



September 27, 2024

100 Wood Hollow Drive Owner LLC
123 Mission Street, 7th Floor
San Francisco, CA 94105

Delivered via Email: daniel.golub@hklaw.com

**RE: Wood Hollow Residential Development- Application Completeness
File No. P2024-043; 100 Wood Hollow Drive (APN 125-202-17)**

Dear Sir or Madame:

The City of Novato (“City”) has completed its review of the revised information, submitted on August 30, 2024, to support redevelopment of 100 Wood Hollow Drive (“Project Site”) with 66 single-family residential units and associated site improvements (“Project”). Based on this review, the City has determined the applications for the Project remain incomplete as discussed below. Please note this review and determination is solely based on the revised application materials submitted for the Project.

A. Design Review Application Completeness

1. *Checklist Item 2.1:* Landscape plans in construction detail showing the location, type (both botanical and common name), and size of plant materials; estimated height and spread at maturity; the area and type of top dressing; tree staking; soil mix; planting area separators; fencing; area lighting; trimming of existing trees; and all other improvements related to site work to be covered by the landscaping contract.

The landscape plan submitted for the Project does not identify the planting location of the plant materials listed on landscape plan sheet L-12. Additionally, the landscape plan does not specify the height and spread at maturity of the shrubs and groundcover/vines listed on landscape plan sheet L-12.

The application can be made complete by:

- a. Amending the landscape plan to show, in construction level detail, the planting location of the plants listed on landscape plan sheet L-12; and

- b. Amending the “Shrub Schedule” and “Groundcover/Vine Schedule” provided on landscape plan sheet L-12 to specify the mature height and spread of each plant species listed in these schedules.
2. *Checklist Item 3.h. Fencing and Retaining Wall Design.* Submit a plan describing the design details (e.g., location, height, materials, color, etc.) of fencing and retaining walls.

The landscape plan submitted for the Project omits the maximum height of side gate fencing, privacy fencing, and steel fencing as presented on landscape plan sheet L-7. Similarly, the landscape plan does not describe the combination of a retaining wall and a fence atop or adjacent to the wall, a condition that occurs within the project as indicated by landscape plan sheet L-7. Finally, neither the civil drawings nor landscape plan describe the material(s) and color(s) proposed for retaining walls.

The application can be made complete by:

- a. Amending landscape plan sheet L-7 to provide the maximum height of the side gate fencing, privacy fencing, and steel fencing;
- b. Amending landscape plan sheet L-7 or preliminary grading plan sheet C.5 to provide a typical section detail describing the design condition where a fence is placed atop or adjacent to a retaining wall. If fencing is to be off-set from a retaining wall, then the section must indicate the minimum separation between the back of retaining wall and the fence; and
- c. Amending landscape plan sheet L-7 to describe the material(s) and color(s) for retaining walls.

B. Vesting Tentative Map Application Completeness

The Novato Public Works Department has determined the revised vesting tentative map application for the Project is incomplete based on the following observations:

1. Checklist Item 2.f. Show the location of all proposed public easements.

Vesting Tentative Map sheet C.3 shows public utility easements that were previously offered for dedication and rejected by the City. As such, new public utility easements, as necessary, must be indicated on the vesting tentative map.

The application can be made complete by amending the vesting tentative map to identify new public utility easement as necessary.

2. Checklist Item 2.i. Typical geometric sections for streets showing pavement widths, curbs, sidewalks, grading and marginal strips, slopes of cuts and fills, and other construction proposed.

Vesting Tentative Map sheet C.4 provides a section for Streets A, B, and C that does not accurately describe the design conditions of these streets. Additional sections are required to show conditions where a sidewalk is only provided on one side of a street and where a sidewalk and parking are provided on one side of a street.

The application can be made complete by providing additional sections describing conditions where a sidewalk is only provided on one side of a street and where a sidewalk and parking are provided on one side of a street.

3. Checklist Item 2.i. Typical geometric sections for streets showing pavement widths, curbs, sidewalks, grading and marginal strips, slopes of cuts and fills, and other construction proposed.

Vesting Tentative Map sheet C.4 provides a section for Meadow Crest Road that does not accurately reflect the as-built width of the road and the parking restriction applicable to east side of the roadway.

The application can be made complete by revising Vesting Tentative Map sheet C.4 to accurately describe the as-built width and parking restriction applicable to the east side of the roadway.

4. Checklist Item 2.i. Typical geometric sections for streets showing pavement widths, curbs, sidewalks, grading and marginal strips, slopes of cuts and fills, and other construction proposed.

Vesting Tentative Map sheet C.6 omits listing the maximum slopes for all conform slopes and does not label and dimension sidewalks.

The application can be made complete by revising Vesting Tentative Map sheet C.6 to list the maximum slope for all conform slopes and labeling and dimensioning sidewalks.

5. Checklist Item 2.k. Location, approximate grade, direction of flow, type of existing and proposed storm drainage channels and storm drains, and existing wells and springs.

Vesting Tentative Map sheet C.8 lists areas (square footage) for Drainage Management Area 1 that do not match those provided in the Preliminary Stormwater Control Plan.

The application can be made completed by either revising Vesting Tentative Map sheet C.8 and/or the Preliminary Stormwater Control Plan to accurately and consistently list the areas (square footage) for Drainage Management Area 1.

6. Checklist Item 2.k. Location, approximate grade, direction of flow, type of existing and proposed storm drainage channels and storm drains, and existing wells and springs.

The Preliminary Stormwater Control Plan indicates the emergency vehicle access does not drain to a biofiltration basin.

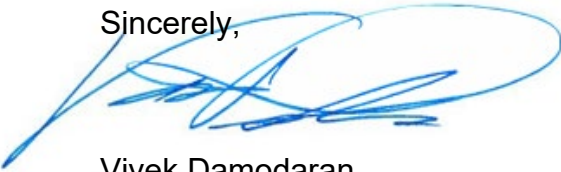
The application can be made completed by revising the Preliminary Stormwater Control Plan to designate the emergency vehicle access as a separate, self-treating drainage management area.

Pursuant to Novato Municipal Code Section [19.40.070.D](#) (Disapproval of Application), if the City does not receive the above noted completeness items within 120 days after the date of this letter, the Community Development Director may disapprove the applications without prejudice. Application processing shall not resume thereafter until a new application is filed, including fees, plans, exhibits and other required application materials.

You may appeal the completeness determination above pursuant to provisions of Novato Municipal Code Section [19.40.070](#) and Division [19.54](#). However, if you believe the City's completeness determination needs correction, staff is available to discuss the matter with you prior to filing an appeal.

If you have any questions about the items discussed above, please feel free to contact me by phone at (415) 899-8939 or via email at vdamodaran@novato.org.

Sincerely,



Vivek Damodaran
Senior Planner