Permit
- ☐ Tree Permit

- ☐ Tentative Subdivision Map
- ☐ Final Subdivision Map
- ☐ Parcel Map
- ☐ Lot Line Adjustment
- ☐ Condominium Use Permit
- ☐ Seasonal Rental Unit Permit
- ☐ Other _____

APPLICANT REQUIRED INFORMATION

SITE ADDRESS: 65 HARRIET WAY PROPERTY SIZE: 9072 SQ FT
PARCEL NUMBER: 034-212-12 ZONING: R-1

PROPERTY OWNER: JR BEGG
MAILING ADDRESS: 925 SIR FANNY DRAY BLVD
CONCORD CA 94904
PHONE/FAX NUMBER: 415-272-9900 E-MAIL: JR.BEGG@GMAIL.COM

APPLICANT (Other than Property Owner): MARK LABOURDENE
MAILING ADDRESS: _____

PHONE/FAX NUMBER: _____ E-MAIL: _____

ARCHITECT/DESIGNER/ENGINEER DESIGN BUILD SPECIALISTS, INC
MAILING ADDRESS: 394 BEL MARIN KEYS BLVD, SUITE 5
NOVATO CA. 94949
PHONE/FAX NUMBER: 415-892-3932 E-MAIL: MARK@GGHR.COM
415-883-7475 (F)

Please indicate with an asterisk () persons to whom Town correspondence should be sent.*

BRIEF DESCRIPTION OF PROPOSED PROJECT (attach separate sheet if needed):

BUILD NEW GARAGE
ADD ONTO MASTER BEDROOM / ADD MASTER BATH
ENLARGE LIVING ROOM + KITCHEN
ADD MUD ROOM
ALL NEW ELECTRICAL SYSTEM

I, the undersigned owner (or authorized agent) of the property herein described, hereby make application for approval of the plans submitted and made a part of this application in accordance with the provisions of the Town Municipal Code, and I hereby certify that the information given is true and correct to the best of my knowledge and belief.

I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the Town grants the approval, with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge, with the defense counsel subject to the Town's approval. I therefore agree to accept this responsibility for defense at the request of the Town and also agree to defend, indemnify and hold the Town harmless from any costs, claims or liabilities arising from the approval, including, without limitation, any award of attorney's fees that might result from the third party challenge.

Signature:*

Date:

3/17/16

The property involving this permit request may be subject to deed restrictions called Covenants, Conditions and Restrictions (CC&Rs), which may restrict the property's use and development. These deed restrictions are private agreements and are NOT enforced by the Town of Tiburon. Consequently, development standards specified in such restrictions are NOT considered by the Town when granting permits.

You are advised to determine if the property is subject to deed restrictions and, if so, contact the appropriate homeowners association and adjacent neighbors about your project prior to proceeding with construction. Following this procedure will minimize the potential for disagreement among neighbors and possible litigation.

Signature:*

Date:

3/17/16

**If other than owner, must have an authorization letter from the owner or evidence of de facto control of the property or premises for purposes of filing this application*

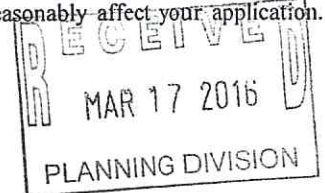
NOTICE TO APPLICANTS

Pursuant to California Government Code Section 65945, applicants may request to receive notice from the Town of Tiburon of any general (non-parcel-specific), proposals to adopt or amend the General Plan, Zoning Ordinance, Specific Plans, or an ordinance affecting building or grading permits.

If you wish to receive such notice, then you may make a written request to the Director of Community Development to be included on a mailing list for such purposes, and must specify which types of proposals you wish to receive notice upon. The written request must also specify the length of time you wish to receive such notices (s), and you must provide to the Town a supply of stamped, self-addressed envelopes to facilitate notification. Applicants shall be responsible for maintaining the supply of such envelopes to the Town for the duration of the time period requested for receiving such notices.

The notice will also provide the status of the proposal and the date of any public hearings thereon which have been set. The Town will determine whether a proposal is reasonably related to your pending application, and send the notice on that basis. Such notice shall be updated at least every six weeks unless there is no change to the contents of the notice that would reasonably affect your application. Requests should be mailed to:

Town of Tiburon
Community Development Department
Planning Division
1505 Tiburon Boulevard
Tiburon, CA 94920
(415) 435-7390 (Tel) (415) 435-2438 (Fax)
www.townoftiburon.org



DO NOT WRITE BELOW THIS LINE

DEPARTMENTAL PROCESSING INFORMATION

Application No.: DR2016-032

GP Designation:

Fee Deposit: \$945

Date Received: 3/17/2016

Received By: LS

Receipt #: R862

Date Deemed Complete: 6/15/16

By: DW

Acting Body:

Action:

Date:

Conditions of Approval or Comments:

Resolution or Ordinance #

DESIGN REVIEW SUPPLEMENTAL APPLICATION FORM

Please fill in the information requested below (attach separate sheet as needed):

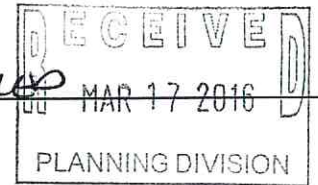
1. Briefly describe the proposed project: ADD NEW GARAGE, MUDROOM
ENLARGE MASTER BEDROOM AND LIVINGROOM + KITCHEN
ADD MASTER BATH
REMODEL HALL BATH
ALL NEW ELECTRICAL SYSTEM

2. Lot area in square feet (Section 16-100.020(L)): 9072

3. Square footage of Landscape Area: ENTIRE LOT IS MANICURED

4. Proposed use of site (example: single family residential, commercial, etc.):
 Existing SINGLE FAMILY
 Proposed SINGLE FAMILY

5. Describe any changes to parking areas including number of parking spaces, turnaround or maneuvering areas.
ADDING A NEW GARAGE



TO BE COMPLETED BY APPLICANT				STAFF USE ONLY	
ITEM	EXISTING	PROPOSED ADDITION AND/OR ALTERATION	PROPOSED	CALCULATED	PER ZONE
Yards (Setbacks from property line) (Section 16-100.020(Y))* Front	15 ft.	15 ft.	ft.	ft.	20 ft.
Rear	20 ft.	28 ft.	ft.	ft.	20-25 ft.
Right Side	6 ft.	6 ft.	ft.	ft.	6 ft.
Left Side	6 ft.	6 ft.	ft.	ft.	6 ft.
Maximum Height (Section 16-30.050)*	30 ft.	22' - 11" ft.	ft.	16'3" ft.	30 ft.
Lot Coverage (Section 16-30.120(B))*	1571 sq.ft.	2181 sq.ft.	610 sq.ft.	2650 sq.ft.	2121 sq.ft.
Lot Coverage as Percent of Lot Area	17.3 %	24 %	6.7 %	29.2 %	30 %
Gross Floor Area (Section 16-100.020(F))*	1571 sq.ft.	2650 (INC. GARAGE) sq.ft.	1079 sq.ft.	2181 469 sq.ft.	2907 800 sq.ft.

*Section numbers refer to specific provisions or definitions in the Tiburon Municipal Code Chapter 16 (Zoning)

garage - 22' x 20'



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Design Review Board Meeting
July 21, 2016
Agenda Item: **4**

STAFF REPORT

To: Members of the Design Review Board
From: Community Development Department
Subject: 65 Harriet Way; File No. DR2016032; Site Plan and Architectural Review for Construction of Additions to an Existing Single-Family Dwelling

PROJECT DATA

ADDRESS: 65 HARRIET WAY
OWNER: J.R. BEGG
APPLICANT: DESIGN BUILD SPECIALISTS, INC
ASSESSOR'S PARCEL: 034-212-12
FILE NUMBER: DR2016032
LOT SIZE: 9,072 SQUARE FEET
ZONING: R-1-B-A (BEL AIRE SINGLE-FAMILY RESIDENTIAL)
GENERAL PLAN: MH (MEDIUM HIGH DENSITY RESIDENTIAL)
FLOOD ZONE: X
DATE COMPLETE: JUNE 15, 2016

PROPOSAL

The applicant is requesting to construct additions to an existing single-family dwelling, on property located at 65 Harriet Way in the Bel Aire Neighborhood. The property is currently developed with a 1,571 square foot single-family dwelling.

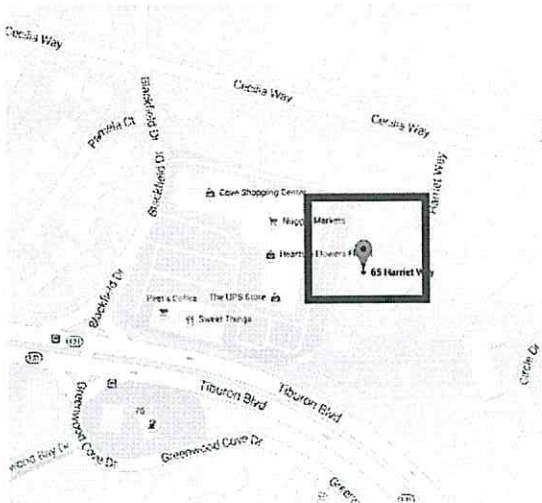
The proposal would add 1,079 square feet to the rear of the existing dwelling, which would include 610 square feet of living space and a 469 square foot two-car garage. The additions would include a mud room, expanded kitchen, living room, and a master bedroom suite.

Other proposed improvements would include modified windows and doors on all sides of the existing home, and reducing the size of the existing rear deck. The existing landscaping and fencing would remain throughout the property. The existing driveway would be expanded to accommodate the proposed garage.

The proposal would result in a gross floor area of 2,181 square feet, which is below the maximum permitted gross floor area for the property (2,907 square feet). The proposal would result in lot coverage of 2,650 square feet (29.2%), which is below the 30.0% maximum permitted lot coverage in the R-1-B-A zone.

The exterior colors and materials of the proposed additions would match those of the existing house.

PROJECT SETTING



The subject property is located at the end of a cul-de-sac on Harriet Way in the Bel Aire neighborhood, which is a predominantly single-story neighborhood. The lot is reasonably level, and abuts the Cove Shopping Center.

ANALYSIS

Design Issues

The submitted plans show the overall height of the new additions would be twenty-two feet, eleven inches (22' 11"), which would not be consistent with the height of other updated homes in the neighborhood. A broken up roofline between the garage and house would reduce the massing of the home when viewed from the back as the height of the garage addition would be 18 feet. However, the massing visible from the front would still be extensive as the majority of the front elevation would consist of views of a roof. Even with the variety of rooflines on the entire house, the proposed design would be inconsistent with the single-story character of the neighborhood as the height of the proposed addition would be approximately 6 feet taller than the majority of the updated homes in the Bel Aire neighborhood. The proposed height would be more consistent with that of the adjacent grocery store than homes in the surrounding residential neighborhood.

An existing shed is currently located on the southeast side of the property and it is unclear if the shed would remain or be removed from the property. If the shed remains, this structure would need to be added to the lot coverage calculation.

The Design Review Board is encouraged to view the story poles from the neighboring residences to determine if the proposed additions would create any visual or privacy impacts on the adjacent homes.

Zoning

Staff has reviewed the proposal and finds that it is in conformance with the development standards for the R-1-B-A zone.

PUBLIC COMMENT

As of the date of this report, five letters in opposition have been received regarding the subject application.

PRELIMINARY ENVIRONMENTAL DETERMINATION

Town Planning Division Staff has made a preliminary determination that this proposal would be exempt from the provisions of the California Environmental Quality Act (CEQA), as specified in Section 15303.

RECOMMENDATION

The Design Review Board should review this project with respect to Zoning Ordinance Sections 16-52.020 (H) (Guiding Principles), and determine that the project is exempt from the provisions of the California Environmental Quality Act (CEQA) as specified in Section 15303. If the Design Review agrees with the staff's conclusion, it is recommended that the applicant be directed to reduce the height of the residence to comply with the character of the neighborhood. If the Design Review Board wishes to approve the application, it is recommended that the attached conditions of approval be applied.

ATTACHMENTS

1. Conditions of Approval
2. Application and Supplemental Materials
3. Letter dated April 4, 2016 from Wilma and Werner Schneider
4. Letter dated April 4, 2016 from Barbara Schneider
5. Email dated June 27, 2016 from Murray and Tiffany Dunn
6. Email dated June 27, 2016 from Jason Washing
7. Email dated June 28, 2016 from Maura Thurman and Thom Calandra
8. Submitted Plans

unit toward the front, to relocate the tankless water heater away from the side of the house, and to pull the front of the garage back from the street by three feet. Vote: 3-2 (Cousins and Kricensky opposed).

E. NEW BUSINESS

4. **65 HARRIET WAY:** File Nos. DR2016032; J.R. Begg, Owner; Site Plan and Architectural Review for construction of additions to an existing single-family dwelling. The floor area of the proposed house would be 2,181 square feet and the house would cover 2,650 square feet (29.2%) of the site. Assessor's Parcel No. 034-212-12.

The applicant is requesting to construct additions to an existing single-family dwelling, on property located at 65 Harriet Way in the Bel Aire Neighborhood. The proposal would add 1,079 square feet to the rear of the existing dwelling, which would include 610 square feet of living space and a 469 square foot two-car garage. The additions would include a mud room, expanded kitchen, living room, and a master bedroom suite. Other proposed improvements would include modified windows and doors on all sides of the existing home, and reducing the size of the existing rear deck.

The proposal would result in a gross floor area of 2,181 square feet, which is below the maximum permitted gross floor area for the property (2,907 square feet). The proposal would result in lot coverage of 2,650 square feet (29.2%), which is below the 30.0% maximum permitted lot coverage in the R-1-B-A zone.

Mark Labourdette, architect, said that they are planning to expand the home and noted issues that came up regarding the taller roofline and windows.

The public hearing was opened.

Tiffany Dunn said that she was excited about a remodel for the house, but had concerns about the height of the roof. She said that the roof would look like a second story and be higher than any other structure on the cul-de-sac and 4½ feet taller than the house constructed last year in the area. She requested that the roof be lowered in line with the last house that was constructed.

Mr. Labourdette said that the rest of the homes have very low roofs that he believed are actually too low. He said that this house is at the end of a cul-de-sac and would not affect anyone's view. He believed that a 5:12 pitch roof was reasonable and normal.

The public hearing was closed.

Boardmember Tollini said that there was no reasonable explanation for the roof height, which would be way out of proportion with the neighborhood. He said that 10 feet of space is not needed for the insulation. He said that he would like to see the project come back with something more in line with the scale of the neighborhood.

Vice Chair Emberson and Boardmember Cousins agreed with Boardmember Tollini's comments.

Boardmember Chong agreed that the design was a nonstarter, but said that he was more on the cusp because of its location in the back of the cul-de-sac.

Chair Kricensky also agreed that the roof would be too high and felt that it was mainly because of the length of the span. He suggested that the roof could be more articulated. Vice Chair Emberson and Boardmember agreed about the need for articulation.

Mr. Labourdette said if the Board can provide a height they would approve, he would be willing to design the house to that height. Chair Kricensky said that the Board and the neighbors need to see the story poles and the other Boardmembers agreed.

ACTION: It was M/S (Tollini/Chong) continue the application for 65 Harriet Way to the August 4, 2016 meeting. Vote: 5-0.

5. **9 AUDREY COURT:** File Nos. DR2016050 & FAE2016004; John Pfeister, Owner; Site Plan and Architectural Review for construction of additions to an existing single-family dwelling, with a Floor Area Exception. The floor area of the house would be increased by 497 square feet to a total of 4,939 square feet. Assessor's Parcel No. 058-231-07.

The applicant is requesting design review approval for construction of additions to an existing single-family dwelling on property located at 9 Audrey Court (formally known as 4 Audrey Court). The property is currently developed with a single-family dwelling with an attached 414 square foot two-car garage. The existing 4,442 square foot home includes a library, kitchen, dining room, formal entry, living room, family room, powder room, two bathrooms, laundry room, two bedrooms, and a master bedroom suite.

As part of an interior remodel and additions to the existing home, the proposal would partially convert 497 square feet of the existing crawlspace into living space for a bathroom, bedroom, and laundry room. The interior remodel would include adding a bathroom and stairway to the main level. Other proposed improvements would include modified windows and doors on south and east sides of the existing home.

The floor area of the property would be increased by 497 square feet to a total of 4,939 square feet, which is 731 square feet greater than the 4,208 square foot floor area ratio for this site. The application has therefore requested a floor area exception. The proposal would result in no change to the lot coverage of 5,179 square feet (23.4%), which currently is above the maximum permitted lot coverage in the RO-2 zone (15.0%).

Marshall Schneider, architect, said that they proposed to add about 500 square feet, all within the existing footprint of the building. He said that they propose to add new windows on the south half of the east wall. He said that the biggest window opening would be in a stairwell and therefore no one will ever be standing at that window. He stated that there is also quite a bit of vegetative screening in the area of the proposed windows.



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Design Review Board Meeting
August 4, 2016
Agenda Item: **2**

STAFF REPORT

To: Members of the Design Review Board

From: Planning Manager Watrous

Subject: 2051 Vistazo East Street; File No. DR2016046; Site Plan and Architectural Review for the Construction of Additions to an Existing Single-Family Dwelling

Reviewed By: _____

PROJECT DATA

ADDRESS: 2051 VISTAZO EAST STREET
OWNER: DAVID GODFREY
APPLICANT: ONJU UPDEGRAVE (ARCHITECT)
ASSESSOR'S PARCEL: 059-082-26
FILE NUMBERS: DR2016046
LOT SIZE: 43,090 SQUARE FEET
ZONING: RO-2 (SINGLE-FAMILY RESIDENTIAL-OPEN)
GENERAL PLAN: M (MEDIUM DENSITY RESIDENTIAL)
FLOOD ZONE: X
DATE COMPLETE: JULY 13, 2016

PRELIMINARY ENVIRONMENTAL DETERMINATION

Town Planning Division Staff has made a preliminary determination that this proposal would be exempt from the provisions of the California Environmental Quality Act (CEQA), as specified in Section 15303.

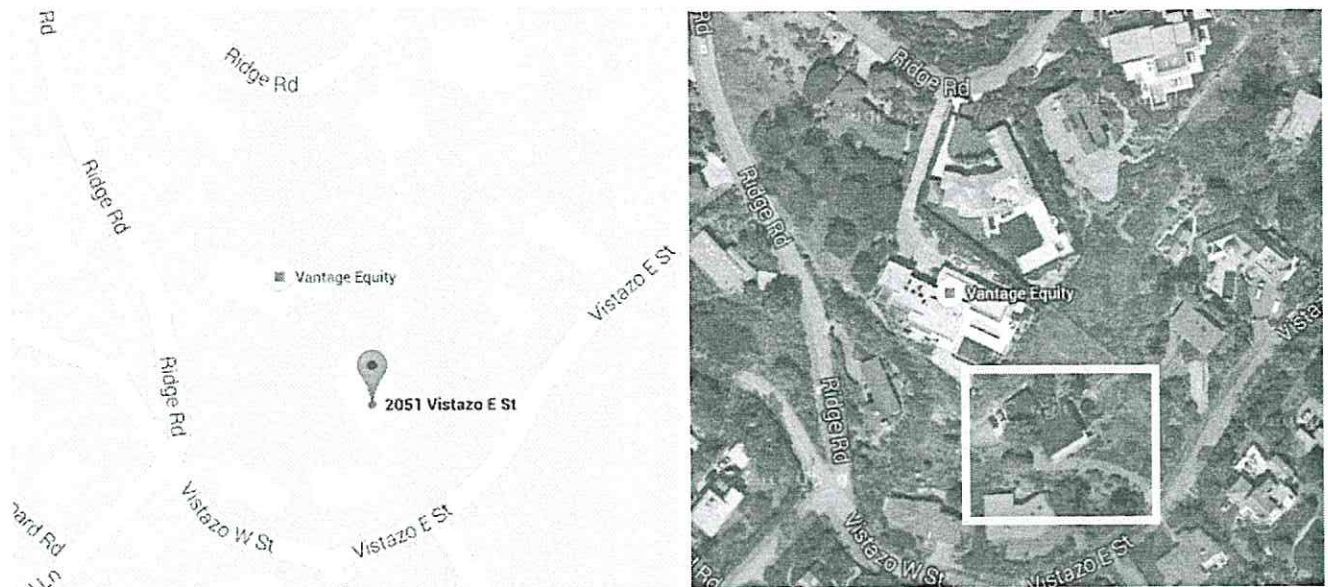
PROJECT DESCRIPTION

The applicant is requesting Design Review approval for the construction of additions to an existing two-story single-family dwelling on property located at 2051 Vistazo East Street. The project would add a one-story wing to the upper level of the existing house, connected to the side by an enclosed corridor. The addition would include a family room, guest bedroom, office, bathroom and powder room. A deck would extend to the downhill side of the addition.

The proposal would increase the lot coverage on the site by 1,310 square feet to a total of 3,913 square feet (9.1%), which is less than the 15.0 % maximum lot coverage permitted in the RO-2 zone. The floor area of the property would be increased by 1,190 square feet to a total of 4,412 square feet, which is 1,888 square feet less than the 6,309 square foot floor area ratio for this site.

A color and materials board has not been submitted, as the addition would match the exterior of the existing house.

PROJECT SETTING



The subject property is situated on a sloping site midway between Vistazo East Street below and homes along Ridge Road above. The house is accessed by a driveway coming uphill from Vistazo East Street.

ANALYSIS

Zoning

Staff has reviewed the proposal and finds that it is in conformance with the development standards for the RO-2 zone.

Design Issues

The proposed addition would extend to the north side of the existing house and would occupy a currently vacant part of the lot. The addition would be on the upper part of the site, but would still be 48 feet from the rear property line.

The addition would have a maximum height of 13 feet, but would be dug somewhat into the hillside and reach a height of only 8 feet above grade on the uphill side. The addition would have an essentially flat roof to further lower the visual profile of the structure.

The proposed addition would be visible from several homes uphill from the site, but would not appear to substantially block views from any of these residences. The closest home at 430 Ridge Road is set back from the top of slope and the shared property line with the subject lot. As a result, it does not appear that the addition would project into the water views of Raccoon Strait from this or any other home in the vicinity.

Public Comment

As of the date of this report, no letters have been received regarding the subject application.

RECOMMENDATION

The Design Review Board should review this project with respect to Zoning Ordinance Sections 16-52.020 (H) (Guiding Principles) and determine that the project is exempt from the provisions of the California Environmental Quality Act (CEQA) as specified in Section 15301. If the Board agrees with staff's conclusions, it is recommended that the attached conditions of approval be applied.

ATTACHMENTS

1. Conditions of approval
2. Application and supplemental materials
3. Submitted plans

Prepared By: Daniel M. Watrous, Planning Manager

CONDITIONS OF APPROVAL

2051 VISTAZO EAST STREET

FILE #DR2016046

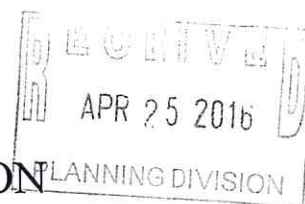
1. This approval shall be used within three (3) years of the approval date, and shall become null and void unless a building permit has been issued.
2. Construction shall conform with the application dated by the Town of Tiburon on April 25, 2016, or as amended by these conditions of approval. Any modifications to the plans of June 22, 2016 must be reviewed and approved by the Design Review Board.
3. Project elements shown on construction drawings submitted to the Building Division for plan check shall be essentially identical to those project elements shown on drawings approved by the Design Review Board. The permit holder is responsible for clearly identifying on construction drawings any and all changes to project elements. Such changes must be clearly highlighted (with a "bubble" or "cloud") on the construction drawings. A list describing in detail all such changes shall be submitted and attached to the construction drawings, with a signature block to be signed by the Planning Division Staff member indicating whether these changes have been reviewed and are approved, or will require additional Design Review approval. All such changes that have not been explicitly approved by the Town are not "deemed approved" if not highlighted and listed on construction drawings. Construction of any such unapproved project elements is in violation of permit approvals and shall be subject to Stop Work Orders and removal.
4. The applicant must meet all requirements of other agencies prior to the issuance of a building permit for this project.
5. All exterior lighting fixtures other than those approved by the Design Review Board must be down-light-type fixtures.
6. If this approval is challenged by a third party, the property owner/applicant will be responsible for defending against this challenge. The property owner/applicant agrees to defend, indemnify and hold the Town of Tiburon harmless from any costs, claims or liabilities arising from the approval, including, without limitations, any award of attorney's fees that might result from the third party challenge.
7. A construction sign shall be posted on the site during construction of the project, in a location plainly visible to the public. The sign shall be 24" x 24" in size and shall be made of durable, weather-resistant materials intended to survive the life of the construction period. The sign shall contain the following information: job street address; work hours allowed per Chapter 13 of the Tiburon Municipal Code; builder (company name, city, state, ZIP code); project manager (name and phone number); and emergency contact

(name and phone number reachable at all times). The sign shall be posted at the commencement of work and shall remain posted until the contractor has vacated the site

8. A copy of the Planning Division's "Notice of Action" including the attached "Conditions of Approval" for this project shall be copied onto a plan sheet at the beginning of the plan set(s) submitted for building permits.
9. All requirements of the Town Engineer shall be met, including, but not limited to, the following, which shall be noted on building plan check plans:
 - a. The public right-of-way shall be protected from damage during construction, or repairs shall be made to the satisfaction of the Tiburon Public Works Department.
 - b. Any proposal that would encroach onto the public right-of-way is not permitted. This would include fences, retaining walls and other structures.
 - c. Typical encroachments, such as driveway approaches, walkways, drainage facilities, and short-height landscaping, need to be processed through a standard Public Works encroachment permit application with plans for review.
10. The final landscape and irrigation plans must comply with the current water efficient landscape requirements of MMWD.
11. The project shall comply with the requirements of the California Fire Code and the Tiburon Fire Protection District, including, but not limited to, the following:
 - a. The structure shall have installed throughout an automatic fire sprinkler system. The system design, installation and final testing shall be approved by the District Fire Prevention Officer. CFC 903.2
 - b. Approved carbon monoxide and smoke alarms shall be installed to provide protection to all sleeping areas. CFC 907.2.10
 - c. The vegetation on this parcel shall comply with the requirements of TFPD. Any changes to the approved plans under the 2012 remodel shall be submitted for review and approval by the District. CFC 304.1.2
12. The project shall comply with all requirements of Sanitary District No. 5.
13. The wet bar in the proposed addition shall comply with the definition of a wet bar contained in the Tiburon Zoning Ordinance.



**TOWN OF TIBURON
LAND DEVELOPMENT APPLICATION**



TYPE OF APPLICATION

- | | | |
|--|--|---|
| ☐ Conditional Use Permit | ☒ Design Review (DRB) | ☐ Tentative Subdivision Map |
| ☐ Precise Development Plan | ☐ Design Review (Staff Level) | ☐ Final Subdivision Map |
| ☐ Secondary Dwelling Unit | ☐ Variance(s) _____ # | ☐ Parcel Map |
| ☐ Zoning Text Amendment | ☐ Floor Area Exception | ☐ Lot Line Adjustment |
| ☐ Rezoning or Prezoning | ☐ Tidelands Permit | ☐ Condominium Use Permit |
| ☐ General Plan Amendment | ☐ Sign Permit | ☐ Seasonal Rental Unit Permit |
| ☐ Temporary Use Permit | ☐ Tree Permit | ☐ Other _____ |

APPLICANT REQUIRED INFORMATION

SITE ADDRESS: 2051 Vistazo East Street **PROPERTY SIZE:** 43,090
PARCEL NUMBER: 059-082-28 **ZONING:** _____

PROPERTY OWNER: *David Godfrey
MAILING ADDRESS: 2051 Vistazo East Street
Tiburon, CA 94920
PHONE/FAX NUMBER: (808) 216-5111 **E-MAIL:** comradekoba@hotmail.com

APPLICANT (Other than Property Owner): _____
MAILING ADDRESS: _____

PHONE/FAX NUMBER: _____ **E-MAIL:** _____

ARCHITECT/DESIGNER/ENGINEER * Onju Updegrave
MAILING ADDRESS: 110 Deer Hollow Road
San Anselmo, CA 94960
PHONE/FAX NUMBER: 415-457-7788/ 457-7747 **E-MAIL:** onju@onju.net

Please indicate with an asterisk (*) persons to whom Town correspondence should be sent.

BRIEF DESCRIPTION OF PROPOSED PROJECT (attach separate sheet if needed):

Build 1,190 sq. ft. addition with family room and guest bedroom and bath. Includes 380 sq ft deck addition.
Addition to be connected to upper floor of existing residence.

I, the undersigned owner (or authorized agent) of the property herein described, hereby make application for approval of the plans submitted and made a part of this application in accordance with the provisions of the Town Municipal Code, and I hereby certify that the information given is true and correct to the best of my knowledge and belief.

I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the Town grants the approval, with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge, with the defense counsel subject to the Town's approval. I therefore agree to accept this responsibility for defense at the request of the Town and also agree to defend, indemnify and hold the Town harmless from any costs, claims or liabilities arising from the approval, including, without limitation, any award of attorney's fees that might result from the third party challenge.

Signature:* [Signature]

Date: 4-18-16

The property involving this permit request may be subject to deed restrictions called Covenants, Conditions and Restrictions (CC&Rs), which may restrict the property's use and development. These deed restrictions are private agreements and are NOT enforced by the Town of Tiburon. Consequently, development standards specified in such restrictions are NOT considered by the Town when granting permits.

You are advised to determine if the property is subject to deed restrictions and, if so, contact the appropriate homeowners association and adjacent neighbors about your project prior to proceeding with construction. Following this procedure will minimize the potential for disagreement among neighbors and possible litigation.

Signature:* [Signature]

Date: 4-18-16

**If other than owner, must have an authorization letter from the owner or evidence of de facto control of the property or premises for purposes of filing this application*

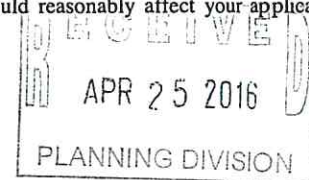
NOTICE TO APPLICANTS

Pursuant to California Government Code Section 65945, applicants may request to receive notice from the Town of Tiburon of any general (non-parcel-specific), proposals to adopt or amend the General Plan, Zoning Ordinance, Specific Plans, or an ordinance affecting building or grading permits.

If you wish to receive such notice, then you may make a written request to the Director of Community Development to be included on a mailing list for such purposes, and must specify which types of proposals you wish to receive notice upon. The written request must also specify the length of time you wish to receive such notices (s), and you must provide to the Town a supply of stamped, self-addressed envelopes to facilitate notification. Applicants shall be responsible for maintaining the supply of such envelopes to the Town for the duration of the time period requested for receiving such notices.

The notice will also provide the status of the proposal and the date of any public hearings thereon which have been set. The Town will determine whether a proposal is reasonably related to your pending application, and send the notice on that basis. Such notice shall be updated at least every six weeks unless there is no change to the contents of the notice that would reasonably affect your application. Requests should be mailed to:

Town of Tiburon
Community Development Department
Planning Division
1505 Tiburon Boulevard
Tiburon, CA 94920
(415) 435-7390 (Tel) (415) 435-2438 (Fax)
www.townoftiburon.org



DO NOT WRITE BELOW THIS LINE

DEPARTMENTAL PROCESSING INFORMATION

Application No.: DR2016-046

Date Received: 4/25/16

Date Deemed Complete: 7/13/16

Acting Body:

Conditions of Approval or Comments: _____

GP Designation:

Received By: LS

Action:

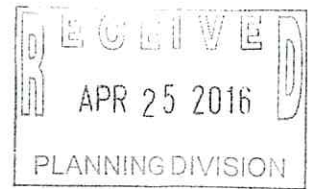
Fee Deposit: \$1325 -

Receipt #: R1066

By: [Signature]

Date:

Resolution or Ordinance # _____



DESIGN REVIEW SUPPLEMENTAL APPLICATION FORM

Please fill in the information requested below (attach separate sheet as needed):

1. Briefly describe the proposed project: _____
 Build 1,190 sq. ft. addition with family room and guest bedroom and bath. Includes 380 sq ft deck addition.
 Addition to be connected to upper floor of existing residence.

2. Lot area in square feet (Section 16-100.020(L)): 43,090 sq ft
3. Square footage of Landscape Area: 3,300 sq. ft.
4. Proposed use of site (example: single family residential, commercial, etc.):
 Existing Single family residence
 Proposed Single family residence
5. Describe any changes to parking areas including number of parking spaces, turnaround or maneuvering areas.
No Change

TO BE COMPLETED BY APPLICANT				STAFF USE ONLY	
ITEM	EXISTING	PROPOSED ADDITION AND/OR ALTERATION	PROPOSED	CAL- CULATED	PER ZONE
Setbacks from property line (Section 16-100.020(Y))* Front	79 ft.	114 ft.	79 ft.	ft.	ft.
Rear	25.5 ft.	48 ft.	25.5 ft.	ft.	ft.
Right Side	75 ft.	15 ft.	15 ft.	ft.	ft.
Left Side	26.5 ft.	63± ? ft.	26.5ft.	ft.	ft.
Maximum Height (Section 16-30.050)*	23 ft.	15 ft.	23 ft.	ft.	ft.
Lot Coverage (Section 16-30.120(B))*	2603sq.ft.	1310 sq.ft.	3913 sq.ft.	sq.ft.	sq.ft.
Lot Coverage as Percent of Lot Area	6.04 %	3.04 %	9.08 %	%	%
Gross Floor Area (Section 16-100.020(F))*	3222sq.ft.	1190 sq.ft.	4412 sq.ft.	sq.ft.	sq.ft.

*Section numbers refer to specific provisions or definitions in the Tiburon Municipal Code Chapter 16 (Zoning)

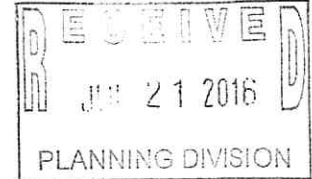
Onju

Onju Updegrave
Architect

Dan Watrous,
Town Of Tiburon Planning Department

July 21, 2016

RE: Job Address: 2051 Vistazo East Street, APN: 059-082-28
Plan Revisions for Application #DR2016046



Enclosures: 7 Sets full size plans, 10 sets 11x17 plans. Revised date 7-21-16

Dear Dan,

Enclosed are the plans for the hearing for this project. We have made the revisions we discussed last week to lower the roof and slightly change the footprint in response to the uphill neighbor at 430 Ridge Road. This has resulted in a 48 square foot increase in the size of the addition (1,238 sq. ft. instead of 1,190). The height of the building has been lowered two feet in the family room area, and four feet in the guest bedroom area.

Let me know if you need anything further.

Sincerely,

Onju Updegrave



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Design Review Board Meeting
August 4, 2016
Agenda Item: **3**

STAFF REPORT

To: Members of the Design Review Board

From: Community Development Department

Subject: **NOTICE OF CONTINUANCE**
8 Apollo Road; File Nos. DR2016080 & VAR2016021; Site Plan and Architecture Review for Construction of Additions to an Existing Single-Family Dwelling, with a Variance for Excess Lot Coverage

Staff recommends that this item be continued for the following reason(s):

- ☐ No story poles have been erected/no certification received
- ☐ Requested information has not been received
- ☐ Item not properly advertised
- ☒ The applicant has requested a continuance to: August 18, 2016
- ☐ **Other:**

The application will be continued to the August 18, 2016 Design Review Board meeting.