



February 28, 2023

Sent via email

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P. O. Box 809

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RE: Norton and Brown Coastal Permit
215 Birch Road, Bolinas
Assessor's Parcel: 192-172-27, -15 and -07
Project ID P4009 and P4010

Dear applicants,

Thank you for submitting your application on February 27, 2023. Your project has been assigned to me for review and analysis. Based on my initial review of the information you submitted, my understanding of your proposal is summarized below.

You're requesting a Coastal Permit approval to merge three contiguous properties identified as Assessor's Parcel Numbers (APN) 192-172-07, 192-172-15 and 192-172-27 in the unincorporated area of Bolinas, CA. The lots are described below:

Assessor's Parcel Number	Street Address	Existing Area
192-172-07, (historic lots 946 through 950)	Vacant lot along Birch Road, Bolinas	10,000 sq. ft.
192-172-15, (historic lots 969 and 970)	Vacant lot along Cedar Avenue, Bolinas	4,000 sq. ft.
192-172-27, (historic lots 951 through 964, lots 971 through 974, lots 980 through 984, inclusive)	215 Birch Road, Bolinas	26,000 sq. ft.

The property identified as APN 192-172-27 is developed with a single-family residence and detached accessory structures, while APN 192-172-07 and 192-172-15 are vacant. All three parcels would be merged to create a new lot.

Coastal Permit approval is required pursuant to Marin County Local Coastal Program, Implementation Section 22.68.030 because the project entails new development in the Coastal Zone as defined in Article VIII, Chapter 22.130.D, Development.

If this project description is incorrect, please let me know as soon as possible.

My review of your proposal will involve a series of steps. The first step will be to determine whether your application is complete. I will be reviewing the plans and other information you provided, going over County records for your property, and visiting your property for a site inspection. I hope to visit your property within the next two to three weeks and will contact you before I visit. I will try not to inconvenience you with my visit, and you do not need to be there for me to inspect the site. However, please let me know soon if you would like to schedule an appointment to meet me on-site, show me around, and discuss your project. Also, please let me know if there are any locked gates or dogs on your property, so that we can arrange a time when I can enter safely. I will post a notice on your property so that the neighbors can be aware of your project and contact me with questions or comments. You may only remove this notice once we have issued a decision and the appeal period has ended.

As a routine part of reviewing applications such as yours, we send the project plans to public agencies and community groups that may have an interest in your proposal. If we refer your project to a community group, they will usually invite you to meet and share your project with them before they provide recommendations to us. We frequently refer applications to a variety of public agencies including the Marin County Department of Public Works, the Community Development Agency's Environmental Health Services Division, your local fire department, and water and sanitary districts. Sometimes someone from these agencies will want to visit your property, and we appreciate your cooperation in allowing them to enter and inspect the site. Public agencies and community groups often provide us with useful comments that need to be addressed during our review and decision on your application.

I will determine if your application is complete within 30 days of the date it was submitted. If your application is not complete, I will send you a list of required information for you to submit before your application can be deemed complete. In many instances, we will require you to install story poles or stakes showing the development you are proposing. If story poles or stakes are required, I will visit your property again to view them. You will have 30 days to resubmit all the requested information before your application will expire. If you would like additional time to submit these incompleteness items, you may request an extension of time for resubmittal of information. For most projects, we will grant time extensions up to a maximum of three months before the application expires.

I will send you a letter letting you know when your application has been deemed complete. In this letter, I will also let you know what my review indicates about your project's compliance with the California Environmental Quality Act (CEQA). Most projects are exempt from CEQA, but some projects may require environmental review to determine whether they would result in environmental impacts. If your project requires environmental review, I will contact you with more information about the process. If your project is exempt from CEQA, I will begin assessing the merits of your project.

In reviewing the merits of your project, I will evaluate whether your proposal conforms to the County's various land use and development policies and regulations. For some types of applications, a public notice will be distributed before a decision on your application can be issued. Also, certain applications require a public hearing. Provided your application is exempt from CEQA, State law mandates that we issue a decision on your project within three months of the date you submit a complete application. However, we usually issue decisions well before the State mandated deadline. Any decision on your application can be referred or appealed to the Planning Commission and subsequently to the Board of Supervisors.

Do not hesitate to call me at (415) 473-2755 or contact me via email at ibereket@marincounty.org as questions arise regarding your application or the development review process. Voicemail messages will be returned before the end of the next business day. Please do not visit our office expecting to meet with me without an appointment. If you wish to discuss your application in person, please contact me to schedule a time when we can meet. I will try to schedule an appointment within five business days. I will make every effort to process your application as quickly as possible.

I look forward to working with you on this application.

Sincerely,



Immanuel Bereket
Senior Planner

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