



*CITY OF ROSEVILLE
PLANNING DEPARTMENT STAFF REPORT
PLANNING COMMISSION MEETING May 26, 2005*

Prepared by: Michael Isom, Project Planner

ITEM IV-C: TENTATIVE SUBDIVISION MAP – 100 CIRBY HILLS DRIVE (CIRBY HILLS TOWNHOMES, UNIT 2) - FILE#: SUBD 05-02.

REQUEST

The applicant requests approval of a Tentative Subdivision Map to allow minor reconfiguration of 23 townhome lots and one common area lot through a merger and re-subdivision. The property lines must be reconfigured to accommodate eave overhang clearances required by the Building Code. In most cases, property lines will move less than twelve inches.

Applicant – Jerry Alass, Burrell Consulting Group
Property Owner – Steve Cruz, Sycamore Ventures

SUMMARY RECOMMENDATION

The Planning Department recommends that the Planning Commission:

- A. Adopt the three (3) findings of fact for the Tentative Subdivision Map; and
- B. Approve the Tentative Subdivision Map with forty-five (45) conditions.

SUMMARY OF OUTSTANDING ISSUES

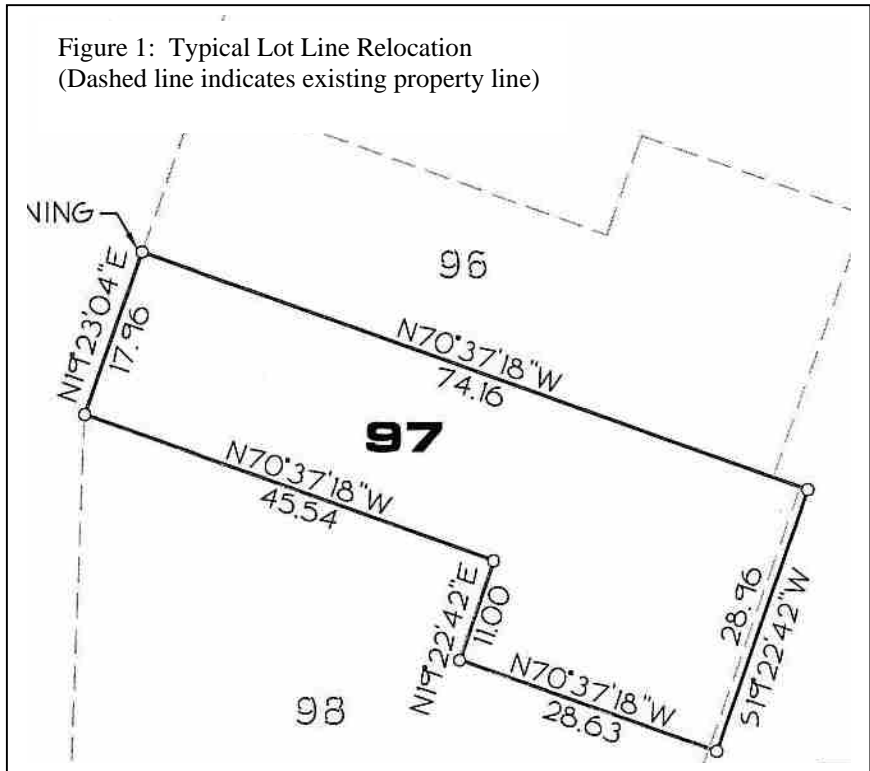
The applicant is in agreement with the recommended conditions of approval. There are no outstanding issues.

BACKGROUND

The subject property is located at 100 Cirby Hills Drive, which is on the northwest corner of Cirby Way and Cirby Hills Drive within the Infill area of the City. The ±2.5-acre project site was intended as the second phase (23 units) of the existing Cirby Hills Townhomes. A Use Permit and Tentative Subdivision Map were approved for the site in 1983. The site has been graded, underground utilities have been installed, and the final map recorded. Construction documents for Unit 2 were approved in 1991, but the developer never pulled building permits for this phase.

In April of 2003, the Design Committee approved a Design Review Permit Modification (DRPMOD) for the project. The DRPMOD allowed changes to the architectural design of the units. The new design results in eaves that overhang the common property line between units. The Building Code requires separation of eaves from property lines. Therefore, the applicant has requested approval of a Tentative Subdivision Map (merger/re-subdivision) to reconfigure the parcel boundaries of the 23 townhome lots and common area to accommodate the eave overhangs. Only minor adjustments to the property lines are required. Figure 1 below provides an example of the property line adjustments. The proposed tentative map is substantially consistent with the original map recorded in 1983, and no new lots will be created.

In June of 2004, the applicant attempted to resolve the property line conflicts with a series of Lot Line Adjustments. However, due to unforeseen complications, the Lot Line Adjustments were never recorded. It was determined by the City at that time that a merger and re-subdivision would be the most efficient method in which to resolve the conflicts. In the interim, the City agreed to issue building permits while the Tentative Map was processed and Final Map recorded. However, the DRPMOD approval expired in April of this year, before building permits were ready to be issued. The applicant has submitted an application for a new DRPMOD that is identical to the previous approval. Staff has not identified any new design issues associated with the previous approval and anticipates the DRPMOD to be approved administratively in June.



Improvement plans for the project were issued in the fall of 2004, and initial site grading began shortly thereafter. Although improvement plans were approved and some grading has occurred, substantial improvements have not been installed. Limited grading has occurred on the property within the last several months.

Surrounding zoning and land uses are as follows:

LOCATION	ZONING	GENERAL PLAN LAND USE	CURRENT USE OF PROPERTY
Site	Planned Development for Multi-Family at 20 units per acre (PD-66)	Medium Density Residential (MDR)	Under Construction
North	PD-66	MDR	Townhouses
South	Business Professional (BP)	Community Commercial (CC)	Kaiser Medical Offices
East	Planned Development for Office (PD-201)	BP	Placer County Offices
West	CC	CC	Mini-Storage

TENTATIVE MAP

EVALUATION AND FINDINGS

Section 18.06.180 of the City of Roseville Subdivision Ordinance requires that three findings be made in order to approve or conditionally approve a Tentative Subdivision Map. The three findings are listed below in *italics* and are followed by an evaluation of the map in relation to each finding.

1. ***The size, design, character, grading, location, orientation, and configuration of lots, roads and all improvements for the tentative subdivision map are consistent with the density, uses, circulation and open space systems, applicable policies and standards of the General Plan and the Northwest Roseville Specific Plan, and the design standards of Title 18 (Subdivision Ordinance) of the Roseville Municipal Code.***

PARCEL SIZE, DESIGN, CONFIGURATION – The subject property is zoned Planned Development for Multi-family at 20 units per acre (PD 66). There are no prescriptive development standards (i.e., setbacks, coverage, etc.) for the PD 66 zone district. The original map recorded in 1983 (Attachment 3) established the private street configuration and lotting pattern for the project. The Design Review Permit approved in April of 2003 (Site Plan – Attachment 2) reflected the previously approved building layout, but made changes to the building architecture. The building configuration and circulation pattern were found to be consistent with the existing lotting pattern with approval of the Design Review Permit. The proposed tentative map (Exhibit A) will result in minor adjustments to the established lotting pattern to accommodate eave overhangs and Building Code compliance.

Staff has reviewed the tentative map to ensure that the design, configuration and orientation of the proposed lots are sufficient to accommodate homes that were previously approved for construction by the Design Review Permit Modification. As designed (and conditioned), the proposed parcel sizes, configurations and design comply with the Subdivision Ordinance and the General Plan.

GRADING AND DRAINAGE

The site was previously pad graded when improvements were installed in the early 1980s. Minor finish grading is necessary with earthwork quantities less than 100 cubic yards. The grading was revisited with the Design Review Permit in 2003, and again in 2005. The Engineering Department determined that the grading and drainage plan previously approved with the Design Review Permit is consistent with applicable city requirements.

ROADWAYS, CIRCULATION AND LANDSCAPING

The on-site circulation pattern will remain as approved. Access to the town homes will be provided via Cirby Hills Drive. Several of the units will have shared driveways off of Cirby Hills Drive. Other units will have driveways off of Live Oak Circle, a private street accessed from Cirby Hills Drive.

Landscaping: The approved landscaping plan for the project is included as Attachment 4. No changes to the previously approved landscape plan are proposed.

As conditioned, the proposed roadway, circulation, and landscape design complies with the Subdivision Ordinance, the General Plan, and the City's Improvement Standards.

UTILITIES

Water, sewer, electric, and other dry utilities are available to serve the proposed subdivision. The project plans have been forwarded to appropriate City departments and utility companies for review and comment. The Electric Department indicates that the Public Utility Easement along the frontage of Unit 98 will need to be reconfigured to provide a minimum PUE width of four feet. **Condition 29c** reflects this requirement. According to the applicant, the required PUE width can be accommodated with the current building design. The project has been conditioned to comply with all other applicable utility improvement standards.

FENCING

A masonry sound wall along the Cirby Way frontage was required with the previously approved Design Review Permit Modification, and will be required with the new DRPMOD application submitted. No other fencing is proposed or required.

PHASING

All improvements have been previously installed; therefore, phasing will not be required.

2. ***The subdivision will result in lots which can be used or built upon. The subdivision will not create lots which are impractical for improvement or use due to: the steepness of terrain or location of watercourses in the area; the size or shape of the lots or inadequate building area; inadequate frontage or access; or, some other physical condition of the area.***

As noted above, the size, configuration and design of all of the lots within the subdivision are consistent with the Design Review Permit Modification previously approved for the property and applicable City policies and standards. There are no outstanding issues that would cause the lots to be impractical for improvements or to be used for the development of the proposed town homes.

3. ***The design and density of the subdivision will not violate the existing requirements prescribed by the Regional Water Quality Control Board for the discharge of waste into the sewage system, Pursuant to Division 7 of the Water Code.***

The water quality impacts associated with the project and the expected discharge of waste for this project are consistent with what has been anticipated by the General Plan EIR. In addition, the design of the sewer lines in the project area and treatment capacity at the City's sewage treatment plant have adequate conveyance and capacity to accommodate the existing and future development on the parcels proposed by the tentative map.

ENVIRONMENTAL DETERMINATION

An Initial Study and Negative Declaration was adopted on April 17, 2003 by the City's Design Committee for construction of a 23-unit town home project on the subject property. The proposed Tentative Map is also substantially consistent with the Final Map recorded on the property in 1983. The proposed map will not result in any new lots and no new circumstances have arisen since the time of the original map approval that would require additional environmental review.

RECOMMENDATION

The Planning Department recommends the Planning Commission take the following actions:

- A. Adopt the three (3) findings of fact as stated above for the TENTATIVE SUBDIVISION MAP – 100 CIRBY HILLS DRIVE (CIRBY HILLS TOWNHOMES, UNIT 2) - FILE # SUBD 05-02; and,
- B. Approve the TENTATIVE SUBDIVISION MAP – 100 CIRBY HILLS DRIVE (CIRBY HILLS TOWNHOMES, UNIT 2) - FILE # SUBD 05-02 with forty-five (45) conditions of approval listed below.

CONDITIONS OF APPROVAL FOR TENTATIVE SUBDIVISION MAP (SUBD 05-02)

1. The approval of a Tentative Map is for the merger and resubdivision of lots 76 through 98, and a common Lot F of the Cirby Hills Unit No 2 subdivision recorded in Book N of Maps , Page 86. The approval of this tentative site plan does not constitute approval of proposed improvements as to size, design, materials, or location, unless specifically addressed in these conditions of approval. (Engineering)
2. The design and construction of all improvements shall conform to the Improvement Standards and Construction Standards of the City of Roseville, or as modified by these conditions of approval, or as directed by the City Engineer. (Engineering)
3. The developer shall not commence with any on-site improvements until such time as grading and/or improvement plans are approved and grading and/or encroachment permits are issued by the Department of Public Works. (Engineering)
4. The applicant shall pay City's actual costs for providing plan check, mapping, GIS, and inspection services. This may be a combination of staff costs and direct billing for contract professional services. (Engineering, Environmental Utilities, Finance)

PRIOR TO ISSUANCE OF A GRADING PERMIT AND/OR IMPROVEMENT PLANS

5. The grading and improvement plans shall be designed in accordance with the City's Improvement Standards and Construction Standards and shall reflect the following:
 - a. Street improvements including, but not limited to, curb, gutter, sidewalk, pavement, drainage systems, traffic striping, signing, medians and markings, etc. along all existing and proposed City streets, as required by Engineering.
 - b. Grading shall comply with the City grading ordinance. Erosion control devices (sediment traps, ditches, straw bales, etc.) shall be shown on the grading plans. All erosion control shall be installed prior to the onset of wet weather. Erosion control is installed to minimize silt discharge from the project site. It is incumbent upon the applicant to ensure that necessary measures are taken to minimize silt discharge from the site. Therefore modification of the erosion control plan may be warranted during wet weather conditions.
 - c. A rough grading permit may be approved by the Engineering Department prior to approval of the improvement plans.
 - d. Standard Handicap ramps shall be installed at all curb returns per City Standards. (Engineering)
6. For all work to be performed off-site, permission to enter and construct shall be obtained from the property owner, in the form of a notarized right-of-entry. Said notarized right-of-entry shall be provided to Engineering prior to approval of any plans. (Engineering)
7. The applicant shall apply for and obtain an encroachment permit from the Engineering Department prior to any work conducted within the City right-of-way. (Engineering)
8. The applicant shall remove and reconstruct any existing damaged curb, gutter, and sidewalk along the property frontage. During site inspection Engineering will designate the exact areas to be reconstructed. (Engineering)
9. The following note shall be added to the Grading and/or Improvement Plans:

To minimize dust/grading impacts during construction the applicant shall:

 - a. Spray water on all exposed earth surfaces during clearing, grading, earth moving and other site preparation activities through out the day.

- b. Use tarpaulins or other affective covers on all stockpiled earth material and on all haul trucks.
 - c. Sweep the adjacent streets frontages at least once a day or as needed to remove silt and other dirt which is evident from construction activities.
 - d. Ensure that construction vehicles are cleaned prior to leaving the construction site to prevent dust and dirt from being tracked off site.
 - e. The City shall have the authority to stop all grading operations, if in the opinion of city staff, inadequate dust control measures are being practiced or excessive wind conditions contribute to fugitive dust emissions. (Engineering)
10. Prior to the approval of the improvement plans, it will be the project proponents responsible to pay the standard City Trench Cut Recovery Fee for any cuts within the City streets that are required for the installation of underground utilities. (Engineering)
11. The private road shall be built with a minimum of 21-feet of pavement and shall have a modified rolled curb and gutter with a width of 2-feet. Parking shall be restricted on both sides of the private street and proper signage shall be provided to notice the restricted parking. Additional guest parking stalls shall be constructed to provide off-street guest parking. The off-street parking shall be signed as such. A Home Owners Association (HOA) shall be formed and shall have full responsibility for the maintenance of the private streets. (Engineering)
12. Common Area Lot F shall be dedicated to the HOA. The HOA shall have full responsibility for the maintenance of Common Area Lot F. (Engineering)
13. The pedestrian ramp at the corner of Cirby Hills Drive and Cirby Way shall be removed and replaced with a new ramp that meets current City Standards. (Engineering)
14. All storm drainage, including roof drains, shall be collected on site and shall be routed to the nearest storm drain system or natural drainage facility. Drain inlets shall be installed within the new driveway. The storm drain system shall be a private system and shall be maintained by the HOA. (Engineering)
15. The grading plans shall be accompanied with engineered structural calculations for all retaining walls greater than 4 feet in height. All retaining walls shall be of masonry or keystone type construction. (Engineering)
16. **Prior to the approval of the Improvement Plans**, the project proponent shall prepare and submit a Storm Water Pollution Prevention Plan (SWPPP) to the City, as defined by the Regional Water Quality Control Board. The SWPPP shall be submitted in a single three ring binder. Upon approval, the SWPPP will be returned to the project proponent during the pre-construction meeting. (Engineering)
17. Water and sewer infrastructure shall be designed and constructed pursuant to the adopted City of Roseville Improvement Standards and Construction Standards and shall reflect the following:
- a. Sewer and water service laterals shall not be allowed off of water and sewer mains larger than 12 inches in diameter. (Environmental Utilities)
 - b. Utilities or permanent structures shall not be located within the area which would be disturbed by an open trench needed to expose sewer trunk mains deeper than 12' unless approved by

Environmental Utilities in these conditions. The area needed to construct the trench is a sloped cone above the sewer main. The cone shall have 1:1 side slopes. (Environmental Utilities)

- c. Water and sewer mains shall not exceed a depth of 12' below finished grade, unless authorized in these conditions. (Environmental Utilities)
 - d. All sewer manholes shall have all weather 10-ton vehicular access unless authorized by these conditions. (Environmental Utilities)
18. Recycled water infrastructure shall be designed pursuant to the adopted City of Roseville Improvement Standards and the City of Roseville Construction Standards. The applicant shall pay all applicable recycled water fees. Easements shall be provided as necessary for recycled water infrastructure. (Environmental Utilities)
 19. Any backflow preventors visible from the street shall be painted green to blend in with the surrounding landscaping. The backflow preventors shall be screened with landscaping and shall comply with the following criteria:
 - a. There shall be a minimum clearance of four feet (4'), on all sides, from the backflow preventor to the landscaping.
 - b. For maintenance purposes, the landscaping shall be installed on a maximum of three sides and the plant material shall not have thorns.
 - c. The control valves and the water meter shall be physically unobstructed.
 - d. The backflow preventor shall be covered with a green cover that will provide insulation. (Environmental Utilities)
 20. A note shall be added to the Improvement Plans stating that all water backflow devices shall be tested and approved by the Environmental Utilities Department prior to the Notice of Completion for the improvements. (Environmental Utilities)
 21. Fire hydrants shall be located as required by the Fire Department. The maximum distance between fire hydrants shall not exceed 500' on center. (Fire)
 22. Minimum fire flow is 1,500 gallons per minute with 20 lbs. residual pressure. The fire flow and residual pressure may be increased, as determined by the Fire Marshall, where the project utility lines will serve non-residential uses. (Fire)
 23. Any facilities proposed for placement within public/electric utility easements shall be subject to review and approval by the Electric Department before any work commences in these areas. This includes, but is not limited to, landscaping, lighting, paving, signs, trees, walls, and structures of any type. (Electric)
 24. All Electrical Department facilities, including street lights where applicable, shall be designed and built to the "City of Roseville Specifications for Residential Trenching". (Electric)
 25. The design for electrical service for this project will begin when the Electric Department has received a full set of improvement plans for the project. (Electric)
 26. All landscaping in areas containing electrical service equipment shall conform with the "Electric Department Landscape Design Requirements" as outlined in Section 7.00 of the Electric Department's "Specifications for Residential Trenching" (Electric)

27. The location and design of the gas service shall be determined by PG&E. The design of gas service for this project shall not begin until PG&E has received a full set of City approved improvement plans for the project. (PG&E)
28. It is the developer's responsibility to notify PG&E of any work required on PG&E facilities. (PG&E)

PRIOR TO OR UPON RECORDATION OF FINAL/PARCEL MAP

29. The following easements shall be provided and shown on the Final Map or by separate instrument, unless otherwise provided for in these conditions:
 - a. Water and sewer easements; and,
 - b. A 10' P.U.E. from top back of curb is required along the Westerly side and a 5' P.U.E. along the Easterly side of the Private Street. (Electric)
 - c. A 4' wide P.U.E. from top back of curb is required along the frontage of Cirby Hills Dr. at Lot 98. (Electric)
30. Easement widths shall comply with the City's Improvement Standards and Construction Standards. (Environmental Utilities, Electric, Engineering)
31. All existing easements shall be maintained, unless otherwise provided for in these conditions. (Environmental Utilities, Electric, Engineering)
32. Separate document easements required by the City shall be prepared in accordance with the City's "Policy for Dedication of Easements to the City of Roseville". All legal descriptions shall be prepared by a licensed land Surveyor (Environmental Utilities, Electric, Engineering)
33. A declaration of Conditions, Covenants and Restrictions (CC&Rs), in a form approved by the City Attorney, shall be recorded on the entire property concurrently with the Final/Parcel Map. The CC&Rs shall include the following items:
 - a. Creation of a Homeowners Association. (Attorney)
 - b. Homeowners Association shall be responsible for maintenance of all common areas including landscaping, parking areas, and drive aisles. (Attorney)
 - c. Maintenance of the irrigation system within the project will be the responsibility of the Homeowners Association. (Environmental Utilities)
 - d. The common areas provide reciprocal access and parking for the mutual benefit of all numbered parcels and all condominium units.
 - e. Provisions for outdoor common areas to be held in common. (Attorney, Engineering, Planning)
34. A statement pursuant to Section 66411.1 of the Subdivision Map Act shall be placed on the map stating the following:

"Prior to issuance of a permit or other grant of approval by the City of Roseville for development of any Parcel (including, but not limited to, issuance of a building permit, grading permit, or any activity authorized by the Zoning Ordinance, or the construction of any structure which is exempt from the City's approval), all other necessary improvements required for site specific development in

conformance with the City's Improvement Standards and Construction Standards shall be made part of the requirements of such development. The following improvements may be required:

- a. Road improvements, including driveways, turn lanes, sidewalks, landscaping, bus shelters and appurtenances, street lights, and/or other road improvements, as determined by the Engineering Department, in conformance with the Improvement Standards and Construction Standards of the City of Roseville.
 - b. Water and sewer infrastructure, designed and constructed pursuant to the City of Roseville Improvement Standards and Construction Standards.
 - c. Fire hydrants located as required by the Fire Department in conformance with the Improvement Standards and Construction Standards of the City of Roseville.
 - d. Electric facilities of a design approved by the Electric Department in conformance with the Improvement Standards and Construction Standards of the City of Roseville.
 - e. Public easements as may be required. (Electric, Engineering, Environmental Utilities, Planning, Transit)"
35. The words "traffic control appurtenances" shall be included in the list of utilities allowed in public utilities easements (PUE's) located along public roadways. (Engineering)
36. The Final/Lot/Parcel/Parcel Map shall be submitted per, "The Digital Submittal of Cadastral Surveys". Submittal shall occur after Engineering approval but prior to Council approval (Engineering)
37. Electric construction costs incurred by the City of Roseville Electric Department for this project shall be paid for by the developer per the applicable policy. (Electric)
38. The Environmental Utilities Department shall make a determination that there is adequate conveyance and treatment capacity in the City sewer system to handle the newly created Lot/Parcels. (Environmental Utilities)
39. The applicant shall pay all applicable water and sewer fees. (Environmental Utilities)

OTHER CONDITIONS OF APPROVAL

40. The applicant shall pay City's actual costs for providing plan check, installation and inspection services. This may be a combination of staff costs and direct billing for contract professional services (Environmental Utilities, Engineering)
41. Any relocation, rearrangement, or change to existing electric facilities due to this development shall be at the developer's expense. (Electric)
42. It is the responsibility of the developer to insure that all existing electric facilities remain free and clear of any obstructions during construction and when the project is complete. (Electric)
43. Existing public facilities damaged during the course of construction shall be repaired by the applicant, at the applicant's expense, to the satisfaction of the City. (Engineering)
44. The project is subject to the noise standards established in the City's Noise Ordinance. In accordance with the City's Noise Ordinance project construction is exempt between the hours of seven a.m. and seven p.m. Monday through Friday, and between the hours of eight a.m. and eight p.m. Saturday and Sunday. Provided, however, that all construction equipment shall be fitted with

factory installed muffling devices and that all construction equipment shall be maintained in good working order. (Engineering)

45. If site survey or earth moving work results in the discovery of hazardous materials in containers or what appears to be hazardous wastes released into the ground, the contractor shall notify the Roseville Fire Department immediately. A representative from the Fire Department will make a determination as to whether the incident is reportable or not and if site remediation is required. Non emergency releases or notifications about the presence of containers found shall be reported to the Fire Department. (Fire)

ATTACHMENTS

1. Vicinity Map
2. Approved Site Plan (April 2003)
3. Recorded Final Map (1983)
4. Approved Landscape Plan (April 2003)

EXHIBITS

- A. Tentative Subdivision Map

<p>Note to Applicant and/or Developer: Please contact the Planning Department staff at (916) 774-5276 prior to the Commission meeting if you have any questions on any of the recommended conditions for your project. If you challenge the decision of the Commission in court, you may be limited to raising only those issues which you or someone else raised at the public hearing held for this project, or in written correspondence delivered to the Planning Director at, or prior to, the public hearing.</p>
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