

MARIN COUNTY PLANNING DIVISION ADMINISTRATIVE DECISION			
Gottesman Revocable Trust Et al Design Review			
Decision:		Approved as conditioned	
Date:		October 16, 2023	
Project ID No:	P3897	Applicant(s):	Rich Glennon
		Owner(s):	Gottesman Revocable Trust Et al & Gottesman Frederick S. /TR/ & Et al
		Assessor's Parcel No(s):	071-152-66
		Property Address:	111 Oak Ave., Kentfield
		Project Planner:	Erin Yattaw 415-473-3535 eyattaw@marincounty.org
		Signature:	<i>Erin Yattaw</i>
Countywide Plan Designation:		SF5 (Low Density Residential)	
Community Plan Area:		Kentfield/Greenbrae	
Zoning District:		R1-B2 (Residential Single-Family, minimum lot size 10,000 square feet)	
Environmental Determination:		Exempt per CEQA Guidelines Section 15303, Class 3	

PROJECT SUMMARY

The applicant requests Design Review approval to construct a pergola, a fireplace wall, and a pool on a developed lot in Kentfield. The proposed development would not result in an increase in the existing floor area ratio of 41 percent on the 10,000 square foot lot. Height and setback information is summarized below:

The proposed pergola would reach a maximum height of 19 feet, 2 inches above surrounding grade and would have the following setbacks: 10 feet, 3 inches from the southern front property line; 20 feet from the western side property line; 89 feet, 1 inch from the eastern side property line; and 72 feet, 8 inches from the northern rear property line.

The proposed fireplace wall would reach a maximum height of 19 feet, 1 inch above surrounding grade and would have the following setbacks: 13 feet from the southern front property line; 9 feet from the western side property line; over 100 feet from the eastern side property line; and 67 feet from the northern rear property line.

The proposed pool would reach a maximum height of 2 feet, 6 inches above surrounding grade and would have the following setbacks: 36 feet from the southern front property line; 8 feet from the western side property line; over 100 feet from the eastern side property line; and 34 feet from the northern rear property line.

Various site improvements would also be entailed in the proposed development, including a retaining wall and new paving.

Design Review approval is required pursuant to Marin County Code (MCC) Section 22.20.090.C.1.b because the project entails constructing detached accessory structures that would be located within a required minimum setback. Additionally, Design Review is required pursuant to MCC Section 22.42.020.B because the project entails constructing detached accessory structures that would exceed 16 feet in height.

COUNTYWIDE PLAN CONSISTENCY

The proposed project is consistent with the Marin Countywide Plan (CWP) for the following reasons:

- A. The project is consistent with the CWP woodland preservation policy (BIO-1.3) because the project would not entail the irreplaceable removal of a substantial number of mature, native trees.
- B. The project is consistent with the CWP special-status species protection policy (BIO-2.2) because the subject property does not provide habitat for special-status species of plants or animals.
- C. The project is consistent with the CWP natural transition and connection policies (BIO 2.3 and BIO 2.4) because the project would not substantially alter the margins along riparian corridors, wetlands, baylands, or woodlands.
- D. The project is consistent with the CWP stream and wetland conservation policies (BIO-3.1 and CWP BIO-4.1) because the proposed development would not encroach into any Stream Conservation Areas or Wetland Conservation Areas.
- E. The project is consistent with CWP water quality policies and would not result in substantial soil erosion or discharge of sediments or pollutants into surface runoff (WR-1.3, WR-2.2, WR-2.3) because the grading and drainage improvements would comply with the Marin County standards and best management practices required by the Department of Public Works.
- F. The project is consistent with CWP seismic hazard policies (CWP Policies EH-2.1, EH-2.3, and CD-2.8) because it would be constructed in conformance with County earthquake standards, as verified during review of the Building Permit application and the subject property is not constrained by unusual geotechnical problems, such as existing fault traces.
- G. The project is consistent with CWP fire hazard management policies (EH-4.1, EH-4.2, EH-4.5) because it would meet all fire safety requirements, as verified by the local fire protection district during review of the Building Permit application.

- H. The project is consistent with CWP aesthetic policies and programs (DES-4.1 and DES-4.e) because it would protect scenic quality and views of ridgelines and the natural environment from adverse impacts related to development.
- I. As conditioned herein and as described in more detail below, the project is consistent with CWP residential design policies and programs (DES-3.b and DES-4c) because it would fit within the context of the neighborhood, minimize the perception of mass and bulk, and comply with the Single-family Residential Design Guidelines.

COMMUNITY PLAN CONSISTENCY

Kentfield/Greenbrae Community Plan

The Marin County Planning Division finds that the proposed project is consistent with the Kentfield/Greenbrae Community Plan policies related to subarea I for the following reasons:

- A. The project would meet all height and setback standards identified in the Conservation and Development Standards as conditioned herein.
- B. The project would meet all access and parking standards, as verified by the Department of Public Works during Building Permit review.
- C. The project would be adequately landscaped in conformance with Community Appearance and Amenities standards.

DEVELOPMENT CODE CONSISTENCY

Mandatory Findings for Design Review (Marin County Code Section 22.42.060)

- A. The proposed development complies with either the Single-family or Multi-family Residential Design Guidelines, as applicable, the characteristics listed in Chapter 22.16 (Discretionary Development Standards) and 22.32.168 (Tidelands), as well as any applicable standards of the special purpose combining districts provided in Chapter 22.14 of this Development Code.**

There are no standards provided in Chapter 22.14 that apply to the project and the development would not occur within a tidelands area. The proposed project is consistent with the Design Guidelines and Discretionary Development Standards because it is designed to avoid adversely affecting natural resources or the character of the local community. The project's consistency with the standards and guidelines most pertinent to the subject property is discussed below.

SITE PREPARATION: Development Standards J.1 through J.6; Design Guidelines A-1.2 through A-1.4

The project is proposed in areas of the site that have already been disturbed and it does not require the removal of any protected or heritage trees. The Building Permit shall be reviewed by the Department of Public Works and shall not have adverse effects in terms of grading or drainage.

BUILDING LOCATION: Development Standards D.1 through D.4; Design Guidelines D-1.6

A portion of the property was previously graded and terraced to create a relatively flat area on the site where the existing residence was constructed. Outdoor lawn areas flank each side of the residence, and an upward sloping hillside remains behind the residence at the rear of the property. An existing detached garage encroaches into the front yard setback and the top at a lower grade than the terraced portion of the property and the top of the garage is level with the terraced area and entrance to the existing residence. Since the existing residence is located at a higher elevation than the garage, it is visible to the adjacent neighbors, particularly those located to the southwest. The pool is proposed to be constructed in a lawn area to the west of the property. It would encroach into the minimum 10-foot side yard setback; however, it would be shielded by existing vegetation along the western side yard property line. The proposed pergola and fireplace wall would be located within the 25-foot front yard setback on top of the existing garage. The pergola would reach a maximum height of 19 feet, 2 inches above surrounding grade and the fireplace wall would reach a maximum height of 19 feet, 1 inch above surrounding grade. The pergola and fireplace wall would both exceed the allowable maximum height of 16 feet. As such, the structures would be visible to adjacent properties, especially those located to the southwest. Per Marin County Code (MCC) Section 22.16.030.D.1, structures shall be clustered in the most accessible and least visually prominent way and the prominence of construction shall be screened by existing vegetation, rock outcroppings, or depressions in topography. The area where the pergola and fireplace wall are proposed to be located would be visually prominent and exposed to the southwest and northeast. Due to the visual prominence of the proposed pergola and fireplace wall, the project would conflict with MCC Section 22.16.030.D.4 as there would not be adequate landscaping or buildings shielding the structures to aid in minimizing noise impacts on adjacent neighbors. Therefore, the project would be conditioned to remove the proposed pergola and fireplace wall from the project scope of work to maintain consistency with the requirements of the Marin County Code, the Kentfield/Greenbrae Community Plan, and the Single-Family Residential Design Guidelines.

PROJECT DESIGN: Development Standard I.1 and I.2; Design Guideline D-1.7

The proposed pool would not exceed the allowable maximum height of 16 feet above surrounding grade; therefore, it would conform with MCC Section 22.16.030.I.1.b. As mentioned above, the project would be conditioned to remove the proposed pergola and fireplace wall from the project scope of work as both structures would exceed the allowable maximum height above surrounding grade by several feet. Additionally, the project would be conditioned to provide materials, colors, and details for the proposed pool that blend into the surrounding environment unobtrusively to the greatest extent possible.

MASS AND BULK: Design Guidelines D-1.1 through D-1.5

The proposed pool would reach a maximum height of 2 feet, 6 inches above surrounding grade and be located on a relatively flat portion of the property. Per Single-Family Design Guideline, D-1.5, hillside structures should not stand out prominently when seen from a distance or downhill properties. As mentioned above, the proposed pool would be shielded by landscaping to the west. It would also be shielded by the existing residence to the east, the hillside to the north, and would be setback 36 feet from the southern front property line. Between the low overall height of the structure, the landscaping shielding the structure to the west, and the setback from the southern property line, the pool would not be visually prominent to the adjacent neighbors located at lower elevations.

Single-Family Design Guideline, D-1.5 states that form, mass and profile of hillside structures should visually blend with the hillside setting by taking advantage of existing site features for screening such as tree clusters, depressions in topography, setback hillside plateau areas, and other natural features. The guideline also states that hillside structures should not stand out prominently when seen from a distance or from downhill properties and development should be avoided in highly visible open hillside areas wherever feasible. The proposed pergola and fireplace wall would be visually prominent to adjacent neighbors due to their proposed overall height and proximity to the southern front property line. There is no screening or other natural features that would aid in minimizing the obtrusiveness of the structures and there appear to be other locations on the site that could accommodate the proposed fireplace wall and pergola in keeping with the Single-Family Design Guidelines. As discussed in more detail above, the project would be conditioned to eliminate the proposed pergola and fireplace wall from the project scope of work.

EXTERIOR LIGHTING: Development Standard G; Design Guideline C-1.11

A standard condition of approval will be imposed into this determination to ensure that all the exterior lighting incorporated into the Building Permit are unobtrusive and downward facing.

LANDSCAPING AND VEGETATION REMOVAL: Development Standard F; Design Guideline A-1.1

As mentioned above, no significant tree removal or vegetation removal has been proposed as part of this project.

ACCESS: Development standard C; Design Guidelines A-1.5

No change to access from the road right-of-way is entailed in the scope of the project.

NEIGHBORHOOD COMPATABILITY: Design Guidelines B-1.1, C-1.1 through C-1.3, C-1.7

Per Single-Family Design Guidelines, C-1.3, new hillside residential development shall be sited to as to minimize interference with privacy between adjacent properties. As mentioned above and as conditioned herein, the proposed pool would not be visually prominent to adjacent properties so it would not interfere with the privacy of adjacent neighbors. Therefore, the proposed project as conditioned herein would be consistent with the key design principles of the Single-Family Residential Design Guidelines in that the project maintains adequate space, light, and a sense of openness from surrounding residences in the neighborhood.

B. The proposed development provides architectural design, massing, materials, and scale that are compatible with the site surroundings and the community.

As mentioned above, the project will be conditioned to eliminate the proposed pergola and fireplace wall from the scope of the project. Therefore, the project would be proportional to the mass and bulk of the properties within the surrounding area relative to the lot size with implementation of the special conditions below.

C. The proposed development results in site layout and design that will not eliminate significant sun and light exposure or result in light pollution and glare; will not eliminate primary views and vistas; and will not eliminate privacy enjoyed on adjacent properties.

As conditioned herein, the proposed development will not obstruct light or intrude upon the privacy of the adjacent neighbors.

D. The proposed development will not adversely affect and will enhance where appropriate those rights-of-way, streetscapes, and pathways for circulation passing through, fronting on, or leading to the property.

The project site is located on private property. Therefore, the project would not encroach onto adjoining private properties, public lands, public easements, trails, and rights-of-way. Additionally, the project will not encroach into the recorded scenic easement located on the subject property.

E. The proposed development will provide appropriate separation between buildings, retain healthy native vegetation and other natural features, and be adequately landscaped consistent with fire safety requirements.

The project would maintain adequate separation between buildings for the purposes of fire protections. No vegetation removal, tree removal, or new landscaping is proposed as part of this project. While grading is proposed to submerge the proposed pool, the pool would be located on a portion of the site that was previously disturbed.

ACTION

The project described in condition of approval 1 below is authorized by the Marin County Planning Division and is subject to the conditions of project approval.

This planning permit is an entitlement to apply for construction permits, not a guarantee that they can be obtained, and it does not establish any vested rights. This decision certifies the proposed project's conformance with the requirements of the Marin County Development Code and in no way affects the requirements of any other County, State, Federal, or local agency that regulates development. In addition to a Building Permit, additional permits and/or approvals may be required from the Department of Public Works, the appropriate Fire Protection Agency, the Environmental Health Services Division, water and sewer providers, Federal and State agencies.

CONDITIONS OF PROJECT APPROVAL

CDA-Planning Division

1. This Design Review approval authorizes the construction of a new pool on a developed lot in Kentfield. The approved development shall not increase the existing floor area ratio of 41 percent on the 10,000 square foot lot. The approved pool shall reach a maximum height of 2 feet, 6 inches above surrounding grade and the exterior walls shall have the following setbacks: 36 feet from the southern front property line; 8 feet from the western side property line; over 100 feet from the eastern side property line; and 34 feet from the northern rear property line. Various site improvements are also entailed in the approved development, including a new 4-foot-high retaining wall and new paving.
2. Plans submitted for a Building Permit shall substantially conform to plans identified as Exhibit A, entitled “,” consisting of 27 sheets prepared by Designer Nick Romanenko on behalf of Constructo, received in final form on July 21, 2023, and on file with the Marin County Community Development Agency, except as modified by the conditions listed herein.

BEFORE ISSUANCE OF A BUILDING PERMIT, the applicant shall modify the project to conform to the following requirements:

- a. The plans submitted for the building permit shall demonstrate that the pergola and fireplace wall have been eliminated from the top of the detached accessory structure.
 - b. Provide correct project information in the project data table including the correct zoning district, setbacks, total (actual) lot area, total floor area (FAR), and maximum height of new development.
 - c. Provide an accurate scale on each page of the plan set.
 - d. Provide materials, colors, and details for the approved pool that are subdued and blend with the surrounding environment.
3. The project shall conform to the Planning Division's "Uniformly Applied Conditions 2023" with respect to all of the standard conditions of approval and the following special conditions: 2, 3.

VESTING

Unless conditions of approval establish a different time limit or an extension to vest has been granted, any permit or entitlement not vested within three years of the date of the approval shall expire and become void. The permit shall not be deemed vested until the permit holder has actually obtained any required Building Permit or other construction permit and has substantially completed improvements in accordance with the approved permits, or has actually commenced the allowed use on the subject property, in compliance with the conditions of approval.

RIGHT TO APPEAL

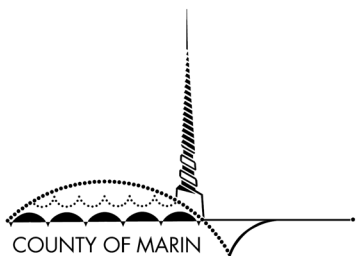
This decision is final unless appealed to the Planning Commission. A Petition for Appeal and the required fee must be submitted in the Community Development Agency, Planning Division, Room 308, Civic Center, San Rafael, no later than eight business days from the date of this decision.

cc: *{Via email to County departments and Design Review boards}*

CDA – Assistant Director
CDA – Planning Manager
DPW – Land Development
Marin Water District
County No. 01 Sanitary District
Kentfield Fire Protection District
Kentfield Planning Advisory Board

Attachments:

1. Marin County Uniformly Applied Conditions 2023
2. DPW Transmittal Response



**MARIN COUNTY UNIFORMLY APPLIED CONDITIONS
FOR PROJECTS SUBJECT TO DISCRETIONARY PLANNING PERMITS**

2023

STANDARD CONDITIONS

1. The applicant/owner shall pay any deferred Planning Division fees as well as any fees required for mitigation monitoring or condition compliance review before vesting or final inspection of the approved project, as determined by the Director.
2. The applicant/owner shall defend, indemnify, and hold harmless the County of Marin and its agents, officers, attorneys, or employees from any claim, action, or proceeding, against the County or its agents, officers, attorneys, or employees, to attack, set aside, void, or annul an approval of this application, for which action is brought within the applicable statute of limitations. The County of Marin shall promptly notify the applicant/owner of any claim, action, or proceeding that is served upon the County of Marin and shall cooperate fully in the defense.
3. Exterior lighting for the approved development shall be located and shielded to avoid casting glare into the night sky or onto nearby properties, unless such lighting is necessary for safety purposes.
4. Building Permit applications shall substantially conform to the project that was approved by the planning permit. All Building Permit submittals shall be accompanied by an itemized list of any changes from the project approved by the planning permit. The list shall detail the changes and indicate where the changes are shown in the plan set. Construction involving modifications that do not substantially conform to the approved project, as determined by the Community Development Agency staff, may be required to be halted until proper authorization for the modifications is obtained by the applicant.

SPECIAL CONDITIONS

1. BEFORE ISSUANCE OF A BUILDING PERMIT, the applicant shall submit a signed Statement of Conformance prepared by a certified or licensed landscape design professional indicating that the landscape plan complies with the State of California's Model Water Efficient Landscape Ordinance and that a copy of the Landscape Documentation Package has been filed with the Community Development Agency.
2. BEFORE ISSUANCE OF A BUILDING PERMIT, the applicant shall mark or call out the approved building setbacks on the Building Permit plans indicating the minimum distance of the building from the nearest property line or access easement at the closest point and any of the following features applicable to the project site: required tree protection zones, Wetland Conservation Areas, or Stream Conservation Areas.

3. BEFORE ISSUANCE OF A BUILDING PERMIT, the applicant shall revise the plans to depict the location and type of all exterior lighting for review and approval of the Community Development Agency staff. Exterior lighting visible from off-site shall consist of low-wattage fixtures, and shall be directed downward and shielded to prevent adverse lighting impacts to the night sky or on nearby properties. Exceptions to this standard may be allowed by the Community Development Agency staff if the exterior lighting would not create night-time illumination levels that are incompatible with the surrounding community character and would not shine on nearby properties.
4. BEFORE ISSUANCE OF A BUILDING PERMIT, the applicant shall record a Waiver of Public Liability holding the County of Marin, other governmental agencies, and the public harmless related to losses experienced due to geologic and hydrologic conditions and other natural hazards.
5. BEFORE ISSUANCE OF A BUILDING PERMIT, the applicant shall submit written confirmation that the property owner has recorded the "Disclosure Statement Concerning Agricultural Activities," as required by Section 23.03.050 of the Marin County Code.
6. BEFORE ISSUANCE OF A BUILDING PERMIT for any of the work identified in the project approval, the applicant shall install 3-foot high temporary construction fencing demarcating established tree protection zones for all protected trees that are not being removed in the vicinity of any area of grading, construction, materials storage, soil stockpiling, or other construction activity. The applicant shall submit a copy of the temporary fencing plan and site photographs confirming installation of the fencing to the Community Development Agency. Acceptable limits of the tree protection zones shall be the dripline of the branches or a radius surrounding the tree of one foot for each one inch diameter at breast height (4.5 feet above grade) of the tree trunk. The fencing is intended to protect existing vegetation during construction and shall remain until all construction activity is complete. If encroachment into the tree protection zone is necessary for development purposes, additional tree protection measures shall be identified by a licensed arborist, forester, or botanist, and the tree specialist shall periodically monitor the construction activities to evaluate whether the measures are being properly followed. A report with the additional measures shall be submitted for review and approval by the Planning Division before any encroachment into a tree protection zone occurs.
7. BEFORE FINAL INSPECTION, if encroachments into a tree protection zone have been approved, then the tree specialist shall submit a letter to the Planning Division verifying that the additional tree protection measures were properly implemented during construction activities.
8. BEFORE ISSUANCE OF A BUILDING PERMIT, temporary construction fencing shall be installed on the subject property at edge of the Wetland Conservation Area and/or Stream Conservation Area, as applicable to the site. The applicant shall submit a copy of the temporary fencing plan and site photographs confirming installation of the fencing to the Community Development Agency. The construction fencing shall remain until all construction activity is complete. No parking of vehicles, grading, materials/equipment storage, soil stockpiling, or other construction activity is allowed within the protected area. If encroachment into the protected area is necessary for development purposes, additional protection measures shall be identified by a qualified biologist and the biologist shall periodically monitor the construction activities to evaluate whether the measures are being properly followed. A

report with the additional measures shall be submitted for review and approval by the Planning Division before any encroachment into a protected area occurs.

9. BEFORE FINAL INSPECTION, if encroachments into a protected area have been approved, then the biologist shall submit a letter to the Planning Division verifying that the additional protection measures were properly implemented during construction activities.
10. BEFORE ISSUANCE OF A BUILDING PERMIT, the applicant must provide written evidence that all appropriate permits and authorizations have been secured for this project from the Bay Conservation and Development Commission, the California Department of Fish and Game, the Regional Water Quality Control Board, the California Coastal Commission, the California State Lands Commission, the Bay Area Air Quality Management District, and/or the United States Army Corps of Engineers.
11. BEFORE CLOSE-IN INSPECTION, the applicant shall have a licensed land surveyor or civil engineer with proper surveying certification prepare and submit written (stamped) Floor Elevation Certification to the Planning Division confirming that the building's finished floor elevation conforms to the floor elevation that is shown on the approved Building Permit plans, based on a benchmark that is noted on the plans.
12. BEFORE FINAL INSPECTION, the project shall substantially conform to the requirements for exterior materials and colors, as approved herein. Approved materials and colors shall substantially conform to the materials and colors samples shown in "Exhibit A" unless modified by the conditions of approval. The exterior materials or colors shall conform to any modifications required by the conditions of approval. All flashing, metalwork, and trim shall be treated or painted an appropriately subdued, non-reflective color.
13. BEFORE FINAL INSPECTION, the applicant shall install all approved landscaping that is required for the following purposes: (1) screening the project from the surrounding area; (2) replacing trees or other vegetation removed for the project; (3) implementing best management practices for drainage control; and, (4) enhancing the natural landscape or mitigating environmental impacts. If irrigation is necessary for landscaping, then an automatic drip irrigation system shall be installed. The species and size of those trees and plants installed for the project shall be clearly labeled in the field for inspection.
14. BEFORE FINAL INSPECTION, the applicant shall submit a Certificate of Completion prepared by a certified or licensed landscape design professional confirming that the installed landscaping complies with the State of California's Model Water Efficient Landscape Ordinance and the Landscape Documentation Package on file with the Community Development Agency.
15. BEFORE FINAL INSPECTION, the applicant shall submit written verification from a landscape design professional that all the approved and required landscaping has been completed and that any necessary irrigation has been installed.
16. BEFORE FINAL INSPECTION, utilities to serve the approved development shall be placed underground except where the Director determines that the cost of undergrounding would be so prohibitive as to deny utility service to the development.
17. BEFORE FINAL INSPECTION, the applicant shall call for a Community Development Agency staff inspection of approved landscaping, building materials and colors, lighting and

compliance with conditions of project approval at least five business days before the anticipated completion of the project. Failure to pass inspection will result in withholding of the Final Inspection approval and imposition of hourly fees for subsequent reinspections.

CODE ENFORCEMENT CONDITIONS

1. Within 30 days of this decision, the applicant must submit a Building Permit application to legalize the development. Requests for an extension to this timeline must be submitted in writing to the Community Development Agency staff and may be granted for good cause, such as delays beyond the applicant's control.
2. Within 60 days of this decision, a Building Permit for all approved work must be obtained. Requests for an extension to this timeline must be submitted in writing to the Community Development Agency staff and may be granted for good cause, such as delays beyond the applicant's control.
3. Within 120 days of this decision, the applicant must complete the approved construction and receive approval of a final inspection by the Building and Safety Division. Requests for an extension to this timeline must be submitted in writing to the Community Development Agency staff and may be granted for good cause, such as delays beyond the applicant's control.

PLANNING APPLICATION REVIEW

DEPARTMENT OF PUBLIC WORKS

Inter-office Memorandum – Fourth Transmittal

DATE: August 18, 2023

DUE: August 16, 2023

TO: Erin Yattaw

FROM: Cara E. Zichelli

APPROVED: _____

RE: Gottesman Revocable Trust Etal

Design Review P3897

APN: 071-152-66

ADDRESS: 111 Oak Avenue, Kentfield

TYPE OF DOCUMENT

DESIGN REVIEW

COASTAL PERMIT

LAND DIVISION

VARIANCE

USE PERMIT

ADU PERMIT

ENVIRONMENTAL REV.

OTHER: _____

Department of Public Works Land Use Division has reviewed this application for content and:

Find it **COMPLETE**

Find it **INCOMPLETE**, please submit items listed below

Find it **NEEDS SUBSTANTIAL MODIFICATIONS TO CONFORM**

Comments Included (Inc.) or Attached (Att.) from other DPW Divisions:

Traffic

Flood Control

Other: _____

Merit Comments

Prior to Issuance of a Building Permit: These items are not incompleteness items to be addressed as part of the Design Review application. The following are items to be included in or addressed with the building permit application.

1. **Parking:** Per Marin County Code § 24.04.380(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. Demonstrate compliance.
2. **Grading & Drainage Plans:** Provide a drainage and grading plan prepared by a licensed professional engineer or by a registered architect:
 - a. Plan shall provide existing and proposed topographic contours, or a sufficient number of spot elevations, to describe drainage patterns. The proposed project shall maintain existing drainage patterns.
 - b. Plan shall show and label all existing and proposed drainage features and improvements. Improvements may include down spouts, footing and foundation drains, area drains and catch basins, piping and out fall structures or means of dispersion. Clarify where detail 5/C-3 is proposed. Note that 2022 California Plumbing Code (CPC) §1101.12.1 requires roof areas of buildings to be drained by roof drains and gutters. Note as well that CPC §1101.6.5(2) indicates that the point of discharge shall not be less than 10 feet from the property line.
 - c. **Plans shall show to where existing drainage system discharges.**
 - d. Per 2022 California Residential Code § R401.3, lots shall be graded to drain surface water away from foundation walls. The grade shall fall a minimum of 6 inches within the first 10 feet. Where lot lines, walls, slopes, or other physical barriers prohibit 6 inches of fall within 10 feet, drains or swales shall be constructed to ensure drainage away from the structure. Impervious surfaces within 10 feet of the building foundation shall be sloped a minimum 2 percent away from the building. Demonstrate compliance.

- e. The plan shall also incorporate any recommendations from the Geotechnical Engineer, if such a professional is involved in the project. Note that sheet S2 refers to recommendation from Geotechnical Engineer.
 - f. The plan shall tabulate the existing and proposed areas of impervious surface for the property, and specifically indicate the area of new plus replaced impervious surfaces (this may not just be the difference between existing and proposed). Demonstrate that there will be no net increase in runoff from the developed site compared to pre-existing development.
 - g. Plan shall show and label the limit of disturbance. Provide the total area to be disturbed and the proposed cut and fill earthwork volumes. Indicate to where off haul will be taken.
 - h. Indicate means of restoring all disturbed areas.
 - i. Add a note on the plans indicating that the Design Engineer/Architect shall certify to the County in writing upon the completion of work that all grading and drainage improvements were installed in accordance with the approved plans and field direction. Be aware that a DPW Engineer will need to inspect and accept work after receipt of certification letter. Certification letters shall reference building permit number or numbers for specific work being certified, the address of the property and the Assessor's Parcel Number (APN), and shall be signed and stamped by the certifying professional.
3. **Site Retaining Walls:**
- a. Clarify the proposed heights for all site retaining walls. You will need to apply for a separate Building Permit for each site/driveway retaining wall greater than 4ft in height, or for any wall that is subject to a surcharge such as a sloped backfill or vehicular load. The total height shall be measured from the bottom of the footing to the top of the wall. If any walls are structurally tied to the dwelling, indicate this on the plans, as these walls will not require a separate permit.
 - b. For each retaining wall, provide a cross sectional reference on the site plan which corresponds to a structural detail provided in the plan set.
 - c. Submit design calculations for the retaining walls which are greater than 4ft in height, measured as described above in item a, or which are subject to a surcharge behind wall. Calculations shall be prepared, signed and stamped by the design engineer.
4. **During Construction Stormwater Pollution Prevention Controls: Best Management Practices Plan** for projects with less than 250 cy of earth movement and where the limit of disturbance is over 50 feet from any mapped watercourse. Per Marin County Code § 24.04.625(a)(c)(g)(k), provide a plan indicating construction-phase best management practices (BMPs) include erosion and sediment controls and pollution prevention practices. The combination of BMPs used, and their execution in the field, must be customized to the site using up-to-date standards and practices. You may refer to the Marin County Stormwater Pollution Prevention Program's website, <https://www.marincounty.org/~media/files/departments/pw/mcstoppp/development/erosionsediment-control-measures-for-small-construction-projects-2015.pdf?la=en>
5. **Utilities:** Plan shall show the location of all the existing utility laterals and indicate which, if any, will be upgraded or relocated with this project. Be certain to include water, sanitary sewer, gas, electric and telecommunications. Show easements associated with any utility that extends onto, through or over another private property.
6. **Swimming Pool Drainage:** The plans shall provide details for the pool drainage and demonstrate that the drainage would comply with MCC 23.18 (Urban Runoff Pollution Prevention Code). Discharge into a watercourse is prohibited pursuant to MCC 23.18.094. You may refer to the Marin County Stormwater Pollution Prevention Program's website, www.mcstoppp.org, for more information.
7. **Encroachment Permit: Oak Avenue** is a County maintained road. An Encroachment Permit from DPW is required for any work within the County's road right-of-way, including, but not limited to, utility trenching, installation of new utility connections, and modifications to the driveway apron, curb and gutter. For any work proposed in the right of way, the selected contractor shall apply for and obtain an Encroachment Permit prior to starting that work.

-END-