

COMMUNITY DEVELOPMENT AGENCY  
**PLANNING DIVISION**

**STAFF REPORT TO THE MARIN COUNTY  
DEPUTY ZONING ADMINISTRATOR  
The Priory Conditional Use Permit Amendment**

**Recommendation:** Approve with Conditions  
**Hearing Date:** September 4, 2025

|                              |                                                                      |                          |                                       |
|------------------------------|----------------------------------------------------------------------|--------------------------|---------------------------------------|
| Application No(s):           | P5259                                                                | Owner(s):                | The Priory                            |
| Agenda Item:                 | 2                                                                    | Assessor's Parcel No(s): | 071-111-56                            |
| Last Date for Action:        | September 6, 2025                                                    | Property Address:        | 229 Laurel Grove Avenue,<br>Kentfield |
|                              |                                                                      | Project Planner:         | Megan Alton, Senior<br>Planner        |
|                              |                                                                      | Signature:               | <i>Megan Alton</i>                    |
| Countywide Plan Designation: | SF4 and SF5 (Single Family, 1-2 units/acre and 2-4<br>units/acre)    |                          |                                       |
| Community Plan Area:         | Kentfield/Greenbrae Community Plan                                   |                          |                                       |
| Zoning District:             | R1-B2 and R1-B3 (Residential, Single-Family, B-<br>Combing District) |                          |                                       |
| Environmental Determination: | Exempt per CEQA Guidelines section 15301, Class 1                    |                          |                                       |

**PROJECT SUMMARY**

The applicant requests Conditional Use Permit Amendment approval to increase the total number of members from 55 to 70 at The Priory Tennis and Swim Club, a private recreational club, located in Kentfield. The club was established through prior Conditional Use Permit approvals in 1978, 1980 and 1999. No physical changes or improvements are proposed in conjunction with this application.

Use Permit Amendment approval is required pursuant to Marin County Code Section 22.48.050.B because the proposes changes to the conditions and operating standards of an approved Conditional Use Permit.

**PROJECT SETTING**

Characteristics of the site and surrounding area are summarized below:

Lot Area: 2.68 acres

Adjacent Land Uses: Residential

Topography and Slope: 23 percent average slope per the Assessor's records

Existing Vegetation: Oak woodlands and eucalyptus  
Environmental Hazards: Very High Fire Risk

The subject site is 2.68 acres in area and located within the community of Kentfield in unincorporated Marin County. The site is located along the residential corridor of Laurel Grove Avenue at the intersection of Hanken Drive. The site is developed with three tennis courts, pool and hot tub, bocce ball court, restrooms, and accessory structures. The rear of the property slopes toward southwest and is vegetated with trees.

## **BACKGROUND**

The subject property has been developed and used as a private neighborhood tennis and social club since 1977. In 1980, the Deputy Zoning Administrator approved a Use Permit Amendment that allowed an increase in the club membership from 40 to 45 members. In 1999, the Deputy Zoning Administrator approved a Use Permit Amendment that allowed an increase in the club membership from 45 to 55 members. Currently, both members and their guests are permitted to use the club's tennis courts, swimming pool, and recreational facilities.

The applicant submitted a Use Permit Amendment application to the Planning Division on April 19, 2025. Upon receipt, the application was transmitted to the Department of Public Works, Land Development Division, Kentfield Planning Advisory Board (KPAB), and the Kentfield Fire Protection District for review and comments. Responses from reviewing agencies and KPAB can be found in Attachments 3 and 4. A notice was posted on the project site on May 27, 2025. The application was deemed incomplete on May 29, 2025. After all the required materials were received, the application was deemed complete on July 8, 2025.

On July 9, 2025, the Kentfield Planning Advisory Board held a public hearing regarding the subject application. The Kentfield Planning Advisory Board recommended approving the project if the Priory Board would include language in the membership agreement that all members must adhere to specified rules including that no parking is allowed on the site and members must walk or bike to the Priory or risk expulsion and forfeit of their membership. In response the Priory Board updated the information on their website and provided additional communications to their members reminding them to walk or bike to the Priory, and that parking in front of the Priory is not allowed. Additionally, they voluntarily will require all new members to sign a Member Agreement outlining the parking rules and the consequences for non-compliance.

The Community Development Agency provided public notice on August 19, 2025, identifying the applicant, describing the project and its location, and providing information regarding the Deputy Zoning Administrator hearing at which the application would be heard. The public notice was mailed to all property owners within a 600-foot radius of the subject property and was published in the Marin Independent Journal.

## **RECOMMENDATION**

Staff recommends that the Deputy Zoning Administrator review the administrative record, conduct a public hearing, and approve the Priory Conditional Use Permit Amendment.

Attachments:

1. Recommended resolution
2. CEQA exemption

3. Transmittal Response from the Department of Public Works, May 21, 2025
4. Kentfield Planning Advisory Board Email Communication
5. Public Comments
6. Project Plans

WHEN FILED MAIL TO:

Marin County Community Development  
Agency, Environmental Review Division  
3501 Civic Center Drive, #308  
San Rafael, Ca 94903

Attn: Don Allee

THIS SPACE FOR COUNTY CLERK'S USE ONLY

## NOTICE OF CEQA EXEMPTION

August 20, 2025

1. **Project Name:** The Priory Conditional Use Permit Amendment
2. **Project Location:** 229 Laurel Grove Avenue, Kentfield
3. **Project Summary:** The applicant requests Conditional Use Permit Amendment approval to increase the membership cap from 55 to 70 members for The Priory Tennis and Swim Club. The club was established through prior Use Permits in 1978, 1980 and 1999. No physical changes or improvements are proposed in conjunction with this application.
4. **Public Agency Approving Project:** Marin County Community Development Agency
5. **Project Sponsor:** Ashley Harris
6. **CEQA Exemption Status:** CEQA Guidelines section 15301, Class 1
7. **Reasons for Exemption:** The operation of an existing private facility with negligible expansion of use beyond that which had previously existed would not result in significant effects.

Project Planner:

Reviewed by:

*Megan Alton*

Megan Alton  
Senior Planner

*Robin Fies for*

Rachel Reid  
Environmental Planning Manager



## VICINITY MAP



# **PLANNING APPLICATION REVIEW**

## **DEPARTMENT OF PUBLIC WORKS**

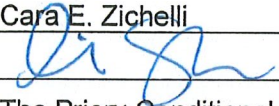
### **Inter-office Memorandum - First Transmittal**

DATE: May 21, 2025

DUE: May 21, 2025

TO: Megan Alton

FROM: Cara E. Zichelli

APPROVED: 

RE: The Priory Conditional Use Permit

Amendment P5259

APN: 071-111-56

ADDRESS: 229 Laurel Grove Avenue, Kentfield

#### **TYPE OF DOCUMENT**

☐ DESIGN REVIEW  
☐ COASTAL PERMIT  
☐ LAND DIVISION  
☐ VARIANCE  
☒ USE PERMIT - Amendment  
☐ ADU PERMIT  
☐ ENVIRONMENTAL REV.  
☐ OTHER:

**Department of Public Works Land Use Division  
has reviewed this application for content and:**

☒ Find it **COMPLETE**  
☐ Find it **INCOMPLETE**, please submit items listed below  
☐ Find it **NEEDS SUBSTANTIAL MODIFICATIONS TO CONFORM**

**Comments Included (Inc.) or  
Attached (Att.) from other DPW  
Divisions:**

☐ Traffic  
☐ Flood Control  
☐ Other: \_\_\_\_\_

#### **Note to Planning & the Applicant:**

There is currently no on-site parking and it is unclear if there is any accessible access onto the site and to the various site amenities. Should the property owner apply for any building permits, it is likely that path of travel and other site accessible improvements will be required to comply with CBC 11B.

**-END-**

**From:** [Bitsa Freeman](#)  
**To:** [Megan Alton](#)  
**Subject:** KPAB - Priory Application  
**Date:** Wednesday, July 9, 2025 9:06:04 PM

---

Hi Megan,

We held a very well attended meeting tonight regarding the Priory's request to increase membership. While the Priory had many members ( as well as waitlisted future members) in attendance in favor, there were 3 nearby neighbors who spoke up in opposition to the increase. After voices and opinions were heard and the Priory's case laid out KPAB approved their application with conditions. The opposed parties were satisfied with an increase in membership to 70 members if: The Priory board includes language in their membership agreement that all members must adhere to their rules regarding no parking on site and must walk or bike to the Priory or risk expulsion and forfeit their membership. Basically the 3 nearby neighbors felt the Priory has done a good job managing their members except when it comes to parking and hosting friends and neighbors who end up parking around the local streets which goes against the original intent of the Priory when first established; members must walk or bike there only! Since membership didn't have any ramifications for members who didn't adhere they felt too many members didn't respect the rules.

Regards,  
Bitsa

--



BITSA FREEMAN  
Founder  
Lic. #01143971  
415.385.8929  
[bitsa@boulevardmarin.com](mailto:bitsa@boulevardmarin.com)  
[boulevardmarin.com](http://boulevardmarin.com)



I have not verified any of the information contained in those documents that were prepared by other people. You will never receive wire instructions or changes to previously provided wire instructions from myself or my team.



The Priory  
229 Laurel Grove Avenue  
Kentfield, CA 94904

Megan Alton, Senior Planner  
County of Marin  
Community Development Agency  
3501 Civic Center Drive, Suite 308a  
San Rafael, CA 94903

June 10, 2025

**Re: Response to Incomplete Application Notification — The Priory Conditional Use Permit Amendment**

Project ID: P5259  
229 Laurel Grove Avenue, Kentfield  
APN: 071-111-56

Dear Ms. Alton,

Thank you for your letter dated May 29, 2025, outlining the additional information required to complete our Conditional Use Permit Amendment application. We appreciate the Planning Division's review and the opportunity to respond.

In response to your requests, we are providing the following materials as requested:

1. copies of documentation provided to members regarding facility use and parking restrictions, including relevant sections of the Club's bylaws and membership agreement, consistent with Resolution 99-144, set forth in Exhibit A;
2. a breakdown of regular operating hours, staffing levels, and anticipated member and guest attendance, set forth in Exhibit B; and
3. a schedule and projected attendance for special events, with staff and visitor estimates, as forth in Exhibit C.

In addition, we have reviewed the public comments that you shared with us. We take these concerns seriously and are actively evaluating how we communicate rules to members. As always, our intent remains to be a respectful and responsive neighbor.

If you have any further questions, please reach out to me at [eashleyharris@gmail.com](mailto:eashleyharris@gmail.com).

Best regards,

A handwritten signature in cursive script, appearing to read "Ashley Harris".

Ashley Harris  
Vice President and Board Member of The Priory

cc: theprioryboard@gmail.com  
katieellis8@gmail.com

## EXHIBIT A

The Priory provides information to its members regarding facility use and parking restrictions through many mechanisms.

The Priory's Bylaws contain restrictions on motor vehicles and are distributed to all Priory members and made available on the Members page of the Priory's website. The Bylaws state:

"Section 6. Prohibition of Motor Vehicles. In order to preserve the quiet residential character of the neighborhood surrounding The Priory and in order to minimize the amount of air pollution, noise pollution, and vehicle traffic which is generated within the neighborhood, the use of automobiles or other motor vehicles as a means of transportation to or from The Priory shall be absolutely prohibited. Members and their guests who violate this rule shall be subject to fine, suspension or expulsion pursuant to Article V. Moreover, this rule may be amended or repealed only by a ninety percent (90%) vote of the membership of The Priory."

The Priory Board recently revised all of its new member documentation and adopted a Member Agreement that clearly sets forth the Club's parking requirements consistent with Resolution 99-144. The Member Agreement provides in relevant part:

"1.3. Member agrees to observe and enforce all Priory parking restrictions, and to ensure that Member's guests do the same. In order to preserve the quiet residential character of the neighborhood surrounding The Priory and in order to minimize the amount of air pollution, noise pollution, and vehicle traffic which is generated within the neighborhood, the use of automobiles or other motor vehicles as a means of transportation to or from The Priory is prohibited. **Members and their guests are required to walk or bike to the Priory, and under no circumstances may members or their guests park in front of or directly across from The Priory on Laurel Grove Avenue or Hanken Drive.** In the event a member or their guest is found in violation of The Priory's parking restrictions, the member may be subject to fines, suspension or expulsion."

"1.1 Bylaws and Rules. Member has received, reviewed, and agrees to comply with The Priory's Bylaws, as amended from time to time, and all policies, rules, and regulations adopted by the Board, including those related to facility usage and parking, as may be amended from time to time. These are incorporated herein by reference."

The Priory Board also recently published a new website, [www.theprioryclub.org](http://www.theprioryclub.org), which contains a page regarding The Priory's rules, including rules relating to parking and facilities.

Furthermore, The Priory Board and manager regularly reminds members of The Priory's parking restrictions through e-mail communications.



## **EXHIBIT B**

The Priory's regular operating hours are 8:00am to 10:00pm, every day of the week. The Priory has one club manager who is generally on-site between 9am and 5pm, Monday to Friday. In the summer, there is a lifeguard in the afternoons.

The spring, summer and fall are the busiest times for The Priory. During that time, on average, approximately 15 members and 10 guests use The Priory on a daily basis. In the winter, very few members use the club as the tennis courts are often wet and the pool is closed.

## **EXHIBIT C**

Three evenings a year, from about 5pm to 7pm, The Priory holds a social event for its members. All 55 member families are invited (which amounts to around 125 people), and The Priory also invites families on its waitlist. On average, approximately 50 people attend these events. This year, those events take place on Sunday, June 1, Sunday, July 20, and Sunday, August 24. Members and guests are required to walk or bike to the events and may not park at The Priory.

Members are also welcome to host guests at The Priory for small celebrations, such as a child's birthday party or graduation. Members typically do so only during the summer months and are required to ensure their guests follow all Priory parking rules.

**From:** [Ashley Harris](#)  
**To:** [Megan Alton](#)  
**Cc:** [Priory Board](#)  
**Subject:** Priory Use Permit Amendment Follow Up  
**Date:** Friday, August 8, 2025 5:00:54 PM  
**Attachments:** [The Priory Member Agreement.pdf](#)  
[9.4.25 Priory Use Permit Amendment Statement.pdf](#)

---

Dear Megan,

Thank you for your call earlier this week. As we discussed, the Priory Board recognizes and is sensitive to the neighbors' concerns regarding parking. In response, the Board has taken steps to address these issues. We have updated the information on our website and in communications sent to members. Additionally, we are prepared to require all new members to sign a Member Agreement outlining the parking rules and the consequences for non-compliance. In particular, the Agreement provides:

"Member agrees to observe and enforce all Priory parking restrictions, and to ensure that their guests do the same. In order to preserve the quiet residential character of the neighborhood surrounding The Priory and in order to minimize the amount of air pollution, noise pollution, and vehicle traffic which is generated within the neighborhood, the Priory's Conditional Use Permit from the County of Marin provides that members and their guests are required to walk or bike to the Priory, except in rare cases when it is not feasible to do so. Under no circumstances may a member or guest of the Priory park in front of or across from the Priory on Laurel Grove or Hanken. In the event a member or their guest is found in violation of the Priory's parking restrictions, the member may be subject to fines, suspension or expulsion, as determined by the Priory's Board of Directors."

I have attached the Member Agreement to this email for your reference. I am also attaching my formal statement in favor of the Use Permit amendment for your record.

Please let me know if you need anything further in advance of the hearing on September 4th.

Best regards,  
Ashley

## THE PRIORY TENNIS & SWIM CLUB

### MEMBERSHIP AGREEMENT

This Membership Agreement ("Agreement") is entered into as of the date last written below, by and between The Priory Tennis & Swim Club, a private social and recreational club ("The Priory"), and the individual(s) named below ("Member").

#### 1. MEMBERSHIP TERMS AND CONDITIONS

By signing below, Member acknowledges, understands, and agrees to the following terms and conditions of membership:

##### 1.1 Bylaws and Rules

Member agrees to comply with The Priory's Bylaws, as amended from time to time, and all policies, rules, and regulations adopted by the Board of Directors, including those related to facility usage and parking, as may be amended from time to time. These are incorporated herein by reference.

##### 1.2 Member Dues

- **Monthly Dues:** Member agrees to pay ongoing monthly dues of \$225, payable semi-annually, subject to future adjustment by the Board of Directors.
- **Annual Social Fee:** Member agrees to pay an annual social events fee of \$200, also subject to future adjustment by the Board of Directors.

##### 1.3 Parking

Member agrees to observe and enforce all Priory parking restrictions, and to ensure that their guests do the same. In order to preserve the quiet residential character of the neighborhood surrounding The Priory and in order to minimize the amount of air pollution, noise pollution, and vehicle traffic which is generated within the neighborhood, the Priory's Conditional Use Permit from the County of Marin provides that **members and their guests are required to walk or bike to the Priory, except in rare cases when it is not feasible to do so. Under no circumstances may a member or guest of the Priory park in front of or across from the Priory on Laurel Grove or Hanken. In the event a member or their guest is found in violation of the Priory's parking restrictions, the member may be subject to fines, suspension or expulsion, as determined by the Priory's Board of Directors.**

#### 2. CODE OF CONDUCT

Member agrees to maintain respectful and responsible behavior while using The Priory's facilities and participating in club activities. This includes:

- Treating all members, staff, and guests with respect and courtesy.
- Refraining from discrimination, harassment, or offensive behavior.
- Following all posted rules and staff instructions.
- Ensuring that all guests abide by the same standards.

### **3. WAIVER OF LIABILITY AND INDEMNIFICATION**

#### **3.1 Acknowledgment of Risk**

Member acknowledges that the use of The Priory's property, amenities, and facilities—including but not limited to swimming pools, tennis courts, club buildings, and common areas—entails inherent risks, including the risk of personal injury, illness (including communicable disease), property damage, permanent disability, and death. These risks may arise from the actions or omissions of the Priory Parties, other members, guests, third parties, natural conditions, or the general use of recreational facilities.

#### **3.2 Assumption of Risk**

Member voluntarily assumes all such risks, known or unknown, associated with access to and use of The Priory's facilities and participation in any club-related activity. This assumption of risk extends to the Member's family members, minor children, invitees, and guests, and includes any injury, loss, or damage that may arise even if caused by the negligence or other fault of the Priory Parties.

#### **3.3 Waiver and Release**

To the fullest extent permitted by law, Member hereby waives, releases, and forever discharges The Priory and its officers, directors, employees, contractors, agents, volunteers, members, and affiliates (collectively, the "Priory Parties") from any and all claims, demands, causes of action, damages, losses, liabilities, and expenses (including attorneys' fees) arising out of or related to any personal injury, illness, death, or property damage sustained by Member, Member's family members, invitees, or guests in connection with their use of The Priory property or participation in any event, whether on or off the premises, and whether arising from the negligence or other act or omission of the Priory Parties or otherwise.

#### **3.4 Minor Participation**

If the Member has children or dependents under the age of 18 ("Minors") who use The Priory's facilities or participate in club activities:

Member affirms they are the parent or legal guardian of the Minor(s) or otherwise legally authorized to grant this waiver on their behalf.

Member consents to such participation and voluntarily assumes all associated risks.



Member waives and releases any claims that might arise on behalf of such Minor(s) and agrees to indemnify the Priory Parties for any claim brought by or on behalf of a Minor.

### **3.5 Guest Participation**

Member is responsible for ensuring that any guest they invite or permit to use The Priory's facilities complies with all club rules and regulations. Member acknowledges and agrees:

That each guest's presence and participation are at the sole risk of the guest and the inviting Member.

That the provisions of this Section 5 apply equally to all guests of the Member.

That the Member assumes full responsibility for any injury, loss, or damage caused by or suffered by their guests while on The Priory's property.

To indemnify and hold harmless the Priory Parties from any and all claims or liability arising from or related to the actions or omissions of their guests.

### **3.6 Indemnification and Hold Harmless**

Member agrees to indemnify, defend, and hold harmless the Priory Parties from and against any and all claims, liabilities, damages, losses, and expenses (including reasonable attorneys' fees) arising out of or in any way connected with (i) the Member's, their family members', guests', or minors' use of The Priory facilities; (ii) participation in club-sponsored activities; (iii) any violation of this Agreement or club rules; or (iv) any negligent, reckless, or intentional act or omission by the Member or any such persons.

### **3.7 Binding Effect**

This waiver and indemnification shall be binding on the Member and their heirs, executors, administrators, legal representatives, and assigns, and shall inure to the benefit of the Priory Parties and their respective successors and assigns.

### **3.8 No Limitation of Legal Protections**

Nothing in this Agreement shall be interpreted to waive or reduce any statutory or common law immunity or limitation of liability available to The Priory or its representatives under applicable federal, state, or local law.

## **4. MISCELLANEOUS**

### **4.1 Entire Agreement**

This Agreement, together with all attachments, constitutes the full and complete understanding between the parties and supersedes all prior discussions or agreements.

### **4.2 Governing Law**

This Agreement shall be governed by the laws of the State of California, without regard to conflict-of-laws principles.

#### **4.3 Severability**

If any provision of this Agreement is held to be invalid, the remainder shall remain in full force and effect.

### **5. ACKNOWLEDGMENT**

By signing below, the undersigned Member acknowledges having carefully read and understood this Agreement, including the waiver, indemnification, and release provisions, and agrees to be bound by its terms.

*[signature page follows]*

**MEMBER**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**MEMBER**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**THE PRIORY TENNIS & SWIM CLUB**

By: \_\_\_\_\_

Name: Ashley Harris

Title: Vice President, Membership Chair

September 4, 2025

**Statement In Favor of The Priory Tennis & Swim Club Conditional Use Permit  
Amendment**

Good evening, and thank you for the opportunity to speak on behalf of the Board of Directors of the Priory Tennis & Swim Club. My name is Ashley Harris, and I am a resident of Kentfield and member of the Board of Directors of the Priory.

The Priory's Use Permit has been in place since 1977, and for nearly five decades, the club has operated in full compliance with its conditions, maintaining the quiet, residential character of our neighborhood. The Priory was formed in the late 1970s by neighbors with a vision: to create a park-like setting for recreation and connection, and to build a close-knit community where families could gather, play, and grow together. That vision continues to guide us today.

We are respectfully requesting an amendment to the Priory's Use Permit to increase the membership cap from 55 to 70 families. This is a modest, measured increase, but it is essential for ensuring that the Priory remains vibrant, relevant, and welcoming to future generations.

**The Priory's Role in Community Life**

Kentfield does not have a town green, plaza, or other central gathering place where neighbors can meet and spend time together. The Priory helps fill this gap for the Laurel Grove neighborhood.

Since its founding, the Priory has been more than a pool or tennis club — it is a neighborhood hub that connects families of all ages. In the 1970s and 1980s, it was the place where neighborhood kids learned to swim together, neighbors gathered for Wednesday barbecues, and simple events like multi-generational club tennis tournaments and small costume parties brought the community closer. We want to recapture that sense of belonging and activity.

Currently, over 60% of our members have been part of the Priory for more than a decade, with some members participating for over 50 years. These long-standing members are the heart of our traditions, but they use the facilities less often today. At the same time, we have a waitlist of over 30 families — mostly young families eager to bring energy back to the club, teach their children to swim in the Priory pool, and revive the social fabric that has always been at the heart of this place. With only about two families moving off the waitlist each year, some may wait fifteen years to join.

Our vision is not to replace older members — they are a treasured part of our community — but to welcome new families who will actively use the club and help create a thriving neighborhood community.

In a time when loneliness, social anxiety, and excessive screen time dominate daily life — particularly for kids — having a local, walkable place where neighbors can gather has never been

more important. Thought leaders like Jonathan Haidt have observed the urgent need for real-world spaces that promote play, face-to-face interaction, and connection. The Priory provides exactly that for Laurel Grove and nearby families.

### **Parking and Compliance**

We understand that parking has been raised as a concern, and we take this issue very seriously. To address it:

- All new members must sign a Member Agreement requiring all members and guests to walk or bike to the Priory, except in rare cases where doing so is not feasible.
- Violations of this rule may result in fines, suspension, or expulsion.
- We have increased communication by email, in person, and on our website to reinforce these rules.

We are prepared to require all members to sign an updated Member Agreement that restates the parking and driving restrictions in our County Use Permit and bylaws and the consequences for failing to adhere to those restrictions.

Membership is strictly limited to families living within a half-mile of the club by road, which further minimizes traffic concerns.

Neighbors who initially voiced opposition to the Priory's amendment request at the July 9th Kentfield Planning & Advisory Board Meeting ultimately focused solely on parking compliance and were neutral on the amendment, provided the Priory maintains its parking restrictions.

### **Why This Increase Is Modest and Appropriate**

Despite our smaller footprint and membership base, the Priory is underutilized. The Priory sits on two acres and serves only 55 families, many of whom rarely use the Priory. On a typical summer day, only about three members use the pool, and our tennis courts are almost always available. Adding 15 families, which would be a 27% increase over current membership, would only modestly increase the intensity of use.

### **Financial Stability and Accessibility**

While the community aspect is our primary motivation, increasing membership is also important for financial stability. Rising costs for maintenance, fire safety compliance, and infrastructure improvements place increasing pressure on our budget. A modest increase in membership allows us to maintain and improve our facilities while keeping dues affordable and inclusive.

We are committed to ensuring the Priory remains accessible to all neighborhood families. Raising fees significantly would run counter to our mission as a neighborhood club.

**Support and Next Steps**

This proposal is supported by current members, by families on our waitlist, and by our local advisory board. In July, the Kentfield Planning & Advisory Board (KPAB) reviewed and approved support for this membership increase.

We are not seeking a larger expansion; a modest waitlist remains important to ensure seamless membership transitions and continued community engagement.

I also want to note that even if the County approves this amendment, the Priory's membership cap cannot be changed without approval from our own members. We have a democratic process within the club, and any change to the membership limit would require approval from both the Board of Directors and the membership as a whole. The County's approval is the first step, not the final decision.

**Closing**

The Priory is a unique and special place — a neighborhood-built and neighbor-operated club that brings people together in ways that few places can. The Priory is the kind of place where neighbors become friends and families grow up together. Increasing our membership from 55 to 70 families will help us preserve this legacy while creating a vibrant, welcoming space for today's families and generations to come.

We respectfully ask for your approval to amend our Use Permit to increase our membership cap.

Thank you for your time and consideration.

Ashley Harris  
Board of Directors  
The Priory Swim & Tennis Club



**From:** [fuga@aol.com](mailto:fuga@aol.com)  
**To:** [Megan Alton](#)  
**Subject:** Project ID: P5259 APN(s) The Priory Conditional Use Permit Amendment  
**Date:** Monday, June 23, 2025 9:34:11 AM  
**Attachments:** [My name is Joel Fugazzotto.pdf](#)

---

You don't often get email from fuga@aol.com. [Learn why this is important](#)

Megan,

It was nice talking with you on May 28th when there was an unexpected change of venue and time for the Kentfield Planning Advisory Board Hearing regarding The Priory Conditional Use Permit.

I am planning to attend the rescheduled meeting on July 9, 2025 and take the opportunity to make a public comment at that meeting. As you requested, I am attaching a PDF copy of my comment that I will read before the Board and submit a signed copy to them.

As you will see, the consistent violations of the Use Permit regarding the use of automobiles and parties is and has been a problem over the years and expanding membership will only exasperate the problem.

Unfortunately, a number of neighbors who were planning to attend the May28th meeting may not be available for the July 9th meeting. I will advise them to send their comments directly to you.

Thank you for your time,

Sincerely,

Joel Fugazzotto

Kentfield Planning Advisory Board Meeting  
July 9, 2025  
College of Marin Building AC 229  
835 College Avenue, Kentfield

The Priory Conditional Use Permit Amendment

Project ID: P5259

APN(s) 071-111-56

Public Comment by:

Joel Fugazzotto

225 Laurel Grove Ave.

Kentfield. CA 94904

My name is Joel Fugazzotto.

My wife and I live at 225 Laurel Grove Ave. We have lived here for 45 years. Our property abuts The Priory on two sides, the tennis courts on one side, the swimming pool in the rear.

We were members of The Priory for a little over 42 years, but because we were no longer using The Priory facilities, we decided to relinquish our membership a couple years ago so another family could enjoy the membership.

During our time as members, I served on the finance committee for two years and served as the head of the maintenance and grounds committee for a number of years.

I read the Amendment request carefully and have several comments that I feel the Board should consider before making a decision on the request for an increase in membership.

First, I think a wait list is not grounds for increasing membership. The Priory was created to be a very small, restricted membership, not-for-profit, walk-to, bike-to, neighborhood club and is not obligated to meet any demand for membership. Joining a wait list is a strictly voluntary matter and an opening either comes up or not. Furthermore, I question whether all 30 wait-listed families are within the one-half mile distance "by road" from the club, as required by the Use Permit.

Second, I think the comparison used by The Priory citing the number of members in two privately-owned, for-profit, public tennis clubs with on-site parking to The Priory, which was created by surrounding neighbors, as a not-for-profit, restricted membership, "walk-to, bike-to", neighborhood club with no parking is comparing apples to oranges and again is not grounds for increasing membership.

Third, since this request for additional membership is also based on meeting increasing costs for upkeep, maintenance, etc., I do not see how the Review Committee can even consider the request because The Priory has not submitted any supporting financial information or even forecasts regarding these cost increases or proof that they cannot handle the costs

with the present membership. As in past years, while we were members and while I was on the finance committee, any increases in costs for upkeep, maintenance, etc., were simply handled with increases to the yearly membership dues or a special assessment for larger or unforeseen upkeep or maintenance projects. Again, not grounds for increasing membership.

Fourth, when the county permitted an increase in membership in 1999, The Priory agreed to continue to honor the terms of the Use Permit, which included this statement, which I will paraphrase: an increase in membership will not increase traffic circulation to or from the club or "increase on-street parking because members and their guests are required to walk or bike to the club". Unfortunately, The Priory has never effectively communicated this requirement to members so there has been confusion about the Use-Permit parking regulations, not only on a daily basis, but especially if a member is having a party at the club. The Priory neither monitors nor enforces this requirement of the Use Permit. Simply requiring members to place red no parking cones solely, across from and in front of the Priory property, during a party does nothing to stop members and their guests from driving to and parking in front of neighboring properties, which violates the Use Permit. Adding more members would only exasperate this problem.

And fifth, regarding parties, again I'll paraphrase from the Use Permit: The use of the facility is limited to tennis and informal recreation activities by members and their guests. No organized events, such as weddings, etc. are allowed. I believe with any increase in membership that the number of parties and the number of guests allowed each member, must be restricted so the club does not become party central and continue to violate the parking regulations. The potential of 70 parties or more over a three-month summer period would be overwhelming for the surrounding neighbors.

With all of that said, my wife and I feel The Priory should remain a viable and valuable asset to the surrounding neighborhood. And as long as they honor the terms of the Use Permit regarding parking and parties, we have no objection to The Priory increasing membership if, and only if, they can

supply proof that there is no other way to meet increasing financial obligations.

I would like to submit this signed and dated statement as part of the record for the Advisory Board to consider.

Signed Joel Fugazzotto Date: June 23, 2025

**From:** [Sally Mittelstaedt](#)  
**To:** [Megan Alton](#)  
**Subject:** The Priory Conditional Use Permit Amendment, Project ID: P5259  
**Date:** Friday, May 23, 2025 4:48:07 PM

---

You don't often get email from sallymittelstaedt090@gmail.com. [Learn why this is important](#)

Megan,

I received the notice for the above Advisory Board Hearing for May 28.

Unfortunately, I am out of town that week, otherwise I would attend the hearing.

I reside at 111 Hanken Drive, Kentfield and am greatly affected by the traffic from the Priory Tennis Club. It says there is no parking for the Priory, but believe me, there are A LOT of cars parked on Hanken Drive for members, or non members using the facility.

When they have a party at the Priory they have used orange cones to prevent cars from parking on Hanken and Laurel Grove.

I just want to say that I do not object to their increasing their membership from 55 to 70 members with the caveat that there be NO parking on Hanken Drive while using the Priory facilities.

Hanken Drive is not a wide street and when there are cars parked on both sides of the street it is not possible for 2 cars to travel on Hanken, up and down the street.

I would like to suggest that the Priory enforce the NO parking at the Priory, for members, or for the tennis pro who gives lessons to non members at the Priory weekly.

Thank you for your time.

Sincerely,

Sally V Mittelstaedt

111 Hanken Drive

Kentfield, CA

**From:** [Sally Mittelstaedt](#)  
**To:** [Megan Alton](#)  
**Subject:** Re: The Priory Conditional Use Permit Amendment, Project ID: P5259  
**Date:** Tuesday, May 27, 2025 4:28:50 PM

---

You don't often get email from [sallymittelstaedt090@gmail.com](mailto:sallymittelstaedt090@gmail.com). [Learn why this is important](#)

There is no enforcement of the no parking. And this is an age old problem. Neighbors directly across the courts on Hanken have put up signs and neighbors on Laurel Grove have for YEARS asked or demanded there be no parking. It's not like this is a public tennis court.

Members are supposed to walk and nonmembers are supposed to park at the members home. The non members who take lessons from teacher have no affiliation to any member. It's a problem. Clear & simple

Sent from my iPhone

On May 27, 2025, at 5:23 PM, Megan Alton <[Megan.Alton@marincounty.gov](mailto:Megan.Alton@marincounty.gov)> wrote:

Hello Sally,

Thank you for your email. I will include your comments in the record for consideration. Additionally, I am looking how they enforces the no parking rule.

Megan Alton  
SENIOR PLANNER

County of Marin  
Community Development Agency  
3501 Civic Center Drive, Suite 308  
San Rafael, CA 94903  
415 473 6235 T  
415 473 7880 F  
[megan.alton@marincounty.gov](mailto:megan.alton@marincounty.gov)

---

**From:** Sally Mittelstaedt <[sallymittelstaedt090@gmail.com](mailto:sallymittelstaedt090@gmail.com)>  
**Sent:** Friday, May 23, 2025 4:48 PM  
**To:** Megan Alton <[Megan.Alton@MarinCounty.gov](mailto:Megan.Alton@MarinCounty.gov)>  
**Subject:** The Priory Conditional Use Permit Amendment, Project ID: P5259

You don't often get email from [sallymittelstaedt090@gmail.com](mailto:sallymittelstaedt090@gmail.com). [Learn why this is important](#)

Megan,

I received the notice for the above Advisory Board Hearing for May 28.



Unfortunately, I am out of town that week, otherwise I would attend the hearing.

I reside at 111 Hanken Drive, Kentfield and am greatly affected by the traffic from the Priory Tennis Club. It says there is no parking for the Priory, but believe me, there are A LOT of cars parked on Hanken Drive for members, or non members using the facility.

When they have a party at the Priory they have used orange cones to prevent cars from parking on Hanken and Laurel Grove.

I just want to say that I do not object to their increasing their membership from 55 to 70 members with the caveat that there be NO parking on Hanken Drive while using the Priory facilities.

Hanken Drive is not a wide street and when there are cars parked on both sides of the street it is not possible for 2 cars to travel on Hanken, up and down the street.

I would like to suggest that the Priory enforce the NO parking at the Priory, for members, or for the tennis pro who gives lessons to non members at the Priory weekly.

Thank you for your time.

Sincerely,

Sally V Mittelstaedt

111 Hanken Drive

Kentfield, CA

Email Disclaimer: <https://www.marincounty.gov/privacy-policy>

**From:** [Jake Streit](#)  
**To:** [Megan Alton](#)  
**Subject:** Priory Expansion  
**Date:** Tuesday, June 17, 2025 8:44:34 AM

---

You don't often get email from [jake.streit@yahoo.com](mailto:jake.streit@yahoo.com). [Learn why this is important](#)

To Whom It May Concern,

We are writing to express our strong support for the proposed expansion of the Priory Club's membership from 55 to 70 families.

As residents of Quisisana Drive and parents of two young children, we are excited about the opportunity to more fully enjoy the social and community aspects of the club. The Priory provides a safe and welcoming environment where families can spend time outdoors, connect with neighbors, and create lasting memories with their children.

We believe that increasing the membership will help preserve and enhance the vibrancy of this unique community resource. The proposed expansion strikes an appropriate balance—maintaining the character and intimacy of the club while broadening access for families eager to participate in its benefits.

Thank you for your time and thoughtful consideration of this matter. We sincerely appreciate the County's role in reviewing this proposal and hope you will support the club's modest and meaningful growth.

Warm regards,

Jake and Jamie Streit

**From:** [Kate Jaquet](#)  
**To:** [Megan Alton](#)  
**Subject:** a few thoughts on the Priory application  
**Date:** Wednesday, June 18, 2025 4:24:07 PM

---

You don't often get email from [katejaquet@mac.com](mailto:katejaquet@mac.com). [Learn why this is important](#)

Hello Ms. Alton,

I understand that you are the one managing the application process for our sweet neighborhood swim and tennis club, The Priory. The vast majority of us at the club would \*\*\*really, really\*\* like to renovate the swimming pool, bringing it up to date. In order to do this, the best option we have is to increase the membership by ~ 10 families. You have probably read that the pool was constructed in 1978 -- as such, it has well-outlived its projected useful 30 year life. With the cost of everything what it is in Marin, a pool renovation is going to be expensive. Rather than deplete our financial reserves and/or assess the current membership thousands of dollars each, we'd think it makes the most sense to increase the membership by ~ 10 families and use that money to renovate the pool and hopefully address other deferred maintenance.

We hope that you consider the following points as part of the club's application process:

- The Priory currently has a small membership, many of whom are older and only attend the handful of social events that we hold each year.
- The club is seldom heavily used. When I go, I am often the only person there.
- The costs of maintaining the club continue to rise. Continuing to defer necessary club maintenance is not advisable.
- Lastly, and perhaps most importantly, a few additional club members would bring more of our community together -- something that we all desperately need in today's world.

If you would like to come see the club for yourself, please contact me or any of the other club members and we would be happy to walk you through the club to see how very special it is and how it really needs some upgrades. Most of our kids learned how to swim and play tennis here, they learned to play horses shoes in a small redwood grove, and they had friends over to celebrate birthdays at the wellhouse. I can't emphasize enough what a special place The Priory is. We all hope the club can provide these enriching experiences for our community for many generations to come. It would be a shame to see it fall apart and sold to a developer who would probably divide the lot and build a bunch of gawdy mini-mansions -- like Marin needs more of that!

Thank you for taking the time to read this,

Kate Klimenko  
tel. 415 518-1141

**From:** [Maria Peracchio](#)  
**To:** [Megan Alton](#)  
**Cc:** [Hua Liu](#)  
**Subject:** Support of increased membership at The Priory  
**Date:** Monday, June 23, 2025 9:32:08 AM

---

[You don't often get email from mariaperacchio@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Megan,  
Hello! I'd like to introduce myself as a future Kentfield resident.

I am Maria Peracchio and my husband is Hua Liu. We just purchased a home at 51 Laurel Grove Ave and are looking forward to moving mid August. We feel blessed to be in this neighborhood as it's been a long journey to find a family home after moving to Marin from San Francisco in Covid times.

Ashley Harris shared with me that there is an extensive waiting list to join the Priory. Being that we have an 8 and a 10-year-old who like to swim and play tennis, membership for our family is especially pertinent. Apart from the activities, it would allow our children to meet neighborhood kids and for us to have a center-point for engaging with future neighbors.

Therefore, I want to voice our strong support for increasing the Membership at the Priory. From what I understand, it would take our family more than 10 years to be accepted, at which point the "golden years" of raising our kids is largely over.

Please let me know if there is anything further my husband and I can do to support this amendment. I plan to attend July 9's meeting. I can be reached at this email and the phone number below.

Maria Peracchio  
c (917) 613-1405

**From:** [Alix Gottesman](#)  
**To:** [Megan Alton](#)  
**Cc:** [Freddy Gottesman](#)  
**Subject:** Support for Amendment to use Permit #99-53 - Priory Tennis & Swim Club  
**Date:** Tuesday, June 24, 2025 9:11:19 AM

---

You don't often get email from ahgottesman@gmail.com. [Learn why this is important](#)

Hi Megan,

I'm writing to voice our support for the amendment to Use Permit #99-53, allowing the Priory Tennis & Swim Club to increase its membership cap from 55 to 70 families.

We live nearby at 111 Oak Ave and moved to Kentfield from San Francisco in 2021. We absolutely love the area and are hoping to join the Priory Club. With three young kids (ages 5, 3, and 3 months), we're looking for a place close to home where our family can swim, play tennis, and connect with other local families.

Unfortunately, the current membership cap has limited opportunities for newer families like ours to participate. Expanding the membership would not only help meet the growing demand from young families but also enhance the long-term vitality and inclusivity of the club. As outlined in the club's amendment request, the increase would still preserve the low-intensity use of the facilities and would not impact traffic or parking, given the walkable nature of the neighborhood.

While we are unable to attend the KPAB meeting scheduled for Wednesday, July 9 at 7:00 p.m., we wanted to ensure our support was noted in advance.

Thank you so much for your time and consideration.

Best,

Alix & Freddy Gottesman

111 Oak Ave Kentfield, CA 94904



**From:** [Kathy Swindle](#)  
**To:** [Megan Alton](#)  
**Subject:** Support of The Priory Club, Kentfield Increasing Membership  
**Date:** Friday, June 27, 2025 4:35:28 PM

---

You don't often get email from kswindle@gmail.com. [Learn why this is important](#)

Dear Megan,

I am writing as a long-time resident of Marin County and neighbor living directly across the street from the Priory Tennis Club on Laurel Grove Ave in Kentfield. I am writing to express my strong support for the amendment request to increase the club's permitted membership cap from 55 to 70 families.

Since moving into my home in 2011, the Priory has felt like an extension of our backyard—a peaceful, well-maintained, and community-centered space that adds tremendous value to our neighborhood. The Club has always operated with respect for its neighbors and surroundings, and its small and considerate membership base has made it a true asset to the local community and one that our family has enjoyed for years.

However, the realities of maintaining a facility like the Priory—particularly as it begins to face costly, long-deferred capital improvements—require a sustainable financial foundation. Increasing the membership cap modestly by 15 families would provide the Club with critical additional revenue to help fund essential upgrades such as pool and bathroom renovations, while avoiding placing undue financial pressure on existing members through large assessments.

Importantly, the Priory has ample capacity to welcome more members. On most days, it is remarkably quiet, and there are rarely more than a few families present at one time. Adding a limited number of new members would not change the peaceful character of the Club but would instead bring fresh energy and a stronger sense of community. As a neighbor and member that lives directly across the street from the club, I welcome this.

More members also ensure the continued vitality of the Priory by increasing its financial stability, enhancing its facilities, and encouraging broader neighborhood engagement. Allowing the Club the flexibility to grow in a measured and responsible way is a common-sense step that supports its long-term viability without negatively impacting the surrounding area.

I fully support this amendment and encourage the County to grant the Priory the ability—not the obligation—to increase its membership cap. This flexibility gives the Club a prudent option to address current and future needs without compromising the neighbors surrounding the club, the neighborhood or the enjoyment of its members.

Thank you for your consideration of this important request.

Warm regards,

Kathy Swindle

230 Laurel Grove Ave

**From:** [Dennis Ryan](#)  
**To:** [Megan Alton](#)  
**Cc:** [Becca Ryan](#)  
**Subject:** The Priory Swim & Tennis Club  
**Date:** Wednesday, July 2, 2025 1:59:20 PM

---

You don't often get email from dennis@dennisryanfinancial.com. [Learn why this is important](#)

Hello Megan -

My name is Dennis Ryan and my wife and I live at 219 Laurel Grove in Kentfield, a few houses from **The Priory Swim & Tennis Club**. We've lived in Marin for 40 years and we love living in Marin. We believe that Marin is a great place to live and part of the reason is because we have thoughtful and informed city and county employees operating our government units. So much of business and government matters come down to balancing interests. My simple message to you is I believe the county should approve the increase for the number of authorized members from 55 to 70. Anyone observing the activity of the Priory can only conclude the facility is underutilized with 55 family memberships and the modest increase will not change dramatically the activity at the club. The board is seeking the approval for the increase and then the board will seek approval, as required under the Bylaws of The Priory, for any increase in memberships. The Board will consider whether to seek approval for the full 70 or possibly seek an increase to 60 or 65 initially. Increasing the membership will help fund various property improvements to the club, enhancing the general appeal and attractiveness of the local vicinity around the club.

Thanks for your thoughtful consideration of this request. We hope you will approve this request.

Dennis Ryan  
[Dennis@dennisryanfinancial.com](mailto:Dennis@dennisryanfinancial.com)

--

Dennis D. Ryan  
(415) 606-1311



**From:** [Erik Blumenkranz](#)  
**To:** [Megan Alton](#)  
**Cc:** [Ashley Harris](#); [margaretig@gmail.com](mailto:margaretig@gmail.com)  
**Subject:** Support for Priory Permit Amendment  
**Date:** Monday, July 7, 2025 11:13:27 AM

---

You don't often get email from [ebumenkranz@tinicum.com](mailto:ebumenkranz@tinicum.com). [Learn why this is important](#)

Dear Megan,

We're writing to express our support for the Priory permit amendment to be discussed this Wednesday evening at the KPAB meeting.

My wife Margaret (cc'd) and I moved to Kentfield last year with our daughter Nora (3 yrs) and son Reece (7 months). We're prospective members of the Priory (currently on the waiting list) that would directly benefit from the amendment. We live on Palm Ave just off Laurel Grove – a very short walk to the Priory – and would so love to be able to join. It would be wonderful to be able to socialize with our neighbors there and to take Nora and Reece to swim and play tennis. As it stands, due to the permit limit, it could be many years before we could join.

Many thanks for your consideration.

Best,

Erik Blumenkranz and Margaret Greenberg  
446 Palm Ave  
650-996-0208

Colby, Chrissy, Graydon and Ford Blitz  
22 Canyon Road, #309  
Ross, CA 94957  
colby.blitz@gmail.com  
+1.917.566.4739  
08 July 2025

**Attn: Kentfield Planning & Advisory Board**  
**c/o: Megan Alton, Marin County Senior Planner**

**Subject: Support for Proposed Amendment to the Priory Tennis & Swim Club's Use Permit**

Dear Miss Alton and the Kentfield Planning & Advisory Board,

We are writing as proud members of the Laurel Grove community to express our strong support for the proposed amendment to the Priory Tennis & Swim Club's Use Permit, which seeks to increase the membership cap from 55 to 70 families.

The Priory has long served as a vital neighborhood asset that fosters a close-knit community. We are an active family with two boys aged 7 and 9 who would love to be able to utilize the pool and tennis facilities and enjoy regular social engagement at the club.

As I am sure you are aware, demand for access to the Priory has exceeded the number of available spots for many years. With a highly stable membership that rarely turns over we are among the more than 30 families in our community eagerly awaiting an opportunity to join the Priory.

Given the Priory's strict proximity requirements, the modest increase of 15 families to the membership base should have little to no negative impact on the broader community while it would have a measurable positive impact for the expanded membership. Using our family as an example: the Blitz's joining the Priory would reduce car traffic on Laurel Grove and have no negative impact on other community members. For a tennis or swim outing to the Priory we would walk to the club, whereas today we drive past the Priory on our way to the Bay Club.

Thank you for your thoughtful consideration of our support for this requested amendment. Please let us know if there is anything else we could do to help the Advisory Board in its deliberations.

Sincerely,

The Blitz Family

**From:** [Brittany and Babak](#)  
**To:** [Megan Alton](#)  
**Subject:** Priory Club Capacity Expansion  
**Date:** Tuesday, July 8, 2025 6:27:42 PM

---

You don't often get email from brittandbabak@gmail.com. [Learn why this is important](#)

Hi Megan

We have just finished the purchase of what we hope to be our forever home in Del Mesa Heights, and are probably most recent owners in the neighborhood. We have been very excited by the prospect of having access to the Priory clubs, to have our children play with friends and for community to gather and get to know each other there. Upon stopping by, we learned the current waitlist is as long as 10 years primarily due to maximum household membership. We live on 120 Hanken, and every day we drive past the club and in most instances (70%+) the courts and club are practically if not completely empty. The facilities are heavily under utilized and also deteriorating/aging due to increase maintenance cost and lack of capital commitment to continue to evolve the center.

While, one way to tackle this is for each home to build their own courts, or pool if feasible and affordable to that household, that is counter to community engagement values, and environmental protections values that many of us subscribe to and also teach to our kids every day. I do understand the intention of minimizing congestion and that will and should be a key consideration as I believe it has been to increase the capacity. However considering proximity limitation in place, most if not all of the folks will likely walk over to the property and like most role outs this will be a phased capacity increase to allow the county and neighborhood to observe and chime in at each step of the process as threshold is increased in phases.

I'd like to re-emphasize our household and the neighborhoods desire to increase the capacity of the club, to bring the community ever more together and to continue to build a thriving community.

Appreciate all that you do,

Brittany and Babak Bafandeh

**From:** [Katie Eulenstein](#)  
**To:** [Megan Alton](#)  
**Cc:** [Max Eulenstein](#)  
**Subject:** Support for Project ID P5259: Priory Use Permit Amendment  
**Date:** Tuesday, July 8, 2025 1:20:42 PM

---

Hi Megan,

We are writing to express our support for Project ID P5259: Increasing the Priory Tennis and Swim Club membership cap from 55 to 70 member families.

We moved to the neighborhood one year ago and have three young daughters, ages 5, 3 and 3. Part of what drew us to this location was having access to The Priory Tennis and Swim Club. We don't have a pool, and were planning to use the Priory's wonderful facilities to help our girls learn how to swim, play tennis, and host small family gatherings. Under the current bylaws, our understanding is that it would take 4+ years for us to get off of the waitlist. If we aren't able to become Priory members this year, we will pursue building a pool in our backyard, which would arguably be more disruptive to neighbors than moderately increasing the Priory membership. It seems that with the current rate of turnover in the neighborhood a change is necessary to serve the community and keep the club viable.

We have no concerns whatsoever with parking, noise, or club usage. In one year of living nearly across the street from the club, we have only seen people there a handful of times. In our opinion it feels underutilized for the space.

We are very supportive of this project and would love to see it passed! Thank you for your work.

Sincerely,  
Katie and Max Eulenstein  
266 Poplar Drive, Kentfield

--

Katie Eulenstein | (847)736-5493

**From:** [Mike Silva](#)  
**To:** [Megan Alton](#)  
**Cc:** [Alison Silva](#)  
**Subject:** Letter in Support of Expansion of Priory Membership  
**Date:** Tuesday, July 8, 2025 9:57:12 PM

---

[You don't often get email from [mikeasilva@yahoo.com](mailto:mikeasilva@yahoo.com). Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Hi Megan,

I'm writing to express our support for expansion of Priory Membership from 55 to 70 families.

We have been a member for 10 years since we purchased our house, and membership was a primary decision maker in us purchasing the home.

The Club serves as a wonderful meeting place for our local family member owners.

As our population has aged, we find the Club gets less and less use. Our older members prefer not to resign as they enjoy the social elements of the Club at the Holiday Party at a members home, etc. but the tennis courts and pool seem to get less and less use.

Expanding the membership to include 15 new families, many of whom have young children who would enjoy and appreciate all of the amenities, would ensure the viability of the Club.

Members follow the guest parking rules, and we have never seen any issues related to parking on Laurel Grove or Hanken in our 10 years of membership.

Thanks for your consideration.

Mike+Alison Silva  
100 Hanken Drive  
415-516-3625

1 **PROOF OF SERVICE**

2 **Case Name: Human TR & Portola Revoc TR**

**Administrative Citation**

3 **Case: 17125**

**APN:168-270-22**

4 I am a resident of the State of California, over the age of eighteen years, and not a party  
5 to the within action. My business address is the Community Development Agency of Marin County,  
Suite 308, Civic Center, San Rafael, CA 94903. On August 27, 2025, I served the within documents:

6 **Letter dated: August 27, 2025 (Administrative Citation)**

7 ☒ **Mail Service.** By placing the document(s) listed above in a sealed envelope with postage  
8 thereon fully prepaid, in the United States mail at San Rafael, California addressed as set forth below.

9 ☐ **Deposit for Collection, Mail Service.** By placing at my place of business at San Rafael,  
10 California, the documents listed above, for deposit in the United States Postal Service in a sealed  
envelope, with postage fully prepaid, addressed to the person(s) set forth below; and that envelope was  
placed for collection and mailing on that date following ordinary business practices.

11 ☒ **Certified or Registered Mail Service.** By placing at my place of business at San Rafael,  
12 California, the documents listed above, for deposit in the United States Postal Service in a sealed  
envelope, with postage fully prepaid, by registered or certified mail with return receipt requested,  
13 addressed to the person(s) set forth below; and that envelope was placed for collection and mailing on  
that date following ordinary business practices.

14 ☐ **Express Mail Service.** By depositing in a post office, mailbox, subpost office, substation, mail  
15 chute or other like facility regularly maintained by the United States Postal Service for receipt of  
Express mail, overnight delivery, documents listed above to an overnight delivery carrier with delivery  
16 fees provided for, addressed to the person(s) set forth below.

17 ☐ **Express Carrier Service.** By depositing in a box or other facility regularly maintained by  
18 \_\_\_\_\_, an express service carrier, or delivered to a courier or driver  
authorized by said express service carrier to receive documents, the document(s) listed above to the  
19 person(s) at the address(es) set forth below, in an envelope designated by the said express service  
carrier, with delivery fees paid or provided for, addressed to the person(s) set forth below.

20 Jonathan Human TR/Portola Revoc TR 2014  
21 Attention: Trustees  
PO Box 216  
Nevada City, CA 95959-0216

22 I am readily familiar with the County's practice of collection and processing correspondence  
23 for mailing and overnight delivery. Under that practice it would be deposited with the U. S. postal  
24 service/overnight delivery service on that same day with postage thereon fully prepaid in the ordinary  
course of business. I am aware that on motion of the party served, service is presumed invalid if postal  
25 cancellation date or postage meter date is more than one day after date of deposit for mailing in  
affidavit.

26 I declare under penalty of perjury under the laws of the State of California that the above  
is true and correct.

27 Executed on August 27, 2025, at San Rafael, California.

28  
Maria Reyes



**From:** [Ricky Kapur](#)  
**To:** [Megan Alton](#)  
**Cc:** [Ricky Kapur](#); [Anita Kapur](#)  
**Subject:** The Priory Tennis & Swim Club Use Permit Amendment  
**Date:** Tuesday, July 8, 2025 2:40:53 PM

---

[You don't often get email from [ricky.kapur@yahoo.com](mailto:ricky.kapur@yahoo.com). Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Hi Megan

We are writing this email in support of the application to amend the use permit for The Priory Club in Kentfield.

As a prior president of the club and as a family living across the road from the Hanken Dr entrance, we have not only benefited hugely by being members of this great club, but I also have had experience managing this unique community property. Extending the use permit to more members is critical to the longer term financial viability of the club, but more importantly it provides access to younger families that have recently moved into the area and will ensure it continues to be an important part of our community.

If you do have the opportunity to walk through the property, I'm sure you will witness first hand the sense of space and calmness. As with any club, active membership (those that regularly use the club) is usually lower than the actual number of members. Based on my experience on the board, this is no different at The Priory - the number active families using the facilities on a regular basis is significantly lower than 55. Therefore, I believe there is significant capacity to extend membership without changing the spirit of the club, or (as a resident in very close proximity) impacting congestion in the area.

The Priory is a very special place, and we have been fortunate to have our kids play tennis, swim and enjoy the community spirit there for the past 11 years. We sincerely hope more members continue to benefit from this club, and by extending the use permit we can ensure its longer term financial viability.

Best Regards,  
Ricky and Anita Kapur  
30 Hanken Dr, Kentfield

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

---

<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.

---

<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>                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Membership cap: <ul style="list-style-type: none"> <li>• 55 neighborhood families</li> </ul>                                                                                                        | Membership cap: <ul style="list-style-type: none"> <li>• 70 neighborhood families</li> </ul> |
| Membership criteria <ul style="list-style-type: none"> <li>• Must live within 0.5 miles of the club by road</li> </ul>                                                                              | Membership criteria <ul style="list-style-type: none"> <li>• NO CHANGE</li> </ul>            |
| Hours of Operation: <ul style="list-style-type: none"> <li>• 8am to 10pm</li> </ul>                                                                                                                 | Hours of Operation: <ul style="list-style-type: none"> <li>• NO CHANGE</li> </ul>            |
| Parking <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>                              | Parking <ul style="list-style-type: none"> <li>• NO CHANGE</li> </ul>                        |
| Staff <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> | Staff <ul style="list-style-type: none"> <li>• NO CHANGE</li> </ul>                          |
| Club Facilities <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>                                              | Club Facilities <ul style="list-style-type: none"> <li>• NO CHANGE</li> </ul>                |