



## AGENCY COMMENT REQUEST

Date 12/3/24

We request your comments regarding the attached application currently under review.

**DISTRIBUTION**

INTERNAL

☒ Building Inspection      Grading Inspection  
☒ Advance Planning      Housing Programs  
Trans. Planning      Telecom Planner  
ALUC Staff      HCP/NCCP Staff  
County Geologist

HEALTH SERVICES DEPARTMENT

☒ Environmental Health      Hazardous Materials

PUBLIC WORKS DEPARTMENT

☒ Engineering Services      Special Districts  
Traffic  
Flood Control (Full-size)

LOCAL

☒ Fire District \_\_\_\_\_  
San Ramon Valley – (email) [rwendel@srvfire.ca.gov](mailto:rwendel@srvfire.ca.gov)  
☒ Consolidated – (email) [fire@cccfd.org](mailto:fire@cccfd.org)

☒ Sanitary District Town of Discovery Bay  
☒ Water District Town of Discovery Bay  
City of \_\_\_\_\_  
School District(s) \_\_\_\_\_  
LAFCO  
Reclamation District # \_\_\_\_\_  
East Bay Regional Park District

☒ Diablo/Discovery Bay/Crockett CSD  
MAC/TAC \_\_\_\_\_  
Improvement/Community Association

☒ CC Mosquito & Vector Control Dist (email)

OTHERS/NON-LOCAL

CHRIS (email only: [nwic@sonoma.edu](mailto:nwic@sonoma.edu))  
CA Fish and Wildlife, Region 3 – Bay Delta  
Native American Tribes

ADDITIONAL RECIPIENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit your comments to:

Project Planner Grant Farrington  
Phone # 925-655-2868  
E-mail Grant.Farrington@dcd.cccounty.us  
County File # CDDP24-03052

Prior to December 20, 2024

\*\*\*\*\*

We have found the following special programs apply to this application:

Landslide      Active Fault Zone (A-P)  
Liquefaction      Flood Hazard Area  
60-dBA Noise Control  
CA EPA Hazardous Waste Site  
High or Very High FHSZ

\*\*\*\*\*

**AGENCIES:** Please indicate the applicable code section for any recommendation required by law or ordinance. Please send copies of your response to the Applicant and Owner.

Comments: \_\_\_\_\_ None ☒ Below \_\_\_\_\_ Attached

Print Name Aaron Goldsworthy  
12/10/2024  
Signature \_\_\_\_\_ DATE \_\_\_\_\_  
Agency phone # 925-634-1131



## CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

4005 PORT CHICAGO HWY, STE 250, CONCORD, CA 94520 • (925) 941-3300 • CCCFPD.ORG

December 20, 2024

Mr. Grant Farrington  
Contra Costa County  
DCD-CDD

**Subject:** New Administrative Building  
0 Riverlake Rd., Discovery Bay  
Project # CDDP24-03052  
**CCCFPD Project No.: P-2024-004205**

Dear Mr. Grant Farrington:

We have reviewed the design review application to establish a new 8120 SF single story building of unknown construction type to be used as an administrative office at the subject location. The following is required for Fire District approval in accordance with the 2022 California Fire Code (CFC), and Local and County Ordinances and adopted standards:

1. Access as shown on plans appears to comply with Fire District requirements.

Provide emergency apparatus access roadways with all-weather (paved) driving surfaces of not less than 20-feet unobstructed width, and not less than 13 feet 6 inches of vertical clearance, to within 150 feet of travel distance to all portions of the exterior walls of every building. Access shall have a minimum outside turning radius of 45 feet, and must be capable of supporting the imposed fire apparatus loading of 37 tons. (503) CFC

2. Access roadways of **less than 28-feet** unobstructed width shall have signs posted or curbs painted red with the words: **NO PARKING – FIRE LANE** clearly marked. (22500.1) CVC, (503.3) CFC

Access roadways of **28 feet or greater, but less than 36-feet** unobstructed width shall have **NO PARKING – FIRE LANE** signs posted, allowing for parking on one side only or curbs painted red with the words **NO PARKING – FIRE LANE** clearly marked. (22500.1) CVC, (503.3) CFC

3. Any Access gates for Fire District apparatus shall be a minimum of 20-feet wide. Access gates shall slide horizontally or swing inward and shall be located a minimum of 30 feet from the street. Electrically operated gates shall be equipped with a Knox Company key-operated switch. Manually operated gates shall be equipped with a non-casehardened lock or approved Fire District lock. Contact the Fire District for information on ordering the key-operated switch. (D103.5) CFC.

4. The developer shall provide an adequate and reliable water supply for fire protection as set forth in the California Fire Code. (507.1) CFC
5. The developer shall provide an adequate and reliable water supply for fire protection with a minimum fire flow of 1500 GPM. Required flow must be delivered from not more than 1 hydrant flowing for a duration of 120 minutes while maintaining 20-pounds residual pressure in the main. (507.1), (B105) CFC
6. The developer shall provide hydrant of the East Bay type in compliance with Chapter 5 and Appendix B and C of the California Fire Code. Location to be approve by Fire District (C103.1) CFC
7. A land development permit is required for access and water supply review and approval prior to submitting building construction plans.

The developer shall submit scaled site improvement plans indicating:

All existing or proposed hydrant locations,  
Elevations of building,  
Size of building and type of construction,  
Gates, fences, retaining walls, bio-retention basins, any obstructions to access.  
Detail showing the lowest level of fire department vehicle access and the floor level of the highest occupied floor,  
Striping and signage plan to include "NO PARKING-FIRE LANE" markings

**This is a separate submittal from the building construction plans. These plans shall be approved prior to submitting building plans for review.** (501.3) CFC

8. ***Emergency apparatus access roadways and hydrants shall be installed, in service, and inspected by the Fire District prior to construction or combustible storage on site.*** (501.4) CFC

**Note:** A temporary aggregate base or asphalt grindings roadway is not considered an all-weather surface for emergency apparatus access. The first lift of asphalt concrete paving shall be installed as the minimum roadway material and must be engineered to support the designated gross vehicle weight of 37 tons.

9. The building as proposed shall be protected with an approved automatic fire sprinkler system complying with the 2022 edition of NFPA 13. Submit to this office for review and approval prior to installation. (903.2) CFC, (R313.3) CRC, Contra Costa County General Plan / Contra Costa County Ordinance 2022-34.

10. New buildings shall have approved radio coverage for emergency responders. An emergency responder radio coverage system shall be installed when the conditions of CFC 510.4.1 are not met. Testing shall be conducted and the results submitted to the Fire District prior to the building final. (510.1) CFC
11. Flammable or combustible liquid storage tanks shall **not** be located on the site without obtaining approval and necessary permits from the Fire District. (3401.4) CFC
12. The owner shall cut down and remove all weeds, grass, vines, or other growth that is capable of being ignited and endangering property. (304.1.2) CFC
13. The owner or the owner's authorized agent shall be responsible for the development, implementation and maintenance of a written plan in compliance with NFPA 241, establishing a fire prevention program at the project site applicable throughout all phases of the construction. The plan shall be made available for review by the fire code official upon request. (Ch.33) CFC

The fire prevention program superintendent shall develop and maintain an approved prefire plan in cooperation with the fire chief. The fire chief and fire code official shall be notified of changes affecting the utilization of information contained in such prefire plans. (Ch.33) CFC

14. The developer shall submit building construction plans and specifications for the subject project to the Fire District through the public portal (<https://confire.vision33cloud.com/citizenportal/app/landing>). After the new construction / tenant improvement plans are approved, plans and specifications for all deferred submittals shall be submitted, including, but not limited to the following.

- Private underground fire service water mains
- Fire sprinklers
- Fire alarm
- Fire pump if required
- Emergency Responder Radio Coverage System (ERRCS) if needed

All projects shall be submitted to the Fire District for review and approval **prior** to construction of the building or installation of the systems to ensure compliance with minimum requirements related to fire and life safety. Plan review and inspection fees shall be submitted at the time of plan review submittal. (105.4.1) CFC, (901.2) CFC, (107) CBC

**ALL PLAN SUBMITTALS SHALL BE SUBMITTED THROUGH THE FIRE DISTRICT'S PUBLIC PORTAL WEBSITE: <https://confire.vision33cloud.com/citizenportal/app/landing>**

**Our preliminary review comments shall not be construed to encompass the complete project. Additional plans and specifications may be required after further review.**

*To schedule a Fire District Inspection of the Access and Hydrant installation prior to construction or the storage of combustible materials on the job site, contact the Fire District (minimum 2 working days in advance) at 925-941-3300 ext. 3902 OR schedule through the Fire District's Public Portal Website under the corresponding permit number.  
<https://confire.vision33cloud.com/citizenportal/app/landing>*

If you have any questions regarding this matter, please contact this office at (925) 941-3300.

Sincerely,



Michael Cameron  
Fire Inspector

File: 0 RIVERLAKE RD-PLN-P-2024-004205





Contra Costa County  
**Public Works**  
Department

Warren Lai, Director

Deputy Directors  
Stephen Kowalewski, Chief  
Allison Knapp  
Sarah Price  
Carrie Ricci  
Joe Yee

# Memo

April 30, 2025

**TO:** Grant Farrington, Project Planner, Department of Conservation and Development  
**FROM:** Larry Gossett, Senior Civil Engineer, Engineering Services Division  
**SUBJECT:** **PERMIT DP24-3052**  
**STAFF REPORT & CONDITIONS OF APPROVAL**  
(Discovery Bay CSD/Discovery Bay Blvd./Discovery Bay/APN 008-200-017)  
**FILE:** **DP24-3052**

We have reviewed the revised application and supplemental documents for DP24-3052 received by your office on March 3, 2025, and submit the following comments:

## Background

The Town of Discovery Bay Community Services District requests approval of a Development Plan modification to construct a new 8,120 square-foot administration building and 28 additional parking spaces at their main facility in Discovery Bay.

The site is located along the east side of Discovery Bay Boulevard 270 feet north of Willow Lake Road.

## Traffic and Circulation

Discovery Bay Boulevard is a County maintained road and has been fully constructed to its ultimate width, including curb, sidewalk, streetlights and drainage facilities. No additional right of way dedication or pavement widening is necessary.

## Undergrounding of Overhead Utilities

All utilities serving the site have been placed underground.

## Drainage

Division 914 of the County Ordinance Code requires that all storm water entering and/or originating on this property to be collected and conveyed, without diversion and within an adequate storm drainage system, to an adequate natural watercourse having a definable bed and banks or to an existing adequate public storm drainage system which conveys the storm water to an adequate natural watercourse.

There are existing facilities serving the site. No additional improvements are anticipated other than minor on-site facilities to serve the proposed construction.

*"Accredited by the American Public Works Association"*

255 Glacier Drive Martinez, CA 94553-4825  
TEL: (925) 313-2000 • FAX: (925) 313-2333  
[www.cccpublicworks.org](http://www.cccpublicworks.org)

### **Stormwater Management and Discharge Control**

A Stormwater Control Plan (SWCP) dated February 24, 2025, using the latest edition of the Stormwater C.3 Guidebook and template was submitted and has been deemed "preliminarily complete.

### **Floodplain Management**

The property does not lie within the Special Flood Hazard Area (100-year flood boundary) as designated on the Federal Emergency Management Agency Flood Insurance Rate Map. It is in Zone X with a reduced flood risk provided by existing levees. However, the property lies within the limits of Urban Level of Flood Protection (ULFP) area (i.e. urban/urbanizing Sacramento-San Joaquin Valley), as shown on the map certified by the Conservation and Development Director and on file with the Department of Conservation and Development. This requirement is more stringent than the FMA standards, in that it is based on the 200-year storm event. However, the County's Floodplain Management Ordinance does not apply the freeboard standards to the Design Flood as would be applied to properties within the FEMA's Special Flood Hazard Areas. The 200-year flood elevation in this area is recognized as 10.5 feet. Non-residential buildings below that elevation are allowed but must be "wet floodproofed" in accordance with the applicable technical bulletins available from FEMA.

### **Countywide Street Lighting Financing District Annexation**

The subject property is not annexed into the lighting district. The property owner will be required, as a condition of approval, to annex into the County Facilities District (CFD) 2010-1 formed for the Countywide Street Light Financing.

### **Area of Benefit Fee**

The applicant will be subject to the requirements of the Bridge/Thoroughfare Fee Ordinance for the East Contra Costa Regional Fee & Finance Authority/ Regional Transportation Development Impact Mitigation (ECCRFFA/RTDIM) and Discovery Bay Areas of Benefit, as adopted by the Board of Supervisors. The fee shall be paid prior to the issuance of building permits.

### **Drainage Area Fee and Creek Mitigation**

The property is located within unformed Drainage Area 45. There is currently no fee ordinance adopted by the Board of Supervisors for this area.

LGL:ss  
G:\engsvc\Land Dev\DP\DP 24-3052\Staff Report & COAs DP24-3052.docx

cc: J. LaRocque Engineering Services Division  
A. Vazquez, Engineering Services Division  
Jasmine Dennis (*applicant*)  
295 Main Street, Suite 210  
Salinas, CA 94901  
Town of Discovery Bay Community Service District (*owner*)  
1601 Discovery Bay Blvd.  
Salinas, CA 94901

**PUBLIC WORKS RECOMMENDED  
CONDITIONS OF APPROVAL FOR PERMIT DP24-3052**

**Applicant shall comply with the requirements of Title 8, Title 9 and Title 10 of the Ordinance Code. Any exceptions(s) must be stipulated in these Conditions of Approval. Conditions of Approval are based on the site plan submitted to the Department of Conservation and Development on March 3, 2025.**

**General Requirements:**

- For Public Works review for compliance relative to this Development Permit, a Compliance Review Fee deposit shall be submitted directly to the Public Works Department in accordance with the County's adopted Fee Schedule for such services. This fee is separate from similar fees required by the Department of Conservation and Development and is a deposit to offset staff costs relative to review and processing of these conditions of approval and other Public Works related services ancillary to the issuance of building permits and completion of this project.
- Applicant shall submit improvement plans prepared by a registered civil engineer to the Public Works Department and pay appropriate fees in accordance with the County Ordinance and these conditions of approval. The conditions of approval below are subject to the review and approval of the Public Works Department.

**Access to Adjoining Property:**

Encroachment Permit

- Applicant shall obtain an encroachment permit from the Public Works Department, if necessary, for construction of driveways, utilities or other improvements within the right-of-way of Discovery Bay Boulevard.

**Countywide Street Light Financing:**

- Property owner(s) shall annex to the County Facilities District (CFD) 2010-1 formed for Countywide Street Light Financing. Annexation into a street light service area does not include the transfer of ownership and maintenance of street lighting on private roads.

**Bicycle - Pedestrian Facilities:**

Pedestrian Access

- Applicant shall design all public and private pedestrian facilities for accessibility in accordance with Title 24 and the Americans with Disabilities Act. This shall include all sidewalks, paths, driveway depressions, and curb ramps.



## **Drainage Improvements:**

### Collect and Convey

- Applicant shall collect and convey all stormwater entering and/or originating on this property, without diversion and within an adequate storm drainage system, to *an adequate* natural watercourse having definable bed and banks, or to an existing adequate public storm drainage system which conveys the stormwater to *an adequate* natural watercourse, in accordance with Division 914 of the Ordinance Code.

## **Miscellaneous Drainage Requirements:**

- Applicant shall design and construct all storm drainage facilities in compliance with the Ordinance Code and Public Works Department design standards.
- Applicant shall prevent storm drainage from draining across the sidewalk(s) and driveway(s) in a concentrated manner.

## **Floodplain Management:**

The project is required to provide Urban Level of Flood Protection (minimum 200-year flood protection) to meet state requirement for the urban/urbanizing areas within the Sacramento-San Joaquin Valley basin. The applicant shall be aware of and comply with the State requirements and the County Floodplain Management Ordinance as they pertain to providing Urban Level of Flood Protection. The 200-year flood elevation in this area is recognized as 10.5 feet. Non-residential buildings below that elevation are allowed but must be "wet floodproofed" in accordance with the applicable technical bulletins available from FEMA.

## **National Pollutant Discharge Elimination System (NPDES): ((shorten if possible))**

- The applicant shall be required to comply with all rules, regulations and procedures of the National Pollutant Discharge Elimination System (NPDES) for municipal, construction and industrial activities as promulgated by the California State Water Resources Control Board, or any of its Regional Water Quality Control Boards (Central Valley - Region V).

Compliance shall include developing long-term best management practices (BMPs) for the reduction or elimination of stormwater pollutants. The project design shall incorporate wherever feasible, the following long-term BMPs in accordance with the Contra Costa Clean Water Program for the site's stormwater drainage:

- Minimize the amount of directly connected impervious surface area.
- Install approved full trash capture devices on all catch basins (excluding catch basins within bioretention area) as reviewed and approved by the Public Works Department. Trash capture devices shall meet the requirements of the County's NPDES Permit.
- Place advisory warnings on all catch basins and storm drains using current storm drain markers.
- Shallow roadside and on-site swales.
- Filtering Inlets.
- Trash bins shall be sealed to prevent leakage, OR, shall be located within a covered enclosure.

- Other alternatives comparable to the above as approved by the Public Works Department.

### **Stormwater Management and Discharge Control Ordinance:**

- The applicant shall submit a final Storm Water Control Plan (SWCP) and a Stormwater Control Operation and Maintenance Plan (O+M Plan) to the Public Works Department, which shall be reviewed for compliance with the County's National Pollutant Discharge Elimination System (NPDES) Permit and shall be deemed consistent with the County's Stormwater Management and Discharge Control Ordinance (§1014) prior to issuance of a building permit. All time and materials costs for review and preparation of the SWCP and the O+M Plan shall be borne by the applicant.
- Improvement plans shall be reviewed to verify consistency with the final SWCP and compliance with Provision C.3 of the County's NPDES Permit and the County's Stormwater Management and Discharge Control Ordinance (§1014).
- Stormwater management facilities shall be subject to inspection by the Public Works Department; all time and materials costs for inspection of stormwater management facilities shall be borne by the applicant.
- Prior to initiation of the proposed use, the property owner(s) shall enter into a Stormwater Management Facility Operation and Maintenance Agreement with Contra Costa County, in which the property owner(s) shall accept responsibility for and related to the operation and maintenance of the stormwater facilities, and grant access to relevant public agencies for inspection of stormwater management facilities.
- Prior to issuance of a building permit, the property owner(s) shall annex the subject property into Community Facilities District (CFD) No. 2007-1 (Stormwater Management Facilities), which funds responsibilities of Contra Costa County under its NPDES Permit to oversee the ongoing operation and maintenance of stormwater facilities by property owners.
- Any proposed water quality features that are designed to retain water for longer than 72 hours shall be subject to the review of the Contra Costa Mosquito & Vector Control District.

### **ADVISORY NOTES**

- Applicant will be required to comply with the requirements of the Bridge/Thoroughfare Fee Ordinance for the East Contra Costa Regional Fee & Finance Authority/ Regional Transportation Development Impact Mitigation (ECCRFFA/RTDIM) and Discovery Bay Areas of Benefit as adopted by the Board of Supervisors. Payment is required prior to the issuance of a building permit.