

APPROVED

**City of Citrus Heights
Planning Commission Meeting
Minutes
February 27, 2019**

1. CALL MEETING TO ORDER

Chair Lagomarsino called the meeting to order at 7:00 PM.

2. ROLL CALL

Commission Present: Duncan, Flowers, Ingle, Lagomarsino, Scheeler, Schaefer, Van Duker

Staff Present: Bermudez, Flores, McDuffee, Ramsay, Ziegler

3. FLAG SALUTE

Commissioner Van Duker led the flag salute.

4. PUBLIC COMMENT

None

5. CONSENT CALENDAR

The meeting minutes for January 23, 2019 were approved as amended. Commissioner Schaefer said his name was misspelled on page 2 of the minutes.

M/S: Duncan/Scheeler

AYES: (7) Duncan, Flowers, Ingle, Lagomarsino, Scheeler, Schaefer, Van Duker

NOES: (0)

6. PUBLIC HEARING

A. TENTATIVE PARCEL MAP – 8116 HOLLY DRIVE: Project Planner Bermudez presented a request for approval of a Tentative Parcel Map to allow creation of two (2) lots from a single parcel of approximately .66 gross acres located on the northeast corner of Holly Drive and Baird Way.

There was Planning Commission and staff discussion.

Chair Lagomarsino opened the public hearing.

Applicant, Steve Norman, CNA Engineering, said that he concurs with all the conditions of approval and the staff report and would be happy to address the Planning Commission's questions.

APPROVED
Planning Commission Minutes
February 27, 2019

There were no speakers.

Chair Lagomarsino closed the public hearing and asked for Planning Commission comments.

Commissioner Scheeler spoke in support of the project.

Commissioner Flowers had no comment.

Commissioner Van Duker had no comment.

Commissioner Ingle had no comment.

Commissioner Duncan spoke in support of the project.

Vice Chair Schaefer had no comment.

Chair Lagomarsino spoke in support of the project.

Chair Lagomarsino called for a motion.

- A. Motion to find that the proposed project is exempt from CEQA under Class 15 of the CEQA Guidelines as a minor land division; and
- B. Motion to approve the Tentative Parcel Map creating two lots subject to the findings and conditions of approval contained in the staff report.

M/S: Duncan/Scheeler

AYES: (7) Duncan, Flowers, Ingle, Lagomarsino, Scheeler, Schaefer, Van Duker

TENTATIVE PARCEL MAP CONDITIONS OF APPROVAL

General Conditions

1. The Tentative Parcel Map shall be exercised within a two (2) year period from the date of the approval. Extensions in time shall be subject to 106.64.070 of the Zoning Code and in compliance with the Subdivision Map Act. [Planning]
2. The development approved by this action is the creation of two (2) residential lots as described in the staff report and all associated Exhibits. [Planning]

Prior to Recordation of Map

3. The Parcel Map shall have the following note:
IMPROVEMENT REQUIREMENTS

APPROVED
Planning Commission Minutes
February 27, 2019

The following improvements shall be constructed in accordance with the City of Citrus Heights requirements within a reasonable time following approval of the Parcel Map and prior to issuance of any permit or other grant of approval for the development hereon created parcels.

STREET: Class A Required (with no sidewalks)

SEWERS: As Required by Sanitary Sewer District

DRAINAGE: Required

WATER/HYDRANTS: As Required by Water and/or Fire Districts

STREETLIGHT: Required on Holly Drive [ENGINEERING]

4. Dedicate Public Utilities Easements along Holly Drive and Baird Way. The minimum width shall be 12.5 feet. [ENGINEERING & SMUD]
5. Dedicate an additional 7.5-ft wide drainage easement adjacent to the existing drainage easement on the east property line. The full width of the drainage easement shall be 15 feet along the east property line. This is required to maintain the existing 21-in diameter storm drain line. [ENGINEERING]
6. Dedicate any additional Right-of-Way not currently dedicated to the City as shown on the Tentative Map. [ENGINEERING]
7. Prior to the recordation of the said parcel map, the applicant shall record, at the owner's expense, an agreement between the owner of the real property and the City. The agreement shall be in a form acceptable to the City and shall require that deed restrictions be placed on Parcels 1 and 2 upon recordation of said parcel map. The agreement and the deed restrictions shall:
 - a) Acknowledge the requirement that full street improvements (Class A street without sidewalk) along Holly Drive on Parcels 1 and 2 and along Baird Drive on Parcel 1 be completed before approval of the finals or Certificate(s) of Occupancy for building permits for Parcels 1 or 2.
 - b) Acknowledge that the entire cost of the required street frontage improvements shall be borne by the owner(s) of Parcels 1 and 2. If the lots are held by separate owners at the time construction is required, such costs shall be divided equally between both parcels (Parcels 1 and 2).
 - c) Provide that the City, in the event of a default by the owner(s), is authorized but not obligated to cause construction of the street improvements to occur and to charge the entire cost and expense to the owner(s), including interest from the date of notice of the cost and expense until paid. If the parcels are under separate

APPROVED
Planning Commission Minutes
February 27, 2019

ownership at the time, the owners shall be jointly and severally liable for the City's costs and expenses. [ENGINEERING]

8. Prior to recording the map, applicant must pay the Quimby Act fees as determined by Sunrise Recreation and Parks District. [SRPD]
9. Any necessary future SMUD facilities located on the customer's property will require a dedicated SMUD easement. This will be determined prior to SMUD performing work on the customer's property. [SMUD]
10. The water meter to the north shows no water usage for a long period of time, even though there appears to be a garage-like structure located on the northeast corner of the property. The developer shall contact Citrus Heights Water District prior to the recordation of the map to determine if existing water services lines cross the proposed property line. If water lines cross property boundaries, the services shall be separated as required by the District. [CHWD]
11. Each parcel (Parcels 1 and 2) will be required to have their own 1-inch domestic metered water service. [CHWD]

Prior to Issuance of a Building Permit

12. The applicant shall contact all service providers prior to any work on their facilities. [Various Providers]
13. All development impact fees shall be paid prior to issuance of each building permit. [ENGINEERING & BUILDING]
14. To obtain sewer service for Parcel 2, construction of Sacramento Area Sewer District (SASD) sewer infrastructure will be required. Any construction and/or modification to the public sewer system shall be required to the satisfaction of SASD. SASD Design Standards apply to any sewer construction and/or modification. [SASD]
15. SASD requires each building on each lot with a sewage source to have a separate connection to the SASD's sewer system. The proposed Parcel 2 will require a separate sewer lateral connection. [SASD]
16. SASD and the Sacramento Regional County Sanitation District will require the payment of sewer impact fees in accordance with the District's Ordinance. Fees are to be paid prior to the issuance of building permits. The applicant should contact Permit Services Unit at (916) 876-6100 for sewer impact fee information. . [SASD]

APPROVED

Planning Commission Minutes

February 27, 2019

17. Structural setbacks of less than 14 feet from SMUD facilities may create clearance issues. The developer shall meet with all utilities to ensure adequate setbacks are maintained. [SMUD]
18. To maintain adequate trench integrity, building foundations must have a minimum horizontal clearance of 5 feet from any SMUD trench. Developer to verify with other utilities (Gas, Telephone, etc.) for their specific clearance requirements. [SMUD]
19. Site shall meet the pre and post Best Management Practices (BMP's) for Stormwater Mitigation per State of California requirements. [ENGINEERING]
20. The Applicant shall comply with SMUD siting requirements (e.g., panel size/location, clearances from SMUD equipment, transformer location, service conductors). Information regarding SMUD siting requirements can be found at: <https://www.smud.org/en/Business-Solutions-and-Rebates/Design-and-Construction-Services>. [SMUD]
21. The Applicant shall provide separate SMUD service points to each parcel to the satisfaction of SMUD. [SMUD]
22. Installation of the water distribution facilities will be at the developer's expense. [CHWD]
23. Fire protection facilities and requirements will need to be determined by Sacramento Metropolitan Fire District prior to approval of any building permits. [CHWD & Fire]

Prior to Final of a Building Permit

24. Frontage Improvements along Holly Drive are required. Improvements include street widening, curbs & gutters, one (1) Type B streetlight (LED) near the north property line of Parcel 2, storm drain system (as needed), and fire hydrant (if required by the Fire District). [ENGINEERING]
25. The future sidewalk on the east side of Holly Drive is designated as Priority 3 on the City's Pedestrian Master Plan (PMP) so sidewalks are not required to be constructed at this time. When the frontage improvements are constructed, the back of curb shall be located such that a future 5-ft wide sidewalk can be placed within the Right-of-Way (ROW). [ENGINEERING]
26. Frontage Improvements along Baird Way are required. Improvements include street widening, curbs & gutters, storm drain system (as needed),

APPROVED

Planning Commission Minutes

February 27, 2019

and fire hydrant (if required by the Fire District). The City's Pedestrian Master Plan does not identify sidewalks along Baird Way. [ENGINEERING]

27. Developer agrees to indemnify, defend, and hold harmless the City, its officials, officers, employees, agents and consultants from any and all administrative, legal or equitable actions or other proceedings instituted by any person not a party to this Tentative Parcel Map challenging the validity of the Tentative Parcel Map or any Project Approval or any Subsequent Project Approval, or otherwise arising out of or stemming from this Tentative Parcel Map. Developer may select its own legal counsel to represent Developer's interests at Developer's sole cost and expense. The parties shall cooperate in defending such action or proceeding. Developer shall pay for City's costs of defense, whether directly or by timely reimbursement on a monthly basis. Such costs shall include, but not be limited to, all court costs and attorneys' fees expended by City in defense of any such action or other proceeding, plus staff and City Attorney time spent in regard to defense of the action or proceeding. The parties shall use best efforts to select mutually agreeable defense counsel but, if the parties cannot reach agreement, City may select its own legal counsel and Developer agrees to pay directly or timely reimburse on a monthly basis City for all such court costs, attorney fees, and time referenced herein. [Planning]

7. REGULAR CALENDAR

A. GENERAL PLAN OVERVIEW - Bermudez

Associate Planner Bermudez gave an overview of the city's General Plan.

B. REVIEW OF GENERAL PLAN ANNUAL REPORT - Bermudez

Associate Planner Bermudez presented a review of the city's General Plan Annual Report.

Chair Lagomarsino called for a motion.

Motion to accept the General Plan Annual Report and forward the report to the City Council for their acceptance.

M/S: Van Duker/Schaefer

AYES: (7) Duncan, Flowers, Ingle, Lagomarsino, Scheeler, Schaefer, Van Duker

NOES: (0)

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:52 PM to the next meeting of March 13, 2018.

APPROVED
Planning Commission Minutes
February 27, 2019

Respectfully Submitted,

Karen Ramsay
Planning Commission Secretary