

# REQUEST FOR PROPOSALS AND STATEMENT OF QUALIFICATIONS



## Conversion of Existing Housing to Affordable Housing and Implementation of Community Vision and Reuse Plan

at Former Coast Guard Housing Facility at Point Reyes Station, Marin County



### INTRODUCTION

The Marin County Community Development Agency is requesting proposals from nonprofit housing developers for the reuse of the former US Coast Guard facilities in Point Reyes Station. The site includes 36 townhomes, a barracks with 24 rooms, a dining hall and kitchen, and several ancillary buildings. The site has been vacant for approximately three years.

The County of Marin will acquire the site from the US Coast Guard. The transaction is anticipated to be completed in 2019.

The County has convened a Community Advisory Working Group of community members and stakeholders to articulate the community's vision for the site, assist the County in developing this Request for Proposals and assuring the community's vision is reflected in this document.

### GOALS AND OBJECTIVES

The County's primary goal is the development of a well-designed affordable housing community. Identified objectives for the site are as follows:

1. Provide affordable rental housing to households earning at or below 80% of County median income through the rehabilitation of the existing townhouse units and other buildings on the site.
2. Consideration of a set-aside to house agricultural workers and their families.
3. Integration of environmentally sustainable practices to foster long term sustainability of the development.
4. Protection of the water quality in Lagunitas creek and the North Marin Water District's onsite potable water wells.
5. Site design that creates a neighborhood and invites the Point Reyes community into the new neighborhood.
6. Fulfill the community's objectives for the site, as discussed under "Community's Vision" section of this RFP.

### **DEVELOPER ROLE AND OVERALL APPROACH**

The County seeks an experienced affordable housing developer or development team ("Developer") to rehabilitate and manage the affordable housing and implement the community's vision for this site and the County's goals and objectives.

The County anticipates a phased work plan. The first phase is the rehabilitation and rental of the existing 36 townhouse units and installation of an on-site wastewater treatment facility. This component of the project is a top priority given the intent of the federal legislation authorizing the County to purchase the property and the critical need for affordable housing in West Marin. Other phases are intended to provide the opportunity for the creative reuse of the remaining space within the parcel to meet the County's goals of additional affordable housing and other community serving uses. These phases are expected to be described at a conceptual level of detail to allow for flexibility in future planning and design that builds upon the community vision process conducted to date.

The first phase would be subject to review under the California Environmental Quality Act (CEQA) with acknowledgment of a second phase that is to be determined, along with any broad, conceptual level of analysis that is feasible regarding what is reasonably foreseeable as part of phase 2. The second phase would subsequently be subject to review under CEQA at the time when the second phase project elements and design have been decided on and we have arrived at an accurate, stable and finite project description.

Developers are encouraged to prepare responses based on the County's suggested phasing or to provide alternative development schedules. Responses that do not prioritize the timely rehabilitation and occupancy of the 36 townhouse units will NOT be considered.

The Developer's role will include the following:

- Work in collaboration with the County staff to develop an initial project design and site layout for the rehabilitation of the 36 townhouses in accordance with the County's development requirements and the community participation process.
- Assemble and coordinate the development team members to perform due diligence, site planning, engineering and other professional studies to secure planning entitlements.

- Provide and pay for the design and installation of a wastewater treatment facility to serve the site.
- Secure financing to rehabilitate the existing units into deed restricted affordable housing.
- Develop and implement an affirmative marketing plan that meets the County's goals to affirmatively further fair housing.
- Provide long term management of the affordable housing units in accordance with all regulatory agreements.
- Work in collaboration with County staff and the community to develop, implement, and finance the community's long-term vision for reuse of the remainder of the site.

## **PROPOSAL REQUIREMENTS AND SELECTION CRITERIA**

Project proposals must include specific information regarding the Developer's experience with the acquisition, financing, rehabilitation, and management of affordable rental housing and clearly indicate the roles and responsibilities of each member of the development team.

The proposals must also include the overall development strategy and any proposed phasing for the rehabilitation of the existing housing and for ongoing collaboration with the County and community on implementing the community's objectives for the reuse of the remainder of the site. The proposals should provide a sufficient level of detail and specificity to enable the submittal of planning entitlements for the rehabilitation of the existing 36 townhomes on the property and the installation of an on-site wastewater treatment facility . Other uses described at a conceptual level will be evaluated primarily in the context of factors described in the Community Vision section below and the Developer's qualifications with community-based project development.

Selection of the Developer will be based on the submitting entity's directly relevant experience in the following areas:

- Financing and rehabilitation of existing units for affordable housing
- Financial capacity including leveraging local funding
- Creation of well-designed projects that provide a quality living experience for residents and are an asset to the surrounding neighborhood
- Experience in rural and/or coastal communities
- Experience in military base reuse
- Experience with sustainable construction practices and integrating sustainability measures into new communities
- Successful record of working with community organizations and public agencies to implement community objectives
- Long term management of affordable housing

## **PROCUREMENT PROCESS AND PROPOSAL DEADLINE**

### **PROPOSAL DEADLINE: January 20, 2020**

Proposals are due in the offices of the Community Development Department no later than Monday, January 20, 2020 at 4:00 pm. Proposals should be emailed to:

Leelee Thomas, Planning Manager  
Marin County Community Development Agency  
[lthomas@marincounty.org](mailto:lthomas@marincounty.org)

Submissions will not be accepted after the date and time stated above.

Incomplete submissions or submissions that do not conform to the requirements specified herein will not be considered.

Community Development Agency staff will hold an optional site visit and pre-proposal meeting Friday, December 6, 2019.

Proposers may submit written questions regarding this RFP. The proposer's questions must be emailed and received Monday, December 16, 2019 no later than 4:00 pm local time. Questions from individuals, organizations or firms that are not proposers will not be addressed as part of this developer selection process.

All Questions shall be submitted via email to the Leelee Thomas, Planning Manager, Marin County Community Development Agency at [lthomas@marincounty.org](mailto:lthomas@marincounty.org). Phone calls and faxed questions will not be accepted.

An RFP addendum, including answers to all written questions concerning this RFP, will be posted on the County of Marin Contracting Opportunities website Friday, December 20, 2019 no later than 4:00 pm local time. It is the responsibility of all interested proposers to access the website for this information.

County staff anticipates the RFP review process will take approximately two months. A selection committee will recommend one or more entity for Board of Supervisors approval and staff will request the Board's permission to negotiate the appropriate Professional Services Agreement and Development Agreement. There is no appeals process for the selection committee recommendation.

#### Disclaimer

While the dates and schedule stated in this RFP represent the County's preferred timetable, it shall not be considered binding on the County. The submission of a proposal in response to this RFP shall not be binding upon the County nor construed as a contract with or a commitment by the County. The County will not pay any costs incurred in the preparation of a response to this request. The County reserves the right to make decisions on which proposal it deems in the County's best interest, including rejecting all proposals or cancelling the RFP process at any time prior to entering into a Professional Services Agreement and/or a Development Agreement. The submitted responses, and any information made part of the responses, will not be returned.

Proposals will not be publicly opened or read. Once a contract is awarded, all submitted proposals shall be public records subject to public disclosure pursuant to the provisions of the Public Records Act (Government Code Section 6250 et seq.).

## County contract requirements

### *A. Summary of Contract Terms, Conditions and Requirements*

The following is a summary and not to be relied upon as recitation of the precise terms of the County's Professional Services Agreement. To the extent there is any inconsistency or uncertainty, the terms of the Professional Services Agreement will prevail.

The successful Contractor shall be required to comply with the County of Marin's Professional Services Agreement and all applicable State and Federal Codes.

The County's Professional Services Agreement, contains specific provisions including, but not limited to, nondiscrimination in hiring and in the provision of services, record keeping, payments, limitations and obligations, conflict of interest, indemnification and insurance, and assignment. By submitting a Proposal, the applicant agrees to be bound by all terms and conditions of the County's Standard Professional Services Agreement.

### *B. Insurance*

The County requires that all contractors carry \$1,000,000 in liability insurance (\$2,000,000 aggregate). The County must be named as additional insured and specific language must be included on the signed endorsement to the policy. The County also requires proof of motor vehicle and Worker's Compensation insurance. All of the above policies shall be payable on a per occurrence basis.

In addition, the successful Contractor may be required to carry errors & omissions, professional liability or malpractice insurance.

## **BACKGROUND**

The US Coast Guard ("USCG") has entered into an Offer to Purchase and Contract of Sale with the County for real property located on Commodore Webster Drive in Point Reyes Station, West Marin. The site was previously used for housing and support services for USCG personnel. The County has entered into an agreement for purchase the property from the USCG pursuant to federal legislation (HR 1987RFS Section 501).

The County plans to partner with a nonprofit housing developer to rehabilitate and preserve the existing housing units as deed-restricted, affordable rental housing and implement the community's vision for the remainder of the site.

## COMMUNITY'S VISION

Marin County Community Development Agency staff appointed a Working Group of community members and stakeholders to articulate the community's vision for the site. The Marin County Community Development staff held community meetings on the reuse of the site on April 18, April 30, and July 12, 2018. See Attachment D for a summary of comments from the community meetings.

An approved reuse plan for the site has not been generated. The following concepts, summarized from the community outreach meetings and the community plan, are part of the community's aspirations for the site.

- Housing that allows people to live affordably including, but not limited to; those that work in West Marin, persons that have been displaced from their current housing and households that choose to live in West Marin.
- The site is designed to be welcoming, inclusive and no longer separated from the town.
- The site design and landscape features contribute to a vital neighborhood that is integrated with the Point Reyes community.
- The site includes amenities that could serve both residents and the community; such as play areas, childcare facilities, community kitchen, and tennis courts.
- The site embodies environmentally sustainable practices and systems; such as the installation of alternative energy sources, solar panels, water harvesting systems, low water use fixtures, locally native plants, drought and fire-resistant landscaping, fruit trees, and community gardens.
- The space within the existing developed footprint on the site is re-purposed for such uses as:
  - Affordable housing such as housing for families, smaller households, housing for seniors, and housing that provides for a multi-generational community;
  - Workspaces and design spaces for residents and the community;
  - Space for community serving organizations.

## PROJECT DESCRIPTION

### Site Description

The property is located in the unincorporated area of Marin County in the community of Point Reyes Station. The property consists of two parcels totaling 32.57 acres. The property is adjacent to the housing development on Giacomini Road and contains 36 townhouse units, a former barracks building with 24 rooms and other ancillary buildings.

The 36 townhouse units consist of two-story townhouse units in 10 buildings. The units were built in 1974 and renovated in 2010-2014. Each of the ten buildings contains three to four units of two, three and four bedrooms with one, one and a half and two bathrooms. The buildings are of wood frame construction with a combination of stucco and vinyl siding.

Each unit contains a propane wall heater and a propane hot water heater. Each unit is separately metered and protected by a breaker box. Each unit is wired for smoke detectors. The

townhouse units do not have fire sprinklers. There are no elevators at the site or in the buildings. For more information, please see Attachment C (d)-Physical Needs Assessment.

The site also contains a 9,652 square foot barracks building with twenty-four single rooms with communal bathrooms, a 2,226 square foot mess hall-galley, a 1,000 square foot building with a gym, training room and workshops (collectively the "Existing Development Footprint").

There are additional small buildings, storage sheds, and gazebos on the property. Outdoor recreational facilities include a swimming pool, tennis and basketball courts and play areas with some playground equipment.

The electricity to the site is provided through Pacific Gas and Electric. There are five propane tanks on site. There is no natural gas service on site or throughout West Marin. Potable water is provided by the North Marin Water District ("NMWD"). NMWD obtains its water supply for the West Marin service area from two wells located on the USCG property.

There is no main sewer service available in the area and the site contains facilities for limited onsite sewage collection and storage only. During the time the property was used by the Coast Guard, there was daily collection and hauling of the waste water to an offsite facility.

#### Site Control/Property Disposition

The County is purchasing the property and plans to enter into a partnership with a nonprofit housing developer ("Developer"). The Developer will rehabilitate the existing townhouses for affordable housing and reuse the remaining development footprint to incorporate additional affordable housing and other amenities in accordance with the community's aspirations. It is anticipated that the Developer would use a combination of local funds, tax credits and other funds for the rehabilitation of the property and the housing units.

The County has completed a fair market appraisal of the property (David Tattersall, 2017), a physical needs analysis (EMG, 2018), and an onsite waste water feasibility evaluation (Questa Engineering, December 2016). The US General Services Agency has completed an Environmental Compliance Due Diligence Activities Report (Tetra Tech, March 2016). These documents may be provided to the successful proposer prior to completion of the Development Agreement.

#### Entitlements

The property is located within the boundaries of the Marin County Local Coastal Plan (LCP). The total acreage is 32.57 acres. The largest parcel is zoned as Coastal Open Space (OA). The remaining parcel is zoned as Rural-Residential Coastal Zone. County staff anticipates that the property will require an amendment to the LCP, a Coastal Development Permit, and environmental review consistent with CEQA.

It is anticipated that County staff will sponsor the LCP amendment. Specific assignments and responsibility for the entitlement process will be part of the Development Agreement.

The rehabilitation and reuse of the property will also be subject to the County's building codes, including the green building standards and the Marin County Storm Water Pollution Prevention

Program (MCSTOPPP) regulations. The Developer will be responsible for the design and installation of a waste water treatment facility, consistent with County environmental standards.

### Sustainability

There is a strong community interest and expertise in sustainability practices including alternative energy sources, innovative water catchment and reuse strategies, permaculture, and edible landscaping

Developers are encouraged to maximize environmentally sustainable practices during the development planning. These practices could encompass building design, mechanical design, material selection, and integrated renewable energy generation systems. Grants, financing and technical assistance may be available through Marin County's Energy Watch Partnership, Marin Clean Energy and Pacific Gas and Electric Company for insulation, window replacement, conversion from gas to electric, energy efficient appliances, electrical panel replacement and other energy saving upgrades to the existing housing. Wherever feasible, Developers are encouraged to incorporate renewable energy, electric vehicle charging stations and design that supports multi modal transportation into the site design.



## **SUBMITTAL REQUIREMENTS**

### Developer Experience

Describe the Developers' overall experience.

Describe three most relevant projects including the following description for each:

- Project description including location, number of units, construction dates.
- Brief description of construction costs and financing sources.
- Description of the development team.
- Local governmental reference (Name, organization, phone number and email address).
- Project photographs.

### Proposed Scope of Work and Project Concept

Proposers should thoroughly describe their concept for the project. The description should include the following:

- Proposed scope of work.
- Proposed timeline or phasing.
- For joint management structures, a description of the roles and responsibilities of each organization.
- Identification of the roles of each member of the Development team.
- A plan for the rehabilitation and occupancy of the housing units including the number of units and rent levels. This plan should also describe how the accessibility (ADA) standards will be met.
- Description of the remaining land and/or structures within the existing development footprint.
- Community benefits.

Proposers may, but are not required to, include a sketch of proposed site plan and graphic representations of the proposed design features.

### Outreach, Affirmative Marketing and Community Engagement

Describe the proposed community engagement plan and the developers experience in implementing community engagement plans. The plan should describe the proposed activities during the planning process, construction process and the initial leasing period.

Please include specific information on outreach activities to identify and qualify potential residents during the initial leasing period including an outline of an effective affirmative marketing plan.

### Financial Capacity and Pro Forma

Describe how the Developer would propose to finance the development including the assumed sources and uses during each phase:

- a) pre-development
- b) rehabilitation of the existing housing units

c) lease up of the existing housing units

d) construction and lease up of the remaining phases: additional housing and/or non-housing uses

Submittal should also include a minimum 10-year cash flow analysis. The cash flow analysis should reflect the proposed phasing of the development.

Long Term Management Plan

Description of the long-term management plan. For joint management structures, include a description of the roles and responsibilities of each organization.

## DELIVERY OF RESPONSES TO REQUEST FOR PROPOSALS

Proposals should be submitted by email. Please submit proposals by **January 20, 2020 at 4:00 PM** to:

Leelee Thomas  
Planning Manager  
Marin County Community Development Agency  
3501 Civic Center Drive, Room 308, San Rafael Ca 94903  
[lthomas@marincounty.org](mailto:lthomas@marincounty.org)

## SUBMISSION CHECKLIST and PROPOSAL CONTENT

All proposals shall include the following information. The submission shall be as concise and relevant to the proposed scope of services.

- A cover page that includes the following information:
  - Developers name and mailing address.
  - Developer's legal status and Federal ID and State ID numbers.
  - Names of other participating firms or partners.
  - Name, mailing address, email address, telephone number of the primary contact person or the lead consultant.
  - Signature of authorized corporate officer for each proposing firm.
  
- Qualifications and Experience as detailed in the above section including an identification of the entities that will be involved in the development and the roles of each firm. This should include company profile for each firm and identification of the Lead Consultant.
  - A brief description of each firm.
  - Information on all staff that will be working on the project including experience with similar projects.
  - List of similar work including client, property location, and number of units, type of financing (Federal, State, and Local).
  
- Description of the proposed development as detailed in the Project Concept section.
  
- Proposed scope of work including community outreach plan.
  
- Description of the outreach and community engagement plan as described above.
  
- Financial capacity and pro-forma of the project as described above.
  
- A preliminary capital pro forma showing the sources and uses of funds to implement the proposed development.
  
- Operating pro-forma of at least 10 years for the management of the rental units.

- Preliminary development budget and financing plan including sources and uses.
- Project Timeline.
- Long term management plan.
- Any other information that would help County staff and the selection committee understand and evaluate the development proposal.
- Certificate stating that the all members of the Development team are in good standing with the Federal and State governments, are not on the Federal disbarment list and have not been disqualified for applying for low income housing tax credits by the State of California.
- Resolution or some other form of authority, signed by a Chief Executive Officer, Corporate Secretary, or managing partners, which lists the specific Officers who are authorized to execute agreements on behalf of the firm.
- Minimum of three (3) client references. References shall be nonprofit housing corporations, California cities or other large public-sector entities. Provide the designated person's name, title, organization, physical and email address, telephone number, and the project(s) that were completed under that client's direction.

Developers responding to this RFP are not required to provide a good faith deposit with their proposals. However, the entity that is ultimately selected may be required to make a financial deposit as outlined in the Development Agreement with the County.

### **PROPOSAL EVALUATION AND SELECTION**

The Marin County Board of Supervisors has the ultimate responsibility for the selection of the Developer with the assistance of a selection committee including representatives of the Community Advisory Working Group and other consultants as needed.

In the selection process, emphasis will be placed on understanding the County and community goals for the project, directly relevant qualifications, and the financial capacity of the developer. Please see Attachment A for the selection criteria.

#### Proposed Schedule

Project Team will make every effort to adhere to the following anticipated schedule; however, this calendar is subject to change. Questions or clarifications should be emailed to Leelee Thomas, Planning Manager at [lthomas@marincounty.org](mailto:lthomas@marincounty.org).

#	EVENT	DATE
1.	RFP Issued	November 20, 2019
2.	Site Visit Meet at Main Gate 100 Commodore Webster Drive, Point Reyes Station, CA 94956 (pre- registration with County staff is required for the site visit)	December 6, 2019
3.	Proposer deadline to submit written questions	Monday, December 16, 2019 @ 4:00 PM, PST
4.	Final addendum/ Response to proposer's written questions	Friday, December 20, 2019 @ 4:00 PM, PST
5.	Submission of Proposals	Monday, January 20, 2020 @ 4:00 PM, PST
6.	Evaluation of Proposals(s)	January – February 2020
7.	Finalist Interviews	February 2020
8.	Agreement Awarded	March 2020
9.	Commence project	April 2020

## ATTACHMENTS

- A. Evaluation Criteria
- B. Template of County Contract
- C. Property Information Package
  - 1) Copies of Photographs of Site
  - 2) Listing of Current Structures on the Site
  - 3) Physical Needs Assessment
- D. Summary of Community Meeting Held on April 30, 2018
- E. Point Reyes Community Plan (2001)

**COAST GUARD HOUSING RFP FULL APPLICATION SCORING RUBRIC**

Applicant Name: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Collaborative Partners Name (s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This form will be used to evaluate the submitted proposals. Reviewers will rate each section below using this scale: (0 Not at all, 1 Not Adequately, 2 To Some Extent, 3 To a Good Extent, 4 Completely)

Evaluation criteria	Score	Comments	Location in Submittal
1. Experience with financing and rehabilitating existing units for affordable housing (20 points)			List of projects
2. Demonstrated financial capacity of the developer (15 points)			Project proforma & list of projects
3. Local subsidy required to insure project viability, including proposed local subsidy per affordable unit (15 points)			Project pro forma
4. Evidence of prior successful experience in managing affordable housing developments. (10 points)			List of projects, Public agency references
5. Creative approaches to the proposed reuse of the site including the number and types of affordable housing units, incorporation of onsite community improvements to achieve a well-designed infill neighborhood (5 points)			Project description
6. Successful community building and engagement within the development and the surrounding community (5 points)			List of projects
7. Inclusion of housing for agricultural workers (5 points)			Project description
8. Inclusion of housing for extremally low income households (5 points)			Project description
9. Demonstration of successfully utilizing best practices to create environmentally sustainable communities (5 points)			Project description & list of projects
10. Evidence of experience in rural coastal communities including experience with the regulatory approval process required in coastal zones. (5 points)			List of projects
11. Successful record of working with public agencies (5 points)			Public agency references
12. Other factors as appropriate (5 points)			
<b>TOTAL</b>		Out of Possible 100 points	
<b>Additional Comments</b>			

## COUNTY OF MARIN

### PROFESSIONAL SERVICES CONTRACT 2015 - Edition 1

**THIS CONTRACT** is made and entered into this \_\_\_ day of \_\_\_\_, 20\_\_\_\_, by and between the COUNTY OF MARIN, hereinafter referred to as "County" and \_\_\_\_\_, hereinafter referred to as "Contractor."

#### RECITALS:

**WHEREAS**, County desires to retain a person or firm to provide the following service:; and

**WHEREAS**, Contractor warrants that it is qualified and competent to render the aforesaid services;

**NOW, THEREFORE**, for and in consideration of the Contract made, and the payments to be made by County, the parties agree to the following:

1. **SCOPE OF SERVICES:**

Contractor agrees to provide all of the services described in **Exhibit A** attached hereto and by this reference made a part hereof.

2. **FURNISHED SERVICES:**

The County agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.
- C. Provide general bid and Contract forms and special provisions format when needed.

3. **FEES AND PAYMENT SCHEDULE:**

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit B** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide County with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

4. **MAXIMUM COST TO COUNTY:**

In no event will the cost to County for the services to be provided herein exceed the maximum sum of \$ \_\_\_\_\_ including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to County may be amended by written notice from County to reflect that reduction.

**5. TIME OF CONTRACT:**

This Contract shall commence on \_\_\_\_\_, and shall terminate on \_\_\_\_\_. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

**6. INSURANCE:**Commercial General Liability:

The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The County shall be named as an additional insured on the commercial general liability policy.

Commercial Automobile Liability:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000.00.

Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to County prior to commencement of work.

Errors and Omissions, Professional Liability or Malpractice Insurance.

Contractor may be required to carry errors and omissions, professional liability or malpractice insurance.

All policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to a "claims made" basis. The insurer shall supply County adequate proof of insurance and/or a certificate of insurance evidencing coverages and limits prior to commencement of work. Should any of the required insurance policies in this Contract be cancelled or non-renewed, it is the Contractor's duty to notify the County immediately upon receipt of the notice of cancellation or non-renewal.

If Contractor does not carry a required insurance coverage and/or does not meet the required limits, the coverage limits and deductibles shall be set forth on a waiver, **Exhibit C**, attached hereto.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of this Contract. In addition to any other available remedies, County may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

**7. ANTI DISCRIMINATION AND ANTI HARASSMENT:**

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the County of Marin based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances including, but not limited to, County of Marin Personnel Management Regulation (PMR) 21.



8. **SUBCONTRACTING:**

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the County except for any subcontract work identified herein. If Contractor hires a subcontractor under this Contract, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Contract and shall require subcontractor to name Contractor and County of Marin as an additional insured under this Contract for general liability. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the County evidence of same.

9. **ASSIGNMENT:**

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the County.

10. **LICENSING AND PERMITS:**

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

11. **BOOKS OF RECORD AND AUDIT PROVISION:**

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit County to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from County. Contractor shall refund any monies erroneously charged.

12. **WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONTRACTOR:**

Any and all work product resulting from this Contract is commissioned by the County of Marin as a work for hire. The County of Marin shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.

To the extent Contractor incorporates into the work product any pre-existing work product owned by Contractor, Contractor hereby acknowledges and agrees that ownership of such work product shall be transferred to the County of Marin.

13. **TERMINATION:**

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law

which applies to its performance herein, the County may terminate this Contract by giving five (5) calendar days written notice to the party involved.

- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).
- E. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- F. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

**14. APPROPRIATIONS:**

The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Marin County Board of Supervisors, the State of California or other third party. Should the funds not be appropriated County may terminate this Contract with respect to those payments for which such funds are not appropriated. County will give Contractor thirty (30) days' written notice of such termination. All obligations of County to make payments after the termination date will cease.

Where the funding source for this Contract is contingent upon an annual appropriation or grant from the Marin County Board of Supervisors, the State of California or other third party, County's performance and obligation to pay under this Contract is limited by the availability of those funds. Should the funding source for this Contract be eliminated or reduced, upon written notice to Contractor, County may reduce the Maximum Cost to County identified in section 4 to reflect that elimination or reduction.

**15. RELATIONSHIP BETWEEN THE PARTIES:**

It is expressly understood that in the performance of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent Contractor and not as officers, employees or agents of the County. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

**16. AMENDMENT:**

This Contract may be amended or modified only by written Contract of all parties.

**17. ASSIGNMENT OF PERSONNEL:**

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to County, as is evidenced in writing.

**18. JURISDICTION AND VENUE:**

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

**19. INDEMNIFICATION:**

Contractor agrees to indemnify, defend, and hold County, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Contract.

**20. COMPLIANCE WITH APPLICABLE LAWS:**

The Contractor shall comply with any and all Federal, State and local laws and resolutions: including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Board of Supervisors Resolution #2005-97 prohibiting the off-shoring of professional services involving employee/retiree medical and financial data affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the Contract Manager referenced in section 21. In addition, the following NOTICES may apply:

1. **Pursuant to California Franchise Tax Board regulations, County will automatically withhold 7% from all payments made to vendors who are non-residents of California.**
2. **Contractor agrees to meet all applicable program access and physical accessibility requirements under State and Federal laws as may apply to services, programs or activities for the benefit of the public.**
3. **For Contracts involving any State or Federal grant funds, Exhibit D must be attached. Exhibit D shall consist of the printout results obtained by search of the System for Award Management at [www.sam.gov](http://www.sam.gov).**

**Exhibit D - Debarment Certification**

**By signing and submitting this Contract, the Contractor is agreeing to abide by the debarment requirements as set out below.**

- The certification in this clause is a material representation of fact relied upon by County.
- The Contractor shall provide immediate written notice to County if at any time the Contractor learns

- that its certification was erroneous or has become erroneous by reason of changed circumstances.
- Contractor certifies that none of its principals, affiliates, agents, representatives or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:
    - Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;
    - Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
    - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);
    - Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.
  - The Contractor agrees by signing this Contract that it will not knowingly enter into any subcontract or covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
  - Any subcontractor will provide a debarment certification that includes the debarment clause as noted in preceding bullets above, without modification.

**21. NOTICES:**

This Contract shall be managed and administered on County's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to County at the following location:

Contract Manager:

\_\_\_\_\_

Dept./Location:

\_\_\_\_\_

Telephone No.:

\_\_\_\_\_

Notices shall be given to Contractor at the following address:

Contractor:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone No.:

\_\_\_\_\_

**22. ACKNOWLEDGEMENT OF EXHIBITS**



*Check applicable Exhibits*

**CONTRACTOR'S  
INITIALS**

**EXHIBIT A.**

<input type="checkbox"/>	<b>Scope of Services</b>	
--------------------------	--------------------------	--

**EXHIBIT B.**

<input type="checkbox"/>	<b>Fees and Payment</b>	
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**EXHIBIT C.**

<input type="checkbox"/>	<b>Insurance Reduction/Waiver</b>	
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**EXHIBIT D.**

<input type="checkbox"/>	<b>Contractor's Debarment Certification</b>	
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**EXHIBIT E.**

<input type="checkbox"/>	<b>Subcontractor's Debarment Certification</b>	
--------------------------	--	--

**IN WITNESS WHEREOF**, the parties have executed this Contract on the date first above written.

**CONTRACTOR:**

**APPROVED BY**

**COUNTY OF MARIN:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

---

**COUNTY COUNSEL REVIEW AND APPROVAL** *(required if template content has been modified)*

**County Counsel:** \_\_\_\_\_ **Date:** \_\_\_\_\_

ATTACHMENT C.1: Copies of Photographs of Site



ATTACHMENT C.1: Copies of Photographs of Site



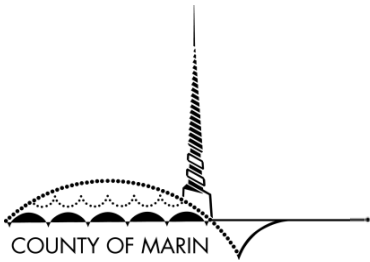


ATTACHMENT C.1: Copies of Photographs of Site



ATTACHMENT C.1: Copies of Photographs of Site





COMMUNITY DEVELOPMENT AGENCY  
HOUSING AND FEDERAL GRANTS DIVISION

**Point Reyes Coast Guard Housing  
Summary of Existing Buildings and Uses**

The buildings on the Point Reyes Coast Guard property were constructed in 1974 and include:

- 36 townhomes with fenced-in backyards;
- 1 barracks building with 24 single rooms; and
- 1 dining room containing a commercial-sized kitchen.

The property also includes amenities like:

- Tennis and basketball courts,
- 1 small playground, and
- Offices and workshop space.

Here's a **complete list of buildings, their original uses, and their sizes:**

Name of building	Unit number	Coast Guard use	# Bedroom / # Bath	Size (square feet)
Building 50	Various	Barracks	~ 24 SRO units	9,652
Building 100	-	Engineering	-	4,065
Building 101	101A	Townhouse	4 / 2	1,392
	101B	Townhouse	4 / 2	1,392
	101C	Townhouse	4 / 2	1,392
	101D	Townhouse	4 / 2	1,392
Building 102	102A	Townhouse	3 / 1.5	1,182
	102B	Townhouse	3 / 1.5	1,182
	102C	Townhouse	3 / 1.5	1,182
	102D	Townhouse	3 / 1.5	1,182
Building 103	103A	Townhouse	3 / 1.5	1,182
	103B	Townhouse	3 / 1.5	1,182
	103C	Townhouse	3 / 1.5	1,182
	103D	Townhouse	3 / 1.5	1,182
Building 104	104A	Townhouse	3 / 1.5	1,182
	104B	Townhouse	3 / 1.5	1,182
	104C	Townhouse	3 / 1.5	1,182
	104D	Townhouse	3 / 1.5	1,182
Building 201	201A	Townhouse	3 / 1.5	1,182
	201B	Townhouse	3 / 1.5	1,182
	201C	Townhouse	3 / 1.5	1,182
	201D	Townhouse	3 / 1.5	1,182

ATTACHMENT C.2: Listing of Current Structures on the Site

PG. 2 OF 2

Building 202	202A	Townhouse	3 / 1.5	1,182
	202B	Townhouse	3 / 1.5	1,182
	202C	Townhouse	3 / 1.5	1,182
	202D	Townhouse	3 / 1.5	1,182
Building 203	203A	Townhouse	3 / 1.5	1,182
	203B	Townhouse	3 / 1.5	1,182
	203C	Townhouse	3 / 1.5	1,182
	203D	Townhouse	3 / 1.5	1,182
Building 204	204A	Townhouse	2 / 1	798
	204B	Townhouse	2 / 1	798
Building 205	205A	Townhouse	4 / 2	1,353
	205B	Townhouse	4 / 2	1,353
	205C	Townhouse	4 / 2	1,353
Building 206	206A	Townhouse	2 / 1	836
	206B	Townhouse	2 / 1	836
	206C	Townhouse	2 / 1	836
Shop	-	Mechanical	-	1,142
Store	-	Storage	-	1,110
Shed	-	Storage	-	144
Equipment	-	Landscape equipment	-	800
Hazardous Waste	-	Hazardous waste	-	150
Galley	-	Dining hall and kitchen	-	2,226

# FACILITY CONDITION ASSESSMENT

*prepared for*

County of Marin  
Department of Public Works  
3501 Civic Center Drive, Room 404  
San Rafael, California 94903  
Leelee Thomas



**PREPARED BY:**

EMG  
10461 Mill Run Circle, Suite 1100  
Owings Mills, Maryland 21117  
800.733.0660  
[www.EMGcorp.com](http://www.EMGcorp.com)

**EMG CONTACT:**

Matt Anderson  
Program Manager  
800.733.0660 x7613  
[manderson@emgcorp.com](mailto:manderson@emgcorp.com)

**EMG PROJECT #:**

131122.18R000-001.017

**DATE OF REPORT:**

July 6, 2018

**ONSITE DATE:**

May 30 and 31, 2018

FACILITY CONDITION ASSESSMENT

OF

POINT REYES STATION  
COMMODORE WEBSTER DRIVE  
POINT REYES, CALIFORNIA 94956



engineering | environmental | capital planning | project management



Report Section ID	Cost Description	Quantity	Unit	Unit Cost	*Subtotal	Deficiency Repair Estimate *
1.3	947992 Licensed professional, Wood boring insect/dryrot inspection, Evaluate/Report	1	EA	\$3,500.00	\$3,500	\$4,165
3.1	948048 ADA, Door, Lever Handle Hardware, Install	15	EA	\$300.00	\$4,500	\$5,355
3.1	948051 ADA, Miscellaneous, Signage, Directional, Wall-Mounted, Install	5	EA	\$200.00	\$1,000	\$1,190
3.1	948050 ADA, Miscellaneous, Ramp/Stairs, Handrail Extensions, Modify	16	EA	\$300.00	\$4,800	\$5,712
3.1	948100 ADA, Miscellaneous, Fire Alarm Devices, Strobe/Horn, Install	2	EA	\$300.00	\$600	\$714
3.1	948049 ADA, Miscellaneous, Drinking Fountain, Interior Wall-Mounted, Install	2	EA	\$5,500.00	\$11,000	\$13,090
3.1	948047 ADA, Parking, Access Aisle Striping, Install	100	LF	\$13.00	\$1,300	\$1,547
3.1	948044 ADA, Parking, Designated Stall with Pavement Markings & Signage (Standard), Install	3	EA	\$1,300.00	\$3,900	\$4,641
3.1	948046 ADA, Parking, Designated Stall with Pavement Markings & Signage (Van), Install	1	EA	\$1,400.00	\$1,400	\$1,666
3.1	948055 ADA, Restroom, Grab Bars & Blocking, Install	3	EA	\$1,700.00	\$5,100	\$6,069
3.1	948099 ADA, Restroom, Toilet Room Accessories, Existing, Relocate	4	EA	\$80.00	\$320	\$381
3.1	949116 ADA, Restroom, Lavatory Pipe Wraps, Install	8	EA	\$80.00	\$640	\$762
5.4	948703 Landscaping, Mature Tree, Trim	2	EA	\$1,239.70	\$2,479	\$2,950
5.5	948778 Metal Halide Lighting Fixture, Wall Mount, 150 W, Replace	7	EA	\$678.47	\$4,749	\$5,652
5.5	948777 Signage, Property, Monument/Pylon, Replace	1	EA	\$800.00	\$800	\$952
6.4	948851 Exterior Wall, Textured Plywood (T1-11), Replace	11200	SF	\$11.59	\$129,814	\$154,478
6.5	948855 Exterior Stair/Ramp Rails, Metal, Replace	150	LF	\$50.00	\$7,500	\$8,924
7.6	949111 Fire Alarm System, Office Building, Install	23250	SF	\$2.36	\$54,858	\$65,281
8.1	949142 Interior Ceiling Finish, Gypsum Board with Textured Applied, Confirmed ACBM, Remove	12000	SF	\$8.91	\$106,938	\$127,256
<b>Immediate Repairs Total</b>						<b>\$410,786</b>

\* Location Factor (1.19) included in totals.

7/6/2018

Location	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	Total Escalated Estimate
Coast Guard Administration	\$410,786	\$2,022	\$1,300,731	\$281,647	\$11,652	\$75,677	\$23,086	\$0	\$72,547	\$0	\$451,017	\$8,024	\$221,155	\$34,635	\$0	\$252,779	\$59,112	\$21,043	\$176,737	\$0	\$3,402,653
<b>GrandTotal</b>	<b>\$410,786</b>	<b>\$2,022</b>	<b>\$1,300,731</b>	<b>\$281,647</b>	<b>\$11,652</b>	<b>\$75,677</b>	<b>\$23,086</b>	<b>\$0</b>	<b>\$72,547</b>	<b>\$0</b>	<b>\$451,017</b>	<b>\$8,024</b>	<b>\$221,155</b>	<b>\$34,635</b>	<b>\$0</b>	<b>\$252,779</b>	<b>\$59,112</b>	<b>\$21,043</b>	<b>\$176,737</b>	<b>\$0</b>	<b>\$3,402,653</b>

Report Section	ID	Cost Description	Lifespan (EUL)	Age	RUL	Quantity	Unit	Unit Cost *	Subtotal	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	RRR_Row	GrandTotal	Label
	1.3	947992	Licensed professional, Wood boring insect/dryrot inspection, Evaluate/Report	0	0	0	1	EA	\$4,165.00	\$4,165	\$4,165																			\$4,165		
	3.1	948048	ADA, Door, Lever Handle Hardware, Install	0	0	0	15	EA	\$357.00	\$5,355	\$5,355																			\$5,355		
	3.1	948051	ADA, Miscellaneous, Signage, Directional, Wall-Mounted, Install	0	0	0	5	EA	\$238.00	\$1,190	\$1,190																			\$1,190		
	3.1	948050	ADA, Miscellaneous, Ramp/Stairs, Handrail Extensions, Modify	0	0	0	16	EA	\$357.00	\$5,712	\$5,712																			\$5,712		
	3.1	948100	ADA, Miscellaneous, Fire Alarm Devices, Strobe/Horn, Install	0	0	0	2	EA	\$357.00	\$714	\$714																			\$714		
	3.1	948049	ADA, Miscellaneous, Drinking Fountain, Interior Wall-Mounted, Install	0	0	0	2	EA	\$6,545.00	\$13,090	\$13,090																			\$13,090		
	3.1	948047	ADA, Parking, Access Aisle Striping, Install	0	0	0	100	LF	\$15.47	\$1,547	\$1,547																			\$1,547		
	3.1	948044	ADA, Parking, Designated Stall with Pavement Markings & Signage (Standard), Install	0	0	0	3	EA	\$1,547.00	\$4,641	\$4,641																			\$4,641		
	3.1	948046	ADA, Parking, Designated Stall with Pavement Markings & Signage (Van), Install	0	0	0	1	EA	\$1,666.00	\$1,666	\$1,666																			\$1,666		
	3.1	948055	ADA, Restroom, Grab Bars & Blocking, Install	0	0	0	3	EA	\$2,023.00	\$6,069	\$6,069																			\$6,069		
	3.1	948099	ADA, Restroom, Toilet Room Accessories, Existing, Relocate	0	0	0	4	EA	\$95.20	\$381	\$381																			\$381		
	3.1	949116	ADA, Restroom, Lavatory Pipe Wraps, Install	0	0	0	8	EA	\$95.20	\$762	\$762																			\$762		
	5.2	948684	Roadways, Asphalt Pavement, Mill & Overlay	25	23	2	24275	SF	\$3.90	\$94,620		\$94,620																		\$94,620		
	5.2	948685	Parking Lots, Asphalt Pavement, Mill & Overlay	25	22	3	52225	SF	\$3.90	\$203,869			\$203,869																	\$203,869		
	5.2	948688	Parking Lots, Asphalt Pavement, Seal & Stripe	5	2	3	52225	SF	\$0.45	\$23,585			\$23,585			\$23,585						\$23,585					\$23,585		\$23,585	\$94,340		
	5.2	948690	Pedestrian Pavement, Sidewalk, Concrete Large Areas, Replace	30	20	10	6000	SF	\$10.71	\$64,260									\$64,260											\$64,260		
	5.4	948707	Retaining Wall, Treated Timber (per SF Face), Replace	40	22	18	75	SF	\$17.01	\$1,276																			\$1,276	\$1,276		
	5.4	948703	Landscaping, Mature Tree, Trim	20	20	0	2	EA	\$1,475.24	\$2,950	\$2,950																			\$2,950		
	5.5	948778	Metal Halide Lighting Fixture, Wall Mount, 150 W, Replace	20	20	0	7	EA	\$807.38	\$5,652	\$5,652																			\$5,652		
	5.5	948793	Fences & Gates, Chain Link, 4' High, Replace	30	15	15	2500	LF	\$36.31	\$90,773																\$90,773			\$90,773			
	5.5	948777	Signage, Property, Monument/Pylon, Replace	20	20	0	1	EA	\$952.00	\$952	\$952																			\$952		
	5.5	948783	Dumpster Accessories, Enclosures, Masonry, 8' High, Replace	35	33	2	35	LF	\$252.90	\$8,851		\$8,851																		\$8,851		
	5.5	948784	Dumpster Accessories, Enclosures, Wood/Metal Gates, Install	20	18	2	2	EA	\$1,881.69	\$3,763		\$3,763																		\$3,763		
	5.5	948785	Dumpster Accessories, Concrete Pad, Install	25	23	2	150	SF	\$14.83	\$2,224		\$2,224																		\$2,224		
	6.3	950004	Roof, Asphalt Shingle, Replace	20	18	2	1000	SF	\$4.07	\$4,070		\$4,070																		\$4,070		
	6.3	948844	Roof, Asphalt Shingle, Replace	20	18	2	6900	SF	\$4.07	\$28,086		\$28,086																		\$28,086		
	6.3	948846	Roof, Asphalt Shingle, Replace	20	15	5	1300	SF	\$4.07	\$5,292			\$5,292																	\$5,292		
	6.3	948848	Roof, Asphalt Shingle, Replace	20	5	15	8100	SF	\$4.07	\$32,970														\$32,970						\$32,970		
	6.4	948851	Exterior Wall, Textured Plywood (T1-11), Replace	20	20	0	11200	SF	\$13.79	\$154,478	\$154,478																			\$154,478		
	6.4	948854	Exterior Wall, Painted Surface, 1-2 Stories, Prep & Paint	10	5	5	6000	SF	\$3.42	\$20,497			\$20,497												\$20,497					\$20,497		
	6.4	948853	Exterior Wall, Painted Surface, 1-2 Stories, Prep & Paint	10	0	10	11200	SF	\$3.42	\$38,261									\$38,261											\$38,261		
	6.5	948855	Exterior Stair/Ramp Rails, Metal, Replace	25	25	0	150	LF	\$59.50	\$8,924	\$8,924																			\$8,924		
	6.6	948857	Window, Aluminum Double-Glazed 24 SF, 1-2 Stories, Replace	30	28	2	48	EA	\$1,035.83	\$49,720		\$49,720																		\$49,720		
	6.6	948858	Exterior Door, Steel w/ Safety Glass, Replace	25	22	3	3	EA	\$1,609.74	\$4,829			\$4,829																	\$4,829		
	6.6	949135	Exterior Door, Steel, Replace	25	10	15	6	EA	\$1,130.64	\$6,784																\$6,784				\$6,784		
	7.1	949098	Ductless Split System, Single Zone, 0.75 to 1 Ton, Replace	15	4	11	1	EA	\$3,833.25	\$3,833											\$3,833									\$3,833		
	7.1	949097	Air Conditioner, Window/Thru-Wall, 1 Ton, Replace	10	4	6	3	EA	\$2,377.41	\$7,132					\$7,132														\$7,132	\$14,264		
	7.1	949094	Furnace, Gas, 101 to 150 MBH, Replace	20	10	10	2	EA	\$6,716.68	\$13,433											\$13,433									\$13,433		
	7.1	949095	Furnace, Gas, 101 to 150 MBH, Replace	20	4	16	2	EA	\$6,716.68	\$13,433																\$13,433				\$13,433		
	7.1	949099	Unit Heater, Electric, 10 kW, Replace	20	4	16	2	EA	\$2,349.50	\$4,699																\$4,699				\$4,699		
	7.1	949096	Furnace, Gas, 51 to 100 MBH, Replace	20	4	16	1	EA	\$4,523.72	\$4,524																\$4,524				\$4,524		
	7.1	949100	Unit Heater, Electric, 10 kW, Replace	20	4	16	3	EA	\$2,349.50	\$7,049																\$7,049				\$7,049		

Report Section	ID	Cost Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost *	Subtotal	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	RRR_Row	GrandTotal	Label
7.2	949105	Toilet, Flush Tank (Water Closet), Replace	20	10	10	6	EA	\$1,255.63	\$7,534											\$7,534											\$7,534	
7.2	949104	Toilet, Flush Tank (Water Closet), Replace	20	10	10	1	EA	\$1,255.63	\$1,256											\$1,256											\$1,256	
7.2	949107	Urinal, Vitreous China, Replace	20	10	10	4	EA	\$1,420.19	\$5,681											\$5,681											\$5,681	
7.2	949106	Sink/Lavatory, Porcelain Enamel, Cast Iron, Replace	20	10	10	6	EA	\$1,389.07	\$8,334											\$8,334											\$8,334	
7.2	949108	Shower, Fiberglass, Replace	20	12	8	7	EA	\$3,093.33	\$21,653								\$21,653														\$21,653	
7.2	949103	Water Heater, Gas, Commercial, 60 to 120 GAL, Replace	15	13	2	1	EA	\$12,731.60	\$12,732			\$12,732														\$12,732					\$25,463	
7.2	949101	Water Heater, Gas, Commercial, 60 to 120 GAL, Replace	15	12	3	2	EA	\$12,731.60	\$25,463				\$25,463														\$25,463				\$50,926	
7.2	949102	Water Heater, Electric, Residential, 30 to 52 GAL, Replace	15	5	10	1	EA	\$2,069.29	\$2,069											\$2,069											\$2,069	
7.2	949778	Grease Trap/Interceptor, Undercounter, Replace	10	9	1	1	EA	\$1,963.50	\$1,964		\$1,964										\$1,964										\$3,927	
7.4	949996	Fuel Storage Tank, 101 to 275 GAL, Replace	25	15	10	2	EA	\$2,812.59	\$5,625											\$5,625											\$5,625	
7.4	949994	Building/Main Switchgear, 208 Y, 120 V, 400 Amp, Replace	30	28	2	1	EA	\$173,503.03	\$173,503			\$173,503																			\$173,503	
7.4	949110	Distribution Panel, 208 Y, 120 V, 400 Amp, Replace	30	28	2	1	EA	\$11,290.54	\$11,291			\$11,291																			\$11,291	
7.4	949109	Building/Main Switchgear, 208 Y, 120 V, 400 Amp, Replace	30	28	2	1	EA	\$173,503.03	\$173,503			\$173,503																			\$173,503	
7.4	949993	Electrical Distribution System, Kitchen, Upgrade	40	38	2	2120	SF	\$32.43	\$68,756					\$68,756																	\$68,756	
7.4	949992	Electrical Distribution System, Office Building, Upgrade	40	38	2	13500	SF	\$32.43	\$437,834					\$437,834																	\$437,834	
7.4	949995	Generator, Diesel, 65 to 125 kW, Replace	25	15	10	1	EA	\$135,655.50	\$135,655											\$135,655											\$135,655	
7.5	949998	Transfer Switch, Automatic (ATS), 600 V, 300 Amp, Replace	18	12	6	1	EA	\$12,202.01	\$12,202						\$12,202																\$12,202	
7.6	949111	Fire Alarm System, Office Building, Install	20	20	0	23250	SF	\$2.81	\$65,281	\$65,281																					\$65,281	
8.1	949143	Interior Door, Steel, Replace	25	20	5	25	EA	\$1,130.64	\$28,266					\$28,266																	\$28,266	
8.1	949140	Interior Wall Finish, General Surface, Prep & Paint	8	6	2	31000	SF	\$1.73	\$53,491			\$53,491								\$53,491						\$53,491					\$160,472	
8.1	949137	Interior Wall Finish, General Surface, Prep & Paint	8	4	4	1500	SF	\$1.73	\$2,588					\$2,588							\$2,588										\$5,177	
8.1	949138	Interior Wall Finish, General Surface, Prep & Paint	8	4	4	1000	SF	\$1.73	\$1,726					\$1,726							\$1,726										\$3,451	
8.1	949139	Interior Wall Finish, General Surface, Prep & Paint	8	4	4	1000	SF	\$1.73	\$1,726					\$1,726							\$1,726										\$3,451	
8.1	949136	Interior Wall Finish, General Surface, Prep & Paint	8	4	4	2500	SF	\$1.73	\$4,314					\$4,314							\$4,314										\$8,628	
8.1	949114	Interior Floor Finish, Vinyl Sheeting, Replace	15	7	8	600	SF	\$8.34	\$5,005								\$5,005														\$5,005	
8.1	949113	Interior Floor Finish, Rubber Tile, Replace	15	7	8	700	SF	\$10.04	\$7,026								\$7,026														\$7,026	
8.1	949141	Interior Floor Finish, Carpet Standard-Commercial Medium-Traffic, Replace	10	8	2	12000	SF	\$8.63	\$103,620			\$103,620									\$103,620										\$207,240	
8.1	949112	Interior Floor Finish, Carpet Standard-Commercial Medium-Traffic, Replace	10	5	5	1300	SF	\$8.63	\$11,225					\$11,225								\$11,225									\$22,451	
8.1	949142	Interior Ceiling Finish, Gypsum Board with Textured Applied, Confirmed ACBM, Remove	50	50	0	12000	SF	\$10.60	\$127,256	\$127,256																					\$127,256	
8.2	950001	Commercial Kitchen, Walk-In Refrigerator, Replace	20	8	12	1	EA	\$14,583.45	\$14,583												\$14,583										\$14,583	
8.2	949999	Commercial Kitchen, Walk-In Freezer, Replace	20	8	12	1	EA	\$26,557.40	\$26,557												\$26,557										\$26,557	

<b>Totals, Unescalated</b>									<b>\$410,786</b>	<b>\$1,964</b>	<b>\$1,226,064</b>	<b>\$257,747</b>	<b>\$10,353</b>	<b>\$65,280</b>	<b>\$19,334</b>	<b>\$0</b>	<b>\$57,269</b>	<b>\$0</b>	<b>\$335,599</b>	<b>\$5,797</b>	<b>\$155,114</b>	<b>\$23,585</b>	<b>\$0</b>	<b>\$162,249</b>	<b>\$36,837</b>	<b>\$12,732</b>	<b>\$103,815</b>	<b>\$0</b>			<b>\$2,884,523</b>	
<b>Totals, Escalated (3.0% inflation, compounded annually)</b>									<b>\$410,786</b>	<b>\$2,022</b>	<b>\$1,300,731</b>	<b>\$281,647</b>	<b>\$11,652</b>	<b>\$75,677</b>	<b>\$23,086</b>	<b>\$0</b>	<b>\$72,547</b>	<b>\$0</b>	<b>\$451,017</b>	<b>\$8,024</b>	<b>\$221,155</b>	<b>\$34,635</b>	<b>\$0</b>	<b>\$252,779</b>	<b>\$59,112</b>	<b>\$21,043</b>	<b>\$176,737</b>	<b>\$0</b>				<b>\$3,402,653</b>

\* Markup/LocationFactor (1.19) has been included in unit costs.



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## FACILITY CONDITION ASSESSMENT

POINT REYES STATION  
 COMMODORE WEBSTER DRIVE  
 POINT REYES, CALIFORNIA 94956

EMG PROJECT NO: 131122.18R000-001.017

## 1 EXECUTIVE SUMMARY

### 1.1 PROPERTY INFORMATION AND GENERAL PHYSICAL CONDITION

The property information is summarized in the table below. More detailed descriptions may be found in the various sections of the report and in the Appendices.

This property was used as the administrative section of a Coast Guard Housing facility. It consists of several buildings all which were used to further the mission of the base. Certain parts of the base are currently used by the Marin Fire Department as storage and training areas.

Building 50, unknown construction date, was originally single enlisted men's housing. It was converted to offices and storage at an unknown time. It appears as though it has not been actively used in quite some time.

Building 100, unknown construction date, houses offices, a work out area and some shop and storage space. It appears to have been used until the base was vacated.

Storage building, unknown construction date, is currently used by Marin Fire Department.

Mechanical Shop, unknown construction date, is currently used by Marin Fire Department.

Tractor Storage, unknown construction date, currently houses a tractor.

Galley, unknown construction date, has a commercial kitchen and dining facilities.

This "Administration" Facilities Condition Report report is a companion to the "Housing" Physical Needs Assessment.

Property Information	
Address:	Commodore Webster Drive, Point Reyes, Marin, California 94956
Year Constructed/Renovated:	Various dates, all are unknown
Current Occupants:	The buildings are vacated
Management Point of Contact:	Marin County, Ms Leelee Thomas 415.473.6697 phone <a href="mailto:lthomas@marincounty.org">lthomas@marincounty.org</a> email
Property Type:	Administration and maintenance
Site Area:	32.57 acres
Building Area:	23,250 SF
Number of Buildings:	Six
Number of Stories:	Only one building is two stories, the remaining are one story
Parking Type and Number of Spaces:	77 spaces in open lots
Building Construction:	Conventional wood frame structure on concrete slab (five buildings) Steel frame on concrete slab (one building)
Roof Construction:	Gabled roofs with asphalt shingles and a gabled roof with metal roofing
Exterior Finishes:	Plywood, stucco, metal siding
Heating, Ventilation and Air Conditioning:	Central system furnaces Individual PTAC units. Supplemental components: ductless split-systems and suspended gas unit heaters
Fire and Life/Safety:	Smoke detectors, alarms, strobes, extinguishers, pull stations, alarm panel, exit signs
Dates of Visit:	May 30 and 31, 2018
On-Site Point of Contact (POC):	Earl Gilbert and Gilberto Wood
Assessment and Report Prepared by:	Kay van der Have

## FACILITY CONDITION ASSESSMENT

POINT REYES STATION  
 COMMODORE WEBSTER DRIVE  
 POINT REYES, CALIFORNIA 94956

EMG PROJECT NO: 131122.18R000-001.017

Property Information	
Reviewed by:	Matt Anderson Program Manager <a href="mailto:manderson@emgcorp.com">manderson@emgcorp.com</a> 800.733.0660 x7613

Systemic Condition Summary			
Site	Fair	HVAC	Fair
Structure	Fair	Plumbing	Fair
Roof	Fair	Electrical	Fair
Vertical Envelope	Fair	Elevators	--
Interiors	Fair	Fire	Poor

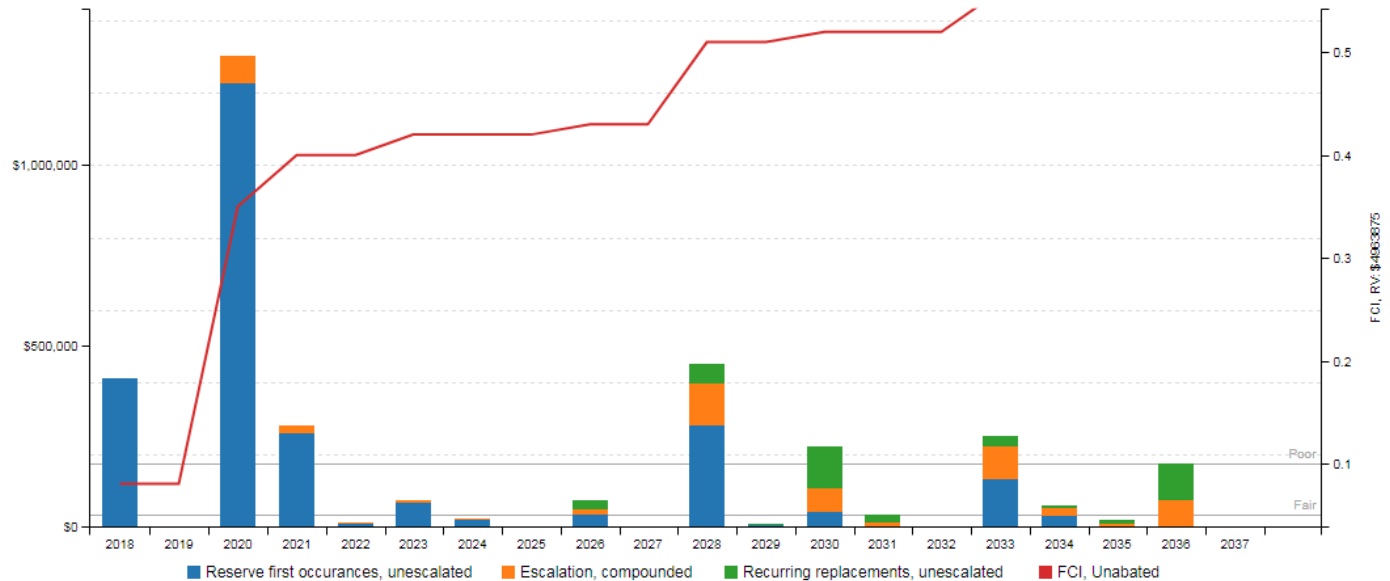
The following bullet points highlight the most significant short term and modernization recommendations:

- Replace exterior siding, Building 50
- Replace roof, Building 50, Dining Pavilion
- Modernization of original electrical system at Building 50 and Galley
- Installation of a complete fire alarm system
- Significant ADA accessibility upgrades

This Base has been closed since at least 2014, possibly longer. Generally, the property appears to have been constructed within industry standards in force at the time of construction. It seems to have been fairly well maintained before the closure and is currently in fair overall condition.

The Base has been closed for more than the past three years, and it is unknown if there have been any capital improvements since it was closed.

## 1.2 FACILITY CONDITION INDEX (FCI)



One of the major goals of the FCA is to calculate the FCI, which gives an indication of a building’s overall condition. Two FCI ratios are calculated and presented, the Current Year and Ten-Year. The Current Year FCI is the ratio of Immediate Repair Costs to the building’s Current Replacement Value. Similarly, the Ten-Year FCI is the ratio of anticipated Capital Reserve Needs over the next ten years to the Current Replacement Value.

FCI Condition Rating	Definition	Percentage Value
Good	In new or well-maintained condition, with no visual evidence of wear, soiling or other deficiencies.	0% to 5%
Fair	Subjected to wear and soiling but is still in a serviceable and functioning condition.	> than 5% to 10%
Poor	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.	> than 10% to 60%
Very Poor	Has reached the end of its useful or serviceable life. Renewal is now necessary.	> than 60%

The graphs above and tables below represent summary-level findings for the FCA. The deficiencies identified in this assessment can be combined with potential new construction requirements to develop an overall strategy that can serve as the basis for a portfolio-wide capital improvement funding strategy. Key findings from the assessment include:

Key Finding	Metric
Current Year Facility Condition Index (FCI) $FCI = (IR)/(CRV)$	8.3% Fair
10-Year Facility Condition Index (FCI) $FCI = (RR)/(CRV)$	41.3% Poor
<b>Current Replacement Value (CRV)</b>	23,250 SF * \$213.5/ SF = \$4,963,875
Year 0 (Current Year) - Immediate Repairs (IR)	\$410,786
Years 1-10 – Replacement Reserves (RR)	\$1,637,921
<b>Total Capital Needs</b>	<b>\$2,048,707</b>

The major issues contributing to the Immediate Repair Costs and the Current Year FCI ratio are summarized below:

- Inspection of dry rot and wood boring insect by professional

- Remove/Trim overhanging branches
- Replace siding
- Replace signage
- Replace wall fixtures
- Modify hand rails and spacing in stairway
- Replace drywall ceiling in Building 50
- Fire alarm system upgrade
- ADA upgrades

Further detail on the specific costs that make up the Immediate Repair Costs can be found in the cost tables in the appendices.

### 1.3 SPECIAL ISSUES AND FOLLOW-UP RECOMMENDATIONS

As part of the FCA, a limited assessment of accessible areas of the building(s) was performed to determine the presence of mold, conditions conducive to mold growth, and/or evidence of moisture. Property personnel were interviewed concerning any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors. Sampling is not a part of this assessment.

There are no visual indications of the presence of mold growth, conditions conducive to mold growth, or evidence of moisture in representative readily accessible areas of the property.

- The ceilings in Building 50 contain asbestos, any disturbance of the ceilings will require the proper hazard abatement procedures.

The following study is recommended:

- Based on the location, construction materials and the fact that the buildings have been vacant for an extended period a complete wood boring insect and dry rot inspection is recommended. A local, licensed inspector and exterminator must be retained. In addition to this work, an annual termite and insect inspection program must be instituted. An estimated cost to conduct the inspection is included in the cost tables. Due to the ambiguity of the required repair scope at the time of this assessment, the cost for any possible subsequent repairs is not included.
- The property has a septic system for the residential units. According to Robert Clark of the North Marin Municipal Water District, when the Base was occupied the septic tank was emptied several times a week. Maintenance, operation and repair of the sewage system are the responsibility of the property owner. The permit file was not reviewed. EMG recommends that the septic system be reviewed as the current sanitary sewer collection system does not meet current standards. This review should include video camera review of the sanitary sewer piping on the site and the holding tank.

### 1.4 OPINIONS OF PROBABLE COST

Cost estimates are attached at the front of this report (following the cover page).

These estimates are based on Invoice or Bid Document/s provided either by the Owner/facility and construction costs developed by construction resources such as *R.S. Means* and *Marshall & Swift*, EMG's experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions.

Opinions of probable costs should only be construed as preliminary, order of magnitude budgets. Actual costs most probably will vary from the consultant's opinions of probable costs depending on such matters as type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing of the work (if applicable), quality of contractor, quality of project management exercised, market conditions, and whether competitive pricing is solicited, etc. ASTM E2018-08 recognizes that certain opinions of probable costs can not be developed within the scope of this guide without further study. Opinions of probable cost for further study should be included in the PCR.

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### 1.4.1 METHODOLOGY

Based upon site observations, research, and judgment, along with referencing Expected Useful Life (EUL) tables from various industry sources, EMG opines as to when a system or component will most probably necessitate replacement. Accurate historical replacement records, if provided, are typically the best source of information. Exposure to the elements, initial quality and installation, extent of use, the quality and amount of preventive maintenance exercised, etc., are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual chronological age. The Remaining Useful Life (RUL) of a component or system equals the EUL less its effective age. Projections of Remaining Useful Life (RUL) are based on continued use of the Property similar to the reported past use. Significant changes in occupants and/or usage may affect the service life of some systems or components.

Where quantities could not be derived from an actual take-off, lump sum costs or allowances are used. Estimated costs are based on professional judgment and the probable or actual extent of the observed defect, inclusive of the cost to design, procure, construct and manage the corrections.

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### 1.4.2 IMMEDIATE REPAIRS

Immediate repairs are opinions of probable costs that require immediate action as a result of: (1) material existing or potential unsafe conditions, (2) material building or fire code violations, or (3) conditions that, if not addressed, have the potential to result in, or contribute to, critical element or system failure within one year or will most probably result in a significant escalation of its remedial cost.

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### 1.4.3 REPLACEMENT RESERVES

Replacement Reserves are for recurring probable expenditures, which are not classified as operation or maintenance expenses. The replacement reserves should be budgeted for in advance on an annual basis. Replacement Reserves are reasonably predictable both in terms of frequency and cost. However, Replacement Reserves may also include components or systems that have an indeterminable life but, nonetheless, have a potential for failure within an estimated time period.

Replacement Reserves exclude systems or components that are estimated to expire after the reserve term and are not considered material to the structural and mechanical integrity of the subject property. Furthermore, systems and components that are not deemed to have a material effect on the use of the Property are also excluded. Costs that are caused by acts of God, accidents, or other occurrences that are typically covered by insurance, rather than reserved for, are also excluded.

Replacement costs are solicited from ownership/property management, EMG's discussions with service companies, manufacturers' representatives, and previous experience in preparing such schedules for other similar facilities. Costs for work performed by the ownership's or property management's maintenance staff are also considered.

EMG's reserve methodology involves identification and quantification of those systems or components requiring capital reserve funds within the assessment period. The assessment period is defined as the effective age plus the reserve term. Additional information concerning system's or component's respective replacement costs (in today's dollars), typical expected useful lives, and remaining useful lives were estimated so that a funding schedule could be prepared. The Replacement Reserves Schedule presupposes that all required remedial work has been performed or that monies for remediation have been budgeted for items defined in the Immediate Repair Cost Estimate.

## 2 PURPOSE AND SCOPE

### 2.1 PURPOSE

EMG was retained by the client to render an opinion as to the Property's current general physical condition on the day of the site visit.

Based on the observations, interviews and document review outlined below, this report identifies significant deferred maintenance issues, existing deficiencies, and material code violations of record at municipal offices, which affect the Property's use. Opinions are rendered as to its structural integrity, building system condition and the Property's overall condition. The report also notes building systems or components that have realized or exceeded their typical expected useful lives.

#### CONDITIONS:

The physical condition of building systems and related components are typically defined as being in one of five conditions: Excellent, Good, Fair, Poor, Failed or a combination thereof. For the purposes of this report, the following definitions are used:

Excellent	=	New or very close to new; component or system typically has been installed within the past year, sound and performing its function. Eventual repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Good	=	Satisfactory as-is. Component or system is sound and performing its function, typically within the first third of its lifecycle. However, it may show minor signs of normal wear and tear. Repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Fair	=	Showing signs of wear and use but still satisfactory as-is, typically near the median of its estimated useful life. Component or system is performing adequately at this time but may exhibit some signs of wear, deferred maintenance, or evidence of previous repairs. Repair or replacement will be required due to the component or system's condition and/or its estimated remaining useful life.
Poor	=	Component or system is significantly aged, flawed, functioning intermittently or unreliably; displays obvious signs of deferred maintenance; shows evidence of previous repair or workmanship not in compliance with commonly accepted standards; has become obsolete; or exhibits an inherent deficiency. The present condition could contribute to or cause the deterioration of contiguous elements or systems. Either full component replacement is needed or repairs are required to restore to good condition, prevent premature failure, and/or prolong useful life.
Failed	=	Component or system has ceased functioning or performing as intended. Replacement, repair, or other significant corrective action is recommended or required.
Not Applicable	=	Assigning a condition does not apply or make logical sense, most commonly due to the item in question not being present.

Throughout sections 5 through 9 of this report, each report section will typically contain three subsections organized in the following sequence:

- A descriptive table (and/or narrative), which identifies the components assessed, their condition, and other key data points.
- A simple bulleted list of Anticipated Lifecycle Replacements, which lists components and assets typically in Excellent, Good, or Fair condition at the time of the assessment but that will require replacement or some other attention once aged past their estimated useful life. These listed components are typically included in the associated inventory database with costs identified and budgeted beyond the first several years.
- A bulleted cluster of Actions/Comments, which include more detailed narratives describing deficiencies, recommended repairs, and short term replacements. The assets and components associated with these bullets are/were typically problematic and in Poor or Failed condition at the time of the assessment, with corresponding costs included within the first few years.

**PLAN TYPES:**

Each line item in the cost database is assigned a Plan Type, which is the primary reason or rationale for the recommended replacement, repair, or other corrective action. This is the “why” part of the equation. A cost or line item may commonly have more than one applicable Plan Type; however, only one Plan Type will be assigned based on the “best” fit, typically the one with the greatest significance. The following Plan Types are listed in general weighted order of importance:

Safety	=	An observed or reported unsafe condition that if left unaddressed could result in an injury; a system or component that presents a potential liability risk.
Performance/Integrity	=	Component or system has failed, is almost failing, performs unreliably, does not perform as intended, and/or poses a risk to overall system stability.
Accessibility	=	Does not meet ADA, UFAS, and/or other handicap accessibility requirements.
Environmental	=	Improvements to air or water quality, including removal of hazardous materials from the building or site.
Modernization/Adaptation	=	Conditions, systems, or spaces that need to be upgraded in appearance or function to meet current standards, facility usage, or client/occupant needs.
Lifecycle/Renewal	=	Any component or system in which future repair or replacement is anticipated beyond the next several years and/or is of minimal substantial early-term consequence.

**2.2 SCOPE**

The standard scope of the Facility Condition Assessment includes the following:

- Visit the Property to evaluate the general condition of the building and site improvements, review available construction documents in order to familiarize ourselves with, and be able to comment on, the in-place construction systems, life safety, mechanical, electrical, and plumbing systems, and the general built environment.
- Identify those components that are exhibiting deferred maintenance issues and provide cost estimates for Immediate Costs and Replacement Reserves based on observed conditions, maintenance history and industry standard useful life estimates. This will include the review of documented capital improvements completed within the last five-year period and work currently contracted for, if applicable.
- Provide a full description of the Property with descriptions of in-place systems and commentary on observed conditions.
- Provide a general statement of the subject Property’s compliance to Title III of the Americans with Disabilities Act. This will not constitute a full ADA survey, but will help identify exposure to issues and the need for further review.
- Perform a limited assessment of accessible areas of the building(s) for the presence of mold, conditions conducive to mold growth, and/or evidence of moisture. EMG will also interview Project personnel regarding the presence of any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors. Potentially affected areas will be photographed. Sampling will not be considered in routine assessments.
- List the current utility service providers.
- Review maintenance records and procedures with the in-place maintenance personnel.
- Observe a representative sample of the interior spaces/units, including vacant spaces/units, in order to gain a clear understanding of the property’s overall condition. Other areas to be observed include the exterior of the property, the roofs, interior common areas, and the significant mechanical, electrical and elevator equipment rooms.
- Provide recommendations for additional studies, if required, with related budgetary information.
- Provide an Executive Summary at the beginning of this report.



## 2.3 PERSONNEL INTERVIEWED

The following personnel from the facility and government agencies were interviewed in the process of conducting the FCA:

Name and Title	Organization	Phone Number
Earl Gilbert ET 3	US Coast Guard	415.669.2011
Gilberto Wood ET 3	US Coast Guard	415.669.2011
Robert Clark	North Marin Water District	414.761.8931

The FCA was performed with the assistance of Earl Gilbert and Gilberto Wood, ET 3, United States Coast Guard, the onsite Point of Contact (POC), who were cooperative and provided information that appeared to be somewhat accurate based upon subsequent site observations. The on-site contacts were somewhat knowledgeable about the subject property and answered some questions posed during the interview process. The POC's involvement at the property has been for the past three and two years, respectively.

## 2.4 DOCUMENTATION REVIEWED

Prior to the FCA, relevant documentation was requested that could aid in the knowledge of the subject property's physical improvements, extent and type of use, and/or assist in identifying material discrepancies between reported information and observed conditions. The review of submitted documents does not include comment on the accuracy of such documents or their preparation, methodology, or protocol. The Documentation Request Form is provided in Appendix E.

Although Appendix E provides a summary of the documents requested or obtained, the following list provides more specific details about some of the documents that were reviewed or obtained during the site visit.

- Site plan

## 2.5 PRE-SURVEY QUESTIONNAIRE

A Pre-Survey Questionnaire was sent to the POC prior to the site visit. The questionnaire will be included in Appendix E when it is received.

## 2.6 WEATHER CONDITIONS

May 30, 2018: Clear, with temperatures in the high 60s (°F) and light winds.

May 31, 2018: Clear, with temperatures in the low 60s (°F) and light winds

## 3 ACCESSIBILITY & PROPERTY RESEARCH

### 3.1 ADA ACCESSIBILITY

Generally, Title III of the Americans with Disabilities Act (ADA) prohibits discrimination by entities to access and use of “areas of public accommodations” and “commercial facilities” on the basis of disability. Regardless of its age, these areas and facilities must be maintained and operated to comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

Buildings completed and occupied after January 26, 1992 are required to comply fully with the ADAAG. Existing facilities constructed prior to this date are held to the lesser standard of compliance to the extent allowed by structural feasibility and the financial resources available. As an alternative, a reasonable accommodation pertaining to the deficiency must be made.

During the FCA, a limited visual observation for ADA accessibility compliance was conducted. The scope of the visual observation was limited to those areas set forth in *EMG's Abbreviated Accessibility Checklist* provided in Appendix D of this report. It is understood by the Client that the limited observations described herein does not comprise a full ADA Compliance Survey, and that such a survey is beyond the scope of EMG's undertaking. Only a representative sample of areas was observed and, other than as shown on the Abbreviated Accessibility Checklist, actual measurements were not taken to verify compliance.

The facility does not appear to be accessible with Title III of the Americans with Disabilities Act. Elements as defined by the ADAAG that are not accessible as stated within the priorities of Title III, are as follows:

#### **Parking**

- Adequate number of designated parking stalls and signage for cars are not provided. A total of four accessible spaces should be provided. The spaces should be adjacent to the major buildings, the Galley, Building 50 and Building 101.
- Adequate number of designated parking stalls and signage for vans are not provided. One of the four spaces should be a van accessible space.
- Access aisles adjacent to parking spaces, crossing hazardous vehicle areas, from main roadways or public transportation stops to the building sidewalks and entrances are not provided.

#### **Entrances/Exits**

- Lever action hardware is not provided at all accessible locations.

#### **Paths of Travel**

- Obstacle or protrusion from wall impeding access. The water fountains in Building 101 and Building 50 are not compliant. Replace with compliant water fountains.
- Stair handrails do not extend beyond the top and bottom risers. All stairs at Building 50.
- Compliant signage indicating accessible entrances and general information is not provided.

#### **Restrooms**

- Lever action hardware is not provided at all accessible locations.
- Install grab bars in accessible stalls at 36" above the floor. Buildings 50 and 101.
- Modify existing toilet room accessories and mirrors. Buildings 50 and 101.
- Wrap drain pipes below lavatory with insulation; protect against contact with hot, sharp, or abrasive surfaces. Buildings 50, 101 and Galley.
- Add pull station alarm in unisex bathroom. Building 101 and Galley

A full ADA Compliance Survey may reveal additional aspects of the property that are not in compliance.

Corrections of these conditions should be addressed from a liability standpoint, but are not necessarily code violations. The Americans with Disabilities Act Accessibility Guidelines concern civil rights issues as they pertain to the disabled and are not a construction code, although many local jurisdictions have adopted the Guidelines as such. The cost to address the achievable items noted above is included in the cost tables.

### 3.2 MUNICIPAL INFORMATION, FLOOD ZONE AND SEISMIC ZONE

According to the Flood Insurance Rate Map, published by the Federal Emergency Management Agency (FEMA) and dated 05/04/2009, the property is located in three zones: Zone AE, defined as an area subject to 100-year flood with areas where the base flood elevation is determined and areas where it is not determined. The third zone is Zone X, defined as an area outside the 500-year flood plain with less than 0.2% annual probability of flooding. Annual Probability of Flooding of Less than one percent.

According to the 1997 Uniform Building Code Seismic Zone Map of the United States, the property is located in Seismic Zone 4, defined as an area of high probability of damaging ground motion.

The property was evaluated for compliance with NFPA codes for smoke alarms and fire protection. This information is included in Section 7.6. The property was not reviewed for code upgrades that would be required by the California Building Code or Marin County Codes if a substantial renovation takes place and compliance with current codes is required.

## 4 EXISTING BUILDING ASSESSMENT

### 4.1 BUILDING TYPES

Building Types and Mix		
Building	Type	Floor Area (Sf)
101	Administrative (offices and work out space)	4,425
Galley	Kitchen and dining facilities	2,120
Storage/Warehouse	Storage	1,155
Mechanical Shop	Storage	1,350
Tractor Storage	Storage	700
50	Offices	13,500
	<b>TOTAL</b>	<b>23,250</b>

### 4.2 INACCESSIBLE AREAS OR KEY SPACES NOT OBSERVED

Most of the interior spaces were observed in order to gain a clear understanding of the property’s overall condition. Other areas accessed included the site within the property boundaries and exterior of the property. Areas of note that were either inaccessible or not observed for other reasons are listed in the table below:

Key Spaces Not Observed		
Building	Area	Access Issues
101	Roof	Lack of ladder or other means of egress and safety concerns
Galley	Roof	Lack of ladder or other means of egress and safety concerns
Storage/Warehouse	Roof	Lack of ladder or other means of egress and safety concerns
Mechanical Shop	Roof	Lack of ladder or other means of egress and safety concerns
Tractor Storage	Roof	Lack of ladder or other means of egress and safety concerns

A “down unit” or area is a term used to describe a unit or space that cannot be occupied due to poor conditions such as fire damage, water damage, missing equipment, damaged floor, wall or ceiling surfaces, or other significant deficiencies. There are no down units or areas.

## 5 SITE IMPROVEMENTS

### 5.1 UTILITIES

The following table identifies the utility suppliers and the condition and adequacy of the services.

Site Utilities		
Utility	Supplier	Condition and Adequacy
Sanitary sewer	On site waste collection	See Below
Storm sewer	Drains to creek	Good
Domestic water	North Marin Water District	Good
Electric service	PG&E	Good
Natural gas service	Propane tanks	Fair

**Actions/Comments:**

- The sanitary sewer systems discharge to a septic tank constructed of reinforced concrete located on the southern portion of the property. The capacity and age of the septic tank is unknown. According to Robert Clark of the North Marin Municipal Water District, when the Base was occupied the septic tank was emptied several times a week. Maintenance, operation and repair of the sewage system are the responsibility of the property owner. The permit file was not reviewed. EMG recommends that the septic system be reviewed as the current sanitary sewer collection system does not meet current standards. This review should include video camera review of the sanitary sewer piping on the site and the holding tank. Once this review is completed the condition of the sanitary sewer collection system can be described.
- Storm water is directed through surface swales and V-ditches and underground lines to Lagunitas Creek, which is west and south of the site. The system appears to be functional and adequate.
- The “administrative” section of the property is provided with three 1,000 gallon propane tanks. The age and condition of the tanks could not be determined. Tanks are generally the property of the propane provider.
- Gas and diesel fuel storage tanks are located to the northeast of Building 100. The condition of the tanks could not be determined.
- An emergency generator is located adjacent to the Galley.

### 5.2 PARKING, PAVING, AND SIDEWALKS

Item	Description
Main Ingress and Egress	Mesa Road
Access from	West
Additional Entrances	N/A
Additional Access from	N/A

Paving and Flatwork			
Item	Material	Last Work Done	Condition
Entrance Driveway Apron	Concrete	+20	Fair
Parking Lot	Asphalt	+20	Fair
Drive Aisles	Asphalt	+20	Fair

Paving and Flatwork			
Item	Material	Last Work Done	Condition
Service Aisles	None	--	--
Sidewalks	Concrete	+20	Fair
Curbs	Concrete	+20	Fair
Site Stairs	Cast-in-place concrete	+7	Good
Pedestrian Ramps	None	--	--

Parking Count				
Open Lot	Carport	Private Garage	Subterranean Garage	Freestanding Parking Structure
77	0	0	0	0
Total Number of ADA Compliant Spaces			0	
Number of ADA Compliant Spaces for Vans			0	
Total Parking Spaces			77	
Parking Ratio (Spaces/Apartments)				
Method of Obtaining Parking Count			Physical count	

**Anticipated Lifecycle Replacements:**

- Asphalt seal coating
- Asphalt pavement overlay
- Sidewalks

**Actions/Comments:**

- The asphalt pavement road and parking area exhibits significant areas of failure and deterioration, such as alligator cracking, transverse cracking, extensive raveling and heavy overall surface wear throughout. All of the paving must be overlaid with new asphalt paving in order to maintain the integrity of the overall pavement system. Milling is recommended as part of the overall repair work.

**5.3 DRAINAGE SYSTEMS AND EROSION CONTROL**

Drainage System and Erosion Control		
System	Exists at Site	Condition
Surface Flow	<input type="checkbox"/>	Fair
Inlets	<input checked="" type="checkbox"/>	Fair
Swales	<input checked="" type="checkbox"/>	Fair
Detention pond	<input type="checkbox"/>	--



Drainage System and Erosion Control		
System	Exists at Site	Condition
Lagoons	<input type="checkbox"/>	--
Ponds	<input type="checkbox"/>	--
Underground Piping	<input checked="" type="checkbox"/>	Fair
Pits	<input type="checkbox"/>	--
Municipal System	<input type="checkbox"/>	--
Dry Well	<input type="checkbox"/>	--

**Anticipated Lifecycle Replacements:**

- No components of significance

**Actions/Comments:**

- There is no evidence of storm water runoff from adjacent properties. The storm water system appears to provide adequate runoff capacity. There is no evidence of major ponding or erosion.

**5.4 TOPOGRAPHY AND LANDSCAPING**

Item	Description						
Site Topography	Slopes gently down from the north side of the property to the south property line and steeply from the west to the east.						
Landscaping	Trees	Grass	Flower Beds	Planters	Drought Tolerant Plants	Decorative Stone	None
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping Condition	Fair						
Irrigation	Automatic Underground		Drip		Hand Watering		None
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
Irrigation Condition	--						

Retaining Walls		
Type	Location	Condition
Timber	Adjacent to Building 101	Fair

**Anticipated Lifecycle Replacements:**

- Tree trimming
- Timber retaining walls



**Actions/Comments:**

- The topography and adjacent uses do not appear to present conditions detrimental to the property. There are no significant areas of erosion.
- Several of the buildings have trees growing close to them. The overhanging branches drop debris on the roof, causing accelerated roofing deterioration. The debris then lands in the gutters and downspouts possibly causing water to back up into the building. Regular tree trimming is recommended.

**5.5 GENERAL SITE IMPROVEMENTS**

Property Signage	
Property Signage	Post mounted wood
Street Address Displayed?	No

Site and Building Lighting					
Site Lighting	None	Pole Mounted	Bollard Lights	Ground Mounted	Parking Lot Pole Type
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--					
Building Lighting	None		Wall Mounted	Recessed Soffit	
	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Poor					

Site Fencing		
Type	Location	Condition
Chain link with metal posts	Property perimeter	Fair

Refuse Disposal				
Refuse Disposal	Means of disposal not apparent			
Dumpster Locations	Mounting	Enclosure	Contracted?	Condition
NA	None	None	--	--

Other Site Amenities			
	Description	Location	Condition
Playground Equipment	None	--	--
Tennis Courts	None	--	--
Basketball Court	None	--	--
Swimming Pool	None	--	--





**Anticipated Lifecycle Replacements:**

- Signage
- Exterior lighting
- Site fencing

**Actions/Comments:**

- On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.
- The property currently lacks adequate identification signage. The condition of the sign may impede the timely arrival of emergency services personnel and equipment. The sign requires replacement.
- The lack of adequate illumination is a safety hazard. New light fixtures must be installed at all affected areas.
- No indication of a dumpster location for the trash produced by the residents was noted. If a dumpster is to be provided, a concrete pad and dumpster enclosure is recommended. An estimated cost is included in the cost tables.

## 6 BUILDING ARCHITECTURAL AND STRUCTURAL SYSTEMS

### 6.1 FOUNDATIONS

Building Foundation		
Item	Description	Condition
Foundation	Slab on grade with integral footings	Fair
Basement and Crawl Space	None	--

**Anticipated Lifecycle Replacements:**

- No components of significance

**Actions/Comments:**

- The foundation systems are concealed. There are no significant signs of settlement, deflection, or movement.

### 6.2 SUPERSTRUCTURE

Building Superstructure		
Item	Description	Condition
Framing / Load-Bearing Walls	Conventional wood/metal studs	Fair
Ground Floor	Concrete slab	Fair
Upper Floor Framing (Building 50 only)	Wood joists	Fair
Upper Floor Decking	Plywood or OSB	Fair
Roof Framing	Wood trusses	Fair
Roof Decking	Plywood or OSB	Fair

Tractor Storage Building Superstructure		
Item	Description	Condition
Framing / Load-Bearing Walls	Light-gauge steel	Good
Ground Floor	Concrete slab	Good
Upper Floor Framing	--	--
Upper Floor Decking	--	--
Roof Framing	Light-gauge steel	Good
Roof Decking	None	--

**Anticipated Lifecycle Replacements:**

- No components of significance

**Actions/Comments:**

- The superstructure is concealed. Walls and floors appear to be plumb, level, and stable. There are no significant signs of deflection or movement.

**6.3 ROOFING**

Buildings 50, 100, Galley, Storage, Shop Roofs			
Type / Geometry	Gable Roof	Finish	Asphalt shingles
Maintenance	Outside Contractor	Roof Age	Bldg 50-18 yrs, Bldg 100-5 yrs, Galley-5 yrs, Storage-15 yrs, Mechanical- 5 yrs
Flashing	Sheet metal	Warranties	Unknown
Parapet Copings	None	Roof Drains	Gutters and downspouts
Fascia	Wood	Insulation	Fiberglass batts
Soffits	Exposed Soffits	Skylights	Sun tubes
Attics	Wood joists with plywood sheathing	Ponding	No
Ventilation Source-1	Gable end vents	Leaks Observed	No
Ventilation Source-2	Soffit Vents	Roof Condition	Fair

The primary roof is located at Buildings 50, 100, Galley, Storage and Mechanical.

Tractor Storage Roof			
Type / Geometry	Gable Roof	Finish	Metal
Maintenance	Outside Contractor	Roof Age	6 Yrs
Flashing	Sheet metal	Warranties	Unknown
Parapet Copings	None	Roof Drains	Edge drainage to ground
Fascia	Metal Panel	Insulation	None
Soffits	Exposed Soffits	Skylights	No
Attics	None	Ponding	No
Ventilation Source-1	None	Leaks Observed	No
Ventilation Source-2	None	Roof Condition	Good

The secondary roof is located at the Tractor Storage Building.

**Anticipated Lifecycle Replacements:**

- Asphalt shingles
- Roof flashings (included as part of overall membrane replacement)

**Actions/Comments:**

- The roof finishes vary in age. Information regarding roof warranties or bonds was not available.
- There is no evidence of active roof leaks.
- There is no evidence of roof deck or insulation deterioration. The roof substrate and insulation should be inspected during any future roof repair or replacement work.
- Roof drainage appears to be adequate. Clearing and minor repair of drain system components should be performed regularly as part of the property management’s routine maintenance and operations program.
- There is no evidence of moisture, water intrusion, or excessive daylight in the attics. The insulation in the attics appears to be adequate.

**6.4 EXTERIOR WALLS**

Building 50 Exterior Walls		
Type	Location	Condition
Primary Finish	Plywood	Poor
Secondary Finish	--	--
Accented with	Painted wood	Fair
Soffits	Exposed	Fair

Building 100, Galley, Storage Building, Mechanical Building Exterior Walls		
Type	Location	Condition
Primary Finish	Stucco	Fair
Secondary Finish	--	--
Accented with	Painted wood	Fair
Soffits	Exposed	Fair

Tractor Storage Building Exterior Walls		
Type	Location	Condition
Primary Finish	Metal siding	Good
Secondary Finish	--	--

Tractor Storage Building Exterior Walls		
Type	Location	Condition
Accented with	--	--
Soffits	Exposed	Good

Building sealants (caulking) are located between dissimilar materials, at joints, and around window and door openings.

**Anticipated Lifecycle Replacements:**

- Exterior paint

**Actions/Comments:**

- On-going periodic maintenance, including patching repairs, graffiti removal, and re-caulking, is highly recommended. Future lifecycle replacements of the components listed above will be required.
- The exterior plywood finish at Building 50 has significant areas of warping, cracking and delamination. The damaged material must be replaced. In addition to these repairs, the exterior walls will require painting.
- There is evidence of termite damage. There are isolated areas of wood finish deterioration due to insect infestation along the fascia of the Storage Building. A local, licensed exterminator must be retained to treat the property as required to eliminate the pest and associated threat. In addition to this work, an annual termite inspection program must be instituted. A cost allowance to conduct this inspection is also included in Section 1.3.

**6.5 EXTERIOR AND INTERIOR STAIRS**

Building Exterior and Interior Stairs					
Type	Description	Riser	Handrail	Balusters	Condition
Building Exterior Stairs	Steel-framed with textured metal treads	Open	Metal	Metal	Fair
Building Interior Stairs	None	--	--	--	--

**Anticipated Lifecycle Replacements:**

- No components of significance

**Actions/Comments:**

- On-going periodic maintenance is highly recommended.
- The spacing of the balusters and bottom rail is greater than four inches and presents a safety hazard to small children and others and does not comply with current standards and code. Modification of balcony handrails and guardrails to reduce this spacing to four inches or less is highly recommended.

## 6.6 EXTERIOR WINDOWS AND DOORS

Building Windows				
Window Framing	Glazing	Location	Window Screen	Condition
Vinyl framed, operable	Double glaze	All buildings except Building 50	☒	Good
Aluminum framed, operable	Single glaze	Building 50	☒	Fair

All Buildings but Building 50 Doors		
Main Entrance Doors	Door Type	Condition
	Metal, insulated	Good
Secondary Entrance Doors	Metal, insulated	Good
Service Doors	Metal, hollow	Fair
Overhead Doors	Steel	Fair
Building 50 Doors		
Main Entrance Doors	Door Type	Condition
	Fully glazed, metal framed	Fair
Secondary Entrance Doors	Metal, insulated	Fair
Service Doors	--	--
Overhead Doors	None	--

**Anticipated Lifecycle Replacements:**

- Exterior doors
- Overhead doors
- Aluminum Windows

**Actions/Comments:**

- On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.
- The Building 50 windows are antiquated, energy-inefficient units with single-pane glazing. Window replacement is recommended.

## 6.7 PATIO, TERRACE, AND BALCONY

Not applicable. There are no patios, terraces, or balconies.

## 7 BUILDING MECHANICAL AND PLUMBING SYSTEMS

### 7.1 BUILDING HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)

Individual Units, Building 100	
Primary Components	Window air conditioner
Cooling (if separate from above)	performed via components above
Quantity and Capacity Ranges	3 units at 1 ton
Total Heating or Cooling Capacity	3 tons
Heating Fuel	Electric
Location of Equipment	Through the wall
Space Served by System	Entire building
Age Ranges	2011
Primary Component Condition	Fair

Individual Units, Building 50	
Primary Components	Furnaces
Cooling (if separate from above)	None; no cooling
Quantity and Capacity Ranges	4 units at 120,000 BTUH
Total Heating or Cooling Capacity	480,000 BTUH
Heating Fuel	Propane
Location of Equipment	Utility closets
Space Served by System	Entire building
Age Ranges	Vary from 2000 to 2012
Primary Component Condition	Fair

Individual Units, Galley	
Primary Components	Furnace
Cooling (if separate from above)	Ductless Mini split
Quantity and Capacity Ranges	1 furnace at 75,000 BTUH, 1 mini split at 1 ton
Total Heating or Cooling Capacity	75,000 BTUH
Heating Fuel	Propane
Location of Equipment	Building exterior

Individual Units, Galley	
Space Served by System	Entire building
Age Ranges	Vary from 2001 to 1990
Primary Component Condition	Good

**Anticipated Lifecycle Replacements:**

- Furnaces
- Suspended electric unit heaters
- PTACs
- Ductless mini split system

**Actions/Comments:**

- The HVAC systems are maintained by an outside contractor.
- The HVAC equipment varies in age. HVAC equipment is replaced on an "as needed" basis.
- It is unknown if the HVAC equipment is working properly.

**7.2 BUILDING PLUMBING AND DOMESTIC HOT WATER**

Buildings Plumbing Systems		
Type	Description	Condition
Water Supply Piping	Copper	Fair
Waste/Sewer Piping	Cast iron	Fair
Vent Piping	PVC	Fair
Water Meter Location	Commodore Webster Drive	

Domestic Water Heaters	
Components	Water Heaters
Fuel	Propane
Quantity and Input Capacity	
	Building 50 2 - 100 gallon at 197,000 BTU/H
	Building 100 1- 20 gallon at 75,000BTU/H and 1- 30 Gal Electric
	Galley 1- 100 gallon at 197,000 BTU/H
Water Heater Condition	Fair
Supplementary Storage Tanks?	No
Domestic Hot Water Circulation Pumps (3 HP and over)	No
Adequacy of Hot Water	Not determined
Adequacy of Water Pressure	Adequate



Plumbing Fixtures	
Water Closets	Residential grade
Toilet (Water Closet) Flush Rating	1.6 GPF
Condition	Fair

**Anticipated Lifecycle Replacements:**

- Water heaters
- Toilets
- Urinals
- Sinks
- Fiberglass showers

**Actions/Comments:**

- The plumbing systems appear to be well maintained and functioning adequately. The water pressure appears to be sufficient. No significant repair actions or short term replacement costs are required. Routine and periodic maintenance is recommended. Future lifecycle replacements of the components or systems listed above will be required.
- The facility has a commercial kitchen onsite but no associated grease trap was observed or reported. The installation of a grease trap is highly recommended.
- Maintenance of the grease traps is the responsibility of the building owner. A plumber must inspect the grease traps and sewer lines on a regular basis to ensure that they are properly maintained. This work can be performed as part of the property management’s operations program.

**7.3 BUILDING GAS DISTRIBUTION**

Not applicable. The property is not supplied with natural gas.

**7.4 BUILDING ELECTRICAL**

Building Electrical Systems			
Electrical Lines	Underground	Transformer	Underground vault
Main Service Size	400 Amps	Volts	120/208 Volt, three-phase
Meter and Panel Location	Outside Building 50	Branch Wiring	Copper
Conduit	Metallic	Step-Down Transformers?	No
Security / Surveillance System?	No	Building Intercom System?	No
Lighting Fixtures	T-8, CFLs		
Main Distribution Condition	Fair		
Secondary Panel and Transformer Condition	Fair		
Lighting Condition	Fair		



Building Emergency System			
Size	300 amps	Fuel	Diesel
Generator / UPS Serves	Galley, Building 50	Tank Location	Below generator
Testing Frequency	No current testing	Tank Type	Integral ("belly") tank
Generator / UPS Condition	Fair		

The emergency generator is currently disconnected from any building.

**Anticipated Lifecycle Replacements:**

- Circuit breaker panels
- Switchboards
- Emergency generator

**Actions/Comments:**

- The onsite electrical systems up to the meters are owned and maintained by the respective utility company.
- It could not be determined if the electrical service and capacity are adequate for the property's demands.
- The Building 50 panel and switchboard are original components. The electrical service is reportedly adequate for the facility's needs. However, due to the age of the panel and switchboard and increasing difficulty of obtaining replacement parts over time, lifecycle replacements are recommended. The subpanels are Zinsco brand panels and replacement is recommended these subpanels were not manufactured after 1981 and are typically beyond their expected useful life. Because of an aluminum bus bar inside the panel they have a reputation for being unreliable and a possible fire hazard. While there are no CBC or Consumer Product Safety Commission notices on these panels, the panel should be replaced due to age and their past history for problems. Their plastic circuit breakers can also become brittle and break due to the narrow levers on the trip switch. Spare parts are difficult to obtain.

**7.5 BUILDING ELEVATORS AND CONVEYING SYSTEMS**

Not applicable. There are no elevators or conveying systems.

**7.6 FIRE PROTECTION AND SECURITY SYSTEMS**

Item	Description					
Type	None					
Fire Alarm System	Central Alarm Panel	<input type="checkbox"/>	Battery-Operated Smoke Detectors	<input type="checkbox"/>	Alarm Horns	<input checked="" type="checkbox"/>
	Annunciator Panels	<input type="checkbox"/>	Hard-Wired Smoke Detectors	<input checked="" type="checkbox"/>	Strobe Light Alarms	<input checked="" type="checkbox"/>
	Pull Stations	<input type="checkbox"/>	Emergency Battery-Pack Lighting	<input type="checkbox"/>	Illuminated EXIT Signs	<input type="checkbox"/>
Alarm System Condition	Fair					
Sprinkler System	None	<input checked="" type="checkbox"/>	Standpipes	<input type="checkbox"/>	Backflow Preventer	<input type="checkbox"/>

POINT REYES STATION  
 COMMODORE WEBSTER DRIVE  
 POINT REYES, CALIFORNIA 94956

EMG PROJECT NO: 131122.18R000-001.017

Item	Description			
Type	None			
	Hose Cabinets	<input type="checkbox"/>	Fire Pumps	<input type="checkbox"/>
			Siamese Connections	<input type="checkbox"/>
Suppression Condition	--			
Central Alarm Panel System	Location of Alarm Panel		Installation Date of Alarm Panel	
	None		None	
Fire Extinguishers	Last Service Date		Servicing Current?	
	4/15/2007			
Hydrant Location	Commodore Webster Drive			
Siamese Location	--			
Special Systems	Kitchen Suppression System	<input type="checkbox"/>	Computer Room Suppression System	<input type="checkbox"/>

**Anticipated Lifecycle Replacements:**

- Central alarm panel
- Alarm devices and system

**Actions/Comments:**

- The fire extinguishers have not been inspected within the last year. A qualified fire equipment contractor must inspect and service the fire extinguishers.
- Fire extinguishers appear to be missing at many locations. New fire extinguishers must be installed at all required locations immediately. This can be part of ongoing maintenance. No cost added.
- The fire alarm systems are antiquated and not up to current standards. The system has insufficient pull stations, older or insufficient number of exit signs and the system not fully addressable, etc. As part of the major planned short term renovations, a facility-wide fire alarm modernization is recommended. A budgetary cost is included.



## 8 INTERIOR SPACES

### 8.1 INTERIOR FINISHES

Building 50, unknown construction date, was originally single enlisted men’s housing. It was converted to offices and storage at an unknown time. It appears as though it has not been actively used in quite some time.

Building 100, unknown construction date, houses offices, a work out area and some shop and storage space. It appears to have been used until the base was vacated.

Storage building, unknown construction date, is currently used by Marin Fire Department.

Mechanical Shop, unknown construction date, is currently used by Marin Fire Department.

Tractor Storage, unknown construction date, currently houses a tractor.

Galley, unknown construction date, has a commercial kitchen and dining facilities.

The following table generally describes the locations and typical conditions of the interior finishes within the facility:

Typical Floor Finishes		
Floor Finish	Locations	General Condition
Carpet	Building 50 and 100	Fair
Sheet vinyl	Galley dining area	Fair
Quarry tile	Galley kitchen	Fair
Ceramic tile	Restrooms	Fair
Unfinished	Storage, Mechanical Shop, Tractor Storage	--
Typical Wall Finishes		
Wall Finish	Locations	General Condition
Painted drywall	Building 50 and 100, Galley, Storage, Mechanical Shop	Fair
Ceramic tile	Restrooms	Fair
Typical Ceiling Finishes		
Ceiling Finish	Locations	General Condition
Suspended T-bar (Acoustic)	Building 100	Fair
Painted drywall	Building 50, Galley, Mechanical Shop	Fair
Exposed structure	Storage, and Tractor Storage	--

Interior Doors		
Item	Type	Condition
Interior Doors	Solid core wood	Fair
Door Framing	Wood	Fair
Fire Doors	Yes	--

**Anticipated Lifecycle Replacements:**

- Carpet
- Sheet vinyl
- Interior paint
- Interior doors

**Actions/Comments:**

- The interior areas were last renovated at different times. It appears that the interior finishes at Building 50 are original, the Galley appears renovated approximately 10 years ago and Building 100 was renovated approximately 5 years ago.
- The ceilings in Building 50 contain asbestos, any disturbance of the ceilings will require the proper hazard abatement procedures.
- With the exception of the restrooms, the Building 50 interior finishes are old, worn, and outdated. Complete interior renovations that include comprehensive updating of the interior finishes are recommended.

**8.2 COMMERCIAL KITCHEN & LAUNDRY EQUIPMENT**

The cafeteria kitchen has been cleared of most equipment. What remains is listed below:

Commercial Kitchen		
Appliance	Comment	Condition
Refrigerator	Walk-in	Fair
Freezer	Walk-in	Fair

**Anticipated Lifecycle Replacements:**

- Walk-in freezer
- Walk-in cooler

**Actions/Comments:**

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

## 9 OTHER STRUCTURES

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An exterior dining structure is located south of the Galley. The structure is constructed of pressure treated wood columns. The roof is finished with asphalt shingles and the flooring is composite. Wood railings surround the perimeter. Two fan/lights are mounted on the ceiling.

***Anticipated Lifecycle Replacements:***

- Roofing

***Actions/Comments:***

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required. The cost is included in Section 7.1.

## 10 CERTIFICATION

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County of Marin retained EMG to perform this Facility Condition Assessment in connection with its continued operation of Point Reyes Station, Commodore Webster Drive, Point Reyes, California, the "Property". It is our understanding that the primary interest of County of Marin is to locate and evaluate materials and building system defects that might significantly affect the value of the property and to determine if the present Property has conditions that will have a significant impact on its continued operations.

The conclusions and recommendations presented in this report are based on the brief review of the plans and records made available to our Project Manager during the site visit, interviews of available property management personnel and maintenance contractors familiar with the Property, appropriate inquiry of municipal authorities, our Project Manager's walk-through observations during the site visit, and our experience with similar properties.

No testing, exploratory probing, dismantling or operating of equipment or in depth studies were performed unless specifically required under Section 2 of this report. This assessment did not include engineering calculations to determine the adequacy of the Property's original design or existing systems. Although walk-through observations were performed, not all areas were observed (See Section 4.2 for areas observed). There may be defects in the Property, which were in areas not observed or readily accessible, may not have been visible, or were not disclosed by management personnel when questioned. The report describes property conditions at the time that the observations and research were conducted.

This report has been prepared on behalf of and exclusively for the use of County of Marin for the purpose stated within Section 2 of this report. The report, or any excerpt thereof, shall not be used by any party other than County of Marin or for any other purpose than that specifically stated in our agreement or within Section 2 of this report without the express written consent of EMG.

Any reuse or distribution of this report without such consent shall be at County of Marin and the recipient's sole risk, without liability to EMG.

**Prepared by:** Kay van der Have,  
Project Manager

**Reviewed by:**



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Bhaskar Ale, Technical Report Reviewer for  
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## 11 APPENDICES

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APPENDIX A: PHOTOGRAPHIC RECORD

APPENDIX B: SITE AND FLOOR PLANS

APPENDIX C: SUPPORTING DOCUMENTATION

APPENDIX D: EMG ACCESSIBILITY CHECKLIST

APPENDIX E: PRE-SURVEY QUESTIONNAIRE



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**APPENDIX A:**  
**PHOTOGRAPHIC RECORD**

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#1:	FRONT OF BUILDING 100
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#2:	BUILDING 100
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#3:	BUILDING 100
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#4:	REAR OF BUILDING 100
-----	----------------------



#5:	BUILDING 50
-----	-------------



#6:	BUILDING 50
-----	-------------



#7:	BUILDING 50
-----	-------------



#8:	MECHANICAL SHOP
-----	-----------------



#9:	MECHANICAL SHOP
-----	-----------------



#10:	STORAGE BUILDING
------	------------------



#11:	REAR OF THE STORAGE BUILDING
------	------------------------------



#12:	GALLEY
------	--------



#13:	GALLEY
------	--------



#14:	EMERGENCY GENERATOR (COMPLETELY DISCONNECTED)
------	--



#15:	ACCESSORY DINING STRUCTURE
------	-------------------------------



#16:	DIESEL FUEL TANK
------	------------------



#17:	BUILDING 100 ON THE LEFT, STORAGE BUILDING ON THE RIGHT
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#18:	TRACTOR STORAGE BUILDING
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#19:	TRACTOR STORAGE
------	-----------------



#20:	WOOD EATING INSECTS
------	---------------------



#21:	ADA, NON COMPLIANT DRINKING FOUNTAIN
------	--------------------------------------



#22:	ADA, DOOR, NON COMPLIANT HANDLE HARDWARE
------	--



#23:	ADA, NO VAN DESIGNATED STALL
------	------------------------------



#24:	ADA, PARKING, ACCESS AISLE STRIPING NEEDED
------	--



#25:	ADA, RESTROOM, LAVATORY PIPE WRAPS
------	------------------------------------



#26:	ADA, RESTROOM, RELOCATE TOILET ROOM ACCESSORIES
------	---



#27:	ADA, RESTROOM NEEDS GRAB BARS AND BLOCKING
------	--



#28:	ADA, STAIRS, HANDRAIL EXTENSIONS NEEDED
------	---



#29:	PARKING LOTS, ASPHALT PAVEMENT
------	--------------------------------



#30:	PARKING LOTS, ASPHALT PAVEMENT
------	--------------------------------



#31:	RETAINING WALL, TREATED TIMBER
------	-----------------------------------



#32:	LANDSCAPING, TREE TRIMMING
------	----------------------------



#33:	SIGNAGE NEEDED
------	----------------



#34:	BUILDING 50 ASPHALT SHINGLE
------	-----------------------------



#35:	BUILDING 100 ASPHALT SHINGLE
------	---------------------------------



#36:	ROOF
------	------



#37:	EXTERIOR WALL, PAINTED SURFACE
------	--------------------------------



#38:	EXTERIOR WALL, BUILDING 50
------	----------------------------



#39:	EXTERIOR STAIR RAILS, METAL
------	-----------------------------



#40:	ALUMINUM WINDOWS
------	------------------



#41:	EXTERIOR DOOR, STEEL WITH SAFETY GLASS
------	--



#42:	EXTERIOR DOOR
------	---------------





#43:	OVERHEAD DOOR
------	---------------



#44:	FURNACE, GAS, 101 TO 150 MBH
------	------------------------------



#45:	UNIT HEATER, ELECTRIC
------	-----------------------



#46:	PACKAGED TERMINAL AIR CONDITIONER (PTAC)
------	--



#47:	WATER HEATERS
------	---------------



#48:	URINAL, VITREOUS CHINA
------	------------------------



#49:	SHOWER, FIBERGLASS
------	--------------------



#50:	LAVATORY
------	----------



#51:	TOILET, FLUSH TANK
------	--------------------



#52:	DISTRIBUTION PANEL, 208 Y, 120 V, 400 AMP
------	---



#53:	BUILDING/MAIN SWITCHGEAR, 208 Y, 120 V, 400 AMP
------	---



#54:	FUEL STORAGE TANKS
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#55:	BUILDING/MAIN SWITCHGEAR
------	--------------------------



#56:	ELECTRICAL DISTRIBUTION SYSTEM, BUILDING 50
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#57:	GENERATOR, DIESEL
------	-------------------



#58:	INTERIOR FLOOR FINISH
------	-----------------------



#59:	INTERIOR FLOOR FINISH
------	-----------------------



#60:	CARPET STANDARD-COMMERCIAL MEDIUM-TRAFFIC
------	---



#61:	INTERIOR WALL FINISH
------	----------------------



#62:	INTERIOR DOOR
------	---------------



#63:	INTERIOR WALL FINISH, GENERAL SURFACE
------	--



#64:	INTERIOR CEILING FINISH, GYPSUM BOARD/PLASTER
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#65:	WALK-IN FREEZER
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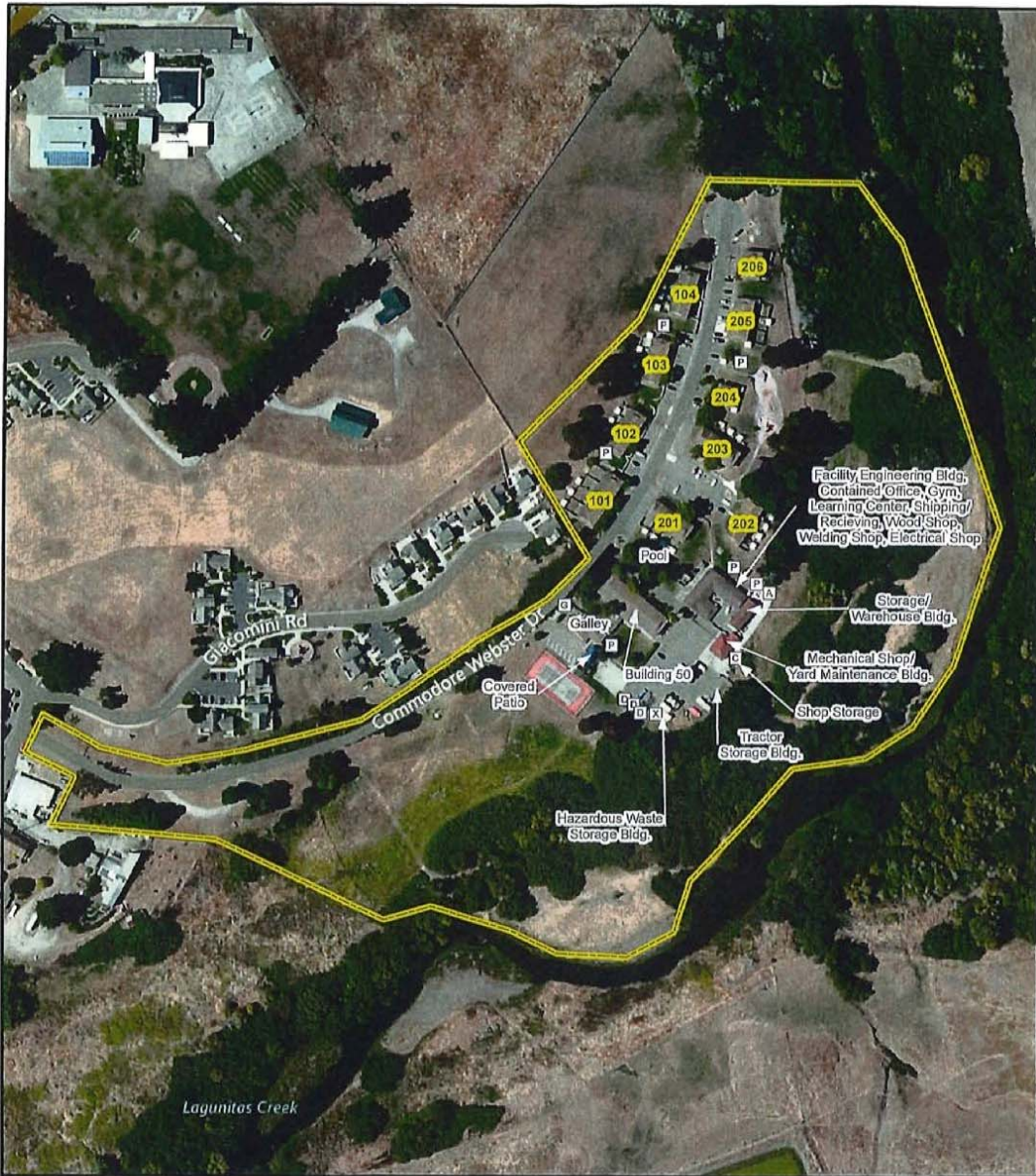
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**APPENDIX B:**  
**SITE AND FLOOR PLANS**

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### Site Plan



Date Saved: 2/11/2018 8:15:41 AM User: dalle.vorbusch Path: L:\CADD\G110880246\mxd\PRRSCA\_CAMPSAC\_2.mxd

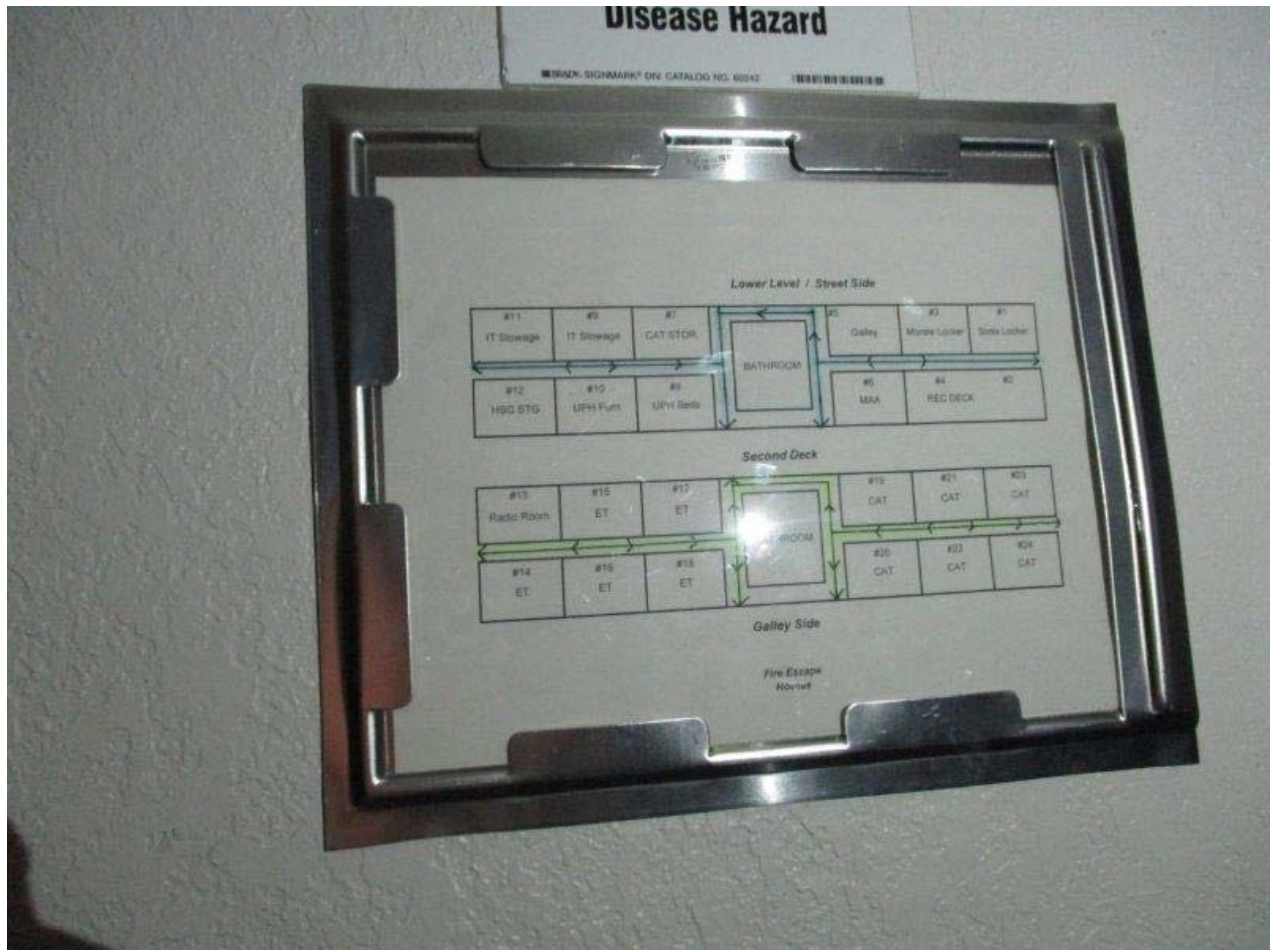
<p><b>Legend</b></p> <ul style="list-style-type: none"> <li><span style="border: 2px solid yellow; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Approximate Property Boundary</li> <li><span style="border: 1px solid black; padding: 2px;">P</span> Propane Tank</li> <li><span style="border: 1px solid black; padding: 2px;">A</span> Gasoline/Diesel AST</li> <li><span style="border: 1px solid black; padding: 2px;">C</span> Clam Shell Storage Box</li> <li><span style="border: 1px solid black; padding: 2px;">X</span> Conex Storage</li> <li><span style="border: 1px solid black; padding: 2px;">G</span> Backup Generator</li> <li><span style="border: 1px solid black; padding: 2px;">D</span> Dumpster</li> </ul>		
<p><b>FIGURE 2</b> SITE LAYOUT MAP</p> <p>US COAST GUARD HOUSING UNITS POINT REYES STATION COMMODORE WEBSTER DRIVE POINT REYES, CALIFORNIA 94956</p>		

United States Coast Guard  
U.S. Department of Homeland Security

SOURCE: MODIFIED FROM BING IMAGERY, 2010-2012.



### Floor Plan, Building 50



SOURCE:

Client



ON-SITE DATE:

May 30, 2018

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**APPENDIX C:**  
**SUPPORTING DOCUMENTATION**

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# National Flood Hazard Layer FIRMette

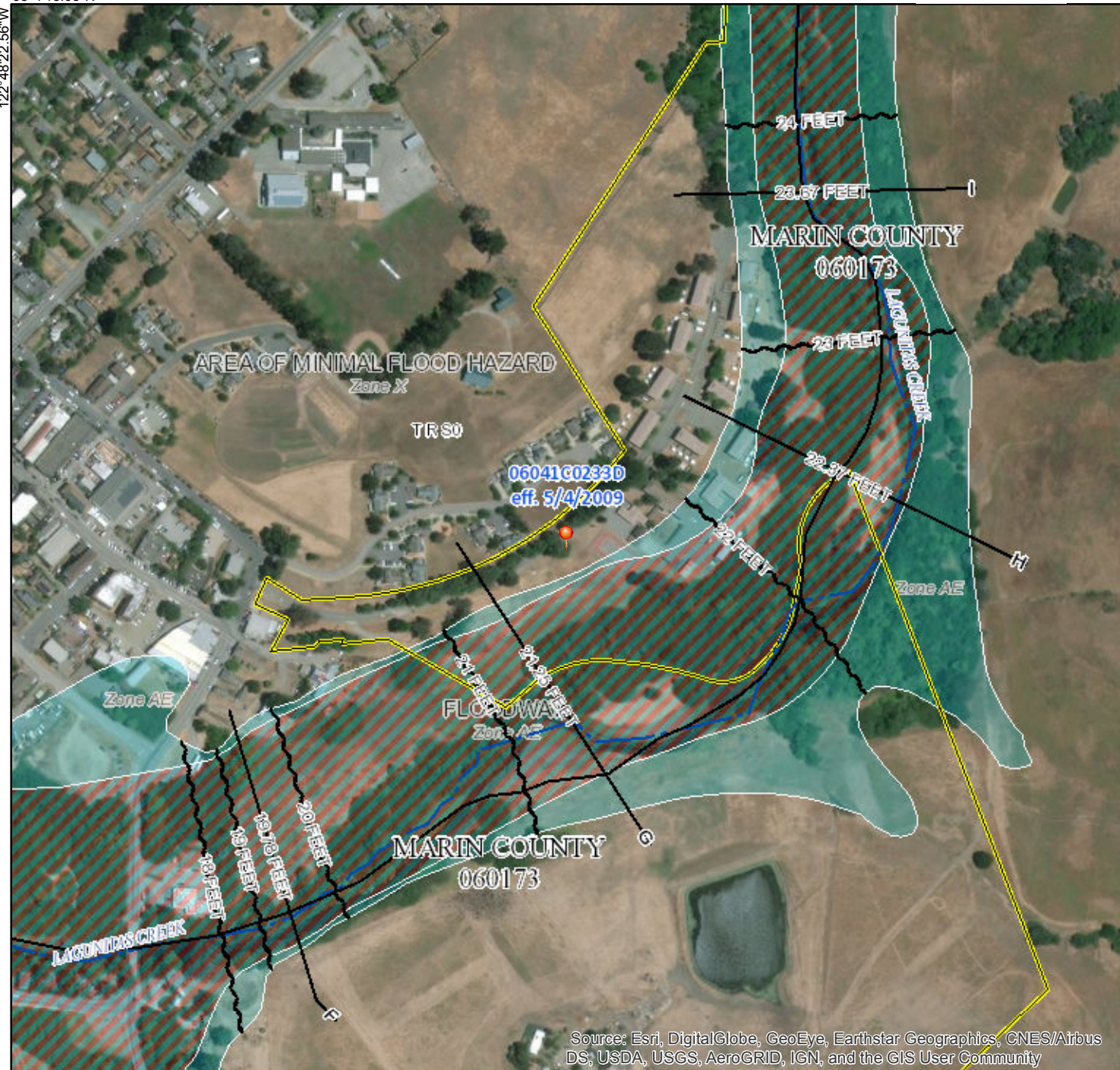


## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Regulatory Floodway Zone AE, AO, AH, VE, AR
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
OTHER AREAS OF FLOOD HAZARD		Area with Flood Risk due to Levee Zone D
		NO SCREEN Area of Minimal Flood Hazard Zone X
OTHER AREAS		Effective LOMRs
		Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance
		17.5 Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
OTHER FEATURES		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped

122°48'22.56"W



122°47'45.11"W

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The base map shown complies with FEMA's base map accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **6/4/2018 at 2:37:31 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: base map imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

0 250 500 1,000 1,500 2,000 Feet 1:6,000 38°3'49.76"N

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**APPENDIX D:**  
**EMG ACCESSIBILITY CHECKLIST**

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**ADA CHECKLIST**Date Completed: May 30 and 31, 2018Property Name: Point Reyes StationEMG Project Number: 131122.18R000-001.017

<b>Building History</b>		<b>Yes</b>	<b>No</b>	<b>Unk</b>	<b>Comments</b>
1	Has an ADA survey previously been completed for this property?			X	
2	Have any ADA improvements been made to the property?			X	
3	Does a Transition Plan / Barrier Removal Plan exist for the property?			X	
4	Has building ownership or management received any ADA related complaints that have not been resolved?			X	
5	Is any litigation pending related to ADA issues?			X	
<b>Parking</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
1	Are there sufficient accessible parking spaces with respect to the total number of reported spaces?		X		With a total of 77 spaces, four spaces are required to be accessible. No accessible spaces are provided.
2	Are there sufficient van-accessible parking spaces available?		X		No accessible spaces are provided.
3	Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?		X		No accessible spaces are provided.
4	Is there at least one accessible route provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones, if provided, and public streets and sidewalks?	X			
5	Do curbs on the accessible route have depressed, ramped curb cuts at drives, paths, and drop-offs?		X		
6	If required does signage exist directing you to accessible parking and an accessible building entrance?		X		No signage regarding an accessible route or parking.
<b>Ramps</b>		<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
1	Do all ramps along accessible path of travel appear to meet slope requirements? ( 1:12 or less)			X	No accessible path of travel
2	Are ramps that appear longer than 6 FT complete with railings on both sides?			X	No ramps

## ADA CHECKLIST

Ramps		Yes	No	NA	Comments
3	Does the width between railings appear at least 36 inches?			X	No ramps
4	Is there a level landing for approximately every 30 FT horizontal length of ramp, at the top and at the bottom of ramps and switchbacks?			X	No ramps
Entrances/Exits		Yes	No	NA	Comments
1	Do all required accessible entrance doorways appear at least 32 inches wide and not a revolving door?	X			
2	If the main entrance is inaccessible, are there alternate accessible entrances?	X			
3	Is the door hardware easy to operate (lever/push type hardware, no twisting required and not higher than approximately 48 inches above the floor)?	X	X		Some of the hardware is compliant, some is knob
Paths of Travel		Yes	No	NA	Comments
1	Are all paths of travel free of obstruction and wide enough for a wheelchair (appear at least 36 inches wide)?		X		Some obstructions
2	Are wheelchair-accessible facilities (toilet rooms, exits, etc.) identified with signage?	X			Restrooms are signed
3	Is there a path of travel that does not require the use of stairs?		X		Building 50, the only two story building has only stairs
Elevators		Yes	No	NA	Comments
1	Do the call buttons have visual and audible signals to indicate when a call is registered and answered when car arrives?			X	No elevator
2	Are there visual and audible signals inside cars indicating floor change?			X	No elevator
3	Are there standard raised and Braille marking on both jambs of each hoist way entrance as well as all cab/call buttons?			X	No elevator
4	Do elevator doors have a reopening device that will stop and reopen a car door if an object or a person obstructs the door?			X	No elevator
5	Are elevator controls low enough to be reached from a wheelchair (appears to be between 15 and 48 inches)?			X	No elevator
6	If a two-way emergency communication system is provided within the elevator cab, is it usable without voice communication?			X	No elevator

**ADA CHECKLIST**

	<b>Toilet Rooms</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
1	Are common area public restrooms located on an accessible route?	X			
2	Are pull handles push/pull or lever type?		X		Knob handles
3	Are there audible and visual fire alarm devices in the toilet rooms?	X	X		Building 50, yes Other buildings, no
4	Are toilet room access doors wheelchair-accessible (appear to be at least 32 inches wide)?	X			
5	Are public restrooms large enough to accommodate a wheelchair turnaround (appear to have 60" turning diameter)?		X		
6	In unisex toilet rooms, are there safety alarms with pull cords?		X		Building 101
7	Are toilet stall doors wheelchair accessible (appear to be at least 32" wide)?		X		
8	Are grab bars provided in toilet stalls?		X		
9	Are sinks provided with clearance for a wheelchair to roll under (appear to have 29" clearance)?	X	X		Yes, Building 50 No, Building 101
10	Are sink handles operable with one hand without grasping, pinching, or twisting?	X			
11	Are exposed pipes under sink sufficiently insulated against contact?		X		No insulation

FACILITY CONDITION ASSESSMENT

POINT REYES STATION  
COMMODORE WEBSTER DRIVE  
POINT REYES, CALIFORNIA 94956

EMG PROJECT NO: 131122.18R000-001.017

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**APPENDIX E:**  
**PRE-SURVEY QUESTIONNAIRE**

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**THE PRE-SURVEY QUESTIONNAIRE WAS NOT  
RETURNED TO EMG**

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POINT REYES STATION  
 COMMODORE WEBSTER DRIVE  
 POINT REYES, CALIFORNIA 94956

EMG PROJECT NO: 131122.18R000-001.017

On the day of the site visit, provide EMG's Field Observer access to all of the available documents listed below. Provide copies if possible.

**INFORMATION REQUIRED**

1. All available construction documents (blueprints) for the original construction of the building or for any tenant improvement work or other recent construction work.
2. A site plan, preferably 8 1/2" X 11", which depicts the arrangement of buildings, roads, parking stalls, and other site features.
3. For commercial properties, provide a tenant list which identifies the names of each tenant, vacant tenant units, the floor area of each tenant space, and the gross and net leasable area of the building(s).
4. For apartment properties, provide a summary of the apartment unit types and apartment unit type quantities, including the floor area of each apartment unit as measured in square feet.
5. For hotel or nursing home properties, provide a summary of the room types and room type quantities.
6. Copies of Certificates of Occupancy, building permits, fire or health department inspection reports, elevator inspection certificates, roof or HVAC warranties, or any other similar, relevant documents.
7. The names of the local utility companies which serve the property, including the water, sewer, electric, gas, and phone companies.

8. The company name, phone number, and contact person of all outside vendors who serve the property, such as mechanical contractors, roof contractors, fire sprinkler or fire extinguisher testing contractors, and elevator contractors.
9. A summary of recent (over the last 5 years) capital improvement work which describes the scope of the work and the estimated cost of the improvements. Executed contracts or proposals for improvements. Historical costs for repairs, improvements, and replacements.
10. Records of system and material ages (roof, MEP, paving, finishes, furnishings).
11. Any brochures or marketing information.
12. Appraisal, either current or previously prepared.
13. Current occupancy percentage and typical turnover rate records (for commercial and apartment properties).
14. Previous reports pertaining to the physical condition of property.
15. ADA survey and status of improvements implemented.
16. Current / pending litigation related to property condition.

Your timely compliance with this request is greatly appreciated.





## Point Reyes Coast Guard Housing Community Meeting: April 30, 2018

PowerPoint Presentation and Community Notes






1


## Agenda

POINT REYES COAST GUARD HOUSING

1. Welcome and overview
2. Description of property
3. Fair housing and civil rights laws
  - o Who will live here?
4. Community Advisory Working Group
5. Timeline & next steps
6. Community visioning exercises



Housing and Federal Grants Division  
Coast Guard Housing Community  
Meeting  
April 30, 2018  
[marincounty.org/coastguard](http://marincounty.org/coastguard)



Slide 2

2



3

## History of the property

### SALE AND LEGISLATION

- **2014.** No longer being used for housing, Point Reyes Coast Guard property was going to be sold through an auction to the highest bidder.
  - With local action lead by CLAM, Congressman Huffman's office introduced legislation in Congress that required it be sold to the County for affordable homes.
- **2016.** Legislation signed to require Coast Guard to sell to County to be used for *permanently-affordable homes*.



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Coast Guard Housing Community  
Meeting  
April 30, 2018  
marincounty.org/coastguard

Slide 4

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## Existing Coast Guard property

- Built in 1974:
  - 36 two, three, and four-bedroom homes with fenced-in backyards and sheds;
  - 1 barracks with 24 single rooms; and
  - 1 dining room containing a commercial-sized kitchen.
- Additional amenities:
  - Tennis and basketball courts,
  - Small playground,
  - 2 covered pavilions,
  - Offices, and
  - Workshops.

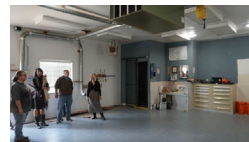


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## Existing Coast Guard Property



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Slide 6

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## Description of property

### CHALLENGES TO DEVELOPMENT

- Lagunitas Creek - must keep setbacks from the creek.
- Water District wells on the property – water supply must be kept safe.
- Renovation will require Environmental Review.
- A septic system must be installed
- Zoning allows limited residential and agricultural uses only.
- Local Coastal Plan must be changed to allow existing housing or other uses.



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Slide 7

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## 2001 Point Reyes Station Community Plan

### LOCAL AFFORDABLE HOUSING GOALS

“While any specific proposal for additional affordable housing must be evaluated on its own merits, the updated Community Plan states as a matter of policy that such projects are encouraged provided they” meet these goals.

Goals	Alignment
1. Are reasonable in scale compared to the size of the existing community	Yes
2. Meet the needs of persons employed locally rather than drawing new residents with jobs elsewhere	Partially
3. Do not overburden local services	Unknown
4. Include at least 25% rentals	Yes
5. Are designed to provide age and occupational diversity to the Point Reyes Station community	Yes



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Slide 8

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## Fair housing and civil rights laws

### MARIN DEMOGRAPHICS

- Why is Marin whiter than surrounding communities?
  - 86% in Marin vs. 53% in Bay Area
  - Less diverse even if you factor in income
- Historically government action created segregated communities.
- Marin is the most racially unequal county in California.



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Slide 9

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## Fair housing and civil rights laws

### AFFIRMATIVELY FURTHERING FAIR HOUSING

- The County is seeking to take actions which *affirmatively further fair housing*.
  - To empower and give special assistance to groups that have historically been disadvantaged.
  - It is not enough to simply not discriminate; we must also take assertive steps aimed at reversing historical trends and discriminatory patterns.
- Affirmative marketing plans:
  - A housing provider makes special efforts to reach out to potential tenants who might not normally seek housing due to historical and current barriers.
  - Identify populations who are *least likely* to apply and market to them.
- Based on the community's race and ethnicity, local preferences may be discriminatory and violate fair housing and civil rights laws.



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Slide 10

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## Community Advisory Working Group

LOCAL INPUT ON REQUEST FOR PROPOSAL PROCESS

- The Working Group is advising County staff on:
  - The community engagement process, and
  - The Community Vision for the County's developer selection, including:
    - Understanding of feedback received at this community meeting, and
    - The creation of a scoring form to evaluate developer responses.
- Discussion of preferences for locals
  - Inconsistent with County's Fair Housing civil rights obligations.



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Slide 11

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## Community Advisory Working Group

Working Group consists of community members and stakeholders appointed by the Community Development Agency to advise staff on a range of community perspectives, interest, and concerns.

- Alan Burr, Marin Community Foundation
- Bonnie Guttman, Dance Palace
- Cecilia Castaneda, Coastal Health Alliance Board of Directors
- Drew McIntyre, North Marin Water District
- Harriet Moss, West Marin Fund Board of Directors
- Ken Dunaj, Building Supply Center
- Matt Nagle, Shoreline Unified School District
- Maria Niggle, Health and Human Services
- Randall Fleming, Point Reyes Village Association
- Socorro Romo, West Marin Community Services



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Slide 12

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## Timeline

### WHAT'S NEXT?

1. 2018- County will select a developer
  - o Identify and apply for funding
  - o Developer will do additional community outreach after purchase is final
2. 2019-2020: Purchase the property from the Coast Guard
3. Environmental review
4. Local Coastal Plan amendment, use permit, etc.
5. Develop septic system, renovate property
6. Affirmative marketing of housing



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Slide 13

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## Selection of developer

### PARTNER TO WORK WITH THE COUNTY

- o County will seek a developer to assist with the purchase, renovation and management of the affordable homes.
- o Property will need a septic system.
  - o Additional costs for repairs may include:
    - Accessibility improvements,
    - Fire safety, and
    - Hazardous materials removal.
- o The developer will need to have experience in:
  - o Doing major renovations,
  - o Working in rural and agricultural communities,
  - o Fund raising, including tax credits, and
  - o Developing and managing affordable housing.



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Slide 14

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## Topics

### SMALL GROUP DISCUSSION

1. How can we serve those most in need in our community and meet our obligations under federal civil rights laws?
2. In addition to permanently affordable homes for families, what do we want to see on the site? Future phases?
3. These homes will be a major opportunity for the community. How do we welcome and integrate our new neighbors into the Point Reyes community?
4. What other services should we be planning for?



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Slide 15

15

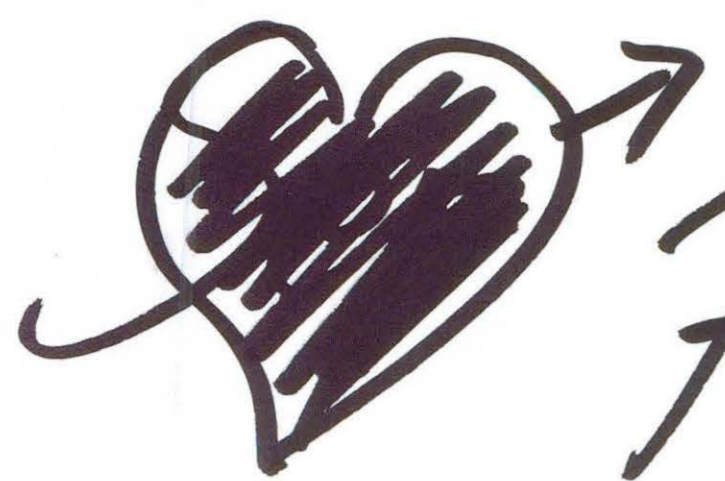


Leelee Thomas [lthomas@marincounty.org](mailto:lthomas@marincounty.org)  
Debbi La Rue [dlarue@marincounty.org](mailto:dlarue@marincounty.org)

16



(part 2)



Regional bike trail linkage

Public toilets

Dog Park

Parking

Model aligned @ county initiatives

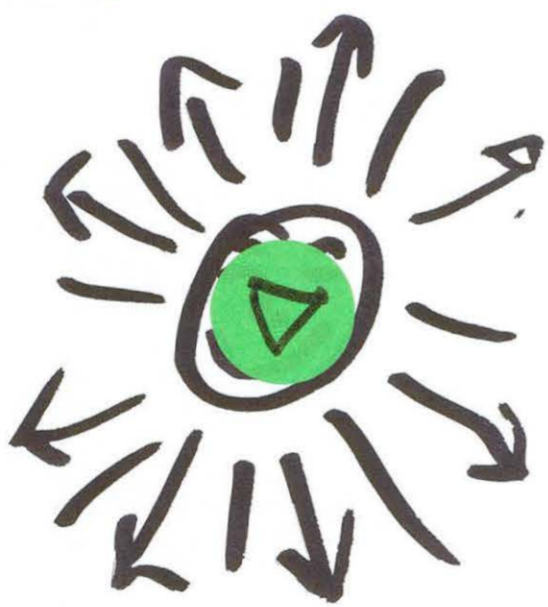
Zero Waste

H.E.A.L. Healthy Eating Active Living

Disaster Preparedness

Computer and smart phone training

Solar



# + COMMUNITY SPACES

- ACCESSIBLE, PUBLIC POOL

- SHOPS, CREATIVE SPACES

- COMMERCIAL KITCHEN +  
USED BY COMMUNITY

- FOOD PRODUCTION ON SITE

- SUMMER CHILDCARE PROGRAMS

+ ARE WE PREPARED TO ACT  
TO BACK UP OUR IDEAS

+ CONSIDER ON-SITE (FACILITY/FARM)  
AGRICULTURAL HOUSING

+ JOB CREATION ON SITE  
- SERVICES NOT CURRENTLY  
IN WEST MARIN

+ MULTIGENERATIONAL  
DIVERSITY - ELDERS  
LIVING ON SITE

+ HOW WILL THE COUNTY BE SURE  
TO LISTEN? HOW WILL THIS  
COMMUNITY BE HEARD?

+ HOW CAN WE PARTICIPATE IN  
THE CHOICE OF DEVELOPER?

# Q #2

INTEGRATE  
+ SUSTAINABLE  
PRACTICES EARLY

- SOLAR
- WASTE
- WATER
- PERMACULTURE
- ELECTRIC ENERGY
- ELECTRIC VEHICLE CHARGING

+ CONSIDER TRANSPORTATION IMPACTS

+ IS THE DEVELOPER EXPERIENCED IN SUSTAINABLE BEST PRACTICES?

# #1 Table A H

Q: Who is most in need?

A: People who work here but can't afford to live here.

Q: Are Latinos a group that  
\* the County lists as discriminated  
against?

A: Yes (Ana Hilda) (Race, ethnicity,  
\* gender, familial status, disability, \*  
sexual orientation) \*

Q: Is there any way to have  
a preference for applicants  
who work here?

A: No. (LeeLee)

|

# Pregunta 1.

- \*- Prioridad a personas con necesidades especiales.
- Tener en cuenta el ingreso \* \*
- Personas de la ~~primer~~ <sup>tercera</sup> edad \* \*
- \*\* Aceptar \* a familias numerosas (muchos niños) \*



Priority is affordable housing.

Workforce / lower income hsg.

- \* Require:
  - \* Local involvement / developer.
    - \* (West Marin - local.) (ie, CLAM)
- \* If necessary, split site, so % can be government-independent, to reduce restrictions.

#1

W. Marin in hsg crisis. Workers

\* leaving due to lack of Hsg.

\* + Farmworkers \* \* \* Define "MOST IN NEED" \*

+ Teachers \* \* \*

\* \* \*

+ \* Senior Hsg. \* \* \* \* \*

+ Local Workers \* \* \* \*

This process of redevelopment will enrich the community.

\* \* \* Collaboration between Business, Non-Profits \* \* \* \* \*  
\* \* \* + County + Community. \* \* \* \* \*

\* \* \* \* \*

+ Tennis Court

Don't OVER-racialize the problem.

\* Work with School District + Park \*  
for more worker housing.

①. Welcome them

• Sr. Center - for sr. citizens

• preference to people who <sup>work</sup> ~~live~~ here  
w/o excluding retired people  
or youth

\* \* County take leadership to find way \*

\* \* under fair housing laws to accommodate  
local preferences such as people who work

\* here but don't live here. \* \* \* \*

? / market to local  
low-income people

selection process  
who determines  
who gets selection  
legal restrictions

Broad invite? -  
commuters

Stipulate preference for  
\* people who work here  
\* \* \* \*  
Works in & local, lives in  
Petaluma, can apply. \*

how do we define  
need?

is economic displacement  
criteria for fair housing

restriction for marketing to  
stay w/ Marin County  
work in Sonoma County

Will the county be sta<sup>\*</sup>  
rating rubric before it <sup>is</sup> used

Another meeting?

#1 Question #1

Can the  
Community TOUR  
the property?

Rental % should be  
higher than 25%

Live/work spaces  
(Include)

Selection Process  
for resident candidates?  
(Lottery, First Come-First serve)

Owned & managed using  
a Land Trust model

Assisted living for seniors  
↳ Hospital Transition

○ Programming & physical development  
to create community integration

○ Ensure environmentally safe  
& sound development

○ Housing comes first... then other  
programs

2

- Community swimming pool
- commercial kitchen and food storage
- Coastal Health Alliance - Clinic space
- Rec. Center (all ages) (gym) / Community serving pool rec center
- Transitional Housing
- West Marin Commons
- Community Classroom (meeting room)
- Senior Housing
- Safe Place for youth to ride bikes and skateboards
- Maker Space for all ages (Workshop Apprentice space)
- Live work space
- Septic remediation / alternatives
- community garden edible landscaping



# **POINT REYES STATION**

## **COMMUNITY PLAN**

**2001**

# **ACKNOWLEDGEMENTS**

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## **Photographs of Point Reyes Station**

Art Rogers

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### Hearing Dates:

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## PREFACE

The Point Reyes Station Community Plan is a guide for future planning decisions in Point Reyes Station. It has been prepared based on the conditions, issues and values prevailing locally, as determined by the community. The Plan reflects the desire of the community to sustain the traditional character of Point Reyes Station as the commercial hub for rural West Marin and as a place of full-time residence for people preferring a predominantly rural life style. This community character is under increasing pressure from tourism and rapidly rising land prices.

The Point Reyes Station Community Plan was first adopted in 1976 and amended in 1986. Significant changes have occurred since then, some resulting in a revitalized, socially more diverse community providing a stronger economic base, others hastening the trend for the village to become a major tourist attraction in its own right. To name some of the changes since 1986:

The 248-acre Martinelli property at the northern end of the Planning Area is now part of the Golden Gate National Recreation Area. The “Dance Palace” community center was built and has become a cultural hub for West Marin. Bed and Breakfast establishments (B & B's) have proliferated as a new local business opportunity, attracting an additional stream of visitors and traffic. New stores, restaurants and professional offices have been added downtown, and the long vacant haybarn and historic livery stable have been replaced with two office and retail buildings, serving as new commercial landmarks. Much of the buildable land on the Mesa has been subdivided and built out. Walnut Place was built, providing 25 affordable rental units for seniors. Local medical clinics formed an alliance, first with practices in Bolinas and Stinson Beach, then with Kaiser Permanente Medical Center. The public library, once housed in a railroad car and later at Fourth Street, has moved into spacious new quarters in the Creamery Building. Agriculture in the surrounding area has started to diversify with the addition of small-scale organic farming and vineyards. The production of regional food products is on the rise and a seasonal farmers market for local producers has been started in downtown Point Reyes Station.

These and other changes call for a new look at the Community Plan. The current revision was initiated in early 1996 by local residents who formed the Point Reyes Station Community Plan Update Committee under the auspices of the Point Reyes Station Village Association. The Update Committee held monthly meetings to discuss community issues, culminating in the Community Workshop on November 16, 1996 in the Red Barn. The primary goals agreed upon in the Community Workshop are summarized under the heading “Community Goals” below.

Following the Community Workshop, the Update Committee continued its monthly meetings to assist in the preparation of the revised Community Plan. Valuable expertise, leadership and logistical support have been provided by representatives of the Marin County Community Development Agency - Planning Division. The Plan revision process includes the involvement of the entire community, obtaining local community input, collection and dissemination of information, and public participation in the discussion of issues. The process of completing the revised Community Plan and its eventual adoption by the Board of Supervisors includes the following steps:

1. Review of Preliminary Draft by the Community
2. Preparation of Revised Draft to reflect Community comments
3. Public hearings before the Planning Commission and the Board of Supervisors
4. Adoption of the Revised Community Plan.

# I. INTRODUCTION

## A. **PURPOSE AND LEGAL BASES OF THE COMMUNITY PLAN**

The California Government Code requires each local planning agency, such as the County of Marin, to adopt a comprehensive, long-term general plan for the physical development of the area over which it has jurisdiction. The local planning agency may elect to prepare community plans, based on public participation and specific local conditions and goals, for individual communities within the general plan boundaries. Future planning decisions can then be based on both the general plan and the community-specific plan.

The Marin Countywide Plan, adopted in 1973 and last amended in 1994, is the general plan adopted by Marin County. It divides Marin into three environmental corridors, the City-Centered Corridor, the Inland Rural Corridor, and the Coastal Recreation Corridor. For each corridor, special development standards are established. The Point Reyes Station Planning Area is located in the "Coastal Recreation Corridor." Countywide Plan policies for the Coastal Recreation Corridor emphasize open space, recreation and agricultural land uses along with the preservation of existing coastal communities. The Countywide Plan, together with the Point Reyes Station Community Plan, contains the policies that guide future planning decisions in Point Reyes Station. The Point Reyes Station Community Plan is consistent with the Countywide Plan.

The Point Reyes Station Community Plan of 1976 and the amended Point Reyes Station Community Plan of 1986 were adopted in accordance with the Countywide Plan. Each version was intended as an action oriented program, stating community goals, objectives, and policies relative to the current and foreseeable future planning and land use issues facing the community of Point Reyes Station in the next 5 - 10 years. The revised Community Plan of 1999 also is intended as a planning guide for the present and the near future, and should be periodically reviewed in light of changing conditions, goals and objectives. Amendments should be made judiciously, in full cognizance of the background of policies set in earlier versions of the Plan.

Marin County Development Code (Title 22). The Marin County Development Code consists of Title 22 of the Marin County Code, and contains the County's zoning and subdivision regulations. These provisions comprise most of the County's requirements for the development and use of private and public land, buildings and structures within the County. Additional requirements for building construction and other aspects of development and land use can be found in other Titles of the County Code.

The County of Marin uses this Development Code (Title 22) as the primary tool to carry out the goals, objectives, and policies of the Marin Countywide Plan and applicable community and specific plans. The Marin County Community Development Agency handles enforcement of the Marin County Code. The Agency will investigate and pursue resolution of enforcement matters brought to its attention through a confidential complaint process.

## **B. RELATION TO THE MARIN COUNTY LOCAL COASTAL PROGRAM**

The California Coastal Act of 1976 established a statewide coastal management program for areas along the coast that fall into a defined "Coastal Zone." The Point Reyes Station Planning Area is located entirely within the Coastal Zone and is subject to the Coastal Act. The main goals of the Coastal Act are to protect and conserve coastal resources of the state and to maximize their use and enjoyment by the public. These goals are implemented by the Marin County Local Coastal Program Unit 2 which was approved in 1981. The Local Coastal Program, like the Countywide Plan, contains a set of goals, objectives and policies to guide development within the "Coastal Zone." The Local Coastal Program takes precedence over all local policies and zoning. The Point Reyes Station Community Plan, therefore, must be consistent with the Local Coastal Program in order to be valid. In addition, certain kinds of development projects in the community are subject to Coastal Permit approval.

Under the Local Coastal Program, all development projects in the Coastal Zone are divided into four categories: (1) projects exempt from Coastal Permit approval, (2) projects categorically excluded from Coastal Permit approval, (3) projects requiring Coastal Permit approval from the California Coastal Commission, and (4) projects requiring Coastal Permit approval from the County of Marin.

The category of projects requiring Coastal Permit approval from the County of Marin is further divided into two categories: (1) public hearing Coastal Permits, and (2) non-hearing or administrative Coastal Permits. It is the responsibility of the County of Marin to determine, based upon established development standards contained in the Marin County Code, whether Coastal Permit approval is required for a project and, if so, the type of approval required.

## **C. DEFINITION OF PLANNING AREA**

The boundary of the Point Reyes Station Planning Area is shown on the Zoning Map, Appendix A. The boundary of the Point Reyes Station Historic Area is shown on the Historic Area Map, Appendix B.

## **D. COMMUNITY GOALS**

The participants (well over 100 people) at the community workshop held on November 16, 1996 were most interested in the following issues:

- Preservation of the small town, working town character of Point Reyes Station.
- Management of tourism (balance of local concerns with visitor needs).
- Creation of additional affordable housing.
- Increasing community awareness and participation in planning and development matters.

The community meeting regarding the future of the Grandi Building, held on January 13, 1998, showed overwhelming community support for historic preservation of the Grandi Building, one of the landmarks of the historic downtown area.

Activities of the Tomales Bay Association, Environmental Action Committee, Waste Free 2000, Waste Watch, and the West Marin “Waste Brigade” attest to community-wide support for protection of the environment and for sustainable living.

Based on these current expressions of the community’s goals, as well as the goals and objectives embodied in the Community Plans of 1976 and 1986, the revised Community Plan of 1999 reflects the following, primary goals:

### **PRIMARY GOALS**

1. PRESERVE THE VIABILITY OF POINT REYES STATION AS A SMALL RURAL, WORKING TOWN.\*
2. PRESERVE THE TOWN’S HISTORIC AND OTHER SEASONED BUILDINGS AND ITS UNPRETENTIOUS, RURAL APPEARANCE.
3. CAREFULLY MANAGE THE IMPACTS OF TOURISM ON THE VISUAL CHARACTER OF THE HISTORIC DOWNTOWN DISTRICT.
4. MINIMIZE THE IMPACTS OF TOURISM ON THE EVERYDAY ACTIVITIES OF THE LOCAL POPULATION.
5. CREATE ADDITIONAL AFFORDABLE HOUSING FOR PEOPLE EMPLOYED LOCALLY.
6. PROTECT LAGUNITAS AND TOMASINI CREEKS AND OTHER ELEMENTS OF THE TOMALES BAY ECOSYSTEM.
7. PROMOTE ORGANIC AGRICULTURE AND SUSTAINABLE LIVING.
8. INCREASE COMMUNITY AWARENESS AND PARTICIPATION IN PLANNING AND DEVELOPMENT MATTERS.

\*Not a predominantly retirement, vacation or tourist location

## **E. SUMMARY OF PROPOSED CHANGES FROM 1986 COMMUNITY PLAN**

- Plan has been reworded in its entirety
- Reinforces and strengthens policies encouraging resident-serving businesses downtown and adds more specific development standards for commercial buildings and businesses
- Deletes outdated recommendation of town sewer
- Provides objectives and policies for residential development
- Clarifies that second units are limited to 750 square feet
- Introduces landscaping guide

## **F. COMMUNITY PARTICIPATION IN MARIN COUNTY'S DEVELOPMENT REVIEW PROCESS**

The Point Reyes Station Village Association was established by a group of local residents in 1984 as a local forum for considering land use proposals and to provide feedback to the County. The Community Development Agency has a long-standing practice of referring applications for discretionary land use permits to the Village Association for review and comment on an advisory basis. This type of consultation between County staff and community advisory groups is a normal step in the County's development review process. While the recommendations of the Village Association and other advisory groups are considered carefully, along with input from other interested agencies, organizations, and individuals, they are not treated as substitutes or mandates for the County's decisions on permit applications within the Point Reyes Station Planning Area.

The County's development review process is intended to be open to all interested parties. In this regard, the Community Development Agency suggests that applicants work with County staff, the Village Association, and other affected agencies and residents to identify issues and concerns that may arise from a development project and attempt to resolve them through mutually agreeable solutions. This type of collaborative approach is not slanted toward the interests of a single group or individual, but rather is inclusive of a broad range of opinions and points of view.

Although consensus on a development project cannot always be reached, the County gives equal attention to the opinions and points of view expressed by everyone involved, and will ultimately endeavor to make land use decisions that accomplish a reasonable balance between private property rights and the public interest as articulated through the Point Reyes Station Community Plan and other land use policies and standards that apply to the Point Reyes Station Community.

## **G. DEFINITIONS**

This Community Plan uses the following terms to organize the material in each Chapter:

*Goal.* A goal is a general expression of community values. It is not quantifiable or time-dependent. The Community Plan has goals that express the community's desires concerning: preservation of community character and architectural heritage; commercial land use; housing development; and conservation of natural resources.

*Objective.* An objective is a statement of a desired achievement that is to be carried out through the policies and corresponding programs.



*Policy.* A policy is a specific statement to guide decision-making. It indicates a commitment to action. The strength of commitment is expressed through the use of the words "shall" or "should." "Shall" indicates a strong commitment to action and an unequivocal directive. "Should" expresses a less rigid directive. The use of the word "should" may indicate a need to balance the policy with other complementary or countervailing policies or may indicate a situation which requires cooperative action on the part of several governmental or private agencies where the County is not fully in control of the outcome.

*Program.* A program is a specific action, procedure, or technique used to carry out a general plan policy. In the Community Plan, programs directly follow the policies that they implement.

## ***H. ORGANIZATION, INTERPRETATION, AND IMPLEMENTATION***

The Community Plan is divided into five Chapters. Chapters III, IV, and V are further subdivided into several subject areas, each containing an introductory text under the heading "Background" and a set of "Objectives, Policies and Programs." Regardless of these internal divisions and headings, which are for descriptive purposes only, the objectives, policies and programs set forth in this Community Plan are cumulative and the Plan should be reviewed in its entirety to determine the policies and programs applicable to a particular planning or development matter. In addition, the introductory text under the heading "Background" is intended to supplement and guide the interpretation of the objectives, policies and programs applicable to any particular issue.

Plan policies are implemented in a variety of ways. The Plan is an informational document that may be used by community members and project sponsors for information and guidance. The Plan may also be used by community members as a basis to comment on proposed projects. The Community Development Agency staff will use the Plan when analyzing development projects and findings must be made that the proposed project is consistent with the policies in the Plan.



## II. HISTORY

### A. PREHISTORY

The location of Point Reyes Station is a traditional home of the Coast Miwok Indians. They are among at least four groups known as Miwok (“people”) in California. The local tribe was reportedly composed of up to 15 independent groups of up to 200 people each. The Coast Miwok occupied a region comprising all of today’s Marin County and much of southern Sonoma County, an area in which archeologists and ethnographers have identified more than 600 village sites. Most of the settlements were located in drainages near a salt water bay, where much food could be found. Many local names, including Olema and Bolinas, are believed to be derived from Miwok dialect.

The Coast Miwok subsisted as hunters and gatherers in an environment teeming with game, birds, fish, shellfish, nuts, fruits and vegetables. The temperate weather allowed the inhabitants to occupy permanent villages such as *Olema-loke*.

At least two parties of European explorers had contact with the Coast Miwok in the 16<sup>th</sup> century: Francis Drake in 1579 and Sebastian Rodriguez Cermeno in 1595. Two hundred years later Spanish Lieutenant Don Felipe de Goycochea traveled through the Olema Valley in 1793 and noted “a wonderment of various settlements along the [Tomales] Bay shore”; he recommended the Olema-Point Reyes Station area as a fine location for a mission or establishment. This never occurred, but the founding of the *asistencia* and later mission at San Rafael in 1817 sped the loss of Miwok culture in the Point Reyes area. Upon secularization of the missions in 1833, survivors filtered back to their native lands only to be locked out by new Mexican landowners, some of whom employed the Indians in European-style pursuits. Today, many Coast Miwok descendents live in the Tomales Bay area and Sonoma County.

### B. HISTORY OF POINT REYES STATION

Point Reyes Station is located in the southwestern corner of the vast Rancho Nicasio, granted by the Mexican governor in 1845 to Pablo de la Guerra and Juan Cooper. This corner of the grant then passed to Jasper O’Farrell, and again in 1851 to James Black, whose family continued to own land in the area for more than a century. In 1873 the rolling hills and level mesa of land at the head of Tomales Bay was a dairy ranch, rented from landowner Mary Black Burdell by Marin County Sheriff James Stocker.

The North Pacific Coast Railroad, on the urging of director James McMillan Shafter (who owned almost the entire Point Reyes Peninsula), constructed its tracks through the area in 1874; the train would run from Sausalito to the Russian River area where timber could be transported to market. Shafter’s dairy interests would benefit as well. He and his brother controlled the largest and most productive dairy ranch in the state, located on the Point Reyes Peninsula. At the time of construction, the tracks left the banks of Lagunitas Creek and curved through the lowlands of Stocker’s pasture, then headed northwest up the shoreline of Tomales Bay.

As historian Jack Mason wrote, “The town's birth can be pinpointed: January 7, 1875, the day the first train came through on its way to Tomales.” The first passengers departed the train at a platform

and found their way to Olema, two miles south and the only town in the vicinity. Soon the railroad built a depot, and Mrs. Burdell's husband Galen constructed a hotel and saloon.

Galen Burdell received 950 acres surrounding the depot from his wife as a present, and he controlled the growth of the town until his death in 1906. The new town had as its pattern the right-of-way controlled by the railroad. Town fathers built a school up the hill in 1879, and a post office was established in 1882. As the town grew, its name changed several times: Olema Station, Burdell's, Marin and Point Reyes. On August 10, 1891, the Federal government finalized the name of the post office: Point Reyes Station. The school moved to larger quarters closer to town in 1905, and the first town tract map was filed in 1908.

A. P. Whitney and Co. opened a mercantile on the main street in 1883, which was taken over by merchants Salvatore Grandi and Wilford Darneal in 1887. Grandi soon became the sole proprietor and his store remained the dominant commercial force in town for decades. He was challenged in 1898 when Pietro Scilacci, a Grandi Company clerk, opened a larger store down the street, naming it the Point Reyes Emporium. The rivalry lasted for almost 50 years: Scilacci won, as his Palace Market (as the Emporium was renamed in the 1930s) survives as the only substantial grocery store in town.

These stores served many needs, selling food, hardware, clothing, agricultural implements, feed, conveyances and other items. Numerous other businesses opened around the turn of the century, such as a bank, sample room, and blacksmith shop, but the railroad dominated the scene. Daily trains brought visitors, salesmen and workers, and hauled out dairy products, fish and lumber from the north.

A depot with a telegraph office handled passengers and freight, while a section house, turntable, water and oil tanks, and stock pens occupied the railroad property which stretched beyond both ends of town. New owners renamed the line the North Shore Railroad in 1902, and the company was reorganized as the Northwestern Pacific in 1907. Between 1906 and 1920 a number of improvements were undertaken, such as a new downtown depot and a large engine house on the north end.

The railroad ended service in 1933, shortly after two modern highways to West Marin were built, one a state highway (today's Highway 1) and the other named Sir Francis Drake Highway at the suggestion of local merchant Wilford Scilacci.

The growth of the dairy industry contributed directly to the growth of Point Reyes Station. In 1914, a consortium of local dairymen formed the Point Reyes Cooperative Creamery and erected a processing plant on Mesa Road which produced butter, cheese and other dairy byproducts. Also that year, the Foresters of America built a substantial meeting house, and a small Catholic church was built. The following year the Grandi family rebuilt its store which had been destroyed in the earthquake of 1906, this time as a looming, two-story edifice with hotel, ballroom, restaurant and numerous outbuildings on an entire town lot. The Cheda family opened an auto dealership and repair facility, now the oldest AAA contract station in the nation. The main street took on the look of a thriving western town served by railroad.

The Depression affected the economy of Point Reyes Station, as it did the rest of the country, and brought in an era of humbleness which lasted into the 1960s. A major event was the loss of the railroad in 1933, as the Northwestern Pacific cut back its routes. Businesses struggled through the hard times, even the seemingly invincible West Marin dairy industry. World War II practically

emptied the town of its young men, but brought hundreds of men engaged in military defense activities to the surrounding coast.

At the war's end, local merchant Waldo Giacomini bought the tiny 50-cow Fillippini dairy on the east edge of town and transformed it into one of the largest dairy ranches in the area, creating feed and grazing lands by reclaiming much of the head of Tomales Bay through a system of levees. By 1970, the milking herd numbered over 300, and today the modern dairy milks about 450 cows daily.

The Grandi Hotel and many of its associated businesses folded in the 1950s, but a small shopping center brought new business to the north end of town. By this time a local newspaper, *The Baywood Press*, covered local events; today it is the *Point Reyes Light*. Modest grocery stores, restaurants, bakeries and gift shops made an imprint during the 1960s, as the establishment of Point Reyes National Seashore brought a new breed of visitors beginning in 1963. At this time, West Marin boosters promoted state plans for new highways to the area, with large developments planned for many ranches in the vicinity. The creation of the Golden Gate National Recreation Area in 1972 and a new wave of environmental activism leading to restrictive county zoning held the large development plans at bay.

The 1970s brought an influx of young families and retirees, mostly from urban areas, and tourists attracted to Point Reyes National Seashore and other local parks. Most of the home building of the last two decades occurred on the Point Reyes Mesa and east of Highway 1, north of town. Coast Guard housing, Campolindo Estates, Los Reyes, and the Ecumenical housing project were planned subdivisions, while numerous new single-family homes were built along Mesa and Cypress Roads, McDonald Lane and Viento/Knob Hill. No new houses have been built downtown.

In the business district of Point Reyes Station, the 1970s saw the beginnings of the transformation towards a tourist economy. The Grandi building closed under county orders for need of code upgrades, causing the Post Office to move to the old train station and Building Supply to its new building. The Bank of America opened a new bank, slowed by an arson attack which destroyed the first new building and spurred a redesign more sensitive to the western character of the town. Toby's Feed Barn moved to the old Diamond Match building and attracted a wider clientele. Small shops appeared, including a book store and a natural foods store. A group of young arrivals opened a thriving community center they called The Dance Palace in the vacant old Palace Market building.

The 1980s brought new building on the back streets of town, including a new firehouse, storage facility, the Farm Bureau/MALT building, the sweat equity housing project, a senior housing facility called Walnut Place, and an apartment building uphill from the creamery. Remodeling and changing uses occurred with greater frequency, including dividing the Old Creamery Building into varied commercial spaces, remodeling the Palace Market, turning the Sandcastle (Forester's Hall) into a private residence, and moving the Station House Café. Bed & Breakfasts and galleries began a trend which continues to this day. Trees were planted on Main Street, and the 248-acre Martinelli Ranch just north of town was purchased as parkland by the Federal government, saving that land from a planned subdivision.

In the 1990s, the new Dance Palace and preschool, medical clinic and social services building brought a new look to the northern commercial area. Downtown, the Point Reyes Emporium and old Cheda buildings were rehabilitated, the old Toby's haybarn was remodeled into modern commercial and office spaces, and the old Scilacci livery stable was razed and rebuilt as commercial space in a style matching the original. Galleries, cafes and bakeries, Bed & Breakfasts and visitor bureaus continued to appear in and around town. With the closure of the Giacomini dairy and phaseout of ranching in

the surrounding park lands in upcoming years, Point Reyes Station will surely continue its progression towards a tourist and home-office economy, a transition that began with the coming of parklands and changing demographics of the 1960s and 1970s.

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### **III. COMMUNITY DEVELOPMENT AND LAND USE**

#### **A. DESCRIPTION OF PLANNING AREA AND PERMITTED LAND USES**

##### **1. Background**

The purpose of this section of the Community Plan is to define the geographic boundary of the Planning Area, to describe the land uses that are permitted in the Planning Area, and to establish policies intended to preserve the rural character of the community.

The Point Reyes Station Planning Area encompasses approximately 1,500 acres. The Planning Area boundary was drawn in the 1970s to establish a stable boundary between the area in which the existing community of Point Reyes Station could expand and the surrounding federal parklands and lands zoned for agriculture. While the boundary has remained essentially unchanged, the area available for future development has been considerably reduced through the Golden Gate National Recreational Area's (GGNRA) acquisition of the 248-acre Martinelli property and other parcels. The revised Community Plan does not recommend any change in the boundary as currently drawn (see Appendix A).

The heart of the Point Reyes Station Planning Area is the historic downtown area, which is characterized by small lots and a variety of large and small, old and new commercial buildings, closely adjoined by vintage residences. The continued co-existence of residential uses next to commercial and public uses in the downtown area is a major goal of the Community Plan.

While the downtown area should remain the primary focus of future planning efforts, the revised Community Plan takes into account that the continuing growth of residential development in other sections of the Planning Area is changing both the physical landscape and the social character of the community. For this reason, the revised Community Plan adds policies and development standards to govern future residential development in all portions of the Planning Area.

To this day, the Planning Area includes two large, agriculturally used parcels, the Giacomini Ranch and the Martinelli Ranch. The GGNRA has acquired the Giacomini Ranch, currently a dairy operation with 450 cows, and is planning to restore it to tidal marshlands. The Martinelli Ranch was acquired by the GGNRA in 1987 but is leased back to the former owners as grazing land for livestock. The remaining acreage in the Planning Area has been zoned for mixed agricultural-residential, multiple residential, or village commercial-residential uses in densities that limit agriculture to small-scale or secondary activities.

Table 1 below shows the distribution of existing land use designations (July, 1998) within the Point Reyes Station Planning Area:

**TABLE 1 - Distribution of Existing Land Use Zoning Districts \***

Zoning		Acreage
C-OA	Open Space	130 Acres
C-APZ-60	60-Acre agricultural production	347 Acres
C-ARP-5	5-Acre agricultural-residential planned	59 Acres
C-ARP-3	3-Acre agricultural-residential planned	190 Acres
C-ARP-2	2-Acre agricultural-residential planned	48 Acres
C-ARP-1.93	1.93-Acre agricultural residential planned	4 Acres
C-ARP-1	1-Acre agricultural-residential planned	187 Acres
C-RA:B3	20,000 square feet residential lots	149 Acres
C-RA:B2	10,000 square feet residential lots	16 Acres
C-RMP-1	1-Acre residential multiple planned	34 Acres
C-RMP-6.5	6.5 units/acre residential multiple planned	6 Acres
C-RMP-8	8 units/acre residential multiple planned	.54 Acres
C-VCR:B2	10,000 square feet village, commercial-residential	39 Acres
C-VCR	7,500 square feet village, commercial-residential	.23 Acres
C-RMPC	Residential multiple planned commercial	290 Acres
Total Acreage		1,500

*\*Notes: This table shows the existing zoning districts, not actual land uses. The land zoned C-APZ-60 has been acquired by the GGNRA and is proposed for wetlands restoration. The C-RMPC district includes the 248-acre Martinelli Ranch now owned by the GGNRA, which is recommended to be rezoned to C-OA.*

## 2. Planning Area Description and Land Uses – Objectives, Policies and Programs

**OBJECTIVE PA-1.0** TO ESTABLISH THE GEOGRAPHIC BOUNDARY OF THE POINT REYES STATION PLANNING AREA.

**Policy PA-1.1** **Planning Area Map.** Future development of Point Reyes Station shall be contained in the Planning Area boundary as shown on Appendix A.

**OBJECTIVE PA-2.0** TO ENHANCE THE DOWNTOWN AREA.

**Policy PA-2.1** **Boundary of Downtown Area.** The term “Downtown Area” means the area that is shown on Appendix B as the “Historic Area.”

**Policy PA-2.2** **Downtown Commercial Core.** Commercial development and uses, alongside light industrial, public and residential uses, shall remain centered in the Downtown Area, for the dual purpose of enhancing the town’s vitality as a commercial and civic center and to prevent commercial strip or sprawl development along Highway 1.



- Policy PA-2.3**      **Maintain Zoning in the Downtown Area.** The County should maintain both the Village Commercial Residential zoning district (C-VCR) and the Residential Agricultural zoning district (C-RA:B2) in the downtown area.
- Policy PA-2.4**      **Residential Character in Downtown Area.** Conversion of residential to commercial uses in the Downtown Area is discouraged. If conversion of a residence to commercial uses is allowed under the provisions of the applicable zoning code, the architectural style of the home should be preserved.
- OBJECTIVE PA-3.0    TO PRESERVE THE RURAL CHARACTER OF THE COMMUNITY.
- Policy PA-3.1**      **Agriculture and Other Home Based Occupations.** Encourage small-scale agriculture and agriculture-related land uses, home occupations and cottage industries throughout the Planning Area.
- Policy PA-3.2**      **Mixed Land Uses in Downtown Area.** Preserve and encourage the existing mixed land use pattern of residential, commercial, light industrial and public uses in the Downtown Area. Additional residential land use in this area is encouraged; conversion of residential to commercial use is discouraged.
- Policy PA-3.3**      **Tourism.** A rapid increase in the amount of visitor-oriented business would disrupt the existing pattern of the community and is not encouraged. A reasonable balance shall be maintained between the needs of visitors and local residents. Any existing County programs for the promotion of tourism in West Marin shall be reviewed by the County Community Development Agency Director for consistency with the Local Coastal Program and the Community Plan and shall be modified, if necessary, to avoid overburdening of existing parking and sewage disposal facilities and disruption of the existing pattern of the community.
- Policy PA-3.4**      **Film Making.** Use of the public streets and facilities of Point Reyes Station as a backdrop for commercial film making may be permitted only subject to reasonable safeguards against traffic disruption, intrusive noise and lights, and other encroachments on the every-day activities of local residents. Any existing County programs for the promotion of film making in Point Reyes Station shall be reviewed for consistency with the Community Plan and these programs shall be modified if determined to be inconsistent with the Plan. The County should consider the establishment of a permit procedure for film making which takes into consideration input from the local community.
- Policy PA-3.5**      **Diversity in Lot Sizes and Building Densities.** Encourage diversity in lot sizes and building densities in the Planning Area as a whole and within each zoning district (subject to the district’s minimum lot size requirements).
- Policy PA-3.6**      **Affordable Housing.** Encourage development of additional affordable housing for persons employed locally.

**Policy PA-3.7**                   **Compatible Design.** New commercial or residential construction shall be compatible in scale (bulk and height), style and social character with the existing visual character of the community.

**Policy PA-3.8**                   **Rural Improvement Standards.** Improvements such as roads, driveways, parking areas and residential and commercial lighting should be compatible with the rural environment. For example, the use of gravel instead of asphalt as cover for parking areas is encouraged. Outdoor lighting shall serve the safety of ingress and egress but shall not detract from the enjoyment of the natural nightscape.

Program PA-3.8a    Adopt New Rural Standards. The County should adopt specific Countywide standards for low-density areas (such as Point Reyes Station) that would minimize the physical improvements required.

**Policy PA-3.9**                   **Landscaping.** Landscaping proposals should be evaluated carefully in terms of the long-range effect on the natural and built environment of the immediate neighborhood, especially in the Downtown Area, and on the Planning Area as a whole. The requirement of wind breaks shall be discontinued and the effect of any proposed wind breaks (at maturity) on sunlight, coastal views, and traffic safety (visibility) taken into account. New wind breaks along Highway 1 should be prohibited to preserve coastal views. The Point Reyes Station Landscaping Guide (Appendix K) should be used for information and as a guide.

**Policy PA-3.10**                  **Antennae.** The placement of radio or cellular antennae or other telecommunication facilities (including supporting poles or towers) in the Coastal Recreation Corridor should be governed by the Marin County Telecommunications Facilities Policy Plan and by project-specific standards for protection of visual resources of the coastal landscape, including its villages such as Point Reyes Station. Any proposed new facility or modification of an existing telecommunications facility shall require Design Review and shall be evaluated against the goals contained in the Countywide Plan for Local Coastal Program Unit 2, including preservation and enhancement of the community’s visual character for the enjoyment of the permanent population and for visitors to the area.

OBJECTIVE PA-4.0 TO ESTABLISH A WATERSHED BASED PLANNING EFFORT IN THE TOMALES BAY WATERSHED.

**Policy PA-4.1 Watershed Based Planning.** The County shall work with community members, the National Park Service, and other interested agencies and community groups to develop a watershed based planning document that addresses regional issues.

## **B. COMMERCIAL LAND USE**

### **1. Background**

Commercial District. Point Reyes Station enjoys a well-defined downtown commercial area, which is complimented by a number of vintage and architecturally pleasing structures. Many of the older buildings have been brought up to date, refurbished and expanded or, in the case of the old Livery Stable and Hay Barn, replaced by entirely new structures accommodating current needs. The number and diversity of retail and professional services currently being offered downtown attest to the health of the business district and growing demand by an increased, more diverse local population.

Zoning. The revised Community Plan supports the current zoning, which concentrates commercial activity and buildings in the Downtown Area. Only less intensive businesses such as home offices, cottage industries, B&B's and small agriculture-related commercial activities are permitted in other parts of the Planning Area. Since a number of commercially zoned parcels in the Downtown Area are undeveloped or under-utilized, there is no foreseeable need to expand the commercial district.

Preference for Local Serving Businesses. Park visitors and other tourists - an estimated 2.0 to 2.5 million per year - contribute much to the area's economy; however, the sheer number of visitors can overwhelm the small town, particularly on weekends. The community is concerned about the cumulative effect of tourism on the simple, rural quality of Point Reyes Station that is enjoyed by residents and visitors alike. This concern is separate from traffic, parking and sewage disposal issues. While problems in those areas increase as the number of visitors increases, they are capable of mitigation or solution; the loss of community character would be irreversible. Accordingly, the Community Plan expresses a clear preference for businesses that provide essential services to the coast visitor, such as restaurants, overnight accommodations and bike rentals. Businesses that would create special attractions for visitors or promote recreational shopping are discouraged.

Parking. Due to the historic configuration of lots and buildings in the Downtown Area, many of the older commercial buildings have no off-street parking facilities for customers and employees. The businesses conducted in these buildings rely on on-street parking spaces and unimproved lands within the Downtown Area for their parking needs. Under the County's Parking Ordinance (Title 24 of the Marin County Code), new commercial uses and structures are required to provide off-street parking commensurate with the type of use. The number of parking spaces required is determined by the Department of Public Works in accordance with numerical standards and other provisions set forth in the Ordinance. If particular circumstances justify an exception, Title 24 permits an increase or decrease in the required amount of parking through Design Review. Accordingly, in practice, the off-street parking requirements for new businesses have been determined on a case-by-case basis, taking into account the various site constraints, availability of on-street parking, and other factors. This

practice is typical for older communities such as Point Reyes Station where new commercial development takes place within the confines of a built-up area with an existing street layout.

As a result of the growth in visitor and local traffic over time, competition for the available on-street parking spaces has become much greater. To counteract the growing parking deficit, future developments may have to be held more strictly to the standards for off-street parking set forth in Title 24. Even without any new businesses, the creation of additional off-street parking will become necessary since the number of visitors and area residents increases steadily. How and where to provide this additional parking is a major planning task for the community in the near future.

Signs. The business signs in the commercial district make an important contribution to the overall visual effect of the Downtown Area. For this reason the community has been quite vigilant to correct any new signs that were judged to be seriously out of character. New signs in the commercial district require either Sign Review or, if connected with a larger project, Design Review as part of the permit process for the entire project. The review includes application of historic review standards employed to ensure that signs are compatible with the historic character of the Downtown Area. The applicable regulations are contained in the Marin County Sign Ordinance (Chapter 22.69 of the Marin County Code). Under the Ordinance, sandwich boards are prohibited and signs using interior lighting require approval by Sign Review.

Visitor Overnight Accommodations. The 1976 and 1986 versions of the Community Plan encouraged development of a small motel or hotel downtown, recommending Assessor Parcel 119-234-01 (Wilson) and 119-240-45 (Giacomini) as suitable sites. In view of the recent increase in the number of Bed and Breakfasts (B&B) and the availability of visitor overnight accommodations in Olema and Inverness, the revised Community Plan does not consider a motel or hotel in downtown Point Reyes Station currently to be a priority. A small hotel would be a recommended use of the Grandi Building (AP #119-234-01), however, if it were to be restored.

Protection of Downtown Residences. The protection of existing residences in the Downtown Area from the impacts of nearby commercial establishments continues to be a concern. Street parking in residential neighborhoods and late operating hours of businesses are particularly burdensome for the residences located along B Street.

For all the foregoing reasons, the revised Community Plan includes specific development standards for commercial developments. In addition, new developments in the Historic Area are subject to the objectives and policies contained in Chapter III.E., Historic Resource Protection.

## 2. Commercial Land Use – Objectives, Policies and Programs

OBJECTIVE CL-1.0 TO MAINTAIN THE DOWNTOWN AREA AS THE COMMERCIAL AND COMMUNITY CORE OF POINT REYES STATION, AND TO AVOID COMMERCIAL STRIP OR SPRAWL DEVELOPMENT.

**Policy CL-1.1** **Concentrate Development.** Concentrate commercial development in the Downtown Area.

**Policy CL-1.2** **Mixed Land Use in the Downtown Area.** Maintain the existing mixed land use pattern (rather than strictly commercial) within the Downtown Area, consisting of residential, commercial, light industrial and public uses, as this pattern is an integral part of the village’s fabric.

**Policy CL-1.3** **Maintain Existing C-VCR Zoning.** All land within the Planning Area that is zoned C-VCR, as shown on the Point Reyes Station Community Zoning Map (Appendix A), should remain zoned C-VCR with the existing building densities. The C-VCR zoning district permits commercial and residential development and uses.

**Policy CL-1.4** **Recommendations for Development of Assessor’s Parcel Number 119-240-55 (Giacomini).** The parcel of 12.69 acres, located south of Highway 1 and easterly of and adjoining the West Marin School, extending to the Point Reyes-Petaluma Road, is currently zoned C-RMPC, permitting commercial, residential and mixed commercial and residential development subject to County Master Plan approval. Because of the size, location and topography of this parcel, its future development requires careful planning to avoid adverse impacts on the established character of the community. The preferred use for this property is a planned multiple residential development.

Program CL-1.4a Commercial Uses. In accordance with Policy PA-2.2, if there is any commercial development of the Giacomini site, only businesses and uses that would not draw business away from the downtown commercial core should be allowed.

Program CL-1.4b Cluster Development. Structures on this site should be clustered at lower elevations away from Highway 1 and Point Reyes Petaluma Road.

Program CL-1.4c Discourage Wind Breaks. The planting of screen wind breaks along the two public roads shall be discouraged and the maintenance of open grassland on the upper portion of the parcels shall be encouraged to preserve coastal views.

**Policy CL-1.5** **Commercial Land Uses in Non-Commercial Zoning Districts.** Commercial uses allowed in the C-APZ-60, C-ARP and C-R-A zoning districts shall be small-scale, agriculture-oriented uses that will not draw business away from the commercial activities within the downtown commercial core. No commercial uses allowed in these zones should function primarily as a destination use.

OBJECTIVE CL-2.0 TO PROVIDE COMMERCIAL USES IN THE DOWNTOWN AREA WHICH PRESERVE THE RURAL CHARACTER OF POINT REYES STATION AND SUSTAIN A LOCALLY BASED ECONOMY.

**Policy CL-2.1** **Resident-Serving Uses.** Encourage commercial uses which principally serve the residents of Point Reyes Station and the surrounding region. Examples of resident serving uses include, but are not limited to, medical, dental and veterinary facilities, legal, accounting and other professional services, drug stores, grocery stores, bakeries, restaurants, barber and beauty shops, shoe repair, auto repair, and bookstores.

**Policy CL-2.3** **Visitor-Serving Uses.** Encourage limited visitor serving uses, especially those that draw upon foods and other goods produced locally and use local services. These uses would include restaurants, small lodging facilities, and outdoor recreation-related uses such as bike and boat rentals, horse back riding, and trail guides. Visitor-oriented developments intended as destinations in their own right such as theme parks, discount outlets and shopping centers are strongly discouraged.

OBJECTIVE CL-3.0 TO PROVIDE LIMITED OVERNIGHT ACCOMMODATIONS FOR VISITORS.

**Policy CL-3.1** **Bed & Breakfast.** Continue to provide small-scale overnight visitor accommodations throughout the Planning Area through Bed & Breakfast operations that meet the standards and requirements of the Marin County Code.

**Policy CL-3.2** **Commercial Lodging Facilities.** Consider an affordably priced small hotel or inn in the Downtown Area. The preferred location for such a facility is the Grandi Building (AP #119-240-55) upon its restoration.

**Policy CL-3.3** **Development Standards.** Proposals for development of overnight accommodations shall be evaluated against the criteria set forth in Policy CL-4.1 below.

**Policy CL-3.4** **Affordability.** Encourage overnight accommodations that are small in scale, affordably priced, and suitable for families with children.

OBJECTIVE CL-4.0 TO PROVIDE POLICY GUIDELINES FOR NEW COMMERCIAL DEVELOPMENTS IN THE PLANNING AREA.

**Policy CL-4.1** **Criteria for Commercial Development.** Commercial development proposals for new uses or structures shall be evaluated against the following criteria:

- a. Location. Commercial uses and buildings shall be located within the Downtown Area in order to protect the vitality of the town center, preserve coastal views from Highway 1 and prevent strip commercial development.
- b. Type of Commercial Use. Commercial uses and buildings serving the residents of Point Reyes Station and the surrounding region are preferred. Limited commercial uses serving visitors to the National Seashore, GGNRA and State Parks, and the other open space resources of the area, are encouraged. Commercial uses and buildings which would be visitor attractions in their own right, and which create their own demand for parking, transportation and other facilities, are strongly discouraged.
- c. Off-site Impacts. Commercial development should not significantly disrupt immediate neighbors or the community at large. Off-site impacts related to parking, noise, light, odor, smoke, etc. shall be minimized in conformance with all applicable Countywide Plan policies and County Code regulations.
- d. Water Service and Wastewater Disposal. Adequate water services (as determined by the North Marin Water District) and adequate wastewater disposal capacity (as determined by Marin County and State regulatory agencies) shall be available to serve all proposed developments.
- e. Vehicular Access. Adequate vehicular access as determined by the Marin County Department of Public Works must be available without unreasonable disturbance to existing traffic patterns. Development that requires urban traffic improvements (such as traffic lights, median strips) is strongly discouraged.
- f. Parking. All new structures and uses shall provide off-street parking facilities commensurate with the nature of the use, as determined by the Marin County Department of Public Works in accordance with the provisions of Title 24 of the Marin County Code. In making its determination, the Department of Public Works shall strictly adhere to the numerical standards and other provisions of Title 24 in order to avoid a reduction in the on-street parking spaces available for existing residences and businesses in the commercial district.
- g. Parking Area Design. Parking areas should be designed to harmonize with the rural environment and, where possible, left unpaved to reduce

the amount of impervious surfaces. Extensive areas of concrete or asphalt, white stripes, curbs, intrusive lights, etc. shall be avoided. Clustering of several smaller parking areas is preferred over creation of a large lot. To the extent possible, parking areas should be landscaped and screened with shrubs or trees.

- h. Environmental Review. The environmental impact of any proposed development shall be evaluated pursuant to the California Environmental Quality Act (CEQA) and in accordance with the Natural Resources Protection policies and Historic Resources Protection policies in this Plan.
- i. Location of Large Developments. Larger developments, including overnight visitor accommodations with four or more guest rooms and restaurants serving 40 or more persons, permitted in C-VCR zoning districts by use permit, should be located away from the residential neighborhoods along B and C Streets, but may be suitable for the Wilson parcel, APN 119-234-01, and the Giacomini parcel, APN 119-240-45.
- j. Design. Architectural design, including scale and siting of buildings, materials, color, signs, lights, parking areas and landscaping should harmonize with the existing small town character of Point Reyes Station. The continuation of the simple, rural architectural style of the historic and other existing buildings within the Downtown Area is encouraged. Development out of scale, size or social character should not be allowed. New construction and significant modifications of buildings in the Point Reyes Station Historic Area are subject to the “Design Guidelines for Construction in Historic Areas and for Pre-1930s Structures” (discussed below, in Chapter III).
- k. Scale. Larger developments, including overnight visitor accommodations with four or more guest rooms and restaurants serving 40 or more patrons, should be permitted only when they are designed, in terms of scale, to be compatible with the existing mix of small, medium and large village structures.
- l. Visual Elements. Loud, glaring colors or materials and other visual elements out of keeping with the older structures in the Downtown Area should be prohibited. Trademark design buildings and architectural elements associated with many retail, food or beverage serving businesses shall not be permitted.
- m. Landscaping. Landscaping should meet the Point Reyes Station Landscaping Guide (Appendix K).
- n. Use Permits. The permitted hours of business operations should be stipulated in Use Permits, where appropriate. To support the policies in favor of mixed land uses in the Downtown Area, operation of any retail or other commercial facility should not create visual, noise or



other nuisances or dangers to persons living on adjoining properties or to other residents of the village.

- o. Lighting. Exterior lighting fixtures should be the minimum necessary for safety and utility purposes and shall be low wattage, hooded and cast downward.
- p. Trash and Recycables. Provide for public trash containers and containers for recyclable items consistent with a design that is reviewed by the Point Reyes Station Village Association and the Marin County Community Development Agency.
- q. Stormwater Management. All development proposals shall follow the stormwater best management practices recommended by the San Francisco Bay Area Stormwater Management Agencies Association.

**Policy CL-4.2**

**Signs.** Signs shall strictly comply with the County’s sign ordinance, the “Design Guidelines for Construction in Historic Areas and for Pre-1930s Structures,” and the criteria listed below:

- a. No sign shall be allowed to extend into the public right-of-way or endanger the public.
- b. No portable “A” frame sign (sandwich board) shall be allowed.
- c. No single sign shall exceed 50 square feet, although exceptions may be considered through the Design Review and/or Sign Review Process.
- d. No billboards (signs relating to products or services not provided on the premises where the sign is displayed) shall be allowed.
- e. Window signage shall not exceed five percent of the window area.
- f. The following signs shall not be allowed:
  - Electrical signs that move, blink, flash, or emit a varying intensity of light or color.
  - Internally lit signs and neon signs, except if approved through Sign Review.
  - Inflatable signs, including tethered balloon-like signs, designed primarily for the purpose of advertising.
  - Signs using changeable copy.

**Policy CL-4.3**

**Grandi Building Recommendations.** Future development of the Grandi building shall require submittal of planned uses for the entire parcel (APN 119-234-01), including the existing Cheda building and Sawyer building.

- a. The plans submitted should describe all existing and proposed land uses on the parcel to ensure that adequate on-site septic facilities, parking and circulation will be provided.

- b. Preferred uses for the Grandi Building include:
  - a mixed use residential/commercial project
  - live/work artist studios
  - a small-scale hotel
  - affordable rental housing units
  - community serving uses
- c. In the event the entire building cannot be preserved, efforts shall be made to retain the existing historical facade of the building.

**Policy CL-4.4**      **Red Barn Recommendations.** Any change in use of the Red Barn (now referred to as the “Depot”) shall require submittal of plans for the entire parcel (APN 119-198-05).

OBJECTIVE CL-5.0      TO INVITE PEDESTRIAN ACTIVITY IN THE DOWNTOWN AREA AND SEEK TO REDUCE CONFLICTS BETWEEN PEDESTRIANS AND VEHICLES.

**Policy CL-5.1**      **Pedestrian Walkways and Pathways.** Development of pedestrian walkways and pathways in those areas of downtown Point Reyes Station zoned VCR presently devoid of this improvement shall:

- a. Be required as a condition for any new building or use established within the Downtown Area.
- b. Be encouraged for existing structures and uses through cooperative, voluntary agreements.

**Policy CL-5.2**      **Location of Pathways.** Pedestrian walkways and pathways should be placed in a manner which permits the soundest utilization of public and/or private property and do not necessarily need to be placed at curb line.

**Policy CL-5.3**      **Construction Materials.** Pedestrian walkways should be constructed with permeable materials. The use of concrete or other impervious surfaces is discouraged. Crushed gravel pathways, wooden curbs and similar alternative design solutions shall be reviewed on a case-by-case basis. Design alternatives that do not meet County standards may be required to be maintained by the property owner, when located on private property.

OBJECTIVE CL-6.0      TO ENCOURAGE SMALL-SCALE, QUASI COMMERCIAL HOME BUSINESSES AS AN IMPORTANT PART OF POINT REYES STATION’S CULTURE AND ECONOMY.

**Policy CL-6.1**      **Encourage Home Businesses Meeting County Code Requirements.** The Marin County Code allows the following home businesses in all residential districts (C-RA, C-ARP, C-RMP, C-RMPC, C-VCR):

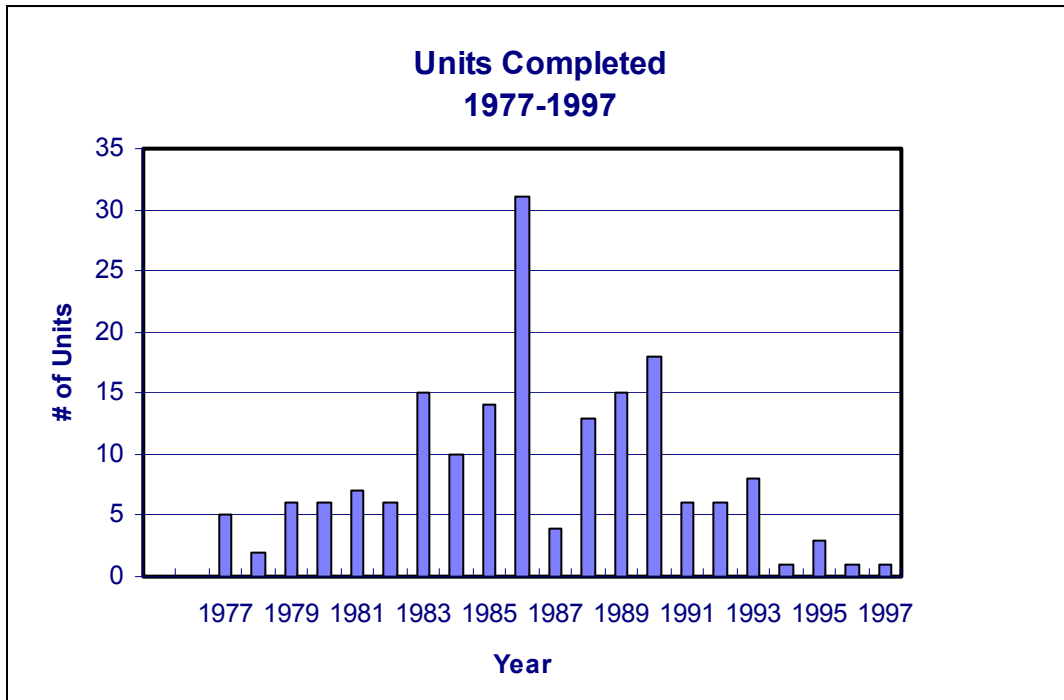
- a. Home Occupation, the least intensive commercial activity, is defined as a use customarily conducted entirely within a dwelling, without advertising display or employees. No Use Permit is required. The definition of home occupation, as set forth in Title 22 of the Marin County Code, is reproduced in Appendix J.
- b. Cottage Industry permits a broader range of activities, including employment of one person not residing on the premises, subject to approval of a Use Permit. The definition of cottage industry, as set forth in Title 22 of the Marin County Code, is reproduced in Appendix J.
- c. Bed and Breakfast operations must be “clearly secondary and incidental to the use of the property as a single-family residence.” They are permitted for up to three guest bedrooms without Use Permit approval, and for four or five guest bedrooms with Use Permit approval. Any greater number of guest bedrooms per single-family residence is not permitted. The definition of Bed & Breakfast, as set forth in Title 22 of the Marin County Code, is reproduced in Appendix J.

## **C. RESIDENTIAL LAND USE**

### **1. Background**

Population. In 1976, the number of dwelling units in Point Reyes Station (exclusive of Coast Guard Housing) was 147, with an average number of persons per dwelling unit of 2.9. By 1998, the number of dwelling units (exclusive of Coast Guard Housing) had grown to 362, an average annual growth of approximately 10 dwelling units. According to U. S. Census information, the average number of persons per dwelling unit dropped to 2.49 and the population now is estimated to be 900 persons. Not reflected in these numbers are 36 units of family housing and 18 units of unaccompanied personnel housing (i.e., dormitories) built by the U. S. Coast Guard in 1969 on a 22-acre site located at the southern end of town. Table 2 below is based on the number of units completed in each year since 1977 and shows the fluctuation from year to year.

**TABLE 2 - Building Permits for Residential Construction  
(1987-1997)**



Footnote: The large number of units shown for 1986 is due to completion of the Walnut Place Senior Housing and the owner-builder project in that year.

Table 3 below summarizes the distribution of existing and potential residential units within the Planning Area as of July, 1998. The number of potential units is based on zoning category and acreage of underdeveloped or undeveloped parcels and represents a hypothetical maximum, based on the assumption that an adequate supply of water and sewage disposal capacity would be available and that there are no other site specific constraints (such as slope instability) which could reduce the ultimate buildout potential.

**TABLE 3 - Residential Unit Distribution  
(July 1998)**

<b>Zoning</b>	<b>Existing Units</b>	<b>Potential* Additional Units</b>	<b>Total* Units</b>
C-APZ-60 - Agricultural Production (60-Acre minimum)	1	0	1
C-ARP-5 - Agricultural-Residential Planned (5-Acre minimum)	2	1	3
C-ARP-3 - Agricultural-Residential Planned (3-Acre minimum)	19	40	59
C-ARP-2 - Agricultural-Residential Planned (2-Acre minimum)	17	4	21
C-ARP-1.93 - Agricultural-Residential Planned (1.93-Acre minimum)	2	0	2
C-ARP-1 - Agricultural-Residential Planned (1-Acre minimum)	102	76	178
C-RA:B3 - Residential Agriculture (20,000 square feet minimum)	107	140	247
C-RA:B2 - Residential Agriculture (10,000 square feet minimum)	23	7	30
C-RMP-1 - Residential Multiple Planned (1 unit per acre)	12	1	13
C-RMP-6.5 - Residential Multiple Planned (6.5 units per acre)	34	1	35
C-RMP-8 - Residential Multiple Planned (8 units per acre)	4	0	4
C-VCR:B2 - Village, Commercial- Residential (10,000 square feet minimum)	33	43	76
C-VCR - Village, Commercial- Residential (7,500 square feet minimum)	0	1	1
C-RMPC - Residential Multiple Planned Commercial	6	12	18
<b>TOTAL</b>	<b>362</b>	<b>326</b>	<b>688</b>

\* There is no estimate of when buildout is anticipated to occur.

Residential Developments. Unlike many West Marin villages which developed as seasonal places of residence - Stinson Beach, Bolinas, and Inverness to cite three - Point Reyes Station has historically been a place of full-time residence for individuals engaged in agricultural and commercial pursuits. The pattern of full-time residence holds true today, although there is a sprinkling of seasonal homes. What has changed is the greater variety of occupations represented in the community today; in addition to individuals engaged in agriculture and local commercial pursuits, there are artisans, writers, artists and other professionals, as well as a growing number of seniors who have chosen Point Reyes Station as their place of retirement. Several other changes have left their imprint on the community's neighborhoods: the creation of residential second units; the establishment of some eighteen Bed & Breakfasts throughout the Planning Area, offering a total of more than 45 beds; completion of Walnut Place, providing 25 affordable rental units for seniors; and the completion of the owner-builder development at the northwest corner of the Historic District, consisting of 10 single-family homes. The proposed 36-unit "Senior Partners" project in the southwest corner of the intersection between Highway 1 and the Point Reyes Petaluma Road will be another significant change if it proceeds as planned.

Diversity in Location and Architecture. The historical pattern of residential development starts at the original village and then moves east and north. Tomasini Canyon serves as a natural barrier, setting the almost level Mesa area apart from the Downtown Area. Highway 1, from its intersection with the Point Reyes-Petaluma Road traveling north, serves as a circulation and visual barrier, separating the residences in the hilly terrain east of the Highway from the rest of the town. Most of the older homes are closer to the village core, but there are enough older homes (from the post-World War II era and earlier) throughout the entire Planning Area to provide a pleasing, diversified look to the residential neighborhoods. Except for two small apartment buildings (4 units each) in the Downtown Area, residential development consists of individually designed, single-family residences, with adjacent sheds, wood storage areas, propane tanks and various equipment essential to the rural life style. There is great diversity in the age, size and architecture of homes and in the landscaping and other uses of the land, even within the same neighborhood. The trend to build bigger, costlier houses is undeniable, although small houses have recently been built.

The historic cottages and bungalows in the Downtown Area (from the period 1875-1930) are part of the historic architectural fabric of Point Reyes Station, contributing to the overall character of the community as one with roots in the past, but without undue reverence for aging buildings. To maintain reasonable harmony and compatibility with the "Old West" flavor still existent, development in the historic Downtown Area is subject to the Design Guidelines for construction in Historic Areas and for Pre-1930s Structures (see Chapter III.E, - Historic Resource Protection).

The older section of the Village expansion area, bounded by Highway 1, Mesa Road, Tomasini Canyon and Knob Hill and Viento Way, is physically and visually contiguous to the Downtown Area and fairly built up. Recent developments both uphill from the intersection of Highway 1 and the Point Reyes-Petaluma Road are visually prominent due to the higher land elevations and presence of ridge lines, and to their location at the edge of open space.

The oldest house on the Point Reyes Station Mesa, the Watson House, is a stately two-story structure dating from the late 1920s, complete with carriage house which today serves as a B&B. Also on the Mesa are a number of ranch-style houses constructed in the '50s and '60s, predating the time when the former large cow pastures were divided into so many one-acre lots. A few large parcels are left. Buildout of the Mesa Area began in earnest in the late 1980s and is ongoing, resulting in a patchwork of rural and suburban-style properties. Uses include raising of chickens and vegetables, artists' studios and other home occupations, next to parcels left in natural condition, i.e., grassland overgrown with coyote bush, brambles and poison oak. Some owners have preferred chain link fences and asphalt, others have created Victorian cottage environments, and yet others enjoy suburban amenities such as tennis courts. Much of the building clutter is hidden behind wind breaks of cypress or eucalyptus.

Development of the hills area dates from the '60s and '70s, including the 1974 Campolindo subdivision of 8 parcels east of Highway 1, and has continued at a slow but steady pace. Given the mostly larger parcels in that area, land uses have been diverse and much of the acreage is still in its original condition, windswept open grassland. Newer buildings in this area are visible from Highway 1 for many years until shrubs and trees planted in connection with new construction slowly take hold.

The Community Plan encourages all this diversity which sets the community apart from the "planned" look of subdivisions created all at once. As settlement becomes denser, however, there is a greater need to protect the environmental and visual resources of the Planning Area, and to protect neighbors' access to sunlight and views. For this reason, the revised Community Plan contains specific development standards for future residential projects. These development standards serve as local policy guidelines for the County Community Development Agency whenever a project (new construction, addition, land division) requires discretionary permit approval.

Permit Process. The type of permit required for single-family residential construction depends on the zoning district in which the property is located. In the C-RMP, C-ARP, and C-VCR zoning districts, Design Review approval, a discretionary permit approval, is required before the building permit can be granted. In the C-RA zoning districts construction of a residence requires only ministerial permit approval (i.e. building permit), unless the project deviates from the established height, size and/or setback standards (see Design Standards Table, Appendix F). The discretionary permit process involves site-specific planning, gives the owner greater flexibility in utilizing the site, increases the discretionary authority of the Community Development Agency, and makes it possible for neighbors and community to comment on a project. If only a ministerial permit is required, the Community Development Agency's authority is limited to ensuring that the project conforms to the strict height, size and setback standards. This process takes less time, results in fewer permit fees and avoids comments by neighbors and community. After weighing the advantages and disadvantages of each approach, the Community Plan Update Committee originally recommended rezoning C-RA zoned properties to a planned zoning district with Design Review, in order to make the permit process uniform throughout the Planning Area and to create the potential for neighborhoods and community to influence future development in the C-RA districts. A majority of the property owners in the C-RA districts opposed the change and the rezoning recommendation has been withdrawn.

Affordable Housing. As in past years, the Point Reyes Station community sees the need for additional affordable housing, both rental units and owned units, as a top priority. The community is in accord with the goal of the Countywide Plan to retain a balanced community with housing available for households of all sizes and income levels. Many residents have expressed the concern that unless affordable housing can be expanded, the rural character of the community, as a place of residence for persons engaged in agricultural, commercial and other locally based pursuits, cannot be maintained. No obvious solutions are at hand. To create additional affordable housing, the community may have to accept certain trade-offs, such as increased density and immediate, significant growth, both factors that may be necessary to achieve economies of scale in new, multi-unit residential development.

While any specific proposal for additional affordable housing must be evaluated on its own merits, the updated Community Plan states as a matter of policy that such projects are encouraged provided they:

- (1) are reasonable in scale compared to the size of the existing community;
- (2) meet the needs of persons employed locally rather than drawing new residents with jobs elsewhere;
- (3) do not overburden local services;
- (4) include at least 25% rentals; and
- (5) are designed to provide age and occupational diversity to the Point Reyes Station community.

As a suitable site for such a project, the updated Plan designates the Giacomini property located between Mesa Road and West Marin School and bordered on the south by the Coast Guard housing development. This property comprises approximately 20 acres on Assessor's Parcels 119-24-45, -46, -57 and -58. Parcel #119-240-45 and a portion of #119-240-46, comprising approximately nine acres, are zoned C-VCR:B2 and are located in the Historic District. Elimination of these parcels from future commercial development should be carefully considered; any development on these nine acres, whether commercial or residential, must meet the Design Guidelines for Construction in Historic Areas and For Pre-1930's Structures.

Residential Second Units. The community continues to support the creation of residential second units in accordance with the County's Second Unit Ordinance as a means to provide small, individually designed rental units interspersed in the residential neighborhoods. Conversion of second units to Bed and Breakfast accommodations is not encouraged. In the 1986 Community Plan, the community opted to permit residential second units in all residential zoning districts, subject to Coastal Permit and Use Permit approval by the County Planning Department. The authors of the 1986 Community Plan intended that such units be limited to 750 square feet in accordance with the County Second Unit Ordinance. The County later determined that due to incomplete language in the Point Reyes Station Community Plan, the 750 square foot limitation had not been incorporated into the Plan and that, therefore, second units had no size limit at all. This size limitation is important to maintain affordability and reduce neighborhood impacts. By expressly incorporating the County regulations, the Updated Community Plan of 1999 clarifies that second units shall be limited to 750 square feet.



Rental Units. Rental apartments in Point Reyes Station are scarce. There are two small apartment buildings of four units each in the Downtown Area. In addition, the Walnut Place complex offers 25 affordable units for low-income seniors. Rental opportunities in the form of single-family homes or second units exist throughout the Planning Area but are scarce and expensive.

Bed and Breakfast Homes (B&Bs); Rental of Homes. Many members of the community have expressed concern about the proliferation of B&Bs in otherwise private residential neighborhoods. Guest traffic, parking areas, signage and lighting, among other things, intrude on the rural aspect of residential neighborhoods. Intended as a low-key home business, some B&Bs are conducted on a larger scale with hired part-time managers and other employees. In the view of the Community Plan Update Committee, the existing regulations contained in the County Code, if adhered to, strike a fair balance between the interests of B&B owners and their neighbors. The key requirements in the existing law are as follows:

1. Only up to three guest bedrooms are allowed without a Use Permit.
2. Operating four or five guest bedrooms requires a Use Permit; more than five guest bedrooms are not permissible.
3. The B&B use must be “clearly secondary and incidental to the use of the property as a single-family residence.”

This last requirement expresses the original intent of authorizing B&Bs in the community: to allow local residents to supplement their incomes by inviting overnight guests into their homes. Operating a B&B at another location, with or without the help of a resident employee-manager, does not meet this requirement. At this time, the Update Committee does not propose adding a requirement that the B&B location be owner occupied, since a full-time, residential tenant should be allowed to operate a B&B under his or her own name and direction in the rented residence. If enforcement of the existing regulations should prove difficult, owner occupancy or an overall limit on the number of B&Bs in the community may have to be considered in the future. B&B use of second units, which are authorized for the purposes of creating rental housing, is not encouraged.

Short-term rentals (less than 30 days and where the majority of the year the house is devoted to short-term vacation rentals) have the potential to reduce the housing stock in the community and increase the visitor serving uses in the community.

The renting out (or otherwise charging for the use of) Bed and Breakfasts, housing units or other facilities in residential zoning districts for events such as weddings or business retreats constitutes commercial activity and is not allowed.

House Size. Many members of the community are concerned about the trend toward building larger homes that are out of scale and character with the existing community. This concern relates both to the visual impacts on the existing built and natural environments, and to the change in the social character of the community that is reflected in the larger, more expensive developments. The Community Plan shares this concern. The Plan does not mean to impose inflexible limitations, since they would defeat the goal of diversity in the area’s residential neighborhoods. Instead, the Community Plan provides for Design Review if the total floor area on a parcel, including garages and accessory buildings, exceeds 4,000 square feet. This policy should be revisited if the County amends its existing County-wide regulation of floor area.

## 2. Residential Land Use – Objectives, Policies and Programs

OBJECTIVE RL-1.0 TO PRESERVE THE PHYSICAL INTEGRITY OF THE VILLAGE AND MAXIMIZE AREAS DEVOTED TO AGRICULTURE, CONSERVATION OF THE NATURAL ENVIRONMENT AND OPEN SPACE.

**Policy RL-1.1** **Location of Various Densities.** Concentrate moderate and high residential densities in defined areas in and around the built-up village core. Permit low density residential development in the area bounded by Tomasini Creek to the south, the former railroad right-of-way to the west, the former Martinelli Ranch to the north, and Highway 1 to the east. Permit very low density residential development in the northeastern portion of the Planning Area lying east of Highway 1.

Program RL-1.1a Geographic Boundaries. Maintain the geographic boundaries and permitted residential densities of the existing zoning districts, as shown on the Point Reyes Station Zoning Map.

**Policy RL-1.2** **Open Space Easements.** The County should require that new development provide for private open space agreements to be recorded over portions of the property not intended for development in order to ensure the long-term preservation of natural and scenic resources and community character.

**Policy RL-1.3** **Long-term Rentals.** Residential housing units should be maintained for the purpose of long term residential use.

Program RL-1.3a Regulate Short-Term Rental of Housing Units. The County should consider implementation of mechanisms that would discourage short-term rentals, such as the adoption of an ordinance that would regulate short-term rental of housing units.

OBJECTIVE RL-2.0 TO FOSTER AND PROMOTE OPPORTUNITIES FOR AFFORDABLE HOUSING (TO RENT OR OWN) WITHIN THE PLANNING AREA IN ORDER TO DIMINISH THE DEGREE OF IN-COMMUTING AND TO MAXIMIZE COMMUNITY DIVERSITY.

**Policy RL-2.1**      **Encourage Affordable Housing.** Encourage the development of affordable housing projects that:

- (1) are reasonable in scale compared to the size of the existing community;
- (2) meet the needs of persons employed locally rather than drawing new residents with jobs elsewhere;
- (3) do not overburden local public services;
- (4) include at least 25% rentals; and
- (5) are designed to provide age and occupational diversity to the Point Reyes Station community.

Program RL-2.1a    Suitable Land. The County shall provide logistical support to interested parties studying the feasibility of any affordable housing proposal. The lands of Giacomini located between West Marin School and Mesa Road (Assessor's Parcels 119-24-45, -46, -57 and -58, approximately 20 acres) are considered suitable for such a project.

Program RL-2.1b    Zoning Change. Any necessary change in a zoning district designation to permit affordable multi-unit residential development shall not result in an increase in the overall density over the existing zoning district.

**Policy RL-2.2**      **Manufactured and Pre-Fabricated Housing.** The use of manufactured and pre-fabricated building materials and components for construction is encouraged as a means to produce affordable housing as long as the rural character of the community is maintained..

**Policy RL-2.3**      **Rehabilitation of Existing Housing.** The Community Plan encourages the rehabilitation of existing housing (rather than demolition and new construction) in order to maintain opportunities for affordable housing.

OBJECTIVE RL-3.0    TO PROVIDE POLICY GUIDELINES FOR NEW RESIDENTIAL DEVELOPMENTS IN THE PLANNING AREA WHICH WILL PRESERVE ITS RURAL CHARACTER.

**Policy RL-3.1**      **Application of Guidelines.** The development criteria set forth below shall apply to any new structure, use, or other development requiring discretionary permit approval.

**Policy RL-3.2**

**General Criteria for New Development.** New residential development should meet the following general criteria:

- a. Minimize disturbance of the natural environment (including topography) of the site.
- b. Preserve existing views from public roads and surrounding properties towards major visual resources such as Tomales Bay, Inverness Ridge, Black Mountain and other open space lands surrounding the Planning Area.
- c. Protect the sun light, views and privacy of adjacent properties.
- d. Preserve the existing rural community character.

**Policy RL-3.3**

**Specific Criteria for New Development.** New residential development should meet the following specific criteria:

Program RL-3.3a Stormwater Management. All development proposals shall follow the stormwater best management practices recommended by the San Francisco Bay Area Stormwater Management Agencies Association.

Program RL-3.3b Building Heights. The height limit for residential structures in the Planning Area shall be regulated as follows: In areas other than ridge line lots, no part of a primary building shall exceed 25 feet above natural grade and no part of an accessory building shall exceed 15 feet above natural grade. New development near ridgelines shall be sited and designed so that rooflines are below the visual plane of ridges when viewed from Point Reyes-Petaluma Road, Highway 1 or surrounding properties. Where a ridge lot is too flat to allow placement of new construction below the visual plane of the ridge, a maximum height limit of one story, up to a maximum of 18 feet above natural grade, shall be imposed.

Program RL-3.3c Building Size. The maximum floor area to be allowed on any lot located in the planning area shall be 4,000 square feet. For the purpose of this Community Plan, “floor area” shall mean the sum of the gross horizontal areas of all floors of the building or buildings measured from the exterior faces of exterior walls excluding only unenclosed horizontal surfaces, such as balconies, courts, decks, porches, and terraces.

To clarify the intent of the preceding two sentences, this Community Plan defines “floor area” to include the total floor area of any detached structures and the total floor area of any garage.

It is not the intention of this program to make any existing building, which complied with the building regulations at the time of its construction, non-conforming with respect to floor area limitations.

- Program RL-3.3d Building Size Exceptions. Exceptions to maximum permitted floor area may be permitted through the Design Review process upon a determination by the Community Development Agency Director, in consultation with the Point Reyes Station community, that the proposed development:
- a. Maintains adequate setbacks from property lines and surrounding development;
  - b. Is located on a parcel which is large enough (generally greater than one acre) to accommodate the additional floor area while maintaining consistency with the surrounding built environment with respect to height, mass and bulk;
  - c. Is adequately screened by existing and proposed vegetation;
  - d. Is adequately screened by the topography of the property or of surrounding properties; and
  - e. Would not significantly limit or reduce sun and light exposure to adjacent properties.
- Program RL-3.3e Landscaping. Landscape and irrigation plans shall be required for all new developments or major modifications to existing buildings. Where applicable, the preservation of natural habitats and installation of additional plants native to the Point Reyes Station area is encouraged. Proposed trees and shrubs, when mature, should not deprive adjoining properties of views or sunlight. Weedy and/or invasive plants such as Eucalyptus, Acacia, Monterey Pine and Pampas Grass are discouraged. The choice of plants should be guided by the Point Reyes Station Landscaping Guide, Appendix K.
- Program RL-3.3f Manufactured (Composite) Building Materials. Use of manufactured building materials and recycled materials in lieu of old growth redwood or other non-renewable types of lumber and materials is encouraged.
- Program RL-3.3g Variety of Lot Configuration and Size. Subdivision and Lot Line Adjustment designs should provide for a variety of parcel configurations and/or sizes by placement of property lines which reflect a balance of preserving natural amenities and creating functional building sites. Proposals for subdivisions and Lot Line Adjustments shall include graphic and written information describing the location, extent and visibility of future improvements on new or adjusted development sites.
- Program RL-3.3h Story Poles. Story poles may be required through the Design Review process to help illustrate potential impacts of the height, building mass, and location of proposed buildings.
- Program RL-3.3i Minimize Visibility. The visibility of new development shall be minimized by using existing natural site characteristics for screening, such as trees, topographic features, and rock outcroppings.

Program RL-3.3j Exterior Building Elements:

- a. The exterior building elements of new development should be designed to be compatible with the architecture of the main building and the surrounding built and natural environments.
- b. Unsightly mechanical equipment such as solar water heating collectors, antennae and satellite dishes should be placed so as to minimize visibility from surrounding properties and roadways.
- c. Fences should be limited to 6 feet in height, unless the applicant can demonstrate that additional height will be visually unobtrusive and will not affect views from surrounding parcels. A wide variety of fence designs and structures, including hedges, chain link, and woven wire fencing may be appropriate depending on the use of the property. To ensure wildlife passage, minimal fencing and gating is encouraged.

Program RL-3.3k Density. When large-flow or alternative waste disposal systems are proposed for the creation of new parcels, the density allowed should be based on the more time tested conventional septic disposal systems regardless of what system is eventually used to serve the development.

**Policy RL-3.4** **Preserve Visibility of Night Sky.** Preserve the ability to view the night sky and stars through minimizing the use of exterior lighting.

Program RL-3.4a Exterior Lighting. Exterior lighting shall be limited to the minimum necessary for safety and security and shall be located to avoid or minimize its visibility from surrounding properties and roadways. Light fixtures shall be mounted at low elevations (eight feet or less) and fully shielded to direct lighting downward. Lighting along walkways should be mounted on low elevation bollards or posts. Flood lighting shall be discouraged. Exterior lighting fixtures should compliment the architectural style of structures.

Program RL-3.4b Avoid Lighting for Recreational Use. Night lighting for recreational use of tennis courts, sport courts, and other similar outdoor recreational activity areas shall be prohibited to avoid glare and noise intrusion from the nighttime use of such areas.

Program RL-3.4c Lighting Plans. Development plans shall include information on the location, type, intensity, and design of all exterior lighting.

**Policy RL-3.5** **Residential Second Units.** Residential second units in all residential zones should be permitted subject to the approval of a Coastal Permit and Use Permit. Use Permit approval for the construction of a new residential unit or the legalization of an existing non-conforming second unit shall be granted in accordance with the provisions of the County's Second Unit Ordinance, Chapter 22.98 of the Marin County Code. For excerpts from the County Ordinance, see Appendix I.

Program RL-3.5a Residential Second Unit Incentives. The County should investigate the possibility of waiving planning fees for residential second units if there is a restriction placed on the unit that it cannot be used in the future as a Bed and Breakfast facility.

**Policy RL-3.6** **Bed and Breakfasts.** Bed and Breakfast operations shall be “clearly secondary and incidental to the use of the property as a single-family residence.” Up to three guest bedrooms are allowed without Use Permit approval. Four or five guest bedrooms may be permitted with Use Permit approval. Any greater number of guest bedrooms per single-family residence is not permitted. For the definition of B&B, see Appendix J.

## **D. NATURAL RESOURCE PROTECTION**

### **1. Background**

Introduction. The purpose of this section of the Community Plan is to focus on significant features of the natural environment of the Point Reyes Station Planning Area, in order to identify its principal natural resources and to set forth the community’s objectives, policies and programs relating to these resources.

Ecosystem of Tomales Bay. Located at the headwaters of Tomales Bay, the Point Reyes Station Planning Area is included in the larger Tomales Bay ecosystem. Two major drainage systems, Lagunitas Creek and Tomasini Creek, traverse the Planning Area before reaching the Bay. The unique natural resource value of Tomales Bay has been recognized by its inclusion in the Gulf of Farallones National Marine Sanctuary, its coverage under the federal Shellfish Protection Act, creation of the 482-acre ecological preserve, federal acquisition of the 248-acre Martinelli headlands, and last, but not least, the proposed restoration of the 560-acre Giacomini grazing lands to tidal marshes. Maintaining the water quality, wildlife and scenic resources of Tomales Bay through prudent agricultural, commercial, residential, and recreational land use practices is a foremost goal of the community.

Scenic Values. The natural beauty of the Point Reyes Station area is characterized by sweeping vistas of the Bay, the Inverness Ridge, Olema Valley, and Black Mountain. Preservation of the scenic values of the coastal landscape for recreation is one of the objectives of the Local Coastal Program. Unless carefully designed, new development in Point Reyes Station can affect these scenic values in several ways: by blocking views of scenic open space from public roads and other public viewing points, by creating “eyesores” such as hilltop development or suburban-type subdivisions that do not blend with the existing rural surroundings, and by altering the landscape through such activities as water diversion, vegetation removal, and grading activities. The Community Plan therefore requires that scenic and aesthetic values be given substantial weight in evaluating any proposals for development.

Geography. The geography of the Planning Area is a diverse mixture consisting of the reclaimed marshlands now devoted to dairy ranching, the low lying, flat site of the original village, a mesa beginning at the upper contours of the former marshlands, and hillsides ranging from gently sloping to steeply inclined. Elevations range from near sea level to above 200 feet. The Planning Area is located on the fringe of the San Andreas seismic fault, which extends down Tomales Bay and the Olema Valley. Four streams traverse the Planning Area: Bear Valley Creek and Olema Creek drain

into Lagunitas Creek. Lagunitas Creek, which originates near Mount Tamalpais, forms the southeastern boundary of the Planning Area and then crosses the Planning Area just north of Levee Road. Tomasini Creek and the associated Tomasini Canyon originate several miles east of Highway 1 and meander southwesterly to the former marshland.

Many of these geographical features are environmentally sensitive and will require careful treatments as the community continues to develop. Tomasini Canyon is a prized community asset, offering scenic open space, geographic variety and sanctuary for plant and animal life. Preservation of this unusual feature in its natural state is an important community goal. Another environmentally sensitive feature of the community is the bluff in the Mesa neighborhood, which rises above the old narrow-gauge railroad right-of-way. To take advantage of the panoramic views of Tomales Bay available along the top of the bluff, many homes have been sited close to its edge. Further development atop of the bluff should be approved only after the individual site has been carefully analyzed and it is determined that the proposed development will not jeopardize the stability and aesthetic values of the bluff.

Vegetation. Without human intervention, the Point Reyes Station mesa and hillsides would consist of windswept grasslands interspersed with areas of coastal scrub. Larger shrubs and trees occur naturally only in stream areas and seasonal drainage channels between hills. The prevailing native tree is the remarkably adaptable California bay tree (*Umbellularia californica*). On windy hillsides it appears in the form of a wind sculpted shrub; in moist, wind-protected places such as Tomasini Canyon east of Highway 1 bay trees grow to 50-100 foot heights. On drier ground at the edge of the normal flood plains of the streams and seasonal drainages, stands of live oaks can be found. The lower reaches of Lagunitas Creek and Tomasini Creek, and associated habitat along the slope of the mesa, are characterized by willow thickets, reaching 40-50 feet in height. This corridor of riparian vegetation provides a natural transition from upland to tidal marshland and therefore is an important wildlife habitat.

The natural pattern of the Planning Area's landscape has been altered through introduction of eucalyptus, cypress, Monterey pine and redwood trees, often planted in long rows as windbreaks. The windbreaks in turn make it possible to grow fruit trees and a variety of ornamental trees and shrubs, as well as vegetable and flower gardens, throughout the Planning Area. The potential of small-scale agricultural uses in the Planning Area is considered an important natural resource, and agricultural pursuits are encouraged. Today's nurseries offer a practically unlimited choice of native and exotic, natural and hybridized plants, selected from the flora of five continents. In order to protect the local ecosystems, the choice of plant materials in agriculture and in commercial and residential developments should be carefully considered. Water conserving (drought-tolerant) native plants should be favored over other exotic species.

French broom, Scotch broom, Pampas Grass, and other exotic plants have become invasive throughout the region. These species spread quickly, preventing native species to flourish. These species may also be highly flammable and increase the risk of wildland fires. Consequently, the Park Service and other agencies regularly mount campaigns to eradicate invasive exotic plants in order to protect native species and wildlife. Private owners are encouraged to assist in the effort to eliminate invasive foreign species on their properties.

Wildlife. Surrounded by federally protected open space, the Planning Area is rich in wildlife. Deer, raccoons, skunks, rabbits, foxes, badgers, and a great variety of small mammals such as gophers, squirrels and mice abound, together with snakes, songbirds, raptors and vultures. Coho salmon and steelhead trout were once abundant in all of the Planning Area's streams. During the past 50 years, as



a result of construction logging, agricultural practices, road construction, dams, and other developments, the distribution and abundance of coho salmon and steelhead have declined dramatically. Much of the decline is attributed to reduced water quality as a result of these activities. In 1996 and 1997, populations of coho and steelhead along the central California coast (which includes Western Marin County) were listed as threatened under the Federal Endangered Species Act. Olema Creek and Lagunitas Creek now sustain relatively small coho salmon populations comprising approximately 10% of the coho population in all of California. Lagunitas Creek presently supports roughly 500 adult steelhead, a decline from historical numbers.

Stormwater Management. The impervious surfaces associated with development prevent water from infiltrating into the soil. Even the smallest rainstorms generate runoff, which collects pollutants and sediments. This rapid, concentrated water flow can affect the hydrologic cycle in four ways: increased volume of flow which could mean increased flood potential, channel destabilization, increased concentration of pollutants, and reduced groundwater levels. These impacts can be avoided by designing developments with stormwater systems that preserve and restore the natural hydrologic cycle. The Bay Area Stormwater Management Agencies Association has prepared a manual outlining various techniques that can assist owners, designers, developers, and planning agencies in creating communities that achieve water quality goals.

## 2. Natural Resource Protection – Objectives, Policies and Programs

OBJECTIVE NR-1.0 TO RESTORE THE FORMER TIDAL MARSHES AT THE HEADWATERS OF TOMALES BAY.

**Policy NR-1.1** **Restoration of Giacomini Ranch.** The Community Plan supports the proposed restoration of the Giacomini Ranch to natural conditions.

Program NR-1.1a Review Impacts. The County shall review development projects in the Planning Area to ensure protection of the restored wetland area and shall coordinate with the National Park Service and other relevant public agencies to mitigate any potential impacts resulting from construction activity.

OBJECTIVE NR-2.0 TO PRESERVE THE PHYSICAL AND VISUAL INTEGRITY OF THE BLUFF AREA LOCATED ABOVE THE OLD RAILROAD RIGHT OF WAY.

**Policy NR-2.1** **Buffer Zone.** A buffer zone of undeveloped space should be maintained between the former railroad right-of-way and the edge of the mesa bluff, to prevent erosion of the bluff edge and to maintain the ecological integrity of the bluff and the visual separation of the mesa landform from the flat marshlands below. The buffer zone should extend at least 100 feet from the eastern edge of the former railroad right-of-way.

Program NR-2.1a Restrict Development in Buffer Zone. The County shall implement the buffer policy through the development review process by imposing building envelopes, setbacks and similar restrictions on new development. If the development proposal involves the creation of a new parcel, any needed modifications should be made to assure that no new development occurs within the bluff buffer zone.

Program NR-2.1b Avoid Disturbance of Buffer Zone. Owners are encouraged to observe the buffer zone by avoiding building or other alterations in the buffer zone other than removal of invasive exotic species and restoration of native plants.

OBJECTIVE NR-3.0 TO PRESERVE THE STREAMS AND STREAMSIDE ENVIRONMENTS IN THE PLANNING AREA AS CLOSE AS POSSIBLE TO THEIR NATURAL CONDITIONS.

**Policy NR-3.1** **Endorse County Policies.** The Community Plan endorses the stream and streamside conservation policies of Local Coastal Program (Unit 2) and the Countywide Plan.

**Policy NR 3.2** **Streamside Conservation Areas.** Stream buffers to protect streams and streamside environments from the impacts of adjacent uses shall be established for each stream in the Planning Area. Stream buffers shall include the area covered by riparian vegetation on both sides of the stream and the area 50 feet landward from the edge of the riparian vegetation. In no case shall the stream buffer be less than 100 feet in width on either side of the stream, as measured from the top of the stream banks. In accordance

with Local Coastal Program (Unit 2), no construction shall be permitted within the buffer area except in those cases where the parcel is located entirely within the buffer area or for water supply utility purposes. In these cases, mitigation measures shall be implemented to protect water quality, riparian vegetation and stream flows. Development may also be permitted within the buffer area when factual evidence indicates that the proposed development is the least damaging alternative.

Program NR-3.2a **Policy Implementation.** The County shall implement existing policies for stream conservation buffer areas through the review and approval of development applications and applications for public works projects. If a proposal involves the creation of a new parcel, any needed modifications should be made to assure that no new development occurs within the stream buffer area.

**Policy NR-3.3** **Riparian Vegetation.** Streamside areas should be managed to remove invasive exotic species as well as plant species not typically associated with riparian areas. Native riparian vegetation should be retained, and where indicated, enhancement and replanting of native riparian vegetation should be undertaken. Common plants associated with riparian areas in the Planning Area include willow, Pacific dogwood, bay and buckeye. (For botanical names and further information see Point Reyes Station Landscaping Guide, Appendix K).

OBJECTIVE NR-4.0 TO PROVIDE ADDITIONAL POLICIES RELATING TO PROTECTION OF TOMASINI CREEK AND TOMASINI CANYON.

**Policy NR-4.1** **Restrict Development Below the 40 foot Elevation Interval.** No development should occur below the 40-foot elevation interval along the course of Tomasini Canyon between Mesa Road and State Highway 1. Exceptions will be made for parcels that fall entirely below that interval or where factual evidence indicates that development on other portions of the parcel would result in greater environmental damage.

**Policy NR-4.2** **Voluntary Dedication of Open Space.** Owners of parcels in the Canyon should be encouraged to voluntarily dedicate open space and/or scenic easements to the County of Marin, or another appropriate public agency. Flood control and maintenance easements should be required as a condition of development approval.

**Policy NR-4.3** **Wildlife Passage.** All development in the Canyon area should be designed to preserve adequate passage for wildlife to and from the creekbed and to other sources of shelter and food.

**Policy NR-4.4** **Resume Natural Channel.** As part of the wetlands restoration of the Giacomini ranch, allow Tomasini Creek to resume its natural slough channel west of Mesa Road and to return to natural conditions, including recolonization by naturally occurring species such as steelhead trout.

OBJECTIVE NR-5.0 TO PROVIDE ADDITIONAL POLICIES RELATING TO PROTECTION OF LAGUNITAS CREEK.

**Policy NR-5.1** **Water Quality.** The water quality of Lagunitas Creek and of the North Marin Water District wells shall be protected from any adverse impact of development, such as contamination with septic effluent, fertilizer, insecticides or herbicides.

Program NR-5.1a Review Water Quality Impacts. All applications for development in the vicinity of the Creek or on parcels with surface or groundwater drainage into the Creek shall be carefully reviewed by the County in coordination with North Marin Water District and other appropriate public agencies to determine whether the development would have negative impacts on the water quality of the wells.

**Policy NR-5.2** **Erosion and Sediment Control.** The erosion of soils and release of sediment into Lagunitas Creek from any upland development should be minimized by incorporating surface runoff pollution control measures into development projects.

**Policy NR-5.3** **Coho Salmon and Steelhead Trout.** All efforts shall be made to enhance and support the coho salmon and steelhead trout population of Lagunitas Creek.

Program NR-5.3a Impacts to the Creek and Aquatic Life. All applications for development in the vicinity of the Creek or on parcels with surface or groundwater drainage into the Creek shall be carefully reviewed by the County in coordination with the National Park Service and other appropriate public agencies in order to determine whether the development would have negative impacts on the Creek, creekside habitat or aquatic life or the proposed wetland restoration of the Giacomini Ranch. Any proposed mitigation measures shall be developed by the County in coordination with these other agencies in furtherance of the wetland restoration and the recolonizing of the Creek by coho salmon and steelhead trout.

OBJECTIVE NR-6.0 TO PRESERVE AND ENHANCE THE DIVERSITY OF NATIVE PLANT AND ANIMAL SPECIES.

**Policy NR-6.1** **Removal of Invasive Exotic Species.** The removal of invasive exotic species is encouraged and should be required through conditions of project approval. Species such as pampas grass, Scotch broom and French broom are a particular concern. When development is proposed on lands adjacent to National Park lands, the County shall require the removal of all invasive exotic vegetation prior to development.

**Policy NR-6.2** **Use of Native Plant Landscaping.** The use of native plants typically associated with the Planning Area is encouraged to preserve its rural character and support wildlife needs. Preparation and approval of landscaping plans should incorporate species identified in the Point Reyes Station Landscaping Guide, Appendix K.

**Policy NR-6.3** **Special Status Species and Significant Natural Areas.** Development shall be restricted or modified in areas, which contain special status species and/or significant natural areas, wetlands, riparian habitats and freshwater habitats to ensure the continued health and survival of these species and areas.

**Policy NR-6.4** **Nest Sites.** The presence of nest sites shall be investigated before removal of any native or introduced large trees, and mitigation measures shall be employed to prevent disturbance of nesting birds.

**Policy NR-6.5** **Wildlife Passage.** All development should be designed to preserve adequate passage for wildlife to and from creekbeds and other sources of shelter and food. To this end, minimizing perimeter fences and gates is encouraged.

**Policy NR-6.6** **Herbicides.** No herbicides should be used to control vegetation along County maintained roads.

OBJECTIVE NR-7.0 TO PROTECT SCENIC VIEWS OF THE COASTAL LANDSCAPE

**Policy NR-7.1** **Preserve Views of Surrounding Landscape.** Views of the Inverness Ridge, Tomales Bay, Black Mountain and other open space lands from public roads and other public viewing points in the Planning Area shall be preserved for the enjoyment of the coastal visitor and local residents.

Program NR-7.1a Minimize Loss of View. The County should review development projects for their impacts on open views from Highway 1 and other public roads in the Planning Area, and should minimize loss or blocking of views through appropriate siting and design of structures and landscaping. Additional tall wind breaks along public roads should be avoided.

**Policy NR-7.2** **Protect Scenic Views of Hillside Areas.** To the extent possible, the rural, undeveloped appearance of the hillside areas in the Planning Area shall be preserved through appropriate siting, clustering of buildings, screening and other methods that minimize the visual impact of hillside development.

Program NR-7.2a Ridgelines. There shall be no construction permitted on top or within three hundred feet horizontally, or within one hundred feet vertically of the ridgelines, whichever is more restrictive, if other suitable locations are available on the site. If structures must be placed within this restricted area because of site size or similar constraints, they shall be on locations that are least visible from nearby highways and developed areas and shall adhere to height restrictions (one story up to 18 feet maximum) for ridgeline areas.

Program NR-7.2b Visual Analysis. When development is proposed for lots with a slope greater than 25%, a visual analysis should be submitted which illustrates that the development has been sited in the least visible portion of the site and has been designed to minimize visual impacts. The visual analysis should include access roads, parking areas, water tanks and accessory structures.

Program NR-7.2c Minimize Grading and Filling. Grading and filling of hillside lots shall be kept to the minimum amount necessary to accommodate the proposed project and shall minimize alteration of the natural contours of the land.

OBJECTIVE NR-8.0 TO PROTECT AND ENHANCE AGRICULTURAL OPPORTUNITIES IN THE PLANNING AREA.

**Policy NR-8.1 Encourage Small Farms.** Small acreage farms and gardens, and landscaping with fruit trees, nut trees and other edible plants are encouraged both for the production of food and fiber, and for the maintenance of the rural character of the Planning Area.

**Policy NR-8.2 Sustainable Agricultural Practices.** The use of sustainable agricultural practices is encouraged. These practices include organic production, elimination of pesticides and other toxic materials, water and soil conservation, and protection of natural resources.

Program NR-8.2a Edible Gardens. In approving building site plans and landscaping plans, the County should permit: (1) the setting aside of space for edible gardens; and (2) use of fruit trees, nut trees and other edible plants for the purpose of soil stabilization and screening.

## ***E. HISTORIC RESOURCE PROTECTION***

### **1. Background**

The Point Reyes Station community prizes its visible connection to the past – the historic and vintage commercial buildings and residences in the downtown area. Today’s “downtown” is in the same place where it has been since the 1870s, centered on A Street. Even more remarkably, many of the old buildings still stand and are in use. This practical kind of historic preservation, without museum quality or excessive catering to the tastes of visitors, gives Point Reyes Station its special quality.

The Point Reyes Station Archaeological and Historic Resource Survey prepared by the North Marin County Water District in 1976 (hereafter referred to as the “Historic Survey”) identifies 51 historic

buildings in the downtown area. The Historic Survey evaluates the Town's architectural heritage as follows: "None of the structures in Point Reyes Station are on the National Register of Historic Places. The architectural quality of the community is in the historic integrity of the buildings as a whole and not in the architectural significance of any single building. The loss of any one of the buildings discussed could have a significant impact since there are only a few examples of the various eras, and because Point Reyes Station's architectural history (1875-1930) unfolds within the confines of a small area."

The Historic Survey identifies the following as the most important buildings which serve as focal points in the community: the Western, the Grandi, the old Station House Restaurant (now housing the Taqueria and the Station House Gift Shop), the original Bank of America, Foresters' Hall, and the Sacred Heart Catholic Church (now part of the Dance Palace Community Center). Special attention is invited to the two Scilaci buildings if restored back to their 1890 era. The first one, referred to as the Emporium, remains encumbered with an extensive addition to its front facade; the second, the former Livery Stable, has been replaced with a new office and retail building.

Equally important to the town's character are the unique residential neighborhoods in the B and C Streets area. The key residential buildings identified in the Historic Survey are the Cavannagh house, the Brunthaver house and the Stick-style cottage (numbers 29, 31, and 33, respectively, in the Historic Survey's inventory key).

The architectural heritage of Marin's coastal communities is one of the resources protected under the Local Coastal Program for Unit 2. The protective rules focus on individual pre-1930 structures, regardless where located, and on new construction projects in designated historic areas. For this purpose, the Local Coastal Program 2 established historic area boundaries for groups of historic structures located in the communities of Tomales, Marshall, Point Reyes Station, Olema and Inverness. According to Local Coastal Program 2, p.E-1, "Criteria used in defining historic areas were visual access and coherent grouping as well as architectural and historic composition. Groups of non-conforming structures that disrupt the historic quality of an area were excluded." This determination is the basis for the Point Reyes Station Historic Area Map, Appendix B, to this Plan. The Historic Area boundaries include approximately 9 acres of undeveloped land between Mesa Road and West Marin School (APN 119-240-45, a portion of #119-240-46 and 58). This acreage was included because it is contiguous and upslope to the historic downtown, and any development on it will have a major visual impact on the historic downtown.

In addition to establishing the Point Reyes Station Historic Area, Local Coastal Program Unit 2 adopted the "Design Guidelines for Construction in Historic Areas and for Pre-1930s Structures", together with the related "Historic Review Checklist." Both are reproduced in full as Appendix C to this Plan. The Design Guidelines and Checklist come into play when a project (including new signs) is reviewed for Coastal Permit and/or Design Review approval. This is usually the case for additions or alterations to pre-1930 structures and for new construction in the Historic Area. Additions and alterations to post-1929 structures located in the Historic Area may be subject to Coastal Permit and/or Design Review depending on the zoning district and project involved.

The Community Plan endorses the historic preservation policies expressed in the Design Guidelines referred to above. The historic design review program aims to provide guided freedom for future growth in Point Reyes Station's Historic Area. Efforts to achieve architectural continuity should not be so restrictive that they force mere imitation. Careful, historically informed design is necessary, however, to achieve harmony between old and new. The challenge is to create contemporary

buildings whose scale, proportions and texture compliment, rather than imitate, the predetermined images of the historic setting.

## 2. Historic Resource Protection – Objectives, Policies and Programs

OBJECTIVE HR-1.0. TO PROTECT THE ARCHITECTURAL HERITAGE AND COMMUNITY CHARACTER OF DOWNTOWN POINT REYES STATION.

**Policy HR-1.1** **Historic Resource Survey.** All development within the Point Reyes Station Planning Area shall be cognizant of the Point Reyes Station Archaeological and Historic Resource Survey prepared by the North Marin County Water District in 1976.

**Policy HR-1.2** **Preserve and Restore.** Those buildings that have been identified as significant historic resources of the community should be preserved and, if possible, restored to their original appearance.

Program HR-1.2a Buildings Identified as Historically Significant. The preservation of each of the buildings (originally 51 in number) identified in the Historic and Architectural Inventory Key of the 1976 Historic Resource Survey is encouraged. Particular emphasis shall be placed on the preservation and/or restoration of the following commercial buildings and residences (each followed by the number given to it in the Architectural Inventory Key): Western (41), Grandi (42), old Station House Restaurant (26), old Bank Building (37), Foresters’ Hall (3), Sacred Heart Catholic Church (9), Scilaci’s Emporium (25), Cavannagh house (29), Brunthaver house (31), and the Stick style cottage (33).

**Policy HR-1.3** New Construction. All new construction located within the Point Reyes Station Historic Area (Appendix. B) shall be consistent in scale, design, materials and texture with the surrounding community character.

**Policy HR-1.4** Alterations and Additions to Pre-1930 Structure. Any alteration or addition to a structure built before 1930 requires Coastal Permit approval pursuant to Title 22 of the Marin County Code, (Regulations for “C” Districts) provided such alteration or addition requires a building permit. Maintenance or repair to restore a structure to its original architectural character shall not require a Coastal Permit. Alterations or additions to a pre-1930 structure shall retain the scale and original architectural features of the structure, especially for the front facade.

**Policy HR-1.5** Demolition of Pre-1930 Structures. Demolition of a residential, commercial or other principal structure built before 1930 requires Coastal Permit approval pursuant to Title 22 of the Marin County Code. (Regulations for “C” Districts.) Demolition of a pre-1930 secondary or agricultural structure may be exempted from Coastal Permit approval if it is found that such structure is not a significant historic resource. Approval for demolition of a pre-1930 structure may be delayed for a period not to exceed six months. During this period, the property owner or local historic group or society may



attempt to find a purchaser or alternate location for the structure. This six-month period may be waived by the Community Development Agency Director or appropriate hearing body if it is found that such structure is not a significant historic resource.

**Policy HR-1.6**

Historic Resource Preservation Design Criteria. All Coastal Permit and/or Design Review applications for projects within the Point Reyes Station Historic Area, or for projects involving pre-1930 structures, shall be reviewed in accordance with the “Design Guidelines for Construction in Historic Areas and for Pre-1930s Structures” and the “Historic Review Checklist” in Appendix C. These historic preservation criteria should: 1) guide new development to be compatible with architecturally significant resources, without imposing a false imitative style contrary to contemporary building technology or practices; and 2) protect existing historic resources from destruction or aesthetically undesirable alterations.



## IV. CIRCULATION AND TRANSPORTATION

### 1. Background

Roadway System. Point Reyes Station is the traffic hub of West Marin, the place where State Highway 1 (also called the Shoreline Highway) intersects with Sir Francis Drake Boulevard (at Levee Road) and, one-half mile farther north, with the Point Reyes-Petaluma Road. Each of the three roads is two-lane (i.e., one lane in each direction), with shoulders, and is projected to remain so under State and County transportation policies. The design capacity of each of the roadways is about 34,000 vehicles per day, with the actual annual Average Daily Traffic ("ADT") now amounting to approximately 20% of that capacity. According to State Department of Transportation records, peak month ADT counts in 1996 on Highway 1 between the Sir Francis Drake Boulevard intersection and the Point Reyes-Petaluma Road intersection were 6,700. Peak month ADT counts in 1996 on Highway 1 north of the Point Reyes-Petaluma Road intersection were 1,800. According to records of the County Public Works Traffic Division, in 1996 the annual average on Highway 1 through Point Reyes Station was 6,100 vehicles a day and 610 vehicles in the peak hour.

As mandated by the Coastal Act, policies of the Local Coastal Program and Countywide Plan limit transportation improvements to projects that enhance safety but do not increase the capacity of the road network. Under these policies, Highway 1 shall remain a two-lane roadway with soft shoulders and only those minimal improvements, which would not detract from its rural scenic characteristics.

Highway 1 traverses the Point Reyes Station Planning Area on a north-south axis and is its principal traffic artery. In the historic Downtown Area, Highway 1 occupies consecutively stretches of First Street, A Street, and Fourth Street. The stretch on A Street usually is referred to as "Main Street."

Streets in the Downtown Area other than Highway 1 are maintained by the County, as are Lorraine Avenue, Manana Way, Viento Way, Knob Hill Road, Mesa Road, and Cypress Road. All are paved two-lane roads with shoulders. The other local roads in the Planning Area are the responsibility of private owners. These existing County-maintained or privately maintained roads, as well as any new roadways, which might be developed, should reflect the rural nature of the area and remain as bi-directional lanes with shoulders.

Streetside Improvement Standards. Urban standard curb, gutter and sidewalk improvements are incompatible with rural road improvement standards and should be used only sparingly where necessary for public health and safety reasons. Much of Main Street, sections of First and Fourth Street, and several other locations have sidewalks and curbs. Since the Downtown Area lacks a comprehensive drainage system, curb and gutter installations may not function efficiently, but were required under County Public Works regulations. The community desires to minimize such improvements in order to preserve the rural character of the town. A comprehensive drainage study for the downtown area which would clarify the need and value of drainage improvements has not been undertaken to date because of lack of funding. The Community Plan contains interim standards intended to guide the County's decisions on streetside improvements in the Downtown area.

Traffic Patterns. Visitor traffic, which occurs throughout the week but is heaviest on weekends, consists of through-traffic to the trails and beaches of the National Seashore and state parks, as well as increasing numbers of sightseeing visitors and tourists exploring the West Marin coast by car or tour bus. Recreational bicycling is an important factor on weekends, as is the occasional motorcycle

club coming through. Much of this traffic accesses the Planning area via the Point Reyes-Petaluma Road, using Highway 1 as a connector to Sir Francis Drake Boulevard heading west.

Local traffic includes in-commuting by non-resident workers employed in West Marin, and out-commuting by residents from the communities of Point Reyes Station, Inverness Park, Inverness and Marshall. Due to the cumulative growth of West Marin, the volume of this commuter traffic has increased steadily greatly over the past ten years. A significant portion of this traffic passes through the Point Reyes Station Downtown Area on the way to or from the Point Reyes-Petaluma Road. It should be noted that many drivers to or from Fairfax and points east use the Point Reyes-Petaluma Road in conjunction with the Nicasio Valley Road as an alternative to Sir Francis Drake Boulevard through Olema and Samuel Taylor State Park.

Truly local traffic consists of West Marin residents who work in the Downtown area or use the shops, medical facilities and other retail services available here. Since mail is not delivered in West Marin, daily trips to the post office are a necessity. The volume of this mail pick-up traffic can be estimated from the number of mailboxes maintained at the Point Reyes Station Post Office - currently 1,087 in number.

Circulation Issues in the Downtown Area. At present, through traffic on Highway 1 in the Downtown Area seems to operate at acceptable levels. In part, this may be due to increased use of B Street. Mesa Road between First and Fourth Streets does not appear to function as a "bypass" for A Street, probably due to some or all of the following conditions: i) Mesa Road is narrow and hemmed in by vehicles parked curbside; ii) the intersections with Highway 1 at First Street and Fourth Street involve a "stop" and wait; iii) commercial delivery vehicles at the back entry of the Palace Market and other businesses slow down traffic; and iv) vehicles exiting the parking lots of the Bank, the Palace Market and Building Supply must be accommodated.

The 1976 and 1986 versions of the Community Plan recommended that "as commercial in-filling occurs within the downtown area, and uses develop along Mesa Road which parallels Main Street, consideration should be given to the use of the one-way street pattern on both Main Street and Mesa Road to disperse the growing volumes of resident and recreational travel." To date, no commercial development has occurred on the east side of Mesa Road, and the west side is used for commercial deliveries and parking lot exits by businesses fronting on Main Street. Under these conditions, converting to a one-way pattern is deemed impractical and undesirable for the foreseeable future and the previously mentioned recommendation has been deleted from the updated Community Plan.

Several current circulation issues should be addressed:

- i. The north side of the intersection of Mesa Road with Highway 1 is frequently congested, due to parking and double parking in front of the businesses occupying the Creamery building. Improvement at this corner is particularly desirable in order to facilitate vehicular and pedestrian access to the recently relocated library. The Community Plan suggests an evaluation of the following: (a) A no-parking zone at the intersection of 15 to 20 feet. (b) An additional speed limit sign indicating the 25 mph speed limit to slow traffic coming down Highway 1, to be placed at the beginning of the downslope.
- ii. The speed limit on Highway 1 immediately north and south of the intersection with Sir Francis Drake Boulevard (the levee road) currently is 35 mph. The 25-mph zone starts immediately north of the green bridge. In order to facilitate the operation of this intersection, it may be advisable to extend the 25-mph zone southward to a point beyond the intersection.
- iii. As a result of the Livery Stable and Haybarn development, circulation and parking patterns around the entire block bordered by A Street, Third Street, B Street, and Fourth Street have changed. Visibility at the Third Street corner is poor, and the direction and access of parking along B Street and Fourth Street is somewhat confusing. A comprehensive evaluation of the design of all parking spaces on Third Street, B Street and the south side of Fourth Street is recommended.

Trails. The Countywide Plan calls for improving equestrian, hiking and bicycling access throughout the County. The Marin Countywide Trails Plan (Appendix L) designates a proposed hiking and bicycling path along Highway 1 through the Point Reyes Station Planning Area. At present this proposal has not been implemented. A limited pedestrian walkway along Highway 1 between the Point Reyes-Petaluma Road intersection and downtown has been installed and is much in use by students at West Marin School.

The narrow roads and lack of separated pedestrian/bicycle paths make it difficult for cyclists and pedestrians to use these modes of transportation. Improving facilities to accommodate pedestrians and bicyclists will result in more pedestrian/bicycle oriented environment and would reduce the number of local trips made by automobile. Point Reyes Station is a fairly compact community and would be greatly enhanced by the provision of safe routes for both bicycles and pedestrians.

Public Transportation. Due to lack of sufficient number of riders who could adhere to a regular schedule of service, public transit to Point Reyes Station has not been economically feasible. The nearest bus stop on the Golden Gate Transit line is located in Fairfax.

## 2. Circulation and Transportation – Objectives, Policies and Programs

OBJECTIVE T-1.0 TO MAINTAIN THE RURAL, SCENIC CHARACTER OF ALL ROADS IN THE PLANNING AREA, INCLUDING HIGHWAY 1.

**Policy T-1.1** **Maintain Rural Character of Roadways.** Roadway improvements should be limited to projects that enhance safety only and do not increase the capacity of the road network. Specifically, all roads in the Planning Area, including State Highway 1, should retain their rural, scenic character with a two-lane width or less and without curbs, gutters, sidewalks, traffic lights, and street lights. The only area to be considered for sidewalks and similar roadway improvements shall be the Downtown Area. Other permitted roadway projects should be limited to:

- slope stabilization
- drainage control
- safety improvements
- expansion of shoulder paving to accommodate bicyclists and pedestrians
- creation of vista and slower traffic turn-outs
- improvements to accommodate public transit.

Program T-1.1a Improvement Standards. Existing County maintained roads and existing private roads should be maintained at current improvement standards, i.e., two-lane roadways or narrower with soft shoulders. For private roads, paving shall be optional unless necessary to meet safety standards.

Program T-1.1b Rural Quality. New roads constructed in conjunction with new residential development should be designed and constructed in keeping with the rural quality of existing roads, i.e., two-lane roadways with soft shoulders.

Program T-1.1c Streetside Improvements. Streetside improvements in conjunction with new development in the Downtown Area shall be governed by the policies set forth under Objective T-3.0 below.

OBJECTIVE T-2.0 TO PROVIDE FOR STORM WATER DRAINAGE AND IMPROVED YEAR-ROUND ACCESS IN THE COMMERCIAL CORE OF POINT REYES STATION.

**Policy T-2.1** Drainage Study. A comprehensive drainage study of the Downtown Area shall be prepared under the supervision of the Marin County Department of Public Works. This study should consider:

- a. The area's overall drainage conditions, specifically identifying all existing and potential flood hazards.
- b. The establishment of an area-wide drainage plan, providing recommendations for improvements that would remove or reduce potential threats to public health, safety, and property.

- c. Drainage and streetside improvements that are consistent with the town's rural character.

When funding for the study becomes available, a committee comprised of local citizens shall be established to work with the County on the design and implementation of drainage and streetside improvement standards that are consistent with the town's rural character.

**OBJECTIVE T-3.0** TO ESTABLISH INTERIM DEVELOPMENT STANDARDS FOR STREETSIDE IMPROVEMENTS IN CONJUNCTION WITH DEVELOPMENT PROJECTS IN THE DOWNTOWN AREA.

**Policy T-3.1** **Discourage Urban Improvements.** Urban standard curb, gutter and sidewalk improvements will be discouraged in the Downtown Area, except along Main Street.

**Policy T-3.2** **Pedestrian Access.** For new development in the Downtown Area (other than on Main Street) requiring discretionary action by the County, the extent of pedestrian access improvements and drainage improvements necessary shall be determined on a case-by-case basis with regard to the following: pedestrian safety, drainage, year-round accessibility, maintenance responsibility, landscaping, and compatibility with contiguous development. All such improvements shall be consistent with the town's rural character and shall be minimized to the extent possible.

**Policy T-3.3** **Consistency with Drainage Study.** Upon completion of a downtown drainage study, the policies in this Plan shall be reviewed and revised, if appropriate, to achieve consistency with the recommendations of the drainage study.

**OBJECTIVE T-4.0** TO MAINTAIN AND IMPROVE TRAFFIC CIRCULATION AND SAFETY IN THE PLANNING AREA BY PRESERVING ESTABLISHED ROAD RIGHT-OF-WAYS AND ENSURING ADEQUATE SITE DISTANCES FOR TURNING MOVEMENTS.

**Policy T-4.1** **Road Right-of-Ways.** To maintain adequate stopping and turning sight distances and preserve shoulder areas for emergency on-street parking, walking and bicycling, the County should prohibit the construction of fences, walls, and other accessory structures, including parking areas, within the right-of-way of roads and streets within the Planning Area.

Program T-4.1a Roadway Design. The County shall require that the design of roadway, driveway and parking areas comply with stopping and/or turning sight distance standards.

Program T-4.1b Sight Distance Review. The County, Caltrans, and other appropriate agencies shall cooperate to review whether there are adequate sight distances and traffic directing signs at the following locations in the Downtown Area:

- a. The northeast corner of the intersection of Mesa Road and Fourth Street.
- b. The northeast corner of the intersection of Third Street and B Street.
- c. The northeast corner of the intersection of Second Street and B Street.
- d. The northwest corner of the intersection of First Street and Main Street.

To the extent that parked cars intrude into the required sight distances, no-parking zones shall be established, parking spaces shall be eliminated or redesigned, or stop signs shall be relocated to points affording adequate visibility of cross traffic as applicable.

**Policy T-4.2**                      **Traffic Safety Improvements.** The County Public Works Department should coordinate with Planning Area residents to identify traffic hazard areas in the Planning Area roadway system, including hazards to bicyclists and pedestrians, and develop mitigation measures appropriate to the specific impact and location.

Program T-4.2a                Evaluate Speed Limit. The County should undertake an evaluation whether the 25-mph speed limit at the south end of town should be extended beyond the intersection with Sir Francis Drake Boulevard.

OBJECTIVE T-5.0              TO SECURE IMPROVEMENTS TO ROADS TO, FROM, AND WITHIN THE PLANNING AREA FOR BICYCLISTS AND HIKERS.

**Policy T-5.1**                      **Trails Plan.** Endorse and support the implementation of the policies contained in the Marin Countywide Trails Element Plan, which has conceptually proposed the future development of a multi-use trail through the Planning Area along Highway 1 (see Countywide Trails Element Map, Appendix L).

**Policy T-5.2**                      **Acquire Right-of-Way.** The County should initiate the incremental acquisition of right-of-way required to implement the Marin Countywide Trail Plan. In particular, voluntary dedications of trail easements should be pursued. The future development of this easement will occur when substantial portion of the required right-of-way has been obtained.

**Policy T-5.3**                      **Bicycle and Pedestrian Paths.** The Community Plan supports the efforts of local community groups to identify the most appropriate locations for future bicycle and pedestrian paths which can be used for both bicycle commuting and recreation. Connections to regional trails should be considered. Options which should be investigated include the use of the abandoned railroad right-of-way and preservation of existing access easements.

OBJECTIVE T-6.0              TO SUPPORT DEVELOPMENT OF ALTERNATIVE FORMS OF TRANSPORTATION.



**Policy T-6.1**

**Alternative Forms of Transportation.** The development or introduction of alternative forms of public transportation such as vanpools and scheduled mini-van routes to other West Marin locations as well as to and from eastern portions of Marin, is supported in order to provide options for non-drivers and reduce the use of automobiles.

**Policy T-6.2**

**Bicycle Commute.** This Community Plan encourages and supports commuting by bicycle and recommends that improvements designed to accommodate bicycle commuters be included in future planning efforts.



## V. COMMUNITY SERVICES AND FACILITIES

### 1. Background

Water Supply. Water for the communities of Point Reyes Station, Olema, Inverness Park and Paradise Ranch Estates is supplied through one interconnected system, the Point Reyes Water System by the North Marin Water District (NMWD), a publicly owned utility.

NMWD also serves the Point Reyes National Seashore Headquarters at Bear Valley, Silver Hills, the U.S. Coast Guard Housing Facility in Point Reyes Station and several dairies. The Point Reyes Water System has been undergoing gradual expansion and improvement since the original system, (serving Point Reyes Station and Inverness Park) was acquired by NMWD in 1971.

The source of water for the Point Reyes System consists of two wells at a site adjacent to Lagunitas Creek. The two primary wells are located on U.S. Coast Guard property in Point Reyes Station. Additionally, a back-up water supply at the Gallagher Ranch is intended to be developed for use during periods of low streamflow when salt water intrusion from tidal inflow can occur in the two downstream wells. The single well constructed at the Gallagher Ranch site does not have sufficient capacity to meet Point Reyes system water demands.

Water supply to the wells is primarily dependent on the amount of water flowing in Lagunitas Creek and, to a lesser extent it is believed, on the amount of water available in an underground aquifer. Generally, streamflow in the creek greatly exceeds water withdrawals needed to supply the Point Reyes System. Annual runoff to Tomales Bay from Lagunitas Creek after upstream diversions averages 63,900 acre-feet per year (AFY) while system withdrawals, based on average daily consumption in 1998, amount to 352 AFY or approximately 0.5% of average annual streamflow.

NMWD utilizes “exchange-water” with Marin Municipal Water District (MMWD) as established in the 1993 Intertie Agreement to satisfy the requirements of the State Water Resources Control Board. State Water Resources Control Board Order No. WR 95-17 requires that the district must identify an alternate source of water during low flow months (July through October) of dry years. Under the Agreement, stored water can be released by MMWD into Lagunitas Creek from Kent Lake in exchange for an equal amount of water delivered to MMWD from NMWD’s Novato water system. NMWD is involved in the trade because, although it has adequate water in east Marin to handle all system needs, it does not have a pipeline to transport the water to West Marin. Therefore, it utilizes MMWD’s storage and transport facilities, and receives the necessary water via Lagunitas Creek. NMWD then “pays back” MMWD with water derived from the Russian River. The long-term security of the Russian River source was confirmed by voter approval of the Warm Springs dam project.

The existing Intertie Agreement between the two districts runs through 2014 and provides for a maximum of 250 AF to be exchanged annually. This figure represents approximately 0.8% of MMWD’s total water production (30,300 AFY). The tradition of trading water and cooperating to most efficiently meet the water needs of both districts has a long history. NMWD has also entered into an agreement with Giacomini Ranch to acquire a portion of their appropriated water right license and further satisfy requirements of the State Water Resources Control Board.

Sewage Disposal. Point Reyes Station relies on on-site sewage disposal in the form of septic systems, cesspools, mound systems and other methods, which discharge into the ground. Because of limited space in the commercial downtown area, a number of combined systems have been established with two or more buildings connected to one septic system. In several cases, including some of the older residences, adjacent contiguously owned lots are used for leachfields since the developed lot is too small to support a septic system itself.

Outside of the downtown commercial area, development is served by individual septic systems. The only exception exists at the U.S. Coast Guard Housing Facility, housing approximately 150 people, where sewage disposal consists of a gravity-fed collection system feeding into three holding tanks with a total capacity of 13,000 gallons. Sewage is presently pumped out of the tanks several times a week and is hauled to the Coast Guard's treatment facility at Two Rock in Sonoma County. In the mid-70's, the Coast Guard attempted to terminate this situation through installation of a community sewer that would serve both the Coast Guard Housing Facility and the downtown area. A study and EIR for a joint sewer was undertaken by North Marin County Water District in 1976. When the community failed to approve funding for its share of the project, the proposal was abandoned. The Martinelli property north of town, where the treatment lagoons for the proposed sewer system would have been located, has meanwhile been acquired by the GGNRA, and the Giacomini property, where the proposed spray irrigation field was to be, is now proposed for restoration as a tidal wetland. As originally planned, the joint sewer therefore is no longer viable. In a town meeting called by the Coast Guard in 1997, the community confirmed its continued opposition to a town sewer. The Coast Guard currently is pursuing alternative proposals not involving the Downtown Area.

The characteristics of underlying soils in the Planning Area were investigated in the 1976 EIR prepared by the Water District. The geologic report noted that the downtown area is underlain by a layer of coarse gravel material which can percolate sewage from individual systems quite well, provided the systems are properly designed and have adequate leachfield area. In the areas north and east of downtown, soils generally consist of about one foot of topsoil underlain by Franciscan graywackes, shales, basalts, and ultra basic rocks. These soils are considered generally insufficient to provide for sewage disposal from standard septic systems. As a result, the Regional Coastal Commission adopted Interpretive Permit Guidelines for the community which limit development densities. Specifically, the Commission's policy states that ". . . land divisions utilizing septic systems within the community expansion boundary shall generally maintain a one-acre minimum lot size average." The Commission has applied this policy throughout Point Reyes Station, including areas zoned for planned districts in which the County normally permits clustering and variable lot sizes.

Mound systems, sand filters and other alternative self-contained waste disposal systems may be permitted by the County Environmental Health Division, subject to ongoing monitoring requirements. The Community Plan supports the use of these and other new disposal techniques, provided the necessary safeguards for natural resource protection and public health can be maintained. In addition, ways should be found to screen or otherwise mitigate the artificial appearance of mound systems.

Solid Waste Reduction, Collection and Disposal. Shoreline Disposal Inc., a wholly owned subsidiary of Waste Management, Inc., serves the Point Reyes Station Planning Area with weekly pickup of garbage and recyclable items. Shoreline Disposal provides this service according to a franchise agreement with the Board of Supervisors. Formerly, wastes from the Planning Area (and other areas of West Marin) were hauled to West Marin Sanitary Landfill, a small, privately owned landfill located in Tomasini Canyon east of Highway 1. Since the landfill has reached its capacity and environmental constraints prohibit expansion into additional sites in the Canyon, West Marin's solid wastes are now hauled to Redwood Landfill in Novato. Subscription to the garbage pickup service is

voluntary. Residents wishing to self-haul their household and other solid wastes can dispose of them at Redwood Landfill or the transfer station operated at the Marin Resource Recovery Center in San Rafael. Additional drop-off sites for recyclables are provided by Shoreline Disposal in Inverness and Lagunitas.

In December 1997, the "West Marin Waste Brigade", a group of community volunteers convened by Supervisor Steve Kinsey, published the West Marin Waste Management Plan. The Plan recommends specific programs for reducing and managing West Marin's waste stream, including composting and reuse or recycling of wood and other construction debris. The Community Plan endorses the West Marin Waste Management Plan and encourages future community participation in the implementation and monitoring of the recommended waste reduction and waste management programs.

Public Restrooms. There are no public sanitary facilities in Point Reyes Station. This is a great burden on local merchants who are badgered by visitors for use of sanitary facilities in commercial establishments. Given the increasing number of visitors to the Downtown Area, construction of public facilities therefore has become a priority. Public funding will be necessary both for the cost of the facility, which requires a self-contained waste disposal system, and for the continued maintenance. The County of Marin has recently agreed to fund a feasibility study as a first step towards the goal of developing these much needed restrooms. A proposal to construct public restrooms and a public parking area on the Giacomini property upslope from Mesa Road (APN #119-240-45) has been submitted to the County Planning Division as part of the EAH affordable housing project.

## 2. Community Services and Facilities – Objectives, Policies and Programs

OBJECTIVE CS-1.0 TO PROTECT THE QUALITY AND QUANTITY OF COMMUNITY WATER SUPPLIES AND TO CONSERVE WATER RESOURCES

**Policy CS-1.1** **Development Permits.** Development permits shall be granted only upon a determination that water service to the proposed project is of an adequate quantity and quality to serve the proposed use. Lack of available services or resources shall be grounds for denial of a project or for reduction in the density otherwise indicated in the proposal.

**Policy CS-1.2** **Permit Requirement.** Support North Marin Water District's policy not to serve water to any new applicant until the applicant has received discretionary approval from the County for the proposed land use (valid Building Permit, approval of preliminary division of land, approval of tentative subdivision map, approval of planned unit development, approval of conditional use permit).

**Policy CS-1.3** **Landscaping.** Ornamental landscaping should consist of native, drought resistant plants. Applicants should incorporate recommendations contained in the Point Reyes Station Landscaping Guide, Appendix K.

**Policy CS-1.4** **Irrigation.** Irrigation for ornamental and edible plants should be designed to conserve water. Installation of drip irrigation systems shall not be required by the County. Selective use of drip irrigation at the choice of the owner is encouraged.

**Policy CS-1.5** **Gray Water.** Subject to reasonable public health safeguards, the County should permit reclamation of used household water for irrigation purposes.

OBJECTIVE CS-2.0 TO ENSURE THAT SEWAGE IS SAFELY AND EFFICIENTLY TREATED AND DISPOSED OF.

**Policy CS-2.1** **Alternative Waste Disposal Systems.** The County should permit alternative waste disposal systems where it is determined that sewage cannot be disposed of in a sanitary manner by a standard tank or where the health officer finds that an alternative system will protect the public health in a manner at least equal to that of the utilization of a standard system.

Program CS-2.1a New Waste Disposal Technologies. The testing and development of alternative self-contained waste disposal systems for individual users in the Planning Area is encouraged.

Program CS-2.1b Monitoring Program. A monitoring program will be established for each alternative system at the time of issuance of the operating permit in order to ensure that the alternative system is functioning properly to protect human and environmental health.

Program CS-2.1c Mound Septic Systems. The use of mound septic systems should be limited to parcels where development would be precluded without such a system.

Program CS-2.1d Screening Mound Systems. Mound systems should be sited and/or screened to minimize the visual impact. Screening may be done with trellises, fencing, landscaping, or other appropriate methods.

Program CS-2.1e Remedial Action. Large-flow waste disposal systems shall not be permitted unless sufficient land area and financial guarantees are available to cover necessary remedial actions.

OBJECTIVE CS-3.0 TO FURTHER SUSTAINABLE SOLID WASTE PRACTICES

**Policy CS-3.1** **Reduce-Reuse-Recycle.** Support the West Marin Waste Management Plan and encourage the implementation of its programs for waste reduction through reuse and recycling.

OBJECTIVE CS-4.0 TO DEVELOP PUBLIC RESTROOMS FOR VISITORS IN THE DOWNTOWN AREA.

**Policy CS-4.1** **Criteria for Development:**

- a. The restrooms should be located in proximity to the commercial Downtown Area, at a reasonable distance from residential uses.
- b. The architectural design of the restrooms should harmonize with the Downtown's architectural character and be suitably landscaped.



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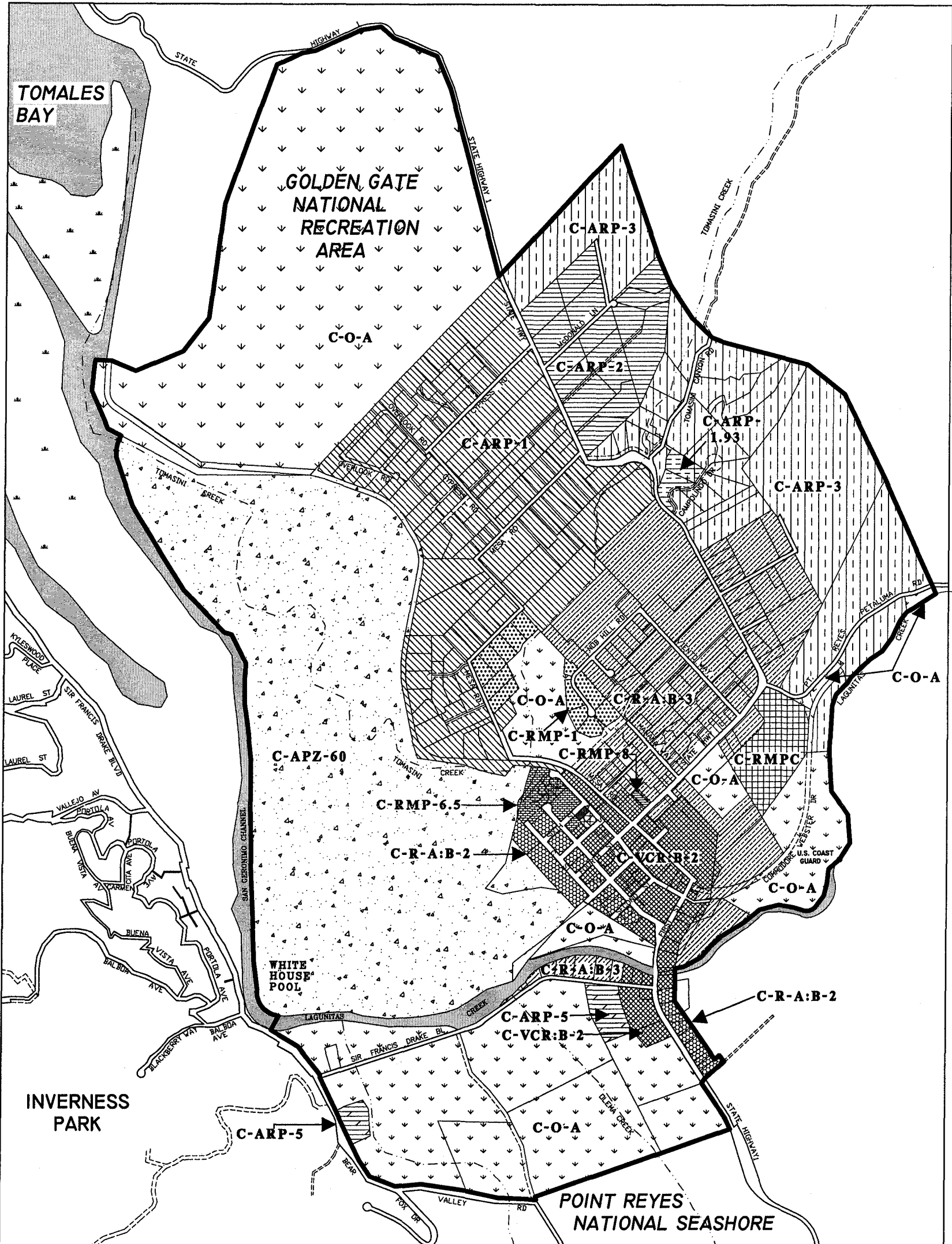
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- K. Point Reyes Station Landscaping Guide
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All photographs © Art Rogers/Point Reyes

# **APPENDIX A**

Zoning Map for Point Reyes Station



## POINT REYES COMMUNITY PROPOSED ZONING MAP



1 INCH = 1200 FEET

MARIN COUNTY COMMUNITY DEVELOPMENT  
AGENCY, MAPPING & GRAPHICS  
OCTOBER 12, 2001

FILE: PTREYZON\_BW.DWG

This map is representational only.  
Data are not survey accurate

— COMMUNITY PLAN BOUNDARY

ZONING DISTRICTS:	
	C-O-A Coastal Open Area
	C-APZ-60 Coastal Agricultural Production Zone (1 unit per 60 acres)
	C-ARP-5 Coastal Agricultural, Residential, Planned (1 unit per 5 acres)
	C-ARP-3 Coastal Agricultural, Residential, Planned (1 unit per 3 acres)
	C-ARP-2 Coastal Agricultural, Residential, Planned (1 unit per 2 acres)
	C-ARP-1.93 Coastal Agricultural, Residential, Planned (1 unit per 1.93 acres)
	C-ARP-1 Coastal Agricultural, Residential, Planned (1 unit per acre)
	C-R-A-B-3 Coastal Residential, Agricultural (20,000 sq. ft. minimum lot size)
	C-R-A-B-2 Coastal Residential, Agricultural (10,000 sq. ft. minimum lot size)
	C-RMP-1 Coastal Residential Multiple Planned (1 unit per acre)
	C-RMP-6.5 Coastal Residential Multiple Planned (6.5 units per acre)
	C-RMP-8 Coastal Residential Multiple Planned (8 units per acre)
	C-RMPC Coastal Residential Multiple Planned Commercial
	C-VCR-B-2 Coastal Village Commercial Residential (10,000 sq. ft. minimum lot size)
	C-VCR Coastal Village Commercial Residential (7,500 sq. ft. minimum lot size)

## **APPENDIX B**

Historic Area Boundary



**POINT REYES STATION  
HISTORIC AREA**

**COUNTY OF MARIN**  
**COMMUNITY DEVELOPMENT AGENCY**  
**MAPPING/GRAPHICS**

SCALE: 1" = 300'      MAY 19, 1997  
 FILES: PRS-HIST.DWG, .PLT

THIS MAP IS REPRESENTATIONAL ONLY.  
 DATA ARE NOT SURVEY ACCURATE.



## **APPENDIX C**

Design Guidelines for Construction in Historic Areas  
and for Pre-1930's Structures, and  
Historic Review Checklist

## APPENDIX C

### DESIGN GUIDELINES FOR CONSTRUCTION IN HISTORIC AREAS AND FOR PRE-1930'S STRUCTURES

Technology has quickened the pace of change and introduced a great variety of building materials and construction methods. Since personal tastes and social attitudes often govern today's choice of materials and methods, design review has been introduced to guarantee carefully executed design solutions.

The landscape and buildings of a healthy community exhibit continuity of a community's past and present. In recognition of this concept, a properly instituted design review program aims to ensure guided freedom for future growth in historic areas. Design review will vary according to conditions in particular communities, but it should ensure that new buildings conform in scale, proportion and texture to existing community form.

The design principles and standards below are intended to ensure maximum compatibility of remodeling and new construction with older buildings in historic areas.

#### Repetition of Roof Shape

Similarity of roof shapes is often the most important means for achieving continuity in design between new and old buildings in historic areas. Roofs are an important factor in the overall design of a building to help relate items such as height and scale to those adjacent structures.

ILLUSTRATION HERE

#### Consistent Building Height

New buildings should be constructed to a height within a reasonable average height of existing adjacent buildings.

ILLUSTRATION HERE



### Directional Expression of Front Elevations

Structural shape, placement of openings, and architectural details may give a predominantly vertical, horizontal, or a non-directional character to a building's facade. If buildings in historic areas have predominantly vertical expressions, then new buildings should also have vertical expressions. Nineteenth century buildings tend to be vertical, while 20th century buildings often have a horizontal emphasis.

ILLUSTRATION HERE

### Placement of New Additions to Historic Buildings

The most important facade of any building is generally the frontal facade. This is particularly true when viewing a streetscape. The front elevation, and the side elevation on a corner building, should not have additions added that would destroy a building's historic character.

#### Good Example

Focal points facades of Olema Inn

ILLUSTRATIONS HERE

Additions made to the Olema Inn left the focal point facades intact.

#### Bad Examples

Greek Revival school house with addition on the front facade destroys the focal point view.

ILLUSTRATIONS HERE

Italianate commercial structure with front façade addition

### Building Setback

Building setback is an important consideration in harmonizing new with old in rural historic areas.

ILLUSTRATION HERE

## Preserve or Replicate Historic Details

ILLUSTRATIONS HERE

Original: Sympathetic treatment  
of stairway railing

Remodeled: Unsympathetic  
treatment of stairway railing

Original: Precise wooden details  
around windows, doors, cornice  
line, building edges, horizontal  
lap siding

Remodeled: Stucco façade  
destroys integrity of historic  
structure.

### Relationship of Textures

The texture of a building is an important factor in the overall appearance of a neighborhood. The predominant texture may be smooth (stucco), rough (brick with tooled joints), horizontal wood siding, or other textures. Whatever texture is used, its appearance must be considered in relation to the neighborhood to ensure a compatible blending with other styles.

The front façade of the Greek Revival commercial building (in foreground to the left) has been “modernized” with the addition of wood shingles or brick. These exterior coverings are not appropriate for Greek Revival. Its next-door neighbor (smaller building to the right) retains the Greek Revival feeling with the original horizontal siding.

ILLUSTRATION HERE

### Repetition of Details

Repetition of details, such as choice of exterior building materials, proportions of windows and doors, gingerbread porch posts and trim, window and door moldings, cornices, lintels, and arches, is extremely important in ensuring compatible appearance in new construction in historic areas.

There has been a general misunderstanding about 19th century styles because of the weather-beaten appearance of many vintage buildings. Greek Revival, Queen Anne, Italianate, and Stick architectural styles are precise in their detailing and consistency of proportions. There is a great difference between these precise, albeit weathered, architectural statements, and contemporary efforts to create vintage-style buildings by constructing badly proportioned, indistinctive, rough-shod buildings of rough-sawn plywood or board and batten style.

### Relationship of Colors

The proper application of a color scheme to a building or a series of buildings can highlight important features and increase their overall appearance. Accent or blending colors on building details is also desirable in creating compatibility with neighboring structures.

Use of exterior color is of particular importance in the case of a wood frame house where the combination of wall and trim colors usually decides its basic character.

A good color scheme should be neighborly as well as effective in itself, so that both the house and the environment benefit.

### Relationship of Landscaping and Physical Features

Landscaping should be placed to emphasize design and should enhance a structure rather than detracting from it or obscuring it. Physical features such as picket fences, building facades, beaches, lamp posts, and signs or combinations of these features provide continuity and cohesiveness to a neighborhood.

Efforts to achieve continuity should not be so restrictive that they force mere imitation. However, the design of new buildings in and adjacent to historic areas, and new additions to old buildings must be

carefully executed to achieve harmony between old and new. The challenge, particularly in special design districts, is to create contemporary buildings whose flavor and scale compliments, rather than imitates, the pre-determined images of the historic setting.

### Signs and Street Furniture

Commercial signs are an effective tool for enhancing historic quality and can be designed to harmonize with the structure. All too often, oversized or modernistic signs are used that detract from the overall charm. For this reason, strict design review for signs is recommended.

Similarly, street furniture (benches, light fixtures and litter containers) should be designed to embellish the historic grace and conform to existing architectural styles. Ingenuity may be required, but these details can provide cohesion and grace.

## HISTORIC REVIEW CHECKLIST

The Historic Review Checklist has been established to provide an initial determination of compatibility of new construction, alterations and additions in historic areas or for individual pre-1930 structures outside the boundaries of historic areas. This checklist should apply to all types of structures, including accessory buildings. Signs and street furniture should be compatible with the historic character of the community.

YES      NO      CATEGORIES      (Please check the appropriate box in applicable categories.)

### A. NEW CONSTRUCTION

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Is the roof shape similar to adjacent structures?   |
| _____ | _____ | 2. Is the building height consistent with surrounding structures?  |
| _____ | _____ | 3. Do the front facades give similar directional expressions (vertical or horizontal)?   |
| _____ | _____ | 4. Are building setbacks similar to adjacent structures?   |
| _____ | _____ | 5. Will new landscape features (including parks, gardens, fencing, benches, walkways and signs), be compatible with the character of the neighborhood? |
| _____ | _____ | 6. Is the design compatible in scale, design, materials and texture with surrounding structures?   |
| _____ | _____ | 7. Will a contemporary design that is compatible with the mood and character of the surrounding neighborhood be used?                                  |
| _____ | _____ | 8. Will mechanical equipment such as air conditioners, skylights, satellite dishes and television antennas be placed in inconspicuous locations?       |

### B. ALTERATIONS AND ADDITIONS

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Does the project preserve distinguishing original qualities or character of the structure or site and its environment?                                       |
| _____ | _____ | 2. Does the project retain or preserve any previous modifications that evidence the history and development of the structure or site?                           |
| _____ | _____ | 3. Does the project retain or preserve distinctive stylistic features or examples of skilled craftsmanship which characterize the building's structure or site? |
| _____ | _____ | 4. Has every reasonable effort been made to provide a compatible use for the property in this community?  |
| _____ | _____ | 5. Does the project give consideration to harmonizing street furniture and signs?   |

YES      NO      CATEGORIES

**C. ALTERATIONS AND ADDITIONS, RESTORATION**

- |               |               |  |
|---------------|---------------|--|
| <u>      </u> | <u>      </u> | 1. Has the applicant applied for designation of a historic structure?  |
| <u>      </u> | <u>      </u> | 2. Does the State Historic Building Code apply?  |
| <u>      </u> | <u>      </u> | 3. Will the project retain the front of the building to preserve the architectural and historic character of the building?   |
| <u>      </u> | <u>      </u> | 4. Will the project retain distinctive features such as the size, scale, mass and building materials, including roofs, porches and stairways that give the community its character?  |
| <u>      </u> | <u>      </u> | 5. Will the project retain landscape features (including parks, gardens, fencing, benches, signs, walkways) that reflect the structure's development and history?                    |
| <u>      </u> | <u>      </u> | 6. Will the project place new additions without destroying focal point views?  |
| <u>      </u> | <u>      </u> | 7. Will the project preserve or duplicate original details (such as cornices, brackets, windows, doors, shutters, siding, railing) of architectural significance?                    |
| <u>      </u> | <u>      </u> | 8. Will the project repair or stabilize weakened structural members and systems?   |
| <u>      </u> | <u>      </u> | 9. Will the project retain original materials where possible?  |
| <u>      </u> | <u>      </u> | 10. Will the project preserve the original roof shape and material?  |
| <u>      </u> | <u>      </u> | 11. Will the project retain or replace, where necessary, architectural features in the roof such as dormer windows, chimneys, cornices and brackets?                                 |
| <u>      </u> | <u>      </u> | 12. Will the project improve the thermal performance of the building through weather-stripping without damaging window and door frames?  |
| <u>      </u> | <u>      </u> | 13. Will the project improve or repair drainage to prevent damage to the structure or foundation where necessary?  |
| <u>      </u> | <u>      </u> | 14. Will the project retain any previous modifications that evidence the history and development of the structure?   |
| <u>      </u> | <u>      </u> | 15. Will the project make alterations and new additions in such a manner that they can be removed in the future without impairing the essential form and integrity of the structure? |

YES      NO      CATEGORIES

**D. RESTORATION**

- \_\_\_ \_\_\_ 1. Are deteriorated architectural features being repaired rather than replaced, where possible?
- \_\_\_ \_\_\_ 2. Where replacement of deteriorated architectural features is necessary, do new materials match the material being replaced in color, texture, composition and design?
- \_\_\_ \_\_\_ 3. Will cleaning methods undertaken damage the historic building materials?

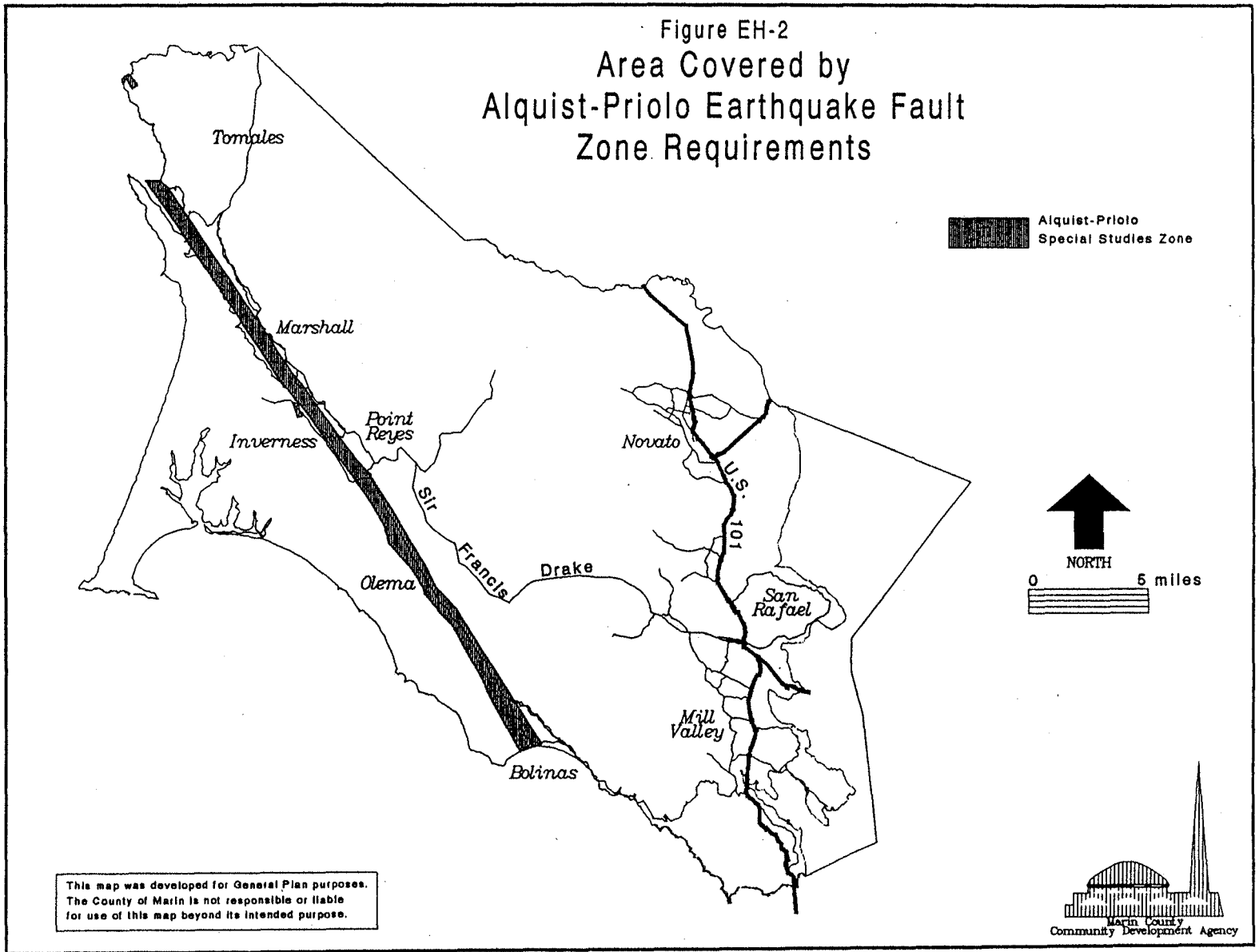
**E. DEMOLITION**

- \_\_\_ \_\_\_ 1. Is the building of such architectural or historic interest that its removal would be to the detriment of public interest?
- \_\_\_ \_\_\_ 2. Is the building of such interest or significance that it could be designated as a National, State or local historic landmark?
- \_\_\_ \_\_\_ 3. Is the building of such old and unusual or uncommon design, texture and/or material that it could not be reproduced or be reproduced only with great difficulty and/or expense?
- \_\_\_ \_\_\_ 4. Would retention of the building help preserve and protect a historic place or area of historic interest in the county?
- \_\_\_ \_\_\_ 5. Would retention of the building promote the general welfare of the community by encouraging study of local history, architecture and design or by developing an understanding of the importance and value of the local culture and heritage?
- \_\_\_ \_\_\_ 6. Can the structure be converted to another use?
- \_\_\_ \_\_\_ 7. Is the structure in a state of major disrepair?
- \_\_\_ \_\_\_ 8. Has the local historical group or society been contacted?
- \_\_\_ \_\_\_ 9. Has the State Historic Preservation Office been contacted?
- \_\_\_ \_\_\_ 10. Has an attempt been made to locate a purchaser for the property?
- \_\_\_ \_\_\_ 11. Has an alternative site for the structure been researched?



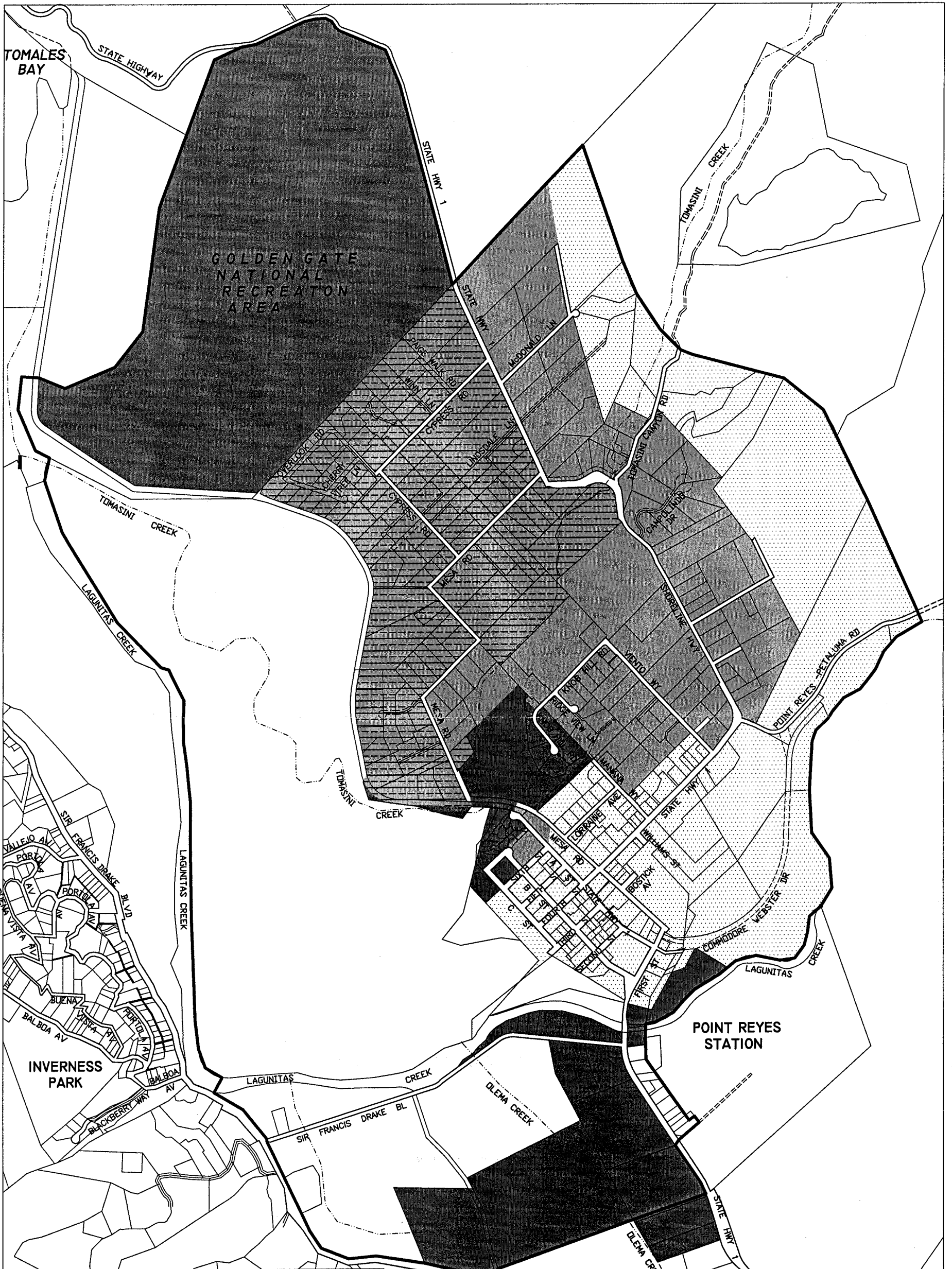
## **APPENDIX D**

Map of Alquist-Priolo Study Zone








## **APPENDIX E**

Map of Coastal Exclusion Area



**POINT REYES STATION EXCLUSION FROM  
CP REQUIREMENTS UNDER E-81-6 & E-82-6**

-  EXCLUDED AREAS - CATEGORY 1 (SINGLE FAMILY DWELLINGS) AND CATEGORY 2 (LAND DIVISIONS)
-  NOT COVERED BY CATEGORIES 1 AND 2 EXCLUSION.
-  NON-EXCLUDABLE AREAS
-  ADDITIONAL NON-EXCLUDABLE AREAS (AGRICULTURALLY RELATED DEVELOPMENT ONLY)
-  COMMUNITY PLAN BOUNDARY

1 INCH = 1000 FEET  
OCTOBER 11, 2001  
FILE: CSTLEXCL\_BW.DWG

Prepared by Marin County Community Development Agency, Mapping and Graphics  
This map is representational only. The data are not survey accurate.

THIS MAP IS FOR ILLUSTRATIVE PURPOSES ONLY AND SHOULD NOT BE USED TO DETERMINE WHETHER A PROJECT REQUIRES A COASTAL PERMIT. PLEASE CONTACT THE MARIN COUNTY COMMUNITY DEVELOPMENT AGENCY FOR MORE INFORMATION.

APPENDIX E

## **APPENDIX F**

Design Standards Table

## APPENDIX F

### Design Standards for Conventional Zoning Districts in P.R.S

Source: County Code 22.57.200

Zoning District	Minimum Lot Area	Minimum Average Width	Minimum Setbacks			Maximum Height	Maximum Floor Area Ratio
			Front	Side	Rear		
C-RA:B-3	20,000 sq. ft.	100 ft.	30 ft.	15 ft.	20% lot depth 25 ft. maximum	25 ft. from natural grade	30%
C-RA:B2	10,000 sq. ft.	75 ft.	25 ft.	10 ft.	20% lot depth 25 ft. maximum	25 ft. from natural grade	30%
C-VCR:B2 <sup>1</sup>	10,000 sq. ft.	75 ft.	25 ft.	10 ft.	20% lot depth 25 ft. maximum	25 ft. from natural grade	30%
C-VCR <sup>1</sup>	7,500 sq. ft.	60 ft.	0 ft.	5 ft.	15 ft. <sup>2</sup>	25 ft. from natural grade	--

<sup>1</sup> County Code Section 22.57.125 provides that all new uses and structures in the VCR District shall be subject to Design Review.

<sup>2</sup> Commercial uses in C-VCR Districts have no side and rear setbacks required.

NOTE: Development Standards for Planned Districts (C-ARP, C-RMP) are determined by Master Plan and/or Design Review.

**APPENDIX F**

## **APPENDIX G**

### Parking Standards

# Marin County Community Development Agency

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Alex Hinds, Director

## TITLE 24 PARKING AND LOADING

The following parking and loading requirements have been taken from Marin County Code Title 24 (Development Standards) and are intended for your use in planning your project. Any questions regarding the contents and applicability of these requirements to your project should be directed to the Department of Public Works – Land Use and Water Resources Division at (415) 499-6549.

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3501 Civic Center Drive, #308 - San Rafael, CA 94903-4157 - Telephone (415) 499-6269 - Fax (415) 499-7880



**24.04.330 General intent.**

- (a) Every main building or use hereafter created or established shall be provided with minimum off-street parking and loading spaces as specified in this chapter.
- (b) If particular circumstances justify an exception, the amount and dimensions of required parking and loading spaces may be increased or decreased by the agency through design review or other appropriate process of the community development agency. Such approvals shall include a finding citing the particular circumstances and reasons why the exception was made and may also include provisions for periodic review to establish actual parking needs and to allow for revision of the parking requirements. (Ord. 3181 § 5 (part), 1994)

**24.04.335 General conditions.**

- (a) All parking and loading spaces shall be provided on the same site as the use to which they relate.
- (b) Parking spaces shall be located so as to create a reasonably convenient relationship between those spaces and destination of users of the spaces.
- (c) Parking spaces shall be independently accessible such that a vehicle may enter or exit any space without the necessity of moving another vehicle.
- (d) No compact parking spaces shall be allowed in providing the number of parking spaces required by this chapter.
- (e) In all nonresidential developments likely to have bicycle travel to them, bicycle parking shall be provided as required by the agency.
- (f) Except for detached single-family dwellings and duplexes, all off-street parking and loading spaces shall be striped and provided with wheel stops.
- (g) Parking and loading facilities shall be designed to provide for safe circulation of vehicular and pedestrian traffic including anticipated trucks within the parking area and adjacent streets. Direct backing into or out of a parking area from the street shall not be permitted except for single-family dwellings and duplexes on residential roads where it is determined safe to do so by the agency. Backing out of loading spaces into the street shall not be permitted. See Sections 24.04.277, Turnarounds and 24.04.390, Backout noses.
- (h) Where a parking space abuts a landscape area edged by a curb which is to act as a wheel stop, then a two foot overhang may be included in measuring the parking space length. No such allowance shall be made for handicapped spaces or where the location or type of the proposed landscaping and/or irrigation system would prevent such use.

- (i) If a project approved for one use is subsequently converted to another then parking shall be provided as required for the new use.
- (j) When improvements are proposed for an existing improved property where the existing parking does not meet the parking requirements contained herein, the agency may require that parking be provided as required by this chapter. In such cases and at the discretion of the agency, less parking than that required may be allowed as is consistent and commensurate with the degree of improvement proposed.
- (k) All new parking lots for both residential and non-residential projects shall be landscaped as required by the county community development agency. (Ord. 3181 § 5 (part), 1994)

**24.04.340 Minimum required parking spaces.**

Minimum off-street parking spaces shall be provided for buildings or uses according to the following schedule. Where a parcel includes two or more uses, the parking requirements shall be the aggregate of the requirement for each individual use. Parking studies may be required for unique uses or where the following guidelines may not be appropriate to the specific project proposed.

- (a) For detached single-family dwellings and duplexes, two parking spaces per unit are required. Where the units are more than one hundred feet from the access street or where on-street parking is restricted or nonexistent, additional spaces may be required.
- (b) For second units, the number of extra spaces shall be as required by Chapter 22.97 of the Marin County Code or by the relevant board of supervisors resolution. If the local ordinance does not have specific parking requirements, then two extra spaces are required in addition to the spaces required for the main residence for a total minimum of four on-site spaces. Available curb or shoulder parking along the property's street frontage may be credited toward the required extra parking where found appropriate by the agency.
- (c) For all other residential developments, both rental and owner occupied, the following minimum standards shall apply:

Studio units	1.2 spaces per unit
One bedroom units	1.5 spaces per unit
Two bedroom units	2.0 spaces per unit
Three + bedroom units	2.5 spaces per unit

In addition, one guest parking space shall be provided for each five dwelling units, except as provided in subsection (a) above.

The amount of parking required for senior citizen housing may be reduced by up to fifty percent of that required above where deemed appropriate by the agency and where the applicant can demonstrate that a reduction is warranted based on the type of senior housing proposed. If a project approved for senior citizen housing is later converted to another use, then parking shall be provided as required for the new use.

- (d) Hotels and motels  
One per guest room plus one per shift employee.
- (e) Places of public assembly with fixed seating, such as theaters, churches, auditoriums, stadiums, etc.  
One per every hour seats for the first 200 seats and one for every five seats thereafter.
- (f) Places of public assembly of without fixed seating, such as dance, assembly, exhibition, and fraternal halls.  
One for every four persons maximum occupancy load allowed by the currently adopted U.B.C.
- (g) General retail and personal service stores.  
One per 200 sf of gross floor area.
- (h) Furniture stores, auto dealers and other uses requiring large area.  
One per 600 sf of gross floor display areas.
- (i) Commercial offices serving the public such as banks, real estate, medical and legal offices.  
One per 250 sf of gross floor area.
- (j) Offices not serving the public such as insurance companies and corporate headquarters.  
One per 333 sf of gross floor area.
- (k) Restaurants, bars, and fast food restaurants.  
One per 50 sf of public area.
- (l) Hospitals.  
Parking study required  
One per three beds.
- (m) Convalescent homes.  
One per 1,000 sf of gross floor area plus one per 333 sf of office area.
- (n) Industrial and wholesale uses and warehouses.
- (o) Marinas. As general guidelines, marinas should provide two spaces per floating home berth and one space per transient vessel berth, such berths as defined in Chapter 11.20 of this code. These guidelines do not include additional requirements for launching facilities. Parking studies may be required to better determine parking demand.

- (p) Schools. As general guidelines, nursery schools should provide four spaces per classroom and elementary schools (K-8) should provide three spaces per classroom. Parking studies may be required for these and other schools as necessary to determine actual parking requirements. In addition to required parking, schools shall have an off-street passenger loading area of an appropriate size as determined by the agency.
- (q) Uses not specifically listed shall be as required by the agency based upon the characteristics of the specific use and their comparability with the listed categories. Parking studies may be required.
- (r) Unspecified Uses. Where new buildings are proposed but the type of use is not known, the most intensive use possible (recognizing the use limitations of the property zoning) shall determine the parking requirements. (Ord. 3181 § 5 (part), 1994)

#### **24.04.350 Parking bays.**

Parking bays shall not be allowed on roads which are or are proposed to be county-maintained roads. (Ord. 3181 § 5 (part), 1994)

#### **24.04.360 Handicapped provisions.**

Handicapped parking and related facilities shall be provided in accordance with federal and state requirements. (Ord. 3181 § 5 (part), 1994)

#### **24.04.370 Required loading spaces.**

Off-street loading spaces shall be provided for buildings according to the following schedule:

Note: The following table requires a "browser" which supports HTML 2.0 or higher.  
Gross Floor Area.

	3,000 sf to 10,000 sf	10,000 sf to 50,000 sf	50,000 sf to 100,000 sf	Each add'l 100,000 sf or fraction
A. Hotels, motels, offices, banks, convalescent homes and hospitals	None	One Small	One Small and One Large	One Large
B. Retail and personal service stores; industrial, wholesale and storage uses	One Small	One Small and One Large	One Small and One Large	One Large

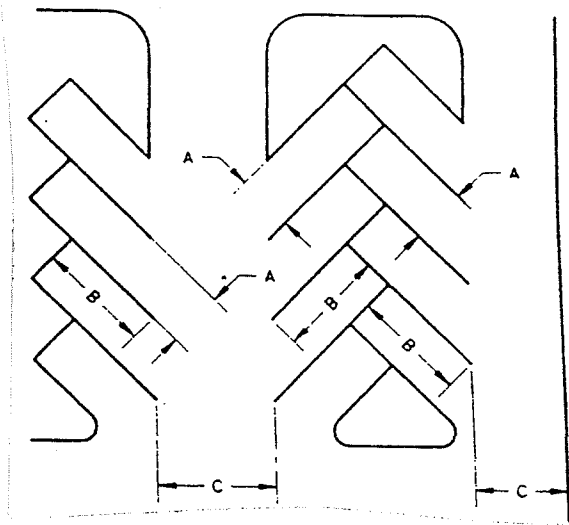
Small spaces shall be twelve feet by twenty-five feet. Large spaces shall be twelve feet by forty-foot feet.

**24.04.380 Dimensional standards. Refer to Figure 24-2.**

- (a) Head-in parking spaces shall be a minimum eight and one-half feet by eighteen feet. Parallel spaces shall be a minimum eight feet by twenty feet. For constrained locations such as garages serving single-family dwellings, spaces shall be a minimum nine feet by twenty feet.
- (b) Handicapped Space: Per federal and state standards.
- (c) Aisle Width.

Angle of Parking Space to Aisle:

More than 80 degrees	24 feet	24 feet
71 degrees to 80 degrees	22 feet	22 feet
61 degrees to 70 degrees	18 feet	20 feet
56 degrees to 60 degrees	15 feet	20 feet
53 degrees to 55 degrees	14 feet	20 feet
46 degrees to 52 degrees	13 feet	20 feet
45 degrees or less	12 feet	20 feet



**FIGURE 24-2: PARKING DIMENSIONS**

- (d) Parallel Parking. In parking lots, parallel parking shall only be allowed on through aisles. A parallel space may be reduced to eighteen feet in length when it abuts an area where no parking space exists such as a driveway or fire hydrant. (Ord. 3181 § 5 (part), 1994)

**24.04.390 Backout noses.**

- (a) For all residential parking areas and for parking lots except those serving single-family dwellings and duplexes, backout noses or turnarounds shall be provided to accommodate spaces located at the end of the access aisle or where otherwise necessary for maneuvering.
- (b) The alignment and dimensions of backout noses or turnarounds shall be such as to allow the attainment of the desired direction by a standard sized car in no more than one movement.
- (c) See Section 24.04.335(g), Parking and loading. (Ord. 3181 § 5 (part), 1994)

**24.04.400 Slopes.**

The maximum cross-slope or grade of a parking area should not be more than five percent and shall not be more than eight percent. Parking stalls should slope towards the curb or wheel stop. (Ord. 3181 § 5 (part), 1994)

#### **24.04.410 Parking lot lighting.**

Parking lot lighting may be required at the discretion of the agency and/or the community development agency, shall be in accordance with other titles of this code, and shall generally meet the following standards:

- (a) Lighting fixtures for access drives and parking and internal circulation areas shall be mounted on poles or building walls at a height sufficient to provide an illumination ratio of 3:1 (average to minimum), maintaining an average of 1.0 footcandles unless otherwise required or approved.
- (b) Energy efficient lighting (high pressure sodium fixtures) shall be used.
- (c) Light bollards or similar low level (less than ten feet in height) small scale lighting fixtures should be used to illuminate pedestrian walkways in or leading to parking areas. Their form, texture and color shall be compatible with the architectural character of the adjacent structures. (Ord. 3181 § 5 (part), 1994)

## **APPENDIX H**

Sign Ordinance



## Chapter 22.69

### SIGNS\*

#### Sections:

**22.69.00E Editor's notes to Chapter 22.69.**

**22.69.010 Purpose.**

**22.69.020 Definitions.**

**22.69.030 General regulations.**

**22.69.040 Exempt signs.**

**22.69.050 Signs requiring ministerial sign permits.**

**22.69.060 Discretionary sign review.**

**22.69.070 Prohibited signs.**

**22.69.080 Procedures.**

**22.69.090 Nonconforming signs.**

**22.69.100 Penalties for violations.**

**22.69.105 Sign removal.**

**22.69.106 Sign removal — Appeal.**

**22.69.110 Interpretation — Appeal.**

**22.69.115 Removal of dangerous signs.**

**22.69.00E \*Editor's notes to Chapter 22.69.**

Prior ordinance history: Ords. 264 §§ 15, 23, 1443 § 1, 1668 § 1, 1719 §§ 11, 12, 2052 § 1.

#### **22.69.010 Purpose.**

The purposes of this chapter include but are not limited to the following:

(a) Protection of the natural beauty of Marin County and the charm of its communities;

(b) Protection of uses which are adequately and appropriately identified and advertised from too many and too large signs;

(c) Protection of commercial districts from visual chaos and economic detriment;

(d) Protection of the public's ability to identify uses and premises without confusion;

(e) Elimination of unnecessary distractions which may diminish driving safety;

(f) Protection of the tranquility of the community and the peace of mind of residents and visitors;

(g) Enhancement and improvement of properties and their neighborhoods by encouragement of signs which are compatible with and complementary to

related buildings and uses and harmonious with their surroundings. (Ord. 2363 § 1 (part), 1978)

#### **22.69.020 Definitions.**

(a) "Area of a sign" shall consist of the message, background and any frame or outline but does not include any material used exclusively for structural support. Where a sign message has no background material or where the background is an undifferentiated wall, the area shall consist of the smallest convex shape which encompasses the total message. The area of a conic, cylindrical, spheric or multifaced sign shall be its maximum projection on the vertical plan; e.g., for a two-faced sign, only one side shall be measured.

(b) "Billboard" means any sign advertising, indicating, or identifying a use, activity, or other entity not on the same premises as the sign, except as expressly permitted in this chapter.

(c) "Exempt signs" means those signs requiring neither sign review nor sign permit, as set forth in Section 22.69.040.

(d) "Front wall" means that wall of a building or structure which contains the entrance or entrances to the premises. If there are principal entrances in more than one wall, the longest of the walls in which principal entrances are located shall be the primary building face. "Front wall" includes not only the wall itself, but all doors, windows, or other openings therein and projections therefrom.

(e) "Ministerial sign permit" means that permit issued by the planning director following ministerial review of nonexempt signs, other than those requiring sign review, to assure their conformity to the regulations and criteria in Section 22.69.050 of this chapter. Signs approved by ministerial sign permit do not require public notice.

(f) "Sign" means any display, device, or thing which is intended to or may, in the judgment of the planning director, communicate an advertisement, announcement, direction, identity, or other message to, and/or attract, distract, hold, direct, or focus the attention of, persons on public property or on private property generally open to members of the public. "Sign" shall include any moving part,

lighting, sound equipment, framework, background material, structural support, or other part thereof. A display, device, or thing need not contain any lettering to be a sign, but the mere display of merchandise in a store window shall not cause that window to be considered a sign.

(g) "Sign review" means discretionary review of certain categories of signs and certain exceptions to other sign requirements under regulations and criteria of Section 22.69.040 and Section 22.69.050 of this chapter. Signs requiring sign review can be approved by the planning director of local design review board after public notice.

(h) "Use" means each business, administrative, professional, industrial, or other establishment which is separate from another establishment, both in fact and in the appearance presented to the public. (Ord. 2363 § 1 (part), 1978)

#### **22.69.030 General regulations.**

Signs shall only be erected, placed, constructed, altered, maintained, or otherwise located in conformance with the regulations of this chapter.

(a) Location. Each sign shall be on the same premises as the primary activity or person identified, except as specifically provided in this chapter. Each sign shall be located on, and parallel to, the front wall of the building in which the use is conducted, except in the case of a use without a building or as permitted by sign review. All freestanding signs shall require sign review, except as specifically permitted by this chapter.

(b) Area of a Sign. No sign shall exceed the areas specified in Sections 22.69.040 and 22.69.050 for each type of sign, except as permitted by sign review.

(c) Projection. A sign mounted parallel to a front wall of a building shall not project beyond the ends of the wall to which it is attached, except by sign review. Only under sign review may a sign be permitted to project at an angle to the wall upon the findings that a sign parallel to the wall could not be effectively seen by pedestrians or slowly moving traffic on an abutting right-of-way, and that alternate

sign locations on side walls are not available or equally practical.

(d) Height. Signs on buildings shall not extend to an elevation higher than the following except as may be indicated otherwise:

(1) The window sills of a floor above, except by sign review upon the findings that the sign would not impair the function of the windows nor be incompatible with the facade details;

(2) The top of the wall to which it is attached;

(3) Twenty feet above the finished grade, except by sign review in the case of a sign limited to the symbol or name of the use or building and intended for viewing primarily from the immediately surrounding public streets.

(e) Copy. Signs using changeable copy are not permitted except if approved by sign review (see Section 22.69.060(e)).

(f) Lighting. Signs using interior lighting are not permitted except if approved by sign review.

(g) Additional Regulations.

(1) A sign shall conform with all other applicable laws and with any regulations or conditions set forth in any applicable use permit development plan or design review approval.

(2) The owner of any sign shall maintain legal clearance from communications and electrical facilities. Notwithstanding any other provisions of this chapter, no sign shall be constructed, erected, installed, maintained or repaired in any manner that conflicts with any rule, regulation or order of the California Public Utilities Commission pertaining to the construction, operation and maintenance of public utility facilities. (Ord. 2917 § 2 (part), 1986; Ord. 2363 § 1 (part), 1978)

#### **22.69.040 Exempt signs.**

The following signs are permitted without sign review or permit, in accordance with these specific requirements.

Signs not conforming to the limits set forth in this section relating to number, size, location, height, copy or time, by this section are subject to sign review in accordance with subsection 22.69.060.

- (a) Use Identification.
  - (1) Dwelling: one name plate not exceeding one square foot, may be freestanding;
  - (2) Home occupation: one sign not exceeding one square foot, may be freestanding;
  - (3) Farm, plant nursery or ranch: one sign not exceeding twelve square feet, may be freestanding;
- (b) Temporary.
  - (1) Real estate sale and lease;
    - (A) Dwelling or dwelling site: one sign not exceeding four square feet;
    - (B) Property other than dwelling: one sign not exceeding twelve square feet;
  - (2) Construction: one sign identifying the proposed use and/or building and persons or firms involved during the period of construction not exceeding thirty-six square feet;
  - (3) Sales: temporary signs announcing sales or special features attached to or painted on the surfaces of store windows provided they do not exceed twenty-five percent of the area of the windows and provided they are removed immediately after the termination of the subject event;
  - (4) Political: one sign not exceeding twelve square feet located by an individual on his own or her own residence or place of business or on some part of the property; provided such sign is displayed not more than forty-five days before, or more than ten days after, the conclusion of the political campaign to which it relates;
  - (5) Christmas tree lot: one sign not exceeding fifty square feet; subject to sign review if freestanding;
  - (6) Holiday bunting, decoration and displays.
- (c) Governmental.
  - (1) Emergency and warning signs necessary for public safety or civil defense;
  - (2) Traffic signs erected and maintained by an authorized public agency;
  - (3) Legal notices, licenses, permits and other signs required to be displayed by law;
  - (4) Flags and emblems of governmental jurisdictions not used for commercial advertising;
- (d) Miscellaneous.

- (1) Address numbers not exceeding twelve inches in height;
- (2) Sign identifying a neighborhood, district or community;
- (3) Symbols, pictures, patterns and illumination approved as architectural ornamentation or decoration by design review;
- (4) Historical plaques erected and maintained by nonprofit organizations, memorials, building cornerstones and erection date stones;
- (5) Association membership, credit card system, trading stamps given, patronage games, etc.; one sign not exceeding one square foot for each, flush on the building;
- (6) Posted restaurant menu identical to those made available to diners;
- (7) Poster board or bulletin board;
- (8) Parking area traffic directional signs not exceeding four square feet each nor containing any advertising message;
- (9) Signs located for viewing exclusively from within the premises of the use;
- (10) Signs containing no product advertising with letters not exceeding six inches in height, for identification of telephones, service entrances, restrooms, litter receptacles and other similar signs as may be determined by the planning director;
- (11) Signs indicating emplacement of public utility facilities. (Ord. 2363 § 1 (part), 1978)

#### **22.69.050 Signs requiring ministerial sign permits.**

The following signs are allowed upon the issuance of a sign permit by the planning director; signs not conforming to the limits set forth in this section relating to number, size, location, height, copy or time, or otherwise requiring sign review by this section are subject to sign review in accordance with Section 22.69.060:

- (a) Use Identification.
  - (1) Apartment building: one sign not exceeding six square feet, may be freestanding;
  - (2) Cemetery, country club, dog kennel, golf course, riding academy, stable, tennis court, and

other similar uses: one sign not exceeding twelve square feet, may be freestanding;

(3) Institutions of an educational, religious, charitable or civic nature; hospital, rest home or sanitarium; and other similar uses: one sign not exceeding twenty-four square feet, may be freestanding;

(4) Service station: all signs subject to sign review, three signs with an aggregate area not exceeding one hundred square feet including one which may be freestanding provided its area does not exceed fifty square feet and displays only the name and/or emblem; one price sign not exceeding twelve square feet in size, which may be freestanding;

(5) Shopping center or other premises having six or more independently operated uses; signs in the aggregate not to exceed one-half square foot for each front foot of the premises, subject to sign review;

(6) Business and industry other than those specified above:

(A) Ground floor use: a maximum of two signs on the front wall not exceeding in the aggregate one square foot for each lineal foot of the wall to a maximum of fifty square feet; double frontage exception; for a use extending from one street through the building to another street parallel to the first, each of the two walls facing a street may be considered as a separate front wall;

(B) Second floor use different from ground floor use: one sign on the wall not exceeding twelve square feet;

(C) Uses not conducted in building: one sign not exceeding one-half square foot for each front foot of the land on which the use is located, to a maximum of fifty square feet;

(b) Temporary. One subdivision sign on the premises not exceeding thirty-six square feet for a period not exceeding two years unless renewed; one subdivision sign not exceeding four square feet for a period not exceeding two years, unless renewed, located at the nearest arterial intersection and giving only directions to a subdivision not abutting an arterial;

(c) Miscellaneous. Sign identifying service and religious organizations when combined in a single sign at a community entrance; subject to sign review. (Ord. 2363 § 1 (part), 1978)

#### **22.69.060 Discretionary sign review.**

Signs requiring sign review under Sections 22.69.040 and 22.69.050 and exceptions to other requirements of this chapter are allowed with the approval of a sign review application by the planning director or design review board, in accordance with these specific standards. In all cases the sign review approval shall specify findings consistent with this chapter upon which the exceptional sign is approved.

(a) Oversize Signs.

(1) Under sign review the planning director or design review board may allow additional area in excess of that allowed by Sections 22.69.040 and 22.69.050 for any of the following reasons:

(A) To allow a sign to be in proper scale with its building or use;

(B) To allow a sign compatible with others in the vicinity;

(C) To overcome a disadvantage because of an exceptional setback between the street and the sign;

(D) To achieve an effect which is essentially architectural, sculptural or graphic art, through use of expanded area such as in murals or "supergraphics."

(2) In determining the total area to be allowed, the planning director or design review board shall use one of the following as a guide, as maximum sizes:

(A) One square foot for each linear foot of the front wall;

(B) One square foot for each one hundred square feet of gross floor area;

(C) One-half square foot for each front foot of the premises;

(D) For a freestanding sign, a maximum of seventy-five square feet, based on building and lot frontage, except for the following freeway oriented uses:

(i) A restaurant or lodging establishment located, designed and operated to serve freeway through traffic one hundred square feet;

(ii) A shopping center having six or more independently operated uses and abutting a freeway or freeway frontage road: one hundred square feet;

(iii) Service stations operating to serve freeway through traffic one hundred square feet.

(b) **Alternative Locations Including Freestanding Signs.** The allowed sign area may be transferred from the front wall to another wall or a freestanding sign location upon the finding that such alternate location is necessary to overcome a disadvantage caused by an unfavorable orientation of the front wall to the street or by an exceptional setback. In such cases the plans shall clearly indicate that the alternate location would be more practical, effective and complementary to the design of the building. Freestanding signs shall be limited to the name of the use or premises, and shall be designed and located to be viewed primarily from the immediately surrounding public streets.

(c) **Additional Height.** Under sign review the planning director or design review board may allow additional height for any of the reasons set forth in subsection (a)(1) above. In determining the total height to be allowed, the planning director or design review board shall use the following guide:

(1) For freeway oriented uses in subsection (a)(1) above, elevations up to twenty feet above the finished grade;

(2) For other uses, elevations up to fifteen feet above the level of the nearest street.

(d) **Additional Number.** Where sign review is required to allow a number of signs higher than otherwise allowed in this chapter, any sign under consideration shall not be approved unless all the signs can be reasonably compatible in order to prevent a cluttered, chaotic or confusing appearance.

(e) **Changeable Copy.** Signs using changeable copy may be approved by sign review for a theater, auditorium, meeting hall, church, commercial multi-use premises or other similar use having changing programs or events, including nonflashing electronic readerboard signs, with the following restrictions:

(1) For a noncommercial use, up to fifty percent but not exceeding fifty square feet of the allowed sign area may be used for changeable copy.

(2) For a multiple commercial use, over fifty percent but not exceeding one hundred square feet of the allowed sign area may be used for changeable copy.

(f) **Sign Review Criteria.** In considering any sign review, the planning director or design review board shall grant approval according to the following applicable criteria in addition to any other criteria specified above:

(1) The purpose of this chapter stated in Section 22.69.010;

(2) The standards and criteria set forth in Section 22.82.040 (design review criteria) to the extent they are applicable to signs;

(3) Each sign shall be of a shape, material, style, letter type and color appropriate for the use, enhancing to the premises and harmonious with the neighborhood, and in keeping with the planning department's published design standards for sign review. (Ord. 2363 § 1 (part), 1978)

#### **22.69.070 Prohibited signs.**

The following signs are prohibited:

(a) **Prohibited Types of Signs.**

(1) Private use sign located on public land or in a public right-of-way;

(2) Sign cut, burnt or otherwise marked on a cliff, hillside or tree;

(3) Sign in storage or in the process of assemblage or repair, which sign is located outside on premises other than that advertised in the sign and which sign is visible from a public right-of-way;

(4) **Billboards.**

(b) **Prohibited Types of Illumination and Sound.** No electrical sign shall flash, blink or emit a varying intensity of light or color which would cause glare, momentary blindness or other annoyance, disability or discomfort to persons on surrounding properties or passing by.

(c) **Prohibited Types of Material and Form.**

(1) Sign with reflective material;

(2) Banners, pennants, streamers except in conjunction with a fair, carnival, circus, athletic event, or during the first thirty days of occupancy of a new building or operation of a new business;

(3) Sign, other than a clock or meteorological device, having moving parts or parts so devised that the sign appears to move or to be animated;

(4) Portable sign including "A" frame sign, or a sign on a vehicle, float, boat, balloon or other movable object designed primarily for the purpose of advertising;

(5) Sign in the form or shape of a directional arrow, or otherwise displaying a directional arrow, except such a sign as may be approved by sign review or as may be required for safety and convenience and for control of vehicular and pedestrian traffic within the premises of the subject use. (Ord. 2363 § 1 (part), 1978)

**22.69.080 Procedures.**

(a) Application for Sign Permit or Sign Review:

(1) Each person or entity desiring to erect or maintain a sign which is subject to ministerial sign permit or discretionary review shall make written application together with appropriate fees to the planning director on an application form provided by the planning director. Such application shall include the following:

(A) The plans of the sign drawn to scale, showing the proposed location of the sign;

(B) A complete color scheme for the sign, including accurate color samples;

(C) Sufficient other details of the proposed sign to show that it complies with the provisions of this chapter, or to indicate those respects in which it does not comply and for which an exception is sought;

(D) Such other information to be submitted in such reasonable number of copies as is required by the planning director or design review board.

(2) All applications shall be accompanied by the written consent of the record owner of the property upon which the sign is proposed to be erected or by other evidence that the applicant is entitled to erect and maintain the sign. Where several signs are

proposed for the same use, all such signs may be included on a single application.

(3) No sign requiring a sign permit or sign review shall be erected or installed until an application for ministerial sign permit or discretionary sign review is approved, unless written approval for such work is given by the planning director.

(b) Filing Date. The filing date of an application for a sign permit or sign review shall be the date on which the office of the planning department receives the last submission, plan or other material required as a part of that application, unless the planning director agrees in writing to an earlier date.

(c) Action on Application.

(1) Action by Planning Director. The planning director shall act on an application within five working days of the filing date of the application in the case of a ministerial sign permit, and within fifteen working days in the case of a discretionary sign review, unless a longer period is agreed to by the applicant.

(2) Action by Design Review Boards. All sign review applications for uses within the jurisdiction of any design review board created pursuant to Chapter 22.83\* of the Marin County Code shall be acted on by the board. The action shall be not later than the second regular meeting date after the filing date of the application unless a later date is agreed to by the applicant, but in no event shall the design review board act sooner than the first regular meeting following the date of mailing notices.

\*Editor's Note: Chapter 22.83 was repealed by Ord. 2361.

(d) Approvals — Conditions — Guarantees.

(1) An application for a sign permit shall be approved by the planning director or design review board if the application, plans, other submissions and any necessary inspection indicate that the proposed sign or signs comply with the regulations of this chapter.

(2) An application for sign review may be approved with or without modifications, conditionally approved or disapproved.

(3) Guarantees, sureties or other evidence of compliance may be required in connection with, or as a condition of, a sign review permit.

(4) An approved application, and all other related and approved plans, drawings and other supporting materials constituting a part of the approved application, shall be so endorsed by the planning director or design review board.

(e) Noncompliance. Failure to comply, in any respect, with an approved sign permit or sign review application shall constitute grounds for suspension of the permit, in which case all the work involved in the noncompliance shall be stopped until the matter is resolved.

(f) Expiration and Extension of Sign Permit or Sign Review Approval.

(1) Approval of a sign permit or sign review application shall expire one year from its effective date unless the sign has been erected or a different expiration date is stipulated at the time of approval. Prior to the expiration of a sign permit or sign review approval, the applicant may apply to the planning director or design review board for an extension of one year from the date of expiration. The planning director or design review board may make minor modifications or may deny further extensions of the approved sign at the time of extension if it is found that there has been a substantial change in circumstances.

(2) The expiration date of the sign permit or sign review approval shall be automatically extended to concur with the expiration date of building permits or other permits relating to the installation of the sign. (Ord. 2363 § 1 (part), 1978)

#### **22.69.090 Nonconforming signs.**

Any sign which was legal prior to September 1, 1978, but which does not conform to the provisions of this chapter to the extent specified below shall be removed or modified to conform within the amortization period contained herein, unless approved by sign review during such period:

(a) Nonconforming Signs Subject to Removal or Modification.

(1) Sign area for an individual use:

(A) A freestanding sign for

(i) A freeway oriented service station exceeding one hundred square feet;

(ii) A freeway oriented restaurant or lodging establishment exceeding one hundred square feet;

(iii) A freeway oriented shopping center exceeding one hundred square feet;

(iv) Other use exceeding seventy-five square feet;

(B) Aggregate of signs exceeding total of two hundred fifty square feet;

(2) Location: any sign located on a roof;

(3) Projection: any sign projecting at an angle from the wall;

(4) Height: any freestanding sign higher than thirty feet.

(b) Amortization Period. A nonconforming sign shall be removed or made to conform within five years from the date of notice. Exceptions to amortization period:

(1) A sign with a terminal date specified by a use permit issued prior to September 1, 1978, shall be amortized accordingly in lieu of the above amortization period.

(2) The owner of a nonconforming sign may make application to the planning commission for an extension of the amortization period. The planning commission may grant an extension not exceeding five years upon the finding and determination of unique or unusual circumstances relative to such signs.

(c) Notice of Nonconforming Signs. The amortization period for a nonconforming sign shall commence on the date upon which the planning director gives written notice to the owner of the property on which the sign is located and any other persons whom he determines, after a reasonable investigation, to have a beneficial interest in the sign. Upon expiration of the amortization period, the planning director shall give final notice of nonconformance to the owner of the land and such other persons as he previously determined to have a beneficial interest in the sign, or their successors.

If the sign is not removed or modified to conform with applicable requirements within sixty days thereafter, it shall be deemed a public nuisance and may thereafter be removed by the county in accordance with nuisance abatement procedure. (Ord. 2363 § 1 (part), 1978)

#### **22.69.100 Penalties for violations.**

Any person, firm or corporation whether as principal, agent, employee or otherwise, violating any of the provisions of this title shall be guilty of an infraction and upon conviction thereof shall be punished by (a) a fine not exceeding fifty dollars for a first violation; (b) a fine not exceeding one hundred dollars for a second violation of the same ordinance within one year; (c) a fine not exceeding two hundred fifty dollars for each additional violation of the same ordinance within one year. (Ord. 2917 § 2 (part), 1986; Ord. 2363 § 1 (part), 1978)

#### **22.69.105 Sign removal.**

(a) If any sign is erected, constructed or maintained contrary to the provisions of this chapter, the zoning administrator may set a time and place for hearing and issue an order to show cause why the sign should not be removed from the real property.

(b) The planning department shall post a notice of public hearing on the property upon which the violation exists and shall mail a notice of hearing to the property owner, indicated on the last equalized assessment roll of the county, at least ten days prior to hearing.

(c) If the zoning administrator determines that the sign violates the provisions of this chapter, he shall order the property owner to remove the sign within ten days of the hearing. The zoning administrator shall mail to the property owner and post the site with the order of removal. If the sign is not removed within the ten-day period, the planning department or its designated agent may remove the sign and store it. The owner of the sign must claim the sign within a six-month period or the

planning department may dispose of the sign in a manner deemed appropriate.

(d) If the sign is removed by the county the cost of the abatement shall be assessed as provided for in Section 1.05.090 of this code. (Ord. 2917 § 2 (part), 1986)

#### **22.69.106 Sign removal — Appeal.**

Any person dissatisfied with the determination or action of the zoning administrator may appeal the decision to the board of supervisors. The zoning administrator's decision shall be stayed pending the outcome of the appeal. The appeal shall be filed with the planning department within ten days of the decision. The petition shall state the basis of appeal and shall be accompanied by the filing fee as specified in Section 22.92.020. The board of supervisors shall make a determination on an appeal no later than the fourth regular meeting following the date on which the appeal was filed in its office. Failure of the board of supervisors to act within the time specified shall sustain the action, or the determination being appealed. Notice of the hearing shall be given to the property owner within ten days of the hearing. (Ord. 2917 § 2 (part), 1986)

#### **22.69.110 Interpretation — Appeal.**

The planning director shall decide any question involving the interpretation of any provision of this chapter. Any persons dissatisfied with or aggrieved by any decision or action of the planning director or design review board hereunder may appeal such decision or action in accordance with the provisions of Chapter 22.89 of this code. (Ord. 2363 § 1 (part), 1978)

#### **22.69.115 Removal of dangerous signs.**

Notwithstanding any other provisions of this chapter, the planning director or any authorized employee may, without notice, remove:

- (a) A sign which is physical danger to the public health and safety;
- (b) A sign which is located within public lands or the public right-of-way; and



(c) A sign which obstructs traffic signals or otherwise constitutes a hazard to roadside traffic.  
(Ord. 2917 § 2 (part), 1986)

## **APPENDIX I**

Required Findings for Second Unit Use Permits

## Chapter 22.98

22.98.150 Appeals.

22.98.160 Annual report.

## RESIDENTIAL SECOND UNITS\*

22.98.00E \*Editor's notes to Chapter  
22.98.

Prior ordinance history: Ordinance 2681.

## Sections:

- 22.98.00E Editor's notes to Chapter 22.98.
- 22.98.000 Findings.
- 22.98.010 Purpose.
- 22.98.020 Application.
- 22.98.021 Procedure for neighborhood inclusion.
- 22.98.022 Modification of required findings.
- 22.98.030 Definitions.
- 22.98.050 Registration of existing legal nonconforming residential second units.
- 22.98.051 Issuance of certificates of registration.
- 22.98.052 Expiration date of certificates of registration.
- 22.98.053 Building permits.
- 22.98.054 Replacement of legal nonconforming residential second units.
- 22.98.070 Use permits for legalizing all other existing residential second units.
- 22.98.071 Grant of use permit — Required findings.
- 22.98.072 Building permits.
- 22.98.090 Use permits for new residential second units.
- 22.98.091 Grant of use permit — Required findings.
- 22.98.092 Building permits.
- 22.98.110 Review date — Use permits for residential second units.
- 22.98.115 Recordation of certificates of registration and use permits.
- 22.98.120 Existing nonconforming units — Violations.
- 22.98.130 Enforcement and penalties.

## 22.98.000 Findings.

The county finds that some citizens of the county, especially low and moderate income citizens, have difficulty finding a rental housing unit. Low vacancy rates and high rents, compared to other Bay Area counties, indicate that there is a shortage of rental units.

It is a goal of the countywide plan to achieve a balanced community with housing available for households of all sizes and income levels. Demographic changes occurring in the county are leading to the formation of increased numbers of small households (one to three persons), comprised primarily of young single people, single parents and the elderly. Many of these people cannot find rental units suitable to their needs at a rent they can afford. Also, as the local economy expands, it is necessary to provide a range of housing alternatives in order to meet the needs of the people who will be working in new jobs.

In the housing element of the countywide plan, the county has determined that it needs one thousand eighty-four rental units to be constructed in the unincorporated area between 1980 and 1990 in order to accommodate a fair share of the projected regional housing needs. Second units provide additional rental housing, some of which would be affordable to low and moderate income households. The areas designated for second units are capable of providing some of the units necessary to meet Marin's share of the regional housing needs. There are approximately thirteen thousand seven hundred single-family units in the designated areas.

In accordance with the findings in state enabling legislation for residential second units, the county finds that a portion of the housing stock is underutilized in that many houses with four or more bedrooms are occupied by only one or two people.

By allowing the owner of such a house to improve its utilization, the county has a low public cost means of meeting the county's projected housing needs.

The county finds that residential second units also provide income to homeowners, which assists them in purchasing housing. Residential second units may provide social benefits to both homeowners and tenants via companionship, exchange of services and additional guardians for the property.

The areas in which second units shall be permitted collectively have the following conditions which make them suitable for second units:

a. A sufficient number of parcels which have adequate public services and facilities, including water and sewer systems, streets of ample width, and police, fire and medical services;

b. A sufficient number of parcels without environmental hazards, such as unstable soils, or public safety hazards, such as steep, narrow, winding streets;

c. A sufficient number of parcels which meet county zoning codes, including having adequate space for off-street parking;

d. A sufficient number of parcels which do not have any private conditions, covenants and restrictions (C, C & R's) or tax assessment obligations which would limit or prohibit the development of second units.

Therefore, the county finds it necessary, for the health, safety and welfare of its residents, to permit residential second units in the single-family residential zones designated in Section 22.98.020. (Ord. 2935 § 2 (part), 1987)

#### **22.98.010 Purpose.**

The purpose of this chapter is to establish a procedure to accomplish the following:

(a) Identification and legalization of existing second units through permit procedures which mitigate negative neighborhood impacts in order to insure healthy and safe living environments;

(b) Development of new second units through use permit procedures which set forth conditions

that mitigate neighborhood and environmental impacts. (Ord. 2935 § 2 (part), 1987)

#### **22.98.020 Application.**

The provisions of this chapter shall apply to single-family zoning districts including, but not limited to, R-I, R-A, R-R, R-E, RSP, C-R-I, C-RSP, C-RSPS, A-2-B, and A-RP 1-5 (parcels zoned one to five acres in size) in the unincorporated portion of the following census tracts: 1011, 1012, 1021, 1022, 1031, 1032, 1041, 1042, 1043, 1050, 1081, 1090, 1110, 1121, 1122, 1130, 1141, 1160, 1170, 1181, 1200, 1211, 1212, 1220, 1230, 1241, 1242, 1250, 1261, 1262, 1270, 1281, 1282, 1290, 1302, 1310, 1321, 1322 and 1330. Districts zoned A for agricultural uses and R-F for floating homes are not included. The required findings for the granting of a use permit contained in resolutions adopted by the board of supervisors for the communities of Bolinas, Tamalpais Valley/Homestead, Stinson Beach, Inverness, and Pt. Reyes shall remain in effect unless modified through procedures described in Section 22.98.022. Those communities shall otherwise be subject to provisions of this chapter. Owners of second units existing anywhere in the unincorporated portion of Marin County prior to the effective date of this chapter shall obtain a certificate of registration under Sections 22.98.050 through 22.98.054 if the planning department determines that the second unit has a legal, nonconforming status. Owners of second units existing anywhere in the unincorporated portion of Marin County prior to the effective date of this chapter shall obtain a use permit under Sections 22.98.070 through 22.98.072 if the planning department determines that the second unit has a nonconforming status. (Ord. 2935 § 2 (part), 1987)

#### **22.98.021 Procedure for neighborhood inclusion.**

The board of supervisors may initiate hearings to include any portion of the unincorporated part on Marin County under this chapter. Residents of any unincorporated area of Marin County may petition the board of supervisors to initiate hearings to

consider their neighborhood for inclusion under this chapter. The board of supervisors may, by resolution, set out, describe and designate the proposed area. The board of supervisors shall refer such a resolution to the planning commission for a public hearing and recommendation.

a. The planning commission shall conduct at least one public hearing on the proposal in the manner provided by law for the adoption of general plans. At the conclusion of the hearing(s), the planning commission shall forward its findings and recommendation to the board of supervisors.

b. The board of supervisors shall conduct at least one public hearing thereon, and may at the conclusion of the hearings, declare by resolutions the establishment of the area or areas in which second units may be permitted under the provisions of this chapter. (Ord. 2935 § 2 (part), 1987)

#### **22.98.022 Modification of required findings.**

The findings set forth in Sections 22.98.071 and 22.98.091, with the exception of findings (c), (f), and (g) of Section 22.98.071 and findings (c), (e), and (f) of Section 22.98.091, may be modified or omitted by resolutions adopted by the board of supervisors for individual communities or neighborhoods in the unincorporated area. Representatives of a community or neighborhood may petition the board of supervisors to adopt a resolution which modifies the required findings of Sections 22.98.071 and 22.98.091. Upon acceptance of this petition, the board of supervisors shall refer the petition to the planning commission for a recommendation. This section shall not be construed to allow a community or neighborhood to draft required findings which preclude second units. (Ord. 2954 § 2, 1987; Ord. 2935 § 2 (part), 1987)

#### **22.98.030 Definitions.**

As used in this chapter, the following words shall have the following meanings:

a. Residential Second Units. The term "residential second unit" or "second unit" means one additional dwelling unit, designed to be a permanent

residence, on any one lot or parcel within district of one-family dwellings. The primary criterion for defining a second unit shall be the existence of separate food preparation facilities which may include, but are not limited to, a stove, oven, hot plate, refrigerator or sink. For purposes of review and approval, a second unit shall also have both a separate bathroom and separate entrance intended for the use of the occupants. A second unit may be rented but shall not be sold separately from the one-family dwelling. A second unit may be established by:

1. The revision of a single-family unit whereby food preparation facilities are not shared in common;

2. The conversion of an attic, basement, garage, or other previously uninhabited portion of a single-family unit;

3. The addition of a separate unit onto the existing single-family unit; or

4. The conversion or construction of a separate structure on the lot or parcel in addition to the existing single-family unit.

b. Use Permits. Use permits referred to in this chapter are granted to allow the continued use of existing residential second units and the development and use of new residential second units subject to all of the requirements and provisions of Chapter 22.88.

c. Certification of Registration. A certificate of registration granted pursuant to Section 22.98.050 shall mean that the second unit is a legal nonconforming use which meets the requirements of this title.

d. Single-Family Residential Zoning District. A "single-family residential zoning district" is a zoning district listed in Title 22 which allows only one-family dwellings as a primary permitted use to the exclusion of two family dwellings or multiple family dwellings. Such zoning districts include, but are not limited to, R-1, R-A, R-R, R-E, RSP, C-R-1, C-RSP, C-RSPS, A-2-B, and A-RP 1-5 (parcels zoned one to five acres in size). Districts zoned A for agricultural uses, other than those listed above,

and R-F for floating homes are not included in this definition.

e. **Nonconforming Second Unit.** "Nonconforming second unit" is a second unit which has been constructed and located on a parcel of land in a manner which does not conform to the regulations for the district in which it is situated.

f. **Legal Nonconforming Second Unit.** "Legal nonconforming second unit" is a second unit which currently does not conform to the regulations for the district in which it is situated but did conform at the time it was constructed or erected.

g. **Floor Area Ratio.** "Floor area ratio" or "F.A.R." means the floor area of the building or buildings on a lot, divided by the area of that lot. For the purpose of determining the allowable floor area of a lot where a floor area regulation is applicable, the "floor area" is the sum of the gross horizontal areas of the several floors of the building or buildings measured from the exterior faces of the exterior walls and shall exclude the following: all unenclosed horizontal surfaces such as balconies, courts, decks, porches, terraces; any detached structures not designed for and/or used for sleeping purposes and which are accessory to a dwelling on the same lot; spaces permanently allocated for automobile parking. (Section 22.02.285). (Ord. 2935 § 2 (part), 1987)

**22.98.050 Registration of existing legal nonconforming residential second units.**

a. **Registration.** At any time following the application of this chapter, the owner of each existing second unit which was constructed in conformity with law and which has become legally nonconforming by reason of later enactment of zoning ordinances, rules or regulations, may register the unit with the planning department. Nonregistration of these units does not change their legal nonconforming status.

b. **Application for Registration.** The application for registration shall be made by the owner in writing and shall contain the following:

1. The name(s) of the owner(s);

2. The address of the unit;
3. The assessor's parcel number;
4. The floor space of the primary and second unit;
5. A scale drawing showing the lot dimensions, the location of the primary and second unit, and the location of all vehicular parking;
6. By attachment, evidence of the date of the establishment of the unit, if feasible;
7. By attachment, evidence continuous use as a second unit for six months or more prior to application for registration;
8. Description and location of water and sanitary services (septic or sewer);
9. Signature under penalty of perjury;
10. Any other information required by the planning director for a proper review of the application. (Ord. 2935 § 2 (part), 1987)

**22.98.051 Issuance of certificates of registration.**

In order to grant a certificate of registration, the planning director shall make the following findings based on currently adopted provisions of Marin County Code:

- a. The structure to be registered shall meet Uniform Housing Code Standards;
- b. The lot or parcel on which second unit is located must have a minimum of one off-street parking space assigned to a studio or one-bedroom second unit or two off-street parking spaces assigned to a two-or-more-bedroom second unit.

In addition, certificates of registration may be issued with such conditions that the planning director determines are required in order to permit the mandatory findings to be established. (Ord. 2935 § 2 (part), 1987)

**22.98.052 Expiration date of certificates of registration.**

The certificates of registration shall have no expiration date unless, due to specific findings, the planning director determines that the protection of property and public welfare require a specific review date. (Ord. 2935 § 2 (part), 1987)

**22.98.053 Building permits.**

A building permit shall be required in conjunction with the issuance of a certificate of registration under Section 22.98.051 only if the structure was previously constructed without benefit of a building permit and/or if repair or rehabilitation work is necessary pursuant to Section 22.98.051(a). (Ord. 2935 § 2 (part), 1987)

**22.98.054 Replacement of legal nonconforming residential second units.**

A legal nonconforming second unit is subject to the provisions of Chapter 22.78. Such a unit may not be enlarged, extended, reconstructed, structurally altered, or moved unless such use is changed to a use permitted under the regulations of Title 22. If a nonconforming use is damaged to the extent of seventy-five percent of its fair market value, as determined by the county assessor, a replacement unit must conform to the requirements of Section 22.98.090. (Ord. 2935 § 2 (part), 1987)

**22.98.070 Use permits for legalizing all other existing residential second units.**

a. Use Permit. Subsequent to the adoption of the resolution permitting second units in unincorporated areas of Marin County, the owner of each existing second unit which was not constructed in conformity with law or was constructed subsequent to the enactment of the zoning ordinance in 1938 (and did not subsequently become a legal, nonconforming use) shall apply to the zoning administrator for a use permit.

b. Applications for Use Permits. The application for a use permit shall be made by the owner in writing and shall contain the following, in addition to all requirements of Chapter 22.88.

1. The name(s) of the owner(s);
2. The address of the unit;
3. The assessor's parcel number;
4. The floor space of the primary and second unit;

5. A scale drawing showing the lot dimensions, the location of the primary and second unit, and the location of all vehicular parking;

6. By attachment, evidence of the date of establishment of the second unit, if feasible;

7. The consent of the applicant to the physical inspection of the premises prior to the issuance of the use permit;

8. Description and location of water and sanitary services (septic or sewer);

9. Signature under penalty of perjury;

10. Any other information required by the planning director for a proper review of the application. (Ord. 2935 § 2 (part), 1987)

**22.98.071 Grant of use permit — Required findings.**

In order to grant a use permit for a second unit existing prior to the effective date of this section, the following findings shall be made by the zoning administrator, planning director, planning commission or board of supervisors:

a. The second unit is located on the same lot or parcel on which the owner of record maintains his principal residence;

b. The second unit meets all current property development standards of Title 22, for a dwelling unit of the residential zoning district in which it is located;

c. The second unit meets, at a minimum the Uniform Housing Code as adopted by the county;

d. The second unit is the only additional dwelling unit on the parcel;

e. The lot or parcel on which the second unit is located must have a minimum of one off-street parking space assigned to a studio or one-bedroom second unit or two off-street parking spaces assigned to a two-or-more-bedroom second unit;

f. Adequate sanitary services will be provided for the additional increment of effluent resulting from the second unit in accordance with state and county regulations;

g. An adequate amount of water and quality of water will be provided for the second unit in accordance with state and county regulations;

h. The second unit meets all standards for its location set by the applicable community plan or resolutions adopted by the board of supervisors. (Ord. 2935 § 2 (part), 1987)

**22.98.072 Building permits.**

A building permit shall be required in conjunction with the issuance of a use permit under Section 22.98.071 if the second unit was created without benefit of a building permit, or if repair or rehabilitation work was performed to convert the original structure as permitted, or if repair or rehabilitation work is necessary pursuant to Section 22.98.071(c). (Ord. 2935 § 2 (part), 1987)

**22.98.090 Use permits for new residential second units.**

a. Use Permits. A second unit to be completed subsequent to the effective date of this section shall apply to the zoning administrator for a use permit.

b. Applications for Use Permits. An application for a use permit for a new second unit shall be made by the owner in writing and shall contain the following, in addition to all requirements of Chapter 22.88.

1. The name(s) of the owner(s);
2. The address of the unit;
3. The assessor's parcel number;
4. The floor space of the primary and second unit;
5. A scale drawing showing the lot dimensions, the location of the primary and second unit, and the location of all vehicular parking;
6. The consent of the applicant to the physical inspection of the premises in order to ensure compliance with the conditions of the use permit and building permit;
7. Description and location of water and sanitary services (septic or sewer);
8. An applicant-signed declaration that the application for the second unit is not in conflict with existing conditions, covenants, and restrictions (C, C & R's) applicable to the title of the subject property;

9. Any other information required by the planning director for a proper review of the application.

A new second unit will be subject to the standards and provisions of Chapter 22.82 but a separate design review application shall not be required. (Ord. 2935 § 2 (part), 1987)

**22.98.091 Grant of use permit — Required findings.**

In order to grant a use permit for a new residential second unit to be built subsequent to the effective date of this chapter, the following findings shall be made by the zoning administrator, planning director, planning commission or the board of supervisors:

- a. The second unit is located on the same lot or parcel on which the owner of record maintains his principal residence;
- b. The second unit meets all current property development standards of Title 22, for a dwelling unit of the residential zoning district in which it is located;
- c. The second unit meets all current applicable building codes adopted by the county;
- d. The second unit is the only additional dwelling unit on the parcel;
- e. Adequate sanitary services will be provided for the additional increment of effluent resulting from the second unit in accordance with state and county regulations;
- f. An adequate amount of water and quality of water will be provided for the second unit in accordance with state and county regulations;
- g. The second unit will not be located on a parcel that is subject to environmental or public safety hazards such as flooding, unstable soils, or excessive traffic;
- h. The lot or parcel on which this proposed second unit is to be located meets the minimum building site area requirements of the zoning district in which it is located. The slope ordinance shall apply in determining the minimum size of the parcel where appropriate;



i. The addition of a second unit maintains the scale of adjoining residences and blends into existing neighborhoods by use of building forms, height, materials, color and landscaping appropriate to that setting;

j. The second unit meets all standards for its location set by the applicable community plan or resolutions adopted by the board of supervisors;

k. The floor area of the primary and second unit combined shall not exceed the floor area ratio of the particular residential district in which the parcel is located, and in no circumstance shall the floor area of the second unit exceed seven hundred fifty square feet;

l. The parcel should accommodate two off-street parking spaces for occupants of the second unit in addition to the two off-street parking spaces required for the primary dwelling unit. The number of off-street parking spaces required may be reduced to one if the second unit is a studio or one-bedroom unit, and/or a determination is made that adequate parking, either on-street or off-street, exists nearby. The off-street parking spaces may be tandem. Special consideration shall be given to maintenance of landscaped areas to provide adequate parking and landscaped areas;

m. The street upon which the parcel fronts shall have the minimum width necessary to allow the safe passage of emergency vehicles: for streets along which parking is prohibited on both sides, the minimum width shall be twelve feet. For streets along which parking is permitted on one side, the minimum width shall be eighteen feet. For streets along which parking is permitted on both sides, the minimum width shall be twenty-four feet. For privately maintained streets, the minimum width shall be eighteen feet. (Ord. 2935 § 2 (part), 1987)

#### **22.98.092 Building permits.**

A building permit shall be required in conjunction with the issuance of a use permit under Section 22.98.090. (Ord. 2935 § 2 (part), 1987)

#### **22.98.110 Review date — Use permits for residential second units.**

Use permits granted pursuant to Chapter 22.98 shall be reviewed once within two years but not thereafter. Noncompliance with conditions of the use permit shall be handled in accordance with the provisions of Chapter 22.88. (Ord. 2935 § 2 (part), 1987)

#### **22.98.115 Recordation of certificates of registration and use permits.**

Any certificate of registration or use permit granted under provisions of this chapter shall be recorded in the county recorder's office as an informational document in reference to the title of the subject property. (Ord. 2935 § 2 (part), 1987)

#### **22.98.120 Existing nonconforming units — Violations.**

Existing nonconforming second units which are not permitted through application of this chapter shall constitute violation of Title 22, and shall be subject to abatement as described in Chapter 22.06. (Ord. 2935 § 2 (part), 1987)

#### **22.98.130 Enforcement and penalties.**

Failure to comply with any provision of this chapter shall constitute a violation of this chapter, and any condition permitted to exist in violation of this chapter shall be subject to provisions of Chapter 22.06. (Ord. 2935 § 2 (part), 1987)

#### **22.98.150 Appeals.**

Any person aggrieved by any action involving the grant, denial, suspension, or revocation of a use permit or certificate of registration may appeal such determination in accordance with Chapter 22.89. (Ord. 2935 § 2 (part), 1987)

#### **22.98.160 Annual report.**

The county planning department shall prepare an annual report to the planning commission and board of supervisors on the status of the second unit ordinance. The report shall include information about the number, size, type and rent, as available,

22.98.160

of each second unit by neighborhood. The report shall provide a basis for an annual evaluation of the effectiveness of this chapter. (Ord. 2935 § 2 (part), 1987)

## **APPENDIX J**

County Code Definitions of Home Occupation,  
Cottage Industry, and Bed & Breakfast

## Chapter 22.02

### DEFINITIONS

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- 22.02.020 Agriculture.
- 22.02.030 Alley.
- 22.02.040 Apartment.
- 22.02.050 Apartment court.
- 22.02.060 Apartment house.
- 22.02.070 Automobile camp.
- 22.02.080 Automobile court.
- 22.02.085 Automobile service station.
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**22.02.010 Generally.**

For the purpose of this title certain terms used herein are defined as set forth in this chapter.

All words used in the present tense, shall include the future; all words in the plural number shall include the singular and all words in the all words in the plural number shall include the singular and all words in the wording indicates otherwise. "Lot" includes "plot"; "building" includes "structure" and "shall" is mandatory and not directory. "County" as used herein means the county of Marin, state of California; "board of supervisors" means the board of supervisors of the county of Marin; "planning commission" means the county planning commission; and "county boundary" means the boundary of the county of Marin, or the boundary of any incorporated municipality within the county. (Ord. 264 § 10, 1938)

**22.02.020 Agriculture.**

"Agriculture" means the tilling of the soil, the raising of crops, horticulture, viticulture, small live-stock farming, dairying and/or animal husbandry, including all uses customarily incidental thereto, but not including slaughterhouses, fertilizer works, bone yards or plants for the reduction of animal matter. (Ord. 264 § 10.1, 1938)

**22.02.030 Alley.**

"Alley" means a way not exceeding thirty feet in width which affords only a secondary means of access to abutting property. (Ord. 264 § 10.2, 1938)

**22.02.040 Apartment.**

"Apartment" means a room or suite of two or more rooms which is designated for, intended for and/or occupied by one family doing its cooking therein. (Ord. 264 § 10.3, 1938)

**22.02.050 Apartment court.**

For the definition of "apartment court" see "dwelling group." (Ord. 264 § 10.4, 1938)

**22.02.060 Apartment house.**

For the definition of "apartment house" see "dwelling, multiple." (Ord. 264 § 10.5, 1938)

**22.02.070 Automobile camp.**

"Automobile camp" means land, improved or otherwise, which is used or intended to be used, let or rented for occupancy by one or more campers traveling by automobile or otherwise, or for occupancy by or of one or more trailers or movable dwellings, rooms or sleeping quarters of any kind. (Ord. 302, 1942: Ord. 264 § 10.6, 1938)

**22.02.080 Automobile court.**

"Automobile court" means a building, or a group of two or more detached or semi-detached buildings, containing guest rooms or apartments, with automobile storage space serving such rooms or apartments provided in connection therewith, which building or group is designed, intended or used primarily for the accommodation of automobile travels; including groups designated as auto cabins, motor lodges, and by similar designations. (Ord. 264 § 10.7, 1938)

**22.02.085 Automobile service station.**

(a) "Full-service stations" means stations offering: gas, air, water, oil and window-washing performed by a service station attendant, light mechanical repairs, public restrooms, minor auto

parts such as fan belts, water hoses, windshield wiper blades, tires, oil, brake fluid and maps. Stations with split island service or partial self-service where the full range of services and attendant assistance is not provided on one or more islands can be classified as full-service stations for the purposes of this title if one or more islands are full-serve as defined above and all the services and products as described above are provided by a service station attendant during all hours of operation.

(b) "Self-service stations" means stations where public restroom facilities are provided and where the customer performs automobile servicing such as pumping gas, window washing, checking oil, radiator, tires and no attendant is regularly provided to perform automobile servicing other than to accept payment for products purchased or to supervise customer activities; an adjunct garage providing garage services does not qualify the station for classification as full-service unless an attendant is regularly provided to assist in servicing automobiles.

(c) By definition, both full-service and self-service stations require public restrooms to be provided. (Ord. 2878 § 2 (part), 1985)

#### **22.02.090 Automobile wrecking.**

For the definition of "automobile wrecking" see "junk yard." (Ord. 264 § 10.8, 1938)

#### **22.02.100 Basement.**

"Basement" means a story partly underground and having at least one-half of its height above grade. A basement shall be counted as a story if the vertical distance from grade to the ceiling is over five feet or if used for business purposes or if used for dwelling purposes by other than a janitor or domestic servants employed in the same building, including the family of the same. (Ord. 264 § 10.9, 1938)

#### **22.02.103 Bed and breakfast.**

"Bed and breakfast" means the providing of not more than five guest bedrooms and which may include providing limited meal service such as light

breakfasts and late night snacks and other refreshments and which use is clearly secondary and incidental to the use of the property as a single-family residence. Prior to the establishment of any "bed and breakfast" operation, it shall be the responsibility of the operator to secure and/or satisfy all prevailing off-street parking, water supply, waste disposal and fire safety requirements as may be applicable. In those instances where a use permit is required prior to the establishment of a bed and breakfast operation, the county hearing officer shall give particular consideration to the following issues during review of use permit applications: Safety of access, privacy of neighbors and environmental review aspects. (Ord. 2884 § 1, 1985)

#### **22.02.105 Billboard.**

"Billboard" means a sign, other than a poster board or bulletin board, designed and located for the display of advertising messages pertaining to products or services not provided on the premises displaying the sign. (Ord. 1719 § 1, 1969)

#### **22.02.110 Block.**

"Block" means that property abutting on one side of a street and lying between the two nearest intersecting or intercepting streets, or nearest intersecting or intercepting streets and railroad right-of-way, mean high tide line or unsubdivided acreage. (Ord. 264 § 10.10, 1938)

#### **22.02.120 Building.**

"Building" means any structure, having a roof supported by columns or by walls and intended for the shelter, housing or enclosure of any person, animal or chattel. When any portion thereof is completely separated from every other portion thereof by a masonry division of fire wall without any window, door or other opening therein, which wall extends from the ground to the upper surface of the roof at every point, then each such portion shall be deemed to be a separate building. "Building" as described herein does not include mobilehomes, house trailers, campers and similar

devices and appurtenances. (Ord. 1500 § 1, 1966: Ord. 264 § 10.11, 1938)

**22.02.130 Building, accessory.**

“Accessory building” means a subordinate building, the use of which is incidental to that of a main building on the same lot. On any lot upon which is located a dwelling any building which is incidental to the conducting of any agricultural use permitted in the district shall be deemed to be an accessory building. (Ord. 264 § 10.12, 1938)

**22.02.140 Building, main.**

“Main building” means a building in which is conducted the principal use of the lot upon which it is situated. In any R or A district any dwelling shall be deemed to be a main building upon the lot upon which it is situated. (Ord. 463, 1948: Ord. 264 § 10.13, 1938)

**22.02.150 Building site.**

“Building site” means a lot as defined herein. (Ord. 463, 1948: Ord. 264 § 10.13, 1938)

**22.02.160 Bungalow court.**

For the definition of “bungalow court” see “house court”; also “dwelling group.” (Ord. 264 § 10.14, 1938)

**22.02.170 Business.**

“Business” means the purchase, sale or other transaction involving the handling or disposition (other than is included in “industry,” as defined herein) of any article, substance or commodity for profit or livelihood, including, in addition, automobile camps, automobile courts, garages, office buildings, offices, public stables, recreational and amusement enterprises conducted for profit, and shops for the sale of personal services, but not including dumps and junk yards. (Ord. 1719 § 2, 1969: Ord. 265 § 10.16, 1938)

**22.02.180 Commercial place of amusement.**

“Commercial place of amusement” means any establishment maintained and operated for the purpose of providing amusement and entertainment to guests thereof, and shall further include any establishment which serves alcoholic beverages over a bar, but does not include an establishment which serves beers, wines or ales wherein the principal use conducted is a restaurant, and the service of beers, wines or ales is provided as an incidental service to the customers of the place at the counters and tables provided for normal eating purposes and provided further that there is no space set aside or music provided for dancing. (Ord. 463, 1948: Ord. 264 § 10.155, 1938)

**22.02.185 Cottage industry.**

“Cottage industry” means a use conducted within a dwelling or within a detached accessory building on the same site as the dwelling by the inhabitants of the dwelling and not more than one nonresident employee who is engaged in the design, manufacture, and sale of the following products and services: Antique repair and refinishing, batik and tie dyeing, dress making, sewing and millinery, furniture and cabinet making, sculpture, weaving, woodworking, photography, holography, catering, baking and the preparation of food specialties for consumption at locations other than the place of preparation, and such other uses as determined by the zoning administrator to be of the same general character and intensity. All such uses may use such mechanical equipment or processes as are necessary for the above listed uses; provided, however, that no such use shall be audible beyond the limits of the property upon which said use is conducted, shall comply with all applicable health, sanitary and fire codes, and shall not display any exterior sign which exceeds two square feet in area. (Ord. 2813 § 1, 1984)

**22.02.190 Court.**

"Court" means an open, unoccupied space, other than a yard, on the same lot with a building or buildings and which is bounded on two or more sides by such building or buildings, including the open space in a house court or court apartment providing access to the units thereof. (Ord. 264 § 10.16, 1938)

**22.02.200 District.**

"District" means:

1. A portion of the unincorporated territory of the county within which certain uses of land and buildings are permitted and certain other uses of land and buildings are not permitted and within which certain yards and other spaces are required and certain building site areas are established and certain height limits are established for buildings, all as set forth and specified in this title.

2. A portion of the unincorporated territory of the county within which are applied certain regulations designated as combining regulations as set forth in this title.

"A District" means any district designated as A-3 through A-60 or greater as specified in Chapter 22.10. "A-2 District" means any A-2 limited agriculture district. "R-A District" means any R-A suburban agricultural district. "R District" means an R-E, R-1, R-2, or R-3 district or any of the districts with which any combining regulations are combined. "M District" means any M-1 or M-2 District or any of the districts with which any combining regulations are combined. "H District" means any H-I District or any district with which an H district is combined. "S District" means any district with which an S-1, S-2, or S-3 district is combined. (Ord. 2949 § 2 (part), 1987; Ord. 798, 1956; Ord. 264 § 10.17, 1938)

**22.02.210 District, more restricted or less restricted.**

"More restricted or less restricted district" means that in the following list each district shall be deemed to be more restricted than the districts succeeding it and each district shall be deemed to be

less restricted than the districts preceding it: R-1, R-2, R-3, C-1, C-2, M-1, M-2. (Ord. 264 § 10.18, 1938)

**22.02.220 Drive-in.**

"Drive-in" means a refreshment stand dispensing food or drink, and catering to customers who remain in, or leave and return to, their automobiles for consumption of food or drink on the premises. (Ord. 773, 1955; Ord. 264 § 10.187, 1938)

**22.02.230 Dump.**

"Dump" means a place used for the disposal, whether by deposition, abandonment, discarding, dumping, reduction, burial, incineration or by any other means, of any garbage, sewage, trash, refuse, waste material, offal or dead animals; provided that this definition does not include such means of disposal of such substances as are customarily incidental and accessory to dwellings, institutions, and commercial, industrial and agricultural uses. (Ord. 264 § 10.19, 1938)

**22.02.240 Dwelling, one-family.**

"One-family dwelling" means a detached building designed for and/or occupied exclusively by one family. (Ord. 264 § 10.20, 1938)

**22.02.250 Dwelling, two-family.**

"Two-family dwelling" means a detached building designed for and/or occupied exclusively by two families living independently of each other. (Ord. 264 § 10.21, 1938)

**22.02.260 Dwelling, multiple.**

"Multiple dwelling" means a building or portion thereof used and/or designed as a residence for three or more families living independently of each other, and doing their own cooking in the building, including apartment houses, apartment hotels and flats, but not including automobile courts or automobile camps. (Ord. 264 § 10.22, 1938)



**22.02.270 Dwelling group.**

"Dwelling group" means a group of two or more detached or semi-detached one-family, two-family or multiple dwellings occupying a parcel of land in one ownership and having any yard or court in common, including house courts and apartment courts, but not including automobile courts. (Ord. 264 § 10.23, 1938)

**22.02.280 Family.**

"Family" means one or more persons occupying a premises and living as a single, nonprofit, domestic housekeeping unit, as distinguished from a group occupying a hotel, club, fraternity or sorority house. A family shall be deemed to include necessary servants. (Ord. 264 § 10.24, 1938)

**22.02.281 Floating home.**

"Floating home" is any boat, craft, living accommodation or structure supported by means of flotation, designed to be used without a permanent foundation, which is used or intended for human habitation. (Ord. 1692 § 1 (part), 1969)

**22.02.282 Floating home marina.**

"Floating home marina" means a facility which contains one or more berthing spaces for floating homes. (Ord. 1692 § 1 (part), 1969)

**22.02.283 Floating home fairway.**

"Floating home fairway" means an area of water within a floating home marina which is used exclusively for access to other waters for vessels permanently moored in the floating home marina. A fairway shall not be used for the permanent mooring of any vessel or for piers, docks, ramps, walkways or other exit ways. (Ord. 1692 § 1 (part), 1969)

**22.02.285 Floor area ratio.**

"Floor area ratio" or "FAR" means the floor area of the building or buildings on a lot, divided by the area of that lot. Except as specified in the Tamalpais area community plan, "floor area" is the sum of the gross horizontal areas of the several floors of the building or buildings measured from the exterior

faces of the exterior walls and shall exclude the following: all unenclosed horizontal surfaces, such as balconies, courts, decks, porches, terraces; any detached structures not designed for and/or used for sleeping purposes, as further defined in this chapter; and spaces primarily allocated for permanent automobile parking, as further defined in this chapter. For the purpose of determining the excludable floor area of detached structures not designed for and/or used for sleeping purposes, the total floor area of such structures in excess of two hundred fifty square feet shall be considered as part of the allowable floor area where floor area ratio regulations are applicable. For the purpose of determining the excludable floor area of spaces primarily allocated for permanent automobile parking, the total floor area of any garage in excess of five hundred forty square feet shall be considered as part of the allowable floor area of a lot where floor area ratio regulations are applicable. (Ord. 3284 § 2, 1998; Ord. 3252 § 2 (part), 1997; Ord. 3157 § 2 (part), 1993; Ord. 1451 § 1, 1965)

**22.02.290 Front wall.**

"Front wall" means the wall of the building or other structure nearest the street upon which the building faces, but excluding certain architectural features as specified in Chapters 22.66 through 22.74. (Ord. 264 § 10.25, 1938)

**22.02.300 Garage, private.**

"Garage, private" means an accessory building or an accessory portion of the main building designed or used only for the shelter of vehicles owned or operated by the occupants of the main building. (Ord. 264 § 10.26, as amended by Ord. 463, 1948)

**22.02.310 Garage, public.**

"Garage, public" means any premises, except those herein defined as a private or storage garage, used for the storage or care of self-propelled vehicles or where any such vehicles are equipped

for operation or repair, or kept for remuneration, hire or sale. (Ord. 264 § 10.27, 1938)

**22.02.320 Garage, storage.**

"Storage garage" means any premises, except those herein defined as a private garage, used exclusively for the storage of self-propelled vehicles. (Ord. 264 § 10.28, 1938)

**22.02.330 Grade.**

"Grade" means:

1. For buildings adjoining one street only, the elevation of the sidewalk at the center of that wall adjoining the street.

2. For buildings adjoining more than one street, the average of the elevations of the sidewalks at the centers of all walls adjoining streets.

3. For buildings having no wall adjoining the street, the average level of the finished surface of the ground adjacent to the exterior walls of the building.

4. All walls approximately parallel to and not more than five feet from the street line shall be considered as adjoining the street. (Ord. 264 § 10.29, 1938)

**22.02.335 Group home.**

"Group home" means a family dwelling unit licensed or supervised by any federal, state, or local health/welfare agency which provides twenty-four-hour nonmedical care of unrelated persons who are not handicapped but are in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual in a family-like environment. For the purposes of this definition, a "family dwelling unit" includes, but is not limited to, a single-family dwelling, a unit in a multifamily dwelling, including a unit in a duplex and a unit in an apartment building, a mobilehome, including a mobilehome located in a mobilehome park, a unit in a cooperative, a unit in a condominium development, a unit in a townhouse development, and a unit in a planned district. (Ord. 3101 § 2 (part), 1992)

**22.02.340 Guest house.**

"Guest house" means living quarters within a detached accessory building located on the same premises with the main building, for use by guests of the occupants of the premises, such quarters having no kitchen or cooking facilities and not rented or otherwise used as a separate dwelling. (Ord. 463, 1948; Ord. 264 § 10.29, 1938)

**22.02.350 Guest room.**

"Guest room" means a room which is intended arranged or designed to be occupied or which is occupied by one or more guests, but not including dormitories for sleeping purposes. (Ord. 264 § 10.30, 1938)

**22.02.355 Handicapped.**

"Handicapped" means a person with: (1) a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) a record of having such an impairment, or (3) being regarded as having such an impairment, but such term does not include current, illegal use of or addiction to a controlled substance. (Ord. 3101 § 2 (part), 1992)

**22.02.360 Height of building.**

"Height of building" means the vertical distance from the natural or finished grade to the highest point of the structure. Maximum height is measured from natural or finished grade to an imaginary plane located the allowed number of feet above and parallel to the natural or finished grade. Any structure built prior to April 8, 1980, shall be exempt from becoming nonconforming, with respect to height, by the application of this section. (Ord. 2560 § 1, 1980; Ord. 264 § 10.31, 1938)

**22.02.370 Hog ranch.**

"Hog ranch" means any premises used for the raising or keeping of more than six hogs. (Ord. 264 § 10.32, 1938)

**22.02.380 Home occupation.**

"Home occupation" means any use customarily conducted entirely within a dwelling and carried on by the inhabitants thereof and limited to the following uses: dressmaking, sewing, millinery, small handcraft, art work, artist's and sculptor's studio activities, the renting of rooms and/or the providing of table board not to exceed five persons, the office of a musician, tutor, writer, architect, physician, technical advisor, attorney, insurance agent and any other use which may be determined by the zoning administrator to be of the same general character as those herein enumerated and not objectionable or detrimental to the district in which located, in connection with which there is no display, no stock in trade, no persons employed and no mechanical equipment used, except such as is necessary for the above enumerated occupations, or as is necessary for housekeeping purposes. (Ord. 971, 1958; Ord. 463 (part), 1948; Ord. 264 § 10.33, 1938)

**22.02.390 House court.**

"House court" means a group of two or more dwellings on the same lot, whether detached or in connected rows, having a separate outside entrance on the ground floor level for each family unit of such group. (Ord. 264 § 10.34, 1938)

**22.02.400 Hotel.**

"Hotel" means any building or portion thereof containing six or more guest rooms used, designed or intended to be used, let or hired out to be occupied, or which may be occupied, whether the compensation be paid directly or indirectly. (Ord. 2884 § 2, 1985; Ord. 264 § 10.35, 1938)

**22.02.410 Industry.**

"Industry" means the manufacture, fabrication, processing, reduction or destruction of any article, substance or commodity, or any other treatment thereof in such a manner as to change the form or character thereof, including, in addition, the following: animal hospitals, bottling works, building materials or contractors yards, cleaning and dyeing

establishments, creameries, dog pounds, junkyards, laundries, lumberyards, milk bottling or distributing stations, stockyards, storage elevators, truck storage yard, warehouses, and wholesale storage. (Ord. 264 § 10.36, 1938)

**22.02.420 Junkyard.**

"Junkyard" means the use of more than two hundred square feet of the area of any lot, or the use of any portion of that half of any lot (but not exceeding a depth or width, as the case may be, of one hundred feet) which half adjoins any street, for the dismantling or wrecking of automobiles or other vehicles or machinery, or for the storage or keeping of the parts or equipment resulting from dismantling or wrecking, or for the storage or keeping of junk, including scrap metals or other scrap materials. (Ord. 264 § 10.37, 1938)

**22.02.430 Kennel.**

"Kennel" means any lot or premises on which four or more dogs at least four months of age are kept. For purposes of this section and Title 22, "kennel" does not mean and does not include any lot or premises on which a person has been issued a dog hobbyist or ranch dog permit in accordance with the provisions of Sections 8.04.245 or 8.04.246. (Ord. 2288 § 8, 1977; Ord. 463 (part), 1948; Ord. 264 § 10.374, 1938)

**22.02.440 Kitchen.**

"Kitchen" means any room used or intended or designed to be used for cooking or the preparation of food. (Ord. 463 (part), 1948; Ord. 264 § 10.375, 1938)

**22.02.450 Livestock feed yard.**

"Livestock feed yard" means any premises used for the raising, feeding or keeping of more than six head of cattle or similar livestock for the purpose of conditioning the same for marketing or slaughter. (Ord. 264 § 10.38, 1938)

**22.02.460 Lot.**

"Lot" means land occupied or to be occupied by a building and its accessory buildings, or by a dwelling group and its accessory buildings, together with such open spaces as may be required under the provisions of this title; having not less than the minimum area required by this title for a building site in the district in which such lot is situated, and having its principal frontage on a street. (Ord. 264 § 10.39, 1938)

**22.02.470 Lot, corner.**

"Corner lot" means a lot situated at the intersection of two or more streets, or bounded on two or more adjacent sides by street lines. (Ord. 264 § 10.40, 1938)

**22.02.480 Lot, inside.**

"Inside lot" means a lot other than a corner lot. (Ord. 264 § 10.41, 1938)

**22.02.490 Lot, key.**

"Key lot" means the first lot to the rear of a corner lot, the front line of which is a continuation of the side line of the corner lot, exclusive of the width of any alley, and fronting on the street which intersects or intercepts the street upon which the corner lot fronts. (Ord. 264 § 10.42, 1938)

**22.02.500 Lot area.**

"Lot area" means the total horizontal area included within lot lines. Areas that are below mean high tide lines of the ocean or any bay, river or stream subject to tidal action, shall not be included in the area of the lot for purposes of meeting minimum area requirements of any zone district requiring a minimum lot area. Lands excluded from tidal action by artificial structures, built prior to April 18, 1980, shall be included in the lot area. Any structure built prior to April 18, 1980, shall be exempt from becoming nonconforming with respect to yard, floor area ratio and similar property development standards by the application of this section. (Ord. 2560 § 2, 1980; Ord. 264 § 10.43, 1938)

**22.02.510 Lot depth.**

"Lot depth" means the average distance from the street line of the lot to its rear line measured in the general direction of the side lines of the lot. (Ord. 164 § 10.44, 1938)

**22.02.515 Lot width, average.**

"Average lot width" shall be the area of the lot in square feet divided by the length, in feet, of the longest dimension of the lot generally paralleling the longest lot lines. Any parcel of land within which an area can be inscribed which meets the square footage requirements of the zone district within which said parcel is located may use said area to determine the average lot width. The same area used to meet the square footage and average width requirements of any zone district shall also be used to determine yard areas, floor area ratio, lot coverage, open spaces and other site development requirements. (Ord. 2560 § 3, 1980)

**22.02.520 Lot frontage.**

"Lot frontage" means that dimension of a lot or portion of a lot abutting on a street, except the side of a corner lot. (Ord. 264 § 10.45, 1938)

**22.02.530 Lot line.**

"Lot line" means the lines bounding a lot on a lot as defined herein. (Ord. 264 § 10.46, 1938)

**22.02.540 Lot line, rear.**

"Rear lot line" means a lot line which is opposite and most distant from the front line and in case of an irregular, triangular, or gore-shaped lot, a line ten feet in length within the lot parallel to and at a maximum distance from the front lot line. (Ord. 463, 1948; Ord. 264 § 10.47, 1938)

**22.02.545 Mobilehome.**

"Mobilehome" means a structure as defined in Section 22.02.680, exceeding four hundred square feet of gross floor area, licensed or subject to licensing by the department of motor vehicles and designed and used for human occupancy. (Ord. 1587 § 1, 1967)

**22.02.550 Natural production use.**

“Natural production use” means any of the following uses: agriculture; mining; production, storage or distribution of water supplies; forestry; cutting and splitting of wood; extraction of minerals, building and construction materials or other natural materials. (Ord. 264 § 10.48, 1938)

**22.02.560 Nonconforming use.**

“Nonconforming use” means a building or land occupied by a use that does not conform to the regulations for the district in which it is situated. (Ord. 264 § 10.49, 1938)

**22.02.570 One ownership.**

“One ownership” means ownership of property (or possession thereof under a contract to purchase or under a lease the term of which is not less than ten years) by a person or persons, firm, corporation or partnership, individually, jointly, in common or in any other manner whereby such property is under a single or unified control. “Owner” means the person, firm, corporation or partnership exercising one ownership as herein defined. (Ord. 264 § 10.50, 1938)

**22.02.575 Open water.**

“Open water” means privately owned or controlled water area, which is devoid of any structure or appurtenances including mooring facilities for any vessels or piers, docks, ramps, walkways or other exit ways. (Ord. 1692 § 1 (part), 1969)

**22.02.585 Poster board.**

“Poster board” means a sign consisting of a framed or unframed surface, freestanding or attached to a wall or fence or other structure, designed and located only for display of announcements of coming performances of cultural, educational and athletic events. (Ord. 1719 § 3, 1969)

**22.02.590 Residential care facility.**

“Residential care facility” means a family dwelling unit licensed or supervised by any federal, state, or local health/welfare agency which provides twenty-four-hour nonmedical care of unrelated persons who are handicapped and in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual in a family-like environment. For the purposes of this definition, a “family dwelling unit” includes, but is not limited to, a single-family dwelling, a unit in a multi-family dwelling, including a unit in a duplex and a unit in an apartment building, a mobilehome, including a mobilehome located in a mobilehome park, a unit in a cooperative, a unit in a condominium development, a unit in a townhouse development, and a unit in a planned district. (Ord. 3101 § 2 (part), 1992)

**22.02.595 Sign.**

“Sign” means any display or device consisting of attached or painted letters, symbols or designs, and including any moving parts, lighting, sound equipment, framework, background material or structural support, which display or device is intended to communicate an advertisement, announcement, direction or other message and/or attract, distract, hold, direct or focus public attention. “Sign” shall not include commodities and their attached labels and price tags. (Ord. 1719 § 4, 1969)

**22.02.610 Small livestock farming.**

“Small livestock farming” means the raising or keeping of more than twelve fowl of any kind and/or twelve rabbits or twelve similar animals or any goats, sheep, or similar livestock; provided that “small livestock farming” as used in this title shall not include hog raising, dairying or the raising or keeping for commercial purposes of dogs, horses, mules, or similar livestock as determined by the zoning administrator. (Ord. 971, 1958: Ord. 264 § 10.54, 1938)

**22.02.620 Stable, private.**

"Private stable" means an accessory building in which horses are kept for private use and not for remuneration, hire or sale. (Ord. 264 § 10.55, 1938)

**22.02.630 Stable, public.**

"Public stable" means a building in which any horses are kept for remuneration, hire or sale. (Ord. 264 § 10.56, 1938)

**22.02.640 Story.**

"Story" means that portion of a building included between the surface of any floor and the surface of the next floor above it, or if there is no floor above it, then the space between the floor and the ceiling next above it. (Ord. 264 § 10.57, 1938)

**22.02.650 Story, half.**

"Half story" means a story with at least two opposite exterior sides meeting a sloping roof not more than two feet above the floor of such story. (Ord. 264 § 10.58, 1938)

**22.02.660 Street.**

"Street" means a public or private right-of-way forty feet or more in width set aside for common travel as a permanent right-of-way which affords the principal means of access to abutting properties including: avenue, place, way, drive, lane, boulevard, highway, road, and any other thoroughfare; or any avenue, place, way, drive, lane, boulevard, highway, road, or any other thoroughfare which is less than forty feet in width but was established as the principal means of access to abutting properties prior to January 7, 1949, or when a subdivision map or land division map showing access ways of less than forty feet has been approved subsequent to January 7, 1949. (Ord. 1628 § 1, 1968; Ord. 463, 1948; Ord. 264 § 10.59, 1938)

**22.02.670 Street line.**

"Street line" means the boundary between a street and abutting property. (Ord. 264 § 10.60, 1938)

**22.02.680 Structure.**

"Structure" means anything constructed or erected the use of which requires location on the ground or attachment to something having location on the ground. (Ord. 264 § 10.61, 1938)

**22.02.690 Structural alterations.**

"Structural alterations" means any change in the supporting members of a building, such as bearing walls, columns, beams or girders. (Ord. 264 § 10.62, 1938)

**22.02.700 Use.**

"Use" means the purpose for which land or a building thereon is designed, arranged or intended or for which it is or may be occupied or maintained. (Ord. 264 § 10.63, 1938)

**22.02.710 Use, accessory.**

"Accessory use" means a use incidental and accessory to the principal use of a lot or of a building located on the same lot as the accessory use. On any lot on which is located a dwelling any agricultural use permitted in the district shall be deemed to be an accessory use to the use of the lot for dwelling purposes. (Ord. 264 § 10.64, 1938)

**22.02.715 Vessel.**

"Vessel" means any watercraft of any type or size, including but not limited to barges, ferry boats, arks, yachts, houseboats, floating homes, and rafts. (Ord. 1692 § 1 (part), 1969)

**22.02.720 Yard.**

"Yard" means an open space other than a court on the same lot with a building or a dwelling group, which open space is unoccupied and unobstructed from the ground upward, except for the certain architectural features specified in Chapters 22.66 through 22.74. In measuring a yard, as hereinafter provided, the line of a building shall be deemed to mean a line parallel to the nearest lot line drawn through the point of a building or the point of a dwelling group nearest to such lot line, exclusive of the respective architectural features specified in

Chapters 22.66 through 22.74 as not to be considered in measuring yard dimensions or as being permitted to extend into any front, side or rear yard, respectively; and the measurement shall be taken from the line of the building to the nearest lot line, provided, however, that if any future right-of-way line or future width line is established by the provisions of any applicable ordinances, for the street on which the lot faces, then such measurement shall be taken from the line of the building to such future right-of-way line or future width line. (Ord. 264 § 10.65, 1938)

**22.02.730 Yard, front.**

“Front yard” means a yard extending across the front of the lot between the inner side yard lines and lying between the front line of the lot and the nearest line of the building. (Ord. 264 § 10.66, 1938)

**22.02.740 Yard, rear.**

“Rear yard” means a yard extending across the full width of the lot and lying between the rear line of the lot and the nearest line of the main building. When no main building is located on the lot, the rear yard is defined as the rear one-half of the depth of the lot. (Ord. 463, 1948; Ord. 264 § 10.67, 1938)

**22.02.750 Yard, side.**

“Side yard” means a yard between the side line of the lot and the nearest line of the building and extending from the front line of the lot to the rear yard. (Ord. 264 § 10.68, 1938)

**22.02.760 Marina.**

“Marina” means a small craft harbor which may include mooring and launching facilities and accessory facilities for boat servicing. (Ord. 1441 § 5, 1965)

**22.02.770 Resort.**

“Resort” means an establishment comprised of permanent structures offering meals and lodging facilities for temporary or seasonal occupancy and having recreational facilities for one or more

activities such as water sports, tennis, golf, riding, hiking, hunting, fishing or similar uses. (Ord. 1441 § 6, 1965)

**22.02.780 Low income.**

“Low income” means that level of income established by the housing authority of the county for admittance into public housing. (Ord. 1871 § 2 (part), 1972)

**22.02.790 Moderate income.**

“Moderate income” is that which is up to one hundred thirty-five percent of “low income.” (Ord. 1871 § 2 (part), 1972)

**22.02.800 Wild animal.**

“Wild animal” means any animal which is wild by nature and not customarily domesticated in the state of California. (Ord. 2407 § 1 (part), 1979)

**22.02.810 Wild animal ranch.**

“Wild animal ranch” means the keeping or raising of wild animals for commercial agricultural purposes. (Ord. 2407 § 1 (part), 1979)

**22.02.820 Wind energy conversion system (WECS).**

“Wind energy conversion system (WECS)” means a machine that converts the kinetic energy in the wind into a usable form (commonly known as a wind turbine or windmill). The WECS includes all parts of the system including the wind turbine tower and the transmission equipment. The following additional definitions are:

1. “Noncommercial WECS” means a WECS with a total height of one hundred feet or less which is an accessory use to the principal use of the site, in that the power production is no more than twice the annual site need.

2. “Commercial WECS” means any WECS with a total height exceeding one hundred feet or with a rotor diameter over thirty-five feet, or any arrangement of more than one WECS.

3. "Rotor" means the blades and the hub to which they are attached; it is used to capture wind for the purpose of energy conversion.

4. "Total height" means the height of the tower and the furthest vertical extension of the WECS.

5. "Tower" means the primary structural support of the WECS.

6. "Site" means the plot of land where the WECS is to be placed. The site could be owned by an individual or a group of individuals controlling single or adjacent properties. (Ord. 2794 § 3, 1983)



## **APPENDIX K**

### Point Reyes Station Landscaping Guide

## APPENDIX K

### POINT REYES STATION LANDSCAPING GUIDE

#### A. Recommended Trees and Shrubs:

The following list includes a number of plant species recommended for the Point Reyes Station Planning Area. Species marked with an asterisk (\*) are native to the area. Native trees and shrubs are recommended for three reasons: 1) they blend with the surrounding landscape, thereby preserving the rural character of the Planning Area; 2) they provide shelter and food for native wildlife; and 3) they are adapted to the wet winters and dry summers, soil types and other conditions of the Planning Area and therefore require less irrigation and are less disease prone than species from other climates.

Also included are several non-native trees and shrubs which traditionally have been grown in the developed portions of Point Reyes Station. By incorporating these plants in new landscaping plans, owners can achieve a pleasing continuity with the existing landscape pattern of the community.

The list is not exclusive but is intended as a guideline for owners, builders and architects, and County Planning staff, in the design review and implementation of landscaping plans.

<u>Common Name</u>	<u>Scientific Name</u>
<u>Trees:</u>	
Black locust	Robinia pseudoacacia
California bay*	Umbellularia californica
California black walnut	Juglans hindsii
California buckeye*	Aesculus californica
Coast live oak*	Quercus agrifolia
Fruit trees (particularly apple, plum, persimmon)	
Hawthorn	Crataegus laevigata
Magnolia	Magnoliaceae (several species)
Willow*	Salix spp.
<u>Shrubs/Small Trees:</u>	
Blue blossom*	Ceanothus thyrsiflorus
Coffeeberry*	Rhamnus californica
Coast silk tassel*	Garrya elliptica
Dwarf coyote bush*	Baccharis pilularis
Pacific wax myrtle*	Myrica californica
Pink winter currant*	Ribes sanguineum glutinosum
Shrub roses	Rosa spp.
Sticky Monkey Flower*	Mimulus aurantiacus
Toyon*	Heteromeles arbutifolia

**B. Invasive Plants that Should be Eliminated Include the Following:**

Brooms

Canary Island Broom (Cytisus [also Genista] canariensis)

Spanish Broom (Spartium junceum)

Scotch Broom (Cytisus scoparius)

Pampas Grass

Cortaderia selloana and its cousin Cortaderia jubata

Acacia

Bailey acacia (Acacia baileyana) and other acacia spp.

Gorse

(Ulex europaeus L.)

All of the foregoing have become serious weeds on the California coast. They seed themselves freely and crowd out desirable native plants.

**C. Trees That Have Serious Drawbacks and Are Not Recommended:**

Monterey Pine (Pinus radiata)

Not native to Planning Area. Grown from weak nursery stock, Monterey Pine becomes weedy and brittle after about 10 years. Wind damage; susceptible to fire.

Eucalyptus (many species)

Most eucalyptus grow too big for built-up areas; they grow fast and topple or get damaged in wind. Susceptible to fire.

**D. Trees Not Suitable for Built-Up Areas:**

Coast Redwood (Sequoia sempervirens)

Not native to Planning Area. Requires generous watering during early years. Can reach 70-90 feet in 25 years, with a branch spread at base of 15-30 feet. In most locations in the Planning Area, dominates surroundings after 10 - 15 years and blocks views and sunlight.

Monterey Cypress (Cupressus macrocarpa)

Not native to Planning Area. Grows to 60 feet, with stem six to nine feet in circumference. Traditionally used as windbreak, this beautiful tree requires a lot of maintenance to prevent and/or repair wind damage. Effect on safety of nearby buildings, views and sunlight should be carefully evaluated before deciding to plant this tree.

Sargent Cypress (Cupressus Sargentii Jepson)

Not native to Planning Area. Less tall than Monterey cypress (30 to 45 feet), this cypress may be suitable as windbreak; susceptible to fire, however, and may deprive adjoining properties of views and sunlight.

## **APPENDIX L**

Countywide Plan Trails Map (Point Reyes Station)



**NOTE:**  
 Use of mountain bicycles is currently allowed on much of the public trail system but is subject to change by individual public agencies. See text for additional information.

**IMPORTANT NOTICE**

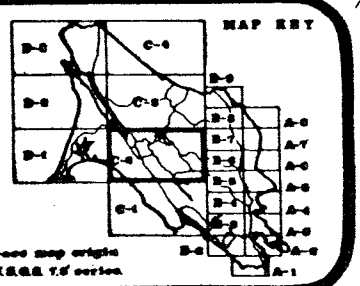
This map is a planning document. Until the public has acquired or been granted an easement for trail purposes, the public shall have no right to enter private property without the owners permission.

**Notes:**  
 1. PROPOSED TRAIL ALONG RIMY OVERLOOK MAY BE LOCATED ALONG IMPROVED ROAD SHOULDERS OR MAY BE LOCATED OFF-ROAD IN A SEPARATE TRAIL WITH TERRAIN ALLOWING AND E/W CAN BE SECURED. THE ABANDONED S.S. ALIGNMENT ALONG THE SHOULDER MAY BE USED WHERE APPROPRIATE.  
 2. CL. X DISSEMIN. MINIMUM IMPROVEMENTS RECOMMENDED.

**MARIN  
 COUNTYWIDE TRAILS PLAN**  
 PREPARED FOR THE COUNTY OF MARIN  
 AND THE CITIES OF MARIN COUNTY  
 BY BRIAN WITTEKELLER LANDSCAPE ARCHITECT - PLANNING CONSULTANT  
 RECOMMENDED BY T&C COMM. 8/22/84; P.C. 9/22/84 DATE  
 APPROVED BY BOARD OF SUPERVISORS DATE 10/16/84  
 REVISED 12/84

**Legend:**

	TRAIL PROPOSED	TRAIL RIGHT OF WAY SECURED	TRAIL OPEN TO PUBLIC
HIKING ONLY	○○○	○○○	○○○
EQUESTRIAN/HIKING	CCC	CCC	CCC
COMBINED USE	○○○	○○○	○○○
PAVED PATH	○○○	○○○	○○○



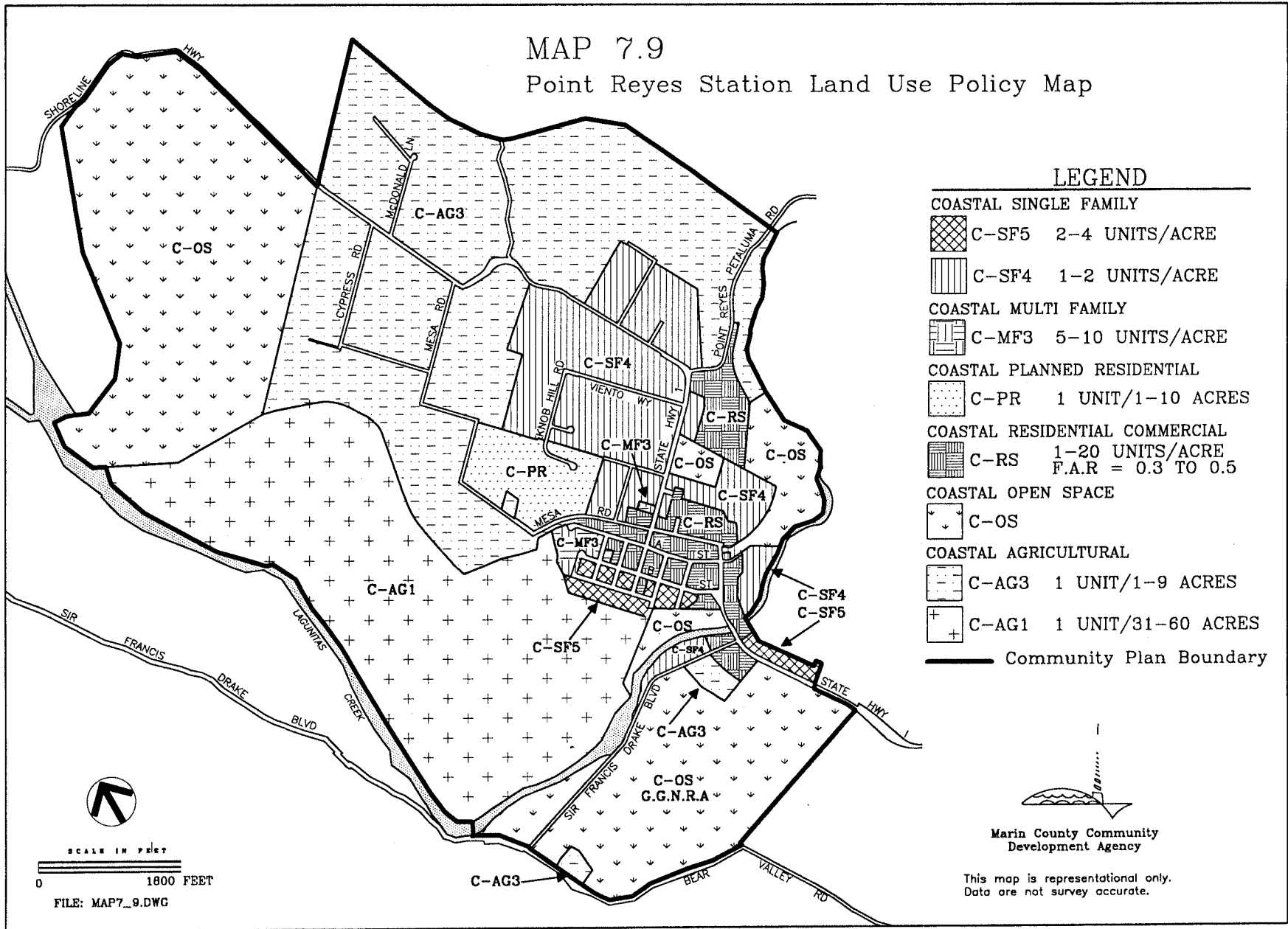
**NORTH**  
  
 0 100 200 FEET  
 SCALE IN FEET  
**C-2**

## **APPENDIX M**

Countywide Plan Land Use Designations

# MAP 7.9

## Point Reyes Station Land Use Policy Map



### LEGEND

- COASTAL SINGLE FAMILY
  - C-SF5 2-4 UNITS/ACRE
  - C-SF4 1-2 UNITS/ACRE
- COASTAL MULTI FAMILY
  - C-MF3 5-10 UNITS/ACRE
- COASTAL PLANNED RESIDENTIAL
  - C-PR 1 UNIT/1-10 ACRES
- COASTAL RESIDENTIAL COMMERCIAL
  - C-RS 1-20 UNITS/ACRE  
F.A.R = 0.3 TO 0.5
- COASTAL OPEN SPACE
  - C-OS
- COASTAL AGRICULTURAL
  - C-AG3 1 UNIT/1-9 ACRES
  - C-AG1 1 UNIT/31-60 ACRES
- Community Plan Boundary

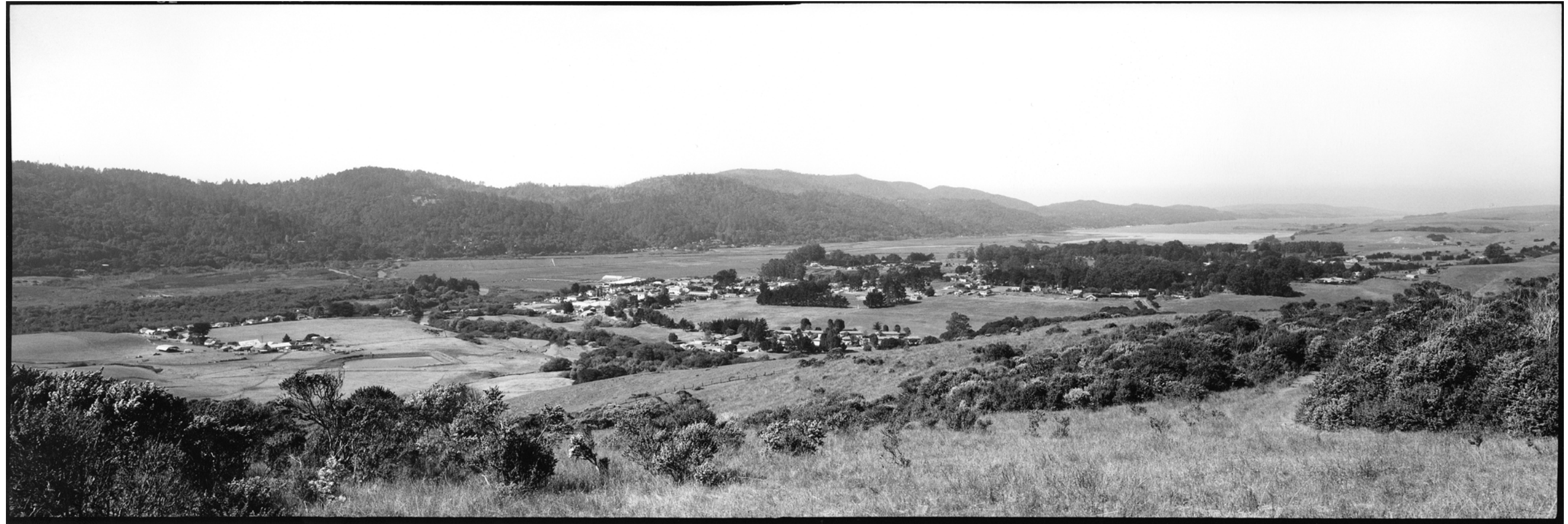
SCALE IN FEET  
 0 1800 FEET  
 FILE: MAP7\_9.DWG

Marin County Community  
 Development Agency  
 This map is representational only.  
 Data are not survey accurate.

## **APPENDIX N**

Photographs of Point Reyes Station by Art Rogers  
All photographs © Art Rogers/Pt. Reyes





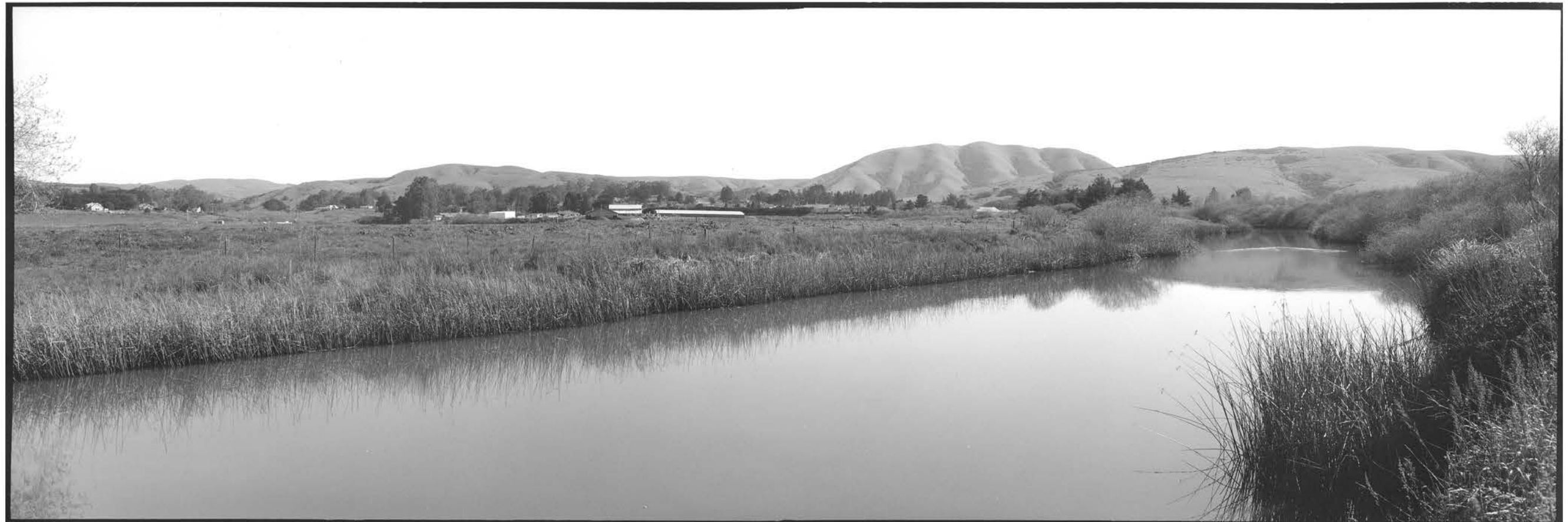
Point Reyes Station seen from the Gallagher Ranch



Homes along Mesa Road seen from Knob Hill



The Point Reyes Station Mesa





Entering town from the south



Corner of First and Main – Cheda Building



Main Street heading north



Palace Market and Building Supply



Main Street heading south



Looking down Third Street from Main Street



The new Livery Stable



Third and B



Fourth and B



Corner of Fourth and Mesa



Looking down Mesa Road from Fourth Street



The old railroad barn on Mesa Road; across A street, Walnut Place





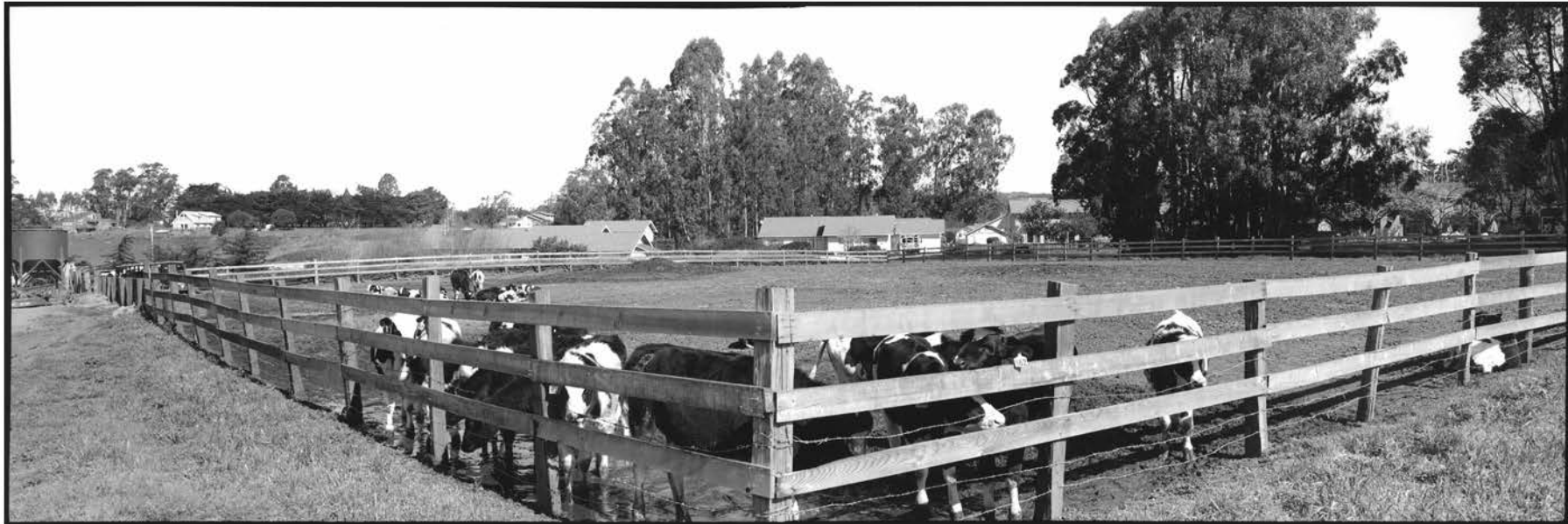
Dance Palace



Second Street



Grandi Building and Western



Corner of C and Sixth



Wetlands along Mesa Road



Intersection of Highway 1 and Point Reyes – Petaluma Road



Heading north – looking across to Viento Way from Highway 1



Farther north – looking up McDonald Lane from Highway 1