

## PROJECT STATUS

November 23, 2016

Jonathon Pearlman  
439 Healdsburg Avenue  
Healdsburg, CA 95448

**RE:** LIBAO Properties Master Plan  
Donahue Street, Marin City  
Assessor's Parcel 02-140-33  
Project ID P1499

Dear Mr. Pearlman,

The Planning Division and reviewing agencies have examined your application and have determined that it is incomplete because additional information is required.

### **Incompleteness Items**

Please carefully review the list of required items below and, unless specified otherwise, submit 6 copies of full sized plans, one copy of plans reduced to 11" by 17", and two copies of any required documents within the next 30 days.

Marin County Community Development Agency, Planning Division Jocelyn Drake, (415) 473-6245)

1. In conformance with Submittal Checklist item 1C, plans for retaining walls shall show top and bottom of wall elevations. Preliminary figures are acceptable at this time.
2. In conformance with Submittal Checklist item 6, please depict the proposed locations of the development envelopes in more detail.
3. As part of the environmental review for the project, we will be analyzing the visual impacts associated with the proposed project utilizing photo-simulation technology. In order to assist in preparation of the visual impact analysis, please provide a limited story pole plan in conformance with Submittal Checklist item 10.
4. In conformance with Submittal Checklist item 9, please provide a site staking plan showing development features such as the edges of hardscape site improvements, building improvements, driveways, and parking areas. The stakes shall be located at approximately 25 foot intervals (50 or 75 feet may be acceptable for certain improvements in this case). The stakes shall be approximately 1.5 feet in height, and shall be labeled to indicate the feature they delineate. Installation of the stakes shall be coordinated with Planning staff.
5. In conformance with Submittal Checklist item 20, please provide a vegetation management plan.

6. In conformance with Submittal Checklist item 41, please provide an Affordable Housing Plan. The Affordable Housing Plan should expound on your intent to fulfill the moderate income housing requirement, as specified in the Marin City Community Plan, via the construction of Second Units. In addition, the Affordable Housing Plan should include a request for a density bonus, if it is your intention to construct more than 10 market rate units as part of the Master Plan. (see attached Memo from the Housing Division for details).
7. Please update the Master Plan exhibits to reflect the current boundaries of the Golden Gate National Recreation Area.

Marin County Department of Public Work – Land Development Division, Jason Wong. (415) 473-6192)

8. Map all creeks, channels, or other major waterways on this property on the site plan.
9. Provide a "Stability Report" prepared by a Registered Civil Engineer with soils engineering expertise or a Registered Geotechnical Engineer. The report must attest to the suitability and geological feasibility of constructing a new road, new residential homes, excavating for the retaining walls, and identify any drainage or soils problems that the design of the project must accommodate.
10. Provide dimensions to the fire truck turnaround, include the radii. See MCC 24.04.150 for the minimum lengths, radius, and slope for the turnaround area.
11. Stormwater:
  - a. Provide a pre- and post-project hydrology and hydraulic report detailing the amount of new impervious surface area and accompanying surface runoff from all improvement areas, including driveways – with a goal of zero increase in runoff based upon the one hundred-year storm (no net increase in peak off-site runoff). Refer to MCC 24.04.520.
  - b. This project is considered a regulated project under the BASMAA Post-Construction Manual. The preliminary design indicates all impervious surfaces to be routed to four drainage management areas; however, given the down sloping topography of all the lots and driveways, it is unclear how the stormwater runoff from each individual lot will be routed the roadway with the elevation differences. Demonstrate how the stormwater runoff from each individual lot will comply with the BASMAA Post-Construction requirements.
  - c. MCC 24.05.040, sufficient easements shall be required for underground conduits for disposal of surface and storm waters, together with sufficient easements for overflow and ponding and vehicular access necessary to provide for the proper operation and maintenance of drainage facilities. Drainage easements should not be less than fifteen feet in width.
12. The following items below will substantially modify the project. Please revise the plans to show compliance with each item or provide a written petition for an exception per MCC 24.15 for each non-compliant item. Please review MCC 24.15.015 and 24.15.020 for details of an exception request.

- a. Roadway:
  - i. MCC (Marin County Code) 24.04.110, a minor residential road shall have a minimum paved width of 28ft with additional four feet wide shoulders provided on each side of all roads.
  - ii. MCC 24.04.045, centerline radii of all roads shall be designed in general accordance with the procedures contained in the current edition of the CalTrans Highway Design Manual. Provide the clear distance length from centerline of the lane nearest the obstruction, m, for all horizontal curves as shown on Figure 201.6 on the Manual. The design speed shall be a minimum of 25 mph per MCC 24.04.035.
  - iii. MCC 24.04.050, provide vertical curves at any change in grade of one percent or more.
- b. A minimum of four onsite parking spaces will be required for all units. Second units required one additional independently accessible parking space in addition to the four required for the main unit. Garage parking spaces shall be a minimum of 9ft by 20ft and exterior parking spaces shall be a minimum of 8.5ft by 18ft. Parking slopes should not be more than five percent and shall not be more than eight percent in grade. Demonstrate compliance with the affordable housing units and make sure all garage interior parking spaces are compliant.
- c. Driveways:
  - i. MCC 24.04.250, a minimum driveway length of twenty feet should be provided from the front of the garage to the back of sidewalk or to the edge of pavement where no sidewalk exists. Show compliance for the affordable housing units.
  - ii. MCC 24.04.260, the minimum improved width of a driveway is twelve feet. Dimension this distance on the plans.
  - iii. MCC 24.04.280, maximum gradient measured along the centerline should not be steeper than eighteen percent and shall not be steeper than twenty-five percent. Provide spot elevations to demonstrate the slopes of all driveways.
- d. MCC 24.04.440(b), sidewalks shall be required on only one side of each road within a residential area where densities will be less than four units per acre.
- e. MCC 24.05.020, public road rights of way shall be a minimum of forty feet in width and shall extend a minimum of ten feet beyond the ultimate pavement and curbs. Clarify to whom the road right of way dedication will be made to.

**Submittal**

Please submit all of the requested information together to the Planning Division at one time. The review of your application may be delayed if you submit information directly to the agency that requested the information. The time period required by State law for us to review the additional information will not commence until all of the required items are submitted to our office. If you require additional time to collect the information listed above, please send me a written request for an extension for a specific period of time. It is important to ask for an extension if you need one because your application will automatically expire unless an extension of time is requested and granted.

## **Appeal Rights**

Pursuant to Marin County Code section 22.114.020 and Government Code section 65943, an applicant may appeal a determination that an application is incomplete. If you disagree with this decision regarding the incompleteness of your application, you may appeal it 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 10 business days from the date of this decision.

## **MERITS COMMENTS**

The proposed project is subject to the policies contained in the Marin Countywide Plan, the Marin County Development Code, the Marin City Community Plan, and the Single-family Residential Guidelines. Upon resubmittal of the project plans, staff will evaluate the proposed application for consistency with the pertinent policies that apply to your project.

As part of your resubmittal, it would be helpful to know what your intentions are with regard to any dedications and/or easements to the County's Open Space District and/or the Golden Gate National Regional Area.

Further, the project will not qualify for a categorical exemption under the California Environmental Quality Act as proposed; therefore preparation of an Initial Study or Environmental Impact Report will be required. A number of technical studies will be required as part of the environmental review process, including a biological assessment, geotechnical report, arborist report, and photo simulation. Due to the complexity of the project, as well as the current over-vegetated state of the project site, we recommend that you defer preparation of any technical studies to the environmental review phase of the project.

## **Questions and Contacts**

Please do not hesitate to call me at (415) 473-6245 or contact me via email at [jdrake@marincounty.org](mailto:jdrake@marincounty.org) as questions arise regarding your application or the development review process. I will return voicemail messages before the end of the next business day. Please do not visit our office expecting to meet with me without an appointment. If you wish to discuss your application in person, please contact me to schedule a time when we can meet. I will try to schedule an appointment within five business days. If you have questions about comments from another agency, please contact the staff from that agency directly. Thank you.

Sincerely,

Jocelyn Drake  
Senior Planner

### Attachments:

1. Marin Municipal Water District letter, dated November 17, 2015
2. Department of Public Works – Land Development Division Memo, dated November 17, 2016
3. Department of Public Works – Traffic Division Memo, dated November 17, 2016
4. CDA – Housing Division Memo, dated November 21, 2016

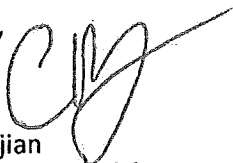
cc: LIBAO Properties, LLC, Mike Liu, 1426 Filmore Street, Suite 213, San Francisco, CA 94115  
Vincent X, [vxu@fultonstreetventures.com](mailto:vxu@fultonstreetventures.com)  
Jaidin Consulting Group, [jdgrp@pacbell.net](mailto:jdgrp@pacbell.net)  
Patrice Fambrini, [patricefambrini@yahoo.com](mailto:patricefambrini@yahoo.com)



7. Comply with the backflow prevention requirements, if upon the District's review backflow protection is warranted, including installation, testing and maintenance. Questions regarding backflow requirements should be directed to the Backflow Prevention Program Coordinator at (415) 945-1558.
8. On November 3, 2015 the District's Board of Directors adopted Ordinance No. 429 requiring the installation of gray water recycling systems for all projects required to install new water service and existing structures undergoing "substantial remodel" that necessitates an enlarged water service. The ordinance shall take effect 90 days from the date of adoption.

If you have any questions regarding this matter, please contact me at (415) 945-1531.

Sincerely,



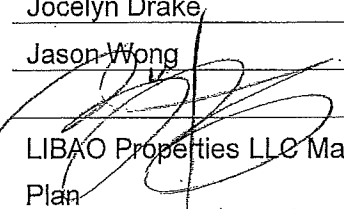
Chris Borjian  
Engineering Technician

CB

**INTER-OFFICE MEMORANDUM**

DEPARTMENT OF PUBLIC WORKS

First Transmittal

**DATE:** November 17, 2016 **DUE:** November 18, 2016  
**TO:** Jocelyn Drake **AP#:** 052-140-33  
**FROM:** Jason Wong **ADDRESS:** Terminus of Donahue Street  
**APPROVED:**  Marin City, CA  
**RE:** LIBAO Properties LLC Master  >1 acre site disturbance  
Plan

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 **ACCEPTABLE** as presented

Comment Included (I) or  
Attached (A) from DPW  
Divisions.

- Traffic  
 Flood Control  
 Water Conservation

**Incompleteness Items:**

1. Map all creeks, channels, or other major waterways on this property on the site plan.
2. Provide a "Stability Report" prepared by a Registered Civil Engineer with soils engineering expertise or a Registered Geotechnical Engineer. The report must attest to the suitability and geological feasibility of constructing a new road, new residential homes, excavating for the retaining walls, and identify any drainage or soils problems that the design of the project must accommodate.
3. Provide dimensions to the fire truck turnaround, include the radii. See MCC 24.04.150 for the minimum lengths, radius, and slope for the turnaround area.
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  - a. Provide a pre- and post-project hydrology and hydraulic report detailing the amount of new impervious surface area and accompanying surface runoff from all improvement areas, including driveways – with a goal of zero increase in runoff based upon the one hundred-year storm (no net increase in peak off-site runoff). Refer to MCC 24.04.520.
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  - e. MCC 24.05.020, public road rights of way shall be a minimum of forty feet in width and shall extend a minimum of ten feet beyond the ultimate pavement and curbs. Clarify to whom the road right of way dedication will be made to.
6. See attached comments from the Traffic Division which are preliminarily merit comments except comment numbers 4 and 5 to be evaluated during the environmental process.

-END-



**INTER-OFFICE MEMORANDUM**  
**DEPARTMENT OF PUBLIC WORKS**  
**TRAFFIC OPERATIONS DIVISION**

**Date:** November 18, 2016

**To:** Jason Wong/Berenice Davidson

**From:** Bob Goralka

**Re:** LIBAO Properties LLC Master Plan, Marin City  
Assessor's Parcel Number 052-140-33

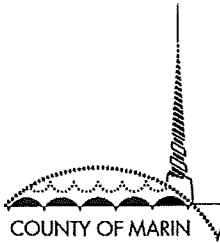
Department of Public Works Transportation staff reviewed the draft planning application for the above project. Our comments are as follows:

1. Provide adequate sight distance at the driveway access points onto the proposed Donahue Street extension.
2. Show the roadway widths and grades for the proposed Donahue Street extension. The proposed extension must conform to Marin County road and fire code standards
3. The local fire department should review the proposed road design and provide comment. The overall road design should be developed in coordination with the local fire department to ensure adequate emergency access and egress for the parcels to be served by the proposed road.
4. We do not anticipate level of service impacts based upon the proposed 16 lot subdivision. The proposed projects, however, should document the trip generation of the proposed projects and the existing level of service on Donahue Street and the major intersections at Donahue Street and US 101 off-ramps and Bridge Boulevard/Gate 6/US 101 ramps and identify the small number of trips that the proposed project will add to these intersections.
5. Donahue Street is classified as a minor road on the Marin County Road list. Traffic counts should be taken and traffic volumes identified for various sections of Donahue Street. Some may question the amount of traffic volume that can/should be accommodated on a minor road. Although Donahue Street is classified a minor road it has a limits number

of homes that take direct access on Donahue Street and function more as a Collector Road. A change in the road classification to a collector or arterial road for portions of Donahue Street may be warranted.

6. Travel speeds may also be an issue for residents in the area. Speed surveys to document the prevailing speeds and to answer questions that may come up during public review may be required.

CC: Jocelyn Drake



COMMUNITY DEVELOPMENT AGENCY  
PLANNING DIVISION

**TO:** Jocelyn Drake, Senior Planner  
**FROM:** Debbi La Rue, Planner  
**DATE:** November 21, 2016  
**RE:** **LIBAO Properties LLC Master Plan**  
Assessor's Parcel Number: 052:140:33  
Project Address: (terminus of) Donahue Street, Marin City  
Project ID: P1499

The Master Plan proposal for the terminus of Donahue Street calls for the subdivision of one 48.9-acre lot into sixteen single-family residential lots. The proposal exceeds the allowable unit density of thirteen homes for this project.

The project must comply with the County Code Section 22.22.090 (Inclusionary Housing Standards—Lot Creation), which states that:

"Twenty percent of the total number of dwelling units or lots within a subdivision shall be developed as, or dedicated to, affordable housing. Where the inclusionary housing calculation results in a decimal fraction greater than 0.50, the fraction shall be rounded up to one additional dwelling unit or lot. Where the inclusionary housing calculation results in any decimal fraction less than or equal to 0.50, the project applicant shall pay an in-lieu fee proportional to the decimal fraction."

As the applicant may propose to develop thirteen single-family homes, it is required to dedicate three of the proposed homes as affordable to low- or very-low income families (Table 1).

In addition, the project must satisfy the Marin City Community Plan's Land Use Improvement Goal LI 5.3.2 which states that: "The Marin County Planning Department shall require that a minimum of 30% of units in Marin City housing developments be affordable to moderate income households." The project should also provide for four homes ( $0.30 \times 13 \text{ homes} = 3.9 \text{ homes}$ ) affordable to moderate-income families.

Development Code Section 22.22.080—General Affordable Housing Standards applies to residences proposed as affordable in perpetuity. As currently presented, the proposal does not appear to meet the standards of "location of affordable housing units" and "design and character of affordable housing units," detailed below.

**22.22.080.D. Location of affordable housing units.** All required affordable housing units on-site shall be disbursed throughout the development. This requirement may be modified for cause by the review authority.

As illustrated in the parcel map, the lots hosting the inclusionary units are not integrated into the subdivision, and therefore do not meet this standard.

**22.22.080.E. Design and character of affordable housing units.** Required affordable housing units shall contain on average the same number of bedrooms as the market rate units in a residential development, and shall be compatible with the exterior design and use of the remaining units in appearance, materials, amenities, and finished quality.

As the average number of bedrooms in each of market-rate units is 4.1, the applicant will be required to provide the same number of bedrooms in the affordable units. Alternately, the applicant might propose to construct an additional three-bedroom home.

<b>Project Size (No. Units/Lots)</b>	<b>No. Units/Lots Required</b>	<b>Fee Required</b>
1	N/A	N/A
2	0	\$115,972
3	1	None
4	1	None
5	1	None
6	1	\$57,986
7	1	\$115,972
8	2	None
9	2	None
10	2	None
11	2	\$57,986
12	2	\$115,972
13	3	None

The applicant is eligible to request a density bonus under County Code Section 22.24.030—Density Bonus and Other Incentives Pursuant to State Law. The bonus would allow the applicant to propose eighteen units (a density bonus of 35%): eleven market-rate homes, four homes affordable to families of moderate-income, and three homes affordable to families of low-income. The applicant should include a request for a density bonus or related incentives or concessions in the affordable housing plan submitted as part of the first approval.

The applicant is required to submit a revised Affordable Housing Plan containing all applicable details outlined in the following section. A complete Affordable Housing Plan must be submitted as part of the first approval process.<sup>1</sup>

Conditions for Approval: Affordable Housing Plan

1. Description of affordable units:

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<sup>1</sup> 22.22.030

- a. Number,
  - b. affordability level (ex. 100% extremely-low income),
  - c. unit type,
  - d. tenure (rental/ownership),
  - e. number of bedrooms (by affordability level),
  - f. location (of lot within subdivision),
  - g. size (of lot),
  - h. description of the design of all units;
2. Construction schedule and phasing of units in relation to market-rate units (if applicable);
  3. Provisions for income certification and screening of potential purchasers of units,
    - a. resale control mechanisms
    - b. ongoing monitoring and management;
  4. Any incentive requested pursuant to Chapter 22.24 (Affordable Housing Incentives), including the additional information specified in that Chapter;
  5. 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; and
  6. *Fair Housing Marketing Plan*—how will the management insure that you comply with all applicable fair housing laws.