



PINOLE PLANNING COMMISSION MEETING AGENDA

April 13, 2026
7:00 PM

Attend in Person: PINOLE CITY COUNCIL CHAMBERS - 2131 PEAR STREET
OR

Attend VIA ZOOM TELECONFERENCE – Details provided below

How to Submit Public Comments:

In Person:

Attend meeting at the Pinole City Council Chambers, fill out a yellow public comment card and submit it to the City Clerk.

Via Zoom:

Members of the public may submit a live remote public comment via Zoom video conferencing. Download the Zoom mobile app from the Apple Appstore or Google Play. If you are using a desktop computer, you can test your connection to Zoom by clicking [here](#). Zoom also allows you to join the meeting by phone.

From a PC, Mac, iPad, iPhone or Android:

<https://us02web.zoom.us/j/86505375301>

Webinar ID: 865 0537 5301

By phone: +1 (669) 900-6833 or +1 (253) 215-8782 or +1 (346) 248-7799

- Speakers will be asked to provide their name and city of residence, although providing this is not required for participation.
- Each speaker will be afforded up to 5 minutes to speak
- Speakers will be muted until their opportunity to provide public comment.

When the Chair opens the comment period for the item you wish to speak on, please use the “raise hand” feature (or press *9 if connecting via telephone) which will alert staff that you have a comment to provide and press *6 to unmute. To comment with your video enabled, please let the City Clerk know you would like to turn your camera on once you are called to speak.

Written Comments:

Please submit public comments to Planning Staff before the meeting via email to ghanham@pinole.gov. Please include your full name, city of residence and agenda item you are commenting on.

OTHER WAYS TO WATCH THE MEETING

LIVE ON CHANNEL 26. They are retelecast the following week. The Community TV Channel 26 schedule is published on the city's website at www.pinoles.gov.

VIDEO-STREAMED LIVE ON THE CITY'S WEBSITE, www.pinoles.gov and remain archived on the site for five (5) years.

If none of these options are available to you, or you need assistance with public comment, please contact Planning Manager David Hanham at (510) 724-8912 or dhanham@pinoles.gov.

Americans With Disabilities Act: In compliance with the Americans With Disabilities Act of 1990, if you need special assistance to participate in a City Meeting or you need a copy of the agenda, or the agenda packet in an appropriate alternative format, please contact the City Clerk's Office at (510) 724-8928. Notification at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection on the City Website at www.pinoles.gov. You may also contact the City Clerk via e-mail at hbelle@pinoles.gov.

CITIZEN PARTICIPATION:

Persons wishing to speak on an item listed on the Agenda may do so when the Chair asks for comments in favor of or in opposition to the item under consideration. After all of those persons wishing to speak have done so, the hearing will be closed and the matter will be discussed amongst the Commission prior to rendering a decision.

Any person may appeal an action of the Planning Commission or of the Planning Manager by filing an appeal with the City Clerk, in writing, within ten (10) days of such action. Following a Public Hearing, the City Council may act to confirm, modify or reverse the action of the Planning Commission and the Planning Commission may act to confirm, modify, or reverse the action of the Planning Manager. The cost to appeal a decision is \$500 and a minimum \$2,500 deposit fee.

Note: If you challenge a decision of the Commission regarding a project in court, you may be limited to raising only those issues you or someone else raised at the public hearing or in writing delivered to the City of Pinole at, or prior to, the public hearing.

Ralph M. Brown Act. Gov. Code § 54950. In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. The people of this State do not yield their sovereignty to the agencies, which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. LAND ACKNOWLEDGMENT

Before we begin, we would like to acknowledge the Ohlone people, who are the traditional custodians of this land. We pay our respects to the Ohlone elders, past, present, and future, who call this place, Ohlone Land, the land that Pinole sits upon, their home. We are proud to continue their tradition of coming together and growing as a community. We thank the Ohlone community for their stewardship and support, and we look forward to strengthening our ties as we continue our relationship of mutual respect and understanding.

D. ROLL CALL

E. CITIZENS TO BE HEARD

The public may address the Planning Commission on items that are within its jurisdiction and not otherwise listed on the agenda. Planning Commissioners may discuss the matter brought to their attention, but by State law (Ralph M. Brown Act), action must be deferred to a future meeting. Time allowed: five (5) minutes each.

F. MEETING MINUTES:

1. Planning Commission Meeting Minutes for March 23, 2026

G. PUBLIC HEARINGS

At the beginning of an item, the Chair will read the description of that item as stated on the Agenda. The City Staff will then give a brief presentation of the proposed project. The Commission may then ask Staff questions about the item.

For those items listed as Public Hearings, the Chair will open the public hearing and ask the applicant if they wish to make a presentation. Those persons in favor of the project will then be given an opportunity to speak followed by those who are opposed to the project. The applicant will then be given an opportunity for rebuttal.

The Public Hearing will then be closed and the Commission may discuss the item amongst themselves and ask questions of Staff. The Commission will then vote to approve, deny, approve in a modified form, or continue the matter to a later date for a decision. The Chair will announce the Commission's decision and advise the audience of the appeal procedure.

Note: No Public Hearings will begin after 11:00 p.m. Items still remaining on the agenda after 11:00 p.m. will be held over to the next meeting.

1. UP25-0007 The Queen Relaxation & Body Works - 1660 San Pablo Ave

H. OLD BUSINESS

I. NEW BUSINESS

J. CITY PLANNER'S/COMMISSIONER'S REPORT

K. COMMUNICATIONS

L. NEXT MEETING(S)

1. Planning Commission Regular Meeting on April 27, 2026 at 7:00PM

M. ADJOURNMENT

I hereby certify under the laws of the State of California that the foregoing Agenda was posted on the bulletin board at the main entrance of Pinole City Hall, 2131 Pear Street Pinole, CA, and on the City's website, not less than 72 hours prior to the meeting date set forth on this agenda.

David Hanham
Planning Manager
POSTED: _____

DRAFT

MINUTES OF THE REGULAR MEETING
PINOLE PLANNING COMMISSION

March 23, 2026

THIS MEETING WAS HELD IN A HYBRID FORMAT
BOTH IN-PERSON AND ZOOM TELECONFERENCE

A. CALL TO ORDER: 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. LAND ACKNOWLEDGEMENT: *Before we begin, we would like to acknowledge the Ohlone people, who are the traditional custodians of this land. We pay our respects to the Ohlone elders, past, present and future, who call this place, Ohlone Land, the land that Pinole sits upon, their home. We are proud to continue their tradition of coming together and growing as a community. We thank the Ohlone community for their stewardship and support, and we look forward to strengthening our ties as we continue our relationship of mutual respect and understanding.*

D. ROLL CALL

Commissioners Present: Bender, Huey, Lam-Julian, Martinez, Uch, Vice-Chairperson Menis and Chairperson Sandoval

Commissioners Excused: None

Staff Present: David Hanham, Planning Manager
Justin Shiu, Associate Planner

Vice-Chairperson Menis reported on his ex-parté communications to his email list about the topic on the meeting agenda and other topics.

E. CITIZENS TO BE HEARD

There were no comments from the public.

F. MEETING MINUTES

1. Planning Commission Meeting Minutes for February 23, 2026

MOTION with a Roll Call vote to approve the Planning Commission Meeting Minutes for February 23, 2026, as shown.

MOTION: Sandoval

SECONDED: Bender

APPROVED: 6-0-

1

ABSTAIN: Martinez

1
2 **G. PUBLIC HEARINGS:** None

3
4 **H. OLD BUSINESS:** None

5
6 **I. NEW BUSINESS**

7
8 1. General Plan Conformity for Disposition of Property Located at 2101 Pear Street

9
10 Planning Manager David Hanham presented the staff report dated March 23, 2026. He
11 recommended the Planning Commission adopt Resolution 26-04 finding that the proposed
12 disposition of public property located at 2101 Pear Street conforms to the City of Pinole
13 General Plan, pursuant to Government Code §65402.

14
15 Responding to questions from the Planning Commission, Mr. Hanham clarified the
16 following:

- 17
- 18 • The square footage of property at 2101 Pear Street was approximately .5 acres
19 (21,780 square feet) and the approximate square footage of the building itself was
20 46,036 square feet. (Martinez)
 - 21
 - 22 • Page 24 of 24 of the agenda packet, Attachment B, Exhibit A-1, Legal Description,
23 for Parcel B, contained the surveyed square footage of the parcel, shown at
24 18,633.7± square feet. (Vice-Chairperson Menis)
 - 25
 - 26 • Confirmed the property at 2101 Pear Street would remain a Post Office at this time.
27 If the building was not used as a Post Office, any other use must be consistent
28 with the existing Public/Quasi-Public Institutional (PQI) Zoning, which would be
29 reviewed by the Planning Commission as part of any development review. If the
30 property were sold to a commercial use, as an example, a General Plan
31 Amendment (GPA) and rezone would be required to be approved by the Planning
32 Commission prior to City Council approval; however, there were currently no plans
33 to change the existing use as a Post Office. The business entity that ran the Post
34 Office desired to purchase the property after leasing the property for years. (Lam-
35 Julian)
 - 36
 - 37 • The background of the project was again clarified, as outlined in the staff report.
38 Why and what generated the sale of the property was an action handled by the
39 Administrator's Office. (Vice-Chairperson Menis)
 - 40
 - 41 • Staff could not guess the intent of the business entity who was purchasing the
42 property and it was unknown whether the current use as a Post Office was
43 intended for the long term. The General Plan consistency as outlined in the staff
44 report was again clarified. As noted in the staff report, *because the General Plan
45 designation for the site remains unchanged and the proposed disposition would
46 not prevent development of the property in accordance with the General Plan, the
47 proposed disposition is consistent with the long-term planning framework
48 established by the City of Pinole General Plan.* (Vice-Chairperson Menis)
 - 49

- 1 • Based on the action being taken at this time, and since the General Plan was a
2 fluid document and could change at any time, the Planning Commission could only
3 review the action at the time of the project, which was how staff had determined
4 consistency with the General Plan. (Vice-Chairperson Menis)
5
- 6 • The PQI Zoning had been in place for at least 30-years, and it was assumed the
7 Post Office use would remain but staff could not guess the intent of the business
8 entity purchasing the property, and it was unknown whether the intended use as a
9 Post Office was for the long term. (Vice-Chairperson Menis)
10
- 11 • Community Services Element, GOAL CS.1 which read: *Provide safe, attractive,*
12 *and efficiently designed infrastructure and sustainable facilities to serve the public*
13 *and POLICY CS.1.1, which read: The City will strive to provide safe, attractive, and*
14 *efficiently designed facilities for public and quasi-public organizations, were again*
15 *clarified, as outlined in the staff report. The Post Office was a public site, which*
16 *facility served the public for years and was located in a relatively safe place. Staff*
17 *had identified this goal and policy as applicable to the project as a result. (Vice-*
18 *Chairperson Menis)*
19
- 20 • Whether the Planning Commission may suggest covenants be attached to the
21 disposition of the property when the City Council considered this action, staff
22 understood no covenants could be imposed. The Planning Commission was only
23 approving the conformity of the sale of the property. (Vice-Chairperson Menis)
24
- 25 • Attachment A, Resolution of Approval 26-04, used the term “acquisition” in both
26 the first and third WHEREAS clauses and the BE IT FURTHER RESOLVED
27 clause. Staff acknowledged the term should be revised to read “*dispositions.*”
28 (Bender)
29
- 30 • Acknowledged a typographical error in the title of Resolution 26-04, to be
31 corrected. (Bender)
32

33 PUBLIC COMMENT OPENED

34 There were no comments from the public.

35 PUBLIC COMMENTS CLOSED

36
37
38
39 Commissioner Martinez commented he spent time in the Post Office and the building was
40 in a much-needed state of repair and was another City-owned piece of property that was
41 not being maintained. He suggested they were lucky someone had come forward to
42 acquire the property, particularly since the City had not done a good job with maintenance.
43 He supported anything the City could do to close the gap in much needed funding which
44 could address the bigger issue, the lack of maintenance in the City. He found this a good
45 time to offload the property, particularly when the government typically signed long-term
46 contracts. While he was unaware of the contract details for the lease of the building, he
47 was certain it could not be turned around for another use anytime soon.

1 Commissioner Martinez stated while he liked the architecture of the building, because of
2 the lack of maintenance by the City and since the City lacked the funds to properly
3 maintain the building, he supported the sale of the property.
4

5 Vice-Chairperson Menis asked who was currently responsible to maintain the building, to
6 which Mr. Hanham stated the City, as the owner of the building, was responsible for its
7 maintenance.
8

9 Vice-Chairperson Menis asked if there was a way to approve the item as long as it
10 continued to meet the conditions in the goals and policies as outlined in the staff report.
11

12 Mr. Hanham explained that any new project would be required to come before the
13 Planning Commission. He reiterated, as outlined in the staff report, the project currently
14 met the goals and policies, as staff had outlined. If the Post Office wanted to change the
15 design of the building, as an example, that would require approval from the City, which
16 was why staff had identified Goal CS.1 and Policy CS1.1 from the Community Services
17 Element, which was based just on this action and not anything in the future.
18

19 Vice-Chairperson Menis found they were evaluating not just the existing property itself,
20 but the disposition of the property, such as whether the action of the City of Pinole selling
21 the property at 2101 Pear Street to another entity met certain land use element goals. He
22 asked for clarification if what was really being done was that the City did not have sufficient
23 funds to ensure the infrastructure was safe and therefore the sale would generate funds
24 to offset that.
25

26 Mr. Hanham was unaware of the details of the sales agreement to be approved by the
27 City Council. The Planning Commission was only directed to consider the land use and
28 he described it as a narrow scope for the Planning Commission.
29

30 Vice-Chairperson Menis commented if the Planning Commission had a narrow scope, at
31 this time he would suggest Goal CS.1 and Policy CS1.1 of the Community Services
32 Element did not fit with the action of sale or disposition of the property. He agreed that
33 Policy LU7.6, as outlined in the staff report, did since it was clearly looking at the sale or
34 exchange of City-owned land.
35

36 Vice-Chairperson Menis offered a motion, seconded by Commissioner Martinez, to amend
37 Resolution 26-04, and strike Goal CS.1 and Policy CS1.1 of the Community Services
38 Element from Section 3, Page 2, of the resolution.
39

40 **MOTION** with a Roll Call vote to amend Resolution 26-04 and strike Goal CS.1 and Policy
41 CS1.1 from Section 3, Page 2 of the resolution.
42

43 **MOTION: Menis**

SECONDED: Martinez

APPROVED: 5-2

NOES: Uch, Sandoval

44
45
46 Commissioner Bender agreed with Commissioner Martinez that this was an ideal sale to
47 offload the property. While the building had been remodeled a few years ago to address
48 asbestos, it was a tired facility, over 60-years old and in need of a remodel. Now that would
49 be the task of the new property owner and not the taxpayers.
50

1 **MOTION** with a Roll Call vote to adopt Resolution 26-04, A Resolution of the City of Pinole
2 Planning Commission that the Proposed Disposition of Property Located at 2101 Pear Street,
3 APN: 401-163-003 Conformed to the City's General Plan, subject to:
4

- 5 • Correction of typographical errors on the title of the resolution in the and first and
6 third WHEREAS clauses and the BE IT FURTHER RESOLVED clause, and change
7 the use of the term acquisition to read disposition.
8
- 9 • Goal CS.1 and Policy CS.1.1 to be removed from Section 3, Page 2 of the
10 resolution.

11 **MOTION: Sandoval**

12 **SECONDED: Menis**

13 **APPROVED: 7-0**

14 **J. CITY PLANNER'S/COMMISSIONER'S REPORT**

15
16 Mr. Hanham provided the following updates:

- 17 • Summarized his attendance at the Planning Commission Academy.
- 18 • Staff was working on some Lot Line Adjustments (LLAs) and would have a
19 Conditional Use Permit (CUP) for review at the next Planning Commission meeting
20 on April 13, 2026.
- 21 • Staff was working to create a matrix of how the Pinole Police Department (PPD)
22 evaluated alcohol sales.
- 23 • There may be some housing items brought before the Planning Commission soon,
24 with the Housing Element continuing to be maintained and policies implemented.
25
26
27
28
29

30 Vice-Chairperson Menis asked about the status of the Objective Development Design
31 Standards (ODDS), to which Mr. Hanham stated he hoped to bring the ODDS to the Planning
32 Commission the second meeting of April or first meeting in May. The ODDS were currently
33 being reviewed by the City Attorney and Community Development Director, with the final
34 draft to be reviewed by the Planning Commission Ad Hoc Committee.
35

36 Commissioner Lam-Julian asked about the status of the former Kmart and Safeway
37 properties.
38

39 Mr. Hanham reported the developer for the Kmart property had submitted the demolition
40 permit, which was currently being reviewed by staff. He had no additional update on the
41 status of entitlements for the property and he had no new updates for the Safeway property
42 but staff planned to meet with the property owner.
43

44 **PUBLIC COMMENTS OPENED**

45
46 Anthony Vossbrink asked about the status of the following: Caltrans under and overpass
47 lighting which had been out for over six months at Pinole Valley Road and the I-80 ingress
48 and egress; Caltrans signage that was not clearly visible; and pothole repair and drain
49 maintenance needs on the west side of the on- and off-ramps.

1 Mr. Vossbrink also asked about the status of the Contra Costa Flood Control District
2 (CCFCD) repair to a breach in Pinole Creek behind Sprouts. He reported that a meeting had
3 been held between Council member Martinez-Rubin and Friends of Pinole Creek, who took
4 pictures of the breach, and who agreed pressure should be put on the CCFCD to make the
5 repairs. Also, he asked about the status of addressing the chairs obstructing half of the
6 sidewalk at Dave's Hot Chicken, which was a code violation; and the status of lighting at the
7 Bay Front Park parking lot to provide security and commented on his understanding that
8 more lighting and security cameras were to be installed in the parking lot after a resident had
9 been killed in the park. Many of these issues were old and needed to be addressed.

10
11 In addition, street lighting throughout the City needed to be addressed; the corner of Pinole
12 Valley Road/Sarah Drive/Granada Court had two telephone poles blocking the Americans
13 with Disabilities Act (ADA) crosswalk, and the closure of Pinole Library included signage at
14 the property from the City and construction company, but no signage from the County.

15
16 Chair Sandoval recommended the speaker reach out to the City to see if there was a
17 maintenance agreement with Caltrans with respect to the concerns about the freeway lighting
18 and signage since that may be a City issue if the City had a maintenance agreement with
19 Caltrans. As to the potholes on the on-ramp, he encouraged the speaker to submit a
20 customer service request to Caltrans or follow-up with a State legislator if follow-up was
21 needed. As to the issues with the CCFCD, that was a County agency and the speaker could
22 reach out to the Contra Costa County Board of Supervisors (BOS) and follow-up with the City
23 Council and Public Works Department about the concerns at Bay Front Park and telephone
24 poles blocking the sidewalk, as mentioned.

25
26 Mr. Hanham reported code enforcement was addressing the issue at Dave's Hot Chicken.

27
28 PUBLIC COMMENTS CLOSED

29
30 Commissioner Uch highlighted his attendance at the Planning Academy. He was pleased to
31 learn about the priorities of other cities and was interested in state laws that had been passed,
32 particularly transit bills around transit corridors. He found the academy had been a good
33 opportunity to learn and meet other Planning Commissioners throughout the state.

34
35 Chair Sandoval also attended the Planning Academy with a diversity of topics and ideas
36 discussed, and noted it was interesting to hear other Planning Commissioners' perspectives
37 across the state. He thanked City staff for the accommodations and for planning the event.

38
39 **K. COMMUNICATIONS**

40
41 Vice-Chairperson Menis reported upcoming community events included the Senior Food
42 Distribution at the Senior Center from 10:00 to 11:00 a.m. on March 24, 2026, with application
43 eligibility required; Special City Council meeting on March 24, 2026 at 6:00 p.m. for a
44 Commercial Cannabis Workshop and Voter Survey results of various potential tax measures;
45 Community Services Commission meeting on March 25, 2026 at 5:00 p.m. and a rally was
46 planned for March 28, 2026 from 10:00 to 11:00 a.m. at the Fernandez Park gazebo followed
47 by a protest from 11:00 a.m. to 12:30 p.m. at the intersection of Tennent and San Pablo
48 Avenues.

49
50 PUBLIC COMMENTS OPENED

1 Anthony Vossbrink suggested it would be a good idea for the Planning Commission to follow
2 the protocols of the City Council and have Citizens to be Heard both at the beginning and
3 end of the meeting agenda. He also asked whether the Interim City Manager had announced
4 whether he would hold office hours that would be open to the public as his predecessors had
5 done. He urged better collaboration between the County Librarian and the City of Pinole,
6 with regard to the Pinole Library closure and understood the library would be closed for a
7 year and asked what improvements would be made during that time.
8

9 Mr. Vossbrink also asked whether the City would be credited by the County for the time the
10 library was closed. He added that while signs had been posted on the fencing around the
11 library by the construction company, there was no signage to indicate the tennis courts were
12 open and there was no alternative parking provided for anyone who wanted to enjoy the
13 tennis courts or the creek park since the parking at the Pinole Library was blocked off.
14

15 Chair Sandoval suggested the speaker follow up with the City Manager's Office regarding
16 his office hours, and the Parks and Recreation and Public Works Departments regarding the
17 library.
18

19 Vice-Chairperson Menis asked about the protocol to amend the meeting agendas to be
20 structured like the City Council with public comment at the beginning and end of the meetings.
21

22 Mr. Hanham explained he would have to review the request, which may fall under the
23 Planning Commission rules and responsibilities and could bring back information at the next
24 meeting.
25

26 Vice-Chairperson Menis also asked whether the City could address the concerns regarding
27 the Pinole Library or whether those concerns would be better directed to the County. He also
28 asked if all of the parking in the library parking lot was intended to be blocked off or whether
29 that issue would be better addressed with the Community Service Director.
30

31 Mr. Hanham stated he would reach out to the Community Services Director. As to the
32 parking at the Pinole Library, typically when construction occurred, the entire property was
33 blocked off. He would follow up to see if any portion of the parking lot could be used for the
34 tennis courts.
35

36 PUBLIC COMMENTS CLOSED
37

38 **L. NEXT MEETING**

- 39
40 1. Planning Commission Regular Meeting on April 13, 2026 at 7:00 p.m.
41

42 **M. ADJOURNMENT: 7:57 p.m.**

43
44 Transcribed by:

45
46 Sherri D. Lewis
47 Transcriber



PLANNING COMMISSION REPORT

G.1.

DATE: APRIL 13, 2026
TO: PLANNING COMMISSION
FROM: DAVID HANHAM, PLANNING MANAGER
SUBJECT: UP25-0007 THE QUEEN RELAXATION & BODY WORKS - 1660 SAN PABLO AVE

RECOMMENDATION

Staff recommends that the Planning Commission adopt Resolution 26-05 approving a Conditional Use Permit for Queen Relaxation and Body Works located at 1660 San Pablo Avenue.

BACKGROUND

Victoria Lee (applicant) is seeking approval of a Conditional Use Permit to establish a massage therapy business within a tenant space in the existing building, 1660 San Pablo Avenue, Suite C. Pursuant to Table 17.10.060-1 of the Pinole Municipal Code, the Planning Commission has the authority to review and approve the request for a Conditional Use Permit.

Over the years, the building located at 1660 San Pablo Avenue has had several personal services uses. Some of those businesses include offices, wellness centers, doctors' offices, accounting offices, and chiropractic services.

Under current requirements within the Three Corridors Specific Plan, "Personal Services - Restricted" uses require a Conditional Use Permit. These uses are reviewed and approved by the Planning Commission pursuant to Pinole Municipal Code Section 17.12.140. The proposed use requested under this Conditional Use Permit is located within an existing building and occupies approximately 1,500 square feet of vacant tenant space. Past uses of this tenant space have included professional office uses. There are a couple of massage therapy establishments in the City of Pinole. Yu's Massage Therapy Center is approximately two miles west of the site. Renui Spa and Acne Clinic is approximately 1.5 miles to the east of the site.

Table 1 illustrates the owner and property information, General Plan, Specific Plan, and Zoning designations.

Property Owner	Mr. Michael O'Conner 311 Danny Ct Pinole, CA 94564
-----------------------	--

Applicant	Ms. Victoria Lee 2701 Oharte Road Richmond, CA 94806
File	Planning Application UP25-0007
Location	1660 San Pablo Ave, Suite C
Assessor Parcel Number(s)	401-350-059
Total Area	Total Parcel: 0.75Acres/32,670 square feet Tenant Space: approx. 1500 sq ft
General Plan Land Use Designation	MUSA, Mixed Use Sub Area
Specific Plan Sub-Area	MUSA San Pablo Avenue /Mixed Use Sub-Area
Zoning Classification	Commercial Mixed Use, CMU
Review Authority	Conditional Use Permit - Planning Commission – Pinole Municipal Code (PMC) Section Table 17.10.060-1 California Environmental Quality Act Determination – Planning Commission – CA Public Resources Code Section 15022

REVIEW AND ANALYSIS

Land Use

The project site is designated as the Mixed-Use Sub-Area (MUSA) in the General Plan and as the Mixed-Use Sub Area in the Three Corridors Specific Plan. According to the General Plan, the MUSA “allows all types of commercial and residential uses as either a single use or in combination with other allowable commercial and residential uses [...] The designation aims to encourage ground-floor, pedestrian-friendly retail and service uses, with upper floors dedicated to office and residential uses. Commercial activity can include a variety of retail options, from neighborhood convenience stores and community shopping centers to regionally oriented specialty stores and offices, including administrative, professional, medical, and dental offices.” The proposed new massage therapy business would occupy a tenant space within an existing commercial building to offer new commercial services and would align with General Plan Goals and Policies, including the following:

GOAL LU.7 Balance housing and employment opportunities to reduce trips in and out of the region and encourage commercial development which maintains and enhances the quality of the city’s commercial areas, provides services for residents, and broadens the tax base of the community to provide needed revenues for public services.

POLICY LU.7.1 Provide sufficient land for commercial and industrial uses to allow for development that provides basic goods and services to Pinole residents.

GOAL CC. 3 Support the development and retention of locally oriented services in Old Town Pinole and other commercial areas and encourage and support the local economy.

POLICY CC.3.2 Support locally owned businesses with the goals of promoting a strong

business base, encouraging joint marketing, and improving the City's business climate. Encourage residents and employees to obtain their goods and services locally.

The site has a Commercial Mixed Use (CMU) designation, which is intended for vibrant commercial and mixed-use development. Massage Therapy businesses fall under the Specific Plan land use classification of "Personal Services-Restricted." The use is allowed within the CMU zone district in the San Pablo Avenue MUSA with the approval of a Conditional Use Permit.

The MUSA's emphasis within the San Pablo Avenue Corridor, as envisioned in the Specific Plan, is to create a bridge between the Old Town Pinole and the Service Sub-Area. Per the description of the Mixed-Use Sub-Area along San Pablo Avenue, "a varied mix of uses (low-density residential, multifamily residential, professional office, and service commercial) will play a vital role in fulfilling this vision.

Zoning

The property is located within the Commercial Mixed-Use (CMU) zoning district. The proposed use, classified as a Massage Therapy Establishment, is permitted with additional requirements in Section 17.66 and Section 8.32 of the Pinole Municipal Code (PMC). Section 17.66 requires that massage therapy establishments meet special standards, including that all personnel are registered with the appropriate professional organization and that the owner maintains a register of all employees and their current certification numbers. The requirement for the proposed business would be consistent with the definition for Massage Therapy Establishments, under Section 17.22 of the PMC, which defines the use as "a state-certified massage establishment where each owner and each employee that provides massage is a certified massage practitioner." Section 8.32 of the Pinole Municipal Code also requires that all massage therapy establishments have an operator permit and/or a registration certificate. Regulations require an operator's permit/registration. Queen Relaxation and Bodyworks has turned in all the information required to obtain the operator's registration and the operator's permit/registration certificate.

Under the Three Corridors Specific Plan, the CMU zoning district allows for Personal Services - Restricted uses with approval of a Conditional Use Permit. The use classification is defined as "personal service establishments (e.g., check cashing services, fortune tellers, psychics, palm readers, and similar services, tattooing, piercing, massage parlors, and similar services) tending to have a blighting and/or deteriorating effect upon surrounding areas and which may need to be dispersed to minimize their adverse impacts. These uses may also include accessory retail sales of products related to the services provided."

The proposed use would occupy an existing tenant space. The applicant is proposing changes to the existing space and will require building permits for the tenant improvements at this time. The Applicant will submit plans and follow standard building permit application submittal and review processes for making any needed tenant improvements within the building before operation. A floor plan is attached to this staff report. (Attachment 2)

The Planning Commission is required to make findings for the Conditional Use Permit as required under Section 17.12.140. Below are the required findings in *italics*, followed by staff support comments:

a. The proposed use is consistent with the general plan, any applicable specific plans, and all applicable provisions of this title.

The proposal contains service uses that are consistent with the General Plan goals and policies above and is listed as a Conditional Use within the Three Corridor Specific Plan. The owner has submitted all of the necessary information for the Operator's Permit and Establishment consistent with Chapters 8.32 and 17.66 of the Pinole Municipal Code. This use is also required to obtain a Conditional Use Permit pursuant to Table 17.20.030-1 of the Pinole Municipal Code. The applicant has submitted all of the necessary information needed for this application. This use is consistent with the existing uses on site and compatible with the commercial character intended for the Commercial Mixed-Use designation for the property.

b. The establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case (location, size, design, and operating characteristics), be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such use or to the general welfare of the city.

The proposal includes a new use that contributes to a variety of businesses already established in different areas of the City and that would be compatible with its setting within a commercial area. The proposed use would operate within one of the existing tenant spaces within the existing building. The use is proposing a tranquil atmosphere for relaxation and wellness, with skilled practitioners providing personalized treatments to relieve tension and promote overall well-being. Services include deep tissue massage, which focuses on relieving muscle tension, and Swedish massage, which aims to relax the entire body and improve circulation

c. The site of the proposed use is physically suitable for the type, density and intensity of the use and related structures being proposed.

The Applicant is proposing to operate the business at 1660 San Pablo Avenue. This complex has had many medical and administrative offices throughout its history. This use is physically suitable for the type, density, and intensity of the use and related tenant improvements being proposed. Since the tenant space is not being expanded at this time, the parking requirement is met.

d. It will not be contrary to the specific intent clauses, development regulations, or performance standards established for the zoning district in which it is located. The proposed use and related structures are compatible with other land uses, transportation, and service facilities in the vicinity.

The proposal does not include adding new structures to the property. As mentioned earlier, the applicant is proposing tenant upgrades to an existing suite in the building.

All development regulations required at the time of construction have been fulfilled and approved. This use is compatible with other land uses, transportation, and service facilities nearby.

ENVIRONMENTAL REVIEW

The project is exempt from the requirements of the California Environmental Quality Act (CEQA). The project is determined to be categorically exempt from the California Environmental Quality Act (CEQA) under Section 15303 of the CEQA Guidelines because it consists of locating a new commercial use within an existing commercial tenant space and involves negligible to minor modifications to the exterior of the structure, including no increase in floor area. The project is located in an urbanized area intended for commercial and service uses, is not in an environmentally sensitive area, and would not result in significant effects on the environment.

ATTACHMENTS

- A. Reso 26-05 Queen Relaxation and Bodyworks
- B. COA Exhibit A
- C. Floor Plan

**PLANNING COMMISSION RESOLUTION 26-05
WITH EXHIBIT A: CONDITIONS OF APPROVAL**

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING A CONDITIONAL USE PERMIT (CUP 23-01) FOR A WELLNESS CENTER AND MASSAGE THERAPY ESTABLISHMENT (QUEEN RELAXATION AND BODYWORKS) LOCATED AT 1660 SAN PABLO AVENUE, APN: 401-350-059

WHEREAS, Victoria Lee (applicant) filed an application for a Conditional Use Permit (CUP 25-0007) with the City of Pinole to operate a massage therapy establishment located at 1685 San Pablo Avenue, and

WHEREAS, the Planning Commission of the City of Pinole is the appropriate authority to hear and act on this project; and

WHEREAS, said property is designated Mixed Use Sub-Area (MUSA) in the Pinole General Plan in the city; and

WHEREAS, the property has a Specific Plan Land Use and is zoned Commercial Mixed Use (CMU), which allows for personal services, restricted with approval of a Conditional Use Permit; and

WHEREAS, the project meets the criteria for a Categorical Exemption pursuant to Section 15303 of the California Environmental Quality Act (CEQA) Guidelines; and

WHEREAS, the Planning Commission of the City of Pinole has conducted a duly noticed public hearing to consider CUP 25-0007 on April 13, 2026; and

WHEREAS, after the close of public hearing, the Planning Commission considered all public comments received both before and during the public hearing, the presentation by City staff, the staff report, and all other pertinent information regarding the proposed development.

NOW, THEREFORE, the Planning Commission hereby finds that:

1. The Planning Commission has considered the full record before it, which may include but is not limited to such information as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are true and correct and are incorporated herein by reference.
2. The proposed use is consistent with the general plan, any applicable specific plans, and all applicable provisions of this title. The proposal contains service uses that would be compatible with existing uses on site and compatible with the commercial character intended for the Commercial Mixed-Use designation for the property.
3. The establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case (location, size, design, and operating characteristics), be detrimental to the health, safety, peace, morals, comfort, or general welfare of people residing or working in the neighborhood of such use or to the general welfare of the city. The proposal includes a new use that contributes to the variety of businesses already established along the San Pablo Avenue corridor and that would be compatible with its setting within a commercial area well patronized by customers for a

variety of different commercial and service needs. The proposed use would operate within one of the existing tenant spaces within the existing building located at 1660 San Pablo Avenue.

4. The site of the proposed use is physically suitable for the type, density, and intensity of the use and related structures being proposed. The proposal would occupy existing structures and use existing parking areas on site.
5. It will not be contrary to the specific intent clauses, development regulations, or performance standards established for the zoning district in which it is located. The proposed use and related structures are compatible with other land uses, transportation, and service facilities in the vicinity. The proposal would be compatible with other service uses on the property and does not propose modifications to structures.
6. The conditional use permit request is Categorically Exempt from CEQA pursuant to Section 15303 of the CEQA Guidelines. The project is determined to be categorically exempt from the California Environmental Quality Act (CEQA) under Section 15303 of the CEQA Guidelines because it consists of locating a new commercial use within an existing commercial tenant space and involves negligible to minor modifications to the exterior of the structure, including no increase in floor area. The project is located in an urbanized area intended for commercial and service use, is not in an environmentally sensitive area, and would not result in significant effects on the environment.

NOW, THEREFORE BE IT RESOLVED by the Planning Commission of the City of Pinole:

- A. Hereby approves CUP 25-0007 as provided in the staff report, and subject to the Conditions of Approval attached as Exhibit A to this Resolution.
- B. The approval of CUP 25-0007 shall expire on April 13, 2027, unless exercised and actual construction or alteration as needed under valid permits has begun within said period or a written request has been submitted to the City, prior to the expiration date, for an extension of time as allowed under the Zoning Ordinance.

PASSED AND ADOPTED by the Planning Commission of the City of Pinole on this 13th day of April 2026, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Gabriel Sandoval, Chair 2025-2026

ATTEST:

David Hanham, Planning Manager

Exhibit A
PLANNING COMMISSION RESOLUTION 25-06 CONDITIONS OF APPROVAL

		<u>Timing/ Implementation</u>	<u>Monitoring Department / Division</u>	<u>Verification (date and Signature)</u>
1.	HOLD HARMLESS - The Applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to any plaintiff in an action challenging the validity of this permit or any environmental or other documentation related to approval of this permit. Applicant further agrees to provide a defense for the City in any such action.	Ongoing	Community Development Department	
2.	SUBSTANTIAL CONFORMANCE - The use shall substantially conform to the approved planning application materials. Any modifications of the exterior of the building must be reviewed by the Planning Manager, who shall determine whether the modification requires additional approval of the Planning Commission.	Ongoing	Community Development Department	
3.	SIGNAGE - This Conditional Use Permit does not constitute an approval for any signage associated with the use. Separate permit applications shall be submitted and approved prior to the installation of any signage consistent with Section 17.52 of 21 the Pinole Municipal Code.	Ongoing	Community Development Department	
4.	PEDESTRIAN CIRCULATION - The applicant and owner shall ensure operations associated with the project do not obstruct the walkways/pedestrian paths along San Pablo Avenue.	Ongoing	Community Development Department	
5.	SITE MAINTENANCE - The applicant and owner shall ensure orderly maintenance of waste and other products associated with the operation. Maintenance includes the coordination of pick-up and clearance of items.	Ongoing	Community Development Department	

As Approved by Planning Commission
April 13, 2026

1 of 2

Queen Relaxation and Bodyworks
Conditional Use Permit (CUP) 25-0007

Exhibit A
PLANNING COMMISSION RESOLUTION 25-06 CONDITIONS OF APPROVAL

		<u>Timing/ Implementation</u>	<u>Monitoring Department / Division</u>	<u>Verification (date and Signature)</u>
6.	SCHEDULE MODIFICATION - Any expansion of services that extend past the operating hours or involve expansion into additional tenant spaces shall be reviewed by the Planning Manager who shall determine whether the modifications require further review and approval by the Planning Commission.	Ongoing	Community Development Department	
7.	HOURS OF OPERATION - The hours of operation shall be as shown below. Modifications to hours of operation would require review by the Planning Manager. Office Hours: • Monday thru Sunday 10:00am – 10:00pm	Ongoing	Community Development Department	
8.	BUILDING PERMIT - The applicant shall obtain a building permit for any applicable remodel and interior work proposed within the building.	Ongoing	Community Development Department	
9.	OTHER PERMITS AND LICENSES – The applicant shall secure all necessary permits and/or licenses for use of the space from the City of Pinole, which includes the Operator and Establishment Permit and/or regulating agencies.	Ongoing	Community Development Department	



Floor Plan

1860 San Pedro Ave

The Queen Relaxation & Body Work