

CITY OF WINTERS REGULAR PLANNING COMMISSION AGENDA

Tuesday, January 28, 2020 @ 6:30 PM
City of Winters Council Chambers
318 First Street
Winters, CA 95694-1923
Community Development Department
Contact Phone Number (530) 794-6714
Email: dave.dowswell@cityofwinters.org

Chairperson: Paul Myer
Vice Chair: Lisa Baker
Commissioners: Dave Adams, Patrick
Riley, Gregory Contreras, Daniel
Schrupp, Ramon Altamirano
City Manager: John W. Donlevy, Jr.
Management Analyst, Dago Fierros
Contract Planner, Dave Dowswell

I CALL TO ORDER

II ROLL CALL & PLEDGE OF ALLEGIANCE

III CITIZEN INPUT: Individuals or groups may address the Planning Commission on items which are not on the Agenda and which are within the jurisdiction of the Planning Commission. NOTICE TO SPEAKERS: Speaker cards are located on the first table by the main entrance; please complete a speaker's card and give it to the Planning Secretary at the beginning of the meeting. The Commission may impose time limits.

IV CONSENT ITEM

A. Minutes of December 10, 2019 meeting of Planning Commission.

V DISCUSSION ITEMS:

A. Public Hearing and Consideration of Site Plan/Design Review for a new two-story tri-plex located at 611 Second Street.

B. Public Hearing and Consideration of Site Plan/Design review of a second story addition and new garage locate at 202 Russell Street. (Applicant has requested a continuance to February 25, 2020.)

C. Public Hearing and consideration of various amendments to Title 17 (Zoning Ordinance) of Winters Municipal Code which includes the following entitlements.

1) Finding the project Statutorily Exempt from CEQA Section 15268, Ministerial Projects.

2) Recommending the City Council adopt an ordinance which amends the City's local regulatory scheme (Chapter 17.98, Accessory Dwelling Units or ADUs) for the construction of ADUs and Junior Accessory Dwelling Units (JADU) to comply with the amended provisions of Government Code sections 65852.2 and 65852.22. (Continue to February 25, 2020 meeting.)

VII COMMISSION/STAFF COMMENTS

VIII ADJOURNMENT

POSTING OF AGENDA: PURSUANT TO GOVERNMENT CODE § 54954.2, THE COMMUNITY DEVELOPMENT MANAGEMENT ANALYST POSTED THE AGENDA FOR THIS MEETING ON JANUARY 23, 2020



DAVID DOWSWELL, COMMUNITY DEVELOPMENT DEPARTMENT CONTRACT PLANNER

APPEALS: ANY PERSON DISSATISFIED WITH THE DECISION OF THE PLANNING COMMISSION MAY APPEAL THIS DECISION BY FILING A WRITTEN NOTICE OF APPEAL WITH THE CITY CLERK, NO LATER THAN TEN (10) CALENDAR DAYS AFTER THE DAY ON WHICH THE DECISION IS MADE.

PURSUANT TO SECTION 65009 (B) (2), OF THE STATE GOVERNMENT CODE "IF YOU CHALLENGE ANY OF THE ABOVE PROJECTS IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE PUBLIC HEARING(S) DESCRIBED IN THIS NOTICE, OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE CITY PLANNING COMMISSION AT, OR PRIOR TO, THIS PUBLIC HEARING".

MINUTES: THE CITY DOES NOT TRANSCRIBE ITS PROCEEDINGS. ANYONE WHO DESIRES A VERBATIM RECORD OF THIS MEETING SHOULD ARRANGE FOR ATTENDANCE BY A COURT REPORTER OR FOR OTHER ACCEPTABLE MEANS OF RECORDATION. SUCH ARRANGEMENTS WILL BE AT THE SOLE EXPENSE OF THE INDIVIDUAL REQUESTING THE RECORDATION.

PUBLIC REVIEW OF AGENDA, AGENDA REPORTS, AND MATERIALS: PRIOR TO THE PLANNING COMMISSION MEETINGS, COPIES OF THE AGENDA, AGENDA REPORTS, AND OTHER MATERIAL ARE AVAILABLE DURING NORMAL WORKING HOURS FOR PUBLIC REVIEW AT THE COMMUNITY DEVELOPMENT DEPARTMENT. IN ADDITION, A LIMITED SUPPLY OF COPIES OF THE AGENDA WILL BE AVAILABLE FOR THE PUBLIC AT THE MEETING. COPIES OF AGENDA, REPORTS AND OTHER MATERIAL WILL BE PROVIDED UPON REQUEST SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT. A COPY FEE OF 25 CENTS PER PAGE WILL BE CHARGED.

ANY MEMBER OF THE PUBLIC MAY SUBMIT A WRITTEN REQUEST FOR A COPY OF PLANNING COMMISSION AGENDAS TO BE MAILED TO THEM. REQUESTS MUST BE ACCOMPANIED BY A CHECK IN THE AMOUNT OF \$25.00 FOR A SINGLE PACKET AND \$250.00 FOR A YEARLY SUBSCRIPTION.

OPPORTUNITY TO SPEAK, AGENDA ITEMS: THE PLANNING COMMISSION WILL PROVIDE AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COMMISSION ON ITEMS OF BUSINESS ON THE AGENDA; HOWEVER, TIME LIMITS MAY BE IMPOSED AS PROVIDED FOR UNDER THE ADOPTED RULES OF CONDUCT OF PLANNING COMMISSION MEETINGS.

REVIEW OF TAPE RECORDING OF MEETING: PLANNING COMMISSION MEETINGS ARE AUDIO TAPE RECORDED. TAPE RECORDINGS ARE AVAILABLE FOR PUBLIC REVIEW AT THE COMMUNITY DEVELOPMENT DEPARTMENT FOR 30 DAYS AFTER THE MEETING.

GENERAL NOTES: MEETING FACILITIES ARE ACCESSIBLE TO PERSONS WITH DISABILITIES. TO ARRANGE AID OR SERVICES TO MODIFY OR ACCOMMODATE PERSONS WITH A DISABILITY TO PARTICIPATE IN A PUBLIC MEETING, CONTACT THE CITY CLERK.

**MINUTES OF THE CITY OF WINTERS PLANNING COMMISSION MEETING HELD
DECEMBER 10, 2019**

***DISCLAIMER:** These minutes represent the interpretation of statements made and questions raised by participants in the meeting. They are not presented as verbatim transcriptions of the statements and questions, but as summaries of the point of the statement or question as understood by the note taker.*

Chairman Myer called the meeting to order at 6:30 p.m.

PRESENT: Commissioners Contreras, Schrupp, Vice Chair Baker, Chairman Myer

ABSENT: Commissioner Adams, Altamirano, Riley

STAFF: City Manager John Donlevy, Contract Planner Dave Dowswell, Management Analyst Dagoberto Fierros

Manager John Donlevy led the Pledge of Allegiance.

CITIZEN INPUT: None.

CONSENT ITEM:

- A. Minutes of the November 12, 2019 regular Planning Commission meeting.

Vice Chair Baker moved to approve, Commissioner Contreras seconded. Motion Carried.

AYES: Commissioners Contreras, Schrupp, Vice Chair Baker, Chairman Myer

NOES: None

ABSTAIN: . None

ABSENT: Commissioners Adams, Altamirano, Riley

DISCUSSION ITEMS:

- A. Public Hearing and Consideration of Recommendation of Site Plan/Design Review for a new one-story, 2836 square foot single-family home at 109 Wolfskill Street.

COMMISSIONER/STAFF COMMENTS:

Planner Dave Dowswell gave a brief summary of the proposal.

CITIZEN INPUT:

None.

COMMISSIONER/STAFF COMMENTS:

Vice Chair Baker stated that Condition of Approval #15 should be amended to add metal posts to the fencing.

Baker moved with changes, Contreras seconded. Motion carried.

AYES: Commissioners Contreras, Schrupp, Vice Chair Baker, Chairman Myer

**MINUTES OF THE CITY OF WINTERS PLANNING COMMISSION MEETING HELD
DECEMBER 10, 2019**

NOES: None

ABSTAIN: None

ABSENT: Commissioners Adams, Altamirano, Riley

DISCUSSION ITEMS:

- B. Public Hearing and Consideration of Site Plan/Design Review for a home for Lot 18, Phase 2 of the Olive Grove Subdivision. The lot is located on Apricot Avenue. (Continued from November 12, 2019 meeting.

Planner Dave Dowswell gave a brief summary of the proposal. Staff recommended the roof plan should reflect composition shingles on one floor and metal seam on another floor.

Larry Afzal, representative of the Olive Grove Subdivision, stated that issues with the roof materials can be addressed.

City Engineer Alan Mitchell discussed the interim improvements that have been made regarding lot grading and water runoff on the project site. The revised final grading plans include permanent draining improvements. Water runoff from the Cemetery property onto the project site and water runoff from the project site onto adjacent property owners should be resolved when improvements are completed.

CITIZEN INPUT:

None

COMMISSIONER/STAFF COMMENTS:

Commissioners Contreras asked if property owners will be required to maintain the permanent retaining wall. Planner Dave Dowswell stated the challenges of requiring homeowners to maintain the retaining wall, but they should be made aware of the function of the retaining wall.

Vice Chair Baker stated that the roofing materials should be consistent on either floor. Baker also stated the homeowners should be effectively informed about the function of the permanent retaining wall.

City Attorney Ethan Walsh discussed the implementation of the subdivision improvement agreement and how it affects the project moving forward. Construction permits for Phase 2 cannot be issued until the final map is recorded, the subdivision improvement agreement is signed, and improvements are completed.

Manager John Donlevy discussed the Cemetery property drainage issues and how it affects the project site and contiguous property owners.

Vice Chair Baker moved with changes, Schrupp seconded. Motion carried.

AYES: Commissioners Contreras, Schrupp, Vice Chair Baker, Chairman Myer

NOES: None

ABSTAIN: None

ABSENT: Commissioners Adams, Altamirano, Riley

**MINUTES OF THE CITY OF WINTERS PLANNING COMMISSION MEETING HELD
DECEMBER 10, 2019**

DISCUSSION ITEMS:

- C. Public Hearing and Consideration of Site Plan/Design Review of the four (4) model homes and ten (10) elevation for the LDS Subdivision located off Anderson Avenue next to the LDS Church (Continued from November 12, 2019 meeting).

Planner Dave Dowswell gave a brief update of the project and discussed the site and design updates.

Kam Takhar of Crowne Communities presented the design changes and shared the proposed finished product. Takhar requested the Planning Commission approve the Site Plan/Design Review for two years instead of one year.

CITIZEN INPUT:

None

COMMISSIONER/STAFF COMMENTS:

Vice Chair Baker moved to approve staff recommendation with changes, Contreras seconded.

AYES: Commissioners Contreras, Schrupp, Vice Chair Baker, Chairman Myer

NOES: None

ABSTAIN: None

ABSENT: Commissioners Adams, Altamirano, Riley

DISCUSSION ITEMS:

- D. Public Hearing and Consideration of various amendments to Title 17 (Zoning Ordinance) of the Winters Municipal Code which includes the following entitlements:
 - 1) Finding the project Statutorily Exempt from CEQA Section 15268, Ministerial Projects.
 - 2) Recommending the City Council adopt an ordinance which amends the City's local regulatory scheme (Chapter 17.98, Accessory Dwelling Units or ADU's) for the construction of ADU's and Junior Accessory Dwelling Units (JADU's) to comply with the amended provisions of Government Code sections 65852.2 and 65852.22.

Planner Dave Dowswell recommended the Planning Commission to continue the item to the next (January 28, 2020) regularly scheduled meeting.

Commissioner Contreras moved, Vice Chair Baker seconded. Motion carried.

AYES: Commissioners Contreras, Schrupp, Vice Chair Baker, Chairman Myer

NOES: None

ABSTAIN: None

ABSENT: Commissioners Adams, Altamirano, Riley

MINUTES OF THE CITY OF WINTERS PLANNING COMMISSION MEETING HELD
DECEMBER 10, 2019

ADJOURNMENT: Chairman Myer adjourned the meeting at 7:32 p.m.

ATTEST: _____

Dagoberto Fierros, Management Analyst

Paul Myer, Chairman



**PLANNING COMMISSION
STAFF REPORT**

TO: Chair and Planning Commissioners
DATE: January 28, 2020
FROM: David Dowswell, Contract Planner
SUBJECT: Public Hearing and Consideration of Site Plan/Design Review 2020-01 for a new tri-plex at 611 Second Street.

RECOMMENDATION: Staff recommends the Planning Commission take the following actions:

- 1) Receive the staff report; and
- 2) Conduct the Public Hearing to solicit public comment; and
- 3) Approve Site Plan/Design Review for a new 4,412 square foot tri-plex.

GENERAL PLAN LAND USE DESIGNATION: The General Plan land use designation for the site is High Density Residential.

SURROUNDING LAND USES, ZONING, AND SETTING: The surrounding land uses and zoning are as follows:

North: Vacant Lot – High Density Residential (R-1)
South: Single Family – Single Family Residential (R-1)
East: Multiple Family – High Density Residential (R-4)
West: Multiple Family – High Density Residential (R-1)

The existing lot is vacant. Previously there was a single-family home on the lot, which was recently demolished. There are several mature trees (pine and redwood tree) on the site. The applicant is proposing to save as many as possible. The property is surrounded on three sides by wood fencing.

BACKGROUND: There was a single-family home located towards the rear of the lot that was built in 1934. On August 14, 2019 a demolition permit was issued, and the house was subsequently demolished.

PROJECT DESCRIPTION: The applicant, Don Jordan, is requesting approval to construct a 4,412 square foot, two-story tri-plex with two, 2-bedroom units and one, 1-bedroom unit on a 7,500 square foot lot located at 611 Second Street. There will be two, 2-car garages and one, 1-car garage below the units.

The house design is a somewhat of a retro look which picks up the design elements of many of the nearby single-family homes. The exterior will be finished with horizontal siding with a brick veneer wrapped around the base of the columns on the front and left side elevations. Windows will be single or double-hung and trimmed in wood. Along the top of the garage doors there will be windows.

ANALYSIS: The site plan complies with the R-4 regulations as to setbacks, lot coverage, height and parking. According to the applicant most of the existing trees are being saved. The exterior design of the home is attractive. The design, although modern, will be compatible with the design of the homes in the area (Attachment A).

The lot is an infill lot. One of the items the Planning Commission must consider when reviewing the design of a new residential structure is the use of landscaping and decorative paving which provides effective screening or softening of the development.

The applicant is proposing to save most of the trees located on the site. The key trees are the large pine tree near the street and the redwood tree located along the property line between this lot and 607 Second Street. Based on staff's assessment of the trees' locations relative to the proposed building both trees should be able to be saved. The applicant needs to work with an arborist to protect any trees being saved from damage during construction. The applicant will need to provide a landscaping and irrigation plan for the front yard. The plan may require providing a minimum of one 15-gallon, double-staked street tree from the City's approved street tree list and a mix of shrubs and ground cover. The determination of whether to provide a street tree will be based on whether the large pine tree is saved. There is an entrance to one of the units facing Second Street. The plans do not show a walkway from the sidewalk to the entrance. Staff recommends adding a walkway faced with or edge with brock that matches the brick veneer on the columns.

As mentioned, the property is surrounded by wood fencing on three sides. The fencing between this property and the vacant lot at the corner of Second Street and Grant Avenue is leaning, is in disrepair and needs to be replaced. A portion of the fence between this lot and 607 Second Street is also missing due to the redwood tree. Staff recommends the applicant work with the owner of vacant lot and the owner of 607 Second Street on replacing the fencing

General Plan and Zoning Consistency Findings:

1. The project is consistent with the goals and policies of the General Plan. The General Plan designates the project site as Low Density Residential and this

designation provides for single-family detached and attached homes. The project will facilitate a new single-family residence.

2. The project is consistent with the provisions of the Zoning Ordinance in that it meets of the applicable zoning regulations. The principal uses of the R-1 Zone are single-family homes and duplexes. The project will facilitate a new single-family residence.

ENVIRONMENTAL ASSESSMENT: The project is Categorically Exempt from CEQA, Section 15303(b) Class 3 Exemption, a duplex or similar multi-family residential structure totaling no more than four dwelling units. In urbanized areas

PROJECT NOTIFICATION: A notice advertising for the public hearing on this application was prepared by the Community Development Department in accordance with notification procedures set forth in the City of Winters' Municipal Code and State Planning Law and was published in the Winters Express on 11/28/19 ten days prior to the hearing. Copies of the staff report and all attachments for the proposed project have been on file, available for public review at City Hall since 1/23/20.

ALTERNATIVES: The Planning Commission can elect to modify any aspect of the approval or recommend denial of the application. If the Planning Commission denies the application findings would be needed for the official record that would illustrate the reasoning behind the decision to deny the project.

PLANNING COMMISSION ACTION: Staff recommends the City of Winters Planning Commission take the following actions:

1. Confirmation of exemption from the provisions of CEQA.
2. Approve Site Plan/Design Review 2020-01 for a new tri-plex as depicted on the plans submitted and subject to the conditions of approval attached hereto.

ATTACHMENTS:

- A. Site plan and elevations
- B. Conditions of Approval

NO.	DATE	REVISIONS

SECOND STREET TRIPLEX

A.P.N. 003-152-014
611 Second Street, Winters, CA 95694

Don Jordan Construction
 People Enterprises, Inc.
 216 Berryway Street, Winters, CA 95694
 Lic No 608258

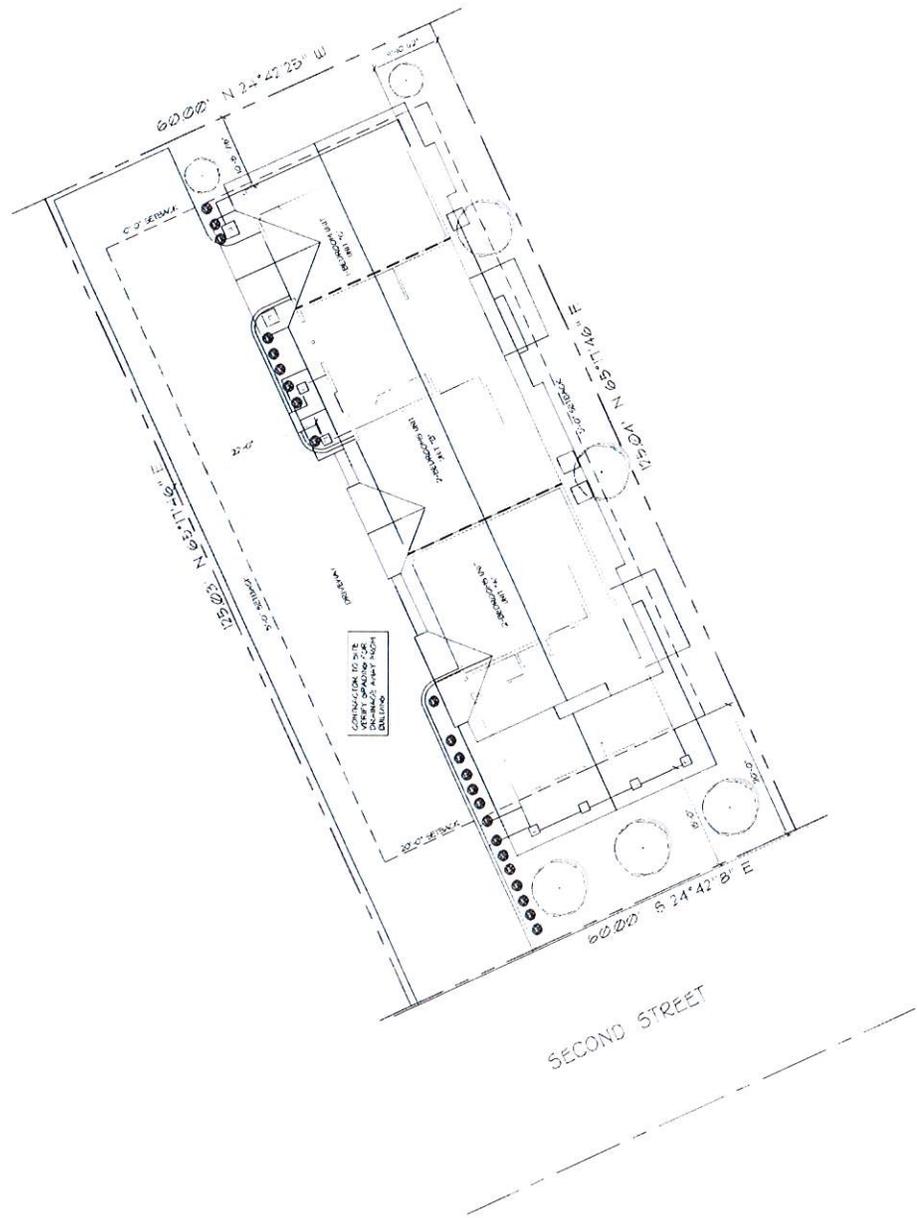
DATE: 11-09-15
 SCALE: AS NOTED
 SHEET: 111111
 OF 6 SHEETS

A12

GENERAL NOTES

1. THIS PLAN AND SPECIFICATIONS ARE PROVIDED FOR BUILDING AND SITE LAYOUT ONLY.
2. THE FOUNDATION SHALL BE CONSIDERED ADJACENT TO THE EXISTING FOUNDATION UNLESS OTHERWISE NOTED. FOUNDATION SHALL BE CONSIDERED ADJACENT TO THE EXISTING FOUNDATION UNLESS OTHERWISE NOTED. FOUNDATION SHALL BE CONSIDERED ADJACENT TO THE EXISTING FOUNDATION UNLESS OTHERWISE NOTED.
3. PROVIDE ADEQUATE DRAINAGE AND DRAINAGE DRAINAGE DETENTION AND CONSTRUCTION.
4. GRADING TO PROVIDE ALL INFORMATION ABOUT GRADING, ETC.

FOOTPRINT	2,481 SQFT.
LOT	15,840 SQFT.
LOT COVERAGE 33.3%	



OVERALL SITE PLAN
 SCALE: 1/8" = 1'-0"

APN 003-152-014
 THIS IS NOT A SURVEY

REVISIONS BY	DATE	DESCRIPTION

SECOND STREET TRIPLEX

A.P.N. 003-152-014
611 Second Street, Winters, CA 95694

Don Jordan Construction
728 Berryway Street Winters, CA 95694
LIC No 806256

DATE: 11-05-19
SCALE: AS NOTED
DRAWN: JEP
SHEET

A5
of 6 SHEETS

GENERAL NOTES

1. CONSULT WITH THE ARCHITECT FOR ANY CHANGES TO THE DRAWINGS FOR CONSTRUCTION.
2. PROVIDE ADEQUATE SUPPORT AND BRACING DURING CONSTRUCTION AND FINISH.
3. ALL WALL OPENINGS TO BE CALLED WITH A REPELLE BRALANT.
4. ALL WALL FINISHES TO BE CALLED WITH A REPELLE BRALANT.
5. ALL HORIZONTAL FINISHES AT WINDOWS AND DOORS SHALL HAVE A FINISH JACKER BOARDING.
6. ALL FINISHES TO BE CALLED WITH A REPELLE BRALANT.
7. ALL FINISHES TO BE CALLED WITH A REPELLE BRALANT.

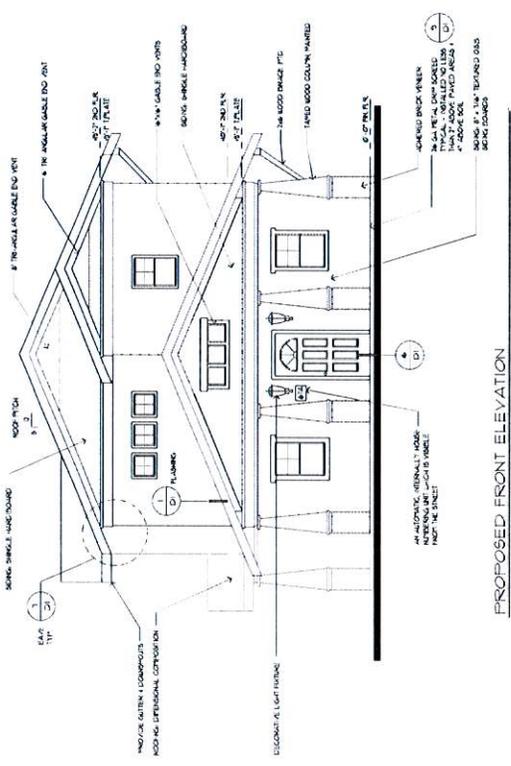
ATTIC VENTILATION

ATTIC SPACE: 10" MIN. CLEARANCE (SEE NOTE 1)
1/2" X 6" JOIST - 16" ON CENTER
1/2" X 6" JOIST - 16" ON CENTER

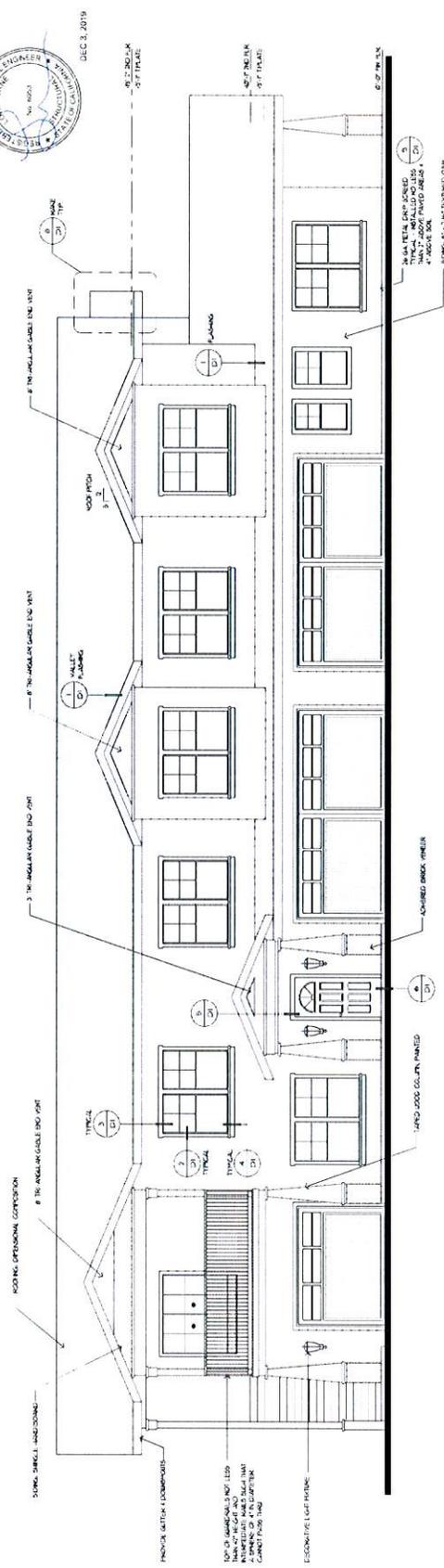
ROOF: 1/2" X 6" JOIST - 16" ON CENTER
1/2" X 6" JOIST - 16" ON CENTER
1/2" X 6" JOIST - 16" ON CENTER

WALLS: 1/2" X 6" JOIST - 16" ON CENTER
1/2" X 6" JOIST - 16" ON CENTER
1/2" X 6" JOIST - 16" ON CENTER

ROOF: 1/2" X 6" JOIST - 16" ON CENTER
1/2" X 6" JOIST - 16" ON CENTER
1/2" X 6" JOIST - 16" ON CENTER



PROPOSED FRONT ELEVATION
SCALE: 1/4" = 1'-0"



PROPOSED LEFT ELEVATION
SCALE: 1/4" = 1'-0"



**611 Second Street
Site Plan/Design Review 2020-01**

**CONDITIONS OF APPROVAL
January 28, 2020**

1. In the event any claim, action or proceeding is commenced naming the City or its agents, officers, and employees as defendant, respondent or cross defendant arising or alleged to arise from the City's approval of this project, the project Applicant shall defend, indemnify, and hold harmless the City or its agents, officers and employees, from liability, damages, penalties, costs or expenses in any such claim, action or proceeding to attach set aside, void, or annul an approval of the City of Winters, the Winters Planning Commission, or any advisory agency to the City and local district, or the Winters City Council. Project applicant shall defend such action at applicant's sole cost and expense which includes court costs and attorney fees. The City shall promptly notify the applicant of any such claim, action, or proceeding and shall cooperate fully in the defense. Nothing in this condition shall be construed to prohibit the City of Winters from participating in the defense of any claim, action, or proceeding, if City bears its own attorney fees and cost, and defends the action in good faith. Applicant shall not be required to pay or perform any settlement unless the Applicant in good faith approves the settlement, and the settlement imposes not direct or indirect cost on the City of Winters, or its agents, officers, and employee, the Winters Planning Commission, any advisory agency to the City, local district and the City Council.
2. Approval of the applicant's project shall be null and void if the applicant fails to submit a building permit for the project by February 7, 2021 or requests and receives an extension from the Community Development Director.
3. The applicant needs to work with an arborist prior to grading of the site to insure the trees being saved will be protected from damage during construction and to possibly prune them if necessary.
4. The applicant shall provide for City review a plan to landscape the front yard of the proposed tri-plex, which may include, based on whether the existing pine tree is saved, installing a 15-gallon street tree, type of tree to be taken from the City's approved street tree list. The applicant shall also include in the landscaping plan a walkway leading from the sidewalk along Second Street to the entrance. Walkway should be finished or edge with brick that matches the brick veneer on the columns. A final inspection for the tri-plex shall not be scheduled nor occupancy authorized until the front yard is landscaped, walkway installed, and an approved street tree planted.

ATTACHMENT B

5. The applicant shall work with the property owner of vacant lot on the corner of Second Street and Grant Avenue to replace the shared wooden fence. The applicant shall also work with the property owner at 607 Second Street if the existing fence is replaced or any new fencing is installed.
6. The applicant shall pay all applicable taxes, fees, and charges at the rate and amount in effect at the time of such taxes, fees, and charges become due and payable.
7. The address number for the property shall be clearly visible from the street fronting the property. The address numbering shall be either four (4) inch illuminated numbers or six (6) inch non-illuminated numbers on contrasting background.
8. The applicant shall obtain all required City permits shall pay all applicable fees (building, impact, encroachment, etc.).
9. The applicant shall provide the City with a proof of payment for Winters Joint Unified School District facility fees at building permit issuance.
10. Water used in the course of construction shall be metered and shall be at the cost adopted annually by the City Council.
11. A final inspection for the tri-plex shall not be scheduled nor occupancy authorized until the public improvements required for this project have been installed, inspected, and accepted by the Public Works Director.
12. Payment of City of Winters' monthly utility billing charges shall commence once the tri-plex has passed final inspection.
13. The applicant shall provide the City with a deposit of \$1,500 to cover actual costs incurred by the City for the engineering review and inspection of any public improvements.
14. A new city standard driveway residential driveway shall be constructed.
15. The property shall be connected to the City of Winters water and sewer system, at the Applicant's expense, with a separate water service and sewer lateral, in accordance with City of Winters Public Improvement standards and Construction Standards. Calculations with projected water use and sewer flows shall be provided with the improvement plans.
16. Prepare improvement plans for work within the public right-of-way – new driveway, water and sewer services - including an on-site grading plan and submit them to the Public Works department for review and approval. The improvement plan sheets shall conform to the City of Winters Public Improvements Standards and Construction Standards. This submittal is separate from the building permit

submittal. The applicant shall provide two sets of each improvement plan submittal for review. Upon City Engineer approval, the applicant shall provide 2 wet-stamped sets of approved improvement plans, two wet-stamped sets of approved grading plans, and two print sets of the grading plans. The applicant shall submit and one electronic media file (PDF) of the entire set of plans.

17. Submit a Soils Report along with the improvement plans.
18. 48-hours prior to commencement of construction activity, applicant shall notify residents within 300 feet of the work.
19. The differential in elevation between rear and side abutting lot lines shall not exceed twelve inches (12") without construction of concrete or masonry block retaining walls.
20. All perimeter parcels and lots shall be protected against surface runoff from adjacent properties in a manner acceptable to the City Engineer.
21. All projects shall include implementation of post-construction best management practices (BMP). Post construction BMP's shall be identified on improvement plans and approved by the City Engineer. Construction of projects disturbing more than one acre of soil shall require a National Pollution Discharge Elimination System (NPDES) construction permit.
22. All inactive portions of the construction site, which have been graded will be seeded and watered until vegetation is grown.
23. Grading shall not occur when wind speeds exceeds 20 MPH over a one-hour period.
24. Potentially windblown materials shall be watered or covered.
25. Construction areas and streets shall be wet swept.
26. At the time the building permit is issued, the applicant will be required to pay the appropriate city connection fees. All domestic water services will be metered. Water meters shall be installed on all water services to the satisfaction of the Public Works Department.
27. Joint trench/utility/composite plans shall be submitted to the City Engineer for review, prior to approval of the final map and improvement plans.
28. The public improvements on the improvement plans shall be constructed and accepted prior to issuance of any building permit.
29. Occupancy shall not occur until on-site grading and off-site public improvements have been accepted by the City Engineer and as-built drawings have been submitted. Applicant, and/or owners shall be responsible to so inform prospective buyers, lessees, or renters of this condition.
30. Existing public and private facilities damaged during construction shall be repaired by the applicant, at his sole expense, to the satisfaction of Public Works.