



Scenic Pacifica

Incorporated Nov. 22, 1957

ZONING ADMINISTRATOR Agenda

CORONAVIRUS DISEASE (COVID-19) NOTICE

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT AND PURSUANT TO THE ORDERS OF THE HEALTH OFFICER OF SAN MATEO COUNTY. THIS MEETING IS NECESSARY SO THAT THE CITY CAN CONDUCT NECESSARY BUSINESS AND IS PERMITTED UNDER THE ORDERS AS AN ESSENTIAL GOVERNMENTAL FUNCTION.

Consistent with the above-referenced Orders, this Zoning Administrator Meeting will not be physically open to the public and the Zoning Administrator and staff will be video/teleconferencing into the meeting. The meeting will be conducted via Zoom Webinar.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting from home. Below is information on how the public may observe and participate in the meeting.

To Observe the Meeting:

- To access the meeting by computer / smartphone, go to: <https://zoom.us/j/92734126614>
- To dial-in via phone: +1 (669) 900-6833
Then enter Webinar ID: 927 3412 6614

To Participate in the Meeting by Providing Public Comment:

- **During the Meeting:** Live verbal public comments may be made by members of the public joining the meeting via Zoom (computer, smartphone/tablet app, or phone). Zoom access information is provided above. Use the "raise hand" feature (for those joining by phone, **press *9 to "raise hand"**) during the public comment period for the agenda item you wish to address. City staff will call on people to speak by name provided or last 4 digits of phone number for dial-in attendees. Please clearly state your full name for the record at the start of your public comment. You will have 3 minutes to speak unless modified by the meeting chair.
- **Before the Meeting:** Written public comments for the record may be submitted in advance by 4:00 p.m. on the meeting date by email to: publiccomment@ci.pacificaca.us and will be made part of the written record but will not be read verbally at the meeting. Written public comments submitted by email should adhere to the following:
 - Clearly indicate the Agenda Item No. or specify "Oral Communications" in the Subject Line for items not on the agenda
 - Include the submitter's full name

Written public comments received by 4:00 p.m. on the meeting date will be provided in their entirety to the Zoning Administrator prior to the meeting and will be made part of the written record but will not be read verbally at the meeting. Written public comments will be posted to the City's website for review prior to the meeting.

Note: The methods of observing the meeting or providing public comments may be altered or the meeting may be cancelled, if needed. You may check on the status of the meeting by visiting the City's website at www.cityofpacificaca.org for any updates or changes, should they occur.

DATE: August 12, 2020
LOCATION: Zoom Meeting (Online): <https://zoom.us/j/92734126614>, or Dial (669) 900-6833 and enter Webinar ID: 927 3412 6614
TIME: 5:30 PM

ADMINISTRATIVE BUSINESS:

1. **Approval of Minutes** July 8, 2020
2. **Oral Communications** This portion of the agenda is available to the public to address the Zoning Administrator on any issue within the subject matter jurisdiction of the Zoning Administrator that is not on the agenda. The time allowed for any speaker will be three minutes.

PUBLIC HEARINGS:

3. **TUP-1-19** **FILE NO. 2019-013 FOR TEMPORARY USE PERMIT TUP-1-19**, filed by applicant Judy Hayes on July 15, 2020, to amend Zoning Administrator Resolution No. 2019-2 and extend the permit for establishment and operation of a temporary outdoor retail coffee service for a period of up to six months on a portion of the Sea Bowl Entertainment & Bowling Center site located at 4625 Coast Highway (APN 022-150-440) in Pacifica. The project site is located within the C-1 (Neighborhood Commercial) zoning district. Recommended California Environmental Quality Act (CEQA) status: Class 4 Categorical Exemption, CEQA Guidelines Section 15304 (Minor Alterations to Land).
Proposed Action: Approve as conditioned.

ADJOURNMENT

Anyone aggrieved by the action of the Zoning Administrator has 10 calendar days to appeal the decision in writing to the Planning Commission. If any of the above actions are challenged in court, issues which may be raised are limited to those raised at the public hearing or in written correspondence delivered to the City at, or prior to, the public hearing. Judicial review of any City administrative decision may be had only if a petition is filed with the court not later than the 90th day following the date upon which the decision becomes final. Judicial review of environmental determinations may be subject to a shorter time period for litigation, in certain cases 30 days following the date of final decision.

The City of Pacifica will provide special assistance for persons with disabilities upon 24 hours advance notice to the City Manager's office at (650) 738-7301, including requests for sign language assistance, written material printed in a larger font, or audio recordings of written material. All meeting rooms are accessible to persons with disabilities.



Scenic Pacifica
Incorporated Nov. 22, 1957

ZONING ADMINISTRATOR Minutes

DATE: July 8, 2020

LOCATION: Zoom Meeting (Online): <https://zoom.us/j/91091651255>, or Dial (669) 900-6833 and enter Webinar ID: 910 9165 1255

TIME: 5:30 PM

Zoning Administrator (ZA) Tina Wehrmeister called the meeting to order at 5:32 PM. ZA Wehrmeister read a statement addressing modified meeting procedures in response to the COVID-19 public health emergency, indicating that the meeting would not be open to the public but that the ZA, City staff, and the public would participate in the meeting as a teleconference meeting.

Senior Planner Christian Murdock and Assistant Planner Helen Gannon were present as City staff. The applicants, Michael and Cathy Gintner, and the applicant's agent, Brian Brinkman, were present in relation to Agenda Item No. 3.

ADMINISTRATIVE BUSINESS:

- 1. Approval of Minutes** ZA Wehrmeister approved the minutes from February 12, 2020, as prepared.
- 2. Oral Communications** No speakers.

PUBLIC HEARINGS:

- 3. PSD-850-20
UP-123-20
CDP-422-20** **FILE NO. 2020-008 FOR SITE DEVELOPMENT PERMIT PSD-850-20, USE PERMIT UP-123-20 and COASTAL DEVELOPMENT PERMIT CDP-422-20**, filed by agent Brian Brinkman, to construct a second- and third-story addition to a single-family residence on a 2,250-square foot nonconforming lot at 155 Salada Ave (APN 016-042-120) in Pacifica.
Recommended California Environmental Quality Act (CEQA) status: Class 1 Categorical Exemption, CEQA Guidelines Section 15301 (Existing Facilities).
Proposed Action: Approve as conditioned.

- Assistant Planner Gannon presented the staff report.
- ZA Wehrmeister asked staff a question about Condition of Approval No. 17, and Assistant Planner Gannon and Senior Planner Murdock explained the applicable standards for openings at and less than three feet from a side property line.
- ZA Wehrmeister opened the public hearing.
- Property owner Michael Gintner described his project, followed by agent Brian Brinkman who explained his work with staff to reduce the building height.
- Susan Michael, 108 Salada Avenue, spoke in favor of the proposed project as shown in the project plans attached to the agenda packet.
- ZA Wehrmeister closed the public hearing.
- ZA Wehrmeister asked whether the property owner and agent had reviewed, understood, and agreed with the conditions of approval proposed by staff. Mr. Brinkman answered affirmatively.
- ZA Wehrmeister found the project exempt from the California Environmental Quality Act and approved the project by adopting the attached resolution.

ADJOURNMENT

Zoning Administrator Wehrmeister adjourned the meeting at 5:47 PM.



Scenic Pacifica
Incorporated Nov. 22, 1957

ZONING ADMINISTRATOR Staff Report

DATE: August 12, 2020

FILE: TUP-1-19

ITEM:

PUBLIC NOTICE: Notice of Public Hearing was published in the Pacifica Tribune on July 29, 2020, and mailed to 236 surrounding property owners and occupants.

APPLICANT Judy Hayes
744 Crespi Drive
Pacifica, CA 94044

PROJECT LOCATION: 4625 Coast Highway (APN 022-150-440) – Linda Mar

PROJECT DESCRIPTION: File No. 2019-013 – Amendment to Zoning Administrator Resolution No. 2019-2 and extension of permit for establishment and operation of a temporary outdoor retail coffee service for a period of up to six months on a portion of the Sea Bowl Entertainment & Bowling Center site.

SITE DESIGNATIONS: General Plan: Commercial
Zoning: C-1 (Neighborhood Commercial)

RECOMMENDED CEQA STATUS: Class 4 Categorical Exemption, CEQA Guidelines Section 15304.

ADDITIONAL REQUIRED APPROVALS: None. Subject to appeal to the Planning Commission.

RECOMMENDED ACTION: Approve as conditioned.

PREPARED BY: Helen Gannon, Assistant Planner

PROJECT DESCRIPTION, FINDINGS, AND RECOMMENDATION

1. Project Description:

On March 21, 2019 the Planning Department received an application for a Temporary Use Permit TUP-1-19 to operate a “Craftsman Coffee” mobile coffee and espresso bar. On June 12, 2019, the Zoning Administrator approved the Application with Zoning Administrator Resolution No. 2019-2. However, the Applicant experienced unexpected delays in 2019, which kept the business from beginning operation.

On July 15, 2020, the Planning Department received an application to amend the original approval in order to extend Temporary Use Permit TUP-1-19 for an additional six months. The Applicant has also proposed new (reduced) hours of operation, discussed further below. The applicant’s request is specifically to amend Condition of Approval No. 2 of Zoning Administrator Resolution No. 2019-2 (Attachment B), which provided as follows:

2. The term of this permit shall be six months from the commencement of operations as indicated by the Applicant. Applicant shall notify the Planning Director in writing not less than 72 hours prior to commencing operations. Under no circumstances shall operations authorized by this permit extend beyond August 28, 2020.

Because of the limitation that all operations must conclude by August 28, 2020, the existing Zoning Administrator approval granted in Resolution No. 2019-2 would not allow the applicant to operate for the entire six-month period which the applicant had intended. Therefore, the applicant is seeking a revision to Condition No. 2 which would allow operation for six months from the new start date.

The temporary use proposed by the applicant would be unchanged with the exception of reduced hours of operation. The temporary use would consist of a coffee/espresso bar contained within a *Citroen HY Van*. The van is a retro style, solid white vehicle with ribbed body work. Because it is located within a motor vehicle, the San Mateo County Health Department considers the proposed use to be a “mobile food facility.” Employees of the proposed operation would utilize the restroom within the existing Sea Bowl Entertainment Center. All utilities, including water and electricity, would be provided within the van and no utilities connections would be required for the operation. The applicant’s description of the proposed operation and details of the Citroen HY Van are contained in Attachment B.

The new hours of operation would be from 6:00 AM to 1:00 PM (as opposed to the original 6:00 AM to 2:00 PM proposal), Monday through Friday, for a period not to exceed six months. The applicant intends to commence operations on September 1, 2020, and conclude operations on February 28, 2021. The applicant is seeking to test the business concept and location on a temporary basis before investing more resources in a regular use permit which could allow the outdoor mobile operation on a long-term basis.

The applicant would service customers through the side of the van parked in the northwest corner of the project site. Customers would not enter the vehicle. A vast and underutilized parking lot serves both Sea Bowl Entertainment Center and the Pacifica Brewery where the proposed operation would be

conducted. The proposed use would utilize between six and seven parking spaces. The van would utilize four to five parking spaces and up to two employees would utilize two additional parking spaces.

More details of the proposed use, business, coffee, location, van, lease, and hours of operation can be found in the Applicant's Mobile Business Permit Application, Attachment C.

2. General Plan, Zoning, and Surrounding Land Use:

The General Plan designation for the subject property is "Commercial" and the zoning classification is C-1 (Neighborhood Commercial). The site is bordered by and located east of Highway One. Several other major roadways and arterials also border the site including Fassler Avenue, Roberts Road and Sea Bowl Lane. These roadways all connect neighborhoods of Pacifica to Highway One.

3. Municipal Code and Regulatory Standards:

The authority to grant permission to operate temporary uses for up to six months is provided in section 9-4.2305(a) of the Pacifica Municipal Code (PMC):

The Commission may grant temporary uses for a period of up to six (6) months in developed areas and up to one year in undeveloped areas by using the procedure set forth in Article 33 of this chapter governing the granting of use permits.

The Zoning Administrator's authority to consider and issue a Temporary Use Permit is provided in section 9-4.3802(b) of the PMC. Because the temporary use did not commence in reliance on the Zoning Administrator's previous approval of TUP-1-19, the proposed temporary use would not exceed the six-month limitation on temporary uses in PMC section 9-4.2305(a).

4. Findings for Approval

In order to approve Temporary Use Permit TUP-1-19, the Zoning Administrator must make the following findings required by PMC Section 9-4.3303. The following discussion supports the Zoning Administrator's findings in this regard.

Finding #1: That the establishment, maintenance, or operation of the use or building applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, and welfare of the persons residing or working in the neighborhood or to the general welfare of the City.

The proposed use will not differ from the prior Zoning Administrator's approval in June of 2019. The proposed use will occupy underutilized parking spaces in an existing vast, underutilized commercial parking lot. It will operate primarily during hours which do not overlap significant activity of the existing businesses which also utilize the parking lot. Because the parking lot is vast and underutilized, particularly during the early morning and early afternoon operating hours of the proposed use, staff has identified no impacts from the utilization of up to seven parking spaces by the proposed use, in addition to customer traffic parking temporarily to make purchases. In addition, the proposed business "Craftsman Coffee" will provide a convenient amenity, product, and service to residents, commuters,

and visitors to Pacifica and surrounding areas. Visual impacts of the proposed white van parked for a portion of each weekday in an existing parking lot will be negligible.

Therefore, the establishment, maintenance or operation of the proposed use will not be detrimental to the health, safety, and welfare of the persons residing or working in the neighborhood or to the general welfare of the City.

Finding #2: That the use or building applied for is consistent with the applicable provisions of the General Plan and other applicable laws of the City and, where applicable, the local Coastal Plan.

The site is zoned C-1 (Neighborhood Commercial) and designated as Commercial in the City's General Plan. Therefore, the proposed "Craftsman Coffee" use will be consistent with the types of commercial activities envisioned for the site in the General Plan and Zoning Regulations contained in Chapter 4 of Title 9 of the PMC.

Finding #3: Where applicable, that the use or building applied for is consistent with the City's adopted Design Guidelines.

The proposed use is temporary and would not have permanent aesthetic impacts; therefore, the City's adopted Design Guidelines are not applicable. Nevertheless, visual impacts from the proposed use would be limited to the presence of a retro style, solid white panel van for a limited period of up to eight hours per day, five days per week, for up to six months. The van dimensions are 14 feet long by 6.4 feet wide by 7.6 feet high. Because the van is small, and because the van would be on-site for a limited duration each day for up to six months, any visual impacts would be negligible and would not adversely impact the surrounding commercial area and businesses.

5. CEQA Recommendation

Staff analysis of the proposed project supports a Zoning Administrator finding that it qualifies for a categorical exemption from the California Environmental Quality Act (CEQA). The project qualifies as a Class 4 exemption under CEQA Guidelines Section 15304, as described below:

15304. Minor Alterations to Land

Class 4 consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry and agricultural purposes. Examples include but are not limited to:

* * * * *

(e) Minor temporary use of land having negligible or no permanent effects on the environment, including carnivals, sales of Christmas trees, etc.

* * * * *

Because the proposed use would be temporary for a period not to exceed six months; and, because the use would not involve any permanent alterations to the site which could affect the environment; therefore, there is substantial evidence in the record to support a finding that the project is categorically exempt from CEQA.

Furthermore, none of the exceptions to application of a categorical exemption in Section 15300.2 of the CEQA Guidelines would apply.

6. Staff Summary

In summary, the proposed use would provide a convenient product, amenity, and service to the residents and neighborhoods of the City of Pacifica, as well as visitors. The proposed use and associated van would not create visual impacts that will alter the existing visual character of the surrounding area and parking lot it would be located in. It would not impact parking demand and the proposed hours of operation would be compatible with existing business in the vicinity. Therefore, staff recommends that the Zoning Administrator approve the amended condition of approval to allow six-months of operations beyond the existing time limit of August 28, 2020. Staff's recommendation is to provide an additional one month to the overall end of operations to allow some flexibility should the applicant encounter any further delays which may delay the start date. The temporary use would not be allowed to operate more than six months from the start of operations. Staff further recommends an amendment to Condition of Approval No. 6 to match the revised hours of operation proposed by the applicant.

RECOMMENDED ZONING ADMINISTRATOR ACTION

FIND that the project is exempt from the California Environmental Quality Act; **AMEND** Zoning Administrator Resolution No. 2019-2 by adopting the resolution included as Attachment A to the staff report; and, **INCORPORATE** all exhibits and testimony into the record by reference.

Attachments:

- A. Draft Resolution for Approval
- B. Zoning Administrator Resolution No. 2019-2
- C. Applicant's Mobile Business Permit Application

RESOLUTION NO. _____

A RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF PACIFICA AMENDING ZONING ADMINISTRATOR RESOLUTION NO. 2019-2 WHICH APPROVED TEMPORARY USE PERMIT TUP-1-19 (FILE NO. 2019-013), FOR ESTABLISHMENT AND OPERATION OF A TEMPORARY OUTDOOR RETAIL COFFEE SERVICES FOR A PERIOD OF UP TO SIX MONTHS AT 4625 COAST HIGHWAY (APN 022-150-440), AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA).

Initiated by: Judy Hayes of Craftsman Coffee (“Applicant”)

WHEREAS, the Applicant submitted an application for Temporary Use Permit TUP-1-19 on March 21, 2019, to operate a temporary outdoor retail coffee service for a period of up to six months on a portion of the Sea Bowl Entertainment & Bowling Center site at 4625 Coast Highway (APN 022-150-440) (“Project”); and

WHEREAS, the Zoning Administrator of the City of Pacifica (“Zoning Administrator”) approved the Project by adopting Zoning Administrator Resolution No. 2019-2 after a public hearing on June 12, 2019, which approval included Condition of Approval No. 2 to establish an end of operations date of August 28, 2020; and

WHEREAS, Applicant encountered delays which prevented the commencement of the approved Project; and

WHEREAS, the Applicant submitted an application to amend Condition of Approval No. 2 of Zoning Administrator Resolution No. 2019-2 on July 15, 2020, in order to allow the Project to commence and continue operations after August 28, 2020, and to revise hours of operation; and

WHEREAS, the Zoning Administrator of the City of Pacifica did hold a duly noticed public hearing on August 12, 2020, at which time it considered all oral and documentary evidence presented, and incorporated all testimony and documents into the record by reference.

NOW, THEREFORE BE IT RESOLVED by the Zoning Administrator of the City of Pacifica as follows:

- A. The above recitals are true and correct and material to this Resolution.
- B. In making its findings, the Zoning Administrator relied upon and hereby incorporates by reference all correspondence, staff reports, and other related materials.

BE IT FURTHER RESOLVED that the Zoning Administrator of the City of Pacifica does hereby make the finding that the project is not subject to the California Environmental Quality Act (CEQA) because the project qualifies as a Class 4 categorical exemption under CEQA Guidelines Section 15304 “Minor Alterations to Land.”

Class 4 consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry and agricultural purposes. Examples include but are not limited to:

* * * * *

(e) Minor temporary use of land having negligible or no permanent effects on the environment, including carnivals, sales of Christmas trees, etc.

* * * * *

Because the proposed use would be temporary for a period not to exceed six months; and, because the use would not involve any permanent alterations to the site which could affect the environment; therefore, there is substantial evidence in the record to support a finding that the project is categorically exempt from CEQA.

Furthermore, none of the exceptions to application of a categorical exemption in Section 15300.2 of the CEQA Guidelines would apply.

BE IT FURTHER RESOLVED by the Zoning Administrator of the City of Pacifica that all findings for approval of the Project contained in Zoning Administrator Resolution No. 2019-2 are hereby incorporated by reference and restated as if fully contained herein.

BE IT FURTHER RESOLVED that the Zoning Administrator of the City of Pacifica hereby amends in its entirety Condition of Approval No. 2 in Exhibit A of Zoning Administrator Resolution No. 2019-2 to provide as follows:

“The term of this permit shall be six months from commencement of operations as indicated by the Applicant. Applicant shall notify the Planning Director in writing not less than 72 hours prior to commencing operations. Under no circumstances shall operations authorized by this permit extend beyond March 31, 2021.”

BE IT FURTHER RESOLVED that the Zoning Administrator of the City of Pacifica hereby amends in its entirety Condition of Approval No. 6 in Exhibit A of Zoning Administrator Resolution No. 2019-2 to provide as follows:

“Applicant shall be permitted to occupy the site from 5:30 AM to 1:30 PM, Monday through Friday, during the term of this permit. Operations shall be conducted only between 6:00 AM and 1:00 PM, Monday through Friday.”

BE IT FURTHER RESOLVED by the Zoning Administrator of the City of Pacifica that all other conditions of approval in Exhibit A of Zoning Administrator Resolution No. 2019-2 not amended in this Resolution are hereby incorporated by reference and restated as if fully contained herein, and shall remain in full force and effect during the term of this permit.

* * * * *

PASSED AND ADOPTED at a meeting of the Zoning Administrator of the City of Pacifica, California, held on the 12th day of August, 2020.

Tina Wehrmeister, Planning Director

RESOLUTION NO. ZA-2019-2

A RESOLUTION OF THE ZONING ADMINISTRATOR OF THE CITY OF PACIFICA APPROVING TEMPORARY USE PERMIT TUP-1-19 (FILE NO. 2019-013), SUBJECT TO CONDITIONS, TO ALLOW THE ESTABLISHMENT AND OPERATION OF A TEMPORARY OUTDOOR RETAIL COFFEE SERVICES FOR A PERIOD OF UP TO SIX MONTHS AT 4625 COAST HIGHWAY (APN 022-150-440), AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA).

Initiated by: Judy Hayes of Craftsman Coffee (“Applicant”)

WHEREAS, the application for Temporary Use Permit TUP-1-19 was submitted by Judy Hayes of Craftsman Coffee on March 21, 2019, to request authorization to establish and operate a temporary outdoor retail coffee service for a period of up to six months on a portion of the Sea Bowl Entertainment & Bowling Center site at 4625 Coast Highway (APN 022-150-440); and

WHEREAS, the Zoning Administrator of the City of Pacifica did hold a duly noticed public hearing on June 12, 2019, at which time it considered all oral and documentary evidence presented, and incorporated all testimony and documents into the record by reference.

NOW, THEREFORE BE IT RESOLVED by the Zoning Administrator of the City of Pacifica as follows:

- A. The above recitals are true and correct and material to this Resolution.
- B. In making its findings, the Zoning Administrator relied upon and hereby incorporates by reference all correspondence, staff reports, and other related materials.

BE IT FURTHER RESOLVED that the Zoning Administrator of the City of Pacifica does hereby make the finding that the project is not subject to the California Environmental Quality Act (CEQA) because the project qualifies as a Class 4 categorical exemption under CEQA Guidelines Section 15304 “Minor Alterations to Land.”

Class 4 consists of minor public or private alterations in the condition of land, water, and/or vegetation which do not involve removal of healthy, mature, scenic trees except for forestry and agricultural purposes. Examples include but are not limited to:

* * * * *

(e) Minor temporary use of land having negligible or no permanent effects on the environment, including carnivals, sales of Christmas trees, etc.

* * * * *

Because the proposed use would be temporary for a period not to exceed six months; and, because the use would not involve any permanent alterations to the site which could affect the environment; therefore, there is substantial evidence in the record to support a finding that the project is categorically exempt from CEQA.

Furthermore, none of the exceptions to application of a categorical exemption in Section 15300.2 of the CEQA Guidelines would apply.

BE IT FURTHER RESOLVED that the Zoning Administrator of the City of Pacifica does make the following findings pertaining to Temporary Use Permit TUP-1-19, pursuant to PMC Section 9-4.3303:

Finding #1: That the establishment, maintenance, or operation of the use or building applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, and welfare of the persons residing or working in the neighborhood or to the general welfare of the City.

The proposed use will occupy underutilized parking spaces in an existing vast, underutilized commercial parking lot. It will operate primarily during hours which do not overlap significant activity of the existing and proposed businesses which also occupy the parking lot. Because the parking lot is vast and underutilized, particularly during the early morning and early afternoon operating hours of the proposed use, staff has identified no impacts from the utilization of up to seven parking spaces by the proposed use, in addition to customer traffic parking temporarily to make purchases. In addition, the proposed business "Craftsman Coffee" will provide a convenient amenity, product, and service to residents, commuters, and visitors to Pacifica and surrounding areas. Visual impacts of the proposed white van parked for a portion of each weekday in an existing parking lot will be negligible.

Therefore the establishment, maintenance or operation of the proposed use will not be detrimental to the health, safety, and welfare of the persons residing or working in the neighborhood or to the general welfare of the City.

Finding #2: That the use or building applied for is consistent with the applicable provisions of the General Plan and other applicable laws of the City and, where applicable, the local Coastal Plan.

The site is zoned C-1 (Neighborhood Commercial) and designated as Commercial in the City's General Plan. Therefore, the proposed "Craftsman Coffee" use will be consistent with the types of commercial activities envisioned for the site in the General Plan and Zoning Regulations contained in Chapter 4 of Title 9 of the PMC.

Finding #3: Where applicable, that the use or building applied for is consistent with the City's adopted Design Guidelines.

The proposed use is temporary and would not have permanent aesthetic impacts; therefore, the City's adopted Design Guidelines are not applicable. Nevertheless, visual impacts from the proposed use would be limited to the presence of a retro style, solid white panel van for a limited period of up to nine hours per day, five days per week, for up to six months. The van dimensions are 14 feet long by 6.4 feet wide by 7.6 feet high. Because the van is small, and because the van would be on-site for a limited duration each day for up to six months, any visual impacts would be negligible and would not

adversely impact the surrounding commercial area and businesses.

BE IT FURTHER RESOLVED that the Zoning Administrator of the City of Pacifica hereby approves Temporary Use Permit TUP-1-19, subject to conditions of approval attached as Exhibit A.

* * * * *

PASSED AND ADOPTED at a meeting of the Zoning Administrator of the City of Pacifica, California, held on the 12th day of June, 2019.



Tina Wehrmeister, Planning Director

Exhibit A

Conditions of Approval: Temporary Use Permit TUP-1-19 (File No. 2019-013), to allow the establishment and operation of a temporary outdoor retail coffee service for a period of up to six months at 4625 Coast Highway (APN 022-150-440)

Zoning Administrator Meeting of June 12, 2019

Planning Division

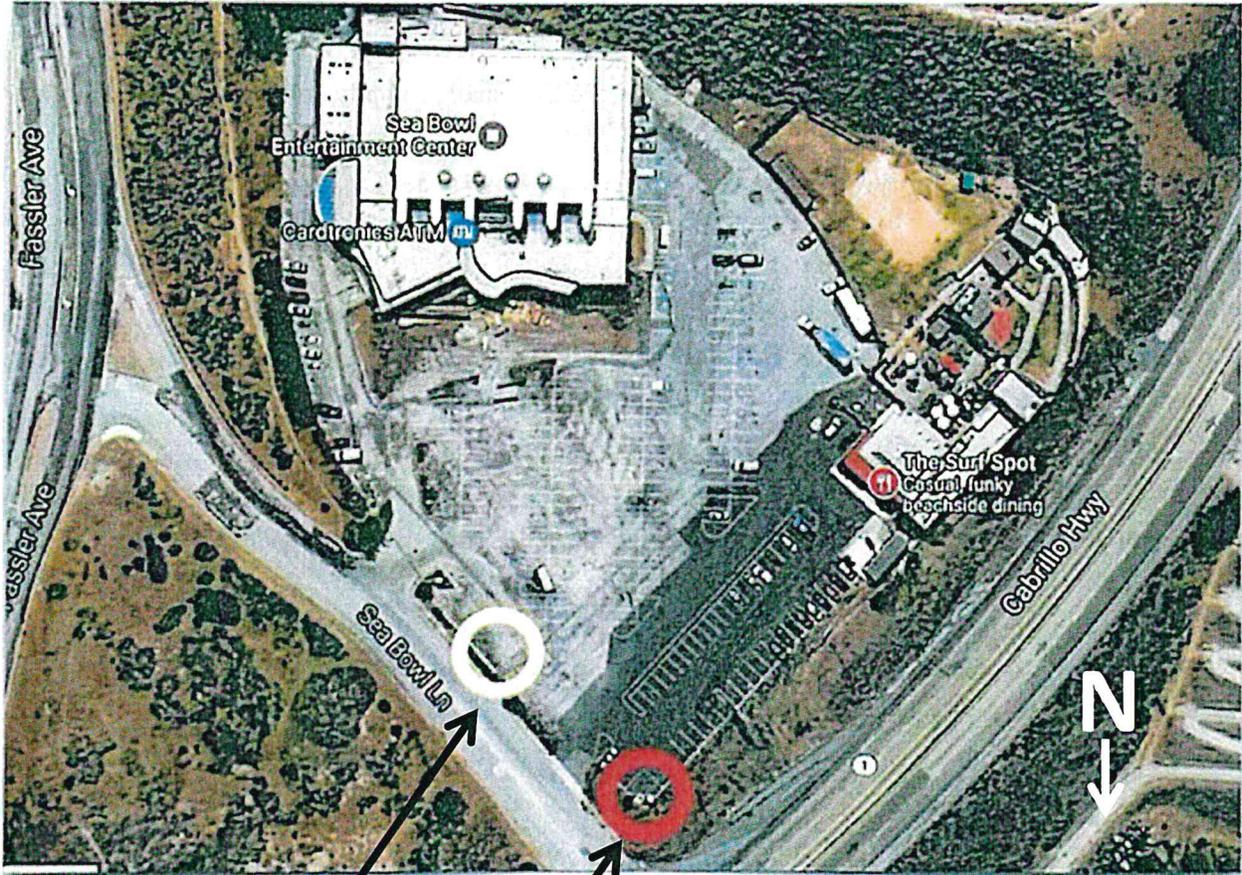
1. Operation of the temporary use shall be substantially in accord with the document entitled "Craftsman Coffee Mobile Business Permit Application," stamped received on March 21, 2019, except as modified by these conditions of approval.
2. The term of this permit shall be six months from the commencement of operations as indicated by the Applicant. Applicant shall notify the Planning Director in writing not less than 72 hours prior to commencing operations. Under no circumstances shall operations authorized by this permit extend beyond August 28, 2020.
3. Applicant shall possess and maintain in good standing all permits and/or licenses required by the San Mateo County Health Department and Franchise Tax Board during the term of operation.
4. Applicant shall make available for customer use conveniently located trash receptacles in a quantity and of a design to the satisfaction of the Planning Director. Such trash receptacles shall prevent trash or debris from blowing out of the receptacles.
5. Applicant shall deposit all trash and debris generated by its operations in the on-site dumpster as authorized by the property owner, or else, shall remove all trash and debris generated by its operations from the site at the conclusion of each day's operations and shall properly dispose of the trash and debris in a manner acceptable to Recology of the Coast.
6. Applicant shall be permitted to occupy the site from 5:30 AM to 2:30 PM, Monday through Friday, during the term of this permit. Operations shall be conducted only between 6:00 AM and 2:00 PM, Monday through Friday.
7. The temporary use shall be permitted to operate in either the primary or alternative location as identified in Exhibit B to this Resolution.
8. Applicant shall remove the temporary use from the site at the conclusion of operations each day.
9. Applicant shall be prohibited from applying for a subsequent Temporary Use Permit for a use substantially similar to the subject use on the same property for a period of one year from cessation of operations. Applicant may apply for a regular use permit to authorize long-term operation of the subject use at any time.
10. Applicant shall maintain its site in a fashion that does not constitute a public nuisance and that does not violate any provision of the Pacifica Municipal Code.
11. The Applicant shall indemnify, defend and hold harmless the City, its Council, Planning Commission, advisory boards, officers, employees, consultants and agents (hereinafter "City") from any claim, action or proceeding (hereinafter "Proceeding") brought against the City to

attack, set aside, void or annul the City's actions regarding any development or land use permit, application, license, denial, approval or authorization, including, but not limited to, variances, use permits, developments plans, specific plans, general plan amendments, zoning amendments, approvals and certifications pursuant to the California Environmental Quality Act, and/or any mitigation monitoring program, or brought against the City due to actions or omissions in any way connected to the Applicant's Project ("Challenge"). City may, but is not obligated to, defend such Challenge as City, in its sole discretion, determines appropriate, all at Applicant's sole cost and expense. This indemnification shall include, but not be limited to, damages, fees and/or costs awarded against the City, if any, and costs of suit, attorney's fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by the Applicant, City, and/or parties initiating or bringing such Proceeding. If the Applicant is required to defend the City as set forth above, the City shall retain the right to select the counsel who shall defend the City. Per Government Code Section 66474.9, the City shall promptly notify Applicant of any Proceeding and shall cooperate fully in the defense.

*** END ***

Exhibit B

Approved Operating Locations



Alternative Location

Primary Location



Craftsman Coffee

Mobile Business Permit Application for Renewal and Extension 2020-2021

Prepared by: Craftsman Coffee, Judy Hayes

Company Description

Craftsman Coffee is a small batch, coffee roaster passionate about bringing specialty coffee into Pacifica, CA. We currently serve espresso beverages on a coffee cart at the Coastside Farmer's Markets in Pacifica and Half Moon Bay. We also participate in public events such as the Renegade Craft Fair, Touch-A-Truck, and various pop-up events with local vendors such as Rosalind Bakery, Traveler, and Fox and Glove Flowers.

Our roasting operation began as a small cottage license and has now grown to roasting in a shared roasting facility in Berkeley supporting online and future retail volumes. Our wholesale partners include New Leaf Market in Half Moon Bay, Other Avenues Grocery and BOAVIDA cafe in the Outer Sunset of San Francisco, and Rebel Foods in Half Moon Bay.

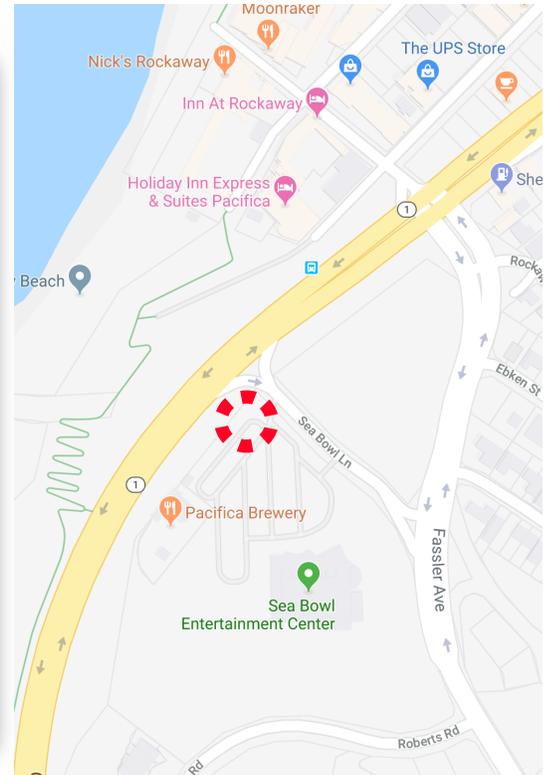
Our mission is to provide an excellent experience to the community while bringing sustainability and transparency of our craft to drinkers on the coastside. We thoughtfully source our coffee from importers or direct farm and create each blend ourselves while managing operations, creative, and marketing as a 2 person team.

Instead of a brick and mortar, we have plans to conduct business as a mobile food facility (MFF). Our goal is to provide an additional iconic location for our coastal community.

CRAFTSMAN COFFEE

Operation Structure

Operation of business will be in a parked 1961 Citroen H van on private property of 4627 Pacific Coast Hwy, Pacifica, CA and Sea Bowl Lane. This panel van will operate on the NW corner.

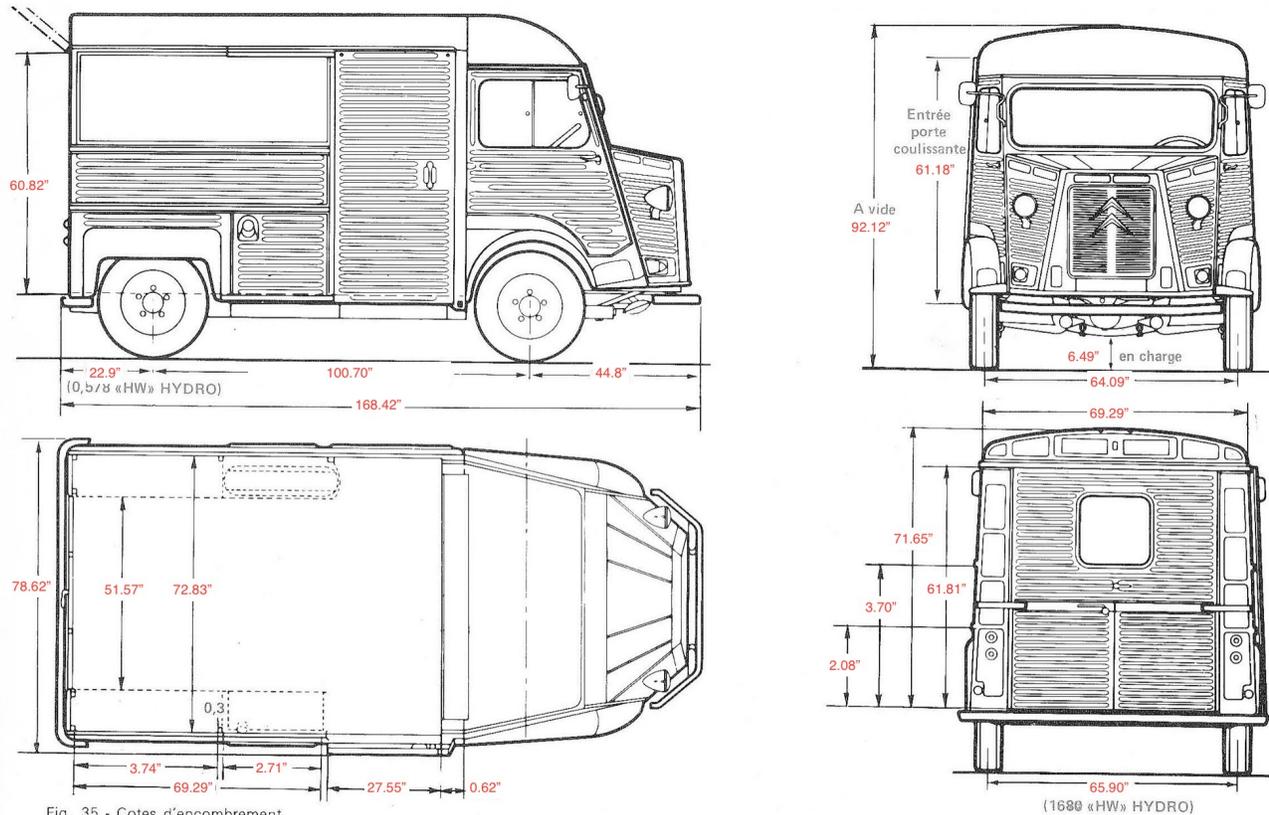


The hours of operation will be Monday to Friday, ~6AM - 1PM. One or two employees will work on the premise.

Target opening day will be September 1, 2020. Craftsman Coffee will advise the Pacifica Planning Department to confirm the actual Start Date.

Photographs

The Citroen HY Van is a French automobile manufacturer founded in 1919. The vehicle has been retrofitted to running condition and includes a small kitchen for espresso service. Vehicle is 9' L X 7.5'W. Vehicle structure style is a retro, French "box on wheels", with 3 rear doors and ribbed bodywork.



Lease with Sea Bowl

Sea Bowl on 4627 Pacific Coast Hwy is designated private property. Sea Bowl and Craftsman Coffee have an agreed annual lease agreement dictating hours of operations, rent and liabilities.

Health Permitting

Mobile Food Facility health processes and approvals will be submitted directly to the San Mateo Health and Safety Department. The department reviews all mobile foods on an annual basis to ensure food safety standards are met. Craftsman Coffee mobile coffee truck is an approved MFF with SMCH.

Permit Renewal and Extension

Craftsman Coffee experienced a large, unexpected delay in 2019 and must renew the Temporary Use Permit. In addition, seeking to extend the 6MO rolling permit to 12MOs. The extension is due to the COVID-19 pandemic and that staying within a city/county is much safer by limiting exposure to a smaller population during shelter-in-place. Staying and serving at the Sea Bowl parking lot would also enable a focused, stronger growth.

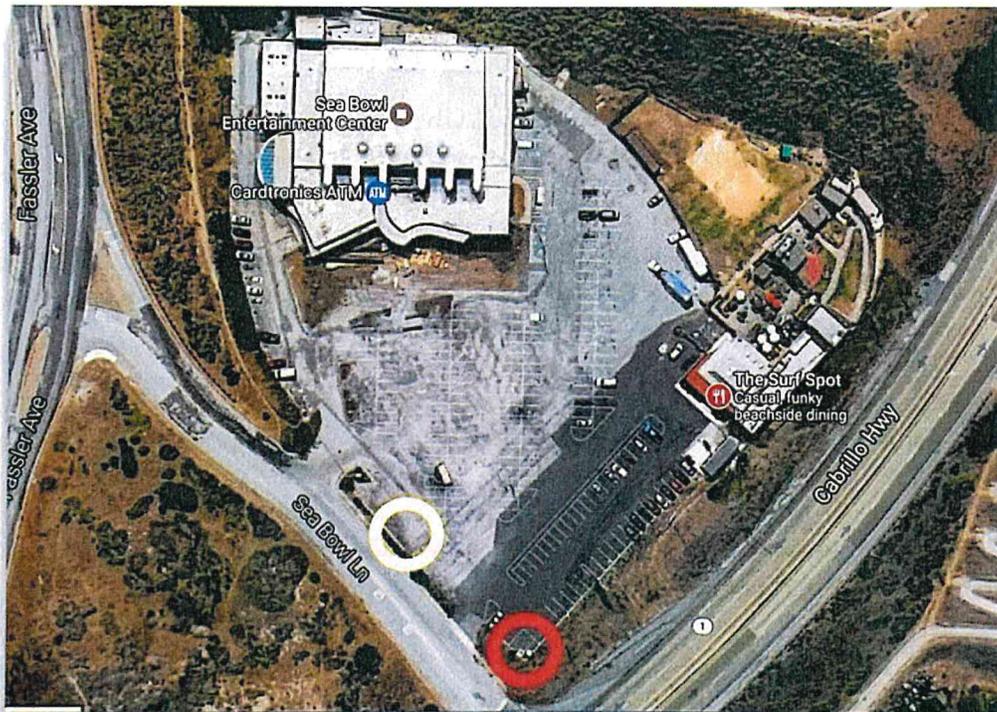


LAND LEASE

415-710-8025 info@crftsmncoffee.com 744 Crespi Drive, Pacifica, CA 94044

September 14, 2017

This Lease is between CRAFTSMAN COFFEE and Seabowl Pacifica Inc. Craftsman Coffee wishes park and to operate on the NorthEast corner lot of Sea Bowl. This lot is on the corner of Sea Bowl Lane facing HWY 1 Northbound. Area of occupancy is highlighted in



red.

Alternative location

The alternative location would be highlighted in yellow.

Hours of Operation

Weekdays, Monday through Friday, between the hours of 6:00AM to 2:00PM.

Within 3MOs start of operation, CRAFTSMAN COFFEE may need to re-evaluate the hours depending on market demand.

Space of Operation

Employees will consume 2 parking spaces.
Truck will consume roughly the length of 4-5 parking spaces.

Cleanliness

CRAFTSMAN COFFEE will maintain a space that is litter and spill-free within and after hours of operation.

Garbage disposal

Permission to put-away waste in nearby dumpster.

Restroom usage

Permission to utilize restrooms for 2 Employees.

Rent

\$400/month payable the first of the month.

Insurance

Craftsman Coffee will have general liability insurance at the time of operation and will add David Szeto and Seabowl Pacifica Inc. as additionally insured in the general liability policy.

Hold Harmless Clause

Craftsman Coffee desires to hold harmless David Szeto / Seabowl Pacifica, Inc. from any claims and/or litigation that may arise from any actions connected with Craftsman Coffee operating on Seabowl Pacifica Inc. Property.

All terms will be subject to review and approval by both DAVID SZETO and CRAFTSMAN COFFEE at any time, or annual/bi-annual basis.



David Szeto (Seabowl)

10-5-17
Date



Craftsman Coffee (Judy Hayes)



Craftsman Coffee (Kirk Hayes) Date 10/2/17