

DEVELOPMENT ADVISORY COMMITTEE

KERRY RANCH – PARCEL A

**PROJECT DESCRIPTION**

Kerry Ranch - Parcel A is a proposal to subdivide a 0.65-acre lot into a five-parcel, small lot subdivision.

LOCATION.....Assessor’s Parcel No. 034-850-026

APN.....Assessor’s Parcel No. 034-850-026

GENERAL PLAN LAND USE.....Low Density Residential

ZONE CLASSIFICATION

EXISTING .....R-1-6

PROPOSED.....R-1-6

OWNER/APPLICANT .....Daniel Morgan, Morgan Properties

ADDRESS.....150 Gate 5 Road, Suite 100  
Sausalito, CA 94965

ENGINEER/SURVEYOR .....Andy Bordess, Civil Design Consultants

ADDRESS.....2200 Range Avenue, Suite 204  
Santa Rosa, CA 95403

REPRESENTATIVE.....Andy Bordess, Civil Design Consultants

ADDRESS.....2200 Range Avenue, Suite 204  
Santa Rosa, CA 95403

FILE NUMBER.....PRJ21-008 (MAJ21-001 & CUP21-043)

CASE PLANNER .....Susie Murray

PROJECT ENGINEER.....Cleve Gurney

## **BACKGROUND**

On July 1, 2019, a Neighborhood Meeting was held to introduce the concept of subdividing Parcel A, shown on the Kerry Ranch I Final Map, into five residential lots.

On April 28, 2021, Planning and Economic Development accepted applications for the Tentative Map and a Conditional Use Permit to subdivide Kerry Ranch - Parcel A into five individual residential lots.

## **CONDITIONS OF APPROVAL**

The following summary constitutes the recommended conditions of approval on the subject application/development based on the plans received **April 21, 2021**.

1. Developer's engineer shall obtain the current City Design and Construction Standards and the Community Development Department's Standard Conditions of Approval dated **August 27, 2008** and comply with all requirements therein unless specifically waived or altered by written variance by the City Engineer.
2. Compliance with the latest adopted ordinances, resolutions, policies, and fees adopted by the City Council at the time of building permit review and approval. All fees must be paid prior to issuance of a building permit.

### **EXPIRATION AND EXTENSION:**

3. This Conditional Use Permit shall be valid for a two-year period. If construction has not begun or if an approved use has not commenced within two (2) years from date of approval, this approval shall automatically expire and shall be invalid unless an application for extension is filed prior to expiration.
4. If implemented within the initial approval period in accordance with all conditions of approval, this Conditional Use Permit shall be valid for the duration of use.

## **BUILDING CONDITIONS**

5. Provide a geotechnical investigation and soils report with the building permit application. The investigation shall include subsurface exploration and the report shall include grading, drainage, paving and foundation design recommendations.
6. Obtain building permits for the proposed project.

## PLANNING CONDITIONS

7. Plans submitted for building permit shall be in compliance with small lot development standards pursuant to Zoning Code Section 20-42.140, with the following exceptions:
  - a. A 10-foot rear yard setback is allowed on lots 1, 2, 3 and 5.
  - b. A 13-foot reduced dimension for private open space is allowed on lot 4.
8. The following notes shall be printed verbatim under the heading of General Notes on all plan sets submitted for grading and building permits.
  - a. Construction hours shall be limited to 8:00 a.m. to 6:00 p.m. Monday through Friday; 9:00 a.m. to 5:00 p.m. Saturday; and not construction activities on Sunday and holidays.
  - b. Signs shall be posted along San Miguel and Versaro Stree that provide the contact information for the General Contractor/Site Superintendent, including name, phone number and email.
  - c. All construction-related complaints shall be addressed within a 24-hour period.
9. Each property will be provided with a screened area for trash receptacles. This area shall be indentified on plans submitted for building permits.
10. Compliance with City Graffiti Abatement Program Standards for Graffiti Removal (City Code 10-17.080).
11. All required landscaping and irrigation must be installed prior to occupancy per the approved final plans.
12. Construction drawings submitted for issuance of a building permit shall include final landscape and irrigation plans.
13. The applicant has requested the following Growth Management Allotments:

RESERVE "A"					
RESERVE "B"	5				
	2022	2023	2024	2025	2026

- 14. All exterior lighting shall be shown and specified on the plans submitted for issuance of a building permit in compliance with Zoning Code Section 20-30.080.
- 15. All exterior lighting shall be directed toward the subject property and away from adjacent properties.

**NATURAL RESOURCES**

- 16. Advisement. The applicant, its successors, heirs, assigns or transferees are advised in writing that this approval or permit prior to the start of any construction may be subject to certain other clearances, approvals, permits, or authorizations by state and/or federal agencies. The applicant shall acknowledge in writing receipt of the above advisement.
- 17. Mitigation requirement. The City's approval or permit is valid only if the applicant, its successors, heirs, assigns or transferees, comply with the terms, conditions and mitigations set forth in any clearance, permit or approval except that any permit condition or mitigation that requires project redesign shall trigger a review by the City of Santa Rosa Director of Community Development to determine if the project as redesigned is consistent with the original approval. A project that the City determines is not consistent with the City approval shall not be granted subsequent entitlements, such as approval of improvement plans and final maps, but excluding grading or building permits of any type. Such a project would have to be resubmitted to the City and reviewed by the City as a new project, including the submittal of a new application and fees.
- 18. Power to stop work if violation occurs. Nothing in this approval shall prevent the City of Santa Rosa from exercising its power to stop work in instances where a violation of state or federal law is brought to the City's attention.
- 19. No building or grading permit of any type shall be issued by the City until a required federal or state, as applicable, clearance or authorization, with or without conditions, has been filed with the City.

**ENGINEERING DEVELOPMENT SERVICES CONDITIONS**

**PARCEL AND EASEMENT DEDICATION**

- 20. All map, dedication and easement document preparation costs shall be borne by the property owner, including preparation of any legal descriptions, plats, title reports, and deeds necessary. Civil improvement plans shall be prepared by a Registered Civil Engineer licensed to practice in the State of California for approval by the City Engineer.
- 21. If the easements for the Kerry Ranch 1 Subdivision per City File 2019-0053 are not completed, the applicant shall dedicate and record new sufficient

Right of Way (ROW), sidewalk access easements (SWE) and Public Utility easements (PUE) dedications along the San Miguel Avenue and Versaro Street Frontage per the review and approval of the City Engineer to meet current City standards

## **PUBLIC STREET IMPROVEMENTS**

22. San Miguel Avenue shall be dedicated and improved as an Avenue along the entire project frontage. Half width street improvements shall consist of a 10-foot travel lane, with a 5-foot wide bike lane, no parking lane, a 6-foot wide planter strip, and a 5-foot wide sidewalk and a 5.5-foot wide sidewalk access easement contained within a 13-foot PUE behind the ROW line. The roadway crown shall be constructed with 3 foot offset to the south of the centerline of right of way. San Miguel Avenue is to be reconstructed per City Standards and City Soils Lab recommendations. The centerline grade is to be raised as necessary to reflect minimum cross fall to the new curb and gutter. See the Standard Conditions of Approval for dimensions.
23. Versaro Street shall be dedicated and improved as a Minor Street standard along the entire project frontage. Half width street improvements shall consist of a 10-foot travel lane, an 8-foot parking lane, a 6-foot planter strip with a 5-foot sidewalk behind the planter strip, and a 5.5-foot wide sidewalk access easement contained within a 13-foot PUE.
24. Improvement plans shall include a complete street lighting, signing and striping plan. Street lights shall be installed per City Standard 611 along San Miguel Avenue and per City Standard 615D Decorative Streetlight on Versaro Street. Street light spacing, wattages, and locations will be determined during the improvement plan review process. Street light spacing, wattages, and locations will be determined during the improvement plan review process.
25. If public street improvements per City File 2019-0053 are not constructed prior to the development of Parcel A then existing street barricades and lane transition guardrails shall be removed at the westerly end of San Miguel Avenue and installed at the easterly end of the frontage along San Miguel Avenue.
26. San Miguel Avenue and Orleans Street improvements shall be extended offsite to conform to line and grade of improvements per City File 2014-065, removing and replacing temporary offsite improvements including but not limited to curbs, barricades, signing, and striping, with new City Standard curb gutter and sidewalk and lane markings. Temporary AC ramp connections on San Miguel Avenue between concrete sidewalk to temporary AC walkways over planter strips shall be removed and replaced with landscaping and remove AC curb and resurface roadway damaged by curb removal to the satisfaction of the City Engineer.
27. An Encroachment Permit shall be obtained from Engineering Development

Services of the Planning and Economic Development Department prior to beginning any work within the public Right-of-Way or for any work on utilities located within public easements.

28. No fences shall be allowed with the Public Utility Easement setbacks at the front or side of the houses or within the BMPs.
29. Install residential driveways aprons to each lot per City Standards 250 A & B.
30. If the Parcel A frontage improvements are not completed with the Kerry Ranch 1 Subdivision Improvement Plan per City File No. 2019-0053, then the applicant shall submit Public Improvement Plans for the review and approval of the City Engineer prior to building permit issuance. The Parcel A frontage improvements along San Miguel Avenue and Versaro Street shall be completed by this developer prior to building permit issuance in order to sustain their development if not already existing.
31. Revisions shall be made to the Kerry Ranch 1 Improvements Plans, City File No. 2019-0053, to satisfy the required improvements to sustain the Parcel A development.
32. The Applicant shall bond for the Parcel A improvements separately. Alternatively, if the applicant elects to revise the existing Kerry Ranch plans to incorporate the required Parcel A improvements, it will then be required that all the Improvements, for both Kerry Ranch 1 and Parcel A shall be "Finaled" by the City prior to recordation of the new entitlement's (Parcel A) map.

## **STORM DRAINAGE**

33. The developer's engineer shall comply with all applicable requirements of the latest edition of the City Storm Water Low Impact Development Technical Design Manual (SWLID). Final Plans shall incorporate all SUSMP Best Management Practices (BMP's) and shall be accompanied by a Final Storm Water Mitigation Plan which shall address the storm water quality and quantity. The design elements shall address the City's concerns for capacity of treatment, quality of treatment, and ease of maintenance. Design elements shall be as approved by the City Engineer and the maintenance of these elements shall be the responsibility of the property owner. Alternate means of providing perpetual maintenance of the measures, such as a Tax District, may possibly be considered in the future by the City Engineer and City Attorney. Final Plans shall be accompanied by a City approved Maintenance Declaration or Maintenance Agreement signed by the property owner to assure continuous maintenance in perpetuity of the SUSMP BMP's, and shall include a maintenance schedule.
34. Perpetual maintenance of SUSMP Best Management Practices (BMPs) shall be the responsibility of one or more of the following:

- a. The individual homeowners fronting or owning these BMP's. Individual owners shall be responsible for performing and documenting an annual inspection of the BMP's on their respective properties. The annual reports shall be retained by the private property owner for a period of the latest five years and shall be made available to the City upon request.
  - b. A Homeowner's Association or Property Owners Association. If perpetual maintenance of these BMP's is through a Homeowner's Association or Property Owner's Association, two copies of the documents creating the Association and the Covenants, Conditions and Restrictions governing the Association shall be submitted to the Department of Planning and Economic Development, Engineering Services Division for review.
  - c. A special tax district for public BMP facilities.
  - d. An alternate means acceptable to the City of Santa Rosa.
35. After the SUSMP BMP improvements have been constructed, the developers' Civil Engineer or Qualified Storm Water Practitioner or Qualified Storm Water Developer is to prepare and sign a written certification that they were constructed and installed as required or per the manufacturer's recommendation. Written certification of SUSMP BMP's is to be received by the City prior to acceptance of subdivision improvements.
36. BMP facilities shall be constructed from the civil engineering plans with dimensions and details for each specific BMP facility that matches the Final approved SUSMP design report. Provide specific widths, depths, pipe sizes, dimensioned cross sections and material call outs as needed to properly construct each treatment BMP.
37. All underground improvements including sewer lines, water lines, storm drain lines, storm water BMP facilities, public utility facilities and house services shall be installed, tested, and approved prior to the paving of any project streets.
38. Under 40 CFR, construction activity including clearing, grading, and excavation activities is required to obtain an NPDES Permit from the State Water Resources Control Board prior to the commencement of construction activity.
39. Hydrology and Hydraulic design of the storm drain system shall conform to Sonoma County Water Agency (SCWA) criteria, the most recent Sonoma County Flood Control Management design manual, and City of Santa Rosa Design and Construction Standards. All storm water run-off shall be collected via an underground drainage system and discharged to the nearest public downstream facility possessing adequate capacity to accept the run-off. Provide two copies of

the preliminary and final approved storm drainage design report for plan review and the City file.

### **ON-SITE DRAINAGE/EROSION CONTROL**

40. An erosion control plan and/or Storm Water Pollution Protection Plan (SWPPP) shall be included as part of the project improvement plans. Offsite properties and existing drainage systems shall be protected from siltation coming from the site per the current Storm water standards.
41. Lots shall be drained in a manner so as not to adversely affect the adjacent lot. No lot-to-lot overland drainage is permitted. No blind storm drain connections are permitted. Minimum storm drain size in the Right of way is 15" pipe.

### **GRADING**

42. Improvement Plans shall include design elements that implement the proposed project's Storm Water Mitigation Plan in accordance with the Standard Urban Storm Water Mitigation Plan Guidelines (SUSMP).
43. Lot to lot overland drainage flows are not allowed. A grading and drainage plan that includes the lots and associated SUSMP elements, if any, shall be submitted as part of the improvement plans. A grading permit is required for the subdivision improvements.
44. Final Building pad certifications shall be signed and sealed by a Land Surveyor certifying each building pad. Certifications shall be submitted to EDS for filing and review prior to building permit issuance.
45. Grading for this subdivision will be subject to a current Geotechnical Investigation Report prepared by a registered Civil Engineer or geotechnical engineer and any updates and addendums to that report. Soils engineer shall provide a final soils report to the City of Santa Rosa prior to issuance of building permit.
46. Grading shall join existing adjacent grades vertically at the property line within 1 foot.

### **TRAFFIC**

47. If applicable, conduit and pull boxes shall be installed per City Standard for future traffic signal interconnect along San Miguel Avenue.
48. If applicable, electrical boxes for street lights and signals shall be provided with grounded vandal resistant inserts, McCain Tamper Resistant Inserts or City approved equal, in street light pull boxes at locations as directed by the City. Catalog cuts shall be provided with the first plan check submittal for review and



approval by the City Engineer. The street light improvement plans shall include the following note; "The contractor may use their own locks during construction for ease of access, however once the conductors in the pull box are live the contractor shall coordinate with the City Inspector to have the City lock installed. Electrical pull boxes in planter strips shall be provided with a 2-foot concrete apron around box."

49. Bike Lanes shall be striped on the north side of centerline of San Miguel Avenue. The San Miguel Avenue bike lane shall terminate at a point equal to the end of the Parcel A subdivision frontage improvement and be posted "End of Bike Lane" with transition markings and signing as directed by the City Traffic Engineer. If the Kerry Ranch 1 Subdivision street improvements including the bike lane and striping are constructed prior to Parcel A, then the bike lane shall be terminated and "End of Bike Lane" posted per Improvements Plans City File 2019-0053.

## **WATER DEPARTMENT CONDITIONS**

### **WATER AND WASTE WATER**

50. Water services shall be provided per Section X of the Water System Design Standards. Lots with second units shall provide a meter for each unit. Water laterals and meters shall be sized to meet domestic, irrigation and fire protection uses and double check back flow per City Standard 875 will be required on all water services. The flow calculations shall be submitted to the Utilities Department during the plan check phase of the Improvement Plans or Encroachment Permit to determine adequate sizing.
51. Meter boxes, cleanouts, fire hydrants, etc. shall not be in conflict with the proposed LID BMPs.
52. Submit landscape and irrigation plans in conformance with the Water Efficient Landscape Ordinance adopted by the Santa Rosa City Council, Resolution No. 4028, on October 27, 2015. Plans shall be submitted with the Building Permit application.
53. A separate sewer lateral per City Standard 513 shall be installed for each lot.
54. Where BMPs are required, meter boxes, cleanouts, public underground utilities, maintenance roads, trees, transformers, fire hydrants, house services etc. shall be located without conflict to the BMP's. Add this note to the improvement plans. Locations of infrastructure will be reviewed during plan check.
55. The Final or Parcel Map shall be annotated as follows: Water and sewer demand fees and processing fees are based on the number and type of units to be built on each lot. Water and sewer demand, processing and meter installation fees shall be paid prior to the issuance of a Building Permit for the respective lot.

56. Additional paving requirements will apply if the utility trenches are installed for the Parcel A development after the Kerry Ranch I street improvements are accepted by the City and during any cut moratorium period that is applied to Versaro Street and San Miguel Avenue.

## **FIRE CONDITIONS**

57. Project shall be designed in compliance with ALL established regulations adopted by the City of Santa Rosa at the time of the building permit submittal (2019 codes vs 2022).

58. Deferred submittals: Fire Sprinkler Systems.

## **RECREATION AND PARKS CONDITIONS**

59. If dead or dying street trees are present in the frontage, new street trees shall be planted by the developer.

60. Street trees shall be installed and planted by the developer along the project frontage(s). Selection shall be made from the City's approved master plan list and approved by the City Parks Department. Planting shall be completed in accordance with City "Standards and Specifications for Planting Parkway Trees." Contact the Recreation & Parks Department Office at (707) 541-3770 for copies of the master street tree list. This declaration shall be added to the General Notes of the improvement plans.

61. Parks acquisition and/or park development fees shall be paid at the time of building permit issuance. The fee amount shall be determined by the resolution in effect at the time.

62. Property owners shall be responsible for the irrigation and maintenance of the street trees and the maintenance of the planter strips in front of and alongside of their project for perpetuity.

The Development Advisory Committee is an administrative committee designed to inform the Planning Commission of technical aspects of various matters which the Commission is to consider. The report of the Committee in no way constitutes approval or denial of the item. Final approval or denial rests with the Planning Commission and/or City Council and may or may not be subject to terms of this report.

## RECOMMENDATION

  X   Approval with conditions as set forth in this report

       Continuance

       Denial – Reasons:

       Final action referred to the Planning Commission

*Clare Hartman*

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CLARE HARTMAN  
Director - Planning  
Planning and Economic Development

*Cleve Gurney*

[Cleve Gurney \(Jul 28, 2022 08:13 PDT\)](#)

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CLEVE GURNEY  
Project Engineer

*Susie Murray*

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SUSIE MURRAY  
Case Planner