

**REGULAR MEETING  
SAN RAFAEL ZONING ADMINISTRATOR**

**June 7, 2023**

***DRAFT MINUTES AND NOTICE OF ACTION***

- 10:02 am to 10:10 am 1. **17 Paul Drive** - Request(s) for a conditional use permit to operate a moving company with interior office space and storage of eight (8) box trucks, one (1) van; and one (1) pick-up truck on-site; APN: 155-161-28; the Light Industrial/Office (LI/O) zoning district; AMBONI LLC, owner; Sherry Julin, applicant;  
File No: UP23-018/PLAN23-029.  
**Project Planner: Renee Nickenig**

**BACKGROUND**

**Site Description**

The property located at 17 Paul Drive is an approximately 29,920 sq. ft. site oriented horizontally from west to east. The site accessed from Paul Drive the east, where Paul Drive begins to turn into Mark Drive. The existing building is located at the south property line, with existing parking at the front (east) and at the north property line.

**Background/Prior Approvals**

Prior to occupancy of the moving company, the site was used for indoor and outdoor storage of vehicles, with modified parking on the basis of use of entire building by single vehicle/sales/repair/storage use with adequate minimum employee and customer parking, and including two outdoor storage containers, fence screening and four additional parking spaces (UP10-046).

**Environmental Determination**

The project proposes to operate a moving company with interior office space and storage of eight (8) box trucks, one (1) van; and one (1) pick-up truck on-site. This activity is deemed to be categorically exempt from environmental review per California Environmental Quality Act (CEQA) Guidelines Section 15301 of the CEQA Guidelines (“Existing Facilities”).

**PROJECT DESCRIPTION**

The project proposes to operate a moving company at 17 Paul Drive. The business would operate Monday through Friday, 8:00 am to 5:00 pm, and Saturdays from 8:00 am to 12:00 pm, and closed on Sundays.

The business includes a staff of approximately 23, including two (2) fulltime office works, one (1) salesman, and up to 20 drivers and movers. The business would store the moving fleet onsite, including eight (8) box trucks between 16’ to 26’ in size, one (1) pick-up truck, and one (1) sprinter van. The existing warehouse at the site will be used for office and lobby space, and to

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store related moving materials and equipment. There would be additional vault storage for, which would not be open to the public.

**PUBLIC HEARINGS**

The meeting was convened at 10:02 am.

The meeting was attended by the acting Zoning Administrator and the applicant, Sherry Julin.

- A) Applicant Presentation. *The applicant chose not to make a presentation.*
- B) Public Comments. *No members of the public were in attendance and no public comment has been received by the date of publication of these minutes.*
- C) ZA Discussion. *The applicant had no questions, and no additional discussion took place.*

The Zoning Administrator conditionally approved the proposed project.

The conditions of approval are listed below and included as part of the Zoning Administrators decision. As such the request for a Use Permit to allow the operation of a moving company at 17 Paul Drive was approved with conditions.

The meeting was adjourned at 10:10 am.

**ACTION TAKEN: Conditional Approval**

**FINDINGS – 17 Paul Drive, UP23-018/PLAN23-029**

- A. That the proposed use is in accord with the general plan, the objectives of the zoning ordinance, and the purposed of the district in which the site is located;
  - a. The use is in accord with General Plan 2040 Policy LU-2.1 (*Land Use Map and Categories*), in that the use is compatible with the General Industrial zoning designation.
  - b. The proposed addition is in accord with the objectives of the Zoning Ordinance, as moving companies are conditionally permitted in the Light Industrial/Office (LI/O) zoning district
- B. That the proposed use together with the conditions will not be detrimental to the public health, safety or welfare, or materially injurious to property or improvements in the vicinity, or the general welfare of the city;

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- a. The associated vehicles for the moving company will be required to be stored on-site and will not be permitted to park on the public street.
- C. That the proposed use complies with each of the applicable provisions of the zoning ordinance.
- a. SRMC Section 14.18.040 requires a minimum of one (1) parking space for each 500 gross building sq. ft. for light industrial uses. For this site and for the operation of a moving company the requirement would be 27 parking spaces. While the application for the proposed use does not acknowledge the parking requirement, previous approvals for the site show the accommodation of up to 37 parking spaces, therefore showing that the parking requirement can be met if found necessary following this approval.

**CONDITIONS OF APPROVAL:**

Community Development Department, Planning Division

1. Approved Use. The Use Permit allows for the operation of a moving company per SRMC 14.06.020 with occasional special events like birthday parties and does not allow for any other use.
2. Hours of Operation. Hours of operation shall run concurrent to mall hour as follows: Monday through Friday, 8:00 am to 5:00 pm, and Saturdays from 8:00 am to 12:00 pm
3. Subject to All Applicable Laws and Regulations. The approved use and/or construction is subject to, and shall comply with, all applicable City Ordinances and laws and regulations of other governmental agencies. Prior to construction, the applicant shall identify and secure all applicable permits from the Building Division, Public Works Department and other affected City divisions and departments.
4. Revocation. The City reserves the right to bring this application up for revocation per SRMC 14.21.150 and as provided in Chapter 14.29 of the San Rafael Zoning Ordinance for any use that is found to be in violation of any of these conditions of approval.
5. Building Permit Required. The applicant shall obtain a building permit prior to any tenant improvement to meet the requirements per the California Building Code (CBC).
6. Signage. Separate sign permit approvals shall be obtained for all business signage.
7. Permit Validity. Barring no appeal, this Permit shall become effective on **June 15, 2023**, and shall be valid for a period of two (2) years from the date of final approval, or

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**June 15, 2025**, and shall become null and void if the permit is not exercised or a time extension granted by **June 15, 2025**. A permit for the use of a building or a property is exercised when, if required, a valid City business license has been issued, and the permitted use has commenced on the property.

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 **June 14, 2023 at 5:00 p.m.** This approval shall become effective at the end of the appeal period.

This approval shall be valid for an *initial* one-year period from the date of approval, or until **June 15, 2024**, unless a different date has been stated in the project conditions of approval.

The approval shall become null and void unless, during the initial timeframe provided to implement this approval, a valid City business license has been issued, or a timely extension of time has been filed and subsequently granted.

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.



06/08/2023

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Renee Nickenig, Acting Zoning Administrator

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Date