



TOWN OF TIBURON
 1505 Tiburon Boulevard
 Tiburon, CA 94920

Design Review Board Meeting
 December 16, 2010
 Agenda Item: **1**

STAFF REPORT

To: Members of the Design Review Board
From: Associate Planner Tyler
Subject: 1652 Tiburon Boulevard; File No. 51009; Site Plan and Architectural Review Application for Installation of Signage for Union Bank with a Major Sign Area Exception
Reviewed By: _____

PROJECT DATA

OWNER: SHELTER BAY RETAIL GROUP
 APPLICANT/ARCHITECT: UNION BANK/ARROW SIGN COMPANY
 ADDRESS: 1652 TIBURON BOULEVARD
 ASSESSOR’S PARCEL NUMBER: 059-101-04
 FILE NUMBER: 51009
 ZONING: NC (NEIGHBORHOOD COMMERCIAL)
 GENERAL PLAN: NC (NEIGHBORHOOD COMMERCIAL)
 FLOOD ZONE: AE
 DATE COMPLETE: DECEMBER 3, 2010
 APPLICABLE REGULATIONS: CHAPTER 16A (SIGN ORDINANCE) AND DOWNTOWN DESIGN HANDBOOK

PRELIMINARY ENVIRONMENTAL DETERMINATION

Planning Division Staff has made a preliminary determination that this proposal would be exempt from the provisions of the California Environmental Quality Act (CEQA), as specified in Section 15301.

PROPOSAL

The applicant is proposing to install one (1) marquee sign and one (1) window/door sign for the new Union Bank, located at 1652 Tiburon Boulevard, in downtown Tiburon. The previous tenant at this location was Tamalpais Bank.

The marquee sign would replace the existing Tamalpais Bank sign, located above the front entrance. The new sign would be individual halo-lit letters, depicting “Union Bank” with the Union Bank red “U” logo. In addition to informational messages, i.e. hours of operation, the window/door sign would also state “Union Bank” with the red “U” logo, but would not be illuminated.

The Tiburon Sign Ordinance permits a maximum sign area of twelve square feet (12 sq. ft.) for this establishment. The applicant is proposing 30.94 square feet of sign area, which exceeds the maximum permitted sign area. Therefore, the applicant is requesting a major sign area exception.

ANALYSIS

Sign Design

The proposed marquee sign would be in the same location as the existing Tamalpais Bank sign, located above the main entrance to the bank. The sign would read “Union Bank” with the red “U” logo at the front of the message.

The red “U” logo would be 2’-10” tall by 2’-4 3/8” wide, for a sign area of 6.7 square feet. The dark blue “Union Bank” message would be 23.7” tall by 12’ 1” wide, for a sign area of 23.9 square feet. The total sign area proposed for the marquee sign is 30.6 square feet. Both the logo and message would be individual letters, with LED halo-lit illumination.

The entrance to the bank has two doors. The left door would contain informational messages totaling 0.85 square feet. The Sign Ordinance exempts consumer informational signage as long as the messages do not individually exceed one (1) square foot, and in aggregate, do not exceed five (5) square feet.

The right door would have the red “U” logo and message “Union Bank”. The red “U” logo would be 4.2” tall by 3.3” wide for a sign area of 0.14 square feet. The “Union Bank” would be 2” tall by 14.6” wide for a sign area of 0.20 square feet. The total sign area for the window/door sign would be 0.34 square feet. No illumination is proposed for the door signs.

The overall signage as proposed would appear to be in compliance with the provisions of the Downtown Design Handbook and the Sign Ordinance, with the exception of the request for a major sign area exception. It should be noted that the existing signage for Tamalpais Bank is 32 square feet, which is slightly larger than what is being requested. It should also be noted that the small sign located on the south side of the building is being removed, and is not permitted to be replaced by Union Bank.

Sign Area

The allowable sign area for any establishment is one (1) square foot for each four (4) linear feet of frontage. The subject site has a linear frontage of forty-eight feet (48’). Therefore, the maximum allowable sign area is twelve (12) square feet. The total sign area proposed for this application is 30.94 square feet, which exceeds the maximum, and requires a major sign area exception.

Major Sign Area Exception

In order to grant a major sign area exception, the Board must make all of the following findings required by Section 16A.520(c) of the Tiburon Sign Ordinance:

1. **The exception is necessary to overcome special or unusual site conditions such as exceptional building setbacks, and lack of or limited visibility due to orientation, shape or width of the property and/or building improvements.**

The subject property has frontage on Tiburon Boulevard, and has an entrance separate from the parking lot, from which all other businesses on this property have access. Due to the narrow building frontage and existing site conditions, signage which complies with the maximum permitted sign area of twelve (12) square feet would appear too small for vehicular/pedestrian traffic. Any proposed signage would need to be larger than the maximum sign area in order for the business to be visible to the public.

2. **The exception is appropriate in that it would allow signage that would be in harmony and scale with the building and site improvements, and would be physically compatible with other conforming signs in the immediate vicinity.**

The proposed signage would be similar in size and scale to what currently exists on the building. This signage appears to be in harmony and scale with the building, as well as physically compatible with signs in the vicinity, including the “The Lodge at Tiburon” sign across the boulevard.

3. **The exception would permit an improvement that would not be detrimental or disruptive to the safety or flow of vehicular or pedestrian traffic either on-site or off-site.**

The signage as proposed would not be detrimental or disruptive to the safety or flow of vehicular or pedestrian traffic, as the proposed sign would replace the existing “Tamalpais Bank” sign, which currently does not appear to be disruptive to traffic on or off-site. Staff is not aware of any complaints or concerns regarding the size of the existing signage at this location in relation to traffic flow.

From the evidence provided, Staff believes that there is sufficient evidence to support the findings for the requested major sign area exception, particularly due to the similarity in size with the existing signage on the subject building, as well as signage in the vicinity.

Public Comment

As of the date of this report, no letters have been received regarding the subject application.

RECOMMENDATION

Staff recommends that the Design Review Board:

1. Review this project with respect to the Sign Ordinance and the Downtown Design Handbook;
2. Determine that the project is exempt from the California Environmental Quality Act (CEQA) as specified in Section 15301;
3. Approve the project, which includes one marquee sign and one window/door sign with a major sign area exception, subject to the attached conditions of approval.

- Exhibits:
1. Conditions of Approval
 2. Application and Supplemental Materials
 3. Submitted Plans

Prepared By: Laurie Tyler, Associate Planner

Exhibit 1

CONDITIONS OF APPROVAL 1652 Tiburon Boulevard File No. 51009

1. This permit approves signage for the business located at 1652 Tiburon Boulevard in the Town of Tiburon. The total area of the sign(s) approved in this application shall not exceed 30.94 square feet. The sign(s) shall be in conformance with the application approved by the Town of Tiburon on December 16, 2010, as amended by these conditions of approval. Any modifications to the application as approved must be reviewed and receive Tiburon Planning Division approval.
2. Compliance with all applicable safety codes is required.
3. Prior to erection of the signage, sign owner shall obtain all required building, electrical, or related permits pursuant to the Town's adopted building and construction codes, as set forth in Chapter 13 of the Tiburon Municipal Code.
4. Prior to erection of the signage, an encroachment permit (if required) shall be secured from the Town of Tiburon Public Works Department for all work to be conducted within Town right-of-way, or Town-owned land, as defined in Chapter 19 of the Tiburon Municipal Code.
5. The issuance of this sign permit shall not be valid if the approval constitutes a violation of the Tiburon Sign Ordinance (Chapter 16A of the Tiburon Municipal Code). No permit presuming to give authority to violate or cancel the provisions of said chapter shall be valid.
6. The approved sign utilizes exposed light sources. This permit approval is conditional upon, and only becomes final when, within sixty (60) days of commencement of operation of the lighting and sign, the Director of Community Development finds that the light from the sign does not cause unreasonable glare or annoyance to persons of ordinary sensibility. The sign owner must immediately inform the Director in writing of the commencement of operation of the lighting and sign such that the Director's review may proceed expeditiously. Failure to so notify the Director shall toll the commencement of the sixty (60) day review period commensurate with the delay in written notification. The Director's finding with respect to unreasonable glare or annoyance may be made only

after a duly noticed hearing at which evidence is taken and a written decision is issued. The Director of Community Development's inquiry shall not include consideration of the message content of the sign, and shall be restricted to the physical method of presentation (i.e. lighting) of the message.

7. The Town may make inspections as necessary to determine whether any sign is in compliance with this approval and other applicable regulations. Reasonable notice shall be provided when the inspection requires access to areas other than those available to the general public.
8. Dilapidated signs are prohibited. The sign owner shall maintain the sign and all supporting components in good repair and finish. Substantially deteriorated, badly weathered, rusty, or otherwise poorly maintained signs shall be subject to public nuisance abatement or other available remedies.
9. This sign permit shall be valid for 180 days following approval, and shall expire and become null and void unless the signs, as approved, are erected prior to that date, unless an application for time extension, filed in writing with the Planning Division, is granted by the Director of Community Development.
10. If this approval is challenged by a third party, the property owner/applicant will be responsible for defending against this challenge. The property owner/applicant agrees to defend, indemnify and hold the Town of Tiburon harmless from any costs, claims or liabilities arising from the approval, including, without limitations, any award of attorney's fees that might result from the third party challenge.



TOWN OF TIBURON
1505 Tiburon Boulevard
Tiburon, CA 94920

Design Review Board Meeting
December 16, 2010
Agenda Item: **2**

STAFF REPORT

To: Members of the Design Review Board
From: Planning Manager Watrous
Subject: 215 Round Hill Road; File # 710124;
Site Plan and Architectural Review for Construction of an Addition to an Existing Single-Family Dwelling
Reviewed By: _____

PROJECT DATA

OWNER: KATHLEEN AND DANIEL VEINER
APPLICANT/ARCHITECT: ERIC LAYTON (ARCHITECT)
ADDRESS: 215 ROUND HILL ROAD
ASSESSOR'S PARCEL NUMBER: 058-111-14
FILE NUMBER: 710124
LOT SIZE: 27,300 SQUARE FEET
ZONING: RO-2 (SINGLE-FAMILY RESIDENTIAL)
GENERAL PLAN: M (MEDIUM DENSITY RESIDENTIAL)
FLOOD ZONE: X
DATE COMPLETE: NOVEMBER 22, 2010

PRELIMINARY ENVIRONMENTAL DETERMINATION

Town Planning Division Staff has made a preliminary determination that this proposal would be exempt from the provisions of the California Environmental Quality Act (CEQA), as specified in Section 15301.

PROJECT DESCRIPTION

The applicant is submitting a request to construct an addition to an existing single-family dwelling on property located at 215 Round Hill Road. The existing dwelling is a single-story structure with an unfinished crawl space beneath. The proposal would convert the existing crawl space below the garage and family room into a bedroom, bathroom and wine storage area. New windows and a full-sized door would be installed on the north and west sides of the addition. One new skylight would also be installed as part of this application.

The proposed additions would increase the floor area of the house by 867 square feet to 4,390 square feet, which is less than the maximum allowed by the floor area ratio for a lot of this size. The proposed addition would be located within the existing building footprint and therefore would not increase the lot coverage for this property.

The proposed addition would not change the existing color and materials of the dwelling.

ANALYSIS

Zoning

Staff has reviewed the proposal and finds that it is in conformance with the development standards for the RO-2 zone.

Design Issues

The subject house is situated below Round Hill Road and above the shared driveway leading to homes below at 205 & 211 Round Hill Road. The exposed portions of the proposed addition face to the northwest and southwest, away from the other neighboring home at 223 Round Hill Road.

The proposed addition would not add to the visual mass of the existing house. The proposed windows face away from nearby homes and therefore would not result in any privacy impacts on other dwellings in the vicinity.

Staff does not foresee any other design issues with the proposal.

Public Comment

As of the date of this report, no letters have been received regarding the subject application.

RECOMMENDATION

The Board should review this project with respect to Zoning Ordinance Sections 16-52.020 (H) (Guiding Principles) and determine that the project is exempt from the provisions of the California Environmental Quality Act (CEQA) as specified in Section 15301. If the Design Review Board agrees with Staff's conclusions, it is recommended that the attached conditions of approval be applied.

ATTACHMENTS

1. Conditions of approval
2. Application and supplemental materials
3. Submitted plans

CONDITIONS OF APPROVAL

215 ROUND HILL ROAD

FILE # 710124

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 with the application dated by the Town of Tiburon on November 3, 2010, or as amended by these conditions of approval. Any modifications to the plans of November 17, 2010 must be reviewed and approved by the Design Review Board.
3. Plans submitted to the Building Division 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 Division 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 Planning Division 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 Planning Division approval is not valid and shall be subject to stop work orders and may require removal.
4. If this approval is challenged by a third party, the property owner/applicant will be responsible for defending against this challenge. The property owner/applicant agrees to defend, indemnify and hold the Town of Tiburon harmless from any costs, claims or liabilities arising from the approval, including, without limitations, any award of attorney’s fees that might result from the third party challenge.
5. The applicant must meet all requirements of other agencies prior to the issuance of a building permit for this project.
6. All skylights shall be bronzed or tinted in a non-reflective manner (minimum 25%) and no lights shall be placed in the wells.
7. All exterior lighting fixtures other than those approved by the Design Review Board must be down light type fixtures.
8. The project shall comply with all requirements of the Tiburon Fire Protection District.
9. All requirements of the Marin Municipal Water District shall be met.
10. The applicants shall obtain any necessary sewer permits from the Sanitary District No. 5 and pay all applicable fees prior to construction of a side sewer and connection to the

sewer main. After connection to the sewer main but prior to commencement of discharge and prior to covering of the pipe, the District shall be contacted and allowed to inspect the connection for conformance to standards.

11. All requirements of the Town Engineer shall be met, including, but not limited to, the following, which shall be noted on building plan check plans:
 - a. A Public Works encroachment permit will be needed for all work to be conducted within Town street rights-of-way.
 - b. The public right-of-way shall be protected from damage during construction, or repairs shall be made to the satisfaction of the Tiburon Public Works Department.