

Revised 09/24/2020

## Letter of Transmittal:

To: City of Santa Rosa  
Planning & Economic Development  
100 Santa Rosa Avenue, Room 3  
Santa Rosa, CA 95404

Re: Infill Development – 4620 HWY 12, Santa Rosa CA

Please see attached Submittal Package Contents:

- Rezoning Application
- CUP Application
- Minor CUP Application for Extended Operating Hours
- Focused Traffic Study
- Ownership Authorization Letter
- Indemnification Agreement
- Partnership and Corporation Disclosure Form
- Preliminary Title Report
- Project Drawings – 14 copies

## Project Concept Narrative

The project is an existing 3,759 SF former US Bank with drive-through located at 4620 HWY 12, Santa Rosa; It sits vacant since the bank branch closed in 2019. The owner, US Bank, has had difficulty finding a reuse of the closed bank building. Developer proposes to reuse the existing building and drive through for relocation of the Starbucks Café currently located across the street. The relocated coffee shop will use 2,200 SF of the existing bank building and will leave the 1,559 sf remainder of the space vacant and as-is in a code compliant condition – Building to be single tenant only. Hours of operation are requested to start at 4:30 AM daily and close at 11:00pm. All Parking, drive-through queuing, and circulation has been reviewed and confirmed to be adequate, having insignificant effects on existing conditions.

## Property Changes Proposed

- Modifications to the existing building exterior will be minor, consisting primarily of replacing existing drive-up ATM with new drive-through window, upgrading some windows and doors, signage, and maintenance updates to HVAC.
- No modifications to the existing sitework are planned, except tenant may explore a small increase to the size of existing trash enclosure. This would not affect parking or circulation.
- Primary modifications will be to the building interior where 2,200 sf of existing bank space will be demolished, and new improvements installed for Starbucks' latest

store interior design. All utilities serving the existing bank will be adequate for Starbucks use.

- No other changes are planned for the parcel.

#### PARKING AND TRAFFIC

- The subject parcel has 17 onsite parking, and 8 street parking along the Pasta Alley frontage. There is ample parking within the Mission Arbors Center. No other driveways exist on bank side of the alley, and neighboring drug store across the street has adequate unused parking spaces. We believe that the available on and off-site parking is adequate for the intended use.
- Drive through lane has capacity for Eleven vehicles. The 95<sup>th</sup> percentile queuing is calculated at Ten Vehicles, and as such, stacking provided is more than adequate.
- A Focused Traffic Study has been provided by W-Trans Traffic Consultants corroborating insignificant impacts to traffic and parking.

#### PROJECT PROCESS & TIMELINE

- Subject parcel is zoned C-1-PD 0403 with underlying Office Commercial Zoning. Drive-Through is a permitted accessory to permitted use. The City has noted that a Rezoning application would be appropriate to amend the current PD to add the coffee shop use to the list of allowed uses within the PD 0403 / Ordinance 3442, which currently limits uses to offices, services and banks/financial institutions. A CUP application is submitted for the drive-through re-use.
- A Minor CUP is submitted for expanded hours of operation beginning at 4:30 AM daily.
- It is the opinion of Developer that project can be found statutorily exempt pursuant to CEQA Guidelines Section 15303 for the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure and Section 15332 for infill development.
- Developer is looking for an expedited path to re-use the bank building for the coffee shop relocation.

Thank you for your review.

Sincerely,

Clement Balser

Blackpoint Properties, LLC  
1129 Industrial Avenue, Suite 205, Petaluma, CA 94952  
877.475.7120 office | clement@blackpoint.com