

**TOWN OF MORAGA
DESIGN REVIEW BOARD MEETING
MINUTES**

February 25, 2019

1. CALL TO ORDER

A regular meeting of the Design Review Board (DRB) was called to order by Chairperson Gregory at 7:01 P.M. in the Council Chambers and Community Meeting Room, 335 Rheem Boulevard, Moraga, California.

A. ROLL CALL

Present: Boardmembers Foxall, Tormey, Wilson, Chairperson Gregory

Absent: None

Staff: Planning Director, Derek Farmer
Senior Planner, Steve Kowalski

B. Conflict of Interest

There was no reported conflict of interest.

C. Contact with Applicants

There was no reported contact with applicant(s).

2. PUBLIC COMMENTS

There were no comments from the public.

3. ADOPTION OF CONSENT AGENDA

A. January 14, 2019 Minutes

B. Adoption of Meeting Agenda

On motion by Boardmember Foxall, seconded by Boardmember Wilson to adopt the Consent Agenda, as shown. The motion carried by the following vote:

Ayes: Boardmembers Foxall, Tormey, Wilson, Gregory
Noes: None
Abstain: None
Absent: None

4. DESIGN REVIEW

A. 140 Oxford Drive

DRB 02-19: Single-Family Residential Design Review Board application (DRB 02-19) and accompanying Variance (VAR 01-19) to allow the construction of a 340-square foot single-story addition to an existing one-story home that would continue an existing encroachment into the required street-side yard setback and result in the dwelling exceeding the maximum allowable Lot Coverage and Floor Area Ratio of the 3-DUA zoning district.

Applicant: Kerry Rousselot Architect
535 Walnut Avenue, Martinez, CA 94553

Senior Planner Steve Kowalski presented the staff report dated February 25, 2019, and recommended that the DRB approve DRB 02-19 and VAR 01-19 due to the project's overall consistency with the Zoning Ordinance, General Plan, and Design Guidelines, as well as the minimal impact it would have on the surrounding properties, as shown in the Draft Action Memorandum dated February 25, 2019.

Speaking from the audience, the property owner had nothing further to add to the staff presentation.

PUBLIC COMMENTS OPENED

There were no comments from the public.

PUBLIC COMMENTS CLOSED

Boardmember Foxall reported he had driven past the property this afternoon and suggested the plans had not done the addition justice. He found the addition to be innocuous, adding nice features to the home, including the gable. He agreed with the staff recommendation to approve the application.

Chairperson Gregory confirmed with staff that the roof projections had not been included in the setback separation requirement and the existing home, absent the proposed addition, already exceeded the allowable lot coverage. The existing home had been built under the County zoning regulations prior to the Town's incorporation.

On motion by Boardmember Foxall, seconded by Boardmember Tormey, to adopt the Draft Action Memorandum dated February 25, 2019, approving DRB 02-19 and VAR 01-19 for 140 Oxford Drive, subject to the conditions as shown. The motion carried by the following vote:

Ayes:	Boardmembers Tormey, Foxall, Wilson, Gregory
Noes:	None
Abstain:	None
Absent:	None

Chairperson Gregory identified the 10-day appeal process of a decision of the DRB.

5. ROUTINE AND OTHER MATTERS

A. Planning Commission Liaison Report

Planning Director Derek Farmer reported that the Planning Commission had met on February 19, 2019 to discuss the Annual General Plan Implementation Report and hold a Study Session to receive a presentation and provide feedback on a proposed 12-unit senior housing development at the corner of Lucas Drive and Moraga Road.

6. REPORTS

A. Design Review Board

There were no Design Review Board reports.

B. Staff

Mr. Farmer formally introduced Senior Planner Steve Kowalski to the DRB. He also reported that the Moraga Center Specific Plan (MCSP) Implementation Committee would be forming a Citizens Advisory Committee (CAC). All DRB members had been e-mailed information regarding the application for the CAC with applications due by Friday, March 1, 2019.

Mr. Farmer further reported that the Town Council meeting of February 27, 2019 would include a staff recommendation to formally consolidate the Planning Commission and DRB as part of the Town Council Goals for 2019, due to the need to streamline the Town's processes, and since existing DRB members would be termed out and there had been difficulties in reaching a quorum.

7. ADJOURNMENT

On motion by Boardmember Tormey, seconded by Boardmember Foxall and carried unanimously to adjourn the meeting at approximately 7:14 P.M.

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Secretary of the Planning Commission