



Town of Tiburon

STAFF REPORT

the total floor area for the property to 3,718 square feet, which complies with the maximum floor area of 4,328 square feet. No additional changes to the garage are proposed.

ANALYSIS:

Zoning

As proposed, the project appears to be in conformance with the development regulations of the RO-2 zoning district.

Garage Conversion

The Town has an administrative policy which states that when an existing garage or carport is proposed to be converted, a replacement garage or carport of equal or greater capacity should be provided on the property. However, a replacement garage or carport may not be required if certain garage conversion criteria are met. It is also a policy that when a project does not meet all of the garage conversion criteria the application is forwarded to the Design Review Board for review, instead of being reviewed administratively. The following is a list of the garage conversion criteria, and an explanation of how each one is addressed by the project.

1. *There is adequate space on the property to provide an improved but uncovered parking area of equal or greater capacity than that being converted, while meeting all setback requirements.*

The applicant has demonstrated that two uncovered, full size, off-street parking spaces could be created on the property, off of the existing driveway.

2. *There is adequate screening of that parking area provided as part of the proposal, either by a structure, trellis, existing and/or proposed landscaping, lattice or any other means.*

The applicant has demonstrated that the proposed parking area would be adequately screened by the existing vegetation on the site.

3. *There is an adequate, screened storage area provided for items typically stored in a garage or carport (i.e. gardening equipment, bicycles, etc.).*

The applicant has demonstrated that the existing storage area in the un-converted area of the garage would provide adequate storage area.

4. *The proposal allows for the future construction of a replacement garage or carport in a credible location on the property without the need for a variance. The term "credible" is used to describe a location that is compatible with the layout of the site and provides safe, convenient, and legal vehicular access to the property.*

There does not appear to be a credible location for the future construction of a garage or carport on the property that would not require a variance. A new garage or carport area would inevitably increase the lot coverage of the property. Since the existing improvements on the property already maximize the allowable lot coverage on the site



Town of Tiburon

STAFF REPORT

(15%), any new buildings are addition to an existing building would require a variance for excess lot coverage.

As evidenced by the discussion above, garage conversion criterion #4 cannot be met; therefore the project has been forwarded to the Design Review Board for review. It is recommended that the Board review the impact of having only one covered parking space on the property.

The Zoning Ordinance states that two off-street parking spaces are required for all single-family dwellings. The applicant is proposing to create three (3) additional off-street parking spaces by widening the existing driveway. The maximum parking capacity would be four (4); one (1) in the garage, two (2) on south side of the driveway, and one (1) on the north side of the driveway. It would appear that the existing and proposed improvements on the property would mitigate the loss of one covered parking stall.

Public Comment

To this date, no correspondence regarding this application has been submitted.

RECOMMENDATION:

It is recommended that the Board review this project with respect to the garage conversion policy and the guiding principles in the review of applications (Section 4.02.07), and determine that the project is exempt from the provisions of the California Environmental Quality Act (CEQA) as specified in Section 15303. If the Board finds that the existing and proposed improvements on the property are consistent with the guiding principles, and the improvements would mitigate the loss of one covered parking stall, then it is recommended that the project be approved with the attached Conditions of Approval.

EXHIBITS:

1. Conditions of Approval
2. Application and supplemental materials dated March 26, 2003.
3. Plans for the project

Town of Tiburon

STAFF REPORT



EXHIBIT 1

CONDITIONS OF APPROVAL 4 Rolling Hills Road FILE #704066

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. The development of this project shall conform to the application and plans dated by the Town of Tiburon on May 12, 2004, or as amended by these conditions of approval. Any modifications to the plans must be reviewed and approved by the Design Review Board.
3. Plans submitted to the Building Department for plan check shall be identical to those approved by the Design Review Board. If any changes are made to the approved Design Review plans, the permit holder is responsible for clearly identifying all such changes when submitted to the Building Department for plan check. Such changes must be clearly highlighted (with a "bubble" or "cloud") on the submitted plans. A list describing in detail all such changes shall be submitted and attached to the building plans, with a signature block to be signed by the Design Review Staff member indicating that these changes have been reviewed and are approved, or require additional Design Review. All changes that have not been explicitly approved by Staff as part of the Building Plan Check process are not approved. Construction that does not have Design Review approval is not valid and shall be subject to stop work orders and may require removal.