

## **DSF5 / 250 UTAH AVENUE, SOUTH SAN FRANCISCO, CA 94080**

### **Project Description**

#### **Project Overview**

Amazon (AMZL/Applicant) is applying for a Conditional Use Permit (CUP) to (1) grant legal, conforming status to its existing parcel hub use (the Delivery Station) at 250 Utah Avenue (Project Site); and (2) to authorize off-site parking for the Delivery Station at an existing parking lot at 501 South Airport Boulevard (the OSP Site) (collectively, the Project). The existing Delivery Station includes a 118,125-square-foot warehouse, with 3,433 square feet of interior office space, and 174 parking spaces. AMZL has been operating the Delivery Station since 2016. The use became legal, nonconforming in 2021, as a result of Zoning Code amendments. AMZL is applying for the CUP to bring the existing use into legal, conforming status. As part of this application, AMZL is not proposing any site work, structural modifications, interior tenant improvements, or other physical development at the Project Site. In addition, AMZL is seeking a CUP to authorize 230 off-site parking spaces in an existing parking lot at the OSP Site; these spaces will be used for delivery vans and van drivers' personal vehicles.

#### **(1) Delivery Station**

#### **Project Site**

The Project Site consists of three assessor parcels, totaling approximately 14 acres, which are located at 250 Utah Avenue, South San Francisco, California (APNs 015-155-060, 015-155-070 and 015-155-050). Amazon's tenant space is a portion of APNs 015-155-060 and 015-155-050 and the entirety of APN 015-155-070. The Project is bounded by Utah Avenue to the north, Littlefield Avenue to the east and south, and industrial buildings to the west.

Primary access to the Project Site is from Utah Avenue. Secondary access is from Littlefield Avenue.

Surrounding land uses are predominantly industrial.

The General Plan designates the Project Site for Mixed Industrial. The Project Site is located within the Mixed Industrial High (MIH) zoning district. Pursuant to recent Zoning Code amendments, Parcel Hubs now require a CUP in the MIH zoning district.<sup>1</sup>

#### **Existing Physical Development**

The Project Site is developed with a 301,900-square-foot industrial building, 307 surface parking spaces, and ancillary improvements. AMZL occupies 118,125-square-foot tenant space within the building and has the right to use 174 on-site parking spaces. AMZL has been operating at the Project Site since 2016.

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<sup>1</sup> See Zoning Code section 20.100.002, enacted in 2021. This requirement did not exist when AMZL commenced operations in 2016.

## **Proposed Physical Development**

AMZL does not propose any site work, structural modifications, interior tenant improvements, or other physical development at the Delivery Station or Project Site. AMZL is seeking the CUP for the Delivery Station for the sole purpose of bringing the existing use into legal, conforming status.

## **Existing and Proposed Operations**

The following describes AMZL's existing operations for the Delivery Station. AMZL does not propose any changes to the existing operations, with the exception of new off-site parking as detailed below in the "Off-Site Parking" section.

### *Internal Delivery Station Operations*

The Delivery Station operates 24 hours per day/7 days a week to support last mile delivery of packages to customer locations primarily between 11:00 AM and 9:00 PM. AMZL has approximately 13 line-haul trucks delivering packages to the delivery station each day from neighboring Amazon fulfillment and sortation centers, primarily between the hours of 10:00 PM to 8:00 AM. The customer packages are sorted, picked to the delivery routes, placed onto movable racks and staged for dispatch.

Total employees on site = 122

- 69 associates with shifts from 2:00 AM to 12:30 PM who will be supporting the unloading and sorting operation of the delivery station
- 16 associates with shifts from 6:00 AM to 2:30 PM who will be supervising the van loading and delivery operations
- 16 associates with shifts from 1:30 PM to 10:00 PM who supervise remaining delivery operations
- 21 associates with varying shifts from 12:00 PM to 10:30 PM to support the Flex and Delivery Service Provider (DSP) drivers as they return to the station. After the checkout and release of all delivery vehicles by 9:30 PM, delivery station associates prepare the delivery station for the next day's packages.

### *Delivery Service Provider / Van Delivery Operations*

DSPs commute to the OSP Site (described below) in their personal vehicles or by public transport, arriving at approximately 9:20 AM. They pick up delivery vans and drive to the delivery station, arriving at approximately 9:50 AM. Starting at approximately 9:50 AM and ending at 11:50 AM, approximately 100 delivery vans will load and depart from the delivery station at a rate of 24 vans (maximum) every 20 minutes to facilitate a regulated traffic flow into the surrounding area - meaning, the 1<sup>st</sup> wave of delivery vans leave the station at 10:10 AM. The departure window is designed to mitigate impacts on peak hour traffic periods. Approximately 8-10 hours after dispatch, delivery routes are completed and the vans return to the offsite parking lot between approximately 7:00 PM and 9:00 PM. The drivers park their delivery van and leave using a personal vehicle or public transport.

### *Amazon Flex Operations*

AMZL also uses Amazon Flex, when necessary, to deliver packages from this location. This is an app-based service that allows independent contractors to sign up and schedule to make deliveries from their personal vehicles. As part of Amazon Flex, approximately 40 passenger vehicles enter the facility each day, staggered between 4:00 PM and 5:00 PM. Flex vehicles load and depart every 15 minutes and do not utilize parking spaces.

### *Employment*

On a daily basis, the following approximate number of total employees are present on site:

- 122 associates, managers and dispatchers
- 100 van drivers
- 40 flex drivers

In order to fulfill this daily workforce need, approximately 550-650 total workers are employed in relation to the Delivery Station.

### *Site Circulation/Parking/Loading*

Total on-site parking for the Delivery Station consists of:

- Approximately 174 code-required automobile parking spaces (including 7 American with Disabilities Act (ADA) accessible spaces). These spaces are designated for automobile parking by Amazon warehouse staff (i.e., associates) who work at the Delivery Station, and do not include other tenant spaces.
- 24 van loading spaces in the building's interior. All vans enter and exit the site using the driveway located on Utah Road.
- 4 trailer loading spaces proximal to dock doors on the northern facade of the building. All large line-haul (tractor trailer) trucks will exclusively enter and exit the Project Site via Utah Avenue extending north.

In addition, the Delivery Station currently allocates approximately 230 off-site parking spaces at 101 Terminal Court for its van fleet. Due to pending development at 101 Terminal Court, Amazon is discontinuing this off-site parking. To replace it, Amazon proposes new off-site parking at 501 South Airport Blvd., as detailed below.

A summary of the existing on-site and off-site parking is included in Table 1 below.

**Table 1. Project Parking and Loading**

Type – On Site (250 Utah Avenue)	Number of Spaces
<b>Parking</b>	
Vehicle	174
Automobile	174
Delivery Van	0
Truck/Trailer	0
<b>Total Parking</b>	<b>174</b>
<b>Active Loading and Queuing</b>	
Van Loading	24
Truck/Trailer	4
<b>Total Loading and Queuing</b>	<b>28</b>
<b>Total Spaces</b>	<b>202</b>

Type – Off Site (501 S. Airport)	Number of Spaces
<b>Parking</b>	
Vehicle	230
Delivery Van	230
Truck/Trailer	0
<b>Total Parking</b>	<b>230</b>
<b>Active Loading and Queuing</b>	
Van Loading	0
Van Staging	0
Truck/Trailer	0
<b>Total Loading and Queuing</b>	<b>0</b>
<b>Total Spaces</b>	<b>230</b>

*Alternative Transit and Electric Vehicle Charging*

The Project has an existing Transportation Demand Management (TDM) on file with the City. (See Attachment)

## **(2) Off-Site Parking**

AMZL seeks approval of an alternative parking plan to allow new off-site parking for the Delivery Station, pursuant to Zoning Code section 20.330.005.

### **OSP Site Description**

The OSP Site consists of one parcel, totaling approximately 4.69 acres, located at 501 South Airport Blvd., South San Francisco, California (APN 015-173-150).

The OSP Site is bounded by South Airport Blvd. to the west, a Costco gas station to the north, industrial uses to the east, and North Access Road to the south. Surrounding land uses are predominantly commercial and industrial.

Access to the OSP Site is from South Airport Boulevard and North Access Road. The applicant proposes to restrict westbound left turn movements out of the driveway onto South Airport Boulevard.

The OSP Site is located approximately 1.0 mile by car and 0.6 miles by foot from the Delivery Station.

The General Plan designates the OSP Site for Business Commercial. The OSP Site is zoned Business Technology Park-High (BTP-H).

### **Existing Development**

The OSP Site is currently developed with a single-story building, 424 surface parking spaces, and ancillary improvements.

### **Proposed Development**

AMZL does not propose any physical development or new improvements at the OSP site. Landscaping is proposed to meet the requirements of the Zoning Ordinance.

### **Existing Operations**

The OSP Site is not currently being used.

The City previously approved a CUP for the OSP Site authorizing a Hertz rental car operation. That CUP was never implemented and expired on November 3, 2023.

### **Proposed Operations**

AMZL proposes to allocate 230 of the 424 parking spaces at the OSP Site to serve the Delivery Station. These spaces will be used to park DSP vans and van drivers' personal vehicles. All van parking would be accessed via South Airport Blvd or North Access Road. Delivery Service Providers (DSP/van drivers) begin to arrive at the OSP at approximately 9:20 AM and retrieve their assigned fleet vehicle. Starting at approximately 9:50 AM, approximately 100 delivery vans will depart from the OSP by making a right at the driveway on South Airport Blvd to head to the station. The drivers will do so at a rate of 24 vans (maximum) every 20 minutes to head to 250 Utah Avenue to facilitate a regulated traffic flow into the surrounding area. The departure window is designed to mitigate impacts on peak hour traffic periods. Approximately 8-10 hours after dispatch, delivery routes are completed and the vans return to 250 Utah

Avenue between approximately 7:00 PM and 9:00 PM in staggered shifts, check in with their manager, then return to the OSP. The drivers park their delivery van and leave using a personal vehicle or public transport. AMZL is restricting all westbound left turns out of the South Airport Blvd driveway.

AMZL does not propose to use the existing building or any other improvements at the OSP Site.

## **Project Objectives**

The objectives of the Project include:

- Establish the existing Delivery Station as a legal conforming use.
- Establish new off-site parking for the Delivery Station to allow existing operations to continue.
- Facilitate Amazon deliveries to the greater South San Francisco area.
- Retain the existing operations on a property that is planned and zoned for industrial uses and that has access to existing infrastructure. Retain the existing operations adjacent to similar logistics, warehouse, and distribution facilities.
- Limit impacts, including from delivery trucks, on residential areas within the City and neighboring jurisdictions.
- Provide economic benefits to the City through continued capital investment and employment opportunities.

## **Requested Entitlements**

The entitlements and approvals requested for the Project include:

- A Conditional Use Permit to establish the Delivery Station as a legal, conforming use.
- A Conditional Use Permit to authorize an alternative parking plan for the Delivery Station, including the use of 230 off-site parking spaces at the OSP Site.
- Parking Agreement for the proposed off-site parking.
- Any other approvals required to implement the Project.

## **DFA5 / 400 LITTLEFIELD AVENUE, SOUTH SAN FRANCISCO, CA 94080**

### **Project Description**

#### **Project Overview**

Amazon (AMZL/Applicant) is applying for a Conditional Use Permit (CUP) to (1) grant legal, conforming status to its existing parcel hub use (the Delivery Station) at 400 Littlefield Avenue (Project Site); and (2) to authorize off-site parking for the Delivery Station at an existing parking lot at 501 South Airport Boulevard (the OSP Site) (collectively, the Project). The existing Delivery Station includes a 163,910-square-foot warehouse, with 2,680 square feet of interior office space, 176 associate parking spaces and 78 van parking spaces. AMZL has been operating the Delivery Station since 2020. The use became legal, nonconforming in 2021, as a result of Zoning Code amendments. AMZL is applying for the CUP to bring the existing use into legal, conforming status. It is not proposing any site work, structural modifications, interior tenant improvements, or other physical development at the Project Site. In addition, AMZL is seeking a CUP to authorize 130 off-site parking spaces in an existing parking lot at the OSP Site; these spaces will be used for delivery vans and van drivers' personal vehicles.

#### **(1) Delivery Station**

##### **Project Site**

The Project Site consists of one assessor parcel, totaling approximately 8 acres, which is located at 400 Littlefield Avenue, South San Francisco, California (APN 015-133-220). The Project is bounded by Littlefield Avenue to the west and industrial buildings to the north, south, and east.

Primary access to the Project Site is from Littlefield Avenue.

Surrounding land uses are predominantly industrial.

The General Plan designates the Project Site for Mixed Industrial. The Project Site is located within the Mixed Industrial High (MIH) zoning district. Pursuant to recent Zoning Code amendments, Parcel Hubs now require a CUP in the MIH zoning district.<sup>1</sup>

##### **Existing Physical Development**

The Project Site is developed with a 163,910-square-foot industrial building, 254 parking spaces, and ancillary improvements. AMZL occupies the entire tenant space within the building and has the right to use all on-site parking spaces. AMZ has been operating at the Project Site since 2020.

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<sup>1</sup> See Zoning Code section 20.100.002, enacted in 2021. This requirement did not exist when AMZL commenced operations in 2020.

## **Proposed Physical Development**

AMZL does not propose any site work, structural modifications, interior tenant improvements, or other physical development at the Delivery Station or Project Site. AMZL is seeking the CUP for the Delivery Station for the sole purpose of bringing the existing use into legal, conforming status.

## **Existing and Proposed Operations**

The following describes AMZL's existing operations for the Delivery Station. AMZL does not propose any changes to the existing operations, with the exception of new off-site parking as detailed below in the "Off-Site Parking" section.

### *Internal Delivery Station Operations*

The Delivery Station operates 24 hours per day/7 days a week to support last mile delivery of packages to customer locations primarily between 11:00 AM and 9:00 PM. AMZL has approximately 11 line-haul trucks delivering packages to the delivery station each day from neighboring Amazon fulfillment and sortation centers, primarily between the hours of 10:00 PM to 8:00 AM. The customer packages are sorted, picked to the delivery routes, placed onto movable racks and staged for dispatch.

Total employees on site = 120

- 69 associates with shifts from 2:00 AM to 12:30 PM who will be supporting the unloading and sorting operation of the delivery station
- 15 associates with shifts from 6:00 AM to 2:30 PM who will be supervising the van loading and delivery operations
- 15 associates with shifts from 1:30 PM to 10:00 PM who supervise remaining delivery operations
- 21 associates with varying shifts from 12:00 PM to 10:30 PM to support the Flex and Delivery Service Provider (DSP) drivers as they return to the station. After the checkout and release of all delivery vehicles by 9:30 PM, delivery station associates prepare the delivery station for the next day's packages.

### *Delivery Service Provider / Van Delivery Operations*

DSPs in waves 1, 2, and 5 arrive at the delivery station in their personal vehicles at approximately 9:20 AM, 9:50 AM, and 10:50am respectively. At approximately 9:50 AM, 10:10 AM, and 11:10 AM, approximately 75 delivery vans will load and depart from the delivery station at a rate of 25 vans (maximum) every 20 minutes to facilitate a regulated traffic flow into the surrounding area. Meaning, delivery vans parked onsite leave the station at 10:10 AM, 10:20 AM, and 11:30 AM for waves 1, 2, and 5 respectively.

DSPs in waves 3, 4, and 6 commute to the OSP site (described below) in their personal vehicles or by public transport arriving 10:00 AM, 10:20 AM, and 11:00 AM, pick up their personal vehicles, and head to the delivery station. Starting at approximately 10:30 AM, 10:50 AM, and 11:30 AM, approximately 75 delivery vans will load and depart from the delivery station at a rate of 25 vans (maximum) to facilitate a regulated traffic flow into the surrounding area. Meaning, delivery vans leave the station at 10:50 AM, 11:10 AM, and 11:50 AM for waves 3, 4, and 6 respectively.



The departure window is designed to mitigate impacts on peak hour traffic periods. Approximately 8-10 hours after dispatch, delivery routes are completed and the vans return to the station between approximately 7:00 PM and 9:00 PM. Off-site delivery vans are encouraged to return back to the station before going back to the off-site parking lot. The drivers park their delivery van and leave using a personal vehicle or public transport.

### *Amazon Flex Operations*

AMZL also uses Amazon Flex, when necessary, to deliver packages from this location. This is an app-based service that allows independent contractors to sign up and schedule to make deliveries from their personal vehicles. As part of Amazon Flex, approximately 40 passenger vehicles enter the facility each day, staggered between 4:00 PM and 5:00 PM. Flex vehicles load and depart every 15 minutes and do not utilize parking spaces.

### *Employment*

On a daily basis, the following approximate number of total employees are present on site:

- 120 associates, managers and dispatchers
- 150 van drivers
- 40 Flex drivers

In order to fulfill this daily workforce need, approximately 550-650 total workers are employed in relation to the Delivery Station.

### *Site Circulation/Parking/Loading*

Total on-site parking for the Delivery Station consists of:

- Approximately 176 code-required automobile parking spaces (including 9 American with Disabilities Act (ADA) accessible spaces). These spaces are designated for automobile parking by Amazon warehouse staff (i.e., associates) who work at the Delivery Station.
- Approximately 78 van parking spaces in the building's interior
- 25 van loading spaces in the building's interior. All vans enter and exit the site using the driveway located on Littlefield Avenue.
- 9 trailer loading spaces proximal to dock doors on the southern facade of the building. All large line-haul (tractor trailer) trucks will exclusively enter and exit the Project Site via Littlefield Avenue.

In addition, the Delivery Station currently allocates approximately 130 off-site parking spaces at 101 Terminal Court for its van fleet. Due to pending development at 101 Terminal Court, Amazon is discontinuing this off-site parking. To replace it, Amazon proposes new off-site parking at 501 South Airport Blvd., as detailed below.

A summary of the existing on-site and off-site parking is included in Table 1 below.

**Table 1. Project Parking and Loading**

<b>Type – On Site (400 Littlefield Avenue)</b>	<b>Number of Spaces</b>
<b>Parking</b>	
Vehicle	
Automobile	176
Delivery Vans	78
Truck/Trailer	0
<b>Total Parking</b>	<b>254</b>
<b>Active Loading and Queuing</b>	
Van Loading	25
Truck/Trailer	9
<b>Total Loading and Queuing</b>	<b>34</b>
<b>Total Spaces</b>	<b>288</b>

<b>Type – Off Site (501 S. Airport)</b>	<b>Number of Spaces</b>
<b>Parking</b>	
Vehicle	0
Delivery Vans	130
Truck/Trailer	0
<b>Total Parking</b>	<b>130</b>
<b>Active Loading and Queuing</b>	
Van Loading	0
Van Staging	0
Truck/Trailer	0
<b>Total Loading and Queuing</b>	<b>0</b>
<b>Total Spaces</b>	<b>130</b>

*Alternative Transit and Electric Vehicle Charging*

The Project has an existing Transportation Demand Management (TDM) on file with the City. (See Attachment)

## **(2) Off-Site Parking**

AMZL seeks approval of an alternative parking plan to allow new off-site parking for the Delivery Station, pursuant to Zoning Code section 20.330.005.

### **OSP Site Description**

The OSP Site consists of one parcel, totaling approximately 4.69 acres, located at 501 South Airport Blvd., South San Francisco, California (APN 015-173-150).

The OSP Site is bounded by South Airport Blvd. to the west, a Costco gas station to the north, industrial uses to the east, and North Access Road to the south. Surrounding land uses are predominantly commercial and industrial.

Access to the OSP Site is from South Airport Boulevard and North Access Road. The applicant proposes to restrict westbound left turn movements out of the driveway onto South Airport Boulevard.

The OSP Site is located approximately 1.0 mile by car and 1.0 mile by foot from the Delivery Station.

The General Plan designates the OSP Site for Business Commercial. The OSP Site is zoned Business Technology Park-High (BTP-H).

### **Existing Development**

The OSP Site is currently developed with a single-story building, 424 surface parking spaces, and ancillary improvements.

### **Proposed Development**

AMZL does not propose any physical development or new improvements at the OSP site. Landscaping is proposed to meet the requirements of the Zoning Ordinance.

### **Existing Operations**

The OSP Site is not currently being used.

The City previously approved a CUP for the OSP Site authorizing a Hertz rental car operation. That CUP was never implemented and expired on November 3, 2023.

### **Proposed Operations**

AMZL proposes to allocate 130 of the 424 parking spaces at the OSP Site to serve the Delivery Station. These spaces will be used to park DSP vans and van drivers' personal vehicles. All van parking would be accessed via South Airport Blvd or North Access Road. Delivery Service Providers (DSP/van drivers) begin to arrive in waves 3, 4, and 6 at the OSP at 10:00 AM, 10:20 AM, and 11:00 AM respectively, and retrieve their assigned fleet vehicle. Starting at approximately 10:30 AM, 10:50 AM, and 11:30 AM, approximately 75 delivery vans will depart from the OSP by making a right at the driveway on South Airport Blvd to head to the station. The drivers will do so at a rate of 25 vans (maximum) every 20 minutes to head to 400 Littlefield Avenue to facilitate a regulated traffic flow into the surrounding area. The departure window is designed to mitigate impacts on peak hour traffic periods. Approximately 8-10 hours after dispatch,

delivery routes are completed and the vans return to 400 Littlefield Avenue between approximately 7:00 PM and 9:00 PM in staggered shifts, check in with their manager, then return to the OSP. The drivers park their delivery van and leave using a personal vehicle or public transport. AMZL is proposing to restrict all westbound left turns out of the South Airport Blvd driveway.

AMZL does not propose to use the existing building or any other improvements at the OSP Site.

## **Project Objectives**

The objectives of the Project include:

- Establish the existing Delivery Station as a legal conforming use.
- Establish new off-site parking for the Delivery Station to allow existing operations to continue.
- Facilitate Amazon deliveries to the greater South San Francisco area.
- Retain the existing operations on a property that is planned and zoned for industrial uses and that has access to existing infrastructure.
- Retain the existing operations adjacent to similar logistics, warehouse, and distribution facilities.
- Limit impacts, including from delivery trucks, on residential areas within the City and neighboring jurisdictions.
- Provide economic benefits to the City through continued capital investment and employment opportunities.

## **Requested Entitlements**

The entitlements and approvals requested for the Project include:

- A Conditional Use Permit to establish the Delivery Station as a legal, conforming use.
- A Conditional Use Permit to authorize an alternative parking plan for the Delivery Station, including the use of 130 off-site parking spaces at the OSP Site.
- Parking Agreement for the proposed off-site parking.
- Any other approvals required to implement the Project.