

**Project Location** – 100 Wood Hollow Drive, Novato

**Assessor Parcel Number** - 125-202-017

**Legal Description** - The location referred in the application is situated in the City of Novato, County of Marin, State of California and is described as follows: Parcel' One, as shown upon that certain Parcel Map entitled "Parcel Map San Marin Business Park, Being a Division of Parcel One, San Marin Business Park Phase 2, Book 24 of Parcel Maps, Page 68, Novato, County of Marin", filed for record April 17, 1998 in Book 1'998 of Parcel Maps, at page 37, Marin County Records.

**Applications** - Approval is requested of an appropriate Vesting Tentative Map, Design Review.

**Existing Uses** - A three-story office building (140,805 SF) and surface parking lot with ~550 striped stalls.

**Proposed Uses** - The proposed uses include 66 single family for-sale residential units and 189,808 SF of residential construction area. The units will range from approximately 2,200 to 2,600 SF. Each unit will have two residential floors, a 2-car park garage and a private yard. The project would include an additional 24 on-site guest parking stalls.

**Affordable Component** - Out of 66 residential units, 52 residential units will be market rate units and 14 residential units will be affordable to low-income households.

**Fire Resilience and Management** – A small portion of the development area is designated as a Wildland Urban Interface (WUI) area. The project proposes to construct the new homes to full WUI standards with non-combustible siding and roofs, tempered glass, gutter guards, and vents will either be eliminated or be intumescent.

**Archaeological/Historical Landmark** - There is no evidence of possible archaeological site(s) or historical landmarks at the property. According to the historical records reviewed, in the Phase 1 - Environmental Site Assessment report (June 5, 2015), the Site was undeveloped or vacant land with native vegetation (trees and grasses) from at least 1942 to

at least 1998, and developed with the existing Site building in 2000/2001. Historical tenants at the Site have included professional office-type tenants.

**Easements** - The site contains the following recorded public easements –

1. 10' Public Utility Easement per DN 86-010193
2. Slope and Draining Easement per DN 86-010193
3. Water facilities Easement per DN 2001-0064730

**Landscaping and Amenities** - This community will offer a serene and luxurious living experience, with single-family residences perched on a scenic hillside amidst beautiful landscaping. A large central park features a shaded gathering area and BBQ, perfect for social events, while a tot lot for kids and a trailhead with shade trees invite outdoor enthusiasts to explore the surrounding natural beauty, creating a harmonious blend of luxury and nature. The proposed project clusters development in the flat low lying areas of the site which has already been improved either in the form of surface parking or the existing office building. The steeper slopes will not be developed and will be used as an open space amenity with trails for the benefit of the community.

### **Design Review Application Updates**

Below we have provided a detailed response to City's August 23, 2024 – Application Completeness letter regarding Design Review

- a. Lighting: Please see Document 3\_Plan Set - Sheet L-10 and L-11 for Lighting Plan and Lighting Fixture Details. In these sheets, we have identified the location and type of exterior lighting. As mentioned in the cover letter, there is no requirement for “photometric surveys” listed on the applicable submittal requirements checklist.
- b. Mechanical & Utility Equipment: Please see Document 3\_Plan Set - Sheet C.7 for preliminary transformer locations. Location of residential meters is identified on the unit plans.
- c. Landscape Plan: Estimated mature tree height x spread, proposed plant container sizes, botanical and common names are added. Please refer to Document 3\_Plan Set Sheet L-12. Top dressing, tree staking, soil mix and planting area separators detail notes added. Please refer to Document 3\_Plan Set Sheet L-12. Please refer to Document 3\_Plan Set Sheet L-7 for fencing details. Please see Document 3\_Plan Set - Sheet L-10 and L-11 for area lighting details.

- d. Existing Trees: Please see attached Document 4\_Tree Inventory Report for the requested details.
- e. Utility & Trash Enclosure Design: Placement of Trash bins within the residential units is presented on Document 3\_Plan Set Sheets Plan Set - A3.0, A1.1 and A2.1. Sheet L-8 has details on the proposed design of trash cans and other utilities in common areas. No trash/utilities requiring enclosures will be planned in common areas.
- f. Fencing & Retaining Wall Design: Please see Document 3\_Plan Set - Sheet L-7 for details on location, height, materials and color for fencing and retaining walls.
- g. Architectural Elevations: Please see Document 3\_Plan Set - Sheet A0.1 for the view of the project from Wood Hollow Drive.
- h. Architectural Sections: Please refer to Document 3\_Plan Set - Sheet C.6 for architectural sections through the proposed homes.
- i. Architectural Sections – Multi-Unit: Please refer to Document 3\_Plan Set - Sheet C.6 for architectural sections and Sheets A1.3-1.5; A2.3-2.5 and A3.3-3.5 for details on materials and building facades.
- j. Sample Board: Please see Document 3\_Plan Set - Sheet A4.0 for a Digital Material Board. We have also sent you a copy of the physical material board.
- k. Art Program: As presented in the Document 3\_Plan Set – Sheet L-3, an entrance monument art piece will greet the residents when they enter the proposed development. An artist will be retained by the developer early in the final design process to design an Art Project to be installed and maintained as part of the Project. The Art Project shall have a value of not less than one-third of one percent of the construction cost of the completed development project. As described in the cover letter, further detail is not required for completeness. The project team looks forward to finalizing the design of the art piece as an important amenity for the project and the City.

## **Vesting Tentative Map Application Updates**

Below we have provided a detailed response to City's August 23, 2024 – Application Completeness letter regarding Vesting Tentative Map

- a. Slope Analysis: Please see attached Document 5\_Slope Analysis document. This analysis includes only the developable area on the site as permitted by the existing limits of development on Parcel (per 1998 PM 37). The proposed project is within this limit.
- b. Safety & Hazards: Please see the Landslide Map (page 28) in Document 6\_Preliminary Geotechnical Exploration report addressing the geological hazard. In the proposed design, there are no areas subject to inundation or ponding. All site runoff will be captured and conveyed to the appropriate storm water facilities.
- c. Stormwater Control Plan: Please see attached Document 7\_Preliminary Stormwater Control Plan for the proposed project.
- d. Preliminary Drainage Report: Please see attached Document 8\_Preliminary Hydrology Analysis report for the proposed project with the required details.
- e. Preliminary geotechnical report: Please see attached Document 6\_Preliminary Geotechnical Exploration report for the proposed project with the required details.

**Hillside and Ridgeline Protection Ordinance** – As explained in the Holland & Knight cover letter accompanying this application submittal, only materials listed on the submittal checklists for Design Review and the Vesting Tentative Map can be required as completeness items. Neither checklist includes items pursuant to the Hillside and Ridgeline Protection Ordinance, and so none can be required as completeness items. For that matter, placement of story poles under NMC Section 19.26.030.G is not a “material” on either “checklist,” and so cannot be required as a completeness item.

**Neighborhood Meeting** – As explained in the Holland & Knight cover letter accompanying this application submittal, only materials listed on the submittal checklists for Design Review and the Vesting Tentative Map can be required as completeness items. Conducting a neighborhood meeting is not a “material” on either “checklist,” so it cannot be required for completeness (see footnote 9). The Applicant is not necessarily opposed to neighborhood meetings, but the occurrence of a meeting cannot be made a prerequisite to

application completeness under the PSA. Even if it were, it is hard to understand how an applicant could satisfy such a requirement in its application, because Novato Municipal Code § 19.40.070.D indicates the meeting only occurs “after submittal of an application.” Moreover, the requirement appears to be discretionary since “[a] neighborhood meeting is not required if the Director deems the application does not present issues of sufficient concern to warrant a neighborhood meeting.” Ibid.

**On-Site Sign Posting** – This request is pursuant to the neighborhood meeting, which cannot be required as a completeness item. As a result, this item is not relevant to the Project.

**Design Review Workshop** – Design Review Workshops are required for projects that include a precise development plan. As explained in the Holland & Knight cover letter, we have not and the City cannot require us to apply for a precise development plan. This requirement is not relevant to the Project application and is not a completeness item.

**Other Considerations & Development Standards** - These sections do not identify any missing items in the Project application, although we have given these comments due consideration in preparing the updated application materials.