



# SAN RAFAEL

THE CITY WITH A MISSION

Community Development Department – Planning Division  
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Meeting Date: May 12, 2020  
Agenda Item: 3  
Case Numbers: UP19-021, ED19-051  
Project Planner: Justin Klaparda—(415) 492-0300

## REPORT TO PLANNING COMMISSION

**SUBJECT:** **1011 Andersen Drive (Marin AirPorter Transfer Station)** – Request for a Use Permit Extension and Environmental and Design Review Permit Extension to extend the use of a previously approved project for the Marin AirPorter Transfer Terminal located at 1011 Andersen (previously a portion of 1081 Andersen). The proposed Use Permit Extension and Environmental and Design Review Permit Extension would allow landscape improvements to the long term parking area of the Marin AirPorter Transfer Terminal; APN 018-142-74 and 018-180-53; Light Industrial/Office (LI/O) District; Golden Gate Bridge Highway and Transportation District, owner; Larry Leporte of Marin AirPorter, applicant; File No(s).: UP19-021, ED19-051.

### EXECUTIVE SUMMARY

Marin AirPorter requests approval of an Environmental and Design Review Permit Extension and Use Permit Extension to extend the use of a previously-approved project for the Marin AirPorter Transfer Terminal located at 1011 Andersen (previously a portion of 1081 Andersen) and owned by the Golden Gate Bridge Highway and Transportation District (GGBH&TD). With the proposed Use Permit Extension and Environmental and Design Review Permit Extension the applicants propose to include the installation of 31 trees within the northern half and outer edges of the site where long-term parking is currently located and installation of additional landscaping improvements within two bioswales at the northernmost end of the 2.8-acre site.

The proposed project would extend the Use Permit approved by the Planning Commission per Resolution 15-04 (see Exhibit 3) on April 28, 2015 for an additional five-year term. The Planning Commission's approval allowed the 1,440-square foot Marin AirPorter Transfer Terminal building and a bus transportation operation on property owned by Golden Gate Bridge Highway and Transportation District (GGBH&TD) for a 5-year period while Marin AirPorter searched for a more permanent facility location. The Use Permit and Environmental and Design Review that was approved for this site recognized the temporary nature of the agreement. As such, much



1081 Andersen Drive

of the rear parking area was allowed to remain unpaved and major permanent improvements to that portion of the site were not required. The use permit approval was limited to a five-year term and required the Zoning Administrator to consider an extension unless the Planning Commission requested that the extension request be elevated to them for consideration. On July 17, 2019, Staff reached out to individual Planning Commission members and received at least one request that the project be brought before the full Commission. For this reason, the requested Use Permit extension request has been elevated to the Planning Commission for consideration.

Project plans were routed to the Department of Public Works for feedback and comments on project design, merits, and compliance with Conditions of Approval. These comments and recommendations include comments about access improvements relating to safety and continued maintenance of the landscaping to the stormwater treatment areas at the northernmost end of the site. Due to the short duration of the 5-year lease term provided to Marin Airporter by GGBH&TD continues to limit both parties' desire to invest in significant site improvements such as additional pavement in the unpaved portions of the parking area. Additionally, the department of public works expressed an interest in keeping the unpaved area unpaved at this time. If an extension of the Use Permit is requested prior to the 5 year term, the applicants will be required to install a more permanent permeable pavement solution. This requirement has been added a condition of approval.

## RECOMMENDATION

It is recommended that the Planning Commission adopt a Resolution (**Exhibit 2**), conditionally approving the Environmental and Design Review Permit Extension and Use Permit Extension to allow the Marin Airporter Transfer Terminal use of the site and the subsequent installation of landscaping improvements subject to the findings and conditions of approval.

## PROPERTY FACTS

<b>Address/Location:</b>	1011 Andersen Drive	<b>Parcel Number(s):</b>	018-142-74 & 018-180-53
<b>Property Size:</b>	2.8 acres	<b>Neighborhood:</b>	Canal

Site Characteristics			
	<b>General Plan Designation</b>	<b>Zoning Designation</b>	<b>Existing Land-Use</b>
<b>Project Site:</b>	LI/O Light Industry/Office	LI/O	Marin Airporter Transfer Terminal
North:	N/A: I-580	N/A: I-580	City of San Rafael right-of-way; I-580
South:	I Industrial	I Industrial	Marin Resource Recovery Facility
East:	LI/O Light Industry/Office	LI/O	1111 Andersen Commercial Office
West:	LI/O Light Industry/Office	LI/O	Golden Gate Bridge Highway & Transportation District

### Site Description/Setting:

The property is an "L"- shaped, nearly flat lot that is currently utilized as the Marin Airporter Transfer Terminal and long-term guest parking. Access to the Terminal building is provided through a 2-lane, one-way semi-circular driveway with an entrance from the east and exit at the west side of the property. A bus loading zone is provided in front of the building and parking for 3 buses located on the west side of the Terminal building. Parking for 5 cars (including 2 ADA spaces) is provided at the front of the site. At the rear of the Terminal building, 5 short-term ADA parking spaces are provided. Across the drive aisle are 7 additional short-term parking spaces. The remaining extensive parking area accommodates 276 long-term parking spaces, regulated by a gated entry/exit control for a paid parking ticket system. The parking area at the rear of the site also accommodates drivers who are picking up passengers. The site is partially paved with asphalt, and the remainder of the site contains a compacted gravel surface. In total, the site accommodates 296 car parking spaces (including 7 ADA spaces) and 3 bus parking spaces.



The driveways at the front and rear provide 20-foot wide one-way aisles and 26-foot two-way aisles that meet emergency vehicle access requirements. Parking bays perpendicular to the rear property line have 24-foot wide drive aisles that allow acceptable emergency vehicle access to those areas because the parking bays are short. In the rear of the lot, the outer aisle is paved to accommodate fire vehicle access.

Along the rear (north) property line, there is a fence beyond which the site is grassy and slopes down toward a drainage swale that runs alongside I-580. A portion of this grassy area, between the existing gravel parking lot and the City's property (right-of-way) has been filled and paved for additional parking. The drainage patterns in the rear of the site drains to two existing swales. These swales total 4,600 square feet in area. Drainage along the existing driveway on the north side flows into the GGBH&TD parking lot.

The site is adjacent to the GGBH&TD's San Rafael Bus Maintenance Facility and related parking lots to the west and a commercial/office building located at 1111 Andersen Drive to the east; the I-580 connector freeway abuts the property to the north, and Marin Sanitary District facilities are located across Andersen Drive to the south.

### BACKGROUND

GGB&HTD, owners of the Marin Airporter Larkspur Landing Transfer Terminal site, offered to extend Marin Airporter's 5-year lease agreement to allow continued operations at the terminal facility in San Rafael. The subject property is adjacent to GGB&HTD's main office building and bus repair facility and was formerly leased to two companies, Golden Gate RV & Boat Storage and Toyota Marin, for vehicle storage and auto sales parking uses. Those uses vacated the site to accommodate the Marin Airporter project.

On March 17, 2015, the project was reviewed by the Design Review Board, who recommended a number of modifications to the site and landscape plan. The Board generally supported the relocation of the Marin

Airporter Transfer Terminal to this site for a temporary 5-year lease term. After public comments and discussion, the Board requested the following additional information and plan modifications be provided and voted to recommend approval to the Planning Commission:

1. Provide a 4-foot deep landscape planter along Andersen Drive to screen the parking stalls;
2. Increase short term parking at the rear of the Terminal building by adding an aisle of 90-degree parking spaces;
3. Include a condition of approval that lighting levels at the rear parking lot shall come up to minimum parking lot lighting standards;
4. Attempt to lower the Terminal building to grade to give it a more permanent look.

The applicant revised the plans to respond to the Board's comments and resubmitted them for consideration by the Planning Commission. The revised plans were circulated for City Department review and were found satisfactory with recommended conditions of approval. The applicant did not change the placement of the temporary transfer terminal building on a permanent foundation at grade because of FEMA flood zone requirements.

On April 28, 2015, the Planning Commission approved a 5-year Use Permit and Environmental and Design Review Permit (access to video of the hearing [here](#)) to allow the Marin Airporter's facilities to be located at the project site. The Planning Commission's action largely followed the Design Review Board's March 17, 2015 recommendations to modify the Marin Airporter project site and landscape plan. One key condition of approval that was part of the Planning Commission's Action was a requirement that the project expire after a 5-year term unless the applicant received an extension for the approved entitlements. The extension request was to be evaluated by the Zoning Administrator unless individual Planning Commissioner requested that the project be elevated to the full Commission for consideration. On July 17, 2019, staff reached out to individual Planning Commissioners. At least one Commissioner expressed an interest in having the project elevated to the Planning Commission for considerations. As such, the Planning Commission is now being asked to weigh-in on the requested extension.

As noted above, an additional condition of approval required installation of more permanent features in the event that Marin Airporter requested an extension of the Use Permit, including but not limited to landscaping, paving, and striping to the rear portions of the property. A few Commissioners also expressed an interest in seeing a more permanent structure installed if the lease became a long-term lease. However, this was not part of the motion of the Planning Commission's action.

The Applicant has since established the Marin Airporter facility at this location by installing the 1,440-square foot Marin Airporter Transfer Terminal building, installed access, parking, and landscape improvements at the front portion of the site along Andersen Drive and implemented lighting and parking improvements at portions of the rear of the site

As the lease term is set to expire in August 2020, the Marin Airporter requests approval of an Environmental and Design Review Permit Extension and Use Permit Extension to a previously approved project for the Marin Airporter Transfer Terminal located at 1011 Andersen (previously a portion of 1081 Andersen) and owned by the Golden Gate Bridge Highway and Transportation District (GGBH&TD). It should be noted that because the applicant is entering into another short-term lease, the applicant has not proposed permanent structure at this time.

## PROJECT DESCRIPTION

Marin Airporter has applied for an Environmental and Design Review Permit Extension and Use Permit Extension to continue operation of the transfer terminal at the subject site. The Andersen Drive transfer terminal is on an established Marin Airporter bus route connecting Marin County with the San Francisco International Airport (SFO), between the San Rafael Transit Center and Larkspur Landing. Buses operate

seven days per week, arrive on the hour, and operate 4:00 am each day and end at midnight. The site owner, GGBH&TD, proposes to extend the lease the site for Marin Airporter's use for a term of 5 years.

The site is currently used as an active Marin Airporter stop and for long term traveler parking. Andersen Dr. is a wide commercial street with adequate access for buses as well as passenger vehicles. Interior site circulation has been designed to provide adequate access for cars, buses as well as emergency vehicles.

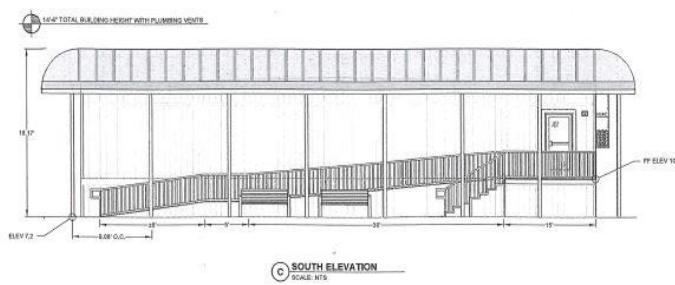
**Use:** The project, as proposed, would consist of the following elements:

- Temporary structure- The applicant proposes continued use of the existing 1,440- square foot Marin Airporter Transfer Terminal building. It should be noted that because the applicant is entering into another short-term lease, the applicant has not proposed permanent structure at this time.
- A total of 296 car parking spaces (including 7 ADA spaces) and 3 bus parking spaces;
- Hours of operation would be 24 hours per day, 7 days per week.

**Landscaping:** The proposed landscaping and planting plan for the Marin Airporter transfer terminal facility consists of 3,876 sf of landscape area located throughout the long-term parking lot that occupies the rear of the site and additional landscaping improvements within the two bioswales located at the northern end of the site adjacent to I-580. The Landscape plan provides 31 trees, 258 units of shrubs, and 6 units of groundcover type plantings to screen views into the parking lot and provide a more attractive entry and exit from the rear parking lot area of the site. As proposed by the applicant and required in the 2015 conditions of approval, the drainage swales will be enhanced with additional landscaping material to filter the run off from the rear of the parking lot. At this time, staff is not requiring the installation of additional pavement in the gravel surface at the rear of the property. Therefore, the site would remain substantially in its current condition, paved at the front and gravel surface at the rear. Landscape planting areas are provided within the large parking lot at the rear of the Terminal building and within the two bioswales located at the northern most end of the site.

Landscape materials consist of a total of 31 trees with foundation plantings, 258 shrubs, and 6 groundcover type landscaping. Twenty (20) Arbutus Standard trees are shown throughout the center portion of the large parking area, five (5) Fruitless Oak line the outer edges of the parking area, and six (6) Coast Live Oak would be planted within the existing bioswales located at the northern edge of the site along with 250 units of Deer Grass. The groundcover and shrub material would be located adjacent to the access gate at the rear of the terminal building. The total proposed area of landscaping is 3,876 sf (a 17% decrease from the 4,723 sq. ft. landscaped area from the 2015 Use Permit approval).

**Architecture:** Similar to the Larkspur Landing Terminal, a bright blue domed awning supported by metal poles runs the length of the one-story modular building. The modular building measures 24' x 60' and stands at 10'7" tall. Access to the Terminal building is provided by 4 stairs on the west elevation and a handicapped access ramp that runs the length of the south elevation. A 3' skirt is required to meet the required finished floor flood elevation, making the overall height of the structure 14'1" tall.



Terminal Building Elevation

Exterior materials and colors consist of vertical wood siding that is painted grey with white wood trim. The front elevation shows a double glass storefront door, two rectangular clerestory windows and one square office window.

Project landscape and planting plans were routed to the Department of Public Works Engineers for feedback and comments on project design, merits, and compliance with Conditions of Approval. These comments and recommendations include maintaining safe ingress and egress to the rear of the site. The Department of Public Works also recognizes the temporary nature of the Use Permit and that if the Use Permit were to be extended, additional permanent improvements would be needed. Lastly, the Department of Public Works also recognized that the project design is sufficient in meeting parking lot landscaping requirements. The revised plans were circulated for Department review and have been found satisfactory with recommended conditions of approval.

## ANALYSIS

### San Rafael General Plan 2020 Consistency:

The proposed project would be consistent with the following relevant policies of the San Rafael General Plan 2020:

Land Use: The project site has a Light Industrial/Office General Plan land use designation. Policy **LU-23 (Commercial and Industrial Land Use Categories)**, describes Light Industrial/Office uses as motor vehicle services, contractor uses, light manufacturing, distribution, warehouse and storage, incidental employee serving retail/service, office and specialty retail.

The proposed Use Permit Extension and Environmental and Design Review Extension maintains use of the site as an active bus transportation terminal with short and long-term parking. The use of the Marin Airporter Transfer Terminal site commenced in 2015. The proposed use permit extension would continue this use and site improvements (as modified with this extension) and is consistent with the General Plan Use Designation of Light Industrial/Office use for the site.

Design Policies: **CD-18 (Landscaping)** and **CD-21 (Parking Lot Landscaping)** require that landscaping be made a significant component of all site design and ensures that landscaping is included in parking lots to control heat build-up from pavement, reduce air pollution, provide shade cover for vehicles and soften the appearance of the parking lot. The proposed project would meet the above policies in that the project: 1) landscaping improvements are proposed as part of this Use Permit Extension and Environmental Design Review Permit Extension, including adding trees, 2) the Department of Public Works reviewed the project design and landscaping compliance and recommended conditional approval of the proposed Transfer Terminal Landscaping Improvements project, finding that the scale of the landscaping improvements are adequate given the temporary nature of the Use Permit, and existing development, and 3) the proposed parking lot landscaping would work to control heat build-up from pavement, reduce air pollution, provide shade cover for vehicles and soften the appearance of the parking lot .

Neighborhood Policy: **NH-109 (Andersen Drive Access)** states “Continue to minimize vehicular access points to Andersen Drive to maintain maximum traffic flow.” **NH-102 (Industrial Area and Design Improvement)** states that “As redevelopment and design improvement occurs on Andersen Drive, design of projects should give particular attention to screening of mechanical equipment.” The project would maintain two existing curb cuts and continue to provide the one-way semi-circular access driveway to the site, consistent with Policy NH-109. The project would add landscaping to the rear parking lot that would soften the visual impacts of vehicle parking and the adjacent industrial lot, consistent with Policy NH-102.

### Zoning Ordinance Consistency:

As noted above, the project requires Use Permit Extension approval to extend the use of the current transportation operation and an Environmental and Design Review Permit Extension for landscaping and

site design. In general, the project satisfies the pertinent Zoning Standards, as identified in the Property Facts summary.

#### Chapter 6 - Use and Development Standards

The current bus transportation terminal use is consistent with the Light Industrial/Office Zoning designation for the site and continues the current use of the site for long-term vehicle parking as provided in Section 14.06.020. Bus transportation terminals are allowed in this zoning district, subject to a Use Permit and subsequent Use Permit Extension, which has been applied for and is part of this review. However, as part of the 2015 use permit approval some Commissioners expressed concerns about the proposed structure and requested that the Planning Commission be given an opportunity to provide comments on the project. The applicant is now requesting a use permit extension but is not proposing a more permanent structure but rather is seeking approval for continued use of the temporary structure given the difficulty in receiving a long-term lease on the property.

#### Chapter 18 – Parking Lot Landscaping

Pursuant to Section 14.18.160, parking lot screening and landscaping standards apply to new or substantially renovated parking lots with more than five (5) spaces. A minimum of one (1) canopy tree is required for every four (4) parking spaces. The Code defines “substantially renovated parking lots” as those for which paving material and curbing is removed and the resulting lot is reconfigured. In this case, the Marin Airporter parking lot would be minimally upgraded, with additional landscaping in the northern central portion of the site, along the outer edges of the rear of the site, and within the bioswales at the rear of the site. Given this limited change and the limited lease term of 5 years, staff believes that the additional paving requirement for the unpaved portions of the site would not strictly apply. However, the Planning Commission has discretion to require more landscaping than has been shown. Furthermore, conditions would limit the term of this Use Permit to five years (Condition #2) and require more permanent features if an additional extension is requested, such as landscaping and paving throughout the site (Condition #3).

The Code also requires that parking areas visible from the public right-of-way be screened to headlight height through the use of landscaped earth berms, low walls, fences, hedges, or combination thereof, with trees and plantings, or similar means. The proposed landscape areas and improvements within the bioswales would soften the visible rear portion of the site with 31 new trees and shrubs and create a more pleasant appearance than the current condition.

#### Chapter 22 - Use Permit Extensions

Pursuant to the Zoning Ordinance Section 14.22.140, in order to grant a Use Permit Extension, a Use Permit may be extended if the findings required by Zoning Ordinance Section 14.22.080 remain valid and the application is made prior to expiration. As outlined in the Draft Resolution (**Exhibit 2**), findings for approval of a use permit extension can be made with implementation of conditions of approval.

Staff has determined that the findings to conditionally approve the Use Permit can be made based on the discussion above. Specific Use Permit conditions of approval are provided in the Draft Resolution (**Exhibit 2**).

#### Chapter 25 – Environmental and Design Review Permit Extensions

Pursuant to the Zoning Ordinance Section 14.25.150, an Environmental and Design Review Permit may be extended if the findings required by Zoning Ordinance Section 14.25.090 remain valid, there have been no substantial changes in the factual circumstances surrounding the originally approved design, and application is made prior to expiration. However, because the Planning Commission previously requested an opportunity to provide additional input as part of a future use permit extension, staff is seeking guidance on the existing development. Given the short-term nature of the lease and the request

for a short-term extension, staff has not asked the applicant to provide additional permanent improvements other than a request for the additional trees that are proposed.

Design review is required to assure high quality design of new buildings, landscaping, and substantial remodels is achieved. This includes review of development for compatibility with existing buildings and features, and any prevailing neighborhood character.

The site is currently developed with a modular building and associated parking lot and landscaping . The surrounding area contains medium scale industrial/office buildings, including the adjacent GGBH&TD and Marin Sanitary, which have landscape and architectural features that meet modern standards. The applicant does not propose any changes to the previous design review approval other than a proposal to install 31 trees, 258 shrubs, and 6 groundcover type landscaping units within the rear portion of the lot.

Project plans demonstrate compliance with the design criteria of Section 14.25.050 of the Zoning Ordinance and the San Rafael Non-residential Design Guidelines in that:

- 1) The Marin Airporter landscaping and landscape improvements would be an aesthetic improvement to the long-term parking area by creating an improved sense of entry;
- 2) Sufficient landscape trees, shrubs and groundcover planting would be provided along the central northern half of the site and along the outer edges of the long-term parking area, and additional landscaping improvements would be located within 2 bioswales at the northern most end of the site.

## ENVIRONMENTAL DETERMINATION

The proposed project is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15301 of the CEQA Guidelines which exempts improvements to existing facilities.

## NEIGHBORHOOD MEETING / CORRESPONDENCE

Notice of hearing for the project was conducted in accordance with noticing requirements contained in Chapter 29 of the Zoning Ordinance. A Notice of Public Hearing was mailed to all property owners and occupants within a 300-foot radius of the subject site and the Canal Neighborhood Association, and all other interested parties, 15 calendar days prior to the date of all meetings, including this hearing. Public notice was also posted on the subject site 15 calendar days prior to the date of all meetings, including this hearing.

No neighborhood meeting was held. No public correspondence was received prior to the PC meeting. In addition, no public comments have been received as of the time of the reproduction of this staff report. Any comments received after the staff report is distributed to the Commission will be forwarded under separate cover.

## OPTIONS

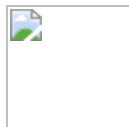
The Planning Commission has the following options:

1. Approve the applications as presented (*Staff Recommendation*).
2. Approve the applications with certain modifications, changes or additional conditions of approval.
3. Continue the applications to allow the applicant to address any of the Commission's comments or concerns.
4. Deny the project and direct staff to return with a revised Resolution.

## EXHIBITS

1. Vicinity/Location Map
2. Draft Resolution
3. Resolution 15-04

*Plans – 11x17 sets have been distributed to the Planning Commission only but can be viewed on the City's Major Projects Website: <https://www.cityofsanrafael.org/major-planning-projects/>*



# City of San Rafael

While we strive to produce maps with good accuracy and with current accompanying data, the accuracy of the information herein cannot be guaranteed. This map was prepared using programmatic computer aided drafting techniques, and it does not represent legal boundary survey data.

## Legend

### Marin Cities

Marin Cities

### Bay Waters

Bay Waters

### Parcels

Parcels

### ROW

ROW

### Other Easements

EASEMENTS

### MMWD Easements

EASEMENTS

### Boat Docks

Boat Docks

### Street Centerline

Street Centerline

### Street Names

Street Names

### Label

SITUS

### San Rafael Sphere of Influence

San Rafael Sphere of Influence

### San Rafael City Limit

City Limit Line

### Query Results

Results



**RESOLUTION NO. 20-\_\_**

**RESOLUTION OF THE SAN RAFAEL PLANNING COMMISSION APPROVING AN  
ENVIRONMENTAL AND DESIGN REVIEW PERMIT EXTENSION (ED19-051) AND USE  
PERMIT EXTENSION (UP19-021) FOR THE CONTINUED OPERATION OF MARIN  
AIRPORTER'S BUS TRANSFER TERMINAL FACILITY LOCATED AT 1011 ANDERSEN  
DRIVE  
(APNS: 018-142-74 & 018-180-53)**

**WHEREAS**, on June 24, 2019, applications for an Environmental and Design Review Permit Extension and Use Permit Extension were submitted to the Community Development Department to allow the continued operation of Marin Airporter's Bus Transfer Terminal Facility and landscape improvements parking lot owned by the GGBH&TD at 1011 Andersen Drive for use as the Marin Airporter Bus Transfer Terminal; and

**WHEREAS**, on January 29, 2020, the applicant submitted landscaping plans in response to 2015 Conditions of Approval and Public Works recommendations and

**WHEREAS**, on May 12, 2020, the City of San Rafael Planning Commission held a duly-noticed public hearing on the proposed Environmental and Design Review Permit Extension and Use Permit Extension requests, accepting all oral and written public testimony and the written report of the Community Development Department staff and

**WHEREAS**, the custodian of documents which constitute the record of proceedings upon which this decision is based is the Community Development Department.

**NOW, THEREFORE, BE IT RESOLVED**, that the Planning Commission approves the Environmental and Design Review Permit Extension and Use Permit Extension for the Marin Airporter Bus Transfer Terminal at 1011 Andreson Dr. based on the following findings:

## **California Environmental Quality Act (CEQA) Finding**

The proposed project is exempt from the requirements of the California Environmental Quality Act (CEQA), since it qualifies as an Existing Facility pursuant to Section 15301(a) of the CEQA Guidelines which exempts the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use.

### **Use Permit Extension (UP19-021) Findings**

1. The proposed project would be in accord with Land Use Element Policies **LU-23 (Light Industrial/Office Land Use Category)**, Community Design Policies **CD-18 (Landscaping)** and **CD-21 (Parking Lot Landscaping)**, Neighborhood Element Policies **NH-102 (Industrial Area and Design Improvement)** and **NH-109 (Andersen Drive Access)**, the objectives of the Zoning Ordinance and the purposes of the Light Industrial/Office Zoning District in that: a) the continued operation of the bus transfer terminal facility is consistent with the land use designation; b) the existing bus transfer facility is a conditionally permitted use in the LI/O District; and c) landscaping improvements are the only proposed design interventions for this Use Permit Extension and Environmental Design Review Permit Extension d) landscape plans have been reviewed by the Department of Public Works Engineer for project design considerations and landscaping compliance, in which the Department of Public Works recommended conditional approval of the proposed Transfer Terminal Landscaping Improvements, finding that the scale of the landscaping improvements are adequate given the temporary nature of the Use Permit, and existing development e) landscaping measures would provide parking lot landscaping that would work to control heat build-up from pavement, reduce air pollution, provide shade cover for vehicles and soften the appearance of the parking lot.; f) a condition of approval has been included to require that if Marin Airporter wishes to extend the 5-year term of the Use Permit, they will need to install more permanent features, such as landscaping and additional paving throughout the site, as determined by Staff.
2. The proposed Marin Airporter Transfer Terminal Use Permit Extension, with conditions, will not be detrimental to public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity, or to the general welfare of the City because: a) the proposed use has been reviewed by appropriate City departments and conditions have been applied to minimize adverse impacts; b) landscape planting and design has been determined to be adequate by the City's Public Works Engineer; c) landscape improvements would be built in accordance with all local, state and federal regulations for construction; d) no potential health effects are expected from the existing bus transfer and parking lot use operating in conformance within city standards; and e) the use of the bus facility would minimize individual vehicles driving to Airports within the Bay Area, thus reducing vehicular trips.
3. The proposed Marin Airporter Transfer Terminal complies with each of the applicable provisions of the Zoning Ordinance (Light Industrial/Office 14.06.020, Parking Lot Landscaping 14.18.160, and Use Permits 14.22.020) because: a) the bus transfer terminal use is identified as a conditionally permitted use in the Light Industrial/Office District; b) the Marin Airporter Transfer Terminal would be a continuation to a 5-year use of an existing active bus transportation site; c) the continued relocation of the Marin Airporter terminal from Larkspur to San Rafael would continue to enhance

the public welfare by providing continuation of an important transit service in Marin County; d) the proposed plans provide landscape improvements that will enhance the softening of the visible rear portion of the site, provide adequate site circulation and parking; and improve site drainage; e) the proposed plans have been reviewed by the City's Public Works Department. Department comments are included as conditions of approval in the attached Draft Resolution; f) if Marin Airporter wishes to extend the 5-year term of the Use Permit, they would be required to submit a request in writing for City staff to evaluate and determine whether the terms of the Use Permit would need to be amended.

### **Environmental and Design Review Permit Extension (ED19-051) Findings**

1. The project design would be in accord with the General Plan and the objectives of the Zoning Ordinance in that the project is consistent with the General Plan Policies as identified above in Use Permit Finding #1 and Zoning Ordinance Section 14.25.050 (Review Criteria). On May 12, 2020, the project was determined to be appropriate for the site and the surroundings, and the proposed design was recommended to the Planning Commission for approval.
2. The design of the proposed storage facility is consistent with all applicable site and requirements and guidelines for the Light Industrial/Office District and well as Sections 14.06.020 (Light Industrial/Office District Use and Development Standards) and 14.18.160 (Parking Lot Landscaping) of the Zoning Ordinance. The proposed transfer terminal landscaping improvements complies with the applicable setbacks, height limits and landscaping requirement of the Light Industrial/Office District. Furthermore, as conditioned, the proposal would comply with the requirement that landscaping and paving be extended throughout the site if the use is requested to extend beyond the 5-year limit of the Use Permit.
3. The proposed project design minimizes adverse environmental impacts because: a) minimal grading is required; b) no significant trees will be removed; and c) the project would be built in accordance with applicable local and state regulations for development.
4. The project design will not be detrimental to the public health, safety or welfare, nor materially injurious to properties or improvements in the vicinity because the proposed project has been reviewed by the appropriate City departments and conditions have been applied to minimize possible environmental and safety impacts.

**BE IT FURTHER RESOLVED**, that the Planning Commission hereby approves the Environmental and Design Review Permit and Use Permit for the construction of a 3.1-acre Marin Airporter Transfer Terminal and related landscaping, paving, parking and lighting improvements at 1011 Andersen Drive subject to the following conditions of approval:

### **Use Permit Extension (UP19-021) Conditions of Approval**

#### Planning Division

1. This Use Permit Extension (UP19-021) approves the extended use of the Marin Airporter Transfer Terminal at 1081 Andersen Drive (formerly 1011 Andersen Drive) for a 5-year period. The proposed Use Permit Extension and Environmental and Design Review Permit Extension would allow landscape improvements to the long-term parking area of the Marin Airporter Transfer Terminal. Hours of operation shall be generally consistent with that of the current

operation at Andersen Drive which Marin Airporter has been using since 2016, 24 hours/day, 7 days/week. Minor adjustments to the use, including the hours of operation, shall be permitted subject to approval of the Community Development Director. No other uses shall be allowed without an amendment to the Use Permit.

2. This Use Permit Extension (UP19-021) shall be valid for (5) years, or until May 12, 2025 unless an extension is granted. In the event that Marin Airporter requests an extension of this Environmental and Design Review Permit to continue a bus transfer facility on this site past the 5 years. If an extension of time is not requested before the expiration date, this use permit shall expire. Any application for an extension of time shall be submitted three (3) months prior to the expiration date and shall be considered by the Zoning Administrator
3. All bus turnaround and maneuvering, particularly the backing up of buses into the stalls, shall be conducted on the private property, not on the public right of way (sidewalk or street).
4. This Use Permit does not authorize any vehicle repair or maintenance to be conducted within the parking lot for the Marin Airporter bus terminal.
5. All vehicles which are visually damaged or disabled shall not be stored or kept on-site.
6. There shall be no outside storage of materials or equipment unless screened from view in a manner approved by the planning director.

**Environmental and Design Review Permit (ED19-051)**  
**Conditions of Approval**

Community Development Department – Planning Division

7. This Environmental and Design Review Permit Extension (ED19-051) shall be valid for (5) years, or until May 12, 2025, unless an extension is granted. In the event that Marin Airporter requests an extension of this Environmental and Design Review Permit to continue a bus transfer facility on this site past the 5 years, more permanent features will be required to be installed including but not limited to:
  - a. Replanting of any trees that have not successfully thrived.
  - b. Installation of additional landscaping consisting of additional trees within the rear portion of the parking lot if deemed necessary by staff.
  - c. Installation of permeable surface within the unpaved portions of the rear parking lot.
8. Any application for an extension of time shall be submitted three (3) months prior to the expiration date and shall be considered by the Zoning Administrator.
9. A fully automated irrigation system shall be installed to serve all existing and proposed trees, shrubs, and groundcover that are illustrated on the approved landscape plan.
10. All landscaping shall be maintained in a healthy and thriving condition, free of weeds and debris throughout the life of the Design Review Permit.

**Prior to Final Occupancy**

11. All landscaping and irrigation shall be installed prior to the final sign-off of the construction or the property owner shall post a bond in the amount of the estimated landscaping/ irrigation cost with the City of San Rafael. In the event that a bond is posted, all areas proposed for landscaping must be covered with bark or a substitute material approved by the Planning Division prior to occupancy and the approved landscaping must be installed within three months. Deferred landscaping through a bond shall not exceed 3 months past occupancy.

12. The landscape architect for the project shall certify in writing and submit to the Planning Division, and call for inspection, that the landscaping has been installed in accordance with all aspects of the approved landscape plans, that the irrigation has been installed and been tested for timing and function, and all plants including street trees are healthy. Any dying or dead landscaping shall be replaced.

Public Works Department

13. Based on aerial photographs, the parking spaces near the center (angled) aisle closer to the paved parking are frequently crowded into the drive aisle or mis-aligned. The applicant shall provide additional measures to limit parking to designated spaces. For example, this may include signage to designate the end of the row or fencing/landscaping as a physical barrier. The aisle north of the angled spaces often appear to be parked angled. The wheel stops may be adjusted to designate this as angled instead of 90. Alternatively, signage or physical improvements may be used to indicate the intended parking configuration.
14. The enhancements to the stormwater treatment areas are encouraged and are a necessary incremental improvement to reduce the potential for sediment runoff from the site. Regular maintenance of these areas shall be required. Irrigation to be included as necessary.
15. 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 foregoing Resolution was adopted at a special meeting of the City of San Rafael Planning Commission held on the 12<sup>th</sup> day of May 2020.

Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_.

AYES: COMMISSIONERS Chair

NOES: COMMISSIONERS

ABSENT: COMMISSIONERS

SAN RAFAEL PLANNING COMMISSION

ATTEST: \_\_\_\_\_  
Paul A Jensen, Secretary

BY: \_\_\_\_\_  
Aldo Mercado, Chair

**RESOLUTION NO. 15-04**

**RESOLUTION OF THE SAN RAFAEL PLANNING COMMISSION APPROVING AN ENVIRONMENTAL AND DESIGN REVIEW PERMIT (ED15-002) AND USE PERMIT (UP15-002) TO ALLOW THE USE OF 3.1 ACRES OF A 7.5-ACRE SITE OWNED BY THE GOLDEN GATE BRIDGE HIGHWAY & TRANSPORTATION DISTRICT (GGBH&TD) FOR MARIN AIRPORTER'S BUS TRANSFER TERMINAL FACILITY LOCATED AT 1011 ANDERSEN DRIVE (APNS: 018-142-74 & 018-180-53)**

**WHEREAS**, on February 9, 2015, applications for an Environmental and Design Review Permit and Use Permit were submitted to the Community Development Department to allow the establishment of a 3.1-acre portion of a 7.5-acre parking lot owned by the GGBH&TD at 1011 Andersen Drive for use as the Marin Airporter Bus Transfer Terminal; and

**WHEREAS**, on March 17, 2015, the Design Review Board held a duly-noticed public meeting on the proposed Environmental and Design Review Permit and Use Permit requests, accepting all oral and written testimony and the written report of the Community Development Department staff and voted 4-0 with one member absent to recommend approval to the Planning Commission with the following site plan modifications: 1) a continuous 4-foot-deep landscape planter be added along Andersen Dr.; 2) increase the number short-term parking spaces at the rear of the transfer terminal building; 3) place the proposed modular terminal building on a permanent foundation or lower it to create a more permanent appearance; and 4) conduct a parking lot lighting study to ensure that proposed pole-mounted lights at the rear of the site are consistent with City requirements; and

**WHEREAS**, on April 7, 2015, the applicant submitted revised plans in response to the Design Review Board recommendations; and

**WHEREAS**, on April 28, 2015, the City of San Rafael Planning Commission held a duly-noticed public hearing on the proposed Environmental and Design Review Permit and Use Permit requests, accepting all oral and written public testimony and the written report of the Community Development Department staff and

**WHEREAS**, the custodian of documents which constitute the record of proceedings upon which this decision is based is the Community Development Department.

**NOW, THEREFORE, BE IT RESOLVED**, that the Planning Commission approves the Environmental and Design Review Permit and Use Permit for the new Marin Airporter Bus Transfer Terminal at 1011 Andreson Dr. based on the following findings:

## California Environmental Quality Act (CEQA) Finding

The proposed project is exempt from the requirements of the California Environmental Quality Act (CEQA), since it qualifies as an New Construction or Conversation of Small Structures pursuant to Section 15303(c ) of the CEQA Guidelines which exempts new construction of an office not exceeding 10,000 sq ft on site zoned for the proposed use if not involving significant amounts of hazardous materials, where all necessary public services and facilities are available and the surrounding area is not environmentally sensitive. In addition, the project was evaluated in relation to the Sustainability Element policies addressing greenhouse gas and climate change impacts. Compliance with GHG strategy under these policies has been confirmed by the analysis of project specific air quality impacts in the BAAQMD Tabel 3-1 screening thresholds prepared and considered in the Planning Commission staff report.

### Use Permit (UP15-002) Findings

1. The proposed project would be in accord with Land Use Element Policies LU-23 (*Light Industrial/Office Land Use Category*), LU-19 (*Design Approach*), LU-35 (*Project Design Considerations*), and LU-37 (*Local Employment*), and Neighborhood Element Policy NH-109 (*Andersen Drive Access*), the objectives of the Zoning Ordinance and the purposes of the Light Industrial/Office Zoning District in that: a) the proposed bus transfer terminal facility is consistent with the land use designation; b) the design of the storage facility was reviewed by the Design Review Board for consistency with the design policies of the General Plan and Zoning Ordinance and recommended for approval on March 17, 20015, with recommended modifications, since the proposed design was appropriate for the site and the surroundings; c) the Marin Airporter Terminal is an important transportation facility in Marin County and its relocation to San Rafael will generate additional tax revenue for the City; d) the proposed bus transfer facility is a conditionally permitted use in the LI/O District; and e) a condition of approval has been included to require that if Marin Airporter wishes to extend the 5-year term of the Use Permit, they will need to install more permanent features, such as landscaping and paving throughout the site.
2. The proposed Marin Airporter Transfer Terminal, with conditions, will not be detrimental to public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity, or to the general welfare of the City because: a) the proposed use has been reviewed by appropriate City departments and conditions have been applied to minimize adverse impacts; b) traffic circulation and proposed parking design has been determined to be adequate by the City's Traffic Engineer; c) the transfer terminal facility would be built in accordance with all local, state and federal regulations for construction; d) no potential health effects are expected from the bus transfer and parking lot use operating in conformance within city standards; and e) the use of the bus facility would minimize individual vehicles driving to Airports within the Bay Area, thus reducing vehicular trips.

3. The proposed Marin Airporter Transfer Terminal complies with each of the applicable provisions of the Zoning Ordinance (Light Industrial/Office 14.06.020, Parking 14.18.040, and Use Permits 14.22.020) because: a) the bus transfer terminal use is identified as a conditionally permitted use in the Light Industrial/Office District; b) the Marin Airporter Transfer Terminal would be a comparable and temporary 5-year use of an existing vehicle parking and storage site; c) the proposed project would have no impact on peak hour traffic on Andersen Dr. as provided in the applicant's analysis of traffic counts; d) the relocation of the Marin Airporter terminal from Larkspur to San Rafael would enhance the public welfare by providing continuation of an important transit service in Marin County; e) the proposed plans provide landscape, lighting and other physical improvements that will enhance the Andersen Dr. streetscape, provide adequate site circulation and parking; and improve site drainage; f) the proposed plans have been reviewed by the City's Building Division/Fire Prevention Bureau, Public Works Department, San Rafael Sanitation District. Department comments are included as conditions of approval in the attached Draft Resolution; g) if Marin Airporter wishes to extend the 5-year term of the Use Permit, they would be required to submit a request in writing for City staff to evaluate and determine whether the terms of the Use Permit would need to be amended.

#### **Environmental and Design Review Permit (ED15-002) Findings**

1. The project design would be in accord with the General Plan and the objectives of the Zoning Ordinance in that the project is consistent with the General Plan Policies as identified above in Use Permit Finding #1 and Zoning Ordinance Section 14.25.050 (Review Criteria). The proposed design of the Marin Airporter Transfer Facility was reviewed by the Design Review Board for consistency with the design policies of the General Plan, Zoning Ordinance, and Planned Development District. On March 17, 2015, the project was determined to be appropriate for the site and the surroundings, with recommended modifications, and the proposed design was recommended to the Planning Commission for approval.
2. The design of the proposed storage facility is consistent with all applicable site and architectural requirements and guidelines for the Light Industrial/Office District and well as Sections 14.0.020 (Light Industrial/Office District), 14.16 (Site and Use Regulations) and 14.18.040 (Parking) of the Zoning Ordinance. The proposed transfer terminal facility complies with the applicable setbacks, height limits and landscaping requirement of the Light Industrial/Office District. Furthermore, as conditioned, the proposal would comply with the requirement that landscaping and paving be extended throughout the site if the use is requested to extend beyond the 5-year limit of the Use Permit.
3. The proposed project design minimizes adverse environmental impacts because: a) minimal grading is required; b) no significant trees will be removed; and c) the project would be built in accordance with applicable local and state regulations for development.
4. The project design will not be detrimental to the public health, safety or welfare, nor materially injurious to properties or improvements in the vicinity because the proposed

project has been reviewed by the appropriate City departments and conditions have been applied to minimize possible environmental and safety impacts.

**BE IT FURTHER RESOLVED**, that the Planning Commission hereby approves the Environmental and Design Review Permit and Use Permit for the construction of a 3.1-acre Marin Airporter Transfer Terminal and related landscaping, paving, parking and lighting improvements at 1011 Andersen Drive subject to the following conditions of approval:

**Use Permit (UP15-002)  
Conditions of Approval**

**Planning Division**

1. This Use Permit (UP15-002) approves the establishment of the Marin Airporter Transfer Terminal for a 5-year period on a 3.1-acre site at 1011 Andersen Drive. The bus transfer facility will consist of short-term and long-term parking for bus patrons, bus parking, a transfer terminal building that provides ticketing, office space and public restrooms, landscaping and lighting. Hours of operation shall be generally consistent with that of the Larkspur Landing Marin Airporter facility, 24 hours/day, 7 days/week. Minor adjustments to the use, including the hours of operation, shall be permitted subject to approval of the Community Development Director. **No other uses shall be allowed without an amendment to the Use Permit.**
2. This Use Permit (UP15-002) shall be valid for **(5) years, or until April 28, 2020** provided that a building permit is obtained from the City's Community Development Department for the proposed improvements within **one (1) year** of this approval, or **April 28, 2016**. Failure to obtain a building permit and initiate the modifications to the site, or apply for a time extension by the specified date, will result in expiration of this Use Permit.
3. Once a building permit is issued and the use is initiated, the Use Permit shall be valid for 5 years. In the event that Marin Airporter requests an **extension of this Use Permit** to continue a bus transfer facility on this site, **more permanent features** will be required to be installed including but not limited to landscaping and paving, striping, etc., throughout the site. Any application for an extension of time shall be submitted three (3) months prior to the expiration date. Further, the Planning Commission shall be given notification that the extension request has been made and may ask that the application be forwarded to the Planning Commission for a decision.
4. All bus turnaround and maneuvering, particularly the backing up of buses into the stalls, shall be conducted on the private property, not on the public right of way (sidewalk or street).
5. This Use Permit does not authorize any vehicle repair or maintenance to be conducted within the parking lot for the Marin Airporter bus terminal.
6. All vehicles which are visually damaged or disabled shall not be stored or kept on-site.

7. There shall be no outside storage of materials or equipment unless screened from view in a manner approved by the planning director.

**Environmental and Design Review Permit (ED15-002)  
Conditions of Approval**

***General Project Conditions***

**Community Development Department – Planning Division**

- 1) The building techniques, materials, elevations and appearance of this project, as presented for approval, shall be the same as required for the issuance of a building permit (except as modified by these conditions of approval). The approved plans are labeled *Marin Airporter Transfer Terminal*, dated *Approved April 28, 2015*, prepared by *CSW/ST2*, consisting of Sheets C1, C2, C3, C4, C5, L-1, L-2, as are on file at the Planning Division. Any future additions, expansions, or remodeling shall be subject to prior review and approval of the Planning Division. Minor modifications or revisions to the project shall be subject to review and approval of the Planning Division. Modifications deemed not minor by the Community Development Director shall require review and approval by the original decision making body.
- 2) This Environmental and Design Review Permit (ED15-002) shall be valid for **(5) years, or until April 28, 2020** provided that a building permit is obtained from the City's Community Development Department for the proposed improvements within **one (1) year** of this approval, or **April 28, 2016**. Failure to obtain a building permit and initiate the modifications to the site, or apply for a time extension by the specified date, will result in expiration of this Environmental and Design Review Permit.
- 3) Once a building permit is issued and the use is initiated, the Environmental and Design Review Permit shall be valid for **5 years, or until April 28, 2020**. In the event that Marin Airporter requests an **extension of this Environmental and Design Review Permit** to continue a bus transfer facility on this site past the 5 years, **more permanent features** will be required to be installed including but not limited to landscaping and paving, striping, etc., throughout the site. Any application for an extension of time shall be submitted three (3) months prior to the expiration date. Further, the Planning Commission shall be given notification that the extension request has been made and may ask that the application be forwarded to the Planning Commission for a decision.
- 4) A fully automated irrigation system shall be installed to serve all existing and proposed trees, shrubs, and groundcover that are illustrated on the approved landscape plan.

- 5) All landscaping shall be maintained in a healthy and thriving condition, free of weeds and debris throughout the life of the Design Review Permit.
- 6) Following the issuance of a certificate of occupancy, all exterior lighting shall be subject to a 30-day lighting level review by Planning Division staff to insure compatibility with the surrounding area.

**Prior to the Issuance of a Building Permit**

**Community Development Department – Planning Division**

- 7) Prior to the issuance of a building permit, the applicant shall submit the final photometric lighting plan to the Planning Division for review and approval of the lighting fixtures and to ensure that there will not be any hotspots in the proposed lighting.

**Community Development Department - Building Division**

- 8) A building permit is required for the proposed work. Applications shall be accompanied by four (4) complete sets of construction drawings to include:
  - a. Architectural plans
  - b. Structural plans
  - c. Plumbing plans (site work)
  - d. Site/civil plans (clearly identifying grad plane and height of building)
  - e. Structural calculations
  - f. Soils reports
  - g. Green Building documentation
  - h. Title-24 energy documentation
- 9) The occupancy classification (in mixed occupancies-each portion of the building shall be individually classified), construction type and square footage of each building shall be specified on the plans.
- 10) The occupancy classification, construction type and square footage of each building shall be specified on the plans in addition to justification calculations for the allowable area of each building. Site/civil prepared by a California licensed surveyor or engineer clearly showing topography, identifying grade plane and height of the building.
- 11) This structure appears to be a "coach" as opposed to a modular building as stated on the application. The listing and label for the coach must be appropriate for the occupancy. If the structure is to be in place for more than one year, the chassis must be removed and the coach installed on a permanent foundation.
- 12) Each building must have address identification placed in a position that is plainly legible and visible from the street or road fronting the property. Numbers painted on the curb do not satisfy this requirement. In new construction and substantial remodels, the address must be internally or externally illuminated at all hours of darkness. Numbers must be a minimum 4 inches in height with  $\frac{1}{2}$  inch stroke for residential occupancies and a minimum 6 inches in

height with  $\frac{1}{2}$  inch stroke for commercial applications. The address must be contrasting in color to their background SMC 12.12.20.

- 13) The address for structures is determined by the Chief Building Official. The Tentative address for the proposed building is 1081 Andersen Drive. Each page of the plan's title block and all permit application documents must show the proposed building's address identification information.
- 14) The proposed fencing exceeds 7' in height, a building permit is required and shall be included in the plans submitted for a building permit.
- 15) Any demolition of existing structures will require a permit. Submittal shall include three (3) copies of the site plan, asbestos certification and PG&E disconnect notices. Also, application must be made to the Bay Area Air Quality Management District prior to obtaining the permit and beginning work.
- 16) A portion of the subject property appears to be located in an AO flood zone, which is identified as an area of special flood hazard. All new construction and in some cases, existing improvements, are to be designed to ensure that the potential for flooding is minimized. This may involve grading to elevate the building pad or raising of existing building components to a level above the highest flood level.

No new construction, or substantial improvements of a structure, which would require a building permit, pursuant to the applicable provisions of the California Building Code as adopted, shall take place in an area of special flood hazard without full compliance with the applicable flood control requirements.

Prior to submittal of plans to the Building Division for plan review, the applicant shall determine where the actual flood fringe boundary lines occur on the property. The lines shall be incorporated onto a site/topographical plan, which shall be included as part of the required plan information noted above.

- 17) Prior to building permit issuance for the construction of each new building, geotechnical and civil pad certifications are to be submitted.
- 18) There appear to be no public utilities provided to this site. Authority to connect to water and sewer must be obtained prior to application for a building permit.
- 19) All site signage as well as wall signs require a separate permit and application (excluding address numbering).
- 20) As this is a new structure on this site, a new address must be assigned for the new building. The applicant shall submit a letter to the Building Division with a site plan requesting a new address.

- 21) Monument sign(s) located at the driveway entrance(s) shall have address numbers posted prominently on the monument sign.
- 22) The proposed facility shall be designed to provide access to the physically disabled in accordance with the requirements of Title-24, California Code of Regulations. For existing buildings and facilities when alterations, structural repairs or additions are made, accessibility improvements for persons with disabilities may be required. Improvements shall be made, but are not limited to, the following accessible features:
- a. Path of travel from public transportation point of arrival
  - b. Routes of travel between buildings
  - c. Accessible parking
  - d. Ramps
  - e. Primary entrances
  - f. Sanitary facilities (restrooms)
  - g. Drinking fountains & public telephones (when provided)
  - h. Accessible features per specific occupancy requirements
  - i. Accessible special features, i.e., ATMs point of sale machines, etc.
- 23) The site development of items such as common sidewalks, parking areas, stairs, ramps, common facilities, etc., are subject to compliance with the accessibility standards contained in Title-24, California Code of Regulations. Pedestrian access provisions should provide a minimum 48" wide unobstructed paved surface to and along all accessible routes. Items such as signs, meter pedestals, light standards, trash receptacles, etc., shall not exceed published minimums per California Title 24, Part 2. The civil, grading and landscape plans shall address these requirements to the extent possible.
- 24) Public accommodation disabled parking spaces must be provided. Minimum required number of H/C spaces: 301-400 parking spaces = 8 disabled parking spaces.
- 25) At least one disabled parking space must be van accessible; 9 feet wide parking space and 8 feet wide off-load area. Additionally, one in every eight required handicap spaces must be van accessible.
- 26) This project is subject to the City of San Rafael Green Building Ordinance. All new commercial buildings are required to meet CalGreen Tier 1 requirements (coaches may be exempt). EV charging stations may be required.
- Public Works Department
- 27) Aisle widths shown on the plan generally follow Municipal Code requirements with the exception of the aisles nearest to the northwest property line. This may be allowed based on the preservation of existing bioswales. Consider improvements in this area such as enhanced parking space width and signage to prevent extra-large vehicles.

The parking spaces along the northeast property line may not have the necessary space to back out, which is typically provided by a 2' end stall treatment. Additionally, the angle of the property line further limits movement in this area. Please see Condition 33 for vegetated buffer modifications in this area.

28) On the plans submitted for building permit, add the following to the plans:

- a) Designate the bicycle parking area and proposed facilities.
  - b) Designate special parking spaces such as short term, electric vehicle, compact or other.
  - c) Provide a lighting study for the site, including the parking lights.
  - d) Provide a drainage plan and calculations for the site. Include details on the bioswale improvements and fencing or other proposed method of bioswale protection.  
Improvements for the site shall not adversely affect the drainage characteristics of the site. Also see comments regarding stormwater pollution prevention.
  - e) Quantities of cut and fill must be clearly stated on the grading plan. It is anticipated that grading will be greater than 50 cubic yards of earthwork; therefore a grading permit from the Department of Public Works shall be required.
  - f) A significant portion of the site is shown as new or existing gravel. Provide final details on how the parking lot will be striped, signed or otherwise marked to maintain the required parking space and aisle dimensions when vehicles are parked.
  - g) The design should accommodate a slight angle to the bus parking spaces toward the exit driveway in order to allow for simplified turning movements entering and exiting the spaces. A plan modification should be submitted to the Public Works Department for review and approval prior to submittal of building permit plans.
- 29) If work extends into the Right-of-Way, then an encroachment permit from the Department of Public Works shall be required.
- 30) This property is within Special Flood Hazard Zone AE, with a minimum base flood elevation of 9 feet NAVD. FEMA will be raising the Base Flood Elevation in this area in 2015 a minimum of one foot. We recommend that the Terminal building be designed with a first floor of at least 10 NAVD. Additional consideration for flood proofing may be necessary,

Public Works Department – Storm Water Pollution Prevention

- 31) Confirm the area of soil disturbance. If this project disturbs more than one acre of soil, it must comply with a Construction General Permit and a Stormwater Pollution Prevention Plan (SWPPP) will be required through the Regional Water Board. Approval of a SWPPP for the Regional Water Board must be obtained, if required, prior to issuance of a grading permit.

- 32) Due to the anticipated changes in the NPDES Phase II Permit requirements coming this year, provide full trash capture for stormwater management. Full trash capture may be defined as trapping all particles greater or equal to 5mm. Show details of the proposed devices and/or methods on the plans. Include calculations on particle capture with the drainage calculation as necessary to show compliance with full capture.
- 33) A strip of vegetation shall be provided along the northeast property line in order to filter sheet flow as it exits on the site. This vegetated buffer may also be sloped to direct flow to the bioswales depending on the actual site drainage conditions. A benefit of this would be to control the outlets for the site for ease of maintenance and litter removal.
- 34) Based on information provided by Marin Airporter to the Department of Public Works regarding the proposed operations and use of the site, the AM and PM peak trip generation is negligible. Marin Airporter previously collected existing peak hour traffic data at their current location. The trips generated by the Marin Airporter use are less than the already approved trips for the proposed site. Although the plan originally included (up to) 326 parking spaces, a large majority of the spaces are for long-term parking. In addition, a large majority of the trip generation for this use occurs during off peak hours. For all the reasons stated above, no traffic mitigation fee is required.

#### San Rafael Sanitation District

- 35) The applicant shall submit civil plans showing sewer details (lateral size, pipe material, point of connection to the main) that will service the proposed modular terminal building.
- 36) The new sewer lateral shall be per the San Rafael Sanitation District Standards.
- 37) The appropriate sewer connection fees for the project shall be submitted with final plans. Sewer connection fees are based upon the number of fixtures required. An estimate of fixture units is 16 and SRSD Connection fees and CMSA Connection fees is \$10,402.83. The sewer connection fees are due to the San Rafael Sanitation District. The fees are effective July 1, 2014 to June 30, 2015.

#### Marin Municipal Water District

- 38) Complete High Pressure Water Service Applications.
- 39) Submit a copy of the building permit.
- 40) Pay appropriate fees and charges.
- 41) Complete the structure's foundation within 120 days of the date of application.
- 42) Comply with the District's rules and regulations in effect at the time service is requested.

43) Comply with all indoor and outdoor requirements of District Code Title 13 – Water Conservation. Plans shall be submitted and reviewed to confirm compliance. The following are required:

- Verification of indoor fixtures compliance
- Landscape plan
- Irrigation plan
- Grading plan

Any questions regarding District Code Title 13 – Water Conservation should be directed to Water Conservation Department at (415) 945-1497. You can also find information about the District's water conservation requirements online at [www.marinwater.org](http://www.marinwater.org).

50. Comply with the backflow prevention requirements, if upon the District's review backflow protection is warranted, including installation, testing and maintenance. Questions regarding backflow requirements should be directed to the Backflow Prevention Program Coordinator at (415) 945-1558.

#### Fire Department

51. The design and construction of all site alterations shall comply with the 2013 California Fire Code and City of San Rafael Ordinances and Amendments.

52. A Fire apparatus access plan shall be prepared for this project. Fire apparatus plan shall show the location of the following:  
a. Designated fire apparatus access roads.  
b. Red curbs and no parking fire lane signs.  
c. Onsite fire hydrants.  
d. Street address sign.  
e. Note the designated fire apparatus access roads and fire hydrant shall be installed and approved by the Fire Prevention Bureau prior to construction of the building.  
Complete and submit the attached Fire Prevention Bureau Fire Apparatus Access Road and Fire Hydrant Worksheet.

53. Please add the following information to the plans: "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. - Private Fire Service Main"

54. Show the location of address numbers on the building elevation. Each building must have address identification placed in a position that is plainly legible and visible from the street or road fronting the property. Refer to the attached Fire Prevention Bureau Premises Identification Standard 09-1001, Table 1.

#### *Prior to Final Occupancy*

Community Development Department - Planning Division

55. Following the issuance of a certificate of occupancy, all exterior lighting shall be subject to a 30-day lighting level review by Planning Division staff to insure compatibility with the surrounding area.
56. All landscaping and irrigation shall be installed prior to the final sign-off of the construction or the property owner shall post a bond in the amount of the estimated landscaping/ irrigation cost with the City of San Rafael. In the event that a bond is posted, all areas proposed for landscaping must be covered with bark or a substitute material approved by the Planning Division prior to occupancy and the approved landscaping must be installed within three months. Deferred landscaping through a bond shall not exceed 3 months past occupancy.
57. The landscape architect for the project shall certify in writing and submit to the Planning Division, and call for inspection, that the landscaping has been installed in accordance with all aspects of the approved landscape plans, that the irrigation has been installed and been tested for timing and function, and all plants including street trees are healthy. Any dying or dead landscaping shall be replaced.

The foregoing Resolution was adopted at a special meeting of the City of San Rafael Planning Commission held on the 28<sup>th</sup> day of April 2015.

Moved by Commissioner Robertson and seconded by Commissioner Wise. The vote is as follows

AYES:            COMMISSIONERS Chair Schaefer, Belletto, Lubamersky, Robertson, Wise  
NOES:            COMMISSIONERS: Paul  
ABSENT:          COMMISSIONERS: Pick

SAN RAFAEL PLANNING COMMISSION

ATTEST: Paul Jensen  
Paul Jensen, Secretary

BY: Barrett Schaefer  
Barrett Schaefer, Chair