

CITY OF BRISBANE

EXCEPTION PERMIT FOR OUTDOOR STORAGE OF APPROVED FLAMMABLE MATERIALS IN TC-1 DISTRICT (CROCKER INDUSTRIAL PARK) APPLICATION CHECKLIST

SUBMITTAL REQUIREMENTS. For the Zoning Administrator to thoroughly review a proposal, certain information is required from you, the applicant. You should be aware that incomplete applications will not be placed on the Zoning Administrator agenda.

➤ **ELECTRONIC SUBMITTAL REQUIRED:**

- Please submit all required items as PDF, Microsoft Office (Word, Excel, etc.), or JPG/TIF/PNG file types, as appropriate to the items listed below. You may compress or archive multiple file types into a single folder and upload the compressed (zipped) folder to our [electronic planning application](#). (Max 125 MB per file or folder.)
- Development plans MUST be submitted in PDF format;** CAD or other drafting file types will not be accepted. Development plan pages must be contained in one single PDF file; PDF files of individual plan pages will not be accepted. Please see the [Plan Preparation Guidelines](#) for digital file submittal standards.

ALL EXCEPTION PERMIT APPLICATIONS:

The following information and documents are required for all exception permit for outdoor storage of approved flammable materials in the TC-1 district applications, unless specifically waived by staff:

- APPLICATION – A completed electronic planning application. Applications may be electronically signed and may require a [Property Owner Authorization Form](#).
- APPLICATION FEE – Refer to the line P61bZA of the [Master Fee Schedule](#). Fee may be paid by Visa or MasterCard (please note 2% additional processing fee), or by check.

Note: Planning fees are non-refundable.

- SUPPORTING MATERIALS – The below documents and plans must be electronically submitted with any use permit application.
 - PROJECT DESCRIPTION – A complete project description, which shall describe all components and phases of the proposed project.
 - DEVELOPMENT PLANS – The below-listed development plans prepared in accordance with the Community Development Department's plan preparation guidelines:
 - Site Plan, showing the proposed location and area of approved flammable material storage, screening, and setbacks of the proposed storage area from property lines. For properties abutting the Crocker Park Recreational Trail, the site plan must also dimension the shortest distance between the proposed storage area and the Trail.
 - Exterior Elevations, showing views of the proposed storage area and any proposed fencing, landscaping, or screening methods.
 - Landscape Plan, if landscaping is proposed, showing the proposed species, number, and location of plants proposed for screening the storage area (please note that

landscape installations may not be appropriate for all proposed materials or locations).

- Complete inventory of proposed materials to be stored, including their chemical composition, state (gas or liquid), and methods of containment. Please note that additional information may be required by the North County Fire Authority to determine whether the proposed materials are approved for outdoor storage.
- A summary of applicable State regulations and other safety criteria applicable to the storage of the proposed materials.
- SUPPORTING STATEMENTS – A written statement of findings from Attachment A of this checklist, as applicable to the project and zoning district.
- PHOTOS – Photos of the site and surrounding area. A list with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken must accompany all photos. Photos may be submitted digitally in the following formats: GIF, JPG, JPEG, PNG, PDF, BMP, or TIF.

CODE REFERENCES. Please refer to Brisbane Municipal Code [§17.19.055](#) for the circumstances under which an exception for outdoor storage of approved flammable materials may be granted. Refer to the development regulations for the applicable zoning district to determine the required setbacks applicable to the storage area.

NOTIFICATION AND ACTION ON APPLICATION. Prior to granting or denying an exception permit, the Zoning Administrator shall give written notice of the application to property owners and occupants on both sides of, to the rear of and directly across from the property on which the approved materials are proposed to be stored. The notice shall also be posted at the official posting locations established in Chapter 1.12 and on the City’s website at www.brisbaneca.org. The notice shall describe the nature, design and location of the proposed approved materials storage and advise the recipients that they may submit written comments on the application by a certain date, which shall be not less than twenty-one (21) days from the date of mailing and posting of the notice.

NOTIFICATION OF ACTION. The Zoning Administrator will notify the applicant and each person who has submitted written comments on the application of the Zoning Administrator’s decision to grant or deny the application. The notice will advise the applicant and the recipients of the right to appeal the Zoning Administrator’s decision to the Planning Commission.

APPEALS. Anyone may appeal the action of the Zoning Administrator to the City Council not later than seven (7) calendar days after the Zoning Administrator’s action. An application form and fee (see Line P47 of the current Master Fee Schedule) is required to make a formal appeal.

FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT

planning@brisbaneca.org

Community Development Department Hours:
8 A.M - 5 P.M. Mondays, Tuesdays & Thursdays
8 A.M. – 8 P.M. Wednesdays
8 A.M. - 1 P.M. Fridays

Please call ahead to make an appointment.



**COMMUNITY DEVELOPMENT DEPARTMENT | CITY OF BRISBANE |
50 PARK PLACE | BRISBANE, CA 94005 | (415) 508-2120**

SUPPORTING STATEMENTS

**FINDINGS REQUIRED TO GRANT AN EXCEPTION FOR
OUTDOOR STORAGE OF APPROVED FLAMMABLE MATERIALS
IN THE TC-1 DISTRICT (CROCKER INDUSTRIAL PARK)**

Brisbane Municipal Code [§17.19.055](#)

- a) The granting of the permit would not result in a specific adverse impact upon the public health and safety; and
- b) The application complies with the screening requirements of BMC [§17.19.040.G.3](#).

How does your application ensure the proposed outdoor storage of approved flammable materials will not pose a risk to the health, safety, and general welfare of the public?

	Plan Sheet Page(s)

What screening requirements are incorporated into the application to reduce off-site views and discourage unauthorized access to the proposed outdoor storage area?

	Plan Sheet Page(s)

BRISBANE MUNICIPAL CODE EXCERPTS

17.19.040 - Development regulations.

Development regulations in the Crocker Park district are as follows:

- A. Minimum building site required: Ten thousand (10,000) square feet.
- B. Minimum lot dimensions: One hundred (100) feet width.
- C. Required minimum yards:
 1. Front yard: Twenty-five (25) feet;
 2. Side yards: Ten (10) feet;
 3. Rear yard: Ten (10) feet.
- D. Maximum coverage by all structures: Sixty percent (60%).
- E. Maximum allowable height for all structures: Fifty (50) feet, and floor area ratio (FAR) shall not exceed 2.0.
- F. Landscaping Requirements.
 1. Not less than fifteen percent (15%) of the gross lot area shall be improved with landscaping;
 2. Landscaping required under this section, including replacement landscaping, shall be subject to approval of the planning director. The landscape plans shall be consistent with the following objectives:
 - a. Use of plants that are not invasive;
 - b. Use of water conserving plants; and
 - c. Use of plants and other landscape features that are appropriate to the context.
 3. Irrigated Landscapes. New and rehabilitated, irrigated landscapes are subject to the provisions of the water conservation in landscaping ordinance (refer to Chapter 15.70) or the latest state provisions, whichever is more effective in conserving water.
- G. Screening Requirements.
 1. Outside storage of pallets or containers used for the transportation and delivery of items related to the interior use shall not be located in any required setback from a street and shall be screened from off-site view to the extent it is reasonably possible to do so, including but not limited to the installation of fencing, landscaping, painting, or any combination thereof.
 2. The off-site visibility of exterior equipment such as heating and ventilation units, above-ground storage tanks, compactors and compressors, shall be mitigated through such measures as may be reasonable under the circumstances, including, but not limited to, the installation of screening, fencing, painting or landscaping, or any combination of the foregoing.
 3. Outdoor storage of approved flammable materials as permitted per Section 17.19.050.A.4 shall not be located in any required setback from a street, or displace required parking spaces, and shall be screened from off-site view through installation of fencing, landscaping, painting, or any combination thereof.



H. Recycling Area Requirements.

1. Adequate, accessible and convenient areas for depositing, collecting and loading recyclable materials in receptacles shall be provided. The area shall be located and fully enclosed so as to adequately protect neighboring uses from adverse impacts such as noise, odor, vectors, wind-blown litter or glare. The area shall be designed to prevent storm water run-on to the area and runoff from the area, and roofs shall be designed to drain away from neighboring properties. A sign clearly identifying all recycling and solid waste collection and loading areas and the materials accepted therein shall be posted adjacent to all points of direct access to the area.
2. This requirement shall apply to all new commercial, industrial, or institutional buildings, and city facilities (including buildings, structures, and outdoor recreation areas owned by the city) where solid waste is collected and loaded. This requirement shall also apply to any existing development for which building permit applications are submitted within a twelve-month period collectively adding thirty percent (30%) or more to the existing floor area of the development project. For existing developments occupied by multiple tenants, this requirement shall apply to applications for one or more building permits for a single or multiple alterations submitted by any tenant within a twelve-month period collectively adding thirty percent (30%) or more to the existing floor area of that portion of the development which said tenant leases. Such recycling areas shall, at a minimum, be sufficient in capacity, number, and distribution to serve that portion of the development project which said tenant leases.

I. In the case of conditional uses, additional regulations may be required.

17.19.050 - Performance standards.

All uses in the Crocker Park district shall be conducted in accordance with the following performance standards:

- A. All routine aspects of the day-to-day operations of a business, including all storage of materials and products, shall take place entirely within a building, with the following exceptions:
 1. Commercial recreation;
 2. Parking of operable vehicles related to the interior use;
 3. Shipments and deliveries incidental to the primary use.
 4. Approved flammable materials as specified by the North County Fire Authority may be stored outdoors through approval of an exception permit by the zoning administrator in compliance with subsection 17.19.055 of this Chapter.
- B. The site shall be kept free of trash and debris and all receptacles for collection and recycling shall be completely screened from view at street level.
- C. Sound insulation, housing or baffles, or other reasonable measures, shall be installed in conjunction with machinery, heating and ventilating equipment when necessary to effectively mitigate sound emissions distinctly detectable from any off-site location.
- D. Odors from any use shall not be generally or distinctly detectable from any off-site location.

E. Lighting shall be designed to avoid excessive glare at night as viewed from off-site locations, in compliance with the California Green Building Standards Code.

17.19.055 – Exception Permit for Outdoor Storage of Approved Flammable Materials

- A. Requirement for an Exception Permit. Except as provided in this section, no business or other use shall conduct outdoor storage of approved flammable materials as specified by the North County Fire Authority within the TC-1 district.
- B. Authority. The Zoning Administrator shall have the authority to grant or deny an application for an exception permit for outdoor storage of approved flammable materials as specified by the North County Fire Authority under this Section.
- C. Findings to Grant an Exception Permit. The Zoning Administrator shall not grant an exception permit for the outdoor storage of approved flammable materials in the TC-1 district unless the Zoning Administrator finds that the granting of the permit would not result in a specific adverse impact upon the public health and safety and that the application will comply with the screening requirements of Section 17.19.040.G.3 of this Chapter.
- D. Notification of Application. Prior to granting or denying an exception permit, the Zoning Administrator shall give written notice of the application for an exception permit to property owners and occupants on both sides of, to the rear of and directly across from the property on which the approved materials are proposed to be stored. The notice shall also be posted at the official posting locations established in Chapter 1.12. The notice shall generally describe the nature, design and location of the proposed approved materials storage and advise the recipients that they may submit written comments on the application by a certain date, which shall be not less than twenty-one (21) days from the date of mailing and posting of the notice.

The Zoning Administrator shall notify the applicant and each person who has submitted written comments on the application of the Zoning Administrator's decision to grant or deny the application. The notice shall advise the applicant and the recipients of the right to appeal the Zoning Administrator's decision to the Planning Commission.

Ordinance 642, adopted 11/7/2019

