

# Department of Conservation and Development

## County Zoning Administrator

**Monday, June 15, 2026 – 1:30 P.M.**

### **STAFF REPORT**

Agenda Item # \_\_\_\_\_

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| <b>Project Title:</b>                                      | Almond Street – 4 Unit Multi-Family Residential Development Plan  |
| <b>County File(s):</b>                                     | #CDDP21-03007   |
| <b>Applicant:</b>  | Clifton Schofield   |
| <b>Owner:</b>  | Clifton Schofield   |
| <b>General Plan:</b>                                       | Residential Medium-High Density (RMH)   |
| <b>Zoning:</b>   | Multi-Family Residential District (M-29)  |
| <b>Site Address/Location:</b>                              | 0 Almond Street (Southern side of Almond Street adjacent to Howe Road) APN: 375-257-003   |
| <b>California Environmental Quality Act (CEQA) Status:</b> | The proposed project is exempt under CEQA Guidelines Section 15303(b) New Construction – Multi-Family Residential structures not exceeding four units, or up to six units in urbanized areas. |
| <b>Project Planner:</b>                                    | Adrian Veliz, Senior Planner<br>(925) 655-2879<br><a href="mailto:Adrian.veliz@dcd.cccounty.us">Adrian.veliz@dcd.cccounty.us</a>  |
| <b>Staff Recommendation:</b>                               | Approve (See Section II for Full Recommendation)  |

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### **I. PROJECT SUMMARY**

The applicant is seeking a Development Plan approval to allow the construction of a four-unit multi-family residential development on a vacant parcel. The proposal includes two separate two-story apartment buildings (Unit A & Unit B). Unit A & B buildings each consist of two identical 3-bedroom apartment units, combining for a total of four units. Each building includes 2,600 square feet of living space and an attached two-car garage that

provides one covered parking space for each unit within the respective buildings. The project includes requests for variances for building setback for both buildings, minimum parcel area, landscaping requirements and off-street parking requirements. Lastly, the project includes a tree permit for the prior removal of three code protected trees from the subject property.

## II. **RECOMMENDATION**

The Department of Conservation and Development, Community Development Division (CDD) staff recommends that the County Zoning Administrator:

- A. FIND that the project is categorically exempt from CEQA under Section 15303(b) of the CEQA Guidelines.
  
- B. APPROVE Development Plan, County File #CDDP21-03007 to allow the development of a four-unit multi-family residential development, based on the attached findings and subject to the attached conditions of approval.
  
- C. DIRECT staff to file a Notice of Exemption.

## III. **GENERAL INFORMATION**

- A. General Plan: The subject property is located within a Residential Medium-High (RMH) General Plan Land Use Designation.
  
- B. Zoning: The subject property is located within an M-29 Multi-Family Residential Zoning District (M-29).

- C. California Environmental Quality Act (CEQA) Compliance: The proposed project is exempt under CEQA Guidelines Section 15303(b). This CEQA section applies to multi-family residential projects involving the construction of four or fewer dwelling units, or up to six dwelling units in urbanized areas.
- D. Previous Applications: There are no prior permit approvals involving the subject property.
- E. Lot Creation: The subject property is a portion of Lots 4, 5 & 6 of Martinez Center Tact No. 1, a map which was recorded on December 7, 1915.

#### IV. SITE/AREA DESCRIPTION

The subject property consists of approximately 9,634 square feet of vacant land located at the eastern terminus of Almond Street, immediately west of the Howe Road right-of-way in the Martinez area of unincorporated Contra Costa County. Publicly maintained portions of Almond Street right-of-way extend west from the Santa Fe Avenue intersection, approximately 200 feet west of the project. The portion of Almond Street east of Santa Fe Avenue, including the project frontage, consists of a 40-foot-wide right-of-way which was dedicated but not accepted for public roadway. Therefore, the 40-foot right-of-way is considered a shared driveway/private roadway for the use of parcels located along its northern and southern frontage. The subject property is relatively flat throughout and is completely devoid of buildings/structures.

The project vicinity consists of existing single-family and multi-family residential development within similarly zone lands located north, west, and south of the project site. The eastern boundary of the project site coincides with the Howe Road right-of-way and the Martinez City limit. The Howe Road right-of-way includes a north-west drainage channel adjacent to the paved roadway, into which the site drainage plan is designed to discharge stormwaters originating on or traversing the subject property. Established commercial and industrial land

uses exist on lands along Howe Road within the City of Martinez east of the project site, however, the surrounding land uses in the area are predominantly residential.

**V. PROJECT DESCRIPTION**

The applicant is seeking a Development Plan approval to allow the construction of a four-unit multi-family residential development on a vacant parcel. The proposal includes two separate two-story apartment buildings (Unit A & Unit B), approximately 25' in height. Unit A & B buildings each consist of two identical 3-bedroom apartment units, combining for a total of four units. Each building includes 2,600 square feet of living space and an attached two-car garage that provides one covered parking space for each unit within the respective buildings. The project includes requests for building setback variances for both buildings. Proposed setback variances for Unit A include a 15' front setback (Almond Street) where 25' is the minimum required, 4' 9 3/4" secondary front setback (Howe Road) where 25' is the minimum required, and 9' 1 7/8" southern side yard where 20 feet is the minimum required. Proposed setback variances for Unit B include an 8' 11 1/2" (southern) side yard, a 9' 1 3/8" (western) rear yard and a 3' (northern) side yard, where 20 feet are the minima required. The project also includes variances to ordinance code section 84-26.602 for minimum parcel area (9,600 s.f. existing where 10,000 s.f. is the minimum required for multi-family residential development), and section 84-26.1402 for landscaping open space areas within the development (no landscaped open areas proposed where 25% open area is required). The project also proposes off street parking variances to allow each of the parking spaces provided to encroach within the side yard and setback areas applicable to the principal structure. Lastly, the project includes a tree permit for the prior removal of three code protected trees from the subject property.

**VI. AGENCY COMMENTS**

CDD staff has forwarded application materials to outside agencies - including County Department Conservation and Development Building Inspection Division, County Health Department Environmental Health Division, County Department of Public Works Engineering Services Division, Contra Costa County Fire Protection District, City of Martinez, Contra Costa Water District, Mountain View Sanitary District, and Contra Costa Mosquito & Vector Control District – with a request for comment on the proposed project. The agency comments received by CDD staff in response to this request are summarized below.

- A. Building Inspection Division: In a returned agency comment request form dated April 22, 2021, Building Inspection Division staff advise that the project is required to comply with all applicable building codes.
  
- B. County Department of Public Works – Engineering Services Division: In a memo dated April 28, 2026, Engineering Services Division staff provide recommended conditions of approval relating to site access, drainage, and utilities for the proposed development. The recommendations have been incorporated as conditions of approval for the project. See attached comment letter for additional details.
  
- C. City of Martinez: In a letter dated April 19, 2021, City of Martinez staff provide comments advising that the project site is located within the City’s Sphere of Influence and within the City’s water service area. It is further advised that providing water for the project from the City’s water system will be subject to approval by the Local Agency Formation Commission (LAFCO), and that all costs associated with that approval shall be borne by the applicant. Additionally, the city recommends that frontage improvements consistent with requirements specified under Martinez Municipal code should be required of the project. In a subsequent letter dated April 9, 2026, City Staff provided additional comments based on revised project plans. The 2026 comments were primarily solicited by the applicant to

evaluate the proposed site drainage plan, which involves stormwater drainage pipe outfall to an existing drainage channel along Howe Road which is within the City's jurisdiction. The April 9, 2026, letter specifies that the site drainage plan is acceptable to the city and that the applicant must obtain an encroachment permit from the City for any work occurring within the Howe Road right-of-way. See attached comment letters for additional details on the City's comments.

- D. Contra Costa County Fire Protection District (CCCFPD): In a letter dated April 22, 2021, CCCFPD staff advised of fire codes applicable to the project relating to access, and water supply. If the project is approved, construction plans will be subject to fire district review to ensure compliance with applicable fire code provisions. See attached comment letter for additional details on the specified code requirements.
  
- E. Department of Conservation and Development Transportation Planning Section: In a memo dated April 22, 2021, transportation planning section staff advise of County Vehicle Miles Traveled (VMT) and Level of Service (LOS) standards applicable to projects which generate over 100 daily vehicular trips. the project. Transportation planning staff also note that the project is not estimated to exceed the 100 daily trip threshold. See attached memo for additional details on these comments.

## **VII. STAFF ANALYSIS**

- A. General Plan Consistency: The project consists of an urban land use proposed within an established residential neighborhood located within the urban limit line, consistent with the County's 65/35 Land Preservation Standard. Utility connections to existing electrical, water, and sanitary sewer services would be available to the project via existing infrastructure located within public-rights of way proximate to the site. Infill development, such as that proposed with this application, is specifically encouraged under General Plan

Land Use Policy LU-P2.5. The subject property is located within a Residential Medium-High (RMH) General Plan Land Use designation. Residential development within a range of 17-30 dwelling units per net acre is permissible within the RMH designation. Limited nonresidential land uses serving/supporting nearby homes may also be permissible within the RMH designation; however, the project only proposes residential land use. The project consists of four residential units resulting in a proposed project density of 18.1 units per acre on the subject ±9,634-square-foot (0.221-acre) parcel. Thus, the project is consistent with the RMH designation in terms of land use, and density.

The Stronger Communities Element of the Contra Costa County 2045 General Plan includes additional policies applicable to development within the Vine Hill/Mountain View area of unincorporated Contra Costa County, a geographic area which includes the project site. General Plan policies for the Vine Hill/Mountain View support the preservation/enhancement of the local Vine Hill Creek, encourage commercial and mixed-use development along Pacheco Boulevard, and generally encourage beautification throughout the area. The project site is not proximate to Vine Hill Creek or Pacheco Boulevard; thus, the project has no potential for conflict with such policies. Area-wide beautification policies encourage improved community appearance through litter/graffiti removal, street/sidewalk maintenance, illegal dumping abatement, and code enforcement. Vacant lots can attract such nuisances and may be targeted for illegal dumping or graffiti. The subject vacant lot is somewhat isolated, located at the terminus of a private access roadway, which can attract such activities. However, access to the project site is presently secured by fencing, and the property does not appear to be experiencing nuisance conditions relating to litter, graffiti, or dumping at the time of CDD staff's visit to the site in February 2026. Nevertheless, the improvement of the subject vacant lot with residential dwellings would remove conditions that could attract such nuisances in the future and should therefore be considered consistent with the Vine Hill/Mountain View area General Plan beautification policy.

As discussed in greater detail above, the project is consistent with permitted uses within the RMH General Plan land use designation applicable to the project site, and with General Plan policies for development within the Vine Hill/Mountain View area. The project does not conflict with any other general plan policies applicable to development of this nature and scale. Therefore, the project is consistent with the Contra Costa County 2045 General Plan.

- B. Zoning Consistency: The subject property is located within an unincorporated area of the County zoned M-29 Multiple Family Residential District (M-29). Generally, the purpose of the M-29 district regulation is to allow for multiple-family residential development designed to provide as much compatibility as possible with nearby single-family residential zoning. Pursuant to County Ordinance Article 84-26.4 (Uses), a variety of residential buildings including a detached single-family dwelling, a duplex, or a multiple family building are permitted by right within the M-29 district. The project involves the construction of two duplexes (Unit A and Unit B), combining for a total of four residential apartment units on a parcel ±9,634 square feet in area. Thus, the project is consistent with the intent and purpose of the M-29 district from a land use perspective.

At approximately 25' in height each, the proposed Unit A & B buildings are consistent with the 30' maximum building height applicable to the M-29-zoned property. The proposed project would require the approval numerous variances to development standards for the M-29 district to accommodate the proposed development, as enumerated on the table below.

|   | Variance                    | M-29 Development Standard | Proposed  |
|---|-----------------------------|---------------------------|-----------|
| 1 | Almond St Setback (Unit. A) | 25-foot min.              | 15' 0.25" |
| 2 | Howe Rd. Setback (Unit A)   | 25-foot min.              | 4' 9.75"  |
| 3 | Southern side yard (Unit A) | 20-foot min.              | 9' 1.875" |
| 4 | Southern side yard (Unit B) | 20-foot min.              | 8' 11.5"  |
| 5 | Western rear yard (Unit B)  | 20-foot min.              | 9' 1.375" |

|   |                             |  |                                      |
|---|-----------------------------|--|--------------------------------------|
| 6 | Northern Side yard (Unit B) | 20-foot min.                                     | 3' 0.25"                             |
| 7 | Off Street Parking setbacks | Same As Principal Buildings                      | Encroachments consistent with (#1-6) |
| 8 | Parcel Area for Multi-Fam.  | 10,000 s.f. min                                  | 9,634 s.f. lot                       |
| 9 | Open Space Landscape Area   | 25% Open Space, 75% of which is to be landscaped | 0% Landscaped areas                  |

Although approval of the project would necessitate approval of a high number of variances, the established characteristics of the property are such that development of the property would not be possible absent approval of some combination of most (if not all) of the above listed variances. As discussed in more detail within the attached variance findings, this determination is primarily based upon the dimensional constraints of the ±9634-square-foot parcel, combined with the minimum residential density required for development within the underlying Residential Medium High (RMH) Density General Plan land use designation. Based on the permissible RMH density range of 17-30 dwellings per net acre, a minimum of four units must be provided on the subject property to maintain consistency with this permissible density range. The small size, irregular shape, and dual frontage configuration of the parcel all contribute to result in a condition where the vast majority of the lot (82% of total lot area) where such improvements could be located are encroaching within a setback or yard area. Considering the fixed dimensional constraints of the project site, a high number of variances is clearly required to develop the property at a density appropriate for the RMH designation in which it is located. The multi-family residential development will be substantially consistent with existing apartment buildings in the immediate vicinity (in terms of land use, density, appearance) and within the same zoning district. Since the project site does not abut any single-family residential zoning districts, the project is able to achieve the type of development intended for lands within this zoning district, without adversely affecting any surrounding single-family residential districts. Therefore, in consideration of the above and the attached variance findings, the project may be considered achieves the stated intent and purpose of the M-29 zoning district.

- C. Off-Street Parking: A total of nine (9) off-street parking spaces having minimum dimensions of 9' x 19' are required for the multi-family residential development pursuant to section 84-26.1202 of the County ordinance code. The total parking requirement consists of two spaces per each three-bedroom unit (one of which shall be covered), plus an additional ¼ space per unit for guest parking. Additionally, pursuant to section 82-16.412(c) a minimum of two short-term bicycle parking spaces shall be included in the total off-street parking requirement for the proposed project. As presently proposed, a total of eight off-street parking spaces are provided within the boundaries of the subject property and no bicycle parking is provided, resulting in two variances in addition to those described above in the above zoning consistency section of this report. Given the fact that section 84-26.1202(a) species that guest parking within the M-29 district may include the property's street frontage, staff concludes that this area would seem to provide adequate area to provide one additional parking space and two short-term bicycle parking spaces needed to reach full compliance with off-street parking requirements. Therefore, the project is conditioned to require one guest parking space, and two short-term bicycle parking spaces are provided for the development. The guest parking space shall be located parallel with the northern property line, and entirely within the southerly half-width of the private right-of-way fronting (Almond Street) fronting the project site. The bicycle parking may be located adjacent to the guest parking space, or adjacent to any other appropriate location on site, as determined by Community Development Division (CDD) staff. If the project is approved, CDD staff will verify that all required vehicle and bicycle parking has been required prior to CDD-stamp approval of construction plans for the issuance of building permits.
- D. Tree Protection and Preservation Ordinance: No tree removal is proposed with this application, however, a topographic survey dated February 24, 2021 that was submitted with this application indicates the existence of tree trees of unspecified species having diameters ranging from 12"-19" in diameter. Pursuant to section 816-6.6004(2)(a) of the County ordinance code, any tree exceeding 6.5" in diameter on any undeveloped property within any zoning district is considered code protected. Given the unimproved nature of

the subject property, all trees shown on the 2021 Survey are considered code protected. Upon a visit to the site in early 2026, the project planner noted the absence of trees throughout the project site. Therefore, the retroactive removal of the trees depicted on the 2021 survey have been added to the project description. Restitution tree planting is not recommend by CDD staff due to dimensional constraints of remaining undeveloped areas of the project.

- E. Landscaping: The project does not include any areas of irrigated landscaping. Based on the Open Area requirements (Ord. §84-26.1402) of the M-29 district, a minimum of 25% of the parcel area is to be maintained as open space, and 75% of that open area (or roughly 18.75% of the total parcel area) is to be landscaped with living plants. As proposed, the project would not include any irrigated landscaped areas, and vegetation on site would be limited to the vegetated bioretention basins proposed adjacent to the buildings. Due to the significant dimensional constraints of the subject property, the project would not leave any remaining undeveloped areas of the site where a significant square-footage of landscaping could be installed to meet this requirement. Available unimproved areas are limited to the setback/yard areas between the proposed improvements and property lines. Due to the dimensional constraints of remaining unimproved areas, staff finds merit in the applicant's request for relief from the open area landscaping requirements for this project. The site is presently lined by numerous existing offsite trees/vegetation immediately adjacent to eastern and northern property lines which provide the appearance of a landscaped property when viewing the site from Howe Road, which is the only public vantage point offering views of the site. Thus, forgoing landscaping requirements in this case may not necessarily result in a significant negative effect on the area in terms of aesthetics and would allow scarce parcel area to be reserved for the proposed residential improvements.
- F. Access and Circulation: The project site is located along the southern frontage of Almond Street, an existing private 40-foot-wide right-of-way extending from Santa Fe Avenue for roughly 250 linear feet towards its eastern terminus at Howe Road. The existing right-of-

way was offered but not accepted for public use. Therefore, the right-of-way presently functions as a private driveway/roadway easement for the use of parcels along its frontage. The project includes driveway improvements within this right-of-way along the property frontage for the purpose of accommodating access to the site by emergency vehicles. Off-street parking areas within the development will be accessible via an 18-foot-wide driveway that provides adequate horizontal clearance for ingress/egress.

- G. Utilities: The project is conditioned to require that all new utility connections servicing the development will be underground. The residential development will utilize existing utility infrastructure located in adjacent rights-of-way to establish utility service to the project, including existing PG&E electrical utility poles and Martinez water district service mains located within the Santa Fe Avenue right-of-way, as well as existing Mt. View sanitary district infrastructure located within the Howe Road right-of-way. It is the applicant's responsibility to secure encroachment permits, and/or any additional approval(s) relating to off-site work occurring within an adjoining public right-of-way.
  
- H. Collect and Convey Ordinance (Division 914): Division 914 of the County Ordinance code requires that all stormwater entering and/or originating on this property be collected and conveyed, without diversion and within an adequate storm drainage system which conveys the stormwater to an adequate natural watercourse. The project proponent proposes to collect stormwaters originating on site, or traversing the site, and convey them to an existing drainage ditch located immediately east of the project site within the Howe Road right-of-way. The proposed drainage outfall and drainage ditch are located within the City of Martinez. Upon review of the drainage plan, City staff have indicated that it is acceptable but will require the issuance of an encroachment permit by the City for any work occurring in the Howe Street Right of way.
  
- I. Contra Costa Clean Water Program Compliance: Based on Contra Costa Clean Water Program guidelines (Stormwater C.3 Guidebook, updated June 2025), the development will

exceed the threshold of 5,000 square feet triggering the requirement for a stormwater control plan. The applicant has provided a preliminary SWCP with this application, which has been deemed acceptable by engineering staff with the County Public Works Department and within the City of Martinez. If approved, a Final SWPC must be provided for the project which demonstrates compliance with all aspects of the latest edition of the Stormwater C.3 Guidebook and meet the requirements of the Regional Water Quality Control Board.

**VIII. CONCLUSION**

Staff recommend approval of the four-unit multi-family residential Development Plan #CDDP21-03007, subject to the attached findings and conditions of approval.

Attachments:

- Findings and Conditions of Approval
- Maps and Project Plans
- Agency Comments

**FINDINGS AND CONDITIONS OF APPROVAL – COUNTY FILE #CDDP21-03007, CLIF SCHOFIELD (APPLICANT/OWNER)**

FINDINGS

A. Development Plan Findings

Pursuant to County Ordinance Section 84-26.1806(b), the following are the findings authorizing development within the M-29 Zoning District.

*1. The project is consistent with the intent of the M-29 Zoning District:*

Project Finding: The intent and purpose of the M-29 district, as specified in section 84-26.204 of the County ordinance code, is to provide for the development of multi-family residential units designed to provide as much compatibility as possible with nearby lands within single-family residential districts. All adjoining lands south, west, and north of the project site are within the same M-29 zoning district as the project site. Permitted land uses within M-29 district include detached single-family residences (SFRs), duplexes, and multiple family residential buildings. In single-family residential districts, duplexes and SFRs are amongst the land uses permitted by right. Considering the lack of adjoining lands within a single-family residential district, the project has minimal potential to conflict with any nearby single-family residential district. Additionally, since the project design includes two buildings, each comprised of two units, the project is consistent in appearance with development types permissible in both single- and multiple-family districts. Therefore, considering the surroundings and the multi-family residential nature of the project, it is consistent with the stated intent and purpose for the M-29 district.

*2. The project is consistent and compatible with other uses in the vicinity, both inside and outside the district.*

Project Finding: Lands abutting the project site to the north, west and south are also located within the M-29 zoning district and have been previously improved with a mix of multi- and single-family residential dwellings at a residential density similar to that entailed by this project. Thus, the project involves a residential land use within an established residential neighborhood. Eastern adjoining lands consist of established commercial land uses within the jurisdictional area of the

City of Martinez. The nearby commercial area is separated from the project site by the Howe Road right-of-way ( $\pm 80'$  in width) with mature vegetation providing visual screening along the eastern project boundary. Considering the spatial separation and visual buffers between the project and any nonresidential land use, the project would not be expected to conflict with the nearby commercial areas east of Howe Road. Therefore, the project is considered consistent and compatible with existing residential and nonresidential land uses in the vicinity.

B. Variance Findings

Pursuant to County Ordinance Section 26-2.2006, the following are the findings associated with the granted variances to the M-29 development standards.

1. *Any variance authorized shall not constitute a grant of special privilege inconsistent with the limitations on other properties in the vicinity and the respective land use district in which the subject property is located.*

Project Finding (Setbacks): The subject property consists of an approximately 9,634-square-foot parcel located at the eastern terminus of an existing private roadway (Almond Street) in the unincorporated Martinez area of the County. The parcel has a frontage width of about 52 feet, which widens to approximately 126' wide at southerly portions of the property. Although the property is not accessible from Howe Road, the eastern property line abuts the Howe Road right-of-way and is considered a secondary frontage. The M-29 district requires a 25-foot setback from both frontages, and a minimum of 20-feet from all other side/rear property lines. If the project were to strictly adhere to these development standards, then the buildable area for the parcel would essentially be limited to an 86' x 20' rectangular area, or roughly 18% of the lot. This rectangular area is barely large enough to accommodate four standard off street parking spaces, much less an entire multi-family residential building with associated parking improvements. Considering that the underlying Residential Medium High (RMH) General Plan designation requires a minimum of four units on this property to achieve the minimum density range permissible in RMH, any residential development of this site would be expected to involve at least some degree of setback encroachment.

The project consists of two separate two-unit apartment buildings, each having identical floor plans and attached garages providing one covered parking space for each unit. The two buildings are oriented in a way to provide as much separation as possible between the two buildings to maximize available interior

areas for off-street parking use. This building configuration is reasonable given the irregular shape of the parcel and the need to provide adequate clearance for vehicular ingress/egress. The off-street parking spaces provided with the project are either within or directly adjacent to the buildings and would consequently involve a similar degree of setback encroachment. Since neither the parking spaces nor the buildings could be relocated to fully comply with M-29 development standards, the granting of setback and yard variances for Building A, Building B, and each off-street parking space is not a grant of special privilege.

Project Finding (Open Area - Ordinance §84- 26.1402): The project is required to provide a minimum of 25% open area within the development, 75% of which is to be landscaped with growing plants. For the subject property, this would entail about 2,400 square feet of land which is not occupied by building structures or pavement, 1,800 square feet of which would need to be landscaped. The project plan does include at least 2,400 square feet of open area; however, the project does not include landscaped areas meeting the secondary 1,800 square-foot planting requirement. As discussed previously in the above setback findings the project is subject to substantial dimensional constraints arising from the size/shape of the parcel combined with the number of units the project needs to provide to establish general plan consistency in terms of minimum density. With these constraints in mind, the provision of landscaped areas has been excluded in favor of maximizing the area available for the residential buildings and associated off-street parking and vehicular ingress/egress improvements within the development. Since numerous existing mature trees and shrubs exist along the drainage channel existing along Howe Road immediately east of the project, the development would be substantially screened from public views from this direction. Similarly, views from the project frontage within the private roadway would also be screened by an existing mature tree row planted along the property boundaries separating the project site from the northern/western adjacent parcel (APN 375-257-002). Therefore, granting this variance is not a grant of special privilege considering the dimensional constraints of the property combined with the scale of development demanded within the RMH designation.

Project Finding (Parcel Area - Ordinance §84- 26.602): Development standards for the M-29 district require a minimum parcel size of 10,000 square feet for multiple-family residential development within this district. The subject property is deficient in this respect by 366 square feet. The M-29 district also includes reduced parcel sizes for a single-family residence or a duplex (6,000 and 8,000 s.f. respectively). Although the project meets these lower parcel area requirements, development of

a SFR or duplex on the site would not comply with the minimum density requirement for the RMH general plan land use designation in which the project is located. Thus, given the fixed nature of the parcel area the granting of this variance is not considered a grant of special privilege as it is necessary to achieve the applicable minimum residential density for general plan compliance.

2. *That because of special circumstances applicable to the subject property because of its size, shape, topography, location or surroundings, the strict application of the respective zoning regulations is found to deprive the subject property of rights enjoyed by other properties in the vicinity and within the identical land use district.*

Project Finding: The special circumstance applicable to the project includes two distinct characteristics affecting development of the site. The first characteristic includes the project location within a RMH General Plan land use designation, which demands development at a density of 17-30 dwelling units per net acre. The second characteristic is the irregular shape/dual frontage configuration of the subject property. The shape of the parcel is such that conforming development is essentially precluded in the northernmost 40 feet ( $\pm 2,000$  square feet in area) of the parcel near its frontage. The buildable area within the wider southerly portions of the lot would essentially be limited to a  $\pm 1,720$  square foot rectangular area ( $\pm 18\%$  of total parcel area) were the project to strictly adhere to all setback/yard development standards. These locational/dimensional characteristics are competing in the sense that the RMH designation demands higher residential density - whereas the M-29 development standards are seemingly encouraging a smaller scale project (i.e. fewer units) that may fit more easily within the site but would be inconsistent with the RMH density range. All setback, off-street parking, open space, landscaping, and parcel area variances included with this approval are directly attributable to these aforementioned conflicting characteristics. The project has been designed to give preference to general plan compliance in terms of minimum residential density as opposed to strict adherence to M-29 standards. The strict application of the M-29 development standards would effectively preclude residential development of the property at a density appropriate within the RMH designation, thereby depriving the property owner of the rights enjoyed by other properties in the vicinity and within the M-29 district in general.

3. *That any variance authorized shall substantially meet the intent and purpose of the respective land use district in which the subject property is located.*

Project Finding (Setbacks): Generally speaking, the intent and purpose of the M-29

district is to provide for the orderly development of multi-family residential units, while minimizing project related impacts on nearby lands within single-family residential districts. All adjoining lands south, west, and north of the project site are within the same M-29 zoning district as the project site. Adjoining lands east of the project site are within the City of Martinez and consist of established commercial land uses. Thus, the project has little to no potential to adversely affect nearby single-family residential zoned lands given its location. The project includes building encroachments from all property lines, including 15' front setback (Almond Street) and 4' 9.75" front setback (Howe Road) where the respective minima require 25 feet, an 8' 11.5" - to - 9' 1.875" southern side yard where 20 feet is required, a 9' 1.375" rear yard where 20 feet is required, and a 3' northern rear yard where 20' is required. The site plans also includes eight total off-street parking spaces on site which are subject to the same setbacks as the dwelling units. Since all parking is located either within or immediately adjacent to the residential buildings, each parking space will encroach within a setback or yard area to the same degree as the building encroachments (or less). The project encroachments within setback/yard areas for each property line are discussed individually below:

The greatest degree of setback encroachment occurs along the northwestern side property line (3' side yard provided where 20' is required). The northernmost one-story garage portion of "Unit B" comes within 3' for the side property line adjacent to APN 375-257-002. Although 20 feet is the minimum side yard required, the M-29 development standards do allow reduced side yards for detached garages or accessory structures. Such structures may be constructed as close as 3' to a side property line, provided they are 50 feet or further from the property frontage. In this case, the garage is located more than 50 feet distant from the property frontage but does not qualify for the reduced side yard since the garage is attached to the Unit B Building. Since the property line immediately north of this garage is planted with a dense row of trees obstructing views between parcels, this variance would expectedly have minimal effect on the privacy or enjoyment of the northern adjacent residence. Considering that the placement of a garage within 3' of a side property line is in some cases conforming to M-29 development standards, this encroachment does not necessarily conflict with the intent and purpose of the district. All living areas would be setback at least an additional 22 feet from the north property line which provides a degree of separation between habitable areas that is substantially consistent with the intent and purpose of the M-29 development standards.

A similarly high degree of setback encroachment occurs along the Howe Road

frontage where a 4' 9.75" setback is provided where 25 feet is the minimum required. The project's setback encroachment along this frontage is arguably the least impactful amongst all other setback variances entailed with this project due to the fact that the eastern property boundary is over 40 feet distant from the paved roadway within the adjacent 80-foot-wide Howe Road public right-of-way. Off-site areas between the eastern project boundary and the public roadway are occupied by a drainage ditch as well as numerous mature trees and shrubs. Thus, the Howe road setback encroachment will not cause the project to tower over the adjacent right of way, and the existing landscaping would screen public views of the site. Furthermore, orienting the project improvements towards the Howe Road right-of-way is necessitated by the need to provide adequate clearance for vehicular ingress/egress to the site from its Almond Street frontage. Given the need to provided vehicular access to the site and the minimal aesthetic effects resulting from this encroachment, the granting of the Howe Road setback variance is consistent with the intent and purpose of the M-29 district.

The project provides yard areas along western southern property lines averaging approximately 9' from each, where 20 feet is the minimum required. The adjoining western and southern parcels have each been improved with a detached single-family residence. In both cases, a detached accessory building exists between the project and the adjacent home, which would expectedly provide at least a partial visual buffer between adjoining residences. Additionally, there are very few second story windows facing the adjoining residences (1 western facing, 2 southern facing) as most second story windows face the interior of the project site. The limited instances of second story windows facing nearby homes reflects an effort by the developer to accommodate development on the site at an appropriate density while minimizing project related impacts on adjoining residences.

Development on adjacent parcels abutting the same access driveway predominantly consists of multi-family residential development constructed at or near the Almond Street property line. Thus, the Almond Street frontage setback of 15 feet, where 25 feet is the minimum required is consistent and compatible with development on neighboring parcels on this street. The granting of this variance results in the project providing a far greater setback from this property line than is typical of nearby development. Therefore, the granting of this variance is be compatible with the surrounding developed areas that are also zoned M-29, and substantially consistent with the intent and purpose of M-29 development standards.

Project Finding (Open Area - Ordinance §84- 26.1402): As mentioned previously, existing landscaping along the northern and eastern property lines presently provide substantial screening of the subject property from public vantage points along Howe Road, as well as the property frontage within a private roadway (Almond Street). For this reason, the installation of the minimum required landscaping on the project site would not have a significant aesthetic effect on offsite views of the project. Foregoing the M-29 landscaping requirements allows for the limited parcel area on site to be dedicated to other required improvements on a parcel with significant dimensional and area constraints. The granting of the variance will allow for a multi-family residential development at an appropriate density with minimal effect on existing residential development. Therefore, the project, including the granting of the landscaping variance, is consistent with the intent and purpose of the M-29 district.

Project Finding (Parcel Area - Ordinance §84- 26.602): Development standards for the M-29 district require a minimum parcel size of 10,000 square feet for multiple-family residential development within this district. Based on the 9,634 square-foot parcel area, the underlying RMH general plan land use designation requires a minimum of four dwelling units on the subject property. Thus, development on the parcel could not occur at a density consistent with the RMH designation without granting a variance to parcel area. Since the granting of the variance is necessary to achieve general plan consistency, the granting of this variance is clearly consistent with the intent and purpose of the M-29 district.

D. Tree Permit Findings

The Zoning Administrator is satisfied that the following factors as provided by County Code Section 816-6.8010 for granting a tree permit have been satisfied:

1. Reasonable use of the property will require the alteration or removal and/or work within the driplines of the subject trees, and this development could not be reasonably accommodated on another area of the lot.

**CONDITIONS OF APPROVAL FOR COUNTY FILE # CDDP21-03007**

**Project Approval**

Development Plan

1. Development Plan approval is granted for a four-unit multi-family residential development, consisting of two two-story apartment buildings.

Variance

2. Variance approvals from the development standards for M-29 Multiple Family Residential District are granted as follows:
  - Almond Street Front Setback 15 feet approved for Unit A, where 25 feet is the minimum required;
  - Howe Road Front Setback: 4' 9.75" feet approved for Unit A, where 25 feet is the minimum required;
  - Southern Side Yard: 8' 11.5" – to 9' 1.875" approved for Units A & B where 20 feet is the minimum required;
  - Western Rear Yard 9' 1.375" approved for Units B where 20 feet is the minimum required
  - Northern Side Yard: 3' approved for Unit B where 20 feet is the minimum required;
  - Off Street Parking Setbacks: All off-street parking within approved garages or adjacent to buildings may encroach within setback or yard areas of any property line to a degree not exceeding the approved building encroachments specified above;
  - Parcel Area: Variance permitting multi-family residential construction on a parcel 9,634 square feet in area, where 10,000 square feet is the minimum area required for such development within an M-29 zoning district;
  - Landscaped Open Space: Eliminate requirement to provide  $\pm 1,800$  s.f. of landscaped open area (no landscaped areas provided).

Tree Permit

3. A Tree Permit is granted to authorize the prior removal of three code-protected trees on a vacant lot.

4. The Development Plan, Variance, and Tree Permit approvals described above are based on the following:
  - Development Plan application and related materials submitted to CDD on March 23, 2021;
  - Revised project plans submitted to CDD on December 19, 2025;
  
5. Any change from the approved plans may require additional review and approval by the CDD and may require the filing of an application to modify this Development Plan.

#### Off-Street Guest Parking

6. Prior to CDD-stamp approval of construction plans for the issuance of building permits, the site plan shall be revised to provide one (1) guest off-street parking space located along the parcel frontage along Almond Street. The parking space shall have minimum dimensions 9' x 19', and shall be oriented parallel with the northern property line within the private easement/driveway providing access to the site. The entire parking space shall be clear of the approved drainage facilities adjacent to the residential buildings.

#### Bicycle Parking

7. The project shall provide two short term bicycle parking spaces, as required by County Ordinance Section 82-16.412, located as close as possible to main entrances and exits of buildings, structures, or facilities without obstructing any door, entry way, path, or sidewalk. The bicycle parking must be located in an area that is visible from vehicle parking or circulation areas, or pedestrian circulation areas. The bicycle parking are to be depicted on construction drawings and shall be subject to review and approval of the CDD prior to the issuance of a building permit.

#### Compliance Report

8. At least 30 days prior to CDD stamp approval of plans for the issuance of a building permits, the applicant shall provide a report on compliance with the conditions of approval for the review and approval by the CDD. The fee for this application is a deposit of \$1,500.00 that is subject to time and material costs. Should staff costs

exceed the deposit, additional fees will be required.

Except for those conditions administered by the Public Works Department, the report shall list each condition followed by a description of what the applicant has provided as evidence of compliance with that condition. A copy of the permit conditions of approval may be obtained from the CDD.

### **Child Care**

9. Prior to the issuance of building permits, the applicant shall pay a per unit fee toward childcare facility needs in the area as established by the Board of Supervisors. The current childcare fee is \$100.00 per multi-family residential unit. However, the actual fee collected will be that which is applicable at the time of building permit issuance.

### **Park Impact Fee**

10. Prior to the issuance of building permits, the applicant shall pay a park impact fee. The current park impact fee is \$7,053.00 per multi-family residential unit. However, the actual fee amount collected will be that which is applicable at the time of building permit issuance.

### **Park Dedication FEE**

11. Prior to the issuance of building permits, the applicant shall pay a park dedication fee. The current park impact fee is \$3,233.00 per multi-family residential unit. However, the actual fee amount collected will be that which is applicable at the time of building permit issuance.

### **Archaeology**

12. Should archaeological materials be uncovered during grading, trenching or other on-site excavation(s), earthwork within 30 yards of these materials shall be stopped until a professional archaeologist who is certified by the Register of Professional Archaeologists has had an opportunity to evaluate the significance of the find and suggest appropriate mitigation(s), if deemed necessary.
13. If any significant cultural materials such as artifacts, human burials, or the like are

encountered during construction operations, such operations shall cease within 10 feet of the find, the Community Development Department shall be notified within 24-hours and a qualified archaeologist contacted and retained for further recommendations. Significant cultural materials include, but are not limited to, aboriginal human remains, chipped stone, groundstone, shell and bone artifacts, concentrations of fire cracked rock, ash, charcoal, shell, bone, and historic features such as privies or building foundations.

14. In the event of discovery or recognition of any human remains on the site, there shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie adjacent remains until the coroner of Contra Costa County has been contacted, per Section 7050.5 of the California Health and Safety Code.

### **Construction Restrictions**

All construction/tree removal activity shall comply with the following restrictions, which shall be included in the construction drawings.

15. The applicant shall make a good faith effort to minimize project-related disruptions to adjacent properties, and to uses on the site. This shall be communicated to all project-related contractors.
16. The applicant shall require their contractors and subcontractors to fit all internal combustion engines with mufflers, which are in good condition and shall locate stationary noise-generating equipment such as air compressors as far away from existing residences as possible.
17. The site shall be maintained in an orderly fashion. Following the cessation of construction activity, all construction debris shall be removed from the site.
18. Unless prior written authorization from the Zoning Administrator is obtained, all construction activities shall be limited to the hours of 7:30 A.M. to 5:00 P.M., Monday through Friday, and are prohibited on state and federal holidays on the calendar dates that these holidays are observed by the state or federal government as listed below:

New Year's Day (State and Federal)

Birthday of Martin Luther King, Jr. (State and Federal)

Washington’s Birthday (Federal)  
Lincoln’s Birthday (State)  
President’s Day (State and Federal)  
Farmworkers Day (State)  
Memorial Day (State and Federal)  
Juneteenth National Independence Day (Federal)  
Independence Day (State and Federal)  
Labor Day (State and Federal)  
Columbus Day (Federal)  
Veterans Day (State and Federal)  
Thanksgiving Day (State and Federal)  
Day after Thanksgiving (State)  
Christmas Day (State and Federal)

For details on the actual date the state and federal holidays occur, please visit the following websites:

Federal Holidays: [www.federalreserve.gov/aboutthefed/k8.htm](http://www.federalreserve.gov/aboutthefed/k8.htm)

California Holidays: [State Holidays :: California Secretary of State](#)

## **Signs**

19. This approval does not authorize the construction, placement or display of any signage for the multi-family residential development. In the event that signage is proposed in the future, such signage shall require the prior review and approval of the Community Development Division to ensure conformance with the design and location standards specified in Chapter 88-6 (Signs) of the County Ordinance Code.

## **Application Costs**

20. The Development Plan application was subject to an initial deposit of \$5,162.00 that was paid with the application submittal, plus time and material costs if the application review expenses exceed the initial deposit. Any additional fee due must be paid prior to issuance of a building permit, or 60 days of the effective date of this permit, whichever occurs first. The fees include costs through permit issuance

and final file preparation. Pursuant to Contra Costa County Board of Supervisors Resolution Number 2013/340, where a fee payment is over 60 days past due, the application shall be charged interest at a rate of ten percent (10%) from the date of approval. The applicant may obtain current costs by contacting the project planner. A bill will be mailed to the applicant shortly after permit issuance.

**PUBLIC WORKS CONDITIONS OF APPROVAL FOR PERMIT CDDP21-03007**

**COMPLY WITH THE FOLLOWING CONDITIONS OF APPROVAL PRIOR TO ISSUANCE OF A BUILDING PERMIT AND PRIOR TO INITIATION OF THE USE PROPOSED UNDER THIS PERMIT.**

**General Requirements**

21. This development shall conform to all applicable provisions of the Subdivision Ordinance (Title 9) and Public Works and Flood Control Ordinance (Title 10). Any exceptions therefrom must be specifically listed in this conditional approval statement. The drainage, road and utility improvements outlined below require the review and approval of the Public Works Department and are based on the "Proposed Residential Dwellings" site plan dated December 8, 2025 and the "Preliminary Site Development Plan" prepared by APEX Civil Engineering dated November 4, 2025.
22. The 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**

23. The applicant shall furnish proof to the Public Works Department of the acquisition of all necessary rights of way, rights of entry, permits and/or easements for the construction of off-site, temporary or permanent, public and private road and drainage improvements.
24. The applicant shall provide a current title report (less than six months old) for the subject parcel which verifies its access rights via the dedicated right of way along the mapped Fourth Avenue on the "Martinez Center Tract No. 1" subdivision map

(14M294) in order to connect to Santa Fe Avenue (County Public Road Right of Way).

### **Utilities**

25. The applicant shall underground all new utility distribution facilities to each apartment building. Applicant shall provide joint trench composite plans for the underground electrical, gas, telephone, cable television and communication conduits and cables including the size, location and details of all trenches, locations of building utility service stubs and meters and placements or arrangements of junction structures as a part of the Improvement Plan submittals for the project. The composite drawings and/or utility improvement plans shall be signed by a licensed civil engineer.

### **Drainage**

26. The applicant shall collect and convey all stormwater entering and/or originating on this property, without diversion and within an adequate storm drainage system, to a 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.

27. Prior to the approval of the improvement plans and issuance of building permits, the applicant shall obtain an encroachment permit from the City of Martinez for the storm drain pipe outfall into the existing drainage ditch within the City's public right of way on Howe Road.

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

28. 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.

29. Improvement plans and Landscape Plans shall be reviewed by the Public Works Department 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). These plans shall verify the placement of self-treating areas in landscaped areas and ensure the placement of impervious surfaces such as walkways, patios, and parking lots are consistent with the final SWCP.
30. 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.
31. 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.
32. Prior to the issuance of a building permit, 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.
33. Prior to the issuance of a building permit, the property owner(s) shall establish a funding mechanism to cover the ongoing financial impact the development will have for ongoing maintenance and operations of the stormwater treatment facility. Compliance with this requirement shall be to the satisfaction of the Public Works Director and may be met through the formation of a new Community Facilities District or annexation of the subject property into an existing 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.

**National Pollutant Discharge Elimination System (NPDES)**

34. 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 (San Francisco Bay - Region II).

- Minimize the amount of directly-connected impervious surface area.
- Place advisory warnings on all catch basins and storm drains using current storm drain markers.
- Construct concrete driveway weakened plane joints at angles to assist in directing run-off to landscaped/pervious areas prior to entering the street curb and gutter.
- Other alternatives comparable to the above, as approved by the Public Works Department.

### **Drainage Area Fee Ordinance**

35. The applicant shall comply with the drainage fee requirements for Drainage Area 40 (DA 40A) as adopted by the Board of Supervisors prior to issuing a building permit.

### **ADVISORY NOTES**

**PLEASE NOTE ADVISORY NOTES ARE ATTACHED TO THE CONDITIONS OF APPROVAL, BUT ARE NOT A PART OF THE CONDITIONS OF APPROVAL. ADVISORY NOTES ARE PROVIDED FOR THE PURPOSE OF INFORMING THE APPLICANT OF ADDITIONAL ORDINANCE AND OTHER LEGAL REQUIREMENTS THAT MUST BE MET IN ORDER TO PROCEED WITH DEVELOPMENT.**

#### **A. NOTICE OF 90-DAY OPPORTUNITY TO PROTEST FEES, DEDICATIONS, RESERVATIONS, OR OTHER EXACTIONS PERTAINING TO THE APPROVAL OF THIS PERMIT.**

This notice is intended to advise the applicant that pursuant to Government Code Section 66000, et. seq, the applicant has the opportunity to protest fees, dedications, reservations, and/or exactions required as part of this project approval. The opportunity to protest is limited to a ninety-day (90) period after the project is approved.

The 90-day period in which you may protest the amount of any fee or imposition of any dedication, reservation, or other exaction required by this approved permit, begins on the date this permit was approved. To be valid, a protest must be in writing pursuant to Government Code Section 66020 and delivered to the CDD within 90-

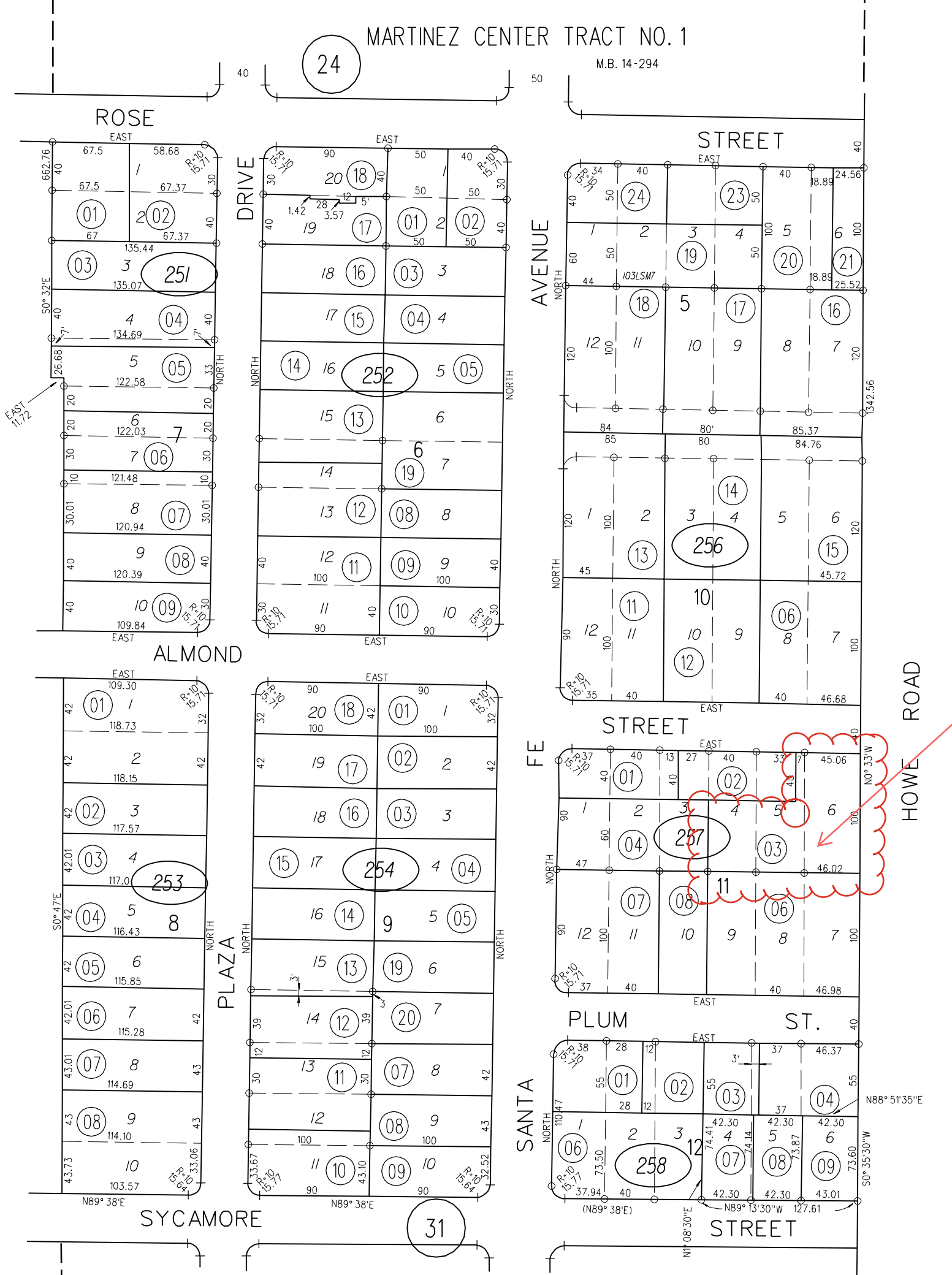
days of the approval date of this permit.

- B. The applicant shall submit building plans to the Building Inspection Division and comply with Division requirements. It is advisable to check with the Division prior to requesting a building permit or proceeding with the project.
- C. The applicant is responsible for contacting the Health Services Department Environmental Health Division regarding its requirements and/or obtaining additional permits as required as part of the proposed project.
- D. The applicant must submit building plans to the Contra Costa County Fire Protection District and comply with its requirements.
- E. The applicant is advised that plans submitted for a building permit must receive prior approval and be stamped by the Mountain View Sanitary District.
- F. The applicant must comply with the requirements of the City of Martinez as it pertains to establishing water service to the project.
- G. The applicant shall be required to comply with the requirements of the Bridge/Thoroughfare Fee Ordinance for the Martinez Area of Benefit, as adopted by the Board of Supervisors. Payment is required prior to the issuance of building permits

MARTINEZ CENTER TRACT NO. 1

M.B. 14-294

TAX CODE AREA



23

26

24

31

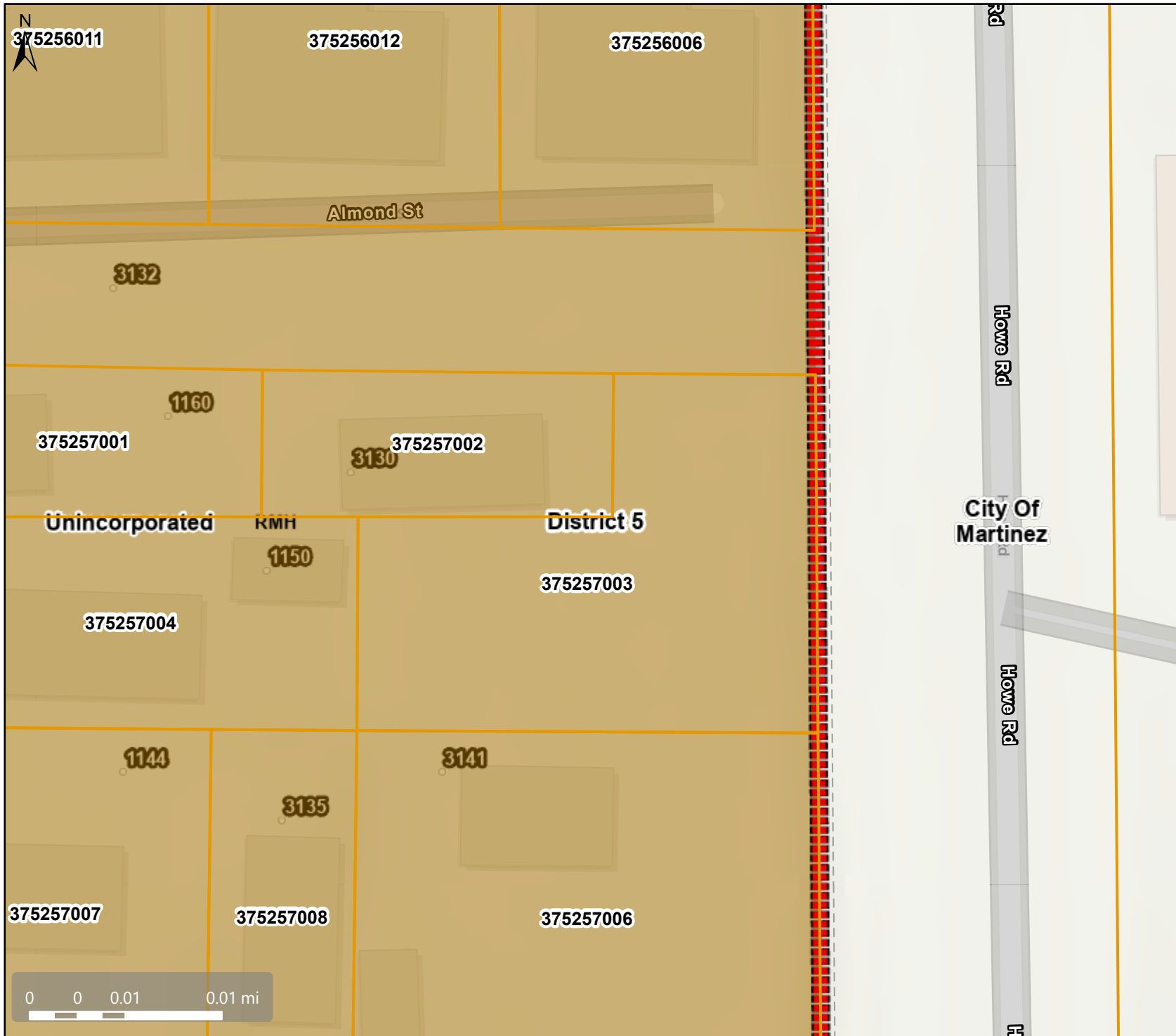


Project Site

PB  
377

- 251
- 252
- 253
- 254
- 256
- 257
- 258

# General Plan: Residential Medium High Density (RMH)



## Map Legend

- County Border
- Assessment Parcels
- Planning Layers (DCD)**
- General Plan**
- RMH (Residential Medium-High Density) (17-30 du/na)
- Unincorporated
- City Limits
- Board of Supervisors' Districts
- Base Data**
- Address Points

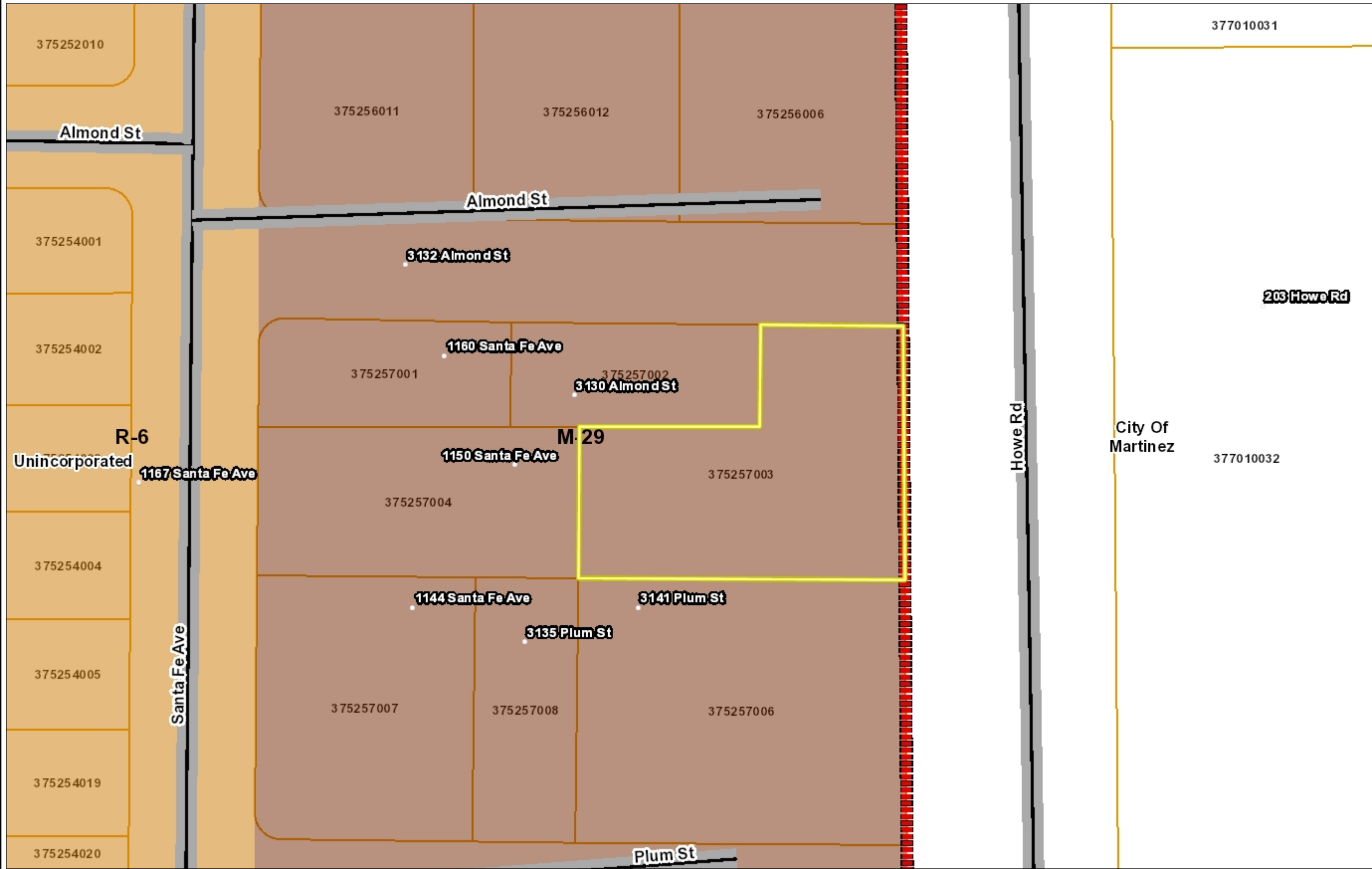
This map is a user generated, static output from an internet mapping application and is intended for reference use only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION.

CCMap is maintained by Contra Costa County Department of Information Technology, County GIS. Data layers contained within the CCMap application are provided by various Contra Costa County Departments. Please direct all data inquiries to the appropriate department.

**Spatial Reference**  
 PCS: WGS 1984 Web Mercator Auxiliary Sphere  
 Datum: WGS 1984

Zoning: M-29



Legend

- City Limits
- Unincorporated
- Address Points
- Highways
- Highways Bay Area
- Streets
- Zoning**
- R-6 (Single Family Residential)
- R-6 -FH (Single Family Residential Combining District)
- R-6, -FH -UE (Single Family Resid Urban Farm Animal Exclusion Com
- R-6 -SD-1 (Single Family Resident Hillside Development Combining Di
- R-6 -TOV -K (Single Family Reside View Ordinance and Kensington Cc
- R-6, -UE (Single Family Residential Exclusion Combining District)
- R-6 -X (Single Family Residential - Combining District)
- R-7 (Single Family Residential)
- R-7 -X (Single Family Residential - Combining District)
- R-10 (Single Family Residential)
- R-10, -UE (Single Family Resident: Exclusion Combining District)
- R-12 (Single Family Residential)
- R-15 (Single Family Residential)
- R-20 (Single Family Residential)
- R-20, -UE (Single Family Resident: Exclusion Combining District)
- R-40 (Single Family Residential)
- R-40 -FH (Single Family Resident: Combining District)
- R-40, -FH -UE (Single Family Resic Urban Farm Animal Exclusion Com
- R-40, -UE (Single Family Resident: Exclusion Combining District)
- R-65 (Single Family Residential)
- R-100 (Single Family Residential)
- D-1 (Two Family Residential)
- D-1 -T (Two Family Residential - Tr District)
- D-1, -UE (Planned Unit - Urban Far Combining District)
- M-12 (Multiple Family Residential)
- M-12 -FH (Multiple Family Resident Combining District)

1:564



0.0 0 0.01 0.0 Miles

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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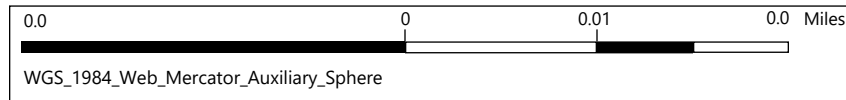
Notes

APN: 375-257-003



Legend

- City Limits
- Unincorporated
- Address Points
- Highways
- Highways Bay Area
- Streets
- County Boundary
- Bay Area Counties
- Assessor Parcels
- Aerials 2019
  - Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3
- World Imagery
  - Low Resolution 15m Imagery
  - High Resolution 60cm Imagery
  - High Resolution 30cm Imagery
  - Citations



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1: 564



**Notes**  
 APN: 375-257-003



## AGENCY COMMENT REQUEST

Date \_\_\_\_\_

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

|  |  |   |   |  |  |
|--|--|---|---|--|--|
| <p style="text-align: center;"><i>DISTRIBUTION</i></p> <p><u>INTERNAL</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Building Inspection<br/>           Advance Planning<br/> <input checked="" type="checkbox"/> Trans. Planning<br/>           ALUC Staff<br/> <input checked="" type="checkbox"/> APC PW Staff         </td> <td style="width: 50%; vertical-align: top;">           Grading Inspection<br/>           Housing Programs<br/>           Telecom Planner<br/>           HCP/NCCP Staff<br/>           County Geologist         </td> </tr> </table> <p><u>HEALTH SERVICES DEPARTMENT</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Environmental Health<br/> <u>PUBLIC WORKS DEPARTMENT</u><br/> <input checked="" type="checkbox"/> Engineering Services (1 Full-size + 3 email Contacts)<br/>           Traffic<br/>           Flood Control (Full-size)         </td> <td style="width: 50%; vertical-align: top;">           Hazardous Materials<br/>           Special Districts         </td> </tr> </table> <p><u>LOCAL</u></p> <input checked="" type="checkbox"/> Fire District _____<br>San Ramon Valley – (email) <a href="mailto:rwendel@srvfire.ca.gov">rwendel@srvfire.ca.gov</a><br><input checked="" type="checkbox"/> Consolidated – (email) <a href="mailto:fire@cccfd.org">fire@cccfd.org</a><br>East CCC – (email) <a href="mailto:brodriguez@cccfd.org">brodriguez@cccfd.org</a><br><input checked="" type="checkbox"/> Sanitary District <u>MT. VIEW SANITARY</u><br><input checked="" type="checkbox"/> Water District <u>CCWD; MARTINEZ WATER</u><br><input checked="" type="checkbox"/> City of <u>MARTINEZ</u><br>School District(s) _____<br>LAFCO<br>Reclamation District # _____<br>East Bay Regional Park District<br>Diablo/Discovery Bay/Crockett CSD<br>MAC/TAC _____<br>Improvement/Community Association<br><input checked="" type="checkbox"/> CC Mosquito & Vector Control Dist (email) | <input checked="" type="checkbox"/> Building Inspection<br>Advance Planning<br><input checked="" type="checkbox"/> Trans. Planning<br>ALUC Staff<br><input checked="" type="checkbox"/> APC PW Staff | Grading Inspection<br>Housing Programs<br>Telecom Planner<br>HCP/NCCP Staff<br>County Geologist | <input checked="" type="checkbox"/> Environmental Health<br><u>PUBLIC WORKS DEPARTMENT</u><br><input checked="" type="checkbox"/> Engineering Services (1 Full-size + 3 email Contacts)<br>Traffic<br>Flood Control (Full-size) | Hazardous Materials<br>Special Districts | <p><i>Please submit your comments to:</i></p> <p>Project Planner <u>Adrian Veliz</u><br/>       Phone # <u>925-674-7798</u><br/>       E-mail <u>adrian.veliz@dcd.cccounty.us</u><br/>       County File # <u>CDDP21-03007</u></p> <p>Prior to <u>April 23, 2021</u></p> <p style="text-align: center;">*****</p> <p>We have found the following special programs apply to this application:</p> <p style="margin-left: 40px;">Active Fault Zone (Alquist-Priolo)</p> <p><input checked="" type="checkbox"/> Flood Hazard Area, Panel # _____</p> <p style="margin-left: 40px;">60-dBA Noise Control<br/>       CA EPA Hazardous Waste Site</p> <p style="text-align: center;">*****</p> <p><b>AGENCIES:</b> 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.</p> <p>Comments:   None   <input checked="" type="checkbox"/> Below   Attached</p> <p>1. Compliance with applicable building codes will be required.</p> <p style="text-align: right;">Print Name <u>Abed Chowdhury</u><br/>       _____<br/> <span style="float: right;">4/22/2021</span><br/>       Signature _____ DATE _____<br/>       Agency phone # <u>925-655-2821</u></p> |
| <input checked="" type="checkbox"/> Building Inspection<br>Advance Planning<br><input checked="" type="checkbox"/> Trans. Planning<br>ALUC Staff<br><input checked="" type="checkbox"/> APC PW Staff   | Grading Inspection<br>Housing Programs<br>Telecom Planner<br>HCP/NCCP Staff<br>County Geologist  |   |   |  |  |
| <input checked="" type="checkbox"/> Environmental Health<br><u>PUBLIC WORKS DEPARTMENT</u><br><input checked="" type="checkbox"/> Engineering Services (1 Full-size + 3 email Contacts)<br>Traffic<br>Flood Control (Full-size)  | Hazardous Materials<br>Special Districts   |   |   |  |  |
| <p><u>OTHERS/NON-LOCAL</u></p> <p>CHRIS (email only: <a href="mailto:nwic@sonoma.edu">nwic@sonoma.edu</a>)<br/>       CA Fish and Wildlife, Region 3 – Bay Delta<br/>       Native American Tribes</p> <p><u>ADDITIONAL RECIPIENTS</u></p> <p>_____<br/>       _____</p>   |  |   |   |  |  |



April 22, 2021

Mr. Veliz  
Department of Conservation and Development  
30 Muir Rd.  
Martinez, CA 94553

**Subject:** Schofield Duplex  
0 Howe Rd. Martinez  
Project # CDDP21-03007  
**CCCFPD Project No.: 2021-02156**

Dear Mr. Veliz:

We have reviewed the development plan application to construct a single story duplex at the subject location. The following is required for Fire District approval in accordance with the 2019 California Fire Code (CFC), the 2019 California Residential Code (CRC), and Local and County Ordinances and adopted standards:

1. Access from Almond Street to the building is not shown.  
  
Provide emergency apparatus access roadways with all-weather (paved) driving surfaces of not less than 16-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. The project as proposed shall require the installation of an approved Fire District turnaround. Dead-end emergency apparatus access roadways in excess of 150 feet in length shall be provided with approved provisions for the turning around of Fire District apparatus. See CCCFPD Ordinance 2019-37 for information. (503.2.5) CFC
3. Access gates, if installed for Fire District apparatus shall be a minimum of 16-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 1 hydrant of the East Bay type in compliance with Chapter 5 and Appendix B and C of the California Fire Code. (C103.1) CFC
6. The developer shall submit three (3) copies of site improvement plans indicating the proposed hydrant location and fire apparatus access, building square footage and type of

construction for review and approval prior to obtaining a building permit. **Final placement of hydrant shall be determined by this office.** (501.3) CFC

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

**Note:** The homes as proposed shall be protected with an approved automatic fire sprinkler system complying with the 2016 edition of NFPA 13D or Section R313.3 of the 2019 California Residential Code. Submit three (3) sets of plans to this office for review and approval prior to installation. (R313.3) CRC.

8. The owner/contractor is responsible for contacting the water district to determine if the existing domestic service (meter) is adequate for a dual service application.
9. 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

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

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

Sincerely,



Todd Schiess  
Fire Inspector I

cc: Clif Schofield  
158 Wellington Ave.  
Clyde, CA 94520  
clifschofield@yahoo.com

File:.0 HOWE AND ALMOND ST-PLN-P-2021-02156



## **City of Martinez      Engineering Department**

525 Henrietta Street, Martinez, CA. 94553-2394

Phone: (925) 372-3569      Fax: (925) 372-0257

April 19, 2021

Adrian Veliz  
Contra Costa County  
Department of Conservation & Development  
Community Development Division  
30 Muir Road  
Martinez, CA. 94553-4601

**Subject:** Comments on proposed development  
Contra Costa County Project #: **CDDP21-03007 (APN 375-257-003)**.

Dear Mr. Veliz:

The following are comments on the proposed development of the subject project.

1. The site is within the City of Martinez Sphere of Influence (SOI), and within the City's water service area.
2. Providing water to the site from the City's water system is subject to LAFCO's approval to extend water service to property located outside the City limits. The applicant shall be responsible for all costs necessary to obtain LAFCO's approval. The subject property is abutting City of Martinez City the limit lines. No water will be provided to the site without LAFCO's approval. LAFCO may require annexation of the property as a condition for providing water to the site.
3. There is adequate water supply in the vicinity of the project to provide the project with water for domestic and fire use.
4. In accordance with Chapter 12.30 of the City of Martinez Municipal Code, frontage improvement on Howe Road should be required. Frontage improvement includes but not limited to: Curb, gutter, sidewalk, pavement widening and pavement repair to center line of the street to the satisfaction of the City Engineer. All improvement on Howe Road shall be subject to the review and approval of the City Engineer of the City of Martinez. The roadway section shall be per the City Standard Details and specifications for a collector street. The street width shall not be less than that of the existing fully developed section of Howe Road north of the project.
5. Storm water Control Plan: The project should comply with the C.3 requirements of the Municipal Regional Permit issued by SFRWQCB.

If you have any questions, please call me at (925) 372-3569.

Sincerely,

Khalil Yowakim,  
Senior Civil Engineer

cc: Randy Leptien, City Engineer  
Victoria Walker



## Public Works Department

525 Henrietta Street, Martinez, CA 94553-2394

**Date:** April 9, 2026

**Subject:** Engineering Comments on "Schonfeld Residences" Project located at 3150 Almond Street in Contra Costa County (APN 378-257-003)

**By:** Khalil Yowakim, Senior Civil Engineer, Phone: (925) 372-3569

**Comments:**

1. Proposed storm drainage pipe outfall:
  - a. The drainage pipe outfall to the existing ditch on Howe Road is acceptable to the city.
  - b. Rock rip rap protection is required.
  
2. Encroachment Permit is required from the city for work within Howe Rd. right-of-way:
  - a. The applicant should submit the permit application with three sets of improvement plans to the city for review, pay the applicable fees and deposit.
  - b. All improvements shall be designed and constructed in accordance with City and/or County standards, and subject to the approval of the City Engineer.
  - c. The permit application is available online at the City's website.
  - d. Provide a copy of the executed stormwater control plan O&M agreement (with the County).
  
3. Permit Fees:
  - a. Standard Encroachment Permit fees include: plan check fee, inspection fee and \$500 security deposit.
  - b. Preliminary review fee (as of today): **\$980** (staff: 4 hours at \$245/hr.)  
This amount to be collected, in addition to the standard encroachment permit fees, prior to the issuance of the encroachment permit.
  
4. Water supply:
  - a. LAFCO'S out-of-agency water service application approval is required prior to providing water to site outside the City limits.
  - b. This application should be submitted to LAFCO by the city. The applicant shall be responsible for the application fees.
  - c. Information needed for submitting LAFCO's Out-of-Agency water service application:
    - City's fee: **\$3,250** (\$3,200+\$50 for filing NOE)- The check should be payable to the City of Martinez.
    - LAFCO's fee: **\$3,400** – The check should be payable to Contra Costa LAFCO.
    - A recent copy of the title report for the property.

- *A signed and notarized deferred annexation agreement by the property owner (provided earlier to the owner).*
- d. *Water service application(s) is required.*
- e. *The water service(s) to be provided from the existing water main on Santa Fee Ave. The water meters to be located within the public right of way on Santa Fee Ave. The private line(s) from the meter(s) to the site shall be constructed at the owner's sole expense.*

CONTRA COSTA COUNTY  
**DEPARTMENT OF CONSERVATION AND DEVELOPMENT**  
 COMMUNITY DEVELOPMENT DIVISION  
 30 Muir Road  
 Martinez, CA 94553-4601  
 Phone: 925-674-7205  
 Fax: 925-674-7258



## AGENCY COMMENT REQUEST

Date \_\_\_\_\_

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

|  |  |   |  |
|--|--|---|--|
| <p style="text-align: center;"><i>DISTRIBUTION</i></p> <p><u>INTERNAL</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Building Inspection<br/> <input type="checkbox"/> Advance Planning<br/> <input checked="" type="checkbox"/> Trans. Planning<br/> <input type="checkbox"/> ALUC Staff<br/> <input checked="" type="checkbox"/> APC PW Staff         </td> <td style="width: 50%; vertical-align: top;">           Grading Inspection<br/>           Housing Programs<br/>           Telecom Planner<br/>           HCP/NCCP Staff<br/>           County Geologist         </td> </tr> </table> <p><u>HEALTH SERVICES DEPARTMENT</u></p> <input checked="" type="checkbox"/> Environmental Health      Hazardous Materials <p><u>PUBLIC WORKS DEPARTMENT</u></p> <input checked="" type="checkbox"/> Engineering Services (1 Full-size + 3 email Contacts)<br>Traffic<br>Flood Control (Full-size)      Special Districts <p><u>LOCAL</u></p> <input checked="" type="checkbox"/> Fire District _____<br>San Ramon Valley – (email) <a href="mailto:rwendel@srvfire.ca.gov">rwendel@srvfire.ca.gov</a><br><input checked="" type="checkbox"/> Consolidated – (email) <a href="mailto:fire@cccfd.org">fire@cccfd.org</a><br>East CCC – (email) <a href="mailto:brodriguez@cccfd.org">brodriguez@cccfd.org</a> <input checked="" type="checkbox"/> Sanitary District <u>MT. VIEW SANITARY</u><br><input checked="" type="checkbox"/> Water District <u>CCWD; MARTINEZ WATER</u><br><input checked="" type="checkbox"/> City of <u>MARTINEZ</u><br>School District(s) _____<br>LAFCO<br>Reclamation District # _____<br>East Bay Regional Park District<br>Diablo/Discovery Bay/Crockett CSD<br>MAC/TAC _____<br>Improvement/Community Association<br><input checked="" type="checkbox"/> CC Mosquito & Vector Control Dist (email) <p><u>OTHERS/NON-LOCAL</u></p> CHRIS (email only: <a href="mailto:nwic@sonoma.edu">nwic@sonoma.edu</a> )<br>CA Fish and Wildlife, Region 3 – Bay Delta<br>Native American Tribes <p><u>ADDITIONAL RECIPIENTS</u></p> _____<br>_____ | <input checked="" type="checkbox"/> Building Inspection<br><input type="checkbox"/> Advance Planning<br><input checked="" type="checkbox"/> Trans. Planning<br><input type="checkbox"/> ALUC Staff<br><input checked="" type="checkbox"/> APC PW Staff | Grading Inspection<br>Housing Programs<br>Telecom Planner<br>HCP/NCCP Staff<br>County Geologist | <p><i>Please submit your comments to:</i></p> Project Planner <u>Adrian Veliz</u><br>Phone # <u>925-674-7798</u><br>E-mail <u>adrian.veliz@dcd.cccounty.us</u><br>County File # <u>CDDP21-03007</u><br>Prior to <u>April 23, 2021</u> <p style="text-align: center;">*****</p> <p>We have found the following special programs apply to this application:</p> <p style="padding-left: 40px;">Active Fault Zone (Alquist-Priolo)</p> <input checked="" type="checkbox"/> Flood Hazard Area, Panel # _____<br>60-dBA Noise Control<br>CA EPA Hazardous Waste Site <p style="text-align: center;">*****</p> <p><b>AGENCIES:</b> 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.</p> <p>Comments:      None      Below      Attached</p> <div style="text-align: center; margin-top: 20px;"> </div> <p>Print Name <u>Todd Schress</u><br/> <u>Todd Schress</u>      <u>4/22/21</u><br/>         Signature      DATE<br/>         Agency phone # <u>925-941-3302</u></p> |
| <input checked="" type="checkbox"/> Building Inspection<br><input type="checkbox"/> Advance Planning<br><input checked="" type="checkbox"/> Trans. Planning<br><input type="checkbox"/> ALUC Staff<br><input checked="" type="checkbox"/> APC PW Staff   | Grading Inspection<br>Housing Programs<br>Telecom Planner<br>HCP/NCCP Staff<br>County Geologist  |   |  |

P2021-02156 PLAN



**Planning Application**  
 Department of Conservation and Development  
 Community Development Division

30 Muir Road  
 Martinez, CA 94553  
 (925) 674-7200  
 www.cccounty.us

**PROJECT DATA**

Total Parcel Size: \_\_\_\_\_  
 Proposed Number of Units: \_\_\_\_\_  
 Proposed Square Footage: \_\_\_\_\_  
 Estimated Project Value: \_\_\_\_\_

**TYPE OF APPLICATION (Mark all that apply):**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> ACCESSORY DWELLING UNIT (ADU)/JUNIOR ADU             | <input type="checkbox"/> GENERAL PLAN AMENDMENT/FEASIBILITY STUDY         | <input type="checkbox"/> REZONING               |
| <input type="checkbox"/> ADMINISTRATIVE REVIEW<br>(former Redevelopment Area) | <input type="checkbox"/> LAND USE PERMIT                                  | <input checked="" type="checkbox"/> TREE PERMIT |
| <input type="checkbox"/> CERTIFICATE OF COMPLIANCE                            | <input type="checkbox"/> LOT LINE ADJUSTMENT                              | <input checked="" type="checkbox"/> VARIANCE    |
| <input type="checkbox"/> COMPLIANCE REVIEW                                    | <input type="checkbox"/> MAJOR <input type="checkbox"/> MINOR SUBDIVISION | <input type="checkbox"/> WIRELESS _____         |
| <input checked="" type="checkbox"/> DEVELOPMENT PLAN                          | <input checked="" type="checkbox"/> PLANNING CONSIDERATION                | OTHER _____                                     |

**PROPERTY OWNER OR AGENT AUTHORIZATION**

NAME: CLIF SCHOFIELD  
 ADDRESS: 158 WILMINGTON AV  
 CITY, STATE: CLYDE CA ZIP: 94520  
 PHONE #: 925 395 0062  
 EMAIL: CLIF.SCHOFIELD@YAHOO.COM

**APPLICANT (MAIN CONTACT INFORMATION)**

NAME: CLIF SCHOFIELD  
 ADDRESS: 158 WILMINGTON AV  
 CITY, STATE: CLYDE CA ZIP: 94520  
 PHONE #: 925 395 0062  
 EMAIL: CLIF.SCHOFIELD@YAHOO.COM

I am the property owner and hereby authorize the filing of this application.  
 SIGNATURE: [Signature]

Check here if billings are to be sent to applicant rather than owner.  
 SIGNATURE: [Signature]

**Project Description and Location:**

NON DUPLEX ALMOND ST @ HOWE MARTINEZ

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

**Project Description:**

The applicant requests approval of a Development Plan and Variances for substandard setback and side yards to allow the construction of a new duplex on a vacant lot; and a Tree Permit for the removal of one code-protected tree and work within the driplines of two code-protected trees.

**Property Description:**

A 9,634 sq. ft. lot; MARTINEZ CENTER LOT 6 POR 4 & 5 BLK 11  Housing Inventory Site

|  | TYPE OF FEE  | FEE                | CODE  | ASSESSOR'S #: 375-257-003  |
|--|--|--------------------|-------|--|
| Area: <u>Martinez</u>                  | *CDD Base Fee/Deposit  | \$ 5,000.00        | S-    | Site Address: <u>Howe Road &amp; Almond Street</u>                                   |
| Fire District: <u>CCC Consolidated</u> | *Additional CDD Base Fee/Deposit   | \$                 | S-    | Zoning District: <u>M-29</u>   |
| Sphere of Influence: <u>Martinez</u>   | *PW Base Fee/Deposit   | \$                 | S-    | General Plan: <u>MH</u>  |
| Flood Zone: <u>B</u>                   | Late Filing Penalty<br>(+50% of above if applicable)   | \$                 | S-066 | Census Tract: <u>3190</u>  |
| x-ref Files:                           | Notification Fee   | \$30.00            | S-052 | Substandard Lot: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
|  | Fish & Game Posting<br>(if not CEQA exempt)  | \$75.00            | S-048 | Supervisorial District: <u>5</u>   |
|  | Environmental Health Dept.   | \$57.00            | 5884  | Received By: <u>Syd Sotoodeh</u>   |
| Concurrent Files:                      | <b>TOTAL</b>   | <b>\$ 5,162.00</b> |       | Date Filed: <u>03/23/2021</u>  |
|  | *Additional fees based on time and materials will be charged if staff costs exceed base fee. |                    |       | File #: <u>CDDP21-03007</u>  |

**APPLICATION SUBMITTAL ON REVERSE**



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**CONTRA COSTA COUNTY**  
**DEPARTMENT OF CONSERVATION & DEVELOPMENT**

30 Muir Road  
Martinez, CA 94553

**Telephone:** (925) 674-7209      **Fax:** (925) 674-7250

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**TO:** Adrian Veliz, Project Planner  
**FROM:** Robert Sarmiento, Transportation Planning Section (RS)  
**DATE:** April 22, 2021  
**SUBJECT:** Almond Street Duplex (DP21-03007)

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The Transportation Planning Section has reviewed the subject project. Comments are below; in summary, the one major comment pertains to electric vehicle (EV) charging infrastructure. Please let me know if you have any questions.

**Background**

The project is subject to the following policies:

**Vehicle Miles Traveled (VMT):** On June 23, 2020, in compliance with SB 743 (2013) the Board of Supervisors adopted Transportation Analysis Guidelines (TAG)<sup>1</sup>, which defines the County's approach to analyzing VMT impacts from certain projects. As a result of SB 743, VMT is the metric used to define transportation impacts in a CEQA review.

**Level of Service (LOS):** The County and the Contra Costa Transportation Authority (CCTA) require an LOS analysis in order to comply with the Growth Management Program. CCTA maintains the Technical Procedures Manual<sup>2</sup>, which defines the approach to analyzing LOS impacts from certain projects. While LOS is no longer considered an impact under CEQA, SB 743 does allow local jurisdictions to maintain LOS-based policies and standards.

**Comments**

1. The project will not require a VMT analysis, based on the following:

***Project Characteristics***

- **Daily vehicle trips: 19** (based on ITE Category: "Single Family Detached Housing" land use (Code 210))

***VMT Screening Criteria***

- Projects that generate or attract **fewer than 110 daily vehicle trips**

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<sup>1</sup> County Transportation Analysis Guidelines (TAG): [link](#)

<sup>2</sup> CCTA Technical Procedures:

[https://ccta.net/wp-content/uploads/2018/12/Final\\_Technical\\_Procedures\\_Full\\_Jan2013-1.pdf](https://ccta.net/wp-content/uploads/2018/12/Final_Technical_Procedures_Full_Jan2013-1.pdf)

2. The project will not require an LOS review, based on the following:

***Estimated Trip Generation***

All Trips (based on ITE Category: “Single Family Detached Housing” land use (Code 210)): 76 Average Daily Trips, 1/2 AM/PM Peak Hour Trips

***Threshold for Review***

From CCTA’s Technical Procedures:

*1.6 Traffic Impact Analysis: The analysis should be conducted for projects that exceed a trip generation threshold of 100 net new peak hour vehicle trips.*

From the County’s TAG:

*Applicants may be required to prepare a LOS operational analysis if any of the following apply to a proposed project... Development project that adds 50 or more net new peak hour vehicle trips to an intersection.*

3. In accordance with the County’s EV Ordinance<sup>3</sup>, the project will be required to include EV charging infrastructure in each residential unit. According to Appendix A (“Electric Vehicle Charging Chart”) in the TAG, “for each dwelling unit, a listed raceway to accommodate a dedicated 208/240-volt branch circuit” is required to be installed in each single-family residential unit.

cc: John Cunningham, DCD  
Maureen Toms, DCD  
Anna Battagello, DCD  
Jerry Fahy, PWD  
Jeff Valeros, PWD  
Monish Sen, PWD

---

<sup>3</sup> Section 420.13 – “Electric vehicle (EV) charging for new construction.” ([link](#))