

AGENDA

CITY OF ANTIOCH ZONING ADMINISTRATOR

**THURSDAY, AUGUST 13, 2020
3:00 P.M.**

REGULAR MEETING

**CITY HALL SECOND FLOOR CONFERENCE ROOM
200 "H" STREET**

MEETING LOCATION: PURSUANT TO GOVERNOR GAVIN NEWSOM'S EXECUTIVE ORDER N-29-20 THIS MEETING WILL BE HELD AS A TELECONFERENCE MEETING BEGINNING AT 3:00 p.m. The public may attend the meeting by using the following link: <https://zoom.us/j/93179790852>. Alternatively, the public may participate in the meeting with the following audio-only options:

Telephone:

Dial (for higher quality, dial a number based on your current location):

US: (669) 900-6833

(408) 638-0968

(346) 248-7799

(253) 215-8782

(301) 715-8592

(312) 626-6799

(646) 876-9923

Webinar ID: 931 7979 0852

International numbers available: <https://zoom.us/u/akDaEbnyN>

iPhone one-tap: +14086380968,,93179790852# or +16699006833,,93179790852#

APPEAL

All items that can be appealed under Section 9-5.2705 of the Antioch Municipal Code must be appealed within five (5) working days of the date of the decision. The final appeal date of decisions made at this meeting is 5:00 PM on **THURSDAY, AUGUST 20, 2020.**

PUBLIC COMMENTS

NEW PUBLIC HEARING

1. **UP-19-07 - Amerifleet Fleet Service** - Amerifleet Transportation Inc. requests approval of a Use Permit to operate a fleet vehicle servicing business. The business would operate at 1530 W. 10th Street, which consists of two parcels: 074-130-073 and 074-130-025. This project has been determined to be exempt from the requirements of the California Environmental Quality Act (CEQA).

ORAL COMMUNICATIONS

WRITTEN COMMUNICATIONS

ADJOURNMENT

Notice of Availability of Reports

MEETING MATERIALS: The staff report and agenda packet will be posted on Friday, August 7, 2020 at <https://www.antiochca.gov/government/agendas-and-minutes/zoning-administrator/>. The project plans may also be viewed online at the City's website at: <https://www.antiochca.gov/fc/community-development/planning/Project-Pipeline.pdf>

PUBLIC COMMENTS: Written statements in favor of or in opposition to these matters may be submitted electronically at the following email address: planning@ci.antioch.ca.us. All comments received before 12:00 pm the day of the meeting will be provided to the Zoning Administrator at the meeting. To make a comment after that time, please attend the teleconference meeting and request to comment during the public comments portion of the hearing.

If any person challenges the City's decision on this matter in court, he or she may be limited to raising only those issues that were raised at the public hearing described in this notice or in written correspondence delivered to the City at or prior to the public hearing.

ACCESSIBILITY: In accordance with the Americans with Disabilities Act and California law, the City of Antioch offers its public programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact the ADA Coordinator at the number or email address below at least 72 hours prior to the meeting or when you desire to receive services. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. The City's ADA Coordinator can be reached @ Phone: (925) 779-6950 and e-mail: publicworks@ci.antioch.ca.us.

**STAFF REPORT TO THE ZONING ADMINISTRATOR
FOR CONSIDERATION AT THE MEETING OF AUGUST 13, 2020**

Prepared by: Zoe Merideth, Associate Planner

Approved by: Alexis Morris, Planning Manager

Date: August 7, 2020

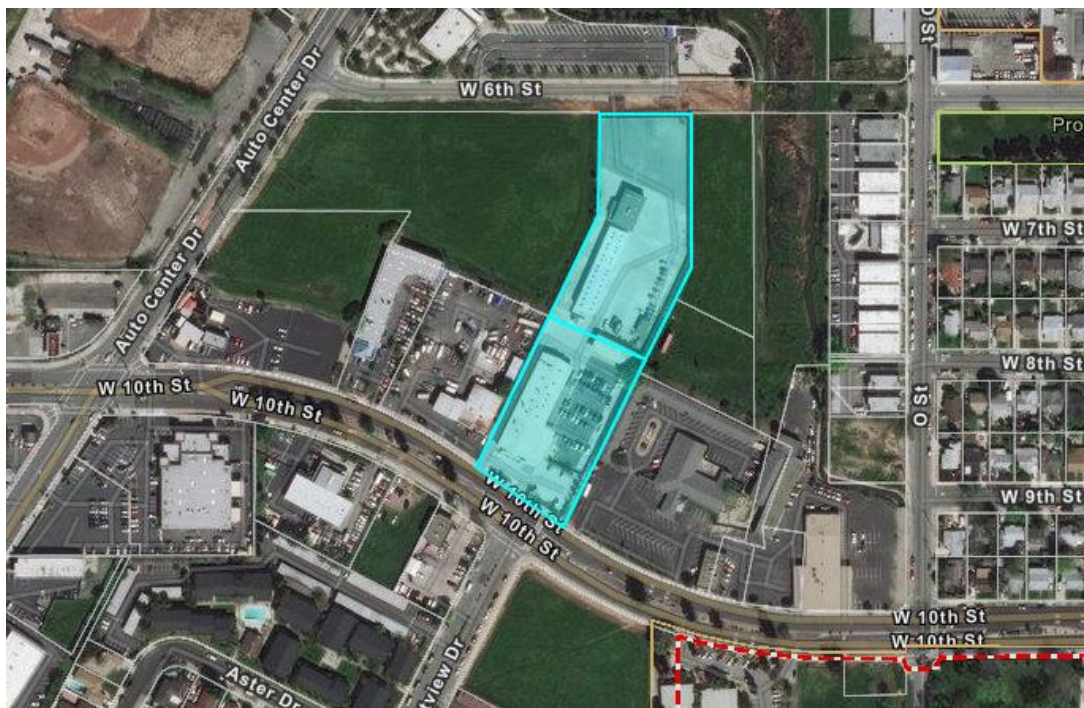
Subject: Amerifleet – UP-19-07

RECOMMENDATION

It is recommended that the Zoning Administrator **APPROVE** a use permit application allowing a fleet vehicle service business at 1530 W 10th Street, subject to the conditions contained in the attached resolution.

REQUEST

Amerifleet requests a Use Permit to occupy a developed site with a fleet vehicle service business. The business would occupy portions of two existing buildings at the site and occupy the entirety of the third building. The business would also occupy outdoor area at the northern parcel. The subject property is located at 1530 W 10th Street (APNs 074-130-073 and 074-130-025).



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 fleet vehicle service business at 1530 W 10th Street, which is comprised of two parcels with four total buildings. Amerifleet is a third-party logistics company that services corporate and commercial fleet vehicles. The applicant's project description is included as Attachment C. Amerifleet's services are used when a company's fleet expands or when a company's employee leaves the company. Amerifleet would then pick up a vehicle, bring it to the site to stage the vehicle and perform necessary services. Depending on the vehicle and client, the services needed could include repairs, cleaning, and title and registration of the vehicle. The services are largely performed by other vendors in the area and occur off-site. Some limited services are performed on-site including washing vehicles in the existing on-site wash bay and installing any requested vehicle tracking devices or GPS in the vehicles. Once the services are complete, the vehicle would then be brought back to the 10th Street site to be prepared for final delivery. Amerifleet would perform a similar service for new vehicles that are brought to the site. Amerifleet would take delivery of new vehicles at their facility, prepare the vehicles, wash them, and complete title and registration of the vehicles. Generally, most vehicles would be staged for two to three weeks. Amerifleet would typically have 125 vehicles at the site, but this number would vary with demand. Two office personnel and six drivers would be employed at the site. The office hours would be Monday through Friday 8am to 5pm.

The applicant proposes to occupy three of the four buildings at the two parcels for the above described business operations. In Building A (as labeled on the project plans in Attachment B), the southernmost building that fronts W. 10th Street on the southern parcel (APN 074-130-073), the applicant will occupy a 434 square foot office area within the 12,444 square foot building. This building is also used by Mike's Auto Body, which has its main operations at the corner of Auto Center Drive and W 10th Street. The applicant proposes to occupy 1,011 square feet of warehouse space in the 6,843 square foot Building B, located directly north of Building A on the northern parcel (APN 074-130-025). Finally, the applicant proposes to occupy the entire 3,042 square foot Building C, located north of Building B on the northern parcel. Additionally, the applicant proposes to occupy 70% of the 1.92-acre northern parcel for parking. Both parcels are entirely paved. Given the size of the subject property, it would have sufficient space for the temporary storage of vehicles and parking for employees.

Currently, this business has been operating without the approval of a use permit or a business license. Usually, conditions of approval are written to ensure compliance with the conditions prior to a business beginning operation. As this is not possible in this case, recommended conditions of approval require the applicant to obtain a business license prior to the land use permit becoming valid.

Issue #2: W 6th Street

The proposed business would operate across two parcels, one of which takes access from W 6th Street. Currently, only the northern half of W 6th Street is completed due to the lack of development by the properties on the southern side of W 6th Street.

In 2004 and 2005, the Planning Division processed a Design Review application for façade upgrades and site improvements to the project site. In Design Review Resolution 2005-06, condition of approval 42 requires the applicant to build the southern half of W 6th Street along the subject property frontage, when the southern half of W 6th street is improved. The condition also allowed the property owner to enter into a deferred improvement agreement with the City. The previous property owner did enter into a deferred improvement agreement with the City in 2005. The deferred improvement agreement had a three-year term from the date of the 2005 Design Review Board resolution. Therefore, the deferred improvement agreement is no longer valid. The previous property owner also submitted an initial submittal for the improvements, but a resubmittal addressing the City's first round of comments was not received. The work was never completed. Neither these plans nor satellite images in the 2004 project file show an existing driveway from the project site onto W 6th Street, but a fence with a gate is shown on the existing conditions plans.

In more recent satellite images, a driveway is visible from W 6th Street onto the property. During a site visit for this project, staff found that the driveway had been resurfaced with asphalt without a permit. An encroachment permit was issued retroactively for the new asphalt driveway. Because the W 6th Street frontage was resurfaced since the business began operations and is currently being used to serve the site which generates traffic on W 6th Street, a recommended condition of approval has been added requiring the southern half of W 6th Street to be improved along the subject property frontage. Recommended conditions of approval have been added with timing triggers to complete the improvements.

ATTACHMENTS

- A. Resolution
- B. Project Plans
- C. Applicants' Project Description

**CITY OF ANTIOCH ZONING ADMINISTRATOR
RESOLUTION NO. 2020-****

**RESOLUTION OF THE CITY OF ANTIOCH ZONING ADMINISTRATOR
APPROVING A USE PERMIT (UP-19-07) FOR A FLEET VEHICLE SERVICING
BUSINESS AT 1530 W 10TH STREET (APNs 074-130-073 and 074-130-025)**

WHEREAS, Amerifleet requests approval of a use permit to operate a fleet vehicle servicing business. The subject property is located 1530 W 10th Street (APNs 074-130-073 and 074-130-025).

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

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

WHEREAS, the Zoning Administrator on August 13, 2020, 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 fleet vehicle servicing business 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 Downtown Specific Plan with a designation of Regional Commercial. The Downtown Specific Plan allows automotive repair and auto rental uses in the Regional Commercial designation with the issuance of a use permit.

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 existing commercial buildings and will not require any alterations to the site. Based on the conditions imposed, the project site provides sufficient off-street parking.

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 W 10th Street, which is adequate in width and pavement type to carry the traffic generated by the proposed use. Based on the conditions imposed to complete W 6th Street, the street will be 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 of Downtown Specific Plan, which has a designation of Regional Commercial.

NOW THEREFORE BE IT RESOLVED, the Zoning Administrator of the City of Antioch does hereby **APPROVE** UP-19-07, to allow a fleet vehicle servicing business at 1530 W 10th Street (APNs 074-130-073 and 074-130-025), 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. 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.

B. FIRE REQUIREMENTS

1. All requirements of the Contra Costa County Fire Protection District shall be met.

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.

E. PROJECT SPECIFIC REQUIREMENTS

1. The use permit applies to a fleet vehicle servicing business located at 1530 W 10th Street, which occupies 434 square feet of building space on Parcel 074-130-073 and 4,053 square feet of building space and 59,000 square feet for outdoor parking of vehicles on Parcel 074-130-025.
2. The land use permit is not valid until the business applies for and receives a business license.
3. No on street parking of vehicles shall be permitted.
4. No storage of inoperable or junk vehicles shall be allowed.
5. The applicant shall install sidewalk, curb, gutter, and storm drain improvements along entire W 6th Street frontage of parcel 074-130-025 and repave the frontage from gutter lip to gutter lip along parcel frontage, while providing enough room for a turnaround to the satisfaction of Contra Costa County Fire Protection District (CCCYPD) and the City Engineer.
6. The applicant shall make improvements to W 6th Street, as detailed in condition of approval E.5 within the following timeframes. If the applicant fails to complete the

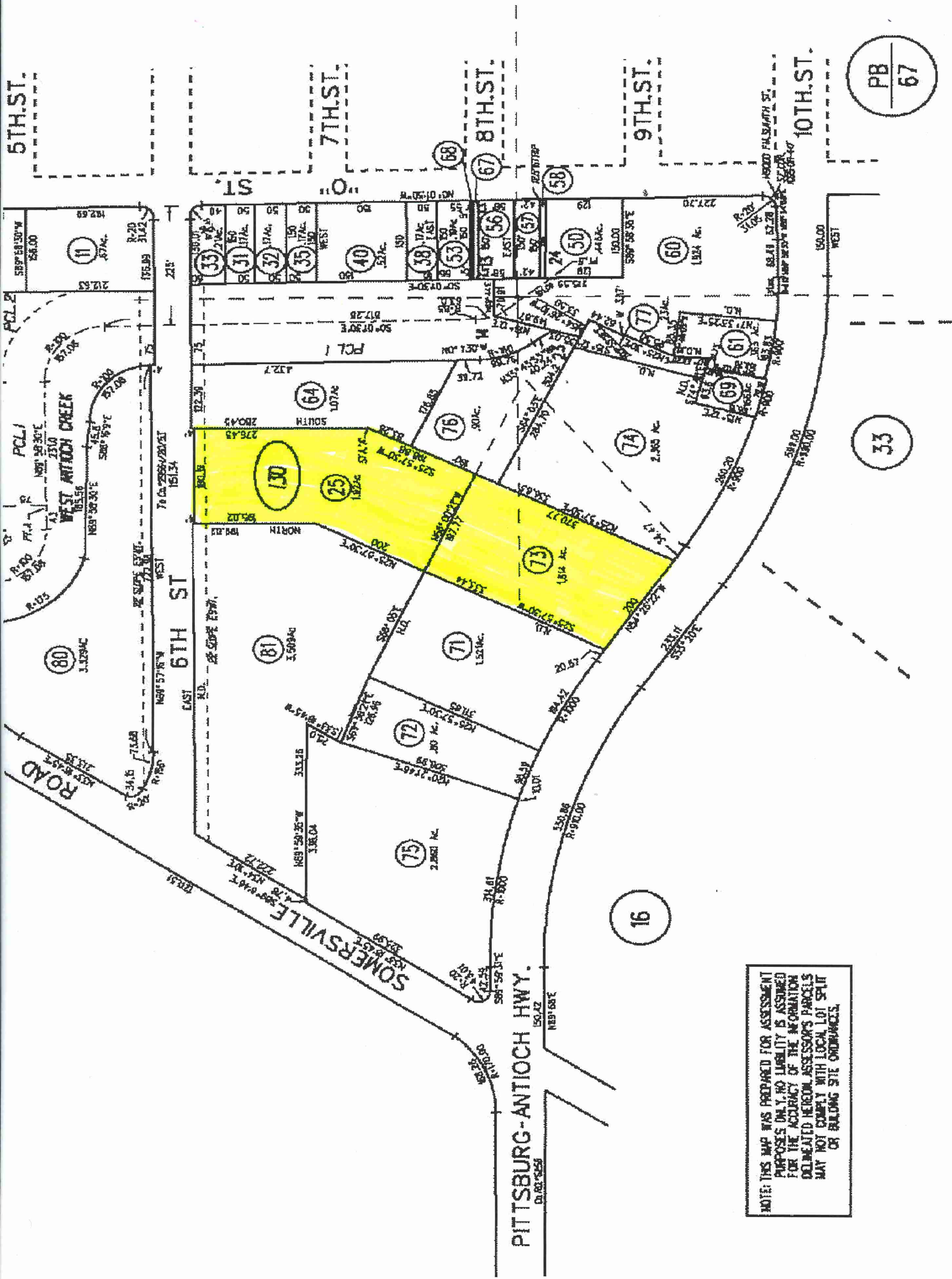
improvements, the applicant shall be subject to a noticed hearing for revocation of the use permit and cessation of business operations at the site.

- The applicant shall submit plans for the W 6th street improvements within 6 months of the approval of the use permit.
 - If the submitted plans require corrections, the applicant shall resubmit the plans within 3 months of receiving comments from the City.
 - Once the plans have been approved, construction shall begin within 3 months of approval, unless an extension is requested for rainy weather and approved by the City Engineer.
 - Once construction commences, the improvements shall be completed within 4 months
7. An encroachment permit for all work to be done within the public right-of-way or easement shall be obtained prior to beginning work.
8. Peak commute-hour traffic shall not be impeded by construction-related activity.

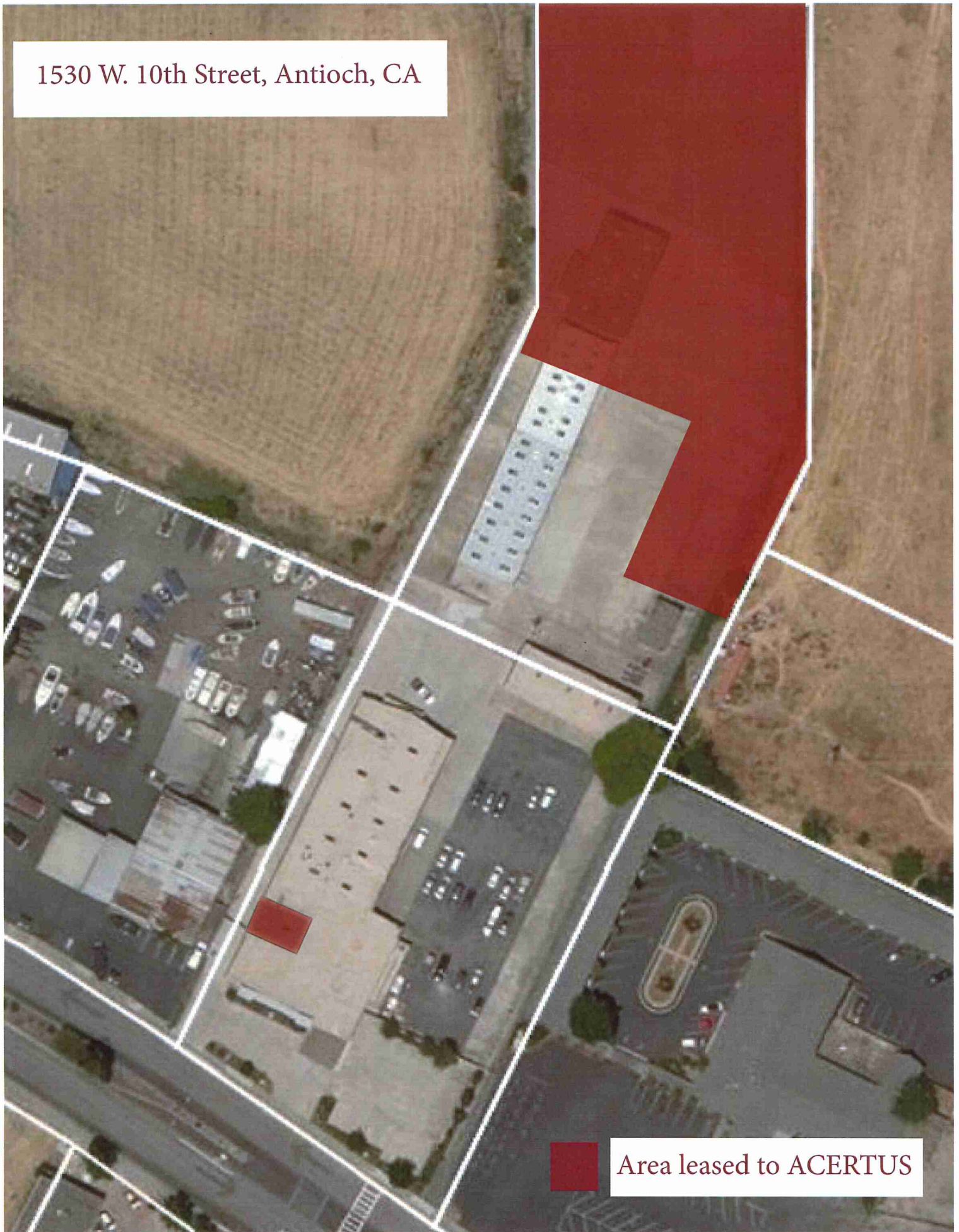
* * * * *

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 13th day of August 2020.

FORREST EBBS
ZONING ADMINISTRATOR



SITE PLAN DEPICTING THE PREMISES





PREPARED FOR:

Amerifleet Transportation
1111 Alderman Dr, Building 400 Suite 350
Alpharetta, GA 30005

www.acertusdelivers.com

**Measured Area: 12,444 s.f.*
Exterior Area: 219 s.f.

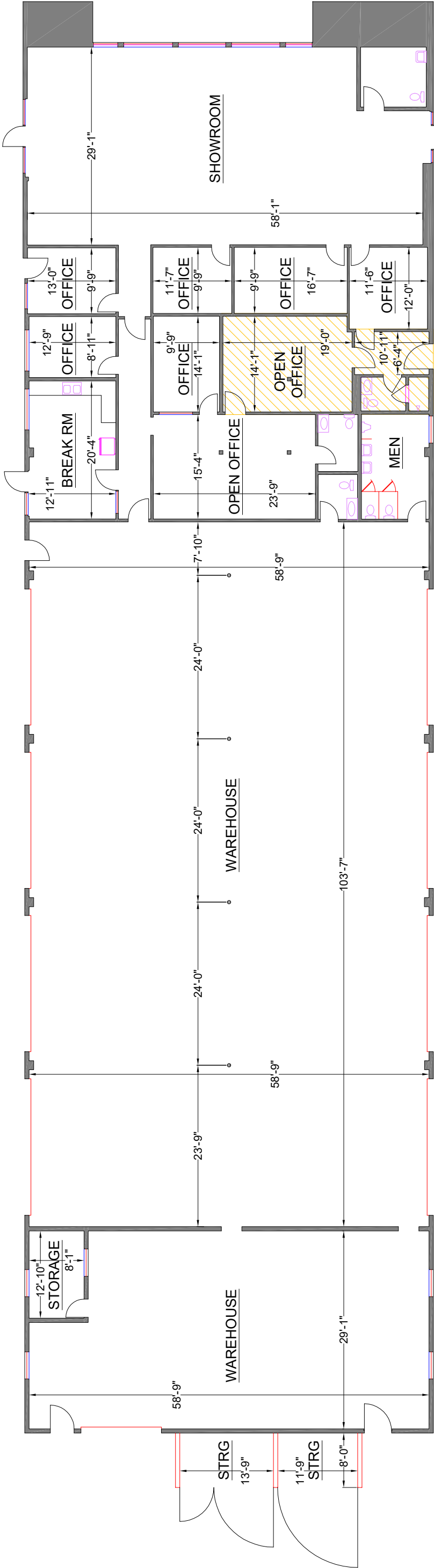
GARAGE/BAY
1530 W 10th ST
ANTIOCH, CA

(As Measured: May 2020)

BLDG A



FLOOR PLAN



**Area: 434 s.f.*

**Measured Area represents the footprint of the floor, and is used solely for billing purposes. It is NOT to be used for leasing purposes.*

Note: All dimensions shown are rounded to the nearest inch, for informational purposes only.
All measurements are recorded to 1/8" accuracy as documented in the final CAD drawing supplied.

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Billing Summary
Measured Area: 22,329 s.f.
Exterior Area: 864 s.f.

Survey Accuracy: +/- 0.06 %



<https://lt-fp.com>
TEL: (888) 393-6655
FILE: 20-102

PREPARED FOR:

Amerifleet Transportation
1111 Alderman Dr, Building 400 Suite 350
Alpharetta, GA 30005

www.acertusdelivers.com

**Measured Area: 6,843 s.f.*
Exterior Area: 583 s.f.

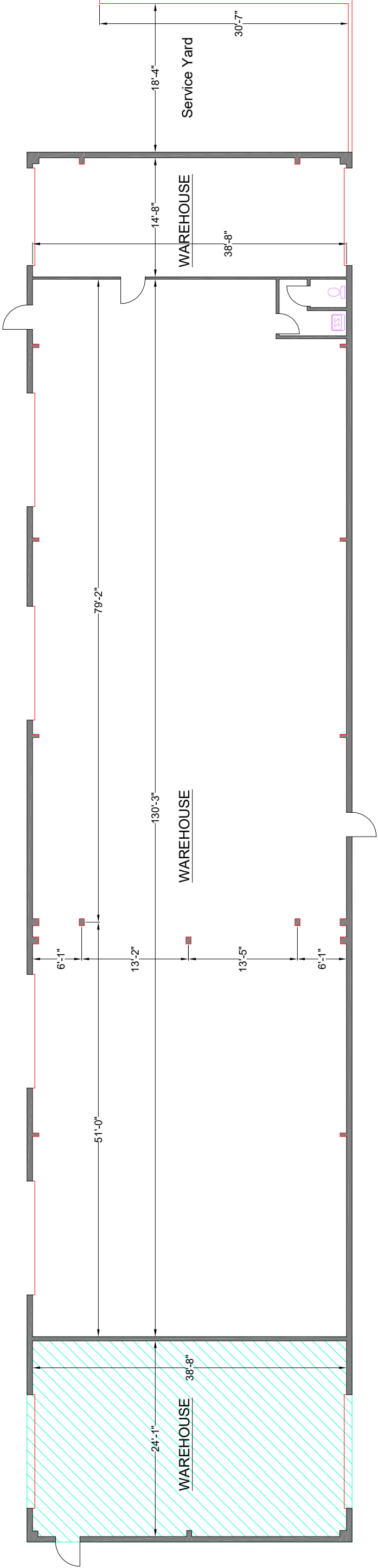
GARAGE/BAY
1530 W 10th ST
ANTIOCH, CA

(As Measured: May 2020)

BLDG B



FLOOR PLAN



**Area: 1,011 s.f.*



**Measured Area represents the footprint of the floor, and is used solely for billing purposes. It is NOT to be used for leasing purposes.*

Note: All dimensions shown are rounded to the nearest inch, for informational purposes only.
All measurements are recorded to 1/8" accuracy as documented in the final CAD drawing supplied.

Survey Accuracy: +/- 0.06 %



<https://lt-fp.com>
TEL: (888) 393-6655
FILE: 20-102

PREPARED FOR:

Amerifleet Transportation
1111 Alderman Dr, Building 400 Suite 350
Alpharetta, GA 30005

www.acertusdelivers.com

**Measured Area:* 3,042 s.f.
Exterior Area: 62 s.f.

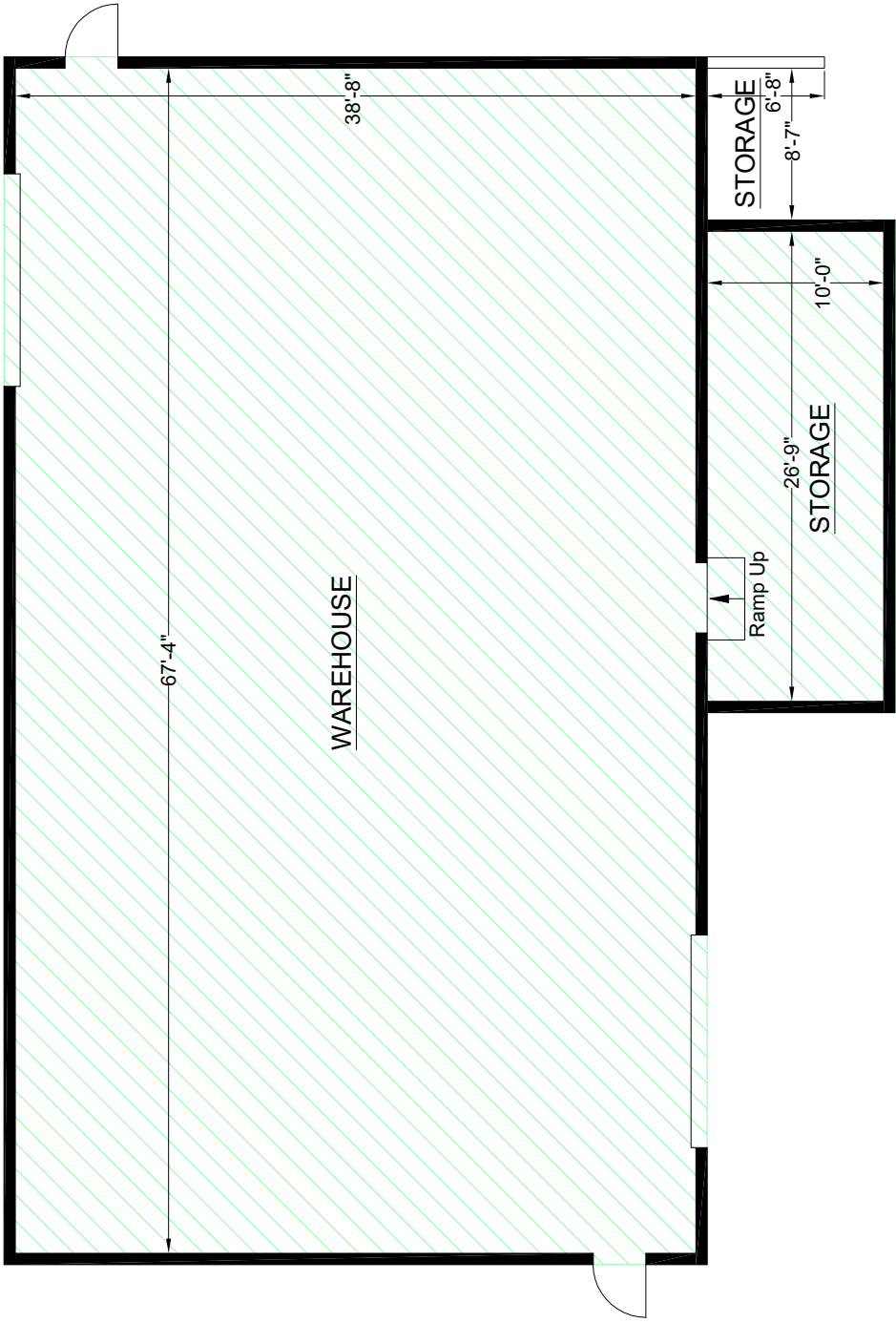
GARAGE/BAY
1530 W 10th ST
ANTIOCH, CA

(As Measured: May 2020)

BLDG C



FLOOR PLAN



B6

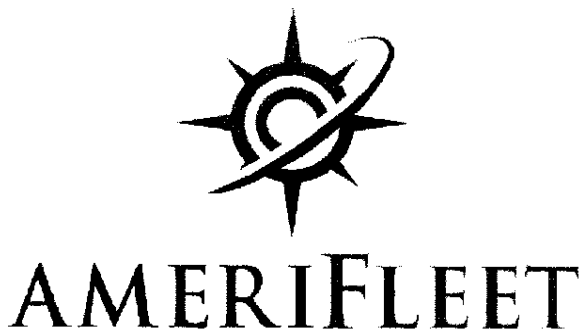
Survey Accuracy: +/- 0.06 %

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https://lt-fp.com
TEL: (888) 393-6655
FILE: 20-102

ATTACHMENT C



June 1, 2019

To whom this may concern:

AmeriFleet Transportation d/b/a ACERTUS is a third party logistics company that services corporate and commercial sales fleets. We take possession of new and used (not more than 4 years old) from most of the country's largest fleet leasing and management companies and OEM manufacturers. When a fleet expands or a sales rep leaves a company, we will be requested to pickup a vehicle, bring it into a staging yard, completed services such as repairs, (mechanical and body), cleaning and title and registration. All these services are done by other vendors in the area allowing us to bring revenue to the local economy. We are just facilitators of the service. Once the services are complete the vehicles will come back to our yard and away final delivery instructions to the next person assigned to these vehicles. We are also expanding into the service as a mobility side of the industry. Same concept in which manufacturers are delivering new vehicles to our facility, we prep them, wash, complete title and registration and final delivery. Most vehicles are staged for 2-3 weeks for the process to take place. Some instances can go shorter or longer depending upon the scenario and the time it takes to hire replacements.

Expanding to Antioch bring revenue to the local economy. We employee two office personnel and 6 drivers. Our office hours are Monday through Friday from 8am-5pm.

Typically, our staging volume on average will be approx. 125 vehicles however this will vary with various projects and seasonality.

Thank You,

Terri Stiffler

Project Description:

Washing of the vehicles will be completed in one of two ways. We do use commercial car washes and off site detail facilities. There is also a wash bay on property. The wash bay was installed by the owner of the proper with proper drainage and run off according to city/state regulations. Regular (yearly) maintenance and check up's are performed to ensure proper drainage is occurring.

The main office building n site we have 1 office within the training center. In the office are computers, printers and scanners. This is where our administrative staff will update our transport management system with the orders being executed daily.

The large building that currently houses a paint booth is an area that we have made into a lounge area for our drivers and a pull through bay to complete any type of service work that needs done such as interior cleaning, telematics installations, etc. There are no chemicals being used and the paint booth is inoperative to us.

Please let me know if you have any additional questions.

Thank you,

Terri Stiffler

Acertus