



May 26, 2021

William Rose
City of Santa Rosa
Planning Division
100 Santa Rosa Avenue
Santa Rosa, CA 95404

RE: Courtney Estates, APN 157-020-003 & 153-020-008

Dear Mr. Rose,

City Ventures submitted a Minor Conditional Use Permit (MCUP) application back in February and paid the associated fees. The MCUP application requested three things: (1) locate the eight on-site affordable housing units on two separate lots, (2) allow the use of the multifamily designator within the Planned Development (PD), and (3) request the concession allowing for a 25% reduction of setbacks across the PD, which was pre-approved per 20-31.090(C)(1) of the Municipal Code.

These three elements are still the subject of the application. But based on feedback from our meetings with City of Santa Rosa staff, we are submitting the enclosed amended application sheet, which better reflects our request. Please do not hesitate to reach out if you have any questions or require additional information.

Best regards,

A handwritten signature in cursive script that reads "Madeleine Roberts".

Madeleine Roberts
Senior Development Associate
City Ventures

Attachment: "Courtney Estates: Revised Minor Conditional Use Permit"

Courtney Estates: Revised Minor Conditional Use Permit
May 26, 2021

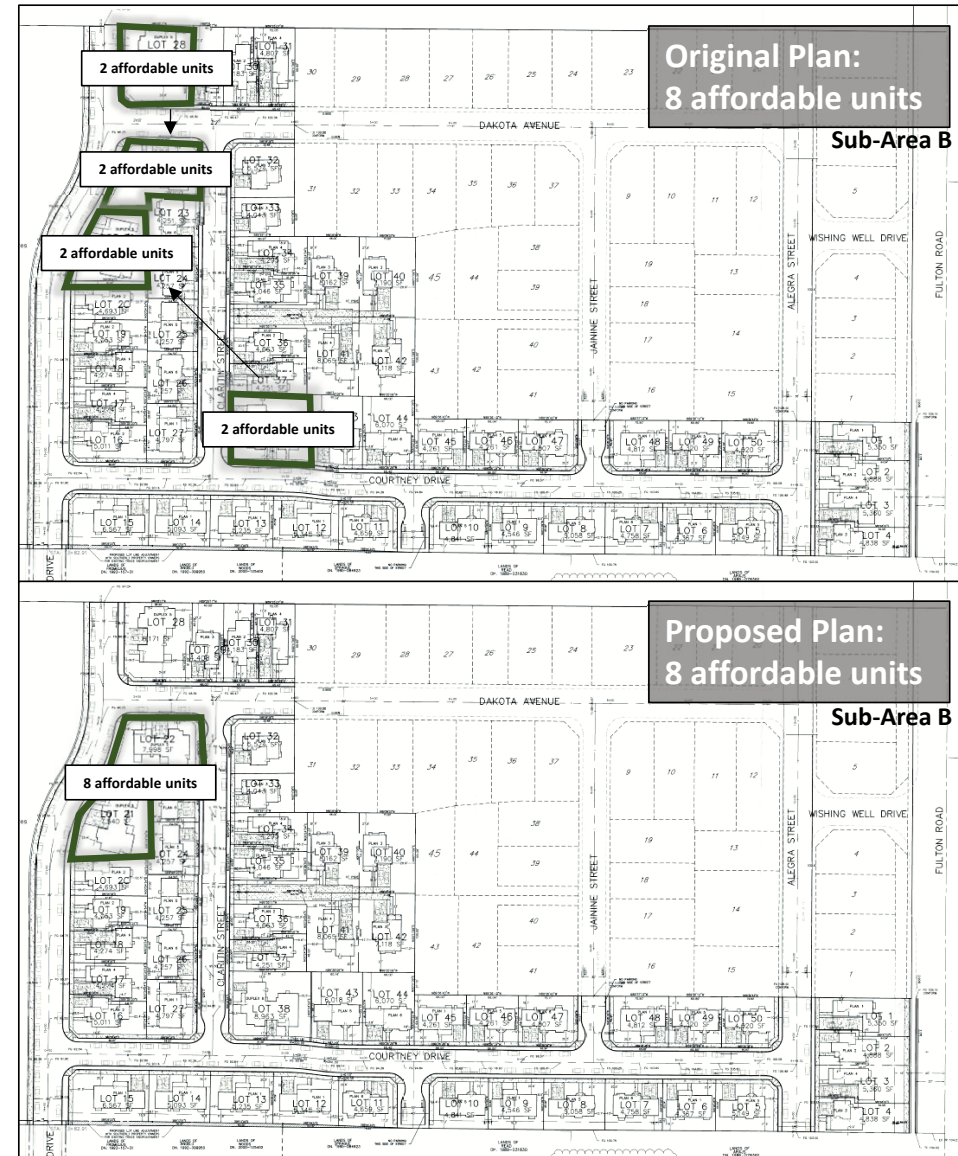
The Courtney Estates Planned Development received approval in July 2005 and the map was recorded in July 2007. City Ventures purchased the project in 2018 and has since worked with local, state, and federal agencies to receive all necessary biological permits. City Ventures is ready to begin site work as soon as our plans are approved. Our Master Plan has been submitted and is currently with the Building Department.

City Ventures has requested a minor use conditional permit (MCUP) to allow a multifamily use in this Planned Development (PD). Per the Housing Allocation Plan, the affordable homes for this project are required to be rental units and – in order to develop and administer these homes – City Ventures is locating the eight affordable rental units on two separate lots so the owner/manager can manage these units more efficiently. Consistent with the Housing Action Plan that was adopted when this project was approved, City Ventures is committed to building on-site affordable units to help Santa Rosa to achieve its affordability goals. We do not intend to change the terms of the existing Housing Allocation Plan Contract, dated March 2006, except to allow the construction of four affordable homes per lot. The units themselves will not change.

Consistent with Municipal Code Section 21-02.110, we have requested the pre-approved concession which allows for a 25% reduction of setbacks across the Courtney Estates project (per 20-31-090(C)(1)).

Our original MCUP application was submitted on February 17, 2021. Based on subsequent discussions with City of Santa Rosa staff, City Ventures is updating the original MCUP application to clarify that the MCUP does not propose to amend the 2 du/acre density allowed within the PD. Rather, it simply changes the allocation of homes from 6 in sub-area A and 54 in sub-Area B (60 total) to 4 in sub-Area A and 56 in sub-Area B (still 60 total). The inclusionary housing will be consolidated on lots 21 and 22. The two homes that will be moved from sub-Area A to sub-Area B are on lots 28 and 38. The following is a detailed list of proposed text changes to the PD:

- (1) Replace the phrase “on-site affordable housing units” with “onsite affordable multifamily units” (Section I) and the phrase “duplex” with “multifamily”, which is permitted with a MCUP (section III.C.1, III.C.3(b).2, III.C.4(b), and IV.B.3)
- (2) Revise the total housing in Sub-Area B to 56 and the maximum total units in Sub-Area A to 4 (Sections II.C, III.B, and III.C)
- (3) Reduce each of the setbacks by 25% in Section III.C.3(b) and adjust how the setbacks are measured in the footnote (from “Measured from back of sidewalk” to “Measured from face-of-curb”).
- (4) Update the Affordable Housing fractional unit balance from 0.1 d.u. to 0.4 d.u. (Section IV.B.4)



Courtney Estates Minor Use Permit

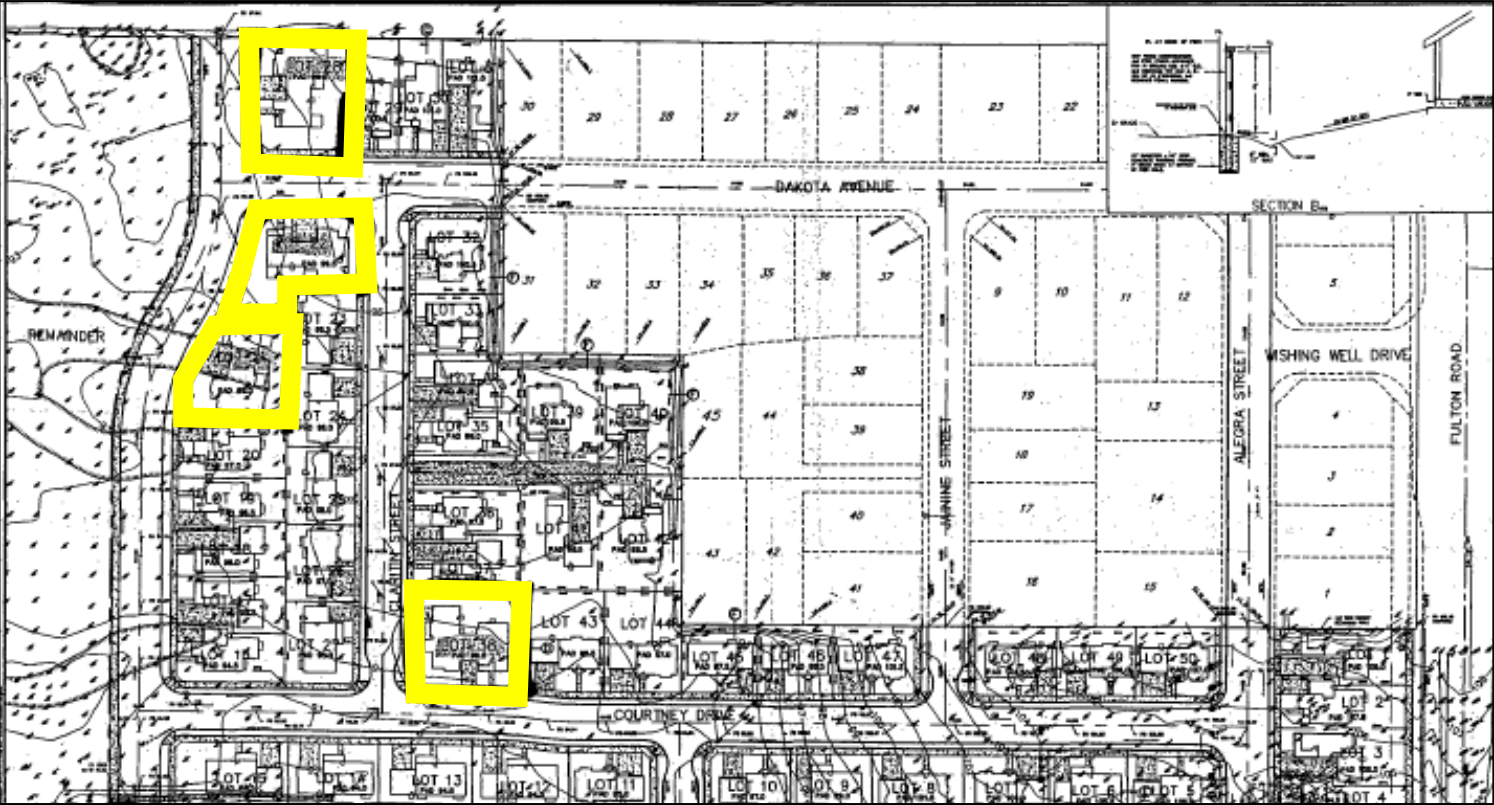
The Courtney Estates Planned Development received approval in July 2005 and the map recorded in July 2007. City Ventures purchased the project in 2018 and has worked with local, state and federal agencies to receive all necessary biological permits. City Ventures is ready to begin site work this spring and is working on a master plan submittal.

City Ventures is requesting a minor use permit and minor design review to allow multifamily use in this Planned Development. Per the Housing Allocation Plan, the affordable homes for this project are required to be rental units and, in order to develop and administer these homes, City Ventures is locating the 8 affordable rental units on two separate lots so an owner/manager can manage the units efficiently. Consistent with the Housing Action Plan that was adopted when this project received approval, we are committed to building “on site units” to help the City achieve its affordability goals. City Ventures does not intend to change the terms of the existing Housing Allocation Plan Contract, dated March 2006, except to allow the construction of four affordable homes per lot. The units themselves will not change.

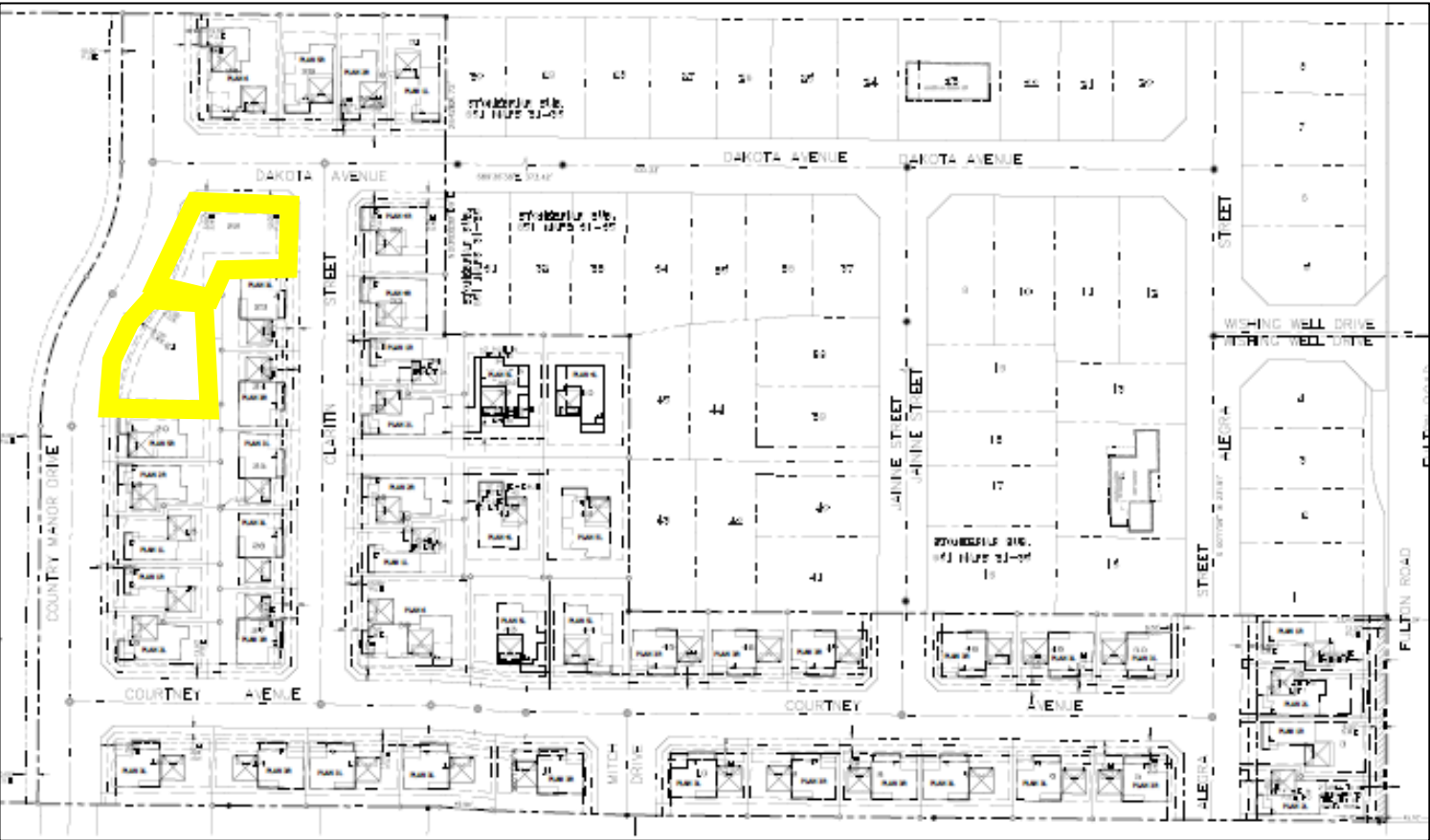
Consistent with Municipal Code Section 21-02.110, we are requesting the concession which allows for a 25% reduction of setbacks across the Courtney Estates project, which is a pre-approved concession per 20-31.090(C)(1).

Affordable Home Stats	Current	Proposed
Total Homes	8	8
Total Lots	4	2
Square Footage	>800 SF	>800 SF
# Bedrooms	2	2
Income Level	Low	Low
Housing Solution	Rental	Rental

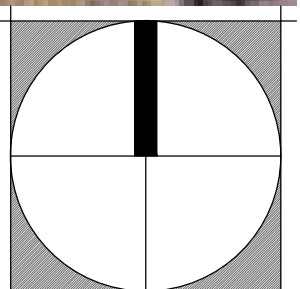
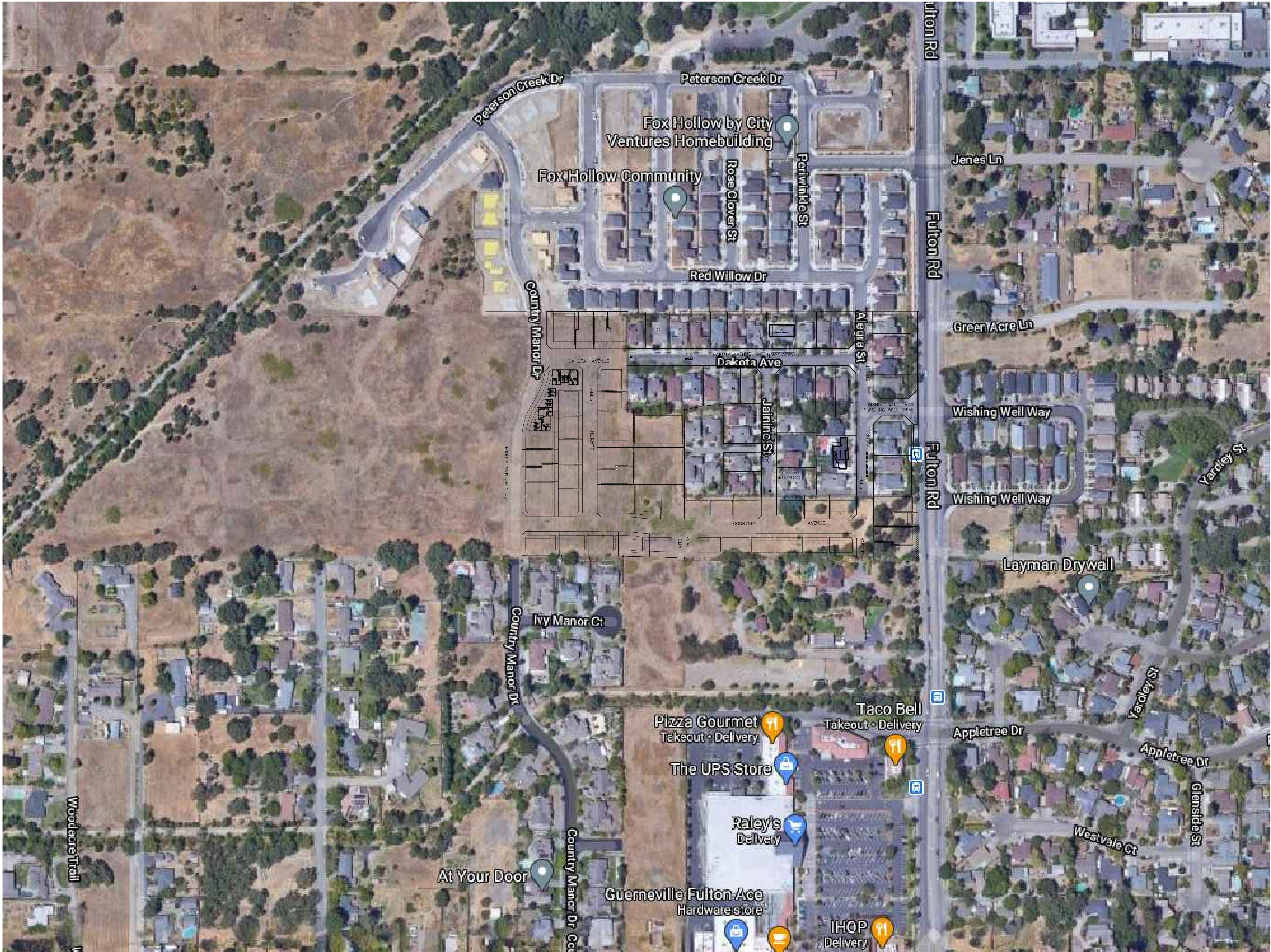
Originally Approved Affordable Lots



Proposed Affordable Lots



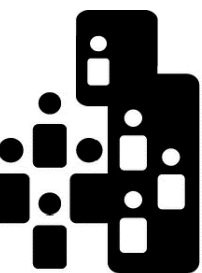
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By E07081 at 11:57 am, Feb 16, 2021



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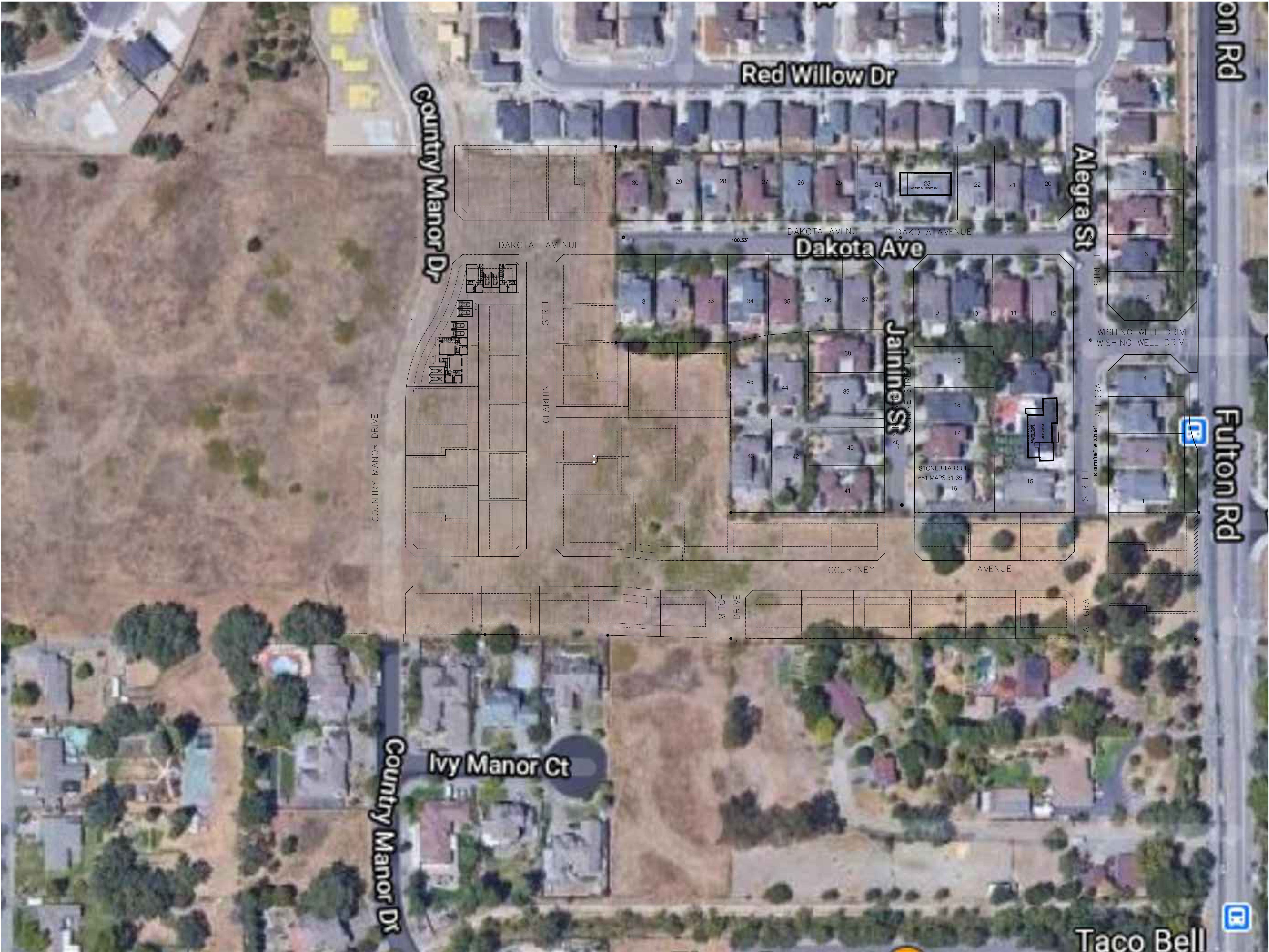
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PLAN 7
NEIGHBORHOOD CONTEXT

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Checked	-
Date	00-00-2021 PERMIT SUBMITTAL
Project#	317008

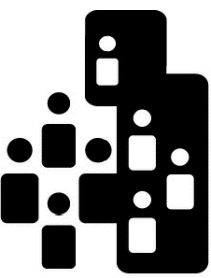
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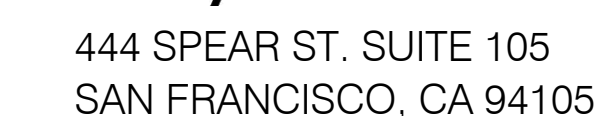
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Project#	317008

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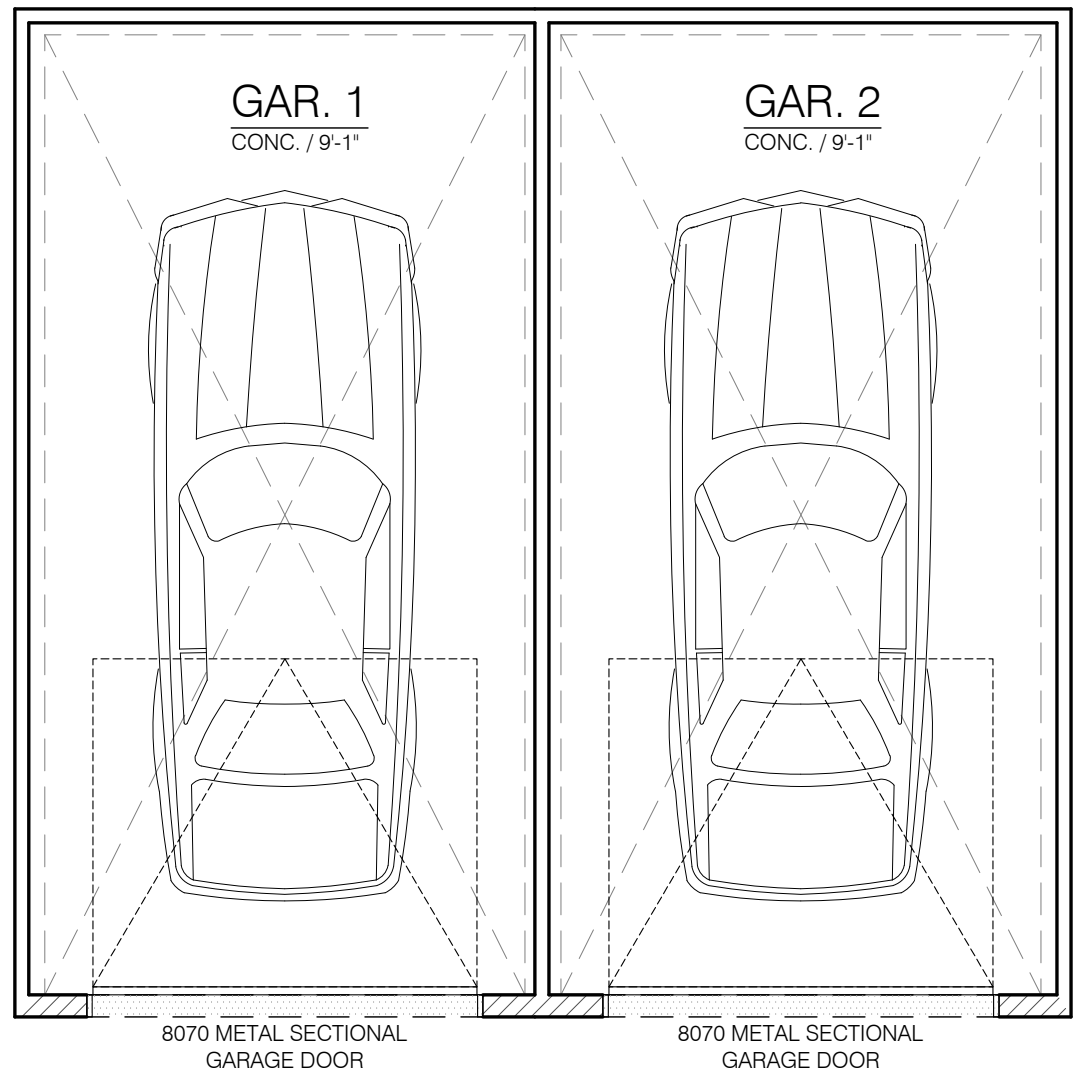
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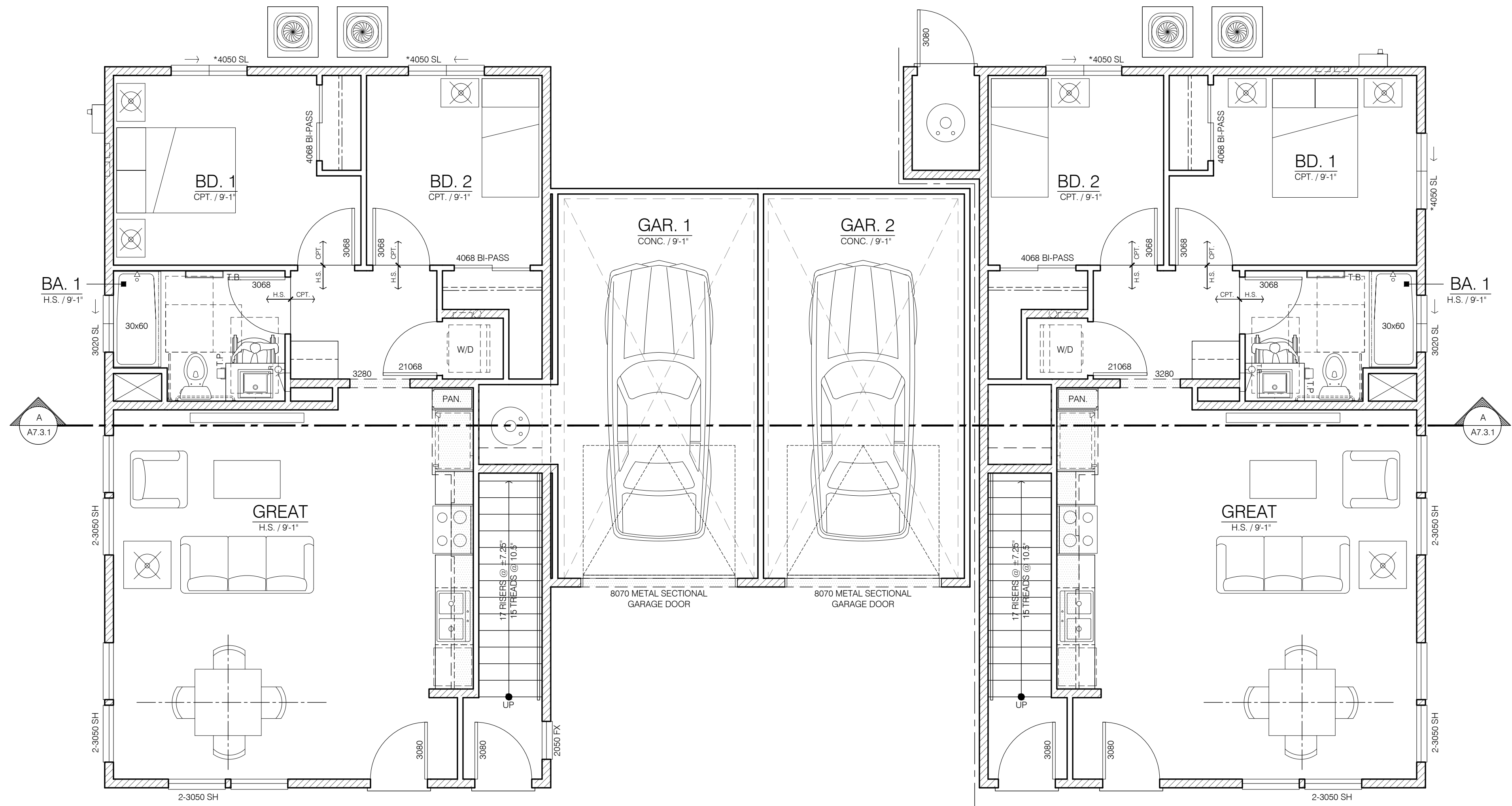
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Date	00-00-2021 PERMIT SUBMITTAL
Project#	317058



MAIN FLOOR PLAN

LOT 22 - PLAN 7 - UNITS 2A/2B DETACHED GARAGE: 462 SQ. FT.

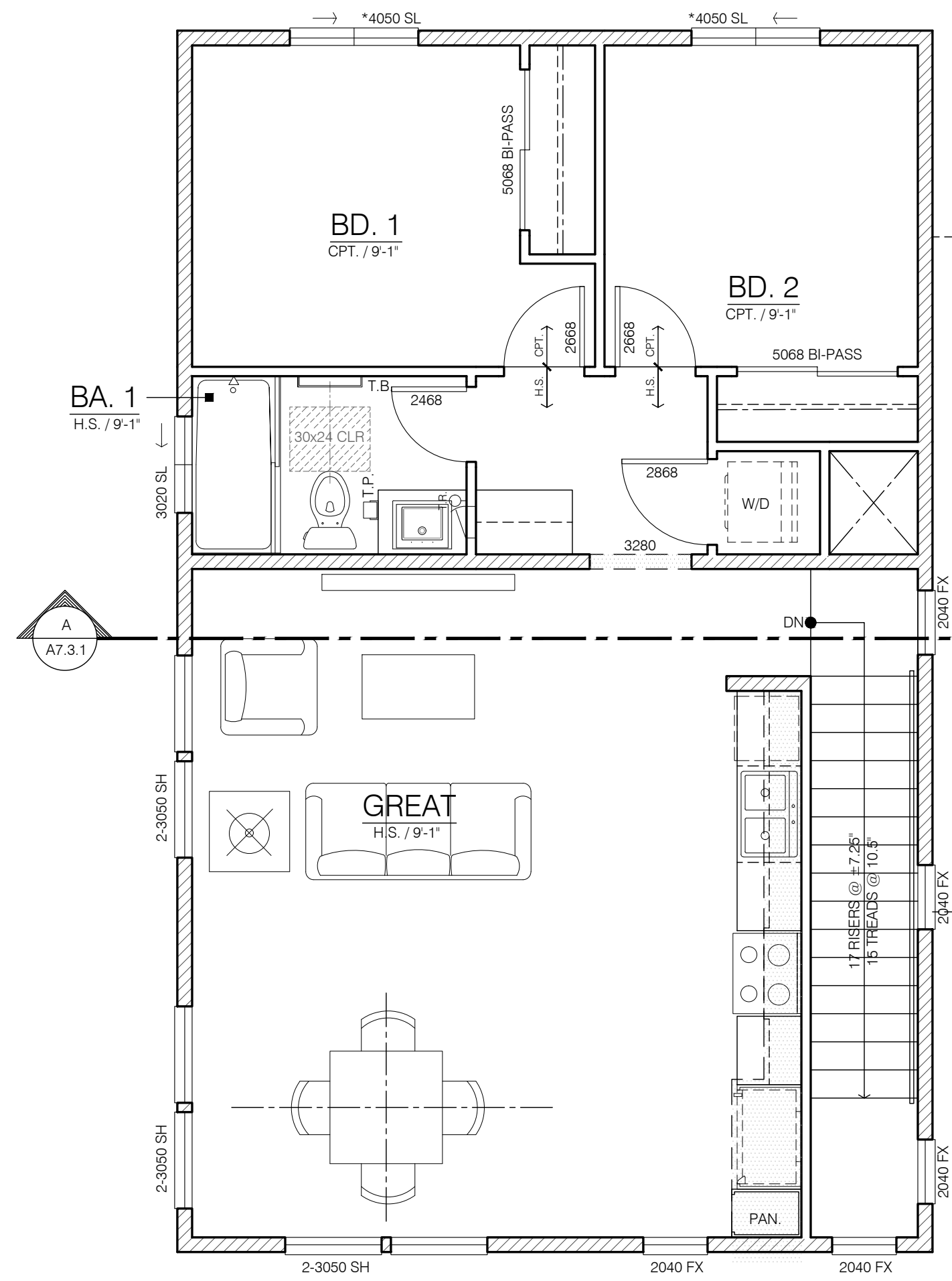


MAIN FLOOR PLAN

LOT 22 - PLAN 7 - UNIT 1A LOWER UNIT TOTAL: 808 SQ. FT.
UPPER UNIT: 88 SQ. FT.
ATTACHED GARAGE: 462 SQ. FT.

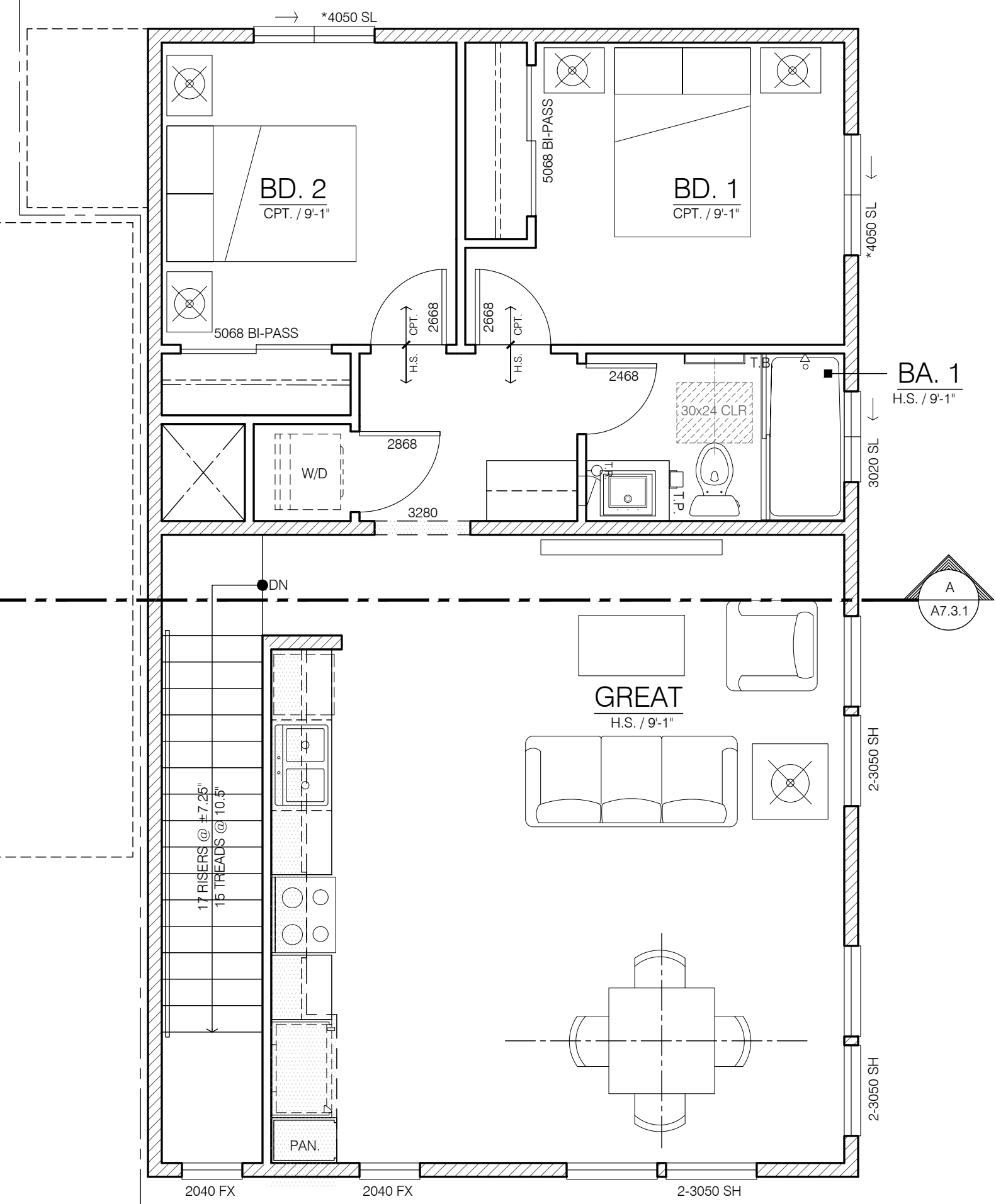
MAIN FLOOR PLAN

LOT 22 - PLAN 7 - UNIT 2A LOWER UNIT TOTAL: 808 SQ. FT.
UPPER UNIT: 88 SQ. FT.
DETACHED GARAGE: 462 SQ. FT.



UPPER FLOOR PLAN

LOT 22 - PLAN 7 - UNIT 1B UPPER UNIT: 826 SQ. FT.
UPPER UNIT TOTAL: 910 SQ. FT.



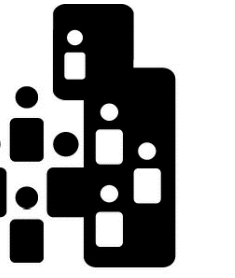
UPPER FLOOR PLAN

LOT 22 - PLAN 7 - UNIT 2B UPPER UNIT: 826 SQ. FT.
UPPER UNIT TOTAL: 910 SQ. FT.

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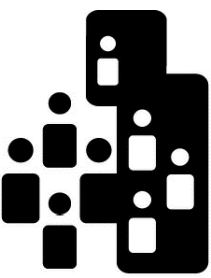
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Sheet Description:

LOT 22
BUILDING 1 AND 2
FLOOR PLANS

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Date	00-00-2021 PERMIT SUBMITTAL
Project#	317008

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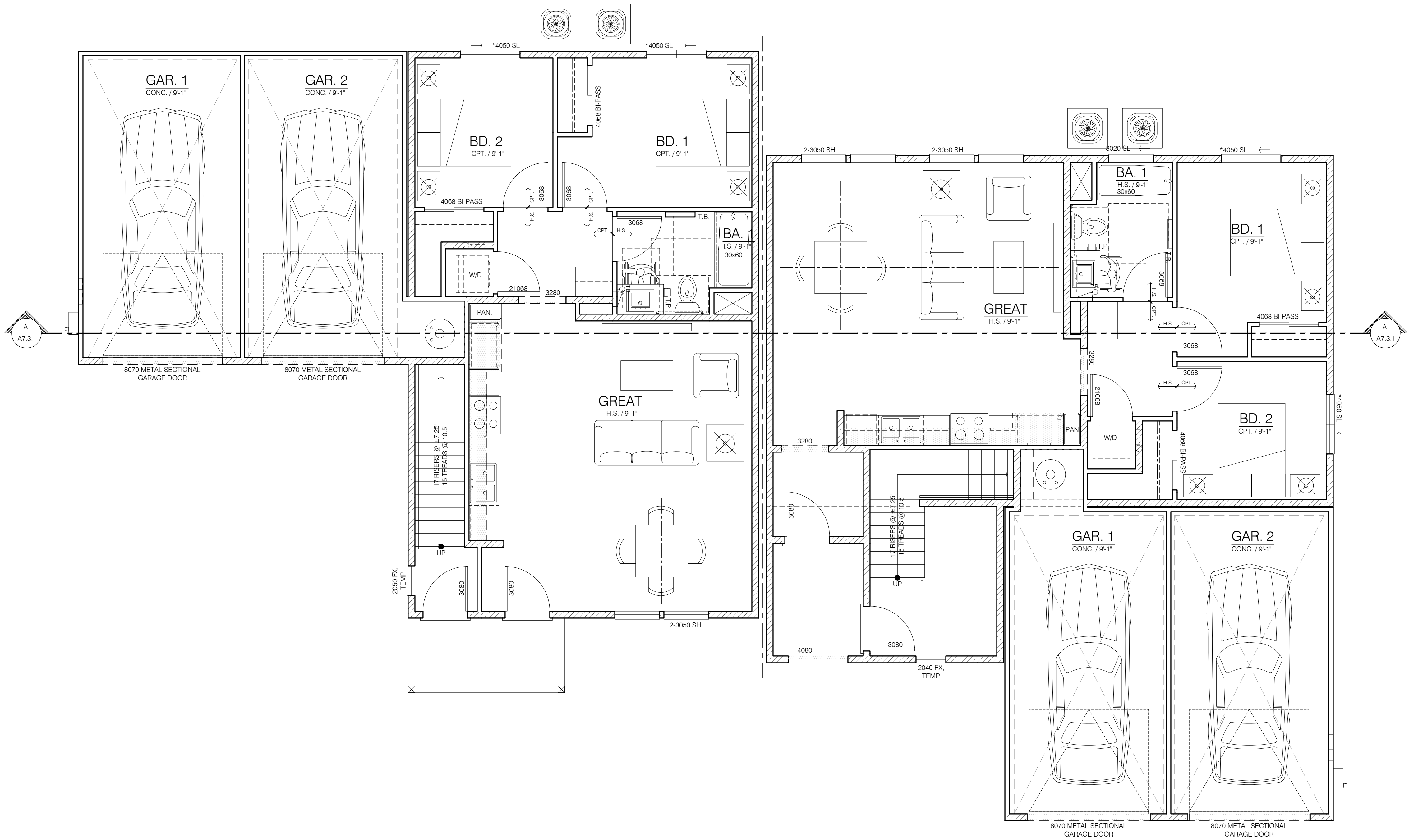
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Sheet Description:

LOT 21
BUILDING 3 AND 4
MAIN FLOOR PLANS

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Date	00-00-2021 PERMIT SUBMITTAL
Project#	317058



MAIN FLOOR PLAN

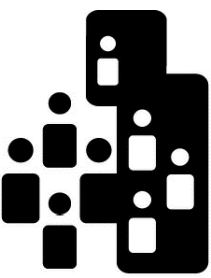
LOT 21 - PLAN 7 - UNIT 1A

LOWER UNIT TOTAL: 808 SQ. FT.
UPPER UNIT: 85 SQ. FT.
ATTACHED GARAGE: 482 SQ. FT.

MAIN FLOOR PLAN

LOT 21 - PLAN 7 - UNIT 2A

LOWER UNIT TOTAL: 867 SQ. FT.
UPPER UNIT: 151 SQ. FT.
ATTACHED GARAGE: 482 SQ. FT.



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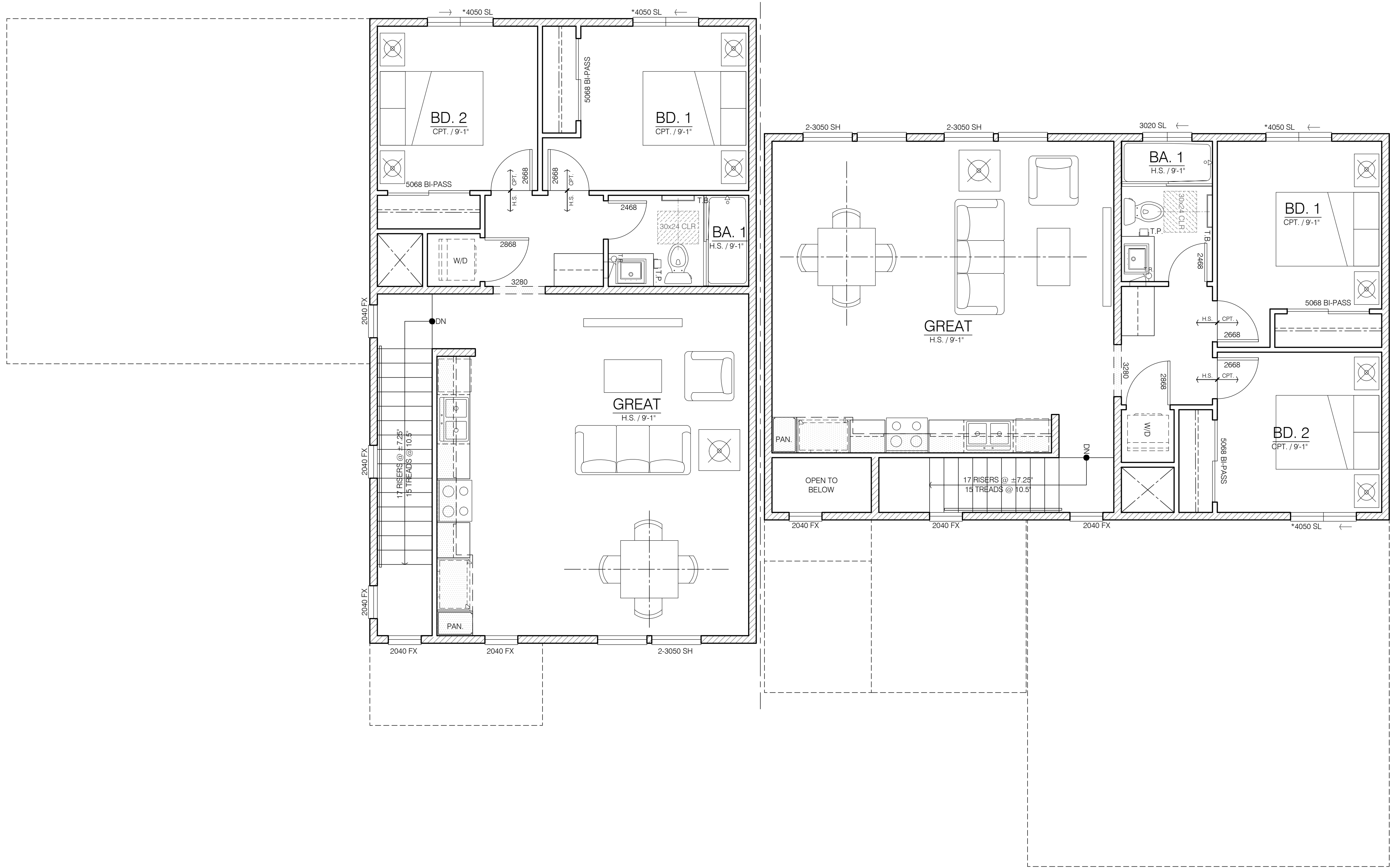
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Sheet Description:

LOT 21
BUILDING 3 AND 4
UPPER FLOOR PLANS

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Date	00-00-2021 PERMIT SUBMITTAL
Project#	317058

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UPPER FLOOR PLAN

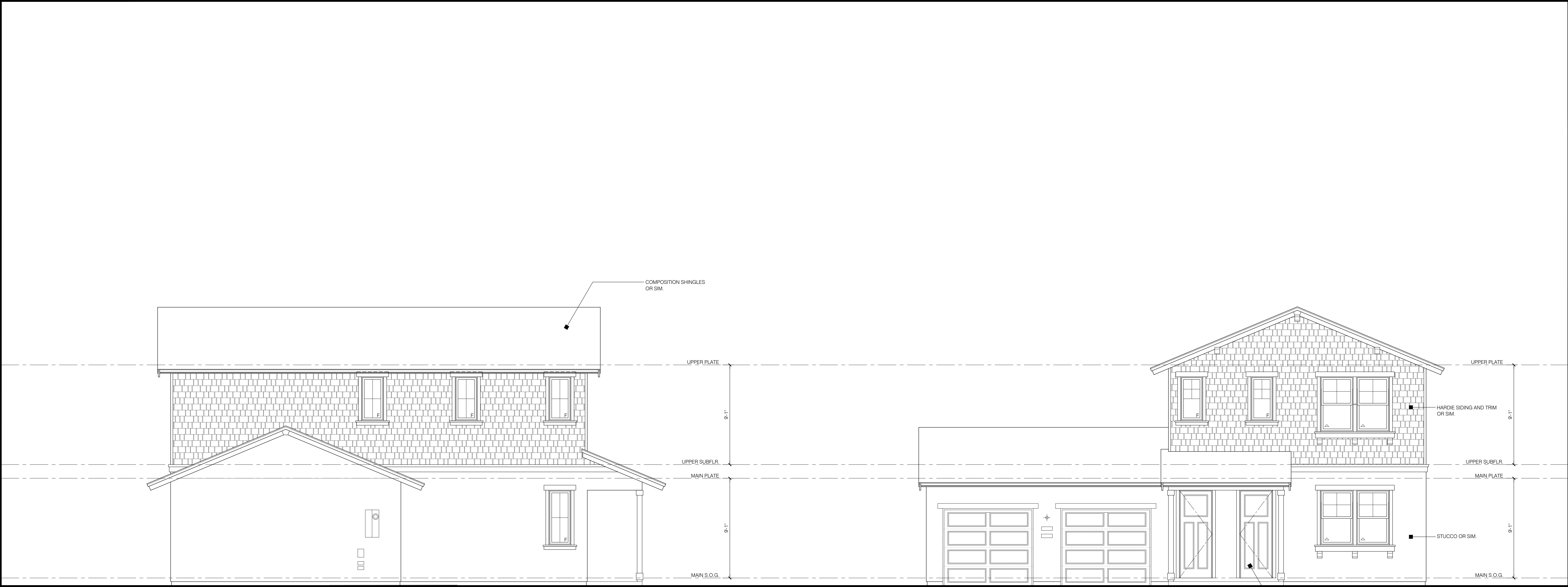
LOT 21 - PLAN 7 - UNIT 1B

UPPER UNIT: 825 SQ. FT.
UPPER UNIT TOTAL: 910 SQ. FT.

UPPER FLOOR PLAN

LOT 21 - PLAN 7 - UNIT 2B

UPPER UNIT: 825 SQ. FT.
UPPER UNIT TOTAL: 976 SQ. FT.

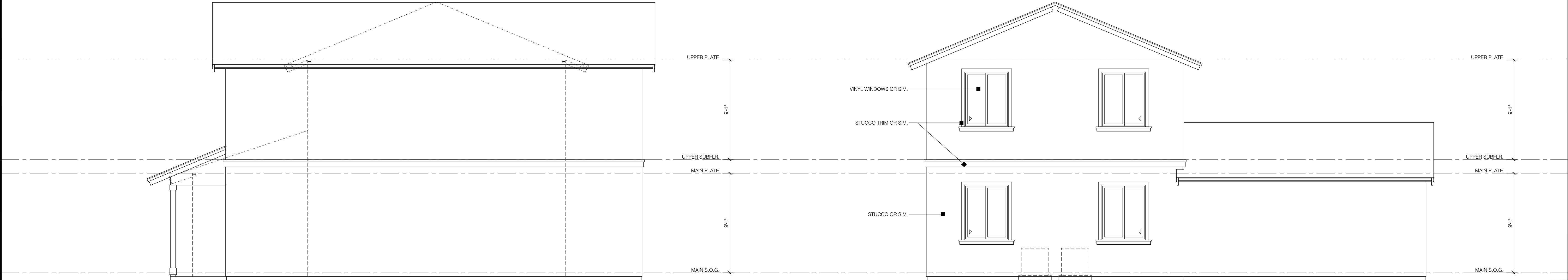


LEFT ELEVATION

LOT 21 - PLAN 7A - UNIT 1A / 1B

FRONT ELEVATION

LOT 21 - PLAN 7A - UNIT 1A / 1B



RIGHT ELEVATION

LOT 21 - PLAN 7A - UNIT 1A / 1B

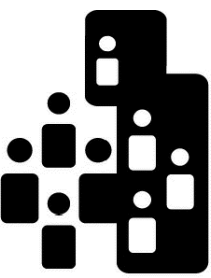
REAR ELEVATION

LOT 21 - PLAN 7A - UNIT 1A / 1B

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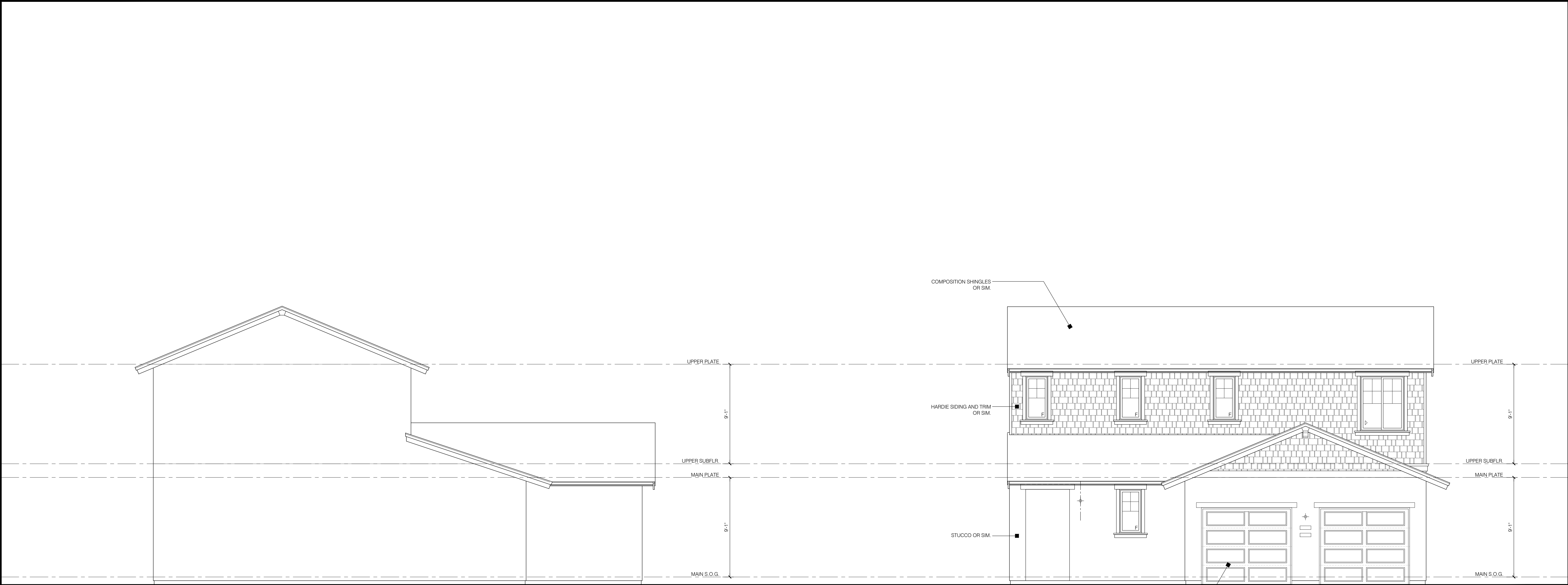
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Sheet Description:

LOT 21 - PLAN 7A
UNIT 1A & 1B
EXTERIOR ELEVATIONS

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Checked	-
Date	02/12/2021 CONDI, USE PERMIT
Project#	317058

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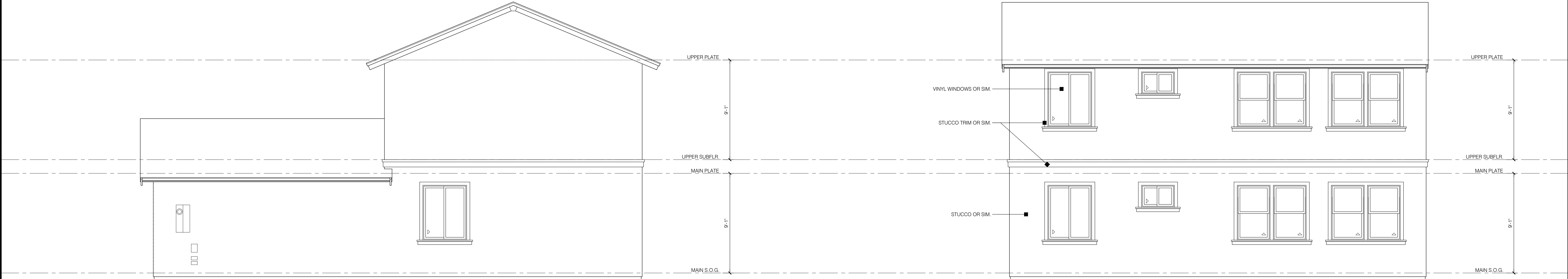


LEFT ELEVATION

LOT 21 - PLAN 7A - UNIT 2A & 2B

FRONT ELEVATION

LOT 21 - PLAN 7A - UNIT 2A & 2B



RIGHT ELEVATION

LOT 21 - PLAN 7A - UNIT 2A & 2B

REAR ELEVATION

LOT 21 - PLAN 7A - UNIT 2A & 2B

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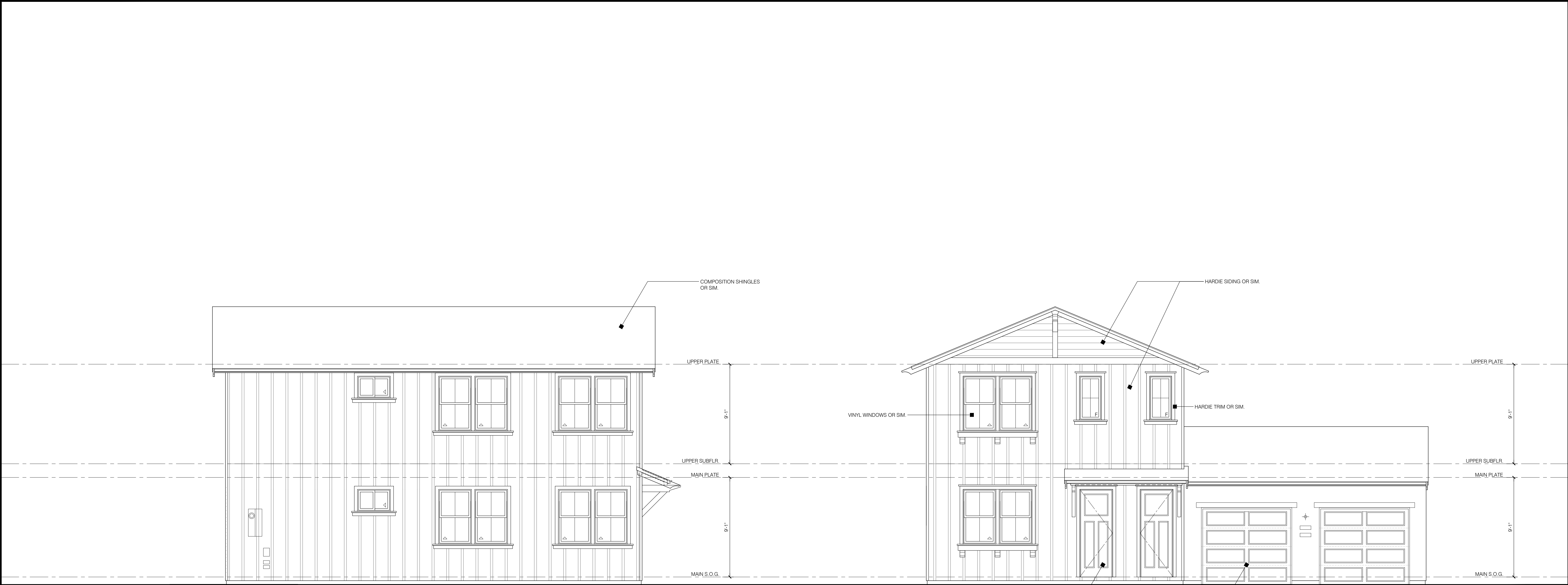
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Sheet Description:

LOT 21 - PLAN 7A
UNIT 2A & 2B
EXTERIOR ELEVATIONS

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Drawn	-
Checked	-
Date	02/12/2021 CONDI. USE PERMIT
Project#	317058

A7.4.2

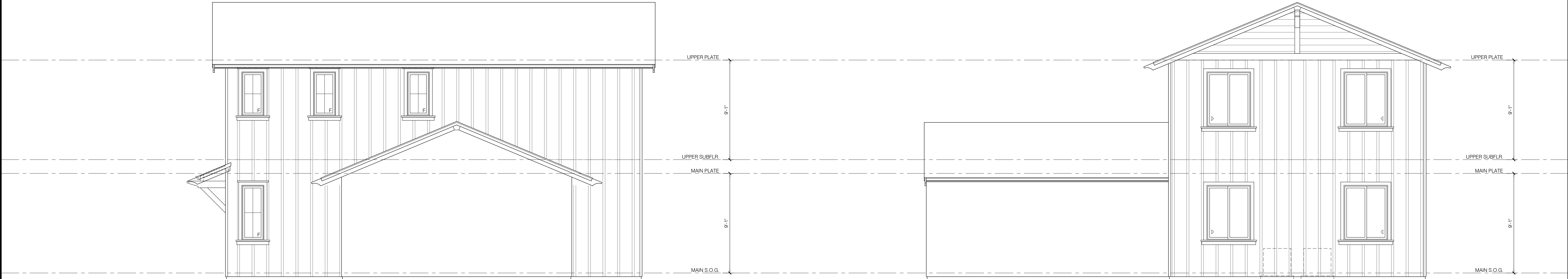


LEFT ELEVATION

LOT 22 - PLAN 7C - UNIT 1A / 1B

FRONT ELEVATION

LOT 22 - PLAN 7C - UNIT 1A / 1B



RIGHT ELEVATION

LOT 22 - PLAN 7C - UNIT 1A / 1B

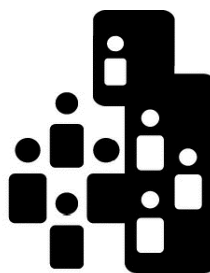
REAR ELEVATION

LOT 22 - PLAN 7C - UNIT 1A / 1B

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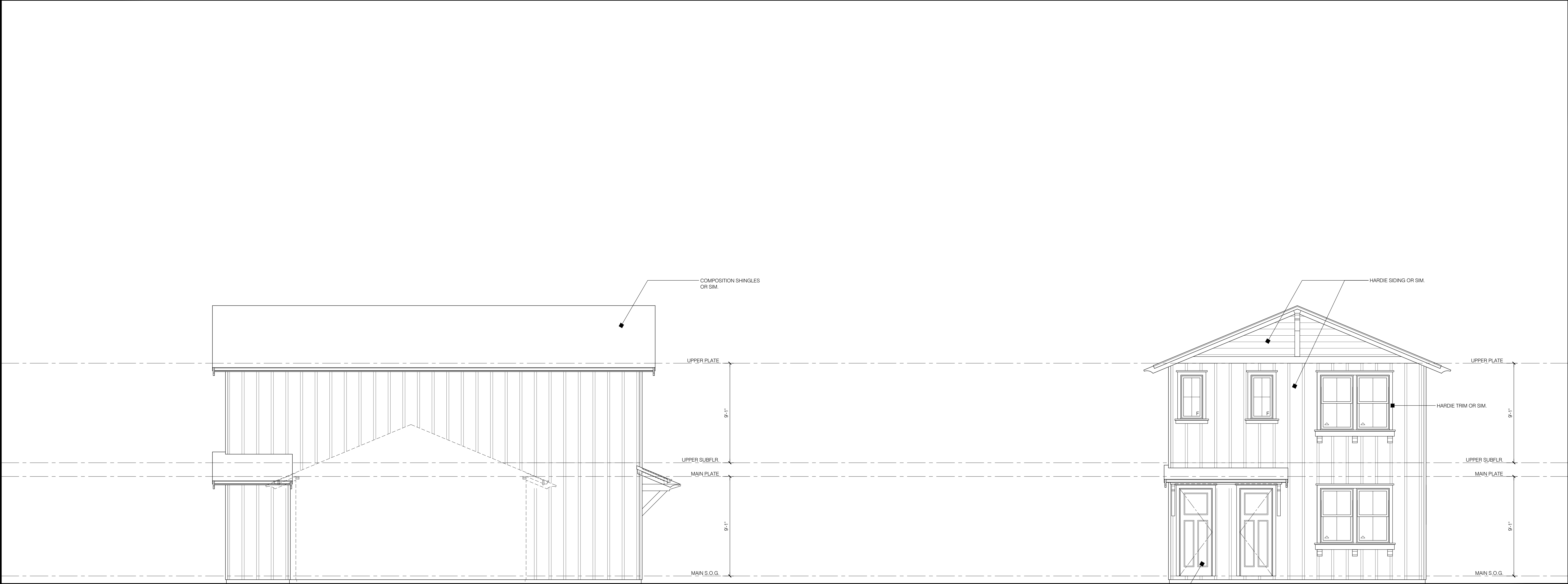
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Sheet Description:

LOT 22 - PLAN 7C
UNIT 1A & 1B
EXTERIOR ELEVATIONS

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Checked	-
Date	02/12/2021 CONDI, USE PERMIT
Project#	317058

A7.4.3

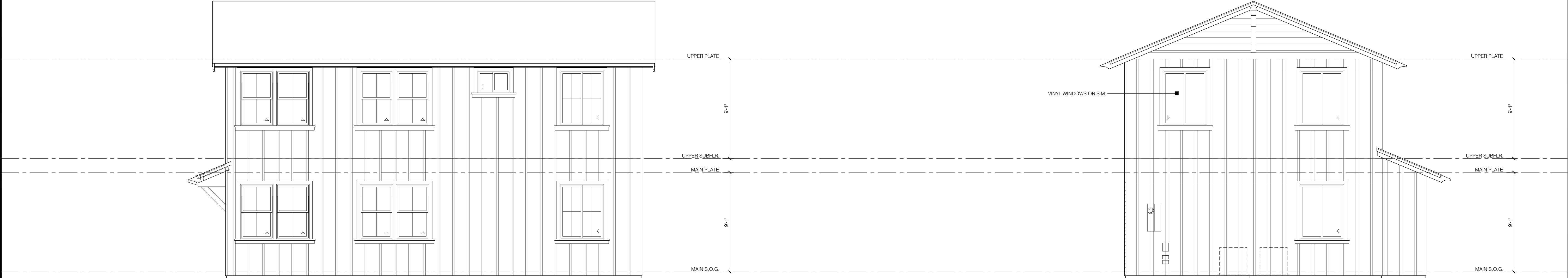


LEFT ELEVATION

LOT 22 - PLAN 7C - UNIT 2A & 2B

FRONT ELEVATION

LOT 22 - PLAN 7C - UNIT 2A & 2B



RIGHT ELEVATION

LOT 22 - PLAN 7C - UNIT 2A & 2B

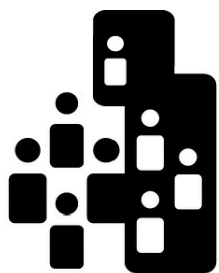
REAR ELEVATION

LOT 22 - PLAN 7C - UNIT 2A & 2B

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Revisions:

No.	Date	Revision
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Sheet Description:

LOT 22 - PLAN 7C
UNIT 2A & 2B
EXTERIOR ELEVATIONS

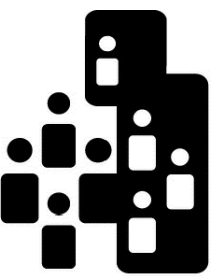
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A7.4.4

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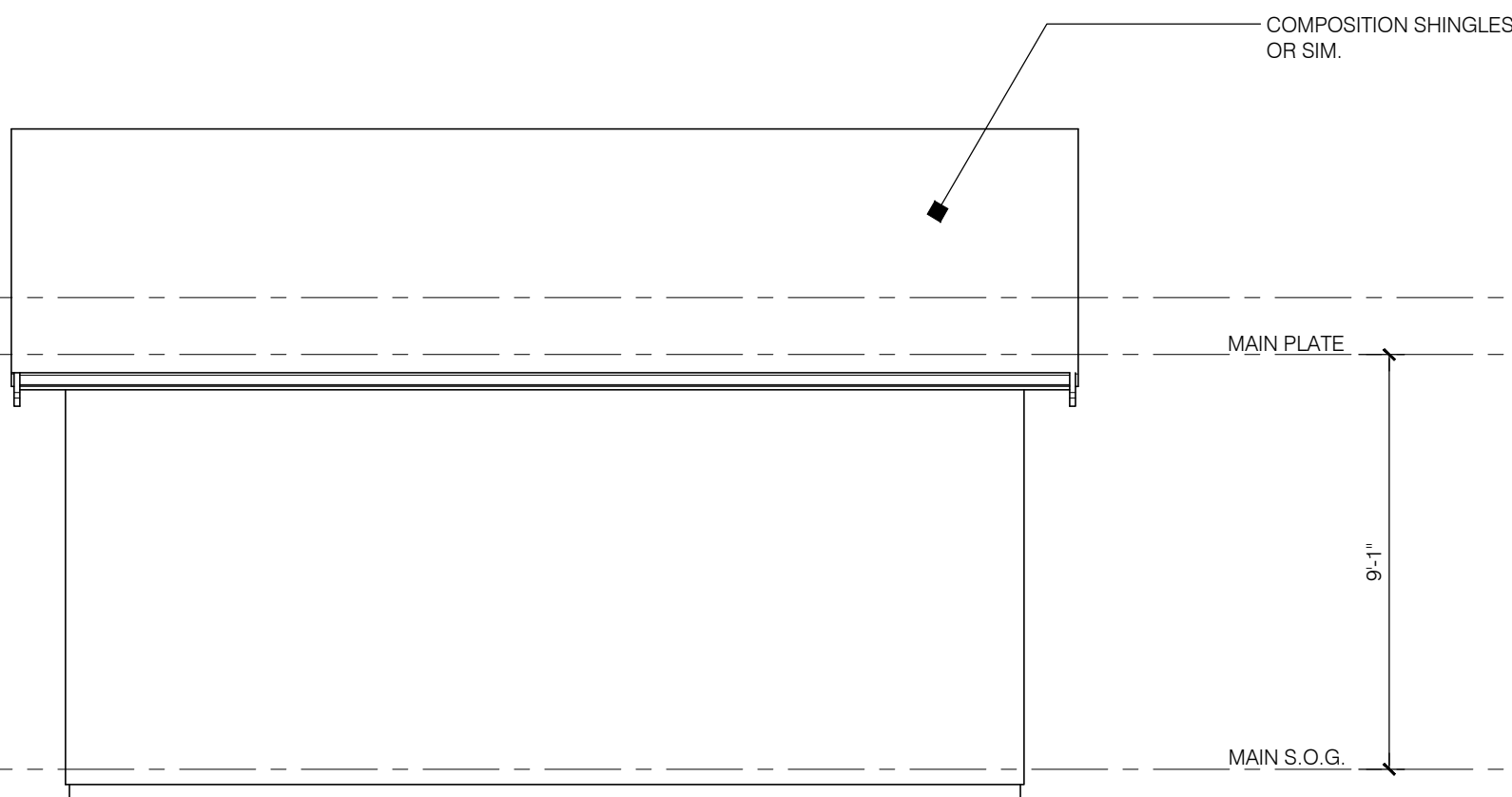
No.	Date	Revision
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Sheet Description:

LOT 22 - PLAN 7C - UNIT 2A & 2B
DETACHED GARAGE
EXTERIOR ELEVATIONS

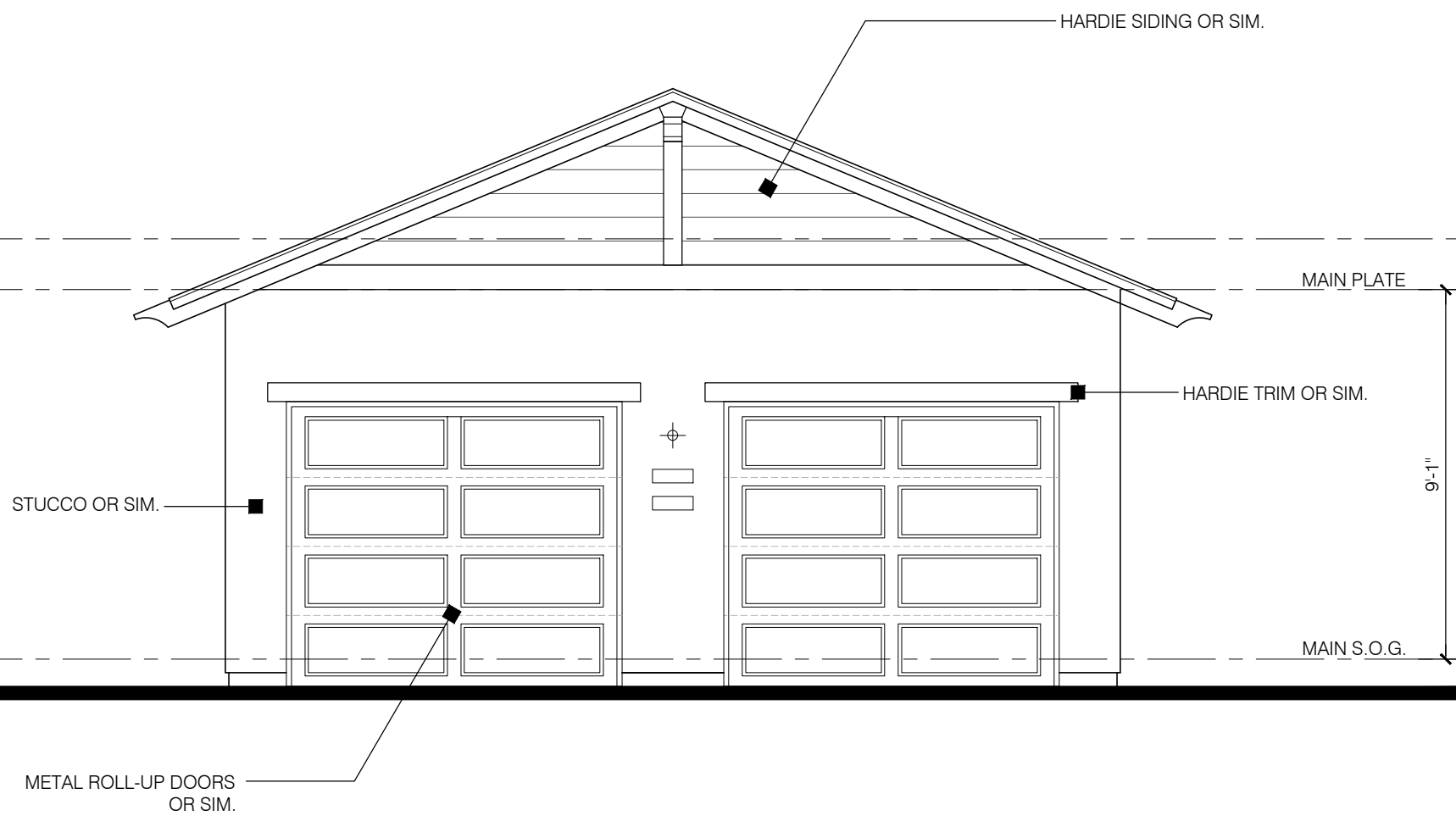
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Project#	317058

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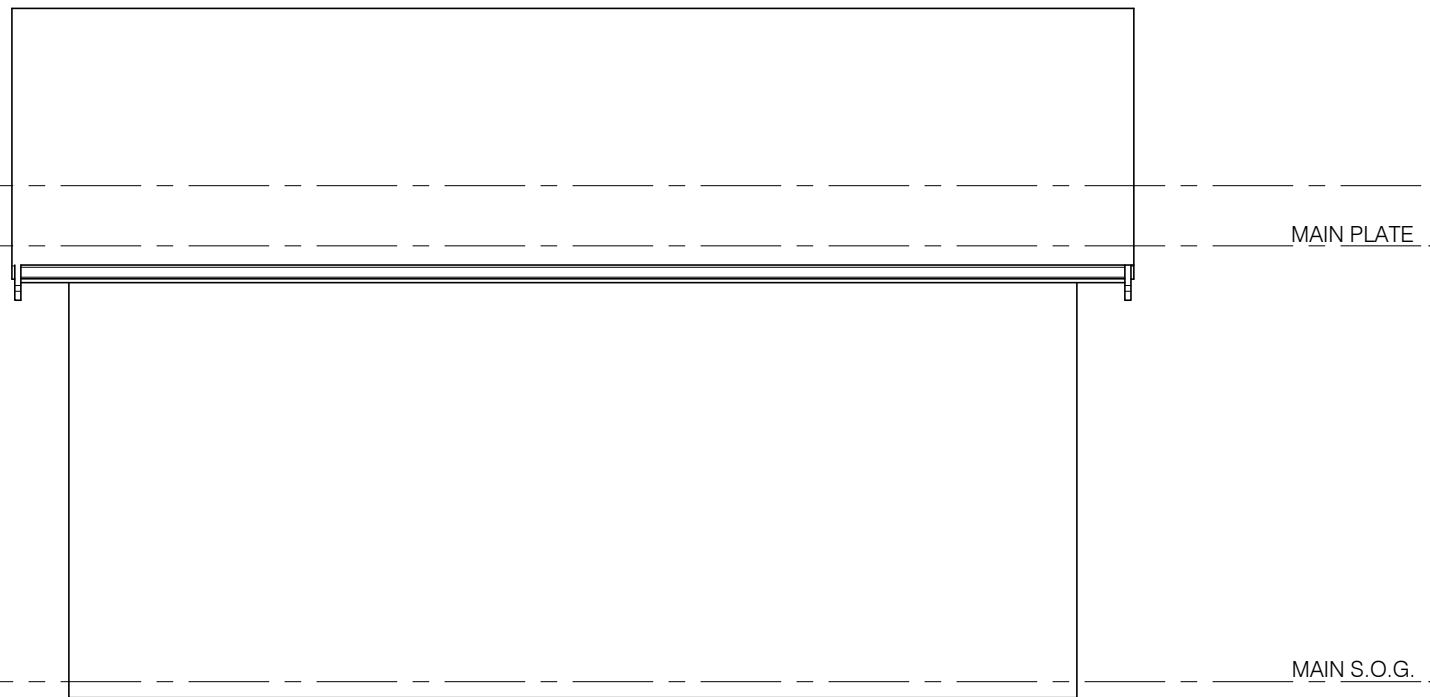
LEFT ELEVATION

LOT 22 - PLAN 7C - UNIT 2A & 2B DETACHED GARAGE



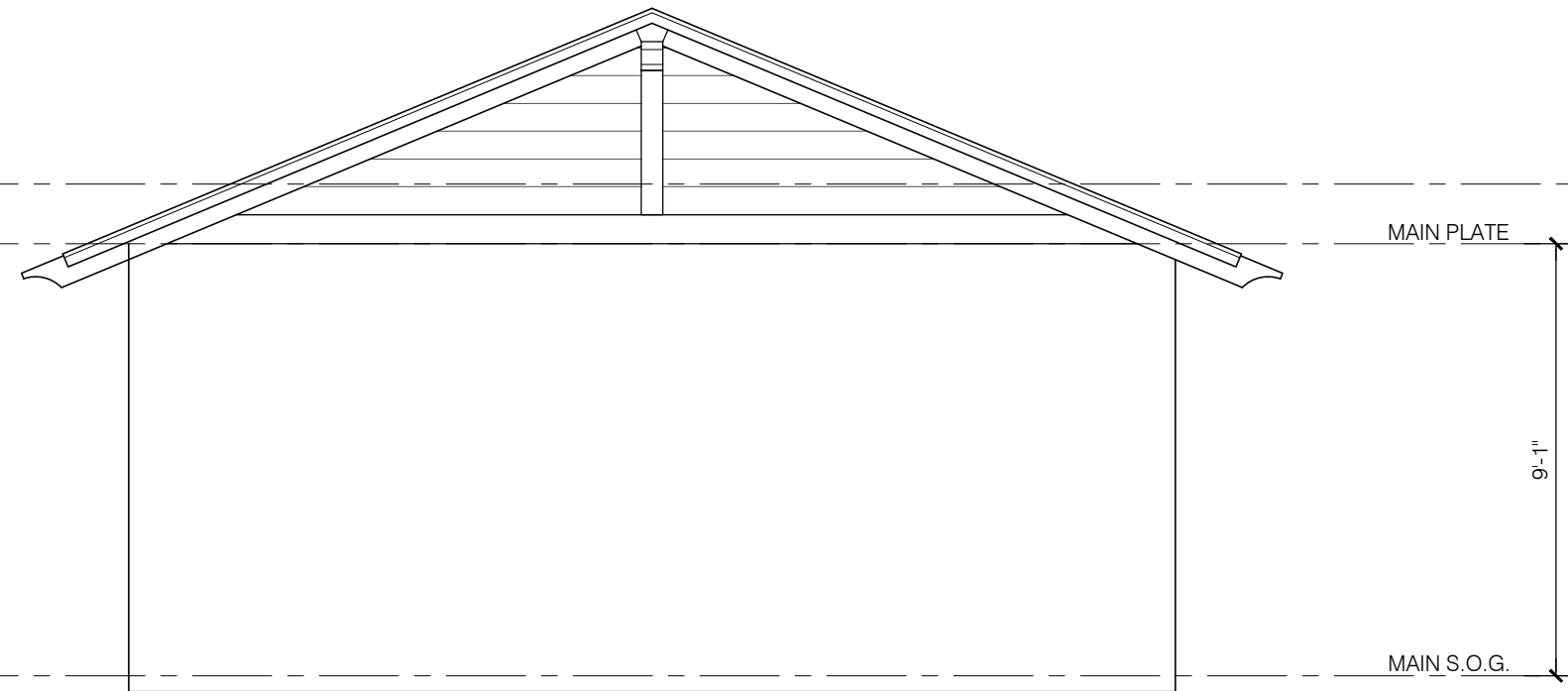
FRONT ELEVATION

LOT 22 - PLAN 7C - UNIT 2A & 2B DETACHED GARAGE



RIGHT ELEVATION

LOT 22 - PLAN 7C - UNIT 2A & 2B DETACHED GARAGE



REAR ELEVATION

LOT 22 - PLAN 7C - UNIT 2A & 2B DETACHED GARAGE

