

**DATE:** FEBRUARY 15, 2022

**TO:** IRENE BORBA, CITY PLANNER

**FROM:** JOHN MOE, ROBERT ZADNIK, CHRIS BARRY

**SUBJECT:** MALLARD POINTE DEVELOPMENT, 1<sup>ST</sup> PUBLIC WORKS REVIEW

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Public Works has received and reviewed the following documents for the subject development application:

- MP Plan Set 01-21-2022
- Construction Management Plan 09-14-2021
- Historic Resource Evaluation 10-07-2021
- Archeological Resources Technical Report 07-20-2021
- MP Design Review Application
- MP Density Bonus Application
- List of Tree Data (Excel Sheet)
- MP Tree Map
- MP Tree Inventory 11-17-2021
- MP Construction Noise Analysis 01-20-2022
- Storm Water LID Determination Worksheet 2017
- MP Preliminary Utility Design Memo 01-17-2022
- MP Preliminary Title Report 07-20-2020
- MP Preliminary Geotech Report 01-18-2022
- MP Topographic Survey 08-26-2020
- MP Site Boundary Survey 10-13-2020
- MP Signage Charts 01-17-2022
- MP Landscape Plan 01-17-2022
- MP Tentative Map 01-17-2022 (sheets TM1-5)
- MP Apartments Final Submittal 01-17-2022 (sheets MF1-11)
- MP Housing Development Application
- MP Housing Law Analysis Memo 01-20-2022
- MP Project Narrative 01-25-2022
- MP Transportation Study 12-13-2021

The Department of Public Works has deemed this Tentative Map application **incomplete for processing**. The following comments must be addressed prior to approval:

1. Please provide a **Preliminary Title Report**, current within the last three months, including the grant deed and title items and show all existing easements and other relevant title items on the Tentative Map and other plans as appropriate.
2. A preliminary **Stormwater Control Plan** in compliance with BASMAA requirements is required at this time. This will require submittal of a Preliminary Stormwater Control Plan (SCP) that follows the appropriate template in the most recent version of the Bay Area Stormwater Management Agencies Association (BASMAA) Post Construction Manual. All water treatment or storm water control feature shall be clearly identified on the plan.
3. **Preliminary Storm Drain Design** including Hydrology & Hydraulics required at this time. The Applicant shall reference the latest Stetson Engineering study for water volumes and existing pipe capacities flowing onto the site and incorporate this into the site drainage design.

#### **Review Comments: MP Tentative Map 01-17-2022**

The Tentative Map has been reviewed in accordance with Belvedere Municipal Code 18.20.20, "Information to be shown-Form" through 18.20.30, "Statements to accompany tentative map." This section of the review does not imply City approval of any or all of the items submitted.

4. Please identify the engineer and/or surveyor of record and their license number on the map.
5. Include boundary information from boundary survey exhibit on map to ensure ability to retrace boundaries.
6. Please identify the proposed name of the private drive and spur street.
7. Please provide profiles, drawn to scale, to show centerline, ground and grade elevations of all streets, sanitary and storm sewers, gas and waterlines, and other improvements in the subdivision.
8. Please provide a demolition plan identifying all facilities to be removed from the site, all items that will remain, and all items that will be abandoned in place. Please provide the project geotechnical engineer's recommendations for any utilities proposed to be abandoned in place.
9. The applicant shall provide a lighting plan together with a photometric study that identifies the minimum and maximum footcandles for proposed public and private roads. This plan shall utilize the City's standard light fixtures and house-side shields as appropriate to minimize glare into residences. The plan shall demonstrate that lighting shall avoid "spilling" to off-site residential sites. The lighting plan and photometric study shall be reviewed and approved by Planning and Public Works.

10. Include pedestrian improvements recommended in Mallard Pointe Transportation Study, dated 12/13/21.
11. **SHEET TM-1 – Title Sheet**
  - Please modify mapping to note that Tiburon Blvd is Hwy CA-131 and not Hwy US-101
12. **SHEET TM-2 – Existing Conditions**
  - Existing boundary information as drawn is incorrect. Please revise to show the correct boundaries per record of survey prepared by CSW-ST2 (2020)
13. **SHEET TM-3 – Lotting and Layout Plan**
  - Please provide passenger car turning movements for entering/existing the driveways for lots 4, 5, 6.
14. **SHEET TM-4 – Grading, Drainage, & Utilities**
  - The existing Storm Drain between Lots 6 and 7 needs the easement shown; and cannot run under a house.
  - The existing Storm Drain between Lots 7 and 8 needs the easement shown; and cannot run behind house.
  - The existing Storm Drain adjoining Lot 11 needs to have an easement. No housing can encroach on the storm drain easements.
  - Locations of some utilities have been identified, but are missing Gas, Power, Telephone and Television locations and necessary easements.
  - Identify all drainage pipes to remain or to be installed.
  - Provide a cross section for the project extending from Community Road into the Lagoon, showing the multi-family building and typical residential house with foundations, foundation type, utilities, and other structures.

**Review Comments: MP Preliminary Utility Design Memo 01-17-2022**

15. Preliminary Storm Drain Design including Hydrology & Hydraulics required at this point. A preliminary Stormwater Control Plan in compliance with BASMAA requirements is required at this time.
  - This will require submittal of a Preliminary Stormwater Control Plan (SCP) that follows the appropriate template in the most recent version of the Bay Area Stormwater Management Agencies Association (BASMAA) Post Construction Manual. All water treatment or storm water control feature shall be clearly identified on the plan.
  - The Applicant shall reference the latest Stetson Engineering study for water volumes and existing pipe capacities flowing onto the site and incorporate this into the site drainage design.
16. Sanitary Sewer – A letter from Sanitary District 5 is required confirming description provided in report

17. Water – A letter from MMWD is required confirming description provided in report regarding domestic and fire water availability and capacity.

**Review Comments: MP Landscape Plan 01-17-2022**

18. Trees are not allowed in easements due to tree root and maintenance issues with the utilities.
19. Revise Landscape plans as appropriate to incorporate Storm Water LID features.

The following are Public Works Tentative Map **draft Conditions of Approval:**

1. All work shall be subject to recommendations of the Archeological Resources Technical Report.
2. Any work off Applicant's property in the Lagoon requires the approval of the Lagoon Homeowner Association.
3. A **Construction General Permit** will be required if construction activity resulting in a land disturbance of one acre or more.
4. An **Encroachment Permit** is required from the contractor for temporary and permanent improvements, work activities, and staging or storage of equipment and materials within the public right of way, subject to approval of the Public Works Manager.
5. The project will be subject to the City of Belvedere Regulations for Road Closure Applicants, see the following link:  
<http://www.cityofbelvedere.org/documentcenter/view/68>
6. The applicant will be required to upgrade relevant frontage improvements to meet current standards for curb/gutter, curb ramp, driveway approach and ADA compliant sidewalks, in conformance with the Marin County Uniform Construction Standards – Latest Edition. Any non-compliant relevant frontage improvements must be removed and replaced subject to the approval of the Public Works Manager.
7. A **Revocable License** will be required for private improvements within the public right-of-way and easements.
8. This project will require a **video recording of the condition of the haul route** prior to start of construction. The applicant will be responsible for any damage, beyond normal wear and tear, to the roadway or other improvements along the haul route caused by the removal or delivery of materials by truck. To ensure any damage is repaired to the satisfaction of the City, a deposit may be required. The deposit amount (estimated range from \$10,000 to \$30,000) will be determined by the City Engineer at the time of the Building Permit review and is dependent upon the duration of the project and total project valuation. If it is determined that project construction caused damage, the

amount to repair said damage shall be withheld from the deposit amount, with the remaining amount to be returned to the property owner.

9. A **Geotechnical Investigation or geotechnical review letter** is required. The geotechnical investigation/letter should address site preparation, foundation, grading and drainage recommendations. The Geotechnical Engineer of record shall also provide a letter indicating their review the proposed Grading & Drainage Plans for conformance with their recommendation prior to Building Permit issuance.
10. An **Erosion and Sediment Control Plan (ESCP)** which indicates proposed measures to control erosion and sediment controls shall be required.
11. **Topographic Survey** information shall be included either on the site plan or on a separate plan. The basis for determining elevations (assumed, NGVD, or NAVD) should also be clearly indicated. The surveyor's name and license number shall be included.
12. The project requires a **Site Plan** showing the property line locations (referencing the survey source and mapping information), any existing easements, building setbacks, encroachments etc.
13. The project will require a detailed **Grading & Drainage Plan** showing cut and fill earth volumes. Said plans shall incorporate, as appropriate, the MCSTOPPP Guidance for Applicants: Stormwater Quality Manual for Development Project in Marin County. This can be found at the following website:  
[https://www.marincounty.org/-/media/files/departments/pw/mcstoppp/guidanceforapplicantstv\\_2508.pdf](https://www.marincounty.org/-/media/files/departments/pw/mcstoppp/guidanceforapplicantstv_2508.pdf)
14. The project will include soil disturbance during construction and applicants therefore must submit an **Erosion and Sediment Control Plan (ESCP)** for approval by the City prior to the issuance of a Building Permit. Please also submit the Erosion and Sediment Control tracking documentation (See the following link) for the Marin County Stormwater Pollution Prevention Program (MCSTPPP) **Construction Erosion and Sediment Control Plan Applicant Package**, revised November 2015:  
<https://www.marincounty.org/-/media/files/departments/pw/mcstoppp/development/mcstoppp-erosion-and-sediment-control-plan-applicant-package.pdf?la=en>.
15. Prior to issuance of a building permit and where required by City of Belvedere municipal code Section 8.36.090 D., permanent stormwater controls for new and redevelopment projects, the applicant shall develop, submit, and implement an approved **Stormwater Control Plan (SCP)** that follows the appropriate template in the most recent version of the Bay Area Stormwater Management Agencies Association (BASMAA) Post

Construction Manual. All water treatment or storm water control feature shall be clearly identified on the plan.

16. The project will require a **Utility Plan** (if not shown on the Site Plan) showing the existing site utilities and their current alignment and locations, along with any proposed new locations, alignments or connections for sewer, water, irrigation, gas, electrical, telephone, cable TV, etc.
17. Existing utilities to remain during and after construction shall be protected from construction damage. These protection measures shall be shown on the plans.
18. All utilities shall be placed underground per Municipal Code 13.08.040.
19. The applicant will be required to enter a Public Improvement Agreement for all public improvements (access and drainage.)
20. The project will require a **Landscape Plan** and **Irrigation Plan** subject to review and approval by Marin Municipal Water District.
21. The project will require a **Construction Management Plan** identifying the following:
  - estimated project duration
  - construction schedule of milestones (excavation, grading, and offhaul duration; foundation work; framing; flatwork/paving; punch list/final inspection)
  - excavation and disposal methods
  - equipment to be used
  - site access location
  - storage and staging location of materials and equipment/portable toilet/debris box and waste bins
  - truck loading area and temporary traffic control required as necessary
  - haul route
  - For construction requiring earthwork between October 15<sup>th</sup> and April 15<sup>th</sup>, an action plan for storm water pollution prevention and erosion and sediment control prior to an anticipated rain event

End of comments.