

DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT
ENGINEERING DEVELOPMENT SERVICES

EXHIBIT "A"
6-11-2026

Addition and new 2nd floor ADU
2364 MELBROOK WAY
PLN25-0637

- I. Developer's engineer shall obtain the current City Design and Construction Standards and the Engineering Development Services 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. **Per City Code Section 18-12.015 (A), (2) External additions, swimming pools, etc., less than \$100,000.00 value will not trigger public improvement requirements. Also, per City Code Section 18-12.015 (A), (4) Attached or detached accessory dwelling units that have existing non-compliant curb and gutter, sidewalk and driveway approaches in place that match the design of the surrounding properties and meet the street design standards in place at the time of installation. The City Engineer may require replacement of existing improvements if it's been identified that any portion of the existing public improvements are materially detrimental to the public welfare. A formal review of the valuation will commence during review of the building permit application. If the valuation is determined to be above the threshold for the addition scope of work, the project may be required to dedicate a public utility easement (PUE) in order to meet adopted City Standards, General Plan requirements or area specific plans. Contact the Engineering Division of the Planning and Economic Development Department at 707-543-3200 to discuss specific requirements.**
- III. In addition, the following summary constitutes the recommended conditions of approval on the subject application/development based on the plans stamped received 5-27-26:

PUBLIC STREET IMPROVEMENTS

1. It is recommended that any non-standard sidewalk sections and driveway approaches along the property's frontage be upgraded to the current standard in order to ensure a compliant path of travel within the public right-of-way or public easements and to mitigate any potential trip hazards. Per City Code Section 13-32.020, the abutting property owner shall maintain the sidewalk in a manner that avoids creating a dangerous situation for the property owner and any members of the public utilizing the corridor.
2. An encroachment permit shall be obtained from the Planning and Economic Development Department prior to performing any work within or adjacent to the public right-of-way.

STORM WATER COMPLIANCE

3. Note on the plans submitted with the building permit application that “no debris, soil, silt, 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 whatever 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 complete, any excess material or debris shall be removed from the work area.”
4. As applicable, the developer’s engineer shall comply with all requirements of the latest edition of the City Storm Water Low Impact Development Technical Design Manual.

STORM DRAINAGE

5. Any needed drainage facilities and drainage easements shall be provided to the satisfaction of the City Engineer and shall be designed per the Sonoma County Water Agency’s Flood Control Design Manual and the City of Santa Rosa Design and Construction Standards at the developer’s expense.

BUILDING

6. Obtain building permits for the proposed project.

WATER AND WASTEWATER

7. Demand fees may be required and shall be determined during review of the building permit application. Submit the type of use in each portion of the building (office, warehouse, lab, manufacturing, cultivation, etc.) and the square footage of each usage type with the building permit application. If the proposed use involves a cannabis growing operation, provide the number of plants and the estimated peak monthly water and sewer usage. The applicant may contact the Water Engineering Services division at (707)-543-4300 to obtain a preliminary fee calculation.
8. All irrigation and domestic water services shall be protected with a reduced pressure backflow device per City Standard 876. Backflow additions or upgrades shall be required as part of the building permit review. The location of all existing or proposed backflow devices shall be shown on the utility plan submitted with the building permit application.
9. The existing water service shall be sized to support any additional fire and domestic demand. If the building is not served by an automatic fire sprinkler system, it is possible that the proposed tenant improvement will require the installation of fire sprinklers within the building and a dedicated fire service per City Standard 880. All modifications to the existing water system shall be performed under an encroachment permit. The water service size shall be determined based on flow calculations submitted by the sprinkler designer.

10. Properties currently protected by automatic fire protection systems may have backflow devices on the dedicated fire service that do not meet current standards. All dedicated fire services shall be protected with a double detector check device per City Standard 880. Existing fire services protected by a single check device may require an upgrade per City Standard 880 as part of the tenant improvements. Contact Water Engineering Services at 707-543-4200 or email watereng@srcity.org to determine the existing backflow type and to understand the specific requirements that will be placed on the building permit application. Any upgrades to the backflow device shall be installed under an encroachment permit.
11. If the project involves the addition of a new fire service or modifications to an existing service, an approved Fire permit for the onsite dedicated fire line shall be obtained prior to issuance of the encroachment permit for the backflow device. The onsite permit application and plan should be submitted to the Fire Department prior to applying for the encroachment permit.
12. A sewer cleanout per City Standard 513/513A must be installed on the existing sewer lateral if one does not already exist. The location of the cleanout must be shown on the utility plan submitted with the building permit application. The type of cleanout and the placement shall be based on the depth of the existing lateral. The installation of the clean out must be performed under an encroachment permit.
13. If additions or modifications to the existing landscaping are proposed under the building permit application, a dedicated irrigation meter shall be installed to serve the existing or proposed landscaping if one does not already exist. The Director of Santa Rosa Water may approve a variance deferring the installation of the irrigation meter if special circumstances exist on the property that would result in the installation creating practical difficulties or unnecessary hardships.
14. If additional fire lines and water meters are required, Santa Rosa Water may require all individual existing and new water services to be consolidated and installed as a combination service per City Standard 870. Consolidation shall require the abandonment of any unused water services at the main. This determination will be made during review of the building permit application.
15. Any additions or modifications to the existing landscaping shall be consistent with the Water Efficient Landscape Ordinance adopted by the Santa Rosa City Council, Ordinance 4051, on December 1, 2015. Landscape plans will be reviewed during the building permit stage to determine compliance with the ordinance.

FIRE

16. Construction permits associated with the tenant improvements shall comply with all adopted building standards as described in Title 24 and City Code.
17. If the building is not served by an automatic fire protection system, the installation of fire sprinklers will be required as part of the tenant improvement. Sprinklers

will be required throughout the building. The project may be exempt from the installation of sprinklers if there is no proposed change in use or occupancy and the following criteria are met:

- a. The proposal is altering 50% or less of the existing gross floor area of the building.
- b. The proposal involves the addition of 25% or less of the existing gross floor area of the building.
- c. The proposal includes both alterations and additions to the building footprint that total 50% or less of the existing gross floor area of the building.

To verify that the project is consistent with the above, contact the Fire Department at 707-543-3500.

18. When fire sprinklers are required as part of the tenement improvement, a hydrant must be located within 100' of the required Fire Department Connection (FDC). If a hydrant does not exist within this distance a new hydrant may be required.
19. All proposed vehicle gates and traffic calming devices shall be reviewed and approved under a separate construction permit submitted directly to the Fire Department. All required permits must be obtained prior to the construction of any gates or traffic calming devices.
20. Twelve inch illuminated building address characters shall be provided per Fire Department standards. An illuminated address directory monument sign shall be provided at each entrance to the property.

Storage or use of any hazardous materials at the site will require a Hazardous Materials Inventory Statement to be submitted to the Fire Dept. for review via the California Environmental Reporting System (CERS). Materials in excess of the permit amounts will require a Hazardous Materials Management Plan to be submitted to the Fire Dept. for review and approval and may require payment of annual Hazardous Material Use or Hazardous Waste Generator permit fees.



A. R. Jesús McKeag

PROJECT ENGINEER