



10/28/2021

Joseph Carfagno
Via Email: jacarfagno@gmail.com
Design Review; Single-family home
22 Jewel Street/APN: 014-072-29/PLAN21-030
San Rafael, CA
Incompleteness Letter

Dear Joseph Carfagno,

The City of San Rafael has received your application referenced above on September 30, 2021. Staff is required by state law to review your application in a timely manner and determine whether all of the information required has been submitted to complete the application request. This project requires a Minor Environmental and Design Review Permit because it constructs a new residence on a lot with average slopes of twenty-five percent or more, pursuant to San Rafael Municipal Code (SRMC) Section 14.25.040.B.1.a. Additionally, the project creates an upper-story addition over 500 square-feet which requires a Design Review per SRMC Section 14.25.040.B.1.e. All residential projects located on lots with slopes over 25% shall submit the information required in Appendix A of the Hillside Residential Design Guidelines Manual (Link A), as stated in SRMC Section 14.25.030.C and expressed in SRMC Chapter 14.12 (Hillside Development Overlay District).

The hearing body for the above applications is the Zoning Administrator. As noted below, Design Review Board (DRB) review and recommendation may also be needed depending upon the project's design.

The following lists information needed to complete the evaluation of the project. Once the application is complete, we may begin formal processing which shall include preparing a California Environmental Quality Act (CEQA) determination for the project, identifying any outstanding issues, and scheduling the project for a decision.

Please submit the following items electronically and in one package to the planner listed below.

GENERAL ITEMS

1. **Project Changes Needed.** Staff cannot support the proposed project design in the following areas:

- a. *Building Height.* Please modify elevation plan sheets A5 and A6 to delineate how the project complies with building setback standards for Hillside Developments. *On non-downhill slope, walls facing front and side property lines*

shall have a 20' height limit measured from existing grade within all areas within 15' of the maximum building envelope limit. To allow for design flexibility on non-downhill slopes, an encroachment into the street front, street side and interior side setback is permitted along 25% of the building length (SRMC Section 14.12.030.A.2). As depicted on the site plan, the building height is currently 24'-3" and 29'-4" from existing grade.

- b. *Parking.* Please modify plan sheet A-2 to identify the width of Jewel Street. *On Streets less than 26' wide, a minimum of two additional on-site parking spaces shall be provided (not on the driveway apron) per unit. These spaces should be conveniently placed relative to the dwelling unit which they serve. This requirement may be waived or reduced by the hearing body when the size or shape of the lot or the need for excessive grading or tree removal make the requirement infeasible (SRMC Sections 14.18.040 (Table) and 14.12.030).* Aerial views from the County's GIS system and Google Maps could not confirm the street width to be at least 26 feet wide. Should the project require two additional parking spaces, please delineate their proposed locations on sheets A-2 and A-3. Additionally, please provide interior dimensions for the two-car garage on sheet A-3 consistent with SRMC Section 10.18.10. *The minimum interior dimensions of double-car garages shall be 20' by 20'.*
- c. *Setbacks.* Please modify plans and demonstrate compliance with front setback regulations pursuant to (SRMC) Section 14.18.040 (Table). The site plan does not delineate distances from the proposed staircase to the front property line. It appears that the staircase encroaches upon the 15-foot setback requirement. **Note:** Hillside development standards allow a reduced setback of up to one-half the required per base zoning; in this case, a 7.5-foot setback may be allowed, subject to a recommendation of the design review board that the decrease minimizes the impact of hillside development and grading (SRMC Section 14.12.030.B (Setbacks)). Architectural features projecting from a structure, such as staircases, may project up to 6' into any required front yard (SRMC Section 14.16.130.A).
- d. *Street and Driveways.* Please modify plans to clearly display driveway dimensions, slope calculations, contour lines at 10' intervals, and proposed driveway materials and surfaces. The plans call out a 15% slope on the driveway while the proposed contours appear to show approximately 27% slope. Please clarify. Maximum driveway slopes must be in accordance with Marin County Uniform Construction Standards. In addition, per SRMC Section 14.12.030.H, *New street and driveway grades shall not exceed eighteen percent (18%) unless an exception has been granted by the hearing body, and the design has been recommended by the design review board, public works director and fire marshal to allow a driveway or street slope up to a maximum twenty-five percent (25%) grade. Streets and driveways with slopes over fifteen percent (15%) shall be a permanent, durable, non-asphalt hardscape surface. Streets and driveways with slopes over eighteen percent (18%) shall have grooves/scoring for traction. A suitable transition shall be provided at the street and driveway apron to allow vehicles to safely transition to/from roadways and parking areas, as recommended by the department of public works.*
- e. Please revise plans so no part of any structure encroaches into the existing sanitary sewer easement, including retaining walls and dwelling. Additional

information is included in San Rafael Sanitation District (SRSD) comments (attached).

- f. Please provide evidence that you have done outreach with your neighbors regarding this project.

Note: The Design Review Board may grant exceptions to the requirements noted above if the exception will (a) minimize hillside impact, and (b) promote good hillside design and development consistent with the City's General Plan (See General Item #9).

2. Site Plans. The site plan appears to have a different layout from the foundation plan. Please ensure all plans are consistent. In addition, please include the following in your site plan (sheet A-2):

- a. Property lines and dimensions of the subject site and all adjacent properties, showing all easements. (Please display adjacent properties to the northwest, east, and south. Delineate any easements on the subject property.
- b. All proposed walls, including retaining walls, heights, and types.
- c. Dimensioned locations of access for pedestrians, bicycles, and vehicles.
- d. Building setbacks and required yard areas. Please include side yard setback distances from the north adjacent property as well as front yard setback distances from the proposed staircase.
- e. Location of exterior light fixtures and typical lighting distribution, including specifications of lighting fixtures.
- f. Existing and proposed sidewalks, curbs, gutters, driveways, and paving widths, on-site and on all adjacent properties and properties across the street.
- g. Typical street section.
- h. Existing sewers or nearest method of sewerage.
- i. Existing drainage courses or storm drains within approximately 50' of the site.
- j. Location of existing and proposed utilities (sewers, watermain, culverts, power and telephone lines) 50' to 100' from the site boundary.
- k. Project data summary table with the following information (sheet A-1):
 - 1. Site coverage
 - 2. Gross Floor Area
 - 3. Lot coverage (%) – See SRMC Section 14.03.030 to determine qualifications of lot coverage
 - 4. Zoning and General Plan Designation
 - 5. Parking supply
 - 6. Landscape or natural state provided
 - 7. Required yard areas/setbacks/building heights

Please note: Include the summary table in the project plans. Revise summary table to display total square footage for only the flag portion of lot

as this number will be used when determining developable area and calculating coverage percentages.

3. **Elevation Plan.** Please include the following in your elevation plans (sheets A-5 and A-6):
 - a. Height of all features, including wall heights and types.
 - b. Exterior materials to be used, including walls, glass (type/color), railings, detailing, fencing, signs, and textures and colors.
 - c. Design of carports, trash enclosures, retaining walls, etc.
 - d. Shadows which depict the true building profiles and dimensions (45 azimuth and altitude). Allow building design to read through shadows.
4. **Roof Plan.** Please include the following in your roof plans (sheet S-3):
 - a. Basic site plan elements and property lines.
 - b. Direction and slope of drainage.
 - c. Drainage collectors.
 - d. Location of rooftop mechanical equipment and method of screening (if applicable).
 - e. Outline of building footprint below.
 - f. Differentiate between levels for structures with multiple roof levels.
5. **Grading Plan.** Please include the following in your grading plans:
 - a. Earthwork summary included cut and fill amounts on the plans
 - b. Roof drains and retaining wall back drains.
 - c. Existing features (natural ground, trees, structures, drainage courses, streets, trails, slopes, etc.) on site and within 50' of project site labeled to remain or be removed.
 - d. Natural areas to be preserved.
 - e. Show all items (existing and proposed) listed below, clearly defined with distances, spot elevations, gradients, contours, details, cross sections, drainage flow arrows, etc. Existing improvements shall be designated with dashed lines and proposed improvements shall be designated with solid lines. Include footprints of proposed structures.
 1. Easements, property lines, rights-of-way.
 2. Contour lines approximately 50' beyond boundary subject site. Depict contour intervals at 5' (for 5%-20% slope) and 10' (for over 20% slope).
 3. Proposed grading, including structures, curbs, retaining walls (show height), gutters, pavement, walks, swales, mounding, slopes, open space, trails, etc.
 4. Quantities of cuts and fills (numeric calculations).

5. Illustration of separate cut and fill areas with a line.
6. Erosion control measures.
7. Sections on slopes over 10%
8. Cross-sections at all site boundaries (maximum and minimum conditions)
9. Drainage patterns and drainage facilities.
10. Parkway culverts where drainage is directed to streets.
11. Retaining walls, including top of wall and ground elevations.

6. Landscape Plan. Please submit a landscaping plan that includes the following:

- a. All existing and proposed improvements as shown on the detailed site plan; however, dimensions (such as setbacks and street widths) shall be excluded.
- b. Location of all proposed plantings.
- c. Plant legend identifying plant materials by form and function.
- d. Written description of irrigation concept consistent with Marin Municipal Water District Ordinance Number 285.
- e. Building footprint and roof outlines, including eave overhangs.
- f. Private walkways, walls and courtyards.
- g. Berms and/or mounding areas, ground cover areas, areas of rock, gravel or stone; shrub locations; accent street trees; slope planting materials; retaining walls; private yard areas; landscape lighting; and other elements necessary to show the landscape concept.
- h. Location of all ground mounted mechanical or utility equipment and method of screening (as necessary).

7. Title Report. Please submit a title report prepared within three months of the date of the application submission. Show all existing easements and restrictions on the plans.

8. Geotechnical/Soils Report. Provide a soils and geotechnical report prepared by a registered civil engineer specializing and recognizing soil mechanics and foundation engineering, and based upon adequate test borings and that addresses the feasibility of the proposed development..

9. Written Narrative or Justification Statement. Should you request an exception to the development standards (e.g., front yard setbacks, parking requirements, building height, or driveway slope) please provide a written narrative or justification statement expressing how or why the proposed exceptions are justified (See SRMC Section 14.12.040, Link B, and SRMC Chapter 14.12 for a detailed explanation into exceptions, Hillside Design Guidelines, and regulations with the Hillside Development Overlay District.)

22 Jewel Street, San Rafael
Incompleteness Letter
October 28, 2021

PRELIMINARY MERITS

In addition to the above completeness items, staff has identified preliminary items regarding your proposed project, as follows:

- **Fire Prevention Bureau Comments.** (Fire comments attached)
- **Department of Public Works** (Public Works comments attached)
- **San Rafael Sanitation District** (Sanitation comments attached)

This information listed above is provided to assist you in preparing a complete application submittal. Additional comments may be provided once the additional information is provided.

Please submit the requested information to the Community Development Department, Planning Division, in one complete electronic package within **30 days**, or by **November 27, 2021**, or your application may be deemed withdrawn due to incompleteness.

Please do not hesitate to contact me should you have any questions at ShawnaB@cityofsanrafael.org.

Sincerely,

Shawna Brekke-Read

Shawna Brekke-Read
Contract Planner

Attachments:

1. Fire Department Comments, October 7, 2021
2. San Rafael Sanitation District, October 26, 2021
3. Public Works Comments, October 28, 2021

Links:

Link A: Hillside Appendix A thru F

[Hillside Appendix A thru F - San Rafael \(cityofsanrafael.org\)](https://www.cityofsanrafael.org/links/hillside-appendix-a-thru-f)

Link B: Hillside Design Guidelines to All Hillside Residential Development Projects

[Hillside Design Guidelines to All Hillside Residential Development Projects - San Rafael \(cityofsanrafael.org\)](https://www.cityofsanrafael.org/links/hillside-design-guidelines-to-all-hillside-residential-development-projects)

Link C: General Zoning Application Requirements

<https://www.cityofsanrafael.org/documents/general-zoning-application-checklist/>

Link D: San Rafael Municipal Code

https://library.municode.com/ca/san_rafael/codes/code_of_ordinances?nodeId=TIT14Z_O_DIVVADRE_CH14.25ENDEREPE_14.25.050RECR

CITY OF SAN RAFAEL

SAN RAFAEL, CALIFORNIA

INTER-DEPARTMENTAL MEMORANDUM

DATE: October 7, 2021
TO: SHAWNA BREKKE-READ
FROM: Robert Sinnott, Fire Prevention
SUBJECT: Planning File #PLAN21-030 -
New SFR

This memorandum is intended to assist the applicant in determining the feasibility of this project and in the preparation of construction documents regarding compliance with the California Code of Regulations Title 24 and local ordinance requirements. After review of the application and plans provided for this project, the **Fire Prevention Bureau** has the following comments:

1. The design and construction of all site alterations shall comply with the 2019 California Fire Code, current NFPA Standards, and all applicable City of San Rafael Ordinances and Amendments.
 - a. On Page A-1 under **Adopted Codes**, add *2019 California Fire Code* to list.
2. It appears that portions of the building are beyond 150' from the edge of the public road. A fire apparatus access road is required to extend within 150' of all portions of the building and all portions of the exterior walls of the first story as measured by an approved route around the building. If unable to comply, alternate methods can be considered, such as:
 - a. Dry horizontal standpipe from edge of street to top of driveway.
 - b. Installation of a NFPA 13R fire sprinkler system.
3. Deferred Submittals for the following fire protection systems shall be submitted to the Fire Prevention Bureau for approval and permitting prior to installation of the systems:
 - a. Fire Sprinkler plans (Deferred Submittal to the Fire Prevention Bureau)
 - b. Fire Standpipe plans (Deferred Submittal to the Fire Prevention Bureau)
 - c. Fire Underground plans (Deferred Submittal to the Fire Prevention Bureau)
 - d. Vegetation Management Plan (VMP). (Deferred Submittal to the Fire Prevention Bureau). See #6.
4. If applicable, a Knox key switch is required for driveway or access road automatic gates.
<https://www.knoxbox.com/gate-keys-and-padlocks/>
5. Provide address numbers plainly visible from the street or road fronting the property. Numbers painted on the curb do not qualify as meeting this requirement. Numbers shall contrast with the background and shall be Arabic numbers or letters. Numbers shall be internally or externally illuminated in all new construction or substantial remodels. Number sizes are as follows: For residential – 4" tall with ½" stroke.

6. This property is in a Wildland-Urban Interface (WUI) area. Applicant is to apply for a Fire Prevention Permit and provide a written Vegetation Management Plan (VMP) prepared by a qualified professional. Refer to City of San Rafael Ordinance 1856 that may be viewed at <https://www.cityofsanrafael.org/vmp-san-rafael-fd/> or you may contact the Fire Department at (415) 485-5020 for additional information.
7. Contact the Marin Municipal Water District (MMWD) to make arrangements for the water supply serving the fire protection system.

These preliminary comments could change as the project progresses through the review processes.

San Rafael Sanitation District

Memorandum

DATE: October 26, 2021

File No. 14.20.21.88

TO: Planning Department

FROM: Tim Tran, Associate Civil Engineer

SUBJECT: 22 Jewell St
APN: 014-072-29
Planning No.: PLAN21-030

DESCRIPTION: Design Review for the construction of a new single-family hillside residence.

The San Rafael Sanitation District (SRSD) has reviewed the Plans submitted on October 6, 2021 for the proposed single-family dwelling (SFD) and find them **incomplete** as presented. Please take note of the following comments and provide plan revisions:

1. SRSD records indicate an existing sanitary sewer easement comprising a 6-inch sewer main pipe crossing through the property from east to west. Revise the Site Plan and Civil Plan to show the sanitary sewer easement and pipe location.

The plans present the proposed dwelling and retaining wall encroaching into the sanitary sewer easement. **Please be apprised that no part of any structure shall encroach into the easement.** Configuration of the dwelling and retaining walls shall be revised to adhere this requirement.

2. Provide civil plans to show how the proposed SFD will connect to the existing sanitary sewer main. The SFD sewer lateral connection plan shall include the following:
 - a. Provide a cleanout/backflow-prevention device no further than 2-ft from the building foundation. Note that the Contra Costa-type backflow device with a 2-way cleanout is preferred.
 - b. If the difference in elevation of the lowest fixture and the backflow-prevention device is less than six inches, a backwater check valve shall be installed.
 - c. Show the pipe material type and diameter proposed for the lateral connection per Table 1 of the SRSD Specifications for Laterals.
 - d. Provide a profile of the sewer lateral from the proposed dwelling to the proposed sewer main connection point showing the pipe depth per the pipe material type pursuant to SRSD Specifications for Laterals.

3. Pursuant to District Ordinance No. 56, the District requires a sewer connection fee in the amount of \$10,482.42 due prior to issuance of a building permit. The connection fee may be paid in person at the SRSD office located at 111 Morphew Street, 2nd Floor, San Rafael.

Note the following:

1. All exterior sewer-related work shall be performed in accordance with SRSD standards.

If you have any question, please contact Tim Tran at 415.458.2441 or email at tim.tran@cityofsanrafael.org

cc: Dave Nicholson, Senior Civil Engineer

CITY OF SAN RAFAEL, CALIFORNIA
DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: SHAWNA BREKKE-READ
ASSOCIATE PLANNER

DATE: OCTOBER 28, 2021

FROM: MATTHEW PEPIN
ASSOCIATE CIVIL ENGINEER

SUBJECT: Planning File #PLAN21-030 – 22 Jewell St (New SFD)

We have reviewed the referenced application and have the following comments:

1. This project appears to create or replace over 2,500 square feet of impervious surface. Provide a stormwater control plan (for a single family home or small projects) in compliance with BASMAA requirements.

More information is available from MCSTOPPP, hosted on the Marin County Website. See tools and guidance, and post construction requirements at:

<http://www.marincounty.org/depts/pw/divisions/mcstoppp/development/new-and-redevelopment-projects>

2. The plans call out a 15% slope on the driveway while the proposed contours appear to show approximately 27% slope. Please clarify. Maximum driveway slopes shall be in accordance with Marin County Uniform Construction Standards.
3. Provide a preliminary drainage plan including roof drains and retaining wall back drains. Do not add and/or divert drainage onto neighboring properties.
4. Include proposed wall heights and types on the plans. Please coordinate the wall alignment between the plan sheets. The foundation plan appears to have a different layout compared to the plot plan.
5. Provide a preliminary geotechnical report for the project that addresses the feasibility of the proposed development.
6. Please provide an earthwork summary included cut and fill amounts on the plans. For projects with 50 cubic yards or more of earthwork, a grading permit shall be required from the Department of Public Works, located at 111 Morphew St. A copy of the application can be found on our website:
<https://www.cityofsanrafael.org/documents/grading-permit-application/>

The following is provided for information only.

Prior to conducting any work within the Right-of-Way (ROW), an encroachment permit is required from the Department of Public Works located at 111 Morphew Street. Any proposed work within the ROW shall be in accordance with Marin County Uniform Construction Standards.

A construction vehicle impact fee shall be required at the time of building permit issuance; which is calculated at 1% of the valuation, with the first \$10,000 of valuation exempt.

The applicant shall pay a traffic mitigation for net new AM and PM trips. The current rate is \$4,246 per trip. The proposed project has an estimated 1 peak hour AM trips and 1 peak hour PM trips therefore, the estimated traffic mitigation fee would be (2*4,246) \$8,492, due at the time of building permit issuance This is subject to verification at the time of building permit issuance.

Please contact Matthew Pepin at the Department of Public Works with questions regarding these comments, by phone at 415.725.9346 or email at Matthew.Pepin@cityofsanrafael.org