

DRAFT

SUBDIVISION COMMITTEE REPORT

August 18, 2021

OLIVE COMMONS

***Project Description***

LOCATION.....613 Olive Street

APN.....010-252-023

GENERAL PLAN LAND USE .....Medium Residential

ZONE CLASSIFICATION

EXISTING .....R-3-18

PROPOSED.....N/A

OWNER/APPLICANT .....Joyce Milks

ADDRESS.....141 Stony Circle, Ste 219  
Santa Rosa, CA 95401

ENGINEER/SURVEYOR .....Mike Robertson, Robertson Engineering

ADDRESS.....2300 Bethards Dr, Suite L  
Santa Rosa, CA 95405

REPRESENTATIVE .....Mike Robertson, Robertson Engineering

ADDRESS.....2300 Bethards Dr, Suite L  
Santa Rosa, CA 95405

FILE NUMBER .....MIN18-004

CASE PLANNER .....Kristinae Toomians

PROJECT ENGINEER.....Jesús McKeag

PLANNING COMMISSION REP ..Karen Weeks

## ***Background***

On July 1, 2021, the Zoning Administrator approved a Minor Use Permit for a two-parcel, small lot subdivision to be located at 613 Olive Street. The subject property is currently vacant but is proposed to be developed with two attached units. The future attached units are subject to Design Review. The proposal is allowed within the R-3-18 (Multi-Family Residential) Zoning District and is consistent with the General Plan designation of Medium Density Residential, which allows residential development at a density between 8 and 18 dwelling units per acre. The proposed project will be developed at 10.5 dwelling units per acre.

## ***Conditions of Approval***

- I. Developer's engineer shall obtain the current City Design and Construction Standards and the Engineering Division of the Planning & Economic 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.
- II. Developer's engineer shall comply with all requirements of the current Municipal Separate Storm Sewer System (MS4) and City Standard Urban Storm Water Mitigation Plan Low Impact Development Manual in effect at the time this application was deemed complete. Final Plans shall address the storm water quality and quantity along with a maintenance agreement or comparable document to assure continuous maintenance of the source and treatment.
- III. Submit landscape and irrigation plans in conformance with the Water Efficient Landscape Ordinance adopted by the Santa Rosa City Council, Ordinance 4051, on December 1, 2015.

In addition, the following summary constitutes the recommended conditions of approval on the subject application/development based on the plans stamped received 5/14/2020:

### **PUBLIC EASEMENT DEDICATION**

1. All public easement and right of way dedications shall be granted on the face of the map. Where needed, required easements are referenced within the appropriate sections of these conditions and/or the Standard Conditions.
2. Prior to the signing of Improvement Plans or the issuance of any Encroachment Permit required public easements and rights of way shall be dedicated to the satisfaction of the City Engineer.
3. All water meters shall be located within public right of way, public utility easement or water easements, and multiple meters shall be clustered where possible. Water easements shall be dedicated over the first valve of the Double detector check valve, public water meters and public fire hydrants and other public

utilities. Easements shall be determined during first plan check to the approval of the City Engineer.

4. All the onsite utilities to the development shall be privately owned mains and service connections. No private utilities such as water service laterals, sewer service laterals or fire mains are permitted to run parallel in a public utility easement (PUE).
5. This is a Minor Subdivision creating 2 residential units and 1 common parcel. The formation of a Homeowners Association (HOA), responsible for ownership and maintenance of the common area site improvements shall be required for this subdivision unless private maintenance agreements subject to City Engineer approval indicating the responsibilities of each lot are recorded prior to or contemporaneously with the Parcel Map. If an HOA is required, the documents creating the HOA and the Covenants, Conditions and Restrictions (CC&Rs) governing the HOA shall be required to be submitted with the First plan check for review by the City Attorney. The approved CC&Rs shall be recorded contemporaneously with the Parcel Map.

## **MAPPING**

6. All private easements necessary to the creation of the resultant lots and common parcel shall be granted on the face of the map to the satisfaction of the City Engineer.
7. The common area shall have dedicated private easements in favor of each lot for utilities, parking, drainage, and egress, etc.
8. Lot 2 shall have dedicated private easements in favor of Lot 1 for utilities, parking, and drainage, egress, etc.
9. A Parcel Map as defined by the applicable provisions of the State of California Subdivision Map Act shall be required for this 2-unit subdivision. Parcel Maps shall comply with all currently adopted ordinances, resolutions, and policies of the City of Santa Rosa and the State Subdivision Map Act.
10. All costs associated with map, plan, easement, plat, legal description, and/or support document preparation shall be the sole responsibility of the developer.
11. The Parcel Map shall be annotated on the information sheet 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."

## **PUBLIC STREET IMPROVEMENTS**

12. All public and private improvements, both on-site and off-site; all rights-of-way and easement acquisitions, be they on-site or off-site; and all removal, relocation, or undergrounding of existing public utilities and any coordination thereof required or necessitated as a result of the review and approval of the project and

the cost thereof shall be the obligation of the developer unless express written provision to the contrary is agreed to by the City. The full installation of all such required improvements to the satisfaction of the City Engineer shall be completed prior to the acceptance of the improvements by the City.

13. 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. Include a labeled and dimensioned cross section of the frontage including travel lanes, easements, etc., from the opposite curb to the back of PUE.
14. 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.
15. To the extent that any area of existing or proposed sidewalk is or shall be situated outside of current City right of way, a sidewalk easement shall be dedicated to the City.
16. A public utility easement (PUE) shall be dedicated behind the property line ending 7.5-feet behind the back of sidewalk per City Standard 230 G. No private improvements shall encroach into the PUE per City Code 20-16.140, A, 1, a, including but not limited to LID BMPs.
17. An emergency vehicle access easement (EVA) shall be dedicated to the City of Santa Rosa over the driveway to the satisfaction of the City Engineer in consultation with the Fire Department.
18. Fire Department access shall be signed and striped to restrict parking to the satisfaction of the City Engineer in consultation with the Fire Department.
19. Olive St is a Minor Street subject to City Standard 200 E with a minimum curb to curb width of 36-feet, including a 10-foot travel lane and an 8-foot parking lane in each direction, and an 8-foot planter strip, and a 6-foot sidewalk along the frontage. This stretch of Olive St was developed to an earlier standard with an approximately 7.5-foot wide contiguous sidewalk and shall be allowed to keep this frontage as it is currently constructed with the below changes.
20. Improvements to Olive St shall consist of:
  - a. The removal of the drive approaches along the frontage to City Standards and the installation of sidewalk per City Standards 235 and 237.
  - b. Any broken sidewalk shall be replaced per City Standards 235 and 237.
  - c. The removal of the curb and gutter to City Standards and the installation of rolled curb similar to City File Number 2014-0057, Scott St Sewer, Water, And Street Improvements and to the approval of the City Engineer as follows:

- i. A transition similar to 2014-0057 ROLLED CURB TRANSITION DETAIL shall be installed at either end of the frontage.
  - ii. In between transitions rolled curb similar to 2014-0057 ROLLED CURB AND GUTTER DETAIL shall be installed.
  - iii. Rolled curb and transitions shall be designed and constructed so that they are as close as practicable to the hydraulic equivalent of City Standard 241 curb and gutter.
- 21. Existing streets being cut by new services shall require edge grinding per City Standard 209, trenching per Standard 215, and an A.C. overlay.
- 22. This project shall underground existing overhead utilities per section 13-12.250 of the Santa Rosa City Code.
- 23. New services (electrical, telephone, cable or conduit) to new structures shall be underground.
- 24. Developer shall coordinate, and where necessary, pay for the relocation of any power poles or other existing public utilities, as necessary.

## **TRAFFIC AND LINE OF SIGHT**

- 25. All traffic signage and striping shall be to the satisfaction of the City Engineer in consultation with the City Traffic Engineer.
- 26. In order to tow vehicles parked in fire lanes, private owners including Home Owners Associations shall install signs in addition to standard fire lane markings, in plain view at all entrances to the property, pursuant to California Vehicular code section 22658.
- 27. The height of signs, vegetation or other obstructions near street intersections shall maintain clear line of sight for all vehicles approaching the intersection to the satisfaction of the City Traffic Engineer during review of Improvement Plans.

## **PRIVATE DRIVEWAY IMPROVEMENTS**

- 28. The common driveway shall be built to City minor street structural standards.
- 29. Trash Enclosures shall be covered to prevent any storm water contact with waste trash bins and receptacles. Any floor drains shall be plumbed direct to a grease interceptor and have no direct connection to City sanitary sewer or storm drain systems.
- 30. Installation and Maintenance of red curbing, fire lane signage, striping and all other fire lane markings or designators required by the Fire Department onsite outside of public right of way, including within the PUE, shall be the responsibility of the property owner or Homeowner's association (HOA). Fire lanes shall be designated with signs, red curbs and or pavement striping and marked per Fire Department Standards for all fire apparatus access roads.

## **STORM DRAINAGE**

31. Drainage facilities and drainage easements shall be provided to the satisfaction of the City Engineer or the Chief Engineer of the Sonoma County Water Agency at the developer's expense.
32. Systems designed to accommodate storm events larger than 1.0 inch in a 24-hour period are subject to approval by the Sonoma County Water Agency (SCWA). If it is determined that the project design doesn't adequately address all storm events per City Standards and the most current SCWA Flood Management Design Manual dated March 2020 an extension of the public storm drain system may be required.
33. Hydrology and Hydraulic design of the storm drain system shall conform to Sonoma County Water Agency (SCWA) criteria and City of Santa Rosa Design and Construction Standards.
34. Drainage facilities shall be designed per the Flood Control Design Criteria manual of the Sonoma County Water Agency. If flows exceed street capacity, flows shall be conducted via an underground drainage system (with minimum 15" diameter and maximum 72" diameter pipe sizes) to the nearest approved downstream facility possessing adequate capacity to accept the runoff, per the City's design requirements. Such runoff systems shall be placed within public street right-of-way wherever possible.
35. Any off-site storm water runoff shall be conveyed across the project site in a separate bypass storm drain system, or shall be fully treated. Collection points along the boundary of the project shall convey storm water to the bypass system to separate treated and untreated storm water. All storm water systems shall be sized to convey the storm water per Sonoma County Water Agency standards.
36. Provide storm drain and easements for any lot to lot drainage. Lots shall be drained in a manner so as not to adversely affect the adjacent lot. No lot-to-lot overland drainage is permitted (the exception is for lots draining to a common driveway). Lot drainage and private storm drain facilities shall be approved by the Chief Building Official or designated representative. Private drainage inlets and lines shall be required and shall be privately owned and maintained.
37. Concentrated drainage flows shall not be permitted to cross sidewalks, or slope areas subject to erosion problems. Drainage from landscape areas shall not cross over curb or sidewalk and are to outlet to a street through City Standard detail thru-curb drains.
38. The private drainage system shall be connected to the public storm drain (1997-0057) through a minimum 15-inch storm drain pipe through the public right-of-way to a public drainage structure at a 48-inch manhole. No blind connections are permitted into the public storm drain system. A storm drain structure shall be installed on the private side of the property line to distinguish the public system from the private system.

39. An adequate drainage system shall be required to drain rear yards and patio areas. Private underground storm drain systems and drainage easements are required for any lot-to-lot drainage.

### **STORM WATER COMPLIANCE (SUSMP & SWPPP)**

40. The developer's engineer shall comply with all requirements of the latest edition of the City Storm Water Low Impact Development Technical Design Manual. Final Plans shall incorporate all Standard Storm Water Low Impact Development Plan (SWLID) 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. Final Plans shall be accompanied by a City approved Declaration of Maintenance Agreement to assure continuous maintenance in perpetuity of the SWLID BMP's and shall include a maintenance schedule to be implemented by the owner.
41. Perpetual maintenance of SUSMP BMPs shall be the responsibility of one or more of the following as approved by the City of Santa Rosa:
- a. The individual homeowners fronting or owning these BMPs. Individual owners shall be responsible for performing and documenting an annual inspection of the BMPs 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 BMPs is through a Homeowner's Association or Property Owner's Association, the documents creating the Association and the Covenants, Conditions and Restrictions governing the Association shall be submitted to the City Attorney's Office and the Department of Community Development for review.
  - c. A special tax district for public BMP facilities.
  - d. An alternate means acceptable to the City of Santa Rosa.
42. The SWLID "Declaration of Maintenance" document shall be recorded at the Sonoma County recorder's office prior to grade permit issuance or as required by the Building Official. A recorded copy of the document shall be given to the City of Santa Rosa EDS division for their records.
43. After the SWLID BMP improvements have been constructed, the developers Civil Engineer or qualified professional 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 the improvements.
44. A Storm Water Pollution Protection Plan (SWPPP) or erosion control plan shall be required at building plan submittal to show protection of the existing storm drain facilities during construction. This project shall comply with all current State Water Board General Construction Permit Requirements.

45. Note on the plans that “No debris, soil, silt, sand, bark, slash, sawdust, rubbish, cement or concrete washings, oil or petroleum products, or other organic or earthen material from any construction or associated activity of any nature, shall be allowed to enter into or be placed where it may be washed by rainfall into the storm drain system. When operations are completed, any excess material or debris shall be removed from the work area.”
46. Where bio swales or BMP facilities are located in landscape strips, other utilities such as DDCV, joint trenches, backflow/reduced pressure devices, solar panels, transformers, irrigation meters, meter boxes, cleanouts, fire hydrants, etc. shall be located without conflict with the bio swales/water infiltration or collection. Each trench crossing shall extend the length of a bioswale by 5 additional linear feet. Locations of infrastructure shall be present on the plans and shall be reviewed during plan check. BMPs shall not be located within a Public utility easements or access easement.
47. The Civil Engineering plans shall show sufficient construction details and dimensions of each BMP device on the drawings, so the BMP may be replaced in the future. Landscape plans and civil plans shall be coordinated with the approved SWLID report and show the BMP locations clearly to prevent them from being filled in with landscape materials.
48. All BMP's shall be constructed using the LID manual construction details, priority type 1 or 2, using landscaped based infiltration/storage. BMPs constructed using any other detail other than priority 1 or 2 devices shall be reviewed and approved by the State Water Board. Provide a copy of any approval letter for alternative BMP installations from the Board to the City for its files.
49. Install a trash capture device per the SWLID permit at the project storm drainage outfall on private property. The owner shall maintain the device for perpetuity.

**GRADING** (from Building Memo dated December 26, 2018)

50. Building permits will be required for the proposed structures.



## **WATER AND WASTEWATER**

51. Water and sewer systems and appurtenances thereto shall be designed to serve the project in accordance with the City of Santa Rosa Design and Construction Standards and shall be constructed to the satisfaction of the City Engineer.
52. All onsite private sewer and water shall be installed per the most current adopted edition of the California Plumbing Code and shall meet all applicable Local, State and Federal separation requirements.
53. Private water, fire, sewer and storm drain mains shall not be permitted within the joint trench PUE. Public water meters or backcheck devices shall not be located under private asphalt, sidewalks and driveways.
54. This project is subject to the latest fees in effect at the time of connection or Building Permit issuance.
55. Demand fees and meter sizes are to be determined based on use and area in conjunction with review of building plans. The information sheet of the 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. Submit the square footage of each lot to determine sewer and water demand fees. The lot sizes shall be listed on the information sheet of the Parcel Map.
56. Traffic rated boxes rated for HS-20 loading shall be required along the frontage in the sidewalk behind any rolled curb, or in any driveway areas including parking spots.
57. Separate sewer laterals and water services shall be installed for each lot maintaining minimum separation between each and from all other piped utilities per City Code and Standards, the California Plumbing Code, and California Code of Regulations Title 22, Chapter 16 "Waterworks Standards" as applicable.
58. Any existing sewer lateral or water service that shall not be used shall be abandoned at the main per City Sewer System Design Standards Section XII, Abandonment of Sewer Mains and Services and City Standard 507 under an encroachment permit. Existing meters shall be collected by the City Meter Shop.
59. Water services and meters shall be provided per Section X of the Water System Design Standards and shall be sized to meet domestic, irrigation and fire protection uses.
60. Backflow prevention devices shall be designed and installed in accordance with current City Standards, State Health Code Title 17, and as required by the Director of Utilities.
61. Reduced Pressure back flow per City Standard 876 shall be required on all irrigation services.
62. Double check back flow per City Standard 875 shall be required on all domestic water services. The flow calculations shall be submitted to the Santa Rosa Water

Department during the plan check phase of the Improvement Plans or Encroachment Permit to determine adequate sizing.

63. Applicant shall install a combination service per City Standard 870 for fire service, domestic and irrigation meters.

64. If a well exists on the property, one of the following conditions apply:

- a. Retention of wells shall comply with City and County codes. An approved backflow prevention device shall be installed on any connection to the City water system.
- b. Abandonment of wells requires a permit from the Sonoma County Permit and Resource Management Department.
- c. Wells may not serve more than one parcel, and any lines from existing wells that cross lot lines shall be severed

65. Any existing septic systems shall be removed under supervision of project Soils Engineer. Obtain Permits from the Sonoma County Permit and Resources Management Department. Obtain a City Building permit if an existing structure is being converted from a connection to the septic system to the public sewer system.

**FIRE** (from Fire Memo dated July 21, 2020)

66. Fire Department access roads shall be provided to within 150 feet path-of-travel distance of all portions of first floor exterior walls of all structures. Access roads shall be designed to current Fire Department standards: 20 feet wide minimum for structures two-stories or less in height. Dead-end private access roads more than 150 feet in length shall have an apparatus turn-around per current Fire Department standards. Required Fire Department access roads shall be signed "No Parking – Fire Lane" per current Fire Department standards. ***The revised plans have been reviewed and found to meet the intent of the above reequipments.***

67. A Fire Flow Analysis including proposed building areas, type of construction, and calculated available fire flow at the proposed fire hydrants shall be provided to the Fire Department for review and approval concurrent with submittal of Grading plans. Minimum required Fire Flow for this residential project is 1500 gpm with 20 psi residual in the main. Applicant shall contact City Utilities Department to have flow test performed for existing fire hydrant in the area for hydraulic analysis.

68. All residences shall be equipped with automatic fire sprinkler systems

69. Required Fire Department access roads shall be signed "No Parking – Fire Lane" per current Fire Department standards.

70. Traffic calming measures on private property are not approved as a part of this review. (speed bumps, humps, speed tables or undulations.)

71. Permanent fences or gates limiting vehicle access shall be approved by the Fire Department. Vehicle gates shall be equipped with strobe-actuated electric

operators on both the ingress and egress sides. Egress actuators may be replaced with a magnetic detection loop. Gates shall fail to an unlocked condition in the event of power outage.

72. The Phase 1 Environmental Site Assessment may be required to be submitted at the Fire Department, including the review fee, and approved. Grading, demolition or construction permits shall not be issued until the Fire Department has reviewed and approved the Phase 1 study.
73. Access roads and water supplies for fire protection shall be installed and made serviceable prior to delivery, storage or construction of any combustible materials.

### ***Planning Conditions***

74. The applicant has requested the following Growth Management Allotments:

RESERVE "A"		2			
RESERVE "B"					
	2021	2022	2023	2024	2025

75. Design Review required for the proposed attached residential units.

### ***Recreation and Parks Conditions***

76. Street trees will be required and planted by the developer. Selection will be made from the city's approved master plan list and approved by the city's Tree Division. Planting shall be done in accordance with the city Standards and Specifications for Planting Parkway Trees. Tree planting locations shall be marked by the city Tree Division personnel. Contact Dan Watts at 543-3422 for tree approval and to mark tree planting locations. Copies of the master street tree plan list and the standards are available at both the Community Development and Parks Division offices.
77. Park acquisition and/or park development fees shall be paid at the time of building permit issuance, and the amount shall be determined by the resolution in affect at the time.

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## ***Public Hearing***

The public hearing was opened.

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The Subdivision Committee of the city of Santa Rosa, based upon the evidence presented and the records herein, hereby determines that the proposed Olive Commons parcel map, as hereinafter conditioned, complies with the requirements of Chapter 19 of the Santa Rosa City Code and the State Subdivision Map Act, based upon the following findings:

1. The proposed parcel map and the design of the proposed subdivision are consistent with the Santa Rosa General Plan in that the subdivision would create two parcels in a General Plan area designated Medium Density Residential and the residential uses permitted by the parcel map and by the required zoning for the property on which it is situated are allowable under the General Plan designation.
2. The site is physically suitable for the type of development shown on the parcel map in that the parcels are of a shape and size and have topographical characteristics which easily lend themselves to residential use.
3. The site is physically suitable for the proposed intensity of development in that it will accommodate the parcels as shown on the proposed parcel map.
4. Neither the design of the proposed subdivision nor the improvements will cause substantial environmental damage or will substantially and avoidably injure fish or wildlife habitat. The Subdivision Committee has determined that the proposed subdivision would create no adverse environmental effects including those described above.
5. Neither the design of the subdivision nor the type of improvements as proposed is likely to cause serious health problems in that no health or sanitary problems exist on the site or in the area of the site and the city can provide adequate water and sewer services to the property.
6. Neither the design of the subdivision nor the type of improvements, as proposed, will conflict with easements, acquired by the public at large, for access through, or use of, any property within the proposed subdivision. The Subdivision Committee, after review, has determined that no such easements exist.
7. The proposed subdivision meets the residential needs of the City and the public service needs which will be generated by the subdivision's users are within the available fiscal and environmental resources of the city.

8. The design of the proposed subdivision has, to the extent feasible, provided for future passive or natural heating or cooling opportunities in the subdivision.
9. The proposed subdivision will not discharge waste into the city's sewer system that would result in violation of any requirements prescribed by the California Regional Water Quality Control Board.

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The Subdivision Committee is a subordinate agency of the city Planning Commission and is empowered to act on behalf of the Commission. All actions by the Committee must be by unanimous vote or the matter under consideration is automatically referred to the Planning Commission.

### ***Action***

\_Approval with conditions as set forth in this report.

\_Denial - Major Reasons:

\_Continuance.

### Vote

<u>Name</u>	<u>Aye</u>	<u>No</u>	<u>Continue</u>
Kristinae Toomians			
Jesus McKeag			
Karen Weeks			

ANDREW TRIPPEL  
 SUPERVISING PLANNER  
 Community Development - Planning