

Citrus Heights
Planning Commission Meeting Minutes
December 14, 2022
Draft

MEETING CALLED TO ORDER

Chair called meeting to order at 7:00 pm

1. **FLAG SALUTE**: Commissioner Turner-Mike led the flag salute.

2. **ROLL CALL**: Commission Present: Makhnovskiy, Nishimura, Scheeler, Vice Chair Van Duker, Chair Flowers
ABSENT: Ingle
STAFF PRESENT: Bermudez, Flores, Hildebrand, Hodgson, Kehrer, Kempenaar

3. **CONSENT CALENDAR**
Approval of minutes for September 28, 2022
MOTION 1: Approval of minutes for September 28, 2022
M/S: Scheeler/Turner-Mike
AYES: (6) Makhnovskiy, Nishimura, Scheeler, Turner- Mike, Vice Chair Van Duker, Chair Flowers,
NOES: (0)
ABSENT: (1) Ingle

4. **PUBLIC COMMENT**
No public comments.

5. **PUBLIC HEARING**
 - a. **7975 Twin Oaks Parcel Map PLN-22-12**: The applicant requested approval to subdivide the 4.15-acre parcel into three lots, each meeting the one acre minimum lot size. The existing residence and associated buildings would comprise Parcel 3 and the remaining property would become two new parcels (Parcel 1 and Parcel 2). At this time there is no development proposed on the resulting parcels but the tentative map does provide a potential footprint for the construction a new residence on each of the parcels. Any future development will be required to be in compliance with the required zoning standards. **The project is Categorically Exempt from CEQA per Section 15315 (Minor Land Divisions) of the California Environmental Quality Act. Project Planner Alison Bermudez**

Alison Bermudez presented the project to Commission and responded to questions.
The discussion included:

- Drainage discussion

Chair opened the public hearing

Chair closed the public hearing

John Masha MJM Engineering was present

- Commission had no questions.

MOTION 1: Adopt Resolution 22-10 determining the project is Categorically Exempt from CEQA per Section 15315 (Minor Land Divisions) of the California Environmental Quality Act

M/S: Nishimura/Van Duker

AYES: (6) Makhnovskiy, Nishimura, Scheeler, Turner- Mike, Vice Chair Van Duker, Chair Flowers

NOES: (0)

ABSENT: (1) Ingle

MOTION 2: Approve a Tentative Parcel Map to allow the division of an existing 4.15 gross acre parcel into three parcels, 1.0, 1.01 and 1.51 net acres in size, located at 7975 Twin Oaks Ave, subject to the findings and conditions contained in the staff report.

M/S: Makhnovskiy/Turner-Mike

AYES: (6) Makhnovskiy, Nishimura, Scheeler, Turner- Mike, Vice Chair Van Duker, Chair Flowers,

NOES: (0)

ABSENT: (1) Ingle

6. **REGULAR CALENDAR**

None

7. **GENERAL CORRESPONDENCE, PRESENTATIONS AND REPORTS FROM CITYSTAFF**

None

8. **ADJOURNMENT**

7:12 pm

Respectfully Submitted,

Stacy Hildebrand
Planning Commission Secretary

**TENTATIVE PARCEL MAP
CONDITIONS OF APPROVAL
7975 Twin Oaks Avenue**

GENERAL CONDITIONS

1. The development approved by this action is approval of a tentative map to create three (3) residential lots from a single lot as described in the staff report. The project applicant shall submit for final map within three (3) years 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 project does not include the approval of any construction. A separate permit is required to construct any new structures on the property. [Planning]
3. Any future construction shall not alter or impact the existing drainage ditch without approval from the City. This includes the importing/exporting of any fill. Drainage design for the project shall address these items to assure site properly drains. [Engineering]

PRIOR TO RECORDATION OF THE FINAL MAP

4. The existing shed on Parcel 2 shall be removed. [Planning]
5. The Parcel Map shall have the following note:

IMPROVEMENT REQUIREMENTS

The following improvements shall be constructed in accordance with the City of Citrus Heights Standards 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

CURB/GUTTER: Type 2 Required

SEWERS: Required

DRAINAGE: Required

STREET LIGHTS: Required

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

6. The applicant must submit proof of payment of any applicable Quimby Act fees, please contact the Sunrise Recreation and Parks District for information on Quimby fees. [Engineering]
7. The legal description of the newly created parcels must include dedication of a private sewer easement. A note must be placed upon the plans stating, "A private sewer easement for the installation and or maintenance of a private sanitary sewer line across any of the parcels to serve another parcel shall be dedicated upon the close of escrow." [SASD]
8. Dedicate approximately 10 feet Right-of-Way (ROW) along Twin Oaks Avenue. Actual width of ROW dedication shall align with existing ROW on the east and west sides of the parcel. [Engineering]
9. Dedicate a minimum 12.5-ft wide Public Utilities Easement (PUE) along Twin Oaks Avenue. PUE will be located north of new ROW limits. [Engineering & SMUD]
10. Prior to (or concurrent with) 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, 2, and 3 upon recordation of said parcel map. The agreement and the deed restrictions shall:
 - a. Acknowledge the requirement that full street improvements (Class A street) along Twin Oaks Avenue on Parcels 1 and 2 be completed before approval of the Certificate(s) of Occupancy for any of Parcels 1, 2, or 3.
 - b. Acknowledge that the entire cost of the required street frontage improvements shall be borne by the owner(s) of Parcels 1, 2, and 3. If separate owners hold the lots at the time construction is required, such costs shall be divided equally between all three parcels (Parcels 1, 2, and 3).
 - 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 ownership at the time, the owners shall be jointly and severally liable for the City's costs and expenses.

PRIOR TO THE APPROVAL OF IMPROVEMENT PLANS

11. Site shall meet the pre and post Best Management Practices (BMP's) for Stormwater Mitigation per State of California requirements. The City is a member of the Sacramento Stormwater Quality Partnership and uses their guidelines and requirements. The following is their link: <http://www.sactostormwater.org/SSQP/development.asp>

12. The project shall adhere to the State of California's General Construction Permit requirements. Provide documentation of compliance with applicable requirements.
13. Any new roof drains shall not directly connect into the storm drain system. Downspouts shall flow to rain garden, landscaped areas, bio-swale, and/or other approved filtering methods before entering the City's storm drain system.
14. The project shall place an approximately 6-foot wide x 1-foot deep bioswale adjacent to the existing ditch. This proposed bioswale design has been found to accommodate run-off if the property is developed in the future as described herein. A Drainage Study will be required if the property is developed beyond the scope of this application.
15. The existing building is currently connected to public sewer. Any required construction and/or modification to the public sewer system must be to the satisfaction of SASD prior to the approval of improvement plans. SASD Design Standards and Specifications apply to any onsite and offsite public sewer construction. [SASD]
16. Sacramento Area Sewer District (SASD) requires each building on each lot with a sewage source to have a separate connection to SASD's sewer system. If there is more than one building in any single parcel and the parcel is not proposed for split, then each building on that parcel must have a separate connection to a private onsite sewer line or a separate connection to the SASD public sewer line. These improvements must be shown on the plans.
17. All onsite sewer plans and offsite sewer plans must be submitted separately to SASD for review and approval. [SASD]
18. Provide a Fire Access Roadway Maintenance agreement between all parcels connected to and served by the fire access roadway. The Fire Access Roadway Maintenance Agreement shall be recorded with the Public Records Office having jurisdiction. [SMF]
19. The Applicant shall provide separate SMUD service points to each parcel to the satisfaction of SMUD. [SMUD]
20. The Applicant shall dedicate any private drive, ingress and egress easement, (and 10-feet adjacent thereto) as a public utility easement for (overhead and) underground facilities and appurtenances. All access roads shall meet minimum SMUD requirements for access roads. [SMUD]
21. The Applicant shall dedicate and provide all-weather vehicular access for service vehicles that are up to 26,000 pounds. At a minimum: (a) the drivable surface shall be 20-feet wide; and (b) all SMUD underground equipment and appurtenances shall be within 15-feet from the drivable surface. [SMUD]

22. Each individual parcel will require its own dedicated metered water service once water service is requested by the property owner(s). Since there is an existing service which would remain on parcel containing the existing structure, the two newly created parcels would require a new service for each. [CHWD]
23. Any water lines that cross between the two new resultant parcels must be severed and capped so each parcel's water system is isolated within said parcel. [CHWD]
24. Civil improvement plans shall be submitted for review and approval to the Sacramento Metropolitan Fire District for acceptance of the access road, fire apparatus turn around and fire hydrant locations. [SMF]
25. The Applicant shall not place any building foundations within 5-feet of any SMUD trench to maintain adequate trench integrity. The Applicant shall verify specific clearance requirements for other utilities (e.g., Gas, Telephone, etc.). [SMUD]
26. 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>.
27. SMUD has existing overhead 12kV facilities along Twin Oaks Avenue as well as secondary facilities on Parcel 2 that will need to remain. The Applicant shall be responsible for maintaining all CalOSHA and State of California Public Utilities Commission General Order No. 95 safety clearances during construction and upon building completion. If the required clearances cannot be maintained, the Applicant shall be responsible for the cost of relocation.
28. Structural setbacks less than 14-feet shall require the Applicant to conduct a pre-engineering meeting with all utilities to ensure property clearances are maintained. [SMUD]
29. Any necessary future SMUD facilities located on the Applicant's property shall require a dedicated SMUD easement. This will be determined prior to SMUD performing work on the Applicant's property. [SMUD]
30. In the event the Applicant requires the relocation or removal of existing SMUD facilities on or adjacent to the subject property, the Applicant shall coordinate with SMUD. The Applicant shall be responsible for the cost of relocation or removal. [SMUD]
31. SMUD reserves the right to use any portion of its easements on or adjacent to the subject property that it reasonably needs and shall not be responsible for any damages to the developed property within said easement that unreasonably interferes with those needs.

[SMUD]

PRIOR TO THE ISSUANCE OF A BUILDING PERMIT

32. The two oak trees identified in the Arborist Report dated December 6, 2022 shall be preserved. An updated report shall be required if at the time of development the health of the trees change and/or development is to occur under/near the dripline of the oak trees.
[Planning]

33. Upon development, the following street frontage improvements along Twin Oaks Avenue are required and shall be constructed with the first Building Permit:
 - Widening of street
 - paving Type 2 curb &
 - gutter Type A
 - driveways

 - Two (2)
 - streetlights
 - Storm drain
 - system

 - Striping for Class II Bike Lane [Engineering]

34. All development impact fees [Multi-Modal (Roadway/Transit/Admin) and Drainage] shall be paid prior to issuance of each building permit. [Engineering]

35. The owner must contact Permit Services Unit at PermitServices@sacsewer.com or by phone at (916) 876-6100 to determine if sewer impact fees are due. Fees are to be paid prior to the issuance of building permits. . [SASD]

36. 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]