

# PLANNING & REDEVELOPMENT STAFF REPORT DESIGN COMMITTEE MEETING June 19, 2008

Prepared by: Eileen Bruggeman, Project Planner

<u>ITEM II-B:</u> DESIGN REVIEW PERMIT - 331 LINCOLN ST - LINCOLN STREET LOFTS - FILE#2007PL-214 (DRP-000258)

## **REQUEST**

The applicant requests approval of a Design Review Permit to construct a three-story mixed-use building with 2,820 square feet of retail uses on the first floor, and four (4) loft residential units on the 2nd floor (total 7,749 square feet).

Applicant – Sarah Rubey, Mojica Architecture Studio Property Owner – Maria Sandoval, Sandoval LLC

#### **SUMMARY 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 the Design Review Permit; and
- B. Approve the Design Review Permit with fifty (50) conditions of approval.

#### SUMMARY OF OUTSTANDING ISSUES

The applicant is in agreement with the Conditions of Approval, and there are no outstanding issues.

#### **BACKGROUND**

The subject site previously contained two (2) buildings at 331 and 335 Lincoln Street, south of Church Street, within the Historic District and the Infill area of the City. Review of historical documents and photos indicate the site has historically supported mixed uses, inclusive of ground floor retail with residential units on the second floor (Attachment 1).



In 1994, the City approved a Site Review Application for modifications to the existing building. Some demolition was performed prior to construction of the approved modifications, however, soon after demolition, construction ceased and the permit was eventually withdrawn. The site has subsequently remained vacant and the building partially demolished.

On September 21, 2000, the Design Committee approved a Design Review Permit for the construction of a 6,414 square foot, two-story building with commercial uses proposed on the ground floor and four residential units on the second floor (file #DRP 00-30).

That approval was still in effect when additional entitlements were approved by the Planning Commission on March 29, 2001 that included:

- 1) A Design Review Permit Modification to allow an additional two stories of apartments to the approved two story building (with four residential units on each floor, total 12 residential units);
- 2) A Conditional Use Permit to authorize residential units on the third and fourth floors; and
- 3) An Administrative Permit to reduce the number of parking spaces required for the project (file #s DRPMOD 00-71, CUP 01-04, and AP 01-01).

The additional number of stories and increase in building height that would exceed surrounding building heights (proposed 42-feet, 4 inches compared to the 40-foot tall McRae Building, the tallest building in the Historic District), and the intensity of development were issues of concern to Planning Department staff at that time. The proposed building was ultimately approved, but the Planning Commission modified the Conditions of Approval to require that the elevations be revised to incorporate architectural treatment on the visible side elevations.

A Building Permit was never issued, and those entitlements expired. On May 26, 2005 the Planning Commission approved new entitlements for essentially the same project (file #s DRP 03-76, CUP 03-09, and AP 04-19).

Again, a Building Permit was never issued, and all entitlements have since expired. The property is currently vacant. Earlier this year the current property owners removed the partially demolished walls remaining from the earlier building and filled the basement areas in preparation for development.

At this time the property owners and applicant are requesting approval of a Design Review Permit to authorize construction of a mixed-use building with a revised design. Similar to the historical building uses the ground floor will remain retail, with four (4) residential units on the second floor. Construction of the proposed building will be significant because it has been many years since there has been construction of an entirely new building in the Historic District.

The Zoning Ordinance requires approval of a Conditional Use permit for residential units on any floor other than the second floor. However, the Planning Director has determined that the units are second floor units with loft space. Therefore, a Conditional Use Permit is not required for this project as designed. As discussed further in the Evaluation section the parking requirement of the proposed building and uses is less than the amount of parking previously allocated to this site, removing the requirement to secure approval of an Administrative Permit for a parking reduction.

## SITE INFORMATION

- A. Roseville Coalition Of Neighborhood Associations (RCONA): Roseville Heights (No. 20). Staff has received no comments from the Neighborhood Association to date.
- **B. Total Acreage**: 2,808 square foot lot (.06 acres), with 2,647 square feet of retail and four (4) residential units ranging from approximately 980 to 1,060 square feet per unit (7,027 square feet total).
- **C. Site Access:** The structure will occupy the majority of the site. There are no vehicular access points.
- **D. Grading:** The site has been graded. The basements are filled. According to the applicant, little or no grading will occur.

## ZONING/SPECIFIC PLAN REGULATIONS

Development Standard	Required	Proposed
Building Setbacks	None	None
Landscape Setbacks	None	None
Building Height Limit	50 ft.	40 ft.
Max. Building Lot Coverage	None	96.8%
Landscape Coverage	None	None
Parking Spaces	None	None
% of compact spaces	N/A	N/A
# of handicapped spaces	N/A	N/A
% of shaded parking	N/A	N/A
Bicycle Spaces	None	None

## PROJECT DESIGN FEATURES

See attached Site Plan (Exhibit A); Elevations (Exhibit B); and color elevations (Attachment 2 and 3).

## **EVALUATION**

The evaluation of the Design Review Permit for the proposed project has been based on the applicable development standards within the City's Zoning Ordinance, and the design standards of the City's Community Design Guidelines.

The Downtown Specific Plan and Downtown Code containing updated design guidelines are currently being prepared by the City. However, the documents are not adopted at this time. Review of the proposed project design is based on the approved standards, with referral to the draft documents as indicators of the possible future direction envisioned for this area. The evaluation of the building design and the recommended Conditions of Approval reflect staff's effort to balance implementation of the adopted standards and guidelines with consideration of the proposed plan and guidelines.

As proposed and conditioned, the project complies with the applicable Community Design Guidelines. The Design Review Permit evaluation section will focus on those Design Guidelines that warrant additional review and consideration by the Design Committee.

#### **Off-Site Improvements**

While the site was previously developed, based on the requested voltage and demand, off-site electric improvements are necessary to serve this parcel. Improvements include installation of an electric transformer and service conductors from the building's electrical panel to the transformer.

In this case, the proposed building will be built to the property line. The area immediately at the rear of the property line was found to be a private alley, of which the surrounding property owners were at one time assigned 1/9<sup>th</sup> participation in an easement for access and egress to the area at the rear of their respective parcels. There are several utilities that have been placed underground the common alley area however it is not clear whether an above ground structure such as a transformer (approximately 10 x 13 feet) could legally be placed within an area created to provide access and egress.

The City of Roseville owns a parcel adjacent to Roundhouse Alley (the alley from Lincoln Street, proceeding east and providing connection to the public surface parking lot). Roseville Electric has identified a suitable location within this City owned parcel for installation of a transformer that will provide the service requested by the property owner for this proposed building; the pad can be used for future installation of an additional or larger transformer if requests for additional service are received to service the properties surrounding this area. The property owner will be responsible for providing the

connection from their electrical panel to the transformer. The off site improvements will be installed at the land owner's expense and per Roseville Electric design.

## Roll-Up Door

- The Downtown Specific Plan proposes to invest in site improvements that may include features such as paving, landscaping, perimeter seating, additional lighting, etc. in the alley area at the rear of the subject site. The improvements would create an attractive public area to provide a connection between Church Street to the Roundhouse Alley, to Lincoln Street, and to the patio area being developed privately on the Pacific Street side of Roundhouse Alley (next to Bar Basic and the Odd Fellows Building).
- Bollards or other obstructions in certain areas may be installed as part of the site improvements to minimize conflicts between vehicles and the more pedestrian oriented areas.
- The rear of the building would remain accessible for deliveries, at a minimum via cart or by hand dolly.
- The property owner is aware of these possible improvements to the rear alley area, and has indicated that conceptually they do not appear to conflict with how the owners envision using the roll up door. Staff will ensure that all surrounding property owners have opportunities to provide comments regarding any proposed improvements to the rear common area.

#### **Storefront Windows/ Upper Floor Windows**

- The Old Town Historic Roseville Design Guidelines encourage historically appropriate placement, size, materials and construction of doors and windows.
- Contemporary aluminum storefront curtain wall windows are listed as not acceptable for upper floor windows. The upper windows are to have single or grouped, double-hung windows of vertical proportions that contrast with the continuous retail storefront glazing below. The finishes for aluminum windows at upper floors should be dark anodized bronze or black. Reflective or dark tinted glass is discouraged in the Historic District.
- The upstairs residential units will be loft units, a type of residential unit that was not historically provided. Double hung windows would not be appropriate with the loft-style residential units. The architect has instead proposed long, vertical windows with metal muntin bars that are contemporary, but similar to the large Victorian windows with low sills and divided into slender panels.
- Staff has recommended **Condition 2a** to require the window and door frames will be either dark anodized bronze or black. The plans will be revised to clarify that reflective or dark tinted glass will not be used.
- The applicant has been informed of this condition and is agreeable.

#### **Color and Texture**

- Section 7.A.6.a. of the Old Town Historic Roseville Design Guidelines discourages uninterrupted and unarticulated monochromatic expanses of wall.
- The building's rear façade incorporates window shades and decorative lighting; however, a single dark gray paint color is proposed for the rear and side elevations.
- Due to the building height the side elevations will be visible to the public street, and the rear of the building is adjacent to a public area that could potentially be used as a public gathering area.
- Staff has recommended **Condition 2 b and c** to require revision of the plans to incorporate color(s) more appropriate to the surrounding buildings, and to provide an architectural treatment on the sides and rear elevations. The architectural treatment may include a cornice and painted stucco, or color blocking to provide architectural treatment on the elevations.
- **Condition 2d** is included to require that the rear exit doors and the roll-up door be painted to match the adjacent building color.
- The applicant is aware of these recommendations and is agreeable.

## Signage

- The front elevation of the building shows wall-mounted signs. These signs are not part of the DRP application and will require a separate sign permit application.
- Staff has included **Condition 43** to require a separate sign permit application.
- The applicant has been informed of this condition.

#### **Parking**

- In 1982, when a Site Review application for a two-story office building at the subject property was submitted staff identified that 28 parking spaces were required. However, staff acknowledged that historically 28 parking spaces in Old Town have been allotted to this site through on-street and public parking areas for the prior uses at the site and the project was not required to provide additional parking.
- In 2001 the proposed four-story project was determined to have a parking requirement of 32 parking spaces, four (4) parking spaces in excess of the number allocated to the site. At that time an Administrative Permit was approved to allow a four parking reduction for four (4) parking spaces.
- The currently proposed mixed-use building is required by the Zoning Ordinance to provide twenty-seven (27) parking spaces total. This is based on one space per residential unit (8 parking spaces required for 4 residential units), plus one space per 300 square feet for the property owner's business (Custom Threads) (5 parking spaces required for 1,400 square feet of retail use). To conservatively calculate the highest possible parking requirement, staff assumed a restaurant use in the second commercial space. With a required parking ratio of 1 space per 100 square feet 14 parking spaces would be required for 1,400 square feet of restaurant use (27 parking spaces total).
- Because the proposed mixed use project will not require additional parking beyond what has been
  previously identified as allocated to this site, approval of an Administrative Permit for a parking
  reduction is not found to be necessary.

#### **Design Review Permit Conclusion**

Section 19.78.060(B) of the Zoning Ordinance requires that four findings 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 can be made for the proposed Design Review Permit. The four findings for the Design Review Permit are contained in the Recommendation section of this report.

## **ENVIRONMENTAL DETERMINATION**

This application is exempt from the provisions of the California Environmental Quality Act pursuant to the City of Roseville Implementing Procedures Section 305 and Section 15332 of the CEQA Guidelines, which exempts infill development that is consistent with the general plan and zoning, on a site of no more than 5 acres and surrounded by urban uses, with no habitat value, adequately served by utilities and public services, and that would not result in any significant effects relating to traffic, noise, air quality or water quality. No further environmental review is necessary.

## **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 the Design Review Permit – 331 Lincoln Street – Lincoln Street Lofts – File # DRP-000258;

- The project, as approved, preserves and accentuates the natural features of the property, such as open space, topography, trees, provides adequate drainage for the project, and allows beneficial use to be made of the site for development.
- 2. The project site design, as approved, provides open spaces for pedestrians, vehicle access, vehicle parking, vehicle and pedestrian 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 which is consistent with the applicable goals, policies and objectives set forth in the General Plan and the Community Design Guidelines.
- 3. The building designs, including the material, colors, height, size, and relief, and the arrangement of structures on the site, as approved, is harmonious with the existing open space and topography of the area which is consistent with the applicable goals, policies and objectives set forth in the General Plan and the Community Design Guidelines.
- 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 331 Lincoln Street Lincoln Street Lofts File # DRP-000258 with fifty (50) conditions of approval;

#### CONDITIONS OF APPROVAL FOR DESIGN REVIEW PERMIT #DRP-000258

- 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 **June 19, 2010**. 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 **June 19, 2010**.
- 2. The project is approved as shown in Exhibits A B and as conditioned or modified below.
  - a. The window and door frames shall incorporate either dark anodized bronze or black finishes. Reflective or dark tinted glass shall not be used. (Planning)
  - b. The building's color and finishes shall be consistent with colors common to other buildings on the street to the satisfaction of the Planning & Redevelopment Department. (Planning)
  - c. The plans submitted for a Building Permit shall be modified to incorporate architectural treatment on the visible side elevations and the rear elevation to the satisfaction of the Planning & Redevelopment Department. Possible treatment may include a cornice and painted stucco, expansion joints or architectural screed lines, etc., or color blocking to provide architectural treatment on the elevations. (Planning)
  - d. The roll-up and pedestrian doors shall be painted to match the adjacent building color. (Planning)
- 3. The applicant shall pay City's actual costs for providing plan check, mapping, GIS, installation 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)
- 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 ISSUANCE OF BUILDING PERMITS:

- 6. The plans submitted to the Building Department for permits shall indicate all approved revisions/alterations as approved by staff or the Design Committee including all conditions of approval. (Planning)
- 7. 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)
- 8. Only natural gas fireplace appliances are permitted. Wood-burning or pellet appliances shall not be permitted. (Planning)
- 9. 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)
- 10. 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)
- 11. Building permit plans shall comply with all applicable code requirements (California Building Code CBC based on the International Building Code, California Mechanical Code CMC based on the Uniform Mechanical Code, California Plumbing Code CPC based on the Uniform Plumbing Code, California, Fire Code CFC based on the International Fire Code with City of Roseville Amendments RFC California Electrical Code CEC based on the National Electrical Code, and California Energy Standards CEC T-24 Part 6), 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)
- 12. Restaurants or other food services. The developer shall obtain all required approvals and permits from the Placer County Health Department. (Building)
- 13. 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.
- 14. 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)

- 15. 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 or City property. (Engineering)
- 16. Prior to the approval of the improvement plans, it will be the property owner's responsibility to pay the standard City Trench Cut Recovery Fee for any cuts within the City streets that are required for the installation of underground utilities. (Engineering)
- 17. Prior to the issuance of a grading permit or approval of Improvement Plans, the grading plans shall clearly identify all existing water, sewer and recycled water utilities within the boundaries of the project (including adjoining public right of way). Existing utilities shall be identified in plan view and in profile view where grading activities will modify existing site elevations over top of or within 15 feet of the utility. Any utilities that could potentially be impacted by the project shall be clearly identified along with the proposed protection measures. The developer shall be responsible for taking measures and incurring costs associated with protecting the existing water, sewer and recycled water utilities to the satisfaction of the Environmental Utilities Director. (Environmental Utilities)"
- 18. The applicant shall pay for all applicable water and sewer fees. (Environmental Utilities)
- 19. Water and sewer infrastructure shall be designed pursuant to the adopted City of Roseville Improvement Standards and the City of Roseville Construction Standards and shall include:
  - a. Utilities or permanent structures shall not be located within the area which would be disturbed by an open trench needed to expose sewer trunk mains deeper than 12' unless approved by Environmental Utilities in these conditions. The area needed to construct the trench is a sloped cone above the sewer main. The cone shall have 1:1 side slopes.
  - b. Water and sewer mains shall not exceed a depth of 12' below finished grade, unless authorized in these conditions of approval.
  - c. All sewer manholes shall have all weather 10-ton vehicle access unless authorized by these conditions of approval. (Environmental Utilities)
- 20. 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)
- 21. 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)
- 22. 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; and
  - c. electrical panel one-line drawings
- 23. The property owners shall be responsible for providing the service conductors to the transformer, and shall be required to acquire land rights and/or demonstrate 1/9th ownership and/or rights to use of the alley way behind this parcel. (Electric)

- 24. All on-site external lighting shall be installed and directed to have no off-site glare. All exterior light fixtures shall be vandal resistant. (Planning & Police)
- 25. 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:**

- 26. Any backflow preventors shall be placed at the rear of the bulding, and shall comply with the following criteria:
  - a. The control valves and the water meter shall be physically unobstructed.
  - b. The backflow preventor shall be covered with a green cover that will provide insulation. (Planning, Environmental Utilities)
- 27. Separate document easements required by the City shall be prepared in accordance with the City's "Policy for Dedication of Easements to the City of Roseville". All legal descriptions shall be prepared by a licensed land Surveyor. (Engineering, Environmental Utilities, Electric)
- 28. Easement widths shall comply with the City's Improvement Standards and Construction Standards. (Environmental Utilities, Electric, Engineering)
- 29. 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)
- 30. The project shall be addressed as 331 Lincoln Street. All projects with multi-tenants or buildings must submit a plot plan with building footprint(s) to the Engineering Division for building/suite addressing. (Engineering)
- 31. 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)
- 32. Water and sewer shall be constructed pursuant to the adopted City of Roseville Improvement Standards and the City of Roseville Construction Standards. (Environmental Utilities)
- 33. All water backflow devices shall be tested and approved by the Environmental Utilities Department. (Environmental Utilities)

- 34. The developer shall install a "big dipper" (under sink grease trap) within any tenant space if the proposed business could discharge any grease type product. (Environmental Utilities)
- 35. Additional internal easements will be required to cover primary electrical facilities to the project when the final electrical design is completed. (Electric)
- 36. All Electric Department facilities, including streetlights where applicable, shall be designed and built to the "City of Roseville Specifications for Commercial Construction." (Electric)
- 37. 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)
- 38. Any relocation, rearrangement, or change of existing electric facilities due to this development shall be at the developer's expense. (Electric)
- 39. 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)
- 40. 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.
- 41. 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)
- 42. It is the responsibility of the developer to ensure 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:

- 43. 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)
- 44. Signs shown on the elevations are not approved as part of the Design Review Permit. A Sign Permit is required for all project signs. (Planning)
- 45. Temporary aboveground storage tanks may be used at construction sites for diesel fuel only and shall not exceed 1,000 gallon capacity. Tanks shall comply with all provisions found within the Fire Code. A Fire Department Permit shall be obtained prior to tank installation. The permit shall expire after 90 days from the date of issuance, unless extended by the Fire Chief. (Fire)
- 46. If site survey or earth moving work results in the discovery of hazardous materials in containers or what appears to be hazardous wastes released into the ground, the contractor or person

responsible for the building permit must notify the Roseville Fire Department immediately. A representative from the Fire Department will make a determination as to whether the incident is reportable of not and if site remediation is required. (Fire)

- 47. 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)
- 48. 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)
- 49. 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)
- 50. 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. Historical Photo of Site
- 2. Colored Elevation Front Elevation
- Colored Elevation Rear Elevation

#### **EXHIBITS**

- A. Site Plan
- B. Elevations

Note to Applicant and/or Developer: Please contact the Planning & Redevelopment Department staff at (916) 774-5276 prior to the Commission meeting if you have any questions on any of the recommended conditions for your project. If you challenge the decision of the Commission 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.