

**MARIN COUNTY PLANNING DIVISION
ADMINISTRATIVE DECISION
Girl Scout Council Design Review and Tree Removal Permit**

Decision: Approved with Conditions
Date: April 24, 2020

Project ID No:	P2613	Applicant(s):	Karen Richards, Siegel & Strain Architects
		Owner(s):	Girl Scout Council
		Assessor's Parcel No(s):	197-110-03
		Property Address:	3125 Sir Francis Drake Blvd, Fairfax
		Project Planner:	Kathleen Kilgariff 415.473.7173 kkilgariff@marincounty.org
		Signature:	
Countywide Plan Designation:		AG1 (Agricultural, 1 unit/31-60 acres)	
Zoning District:		A60 (Agriculture and Conservation, 60-acre minimum lot area)	
Environmental Determination:		Exempt per CEQA Guidelines Section 15301, Class 1	

PROJECT SUMMARY

The applicant requests Design Review approval to demolish an existing 1,320 square foot cottage and construct a 3,345 square foot structure to be used as a program space for the Girl Scout's Camp Bothin, located on a developed lot in Fairfax. The proposed building would reach a maximum height of 21 feet above surrounding grade and the exterior walls would have the following setbacks: 913 feet from the eastern front property line; 63 feet from the northern side property line; 1,558 feet from the southern side property line; 2,033 feet from the western rear property line. Additionally, Tree Removal Permit approval is required to remove three protected trees – one Douglas fir, measuring 22.6-inch diameter at breast height (dbh), one 20.5-inch dbh California bay, and one 13.2-inch dbh and 10.7-inch dbh multi-trunk California bay.

Design Review approval is required pursuant to Chapter 22.42 of the Marin County Code. Tree Removal Permit approval is required pursuant to Chapter 22.62 of the Marin County Code.

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. There are several mapped watercourses on the property. The most prominent watercourse is a perennial stream (referred to as a creek on the project plans) that runs through the subject property. The proposed development is adequately set back (more than 100 feet from the top of bank) from this perennial stream. Additionally, there is a mapped ephemeral stream, which originates north of the Girl Scout's property, within the project area.

CWP BIO-4.1 states:

“An ephemeral stream is subject to the SCA policies if it: (a) supports riparian vegetation for a length of 100 feet or more, and/or (b) supports special-status species and/or a sensitive natural community type, such as native grasslands, regardless of the extent of riparian vegetation associated with the stream.”

The mapped ephemeral stream was evaluated by WRA Environmental Consultants, who prepared a Biological Site Assessment (BSA) dated November 20, 2019. The BSA concludes that the western mapped ephemeral stream is a drainage course that does not support riparian vegetation, hydrophytic plant species, or special status species (understory dominated by nonnative invasive French broom and nonnative grasses).

As such, 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.

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 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

The project entails 600 cubic yards of cut and 25 cubic yards of fill, resulting in 575 cubic yards of off-haul. The proposed earthwork does not result in significant modification to natural features. Instead, the grading allows for the structure to be set into the hillside to reduce the overall mass of the development.

As noted above, a BSA was prepared by WRA, Environmental Consultants, dated November 20, 2019. The BSA concluded that the proposal would not impact onsite watercourses.

The proposal is set back from the top of bank of the onsite perennial stream, referred to as a creek on the project plans. There are existing structures and a parking lot adjacent to this creek. The proposed project does not include modifications to these site features. Further, three bioretention basins are incorporated into the project to collect stormwater runoff. As such, the project would not result in adverse impacts to the natural watershed.

The project site is heavily wooded. Thirteen trees are proposed for removal as part of the project. Most of the trees proposed for removal are in fair health. As a result, only three trees are considered protected trees that require a Tree Removal Permit. A condition of approval shall be imposed on the project that requires tree protection measures during construction to maintain the trees surrounding the project site (Special Condition #6).

The project is proposed on a previously disturbed portion of the site. Therefore, there are no significant impacts to wildlife habitats or plant communities.

BUILDING LOCATION: Development Standards D.1 through D.4

The property is 154 acres in size. Structures are clustered along the driveway that leads from Sir Francis Drake Blvd., preserving a majority of the site in its natural state. Structures are not visible from the public right-of-way and are screened by existing site vegetation.

The 21-foot tall structure is proposed in a Ridge and Upland Greenbelt Area. However, the project is located in a bowl, and is not located within 300 feet horizontally nor 100 feet vertically from a prominent ridgeline.

The structure is sited in a north/south fashion. However, the heavily wooded nature of the site will obscure solar access. The project will be required to comply with green building standards, consistent with both County and State law.

The project would not result in noise impacts due to the location of the proposed structure and the overall size of the property.

PROJECT DESIGN: Development Standard I.1 and I.2

The project site is located within a Ridge and Upland Greenbelt area (RUG). Section 22.16.030.I.d of the Marin County Code indicates projects located in this area are subject to a maximum height of 18 feet. However, this requirement may be waived if there is an irregular site characteristic and the structure would not adversely impact adjacent properties and rights-of-way.

While the property is located in the RUG, the project area is located in a bowl on the 154 square foot property. There are not many areas within the RUG where development is obscured such as this, resulting in a unique site characteristic. As such, the development is not visible from adjacent properties nor public rights-of-way. Therefore, the project would not result in a structure that would impinge significantly on sun and light exposure, views, vistas, or the privacy enjoyed on adjacent properties and rights-of-ways.

Proposed colors and materials include warm gray painted horizontal siding, a zinc gray standing seam metal roof, bronze window and door cladding, and a rust red painted trim. Site walls would have a stone clad veneer. Overall, the colors and materials would not detract from the surrounding environment and are compatible with the existing structures on site.

EXTERIOR LIGHTING: Development Standard G

As conditioned, all exterior lighting is required to be shielded and downlit. Therefore, the project would not result in lighting impacts on adjacent properties.

LANDSCAPING AND VEGETATION REMOVAL: Development Standard F

The landscape plan incorporates native plantings to the south of the structure. The areas to the north, east, and west would be maintained in their natural state. As outlined on the Tree Protection and Removal Plan, four trees are proposed for removal to comply with the Fire Department's vegetation management standards, consistent with County initiatives to enhance fire protection measures.

ACCESS: Development standard C

The proposal does not impact existing rights-of-way nor the driveway to access the project site.

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

The proposed one-story structure is set into the hillside, which reduces the overall mass. The materials are compatible with the natural environment and will not detract from the site, which is used as both a school and a summer camp. The project site contains a mix of structures and architectural styles. There are no visible structures on adjacent properties due to the size and topography of the 154-acre property. As a result, the proposal is compatible with the site surroundings.

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.

Due to the orientation, location, and scale of the proposed structure, the development would not impact adjacent 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.

The new institutional structure requires compliance with ADA standards. Because of this, a new ADA parking space is incorporated into the project, enhancing access to the structure. Other than this component of the project, there are no proposed changes to the existing site 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 structure is well set back from all property lines and existing structures. While 13 trees are proposed for removal, the site remains heavily wooded. As a result, the area surrounding the project site is adequately landscaped. The property is located within the Wildland Urban Interface (WUI) and is required to comply with fire safety requirements.

Mandatory Findings for Tree Removal Permit (Marin County Code Section 22.62.050)

In considering a Tree Removal Permit application, the Director may only grant approval or conditional approval based on a finding that removal of the tree(s) is necessary for the reasonable use and enjoyment of land under current zoning regulations and Countywide Plan and Community Plan (if applicable) policies and programs, taking into consideration the following criteria:

A. Whether the preservation of the tree would unreasonably interfere with the development of land.

As noted above, 13 trees are proposed for removal as part of the project. However, only three meet the requirements of a protected tree that would require Tree Removal Permit approval. The three trees subject to the Tree Removal Permit include one 22.6-inch dbh Douglas fir (referred to as T-19 on the Tree Protection and Removal Plan), one 20.5-inch dbh California bay (T-15), and a 13.2-inch dbh and 10.7-inch dbh multi-trunk California bay (T-13).

Both T-13 and T-15 are located within the footprint of the proposed structure. As the structure is proposed in the general area of an existing cottage, there would be a greater impact to trees and natural landforms if the structure was relocated to protect these trees. T-19 is outside the building footprints but is proposed for removal for fire protection. Therefore, the removal of the trees to accommodate the structure is appropriate.

B. The number, species, size and location of trees remaining in the immediate area of the subject property.

There are a number of trees on the subject property. In the immediate area of the subject property, there are at least 18 trees that are to remain. Tree protection measures are incorporated into the project to protect those trees closest to the project site. Further, tree protection measures shall be required as a condition of approval (Special Conditions 6 and 7).

C. The number of healthy trees that the subject property can support.

The site can support a number of healthy trees, and currently supports a number of both Protected and Heritage Trees, as defined by the Marin County Code. As outlined in Section 22.26.040.H, native replacement trees are required to be planted at a 2:1 ratio. As such, a condition of approval is imposed on the project that requires the landscaping plan to be modified to include these required replacement trees.

D. The topography of the surrounding land and the effects of tree removal on soil stability, erosion, and increased runoff.

While the subject property is located at the base of a hillside, the removal of the trees should not result in soil instability, erosion, and increased runoff as the tree removals are related to a project which requires that improvements are designed by an engineer to prevent adverse impacts to the site's current erosion and runoff patterns.

E. The value of the tree to the surrounding area with respect to visual resources, maintenance of privacy between adjoining properties, and wind screening.

The trees proposed for removal do not serve as significant visual resources, nor do they provide privacy between adjacent properties. Many trees are proposed to be maintained in the project vicinity, which will provide any required wind screening.

F. The potential for removal of a protected or heritage tree to cause a significant adverse effect on wildlife species listed as threatened or endangered by State or Federal resource agencies in compliance with the California Environmental Quality Act (CEQA).

Upon review of California's Natural Diversity Database, there are no mapped endangered or special status species on the subject property.

G. Whether there are alternatives that would allow for the preservation of the tree(s), such as relocating proposed improvements, use of retaining walls, use of pier and grade beam foundations, paving with a permeable substance, the use of tree care practices, etc.

Due to the location of the existing improvements and site constraints presented by healthy vegetation and perennial stream, there are no alternatives that would allow the owner to develop the lot and maintain the trees.

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. This Design Review and Tree Removal Permit approval authorizes the demolition of an existing 1,320 square foot cottage and construction of a 3,345 square foot structure to be used as a program space for the Girl Scout's Camp Bothin, located on a developed lot in Fairfax. The proposed building would reach a maximum height of 21 feet above surrounding grade and the exterior walls would have the following setbacks: 913 feet from the eastern front property line; 63 feet from the northern side property line; 1,558 feet from the southern side property line; 2,033 feet from the western rear property line. Additionally, Tree Removal Permit approval is required to remove three protected trees – one Douglas fir, measuring 22.6-inch diameter at breast height (dbh), one 20.5-inch dbh California bay, and one 13.2-inch dbh and 10.7-inch dbh multi-trunk California bay.
2. Plans submitted for a Building Permit shall substantially conform to plans identified as Exhibit A, entitled "Girl Scouts of Northern CA Camp Bothin – Innovation Center," consisting of 20 sheets prepared by Siegel, received in final form on December 4, 2019, and on file with the Marin County Community Development Agency, except as modified by the conditions listed herein.

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

- a. The landscape plan must be updated to include native replacement trees at a 2:1 ratio on the project site planted in conformance with local fire district standards.
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: 6 and 7 (Tree Protection Measures)

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

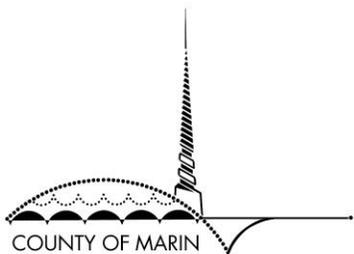
This decision is final unless appealed to the Planning Commission. A Petition for Appeal and the required fee must be submitted by mail to the Community Development Agency, Planning Division, Room 308, Civic Center, San Rafael, postmarked no later than eight business days from the date of this decision (May 6, 2020).

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

CDA – Assistant Director
CDA – Planning Manager
DPW – Land Development
CDA – Environmental Health Services
Marin Municipal Water District
Marin County Fire Department

Attachments:

1. Marin County Uniformly Applied Conditions 2020
2. Interdepartmental Transmittal Marin County Environmental Health Services, February 3, 2020
3. Planning Application Review, Department of Public Works, October 16, 2019



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

2020

STANDARD CONDITIONS

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

SPECIAL CONDITIONS

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

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

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

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

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

CODE ENFORCEMENT CONDITIONS

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

**INTERDEPARTMENTAL TRANSMITTAL
MARIN COUNTY ENVIRONMENTAL HEALTH SERVICES
ROOM 236, 473-6907
Revised Transmittal for 10/9/19**

DATE:	February 3, 2020	TYPE OF DOCUMENT
TO:	Kathleen Kilgariff, Planner	X DESIGN REVIEW
FROM:	Gwendolyn Baert, Senior REHS	LAND DIVISION
RE:	Girl Scout Council Design Review	USE PERMIT
	Project ID P2613	VARIANCE
AP#:	197-110-03	MASTER PLAN
ADDRESS:	3125 Sir Francis Drake Blvd, Fairfax	COASTAL PERMIT
		LOT LINE ADJ.
		OTHER

THIS APPLICATION HAS BEEN REVIEWED FOR THE FOLLOWING ITEMS:

WATER	X SEWAGE	SOLID WASTE
POOLS	HOUSING	FOOD ESTABLISHMENT

THIS APPLICATION IS FOUND TO BE:

FIND IT COMPLETE.

FIND IT INCOMPLETE UNTIL THE ITEMS LISTED BELOW HAVE BEEN SUBMITTED.

X FIND IT ACCEPTABLE AS PRESENTED, WITH THE FOLLOWING CONDITIONS.

RECOMMEND DENIAL FOR THE REASONS LISTED BELOW.

A site evaluation conducted at this property showed that the existing septic system that will be serving the Innovation Center is approximately 75 FT from Fairfax Creek. Due to a potential for increase in discharge to the existing system from the Innovation Center, Marin EHS will require the sewage load from the proposed center be pre-treated. The consultant has recommended the installation of 2 AX20 pretreatment units to pretreat the sewage from the Innovation Center.

Prior to issuance of the building permit, the applicant will need to apply for a repair/upgrade permit of the septic system. This system will require an Operational Permit with annual monitoring and maintenance. The sewage discharge will be limited to the design capacity of the system.

PLANNING APPLICATION REVIEW

DEPARTMENT OF PUBLIC WORKS

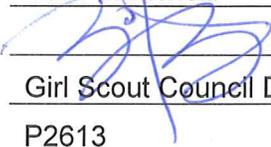
Inter-office Memorandum - First Transmittal

DATE: October 16, 2019

DUE: October 7, 2019

TO: Kathleen Kilgariff

FROM: Cara E. Zichelli

APPROVED: 

RE: Girl Scout Council Design Review

P2613

APN: 197-110-03

ADDRESS: 3125 Sir Francis Drake Blvd., Fairfax

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: _____

Merit Comments

Prior to Issuance of a Building Permit:

1. **Geotechnical Review and Acceptance:** The plans must be reviewed and approved by the soils engineer. Certification shall be either by his/her stamp and original signature on the plans or by a stamped and signed letter. Certification shall reference plans reviewed, specifying site, structural, and drainage plans with date of drawings, and verify that plans address any recommendations previously offered. Include a copy of the geotechnical engineer's initial report as well.
2. **Site Plan:** Show and label all easements which may encumber the property in the vicinity of the proposed work. Specifically indicate if PG&E has an easement for their facilities
3. **Exterior Accessible Parking, Path of Travel, Ramps and Signage:** All exterior accessible improvements shall conform to the current CBC.
4. **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. Clearly indicate the existing guy wire and anchors on the proposed development plans.
5. **Grading & Drainage Plans:** Provide a drainage and grading plan prepared by a licensed professional engineer or by a registered architect:
 - a. Plan shall provide existing and proposed topographic contours, or a sufficient number of spot elevations, to describe drainage patterns. The proposed project shall maintain existing drainage patterns.
 - b. Plan shall show and label all existing and proposed drainage features and improvements. Improvements may include down spouts, footing and foundation drains, retaining wall back 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.
 - c. Plans shall provide inverts for all drain lines and utilities to ensure gravity flow and resolve any elevation conflicts at proposed crossings.
 - d. The plan shall also incorporate any recommendations from the Geotechnical Engineer.

- e. The plan shall tabulate the existing and proposed areas of impervious surface for the property, as well as specifically listing the area of new plus replaced impervious surfaces. Demonstrate that there will be no net increase in runoff from the developed site compared to pre-existing development.
 - f. 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.
 - g. Provide section views along the open channel to demonstrate how existing bank will be maintained. The structural sections shall be consistent with the grading and drainage plans.
 - h. 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.
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> . For 2,500 sf to 5,000 sf of new plus replaced impervious surfaces, follow direction for this project in Appendix C of the BASMAA manual, Stormwater Control Plans for Small Projects / Single Family Homes. For over 5,000 sf of new plus replaced impervious surfaces, follow direction in Appendix D. Provide the completed appendix C or D with your submittal. Note that the project data table on sheet G0.00 submitted with the Design Review application indicated 5,635 sf of new plus replaced impervious.
7. **Erosion & Sediment Control Plan:**
- a. Per Marin County Code § 24.04.625(b)(e), provide an Erosion and Sediment Control Plan (ESCP) which shall include information required in the most recent version of the MCSTOPPP ESCP Standard Template (document).
 - b. Provide completed and signed Erosion and Sediment Control Plan document. The template for the 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 form to fill out begins on page 11 of the document.
8. **Site Retaining Walls:**
- a. Clarify the proposed heights for all site retaining walls. You will need to apply for a separate Building Permit for each site/driveway retaining wall greater than 4ft in height, or for any wall that is subject to a surcharge such as a sloped backfill or vehicular load. The total height shall be measured from the bottom of the footing to the top of the wall. If any walls are structurally tied to the dwelling, indicate this on the plans, as these walls will not require a separate permit.
 - b. For each retaining wall, provide a cross sectional reference on the site plan which corresponds to a structural detail provided in the plan set.
 - c. Submit design calculations for the retaining walls which are greater than 4ft in height, measured as described above in item a, or which are subject to a surcharge behind wall. Calculations shall be prepared, signed and stamped by the design engineer.
 - d. Add a note on the plans indicating that the Design Engineer shall inspect and certify in writing to DPW that each retaining wall was constructed per approved plan and field direction. Certification letters shall reference building permit number or numbers for specific work being certified, the address and the Assessor's Parcel Number (APN) for the project, and shall be signed and stamped by the certifying professional.
9. **Encroachment Permit:** Sir Francis Drake Boulevard 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. **Sir Francis Drake Boulevard 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. If any work is proposed in the right of way, complete and submit an Encroachment Permit Application with your re-submittal.

10. **Construction Management Plan:** Provide a construction management plan, including at a minimum the following:
- a. Provide a site plan showing areas where grading and construction will take place, soils will be stockpiled, storage area for material delivery, parking for construction workers, and temporary facilities such as portable toilets.
 - b. An erosion and sediment control plan.
 - c. Construction fencing and pedestrian access plan.
 - d. Traffic circulation and emergency access plan.
 - e. Construction phasing and the timing during any given year when the various components of construction will occur, such as grading, tree and vegetation removal, loud external noise-making work, etc.

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