
AGENDA

**CITY OF SAN PABLO
PLANNING COMMISSION MEETING AGENDA
Tuesday, June 26th, 2018**

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

Planning Commissioners
Rita Xavier, Chairperson
Roberta Feliciano, Vice Chair
Yuhong Shi
Dorothy Gantt
Dr. Charlene Harlan-Ogbeide

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 five 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 meeting of May 29th, 2018.

7. PUBLIC HEARINGS

- A. **PLAN1806-0004**: Consideration of a Conditional Use Permit for an on-site alcohol license for beer and wine only for an existing restaurant, "La Cascadita" at 14520 San Pablo Avenue, San Pablo, CA 94806, APN 416-170-011. Also including consideration of a Design Review for outdoor dining for the same facility. The Property is within the San Pablo Avenue Specific Plan and has the Mixed Use Center North land use designation. It has been determined that the proposed project is exempt from the California Environmental Quality Act (CEQA), consistent with the provisions of

CEQA Guidelines Section 15301, Class 1, Existing Facilities. Class 1 addresses an existing private structure, such as the commercial building where the restaurant is currently operating.

RECOMMENDATION: Adopt Resolution 18-08 approving PLAN1806-0004, a Conditional Use Permit for an On-Site Beer and Wine License and outdoor dining for an existing restaurant, La Cascadita, and 14520 San Palo Avenue, San Pablo CA, 94806, APN 160-170-011.

8. STUDY SESSION/ DISCUSSION

A. Presentation by City Attorney: *Public Service Ethics and Laws: Conflicts of Interest*

9. STAFF UPDATES

- Community & Economic Development Monthly Report for May 2018
- Update on various projects

10. PLANNING COMMISSIONER REPORTS

11. ADJOURNMENT

(Next scheduled meeting of the Planning Commission will be held on Tuesday, July 24th, 2018.)

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 I, 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. If translation is necessary, then the time shall be doubled to allow for translation.**

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 ten (10) 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 Community & Economic Development Department at (510) 215-3030.**

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

**CITY OF SAN PABLO
PLANNING COMMISSION MINUTES
SPECIAL MEETING OF MAY 29, 2018
CITY COUNCIL CHAMBERS
ONE ALVARADO SQUARE
SAN PABLO, CA**

ROLL CALL

Chairperson Xavier called the meeting to order at 6:00 p.m. Call of the roll showed present: Commissioner Gantt, Chairperson Xavier, Commissioner Harlan-Ogbeide and Commissioner Shi. Vice Chair Feliciano was absent. Staff present at the meeting included: Rod Simpson, Consulting Planner; Sandra Marquez, Assistant Planner; and Charles Ching, Director of Community & Economic Development.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Commissioner Harlan-Ogbeide made a motion to approve the minutes for the meeting of April 24th, 2018. The motion was seconded by Commissioner Gant and approved by a vote of 3-0-1, with Commissioner Feliciano absent and Commissioner Shi abstain.

AYES: Gantt, Harlan-Ogbeide, Xavier
NOES: None
ABSENT: Feliciano
ABSTAIN: Shi

PUBLIC HEARINGS

PLAN1805-0013: Consideration of a finding of General Plan conformity for the disposition 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 14501 San Pablo Avenue, 14535 San Pablo Avenue, and 14555 San Pablo Avenue (APN 413-352-017, 0.53 acres, 413-352-013, 0.21 acres, and 413-352-012, 0.10 acres). The proposed findings have been determined to be exempt from the provisions of the California Environmental Quality Act, in accordance with CEQA guidelines 15061(b)(3), no potential for causing a significant effect on the environment.

Consulting Planner Simpson gave a presentation of the project and staff recommendations, after which the Planning Commissioners were invited to ask questions of staff.

Commissioner Shi asked if there are any special request for future development on site such as height.

Consultant Planner Simpson responded that any future development will need to be consistent with the San Pablo Avenue Specific Plan and it will depend on the specific type of use which will be identified during the design review process.

Commissioner Harlan-Ogbeide made a motion to adopt Resolution 18-07 making a finding of General Plan conformity for the disposition of three parcels located at 14501 San Pablo Avenue, 14535 San Pablo Avenue, and 14555 San Pablo Avenue by the City of San Pablo, as required under Government Code Section 65402. Commissioner Gant seconded the motion, and the motion was approved by a vote of 4-0, with Commissioner Feliciano absent.

AYES: Gantt, Harlan-Ogbeide. Shi, Xavier
NOES: None
ABSENT: Feliciano
ABSTAIN: None

STAFF UPDATES

Consulting Planner Simpson gave an overview of the Community & Economic Development Monthly Report.

PLANNING COMMISSIONER REPORTS

ADJOURNMENT

There being no further business, Commissioner Harlan-Ogbeide made a motion, seconded by Commissioner Gant and passed by a vote of 4-0, to adjourn the meeting.

Chairperson Xavier adjourned the meeting at 6:10 p.m. to the June 26th, 2018, meeting.

Rita Xavier
Chairperson

Charles Ching
Community & Economic Development Director

Planning Commission Staff Report

PREPARED BY: Sandra Marquez Assistant Planner

DATE: March 27, 2018

SUBJECT: **PLAN1806-0004:**

1- CONSIDERATION OF A CONDITIONAL USE PERMIT FOR AN ON-SITE BEER AND WINE LICENSE FOR AN EXISTING RESTAURANT, “LA CASCADITA”, AND A DESIGN REVIEW FOR OUTDOOR DINING, AT 14520 SAN PABLO AVENUE, APN 416-170-011.

REQUESTED ACTION

A request for approval of a Conditional Use Permit for on-site beer and wine sales at an existing restaurant “La Cascadita”. The restaurant is located at 14520 San Pablo Avenue, APN 416-170-011. This request is consistent with the requirements of Section 17.62.020, Alcoholic Beverage Sales, of the City’s Zoning Ordinance. The application also includes the request for outdoor dining for the same facility. This request is consistent with the requirements of Section 17.52.060 Outdoor Dining, of the City’s Zoning Ordinance.

STAFF RECOMMENDATION

Adopt Resolution 2018-08 approving PLAN 1806-0004, subject to findings and conditions of approval.

BACKGROUND

Property Owner: Franklin Edgardo Fernandez

Applicant: Derrick A. Troupe, Authorized Agent

Location: 14520 San Pablo Avenue

Assessor Parcel Number: 416-170-011

General Plan Designation: Mixed Use Center

Zoning District: Mixed Use Center North within the San Pablo Avenue Specific Plan (SP2)

Surrounding Zoning and Land Uses:

North: High Density Residential designation within the San Pablo Avenue Specific Plan

South: Mixed Use Center North designation within the San Pablo Avenue Specific Plan

East: Public/Institutional designation within the San Pablo Avenue Specific Plan

West: Mixed Use Center North designation within the San Pablo Avenue Specific Plan

ENVIRONMENTAL DETERMINATION

The project had been determined to be exempt under the California Environmental Quality Act, Section 15301, Class 1, Existing Facilities. Class 1 addresses an existing private structure, such as the existing commercial building, where the restaurant is currently operating.

PUBLIC HEARING NOTICE

Notices were mailed to owners of properties within a 300-foot radius of the site on June 13, 2018. In addition, a Public Hearing Notice was published in the East Bay Times newspaper on Saturday, June 16, 2018.

SITE LOCATION AND PROJECT DESCRIPTION

The applicant is requesting approval of a Conditional Use Permit for alcoholic beverage sales for on-site beer and wine sales at an existing full-service restaurant located at 14520 San Pablo Avenue in the Mixed Use Center North designation within the San Pablo Avenue Specific Plan (SP2). A determination of Public Convenience or Necessity is not required as there is not an undue concentration of on-sale retail alcohol licenses in the Census Tract where the restaurant is located.

The applicant is also requesting approval for outdoor dining in the same facility. Outdoor dining is an allowed use with administrative design review. Section 17.16.070(B), "Multiple Entitlements," states that all projects with multiple approvals shall be processed concurrently, and final action shall be taken by the highest level designated approving authority for all such requested permits. In accordance with this section in the Zoning Code, the project is requesting two permits, alcohol sales and outdoor dining, and Planning Commission is the highest level designated approving authority.

The site location is within the San Pablo Avenue Specific Plan. The restaurant is to the east of Mission Plaza and west of Contra Costa College. The commercial building is divided into two businesses, "La Cascadita" which is the full-service restaurant and "Susy's Bakery". Both businesses share off-street parking which is located at the rear of the property. The outdoor dining area will add 594.72 square feet of dining area which is added to the parking requirements for the restaurant use. The Property includes 27 off-street parking spaces, 4 on-street parking spaces in San Pablo Avenue, and the site is also within a quarter mile of public transit. The project, including outdoor dining, meets the minimum parking spaces required (31 spaces) for the restaurant dining area, inside and outside, and the bakery. The outdoor dining area is entirely on private property.

GENERAL PLAN CONFORMANCE

The site is designated Mixed Use Center North within the San Pablo Avenue Specific Plan, SP-2. The proposed use is consistent with the following General Plan Actions and Policies for the Mixed Use land use category:

Policy LU-I-19: Mixed Use

Require pedestrian-oriented amenities and design in mixed use areas, such as outdoor seating, plazas, public art, ground floor retail, and waiting areas (benches and shelter).

Policy LU-I-20: Mixed Use

Allow small-scale non-residential uses in neighborhoods that contribute to the residential character

of an area or provide complementary services within the neighborhood such as child care, neighborhood retail, and other stores.

Restaurants are allowed uses in the Mixed Use Center North designation within the San Pablo Avenue Specific Plan (SP-2). However, the alcohol beverage sales use requires an approved Conditional Use Permit before this service can be established. Outdoor dining is an allowed use subject to administrative design review approval. Both requested permits are consistent with the General Plan and Zoning Ordinance regulations and the application has been routed for review to the appropriate departments.

ZONING CONFORMANCE

The property is in the San Pablo Avenue Specific Plan (SP-2) and the land use designation is Mixed Use Center North district. Restaurants are allowed uses in the Mixed Use Center North district within the San Pablo Avenue Specific Plan (SP-2). However, the alcohol beverage sales use requires an approved Conditional Use Permit before this service can be established and administrative design review for outdoor dining.

The existing restaurant is 4,933 sq. ft. and would provide seats for 48 customers. The only change to the exterior of the building would be the outdoor seating area. Interior Tenant Improvements for ADA and Building Code compliance will be submitted for separately.

Section 17.62.020 of the Zoning Ordinance defines alcoholic beverages, restrictions on locations for selling or serving alcoholic beverages, and full-service restaurant requirements for alcoholic beverage sales. The language from the Zoning Code is included below:

17.62.020 Alcoholic beverage sales.

A. Purpose. The purpose of this section is to establish site planning, development, and/or operating standards for alcoholic beverage sales businesses. It is the city's intent, in establishing these standards, to mitigate the potential adverse impacts of this use and activities on adjacent and surrounding land uses.

B. Alcoholic Beverage. For the purposes of this section, "alcoholic beverage" means alcohol, spirits, liquor, wine, beer, or any liquid or solid containing alcohol, spirits, wine, or beer, that contains one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

C. Restrictions on Location. No alcoholic beverage sales use shall be located closer than one thousand feet to any other alcoholic beverage sales use, school, licensed day care center, public park or playground, church, senior citizen facility, or licensed alcohol or drug treatment facility except as follows:

1. If the activity is in conjunction with a full-service restaurant; or
2. In establishments with twenty-five or more full-time equivalent employees and a total gross floor area twenty thousand square feet or more.

D. Full-Service Restaurant. For the purposes of this section, “full-service restaurant” means a place which is regularly and in a bona fide manner used and kept open for the serving of at least lunch and dinner to guests for compensation and which has suitable kitchen facilities connected therewith, containing conveniences for cooking an assortment of foods which may be required for such meals. The sale or service of sandwiches (whether prepared in a kitchen or made elsewhere and heated up on the premises) or snack foods shall not constitute a full-service restaurant. The following additional provisions shall be used to define a full-service restaurant:

1. A full-service restaurant shall serve meals to guests at all times the establishment is open for business. An establishment shall not be considered a full-service restaurant if it serves alcohol without meal service being provided, with the exception that alcohol sales to restaurant patrons may continue for up to two hours after meal service has ceased to allow guests to comfortably complete their meals.
2. The offer of meals is not adequate to meet the above criteria. A full-service restaurant shall make actual and substantial sales of meals to guests for compensation. Substantial sales shall mean that no less than sixty percent of total revenue shall be generated from food service and no more than forty percent of revenue from the sales of alcohol.
3. “Meals” means the usual assortment of foods commonly ordered at various times of the day for the cuisine served. The service of snack foods and/or appetizers alone shall not be deemed compliance with this requirement. Meals shall be prepared on the premises. Heating of food prepared elsewhere shall not constitute a meal for the purposes of this section.
4. Premises shall be equipped for meal service and maintained in good faith. Premises shall possess and maintain appliances for the cooking of a variety of foods such as stoves, ovens, broilers, or other devices, as well as pots, pans, or containers that can be used for cooking. Premises shall possess the necessary utensils, table service, and condiment dispensers with which to serve meals to the public.
5. A full-service restaurant shall comply with all local health department and state standards.
6. A full-service restaurant may have a separate lounge or bar area; provided, that the restaurant and bar/lounge area operate as a single entity. The physical layout, entry location(s), spatial connection between the areas, and operational characteristics, among other factors, shall be used to determine compliance. Any bar/lounge area cannot remain open when the dining area is closed. However, the dining area may be open while the bar/lounge area is closed. (Ord. 2015-002 § 3 (Exh. 1)(part), 2015)

Section 17.52.060 of the Zoning Ordinance describes the development standards for Outdoor seating. The language from the Zoning Code is included below:

17.52.060 Outdoor Seating

- A. Applicability. Outdoor seating is permitted in all zones, by right, on private property in

compliance with this chapter. Seating may also be permitted on the public sidewalk and other public rights-of-way with approval of an encroachment permit from the public works department.

B. Permittee to Ensure Maintenance. The permittee shall be responsible for, and exercise reasonable care in, the inspection, maintenance, and cleanliness of the area affected by the outdoor seating, including any design requirements hereafter enacted, from the building frontage to the curb.

C. Permittee to Ensure Compliance. The permittee shall restrict the outdoor seating to the approved location and ensure compliance with all applicable laws, including laws against blocking the public right-of-way or blocking Americans with Disabilities Act-accessible paths, health and safety laws, public cleanliness laws, and laws regulating the sale and public consumption of alcohol.

D. Landscaping. Outdoor seating areas (restaurants) shall have landscaping in the form of potted plants. (Ord. 2015-002 § 3 (Exh. 1)(part), 2015)

USE PERMIT

As stated above, the alcohol beverage sales use requires the approval of a Conditional Use Permit before this service can be established. Should the requested Use Permit be approved, then the license is considered by the California department of Alcoholic Beverage Control (ABC).

California Business and Professional Code Section 23958.4 states that if there is an undue concentration in alcohol licenses or the area is a high crime identified area, the applicant must demonstrate that public convenience or necessity would be served by the issuance of the on-sale beer and wine license. According to ABC, 15420 San Pablo Avenue is not identified as an area with an undue concentration of alcohol licenses or high crime (see Attachment B). A determination to demonstrate public convenience or necessity is not required in this case. An on-sale beer and wine only – eating place is a Type 41 license (see Attachment E).

The applicant, Derrick Troupe, has submitted a narrative which discusses the business products and services, hours of operation and employees, uniqueness and positive impact on the City with the addition of outdoor dining, and the on-sale beer and wine license. The hours of operation would be 8:30am to 2:30pm, Monday through Wednesday and 8:30am to 8:30pm Thursday through Sunday with seating for 48 guests inside and outside. Breakfast, lunch and dinner would be served at this location. It is expected that less than 10% of the revenue will come from alcoholic drinks. Beverage staff shall be over 21 years of age, and management and staff would need to have a required Alcohol Beverage Control training. Attachment F is the narrative, proposed menu, and floor plan of the restaurant.

In a conversation with the San Pablo Police Department, there are 25 on-sale licenses in the City. Based on the census tract map which is Attachment C, there is one (1) other type 41 license in a near location (around 500 feet) which is inside the College Center. Within the City, the balance of the on-sale licenses are other restaurants or bars, where beer, wine or distilled spirits can be consumed.

The Police Department has provided conditions of approval for the request for an on-sale beer and wine license. These conditions are included below:

- No alcohol sales past 10pm. (Planning staff has created additional language which states that any subsequent request to increase the hours of the restaurant and the beer and wine sales will be limited to 12am midnight. Any request to increase the hours associated with the on-sale beer and wine license, or to include the sales of distilled spirits, must be submitted in an application to amend the hours of operation and type of on-sale license of this Use Permit from the City of San Pablo.)
- Upon closing, the management or its representatives will not allow patrons to loiter in or about the business and will not furnish or sell alcohol to anyone on the premises.
- The business shall affix “NO LOITERING” signs to the building that are easily visible by the public.
- The business shall operate as a full service restaurant. Substantial sales shall mean that no less than 60 percent of total revenue shall be generated from food service and no more than 40 percent of revenue from the sales of alcohol. The monthly gross sales of alcoholic beverages shall not exceed the gross sales of food during the same period. The licensee shall at all times maintain records which reflect a separate gross sale of food and the gross sales of alcoholic beverages of the licensed business. Records will be kept on a monthly basis and shall be made available to the San Pablo Police Department on demand.

Community and Economic Development staff also recommend the following condition to the Use Permit, as listed below:

- All current and future employees shall attend one free LEAD, License Education on Alcohol and Drugs, prevention and education program. The purpose of this training is to provide the licensee with practical information on serving alcoholic beverages safely, responsibly and legally, and preventing illicit drug activity at the restaurant. Proof of attendance of this program, provided by the state department of Alcoholic Beverage Control, will be required to be submitted to the Community and Economic Development Department, Planning Division staff, before alcohol beverage service.

The Building and Public Works Department also provided input on the outdoor dining application. The Conditions of approval are included below:

Public Works Department:

1. The fence shall be installed outside of the public right of way.
2. Any proposed improvement to the outdoor dining area such as paving shall be reviewed by the Public Works Department.

Building Department:

1. Restroom shall comply with the 2016 California Plumbing Code.
2. The restrooms are required to meet the accessibility requirements of the 2016 CBC Chapter 11B.

3. Access to outdoor dining area will be required to meet the accessibility standards of Chapter 11B.

CONCLUSION

Staff supports the request for a Use Permit for an on-sale beer and wine license and outdoor dining at this location as the sales of the alcoholic beverages and an outdoor dining area are meant to enhance the restaurant dining experience. It is commonplace and an expected aspect of dining out that a patron, over the age of 21, can purchase beer or wine to add to the enjoyment of their meal. Not having the opportunity to sell beer and wine, in conjunction with a meal, can put a restaurant at a competitive disadvantage with other similar uses. Conditions of approval have been assigned by the Police Department to limit the hours of sales of beer and wine, prevent loitering, and require that monthly records that clearly illustrate the gross sales of food and alcoholic beverages. The applicant has indicated that less than 10% of the sales will come from the sale of alcoholic beverages. Planning staff has used these percentages in the conditions of approval. Planning staff has also included the condition about attending a LEAD program for each employee, and have incorporated the relevant operating characteristics as discussed in the narrative about the restaurant and alcohol sales use as conditions of approval. Any changes to the approved Conditional Use Permit, including hours of operation or a change in license type, must first be submitted to the City of San Pablo for review.

ATTACHMENTS

- A: Resolution 18-08
- B: Concentration Statistics Form from ABC
- C: Census Tract Map from ABC Website
- D: Section 23958.4 of the California Business and Professions Code
- E: ABC License types and their basic privileges
- F: Narrative, proposed menu, and floor plan of the restaurant
- G: Picture of proposed fence and planter boxes for the outdoor dining area
- H: Proof of Publication from West County Times

RESOLUTION 18-08

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN PABLO APPROVING PLAN 1806-0004, A CONDITIONAL USE PERMIT FOR AN ON-SITE BEER AND WINE LICENSE AND A DESIGN REVIEW TO ALLOW OUTDOOR SEATING IN AN EXISTING RESTAURANT, LA CASCADITA, AT 14520 SAN PABLO AVENUE, APN 416-170-011

WHEREAS, Zoning Code Section 17.16.070(B) states that all projects with multiple approvals shall be processed concurrently, and final action shall be taken by the highest level designated approval authority for all such requested permits;

WHEREAS, the project site is located in the San Pablo Avenue Specific Plan (SP-2) and the land use designation is Mixed Use Center North; and

WHEREAS, restaurants are an allowed use in the Mixed Use Center North district within the San Pablo Avenue Specific Plan (SP-2); and

WHEREAS, San Pablo Avenue Specific Plan Table 2-2 allows alcohol beverage sales use in the Mixed Use Center North district upon approval of a Use Permit; and

WHEREAS, San Pablo Avenue Specific Plan Table 2-2 allows outdoor dining in the Mixed Use Center North district; and

WHEREAS, the Planning Commission shall make findings that the establishment, maintenance or operation of the proposed on-site beer and wine sales 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, this project is exempt from the California Environmental Quality Act under Class 1, Existing Facilities, and that Class 1 addresses existing private structures, such as this recently renovated building, where a restaurant will be operating; 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 the Conditional Use Permit, based on the following findings:

- A. The proposed project has been determined to be categorically exempt from the provisions of the California Environmental Quality Act, in accordance with CEQA Guidelines pursuant to Section 15301, Existing Facilities. Class 1

addresses an existing private structure, such as the building, where the restaurant is currently operating.

Section 15301, Existing Facilities, Class 1 of the CEQA Guidelines consists of the operating of private structures involving negligible or no expansion of use. As there is no expansion to the existing building, the proposal for a new restaurant with on-site beer and wine sales and outdoor dining is exempt from the California Environmental Quality Act.

- B. That the granting of the Conditional 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.

Granting the Use Permit allows the existing full-service restaurant to provide for the purchase of beer and wine that are consumed on site with meals, and enables the restaurant to compete with similar dining establishments. Beer and wine sales is an option to those customers who would like to enhance their dining experience with beer or wine. A condition of approval has been included to require employees of the restaurant to receive License Education on Alcohol and Drugs (LEAD) training. This training provides practical information on serving alcoholic beverages safely, responsibly and legally, and preventing illicit drug activity at the restaurant. For this reason, the granting of the Use Permit will not 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.

- C. The proposed project complies with the development standards of the Mixed Use Center North district within the San Pablo Avenue Specific Plan (SP-2).

The existing restaurant complies with the development standards for the San Pablo Avenue Specific Plan (SP-2). The outdoor dining design complies with the development standards and parking requirements for the restaurant use.

- D. The proposed project incorporates Policy LU I -19, Mixed Use, for the Mixed Use Land Use category where this policy, "Require pedestrian-oriented amenities and design in mixed use areas, such as outdoor seating, plazas, public art, ground floor retail, and waiting areas (benches and shelter)".

The commercial location has a variety of uses. The approval of a Conditional Use Permit for an on-sale beer and wine license and outdoor seating at this location would enhance the restaurant dining experience. It is commonplace and an expected aspect of dining out that a patron, over the age of 21, can purchase beer or wine to add to the enjoyment of their meal. Not having the opportunity to sell beer and wine, in conjunction with a meal, can put a restaurant at a

competitive disadvantage with other similar uses.

- 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 Thursday, February 15, 2018. In addition, a Public Hearing Notice was published in the East Bay Times newspaper on Saturday, June 16, 2018.

BE IT FURTHER RESOLVED that the Planning Commission of the City of San Pablo hereby approves PLAN 1711-0036 for a Conditional Use Permit based upon the following Conditions of Approval:

1. The Use Permit shall become null and void within one year of the effective date of approval if not applied.
2. The Use Permit is only for on-sale beer and wine sales. No sales of distilled spirits can occur at this location without submitting an application to amend the approved Use Permit.
3. The use shall be conducted in substantial compliance with Exhibit A-1, submitted June 5, 2018, on file with the Community and Economic Development Department, PLAN 1806-0004. 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.
4. The applicant shall comply with all of the provisions of Section 17.62.020, Alcoholic Beverage Sales, of the San Pablo Zoning Ordinance including full compliance with Section 17.62.020 (D) regarding full-service restaurant.
5. The applicant shall comply with all of the provisions of Section 17.52.060 Outdoor Seating, per the San Pablo Zoning Ordinance.
6. The fence around the outdoor dining area shall be outside of the public right of way.
7. Any proposed improvements to the outdoor dining area such as paving shall be reviewed by the Public Works Department.
8. Restroom shall comply with the 2016 California Plumbing Code.
9. The restrooms are required to meet the accessibility requirements of the 2016 California Building Code Chapter 11B.
10. Access to outdoor dining area will be required to meet the accessibility standards of Chapter 11B.

11. The applicant shall obtain a City of San Pablo business license and all permits and licenses needed to serve food and drink, including but not limited to licenses from the Contra Costa County Health Department. Nothing other than food, drinks and associated restaurant items shall be sold. All food and drink preparation shall be done in strict accordance with Federal, State and local health regulations.
12. The operating hours shall be 8:30am to 2:30pm, Monday through Wednesday and 8:30am to 8:30pm Thursday through Sunday. No alcohol sales are allowed after 10pm. Any future request to increase the hours associated with the on-sale beer and wine license, or include the sales of distilled spirits, must be submitted in an application to amend the hours of operation and type of on-sale license of this Use Permit from the City of San Pablo. Any subsequent request to increase the hours of the restaurant and the beer and wine sales will be limited to 12midnight.
13. The applicant, in the operation of the business, shall not serve alcohol to an obviously intoxicated person, serve or sell alcohol to a minor, serve or sell alcohol without valid identification verifying age, or serve or sell alcohol outside of the permitted hours. If two such violations occur in a 12-month period, the use permit may be revoked.
14. Upon the closing of the restaurant, the management or its representatives will not allow patrons to loiter in or about the business and will not furnish or sell alcohol to anyone on the premises.
15. The business shall affix "NO LOITERING" signs to the building that are easily visible by the public.
16. A minimum of sixty (60) percent of the revenue of the sales shall come from food, and a maximum of forty (40) percent of sales shall come from alcoholic beverages. The monthly gross sales of alcoholic beverages shall not exceed the gross sales of food during the same period. The licensee shall at all times maintain records which reflect a separate gross sale of food and the gross sales of alcoholic beverages of the licensed business. Records will be kept on a monthly basis and shall be made available to the San Pablo Police Department on demand.
17. All current and future employees shall attend one free LEAD, License Education on Alcohol and Drugs, prevention and education program before engaging in alcohol beverage service. The purpose of this training is to provide the licensee with practical information on serving alcoholic beverages safely, responsibly and legally, and preventing illicit drug activity at the restaurant. Proof of attendance of this program by current employees, provided by the California Department of Alcohol Beverage Control, will be required to be submitted to the Community and Economic Development Department, before alcohol beverage service.
18. If the use granted by this Conditional Use Permit is discontinued for a period of six consecutive months, the Use Permit automatically expires.
19. Failure to comply with any of the terms or conditions of this Use Permit is a violation of the City of San Pablo Municipal Code, subject to the enforcement provisions

prescribed by Chapter 17.10, Enforcement, and any and all other penalties and remedies that may be provided by law.

- 20. Any Use Permit granted in accordance with the terms of the City of San Pablo Municipal Code may be revoked if any of the conditions or terms of such permit are violated, the use is discontinued, or if any law or ordinance is violated in connection therewith.
- 21. No illegal signs, pennants, banners, balloons, flags, or streamers are to be used on this site at any time.
- 22. All signs shall be subject to the review and approval by the City. No other outside displays are permitted. Prior to the installation of any signs, the applicant shall obtain design review approval from Development Services Planning Division, and building permits from the Building Department.
- 23. The site be kept clean of all debris (boxes, junk, garbage, etc.) at all times.
- 24. Any exterior amplified sound is prohibited.
- 25. 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.

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

Adopted this 26st day of June, 2018, by the following vote to with:

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

ATTEST:

APPROVED:

Charles Ching
Secretary

Rita Xavier
Chairperson

INFORMATION AND INSTRUCTIONS -

SECTION 23958.4 B&P

- Instructions This form is to be used for all applications for original issuance or premises to premises transfer of licenses.
- Part 1 is to be completed by an ABC employee, given to applicant with pre-application package, with copy retained in holding file or applicant's district file.
 - Part 2 is to be completed by the applicant, and returned to ABC.
 - Part 3 is to be completed by the local governing body or its designated subordinate officer or body, and returned to ABC.

PART 1 - TO BE COMPLETED BY ABC

1. APPLICANT'S NAME

*Concentration Statistics - Requested by: Sandra Marquez (Assistant Planner)

2. PREMISES ADDRESS (Street number and name, city, zip code)

14520 SAN PABLO AVE., SAN PABLO, CA 94806-2446

3. LICENSE TYPE

41

4. TYPE OF BUSINESS

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Full Service Restaurant | <input type="checkbox"/> Hofbrau/Cafeteria | <input type="checkbox"/> Cocktail Lounge | <input type="checkbox"/> Private Club |
| <input type="checkbox"/> Deli or Specialty Restaurant | <input type="checkbox"/> Comedy Club | <input type="checkbox"/> Night Club | <input type="checkbox"/> Veterans Club |
| <input type="checkbox"/> Cafe/Coffee Shop | <input type="checkbox"/> Brew Pub | <input type="checkbox"/> Tavern: Beer | <input type="checkbox"/> Fraternal Club |
| <input type="checkbox"/> Bed & Breakfast | <input type="checkbox"/> Theater | <input type="checkbox"/> Tavern: Beer & Wine | <input type="checkbox"/> Wine Tasting Room |
| <input type="checkbox"/> Wine only | <input type="checkbox"/> All | | |
-
- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Supermarket | <input type="checkbox"/> Membership Store | <input type="checkbox"/> Service Station | <input type="checkbox"/> Swap Meet/Flea Market |
| <input type="checkbox"/> Liquor Store | <input type="checkbox"/> Department Store | <input type="checkbox"/> Convenience Market | <input type="checkbox"/> Drive-in Dairy |
| <input type="checkbox"/> Drug/Variety Store | <input type="checkbox"/> Florist/Gift Shop | <input type="checkbox"/> Convenience Market w/Gasoline | |
| <input type="checkbox"/> Other - describe: | | | |

5. COUNTY POPULATION

1,139,513

6. TOTAL NUMBER OF LICENSES IN COUNTY

On-Sale Off-Sale

7. RATIO OF LICENSES TO POPULATION IN COUNTY

On-Sale Off-Sale

8. CENSUS TRACT NUMBER

3672

9. NO. OF LICENSES ALLOWED IN CENSUS TRACT

5 On-Sale Off-Sale

10. NO. OF LICENSES EXISTING IN CENSUS TRACT

3 On-Sale Off-Sale

11. IS THE ABOVE CENSUS TRACT OVERCONCENTRATED WITH LICENSES? (i.e., does the ratio of licenses to population in the census tract exceed the ratio of licenses to population for the entire county?)

- Yes, the number of existing licenses exceeds the number allowed
- No, the number of existing licenses is lower than the number allowed

12. DOES LAW ENFORCEMENT AGENCY MAINTAIN CRIME STATISTICS?

- Yes (Go to Item #13) No (Go to Item #20)

13. CRIME REPORTING DISTRICT NUMBER

Beat 16

14. TOTAL NUMBER OF REPORTING DISTRICTS

33

15. TOTAL NUMBER OF OFFENSES IN ALL REPORTING DISTRICTS

465

16. AVERAGE NO. OF OFFENSES PER DISTRICT

14

17. 120% OF AVERAGE NUMBER OF OFFENSES

17

18. TOTAL NUMBER OF OFFENSES IN REPORTING DISTRICT

Not Available

19. IS THE PREMISES LOCATED IN A HIGH CRIME REPORTING DISTRICT? (i.e., has a 20% greater number of reported crimes than the average number of reported crimes as determined from all crime reporting districts within the jurisdiction of the local law enforcement agency)

- Yes, the total number of offenses in the reporting district equals or exceeds the total number in item #17
- No, the total number of offenses in the reporting district is lower than the total number in item #17

20. CHECK THE BOX THAT APPLIES (check only one box)

- a. If "No" is checked in both item #11 and item #19, Section 23958.4 B&P does not apply to this application, and no additional information will be needed on this issue. Advise the applicant to bring this completed form to ABC when filing the application.
- b. If "Yes" is checked in either item #11 or item #19, and the applicant is applying for a non-retail license, a retail bona fide public eating place license, a retail license issued for a hotel, motel or other lodging establishment as defined in Section 25503.16(b) B&P, or a retail license issued in conjunction with a beer manufacturer's license, or winegrower's license, advise the applicant to complete Section 2 and bring the completed form to ABC when filing the application or as soon as possible thereafter.
- c. If "Yes" is checked in either item #11 or item #19, and the applicant is applying for an off-sale beer and wine license, an off-sale general license, an on-sale beer license, an on-sale beer and wine (public premises) license, or an on-sale general (public premises) license, advise the applicant to take this form to the local governing body, or its designated subordinate officer or body to have them complete Section 3. The completed form will need to be provided to ABC in order to process the application.

Governing Body/Designated Subordinate Name:

FOR DEPARTMENT USE ONLY

PREPARED BY (Name of Department Employee)

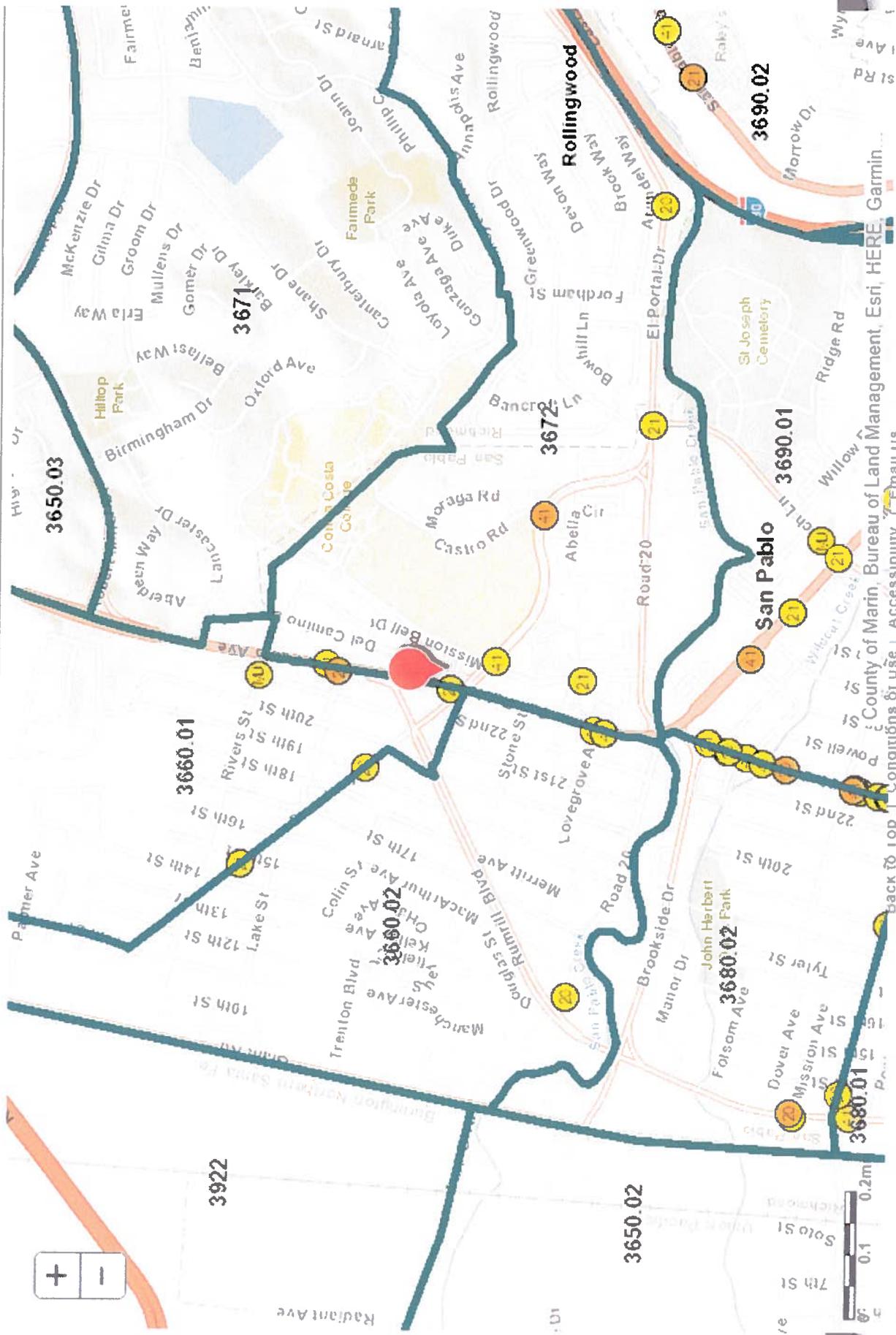
Brandon Walton (06/07/2018)



Premises Address: 14520 San Pablo Avenue
City: SAN PABLO

Search

Clear



Licenses on the map display the license type that is currently issued for it. In the event there is more than one license type issued, the code MU is displayed.

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State of California

BUSINESS AND PROFESSIONS CODE

Section 23958.4

23958.4. (a) For purposes of Section 23958, “undue concentration” means the case in which the applicant premises for an original or premises-to-premises transfer of any retail license are located in an area where any of the following conditions exist:

(1) The applicant premises are located in a crime reporting district that has a 20 percent greater number of reported crimes, as defined in subdivision (c), than the average number of reported crimes as determined from all crime reporting districts within the jurisdiction of the local law enforcement agency.

(2) As to on-sale retail license applications, the ratio of on-sale retail licenses to population in the census tract or census division in which the applicant premises are located exceeds the ratio of on-sale retail licenses to population in the county in which the applicant premises are located.

(3) As to off-sale retail license applications, the ratio of off-sale retail licenses to population in the census tract or census division in which the applicant premises are located exceeds the ratio of off-sale retail licenses to population in the county in which the applicant premises are located.

(b) Notwithstanding Section 23958, the department may issue a license as follows:

(1) With respect to a nonretail license, a retail on-sale bona fide eating place license, a retail license issued for a hotel, motel, or other lodging establishment, as defined in subdivision (b) of Section 25503.16, a retail license issued in conjunction with a beer manufacturer’s license, or a winegrower’s license, if the applicant shows that public convenience or necessity would be served by the issuance.

(2) With respect to any other license, if the local governing body of the area in which the applicant premises are located, or its designated subordinate officer or body, determines within 90 days of notification of a completed application that public convenience or necessity would be served by the issuance. The 90-day period shall commence upon receipt by the local governing body of (A) notification by the department of an application for licensure, or (B) a completed application according to local requirements, if any, whichever is later.

If the local governing body, or its designated subordinate officer or body, does not make a determination within the 90-day period, then the department may issue a license if the applicant shows the department that public convenience or necessity would be served by the issuance. In making its determination, the department shall not attribute any weight to the failure of the local governing body, or its designated subordinate officer or body, to make a determination regarding public convenience or necessity within the 90-day period.

(c) For purposes of this section, the following definitions shall apply:

(1) "Reporting districts" means geographical areas within the boundaries of a single governmental entity (city or the unincorporated area of a county) that are identified by the local law enforcement agency in the compilation and maintenance of statistical information on reported crimes and arrests.

(2) "Reported crimes" means the most recent yearly compilation by the local law enforcement agency of reported offenses of criminal homicide, forcible rape, robbery, aggravated assault, burglary, larceny, theft, and motor vehicle theft, combined with all arrests for other crimes, both felonies and misdemeanors, except traffic citations.

(3) "Population within the census tract or census division" means the population as determined by the most recent United States decennial or special census. The population determination shall not operate to prevent an applicant from establishing that an increase of resident population has occurred within the census tract or census division.

(4) "Population in the county" shall be determined by the annual population estimate for California counties published by the Population Research Unit of the Department of Finance.

(5) "Retail licenses" shall include the following:

(A) Off-sale retail licenses: Type 20 (off-sale beer and wine) and Type 21 (off-sale general).

(B) On-sale retail licenses: All retail on-sale licenses, except Type 43 (on-sale beer and wine for train), Type 44 (on-sale beer and wine for fishing party boat), Type 45 (on-sale beer and wine for boat), Type 46 (on-sale beer and wine for airplane), Type 53 (on-sale general for train and sleeping car), Type 54 (on-sale general for boat), Type 55 (on-sale general for airplane), Type 56 (on-sale general for vessels of more than 1,000 tons burden), and Type 62 (on-sale general bona fide public eating place intermittent dockside license for vessels of more than 15,000 tons displacement).

(6) A "premises-to-premises transfer" refers to each license being separate and distinct, and transferable upon approval of the department.

(d) For purposes of this section, the number of retail licenses in the county shall be established by the department on an annual basis.

(e) The enactment of this section shall not affect any existing rights of any holder of a retail license issued before April 29, 1992, whose premises were destroyed or rendered unusable as a result of the civil disturbances occurring in Los Angeles from April 29 to May 2, 1992, to reopen and operate those licensed premises.

(f) This section shall not apply if the premises have been licensed and operated with the same type license within 90 days of the application.

(Amended by Stats. 2013, Ch. 76, Sec. 6. (AB 383) Effective January 1, 2014.)

**COMMON ABC LICENSE TYPES
AND THEIR BASIC PRIVILEGES**

| LICENSE TYPE | DESCRIPTION |
|--------------|--|
| 01 | BEER MANUFACTURER - (Large Brewery) Authorizes the sale of beer to any person holding a license authorizing the sale of beer, and to consumers for consumption on or off the manufacturer's licensed premises. Without any additional licenses, may sell beer and wine, regardless of source, to consumers for consumption at a bona fide public eating place on the manufacturer's licensed premises or at a bona fide eating place contiguous to the manufacturer's licensed premises. May conduct beer tastings under specified conditions (Section 23357.3). Minors are allowed on the premises. |
| 02 | WINEGROWER - (Winery) Authorizes the sale of wine and brandy to any person holding a license authorizing the sale of wine and brandy, and to consumers for consumption off the premises where sold. Authorizes the sale of all wines and brandies, regardless of source, to consumers for consumption on the premises in a bona fide eating place that is located on the licensed premises or on premises owned by the licensee that are contiguous to the licensed premises and operated by and for the licensee. May possess wine and brandy for use in the preparation of food and beverage to be consumed at the bona fide eating place. May conduct winetastings under prescribed conditions (Section 23356.1; Rule 53). Minors are allowed on the premises. |
| 20 | OFF SALE BEER & WINE - (Package Store) Authorizes the sale of beer and wine for consumption off the premises where sold. Minors are allowed on the premises. |
| 21 | OFF SALE GENERAL - (Package Store) Authorizes the sale of beer, wine and distilled spirits for consumption off the premises where sold. Minors are allowed on the premises. |
| 23 | SMALL BEER MANUFACTURER - (Brew Pub or Micro-brewery) Authorizes the same privileges and restrictions as a Type 01. A brewpub is typically a very small brewery with a restaurant. A micro-brewery is a small-scale brewery operation that typically is dedicated solely to the production of specialty beers, although some do have a restaurant or pub on their manufacturing plant. |
| 40 | ON SALE BEER - (Bar, Tavern) Authorizes the sale of beer for consumption on or off the premises where sold. No wine or distilled spirits may be on the premises. Full meals are not required; however, sandwiches or snacks must be available. Minors are allowed on the premises. |
| 41 | ON SALE BEER & WINE – EATING PLACE - (Restaurant) Authorizes the sale of beer and wine for consumption on or off the premises where sold. Distilled spirits may not be on the premises (except brandy, rum, or liqueurs for use solely for cooking purposes). Must operate and maintain the licensed premises as a bona fide eating place. Must maintain suitable kitchen facilities, and must make actual and substantial sales of meals for consumption on the premises. Minors are allowed on the premises. |
| 42 | ON SALE BEER & WINE – PUBLIC PREMISES - (Bar, Tavern) Authorizes the sale of beer and wine for consumption on or off the premises where sold. No distilled spirits may be on the premises. Minors are not allowed to enter and remain (see Section 25663.5 for exception, musicians). Food service is not required. |
| 47 | ON SALE GENERAL – EATING PLACE - (Restaurant) Authorizes the sale of beer, wine and distilled spirits for consumption on the licenses premises. Authorizes the sale of beer and wine for consumption off the licenses premises. Must operate and maintain the licensed premises as a bona fide eating place. Must maintain suitable kitchen facilities, and must make actual and substantial sales of meals for consumption on the premises. Minors are allowed on the premises. |
| 48 | ON SALE GENERAL – PUBLIC PREMISES - (Bar, Night Club) Authorizes the sale of beer, wine and distilled spirits for consumption on the premises where sold. Authorizes the sale of beer and wine for consumption off the premises where sold. Minors are not allowed to enter and remain (see Section 25663.5 for exception, musicians). Food service is not required. |
| 49 | ON SALE GENERAL – SEASONAL - Authorizes the same privileges and restrictions as provided for a Type 47 license except it is issued for a specific season. Inclusive dates of operation are listed on the license certificate. |



| LICENSE TYPE | DESCRIPTION |
|--------------|---|
| 51 | CLUB - Authorizes the sale of beer, wine and distilled spirits, to members and guests only, for consumption on the premises where sold. No off-sale privileges. Food service is not required. Minors are allowed on the premises. |
| 52 | VETERAN'S CLUB - Authorizes the sale of beer, wine and distilled spirits, to members and guests only, for consumption on the premises where sold. Authorizes the sale of beer and wine, to members and guest only, for consumption off the licensed premises. Food service is not required. Minors are allowed on the premises. |
| 57 | SPECIAL ON SALE GENERAL - Generally issued to certain organizations who cannot qualify for club licenses. Authorizes the sale of beer, wine and distilled spirits, to members and guests only, for consumption on the premises where sold. Authorizes the sale of beer and wine, to members and guests only, for consumption off the licensed premises. Food service is not required. Minors are allowed on the premises. |
| 59 | ON SALE BEER AND WINE – SEASONAL - Authorizes the same privileges as a Type 41. Issued for a specific season. Inclusive dates of operation are listed on the license certificate. |
| 60 | ON SALE BEER – SEASONAL - Authorizes the sale of beer only for consumption on or off the premises where sold. Issued for a specific season. Inclusive dates of operation are listed on the license certificate. Wine or distilled spirits may not be on the premises. Minors are allowed on the premises. |
| 61 | ON SALE BEER – PUBLIC PREMISES - (Bar, Tavern) Authorizes the sale of beer only for consumption on or off the licensed premises. Wine or distilled spirits may not be on the premises. Minors are not allowed to enter and remain (warning signs required). Food service is not required. |
| 67 | BED AND BREAKFAST INN - Authorizes the sale of wine purchased from a licensed winegrower or wine wholesaler only to registered guests of the establishment for consumption on the premises. No beer or distilled spirits may be on the premises. Wine shall not be given away to guests, but the price of the wine shall be included in the price of the overnight transient occupancy accommodation. Removal of wine from the grounds is not permitted. Minors are allowed on the premises. |
| 70 | ON SALE GENERAL – RESTRICTIVE SERVICE - Authorizes the sale or furnishing of beer, wine and distilled spirits for consumption on the premises to the establishment's overnight transient occupancy guests or their invitees. This license is normally issued to "suite-type" hotels and motels, which exercise the license privileges for guests' "complimentary" happy hour. Minors are allowed on the premises. |
| 75 | ON SALE GENERAL – BREWPUB - (Restaurant) Authorizes the sale of beer, wine and distilled spirits for consumption on a bona fide eating place plus a limited amount of brewing of beer. This license does not authorize the sale of alcoholic beverages for consumption off the premises where sold. Minors are allowed on the premises. |
| 80 | BED AND BREAKFAST INN – GENERAL - Authorizes the sale of beer, wine and distilled spirits purchased from a licensed wholesaler or winegrower only to registered guests of the establishment for consumption on the premises. Alcoholic beverages shall not be given away to guests, but the price of the alcoholic beverage shall be included in the price of the overnight transient occupancy accommodation. Removal of alcoholic beverages from the grounds is not permitted. Minors are allowed on the premises. |
| 86 | INSTRUCTIONAL TASTING LICENSE —Issued to the holder of and premises of a Type 20 or Type 21 licensee, authorizes the tasting of alcoholic beverages as authorized to be sold from the off-sale premises, on a limited basis. Requires physical separation from the off-sale premises while tasting is taking place and generally requires the participation of a specifically-authorized manufacturer or wholesaler licensee. |



SPECIAL EVENTS

The Department also issues licenses and authorizations for the retail sale of beer, wine and distilled spirits on a temporary basis for special events. The most common are listed below. Other less common ones are found in Business and Professions Code Section 24045.2, et seq.

SPECIAL DAILY BEER AND/OR WINE LICENSE - (Form ABC-221) Authorizes the sale of beer and/or wine for consumption on the premises where sold. No off-sale privileges. Minors are allowed on the premises. May be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State. In some instances, the local ABC office may require the applicant to obtain prior written approval of the local law enforcement agency. Issued to non-profit organizations. (Rule 59, California Code of Regulations)

DAILY ON SALE GENERAL LICENSE - (Form ABC-221) Authorizes the sale of beer, wine and distilled spirits for consumption on the premises where sold. No off-sale privileges. Minors are allowed on the premises. May be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State. In some instances, the local ABC office may require the applicant to obtain prior written approval of the local law enforcement agency. Issued to political parties or affiliates supporting a candidate for public office or a ballot measure or charitable, civic, fraternal or religious organizations. (Section 24045.1 and Rule 59.5 California Code of Regulations)

CATERING AUTHORIZATION - (Form ABC-218) Authorizes Type 47, 48, 51, 52, 57, 75 and 78 licensees (and catering businesses that qualify under Section 24045.12) to sell beer, wine and distilled spirits for consumption at conventions, sporting events, trade exhibits, picnics, social gatherings, or similar events. Type 47, 48 and 57 licensees may cater alcoholic beverages at any ABC-approved location in the State. Type 51 and 52 licensees may only cater alcoholic beverages at their licensed premises. All licensees wishing to cater alcoholic beverages must obtain prior written authorization from the Department for each event. At all approved events, the licensee may exercise only those privileges authorized by the licensee's license and shall comply with all provisions of the ABC Act pertaining to the conduct of on-sale premises and violation of those provisions may be grounds for suspension or revocation of the licensee's license or permit, or both, as though the violation occurred on the licensed premises. (Section 23399 and Rule 60.5 California Code of Regulations)

EVENT AUTHORIZATION - (Form ABC-218) Authorizes Type 41, 42, 47, 48, 49, 57, 75 and 78 licensees to sell beer, wine and distilled spirits for consumption on property adjacent to the licensed premises and owned or under the control of the licensee. This property shall be secured and controlled by the licensee and not visible to the general public. *The licensee shall obtain prior approval of the local law enforcement agency.* At all approved events, the licensee may exercise only those privileges authorized by the licensee's license and shall comply with all provisions of the ABC Act pertaining to the conduct of on-sale premises (including any license conditions) and violations of those provisions may be grounds for suspension or revocation of the licensee's license or permit, or both, as though the violation occurred on the licensed premises. (Section 23399)

WINE SALES EVENT PERMIT - (Form ABC-239) Authorizes Type 02 licensees to sell bottled wine produced by the winegrower for consumption off the premises where sold and only at fairs, festivals or cultural events sponsored by designated tax exempt organizations. The licensee must notify the city and/or county where the event is being held and obtain approval from ABC for each event (Form ABC-222). The licensee must also comply with all restrictions listed in Business and Professions Code Section 23399.6.

Note:

1. "Minor" means any person under 21 years of age.
2. Consult Section 25663(b) regarding age of employees in off-sale premises; consult Sections 25663(a) and 25663.5 regarding age of employees in on-sale premises.
3. In certain situations, ABC may place reasonable conditions upon a license, such as restrictions as to hours of sale, employment of designated persons, display of signs, restrictions on entertainment or dancing, etc. If a license has been conditioned, it will be endorsed as such on the face of the license. (Conditional licenses, Sections 23800-23805.)

4. Licensees whose license allows minors on the premises may have a "house policy" restricting minors from entering certain areas of the premises or prohibiting minors in the premises during certain hours.
5. This handout contains only abbreviated information. Contact your local ABC office for full information before doing anything which may jeopardize your license. Also available from the ABC: Quick Summary of Selected ABC Laws (form ABC-608); Alcoholic Beverage Control Act (complete laws); Rules & Regulations; and P-90 (describes privileges of non-retail licenses).

La Cascadita: Business Information

FERCON Investments, D.B.A. La Cascadita

Address: 14520 San Pablo Ave, San Pablo, Ca 94806

Hours of Operation: Monday -Wednesday 8:30AM-2:30PM
Thursday-Sunday 8:30AM-8:30PM

Meals: Breakfast: 8:30Am-11:30AM
Lunch:11:30AM-3:30PM
Dinner: 3:30PM-8:30PM

Business Type: Full Service Restaurant

Reason for Application: Conditional Use Permit-Liquor License Type 41

Cuisine Style: Salvadorean

of Employees: 12

Max Occupancy: 61, Occupancy Group A3

Restrooms: 4

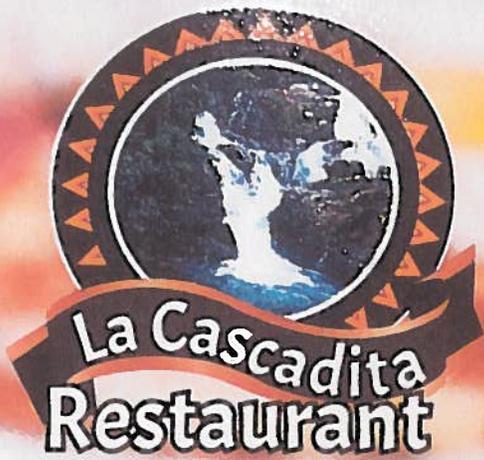
Parking Spaces: 27 Stalls

Total Building Area: 4,933 S.F.

Total Property Area: 20,000 S.F.

Owner Name: Franklin Edgardo Fernandez
415-203-1185

Authorized Agent: Derrick Troupe
707-803-2939



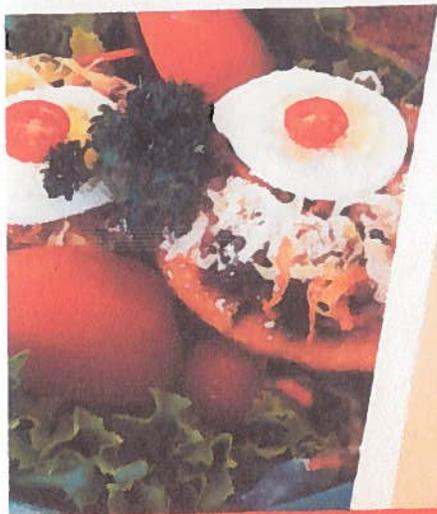
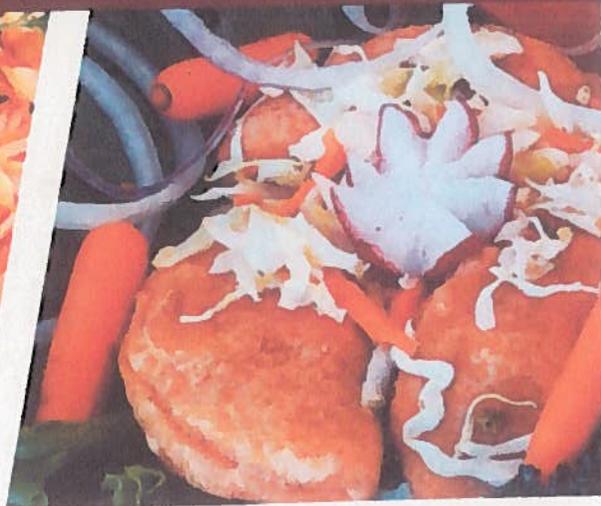
HORARIO

Lunes a Miércoles
8:30 a.m. - 2:30 p.m.

Jueves a Domingo
8:30 a.m. - 8:30 p.m.

- Desayuno
- Almuerzo
- Cena
- Arrojitos
- Bebidas

Antojitos



Combinado # 1

Yuca Frita-Tamal y Pupusa \$ 2.75 (maiz)
 \$ 2.00 (arroz)

Combinado # 2

Platanos fritos, tamal de elote c/500g \$ 12.79
 y pupusa

Toastadas de Ceviche \$ 6.50

Empanadas o pastelitos \$ 4.99

Nachos

De pollo, carne o combinados (S) \$ 7.50 (L) \$ 11.49

Plato de bocas mixtas.

Camarones empanizados, calamares, aletas de
 pollo y tortilla frita \$ 12.99

Coctel de camarón \$ 12.99

Orden de tortilla frita

Con tortilla frita y guacamol \$ 11.99

Enchiladas con carne (2) \$ 7.50

Ensalada Caesar

Una cama de lechuga con queso parmesano,
 pollo asado y aderezos \$ 6.50 (S) \$ 9.99 (L)

Ensalada clásica o/ atun o camarón \$ 7.50

Orden de pupusas (mín. 2) arroz \$ 3.00 y maíz \$ 2.75

Revueltas

Queso

Queso con frijoles

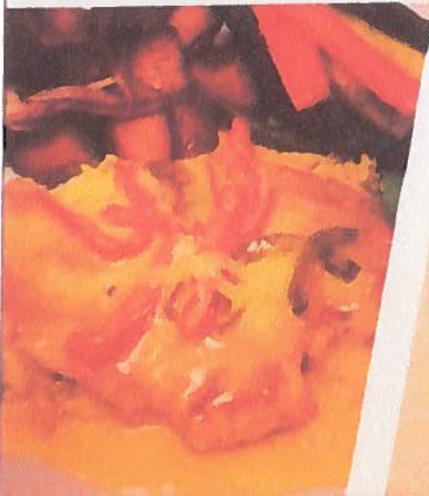
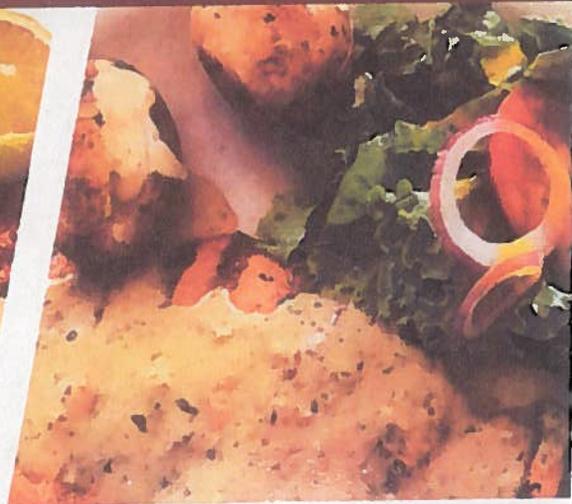
Queso con loroco

Chicharrón

Zucchini con queso

(Incluye salsado y salsa de tomate)

Aves y Mariscos



Gallina entera asada (4 personas)
Acompañada de una deliciosa sopa con verduras,
arroz y ensalada \$39.99

1/4 de gallina asada
Acompañada de 1/2 sopa, arroz, ensalada \$12.99

1/4 de pollo encebollado
Pollo con hueso encebollado con salsa especial de
la casa, acompañado con papas fritas \$12.99

Pollo a la crema
Acompañado de arroz, aguacate y vegetales \$12.99

1/4 de pollo con hueso asado a la parrilla
Acompañado de arroz y ensalada \$12.99

Pollo a la primavera
Acompañado de arroz, ensalada y frijoles fritos \$15.99

Pan con pollo
Delicioso pan preparado con pollo al horno, acompañado
de su exquisita salsa tradicional, ensalada fresca y
escabeche \$7.99

Pescado frito (tilapia)
con arroz, ensalada fresca \$15.50

Tilapia ranchera
Servida con arroz, ensalada, maduros y salsa \$18.99

Camarones al mojo de ajo
Acompañado de arroz, frijoles refritos y
ensalada fresca \$15.99

Camarones a la diabla
Salsa marinera, arroz y ensalada fresca \$15.95

* Incluye arroz y 2 tortillas hechas a mano.

Carnes



Carne asada 8 Onz.
Carne al gusto servida con arroz, ensalada chirmol \$2.50

Pujoso asado 10 Onz.
Carne asada con arroz, vegetales chirmol, chorizo \$3.75

Carne asada en salsa de hongos
Servida con ensalada fresca y arroz pan o tortilla \$2.50

Churrasco 8 Onz.
Vegetales y papa \$2.99

Churrasco 10 Onz.
Vegetales, papa, chorizo y queso frito \$3.99

Churrasco 12 Onz.
Frijoles fritos, queso frito, papa, plátano y chirmol \$4.99

Fajitas mixta
Pollo, carne, cebolla, chile verde, chile rojo acompañado de
Frijoles de la olla, arroz, pico de gallo y guacamole,
con tortillas de harina \$4.79
Agregar camarones \$3.00

Parrillada mixta (2 personas)
Pollo, carne, chorizo, queso frito, papas, vegetales,
aguacate y aderezos \$39.99
Agregar camarones \$5.00

Brochetas mixtas (pollo y carne)
Arroz, vegetales o papas fritas servida con tortilla frita \$3.50

Lomito Jalapeño
8 onz. de lomito de aguja asado, con salsa jalapeña,
acompañado de arroz y vegetales \$5.95

Tipico del rancho
6 onz. de lomito de aguja asado, casamiento,
guacamole, crema y queso \$3.95

Tipico del rancho
8 onz. de lomito de aguja asado a la parrilla casamiento
guacamole, crema y platanos \$5.95

Bisteque empanizado
Carne marinada servida con frijoles fritos, arroz
y ensalada \$3.95



* Incluye arroz y 2 tortillas hechas a mano.

Desayunos

Omelette

Servidos con papas , pan tostado y bowl de fruta

| | |
|---|---------|
| Omelett con queso | \$12.99 |
| Omelett con hongos | \$10.99 |
| Omelett con hongos, cebolla y queso | \$11.99 |
| Omelett con jamón y queso | \$11.50 |
| Omelett con tocino y queso | \$11.50 |
| Omelett vegetariano, espinaca, hongos y queso | \$11.99 |

Sandwich matanero

Jamón, queso, huevo, lechuga, tomate y café \$10.50

TIPICO # 1

Huevos estrellados, queso frito, chorrizo, papas fritas, pan. \$12.99

TIPICO # 2

Huevos estrellados , jamón, papas fritas, salsa ranchera y pan. \$11.99

El Tradicional

Disfruta del buen gusto de exquisitos huevos, típicos frijoles fritos, platanos , queso fresco y pan \$11.99

El Campesino

Un tamal, huevos revueltos, arroz pan o tortilla, un pan de dulce. \$11.50

El Salvadoreño

Dos pupusas (maíz) un tamal (pollo, puerco o pizque o elote y dos pastelitos de carne). \$12.50

El Viajero

Dos pupusas de maíz, servido con arroz y frijoles \$11.99

Los Divorciados

Huevos estrellados bañados de salsa roja y salsa verde, frijoles fritos, o casamiento queso o crema, pan o tortilla. \$11.50

La Cascadita

Huevos con chorrizo, platanos, queso duro, frijoles o casamiento, un tamal y una pupusa. \$12.99

Desayunos Americanos

Servidos con papas fritas, o papa roja, o hash brown con pan blanco, pan de trigo o pan francés

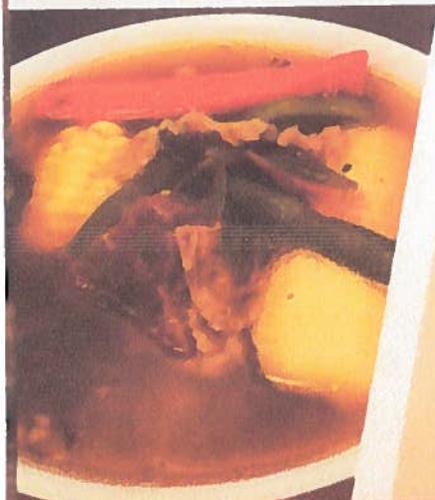
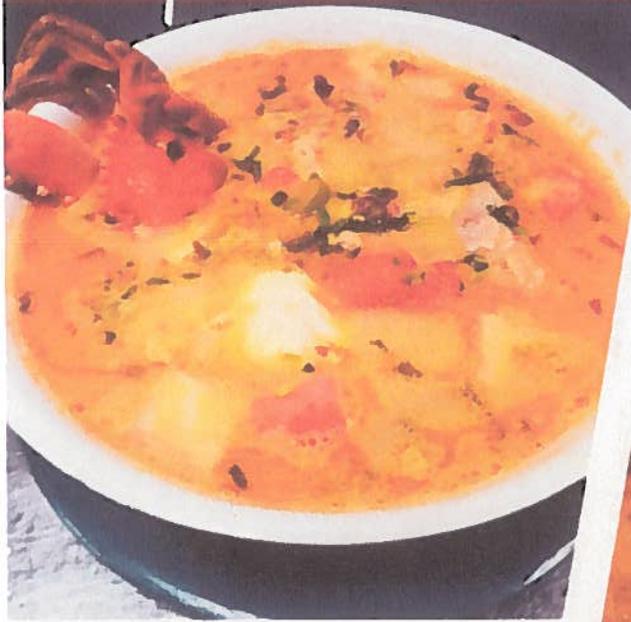
| | |
|------------------------------|---------|
| Tocino, chorizo y dos huevos | \$12.50 |
| Steak y dos huevos | \$13.75 |
| Jamón y dos huevos | \$11.99 |

Orden de 2 tamales

Puede seleccionar entre pollo, puerco, pizques y elote. \$7.50



Sopas



Sopa de gallina india*
Acompañado con 1/4 de gallina india asada a la parrilla,
ensalada fresca. _____ \$12.99

Sopa de pollo con vegetales**
Incluye 1/4 de pollo

Sopa 7 mares
7 clases de mariscos _____ \$17.50

Mariscada
7 clases de mariscos con crema _____ \$18.50

Sopas de pescado (bagre)
Incluye 1/2 libra de pescado _____ \$12.99

Sopa de camarones _____ \$13.59
Agrega crema o huevo _____ \$12.5

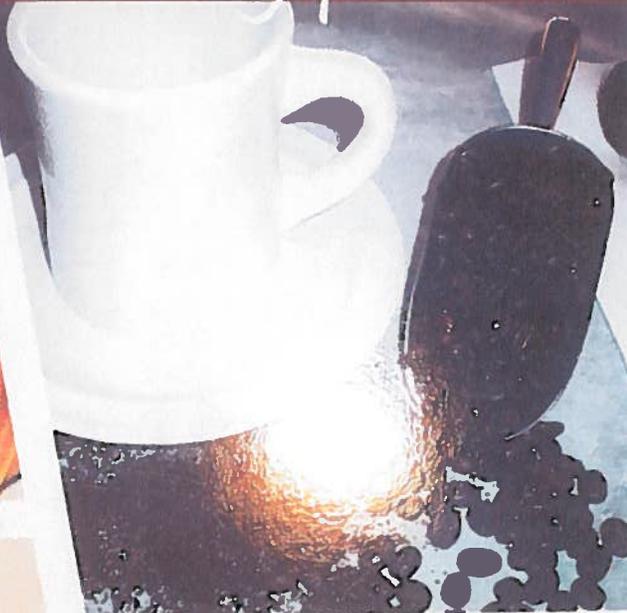
Sopa de potes
Tripa de res con vegetales _____ \$12.59

Sopa de Res**
Estilo Salvadoreño _____ \$12.59

* Incluye arroz y 2 tortillas hechas a mano

** Nuestros productos son preparados en el momento. (Tiempo espera 20 - 30 minutos)

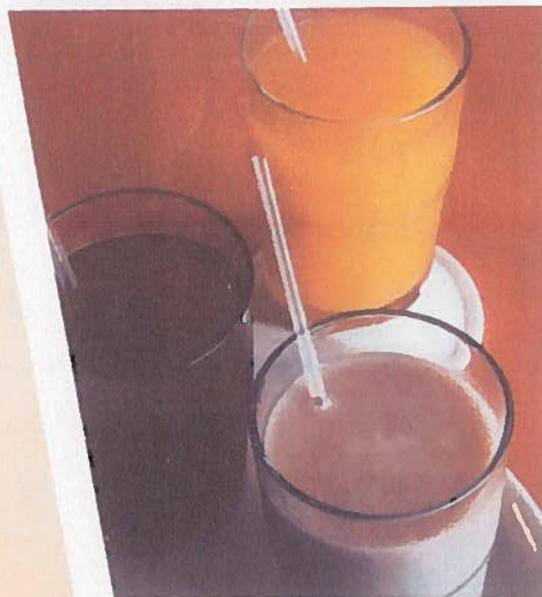
Bebidas y postres



Bebidas frías tropicales

Pregunte por nuestros refrescos naturales del día

| | |
|--|--------|
| Refresco de frutas tropicales vaso de 20 onz | \$3.75 |
| Pichel de refrescos naturales | \$6.95 |
| Refresco de horchata hecha en casa, vaso de 20 onz | \$3.99 |
| Pichel de horchata | \$7.95 |
| Jugo de coco lata | \$2.50 |
| Soda de botella | \$2.50 |
| Soda de lata | \$2.00 |
| Botella de agua cristal | \$1.25 |
| Sunny D | \$1.25 |
| Leche con chocolate frío | \$2.50 |
| Licados de frutas naturales 20 onz | \$4.50 |
| Jugo de naranja | \$2.75 |
| Jugo de manzana | \$2.75 |



Bebidas calientes

| | |
|----------------------------------|--------|
| Café con refill | \$2.75 |
| Chocolate con leche | \$3.25 |
| Atoles de elote (jueves-domingo) | \$4.50 |
| Atol shuco (jueves-domingo) | \$4.50 |
| Té caliente | \$2.75 |

Postres

| | |
|---------------------------|--------|
| Quesadilla pequeña | \$3.50 |
| Quesadilla mediana | \$3.50 |
| Quesadilla grande | \$4.50 |
| Tartaleta de frutas | \$4.50 |
| Copa de fruta de estación | \$4.50 |
| Pastel de queso | \$3.50 |
| Budin de banana | \$3.50 |

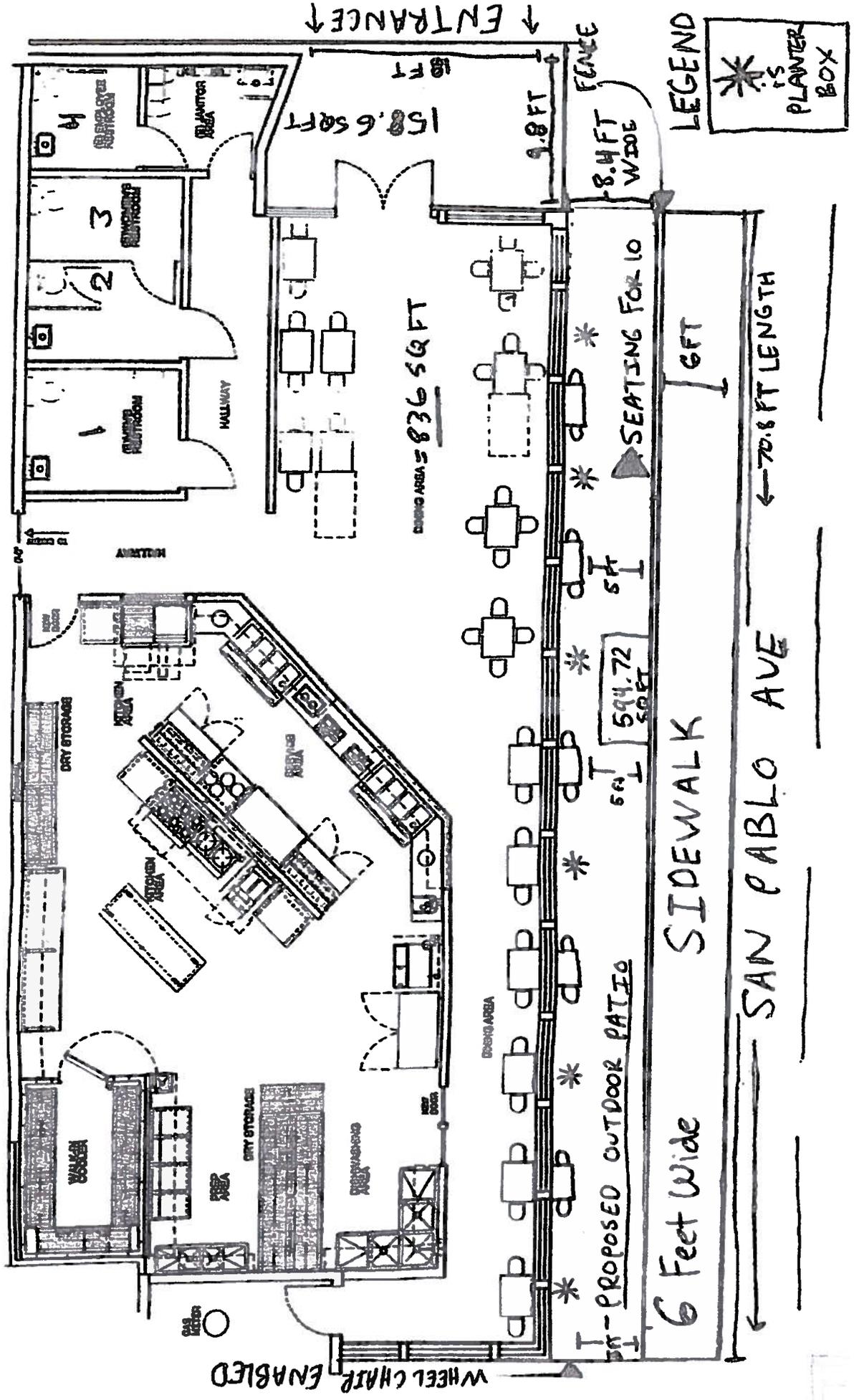
EXTRAS

| | |
|---|--------|
| Orden de pan tostado | \$2.50 |
| Orden de tortilla fritas | \$3.00 |
| Orden queso, crema o aguacate | \$1.25 |
| Orden de jamón | \$3.50 |
| Orden de hash brown | \$3.50 |
| Orden de salsa ranchera | \$2.00 |
| Orden de tortilla (2) | \$1.50 |
| Orden de frijoles fritos | \$2.75 |
| Orden de arroz | \$2.75 |
| Orden de papas fritas | \$3.75 |
| Orden de casamiento | \$3.25 |
| Orden de 3 platanos \$1.50 y 6 platanos | \$3.00 |
| Orden de Quacamol | \$3.00 |

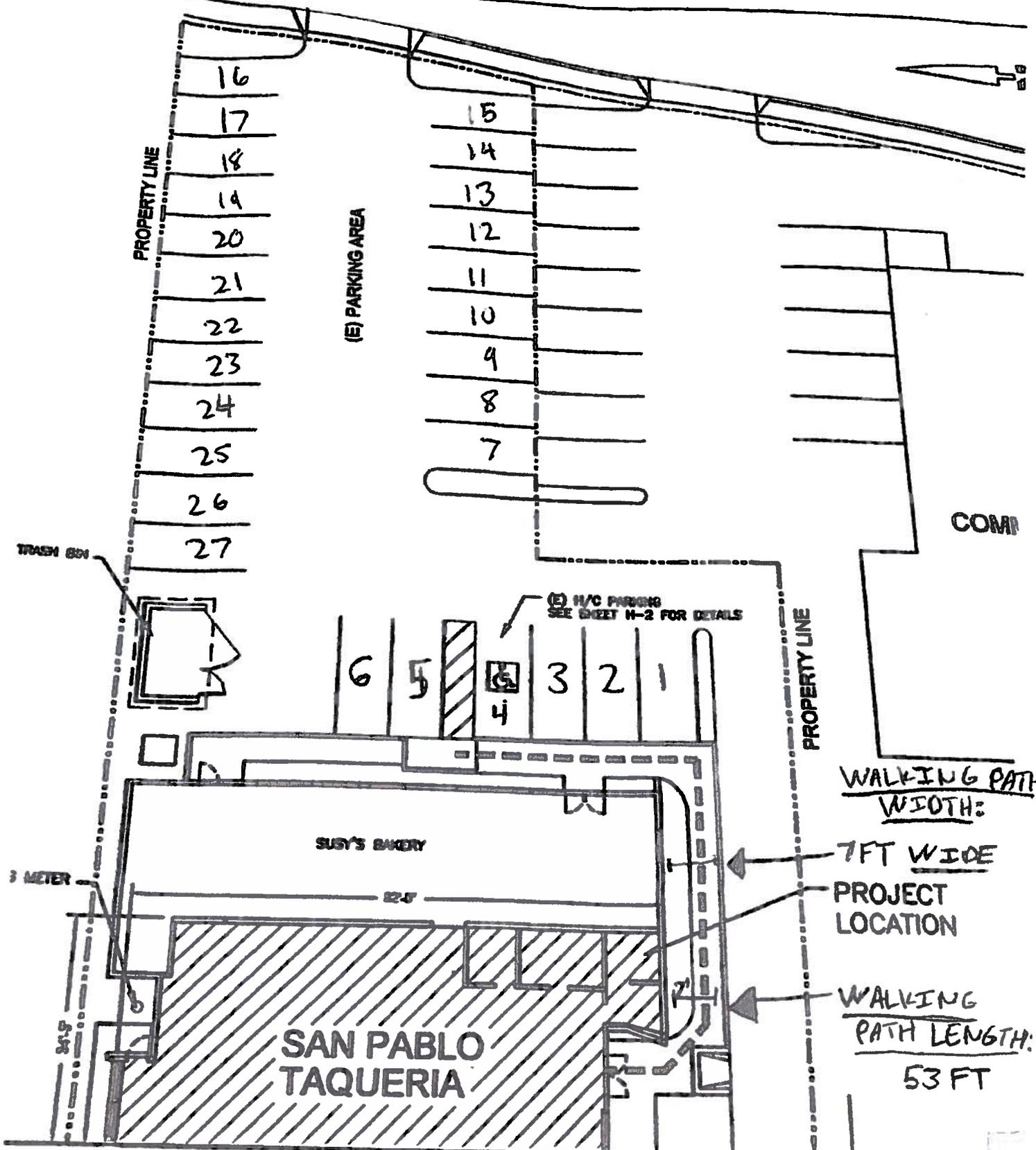
Tilo se permite el ingreso de bebidas, por favor permítanos servirle

TOTAL SQFT = KHORSEDE PATIO + LA CASCADITA DINING AREA + SUSYS DINING AREA
 TOTAL SQFT = 544.72 + 836 + 500 = 1930.72 SQFT

SUSYS Bakery SQFT: 500 SQFT



SITE PLAN 1/16" = 1'



WALKING PATH WIDTH:

7 FT WIDE

PROJECT LOCATION

WALKING PATH LENGTH:

53 FT





West County Times

1050 Marina Way S
Richmond, CA 94804
(510) 262-2740

2015901

SAN PABLO CITY OF
CITY CLERK OFFICE
LEHNY CORBIN
13831 SAN PABLO AV BLDG #1
SAN PABLO, CA 94806

PROOF OF PUBLICATION
FILE NO. PLAN1806-0004

In the matter of

West County Times

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter.

I am the Principal Legal Clerk of the West County Times, a newspaper of general circulation, printed and published in the City of Walnut Creek, County of Contra Costa, 94598

And which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Contra Costa, State of California, under the date of August 29, 1978. Case Number 188884.

The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

06/16/2018

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 18th day of June, 2018.



Signature

Legal No. **0006173249**



CITY OF SAN PABLO
City of the Mountains

CITY OF SAN PABLO
NOTICE OF PUBLIC HEARING
TUESDAY, JUNE 26, 2018

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

PLAN1806-0004; Consideration of a Conditional Use Permit for an on-site alcohol license for beer and wine only for an existing restaurant, La Cascadita, at 14520 San Pablo Avenue, San Pablo, CA 94806, APN 416-170-011. Also including consideration of a Design Review for outdoor dining for the same facility. The property is within the San Pablo Avenue Specific Plan and has the Mixed Use Center North land use designation. It has been determined that the proposed project is exempt from the California Environmental Quality Act (CEQA), consistent with the provisions of CEQA Guidelines Section 15301, Class 1, Existing Facilities, Class 1 addresses an existing private structure, such as this recently renovated building, where a restaurant will be operating.

NOTICE IS HEREBY FURTHER GIVEN that said hearing before the Planning Commission will be on Tuesday, June 26th, 2018. The meeting will be held at 6:30 p.m. in the City Council Chambers at One Alvarado Square, 13831 San Pablo Avenue, San Pablo, CA, 94806 at which time and place all persons interested may appear and be heard thereon. 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 you or someone else 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.

If you need Spanish language assistance, please contact Development Services at (510) 215-3030. Si necesita asistencia en español, por favor contacte al Departamento de Servicios de Desarrollo al (510) 215-3030.

Sandra Marquez, Assistant Planner
Community and Economic Development
Department

WCT 6173249 June 16, 2018



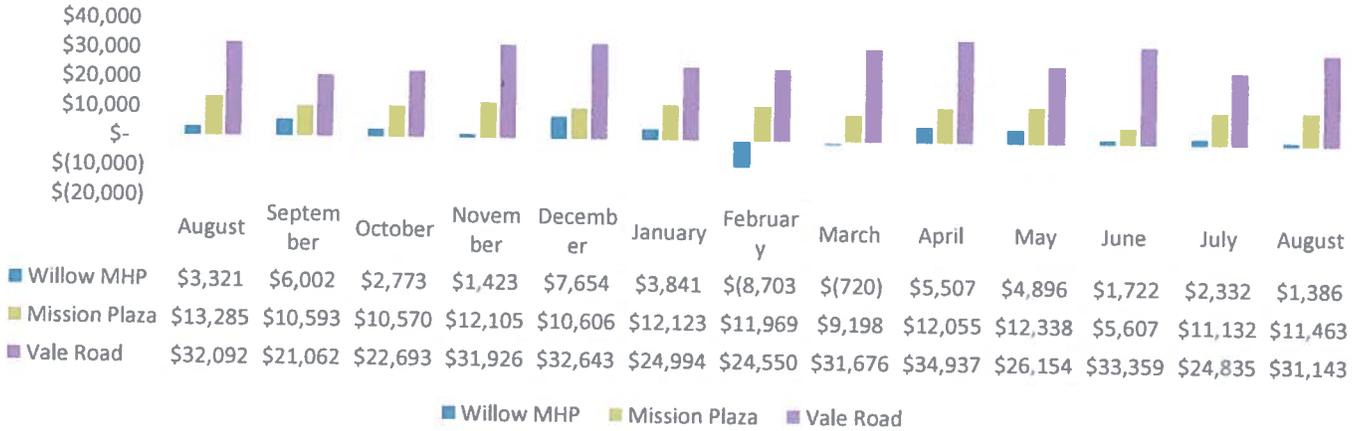


COMMUNITY & ECONOMIC DEVELOPMENT

Statistical Data

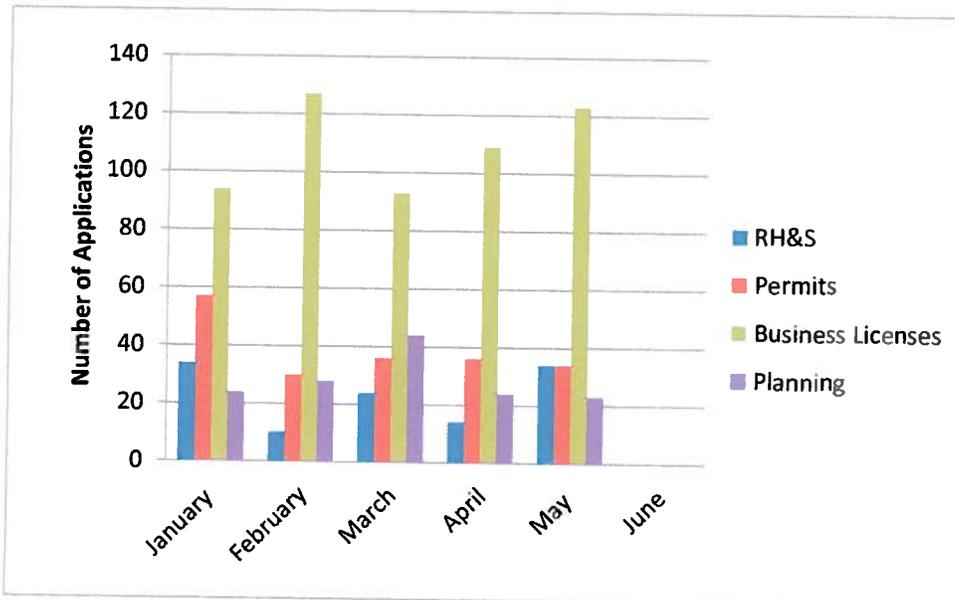
ECONOMIC DEVELOPMENT STATISTICAL DATA*

Net Income - Rental



*Note: Data is always several months behind

BUILDING AND PLANNING STATISTICAL DATA



Applications Received: Residential Health & Safety, Building Permits, Business Licenses & Community Planning (January 2018 – June 2018)

YTD Total Applications Received – 998 YTD Total Fees Collected - \$538,213.79

YTD Total Number of Customers Assisted – 1851



Total # of applications received in May: 214
Total # of customers assisted at counter in May: 430

Residential Health & Safety Program May summary:

Total fees collected – \$14,940.00, plus Imaging - \$575.00, Technology - \$744.00

- Single Family Resale: \$5,026.00
- Single Family Rental: \$4,308.00
- Multi-Family Resale/Rental: \$5,606
- Total units inspected: 101
- Total Certificates of Compliance issued: 17
- Customer Counter Assistance: 49

Building Permit May summary:

Total fees collected \$27,541.27

- Building Permits: \$15,229.59
- Electrical Permits: \$2,035.00
- Plumbing permits: \$1,270.00
- Mechanical permits: \$1,119.00
- Plancheck fees: \$5,556.42
- Imaging fees: \$1,036.42
- Technology fees: \$1,294.84
- Total Permits finalized: 29
- Fee Estimates provided: 7
- Customer Counter Assistance: 132

Business License May summary:

Total fees collected: \$36,297.85

- Business licenses issued: 123
- Customer Counter Assistance: 67

Community Planning May summary:

- Total Fees Collected: \$2,584.40 for (2) Sign review, (11) Info/Misc., (2) Design Review, (1) Home Occupation, (5) Land Use Reviews, (2) Planning Projects.
- Customer Counter Assistance: 67

Planning Commission:

The May 22nd 2018 Planning Commission meeting was cancelled. A special meeting was called for on May 29th 2018 per authorization of the chairperson.

PLAN1805-0013: Consideration of a finding of General Plan conformity for the disposition 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 14501 San Pablo Avenue, 14535 San Pablo Avenue, and 14555 San Pablo Avenue (APN 413-352-017, 0.53 acres, 413-352-013, 0.21 acres, and 413-352-012, 0.10 acres). The proposed findings have been determined to be exempt from the provisions of the California Environmental Quality Act, in accordance with CEQA guidelines 15061(b)(3), no potential for causing a significant effect on the environment.

STAFF RECOMMENDATION: Adopt Resolution 18-07 making a finding of General Plan conformity for the disposition of three parcels located at 14501 San Pablo Avenue, 14535 San Pablo Avenue, and 14555 San Pablo Avenue by the City of San Pablo, as required under Government Code Section 65402.

RESULT: Planning Commission Resolution 18-07 passed by a vote of 4-0 (one Commissioner absent).

STAFF UPDATES

Community & Economic Development Monthly Report.

Customer Counter Assistance for One-Stop Shop Service:

- Dump Vouchers: 22
- Public Works: 37
- Code Enforcement: 8
- Miscellaneous: 48 (Meetings, Community Center Questions, General Information, Maps, Interviews, Facilities Rental Questions, Public Records Search, Loan Payment, Permit Questions, etc.)

Significant Events / Work Plan Accomplishments

CITYWIDE

- Employees met with a Consultant regarding Citywide Job Classification Study.

DEPARTMENTAL

- Monthly departmental staff meeting.
- Permit Technicians attended a Stakeholder Meeting regarding the PCBs Demolition Program.
- Updated the Business License Renewal Notice.
- Made an offer for the Planning Manager Position and started the recruitment process for Administrative Secretary

PLANNING DIVISION

- Planning Commission approved a General Plan conformity finding for the disposition of three parcels by the City. These parcels are identified as Mission Plaza, 14501, 14535 and 14555 San Pablo Avenue
- Environmental Analysis for Block E in Plaza San Pablo has been finalized.
- Continued inspections of WIC Building construction.
- Review of construction plans for the new City Hall building.

BUILDING DIVISION

- Collaboration with Code Enforcement staff to coordinate cases and procedures.
- Intradepartmental collaboration to finalize plan checks.
- Prepare plans to send to County.
- Building Official met with Developer and Architect for new City Hall. Advised on Building Codes and reviewed 50% of the City Hall Plans Design.
- Senior Permit Technician attended various trainings.

ECONOMIC DEVELOPMENT

PR and Marketing Efforts

- Continued *Putting San Pablo to Work*-themed e-blasts and bilingual social media marketing campaigns
 - Putting San Pablo to Work (two editions: job opportunities and career training)
 - Removing Barriers (three editions: tattoo removal clinic, grants and employment support services, job readiness program)
 - Special hiring or training events (e.g., Resource Fair, Trades Days)
- Conducted regular outreach for all services, campaigns, and grants: *use web presence, Eblast, City's eNews, social media (e.g., Facebook, Twitter), as well as print, in addition to direct 1:1 engagement*
 - Grant funding and awards to support San Pablo, Contra Costa County, and Bay Area high-needs populations
 - Grand openings, business milestone events, and partner events (e.g., Coffee with a Cop)
 - Workforce Initiative Subsidy for Homeownership (WISH) program
 - EDC member highlights
 - National days or events (e.g., NBA play-offs, Car Care Month) tied to local business offerings
 - Bilingual computer literacy classes
 - Removing Barriers Tattoo Removal Clinic + special March evening clinic pilot
 - Monthly business and workforce workshops, mixers, & special events
 - Shopping incentive campaigns (e.g., Small Biz of the Year)

Programs & Services Delivered, and Event Participation

- Completed Local FIRST Summer 2018 design, and included Where is Pablo? Campaign tease
- Continued grant enrollment and reports to funders
- Provided one-on-one workforce support and case management
- Continued member benefits delivery and member/sponsor recruitment; active management of renewals
- Provided one-on-one technical assistance for small business owners and entrepreneurs
- Continued Local Economic Opportunity Policy collaboration with city colleagues; recruited additional licensed/bonded/insured reputable contractors
- Continued conversation with the Building Trades Council to set a meeting schedule to advance collaboration between the trades, college district, schools and the City
- Continued 2018 Workforce and Business workshops, events, and offerings, including financial literacy.
- Visited training partners and updated residents qualified for training
- Regular service delivery and events:
 - April 2: Business Planning Essentials Workshop
 - ❖ 9 participants
 - April 16: Travis Credit Union Path to Financial Success Workshop
 - ❖ 8 participants
 - April 19: 2018 San Pablo Small Business of the Year Mixer
 - April 21: Removing Barriers Clinic
 - ❖ 55 clients treated
 - April 22: Tabled Contra Costa Community College Food and Wine Event
 - April 25: Promoted and participated in National Denim Day



- April 29 – May 5: Engaged Local Businesses During National Small Business Week

Other Critical Projects

- Conducted Social Media Outreach analysis
- Continued pursuing grants and relationships that advance the San Pablo EDC's Strategic Fund Development Plan
- Continued to improve and update Salesforce CRM database
- Advanced nano-RLF for small biz development

FINANCE/PERSONNEL ADMINISTRATION

Statistical Data

Finance

- Ran 4 scheduled payrolls for the month of May (2 City & 2 WCCTAC) and ran 5 special checks. 390 payroll checks for the City and 10 for WCCTAC, for a total of 400 payroll checks.
- Reconciled daily cash and prepared daily cash position reports.
- Processed 413 Accounts Payable checks, totaling \$3,252,165.
- Authored 3 City Council agenda reports, and reviewed/edited 18 others for a total of 21.
- Completed semi-monthly benefits for City and WCCTAC, including PERS and health care payments, and payroll changes, salary adjustments, W-4 changes, ICMA changes, promotions, part-time resignations, requests for cell phone stipends and direct deposit changes.
- Processed 1,895 pieces of mail totaling \$1572 in postage.
- Completed 1 verification of employment.
- Notarized 9 documents.
- Processed and mailed 33 invoices totaling approximately \$225,000.
- Distributed 3 monthly budget reports to ELG members, WCCTAC and Recyclemore and part-time employee hours reports to ELG.
- Reconciled all bank accounts for month, including Main Checking, Payroll, Credit Card, and Asset Seizure, and the Insight (Cutwater) Investment account, generated Journal Entries as needed, and completed review of balance sheets.
- Setup 6 new employees in the payroll and benefits system and terminated 1 employee.
- Processed monthly garbage lien demand notices.
- Managed daily cash receipts, created new Accounts Payable vendors, and edited Accounts Payable invoices for accuracy.
- Trainings: CalPERS Payroll Corrections, Advanced Excel, Managing CalPERS Unfunded Liabilities.

Personnel

- In the month of May, the following recruitments were open: PT Background Investigator, FT Police Officer, PT Recreation Leader, PT Building Attendant, PT Police Cadet, Ft Planning Manager, Assistant Engineer, Secretary to the City Attorney, and Administrative Intern.