

Strawberry Design Review Board (SDRB)

Approved Minutes

Public Meeting – Monday, November 15, 2021

Meeting location: Via Zoom.

Call to order: 7:35 p.m. by Joe Sherer, Chair

Board members present: Julie Brown, Penna Omega, Joe Sherer and Matt Williams

Board members absent: None

Other attendees: Jillon Augustine, Alec and Amy Canter, Julie Dowell, Greg Geicher, Emily Lavin, Christopher Raker, Alex Raymond, and Katherine Lehmann (notetaker).

Correspondence and announcements: None

Meeting minutes from the October 18, 2021 meeting were approved unanimously 4-0.

AGENDA ITEM 1:

7:40 p.m. Continued Discussion and Review of Yahid Use Permit (P3300):

Yahid Use Permit and Design Review
1048 Redwood Highway
Mill Valley, CA 94941

Assessor's Parcel: 034-071-07

Project ID: P3300

Senior Planner: Immanuel Becket

The applicant requests Use Permit and Design Review approval to construct a 1,096 square-foot addition to an existing, two-story, 1,754 square-foot office building located at 1048 Redwood Highway in Mill Valley. The 1,096 square feet of proposed addition, in combination with existing development, would result in a floor area ratio of .46 percent on the 7,673 square foot lot. The proposed addition would reach a maximum height of 29 feet, ten inches above surrounding grade, and the exterior walls of the proposed addition have the following setbacks: 50 feet from the west front property line, zero setback from the north side property line; 24 feet, seven inches from the south side property line; and 45 feet from the east rear property line. Various other improvements would also be entailed in the proposed development, including interior and exterior renovations, improvements to the existing surface parking lot, landscaping, and general site grading to accommodate the proposed addition.

A. Opening Discussion:

- **Joe Sherer:** It looks like the County has posted the wrong drawings. As the public has not seen the drawings, they cannot comment on them.
- **Chris Raker (Architect):** Said this is not fair. They have spent a lot of time working on the project and were ahead of schedule with the plans.
- **Katherine:** The planner said that the drawings would be posted on the website in the morning but they are not. Maybe it's posted under another name?
- **Joe:** Looks like they have posted something with that address. It's just not the right plans. When you click on the address, you get the other animal clinic's drawings.
- **Chris Raker:** Wondered if they could present and get some comments so that we get some unofficial feedback and have time to think.
- **Matt:** Wondered if the neighbor is on the call?
- **Canter (Neighbor):** Said that with one day's notice it was not enough time to make contact with the applicant.
- **Julie Dowell (owner):** Had known and accepted that there would be roadblocks and extra costs, but still, this is disappointing.

Board Discussion: on the pros and cons of an informal presentation. The Board members couldn't see any use of this presentation as it would be unofficial and neighbors would not get a chance for their say.

- It was suggested that the applicant and the neighbors exchange email addresses so that they can be in touch with each other for any Q&A and discussion.

B. Motion: To continue the review at the next meeting date on December 6. The motion passed 4-0.

AGENDA ITEM 2:

Discussion and Review of Use Permit Request

Strawberry Village Use Permit
 50 Belvedere Drive, Mill Valley
Assessor's Parcel: 043-322-03
Project ID: P3379
Planner: Megan Alton

PROJECT SUMMARY

The applicant is requesting Use Permit approval to allow for a veterinary practice at Strawberry Village in Mill Valley. The facility would operate an office, including all uses incidental to a veterinary general practice, with exam rooms, a surgery suite, and a canine and feline dental suite. The facility would include 7 veterinarians with a capacity of 10 patients by appointment. The hours of operation would be 7:00 am to 7:00 p.m., 7 days a week.

Use Permit approval is required because the project is a conditionally permitted use in the RMPC Zoning District.

Zoning: RMPC

Countywide Plan Designation: GC

Community Plan (if applicable): Strawberry Plan Area

For more information on this application, please visit the Planning Division's website at: <http://www.marincounty.org/depts/cd/divisions/planning/projects>. Project plans and other documents related to the application are available on the project's webpage, where you can subscribe to receive email notifications and updates.

A. Opening Discussion:

- Similar problem with the posting on the website, as with the last submission. In this case, the right drawings are posted but at the wrong address. The project number is correct. Information was sent to neighbors (to homeowners but not tenants). Comments were invited from the public; there were none. It was decided on balance to review the presentation.

B. Alex Raymond: (Applicant with Permit Advisors) Presentation

- The veterinary practice is for daytime only, as there will be no overnight care. The regular office hours will be Monday through Saturday, from 8 am to 6 pm.
- Initially, there would 2-3 doctors (7 doctors at full capacity). Up to 10 patients to be treated at any one time.
- There are no external modifications to the building.
- Signage to be submitted later, for a separate permit.
- The practice will have a membership structure, instead of by each visit.

C. Discussion:

- **Joe:** Seven doctors looks like a lot of doctors for 10 patients.
- **Julie Brown:** There will be other staff, reception, maintenance, cleaning, security, etc., right?
- **Penna:** 50 Belvedere has two small parking lots, and 13 parking spaces. Is there is a reciprocal agreement allowing parking across the street?
- **Julie Brown:** Crosswalk safety plans: Is there a traffic study; are you working on it?
- **Alex Raymond:** We need to study this to see what works best. Maybe staff parking on one side and the patients on the other.
- **Penna:** There is no proper sidewalk on your side of the street. The end of the sidewalk meets the base of the cliff.
- **Joe:** With 10 patients and 7 doctors, that's more than the space that is currently available for car parking. Is there street parking? But there is no crosswalk!
- **Matt:** One of the spaces is for handicapped, but that leaves 12 spaces, (except for the handicapped).

- **Penna:** Neighbors across the street at West Elm were not notified because they are tenants, but the parking space in front of them is for them.
- **Julie Brown:** Also there are multiple new tenants, and everybody gets their allotment. Parking space may appear to be there but it belongs to somebody else.
- **Penna:** Where are they taking their animals to the bathroom? If they use the sidewalk, that's the one people use to catch a bus; it's the main bus stop. And there is no backyard in this clinic.
- **Matt:** Garbage disposal should not be a problem because there was a pizza place here in this location before.
- **Julie Brown:** Lights: At night and on winter evenings, this area is pitch black. There is zero lighting at these parking places. If you are open till 6 p.m., then lighting needs to be addressed. At present, there is string lighting across the façade (not very suitable for a clinic). A Lighting Plan is needed.
- **Julie Brown:** Signage: Why isn't signage submitted at the same time as the design?
- **Alex Raymond:** Our clients are not yet ready for the signage stage. However, we should be able to prepare a signage plan when they return.
- **Joe Sherer:** suggested studying the guideline in 228.30 to help direct their submission.

D. Any Comments from the Public? There were none.

E. Board Discussion:

- **Julie Brown:** No issue with the concept of a veterinary clinic here, but we need to see all the information.
- **Matt:** There is a fire hydrant, which is not shown.
- **Penna:** Who would maintain the dogs' bathroom?
- **Joe:** With such a high doctor to patient ratio, there could be 20 persons who need parking spaces at one time.

The issues to be addressed are: Inadequate parking, safety concerns at the lack of crosswalk, a parking study to be completed, pets going to the bathroom (how?, where?, with whom?), traffic, a lighting plan (exterior space string lighting and exterior street lighting), and signage.

Applicant's representative, Alex Raymond, concurred with the above scope review, for whenever they continue with revised plans.

F. Motion: To continue the discussion at the next meeting, or whenever the applicant is ready. The motion carried 4-0.

The meeting was adjourned at approximately 9:00 p.m.