

**COUNTY OF SAN MATEO  
PLANNING AND BUILDING DEPARTMENT**

**DATE:** January 28, 2016

**TO:** Zoning Hearing Officer

**FROM:** Planning Staff

**SUBJECT:** Consideration of Renewal and Amendment of a Kennel and Cattery Permit, pursuant to San Mateo County Ordinance Code Chapter 6.20, to allow the continued operation of a veterinary care and boarding facility which would allow for the overnight boarding of up to twenty (20) canines and ten (10) felines, and an Off-Street Parking Exception, pursuant to Section 6120 of the San Mateo County Zoning Regulations, located at 539 Harbor Boulevard, in the unincorporated Harbor Industrial area of San Mateo County.

County File Number: PLN 1999-00415 and PLN 2014-00391 (Machado)

**PROPOSAL**

The applicant proposes 1) to renew and amend a kennel/cattery permit in order to continue and expand the operation of an existing veterinarian hospital/boarding facility (PLN 1999-00415) and, 2) an Off-Street Parking Exception (PLN 2014-00391) to allow seven (7) parking spaces, where twenty-two (22) are required, in conjunction with an extensive interior remodeling of the existing 3,029 sq. ft. single-story pet hospital and the major expansion of the existing building, including a new 2,739 sq. ft. second-story addition.

**RECOMMENDATION**

That the Zoning Hearing Officer approve PLN 1999-00415 and PLN 2014-00391, by making the required findings for the renewal and amendment of the Kennel/Cattery Permit and the Off-Street Parking Exception, and adopting the conditions of approval contained in Attachment A.

**BACKGROUND**

Report Prepared By: Tiare Peña, Project Planner, Telephone 650/363-1850

Applicant: Dr. Craig Machado

Owner: 539 Harbor, LLC

Location: 539 Harbor Boulevard, Belmont

APN: 046-041-200

Size: 11,375 sq. ft.

Existing Zoning: Light Industrial (M-1)

General Plan Designation: General Industrial

Sphere-of-Influence: Belmont

Existing Land Use: Veterinary Hospital/Kennel

Water Supply: Midpeninsula Water District

Sewage Disposal: Harbor Industrial Sewer District

Flood Zone: FEMA Flood Zone X, (Areas between limits of the 100 and 500 hundred year flood); Community Panel No. 06081 C0169F; Effective date: July 16, 2015

Environmental Evaluation: Categorically Exempt, CEQA, Section 15303, (Class 3) (c), new construction or conversion of small structures.

Setting: The existing 3,029 building is located amongst other M-1 (Light Industrial) uses, such as a self-storage facility, auto repair shop, athletic club, print shop, and construction suppliers. Currently, the facility is being utilized as a veterinary hospital for animal health care and overnight care for canines. Seven (7) on-site parking spaces are provided and reserved for on-duty veterinary hospital employees.

Chronology:

<u>Date</u>	<u>Action</u>
August 5, 1953	- Planning Commission Resolution No. 1223 approved. Kennel Permit #173-k-X9C1 for the keeping of 20 dogs.
August 1954 - 2014	- Yearly renewals approved.
August 1999	- New case number for Kennel Permit PLN 1999-00415 assigned.
August 2015	- Application for renewal received. Applicant enters into discussions with the Department of Public Works regarding the proposed expansion of the building and the lack of parking to accommodate the new square footage of the expansion.

- September 2015 - The application is revised to include an amendment and Off-Street Parking Exception.
- September 2015 - Additional information is submitted and the application is considered complete.
- December 2, 2015 - Department of Public Works conditional approval.
- December 2, 2015 - Fire Department submits approval of the application.
- January 28, 2016 - Zoning Hearing Officer Public Hearing.

**DISCUSSION**

A. KEY ISSUES

1. Compliance with the General Plan

With approval of a Kennel/Cattery permit, as conditioned, the existing facility would conform to the development objectives and policies of the General Plan, with discussion of the following:

a. Land Use Objectives for Urban Areas

The subject parcel is designated General Industrial. Policies 8.35 and 8.36 (*General Development Standards/Zoning Regulations and Uses*) seek to ensure that new development/uses are consistent with the overall land use designation.

As written in the chronology portion of this report, the veterinary hospital has been in existence since the early 1950s. Also, the facility is located within 1/4 mile of a canine training facility and within 3/4 mile of a canine day care and boarding facility.

The project, as conditioned, would comply with this policy by: (1) maintaining a use compatible with the underlying zoning district, as allowed with a Kennel/Cattery Permit as discussed in Section 2 of this report, (2) providing a needed service for animal medical care, and (3) and will continue to adhere to all signage requirements of the Light Industrial District.

2. Compliance with the Light Industrial (M-1) Zoning District Regulations

Kennels and Catteries are an allowed use in the M-1 Zoning District, subject to the issuance of a Kennel/Cattery permit (which is the subject of this permit application, to renew and amend to allow the existing parking to remain), as discussed below. The project complies with all M-1 Zoning

District development regulations regarding building height, parcel size, and yard setbacks as discussed below:

Section 6272 - Building Height Limit: The maximum building height shall be seventy-five (75) feet.

Staff's Response: The existing building is twenty (20) feet in height. With the proposed second floor addition, the building height will be twenty-five (25) feet in height and complies with this requirement.

Section 6273 - Minimum Building Site: Each building, together with its necessary accessory buildings, hereafter erected, shall be located on a building site in one ownership having an area of not less than five thousand (5,000) square feet and a frontage of not less than fifty (50) feet.

Staff Response: The existing area measures eleven thousand three hundred seventy five (11,375) square feet, and the frontage of the existing building measures sixty five (65) feet; therefore it complies with this requirement.

Section 6274 - Yards Required: Same as specified for C-1 Districts, Section 6252 (Yards Required).

- a. Front Yards Required: None.
- b. Side and Rear Yards Required: 3 ft. and 6 ft., respectively, if bordering any "R" District. The project site does not border any "R" District; it is surrounded by parcels zoned "M-1." No side or rear setbacks are required.

3. Compliance with the Kennel/Cattery Ordinance Regulations

Section 6.20.040 (of the County Ordinance Code) requires that a Kennel/Cattery Permit be obtained to ensure that the proposed kennel/cattery will not be detrimental to existing uses in the vicinity. The facility and associated facilities (e.g. structures, enclosed exterior runs, interior play areas, eating and sleeping quarters) must, at all times, be under the supervision of caretaker(s).

The hours of operation for veterinarian care are Monday through Friday from 8:00 a.m. to 5:30 p.m., and 9:00 a.m. to 4:00 p.m. on Saturday. There are a maximum of seven employees during regular working hours. Boarders would be under the supervision and attendance of an overnight caretaker.

Section 6.20.060 - Kennel/Cattery Permit Criteria, Requirements, and Findings:

That an application for a Kennel/Cattery permit may be approved if the Zoning Hearing Officer makes all of the following findings:

a. General Requirements for Kennels/Catteries

- (1) That the keeping and maintenance of the animals will not create a nuisance or endanger the public health, safety or welfare.

Staff's Response: The facility is located within the Light Industrial (M-1) Zoning District and poses no negative impacts to surrounding light industrial uses in the neighborhood.

- (2) That the facilities exist at the proposed location to safely and adequately secure, feed, house, exercise, and maintain the animals.

Staff's Response: The facility is constructed to ensure the proper keeping and maintenance of animals. The applicant adheres to a feeding and exercise schedule for the canines; therefore, this proposal complies with this requirement.

- (3) That the facilities exist at the proposed location to provide adequate light, ventilation, and space for each animal to move, stand, and sit.

Staff's Response: The existing building measures 3,092 sq. ft. The interior is comprised of medical offices, boarding areas, and medical storage spaces. Over the past 60 years, the facility has been inspected by both planning and environmental health staff and has been in compliance with all state and county regulations, therefore, this facility complies with this requirement. The proposed project involves the interior remodeling of the existing single-story pet hospital. The remodeling and expansion of the pet hospital include the reconstruction of the existing kennels and the addition of a second story measuring approximately 2,739 square feet (see Attachment D).

- (4) That the possession and maintenance of the animals at the proposed location will not result in the animals being subject to discomfort, neglect, suffering, cruelty, or abuse.

Staff's Response: The applicant maintains the facility designed in a manner conducive to providing the best veterinarian care to the canines/felines.

- (5) That the permit holder agrees to make every effort to keep all animals free of disease and parasites and provide adequate veterinary care as needed.

Staff's Response: As this is a veterinary hospital, this requirement is met.

- (6) That where permanent buildings are constructed for the keeping of animals, they shall be of Type V or better construction as defined in the County Building Regulations (Division VII of the Ordinance Code).

Staff's Response: The existing building is constructed of cement and steel and meets the criteria set forth by the ordinance.

- (7) That the keeping of the animals at the facility will not violate any federal, state, or local law.

Staff's Response: The keeping of the animals at the proposed facility meets the requirements of the local government and federal and state law as it pertains to the medical standards of care for animals. The San Mateo County Environmental Health Division has inspected the facility for the past sixty years and reports conclude that the facility meets all requirements.

- (8) That the applicant has not had any animal license or permit revoked or has not been convicted of any provision of Chapter 6, 6.2 or 6.3 of Division III of this Ordinance Code, or any other federal, state, or local animal control law, within the past year.

Staff's Response: Staff has contacted the Peninsula Humane Society and the County Animal Control Board and found no evidence of revocation of any permits or filing of any violations against the applicant.

b. Specific Requirements for Kennels

If the kennel/cattery permit involves the keeping of canines at the proposed facility, the Zoning Hearing Officer shall make the following additional findings:

- (1) That any building, pen, run, or other enclosure housing dogs is at least 300 feet from any residence on a neighboring property, unless an exception is granted pursuant to Section 6.20.130.

Staff's Response: The property is nestled between other industrial uses and is not within 300 feet of residential uses.

- (2) That where dogs are to be kept, primarily indoors, buildings constructed for that purpose shall have floors made of concrete, asphaltic concrete, or other impervious material, with drains provided as necessary to ensure adequate drainage. Where dogs are to be kept, primarily, within a single-family dwelling, alternative provisions shall be made as appropriate to ensure that the dogs' quarters are easy to clean to the satisfaction of the Director of Environmental Health.

Staff's Response: Planning staff, along with Environmental Health staff, has conducted site visits to confirm that the proposed facility complies with environmental health standards. Further, this permit is subject to yearly inspections to ensure continuing compliance with permit conditions.

- (3) That all outdoor dog pens and runs are kept free of standing water and are enclosed with a substantial fence which adequately secures the dogs.

Staff's Response: During yearly inspections, Environmental Health and Planning Staff have confirmed that the exercise yard is enclosed with a fence, therefore, this requirement has been met.

- (4) If the proposed kennel/cattery is located in an R-E, R-1, or RH Zoning District, the following additional findings shall apply:

- (a) That the kennel is located on a parcel that is at least one (1) acre in size.
- (b) That the keeping of dogs at the proposed facility involves no retail or wholesale activity other than that which is clearly incidental to the keeping, raising, or breeding of dogs, and that services or sales conducted on the premises are by appointment only, whereby, only one customer or client is on the premises at a time, and sales are not oriented toward, or designed, to attract off-the-street customers or clients.

Staff's Response: The proposed kennel is located in the M-1 (Light Industrial) Zoning District and is not subject to this finding.

c. Specific Requirements for Catteries

If the permit involves a cattery, the Zoning Hearing Officer shall make the following additional findings:

- (1) That the cats are kept at all times indoors or within a fully enclosed, covered building or enclosed run.

Staff's Response: Previous inspections confirm that the cats are kept within a fully enclosed building. As mentioned previously, the original permit did not include cats. However, when the original permit for the kennel was approved, it was assumed that cats also would be afforded medical care and overnight boarding and the pet hospital.

- (2) If the proposed kennel/cattery is located in an R-E, R-1, or RH Zoning District, the following additional findings shall apply:
  - (a) That the keeping of cats at the proposed facility is not detrimental to the single-family residential character of the neighborhood.
  - (b) That the keeping of cats at the proposed facility involves no retail or wholesale activity other than that which is clearly incidental to the keeping, raising, or breeding of cats, and that services or sales conducted on the premises are by appointment only, whereby only one customer or client is on the premises at a time, and sales are not oriented toward, or designed, to attract off-the-street customers or clients.

Staff's Response: The proposed cattery is located in the M-1 (Light Industrial) Zoning District and is not subject to this finding. There are no single-family residences adjacent to the veterinary hospital, nor are there any retail or wholesale activities other than those activities normally associated with a veterinary hospital/clinic.

#### 4. Compliance with Environmental Health Division Requirements

The Kennel/Cattery Ordinance establishes that all animals shall be kept in a manner consistent with County Health Regulations (County Ordinance Code, Division IV). The County Environmental Health Division has reviewed this request, and has no objections to this application.

Each time the Kennel/Cattery permit is renewed, the ongoing operation will be subject to inspections to ensure that health-related requirements are met and that no public nuisance is present on-site. As conditioned with this approval, annual inspections will be required to ensure compliance with the Kennel Permit requirements.



5. Compliance with the Parking Regulations

The applicant is requesting relief from the parking regulations. Per Section 6119, the required parking is as follows:

Use	Parking required	Current Parking	Additional Required Parking
Veterinary Hospital	3,253 / 200 = 16	7	9
Office Use (minus storage, hallways)	1,200 / 200 = 6	0	6
TOTAL	22	7	15

6. For the Off-Street Parking Exception

- a. **That the establishment, maintenance and/or conducting of the off-street parking facilities as proposed are as nearly in compliance with the requirements as are reasonably possible.**

The proposal seeks to allow (seven) 7 parking spaces, where twenty-two (22) spaces are required, in conjunction with an extensive interior remodeling of the existing 3,029 sq. ft. single-story pet hospital and the major expansion of the existing building, including a new 2,739 sq. ft. second-story addition.

Staff's Response: The Harbor Industrial zoning of M-1 anticipates businesses that are low volume in terms of customer traffic. The applicant contacted the adjacent business to possibly lease some spaces but was unsuccessful. There are no opportunities on the site to create additional spaces for use by the veterinarian clinic. Employees of the veterinarian hospital park in the seven allocated spaces on the site, while customers park on the street with ample parking in the front of the veterinarian clinic. The applicant, working with a land use consultant, provided staff with aerial photographs from various days/time. The outcome was that there was more than adequate on-street parking to accommodate the pet-hospital (Attachment E). Therefore, staff has determined that this finding can be made.

The veterinarian hospital was established in the 1950s. Customers are required to schedule appointments. Appointments are made in fifteen (15) minute increments. Staff is recommending Condition No. 11, which will give Staff the opportunity to review the proposal and determine if the change is within the scope of the original project. If an amendment of this permit is determined to be required, the applicant shall submit the necessary documents and fees required for consideration of the amendment at a public meeting.

With Condition No. 11, staff has determined that approval of this Off-Street Parking Exception will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

**B. ENVIRONMENTAL REVIEW**

The San Mateo County Planning Department has reviewed the project description and has concluded that the project is categorically exempt from the California Environmental Quality Act (CEQA) review per Section 15303, Class 3, related to new construction or conversion of small structures, including commercial buildings not exceeding 10,000 sq. ft. on sites zoned for such use, if not involving significant amounts of hazardous substances, where all necessary public services and facilities are available, and the surrounding area is not environmentally sensitive.

**C. REVIEWING AGENCIES**

<b>REVIEWING AGENCIES</b>	<b>RECOMMENDATIONS</b>	<b>CONDITIONS</b>
Building Inspection Section	Approval	Yes
Department of Public Works	Approval	Yes
South County Fire	Approval	None
Environmental Health Division	Approval	Yes
Town of Belmont	No Comments Received	
Harbor Industrial Association	No Comments Received	

**ATTACHMENTS**

- A. Recommended Findings and Conditions of Approval
- B. Location Map
- C. Site Plan
- D. Floor Plan
- E. Supporting Statement

TGP:jlh – TGPAA0009\_WJU.DOCX

County of San Mateo  
Planning and Building Department

**RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL**

Permit or Project File Number: PLN 1999-00415  
PLN 2014-00391

Hearing Date: January 28, 2016

Prepared By: Tiare Peña  
Project Planner

For Adoption By: Zoning Hearing Officer

**RECOMMENDED FINDINGS**

For the Environmental Review, Find:

1. That this project is Categorically Exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15303, Class 3, related to new construction or conversion of small structures, including commercial buildings not exceeding 10,000 sq. ft. on sites zoned for such use, if not involving significant amounts of hazardous substances, where all necessary public services and facilities are available, and the surrounding area is not environmentally sensitive.

For the Kennel Permit, Find:

2. That the keeping and maintenance of the animals will not create a nuisance or endanger the public health, safety, or welfare. The M-1 (Light Industrial) Zoning District) allows kennels as a compatible use.
3. That the facilities exist at the proposed location to safely and adequately secure, feed, house, exercise, and maintain the animals, as confirmed by staff during their site review(s) and the processing of this application.
4. That facilities exist at the proposed location to provide adequate light, ventilation, and space for each animal to move, stand, and sit, as confirmed by staff during their site review(s) and the processing of this application.
5. That possession and maintenance of the animals at the proposed location will not result in the animals being subject to discomfort, neglect, suffering, cruelty, or abuse because the facility's layout provides a comfortable and safe environment for the animals.

6. That the permit holder agrees to make every effort to keep all animals free of disease and parasites and to provide adequate veterinary care as needed. The applicant monitors the health of all animals at the facility.
7. That where permanent buildings are constructed for the keeping of animals, they shall be of Type V or better construction as defined in the County Building Regulations (Division VII of this Ordinance Code). The building is constructed of cement and steel and meets Division VII of this ordinance code.
8. That the keeping of the animals at the facility will not violate any federal, state, or local law. This facility is subject to and meets all government requirements.
9. That the applicant has not had any animal license or permit revoked or has not been convicted of violating any provision of Chapters 6, 6.2, or 6.3 of Division III of this Ordinance Code, or any other federal, state, or local animal control law, within the past year. Staff has confirmed that the applicant has not been subject to any revocation or any citations in violation of any part of this Ordinance Code.
10. That any building, pen, run, or other enclosure housing dogs is at least 300 feet from any residence on a neighboring property.
11. That where canines are to be kept, primarily, indoors, buildings constructed for that purpose shall have floors made of concrete, asphaltic concrete, or other impervious material, with drains provided as necessary to ensure adequate drainage. Planning staff, along with Environmental Health staff, confirmed during a joint visit that the facility is in compliance.
12. That the cats are kept at all times indoors or within a fully enclosed, covered building or enclosed run.

For the Off-Street Parking Exception, Find:

13. **That the establishment, maintenance and/or conducting of the off-street parking facilities as proposed are as nearly in compliance with the requirements as are reasonably possible.**

Due to the placement of the existing buildings on the site, there are no opportunities for the applicant to provide additional on-site parking. The Veterinary Hospital has been in existence since the 1950s, and parking has not been an issue nor is it expected to create a need for additional parking in the future beyond what is available on-street in the area. Further, in order to mitigate a need for additional parking, staff has crafted a condition regarding the number of employees allowed on-site at any given time.

14. Public notification of the proposal has not produced any comments in opposition to the granting of the parking exception. On-site parking is reserved for up to seven employees. To ensure compliance, staff has crafted the following condition:

If, in the future, the need for more than seven employees and/or hours of operations are altered, the applicant shall inform the San Mateo County Planning Department in writing prior to these changes.

Staff will review the proposal and determine if the change is within the scope of the original project. If an amendment of this permit is determined to be required, the applicant shall submit the necessary documents and fees required for consideration of the amendment at a public meeting.

## **RECOMMENDED CONDITIONS OF APPROVAL**

### **Current Planning Section**

1. This approval applies only to the proposal, documents, and plans described in this report submitted to and approved by the Zoning Hearing Officer on January 28, 2016. Minor revisions or modifications to the project may be made subject to the review and approval of the Community Development Director if they are in substantial conformance with this approval.
2. Kennel/Cattery permits, upon application and the payment of the required annual fee set by Board Resolution, will be renewed by the Community Development Director for twelve (12) months, provided that the operation of the facility during the previous twelve (12) month period has been in full conformance with this Chapter and other applicable federal, state, and local laws.  
  
Prior to permit renewal, County staff shall notify the permit holder that an inspection of the facility will be conducted to ensure that there is continuing conformance with all applicable laws and permit conditions.
3. This Kennel/Cattery permit shall be issued for a period of 12 months. The applicant shall be allowed to board up to twenty (20) canines and ten (10) felines.
4. The applicant shall apply, annually, before January for an administrative review and inspection subsequent to this approval, and pay the required Kennel/Cattery permit inspection fee.
5. The permit holder/applicant shall comply with all requirements for Kennels/Catteries as specified in Section 6.202060 of the County Ordinance Code.

6. The permit holder/applicant shall post the kennel/cattery permit, as issued, as provided herein in a conspicuous place in the facility, or provide it for inspection upon request.
7. The canines shall be confined to a kennel, pen, or run. The cats are kept at all times indoors or within a fully enclosed, covered building or enclosed run.
8. A kennel permit issued for a kennel at a specified location as provided herein may be transferred to another permit holder at the same location, only upon the written application of the holder of the permit to the Community Development Director, and with the consent of the latter endorsed thereon.
9. All outdoor pens and runs are to be kept free of standing water and shall, at all times, be enclosed with a substantial fence which adequately secures the canines.
10. All signage shall be reviewed by Planning and Building staff to ensure compliance with the M-1 District signage regulations and building codes prior to installation.
11. If, in the future, the need arises for more than seven employees and/or hours of operations are altered, the applicant shall inform the San Mateo County Planning Department in writing prior to these changes.

#### Building Inspection Section

12. Formal review will occur during the building permit phase.

#### Environmental Health Division

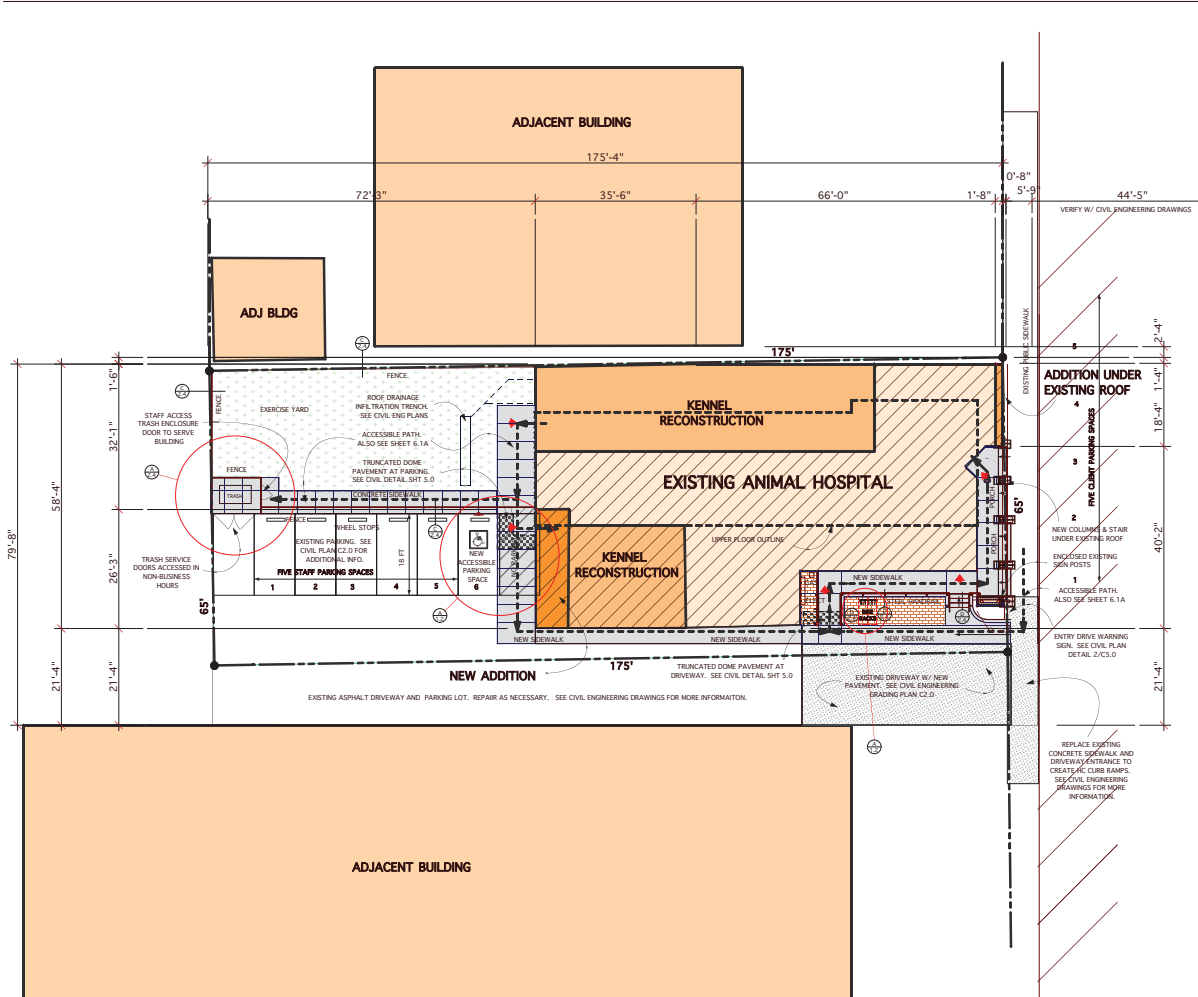
13. The kennel/cattery shall be subject to yearly inspections to ensure continuing compliance with permit conditions. A certificate issued by the Environmental Health Division shall be posted in a conspicuous place in the facility, or provided for inspection upon request.

#### Department of Public Works

14. The five (5) on-street parking spaces shown as client parking shall be removed, so as to be made available for the public at large.
15. Use county standard details for sidewalk and driveway.
16. Include details on disposal of animal waste in kennel and other areas on plans for stormwater pollution source control.

17. Prior to the issuance of the building permit or planning permit, the applicant shall have prepared, by a registered civil engineer, a drainage analysis of the proposed project and submit it to the Department of Public Works for review and approval. The drainage analysis shall consist of a written narrative and a plan. The flow of the stormwater onto, over, and off of the property shall be detailed on the plan and shall include adjacent lands as appropriate to clearly depict the pattern of flow. The analysis shall detail the measures necessary to certify adequate drainage. Post-development flows and velocities shall not exceed those that existed in the pre-developed state. Recommended measures shall be designed and included in the improvement plans and submitted to the Department of Public Works for review and approval.
18. Additional stormwater pollution source control measures shall be applied for kennels, as needed, to prevent pollutants from entering the storm drain system.
19. No proposed construction work within the County right-of-way shall begin until County requirements for the issuance of an encroachment permit, including review of the plans, have been met and an encroachment permit issued. The applicant shall contact a Department of Public Works Inspector 48 hours prior to commencing work in the right-of-way.
20. Prior to the issuance of the building permit, the applicant will be required to provide payment of "roadway mitigation fees" based on the square footage (assessable space) of the proposed building per Ordinance #3277.

TGP;jlh – TGPAA0009\_WJU.DOCX



**SITE PLAN NOTES:**

**SCOPE OF WORK:**

- 1- RENOVATE EXISTING ANIMAL HOSPITAL
- 2- RECONSTRUCT EXISTING KENNEL AREAS WITH NEW ANIMAL HOSPITAL USE.
- 3- CONSTRUCT NEW ANIMAL HOSPITAL ADDITION
- 4- PROVIDE ACCESSIBLE PATH FROM PARKING TO BUILDING ENTRIES. SEE ACCESSIBLE PATH DETAILS SHEET 6.1A AND 1.2. SEE CIVIL ENGINEERING DRAWINGS FOR SPECIFIC GRADES AND SLOPE OF CONCRETE.
- 5- SEE CIVIL ENGINEERING PLANS FOR SPECIFIC SITE DIMENSIONS, GRADING AND STORM WATER FLOW.
- 6- SEE CIVIL ENGINEERING PLANS FOR UTILITY SERVICE CONSTRUCTION INFORMATION.

**SITE AREA:** 11,375 sq ft  
(.26 ACRES)

**BUILDING AREA CALCULATIONS:**  
 EXISTING ANIMAL HOSPITAL AREA 3,029 sq ft  
 RECONSTRUCT EXISTING KENNEL AREAS 1,435 sq ft  
 ANIMAL HOSPITAL ADDITION 584 sq ft  
 ANNUAL HOSPITAL ADDITION 30 sq ft  
 NEW SECOND FLOOR AREA 194 sq ft  
**TOTAL BUILDING AREA 5,273 sq ft**  
**TOTAL BUILDING FLOOR AREA 7,788 sq ft**

**PARKING:**

- OFF-STREET PARKING
- (3) EXISTING STAFF PARKING SPACES
- (1) ADA/CBC COMPLIANT PARKING SPACE
- ON-STREET PARKING
- (3) EXISTING PUBLIC PARKING SPACES

**DETAILS**

- ⊕ SITE DETAILS. SEE SHEETS 1.2
- ⊕ SITE DETAILS. SEE SHEETS 2.4

**DISCLAIMER:**  
 SITE DRAWING INDICATES DESIGN INTENT. SEE PROPERTY SURVEY AND CIVIL ENGINEERING DRAWINGS FOR SPECIFIC DIMENSIONS AND CONSTRUCTION INFORMATION.

**HARBOR BOULEVARD**

Mark J. Schmidt Architect  
 500 N. 10th St.  
 Raleigh, NC 27601  
 919-288-0140  
 A Member of  
 PERKINS+WILL  
 9307-7377-1419  
 www.perkinswill.com

CRAG MACHADO, DVM

ALTERATIONS TO THE EXISTING  
**BELMONT PET HOSPITAL**  
 539 HARBOR BOULEVARD, BELMONT, CA 94002

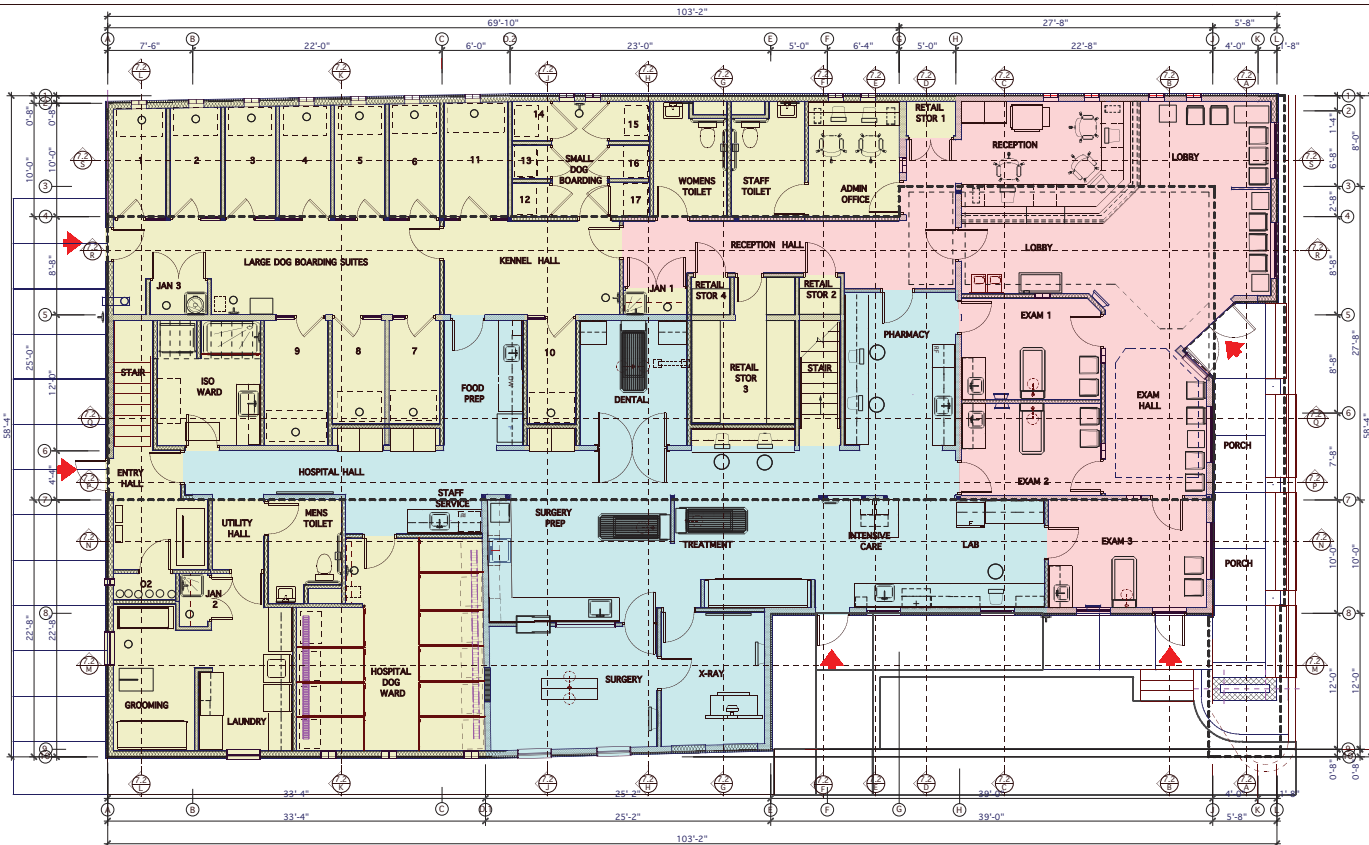
DATE	ISSUED

K11027

**SITE PLAN**  
 2.1







<b>PUBLIC ACCESS AREA</b>	1,255 sq ft
<b>STAFF WORK AREA</b>	1,511 sq ft
<b>ANIMAL OCCUPANCY, TOILETS, STORAGE, ETC. AREA</b>	2,521 sq ft
<b>TOTAL</b>	<b>5,271 sq ft</b>

SCALE: 1/4"=1'-0"

TRUE NORTH  
PROJECT NORTH

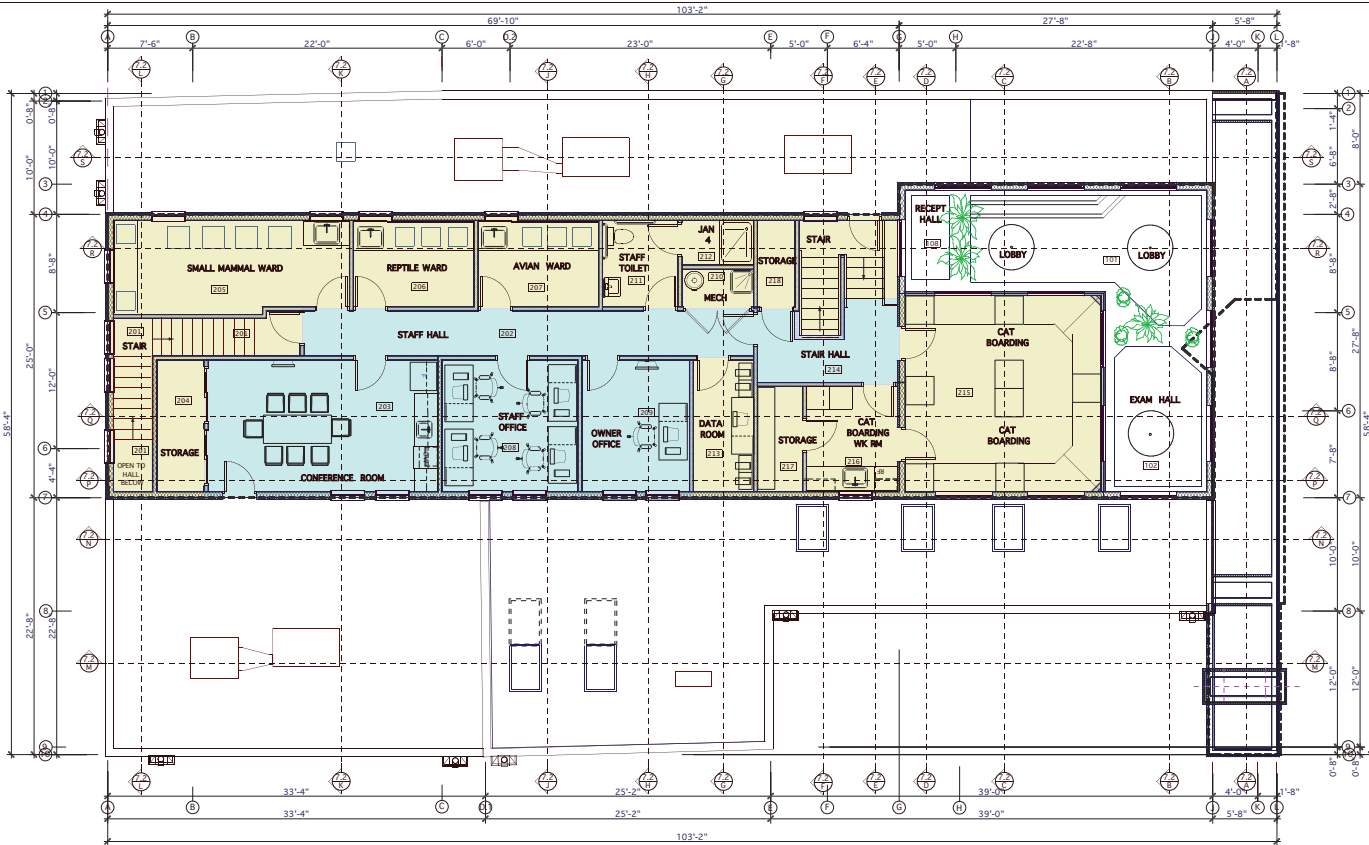
Mark J. Schmidt  
 Architect  
 AIA NCARB  
 505-799-0100  
 505-250-0100  
 ARCHITECTS LLC

CRAIG MACHADO, DVM

ALTERATIONS TO  
**BELMONT PET HOSPITAL**  
 539 HARBOR BOULEVARD  
 BELMONT, CA 94002

REVISION	PLAN REVIEW
DATE	0/11/14
PROJECT NO.	K11027

**PARKING AREA CALCULATION**  
 SHEET NO. 1ST FLR



STAFF AREAS	780 sq ft
ANIMAL OCCUPANCY, TOILETS, STORAGE, ETC. AREA	768 sq ft
TOTAL	1,973 sq ft

SCALE: 1/4"=1'-0"

TRUE NORTH

PROJECT NORTH

Mark J. Schmidt  
 Architect  
 AIA NCARB  
 800-777-0196  
 800-388-0096  
 Architects LLC

CRAIG MACHADO, DVM

ALTERATIONS TO  
**BELMONT PET HOSPITAL**  
 539 HARBOR BOULEVARD  
 BELMONT, CA 94002

DATE:	07/17/14	JOB NO.:	K11027
REVISION:	PLAN REVIEW		

**PARKING AREA CALCULATION**  
 2ND FLR

# Parking Exception Request and Justification for Belmont Pet Hospital Expansion (APN 046-041-200)

This Parking Exception request and justification is submitted for the building permit application for the proposed modernization project for the Belmont Pet Hospital. The Parking Exception process is provided in San Mateo County Zoning Regulations, Chapter 3, Section 6120. This section provides an exception if the off-street parking facilities as proposed are as nearly in compliance as are reasonably possible with the requirements set forth in Section 6119. The pet hospital has operated at this location since 1950. There is a critical and long overdue need to remodel and expand the pet hospital to best serve the clients and small animals who receive veterinary care at the pet hospital.

## Project Features

The modernization project involves the remodeling of the existing 3,029 square foot, single-story pet hospital (see site plan and first floor plan). The project site is 11,375 square feet in size (.26 acres) and contains seven off-street parking spaces. The remodeling and expansion of the pet hospital includes the interior reconstruction (approximately 2,019 sq. ft.) of the existing kennels and the addition of approximately 2,739 square feet of space most of which will be added as a second story.

## Section 6119 Parking Spaces Required

Working with county staff, Mark Schmidt, of Knapp Schmidt Architects, project architect, classified the useable space within the building in order to determine the amount of required parking as set forth in Section 6119. The various activity areas were based on square footage within the remodeled building: Public access area, staff work area and animal occupancy, restrooms, storage and/or other non use areas. Staff then identified a range of four different parking demand scenarios based on use types for the building, as follows:

Scenario	Parking required	Current On-site Parking	Additional Required Parking
1 – All space counted as M-1 use	4	7	0
2 – All space counted as Medical Office	36	7	29
3 – Kennel and animal use area not counted with remaining space counted as medical office	20	7	13
4 – Animal/kennel area counted as M-1 use and other space counted as medical office	22	7	15

The above scenarios reflect a parking deficit of 0 to 29 spaces, depending on which scenario most closely reflects the project. County planning staff has determined that scenario 4 is the most applicable for the remodel project which results in a parking deficit of 15 spaces.

## Justification for Parking Exemption

As noted above, Section 6120, Exceptions, of the San Mateo Parking Regulations provides for an applicant to seek relief from the parking requirements in cases of practical difficulties and unusual hardship. This section further states that the off-street parking facilities as proposed are as nearly in compliance with the requirements set forth in Section 6119 as are reasonably possible.

The following factors form the basis for the parking exemption. Together they demonstrate the practical difficulties that lead to a hardship should the technical parking standards, as interpreted by the planning department, be applied. The practical difficulties presented also reflect actual operating features and a relatively low customer usage per day. While these factors might suggest a lower parking applicable parking standard, the analysis is presented for clarification and understanding of how the veterinary hospital operates. The following overview and analysis also reflects that the available on-street parking more than adequately meets the needs of the pet hospital. This overview presents background on the setting (neighborhood), operational features of the pet hospital and provides supporting aerial photography to demonstrate there is more than adequate parking available on Harbor Boulevard itself.

### The Neighborhood

The Belmont Pet Hospital has been a long time use (since 1950) at this location. The site and surrounding area is zoned M-1, Light Industrial. Small and large animal veterinary hospitals are listed as one of the many permitted uses in the M-1 zone. The best location for a veterinary hospital is in outlying areas away from established residential neighborhoods and busy commercial areas. The permitted land uses in the M-1 zone typically do not generate high volumes of customer traffic. Most uses generate employee parking demands and delivery truck traffic and a modest amount in the way of customer or visitor traffic. Businesses in the immediate area are multi use and include, door and window supplier, self storage, gym/athletic club, pharmaceutical company and auto repair. There has always been adequate on-street parking to accommodate the pet hospital. It is also noted that other businesses also use on-street parking. As noted below, the remodel/expansion would not constitute an expansion of activity that would translate into an increase customer activity, as the goal of the project is to improve efficiency and care for the small animals receiving veterinary services at Belmont Pet Hospital.

### The Pet Hospital

The pet hospital provides three basic types of services: small animal health care (dogs, cats, birds, reptiles, etc.), surgery and boarding. The purpose of the modernization project is to improve efficiency with the daily operations of the pet hospital. There are currently on average 1 to 2 doctors and 5 support staff on duty at any one time. There are no plans to increase the number of employees and on-duty doctors. Customer activity and the number of customers is ultimately a function of the number of staff and doctors on duty. Customers are required to schedule an appointment. Each appointment for veterinary services is scheduled for 15 minutes between the hours of 8 a.m. to 10 a.m. and from 2:30 to 4:30 p.m. Monday through Friday and 8:00 a.m. to noon on Saturday. On average, there are four to five appointments per hour. Each appointment averages approximately 20 minutes. While appointments are preferred in order to receive the timeliest service, walk-ins are accommodated. The pet hospital receives approximately three walk-ins per day. There are five, one hour diagonal parking spaces directly in front of the pet hospital. In addition, there is more than ample on-street, diagonal parking spaces within one block or less of the pet hospital. With the relatively low use of on-street parking (see discussion below), any additional use of on-street parking should not create a burden or inconvenience to other businesses in the area.

The seven (7) space on-site parking lot is reserved for the six to seven, on-duty, veterinary hospital employees. Generally, employee cars are parked all day without leaving during work hours. Based on the shared driveway easement providing access to Moquen Press to the south, it is logical to reserve the off-street parking for employees. This driveway is used by heavy trucks and can be a conflict with in ad nut customer access. Customers/visitors park on the street in front of the pet hospital or in other available diagonal parking spaces within a block of the pet hospital. Dr. Machado has observed over the 20 years that he has owned and operated the Belmont Pet Hospital that there is more than ample on-street parking within a short distance of his veterinary practice. In fact, for the most part, customers are able to utilize one of the five (5) diagonal spaces immediately in front of his hospital. The five diagonal parking spaces in front of the building are restricted to 20 minutes. All other on-street parking in the vicinity on Harbor Boulevard is diagonal and unrestricted. Since the off-street parking lot is appropriately reserved for employees, customers are accustomed to using on-street parking while visiting Belmont Pet Hospital. In the 20 years that Doctor Machado has operated the pet hospital there have not been any customer complaints about having to park on the street.



## Aerial Photographs

Six aerial photographs were observed since January, 2012, to establish whether there is available parking spaces on-street and to determine if there is an obvious on-street parking shortage on the days that the pictures were taken. Five of the aerial photographs were accessed from the Google Earth website and an additional, more recent, photograph (August 14, 2014) is also included from USGS. The aerial photographs are contained in Attachment 1. It is assumed that all pictures were taken during normal work hours as there are cars parked in the various off-street parking lots of adjoining businesses, as well as the pet hospital. It is furthermore assumed that these pictures represent typical conditions on Harbor Boulevard, both as to traffic and the availability of on-street parking. As noted above the five on-street diagonal parking spaces in front of the pet hospital cannot be used for long-term parking as it is posted for short term 20 minutes (green zone). This means that on-street parking in front of the pet hospital is short term and generally accommodates high turnover customers visiting the pet hospital. All of the photos also show that there are available spaces in front of the pet hospital. In addition, each photo shows a fairly large number of available on-street parking spaces within a short walk from the pet hospital.

## Off-site parking options

Dr. Machado contacted Moquen Press, the largest business and employer on Harbor Boulevard, to determine if that business had excess parking that he could lease. As a very large employer, it does not have excess off-street parking and he was also advised that that lot is unable to accommodate all of the Moquen Press employees. Moquen Press is the most logical business and only one that Dr. Machado contacted as it surrounds the Belmont Pet Hospital on three sides. The off-street parking lots for the businesses in the area are largely devoted to accommodate their employees. Utilizing the available on-street parking will fulfill the parking requirements for the pet hospital without impacting other business needs for spillover parking onto the street.

Aside from Moquen Press, pursuing off-site parking options from any other business would be too inconvenient for Belmont Pet Hospital customers. Even if off-site parking were to become available from other businesses on Harbor Boulevard, Belmont Pet Hospital customers would more than likely opt to use the on-street parking in close proximity to the building.

## Conclusion

In light of the nature of the services provided and the much needed modernization of the pet hospital, there are no practical means to provide off-street parking. Satisfying the off-street parking pursuant to scenario 4 is unwarranted and will create a hardship for the following reasons:

1. The goal of the expansion is to modernize the pet hospital while increasing the efficiency of service,
2. The number of employees will be maintained at current levels with the expansion/remodel,
3. Maintaining employees at current levels is a realistic limitation on the ability of the pet hospital to accommodate additional customers on a daily or hourly basis,
4. The 11,375 square foot lot area is devoted to existing improvements that will largely remain with the remodel/expansion and cannot yield additional off-street parking spaces.
5. Other businesses in the immediate vicinity are unable to relinquish off-street parking spaces,
6. There is more than adequate on-street parking available in the immediate vicinity,
7. The maximum number of customers trips to the pet hospital is generally four to five per hour, four hours per day,
8. There is no practical purpose or necessity to provide additional off street parking to meet the technical requirements of the parking ordinance, as actual parking demand is much less that the amount established by scenario 4, and
9. Should the technical provisions of the ordinance be mandated, the much needed pet hospital modernization could not be accommodated at this location.

Another added benefit to utilize on-street parking spaces is that it will continue to put people on the sidewalks thereby proving a safer street environment. Having on-street parking spaces occupied on a more regular basis will facilitate and create a more vibrant, safe and healthy streetscape. Diagonal back-

out parking also contributes to traffic calming, which on any busy street is welcome. In short, having an updated pet hospital building would contribute to the reinvigoration of Harbor Boulevard at this location.