

**MINUTES  
PLANNING COMMISSION MEETING  
VIA TELECONFERENCE  
JUNE 23, 2020  
CORTE MADERA TOWN HALL  
CORTE MADERA**

**COMMISSIONERS PRESENT:** Chair Peter Chase  
Vice-Chair Phyllis Metcalfe  
Commissioner Bob Bundy  
Commissioner James Rizzo  
Commissioner Margaret Bandel

**STAFF PRESENT:** Adam Wolff, Planning Director  
Phil Boyle, Senior Planner  
Tracy Hegarty, Administrative Analyst

**1. OPENING:**

- A. Call to Order** – The meeting was called to order at 7:00 p.m.
- B. Pledge of Allegiance** – Commissioner Chase led in the Pledge of Allegiance.
- C. Roll Call** – All the commissioners were present.

**2. PUBLIC COMMENT**

Administrative Analyst Tracy Hegarty confirmed there were no public comments.

**3. CONSENT CALENDAR** – None

**4. CONTINUED HEARINGS** – None

Chair Chase proposed changing the order of the agenda to hear Item 6, Business Items, before Item 5, New Hearings. A roll call vote was conducted and the proposed change to the agenda was unanimously approved.

**5. BUSINESS ITEMS**

- A. TOWN HALL REMODEL AND ADDITION, 300 TAMALPAIS DR - FOLLOW UP STUDY SESSION TO REVIEW REVISED PLANS IN RESPONSE TO COMMENTS FROM THE APRIL 28<sup>TH</sup> STUDY SESSION FOR CORTE MADERA'S TOWN HALL REMODEL AND ADDITION PROJECT AT 300 TAMALAPAIS DRIVE (Senior Planner Phil Boyle)**

Commissioner Rizzo recused himself because he lives within 500 feet of 300 Tamalpais Drive and Planning Director Wolff introduced the item. Mr. Wolff confirmed this would be a follow-up discussion to the April 28, 2020 study session and that the intention remains to move forward through the design review process and then pause due to economic effects of coronavirus.

Senior Planner Boyle discussed the attachments in the packet and Ron Kappe, Project Architect, began the presentation on the changes to the project that resulted from the comments received at the previous study session.

Mr. Kappe discussed the purpose of a new town hall, the proposed design, and the intention to preserve three redwood trees and exceed the California green standards. He summarized the public engagement process, the comments from the April study session and the resulting changes to the design, including reductions in the ceiling/roof height and the addition of windows to the east and north second floor elevations.

Mr. Kappe discussed two roof designs, one of which included four dormers and a gable design to match the existing roof; the second included removal of one dormer, and redesign of the front face of council chambers.

Mr. Kappe discussed the first proposed south elevation design, which included a height reduction, the addition of windows on either side of council chambers, and a double gable. The second proposed design excluded a double gable. Mr. Kappe discussed the plaza view and the north elevation, noting the height reduction and the addition of windows.

A northeast corner view depicted the cohesive nature of the roof and window design, while Mr. Kappe offered two options for exterior materials. He also discussed the west and east elevations, which included changes to the window design. He explained that a height variance is requested for the council chambers and he discussed the southwest corner, showing office windows and wood trim.

Mr. Kappe discussed the goal to exceed the California Green Building standards, including electric vehicle parking stations and cool roofs. Mr. Kappe then summarized the guiding principles of the proposed designs.

In response to Commissioner Bandel, Mr. Kappe stated that redesign of the existing flat roof is not proposed due to budgetary restrictions. Mr. Wolff explained how the design of the new roof would blend in with the refurbished existing flat roof. Commissioner Bandel and Mr. Kappe discussed the proposed exterior colors.

In response to Commissioner Bundy, Mr. Kappe stated that the new roof design could accommodate additional photovoltaic equipment. They discussed the cool roof, retaining more of the current building and the necessity of a new ADA ramp.

Vice-Chair Metcalfe stated her support for incorporating design elements of the current building into the new building and she discussed the cedar siding with Mr. Kappe.

Chair Chase and Mr. Kappe discussed the new location for the generator and placement of A/V equipment in the council chambers. Mr. Kappe stated that the amount of power needing to be generated has not yet been determined. In response to Chair Chase, Mr. Wolff stated that the project could be divided into existing and new build in relation to the building code.

Mr. Kappe and Commissioner Bundy discussed installation of a new generator.

Chair Chase opened the public comment period.

Lucinda Smith, Town Resident, questioned the necessity of shower facilities. Ms. Smith asked for clarification of the proposed location of solar panels, the exterior design of the council chambers, and the location of the generator.

Eli Beckman, Town Mayor speaking as a resident, congratulated the team on an immeasurably improved design. Mr. Beckman suggested that cedar siding is added to the second story windows to tie in the design with the first story.

Steve Hoffmire, 146 Willow Avenue, stated that neighbors are rallying and looking at getting legal counsel to challenge the project; that is out-of-scale and not in keeping with the old neighborhood. Mr. Hoffmire suggested tearing down and rebuilding the recreation center, which is not seismically safe, for new offices. He stated that parking, construction and generator noise are of concern.

Peter Schwartz, 381 Chapman, stated that the redesign is attractive and he suggested that an opportunity existed to ensure the technology in the original building is updated to match the new building. Mr. Schwartz stated that he supported the shower facilities, which encourages employees to ride or run to work in the knowledge they can shower when they arrive, and that renderings provide a misleading feel for the bulk and mass of a building. He noted that generators are used for emergencies and would not run indefinitely.

Ms. Hegarty summarized the comments received from members of the public via email, which she noted will be available to read in full on the Town's website:

Michelle Miller discussed her concern that the slides did not appear to be consistent, with the roofline appearing to be lower in some slides compared to others. Ms. Miller requested a transparent view of the redwood trees that are not slated for removal.

Susie Beatty stated that Mr. Schwartz' comments were enlightened and she encouraged the commissioners to seriously consider his suggestions.

Glenda Corning discussed her belief that Mr. Schwartz' design suggestions were informed, thoughtful and progressive, and she asked the commissioners to consider Mr. Schwartz' considered analysis.

Mr. Schwartz stated that his comments would relate to the second floor. He discussed the necessity of additional windows, his support for cedar siding, the need to exceed green standards and employ net zero energy design, and to consider the new building as a distributed energy resource asset.

Werner Maassen expressed concern that the council chambers design at street level was weak, and he questioned the need for a double gable design. Mr. Maassen discussed water problems related to the skylights and the plaza, and he expressed concern that the design appeared to be strange. He suggested that the original and proposed building could be connected with a flat roof to allow more solar paneling.

David Kunhardt, Councilmember, thanked Mr. Kappe for listening. Mr. Kunhardt asked for clarification of the size, seating capacity and ceiling height of the proposed council chambers.

Dan Phipps, 477 Chapman Drive, commented on the need for the proposed building to be energy efficient and the difficulty of achieving maximum efficiency by leaving the redwoods in place. He stated that an opportunity exists to ensure the building is a spectacular example of efficient design and of benefit to the community.

Chair Chase closed the public comment section.

Mr. Kappe commented on the shower facility, which he stated would be converted from a current restroom and is suggested by LEED to encourage employees to run or bike to work. He stated that a shadow study would be necessary to determine if the redwood trees provide too much shade for additional photovoltaic equipment.

Mr. Kappe described the purpose of the double gable area of the council chambers for the alternate design, which would be for storage in the top area and utilities in the lower area. He confirmed that cedar siding could be added to second floor windows, and he stated that the proposal to remodel rather than replace part of the building is for financial reasons. He noted that parking was addressed at the previous meeting and noise issues will be explored as part of the EIR. Mr. Boyle confirmed that the Planning Commission will review the CEQA documents and the parking study should resume in the future.

Mr. Wolff noted that a working group determined the location based on practicality, site constraints and consistency with the General Plan. He stated that an effort has been made to harmonize the design with the residential neighborhood, including a reduction in height on the north side.

Mr. Kappe confirmed his LEED accreditation and willingness to incorporate green features in the design to the extent desired by the Town. He discussed methods of providing a radiant heating system and addressed upgrading technology in the old building. He confirmed they could produce interior and street views of the proposed building and Mr. Wolff confirmed additional information would be provided for the hearing. He noted that the main purpose of tonight's discussions was to address concerns expressed at the previous meeting.

Mr. Kappe addressed Ms. Miller's comments, noting that the dormer above the council chambers is the same dormer shown in other perspectives. Chair Chase reopened the public comment period and Michelle Miller joined the meeting to state that the renderings sent to her via email appear to be different to those under discussion. Vice-Chair Metcalfe noted that previous design materials had been included in the packet and Mr. Wolff stated that he would follow up with Ms. Miller.

Ms. Hegarty stated that Mr. Maassen asked the commissioners to carefully consider the comments provided by Mr. Schwartz and Mr. Phipps. Ms. Hegarty also read Mr. Schwartz's further comments in which he clarified UFAD systems.

Ms. Hegarty read Michael Harlock's comments in which he which he stated his opposition to the land use by proposing to triple the size of Town Hall. Mr. Harlock asked if a study would be

undertaken for phasing the project and he discussed his concern that the original portion of the building, which would be remodeled, will be the most visible in perpetuity.

Mr. Chase closed the public comment period.

Mr. Kappe addressed the collection of water from roofs, which he said would be conducted to bio retention equipment, and he stated that the incorporation of a plaza had been discussed at the previous meeting. Mr. Suokko noted that the inclusion of a plaza had been prioritized during public workshops.

Mr. Kappe acknowledged Ms. Corning's comments on the need for fresh airflow, which could be included in the design. He stated that Mr. Harlock's original comments on the design of the southwest corner have been taken into consideration and that the intention is to increase the size of council chambers, which necessitates the need for additional space for ADA purposes, and the public counter. Mr. Suokko noted that much of the Public Works Department is operating from a temporary trailer, so additional space is needed. Finally, Mr. Kappe stated that they could redesign the front portion of council chambers and he provided the height of the proposed council chambers.

Vice-Chairperson Metcalfe stated that the design is much improved and the architect has done a wonderful job in addressing the concerns that were discussed at the previous meeting. Vice-Chair Metcalfe made the following statements: The addition of cedar siding around the top floor windows would not match the stucco; the plaza would break up the mass of the building; the flat roof of the original building should be maintained; that she supports the design on the corner of Tamalpais and Willow; that radiant heating might be ineffective beneath office furniture, and she discussed the addition of photovoltaic cells to the east side of the council chambers' roof.

Commissioner Bundy stated that there have been some nice design changes with the roofline design now harmonious, the plaza design simplified, and his belief the plaza will tie together the surrounding buildings and provide a place for the community to gather. Commissioner Bundy also stated that he supports the addition of smaller upper windows and the proposed exterior materials, and he suggested public art could be added to the south facing exterior council chamber wall. In response, Vice-Chair Metcalfe suggested the addition of the Town's symbol, an egret.

Commissioner Bandel stated her belief that the flat roof and proposed gable roofs would be inconsistent and suggested the peak above the flat roof is extended to the end at minimum. She discussed her support for the double gable at the council chambers wall, and suggested more vertical coloring to balance the exterior white horizontal stripe. She expressed her support for the plaza.

Chair Chase stated that he supported the proposed exterior materials; that the smaller top floor windows against a stucco background and white band around the building minimize the vertical height and should contribute to a less imposing design. Chair Chase encouraged residents to sign up for the Town newsletter, which he recommended the town display on the billboard outside the Recreation Center. He discussed the importance of a plaza as a place for people to meet, his support for an energy study, the inclusion of battery backups, bike racks at the plaza,

and the difficulty of responding to comments from those who have not been following the project since its inception, noting that there has been considerable outreach.

Chair Chase stated that the architect has developed a very good design, although he did not believe the south side dormer/plaza dormer were necessary, which he thought could be a heat conductor and would add to the project costs, although he supported the north side dormer to increase interior light. Chair Chase discussed the warm tones of the cedar exterior colors and noted that radiant heating is very efficient and the best way to heat a building. However, he noted that air conditioning required a separate system and suggested a study is completed to determine the best system. Chair Chase stated that he would request some modifications if this were a formal hearing but that it was a great project.

Commissioner Bandel discussed the need to plan for flexible open space should there be a need to create partitions between desks. Mr. Kappe stated that partitioning could be considered and noted that windows could be opened.

Chair Chase opened the public comment period and Mr. Schwartz joined the meeting via Zoom to discuss radiant heating, which he stated also provides ventilation.

Ms. Hegarty read Mr. Harlock's email, in which he suggested the main building is raised to provide more space and a new, inspiring council chambers should be built when funds become available. Mr. Harlock stated that the project will be more expensive than necessary and that the design resembles a banal box.

The commissioners discussed the way forward with Mr. Wolff, who advised the commissioners not to delay the planning process, noting his concern that the study sessions are evolving into decision-making hearings. He stated that formal public hearings are necessary to determine if the project meets the findings. There was consensus between 3 of the commissioners to move forward to a public hearing.

Chair Chase asked the commissioners if they wished to continue the meeting at 9:34 p.m. to which there was unanimous approval.

## **6. NEW HEARINGS**

### **A. 17 TRADEWIND PSG - DESIGN REVIEW APPLICATION PL-2019-0071 FOR A 769.5 SQUARE FOOT SECOND LEVEL ADDITION TO AN EXISTING SINGLE-STORY HOME AT 17 TRADEWIND PASSAGE (Senior Planner Phil Boyle)**

Senior Planner Boyle presented the staff report. Mr. Boyle discussed the proposed second story addition that would increase the square footage of the home from 2,320 square feet to 3,089 square feet, including the garage. He stated that the proposed height would be 23 feet and 9 inches, while the maximum allowed would be 30 feet, and that the applicants are proposing to maximize the FAR at 40%. Mr. Boyle confirmed that there would be no change to lot coverage because the addition is set upon the first story.

Mr. Boyle stated that the project conforms to all R-1 Development Standards and confirmation has been received that the project valuation is 50% less than the value of the structure, and thus there is no need to raise the home in accordance with FEMA's requirements.

Mr. Boyle discussed the letters of support, noting that an east elevation bathroom window will be frosted to protect a neighbor's privacy. He also noted that the window design has been changed to minimize privacy impacts following communication with neighbors on the north side.

Mr. Boyle discussed the first and second level floor plans, the existing and proposed south/front elevation and the north elevation, noting the clerestory windows. He also discussed the existing and proposed east and west elevations and sections showing ceiling heights.

Mr. Boyle discussed potential impacts in relation to the findings, noting that there will be some shading at certain times of the year but that it would not be significant. He discussed potential privacy problems that have been limited with changes to the size and location of windows and he confirmed that major views of Mt. Tamalpais would not be affected.

Mr. Boyle concluded his report by confirming staff could make the findings to support the project.

In response to Commissioner Bundy, Mr. Boyle clarified the FEMA rules associated with raising a dwelling, which is related to the value of the building, and the Fire Code requiring sprinklers that is related to additional surface area. They discussed a mock-up of a wall with window openings on the property to demonstrate a reduction in privacy problems.

In response to Commissioner Rizzo, Mr. Boyle confirmed that Mariner Cove did not have a specific design review plan. He also held up a materials board for the commissioners to see.

Chair Chase asked the commissioners if they wished to continue the meeting beyond 10 p.m. to which there was unanimous approval.

Mike Stone, speaking on behalf of the owners, discussed the desire to enlarge a home for a family. Ingrid Emming, Project Architect, stated that they had considered other designs but believed the proposed design will appear to be integrated with the original dwelling and not an add-on, with a craftsman design and dormer.

In response to Commissioner Bundy, the applicants confirmed that the lot is flat and there is no need to raise the house.

In response to Vice-Chair Metcalfe, Mr. Boyle stated that the previous construction project occurred over 5 years ago and the value of the project is not added to the value of the proposed project. Therefore, since the value of the proposed project is less than 50% of the value of the dwelling, FEMA's requirement to raise the dwelling has not been met.

Chair Chase opened and then closed the public comment period when Ms. Hegarty confirmed no one wished to speak or had submitted comments via email.

Vice-Chair Metcalfe confirmed that she liked the project and believed the addition worked well with the dwelling and that she could support the findings.

Commissioner Bundy expressed a preference for the addition to be set back from the front and rear setbacks, but that he could support the project because it did not appear to severely impact the neighboring properties.

Commissioner Bandel confirmed she could support the findings for a project that did not appear to be controversial.

Commissioner Rizzo commended the applicants on the neighborhood outreach efforts, noting that the neighbors to the rear will have a site line to the ridge of Ring Mountain, and he commented on there not being a particular style of second story additions on the neighborhood. He stated that the addition should not be especially impactful and confirmed he could support the findings and approve the project.

Chair Chase stated his belief that the design lessens the impact of the second story, that the addition fits in well, and that he could support the project.

**MOTION:** Motioned by Commissioner Bundy, seconded by Vice-Chair Metcalfe, to approve Design Review Application PL-2019-0071 for a 769.5 square foot second level addition to an existing single story home at 17 Tradewind Passage, Resolution No. 20-005:

**AYES:** Bundy, Bandel, Rizzo, Metcalfe, Chase  
**NOES:** None

Mr. Boyle read the appeal rights.

Due to the lateness of the hour, the remaining items were continued to the meeting of July 14, 2020.

## **7. ROUTINE AND OTHER MATTERS**

### **A. REPORTS, ANNOUNCEMENTS AND REQUESTS**

#### **i. Commissioners**

#### **ii. Planning Director**

#### **iii. Tentative Agenda Items for the Thursday, July 14, 2020 Planning Commission Meeting**

***(PROPOSED ITEMS, AND ORDER, ARE SUBJECT TO CHANGE)***

- a. 38 BIRCH AVE - MAJOR DESIGN REVIEW APPLICATION TO ADD A 665 SQUARE FOOT SECOND LEVEL AND TO ADD 174 SQUARE FEET TO THE FIRST LEVEL OF THE 1,823 SQUARE FOOT SINGLE STORY HOME AT 38 BIRCH AVENUE**

#### **iv. Future Agenda Items**



***(PROPOSED ITEMS, AND ORDER, ARE SUBJECT TO CHANGE)***

**B. MINUTES**

**i. Planning Commission Meeting Minutes of May 26, 2020**

**8. ADJOURNMENT**

Chair Chase adjourned the meeting at 10:15 p.m.