



PROJECT STATUS

Elizabeth and Guido Quaroni
7 Laurel Way
Kentfield, CA 94904

Via electronic transmission only:
Peter Brockman peter@brockmandesignstudio.com

RE: Quaroni Design Review
7 Laurel Way, Kentfield
Assessor's Parcel 075-252-02

Project ID P3121Dear applicant,

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 three copies of full-sized plans, one copy of plans reduced to 11" by 17", and two copies of any required documents within the next 60 days. In addition to the list of required items below, please carefully review the enclosed inter-office memorandums from the Department of Public Works, and provide appropriate documentation as requested.

Community Development Agency, Planning Division (Manny Bereket, (415) 473-2755)

1. All proposed work must be contained within the project site, outside of any public rights of way. Please revise plans so that the two proposed stormwater dissipaters are located outside of the right of way and onto private property.

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.

Preliminary Merit Comments

The proposed project is subject to the policies contained in the Marin Countywide Plan, the Kentfield/Greenbrae Community Plan, and the regulations contained in the Marin County Code. The Department of Public Works (DPW) has provided review comments that must be addressed prior to submittal for construction permit. Please review the DPW's review comments carefully as those comments may precipitate project modifications.

These preliminary comments are not meant to be exhaustive, additional comments may be forthcoming after the revised plans and additional information has been reviewed, and the suggestions are advisory in nature.

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.

Questions and Contacts

Please do not hesitate to call me at (415) 4763-2755 or contact me via email at ibereket@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,



Immanuel Bereket
Senior Planner

Attachments:

1. Inter-Office Memorandum, Department of Public Works, dated April 22, 2021

PLANNING APPLICATION REVIEW

DEPARTMENT OF PUBLIC WORKS

Inter-office Memorandum - First Transmittal

DATE: 4/22/2021

DUE: 4/23/2021

TO: Immanuel Bereket

TYPE OF DOCUMENT

FROM: Tyler Bylow

DESIGN REVIEW

APPROVED: 

COASTAL PERMIT

RE: Quaroni Design Review

LAND DIVISION

Project ID P3121

VARIANCE

APN: 074-252-02

USE PERMIT

ADDRESS: 7 Laurel Way

ADU PERMIT

Kentfield, CA

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: _____

Please note that comments listed under "Substantial Modifications Required to Conform" need to be addressed now otherwise, the Department of Public Works cannot support the project as presented.

Substantial Modifications Required to Conform:

1. Remove the two proposed stormwater dissipaters out of the right of way and onto private property.

Merit Comments

Prior to Issuance of a Building Permit:

Parking:

1. Per Marin County Code § 24.04.335(c), parking spaces shall be independently accessible such that a vehicle may enter or exit any space without the necessity of moving another vehicle. Demonstrate compliance.
2. Per Marin County Code § 24.04.335(d), no compact parking spaces shall be allowed in providing the number of parking spaces required by this chapter.
3. Per Marin County Code § 24.04.340(a), for detached single-family dwellings and duplexes, two parking spaces per unit are required. Where the units are more than one hundred feet from the access street or where on-street parking is restricted or nonexistent, two additional spaces may be required. Demonstrate compliance.
4. Per Marin County Code § 24.04.380(a), head-in parking spaces shall be a minimum eight and one-half feet by eighteen feet. Parallel spaces shall be a minimum eight feet by twenty feet. For constrained locations such as garages serving single-family dwellings, spaces shall be a minimum nine feet by twenty feet. Demonstrate compliance.
5. Per Marin County Code § 24.04.400, the maximum cross-slope or grade of a parking area shall not be more than eight percent. Demonstrate compliance.

6. **Grading & Drainage Plans:** Provide the following information on the drainage and grading plan:
 - 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, area drains and catch basins, piping and out fall structures or means of dispersion. Note that 2016 California Plumbing Code (CPC) §1101.12.1 requires roof areas of buildings to be drained by roof drains and gutters. Note as well that CPC §1101.6.5(2) indicates that the point of discharge shall not be less than 10 feet from the property line.
 - c. Per 2016 California Residential Code § R401.3, lots shall be graded to drain surface water away from foundation walls. The grade shall fall a minimum of 6 inches within the first 10 feet. Where lot lines, walls, slopes, or other physical barriers prohibit 6 inches of fall within 10 feet, drains or swales shall be constructed to ensure drainage away from the structure. Impervious surfaces within 10 feet of the building foundation shall be sloped a minimum 2 percent away from the building. Demonstrate compliance.
 - d. The plan shall also incorporate any recommendations from the Geotechnical Engineer, if such a professional is involved in the project.
 - e. The plan shall tabulate the existing and proposed areas of impervious surface for the property, and demonstrate that there will be no net increase in runoff from the developed site compared to pre-existing development.
 - 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. Indicate means of restoring all disturbed areas.
 - h. 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 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.
7. **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.
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.

Best Management Practices:

9. Per Marin County Code § 24.04.625(a)(c)(g)(k), provide a plan indicating construction-phase best management practices (BMPs) include erosion and sediment controls and pollution prevention practices. Erosion control BMPs may include, but are not limited to, scheduling and timing of grading activities, timely re-vegetation of graded areas, the use of hydroseed and hydraulic mulches, and installation of erosion control blankets. Sediment control may include properly sized detention basins, dams, or filters to reduce entry of suspended sediment into the storm drain system and watercourses, and installation of construction entrances to prevent tracking of sediment onto adjacent streets. Pollution prevention practices may include: designated washout areas or facilities, control of trash and recycled materials, covering of materials stored on-site, and proper location of and maintenance of temporary sanitary facilities. The combination of BMPs used, and their execution in the field, must be customized to the site using up-to-date standards and practices. You may refer to the Marin County Stormwater Pollution Prevention Program's website, <https://www.marincounty.org/~media/files/departments/pw/mcstoppp/development/erosionsediment-control-measures-for-small-construction-projects-2015.pdf?la=en>
10. **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.

Erosion & Sediment Control Plan:

11. 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. The template can be found in the "Construction Erosion and Sediment Control Plan Applicant Package" available at the following link: <https://www.marincounty.org/~media/files/departments/pw/mcstoppp/development/mcstoppp-erosion-and-sediment-control-plan-applicant-package.pdf?la=en>. Note the actual template begins on page 11 of the document.

Stormwater Control Plans:

12. Provide a Stormwater Control Plan as required by Marin County Code § 24.04.627 Permanent Stormwater Controls for New and Redevelopment. You may refer to the BASMAA Post Construction Manual which you can access at the County's website for post-construction stormwater management requirements, publications and resources at: <http://www.marincounty.org/depts/pw/divisions/mcstoppp/development/new-and-redevelopment-projects?panelnum=2> . **Direction for this project is in Appendix C of the BASMAA manual, Stormwater Control Plans for Small Projects / Single Family Homes.**
13. The plans shall provide details for the pool drainage and demonstrate that the drainage would comply with MCC 23.18 (Urban Runoff Pollution Prevention Code). Discharge into a watercourse is prohibited pursuant to MCC 23.18.094. You may refer to the Marin County Stormwater Pollution Prevention Program's website, www.mcstoppp.org, for more information.
14. **Encroachment Permit:** Laurel Way 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. **Laurel Way is presently on the Open Excavations Moratorium list; any excavations into the road surface will require extensive pavement restoration.** 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.

-END-