



THE CITY OF
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CALIFORNIA

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April 17, 2015

Scott Mendelsohn
Marin Sports Academy LLC
50 Queva Vista
Novato, CA 94947

RE: P2015-026, Master Plan Amendment, Precise Plan Amendment, Tentative Master Plan, and Design Review for a commercial sports complex and community park, APNs 157-180-71 and -79

Dear Scott:

On March 19, 2015, the City of Novato received plans for a Master Plan and Precise Development Plan and Design Review for the proposed Hamilton Fields project at Hamilton Parkway and Todd's Road, APNs 157-180-71 and -79. The City has reviewed this information to determine if there is sufficient information to deem it complete. The following materials/information is needed for a complete application submittal:

Planning Division Requirements and Comments:

Plan Set: Several sheets require a legend to understand all elements shown. An information summary is also needed to summarize the square footages of all buildings proposed, site coverage and parking provisions. If the proposed Interpretive Pavilion is to be relocated, revised plan sets will be required.

General Plan Land Use Map Amendment: The application will also require an amendment to the General Plan Land Use Map. The existing Land Use Map shows a portion of the property as Open Space, including portions of the proposed tournament ball field. A request to amend the map to designate the entire development area as Parkland should be submitted, including an exhibit map.

Master Plan: Section 19.42.060(E)(1) establishes submittal requirements for Master Plans:

- (a)(6) Existing trees and trees proposed for removal, including within the creek area must be shown,
- (a)(11) An informational sheet in the plan set indicating the square footages of all buildings proposed,
- (b)(6) An evaluation of potential historic and archaeological resources will be done as part of the preparation of the environmental document by the City,
- (b)(7) An evaluation of noise sources will be done as part of the preparation of the environmental document by the City,

- (b)(8) A preliminary traffic analysis was prepared for the City and will be done as part of the preparation of the environmental document by the City,
- (b)(9) A hydrologic analysis will be done as part of the preparation of the environmental document by the City,
- (b)(12) A biological assessment will be done as part of the preparation of the environmental document by the City, and
- (c) A lighting photometric diagram and a detailed operational and maintenance plan for the Community Park and maintenance plan (including anticipated water demand and use of pesticides and herbicides) for the commercial sports complex.

Precise Development Plan: Section 19.42.060 (F)(1) establishes submittal requirements for Precise Development Plans:

- (a)(3) Identification of existing trees more than 3 inches in diameter proposed for removal in the development area, including the proposed creek crossings,
- (a)(7) Architectural details (elevations, floorplans, height, size) of proposed accessory buildings (concession stands, restrooms, etc.) and of the proposed design and structural support for bridges.

Art Program: Section 19.21 of the Zoning Code requires identification of an Art Project to satisfy the requirements of this Section.

Compliance with Hamilton Master Plan: The proposed project must comply with provisions contained in the Hamilton Master Plan. A written analysis is needed of project compliance with the Plan’s goals, design concepts and land use plan, noting any proposed deviations or amendments. A copy of the Hamilton Master Plan will be provided under separate cover.

Engineering Division Requirements and Comments:

1. All existing property lines and easements need to be clearly shown and labeled on the civil plans.
2. Provide a copy of the Final Closure and Post Closure Landfill Maintenance Plan.
3. The project description states that approximately 12 acres will be dedicated to the City. The Easement for Recreational Uses does not appear to grant the applicant this right. How is this “dedication” proposed to be accomplished?
4. The existing conditions base map topo needs to show and label all existing structures and improvements (e.g., existing roads, skate park parking lot, concrete slabs and bunkers).
5. Submit a preliminary drainage report with hydrology and hydraulics calculations. Include positive drainage of City property east of the landfill.
6. Show and label FIRM Flood Hazard Zones and flood elevations or depths on the grading plans.

7. The proposed development will need to comply with Municipal Code Section 5-31 - *Flood Damage Prevention Requirements*. In addition, for any fill or structures proposed within a Flood Hazard Area, a hydraulic study must be prepared demonstrating that this will not increase any flood elevations. Explain how this will be accomplished and submit hydraulic analysis to support.
8. Submit a preliminary Stormwater Control Plan prepared in accordance with the BASMAA Post Construction Manual. Incorporate integrated Low Impact Design (LID) principals into the site design. In addition, post-development runoff shall not exceed pre-development runoff for the 2-year, 24-hour storm.
9. Explain how underground utilities and structure foundations such as backstop posts can be installed without disturbing the landfill cap.
10. The access road needs to be designed to City standards for a public. Provide a typical cross-section.
11. Provide additional cross section and extend sections to show existing houses relative to proposed grades.

Advisories (not required for application completeness):

12. We suggest including a Class 1 multi-use path connecting the SMART MUP to the future Bay Trail.

North Marin Water District Requirements and Comments:

Advisories (not required for application completeness):

1. Construction of new water distribution facilities is required before water service can be provided to the project. The owner must apply to the District; enter into an agreement with the District and complete financial arrangements for the new facilities prior to recording the final map. Occupancy approval shall not be granted until water service installation is complete.
2. The District recently expanded recycled water delivery to this area and the onsite facilities shall be designed to use recycled water for dual plumbing and landscape irrigation. Accordingly, the project will require installation of both in-tract and off-tract potable and recycled water mains in compliance with District regulations and specifications.
3. The owner must dedicate easements where necessary for District facilities (both potable water and recycled) to serve this proposed project. Water pressure in this area at an elevation of 60 feet is approximately 40 psi and fire flows are in excess of 3500 GPM. Separate fire services would be required for commercial/retail structures and separate meters for landscaping demands would also typically be provided.
4. The project must conform to District Regulation 15 – Mandatory Water Conservation Measures. Occupancy approval shall not be granted until compliance with water

conservation measures, as applicable, can be verified. For the full scope of the required water conservation measures for both indoor fixtures/appliances and landscaping refer to Regulation 15 (sections e. and f.) at www.nmwd.com. Please contact the District Water Conservation Coordinator at (415) 761-8933 if you have any questions regarding clarification of required water conservation measures or plan submittal requirements.

5. Installation of an above-ground, reduced pressure principle (RPP) backflow prevention device at the meter is required in accordance with the District's Regulation 6 (at www.nmwd.com) and California Department of Health Regulations (Title 17). Upon installation, an inspection report (device testing) must be completed and returned to the District prior to the commencement of business activities. Please contact our Cross Connection Control Technician at (415) 761-8931 for more specific requirements.

Novato Fire Protection District Requirements and Comments:

1. Roadways shall be not less than 20 feet wide, capable of accommodating 60,000 pounds gross vehicle weight and conform to NFD Standard #210. All turn-outs and turn-arounds for fire apparatus shall be dedicated and noted on plans. "No Parking Fire Lane" signs and curb marking shall be installed conforming to NFD Standard #204.
2. A second means of fire apparatus ingress and egress shall be provided for the project and acceptable to the Fire Marshal prior to deeming the project submittal complete. In addition to the main entrance, a minimum of one additional emergency ingress and egress shall be required for the proposed project conforming to NFD Standard #210. Additional details shall be provided on proposed secondary emergency vehicle access prior to approval, including a section showing the grade of the proposed EVA and submittal of the existing easement language for connection to Serra Court.
3. A recorded and dedicated four wheel drive access shall be provided with curb cuts to maintain access to open space and the existing levees and shall be indicated on project plans.
4. An approved fire gate shall be installed and shown on project plans, located by the Fire Marshal and conforming to NFD Standard #221.

Advisories (not required for application completeness):

5. Automatic fire sprinklers are required per NFPA Std. 13. Plans, calculations shall be submitted under permit with NFPD for review and approval. Automatic fire sprinklers are required for all buildings (except those with "U" <1000 sq.ft.) including but not limited to the indoor training facility and Ball Park Building, and shall conform to NFD local ordinances and standards. See NFD Ordinance 2013-1.
6. A fire alarm and detection system including emergency voice/alarm communication system and captions conforming to 2013 California Fire Code Chapter 9 and NFD standards. All fire sprinkler alarms and valves shall be monitored and zoned by an approved UL Central Station conforming to NFD Standard #400. A serially numbered UL Certificate shall be issued by the approved monitoring company on the alarm monitoring system.

7. Fire hydrants shall be capable of flowing 3,500 fpm, spotted by the Fire Marshal and spaced not to exceed 300 feet. Number and location to be determined by the Fire Marshal.
8. Emergency plans shall be developed and submitted to NFD conforming to CFC Ch. 4 and local ordinance for review and approval.
9. Knox key access shall be installed conforming to NFD Standard #202.
10. Maximum occupant capacity signs shall be installed conforming to NFD Standard #115.

NFD Standards can be accessed at www.novatofire.org or by calling 415-878-2690.

If you have any questions regarding the information that is contained in the letter, please feel free to contact project manager Diane Henderson at (415) 457-0525 or dhenderson@novato.org.

Sincerely,

A handwritten signature in black ink, appearing to read "RMB", with a long horizontal flourish extending to the right.

Robert M. Brown
Community Development Director

