

# Kentfield Planning Advisory Board

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

## D-R-A-F-T

### Notes

#### Public Meeting – Wednesday, January 26, 2022

**Meeting location:** Via Zoom.

**Call to order:** 7:00 p.m. by Bitsa Freeman – Chair

**Board members present:** Bitsa Freeman, Anne Petersen, Ross McKenna, Julie Johnson, Neil Park, and Pamela Scott.

**Board members absent:** Keith Kirley.

#### Other attendees:

Andrea & Michael (landscape architects), Barbara Chambers, Jim Chayka, Tara McIntyre, Aline Tanielian (County Planner), Leelee Thomas (County Planner), and Katherine Lehmann, notetaker.

First, Bitsa asked everyone to introduce themselves.

#### AGENDA:

#### Agenda Item #1

##### Presentation by the County on the Housing Element

1. **Leelee Thomas:** Made a PowerPoint presentation with an Update of the Housing Element. (A link to the presentation is attached). This is the first presentation of the “Road Show” to inform the community about the process, etc.
  - a. **Housing Element:** It is updated every 8 years, as a draft of Regional Housing Needs. In the current plan, allocation for unincorporated Marin County is 3,569 units. This includes housing for all income levels. Tenants are more “cost burdened,” and they have more overcrowding. Also, rents have gone up significantly and has been even more segregation in Marin since the 1990s.
  - b. **Process For Selecting Potential Housing Sites:** Includes Existing Use, Realistic Potential for Development, Site Size, and Development Density. Density is an indication of Affordability. Set of Guiding Principles was presented. Additional strategies when looking for sites.
  - c. **Review of Site Map:** Preliminary Assessment of locating New Housing in all of the Unincorporated areas. Realistic Capacity Assessment on “vacant residential,”

“underutilized residential,” and “underutilized non-residential” areas. Shortfall in meeting RHNA for Lower and Moderate-income levels. This led to four scenarios for reviewing the potential housing sites. These are:

- Ensure Countywide Distribution
- Address Racial Equity and Historic Patterns of Segregation
- Encourage Infill and Redevelopment Opportunities
- Consider Environmental Hazards

A list of all the possible sites is accessible at:

<https://www.marincounty.org/depts/cd/divisions/housing/housing-element> on the County website.

**Julie Johnson:** What is our role here today?

**Leelee:** To brief and inform you and receive comments from you on our online tools. To provide insight to the community when they are asking questions. Not expecting a formal response.

If a site was chosen for additional housing units, the owners would have the option of developing these. The County’s job is to provide the zoning and capacity, program and policies, but not to develop the housing. The County must submit an annual report to the State. If we do not meet our housing goals, then we are subject to some State streamlining. The County is encouraging mixed-use development above retail buildings.

d. **Balancing Act – How you can provide input on the housing sites:**

**Aline:** Accessible from the same page, the Four Scenarios are allowed along with Guiding Principles. This lists key housing sites, ones that require changes in land use, etc. Users can make comments and suggest the number of units, from the maximum that are indicated on the website. Staff is available to answer questions at fixed times. Feedback to the Supervisors in March, with a lot of weight given to community feedback.

**Leelee:** If the users do not want to use the website, and the tools, they can just send an email with suggestions, leave a message, write a letter, etc. There are trade-offs in decision-making, and we want our community to be involved in making these choices.

e. **Next Steps and Closing Comments.**

**Ann:** How do we address owners’ concerns?

**Leelee:** This is a land use exercise. We don’t speak to the owners. If we rezone a site, it just gives the owners new opportunities for use of their property.

**Aline:** There is a link and FAQs for the process.

**Julie:** You have a Herculean task, and are making a great attempt to bring all of us in. I agree with the approach you are taking. And the scenarios 1 through 4.

Evert 8 years: it looks quite different from the previous process. What was it like last time?

**Leelee:** Last time we had a plan for 185 housing units. Therefore, it was a very different process.

## Agenda Item #2

### Jim Chayka: Superintendent at Marin County Parks:

- Joined with Tara McIntyre, who is a senior principal landscape architect.
- Improvement and landscaping of Sir Francis Drake Blvd. This is an update on the last presentation, which was in Dec 2019.
- Funding available was \$700,000 for the Greenbrae neighborhood, and \$1.2 m for the potential planting project.
- Covid, drought, etc. created new roadblocks for planting. Public Works covered all the expenses through construction budgets. Their budget covered everything including temporary irrigations for trees.
- Now we have fully developed design sets for planting and information is publicly available.
- Water restrictions on hold until May of this year. We are soliciting a \$1million dollar, grant, and the application for this is with the Dept. of Public Works (DPW).
- We had transferred funds back to CSA funds. Because of budget transfers in and out, the numbers are not completely accurate. In a follow-up conversation, I can present the budget.
- Please go to the Upgrade the Drake website: <https://www.upgradethedrake.com/>. It includes an overview, landscape restrictions on water use, plant selection, etc., and different documents are downloadable, including Plant Character Zones, such as Naturalistic, Formal, & Garden, depending on the areas that the road passes through. Also, there is a Median Planting Palette for different zones.
- **Bitsa:** Marin Water is going to lift restrictions. Or is it lighting that is holding us up?
- **Jim:** We are not ready to go forward as this is not the season. Later spring or early fall. Don't know the answer.
- **Neil:** Could you briefly give us the status of the Bridge project at the Hal Brown Park?
- **Tara McIntyre:** Nice to be here. Because The Hal Brown Park is next to a marsh, the simple project becomes more complicated. Nancy Peak was managing it before, and I have taken the reins after her retirement. We have 90% of the construction documents completed. Now, we are submitting the documents to the permitting agencies. We are stopping any more work to wait for their comments. With Covid impacting the process, it is hard to know how long it will take to get the comments from the agencies. We would like to bid early to get good contractors.
- The bridge is ten feet wide, a 120-foot steel span, and then there is a boardwalk that is 45 feet long.

- **Neil:** Any assumption on the sea level rise?
- **Tara:** Don't have the answer yet and will come back on this information.  
Lower Corte Madera Creek Project: Existing and Proposed landscape shown on the drawings and photos. After the treatment, facilities would be put back including benches and trees. We will lower the fences by 42 inches from the current chain link fence.  
The Hal Brown Park drinking fountain is leaking and will be replaced.

### Agenda Item #3

#### 8:05 p.m. Hoeveler Design Review and Variance

**Project Name:** Hoeveler Design Review and Variance

**Address:** 10 Hotaling Court, Kentfield, CA

**Assessor's Parcel:** 071-031-10

**Project ID:** P3340

**Applicant:** Barbara Chambers

[barbara@chambersandchambers.com](mailto:barbara@chambersandchambers.com)

(415) 381-8326

**Planner:** Megan Alton

#### PROJECT SUMMARY:

The applicant requests Design Review and Variance approval to construct a new 2-story addition within the front setback on a developed lot in Kentfield. The applicant is also requesting Design Review for a 2nd floor addition. The existing building area is 4,600 square feet and the existing floor area is 4,218 square feet. The proposed development would result in a building area of 6,270 square feet and a floor area of 5,730 square feet. Therefore, the project would result in a floor area ratio of 20 percent of the 27,720 square foot lot. The maximum height of the additions would reach a height of 29.16 feet above surrounding grade and the exterior walls would have the following setbacks: 24 feet from the northwestern front property line; 21 feet from the north side property line; 49.5 feet from the southwestern side property line; 62 feet from the southeastern rear property line. Various site improvements would also be entailed in the proposed development, including pool, retaining walls, arbor and landscaping. Variance approval is required because the project encroaches into the front 30-foot setback. Design Review is also required because the development includes a floor area of over 3,500 square feet.

**Zoning:** RR-B3

**Countywide Plan Designation:** SF4

**Community Plan (if applicable):** Kentfield

- **Andrea:** We are adding a new wing on the right-hand side. Relocating the garage, reducing the asphalt area, and making a lot of changes to the landscape.

- The level of the new garage is partly “cut and fill.” There is an existing basement in the adjacent building. The issue is the 30-foot setback from the property line. A triangular shape of the garage is encroaching on the setback. To have two full cars in a garage, there is no other good option. One option would be to have another building but that would be unsightly. We are asking for a variance for a setback to be 24 feet, or to allow with the setback as it is.
- **Neil:** We would have liked to see the plans before the meeting.
- **Kerry:** Neighbors do not have problems with the plans and have offered to write in support.
- **iPhone:** There are no neighbors on the side of the encroachment.
- **Julie Johnson:** What is the minimum width for a garage?
- **Barbara Chambers:** A perfect garage is 24x24'. Because it is such a small structure, we are building 26 x26'. But this is not luxurious.

**Bitsa: Motion to approve the plans as submitted. Motion carried unanimously 6-0.**

**Any Other Business/Board Discussion: None.**

**Next Meeting: Wednesday, March 23, 2022**

**The meeting was adjourned at 8:37 p.m.**