

**Marin County
Planning Department**

Mark J. Riesenfeld, AICP, Director

**ADMINISTRATIVE DEVELOPMENT PLAN
APPROVAL WITH CONDITIONS**

October 11, 1991

Insight Meditation West
Jack Tjeerdsma
P.O. Box 909
Woodacre, CA 94973

**RE: Spirit Rock (Insight Meditation West) Development Plan, Phase II
5000 Sir Francis Drake Boulevard, Woodacre; APN 172-350-04**

Background: Approved Master Plan and Phase I Development Plan Improvements

The project sponsor, Insight Meditation West, has filed a Precise Development Plan application seeking approval for Phase II of the Spirit Rock Center Master Plan. The Master Plan was approved by the Board of Supervisors in August of 1988 (Ordinance #2981) for development of a Buddhist retreat center on an approximately 412 acre parcel in the San Geronimo Planning Area. The retreat center is approved for day-long, weekend, ten day, and one 45 - 80 day retreat per year. Site improvements include buildings for staff and guest housing, dining, meditation, meetings, and a hermitage for monks. The Master Plan approval prescribed specific limitations for site occupancy and retreat events, authorized conceptual development of site improvements such as roadways, buildings, parking areas, and utilities, and dedicated undeveloped portions of the project site as open space.

On November 30, 1989, the Planning Director administratively approved a Precise Development Plan for Phase I of the Spirit Rock Center Master Plan. In accordance with Master Plan Condition 9(B), a sequential phasing program for the ultimate build-out of the Spirit Rock Center was approved as part of the Phase I Development Plan and is incorporated into this administrative action as Exhibit A. This program sets out nine phases of development of the Master Plan over an eight year time frame (1989-1997).

Improvements approved as part of the Phase I Development Plan include: 1) two temporary buildings used for staff quarters and a meeting hall, respectively; 2) an on-site parking area; 3) a majority of site work related to infrastructure improvements, including a paved access road leading to the parking area, roadway and pedestrian bridges providing access across a creek which traverses the project site, initial phase septic tanks and drain fields, and utility installations (gas, electric, water, and phone) for Phase I improvements; and 4) landscaping, including riparian enhancement plantings as mitigation for tree removal.

Subsequent to approval of the Phase I Development Plan, the County granted Design Review approval for the construction of a temporary office building on the project site to be used for the administration of Phase I retreat events and activities. (DR 91 - 004, approved October 10, 1990).

In April of 1991, the project sponsor completed development of the above noted improvements as generally described above and has commenced with retreat activities approved for Phase I, including day long retreats, open house, and night classes.

PROJECT DESCRIPTION:

Proposed Phase II Improvements

The Phase II Development Plan is the second stage of site development which is intended to implement the approved Spirit Rock Center Master Plan. Improvements which are proposed by the Phase II Development Plan include buildings and infrastructure that will accommodate operation of the Spirit Rock Center up to level 5 of the approved development phasing program. Refer to Appendix A (Exhibit I of Phase I Development Plan text) of this approval for specific activities, participant loads and frequency of events.

Specific improvements include the following:

1. ~~Waste Water~~ Facilities: Phase II of the Spirit Rock waste water plan prepared by Questa Engineering;
2. Permanent Dormitories: Three permanent dormitory buildings located in the northwestern portion of the development area, including: Dorm A, a two story, 4,724 square foot building containing 28 single rooms; Dorm B, a two story, 3,916 square foot building containing 27 single rooms; and Dorm C, a two story, 3,916 square foot building containing 28 single rooms. Each of the three permanent dormitories would have a separate meeting room and bathroom facilities. The maximum height of each building is 30 feet above natural grade;
3. Temporary Dormitories: Two temporary dormitory buildings located in the same general location as the permanent dorms. These modular, single story buildings would each be comprised of 1,680 square feet of floor area and have a maximum height of 12 feet above existing grade. Temporary Dorm A would contain 10 single rooms and 2 double rooms, and Temporary Dorm C would contain 9 single rooms and 2 double rooms. Each of the temporary dorms would have bathroom facilities;
4. Dining Hall: A two story, 9,282 square foot building containing dining areas, a kitchen, bathroom and laundry facilities, several offices, and storage areas, and having a maximum height of 37 feet above natural grade;
5. Roadway and utility extensions to serve the proposed buildings noted above, including two additional ~~bridges and drainage culverts~~. A minor adjustment to the roadway as conceptually approved by Master Plan is proposed;
6. Landscaping: Plantings generally located around the proposed building envelopes; two reflection ponds created by earth berms (identified as check dams in Master Plan materials) located within an intermittent stream; and a pedestrian pathway connecting the existing and proposed buildings;
7. Tree Platforms: Ten wooden tree platforms not exceeding 200 square feet each located in the development area and adjacent open space areas held by the County Open Space District and Marin Agricultural Land Trust. (Note: Tree platforms have been approved as part of open space agreements between the project sponsor, the County, and the Marin Agricultural Land Trust).

ENVIRONMENTAL REVIEW:

The project proposal is one of a series of Precise Development Plans designed to implement the approved Spirit Rock Center Master Plan. A Mitigated Negative Declaration was adopted in conjunction with the County's 1988 Master Plan approval based on conclusions set out in the accompanying Initial Study which evaluated individual and cumulative environmental effects of the Master Plan proposal. (Note: The Spirit Rock Center Master Plan Mitigated Negative Declaration is on file with the Marin County Clerk's office and the Planning Department, and is referenced as ND 89-01). The scope of the Initial Study prepared for this Development Plan approval has therefore been limited to an evaluation of the environmental effects of the Phase II Precise Development Plan.

ADMINISTRATIVE ACTION:

This is to inform you that on **October 9, 1991** the Planning Director approved your application for Development Plan based on the following findings and subject to the following conditions:

FINDINGS AND DETERMINATIONS FOR DEVELOPMENT PLAN APPROVAL

The Spirit Rock Center Phase II Development Plan as described in the submitted plans and accompanying Development Plan text is substantially consistent with the Spirit Rock Center Master Plan approval for site improvements and maximum levels of permitted uses. The following determinations and findings support this conclusion:

1. A public notice was sent to surrounding property owners and interested agencies and organizations on September 12, 1991 which described the proposal and provided information on the proposed Negative Declaration. During the ensuing minimum 21 day public review period, no written comments were received challenging the adequacy of the Initial Study or objecting to the proposal on its merits. A Negative Declaration has been approved for this Phase II Development Plan proposal and is on file at the Marin County Planning Department.
2. In accordance with Marin County Code Section 22.45.050(B), this Development Plan is being approved administratively because the proposed improvements substantially conform to those approved by the Spirit Rock Center Master Plan, and no significant policy issues or controversy have been raised by reviewing agencies, advisory groups or noticed property owners.
3. The Spirit Rock Center Master Plan approval prescribed general locations of buildings, roadways, drainage and sewage systems, pedestrian pathways, bridge crossings and landscaping features. Specific design and final siting of these improvements were deferred to subsequent Development Plan applications.

This Phase II Development Plan proposes improvements and operational parameters which are the same as or similar to those approved by Master Plan. The Phase II Development Plan proposes modifications to the number and size of the permanent dormitory buildings, as well as the size and height of the dining hall building. The tables below demonstrate these changes.

Permanent Dormitories

	% Building Coverage	Total Floor Area	Number of Beds	Maximum Building Height
Master Plan	7,200 sq. ft.	12,600 sq. ft.	84	30 ft.
Phase II Dev. Plan	6,852 sq. ft.	13,364 sq. ft.	83	30 ft.
Net Result	- 348 sq. ft.	+ 764 sq. ft.	- 1	0

Dining Hall

	% Building Coverage	Total Floor Area	Maximum Building Height
Master Plan	6,900 sq. ft.	6,900 sq. ft.	30 ft.
Phase II Dev. Plan	8,386 sq. ft.	9,282 sq. ft.	37 ft.
Net Result	+ 1,486 sq. ft	+ 2,382 sq. ft.	+ 7 ft.

Staff finds the proposed changes to the dormitory and dining hall buildings to be consistent with those approved by Master Plan because:

- A. The proposed dormitories have been sited in the general vicinity approved for these buildings by Master Plan. In addition, by revising the location of two dormitories (dormitories A and C) from a moderately sloped and wooded hillside to a gently sloped to level streamside plain, the project proposal, as compared to the approved Master Plan, will result in less disruption to vegetation and natural topography. Although the project proposes a minimum streamside setback of 22 feet where 50 feet has been approved by Master Plan, the modified siting will not result in adverse erosion or siltation impacts on the stream course as evidenced by the applicant's geotechnical report which has been accepted by the Flood Control Division of the Department of Public Works. Similarly, the adjacent riparian habitat will not be degraded because no significant vegetation removal will occur between the dormitory building envelopes and the stream or its adjacent bank. Staff further finds that the benefits derived from the modified siting and reduction in number of dormitory buildings, including reduced grading and tree removal, provide sufficient justification for permitting a reduced stream side setback;
- B. The height, bulk and massing of the dormitory buildings does not substantially deviate from the approved Master Plan. Total building coverage has been reduced by approximately 348 square feet while total floor area has been increased to approximately 764 square feet. This additional floor area is not expected to result in impacts to scenic resources not considered by the approved Master Plan due to the visually obscure location of these buildings. Maximum building height has been maintained at 30 feet above natural grade consistent with the approved Master Plan;
- C. The level of use of the dormitory buildings with respect to overnight retreat participants will be reduced incrementally by the modified proposal.
- D. The deviation in maximum building height of the dining hall structure from 30 feet as approved by Master Plan to 37 feet proposed will not result in substantial impacts to scenic resources as viewed from both within and outside the project site because the excess height is limited to a minor roof extension which occupies a small percentage of the entire roof area. With the exception of this one roof peak, the majority of the remaining roof ridgelines will be situated well below the maximum 30 foot building height approved by Master Plan and permitted by the governing ARP zoning.
- E. Similarly, the increase in floor area of the dining hall building has been achieved without causing visual impacts not considered in the Master Plan approval because of its siting consistent with the approved Master Plan and design features which assist in reducing bulk

and massing, such as articulation of roof forms and walls, shadow lines from roof overhangs, and varied window and door openings.

- F. Both the dormitory and dining hall buildings utilize subdued earthtone exterior building materials and colors to effectively blend these improvements into the surrounding natural landscape.
4. The proposed level of use and retreat activities are consistent with the Spirit Rock Master Plan and phasing program approved as part of the Phase I Development Plan. Additionally, the applicant has demonstrated that existing and proposed facilities and improvements can safely accommodate use of the project site up to level 5 of the phasing program.
 5. Staff finds the proposed use of two temporary dormitories on the project site for purpose of conducting overnight retreats prior to construction of the permanent dormitories to be in compliance with the approved Master Plan because their siting is consistent with location of the permanent dormitories approved by Master Plan, and their sleeping capacity will not exceed the Master Plan limitation on total overnight retreat participants. In support of this finding, staff also notes that the temporary dormitories are substantially smaller in height and size than the approved permanent dormitory buildings. Finally, subdued, earthtone exterior building materials and colors have been used to integrate these buildings into the surrounding natural setting.
 6. The Phase II Development Plan includes a detailed landscape plan which satisfies conditions of the Master Plan relating to tree replacement at prescribed ratios and riparian enhancement.
 7. Staff finds the proposed Phase II Development Plan to be in conformance with relative policies of the Marin Countywide Plan and San Geronimo Community Plan, as well as design requirements of the governing ARP (Agricultural Residential Planned) zoning district. This finding is supported by Finding #2 above inasmuch as the Master Plan was approved based on its consistency with these policies and standards.

CONDITIONS OF APPROVAL FOR SPIRIT ROCK PHASE II DEVELOPMENT PLAN:

1. The Spirit Rock Center Phase II Development Plan is hereby approved and subsequent development and use of the subject property shall be in substantial conformance with the approved Master Plan and Phase I Development Plan applications on file with the Marin County Planning Department, and the Phase II Development Plan application also on file with the Planning Department, consisting of the following:
 - A. Project plans entitled "Phase II Development Plan For Spirit Rock Center" prepared by Schwartz Wagg Associates, Inc. and Glenn Peterson Associates/Architect consisting of Sheets 1 - 14 dated 9/7/90 and labeled Exhibit "A" in the Planning Department files; and
 - B. Application text entitled "Spirit Rock Center Phase II Precise Development Plan prepared by John Roberto Associates, dated 9/18/90, and labeled Exhibit "B" in the Planning Department files.
2. The following maximum levels of occupancy are approved for Phase II of the Spirit Rock Center Master Plan:
 - A. Day long retreat: 15 per year maximum/125 participants/, 2 staff and 2 teachers;
 - B. Weekly class: 1 per week maximum/125 participants/1 teacher;

- C. Open Houses: 6 per year/150 participants,/3 staff and 3 teachers/subject to Condition #10 of the Spirit Rock Center Phase I Development Plan approval;
- D. Ten day retreat: 6 per year/3 staff and 3 teachers;
- E. 90 day retreat: 1 per year/100 participants/3 staff and 3 teachers

Extension of the levels of operation beyond those enumerated above shall be undertaken only pursuant to a subsequent Development Plan approval.

- 3. All stream side preservation and restoration improvements described in in the Herzog Associates report (contained in Exhibit "B") and shown on Sheets 3A and 3B of Exhibit "A" shall be implemented as recommended and proposed at appropriate stages of development. In particular, all hillside slopes and stream bank areas disturbed by grading activities shall be revegetated with proposed landscaping in addition to native grasses immediately after grading occurs to prevent erosion and siltation of the creek.
- 4. Unless otherwise stipulated by condition #3 above, all proposed landscaping shown on Sheets 3A and 3B and related irrigation systems shall be installed and properly functioning prior to occupancy of the proposed buildings. Planning staff shall conduct a site investigation arranged at the applicant's request a minimum of five working days in advance to verify compliance with Condition #3 and #4. If the improvements approved by this action are developed in sequential phases, the extent of required landscaping shall be determined by the Planning Director. Determinations on the appropriate amount of landscaping for individual buildings or groups of buildings which are developed sequentially shall be based on the objectives of providing adequate slope and stream erosion prevention and visual enhancement of improvements. The applicant may enter into an agreement to install the approved landscaping subsequent to occupancy by providing an adequate financial security, such as a bond or cash deposit, to cover the 150% of the installation costs.
- 5. Prior to commencement of site grading, the applicant shall install protective fencing around the drip line perimeter of all trees located within close proximity to areas proposed for development.
- 6. Prior to commencement of site grading, the applicant shall advise the Planning Director in writing of the name, address and telephone number of the qualified archaeologist who will monitor all grading activities.
- 7. All site improvement plans and building permit plans shall contain a prominent note regarding the limitations on hours of construction as specified in Master Plan Conition #11.
- 8. No smoking is permitted outside of existing and proposed buildings.
- 9. The grass and brush clearance program as set out on page 9 of the Phase I Development Plan text (contained in Exhibit A/Phase I) except as modified by Condition # 16 of the Phase I Development Plan approval shall implemented for the Phase II improvements approved herein.
- 10. All exterior lighting shall be placed at low elevations, appropriately hooded to prevent glare, and limited to the minimum wattage necessary to illuminate walkways, landings and thresholds.
- 12. Exposed sheet metal shall be painted a non-reflective color which matches the approved color scheme.
- 11. All conditions of the approved Spirit Rock Master Plan and Phase I Development Plan which are applicable to the continued operation of the retreat center shall remain in effect, including, but not necessarily limited to, Master Plan Conditions #2, #4(A-C), #8(A-G), #10, #11, #12, #13, #14, #18, #19, #21, and #35.

Marin County Department of Public Works/Land Development Division (Contact Musa Awad/499-6549)

12. The slide area within the general area of the dining hall shall be graded and reconstructed.
13. Grading and construction of an engineered debris diversion fill berm shall be required for the permanent Dormitory B site.
14. Grading and development of a defined drainage channel shall be required between Dormitory A and Dormitory B.
15. The foundation for Dormitory C shall be drilled pier and grade beam design to avoid erosion or sloughing of adjacent stream bank areas (as recommended in Herzog letter of February 25, 1991).
16. Improvement plans shall contain engineered details for construction of the above mitigation measures, in addition to engineered designed criteria for culvert crossings and cut and fill operations and shall be based on subsurface exploration of affected areas.
17. All other recommendations contained in the Herzog Associates geotechnical report shall be incorporated into improvement and/or building permit plans.

Marin County Department of Health/Environmental Health Services (Contact: Dave Mesagno/499-6907)

18. The applicant shall conduct the wastewater disposal system monitoring program as set out in Exhibit "H" of the Phase I Development Plan approval, including submittal of monthly monitoring reports for operation of the on-site sewage disposal system to the Environmental Health Services Department beginning from March 1, 1991 in accord with Condition #9 of the Phase I Development Plan approval.
19. The second stage of the wastewater disposal system shall be installed and operational in conjunction with the completion of the dining hall building with the following exceptions: 1) information compiled through the waste water disposal system monitoring program noted in item #1 above demonstrates to the satisfaction of the Environmental Health Services Department and State Regional Water Quality Control Board that the existing first stage septic system has adequate capacity to accommodate the increased loads associated with the Phase II Development Plan improvements; and 2) the overnight guest occupancy of the project site is limited to no more than 60 people.
20. Prior to issuance of building permits for Phase II Development Plan improvements, the project sponsor shall submit permits to the Environmental Health Services Department for related septic facilities, including but not necessarily limited to septic tanks, grease traps, and pump stations.

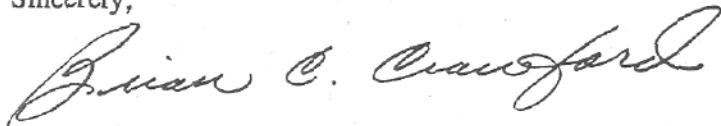
Marin County Fire Department (Contact: Jack Rosevear/499-6566)

21. All permanent structures shall contain interior fire sprinkler systems.
22. The temporary dormitory buildings shall be required to have proper exiting emergency lighting, fire extinguishers, smoke detection systems and a manual pull station fire alarm system.
23. All structures shall have a minimum 30 feet clearance from all flammable vegetation.
24. The project shall otherwise comply with Master Plan conditions #26 - #29.

This Development Plan approval shall be vested within four (4) years from the date of approval by obtaining building permits for all work approved herein, unless the applicant requests extension of this vesting period in writing to the Planning Director with payment of appropriate extension fees prior to its expiration and the Planning Director approves the extension request. The Master Plan will be considered to remain in effect while a Development Plan application is being processed and while a Development Plan is in effect. Should a Development Plan not be vested while the Master Plan is in effect, both Development Plan and Master Plan shall be considered to have expired.

If you disagree with this decision, you may appeal it to the Planning Commission. A Petition for Appeal and a \$275.00 filing fee must be submitted in the Planning Department, Room 308, Civic Center, San Rafael, no later 5:00 p.m. on October 17, 1991.

Sincerely,

A handwritten signature in cursive script that reads "Brian C. Crawford".

Brian C. Crawford
Senior Planner

cc: John Roberto Associates
DPW/Land Development
EHS
Marin Co. Fire Dept.
San Geranimo Valley Planning Group

APPENDIX 'A'

SPIRIT ROCK CENTER
DEVELOPMENT PHASING PROGRAM

PHASE IMPROVEMENTS	TIMING	APPROVED USES	PARTICIPANT LOAD	APPROVED FREQUENCY	EST. COST
<u>Phase One</u>	<u>1989</u>				
Portion of Infrastructure	6-89/10-89	Septic, Road, Utilities, Parking	50%	NA	\$750
Modular Meeting Hall	10-89/10-94	Day Long Ret. Open House Night Class	125 150 125	Monthly Bimonthly Weekly	\$25 per Year
<u>Phase Two</u>	<u>1990</u>				
Modular Meeting Hall	1-90/12-90	Day Long Ret. Open House Weekly Class	125 150 125	Monthly Bimonthly Weekly	\$500
Kitchen*		Weekend Ret No Overnight	125	Quarterly	
<u>Phase Three</u>	<u>1991</u>				
Modular Meeting Hall	1-91/12-91	Day Long Ret. Open House	125 150	Monthly Bimonthly	\$200
Kitchen	1-91/12-91	Weekly Class	125	Weekly	
Dormitory*	8-91/12-91	Weekend Ret. Ten Day Ret.	125 60	Quarterly Bimonthly	
<u>Phase 4</u>	<u>1992</u>				
Modular Meeting Hall	1-92/10-92	Day Long Ret. Open House	125 150	Monthly Bimonthly	\$300
Kitchen	1-92/12-92	Weekly Class	125	Weekly	
Dormitory*	1-92/12-92	Weekend Ret.	125	Quarterly	
Meeting Hall*	10-92/12/92	Ten Day Ret. 90 - Day Ret.	60 50	Bimonthly Yearly	

* To be Constructed

NOT APPROVED AS PART OF PHASE II DEV. PLAN

<u>Phase 5</u>		<u>1993</u>				
Meeting Hall	1-93/12-93	Day Long Ret.	125	Monthly		
Kitchen	1-93/12-93	Open House	150	Bimonthly		
Dormitory	1-93/12-93	Weekly Class	125	Weekly		
Dormitory (3)*	10-93/12-93	Weekend Ret.	150	Quarterly	\$600	
		Ten Day Ret.	150	Bimonthly		
		90 Day Ret.	100	Yearly		
<u>Phase 6</u>		<u>1994</u>				
Meeting Hall	1-94/12-94	Day Long Ret.	125	Monthly		
Kitchen	1-94/12-94	Open House	150	Bimonthly		
Dormitory (4)	1-94/12-94	Weekly Class	125	Weekly		
Staff Quarters*	10-94/12-94	Weekend Ret.	150	Quarterly	\$250	
Infrastructure*	10-94/12/94	Ten Day Ret.	150	Bimonthly	\$150	
Storage*	10-94/12/94	90 Day Ret.	100	Yearly	\$100	
<u>Phase 7</u>		<u>1995</u>				
Meeting Hall	1-95/12-95	Day Long Ret.	125	Monthly		
Kitchen	"	Open House	150	Bimonthly		
Dormitory (4)	"	Weekly Class	125	Weekly		
Staff Quarters	"	Weekend Ret.	150	Quarterly		
Dormitory (1)*	10-95/12-95	Ten Day Ret.	150	Bimonthly	\$200	
Infrastructure*	10-95/12-95	90 Day Ret.	100	Yearly	\$100	
Administration*	10-95/12-95				\$200	
<u>Phase 8</u>		<u>1996</u>				
Meeting Hall	1-96/12-96	Day Long Ret.	125	Monthly		
Kitchen	"	Open House	150	Bimonthly		
Dormitory (5)	"	Weekly Class	125	Weekly		
Staff Quarters	"	Weekend Ret.	150	Quarterly		
Administration	"	Ten Day Ret.	150	Bimonthly		
Dormitory (1)*	10-96-12-96	90 Day Ret.	100	Yearly	\$200	
Teacher Quarters*	10-96/12/96				\$300	
<u>Phase 9</u>		<u>1997</u>				
Meeting Hall	1-97/12-97	Day Long Ret.	125	Monthly		
Kitchen	"	Open House	150	Bimonthly		
Dormitory (6)	"	Weekly Class	125	Weekly		
Staff Quarter	"	Weekend Ret.	150	Quarterly		
Administration	"	Ten Day Ret.	150	Bimonthly		
Teacher Quarters	"	90 Day Ret.	100	Yearly		
Dormitory (1)*	10-97/12-97				\$200	
Meditation Hall*	10-97/12/97				\$750	

Hermitage and Infrastructure in 1998 \$400