

TO: HONORABLE CHAIRMAN AND PLANNING COMMISSION
FROM: ED GALLAGHER, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: CONDITIONAL USE PERMIT 13-004 (FIRST TRANSIT)
DATE: AUGUST 27, 2013

Needs: For the Planning Commission to consider an application filed by Terry Gillespie on behalf of First Transit, Inc. to establish and operate a fleet maintenance facility for transit busses within an existing building at 2919 Union Road, Unit G. (APN: 025-403-045)

- Facts:
1. Table 21.16.200 requires the approval of a Conditional Use Permit for vehicle repair in the C3 zoning district.
 2. The proposed unit is 2,500 square feet which would allow for adequate room for the bus service, including the parking for an additional bus within the building. There will be no need for parking busses outside of the building. See Project Description, Attachment 2.
 3. This application is categorically exempt from environmental review per Section 15301 (existing building) of the State's Guidelines to Implement CEQA.

Analysis
and

Conclusion: First Transit, Inc. is in contract with the City to maintain the transit busses. This proposed facility will perform the necessary service and repairs to properly maintain the transit fleet. Maintenance of the busses would include routine inspections and changing of fluids; repairs beyond the routine maintenance would be done at a specialized repair shop.

It would seem that the proposed maintenance facility would be compatible with the other warehouse and industrial activities within the industrial park, subject to the conditions of approval with this use permit.

Policy

Reference: CEQA, The City of Paso Robles Zoning Code

Fiscal

Impact: None identified at this time.

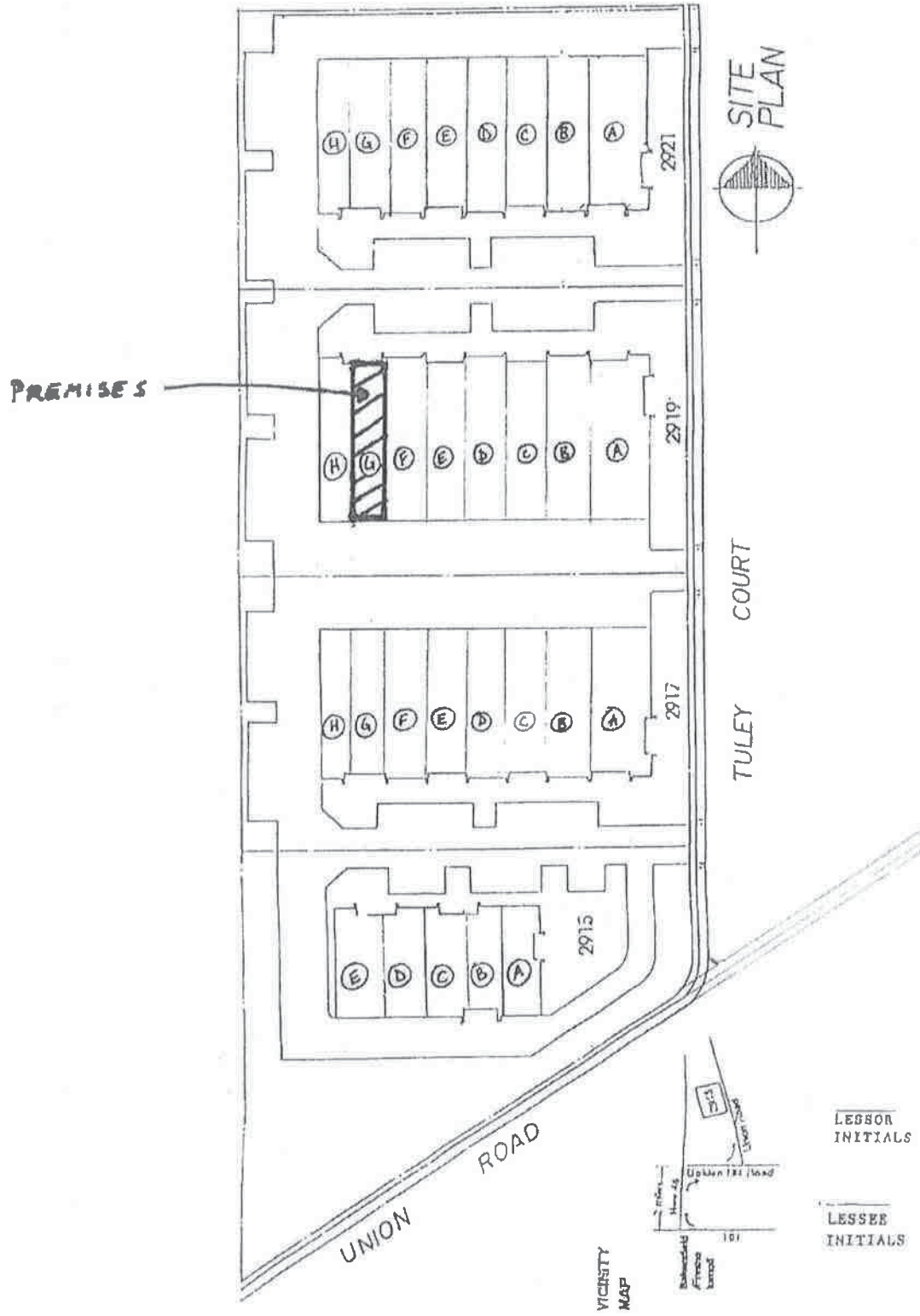
Options: After consideration of any public testimony, the Planning Commission should consider the following options:

- a). Adopt the attached resolution approving the proposed Conditional Use Permit 13-004, subject to standard and site specific conditions of approval;
- b). Amend, modify or reject the above noted options.

Attachments:

1. Vicinity map/Site Plan
2. Project Description
3. Resolution Approving CUP 13-004
4. Newspaper notice and mail affidavits

EXHIBIT A



Attachment 1
Vicinity Map
CUP 13-004
(First Transit)

PREVENTIVE MAINTENANCE PLAN

Preventive Maintenance Program

The First Transit maintenance effort starts with a strong Preventive Maintenance (PM) system designed to protect the capital investment in the fleet, ensure superior fleet availability, a consistently high level of reliability and maximum safe operating conditions.

The PM inspection is the cornerstone of First Transit's maintenance program. It is at the PM Inspection that the vehicle's systems and components are checked, inspected and adjusted to maintain the vehicles in a like new condition (less normal wear and tear), and according to OEM configuration.



First Transit selects a vehicle for a PM inspection based upon the daily mileage obtained through computerized records. The mileage window targeted is ± 500 miles since the last PMI (or as otherwise required by contract). This mileage window can vary based on industry-standard mileage estimates or manufacturer's requirements for the specific vehicle. First Transit's Quality Control program will monitor the achievement of the vehicle's target using Statistical Process Control (SPC). California also requires that any vehicle not traveling 5,000 miles within 45 days is subject to a PMI. First Transit meets this standard by "double tracking" mileage and days to make sure no PMI is late.

The level and complexity of the PM inspection depend on the type of equipment and the miles operated. First Transit categorizes the PM Inspection into three types, "A", "B" and "C" inspections. Sample intervals and procedures are reflected in the following table:

Fixed Route PM Inspection

Inspection Level	Interval	Item Covered Include:
A	6,000 miles/ 3 months	Engine service including engine oil and filter changes and a comprehensive vehicle inspection.
B	24,000 miles	A plus transmission fluid changes and additional checks
C	48,000 miles	A and B plus and a comprehensive vehicle inspection of all systems including Wheelchair, A/C and a fire risk assessments



First Transit



Attachment 2
Project Description
CUP 13-004

Paratransit Route PM Inspection

Inspection Level	Interval	Item Covered Include:
A	3,000 miles/ 45 days	Engine service including engine oil and filter changes and a comprehensive vehicle inspection.
B	6,000 miles	A plus fluid changes and brake inspection.
C	24,000 miles	A and B plus and a comprehensive vehicle inspection of all systems.

The intervals for inspection will be in compliance with manufacturer recommendations and your guidelines. Along with the vehicle PM Inspection, we perform an air conditioning, wheelchair PM Inspection and a fire risk assessment.

The supervisory staff will have a weekly schedule of vehicles to be considered out of service for PM inspections. Supervisors will work directly with our Maintenance Manager to ensure certainty of available vehicles provided each evening for assignment the next day.

When a vehicle is scheduled for a PM inspection, the Maintenance Manager assigns the vehicle to a trained and qualified, and fully dedicated, technician who performs the PM inspection.



The inspections are documented on both an itemized PM inspection form and with a repair work order form that includes the date, life miles, a description of the work performed, a list of the repairs made, a discrepancy sheet, the parts used, the mechanics name, and actual time spent on the repairs. All work is performed to the manufacturer's specifications and pursuant to FMC (Federal Motor Carrier) Safety Regulations Handbook.

Upon completion of the assigned PM and deferred work, the maintenance manager will review the inspection check sheet and spot check the bus for any errors or times possibly missed by the mechanic. If any are found, they will be corrected before the bus is returned to revenue service.

Follow Up Repairs

After the inspection is complete, a list of follow-up repairs is assigned to the Technician who completes the repairs. After all the follow-up repairs are performed, buses are released for revenue service. Our goal is to minimize the downtime and maximize the reliability of vehicles in service.



RESOLUTION NO: _____

A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF EL PASO DE ROBLES
TO APPROVE CONDITIONAL USE PERMIT 13-004
(First Transit)
APN: 025-403-025

WHEREAS, Table 21.16.200 of the Zoning Code of the City of El Paso de Robles requires approval of a Conditional Use Permit for vehicle repair shops in the C3 (Commercial/Light-Industrial) zoning district; and

WHEREAS, the applicant, Terry Gillespie on behalf of First Transit, Inc. has filed a Conditional Use Permit (CUP) application to establish and vehicle repair shop within the existing building located at 2919-G Union Road; and

WHEREAS, First Transit contracts with the City to service the bus fleet; and

WHEREAS, a public hearing was conducted by the Planning Commission on August 27, 2013, to consider the facts as presented in the staff report prepared for this project, and to accept public testimony regarding this conditional use permit request; and

WHEREAS, based upon the facts and analysis presented in the staff report and public testimony received and subject to the conditions of approval listed below, the Planning Commission finds that the establishment, maintenance and operation for the requested use and building would be consistent with the General Plan and not be detrimental to the health, safety, morals, comfort, convenience and general welfare of the persons residing or working in the neighborhood of such proposed use, or be injurious or detrimental to property and improvements in the neighborhood or to the general welfare of the City.

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of El Paso de Robles does hereby approve Conditional Use Permit 13-004 subject to the following conditions:

1. The project shall be constructed so as to substantially conform with the following listed exhibits and conditions established by this resolution:

<u>EXHIBIT</u>	<u>DESCRIPTION</u>
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A	Site Plan / Floor Plan
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2. This Conditional Use Permit (CUP) authorizes the establishment and operation of vehicle repair shop within the existing building located at 2919-G Union Road.
3. This project approval shall expire on August 27, 2015, unless the repair shop use has not been executed, or unless a time extension request is filed with the Community Development Department prior to expiration.

4. All storage of vehicles waiting for parts or to be worked on shall be stored within the building during the time that repair shop is not open for business. There shall be no outdoor storage of parts or materials. All repair work shall be constructed within the building.
5. Prior to the issuance of a Business License, any tenant improvements required to bring the building up to Code related to the repair shop use shall be completed.
6. All signage shall be reviewed and approved by the Development Review Committee (DRC) as necessary, prior to installation.
7. The site shall be developed and maintained in accordance with the approved plans and unless specifically provided for through the Conditional Use Permit process shall not waive compliance with any sections of the Zoning Code, all other applicable City Ordinances, and applicable Specific Plans.
8. Any site specific condition imposed by the Planning Commission in approving this project may be modified or eliminated, or new conditions may be added, provided that the Planning Commission shall first conduct a public hearing in the same manner as required for the approval of this project. No such modification shall be made unless the Commission finds that such modification is necessary to protect the public interest and/or neighboring properties, or, in the case of deletion of an existing condition, that such action is necessary to permit reasonable operation and use for this approval.

PASSED AND ADOPTED THIS 27th day of August, 2013 by the following Roll Call Vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

VINCE VANDERLIP, CHAIRMAN

ATTEST:

ED GALLAGHER, SECRETARY OF THE PLANNING COMMISSION

H:\darren\CUP13-004\First Transit\resolution

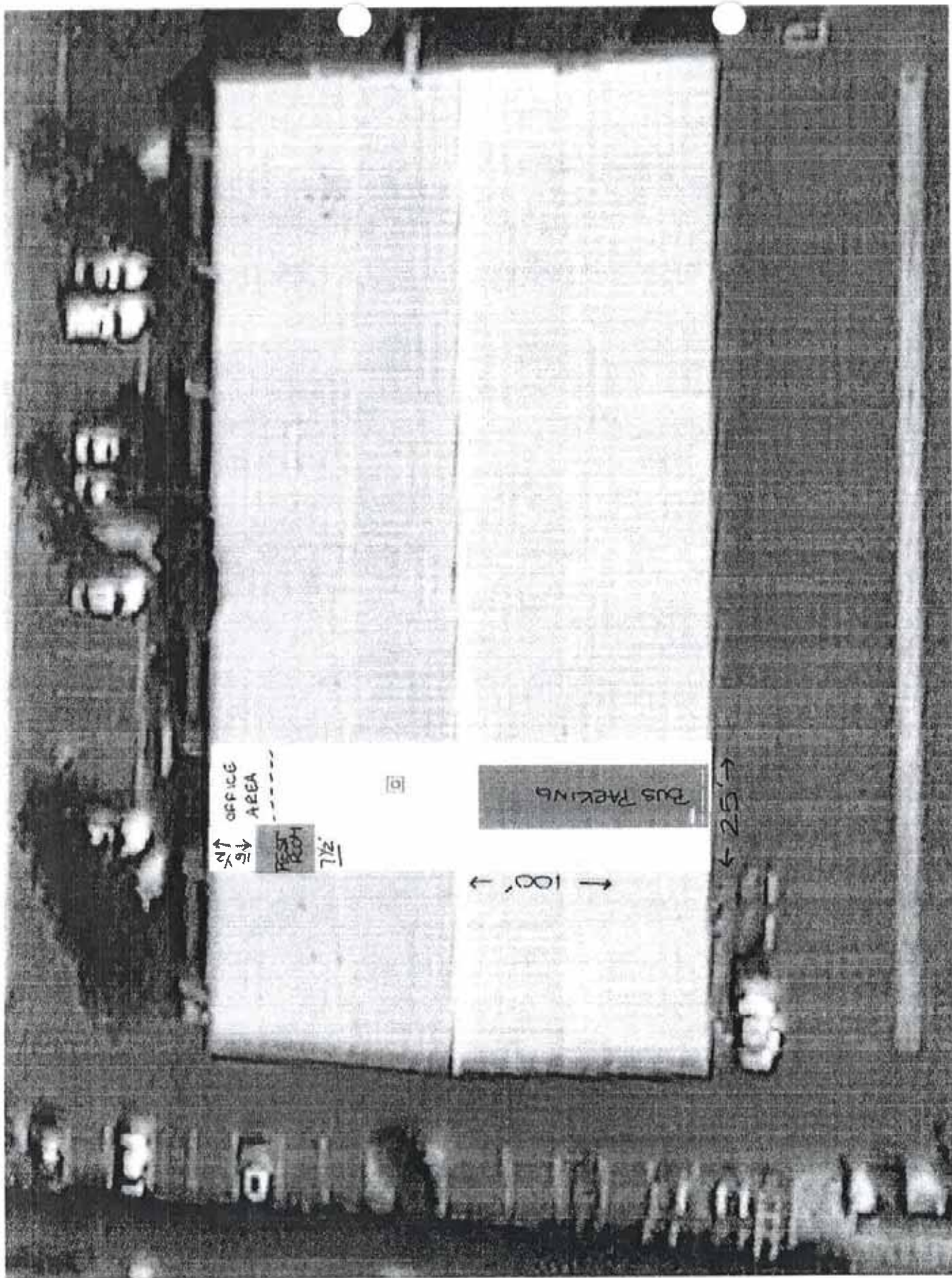


Exhibit A
Site Plan / Floor Plan
CUP 13-004





CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

ATTACHMENT 4

AFFIDAVIT

OF MAIL NOTICES

PLANNING COMMISSION/CITY COUNCIL PROJECT NOTICING

I, Darren Nash, employee of the City of El Paso de Robles, California, do hereby certify that the mail notices have been processed as required for CUP 13-004 – First Transit on this 15th day of August, 2013.

City of El Paso de Robles
Community Development Department
Planning Division

Signed: _____

Darren Nash

THE Newspaper of the Central Coast
TRIBUNE

3825 South Higuera • Post Office Box 112 • San Luis Obispo, California 93406-0112 • (805) 781-7800

In The Superior Court of The State of California
In and for the County of San Luis Obispo
AFFIDAVIT OF PUBLICATION

AD # 7029453
CITY OF PASO ROBLES

STATE OF CALIFORNIA

ss.

County of San Luis Obispo

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen and not interested in the above entitled matter; I am now, and at all times embraced in the publication herein mentioned was, the principal clerk of the printers and publishers of THE TRIBUNE, a newspaper of general Circulation, printed and published daily at the City of San Luis Obispo in the above named county and state; that notice at which the annexed clippings is a true copy, was published in the above-named newspaper and not in any supplement thereof – on the following dates to wit; AUGUST 15, 2013 that said newspaper was duly and regularly ascertained and established a newspaper of general circulation by Decree entered in the Superior Court of San Luis Obispo County, State of California, on June 9, 1952, Case #19139 under the Government Code of the State of California.

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.



(Signature of Principal Clerk)

DATED: AUGUST 15, 2013
AD COST: \$109.41

CITY OF EL PASO DE ROBLES
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Planning Commission of the City of El Paso de Robles will hold a Public Hearing on Tuesday, August 27, 2013, at 7:30 p.m. at the City of El Paso de Robles, 1000 Spring Street, Paso Robles, California, in the City Council Chambers, to consider the following project:

Conditional Use Permit (CUP 13-004), a request by Terry Gillespie, on behalf of First Transit, Inc. to establish a fleet maintenance facility for transit buses within an existing 2500 square foot industrial unit located at 2919 Union Road, Suite G.

The application and staff report may be reviewed at the Community Development Department, 1000 Spring Street, Paso Robles, California. Copies may be purchased for the cost of reproduction.

Written comments on the project may be mailed to the Community Development Department, 1000 Spring Street, Paso Robles, CA 93446, provided that the comments are received prior to the time of the public hearing. Oral comments may be made at the hearing. Should you have any questions regarding this application, please call Darren Nash at (805) 237-3970 or by email at dnash@prcity.com.

This application is categorically exempt from environmental review per Section 15301 (Existing Facilities) of the State's Guidelines to Implement CEQA.

If you challenge the project in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Planning Commission at or prior to the public hearing.

Darren Nash
Associate Planner
August 15, 2013

7029453

Paso Robles
AUG 16 2013
Planning Division