



NOTICE OF PROJECT STATUS

January 4, 2013

Peter McDonnell
Conversion Management Associates
2904 Washington Street
San Francisco CA 94115

RE: Marin Catholic High School Design Review (Project ID: 2012-0286)
675 Sir Francis Drake Boulevard, Kentfield
Assessor's Parcel 022-010-35

Dear Mr. McDonnell:

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
(Neal Osborne, Senior Planner (415) 473-7173)

1. A complete description of how the project will change the Operational Characteristics of the field, bleachers, and public address system. This information shall include a side by side table of existing versus proposed with the following:
 - a) the maximum number of staff on site at any one time;
 - b) the hours of operation, including hours open to students or the public and hours when staff would be working;
 - c) projected peak hours of operation, with the total number of staff, students, and other visitors on the site;
 - d) schedule and projected peak hours of operation for special events, with maximum number of staff, students, and visitors that would be in attendance; schedule, frequency, and nature of any expected deliveries to the site; noise levels for the existing and proposed operation; and path of travel for pedestrians and vehicles to the site;
 - e) the times when you will use the speakers, including practices or other school or non-school related events;

- f) information regarding any non-school related groups or individuals the might use the field facilities and public address system in addition to school uses. Identify hours of operation and the frequency of such events.
2. A written agreement to construct story poles for the new bleachers and speaker mounts, before we determine the application materials to be complete and before distribution of public notices for the merits review. Please notify staff when the story poles have been constructed so a site inspection can be completed, the application determined to be complete, and public notices distributed.
 3. Revised photo-simulations of the bleachers the show the existing and proposed bleachers at the same size and scale. Provide photo-simulations from vantage points within Hal Brown Creekside Park.
 4. An acoustical study prepared a qualified acoustical engineer of the existing public address system pursuant to the terms of the agreement with the Greenbrae Property Owners Association based on sound tests at four agreed upon locations. The County reserves the right, if determined necessary after review of the study, to hire a third party acoustical engineer at your expense to conduct peer review.
 5. A plan that shows the location of all proposed speakers, mounting structures, and their designs. Information regarding the specifications of the electronic components proposed to power and control the public address system.
 6. Revised plans that:
 - a) delete the reference to lights in the Project Description on the cover sheet and on Sheet C1.0;
 - b) Indicate that the subject property is located within the Kentfield/Greenbrae Community Plan Area on Sheet C1.0;
 - c) delete the reference to lights in the Height section on Sheet C1.0;
 - d) indicate the number of existing seating capacity for home and visitor's bleachers on Sheet A1.2.
 - e) clarify the timing and proposed physical changes to the visitor's bleachers.
 - f) Indicate the maximum height above grade for the proposed accessible ramp from the Student Center to the proposed accessible parking area.
 7. One copy of revised plans printed on 11-inch by 17-inch paper.

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., **January 18, 2013.**

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.

Preliminary Merits Comments

The proposed project is subject to the policies of the Countywide Plan, Kentfield-Greenbrae Community Plan, and the County Development Code. The County may require a condition of approval for a monitoring and program regarding noise, frequency, and intensity of uses. The applicant may be required to pay for the County to employ an independent monitor to ensure that the school adheres to all conditions of approval.

Please also be aware that changes to the operational characteristics of the field and the public address system may result in potential environmental impacts to the adjacent residential neighborhoods, wetlands, Creekside Park, and wildlife habitats. Additional studies, including a Biological Site Assessment, performed by a qualified biologist, may be required to evaluate the potential impacts.

Staff recommends modifications to the landscape plan to use plants native to Marin County that are drought-tolerant and non-pyrophytic.

Please call me at (415) 473-7173 or contact me via email at nosborne@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 five business days. Drop-by office visits without an appointment are discouraged. I will endeavor to process your application expeditiously.

Sincerely,

Neal Osborne
Senior Planner

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Attachments:

- (1) James Raives, Marin County Parks e-mail, 12/20/12
- (2) Kentfield Planning Advisory Board minutes, 12/12/12
- (3) Jim Galli, Kentfield Fire Protection District letter, 12/12/12
- (4) Cara E. Zichelli, Department of Public Works Inter-Office Memorandum, 12/11/12
- (5) Numerous letters and e-mails from Interested People, 10/1/12 through 12/27/12

Copies via e-mail or USPS if e-mail address unknown:

Katie Rice, 2nd District Supervisor
Sandy Laird, 2nd District Supervisor's Aide
Brian Crawford, CDA
Tom Lai, CDA
Cara E. Zichelli, DPW
James Raives, DPOS
Kentfield Planning Advisory Board
Greenbrae Property Owners Association
Chris Ford, BRW Architects
Interested People