# PLANNING & REDEVELOPMENT DEPARTMENT STAFF REPORT DESIGN COMMITTEE Meeting OCTOBER 18, 2007

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ITEM II-B

DESIGN REVIEW PERMIT – 515 OAK STREET (OAK STREET OFFICE CONVERSION) – #2007PL-122 (DRP-000211)

## **REQUEST**

The applicant requests approval of a Design Review Permit to convert an existing 1,052 sq. ft. single family residence to a commercial/office building which will include on-site improvements consisting of parking, lighting and landscaping.

Applicant – Gerald A. Beck Property Owner – Jami DeBernard

## **SUMMARY RECOMMENDATION**

The Planning Department recommends that the Design Committee:

- A. Adopt the four (4) findings of fact for the Design Review Permit; and
- B. Approve the Design Review Permit subject to the fifty-three (53) conditions of approval.

## **OUTSTANDING ISSUES**

There are no outstanding issues. The applicant has reviewed and is in agreement with the attached conditions of approval.

#### BACKGROUND

The subject property is located at 515 Oak Street, between Judah Street and Taylor Street within the Infill portion of the City (Attachment 1). The property is zoned Planned Development for Residential Commercial Mixed Use (PD 3272) and the underlying land uses are Low Density Residential (LDR) and Neighborhood Commercial (NC). The combined land use is common throughout the City's Infill areas where there is a mix of residential and commercial uses. The PD 3272 zoning designation recognizes that a mix of land uses is appropriate for certain areas within the Infill area, and as such, it allows for a mix of single-family and two-family residential uses, business and professional office uses, and limited retail/commercial uses. The zone district also prohibits certain commercial uses deemed incompatible for mixed-use residential areas, and provides specific site development and operational criteria (hours of operation and storage and delivery limitations) (See Attachment 2).

The applicant requests approval of a Design Review Permit (DRP) to convert the existing 1,052 square foot existing single family home to a commercial (office) use. Photos of the property are provided as Attachment 3. The DRP process ensures that the project complies with the Zoning Ordinance and the Community Design Guidelines (CDG). Additionally, it ensures that current residential uses, commercial conversions, and new construction will be compatible with existing land uses, will have minimal impact to traffic or parking conditions, and will continue to preserve the existing character of the neighborhood.

The applicant's proposal to convert the existing residence into an office would include exterior alterations consisting of demolition of the existing garage, conversion of the existing exterior wall on south side of the structure to a one-hour fire wall, new paint, and light fixtures. Other site alterations would include construction of a parking lot to be accessed from the alley (Stella Alley), and construction of a handicap

ramp along the side of the house that would provide primary access to the front of the building.

## **SITE INFORMATION**

Roseville Coalition of Neighborhood Associations (RCONA): The site is located in the Cherry Glen Neighborhood Association (#15), which is currently active. A letter informing the association that a DRP application was received was sent on July 25, 2007. To date, no comments have been received.

Lot Size: 0.14 acres

**Site Access:** Vehicle and pedestrian access will be provided from Oak Street and Stella Alley.

**Topography:** The site is currently developed with an existing single family home and garage. The property is flat and portions of the front and rear yard are paved. Minimal grading will be required to construct the parking lot. Drainage will be collected on site and routed to the nearest storm drain system. There are no native oak trees on site. Three non-oak trees will be removed in order to construct the parking area. The remainder of the landscaping will remain undisturbed.

## **Adjacent Zoning**



**Table 2: Development Standards** 

	Required	Proposed
Building Setback	20'	22'
Landscape Setback	20'	22' to residence (14' to uncovered porch)
Building Height Limit	35'	16' 8"
Floor Area Ratio	20 – 40%	17%
Parking Spaces (total)	4	4
Compact (30% max.)	Up to 30% max (1)	1
Handicapped (ADA)	1	1
Shade Cover (min.)	50%	Meets intent
Bicycle Spaces	1	1 (as conditioned)

The proposed improvements are illustrated on the attached Site Plan (Exhibit A), Landscape Plan/Grading Plan (Exhibit B), and Elevations (Exhibit C), Exterior Colors (Exhibit D).

#### **EVALUATION**

This project is subject to the development standards of the City's Zoning Ordinance, the design standards of the City's Community Design Guidelines (CDG), and the standards of the Planned Development Residential Commercial Mixed Use zone (PD 3272). Staff reviewed the proposal for consistency with all applicable standards and found that the project, as proposed and conditioned, complies with the applicable guidelines. The following discussion highlights the overall design of the project and addresses issues that warrant further discussion.

#### SITE DESIGN GUIDELINES

#### **Vehicle Access, Circulation and Parking**

- The existing garage will be demolished to make room for the new parking lot. Access to the parking lot will be provided via Stella Alley.
- Four parking spaces will be provided in the rear parking lot. These include one handicapped stall, two standard stalls and one compact stall. The compact stall (space #4) is included to allow for additional space for the handicapped stall. No change is recommended.

## Pedestrian/Bikeway Access and Circulation

• The CDG require all walkways to provide access for the disabled in compliance with ADA, CA Title 24, and the City's Improvement Standards. The required off-street parking will be located in the rear yard of the property, accessible from the alley. As identified on the plans, the applicant proposes to construct a path that is at least four-feet (4') wide from the parking area to the ramp, which creates a handicap accessible path to the building's primary entrance. The design of the path and the ramp are subject to

review and approval by the Building Department through the Building Permit application process. No change is recommended.

• The CDG requires all commercial sites to include bicycle racks or lockers for customer and/or employee use. Consistent with the CDG and the Zoning Ordinance, Condition 8 has been included which requires the applicant to provide one (1) bicycle rack on site in a convenient location that is outside of the path of travel. The applicant is in agreement with this condition.

## Landscaping

- The existing landscaping will remain on the site excepting three trees (nectarine, orange, and plum) located in the future parking area. These trees will be removed as part of the construction. A variety of trees and shrubs are currently located on the project site. The landscaping will fit with the more residential feel of the neighborhood. Exhibit B shows the landscape plan and identifies the trees that will be removed.
- As proposed, the project does not meet the requirements for parking lot shading. Condition 11 has been included requiring that a shade tree be added near the proposed parking lot. Because the existing landscaping is to remain, additional shading of the future parking lot would be difficult. The current landscaping is mature and while additional shading would be possible with a rework of the landscaping some of the mature trees and shrubs would be lost. The landscape plan is attached as Exhibit B.

#### **ARCHITECTURAL GUIDELINES**

## **Materials and Finishes**

- Minor changes are proposed to the exterior of the structure. The applicant proposes to replace the
  existing siding with new one-hour fire resistive siding. The southern elevation requires the removal of
  the existing windows and openings due to proximity to the property line. The overhang on the southern
  wall will also be removed to meet building code.
- All work will be painted to match the existing colors of the structure. The structure will be tan with brown
  and cream accent colors. Elevations are shown in Exhibit C and the exterior colors are shown in Exhibit
  D.

## CONCLUSION

Zoning Ordinance Section 19.78.060(B) requires four finding of fact be made in order to approve a Design Review Permit. Based on the analysis contained in this staff report and with the project conditions, the required findings for approval can be made for the proposed Design Review Permit. The four findings for approval of the Design Review Permit are contained in the Recommendation section of this report.

## **ENVIRONMENTAL DETERMINATION**

This project is exempt from further environmental review in accordance with Section 15332 of the California Environmental Quality Act (CEQA) as an Infill Development Project that is consistent with the applicable General Plan and zoning designations. The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses and can be adequately served by all required utilities and public services. Furthermore, the project site has no value as habitat for

endangered, rare, or threatened species, and approval of the project would not result in any significant effects relating to traffic, noise, air, or water quality.

## **RECOMMENDATION**

The Planning & Redevelopment Department recommends that the Design Committee take the following actions:

- A. Adopt the four findings of fact, as stated below, for approval of the DESIGN REVIEW PERMIT 515 OAK STREET (OAK STREET OFFICE CONVERSION) FILE #2007PL-122 (DRP-000211);
  - 1. The project does preserve and accentuate the natural features of the property, such as open space, topography, trees, wetlands and watercourses, provides adequate drainage for the project, and allows beneficial use to be made of the site for development.
  - 2. The project site design does provide open space, access, vehicle parking, vehicle, pedestrian and bicycle circulation, pedestrian walks and links to alternative modes of transportation, loading areas, landscaping and irrigation and lighting which results in a safe, efficient and harmonious development and which is consistent with the applicable goals, policies and objectives set forth in the General Plan, the Community Design Guidelines, and Ordinance 3272.
  - 3. The building design, including the materials, colors, height, bulk, size and relief, and the arrangement of the structures on the site is harmonious with other development and buildings in the vicinity and which is consistent with the applicable goals, policies and objectives set forth in the General Plan and Community Design Guidelines, and Ordinance 3272.
  - 4. The design of the public services, as approved, including, but not limited to trash enclosures and service equipment are located so as not to detract from the appearance of the site, and are screened appropriately and effectively using construction materials, colors and landscaping that are harmonious with the site and the building designs.
- B. Approve the DESIGN REVIEW PERMIT as shown in EXHIBITS A C for DESIGN REVIEW PERMIT 515 OAK STREET (OAK STREET OFFICE CONVERSION) FILE #2007PL-122 (DRP-000211), subject to fifty-three (53) conditions of approval.

## CONDITIONS OF APPROVAL FOR DESIGN REVIEW PERMIT DRP-000122

- 1. This design review permit approval shall be effectuated within a period of two (2) years from this date and if not effectuated shall expire on **October 18, 2009**. Prior to said expiration date, the applicant may apply for an extension of time, provided, however, this approval shall be extended for no more than a total of one year from **October 18, 2009**. (Planning)
- 2. The project is approved as shown in Exhibits A C and as conditioned or modified below. (Planning)
- 3. The applicant shall pay City's actual costs for providing plan check, mapping, GIS, and inspection services. This may be a combination of staff costs and direct billing for contract professional services. (Engineering, Environmental Utilities, Finance)

- The design and construction of all improvements shall conform to the Improvement Standards and Construction Standards of the City of Roseville, or as modified by these conditions of approval, or as directed by the City Engineer. (Engineering)
- 5. The applicant shall not commence with any on-site improvements until such time as grading and/or improvement plans are approved and grading and/or encroachment permits are issued by the Department of Public Works (Engineering)
- The approval of this project does not constitute approval of proposed improvements as to size, design, materials, or location, unless specifically addressed in these conditions of approval. (Engineering)

## PRIOR TO BUILDING PERMITS:

- 7. Parking stalls shall meet, or exceed, the following minimum standards:
  - a. All parking stalls shall be double-striped. Parking stalls adjacent to sidewalks, landscaped areas or light fixtures, and all Accessible stalls shall abut a 6" raised curb or concrete bumper. (Planning)
  - b. Standard -- 9 feet x 18 feet; Compact--8 feet x 16 feet; Accessible--14 feet x 18 feet (a 9 foot wide parking area plus a 5 foot wide loading area) and a minimum of one (1) parking space shall be Accessible van accessible--17 feet x 18 feet (9 foot wide parking area plus an 8 foot wide loading area). (Planning)
  - c. An 'exterior routes of travel' site accessibility plan incorporating slope, cross-slope, width, pedestrian ramps, curb ramps, handrails, signages, detectable warnings or speed limit signs or equivalent means shall comprise part of the site improvement plans submitted to City for review, prior to building plan check approvals. This site accessibility plan shall also include:
    - Handicapped parking stalls shall be dispersed and located closest to accessible entrances.
       The total number of accessible parking spaces shall be established by Table 11-B-6 of the CBC.
    - ii) Accessible Parking spaces and crosswalks shall be signed, marked and maintained as required by Chapter 11 of the CBC.
    - iii) Accessible parking and exterior route of travel shall comply with CBC, Sections 1127B and 1129B. (Building)
- 8. One bicycle space shall be provided on site. The space shall be located in a highly visible and convenient area that does not obstruct pedestrian walkways. (Planning)
- 9. The plans submitted to the Building Department for permits shall indicate all approved revisions/alterations as approved by the Commission including all conditions of approval. (Planning)
- 10. The pole light in the parking lot shall be a Geenlee Itrepid side arm or alternative acceptable to the Planning Department. (Planning)
- 11. An additional shade tree will be planted in an appropriate location to provide shade in the proposed parking lot. (Planning)

- 12. The Landscape plan shall comply with the City of Roseville Water Efficient Landscape Requirements Resolution No. 93-55. (Planning)
- 13. At a minimum, landscaped areas not covered with live material shall be covered with a rock, (2") bark (no shredded bark) or (2") mulch covering. (Planning)
- 14. Any roof-mounted equipment and satellite dishes proposed shall be shown on the building plans. The equipment shall be fully screened from public streets and the surrounding properties. (Planning)

## Prior to the issuance of Building Permits:

- 14. At the time of building permit application and plan submittal, the project applicant shall submit a proposed plan which shows the suite addressing plan for individual tenant spaces within the building. The Chief Building Official, or the designate, shall approve said plan prior to building permit approval. (Building)
- 15. A separate **Site Accessibility Plan** which details the project's site accessibility information as required by California Title 24, Part 2 shall be submitted as part of the project Building Permit Plans. (Building)
- 16. Building permit plans shall comply with all applicable code requirements (Uniform Building Code UBC, Uniform Mechanical Code UMC, Uniform Plumbing Code UPC, Uniform Fire Codes UFC and National Electrical Code NEC), California Title 24 and the American with Disabilities Act ADA requirements, and all State and Federally mandated requirements in effect at the time of submittal for building permits (contact the Building Department for applicable Code editions). (Building)
- 17. Maintenance of copy of building plans. Health and Safety Code section 19850 requires the building department of every city or county to maintain an official copy of the building plans for the life of the building. As such, each individual building shall be submitted as a separate submittal package. Building plan review, permit issuance and archiving is based on each individual building address.
- 18. For all work to be performed off-site, permission to enter and construct shall be obtained from the property owner, in the form of a notarized right-of-entry. Said notarized right-of-entry shall be provided to Engineering prior to approval of any plans. (Engineering)
- 19. The grading and improvement plans shall be designed in accordance with the City's Improvement Standards and Construction Standards and shall reflect the following:
  - a. Street improvements including, but not limited to, curb, gutter, sidewalk, pavement, drainage systems, traffic striping, signing, medians and markings, etc. along all existing and proposed City streets, as required by Engineering.
  - b. Grading shall comply with the City grading ordinance. Erosion control devices (sediment traps, ditches, straw bales, etc.) shall be shown on the grading plans. All erosion control shall be installed prior to the onset of wet weather. Erosion control is installed to minimize silt discharge from the project site. It is incumbent upon the applicant to ensure that necessary measures are taken to minimize silt discharge from the site. Therefore modification of the erosion control plan may be warranted during wet weather conditions.

- c. A rough grading permit may be approved by Engineering prior to approval of the improvement plans.
- d. Standard Handicap ramps shall be installed at all curb returns per City Standards. (Engineering)
- 20. The applicant shall apply for and obtain an encroachment permit from the Engineering Department prior to any work conducted within the City right-of-way. (Engineering)
- 21. The applicant shall pay for all applicable water and sewer fees. (Environmental Utilities)
- 22. The owner shall upgrade the water service to include a meter and backflow device constructed to current City Standards. (Environmental Utilities)
- 23. A sewer clean out shall be constructed to current City Standards if one does not exist over the existing building sewer service. (Environmental Utilities)
- 24. The design and installation of all fire protection equipment shall conform to the California Fire Code and the amendments adopted by the City of Roseville, along with all standards and policies implemented by the Roseville Fire Department. (Fire)
- 25. The applicable codes and standards adopted by the City shall be enforced at the time construction plans have been submitted to the City for permitting (Fire)
- 26. The Electric Department requires the submittal of the following information in order to complete the final electric design for the project:
  - a. one (1) set of improvement plans
  - b. load calculations
  - c. electrical panel one-line drawings
- 27. All on-site external lighting shall be installed and directed to have no off-site glare. Lighting within the parking areas shall provide a maintained minimum of one (1) foot candle of light. All exterior light fixtures shall be vandal resistant. (Planning & Police)
- 28. The parking lot shall have properly posted signs that state the use of the parking area is for the exclusive use of employees and customers of this project. (See California Vehicle Code Sections 22507.8, 22511.5, 22511.8, 22658(a), and the City of Roseville Municipal Code Section 11.20.110). The location of the signs shall be shown on the approved site plan. (Planning & Police)
- 29. It is the developer's responsibility to notify PG&E of any work required on PG&E facilities. (PG&E)

#### **DURING CONSTRUCTION & PRIOR TO ISSUANCE OF OCCUPANCY PERMITS:**

- 30. Any backflow preventors visible from the street shall be painted green to blend in with the surrounding landscaping. The backflow preventors shall be screened with landscaping and shall comply with the following criteria:
  - a. There shall be a minimum clearance of four feet (4'), on all sides, from the backflow preventor to the landscaping.

- b. For maintenance purposes, the landscaping shall only be installed on three sides and the plant material shall not have thorns.
- c. The control valves and the water meter shall be physically unobstructed.
- d. The backflow preventor shall be covered with a green cover that will provide insulation. (Planning, Environmental Utilities)
- 31. Inspection of the potable water supply system on new commercial/ industrial/ office projects shall be as follows:
  - a. The Environmental Utilities Inspector will inspect all potable water supply up to the downstream side of the backflow preventor.
  - b. The property owner/applicant shall be responsible for that portion of the water supply system from the backflow preventor to the building. The builder/contractor shall engage a qualified inspector to approve the installation of this portion of the water supply. The Building Division will require from the builder/ contractor, a written document certifying that this portion of the potable water supply has been installed per improvement plans and in accordance with the Uniform Plumbing Code. This certificate of compliance shall be submitted to the Building Division before a temporary occupancy or a building final is approved.
  - c. The building inspectors will exclusively inspect all potable water supply systems for the building from the shutoff valve at the building and downstream within the building. (Building, Environmental Utilities)
- 32. The applicant shall remove and reconstruct any existing damaged curb, gutter, and sidewalk along the property frontage. During plan check of the improvement plans and/or during inspection, Engineering will designate the exact areas to be reconstructed. (Engineering)
- 33. Existing public facilities damaged during the course of construction shall be repaired by the applicant, at the applicant's expense, to the satisfaction of the City. (Engineering)
- 34. All improvements being constructed in accordance with the approved grading and improvement plans shall be accepted as complete by the City. (Engineering)
- 35. The words "traffic control appurtenances" shall be included in the list of utilities allowed in public utilities easements (PUE's) located along public roadways. (Engineering)
- 36. All water backflow devices shall be tested and approved by the Environmental Utilities Department. (Environmental Utilities)
- 37. Additional internal easements will be required to cover primary electrical facilities to the project when the final electrical design is completed. (Electric)
- 38. All Electric Department facilities, including streetlights where applicable, shall be designed and built to the "City of Roseville Specifications for Commercial Construction." (Electric)

- 39. The City of Roseville Electric Department has electrical construction charges which are to be paid by the developer and which are explained in the City of Roseville "Specification for Commercial Construction." These charges will be determined upon completion of the final electrical design. (Electric)
- 40. Any relocation, rearrangement, or change of existing electric facilities due to this development shall be at the developer's expense. (Electric)
- 41. Any facilities proposed for placement within public/electric utility easements shall be subject to review and approval by the Electric Department before any work commences in these areas. This includes, but is not limited to, landscaping, lighting, paving, signs, trees, walls, and structures of any type. (Electric)
- 42. All landscaping in areas containing electrical service equipment shall conform with the Electric Department's Landscape Requirements and Work Clearances as outlined in Section 10.00 of the Departments "Specification for Commercial Construction." (Electric)
- 43. All electric metering shall be directly outside accessible. This can be accomplished in any of the following ways:
  - a. Locate the metered service panel on the outside of the building.
  - b. Locate the metered service panel in a service room with a door that opens directly to the outside. The developer will be required to provide a key to the door for placement in a lock box to be installed on the outside of the door. Any doors leading from the service room to other areas of the building shall be secured to prohibit unauthorized entry.
- 44. One 3/4" conduit with a 2-pair phone line shall be installed from the buildings telephone service panel to the meter section of the customer's electrical switchgear or panel. (Electric)
- 45. It is the responsibility of the developer to insure that all existing electric facilities remain free and clear of any obstruction during construction and when the project is complete. (Electric)

## OTHER CONDITIONS OF APPROVAL:

- 46. The applicant shall pay City's actual cost for providing plan check, installation, and inspection services. This may be a combination of staff costs and direct billing for contract professional services. (Engineering, Environmental Utilities)
- 47. All existing public utility, electric, water, sewer and reclaimed water easements shall be maintained unless otherwise authorized by these conditions of approval. (Electric, Engineering, Environmental Utilities)
- 48. The parking lot striping and signing shall be maintained in a visual and legible manner. (Planning)
- 49. Following the installation of the landscaping, all landscape material shall be maintained in a healthy and weed free condition; dead plant material shall be replaced immediately. All trees shall be maintained and pruned in accordance with the accepted practices of the International Society of Arboriculture (ISA). (Planning)

- 50. The location and design of the gas service shall be determined by PG&E. The design of the gas service for this project shall not begin until PG&E has received a full set of City approved improvement plans for the project. (PG&E)
- 51. The project is subject to the noise standards established in the City's Noise Ordinance. In accordance with the City's Noise Ordinance project construction is exempt between the hours of seven a.m. and seven p.m. Monday through Friday, and between the hours of eight a.m. and eight p.m. Saturday and Sunday. Provided, however, that all construction equipment shall be fitted with factory installed muffling devices and that all construction equipment shall be maintained in good working order. (Building)
- 52. The developer (or designated consultant) shall certify that the building foundation location has been placed according to all approved setback requirements shown on the approved site plan. The developer shall prepare a written statement confirming building placement and provide an original copy to the City Building Department Field Inspector at the time of or prior to the foundation inspection. (Building)
- 53. Prior to Certificate of Occupancy, the applicant may apply for a Temporary Occupancy (TO) of the building. If a TO is desired, the applicant must submit a written request to the Building Division a minimum of thirty (30) days prior to the expected temporary occupancy date and shall include a schedule for occupancy and a description of the purpose for the Temporary Occupancy. (Building)

## **ATTACHMENTS:**

- 1. Ordinance 3272
- 2. Photographs

#### **EXHIBITS:**

- A. Site Plan
- B. Landscape Plan/Grading Plan
- C. Elevations
- D. Exterior Colors

Note to Applicant and/or Developer: Please contact the Planning Department staff at (916) 774-5276 prior to the Design Committee meeting if you have any questions on any of the recommended conditions for your project. If you challenge the decision of the Committee in court, you may be limited to raising only those issues which you or someone else raised at the public hearing held for this project, or in written correspondence delivered to the Planning Director at, or prior to, the public hearing.