
AGENDA

**CITY OF SAN PABLO
PLANNING COMMISSION MEETING AGENDA
Tuesday, October 18, 2016**

**City Hall Council Chambers
6:30 P.M.
13831 San Pablo Avenue
ONE ALVARADO SQUARE
SAN PABLO, CA 94806**

Planning Commissioners
David Alvarado, Chairperson
Yuhong Shi, Vice Chair
Rita Xavier
Cheremay Sutton
Matthew Trujillo

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **STAFF INTRODUCTIONS**
5. **PUBLIC COMMENT**

The public is welcome at this time to address the Planning Commission on any non-agenda item. Comments are limited to three minutes per speaker. Any public comments made at this time regarding an item pending before the Commission do not go into the public record of that item. Comments on Public hearing items will be heard by the Planning Commission when that item is opened to the public.
6. **APPROVAL OF MINUTES**

Planning Commission approval of the minutes for the special meeting of August 3, 2016 and for the regular meetings of August 16, 2016 and September 20, 2016.
7. **PUBLIC HEARINGS.**
 - A. **PLAN1608-0003: Continued Item from the September 20th meeting.** Conditional Use Permit to allow for a mobile vending use in the parking lot at 1503 Rumrill Boulevard, San Pablo, CA (APN 410-012-009). The proposed taco truck will be located on a portion of the site at 1503 Rumrill Boulevard, and will operate from 9am – 9pm, Monday through Saturday, and will have three employees. It has been determined that the proposed project qualifies for a CEQA Exemption as an Infill

Development Project, consistent with the provisions of CEQA Guidelines Sections 15183, 15300.2, and 15332.

RECOMMENDATION: Take no action as the application has been withdrawn by the applicant.

B. PLAN1607-0016: Continued item from the September 20th meeting. Conditional Use Permit to allow tandem parking at 1736 Emeric Avenue, San Pablo, CA (410-152-032). A new one-car enclosed garage parking space will be constructed, and one uncovered parking space will exist behind the one-car garage, on a lot that is 30 feet in width. It has been determined that the proposed project qualifies for a CEQA Exemption as an Infill Development Project, consistent with the provisions of CEQA Guidelines Sections 15183, 15301, and 15332.

RECOMMENDATION: Adopt Resolution 16-10 approving Conditional Use Permit application Plan1607-0016.

8. **NEW BUSINESS:**

- Conflict of Interest – Presentation by City Attorney.
- Reception for Commissioner Sutton – 5:30 p.m., November 15, 2016.
- Community Workshop: Bicycle and Pedestrian Master Plan – 6:00 – 8:00 p.m., November 17, 2016.
- Boards and Commissions Appreciation Reception – January 26, 2017.

9. **OLD BUSINESS:**

- Development Services Monthly Report
- New California Unified Building Code

10. **ADJOURNMENT.**

(Next scheduled meeting of the Planning Commission will be held on Tuesday, November 15, 2016)

NOTICE TO THE PUBLIC

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, PERSONS REQUIRING ASSISTANCE OR AUXILIARY AIDS IN ORDER TO PARTICIPATE SHOULD CONTACT THE PLANNING DIVISION AT ONE ALVARADO SQUARE, SAN PABLO AS SOON AS POSSIBLE PRIOR TO THE MEETING. THE CITY WILL GIVE SUCH REQUIREMENTS PRIMARY CONSIDERATION, TAKING INTO ACCOUNT UNDUE FINANCIAL AND ADMINISTRATIVE BURDENS OR FUNDAMENTAL ALTERATIONS IN THE CITY SERVICE, PROGRAM OR ACTIVITY.

SPEAKERS WISHING TO ADDRESS THE PLANNING COMMISSION ON A SPECIFIC AGENDA ITEM SHOULD FILE A FORM WITH THE RECORDING SECRETARY INDICATING THE AGENDA ITEM. THE PLANNING COMMISSION CHAIRPERSON WILL INVITE YOU TO SPEAK AT THE APPROPRIATE TIME WHEN THE MATTER IS BEING CONSIDERED. IF YOU WISH TO SPEAK ON A NON-AGENDA ITEM WITHIN THE SUBJECT MATTER JURISDICTION OF THE PLANNING COMMISSION, YOU MAY SPEAK UNDER AGENDA NO. 5, "PUBLIC COMMENT". PLEASE FILE YOUR NAME AND ADDRESS WITH THE RECORDING SECRETARY ON FORMS PROVIDED.

COPIES OF THIS AGENDA AND NON-EXEMPT RECORDS RELATING TO AN OPEN SESSION ITEM ON THIS AGENDA WILL BE AVAILABLE FOR PUBLIC REVIEW AT THE CITY CLERK'S OFFICE, 13831 SAN PABLO AVENUE, BUILDING 1, AT THE SAME TIME THEY ARE DISTRIBUTED OR MADE AVAILABLE TO THE COMMISSION.

FOR PUBLIC INFORMATION

Following **ROLL CALL** and the **APPROVAL OF MINUTES** the Planning Commission Chair will open the meeting to the Public Hearing. The Public Hearing enables persons requesting a special permit or allowance that is not routinely allowed by the Zoning Ordinance or not covered by the Municipal Code. The Planning Chair initiates the **PUBLIC HEARING** process by **REQUESTING A STAFF REPORT**; City Staff will give a description, location and explanation of the request. Following an evaluation and analysis of the request, City Staff will make a recommendation of disapproval or approval with or without conditions. Once Staff has made its recommendation, the Chair will ask Commissioners if they have any questions for staff. Then the Chair will open the hearing in the following manner: (Note: Throughout the Hearing the Planning Commissioners may ask questions of those persons participating in the Public Hearing.)

1. The applicant will be invited to further elaborate upon his/her request, make comments, clarifications and/or modifications to the Staff Report.*
2. Persons either for or against the special request will be invited to elaborate and argue points made and reasons why or why not this request should be allowed.*
3. Applicant and persons for the request are given the opportunity for rebuttal.*
4. Persons opposed to the request are given the opportunity for rebuttal.*
5. The Public Hearing will be closed by the Chair.
6. The Planning Commissioners will review and consider all those options, findings, and new perspectives expressed by each side. Following a thorough study of all Staff information, public comment and site location, the Planning Commission will vote to approve, deny, approve subject to conditions, or based on unknown existing or potential conditions, find that the applicant needs further review and continue it to a later hearing.

***Persons addressing the Planning Commission are required to limit their remarks to five (5) minutes, unless an extension of time is granted by the Chair subject to approval by the Planning Commission members.**

Appeal Period and Final Permit: Both the applicant and the public may appeal the Planning Commission decision to the City Council. Appeals must be filed in writing to the City Clerk within five (5) days following the Planning Commission action.

Note: Any questions related to the Planning Commission hearing, Zoning, or related planning activities can be directed to the San Pablo City Planning Division at (510) 215-3031.

* If you need Spanish language assistance, please contact the Development Services Department at (510) 215-3030.

* Si necesita asistencia en español, por favor contacte al Departamento de Servicios de Desarrollo al (510) 215-3030.

**CITY OF SAN PABLO
PLANNING COMMISSION MINUTES
SPECIAL MEETING
AUGUST 3, 2016
CITY COUNCIL CHAMBERS
ONE ALVARADO SQUARE
SAN PABLO, CA**

ROLL CALL

Chairperson Alvarado called the meeting to order at 6:30 P.M. Call of the roll showed present Commissioners Trujillo, Xavier, Shi and Chairperson Alvarado. Commissioner Sutton was absent. Staff members present at the meeting were Michele Rodriguez, Director of Development Services, Lynn Tracy Nerland, City Attorney, Charles Ching, Assistant to the City Manager for Economic Development, Rod Simpson, Associate Planner, and Elizabeth Dunn, Assistant Planner. Director of Development Services, Michele Rodriguez introduced Elizabeth Dunn, previously Planning Manager of Novato.

PUBLIC COMMENT

Olivia Liou, owner of 2031-2035 Rumrill Boulevard, addressed the Commission regarding a new tenant producing gluten free foods. Ms. Liou requested that the site be rezoned to Industrial Mixed Use to allow the proposed use.

Vincent Ernano, from the San Pablo Historic Society, stated his interest in saving Civic Center from other proposed uses.

PRESENTATIONS

Update on Economic Development Projects in San Pablo.

Charles Ching, Assistant to the City Manager for Economic Development, provided an overview of the following Economic Development projects:

- Plaza San Pablo Infrastructure Phase I, II, III, and IV.
- New San Pablo Public Library.
- Redevelopment of the existing City Hall site.
- New Women, Infant & Children (WIC) Building.
- El Portal Parcel and Soccer Field Upgrades.

Commissioner Xavier asked about the timeline for offering broadband to San Pablo residents. Mr. Ching stated that the goal is to serve business areas first and residential within two years. A follow up question regarding if the College would be included was asked. Mr. Ching stated that the College already has a system and the City's broadband would go around College.

Targeted Industries Study.

Development Services Director Rodriguez reviewed the City of San Pablo's Targeted Industries Study. Director Rodriguez stated that the grant funded study identified three Priority Development Areas within

the San Pablo Avenue corridor. These areas are identified at Mission Plaza, 23rd Street/San Pablo Ave, Plaza San Pablo, and the Big Lots/Food Maxx area. Director Rodriguez also stated that these areas may be the focus of future economic opportunities to improve the quality of life for San Pablo citizens.

Commissioner Xavier commented that with the development of the targeted areas there should be input from the public regarding pedestrian access and roadway crossings.

Commissioner Shi expressed that she was impressed by strategies and all the work done regarding the corridor, but was concerned regarding parking and green space.

Additional Future Projects.

Associate Planner Simpson reviewed project updates and future projects including:

- Shell Station, construction update.
- New Library, construction update.
- La Quinta Hotel, construction update.
- Creekside Terrace, update.
- East Bay Coffee Company Use Permit.
- DMC/Hotel Site.
- WIC Building.
- City Hall Site Redevelopment.
- El Portal Soccer Field.
- El Portal Project Site.
- Residential Design Guidelines.
- Bicycle and Pedestrian Master Plan.
- New Fire Station.
- Old Fire Station Site Reuse.

Commissioner Alvarado asked if the Residential Design Guidelines and the Bicycle and Pedestrian Master Plan information would be on the website. Staff responded that it would. He also asked about the funding of the projects. Staff responded that project costs would fit into the budget.

PUBLIC HEARINGS

None. Chairperson Alvarado allowed for an opportunity for public comment.

Janet Pottier, San Pablo resident, requested that the improvements to the El Portal soccer fields be open to the public. She stated that it should not be considered parkland if it is not open for all the public. Ms. Pottier also stated that it was difficult to obtain information on important issues. She stated that it should be easier to access meeting notices and an improvement to the information provided in e-news.

Vincent Ernando, Vice President of the San Pablo Historical Society, commented on the Civic Center redevelopment project. Mr. Ernando stated that there is a meeting with the City on August 30th. He felt that decisions had already been made.

Chairperson Alvarado asked if there was anyone else who wished to speak. Seeing none, Chairperson Alvarado closed the public comment period.

City Attorney Tracy Nerland stated that the City Council would not be meeting regarding any sale of City Hall until late September at the earliest.

Chairperson Alvarado stated that e-news should be more informative and that it is very repetitive. Development Services Director Rodriguez stated that she would pass that concern on to City Manager. She also stated that the new City website will go live soon.

NEW BUSINESS

Development Services Director Rodriguez reviewed her presentation on the following:

- Newly adopted City of San Pablo Code of Conduct.

City Attorney Tracy Nerland reviewed her presentation on the following:

- Brown Act.

Chairperson Alvarado requested that the City Attorney schedule a presentation on items of interest for the Commission at every meeting, if possible. City Attorney stated she would endeavor to do so and is open to recommendations on topics.

Chairperson Alvarado recommended that the Commission meet on a more regular basis. He asked why there had not been a meeting the last five months. Development Services Director stated that there have not been any applications or items for Commission consideration. City Attorney Tracy Nerland stated that staff does not want the Commission to have to attend a meeting that may not be needed. However, staff understands the Commissions concerns.

ADJOURNMENT

There being no further business, Chairperson Alvarado adjourned the meeting at 8:34 P.M. to the August 16, 2016 meeting.

David Alvarado
Chairperson

Michele Rodriguez
Development Services Director

**CITY OF SAN PABLO
PLANNING COMMISSION MINUTES
AUGUST 16, 2016
CITY COUNCIL CHAMBERS
ONE ALVARADO SQUARE
SAN PABLO, CA**

ROLL CALL

Chairperson Alvarado called the meeting to order at 6:30 P.M. Call of the roll showed present Commissioners Xavier, Trujillo, Shi, Sutton and Chairperson Alvarado, Chair. Staff present at the meeting were Lynn Tracy Nerland, City Attorney, Barbara Hawkins, Public Works Director, Charles Ching, Assistant to the City Manager for Economic Development, Rod Simpson, Associate Planner, and Elizabeth Dunn, Assistant Planner.

PUBLIC COMMENT

Janet Pottier, with the San Pablo Museum and Historical Society, spoke on the concerns of the group regarding the proposed destruction of Civic Center. She asked for reconsideration of the proposal.

APPROVAL OF MINUTES

The Commission considered the approval of the minutes for January 5, 2016 and January 20, 2016. Chairperson Alvarado asked for a motion from the Commissioners. Commissioner Trujillo motioned to approve the minutes for January 5, 2016 and January 20, 2016. Commissioner Xavier seconded the motion. The Commission voted in favor 5-0.

AYES: Alvarado, Xavier, Sutton, Shi and Trujillo.
NOES: None
ABSENT: None
ABSTAIN: None

PUBLIC HEARINGS

7.A. PLAN 1607-0020: Amendments to the City of San Pablo Capital Improvement Projects Budget. Consideration of a finding of General Plan conformance for fiscal year 2016/17 Capital Improvement Projects (CIP) Budget. This is a City initiated project and the program is citywide.

Associate Planner Simpson reviewed his staff report and recommended adoption of Planning Commission Resolution 16-04. He also stated that Public Works Director Hawkins was available for any questions on the amendments.

Commissioner Shi asked about the construction going on around Interstate 80 and why it was so difficult to get around the construction. Director Hawkins indicated that Contra Costa Transportation Authority is doing the work and that it is not a City project. She stated that EBMUD water lines are being moved.

Director Hawkins also addressed conceptual plans and grant applications regarding the El Portal soccer field, and the proposed replacement of the Bridge at Road 20/San Pablo Avenue.

Chairperson Alvarado opened the public hearing and asked if there was anyone in the audience wishing to speak regarding the project. Seeing none, Chairperson Alvarado closed the public hearing and asked for a motion from the Commissioners.

Commissioner Xavier made the motion to approve item PLAN 1607-0020 and adopt Planning Commission Resolution 16-04. Commissioner Trujillo seconded the motion. The Commission voted in favor 5-0.

NEW BUSINESS

City Attorney Tracy Nerland reviewed her presentation on the following:

- Brown Act – Social Media.

OLD BUSINESS

Staff reviewed the following items:

- Development Services Monthly Report.
- Bicycle and Pedestrian Master Plan Update.
- New City Website.

ADJOURNED

There being no further business, Chairperson Alvarado adjourned the meeting at 7:40 P.M. to the September 20, 2016 meeting.

David Alvarado
Chairperson

Michele Rodriguez
Development Services Director

**CITY OF SAN PABLO
PLANNING COMMISSION MINUTES
SEPTEMBER 20, 2016
CITY COUNCIL CHAMBERS
ONE ALVARADO SQUARE
SAN PABLO, CA**

ROLL CALL

Chairperson Alvarado called the meeting to order at 6:30 P.M. Call of the roll showed present Commissioners Trujillo, Sutton, Xavier and Chairperson Alvarado. Commissioner Shi was absent. Staff present at the meeting were Michele Rodriguez, Development Services Director, Lynn Tracy Nerland, City Attorney, Rod Simpson, Associate Planner, and Elizabeth Dunn, Assistant Planner.

PUBLIC COMMENT

Janet Pottier spoke regarding a complaint about Juan Vargas Landscaping, a home occupation business that has many trucks parking on the street. Staff stated that they would look into the issue.

APPROVAL OF MINUTES

None.

PUBLIC HEARINGS

7.A. PLAN1608-0003: Conditional Use Permit to allow for a mobile vending use in the parking lot at 1503 Rumrill Boulevard, San Pablo, CA (APN 410-012-009). The proposed taco truck will be located on a portion of the site at 1503 Rumrill Boulevard, and will operate from 9am – 9pm, Monday through Saturday, and will have three employees.

The applicant requested that this item be continued in order to finalize an issue prior to Planning Commission consideration. Staff recommended that the item be continued to the next Planning Commission meeting.

Chairperson Alvarado opened the public hearing and asked if there was anyone in the audience wishing to speak regarding the project. Seeing none, Chairperson Alvarado closed the public hearing and asked for a motion from the Commissioners. Commissioner Trujillo motioned to continue item PLAN1608-0003 to the Planning Commission Meeting of October 18, 2016. Commissioner Xavier seconded the motion. The Commission voted in favor 4-0.

AYES: Alvarado, Xavier, Sutton, and Trujillo.
NOES: None.
ABSENT: Shi.
ABSTAIN: None.

7.B. PLAN1607-0016: Conditional Use Permit to allow tandem parking at 1736 Emeric Avenue, San Pablo, CA (410-152-032). A new one-car enclosed garage parking space will be constructed, and one uncovered parking space will exist behind the one-car garage, on a lot that is 30 feet in width. It has been

7.D. PLAN1609-0002: Consideration of a finding of General Plan conformity for the acquisition and disposition of two parcels by the City of San Pablo, as required under Government Code section 65402. This is a city initiated project. The parcels are identified as APN 411-100-028 (1800 23rd Street, 0.48 acres) and APN 411-100-021 (1821 Powell Street, 0.09 acres). The proposed findings have been determined to be exempt from the provisions of CEQA, in accordance with CEQA guidelines 15061 (b)(3), no potential for causing a significant effect on the environment.

Associate Planner Simpson reviewed his staff report and recommended adoption of Planning Commission Resolution 16-07.

Chairperson Alvarado opened the public hearing and stated that there were two speaker request cards for Jennifer Zermeno and Iliana Gonzalez.

Jennifer Zermeno, a San Pablo resident, stated that her family lives in the area and received the notice regarding the public hearing. She stated that her family was concerned about the notice as it did not explain the item clearly and it was not in Spanish. Ms. Zermeno stated that many in the neighborhood are Spanish speaking and while the Fire Station may be good for the area, many residents may not know what is being noticed.

Iliana Gonzales, a San Pablo resident, also stated her concerns regarding the notice and specifically that it was not in Spanish. She stated that notices of projects that effect the whole neighborhood should be translated.

Chairperson Alvarado thanked the speakers and asked if there was anyone else who wished to speak regarding the item. Ricardo Gonzales, a San Pablo resident, was recognized by Chairperson Alvarado. Mr. Gonzales stated his concerns that the notice he received did not have a Spanish translation. He was concerned about a property on Rumrill, which was the previous agenda item. He wanted to make sure the City was not taking his property. Chairperson Alvarado confirmed that the item was not regarding the taking of any property.

Seeing no other speakers, Chairperson Alvarado closed the public hearing and brought the item back to the Commission for consideration.

Commissioner Trujillo stated his concerns regarding the noticing of the item to the neighborhood and that the Commission may wish to continue the item.

Staff stated that while the item was properly noticed, staff would make sure all future notices have language on the notice identifying contact information regarding Spanish translation.

Commissioner Trujillo made a motion to continue consideration of application PLAN1609-0002 to the next available meeting. There being no second, the motion did not pass. Commissioner Xavier made a motion to approve application PLAN1609-0002 and adopt Resolution 16-07. Commissioner Sutton seconded the motion. The Commission voted in favor 3-1.

ADJOURNMENT

There being no further business, Chairperson Alvarado adjourned the meeting at 7:45 P.M. to the October 18, 2016 meeting.

David Alvarado
Chairperson

Michele Rodriguez
Development Services Director

Planning Commission Staff Report

PREPARED BY: Elizabeth Dunn, AICP, Assistant Planner

DATE: October 18, 2016

SUBJECT: TO CONSIDER A USE PERMIT FOR TANDEM PARKING TO ALLOW ONE ENCLOSED GARAGE PARKING SPACE AND ONE UNCOVERED PARKING SPACE IN THE DRIVEWAY ON A PARCEL THAT IS DEVELOPED WITH AN EXISTING SINGLE STORY RESIDENCE AT 1736 EMERIC AVENUE, APN 410-152-032

STAFF RECOMMENDATION

Approve Use Permit PLAN1607-0016 with the findings and conditions of approval.

BACKGROUND

Applicant and Property Owner: Jose Jimenez

Authorized Agent: Brenda Munoz

Location: 1736 Emeric Avenue

Assessor Parcel Number: 410-152-032

General Plan Designation: Low Density Residential.

Zoning District: R-1 (Single Family Residential) District

Surrounding Zoning and Land Uses:

North: R-1 District; Single-Family Residence

South: R-1 District; Single-Family Residence

East: R-1 District; Single-Family Residence

West: R-1 District; Single-Family Residence

Environmental Documentation:

The proposed project has been determined to be categorically exempt from the provisions of CEQA, in accordance with CEQA Guidelines pursuant to Section 15183, Projects Consistent with a Community Plan, General Plan or Zoning; 15301(e), Class 1, Existing Facilities, as an addition to the existing structure is less than 2,500 square feet; and Section 15332, Infill Projects.

PUBLIC HEARING NOTICE

Public notice of the hearing has been given by mail to the applicant, and local affected agencies, in accordance with the requirements of Government Code Section 65905.

Notices were mailed to owners of properties within a 300-foot radius of the site. The notices were mailed on Wednesday, September 7, 2016. In addition, a public hearing notice was published in the East Bay Times newspaper on Saturday, September 10, 2016.

SITE LOCATION/PROJECT BACKGROUND

Summary of September 20, 2016 Planning Commission Meeting

The project was noticed for and heard by the Planning Commission at its September 20, 2016 meeting. Staff gave the presentation on the project, and recommended the Planning Commission continue the item to the October 18, 2016 meeting. The applicant for the project had not yet arrived, so questions from the Planning Commission about the project could not be asked of the applicant. Additionally, there was an interested party who received the notice for the project, and was concerned that the project was about her parcel.

The Commission opened and closed the public hearing – there were no speakers for this item – and then continued the item to the October 18, 2016 Planning Commission meeting. Once the applicant had arrived, she spoke with the interested party, both of whom are Spanish speakers. The applicant explained to the interested party what the proposal is and where it is to occur (that the proposal is for 1736 Emeric Avenue, and not for her parcel at 1738 Emeric Avenue). Based on this discussion, the interested party was assured that this project was not about her property. She did not raise any issues of concern.

Project Proposal

The applicant is requesting a Conditional Use Permit approval for tandem parking on a lot that has an existing single family residence. The lot is 30 feet wide, and 112.5 feet in length, and does not have any structure or facility for storage of an automobile. Section 17.54.020E(2), Residential off-street parking requirements, of the City of San Pablo Zoning Code requires two enclosed parking spaces. However, language in this section allows for tandem parking - one parking space in a garage located in the front half of the lot and one uncovered space in the driveway - may be provided on lots of less than 50 feet in width with an approved Use Permit.

The applicant is proposing a minor residential addition to the existing residence, which is 634 square feet, and consists of a kitchen, dining room, living room, and one bedroom and bathroom. The addition consists of the new single-car garage, new family room with a full bathroom, and an uncovered porch at the rear of the property. The residential addition is a decision that Development Services Department staff are authorized to make; the decision on the Use Permit for tandem parking is the authority of the Planning Commission to determine.

GENERAL PLAN CONFORMANCE

The proposal to create tandem parking is consistent with the following General Plan Guiding Policies for the Residential District in which it is located:

Policy LU-G-4: Protect and enhance quality of life in the City's residential neighborhoods

The applicant is proposing an addition to an existing single-family residence. The proposed addition

adheres to the development setbacks for the R-1 zoning district. As no garage exists on the property, the property owner is proposing tandem parking, where one garage space and one driveway space will be available for off-street parking. Given the width of the lot, which is 30 feet, the request for a one car garage is appropriate and will allow for a quality residential design that will not impact the existing residential neighborhood.

ZONING CONFORMANCE

The property is zoned R-1, Low Density Residential, and is 30 feet wide. As state above, *Section 17.54.060 (E) (6), Residential off-street parking requirements* has the following language regarding attached and detached single family dwellings:

“For single-family dwellings located on a lot with a width of less than 50 feet, two (2) enclosed spaces are required. Alternatively, subject to approval by a use permit, one (1) space in a garage located in the front half of the lot and one (1) uncovered space in the driveway may be provided.”

The project adheres to the setbacks for the R-1 Zoning District as illustrated in the table below:

Summary of Zoning Ordinance Development standards:

DEVELOPMENT STANDARDS FOR R-1 ZONING DISTRICT			
Standards	Zoning Ordinance Requires	Proposed Project	Complies?
Front yard setbacks	20 feet	20 feet	Yes
Rear yard setbacks	15 feet minimum	18 feet	Yes
Side yard setbacks	3 feet minimum	3 feet on each side for new construction	Yes
Height limits	27 feet maximum	13'-1"	Yes
Lot coverage	45% maximum	44.84%	Yes

USE PERMIT AND ANALYSIS

Through the Use Permit process, the Planning Commission is given an opportunity to review uses with this classification, impose conditions of approval, approve or deny such proposals, and set terms for revocation of uses. In approving the Use Permit for tandem parking, the Planning Commission shall make a finding that the establishment, maintenance, or operation of the Use applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort, and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

The subject lot is non-conforming as it relates to the square footage and width for lots in the R-1 zoning district, which is 5,000 square feet for an interior lot and 50 feet wide. No enclosed off-street parking space exists on the lot, and one garage space is being created in order to comply with the residential parking requirements as a result of the addition to the residence. There is

sufficient space in front of the proposed garage to park one car in the driveway area. The residential additional and new one-car garage will fit into the fabric of the neighborhood design, where other lots of this size have been developed with one-car garages.

FINDINGS

In order to grant this Use Permit, after the conclusion of the public hearing, the Planning Commission shall make a finding of facts showing that the following conditions exist:

- A. The proposed project has been determined to be categorically exempt from the provisions of CEQA, in accordance with CEQA Guidelines pursuant to Section 15183, Projects Consistent with a Community Plan, General Plan or Zoning; 15301(e), Class 1, Existing Facilities, as an addition to the existing structure is less than 2,500 square feet; and Section 15332, Infill Projects.
- B. Public notice of hearing has been given by mail to the applicant, local affected agencies and to all property owners within 300 feet of the subject property and has been published in the East Bay Times in accordance with the requirements of Government Code section 65905.
- C. That the establishment, maintenance or operation of the use of the building applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort and general welfare of persons residing or working the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or the general welfare of the city because the property is zoned R-1 (single family residential) and an addition to the existing single family residential home is proposed; and as conditioned, one parking space will be established in an enclosed garage and one in the driveway, which meets the off street parking requirements in the R-1 Zoning District while minimizing the auto orientated image of garage doors facing the street.

CONCLUSION

The purpose of the parking regulations is to prescribe minimum standards for parking and loading to ensure the attractiveness of residential areas and the adequacy of parking. These regulations are meant to maintain the economic value of the community and enhance the surrounding property values. The City of San Pablo Zoning Code requires a minimum lot size of 5,000 square feet and a minimum width of 50 feet in the R-1 District - the subject site is 3,375 square feet and 30 feet wide. Given that this lot is almost half the square footage and width of a regular sized lot, staff finds that it is appropriate for tandem parking to be created at this site, and allow a one car enclosed garage, and the other required parking space to be provided in the driveway. Based upon the proposal and the analysis above, staff believes the necessary finding for the Use Permit for tandem parking can be met.

ATTACHMENTS

- A. Resolution 16-10
- B. Proposed Site Plan with Building Plans and Elevations
- C. Public Notice

RESOLUTION 16-10

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN PABLO RECOMMENDING APPROVAL OF A USE PERMIT FOR TANDEM PARKING TO ALLOW ONE ENCLOSED GARAGE PARKING SPACE AND ONE UNCOVERED PARKING SPACE IN THE DRIVEWAY ON A PARCEL THAT IS DEVELOPED WITH AN EXISTING SINGLE STORY RESIDENCE AT 1736 EMERIC AVENUE, APN 410-152-032

WHEREAS, Zoning Code section 17.20.040 requires a Conditional Use Permit for tandem parking to allow one garage space and one uncovered parking space on a parcel that is less than 50 feet in width; and

WHEREAS, the parcel at 1736 Emeric Avenue, APN 410-152-032, is developed with a small single family residence of 634 square feet, and the lot is 30 feet in width; and

WHEREAS, the applicant is proposing a minor residential addition to the existing residence, which consists of the new single-car enclosed garage, new family room with a full bathroom, and an uncovered porch at the rear of the property. The residential addition is a decision that Development Services Department staff are authorized to make; the decision on the Use Permit for tandem parking is the authority of the Planning Commission to determine; and

WHEREAS, the proposed residential addition and tandem parking adheres to Policy LU-G-4 in the Land Use and Physical Design Chapter of the City of San Pablo General Plan, to “Protect and enhance quality of life in the City’s residential neighborhoods”, and to the development standards for the R-1, Low Density Residential zoning district; and

WHEREAS, in order to approve a Use Permit for tandem parking, the Planning Commission shall make findings that the establishment, maintenance or operation of the proposed use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City; and,

WHEREAS, pursuant to the California Environmental Quality Act, the proposed project has been determined to be categorically exempt from the provisions of CEQA, in accordance with CEQA Guidelines and pursuant to Section 15183, Projects Consistent with a Community Plan, General Plan or Zoning; Section 15301(e), Class 1, Existing Facilities, as an addition to the existing structure is less than 2,500 square feet; and Section 15332, Infill Projects; and

WHEREAS, staff has found the proposed residential addition to be consistent with the Residential Design Guidelines; and,

WHEREAS, a public notice hearing has been given by mail to the applicant, local affected agencies and to all property owners within 300 feet of the subject property, and has been published in the East Bay Times in accordance with the requirements of Government Code Section 65091.

NOW, THEREFORE BE IT RESOLVED that the Planning Commission of the City of San Pablo has reviewed the proposed project and approves this proposal for tandem parking, based on the following findings:

A. That the granting of this Use Permit will not, under the circumstances of the particular case, materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicants and will not, under the circumstances of the particular case, be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood.

The applicant is proposing an addition to an existing single-family residence. The proposed addition adheres to the development setbacks for the R-1 zoning district. As no garage exists on the property, the property owner is proposing tandem parking, where one enclosed garage space and one driveway space will be available for off-street parking. Given the width of the lot, which is 30 feet, the request for a one car garage is appropriate and will allow for a quality residential design that will not impact the existing residential neighborhood.

B. The subject property is within the Single Family Residential Zoning District and is consistent with the applicable development standards.

The proposed residential addition adheres to the development standards for the R-1, Low Density Residential, zoning district.

C. Policies established in the Land Use and Physical Design Chapter of the General Plan address the quality of life in residential neighborhoods.

The proposed residential addition and tandem parking adheres to Policy LU-G-4 in the Land Use and Physical Design Chapter of the City of San Pablo General Plan, to "Protect and enhance quality of life in the City's residential neighborhoods".

D. The proposed project fulfills the design standards of the Single Family Residential recommendations.

The design of the garage complements the design of the existing residence. The family room addition will be behind the residence and will reflect the style of the residence.

E. Public notice of the hearing has been given by mail to the applicants, local affected agencies, all property owners within 300 feet of the subject

property, and has been published in the East Bay Times, in accordance with the requirements of Government Code Section 65905.

Notices were mailed to owners of properties within a 300 foot radius of the site. The notices were mailed on Wednesday, September 7, 2016. In addition, a public hearing notice was published in the East Bay Times newspaper on Saturday, September 10, 2016.

BE IT FURTHER RESOLVED that the Planning Commission of the City of San Pablo hereby approves this application for a Use Permit (PLAN1607-0016) for tandem parking based upon the following Conditions of Approval:

1. The Use Permit shall become null and void within one year of the Planning Commission's effective date of approval unless a building permit has been issued and normal construction progress has been made.
2. Plans submitted for building permits and all subsequent construction shall be in substantial compliance with plans prepared by Brenda Munoz, Architectural Designs, dated August 17, 2016, consisting of reduced Site Plan and Elevations marked Exhibit "A" on file with the Development Services Department, PLAN1607-0016.
3. Exterior colors and materials are approved and based on the information submitted as part of August 17, 2016 submittal to the Development Services Department staff. These colors and materials shall be identified on the plans submitted for building permit issuance.
4. Any relocation of utilities as a result of this approval shall be at no expense to the City of San Pablo.
5. Apply to the Building, Planning, and Public Works for plan check and receive building permits, final inspections, and certificate of occupancy. Obtain all necessary City of San Pablo Building permits, Public Works permits, and outside agency permits for any proposed work. All building plan check, and inspection fees shall be paid for by the project proponent.
6. The project shall conform to requirements of the Contra Costa County Fire Protection District. An approval letter shall be submitted to the City of San Pablo prior to application for a building permit.
7. Construction activity shall be limited between the hours of 7:00 A.M and 6:00 P.M Monday through Friday and from 9:00 A.M to 5:00 P.M on Saturday. Construction is not permitted on Sundays.
8. The property shall be free of all debris. All scrap materials shall be stored in a container and shall be removed regularly.
9. Minor amendments to this Conditional Use Permit may be approved by the Zoning Administrator if it is determined the overall intent of the permit is fulfilled.

10. Comply with the City of San Pablo Building Division requirements as provided below:
- a. Building permit is required and all work must comply with the California Code of Regulations, Title 24:
 - 2013 California Building Code
 - 2013 California Residential Code
 - 2013 California Mechanical Code
 - 2013 California Electrical Code
 - 2013 California Plumbing Code
 - 2013 California Energy Code
 - b. Applicant needs to provide “As Built” foundation plans on existing building. There is a concern if the original foundation provides support to the exterior walls of the building.
 - c. Note must be placed on the plans indicating it is the owner’s responsibility to have property lines surveyed and marked prior to foundation inspection.
 - d. Plans submitted for building permit are required to address the current California codes. Some notes indicated references to out dated codes.
 - c. Plans need to include structural calculations addressing the new foundation that will properly support the additions. Also, structural details showing the connections of the new addition to the existing manufactured home are required.
11. Contractor shall call 811 before construction for the location of any underground services.
12. The garage shall be a minimum of 20 feet in depth, and include an electric garage door opener, and the garage shall be used for motor vehicular parking only. Only a single car width driveway shall access the garage across the front yard.
13. Indemnification: Pursuant to Government Code Section 66474.9, the applicant (including any agent thereof) shall defend, indemnify, and hold harmless the City of San Pablo and its agents, officers, or employees from any claim to attack, set aside, void or annul, the City's approval concerning this planning application, which action is brought within the time period provided for in Section 66499.37. The City will promptly notify the applicant of any such claim, action, or proceeding and cooperate fully in the defense.
14. All construction improvements shall be designed by the appropriately licensed design professional. The standards imposed by the City for the private improvements shall be considered as minimum requirements and the standards may be increased by the design professional where judgment and prudence dictate.

Sanitary Sewer

- 15. A will-serve letter from the West County Wastewater District shall be submitted prior to submission for a building permit.
- 16. Comply with the conditions of the West County Wastewater District (WCWD).
- 17. WCWD approval is required prior to finalizing permit or prior to granting certificate of occupancy.

Landscaping

- 18. Landscaping and irrigation shall be part of the final design drawings (improvement plans).
- 19. California native drought tolerant, non-invasive plants or trees shall be used as much as possible. All trees shall be a minimum 15-gallon size; all shrubs shall be a minimum 5-gallon size.
- 20. An on-site inspection shall be made by the Planning Division of the Development Services Department to determine compliance with the approved landscape plan.

BE IT FURTHER RESOLVED that the foregoing recitations are true and correct, and are included herein by reference as findings.

Adopted this 18th day of October, 2016, by the following vote to wit:

AYES: COMMISSIONERS:
NOES: COMMISSIONERS:
ABSENT: COMMISSIONERS:
ABSTAIN: COMMISSIONERS:

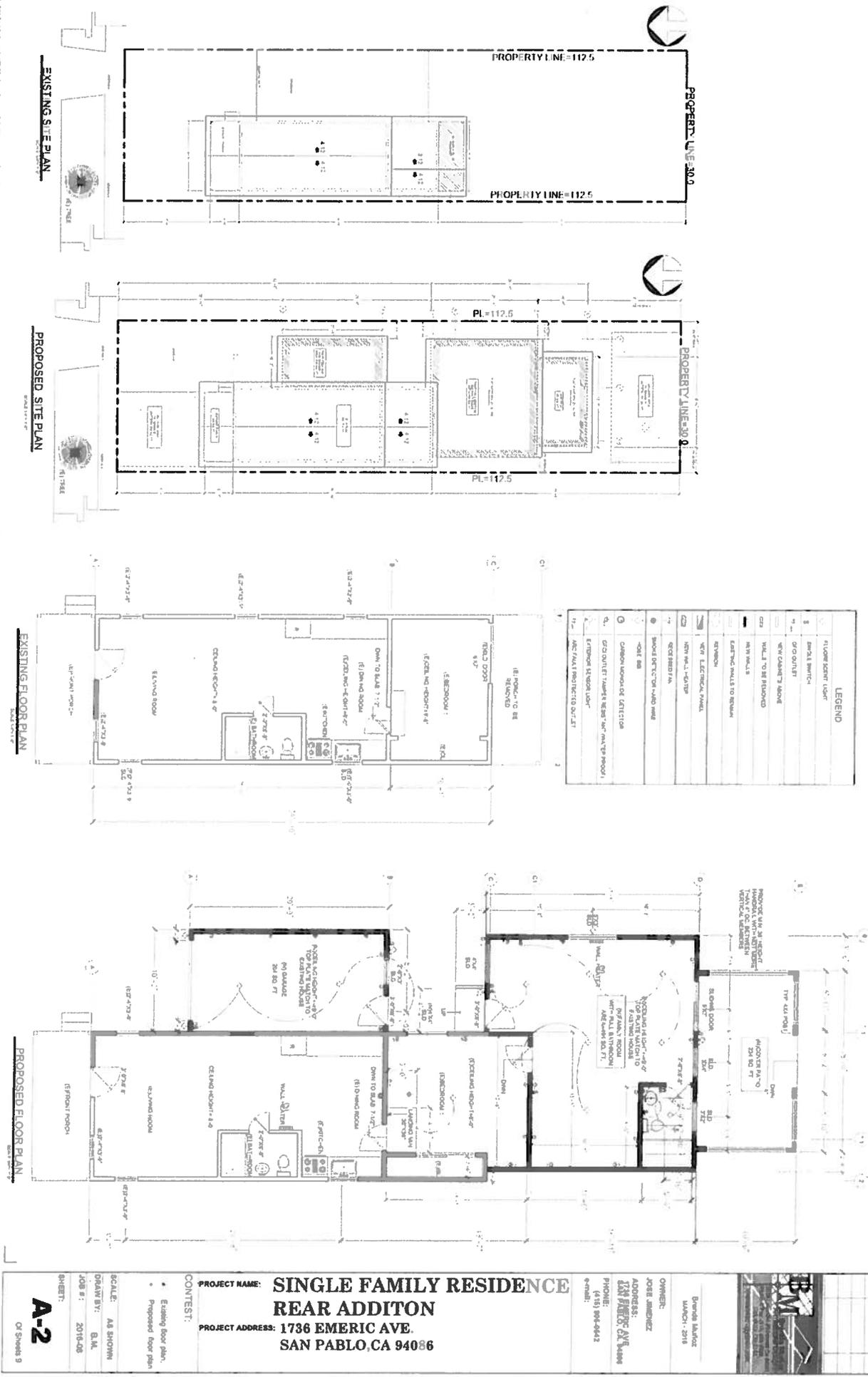
ATTEST:

APPROVED:

Michele Rodriguez
Secretary

David Alvarado
Chairperson

JIMENEZ RESIDENCE ONE STORY ADDITION



DATE: 03/21/2018
 DRAWN BY: B.M.
 JOB #: 2018-08
 SHEET: A-2
 OF SHEETS: 9

PROJECT NAME: **SINGLE FAMILY RESIDENCE REAR ADDITON**
 PROJECT ADDRESS: **1736 EMERIC AVE. SAN PABLO, CA 94086**

OWNER: JOSE JIMENEZ
 ADDRESS: 1736 EMERIC AVE
 SAN PABLO, CA 94086
 PHONE: (415) 992-4442

CONTEST:
 Existing floor plan
 Proposed floor plan

SCALE: AS SHOWN
 DRAWN BY: B.M.
 JOB #: 2018-08
 SHEET: A-2
 OF SHEETS: 9

REVISION BY



CITY of SAN PABLO

City of New Directions

**CITY OF SAN PABLO
NOTICE OF PUBLIC HEARING
TUESDAY, SEPTEMBER 20, 2016**

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of San Pablo, State of California, will hold public hearings on the following item:

PLAN1607-0016: Conditional Use Permit to allow tandem parking at 1736 Emeric Avenue, San Pablo, CA (410-152-032). A new one-car enclosed garage parking space will be constructed, and one uncovered parking space will exist behind the one-car garage, on a lot that is 30 feet in width. It has been determined that the proposed project qualifies for a CEQA Exemption as an Infill Development Project, consistent with the provisions of CEQA Guidelines Sections 15183, 15301, and 15332.

NOTICE IS HEREBY FURTHER GIVEN that the hearings will be held at the Planning Commission meeting on Tuesday, the 20th day of September, 2016 at 6:30 p.m. in the City Council Chambers located at One Alvarado Square, 13831 San Pablo Avenue, San Pablo, CA, 94806 at which time and place all persons interested may be heard. Questions may be directed to the City of San Pablo Development Services Department at (510) 215-3030.

NOTE: If you challenge this item in court, you may be limited to raising only those issues raised at the public hearing described in this notice, or in written correspondence delivered to the Planning Commission at, or prior to, the public hearing.

**Michele Rodriguez, Director
Development Services**



Ethics Law Principles for Public Servants:

KEY THINGS TO KNOW

Note that the following are not statements of law, but rather principles the law is designed to achieve.

The goal in providing this list is to identify the kinds of issues addressed by public service ethics laws.

If an issue arises under these principles, public officials should consult agency counsel.

Personal Financial Gain Laws

Generally speaking, California law says public officials:

- » Cannot request, receive or agree to receive anything of value or other advantages in exchange for a decision.
- » Must disclose their financial interests to the public.
- » Must disqualify themselves from participating in decisions that may affect (positively or negatively) their financial interests.
- » Cannot have an interest in a contract made by their agency.
- » Cannot be involved in agency decisions that affect an official's future employer.
- » Cannot lobby their agency for pay for a year following their departure from the agency.

Perk Issues: Including Compensation, Use of Public Resources and Gift Laws

Generally speaking, California law says public officials:

- » Receive limited compensation for their service to the public.
- » Cannot receive compensation for speaking, writing an article or attending a conference.
- » Are reimbursed for only those expenses allowed in agency expense reimbursement policies because those expenses have a demonstrable public purpose and necessity.
- » Cannot use public agency resources (money, travel expenses, staff time and agency equipment) for personal or political purposes.
- » Cannot send mass mailings at public expense.
- » Cannot make gifts of public resources or funds.

For more information on these principles, see www.ca-ilg.org/EthicsLaws.

- » Must disclose all gifts received of \$50 or more and may not receive gifts aggregating to over \$460 (2015-16 amount) from a single source in a given year.
- » May only accept free trips and travel expenses under limited circumstances.
- » May not accept free or discounted transportation from transportation companies.
- » May not use campaign funds for personal benefits not directly related to a political, legislative or governmental purpose.

Transparency Laws

Generally speaking, California law says public officials must:

- » Disclose their economic interests when they take office, annually while they are in office and when they leave office. These economic interests include: sources of income, property ownership, investments, certain family members' interests, business interests, loans, contracts and gifts received.
- » Disclose information about who has agreed to commit significant resources (\$5,000 or more) to legislative, governmental or charitable purposes at an elected official's request.
- » Disclose campaign contributions.
- » Conduct the public's business in open and publicized meetings, except for the limited circumstances when the law allows closed sessions.
- » Allow the public to participate in meetings, listening to the public's views before decisions are made.
- » Allow public inspection of documents and records generated, owned, used or retained by public agencies, except when non-disclosure is specifically authorized by law.

- » Disclose gifts given to the public agency and how they are ultimately used.

Fair Process Laws and Merit-Based Decision-Making

Generally speaking, California law says public officials:

- » Cannot receive loans from those within the agency or with whom the agency contracts; loans from others must meet certain requirements.
- » Cannot engage in vote-trading.
- » Have a responsibility to assure fair and competitive agency contracting processes.
- » Cannot participate in quasi-judicial proceedings in which they have a strong bias with respect to the parties or facts.
- » Must conduct public hearings in accordance with fair process principles.
- » Cannot participate in decisions that will benefit their immediate family (spouse or domestic partner and dependent children).
- » Cannot simultaneously hold certain public offices or engage in other outside activities that would subject them to conflicting loyalties.
- » Cannot participate in entitlement proceedings—such as land use permits—involving campaign contributors (does not apply to elected bodies).
- » Cannot solicit campaign contributions of more than \$250 from permit applicants while an application is pending and for three months after a decision (if sitting on an appointed body).
- » Cannot solicit agency employee support for their political causes.
- » Cannot retaliate against those who whistle-blow.

Public Official's Conflict of Interest Checklist

KEY CONCEPTS

- ✓ A public agency's decision should be based solely on what best serves the public's interests.
- ✓ The law is aimed at the perception, as well as the reality, that a public official's personal interests may influence a decision. Even the temptation to act in one's own interest could lead to disqualification, or worse.
- ✓ Having a conflict of interest does not imply that a public official has done anything wrong; it just means that the official has financial or other disqualifying interests.
- ✓ Violating the conflict of interest laws could lead to monetary fines and criminal penalties. Don't take that risk.

BASIC RULE

A public official may not participate in a decision – including trying to influence a decision – if the official has financial or, in some cases, other strong personal interests in that decision. When an official has an interest in a contract, the official's agency may be prevented from even making the contract.

WHEN TO SEEK ADVICE FROM AGENCY COUNSEL

The rules are very complex. A public official should talk with agency counsel 1) early and often, 2) when an action by the public agency may affect (positively or negatively), any of the following:

- ✓ **Income.** Any source of income of \$500 or more (including promised income) during the prior 12 months for the official or official's spouse/domestic partner.
- ✓ **Business Management or Employment.** An entity for which the official serves as a director, officer, partner, trustee, employee, or manager.
- ✓ **Real Property.** A direct or indirect interest in real property of \$2000 or more that the official or official's immediate family (spouse/domestic partner and dependent children) have, including such interests as ownership, leaseholds (but not month-to-month tenancies), and options to purchase. Be especially alert when any of these are located within 500 feet of the subject of the decision.
- ✓ **Gift Giver.** A giver of a gift of \$460 (2015-16 amount) or more to the official in the prior 12 months, including promised gifts.
- ✓ **Lender/Guarantor.** A source of a loan (including a loan guarantor) to the official.

✓ **Personal Finances.** The official or official's immediate family's (spouse/domestic partner and dependent children) personal expenses, income, assets, or liabilities.

✓ **Contract.** A contract that the agency is considering entering into, in which the official or a member of the official's family may have an interest (direct or indirect).

✓ **Business Investment.** An interest in a business that the official or the official's immediate family (spouse/domestic partner and dependent children) have a direct or indirect investment worth \$2000 or more.

✓ **Related Business Entity.** An interest in a business that is the parent, subsidiary or is otherwise related to a business where the official:

- Has a direct or indirect investment worth \$2000 or more; or
- Is a director, officer, partner, trustee, employee, or manager.

✓ **Business Entity Owning Property.** A direct or indirect ownership interest in a business entity or trust of the official's that owns real property.

✓ **Campaign Contributor.** A campaign contributor of the official (applies to appointed decision-making bodies only).

✓ **Other Personal Interests and Biases.** The official has important, but non-financial, personal interests or biases (positive or negative) about the facts or the parties that could cast doubt on the official's ability to make a fair decision.

WHAT WILL HAPPEN NEXT?

Agency counsel will advise the official whether 1) the official can participate in the decision and, 2) if a contract is involved, whether the agency can enter into the contract at all. Counsel may suggest asking either the Fair Political Practices Commission or the State Attorney General to weigh in.

EVEN IF IT'S LEGAL, IS IT ETHICAL?

The law sets only minimum standards. Officials should ask themselves whether members of the public will question whether officials should act solely in the public's interest. If they might, officials should consider excusing themselves voluntarily from that particular decision-making process.

Beyond the Law: Ethics and Values

- » Ethics is what one ought to do in a given situation. It's the kind of conduct that would make the world a better place if everyone engaged in it.
- » The law provides only minimum standards for ethical conduct. Just because a course of action is legal, doesn't make it what one ought to do.
- » What one ought to do is typically tied to a series of values:
 - Trustworthiness – Compassion
 - Respect – Loyalty
 - Responsibility – Fairness

For more information on this topic, see www.ca-ilg.org/promoting-personal-organizational-ethics.

The Institute is grateful to the following firms for making this document possible in 2013:

Aleshire & Wynder, LLP
Best Best & Krieger
Burke Williams & Sorensen, LLP
Hanson Bridgett LLP
Kronick Moskowitz Tiedemann & Girard
Liebert Cassidy Whitmore
Renne Sloan Holtzman Sakai LLP
Richards, Watson & Gershon



The Institute for Local Government is the nonprofit research affiliate of the League of California Cities, the California State Association of Counties, and the California Special Districts Association.

Its mission is to promote good government at the local level.

The Institute's current program areas include:

- » Local Government Basics
- » Ethics and Transparency
- » Public Engagement
- » Sustainable Communities
- » Collaboration and Partnership

Ethics Law Principles for Public Servants: Key Things To Know

www.ca-ilg.org/EthicsPrinciples

©2015 by The Institute for Local Government

All rights reserved.

1400 K Street, Suite 205

Sacramento, CA 95814

(916) 658-8208 • FAX (916) 444-7535 • www.ca-ilg.org

Hard copies available for purchase.



THE CITY OF SAN PABLO Bicycle and Pedestrian Master Plan Study

Community Workshop

The City is developing a plan to help make San Pablo a more enjoyable place for walking and bicycling.

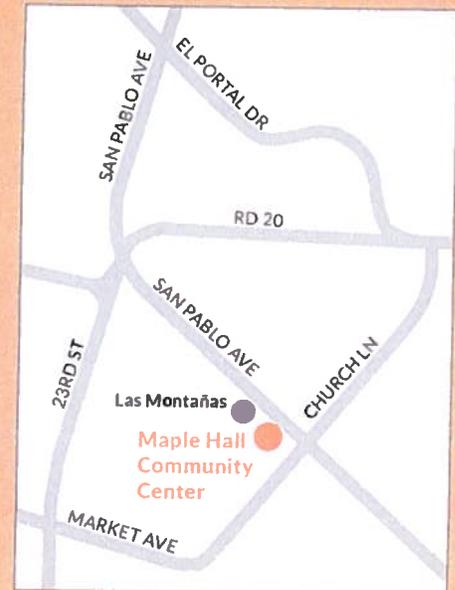
Come share your thoughts!



CITY of SAN PABLO
City of New Directions

MORE INFORMATION AT:

www.ci.san-pablo.ca.us/1491/Bicycle-and-Pedestrian-Master-Plan



WHEN:

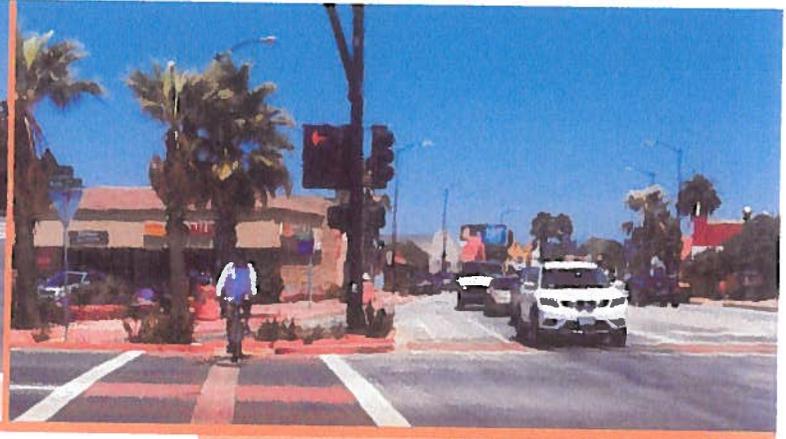
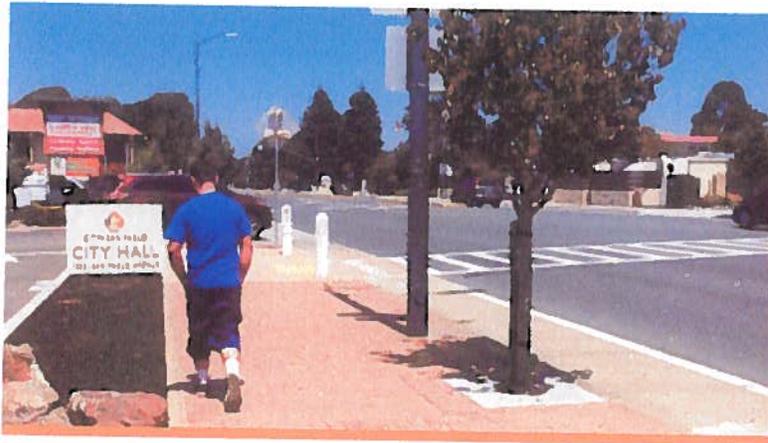
NOVEMBER 17, 2016
Thursday, 6:00-8:00 PM

WHERE:

**MAPLE HALL
COMMUNITY CENTER**
13831 San Pablo Ave.
San Pablo, CA 94806

WHO:

BRING THE FAMILY!
Food provided
Activities for kids



Plan Maestro Peatonal y Ciclista de la Ciudad de San Pablo

Taller Comunitario

La Ciudad está desarrollando un plan para hacer de San Pablo un lugar más agradable para caminar y andar en bicicleta.

¡Ven a compartir tu opinión!



CITY OF SAN PABLO
City of New Directions

MÁS INFORMACIÓN EN:

www.ci.san-pablo.ca.us/1491/Bicycle-and-Pedestrian-Master-Plan



CUÁNDO:

17 DE NOVIEMBRE DE 2016
JUEVES 6:00 - 8:00 PM

DÓNDE:

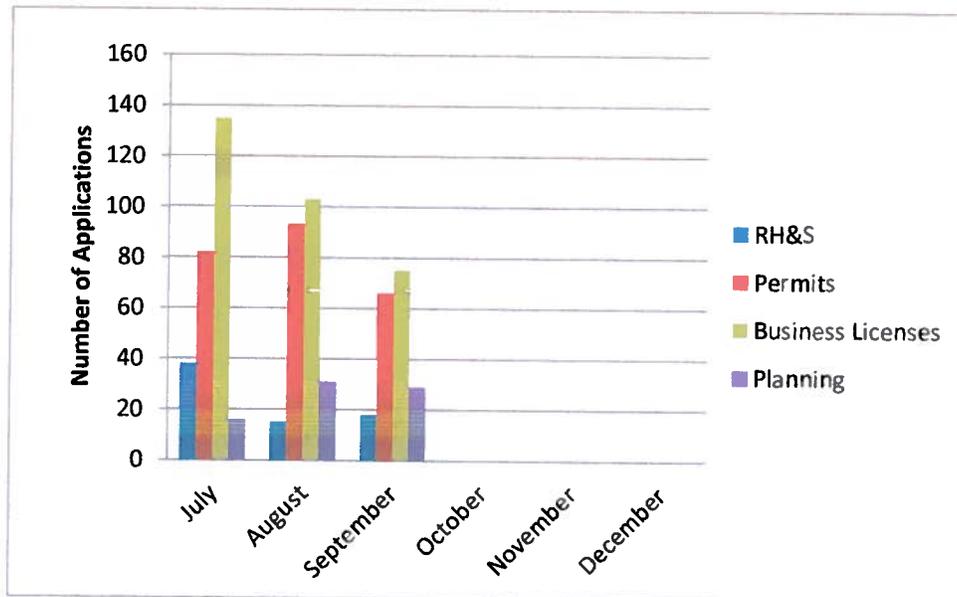
MAPLE HALL
COMMUNITY CENTER
13831 San Pablo Ave.
San Pablo, CA 94806

QUIÉN:

¡PARA TODA LA FAMILIA!
Habrá comida y actividades
para los niños y niñas.



DEVELOPMENT SERVICES
Statistical Data



Applications Received: Residential Health & Safety, Building Permits, Business Licenses & Community Planning (July – December 2016)

YTD Total Applications Received – 701 YTD Total Fees Collected - \$338,602.33

Residential Health & Safety Program September summary:

Total fees collected – \$7,136, plus Imaging - \$264.00, Technology - \$340.00

- SF/Resales: \$3,949
- SF/Rentals: \$1,436
- MF Resales/Rentals: \$1,751
- Total Certificates of Compliance issued – 32
- Customer Counter Assistance – 21

Building Permit September summary:

Total fees collected \$57,821.07

- Building Permits:\$17,609.26
- Electrical Permits: \$2,834
- Plumbing permits: \$3,114
- Mechanical permits: \$1,482
- Plancheck fees: \$27,898.70
- Imaging fees: \$2,176.73
- Technology fees: \$2,706.38
- Total Permits finalized – 64
- Fee Estimates provided: 8
- Customer Counter Assistance – 105
- Public Records Request: 28

Business License September summary:

Total fees collected - \$27,193.74

- Business licenses issued: 102
- Customer Counter Assistance – 58

Community Planning summary:

- Total Fees Collected - \$34,695, 11 Information/Misc, 4 Pre-application, 4 Home Occupation, 2 Sign Review, 2 Design Review, 3 Planning Project, 1 Use Permit/Planning Commission, 2 Land Use Review.
- Customer Counter Assistance – 39

Planning Commission: The Planning Commission met on Tuesday, September 20, 2016. The following items were considered:

- **PLAN1608-0003:** Conditional Use Permit to allow for a mobile vending use in the parking lot at 1503 Rumrill Boulevard, San Pablo, CA (APN 410-012-009). The proposed taco truck will be located on a portion of the site at 1503 Rumrill Boulevard, and will operate from 9am – 9pm, Monday through Saturday, and will have three employees. It has been determined that the proposed project qualifies for a CEQA Exemption as an Infill Development Project, consistent with the provisions of CEQA Guidelines Sections 15183, 15300.2, and 15332.
- **PLAN1607-0016:** Conditional Use Permit to allow tandem parking at 1736 Emeric Avenue, San Pablo, CA (410-152-032). A new one-car enclosed garage parking space will be constructed, and one uncovered parking space will exist behind the one-car garage, on a lot that is 30 feet in width. It has been determined that the proposed project qualifies for a CEQA Exemption as an Infill Development Project, consistent with the provisions of CEQA Guidelines Sections 15183, 15301, and 15332.
- **PLAN1608-0030:** Consideration of a finding of General Plan conformity for the acquisition of three parcels by the City of San Pablo, as required under Government Code section 65402. This is a city initiated project. The parcels are identified as 1400 Rumrill Boulevard, APN 410-021-021 (0.58 acres), APN 410-021-026 (0.12 acres), and APN 410-021-028 (1.33 acres). The proposed findings have been determined to be exempt from the provisions of CEQA, in accordance with CEQA guidelines 15061(b)(3), no potential for causing a significant effect on the environment.
- **PLAN1609-0002:** Consideration of a finding of General Plan conformity for the acquisition and disposition of two parcels by the City of San Pablo, as required under Government Code section 65402. This is a city initiated project. The parcels are identified as APN 411-100-028 (1800 23rd Street, 0.48 acres) and APN 411-100-021 (1821 Powell Street, 0.09 acres). The proposed findings have been determined to be exempt from the provisions of CEQA, in accordance with CEQA guidelines 15061 (b)(3), no potential for causing a significant effect on the environment.
- **PLAN1609-0003:** Consideration of a finding of General Plan conformity for the acquisition of a parcel by the City of San Pablo, as required under Government Code section 65402. This is a city initiated project. The parcel is identified as APN 411-350-026 (13928 San Pablo Avenue, 0.60 acres). The proposed finding has been determined to be exempt from the provisions of CEQA, in accordance with CEQA guidelines 15061 (b)(3), no potential for causing a significant effect on the environment.



effect on the environment.

The next Planning Commission meeting is scheduled on Tuesday, October 18, 2016.

Customer Counter Assistance for One-Stop Shop Service:

- Dump Vouchers: 32
- Public Works: 29
- Code Enforcement: 6
- Miscellaneous: 55 (Questions-Public Docs, Lot Lines, Deliveries, Interviews, P.D., Payments, Info, Taxes, Recreation, Corp Yard, etc.)

Significant Events / Work Plan Accomplishments

Development Services Department

- Completed 3-month evaluation Elizabeth Dunn.
- Completed Spanish proficiency exam for Sandra Marquez and Elizabeth Vera.
- Department selection of secretary position.
- Administrative Clerk 1 – Customer Counter. Introduction to City Council, completion of Work Plan, launch of training.
- Administrative Clerk 2 – Work Plan
- All Hands Staff meeting: Core Values reviewed, 2-year Department Vision reviewed.
- Assistant Planner 3-month employee evaluation.
- Department Secretary final interviews, selection, offer made, and Work Plan
- City Council monthly report completed.
- 2017 Citywide Slogan recommendations.
- Master Fee Schedule implementation: addressing refund requests; 17% consultant fee back to Departments.
- Citywide Public Records request forms and procedures review and comment.
- Conflict of Interview Code comment, finalization, distribution and monitoring of staff Form 700 completion, and future integration into new hires process.
- Department Core Values update to include customer service.
- Department 2017-2019 Vision and Vision Elements complete and distributed.
- Citywide Finance Chart of Account changes implemented, and modified in CRW.
- Citywide Cash Handling procedures reviewed and comment.
- Citywide Halloween event planning, and implementation.
- City Council special meeting on Work Plan.
- Initiate DS Work Plan update.
- Employee Memorandum of Understanding (Local One and AIE) review and comment.
- Performance Management training – Director.
- Fall Picture to All-Users.

Planning

- Hotel San Pablo: Completed initial evaluation of application for completeness; completed transportation run of the proposed alternative;
- Women, Children, and Infants building: initiated review of the parcel map.
- Broadband CEQA/NEPA project description internal draft review; Tribal notice on meet and confer mailed.
- BART: Contributed to WCCTAC letter on High Capacity Study, attended WCCTAC Board meeting on alternatives for ridership modeling; attended Supervisor Gioia meeting; request for CEQA quote on TOD policy; contribution to City Council report on TOD policy; meeting with WCCTAC staff and City of Hercules.
- Plan Bay Area CEQA alternatives review.
- City Hall re-use: Los Montanas and office building parking standards review; and historic building parking recommendation.
- Planning Commission meeting agenda, legal notices, minutes, and planned Commissioner replacement, and 18-year reception.
- CCTA Contra Costa County Planning Directors meeting.
- Security Pacific Storage denial of sign review meeting scheduled.
- Doctor's Medical Center revised plan review, continued incompleteness; application withdrawal; initiate refund of fees.
- Moose Lodge re-use: application intake incomplete; advise to engineer on application minimum requirements for submittal.
- Denny's sign reface complete.
- Grand Jury survey on homelessness completed.
- Wireless Telecommunications: Internal meeting with outside attorney consultants on existing ordinance compared to existing requests for information; City of Concord response to application form; proposed ordinance changes; initiate planning consultant assistance with ordinance revision.
- Asst. City Manager in charge of Economic Development support: site research, advice on land use modifications, and plan review status.
- Business Improvement meetings: Ds – San Pablo Economic Development Corporation meetings scheduled.
- Food Maxx parking lot re-use reviewed and commented on to property owner.
- Townhome project review Plaza San Pablo.
- General Plan parks acreage existing and future conditions and amount per thousand population update initiated.

Building

- Completed the FEMA requested meeting on building elevation certificates.
- Completed the Public Works response to FEMA on Flood Insurance standards and procedures.
- Carl Welte permit streamlining and plan check intake policy and procedure meeting with key processing staff.
- Library construction permit issuance, kick-off meeting, and ribbon cutting.

- Back-log of historical plans scanning project launch: contract complete, contract review, internal meeting on approach and key issues.
- CRW template completed for plan check comment standardization for Building, Planning, and Public Works assigned to property address.
- Substandard Buildings: Code Enforcement/Attorney/DS meeting on process; draft procedure review.
- WCCTAC STMP fees owed audit (5-years) building permit fees obtained compared to amount owed and confirmation of accuracy.
- California Building Officials Annual Conference: Attendance John V, Mary D. Mayra C, Michele R. update to state laws, new codes, budget, and improvement in customer services.
- El Portal Gas Station under-construction, multiple inspections.
- 2016 Building Codes effective January 1, 2017: review for content; initiate adoption with changes to City Council.
- La Quinta Hotel second building plans review; initiate retaining wall review; permit issued for construction trailer; Attorney Armstrong letter being reviewed by CEQA consultant and City Attorney.