AGENDA
CITY OF CITRUS HEIGHTS CITY COUNCIL
5:30 PM SPECIAL MEETING
7:00 PM REGULAR MEETING
City Hall Council Chambers
6360 Fountain Square Drive, Citrus Heights, CA

September 12, 2019

9-12-19 Agenda Packet
Documents:

9-12-19 AGENDA PACKET.PDF

CALL SPECIAL MEETING TO ORDER
1. Roll Call: Council Members: Daniels, Middleton, Miller, Slowey, Bruins

PUBLIC COMMENT
Under Government Code Section 54954.3, members of the audience may address the Council on any item of interest to the public and within the Council's purview, or on any Agenda Item before or during the Council's consideration of the Item. If you wish to address the Council during the meeting, please fill out a Speaker Identification Sheet and give it to the City Clerk. When you are called upon to speak, step forward to the podium and state your name for the record. Normally, speakers are limited to five minutes each with 30 minutes being allowed for all comments. Any public comments beyond the initial 30 minutes may be heard at the conclusion of the agenda. The Mayor has the discretion to lengthen or shorten the allotted times.

CLOSED SESSION

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant To Government Code Section 54956.8
   a. Property: 5409 Mariposa Ave Citrus Heights, Ca 95621
      Agency Negotiator: City Manager Christopher W. Boyd
      Negotiating Parties: Harding
      Under Negotiation: Price and Terms of Payment

   b. Property: 5415 Mariposa Ave Citrus Heights, Ca 95621
      Agency Negotiator: City Manager Christopher W. Boyd
      Negotiating Parties: Muradyan
      Under Negotiation: Price and Terms of Payment

   c. Property: 5608 Mariposa Ave Citrus Heights, Ca 95621
      Agency Negotiator: City Manager Christopher W. Boyd
      Negotiating Parties: Dubinetsky
      Under Negotiation: Price and Terms of Payment

STUDY SESSION

3. Review Of Draft Governance Principles In Light Of Upcoming Change To District-Based Elections

ADJOURNMENT
CALL REGULAR MEETING TO ORDER
1. Flag Salute

2. Roll Call: Council Members: Daniels, Middleton, Miller, Slowey, Bruins

3. Video Statement

APPROVAL OF AGENDA

PRESENTATIONS

4. Proclamation Recognizing William "Bill" Heiser

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

PUBLIC COMMENT
Under Government Code Section 54954.3, members of the audience may address the Council on any item of interest to the public and within the Council’s purview, or on any Agenda Item before or during the Council’s consideration of the Item. If you wish to address the Council during the meeting, please fill out a Speaker Identification Sheet and give it to the City Clerk. When you are called upon to speak, step forward to the podium and state your name for the record. Normally, speakers are limited to five minutes each with 30 minutes being allowed for all comments. Any public comments beyond the initial 30 minutes may be heard at the conclusion of the agenda. The Mayor has the discretion to lengthen or shorten the allotted times.

CONSENT CALENDAR
It is recommended that all consent items be acted on simultaneously unless separate discussion and/or action is requested by a Council Member.

5. SUBJECT: Approval Of Minutes
   RECOMMENDATION: Approve the Minutes of the Regular Meeting of Thursday, August 8, 2019

6. SUBJECT: Second Reading – Affordable Housing Zoning Code Update
   STAFF REPORT: C. McDuffee / C. Kempenaar / A. Bermudez
   RECOMMENDATION: Adopt Ordinance No. 2019-____; An Ordinance of the City of Citrus Heights to Amend Chapter 106.32 of the Zoning Code in Regard to Affordable Housing Incentives

7. SUBJECT: 2019 Residential Resurfacing Project - City PN 22-19-001 Award Of Contract
   STAFF REPORT: S. Hodgkins
   RECOMMENDATION: Adopt Resolution No. 2019-____; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement with Central Valley Engineering & Asphalt for the 2019 Residential Street Resurfacing Project

PUBLIC HEARINGS

8. SUBJECT: 6916 Sunrise Boulevard – Easter’s Catholic Bookstore & Gifts Request For Letter Of Public Convenience And Necessity (PCN19-02)
   STAFF REPORT: C. McDuffee / C. Kempenaar / A. Bermudez
   RECOMMENDATION: Staff Recommends Approval of the Letter of Public Convenience and Necessity for the Type 20 Alcohol License at 6916 Sunrise Boulevard

REGULAR CALENDAR
9. SUBJECT: Designation Of Voting Delegate And Alternate(s) For The League Of California Cities Annual Conference
   STAFF REPORT: A. Van
   RECOMMENDATION: Staff Recommends that the City Council Make a Motion to Designate a Voting Delegate and Alternate(s) to Participate at the Annual Business Meeting on October 18, 2019 During the League of California Cities Annual Conference

DEPARTMENT REPORTS

10. SUBJECT: 2020 – 2024 Consolidated Plan Update
    DEPARTMENT: Community Development Department

11. SUBJECT: Review And Give Direction On Proposed Resolutions To Be Presented At The 2019 League Of California Cities Annual Conference
    DEPARTMENT: City Manager’s Office

CITY MANAGER ITEMS

ITEMS REQUESTED BY COUNCIL MEMBERS / FUTURE AGENDA ITEMS

ADJOURNMENT
CITY OF CITRUS HEIGHTS
CITY COUNCIL
Special/Regular Meeting of Thursday, September 12, 2019
City Hall Council Chambers
6360 Fountain Square Dr., Citrus Heights, CA
Special Meeting 5:30 p.m.
Regular Meeting 7:00 p.m.

PLEASE NOTE: The Council 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 City Council has established a procedure for addressing the Council. Speaker Identification Sheets are provided on the table inside the Council Chambers. If you wish to address the Council during the meeting, please complete a Speaker Identification Sheet and give it to the City Clerk. So that everyone who wishes may have an opportunity to speak, there is a five-minute maximum time limit when addressing the Council. Audio/Visual presentation material must be provided to the City Clerk’s Office at least 48 hours prior to the meeting.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at City Hall located at 6360 Fountain Square Drive, Citrus Heights during normal business hours. Email subscriptions of the agenda are available online by signing up with the City’s Notify Me service.

City Council meetings are televised live on Metro Cable 14, the government affairs channel on the Comcast, Consolidated Communications, and AT&T U-Verse cable systems and replayed on the following Monday at 9:00 a.m. Meetings are also webcast live at www.citrusheights.net.

The Agenda for this meeting of the City Council for the City of Citrus Heights was posted in the following listed sites before the close of business at 5:00 p.m. on the Friday preceding the meeting.

1. City of Citrus Heights, 6360 Fountain Square Drive, Citrus Heights, CA
2. Rusch Park Community Center, 7801 Auburn Boulevard, Citrus Heights, CA

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk’s Office 916-725-2448, 6360 Fountain Square Drive at least 48 hours prior to the meeting, TDD: California Relay Service 7-1-1.

September 6, 2019

Amy Van, City Clerk
Please turn off all cellular phones and pagers while the City Council meeting is in session.

SPECIAL MEETING
5:30 PM

CALL SPECIAL MEETING TO ORDER

1. Roll Call: Council Members: Daniels, Middleton, Miller, Slowey, Bruins

PUBLIC COMMENT

CLOSED SESSION

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ADJOURNMENT

REGULAR MEETING
7:00 PM

CALL REGULAR MEETING TO ORDER

1. Flag Salute
2. **Roll Call:** Council Members: Daniels, Middleton, Miller, Slowey, Bruins

3. **Video Statement**

**APPROVAL OF AGENDA**

**PRESENTATIONS**

4. **Proclamation Recognizing William “Bill” Heiser**

**COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES**

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CITY MANAGER ITEMS

ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS

ADJOURNMENT
CALL REGULAR MEETING TO ORDER

The regular meeting was called to order at 7:00 p.m. by Mayor Bruins.

1. The Flag Salute was led by Mayor Bruins.

2. Roll Call:
   Council Members present: Daniels, Middleton, Miller, Slowey, Bruins
   Council Members absent: None
   Staff present: Boyd, Bermudez, Cotter, Hodgkins, Jones, Van and department directors.

3. The video statement was read by City Clerk Van.

APPROVAL OF AGENDA

ACTION: On a motion by Council Member Miller, seconded by Vice Mayor Slowey, the City Council approved the agenda.

   AYES: Daniels, Middleton, Miller, Slowey, Bruins
   NOES: None
   ABSENT: None

PRESENTATIONS

4. Proclamation of the City of Citrus Heights Recognizing Community Services Director Rhonda Sherman

Mayor Bruins read and presented a proclamation to Community Services Director Rhonda Sherman. The City Council thanked her for her dedication and many years of service.

COMMENTS BY COUNCIL MEMBERS AND REGIONAL BOARD UPDATES

Council Member Middleton attended the Sylvan Oaks Library reopening ceremony and National Night Out.

Council Member Miller attended the Sacramento Transportation Authority Board meeting.

Council Member Daniels had no updates. He promoted the upcoming event Hot August Bites held on August 10.

Vice Mayor Slowey attended the Sacramento Area Council of Governments Board meeting and provided an update from the Sacramento Metro Fire 2x2 meeting.
Mayor Bruins highlighted the car show and food trucks that will be featured at Hot August Bites.

PUBLIC COMMENT

Forrest Allen expressed concerns with Republic Services billing.

Kathy Morris thanked the Council for their ongoing support of National Night Out.

CONSENT CALENDAR

5. **SUBJECT:** Approval of Minutes  
**RECOMMENDATION:** Approve the Minutes of the Special/Regular Meeting of Thursday, July 25, 2019

6. **SUBJECT:** Award of Contract to Economic & Planning Systems, Inc. (EPS) for a Development Impact Fee Nexus Study  
**STAFF REPORT:** R. Sherman / R. Rivera  
**RECOMMENDATION:** Adopt Resolution No. 2019-072; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement with Economic & Planning Systems, Inc. in an Amount Not to Exceed $98,300 for a Development Impact Fee Nexus Study and Appropriating Funds for this Study

7. **SUBJECT:** Citywide Landscape, Irrigation and Vegetation Maintenance 2019-2025 Award of Contract  
**STAFF REPORT:** R. Sherman / R. Cave / A. Velasquez  
**RECOMMENDATION:** Adopt Resolution No. 2019-073 A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement with Brightview Landscape Services, Inc. for Landscape, Irrigation and Vegetation Services 2019-2025 and Further Authorizing the City Manager or His Designee to Execute any Extensions and/or Amendments to this Contract Consistent with the City Manager’s General Authority

8. **SUBJECT:** Approval of Investment Policy for Fiscal Year 2019-20  
**STAFF REPORT:** R. Rivera  
**RECOMMENDATION:** Adopt Resolution No. 2019-074; Resolution of the City Council of the City of Citrus Heights, California, Approving the Investment Policy and Delegating Authority to the Finance Director to Invest Funds in Accordance with the Investment Policy

**ACTION:** On a motion by Vice Mayor Slowey, seconded by Council Member Miller, the City Council adopted Consent Calendar Items 5, 6, 7, and 8.

**AYES:** Daniels, Middleton, Miller, Slowey, Bruins  
**NOES:** None  
**ABSENT:** None

PUBLIC HEARING
9. **SUBJECT:** Affordable Housing Zoning Code Update  
**STAFF REPORT:** R. Sherman / C. McDuffee / A. Bermudez  
**RECOMMENDATION:** Introduce for a First Reading Ordinance No. 2019-004; and Waive the Reading of the Entire Ordinance, an Ordinance of the City of Citrus Heights, Amending Chapter 106.32 of the Zoning Code in Regard to Affordable Housing Incentives

Associate Planner Bermudez noted that there have been several legislative updates amending State housing law in regard to affordable housing and bonus density projects. The city must update the Zoning Code to reflect all changes in order to be in compliance with the new legislation and provide consistency with state law and the implementation of state mandated regulations. She provided an overview of the proposed amendments to the Zoning Code.

Mayor Bruins opened the public hearing at 7:43 p.m., hearing no speakers she closed the public hearing.

Council questions and comments followed.

**ACTION:** On a motion by Vice Mayor Slowey, seconded by Council Member Miller, the City Council Introduced for a First Reading Ordinance No. 2019-004; and Waived the Reading of the Entire Ordinance, an Ordinance of the City of Citrus Heights, Amending Chapter 106.32 of the Zoning Code in Regard to Affordable Housing Incentives.

- **AYES:** Daniels, Middleton, Miller, Slowey, Bruins
- **NOES:** None
- **ABSENT:** None

Regular Calendar Items 10, 11, and 12 were held concurrently.

10. **SUBJECT:** Citrus Heights Lighting Assessment District Levy of Fiscal Year 2019/2020 Assessments  
**STAFF REPORT:** R. Sherman / L. Blomquist  
**RECOMMENDATION:** Adopt Resolution No. 2019-075; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2019/2020 Assessments for the Citrus Heights Lighting Assessment District

11. **SUBJECT:** Landscape Maintenance Assessment Districts 97-01, 98-01, 98-02 & 03-01 Levy of Fiscal Year 2019/2020 Assessments  
**STAFF REPORT:** R. Sherman / S. Hodgkins / A. Flores  
**RECOMMENDATION:** Adopt Resolution No. 2019-076; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2019/2020 Assessments for Landscape Maintenance Assessment District No. 97-01 (Zones 1, 2, 3, And 4)

12. **SUBJECT:** Landscape Maintenance Assessment Districts 98-01, 98-02 & 03-01 Levy of Fiscal Year 2019/2020 Assessments  
**STAFF REPORT:** R. Sherman / S. Hodgkins / A. Flores
RECOMMENDATION: Staff Recommend the Following:

a. Adopt Resolution No. 2019-078; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2019/2020 Assessments for Landscape Maintenance Assessment District No. 98-01 (Stock Village Units Nos. 1 And 2)

b. Adopt Resolution No. 2019-079; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2019/2020 Assessments for Landscape Maintenance Assessment District No. 98-02 (Zone 1: Sorenson Ranch, Zone 2: Autumnwood and Zone 3: Mariposa Creek)

c. Adopt Resolution No. 2019-080; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2019/2020 Assessments for Landscape Maintenance Assessment District No. 03-01 (Stock Ranch Zones 1 and 2)

City Engineer Hodgkins reported that pursuant to the Landscape and Lighting Act of 1972 the City must update the assessments for its various landscape maintenance assessment districts each year. These items are the final step needed to update the landscape maintenance assessment districts and the Citrus Heights Lighting District (CHLD) for fiscal year 2019/2020. During fiscal year 2018/2019, CHLD had a shortfall of $84,235, which was covered using Measure A Maintenance funds. For fiscal year 2019/2020, the annual special assessment revenue and cost recovery related to insurance settlements on damaged lights are projected to cover a portion of the CHLDs anticipated expenditures.

Mayor Bruins opened the public hearing at 7:49 p.m., hearing no speakers she closed the public hearing.

Council questions and comments followed.

ACTION: On a motion by Vice Mayor Slowey, seconded by Council Member Miller, the City Council adopted Resolution No. 2019-075; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2019/2020 Assessments for the Citrus Heights Lighting Assessment District.

AYES: Daniels, Middleton, Miller, Slowey, Bruins

NOES: None

ABSENT: None

ACTION: On a motion by Vice Mayor Slowey, seconded by Council Member Middleton, the City Council adopted Resolution No. 2019-076; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2019/2020 Assessments for Landscape Maintenance Assessment District No. 97-01 (Zones 1, 2, 3, And 4).
AYES: Daniels, Middleton, Miller, Slowey, Bruins
NOES: None
ABSENT: None

**ACTION:** On a motion by Vice Mayor Slowey, seconded by Council Member Middleton, the City Council adopted Resolution No. 2019-078; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2019/2020 Assessments for Landscape Maintenance Assessment District No. 98-01 (Stock Village Units Nos. 1 And 2).

AYES: Daniels, Middleton, Miller, Slowey, Bruins
NOES: None
ABSENT: None

**ACTION:** On a motion by Vice Mayor Slowey, seconded by Council Member Miller, the City Council adopted Resolution No. 2019-079; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2019/2020 Assessments for Landscape Maintenance Assessment District No. 98-02 (Zone 1: Sorenson Ranch, Zone 2: Autumnwood and Zone 3: Mariposa Creek).

AYES: Daniels, Middleton, Miller, Slowey, Bruins
NOES: None
ABSENT: None

**ACTION:** On a motion by Vice Mayor Slowey, seconded by Council Member Miller, the City Council adopted Resolution No. 2019-080; A Resolution of the City Council of the City of Citrus Heights, California, to Confirm the Diagram and Assessment and to Levy Fiscal Year 2019/2020 Assessments for Landscape Maintenance Assessment District No. 03-01 (Stock Ranch Zones 1 and 2).

AYES: Daniels, Middleton, Miller, Slowey, Bruins
NOES: None
ABSENT: None

**REGULAR CALENDAR**

13. **SUBJECT:** Park Facilities Impact Fee Fund Request – Rusch Community Park Improvements

**STAFF REPORT:** R. Sherman / S. Cotter

**RECOMMENDATION:** Adopt Resolution No. 2019-077; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the Use of $90,000 in Park Facilities Impact Fee Funds (Fund 265) for Improvements to Rusch Community Park

Development Specialist Cotter stated that the city collects a park facilities impact fee on new development projects to finance the improvement and development of park and recreation facilities within Citrus Heights. The revenue and interest from this fee is used by the Sunrise Recreation and Park District (District) for improvements to and/or development of new park and recreation facilities.
facilities within the City of Citrus Heights. The District is requesting to use a total of $90,000 in park facilities impact fee funds for improvements to Rusch Community Park.

Council comments and questions followed.

**ACTION:** On a motion by Vice Mayor Slowey, seconded by Council Member Daniels, the City Council adopted Resolution No. 2019-077; A Resolution of the City Council of the City of Citrus Heights, California, Authorizing the Use of $90,000 in Park Facilities Impact Fee Funds (Fund 265) for Improvements to Rusch Community Park.

AYES: Daniels, Middleton, Miller, Slowey, Bruins
NOES: None
ABSENT: None

**DEPARTMENT REPORTS**

None

**CITY MANAGER ITEMS**

City Manager Boyd recommended that the August 22 City Council meeting be cancelled due to a lack of items on the agenda.

**ITEMS REQUESTED BY COUNCIL MEMBERS/ FUTURE AGENDA ITEMS**

None

**ADJOURNMENT**

Mayor Bruins adjourned the regular meeting at 8:15 p.m.

Respectfully submitted,

__________________________
Amy Van, City Clerk
DATE: September 12, 2019

TO: Mayor and City Council Members
Christopher W. Boyd, City Manager

FROM: Colleen McDuffee, Community Development Director
Casey Kempenaar, Planning Manager
Alison Bermudez, Associate Planner

SUBJECT: Second Reading – Affordable Housing Zoning Code Update

Summary and Recommendation

On August 8, 2019, the City Council introduced, read by title only and waived the first full reading of an Ordinance amending Chapter 106.32 of the Zoning Code in regard to Affordable Housing Incentives.

Staff recommends the Council adopt Ordinance No. 2019–____, an Ordinance adopting amendments to the zoning code related to affordable housing incentives.

Fiscal Impact

There is no fiscal impact associated with this action.

Attachments

ORDINANCE NO. 2019-___________

AN ORDINANCE OF THE CITY OF CITRUS HEIGHTS TO AMEND CHAPTER 106.32 OF THE ZONING CODE IN REGARD TO AFFORDABLE HOUSING INCENTIVES

THE CITY OF CITRUS HEIGHTS DOES ORDAIN AS FOLLOWS:

Section 1: Purpose and Authority

The purpose of this Ordinance is to amend the Citrus Heights Zoning Code as shown in Exhibit A amending Chapter 106.32 of the Zoning Code, relating to Affordable Housing Incentives.

Section 2: Findings

- The proposed amendments are necessary in order to provide consistency with state law and the implementation of state mandated regulations as specified in Government Code Section 65915.
- The proposed amendments are consistent with the General Plan.
- The proposed amendments will not be detrimental to the public, interest, health, safety, convenience, or welfare of the City.

Section 3: Action

The City Council hereby amends the Zoning Code of the City of Citrus Heights as described within Exhibit A, and as discussed within the Staff Report, which is incorporated by reference.

Section 4: Severability

If any section of this Ordinance is determined to be unenforceable, invalid, or unlawful, such determination shall not affect the enforceability of the remaining provisions of this Ordinance.

Section 5: Effective Date and Publication

This Ordinance shall take effect thirty (30) days after its adoption, and within fifteen (15) days after its passage, shall be posted in three public places.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights this 12th day of September 2019, by the following vote:
AYES: Council Members:
NOES: Council Members:
ABSENT: Council Members:
ABSTAIN: Council Members:

__________________________
Jeannie Bruins, Mayor

ATTEST:

__________________________
Amy Van, City Clerk

Exhibit:
A - Redline Strikeout of Zoning Code
CHAPTER 106.32 - AFFORDABLE HOUSING INCENTIVES

Sections:

106.32.010 - Purpose
106.32.020 - Eligibility for Bonus, Incentives, or Concessions
106.32.030 - Allowed Density Bonuses
106.32.040 - Allowed Incentives or Concessions
106.32.050 - Parking Requirements in Density Bonus Projects
106.32.060 - Bonus and Incentives for Housing with Child Care Facilities
106.32.070 - Continued Availability
106.32.080 - Location and Type of Designated Units
106.32.090 - Processing of Bonus Requests
106.32.100 - Density Bonus Agreement
106.32.110 - Control of Resale
106.32.120 - Judicial Relief, Waiver of Standards

106.32.010 - Purpose

As required by Government Code Section 65915, this Chapter offers density bonuses, and incentives or concessions for the development of housing that is affordable to the types of households and qualifying residents identified in Section 106.32.020 (Eligibility for Bonus, Incentives, or Concessions). This Chapter is intended to implement the requirements of Government Code Section 65915, et seq., and the Housing Element of the General Plan.

106.32.020 - Eligibility for Bonus, Incentives, or Concessions

In order to be eligible for a density bonus and other incentives or concessions as provided by this Chapter, a proposed housing development shall comply with the following requirements, and satisfy all other applicable provisions of this Zoning Code, except as provided by Section 106.32.040 (Allowed Incentives or Concessions).

A. Resident requirements. A housing development proposed to qualify for a density bonus shall be designed and constructed so that it includes at least any one of the following:

1. 10 percent of the total number of proposed units are for lower income households, as defined in Health and Safety Code Section 50079.5;

2. Five percent of the total number of proposed units are for very low income households, as defined in Health and Safety Code Section 50105;

3. The project is a senior citizen housing development as defined in Civil Code Sections 51.3 and 51.12, or is a mobile home park that limits residency based on age requirements for housing older persons in compliance with Civil Code Sections 798.76 or 799.5; or

4. 10 percent of the total dwelling units in a common interest development as defined in Civil Code Section 1351 are for persons and families of moderate income, as defined in Health and Safety Code Section 50093, provided that all units in the development are offered to the public for purchase.

5. 10 percent of the total units of a housing development are for transitional foster youth, as defined in Section 66025.9 of the Education Code, disabled veterans, as defined in Section 18541 of the Government Code, or homeless persons, as defined in the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sect. 11301 et seq.) are for very low income households, as defined in Health and Safety Code Section 50105.
6. Twenty percent of the total units for low income college students in housing dedicated for full-time students at accredited colleges meeting the requirements of Government Code 65915.

B. Applicant selection of basis for bonus. For purposes of calculating the amount of the density bonus in compliance with Section 106.32.030 (Allowed Density Bonuses), below, the applicant who requests a density bonus shall elect whether the bonus shall be awarded on the basis of Subsections A.1., 2., 3., or 4., 5., or 6., above.

C. Bonus units shall not qualify a project. A density bonus granted in compliance with Section 106.32.030 (Allowed Density Bonuses), below, including “total units,” “total dwelling units,” or “total rental beds” shall not be included when determining the number of housing units that is equal to the percentages required by Subsection A.

D. Minimum project size to qualify for density bonus. The density bonus provided by this Chapter shall be available only to a housing development of five or more dwelling units.

E. Condominium conversion projects. A condominium conversion project for which a density bonus is requested shall comply with the eligibility and other requirements in Government Code Section 65915.5.

106.32.030 - Allowed Density Bonuses

The amount of a density bonus allowed in a housing development shall be determined by the Council in compliance with this Section. For the purposes of this Chapter, “density bonus” means a density increase over the otherwise maximum allowable residential density under the applicable zoning district and designation of the Land Use Element of the General Plan as of the date of application by the applicant to the City.

A. Density bonus. A housing project that complies with the eligibility requirements in Subparagraphs 106.32.020.A.1, 2., 3., or 4., shall be entitled to density bonuses as follows, unless a lesser percentage is proposed by the applicant.

1. Bonus for units for lower income households. A housing development that is eligible for a bonus in compliance with the criteria in Section 106.32.020.A.1 (10 percent of units for lower income households) shall be entitled to a density bonus calculated as follows.

<table>
<thead>
<tr>
<th>Percentage of Low-Income Units Proposed</th>
<th>Percentage of Density Bonus</th>
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<tr>
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2. **Bonus for units for very low income households.** A housing development that is eligible for a bonus in compliance with the criteria in Section 106.32.020.A.2 (five percent of units for very low income households) shall be entitled to a density bonus calculated as follows.

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<th>Percentage of Very Low-Income Units Proposed</th>
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3. **Bonus for senior citizen development.** A housing development that is eligible for a bonus in compliance with the criteria in Section 106.32.020.A.3 (senior citizen development or mobile home park) shall be entitled to a density bonus of 20 percent.

4. **Bonus for transitional foster youth, disabled veterans or homeless persons.** A housing development that is eligible for a bonus in compliance with the criteria in Section 106.32.020.A.5 shall be entitled to a density bonus of 20 percent.

5. **Bonus for student housing.** A housing development that is eligible for a bonus in compliance with the criteria in Section 106.32.020.A.6 shall be entitled to a density bonus of 35 percent.
4.6. **Bonus for moderate income units in common interest development.** A housing development that is eligible for a bonus in compliance with the criteria in Section 106.32.020.A.4 (10 percent of units in a common interest development for persons and families of moderate income) shall be entitled to a density bonus calculated as follows.

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<th>Percentage of Moderate-Income Units Proposed</th>
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Density bonus for land donation. When an applicant for a tentative map, parcel map, or other residential development approval donates land to the City in compliance with this Subsection, the applicant shall be entitled to a density bonus for the entire development, as follows; provided that nothing in this Subsection shall be construed to affect the authority of the City to require a developer to donate land as a condition of development.

a. Basic bonus. The applicant shall be entitled to a 15 percent increase above the otherwise maximum allowable residential density under the applicable General Plan Land Use Element designation and zoning for the entire development, and an additional increase as follows.

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<th>Percentage of Very Low-Income Units Proposed</th>
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b. **Increased bonus.** The increase in the table above shall be in addition to any increase in density required by Subsections A.1 through A.5, up to a maximum combined mandated density increase of 35 percent if an applicant seeks both the increase required in compliance with this Subsection A.5, as well as the bonuses provided by Subsections A.1 through A.4.

c. **Eligibility for increased bonus.** An applicant shall be eligible for the increased density bonus provided by this Subsection if all of the following conditions are met.

   (1) The applicant donates and transfers the land no later than the date of approval of the final subdivision map, parcel map, or residential development application.

   (2) The developable acreage and zoning classification of the land being transferred are sufficient to permit construction of units affordable to very low income households in an amount not less than 10 percent of the number of residential units of the proposed development.

   (3) The transferred land is at least one acre, or of sufficient size to permit development of at least 40 units, has the appropriate General Plan designation, is appropriately zoned for development as affordable housing, and is or will be served by adequate public facilities and infrastructure. The land shall have appropriate zoning and development standards to make the development of the affordable units feasible.

   (4) No later than the date of approval of the final subdivision map, parcel map, or of the residential development, the transferred land shall have all of the permits and approvals, other than Building Permits, necessary for the development of the very low income housing units on the transferred land, except that the City may subject the proposed development to subsequent design review to the extent authorized by Government Code Section 65583.2(I) if the design is not reviewed by the City before the time of transfer.

   (5) The transferred land and the affordable units shall be subject to a deed restriction ensuring continued affordability of the units consistent with Section 106.32.070 (Continued Availability), below, which shall be recorded on the property at the time of dedication.

   (6) The land is transferred to the City or to a housing developer approved by the City. The City may require the applicant to identify and transfer the land to the approved housing developer.

   (7) The transferred land shall be within the boundary of the proposed development or, if the City agrees, within one-quarter mile of the boundary of the proposed development.

   (8) The proposed source of funding for the very low income units shall be identified not later than the date of approval of the final subdivision map, parcel map, or residential development application.

B. **Greater or lesser bonuses.** The City may choose to grant a density bonus greater than provided by this Section for a development that meets the requirements of this Section, or grant a proportionately lower density bonus than required by this Section for a development that does not comply with the requirements of this Section.

C. **Density bonus calculations.** The calculation of a density bonus in compliance with this Section that results in fractional units shall be rounded up to the next whole number, as required by State law. For the purpose of calculating a density bonus, the residential units do not have to be based upon individual subdivision maps or parcels.
D. Requirements for amendments or discretionary approval. The granting of a density bonus shall not be interpreted, in and of itself, to require a General Plan amendment, Zoning Map amendment, or other discretionary approval.

E. Location of bonus units. The developer may locate density bonus units in the housing project in other than the areas where the units for the lower income households are located.

106.32.040 - Allowed Incentives or Concessions

A. Applicant request and City approval. An applicant for a density bonus in compliance with this Chapter may submit to the City a proposal for the specific incentives or concessions listed in Subsection C. (Type of incentives), below, that the applicant requests in compliance with this Section, and may request a meeting with the Director. The applicant may file their request either prior to an application for City approval of the proposed project, or concurrently with the application for project approval. The Council shall grant an incentive or concession request that complies with this Section unless the Council makes either of the following findings in writing, based upon substantial evidence:

1. The incentive or concession is not required to provide for affordable housing costs, as defined in Health and Safety Code Section 50052.5, or for rents for the targeted units to be set as specified in Section 106.32.070.B. (Unit cost requirements); or

2. The incentive or concession would have a specific adverse impact, as defined in Government Code Section 65589.5(d)(2), upon public health and safety or the physical environment, or on any real property listed in the California Register of Historical Resources and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low and moderate income households.

3. The applicant shall show that a waiver or modification of development standards is necessary to make the housing units economically feasible. The concession or incentive would be contrary to state or federal law.

B. Number of incentives. The applicant shall receive the following number of incentives or concessions.

1. One incentive or concession. One incentive or concession for a project that includes at least 10 percent of the total units for lower income households, at least five percent for very low income households, or at least 10 percent for persons and families of moderate income in a common interest development.

2. Two incentives or concessions. Two incentives or concessions for a project that includes at least 20 percent of the total units for lower income households, at least 10 percent for very low income households, or at least 20 percent for persons and families of moderate income in a common interest development.

3. Three incentives or concessions. Three incentives or concessions for a project that includes at least 30 percent of the total units for lower income households, at least 15 percent for very low income households, or at least 30 percent for persons and families of moderate income in a common interest development.

C. Type of incentives. For the purposes of this Chapter, concession or incentive means any of the following:

1. A reduction in the site development standards of this Zoning Code (e.g., site coverage limitations, setbacks, reduced parcel sizes, and/or parking requirements (see also Section 106.32.050 [Parking Requirements in Density Bonus Projects]), or architectural design requirements that exceed the minimum building standards approved by the California Building Standards Commission in compliance with Health and Safety Code Section 18901 et seq., that would otherwise be required, that results in identifiable, financially sufficient, and actual cost reductions;
2. Approval of mixed-use zoning not otherwise allowed by this Zoning Code in conjunction with the housing development, if nonresidential land uses will reduce the cost of the housing development, and the nonresidential land uses are compatible with the housing project and the existing or planned development in the area where the project will be located;

3. Other regulatory incentives proposed by the applicant or the City that will result in identifiable, financially sufficient, and actual cost reductions; and/or

4. In its sole and absolute discretion, a direct financial contribution granted by the Council, including writing-down land costs, subsidizing the cost of construction, or participating in the cost of infrastructure.

D. Effect of incentive or concession. The granting of a concession or incentive shall not be interpreted, in and of itself, to require a General Plan amendment, Zoning Map amendment, or other discretionary approval.

106.32.050 - Parking Requirements in Density Bonus Projects

A. Applicability. This Section applies to a development that meets the requirements of Section 106.32.020 (Eligibility for Bonus, Incentives, or Concessions), above, but only at the request of the applicant. An applicant may request additional parking incentives or concessions beyond those provided in this Section in compliance with Section 106.32.040 (Allowed Incentives or Concessions), above.

B. Number of parking spaces required.

1. At the request of the applicant, the City shall require the following vehicular parking ratios for a project that complies with the requirements of Section 106.32.020 (Eligibility for Bonus, Incentives, or Concessions), above, inclusive of handicapped and guest parking, pursuant to Government Code Section 65915(p)(1):

   a. Zero to one bedrooms: One on-site parking space.

   b. Two to three bedrooms: Two on-site parking spaces.

   c. Four and more bedrooms: Two and one-half on-site parking spaces.

   d. Lower parking ratios apply to specified projects as follows:

      (1) 0.5 spaces per bedroom, inclusive of handicapped and guest parking, for projects with at least 11 percent very low income or 20 percent lower income units and are within one-half mile of an accessible major transit stop, as defined in subdivision (b) of Section 21155 of the Public Resources Code, and have unobstructed access to the major transit stop from the development.

      (2) A rental project that is 100 percent affordable to lower income, as provided in Section 50052.5 of the Health and Safety Code, the following ratios apply:

         (a) 0.5 spaces per unit, inclusive of handicapped and guest parking, if the project is within one-half mile of a major transit stop, as defined in subdivision (b) of Section 21155 of the Public Resources Code, and there is unobstructed access to the major transit stop from the development.

         (b) 0.5 spaces per unit, inclusive of handicapped and guest parking, if the project is for-rent housing development for individual who are 62 years of age or older that complies with Sections 561.2 and 51.3 of the Civil Code. The development shall have either paratransit...
service or unobstructed access, within one-half mile, to fixed bus route service that 
operates at least eight times per day.

(c) 0.3 spaces per unit, if the development is a special needs housing development, as 
defined in Section 51312 of the Health and Safety Code and the development has either 
paratransit service or unobstructed access, within one-half mile, to fixed bus route service 
that operates at least eight times per day.

2. If the total number of parking spaces required for a development is other than a whole number, the number 
shall be rounded up to the next whole number.

C. Location of parking. For purposes of this Section, a development may provide on-site parking through tandem 
or uncovered parking, but not through on-street parking.

106.32.060 - Bonus and Incentives for Housing with Child Care Facilities

A housing development that complies with the resident and project size requirements of Subsections 106.32.020.A., and 
B., above, and also includes as part of that development a child care facility other than a large or small family day care 
home, that will be located on the site of, as part of, or adjacent to the development, shall be subject to the following 
additional bonus, incentives, and requirements.

A. Additional bonus and incentives. The City shall grant a housing development that includes a child care facility 
in compliance with this Section either of the following:

1. An additional density bonus that is an amount of floor area in square feet of residential space that is equal 
to or greater than the floor area of the child care facility; or

2. An additional incentive that contributes significantly to the economic feasibility of the construction of the 
child care facility.

B. Requirements to qualify for additional bonus and incentives.

1. The City shall require, as a condition of approving the housing development, that:

   a. The child care facility shall remain in operation for a period of time that is as long as or longer than 
      the period of time during which the density bonus units are required to remain affordable in 
      compliance with Section 106.32.070 (Continued Availability), below; and

   b. Of the children who attend the child care facility, the children of very low income households, lower 
      income households, or families of moderate income shall equal a percentage that is equal to or 
greater than the percentage of dwelling units that are required for very low income households, 
      lower income households, or families of moderate income in compliance with Subsection 
      106.32.020 A (Resident requirements), above.

2. The City shall not be required to provide a density bonus for a child care facility in compliance with this 
Section if it finds, based upon substantial evidence, that the community has adequate child care facilities.

106.32.070 - Continued Availability

The units that qualified the housing development for a density bonus and other incentives and concessions shall be 
continue to be available as affordable units in compliance with the following requirements, as required by Government 
Code Section 65915(c)). See also Section 106.32.110 (Control of Resale).
A. **Duration of affordability.** The applicant shall agree to, and the City shall ensure the continued availability of the units that qualified the housing development for a density bonus and other incentives and concessions, as follows.

1. **Low-, and very low-income units.** The continued affordability of all low- and very low income qualifying units shall be maintained for 55 years, or a longer time if required by the construction or mortgage financing assistance program, mortgage insurance program, or rental subsidy program.

2. **Moderate income units in common interest development.** The continued availability of moderate income units in a common interest development shall be maintained for a minimum of 10 years.

B. **Unit cost requirements.** The rents and owner-occupied costs charged for the housing units in the development that qualify the project for a density bonus and other incentives and concessions, shall not exceed the following amounts during the period of continued availability required by this Section:

1. **Lower income units.** Rents for the lower income density bonus units shall be set at an affordable rent as defined in Health and Safety Code Section 50053; and

2. **Owner-occupied units.** Owner-occupied units shall be available at an affordable housing cost as defined in Health and Safety Code Section 50052.5.

C. **Occupancy and resale of moderate income common interest development units.** An applicant shall agree to, and the City shall ensure that the initial occupant of moderate income units that are directly related to the receipt of the density bonus in a common interest development as defined in Civil Code Section 1351, are persons and families of moderate income, as defined in Health and Safety Code Section 50093, and that the units are offered at an affordable housing cost, as defined in Health and Safety Code Section 50052.5. The City shall enforce an equity sharing agreement unless it is in conflict with the requirements of another public funding source or law. The following requirements apply to the equity sharing agreement.

1. Upon resale, the seller of the unit shall retain the value of any improvements, the down payment, and the seller's proportionate share of appreciation.

2. The City shall recapture any additional subsidy and its proportionate share of appreciation, which shall then be used within three years for any of the purposes described in Health and Safety Code Section 33334.2(e) that promote home ownership. For the purposes of this Section:

   a. The City's initial subsidy shall be equal to the fair market value of the home at the time of initial sale, minus the initial sale price to the moderate-income household, plus the amount of any down payment assistance or mortgage assistance. If upon resale the market value is lower than the initial market value, then the value at the time of the resale shall be used as the initial market value; and

   b. The City's proportionate share of appreciation shall be equal to the ratio of the initial subsidy to the fair market value of the home at the time of initial sale.

106.32.080 - Location and Type of Designated Units

A. **Location/dispersal of units.** As required by the Council in compliance with Section 106.32.090 (Processing of Bonus Requests), below, designated units shall be reasonably dispersed throughout the project where feasible, shall contain on average the same number of bedrooms as the non-designated units in the project, and shall be compatible with the design or use of remaining units in terms of appearance, materials, and finished quality.

B. **Phasing.** If a project is to be phased, the density bonus units shall be phased in the same proportion as the non-density bonus units, or phased in another sequence acceptable to the City.
106.32.090 - Processing of Bonus Requests

A. Permit requirement. A request for a density bonus and other incentives and concessions shall be submitted concurrently with the filing of the planning application for the first discretionary permit required for the housing or commercial development. The density bonus request shall be submitted in writing and shall be processed concurrently with the planning application. The applicant shall be informed whether the application is complete consistent with Government Code Section 65943 shall be evaluated and decided through Use Permit approval in compliance with Section 106.62.050 (Use Permit and Minor Use Permit); provided, the decision of the Commission on a Use Permit application shall be a recommendation to the Council, and the density bonus and other incentives and concessions shall be approved by the Council.

B. Application Contents. An application to request a density bonus shall be filed with the Department on a City application form together with all information required by the City’s list of required application contents.

C. Application Review Process. The review process for a density bonus project shall be the same as that required for associated discretionary permits. Discretionary actions on density bonus project shall be subject to the same appeal process applied to associated discretionary permits. The application and approval of a density bonus and any associated incentives or concessions shall not require a separate permit or approval process from that otherwise required for the same project without a density bonus request.

D. Findings for approval. In addition to the findings required by any discretionary permits, by Section 106.62.050 (Use Permit and Minor Use Permit) for the approval of a Use Permit, the approval of a density bonus and other incentives and concessions shall require that the review authority first make all of the following additional findings:

1. The residential development will be consistent with the General Plan, except as provided by this Chapter for density bonuses, and other incentives and concessions;

2. The approved number of dwellings can be accommodated by existing and planned infrastructure capacities;

3. Adequate evidence exists to indicate that the project will provide affordable housing in a manner consistent with the purpose and intent of this Chapter; and

4. There are sufficient provisions to guarantee that the units will remain affordable for the required time period.
106.32.100 - Density Bonus Agreement

A. Agreement required. An applicant requesting a density bonus shall agree to enter into a density bonus agreement (referred to as the "agreement") with the City in the City's standard form of agreement.

B. Agreement provisions.

1. Project information. The agreement shall include at least the following information about the project:
   a. The total number of units approved for the housing development, including the number of designated dwelling units;
   b. A description of the household income group to be accommodated by the housing development, and the standards and methodology for determining the corresponding affordable rent or affordable sales price and housing cost consistent with HUD Guidelines;
   c. The marketing plan for the affordable units;
   d. The location, unit sizes (square feet), and number of bedrooms of the designated dwelling units;
   e. Tenure of the use restrictions for designated dwelling units of the time periods required by Section 106.32.070 (Continued Availability);
   f. A schedule for completion and occupancy of the designated dwelling units;
   g. A description of the additional incentives being provided by the City;
   h. A description of the remedies for breach of the agreement by the owners, developers, and/or successors-in-interest of the project; and
   i. Other provisions to ensure successful implementation and compliance with this Chapter.

2. Minimum requirements. The agreement shall provide, at minimum, that:
   a. The developer shall give the City the continuing right-of-first-refusal to lease or purchase any or all of the designated dwelling units at the appraised value;
   b. The deeds to the designated dwelling units shall contain a covenant stating that the developer or successors-in-interest shall not assign, lease, rent, sell, sublet, or otherwise transfer any interests for designated units without the written approval of the City;
   c. When providing the written approval, the City shall confirm that the price (rent or sale) of the designated dwelling unit is consistent with the limits established for low and very low income households, as published by HUD;
   d. The City shall have the authority to enter into other agreements with the developer, or purchasers of the designated dwelling units, to ensure that the required dwelling units are continuously occupied by eligible households;
   e. Applicable deed restrictions, in a form satisfactory to the City Attorney, shall contain provisions for the enforcement of owner or developer compliance. Any default or failure to comply may result in foreclosure, specific performance, or withdrawal of the Certificate of Occupancy;
f. In any action taken to enforce compliance with the deed restrictions, the City Attorney shall, if compliance is ordered by a court of competent jurisdiction, take all action that may be allowed by law to recover all of the City’s costs of action including legal services; and

g. Compliance with the agreement will be monitored and enforced in compliance with the measures included in the agreement.

3. **For-sale housing conditions.** In the case of for-sale housing developments, the agreement shall provide for the following conditions governing the initial sale and use of designated dwelling units during the applicable restriction period:

a. Designated dwelling units shall be owner-occupied by eligible households, or by qualified residents in the case of senior housing; and

b. The initial purchaser of each designated dwelling unit shall execute an instrument or agreement approved by the City which:
   1. Restricts the sale of the unit in compliance with this Chapter during the applicable use restriction period;
   2. Contains provisions as the City may require to ensure continued compliance with this Chapter and State law; and
   3. Shall be recorded against the parcel containing the designated dwelling unit.

4. **Rental housing conditions.** In the case of a rental housing development, the agreement shall provide for the following conditions governing the use of designated dwelling units during the use restriction period:

a. The rules and procedures for qualifying tenants, establishing affordable rent, filling vacancies, and maintaining the designated dwelling units for qualified tenants;

b. Provisions requiring owners to annually verify tenant incomes and maintain books and records to demonstrate compliance with this Chapter;

c. Provisions requiring owners to submit an annual report to the City, which includes the name, address, and income of each person occupying the designated dwelling units, and which identifies the bedroom size and monthly rent or cost of each unit; and

d. The applicable use restriction period shall comply with the time limits for continued availability in Section 106.32.070 (Continued Availability), above.

C. **Execution of agreement.**

1. Following Council approval of the agreement, and execution of the agreement by all parties, the City shall record the completed agreement on the parcels designated for the construction of designated dwelling units, at the County Recorder’s Office.

2. The approval and recordation shall take place at the same time as the final map or, where a map is not being processed, before issuance of Building Permits for the designated dwelling units.

3. The agreement shall be binding on all future owners, developers, and/or successors-in-interest.
106.32.110 - Control of Resale

In order to maintain the availability of for-sale affordable housing units constructed in compliance with this Chapter, the following resale conditions shall apply.

A. **Limits on resale price.** The price received by the seller of an affordable unit shall be limited to the purchase price plus an increase based on the Sacramento metropolitan area consumer price index, an amount consistent with the increase in the median income since the date of purchase, or the fair market value, whichever is less. Before offering an affordable housing unit for sale, the seller shall provide written notice to the City of their intent to sell. The notice shall be provided by certified mail to the Director.

B. **Units to be offered to the City.** Home ownership affordable units constructed, offered for sale, or sold under the requirements of this Section shall be offered to the City or its assignee for a period of at least 90 days from the date of the notice of intent to sell is delivered to the City by the first purchaser or subsequent purchasers. Home ownership affordable units shall be sold and resold from the date of the original sale only to households as determined to be eligible for affordable units by the City in compliance with this Section. The seller shall not levy or charge any additional fees nor shall any "finders fee" or other monetary consideration be allowed other than customary real estate commissions and closing costs.

C. **Declaration of restrictions.** The owners of any affordable unit shall attach and legally reference in the grant deed conveying title of the affordable ownership unit a declaration of restrictions provided by the City, stating the restrictions imposed in compliance with this Section. The grant deed shall afford the grantor and the City the right to enforce the declaration of restrictions. The declaration of restrictions shall include all applicable resale controls, occupancy restrictions, and prohibitions required by this Section.

D. **City to monitor resale of units.** The City shall monitor the resale of ownership affordable units. The City or its designee shall have a 90-day option to commence purchase of ownership affordable units after the owner gives notification of intent to sell. Any abuse in the resale provisions shall be referred to the City for appropriate action.

106.32.120 - Judicial Relief, Waiver of Standards

A. **Judicial relief.** As provided by Government Code Section 65915(d)(3), the applicant may initiate judicial proceedings if the City refuses to grant a requested density bonus, incentive, or concession.

B. **Waiver of standards preventing the use of bonuses, incentives, or concessions.**
   1. As required by Government Code Section 65915(e), the City will not apply a development standard that will have the effect of precluding the construction of a development meeting the criteria of Subsection 106.32.020 A (Resident requirements), above, at the densities or with the concessions or incentives allowed by this Chapter.
   2. An applicant may submit to the City a proposal for the waiver or reduction of development and zoning standards that would otherwise inhibit the utilization of a density bonus on a specific site, including minimum parcel size, side setbacks, and placement of public works improvements.
   3. The applicant shall show that the waiver or modification is necessary to make the housing units economically feasible.
C. **City exemption.** Notwithstanding the provisions of Subsections A. and B., above, nothing in this Section shall be interpreted to require the City to:

1. Grant a density bonus, incentive, or concession, or waive or reduce development standards, if the bonus, incentive, concession, waiver, or reduction, would have a specific, adverse impact, as defined in Government Code Section 65589.5(d)(2), upon health, safety, or the physical environment, and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact; or

2. Grant a density bonus, incentive or concession, or waive or reduce development standards, that would have an adverse impact on any real property that is listed in the California Register of Historical Resources.
DATE: September 12, 2019

TO: Mayor and City Council Members
    Christopher W. Boyd, City Manager

FROM: Stuart Hodgkins, City Engineer

SUBJECT: 2019 Residential Resurfacing Project - City PN 22-19-001
          Award of Contract

Summary and Recommendation

On August 22, 2019, the city opened bids for the 2019 Residential Street Resurfacing Project (Project). After evaluating the seven bids received, listed below, staff has determined Central Valley Engineering & Asphalt (CVE) submitted the lowest responsive and responsible bid.

<table>
<thead>
<tr>
<th>Number</th>
<th>Bidder Name</th>
<th>Total Base Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Central Valley Engineering &amp; Asphalt Inc.</td>
<td>$1,487,569.40</td>
</tr>
<tr>
<td>2</td>
<td>McGuire and Hester</td>
<td>$1,596,644.50</td>
</tr>
<tr>
<td>3</td>
<td>Biondi Paving</td>
<td>$1,657,739.00</td>
</tr>
<tr>
<td>4</td>
<td>All-American Construction</td>
<td>$1,723,129.35</td>
</tr>
<tr>
<td>5</td>
<td>George Reed, Inc</td>
<td>$2,033,445.00</td>
</tr>
<tr>
<td>6</td>
<td>Teichert Construction</td>
<td>$2,120,134.05</td>
</tr>
<tr>
<td>7</td>
<td>Martin Brothers Construction</td>
<td>$2,286,293.25</td>
</tr>
</tbody>
</table>

Staff recommends the City Council approve Resolution No. 2019-____, a Resolution of the City Council of the City of Citrus Heights, California, authorizing the City Manager to execute an agreement with Central Valley Engineering & Asphalt for the 2019 Residential Street Resurfacing Project.

Fiscal Impact

CVE’s bid for the project is $1,487,569.40. This bid is based upon estimated quantities, which may vary due to actual field conditions. Ultimately, the contractor is paid for actual work completed based upon the unit price bid, which may require the approval of a change order. Change orders for amounts less than 15% of the total contract price shall require prior written approval of the City Manager. Change orders for amounts equal to or greater than 15% of the total contract price shall require prior written approval of the City Council.
There is no fiscal impact to the Fiscal Year (FY) 2019/2020 Budget. The estimated total project cost is $1,755,704.81 (see Table No. 1, below). Table No. 2 below, shows the funds programmed in the current FY (2019/2020) and additional funding obtained for the project through the California Transportation Commission’s (CTC) October 2018 re-allocation of a portion of the city’s SB1 LP Program funds to this project.

### Table No. 1. – Estimated Project Costs

<table>
<thead>
<tr>
<th>Project Component</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended Contract Award</td>
<td>1,487,569.40</td>
</tr>
<tr>
<td>15% Contingency</td>
<td>223,135.41</td>
</tr>
<tr>
<td>Construction Contract Sub Total</td>
<td>1,710,704.81</td>
</tr>
<tr>
<td>Construction Management</td>
<td>45,000.00</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$ 1,755,704.81</strong></td>
</tr>
</tbody>
</table>

### Table No. 2. – Project Funding

<table>
<thead>
<tr>
<th>Source Fund</th>
<th>FY 2019/2020 (Adopted Budget)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Maintenance and Rehab Account</td>
<td>1,452,092.00</td>
</tr>
<tr>
<td>(Revenues from SB-1) (Fund 206)</td>
<td></td>
</tr>
<tr>
<td>Gas Tax (Fund 205)</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Measure A Maintenance (Fund 210)</td>
<td>300,000.00</td>
</tr>
<tr>
<td><strong>FY Totals</strong></td>
<td><strong>$ 1,852,092.00</strong></td>
</tr>
</tbody>
</table>

**Background and Analysis**

Streets are selected for resurfacing on a priority basis using the city’s computerized pavement management system and staff’s inspection of streets. The program coordinates and prioritizes various elements of pavement maintenance and types of resurfacing based on various factors including surface and structural condition, traffic volume, costs, and historical repairs. The streets in this project were selected to be resurfaced because of the level of deterioration in the pavement.

The Project will perform localized pavement repair and overlays on thirteen streets with an approximate total length of 2 miles. A copy of the Street List is attached as Exhibit A. In addition to the pavement repairs and resurfacing, the scope of work for this project includes construction of fully compliant curb access (ADA) ramps and miscellaneous concrete and drainage repairs.

On August 1, 2019, the plans and specifications for this Project were approved and advertised for bids. Bids were received and opened on August 22, 2019. Seven bids were received and after a thorough analysis, staff has determined that CVE’s bid of $1,487,569.40 was the lowest responsive and responsible bid.

**Attachments**

1. Exhibit A – 2019 Residential Street Resurfacing Project Street List
2. Resolution 2019-____, a Resolution of the City Council of the City of Citrus Heights, California, Authorizing the City Manager to Execute an Agreement with Central Valley Engineering & Asphalt for the 2019 Residential Street Resurfacing Project.
# 2019 Residential Street Resurfacing Project

## Street List

<table>
<thead>
<tr>
<th>No.</th>
<th>Street Name</th>
<th>Area</th>
<th>Begin Location</th>
<th>End Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alma Mesa Way</td>
<td>9</td>
<td>Dana Butte Way</td>
<td>End (south)</td>
</tr>
<tr>
<td>2</td>
<td>Baranga Drive</td>
<td>2</td>
<td>Winlock Ave</td>
<td>Kaplan Way</td>
</tr>
<tr>
<td>3</td>
<td>Baymore Way</td>
<td>2</td>
<td>Sandalwood Drive</td>
<td>End (south)</td>
</tr>
<tr>
<td>4</td>
<td>Bix Avenue</td>
<td>5</td>
<td>Hilltree Ave (north)</td>
<td>Hilltree Ave (south)</td>
</tr>
<tr>
<td>5</td>
<td>Carrick Court</td>
<td>9</td>
<td>Menke Way</td>
<td>End (southwest)</td>
</tr>
<tr>
<td>6</td>
<td>Cheval Court</td>
<td>2</td>
<td>End (west)</td>
<td>Amsterdam Ave</td>
</tr>
<tr>
<td>7</td>
<td>Coronet Court</td>
<td>2</td>
<td>Minuet Way</td>
<td>End (southwest)</td>
</tr>
<tr>
<td>8</td>
<td>Glenhurst Way</td>
<td>1</td>
<td>Millwood Drive</td>
<td>Saybrook Drive</td>
</tr>
<tr>
<td>9</td>
<td>Graham Circle</td>
<td>10</td>
<td>Circuit Drive (north)</td>
<td>Circuit Drive (south)</td>
</tr>
<tr>
<td>10</td>
<td>Halifax Street</td>
<td>3</td>
<td>Westbrook Drive</td>
<td>6500 Halifax Street</td>
</tr>
<tr>
<td>11</td>
<td>Holm Oak Way</td>
<td>7</td>
<td>Garry Oak Drive</td>
<td>Lobata Street</td>
</tr>
<tr>
<td>12</td>
<td>Longden Circle</td>
<td>7</td>
<td>Arcaro Court</td>
<td>Argo Drive</td>
</tr>
<tr>
<td>13</td>
<td>Sunwood Way</td>
<td>3</td>
<td>7317 Starflower Drive</td>
<td>Misty Creek Drive</td>
</tr>
</tbody>
</table>
RESOLUTION NO. 2019-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH CENTRAL VALLEY ENGINEERING & ASPHALT FOR THE 2019 RESIDENTIAL STREET RESURFACING PROJECT

WHEREAS, the City Council of the City of Citrus Heights, California, wishes to proceed with construction on the 2019 Residential Street Resurfacing Project;

WHEREAS, the Project will remove barriers to pedestrian accessibility, correct drainage deficiencies and resurface deteriorating pavement along residential streets;

WHEREAS, bids for the project were received, opened and read aloud on August 22, 2019, and Central Valley Engineering & Asphalt was determined to be the lowest responsive, responsible bidder; and

WHEREAS, adequate Road Maintenance and Rehab Account (Fund 206), Gas Tax (Fund 205) and Measure A Maintenance (Fund 210) funds have been budgeted for construction, inspection and construction management in the Fiscal Year 2019/2020 to fund the work.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Citrus Heights as follows:
(A) The City Council awards the 2019 Residential Street Resurfacing Project to Central Valley Engineering and Asphalt, Inc., which is identified as the lowest responsive and responsible bidder in the August 22, 2019 bid opening.
(B) The City Manager is hereby authorized to execute an agreement with Central Valley Engineering & Asphalt in the amount of $1,487,569.40 for the 2019 Residential Street Resurfacing Project, and that a copy of the Agreement is available and on file in the City Clerk’s office and is incorporated herein by reference and made a part of this Resolution.

The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 12th day of September, 2019 by the following vote, to wit:

AYES: Council Members:
NOES: Council Members:
ABSTAIN: Council Members:
ABSENT: Council Members:

________________________________________
Jeannie Bruins, Mayor

ATTEST:

________________________________________
Amy Van, City Clerk
DATE: September 12, 2019

TO: Mayor and City Council Members
Christopher W. Boyd, City Manager

FROM: Colleen McDuffee, Community Development Director
Casey Kempenaar, Planning Manager
Alison Bermudez, Associate Planner

SUBJECT: 6916 Sunrise Boulevard – Easter’s Catholic Bookstore & Gifts
Request for Letter of Public Convenience and Necessity (PCN19-02)

Summary and Recommendation

A Letter of Public Convenience and Necessity (PCN) offers the City Council the ability
to approve or deny alcohol license applications when the existing number of licenses within an area
exceeds the standards established by the Department of Alcoholic Beverage Control (ABC). The
current request is to grant a Type 20 alcohol license (off-sale beer/wine) to Easter’s Catholic Books and Gifts located at 6916 Sunrise Boulevard.

The request by Easter’s Catholic Books and Gifts is unique in that only altar wine for use during
church services will be sold. The wine sales will complement the other religious items sold and
will represent a small portion of the overall sales within the store. The sale of altar wine is not
expected to be a detriment to the City.

Motion 1: Move to approve the Letter of Public Convenience and Necessity to allow the issuance
of a Type 20 alcohol license for the sale of wine at Easter’s Catholic Books and Gifts
located at 6916 Sunrise Boulevard.

Fiscal Impact

There is no fiscal impact associated with this action.
Background and Analysis

Letter of Public Convenience and Necessity

The California Department of Alcoholic Beverage Control (ABC) requires an applicant to obtain a letter of “public convenience and necessity” from the affected jurisdiction (the City of Citrus Heights) because the area is deemed “over concentrated” by ABC standards. Over concentration is based on the number of existing licenses within each census tract with a maximum number assigned per tract. The applicant is required to obtain a “letter of public convenience” from the City Council because the number of alcohol licenses in the area exceeds ABC’s standards. As part of their request, the applicant has to demonstrate the alcohol license request would serve the public’s convenience and necessity.

Chapter 6 of the Citrus Heights Municipal Code regulates the issuance of “letters of public convenience”. In essence, the Chapter outlines a process by which a variety of departments and agencies review applications for “letters of public convenience”. Department review is related to current and past problems at the location, including criminal activity, building code violations, business license renewal, zoning approval, health violations, zoning enforcement, and complaints to the ABC. Each department reviews the application and can recommend denial of the application based on problems with the site. The City Council is not obligated to approve the license request even if the business has not violated any department’s provisions. While Chapter 6 contains standards for reviewing departments to recommend denial of an application of this type, it does not contain any standards for approving such applications and determining that the “public convenience and necessity” standard is met. There are no criteria for spacing of these uses or other limitations found within the Code. The Council has the full discretion to approve or deny the “Letter of Public Convenience” request.

The Application

Easter’s Catholic Books and Gifts is a small family-owned retail store which originally opened in Sacramento County in 1996. In 2016, the store relocated to their current location in Citrus Heights. The store is within a retail center at the southeast corner of Sunrise Boulevard and Woodmore Oaks Drive. The center is zoned Shopping Center (SC) and has a General Plan designation of General Commercial (GC). These land use designations are appropriate for retail sales.

The store sells a variety of religious items including books, rosaries, statues, vestments, and mass kits. Within the store is Easter's Faith Formation Center, an education center which promotes the Catechism of the Catholic Church. The applicant proposes to add altar wine, used during the sacred celebration of the Eucharist, to their store’s product mix. The wine is predominantly sold to Catholic parishes although certain Lutheran Churches and other non-denomination churches also purchase the wine. The wine, sold by the case only, is stored in the stock room and is not available directly to the public from the sales floor.

The store is open Wednesday through Friday from 10:00 a.m. to 5:00 p.m., and from 10:00 a.m. to 4:00 p.m. on Saturday. The store is closed Sunday, Monday, and Holy Days of Obligation.
Letter of Public Convenience and Necessity Analysis

Based upon the population of Census Tract 81.20, ABC has determined that three licenses would be allowed without a PCN. As shown on Attachment 2, the census tract has five active retail licenses. One license is in the same center as Easter’s, two licenses are within Citrus Town Center and two are located in nearby Copperwood Square. Although this application is for an additional retail alcohol license, the product to be sold is unique and is not available at any nearby retail stores.

As required by Chapter 6 of the Municipal Code the Police Department has reviewed the request to provide off-sale alcoholic beverages on-site. The Police Department reviewed the project including the site design and lighting. Calls for service were analyzed and as outlined in Attachment 3, the Police Department found these areas of review to be adequately addressed. The Police Department does not object to the issuance of the Letter of Public Convenience for this location.

As part of the city’s outreach program staff informed the Sunrise Oaks Neighborhood Association (#9) of the request for a Letter of Public Convenience and Necessity. As of the writing of this report no response has been received from the neighborhood association or any other party.

Staff recommends approval of the Letter of Public Convenience and Necessity for the Type 20 alcohol license at 6916 Sunrise Boulevard.

Attachments:

1. Application information
2. Surrounding Licenses Map
3. Police Department Report
May 29, 2019

City of Citrus Heights
Alison Bermudez, Associate Planner
6360 Fountain Square Drive
Citrus Heights, CA 95621

RE: Letter of Public Convenience and Necessity

Dear Alison,

I offer this information in response to your three specific requests of May 14:

1.) We have always sold only authentic Altar Wine, labeled as such from Cribari Vineyards, Fresno, California. This explanation from the instruction "Redemptionis Sacramentum," No. 50, a document of the Catholic Church.

"The wine that is used in the most sacred celebration of the Eucharistic Sacrifice must be natural, from the fruit of the grape, pure and incorrupt, not mixed with other substances... It is altogether forbidden to use wine of doubtful authenticity or provenance, for the Church requires certainty regarding the conditions necessary for the validity of the sacraments. Nor are other drinks of any kind to be admitted for any reason, as they do not constitute valid matter."

And from the Catholic Encyclopedia of 1914

"Wine is one of the two elements absolutely necessary for the sacrifice of the Eucharist. For valid and licit consecration vinum de vite, i.e. the pure juice of the grape naturally and properly fermented, is to be used... Since the validity of the Holy Sacrifice, and the lawfulness of its celebration, require absolutely genuine wine, it becomes the serious obligation of the celebrant to procure only pure wines. And since wines are frequently so adulterated as to escape minute chemical analysis, it may be taken for granted that the safest way of procuring pure wine is to buy it not at second hand, but directly from a manufacturer who understands and conscientiously respects the great responsibility involved in the celebration of the Holy Sacrifice."

2.) This wine is sold predominately to Catholic parishes throughout the Diocese of Sacramento. Certain Lutheran Churches, and other non-denominational churches have purchased also. Typically it is sold in case quantity.

3.) The wine is stored in the stock room of our retail location at 6916 Sunrise Blvd. Ste.1, in accord with the recommendations of the winery.

I appreciate your help with this process and look forward to hearing from you soon, and may God bless you.

Mrs. Denise Kramer
Owner, Easter's Catholic Books and Gifts

6916 SUNRISE BLVD. SUITE I CITRUS HEIGHTS, CA 95610 916.338.7272
Active Off-Sale Locations within 81.20 Census Tract

<table>
<thead>
<tr>
<th></th>
<th>Store Name</th>
<th>Address</th>
<th>License Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Beverages &amp; More</td>
<td>7929 Greenback Lane</td>
<td>Beer/Wine/Spirits</td>
</tr>
<tr>
<td>2</td>
<td>7-11</td>
<td>6882 Sunrise Blvd</td>
<td>Beer/Wine</td>
</tr>
<tr>
<td>3</td>
<td>Food Maxx</td>
<td>6982 Sunrise Blvd</td>
<td>Beer/Wine</td>
</tr>
<tr>
<td>4</td>
<td>Sprouts</td>
<td>7905 Greenback Lane</td>
<td>Beer/Wine</td>
</tr>
<tr>
<td>5</td>
<td>Tony’s Liquor</td>
<td>6968 Sunrise Blvd</td>
<td>Beer/Wine/Spirits</td>
</tr>
</tbody>
</table>
DATE: 4/30/2019

TO: Alison Bermudez  
City of Citrus Heights Planning Division

FROM: Chad Morris  
Lieutenant – Special Operations Unit

SUBJECT: Easters Catholic Bookstore & Gifts, Inc.  
6916 Sunrise Blvd - Type 20 Liquor License Application

The Citrus Heights Police Department has conducted a review of the proposed beer and wine license for Easters Catholic Bookstore & Gifts located at 6916 Sunrise Blvd. The review process included a site inspection of the business location, a review of surrounding businesses that currently have alcohol licenses, a CPTED evaluation, and an analysis of calls for service for 6916 Sunrise Blvd.

The inspection process included a review of the businesses in close proximity and found one convenience store and one restaurant with alcohol licenses in the same retail center. It should be noted that Easters Catholic Bookstore & Gifts intends to utilize their proposed liquor license for the sole purpose of selling liturgical alter wine to church establishments. All alter wine products will be kept in a storage area that is out of sight and will not be displayed or visible to customers inside the store.

The layout of the Easters Catholic Bookstore business appears to be satisfactory regarding environmental design and lighting. The store is adequately lit and has no problematic obstructions. The retail center parking lot is also adequately lit. There are no external obstructions that would impede the natural surveillance of the property.

Based on the uniqueness of the business and the proposed plan for wine sales only, we will not be asking for a specialized security plan for Easters Catholic Bookstore & Gifts. The businesses current security measures appear to be adequate for the current business type. Alcohol will be stored out of sight in a back storage area and will not be visible to store customers.

An analysis was conducted of calls for service at 6916 Sunrise Blvd. There did not appear to be any noticeable trends or above average number of calls to the location. At this time, the Citrus Heights Police Department does not object to the approval of a beer and wine license for Easters Catholic Bookstore & Gifts located at 6916 Sunrise Blvd.
DATE: September 12, 2019

TO: Mayor and City Council Members
Christopher W. Boyd, City Manager

FROM: Amy Van, City Clerk

SUBJECT: Designation of Voting Delegate and Alternate(s) for the League of California Cities Annual Conference

Summary and Recommendation

The League of California Cities Annual Conference is scheduled for October 16 – 18, 2019, in Long Beach. The Annual Business Meeting is scheduled for 12:30 p.m., Friday, October 18. At this meeting the League membership considers and takes action on resolutions that establish League policy. In order to vote at the Annual Business Meeting, the City Council must designate a voting delegate and may appoint up to two alternate voting delegates.

Consistent with League bylaws, the City’s voting delegate and alternate(s) must be designated by action of the City Council. The voting delegate and alternate(s) must be registered to attend the conference.

Staff recommends that the City Council make a motion to designate a voting delegate and alternate(s) to participate at the Annual Business Meeting on October 18, 2019 during the League of California Cities Annual Conference.

Attachments

(1) League of California Cities Memo dated June 10, 2019
(2) 2019 Annual Conference Voting Procedures
June 10, 2019

TO: Mayors, City Managers and City Clerks

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – October 16 - 18, Long Beach

The League’s 2019 Annual Conference is scheduled for October 16 – 18 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, October 18, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League’s office no later than Friday, October 4. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city’s voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.
- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but only between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may not transfer the voting card to another city official.

- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, October 16, 8:00 a.m. – 6:00 p.m.; Thursday, October 17, 7:00 a.m. – 4:00 p.m.; and Friday, October 18, 7:30 a.m.—11:30 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city’s voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League’s office by Friday, October 4. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:
- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form
Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.

2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.

3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.

4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.

5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.

6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.

7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.