May 24, 2016

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Lucasfilm, LTD Master Plan Amendment
3838 Lucas Valley Road, Nicasio
Assessors Parcels 164-310-01 and -02

Dear Supervisors,

RECOMMENDATION:
On May 9, 2016, the Planning Commission unanimously recommended that the Marin County Board of Supervisors conditionally approve the Lucasfilm, LTD Master Plan Amendment to permit the conversion of 61,162 square feet of office floor area located in the Big Rock Ranch office complex into guest units, in addition to upgrades to the office complex facility. Planning staff recommends the Board consider adopting the attached Ordinance to approve the project.

SUMMARY:
Big Rock Ranch is one of five ranches owned by Skywalker Properties LTD. The Master Plan Amendment is required because the 1996 Lucasfilm, LTD Master Plan (Board of Supervisors Ordinance 3237) does not include a provision to allow guest units on the Big Rock Ranch property. Guest units are permitted on Grady Ranch, per the Lucasfilm, LTD Master Plan; however Grady Ranch was never developed. Guest units are also permitted on Skywalker Ranch through a separate Master Plan.

The applicant's proposal entails conversion of 61,162 square feet of Big Rock Ranch's existing office floor area into 57 guest units. In addition to the conversion of office space to guest units, the remodel project entails upgrades to the existing food facilities, expansion of the existing general store, the creation of additional meeting areas, and the conversion of the childcare portion of the fitness/childcare building to a spa and expanded fitness facility. The guest units would not be available to the general public, or otherwise used as a hotel.

As demonstrated in the project trip generation report, the project as proposed would generate fewer daily and PM peak hour traffic trips than the currently approved project. Further, as established in the project water and septic reports, adequate septic capacity and water supply are available to accommodate the project. In addition, the applicant intends to construct a grey water/water recycling system on the property, which would serve to reduce water usage by an estimated 40%. Finally, the project would not detract from the scenic quality of the property and
surrounding area, as no additional floor area will be constructed as part of the project, and no exterior modifications or expansion of the buildings is proposed.

In accordance with the Planning Commission's recommendation, Condition of Approval Number 64 that addresses the permitted use of Big Rock Ranch is proposed to be amended as follows:

Exhibit 3, Condition of Approval Number 64.

The total maximum on-site population on both Grady Ranch and Big Rock Ranch shall not exceed an aggregate of 640 employees and overnight guests. Specifically, in applying this on-site population limit, up to 340 employees and overnight guests on Grady Ranch and up to 300 employees and overnight guests on Big Rock Ranch are permitted. As use herein, "employees" means all employees of the Property Owner, Applicant—such as office employees for digital film production and contracted employees for various services (e.g. restaurant and landscaping services). "Overnight guests" means the total number of guest units provided on Grady Ranch for clients or guests of Lucasfilm the Property Owner that stay overnight in guest units. All other persons, including guests (as opposed to overnight guests) or visitors, clients, vendors, and delivery personnel, are not included in on-site population counts. On-site population limitations shall be monitored by reference to company records respecting the total number of employees and overnight guests on site on a daily basis. This information shall be compiled quarterly to provide an accurate profile of the daily site occupancy during the quarter. Fluctuations in the daily on-site population limits for both ranches may be permitted as long as the fluctuations are not significant and the average daily populations during the quarter do not exceed 340 employees and overnight guests on Grady Ranch and 300 employees and overnight guests on Big Rock Ranch. At the request of the County, the Applicant Property Owner shall provide a quarterly report to the County of these monitoring records. The first Precise Development Plan application shall describe the nature of special events that may be held at either the Grady Ranch or Big Rock Ranch facilities, including the purpose, frequency, size, and timing.

REVIEWED BY:

[ ] Department of Finance [X] N/A
[X] County Counsel [ ] N/A
[ ] Human Resources [X] N/A

SIGNATURE:

Jocelyn Drake
Senior Planner

REVIEWED BY:

Brian C. Crawford
Director

Attachments:
1. Board of Supervisors Ordinance approving the Lucasfilm, LTD Master Plan Amendment
2. Planning Commission Resolution recommending the Board approve the Lucasfilm, LTD Master Plan
3. Location Map
4. Project Description, dated March 18, 2016
5. Remodeled Building Area Summary
7. Questa Engineering Letter, dated March 22, 1016
9. Department of Environmental Health Division Memorandum, dated April 7, 2016
14. Letter from George Forman and Judi Colby, dated May 6, 2016
15. Big Rock Ranch Perspectives of Existing Office Complex
16. Board of Supervisors Ordinance 3237 (Lucasfilm, LTD. Master Plan)
17. Planning Commission Resolution PC00-006 (Lucasfilm, LTD. Precise Development Plan