



City of San Pablo Planning Commission

AGENDA

Tuesday, August 28, 2018 at 6:30 pm
City Hall Council Chambers, Building 2
13831 San Pablo Avenue, San Pablo, CA 94806

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

Pledge of Allegiance

Introductions Introduction of staff members.

Public Comment This is the time for comments on any item within the Planning Commission's jurisdiction, if such item is NOT listed on the agenda. Anyone who wishes to address the Planning Commission on a topic that is not on the agenda is requested to give a speaker form to staff. There is a 3-minute limit on public comments (6-minute limit w/translation). Comments on agenda items will be heard when that item is called.

Meeting Procedures Members of the public attending a Planning Commission meeting for the first time are encouraged to read the "Meeting Procedures" information following the agenda.

Consent Calendar **Item number(s):**

- 1. Approval of Minutes**
From the meeting held on June 26, 2018
- 2. Approval of the Agenda**
At the discretion of the Chair, items on the agenda may be heard in an order different from that which appears on the agenda.

Appeal Date The appeal date for actions taken by the Board at this meeting is no later than 6:00 p.m. on **Monday, September 10, 2018.**

Public Hearing(s)

1. PLAN1804-0022

CONDITIONAL USE PERMIT & DESIGN REVIEW, CALIFORNIA AVE AT 21ST STREET

Description

Consideration of a Conditional Use Permit for tandem parking on a lot less than 50 feet in width, and Design Review to allow a new two-story single family residence of 1,431 square feet, which includes a single-car garage on a substandard lot of 3,180 square feet at California Ave, San Pablo, CA (APN 410-161-006).

Location

(No assigned address yet) 275 feet west of the intersection of California and 21st Street.

APN

410-161-006

Zoning

R-1 Single-Family Residential

CEQA

Categorical exemption pursuant to California Environmental Quality Act §15303, Class 3a, construction of a new small facility or structure

Owner

Malalai Momand

Applicant

Malalai Momand

Agent for Applicant

Rasul Rasuli

Staff Contact

Sandra Marquez, Assistant Planner

Recommendation

CONDITIONAL APPROVAL

Study Session/ Discussion

- A. **Storm Drain Master Plan Presentation** by Amanda Booth, Senior Management Analyst, Public Works, Engineering & Environmental
- B. **Zoning Ordinance Update Study Session: Tiny Homes/Landscaping** led by Elizabeth Dunn, Planning Manager

Staff Updates

- A. Announcements
- B. Community & Economic Development Department project status

Commissioner Updates

- A. Commission member reports regarding meetings or conferences
- B. Announcements

Adjournment

The next meeting of the City of San Pablo Planning Commission is scheduled on **Tuesday, September 25, 2018.**

ADA In accordance with the Americans with Disabilities Act, persons requiring assistance or auxiliary aids in order to participate should contact the Planning Division at 13831 San Pablo Avenue, Building 3, San Pablo, CA 94806, telephone (510) 215-3030, email ElizabethD@SanPabloCA.gov, 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.

Records 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.

Meeting Procedures **Function of a Public Hearing** A public hearing is intended to inform the public of pending proposals and to enable members of the public to present relevant information and viewpoints before any Planning Commission action. The Planning Commission encourages community participation at its meetings and has established procedures that are intended to accommodate public input in a timely manner as follows.

Speaker Registration Persons wishing to speak on a particular item on the agenda are requested to submit a speaker form with the staff prior to the Planning Commission’s consideration of the item. The Planning Commission Chairperson will invite you to speak at the appropriate time when the matter is being considered.

Consent Calendar Applications that are considered routine by the Staff have been placed on the consent calendar with a recommendation to approve, conditionally approve, or continue the item to a date certain. The Planning Commission may act in one motion to adopt the staff recommendations on those items.

Prior to voting on the consent calendar, the Chair will ask if any member of the public wishes to speak on any of the items listed on the consent calendar. If you wish to speak, please rise and request that the agenda item be removed from the consent calendar. Items removed will be discussed in the numerical order listed on the agenda.

Public Hearing Procedure

1. Chair identifies the agenda item and explains any deviation from the standard speaker rules.
2. Staff presents a brief project summary and makes a preliminary recommendation.
3. Planning Commission members may ask questions of Staff regarding the proposal.
4. Chair opens the public hearing.
5. Applicant is invited to describe and explain the proposal..... 5 minute limit*
6. Registered speakers..... 5 minute limit*
7. Applicant may make rebuttal comments..... 3 minute limit*
*All time limits shall be doubled if translation is needed.
8. Planning Commission members may ask follow-up questions of the speakers at any time.
9. Staff presents a final summary and recommendation.
10. Planning Commission members discuss the proposal and vote either to close or to continue the public hearing to a specific date.

11. If the public hearing is closed, Planning Commission members further discuss the proposal and vote to approve, to approve with conditions, or to deny the application.
12. Chair informs the audience of the Planning Commission's action and appeal process.

Appeals Decisions of the Planning Commission may be appealed to the City Council within ten (10) days. Appeals must be submitted to the City Clerk's office in writing and must indicate the reasons that the Planning Commission's action should be reversed.

Legal Challenge Notice If you challenge a decision on any of the items on this agenda in court, you may be limited to only those issues you or someone else raised at any public hearing on the item challenged, or in written correspondence delivered to the public entity conducting the hearing at, or prior to, the public hearing.

Meeting Time Limits If all of the agenda items are not completed by 9:00 PM, the items remaining shall be continued to the next regular meeting unless the Planning Commission votes to extend the meeting.

Staff Reports and Tentative Recommendations Copies of the staff reports for the public hearing items on this agenda can be viewed on the City of San Pablo's website at:

<http://www.ci.san-pablo.ca.us/875/Planning-Commission>

Go to: Agendas>Most Recent Agenda (for current agenda)

Cell Phones Please silence all cell phones, pagers, and other electronic devices during the meeting.

Assistance

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) 215-3030.

- * **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
City of New Directions

**CITY OF SAN PABLO
PLANNING COMMISSION MINUTES
JUNE 26, 2018
CITY COUNCIL CHAMBERS
ONE ALVARADO SQUARE
SAN PABLO, CA**

ROLL CALL

Chairperson Xavier called the meeting to order at 6:30 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; Angelica Singson, Administrative Services Consultant; and Lynn Tracy Nerland, City Attorney.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Commissioner Gantt made a motion to approve the minutes for the meeting of May 29th, 2018. The motion was seconded by Commissioner Harlan-Ogbeide and approved by a vote of 4-0-1, with Commissioner Feliciano absent.

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

PUBLIC HEARINGS

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.

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

Commissioner Gantt inquired as to how the current project related to Susie’s Bakery, an adjoining business. Assistant Planner Marquez responded that Susie’s Bakery is a separate restaurant within the same building structure, and there is a connecting door between the two restaurants. Assistant Planner Marquez noted that both restaurants were taken into consideration when evaluating parking requirements, but the occupancy load will need to be addressed with the building permit process to ensure ADA compliance accessibility and adequate restroom facilities.

Commissioner Gantt inquired whether the on-site beer and wine license would carry over to Susie’s Bakery. Assistant Planner Marquez responded that the on-site beer and wine was only for La Cascadita, which is a full service restaurant, and Susie’s Bakery was not considered a full service restaurant.

Commissioner Harlan-Ogbeide asked if both of the restaurants have separate entrances. Assistant Planner Marquez confirmed that they each have their own entrances, and there was also a door connecting the two businesses.

The Public Hearing was opened. The authorized agent, Derrick True, agreed to the conditions of approval on behalf of the property owner. There being no further speakers, the Public Hearing was closed.

Commissioner Gantt made a motion to adopt Resolution 18-08 approving PLAN1806-0004, 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. Commissioner Harlan-Ogbeide seconded the motion, and the motion was approved by a vote of 4-0-1, with Commissioner Feliciano absent.

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

STUDY SESSION/ DISCUSSION

City Attorney Lynn Tracy Nerland gave a presentation entitled *Public Service Ethics and Laws: Conflicts of Interest*, and responded to questions and comments by the Commissioners.

STAFF UPDATES

Consulting Planner Simpson gave an overview of the Community & Economic Development Monthly Report and a farewell speech.

Commissioner Shi requested that Planning Commissioners be sent an email reminder from staff the day before Planning Commission meetings.

PLANNING COMMISSIONER REPORTS

There were no Planning Commissioner reports.

ADJOURNMENT

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

Chairperson Xavier adjourned the meeting at 7:14 p.m. to the July 24th, 2018, meeting.

Rita Xavier
Chairperson

Charles Ching
Community & Economic Development Director

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Planning Commission Staff Report

PREPARED BY: Sandra Marquez, Assistant Planner

DATE: August 28, 2018

SUBJECT: **PLAN 1804-0022: CALIFORNIA AVENUE, SAN PABLO, CA (APN 410-161-006).**

- 1) CONSIDERATION OF A CONDITIONAL USE PERMIT FOR TANDEM PARKING ON A LOT LESS THAN 50 FEET IN WIDTH ON A SUBSTANDARD LOT OF 3,180 SQUARE FEET.**
- 2) SITE PLAN AND DESIGN REVIEW OF A SINGLE STORY SINGLE FAMILY HOME.**

PROJECT TITLE AND REQUEST

Conditional Use Permit and Site Plan and Design Review, PLAN1804-0022, a request for approval of a Conditional Use Permit for tandem parking and the approval of a Site Plan and Design Review to construct a new single story 3-bedroom residence on a lot that is 30 feet wide and 106 feet deep.

STAFF RECOMMENDATION

Adopt Resolution 18-09 approving PLAN1804-0022 for the Conditional Use Permit and Site Plan and Design Review for a new single-story residence with a one-car garage and tandem parking in the driveway with the findings and conditions of approval.

BACKGROUND

Applicant: Malalai Momand

Authorized Agent: Rasul Rasuli

Location: California Avenue, 275 feet west of the intersection of California and 21st Street

Assessor Parcel Number: 410-161-006

General Plan Designation: Single Family Residential

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

Surrounding Zoning and Land Uses:

North: R-1 Single Family Residential District

South: R-1 Single Family Residential District

East: R-1 Single Family Residential District

West: R-1 Single Family Residential District

SITE AND PROJECT DESCRIPTION

The applicant is requesting the approval of a Conditional Use Permit for tandem parking and Design Review approval to build a new two story residence on a lot that is 30 feet wide and 106 feet deep. Section 17.54.020(E)(2) of the San Pablo Zoning Code allows a Conditional Use Permit for tandem parking (one parking in a garage, and one parking space in the driveway) on a property less than 50 feet in width with approval from the Planning Commission. The driveway dimensions are consistent with parking regulations in the zoning code.

The site is currently an empty parcel surrounded by single family homes. The proposed house will be new construction consistent with the Zoning Ordinance Development Standards.

Tandem parking (one space in a garage located in the front half of the lot and one uncovered space in the driveway) is an alternative to standard parking requirements in order to comply with the residential design guidelines, maintain the maximum lot coverage, and meet the off-street parking requirement for a 30-foot-wide lot. The residence includes a 5' 4" deep front porch with square columns which visually diminishes the importance of the garage to the front facade of the house.

CONDITIONAL USE PERMIT

Through the Conditional Use Permit process, the Planning Commission is given an opportunity to review uses with this classification and approve, approve with conditions or deny such proposals. In considering approval of a Conditional Use Permit, 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.

Allowing tandem parking and creating a single car garage for the proposed residence allows for the main entry door to face the street, and eliminates a double car garage door along the front elevation of the residence. The porch area, where the front door to the residence is located, creates an inviting impression to the proposed new unit and is complementary with the character of the neighborhood as the majority of the houses in the neighborhood are single story. Construction of a new single-family house is in keeping with the character of adjacent residential land uses and complies with the adopted City of San Pablo Design Guidelines.

SITE PLAN AND DESIGN REVIEW

The City's Residential Design Guidelines encourage street facing entry doors for residences and minimal garage doors. This is a residential use in a single family zoning district. The proposal is to provide the two required off-street parking spaces with one in the garage and one in the driveway. This results in a smaller portion of the front elevation being dedicated to auto uses. If a two-car garage were proposed, the entire front elevation would be the garage. Overall the design meets the intent of the residential development guidelines for narrow width lots.

The proposed floor plan incorporated a dining room, living room, kitchen, two bathrooms and three bedrooms. The exterior elevations illustrate a stucco finish and accents of horizontal wood siding, asphalt shingle roofing, and bricks pony wall along the bottom front elevation for an enhanced appearance. These elements should add depth and dimension to the appearance of the structure. The

applicant is also proposing a concrete driveway. The garage door is nine (9) feet wide, which is wide enough to be functional for auto passage while lessening the visual impact of the door. The front door is set back and a 5' 4" deep covered porch in the front yard creates an entry statement for the proposed home.

The single-car garage eliminates the double-car garage door and allows for the main entry door to face the street. This presents a residential impression that is complementary with the character of the neighborhood. The properties in the neighborhood are mainly developed with single story residences. Constructing a new single-story house is in keeping with the character of adjacent residential land uses and complies with the adopted City of San Pablo design guidelines.

The proposed site plan meets the zoning requirements in regards to setbacks, parcel coverage, and height limits.

GENERAL PLAN CONFORMANCE

The proposal, to allow a new single-story home with an attached one-car garage and tandem parking is consistent with the following General Plan Actions and Policies for the Residential District in which it is located:

Policy LU 4.8: Neighborhood Integrity

The City shall promote the preservation of the integrity of existing stable residential neighborhoods.

The applicant is proposing a new single-story residence with three (3) bedroom and two (2) bathrooms, in a single family neighborhood on a vacant lot. This lot is considered substandard at 30 feet wide and 106 feet in depth. In order to provide the required off-street parking, the applicant is proposing tandem parking.

This style of parking allows for a less prominent garage area along the frontage of the lot. A porch is proposed, which adds visual interest to the house, and creates articulation along the front elevation of the residence and is adjacent to the garage.

Policy LU 4.9: Housing Needs

New housing developments or rehabilitations shall incorporate quality of life issues such as household size, layout, privacy, and quality of materials that reflect the current housing and household needs of the community.

The proposed new residence incorporates quality of life issues, such as the incorporation of two off-street parking spaces for the tandem parking (within the garage and driveway) to meet the automobile needs of the future household.

The proposed floor plan incorporated a dining room, living room, kitchen, two bathrooms and three bedrooms. The exterior elevations illustrate a stucco finish and accents of horizontal wood siding, asphalt shingle roofing, and bricks pony wall along the bottom front elevation for an enhanced appearance. These elements should add depth and dimension to the appearance of the structure.

ZONING CONFORMANCE

The lot is in an R-1 District and is only 30 feet wide. Section 17.32.020 (E) (2) Parking and Loading for Dwellings-Single Family detail the following requirements to attached and detached single family dwellings:

“For single-family dwellings located on a lot with a width of less than 35 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 Zoning Ordinance allows residential homes, where the lot is less than 50 feet wide, to have one vehicle parking space in a garage in the front half of the lot and one uncovered space in the drive way provided a Use permit is granted by the Planning Commission. The applicant proposes to construct a two-story single-family house with an attached single car garage.

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	15 feet	Yes
First Floor Side setbacks	3 feet minimum	3 feet	Yes
Height limits	27 feet maximum	15 feet 4 inches	Yes
Lot coverage	45% maximum	45%	Yes

The proposed house would have a 20-foot front, and a 15-foot rear yard setback. Both yards would meet the setback requirements. The proposed residence would also meet the side yard requirements. With 1,431 square feet of building footprint, the proposed parcel coverage would be 45%, which is at the 45% maximum lot coverage. The proposed building height would be 15’-4”, which is under the 27-foot maximum building height allowed.

ANALYSIS

This proposed single-story residence would appear to be complementary with the character of the neighborhood where other one-story homes exist. Constructing a new single-family house is in keeping with the character of adjacent residential land uses and meets all of the zoning requirements with regards to setbacks, parcel coverage, and height limits of the R-1 zoning district.

The single-car garage eliminates the double-car garage door and allows for the main entry door to face the street, which is complementary with the character of the neighborhood. Considering the

width of the property (30 feet) the parking situation of this neighborhood, the width of the roadways, and the accessibility to public transportation, a single car garage appears adequate for this project.

FINDINGS

- A. 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.
- B. That the project is exempt from provisions of CEQA, consistent with CEQA guidelines Section 15303, New Construction, Class 3(a), one single-family residence.
- C. That the granting of the Site Plan and Design Review will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.
- D. That the proposed project complies with the development standards of the R-1 Single-family Residential zoning district.
- E. That the proposed project incorporates the policies established in the General Plan and Housing Element regarding providing additional housing to meet the community needs.
- F. That 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.

ENVIRONMENTAL DETERMINATION

This project is exempt under the California Environmental Quality Act, Section 15303, New Construction, Class 3(a), one single-family residence. Class 3(a) consists of construction and location of a limited numbers of new, small facilities or structures. Examples of this exemption include one single-family residence, or a second dwelling unit in a residential zone. In urbanized areas, up to three single-family residences may be constructed or converted under this exemption.

PUBLIC HEARING NOTICE

Notices were mailed to owners of properties within a 300-foot radius of the site. The notices were mailed on August 15th 2018. In addition, a Public Hearing Notice was published in the East Bay Times newspaper on Saturday, August 18th, 2018.

ATTACHMENTS:

- A: Resolution 18-09.
- B: Plans (Site Plan, Floor Plan, Elevations)
- C: Color renderings
- D: Proof of Publication from West County Times

RESOLUTION 18-09

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN PABLO APPROVING A CONDITIONAL USE PERMIT FOR TANDEM PARKING ON A LOT LESS THAN 50 FEET IN WIDTH, AND DESIGN REVIEW TO ALLOW A SINGLE-STORY RESIDENCE THAT INCLUDES A SINGLE-CAR GARAGE ON A SUBSTANDARD LOT OF 3,180 SQUARE FEET AT CALIFORNIA AVENUE, SAN PABLO, CA (APN 410-161-006).

WHEREAS, staff received a Conditional Use Permit and a Site Plan and Design Review application, PLAN 1804-0022, requesting approval of a Conditional Use Permit for tandem parking and the approval of a Site Plan and Design Review to construct a new single story 3-bedroom residence on a lot that is 30 feet wide and 106 feet deep.

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 approving authority for all such requested permits; and

WHEREAS, Section 17.54.020(E)(2) of the San Pablo Zoning Code allows a Conditional Use Permit for tandem parking (one parking in a garage, and one parking space in the driveway) on a property less than 50 feet in width with approval from the Planning Commission; and

WHEREAS, 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, the proposed design is consistent with the General Plan, Zoning Ordinance development standards, parking and landscaping requirements, fosters the harmonious development and preservation of the public health and welfare of the City and its neighborhoods, and the architectural design and colors of the proposed residence are visually harmonious with the surrounding development, landforms, and vegetation, and additionally the proposed use, together with the conditions applicable hereto, will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity; and

WHEREAS, tandem parking creates two off-street parking spaces, which is the requirement for new single family residential construction; and

WHEREAS, this project is exempt under the California Environmental Quality Act, Section 15303, New Construction, Class 3 (a) one single-family residence; and

WHEREAS, a public hearing notice 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 and a public hearing held on August 28th, 2018, at which public testimony was considered.

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

- A. That the granting of this 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.

The General Plan land use designation is Single Family Residential. The zoning for the site is R-1, Single-family residential, which implements the General Plan land use designation. Staff finds the request to construct a new, single-story residence with an attached one car garage, and allowing tandem parking, appropriate for the design of the neighborhood because the existing neighborhood has similar designed homes combined with other homes with two-car garages on wider-larger lots. For these reasons, 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.

That the project is exempt from provisions of CEQA, consistent with CEQA guidelines Section 15303, New Construction, Class 3(a), one single-family residence.

The project has been determined to be exempt under CEQA, Section 15303, New Construction, Class 3(a), one single-family residence. Class 3(a) consists of construction and location of a limited numbers of new, small facilities or structures. Examples of this exemption include one single-family residence, or a second dwelling unit in a residential zone. In urbanized areas, up to three single-family residences may be constructed or converted under this exemption.

- B. The granting of the Design Review will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

The proposed new, single-story residence adheres to the development standards of the R-1 zoning district. The attached one-car garage provides off-street parking for this property. The materials used for the new single-story residence are appropriate for new residential construction and the color of the proposed unit is complementary to the neighborhood. For this reason, granting the Design Review will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

- C. The proposed project complies with the development standards of the R-1 Single-family Residential zoning district.

The proposed new, single-story residence adheres to the development standards of the R-1 zoning district. The front, side, and rear yard setbacks meet the established setbacks. Additionally, the height of the proposed new unit adheres to the height limit of 27 feet. The proposal is to construct an attached one car garage, creating tandem parking with the second parking space in the driveway, complies with the parking standard for two off-street parking spaces for a new single-family detached residence.

- D. The proposed project incorporates the policies established in the General Plan and Housing Element regarding providing additional housing to meet the community needs.

The proposal to construct a new, single-story residence on a substandard parcel of 3,180 square feet provides the opportunity for a household to occupy a three-bedroom, two-bathroom home that has an attached one car garage. The design is complimentary to the existing neighborhood, uses quality materials, and meets the development standards of the R-1 zoning district. One covered parking space and one parking space in the driveway establishes the required two off-street parking spaces for this new 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, August 16 2018. In addition, a Public Hearing Notice was published in the East Bay Times newspaper on Saturday, August 18th, 2018.

BE IT FURTHER RESOLVED that the Planning Commission of the City of San Pablo hereby approves PLAN1804-0022 a Conditional Use Permit and Design Review based upon the following Conditions of Approval.

1. The Conditional Use Permit shall become null and void after 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. Minor modifications to this Conditional Use Permit may be granted by the Zoning Administrator, if the proposed changes generally comply with the intent of the Use Permit.
3. Obtain all necessary City of San Pablo Building and Public Works permits, and submit payment of fees and agency permits and approval from water, waste, fire and the school district for any proposed work.
4. Plans submitted for building permits and all subsequent construction shall be in substantial

compliance with plans prepared by Malalai Momand. Submitted to the City of San Pablo on July 18, 2018, consisting of the Site Plan, Floor Plan and Elevations, subject to the following conditions:

As noted on the plans, the exterior materials shall be stucco and Almond siding for the gable. The colors are beige for the stucco, Kelly More white, color NO UL260-15 for the trim and fascia, and “whipped cream” color for the gable siding. The roofing materials are to be asphalt single “GAF grand sequoia dusky gray”, with white windows.

5. 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.
6. Any relocation of utilities as a result of this approval shall be at no expense to the City of San Pablo.
7. Construction activity shall be limited to 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. Property lines must be established by land surveyor and clearly identified before foundation inspection.
9. No ground openings are allowed less than three (3) feet from property line.
10. When submitting for a building permit ensure all plans and documents, as required by the city are included in the packet.
11. Plans must indicate fire sprinklers are under a separate permit through Contra Costs Fire Prevention District.
12. The property shall be free of all debris during construction. All scrap materials shall be stored in a container and shall be removed regularly.
13. The plans shall be designed using the 2016 California Building, Mechanical, Electrical, Plumbing, Fire and Energy Codes.
14. Submit a Drainage Plan at the time plans are submitted for building permit issuance. Call out any storm water conveyance materials that will be used and show the slope (i.e. piping). Drainage/runoff shall not be conveyed across property lines, including street frontage and driveway, and should be directed to 3-inch deep concaved landscaped areas at a 2:1 ratio (impervious to pervious) on site or piped to the street gutter (per City Standard detail SD-02) through a cross drain, in which case a curb-drain permit is required. Rain gutters and

downspouts shall be installed on all subject structures. Downspouts shall be sloping away from the building with splash blocks/energy dissipaters.

- A. Mark off the area of impervious roof diverted to each downspout. Show each new roofing area separately. Mark off the vegetated areas. Show each area separately. Call out each new roofing area separately showing which vegetated area it will drain to. Make a table showing the ratio of impervious to pervious areas. This shall be included in the construction plans for plan check submittal and approval.
 - B. Must not exceed the 2:1 ratio when draining to vegetated areas. Vegetated areas must be 50% of the new roofing or impervious area (including concrete, etc.).
 - C. Add the slopes of any vegetated areas showing that all storm water will stay onsite.
15. Note that building on the City right-of-way line (ROW) is prohibited. Show City ROW limits on site plan. Any currently existing structures in the city ROW may either be removed immediately or stay until the city deems it necessary to use the ROW at which point the structures must be removed.
 16. Driveway locations shall be per City Std. detail SA-01 and SA-02, and shall be a maximum of 12 feet in width. Installation and replacement of driveway ramps shall be per City Std. detail SA-04. 19.
 17. City inspector may require sidewalk repair in conjunction with future construction.
 18. The Contra Costa County pollution prevention plan sheet (full size) must be included in the construction plan set for plan check submittal and approval.
 19. Storm drains must be protected from construction debris and materials. Include any storm drains located in or around your project on plans and call out the use of proper BMPs located on the City of San Pablo's website. <http://www.sanpabloca.gov/index.aspx?nid=1262>
 20. The construction of any new structure must comply with CALGreen requirements for construction and demolition (C&D). At least 65% of nonhazardous C&D materials generated must be recycled and/or salvaged for reuse. All forms are found in the attached "San Pablo C&D Form." The "Pre-Construction Waste Management Plan (WMP) Instructions" shall be completed and return to the city when the permit application is submitted. The Building Department will not issue permits unless the form is completed. The "Post Construction Waste Management Report" form and weight receipts must be completed and returned prior to the final inspection for occupancy.
 21. A landscaping and drip irrigation plan shall be included on plans that are submitted for building permit issuance, and the plant materials and drip irrigation shall be installed and operable prior to final occupancy.
 22. Exterior fencing shall be at the property line and shall comply with section 17.45 Fences,

Walls, Gates, and Screening, of the Zoning Ordinance.

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

Adopted this 28th day of August, 2018, by the following vote:

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

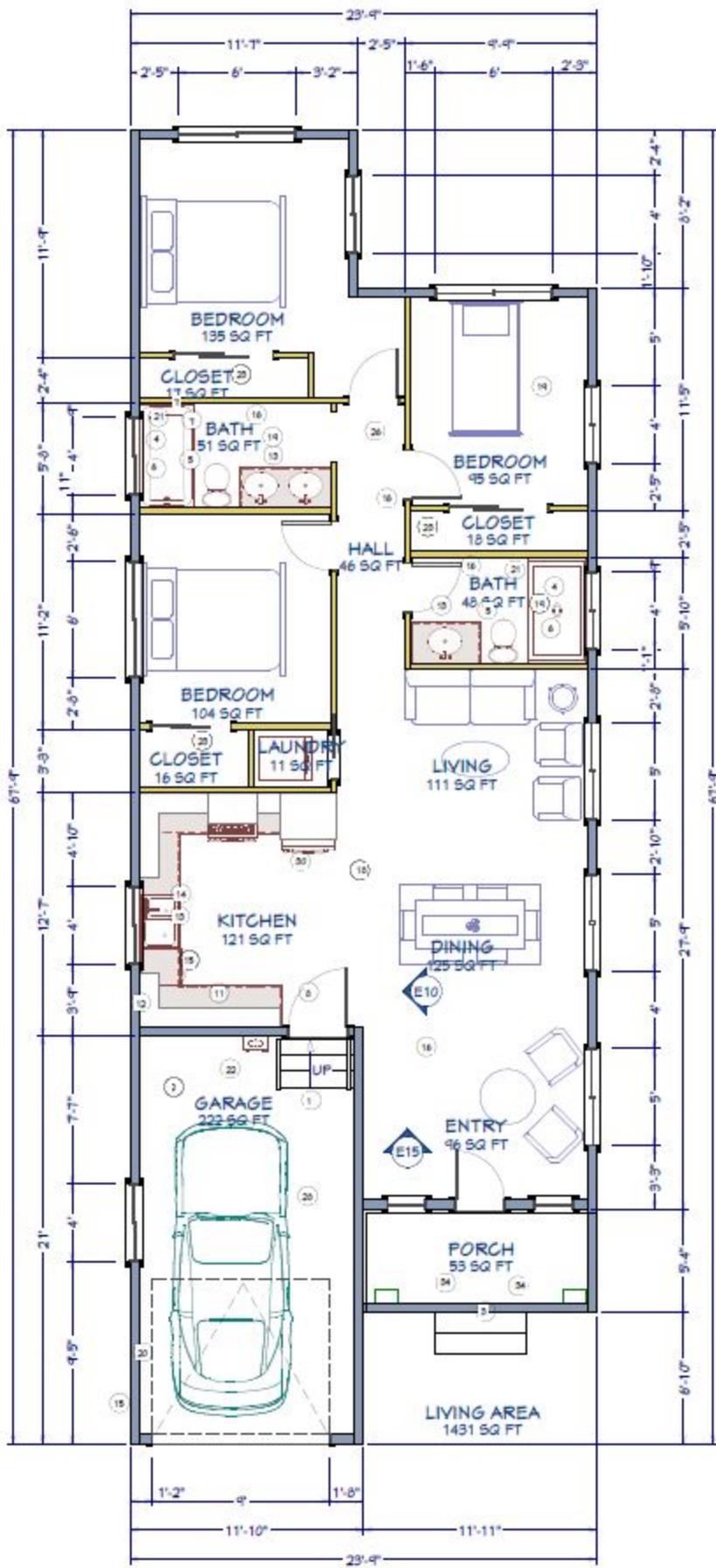
ATTEST:

APPROVED:

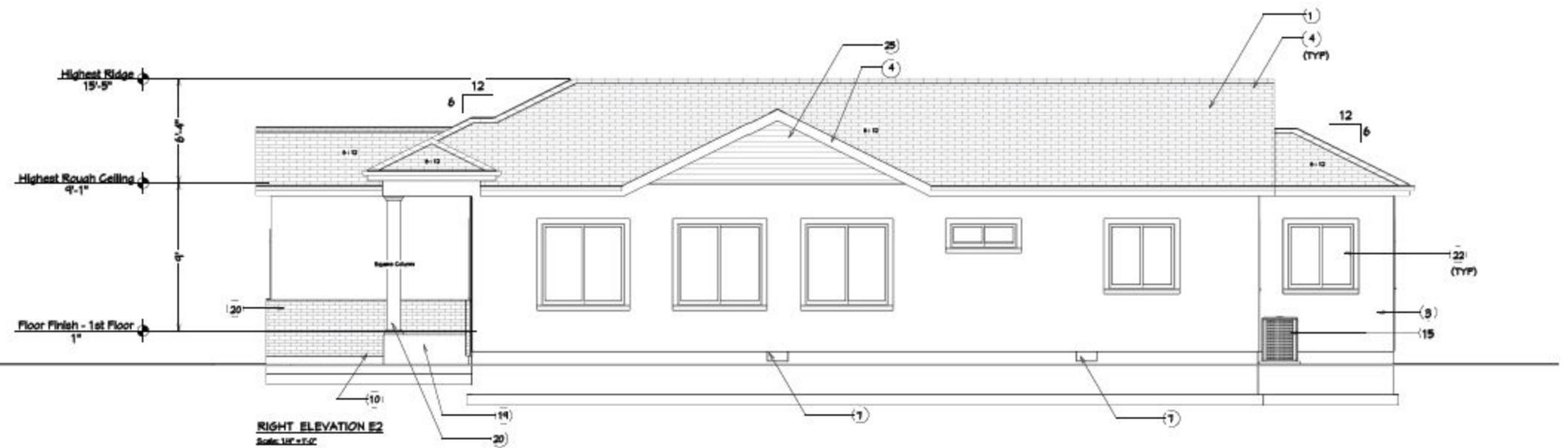
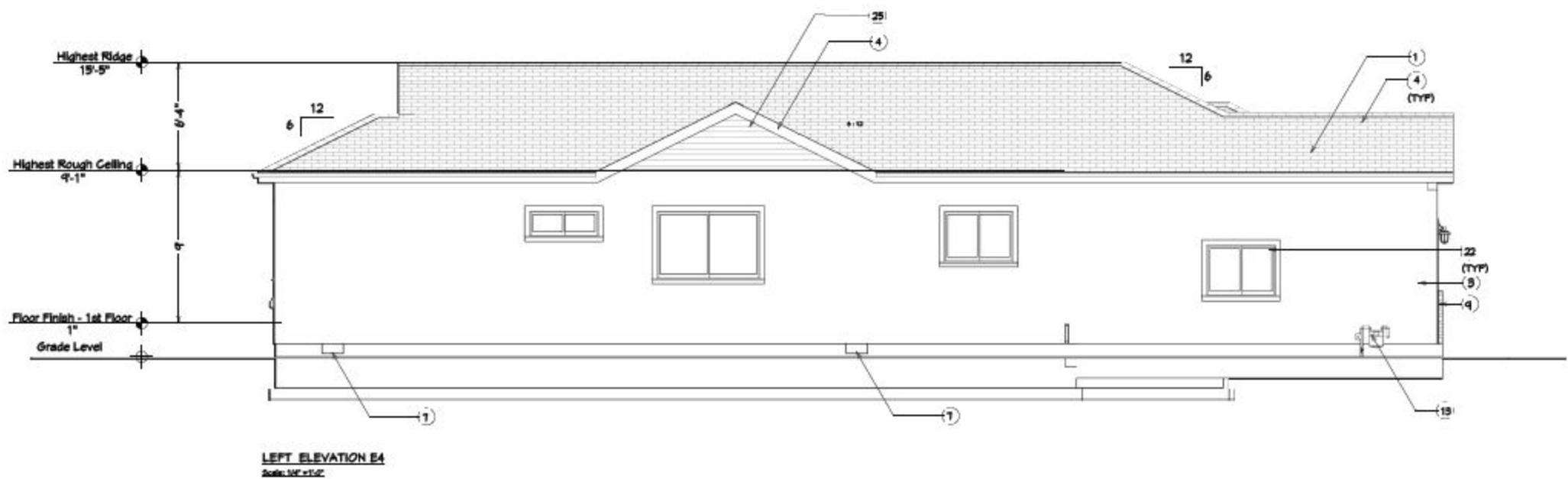
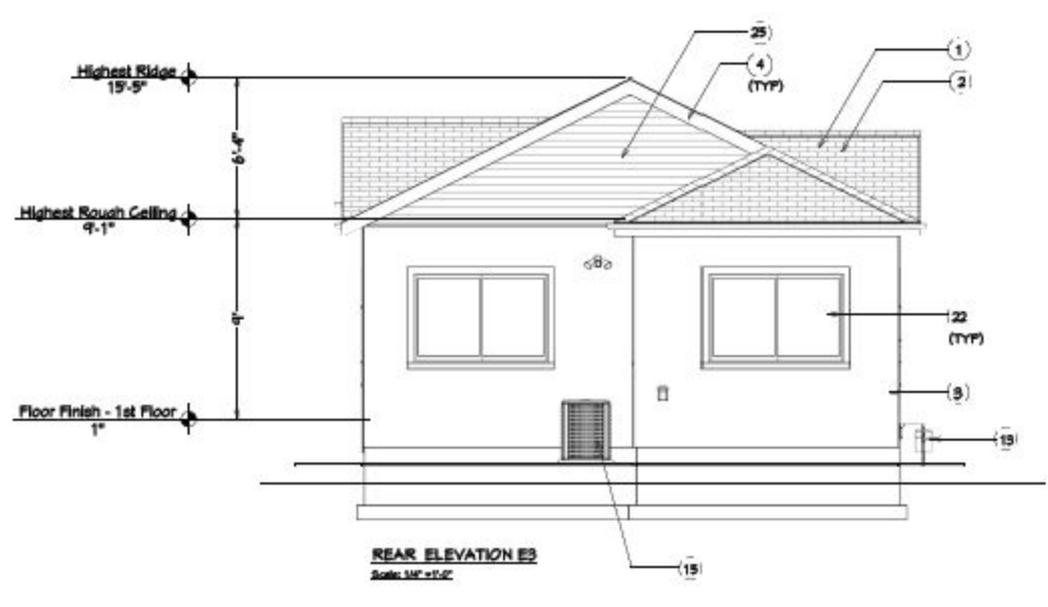
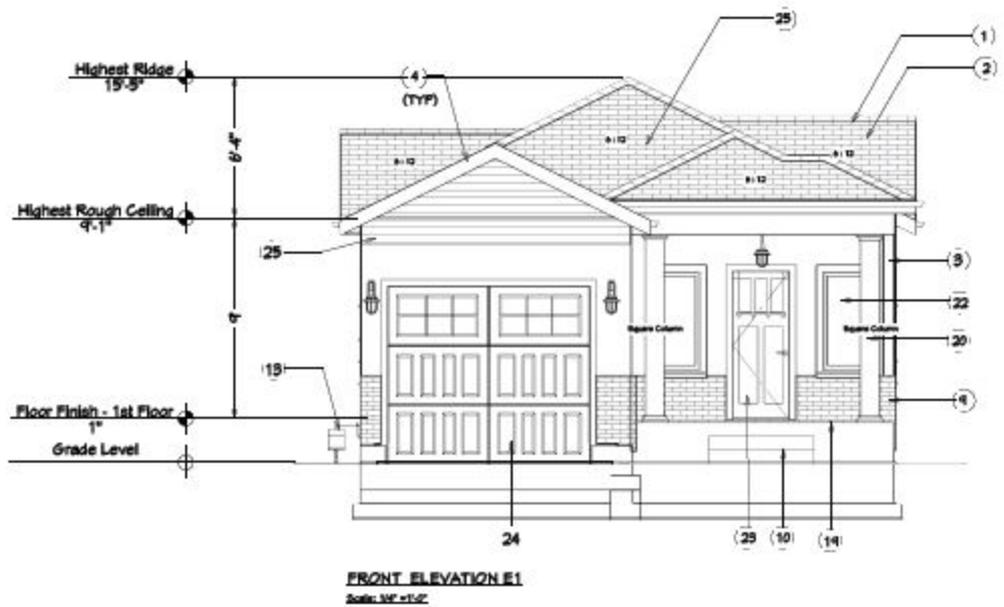
Charles Ching
Secretary

Rita Xavier
Chairperson

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ELEVATIONS AND SECTIONS KEY NOTES:

- ① ROOF ASPHALT SHINGLE, GAF GRAND SEQUOIA DUSKY GRAY LAMINATED ARCHITECTYRAL ROOF SHINGLES.
- ② COOL ROOF, PROVIDE ROOF SHEATHING WITH RADIANT BARRIER.
- ③ MEDIUM SAND STUCCO IN BEIGE COLOR
- ④ TRIM AND FACIA PAINTED WITH KELLY MORE WHITE, COLORE NO UL260-15
- ⑤ ROLLUP GARGAE DOOR.
- ⑥ APPROVED NUMBERS OR ADDRESSES SHALL BE PLACED ON ALL NEW AND EXISTING BUILDING IN SUCH A POSITIONAS TO BE PLANLY VISIBLE AND LEGIBLE FRO THE STREET OR ORAD FRONTING THE PROPERTY. NUMBERS SHALL SCONTRAST THEIR BACKGROUND.
- ⑦ 14"x5.5" FLOOR JOIST VENT, PROVIDE WITH 1/4" NON-CORROSIVE WIRE MESH TOTAL 17 VENTS AT LOCATIONS UNDER WINDOWSO NON SHEAR WALL ONLY
- ⑧ FURNACE IN ATTIC
- ⑨ BRICK PONY WALL IN DARK GRAY
- ⑩ CONCRETE STEP
- ⑪ DRYER VENT
- ⑫ WATER METER
- ⑬ GAS METER
- ⑭ ELECTRIC PANEL
- ⑮ OUTDOOR COMPRSOR
- ⑯ SINGLE STUCK VENT
- ⑰ RIDGE VENT
- ⑱ PORCH CONC. FLOOR
- ⑳ 14"x14" SQUARE COLUMNS
- ㉑ CONCRETE LANDING
- ㉒ WINDOWS BY JELD-WEN
- ㉓ CRAFTSMAN STYLE ENTRY DOOR BY JELD-WEN
- ㉔ CRAFTSMAN STYLE GARAGE DOOR BY JELD-WEN
- ㉕ ALMOND SIDING - PAINTED: COLOR, WHIPPED CREAM

CRC NOTES:

1. PROVIDE FIRE BLOCK AND DRAFT STOP PER CRC §R302.11 AND §R302.12
2. PROVIDE APPROVED CORROSION-RESISTANT FLASHING AT EXTERIOR WALL FINISH PER CRC §R703.8

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ATTACHMENT C

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SITE PLAN

Scale: 1" = 1/8"



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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. August 28 Hearing/PLAN1804-0022

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:

08/18/2018

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

Executed at Walnut Creek, California.
On this 17th day of August, 2018.



Signature

Legal No.

0006206185



CITY OF SAN PABLO
City of New Directions

CITY OF SAN PABLO NOTICE OF PUBLIC HEARING TUESDAY, AUGUST 28, 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:

PLAN1804-0022: Consideration of a Conditional Use Permit for tandem parking on a lot less than 50 feet in width, and Design Review to allow a new two-story single family residence of 1,431 square feet, which includes a single-car garage, on a substandard lot of 3,180 square feet at California Ave, San Pablo, CA (APN 410-161-006). The lot is 275 feet west of the intersection of California and 21st Street and is 30 feet wide. The property is zoned R-1 Single-Family Residential. It has been determined that the proposed project is categorically exempted from the California Environmental Quality Act (CEQA), consistent with the provisions of CEQA Guidelines Section 15303(a), which allows for the construction of a new single family residence.

NOTICE IS HEREBY FURTHER GIVEN that said hearing before the Planning Commission will be on Tuesday, August 28, 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. 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
Development Services Department**

WCT 6206185 August 18, 2018

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Planning Commission Staff Report

PREPARED BY: Elizabeth Dunn, Planning Manager

DATE: August 28, 2018

SUBJECT: PLAN1808-0016: STUDY SESSION ON UPDATES TO THE SAN PABLO ZONING ORDINANCE: 1) ESTABLISHING CRITERIA FOR SMALLER ACCESSORY DWELLING UNITS (TINY HOMES); AND 2) DISCUSSION ABOUT STRENGTHENING THE LANDSCAPING REQUIREMENTS FOR SINGLE FAMILY RESIDENTIAL USES

STAFF RECOMMENDATION

Conduct study session and provide comments.

BACKGROUND

In May 2015, a revised Zoning Ordinance went into effect for the City of San Pablo. This Zoning Ordinance incorporated the land use changes to the City's General Plan and San Pablo Avenue Specific Plan, which were both adopted in 2011 by the City Council, and new zoning designations were established for the City of San Pablo.

Over the course of the past few years when using the new Zoning Code, staff has found areas where there are: 1) internal inconsistencies between sections in the Zoning Code; 2) language that could use further clarification about issues; 3) duplication of some information between sections of the Zoning Code; and 4) minor typographic errors. Additionally, there are topic areas in the Zoning Code that can benefit from additional language that clarifies the criteria for the topic, such as the Hillside Overlay zone, or topics that continue to be refined with new language state legislation, such as Accessory Dwelling Units (ADUs).

The purpose of these upcoming study sessions is to discuss these more substantive topic areas with the Planning Commission and San Pablo residents in order to help refine and clarify the implementation of the Zoning Code. Over the next few months, a number of topics will be brought to the Planning Commission for discussion. These topics include:

- 1) adding language to the City's Accessory Dwelling Unit provisions to incorporate the criteria and development standards for smaller ADUs or "Tiny Homes";
- 2) strengthening front yard landscaping provisions;
- 3) clarification of residential off-street parking requirements; and
- 4) establishing specific development standards for two zoning overlay districts (the Hillside Overlay, and Air Quality Health Risk Overlay).

The first two topics to be discussed at the August 2018 meeting will be: 1) the criteria and development standards for smaller ADUs or Tiny Homes; and 2) clarification of front yard landscaping provisions.

1. SMALLER ACCESSORY DWELLING UNITS OR TINY HOMES

Discussion

Existing Zoning Ordinance. In May 2017, the City revised its existing language regarding Accessory Dwelling Units (ADUs) in order to address the state legislation adopted in 2016 to make the construction of ADUs easier, and to address the State’s housing shortages.

The City’s criteria for establishing ADUs are provided below:

Criteria to Establish an Accessory Dwelling Unit (ADU)

	New Construction	Conversion of Existing Parking
Development Standards		
Minimum Lot Size	5,000 square feet	No minimum lot size required
Maximum Square Footage	700 square feet; shall not exceed 50% of the square footage of the main residence without first obtaining a Conditional Use Permit	700 square feet; shall not exceed 50% of the square footage of the main residence without first obtaining a Conditional Use Permit
Maximum Number of Bedrooms	2 bedrooms	2 bedrooms
Required On-Site Parking	Not required on-site if certain conditions exist (listed below)	Complies with current parking requirement, and parking must be replaced on-site
Maximum Height	12 feet; 16 feet allowed with an approved Conditional Use Permit	12 feet; 16 feet allowed with an approved Conditional Use Permit

Proposed Language to allow ADUs on Substandard Lots. As part of its FY2018-21 City Council Priority Workplan, the City Council has asked that City staff evaluate potential development of a program to allow “Tiny Homes” in San Pablo. Developing criteria for Tiny Homes could result in allowing ADUs on smaller lots within the City of San Pablo. Additionally, the research conducted by staff supports that a smaller ADU will have a smaller maximum size and bedroom count, and would still be connected to utilities. As these tiny homes are meant to be smaller than an ADU, there is no option intended to build a tiny home that is larger than the proposed square footage. A tiny home will be considered new construction for the purpose of providing parking for the property where parking

for the main residence needs to be maintained on-site. New on-site parking for an ADU or Tiny Home isn't required for new construction when these structures meet the following criteria:

- a. Is within a half mile from public transit. Public transit includes bus stops and transit stations operated by the Alameda-Contra Costa Transit District.
- b. Is within an architecturally and historically significant historic district if adopted by the City.
- c. Is in an area where on-street parking permits are required, but not offered to the occupant of the ADU.
- d. Is located within one block of a car share area.

RECOMMENDED CRITERIA FOR TINY HOMES:

In order to allow for a smaller ADU, staff suggests the following criteria for a Tiny Home:

- Maximum size of 400 square feet.
- A maximum of one bedroom.
- Maximum height of 12 feet; 16 feet may be permitted with a Conditional Use Permit.
- Must provide one new off-street parking space, which can be in the driveway. No new parking is required under the following circumstances:
 - a. Is within a half mile from public transit. Public transit includes bus stops and transit stations operated by the Alameda-Contra Costa Transit District.
 - b. Is within an architecturally and historically significant historic district if adopted by the City.
 - c. Is in an area where on-street parking permits are required, but not offered to the occupant of the ADU.
 - d. Is located within one block of a car share area.
- Permanent cooking facilities must be provided for this unit.
- Must be of a similar design style to the existing residence.
- Adheres to the lot coverage and setback requirements of the zoning district.
- Establishes at least 6 feet between buildings on the lot.
- Requires owner occupancy of one of the residential units. A Deed Restriction will be required to be recorded with Contra Costa County to ensure owner occupancy on these parcels.

RESEARCH ABOUT THE NUMBER AND LOCATIONS OF SMALL LOTS IN SAN PABLO

According to the lot size data collected in 2014, a majority of residentially zoned lots (54%) in the City of San Pablo are categorized as “substandard lots”, which are lots that are less than the standard 5,000 square feet. This data is illustrated in Table 1 below.

Table 1 – Percentage of Standard and Substandard Lots in San Pablo

<i>Total residential lots</i>	5,063	%
<i>Total residential lots under 5,000 sf</i>	2,722	54
<i>total residential lots 5,000sf or larger</i>	2,341	46

Figure 1, Map of City of San Pablo Residential Lot Sizes, depicts where the concentration of substandard lots exists. Hues of red show the breakdown of four substandard lot ranges. As expected, the concentration of substandard lots is in Old Town, and in the central and north area of San Pablo, as well as in newer condominium developments. The standard lots are concentrated in both the north central area, as well as the northern and eastern boundaries of the City.

Figure 1 – Map of City of San Pablo Residential Lot Sizes

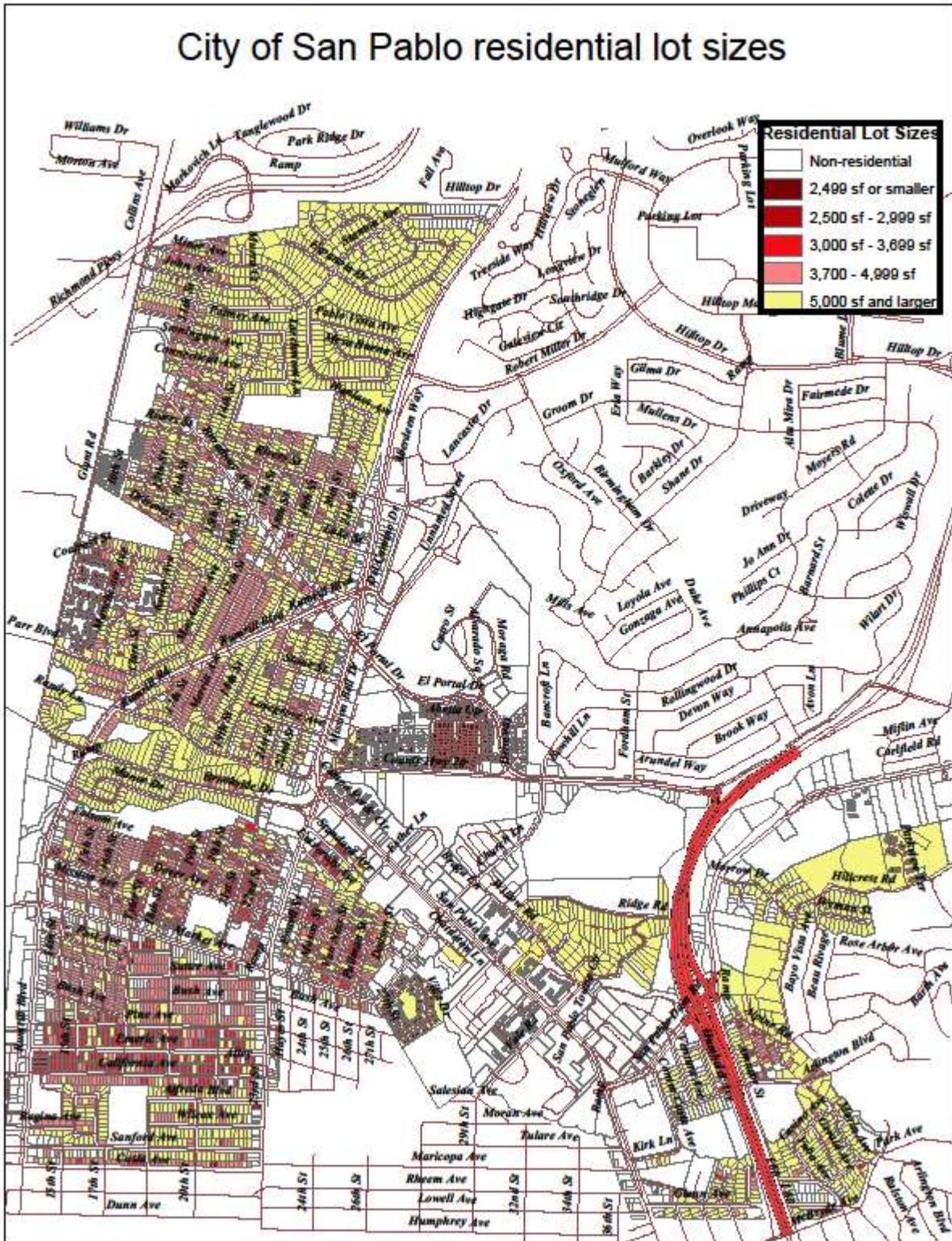


Table 2 below provides a percentage breakdown of the number of lots that are less than 2,499 square feet, lots between 2,500 – 2,999 square feet, lots that are 3,000 – 3,699 square feet, lots that are 3,700 – 4,999 square feet, and lots that are 5,000 and larger.

Table 2 - Residential Lot Square Footage in San Pablo

Lot size ranges	2,499sf or less	2,500sf-2,999sf	3,000sf-3,699sf	3,700sf-4,999sf	5,000sf or larger
Number	618	273	570	1,261	2,341
%	12	5	11	25	46

Based on the location and number of substandard lots, staff recommends that Tiny Homes be allowed on lots that are at least 3,000 square feet in size. This lot size should be large enough to accommodate an additional, smaller, living unit, and would allow an additional 36%, or 1,831 residential properties to participate in the creation of ADUs on these smaller lots. Staff would not recommend the creation of Tiny Homes on lots less than 2,999 square feet, and these lot sizes are less likely to be able to realistically accommodate an additional living unit.

Staff anticipates the new language for Tiny Homes would be in Section 17.60.70(E) of the San Pablo Zoning Code. Some minor revisions to the existing language in Section 17.60.070(E) may need to occur in order to incorporate new language for tiny homes.

2. CLARIFICATION OF FRONT YARD LANDSCAPING PROVISIONS

Discussion

Language in several sections of the Zoning Code address landscaping requirements, specifically:

- Chapter 17.32.050(E) establishes for substandard lots (less than 50 feet wide) a minimum of 90% of the front not occupied by the walkway to the front door and the driveway shall be of a permeable surface not suitable for parking. No part of the front yard except the driveway leading to an approved parking space shall be used for parking.
- Chapter 17.54.020(E) establishes for standard lots (at least 50 feet wide) that in no case shall driveways or paved areas exceed fifty percent of the front and side street yards.
- Chapter 17.48.010(B) establishes that landscaping development standards, irrigation and water conservation measures, and storm management techniques, while enhancing the aesthetic appearance of the city, are applicable to certain projects in the City of San Pablo, except for landscaping installed by a homeowner of a single family residence.

Attachment 1 is the full language from these sections of the City of San Pablo Zoning Code.

Staff believes that the requirement for permeable surfaces, which allows liquids pass through the material, and establishing a maximum paved area in the front yard is meant to establish a front yard

area that has plant materials. Not only is this kind of material meant to create a pleasing yard area for neighborhoods, but it restricts the location of paving over the entire front yard for parking. However, Section 17.48.010(B) of the Zoning Code specifically excludes the requirement to provide landscaping materials in the front yard area.

The picture below is an example of a property for sale in San Pablo that has a new driveway, and walkway area to the front door. The picture shows there is no plant material between the walkway and driveway, or to the left of the new walkway area. Without a specific requirement to provide landscaping, and an irrigation system for front and side yard areas of single family residential lots, the potential for this area to be paved and used for parking is high.



If the Planning Commission believes that there is value in creating a pleasing front yard area and precluding the front and side yard areas from being used as additional parking spaces, staff recommends that section 17.48.010(B) be revised to specifically require landscaping materials for the construction of new homes, or residential additions. These Design Review applications would be reviewed either by staff (for an addition) or the Planning Commission (for a new two-story single family residence or if a Conditional Use Permit (CUP) is required for tandem parking on substandard lots. Installing new landscaping and an irrigation system would not be required for routine building permits, such as new windows, new roof, or similar permits.

Additionally, staff recommends that new landscape materials be native, and drought tolerant plants. Irrigation systems must be installed as well. There are reference guides that list the species of plants that are appropriate for this area of west Contra Costa County. Language that allows the use of these references guides for the appropriate types of materials that are recommended can be included in the Zoning Code to ensure that these plant materials thrive.

CONCLUSION

The purpose of the workshop is to provide an opportunity for the Planning Commission and public to review the proposed ordinance and make comments as necessary. No action or decision is requested at this time. A public hearing will be set later in 2018 for all of revisions to return to the Planning Commission for a recommendation to the City Council.

ATTACHMENTS

1. Language regarding Landscaping in the San Pablo Zoning Code.

CHAPTER 17.32, RESIDENTIAL DISTRICTS, ALLOWED USES AND DEVELOPMENT STANDARDS

17.32.050 R-1 districts and substandard parcels.

A. Applicability. This section shall apply to the R-1 district and to all parcels that do not meet the minimum parcel area or parcel frontage requirements set forth in Table 17.32-B.

E. Front Yards. Within the R-1 district, a minimum of ninety percent of the front yard not occupied by the pedestrian walkway to the front door, driveway, and *allowed intrusions shall be of a permeable surface not suitable for parking. No part of the front yard except the driveway leading to an approved parking space shall be used for parking (emphasis added).*

CHAPTER 17.54, PARKING AND LOADING

17.54.20 Residential off-street parking requirements.

A. Residential off-street parking requirements for automobiles and similar vehicles shall be regulated by the type of use associated with the land. The following off-street parking requirements shall apply in all zoning districts:

E. Dwellings, Single-Family. The following provisions apply to attached and detached single-family dwellings:

4. Paved or unpaved driveways not leading to a required parking space are prohibited. *In no case shall driveways or paved areas exceed fifty percent of the front and side street yards (emphasis added).*

CHAPTER 17.48, LANDSCAPING

17.48.010 Purpose.

The purpose of this chapter is to provide landscaping development standards, irrigation and water conservation measures, and storm water management techniques while enhancing the aesthetic appearance of the city, consistent with the policy direction of the city of San Pablo general plan. Landscaping requirements described below shall be coordinated with storm water pollution control measures of Chapter [8.40](#), Storm Water Management and Discharge Control, and Chapter [12.16](#), Tree, Shrubs and Plants in Public Places. Compliance with this chapter does not guarantee compliance with other state and federal law, including but not limited to Fish and Wildlife Department requirements, Fish and Game Department requirements, and Bay Area Water Quality Control Board requirements. (Ord. 2017-004 § 2 (part), 2017: Ord. 2015-002 § 3 (Exh. 1)(part), 2015)

17.48.020 Applicability.

A. Intent. Except as provided in subsection B of this section and Section [17.48.080](#), this chapter shall apply to the following:

B. Exemptions. This chapter shall not apply to the following:

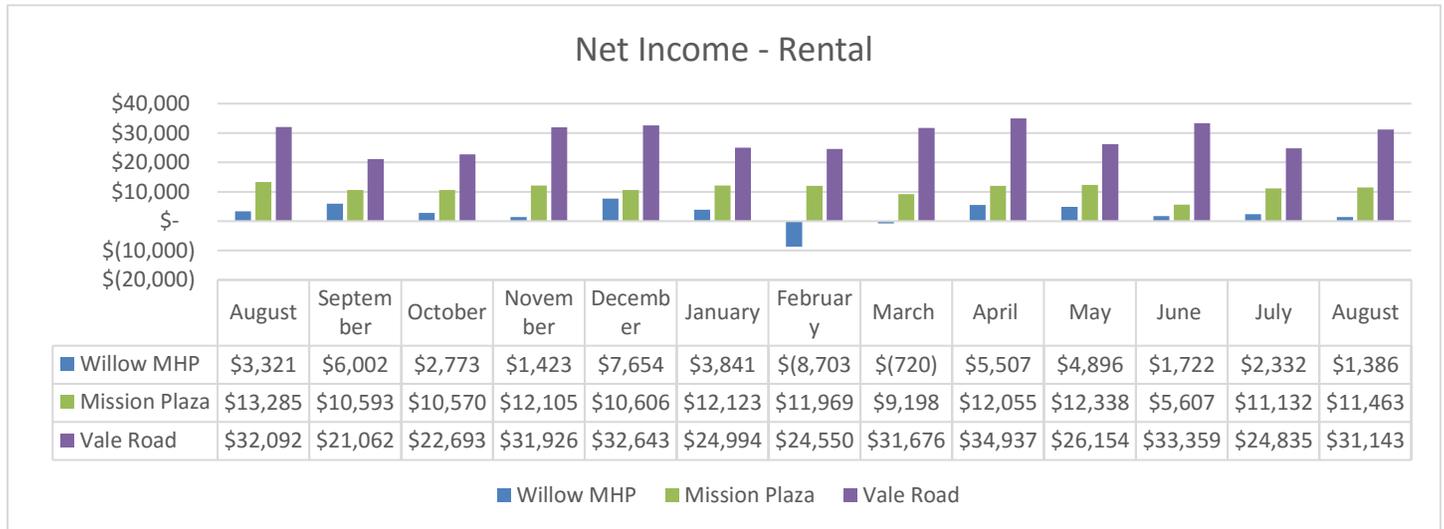
1. Landscaping installed by a homeowner of a single-family residence.



COMMUNITY & ECONOMIC DEVELOPMENT

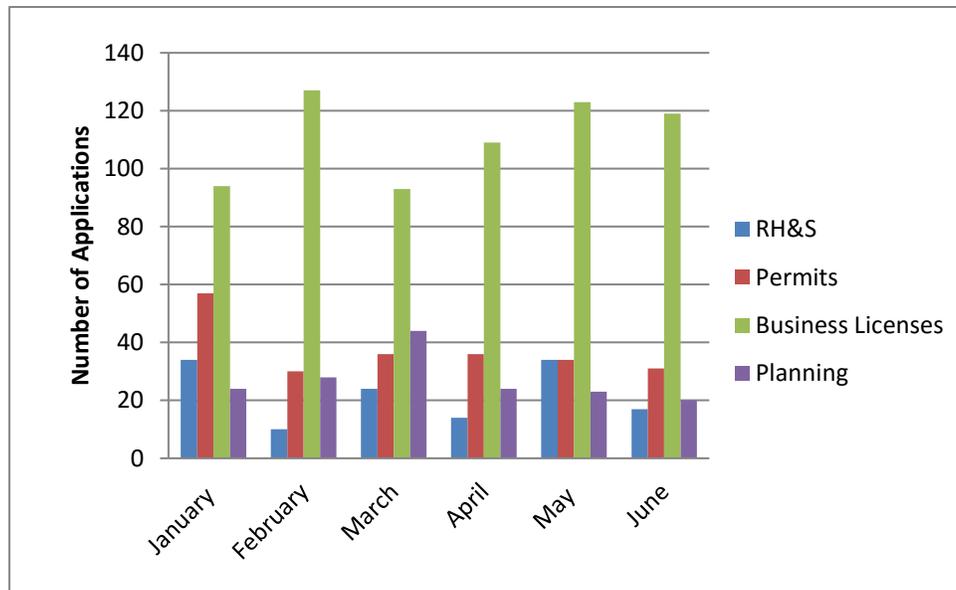
Statistical Data

ECONOMIC DEVELOPMENT STATISTICAL DATA*



*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 – 1185 YTD Total Fees Collected - \$639,941.05

YTD Total Number of Customers Assisted – 2235



Total # of applications received in June: 187

Total # of customers assisted at counter in June: 384

Residential Health & Safety Program June summary:

Total fees collected – \$6,671.00 plus Imaging - \$262.00, Technology - \$338.00

- Single Family Resale: \$5,865.00
- Single Family Rental: \$391.00
- Multi-Family Resale/Rental: \$1,015.00
- Total units inspected: 138
- Total Certificates of Compliance issued: 30
- Customer Counter Assistance: 28

Building Permit June summary:

Total fees collected \$50,430.30

- Building Permits: \$25,587.66
- Electrical Permits: \$3,170.00
- Plumbing permits: \$2,863.00
- Mechanical permits: \$1,030.00
- Plancheck fees: \$13,697.00
- Imaging fees: \$1,787.21
- Technology fees: \$2,295.43
- Total Permits finalized: 31
- Fee Estimates provided: 9
- Customer Counter Assistance: 109

Business License June summary:

Total fees collected: \$30,382.56

- Business licenses issued: 119
- Customer Counter Assistance: 65

Community Planning June summary:

- Total Fees Collected: \$13,643.40 for (1) Sign review, (8) Info/Misc., (1) Design Review, (1) Home Occupation, (7) Land Use Reviews, (1) Use Permit/Planning Commission, (1) Lot Line Adjustment
- Customer Counter Assistance: 36

Planning Commission:

The Planning Commission met on June 26, 2018. The following items were considered:

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 a design review to allow outdoor seating in an existing restaurant, La Cascadita, at 14520 San Pablo Avenue, San Pablo, CA 94806, APN 160-170-011.

RESULT: Planning Commission Resolution 18-08 passed by a vote of 4-0 (one Commissioner absent).

STUDY SESSION/ DISCUSSION

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

Customer Counter Assistance for One-Stop Shop Service:

- Dump Vouchers: 41
- Public Works: 25
- Code Enforcement: 11
- Miscellaneous: 69 (Interviews, Meetings, Loan Payment, Fines, Civic Permit, Facilities Rental, Orientation, EDC, Pick-up, Police Department, Filipino language assistance, lost key, etc.)

Significant Events / Work Plan Accomplishments

CITYWIDE

- Staff attended Blume House Open House 6/18/18.
- Appropriate staff members attended citywide cash handling training 6/21/18.
- Staff attended one-on-one interviews with consultant regarding job descriptions and job duties.

DEPARTMENTAL

- Departmental reorganization assigning supervisory duties to Sandra Marquez, Assistant Planner, (supervising Edna Ng, Administrative Clerk I) and to Mary Delgado, Senior Permit Technician (supervising Laura Santillan, Administrative Clerk I).
- Attended summer internship orientation for supervisors of summer interns.

PLANNING DIVISION

- Planning Commission adopted Resolution 18-08 approving PLAN1806-004, 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, San Pablo, CA 94806, APN 160-170-011.
- Onboarding of new Planning Manager, Elizabeth Dunn.

BUILDING DIVISION

- Collaboration with Code Enforcement staff to coordinate cases and procedures.
- Intradepartmental collaboration to finalize plan checks.
- Construction has begun on the LED Casino sign.

ECONOMIC DEVELOPMENT CORPORATION

ECONOMIC DEVELOPMENT

Significant Events / Work Plan Accomplishments

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)
- 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., Jersey Mike's, Where's Pablo Campaign, Business Watch in Towne Center, business donations for LETR Torch Run)
 - Workforce Initiative Subsidy for Homeownership (WISH) program
 - EDC member highlights
 - National days or events tied to local business offerings
 - Bilingual computer literacy classes
 - Removing Barriers Tattoo Removal Clinics
 - Monthly business and workforce workshops, mixers, & special events
 - Shopping incentive campaigns (e.g., Small Biz of the Year)
 - Focused effort on National Small Business Week

Programs & Services Delivered, and Event Participation

- Where is Pablo? Campaign
- 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:
 - June 4: HazWOPER 40 Orientation
 - June 7: Jersey Mike's Grand Opening
 - June 19: LETR Torch Run (donations of drinks & snacks by EDC sponsors and members)
 - June 20: Business Watch for San Pablo Towne Center business owners
 - June 27: Valley Nails & Spa EDC member grand opening & ribbon cutting ceremony



Other Critical Projects

- Advanced plans for asset acquisition and management
- 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
- Measure Q Citizen's Oversight Committee report and presentation

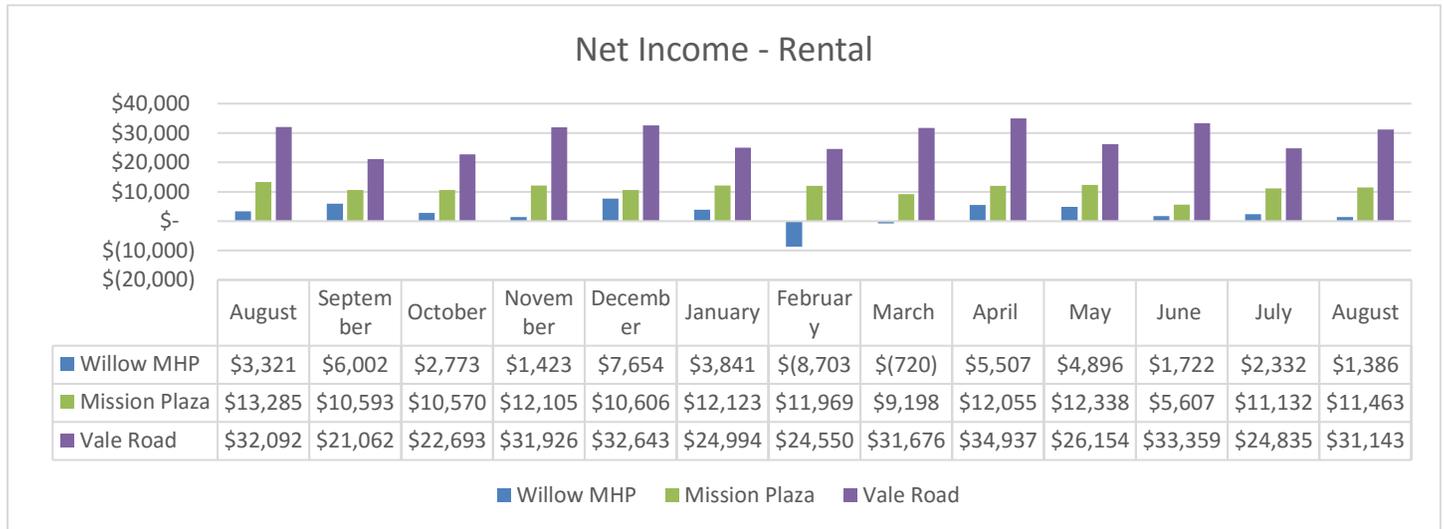
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COMMUNITY & ECONOMIC DEVELOPMENT

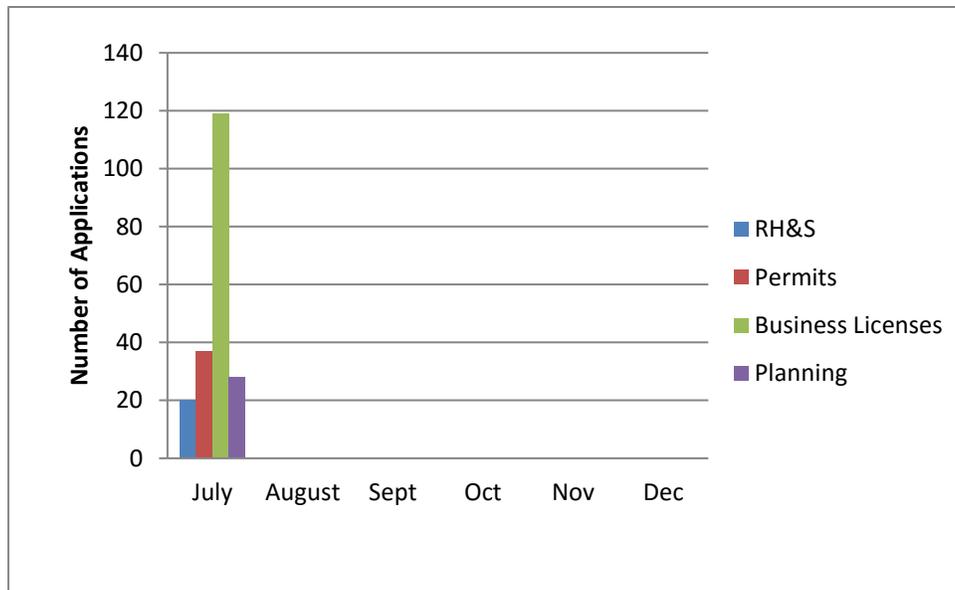
Statistical Data

ECONOMIC DEVELOPMENT STATISTICAL DATA*



*Note: Data is always several months behind

BUILDING AND PLANNING STATISTICAL DATA



**Applications Received: Residential Health & Safety, Building Permits,
Business Licenses & Community Planning
(July 2018 – December 2018)**

FYTD Total Applications Received – 204 FYTD Total Fees Collected - \$100,028.14

FYTD Total Number of Customers Assisted – 460



Total # of applications received in July: 204
Total # of customers assisted at counter in July: 460

Residential Health & Safety Program July summary:

Total fees collected – \$9068.00 plus Imaging - \$328.00, Technology - \$424.00

- Single Family Resale: \$5474.00
- Single Family Rental: \$782.00
- Multi-Family Resale/Rental: \$2812.00
- Total units inspected: 95
- Total Certificates of Compliance issued: 20
- Customer Counter Assistance: 38

Building Permit July summary:

Total fees collected \$52,421.39

- Building Permits: \$37,629.57
- Electrical Permits: \$1,726.00
- Plumbing permits: \$1,759.00
- Mechanical permits: \$989
- Plancheck fees: \$5,663.83
- Imaging fees: \$2,068.21
- Technology fees: \$2,585.78
- Total Permits finalized: 28
- Fee Estimates provided: 5
- Customer Counter Assistance: 135

Business License July summary:

Total fees collected: \$32,776.75

- Business licenses issued: 119
- Customer Counter Assistance: 81

Community Planning July summary:

- Total Fees Collected: \$5762.50 for (15) Info./Misc., (3) Land Use Review, (2) Home Occupation, (1) Design Review, (1) Planning Project, (1) Use Permit Admin, Review (1) Zoning Letter, (1) Sign Review, (3) Contact Made.
- Customer Counter Assistance: 32

Planning Commission:

The regularly scheduled Planning Commission set for July 24, 2018, was cancelled. The next Planning Commission meeting will be on August 28, 2018.

Customer Counter Assistance for One-Stop Shop Service:

- Dump Vouchers: 64
- Public Works: 50
- Code Enforcement: 19
- Miscellaneous: 41 (questions, meetings, Community Center rental, pick-up, Senior Center, rent control, repairs, flyers, sales tax, Spanish assistance, misc., etc.)



Significant Events / Work Plan Accomplishments

CITYWIDE

- Two (2) staff members participated in interdepartmental collaborative effort to develop uniform file naming conventions, departmental electronic file organization, and protocols.

DEPARTMENTAL

- Supervised duties and projects of summer high school interns.
- Prepared 16 boxes of RH&S and Business License records for destruction per Records Retention Schedule.

PLANNING DIVISION

- Conducted interviews to fill vacant Administrative Secretary position.
- Registered three (3) Planning Division staff members for APA California Conference in San Diego, October 7-9, 2018.
- Attended California Department of Housing & Community Development webinar regarding new SB35 & Housing Element Open Data Project.
- Proposed Flavored Tobacco Ordinance brought before Public Safety Standing Committee for consideration.
- Processed application for new dialysis clinic.
- Created timeline and topics to be considered at future Planning Commission meetings.

BUILDING DIVISION

- Collaboration with Code Enforcement staff to coordinate cases and procedures.
- Intradepartmental collaboration to finalize plan checks.
- Registered three (3) Building Division staff members for CalBO Ed Week courses, September 10-13, 2018.
- Construction completed on the LED Casino sign.
- Continuing site visits to WIC Building.

ECONOMIC DEVELOPMENT CORPORATION

ECONOMIC DEVELOPMENT

Significant Events / Work Plan Accomplishments

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, financial literacy)
 - Particular hiring or training events
- Conducted regular outreach for all services, campaigns, and grants: *use web presence, eBlast, City's eNews, social media (e.g., Facebook, Twitter, Instagram), as well as print, in addition to direct 1:1 engagement*
 - Grant funding and awards to support San Pablo, West Contra Costa, and Northern Alameda Counties, and Bay Area high-needs populations
 - Grand openings, business milestone events, and partner events (e.g., Working on "Where is Pablo?" Campaign, NNO video script)
 - Workforce Initiative Subsidy for Homeownership (WISH) program
 - EDC member highlights
 - National days or events (e.g., MLB All-Star game, Fourth of July) tied to local business offerings
 - Bilingual computer literacy classes
 - Removing Barriers Tattoo Removal Clinics
 - Monthly business and workforce workshops, mixers, & special events
 - Shopping incentive campaigns (e.g., Local FIRST, Where's Pablo?)

Programs & Services Delivered, and Event Participation

- Promoted Local FIRST Summer 2018 deals, Ad Sharing, and shopping campaigns
- Designed San Pablo PD's annual report
- Worked with San Pablo PD to advance "Where's Pablo?" Campaign
- Submitted first-year grant report to Kaiser Permanente
- Continued grant enrollment and reports to funders
- Provided one-on-one workforce support and case management
- Delivered member/sponsor benefits, continued recruitment, and managed 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
- Delivered Workforce and Business workshops, events, and trainings
- Met with job training partners and updated residents qualified for training
- Regular service delivery and events:
 - July 4: Tabled at San Pablo Fourth of July multi-cultural event and bringing home the prize recognition
 - July 15-18: Attended the Robert Wood Johnson Foundation and University of Wisconsin Population Institute's Connect Project grant-funded training in Washington, DC and met with key electeds



- July 18: Attended Before You Sign that Lease Workshop at Renaissance Entrepreneurship Center
- July 21: Removing Barriers Clinic
 - ❖ 53 clients treated

Other Critical Projects

- Advanced planning with West County Partners to assume East Bay Works “One Stop” AJCC responsibilities as part of the Contra Costa Workforce Collaborative
- Closed escrow on Mission Plaza
- Attended BED Committee Meeting (CCC Workforce Development Board) and joined Strategy and Communications sub-committee
- Hired new Program Coordinator for Workforce
- Continued pursuing grants and relationships that advance the San Pablo EDC’s Strategic Fund Development Plan (Awarded second KP grant)
- Continued to improve and update Salesforce CRM database
- Advanced nano-RLF for small biz development

END OF DOCUMENT