MARIN COUNTY PLANNING DIVISION
ADMINISTRATIVE DECISION
Andrew F. Mathieson Trust Minor Design Review and Tree Removal Permit

Decision: Approved
Date: August 5, 2022

Project ID No: P3520
Applicant(s): Polsky Perlstein Architects
Owner(s): Andrew F. Mathieson /TR/
& Ann B. Mathieson /TR/
Assessor’s Parcel No(s): 075-042-06
Property Address: 11 Evergreen Dr., Kentfield
Project Planner: Erin Yattaw
415-473-3535
eyattaw@marincounty.org

Signature: Erin Yattaw

Countywide Plan Designation: SF3 (Rural/Residential)
Community Plan Area: Kentfield/Greenbrae
Zoning District: RSP-1 (Residential Single-Family Planned)
Environmental Determination: CEQA Guidelines section 15301, Class 1
CEQA Guidelines section 15304, Class 4

PROJECT SUMMARY

The applicant requests Minor Design Review approval to convert an existing carport with storage into an approximately 629 square foot garage, to construct a new retaining wall, and to construct a new 1,139 square foot detached Accessory Dwelling Unit (ADU) on a developed lot in Kentfield. The 1,768 square feet of proposed development would result in a total floor area ratio of 13 percent on the 45,653 square foot lot. The maximum height and minimum setbacks of the proposed addition and outdoor features are described below.

The proposed garage would reach a maximum height of 13 feet, 6 inches above surrounding grade and the exterior walls would have the following setbacks: 48 feet from the western front property line; over 100 feet from the northern side property line; 2 feet, one inch from the southern side property line; 85 feet, 2 inches from the eastern rear property line.

The proposed retaining wall would reach a maximum height of 6 feet, four inches above the surrounding grade and it would have the following setbacks: over 100 feet from the western front property line; over 100 feet from the northern side property line; 4 feet from the southern side property line; 36 feet from the eastern rear property line.
The proposed ADU would reach a maximum height of 16 feet above the surrounding grade, and it would have the following setbacks: 74 feet, 11 inches from the western front property line; 8 feet from the northern side property line; over 100 feet from the southern side property line; 26 feet, 11 inches from the eastern rear property line.

Various site improvements would also be included in the proposed development, including a new pool terrace and a new trellis.

The applicant requests Tree Removal Permit approval to remove a heritage 30-inch California bay tree. A protected 11-inch California bay tree is also proposed to be removed.

Minor Design Review approval pursuant to Marin County Code Section 22.42.020.A is required because the property is in a planned zoning district. Additionally, Tree Removal Permit approval is required pursuant to Marin County Code Section 22.62.020 because the project entails removing one heritage tree.

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. 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.

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)

The project is consistent with the mandatory findings for Design Review approval for the reasons discussed below.

A. The proposed development is consistent with the Design Guidelines and Discretionary Development Standards because it is designed to avoid adversely affecting natural resources and the character of the local community. Further, the exterior materials proposed for the development would complement the project design and the surrounding area. There are no standards provided in Chapter 22.14 that apply to the project.

B. The proposed architectural design, massing, and scale of the project are compatible with the site surroundings and the community. Further, a standard condition of approval requires that exterior lighting installed for the project be unobtrusive to surrounding properties.

C. The proposed site layout and design avoids eliminating sunlight, blocking primary views, or invading the privacy enjoyed on surrounding properties.

D. The proposed development would not encroach into any streets or pathways and would not detract from the appeal of the streetscape.

E. The proposed development would provide appropriate separation between buildings, retain healthy native vegetation and other natural features, and be adequately landscaped consistent with fire safety requirements.
Mandatory Findings for Tree Removal Permit (Marin County Code Section 22.62.050)

The project is consistent with the mandatory findings for Tree Removal Permit approval for the reasons discussed below.

A. The tree removal would not occur in close proximity to streams, wetlands, shorelines, or habitats for special status species of plants or animals.

B. The tree removal would not destabilize steep slopes or substantially decrease privacy, wind screening, or the aesthetic quality of the property.

C. The tree removal is necessary for the full enjoyment of the property and the surrounding area would continue to support ample native vegetation, consistent with fire safety requirements.

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 Minor Design Review approval authorizes the conversion of an existing carport with storage into an approximately 629 square foot garage, the construction of a new retaining wall, and the construction of a new 1,139 square foot detached ADU on a developed lot in Kentfield. The 1,768 square feet of approved development shall result in a floor area ratio of 13 percent on the 45,653 square foot lot.

The approved garage shall reach a maximum height of 13 feet, 6 inches above the surrounding grade and the exterior walls shall have the following setbacks: 48 feet from the western front property line; over 100 feet from the northern side property line; 2 feet, one inch from the southern side property line; 85 feet, 2 inches from the eastern rear property line.

The approved retaining wall shall reach a maximum height of 6 feet, four inches above the surrounding grade and it shall have the following setbacks: over 100 feet from the western front property line; over 100 feet from the northern side property line; 4 feet from the southern side property line; 36 feet from the eastern rear property line.

The approved ADU shall reach a maximum height of 16 feet above the surrounding grade, and it shall have the following setbacks: 74 feet, 11 inches from the western front property line; 8 feet from the northern side property line; over 100 feet from the southern side property
line; 26 feet, 11 inches from the eastern rear property line.

Various site improvements are also entailed in the approved development, including the conversion of an existing pool house into a residential accessory dwelling unit, a new pool terrace, and a new trellis.

This Tree Removal Permit approval authorizes the removal a heritage 30-inch California bay tree.

2. Plans submitted for a Building Permit shall substantially conform to plans identified as Exhibit A, entitled “Mathieson Residence,” consisting of 17 sheets prepared by Polsky Perlstein Architects, received in final form on May 16, 2022, and on file with the Marin County Community Development Agency, except as modified by the conditions listed herein.

3. In accordance with Marin County Code Section 22.26.040.H, the applicant must replant at least 2 trees for every 1 tree removed for a total of 2 replacement trees on the property. The required replacement trees must be appropriately sized (e.g., minimum of 15-gallon box) and shall be native plant species.

4. Tree removal shall not occur until the mandatory appeal period has passed, no appeal has been filed, and the approval is final.

5. Before FINAL INSPECTION of a Building Permit, the applicant shall submit pictures of the required planted replacement trees.

6. The project shall conform to the Planning Division’s “Uniformly Applied Conditions 2022” with respect to all of the standard conditions of approval and the following special conditions: 3 and 12.

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 Board}
   CDA – Assistant Director
   CDA – Planning Manager
   DPW – Land Development
   Marin Water District
   County No. 1 Sanitary District
   Kentfield Fire Protection District
   Andrew F. Mathieson /TR/ & Ann B. Mathieson /TR/, 11 Evergreen Dr., Kentfield, CA 94904
Attachments:

1. Marin County Uniformly Applied Conditions 2022
MARIN COUNTY UNIFORMLY APPLIED CONDITIONS
FOR PROJECTS SUBJECT TO DISCRETIONARY PLANNING PERMITS

2022

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
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.