

Tamalpais Design Review Board Meeting Minutes
Regular Meeting: August 7th, 2019, 7:00 PM
Meeting Location: TCSD Cabin - 60 Tennessee Valley Road, Mill Valley

I) Call to Order: 7:04pm - Andrea Montalbano (Chair)

Board Members Present: Andrea Montalbano (AM), Logan Link (LL), Alan Jones (AJ), Erin Alley (AE)

II) Approval of minutes: July 17th, 2019

- Motion to approve: AJ; Second: EA; unanimous approval

III) Correspondence:

Letter from Architect Benjamin Jones proposing changes to the TDRB 7.3.19 minutes:

- Benjamin Jones, architect for proposed project on a vacant lot on Shoreline Highway, sent via email a request for multiple revisions to the minutes covering his presentation.
- Minutes from this meeting have already been approved.
- AM asks if the proposed changes cover any factual errors. Board reviews notes/revisions; no factual errors observed.
- AJ: rather than adjusting minutes, the most appropriate action for Benjamin Jones to take would be to submit his thoughts to planning in writing, therefore putting them on record.
- LL will share this with Benjamin Jones.

TDRB project to address signage violations in the Tam Junction and Manzanita commercial areas:

- Per discussion at prior meeting, Board plans to send letters to business owners alerting them of this action. This will be done 45 days prior to submitting violations to the County, thereby giving businesses an opportunity to adjust as needed.
- LL and AM have prepared a letter. Both feel that it is best to send this letter to all businesses and landlords, regardless of whether a violation is noted or not – this way nobody will feel “singled out” and everyone will have a clear understanding of signage guidelines in the future.
- EA asks if we should still include individual evaluations of businesses in violation. LL and AM feel these evaluations should not be included at this early stage unless a business asks for further advice/feedback.
- All board members agree to above thoughts.
- AM has been working on obtaining a list of mailing addresses from the County; County has not yet committed, but staff member Bryan Crawford has agreed to look into it.
- AM hopes the County agrees that this action is of assistance to the County, but notes that, if the County will not assist, Board members will need to cover mailing costs out of pocket.

- LL suggests that Board takes a vote to approve the letter; this way it can be sent as soon as addresses are obtained.
- AM reads letter aloud.
- LL recommends addition of contact info.
- Motion to approve with addition of contact information: EA makes a motion; AJ seconds, unanimous approval.

Amonte Blvd “no overnight parking” proposal:

- AM shares a letter sent by County traffic engineers outlining a proposal to put in place a “no parking from 11pm – 5am” rule for the portion of Almonte Blvd that runs from Tam Junction to the beginning of the Rosemont crosswalk area. Letter also modifies rules for a portion of Shoreline Hwy, changing the prohibited timeframe to 11pm – 5am, as well.
- All board members express support.

Ongoing effort to have Alta Way project brought before the Board:

- AM has received notification that the Alta Way project will be coming before the board on September 4th or 18th.
- As recommend by Board, Mitch Brown plans to meet with community/neighbors prior to TDRB meeting.
- AM also sent to Mitch Brown a copy of the TDRB required items.
- AM has contacted neighborhood organizer Lee Budish to recommend that, even if community meeting with Brown does not occur, neighbors come up with a list of requests to share at TDRB meeting.
- Project is being sent to Board by Public Works, not Planning. Board is still unclear as to why project was not sent to Board by Planning automatically.

IV) Items not on the agenda: no additional non-agenda items.

V) Agenda Items:

1. David Tree Removal and Design Review, 1000 Marin Drive, Mill Valley

Project Description: Residential Addition/Accessory Structure | Location: 1000 Marin Drive Mill Valley, CA 94941 | Parcel Number: 049-231-11 | Status: Incomplete | Project Planner: Immanuel Bereket, 415.473.2755, ibereket@marincounty.org | Applicant: Charlie Barnett Associates, 415.824.0478

The applicant is requesting Design Review approval to (1) construct a 363-square-foot on the first floor and 313-square-foot addition on the second floor, for total addition of 676-square-foot; and (2) construct a 374-square-foot deck on the first floor on a developed lot in Mill Valley. The proposed project would be attached to an existing 4,705-square-foot residence, resulting in

5,381 square feet of development and a floor area ratio (FAR) of 17 percent on the 31,783-square-foot lot. The proposed addition would reach a maximum height of 27 feet six inches above surrounding grade where a maximum of 30 feet is permissible. Exterior walls of the addition would have the following setbacks: 25 feet six inches from the east front property line; 5 feet eight inches from the north side property line; 25 feet one inch from the east property line; and more than 100 feet from all south rear property line. Your application also includes a request to remove two trees classified as "Protected" per Section 22.130.030 of the Marin County Development Code to accommodate construction of the residence and associated site improvements. Other site improvements entailed in the proposed development include a retaining wall and grading.

Design Review approval is required pursuant to Marin County Code Section 22.42.020 because the project will result in total floor area that is greater than 3,500 square feet; and Tree Removal permit is required because the project proposes to remove two trees classified as "Protected" per Section 22.130.030 of the Marin County Development Code to accommodate construction of the residence and associated site improvements.

Zoning: R-1-B-1 (Residential, Single-Family, 7,500 square feet minimum lot size)

Countywide Plan Designation: SF6 (Single-Family, 4-7 units/acre)

Community Plan (if applicable): Tamalpais Area Community Plan

Presentation by Charlie Barnett, Architect for 1000 Marin Drive:

- Barnett (CB) describes project as a straightforward addition, done in the same style as the rest of the home.
- An arborist has been hired to remove the Douglas-fir; letter from arborist shared with board.
- CB shares photos of the house, built in 1994.
- The owners are a family with three children, looking to improve the kitchen/family room connection and create a more spacious master suite.
- Owners of 1000 Marin Drive also own the vacant parcel next door.
- Addition will be done with the same window style, roof (asphalt), siding (stained shingles), trim (white).

Questions from Board / Board Discussion with Applicant:

- AJ & AM open discussion about height; height of addition is unclear and it is difficult to tell how it was measured.
- AJ asks if slope of site has been calculated.
- CB has calculated 29.58 as slope. Adds that 488ft is the point of contour; 512ft is the roof height.
- AJ informs CB that Appendix B of the Tamalpais Area Community Plan (Tam Plan) has a table that addresses the slope/FAR relationship. If lot has a slope of 25% or greater, the Tam Plan limits the FAR to 4,250sqft. Recommends examining this more closely.
- CB asks if it would help if the owners merged the subject lot with their vacant parcel next door.

- AJ feels this is a great idea. Would also help ease concerns about proximity to the North side property line setback.
- AJ also recalls that past building proposals for the vacant lot have always been challenging due to steepness.
- CB finds this information/suggestion helpful and will review with the owner.
- AJ adds that slope could potentially be measured at a diagonal; AM feels that slope must be measured at steepest point.
- AM shares that the County measures slope only beneath areas being built upon; Tam Plan simply measures “slope” without this additional specification.
- On the note of the existing home, AJ feels that – if 1000 Marin Drive was currently a vacant lot and board was being presented with a proposal to build the house that currently exists – board would think twice. In reality, however, the design and positioning are not obtrusive.
- AJ adds that increasing the FAR would need strong information to back it up. Merging the lots may help with this.
- Board agrees that the aesthetics of the addition are good.
- LL inquires about drainage.
- CB says that new runoff will be cared for by an extension of the current drainage ditch, which runs off to the lot.
- AJ says that board likes to see water disbursed on site if possible; the more water running downhill, the worse issues like flooding become in the flats / at bottom of hill.
- CB expresses that drainage on the site is tricky, but there is room for a dissipator. Will get a civil engineer involved.

Public Comment:

- Neighbor William Ogle (WO) owns the vacant parcel located next to the vacant parcel owned by applicants. WO is planning to develop this lot in the very near future.
- WO is pro housing but has concerns about the applicant’s plans to build a “view deck” looking towards Mt. Tam; the new home that is about to propose will likely be in this line of sight.
- Applicant is aware of WO’s plans from past discussion. WO sent an email on June 28th to address this specific concern but has not received a reply.
- MO is hoping to build an 1,800 sqft home on a 4,500sqft lot. He shares that he has taken many measures – such as a “stepping down” design with tree tiers - to make his new home as low profile as possible.
- Will need a variance as lot is undersized. Proposed FAR will be 40%, compared to 42-50% of nearby residences with similar sized lots.
- Will be submitting in about a month and is very concerned that new deck will cause applicant to protest this project.
- LL recommends writing another letter to the applicant expressing these concerns, offering to meet to work together to make both plans compatible. Letter should also be sent to County planner so it can be attached to the project/become part of the record.

Motion:

AJ makes a motion to rule project incomplete based on a lack of slope information, along with a need for a landscape and civil engineering plan; EA seconds; unanimous approval.

V) Correspondence, continued:

TDRB meeting with County to discuss County plans for the Manzanita area:

- Board is making an effort to coordinate a meeting with County to discuss the sea level rise and climate change challenges for the Manzanita area.
- AM informs board that meeting is currently set for August 28th, although it is unclear if Supervisor Sears or her aides will be in attendance.
- Senior Planner Kristin Drumm is scheduled to attend but told AM she will not speak to sea level rise.
- Chris Choo, Principal Planner in Public Works, may attend and might be able to speak on this topic.
- AJ notes that the Tam Plan mandates that Board addresses this area / its challenges.
- AM adds that, although land is privately owned, County can instruct that development must address concerns.
- AJ agrees, adding that the Baylands Cordor is part of the County Plan and something the Board needs to talk about with County.

Best Practice for Posting Meeting Minutes:

- Minutes are currently posted by County on the County website after they have been approved by the board, rather than immediately.
- LL bring up that it would be ideal to make meeting minutes available on website for public view earlier, allowing easier access for anyone interested in reviewing.
- Board agrees that minutes could be posted prior to approval with something like “draft” or “minutes to be approved at upcoming TDRB meeting” outlined at the top.
- LL will reach out to County to inquire/coordinate.

VI) Public in attendance: William Ogle, Marin Drive

VII) Meeting adjourned: 8:20pm