

**POINT REYES COAST GUARD**  
**APPLICATION CHECKLIST NARRATIVE RESPONSES**  
100 Commodore Webster Drive, Point Reyes Station  
APN: 119-240-73 and 119-236-10  
March 23, 2023

**26. Operational Characteristics (for non-residential functions)**

The following is an outline of the anticipated operational characteristics of the resident services and property management functions located in Building 1 (former Galley).

Operational characteristics of the residential units themselves will be 365 days per year, consistent with regular residential activity. These characteristics are not detailed below.

A. Maximum staff at any one time

Average of 3 staff on a regular day, including 2 daily residential property management and maintenance staff daily, and 1 resident services staff 4 days per week. A maximum of 7 staff if all functions and spaces are running simultaneously at full capacity.

B. Hours of operation

Anticipate normal daytime hours of operation, 7 days a week. Any indoor or outdoor functions would be restricted to all local noise and operating hour ordinances. Cleaning of the indoor spaces may occur outside of anticipated operating hours but would not create noise or light in excess of normal operation.

C. Projected peak hours of operation, with the total number of staff, customers and other visitors on the site indicated.

Anticipate normal daytime hours of operation that support resident activities. Residential property management offices (Bldg. 1) will operate between 8am – 4pm Monday through Friday. Total staff of 3, including Property Manager, Maintenance staff, Resident Services Manager.

Maintenance and Storage facilities (Bldg. 100C) projected peak hours are 1pm – 5pm Fridays and Saturdays. Peak daily users 4, peak staff 1.

D. The schedule and projected peak hours of operation for special events, with maximum number of staff, customers and visitors that would be in attendance.

Anticipate approximately 4 amplified special events per year, outside of regular resident activities. resident services building special events likely between 12pm – 6pm Weekends. Peak visitors are limited to indoor capacity or outdoor capacity of common spaces. For large events, additional portable toilets may be used.

E. The schedule, frequency, and nature of expected deliveries to the site.

Deliveries anticipated would reflect normal administrative/professional delivery patterns, during regular business hours. Do not anticipate regular heavy trucking.

F. Noise levels proposed for the operation of the Project, which specify what is causing various noise levels.

Comply with noise regulations in the Point Reyes Village Plan and Marin County Code. Noise levels specific to the residential units would be caused by regular residential activity. Noise levels specific to the resident services building would be relative to indoor and outdoor recreational activities, which may include meals, social gatherings, and outdoor sport court activities.

G. The path of travel for pedestrians and vehicles at the site.

The Property is accessed by Commodore Webster Drive, supporting vehicles and bicycles. A pedestrian sidewalk is adjacent to the Drive. Within the Property, routes between substantially improved structures will be improved for pedestrian, bicycle, and vehicle accessibility and clearly marked to indicate paths of travel for all.

## 42. Affordable Housing Plan

The Affordable Housing Plan must include the following information:

A. Number, affordability level, unit type, tenure, number of bedrooms, location, size, and design of all inclusionary units.

The Project consists of 53 units of affordable housing restricted to Income Qualifying Households earning less than 60% of the area median income, plus one 2-bedroom unit for the superintendent. The Project is 100% affordable rental housing and will reflect the maximum term that is permitted by financing sources. The 54 residential units include the following:

- 36 townhomes, including:
  - 5 two-bedroom/one-bath townhomes
  - 24 three-bedroom/1.5-bath townhomes
  - 7 four-bedroom/two-bath townhomes;
- 15 one-bedroom apartments (Building 50); and
- 3 three-bedroom and /two-2 bath apartments.

Inclusionary units are not applicable.

B. Construction schedule and phasing of inclusionary units in relation to market-rate units.

All housing units will be affordable housing, and all units and residential amenities will be rehabilitated in one phase.

C. Provisions for income certification and screening of potential purchasers and/or renters of inclusionary units, resale control mechanisms, and ongoing monitoring and administration.

Eden will utilize a fair housing marketing plan to advertise all units. Applicants will be screened according to Eden’s application process. Tenants will be income qualified on an annual basis or consistent with funding requirements.

- D. Any incentive requested pursuant to Chapter 22.24 (Affordable Housing Incentives), including the additional information specified in that Chapter.

Affordable housing incentives are requested pursuant to Chapter 22.24.030 – County Incentives for Affordable Housing.

- I. Fee Waivers
- K. Technical Assistance
- L. Priority Processing

#### Density Bonus & SB330

The Project will provide 100% affordable housing serving lower income people and therefore qualifies as a state density bonus project. CLAM and Eden request the ability to apply for and receive density bonus concessions and incentives where applicable, pursuant to State law (Government Code Section 65915) and Marin County Code Section 22.24.020 and 22.24.030 County Incentives for Affordable Housing, including waiver of all applicable fees. While the current proposal does not exceed the allowable density and does not depart from design standards, as the review progresses the Project may adjust and require the use of concessions and waivers.

CLAM & Eden reserve the right to utilize SB330 which allows for the development impact fees to be assessed at the rate applicable (including escalation) when the application was submitted/deemed complete.

- E. Such additional information as may be required by the Director to ensure conformance of the project with Marin County’s affordable housing requirements and the Countywide Plan.

This Project is currently subject to an Exclusive Negotiating Rights Agreement (dated March 2, 2021 and subsequently extended on February 28, 2022) with Marin County, and will be subject to a Disposition and Development Agreement.