

# Kentfield Planning Advisory Board

*P.O. Box 304, Kentfield, California 94914*

## Minutes of September 24, 2014

Anne Petersen called the meeting to order at 7:30 p.m. in the COM Student Union Room 303. Other members present: Dale Hansen, Sandy Guldman.

**August 13, 2014 Minutes.** M/S (Sandy/Dale) and unanimously approved as submitted.

### Mast Design Review, 306 Kent Avenue (Greeley)

(Guests: Alex and Allison Mast, applicants; Patrick and Patricia Toland, representing a cousin, Tracy Toland, a resident at 304 Kent Avenue, who is unable to attend this meeting)

This application seeks design review approval to raise the existing residence to meet Federal Emergency Management Agency's (FEMA) minimum base flood elevation (BFE), as well as the County's requirements to meet minimum BFE when renovations constitute a "substantial improvement". The project qualifies for a variance exemption as the structure is being raised to meet FEMA's minimum BFE requirements and is not more than 18 inches above this height. To qualify for an exemption, however, design review approval is required.

Mr. Mast reviewed their proposal to upgrade the home, which is in a designated floodway under the revised FEMA mapping. Ms. Toland's concerns, stated in a letter and by her cousin, are the following: 1) that the basement/garage could be used as living space, 2) the building height increase would allow for a direct view into her yard area, and 3) the south side setback encroachment may be greater than stated in the transmittal.

**Recommendation.** M/S (Sandy/Dale) and unanimously approved, recommending approval of the Mast Design Review subject to these conditions: 1) Redesign the fireplace so it doesn't extend beyond the wall of the house, eliminating an existing protrusion into the encroachment. 2) Don't have windows on the side where there is a 2 foot setback facing 304 Kent. 3) Plant the privet hedge at the rear of the house within the 2 foot setback, as shown on the plans.

### Moskowitz Second Unit Permit, 17 Hillside Drive (Greeley)

(Guests: Rich Sharp of Cotati, architect for project, and Carolyn Sharp)

Proposal to convert 710 s.f. of an existing 3,656 s.f. residence into a second unit on an approximately 18,643 s.f. lot. Mr. Sharp reviewed the plans, noting the unit would be entirely located within the existing home, independently accessible from the driveway, and the main home's living area and second unit would be separated by the addition of an interior wall.

**Recommendation.** Unanimously recommend approval with one condition: DPW should review the parking and vehicle access/egress and determine 1) if the parking is viable on the slope and 2) that vehicles can turn around in the driveway and safely exit down the slope to Hillside.

**Reports.** There is an incomplete notice for the MGH garage. Anne noted that the pedestrian circulation on campus and the road impacts on Bon Air and area roads are major concerns.

Adjourned at 8:30 PM

Minutes: Ann Thomas

To: Kentfield Planning Advisory Board  
P.O. Box 304 Kentfield, California, 94914

September 21, 2014

From: Tracy Toland  
304 Kent Avenue, Kentfield CA 94904

**Subject: Mast Design Review, 306 Kent Avenue (Greenley)**

I am writing to you in response to the notice of the Kentfield Planning Advisory Board meeting which is to be held on September 24, 2014 as I will be travelling at this time and will not be able to attend the meeting in person. Also, the notice was delivered in the mail on Friday September 19<sup>th</sup> and due to travel, I have not been able to arrange a delegate to represent me at the meeting (although my brother Pat Toland and sister in law Patty Toland may be able to attend). Therefore, I would like this letter to serve as representation of my concerns surrounding the current proposal to 306 Kent Avenue.

Please note that I am very supportive of the new owners (Mast) improving the property and the property façade and bringing existing deficiencies (such as knob and tube wiring) up to code. I also fully support the owner ensuring compliance with the FEMA minimum BFE requirements.

However, I have the following concerns that I would like to have addressed prior to Design Review approval.

1. **Proposal to raise the residence** – the Mast party are currently requesting approval to raise the existing property by **approximately 6 feet**. This increase would allow the Mast party to utilize what is currently the basement/garage area as living space, an additional 6 feet would then need to be added to the house to meet the current BFE requirements. Note that the current living space is above the garage/basement area and is within the existing BFE requirements. Given the close proximity to my property at 304 Kent Avenue, I am concerned that the increase in the property height would significantly impact the privacy in my backyard. The increase in height would allow the owners direct view into the backyard area of 304 Kent Avenue (including a spa and deck area that I currently utilize in full privacy). I respectfully request the Kentfield Planning Advisory Board to consider the impact of the proposed increase in property height on my privacy and on the sunlight for the property at 304 Kent Avenue – specifically 2 bedrooms and 2 bathrooms which directly face 306 Kent Avenue.
2. **Encroachment on southerly side of the property** - Notification of current encroachment is not accurate. The Kentfield Planning Advisory Board notice addresses the current encroachment on the southerly side of the property line as **"2 feet where 5 feet is required"**. This **statement is not accurate** as the current distance of 306 Kent Avenue to the property line on the southerly side varies from a minimum of **6 inches, to 1 foot, and a maximum of 2 feet** (note that this does not include a late (circa 1942) addition to the property at the back of the house that is set back further than 5 feet from the property line as the house has an L-shaped footprint. Based on the above, I would like the options for the property set-back to be reviewed.

I will make myself available and would like to work with the Mast party to determine a plan for the 306 Kent Avenue renovation which is acceptable for both parties and which adequately addresses my privacy concerns.

I can be reached at 917-446-1401 (cell) or 415-295-7077 if you require any additional information.

Regards,

