

# **MITIGATION MONITORING PROGRAM SAN FRANCISCO THEOLOGICAL SEMINARY MASTER PLAN AMENDMENT**

## **INTRODUCTION**

The California Environmental Quality Act (CEQA) requires a public agency to adopt a reporting or monitoring program when approving a project or changes to a project, in order to mitigate or avoid significant effects on the environment (Public Resources Code section 21081.6). The program is based on the findings and the required mitigation measures presented in the Mitigated Negative Declaration that has been prepared on the project and certified by the lead agency. The reporting or monitoring program must be designed to ensure compliance during project implementation.

Pursuant to the CEQA Guidelines, a Mitigation Monitoring or Reporting Program (MMRP) must cover the following:

- The MMRP must identify the entity that is responsible for each monitoring and reporting task, be it the Town of San Anselmo (as lead agency), other agency (responsible or trustee agency), or a private entity (i.e., the project sponsor).
- The MMRP must be based on the project description and the required mitigation measures presented in the environmental document prepared for the project and certified by the lead agency.
- The MMRP must be approved by the lead agency at the same time of project entitlement action or approvals.

MMRP's are typically designed in chart and checklist format for ease of monitoring and reporting.

## **LOCATION AND CUSTODIAN OF DOCUMENTS**

Consistent with the California Environmental Quality Act, a Mitigated Negative Declaration was prepared to address the impacts of the proposed San Francisco Theological Seminary Master Plan Amendment. The Mitigated Negative Declaration is on file with the Town of San Anselmo Planning Department, along with all the other documents which constitute the record of proceedings.

## **PURPOSE AND USE OF THE MONITORING PROGRAM**

The purpose of the monitoring program is to provide the Town of San Anselmo with a simple guideline of procedures to ensure that the mitigation measures required under the Mitigated Negative Declaration are implemented properly.

Since each required mitigation measure must be implemented, a monitoring chart was created, which is attached to this report. This chart provides the following information and direction for use.

- 1) The required mitigation measures are listed in the first column, corresponding to the list of measures provided in the Mitigated Negative Declaration.

- 2) The second column lists the agency or entity responsible for implementing the mitigation measure.
- 3) The third column lists the timing as to when the mitigation measure is to be implemented.
- 4) The fourth column provides guidance on monitoring to ensure that implementation procedures are followed.
- 5) The fifth column provides a location for Town staff to verify that the mitigation has been implemented and the date of the verification.

**MITIGATION MONITORING PROGRAM – San Francisco Theological Seminary Master Plan Amendment**

<b>Mitigation Measure</b>	<b>Implemented By</b>	<b>When Implemented</b>	<b>Monitored By</b>	<b>Verified By Date</b>
<b>Air Quality</b>				
<p><b>Mitigation Measure C.4</b></p> <p>The following measures recommended by the BAAQMD shall be incorporated into all construction contracts and grading specifications associated with the project:</p> <ul style="list-style-type: none"> <li>• Water all active construction areas at least twice daily and more often during windy periods. Active areas adjacent to residences should be kept damp at all times;</li> <li>• All trucks to maintain at least two feet of freeboard and all hauling trucks to be covered pursuant to governing agency requirements. Dust-proof chutes shall be used as appropriate to load debris onto trucks during demolition;</li> <li>• Sweep as necessary (with water sweepers) all paved access roads, parking areas, and staging areas and sweep streets daily (with water sweepers) if visible soil material is deposited onto the adjacent roads;</li> <li>• Hydroseed or apply (non-toxic) soil stabilizers to inactive construction areas (i.e., previously-graded areas that are inactive for ten days or more);</li> <li>• Enclose, cover, water twice daily, or apply (non-toxic) soil binders to exposed stockpiles;</li> <li>• Limit traffic speeds on any unpaved roads to 15 mph;</li> <li>• Replant vegetation in disturbed areas as quickly as possible;</li> <li>• Suspend construction activities that cause visible dust plumes to extend beyond the construction site;</li> <li>• Visibly post signs indicating that idling times for all diesel-powered construction equipment shall be limited to five minutes per</li> </ul>	Project Applicant	<p>Condition of approval of Design Review / Use Permit / Grading Permit</p> <p>Implemented as part of issuance of grading plan and/or building permits</p>	<p>Town Planning and Building Staff</p> <p>Town Public Works Department</p>	

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<ul style="list-style-type: none"> <li>• Suspend construction activities that cause visible dust plumes to extend beyond the construction site;</li> <li>• Visibly post signs indicating that idling times for all diesel-powered construction equipment shall be limited to five minutes per California State Law (Title 13, Section 2485 of the California Code of Regulations);</li> <li>• All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications; and</li> <li>• Conspicuously post a telephone number for the disturbance coordinator at the construction site and include it in the notice sent to neighbors regarding the construction schedule. This person shall respond to air quality complaints and take any necessary corrective action within 48 hours.</li> </ul>				

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<b>Biological Resources</b>				
<p><b>Mitigation Measure D.1(a)</b></p> <p>To the extent feasible, trees and shrubs in the construction zones or as part of implementing the VMP shall be trimmed or removed between September 1 and January 31 to reduce potential impacts to nesting birds. If trees and shrubs must be removed during the period from February 1 to August 31, a qualified wildlife biologist shall conduct preconstruction surveys for nesting birds. Prior to initial disturbance of vegetation within the work zones, the biologist shall carefully search all trees and shrubs within 300 feet of the work zones. If an active nest is found, the bird shall be identified to species and the approximate distance from the closest work location to the nest shall be estimated. Minimum construction avoidance zones shall be established around any active nests, based on the species involved, with a minimum 300-foot setback established for raptors and a 75-foot setback for non special-status birds. If active nests are closer than these distances and there is a potential for destruction of a nest or substantial disturbance to nesting birds due to construction activities or vegetation removal, a plan to monitor the behavior of the nesting birds during construction shall be prepared by the biologist and submitted to the California Department of Fish and Game for review and approval. Disturbance of active nests shall be avoided to the extent possible until it is determined that nesting is completed and the young have fledged, at which time the nest is no longer considered in active use and can be destroyed if located within a tree or shrub to be removed as part of construction or vegetation management.</p>	Project Applicant	<p>Condition of approval of Design Review / Use Permit / Grading Permit</p> <p>Implemented as part of issuance of grading plan and/or building permits</p>	<p>Town Planning Staff and Ross Valley Fire Department</p> <p>Town Public Works Department</p>	
<p><b>Mitigation Measure D.1(b)</b></p> <p>A qualified biologist shall conduct a pre-construction survey for bats in any wood or concrete structure to be demolished or to be substantially remodeled. Bats shall either be determined to be absent or shall be flushed from roost locations prior to building demolition or</p>	Project Applicant's Consultant Biologist	<p>Condition of approval of Design Review / Use Permit / Grading Permit</p> <p>Implemented as part</p>	<p>Town Planning Staff</p> <p>Town Public</p>	

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<p>during initiation of any substantial remodel work. If flushing from buildings is necessary, it shall be done by the biologist during the non-breeding season from October 1 to March 31. When flushing bats, structures shall be modified and construction work conducted in a way that avoids harming individual bats, and torpid bats shall be given time to completely arouse and fly away. During the maternity season from April 1 to September 30, prior to building demolition or initiation of substantial remodel work, the biologist shall determine if a bat nursery is present at any of the scheduled work locations identified as potentially containing roosting bats. If an active bat nursery is present, disturbance of bats shall be avoided until the biologist determines that breeding is complete and young have grown to the point where they can survive independently of the roost location. If a maternity roost is encountered, the biologist shall consult with the CDFG over appropriate restrictions on timing of construction, and need for any replacement roosting habitat.</p>		<p>of issuance of grading plan and/or building permits</p>	<p>Works Department</p>	

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<b>Cultural Resources</b>				
<p><b>Mitigation Measure E.1(a)</b>                      The project sponsor shall prepare documentation of 53 Seminary Road consisting of the following:</p> <ul style="list-style-type: none"> <li>• Written history of the property. This shall consist of the existing evaluation prepared by Archaeological Resource Service on DPR 523 forms dated May 25, 2011. The narrative history shall be printed on archival paper.</li> <li>• Plans and drawings of the property. This shall consist of existing plans (if available) and elevation drawings (shown on sheets prepared by Existing Conditions Drafting, LLC of San Francisco). If floor plans are not available, sketch plans with overall and major room dimensions shall be prepared. The plans and drawings shall be printed on archival paper.</li> <li>• Photographs of the property. This shall consist of digital photographs submitted as follows:                             <ul style="list-style-type: none"> <li>Be first generation.</li> <li>Tagged Image File Format, file extension .tiff or .tif.</li> <li>Original-capture .tiff or raw converted to .tiff.</li> <li>Have a pixel array (also referred to as pixel depth or pixel dimension) of at least 3000 x 2000.</li> <li>Have a resolution of 300 ppi (pixels per inch).</li> <li>Be RGB color mode. RGB color mode provides maximum detail even when printed in black-and-white.</li> </ul> </li> <li>• CD-Rs or DVD-Rs submitted with the electronic images should be:                             <ul style="list-style-type: none"> <li>Recorded on CD-R gold or DVD-R gold disks.</li> <li>Labeled with the name of the property, names of the county and State where the property is located, and date of</li> </ul> </li> </ul>	Project Applicant	Condition of approval of Design Review / Use Permit / Grading Permit  Completed prior to issuance of grading permit / building permit	Town Planning Staff  Town Public Works Department	

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<p>the photographs. If the label is handwritten, disks and cases should be labeled with CD/DVD labeling markers, not with permanent markers.</p> <p>Label image files with sequential numbers and the name of the historic resource.</p> <ul style="list-style-type: none"> <li>Photographs shall be accompanied by a photographic index with the following information:                             <ul style="list-style-type: none"> <li>Name of the building or street address.</li> <li>County and state where the property is located.</li> <li>Name of the photographer.</li> <li>Date of photograph.</li> <li>Description of view indicating direction of camera.</li> <li>Photograph number. Must be the same as the image number. Use this number to identify the vantage point on an accompanying sketch map.</li> </ul> </li> </ul> <p>The documentation shall be submitted to the Town of San Anselmo and Historical Commission for review and approval. Following approval, the documentation shall be submitted to the San Anselmo Historical Museum and Town of San Anselmo Library.</p>				

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<p><b>Mitigation Measure E.1(b)</b></p> <p>To protect historic resources from indirect impacts during construction activities, the project sponsor shall prepare a plan establishing procedures to protect historic resources, which would be implemented by the contractor. The plan shall include:</p> <ul style="list-style-type: none"> <li>• A requirement for the placement of fencing and signs around historic resources to identify them as sensitive resources to be avoided.</li> <li>• Instructions given to construction workers about the significance of the historic resources around which they will be working including guidelines for operation of construction equipment adjacent to historic resources.</li> <li>• Procedures for reporting any damage to historic resources caused during construction. At a minimum, any damage would be reported to the Town of San Anselmo. A written report would be provided noting the historic resource, nature and extent of the damage and proposed repairs. All repairs would be accomplished in a manner consistent with the <i>Secretary of the Interior's Standards for Rehabilitation</i>.</li> </ul>	Project Applicant	<p>Condition of approval of Design Review / Use Permit / Grading Permit</p> <p>Completed prior to issuance of grading permit / building permit</p>	<p>Town Planning Staff</p> <p>Town Public Works Department</p>	
<p><b>Mitigation Measure E.2</b></p> <p>Prior to construction activities, the street lamp base together with an area five feet in diameter shall be identified by fencing and signs. Due to the limited surface visibility (i.e., dense vegetation), a qualified archaeological consultant shall be present during, or immediately following the clearance of all surface vegetation at this location to conduct additional survey. If the archaeological consultant identifies any indication of subsurface archaeological resources, such as foundation features related to the gymnasium, additional background research shall be conducted, prior to any earth disturbing activities, in an attempt to properly identify and evaluate the resource for its potential for eligibility for listing in the CRHR. Complete</p>	Project Applicant	<p>Condition of approval of Design Review / Use Permit / Grading Permit</p> <p>Completed prior to issuance of grading permit / building permit</p>	<p>Town Planning Staff</p> <p>Town Public Works Department</p>	

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identification and evaluation of the resource could potentially require subsurface archaeological excavation. The archaeological consultant shall make a recommendation as to what further action, if any, is warranted. The recommendation shall be made to a representative selected by the Town of San Anselmo. Based on the information and recommendation submitted, the Town’s representative, in consultation with the Town of San Anselmo, may require, if warranted, specific additional measures to be implemented by the project sponsor.				

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<p><b>Mitigation Measure E.3</b>                      In the event any unique paleontological or geologic resource is discovered on the site, work shall be halted in the vicinity until a qualified paleontologist or geologist inspects the discovery and, if necessary, implements plans for further evaluative testing and / or retrieval of endangered materials.</p>	Project Applicant	Incorporate requirements into grading and/or building permit.	Town Planning Staff	
<p><b>Mitigation Measure E.4</b>                      In the event of an accidental discovery or recognition of any human remains, the following steps should be taken as per <i>CEQA Guidelines</i> 15064.5(e): There shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie adjacent human remains until (A) the Marin County Coroner is contacted to determine no investigation of the cause of death is required, and (B) the coroner determines the remains to be Native American. The coroner shall contact the Native American Heritage Commission (NAHC) within 24 hours. The NAHC shall identify the person or persons it believes to be the most likely descended from the deceased Native American. The most likely descendent may make recommendations to the landowner or the person responsible for the excavation work, for means of treating or disposing of (with appropriate dignity) the human remains and any associated grave goods as provided in Public Resources Code Section 5097.98.                       In the event the NAHC is unable to identify a most likely descendent, or the most likely descendent fails to make a recommendation within 24 hours after being notified by the NAHC, or the landowner or his authorized representative rejects the recommendation of the descendent and the mediation by the NAHC fails to provide measures acceptable to the landowner, then the landowner or his authorized representative shall rebury the Native American human remains and associated grave goods with appropriate dignity on the property in a location not subject to further subsurface disturbance.</p>	Project Applicant	Incorporate requirements into grading and/or building permit.	Town Planning Staff	

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<b>Geology and Soils</b>				
<p><b>Mitigation Measure F.1</b>                      A design level geotechnical investigation, as well as proper foundation engineering and construction shall be performed in accordance with the recommendations of a Registered Geotechnical Engineer or Civil Engineer experienced in geotechnical design and a Registered Structural Engineer or Civil Engineer experienced in structural design. The design level geotechnical investigation report shall include recommendations for retaining wall and foundation design.</p> <p>Project development shall meet requirements of the California Building Code Vol. 1 and 2, 2010 Edition, including the California Building Standards, 2010 Edition, published by the International Conference of Building Officials, and as modified by the amendments, additions and deletions as adopted by the Town of San Anselmo. Incorporation of seismic construction standards would reduce the potential for catastrophic effects of ground shaking, such as complete structural failure, but would not completely eliminate the hazard of seismically induced ground shaking.</p>	Project Applicant	Condition of approval of Design Review / Use Permit / Grading Permit  Completed prior to issuance of grading permit / building permit	Town Planning Staff  Town Public Works Department	
<p><b>Mitigation Measure F.2</b>                      The project applicant shall complete an Erosion Control Plan to be submitted to the Town in conjunction with the Grading Permit Application. The Erosion Control Plan shall include winterization, dust, erosion, and pollution control measures conforming to the ABAG Manual of Standards for Erosion and Sediment Control Measures, with sediment basin design calculations. The Erosion Control Plan shall describe the "best management practices" (BMPs) to be used during and after construction to control pollution resulting from both storm and construction water runoff. The Erosion Control Plan shall include locations of vehicle and equipment staging, portable restrooms, mobilization areas, and planned access routes.</p>	Project Applicant	Condition of approval of Design Review / Use Permit / Grading Permit  Completed prior to issuance of grading permit / building permit	Town Planning Staff  Town Public Works Department	

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<p>Recommended soil stabilization techniques include placement of straw wattles, silt fences, berms, and gravel construction entrance areas or other control to prevent tracking sediment onto city streets and into storm drains.</p> <p>Public Works staff or representatives shall visit the site during grading and construction to ensure compliance with the grading ordinance and plans, and note any violations, which shall be corrected immediately.</p> <p>In accordance with the Clean Water Act and the State Water Resources Control Board (SWRCB), the applicant shall file a Storm Water Pollution Prevention Plan (SWPPP) prior to the start of construction. The SWPPP shall include specific best management practices to reduce soil erosion. This is required to obtain coverage under the General Permit for Discharges of Storm Water Associated with Construction Activity (Construction General Permit, 2009-0009-DWQ).</p>				

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<b>Hazards and Hazardous Materials</b>				
<p><b>Mitigation Measure H.2</b>                      A licensed asbestos and lead paint contractor shall perform a survey of any buildings to be renovated prior to work being done and any contaminated material shall be removed and disposed into an authorized landfill by the licensed contractor. Additionally, samples of ash residue and surface soil in the vicinity of the old incinerator shall be sampled and tested by a State certified analytical laboratory prior to removal or construction.</p>	Project Applicant	Condition of approval of Design Review / Use Permit / Grading Permit  Completed prior to issuance of building permit	Town Planning Staff  Town Public Works Department	
<b>Hydrology and Water Quality</b>				
<p><b>Mitigation Measure I.1</b>                      The Town of San Anselmo participates in MCSTOPPP, and the proposed project shall adhere to the MCSTOPPP guidelines. All Marin municipalities prohibit non-stormwater discharges to storm drains and require residents and businesses to use Best Management Practices (BMPs) to minimize the amount of pollutants in runoff. MCSTOPPP municipalities must comply with specific requirements and standards in a National Pollutant Discharge Elimination System permit covering small municipal separate storm sewer systems (MS4s) throughout California (Phase II permit). Requirements of the Phase II permit include:</p> <ul style="list-style-type: none"> <li>• Discharge Prohibitions (i.e. prohibition of discharges of material other than storm water to waters of the U.S.).</li> <li>• Effluent Limitations.</li> <li>• Storm Water Management Program (SWMP) Requirements.</li> <li>• Reporting Requirements and Monitoring.</li> </ul> <p>The proposed project shall conform to MCSTOPPP Stormwater Control Plan requirements which may include:</p> <ul style="list-style-type: none"> <li>• Specific structural source controls, which aim to reduce</li> </ul>	Project Applicant	Condition of approval of Design Review / Use Permit / Grading Permit  Completed prior to issuance of grading permit / building permit	Town Planning Staff  Town Public Works Department	

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pollutants from outdoor activities, <ul style="list-style-type: none"> <li>• Conformance to a Low Impact Development (LID) approach,</li> <li>• Treatment of runoff prior to discharge through flow dispersal or infiltration, and</li> <li>• Peak flows controlled to pre-development rates.</li> </ul>				

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<p><b>Mitigation Measure 1.2</b></p> <p>The applicant shall implement a finalized Stormwater Pollution Prevention Plan (SWPPP), which shall include a drainage and erosion control plan for the construction phase of the project. This plan shall be finalized prior to obtaining a building permit from the Town of San Anselmo.</p> <p>The finalized SWPPP shall include strategies to minimize any impacts from erosion and sedimentation during grading and site construction. The SWPPP shall include proper winterization methods and adequate phasing to cover the entire term of proposed construction. The project description shows a three phased construction schedule:</p> <p>Phase 1 – July 2012 through December 2015                      Phase 2 – April 2017 through December 2017                      Phase 3 – June 2020 through November 2030</p> <p>The SWPPP shall be updated prior to Phase 2 and again prior to Phase 3. During Phase 3, the SWPPP shall be updated every three years.</p> <p>The most appropriate control method, as recommended by the San Francisco Bay Area Regional Water Quality Control Board, shall be used. The plan may include, but is not limited to, the following methods:</p> <ul style="list-style-type: none"> <li>• Restricting grading to the dry season, if necessary and practical; protecting all finished graded slopes from erosion using such techniques as erosion control matting and hydro-seeding; protecting downstream storm drainage inlets from sedimentation;</li> <li>• Using silt fencing and straw wattles to retain sediment on the project site; use of temporary water conveyances and water diversion structures to eliminate surface runoff; and,</li> <li>• Other suitable measures outlined in the Association of Bay Area Governments’ (ABAG) Manual of Standards for Erosion and Sediment Control Measures or the San Francisco Bay Regional Water Quality Control Board’s Erosion and Sediment Control Field Manual;</li> </ul>	<p>Project Applicant</p>	<p>Prior to issuance of grading permit</p>	<p>Town Public Works Department</p>	

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<p>in case of a conflict between the two Manuals, the latter shall prevail.</p> <ul style="list-style-type: none"> <li>• After construction is complete, all drainage culverts shall be inspected for accumulated sediment. If sediment accumulation has occurred, it is the applicant's responsibility to clear all drainage structures of debris and sediment.</li> </ul>				
<b>Noise</b>				
<p><b>Mitigation Measure L.4</b></p> <p>The following measures shall be incorporated into all project construction specifications.</p> <ul style="list-style-type: none"> <li>• Restrictions on idling of construction equipment and trucks.</li> <li>• Limit shall be applied to noise from construction workers radios so as not to be audible off the site.</li> <li>• At all time during grading and construction, stationary noise-generating equipment shall be located as far as practical from sensitive receptors and placed so that emitted noise is directed away from nearby residences.</li> <li>• Designate a disturbance Coordinator for the duration of applicant-implemented construction. The disturbance coordinator shall:                     <ul style="list-style-type: none"> <li>Receive and act on complaints about construction disturbances throughout the construction process.</li> <li>Determine the cause(s) and implement remedial measures as necessary to alleviate significant problems.</li> <li>Clearly post his / her name and phone number(s) on a sign at each construction site</li> </ul> </li> </ul>	Project Applicant	Prior to issuance of grading permit and/or building permit	Town Planning Staff	