

COMMUNITY DEVELOPMENT AGENCY  
**PLANNING DIVISION**

**MARIN COUNTY PLANNING DIVISION  
ADMINISTRATIVE DECISION  
Hynes Design Review**

<b>Decision:</b>	<b>Approve with conditions</b>		
<b>Date:</b>	<b>February 3, 2021</b>		
Project ID No:	P2893	Applicant(s):	Maria Barmina
		Owner(s):	Gerry Hynes
		Assessor's Parcel No(s):	177-111-43
		Property Address:	178 Deer Hollow Drive, San Anselmo
		Project Planner:	Sabrina Cardoza (415) 473-3607 scardoza@marincounty.org
		Signature:	<i>Sabrina Cardoza</i>
Countywide Plan Designation:	SF4 (Single-Family, 1-2 units/acre)		
Community Plan Area:	N/A		
Zoning District:	R1-BD (Residential, Single-Family, Sleepy Hollow Community)		
Environmental Determination:	Categorically Exempt, CEQA Guidelines Section 15301, Class 1 and Section 15303, Class 3		

## PROJECT SUMMARY

The applicant is requesting Design Review approval for the following development: (1) to construct 913 square feet of additions onto an existing 2,142 square-foot single-family residence; (2) to install a new, raised roof onto the existing residence; and (3) to construct a new 1,199 square-foot attached accessory structure (accessory dwelling unit) on a developed lot in unincorporated San Anselmo. The 2,112 square feet of proposed new development would result in a floor area of 4,823 feet square feet and a floor area ratio of 18.5 percent on the 26,107 square-foot lot. Various improvements are also proposed, including a new driveway and a new perimeter fence.

The proposed new roof of the existing residence would reach a maximum height of approximately 21 feet, 11  $\frac{3}{4}$  inches above the surrounding grade. The exterior walls of the additions onto the existing residence would have setbacks to the property lines as follows: 25 feet from the northern front property line; 10 feet, 8  $\frac{1}{2}$  inches from the eastern side property line; 76 feet from the western side property line; 42 feet, 10  $\frac{1}{4}$  inches from the southern rear property line.

The proposed attached accessory structure (accessory dwelling unit) would reach a maximum height of 18 feet, nine inches above surrounding grade and the exterior walls would have the following setbacks: 100 feet from the northern front property line; 92 feet from the eastern side

property line; 23 feet from the eastern side property line; and over 27 feet, 10 inches from the southern rear property line.

The proposal includes the abandonment of a 40-foot wide roadway dedication (further identified as Assessor's Parcel 177-111-38) serving the subject property and is located along the northwestern portion of the property extending from Deer Hollow Road.

Design Review approval is required pursuant to Marin County Development Code (MCC) Section 22.42.020.B. because the project would result in a floor area exceeding 3,500 square feet. Design Review approval is required pursuant to MCC Section 22.54.045.E because a portion of the roof proposed to be raised encroaches into the 25-foot front setback required by the governing R1-BD (Residential, Single-family, Sleep Hollow Community) zoning district.

## COUNTYWIDE PLAN CONSISTENCY

The proposed project is consistent with the Marin Countywide Plan (CWP) for the following reasons:

- A. The project entails the removal of four ornamental trees not identified as protected or heritage and one oak tree that is identified as protected pursuant to Marin County Development Code Section 22.130.030. However, Marin County Code Development Section 22.62.040.J provides the following exemption from Tree Removal Permits pursuant to Chapter 22.62:

“The tree removal is on a developed lot and: 1) does not exceed two protected trees within a one-year timeframe; 2) does not entail the removal of any heritage trees; and 3) does not entail the removal of any protected or heritage trees within a Stream Conservation Area or a Wetland Conservation Area..”

The project site is located on a developed lot and no Stream Conservation Areas or Wetland Conservation Areas are located on the site. The project entails the removal of only one protected tree. The project is consistent with the requirements for Native Tree Preservation and Protection pursuant to Marin County Development Code Chapter 22.27 and Section 22.62.040; therefore, the project is consistent with the CWP woodland preservation policy (BIO-1.3).

- 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-4.c) 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 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 project site is a flag-shaped lot and is relatively flat with an average slope of five percent. The project entails new additions located in previously developed portions of the property. The project would result in 10 cubic yards of grading to accommodate the development. The applicant submitted a drainage plan and grading plan that were reviewed by the Department of Public Works and found to be acceptable. An engineered grading and drainage plan will be submitted in accordance with the standards outlined by the Department of Public Works during the Building Permit review process.

As further discussed in the Countywide Plan Consistency, Section A above, the project entails the removal of one 12-inch at diameter breast height oak tree identified as a protected tree pursuant to Marin County Development Code Section 22.130.030. An additional four ornamental trees not identified as protected per the Development Code are also proposed for removal to accommodate the development. The project is exempt from the requirements of Marin County Development Code Chapter 22.27 for a Tree Removal Permit because it entails the removal of one protected tree on a developed lot and would not entail the removal of any trees located in a Stream Conservation Area or Wetland Conservation area. All other trees

located on the site would be preserved. A uniformly applied special condition of approval will require that the applicant 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.

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

The project, including additions to the existing residence, is clustered within previously developed portions of the site, and is not located near any visually prominent ridgelines, including any areas within the Ridge and Upland Greenbelt (RUG).

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

The proposed development includes additions to the existing primary residence and a new roof that would result in a maximum height of 21 feet, 11  $\frac{3}{4}$  inches above the surrounding grade. The accessory structure (accessory dwelling unit) proposed to be attached to the primary residence would reach a maximum height of 18 feet, nine above the surrounding grade. The overall height of the project is consistent with the maximum 30-foot height limit established by the R1-BD (Residential, Single-family, Sleepy Hollow Community) zoning district.

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

The project entails additions to an existing residence and the installation of a new roof that is designed to reduce effective visual bulk with articulated building wall expanses that utilize modest eaves and projections and articulated roof forms that utilize varying slopes and pitches.

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

The selected exterior light fixtures would be shielded and downward facing. However, a standard condition of approval will be imposed to ensure that all the exterior lighting incorporated into the Building Permit is unobtrusive and downward facing.

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

Existing vegetation consists of mature vegetation located along the perimeter of the property and various grasses and ornamental landscaping throughout the property. The applicant provided a landscape plan that minimal landscaping that would occur in accordance to the requirements of the Sleepy Hollow Fire Protection District's fire safety standards

**ACCESS:** Development standard C; Design Guidelines A-1.5

Access to the property is provided by Deer Hollow Road through a 40-foot wide roadway dedication serving the subject property and is further identified as Assessor's Parcel 177-11-43. The applicant proposes to abandon the roadway dedication and to improve the access with a new driveway. Driveway improvements would be constructed in accordance to the standards set by the Department of Public Works and the Sleepy Hollow Fire Protection District. As further discussed in Design Review Findings Section B below, conditions of

approval will require the completion of a Roadway abandonment and the Merger of Assessor's Parcels 177-111-38 (location of roadway dedication) and 177-111-43 (location of existing residence) prior to the issuance of a Building Permit.

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

The surrounding area is comprised of a varied mix of architectural styles and lot sizes ranging from moderate to large lots. The bulk, massing and height of residences vary widely, ranging between single and multi-story residences. The proposed project is consistent with the key design principles of the Single-family Residential Design Guidelines in that the project incorporates articulated building forms and varied roof forms to break up bulk and mass.

**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 moderate to large lot and residence sizes. As proposed, the residence would reach a maximum height of 21 feet, 11 ¾ inches from grade, where a height limit of 30 feet is allowed by the governing R1-BD zoning district. The 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 generally compatible with the surrounding neighborhood, including a combination of subdued colors such as dark colored wood shingles, dark colored roof shingles, and stone veneer.

**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 applicant proposes to abandon a 40-foot roadway dedication (further identified as Assessor's Parcel 177-111-38) that serves and provides access to the subject property. Conditions of approval will require the completion of a Roadway abandonment and the Merger of Assessor's Parcels 177-111-38 (location of roadway dedication) and 177-111-43 (location of existing residence) prior to the issuance of a Building Permit.

The project as designed and conditioned will comply with setbacks from all property lines. The project would maintain the existing footprint of the previously developed residence located within the front setback along the northern portion of the property, and all proposed additions have been designed to conform with setbacks established by the R1-BD zoning district. The resulting site layout will preserve existing sun and light exposure, views, vistas, and privacy to the adjacent properties. A standard condition of approval requires all exterior lighting to be shielded and downward facing so that the project would not result in any nighttime light pollution and/or glare.

**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 proposed residence and site improvements would not impact any right-of-way or pathways of circulation because it is designed to be built outside of these areas.

Improvements to the existing driveway would provide for additional onsite parking and would occur in accordance with the standards set by the Department of Public Works.

**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 proposed project will provide appropriate separation between buildings by incorporating adequate setbacks to the neighboring residences and would retaining exist screening vegetation. Though the project would result in the removal of five trees, the proposed location of additions allows for minimal grading and minimizes vegetation removal to the maximum extent possible. A landscape plan was submitted by the applicant that would occur in accordance with the requirements of the Sleepy Hollow Fire Protection District's standards.

**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 approval authorizes the following development: (1) the construction of 913 square feet of additions onto an existing 2,142 square-foot single-family residence; (2) the installation of a new, raised roof onto the existing residence; and (3) the construction of a new 1,199 square-foot attached accessory structure (accessory dwelling unit) on a developed lot in unincorporated San Anselmo. The 2,112 square feet of approved new development would result in a floor area of 4,823 feet square feet and a floor area ratio of 18.5 percent on the 26,107 square-foot lot.

The approved new roof to the existing residence would reach a maximum height of approximately 21 feet, 11  $\frac{3}{4}$  inches above the surrounding grade. The exterior walls of the additions onto the existing residence would have setbacks to the property lines as follows: 25 feet from the northern front property line; 10 feet, 8  $\frac{1}{2}$  inches from the eastern side property line; 76 feet from the western side property line; 42 feet, 10  $\frac{1}{4}$  inches from the southern rear property line.

The approved attached accessory structure (accessory dwelling unit) would reach a maximum height of 18 feet, nine inches above surrounding grade and the exterior walls would have the following setbacks: 100 feet from the northern front property line; 92 feet from the eastern side property line; 23 feet from the eastern side property line; and over 27 feet, 10 inches from the southern rear property line. Various improvements in the approved development include a new driveway and a new perimeter six-foot fence.

2. Plans submitted for a Building Permit shall substantially conform to plans identified as Exhibit A, entitled "Hynes Residence," consisting of 21 sheets prepared by Barmina Design, received in final form on November 6, 2020, and on file with the Marin County Community Development Agency, except as modified by the conditions listed herein.
3. Prior to Issuance of a Building Permit, the applicant shall complete a roadway abandonment of the 40-foot roadway dedication located on the property further identified as Assessor's Parcel 177-111-38.
4. Prior to Issuance of a Building Permit, the applicant shall complete a Merger of Assessor's Parcels 177-111-38 (location of roadway dedication) and 177-111-43 (location of existing residence).
5. The project shall conform to the Planning Division's "Uniformly Applied Conditions 2021" with respect to all of the standard conditions of approval and the following special conditions: 6 (tree protection fencing).

## **VESTING**

Unless conditions of approval establish a different time limit or an extension to vest has been granted, any permit or entitlement not vested within three years of the date of the approval shall expire and become void. The permit shall not be deemed vested until the permit holder has actually obtained any required Building Permit or other construction permit and has substantially completed improvements in accordance with the approved permits, or has actually commenced the allowed use on the subject property, in compliance with the conditions of approval.

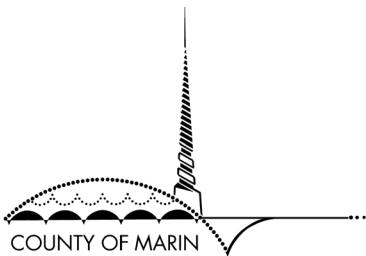
## **RIGHT TO APPEAL**

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

cc: *{Via email to County departments and Design Review boards}*  
CDA – Assistant Director  
CDA – Planning Manager  
DPW – Land Development  
Marin Municipal Water District  
County No.01 Sanitary District  
Sleepy Hollow Fire Protection District

Attachments:

1. Marin County Uniformly Applied Conditions 2021
2. Planning Application Review, Department of Public Works dated December 1, 2020



C O M M U N I T Y D E V E L O P M E N T A G E N C Y  
**PLANNING DIVISION**

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

**2021**

**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.

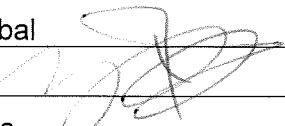
# PLANNING APPLICATION REVIEW

DEPARTMENT OF PUBLIC WORKS

Inter-office Memorandum - Second Transmittal

DATE: December 1, 2020

TO: Sabrina Cardoza

FROM: Ali Iqbal 

APPROVED: 

RE: Hynes

APN: Permit P2893

ADDRESS: 177-111-43  
178 Deer Hollow  
San Anselmo, CA

DUE: December 4, 2020

**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:**

- Find it **COMPLETE**  
 Find it **INCOMPLETE**, please submit items listed below  
 Find it **NEEDS SUBSTANTIAL MODIFICATIONS TO CONFORM**

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

- Traffic  
 Flood Control  
 Other: \_\_\_\_\_

**Note to Planning:**

Revised plans show A-01 to include 40' wide road dedication proposed to be abandoned. Ali emailed Christy Voyles stating Land Development supports the decision of terminating the offer of dedication.

**Merit Comments**

**Prior to Issuance of a Building Permit:**

1. Sheet A-01 shows a sanitary sewer manhole in the southwest corner of the property, clarify if existing or proposed. Clarify whether this shall be within easement.
2. Sheet A-01 indicates a new retaining wall at the northeast corner of the home. Include proposed height of all new walls. A separate building permit is required if 4' or higher or 3' with a surcharge. Include cross section details if a separate BP is required, along with structural calculations.
3. 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: <https://www.marincounty.org/~media/files/departments/pw/mcstoppp/development/basmaa-postconstruction-manual.pdf?la=en>. Refer to appendix C, Template for Small Projects/Single Family Homes.
4. In conformance with submittal checklist item 13, provide the following project data:
  - a. Existing impervious and pervious coverage in square feet
  - b. Proposed impervious and pervious coverage in square feet

5. **Driveways:** Per Marin County Code § 24.04.277, A turnaround to accommodate a fire truck may be required at the end of the driveway and/or adjacent to any parking area where, in the opinion of the Agency, the alignment, grade or street connection of the driveway is such that backing along the driveway or out onto the street would be inordinately difficult or dangerous. Demonstrate compliance.
6. **Parking:** Sheet T-00 states two covered parking is required. Please note that two parking stalls are required for the primary home and two parking stalls for the two-bedroom ADU. They are not required to be covered.
7. **Grading & Drainage Plans:** Provide the following information on the drainage and grading plan:
  - a. 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. Show location of drainage outlets and, if applicable, show how excessive outlet velocities would be limited and controlled with energy-dissipating facilities. At a recent site visit, many of the existing structures noted on plans were not visible. Please confirm existing drainage structures are in place (ie. trench drains along east and south property lines, trench drain in front of garage and front entry door for house, storm drain lines along the southwestern property line, and drainage lines near the pool)
  - b. Plan shall show and label the limit of disturbance. The limit for disturbance should include utility trenching work. Provide the total area to be disturbed and the proposed cut and fill earthwork volumes. Utility trenching is to be included in the area of disturbance and cut volumes. Indicate to where off haul will be taken.
  - c. Add a note on the plans indicating that the plan preparer 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 grading and drainage 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.

**Misc.:** Please indicate the scale on each sheet.

-END-