

RESOLUTION PC25-05

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN PABLO APPROVING MAJOR DESIGN REVIEW AND A COMPATIBLE USE DETERMINATION TO ALLOW THE CONVERSION OF AN EXISTING 1,386 SQUARE FOOT WAREHOUSE INTO AN OFF-SITE CENTRAL KITCHEN FOR A LOCAL CHAIN RESTAURANT, AND THE CONVERSION AND EXPANSION OF AN EXISTING 192 SQUARE FOOT STORAGE BUILDING INTO A 734 SQUARE FOOT TAKEOUT RESTAURANT TO BE LOCATED IN THE SP-1, 23RD STREET SPECIFIC PLAN, COMMERCIAL MIXED USE DISTRICT, ALONG WITH A FINDING THAT THE PROJECT IS EXEMPT UNDER CEQA GUIDELINES SECTION 1530, NEW CONSTRUCTION OR COVERSION OF SMALL STRUCTURES, AT 2229 DOVER AVE AND 1927 23RD STREET, SAN PABLO, APNS: 411-201-014 & 411-201-013

WHEREAS, an application has been submitted by Xianli Zeng, on behalf of Eric Tu for Major Design Review and a compatible use determination for the conversion of an existing 1,386 square foot (sq. ft.) warehouse into a central kitchen for a local restaurant chain, and for the conversion and expansion of an existing 192 sq. ft. storage building into a 734 sq. ft. takeout restaurant, to be located within the 23rd Street Specific Plan (SP-1) in the Commercial Mixed Use District; and,

WHEREAS, Zoning Code section 17.20.030(B) requires Major Design Review by the Planning Commission for commercial development including any additions over 15 feet in height or involving more than 250 square feet of ground area; and,

WHEREAS, in order to approve any Major Design Review within this site, the Planning Commission shall make findings that the design of the commercial building is compatible with the Commercial Design Guidelines and conforms to the applicable provisions of the 23rd Street Specific Plan, Zoning Ordinance, and the General Plan; and,

WHEREAS, the 23rd Street Specific Plan expressly allows restaurant uses on the ground floor in the Commercial Mixed Use district but does not include any type of commercial kitchen on the list of permitted uses; and

WHEREAS, the 23rd Street Specific Plan states that “[o]ther similar and compatible uses deemed by the Planning Manager to meet the purpose and intent of the Specific Plan” may be permitted, and that the Commercial Mixed Use designation’s purpose “is to provide neighborhood-serving retail use together with residential use that is primarily on upper levels”; and

WHEREAS, the overall purpose of the 23rd Street Specific Plan focuses on “re-establishing 23rd Street’s identity as a compelling place for shoppers, investors and visitors” and the proposed central kitchen is intended to support several local restaurants

and the takeout building, both of which will generate employment and enjoyment opportunities on this block; and

WHEREAS, the central kitchen use is compatible with the surrounding existing and proposed uses, including the existing restaurant and residential neighborhood because it is substantially similar – and nearly identical – to the permitted restaurant uses and generates no additional or unique impacts due to its similarity to the permitted restaurant use; and

WHEREAS, in accordance with San Pablo Municipal Code section 17.16.070(B), the Planning Manager is referring the determination on the compatibility of the central kitchen use to the Planning Commission to accompany the Major Design Review; and

WHEREAS, the project site at 2229 Dover Avenue and 1927 23rd Street currently contains 24 off-street parking space and would lose three spaces with the project, for a net total of 21 surface parking spaces, which is more than sufficient to satisfy the parking requirement for the project and the existing restaurant at the site; and,

WHEREAS, the City staff has determined that the project is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15303, Class 3, New Construction or Conversion of Small Structures; and,

WHEREAS, a public hearing notice has been provided 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 West County Times newspaper (West Contra Costa edition of the East Bay Times), in accordance with the requirements of Government Code Section 65091, and a public hearing was held on April 22, 2025, 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 does hereby determine that the project is categorically exempt from CEQA, and does further hereby grant approval of the Major Design Review for PLAN2412-0003, based on the above recitals which are true and correct and incorporated herein, all information contained in the staff report and administrative record for this project, and the following findings:

- A. The proposed project is determined to be categorically exempt from the provisions of the California Environmental Quality Act, in accordance with CEQA Guidelines Section 15303, Class 3, New Construction or Conversion of Small Structures, as it involves the conversion and minor expansion of an existing warehouse building and an accessory building of less than 2,500 square feet to a new commercial use. It should be further noted that CEQA does not apply to design review of a permitted use because the City's design review discretion is limited to architectural and design-related matters. (See *McCorkle Eastside Neighborhood Group, et al. v. City of St. Helena, et al* (2019) 31 Cal.App.5th 80).

- B. The kitchen use is compatible with the surrounding existing and proposed uses, including the existing restaurant and residential neighborhood, and furthers the purposes of the 23rd Street Specific Plan. The kitchen use is nearly identical to the permitted restaurant use or other food retail uses that contain such a kitchen, and is therefore permitted at this location pursuant to Chapter 6, section 2.G of the 23rd Street Specific Plan.
- C. The proposed project is responsive to General Plan policies calling for continued support of efforts to improve and upgrade older businesses along 23rd Street. The proposed project will foster appropriate daytime activities, providing an outdoor patio for outdoor dining, more food options to City residents and a visual presence on the street level. It would provide appropriate lighting, and will not obstruct view areas or access to the existing commercial use.
- D. The project would be consistent with the 23rd Street Specific Plan goals and policies aimed at promoting a land use mix that encourages pedestrian activity and a lively mixed-use corridor, physical development that is designed to facilitate a safe and active pedestrian environment, and adequate parking that does not compromise the creation of a pedestrian-friendly environment on 23rd Street.
- E. The project complies with applicable development standards of the 23rd Street Specific Plan and Zoning Code, including those standards pertaining to commercial mixed-use developments contained within Section 17.34.040.
- F. The project complies with the parking requirements of the Specific Plan and Zoning Code by designating a total of 21 spaces to the north of the proposed uses. This designated parking area will be more than sufficient to accommodate the requirement of 10 spaces for the two restaurants and one commercial kitchen that would operate on the site.
- G. The project is consistent with the applicable Design Guidelines for the 23rd Street Specific Plan and with the land use, physical design, and economic development elements of the General Plan. The project would fit well within the 23rd Street Specific Plan area by offering an additional dining opportunity and intensifying an existing commercial development consistent with the Specific Plan vision. The architectural design of the structure, the colors, and proposed materials to be used would be visually harmonious with the surrounding development patterns.
- H. The location and design of the proposed development gives particular consideration to privacy, views, and sunlight to adjoining properties and fosters the orderly and harmonious development and preservation of the public health and welfare of the city neighborhoods. At 10 ft. 5 in. in height, the proposed building complies with the maximum building height of 50 feet. The proposed building is a

single story and up to four stories are allowed. The proposed building offers a takeout window on the west side of the building and outdoor seating to the south of the building adjacent to 23rd Street.

- I. The architectural design, materials and colors of the proposed building are visually harmonious with surrounding development, landforms, and vegetation. Both the existing and proposed buildings utilize a bright, eye-catching color to match the branding colors of the Taqueria La Cocina restaurant. A planting plan was provided as part of the development application. The planting plan provides a landscaped area buffering the outdoor dining space from 23rd Street with various shrubs, and the existing palm trees.
- J. 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 West County Times (West Contra Costa edition of the East Bay Times) in accordance with the requirements of Government Code Section 65905.

BE IT FURTHER RESOLVED that the Planning Commission of the City of San Pablo hereby approves the Major Design Review for PLAN2412-0003 contingent upon the following Conditions of Approval:

General Conditions

1. The proposed use and project construction shall be conducted in substantial compliance with the planning submittal, including the site plans, floor plans and elevations submitted to Planning Staff on December 17, 2024, with the inclusion of revisions to the project description submitted on April 17, 2025, which are on file with the Community Development Department, under PLAN2412-0003.
2. The applicant shall include a full landscape plan with irrigation with their Plan Check submittal.
3. Minor amendments to this approval and modifications to the design review may be approved by the Zoning Administrator, if the proposed changes generally comply with the overall intent of the permit and/or are in response to revisions required by other approving agencies.
4. The applicant shall obtain all necessary City of San Pablo Building and Public Works permits as well as any outside agency permits for water, waste, fire and any proposed work and shall submit payment of fees and agency permits and approval from relevant agencies for any proposed work.

5. The design review approval shall expire if building permits have not been issued within one year from the date of final approval. A time extension not exceeding one year beyond the initial one-year period may be granted by the Zoning Administrator.
6. If the Catering Services use granted by this Administrative Use Permit is discontinued for a period of six consecutive months, the Use Permit shall automatically expire.
7. The development shall pay any applicable Sub-regional Transportation Mitigation Program (STMP) and School District Impact Fees.
8. The applicant shall obtain any permits and licenses needed for the proposed use.
9. All roof-mounted and other mechanical equipment, if any, shall be screened from view from adjacent public rights-of-way as well as from adjoining properties, subject to the review and approval during the Plan Check review process.
10. The site shall be kept clean of all debris (boxes, junk, garbage, etc.) at all times. All scrap materials shall be stored in a container and shall be removed regularly.
11. All construction improvements shall be designed by the appropriately licensed design professional. The standards imposed by the City for the private improvements shall be considered as minimum requirements and the standards may be increased by the design professional where judgment and prudence dictate.
12. Applicant shall submit any joint trench and/or utility undergrounding plans to City's Public Works Engineering Division for review prior to the work. Plans shall be prepared and signed by the appropriate professional.
13. After construction is complete, Applicant shall provide City with bound copies of grading, improvement, joint trench, and landscaping plans. Plans must be the final approved versions, with red lines denoting any as-built deviations from the plans. Additionally, CADD files of said plans shall be provided to City.
14. Prior to construction, Applicant shall submit to City's Public Works Engineering Division, product and material cut sheets for key components, including storm drain pipes, manholes, inlets, street lights and pull boxes, if applicable.
15. All abandoned pipes and other abandoned miscellaneous improvements shall be removed.

16. All equipment such as backflow prevention devices, meters and transformers shall be screened with landscaping or other means, and not visible from the public right of way.
17. In the event of the encounter of subsurface materials suspected to be an archaeological or paleontological nature, all grading or excavation shall cease in the immediate area and the find left untouched. Applicant shall select and provide a qualified professional archaeologist certified by the Register of Professional Archaeologists or paleontologist with a degree in paleontology or geology, to evaluate. The recommendation of the qualified professional shall be implemented before work may proceed. The applicant shall be liable for all costs associated therewith.
18. The applicant shall obtain any necessary permits from the Contra Costa County Flood Control District for any work conducted in or near the District's Wildcat Creek flood control easement area.
19. All applicable ordinances, regulations and requirements of Federal, State and local governments shall be met, including all the requirements of the City of San Pablo Municipal Code. All noise, building permit and grading permit requirements shall be met as applicable.
20. Failure to comply with any of the terms or conditions of this Use Permit is considered to be a violation of the City of San Pablo Municipal Code and is subject to the enforcement provisions prescribed by Chapter 17.10, Enforcement, and any and all other penalties and remedies that may be provided by law.
21. Any Use Permit granted in accordance with the terms of the City of San Pablo Municipal Code may be revoked if any of the conditions or terms of such permit are violated, the use is discontinued, or if any law or ordinance is violated in connection therewith.
22. 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.

Public Works Department

23. Stormwater Drainage from Downspouts (DS). The Plans will demonstrate where the stormwater from the downspouts (DS) will be directed in the new detached

kitchen conversion. It is important that stormwater does not flow onto the sidewalk. A sidewalk cross can be implemented but will need to follow and include the city standard detail SD-02 (https://www.sanpabloca.gov/DocumentCenter/View/908/SD02_SidewalkCrossDrain?bidId=) in the plan set. Additionally, the applicant will ensure that the “DS” symbols on the plan are clearly labeled to indicate Downspouts.

24. Impervious Surfaces. The applicant will provide a square footage table that outlines the impervious surfaces being created or replaced in the proposed plan. The Planning Review plans show an added path of travel and removal of vegetation to replace it with concrete for an outdoor table area. A detailed table summarizing the impervious areas of the proposed work will be required.
25. Trash Enclosure Utilization and Capacity. The applicant will provide clarification on which businesses will be utilizing the trash enclosure area to ensure the space is sufficient to accommodate the waste requirements of all involved businesses. The applicant will provide the number and type of businesses that will rely on this area, as well as their anticipated waste disposal needs (e.g., frequency of pickups, volume of waste, and type of waste).

Police Department

26. All exterior site and parking lot lighting should conform to the Illuminating Engineering Society of North America Security Lighting for People, Property and Public Spaces Guidelines, and shall be compliant with the San Pablo Municipal Code provisions contained in Section 17.56.
27. Video surveillance:
 - a. The applicant shall place a video surveillance system around the exterior and interior of the location that covers all entrances/exits, parking lot, in front of, to the side of, and to the rear of the location.
 - b. The surveillance system shall be tied into existing City of San Pablo camera system if possible.
 - c. Use a surveillance system that is easily accessible to and simple to use by law enforcement personnel.
28. Ensure trash receptacles and/or dumpsters are completely secured, enclosed and only accessible to staff.

Building Division Conditions

29. Plans and permits will be required for building, mechanical, plumbing, and electrical work per California Code of Regulations, Title 24, and applicable City Ordinance in effect at the time of the completed Building Permit application date and required fees shall be paid at the time of application.

30. 2022 California Code of Regulations applies if permit application(s) are received before the end of 2025. After 12-31-2025 the 2025 California Code of Regulations will apply and/or current code cycle.
31. Fees will apply to the current fiscal year of Building permit applications.
32. Provide an accessible path of travel to each building and to a public way from each parcel.
33. Each parcel will require to have its own utilities; water, sewer, gas, and electrical.
34. The accessible parking stalls must be closest to the main entrance of each building on each parcel.
35. Analysis of structural stability will be required for change of use.
36. All construction documents shall be prepared in accordance with the applicable California Building Codes.
37. The project plans shall comply with accessibility requirements for persons with disabilities, as applicable.
38. Noise and construction hours shall be observed as required by Chapter 17 of the San Pablo Municipal Code.
39. Special inspectors need to be registered with the City for the specific job to be undertaken.
40. Special inspection reports will be required for all applicable items that are part of this design in accordance with Chapter 17 of the California Building Code (CBC).
41. Structural observations will be required in accordance to the engineer's design and applicable risk category.
42. Submit complete sets of electronic plans including the following: Plot Plan; Foundation Plan; Floor Plan; Ceiling and roof framing plan; Electrical Plans, including size of main switch, number and size of service entrance conductors, circuit schedule, and demand load; Plumbing and sewer plan and isometric, including underground diagram, water piping diagram, sewer location, fixture units, gas piping and vents, and heating and air conditioning diagram; Landscape and Irrigation plans.

43. Landscape plans shall be compliant with the San Pablo MWELo requirements and approved prior to the issuance of any Building Permits.
44. The applicant shall submit electronic sets of structural calculations, energy conservation calculations and soils reports. Architects/Engineers electronic stamp and signature are acceptable at the time of plan check submittal.
45. All contractors shall be licensed by the State of California and shall obtain City of San Pablo business licenses.
46. No work shall be performed until the required permits are obtained.
47. All fees shall be paid before the permit is issued.
48. No structure shall be occupied until a Certificate of Occupancy issued by the Building Official has been granted.
49. It is the responsibility of the person doing the work to call for the required inspections.
50. Changes or deviations from the approved set of plans shall be resubmitted for Plan Check.
51. All work shall remain accessible until inspected and approved by the Building Official.
52. Best management practices shall be observed during construction to avoid pollutants to enter the storm drain system.
53. At the time of Plan Check, the applicant shall incorporate the required California Green Code Mandatory Measures such as E.V. Ready, clean air vehicle parking, bicycle parking, best management practices and storm water pollution prevention, light pollution reduction, energy efficiency, indoor and outdoor water usage efficiency etc.
54. Cal green mandatory measures shall be observed during construction, for example:
 - a. water efficiency and conservation
 - b. construction waste reduction, disposal and recycling

- c. All other applicable codes for the efficient construction and operation of the new structure.
55. Applicable deferred submittals must be clearly identified on the building plans. This includes submittals such as; Photovoltaic, fire sprinklers, fire alarms, trusses, etc.
56. All building permits shall expire by limitation 12 months after the issuance date. One or more extensions may be granted by the building official. Extensions shall be requested in writing prior to the expiration of the building permit.

Fire Protection District Conditions

57. Submit tenant improvement plans to the CCCFPD.
58. Provide emergency apparatus roadways with all-weather (paved) driving surfaces of not less than 20-feet unobstructed width, and not less than 13 feet 6 inches of vertical clearance, to within 150 feet of travel distance to all portions of the exterior walls of every building. Access shall have a minimum outside turning radius of 45 feet, and must be capable of supporting the imposed fire apparatus loading pf 37 tons. (503) Californian Fire Code (CFC).
59. Access roadways of less than 28 feet unobstructed width shall have signs posted or curbs painted red with the words: “*NO PARKING – FIRE LANE*” clearly marked. (22500.1) California Vehicle Code (CVC), (503.3) CFC
60. Access roadways of 28 feet or greater, but less than 36-feet unobstructed width shall have “*NO PARKING – FIRE LANE*” signs posted, allowing for parking on one side only or curbs painted red with the words “*NO PARKING – FIRE LANE*” clearly marked. (22500.1) CVC, (503.3) CFC
61. The developer shall provide an adequate and reliable water supply for fire protection as set forth on the California Fire Code (507.1) CFC.
62. The developer shall provide an adequate and reliable water supply for fire protection with a minimum fire flow of 1500 GMP. Required flow must be delivered from not more than 1 hydrant flowing for a duration of 120 minutes while maintaining 20-pound residual pressure in the main. (507.1), (B105) CFC.
63. The developer shall provide 1 hydrant of the East Bay type in compliance with Chapter 5 and Appendix B and C of the California Fire Code. The proposed locations are acceptable to the Fire District. (C103.1) CFC

64. A land development permit is required for access and water supply review and approval prior to submitting building construction plans. The developer shall submit scaled site improvement plans indicating:

- a. All existing or proposed hydrant locations,
- b. Fire apparatus access to include slope and road surface,
- c. Aerial fire apparatus access,
- d. Elevations of building,
- e. Size of building and type of construction,
- f. Gates, fences, retaining walls, bio-retention basins, any obstructions to access.
- g. Detail showing the lowest level of fire department vehicle access and the floor level of the highest occupied floor,
- h. Striping and signage plan to include "NO PARKING – FIRE LANE" markings

65. Emergency apparatus access roadway and hydrant shall be installed, in service, and inspected by the Fire District prior to construction or combustible storage on site (501.4) CFC.

Note: A temporary aggregate base or asphalt grindings roadway is not considered an all-weather surface for emergency apparatus access. The first lift of asphalt concrete paving shall be installed as the minimum roadway material and must be engineered to support the designated gross vehicle weight of 37 tons.

66. Flammable or combustible liquid storage tanks shall **not** be located on the site without obtaining approval and necessary permits from the Fire District. (3401.4) CFC

67. The owner or the owner's authorized agent shall be responsible for the development, implementation and maintenance of a written plan in compliance with NFPA 241, establishing a fire prevention program at the project site applicable throughout all phases of the construction. The plan shall be made available for review by the fire code official upon request. (Ch.33) CFC

The fire prevention program superintendent shall develop and maintain an approved pre-fire plan in cooperation with the fire chief. The fire chief and fire code official shall be notified of changes affecting the utilization of information contained in such pre-fire plans. (Ch.33) CFC

68. The developer shall submit building construction plans and specifications for the subject project through the Fire District public portal. After the new construction / tenant improvement plans are approved, plans and specifications for all deferred submittals shall be submitted, including, but not limited to the following.

- Fire sprinklers
- Carbon Dioxide Systems

- Commercial Kitchen hood extinguishing systems

Plans shall be submitted to the Fire District for review and approval **prior to** construction of the building or installation of the systems to ensure compliance with minimum requirements related to fire and life safety. Plan review and inspection fees shall be submitted at the time of plan review submittal. (105.4.1) CFC, (901.2) CFC, (107) CBC.

69. Contact the Fire District (minimum two working days in advance) at 925-941-3300 ext. 3902 to schedule an inspection of the access and hydrant installation prior to construction or the storage of combustible materials on the job site.
70. Preliminary Fire District review comments shall not be construed to encompass the complete project. Additional plans and specifications may be required after further review.

Garbage and Recycling Area

71. The trash enclosure must provide a covered roof and must be in compliance with the City of San Pablo's standard detail and obtain Republic Services approval.
72. The project shall comply with the requirements of the Republic Services, and shall place containers within the areas set forth on the approved plans.
73. The project must provide equal space for recyclables as for garbage containers which are adequate, accessible and convenient areas for collecting and loading of both recyclable and garbage materials. Driveways and/or travel aisles shall, at a minimum, conform to local building-code requirements for garbage collection access and clearance. The driveways and/or travel aisles must provide unobstructed access for collection vehicles and personnel. Areas for collecting and loading recyclable materials must be adjacent to the solid waste collection areas. The builder should make their "best effort" to use recycled materials wherever possible.

Drainage and Stormwater

74. The applicant shall be required to comply with all rules, regulations, and procedures of the National Pollutant Discharge Elimination System (NPDES) permit for municipal, construction and industrial activities as promulgated by the California State Water Resources Control Board or any of its Regional Water Quality Control Boards (San Francisco Bay-Regional II). If applicable, the project shall comply with requirements of the NPDES *Municipal Regional Permit* Section

C.3, and the Contra Costa Clean Water Program *Stormwater C.3 Guidebook* (*Stormwater C.3 Guidebook*), current versions.

75. A Stormwater Control Plan, and Operations & Maintenance Plan and Agreement shall be required for the parcel(s); the Agreement must be recorded prior to a certificate of occupancy.
76. A hydrology or hydraulics report to show whether the existing and proposed storm drain system can accommodate runoff from the subject site after the improvement. This report typically includes drainage design, system capacity, and other relevant information related to hydrology or hydraulic study.
77. The applicant shall submit grading, drainage improvement plans, sediment and erosion control plans and to the Public Works Engineering Division for approval. All of these plans shall be prepared by a California-registered Civil Engineer and approved by the City prior to submission for a building permit.
78. All improvement plans, landscaping plans and joint trench and/or utility undergrounding plans shall include a separate section with a copy of the City Standard Notes, without alteration of the numbers or content, as presented in the Appendix, and a full-size plan sheet with the "Pollution Prevention" plan sheet developed by the NPDES/Clean Water program (electronic copies are available from the City).
79. The applicant shall agree to provide repairs, upgrades or connection to public storm drain facilities which will be necessary to accommodate the proposed storm water generated by the project as required by the City Engineer.

Signs

80. No illegal signs, pennants, banners, balloons, flags, or streamers are to be used on this site at any time.
81. Prior to the installation of any signs, the applicant shall obtain approval from the Planning Division and building permits from the Building Division. The design, color, and location of any project sign at the entrance to the property shall be reviewed and approved by the Community Development Department.

Lighting

82. A lighting site plan and contour plan shall be submitted for approval of the Zoning Administrator consistent with required standards. All lighting on the property shall be oriented or screened so as to prevent glare and direct light from reaching adjacent properties.

Utilities

83. Water, gas, electrical, telephone, and sanitary sewer utilities shall be constructed to the minimum standards of the respective utility companies. However, the trench details, pipe slope and other details shown the City's Standard Details shall also be met as minimum requirements. All requirements of the applicable utility companies and departments and the fire district shall be met, including fees and administrative requirements.

84. All proposed overhead wires shall be undergrounded.

85. Contractor shall call 811 before construction for the location of any underground services.

Sanitary Sewer

86. A Plot Plan, to scale, showing the locations of sewer laterals and connections shall be submitted, reviewed and approved by West County Wastewater District (WCWD), along with a related fee estimate. The plot plan shall show the following information:

- a. Site Address
- b. Assessor's Parcel Number(s) (APNs)
- c. Easement(s), if applicable
- d. Location(s) of the structure(s) in relation to the parcel(s)
- e. Location(s) of the parcel(s) in relation to the street(s)
- f. Location(s) of the sewer lateral(s) and connection(s) to the sewer main(s) if sewer lateral construction is necessary or proposed (construction of a new sewer lateral, modification of an existing sewer lateral, etc.)
- g. Location(s) of the room(s)/area(s)/drainage fixture units in relation to the structure(s) if modification is necessary or proposed
- h. North arrow for each plan view
- i. Sidewalk(s)
- j. Street name(s)
- k. Full name(s), company name(s) (if applicable), phone number(s) and email address(es) of the property owner as well as all consultants and contractors associated with the work
- l. Current use vs. proposed use in narrative/written form in the scope of work section
- m. Current water meter size vs. proposed water meter size in narrative/written form in the scope of work section

87. Submit the plot plan directly to: permits@wcwd.org for WCW review and approval

88. Separate fee estimates will be prepared upon the submission of plans meeting the criteria in item #83 (above) and in the manner described in item #84 (above). The annexation fee estimate will be prepared first and then the connection fee estimate will be prepared second. Please see the attachment for a preview of the fees. It is important to note that the Schedule of User Fees is effective July 1, 2024.

89. If WCWD has already stamped/approved plans that match the proposed scope of work, no additional plans will be required to be submitted to WCWD for approval.

Water

90. A separate water meter will be required. Separate structures on the same property require separate water meters.

91. When the development plans are finalized, the project sponsor should contact EBMUD's New Business Office and request a water service estimate to determine the costs and conditions of providing water service to the development.

92. Engineering and installation of the water mains and meters require substantial lead time, which should be provided for the project sponsor's development schedule.

93. No water meters are allowed to be located in driveways.

94. The project sponsor should be aware that Section 31 of EBMUD's Water Service Regulations required that water service shall not be furnished for new or expanded service unless all the applicable water-efficiency measures described in the regulation are installed at the project sponsor's expense.

95. Due to EBMUD's limited water supply, all customers should plan for shortages in time of drought.

Environmental Hazards

96. If applicable, any existing or abandoned monitoring wells shall be destroyed pursuant to Contra Costa Environmental Health requirements. Appropriate permits and inspections for this work shall be obtained.

97. If applicable, prior to commencement of site grading or the issuance of a building permit, the applicant shall have the site inspected by a competent hazardous waste materials expert who shall submit a report for the City's review attesting to the removal of any hazardous waste materials on site.

98. The project shall comply with the requirements of the Health Services Department, Environmental Health Division.

Landscaping

99. The developer shall submit an Arborist's report detailing the size, condition, and types of any trees that are to be removed per Section 17.48.120.C. Replacement trees shall be provided in accordance with SPMC Section 17.48.120.F.
100. The property owner or manager for the development shall be responsible for maintaining site landscaping. Landscaping shall be maintained to professional standards on a regular basis.
101. At the back of sidewalks, where the slope of the planting bed may allow soil, mulch or other materials to migrate onto the walkway, appropriate durable bender boards shall be placed, or concrete curbs shall be used.
102. Landscaping and irrigation shall be part of the final design drawings (improvement plans).
103. Plants and vegetation that are drought tolerant with a minimal use of pesticide and fertilizer (Bay friendly) are required. See C.3 Guidebook Section B-1-1 for a list of approved plants. List all trees that will be cut or remove and check for any disturbances of natural habitat (nests, etc.) before the removal of any trees or vegetation.
104. An on-site inspection shall be made by the Community Development Department (or Public Works Department) to determine compliance with the approved landscape plan.
105. The property owner or manager will be responsible for sidewalk and landscaping strip maintenance. Root barriers needed to be installed in the landscaping area per City Standards.

Streets & Sidewalks

106. All private curb ramps and sidewalks within the property shall meet current Americans with Disabilities Act Title III (ADA Title III) Regulations. Existing public curb ramps along the project frontage which do not meet current ADA Title II requirements shall be upgraded. Tripping hazards and severe cracks in public sidewalks shall be corrected by replacing the offending sections. City inspector may require additional work in the Public Right-of-Way, if deemed necessary for public safety and interest.
107. If unused or altered, existing driveway and curb cut along the project frontage shall be replaced with appropriate sidewalk, curb and gutter. New driveway location(s) shall be reviewed and approved by the Public Works Department.

108. The applicant shall provide for public street improvements as necessitated by the project, including but not limited to median modifications, striping and other pavement markings, curb ramps, sidewalk repairs, monuments, fire hydrants, electroliers/lighting facilities, along the frontage and adjacent properties, if applicable.
109. Improvements near intersections shall not obstruct the sight distance to oncoming traffic.
110. Circulation aisles shown on the site plan appear to satisfy the minimum 22 feet requirement from the City of San Pablo Municipal Code. The applicant shall perform additional truck turning analysis to confirm a variety of trucks, including garbage trucks and emergency vehicles, can circulate on-site.

TDM & Growth Management

111. The developer shall comply with applicable provisions of Measure J, including any regional traffic improvements that may be required by the Contra Costa County Transportation Authority (Congestion Management Agency) for projects generating more than 100 peak hour trips, if applicable.

Waste Minimization/Energy Conservation

112. Incorporate design features wherever feasible to protect solar access. Inclusion of these measures would not be part of Title 24 compliance, but rather an additional conservation measure.
113. All outdoor lighting shall be LED.

Construction

114. Construction activity shall be limited between the hours of 7:00 am and 6:00 pm Monday through Friday and from 9:00 am to 5:00 pm on Saturday. Construction is not permitted on Sundays. Construction activities in the Public Right-of-Way such as lane closure, traffic control, sidewalk and trench work are subject to construction days and hours listed on Encroachment Permit.
115. At least 50% of construction waste must be recycled.
116. The project shall be subject to performance bonds for all on-site and off-site improvement, including grading, stormwater facilities including C3, public utility facilities, and all improvements in the Public Right-of-way. The Engineer's

estimate for the performance bond shall be approved by Public Works Department.

117. At least one week prior to commencement of any grading, the applicant shall post the site and mail to the owners of property within 300 feet of the exterior boundary of the project site notice that construction work will commence. The notice shall include a list of contact persons with name, title, phone number and area of responsibility. The person responsible for maintaining the list shall be included. The list shall be kept current at all times and shall consist of persons with authority to indicate and implement corrective actions in their area of responsibility. The names of individuals responsible for noise and litter control, tree protection, construction traffic and vehicles, erosion control, and the 24-hour emergency number, shall be expressly identified in the notice. The notice shall be re-issued with each phase of major grading and construction activity.
118. A copy of the notice shall be concurrently transmitted to the Building Official in the Community Development. The notice shall be accompanied by a list of the names and addresses of the property owners noticed, and a map identifying the area noticed.
119. A staging plan for construction must be submitted to the Community Development Department during Plan Check. The plan must include a described narrative on how and where construction staging will occur.
120. A dust and litter control program shall be submitted for the review and approval of the City. Any violation of the approved program or applicable ordinances shall require an immediate work stoppage. Construction work shall not be allowed to resume until, if necessary, an appropriate construction bond has been posted.
121. The applicant shall make a good-faith effort to avoid interference with existing neighborhood traffic flows. Prior to issuance of building permits, the proposed roads serving this development shall be constructed to provide access as required by the City Engineer.
122. The site shall be maintained in an orderly fashion. Following the cessation of construction activity, all construction debris shall be removed from the site.
123. A Site Improvement (and/or Encroachment) Permit will be required from Public Works Department for all on-site and off-site improvement, including grading, stormwater facilities including C3, public utility facilities, and all improvement on Public Right-of-way.

124. Separate permits will be required from Public Works for the following work:
grading, joint trench and site improvements.

125. Truck routes for hauling materials shall be submitted for City approval.

Adopted this 22nd day of April 2025, by the following vote:

AYES: COMMISSIONERS:

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS:

ABSTAIN: COMMISSIONERS:

ATTEST:

APPROVED:

Elizabeth H. Tyler, Secretary

Johana Gurdian, Chair