File #: 19-456, **Version:** 1

Report regarding a Use Permit request to allow a fleet-based service use at 111 South Maple Avenue in the Mixed Industrial (MI) Zoning District in accordance with Chapter 20 of the Municipal Code and determination that the project is categorically exempt from CEQA. *(Edgar Maravilla, Associate Planner)*

RECOMMENDATION

Staff recommends that the Planning Commission approve a Use Permit for the proposed project (P18-0084: UP18-0017) based on the attached Draft Findings and subject to the attached Draft Conditions of Approval.

BACKGROUND

On December 28, 2018, Garry Lillian, submitted a Conditional Use Permit application to establish a fleet-based service use, Extranomical Tours, at 111 South Maple Avenue, which is an approximately 1.25 acre parcel located in the Mixed Industrial (MI) Zone. The applicant proposes to operate a tour bus service and would use a section of the existing building (See Attachment 4 for Applicant's Business Narrative).

The tour bus service will use the following vehicles: two buses measuring 40 feet in length, three buses measuring 36 feet in length, three buses measuring 32 feet in length, and five vans measuring 20 feet in length. Of these 13 vehicles, five buses would be stationed in the exterior of the building toward the northeast section of the parcel, and three buses and five vans would be stationed in the interior of the building.

The business would have a total of 34 employees, consisting of six full time administrative staff, 12 part-time guest service staff members, and 16 part-time bus drivers. Of these employees, a maximum of 13 employees would be in the office during work hours. The business would operate from 5:00 a.m. to 10:00 p.m. in accordance with the allowed noise hours pursuant to Chapter 8.32 of the South San Francisco Municipal Code (SSFMC).

Light fleet based services are conditionally allowed in the Mixed Industrial (MI) Zone, which is intended for passenger transportation services that rely on fleets of three or more vehicles with rated capacities less than 10,000 lbs. The proposed tour buses have a rated capacity greater than 10,000 lbs., but all other aspects of the proposed use are in keeping with those of the light fleet based service classification. Based on these factors, the Chief Planner has determined the proposed bus fleet use to be substantially similar to the light fleet based service classification

In accordance with SSFMC Chapter 20.110, light fleet-base services are allowed in the Mixed Industrial (MI) Zone, subject to approval of a Conditional Use Permit by way of the South San Francisco Planning Commission.

DISCUSSION

Site Plan:

The parcel at 111 South Maple Avenue has an existing ± 26,815 square feet (sf) multi-tenant industrial warehouse building, divided into six tenant spaces: Unit A (vacant) ± 5,785 sf, Unit B (vacant) ± 5,383 sf, Unit C (seafood wholesale) ±3,504 sf, Unit D (seafood wholesale) ± 3,265 sf, Unit E (metal manufacturing) ± 5,017 sf, and Unit F (coffee wholesale) ± 3,861 sf.

Floor Plan:

As proposed, Extranomical Tours would occupy and merge Unit A and Unit B for a combined tenant space of ±11,168 sf (Attachment 2 Sheet A-21). The leased area would be comprised of five offices, guest service area, conference room, employee locker-room area, employee kitchen area, break room, lounge, and a warehouse area for fleet vehicle storage, as well as nine employee parking spaces.

Site Circulation:

Access to the site would be provided via two existing driveway approaches fronting on South Maple Avenue.

Parking:

The existing parking area for the site wraps around the parcel. Specifically, parking is located to the North, East, and West of the building (Attachment 2 Sheet A-11). As proposed, 14 parking spaces located to the northeast section of the parcel would be converted to accommodate parking for five buses. Additionally, three non-conforming parking spaces fronting South Maple Avenue would be removed and replaced with vegetation (see Landscape Narrative).

Overall, the site would require a minimum of 33 parking spaces to accommodate the existing uses and the proposed fleet bus service. As proposed, the site would provide 42 parking spaces, thereby meeting the parking requirements of the Zoning Code (See Zoning Constancy Findings).

Signage:

The applicant has currently not proposed any signs.

Exterior Modification:

There are no proposed modification to the exterior of the building. The bulk of the modifications would be tenant improvements to the interior of the building. Interior modifications require approval of the City's Fire Department, Police Department, and Building Division.

Site upgrades include the addition of ± 650 sf of landscape fronting South Maple Avenue, and the addition of a trash enclosure, and a six feet fence to be located beyond the front yard setback (Attachment 3 Fence Design).

Landscape:

Pursuant to SSFMC § 20.350.031, properly screened outdoor storage shall be permitted in the MI Zone. As such, the applicant will construct a six foot fence and plant two (36 inch box) trees fronting South Maple Avenue to help screen and soften the visual aesthetics of the buses (Attachment 2 Sheet-A21).

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ZONING CONSISTANCY

Use Permit

The City's Zoning Ordinance does not include a specific land use classification for a heavy-fleet based service such as a tour bus operator. However, SSFMC § 20.110.002 allows the Chief Planner to assign a land use or activity to a classification within the same zone, if substantially similar in character. For this project, the Chief Planner has found the proposed bus fleet service to be substantially similar to the light fleet based service classification. Therefore, bus fleet based services are allowed in the MI Zone subject to the approval of a Use Permit.

Parking

Pursuant to SSFMC Table 20.330.004, light fleet-based services uses are required to provide one space for each 300 square feet of office area and one space for each fleet vehicle. As such, the applicant must provide ten spaces for the proposed ± 2,934 sf of office area and 13 spaces for the fleet base vehicles for a total of twenty three parking spaces.

Per the site plan, parking for the fleet-base service employees will be provided within the building and throughout the site. Additionally, when a driver picks up a fleet vehicle they will station their vehicle in that parking spot, making parking more efficient.

Overall, the proposed fleet-base use in conjunction with the existing uses at 111 South Maple Avenue will require thirty three parking stalls. As shown on the site plan, there will be 42 parking spaces provided on site. Specifically, 29 exterior parking spaces, and 13 interior parking spaces. As such, parking is sufficient for the site.

Additional Standards

Pursuant to SSFMC § 20.110.002, light fleet based services uses are allowed subject to approval of a Use Permit, in addition to conformance with additional standards set forth in SSFMC § 20.350.038 (Taxi and Limousine Services (Light Fleet Service). Consistency with these performance standards is evaluated below:

A. Taxi and limousine services shall provide one off-street parking space for every employee working during the largest shift in addition to one adequately sized parking space for each fleet vehicle.

   A maximum of 13 employees will be working during the largest shift. A total of 42 parking spaces are provided on-site, which meets the parking requirement.

B. No unattended fleet vehicles shall be parked on a lot or in the public right-of-way within a residential district.

   This standard does not apply to the project site as it will not be within or near a residential district. Additionally, the project has been conditioned to park all fleet vehicle on site (Condition of Approval # A-3).

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C. The legal resident of a dwelling unit may operate a taxi or limousine dispatch service as a home occupation so long as no fleet vehicles are parking on the residential property, in the vicinity of the subject dwelling unit, or in the public right-of-way.

This standard does not apply, as the site will be located in the MI Zone. Additionally, all fleet based vehicles must be stationed in the designated stalls, as shown on the approved plans (Condition of Approval # 3).

D. Property used for storing taxis and limousines shall be located, developed, and operated in compliance with the standards applicable to Automobile/Vehicle Sales and Leasing in SSFMC § 20.350.008.

Given that the project does not propose an addition of at least ten percent of the existing floor area, landscaping requirements do not apply pursuant to SSFMC § 20.110.003, which requires a minimum ten percent of the site be landscaped. However, to soften the appearance of the buses to be stored outdoor, the applicant will provide two new trees and approximately 650 square feet of landscape fronting on South Maple Avenue.

With respect to the lighting requirement in SSFMC § 20.350.008(B), the project does not propose new exterior lighting. However, staff has required that all exterior light sources be energy-efficient, stationary, and shielded to ensure that all light is directed away from adjacent properties and public rights-of-way, and that lighting shall not be of a high intensity so as to cause a traffic hazard, be used as an advertising element, or adversely affect adjacent properties, as required by the Supplemental Regulations. (Condition of Approval # A-5)

Although the project does not propose new signage at this time, in accordance with the Supplemental Regulations, staff has required that any exterior business signage will require a sign application per SSFMC Chapter 20.360. (Condition of Approval # A-6)

GENERAL PLAN CONSISTENCY

The proposed project is consistent with the City's General Plan, which designates the site as Mixed Industrial (MI). This land use designation promotes a broad range of manufacturing, warehousing, storage and distribution, and service commercial uses.

ENVIRONMENTAL REVIEW

The proposed project has been determined to be categorically exempt from environmental review under the provisions of CEQA under Class 1 Section 15301 as a minor or negligible alteration to existing facilities.

CONCLUSION

The proposed fleet-based service use is consistent with the City's General Plan and satisfies the requirements outlined in the City's Municipal Code. Therefore, staff recommends that the Planning Commission approve a Use Permit for the proposed project (P18-0084: UP18-0107) based on the attached Findings and subject to the attached Conditions of Approval.

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Attachments:

1. Draft Findings of Approval and Conditions of Approval
2. Project Plans
3. Fence Design
4. Applicant's Business Narrative