



Park Maintenance Facility Replacement Initiative

The following excerpts regarding the Park Maintenance Facility Replacement Initiative were published in the publicly available Board of Directors Meeting Agenda Packets and subsequently presented by the District Manager and discussed at the respective public meetings at each date listed. This document will be updated as each initiative update is published and presented.

January 14, 2020:

The District will participate in a hearing with the Marin County Planning Commission on January 27, 2020 in which the merits of the project will be presented. A copy of the County-issued notice that was mailed to nearby residences has been included for reference. It is hopeful that we will have clear direction coming out of this hearing as to approval of this project and ability to move on to the building permitting phase which will involve the creation of actual construction drawings and plans.

Notice of Marin County Planning Commission Hearing

Marinwood Community Services District Design Review	Project ID: P2378	APN(s): 164-260-35
Project Address: 775 Miller Creek Road, San Rafael	Applicant: Marin Community Services District	
Project Planner: Michelle Levenson	(415) 473-3615	mlevenson@marincounty.org
Project Summary: Demolish an existing park maintenance facility, and relocate and replace it with a new park maintenance facility.		
Date of PC Hearing: Monday, January 27, 2020		
Hearing Location: 3501 Civic Center Drive, Rooms 328/330, Administration Building, San Rafael, California		
Hearing Time:	The time of the hearing will be indicated on the hearing agenda posted on the Planning Commission hearing webpage one week before the hearing.	
Staff Report:	Available on the project webpage and the PC hearing webpage by Monday, January 20, 2020	
The decision on this application may be appealed to the Board of Supervisors. If you challenge the decision on this application in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Community Development Agency, Planning Division during or prior to the public hearing. (Government Code Section 65009(b)(2).)		

More information about this application is available online at <http://www.marincounty.org/depts/cd/divisions/planning/projects>, where projects are listed for the Lucas Valley area.



All public meetings and events sponsored or conducted by the County of Marin are held in accessible sites. Requests for accommodations may be made by calling (415) 473-4381 (Voice) 473-3232 (TDD/TTY) or by e-mail at disabilityaccess@marincounty.org at least five business days in advance of the event. Copies of documents are available in alternative formats, upon request.



November 12, 2019:

After an exhaustive search for qualified contractors willing and available to install the required story poles for the proposed park maintenance facility, the District was able to identify and enter into an agreement with a contractor to perform this work. Work began on Friday, November 8th and is expected to be completed no later than early next week. This is the final requirement of our design review application



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filed with Marin County. It is my understanding that the completion of this work will mark the completion of the design review application process and begin the formal notice period.

As stated at last month's meeting, the County of Marin will be conducting all notice, communications and determinations regarding this project as Design Review is a County process, not a District process. To reiterate once more, the scope and design of the project has not changed from what was presented at multiple public meetings throughout the process and ultimately approved by the Board of Directors.

October 8, 2019:

The District has submitted further documents for this project to County Planning based on their request for additional documents and information as a function of the Design Review process. At the time of this writing, we are still awaiting final submittal review from Department of Public Works. Once the submittal package is deemed to be complete by the County, the project will be noticed by the County. The County of Marin will be conducting all notice and communications regarding this project as Design Review is a County process, not a District process. However, to be clear, the scope and design of the project has not changed from what was approved by the Board of Directors at a prior public meeting.

August 13, 2019:

As mentioned at prior meetings, staff continues to work with Hansell Design in preparing the additional documents requested by the County in response to the project's Design Review application. The remaining request for documentation from the County requires minor work performed by a civil engineer, which is currently in progress.

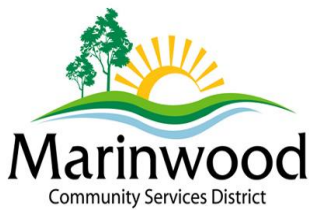
July 9, 2018:

As mentioned at prior meetings, staff continues to work with Hansell Design in preparing the additional documents requested by the County in response to the project's Design Review application. This work is expected to be completed and submitted no later than the end of July. To confirm and clarify, the County has requested additional information and documentation. At this point in the process, the County has not made any determinations in regards to the project beyond the request for additional information and documentation. This includes any determination of the project as submitted to be found out of compliance with County codes and regulations as has been incorrectly stated by a member of the public. Any such determinations will not be made, if at all, until the final design review application is submitted and then formally reviewed for potential approval.

May 14, 2019:

The District has received response to our initial Design Review Application from the County Planning Department. They have requested a large number of additional documents which will require further architecture drawings as well as potential civil engineering needs. We have been communicating with the County to gain clarity on what specifically will satisfy their remaining requests. Unfortunately, these further requests will continue to escalate preliminary costs and time involved with the progression of this project as a whole.

March 12, 2019:



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The District has submitted all materials and paid the county fees for our Design Review application to the County of Marin Planning Department in regards to the District Maintenance Facility Replacement Project. The County has up to thirty (30) days for initial review of the materials and to make any further requests of the District for additionally required materials or information. If and when such a request is made by the County, the District then has up to thirty (30) days from that point by which to respond and/or provide the additional materials. When that process is complete the County will then initiate the formal Design Review process. The exact stages of the design review process will be determined during the initial review and upon examining any additional materials that may be required.

I would like to acknowledge and thank Bill Hansell of Hansell design for all of his work and efforts in communicating with the County leading up to this point as well as the additional work performed as a result of needing to submit for design review. Mr. Hansell has been very mindful of the District's desire to keep costs as low as possible while still providing the County what they have initially requested.

February 12, 2019:

We are continuing working with Bill Hansell of Hansell Design in keeping this project moving forward the best we can. At this point it is our understanding we will be submitting an application for Design Review. Unfortunately, we remain in back and forth communications with the County Planning department attempting to ascertain what additional documents and drawings they will require from the District to submit the most efficient application possible while minimizing expense to the District incurred with the creation of additional documents. As such, a formal project application has yet to be submitted. While the Board-approved scope of project and facility design has not changed, Design Review will cause additional drawings to be created. The County is well aware of the lengthy public process the District has already undertaken and have also sent representatives to meet with staff and visit the site. It is important to reiterate that with the County's recent request for Design Review, this will not only add considerable time but also costs to the project, both in document creation and County application fees.

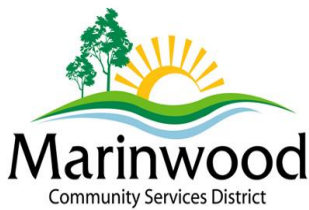
January 8, 2019:

We continue to work with Hansell Design finalizing documents for submission to the County based on the site plan and facility design concept approved and authorized by the Board of Directors at the September board meeting. We have been communicating with the County to ensure we submit the scope of detail they recommend and require. The recent holidays have presented communication lapses and delays. Once submitted, it is our understanding the County will make a final determination as to the specific planning process to be applied to this project.

September 11, 2018:

Included is the most recent site plan and building design drawings as provided by Hansell Design. Furthermore, I have included a letter received from and on behalf of our Park Maintenance Staff.

At the August 2018 board meeting Bill Hansell of Hansell Design lead a detailed presentation of facility design concepts to date, displaying 3-dimensional models, rotating views and other interactive features. During this presentation Mr. Hansell was able to receive feedback from the board, staff and members of



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the community while also providing answers to several questions. Following that meeting, Mr. Hansell met once again directly with our park maintenance staff to share and gain feedback on latest modifications as well as any discuss any remaining thoughts on behalf of the maintenance staff.

The results of his presentation at the board meeting in addition to subsequent meetings with district staff resulted in the following modifications:

- The reduction in the roof peak has been maintained at 14'-0" (with the low north end at 10'-0") while the interior clear height was checked with staff needs to confirm that anything lower is not functional nor practical.
- Discussions with staff regarding flexibility of the space for various seasonal activities resulted in expanding the central column bay width to 20'-0" from the prior standard of 12'-0". The expanded bay allows for greater maneuverability of materials while remaining within the proposed footprint. Further refinement of the clear width will be dependent upon structural engineering requirements as the project moves forward.
- The opening between the West Court and the Covered Storage/Parking area has been expanded to 19'-6" to allow for increased accessibility. No door is needed at that opening as the two areas will function together with the only difference being the portion protected by roof.
- The roll-up access doors to the workshop have been widened to 10'-0" to allow for easier loading. The emergency egress doors were relocated to accommodate the wider access doors. The desired height of the doors is at least 9'-6" which allows for about 12" to the underside of the new lower roof. That should be just enough to accommodate the roll-up mechanism.
- The rolling gates to the East and West Courts have been moved from the center of the fence width to the southern half of each fence. In other words, approximately half of the 24'-10" width of the western fence will be a rolling gate and the same will be true for the eastern fence (approximately half of 28'-11".) This will allow easier access and relatively more storage on the north half of each courtyard.
- Based upon vehicle access to the courts and around the building when necessary the existing pine tree at the southwest corner of the west court is proposed to be removed. Pending a landscape design for the entry area, this will allow 15'-3" of clear space between the corner of the fence and the closest edge of the horseshoe pits.
- A shower has been added to the restroom as requested by staff given the amount of poison oak that is experienced in the field. Lockers and a small desk space has been noted in the break room in addition to the small kitchenette sink.
- Locations for a workbench, first aid/eye rinse, hose reels, and movable storage shelves were confirmed as well as the central workshop project space. Extensive power points will be provided to allow for flexibility of layout and use.
- The fence height of the East and West Courts has been reduced to 6'-0" above finish grade based upon discussions with staff regarding minimal concealment of the equipment and security versus reducing the building massing as much as possible.

Given the extensive research, communication and resulting design efforts that are represented in the proposed site plan and facility design, staff requests the Board approve this project as proposed and authorize staff to engage in the planning and permitting process with the County of Marin.



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August 14, 2018:

Bill Hansell of Hansell Design, architect for the Park Maintenance Facility Replacement Project, will lead a presentation of current facility design concepts to date. This presentation will be technology-based and visually projected utilizing design software capable of displaying 3-D models, rotating views and other interactive features. Unfortunately, such mediums do not allow for easy transition to a static page for inclusion in the Board packet. However, utilizing this style of presentation allows for much more detailed and easily understood concept and design features to be shared and discussed.

August 14, 2018:

The following documents have been included for Board review and consideration of this item:

- Resolution 2018-08: *Adopting the Mitigated Negative Declaration and Mitigation Monitoring Program for the Marinwood Park Maintenance Facility Replacement Project*
 - Initial Study
 - Mitigated Negative Declaration
 - Mitigation Monitoring Program
- Written Public Comments received in response to the Draft Mitigated Negative Declaration and Initial Study
- Staff response to applicable public comments
- Correspondence from the State of California Governor's Office of Planning and Research acknowledging the District has complied with the State Clearinghouse review requirements for draft environmental documents

Of note, the California Environmental Quality Act (CEQA) Guidelines allows the Board to "add new information to the Negative Declaration which merely clarifies, amplifies, or makes insignificant changes to the Negative Declaration." (Title 14 CCR 15073.5 (c) (4))

As such and as received via public comment from Tammy Taylor, Marin County Planning Division, and corresponding with response to said comment provided by District staff, Mitigation Measure 1(a.b.)-1 of the Initial Study (page 11) shall be amended to state:

"The Marinwood CSD shall apply to the Marin County Community Development Agency for a Site Plan Review or Design Review, as determined by the County, and implement any conditions of approval of the County permit."

CEQA Guidelines further define the process for adopting a mitigated negative declaration, which states:

Prior to approving a project, the decisionmaking body of the lead agency shall consider the proposed negative declaration or mitigated negative declaration together with any comments received during the public review process. The decisionmaking body shall adopt the proposed



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negative declaration or mitigated negative declaration only if it finds on the basis of the whole record before it (including the initial study and any comments received), that there is no substantial evidence that the project will have a significant effect on the environment and that the negative declaration or mitigated negative declaration reflects the lead agency's independent judgment and analysis. (Title 14 CCR 15074 (b))

CEQA further defines “substantial evidence”, which states:

Argument, speculation, unsubstantiated opinion or narrative, or evidence that is clearly inaccurate or erroneous, or evidence that is not credible, shall not constitute substantial evidence. Substantial evidence shall include facts, reasonable assumptions predicated upon facts, and expert opinion supported by facts. (Title 14 CCR 15064 (f)(5))

It is in accordance with these CEQA Guidelines regarding standards of review with which the decisionmaking body should use in their consideration of whether or not to adopt the Mitigated Negative Declaration.

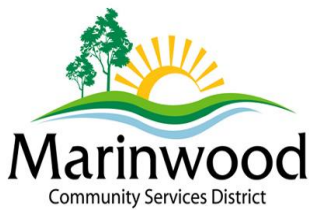
It is further in accordance of these guidelines by which staff response to public comments is based. As such, not all public comments received have been directly responded to by staff but have been acknowledged as “Comment noted.” Furthermore, comments related to the project as a whole or the facility design have not been responded to. Responses are limited to those pertaining specifically to the draft mitigated declaration of environmental impact.

July 17, 2018:

In accordance with the California Environmental Quality Act (CEQA), the District has recently completed, posted, distributed and formally noticed a draft Mitigated Negative Declaration of Environmental Impact and corresponding Initial Study. The draft Mitigated Negative Declaration is currently in a 30-day review period through July 31, 2018 at 4:00 PM. As formally noticed, the District will conduct a Public Hearing on July 26, 2018 at 5:00 PM in which it will receive any public comments specific to the draft Mitigated Negative Declaration and supporting documents. There will be no formal actions taken at the Public Hearing. Comments may also be submitted in writing. The draft Mitigated Negative Declaration, including all supporting documents, is available to view on the District’s webpage dedicated to the Park Maintenance Facility Replacement Project: <http://www.marinwood.org/park-maintenance-facility-replacement>

June 12, 2018:

The District has recently received the completed Archaeological and Cultural Resources Evaluation performed for the area encompassing the current and proposed maintenance facility site. It has been posted and is available to view on the District’s webpage dedicated to the Park Maintenance Facility Replacement Project: <http://www.marinwood.org/park-maintenance-facility-replacement>



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The District has provided “Notice of Informal Consultation” to all applicable environmental regulatory agencies in regards the initial study of the project currently being completed. Furthermore, the District has engaged the Federated Indians of Graton Rancheria in the consultation process.

May 8, 2018:

I have included the most recent renditions of the Park Maintenance Facility Replacement Initiative site layout, building design and artistic rendering as created by architect Bill Hansell of Hansell Design.

Mr. Hansell shared these with the Park & Recreation Commission at their most recent meeting. Additionally, neighbors who live immediately behind the facility area on Quietwood Drive were also personally encouraged to attend.

The current site layout concept calls for the removal of the existing modular building serving as the office area and restroom for the park maintenance staff. These functions have been incorporated into the most recent building design to include a restroom, kitchenette area (microwave, refrigerator) and a space for a computer and telephone. As such, the proposed facility would exist in part on the physical space currently occupied by the modular building thus allowing for maximum space to be preserved for redirection of the trail and open area. It also allows for the maximum setback possible from the creek bank. As currently designed, the total proposed facility, including open courtyard areas, would result in a total footprint reduction of approximately 100 square feet from the total footprint of the existing facility.

Current building design calls for both a fully enclosed “conditioned” area to be used primarily as a workspace and for tools/equipment storage as well as an “open” area to be used primarily for storage of rolling stock but could also be utilized to provide an additional work area if needed. The “open” area would be secured with walls around all sides, however, the walls would not extend all the way to the roof for a fully enclosed environment. Both of the areas would be covered by a single roof.

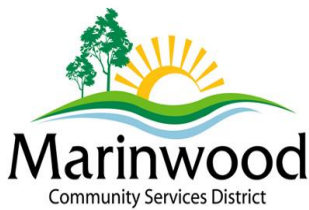
Mr. Hansell has thoughtfully designed a building exterior intended to blend in to the natural environment while also displaying not only the modern architecture traits found commonly in the neighborhood, but also to recognize the historic and cultural architecture traits common amongst inhabitants prior to development. This is best displayed in the included rendering.

Additionally, I expect to receive our archeological and cultural resources study this week. This study, along with the biological resources report, building design and site plan layout will be included in the District’s Site Plan Review Application submitted to the County Planning Department. We remain with a goal of late June by which to have the application submitted.

April 10, 2018:

The District has engaged the services of an archeologist to perform a Cultural Resources Study. This study will be included in the Site Plan Review Application packet submitted to the County of Marin.

District staff has met with Bill Hansell of Hansell Design to review initial design concept ideas. Our next meeting is scheduled for April 9. As mentioned, Hansell Design is preparing an initial schematic design



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in preparation to submit with our Site Plan Review Application to the County. The initial schematic design concept, site plan, biological and environmental assessments and the cultural resources study will be included as components of the site plan review application.

We are intending to host another community hearing in mid-June. With that, it is our hopes and goal to have the site plan review application submitted to the County shortly thereafter. It is anticipated that the County could take up to three months to issue a determination.

Additionally, further efforts have been expended determining the feasibility of Site Option 4 on the corner of Miller Creek Road in between Lucas Valley Road and the Firehouse. The following initial infrastructure needs and approximate costs were identified:

- New curb cut and driveway approach along Miller Creek Road immediately south of the firehouse would be needed. Approximate cost: \$5000
 - Additional concerns include potential safety hazards due to cars exiting Lucas Valley Road, sometimes at high rates of speed.
 - Access to the driveway would only allow for entrance approaching from Lucas Valley Road to Miller Creek Road.
- The existing landscaped screening berm and irrigation lines would need to be removed, possibly including the existing Live Oak trees. This would involve approximately 750 cubic yards of soil that would need to be trucked off site to a legal fill station. Approximate cost: \$19,000.
- A sewer line approximately 290 feet long crossing Miller Creek Road and a manhole would be required. Approximate cost: \$33,000
- Sewer connection fees would be required. Approximate cost: \$6000
- Water meter and service would be required. Approximate cost: \$11,000
- Electric and communication lines would be required. Approximate cost: \$7000
 - Electric connection may require installation of new meter.

Total approximate infrastructure costs for Site Option 4: \$81,000

March 13, 2018:

The District has entered into a time and materials contract with Hansell Design to serve as the architect for the Park Maintenance Facility Replacement Initiative. There will be three primary aspects to the architect's services: Initial Schematic Design, Preparation and Submittal of the Complete Site Plan Review Application; Creation of Construction Plans and Bidding Documents; Construction Oversight.

Hansell Design has been provided all relevant CAD files of the area and is well underway with initial concepts. As mentioned, Hansel Design is preparing an initial schematic design in preparation to submit our Site Plan Review Application to the County. The initial schematic design concept, site plan and biological and environmental assessments will be included as components of the site plan review application. We are also considered engaging a Cultural Resources Study to be included in the site plan review application. Efforts to locate potential existing studies of the immediate area have not been successful.



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In the immediate term, we are meeting with Hansell this week to provide feedback on progress to date and to discuss timing as it relates to phase one completion. We are intending to host another community presentation meeting in the near future and are gauging the most appropriate balance between submitting what the County needs to provide relevant feedback, our ability to submit revisions prior to final determination and our desire for further community input in final concept. With that, it is our hopes and goal to have the site review application submitted to the County by late April.

February 13, 2018:

I am in process of entering into a time and materials agreement with an architect to work with the District in preparing an initial schematic design in preparation to submit our Site Plan Review Application to the County. The initial schematic design concept, site plan and biological and environmental assessments will be included as components of the site plan review application. There will be three primary aspects to the architect's services: Initial Schematic Design, Preparation and Submittal of the Complete Site Plan Review Application; Creation of Construction Plans and Bidding Documents; Construction Oversight.

January 9, 2018:

I have contacted three local design architects requesting a proposal for services. I have met with two of the architects on-site and received an initial proposal from one of them. I have not been able to schedule a site visit with the third and do not anticipate doing so despite multiple attempts on my part. Once both proposals are received, they will be reviewed against each other and determination made on how best to proceed.

The District will continue to develop a Site Plan Review Application to be submitted to the County. The initial design concept, site plan and biological assessment will be included as components of the site plan review application.

December 12, 2017:

The District recently received the Biological Site Assessment report performed at the current area of the maintenance facility. It has been provided as a separate attachment to the agenda packet. The report lists environmental considerations and measures that should be undertaken both during removal of the existing facility as well as during construction of the proposed facility. The report also concludes the proposed facility would be consistent with other developed areas on the parcel and states: *"The current building configuration diminishes the habitat functions and values of the riparian corridor along Miller Creek. Removal and replacement of the facility away from the top of the bank would greatly improve the habitat values on the site, reduce the potential for pollutants and debris to enter Miller Creek, and buffer fish and wildlife populations from human disturbance."*

As for next steps, the District will continue to develop a Site Plan Review Application to be submitted to the County. The District has contracted with Willis Land Surveying to create a detailed topographic map of the area. I am currently contacting local design architects to submit proposals for initial building



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design based on the internal needs assessment previously conducted as well as the potential site plan rendering created earlier this year. All of these documents in addition to the biological site assessment will be included as components of the site plan review application.

October 10, 2017:

Director Schwartz and I met with a planner from the County Planning Department for a consultation regarding the four proposed sites. It was advised we submit a Site Plan Review application including a Biological Site Assessment. The District has entered into an agreement with Prunuske Chatham, Inc. to perform the assessment. They are also on the County's "qualified consultant" list for this type of work.

September 12, 2017:

We recently received our requested planning information packet from the County, containing information regarding projects completed on the Marinwood Park parcel, which encapsulates the entirety of the Community Center & Firehouse, Pool Complex and Panhandle section.

The date for our planning consultation meeting has been set for September 20th. Director Schwartz and I will attend this meeting and present all four potential site locations seeking feedback as it relates to various County Planning & Building Codes and Regulations.

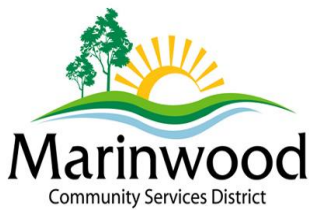
August 8, 2017:

I have submitted the County application and fees requesting a Planning Consultation as well as a Planning Information Packet which will include a complete parcel history review and pull of all prior permits awarded and/or applied for. The County has begun working on the information packet and will contact me when completed to arrange a consultation meeting date in which all four current site layout drafts will be shared and initial feedback provided.

Following last month's meeting, I met with Ray Lorber, Chair of Miller Creek Watershed Stewards. I shared with Mr. Lorber the draft site layouts for all four potential layouts and locations. We also visited the current site so he could see first-hand how the plans nearest the creek might impact area. Mr. Lorber was understanding and supportive of the District's need for a replacement facility and mentioned he felt Option 2 was the most appropriate of the four. (Option 2 involves placing the shed in the same general area while rotating to face south and pulling the facility significantly away from the creek bank).

July 11, 2017:

On July 6, 2017, Shane DeMarta and I presented the Park Maintenance Facility Replacement Initiative to the Marin Project Coordination (MPC) group. MPC meetings "*provide an opportunity for project proponents to meet with environmental regulatory permit agency staff.*" The meeting is non-binding and informal, intended to provide a forum for interaction and input of projects in the early planning phases. Environmental regulatory agencies in attendance included representatives from the Army Corp of Engineers, San Francisco Bay Regional Water Quality Control Board, California Department of Fish & Wildlife, NOAA Fisheries, Marin Resource Conservation District: Urban Streams Coordination (non-



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regulatory), Marin County Department of Public Works: Land Use Division and Marin County Stormwater Pollution Prevention Program (meeting facilitator, non-regulatory).

Due to the fact that the proposed building site options will not be encroaching into the creek as well as the estimated size of the building, several representatives did not believe the permitting process would involve their respective agencies. These included the Army Corp of Engineers, Regional Water Quality Control Board and NOAA Fisheries.

The representative from the Dept. of Fish & Wildlife also concurred that he did not believe his respective agency would require permitting due to the reasons stated above, but did mention their “permit season” closes in mid-October until early Spring. He also stated there may be considerations that need to be accounted for with the demolition of the current building, but did not foresee that as a barrier to the project as a whole. He also offered to perform a site visit to view the area and confirm if he believed they would require any permitting.

The representative from Marin County DPW-Land Use Division confirmed the Title 24 setback requirements, citing Marin County Code 24.04.560 which states: “*All structures shall be set back from creeks, channels or other major waterways at least twenty feet from the top of bank or twenty feet plus twice the channel depth measured from the toe of the near embankment, whichever is greater.*” Via MarinMaps, we were also able to confirm the site locations did not encroach into the FEMA flood control zone surrounding Miller Creek.

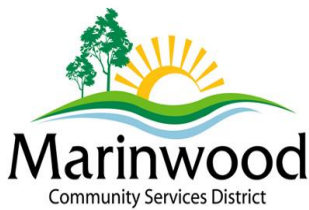
In summary, the meeting was positive and the respective agency representatives were helpful and informative. The feedback from this meeting will be further considered while we prepare to present all four site options to the Marin County Planning Department for a pre-application consultation meeting.

June 13, 2017:

The outcome of the Community Input meeting resulted in the identification of three potential areas by which to place the Park Maintenance Facility. They are:

1. The general area of the existing facility
2. An area further down the panhandle trail, closer to Miller Creek Road in the vicinity of the horseshoe pits
3. An area between the firehouse and Lucas Valley Road, along Miller Creek Road

Irv Schwartz has generously offered to create site plans for areas 2 and 3 above. I have arranged to meet with various environmental agencies who may have interest in this project due to the proximity of all locations to Miller Creek. The site plans, as well as the initiative as a whole, will be shared with the agencies during these meetings, seeking their critical input as it relates to their specific environmental considerations.



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Feedback from these meetings will then be considered and any needed revisions can be made at that time. From there, we will arrange a pre-planning consultation meeting with the County, seeking their critical input prior to beginning the formal planning applications and selection process for a design professional.

April 11, 2017:

As you aware, the Board will conduct a special meeting in conjunction with the regular Park & Rec Commission meeting on April 25, 2017 to host a Community Workshop for the Park Maintenance Facility Replacement Initiative. The workshop was discussed at great length at the most recent P&R Commission meeting in an effort to strategize the most effective ways to gather valuable community input to help influence the various aspects of this project moving. These strategies will be shared further at the Board meeting.

Efforts to publicize the Community Workshop as well as the Initiative have included but not limited to:

- a) A dedicated webpage created on our website (<http://www.marinwood.org/park-maintenance-facility-replacement>) containing various information and to be updated as the initiative progresses.
- b) Announcements posted to our website homepage as well NextDoor and via the Neighbors Email group.
- c) Announcements posted near the current maintenance facility.
- d) Word of mouth and personal announcements made to various groups such as the Lions and Waterdevils.

For your reference, I have included the workshop announcement as well as a 1-page information document that were created and distributed. Both of these have been posted to the initiative's website along with the site layout options created by Joe Runco of SWA Group.

March 14, 2017:

Included in this packet are site layout design concepts created by Joe Runco of SWA Group. As discussed at the last meeting, these concepts were created in preparation of a Community Input meeting so as to show the community how the new facility may be incorporated into the existing area.

The next step in this initiative is to set a date for the Community Input meeting. I have provided below a list of dates in which the classroom is available. Please note, many of these dates are the same as those shared for the Special Budget Hearing, which may eliminate one of the dates as a possibility. I have also included dates in which the community center is available should it be determined a larger space may be needed.

CLASSROOM:

Wednesday, April 5, 2017: 6:30pm or later

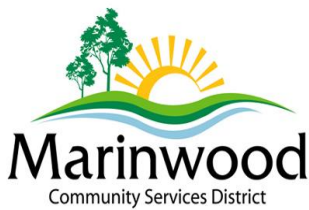
Thursday, April 6, 2017: 7:30pm or later

Thursday, April 13, 2017: 7:30pm or later

Wednesday, April 19, 2017: 6:30pm or later

Thursday, April 20, 2017: 7:30pm or later

Tuesday, April 25, 2017: 6:00pm or later (Note: P&R Commission occurs at 7:30pm)



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Thursday, April 27, 2017: 7:30pm or later

COMMUNITY CENTER:

Wednesday, April 12, 2017: 7:30pm or later

Wednesday, April 26, 2017: 7:30pm or later

Two other options are:

- Incorporate the Community Input meeting with the regular April board meeting on April 11, 2017
- Incorporate the Community Meeting with the regular Park & Rec Commission meeting on April, 25, 2017. This could also be the sole item of business for the Commission that evening as well.

February 14, 2017:

As we move towards replacement of the current dilapidated maintenance shed located on the northern edge of Marinwood Park, we have identified several items of note and next steps that should be considered in this process. These are listed below.

History in Brief:

The current wooden facility was originally constructed in 1965. In the ensuing years the footprint expanded with the addition of added fencing, small storage areas and eventually a second enclosed structure connecting to the original building. As the years progressed, electricity, water and a phone line were brought to the building.

In 2001 the District placed a modular office building directly across the path from the maintenance building. Water, sewer and electricity were brought to this building and the phone line was redirected providing a more appropriate place for park staff to meet and perform administrative work.

Throughout the years, the Maintenance facility has severely deteriorated through use and primarily weather. District staff has applied various fixes and repairs as needed that can best be described as “Band-Aids” intended to extend the useful life of the current facility, not provide a permanent repair. One of the larger temporary repairs performed by staff included adding a pitched roof over the existing roof to assist drainage and prevent a roof collapse from water weight in heavy winters. This occurred at some point approximately mid-2000’s. While the District did explore a complete roof replacement, it was determined by a structural engineer at the time that this was throwing good money after bad and the District should instead opt to replace the entire structure, and the District abandoned this initiative. Rather, the roof was tarped seasonally to prevent leaks and puddling.

The most recent the District formally pursued replacing the maintenance building was in 2010. At this time the District engaged ILS Associates, Inc., a local Civil Engineering and Land Surveying Firm, to complete a Site Plan and Topographic map. However, as the District explored further into this process this initiative too was abandoned for multiple reasons, including cost and, purportedly, neighbor opposition.

Current Status and Needs:

Needless to say, the maintenance facility has continued to deteriorate yet continues to be used to the best of its rapidly degrading functionality. The roof is still tarped seasonally. During heavy rains, the interior of the facility floods due to inadequate grading thus making the facility unusable during these time. It



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continues to store District equipment used for park maintenance purposes as the District has no other place by which to store such equipment and supplies. All the while its structure becomes more unstable and less sound.

The most recent heavy rains and winter weather have caused additional damage beyond the routine flooding, including blowing over the fence surrounding the outside storage area. The fence has since-forth been temporarily repaired by staff.

In short, while our park maintenance staff have been beyond accommodating in making the best use of the current facility as is possible while maintaining a high standard of park and facility maintenance, it is simply no longer adequate for the needs of the District. More importantly as has been the situation for too many years now, it is also presents a significant safety risk. Rather than a District asset, it is a District liability. For the well-being of our dedicated staff alone, this facility should be put out of commission as quickly as possible.

However, the District must have access to and use of a conveniently located maintenance building and facility to continue the functions served by our park maintenance department and staff. While we have conducted a search of other District-owned properties as an alternative site for a new facility, we have been unable to identify a feasible location. As such, it is recommended a new facility be constructed in the same approximate location as present.

Additionally, since 1965 when the original facility was constructed, our needs and requirements have continued to expand in scope and nature while the District has also acquired additional equipment needing to be safely stored and secured. This equipment includes but is not limited to a riding mower, a tractor, two utility vehicles, various supplies including light chemical storage and a soon to arrive new park maintenance truck.

Current Actions and Next Steps:

With the approval of the fiscal year 2016-2017 budget, the Board allocated \$80,000 in County Measure A Funds to be used specifically towards replacement of the maintenance facility.

District staff, Park & Recreation Commissioners and Board Directors have conducted research while exploring needs and options including the potential use of a premanufactured building versus new construction. In extensive discussion with Park Maintenance staff regarding facility needs, a draft schematic diagram has been produced and is attached for reference. While both options have pros and cons, a firm recommendation has yet to be made. The ability to customize the facility to adequately meet District needs today and into the foreseeable future may ultimately rule out the practicality or any potential cost savings of utilizing a premanufactured building.

Additionally, a significant concern of the District is limiting to the degree possible any current and potential impacts on the surrounding environment. This includes environmental impact to the immediate ecosystem, impact to those who regularly frequent this section of the park for recreational purposes and especially limiting the potential impact to residents located in the immediate vicinity. Considerations have been discussed, with some implemented into the included diagrams. This includes simple yet not often thought about aspects such as the direction vehicles and equipment will be entering/exiting the facility, placing maintenance equipment and machinery in areas of the facility to be as insulated for noise



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as possible and exterior design considerations allowing the facility itself to blend in to the natural environment as seamlessly as possible.

In an effort to keep this moving forward, staff and board have several immediate consideration factors. Notably:

- Community Input:

As mentioned, it will be critical to inform the community in not only the need for a new maintenance facility but also to engage and listen to the community regarding any thoughts and concerns they may have with this initiative. It will be important for the District to accommodate these concerns to all degrees practical while still remaining efficient in terms of cost, design, location and functionality. The board may want to consider scheduling a separate Public Hearing specifically to this topic. As much visual representation as possible should be created including professionally prepared concept plans. Ideally, the District may be able to identify a local resident willing to donate their time and expertise towards the creation of such concept plans and visuals.

- County Input:

Once community input has been heard and factored in, it is recommended the District receive and informal review of the concept from the Marin County Community Development Agency. They will be able to provide insight on potential regulations and requirements. The current fee for a Planning Consultation is \$320.

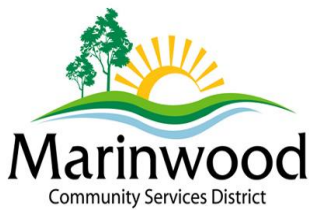
- RFP Process:

In speaking with other local agencies and municipalities, a project of this nature is often separated into phases with multiple RFP's and/or Public Bidding Processes needed to complete the initiative. The Board may want to establish a committee to review the proposals and create selection criteria.

- The first RFP is for Architecture, Design and Permit Processing and Bidding. This would include Design Review Drawings and the County's Design Review Process. This would be followed by the preparation of Construction Drawings and Documents and Building Permit Acquisition.
- The second RFP is for Construction Administration. The same architect could provide construction administration services or a separate RFP could be put out for a construction manager for the last segment.

- Construction:

This will need to be put out to bid for the construction as a public works project.



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In closing, the most recent bout of winter weather has placed an even greater sense of urgency on a project and District need that was already long overdue. Community input, including a potential separate public hearing should be scheduled as soon as feasible upon the creation of concept plans and visuals.

November 8, 2016:

I continue to draft and refine an RFP for this initiative. Utilizing a general contractor will provide a knowledge-base of existing planning and building requirements beyond those readily available amongst the District in addition to the coordination of needed sub-contractors for various scope and stages of this project. The draft specifically requests input and suggestions as to utilizing a pre-manufactured building or new construction. As we have been informed in prior meetings with a local general contractor, utilizing a pre-manufactured building may not actually be as cost advantageous as it seems once you factor in the total project needs – Site Grading/Drainage, Slab Foundation, Electrical Needs, Water & Sewer, Permitting, Aesthetics, etc. Plus, new construction allows for greater customization in design. While there are cost benefits to pre-manufactured, initial internal thoughts on design are to customize it quite a bit to fit our needs (various exterior doors & interior separation walls in addition to items listed above) which start to eat away at the savings achieved by simply going with a standard pre-manufactured model.

October 11, 2016:

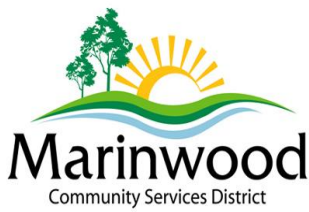
Admittedly, I have not been able to make the hoped for progress on this initiative in the past month due to other District needs and time constraints. My priority at this point regarding this initiative is to complete a draft RFP to present to the board and post. I feel this will provide a more accurate estimate of not only potential costs but also potential solutions and ideas as to how to best move forward with design and scope. Utilizing a general contractor will also provide a knowledge-base of existing planning and building requirements beyond those readily available amongst the District in addition to the coordination of needed sub-contractors for various scope and stages of this project. I have obtained additional RFP samples from the County of recent and current public works projects they are undertaking. These will help greatly in the creation of the draft RFP.

September 13, 2016:

As has been discussed at prior board meetings and monthly at Park and Recreation Commission meetings, we continue to explore the feasibility of replacing the current park maintenance building. The intention is to utilize the current footprint of the existing building, if possible.

Park maintenance staff have provided valuable feedback including a draft concept design. Director Naylor has created a project management document that was shared with the P&R Commission at a recent meeting to help keep this initiative on-track and moving forward. We have also had informal conversations with general contractors in an effort to help provide a scope of the project as well as provide ideas and issues we will need to consider.

I have been able to locate a series of documents and notes from the last time this initiative was seriously considered in 2010. Amongst those documents was a site plan and topographic map created by ILS Associates, a civil engineering and land surveying company. ILS has agreed to meet with me to review



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their documents as well as provide historical perspective from their recall of when the documents were created.

As opportunities have allowed I have also spoken with some of the immediate neighbors along Quietwood Drive. Initial feedback has been positive and understanding of not only our imminent need to replace the current structure but also to the lack of other available areas within District properties by which to place this facility. I have been taking note of individual concerns and assured them of future opportunities for public input as this initiative develops.

Finally, I have begun to draft an RFP for this initiative in an effort to obtain complete proposals as well as a better understanding of all potential costs and considerations. As of now, the Board has designated \$80,000 of Measure A funds towards this initiative.