

COMMUNITY DEVELOPMENT AGENCY  
**PLANNING DIVISION**

## General Planning Permit Application

To be completed by planning department staff:

Date Received: \_\_\_\_\_ Project ID Number: \_\_\_\_\_ Received By: \_\_\_\_\_

### PLANNING PERMITS

#### Property Development

- |  |  |
|--|--|
| <input type="checkbox"/> Coastal Permit                        | <input type="checkbox"/> Residential Accessory Dwelling Unit |
| <input type="checkbox"/> Design Review                         | <input type="checkbox"/> Tree Removal Permit                 |
| <input type="checkbox"/> Floating Home Exception               | <input type="checkbox"/> Site Plan Review                    |
| <input type="checkbox"/> Housing Compliance Review: Form Based | <input type="checkbox"/> Variance                            |
| <input type="checkbox"/> Housing Compliance Review: SB 9       |  |

#### Property Use

- |  |   |
|--|---|
| <input type="checkbox"/> Conditional Use Permit <b>Amendment</b> | <input type="checkbox"/> Master Use Permit    |
| <input type="checkbox"/> Homeless Shelter Permit                 | <input type="checkbox"/> Temporary Use Permit |

#### Lot Modification

- |  |   |
|--|---|
| <input type="checkbox"/> Certificate of Compliance | <input type="checkbox"/> Map Plan Check       |
| <input type="checkbox"/> Lot Line Adjustment       | <input type="checkbox"/> Tentative Map        |
| <input type="checkbox"/> Master Plan               | <input type="checkbox"/> Tentative Map Waiver |
| <input type="checkbox"/> Merger                    | <input type="checkbox"/> Urban Lot Split      |

#### Policy

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Community or Countywide Plan Amendment | <input type="checkbox"/> Rezoning |
|---|-----------------------------------|

#### Signs

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Sign Review | <input type="checkbox"/> Sign Permit/Temporary |
|--------------------------------------|--|

#### Amendment/Extension/Renewals

- |  |  |
|--|--|
| <input type="checkbox"/> Planning Permit Amendment | <input type="checkbox"/> Planning Permit Extension |
| <input type="checkbox"/> Use Permit Renewal        |  |

List the Planning Permit number(s) to be amended, extended, or renewed: \_\_\_\_\_

### **PROJECT DESCRIPTION – Please attach an addendum to this application if more space is needed.**

**PROPERTY INFORMATION**

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Assessor Parcel Number(s): \_\_\_\_\_ Zoning District: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner of Record (*current tax roll year*): \_\_\_\_\_

**APPLICATION CONTACTS**

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**Property Owner (P.O.)** Contact Name: \_\_\_\_\_

P.O. Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

P.O. Phone: \_\_\_\_\_ P.O. Email: \_\_\_\_\_

**Primary Applicant (P.A.)** Contact Name: \_\_\_\_\_

P.A. Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

P.A. Phone: \_\_\_\_\_ P.A. Email: \_\_\_\_\_

**Additional Contact Name:** \_\_\_\_\_

Additional Contact Phone: \_\_\_\_\_ Additional Contact Email: \_\_\_\_\_

**For Lot Line Adjustments:**

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**Additional Property Owner (P.O.) Name:** \_\_\_\_\_

Additional P.O. Phone: \_\_\_\_\_ Additional P.O. Email: \_\_\_\_\_

**Additional Property Owner (P.O.) Name:** \_\_\_\_\_

Additional P.O. Phone: \_\_\_\_\_ Additional P.O. Email: \_\_\_\_\_

**Additional Property Owner (P.O.) Name:** \_\_\_\_\_

Additional P.O. Phone: \_\_\_\_\_ Additional P.O. Email: \_\_\_\_\_

**ADDITIONAL PERMIT INFORMATION**

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**Required:** Standard project data for all project types is included on sheet: \_\_\_\_\_

**Required:** For projects including buildings and additions, the existing and proposed topographic contours of the site underlying the roof plan with roof ridge and corner elevations are shown on sheet: \_\_\_\_\_

**Required:** For projects including buildings and additions, additions are shown as shaded on sheet: \_\_\_\_\_

**Check any of the following that applies:**

This application is for a new Telecommunications Facility and includes a completed copy of the Telecommunications Policy Plan Application Requirements Checklist.

This application is related to a pending building permit and the tracking number is: \_\_\_\_\_

This application is related to a Code Compliance violation and the case number is: \_\_\_\_\_

**REQUIRED INFORMATION - To be completed by applicant**

The information requested to be included in this application are in addition to the information required pursuant to the Planning Application Submittal Checklist. Additional information may be requested. Definitions for the items required below are available in the Marin County Development Code Section 22.130.030.

**Lot Development Data**

Required Project Data	Existing	Proposed
Lot Area (square feet)		
Building Area (square feet)		
Floor Area (square feet)		
Area of Disturbance (square feet)		
Lot Coverage - Impervious (square feet)		
Lot Coverage – Pervious (square feet)		
Grading – Cut (cubic yards)	-	
Grading – Fill (cubic yards)	-	
Grading – Off-haul (cubic yards)	-	
Number of Parking Spaces		
Number of lots (subdivisions only)		

**Primary Building Data**

Required Project Data	Existing	Proposed
Maximum Building Height (feet)		
Setback distance – Front property line (feet)		
Setback distance – Left side property line (feet)		
Setback distance – Right side property line (feet)		
Setback distance – Rear property line (feet)		

**Accessory Building Data**

Required Project Data	Existing	Proposed
Maximum Building Height (feet)		
Setback distance – Front property line (feet)		
Setback distance – Left side property line (feet)		
Setback distance – Right side property line (feet)		
Setback distance – Rear property line (feet)		

**Lot Line Adjustments**

Required Project Data	Assessor Parcel Number	Existing Area (sqft)	Proposed Area (sqft)
Affected Lot 1			
Affected Lot 2			
Affected Lot 3			
Affected Lot 4			

**CERTIFICATIONS AND SIGNATURES**

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The property involving this permit request may be subject to deed restrictions called Covenants, Conditions and Restrictions (CC&Rs) which may restrict the property's use and development. These deed restrictions are private agreements and are NOT enforced by the County of Marin. Consequently, development standards specified in such deed restrictions are NOT considered by the County when granting permits. I understand that it is my responsibility to determine if the property is subject to deed restrictions and if so, I certify that I have contacted the appropriate homeowner's association and adjacent neighbors about the project prior to proceeding with construction. Following this procedure will minimize the potential for disagreement among neighbors and possible litigation.

I hereby authorize employees, agents, and/or consultants of the County of Marin to enter upon the subject property upon reasonable notice, as necessary, to inspect the premises and process this application. I understand that in cases where the development site is large or cannot be easily seen or accessed from the nearest public road, the Community Development Director may determine that a publicly noticed site inspection by the decision maker is necessary. In this instance, I hereby authorize the conduct of such inspections of the premises upon reasonable notice.

I hereby certify that I have read this application form and that to the best of my knowledge, the information in this application form and all the related exhibits submitted with it are complete and accurate. I understand that any misstatement or omission of the requested information or of any information subsequently requested shall be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper to the County of Marin.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this application was signed in

\_\_\_\_\_  
City and state in which the application was signed

_____ Signature of Property Owner	_____ Print Property Owner name	_____ Date of Signature
		3/26/25
_____ Signature of Applicant if different from owner	_____ Print Applicant Name	_____ Date of Signature

**For Lot Line Adjustments**

_____ Signature of Additional Property Owner	_____ Print Property Owner name	_____ Date of Signature
_____ Signature of Additional Property Owner	_____ Print Property Owner name	_____ Date of Signature
_____ Signature of Additional Property Owner	_____ Print Property Owner name	_____ Date of Signature

**STATE OF CALIFORNIA HAZARDOUS WASTE AND SUBSTANCES SITE LIST (C.G.C.§ 65962.5)**

This section is to be completed by the applicant. Pursuant to California Government Code Section 65962.5(e), before a local agency accepts as complete an application for any development project, the applicant shall consult the latest [State of California Hazardous Waste and Substances Sites List](http://dtsc.ca.gov/dtscs-cortese-list/) (dtsc.ca.gov/dtscs-cortese-list/) on file with the Planning Division and submit a signed statement indicating whether the project is located on a site which is included on the List.


**Statement:** I have consulted the latest State of California Hazardous Waste and Substances List on file with the Planning Division, and I have determined that the project site (select by checking)  is (or)  is not included on the List.

Date of List consulted: 3-26-2025 Source of the listing: DTSC List

**COPYRIGHT MATERIALS RELEASE**

To the extent that your application submittal packet includes plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the County must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws. The County of Marin hereby requests permission to reproduce and publish plans and drawings submitted with your application packet for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the County's website for public review and providing electronic reproductions to the County's review boards and commissions. The purpose of this request is limited solely to the purpose of facilitating the timely review of this application, and the plans and drawings will not be utilized by the County for other purposes. To assist the County in this process, please provide below the signatures of all of those who have prepared plans and drawings to be submitted with this application agreeing to publication or reproduction of any such plans or drawings by the County.

Engineer/Surveyor Name: Stephen Sousa PLS 9172  
Engineer/Surveyor Phone Number: 707-799-3362  
Engineer/Surveyor Email Address: Sjsousa1@gmail.com

  
\_\_\_\_\_  
Engineer/Surveyor's Signature Authorizing Publication and Reproduction of Plans/Drawings

Architect/Designer Name: \_\_\_\_\_  
Architect/Designer Phone Number: \_\_\_\_\_  
Architect/Designer Email Address: \_\_\_\_\_

\_\_\_\_\_  
Architect/Designer Signature Authorizing Publication and Reproduction of Plans/Drawings

Landscape Architect Name: \_\_\_\_\_  
Landscape Architect Phone Number: \_\_\_\_\_  
Landscape Architect Email Address: \_\_\_\_\_

\_\_\_\_\_  
Landscape Architect Signature Authorizing Publication and Reproduction of Plans/Drawings

The Priory Tennis & Swim Club  
229 Laurel Grove Avenue  
Kentfield, CA 94904

April 29, 2025

Community Development Agency  
3501 Civic Center Drive #308  
San Rafael, California 94903

**RE: AMENDMENT TO USE PERMIT #99-53  
229 Laurel Grove Avenue, Kentfield, 94904  
Assessor's Parcel No. 07-1111-56**

Dear Sir/Madam,

On behalf of the Board of Directors of the Priory Tennis & Swim Club (the "Priory"), I respectfully request an amendment to the Priory's Use Permit, which has been in effect since 1977. Specifically, we seek to increase the number of authorized members<sup>1</sup> from fifty-five (55) to seventy (70).

The Priory was established in 1978 as a neighborhood tennis and recreational club. Owned by a 501(c)(3) nonprofit and operated by its members, the Priory rests on 2 acres in the Laurel Grove neighborhood and offers tennis courts, a swimming pool, a bocce court, a well house, and a redwood grove where members can gather. Membership is currently limited to 55 neighborhood families. The Priory serves as a vital neighborhood asset, fostering a close-knit community while preserving the surrounding park-like environment. Additional information about and pictures of the Priory can be found at [www.theprioryclub.org](http://www.theprioryclub.org), and a map of the Priory's location can be found on the attached site map.

The Priory's membership remains remarkably stable. Members typically relinquish their membership only upon moving out of the neighborhood—a relatively rare event. As a result, over 60% of our members have been part of the Priory for at least a decade, with some exceeding 50 years of membership. These long-standing members contribute tradition and warmth to our community. At the same time, demand for membership has surged in recent years, with the waitlist now exceeding 30 families. Due to the limited turnover of homes in the Priory neighborhood, only about two new families gain membership each year. Raising the membership

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<sup>1</sup> The term "member" is defined in the Priory's bylaws as a collective term, and in the case of married couples or common law couples or adults who have children residing with them, the term includes all such persons collectively. Persons residing with members who are not children of such members are not included within the meaning of the term.

cap would allow more neighborhood families, particularly those with young children, to enjoy this cherished community resource. New families moving into the neighborhood have been eager to connect with their neighbors at the Priory, introduce their children to swimming in the Priory pool, and actively contribute to the community in meaningful ways. It is disappointing to tell them that it will likely be more than ten or even fifteen years until they will be able to join the Priory.

Additionally, an increase in membership is essential for the club's long-term financial sustainability. Rising maintenance costs, including fire safety compliance and facility upkeep, have placed increasing pressure on our budget. As our facilities continue to age, ongoing improvements are necessary to ensure both safety and continued enjoyment for members. Expanding the membership base would provide necessary financial support to maintain the club's infrastructure while keeping it accessible to the neighborhood.

Moreover, even with an increase of the membership cap from 55 to 70 members, the Priory would have the lowest membership size and ratio of members to square footage in the neighboring area. The Priory's membership level is significantly lower than other recreational clubs in southern Marin. For example, Mt. Tam Racquet Club in Larkspur reported having 1,750 memberships in 2018.<sup>2</sup> The Bay Club Ross Valley in Kentfield has at least several hundred memberships, if not over a thousand memberships, given that they have 6,500 memberships across their four Marin clubs.<sup>3</sup> Moreover, the physical footprint of these clubs is not much larger than that of the Priory, which stands on 2 acres.

Importantly, the proposed increase in membership would not materially impact the intensity of use of the club's facilities. On average, a mere three members use the pool on a summer day. The Priory does not require tennis court reservations by its members because there is almost always a court available. Nor would an increase in membership generate additional traffic or parking concerns. Because all Priory members must reside within 0.5 miles of the club, they can walk to the facility. There is no on-site parking, and parking is not permitted on adjacent or nearby streets. A comparison of the operations of the club before and after this amendment, if successful, is attached as Exhibit A. No changes, other than an increase to the membership cap, are proposed.

Increasing membership to 70 families would significantly reduce our current waitlist while ensuring continued stability for the club. However, we are not seeking a larger expansion, as maintaining a waitlist is important for the transferability of memberships. When a member leaves, their membership must either be repurchased by the Priory or sold to a waitlisted family, ensuring seamless transitions and sustained engagement within the community.

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<sup>2</sup> <https://tennismediagroup.com/TCB2018/TCB042018m/mTCB042018-01.html>

<sup>3</sup> Bay Club Ross Valley reported that the Bay Club has 6,500 across their 4 Marin clubs on 3/25/2025.

Any change to the Priory's membership cap, even if approved by Marin County, would still require approval from the Priory's Board and membership. I note also that members of the Priory, as well as families on the Priory waitlist, met with the Kentfield Planning & Advisory Board ("KPAB") on January 22, 2025, and the KPAB approved support of the increase in the Priory's membership.

We appreciate your time and consideration of this request and welcome any feedback you may have. I can be reached at [eashleyharris@gmail.com](mailto:eashleyharris@gmail.com) or 917.855.3213.

Best regards,

Ashley Harris  
Vice President & Board Member  
The Priory Tennis & Swim Club

**EXHIBIT A**  
**Operational Updates Comparison**

CLUB DETAILS: <b>CURRENT</b>	CLUB DETAILS: <b>PROPOSED</b>
<p>Membership cap:</p> <ul style="list-style-type: none"> <li>● 55 neighborhood families</li> </ul>	<p>Membership cap:</p> <ul style="list-style-type: none"> <li>● 70 neighborhood families</li> </ul>
<p>Membership criteria</p> <ul style="list-style-type: none"> <li>● Must live within 0.5 miles of the club by road</li> </ul>	<p>Membership criteria</p> <ul style="list-style-type: none"> <li>● NO CHANGE</li> </ul>
<p>Hours of Operation:</p> <ul style="list-style-type: none"> <li>● 8am to 10pm</li> </ul>	<p>Hours of Operation:</p> <ul style="list-style-type: none"> <li>● NO CHANGE</li> </ul>
<p>Parking</p> <ul style="list-style-type: none"> <li>● No on-site parking</li> <li>● No parking is allowed in front of the Priory on Laurel Grove or Hanken Drive</li> </ul>	<p>Parking</p> <ul style="list-style-type: none"> <li>● NO CHANGE</li> </ul>
<p>Staff</p> <ul style="list-style-type: none"> <li>● Club Manager and Tennis Pro: Moses Gittens</li> <li>● The Priory is a member-owned, equity club, operated by members on a voluntary basis</li> </ul>	<p>Staff</p> <ul style="list-style-type: none"> <li>● NO CHANGE</li> </ul>
<p>Club Facilities</p> <ul style="list-style-type: none"> <li>● 3 tennis courts, a swimming pool, a bocce court, a well house, and a redwood grove</li> </ul>	<p>Club Facilities</p> <ul style="list-style-type: none"> <li>● NO CHANGE</li> </ul>

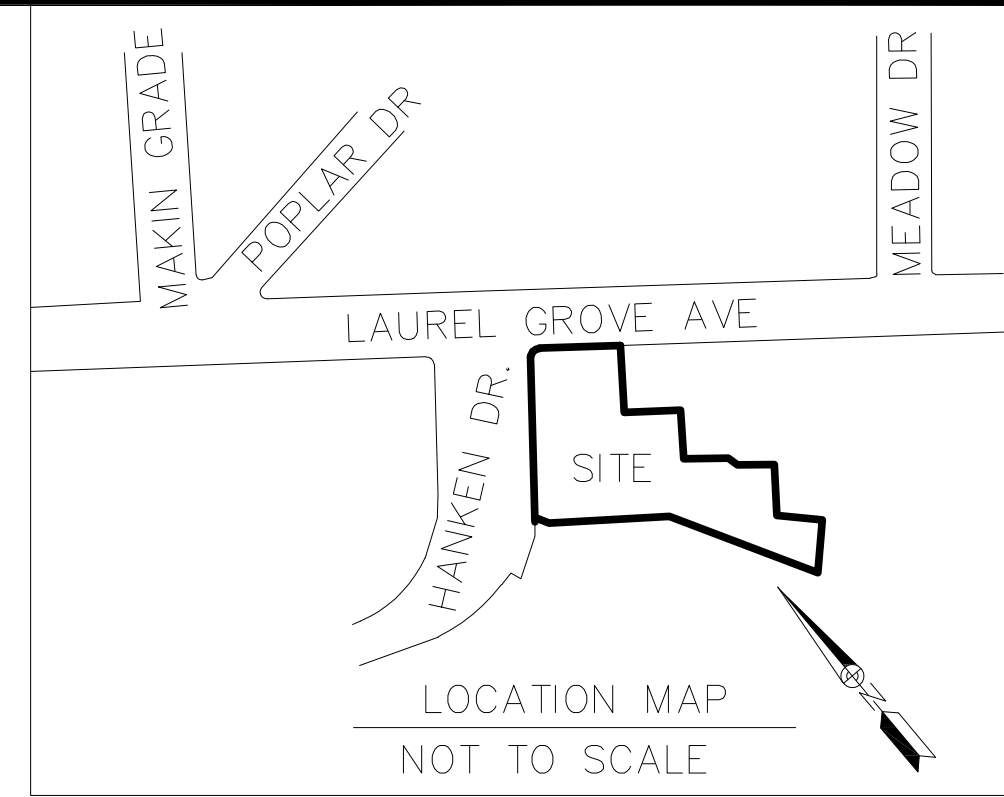
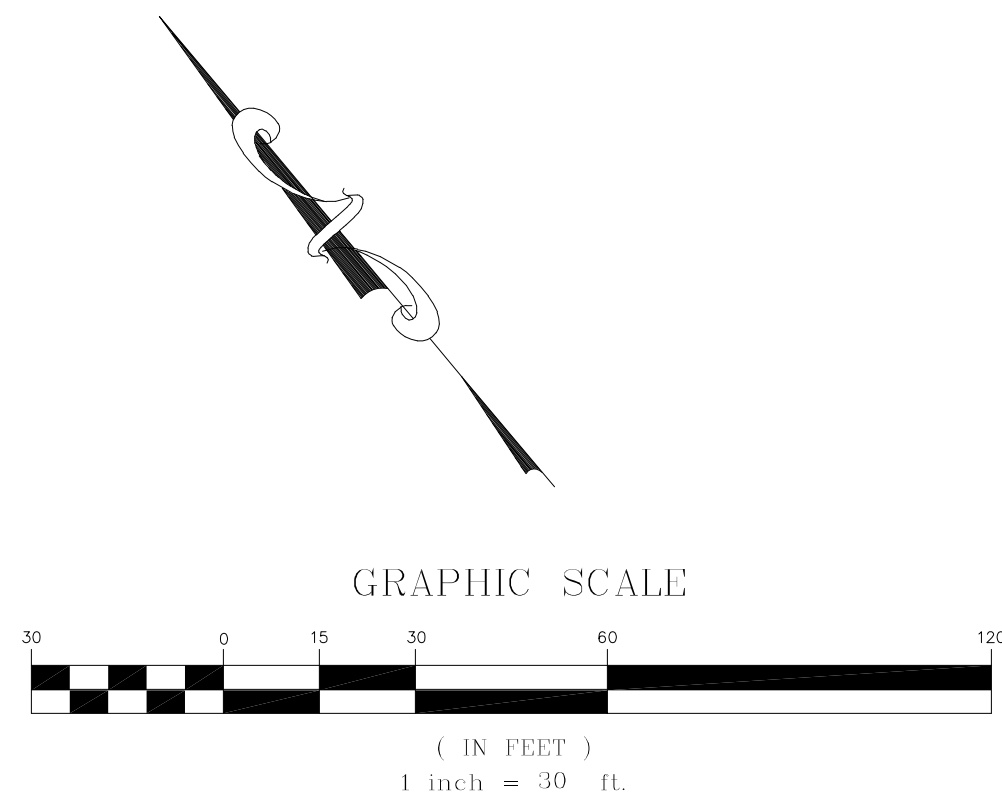
# SITE MAP

## THE PRIORY TENNIS AND SWIM CLUB

### 229 LAUREL GROVE AVE

### APN:071-111-56

### KENTFIELD CA 94904



**SITE INFORMATION**

EXISTING LOT AREA: 2.68 AC  
NO PROPOSED CHANGES

EXISTING BUILDING AREA: 791 SQ FT  
BATHROOM: 306 SQ FT  
KITCHEN: 331 SQ FT  
STORAGE: 106 SQ FT  
SHED: 48 SQ FT

EXISTING FLOOR AREA: 550 SQ FT  
BATHROOM: 255 SQ FT  
KITCHEN: 295 SQ FT

EXISTING FLOOR AREA RATIO: 0.005X

ZONING CODE: R1-B2 AND R1-B3

**PROJECT DESCRIPTION**

THE PRIORY TENNIS AND SWIM CLUB IS REQUESTING AN AMENDMENT TO THE PRIORY TENNIS AND SWIM CLUB'S USE PERMIT. SPECIFICALLY THE PRIORY WANTS TO INCREASE THE NUMBER OF AUTHORIZED MEMBER FAMILIES FROM FIFTY-FIVE (55) TO SEVENTY (70). PLEASE SEE ATTACHED APPLICATION FOR MORE INFORMATION.

**GENERAL NOTES**

1. DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS OF FEET THEREOF.
2. EASEMENTS SHOWN ARE FROM RM 17 PG 17 MCR

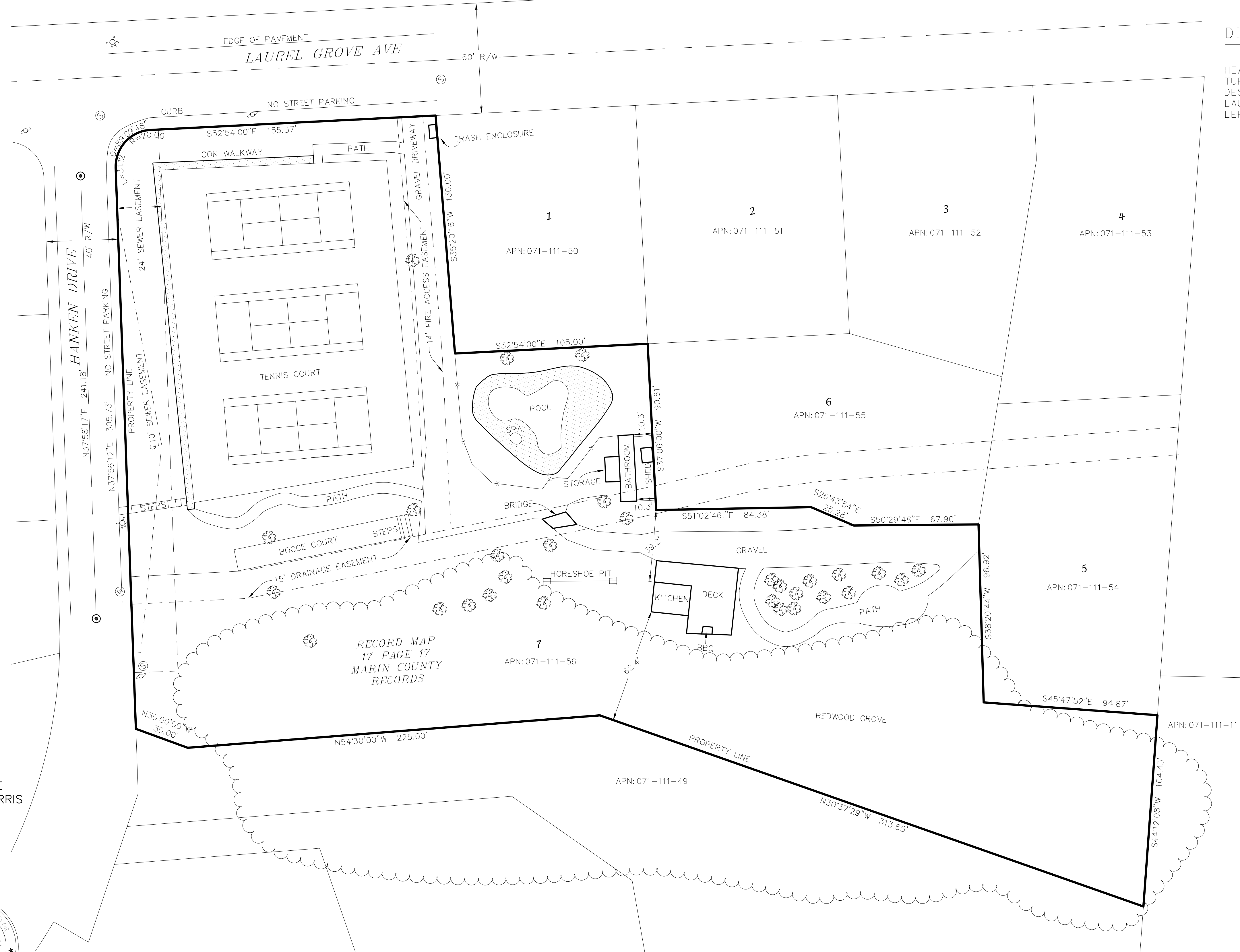
**BASIS OF BEARINGS**

BASIS OF BEARINGS FOR THIS SURVEY IS RECORD MAP 17 PAGE 17, MARIN COUNTY RECORDS

**SURVEYOR'S STATEMENT**

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION AT THE REQUEST OF ASHLEY HARRIS IN APRIL 2025.

SIGNED Stephen Sousa  
STEPHEN SOUSA, P.L.S. 9172  
LICENSE EXPIRES: 03-31-27



**DIRECTIONS**

FROM HWY 101  
HEAD WEST ON SIR FRANCIS DRAKE BLVD 1.5MI  
TURN RIGHT ON LAUREL GROVE AVE 0.5MI  
DESTINATION IS AT THE INTERSECTION OF  
LAUREL GROVE AVE AND HANKEN DRIVE ON THE  
LEFT.

**LEGEND**

- TREE
- FENCE
- SEWER MANHOLE
- DRAIN INLET
- FIRE HYDRANT
- POWER POLE
- STREET MONUMENT

**SITE MAP**

FOR  
THE PRIORY  
229 LAUREL GROVE AVE  
COUNTY OF MARIN, STATE OF CALIFORNIA  
MONUMENTAL SURVEYS  
SJSOUSA1@GMAIL.COM (707) 799-3362  
APRIL 2025 APN 071-111-56