1. PC Agenda Packet
   Documents:
   
   2-27-19 PC AGENDA PACKET.PDF

2. CALL MEETING TO ORDER

3. ROLL CALL
   Commission Members: Duncan, Flowers, Ingle, Lagomarsino, Schaefer, Scheeler, Van Duker

4. FLAG SALUTE

5. PUBLIC COMMENT
   Under Government Code Section 54954.3, members of the audience may address the Commission on any item within the jurisdiction of the Commission or on any agenda item. If you wish to address the Commission, please fill out a speaker identification form and hand it to the Commission Secretary. When you are called upon to speak, step forward to the podium and state your name clearly for the record. Those wishing to speak on non-agenda items will be called upon at the beginning of the meeting. Those wishing to speak for or against an agenda item will be called upon after the presentation by the City Planning department and the Applicant for that agenda item.

6. CONSENT CALENDAR
   Approval of the meeting minutes for January 23, 2019

7. PUBLIC HEARING
   a. TENTATIVE PARCEL MAP - 8116 HOLLY DRIVE:

      The applicant requests 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. The project is categorically exempt from the California Environmental Quality Act.

8. REGULAR CALENDAR
   a. GENERAL PLAN OVERVIEW - Bermudez
   b. REVIEW OF GENERAL PLAN ANNUAL REPORT - Bermudez
9. ADJOURNMENT
The agenda for this meeting of the Planning Commission for the City of Citrus Heights was posted at the sites listed below on or before the close of business at 5:00 p.m. on the Friday preceding the meeting.

City of Citrus Heights, 6360 Fountain Square Drive, Citrus Heights, CA
Rusch Park Community Center, 7801 Auburn Boulevard, Citrus Heights, CA
Sacramento County Library, Sylvan Oaks Branch, 6700 Auburn Boulevard, Citrus Heights, CA

Any writings or documents provided to a majority of the City of Citrus Heights Planning Commission regarding any item on this agenda will be made available for public inspection at City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Karen Ramsay at (916) 727-4742. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. TTY/TDD users with questions or comments can call the California Relay Service by dialing 7-1-1.

Pursuant to Sections 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".
CITY OF CITRUS HEIGHTS
PLANNING COMMISSION MEETING
AGENDA
Wednesday, February 27, 2019 - 7:00 p.m.
City Hall Council Chambers
6360 Fountain Square Drive, Citrus Heights, CA

NOTE: The Commission may take up any agenda item at any time, regardless of the order listed. Action may be taken on any item on the agenda. The Commission established a procedure for addressing the Commission. Speaker Identification Sheets are provided on the table inside the Council Chambers. If you wish to address the Commission during the meeting please complete a Speaker Identification Form and give it to the Commission Secretary. Those addressing the Commission are limited to five (5) minutes, unless extended by the Chair. The Chair may also reduce the allowed time if there is a lengthy Agenda or a large number of people wanting to address the Commission.

1. CALL MEETING TO ORDER

2. ROLL CALL
   Commission Members:
   Duncan, Flowers, Ingle, Lagomarsino, Schaefer, Scheeler, Van Duker

3. FLAG SALUTE

4. PUBLIC COMMENT
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5. CONSENT CALENDAR
   Approval of the meeting minutes for January 23, 2019
6. PUBLIC HEARING

A. TENTATIVE PARCEL MAP – 8116 HOLLY DRIVE:
The applicant requests 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. Project Planner Bermudez

7. REGULAR CALENDAR

A. GENERAL PLAN OVERVIEW – Bermudez

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City of Citrus Heights
Planning Commission Meeting
Minutes

January 23, 2019

1. **OATH OF OFFICE**
   Planning Commission Secretary Ramsay administered the oath of office to five
   new Planning Commissioners.

2. **CALL MEETING TO ORDER**
   Vice Chair Lagomarsino called the meeting to order at 7:00 PM.

3. **ROLL CALL**
   **Commission Present:** Duncan, Flowers, Ingle, Lagomarsino, Scheeler, Schaefer,
   Van Duker

   **Staff Present:** Bermudez, Hodgkin, McDuffee, Ramsay, Ziegler

4. **FLAG SALUTE**
   Commissioner Duncan led the flag salute.

5. **PUBLIC COMMENT**
   None

6. **CONSENT CALENDAR**
   The meeting minutes for December 12, 2018 were approved as amended.
   Commissioner Schaefer said that the December 12 minutes should have noted
   that the Vice Chair reminded the Planning Commission that their comments
   should remain within the purview of the Planning Commission.

   **M/S:** Schaefer/Duncan
   **AYES:** (7) Duncan, Flowers, Ingle, Lagomarsino, Scheeler, Schaefer, Van
   Duker

7. **PUBLIC HEARING**
   Vice Chair Lagomarsino said that the project manager for the Country Lane
   Apartments gave a presentation at the Area 3 meeting, and he would like it
   noted that he left the area during the presentation and did not return until the
   presentation had ended.
A. **COUNTRY LANE APARTMENTS – 5905 COUNTRY LANE:** Project Planner Bermudez presented a request for approval for a Use Permit, Design Review Permit and Tree Permit to allow for the construction of an additional seven residential units within an existing multi-family development. The project is exempt from the California Environmental Quality Act. Project Planner Bermudez noted that there was a correction on Design Review Permit Condition of Approval # 14.

There was Planning Commission and staff discussion.

Vice Chair Lagomarsino opened the public hearing.

Applicant, Philip Harvey addressed the Planning Commission’s questions.

Kim Walden spoke in opposition to this project. Her concern is that this project would add a concrete masonry wall which would block her family’s secondary access to Auburn Boulevard in case of an emergency. She suggested that a safety gate for emergency access be considered.

City Attorney Ziegler said that minor changes can be made at staff level if the developer and the owner want to work out a plan.

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

Commissioner Scheeler asked if there was another road.

Commissioner Van Duker spoke in favor of the project and said this is needed in Citrus Heights.

Commissioner Schaeffer commented that the property owner has the right to develop the property and has spent a lot of time, effort and money. Concerns should have been brought up at an earlier date.

Commissioner Duncan spoke in favor of the project.

Commissioner Ingle spoke in favor of the project.

Vice Chair Lagomarsino spoke in favor of the project and said this is needed in Citrus Heights.

Vice Chair Lagomarsino called for a motion.
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Motions

A. Find the project is Categorically Exempt from CEQA per Section 15332 (In-Fill Development Projects) of the California Environmental Quality Act.

B. Approve the Use Permit, Design Review Permit and Tree Permit for Country Lane Apartments located at 5905 Country Lane subject to the findings and conditions of approval contained in the staff report.

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

CONDITIONS OF APPROVAL FOR THE USE PERMIT

1) The Use Permit approval shall be exercised within a two (2) year period from the date of final approval otherwise the Use Permit shall expire. (Planning)

2) This project is approved as shown in Exhibits A-F and as conditioned or modified below. (Planning)

3) The project shall comply with all regulations of the City of Citrus Heights including the City’s Municipal Code and Building Code.

4) The project shall comply with all requirements of all servicing agencies of the City of Citrus Heights including but not limited to Sacramento Metropolitan Fire District, Sacramento Suburban Water District, Sacramento Area Sewer District, and with the implementation measures of the Sacramento Metropolitan Air Quality Management District (SMAQMD) Basic Construction Emission Control Practices.

5) The applicant/owner and/or successor in interest 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 permit challenging the validity of the Project Approval or any Subsequent Project Approval, or otherwise arising out of or stemming from these Approvals. The applicant/owner and/or successor in interest may select its own legal counsel to represent their interest at their sole cost and expense. The parties shall cooperate in defending such action or proceeding. The applicant/owner and/or successor in interest 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 the applicant and/or successor in interest agrees to pay directly or timely reimburse on a monthly basis City for all such court costs, attorney fees, and time referenced herein. (City Attorney)

CONDITIONS OF APPROVAL FOR THE DESIGN REVIEW PERMIT

1) The Design Review Permit approval shall be exercised within a two (2) year period from the date of final approval otherwise the Design Review Permit shall expire. (Planning)

2) This project is approved as shown in Exhibits A-G and as conditioned or modified below. (Planning)

   a) Exhibit B (elevations) shall be modified to include the use of additional design features along the lower portions of the building facades on all four elevations. Quality materials such as lap siding, stone or alternate material may be used. The use of the material is to provide visual relief and texture to the stucco facades. The design of the small storage units near the front door of each unit shall also be enhanced. The revised design shall be submitted to the Planning Division for review and approval and shall meet the intent of the Design Guidelines. (Planning)

   b) The applicant shall confer with the waste hauler that the proposed operational design of the trash enclosure meets their requirements. Any needed design modifications shall be approved by the Planning Division. (Planning)

3) The project shall comply with all regulations of the City of Citrus Heights including the City’s Municipal Code and Building Code. (Planning)

4) The project shall comply with all requirements of all servicing agencies of the City of Citrus Heights including but not limited to Sacramento Metropolitan Fire District, Sacramento Suburban Water District, Sacramento Area Sewer
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January 23, 2019

District, and with the implementation measures of the Sacramento Metropolitan Air Quality Management District (SMAQMD) Basic Construction Emission Control Practices.  (Planning)

5) Construction hours shall be restricted to the hours of 6:00 to 8:00 PM weekdays, and 7:00 AM to 8:00 PM on weekends.  (Planning)

Prior to Approval of Improvement Plans

6) Show the design for a fire access roadway of not less than 20-feet of unobstructed width, 13-feet, 6-inches of vertical clearance, and turning radii of 25 feet inside and 50 feet outside dimension on the improvement plans. The access roadway shall extend to within 150 feet of all portions of the exterior walls of the first story of any proposed building. The use of turf-block or grass-crete or similar alternate road surfaces is not approved for installation in fire apparatus access roadways. (SMFD)

7) Dead-end fire access roads greater than 150' long, shall be provided with an approved fire apparatus turnaround conforming to SMFD Fire Prevention Standard 3. Turn-around shall be located within 50 feet of the end of the access roadway. The turnaround shall meet the commercial dimensions with a minimum width of 30’. (SMFD)

8) Show on the plans how Fire Lanes will be marked. Fire Lane identification shall be provided along the required fire access roadway. Fire Lane identification shall be in accordance with the Sacramento Metro Fire Districts Fire Prevention Standard #3 and the California Vehicle Code. Vehicle parking is prohibited on any street less than 28 feet in width. Vehicle parking is permitted on both sides of streets 36 feet or more in width. Roadway widths shall be measured between the gutter-line or edge of pavement on opposite sides of the road. Identification of fire apparatus access roadways may be required on private roads. (SMFD)

9) Provide a note on the plan that reads, “Fire access roadways shall be built to bear a minimum of 80,000 pounds and meet the Sacramento County Public Works Standards for roadways.” A report, prepared by a registered geotechnical engineer, verifying the ability of the road to bear the required minimum weight, shall be submitted with any plan indicating construction of roadway. Verification of constructed roadway shall be provided by a registered geotechnical engineer prior to final of the project. (SMFD)
10) Show the location of the required fire hydrants for this project on the improvement plans. Approved fire hydrants capable of providing the required fire flow for the protection of any and all structures shall be located along the fire apparatus access roadway. The required fire hydrants shall be installed and operational prior to any construction or on-site storage of combustible materials. (SMFD)

11) Show the diameters of all underground supply piping in accordance with SMFD FPS 5- Installation and Maintenance of Private Fire Hydrants. The shown fire hydrant shall be served by a minimum 8” line. (SMFD)

12) Show the location of the required fire department connection (FDC). The FDC shall be located on the address side of the building and within 40 feet of an approved fire hydrant. (SMFD)

**Prior to Issuance of Building Permits**

13) Parking stall dimensions shall meet or exceed the minimum dimensions contained in the Citrus Heights Zoning Code. All parking stalls shall be double striped as required by the Zoning Code.

14) The applicant shall submit a final Landscape and Irrigation Plan that:

   a) Demonstrates all landscaping complies with the requirements of the Zoning Code including water efficient landscape requirements, shading requirements, and landscape area requirements. (Planning)

   b) Shall incorporate oak tree plantings as required.

15) Submit and receive approval of a photometric plan. All on-site external lighting shall be designed to have no off-site glare. All light fixtures shall have full cut-off lenses and be nighttime sky friendly. Floodlights are not permitted. Lighting cut-sheets may be required prior to issuance of Building Permit. (Planning)

16) Applicant shall pay all the appropriate development fees. (Engineering)

17) To obtain sewer service for this proposed project, construction of onsite and offsite sewer infrastructure shall be required. Any construction and/or modification to the public sewer system shall be required to the satisfaction of Sacramento Area Sewer District (SASD). SASD Design Standards require 6-
inch service laterals for commercial services. SASD Design Standards apply to any sewer construction and/or modification. (SASD)

18) SASD requires each building on each lot with a sewage source to have a separate connection to the 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 shall have a separate connection to a private onsite sewer line. (SASD)

19) Developing this property will require the payment of sewer impact fees. Impact fees shall be paid prior to issuance of Building Permit. The applicant should contact the Permit Services Unit at 916-876-6100 for sewer impact fee information. (SASD)

20) PG&E owns and operates a gas distribution main at the southerly end of the property that must remain free from obstruction including, but not limited to, structures and incompatible vegetation. Prior to beginning any construction, 811 should be contacted to have the facilities marked to ensure they are avoided while construction activities commence. (PG&E)

21) SMUD has existing 12kV facilities along Country Lane. 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. (SMUD)

22) Structural setbacks less than 14-feet shall require the Applicant to conduct a pre-engineering meeting with all utilities to ensure proper clearances are maintained. (SMUD)

23) 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)

24) 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)
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 dedicate any private drive or ingress and egress easement, (and 10-feet adjacent) as a public utility easement for SMUD facilities. All access roads shall meet minimum SMUD requirements for access roads. (SMUD)

27) 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)

28) 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)

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) Owner/developer shall have all water related infrastructure shown on the Improvement Plans in compliance with Sacramento Suburban Water District’s (SSWD) Regulations Governing Water Service (Regulations) as well as Improvement Standards and Technical Specifications (Standards). (SSWD)

31) Owner/developer shall pay all applicable water related fees to SSWD per regulations. (SSWD)

32) Owner/developer shall grant easements to SSWD for both existing and proposed water related infrastructure located on the parcels. (SSWD)

33) Any relocation of existing water related infrastructure shall be depicted on the plans and at owner/developer’s expense. (SSWD)

**During Construction and Prior to Issuance of Occupancy Permits**

34) The existing wood fence shall be removed and replaced with a six-foot solid masonry wall or precast concrete fence along the interior side of the north,
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south and west property boundaries. The design of the wall shall require approval by the Planning Division. (Planning)

35) Following completion of landscape installation and prior to issuance of occupancy permits for any buildings, the Landscape Architect shall:

a) Certify in writing that the landscaping has been installed in compliance with the Zoning Code and approved landscape plan.

b) Demonstrate and certify in writing that the irrigation has been installed and is in compliance with the Zoning Code and landscape irrigation plans. The City may require an irrigation audit performed by a certified irrigation auditor. (Planning)

36) Site shall meet the pre and post Best Management Practices (BMP’s) for Stormwater Quality 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.sactostreamwater.org/SSQP/development.asp. (Engineering)

37) Roof drains for the buildings 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. (Engineering)

Other Conditions of Approval

38) Following the installation of the landscaping, all landscape material shall be maintained in a healthy and weed free condition; dead plant material shall be replaced immediately. All trees shall be maintained and pruned in accordance with the accepted practices of the International Society of Arboriculture. Any pollarding or significant tree trimming performed on existing or proposed trees is subject to Planning Division approval prior to commencing trimming. (Planning)

39) Minor modifications to the design of the project, including site layout, colors and materials, may be approved by the Planning Division provided such changes are consistent with the overall design as approved herein. Major modifications will require Planning Commission approval. (Planning)
The applicant/owner and/or successor in interest 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 permit challenging the validity of the Project Approval or any Subsequent Project Approval, or otherwise arising out of or stemming from these Approvals. The applicant/owner and/or successor in interest may select its own legal counsel to represent their interest at their sole cost and expense. The parties shall cooperate in defending such action or proceeding. The applicant/owner and/or successor in interest 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 the applicant and/or successor in interest agrees to pay directly or timely reimburse on a monthly basis City for all such court costs, attorney fees, and time referenced herein. (City Attorney)

CONDITIONS OF APPROVAL FOR THE TREE PERMIT

1) Minor modifications to the Tree Permit, including additional trees and/or encroachments, may be approved by the Planning Division provided such changes are consistent with the guidelines for tree preservation. (Planning)

2) The project must comply with the City's Tree Preservation and Protection Ordinance. (Planning)

3) The following trees are approved for removal: 24878, 24874, 24873, and 24871. Mitigation is required for the removal of tree # 24874. Mitigation may be required for tree 24871 based upon the completion of root survey to be performed by a certified arborist. If this tree is in poor root health and should be removed, no mitigation is required. If the arborist determines the root system is in good condition and the tree requires removal due to construction, mitigation is required. (Planning)

4) The conditions of approval shall be distributed to all contractors and subcontractors who have access to the site. It is the responsibility of the developer and contractor to inform all subcontractors of the tree preservation and relocation requirements. (Planning)
PRIOR TO ISSUANCE OF A BUILDING PERMIT OR DEMOLITION PERMIT

5) The applicant shall submit a tree impact assessment report prior to the issuance of a permit. The report shall also address any tree that is located off-site but whose protected zone extends into the project site. The tree impact assessment report shall include all preservation measures that the applicant shall undertake during construction to ensure the long-term health and safety of all trees that will remain. This tree impact assessment report shall take into account all on-site activities, including demolition, grading, construction and trenching for utilities. (Planning)

6) The applicant shall install a minimum of a six-foot high chain link fence (or acceptable alternative) at the outermost edge of the tree protection zone for each tree or group of trees that will remain. Signs must be installed by the applicant on the temporary fence at least two (2) equidistant locations to be clearly visible from the lot. The size of each sign shall be a minimum of two feet (2’) by two feet (2’) and must contain the following language:

"WARNING
THIS FENCE SHALL NOT BE REMOVED OR RELOCATED WITHOUT WRITTEN AUTHORIZATION FROM THE PLANNING DIVISION" (Planning)

7) The applicant shall contact the Planning Division and certified project arborist to inspect and approve the temporary fencing and signs around the protected zone before beginning any construction. (Planning)

8) Any watering or deep root fertilization which the arborist deems necessary to protect the health of the tree due to the construction impacts shall be completed by the applicant. (Planning)

DURING CONSTRUCTION AND PRIOR TO ISSUANCE OF AN OCCUPANCY PERMIT

9) The following information must be located on-site during construction activities:

a) Arborist’s reports
b) Approved site plan including fencing plan and clearing denoting trees planned for removal, relocation or retention.

c) Conditions of approval for the Tree Permit (Planning)
10) A certified arborist shall monitor any excavation within the dripline of any tree designated to remain, including off-site trees if their protected zone extends into the project site. (Planning)

11) All finished grading shall ensure that no water will collect within the dripline of any native oak trees. (Planning)

12) Submit and receive approval of a Landscape and Irrigation Plan for any landscaping within the dripline of any protected trees. Only low-water usage plantings may be planted under the dripline of oak trees. (Planning)

13) If any native ground surface fabric within the dripline must be removed for any reason, it shall be replaced within forty-eight (48) hours. (Planning)

14) Storage of materials, equipment and vehicles is not permitted within the dripline of any tree. Vehicles and other heavy equipment shall not be operated within the dripline of any tree. (Planning)

15) The certified arborist shall immediately treat any severed or damaged roots (NOTE: Without exception, all digging shall be done using hand tools, no machine trenching shall be allowed in the dripline of any tree). Minor roots less than one (1) inch in diameter may be cut, but damaged roots shall be traced back and cleanly cut behind any split, cracked or damaged area. Major roots over one (1) inch in diameter may not be cut without approval of an arborist and any arborist recommendations shall be implemented. (Planning)

16) The temporary fencing shall remain in place throughout the entire construction period and shall not be removed without obtaining written authorization from the Planning Division. In no event shall the fencing be removed before the written authorization is received from the Planning Division. (Planning)

17) At least five (5) days before the applicant seeks their Building Permit Final, a Certification Letter from a certified arborist shall be submitted to and approved by the Planning Division. The certification letter shall attest to all of the work (regulated activity) which was conducted in the dripline of all trees, and outline whether any continuing measures are needed for tree health. (Planning)

18) The applicant/owner and/or successor in interest 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 permit challenging the validity of the Project Approval or any Subsequent Project Approval, or
otherwise arising out of or stemming from these Approvals. The applicant/owner and/or successor in interest may select its own legal counsel to represent their interest at their sole cost and expense. The parties shall cooperate in defending such action or proceeding. The applicant and/or successor in interest 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 the applicant and/or successor in interest agrees to pay directly or timely reimburse on a monthly basis City for all such court costs, attorney fees, and time referenced herein. (City Attorney)

8. REGULAR CALENDAR

A. PROJECT VIEWER OVERVIEW - Bermudez
   Associate Planner Bermudez gave an overview of Project Viewer.

B. ELECTION OF NEW OFFICERS
   Vice Chair Lagomarsino invited nominations for Chair. Michael Lagomarsino was nominated and elected for Planning Commission Chair.
   \[M/S: Duncan/Schaefer\]
   \[AYES: 7 (Duncan, Flowers, Ingle, Lagomarsino, Scheeler, Schaefer, Van Duker)\]

   Chair Lagomarsino invited nominations for Vice Chair. Tim Schaefer was nominated and elected for Planning Commission Vice Chair.
   \[M/S: Duncan/Lagomarsino\]
   \[AYES: 7 (Duncan, Flowers, Ingle, Lagomarsino, Scheeler, Schaefer, Van Duker)\]

9. ADJOURNMENT
   There being no further business, the meeting was adjourned at 8:00 PM to the next meeting of February 27, 2019.

Respectfully Submitted,

Karen Ramsay
Planning Commission Secretary
REQUEST

The applicant requests 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.

Property Owner: Stan Frank
5527 Sequoia CI
Citrus Heights, CA
95610

Applicant: CNA Engineering
2575 Valley Rd
Sacramento, CA
95821

SUMMARY RECOMMENDATION

The Planning Division recommends that the Planning Commission:

A. Find that the proposed project is exempt from CEQA under Class 15 of the CEQA Guidelines as a minor land division; and

B. Approve the Tentative Parcel Map creating two lots subject to the findings and conditions of approval contained in the staff report.

BACKGROUND

The project site is a .66 gross acre (.51 net) site with an existing two-family (duplex) residence located near the southern property boundary. Although today’s zoning designation (RD3) for the subject parcel does not permit a duplex in this zoning district, the existing residence is considered legal non-conforming since it was constructed in the 1960s. The current proposal does not include any modifications to the existing residence or the construction of any new buildings on the proposed new parcel.

The project setting is summarized in Tables I and II:

<table>
<thead>
<tr>
<th>File Number:</th>
<th>PM-18-07</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>8116 Holly Drive</td>
</tr>
<tr>
<td>APN:</td>
<td>204-0541-017</td>
</tr>
<tr>
<td>Parcel Size:</td>
<td>.66 gross acres</td>
</tr>
<tr>
<td>REACH Neighborhood:</td>
<td>The project is within the boundaries of the Sunrise Ranch Neighborhood Association (#6). The project was discussed at the November 27, 2018 neighborhood meeting and the group had no objections.</td>
</tr>
</tbody>
</table>
### Table II

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ZONING</th>
<th>GENERAL PLAN LAND USE</th>
<th>ACTUAL USE OF PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onsite</td>
<td>RD-3</td>
<td>Very Low Density Residential</td>
<td>Existing Two-Family home</td>
</tr>
<tr>
<td>North</td>
<td>RD-3</td>
<td>Very Low Density Residential</td>
<td>Single-Family Homes</td>
</tr>
<tr>
<td>South</td>
<td>RD-3</td>
<td>Very Low Density Residential</td>
<td>Single-Family Homes</td>
</tr>
<tr>
<td>East</td>
<td>RD-3</td>
<td>Very Low Density Residential</td>
<td>Single-Family Homes</td>
</tr>
<tr>
<td>West</td>
<td>RD-5</td>
<td>Low Density Residential</td>
<td>Single-Family Homes</td>
</tr>
</tbody>
</table>

#### Tentative Parcel Map

**Tentative Parcel Map – Description of Request**

The tentative parcel map proposes to create two (2) parcels from one parcel. No development proposals have been received with the application but the RD-3 zoning would allow for the future development of a single-family home on the proposed new parcel.

**Tentative Parcel Map - Analysis**

Title 22 of the Citrus Heights Municipal Code and the California Subdivision Map Act require that findings be made in order to approve a Tentative Parcel Map. The required findings are listed below in italicized bold print and are followed by an evaluation of the tentative parcel map in relation to each finding.

1. *The proposed tentative parcel map is consistent with the General Plan and the design or improvement of the proposed subdivision is consistent with the General Plan.*

The site has a General Plan designation of Very Low Density Residential which is reserved primarily for single-family homes and compatible uses. The proposed tentative parcel map is consistent with the General Plan in that creation of two lots for the future development of a single-family home is permitted within Very Low Density Designation of the General Plan.

In addition to meeting the density requirements of the General Plan, staff also believes that the proposal is consistent with the following General Plan goals and objectives:

- Goal 24: Increase homeownership opportunities to ensure a balance of housing and household types.
- Goal 25: Provide adequate sites for a variety of housing opportunities to serve all residents.
- Goal 26: Develop, conserve, and improve the housing stock to ensure decent accommodations for all segments of the community.
- Goal 28: Ensure housing opportunities for all segments of the community.
Based on the reasons stated above, staff believes that the project is consistent with the housing goals and objectives of the General Plan.

2. **The site is physically suited for the type and proposed density of development.**

   No unusual topographic features are present onsite that would prohibit creation of the parcels or future residences. The property is generally flat having no regulated or sensitive areas including creeks or floodzone on the site.

   Additionally, the proposal satisfies the minimum lot size in the RD-3 zone. Table III shows minimum parcel size and width requirements in the RD-3 zone and the proposed size and width of each lot:

   **Table III**

<table>
<thead>
<tr>
<th>Parcel</th>
<th>10,000 SF (Net) Min. Parcel Size</th>
<th>65 ft. Min. Parcel Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10,390 SF</td>
<td>70 feet</td>
</tr>
<tr>
<td>2</td>
<td>11,856 SF</td>
<td>80 feet</td>
</tr>
</tbody>
</table>

3. **The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage and the type of improvements is not likely to cause serious public health problems.**

**Access**

The existing residence has direct access from both Holly Drive and Baird Way. The new parcel (Parcel 2) will comply with the City’s development standards as it will have direct access from Holly Drive, which is a public street.

4. **The design of the subdivision or type of improvements will not conflict with easements acquired by the public at large for access through or use of property within the proposed subdivision.**

**Frontage Improvements**

Holly Drive and Baird Way are both public streets missing frontage improvements. The project is required to install the necessary frontage improvements prior to the occupancy of a new home on Parcel 2 or any major construction projects on Parcel 1. Frontage improvements include additional street paving, the installation of curb and gutter (no sidewalk), and a streetlight on Holly Drive. The project is conditioned to share the costs of these improvements between the two parcels in the event the lots are sold.

The City’s Pedestrian Master Plan (PMP) provides a broad vision, strategies, and actions for improving the pedestrian environment in the unique neighborhoods of Citrus Heights. The Plan includes a priority ranking of the network to assist in focusing improvements where people are most likely to walk or areas with greater safety issues where improvements should be prioritized. The PMP identifies the east side of Holly Drive as a “Priority 3” (low priority) and also identifies Baird Way will remain without sidewalks. Based upon the priorities within the PMP, the applicant is not required to install sidewalks along Holly Drive as part of this project but the project will provide the necessary right-of-way along Holly Drive to accommodate a future five-foot wide sidewalk.
Tentative Parcel Map - Conclusion

Based on the information provided in the analysis above, staff recommends approval of the Tentative Parcel Map subject to the findings and conditions of approval contained in the staff report.

PUBLIC OUTREACH

Public hearing notices were mailed to property owners within 500 feet of the site. A meeting notice was also published in the Sacramento Bee. As noted earlier, the site is within the Sunrise Ranch Neighborhood Association, Area 6, which had no objections to the land division.

ENVIRONMENTAL DETERMINATION

This project is categorically exempt from CEQA under Class 15 of the CEQA Guidelines as a minor land division.

RECOMMENDATION

Staff recommends that the Planning Commission take the following actions:

A. Find that the proposed project is exempt from CEQA under Class 15 of the CEQA Guidelines as a minor land division; and

B. Approve the Tentative Parcel Map creating two (2) lots from a single parcel subject to the findings and conditions of approval contained in the staff report.

FINDINGS FOR TENTATIVE PARCEL MAP (PM-18-07)

- The proposed tentative parcel map to create two lots from a single parcel is consistent with the General Plan.

- The site is physically suited for the type and proposed density of development

- The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage and the type of improvements is not likely to cause serious public health problems

- The design of the subdivision or type of improvements will not conflict with easements acquired by the public at large for access through or use of property within the proposed subdivision.

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**

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

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 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]

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: [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), 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]

Attachments:
1. Vicinity Map

Exhibit A – Tentative Parcel Map
DATE: February 27, 2019

TO: Planning Commission

FROM: Colleen McDuffee, Planning Manager
       Alison Bermudez, Associate Planner

SUBJECT: 2018 General Plan Annual Progress Report

State law requires that all cities and counties submit to their legislative bodies an annual progress report on the status of the General Plan and progress in its implementation. The city’s General Plan contains 66 goals to guide the overall development of the city. As a basis for local government decision-making, these goals and policies are analyzed and serve as the guiding action to achieve the overall vision for the community.

State law requires that each jurisdiction submit a report to Governor’s Office of Planning and Research (OPR) to ensure that the goals, polices, and action items of the General Plan are being implemented. Furthermore, a report on the progress made to implement the Housing Element of the General Plan must be provided to the Department of Housing and Community Development (HCD). Staff has combined the reporting elements of OPR and HCD into a single Annual Progress Report, which provides an analysis of those General Plan policies and action items that have made notable progress during calendar year 2018, and also includes the annual Housing element progress report for all action items. Following the Commission’s review, the report will be considered by the City Council and, if accepted, forwarded to the appropriate state agencies.

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

Attachments: http://citrusheights.net/DocumentCenter/View/11872/CofCHTablesAthroughF (Tables A through F)
Purpose of this Document

Section 65400(b) of the State of California Government Code requires planning agencies to provide an annual report to their legislative body, the Governor’s Office of Planning and Research (OPR), and the State Department of Housing and Community Development (HCD) on the status of the General Plan and progress in its implementation. The four basic purposes of the annual report are as follows:

- To provide information to assess progress on implementation of the General Plan in accordance with the stated goals, policies and implementation measures.
- Provide information to identify necessary course adjustments or modifications to the General Plan as a means to improve implementation.
- To provide a clear correlation between land use decisions made during the reporting period, and the goals, policies and implementation measures in the General Plan.
- To provide information regarding local agency progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to the development of housing.

State law requires that the General Plan Annual Progress Report (APR) be completed and submitted to the state each year for the previous calendar year. This APR looks at the City of Citrus Heights’s progress toward implementing its General Plan during the 2018 planning year.

General Plan Background

Upon incorporation in January 1997, the city adopted the Sacramento County General Plan. Soon thereafter, the city embarked on an intensive process of crafting the first General Plan. The resulting plan was adopted on November 15, 2000. Citizen participation played an important role in preparing the city’s General Plan. Because a General Plan needs to reflect community goals and aspirations, citizens were involved with issue identification and goal formulation. The public as well as various civic and professional organizations were consulted during the General Plan preparation stage whenever possible. Numerous public meetings were held to discuss the General Plan. In 2011, a focused update to the General Plan was completed that addressed the areas of mobility/complete streets, water quality, climate change/sustainability.

The General Plan addresses State General Plan requirements. California law requires that every city and county adopt a long-term General Plan that addresses seven specific topics or “elements,” organized in any format or structure preferred by the community. The General Plan may also address other topics the community feels are relevant. Regardless of the format or issues addressed, the Plan must be internally consistent. The city’s Plan is organized into three elements that meet the State requirements, as shown in Table 1: General Plan Content.
City’s Responsibility

The effectiveness of the General Plan ultimately depends on how it is implemented and maintained over time. State law requires that most actions of local governments affecting the physical environment be consistent with the General Plan. The implementation of the Plan is the responsibility of numerous departments and divisions including:

- City Manager’s Office (City Clerk, City Attorney, Economic Development, and Information Technology Divisions)
- Community Development Department (Planning, Building and Housing Divisions)
- Police Department (Includes Code Enforcement and Rental Housing Inspection Divisions)
- General Services Department (Public Works & Engineering, Community Services and Facilities, Grounds & Fleet Divisions)
- Administrative Services Department (Finance and Human Resources Divisions)

Additionally, several other governmental agencies provide services within the city’s boundary. While these agencies are neither part of the city’s operational structure nor directly responsible for implementation of the General Plan, the city does coordinate its activities with these other agencies and relies upon their assistance for full implementation of the General Plan. These agencies include, but are not limited to the following:

- Water Districts (3)
- Sacramento Metropolitan Fire District
- San Juan Unified School District
- Sunrise Recreation and Park District
- Sacramento Area Sewer District

Amendments to the General Plan

State law allows the city to amend its General Plan no more than four times per year. Amendments may be proposed and acted upon at any time during the year and one action may include multiple
amendments. Any changes to the General Plan require public hearing by the City Council and evaluation of the environmental impacts as require by the California Environmental Quality Act.

In 2018, the city amended the General Plan one time with an amendment to the Plan to discourage commercial subdivisions that would hinder the viability of commercial shopping centers and the potential for redevelopment. Goal 9 was amended to add a new policy that states:

\[\text{Policy 9.5 Discourage the creation of any new parcels within existing commercial centers, if such creation might hinder the viability and/or future redevelopment of the center.}\]

The General Plan Amendment also eliminated the General Plan’s Floor Area Ratio standards for all residential uses within a commercial zoning district. The General Plan now relies on maximum Dwelling Units per Acre (DU/AC) when evaluating development proposals for consistency with the General Plan. This amendment will enable further redevelopment of higher density residential properties and commercially designated properties.

**Major Milestones and Projects**

The city initiated or approved construction for the following major projects during the 2018 planning year:

**Mariposa Creek Subdivision**—The first new subdivision since 2015 broke ground in late 2018. Mariposa Creek is a 15-lot subdivision located on the north side of Antelope Road, just west of Mariposa Ave. The project will assist with the city’s growing need of for-sale housing.

**Sunrise Boulevard Complete Streets Phase II**—The Sunrise Boulevard Rehabilitation and Complete Streets Project (multiple Phases) is a comprehensive and realistic Complete Streets project that will rehabilitate and reconstruct a regionally significant arterial, adding much needed Complete Streets element throughout the project area.

In September, Phase 2A of the revitalization project was completed. The phase saw the installation of new storm drain system, new curb, gutter and sidewalk, and new street lights. In addition, restriping of the boulevard decreased travel lane widths and placed dedicated bike lanes.

**Baird Way Drainage Project**—In 2018, the city started and completed the Baird Way Drainage Project that eliminated localized flooding and drainage problems for residences along Baird Way, between Mariposa Avenue and Holly Drive. The project included replacing an existing under-sized storm drain system on Baird Way with a new larger pipe and constructing a new swale to property convey surface flows.

**Grants Received that Support the Goals of the General Plan**

**Multi Modal Transportation Safety Program**—In October 2018, the city received a Sustainable Transportation Planning grant in the amount of $180,000 to develop the Multi Modal Transportation Safety Program (MMTSP). The MMTSP will develop guidelines and procedures to initiate the evaluate requests received from the public in regard to new signs, striping, crosswalk, speed humps, traffic calming and traffic enforcement. Having the MMTSP in place will lead to application of multimodal safety improvement throughout the city in an engaged, transparent and equitable manner. This aligns with Goal 29 of the General Plan.
**Status of General Plan Implementation Actions**

The table below analyzes selected General Plan policies and action items that made notable progress in 2018. The table is not a comprehensive list of all policies and action items in the General Plan; many policies/actions are under ongoing implementation, and may not be listed here. As the majority of the General Plan policies and related action items have been implemented through the adoption of ordinances or resolutions, incorporated into the regular governmental activities of the applicable departments, or included in development proposals as they are reviewed for consistency with the city’s policies, the purpose of providing the policy implementations below is simply to streamline the review and highlight the annual progress efficiently. A comprehensive list of all General Plan policies and action items with status and/or implementation can be viewed in prior General Plan APRs.

A review of the Housing Element implementation status for all action items, and progress toward meeting the city’s Regional Housing Needs Assessment, is provided in the subsequent section, beginning on page 11.

### Neighborhoods

**Goal 3: Maintain safe and high-quality neighborhoods**

**Goal 6: Preserve and enhance the character, distinct identity, and livability of the city’s rural neighborhoods**

<table>
<thead>
<tr>
<th>Goal/Action #</th>
<th>Policy/Action</th>
<th>Status/Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.4</td>
<td>Enhance the visual quality of city neighborhoods.</td>
<td></td>
</tr>
<tr>
<td>6.3</td>
<td>Preserve and enhance the character, distinct identity, and livability of the city’s rural neighborhoods</td>
<td></td>
</tr>
<tr>
<td>3.4.D &amp; 6.3.A</td>
<td>Adopt a Street Tree Ordinance</td>
<td>In December 2018, a Street Tree Ordinance was adopted to help preserve our city’s tree canopy and expand in areas where there are opportunities.</td>
</tr>
</tbody>
</table>

### Economic Development

**Goal 14: Strengthen the retail base to ensure the city’s fiscal stability, provide needed goods and services, and promote the vitality of city commercial districts and nodes**

<table>
<thead>
<tr>
<th>Goal/Action #</th>
<th>Policy/Action</th>
<th>Status/Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.2</td>
<td>Retain and expand the city’s base of retail jobs and sales tax revenue.</td>
<td></td>
</tr>
<tr>
<td>14.2.A</td>
<td>Take the lead in the design, construction and funding of public improvements, including streetscape enhancements, to improve the appearance of commercial districts and stimulate private investment.</td>
<td>The city has completed several streetscape projects including Sunrise Boulevard and portions of Auburn Boulevard. In 2018, the city completed the last segment of the Sunrise Boulevard Improvement Project. In November 2018, the city received a $4 million grant from SACOG to begin Phase 2 to implement the Auburn Boulevard Corridor project that runs from...</td>
</tr>
</tbody>
</table>
Rusch Park to the northern city limits.

14.2.B Implement a commercial rehabilitation program to provide financial assistance to business and property owners to improve the exterior of their buildings, including façade improvements, signage, landscaping, parking lot improvements, and marketing.

The city recently launched Activate Auburn, a campaign to revitalize the Auburn Boulevard Specific Plan Area. The campaign includes providing business owners assistance in improving their customer base, provides one-on-one consulting, and a variety of grants and fee waivers to assist the property and business owners along the Auburn Boulevard Corridor. Three projects have been completed through this revitalization program, 8000 Auburn Blvd, 8391 Auburn Blvd and 8436 Auburn Blvd.

**Transportation & Mobility**

**Goal 29 Plan, design, construct, and manage a Complete Streets transportation network that accommodates the needs of all mobility types, users and ability levels**

<table>
<thead>
<tr>
<th>Goal/Action #</th>
<th>Policy/Action</th>
<th>Status/Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.4</td>
<td><em>Support safe, complete and well-connected neighborhood street, bicycle, and pedestrian access and connections that balance circulation needs with the neighborhood context.</em></td>
<td>In 2018, the city initiated the Accessibility Project. The intent is to remove accessibility barriers on our local streets. The Project, a direct result of these actions and the city’s commitment to accessibility, will remove barriers to accessibility, repair failed curb, gutter and sidewalk and correct a number of minor drainage deficiencies at 21 separate locations on residential streets in the city.</td>
</tr>
<tr>
<td>29.4.E</td>
<td>Develop and implement a Pedestrian Master Plan (PMP) that indicates which streets in addition to arterials and collectors will install sidewalks and what other pedestrian facilities and amenities (such as ‘resting spots’) are needed to complete the pedestrian network shown in Map 9. Sidewalk widths and shade coverage should also be addressed in the context of the adjacent land use, vehicle volumes, and vehicle speeds.</td>
<td>In 2018, the city began hosting public workshops seeking input on the Mariposa Avenue Safe Routes to School Phase 4 Project is the final phase of 1.2 mile Safe Routes to School project providing complete streets connections between Greenback Lane and Madison Avenue encompassing Skycrest Elementary, San Juan High School and San Juan Park. This Project will</td>
</tr>
<tr>
<td>29.4.G</td>
<td>Develop and implement a Safe Routes to School Plan. This effort should complement the ADA Transition Plan, the PMP, and the BMP.</td>
<td></td>
</tr>
</tbody>
</table>

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General Plan Annual Progress Report 2018

City of Citrus Heights

March 2019
complete the bicycle and pedestrian network between Northeast Circle and Madison Avenue including sidewalk, curb, gutter, bike lanes, street lighting, and upgrades to the traffic signal at the intersection of Madison Avenue and Mariposa Avenue. This project is in preliminary analysis and environmental review phase with construction anticipated to begin in 2021.

**Goal 31: Provide access to public transit service to all Citrus Heights residents and high quality, frequent public transit service to those residents living along designated transit routes**

<table>
<thead>
<tr>
<th>Goal/Action #</th>
<th>Policy/Action</th>
<th>Status/Implementation</th>
</tr>
</thead>
</table>
| 31.1          | Strive to increase fixed-route and demand responsive (i.e., paratransit) transit service coverage and frequency to Citrus Heights residents and employees | In October 2018, the city presented its long-term transit vision with prioritized approaches to reaching that vision. The Comprehensive Transit Plan covers many aspects of service operations and includes:  
  - Recommendations for service priorities  
  - Priorities for expansions of fixed-route and on-demand transit service  
  - Performance benchmarks for transit access and travel time  
  - Estimates of overall operating cost  
  - Estimates of population and jobs served  
  - Compliance with Title VI and Transit Asset Management guidelines  
  - Negotiation points for potential annexation into the SacRT taxing district |
| 31.1.A        | Develop and implement a long-range transit plan. The plan should identify desired service expansion, transit operating enhancements, and transit terminals especially within the transit enhancement areas shown in Map 10. The service expansion should address coverage area, types of vehicles, routes, operating times, and frequency. The operating enhancements should address how to improve transit travel times through actions such as transit signal priority, peak hour bus-only lanes, queue jump lanes, etc. The transit terminals should include facilities to accommodate transit transfers and use while also supporting transit oriented development. |
### Open Space

**Goal 38 Establish a system of creekside trails, passive open space and parks for public use**

<table>
<thead>
<tr>
<th>Goal/Action #</th>
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<th>Status/Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.1</td>
<td><em>Provide for recreational trail rights-of-way along local creek channels through development easements and agreements.</em></td>
<td>The city was awarded $5,866,000 for a new trail called the Electric Greenway. The Greenway will create a nearly 3-mile long, off-street trail for cyclists and pedestrians through parts of Citrus Heights and Orangevale. The project spans Arcade Creek Park Preserve to the west (near the intersection of Sunrise/Sayonara) and Wachtel Way to the east (at the Citrus Heights city limits boundary with unincorporated Sacramento County). The project will connect seven parks, schools and the city’s commercial district (Sunrise Marketplace) to distinct neighborhoods.</td>
</tr>
<tr>
<td>38.1.A</td>
<td>Pursue development of recreational trails that respect privacy of adjoining properties, safety of users, and maintenance of natural areas.</td>
<td></td>
</tr>
</tbody>
</table>

### Resource Conservation Element

**Goal 45: Promote and enhance involvement and participation in city government by all sectors of the community**

<table>
<thead>
<tr>
<th>45.1</th>
<th><em>Promote participation by residents in government decision-making processes and in community social, cultural and recreational activities.</em></th>
<th>The number of volunteers has increased over the past year to include several new volunteer positions within City Hall that play an important role in providing front desk reception services. The Police Department continues to have a robust volunteer program. The city has also had a long time volunteer archivist who manages the city’s archives and historical inventory.</th>
</tr>
</thead>
<tbody>
<tr>
<td>45.1.A</td>
<td>Explore opportunities to involve volunteers in carrying out needed city programs.</td>
<td></td>
</tr>
</tbody>
</table>
**Public Safety**

**Goal 58: Ensure excellent public safety services and rapid and effective emergency response**

<table>
<thead>
<tr>
<th>Goal/Action #</th>
<th>Policy/Action</th>
<th>Status/Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>58.8</td>
<td>Provide fire/emergency staffing as necessary in proportion to population or other appropriate workload indicators.</td>
<td></td>
</tr>
<tr>
<td>58.8.A</td>
<td>Continue to provide training and space at City Hall to allow Fire District staff to continue to check building and development plans and provide high-quality customer service.</td>
<td>Sacramento Metropolitan Fire District began staffing the City Hall public counter three days per week.</td>
</tr>
</tbody>
</table>

**Goal 58: Ensure excellent public safety services and rapid and effective emergency response**

<table>
<thead>
<tr>
<th>Goal/Action #</th>
<th>Policy/Action</th>
<th>Status/Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>58.15</td>
<td>Improve animal control services to provide for timely response to protect both citizens and animals.</td>
<td></td>
</tr>
<tr>
<td>58.15.A</td>
<td>Analyze the animal control program to provide better customer service in a more cost effective and time efficient manner.</td>
<td>The city previously contracted with Sacramento County Animal Care and Regulation (Sacramento County) and the Sacramento Society for the Prevention of Cruelty to Animals (SSPCA) for animal shelter services. Despite attempts to collaboratively address concerns, the city continued to experience significant operational challenges, uncertain rate fluctuations and unreliable fee collection services. In the Fall 2018, the city changed partnerships and now utilizes Placer County Animal Services for the housing of lost and found pets.</td>
</tr>
<tr>
<td>58.15.B</td>
<td>Develop and implement an education program regarding animal control services, including spay and neuter programs.</td>
<td></td>
</tr>
<tr>
<td>58.15.C</td>
<td>Partner with other local agencies in the provision of animal control services.</td>
<td></td>
</tr>
</tbody>
</table>

**Housing Element Annual Progress Report**

**Overview**

Preserving and enhancing the range and affordability of housing is an important goal of the General Plan. A goal of the Plan is to continue to address the housing needs for all, including move-up homeowners, low-income renters, seniors, disabled persons, and other with special needs. The Plan includes a variety of goals, policies and actions primality directed toward the following objective:

- Increase the level of home ownership in the community
- Preserve the existing housing supply and assure its continuing quality.

This annual report includes a review of the Plan’s goals as they relate to housing. Table D, included within this report, provides the status/progress of the programs within the housing element section of the General Plan.
Regional Housing Needs Plan

In an effort to address statewide housing needs, the state of California requires regions to address housing issues and needs based on future growth projections for the area. Housing and Community Development (HCD) allocates regional housing needs to councils of government throughout the state. The Regional Housing Needs Plan (RHNP) then allocates to each city and unincorporated county their “fair share” of the region’s projected housing needs by household income level. This distribution is commonly referred to as the Regional Housing Needs Allocation (RHNA).

The intent of the RHNP is to ensure that local jurisdictions address not only the needs of their immediate areas but also fill the housing needs for the entire region. Additionally, a major goal of the RHNP is to ensure that every community provides an opportunity for a mix of affordable housing to all economic segments of its population.

For the city, the RHNP is developed by the Sacramento Area Council of Governments (SACOG). State law requires the city to identify its progress in meeting its share of the RHNA as well as local efforts to remove governmental constraints to housing. The city’s General Plan Housing Element includes programs and actions to be taken to meet these objectives, and reflects the RHNP and RHNA for the Sacramento region.

SACOG, along with the city and the other jurisdictions in the region, prepared the Regional Housing Needs Plan (RHNP) and the Regional Housing Needs Assessment (RHNA) for the 2013–2021 planning period. The RHNP identified a total of 696 dwelling units as the city’s fair share of the regional needs total. The table below identifies the breakdown of this number for each of the income categories covered by the RHNP for the city.

<table>
<thead>
<tr>
<th>Income Category</th>
<th>RHNA</th>
<th>Total Units to Date of Current Planning Period*</th>
<th>Total Remaining RHNA by Income Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extremely Low Income/Very Low</td>
<td>146</td>
<td>3</td>
<td>143</td>
</tr>
<tr>
<td>Low Income</td>
<td>102</td>
<td>2</td>
<td>100</td>
</tr>
<tr>
<td>Moderate Income</td>
<td>130</td>
<td>24</td>
<td>106</td>
</tr>
<tr>
<td>Above Moderate</td>
<td>318</td>
<td>78</td>
<td>240</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>696</strong></td>
<td><strong>107</strong></td>
<td><strong>589</strong></td>
</tr>
</tbody>
</table>

*Numbers from Table B of the Annual Housing Element Report

The RHNP and RHNA only require the city to provide a suitable amount of land needed to build the number of units allocated to the city under the RHNA. The attached tables (Tables A and B) list the number of dwellings constructed to date under the current RHNA, as required by HCD.

In 2018, the city amended its Zoning Code and adopted standards for “small lots” with the intention to address the numerous vacant or underutilized multi-family or commercial parcels with the city. These underutilized properties provide potential sites to accommodate housing; however, the majority of available sites are small or irregular shaped which limits the feasibility and desirability of conventional multi-family development such as apartments. Additionally, many of these locations are located along busy corridors that do not lend themselves to conventional single family land developments.
Small Lot Housing Product Developments represent an opportunity to introduce a modern housing product to the city’s inventory of housing stock. Small lot subdivisions allow for ownership of single units on individual lots in multifamily and commercial zones where the lots are smaller than those permitted in single family neighborhoods, yet the densities are comparable to existing multi-family zoning. Small lot developments allow for flexibility to deal with a variety of site constraints. Urban design is a critical component to the success of any small lot development.

Small Lot Housing Product Developments provide the additional benefit of increasing affordable homeownership choices. Traditional single family homes are often priced beyond the reach of many families. Small Lot Housing Product developments provide opportunities for homeownership at cost levels affordable to many working in Citrus Heights’ employment sectors. Homeownership is a recognized housing goal in Citrus Heights because of its stabilizing effect upon neighborhoods. A small lot development ordinance would aid in the city achieving its homeownership goals and aid the city in achieving the following Housing Element goals and objectives.

**Goal 24:** Increase homeownership opportunities to ensure a balance of housing and household types.

**Goal 25:** Provide adequate sites for a variety of housing opportunities to serve all residents.

**Policy: 25.4:** Support a variety of housing opportunities on vacant or underutilized land.

**Summary of Units**

The information below is a summary of housing unit activity of the City of Citrus Heights during 2018. This information is a summary of Tables A through F submitted to the State of California’s Housing and Community Development Department and the Governor’s Office of Planning and Research.
Housing Element Program Implementation

The city adopted its 2013–2021 Housing Element on April 25, 2013. It was subsequently certified by HCD.

State law requires the city to complete a specific review of the implementation of the programs in the Housing Element. The attached table (Table C) lists each of the programs in the Housing Element and indicates the timeframe to complete the program and the city’s efforts to date. As the table shows, the city is on track with implementation of its Housing Element.