

**STAFF REPORT TO THE ZONING ADMINISTRATOR
FOR CONSIDERATION AT THE MEETING OF JUNE 24, 2021**

Prepared by: Kevin Scudero, Associate Planner

Date: June 18, 2021

Subject: **VIP Golf Cart Service - UP-21-03, AR-21-11**

RECOMMENDATION

It is recommended that the Zoning Administrator **APPROVE** a use permit and design review allowing a golf cart repair facility with minor exterior improvements at 211 W. 19th Street, subject to the conditions contained in the attached resolution.

REQUEST

VIP Golf Cart Service requests a Use Permit and Design Review approval to occupy an existing +/- 4,000 square foot building for the servicing, repairing and assembling of golf carts with minor exterior improvements. The subject property is located at 211 W. 19th Street (APN 076-264-011).



ENVIRONMENTAL

This project is Categorically Exempt from the provisions of CEQA, pursuant to Section 15301 – Existing Facilities. This section of CEQA exempts projects that:

- Consist of the operation of existing public or private structures.
- Involve negligible or no expansion of an existing use beyond that existing at the time of the lead agency determination.

ANALYSIS

Issue #1: Project Overview

The applicant proposes to operate a golf cart service facility in an existing +/- 4,000 square foot building on a +/- 15,000 square foot project site at the southwest corner of West 19th Street and C Street. The hours of operation for the facility will be Monday – Friday from 8:00 AM – 4:30 PM and the applicant estimates that 6-8 employees would work at the facility. The use of the property would be for servicing, repairing and assembling golf carts. All golf carts will be delivered and picked up by company vehicles and no customers would be at the site. Carts will be brought in through the roll up garage door and would be worked on in the garage and adjoining building. During normal business hours some carts may be staged in the parking lot but they would not be stored outdoors overnight. Staff has included a condition of approval prohibiting the outdoor storage of carts after business hours.

The applicant is proposing to paint the exterior of the building a neutral beige and install a 6' high wrought iron fence around the perimeter of the parking lot. The gate at the entrance driveway will be setback twenty feet to allow for the queuing of vehicles on the property. Staff has also included conditions of approval requiring the parking lot to be restriped and slurry sealed and for new landscaping to be added to the landscaping planters on site.

ATTACHMENTS

- A. Resolution
- B. Applicants' Project Description
- C. Project Plans
- D. Fire District Letter

ATTACHMENT A

Resolution

**CITY OF ANTIOCH ZONING ADMINISTRATOR
RESOLUTION NO. 2021-****

**RESOLUTION OF THE CITY OF ANTIOCH ZONING ADMINISTRATOR
APPROVING A USE PERMIT AND DESIGN REVIEW (UP-21-03, AR-21-11) FOR A
GOLF CART SERVICE FACILITY LOCATED AT 211 WEST 19TH STREET (APN 076-
264-011)**

WHEREAS, VIP Golf Cart Service requests approval of a use permit and design review to operate a golf cart service facility with minor exterior improvements to the property. The subject property is located 211 West 19th Street (APN 076-264-011).

WHEREAS, this project is Categorically Exempt from the provisions of CEQA, pursuant to section 15301; and,

WHEREAS, the Zoning Administrator duly gave notice of public hearing as required by law; and,

WHEREAS, the Zoning Administrator on June 24, 2021, duly held a public hearing and received and considered evidence, both oral and documentary; and,

WHEREAS, the Zoning Administrator does determine:

1. The granting of such Use Permit will not be detrimental to the public health or welfare or injurious to the property or improvements in such zone or vicinity.

The proposed golf cart service facility use will not be detrimental to the surrounding property or improvements. Based upon the conditions imposed, the proposed use will not create adverse impacts to the surrounding businesses and residents.

2. The use applied at the location indicated is properly one for which a Use Permit is authorized.

The site is zoned Convenience Commercial (C-1). The City of Antioch Municipal Code allows minor auto repair uses with the approval of a use permit in the Convenience Commercial district.

3. That the site for the proposed use is adequate in size and shape to accommodate such use, and all parking, and other features required.

The use will take place in an existing commercial building and will not require any alterations to the site, besides adding a perimeter fence around the parking lot. The site is sufficient to support the proposed use

4. That the site abuts streets and highways adequate in width and pavement type to carry the kind of traffic generated by the proposed use.

The project site is currently developed and is located on West 19th Street and C Street, which are adequate in width and pavement type to carry the traffic generated by the proposed use.

5. The granting of such Use Permit will not adversely affect the comprehensive General Plan.

The use will not adversely affect the comprehensive General Plan because the project is consistent with the General Plan designation for the site and is located in an existing commercial building.

NOW THEREFORE BE IT RESOLVED, the Zoning Administrator of the City of Antioch does hereby **APPROVE** UP-21-03, AR-21-11 to allow a golf cart service facility use at 211 West 19th Street (APN 076-264-011), subject to the following conditions.

A. GENERAL CONDITIONS

1. The project shall comply with the Antioch Municipal Code. All construction shall conform to the requirements of the California Building Code and City of Antioch standards.
2. The applicant shall defend, indemnify, and hold harmless the City in any action brought by a third party to challenge the land use entitlement. In addition, if there is any referendum or other election action to contest or overturn these approvals, the applicant shall either withdraw the application or pay all City costs for such an election.
3. The project shall be implemented as indicated on the application form and accompanying materials provided to the City and in compliance with the Antioch Municipal Code, or as amended by the Zoning Administrator.
4. No building permit will be issued unless the plan conforms to the project description and materials as approved by the Zoning Administrator and the standards of the City.
5. This approval expires two years from the date of approval (expires June 24, 2023), unless an extension has been approved by the Zoning Administrator. Requests for extensions must be received in writing with the appropriate fees prior to the expiration of this approval. No more than one, one-year extension shall be granted.

6. No permits or approvals, whether discretionary or mandatory, shall be considered if the applicant is not current on fees, reimbursement payments, and any other payments that are due.
7. This approval supersedes previous approvals that have been granted for this site.

B. FIRE REQUIREMENTS

1. All requirements of the Contra Costa County Fire Protection District shall be met, including the comments provided in the District's letter dated May 13, 2021.

C. FEES

1. The applicant shall pay all fees as required by the City Council.
2. The applicant shall pay all required fees at the time of building permit issuance.

D. PROPERTY MAINTENANCE

1. No illegal signs, pennants, banners, balloons, flags, or streamers shall be used on this site at any time.
2. The site shall be kept clean of all debris (boxes, junk, garbage, etc.) at all times.
3. No signs shall be installed on this site without prior City approval.
4. No outdoor storage of golf carts are allowed other than staging of carts during normal business hours.

E. PROJECT SPECIFIC REQUIREMENTS

1. The use permit applies to the operation of a golf cart service facility as depicted in the project plans and materials submitted to the Community Development Department on April 23, 2021
2. The perimeter fence shall be decorative wrought iron or tubular steel.
3. The parking lot shall be slurry sealed and re-stripped.
4. Landscaping shall be added to the existing landscape planters on site.

5. Hours of operation shall be from Monday – Friday from 8:00 AM – 4:30 PM. Changes to the hours of operation shall be subject to the review and approval of the Zoning Administrator.

* * * * *

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the Zoning Administrator of the City of Antioch at a regular meeting thereof held on the 24th day of June, 2021.

FORREST EBBS
ZONING ADMINISTRATOR

ATTACHMENT B

Applicants' Project Description

Project Description
211 & 215 W 19th Street
Antioch, CA 94509

Business Name: VIP Golf Cart Service Inc.

Website: www.vipgolfcartservice.com

Years in business: 12

Current Address:

Administrative Office and Sales: 1271 Boulevard Way. Walnut Creek, CA 94595
Service Department: 18120 Bollinger Canyon Rd, #3A. San Ramon, CA 94583

We are currently leasing our properties and am purchasing this property to relocate our Service Department there.

Hours of operation: Monday - Friday. 8:00 am - 4:30 pm

Number of employees at this location: 6 - 8. We plan on hiring from the local community.

Parking Spaces: Employees and two company vehicles.

Use of property would be for servicing, repairing and assembling of golf carts. All carts will be delivered and picked up by our company vehicles. No customers will be allowed on this property as per our insurance carrier. All work will be done within the existing buildings. Carts will be brought in through the roll up garage door and will be worked on in the garage and the adjoining building. During normal business hours there may be a few carts staged outside but will be moved into the building prior to close of business. We will be using standard hand tools, battery powered tools, floor jacks and drills. Noise level will be minimal.

There are no plans to change the exterior of the existing buildings. We do plan on beautifying the property by: painting the exterior of the building with a neutral color (paint swatch will be provided for approval), install a wrought iron fence around the perimeter with 20" set backs at two entrances for fire department, resurface parking area with slurry and landscaping. No signage will be put up except for address.

We are looking forward to re-locating our business there and contributing to the community.

Dickey Nitta
President

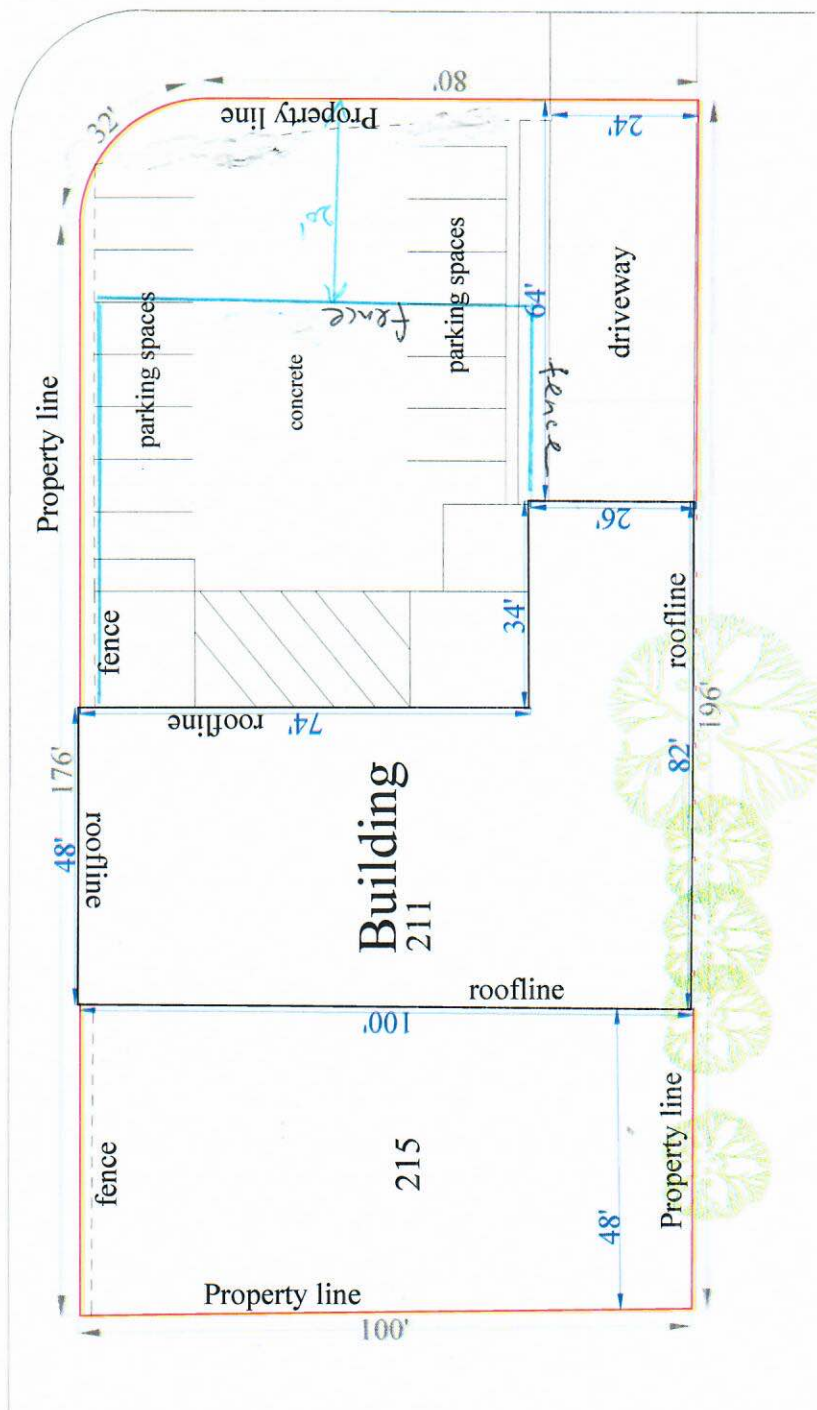
ATTACHMENT C

Project Plans

SITE PLAN

Address: 211 & 215 W 19th St
City, State, ZIP: Antioch, CA 94509
County: USA
Scale 1":20'

W 19th St



ATTACHMENT D

Fire District Letter

Contra Costa County



Fire Protection District

May 13, 2021

Mr. Scudero
City of Antioch
Community Development
PO Box 5007
Antioch, CA 94531-5007

Subject: Operate a golf cart repair facility
215 W. 19th St. Antioch
File # UP-21-03
CCCFPD Project No.: P-2021-03127

Dear Mr. Scudero:

We have reviewed the land use compliance review application to establish a golf cart repair facility in an existing building at the subject location. The following is required for Fire District approval in accordance with the 2019 California Fire Code (CFC), the 2019 California Building Code (CBC), and Local and County Ordinances and adopted standards:

1. The owner/contractor shall submit a minimum of two (2) complete sets of plans and specifications of the subject project to the Fire District for review and approval **prior to** construction to ensure compliance with minimum requirements related to fire and life safety. Provide information on quantity of batteries to be in use and stored with those plans. Plan review and inspection fees shall be submitted at the time of plan review submittal. (105.4.1) CFC, (107) CBC
2. Submit plans to Contra Costa County Fire Protection District at the address below.
3. Changes of use or occupancy. Changes shall not be made in the use or occupancy of any structure that would place the structure in a different division of the same group or occupancy or in a different group of occupancies, unless such structure is made to comply with the requirements of this code. (§102.3) CFC

Our preliminary review comments shall not be construed to encompass the complete project. Additional plans and specifications may be required after further review.

If you have any questions regarding this matter, please contact this office at (925) 941-3300.

Sincerely,

A handwritten signature in blue ink, appearing to read "Todd Schiess", with a stylized flourish at the end.

Todd Schiess
Fire Inspector I

File: 215 W 19TH ST-PLN-P-2021-03127

ANTIOCH CALIFORNIA

PROJECT REFERRAL – REQUEST FOR REVIEW

The City of Antioch Planning Division is requesting your review
of the project information and plans referenced below.

Please provide feedback on availability of services, potential design or code conflicts,
requirements for additional permits, and draft conditions of project approval.

RECEIVED
MAY 10 2021

CONTRA COSTA FIRE DISTRICT

DATE OF REQUEST: 5/7/2021

SUBMIT COMMENTS TO: Kevin Scudero (925-779-6133 or Kscudero@antiochca.gov)

COMMENTS DUE BY: ****Thursday May 27, 2021****

PROJECT NAME: VIP Golf Cart Service

Project No: UP-21-03

Application Type:

Project Address: 215 W 19th St

Project Description: Use Permit Application to operate a golf cart repair facility within an existing commercial building.

Applicant Name: VIP Golf Cart Service, Inc., Dickey Nitta

Mailing Address: 1271 Boulevard Way
Walnut Creek, CA 94595

Phone: **E-mail:** dickey@vipgolfcartservice.com

The following documents are part of this transmittal:

- Project Description
- Site Plan
- Interior Site Plan

FOR CITY STAFF ONLY

<input checked="" type="checkbox"/>	Due Date as above -- Please submit your comments or draft conditions of approval to the planner by dates listed above
<input type="checkbox"/>	Due Date TBD -- Planning staff will follow up with you to request a meeting for project discussion and to develop the schedule for comments and draft conditions
<input type="checkbox"/>	Additional information will be routed to you (via email and/or hard copy)

ROUTED TO

☒ (CCFPD) Contra Costa Fire

☒ City Engineer / Dev Services

For a list of all current projects and materials: antiochca.gov/planningprojects

Phone: (925) 779-7035
Fax: (925) 779-7034
Antiochca.gov

COMMUNITY DEVELOPMENT DEPARTMENT



200 H Street
Antioch, CA. 94509
AntiochIsOpportunity.com

P-2021-0312 D2 PLN

**Project Description
211 & 215 W 19th Street
Antioch, CA 94509**

RECEIVED
MAY 10 2021

CONTRA COSTA FIRE DISTRICT

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Website: www.vipgolfcartservice.com

Years in business: 12

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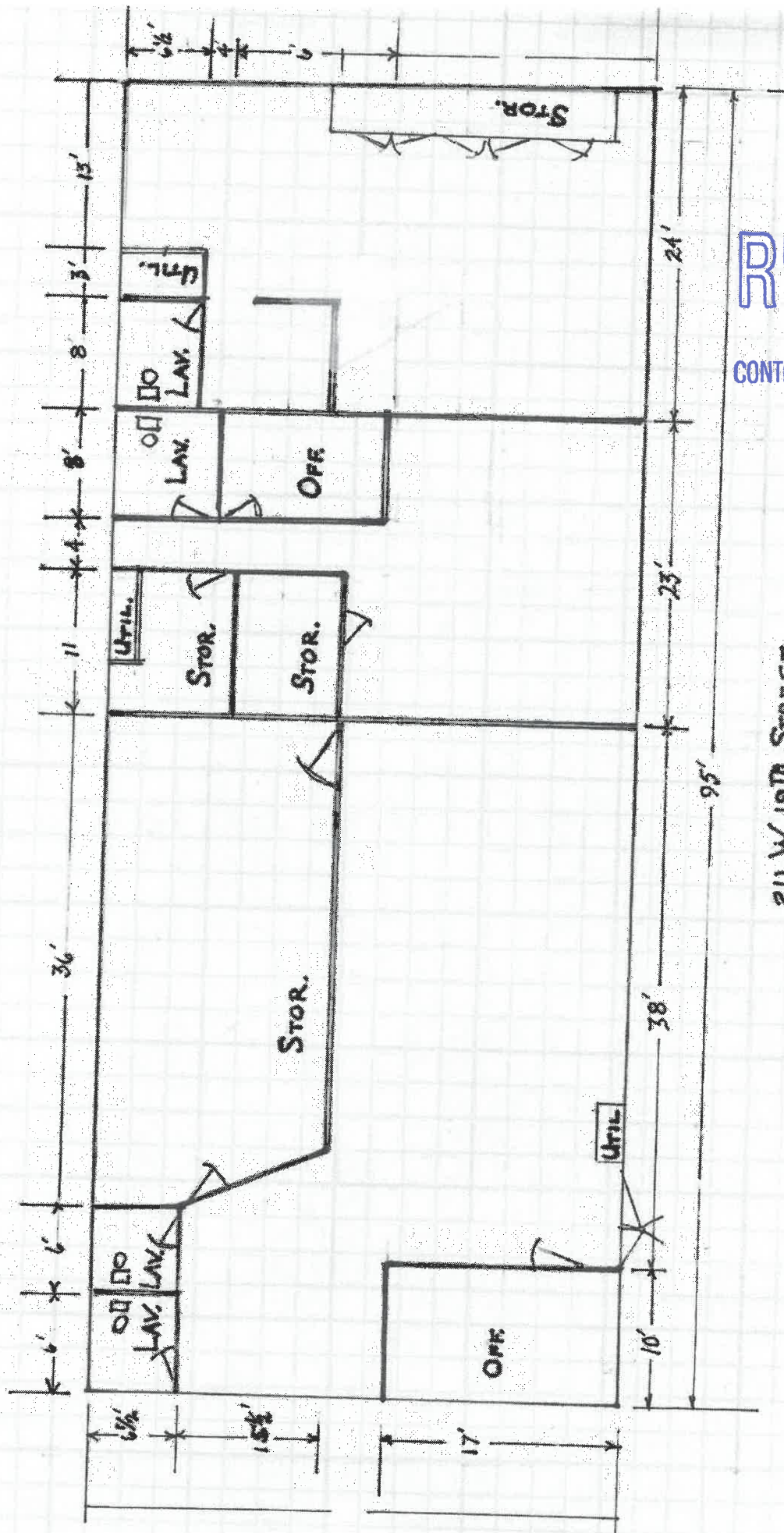
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Dickey Nitta
President

P-2021-03127 RLL
D3



RECEIVED
MAY 10 2021
CONTRA COSTA FIRE DISTRICT

211 W. 19TH STREET
ANTIOCH 94509
SKETCH
SCALE 1" = 10' APPROX.

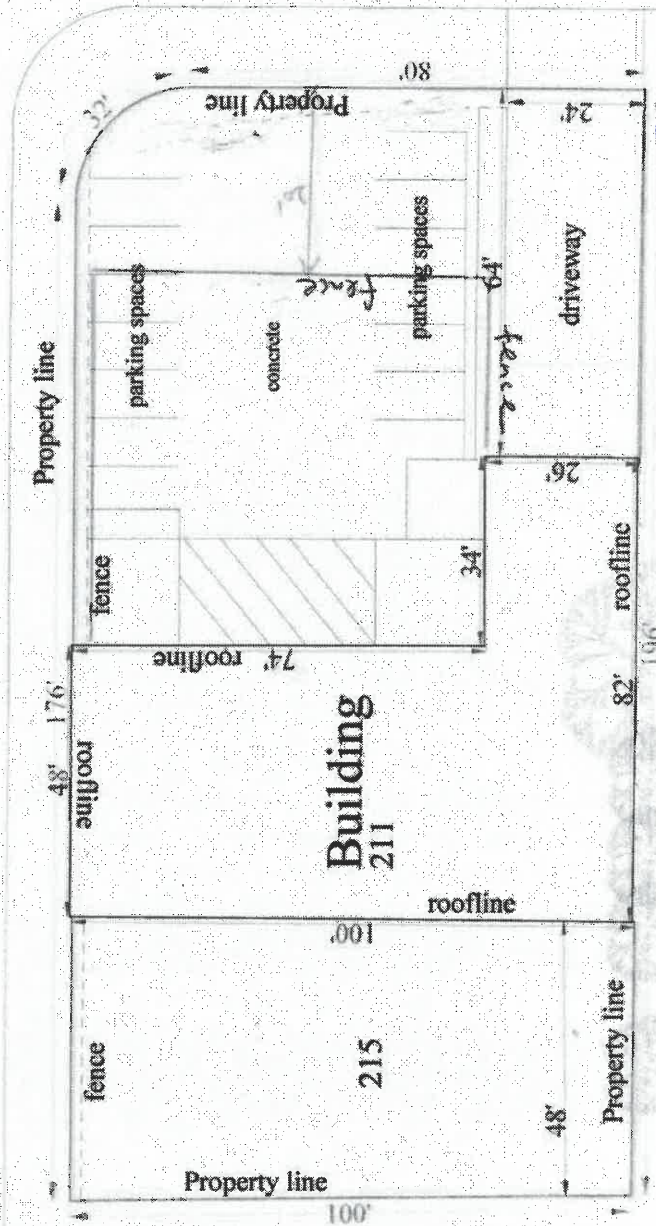
P-2021-03127 D4

SITE PLAN

Address: 211 & 215 W 19th St
City, State, ZIP: Antioch, CA 94509
County: USA
Scale 1"=20'



W 19th St



C St



RECEIVED
MAY 10 2021
CONTRA COSTA FIRE DISTRICT

P.2021-0312 D5 PLN

Nazareta, Lynnea

From: Brown, Hilary <hbrown@antiochca.gov>
Sent: Friday, May 7, 2021 3:10 PM
To: Scudero, Kevin
Cc: Fire; Lau, Vicky
Subject: Project Referral / Request for Review: VIP Golf Cart Service (UP-21-03)
Attachments: Routing Form VIP Golf Cart Service (UP-21-03).pdf; Interior Site Plan.pdf; Project Description revised 04-14-21.pdf; Site Plan Revised 04-17-21.pdf

Hello,

The City of Antioch Planning Division is requesting your review of the project information and plans referenced in the attached PDF.

Accompanying review materials are **attached to this email**.

Please provide feedback on availability of services, potential design or code conflicts, requirements for additional permits, and draft conditions of project approval to:
Kevin Scudero (925-779-6133 or Kscudero@antiochca.gov)

Thank you in advance for your time and collaboration.

Hilary Brown
Community Development Technician
Planning Division

Phone: (925) 779-6159
Fax: (925) 779-7034
Web: www.antiochca.gov

City of Antioch | P.O. Box 5007, Antioch, CA 94531-5007



RECEIVED
MAY 10 2021
CONTRA COSTA FIRE DISTRICT