



# SAN RAFAEL

THE CITY WITH A MISSION

Community Development Department – Planning Division

<b>Meeting Date:</b>	February 9, 2021
<b>Agenda Item:</b>	2
<b>Case Numbers:</b>	CDR20-004
<b>Project Planner:</b>	Renee Nickenig/ 415-485-3397

## REPORT TO PLANNING COMMISSION

**SUBJECT: 160 Mitchell Boulevard** – Report and discussion on possible zoning amendment to allow for the conversion of an approximately 10,644-sq. ft. vacant office building to multifamily residential housing; File No(s): CDR20-004

### STUDY SESSION PURPOSE AND FORMAT

The Preapplication Study Session is intended to provide an opportunity for early Planning Commission feedback on land use and policy questions and allows early opportunity for public input. This Study Session is not intended to result in any decisions regarding the project merits or official action on the project, but rather would allow the Commission to provide preliminary feedback on the project scope and size and other land use matters. There are a number of unknowns that the applicant will need to elucidate before getting too deep into merits of the project. Staff has provided the applicant with an initial staff-level Preapplication review (see Exhibit 2). Feedback provided as part of this process is non-binding. Staff is seeking Planning Commission input on the following:

- 1. Land Use Compatibility:** The Planning Commission is asked to provide comments/concerns on the land use compatibility of a multi-family residential building in a General Office (O) and Light Industrial/Office (LI/O) area.

*Depending on the zoning amendment that the applicant chooses to pursue, the addition of residential units could have an impact on future development in the adjacent district.*

- 2. Housing Needs:** The Planning Commission is asked to weigh in, provide comments and, if needed, request additional information from the applicant regarding the requested amendments as they relate to addressing the City's housing needs.

*The addition of residential units in this area addresses the City-wide need for more housing, including affordable housing.*

- 3. Zoning Amendment:** The Planning Commission is asked to provide comments and concerns on the potential impacts to the surrounding area of a zoning amendment of the Planned Development District (PD1091) to allow for a multi-family residential building.

*The applicant has several options to pursue in order to amend the zoning to allow for residential development. The options laid out by staff include: (a) an updated to the Planned Development (PD) District; (b) rezoning to a multifamily residential district; (c) rezoning to an office district; and (d) rezoning to a commercial/office district.*

#### Other Comments:

The above items are the major topic areas where staff would like input from the Commission. Other issues identified in the analysis section would likely require input from experts via the submittal of

technical documents. However, the Commission’s role as the land use body for the city, may have other comments on other topic areas that will need to be addressed. Staff welcomes any additional input and contribution from the Commission. In addition, some of the pros and cons that the Commission should consider are as follows:

**Pros**

- The requested amendments would allow development of additional rental housing with smaller unit sizes, thus contributing to the mix of rental housing stock within the City.
- The project would contribute to the City fair share contribution to the Regional Housing Needs.
- Converting a vacant office building to residential addresses the excess of vacant office buildings in the City.

**Cons**

- There are unknowns about the projects potential traffic impact on the nearby intersection and roadway system.
- The presence of a residential development could potentially impact future development in the adjacent LI/O district.
- The building is located in the 100-year flood zone, and the applicant will need to submit a survey and reference the county-wide contours (NAVD 88) to confirm potential impacts.

Staff recommends the Planning Commission conduct the review in the following manner:

- Staff presentation
- Applicant presentation
- Receive public comments
- Planning Commission discussion and feedback on the topics listed above and specific questions identified in the *Analysis* section below.

The study session is not an official public hearing since no official action is being taken. However, the City is committed to providing opportunities for community engagement during all phases of a development review process. As such, public comment is encouraged prior to discussion by the Commission.

**PROPERTY FACTS**

<b>Address/Location:</b>	160 Mitchell Boulevard	<b>Parcel Number(s):</b>	155-110-24
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<b>Property Size:</b>	1.31 acres	<b>Neighborhood:</b>	--
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<b>Site Characteristics</b>			
	<b>General Plan Designation</b>	<b>Zoning Designation</b>	<b>Existing Land-Use</b>
<b>Project Site:</b>	<b>Office (O)</b>	<b>PD1091</b>	<b>Vacant Office</b>
North:	Office (O)	PD1091	Vacant Office
South (SW):	Open Space (OS)	P/OS-WO, PD1671-WO	Open Space
East:	Open Space (OS)	P/OS-WO	Open Space
West:	Light Industrial/Office (LI/O)	Light Industrial/Office (LI/O)	Vacant Light Industrial/Office

**Site Description/Setting:**

The project site is an approximately 1.31-acre site at the end of Mitchell Boulevard. The neighboring site at the end of Mitchell Boulevard is similar in size, and also includes a vacant office building of the same age and general style as the building at the subject site. Together the sites abut an open marsh area and Gallinas Creek. The open space/marsh area surrounds the subject site at the east, south, and southwest sides. To the west and northwest of the subject site are a series of light industrial and office buildings, with limited landscaping and paved parking areas. Immediately to the west of the subject site the building is vacant, followed by a music school and a solar energy company.

Mitchell Boulevard comes to and end at a paved roundabout and parking area between the two buildings. There are approximately eight (8) parking spaces between the buildings, and an additional 21 parking spaces designated for the subject building. The 21 spaces include two (2) handicap spaces and several electric vehicle charging stations. There is a metal bike rack at the northwest corner of the building, and an open bike shed at the south end of the parking lot. There is some landscaping around the perimeter of the building, and trees lining the parking lot.

**BACKGROUND**

The project site is part of a larger parcel of land that was rezoned in 1973 to PD 1091. The larger parcel later went through a land division that resulted in an offer of dedication of approximately 23 acres of land to the State of California for conservation purposes.

The project site, which is the subject of this preapplication, is limited to a single parcel at 160 Mitchell Boulevard (APN 155-110-24) which was created as Parcel A of the *Parcel Map of Mitchell Plaza* (Book 22 at Page 81) recorded on July 18, 1985. The site is included in Planned Development District 1091 (PD1091).

*General Plan 2020*

Per the General Plan 2020, the property currently has a General Plan Land Use Designation of O (Office), which allows for 15-32 Gross Density Residential Units/Acres. This translates to a maximum density of approximately of 40 units based on the lot area of 1.31 acres.

In accordance with General Plan Policy LU-10 Planned Development Zoning, a Planned Development zoning is required for development on lots larger than five acres in size. Specific development standards and allowable uses will be established for the PD as part of the development review process. This particular site is approximately 1.31 acres.

*General Plan 2040*

In General Plan 2040 the land use category for this property will be defined as "Office Mixed Use," which will allow for a maximum net density of 43.6 units per acre for projects that include residential uses.

**Zoning**

The subject site is currently located in Planned Development District 1091 (PD 1091), designated by ordinance in 1973. PD1091 currently includes the subject site and the neighboring parcel at 161 Mitchell Boulevard (APN 155-110-30), which is not currently a part of this proposal. PD1091 does not allow for a residential use, however, the list of conditionally permitted uses includes "[r]esidential use as a watchman or other accessory function of a permitted use."

### **Property History**

The Planned Development ordinance reclassified an approximately 22.5-acre site containing County Assessor's Parcels 155-11-08, 09, and 13, from a GPG-MH (General Plan Conflict-Heavy Commercial and Manufacturing with Parking Requirements) District to a GPG-PC (General Plan Conflict-Planned Community) District. The ordinance was issued in conjunction with a conditional use permit (UP72-101).

The two extant office buildings were developed simultaneously circa 1981, then referred to as "Mitchell Plaza". Changes at the parcels have been handled jointly overtime, included changes to the parking lot in 1985. Since initial construction the subject building has not been significantly altered, including an expansion of the footprint. Both buildings were recently used as office space, but are currently vacant.

### **PROJECT DESCRIPTION**

The proposed project includes the conversion of an approximately 10,644-square foot vacant office building to multifamily residential housing. Minimal upgrades are proposed to the exterior, and there will be no expansion of the building envelope and no change to the FAR. The project currently proposes around 18 one-bedroom and studio units and several unique shared spaces. The existing 38 parking spaces will be utilized, including six electric vehicle charging stations and three ADA spaces. This project would require a Zoning Amendment to allow for multifamily residential development.

### **Zoning Amendment**

The proposed project requires a Zoning Amendment, as PD 1091 only allows for a conditional residential use for an accessory function of a permitted use (listed below). The purpose of Planned Development (PD) Districts is to allow innovative design on large sites, by allowing flexibility in development standards, promote clustering on large sites to avoid sensitive areas, as well as other reasons cited in to San Rafael Municipal Code (SRMC) 14.07.010. In review of the history of the property, the PD was created as part of a larger lot that included the adjacent marsh and Gallinas Creek. The marsh and creek were offered to the State Fish and Wildlife (previously Department of Fish and Game) as part of the development, and this was likely part of the reason a PD was adopted for this property.

PD 1091 allows for the following permitted and conditional uses:

- 1) Permitted Uses:
  - a. Warehousing and storage
  - b. Light manufacturing and/or repair activities conducted completely within the building and free from nuisance factors such as dust, odor, and noise.
  - c. Office uses not related to the care and/or treatment of persons or animals.
  - d. Retail sales involving "nonconvenience" goods and limited to a single type of item (such as automobile sales).
  - e. Customer service uses not related to convenience or apparel goods.
  
- 2) Condition Uses (Use Permit required):
  - a. Restaurants
  - b. Dance or musical instruction and similar instruction or studio type uses.
  - c. Residential use as a watchman or other accessory function of a permitted use.
  - d. A neighborhood shopping center for convenience goods outlets may be established by use permit procedures provided a general plan amendment, locating such a center on the subject property, is adopted.
  - e. Office uses related to the care and/or treatment of persons or animals.

- f. Any use listed as a permitted use in (1) above which involves activities not completely confined within a building.

A conversion of the building to residential use would require an amendment to the existing PD (including 161 Mitchell Boulevard). Pursuant to SRMC section 14.07.150, amendments to PD zoning and development plans requiring the following:

*Requests for changes in the contents of approval of a PD zoning and development plan shall be treated as a zoning amendment (rezoning). Rezoning shall be heard and decided by the city council. The procedures for filing and processing a rezoning shall be the same as those established for an initial PD zoning and development plan application.*

Based on the above the applicant will need to decide what specific amendment they would like to request. The following are some possible options for the Zoning Amendment:

- Update to the Planned Development (PD) District – Updating the PD District to add multifamily residential development as a conditional use with a Use Permit.
- Rezoning to Multifamily Residential District – Rezoning to a Medium-Density Multifamily Residential District (MR2, MR2.5, MR3, MR5) would permit with proposed residential conversion by right.
- Rezoning to Office (most similar to General Plan Zoning Designation) – Rezoning to an Office (O) District would permit multifamily residential units with a use permit, and would not impede on current or future uses in the neighboring LI/O District. Development in an Office District would be regulated by the property development standards in SRMC Section 14.05.0303, including a maximum residential intensity of 1,000.
- Rezoning to Commercial/Office – Re-zoning to Commercial/Office (C/O) District would require an administrative Use Permit for multifamily residential, and would need to comply with additional regulation is SRMC Section 14.17.100. Development in a C/O District would be regulated by the property development standards in SRMC Section 14.05.0303.

Rezoning shall be heard and decided by the City Council. The procedures for filing and processing a rezoning shall be the same as those established for an initial PD zoning and development plan application. Any rezoning option will need to include the entire existing PD 1091 district (including 161 Mitchell Blvd.), and should consider potential impacts to the adjacent LI/O district.

Zoning Amendments are subject to consideration by the City Council with recommendation by the Planning Commission.

### **Use Permit**

If the district is rezoned to a commercial or office district a Use Permit will be necessary for residential uses.

### **Environmental and Design Review for the Development Project**

The proposed project will be required to provide covered parking, the addition of which is considered minor physical improvement that would be subject to an administrative Environmental and Design Review.

Because this project will also include a Zoning Amendment, all entitlements will receive final consideration by the City Council with recommendation by the Planning Commission.

### **Neighborhood Meeting**

City Council Resolution 8037 requires a Neighborhood Meeting for a Planned Development rezoning. As such, the proposed project would be required to schedule a Neighborhood Meeting within the first 30 days of formal application submittal. In addition, the applicant will be encouraged to provide ongoing outreach efforts.

### **California Environmental Quality Act**

Under the requirements of the California Environmental Quality Act (CEQA), the proposed project would be evaluated to determine the level of review under CEQA. A formal application would require submittal of technical reports to evaluate potential impacts. A preliminary list may include greenhouse gas assessments, a health risk assessment, a noise study, and a traffic study (LOS and VMT). Additional reports may be required depending on the amount of work to be done and the level of CEQA review that will be required.

## **ANALYSIS**

### **SAN RAFAEL GENERAL PLAN CONSISTENCY:**

There are numerous General Plan policies applicable to this project. Consistency with a General Plan is determined by reviewing the project proposal and weighing the goals and policies of all elements of the [San Rafael General Plan 2020](#) in relation to the project. A table outlining the applicable General Plan policies will be provided as part of the formal review of the project. The Planning Commission is being asked to provide feedback on certain General Plan Policies as outlined below. A more detailed analysis will be provided at a future date when the project is brought back for a formal recommendation. Below is a summary of the major Policy Issues for the Planning Commission to consider.

### **Land Use Element**

#### Land Use Compatibility

The subject property has a General Plan Land Use designation of Office, which allows for 15-32 Gross Density Residential Units/Acres. The following General Plan 2020 Policies address Land Use compatibility as it relates to Office and Districts, including density:

- *LU-8. Density of Residential Development.*  
Residential densities are shown in Exhibit 11, Land Use Categories. Maximum densities are not guaranteed but minimum densities are generally required. Density of residential development on any site shall respond to the following factors: site resources and constraints, potentially hazardous conditions, traffic and access, adequacy of infrastructure, City design policies and development patterns and prevailing densities of adjacent developed areas.
- *LU-14. Land Use Compatibility.*  
Design new development in mixed residential and commercial areas to minimize potential nuisance effects and to enhance their surroundings.
- *LU-23. Land Use Map and Categories.*  
Land use categories are generalized groupings of land uses and titles that define a predominant land use type (See Exhibit 11). All proposed projects must meet density and FAR standards (See Exhibits 4, 5 and 6) for that type of use, and other applicable development standards. Some listed

uses are conditional uses in the zoning ordinance and may be allowed only in limited areas or under limited circumstances.

**Housing Element**

There are a number of Housing Element Policies to consider in evaluating this project. Policy H-9-*Special Needs* calls for a mix of housing types at varying income levels to serve a diverse population including housing for single parents, students and young families. Policy H-14. *Adequate Sites* calls for assuring that an adequate supply of land is available to meet the housing needs of all economic segments in San Rafael. The City is obligated to provide its fair share of projected future Regional Housing Needs (RHNA). The City's fair share of housing is 1,007 units for the 2015-2023 RHNA Cycle as shown on Table 1 below.

<b>Table 1 Housing Need (RHNA Allocation by Income Level) v. Permitted Units Issued by Affordability (2015-2019)</b>					
	<b>Very Low Income Households</b>	<b>Low Income Households</b>	<b>Moderate Income Households</b>	<b>Above Moderate Income Households</b>	<b>Total</b>
<b>Housing Need</b>	240	148	181	438	1007
Permitted Units Issued	3	57	11	170	242
<b>Total Deficit</b>	<b>237</b>	<b>91</b>	<b>170</b>	<b>267</b>	<b>765</b>

San Rafael has little remaining vacant land available for large-scale development. Thus, much of the multi-family housing development has been on smaller infill sites (1628 Fifth Avenue) or by adding housing units on commercially developed lots (Northgate Walk) or demolition and reconstruction on developed sites (815 B Street;703 Third Street). As of December 2019 there have been a total of 765 units permitted the 2015-2023 RHNA Cycle. The total number of permitted units represents a housing deficit of 765 units toward meeting our housing goals.

Additionally, recent legislation under Senate Bill 35 (SB35) requires a sliding scale, by-right process for certain development projects within jurisdictions that have not met their regional housing goals. Each year the City must report the number of units approved or constructed for that years reporting period. If the City does not meet its fair share housing obligation, the City will be required to provide a by-right process for new housing projects that provide a certain percentage of housing as affordable units. The sliding scale described above means that the City's obligation to apply the by-right process can be triggered when a project provides either 10% or 50% affordable housing units depending where the City falls in meeting the regional housing goals. With the by-right process, the City loses review authority for qualifying development projects until the City meets its required percentage up based on the state's determination for the next reporting period.

A General Plan Amendment to allow higher density housing on this lot could create another opportunity for the City to comply with its regional housing goals. The City would then have a buffer for meeting our housing needs for future years and potentially reducing our obligation to a by-right process thus, keeping review authority within our jurisdiction.

Affordable and Inclusionary Housing

The proposed zoning amendment to a residential use will trigger the need to address the requirements of our affordable and inclusionary housing requirements. The project will need to address the City's affordable housing requirements, and should do so through review of the following General Plan policies:

- *H-1. Housing Distribution.*  
Promote the distribution of new and affordable housing of quality construction throughout the city to meet local housing needs.
- *H-9. Special Needs*  
Encourage a mix of housing unit types throughout San Rafael, including very low- and low-income housing for families with children, single parents, students, young families, lower income seniors, homeless and the disabled. Accessible units shall be provided in multi-family developments, consistent with State and Federal law.
- *H-18. Inclusionary Housing Requirements.*  
The City of San Rafael first adopted inclusionary requirements in the 1980's. The City requires residential projects to provide a percentage of affordable units on site and/or pay in-lieu of fees for the development of affordable units in another location. The City's program requires the units remain affordable for the longest feasible time, or at least 55 years. The City's primary intent is the construction of units on-site. The units should be of a similar mix and type to that of the development as a whole, and dispersed throughout the development. If this is not practical or not permitted by law, the City will consider other alternatives of equal value, such as in-lieu fees, construction of units off-site, donation of a portion of the property for future non-profit housing development, etc. Allow for flexibility in providing affordable unit as long as the intent of this policy is met. Specific requirements are:

**Exhibit 15-1: Inclusionary Requirement by Project and Size.**

<b>Project Size</b>	<b>% Affordable Units Required</b>
2 – 10 Housing Units*	10%
11 – 20 Housing Units	15%
21+ Housing Units	20%

**Rental Units.** Provide, consistent with State law, a minimum of 50% of the BMR units affordable to very low-income households at below 50% of median income, with the remainder affordable to low income households at 50-80% of median income.

**Circulation Element**

Traffic Impacts LOS & VMT

The applicant will be required to provide a traffic impact analysis that evaluates the projects Level of Service (LOS) impacts as well as impacts associated with Vehicle Miles Traveled (VMT). Trips from the project will be used to evaluate potential need for improvements at the project driveway to accommodate project-generated traffic. The need for turn lanes will be evaluated in terms of volume, adequacy of sight distance and safety considerations.

Sustainability

- *SU-1. Land Use.*  
Implement General Plan land use policies to increase residential and commercial densities within walking distance of high frequency transit centers and corridors.

*SU-1a. Transportation Alternatives.* Consider land use and transportation alternatives (better bicycle and pedestrian access and increased transit feeder service) to best use the future Civic Center SMART Station.

- *SU-2. Promote Alternative Transportation*



Decrease miles traveled in single-occupant vehicles.

## ZONING ORDINANCE CONSISTENCY

If the Planning Commission is supportive of the requested General Plan Amendment, the project would need to demonstrate consistency with applicable regulations of the Zoning Ordinance and provide justification for any deviations that would be proposed as part the PD Zoning. This includes the request for height concession. A more detailed Zoning Consistency discussion will be provided as part of the formal review for the project. The following topics are relevant to the project and will to be addressed by the applicant:

### APPLICABLE SITE AND USE REGULATIONS (CHAPTER 14.16)

The project will need to comply with applicable Site and Use Regulations established under Chapter 14.16, which include the following:

- 14.16.030 - Affordable Housing Requirement
- 14.16.025 - Refuse Enclosure
- 14.16.227 - Light and Glare; 14.18.170 – Lighting
- 14.16.243 - Mechanical Equipment Screening
- 14.16.260 – Noise Standards
- 14.16.370 - Water Efficient Landscaping

#### 14.16.030 - Affordable Housing Requirement

Affordable Housing Requirement Pursuant to Section 14.16.030 (Affordable Housing Requirements) of the Zoning Ordinance, projects proposing 21 or more housing units are required to provide 20% of the proposed units as affordable housing units. The applicant proposes 180 rental units, which means the project would have to dedicate 36 units for affordable housing. Because the project is a rental housing project the applicant would have to dedicate a minimum of fifty percent (50%) of the required affordable housing units to a maximum monthly rent of very low-income households. The remaining affordable housing units shall have rents that do not exceed the affordable monthly rent of low-income households. The applicant will need to demonstrate how they will comply with this requirement and demonstrate that the affordable units are dispersed throughout the development and reflect the same quality in construction as the market rate units.

### APPLICABLE PERFORMANCE STANDARDS (CHAPTER 14.17)

The project will need to comply with relevant performance standards established under Chapter 14.17, which include the following:

#### 14.17.100 - Residential uses in commercial districts.

The purpose of this section is to ensure that residential uses in commercial or mixed-use district to not adversely impact the existing or potential commercial uses. The following standards are most relevant to this project:

1. Access - residential units shall have a separate and secured entrance and exit.
2. Parking - residential parking shall comply with Chapter 14.18, Parking Standards.
3. Noise - residential units shall meet the residential noise standards in Section 14.16.260, Noise standards.
4. Lighting. All exterior lighting shall be sufficient to establish a sense of well-being to the pedestrian and one that is sufficient to facilitate recognition of persons at a reasonable distance. Type and placement of lighting shall be to the satisfaction of the police department. The minimum

of one foot-candle at ground level shall be provided in all exterior doorways and vehicle parking areas.

5. Refuse Storage and Location - an adequate refuse storage area shall be provided for the residential use.
6. Location of new residential units shall consider existing surrounding uses in order to minimize impacts from existing uses.

## **PARKING REGULATIONS CHAPTER 18**

### **14.18.040- Parking Requirements**

Total parking required on site is dependent on the designation of the units as studios or one-bedroom units.

- Studios (multifamily unit) – 1 covered space per unit
- 1 Bedroom Unit - 1.5 spaces per unit (including 1 covered space)

The property does not currently have any covered parking spaces. Therefore, the proposed conversion will require conversion of some of the existing uncovered spaces. This would be considered minor exterior changes that would be subject to Environmental and Design Review outlined above.

### **14.18.090 – Bicycle Parking**

On November 19, 2018, the City Council adopted amendments to the Zoning Ordinance which expands the bicycle parking requirement to multi-family developments. The number of short-term bicycle parking spaces required is equal to five percent (5%) of the required automobile spaces. Plans submitted for formal review will need to demonstrate how bicycle parking will be accommodated and shall comply with design standards pursuant to section 14.18.090(E) of the SRMC.

## **RESIDENTIAL AND NON-RESIDENTIAL DESIGN GUIDELINES**

The San Rafael Design Guidelines (City Council Resolution No. 11667; adopted November 15, 2004) strive to improve the design of all residential and non-residential development. The project will require installation of covered parking to comply with SRMC section 14.18 which will require environmental and design review and will be subject to the City of San Rafael Residential Design Guidelines. The entire text of the San Rafael Design Guidelines can be access on the City's web page using the following link:

<http://docs.cityofsanrafael.org/CommDev/Planning/documents/design-guidelines.pdf>

The following relevant design criteria should be considered as part of the formal application:

### **Building Design**

- Building facades should be varied and articulated
- Design techniques should be used to break up volume of larger buildings
- Consider existing adjacent buildings and use transitional elements to minimize height differences
- Screen rooftop equipment
- Minimize impact of roof vents
- Orient entrances to the street and provide a well-defined sense of entry from the street.
- Windows facing rear and side yard should consider privacy of adjacent neighbors
- Windows should be directed toward the street and public areas to provide surveillance

- Window proportions should be consistent with the proportions of the building and with other windows on the building.
- Light fixtures should be shielded to prevent glare

Site design

- Provide adequate vehicle maneuverability
- Use alternative materials to minimize large paved areas
- Front yard landscaping should contribute to the overall visual quality of the neighborhood

## **DISCUSSION**

This Pre-Application Study Session is intended to solicit the Commission's initial review and preliminary feedback on the main land use/policy matters associated with this project. This process is an off-shoot of the conceptual design review process, which was established in 2010 based on public feedback, that projects were submitted at time of formal submittal with extensive investment put into the plans, materials and technical studies and the public and decision-makers did not have a chance to weigh in on a project during its early stages. Therefore, conceptual review is meant to be conceptual in nature, with limited detail on plans and without technical studies.

Given that the key issues for this project is whether there is support for a zoning amendment to allow for a multi-family residential development, staff is first referring the conceptual review application to the Commission for input. This provides opportunity for comment by both the Commission and the community regarding policy concerns earlier in the process. If the applicant chooses to proceed with a formal application subsequent to the Study Session, they will need to address those issues and concerns identified during the conceptual review process.

There are a number of pros and cons for the Commission to think about in contributing comments about this project. There are also a number of unknowns that will need to be addressed by the applicant as part of the formal application process. For this reason, it is important that the applicant and community members understand that input provided by the planning commission is very preliminary. The following is a list of Pros and Cons (as mentioned above) and some unknowns of the Planning Commission to think about in providing feedback to the applicant:

### Pros

- The requested amendments would allow development of additional rental housing with smaller unit sizes, thus contributing to the mix of rental housing stock within the City.
- The project would contribute to the City fair share contribution to the Regional Housing Needs.
- Converting a vacant office building to residential addresses the excess of vacant office buildings in the City.

### Cons

- There are unknowns about the projects potential traffic impact on the nearby intersection and roadway system.
- The presence of a residential development could potentially impact future development in the adjacent LI/O district.
- The building is located in the 100-year flood zone, and the applicant will need to submit a survey and reference the county-wide contours (NAVD 88) to confirm potential impacts.

### Unknowns

The applicant will need to go through a formal review process that will include Environmental (CEQA) Review. This will require the applicant prepare a number of studies including but not limited to:

- Greenhouse Gas Assessments
- Health Risk Assessment
- Noise Study
- Traffic Study (LOS and VMT)

A full list of technical reports will be determined at time of a formal submittal.

Staff is seeking input from the Commission on the major topic areas outlined in this report. Other issues identified in the analysis section would require input from experts via the submittal of technical documents. The applicant and the City will use the Planning Commission's comments to guide the next phase of development review for this project.

### **CALIFORNIA ENVIRONMENTAL QUALITY ACT**

This Study Session is for review of a Pre-Application/Conceptual Review application is not considered "project" under the California Environmental Quality Act (CEQA), and therefore, CEQA is not required for this conceptual review. This is due to the fact that no decisions to approve or deny the project will be made on the Pre- Application/Conceptual review application.

As part of the formal application the applicant will be required to submit complete and detailed plans, and all required technical studies. Staff will then prepare an Initial Study to determine the level of CEQA review that will be required. Based on the results of the Initial Study, either a Negative Declaration/mitigated Negative Declaration or an Environmental Impact Report (EIR) will be prepared.

### **PUBLIC NOTICE/ CORRESPONDENCE**

Notice for this Study Session by the Planning Commission, was conducted in accordance noticing requirements contained in Chapter 29 of the Zoning Ordinance. A Notice of Public Meeting was mailed 15 days in advance of the meetings to all property owners, residents, businesses and occupants within a 300-foot radius of the project site and to representatives of the State of California.

No comments were received by the publication date of this report.

### **CONCLUSION**

Study Session Review is part of the City's ongoing commitment to find ways for early feedback in hopes of streamlining the project review process. This concept has been used for the past couple of years and has been effective in providing guidance to the applicant as they prepare for a formal review. Staff continues to encourage applicants to bring projects before the Commission for their review so that they may provide comments which may also have land use policy implications. Staff has identified key issues:

- Compatibility and potential impacts to surrounding uses
- Housing Needs and project contribution to meeting that need.

The Planning Commission is asked to provide feedback on these key issues and on any other issues the Planning Commission deems appropriate.

## EXHIBITS

1. Vicinity/Location map
2. Pre-application letter
3. General Plan Consistency Table
4. Project Plans: <https://www.cityofsanrafael.org/major-planning-projects/>



- Legend**
- Parcel Note
    - easement
    - centerline
  - Address
    - Parcel
    - Condominium Common Area
    - Mobile Home Pad
    - City
    - Community
    - Marin County Legal Boundary
    - Other Bay Area County
    - Stream - Perennial (NHD)

1: 2,925

487.6 0 243.78 487.6 Feet

NAD\_1983\_HARN\_StatePlane\_California\_III\_FIPS\_0403\_Feet  
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

**Notes**



October 2, 2020

Aaron Lamstein  
548 Market Street, Suite 27620  
San Francisco, CA 94104

**RE: PA20-005(CDR20-004) – Pre-application for an office to residential conversion; 160 Mitchell BLVD; APN No. 155-110-24.**

Dear Mr. Lamstein:

Thank you for your submittal of a pre-application (PA20-005) to convert existing office space to multifamily residential use. The site is an approximately 57,000-square foot lot located in a Planned Development District 1091 (PD 1091), which currently does not allow for multifamily residential use. This comment letter is intended to provide information to help you understand the development review process, review criteria, and some of the issues that can be identified this early in the process. Comments from other departments received to date are included as attachments.

I have provided a list of issues, under the *Primary Issues to Consider* Section below. As you read through this letter you will find that the primary concern that has been identified through this preapplication process is the potential impact of the zoning change of PD 1091 to include residential on the adjacent Light Industrial/Office District. Additionally, the location of the building in the 100-year flood zone may affect the finished floor elevation requirements. This may or may not have been addressed when the building was constructed, however, it could impact the use of that first floor. Lastly, the Building Division has expressed concerns regarding the bedrooms as they do not currently show adequate means of egress.

A neighborhood meeting is required for this type of project through the City's process. However, I recommend you begin early outreach prior to your submittal to get a sense of the primary concerns of the surrounding neighborhoods.

#### **PROJECT DESCRIPTION**

The proposed project includes the conversion of an approximately 10,644-square foot vacant office building to multifamily residential housing. Minimal upgrades are proposed to the exterior, and there will be no expansion of the building envelope and no change to the FAR. The project currently proposes 10 one-bedroom units and several unique shared spaces. The existing 38 parking space

will be utilized, including six electric vehicle charging stations and three ADA spaces.

The subject building is located within the Planned Development District (PD 1091) which currently does not allow for residential use. The San Rafael General Plan 2020 designated the site for Office use, which does allow for a limited residential use. This project would require a Zoning Amendment to allow for multifamily residential development.

## **ENTITLEMENTS**

### **Zoning Amendment**

The proposed project requires a Zoning Amendment, as PD 1091 only allows for a conditional residential use for an accessory function of a permitted use (listed below). The purpose of Planned Development (PD) Districts is to allow innovative design on large sites, by allowing flexibility in development standards, promote clustering on large sites to avoid sensitive areas, as well as other reasons cited in SRMC 14.07.010. In review of the history of the property, the PD was created as part of a larger lot that included the adjacent marsh and Gallinas Creek. The marsh and creek were offered to the State Fish and Wildlife (previously Department of Fish and Game) as part of the development, and this was likely part of the reason a PD was adopted for this property.

PD 1091 allows for the following permitted and conditional uses:

- 1) Permitted Uses:
  - a. Warehousing and storage
  - b. Light manufacturing and/or repair activities conducted completely within the building and free from nuisance factors such as dust, odor, and noise.
  - c. Office uses not related to the care and/or treatment of persons or animals.
  - d. Retail sales involving “nonconvenience” goods and limited to a single type of item (such as automobile sales).
  - e. Customer service uses not related to convenience or apparel goods.
  
- 2) Condition Uses (Use Permit required):
  - a. Restaurants
  - b. Dance or musical instruction and similar instruction or studio type uses.
  - c. Residential use as a watchman or other accessory function of a permitted use.
  - d. A neighborhood shopping center for convenience goods outlets may be established by use permit procedures provided a general plan amendment, locating such a center on the subject property, is adopted.



- e. Office uses related to the care and/or treatment of persons or animals.
- f. Any use listed as a permitted use in (1) above which involves activities not completely confined within a building.

A conversion of the building to residential use would require an amendment to the existing PD (including 161 Mitchell Boulevard). Pursuant to San Rafael Municipal Code (SRMC) section 14.07.150, amendments to PD zoning and development plans requiring the following:

Requests for changes in the contents of approval of a PD zoning and development plan shall be treated as a zoning amendment (rezoning). Rezoning shall be heard and decided by the city council. The procedures for filing and processing a rezoning shall be the same as those established for an initial PD zoning and development plan application.

Based on the above you will need to decide what specific amendment you would like to request. The following are some possible options for the Zoning Amendment:

- Update to the Planned Development (PD) District – Updating the PD District to add multifamily residential development as a conditional use with a Use Permit.
- Rezoning to Multifamily Residential District – Rezoning to a Medium-Density Multifamily Residential District (MR2, MR2.5, MR3, MR5) would permit with proposed residential conversion by right.
- Rezoning to Office (*most similar to General Plan Zoning Designation*) – Rezoning to an Office (O) District would permit multifamily residential units with a use permit, and would not impede on current or future uses in the neighboring LI/O District. Development in an Office District would be regulated by the property development standards in SRMC Section 14.05.0303, including a maximum residential intensity of 1,000.
- Rezoning to Commercial/Office – Re-zoning to Commercial/Office (C/O) District would require an administrative Use Permit for multifamily residential, and would need to comply with additional regulation in SRMC Section 14.17.100. Development in a C/O District would be regulated by the property development standards in SRMC Section 14.05.0303.

Rezoning shall be heard and decided by the City Council. The procedures for filing and processing a rezoning shall be the same as those established for an initial PD zoning and development plan application. Any rezoning option will need to include the entire existing PD 1091 district (including 161 Mitchell Blvd.), and should consider potential impacts to the adjacent LI/O district.

### **Conceptual Design Review**

While no exterior work is proposed, the project will require covered parking which will need to undergo a design review process. Therefore, prior to formal submittal, the exterior changes need need Conceptual Design Review by the Design Review Board (DRB). This process allows the applicant and the DRB to work together to achieve a quality design by providing opportunity for the board to identify and discuss relevant issues and appropriateness of the design approach. Submittal materials shall include a level of detail adequate to show the architect's analysis of the site and site issues and to explain the proposed design solution. At minimum the following is required for conceptual design review:

- Site plan with foot print of the covered spaces;
- Floor plans of covered spaces with dimensions of interior space;
- Building elevations with sufficient detail to convey the proposed design direction;
- Colors and materials

The fee for a Conceptual Design Review is \$1,750.

### **Study Session**

You have expressed an interest in receiving early feedback from the Planning Commission on your proposed project. The Planning Commission will weigh in on whether they will support a proposed conversion based on the issues presented. Because the Planning Commission's comments will guide you in terms of whether to proceed with your project, we will schedule this study session prior to the Conceptual Design Review phase.

### **Neighborhood Meeting**

The Conceptual Design Review hearing at the DRB and all hearings at the Planning Commission and City Council are public hearings and are required to be noticed to owners and occupants within 300 feet of the project site. In addition, City Council Resolution 8037 requires a Neighborhood Meeting for a Planned Development rezoning. As such, the proposed project would be required to schedule a Neighborhood Meeting within the first 30 days of formal application submittal. The procedures for the Neighborhood Meeting are stipulated in the attached City Council Resolution 8037.

A neighborhood meeting is typically attended by staff. As such an additional deposit of \$1,444 is required.

### **Use Permit**

If the district is rezoned to a commercial or office district a Use Permit will be necessary for residential uses. To apply for a Use Permit, a completed application package must be submitted to the Planning Division. The application package should include:

- A completed General Application Form signed by both the property owner and applicant.
- A written description of the proposed residential facility
- Site Plan, identifying the structure, parking lot and any potential site improvements.
- Floor Plan of the existing and proposed space.
- Square footage calculations of the proposed use(s).

Application for multifamily residential Use Permits in Commercial and Office districts require review and approval by the Zoning Administrator, which includes a public hearing and noticing to surrounding property owners. A Use Permit will be issued by the Zoning Administrator if the following findings can be met (SRMC Section 14.22.080):

- A. That the proposed use is in accord with the general plan, the objectives of the zoning ordinance, and the purposes of the district in which the site is located;
- B. That the proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity, or to the general welfare of the city;
- C. That the proposed use complies with each of the applicable provisions of the zoning ordinance.

The fee for a Use Permit with review by the Zoning Administrator is \$2,476.

#### **Environmental and Design Review**

The proposed project will be required to provide covered parking, the addition of which is considered minor physical improvement that would be subject to Environmental and Design Review.

At minimum, the formal application for Environmental and Design Review shall include the following submittal items:

- Project narrative
- Site plan
- Landscape plans
- Floor plans, if applicable
- Building elevations
- Building and site cross sections, if applicable
- Color and materials board

A deposit of \$4,693 is required for an Environmental and Design Review with review by the Zoning Administrator and Design Review Board.

### **California Environmental Quality Act**

Under the requirements of the California Environmental Quality Act (CEQA), the proposed project would be evaluated to determine the level of review under CEQA. A formal application would require submittal of the following technical reports to evaluate potential impacts. This is a preliminary list. Additional reports may be required depending on the amount of work to be done and the level of CEQA review that will be required.

- Greenhouse Gas Assessments
- Health Risk Assessment
- Noise Study
- Traffic Study (LOS and VMT)

If CEQA review is required the first step would be to prepare an initial study. The fee required for CEQA review is an initial deposit of \$12,556.25. This fee is intended to cover overhead cost and limited amount of planner time. Additional time spent on the CEQA review that is not covered by the above fee will require replenishment of the account. In addition, the City may seek an outside consultant to prepare the CEQA documents. The fee required for the outside consultant is the actual cost of consultant +25% surcharge for staff review and contract administration.

### **PRIMARY ISSUES TO CONSIDER**

The following is a list of issues that staff has identified at this time along with relevant General Plan Policies and Sections of the San Rafael Municipal Code (SRMC) to consider. A full list of General Plan Policies are contained in General Plan 2020, which can be accessed online through the city website at:

[www.cityofsanrafael.org/generalplan-2020](http://www.cityofsanrafael.org/generalplan-2020)

The San Rafael Municipal Code (SRMC) can be accessed through the following link:

[https://library.municode.com/ca/san\\_rafael/codes/code\\_of\\_ordinances?nodeId=IT15SU\\_CH15.06SUDESTMIRE\\_15.06.040LOAC](https://library.municode.com/ca/san_rafael/codes/code_of_ordinances?nodeId=IT15SU_CH15.06SUDESTMIRE_15.06.040LOAC)

#### **Residential Conflicts with Nearby Light Industrial Uses:**

Some uses permitted by right in Light Industrial/Office districts (LI/O) are restricted when they are within 300 feet of a residential district and would require a Use Permit with approval by the Zoning Administrator (SRMC 14.06.020). Such uses include: cabinet shops; candle-making shops; ceramic shops; food manufacturing or processing; furniture manufacturing; furniture refinishing or repair; and packaging plants.

Initial input from City staff suggest that this could result in limitation on the existing nearby properties and their future potential uses.

### Land Use Compatibility

The subject property has a General Plan Land Use designation of Office, which allows for 15-32 Gross Density Residential Units/Acres. The following General Plan 2020 Policies address Land Use compatibility as it relates to Office and Districts, including density:

- *LU-14. Land Use Compatibility.*  
Design new development in mixed residential and commercial areas to minimize potential nuisance effects and to enhance their surroundings.
- *LU-23. Land Use Map and Categories.*  
Land use categories are generalized groupings of land uses and titles that define a predominant land use type (See Exhibit 11). All proposed projects must meet density and FAR standards (See Exhibits 4, 5 and 6) for that type of use, and other applicable development standards. Some listed uses are conditional uses in the zoning ordinance and may be allowed only in limited areas or under limited circumstances.
- *LU-8. Density of Residential Development.*  
Residential densities are shown in Exhibit 11, Land Use Categories. Maximum densities are not guaranteed but minimum densities are generally required. Density of residential development on any site shall respond to the following factors: site resources and constraints, potentially hazardous conditions, traffic and access, adequacy of infrastructure, City design policies and development patterns and prevailing densities of adjacent developed areas.

### Development Standards

The project will require a Zoning Amendment to a Planned Development zoning. Specific development standards and allowable uses will be established for the PD as part of the development review process. However, maximum heights and floor area ratios are outlined in the General Plan as Exhibit 5-floor area ratios and Exhibit 8- heights.

### Traffic Impacts

Comments from Department of Public Works are forthcoming. However, we have provided the following list of General Plan Policies that will need to be considered as part of the project. Keep in mind that a traffic study will need to be submitted for review by our traffic engineer. I recommend you submit a review of Memorandum of Assumptions for review by our traffic engineer. This is a preliminary review intended to provide guidance on methodology and assumptions that will be part of the traffic study. It usually includes: project description, trip generation, trip distribution, analysis methodologies, and a scope of services. It is likely that a final traffic study will need to include Level of Service Analysis as well as VMT analysis.

- *SU-2. Promote Alternative Transportation*  
Decrease miles traveled in single-occupant vehicles.

- *SU-1. Land Use.*  
Implement General Plan land use policies to increase residential and commercial densities within walking distance of high frequency transit centers and corridors.

*SU-1a. Transportation Alternatives.* Consider land use and transportation alternatives (better bicycle and pedestrian access and increased transit feeder service) to best use the future Civic Center SMART Station.

#### 100-Year Flood Zone

This property is located within Special Flood Hazard Area Zone AE, with a base flood elevation of 10.0 feet (NAVD 88 datum). The improvements shall meet FEMA and California Building Code requirements. The California Building Code references ASCE 24 which typically requires floodproofing to the base flood elevation plus one foot. Based on plans on file, it appears that the building was constructed with a first floor elevation of 9.5 feet. Please confirm how this project will meet floodzone requirements.

The Department of Public Works recommends that the project application indicate how the floodzone requirements are intended to be met, however the precise details of the improvements necessary to meet these requirements shall be required prior to issuance of a building permit. Floodproofing and elevation certificates may also be required.

Additional information can be found at the following links:

ASCE 24 Highlights -

[https://www.fema.gov/media-library-data/1436288616344-93e90f72a5e4ba75bac2c5bb0c92d251/ASCE24-14\\_Highlights\\_Jan2015\\_revise2.pdf](https://www.fema.gov/media-library-data/1436288616344-93e90f72a5e4ba75bac2c5bb0c92d251/ASCE24-14_Highlights_Jan2015_revise2.pdf)

San Rafael Municipal Code Title 18 -

[https://library.municode.com/ca/san\\_rafael/codes/code\\_of\\_ordinances?nodeId=IT18PRFLHAAR](https://library.municode.com/ca/san_rafael/codes/code_of_ordinances?nodeId=IT18PRFLHAAR)

FEMA Technical Bulletins -

<https://www.fema.gov/emergency-managers/risk-management/building-science/national-flood-insurance-technical-bulletins>

#### Affordable and Inclusionary Housing

The proposed zoning amendment to a residential use will trigger the need to address the requirements of our affordable and inclusionary housing requirements. The project will need to address the City's affordable housing requirements, and should do so through review of the following General Plan policies:

- *H-18. Inclusionary Housing Requirements.*  
The City of San Rafael first adopted inclusionary requirements in the 1980's. The City requires residential projects to provide a percentage of affordable units on site and/or pay in-lieu of fees for the development of affordable units in another location. The City's program requires the units remain affordable for the longest feasible time, or at least 55 years. The City's primary intent is the construction of units on-site. The units should be of a similar mix and type to that of the development as a whole, and dispersed throughout the development. If this is not practical or not permitted by law, the City will consider other alternatives of equal value, such as in-lieu fees, construction of units off-site, donation of a portion of the property for future non-profit housing development, etc. Allow for flexibility in providing affordable unit as long as the intent of this policy is met. Specific requirements are:

**Exhibit 15-1: Inclusionary Requirement by Project and Size.**

<b>Project Size</b>	<b>% Affordable Units Req'd</b>
2 – 10 Housing Units*	10%
11 – 20 Housing Units	15%
21+ Housing Units	20%

**Rental Units.** Provide, consistent with State law, a minimum of 50% of the BMR units affordable to very low-income households at below 50% of median income, with the remainder affordable to low income households at 50-80% of median income.

- *H-9. Special Needs*  
Encourage a mix of housing unit types throughout San Rafael, including very low- and low-income housing for families with children, single parents, students, young families, lower income seniors, homeless and the disabled. Accessible units shall be provided in multi-family developments, consistent with State and Federal law.
- *H-1. Housing Distribution.*  
Promote the distribution of new and affordable housing of quality construction throughout the city to meet local housing needs.

Parking

Parking ratios are described below under the Zoning section. However, the following General Plan Policies apply to residential parking and are provided for your information.

- *C-31. Residential Area Parking.*  
Evaluate effective means to manage residential parking to minimize the impacts of excess demand.

See NH-8a (Restore Parking Spaces), NH-8b (Additional On-Site Parking), NH-8c (Permit Parking) and NH-8d (Zoning Ordinance Review).

### Noise

The following General Plan Policies should be considered in addressing any potential noise constraints at the site:

- *N-2. Exterior Noise Standards for Residential Use Areas.*  
The exterior noise standard for backyards and/or common usable outdoor areas in new residential development is up to Ldn of 60 dB. In common usable outdoor areas in Downtown, mixed-use residential, and high-density residential Districts, up to Ldn of 65 dB may be allowed if determined acceptable through development review.

Given the proximity of this site to LI/O district, a noise study will be required to evaluate potential conflicts between the existing light industrial uses and the propose residential uses.

### Sustainability

The following General Plan Policies should be considered in addressing sustainable practices at the site:

- *H-19. Energy Conservation and Sustainability*  
The City of San Rafael promotes resource conservation and energy efficiency through the Sustainability Element of the General Plan. In implementing the policies and programs of the Sustainability Element, the City will also achieve its objectives for greater sustainability in residential projects.

*H-19a. Sustainability Policies and Programs.* Refer to the Sustainability Element in the San Rafael General Plan to guide housing development and renovation. *SU-4 Renewable Energy* lays out programs to increase the supply of renewable energy. *SU-5 Reduce Use of Non-Renewable Resources* promotes efficiency in resource consumption.

- *SU-10. Zero Waste.*  
Reduce material consumption and waste generation, increase resource re-use and composting of organic waste, and recycle to significantly reduce and ultimately eliminate landfill disposal.



**APPLICABLE PROPERTY DEVELOPMENT STANDARDS (14.05.030)**

Two of the rezoning options include rezoning to an Office (O) district or Commercial/Office (C/O) district. The following property development standards will be pertinent to the project and the required covered parking, and any future exterior changes to the building that may be proposed:

	<b>O</b>	<b>C/O</b>
<b>Minimum lot area/dwelling unit (sf) (Max. residential intensity)</b>	1,000	1,000
<b>Minimum yards:</b>		
<b>Front (ft.)</b>	20	NR
<b>Side (ft.)</b>	6	NR
<b>Street side (ft.)</b>	10	NR
<b>Rear (ft.)</b>	20	NR
<b>Maximum height of structure (ft.)</b>	36	36
<b>Maximum lot coverage</b>	40%	NR
<b>Minimum landscaping</b>	25%	NR
<b>Usable outdoor area</b>	NR	NR

14.07.030 – Property development regulations

In Planned Development Districts, residential intensities are addressed in section 14.07.030 - Property development regulations, which states that “The total number of dwelling units in a PD plan shall not exceed the maximum number permitted by the general plan density for the total site area.” Staff would normally use the residential intensities within both the General Plan and the most relevant zoning district.

The maximum residential intensity limits for multifamily development ranges between 1,000 and 5,000 square feet per unit. This number will depend on the zoning classification you propose. The currently proposed number of units (15) would result in a residential intensity of approximately 3,281 feet per unit.

Multifamily residential development typically requires between 100 – 200-square feet of usable outdoor space. In this case private yard areas need minimum dimensions of six feet (6'). In high-density districts some common indoor area suitable for recreational uses may be counted toward the usable outdoor area requirement.

### **APPLICABLE SITE AND USE REGULATIONS (CHAPTER 14.16)**

The project will need to comply with Residential intensity limits, relevant development standards and applicable Site and Use Regulations established under Chapter 14.16, which include the following:

#### 14.16.030 - Affordable Housing Requirement

The project would be required to meet the City's affordable housing requirement for new residential developments. Depending on the final number of housing units, the percentage required by the SRMC may be 10-15 percent of the total market rate units. The mix of affordability depends on whether the units are intended as ownership units or rental units as discussed below:

- Ownership Units. A minimum of fifty percent (50%) of all affordable housing units shall be affordable to low-income households, at an affordable sales price. The remaining affordable housing units shall be affordable to moderate-income households at an affordable sales price.
- Rental Units. A minimum of fifty percent (50%) of all affordable housing units shall have rents that do not exceed the affordable monthly rent of very low-income households. The remaining affordable housing units shall have rents that do not exceed the affordable monthly rent of low-income households,

As the applicant, you will be required to enter into a Below Market Rate (BMR) agreement. Please contact Stephanie Lovette at the Marin Housing Authority for an explanation of the BMR agreement process.

As a note, affordable housing units shall be dispersed throughout the development unless the City determines that the clustering of affordable units furthers affordable housing opportunities. The mix of unit size shall be similar to that of the development as a whole. The formal application shall demonstrate compliance with regard to location and mix of affordable units.

#### 14.16.025 - Refuse Enclosure

The project will be required to provide an area on-site suitable for collection of trash and other recyclable materials as required by Marin Sanitary Services (MSS). Plans shall demonstrate that refuse storage and pick-up will be possible without impacting driveway aisles, garage spaces, or guest parking spaces. Refuse storage areas shall not be placed within required landscape or parking areas required for the use or site. Additionally, the refuse area shall be designed to meet the minimum recommended dimensional standards of the local refuse collection agency as well as any requirements of other agencies responsible for reviewing such facility including, but not limited to building, fire, public works and the county health department. Additional regulations, including minimum levels for trash service, can be found in SRMC Title 9 – HEALTH AND SANITATION: [https://library.municode.com/ca/san\\_rafael/codes/code\\_of\\_ordinances?nodeId=IT9HESA](https://library.municode.com/ca/san_rafael/codes/code_of_ordinances?nodeId=IT9HESA).

It is strongly suggested that you contact MSS to discuss refuse collection options and incorporate their requirements into the formal application: Steven R Rosa – Program Development Manager, (415) 456-2601 x3224, [steve.rosa@marinsanitary.com](mailto:steve.rosa@marinsanitary.com).

14.16.227 - Light and Glare; 14.18.170 – Lighting

Colors, materials, and lighting shall be designed to avoid creating undue offsite light and glare. Upon formal application, a lighting plan with photometric study shall be provided and shall demonstrate compliance with applicable light and glare standards.

Lighting installed to illuminate parking areas shall be designed to reflect away from residential uses and motorists. Upon formal application the lighting plan as required by Section 14.16.227 and described above shall also meet the requirements of Section 14.18.170 of the SRMC.

14.16.243 - Mechanical Equipment Screening

Mechanical equipment placed on rooftops or in exterior yard areas will require screening from public view. Plans submitted for Conceptual Design Review do not indicate locations of mechanical screening. The formal application shall indicate locations of mechanical equipment, if any, and shall propose screening which meets the criteria of the SRMC.

14.16.260 - Noise Standards

An acoustical study which identifies noise mitigation measures will be required upon formal application submittal. The noise study will need to address potential noise impacts from the existing LI/O districts and compatibility of residential with those uses.

14.16.370 - Water Efficient Landscaping

Any changes to the existing landscaping will require submittal of a landscape plan which demonstrates the use of water- efficient landscaping pursuant to the Marin Municipal Water District (MMWD) Water Conservation Ordinance. Landscape plans also need to demonstrate compliance with sight distance, parking lot landscaping, and the minimum amount of landscaping. Additional comments from MMWD have been attached to this letter.

**APPLICABLE PERFORMANCE STANDARDS (CHAPTER 14.17)**

The project will need to comply with relevant performance standards established under Chapter 14.17, which include the following:

14.17.100 - Residential uses in commercial districts.

The purpose of this section is to ensure that residential uses in commercial or mixed-use district to not adversely impact the existing or potential commercial uses. The following standards are most relevant to this project:

1. Access - residential units shall have a separate and secured entrance and exit.
2. Parking - residential parking shall comply with Chapter 14.18, Parking Standards.
3. Noise - residential units shall meet the residential noise standards in Section 14.16.260, Noise standards.
4. Lighting. All exterior lighting shall be sufficient to establish a sense of well-being to the pedestrian and one that is sufficient to facilitate recognition of persons at a reasonable distance. Type and placement of lighting shall be to the satisfaction of the police department. The minimum of one foot-candle at ground level shall be provided in all exterior doorways and vehicle parking areas.
5. Refuse Storage and Location - an adequate refuse storage area shall be provided for the residential use.
6. Location of new residential units shall consider existing surrounding uses in order to minimize impacts from existing uses.

#### **PARKING STANDARDS (CHAPTER 14.18)**

Total parking required on site is dependent on the designation of the units as studios or one-bedroom units.

- Studios (multifamily unit) – 1 covered space per unit
- 1 Bedroom Unit - 1.5 spaces per unit (including 1 covered space)

The property does not currently have any covered parking spaces. Therefore, the proposed conversion will require conversion of some of the existing uncovered spaces. This would be considered minor exterior changes that would be subject to Environmental and Design Review outlined above.

#### 14.18.090 – Bicycle Parking

On November 19, 2018, the City Council adopted amendments to the Zoning Ordinance which expands the bicycle parking requirement to multifamily developments. The number of short-term bicycle parking spaces required is equal to five percent (5%) of the required automobile spaces. Plans submitted for formal review will need to demonstrate how bicycle parking will be accommodated and shall comply with design standards pursuant to section 14.18.090(E) of the SRMC.

#### **RESIDENTIAL DESIGN GUIDELINES**

If additional exterior changes will be made, the project may be subject to the City of San Rafael Residential Design Guidelines. The entire text of the San Rafael Design Guidelines can be access on the City's web page using the following link:

<http://docs.cityofsanrafael.org/CommDev/Planning/documents/design-guidelines.pdf>

The following relevant design criteria should be considered as part of the formal application:

#### Building Design

- Building facades should be varied and articulated
- Design techniques should be used to break up volume of larger buildings
- Consider existing adjacent buildings and use transitional elements to minimize height differences
- Screen rooftop equipment
- Minimize impact of roof vents
- Orient entrances to the street and provide a well-defined sense of entry from the street.
- Windows facing rear and side yard should consider privacy of adjacent neighbors
- Windows should be directed toward the street and public areas to provide surveillance
- Window proportions should be consistent with the proportions of the building and with other windows on the building.
- Light fixtures should be shielded to prevent glare

#### Site design

- Provide adequate vehicle maneuverability
- Use alternative materials to minimize large paved areas
- Front yard landscaping should contribute to the overall visual quality of the neighborhood
- Fences in front yard should include details that are consistent with the architecture of the residence

### **BUILDING DIVISION**

The submitted application is substantially incomplete for adequate evaluation by the Building Division. Based on a review of the plans, it appears that this project may result in significant building code issues and should not be deemed complete or processed until the applicant studies what sort of improvements/modifications may be needed and consults and hires a design professional to advise them on the building code issues.

In an initial conversation with the Chief Building Official concern was expressed for the unit layout regarding egress and the bedrooms shown without windows. The sleeping areas as shown qualify as bedrooms and therefore require a proper means of egress which is not provided.

### **LAS GALINAS SANITARY SERVICE**

The project application has been referred to the Las Galinas Sanitary Service. Comments will be forwarded once received.

**NEXT STEPS**

This information was provided to help you understand the possible issues from a proposed Zoning Amendment to allow residential use in PD 1091, and to help you evaluate whether to proceed with a Study Session with the Planning Commission. While I have made every effort to give you a complete understanding of the policies and regulations that may apply to your project and the issues you will need to address, review of a formal submittal packet may result in additional comments.

If you have any questions or comments, please do not hesitate to contact me at 415-485-3397 or via email at [renee.nickenig@cityofsanrafael.org](mailto:renee.nickenig@cityofsanrafael.org).

Sincerely,



Renee Nickenig  
CITY OF SAN RAFAEL  
Assistant Planner

Attachments

1. City Council Resolution 8037
2. San Rafael Fire Department Comments
3. Building Division Comments
4. Marin Municipal Water District

Cc. Paul Jensen, Community Development Director  
Raffi Boloyan, Planning Manager  
Alicia Giudice, Principal Planner

**Exhibit 3**

**TABLE ANALYZING PROJECT CONSISTENCY WITH SAN RAFAEL GENERAL PLAN 2020**

<b>LAND USE ELEMENT</b>	
<p><b>LU-2. Development Timing.</b> For health, safety and general welfare reasons, new development should only occur when adequate infrastructure is available consistent with the following findings:</p> <ul style="list-style-type: none"><li>a. Project-related traffic will not cause the level of service established in the Circulation Element to be exceeded;</li><li>b. Any circulation improvements needed to maintain the level of service standard established in the Circulation Element have been programmed and funding has been committed;</li><li>c. Environmental review of needed circulation improvement projects has been completed;</li><li>d. The time frame for completion of the needed circulation improvements will not cause the level of service in the Circulation Element to be exceeded, or the findings set forth in Policy C-5 have been made; and</li><li>e. Sewer, water, and other infrastructure improvements will be available to serve new development by the time the development is constructed.</li></ul> <p><b>LU-2a. Development Review.</b> Through the development and environmental review processes, ensure that policy provisions are evaluated and implemented. The City may waive or modify any policy requirement contained herein if it determines that the effect of implementing the same in the issuance of a development condition or other approvals would be to preclude all economically viable use of a subject property.</p> <p>Responsibility: Community Development, Public</p>	<p>The applicant will be required to provide a traffic impact analysis that evaluates the projects Level of Service (LOS) impacts as well as impacts associated with Vehicle Miles Traveled (VMT). Trips from the project will be used to evaluate potential need for improvements at the project driveway to accommodate project-generated traffic. The need for turn lanes will be evaluated in terms of volume, adequacy of sight distance and safety considerations.</p>

**Exhibit 3**

**TABLE ANALYZING PROJECT CONSISTENCY WITH SAN RAFAEL GENERAL PLAN 2020**

<p>Works, Fire, Police, City Attorney Timeframe: Ongoing Resources: Fees</p> <p><b>See also C-5 (Traffic Level of Service Standards).</b></p>	
<p><b>LU-8. Density of Residential Development.</b> Residential densities are shown in Exhibit 11, Land Use Categories. Maximum densities are not guaranteed but minimum densities are generally required. Density of residential development on any site shall respond to the following factors: site resources and constraints, potentially hazardous conditions, traffic and access, adequacy of infrastructure, City design policies and development patterns and prevailing densities of adjacent developed areas.</p> <p>When development is clustered to avoid sensitive areas of a site, density provided to the entire site may be transferred to the remaining portion of the site, providing all factors listed above can be met.</p> <p>Transfer of density among properties shall only be permitted when unique or special circumstances (e.g., preservation of wetlands or historic buildings) are found to exist which would cause significant environmental impacts if the transfer were not allowed.</p> <p><b>LU-8a. Residential Zoning.</b> Implement Land Use Element densities by setting appropriate maximum allowed densities in the zoning ordinance. Responsibility: Community Development Timeframe: Ongoing Resources: Staff Time</p> <p><b>LU-8b. Transfer of Density.</b> Continue to implement zoning regulations governing the transfer of density among</p>	<p>Under the General Plan Office (O) Designation, the applicant is not proposing to exceed the maximum 15-32 Gross Density Residential Units/Acres.</p> <p>The plan will also not exceed the proposed General Plan 2040 maximum net density of 43.6 units per acre for projects that include residential uses.</p>



**Exhibit 3**

**TABLE ANALYZING PROJECT CONSISTENCY WITH SAN RAFAEL GENERAL PLAN 2020**

<p>properties.          Responsibility: Community Development          Timeframe: Ongoing          Resources: Fees</p> <p>See Housing H-14b (Efficient Use of Multifamily Housing Sites), H-17a (State Density Bonus Law) and OS-1c (Cluster Development).</p>	
<p><b>LU-10. Planned Development Zoning.</b>          Require Planned Development zoning for development on a lot larger than five acres in size, except for the construction of a single-family residence.</p> <p><b>LU-10a. Planned Development Zoning.</b> Continue to maintain a Planned Development zoning district.          Responsibility: Community Development          Timeframe: Ongoing          Resources: Staff Time</p>	<p>The site is currently included in the Planned Development District, but the site does not exceed five acres and is not required to continue as a Planner Development District.</p>
<p><b>LU-12. Building Heights.</b>          Citywide height limits in San Rafael are described in Exhibits 7 and 8. For Downtown height limits see Exhibit 9:</p> <ul style="list-style-type: none"> <li>a. Height of buildings existing or approved as of January 1, 1987 shall be considered conforming to zoning standards.</li> <li>b. Hotels have a 54-foot height limit, except where a taller height is shown on Exhibit 9 (Downtown Building Height Limits).</li> <li>c. Height limits may be exceeded through granting of a zoning exception or variance, or through a height bonus as described in LU-13 (Height Bonuses).</li> </ul> <p>See LU-2a (Development Review).</p>	<p>No change in height is proposed.</p>
<p><b>LU-14. Land Use Compatibility.</b>          Design new development in mixed residential and commercial areas to minimize potential nuisance effects</p>	<p>The additional of residential units may be potentially be inconflict with the surrounding Light Industrial/Office (LI/O) land use.</p>

**Exhibit 3**

**TABLE ANALYZING PROJECT CONSISTENCY WITH SAN RAFAEL GENERAL PLAN 2020**

<p>and to enhance their surroundings.</p> <p><b>LU-14a. Land Use Compatibility.</b> Evaluate the compatibility of proposed residential use in commercial areas through the development review process. Responsibility: Community Development Timeframe: Ongoing Resources: Fees</p>	
<p><b>LU-23. Land Use Map and Categories.</b> Land use categories are generalized groupings of land uses and titles that define a predominant land use type (See Exhibit 11). All proposed projects must meet density and FAR standards (See Exhibits 4, 5 and 6) for that type of use, and other applicable development standards. Some listed uses are conditional uses in the zoning ordinance and may be allowed only in limited areas or under limited circumstances. Maintain a Land Use Map that illustrates the distribution and location of land uses as envisioned by General Plan policies. (See Exhibit 11).</p> <p><b>LU-23a. Zoning Ordinance Amendments.</b> Revise the zoning ordinance, including the zoning map, to implement General Plan land use designations, densities, intensities, and policies, and to meet requirements of State law and court decisions. Responsibility: Community Development, Economic Development Timeframe: Ongoing Resources: Staff Time</p> <p><b>LU-23b. Subdivision Ordinance Amendments.</b> Revise the subdivision ordinance where necessary for conformance with General Plan land use designations, densities, intensities, and policies and include provisions for adequate enforcement of conditions of subdivision map approval. Responsibility: Community Development</p>	<p>The proposed project would meet the requirements of the General Plan 2020 and General Plan 2040 designation, but will require an amendment to comply with the zoning standards.</p>

**Exhibit 3**

**TABLE ANALYZING PROJECT CONSISTENCY WITH SAN RAFAEL GENERAL PLAN 2020**

<p>Timeframe: Ongoing Resources: Staff Time</p> <p><b>LU-23c. Live/work Regulations.</b> Revise live/work zoning regulations to ensure that live/work units are appropriately designed and used for combined residential and business uses.</p> <p>Responsibility: Community Development Timeframe: Long Term Resources: Staff Time</p> <p><b>LU-23d. Industrial Zoning Districts.</b> Reevaluate and modify as needed definitions and FARs for Industrial and Light Industrial/Office Zoning District.</p> <p>Responsibility: Community Development Timeframe: Short Term Resources: Staff Time</p>	
<b>HOUSING ELEMENT</b>	
<p><b>H-1. Housing Distribution.</b> Promote the distribution of new and affordable housing of quality construction throughout the city to meet local housing needs.</p> <p><b>H-1a. Annual Housing Element Review.</b> Provide an annual Housing Element progress report for review by the public and City decision-makers. The Report will document:</p> <ul style="list-style-type: none"> <li>● San Rafael's annual residential building activity, including identification of any deed restricted affordable units;</li> <li>● Progress towards the Regional Housing Needs Allocation since the start of the planning period; and</li> <li>● Implementation status of Housing Element programs</li> </ul>	<p>Affordable Housing Requirement Pursuant to Section 14.16.030 (Affordable Housing Requirements) of the Zoning Ordinance, projects proposing 21 or more housing units are required to provide 15% of the proposed units as affordable housing units. The applicant proposes around 18 rental units, which means the project would have to dedicate two (2) units for affordable housing. Because the project is a rental housing project the applicant would have to dedicate a minimum of fifty percent (50%) of the required affordable housing units to a maximum monthly rent of very low-income households (one unit). The remaining affordable housing units shall have rents that do not exceed the affordable monthly rent of low-income households. The applicant will need to demonstrate that how they will comply with this requirement and demonstrate that the affordable units are dispersed throughout the development and reflect the same quality in construction as the market rate units.</p>

**Exhibit 3**

**TABLE ANALYZING PROJECT CONSISTENCY WITH SAN RAFAEL GENERAL PLAN 2020**

<p>Responsibility: Community Development, Economic Development Timeframe: Annually Resources: Fees</p>	
<p><b>H-3. Public Information and Participation.</b> Provide information on housing programs and related issues. Require and support public participation in the formulation and review of the City’s housing policy, including encouraging neighborhood involvement in development review. Work with community groups to advocate programs that will increase affordable housing supply and opportunities. Ensure appropriate and adequate involvement so that the design of new housing will strengthen the character and integrity of the neighborhood.</p> <p><b>H-3a. Neighborhood Meetings.</b> Require neighborhood meetings, as provided for by the City Council resolution for Neighborhood Meeting Procedures, for larger housing development proposals and those that have potential to change neighborhood character. In larger projects, the City requests that developers participate in formal meetings with the community. The City facilitates outreach by helping applicants find information on the appropriate neighborhood groups to contact. City staff attends meetings as a staff resource and conducts noticing of meetings.</p> <p>Responsibility: Community Development Timeframe: Ongoing (as part of project review) Resources: Fees</p> <p><b>H-3b. Information and Outreach on Housing Issues.</b> Continue to provide information to improve awareness of housing needs, issues and programs, and to collaborate with housing organizations to publicize in-service training, press releases, fair housing laws, contacts, and phone numbers. For example, provide links on the Community Development webpage to housing resources, such as the</p>	<p>The applicant will need schedule neighborhood meetings as part of the formal application process.</p>

**Exhibit 3**

**TABLE ANALYZING PROJECT CONSISTENCY WITH SAN RAFAEL GENERAL PLAN 2020**

<p>State Department of Housing and Community Development (HCD).          Responsibility: City Manager, Community Development, Economic Development          Timeframe: Annually          Resources: Fees</p> <p>See also CD-15a (Notification and Information about Development Projects) and G-7a (Review of Facilities Proposed by Other Public Agencies).</p>	
<p><b>H-9. Special Needs.</b>          Encourage a mix of housing unit types throughout San Rafael, including very low- and low-income housing for families with children, single parents, students, young families, lower income seniors, homeless and the disabled. Accessible units shall be provided in multi-family developments, consistent with State and Federal law.</p> <p><b>H-9a. Adaptive Housing.</b> Ensure compliance with State and Federal requirements for accessible units. Conduct regular "coffee and codes" meetings with design and construction industry members to discuss requirements under the Americans with Disabilities (ADA) Act. An average of 2-3 meetings are held per year, consisting of simplified explanations of technical information and a range of topics aimed at clarifying development standards.          Responsibility: Community Development          Timeframe: Ongoing          Resources: Fees</p> <p><b>H-9b. Reasonable Accommodation.</b> Encourage and facilitate the provision of housing for persons with disabilities. Implement zoning regulations to provide individuals with disabilities reasonable accommodation in rules, policies, practices, and procedures that may be necessary to ensure equal access to housing.          Responsibility: Community Development</p>	<p>Policy H-9-Special Needs calls for a mix of housing types at varying income levels to serve a diverse population including housing for single parents, students and young families. The City is obligated to provide its fair share of projected future Regional Housing Needs (RHNA). The City's fair share of housing is 1,007 units for the 2015-2023 RHNA Cycle. The applicant will need to provide information as part of the formal application on how the project contributes to the affordable housing requirement and demonstrate compliance with accessibility requirements and affordable housing requirements.</p>

**Exhibit 3**

**TABLE ANALYZING PROJECT CONSISTENCY WITH SAN RAFAEL GENERAL PLAN 2020**

<p>Timeframe: Ongoing Resources: Staff Time</p> <p><b>H-9c. Housing Opportunities for Persons Living with Disabilities:</b> The Golden Gate Regional Center (GGRC) provides services and support for adults and children with developmental disabilities, including over 400 San Rafael residents. The GGRC reports that 60 percent of their adult clients with developmental disabilities live with their parents, and as these parents age and become frailer their adult disabled children will require alternative housing options. The City will coordinate with the GGRC to implement an outreach program informing San Rafael families of housing and services available for persons with developmental disabilities, including making information available on the City’s website. Program Objective: Disseminate information on resources available to persons with developmental disabilities. Responsibility: Community Development Timeframe: 2015 Resources: Staff Time</p> <p><b>H-9d. Housing for Extremely Low Income Households.</b> To meet the needs of extremely low income households, prioritize some housing fees for the development of housing affordable to extremely low-income households, to encourage the development of programs to assist age-in-place seniors, to increase the amount of senior housing, to increase the production of second units, and to facilitate the construction of multifamily and supportive housing. Responsibility: Community Development Timeframe: Annually Resources: City in-lieu funds and Successor Agency affordable housing funds</p>	
<p><b>H-10. Innovative Housing Approaches.</b> Provide opportunities and facilitate innovative housing</p>	

**Exhibit 3**

**TABLE ANALYZING PROJECT CONSISTENCY WITH SAN RAFAEL GENERAL PLAN 2020**

approaches in financing, design and construction of units to increase the availability of low- and moderate-income housing and especially for housing that meets the city's housing needs. Examples include:

- a. Limited Equity Cooperatives. Encourage limited equity residential cooperatives and other non-profit enterprises such as self-help projects designed to provide affordable housing.
- b. Manufactured Housing (Modular, Mobile homes). Allow, consistent with state law, creative, quality manufactured housing as a means for providing affordable housing.
- c. Single Room Occupancy (SRO) Units. Encourage construction of new SRO units and protection of the existing SRO unit supply.
- d. Live/Work Housing. This type of housing is intended for a resident and their business, typically on different floors of the same unit, and well suited to San Rafael's downtown.

**H-10a. Co-Housing, Cooperatives, and Similar Collaborative Housing Development.** Provide zoning flexibility through Planned Development District zoning to allow housing development that is based on co-housing and similar approaches that feature housing units clustered around a common area and shared kitchen, dining, laundry, and day care facilities.

Responsibility: Community Development  
Timeframe: Ongoing (as part of project review)  
Resources: Fees

See also LU-2a (Development Review).

**H-10b. Manufactured Housing.** Continue to allow quality manufactured housing in all zoning districts which allow single-family residences.

Responsibility: Community Development  
Timeframe: Ongoing (as part of project review)

**Exhibit 3**

**TABLE ANALYZING PROJECT CONSISTENCY WITH SAN RAFAEL GENERAL PLAN 2020**

<p>Resources: Staff Time</p> <p><b>H-10c. Single Room Occupancy (SRO) Units.</b> Actively promote existing incentives for SRO apartments, such as no density regulations and lower parking standards, in multifamily and mixed use districts in recognition of their small size and low impacts. Where needed, encourage linkages to social services.</p> <p>Responsibility: Community Development Timeframe: Ongoing Resources: Fees, Staff Time</p> <p><b>H-10d. Zoning for Live/Work Opportunities.</b> Continue to accommodate live/work quarters in commercial districts, and allow for flexibility in parking requirements as supported by a parking study.</p> <p>Responsibility: Community Development Timeframe: Ongoing Resources: Staff Time</p>	
<p><b>H-18. Inclusionary Housing Requirements.</b> The City of San Rafael first adopted inclusionary requirements in the 1980's. The City requires residential projects to provide a percentage of affordable units on site and/or pay in-lieu of fees for the development of affordable units in another location. The City's program requires the units remain affordable for the longest feasible time, or at least 55 years. The City's primary intent is the construction of units on-site. The units should be of a similar mix and type to that of the development as a whole, and dispersed throughout the development. If this is not practical or not permitted by law, the City will consider other alternatives of equal value, such as in-lieu fees, construction of units off-site, donation of a portion of the property for future non-profit housing development, etc. Allow for flexibility in providing affordable units as long as the intent of this policy is met. Specific requirements are:</p>	<p>The project applicant will be required to provide affordable housing (see policy <b>H-1. Housing Distribution</b> above).</p>



**Exhibit 3**

**TABLE ANALYZING PROJECT CONSISTENCY WITH SAN RAFAEL GENERAL PLAN 2020**

<p><b>Rental Units.</b> Provide, consistent with State law, a minimum of 50% of the BMR units affordable to very low-income households at below 50% of median income, with the remainder affordable to low income households at 50-80% of median income.</p> <p><b>Sale/Ownership Units.</b> Provide a minimum of 50% of the BMR units affordable to low income households at 50-80% of median income, with the remainder affordable to moderate income households at 80-120% of median income.</p> <p><b>Calculation of In-lieu Fee.</b> Continue to provide a calculation for in-lieu fees for affordable housing. For fractions of affordable units, if 0.5 or more of a unit, the developer shall construct the next higher whole number of affordable units, and if less than 0.5 of a unit, the developer shall provide an in-lieu fee.</p> <p><b>H-18a. Inclusionary Housing Nexus Study.</b> Conduct an Inclusionary Housing Nexus Study and engage with the local development community and affordable housing advocates to evaluate the Inclusionary Housing Ordinance and in-lieu fee requirements for effectiveness in providing affordable housing under current market conditions. Amend the Inclusionary Housing Ordinance as appropriate, to enhance the Program's effectiveness and consistent with recent court decisions.</p> <p>Program Objective: Conduct affordable housing nexus study and amend the Inclusionary Housing Program as warranted.</p> <p>Responsibility: Community Development, Economic Development</p> <p>Timeframe: 2016</p> <p>Resources: Fees, Staff Time</p>	
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**Exhibit 3**

**TABLE ANALYZING PROJECT CONSISTENCY WITH SAN RAFAEL GENERAL PLAN 2020**

<b>SUSTAINABILITY ELEMENT</b>	
<p><b>SU-1. Land Use.</b> Implement General Plan land use policies to increase residential and commercial densities within walking distance of high frequency transit centers and corridors.</p> <p><b>SU-1a. Transportation Alternatives.</b> Consider land use and transportation alternatives (better bicycle and pedestrian access and increased transit feeder service) to best use the future Civic Center SMART Station.                      Responsibility: Community Development, Public Works                      Timeframe: Short Term                      Resources: Grants, Transportation Agencies</p> <p><b>SU-1b. Walkable Neighborhoods.</b> Determine areas in need of sidewalk improvements, land use changes, or modified transit stops to create walkable neighborhoods.                      Responsibility: Community Development, Public Works                      Timeframe: Long Term                      Resources: Staff Time</p>	<p>The applicant will be required to provide a traffic impact analysis that evaluates the projects Level of Service (LOS) impacts as well as impacts associated with Vehicle Miles Traveled (VMT). Trips from the project will be used to evaluate potential need for improvements at the project driveway to accommodate project-generated traffic. The need for turn lanes will be evaluated in terms of volume, adequacy of sight distance and safety considerations.</p> <p>The project site is adjacent to major public transportation routes, but has limited walkable amenities.</p>
<p><b>SU-2. Promote Alternative Transportation.</b> Decrease miles traveled in single-occupant vehicles.</p> <p><b>SU-2a. Bike Share Program.</b> Facilitate the creation of a bike share program, particularly in the Downtown area. Conduct a feasibility study to determine feasibility, scale, and costs.                      Responsibility: Public Works, Economic Development                      Timeframe: Long Term                      Resources: Private Vendors, Grants, Parking District, Measure A</p> <p><b>SU-2b. Car Share Program.</b> Facilitate the creation of a</p>	<p>The location of the site near transit will encourage alternative modes.</p>

**Exhibit 3**

**TABLE ANALYZING PROJECT CONSISTENCY WITH SAN RAFAEL GENERAL PLAN 2020**

<p>car share program, particularly in the Downtown area. Conduct a feasibility study to determine feasibility, scale, and costs.</p> <p>Responsibility: Public Works, Economic Development Timeframe: Long Term Resources: Private Vendors, Grants, Parking District, Measure A</p> <p><b>SU-2c. Bus Service.</b> Support Marin Transit and the Transportation Authority of Marin in the planning, funding and implementation of additional transit services that are cost-effective and responsive to existing and future transit demand.</p> <p>Responsibility: Public Works Timeframe: Long Term Resources: Measure A, State Transportation Funds</p> <p><b>SU-2d. SMART.</b> Encourage continued funding, development and use of SMART, which will provide residents and employees of San Rafael an additional transportation alternative to single-occupant vehicles.</p> <p>Responsibility: Public Works Timeframe: Short Term Resources: SMART</p> <p><b>SU-2e. Sidewalk and Street Improvements.</b> Continue to implement sidewalk and bicycle improvements in accordance with the adopted Bicycle and Pedestrian Master Plan and the Safe Routes to School program.</p> <p>Responsibility: Public Works Timeframe: Ongoing Resources: State Transportation funds, Measure A</p> <p><b>SU-2f. Transit to Schools.</b> Encourage the school districts, Marin Transit and the Transportation Authority of Marin</p>	
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**Exhibit 3**

**TABLE ANALYZING PROJECT CONSISTENCY WITH SAN RAFAEL GENERAL PLAN 2020**

<p>to increase funding for school busing programs, promote carpooling and limit vehicle idling. Responsibility: Public Works Timeframe: Ongoing Resources: General Fund, grants</p>	
<p><b>SU-3. Alternative Fuel and Fuel Efficient Vehicles.</b> Promote the use of alternative fuel and fuel efficient vehicles.</p> <p><b>SU-3a. Public Charging Stations.</b> Install charging stations for plug-in electric vehicles in City garages and parking lots. Responsibility: Public Works, Parking Services, Community Development Timeframe: Ongoing Resources: Grants, Parking District</p> <p><b>SU-3b. Charging Stations for Private Facilities</b> (Deleted per Amendment on 12/5/16)</p> <p><b>SU-3c. Regional Charging Stations.</b> Support regional efforts to encourage use of plug-in electric vehicles and widespread availability of charging stations for electric vehicles. Responsibility: Public Works, Community Development Timeframe: Ongoing Resources: Staff Time</p>	<p>The applicant will be encouraged to install EV charging on site.</p>