



NOTICE OF PROJECT STATUS

October 19, 2012

Conversion Management Associates
2904 Washington Street
San Francisco, CA 94115

RE: Marin Catholic High School Design Review (13-24)
675 Sir Francis Drake Boulevard, Kentfield
Assessor's Parcel Number 022-010-35
Project ID: 12-0286

To Whom It May Concern:

The Community Development Agency - Planning Division and reviewing agencies have examined your application and have determined that it is incomplete because additional information is required. This notification is in accordance with State law which requires that we inform you in writing of the status of your application within 30 days after your application was submitted or resubmitted.

Unless specified otherwise, please submit 3 copies of the following items within the next 30 days:

Marin County Community Development Agency, Planning Division (Scott Greeley, Planner, (415) 473-7043)

1. In conformance with Item 24 of the application checklist, submit a complete description of how the full scope of the proposed project will impact the Operational Characteristics of the field in relation to how it is currently used. A side by side table of existing versus proposed games is encouraged, with the changes to the schedule made possible by the installation of lights clearly shown. In the materials provided with your application, you state that the number of evening games will be limited to 10 per year for sporting events. Unless otherwise stated, it is assumed that you mean to say that there will be no more than 10 evening games per calendar-year which will require lights. It should also be clarified whether you anticipate needing to utilize the lights or speakers for events other than for night games, including practices or other school or non-school related events. You should state whether any group or individual, outside of the school might be permitted to use the lights and, if so, who, what the hours of operation might be, as well as the frequency of such events. Please indicate other sports fields in Marin that are lit and could be used for your evening games. From the information provided, please be aware that a Use Permit may be deemed necessary. If a Use Permit is required, it may also result in new comments from other agencies, including the Department of Public Works, which reflect the new entitlement being sought.

2. Item 26 of the application checklist requires story poles to be installed to simulate the appearance and/or scope of a proposed structure or physical improvement. This helps the public better visualize the size of a proposed improvement. It also helps staff make Design Review findings. As such, as long as it can safely be done, even for a short period of time, staff would like you to install story poles to simulate the height of the proposed 80 foot tall lights. While this would help with the necessary Design Review findings, this completeness item can be waived if it is ultimately deemed unsafe.
3. In conformance with item 28 of the application checklist, submit photo-simulations of how the proposed project will appear from off-site.
4. In conformance with item 29 of the application checklist, submit a photometric study. This study shall be prepared by a lighting expert. Depending on the results of the study, a biological study of potential lighting effects on wildlife may be necessary.
5. In conformance with item 30 of the application checklist, indicate whether the proposed speaker system will increase the volume of games in comparison to the existing system.
6. In conformance with item 38 of the application submittal checklist, clearly identify on the site plan the location of the wetland plus the 100 foot buffer established by the Countywide Plan Wetland Conservation Area (WCA) policies.

Preliminary Merits

The proposed project is subject to the policies of the Countywide Plan, Kentfield-Greenbrae Community Plan, and the County Development Code. The Kentfield Planning Advisory Board represents the local community and has raised concerns about the proposed lighting system and are planning to convene another hearing to discuss the issue on October 24, 2012. They are also recommending that the school and the County enter into an agreement which limits nighttime usage to 10 games per year. Please see the comments above, made by Planning, in incompleteness item 2 which speaks to this. Additionally, if it were deemed appropriate for the County to regulate the number of evening events which utilize the light system at the school, the school may be required to pay the County to employ an independent monitor to ensure that the school adheres to the approved number of nights in which the lights are utilized and the hours they are used.

In your application, you state that that the school will be losing a net of 282 stadium seats it presently has. The school is therefore requesting the right to ask for the additional seating at a future date, as part of a separate application. This is acceptable, but be aware that such an application will require a new Design Review application at a minimum and may require other entitlements as well.

These preliminary comments are not meant to be exhaustive, additional comments may be forthcoming after the revised plans have been reviewed, and the suggestions are advisory in nature.

Submittal

Please carefully review the items indicated above and call the pertinent agency staff member at the number listed at the top of each heading. Please submit all of the requested information together to the Planning Division at one time. The review of your application may be delayed if you submit information directly to the agency that requested the information. In order to facilitate our review of the additional information that you submit, it is suggested that you include with the submittal package a numbered list corresponding to the item requested which outlines the

response and/or the location on the plans where the response could be found. Please note that the time period required by State law for us to review the additional information submitted in response to this Notice of Project Status will not commence until all of the information is submitted to our office at one time. Partial submittal of information requested is strongly discouraged. If you require additional time to collect the information listed above, please send me a written request for an extension for a specific period, such as an additional thirty (30) days. It is important to ask for an extension if you need one because your application will expire and be deemed withdrawn from processing unless an extension of time is requested and granted.

If you disagree with this decision regarding the incompleteness of your application, you may appeal it to the Planning Commission. A Petition for Appeal and a \$600.00 filing fee must be submitted in the Community Development Agency - Planning Division, Room 308, Civic Center, San Rafael, no later than 4:00 P.M., **November 2, 2012.**

Enclosed are comments received by staff in response to this application. Please note the comments on the merits of the project. These are normally included into conditions of project approval.

Please call me at (415) 473-7043 or contact me via email at sgreeley@marincounty.org as questions arise regarding your application or the development review process. Voicemail messages will be returned before the end of the next business day. If you wish to discuss your application in person, please contact me to schedule an appointment. I will try to schedule an appointment within 5 business days. Drop-by office visits without an appointment are discouraged. I will endeavor to process your application expeditiously.

Sincerely,


Scott Greeley
Planner

Attachments: DPW memo, dated October 18, 2012
KPAB minutes, dated October 10, 2012, and agenda dated October 24, 2012
MMWD memo, dated October 8, 2012

cc: Greenbrae Property Owners Association
Kentfield Planning Advisory Board
Chris Ford, BRW Architects
Cara Zichelli, DPW
James Raives, Parks and Open Space
Tom Lai, CDA
Brian Crawford, CDA
Sandy Laird, BOS
Katie Rice, BOS