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Planning Division
City of San Leandro
835 E 14th Street
San Leandro, CA, 94577

May 14, 2026

Re: Use Permit application, Operations letter
Island Auto Towing Inc., 476 Whitney St.

This letter is to address the project summary, scope, and findings for the Use Permit for this new business at the above address. The project site is 22,500 sf, and it is zoned for IG (General Industrial). There is an existing 9,761 sf building, divided into four tenant units (470, 472, 474, & 476). The unit 470 is currently used as storage by a separate business. All other units are currently vacant, without tenants. Previous uses within the building units include Business services, Industrial, Warehouse, which are Permitted Uses for this zoning district.

The gross area of 476 unit of the building is 3,453 sf. No new square footage is proposed to be added, and no modifications are proposed to the existing interior spaces. The proposed use of 476 is to provide a base of local operations for the Island Auto Towing Inc. Fenced-in parking areas at the rear of the lot will provide secured temporary automobile storage. The Business Use activities within the interior areas of the building are listed as Permitted Uses for this zoning district. The previous use was Business Use, so there is no change in the use inside the building. The Vehicle Storage use on the property is listed as a Conditionally Permitted Use within this zoning district, subject to this review process, which is the new use for the property.

Regular office hours of operation will be Monday thru Friday 8:00a to 5:00p. Office activity will involve two employees during regular business hours. No autos will be stored on the interior of the unit. Storage areas will be used for accessory towing equipment and record keeping. Cars being towed to the location could happen 24 hours a day. The cars to be dropped off and stored on site will be exclusively for San Leandro Police and CHP of San Leandro towing. There may be up to 20 cars stored on site on a rotating basis. These will be stored within the secured exterior fenced area at the rear of the lot. Cars in the fenced area will only be moved by trained towing staff, not by individual vehicle owners. The typical number of tow truck trips to the property is expected to be two per day. Vehicles will only be picked up during office hours.

There are 12 existing parking spaces outside of the fenced areas on site, plus one non-compliant accessible parking space. This parking area will be restriped to create 12 spaces of 9’x18’ dimension, for use by employees and visitors, plus one upgraded accessible parking space with side isle to meet current ADA standards.

Within the secured fence area there are 12 standard parking spaces (where 10 would be required at 1:500 sf ratio) plus two spaces for 476 outside of the secure fenced area (per parking standard). There are 10 additional spaces provided for 470, 472, and 474, with the allocation depending on what future uses occupy these units (whether some combination of business services at 1:400 sf ratio required, or industrial at 1:000 sf ratio). Two are allocated for the front unit (at 1:1500 sf ratio for storage).

To address how the application meets all of the required findings:

1. **Complies with the Zoning District.**
The proposed location of the project conforms to the objectives of the Zoning Code as well as the purposes of the district in which the site is located.

The Vehicle Storage use of the business is allowed as a Conditionally Permitted Use within this zoning district, subject to Use Permit approval. The Business use of 476 is allowed for this district where a conditional use permit is not required.

2. **Complies with the General Plan.**
The proposed location of the project and the proposed conditions under which it will be operated and maintained will be consistent with the General Plan; will not be harmful to the public health, safety, or welfare of persons living in or working in, or nearby, to the neighborhood of the proposed use; and will not be detrimental to properties or improvements in the area or to the general welfare of the City.

"The General Plan aspires to locate the most intensive industrial uses in the areas that are furthest away from residential neighborhoods." This location is centered within an industrial neighborhood in the north end of the City which is occupied predominantly with industrial type businesses. There are no residential neighborhoods within the vicinity that may be negatively impacted by any aspect of these industrial uses.

3. **Meet the Requirements of the Zoning Code.**
The proposed use will meet the requirements of the Zoning Code, including any specific condition required in the district in which it will be located.

The Property complies with maximum structural coverage limit, at 43% existing, where 75% is the maximum.
Meets the maximum building height, with 22'-4" parapet height, where 35' is allowed.
Meets the minimum front setback of 10 feet. All other required setbacks are zero feet.
The 10 foot frontage within the minimum front setback is landscaped per § 2.12.308 Minimum Yards.
The total existing landscaping is 608.6 sf, which is 2.7% of the total lot area. It would be unfeasible to increase the amount of landscaping to 5%, as it would involve removal of parking spaces. However, additional free standing planter boxes are proposed to provide additional landscape elements, for an additional 72 sf of planting.

4. **No Negative Public Service and Facility Impacts.**
The proposed use will not create negative impacts on traffic or create demands exceeding the capacity of public services and facilities, which cannot be mitigated.

The neighborhood is uniformly industrial uses, and the use of vehicular storage and the traffic associated with the business will be comparable to that of surrounding uses. It will not create a negative impact upon the existing properties, businesses, and activities.

Thank you for your time in review of this project please let me know any additional information we can provide.

Sincerely,

Daniel S. Rhoads, Principal Architect
Young & Borlik Architects Inc.