

AGENDA

CITY OF ANTIOCH ZONING ADMINISTRATOR

**THURSDAY, AUGUST 23, 2018
3:00 P.M.**

REGULAR MEETING

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

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 30, 2018**.

PUBLIC COMMENTS

NEW PUBLIC HEARINGS

1. **UP-18-08 – Collateral Coordinators** – Richard Strand, Jr. requests approval of a Use Permit to operate a vehicle repossession and collateral recovery business. The subject property is located at 725 Fulton Shipyard Road. This project has been determined to be exempt from CEQA (**APN 065-040-009**).
2. **UP-18-10 – The Worship Center** – Kimberly Moreno requests approval of a Use Permit to occupy an existing building with an assembly use for a church. The subject property is located at 315 G Street. This project has been determined to be exempt from CEQA (**APN 066-056-003**).

STAFF REPORT

ORAL COMMUNICATIONS

STAFF REPORT

WRITTEN COMMUNICATIONS

ADJOURNMENT

Notice of Availability of Reports

This agenda is a summary of the actions proposed to be taken by the Zoning Administrator. For almost every agenda item, materials have been prepared by the City staff for the Zoning Administrator's consideration. These materials include staff reports which explain in detail the item before the Zoning Administrator and the reason for the recommendation. The materials may also include resolutions or ordinances which are proposed to be adopted. Other

materials, such as maps and diagrams, may also be included. All of these materials are available at the Community Development Department located on the 2nd floor of City Hall, 200 “H” Street, Antioch, California, 94509, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday for inspection and copying (for a fee) or on our website at:

<http://www.ci.antioch.ca.us/CityGov/CommDev/PlanningDivision/docs/Project-Pipeline.pdf>. Questions on these materials may be directed to the staff member who prepared them, or to the Community Development Department, who will refer you to the appropriate person.

**STAFF REPORT TO THE ZONING ADMINISTRATOR
FOR CONSIDERATION AT THE MEETING OF AUGUST 23, 2018**

Prepared by: Zoe Merideth, Associate Planner *zm*

Approved by: Alexis Morris, Planning Manager *am*

Date: August 17, 2018

Subject: Collateral Coordinators (UP-18-08)

RECOMMENDATION

It is recommended that the Zoning Administrator **APPROVE** a use permit allowing a vehicle repossession and collateral recovery business with temporary vehicle storage at the subject property at 725 Fulton Shipyard Road, subject to the conditions contained in the attached resolution.

REQUEST

Richard Strand, Jr. requests approval of a Use Permit to operate a vehicle repossession and collateral recovery business with temporary vehicle storage. The subject property is located at 725 Fulton Shipyard Road (APN 065-040-009).



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

The applicant proposes to operate a vehicle repossession and collateral recovery business with temporary vehicle storage at the subject property, which has a total square footage of approximately 41,000 square feet with an approximately 8,070 square foot building. The proposed business would repossess vehicles on behalf of banks, automotive loan companies, car dealerships, and other businesses that are seeking to reacquire vehicles that have been financed. The company would not perform repossessions for individuals that financed purchases during a private automotive sale. The business's fleet vehicles would consist of one flatbed truck, three auto loader recovery units, and one spotter. The hours of operation for the business would be Monday through Friday 8 a.m. to 5 p.m. Currently, the business is proposed to have six employees including field agents and administrative staff. Vehicles towed to the site would be stored inside the building and outside in the surrounding paved area. According to the applicant, vehicles would be temporarily stored at the site for a maximum of 72 hours, upon which time they would be transported to auction. The building is equipped with surveillance cameras and alarms. The applicant's project description is provided as Attachment "B".

Given the size of the subject property, it would have sufficient space for the temporary storage of the vehicles and parking for employees and customers. However, the employee and customer parking area is not currently striped to meet City and ADA standards. A recommended condition of approval would require the applicant to restripe the area on the west side of the building, closest to the right of way. With this recommended condition of approval, the subject property would have adequate parking. The property is surrounded by eight-foot-tall fencing with a locked front gate. Staff has included a recommended Condition of Approval that any holes and damage in the fence shall be repaired prior to the business operating.

The General Plan designation is Light Industrial and the zoning designation is Light Industrial (M-1). The M-1 zoning district allows vehicle storage with the approval of a Use Permit.

ATTACHMENTS

- A. Resolution
- B. Applicant's Project Description

ATTACHMENT “A”

**CITY OF ANTIOCH ZONING ADMINISTRATOR
RESOLUTION NO. 2018-****

**RESOLUTION OF THE CITY OF ANTIOCH ZONING ADMINISTRATOR
APPROVING A USE PERMIT (UP-18-08) FOR A COLLATERAL RECOVERY
BUSINESS WITH TEMPORARY VEHICLE STORAGE
LOCATED AT 725 FULTON SHIPYARD ROAD**

WHEREAS, Richard Strand, Jr. requests approval of a Use Permit to operate a vehicle repossession and collateral recovery business with temporary vehicle storage. The subject property is located at 725 Fulton Shipyard Road (APN 065-040-009).

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 August 23, 2018, 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 assembly 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 located in the M-1 Light Industrial zoning district. The M-1 district allows auto storage with the approval 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 proposed use will take place at a developed site with an existing building that will require minimal improvements to the site. There is sufficient parking at the site.

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 Fulton Shipyard Road, which is 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 of Light Industrial.

NOW THEREFORE BE IT RESOLVED, the Zoning Administrator of the City of Antioch does hereby **APPROVE** UP-18-08, to allow a vehicle repossession and collateral recovery business with temporary vehicle storage located at 725 Fulton Shipyard Road (APN 065-040-009), 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 August 23, 2020), 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 July 19, 2018:
 - a. Maintain emergency apparatus access of not less than 20-feet unobstructed width to within 150 feet of travel distance to all portions of the exterior walls of the building. Access shall have a minimum outside turning radius of 45 feet. (503) CFC
 - b. Access gates for the Fire District apparatus shall be a minimum of 20-feet wide. Access gates shall slide horizontally or swing inward. Electrically operated gates shall be equipped with a Knox Company key-operated switch. Manually operated gates shall be equipped with a non-casehardened lock or approved Fire District lock. Contact the Fire District for information on ordering the key-operated switch. (D103.5) CFC
 - c. The applicant shall submit a minimum of two (2) copies of site improvement plans indicating on-site fire apparatus access for review and approval (501.3) CFC
 - d. The applicant shall submit a minimum of two (2) complete sets of tenant improvement plans and specifications of the subject property to the Fire District for review and approval **prior to** construction 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, (107) CBC

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 collateral recovery business with temporary vehicle storage at 725 Fulton Shipyard Road.
2. No dismantling or wrecking of vehicles or the storage of salvaged auto parts shall be allowed.
3. No storage of abandoned, inoperable, junk vehicles or any other equipment or machinery shall be allowed.
4. Vehicles shall not be auctioned off or sold at the site.
5. No on-street parking or storage shall be permitted.
6. No vehicles shall be stored for longer than seven days.
7. Employee and customer parking on the west side of the building, next to Fulton Shipyard Road, shall be provided. All parking spaces shall be double-striped and all parking lot dimensions shall meet minimum City policies and Antioch Municipal Code requirements.

* * * * *

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 23rd day of August, 2018.

FORREST EBBS
ZONING ADMINISTRATOR

ATTACHMENT “B”

Collateral Coordinators, Inc

AD Hill Recovery

Department of Consumer Affairs Repossession Agency License No. RA-432

(Valid to 8/31/2019) Copy of License attached.

Project Summary

Collateral Coordinators, Inc AD Hill Recovery is an auto repossession business, the "Project" property is located at 725 Fulton Shipyard Road. The total lot size is approximately 41,000 square foot, located within the lot includes an 8,070 square foot single-tenant metal building.

Richard A. Strand, Jr. is the CEO of the corporation and our mission is to professionally recover and secure vehicles. Our business is fully insured and bonded in the State of California. Our company's work is focused on the repossession of vehicles on behalf of banks, automotive loan companies, car dealerships, finance companies, and collection agencies that are seeking to reacquire vehicles within a 40-mile radius surrounding the City of Antioch.

Our Corporate Fleet consists of the following:

- 1 Flat Bed Truck
- 3 Autoloader Recovery Units
- 1 Spotter Vehicle

Our hours of operation are Monday through Friday from 8:00am to 5:00pm

Number of employees: six

Located within the 8,070 square foot single-tenant metal building will house our administrative office, two field agent offices and one lunch room. Repossessed vehicles will be stored inside the building and outside in the surrounding lot for up to 72 hours upon which they will be towed/transported to various auto auction locations. The building is equipped with surveillance cameras and alarms. The lot is enclosed with an 8-foot fencing that surrounds the entire property along with a locked front gate.

The primary revenue center for the business will come from the repossession of vehicles on behalf of local banks, finance companies, and collection agencies that are seeking to reacquire vehicles that have been financed. The debtors who are subject to repossession will have missed several payments for their vehicles and as such, are now subject to having their vehicles repossessed. For each, repossession, Management will ensure that its repossession specialist remain within the letter of the law regarding all reacquisition of property. The company's employee will be instructed to obtain the vehicles while the debtor is at work or while the vehicle is outside of the person's home.

Mr. Richard S. Strand, Jr. CEO, has developed a stringent protocol guide for employees to use when repossessing a vehicle. It is within the law of the State of California Business and Professions Code, CHAPTER 11. REPOSSESSORS. All vehicle repossessions will be completed in a peaceful manner, and that all repossession specialist verify the vehicle identification numbers (VIN) before reacquiring the vehicle. The common trait among all our clients will be that they hold title to financed vehicles which are now in the collections process. Our Company will not perform repossessions for individuals that financed purchases during a private automotive sale.



SINCE 1977, OUR MISSION is to professionally recover and secure your assets with the utmost CUSTOMER SERVICE
AND SATISFACTION upheld TO THE HIGHEST STANDARD.

AD Hill RECOVERY | CORPORATE CONTACT LIST

RA 432

Corporate Fleet

1 Flat Bed trucks

3 Recovery units (Auto Loaders)

Our Storage Locations

**Please do not provide these addresses to customers or transporters. They must first call the appropriate department prior to vehicle pickup and to confirm all fees, documents and vehicle locations. Thank You!*

725 Fulton Shipyard Road

Antioch, CA 94509

Monday-Friday

Hours 8:00am to 5:00pm

Recovery/Repossessions Dept.

24 hours 7 Days A week

**STAFF REPORT TO THE ZONING ADMINISTRATOR
FOR CONSIDERATION AT THE MEETING OF AUGUST 23, 2018**

Prepared by: Zoe Merideth, Associate Planner *zm*

Approved by: Alexis Morris, Planning Manager *am*

Date: August 17, 2018

Subject: The Worship Center (UP-18-10)

RECOMMENDATION

It is recommended that the Zoning Administrator **APPROVE** a use permit allowing an assembly use for a church at the subject property at 315 G Street, subject to the conditions contained in the attached resolution.

REQUEST

Kimberly Moreno requests approval of a Use Permit to occupy an existing building with an assembly use for a church. The subject property is located at 315 G Street (APN 066-056-003).



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 church in an approximately 5,544 square foot building at 315 G Street. The proposed Worship Center would hold services and offer counseling and life coach services. The Worship Center plans to hold assemblies on Sundays during the day and on Wednesday evenings in a central assembly space of approximately 1,311 square feet. Additionally, the facility would be open on weekdays for counseling. Currently, the Worship Center has eight volunteer staff members.

The applicant's project description is provided as Attachment "B".

The General Plan designation is Downtown Specific Plan Focus Area. The Downtown Specific Plan's Land Use Designation for this property is Mixed Use. The Mixed Use designation allows major assembly uses (more than 30 people) with approval of a Use Permit.

The property has 20 on-site parking spaces. The Downtown Specific Plan does not require on-site parking within the Mixed Use land use designation. The property is within close proximity to three City owned public parking lots, which would accommodate congregation members attending services. Based on the on-site parking spaces and the off-site public parking lots, there is adequate parking available to serve the use.

ATTACHMENTS

- A. Resolution
- B. Applicant's Project Description

ATTACHMENT “A”

**CITY OF ANTIOCH ZONING ADMINISTRATOR
RESOLUTION NO. 2018-****

**RESOLUTION OF THE CITY OF ANTIOCH ZONING ADMINISTRATOR
APPROVING A USE PERMIT (UP-18-10) FOR AN ASSEMBLY USE FOR A CHURCH
LOCATED AT 315 G STREET**

WHEREAS, Kimberly Moreno requests approval of a Use Permit to occupy an existing building with an assembly use for a church. The subject property is located at 315 G Street (APN 066-056-003).

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 August 23, 2018, 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 assembly 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 located in the Mixed Use designation of the Downtown Specific Plan. The Downtown Specific Plan allows major assembly uses with the approval of a use permit in the Mixed Use designation.

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 proposed assembly use will take place in an existing commercial building and will not require any alterations to the site. Based on the on-site and off-site public parking, there is sufficient 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 the corner of W 4th Street and G Street, both of 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 of Downtown Specific Plan Focus Area and is located in an existing building.

NOW THEREFORE BE IT RESOLVED, the Zoning Administrator of the City of Antioch does hereby **APPROVE** UP-18-10, to allow an assembly use for a church located at 315 G Street (APN 066-056-003), 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 August 23, 2020), 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.

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 major assembly (more than 30 people) conducted at 315 G Street.
2. Music and all other noise shall be kept within the 80 decibel limit and at the property line cannot exceed 75 decibels as required by the City of Antioch Municipal Code. Audible music should not be heard outside the premises.
3. Any outdoor events held in the parking lot shall require the issuance of an Administrative Use Permit by 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 23rd day of August, 2018.

FORREST EBBS
ZONING ADMINISTRATOR

ATTACHMENT “B”



RECEIVED

JUN 25 2018

CITY OF ANTIOCH
COMMUNITY DEVELOPMENT

**DETAILED SUMMARY REQUIREMENT FOR USE PERMIT TO
OCCUPY AN EXISTING BUILDING**

Assessor's Parcel Number: 066-056-003-8

Site Address: 315 G Street, Antioch Ca 94509

Characteristics of the Proposal Use

The Worship Center is a Non-Profit Organization that has been a part of the city and community of Antioch for the past 7 years. One of our core values is cultivating community. We have volunteers, counselors, life coaches and ordained clergy who invest in the lives of people within the community.

Business Hours

Monday: Closed

Tuesday: 10 am – 4 pm

Wednesday 10 am - 4 pm

Thursday: 10 am – 4 pm

Friday: 10 am – 4 pm

Saturday: Closed

Assembly Hours: Sundays: 8 am – 1:00 pm

Wednesdays: 6 pm – 9 pm

Number of employees/staff volunteers

Kimberly R. Moreno, Chief Executive Officer

Kimberly R. Moreno is also a member of the Antioch Chamber of Commerce

Volunteers/staff: 8 Volunteer Staff Members

Board of Directors: Consist of 7 people.

Several of the staff and members of the board of directors are business owners throughout Contra Costa County.

Area Structure: The building is 5544 sf.

Parking Calculations

The site location has 20 private parking spaces
(This is a private parking lot for 315 G Street)

Calculations of Required Parking

Calculations of required parking Monday – Friday during business hours:

Approximately: 12 spaces

Calculations of required parking during assembly hours:

Sundays: 8 am – 1:30 pm: approximately 25 parking spaces

Wednesdays: 6 pm – 9 pm: approximately 25 parking spaces