



City of San Pablo Planning Commission AGENDA

Tuesday, November 27, 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 The Consent Calendar includes routine items that are to be enacted by one motion. There will be no separate discussion of these items. If discussion is requested, the item will be removed from the Consent Calendar and considered separately.

Item number(s):

1. **Approval of Minutes**
From the meeting held on October 23, 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 **Tuesday, December 11, 2018.**

Public Hearing(s)

1. PLAN1707-0010

CONDITIONAL USE PERMIT FOR A MOBILE VENDING USE

Conditional Use Permit, PLAN1707-0010, a request for approval of a Conditional Use Permit to operate a mobile vending truck in the parking lot of an existing office business at 1436/1440 23rd St (APN 527-021-010). The request also includes outdoor seating. The property is zoned Commercial Mixed Use. This project is exempt under the California Environmental Quality Act, Section 15332, Infill Projects.

Location	1436/1440 23 rd Street
APN	527-021-010
Zoning	Commercial Mixed Use
CEQA	Categorical exempt under Section 15332, Infill Projects.
Owner	Erhan Sariyar
Applicant	Luis Cabrera and Jennifer Martinez
Agent for Applicant	Luis Cabrera
Staff Contact	Sandra Marquez, Assistant Planner
Recommendation	CONDITIONAL APPROVAL

Study Session/ Discussion

- A. **Zoning Ordinance Update Study Session: Wall signage for commercial buildings**
Presented 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 **Wednesday, January 23, 2019.**

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 Planning Commission MINUTES

Tuesday, October 23, 2018 at 6:30 pm

City Hall Council Chambers, Building 2

13831 San Pablo Avenue, San Pablo, CA 94806

Roll Call

Chairperson Xavier called the meeting to order at 6:30 p.m. Call of the roll showed present: Commissioner Shi, Chairperson Xavier, Commissioner Gantt and Vice Chair Feliciano. Commissioner Harlan-Ogbeide was absent. Staff present at the meeting included: Sarah Maroof, Secretary to the City Attorney; Michelle Chavez, Administrative Secretary; Elizabeth Dunn, Planning Manager; Sandra Marquez, Assistant Planner; Lynn Tracy Nerland, City Attorney; Charles Ching, Community & Economic Development Director and Ronalyn Nonato, Assistant Engineer.

Public Comment

None.

Meeting Procedures

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

Consent Calendar

1. **Approval of the Minutes**
2. **Approval of the Agenda**

Commissioner Gantt made a motion to approve the Consent Calendar, including the minutes for the meeting of September 25, 2018. The motion was seconded by Commissioner Feliciano and approved by a vote of 3-1-1 with Commissioner Harlan-Ogbeide absent, and Commissioner Gantt abstaining.

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

Appeal Date

Chairperson Xavier announced that the appeal date for actions taken by the Board at this meeting would be no later than 6:00 p.m. on **Tuesday, November 13, 2018**.

Public Hearing(s)

1. **PLAN1809-0012** **GENERAL PLAN AMENDMENT TO ADOPT A HAZARD MITIGATION PLAN.**
Consideration of the adoption of all of Volume 1 and the City of San Pablo portion of Volume 2 of the Contra Costa County Operational Area Hazard Mitigation Plan Update into the City of San Pablo Safety Element of the General Plan. Adopting this plan allows the City of San Pablo to be eligible to apply for specified grants for disaster mitigation funding from the Federal Emergency Management Agency (FEMA). California State

Assembly Bill 2140, passed in October 2006, also allows a local jurisdiction to be eligible for consideration for part or all of its local costs to be provided by through the California Disaster Assistance Act (CDAA). Language in the Hazard Mitigation Plan allows the City of San Pablo to apply for funds for the following hazards of concern: dam failure, drought, earthquake, flood, landslide, severe weather, tsunami, and wildfire. Climate change is incorporated as a summary assessment of current and anticipated impacts for each identified hazard of concern. The Planning Commission will forward a recommendation to the City Council on this matter.

Location	Citywide
CEQA	The proposed action is a project under the California Environmental Quality Act (CEQA) through the use of the Section 15061, Review for Exemption. However, there is no possibility that the activity of incorporating the HMP into the Safety and Noise Element of the City of San Pablo General Plan may have a significant effect on the environment, and the activity is not subject to CEQA pursuant to Section 15061(B)(3).
Owner	City of San Pablo
Applicant	City of San Pablo
Staff Contact	Elizabeth Dunn, Planning Manager
Recommendation	RECOMMEND ADOPTION OF THE HAZARD MITIGATION PLAN AND FORWARD RECOMMENDATION TO THE CITY COUNCIL

Planning Manager Dunn gave a presentation of the project and staff recommendations, after which the Planning Commissioners were invited to ask questions of staff. Commissioner Feliciano inquired as to an outline of Volume 1. Assistant Engineer Nonato explained that Volume 1 refers to regional aspects and shows FEMA that all cities and districts have a regional plan and that we have a warning system. It shows that coordination efforts have been made region-wide. It also indicates how the coordination was generated during the planning process between the key cities. It allows the City of San Pablo to be eligible to apply for specified grants for disaster mitigation funding from FEMA. Volume 2 is specific to each jurisdiction. It shows the City of San Pablo’s dam inundation map, San Pablo’s fire protocol, etc. Volume 2 goes through all the details and steps the City of San Pablo would go through during a disaster.

Commissioner Shi made a motion, seconded by Commissioner Gantt, to approve Resolution 18-11 of the Planning Commission of the City of San Pablo approving the recommendation to amend the Safety and Noise Element of the City of San Pablo General Plan to incorporate all of Volume 1 and the City of San Pablo portion of Volume 2 of the Contra Costa County Operational Area Hazard Mitigation Plan Update, PLAN180900012, and forward this recommendation to the City Council. The motion was approved by a vote of 4-0-1, with Commissioner Harlan-Ogbeide absent.

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

2. PLAN1809-0007 CONDITIONAL USE PERMIT FOR TANDEM PARKING ON A SUBSTANDARD LOT

Conditional Use Permit, PLAN1809-0007, a request for approval of a Conditional Use Permit for tandem parking to allow a 358 sq. ft. residential addition and a 150 sq. ft. deck to an existing single-family house on a lot that is 45 feet wide and 111 feet deep (4,995 square feet) at 1108 Brookside Avenue, San Pablo, Ca (APN 417-010-023). The property is zoned single family residential (R1). This project is exempt under the California Environmental Quality Act, Section 15301, Existing Facilities, Class 1(e), addition to existing structure.

Location	1108 Brookside Avenue
APN	417-010-023

Zoning	R-1 Single-Family Residential
CEQA	Categorical Exemption under Section 15301, Existing Facilities Class 1(e), addition to an existing structure.
Owner	Ardalan Payvar
Applicant	Ardalan Payvar
Staff Contact	Sandra Marquez, Assistant Planner
Recommendation	CONDITIONAL APPROVAL

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

The Public Hearing was opened. The property owner, Ardalan Payvar, agreed to the conditions of approval. Mr. Ron Malone, property owner next door, at 1112 Brookside Avenue, spoke on the proposed project. Mr. Malone wanted to ensure that there will not be changes along the common property line, and between their properties. Mr. Malone stated this area is approximately a 4' X 4' area. The property owner, Mr. Payvar, and Assistant Planner Marquez ensured there would not be any changes between their two properties. There being no further speakers, the Public Hearing was closed.

Commissioner Gantt made a motion, seconded by Commissioner Shi, to approve Resolution 18-12 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 on a substandard lot of 4,995 square feet at 1108 Brookside Avenue, San Pablo, CA (APN 417-010-023). The motion was approved by a vote of 4-0-1, with Commissioner Harlan-Ogbeide absent.

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

3. PLAN1808-0009 CONDITIONAL USE PERMIT TO EXPAND AN EXISTING NON-CONFORMING DUPLEX AND ALLOW TANDEM PARKING FOR TWO VEHICLES

Conditional Use Permit, PLAN1808-0009, a request for approval of a Conditional Use Permit to expand an existing non-conforming use by adding 222 sq. ft. of living area to one unit of an existing duplex and to allow tandem parking for two vehicles in order to accommodate for the required four (4) off street parking spaces at 1715/1719 Dover Avenue, San Pablo, Ca (APN 411-222-013). The property is zoned single family residential (R1). The property is zoned single family residential (R1). This project is exempt under the California Environmental Quality Act, Section 15301, Existing Facilities, Class 1(e), addition to existing structure.

Location	1715/1719 Dover Avenue
APN	411-222-013
Zoning	R-1 Single-Family Residential
CEQA	Categorical Exemption under Section 15301, Existing Facilities Class 1(e), addition to an existing structure
Owner	Yolanda Figueroa
Applicant	Yolanda Figueroa
Agent for Applicant	Cari R. Jelen
Staff Contact	Sandra Marquez, Assistant Planner
Recommendation	CONDITIONAL APPROVAL

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 Shi mentioned that the current zoning designation, Single Family Residential, does not allow two homes on a single home parcel. Assistant Planner Marquez explained that the parcel is nonconforming. As there are two single family homes on one single family parcel, it is a nonconforming duplex. The homes were built in 1942, before the City was incorporated, so it is an existing nonconforming use. Section 1708-30 allows an expansion of an existing nonconforming use with approval of a Conditional Use Permit. Commissioner Feliciano inquired about the landscaping. Assistant Planner Marquez explained that there is lawn space in the front yard and on the side yard. There is also landscaping in between the garage and home and in the rear.

The Public Hearing was opened. The authorized agent, Cari R Jelen, Architect, agreed with Assistant Planner Marquez’s presentation with the condition to use one material for the driveway. Property owner prefers to use concrete for the driveway, but if required, will use all pavers. The Public Hearing was closed.

Commissioner Gantt made a motion to approve Resolution 18-13 as presented. There being no second to the motion, the motion failed. Commissioner Shi made a motion to not approve Resolution 18-13. There wasn’t a second to the motion and the motion failed. Commissioner Feliciano made a motion, seconded by Commissioner Gantt, to approve Resolution 18-13 of the Planning Commission of the City of San Pablo approving a Conditional Use Permit to expand an existing nonconforming duplex in a single-family zoning district by adding 22 square feet of living area to one of the units, and to allow tandem parking for two vehicles in order to accommodate the required four (4) off-street parking spaces at 1715/1719 Dover Avenue, San Pablo, CA (APN 411-222-013), with two changes to the conditions of approval presented by staff. The first condition is the driveway material shall be pavers and shall be illustrated in the construction drawings, and the second condition is that a tree shall be planted in the front yard before final inspection. The tree shall be drought tolerant and native if possible. The motion was approved by a vote of 3-1-1, with Commissioner Shi voting no and Commissioner Harlan-Ogbeide absent.

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

Study Session/Discussion

A. Zoning ordinance Update Study Session: Air Quality Health Risk Overlay

Planning Manager Dunn led a Study Session, PLAN1808-0016, on potential updates to the Zoning Ordinance related to revision to language in Section 17.38.050 Air Quality Health Risk Overlay District (D3). Language in the staff report was meant to address reducing the risk of toxic air emissions to residents and listed “sensitive receptors” within 500 feet on both sides of Interstate 80 and responded to questions and comments by the Commissioners.

Staff recommends removing the existing language in Section 17.38.050(B)(2) and (B)(3) and using the implementation language discussed above from the City of Martinez, and the language from the City of San Jose regarding Goal MS-11 – Toxic Air Contaminants. This allows the intent of Section 17.35.080 to be incorporated into residential, commercial, and public institutional uses (excluding public schools) without prohibiting these uses, and is more clear in the type of project based mitigation measures that need to be studied. The proposed language to be used for Section 17.38.050(B)(2) and (B)(3) is included below:

Section 17.38.050(B)(2):

Require completion of air quality modeling for sensitive land uses, such as new residential developments, parks and other open spaces, private schools, child care facilities, senior centers, hospitals, and medical facilities that are located near sources of pollution (freeways and industrial uses). Require new residential development projects, and other projects categorized (as listed above) as sensitive receptors to incorporate effective mitigation

into project design or be located an adequate distance from sources of toxic air contaminants (TACs) to avoid significant risks to health and safety.

Section 17.38.050(B)(3):

Trees and vegetation shall be required to provide a buffer between sensitive receptors and pollution sources when feasible. Native species, drought tolerant and fire resistant species are to be installed.

Review development plans to ensure that operable windows and building intakes are located as far away as possible from pollution sources.

Staff also recommends clarifying language about the City's inability to regulate any potential expansion of an existing school or location of a new public school within the Air Quality Health Risk Overlay district.

Commissioners Feliciano, Shi, Gantt and Xavier voiced no objection to staff proceeding with the recommended updates to the Zoning Ordinance with the understanding that the matter would be brought back to the Planning Commission for formal consideration and recommendation to the City Council.

B. General Plans, Specific Plans, and Zoning Ordinances

City Attorney Lynn Tracy Nerland gave a presentation on general plans, specific plans and zoning ordinances and responded to questions and comments by the Commissioners.

Staff Updates

Planning Manager Dunn informed the Commission that Planning staff is working on a citywide ban on the sale of Flavored Tobacco and e-cartridges within the City. This is being regulated through the business license requirements of the San Pablo Municipal Code, and is not a land use issue, so it would not come before the Planning Commission. This will be brought to the November 5, 2018 City Council Meeting. The City of San Pablo will be embarking on a 2019 General Plan update, starting with a Noise & Traffic Study. Director Ching also reported that the WIC (Women Infant Children) building is nearing completion and is scheduled to open in November with a ribbon cutting scheduled for November 20, 2018. Planning Manager Dunn gave an overview of upcoming projects, including proposed Zoning Ordinance and General Plan updates. She reported that there would be continuing monthly Zoning Ordinance Update Study Sessions to address different topics currently under review.

The Planning Commissioners agreed to cancel December's meeting due to the Christmas Holiday. The proposed 2019 Calendar for Planning Commission Meetings was presented and agreed upon.

Commissioner Updates

Commissioner Xavier reported that she attended the Hazardous Material Operations Committee Meeting the previous week. One topic discussed was usage of coal, including coal trains, the Richmond train depots, and the problems caused by coal and coal dust getting into the atmosphere.

Adjournment

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

Chair Xavier adjourned the meeting at 7:50 p.m. to the November 27, 2018 meeting.

Rita Xavier, Chairperson

Charles Ching, Secretary

Planning Commission Staff Report

PREPARED BY: Sandra Marquez, Assistant Planner

DATE: November 27, 2018

SUBJECT: TO CONSIDER A CONDITIONAL USE PERMIT TO ALLOW A MOBILE FOOD VENDING USE (TACO TRUCK) IN THE PARKING LOT AT 1436/1440 23rd STREET IN THE CMU (COMMERCIAL MIXED USE) ZONE, APN 527-021-010

PROJECT TITLE AND REQUEST

Conditional Use Permit, PLAN1707-0010, a request for approval of a Conditional Use Permit to operate a mobile vending truck in the parking lot of an existing office business at 1436/1440 23rd St. The request also includes outdoor seating.

STAFF RECOMMENDATION

Approve Resolution 18-14 approving PLAN1707-0010, subject to findings and conditions of approval.

BACKGROUND

- Property Owner: Sariyar Erhan
- Applicant: Luis Cabrera and Jennifer Martínez
- Location: 1436/1440 23rd Street
- Assessor Parcel Number: 527-021-010
- General Plan Designation: Commercial Mixed Use
- Zoning District: Commercial Mixed Use

Surrounding Zoning and Land Uses:

- North: SP1-23rd Street Specific Plan; Restaurant/Bar
- South: CMU- Single-Family home
- East: CMU- Single-Family home
- West: CMU- Mixed Use building, restaurant, retail, apartments.

SITE AND PROJECT DESCRIPTION

The applicant requests a Conditional Use Permit to allow for a mobile food vending use (taco truck) in the parking lot at 1436/1440 23rd St. San Pablo, CA (APN 527-021-010) in the CMU (Commercial Mixed Use) Zone. The proposed mobile vending food truck would be located on the north-west side of the site at 1440 23rd St. towards Pine Ave. A few

picnic tables for outdoor dining are also proposed towards the rear of the property facing Pine Avenue. The proposed hours of operation are from 8 a.m. – 8 p.m., Monday through Sunday.

The existing property contains a single family home with on-site parking on the south end of the property, and an office use within an existing building, which historically used to be a vehicle service station, on the north end. The office/previous service station and residence are divided by a fence. The commercial portion of the property can accommodate two parking spaces, one which is designated for the existing office use and one for the mobile vending truck. Section 17.54.030 Nonresidential off-street parking requirements requires one (1) space per 200 sq. ft. of office area. The existing office use is 163 sq. ft., and the rest of the building is used for storage. Additionally, one (1) space is required for the mobile vending truck. The truck sits in an open area that is part of the driveway. The truck has received all required health permits and registrations. The mobile taco truck is removed from the site each day, and is parked at a commissary located at 2400 Monarch St. Alameda, CA 94501. Local commissaries are at their full capacity and “The Prep Station” commissary in Alameda is the closest available.

The property is currently fenced all around with chain-link fence. A condition of approval for this request is to remove the chain-link around the commercial side of the property. This will give the property a better look and a welcoming feel to attract more customers. A wood fence is proposed on the rear of the property to provide protection for a water remediation system that sits behind the building.

Background

The property currently contains a single family residence in the far south and an office use for an Xfinity service business called Bay Network Solutions. The commercial portion of the property has historically been an automotive service station and it is required by the San Francisco Bay Regional Water Quality Control Board (WQCB) that the site be clear of water contamination. There are three (3) extraction wells and remediation compound equipment that needs to stay onsite until the clean-up is complete. As part of the application review, the application for the mobile vending use was routed to the WQCB and the comment provided was that the extraction wells shall not be blocked and access to the remediation system equipment shall be provided. The comments from the WQCB were taken into consideration in the site plan and the proposed location of the truck and picnic tables will be in a location where no wells will be blocked. City staff initially recommended the truck and tables to be placed on the front of the property facing 23rd St. However, two (2) of the extraction wells are located in the front of the property and cannot be blocked (see attachment C)

CONDITIONAL USE PERMIT

Through the Use Permit process, the Planning Commission is given an opportunity to review uses with this classification, impose conditions of approval, approve or deny such proposals, and set terms for revocation of uses. In approving the Use Permit for the food truck, 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.

GENERAL PLAN CONFORMANCE

The site is designated on the General Plan as Commercial Mixed Use. The proposed use is consistent with the following policies:

LU-I-29 Allow secondary uses in large commercial or industrial mixed use developments, such as restaurants, cafés, dry cleaners, day care, and other complementary employee-serving uses, upon finding that such uses are compatible with the primary use.

The proposed food truck serves residents and employees in the area and is compatible with the primary use.

LU-I-31 Establish zoning standards, including maximum size and separation requirements, for any commercial land use type that could adversely affect adjacent residential areas or create health and safety impacts.

The Zoning Ordinance contains standards for mobile vending to protect health and safety. The food truck complies with these standards.

ZONING CONFORMANCE

The food truck is subject to Zoning Ordinance Section 17.62.140 Mobile Vending. Following is a summary of Zoning Ordinance standards:

Summary of Zoning Ordinance Development Standards:

DEVELOPMENT STANDARDS FOR MOBILE VENDING			
Standards	Zoning Ordinance Requires	Proposed Project	Complies?
Location C. 1.	On private property with written approval from the property owner.	On private property and written approval is provided. Attachment E-1	Yes
Parking D.1.	Adequate parking for both the established business and mobile truck customers	The food truck will only utilize one parking space. The existing business only requires an additional parking space.	Yes
Traffic flow D.3.	Not impede on-site traffic flow or impact safe sight lines	Food truck is located at the edge of the driveway and does not impede traffic flow or impact sight lines, per review by the Public Works Division	Yes (see Conditions of Approval and discussion below)

DEVELOPMENT STANDARDS FOR MOBILE VENDING			
Standards	Zoning Ordinance Requires	Proposed Project	Complies?
Overnight parking D.4.	Approved off-site location for overnight parking required	Approved off-site parking 2400 Monarch St. Alameda.	Yes
Site Placement F.1.	Not located in required parking for established business	1 space required for existing business, 1 for the vending truck	Yes
Site Placement F.2.	Not located within a twelve-foot radius of the outer edge of any entranceway	Located on the side of the building where no entrance is located	Yes
Site Placement F.3	Not located where space for pedestrian passage will be reduced to less than six feet.	Does not impede pedestrian passage	Yes
Site Placement F.4	Not located within ten feet of a residential unit.	Truck is located approximately 30 feet from the residential use to the east and 30 feet from the residence to the south.	Yes
Health services license G.1.	A copy of the Contra Costa Health Services license for sale and preparation of food item	Provided Attachment F-2	Yes
State certification G.2	Proof that vehicle is state certified, include HCD compliance, plumbing and electrical standards, and the display of certification on the vehicle.	Provided Attachment F-3	Yes
Certified commissary G.3.	Proof of Contra Costa Health Services approval of commissary for off-site preparation and storage	Provided Attachment F-4,5	Yes
Disposal of used cooking grease and oils G.4.	Proof of Contra Costa health services approval of certified facility for disposal of used cooking grease and oils	Provided Attachment F-4	Yes
Cleaning of vehicle G.5	Copy of signed approval for cleaning of a vehicle	Provided Attachment F-5	Yes
Vehicle insurance G.6.	Proof of current vehicle insurance and registration.	Provided Attachment F-6	Yes
Use of restrooms G.7	Written approval allowing vending operation employees the use of restrooms.	Provided Attachment F-7	Yes
Storage of vehicle G.8.	Permission of site where the vehicle is to be stored.	Provided Attachment F-5	Yes
Washing H.	Wash-down of truck only permitted at approved facility. Wash down of the truck shall not be permitted on the subject property.	Provided Attachment F-5	Yes (see Conditions of Approval)

DEVELOPMENT STANDARDS FOR MOBILE VENDING			
Standards	Zoning Ordinance Requires	Proposed Project	Complies?
Trash I.	Adequate trash receptacles provided on-site to accommodate trash generated by the business.	Trash receptacle on-site	Yes (see Conditions of Approval)
Cleanup J.	Employees to clean site and adjacent area at the ended of each business day.	Conditions of Approval	Yes (see Conditions of Approval)
Hours of Operation K.	Operation limited to the hours between 7 a.m. and 8 p.m.	Proposed hours between 8 a.m. and 8 p.m.	Yes
Overnight Parking L.	Mobile food truck must leave the site and the conclusion of each business day.	Will be moved to off-site location	Yes (see Conditions of Approval)
Preparation of Food M.	Preparation of food items may only occur at Contra Costa Health Services approved facilities.	Will occur at both food truck and off-site facility Provided	Yes (see Conditions of Approval)
Cooking Waste N.	Disposal of cooking waste may only occur at Contra Costa Health Services approved facilities.	Will occur at off-site facility	Yes (see Conditions of Approval)

ANALYSIS

The mobile food truck is consistent with the provisions of the Zoning Ordinance for Mobile Vending, with conditions of approval. Following is a summary of relevant issues:

1. Access: The truck is located at the north end of the property and striping will be placed to indicate the parking spaces and direct the traffic. The Public Works Division has reviewed this situation and does not find any safety issues.
2. Residential units to the east and to the south. A single family residence is located within the same property to the far south, and another single family is located in the adjacent parcel to the east. The residential units are located in the Commercial Mixed Use Zone and residents are likely accustomed to commercial activity in the area. Both houses are more than 30 feet away from the mobile vending truck.
3. Hours of operation. The submitted application indicates that the hours of operation for the food truck are 8 a.m. to 8 p.m. seven days a week. The Zoning Ordinance requires mobile vending operations to cease operation by 8 p.m. A condition of approval is recommended to restrict hours to 8 a.m. to 8 p.m.
4. Lighting: The Bay Network Solutions business has on-site lighting on the building. Additional lighting will be required for the rear of the property where the picnic tables are proposed as a condition of approval (see attached photos).
5. Landscaping: The existing property does not have any existing landscape. Because of the age of the building, the lack of landscaping is considering non-conforming. The proposed

project includes three small palms in wood containers which will improve the visual environment of the property and the outdoor picnic area. Palms are drought tolerant and require little water.

FINDINGS

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

- A. The proposed project has been determined to be categorically exempt from the provisions of CEQA, in accordance with CEQA Guidelines pursuant to Section 15332, Infill Projects.
- B. Public notice of hearing has been given by mail to the applicant, local affected agencies and to all property owners within 300 feet of the subject property and has been published in the East Bay Times in accordance with the requirements of Government Code section 65905.
- C. That the establishment, maintenance or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort and general welfare of persons residing or working the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or the general welfare of the city because the property is zoned CMU (Commercial Mixed Use) and a food truck provides a service to this industrial and commercial area. The use complies with the development standards for Mobile Vending.

ENVIRONMENTAL DOCUMENTATION

The proposed project has been determined to be categorically exempt from the provisions of CEQA, in accordance with CEQA Guidelines pursuant to Section 15332, Infill Projects.

PUBLIC HEARING NOTICE

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

Notices were mailed to owners of properties within a 300-foot radius of the site. The notices were mailed on November 14, 2018. In addition, a public hearing notice was published in the East Bay Times newspaper on November 14, 2018.

ATTACHMENTS

- A. Resolution 18-14
- B. Letter of Explanation
- C. Proposed Site Plan and WQCB site plan
- D. Site Photos
 - D-1 Nighttime photo
 - D-2 Nighttime photo

- D-3 Existing Site
- D-4 Food truck
- D-5 Food truck
- E. Legal Notice Proof of Publication
- F. Documentation of compliance with zoning and health requirements
 - F-1 Permission to use site
 - F-2 Health Services permit for food of truck
 - F-3 HCD Certification
 - F-4 Health Services Permit for Commissary
 - F-5 Permission for use of Commissary
 - F-6 Certificate of Vehicle Insurance and Registration
 - F-7 Restroom Permission

RESOLUTION 18 - 14

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN PABLO APPROVING A USE PERMIT FOR A MOBILE FOOD VENDOR (TACO TRUCK) IN THE PARKING LOT AT 1436/1440 23rd STREET IN THE CMU (COMMERCIAL MIXED USE) ZONE, APN 527-021-010

WHEREAS, Zoning Code section 17.34.030 F. requires a Conditional Use Permit for mobile vending in the Commercial Mixed use (CMU) zone; and

WHEREAS, 1436/1440 23rd St. is currently developed with a commercial office space and a single family residence, and it is zoned Commercial Mixed Use; and

WHEREAS, the applicant is proposing a mobile food truck on the north end of the site, with the use of one parking spaces for parking the mobile vending truck; and

WHEREAS, the proposed use is consistent with the City of San Pablo General Plan Policies LU I-29 and LU – I-31 in that the use provides a service to surrounding commercial and residential uses. The use is also consistent with Zoning Ordinance Section 17.62.140; and

WHEREAS, in order to approve a Use Permit for mobile vending, the Planning Commission shall make findings that the proposed use will not be detrimental to the health, safety, peace, morals, comfort, and general welfare of the persons residing or working in the neighborhood of such use or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the city; and

WHEREAS, pursuant to the California Environmental Quality Act, the proposed project has been determined to be categorically exempt from the provisions of CEQA, in accordance with CEQA Guidelines and pursuant to Section 15332, Infill Projects; and

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

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

- A. The proposed project has been determined to be categorically exempt from the provisions of CEQA, in accordance with CEQA Guidelines pursuant to Section 15332, Infill Projects.

The project has been determined to be exempt under CEQA, Section 15332, Infill Projects. The proposed mobile vending use meets the requirements described in Section 1332, Class 32, under CEQA Categorical Exemption.

- B. That the establishment, maintenance or operation of the 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 the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or the general welfare of the city.

The property is zoned CMU (Commercial Mixed Use) and a food truck provides a service to residents and employees of this commercial mixed-use area. The use complies with the development standards for Mobile Vending.

- C. 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 November 15, 2018. In addition, a public hearing notice was published in the East Bay Times newspaper on November 17, 2018.

BE IT FURTHER RESOLVED that the Planning Commission of the City of San Pablo hereby approves this application for a Use Permit (PLAN1707-0010) for a mobile food truck based upon the following Conditions of Approval:

1. The Use Permit for the existing mobile food truck is effective after the appeal period has elapsed.
2. The use shall be conducted in substantial compliance with the plans and application submitted to the Community and Economic Development Department, PLAN1707-0010. The chain-link fence around the commercial side of the property shall be removed and a wooden fence installed on the rear of the property to provide protection for a water remediation system that sits behind the building. 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.
3. Wash down of the truck shall not occur at 1436/1440 23rd St. Wash down shall only occur at the approved commissary located at 2400 Monarch St in Alameda or other location approved by the Zoning Administrator.
4. Provide at least one trash receptacle at all times adjacent to the food truck. Receptacle shall be emptied on a daily basis into the on-site dumpster. Employees must clean the site of trash and debris at the end of the business day.
5. Hours of operation are limited to the hours of 8 a.m. to 8 p.m. Monday through Sunday.
6. Remove the food truck at the end of business each day. Overnight parking is not permitted.
7. Preparation of food items may only occur at Contra Costa Health Services approved

facilities. Disposal of cooking waste is only permitted at the approved commissary location or other location approved by Contra Costa County Health Services.

8. Written permission of the property owner for use the site and restrooms shall be maintained at all times.
9. The mobile food truck shall not impede traffic flow or impact sight lines.
10. There shall be adequate lighting on site at all times. Within 45 days of project approval, you must submit a plan to demonstrate adequate lighting on the rear of the property where the picnic tables are located.
11. Permits for use of the food truck and commissary shall be maintained at all times, including:
 - a. Contra Costa County Health Services license for a mobile food truck.
 - b. State Certification of compliance with HCD requirements.
 - c. Contra Costa County Health Services approval of a certified commissary including disposal of cooking waste.
 - d. Signed approval by owner for use of commissary for food preparation, wash down, storage, and disposal of cooking waste.
 - e. Mobile food truck vehicle insurance and registration.
12. Maintain a current business license issued by the City of San Pablo at all times.
13. Non-compliance of the conditions of approval may result in revocation of the business license and use permit.
14. 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 27th day of November, 2018, by the following vote to with:

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

ATTEST:

APPROVED:

Charles Ching
Secretary

Rita Xavier
Chairperson

To: The San Pablo Planning Committee

From: Tacos Picantes

Re: Letter of Explanation for the city of San Pablo

This is an official letter from Tacos Picantes to inform you that we are in the process of opening a Food Truck Service in San Pablo, Ca. The food specialty of Tacos Picantes will consist of a few variations of healthy Latin American dishes, desserts, and beverages at low cost. Based on market research for the demographic of the customers in the immediate area (over 50% percent of the population is Latin or Hispanic) providing Latin American cuisine options is one incentive for customers to purchase from Tacos Picantes.

The company's comparative advantage in the food truck market is that this food truck particularly targets consumers from 8am until 8pm—which is mandated acceptable in most cities, primarily San Pablo, due to the City of San Pablo, California Zoning Ordinance adopted May 18, 2015. Another comparative advantage of the food truck will be that not only local residents, but also students from the surrounding schools will have the access to fresh Latin American food. The last and most valued difference between Tacos Picantes and other food trucks is the fact that we are the first truck that will be offering student discounts during and after school hours.

Additionally, in order to create publicity Tacos Picantes will utilize social media outlets as a free form of advertising to expand the reach and customer base. This will help give Tacos Picantes transparency, allowing consumers to understand not only the culture around the family running the food truck service but will also allow them educate themselves on the various dishes offered on a day to day basis. The use of social media in conjunction with the local traffic and the dedicated family of owners will aid in insuring the success of the business, generating more sales and creating more tax revenues for the city of San Pablo. As a family of owners that grew up in the San Pablo vicinity the success of the business is of utmost importance in order to open up a vast array of future possibilities within the city.

REVISION	BY

Blends Marquez
OCTOBER - 2016

OWNER: JENIFER MARTINEZ
ADDRESS: 1436 23RD STREET
SAN PABLO, CA 94806

PHONE: (610) 284-8888
e-mail: helenormatz@gmail.com

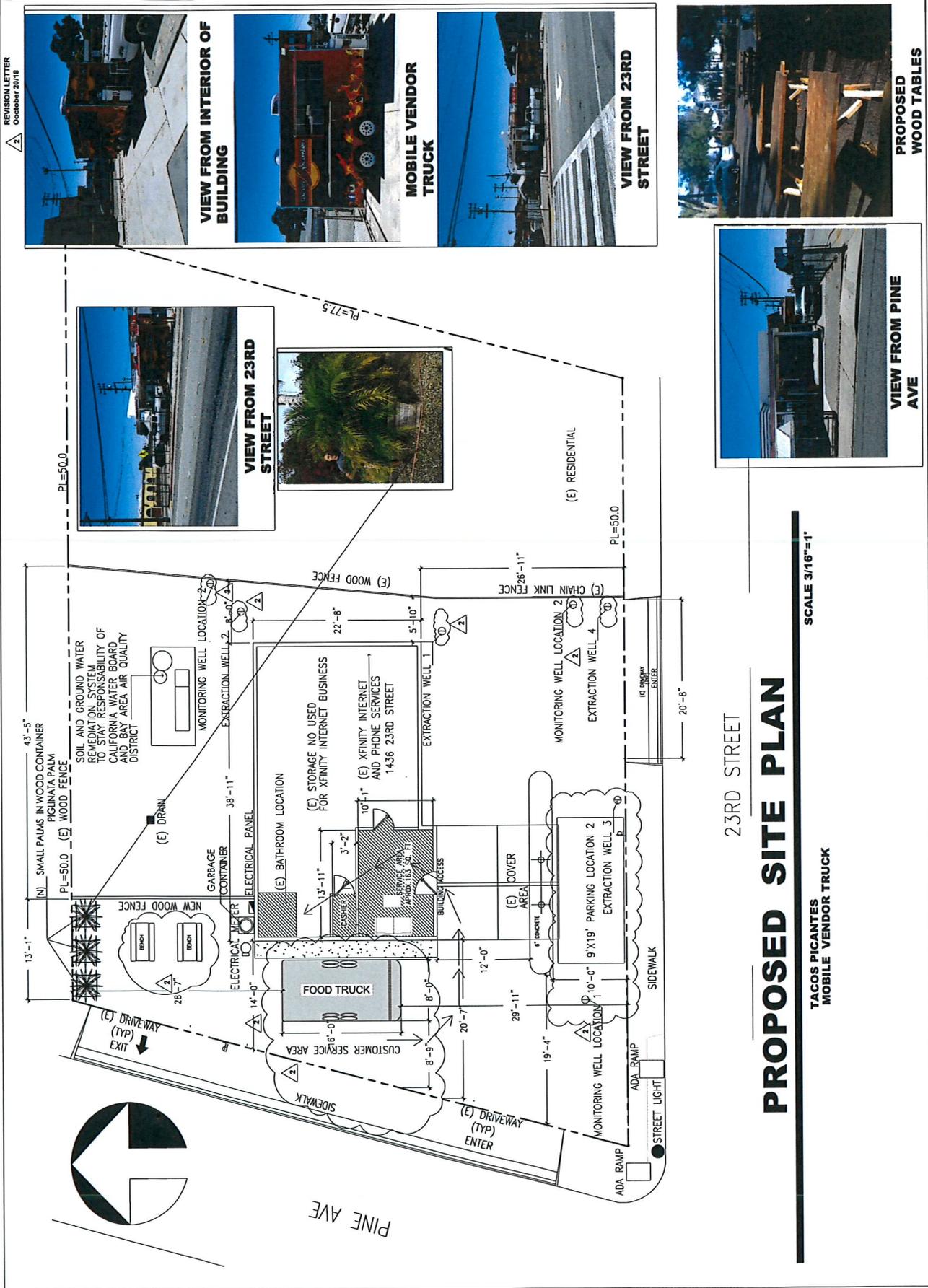
TACOS PICANTES MOBILE VENDOR
PROJECT ADDRESS: 1436 23RD STREET
SAN PABLO, CA 94806

PROJECT NAME: TACOS PICANTES MOBILE VENDOR

CONTEST: PROPOSED SITE PLAN

SCALE: AS SHOWN
DRAWN BY: B.M.
JOB #: 06132017

SHEET: **A-2**
Of Sheets 2



REVISION LETTER
October 2016



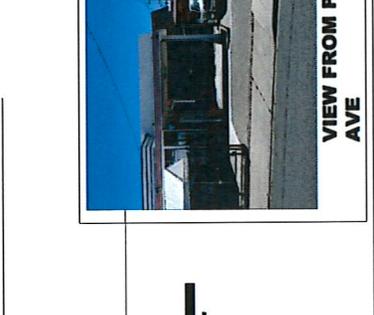
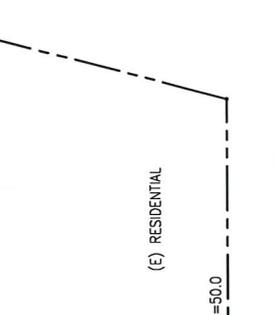
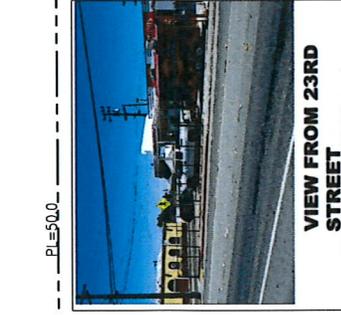
VIEW FROM INTERIOR OF BUILDING



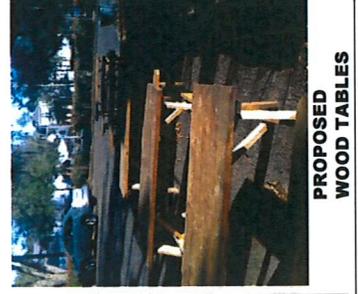
MOBILE VENDOR TRUCK



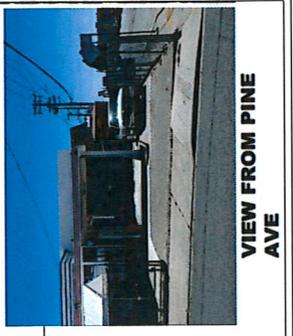
VIEW FROM 23RD STREET



VIEW FROM PINE AVE



PROPOSED WOOD TABLES



VIEW FROM PINE AVE

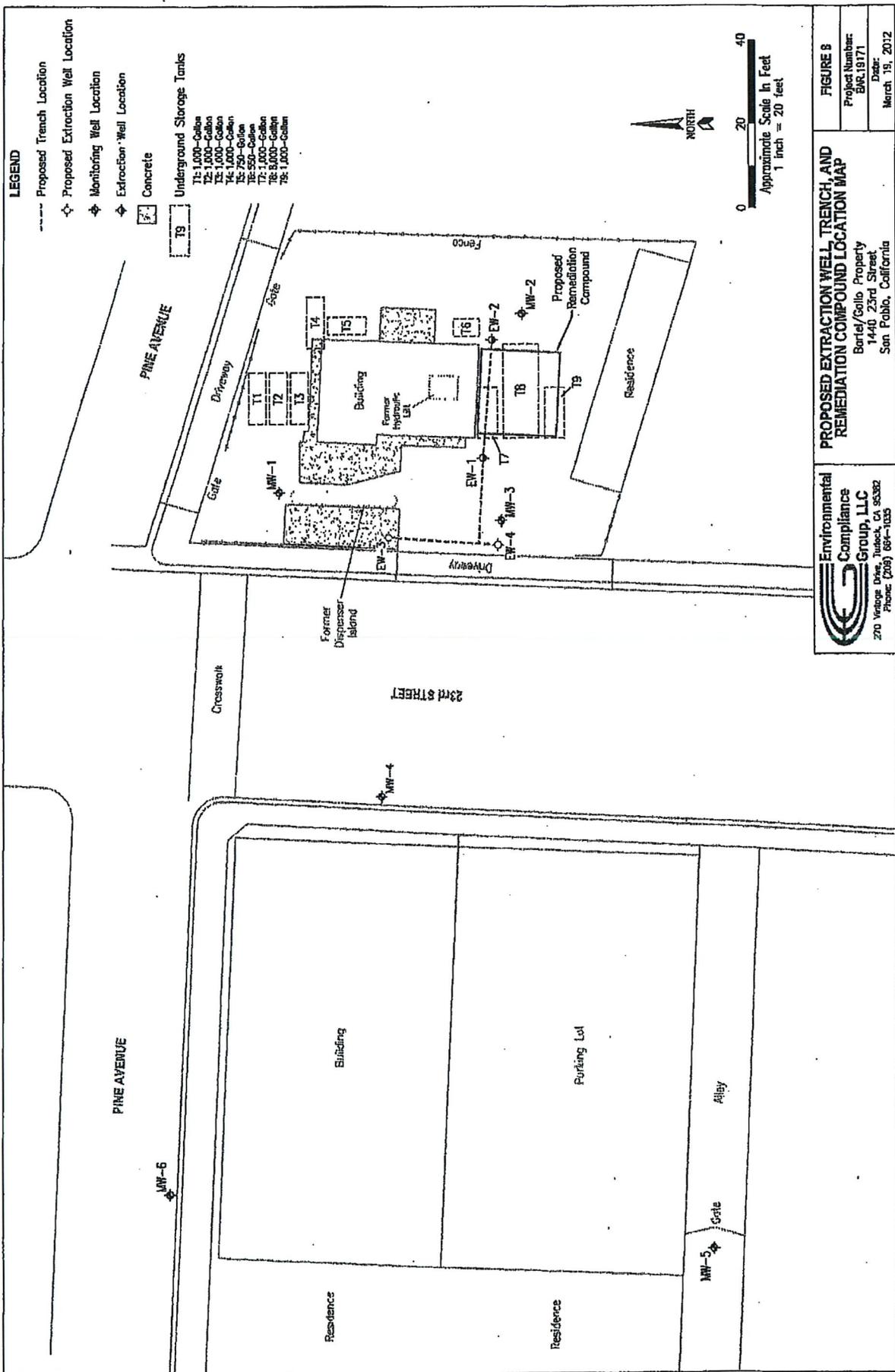
PROPOSED SITE PLAN

SCALE 3/16"=1'

TACOS PICANTES MOBILE VENDOR TRUCK

LEGEND

- Proposed Trench Location
- ⊕ Proposed Extraction Well Location
- ⊕ Monitoring Well Location
- ⊕ Extraction Well Location
- ☐ Concrete
- Underground Storage Tanks
 - T1: 1,000-Gallon
 - T2: 1,000-Gallon
 - T3: 1,000-Gallon
 - T4: 1,000-Gallon
 - T5: 50-Gallon
 - T6: 50-Gallon
 - T7: 1,000-Gallon
 - T8: 2,000-Gallon
 - T9: 1,000-Gallon



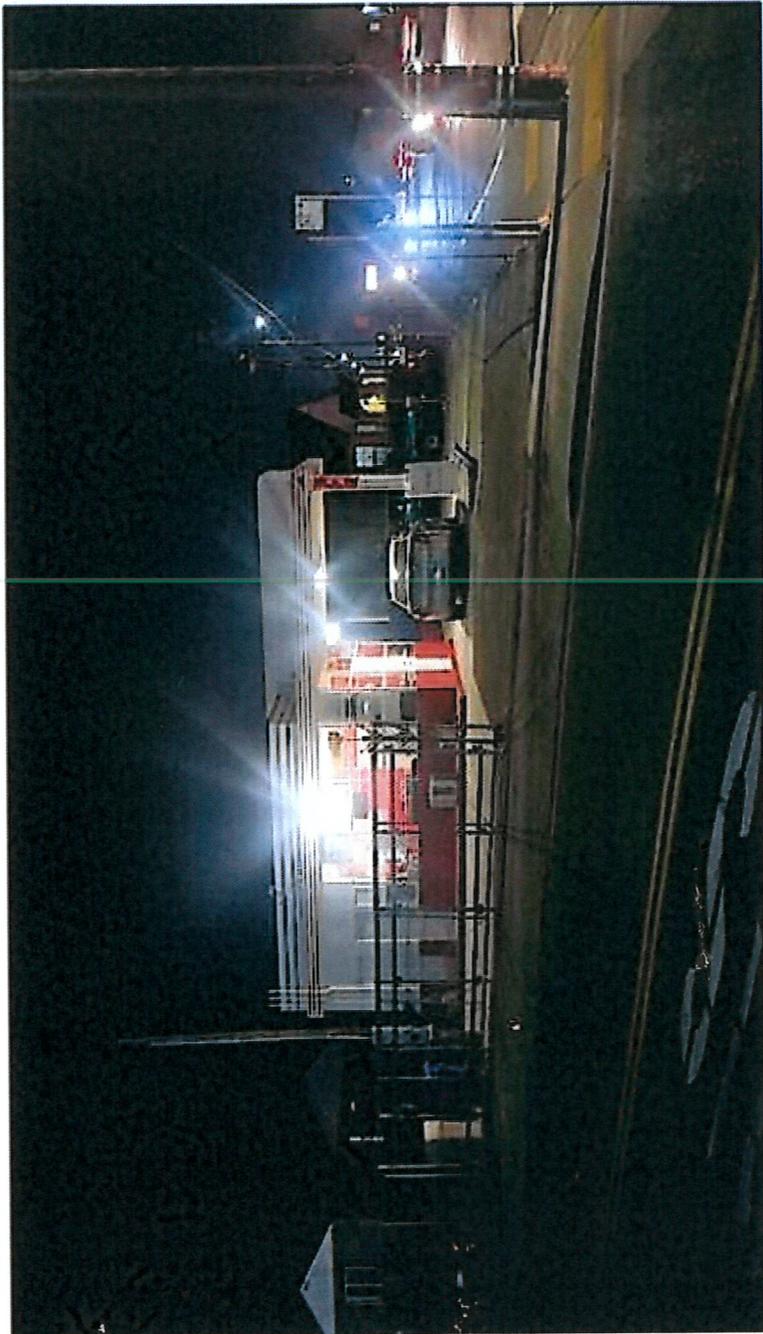
PROPOSED EXTRACTION WELL, TRENCH, AND REMEDIATION COMPOUND LOCATION MAP

Project Number:
BAC-19171

Date:
March 15, 2012

Environmental Compliance Group, LLC

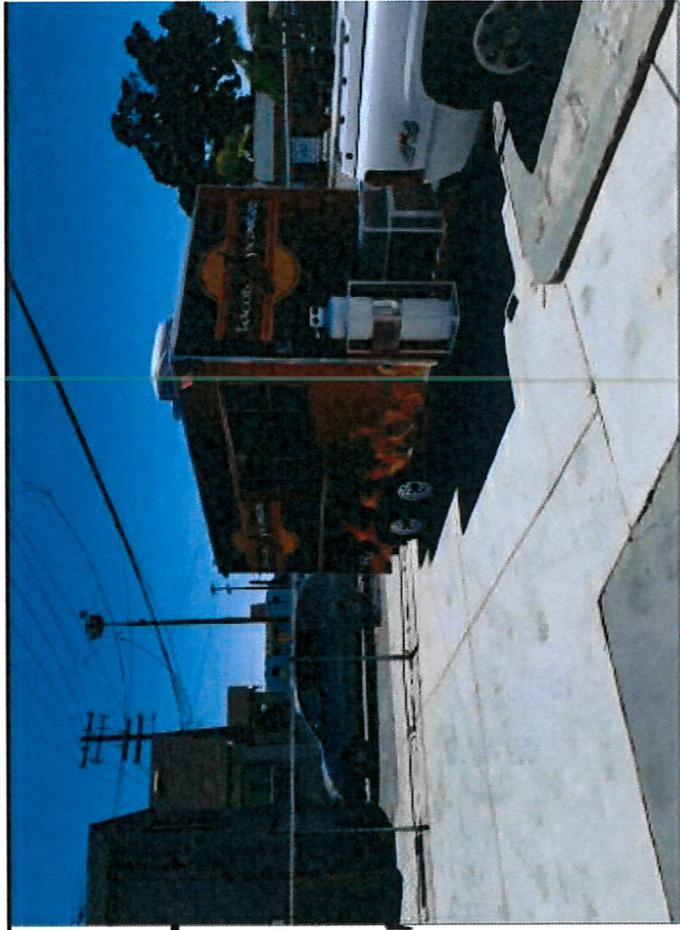
270 Verobee Drive, Tustin, CA 92682
Phone: (714) 854-1035











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. PLAN1707-0010

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:

11/17/2018

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

Executed at Walnut Creek, California.
On this 19th day of November, 2018.



Signature

Legal No.

0006255718



CITY OF SAN PABLO
City of New Directions

**CITY OF SAN PABLO
NOTICE OF PUBLIC HEARING
TUESDAY, NOVEMBER 27, 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:

PLAN1707-0010: Consideration of a Conditional Use Permit to allow for a mobile food vending use in the parking lot at 1436/1440 23rd St., San Pablo, CA (APN 527-021-010) in the CMU (Commercial Mixed Use) Zone. The proposed mobile vending food truck would be located on a portion of the site at 1436/1440 23rd St (near the Bay Network Solutions Xfinity business) and would operate from 8 a.m. - 8 p.m., Monday through Sunday. It has been determined that the proposed project qualifies for a CEQA Exemption as an Infill Development Project, consistent with the provisions of CEQA Guidelines Section 15332.

NOTICE IS HEREBY FURTHER GIVEN that said hearing of the Planning Commission will be on Tuesday, November 27th, 2018. The meeting will be held at the hour of 6:30 p.m. in the City Council Chambers located at One Alvarado Square, 13831 San Pablo Avenue, San Pablo, CA. 94806 at which time and place all persons interested may appear and be heard thereon. Questions may be directed to the City of San Pablo Community and Economic Development 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 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.

**Sandra Marquez, Assistant Planner
Community and Economic Development**

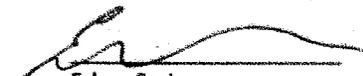
WCT 6255718 November 17, 2018

Erhan Sariyar
1790 YGNACIO VALLEY RD
WALNUT CREEK, CA 94598
(925) 255 - 3091
02/28/2017

Re: Vending Truck Premise Permission

To whom it may concern,

I, Erhan Sariyar, give Luis Cabrera DBA Tacos Picantes permission to operate a vending truck at 1440 23rd ST, San Pablo, CA 94806 the seven days of the week.


Erhan Sariyar

03/02/17

* Your lease is month to month.

picantes

Contra Costa
Environmental Health
2018
Public Health

**Contra Costa
Environmental Health**

2018

Mobile Permit

0318

**THIS INSIGNIA REMAINS PROPERTY OF
THE STATE OF CALIFORNIA DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS**

AS EVIDENCED BY THIS INSIGNIA THE MANUFACTURER CERTIFIES TO COMPLIANCE WITH THE CA HEALTH AND SAFETY CODE DIV. 13, PART 2 AND CA CODE OF REGULATIONS TITLE 25, CHAPTER 3 FOR SPECIAL PURPOSE COMMERCIAL MODULAR CONSTRUCTION. A SPECIAL PURPOSE COMMERCIAL MODULAR BEARING A DEPARTMENT INSIGNIA SHALL NOT HAVE ITS FIRE AND LIFE SAFETY, PLUMBING, ELECTRICAL, OR MECHANICAL EQUIPMENT OR INSTALLATIONS ALTERED OR CONVERTED UNLESS APPROVAL IS FIRST OBTAINED FROM THE DEPARTMENT.



**SELLER
CERTIFIES TO
COMPLIANCE**

SPCM

29513

C3HS043013



CONTRA COSTA ENVIRONMENTAL HEALTH DIVISION
 2120 DIAMOND BOULEVARD, SUITE 200
 CONCORD, CA 94520
 (925) 692-2500 (925) 892-2502 FAX
<http://cchealth.org/eh/>



FORM B

COMMISSARY AGREEMENT*

I hereby declare that I hold a valid environmental health permit to operate a commissary as defined by the California Retail Food Code, Chapter 10 meeting the California Retail Food Code, Section 114294-114297 and 114326 commissary requirements.

For multiple commissaries, submit a completed commissary form for each location

*Note: Include copy of valid Health Permit for out-of-county commissaries.

Commissary Name: The Prep Station
 Commissary Address (City, State, Zip): 2400 Monarch St. Alameda 94501
 Telephone: 415 652 0997 Email: jeff@wankykitchen.com / jem-0923@yahoo.com / martin.sum@hcd.contra.ca.us

I hereby declare and certify that Tara Prantes with license plate 4PY3252 is operating out of the above commissary. This commissary agreement is valid until 1/31/19 (Contra Costa County Mobile Food Facility (MFF) permits expire at the end of the calendar year).

I understand and agree to provide the following requirements for the above Mobile Food Facility: (Check all that apply)

- Mobile food facility overnight parking/ storage area.
- Enclosed cover/ adequate space for overnight storage for carts.
- Mobile food facility electrical hook up connection.
- Food preparation/handling area with available handwash sinks.
- Commercial cooking kitchen
- Sufficient food/utensil storage space will be provided and designated for each mobile food facility inside the commissary.
- Refrigeration storage Freezer Storage Dry Good Storage Utensil Storage
- Utensil washing area (warewash sinks/ mechanical warewash machine)
- Liquid waste from the Mobile Food Facility discharged to: Mop Sink Wash Pad
- Hot and cold potable water, protected from potential back flow, available for the mobile food facility.
- Approved restrooms available for the mobile food facility operators.
- Consumable / Non-consumable ice (please circle)
- Garbage and rubbish disposed of in a sanitary manner.

I will notify Contra Costa Environmental Health by written document, of any change in the status of my operation, my environmental health permit, when this commissary agreement is terminated or when the MFF fails to utilize the services checked above at this commissary.

Signature (Commissary Representative): [Signature] Date: 8/27/18
 Print Name (Commissary Representative): Tara Prantes

ENVIRONMENTAL HEALTH DEPARTMENT:

If commissary establishment is located in Contra Costa County, the local environmental health jurisdiction shall verify current commissary health permit by signing below. Food establishment is in Alameda County. Facility above meets California Retail Food Code, Section 114294-114297 and 114326 commissary requirements. The above checked requirements are available at the proposed commissary.

Signature (County Official): [Signature] Date: _____ Telephone Number: _____
 Print Name (County Official): Valerie Strother E-Mail Address: _____

Revised 8/2017

THE PREP STATION

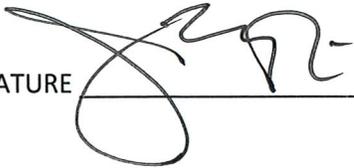
Catering Kitchen and Commissary

- b. The Client will maintain all necessary County, State or other Governmental licenses and certifications required to produce food for sale, and to operate their food businesses. Client will provide copies of those licenses and certifications to the Prep Station
 - c. Client will maintain liability insurance of a minimum \$1MM per occurrence and will name Wonky Kitchen, LLC dba "The Prep Station" (2400 Monarch Street, Alameda CA 94501) as additional insured on their policies and provide a copy of the policy endorsement to The Prep Station.
 - d. Client will provide their own cleaning supplies for maintenance and sanitization of their prep area, utensils and appliances, and will maintain the premises in a clean and orderly state, and agrees to abide by the rules of the kitchen as published by The Prep Station.
8. Violations of cleaning and/or security policies: To protect the interests of each of our food business operators, The Prep Station maintains a strict zero-tolerance policy against lapses in cleanliness, food safety or kitchen security protocols.
- a. The first violation of these protocols will result in a fine of \$50.00.
 - b. Additional violations will result in a fines doubling each time (\$100 and then \$200).
 - c. More than three lapses in kitchen protocols in any 3-month period will require a mitigation plan between The Prep Station and Client, or may result in the termination of this agreement at the sole discretion of The Prep Station.
9. Notifications: Client may notify The Prep Station in writing, in person, or via e-mail at jeff@wonkykitchen.com. The Prep Station may notify the Client in writing or in person at the cell phone number, e-mail or physical address cited above.

ACCEPTED AND AGREED

THE PREP STATION

SIGNATURE



PRINT NAME

Jeff Pibler

CLIENT

SIGNATURE



PRINT NAME

Jennifer Martinez

THE PREP STATION
Catering Kitchen and Commissary

TERMS AND CONDITIONS

1. This agreement is entered into this 27th day of Aug 2018 between The Prep Station and Client.
2. Services under this Agreement will commence on the 1st day of Oct., 2018 and continue on a month-to-month basis until terminated by either party according to the terms of this agreement.
3. Client has access to range of services including use of food prep facilities and cooking appliances, parking, refrigeration, assistance with business operations, and/or other services to be determined by Client and The Prep Station.
4. Client has selected a group of services for which the fee will be \$1,000 (monthly/one-time). Client may change the level and type of services at the beginning of any month, with the fee for those services in the following month to be paid on the 25th of the prior month.
 - a. Additionally to the first month's monthly fee, and before move-in, Client will put down a non-refundable deposit toward last month's services of \$1,000, and a one-time, nonrefundable sign-up and administrative services fee of \$100.
 - b. Client may also utilize kitchen services, such as time at workstations and/or use of cooking appliances on an hourly or ad-hoc basis. Client can pay for those services before that usage by writing a check, or making an online payment via Paypal.
5. Fees are due on the 25th of preceding month. If the Client fails to pay for the month's services before the first of the month, there will be a \$10 late fee assessed. If clients fails to pay fees + the \$10 late fee before the fifth of the month there will be an additional 5% late fee assessed and payable with that month's payment.
 - a. If Client fails to make arrangements with The Prep Station for payment of services by the 5th of the month, then this agreement will be automatically terminated and the Client's deposit toward last month's services will be applied for that month. If by the beginning of the next month, Client's possessions have not been removed from the premises, all items remaining on the premises may be moved, stored or otherwise disposed of at the sole discretion of The Prep Station.
6. Either Party may terminate this agreement at any time and for any reason with 30-days written notice delivered to the other party. However, client's deposit against last month's services can be applied, but no refund against those services will be issued.
7. Obligations
 - a. The Prep Station will maintain all necessary permits from the Alameda County Health Department for operation of a food production facility; will maintain the premises in a clean and orderly state; will provide cleaning and sanitary supplies for maintenance of the common areas including the bathrooms and floors.



**FOOD
LIABILITY
INSURANCE
PROGRAM**

<http://www.fliprogram.com>
888-568-0548
Powered by Veracity Insurance
Solutions, LLC



Great American Alliance Insurance Company
301 E. Fourth Street, 25 S
Cincinnati, OH 45202-4201

**COMMERCIAL GENERAL LIABILITY COVERAGE PART - OCCURRENCE FORM
CERTIFICATE PAGE**

IT IS AGREED THAT THIS CERTIFICATE IS ISSUED TO THE CERTIFICATE HOLDER LISTED BELOW TO CERTIFY COVERAGE UNDER THE COMMERCIAL GENERAL LIABILITY INSURANCE MASTER POLICY LISTED BELOW.

INSURANCE COMPANY: GREAT AMERICAN ALLIANCE INSURANCE COMPANY NAMED INSURED: BEAUTY HEALTH & TRADE ALLIANCE CERTIFICATE HOLDER: Tacos Picantes, DBA Tacos Picantes ADDRESS: 1807 Andrea Ct, Concord, California 94519 POLICY PERIOD: 08/31/2018 to 08/31/2019 12:01 AM, Standard Time at the Address of The Certificate Holder	POLICY NUMBER: PL1744427 CERTIFICATE NUMBER: F053637X
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LIMITS OF INSURANCE

General Aggregate Limit (Other than Products-Completed Operations)	\$	2,000,000	
Products-Completed Operations Aggregate Limit	\$	2,000,000	
Personal and Advertising Injury Limit	\$	1,000,000	
General Each Occurrence Limit	\$	1,000,000	
Damage to Premises Rented to You Limit	\$	300,000	Any One Premises
Medical Expense Limit	\$	5,000	Any One Person
Professional Coverage Extension	\$	Not Purchased	Each Claim
	\$	Not Purchased	Aggregate
Professional Coverage Deductible	\$	Not Purchased	Each Claim
Liability Deductible			None

FORM OF BUSINESS: Partnership or Joint Venture

PREMIUM:	\$	226	
BHTA Fee:	\$	109	
TOTAL ANNUAL COST:	\$	335	(The cost is 100% earned/non refundable)

CODE NUMBER: 11168 **PREMIUM BASIS:** Gross Sales **EXPOSURE:** Up to \$50,000

CLASSIFICATION: Vendor, Distributor, or Manufacturer of food products

THIS INSURANCE IS SUBJECT TO ALL THE TERMS AND CONDITIONS, INCLUDING APPLICABLE ENDORSEMENTS, OF THE COMMERCIAL GENERAL LIABILITY INSURANCE MASTER POLICY. A COPY OF THE COMMERCIAL GENERAL LIABILITY INSURANCE MASTER POLICY ACCOMPANIES THIS CERTIFICATE. ADDITIONAL COPIES WILL BE PROVIDED TO THE CERTIFICATE HOLDER. PLEASE READ THE POLICY AND ALL ENDORSEMENTS.

NO ADMISSION OF LIABILITY MAY BE MADE EITHER VERBALLY OR IN WRITING

FULL DETAIL OF ANY INCIDENT SHOULD BE SENT IMMEDIATELY BY EMAIL TO CLAIMS@VERACITYINS.COM OR BY LETTER TO VERACITY INSURANCE SOLUTIONS, LLC 260 SOUTH 2500 WEST SUITE 303, PLEASANT GROVE, UT 84062.

FORMS AND ENDORSEMENTS applicable to all Coverage Parts and made part of this Policy at time of issue are listed on the attached Forms and Endorsements Schedule IL 88 01 (11/85).

ADMINISTRATED BY



Veracity Insurance Solutions, LLC
260 South 2500 West Suite 303
Pleasant Grove Utah 84062
888-568-0548
<http://www.fliprogram.com>

ADMINISTRATOR'S SIGNATURE:



PERMANENT TRAILER IDENTIFICATION CARD

MAKE	YR MODEL	YR 1ST SOLD	VLF CLASS	TYPE VEH	TYPE LIC	LICENSE NUMBER
MAXI	2017	2017	MZ	41F	PA	4PY3252
BODY TYPE MODEL	MP	MO	AX	WC	UNLADEN WT	VEHICLE ID NUMBER
UTIL		YT	2	E	05900	4M9U1U2C3HS043013
TYPE VEHICLE USE		DATE ISSUED	CC/ALCO	DT FEE RECVD	PIC	
TRAILER		06/08/17	07	06/07/17	5	

EXP DATE: PERM

REGISTERED OWNER

MARTINEZ JENNIFER E
1122 3RD AVE

AMOUNT PAID

\$ 40.00

AMOUNT DUE

\$ 40.00

AMOUNT RECVD

CASH :

CHCK :

CRDT :

CROCKETT
CA

94525

LIENHOLDER

C01 517 31 0004000 0010 CB C01 060817 PA 4PY3252 013



MOBILE FOOD FACILITY RESTROOM AGREEMENT**

I HEREBY DECLARE THAT I HAVE APPROVED TOILET AND HANDWASHING FACILITIES AS DEFINED BY THE CALIFORNIA RETAIL FOOD CODE, SECTION 113953, 113953.3, AND 114276.

RESTROOM FACILITY:

Erhan Sariyas
Restroom Facility Name
1440 23rd St, San Pablo, CA 94806
Restroom Facility Address City, State, Zip Code
925-255-3091 N/A sariyaserhan@gmail.com
Telephone Number Fax Email Address

I, Erhan Sariyas, hereby certify that, Jennifer Martinez,
(Restroom Facility Owner/Operator) (Mobile Food Facility Owner/Operator)
doing business as Tacos Picantes, with vehicle license plate 98Y3252, and
(Mobile Food Facility Business Name) (License Plate #)

all employees thereof, have unrestricted access to the toilet and handwashing facilities located at the abovementioned address at any time during normal business hours. This agreement is valid until 09/04/2018.
(Date)

I agree to provide approved toilet and handwashing facilities as stated above. At any time the contract has been terminated or the mobile food facility fails to utilize the toilet and handwashing facilities as stated above, I will contact Contra Costa Environmental Health Division by written document.

Erhan Sariyas 9/04/18
Signature (Restroom Facility Owner/Operator) Date

Erhan Sariyas 9/04/18
Print Name (Restroom Facility Owner/Operator) Date

MOBILE FOOD FACILITY:

I, Jennifer Martinez, doing business as Tacos Picantes, with vehicle license
(Mobile Food Facility Owner/Operator) (Mobile Food Facility Business Name)
plate 98Y3252, and all employees thereof, agree to utilize the toilet and handwashing facilities at the
(License Plate #)

Above mentioned address in accordance with the California Retail Food Code, Section 114276.

Jennifer Martinez 9/4/18
Signature (Mobile Food Facility Owner/Operator) Date

Jennifer Martinez 9/4/18
Print Name (Mobile Food Facility Owner/Operator) Date

ATTACHMENT F-7

**Note: As per the California Retail Food Code, Section 114315, this Mobile Food Facility Restroom Agreement is only required when mobile food facilities stop to conduct business for more than a 1 hour period.

Planning Commission Staff Report

PREPARED BY: Elizabeth Dunn, Planning Manager

DATE: November 27, 2018

SUBJECT: PLAN1808-0016: STUDY SESSION ON UPDATES TO THE SAN PABLO ZONING ORDINANCE – REVISING THE LANGUAGE FOR THE SQUARE FOOTAGE OF WALL SIGNAGE FOR COMMERCIAL BUILDINGS

STAFF RECOMMENDATION

Conduct study session and provide comments.

BACKGROUND

In June 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. New zoning designations were established for the City of San Pablo with the adoption of the Zoning Ordinance in 2015.

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; 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 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” (discussed August 2018);
- 2) strengthening front yard landscaping provisions (discussed August 2018);
- 3) clarification of residential off-street parking requirements (discussed September 2018); and
- 4) revising wall sign requirements for commercial buildings (November 2018)
- 5) establishing specific development standards for two zoning overlay districts (the Hillside Overlay, and Air Quality Health Risk Overlay).

The topic to be discussed at the November 2018 meeting will be revising the language in Section 18.04.090, the City's Nonresidential uses and districts section of the Sign Ordinance for wall signage for commercial buildings.

DISCUSSION

Language in the Sign Ordinance of the City of San Pablo Municipal Code, Section 18.04.090, Nonresidential uses and districts, discusses the allowable square footage for signs. Sections 18.04.090 C(1) and D(1) discuss the maximum amount of square footage for wall signs for commercial uses; however, there appears to be a contradiction between the allowable square footage for an individual building or site versus the overall signage for a commercial building. There are instances where a large, single building exists and may qualify for larger sign square footage, yet the Sign Ordinance allows a maximum of twenty-five (25) square feet for signage. Two examples of this type of building is Las Montanas at 13901 San Pablo Avenue, and Hacienda Liquors at 2100 23rd Street.

Section 18.04.090(C)(1) states that any one wall sign shall not exceed twenty-five (25) square feet in area, assuming the primary entrance is located on the front of the building, and that a corner parcel may have more square footage for signage.

Section 18.04.090(D)(1) states that a building with a single street frontage may have a maximum sign area of one square foot of sign area per one foot of lineal building frontage, or no more than one hundred (100) square feet of sign area for all signs for a *single business or organization* (emphasis added) with the exception of pylon signs.

Section 18.04.090(D)(2) elaborates on the allowable square footage for a corner parcel. This amount of the additional square footage changes depending on the street frontage, and whether there is access to the building from a public entrance to the building.

The existing language of Sections 18.04.090(C)(1) and (D)(1 – 4) is provided below:

Section 18.04.090, Nonresidential uses and districts.

C. Area, Height and Locations. The maximum area, height, and locations for allowed signs in nonresidential districts and for nonresidential uses shall be as follows, subject to the total sign area limits set forth in subsection D of this section:

1. One wall sign is allowed on the front of a commercial building, assuming the primary entry is located on the front of the building. For a corner parcel, a wall sign may be mounted on the side of the building as well as the front as long as the maximum allowed sign areas specified in subsection D of this section are not exceeded. Any one wall sign shall not exceed twenty-five square feet in area, shall not exceed twenty feet in height or the height of the roofline, and shall have a vertical clearance of no less than eight feet from finished grade;

[subsections C.2-16 remain as currently written]

D. Maximum Overall Sign Area. Notwithstanding the overall sign area permitted for any individual sign or combination of signs as set forth in subsection C of this section, the maximum permitted square footage of sign area for any building site shall be as follows:

1. On building sites with a single street frontage, the maximum sign area permitted shall be one square foot of sign area per one foot of lineal building frontage, or no more than one hundred square feet of sign area for all signs for a single business or organization, with the exception of pylon signs.
2. On building sites with more than one street frontage, the maximum sign area permitted shall be:
 - a. One square foot of sign area per one lineal foot of building frontage provided that a public entrance to the interior of the building is available on the same building frontage, or no more than thirty-five square feet permitted on the secondary street frontage; and
 - b. One square foot of sign area per two lineal feet of building frontage for frontages without a public building entrance, or no more than twenty-five square feet, permitted on the secondary building frontage.
3. On building sites with a rear or side wall facing a parking lot or visible from a public right-of-way, a sign no more than fifteen square feet may be permitted.
4. Building sites with no exterior wall facing a public right-of-way:
 - a. May have a multi-tenant wall-mounted sign up to thirty square feet on the side of the building, visible from a public street and such sign shall be in lieu of a monument sign.
 - b. Two or more businesses occupying a building with a single entrance may have wall-mounted signs (within the maximum allowed) relative to the percentage of the total building floor area occupied by each tenant.

RATIONALE FOR THE LANGUAGE MODIFICATION

Staff is looking for a formula for square footage for wall signage for commercial uses that can be applied to an individual commercial building or site that is easier for business and property owners to understand, as well as for staff to administer. Additionally, staff is attempting to establish the length of the building as the limit of signage and not using the orientation of the building towards street for the maximum allowable signage.

STAFF RECOMMENDATION

For this reason, staff is recommending the following, more universal, formula for signage for commercial uses, which would replace the existing language in Sections 18.04.090(C)(1) and 18.04.090(D)(1):

For a commercial building with one building frontage, the maximum wall sign area shall be:

- a) one (1) square foot of sign area for every ground level linear foot of commercial building frontage; and
- b) a maximum of fifteen (15) square feet on a rear wall facing a parking lot.

For a commercial building with multiple building frontages, such as a corner parcel or stand-alone building, the maximum wall sign area shall be:

- a) one (1) square foot of sign area for every ground level linear foot on the longest building frontage;
- b) one-half (1/2) square foot of signage for every linear foot of one additional side frontage of the corner parcel; and
- c) a maximum of fifteen (15) square feet on a rear wall facing a parking lot, but the fifteen (15) square feet for rear wall building signage must be deducted from the allowable square footage of the building frontage(s).

Staff reviewed the language for several cities, and believes this formula to be the most responsive to the needs of property and business owners. Additionally, it is easier for staff to discuss with property and business owners as this approach is straight forward, and easy to understand. This formula also responds to a standalone commercial building, inline tenants, or a corner parcel, and incorporates the need for any parking lot/rear building signage.

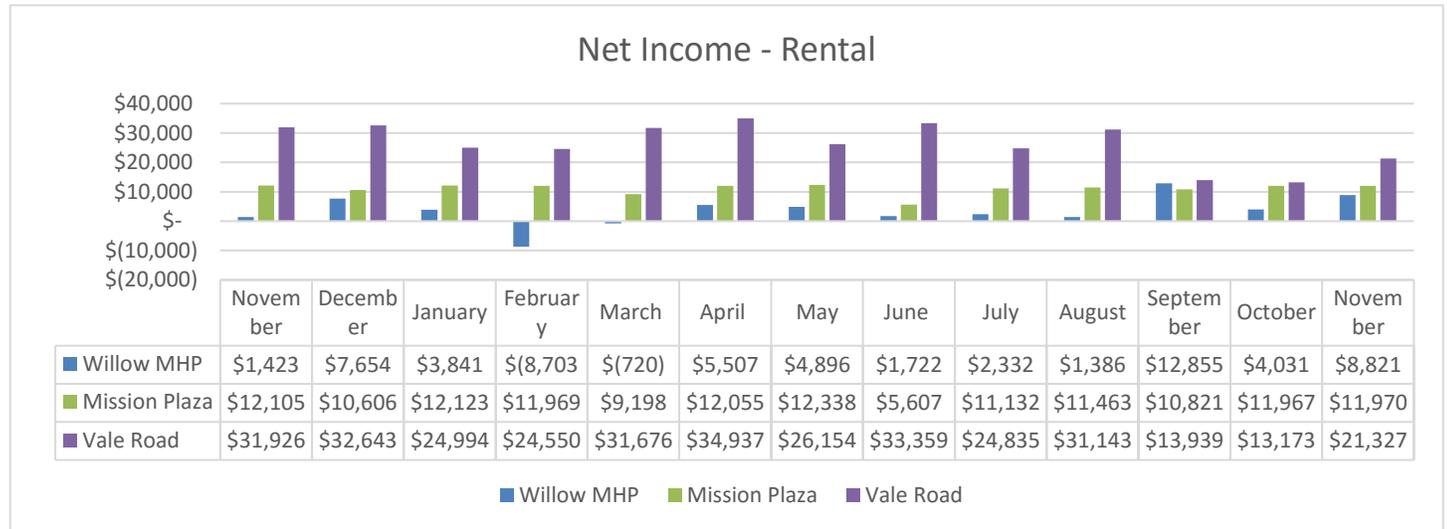
CONCLUSION

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 in 2019 for all of the revisions to the Zoning Ordinance for consideration by the Planning Commission and a recommendation to the City Council.

COMMUNITY & ECONOMIC DEVELOPMENT

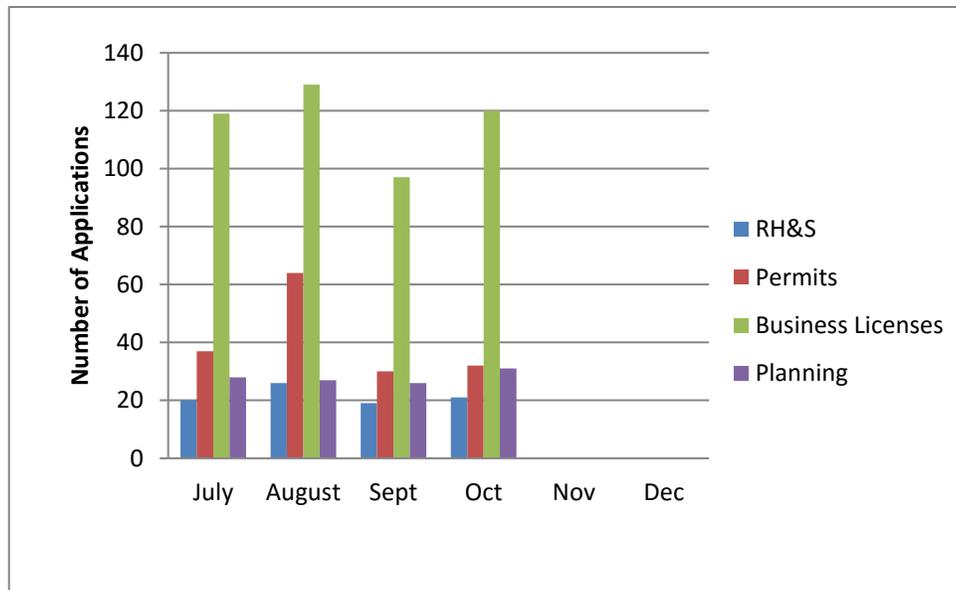
Statistical Data

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 - 826 FYTD Total Fees Collected - \$394,115

FYTD Total Number of Customers Assisted – 1,503

Total # of applications received in October: 204
Total # of customers assisted at counter in October: 294

Residential Health & Safety Program October summary:

Total fees collected – \$8757.00

- Single Family Resale: \$3910.00
- Single Family Rental: \$3128.00
- Multi-Family Resale/Rental: \$1719.00
- Total units inspected: 82
- Total Certificates of Compliance issued: 17
- Customer Counter Assistance: 15

Building Permit October summary:

Total fees collected \$37,884.95

- Building Permits: \$15,570.44
- Electrical Permits: \$2,194.00
- Plumbing permits: \$2,121.00
- Mechanical permits: \$886.09
- Plancheck fees: \$13,706.02
- Imaging fees: \$1,513.84
- Technology fees: \$1,893.56
- Total Permits finalized: 25
- Fee Estimates provided: 22
- Customer Counter Assistance: 77
- Public Records Requests: 14
- Employee time spent responding to Public Records Requests: 4 hrs.

Business License October summary:

Total fees collected: \$30,473.34

- Business licenses issued: 120
- Customer Counter Assistance: 44

Community Planning October summary:

- Total Fees Collected: \$7,842.00 for (3) Sign Review, (3) Home Occupation, (18) Info. /Misc., (1) Use Permit Admin Review, (3) Planning Project, (1) Design Review
- Customer Counter Assistance: 29

Planning Commission:

The regularly scheduled Planning Commission meeting was held on October 23, 2018.

Public Hearing

PLAN1809-0012: General Plan Amendment to adopt a Hazard Mitigation Plan. Consideration of the adoption of all of Volume 1 and the City of San Pablo portion of Volume 2 of the Contra Costa County Operational Area Hazard Mitigation Plan Update into the City of San Pablo Safety Element of the General Plan. **Staff Recommendation:** Adoption of the hazard mitigation plan and forward recommendation to the City Council. **Result:** Resolution 18-11 passed by a vote of 4-0-1

PLAN1809-0007: Conditional Use Permit, for tandem parking on a substandard lot. A request for approval of a Conditional Use Permit for tandem parking to allow a 358 sq. ft. residential addition and a 150 sq. ft. deck to an existing single-family house on a lot that is 45 feet wide and 111 feet deep (4,995 square feet) at 1108 Brookside Avenue, San Pablo, Ca (APN 417-010-023). **Staff Recommendation:** Approval of a Conditional Use Permit **Result:** Resolution 18-12 passed by a vote of 4-0-1

PLAN1808-0009: Conditional Use Permit to expand an existing non-conforming duplex and by adding 222 sq. ft. of living area to one unit of an existing duplex and to allow tandem parking for two vehicles in order to accommodate for the required four (4) off street parking spaces at 1715/1719 Dover Avenue, San Pablo, Ca (APN 411-222-013). **Staff Recommendation:** Approval of a Conditional Use Permit **Result:** Resolution 18-13 passed by a vote 3-1-1

Study Session/Discussion

- A. *Zoning Ordinance Update Study Session Air Quality Health Risk Overlay* by Elizabeth Dunn, Planning Manager
- B. *General Plans, Specific Plans, and Zoning Ordinances* presented by Lynn Tracy Nerland, City Attorney

The next regularly scheduled Planning Commission meeting is set for November 27, 2018, at 6:30 p.m.

Customer Counter Assistance for One-Stop Shop Service:

- Dump Vouchers: 17
- Public Works: 25
- Code Enforcement: 8
- Miscellaneous: 95 (public records, questions, inspections, tenant issues, visitor, neighbor issues, recreation, assessor, unincorporated, file complaint, PG&E, sewer lateral, etc.)

Significant Events / Work Plan Accomplishments

CITYWIDE

- Participated in City Hall-O-Ween Event – Jurassic World 1st place children, 2nd place overall
- Participated in Unity Day

DEPARTMENTAL

- Mayra and Michelle attended ECS Laserfiche Annual Conference in San Ramon

PLANNING DIVISION

- A regular meeting of the Planning Commission was held on October 23, 2018.
- A study session was prepared for the Planning Commission regarding *Air Quality Health Risk Overlay*

BUILDING DIVISION

- Meeting with Public Works, Planning and Building to discuss Department responsibilities.
- Provided CRW Training to Public Works, Charles and Michelle
- Meeting with Public Works to discuss grading permits

ECONOMIC DEVELOPMENT CORPORATION

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 (three editions: AJCC One Stop activities, hiring fairs, career fairs, Trades days; job opportunities; and career training)
 - Removing Barriers (e.g., clinics, grants and employment support services)
- 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 high-needs populations
 - Grand openings and business milestone events
 - Workforce Initiative Subsidy for Homeownership (WISH) program
 - EDC member highlights
 - National days or events (e.g., MLB Pennant) tied to local business offerings
 - Monthly business and workforce workshops, mixers, & special events (Fall Mixer at Mechanics Bank)
 - Shopping incentive and community engagement campaigns (e.g., Ad share, Local FIRST, Where's Pablo?)

Programs & Services Delivered, and Event Participation

- Promoted Where's Pablo and campaign, Fall Biz Mixer (10/18), Psychology of Spending with TCU, marketed the 10/10 QuickBooks class
- Marketed Oct 1 orientation for HazWOPER40 and the Oct 22-26 cohort, plus started outreach for Nov. 2nd HazWOPER refresher; all done at no cost in partnership with NCTAT
- Launched AJCC One Stop center
- Piloted ad share direct mail with 14 businesses participating
- Worked with San Pablo PD and 30 local businesses to advance "Where's Pablo?" Campaign; secured locations and prizes
- Continued KP Northern California grant enrollment
- Delivered member/sponsor benefits and managed renewals
 - Added three members; renewed two members and one sponsor
- Provided small business owners technical assistance
- Initiated partnership with CMTC
- Continued Local Economic Opportunity Policy collaboration with city colleagues; recruited additionally licensed/bonded/insured, reputable contractors
- Continued member benefits delivery and recruitment
- Initiated sales for Local FIRST Holiday 2018 edition and December ad share
- Regular service delivery and events:
 - October 1: HazWOPER 40 Orientation
 - October 3: SPPD Coffee with a Cop
 - October 9: WIOA Orientation

- October 10: Resume Workshop
- October 10: QuickBooks Computer Classes
- October 15: Psychology of Spending Workshop (TCU)
 - ❖ 20 Attendees
- October 15: CCWC Steering Committee
- October 17: AJCC West County CCWC partner meeting and Nov. 7 hiring fair planning event
- October 20: Removing Barriers Clinic
 - ❖ 56 clients treated
- October 22: HazWOPER 40 Training (19 graduates)
- October 24: West Contra Costa Economic Summit
- October 24: California Reinvestment Act Grant Program with GO-BIZ
- October 30: Removing Barriers Clinic
 - ❖ 20 clients treated
- October 31: Resume Workshop

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
 - Attended two-day training for CalJobs
 - Initiated WIOA pre-enrollment
- Continued management responsibilities and outreach at Mission Plaza
- Continued pursuing grants and relationships that advance the San Pablo EDC’s Strategic Fund Development Plan
- Continued to improved buildout of Salesforce CRM database & completed admin training (week-long intensive)
- Discussed partnership opportunities and support desired in San Pablo with East Bay EDA and the East Bay Leadership Council
- Presented to winning communities at the RWJF 2018 Culture of Health Prize event in Princeton, NJ
- Began ICCC Executive Leadership Training to undergird capital raising strategy for 2019; cohort will last one year and is at no charge to the organization
- Continued relationship building at WCCUSD and Beacon Schools Directors to broaden reach for workshops and training evenings
- Attended NMTC Exit Strategies webinar
- Advanced business attraction strategy with City of San Pablo; two projects in pipeline