



**SAN RAFAEL ZONING ADMINISTRATOR
REGULAR HEARING
October 9, 2024**

**Minutes and Notice of Decision
(Pursuant to San Rafael Municipal Code 14.28.050)**

- 10:06 -10:12 am 1. **825 Francisco Boulevard West** – Request for a Use Permit to operate the National Response Team storage facility and administrative offices from 825 Francisco Boulevard West A; APN: 018-012-09; Francisco Boulevard West Commercial (FBWC) District; National Response Team, LLC, Applicant; GRAHAM CENTER LLC, Owner; Case Number(s): UP24-005 (PLAN23-167)

Project Planner: Renee Nickenig

PERMITS REQUIRED

- **Conditional Use Permit (UP24-005)** - The project proposes to operate the National Response Team restoration and emergency equipment storage facility, which is not a use explicitly defined in the San Rafael Municipal Code (SRMC). Pursuant to SRMC Section 14.05.020, uses not listed on the commercial matrix (SRMC Table 14.05.020) shall be reviewed by the Planning Commission to determine whether the proposed use is consistent with the specified review criteria for the Francisco Boulevard West Commercial District.

Following review of the proposed use, and pursuant to SRMC Section 14.22.020.B, the Community and Economic Development Director determined that the application may be processed and acted on by the Zoning Administrator as it is an inconsequential use and will not have a detrimental impact on surrounding properties (see Findings below), and therefore does not warrant the designated level of review by the Planning Commission.

PROJECT DESCRIPTION

The project proposes to operate the National Response Team (NRT) restoration and emergency equipment storage facility. The NRT primarily services to restore structures following damages related to water, fire, smoke and mold damage. The warehouse stores restoration and personal protection equipment for employee and client use.

Administrative offices are also located within the warehouse space to accommodate five (5) to seven (7) on-site employees. The warehouse operates from 9:00 am to 5:00 pm for administrative purposes and equipment and supply pick-up by employees and clients. Trucks associated with the business are expected to be onsite during business hours and offsite outside of business hours.

PUBLIC HEARING

On October 9, 2024, a Zoning Administrator meeting was convened for this Use Permit (UP24-005). The Acting Zoning Administrator opened the meeting at 10:06 am.

A. Applicant presentation

No presentation was given by the applicant.

B. Public Comments

No public comments were received prior to or during the hearing.

C. Discussion

The Zoning Administrator reviewed the findings for approval and the conditions applied.

D. Action

The Zoning Administrator Conditionally Approved the request for this Use Permit (UP24-005) subject to the conditions listed in the Report to Zoning Administrator dated October 3, 2024.

The meeting was adjourned at 10:12 am.

This Notice of Zoning Administrator decision is provided in compliance with SRMC Section 14.28.050 - *Notice of decision*. Any aggrieved party may appeal this decision pursuant to SRMC Section 14.28.030 - *Filing and time limit of appeals*, by submitting a letter of appeal and the appropriate fees within five (5) working days of the date of approval, or by **October 16, 2024 at 5:00 p.m.** This approval shall become effective at the end of the appeal period.

Once a permit approval has been implemented/established in compliance with all City requirements, it shall run with the land and be valid for the time period specified; e.g., duration of the project/use.

Renee Nickenig

Renee Nickenig, Acting Zoning Administrator

10/10/2024

Date