

**MARIN COUNTY PLANNING DIVISION
ADMINISTRATIVE DECISION
Brownridge Design Review and Tree Removal Permit**

Decision: Approved with Conditions
Date: August 21, 2020

Project ID No:	P2780	Applicant(s):	Susan Brownridge
		Owner(s):	Brownridge Trust
		Assessor's Parcel No(s):	075-051-02
		Property Address:	115 Woodland Road, Kentfield
		Project Planner:	Megan Alton (415) 473-6235 malton@marincounty.org
		Signature:	<i>Megan Alton</i>
Countywide Plan Designation:	SF3		
Community Plan Area:	Kent Woodlands		
Zoning District:	RSP-1		
Environmental Determination:	CEQA Guidelines section 15301, Class 1 and section 15304, Class 4		

PROJECT SUMMARY

The applicant intends to tear down an existing residence on a developed lot in Kentfield and requests Design Review approval to construct a new 3,463 square foot residence with a 540 square foot attached garage. Various site improvements would also be entailed in the proposed development, including installation of a new pool, landscaping and remodel of an existing guest house. The proposed development would consist of 6,465 square-feet of total building area and 5,925 square-feet of total floor area, which would result in a floor area ratio of 13 percent on the 43,400 square-foot lot. The residence would reach a maximum height of 26 feet 10 inches above existing grade. The residence would have the following setbacks from the exterior walls: 30 feet from the northwestern front property line; 15 feet from the northeastern side property line; 15 feet from the southwestern side property line; more than 100 feet from the southeastern rear property line. The applicant also proposes landscaping cleanup to remove trees from the heavily vegetated site. Most trees to be removed are exempt from a Tree Removal Permit due to being in poor condition; however, nine protected trees are to be removed.

Design Review approval is required because the project is located in a planned zoning district. A Tree Removal Permit is required because more than two "protected" trees are proposed to be removed.

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

The proposed amendments to the project are consistent with the Kent Woodlands Land Use Policy Report for the following reasons:

- A. The project is consistent with the stream protection policies in the Environmental Quality section, including Policies EQ 1.1, 1.2, 3.1, 4.1, 6.1, because it would not affect natural

drainage networks that provide wildlife corridors, avoid stream buffer areas, and minimize the potential for erosion and sedimentation.

- B. The project is consistent with the tree preservation policies in the Environmental Quality section, including Policies EQ4.1, 5.1, and Community Development Policy CD1.10 because it would preserve native woodlands and the habitats they support, any trees that are removed would be replaced on site, and landscaping consists of primarily native plant species that are compatible with the natural setting.
- C. The project is consistent with natural topography Policy E.Q. 7.1 because it would minimize grading and high retaining walls by generally aligning development to follow the natural contours on the site.
- D. The project is consistent with the Community Development Policies related to natural site amenities and characteristics, including CD 1.1 and CD 1.2, because it would preserve hillsides, ridges, stands of mature native trees, rock outcroppings and other natural features.
- E. The project is consistent with the Community Development Policies related to compatible architectural design, including Policies CD 1.3, CD 1.4, CD 1.5, because the development would meet the setbacks for the R1:B3 zoning district, the residence would not exceed a height of 30 feet and the garage would not exceed a height of 15 feet, and outdoor activity areas would not be located too close to bedrooms in neighboring residences.
- F. The project is consistent with the Community Development Policies related to ridgeline and hillside development, including Policies CD 1.6 and CD 1.7, because the site is not located on a visually prominent ridgeline and the development would be designed to minimize the apparent mass and bulk of the buildings from surrounding properties and the road.
- G. The project is consistent with the Community Development Policies related to building materials and colors and site lighting, including Policies CD 1.8 and CD 1.9, because the exterior facades would be subdued earthtone colors and the site lighting would be unobtrusive to surrounding properties.
- H. The project is consistent with the Natural Hazards policies, including NH 1.1, NH 1.2, NH 3.1, because the development would not be located in areas especially prone to unstable geologic conditions and would meet fire safety standards related to construction and fuels reduction. The project is consistent with the Natural Hazards Policies related to flooding because the project would not substantially increase amount or velocity of storm water running off the site.

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 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. 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 proposed residence would maintain the required 50-foot setback for the Stream Conservation Area. The project as designed requires minimal grading and disturbance of the site. Specifically, the residence is generally located within the previously graded and disturbed areas associated with the existing residence. Additionally, groundcover, shrubs, and trees, proposed to be planted throughout the property would help soften the appearance as viewed from the neighboring properties, and maintain privacy on the project site and neighboring properties.

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

The property is not located within the Ridge and Upland Greenbelt (RUG) area and is not located on a visually prominent ridgeline. The project is designed to provide adequate site separation between the main residence and surrounding properties due to the location of the project relative to the size of the lot. Specifically, the project would maintain all requisite setbacks for the R1-B3 zoning district.

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

The proposed residence will be 26 feet 10 inches in height consistent with the 30-foot height limit established by the RSP-1 zoning district, and the scale and massing of the proposed residence is comparable in terms of height, massing and scale, to the neighboring residences. The proposed building materials would include both a vertical stained cedar siding and natural colored state siding. The proposed roofing material consists of a standing seam metal roof. The proposed materials would materials and colors that would blend into the natural environment and would be complementary to the neighborhood.

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

The design of the proposed residence and accessory structure incorporates wall articulations such as modest overhangs and minor projections from dormers and porches to effectively break up the appearance of visual bulk and mass. Additionally, the design of the proposed residence and accessory structure incorporates articulated roof forms and roof lines that visually break the structures into smaller building components.

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

The selected light fixtures complement the architectural design of the residence and are shielded and pointed downward so light is not cast upward. Lighting is located at low elevations or under overhangs.

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

As indicated on the project landscape plan, new landscaping will be planted around the perimeter of the property, in addition to new groundcover, shrubs and trees. As designed, the

newly proposed landscaping will provide for ample screening and softening of the new structure, as viewed from the neighboring properties and Woodland Avenue.

ACCESS: Development standard C; Design Guidelines A-1.5

Access to the property is from a private driveway that will connect to Woodland Road. The driveway and proposed parking will meet Marin County standards with regards to permitted driveway slope and minimum parking dimensions.

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

The project would be consistent with the key design principles of the Single-family Residential Design Guidelines in that the residence would maintain adequate setbacks from surrounding properties to preserve adequate space, light, and a sense of openness between properties. The project is consistent with the neighborhood with regard to bulk, massing, siting and aesthetics.

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

The architectural design, massing, materials and scale of the proposed residence is compatible with the neighborhood, which is comprised of a mixture of lot and housing sizes. The neighboring residences vary with regard to architectural style, height, massing and materials. The neighboring properties are developed with residences, garages and pools. The proposed residence is designed to incorporate a combination of articulated building and roof forms. The materials proposed to be utilized in construction of the residence are compatible with the surrounding neighborhood, including a combination of vertical stained cedar siding and natural colored state siding.

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.

The residence would maintain adequate setbacks to adjoining residences consistent with the R1-B3 zoning district as set forth in Policy CD 1.5 of the Kent Woodlands Land Use Policy Report. Therefore, the project would not result in development that infringes upon the views, air, light, and privacy currently enjoyed by the surrounding neighbors. Additionally, all exterior lighting would be located and/or shielded so as not to cast glare on nearby properties.

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.

Rights-of-way and pathways for circulation will not be impacted, because the project is located entirely on the property. The project has been reviewed by the Department of Public Works for compliance with standards for parking, retaining walls, and drainage. Additionally, the applicant has revised the landscaping plan per Department of Public Works June 18, 2020 letter which stated that trees and shrubs over 30 inches in height shall not be within the right-of-way. The plans will be verified again during the Building Permit process, thus ensuring the project would not adversely affect rights-of-way or pathways for circulation.

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 residence would provide appropriate separation between buildings and development on adjacent properties by maintaining adequate setbacks. Additionally, the project is designed with a comprehensive landscape plan including trees, shrubs, groundcover, and grasses located to provide adequate screening of the project. Furthermore, the project would be reviewed during the Building Permit stage to ensure the structure meets all current fire and building code 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 be located 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 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. Design Review approval to construct a new 3,463 square foot residence with a 540 square foot attached garage. Various site improvements shall include installation of a new pool, landscaping and remodel of an existing guest house. The residence shall reach a maximum height of 26 feet 10 inches above existing grade. The residence shall have the following setbacks from the exterior walls: 30 feet from the northwestern front property line; 15 feet from the northeastern side property line; 15 feet from the southwestern side property line; and more than 100 feet from the southeastern rear property line. The Tree Removal Permit authorizes the removal of nine protected trees.

2. Plans submitted for a Building Permit shall substantially conform to plans identified as Exhibit A, entitled "Brownridge Residence," consisting of 21 sheets prepared by Holder Architecture, received in final form on June 11, 2020, and on file with the Marin County Community Development Agency, except as modified by the conditions listed herein.
3. The project shall conform to the Planning Division's "Uniformly Applied Conditions 2020" with respect to all of the standard conditions of approval and the following special conditions: 15 and 17.

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

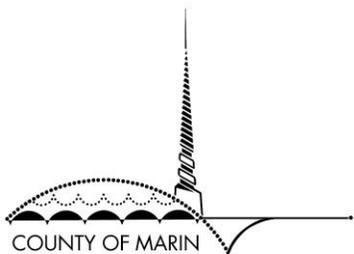
This decision is final unless appealed to the Planning Commission. A Petition for Appeal and the required fee must be submitted in the Community Development Agency, Planning Division, Room 308, Civic Center, San Rafael, no later than eight business days from the date of this decision (September 2, 2020).

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

CDA – Assistant Director
CDA – Planning Manager
DPW – Land Development
Marin Municipal Water District
Ross Valley Sanitary District
Kentfield Fire Protection District
Kent Woodlands HOA

Attachments:

1. Marin County Uniformly Applied Conditions 2020
2. Department of Public Works, June 18, 2020
3. Pacific Gas and Electric Company, July 15, 2020
4. Susan Brownridge, July 21, 2020



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

2020

STANDARD CONDITIONS

1. BEFORE ISSUANCE OF A BUILDING PERMIT, the applicant shall revise the site plan or other first sheet of the Building Permit plan sets to list as notes all standard and project specific conditions of approval, including the applicable special conditions listed herein and those conditions listed in the project approval, as well as any requirements indicated by other regulating agencies during the planning process.
2. 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.
3. 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.
4. 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.
5. 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

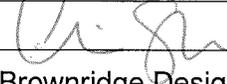
Inter-office Memorandum – Second Transmittal

DATE: June 18, 2020

DUE: June 30, 2020

TO: Megan Alton

FROM: Cara E. Zichelli

APPROVED: 

RE: Brownridge Design Review

P2780

APN: 075-051-02

ADDRESS: 115 Woodland Road, 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:**

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

Find it **COMPLETE**

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

Find it **NEEDS SUBSTANTIAL MODIFICATIONS TO CONFORM**

Traffic

Flood Control

Other: _____

Conditions of Approval:

Prior to approval of the building permits for the house, studio and pool.

1. **Public Utility Easement:** Applicant is responsible for coordination with all public utilities which may have facilities in the Public Utility Easement (PUE) which traverses the rear yard. The existing studio and shed structure encroaches into a public utility easement.
2. **Fence:** New fence must comply with the setback requirement of MCC 24.04.560, and in no instance be closer to the top of creek bank than the existing fence.
3. Applicant must remove proposed trees and shrubs over 30 inches high from the right of way. As proposed, planting plan on sheet L3 and rendering 2 on A4.0 are not acceptable.

Merit Comments

Prior to Issuance of a Building Permit:

1. **Street Trees:** Per Marin County Code § 24.04.760, street trees should be located at least five feet from curbs, sidewalks, driveways, drainage culverts, underground utilities, etc. Trees will not be allowed within the right of way of a road this is or is proposed to be a county-maintained road unless provisions are made, satisfactory to the agency, for their permanent maintenance.
2. **Visibility Obstructions:** Per Marin County Code § 13.18.00, it is unlawful to install or maintain any sign, fence, hedge, shrubs, natural growth or any other view obstructions which extend more than two feet six inches above the street level of any adjacent intersection, within the area between the property line and a diagonal line joining points on the property lines which are thirty-five feet from their intersection, as extended. Demonstrate compliance on Landscape drawings.
3. **Driveway:**
 - a. Applicant must provide a compliant driveway apron in the right of way; refer to Marin County Code (MCC) 24.04.290 Approaches.
 - b. Plan must demonstrate how it will maintain the existing drainage patterns along Woodland.
 - c. There is not an existing curb and gutter along this segment of Woodland Road. Remove indications for a proposed curb and gutter from the plans, including UCS details 100, 105 and 130.

4. **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. Public Utility Easement: Applicant shall coordinate with utilities and minimize private drainage improvements in the Public Utility Easement.
 - c. 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. Note that 2016 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.
 - d. Per 2016 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.
 - f. The plan shall tabulate the existing and proposed areas of impervious surface for the property, and 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.
5. **Erosion & Sediment Control Plan:**
 - a. Provide comprehensive erosion and sediment control plan (E&SCP) per Marin County Code § 24.04.625(b)(e).
 - b. Provide the completed E&SCP document associated with the plan. The template for this document can be found in the "Construction Erosion and Sediment Control Plan Applicant Package" available at the following link: <https://www.marincounty.org/~media/files/departments/pw/mcstoppp/development/mcstoppp-erosion-and-sediment-control-plan-applicant-package.pdf?la=en>. Note the actual template begins on page 11 of the document.
6. **Stormwater Control Plans:** Provide a Stormwater Control Plan as required by Marin County Code § 24.04.627 Permanent Stormwater Controls for New and Redevelopment. You may refer to the BASMAA Post Construction Manual which you can access at the County's website for post-construction stormwater management requirements, publications and resources at: <http://www.marincounty.org/depts/pw/divisions/mcstoppp/development/new-and-redevelopment-projects?panelnum=2> . **Direction for this project is in Appendix C of the BASMAA manual, Stormwater Control Plans for Small Projects / Single Family Homes. Provide completed project data table and indicate runoff reduction measures on the plan.**
7. **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.
8. **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.

9. **Encroachment Permit:** Woodland Road 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. **Woodland Road is presently on the Open Excavations Moratorium list; any excavations into the road surface will require extensive pavement restoration.** Additionally, fences, landscaping and boulders are unauthorized encroachments under Streets and Highways Code section 1480, and Marin County Code Chapter 13.12. The plans shall clearly identify all proposed work in the right of way. For all work proposed in the right of way, complete and submit an Encroachment Permit Application.

-END-



July 15, 2020

Megan Alton
County of Marin
3501 Civic Center Dr, Ste 308
San Rafael, CA 94903

Ref: Gas and Electric Transmission and Distribution

Dear Megan Alton,

Thank you for submitting the 115 Woodland Rd plans for our review. PG&E will review the submitted plans in relationship to any existing Gas and Electric facilities within the project area. If the proposed project is adjacent/or within PG&E owned property and/or easements, we will be working with you to ensure compatible uses and activities near our facilities.

Attached you will find information and requirements as it relates to Gas facilities (Attachment 1) and Electric facilities (Attachment 2). Please review these in detail, as it is critical to ensure your safety and to protect PG&E's facilities and its existing rights.

Below is additional information for your review:

1. This plan review process does not replace the application process for PG&E gas or electric service your project may require. For these requests, please continue to work with PG&E Service Planning: https://www.pge.com/en_US/business/services/building-and-renovation/overview/overview.page.
2. If the project being submitted is part of a larger project, please include the entire scope of your project, and not just a portion of it. PG&E's facilities are to be incorporated within any CEQA document. PG&E needs to verify that the CEQA document will identify any required future PG&E services.
3. An engineering deposit may be required to review plans for a project depending on the size, scope, and location of the project and as it relates to any rearrangement or new installation of PG&E facilities.

Any proposed uses within the PG&E fee strip and/or easement, may include a California Public Utility Commission (CPUC) Section 851 filing. This requires the CPUC to render approval for a conveyance of rights for specific uses on PG&E's fee strip or easement. PG&E will advise if the necessity to incorporate a CPUC Section 851 filing is required.

This letter does not constitute PG&E's consent to use any portion of its easement for any purpose not previously conveyed. PG&E will provide a project specific response as required.

Sincerely,

Plan Review Team
Land Management



Attachment 1 – Gas Facilities

There could be gas transmission pipelines in this area which would be considered critical facilities for PG&E and a high priority subsurface installation under California law. Care must be taken to ensure safety and accessibility. So, please ensure that if PG&E approves work near gas transmission pipelines it is done in adherence with the below stipulations. Additionally, the following link provides additional information regarding legal requirements under California excavation laws: <https://www.usanorth811.org/images/pdfs/CA-LAW-2018.pdf>

1. **Standby Inspection:** A PG&E Gas Transmission Standby Inspector must be present during any demolition or construction activity that comes within 10 feet of the gas pipeline. This includes all grading, trenching, substructure depth verifications (potholes), asphalt or concrete demolition/removal, removal of trees, signs, light poles, etc. This inspection can be coordinated through the Underground Service Alert (USA) service at 811. A minimum notice of 48 hours is required. Ensure the USA markings and notifications are maintained throughout the duration of your work.
2. **Access:** At any time, PG&E may need to access, excavate, and perform work on the gas pipeline. Any construction equipment, materials, or spoils may need to be removed upon notice. Any temporary construction fencing installed within PG&E's easement would also need to be capable of being removed at any time upon notice. Any plans to cut temporary slopes exceeding a 1:4 grade within 10 feet of a gas transmission pipeline need to be approved by PG&E Pipeline Services in writing PRIOR to performing the work.
3. **Wheel Loads:** To prevent damage to the buried gas pipeline, there are weight limits that must be enforced whenever any equipment gets within 10 feet of traversing the pipe.

Ensure a list of the axle weights of all equipment being used is available for PG&E's Standby Inspector. To confirm the depth of cover, the pipeline may need to be potholed by hand in a few areas.

Due to the complex variability of tracked equipment, vibratory compaction equipment, and cranes, PG&E must evaluate those items on a case-by-case basis prior to use over the gas pipeline (provide a list of any proposed equipment of this type noting model numbers and specific attachments).

No equipment may be set up over the gas pipeline while operating. Ensure crane outriggers are at least 10 feet from the centerline of the gas pipeline. Transport trucks must not be parked over the gas pipeline while being loaded or unloaded.

4. **Grading:** PG&E requires a minimum of 36 inches of cover over gas pipelines (or existing grade if less) and a maximum of 7 feet of cover at all locations. The graded surface cannot exceed a cross slope of 1:4.
5. **Excavating:** Any digging within 2 feet of a gas pipeline must be dug by hand. Note that while the minimum clearance is only 12 inches, any excavation work within 24 inches of the edge of a pipeline must be done with hand tools. So to avoid having to dig a trench entirely with hand tools, the edge of the trench must be over 24 inches away. (Doing the math for a 24 inch



wide trench being dug along a 36 inch pipeline, the centerline of the trench would need to be at least 54 inches [$24/2 + 24 + 36/2 = 54$] away, or be entirely dug by hand.)

Water jetting to assist vacuum excavating must be limited to 1000 psig and directed at a 40° angle to the pipe. All pile driving must be kept a minimum of 3 feet away.

Any plans to expose and support a PG&E gas transmission pipeline across an open excavation need to be approved by PG&E Pipeline Services in writing PRIOR to performing the work.

6. Boring/Trenchless Installations: PG&E Pipeline Services must review and approve all plans to bore across or parallel to (within 10 feet) a gas transmission pipeline. There are stringent criteria to pothole the gas transmission facility at regular intervals for all parallel bore installations.

For bore paths that cross gas transmission pipelines perpendicularly, the pipeline must be potholed a minimum of 2 feet in the horizontal direction of the bore path and a minimum of 12 inches in the vertical direction from the bottom of the pipe with minimum clearances measured from the edge of the pipe in both directions. Standby personnel must watch the locator trace (and every ream pass) the path of the bore as it approaches the pipeline and visually monitor the pothole (with the exposed transmission pipe) as the bore traverses the pipeline to ensure adequate clearance with the pipeline. The pothole width must account for the inaccuracy of the locating equipment.

7. Substructures: All utility crossings of a gas pipeline should be made as close to perpendicular as feasible ($90^\circ \pm 15^\circ$). All utility lines crossing the gas pipeline must have a minimum of 12 inches of separation from the gas pipeline. Parallel utilities, pole bases, water line 'kicker blocks', storm drain inlets, water meters, valves, back pressure devices or other utility substructures are not allowed in the PG&E gas pipeline easement.

If previously retired PG&E facilities are in conflict with proposed substructures, PG&E must verify they are safe prior to removal. This includes verification testing of the contents of the facilities, as well as environmental testing of the coating and internal surfaces. Timelines for PG&E completion of this verification will vary depending on the type and location of facilities in conflict.

8. Structures: No structures are to be built within the PG&E gas pipeline easement. This includes buildings, retaining walls, fences, decks, patios, carports, septic tanks, storage sheds, tanks, loading ramps, or any structure that could limit PG&E's ability to access its facilities.

9. Fencing: Permanent fencing is not allowed within PG&E easements except for perpendicular crossings which must include a 16 foot wide gate for vehicular access. Gates will be secured with PG&E corporation locks.

10. Landscaping: Landscaping must be designed to allow PG&E to access the pipeline for maintenance and not interfere with pipeline coatings or other cathodic protection systems. No trees, shrubs, brush, vines, and other vegetation may be planted within the easement area. Only those plants, ground covers, grasses, flowers, and low-growing plants that grow unsupported to a maximum of four feet (4') in height at maturity may be planted within the easement area.



11. Cathodic Protection: PG&E pipelines are protected from corrosion with an “Impressed Current” cathodic protection system. Any proposed facilities, such as metal conduit, pipes, service lines, ground rods, anodes, wires, etc. that might affect the pipeline cathodic protection system must be reviewed and approved by PG&E Corrosion Engineering.

12. Pipeline Marker Signs: PG&E needs to maintain pipeline marker signs for gas transmission pipelines in order to ensure public awareness of the presence of the pipelines. With prior written approval from PG&E Pipeline Services, an existing PG&E pipeline marker sign that is in direct conflict with proposed developments may be temporarily relocated to accommodate construction work. The pipeline marker must be moved back once construction is complete.

13. PG&E is also the provider of distribution facilities throughout many of the areas within the state of California. Therefore, any plans that impact PG&E’s facilities must be reviewed and approved by PG&E to ensure that no impact occurs which may endanger the safe operation of its facilities.

Attachment 2 – Electric Facilities

It is PG&E's policy to permit certain uses on a case by case basis within its electric transmission fee strip(s) and/or easement(s) provided such uses and manner in which they are exercised, will not interfere with PG&E's rights or endanger its facilities. Some examples/restrictions are as follows:

1. Buildings and Other Structures: No buildings or other structures including the foot print and eave of any buildings, swimming pools, wells or similar structures will be permitted within fee strip(s) and/or easement(s) areas. PG&E's transmission easement shall be designated on subdivision/parcel maps as **"RESTRICTED USE AREA – NO BUILDING."**
2. Grading: Cuts, trenches or excavations may not be made within 25 feet of our towers. Developers must submit grading plans and site development plans (including geotechnical reports if applicable), signed and dated, for PG&E's review. PG&E engineers must review grade changes in the vicinity of our towers. No fills will be allowed which would impair ground-to-conductor clearances. Towers shall not be left on mounds without adequate road access to base of tower or structure.
3. Fences: Walls, fences, and other structures must be installed at locations that do not affect the safe operation of PG&E's facilities. Heavy equipment access to our facilities must be maintained at all times. Metal fences are to be grounded to PG&E specifications. No wall, fence or other like structure is to be installed within 10 feet of tower footings and unrestricted access must be maintained from a tower structure to the nearest street. Walls, fences and other structures proposed along or within the fee strip(s) and/or easement(s) will require PG&E review; submit plans to PG&E Centralized Review Team for review and comment.
4. Landscaping: Vegetation may be allowed; subject to review of plans. On overhead electric transmission fee strip(s) and/or easement(s), trees and shrubs are limited to those varieties that do not exceed 15 feet in height at maturity. PG&E must have access to its facilities at all times, including access by heavy equipment. No planting is to occur within the footprint of the tower legs. Greenbelts are encouraged.
5. Reservoirs, Sumps, Drainage Basins, and Ponds: Prohibited within PG&E's fee strip(s) and/or easement(s) for electric transmission lines.
6. Automobile Parking: Short term parking of movable passenger vehicles and light trucks (pickups, vans, etc.) is allowed. The lighting within these parking areas will need to be reviewed by PG&E; approval will be on a case by case basis. Heavy equipment access to PG&E facilities is to be maintained at all times. Parking is to clear PG&E structures by at least 10 feet. Protection of PG&E facilities from vehicular traffic is to be provided at developer's expense AND to PG&E specifications. Blocked-up vehicles are not allowed. Carports, canopies, or awnings are not allowed.
7. Storage of Flammable, Explosive or Corrosive Materials: There shall be no storage of fuel or combustibles and no fueling of vehicles within PG&E's easement. No trash bins or incinerators are allowed.



8. Streets and Roads: Access to facilities must be maintained at all times. Street lights may be allowed in the fee strip(s) and/or easement(s) but in all cases must be reviewed by PG&E for proper clearance. Roads and utilities should cross the transmission easement as nearly at right angles as possible. Road intersections will not be allowed within the transmission easement.

9. Pipelines: Pipelines may be allowed provided crossings are held to a minimum and to be as nearly perpendicular as possible. Pipelines within 25 feet of PG&E structures require review by PG&E. Sprinklers systems may be allowed; subject to review. Leach fields and septic tanks are not allowed. Construction plans must be submitted to PG&E for review and approval prior to the commencement of any construction.

10. Signs: Signs are not allowed except in rare cases subject to individual review by PG&E.

11. Recreation Areas: Playgrounds, parks, tennis courts, basketball courts, barbecue and light trucks (pickups, vans, etc.) may be allowed; subject to review of plans. Heavy equipment access to PG&E facilities is to be maintained at all times. Parking is to clear PG&E structures by at least 10 feet. Protection of PG&E facilities from vehicular traffic is to be provided at developer's expense AND to PG&E specifications.

12. Construction Activity: Since construction activity will take place near PG&E's overhead electric lines, please be advised it is the contractor's responsibility to be aware of, and observe the minimum clearances for both workers and equipment operating near high voltage electric lines set out in the High-Voltage Electrical Safety Orders of the California Division of Industrial Safety (<https://www.dir.ca.gov/Title8/sb5g2.html>), as well as any other safety regulations. Contractors shall comply with California Public Utilities Commission General Order 95 (http://www.cpuc.ca.gov/gos/GO95/go_95_startup_page.html) and all other safety rules. No construction may occur within 25 feet of PG&E's towers. All excavation activities may only commence after 811 protocols has been followed.

Contractor shall ensure the protection of PG&E's towers and poles from vehicular damage by (installing protective barriers) Plans for protection barriers must be approved by PG&E prior to construction.

13. PG&E is also the owner of distribution facilities throughout many of the areas within the state of California. Therefore, any plans that impact PG&E's facilities must be reviewed and approved by PG&E to ensure that no impact occurs that may endanger the safe and reliable operation of its facilities.

From: [Susan Brownridge](#)
To: [Alton, Megan](#)
Cc: [Chris Parlette](#); [Randy Castellon](#); [Kenneth Holder](#); [John Brownridge](#)
Subject: 115 Woodland Rd. Process
Date: Tuesday, July 21, 2020 2:32:35 PM

Hi Megan,

I am writing to explain the process we have undergone thus far, to incorporate our neighbors feedback, regarding our project at 115 Woodland Rd., Kentfield.

When considering our initial design, we knew from the previous owners, Reicher-Morf Development Group (RMDG), that there had been privacy concerns from both the east (Eric Ryan) and west (The Treadways) neighbors and privacy and light concerns from the neighbors across the street (the Ginsburgs, who reside at 9 Vineyard Way) about a two story home being developed on our site. We took this under consideration and because a single story home is possible on our site and we don't object to the design and lifestyle of a single story home, we decided to design a single story home. We hoped that this would help to ease our journey through the KWPOA design review and approval process.

When meeting with our neighbors prior to our KWPOA review meeting, our neighbors at 9 Vineyard Wy., expressed concerns about our windows and the possibility of light from our house impacting their experience. We heard their concerns and responded by removing 2 large dormers from the front of the house and replacing them with a lower, smaller and recessed clerestory, we also agreed to place wooden slats over the glass above the front door and agreed to change the proposed trees along the street to an evergreen species, as well as committing to maintaining dense screening, all in the interest of responding to their concerns and reducing the emission of light from our home. You can see the changes we made in these documents (the dormers are indicated in dashed lines and the descriptions of what was changed are in the word bubbles):

<https://www.dropbox.com/s/ih3af1syr81vita/C-49%20Front%20for%20Don.pdf?dl=0>

<https://www.dropbox.com/s/c4mx027zhp8ozf0/C-34%20Front3.pdf?dl=0>

The Ginsburgs also have a lot more opportunity for their own green-screening from their property, than they are currently doing, as you can see in this photo, this would help them to feel more secluded:



When we met with our neighbor to the east, Eric Ryan, he expressed concerns about the impact the main ridgeline or our structure would have on his view of Mt. Tam as well as concerns about the placement of a second garage, which we had initially designed into our plans. We went through 4-5 different design and story pole configurations, literally moving the story poles around on a weekly basis to try to find a design that would work for both of us. We moved the main ridgeline significantly to the west, created a hip roof on the attached garage and lowered the second garage a couple of times. We thought we had found a solution when we went in for our KWPOA meeting and our plans were approved. However, Eric was still not happy with his view impact and the second garage, and threatened to appeal, so we agreed to try to continue to work together to find a solution that we could both live with, within the 30 day KWPOA appeal period. This time, we removed a garage and pushed the remaining garage forward, or north, toward the street by about 30 feet, moving it out of his area of concern (we also moved the story poles again to illustrate it for him). In doing this, we had to rotate the side entry door toward the street (it was originally east facing and now is north facing; as well as change the windows by removing a high window on the eastern most gable and reconfiguring the office window from a corner window to a more vertical window). The end result was 35 sq. ft. less glass facing Woodland Road. We resubmitted this to the KWPOA and shared this with our three neighbors with concerns

(Ryans, Treadways and Ginsburgs). Eric Ryan agreed to it, as did the Treadways and while the Ginsburgs were considering it, the KWPOA approved it. At this point, the KWPOA did not ask us to get any neighbor approval besides Eric's, but we went ahead and shared it with them as a courtesy. This all happened pretty quickly, so that it stayed within the 30-day appeal period, we explained this time frame to everyone as we were going through this. Here is a document illustrating the last change:

<https://www.dropbox.com/s/h6a2yklhl2jg6c3/C-46%20Updates%202.pdf?dl=0>

As you can see we have gone to great lengths to consider our neighbors concerns and have incorporated large changes into our design as a result. We feel that we have been very accommodating and this was important for us to do, as we want to have a positive living and neighborhood experience. We also want privacy from the neighbors and Woodland road noise and passersby.

Thank you for your consideration,

Susan Brownridge
Sent from my iPhone

CURRENT FRONT VIEWS







2 NORTH ELEVATION
A2.0



UPDATES TO FRONT

**DORMERS REMOVED
CHANGED TO NARROW CLERESTORY
WINDOWS
PRIVACY SLATS ADDED TO ENTRY**



2 X 4 STAINED WOOD TO MATCH WOOD SIDING, PRIVACY SLATS ADDED TO ENTRY, TO COVER TOP WINDOWS





CLERESTORY WINDOWS, DEEP SET INTO
WALL 10"

EVERGREEN TREES AT FRONT



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Little Gem Dwarf Southern Magnolia

Magnolia grandiflora 'Little Gem'

Sku #5943

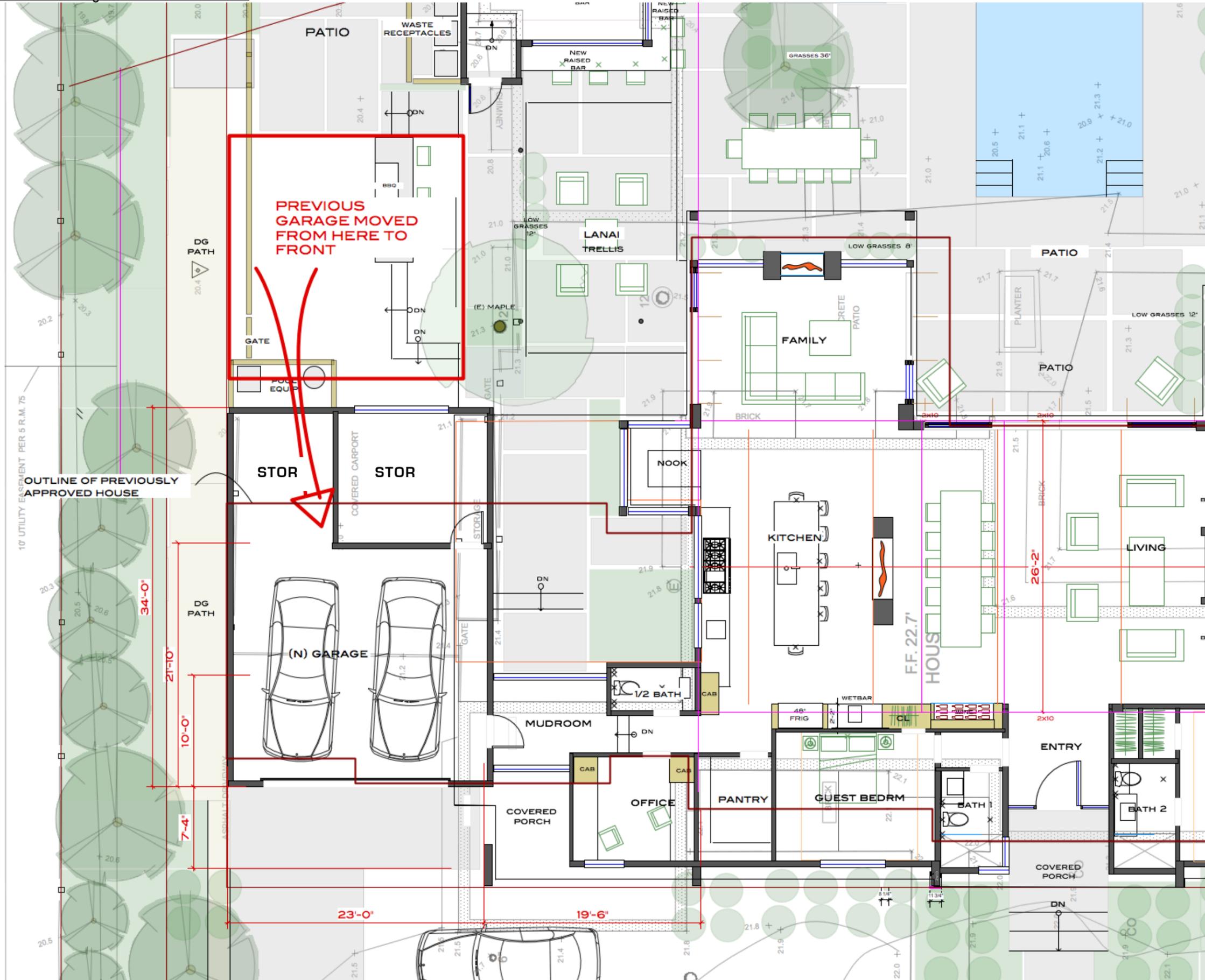
A dwarf southern magnolia with smaller dark green foliage and a very compact narrow form. The large, glossy, evergreen leaves have rusty-brown undersides. Very attractive, large, white, fragrant blooms. A naturally small tree or large shrub perfect for small gardens. Truly captivating when trained as espalier against a wall or fence.

Light Needs **Full sun**

Water Needs **Water deeply, regularly; more frequently in extreme heat.**

USDA Zone  7 - 9  Your zone might be too hot for this plant: **10** [Change](#)

REVISED STORY POLES,
GARAGE PULLED TO FRONT
poles updated 12-5-19



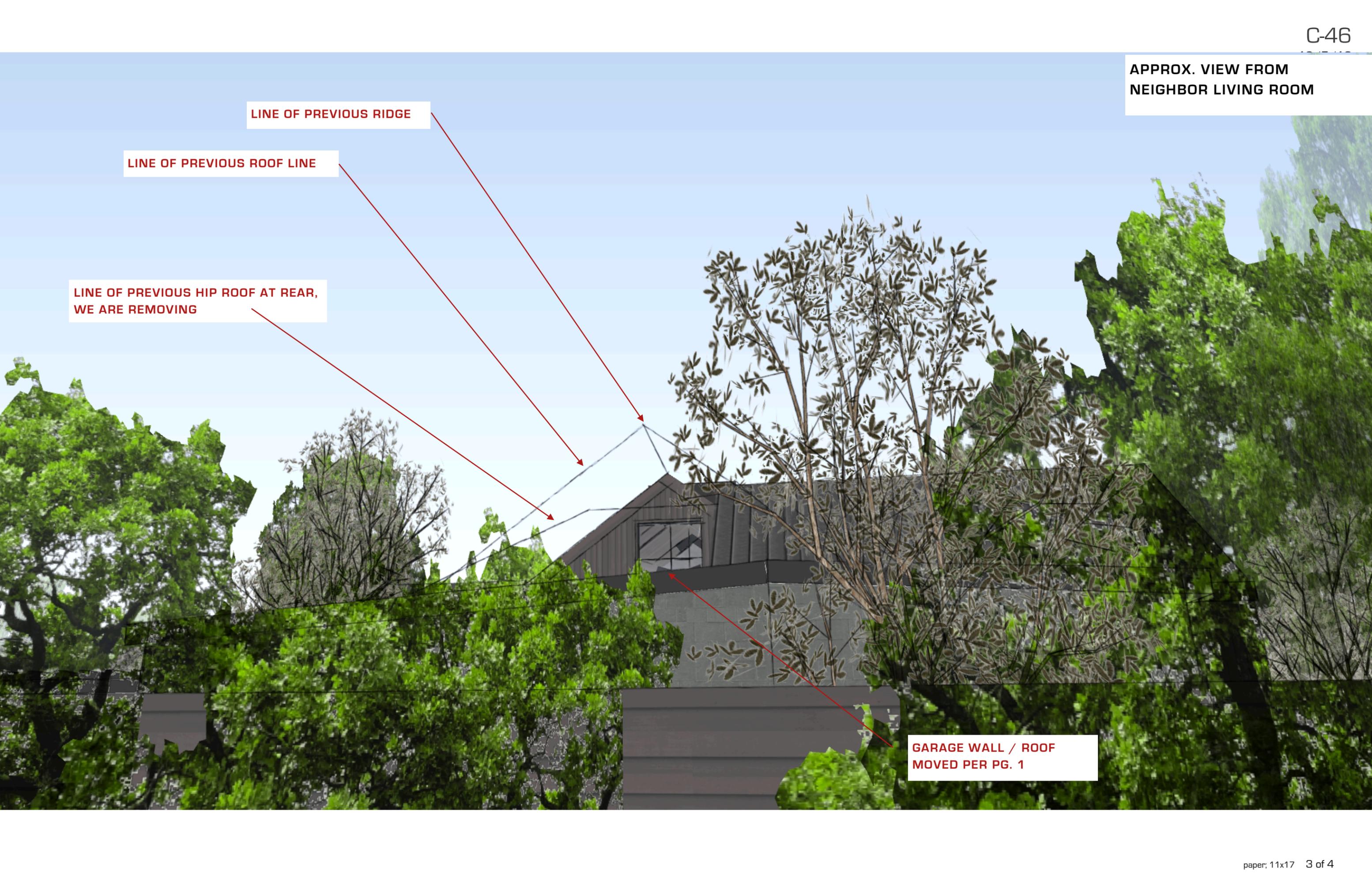
APPROX. VIEW FROM
NEIGHBOR LIVING ROOM

LINE OF PREVIOUS RIDGE

LINE OF PREVIOUS ROOF LINE

LINE OF PREVIOUS HIP ROOF AT REAR,
WE ARE REMOVING

GARAGE WALL / ROOF
MOVED PER PG. 1



NEW FRONT VIEW

